ZoomText

User Guide

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Welcome to ZoomText

ZoomText is a powerful computer access solution that allows low vision computer users to see, hear and use everything on Windows desktops, laptops and tablet devices. ZoomText gives you the tools to enlarge, enhance and read everything just the way you want, so that you can fully enjoy using your computer.

ZoomText is available in two product versions: ZoomText *Magnifier* and ZoomText *Magnifier/Reader*.

- **ZoomText Magnifier** provides the complete set of screen magnification tools for enlarging and enhancing everything on your computer screen.

- **ZoomText Magnifier/Reader** provides all of the features of ZoomText Magnifier, plus a user-friendly set of screen and document reading tools tailored for low vision users. ZoomText reading tools are also perfect for individuals with learning disabilities, low literacy and other print disabilities.

Both versions of ZoomText are designed for users of all ages and skill levels and with the goal of providing independence, productivity and success at home, school and in the workplace.

Magnifier Features

ZoomText Magnifier is an advanced screen magnification program that enlarges and enhances everything on your computer screen.

ZoomText Magnifier features include:

- **Flexible Magnification**. ZoomText provides a full range of magnification levels up to 60x. Levels include: 1x to 8x in steps of 1, 10x to 16x in steps of 2, 20x to 36x in steps of 4, 42x, to 60x in steps of 6, and fractional powers of 1.2x, 1.4x, 1.6x, 1.8x, 2.5x, 3.5x and 4.5x. You can zoom in and out using All Zoom Levels, Favorite Zoom Levels Only or Whole Power Levels Only.

- **Powerful Zoom Windows**. ZoomText provides a wide variety of zoom window types for both single and multiple monitor configurations, allowing you to configure the magnified view according to your needs.

- **Advanced Smoothing**. ZoomText provides two types of advanced smoothing, xFont® and Geometric Smoothing, ensure the text and graphics (including photographs) are crisp and legible at all zoom levels.

- **Multiple Monitor Support**. ZoomText's Multiple Monitor Support allows you to see more information in a variety of ways. ZoomText's unique MultiView modes—MultiView Local and MultiView Global (patent pending), allow you to simultaneously view multiple applications or multiple locations within the same application.

- **Enhanced Screen Colors**. Innovative color controls improve screen clarity and reduce eyestrain. Special effects include color dyes, two-color modes and, replacement of problem colors.

- **Visible Pointers and Cursors**. Size and color enhancements make it easy to see the mouse pointer. Special locators around the mouse pointer and text cursor make them easy to find and follow.

- **Focus Enhancements**. Focus enhancements make it easy to locate and follow the control focus when you navigate through menus, dialogs, and other application controls.

- **Smooth Navigation**. Navigating your applications and scrolling the view is always smooth and comfortable.

- **Support for Touch Screen Devices**. ZoomText for can be used on Windows 10 and 8.1 touch screen devices including tablets, laptops and desktop monitors. ZoomText follows along as you tap, drag and swipe your way through all of your applications. And you can instantly access key ZoomText features using the ZoomText Touch Icon and gestures. Note: Requires a 5-point or greater multi-touch device. For more information, see Touch Screen Support.

- **Finder**. Finder helps you search, skim, navigate, and read in documents, web pages and email. You can search for single words or phrases throughout the entire document or only in specific items, such as headers, forms and links.

- **ZoomText Camera**. ZoomText Camera allows you to magnify printed documents, books and other items using a standard HD webcam.

- **Application Settings**. Save unique settings for each application that you use. As you switch applications, ZoomText automatically loads the desired settings.

- **Windows Logon Support**. ZoomText provide magnification and screen reading support in the Windows logon screen and other secure mode prompts.

Magnifier/Reader Features

ZoomText Magnifier/Reader is a fully integrated magnification and screen reading program that enlarges, enhances and reads aloud everything on your computer screen.

ZoomText Magnifier/Reader includes all the features of ZoomText Magnifier, plus:

- **Complete Screen Reading**. ZoomText automatically speaks all program controls and events as you navigate through applications; including menus, dialogs, list views and messages. Three verbosity levels give you complete control over the amount of information spoken.

- **AppReader**. With the AppReader you can read right in the target application or switch on-the-fly to the high contrast text view that's better for visual reading. You can also spot read blocks of text by clicking and dragging the mouse. Use AppReader's 'Read from Pointer' command to instantly start AppReader at the word under the mouse pointer.

- **Reading Zones**. Reading Zones allow you to instantly see and hear selected locations in your applications. Define up to 10 zones per application that you can trigger via a pop-up menu or keyboard commands.

- **Full Internet Accessibility**. ZoomText reads any web page, in the proper reading order. You can read automatically or manually navigate by word, line, sentence and paragraph.

- **Text Navigation**. Navigation keys make it easy to read while creating and editing documents. With simple commands you can read by character, word, line, sentence and paragraph, even while selecting text.

- **Typing Echo**. Each key or word that you type is automatically spoken. You can choose to have all keys spoken or only selected groups of keys.

- **Mouse Echo**. Mouse echo automatically reads text that you point to. Single words or complete lines of text are spoken instantly or after hovering briefly.

- **SpeakIt Tool**. The SpeakIt tool allows you to read selected areas of the screen by clicking or dragging the mouse.

- **Background Reader**. Background Reader allows you to listen to documents, web pages, email or any text while you simultaneously perform other tasks.

- **ZoomText Recorder**. ZoomText Recorder allows you to turn text from documents, web pages, email or other sources into audio recordings that you can listen to on your computer, or transfer the recordings to your mobile device for listening to on the go.

- **Built-in Premium Voices**. ZoomText Magnifier/Reader includes a full library of Vocalizer Expressive speech synthesizers, providing voices for the most commonly spoken languages and dialects from around the world.

Getting Started with ZoomText

ZoomText has a lot of features designed to cover the varying needs of users. This topic provides an overview of how ZoomText works along with quick start instructions for the essential features that all users need to learn and use.

How ZoomText Works

Most of the time ZoomText works in the background providing a magnified and enhanced view that follows all of your activity. So as you move the mouse pointer, type text, and navigate your applications, your point of interest is always in view. If you're running ZoomText Magnifier/Reader, ZoomText also echoes and narrates what you're doing, audibly confirming where you are, what you type, and more. All of this happens automatically, so you can think of ZoomText as your personal guide in your computer.

The ZoomText Toolbar

The ZoomText toolbar has a streamlined and modern layout that makes it easy to learn and fast and fluid to use. You can access and operate the entire toolbar using the mouse or the keyboard.
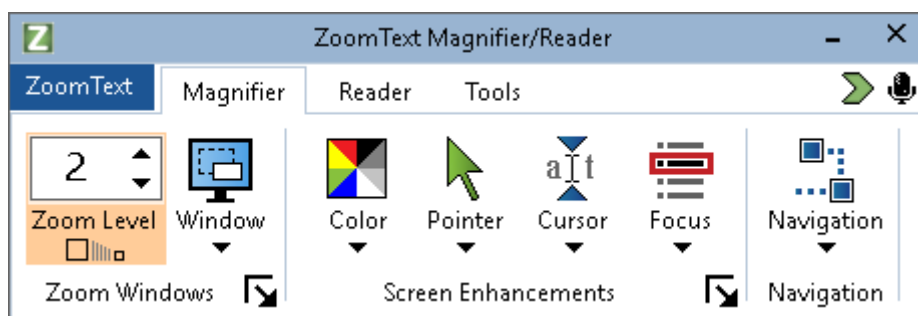
The ZoomText Toolbar

Using the arrow keys, you can navigate in and between the ZoomText menu, toolbar tabs, toolbar controls and button menus. When the focus is on a split button, pressing the Enter key will toggle the feature, while pressing the down arrow will open the attached menu. When the focus

is in the Zoom Level spin box (on the Magnifier toolbar) or the Rate spin box (on the Reader toolbar), pressing the Up and Down keys will adjust the spin box value and pressing the Left and Right keys will move the focus to the next control. On the Zoom Level spin box, pressing the Enter key will also toggle the Zoom to 1x feature.

Setting Up the Magnified View

Since the primary purpose of ZoomText is to make everything larger and easier to see, the first task is to adjust the zoom level and screen colors for comfortable viewing. Here are the fast-track methods for making these adjustments.

- **To increase and decrease the Zoom Level**

  Hold down the **Caps Lock** key and press the **Up** and **Down** arrow keys.

- **To toggle between the current Zoom Level and 1x**

  Hold down the **Caps Lock** key and press the **Enter** key.

- **To invert the brightness of the screen**

  Hold down the **Caps Lock** key and press **C**.

You can learn more about all of ZoomText's visual features and settings in Chapter 5—Magnifier Features.

Setting Up the ZoomText Voice and Echo Features

If you're running ZoomText Magnifier/Reader, ZoomText audibly echoes and narrates everything you do, so your second task is to adjust ZoomText's voice rate and echo settings so that ZoomText speaks program activity the way you like. This includes how the keyboard is echoed when you type, and how ZoomText's program echo announces menus, dialog boxes and other controls as you navigate through your applications. Here are the fast-track methods for making these adjustments.

- **To speed up and slow down ZoomText's voice rate**

  Hold down **Caps Lock + Alt** and press the **Up** and **Down** arrow keys.

- **To adjust how the keyboard is echoed when you type**

  Hold down **Caps Lock + Alt** and press **K**. Each press cycles the keyboard echo to hear a choice of characters only, words only, characters and words, or nothing at all.

- **To adjust the verbosity level for program echo**

  Hold down **Caps Lock + Alt** and press **B**. Each press cycles the verbosity level between a choice of Low, Medium and High levels. Low verbosity speaks the minimum details about each item, while high verbosity speaks the maximum details.

You can learn more about all of ZoomText's voice and echo features in Chapter 6—[Reader Features](#).

Reading Documents, Web Pages and Email

Once again, if you are running ZoomText Magnifier/Reader, there is one more important feature that you should learn, and that's ZoomText's AppReader. AppReader makes it easy to have documents, web pages and email read aloud with simple commands. You can choose where AppReader starts reading and let it read continuously to the end of the document. You can take control to pause and resume reading, or skim forwards and backwards through the text. And you can choose to read in App View or Text View. App View reads right in the source application, while Text View reads in a special environment where text is displayed in high contrast text in teleprompter and ticker tape style views.

The easiest way to start AppReader is using the Read from Pointer command. Here's how it works...

- **To launch AppReader using the Read from Pointer command**

Position the mouse pointer over the word where you want to start reading, and then press the Read from Pointer hotkey: **Caps Lock + Alt + Left-Click**

AppReader launches in the selected mode and begins reading at the clicked on word.

- **To stop automatic reading**

Press **Enter** or click.

- **To resume automatic reading**

Press **Enter** or double-click where you want to resume reading.

- **To skim read by sentence and paragraph**

Press the left and right arrow keys to read the previous or next sentence. Press the up and down arrow keys to read the previous or next paragraph.

- **To switch between App View and Text View**

Press **Tab**.

- **To exit AppReader**

Right-click or press **Esc**.

When AppReader exits, the cursor is automatically positioned at the last word that was highlighted in AppReader, if a cursor exists in the application.

You can learn more about AppReader in the AppReader section of Chapter 6—Reader Features.

Toggling ZoomText Off and On, and Exiting ZoomText

While most ZoomText users keep ZoomText running and active throughout each work session, there may be times when you want to toggle ZoomText off, or exit ZoomText altogether. You can do each of these as described below.

- **To toggle ZoomText off (and back on)**

    Click on the **ZoomText** menu and select **Disable ZoomText** or **Enable ZoomText**. You can also toggle ZoomText off and on by holding down **Caps Lock + Ctrl** and press the **Enter** key.

- **To exit ZoomText**

    Click on the **ZoomText** menu and select **Exit ZoomText**.

Next Steps

The instructions provided above should allow you to start working productively in all of your applications. But there are many other features and settings to be learned that will help you optimize your use of ZoomText even more. So we recommend that you invest some time in exploring the entire user guide to learn more about how to use ZoomText.

Setting Up ZoomText

Getting ZoomText set up on your system is a straightforward process that only takes a few minutes and a few steps to complete.

This section will walk you through the steps to get ZoomText fully installed and ready to use.

- [System Requirements](#)
- [Step 1—Install ZoomText](#)
- [Step 2—Start ZoomText](#)
- [Step 3—Activate ZoomText](#)
- [Step 4—Update ZoomText](#)
- [Adding More Voices](#)
- [Using the Startup Wizard](#)
- [Uninstalling ZoomText](#)

System Requirements

The following hardware and software are required to run ZoomText:

- 64-bit Windows 11, Windows 10, Windows Server 2019, or Windows Server 2016.

- Processor: 2 GHz i7 dual core processor recommended.

- 16 GB recommended.

- Video/Graphics card or integrated graphics with support for DirectX 11 or later.

- 2 GB hard drive space. SSD drive recommended.

- Windows compatible sound card (for speech).

- 5-point multi-touch display for touch screen support.

- USB 2.0 for ZoomText Camera support.

Step 1—Install ZoomText

Installing ZoomText is very straightforward, allowing you to complete the process in a few simple steps.

- **To install ZoomText**

    1. If you have not already downloaded ZoomText, you can get it from the [Freedom Scientific website](). Once the download is complete, navigate to where you saved the executable file, select it, and press ENTER.

        The ZoomText Setup program will start automatically.

    2. Follow the instructions to complete the installation.

    3. Restart Windows.

When upgrading to a new version of ZoomText, any custom settings from a previous release are automatically imported. This includes features such as magnification level, color, pointer, cursor, and mouse enhancements, and any custom settings you created for applications. (Custom settings older than the two previous versions will not be imported.)

Note: The ZoomText setup program will install system-level components. In order to install these components, you must have administrator privileges. If you do not have these privileges, contact your network administrator before proceeding with the installation.

Step 2—Start ZoomText

By default, the setup program will configure ZoomText to start automatically when Windows starts up. If you unselected this option in the Setup program you will need to start ZoomText manually using one of the methods described below.

▪ **To start ZoomText**

Do one of the following:

- In the Windows **Start** menu, choose **ZoomText {version}**.
- On the Windows desktop, double-click on the **ZoomText {version}** program icon.
- Press **Windows + R** to open the **Run** dialog, then type "ZT{version}" and press **Enter**.

When ZoomText starts up, it changes your display to show a magnified view of your Windows desktop and applications. As you move the mouse, type text and navigate within your applications, the magnified view automatically scrolls, keeping the area of activity in view. If you have installed ZoomText Magnifier/Reader, ZoomText will also speak aloud, to echo and narrate each event and action you perform in your applications. All of your Windows programs will operate normally while ZoomText is running.

Note: A shortcut key can be added to the ZoomText program icon allowing you to start ZoomText with a keyboard command. Adding shortcut keys to a program icons is standard Windows functionality. Refer to Windows Help for instructions on adding a shortcut key.

Step 3—Activate ZoomText

The License Manager lets you activate ZoomText using an Internet connection. The activation process begins automatically when you start ZoomText.

Note: If you do not have an Internet connection, you can activate ZoomText by telephone, fax, or by visiting www.fsactivate.com from a computer that has Internet access. For more information on these options, choose Activation Help when the activation process begins.

- **To activate ZoomText using the Internet, do the following:**

    1. In the Activation dialog box, choose Start Activation.
    2. Read the message that displays and then use the arrow keys to select Internet (recommended), and then press Enter.
    3. If your 20-digit Authorization number is not automatically displayed, type it into the Authorization Number edit box. You can find your Authorization number in print and braille on your ZoomText DVD sleeve.
    4. Press Enter to continue. You will be asked to connect to the Internet if you have not already done so. You must establish an Internet connection before continuing with the activation.
    5. If you have not registered ZoomText, you are asked to do so now. Registering ZoomText lets you receive technical support. Choose Register Now and complete the online registration form by following the instructions provided. You can choose to register later, but you must register the next time you activate ZoomText.
    6. After you submit your registration, Internet License Manager attempts to activate ZoomText. This process may take several minutes. When the activation is successful, choose Finish.

Note: If Internet License Manager cannot activate ZoomText, you may need to reconfigure your firewall. Refer to the Activation Help for more information.

Dongle Authorization

A dongle is a hardware device that you can connect to a computer's USB port. ZoomText is authorized to run on that computer as long as the dongle remains connected. This is useful if you frequently need to use ZoomText on many different computers and do not want to activate the program on each of them.

When ZoomText starts, it first determines whether a dongle is connected to the computer. If one is connected, ZoomText uses the features and information for the license associated with the dongle to authorize ZoomText. If no dongle is connected, ZoomText searches for the license information stored on the computer. You can use the Dongle Viewer utility to view information on the license associated with the dongle currently connected to your computer. To start the Dongle Viewer utility; in the **ZoomText** menu, choose **Manage License > Explore Utilities Folder**, then choose **Dongle Viewer**.

Dongles are sold separately or as an additional ZoomText feature. If you want to purchase one, contact Freedom Scientific Sales.

Network License

If you have a multi-user network license, your system administrator must go to www.fsactivate.com/network and download the network authorization tools and license server. This page also contains simple instructions for setting up the license server and activating the network license.

Step 4—Update ZoomText

ZoomText includes automatic updating that makes sure that your installation of ZoomText is always current with the latest enhancements and fixes, so that you always have the best possible experience. For this reason alone, we highly recommend that you keep the automatic updating feature enabled. If you choose to disable automatic updates, you can still manually check for updates at any time.

Note: An Internet connection is required to use this feature.

▪ **To enable or disable automatic updating**

1. In the **ZoomText** menu, choose **Preferences > Program**
2. Check or uncheck the box next to **Check for online updates each time ZoomText is launched**.
3. Click **OK**.

▪ **To use automatic updating**

- When automatic updating is enabled, each time you start ZoomText the Update Wizard checks to see if you are running the latest version. If an update is available, the Update Wizard will ask if you want to download and install the update. Select the **Yes** button to download and install the update.

▪ **To manually check for updates**

- In any version of Windows; In the **ZoomText** menu, choose **Help > Check for Updates**

  The Update Wizard appears and walks you through the update process.

Adding More Voices

ZoomText Magnifier/Reader includes a library of Vocalizer Expressive voices for the most commonly spoken languages and dialects from around the world. When you install ZoomText, at least one male or female voice matching the language of your Windows operating system is automatically installed with ZoomText.

You can install more Vocalizer Expressive voices using the Add/Remove Voices utility.

▪ **To install additional Vocalizer Expressive voices:**

1. On the **Reader** toolbar tab, click the arrow next to **Voice** or navigate to **Voice** and press the down arrow key.

2. In the **Voice** menu, choose **Add/Remove Voices**.

    The Add/Remove Vocalizer Expressive Voices dialog box appears.

3. In the **Select a Language** combo box, select the language for which you want to download voices.

4. In the **Premium Voices** list box, select the voices that you want to install. You can select as many voices as you like. To hear a sample of the current voice before deciding if you want to select it, select **Play Sample** or press **ALT+P**. If a voice is already installed, this will be indicated in the list.

5. Select **Install Selected Voices** to begin the installation.

6. When the installation is complete, select **Finish** to close the utility. You must restart ZoomText to use the newly installed voices.

Note: In ZoomText, you can switch to any of the installed voices using the **Settings** option in the **Voice** menu.

Using the Startup Wizard

The ZoomText Startup Wizard displays a series of simple dialogs that make it easy for you to configure ZoomText's most popular features and settings. The Startup Wizard automatically runs right after you activate ZoomText. The Startup Wizard can also be run at anytime when ZoomText is running.

- **To manually run the Startup Wizard**
    - In the **ZoomText** menu, choose **Preferences > Run Startup Wizard**

        The Startup Wizard appears and walks you through the startup configuration process.

Note: These settings also appear in ZoomText's Program Preferences dialog. To learn more, see [Program Preferences](#) in Chapter 9—Preference Settings.

Uninstalling ZoomText

If you no longer need ZoomText on your system, you can uninstall it at any time.

▪ **To uninstall ZoomText**

1. Open the Windows **Start** menu.

2. In the **Search** box, type: Programs and Features

3. Press **Enter**.

   The Windows Programs and Features app will appear displaying a list of applications that are installed on your system.

4. In the list of applications, choose **Freedom Scientific ZoomText {version}**, and then press **Enter**.

   The ZoomText uninstall program will appear and guide you through uninstalling ZoomText.

5. Follow the on-screens instructions to complete the uninstall process.

Running ZoomText

ZoomText is a standard application that you can start up and exit at any time during your Windows session. You can even configure ZoomText to start automatically when Windows starts up, both in the Windows logon screen and at the Windows desktop.

To help you learn and master ZoomText faster, we recommend that you explore the information and resources described in [Getting Help with ZoomText](#) (later in this chapter). These resources are always available and we encourage you to use them.

Knowing how to manage your ZoomText software and license is also important. This includes keeping your software up to date with the latest improvements, knowing when and how to transfer the activation, and utilizing the ZoomText Support resources.

- [Starting ZoomText](#)
- [Enabling and Disabling ZoomText](#)
- [Using the Caps Lock Key](#)
- [Exiting ZoomText](#)
- [Getting Help with ZoomText](#)
- [Windows Logon and Secure Mode Support](#)

Starting ZoomText

If ZoomText is not configured to start automatically when Windows starts up, you can start ZoomText manually using any of the following procedures.

▪ **To start ZoomText**

Do one of the following:

- On the Windows desktop, select the **ZoomText {version}** program icon.

- In the Windows **Start** menu, choose **ZoomText {version}**.

- Press **Windows + R** to open the **Run** dialog, type "ZT{version}" and press **Enter**.

When ZoomText starts up, it changes your display to show a magnified view of the normal screen. As you move the mouse, type text and navigate within your applications, the magnified view automatically scrolls, keeping the area of activity in view. If you have installed ZoomText Magnifier/Reader, ZoomText will also speak aloud; echoing and narrating each event and action you perform in your applications. All of your Windows programs will operate normally while ZoomText is running.

Note: Once ZoomText is running, you can enable and disable the **Start ZoomText automatically when Windows starts** option in the Program Preferences dialog. To learn more, see <u>Program Preferences</u> in Chapter 9—Preference Settings.

Enabling and Disabling ZoomText

You can enable and disable ZoomText at any time, without exiting the program. When disabled, ZoomText returns the screen to its normal (unmagnified) state and all speech output is suspended.

▪ **To enable and disable ZoomText**

Do one of the following:

- Press the ZoomText On/Off hotkey: **Caps Lock + Ctrl + Enter**
- In the ZoomText menu, choose **Enable ZoomText** or **Disable ZoomText**.

Tip! If you are frequently disabling and re-enabling ZoomText to view the unmagnified screen, try using the Zoom to 1x feature. To learn more, see [Using Zoom to 1x](#) in Chapter 4—Magnifier Features.

ZoomText's Use of the Caps Locks Key

The Caps Lock key is used in many of ZoomText's keyboard commands. These commands involve holding down the Caps Lock key while pressing one or more additional keys. These commands do not toggle the caps lock state and do not interfere with pressing and releasing the Caps Lock key (by itself) to toggle the caps lock on and off.

Announcement of the Caps Lock State

By default, ZoomText does not announce when the caps lock state is toggled on or off. However, you can configure ZoomText to announce the Caps Lock caps lock state as follows:

1. On the **Reader** toolbar tab, click the arrow next to **Keyboard** or navigate to **Keyboard** and press the down arrow key.

2. In the **Keyboard** menu, choose **Settings**.

   The Echo Settings dialog box appears with the Keyboard tab displayed.

3. In the **Echo these keys when they are pressed** section, check the **Locking Keys** check box.

4. Click **OK**.

Exiting ZoomText

You can exit ZoomText at any time. When you exit ZoomText, the screen returns to its normal (unmagnified) state and all speech output is terminated.

▪ **To exit ZoomText**

Do one of the following:

- In the **ZoomText** menu, choose **Exit ZoomText**.
- In the ZoomText title bar, click the close box.

  ![X close box icon]

Getting Help with ZoomText

A wide variety of ZoomText features and services are available to help you get the most from ZoomText. Below are descriptions of these features and services and where to find them.

- **ZoomText User Guide**. The full package version of ZoomText comes with the English version of the printed ZoomText User Guide, which provides complete instructions for using both ZoomText Magnifier and ZoomText Magnifier/Reader. Features and instructions that are unique to ZoomText Magnifier/Reader are grouped and marked for easy identification. Printable versions of the [ZoomText User Guide](#) in all localized languages are available for download.

- **ZoomText Help**. ZoomText Help is your complete ZoomText User Guide built right into ZoomText. ZoomText Help allows you to quickly browse and search for help topics on the features you want to use. For extra convenience, you can add topics you refer to often to a list of Favorites. To learn how to open ZoomText Help, see Using ZoomText Help below.

