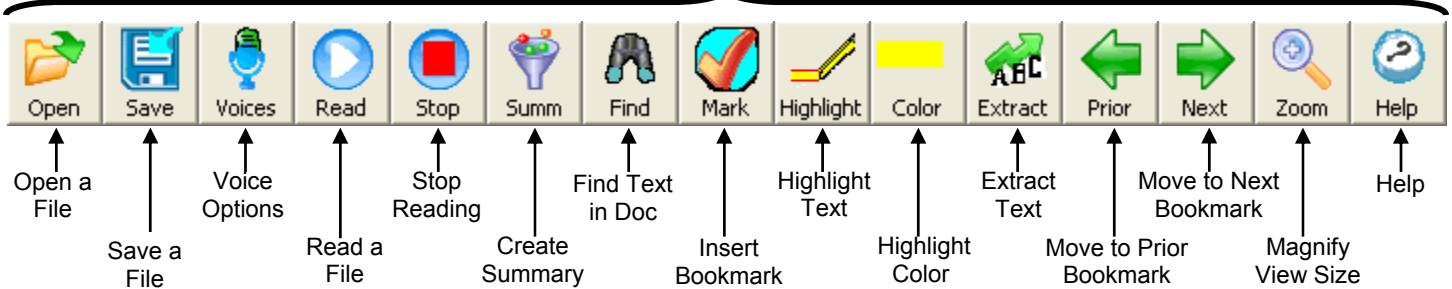


E-Text Reader

 *Great for reading text from a text document (i.e. .doc, .rtf, .html)*

TOOLBAR



Details



Click on the **Open** button to open a file.



Click on the **Save** button to save a file.



Click on the **Voices** button to change the voice options.



Click on the **Read** button to begin reading.



Click on the **Stop** button to stop reading.



Click on the **SUMM** button to create a summary of the document.



Click on the **Find** button to find specific text in a document.



Click on the book**Mark** button to add a bookmark to the document.



Click on the **Highlight** button to highlight selected text.



Click on the **Color** button to determine the highlight color.



Click on the **Extract** button to extract highlighted information.



Click on the **Prior** button to move to the previous bookmark.



Click on the **Next** button to move to the next bookmark.



Click on the **Zoom** button to enlarge or decrease the view size of a document.



Click on the **Help** button for additional help.

To Read

- Open a file.



OR

- Cut and paste text into E-Text Reader.
- Place the cursor where you would like to begin reading.

- Click on the **Read** button.



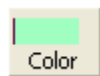
To Insert Bookmarks

- Place cursor where you want to insert a bookmark.
- Click on the **Mark** button.
- The **B** will appear at the place you mark.
- Use the **Prior** and **Next** buttons to move from one bookmark to the next.



To Highlight Text

- Choose the highlight color.



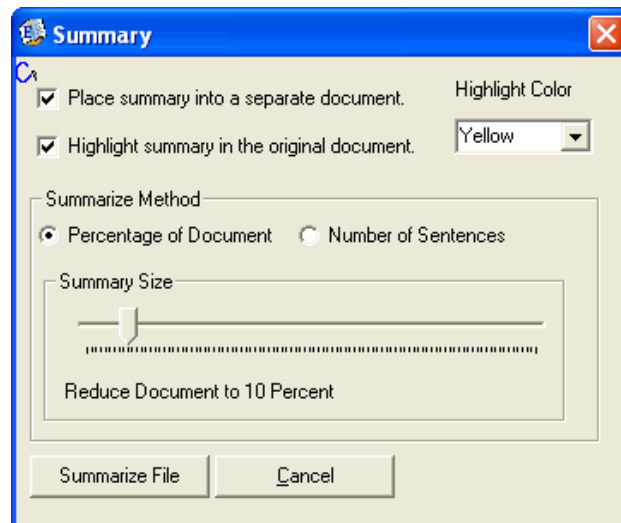
- Select the text you want highlighted.

- Click on the **Highlight** button.



To Summarize

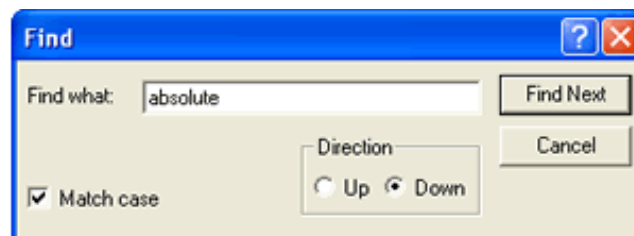
- Select text to be summarized. (CTRL + A selects all text.)
- Click on the **Summ** button.