- **Toolbar Tooltips**. When you move the mouse pointer over a control on the ZoomText toolbar, a tooltip will appear, displaying the name, description and the associated hotkeys for the control. This is the quick way to learn what action each of the toolbar controls perform and how to perform the action in any application using the hotkey. To learn how to enable and disable the toolbar tooltips, see Using Toolbar Tooltips below.

- **Technical Support**. The ZoomText support team is available Monday through Friday from 8:30 am to 7 pm Eastern Time. Give us a call at 727-803-8600.

Using ZoomText Help

You can open ZoomText Help at any time when you are running ZoomText.

- **To open the ZoomText Help System**

  From the ZoomText toolbar, do one of the following:

  - Press the **F1** key.

  - In the **ZoomText** menu, choose **Help > ZoomText Help**.

  - Inside of a ZoomText dialog boxes, click the **Help** button that appears in the lower-right corner of the dialog. This action opens a help topic about that dialog and feature.

    The ZoomText Help system appears.

- **To use the ZoomText Help System**

  In the Help window, click one of the following tabs:

  - **Contents**. Allows you to choose a topic from a section of the online Help.

  - **Index**. Allows you to use the index to find a topic.

  - **Search**. Allows you to find a topic by searching for a particular word or phrase in the online Help.

    Note: Each ZoomText dialog box also contains a Help button that, when selected, displays context-sensitive Help for that dialog.

Using the Toolbar Tooltips

You can enable and disable the toolbar tooltips as needed.

- **To enable and disable the Toolbar Tooltips**

  1. From the ZoomText toolbar, choose **ZoomText > Preferences > User Interface**.

     The Preferences dialog appears with the User Interface tab displayed.

  2. Check or uncheck **Display tooltips for the ribbon controls**.

  3. Click **OK**.

Windows Logon and Secure Mode Support

ZoomText Secure Mode provides essential magnification and screen reading features in the Windows logon prompt and other Windows secure mode prompts. The ZoomText Secure Mode toolbar allows you to zoom in and out, invert the screen colors, and enable the voice to announce each control and action you perform in the secure mode prompts.

ZoomText Secure Mode is enabled by choosing **Enable ZoomText in the Windows logon prompt** in ZoomText's Program Preferences dialog box. See [Enabling and Disabling ZoomText in the Windows Logon Prompt](#) below.

The ZoomText Secure Mode Toolbar

When ZoomText's logon support is enabled, the ZoomText Secure Mode toolbar will appear whenever the Windows logon prompt or a secure mode prompt becomes active. This toolbar provides controls to adjust the settings that are available in ZoomText Secure Mode.
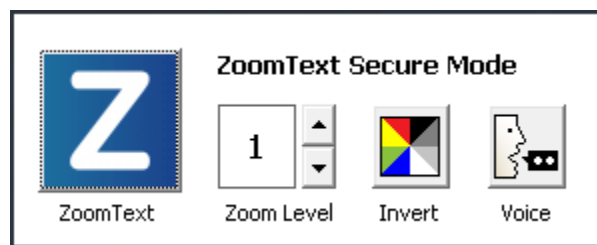
The ZoomText Secure Mode toolbar

- **ZoomText button**. Enables or disables ZoomText. When ZoomText is disabled, all magnification and screen reading features are turned off without exiting the program.

  Hotkey: **Caps Lock + Ctrl + Enter**

- **Zoom Level**. Sets the magnification level from 1x to 60x.

  Hotkey: **Caps Lock + Up / Caps Lock + Down**

- **Invert**. Enables and disables color inverting.

  Hotkey: **Caps Lock + C**

- **Voice**. Enables and disables the ZoomText voice.

  Hotkey: **Caps Lock + Alt + Enter**

  Note: ZoomText Secure Mode settings are automatically saved and restored each time you exit and enter a Windows secure mode prompt.

Enabling and Disabling ZoomText Secure Mode

ZoomText Secure Mode is enabled and disabled in ZoomText's Program Preferences dialog box.

▪ **To enable and disable ZoomText Secure Mode**

1. In the **ZoomText** menu, choose **Preferences > Program**.

   The Preferences dialog appears with the Program tab displayed.

2. Check or uncheck **Enable ZoomText in the Windows logon prompt**.

   Note: You must be logged in with administrative privileges to adjust this option. If you are not logged in with administrative privileges this option will be grayed out.

3. Select **OK**.
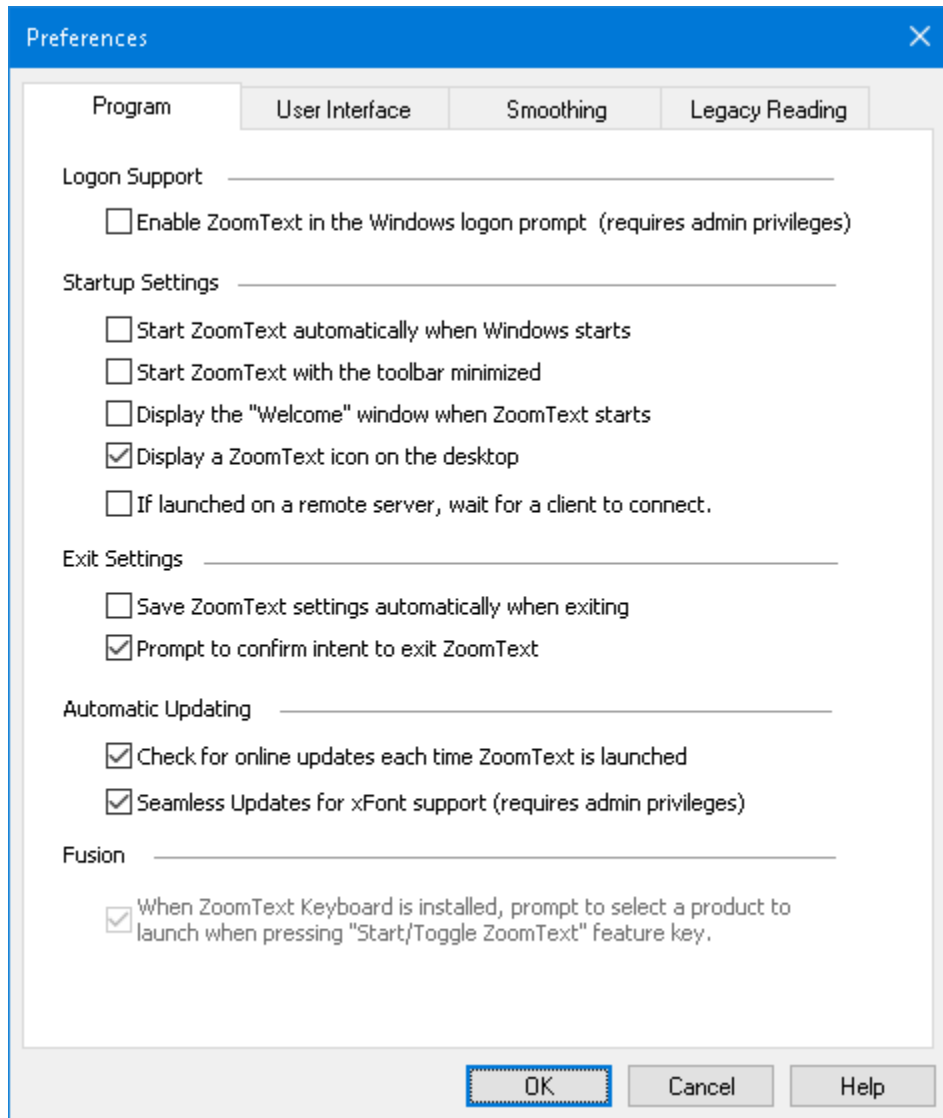
The Program tab

Setting	Description
Logon Support	
Enable ZoomText in the Windows logon prompt	Enables the ZoomText Secure Mode utility in the Windows logon prompt and other Windows secure mode prompts.

The ZoomText User Interface

The ZoomText user interface provides a variety of ways to operate ZoomText, including the ZoomText Toolbar, Command Keys, and touch screen gestures.

The primary way to operate ZoomText is using the **ZoomText Toolbar**, which provides complete access to all of ZoomText's features and settings through toolbar controls, menus and dialogs that are easy to use. The ZoomText user interface can be fully accessed using the keyboard, mouse, or touch screen gestures.

You should learn to use at least some of ZoomText's **Command Keys**, which will allow you to adjust and operate ZoomText without having to activate the toolbar and switch away from where you are working. You don't need to learn and use all of the command keys, but utilizing command keys for frequently used features will allow you to work much faster in all of your applications.

If you are using a desktop, laptop or tablet that includes a touch screen, you can use ZoomText's Touch Screen Support to access the ZoomText Toolbar, modal tools, and key feature adjustments using standard touch screen gestures.

- [The ZoomText Toolbar](#)
- [Quick Access Bar](#)
- [Screen Shade (Fusion only)](#)
- [Command Keys](#)
- [Touch Screen Support](#)

The ZoomText Toolbar

When you start ZoomText the ZoomText toolbar appears on the screen. The ZoomText toolbar contains all of the controls for operating ZoomText, neatly organized in the "ZoomText" menu and several toolbar tabs. Each tab provides quick-action buttons for enabling and adjusting all of ZoomText's core features. Many of these buttons are split-button controls that allow you to toggle the feature on and off and open a menu of related settings. The buttons are grouped by category and have intuitive icons and labels for easy identification.
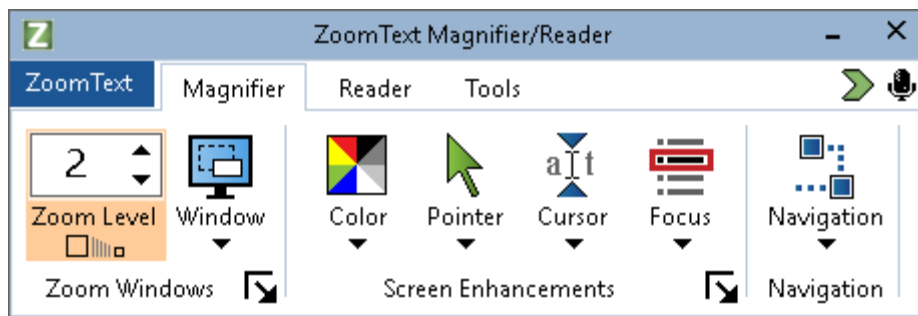
The ZoomText Toolbar

- **ZoomText** menu. Displays the ZoomText menu, where you can toggle ZoomText on and off, open ZoomText Help, save and load configurations, configure the command keys, use support tools and more.

- **Magnifier** toolbar tab. Displays toolbar controls for ZoomText's magnification features.

- **Reader** toolbar tab. Displays toolbar controls for ZoomText's screen reading features.

- **Tools** toolbar tab. Displays toolbar controls for ZoomText's Finder, Camera and Listening features.

  Note: The Reader toolbar tab only appears when running ZoomText Magnifier/Reader.

Operating the ZoomText Toolbar with the Keyboard

The ZoomText toolbar is fully keyboard accessible using standard Windows navigation commands. For added ease of use, the toolbar can be fully navigated and operated using only the arrow keys and Enter key. Using the arrow keys, you can navigate in, out and between the ZoomText menu, toolbar tabs, toolbar controls and button menus. When the focus is on a split button, pressing the Enter key will toggle the feature, while pressing the down arrow will open the attached menu. When the focus is in the Zoom Level spin box (on the Magnifier toolbar tab) or the Rate spin box (on the Reader toolbar tab), pressing the Up and Down keys will adjust the spin box value and pressing the Left and Right keys will move the focus to the next control. On the Zoom Level spin box, pressing the Enter key will also toggle the Zoom to 1x feature.

Minimizing and Restoring the Toolbar

The ZoomText toolbar can be minimized (hidden) and restored (made visible) without affecting the operation of ZoomText.

- ▪ **To minimize ZoomText**

  Do one of the following:

  - On the ZoomText title bar, click on the minimize button.
  - While the ZoomText toolbar is active, press **Esc**.

- ▪ **To restore ZoomText**

  Do one of the following:

  - Click on the ZoomText button in the task bar.
  - Press the Show User Interface hotkey: **Caps Lock + Ctrl + U**.

    Note: If the ZoomText toolbar is already open but covered by other applications, restoring it will bring it into view.

Quick Access Bar

The Quick Access Bar is a toolbar that lets you place up to eight shortcuts of your most commonly used magnification and speech features in one convenient place. By doing this, you no longer have the distraction of having to jump to the ZoomText or Fusion user interface and locate various features to perform an action or memorize keystrokes to perform a task. With the Quick Access Bar, you can search for and quickly perform magnification and speech features, add features to your shortcuts list, and read a brief description to learn more about these features.

Choose any of the following to learn more about the Quick Access Bar:

- [Accessing and Using the Quick Access Bar](#)
- [Using Search to Launch a Shortcut](#)
- [Adding Shortcuts](#)
- [Application-Specific Shortcuts (Fusion only)](#)
- [Deleting Shortcuts](#)
- [Restoring Default Shortcuts](#)
- [Preferences](#)

Accessing and Using the Quick Access Bar

1. To access the Quick Access Bar, do one of the following:

   - Press **CAPS LOCK+RIGHT-CLICK**.
     This places the bar at your current location on the screen.

   - Press **CAPS LOCK+SPACEBAR+Q**.
     This places the bar at your current location on the screen.

   - Use Voice Assistant to place the bar in the center of the screen

   - In the **ZoomText** menu, choose **Preferences > Quick Access Bar**.

- Click the Quick Access Bar button located on the right side of the ZoomText or Fusion toolbar
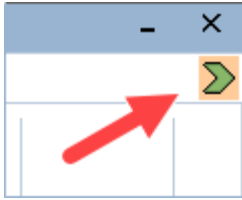
2. The Quick Access Bar appears on the screen in either collapsed view or expanded view.
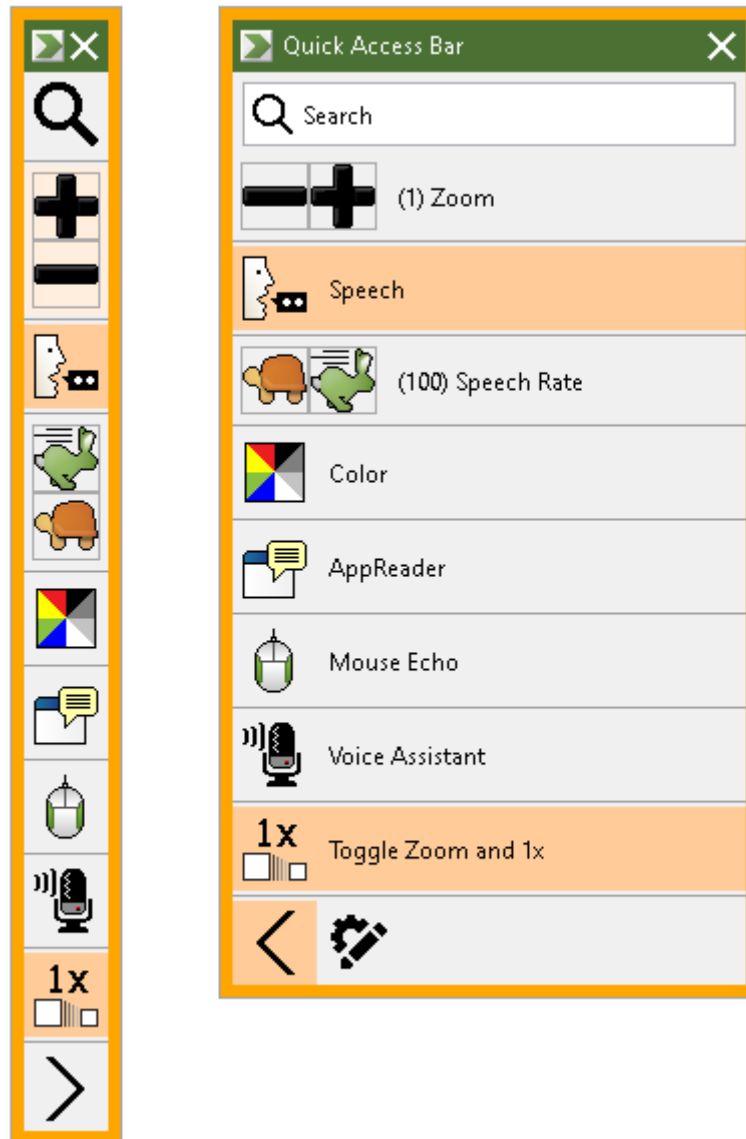
The Quick Access Bar shown collapsed and expanded

3. Click the feature that you want to use.

    Note: The Quick Access Bar disappears from view when you move focus away from it. If you need to return to the bar, use the methods mentioned in step 1.

Using Search to Launch a Shortcut

The Quick Access Bar can have up to eight shortcuts. If a feature you want to use is not assigned to the bar, you can quickly find it and launch it from the Search box.
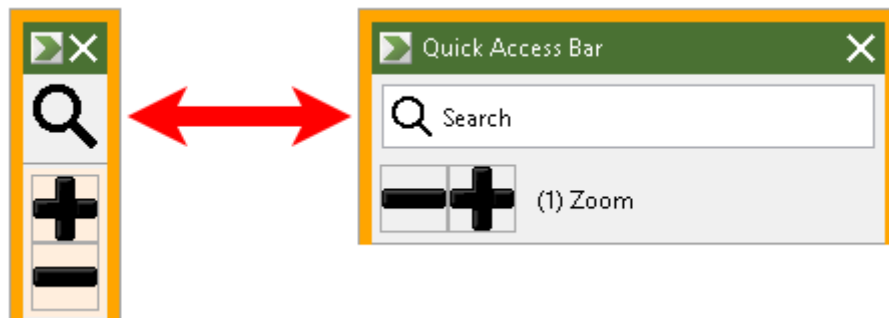
The Search box shown collapsed and expanded

To select and run a feature using Search, do the following:

1. Go to Search on the Quick Access Bar, and enter a word associated with the feature you want to use. Search results appear in the Quick Access Bar list. It displays a maximum of six items. If the list is empty, try again using different words.

    Note: If you want to learn more about any shortcut displayed in the list, select the More Information button for a brief description. The button is located next to the shortcut in the list and can be selected using your mouse or pressing the Right Arrow key.
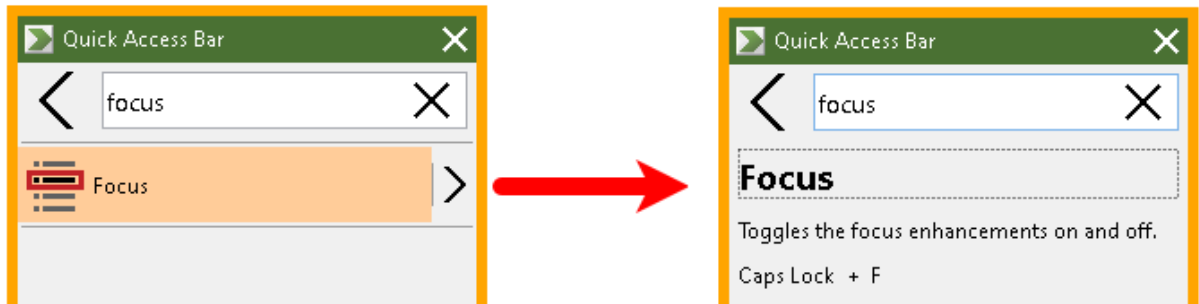
An example showing the More Information button and shortcut description

2. Select the feature you want to use.

Adding Shortcuts

Note: You can have a maximum of eight shortcuts on the bar. Before adding another shortcut to the bar, you must delete an existing shortcut. See Deleting Shortcuts for more information.

To add a shortcut to the bar, do the following:

1. Launch the Quick Access Bar.
   If the bar is collapsed, click the **Show Shortcut Names** button to expand the bar.

Show Shortcut Names button

2. Click the **Customize** button then **Add Shortcut**.

Customize button

3. In the Search box, enter a word associated with the feature you want to add, and then select it (click, right-click, or press

SHIFT+F10) from the list of available features in the Add Shortcut dialog box.

4. Click **OK** to close the Customize dialog box. The feature now appears in the Quick Access Bar.

   Note: If necessary, you can restore the Quick Access Bar to its factory default shortcuts. See [Restoring Default Shortcuts](#) for more information.

Application-Specific Shortcuts (Fusion only)

The Quick Access Bar has eight default shortcuts. You can create customized shortcut lists for any application you use when running Fusion. When you switch to an application, the Quick Access Bar will automatically change to that application's shortcut list.

To make an application-specific shortcut list, do the following:

1. Go to an application and open the Quick Access Bar (**CAPS LOCK+RIGHT-CLICK**).

2. Click the **Customize** button and then **Add Shortcut**.

Customize button

3. The Customize window opens.
   The Application list shows the current application name followed by (default), for example, **Microsoft Word (Using default)**. This indicates that Word is currently using the bar's default shortcuts.

4. You can delete shortcuts that are currently displayed in the list and add new shortcuts that you want to use for the application. As you add and delete shortcuts, the application name is no longer labeled as a default.

5. When finished, click **OK** to close the Customized dialog box. The shortcut list will now be used when running that specific application.
   Note: When you move away from the application, the bar will return to its default shortcuts list.

Deleting Shortcuts

To remove a shortcut from the bar, do the following:

1. Launch the Quick Access Bar.
   If the bar is collapsed, click the **Show Shortcut Names** button to expand the bar.

Show Shortcut Names button

2. Click the **Customize** button and then click the **Delete** icon (located to the right of the shortcut name) to remove the shortcut from the list.

Customize button and Delete icon

3. Click **OK** to close the Customize dialog box.

Restoring Default Shortcuts

To restore the Quick Access Bar to its factory default shortcuts, do the following:

1. Launch the Quick Access Bar.
   If the bar is collapsed, click the **Show Shortcut Names** button to expand the bar.

Show Shortcut Names button

2. Click the **Customize** button and then **Restore Default**.

Customize button

3. Click **Yes** to restore the default shortcuts.

Preferences

Quick Access Bar preferences include:

- Hiding the Quick Access Bar after using it

- Docking the Quick Access Bar to one of four corners of your screen

- Choosing the color and size of the Quick Access Bar's outside border
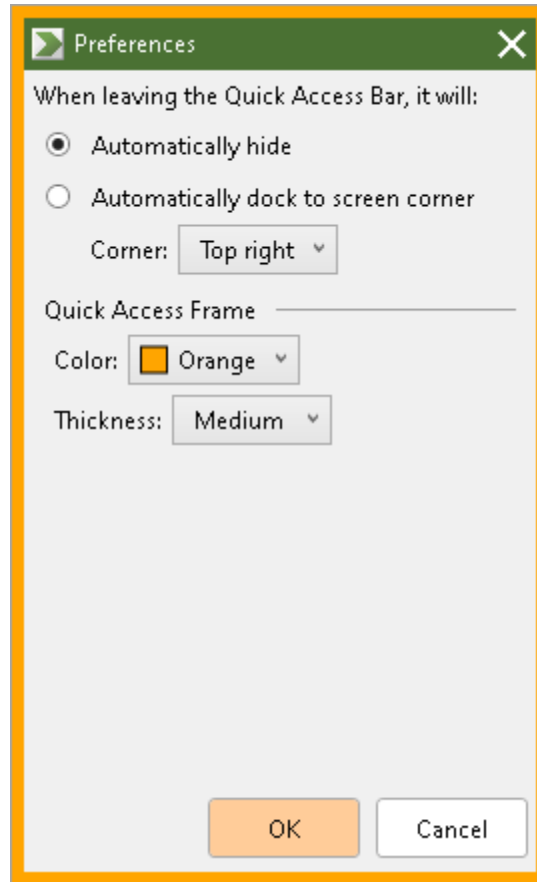
The Quick Access Bar preferences

Setting	Description
When leaving the Quick Access Bar, it will:	
Automatically hide	If you choose to hide the Quick Access Bar, it disappears from view immediately when you click in an area of the screen away from the bar.
Automatically dock to screen corner	The Quick Access Bar is docked in one of four corners on the screen. This provides a location for the Quick Access Bar to return to when it loses focus and is not pinned on the screen.

Setting	Description
	The bar can be docked in the top right corner, top left corner, lower right corner, or lower left corner of the screen.
Quick Access Frame	
Color	Sets the color of the outside border of the Quick Access Bar.
Thickness	Sets the thickness of the Quick Access Bar border: None, Thin, Medium, Thick.

Screen Shade (Fusion only)

The Screen Shade feature prevents others from seeing what you are typing or reading by turning your computer screen black. When turned on, the status message "Fusion Screen Shade, Right-click to exit" displays and the message "Screen Shade on" is announced. Screen Shade remains active until it is turned off, or Fusion is restarted.

Note: Screen Shade is strictly a privacy feature and will not increase the battery life on a laptop or tablet.

Toggle Screen Shade On and Off

If Screen Shade is on and your screen is black, **right-click** to turn it off and show your computer screen.

To toggle Screen Shade on and off, do one of the following:

- In the **Fusion** menu, choose **Screen Shade**
- Press **INSERT+SPACEBAR** followed by the **F11** key
- Triple tap with three fingers on a touch screen

Note: If you are using a tool such as AppReader, it will stop reading when Screen Shade is toggled on or off. To resume reading, you must restart AppReader.

Command Keys

ZoomText's Command Keys allow you to adjust and operate ZoomText without having to activate the toolbar and switch away from where you are currently working. Using the command keys will allow you to work faster and more productively in all of your applications.

- Types of Command Keys
- The Essential Command Keys
- The Command Keys Dialog
- The Layered Keys Banner
- Resolving Hotkey Conflicts

Types of Command Keys

ZoomText provides two types of command keys, Hotkeys and Layered Keys.

- **Hotkeys** are the fastest and recommended way to operate ZoomText, as they allow you to trigger commands in a single keyboard action. Hotkeys are performed by holding down one or more modifier keys and then pressing a primary key. For example, to toggle ZoomText on and off, you hold down the Caps Lock and Ctrl keys and then press the Enter key. This hotkey appears as **Caps Lock + Ctrl + Enter** in the ZoomText user interface and documentation. Hotkeys for other ZoomText commands appear in this same format.

  Note: Some applications may have hotkeys that use the same combination of keys as ZoomText hotkeys. When this occurs ZoomText will process the hotkey without passing it through for processing by the application. To work around this problem, see [Resolving Hotkey Conflicts](#).

- **Layered Keys** are not as fast to perform as hotkeys, but have the advantage of never conflicting with other applications and being easier to perform if you have limited hand dexterity. Layered keys are performed by pressing a sequence of keys that (1) enters the Layered Key Mode, (2) selects a command group, and (3) triggers the desired command. For example to toggle ZoomText on or off with layered keys, you would (1) press Caps Lock + Spacebar to enter the layered key mode, (2) press P to enter the Program group, and (3) press Enter to toggle ZoomText on or off. This layered key sequence appears as **Caps Lock + Space, P, Enter** in the user interface and documentation. Layered keys for other ZoomText commands appear in this same format.

  Note: Because use of hotkeys is recommended over using layered keys, in the ZoomText documentation the layered keys only

appear in feature topics where the feature does not have equivalent hotkeys. To see a full list of the available layered keys, open the ZoomText Command Keys dialog box or see list of command key tables in the [ZoomText Commands](#) section.

Tip! For each ZoomText command, the hotkey and layered key use the same key to complete the command, which makes learning both commands intuitive.

Tip! If you are running ZoomText Magnifier/Reader, while you are in any level of the Layered Key Mode, you can type a question mark to hear a list of the commands that are available in the current level. You can also press the F1 key to exit the layered mode and open the help system to the list of commands for the current level.

The Essential ZoomText Hotkeys

To use ZoomText in your applications, it is helpful to learn and use the essential hotkeys. These hotkeys will allow you to adjust and operate the most commonly used features and settings without having to switch away from your application.

Note: Commands specific to each feature and setting are located in the topics throughout the ZoomText documentation. You will also find a complete list of commands hotkeys in the ZoomText Commands section and in the Command Key dialog box.

Essential Commands	Hotkeys
Global ZoomText Commands	
Start ZoomText	Ctrl + Alt + Shift + Z
Toggle ZoomText On / Off	Caps Lock + Ctrl + Enter
ZoomText User Interface	Caps Lock + Ctrl + U
Magnifier Commands	
Zoom In	Caps Lock + Up
Zoom Out	Caps Lock + Down
Zoom to 1x (toggle)	Caps Lock + Enter
Scroll Up	Caps Lock + Shift + Up
Scroll Down	Caps Lock + Shift + Down
Scroll Left	Caps Lock + Shift + Left
Scroll Right	Caps Lock + Shift + Right

Essential Commands	Hotkeys
Enhancement Color	Caps Lock + C
Reader Commands (ZoomText Magnifier/Reader only)	
Voice On / Off	Caps Lock + Alt + Enter
Voice Rate Faster	Caps Lock + Alt + Up
Voice Rate Slower	Caps Lock + Alt + Down
Verbosity (program echo)	Caps Lock + Alt + B
Echo Keyboard Mode	Caps Lock + Alt + K
Launch AppReader from Pointer	Caps Lock + Alt + Left-Click
Launch App View	Caps Lock + Alt + A
Launch Text View	Caps Lock + Alt + T
Launch SpeakIt Tool	Caps Lock + Alt + S

The Command Keys Dialog

The ZoomText Command Keys dialog box displays a list of all ZoomText commands and allows you to customize the hotkey for each command. You can quickly find any command or group of commands by typing the name, keys or status in the Search box. You can also reassign, unassign and enable/disable hotkeys according to your needs as described in the instructions below. You can sort the list alphabetically by clicking on any column in the list.

Note: Access keys have fixed key assignments that cannot be reassigned.

▪ **To open the ZoomText Command Keys dialog box**

- On the ZoomText toolbar choose **ZoomText > Preferences > Command Keys**.

    The ZoomText Command Keys dialog appears.

The ZoomText Command Keys dialog box.

Setting	Description
Search	Allows you to search and filter the list of commands by typing the command name, keys or status you are looking for.
ZoomText Command Keys	Displays a complete or filtered list of the ZoomText command keys. You can sort the list alphabetically by any column by clicking on the column title.
Assign Hotkey	Opens the Assign Key dialog box where you can assign (or reassign) the key combination for a command's hotkey.
Import Hotkeys	Opens the Import Hotkeys dialog box where you can browse to and select a ZoomText configuration file from which to import hotkey assignments.
Assign Configuration File	Opens the Assign Configuration dialog box where you can browse and select an existing ZoomText configuration file to assign to the selected Load Configuration command. *Note:* The Assign Configuration File button is only enabled when a Load Configuration command is selected.
Enable Selected Hotkeys	Enables the hotkey for any commands that are currently selected and disabled in the ZoomText Command Keys list.
Reset Selected Hotkeys	Resets the hotkey to the factory default for any commands that are currently selected in the ZoomText Command Keys list.

Setting	Description
Banner Settings	Opens the Layered Keys Banner Settings dialog, where you can enable and disable the banner and configure the appearance and sound cues for the banner.
ZoomText Key	With most commands, ZoomText uses the **Caps Lock** key as a "modifier" key. **Caps Lock** is pressed in combination with other keys to activate commands. ZoomText lets you choose which key to use for this modifier, which is sometimes referred to as the ZoomText Key. The keys available to use are: • Caps Lock (default) • Scroll Lock • Insert

Viewing and Managing Command Keys

- ▪ **To search, filter and sort the list of commands**

  1. Click in the **Search** box or press the **Tab** key to move the keyboard focus to the **Search** box.

  2. Type the command name, keys or status you are looking for and press the **Enter** key.

  3. Click on the column titles to sort the list as desired.

- ▪ **To enable or disable hotkeys for one or more commands**

  1. Select the commands you want to enable or disable.

  2. Click the **Enable Selected Hotkeys** button, or the **Disable Selected Hotkeys** button.

- **To reset hotkeys for one or more commands (to the factory default assignments)**

    1. Select the commands that you want to reset.

    2. Click the **Reset Selected Hotkeys** button.

- **To assign a new key combination to a hotkey**

    1. Select the command that you want to assign a new or different hotkey.

    2. Select the **Assign Hotkey** button.

        The Assign Key dialog box appears.

    3. Select the desired modifier keys and primary key.

        If the selected combination of keys is already in use by another command, a "KEY CONFLICT!" warning will appear with options to disable the hotkey or save the hotkey and reassign the conflicting hotkey.

    4. Click **OK**.

- **To import hotkeys from another configuration file**

    1. Select the **Import Hotkeys** button.

        The Import Hotkeys dialog box appears and displays a list of ZoomText hotkey configuration files.

    2. Select a configuration file from the displayed list or browse to a different folder to select the desired configuration file.

    3. Click **OK**.

- **To assign a configuration file to a Load Configuration command**

    1. Select the desired **ZoomText: Load Configuration** command.

    2. Select the **Assign Configuration File** button.

        The Assign Configuration File dialog box appears. The current assignment to the Load Configuration command is displayed.

    3. Select the **Browse and Select a Configuration File** button.

        The Select Configuration dialog box appears and displays a list of ZoomText configuration files.

    4. Select a configuration file from the displayed list or browse to a different folder to select the desired configuration file.

    5. Click **OK**.

Layered Keys Banner

When you enter the Layered Keys Mode, a banner can be displayed to let you know that the mode is active and which layered mode you are currently in. You can adjust the appearance of the banner in the Layered Keys Banner Settings dialog box. You can enable and disable the banner and select the size, color and location where the banner will appear. Sound cues are also available to provide audible indication that the layered key mode is active. You can enable and disable the sound cues and select the style and volume level for the sound cue.

▪ **To open the Layered Keys Banner Settings dialog box**

1. On the ZoomText toolbar choose **ZoomText > Command Keys**.

   The ZoomText Command Keys dialog appears.

2. Select the **Banner Settings** button.

   The Layered Keys Banner Settings dialog appears.

3. Adjust the banner settings as desired.

4. Click **OK**.
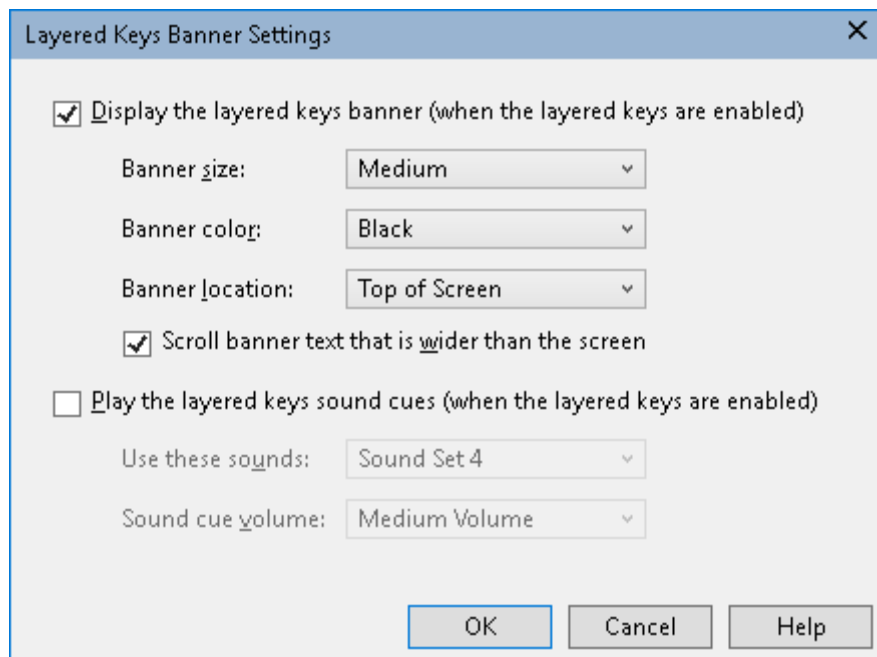
The Layered Keys Banner Settings dialog box.

Setting	Description
Display the layered keys banner (when the layered keys are enabled)	Displays a banner showing the current layered key mode at the top or bottom of the screen when the feature key mode is active. The banner provides visual indication that the mode is active.
Banner size:	Selects the size of the layered keys banner.
Banner color:	Selects the color of the layered keys banner.
Banner location:	Selects the location of the layered keys banner, which can be located at the top or bottom edge of the screen.
Scroll banner text that is wider than the screen	When the text displayed in the banner is wider than the screen, the text will scroll side to side so that the full text can be read.
Play the layered key sound cues (when the layered keys are enabled)	Plays a sound cue when the layered key banner is active. The sound cue provides audible indication that the mode is active.
Use these sounds:	Selects the style of sound cue that will be played.
Sound cue volume:	Selects the volume level for the sound cue.

Resolving Hotkey Conflicts

There may be situations where a ZoomText hotkey uses the same key combination as a hotkey in another application, creating what is known as a "hotkey conflict". When this occurs, ZoomText receives and processes the command and your other application does not. You can work around or resolve this problem using the following methods:

Method 1: Use the Pass Next Hotkey command

- Prior to pressing the conflicting command that you want your application to receive and process, execute the Pass Next Hotkey command using the hotkey or layered keys:

- Hotkey: **Ctrl + Alt + Shift + P**

- Layered Keys: **Caps Lock + Spacebar, U, P**

    ZoomText will pass the next hotkey through to the active application.

Method 2: Use the ZoomText layered keys instead of the hotkey

ZoomText's Layered Keys are modal and therefore are free of conflicts with other applications.

Method 3: Reassign or disable the hotkey in ZoomText

- Follow the instructions provided in <u>The Command Keys Dialog</u>.

Touch Screen Support

ZoomText can be used on Windows 10 or later touch screen devices including tablets, laptops and desktop monitors. This means that you can operate ZoomText's complete feature set and your applications using touch screen gestures; that is, taps and swipes you perform with one or more fingers. ZoomText will not interfere with gestures targeted at your applications, but will respond to gestures the same way it responds to events produced when using the keyboard and mouse. You can also access ZoomText's user interface (toolbars, menus and dialogs) using the same standard gestures that you are used to from other applications.

To learn how to operate Windows and your applications with touch screen gestures, see the Windows Help system, or search the Microsoft Windows website for articles on using touch screen devices and gestures in Windows.

Note: You must have a Windows device that supports at least five simultaneous touch points. These devices will display the "Designed for Windows" logo.

- [Using ZoomText on a Touch Screen](#)
- [Using the ZoomText Touch Icon](#)
- [Accessing ZoomText Features with Touch Gestures](#)

Using ZoomText on a Touch Screen

There are a few important concepts, behaviors and techniques to keep in mind when using ZoomText on a touch screen display:

- Many applications provide zooming and panning of the documents they display. A screen magnifier will add a second layer of zooming and panning on top of this, which can become disorienting if both the application and the screen magnifier are zooming at the same time. To avoid this disorienting experience, it is recommended that you just use one layer of zooming at a time.

- Using a standalone touch screen device requires the use of an on-screen keyboard. When using ZoomText with a magnified view the on-screen keyboard will not be fully visible, so you will have to pan the magnified view to access all of the keys. This will slow down your typing speed as well as productivity. Therefore, we recommend connecting a physical keyboard when you need to perform large amounts of typing.

Using the ZoomText Touch Icon

ZoomText provides a special ZoomText Touch Icon that allows you to instantly access key ZoomText features using touch gestures. These features include zooming in and out, scrolling the magnified view and using ZoomText's AppReader and SpeakIt tools. Here's how it works...

When <u>enabled</u> on a touch screen device, the ZoomText Touch Icon will appear on one edge of the screen. This floating icon remains visible even when you zoom in and out or scroll the magnified view. You can move the icon to several anchor points along the edges of your screen. This lets you position the icon where you want it and move it if it is covering an item you need to see.

Note: Use of the ZoomText Touch Icon and associated gestures requires a 5-point (or greater) multi-touch display.

The ZoomText Touch Icon has two modes of operation: Windows Touch Mode and ZoomText Touch Mode.

- **Windows Touch Mode** passes all touch gestures to Windows and applications that are open on the screen, just as if ZoomText was not running on the system. This is the mode you need to be in when you want to interact with your desktop or applications using touch gestures, including the ZoomText toolbar. When Windows Touch Mode is active, the icon appears as a group of Windows Start Screen tiles with a pointing finger at the bottom.

- **ZoomText Touch Mode** passes all touch gestures to ZoomText. This is the mode you need to be in when you want to access the ZoomText features that are supported by gestures. When in ZoomText Touch Mode, the icon appears as a ZoomText logo with a pointing finger at the bottom. This icon will also pulse to let you know that ZoomText Touch Mode is active.

Enabling and Operating the ZoomText Touch Icon

In this section you will learn how to enable and operate the ZoomText Touch Icon.

▪ **To enable and disable the Touch Icon**

In the **ZoomText** menu, choose **Preferences > Touch Screen Support > Enable Touch Icon**.

When enabled, the Touch Icon appears on one edge of the screen. When disabled, the icon is hidden. Note: The Touch Icon is also hidden when ZoomText is disabled.

▪ **To adjust the size of the Touch Icon**

In the **ZoomText** menu, choose **Preferences > Touch Screen Support > Touch Icon Size {size}**.

The Touch Icon resizes according to the selected size.

▪ **To select a color scheme for the Touch Icon**

In the **ZoomText** menu, choose **Preferences > Touch Screen Support > Touch Icon Color {color}**.

The Touch Icon changes to the selected color.

- **To move the Touch Icon around the screen**

  Press and hold one finger on the icon and drag it to a desired location anywhere along the edge of the screen.

  When you remove your finger from the icon, the icon will automatically snap to the nearest anchor point.

- **To switch between Windows Touch Mode and ZoomText Touch Mode**

  Double-tap the Touch Icon with one finger.

  When in Windows Touch Mode, the icon appears as a group of Windows Start Screen tiles. When in ZoomText Touch Mode, the icon appears as a ZoomText logo.

Tip! You can momentarily switch touch modes by holding one finger on the touch icon. When you move your finger off of the icon, the previously active touch mode is automatically restored. This means that when Windows Touch Mode is active, you can momentarily switch to ZoomText Touch Mode to pass a gesture to ZoomText, automatically returning to Windows Touch Mode when you move your finger off of the icon. Conversely, when in ZoomText Touch Mode, you can momentarily switch to Windows Touch Mode to pass a gesture to an application, automatically returning to ZoomText Touch Mode when you move your finger off of the icon.

Accessing ZoomText Features with Touch Gestures

In this section you will learn how to use the ZoomText Touch Icon and gestures to access and operate key ZoomText features. Remember that the Touch Icon must be in ZoomText Touch Mode when performing these gestures.

- **To display the ZoomText user interface**

  Double-tap with four fingers.

- **To adjust the magnification level (zoom in and out)**

  Double-tap and hold three fingers, then drag up to zoom in and drag down to zoom out.

- **To pan the magnified view**

  Drag three fingers to move around the screen.

- **To adjust the size and location of a zoom window**

  1. On the **Magnifier** toolbar tab, choose **Window > Zoom Windows Adjust Tool**.

     The Adjust tool becomes active and sizing handles appear on the zoom window frame.

  2. To resize the window, hold one finger on a sizing handle and drag it until it's the size you prefer.

  3. To move the window, hold one finger inside the zoom window and drag it around.

  4. To exit the Adjust tool, double-tap with three fingers.

- **To use View Mode**

  1. Double-tap with three fingers.

     Magnification is temporarily turned off and the view locator appears.

2. To move the view port, hold one finger inside the view port and drag it to the desired location.

3. To exit View Mode and be moved to the new viewport location, double-tap with one finger.

4. To exit View Mode and move to the previous viewport location, double-tap with three fingers.

- **To use the SpeakIt Tool**

    1. On the **Reader** toolbar tab, choose SpeakIt.

        The SpeakIt tool becomes active and sizing handles appear on the zoom window frame.

    2. To speak a single word, tap on the word.

    3. To speak a block of words, drag diagonally with one finger to highlight the words you want to have spoken. When you complete the drag, all highlighted text will be spoken.

    4. To exit the SpeakIt tool, double-tap with three fingers.

- **To use AppReader**

    1. Open the document, web page or email that you wish to read.

    2. Start AppReader using one of the following two methods:

        - To start reading at any word: Double-tap with one finger on the word where you want to start reading.

        - To start reading from the location of the text cursor, double-tap with two fingers.

        AppReader begins reading.

    3. To start and stop reading or navigate/read by word, line, sentence and paragraph, use the AppReader Reading Gestures listed in the table below.

4. To speak a block of words, drag diagonally with one finger to highlight the words you want to have spoken.

   When you complete the drag, all highlighted text will be spoken

5. To exit AppReader, double-tap with three fingers.

   When AppReader exits, the cursor is automatically positioned at the last word that was highlighted in AppReader (if a cursor exists in the application).

AppReader Reading Gestures

Command	Gesture
Toggle Reading (Play/Pause)	2-finger single-tap
Read from new location	1-finger single-tap.
Say Next Word	1-finger swipe right
Say Previous Word	1-finger swipe left
Say Current Word	1-finger double-tap *Note:* Repeating this gesture on the same word within two seconds or less will cycle through the following options: say/spell/military spell. Resets after a lapse of more than two seconds.
Say Word Below	1-finger swipe down
Say Word Above	1-finger swipe up
Say Next Sentence	2-finger swipe right
Say Previous Sentence	2-finger swipe left
Say Next Paragraph	2-finger swipe down

Command	Gesture
Say Previous Paragraph	2-finger swipe up
End of Document	4-finger swipe down
Beginning of Document	4-finger swipe up

Magnifier Features

"Magnifier Features" represent all of the visual enhancements that are available in ZoomText Magnifier and ZoomText Magnifier/Reader. These features include selection of the zoom level, zoom window types, screen enhancements, and navigation options.

- [The Magnifier Toolbar Tab](#)
- [Zooming In and Out](#)
- [Using Zoom to 1x](#)
- [Scrolling the Magnified View](#)
- [Zoom Windows](#)
- [Screen Enhancements](#)
- [Live Text View](#)
- [Navigation Settings](#)

The Magnifier Toolbar Tab

The Magnifier toolbar tab provides quick-action buttons for enabling and adjusting all of ZoomText's Magnifier features. Many of these buttons are split-button controls that allow you to toggle the feature on and off and open a menu of related settings. The buttons are grouped by category and have intuitive icons and labels for easy identification.
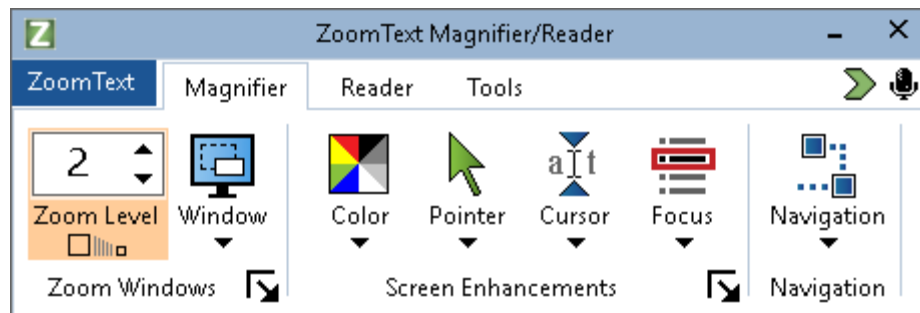
The Magnifier toolbar tab

- **Zoom Level**. Sets the magnification level from 1x to 60x.

- **Window**. Selects the zoom window type for the magnified view. The types of zoom windows that are available depend on whether you are running your system with one monitor or multiple monitors that are set to "Extend these displays".

- **Color**. Toggles the color enhancements on and off, and displays a menu of color enhancement settings. Color enhancements improve screen clarity for easier viewing and reduced eyestrain. You can choose from a variety of preset color schemes or configure your own custom color settings.

- **Pointer**. Toggles the pointer enhancements on and off, and selects mouse pointer enhancement settings. Pointer enhancements make it easy to locate and follow the mouse pointer. You can choose from a variety of preset pointer enhancement schemes or configure your own custom pointer enhancements.

- **Cursor**. Toggles the cursor enhancements on and off, and selects cursor enhancement settings. Cursor enhancements make it easy to locate and follow the text cursor. You can choose from a variety of preset cursor enhancement schemes or configure your own custom cursor enhancements.

- **Focus**. Toggles the focus enhancements on and off, and selects focus enhancement settings. Focus enhancements make it easy to locate and follow the control focus when you tab and arrow key through menus, dialogs and other application controls. You can choose from a variety of preset focus enhancement schemes or configure your own custom focus enhancements.

- **Navigation**. Displays a menu that opens the Navigation Settings dialog where you can adjust how ZoomText will scroll the zoom window to keep moving objects in view, including the mouse pointer, text cursor, keyboard focus and other objects that appear and move about the screen.

Zooming In and Out

ZoomText provides a wide range of zoom levels allowing you to adjust the magnified view according to your needs. Zoom levels include:

- 1x to 8x in steps of 1
- 10x to 16x in steps of 2
- 20x to 36x in steps of 4
- 42x to 60x in steps of 6
- Fractional powers of 1.2x, 1.4x, 1.6x, 1.8x, 2.5x, 3.5x and 4.5x.

You can zoom in and out at any time using the Zoom In and Zoom Out hotkeys, Mouse Wheel Zooming, or the Zoom Level spin box on the Magnifier toolbar tab.

Note: When using multiple monitors with the zoom window type set to MultiView Local or MultiView Global, each view (on each display) has its own zoom level. The zoom level commands and controls always adjust and reflect the zoom level for the active view. You can force the active and inactive views to zoom in and out together by enabling **Keep views at the same magnification level** in the Multiple Monitor Options dialog box.