- Slide pointer to adjust percentage of the reduced document size.
- Click on Summarize File.

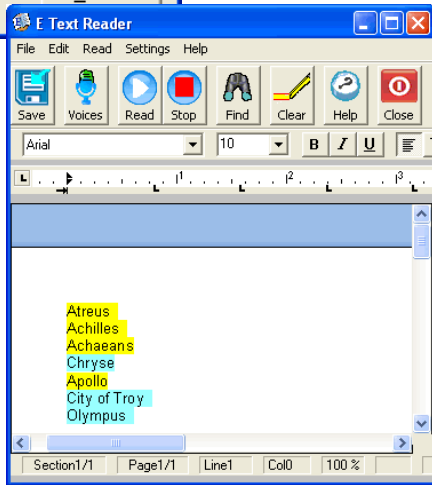
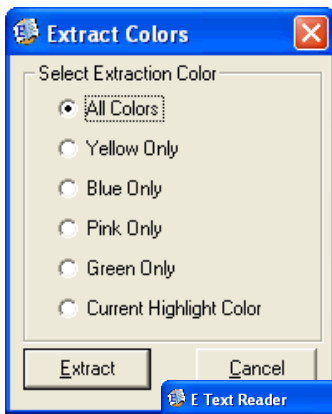
To Find Text in a Document

- Click on the **Find** button.
- In the Find dialog box, type in the word or partial word you want to search for.



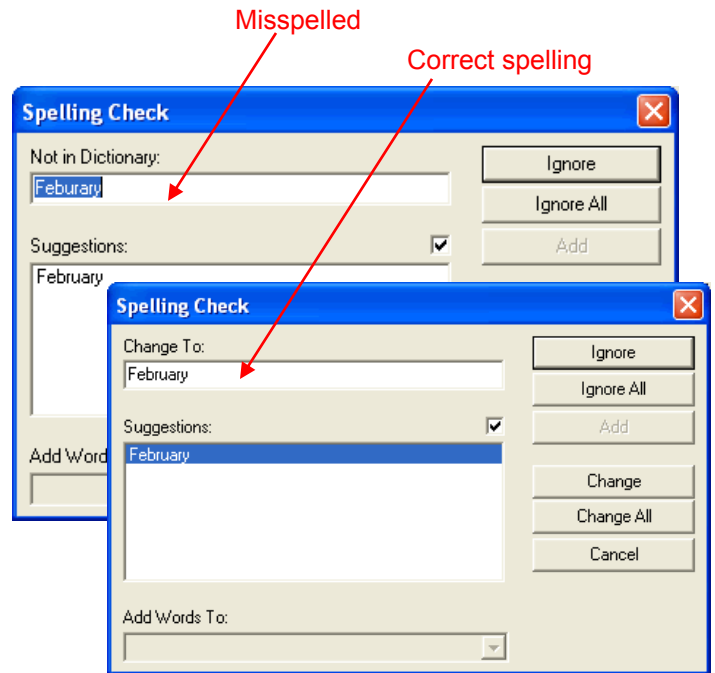
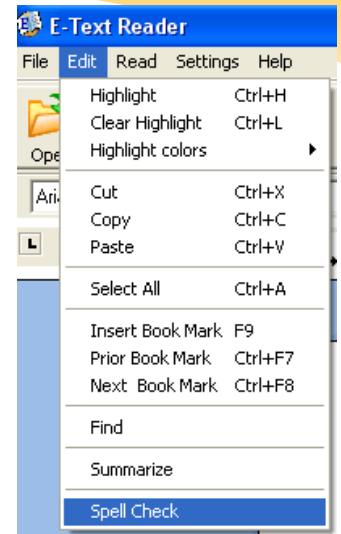
To Extract Highlighted Text

- Click on the **Extract** button.
- Choose the colored text to be extracted.
- Click Extract.
- Wait while E-Text Reader extracts the highlighted text and places the information in the E-Text Reader Extract window.



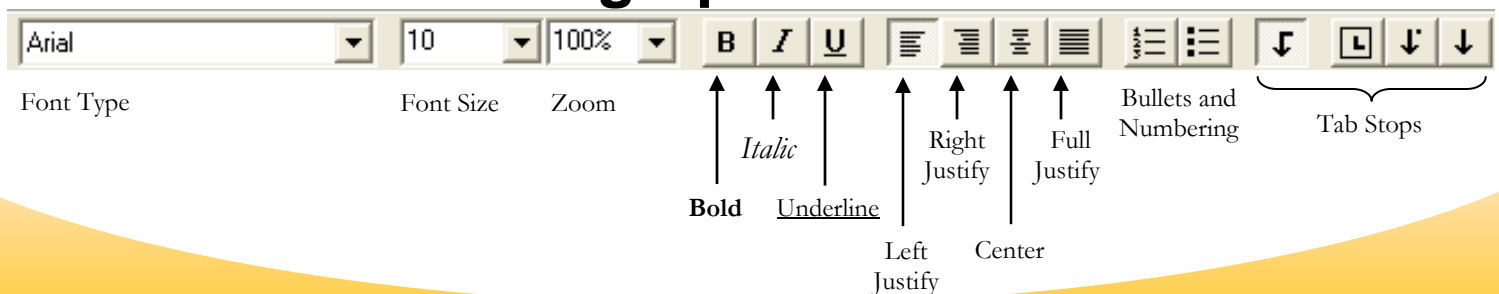
To Spell Check a Document

- From the Edit drop down menu, select **Spell Check**.
- The spell checker will identify misspelled words and may offer suggestions.
- If the correct spelling is suggested, select it.



- Click on Change to replace misspelled word.

Paragraph Tool Bar



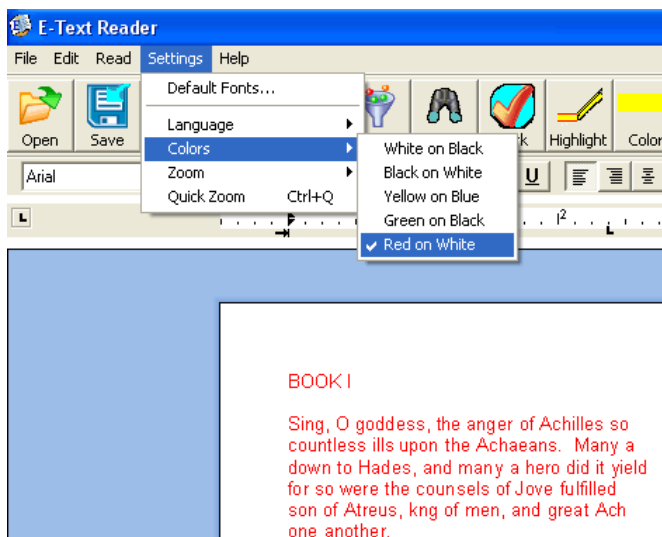
To Select Voices



- Select voice from Voices dropdown menu.
- Select voice rate (speed).
- Select voice pitch.
- Select OK.

To Change Color Scheme

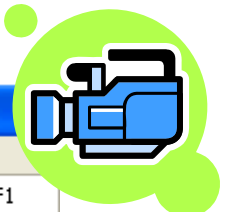
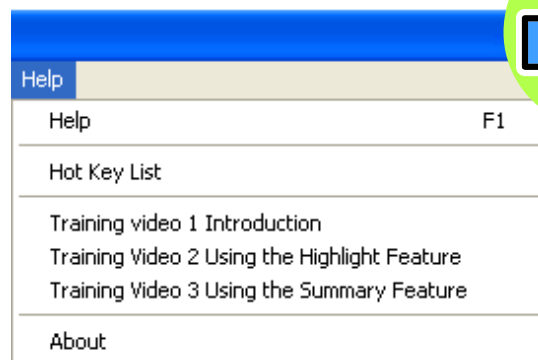
Select Colors from the Settings drop-down menu.



Hot Keys

Open	CTRL + O
New	CTRL + N
Save	CTRL + S
Print	CTRL + P
Close	ALT + F4
Extract Highlights	F3
Cut	CTRL + X
Copy	CTRL + C
Paste	CTRL + V
Select All	CTRL + A
Highlight Selected Text	CTRL + H
Quick Zoom	CTRL + Q
Insert Bookmark	F9
Move to Prior Bookmark	CTRL + F7
Move to Next Bookmark	CTRL + F8
Add Bookmark	CTRL + B
Read	F6
Stop Reading	F7
Read a Word at a Time	CTRL + L/R Arrow
Spell Word	Left/Right Arrow
Help	F1

Help



Click on a topic to watch instructional videos!!