▪ **To zoom in and out using hotkeys**

- Press the Zoom In and Zoom Out hotkeys:
  - o To Zoom In, press **Caps Lock + Up**
  - o To Zoom Out, press **Caps Lock + Down**

▪ **To zoom in and out using mouse wheel zooming**

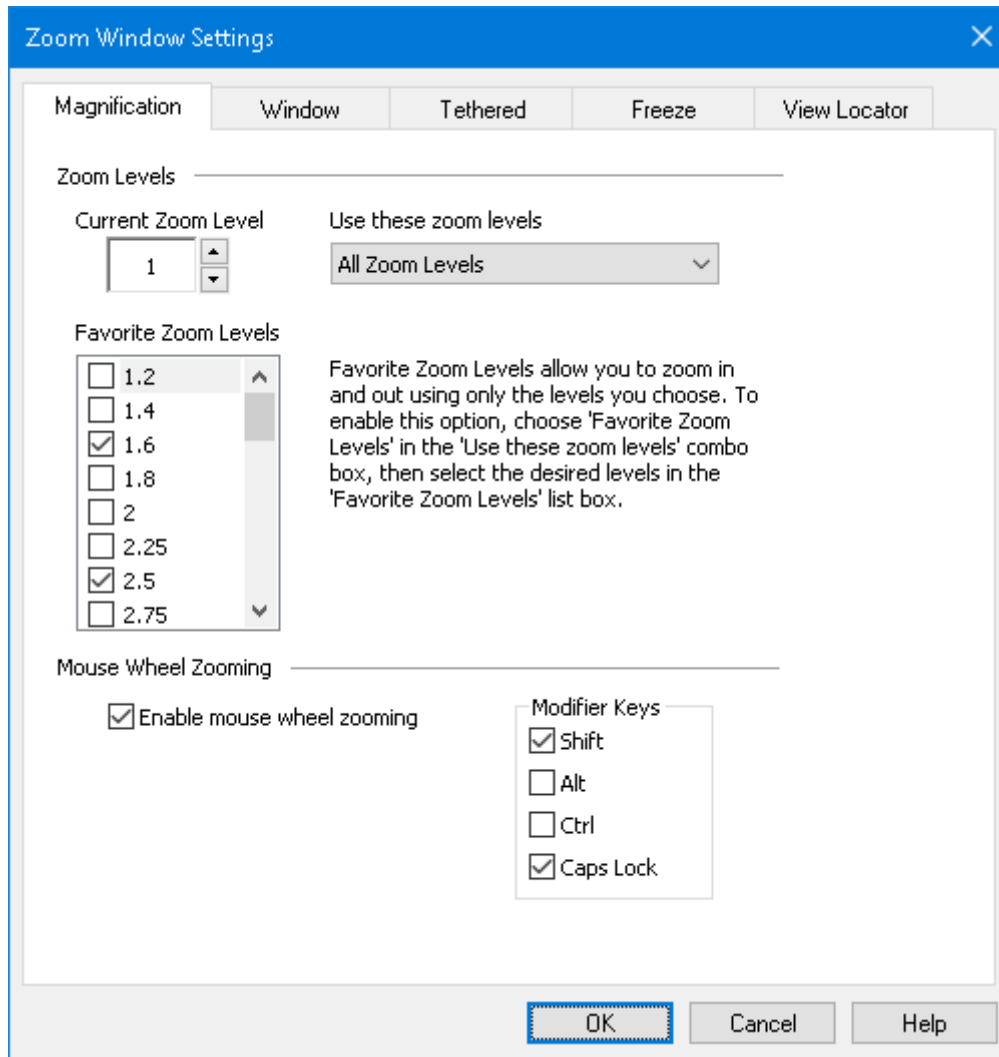- Hold down **Caps Lock + Shift** and roll the mouse wheel to zoom in and out.

▪ **To zoom in and out using the Zoom Level spin box**

- On the **Magnifier** toolbar tab, adjust the level in the **Zoom Level** spin box by clicking the up and down button or by pressing the Up and Down keys (when the spin box has focus).

Choosing a Set of Zoom Levels

ZoomText provides three sets of zoom levels for zooming in and out. You can zoom in and out using All Zoom Levels, Favorite Zoom Levels Only or Whole Power Levels Only.

- **All Zoom Levels** uses the complete set of zoom levels for zooming in and out. This is the default mode.

- **Favorite Zoom Levels** uses a custom set of user-defined zoom levels for zooming in and out. You can choose any combination of zoom levels to define your favorite zoom levels.

- **Whole Power Levels** excludes all of the fractional powers when zooming in and out.

▪ **To choose a set of zoom levels and customize the Favorite Zoom Levels**

1. On the Magnifier toolbar tab, select the **Zoom Windows** button, which appears in the lower-right corner of the **Zoom Windows** group.

   The Zoom Windows Settings dialog appears.

2. Select the **Magnification** tab.

3. In the **Use these zoom levels** combo box, choose the set of zoom levels that you want to use.

4. If you selected **Favorite Zoom Levels Only**, go to the **Favorite Zoom Levels** list box and check the zoom levels that you want to use and uncheck the zoom levels you do not want to use.

5. Click **OK**.

The Magnification tab

Setting	Description
Zoom Levels	
Current Zoom Level	Sets the magnification level. Magnification levels include: 1x to 8x in steps of 1, 10x to 16x in steps of 2, 20x to 36x in steps of 4, 42x to 60x in steps of 6, and fractional powers of 1.2x, 1.4x, 1.6x, 1.8x, 2.5x, 3.5x and 4.5x.
Use these zoom levels	Selects the set of magnification levels that ZoomText will use for zooming in and out.

Setting	Description
Favorite zoom levels	A list of checkboxes for selecting the favorite zoom levels. The change these selections you must choose **Favorite Zoom Levels Only** in the **Use these zoom levels** combo box.

Customizing Mouse Wheel Zooming

Many applications use the mouse wheel to scroll documents and perform other actions. ZoomText combines modifier keys with the mouse wheel to avoid interfering with these applications. By default, ZoomText's Mouse Wheel Zooming uses Caps Lock + Shift for the modifiers. If necessary you can choose a different combination of modifiers or disable mouse wheel zooming altogether.

▪ **To configure mouse wheel zooming**

1. On the Magnifier toolbar tab, select the **Zoom Windows** button, which appears in the lower-right corner of the **Zoom Windows** group.

   The Zoom Windows Settings dialog appears.

2. Select the **Magnification** tab.

3. Make sure the **Enable wheel zooming** box is checked

4. Select the modifier key (or keys) that must be pressed in order for the mouse wheel to be used for zooming.

5. Click **OK**.
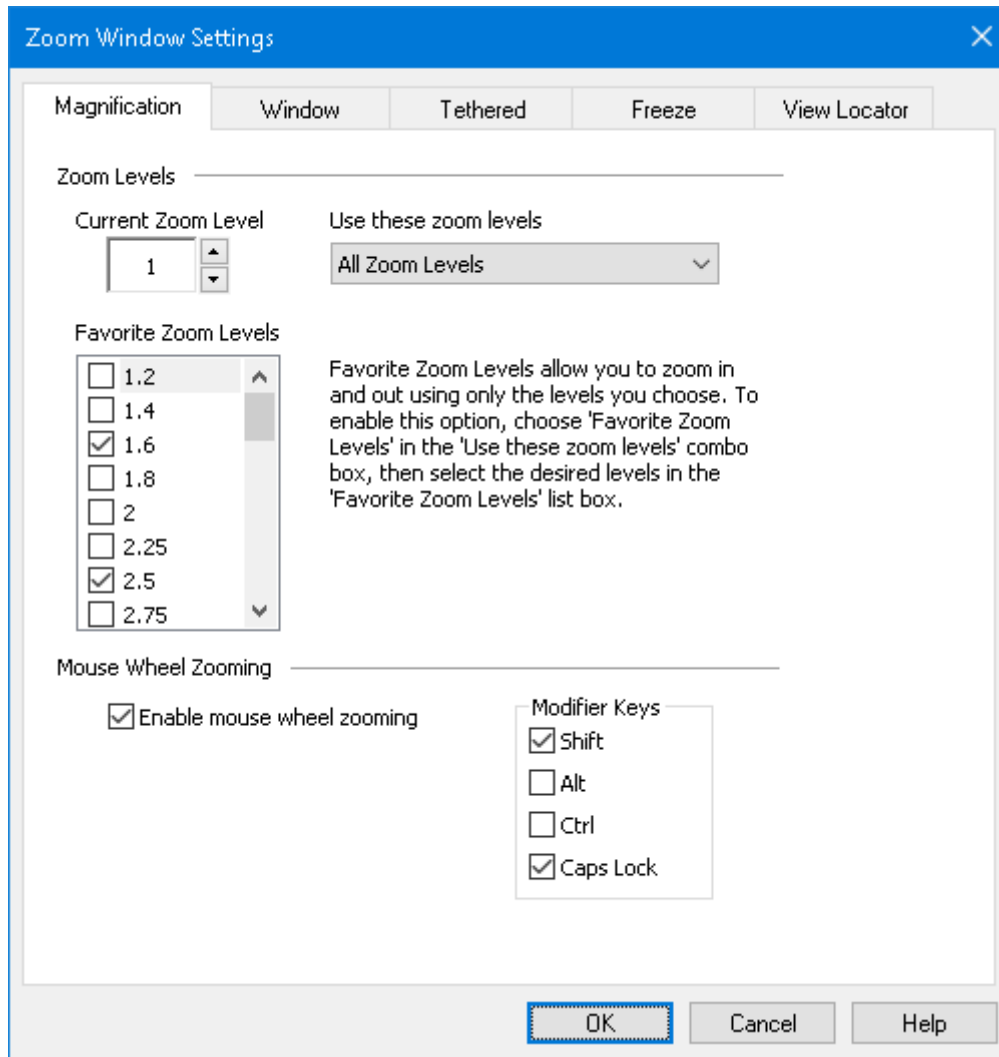
The Magnification tab

Setting	Description
Mouse Wheel Zooming	
Enable wheel zooming	Enables use of the mouse wheel to change the magnification level.
Modifier Keys	Selects the key combination to be used for mouse wheel zooming. The selected keys must be held down while rotating the mouse wheel in order to change the magnification level.

Using Zoom to 1x

Zoom to 1x feature lets you instantly switch between zoomed and 1x views, without having to zoom out and zoom back in one zoom level at a time. When you Zoom to 1x, all of ZoomText's other magnifier and reader features remain active, so you can still use ZoomText's other features even while the screen is unmagnified.

▪ **To use Zoom to 1x**

Do one of the following:

- Press the Zoom to 1x hotkey: **Caps Lock + Enter**

- On the **Magnifier** toolbar tab, click the Zoom to 1x button beneath the **Zoom Level** spin box, or navigate to the Zoom Level spin box and press **Enter**.

   With each press of the hotkey toggles between the current zoom level and 1x.

   The Zoom to 1x button

   Note: When you Zoom to 1x you can also use the Zoom In commands and controls to zoom back in.

Scrolling the Magnified View

ZoomText's magnified views automatically scroll to follow movement of the mouse, text cursor and application focus. You can also use the Scroll Commands to scroll in any direction and to any area of the screen. The smooth scrolling behavior of the Scroll Commands is particularly helpful when you want to scroll and read at the same time. The Scroll Commands also allow you to jump instantly to any edge, jump to the center of the screen, and save and restore a view of any location on the screen.

▪ **To scroll the zoom window**

While holding down the **Caps Lock + Shift** keys:

1. Press the arrow key that corresponds to the desired scroll direction: **Left**, **Right**. **Up** or **Down**.

2. To increase the scrolling speed, press the same arrow key. Each press will increase the speed.

3. To decrease the scrolling speed, press the opposite arrow key. Each press will decrease the speed until scrolling stops.

4. To scroll in a different direction, press the arrow key that corresponds to the new direction.

5. To stop scrolling, press **Enter** or release the **Caps Lock + Shift** keys.

▪ **To jump to an edge or the center of the screen**

While holding down the **Caps Lock + Ctrl** keys:

- Press the arrow key that corresponds to the desired edge: **Left**, **Right**. **Up** or **Down**.

- Press **Home** to jump to the center of the screen.

▪ **To save and restore a specific view of the screen**

The current view can be saved and then restored at a later time using the following hotkeys:

- To save the view, press **Caps Lock + Ctrl + Page Down**
- To restore the view, press **Caps Lock + Ctrl + Page Up**

Zoom Windows

A zoom window displays a magnified view of the computer screen. You can think of a zoom window as a magnifying glass held in front of the screen. A zoom window can only display a portion of the screen at any one time, but by scrolling the magnified contents, any area of the screen can be viewed. The magnified view automatically tracks and scrolls to follow all on-screen activity, including movement of the mouse pointer, text cursor, and the keyboard focus.

- [Running with One or Multiple Monitors](#)
- [Selecting a Zoom Window](#)
- [Adjusting Zoom Windows](#)
- [Tethered View](#)
- [Freeze View](#)
- [Overview Mode](#)
- [Managing Multiple Monitors](#)

Running with One Monitor or Multiple Monitors

When your system is running with one monitor, or with two monitors set to "Duplicate these displays", you can set the magnified view to any of the following zoom window types: Full, Overlay, Lens, Line and four Docked positions; Top, Bottom, Left and Right.

When your system is running with multiple monitors set to "Extend these displays", you can set the magnified view to any of the following zoom window types: Span, Clone, Zoom with 1x, MultiView Local and MultiView Global.

Selecting Zoom Windows

You can select a different zoom window at any time while ZoomText is active. The types of zoom windows that are available depend on whether your system is configured with one monitor or multiple monitors that are configured with extended desktops.

Note: This section provides descriptions and instructions for using the multiple monitor zoom windows types and options. For additional information on using ZoomText's multiple monitor support, including supported hardware, recommended configurations and troubleshooting, see [Managing Multiple Monitors](#).

- **To select a zoom window**

    1. On the **Magnifier** toolbar tab, select the **Window** button.

    2. Select **One Monitor** or **Multiple Monitors** according to your current monitor configuration.

    3. Select the desired zoom window type.

        The magnified view on your monitors will change according to the selected zoom window type.

    Tip! You can also cycle through the available zoom window types by pressing the Zoom Window Type hotkey: **Caps Lock + Z**

    A zoom window type can also be selected in the Zoom Windows dialog, as follow:

    1. On the **Magnifier** toolbar tab, select **Window > Settings**.

        The Zoom Windows dialog appears with the Window tab displayed.

    2. Select the desired zoom window type.

    3. Click **OK**.
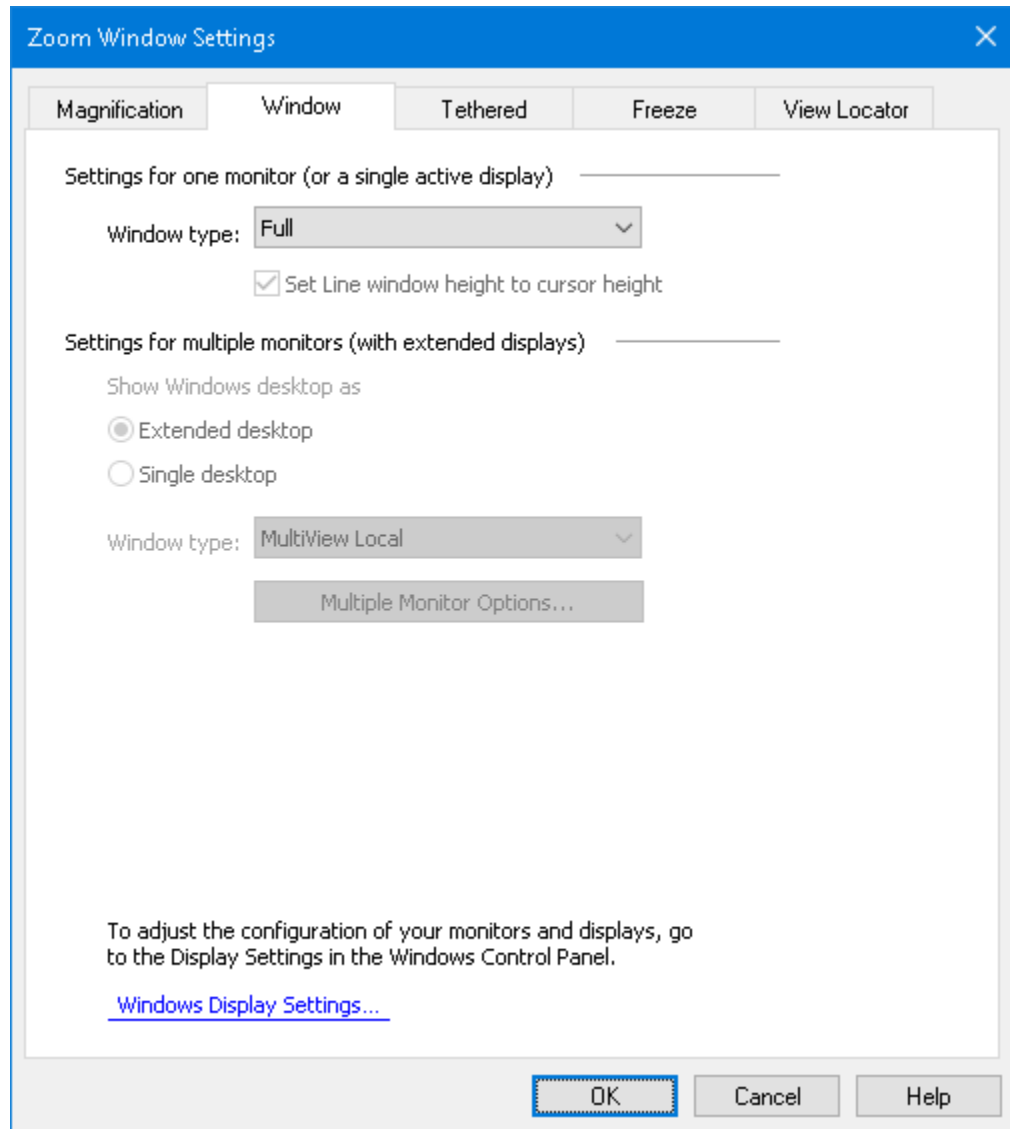
The Window tab (when using one monitor)
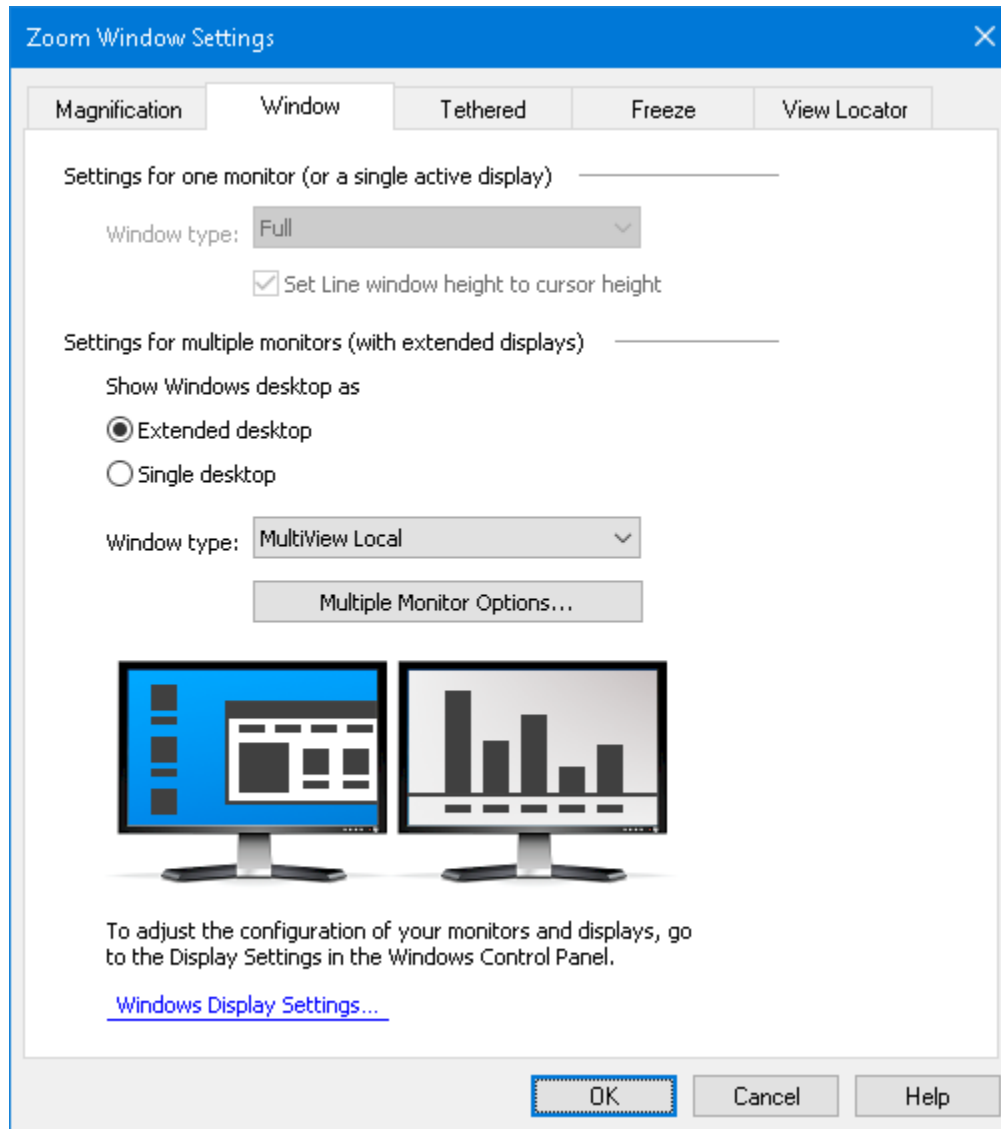
The Window tab (when using multiple monitors)

Setting	Description
Settings for one monitor (or a single active display)	
Window type	Selects the zoom window type when using one monitor or a single display duplicated across multiple monitors.
	Full. Displays a zoom window that occupies the entire screen.

Setting	Description
	Overlay. Displays a zoom window that lies on top of the normal screen and can be sized and moved to occupy any area.
	Lens. Displays a zoom window that moves over the normal screen like a magnifying glass, displaying what is directly beneath it. The lens automatically follows as you move the mouse pointer, type text and navigate through your programs.
	Line. Displays a zoom window that moves up and down the screen like a magnifying ruler, displaying what is directly beneath it. The line automatically follows as you move the mouse pointer, type text and navigate through your programs.
	Docked. Splits the screen in half, displaying a magnified 'docked' view on one side and a normal (unmagnified) view on the other. The magnified view can be docked against any edge of the screen: top, bottom, left, or right.
	For information on adjusting zoom windows, see [Adjusting a Zoom Window]().
Set window height to cursor height	As the text cursor moves through larger or smaller text, the height of the Line window increases or decreases, so that only the current line of text is displayed.
Settings for multiple monitors (with extended displays)	
Show Windows desktop as	Selects the Windows Desktop mode when using multiple monitors that are configured with extended displays.

Setting	Description
	Extended desktop. This mode allows you to expand your Windows desktop across multiple displays. This offers a larger workspace so you can organize icons and applications across different displays. This is helpful when working with multiple applications simultaneously.
	Single desktop. This mode consolidates the Windows desktop onto the magnified main display while providing an unmagnified view on the secondary display. All desktop icons and taskbar elements are moved onto the main display. This configuration is useful when you prefer to work on a magnified display and use the other display for a normal (bird's-eye) view of your Windows desktop.
	Note: In Single Desktop mode, when you switch back to Extended Desktop mode, the icons and elements that were previously on the secondary display do not automatically move back. You must manually move them to the other display.
Window type:	Selects the zoom window type when using multiple monitors that are configured with extended displays.
	Span. Displays a single contiguous magnified view that spans across all of your monitors. The magnified view tracks and scrolls to follow activity across the entire extended display.
	Span view is designed for users that want to use two monitors to create one larger magnified view.

Setting	Description
	Clone. Displays the same magnified view on two or more monitors. The magnified view tracks and scrolls to follow activity across the entire extended display. Note: Clone view is only available when the displays are set to the same screen resolution and to the same orientation; Portrait or Landscape.
	Clone view is designed for situations where two or more users need to see the same magnified view on separate monitors.
	Zoom with 1x. Displays a magnified view on your main display and a non-magnified (1x) view on your secondary display. Both views (magnified and 1x) track and scroll to follow activity across the entire extended display.
	Note: When using multiple monitors configured with extended displays, Windows designates one of the display devices as the "main display", which is where the desktop icons, taskbar with Windows menu, and Task Switcher appear. You can select which display is your main display in the Screen Resolution dialog box, which can be accessed by right-clicking any empty area of your desktop and then clicking **Screen resolution**.
	Zoom with 1x view is designed for users that want to see both a magnified view and a normal (bird's-eye) view of their workspace. Zoom with 1x is also ideal for situations where a low-vision user and normal-sighted user are working together on the same system. The low-vision user sees the magnified view while the normal-sighted user sees the unmagnified view.

Setting	Description
	MultiView Local. Displays separate magnified views on each monitor, with each monitor's view limited to its own desktop area. In other words, monitor 1 will only show desktop 1 and monitor 2 will only show desktop 2, and so on. When using MultiView Local: • Only one magnified view is active and moving at a time. • When the mouse pointer or application focus move from one desktop to another, the active view automatically switches monitors to follow along. You can switch the active view at any time by pressing the Active View hotkey: **Caps Lock + V**. When you hold down the Active View hotkey the magnified views will lock in place. In this locked state you can move the mouse pointer and any objects that you are dragging with the mouse from the magnified view on one monitor directly into the magnified view on another monitor. • By default, each view has its own magnification level, which is adjustable only when the view is active. The Zoom In and Zoom Out hotkeys, mouse wheel zooming and Power controls always reflect and adjust the magnification level in the active view. You can force the active and inactive views to zoom in and out together by enabling "Keep views at the

Setting	Description
	same magnification level" in the Multiple Monitor Options dialog box.
	MultiView Local is designed for users that want separate magnified views of each desktop, with each view constrained so that it never scrolls outside of its own desktop.
	MultiView Global. Displays separate magnified views on each monitor, with each monitor's view able to scroll and track activity across all desktop areas. In other words, each monitor's magnified view can show its own desktop as well as the other monitor's desktop.
	When using MultiView Global:
	• Only one magnified view is active and moving at a time and that active view scrolls from one desktop to another to follow the mouse pointer and application focus. To switch the active view, press the Active View hotkey: **Caps Lock + V**. When you hold down the Active View hotkey the magnified views will lock in place. In this locked state you can move the mouse pointer and any objects that you are dragging with the mouse from the magnified view on one monitor directly into the magnified view on another monitor.
	• By default, each view has its own magnification level, which is adjustable only when the view is active. The Zoom In and Zoom Out hotkeys, mouse wheel

Setting	Description
	zooming and Power controls always reflect and adjust the magnification level in the active view. You can force the active and inactive views to zoom in and out together by enabling "Keep views at the same magnification level" in the Multiple Monitor Options dialog box. *MultiView Global is designed for users that want to view two locations within the same application window or desktop.*
Multiple Monitor Options	Opens the Multiple Monitor Options dialog box, where you can select and configure options for ZoomText's multiple monitor views.
Windows Display Settings	Opens the Windows Control Panel to the Display Settings, where you can adjust the configuration of your monitors.

Adjusting Zoom Windows

ZoomText provides a choice of zoom window types that occupy the full screen or a portion of the screen. Zoom window types that occupy a portion of the screen include: Overlay, Lens, Line and Docked. When using a partial-screen zoom window, you can size and/or move the zoom window to occupy a different portion or location on the screen.

- **To size and move a zoom window**

  1. On the **Magnifier** toolbar tab, click the arrow next to **Window** or navigate to **Window** and press the down arrow key.

  2. In the **Window** menu, choose **Zoom Window Adjust Tool**.

     The Adjust tool becomes active and sizing handles appear on the zoom window frame.

  3. To size the window, drag any handle.

  4. To move the window, drag inside the window frame.

  5. To scroll the contents of the window, hold down **Ctrl**, and then drag inside the window frame.

  6. To exit the Adjust tool, right-click or press **Esc**.

Note: You can also activate the Zoom Windows Adjust Tool by pressing the Zoom Windows Adjust Tool hotkey: **Caps Lock + A**

Tethered View

When using higher zoom levels, there is often an activity that occurs on the screen that is outside of the magnified viewing area. Using the Windows Start menu search as an example, while you can see the text entered in the search box within your magnified view, you cannot see the results that are visible elsewhere on the screen. To view them, you must scroll to the results, which can take time and be inconvenient.

This is where Tethered View is helpful. It opens a new window inside the magnified area and displays the output, results, or selection alongside the action you are performing. In the Start menu search example, the first result at the top of the list appears in the Tethered View window next to the search box. The Tethered View window follows along and displays other results as you scroll through the list using the up and down arrows.

Tethered View is available in ZoomText and Fusion. It supports the following scenarios, but more will be available in future updates: Windows Start menu search, Excel formula bar, Word Comments pane, and Links List on a web page (Fusion only). These scenarios are enabled by default. See [Tethered View Scenarios](#) for more information.

Note: Tethered View can be used with the following zoom window types: **Full**, **Docked**, **MultiView Local**, **Clone**, **Span**, and **Zoom with 1x**.

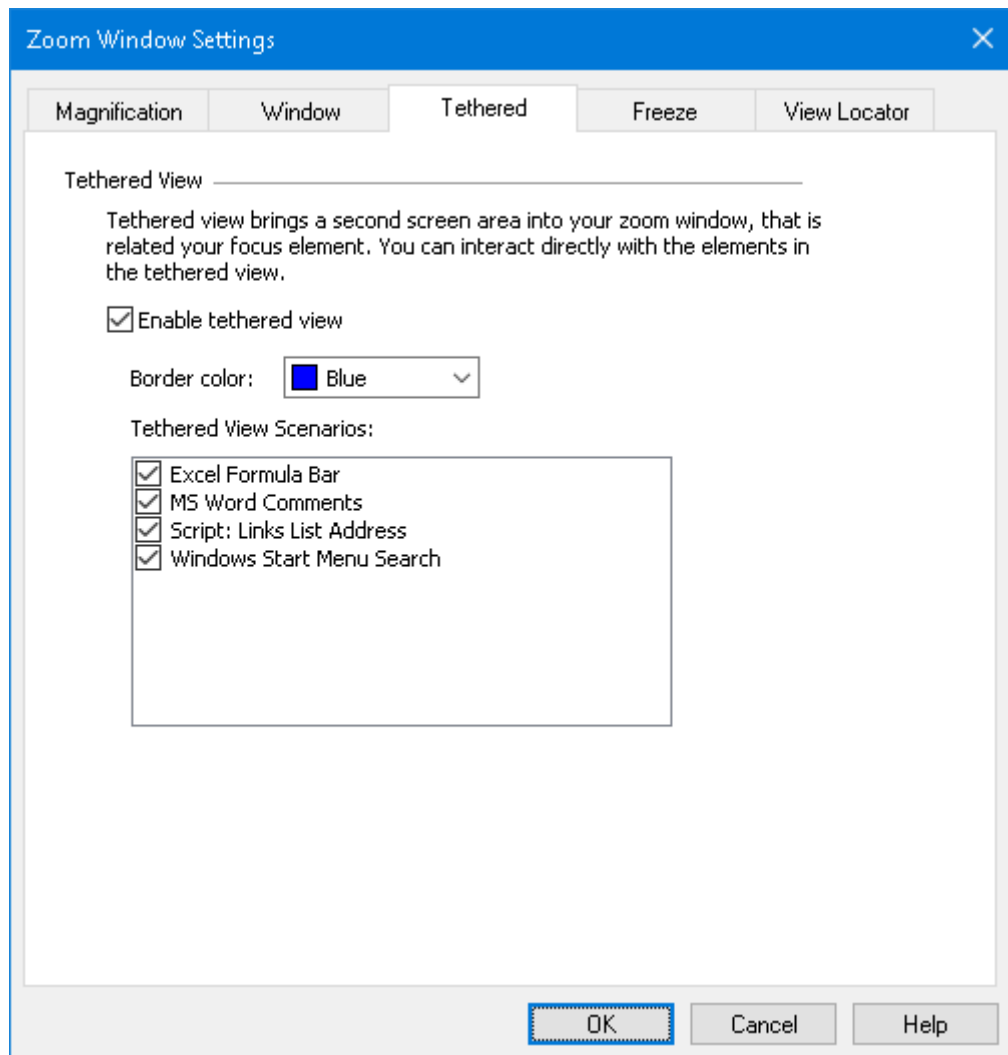- **To enable and disable Tethered View**

  1. On the ZoomText or Fusion **Magnifier** toolbar tab, select the **Window** button.
  2. Choose **Tethered View**.
  3. Choose **Enable** or **Disable**.

▪ **To change Tethered View settings**

1. On the ZoomText or Fusion **Magnifier** toolbar tab, select the **Window** button.

2. Choose **Tethered View**.

3. Choose **Settings**.

   The Zoom Windows Settings dialog box appears with the Tethered tab displayed.

4. Change the Tethered View settings as desired.

5. Click **OK**.

The Tethered View tab

Tethered View Scenarios

Tethered View scenarios are preset actions you can perform with ZoomText and Fusion. You can enable and disable scenarios using the Tethered View settings.

Tethered View currently supports the Windows Start menu search, Excel formula bar, Word Comments pane, and Links List on a web page (Fusion only). It is enabled by default for these items.

- **To enable and disable scenarios**

    1. On the ZoomText or Fusion **Magnifier** toolbar tab, select the **Window** button.

    2. Choose **Tethered View**.

    3. Choose **Settings**.

        The Zoom Windows Settings dialog box appears with the Tethered tab displayed.

    4. Select or clear items in the Tethered View Scenarios list.

    5. Click **OK**.

    The following are examples showing how to use Tethered View.

Windows Start Menu Search

When you use the search box in the Windows Start menu, you may notice that you cannot see the top search result in the magnified view. With Tethered View enabled, the best match appears in a window next to the search box. You can click the result or scroll through the list using the up and down arrows to see other items.

The following Tethered View keystrokes are available when using the Windows Start menu:

- To expand or collapse the Tethered View window, press **CAPS LOCK+T**.

- To view the result at the top of the search list, press **CAPS LOCK+SHIFT+T**.

Excel Formula Bar

Tethered View is available when working with formulas in an Excel worksheet. Excel displays the formula related to a cell in the formula bar located at the top of the worksheet. This position is far away from the actual cell. The Tethered View brings the formula to you and displays it next to the cell that has focus. If you want to switch to the formula field, you can click it or use the **CAPS LOCK+SHIFT+T** keystroke.

Other times you may want to read the Excel spreadsheet without the formula displayed. In this case, you can toggle the Tethered View with **CAPS LOCK+T**. In Excel, the Tethered View window is collapsed by default.

The following Tethered View keystrokes are available when using Excel:

- Expand or collapse Tethered View window: **CAPS LOCK+T**

- View the Formula bar: **CAPS LOCK+SHIFT+T**

Microsoft Word Comments

If you distribute a Word document for review, others may add comments to the document. The Comments pane or list is positioned to the far right side of the screen. In Tethered View, each comment is placed next to the text where it is inserted. This eliminates the need to scroll across the screen, find and read the comment, and then scroll and return to the text.

The following Tethered View keystrokes are available when using Word:

- Expand or collapse Tethered View window: **CAPS LOCK+T**
- View the comment: **CAPS LOCK+SHIFT+T**
- Return to the text at the insertion point: **ESC**

Fusion Links List (Fusion only)

When reading a web page while running Fusion, you can press **INSERT+F7** to display a list of links that are on the page. With Tethered View, as you scroll through the list, the current link's URL appears next to the item in the list. You can click or press **ENTER** to select the link.

The following Tethered View keystrokes are available when using the Fusion links list:

- Expand or collapse Tethered View window: **CAPS LOCK+T**
- View the URL for the link: **CAPS LOCK+SHIFT+T**
- Open the links list: **INSERT+F7**

Setting	Description
Tethered View Settings	
Enable tethered view	Enables and disables the Tethered View feature.
Border color	Sets the color for the Tethered View window border.
Tethered View Scenarios	Enables and disables actions supported by Tethered View.

Freeze View

In a magnified view, it is impossible to see the entire screen at once. As a result, items of interest, such as the clock and Start menu, cannot be seen at the same time since they are on opposite sides of the screen. Freeze View solves this problem by letting you draw a window around an area of the screen that you want to monitor. When you have completed your selection, the Freeze View automatically appears on top of the Full zoom window displaying the selected area. The Full zoom window continues to operate normally, tracking all on-screen activity and allowing you to navigate and work in all areas of the screen.

You can create up to four Freeze Views and place them anywhere on your screen. Multiple views can appear simultaneously. For example, you can create a view of the ZoomText app icon located in the system tray and drag it to an area on the screen that is convenient for you to access. This lets you quickly bring the ZoomText toolbar into view instead of scrolling with the mouse pointer to the system tray and then clicking the app icon. Another example is to create a view of the clock, which is located in the notification area. Again, you can position it on the screen so that it is always in view. Both views can appear simultaneously.

- **To create a Freeze View**

    1. Do one of the following:

        - For one monitor, set the zoom window type to **Full**.

        - For multiple monitors, set the zoom window type to **Span**, **Clone**, **Zoom with 1x**, or **MultiView Global**.

    2. On the **Magnifier** toolbar tab, click the arrow next to **Window** or navigate to **Window** and press the down arrow key.

   3. In the Window menu, choose **Freeze View > New Freeze View**.

   *The Freeze tool becomes active.*

Freeze tool

Note: You can have up to four Freeze Views. If you try to create a fifth Freeze View, you must first delete an existing Freeze View.

4. Move the mouse pointer until the area you want to freeze is scrolled into view.

5. Hold down the left button and drag a selection rectangle around the desired freeze area and release the button.
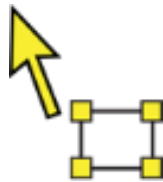
Freeze Selection tool

When you complete the drag, the Freeze View will appear with sizing handles on the frame.
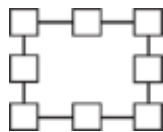
Freeze View Adjustment frame

6. To size the window, drag any handle. To move the window, drag inside the window frame. To scroll the contents of the window, hold down **CTRL** and drag inside the window frame.

7. To exit the Freeze tool, right click or press **ESC**.

   Note: The Freeze View can be resized or moved using the [Adjust tool](#).

8. To create additional Freeze Views, repeat steps 1-7. You can have a total of four Freeze Views.

   Note: If you try to add a fifth Freeze View, the Freeze View Settings dialog opens. You must delete at least one Freeze View from the Views list before adding another.

9. To save Freeze View changes, in the **ZoomText** menu, choose **Configurations** > **Save As Default**.

▪ **To enable and disable the Freeze window**

Do one of the following:

- Press the Freeze View On/Off hotkey:

   o **CAPS LOCK+CTRL+1** for Freeze View 1

   o **CAPS LOCK+CTRL+2** for Freeze View 2

   o **CAPS LOCK+CTRL+3** for Freeze View 3

   o **CAPS LOCK+CTRL+4** for Freeze View 4

- On the **Magnifier** toolbar tab, choose **Window > Freeze View**, and then select a Freeze View to toggle it on or off.

▪ **To delete a Freeze View using Hotkeys**

1. Press **CAPS LOCK+A** until the Freeze View you want to delete is selected.

2. Press **DELETE**.

   The Freeze tool appears.

3. Press **ESC**.

4. Repeat steps 1-3 to delete other Freeze Views.

- **To delete a Freeze View using the Freeze View settings**

    1. On the **Magnifier** toolbar tab, select the **Zoom Window Settings** button, which appears in the lower-right corner of the **Zoom Window** group.

        The Zoom Window Settings dialog appears.

    2. Select the **Freeze** tab.

    3. Choose a Freeze View from the Views list and click the **Delete** button.

    4. Repeat steps 1-3 to delete other Freeze Views.

- **To move a Freeze View between multiple monitors**

    Note: Freeze View windows can only be moved between multiple monitors when the window zoom type is set to Span.

    1. Press **CAPS LOCK+A** until the Freeze View you want to move is selected.

        The Freeze Selection tool becomes active.

    2. Place the Freeze Selection Tool inside the Freeze View and drag it to the other monitor.

    3. To exit the tool, right click or press **ESC**.

    4. To save the Freeze View's new position, in the **ZoomText** menu, choose **Configurations** > **Save As Default**.

- **To customize a Freeze View**

    1. On the **Magnifier** toolbar tab, select the **Zoom Windows Settings** button, which appears in the lower-right corner of the **Zoom Windows** group.

        The Zoom Windows Settings dialog appears.

    2. Select the **Freeze** tab.

3. Choose a Freeze View from the Views list and do any of the following:

 o Assign a name

 o Choose a zoom level

 o Decide if you want the mouse pointer to appear in front of or behind the Freeze View. When in front, you can click and use the items in the Freeze View. When behind, you can only view what is in the Freeze View.

4. Repeat steps 1-3 to customize other Freeze Views

5. Click **OK**.

6. To save Freeze View changes, in the **ZoomText** menu, choose **Configurations** > **Save As Default**.
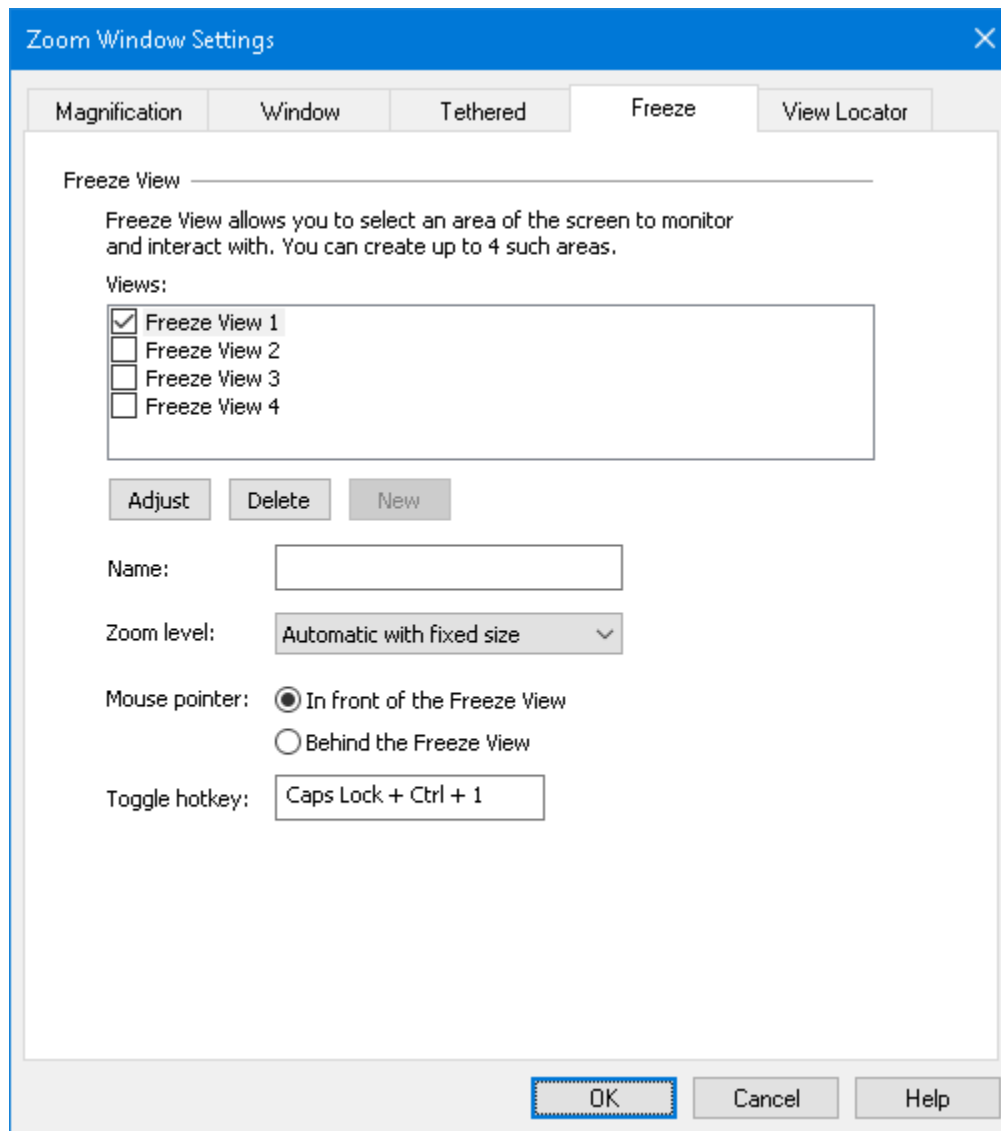
The Freeze View tab

Setting	Description
Freeze View Settings	
Views	Shows a list of all Freeze Views. Select a check box to enable a Freeze View. Clear a check box to disable a Freeze View.
Adjust	Resizes and moves the selected Freeze View.
Delete	Deletes the selected Freeze View.

Setting	Description
New	Activates the Freeze Tool.
Name	Renames the selected Freeze View.
Zoom level	Sets the magnification level for the selected Freeze View. **Automatic with fixed size:** Sets the Freeze View to use the same magnification level as ZoomText. **Other magnification levels include:** 1x to 8x in steps of 1, 10x to 16x in steps of 2, 20x to 36x in steps of 4x, 42x to 60x in steps of 6, and fractional powers of 1.2x, 1.4x, 1.6x, 1.8x, 2.25x, 2.5x, 2.75x, 3.5x and 4.5x.
Mouse pointer	Sets the mouse pointer to appear in front of or behind the selected Freeze View. When in front, you can click and use the items visible in the Freeze View. When behind, you can only view what is in the Freeze View.
Toggle hotkey	Displays the hotkey assigned to the selected Freeze View. To assign a new hotkey, see [ZoomText Command Key dialog](#).

Freeze View Commands

Command	Hotkeys
Create new Freeze View	**CAPS LOCK+N**
Adjust Freeze View size and position	**CAPS LOCK+A**
Delete Freeze View	**CAPS LOCK+A** (to select a Freeze View) and then press **DELETE**

Command	Hotkeys
Toggle on and off Freeze Views 1...4	**CAPS LOCK+CTRL+1...4**
Create a specific Freeze View	**CTRL+ALT+SHIFT+1...4** These hotkeys are disabled by default. You can enable them using the [ZoomText Command Key dialog]

Using Overview Mode and the View Locator

Overview mode shows you the area of the screen that is currently being magnified and allows you to select a new area to zoom in on. When Overview mode is activated, magnification turns off and the View Locator appears in the normal screen. By moving the mouse pointer, the View Locator moves over the unmagnified screen allowing you to select a new area to zoom in on.

▪ **To use Overview Mode**

1. Do one of the following:

   • On the **Magnifier** toolbar tab, choose **Window > Overview Mode**.

   • Press the Overview Mode On/Off hotkey: **Caps Lock + O**

   Magnification is temporarily turned off and the View Locator appears.

2. Move the View Locator to the desired screen location.

3. Click to zoom-in on the new location.

   *Magnification is restored with the selected screen area displayed.*

You can configure the View Locator to appear in a variety of shapes and colors. The View Locator can also be enabled to appear in unmagnified portions of the screen when using Overlay or Docked zoom windows.

▪ **To configure the View Locator**

1. In the **Magnifier** menu, click the **Windows** button, and choose **View Locator**

   The Zoom Window Settings dialog appears with the View Locator tab displayed.

2. Adjust the locator options as desired.

3. Click **OK** to enable the changes.
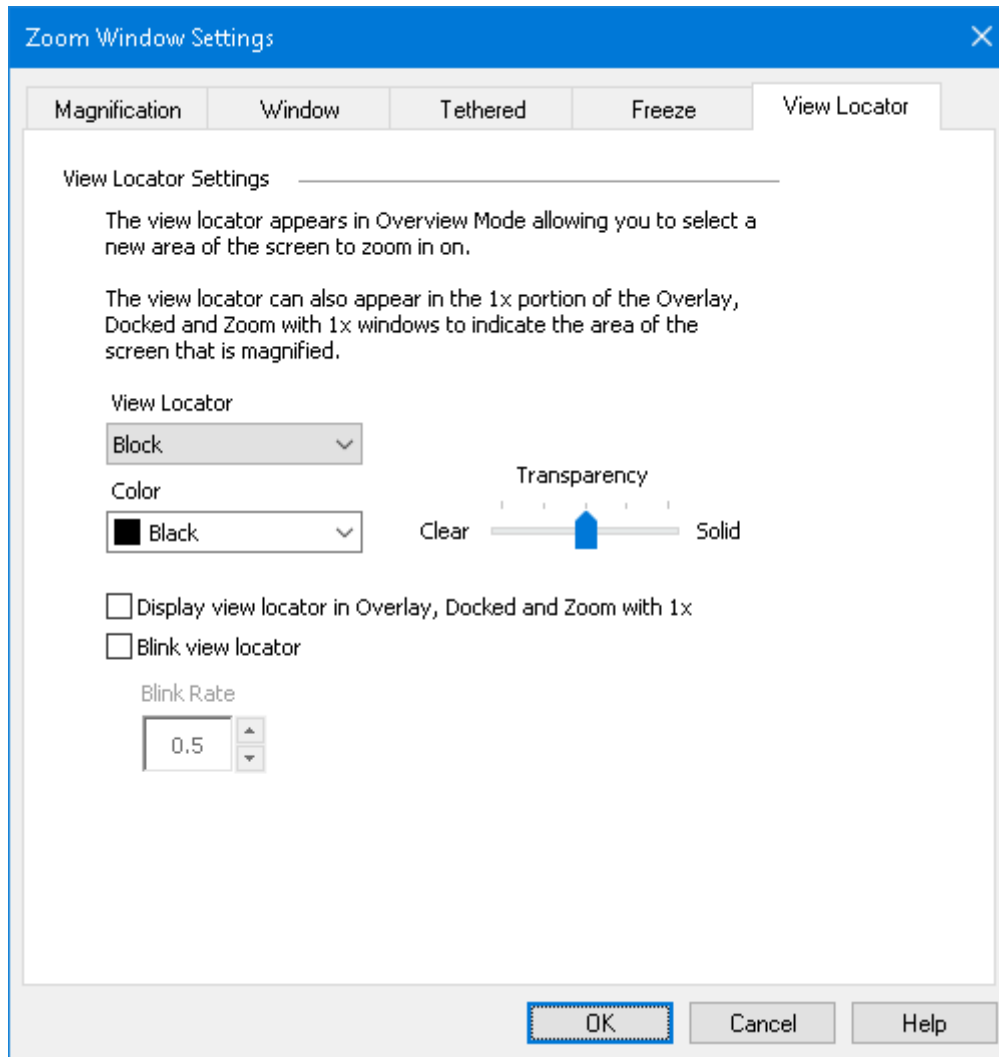
The View Locator tab

Setting	Description
View Locator Settings	
View Locator	Selects the type of View Locator that is displayed: Block, Inverted Block, Frame or Cross.
Color	Selects the color that the View Locator will appear in.
Transparency	Sets the level of transparency for the View Locator. The transparency level controls the

Setting	Description
	amount of the desktop image that is visible through the View Locator.
Display view locator in Overlay, Docked and Zoom with 1x views	Enables the display of the View Locator in the 1x portion of the screen when using the Overlay, Docked or Zoom with 1x zoom windows.
Blink view locator	Turns locator blinking on or off.
Blink Rate	Sets the blink rate for the View Locator in seconds (from 0.5 to 5, in increments of 0.5).

Managing Multiple Monitors

In the "Zoom Windows" section you learned about the types of zoom windows that are available and how to select a zoom window.

This section provides information on how to configure ZoomText's multiple monitor options, how to best configure a system with multiple monitors to work with ZoomText, and how to troubleshoot problems related to ZoomText's multiple monitor support.

ZoomText's multiple monitor support currently works with two extended displays. Support for three or more extended displays will be added in a future release.

Note: For information on setting up your system with multiple display devices, search the Microsoft website for instructions that pertain to your version of Microsoft Windows.

- [Multiple Monitor Options](#)
- [Support Hardware](#)
- [Recommended Configurations](#)
- [Configuring Displays](#)
- [Automatic Adjustments](#)
- [ZoomText Feature Behaviors](#)
- [Troubleshooting](#)

Multiple Monitor Options

Multiple Monitor Options provide a variety of settings for customizing how the zoom windows behave when using multiple monitors. These behaviors include how the mouse pointer moves between desktops and monitors, and how magnification and screen enhancements are applied and adjusted in each monitor's view.

Note: For descriptions of the zoom window types available in multiple monitor support, see [Selecting Zoom Windows](#).

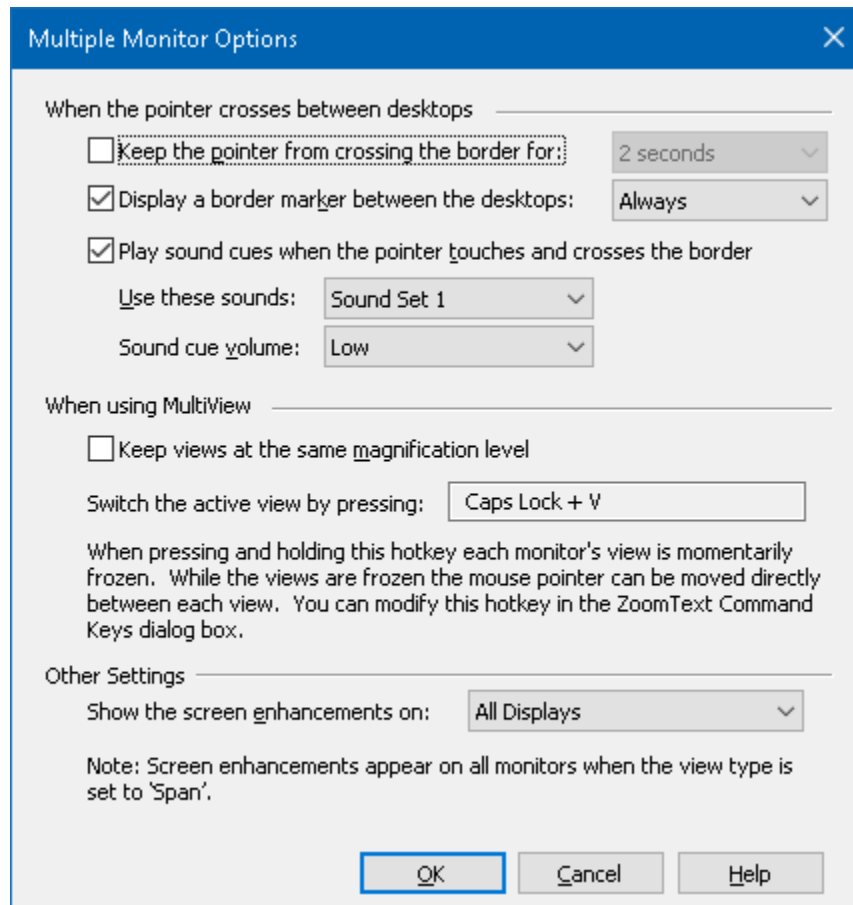- **To configure the Multiple Monitor Options**

    1. On the **Magnifier** toolbar tab, click the arrow next to **Window** or navigate to **Window** and press the down arrow key.

    2. In the **Window** menu, choose **Settings**.

        The Zoom Window Settings dialog box appears.

    3. Choose the **Window** tab.

    4. Choose **Multiple Monitor Options...**

        The Multiple Monitor Options dialog box appears.

    5. Adjust the multiple monitor settings as desired.

    6. Click **OK**.

The Multiple Monitor Options dialog box

Setting	Description
When the pointer crosses between desktops	
Keep the pointer from crossing the border for:	Keeps the mouse pointer from crossing between desktops until the pointer presses against the border for the amount of time selected in the neighboring combo box. Note: When this option is enabled, you can cross the pointer immediately by tapping the border twice (quickly).
Display a border marker between the desktops:	Displays a border marker on the border between desktops according to the style selected in the neighboring combo box. The

Setting	Description
	border marker helps you to stay oriented in the extended displays.
Play sound cues when the pointer touches and crosses the border	Plays a pair of sound cues to make you aware of when the mouse pointer has bumped the border between desktops and crossed over between desktops.
Use these sound cues:	Selects the sounds that will be played when the pointer touches and crosses the border between desktops. There are four sets of sound cues to choose from.
Sound cue volume:	Sets the volume level for the sound cues.
When using MultiView	
Keep views at the same magnification level	When using the MultiView Local or MultiView Global zoom windows; this setting forces the active and inactive views to zoom in and out together at the same magnification level across all of the monitors. When adjusting the magnification level in the active view, the magnification levels on the other monitors will also adjust to the same level.
Switch the active view by pressing:	Displays the assigned hotkey for switching the active view when using the MultiView Local or MultiView Global zoom windows.
Other Settings	
Show the screen enhancements on:	Sets the monitors that screen enhancements will be applied to.

Supported Multiple Monitor Hardware

ZoomText's multiple monitor support will work with most display technologies that are designed for the Windows operating system. These supported technologies include video cards, display monitors and projectors, and display connections, including VGA, DVI, HDMI and DisplayPort. In most cases, if your system is already running with multiple display devices that are set to: "Extend these displays", ZoomText's multiple monitor support will also run on that system. If you encounter a problem with ZoomText's multiple monitor support, see "Multiple Monitor Troubleshooting" in this chapter, or contact Freedom Scientific or your local dealer for assistance.

Recommended Monitor Configurations

ZoomText's multiple monitor support will work with most makes and models of computer monitors and projectors, including a set of monitors that have different physical sizes and display resolutions. However, the following recommendations should be observed to achieve the highest level of display quality, viewing comfort and productivity from your multiple monitor system.

Monitor sizes, orientation and alignment

For best viewing, we recommend using a matched set of monitors that are physically oriented and aligned in a perfect side-by-side or stacked arrangement on your desk. Then, when you have arranged the displays in the Screen Resolution dialog box in the same orientation as the monitors on your desk, you will be able to intuitively move the mouse pointer from one monitor to another, as if it were one seamless screen. For instructions on arranging displays, see [Configuring Displays for Multiple Monitor Support](#).

These factors—size, orientation and alignment—are particularly important when using the Span zoom window, where your screens display a contiguous magnified view across multiple screens. If the monitors are mismatched in size, orientation or alignment, the magnified view displayed in the Span zoom window may be confusing to look at.

Display resolutions

For the clearest magnified views, we recommend always setting the screen resolution for each monitor to its native resolution. Running monitors in non-native resolutions degrades the image quality that appears in a normal view, which is further degraded when magnified. *Note:* This recommendation also applies when only using one monitor.

Configuring Displays for Multiple Monitor Support

To use ZoomText's multiple monitor support your system must have multiple monitors connected, enabled, and configured with the following settings:

- The monitors must be set to "Extend these displays" in the Screen Resolution dialog box.

- The monitors must be perfectly aligned on one side in the Screen Resolution dialog box.

- The extended displays should be arranged to closely match the physical arrangement of the monitors on your desk.

Instructions for making all of these adjustments are provided below.

▪ **To set your monitors to "Extend these displays"**

You can set your monitors to "Extend these displays" using the following methods:

Method 1: Use the Display Switch shortcut: **Windows + P**

- When you press the **Windows + P** shortcut the Display Switch bar will appear on your screen. When the Display Switch bar is visible, press the **Windows + P** shortcut or the left and right arrow keys to cycle through the multiple monitor options in the Display Switch bar. Once you have cycled to the **Extend** option, press the **Enter** key.

Method 2: Select in the Screen Resolution dialog box.

1. Right-click any empty area of your desktop, and then click **Screen resolution**.

    The Screen Resolution dialog appears.

2. Click the Multiple displays drop-down list and select **Extend these displays**. A dialog may appear asking if you want to keep the adjusted display settings. Choose **Keep Changes**.

   Note: ZoomText's multiple monitor support also works when using a combination of monitor and projector that are set to "Extend these displays".

- **To arrange and align your extended displays**

  Arranging and aligning your extended displays can be performed as follows:

  1. Right-click any empty area of your desktop, and then click **Screen resolution**.

     The Screen Resolution dialog appears. This dialog displays an illustrative representation of how your extended displays are currently arranged and aligned.

  2. Using the mouse, drag the displays so that they are arranged to closely match the physical arrangement of the monitors on your desk, and then perfectly align the same edges of the monitors according to the following alignment rules.

     - If the displays are positioned side by side, either the top edges or bottom edges of the displays must be aligned.

     - If the displays are positioned in a vertical stack, either the left edges or right edges of the displays must be aligned.

  3. Click the **Apply** or **OK** button. A dialog may appear asking if you want to keep the adjusted display settings. If this dialog appears, choose **Keep Changes**.

Automatic Adjustment to Display Changes

ZoomText automatically detects all changes that are made to your display devices, including the following:

- Adding and removing display devices
- Enabling and disabling display devices
- Changing the screen resolution for display devices
- Changing the relative position and orientation of display devices
- Changing the presentation of the display devices—i.e. Extend these displays, Duplicate these displays, Show only on {n}

These changes are detected when ZoomText starts up and while ZoomText is running. When a change is detected, ZoomText automatically adjusts to the settings you previously used for that display configuration. If you had not previously used that display configuration, ZoomText will use default settings. Here are a few examples of how ZoomText detects and adjusts for display changes:

- When ZoomText detects a switch from one monitor to multiple monitors with extended displays, ZoomText will automatically switch to the last window type used for multiple monitors. When multiple monitors with extended displays are detected for the first time, ZoomText enables the default zoom window type for multiple monitors, which is MultiView Local.

- When ZoomText detects a switch from multiple monitors with extended displays to one monitor, or to multiple monitors set to "Duplicate these displays", ZoomText will automatically switch to the last zoom window type used for one monitor. When only one monitor is detected for the first time, ZoomText enables the default zoom window type for one monitor, which is Full zoom.

Feature Behaviors in Multiple Monitors

When using ZoomText's multiple monitor support the behavior of some of ZoomText features will work as described below.

Feature	Current Behavior
AppReader	When using the Span, Clone, Zoom with 1x or MultiView Global zoom windows; the active magnified view always scrolls to follow AppReader's word highlight, regardless of which desktop the target application is on. When using the MultiView Local zoom window, if the target application is on the inactive view's desktop, the inactive view becomes active and scrolls to follow AppReader's word highlight.
Reading Zones	When using the Span, Clone, Zoom with 1x or MultiView Global zoom windows, the active magnified view scrolls to bring the triggered reading zone into view, regardless of which desktop the reading zone is on. When using the MultiView Local zoom window, if the triggered reading zone is on the inactive view's desktop, the inactive view becomes active and scrolls to bring the reading zone into view.
Touch Screen	This feature is currently not supported when using multiple monitors.

Feature	Current Behavior
ZoomText Camera	This feature is currently not supported when using multiple monitors.
Support for third-party USB CCTVs	This feature is currently not supported when using multiple monitors.

Troubleshooting Multiple Monitors

This topic provides steps for troubleshooting problems that can occur when using ZoomText's multiple monitor support.

Problem: Your system has three or more monitors (configured with extended displays) and when you attempt to start ZoomText a message appears saying: "ZoomText multiple monitor support requires that you have only one extended display enabled. Please disable all but one extended display, and then try enabling multiple monitors again."

Solution: ZoomText's multiple monitor support currently works with two extended displays. Support for three or more extended displays will be added in a future release.

Problem: When using Span View the left half of the magnified view is on the right and vice versa.

Solution: The orientation of your extended displays is reversed from the physical arrangements of your monitors. To resolve this problem, reverse the arrangement of the displays in the Screen Resolution settings, which can be accessed by right-clicking any empty area of your desktop, and then clicking Screen resolution.

Problem: The mouse won't move between my monitors but wraps around from the outside edges.

Solution: The orientation of your extended displays is reversed from the physical arrangements of your monitors. To resolve this problem, reverse the arrangement of the displays in the Screen Resolution settings, which can be accessed by right-clicking any empty area of your desktop, and then clicking Screen resolution.

Problem: ZoomText only magnifies and scrolls across half of the display area.

Solution: ZoomText's multiple monitor support is enabled and you are only looking at one of your monitors. The other half of the display area is displayed on the second monitor.

Screen Enhancements

Screen enhancements improve the legibility of objects that appear on the screen. With these settings you can; enhance the screen colors for improved contrast and clarity; enhance the appearance of the mouse pointer, text cursor and keyboard input focus so that they're easier to see and follow.

- [Color Enhancements](#)
- [Pointer Enhancements](#)
- [Cursor Enhancements](#)
- [Focus Enhancements](#)
- [Using Smart Invert](#)

Color Enhancements

Color enhancements improve the clarity of text and graphics, providing easier viewing and reduced eyestrain. The color enhancement options consist of a variety of filter effects that adjust color, contrast and brightness. You can choose from preset color schemes or create your own custom color settings.

Tip: When using the Invert Brightness and Invert Color effects in Google Chrome, enabling ZoomText's Smart Invert feature will reverse the invert effect on photos so that they are displayed in their natural colors. For more information on this feature, see [Using Smart Invert](#).

The color enhancement options are enabled and set using the **Color** split-button control located on the **Magnifier** toolbar tab. The top portion of this button toggles the color enhancements on and off, while the bottom portion opens the color menu.

▪ **To toggle the color enhancements on and off**

Do one of the following:

- On the **Magnifier** toolbar tab, select the **Color** button.
- Press the Enhance Colors On/Off hotkey: **Caps Lock + C**
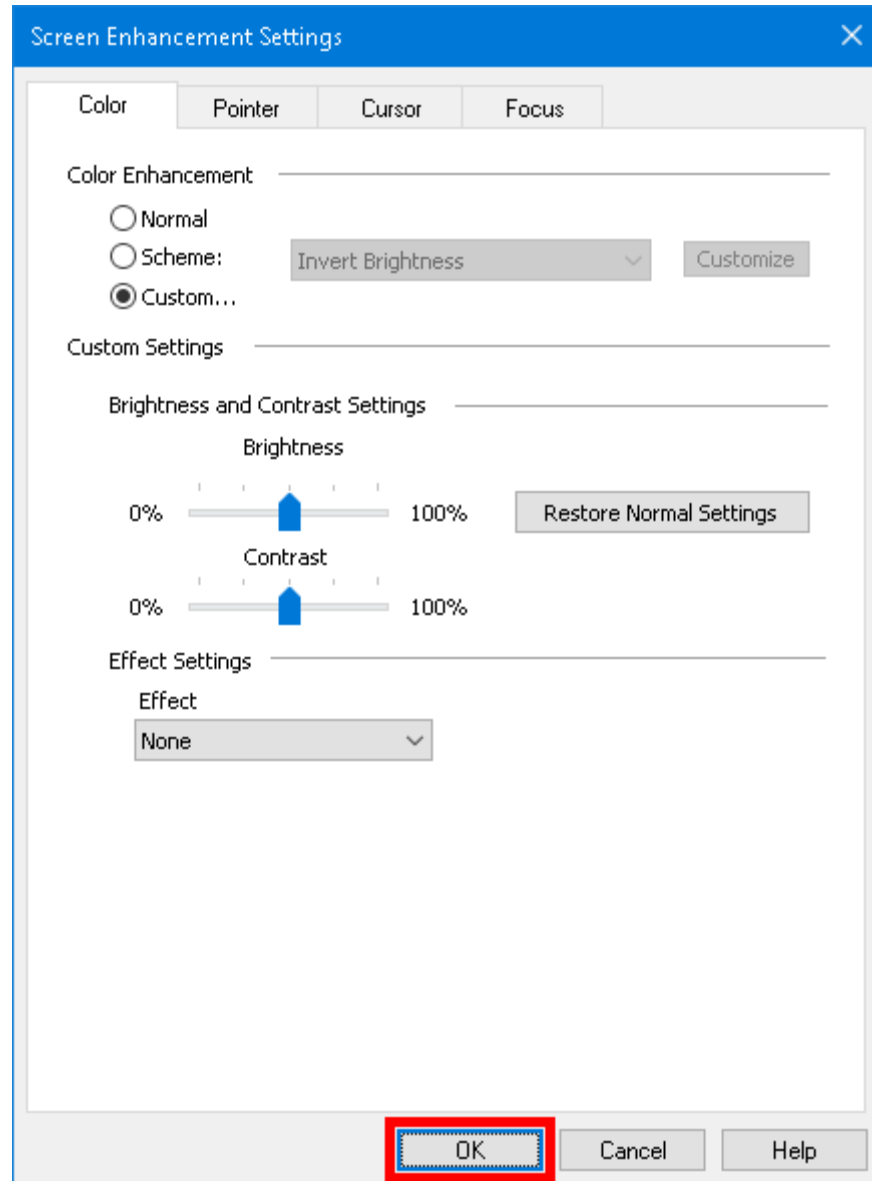
▪ **To choose a preset color scheme**

1. On the **Magnifier** toolbar tab, click the arrow next to **Color** or navigate to **Color** and press the down arrow key.
2. In the **Color** menu, choose **Scheme**.
3. In the **Scheme** menu, choose the desired color scheme.

▪ **To create a custom color scheme**

1. On the **Magnifier** toolbar tab, click the arrow next to **Color** or navigate to **Color** and press the down arrow key.
2. In the **Color** menu, choose **Settings**.

The Screen Enhancements Settings dialog box appears with the Color tab displayed.

3. Choose **Custom...**

4. Adjust the custom settings as desired.

5. Click **OK**.

The Color tab

Setting	Description
Color Enhancement	
Normal	Disables all color enhancements.
Scheme	Activates a preset color scheme (selected in the neighboring combo box).
Custom	Activates the Custom Settings, allowing you to create your own custom color scheme.
Customize	Activates and configures the Custom Settings to match the selected preset color scheme. This allows you to use a preset scheme as the starting point for a custom scheme.
Brightness and Contrast Settings	
Brightness	Increases or decreases the brightness of the screen image from 0% to 100%. Normal brightness is 50%.
Contrast	Increases or decreases the contrast of the screen image from 0% to 100%. Normal contrast is 50%.
Restore Normal Settings	Restores Brightness and Contrast to 50% (normal).
Effect Settings	
Effect	Selects the type of color effect and activates the associated settings. **None**. No filtering is applied. **Invert Brightness**. Inverts the brightness of all screen colors. Light colors become dark and vice-versa. **Invert Colors**. Inverts all screen colors.

Setting	Description
	Dyed. Transforms all screen colors to a single hue while preserving their light and dark values. When the Dye effect is selected, a Color combo box appears, allowing you to select the dye color. **Two-Color**. Transforms all screen colors to a two-color spectrum. When the Two-Color effect is selected, Foreground Color and Background Color combo boxes appear, allowing you to define the two-color spectrum. **Replace Color**. Replaces one screen color with another. When the Replace Color effect is selected, Replace and With combo boxes appear, allowing you to choose the color to replace and replacement color. A bandwidth slider also appears allowing you to expand the range of color replace to hues close to the selected color.

Pointer Enhancements

Pointer enhancements make it easy to locate and follow the mouse pointer. You can adjust the size and color of the pointer and activate a locator that emphasizes the pointer's position on the screen. You can choose from preset pointer schemes or create your own custom pointer settings.

The pointer enhancement options are enabled and set using the **Pointer** split-button control located on the **Magnifier** toolbar tab. The top portion of this button toggles the pointer enhancements on and off, while the bottom portion opens the pointer menu.

- **To toggle the pointer enhancements on and off**

  Do one of the following:

  - On the **Magnifier** toolbar tab, select the **Pointer** button.
  - Press the Enhance Pointer On/Off hotkey: **Caps Lock + P**

- **To choose a preset pointer scheme**

  1. On the **Magnifier** toolbar tab, click the arrow next to **Pointer** or navigate to **Pointer** and press the down arrow key.
  2. In the **Pointer** menu, choose **Scheme**.
 3. In the **Scheme** menu, choose the desired pointer scheme.

- **To create a custom pointer scheme**

  1. On the **Magnifier** toolbar tab, click the arrow next to **Pointer** or navigate to **Pointer** and press the down arrow key.
  2. In the **Pointer** menu, choose **Settings**.

     The Screen Enhancements Settings dialog box appears with the Pointer tab displayed.

  3. Choose **Custom...**

4. Adjust the custom settings as desired.

5. Click **OK**.
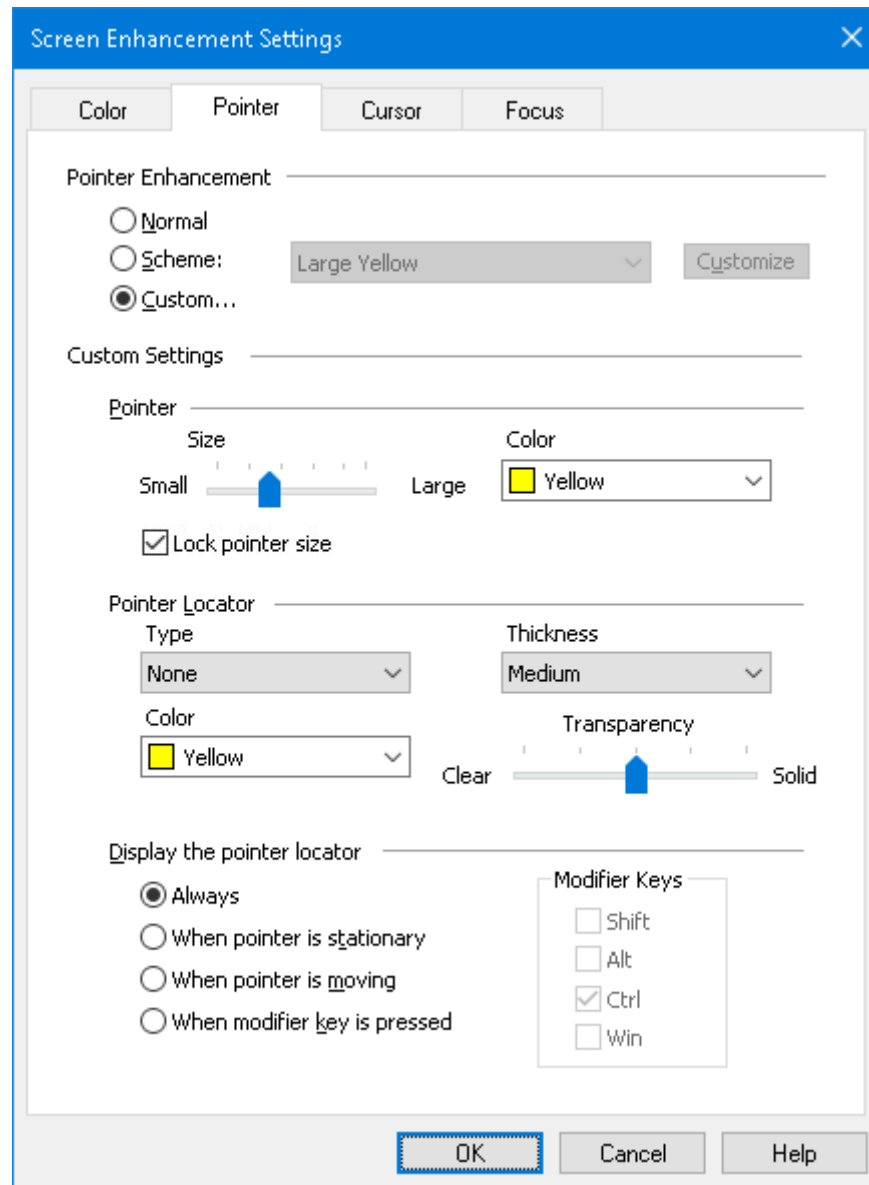
The Pointer tab

Setting	Description
Pointer Enhancement	
Normal	Disables all pointer enhancements.

Setting	Description
Scheme	Enables a preset pointer scheme (selected in the neighboring combo box).
Custom	Activates the Custom Settings, allowing you to create your own custom pointer scheme.
Customize	Activates and configures the Custom Settings to match the selected preset pointer scheme. This allows you to use a preset scheme as the starting point for a custom scheme.
Custom Settings	
Pointer	
Size	Sets the size of the enhanced mouse pointer. Fifteen incremental sizes are available.
Color	Sets the color for the mouse pointer.
Lock pointer size	As you zoom in or out, the size of the mouse pointer also changes relative to the zoom level. By locking the pointer, it maintains a consistent size regardless of the changing zoom level.
Pointer Locator	
Type	Selects the type of pointer locator: **Circle**. Displays a circle that is centered over the pointer's hot spot. **Sonar**. Displays animated circles that radiate inward toward the pointer's hot spot.

Setting	Description
	Full Cross. Displays a set of crosshairs that extend across the entire zoom window and intersect the pointer's hot spot. **Crosshairs**. Displays a set of crosshairs that are centered over the pointer's hot spot.
Color	Sets the color for the pointer locator.
Thickness	Sets the thickness of the pointer locator: Thin, Medium or Thick.
Transparency	Sets the level of transparency for the pointer locator. The transparency level controls the amount of the desktop image that is visible through the pointer locator.
Display the pointer locator	
Always	The pointer locator is always displayed.
When pointer is stationary	The pointer locator is only displayed when the pointer is stationary (not moving).
When pointer is moving	The pointer locator is only displayed when the pointer is moving.
When modifier key is pressed	The pointer locator is only displayed when the pointer modifier keys are held down.
Modifier Keys	Selects a key or combination of keys that, when pressed, will display the pointer locator. *Note:* The **Display the pointer locator** option must be set to **When modifier key is pressed**.

Cursor Enhancements

Cursor enhancements make it easy to locate and follow the text cursor. A choice of high visibility locators marks the cursor's position without obscuring the surrounding text. You can choose from preset cursor schemes or create your own custom cursor settings.

The cursor enhancement options are enabled and set using the **Cursor** split-button control located on the **Magnifier** toolbar tab. The top portion of this button toggles the cursor enhancements on and off, while the bottom portion opens the cursor menu.

- **To toggle the cursor enhancements on and off**

    Do one of the following:

    - On the **Magnifier** toolbar tab, select the **Cursor** button.

    - Press the Enhance Cursor On/Off hotkey: **Caps Lock + R**

- **To choose a preset cursor scheme**

    1. On the **Magnifier** toolbar tab, click the arrow next to **Cursor** or navigate to **Cursor** and press the down arrow key.

    2. In the **Cursor** menu, choose **Scheme**.

    3. In the **Scheme** menu, choose the desired cursor scheme.

- **To create a custom cursor scheme**

    1. On the **Magnifier** toolbar tab, click the arrow next to **Cursor** or navigate to **Cursor** and press the down arrow key.

    2. In the **Cursor** menu, choose **Settings**.

        The Screen Enhancements Settings dialog box appears with the Cursor tab displayed.

    3. Choose **Custom...**

4.   Adjust the custom settings as desired.

5.   Click **OK**.
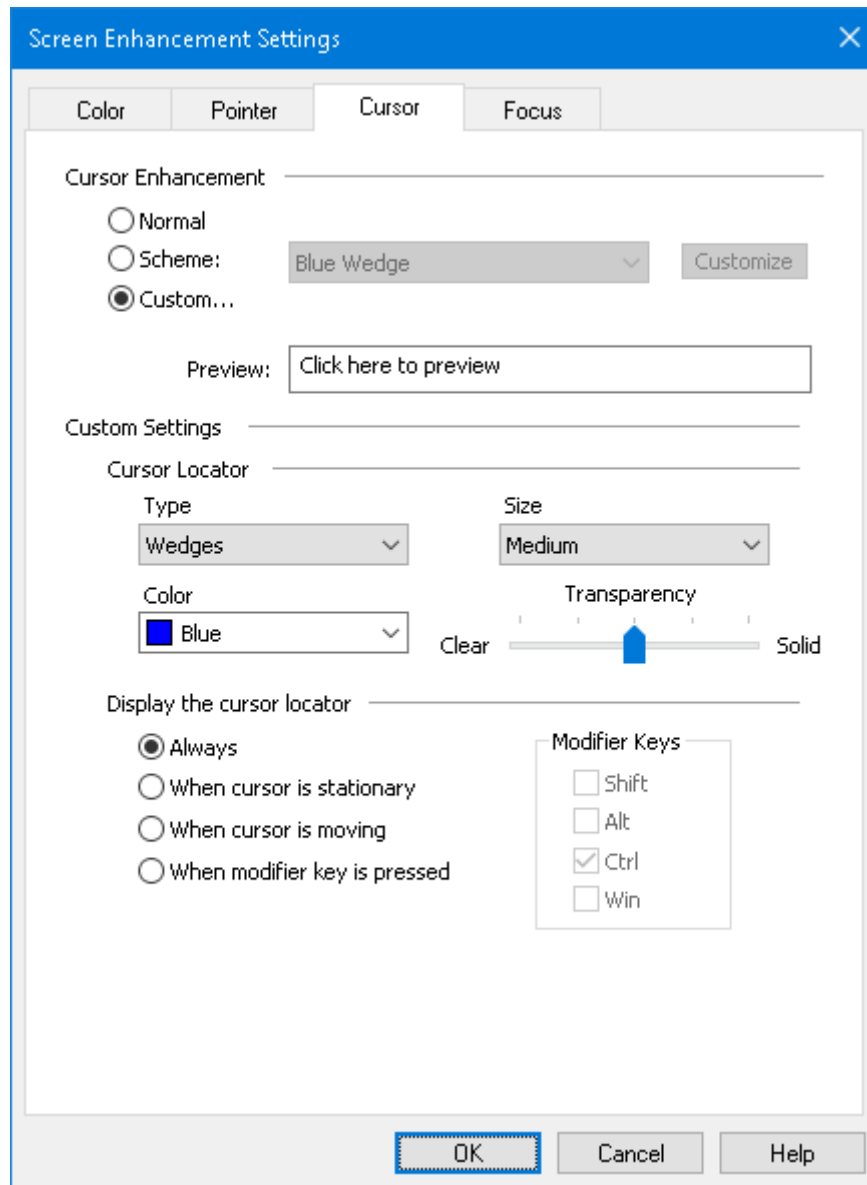
The Cursor tab

Setting	Description
Cursor Enhancement	
Normal	Disables all cursor enhancements.

Setting	Description
Scheme	Activates a preset cursor scheme (selected in the neighboring combo box).
Custom	Activates the Custom Settings, allowing you to create your own custom cursor scheme.
Customize	Activates and configures the Custom Settings to match the selected preset cursor scheme. This allows you to use a preset scheme as the starting point for a custom scheme.
Preview	When you click in the Preview box a text cursor appears with the selected cursor enhancement settings.
Custom Settings	
Cursor Locator	
Type	Selects the type of cursor locator: **Wedge**. Displays triangular wedges above and below the cursor. **Single Wedges**. Displays one triangular wedge above or below the cursor. **Circle**. Displays a circle around the cursor. **Frame**. Displays a rectangular frame around the cursor.
Size	Sets the size of the cursor locator: Thin, Medium or Thick.
Color	Sets the color for the cursor locator.
Transparency	Sets the level of transparency for the cursor locator. The transparency level controls the

Setting	Description
	amount of the desktop image that is visible through the cursor locator.
Display the cursor locator	
Always	The cursor locator is always displayed.
When cursor is stationary	The cursor locator is only displayed when the cursor is stationary (not moving).
When cursor is moving	The cursor locator is only displayed when the cursor is moving.
When modifier key is pressed	The cursor locator is only displayed when the cursor modifier keys are held down.
Modifier Keys	Selects a key or combination of keys that, when pressed, will display the cursor locator. *Note:* The **Display the cursor locator** option must be set to **When modifier key is pressed**.

Focus Enhancements

Focus enhancements make it easy to locate and follow the control focus when you tab and arrow key through menus, dialogs, tool bars, and other application controls. When enabled, a choice of high visibility locators marks the position of the control with focus without obscuring any surrounding text. You can choose from preset focus schemes or configure your own custom focus settings.

The focus enhancement options are enabled and set using the **Focus** split-button control located on the **Magnifier** toolbar tab. The top portion of this button toggles the focus enhancements on and off, while the bottom portion opens the focus menu.

- **To toggle the focus enhancements on and off**

    Do one of the following:

    - On the **Magnifier** toolbar tab, select the **Focus** button.
    - Press the Enhance Focus On/Off hotkey: **Caps Lock + F**

- **To choose a preset focus scheme**

    1. On the **Magnifier** toolbar tab, click the arrow next to **Focus** or navigate to **Focus** and press the down arrow key.
    2. In the **Focus** menu, choose **Scheme**.
    3. In the **Scheme** menu, choose the desired focus scheme.

- **To create a custom focus scheme**

    1. On the **Magnifier** toolbar tab, click the arrow next to **Focus** or navigate to **Focus** and press the down arrow key.
    2. In the **Focus** menu, choose **Settings**.

        The Screen Enhancements Settings dialog box appears with the Focus tab displayed.

3. Choose **Custom...**

4. Adjust the custom settings as desired.

5. Click **OK**.
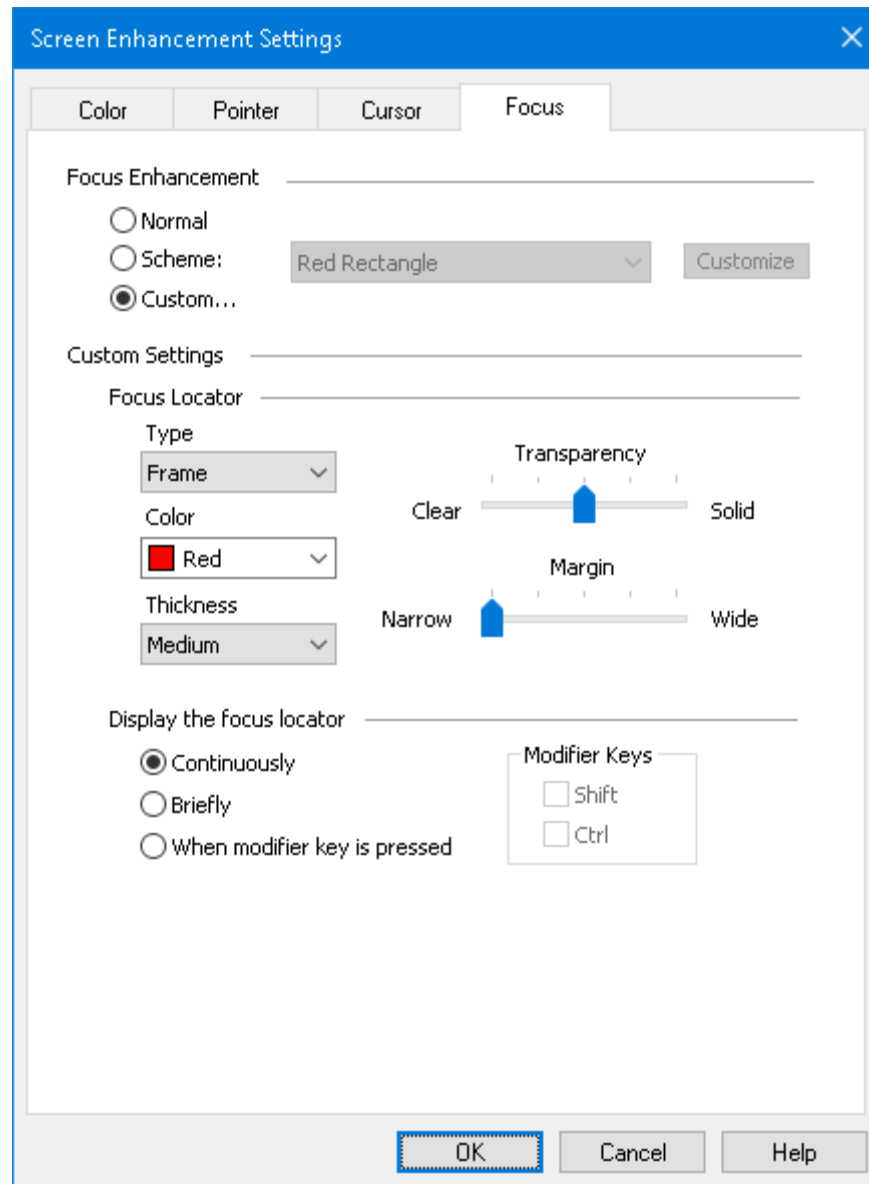
The Focus tab

Setting	Description
Focus Enhancement	
Normal	Disables all focus enhancements.
Scheme	Activates a preset focus scheme (selected in the neighboring combo box).
Custom	Activates the Custom Settings, allowing you to create your own custom focus scheme.
Customize	Activates and configures the Custom Settings to match the selected preset focus scheme. This allows you to use a preset scheme as the starting point for a custom scheme.
Custom Settings	
Focus Locator	
Type	Selects the type of focus locator: **Block**. Displays a block over the control that has focus. **Underline**. Displays a line beneath the control that has focus. **Frame**. Displays a rectangular around the control that has focus.
Color	Sets the color for the focus locator.
Thickness	Sets the thickness of the focus locator: Thin, Medium or Thick.
Transparency	Sets the level of transparency for the focus locator. The transparency level controls the amount of the desktop image that is visible through the focus locator.

Setting	Description
	Note: This setting is not available when the locator color is set to 'Invert'.
Margin	Increases or decreases the space between the control with focus and the focus locator.
Display the focus locator	
Continuously	The focus locator is always displayed (when a control has focus).
Briefly	The focus locator is for 1.5 seconds when a control receives focus.
When modifier key is pressed	The focus locator is only displayed when the focus modifier keys are held down.
Modifier Keys	Selects a key or combination of keys that, when pressed, will display the focus locator. *Note:* The **Display the focus locator** option must be set to **When modifier key is pressed**.

Using Smart Invert

The use of filter effects to invert the screen brightness and colors is popular among low-vision computer users, providing reduced glare, improved legibility of on-screen text, less eyestrain and increased comfort. However, these effects also result in photo images that look like film negatives, which are unappealing and often unusable to look at.

By enabling ZoomText's Smart Invert feature, when using ZoomText's Invert Brightness and Invert Color effects (in the Color Enhancement feature), ZoomText will reverse or undo the inverted effect on photos so that they are displayed in their natural colors.

Note: This feature is available in Google Chrome. To use it, you must download and install the Smart Invert extension from the Google Chrome store.

▪ **To enable and disable the Smart Invert in the Color menu**

1. On the **Magnifier** toolbar tab, click the arrow next to **Color** or navigate to **Color** and press the down arrow key.

2. In the **Color** menu, choose **Use Smart Invert**.

▪ **To enable and disable the Smart Invert by hotkey**

Press the Enhance Smart Invert On/Off hotkey: **Caps Lock + I**

Note: Smart Invert can only be enabled and disabled when either Invert Brightness or Invert Colors is enabled.

Live Text View

Live Text View is a ZoomText screen magnifier feature that improves the readability of on-screen text in web browsers and other applications that lack xFont smoothing. It displays a continuous line of clear, easy-to-read text across the top or bottom of the screen, showing content from the cursor, mouse pointer, or focus location as you navigate documents, emails, and web pages. This content displays in a window known as the Live Text View, where you can customize the font, size, and color contrast to match your reading preferences.

- [Toggling Live Text View On and Off](#)
- [Using Live Text View](#)
- [Choosing a Live Text View Scheme](#)
- [Customizing the Live Text View](#)
- [Settings](#)
- [Live Text View Icons](#)
- [Live Text View Commands](#)

Toggling Live Text View On and Off

Do one of the following:

- On the **Magnifier** toolbar tab, select the **Live Text View** button, or select the Down arrow on the **Live Text View** button and choose **Hidden**.

- Press the Live Text View On/Off hotkey: **CAPS LOCK+E**

Using Live Text View

When Live Text View is on, any line of text under the mouse pointer or at the cursor position displays in the view window. If the line of text exceeds the width of the view window, a left or right scroll arrow displays at the beginning or end of the displayed text.

To display more of the text, do one of the following:

- Press **CAPS LOCK+RIGHT ARROW** to move forward one character at a time.

- Press **CAPS LOCK+LEFT ARROW** to move backward one character at a time.

- With your mouse pointer focused on a line of text, move it to the right or left to continue reading text.

Choosing a Live Text View Scheme
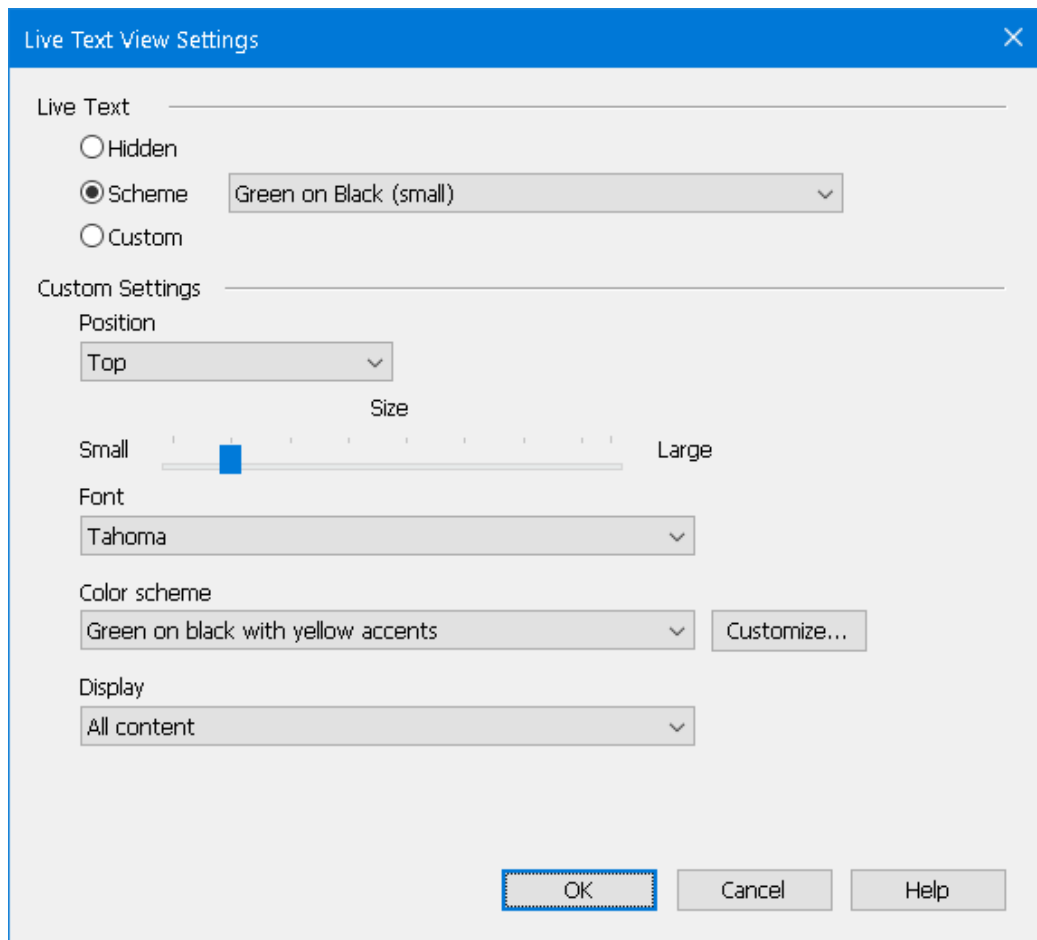
To choose a preset scheme, do the following:

1. On the **Magnifier** toolbar tab, click the lower half of the **Live Text View** button, or navigate to it and press the **Down arrow** key.

2. In the **Live Text View** menu, choose **Scheme**.

3. In the **Scheme** menu, choose the desired color scheme.

4. Click **OK** to save your selection.

Customizing the Live Text View

To move the view window, change the text font and size, or change the foreground and background colors of the view window, do the following:

1. On the **Magnifier** toolbar tab, click the lower half of the Live Text View button, or navigate to it and press the **Down arrow** key.

2. In the **Live Text View** menu, choose **Settings**.

3. From the Scheme list, choose a scheme as a starting point.

4. In Custom Settings, choose any of the following:

   - **Position**: Place the view window at the top or bottom of the screen.

   - **Size**: Increase or decrease the size of the displayed text and the view window.

   - **Font**: Choose a text font.

- **Color scheme**: Choose a preset color scheme from the list or choose the Customize button to pick specific colors for the text, window background, and accent colors for scroll arrows, cursor position, check boxes, and buttons.

- **Display**: Choose what you want to display in the view window. For example, only text that appears when typing and navigating with the mouse, only the text that appears under the mouse pointer, only when using a reading tool like AppReader's App View mode, or all content.

5. Click **OK** to save your changes.

Settings

Setting	Description
Live Text	
Hidden	Turns Live Text View on and off.
Scheme	Activates a preset color scheme (selected in the neighboring combo box).
Custom	Activates the Custom Settings, allowing you to create your own custom color scheme.
Custom Settings	
Position	Places the Live Text View window at the top or bottom of the screen.
Size	Increases and decreases the size of the font and the view window.
Font	Choose the font that you want to use for the text that displays in the view window.
Color scheme	Choose a preset color scheme that provides contrasting colors for the text, view window background, and left and right scroll arrows. (The scroll arrows are known as accents.)

Setting	Description
Customize	Opens the Live Text View Color Scheme settings, so you can select specific colors for font, background, and accent colors for screen elements like scroll arrows, check boxes, cursor position, and buttons. See [Live Text View Color Scheme](#) for more information.
Display	Choose what you want to display in the view window. • All content • Text when typing and navigating • Text under the mouse pointer • Only when using a reading tool like AppReader's App View mode.

Live Text View Icons

These images display in the Live Text View window. They appear when focus is on an item, or you hover over it with the mouse pointer.

This image...	Indicates...
▷	Scroll right to view more text. Shortcut key: **CAPS LOCK+RIGHT ARROW**
◁	Scroll left to view more text. Shortcut key: **CAPS LOCK+LEFT ARROW**
✓	The current item is selected in a list.

This image...	Indicates...
▼	The current item is part of a dropdown menu or list. Press the **Down arrow** key to select other items in the list.
☑	The current item is selected in a checkbox list.
☐	The current item is not selected in a checkbox list.
⊡	The item represents multiple checkboxes where some checkboxes are selected and others are not.
●	The item is selected in a radio button group.
○	The item is not selected in a radio button group.
↕	The item is a spin box. Press the **Up** and **Down arrow** keys to increase or decrease the current value when the spin box has focus.
↔	The item is a slider control. Press the **Left** or **Right arrow** keys to change the value when the slider has focus.
▽	The current item is part of a tree view (hierarchical list) that is expanded.
▷	The current item is part of a tree view that is collapsed.
⊔	The current item is part of a tree view.

Live Text View Commands

Command	Hotkeys
Toggle Live Text View on or off	**CAPS LOCK+E** (Desktop layout) **CAPS LOCK+ALT+E** (Laptop layout) **CAPS LOCK+SPACEBAR+M, E** (Layered command)
Increase size of Live Text View window and text	**CAPS LOCK+PAGE UP** (Desktop layout) **CAPS LOCK+ALT+PAGE UP** (Laptop layout) **CAPS LOCK+SPACEBAR+M, PAGE UP** (Layered command)
Decrease size of Live Text View window and text	**CAPS LOCK+PAGE DOWN** (Desktop layout) **CAPS LOCK+ALT+PAGE DOWN** (Laptop layout) **CAPS LOCK+SPACEBAR+M, PAGE DOWN** (Layered command)
Scroll Right	**CAPS LOCK+RIGHT ARROW** (Desktop layout) **CAPS LOCK+ALT+RIGHT ARROW** (Laptop layout) **CAPS LOCK+SPACEBAR, M, RIGHT ARROW** (Layered command)
Scroll Left	**CAPS LOCK+LEFT ARROW** (Desktop layout) **CAPS LOCK+ALT+LEFT ARROW** (Laptop layout) **CAPS LOCK+SPACEBAR, M, LEFT ARROW** (Layered command)

Live Text View Color Scheme

A preset color scheme provides a convenient starting point for the Live Text View, which you can then customize to create your own unique color scheme for text, background, and screen element colors.

To create a custom scheme, do the following:

1. On the **Magnifier** toolbar tab, click the lower half of the Live Text View button, or navigate to it and press the **Down arrow** key.

2. In the **Live Text View** menu, choose **Settings**.

3. Choose **Customize**.
   The Live Text View Color Scheme Settings dialog box appears.

4. Adjust the custom settings as desired.

5. Click **OK**.

Settings

Setting	Description
Text color	Choose the color for the text that displays in the view window.
Background color	Choose the background color for the view window.
Accent colors	Choose the color for screen elements like scroll arrows, check boxes, cursor position, and buttons.

Setting	Description
Invert colors	Inverts the current text and background colors. For example, yellow text on a black background will be reversed to black text on a yellow background.

Navigation Settings

Navigation settings control how ZoomText will scroll the zoom window to keep moving objects in view, including the mouse pointer, text cursor, keyboard focus and other objects that appear and move about the screen. With these settings you can: choose the objects and events ZoomText will track in the zoom window, choose how tracked objects and events will be positioned in the zoom window, automatically route the mouse pointer into the magnified view or to the active control, and constrain the movement of the mouse pointer.

- [Tracking](#)
- [Alignment](#)
- [Mouse](#)
- [Panning](#)

Tracking

As you move the mouse, type text, and navigate menus, dialogs and other program controls, the zoom window automatically scrolls to keep the focus in view. This behavior is driven by ZoomText's tracking options, which allow you to choose the items that you want ZoomText to track when they become active. You can also limit tracking to a selected area of the screen.

- **To adjust the tracking settings**

    1. On the **Magnifier** toolbar tab, select the **Navigation** button.

    2. In the **Navigation** menu, choose **Tracking**.

        The Navigation Settings dialog appears with the Tracking tab displayed.

    3. Adjust the tracking settings as desired.

    4. Click **OK**.
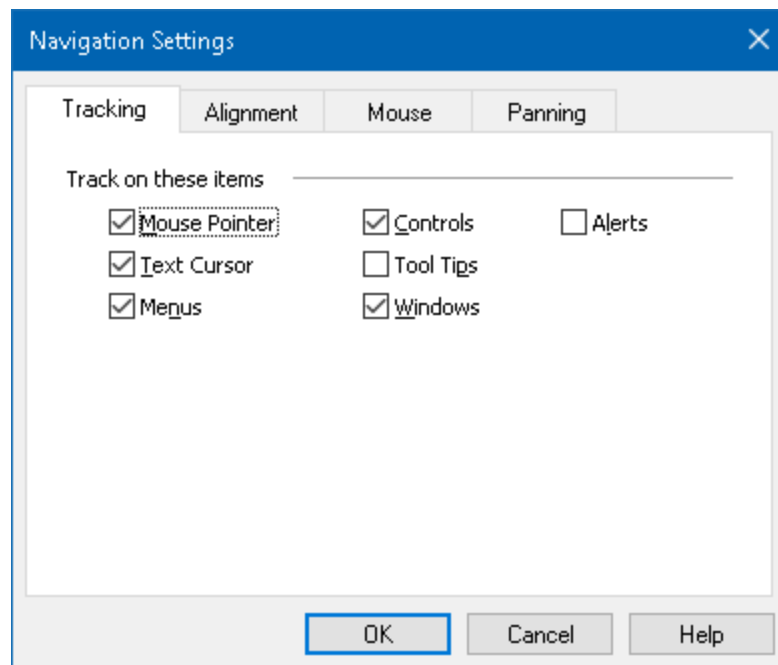
The Tracking tab

Setting	Description
Track on these items	
Mouse Pointer	Enables tracking of the mouse pointer.
Text Cursor	Enables tracking of the text cursor.
Menus	Enables tracking of menu items when they receive keyboard focus.
Controls	Enables tracking of controls when the receive keyboard focus.
Tool Tips	Enables tracking on tool tips when they appear.
Windows	Enables tracking on windows when they become active.
Alerts	Enables tracking on alert pop ups when they appear.

Alignment

Alignment options control how the zoom window scrolls to keep tracked items in view. There are two general types of alignment; edge and center. With edge alignment, the zoom window scrolls only as needed to keep the tracked object in view. With center alignment, the zoom window scrolls as needed to keep the tracked object in the center of the zoom window. A third alignment type, "smart alignment", scrolls a control and the maximum portion of its parent menu or window into view.

▪ **To adjust the alignment settings**

1. On the **Magnifier** toolbar tab, select the **Navigation** button.

2. In the **Navigation** menu, choose **Alignment**.

   The Navigation Settings dialog appears with the Alignment tab displayed.

3. Adjust the alignment settings as desired.

4. Click **OK**.
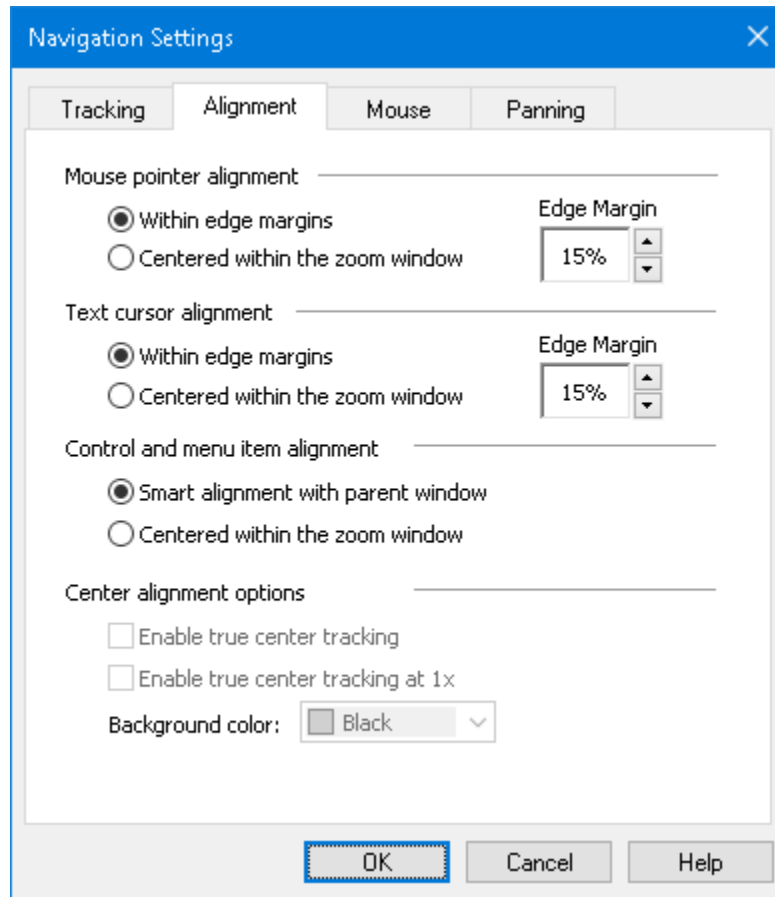
The Alignment tab

Setting	Description
Within edge margins	The zoom window scrolls only as needed to bring the tracked object within the edge margins.
Centered within the zoom window	The zoom window scrolls to keep the tracked object centered in the magnified view.
Edge Margins	Defines how close to the edge of the zoom window a tracked object can move before the window begins to scroll. The edge margin can be set from 0% to 50%; half the width and height of the zoom window.

Setting	Description
Smart alignment with parent window	The zoom window scrolls to bring the tracked control or menu item and the maximum portion of its parent window or menu into view.
Enable true center tracking	True center tracking always keeps tracked objects in the center of the monitor. This includes moving the edge of the Windows desktop toward the center of the monitor as needed. When this happens, the area outside the desktop appears as a background color. True center tracking is available when the window type is set to Full, and your system is running with one monitor.
Enable true center tracking at 1x	Enables true center tracking when using 1x magnification. True center tracking always keeps tracked objects in the center of the monitor. True center tracking at 1x is available when your system is running with one monitor.
Background color	Choose a background color for true center tracking.

Mouse

The Mouse navigation options, pointer positioning and pointer constraints, make it easy to explore and move about the screen. With pointer positioning, the mouse pointer is always brought into view when you need it. With pointer constraints, you can limit mouse pointer movement to horizontal or vertical directions, or within the active window.

- **To adjust the mouse navigation settings**

    1. On the **Magnifier** toolbar tab, select the **Navigation** button.

    2. In the **Navigation** menu, choose **Mouse**.

        The Navigation Settings dialog appears with the Mouse tab displayed.

    3. Click **OK**.

    4. Adjust the mouse navigation settings as desired.
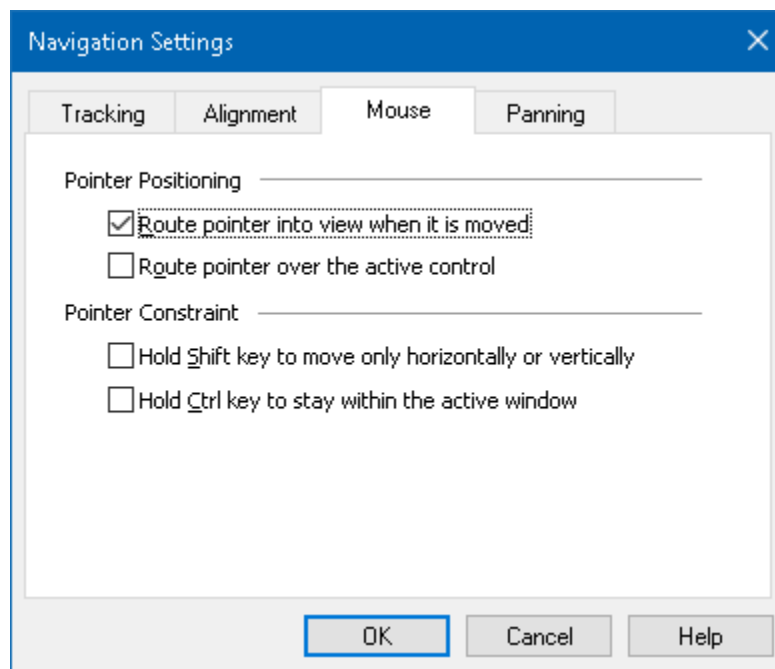
The Mouse tab

Setting	Description
Route pointer into view when it is moved	Automatically moves the pointer to the center of the magnified view, whenever the pointer moves while located outside the view.
Route pointer over the active control	Automatically moves the pointer to menu items and dialog controls when they receive focus.
Hold Shift key to move only horizontally or vertically	While holding down the **Shift** key, the mouse pointer moves horizontally or vertically only, depending on the initial direction of mouse movement. This constrained movement provides smoother scrolling through rows and columns of information.
Hold Ctrl key to stay within the active window	While holding down the **Ctrl** key, the mouse pointer moves horizontally or vertically only, depending on the initial direction of mouse movement. This constrained movement provides smoother scrolling through rows and columns of information.

Panning

Smooth panning provides a more natural panning motion when the magnified view scrolls to keep the focus in view. As you type text and navigate menus, dialogs and other program controls the magnified view smoothly pans across the screen, rather than moving in increments.

▪ **To enable and adjust the smooth panning settings**

1. On the **Magnifier** toolbar tab, select the **Navigation** button.

2. In the **Navigation** menu, choose **Panning**.

   The Navigation Settings dialog appears with the Panning tab displayed.

3. Adjust the smooth panning settings as desired.

4. Click **OK**.
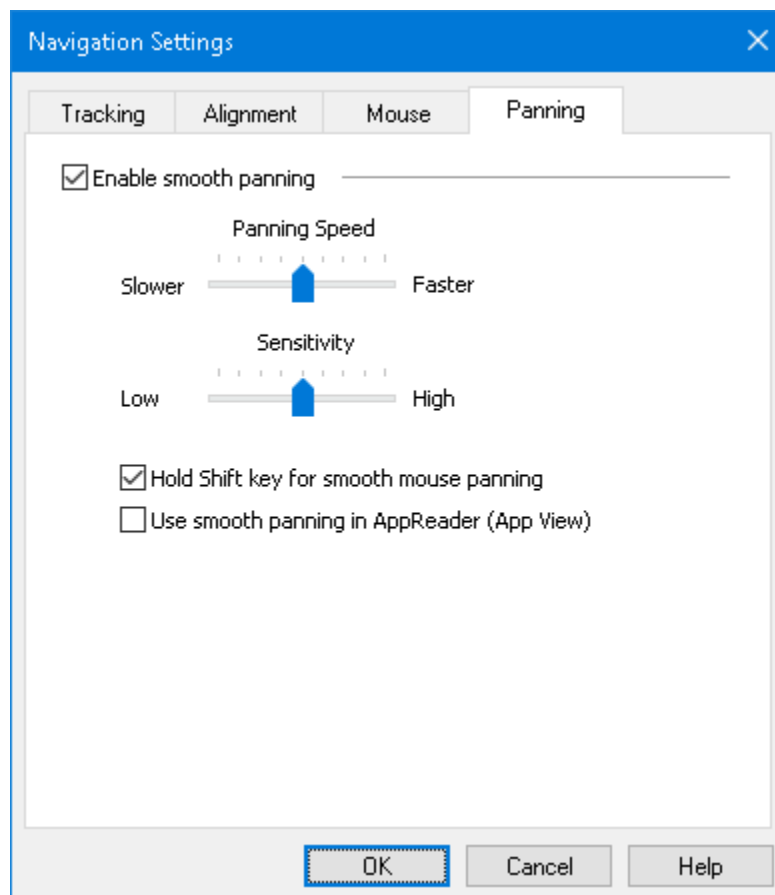
The Panning tab

Setting	Description
Enable smooth panning	Enables ZoomText's smooth panning feature. Press **Caps Lock + S** to toggle on and off.
Panning Speed	Controls how fast ZoomText pans from one location to another.
Sensitivity	The sensitivity defines in which situations smooth panning applies. If the sensitivity is set to low, ZoomText will use smooth panning only for small movements. If the sensitivity is set to high, wider movements are also smoothed out.
Hold Shift key for smooth mouse panning	Enables smooth panning when using the mouse pointer to navigate the screen.
Use smooth panning in AppReader	Enables smooth panning between highlighted words in AppReader.

Chapter 6

Reader Features

"Reader Features" represent the core screen reading and document reading features in ZoomText Magnifier/Reader. These features include the ZoomText voice; typing, mouse and program echo; the AppReader and Reading Zones tools, and the Text Cursor and Say Commands.

Note: The Reader Features are not available in ZoomText Magnifier.

- The Reader Toolbar Tab
- The ZoomText Voice
- Echo Features
- AppReader
- Reading Zones
- Reading with the Text Cursor
- Say Commands

The Reader Toolbar Tab

The Reader toolbar tab provides quick-action buttons for enabling and adjusting all of ZoomText's Reader features. Many of these buttons are split-button controls that allow you to toggle the feature on and off and open a menu of related settings. The buttons are grouped by category and have intuitive icons and labels for easy identification.
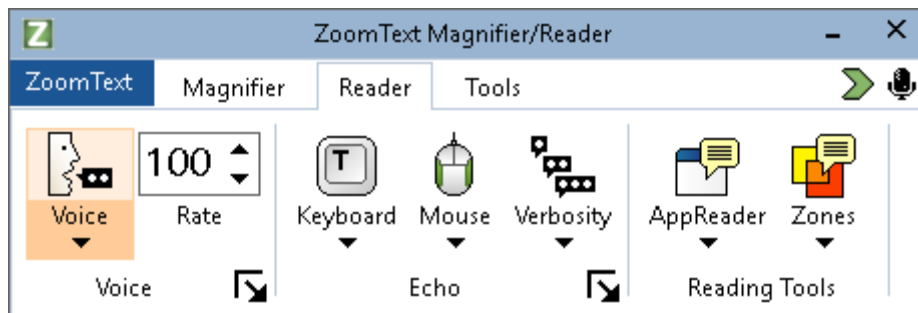
The Reader toolbar tab

Note: The Reader toolbar tab only appears in ZoomText Magnifier/Reader.

- **Voice**. Enables and disables speech output for screen reading, and allows you to open the Voice Settings dialog box where you can select and customize different voices.

- **Rate**. Controls how fast ZoomText speaks.

- **Keyboard**. Toggles the keyboard echo on and off, and selects keyboard echo settings. Keyboard echo provides immediate feedback of the keys and words that you type.

- **Mouse**. Toggles the mouse echo on and off, and selects mouse echo settings. Mouse echo automatically reads text beneath the pointer.

- **Verbosity**. Selects a verbosity level. Verbosity allows you to adjust the amount of information spoken when a program item receives focus.

- **AppReader**. Launches AppReader to read text from the last active application. AppReader provides continuous reading of documents, web pages and email, within the parent application.

- **Zones**. Allows you to create, edit and navigate reading zones. Reading zones let you instantly see and hear selected locations in an application window.

The ZoomText Voice

ZoomText allows you to select and customize the voice to fit your personal preference. You can choose a male or female voice, adjust how fast and loud the voice speaks, and customize the reading style and audible cues. You can also enable and disable the voice as needed.

- [Enabling and Disabling the Voice](#)
- [Adjusting the Voice Rate](#)
- [Choosing a Voice](#)
- [Adding and Removing Voices](#)
- [Configuring Text Processing](#)
- [Configuring Hints](#)
- [Configuring Audio](#)

Enabling and Disabling the Voice

You can turn the voice on and off at any time without disabling the magnification features.

▪ **To enable and disable the voice**

Do one of the following:

- On the **Reader** toolbar tab, select **Voice > Enable** (or **Voice > Disable**).

- Press the Voice On/Off hotkey: **Caps Lock + Alt + Enter**

Note: AppReader will still speak when the voice is disabled.

There may be times when you want to terminate the voice output while it is occurring. For example, when ZoomText is reading a message box that you are already familiar with. You can force ZoomText to stop speaking this text without turning the voice off altogether.

▪ **To terminate speech output as it occurs**

Press and release the **Ctrl** key.

The information that is currently being spoken is terminated.

Adjusting the Voice Rate

The Voice Rate allows you to control how fast ZoomText speaks.

- **To adjust the speech rate**

    Do one of the following:

    - On the Reader toolbar tab, adjust the level in the **Rate** spin box.
    - Press the Voice Faster and Voice Slower hotkeys
        - Voice Faster: **Caps Lock + Alt + Up**
        - Voice Slower: **Caps Lock + Alt + Down**

Note: The voice rate can also be adjusted in the Voice Settings dialog box. For more information, see <u>Voice Settings</u>.

A separate voice rate is available for AppReader. This setting is located in the AppReader dialog box (Shared Settings tab). For more information, see <u>AppReader Shared Settings</u>.

Voice Settings

Voice settings let you select and customize the ZoomText voice. You can select from a variety of male and female voices, and adjust their speaking rate, pitch and volume.

▪ **To adjust the voice settings**

1. On the **Reader** toolbar tab, click the arrow next to **Voice** or navigate to **Voice** and press the down arrow key.

2. In the **Voice** menu, choose **Settings**.

    The Voice Settings dialog appears.

3. Choose the **Voice** tab.

4. Make sure the **Enable voice output** box is checked.

5. Choose the desired Language, Synthesizer and Voice, and then adjust the Rate, Pitch and Volume.

6. To preview the synthesizer settings, type some text in the **Sample Text** edit box, and then click **Speak Sample**.

7. Click **OK**.
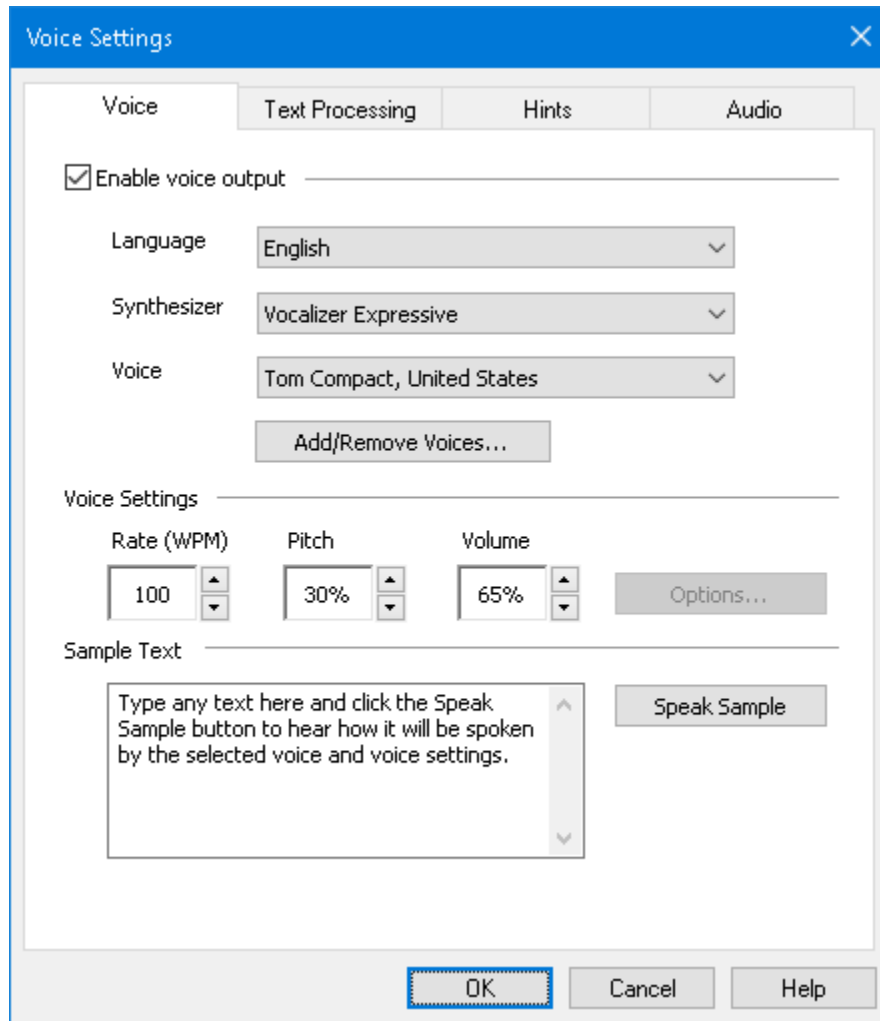
The Voice tab

Setting	Description
Enable voice output	Enables or disables speech output for screen reading.
Language	Displays a list of speech synthesizer languages that are available on your system.
Synthesizer	Displays a list of speech synthesizers available on your system. *Note:* ZoomText supports SAPI 4 and SAPI 5 based speech synthesizers.

Setting	Description
Voice	Displays a list of voices available in the selected synthesizer.
Add/Remove Voices	Opens the <u>Add/Remove Voices utility</u>. It lets you sample, install, and remove Vocalizer Expressive 2 voices.
Voice Settings	
Rate	Controls how fast ZoomText speaks. A separate reading rate is available for AppReader. * For more information, see Reading Options.
Pitch	Selects the pitch of the current voice. Pitches range from 5% to 100%, in steps of 5%.
Volume	Selects the volume of the current voice. Volumes range from 5% to 100%, in steps of 5%.
Options	Displays optional settings for the selected speech synthesizer, including the synthesizer's pronunciation manager. If the speech device is not pronouncing a word properly, you can adjust the pronunciation by supplying the phonetic spelling.
Sample Text	
Sample Text / Speak Sample	Allows you to test particular speech settings. Text can be typed into the Sample Text box and spoken by clicking the Speak Sample button. The current speech settings are used to speak the sample text, including settings in the Text Processing and Hints tabs.

* If AppReader is set to use its own voice rate, this rate setting will be grayed out (disabled) when opening the Voice Settings dialog from the AppReader's Text View toolbar.

Text Processing

Text processing modifies how numbers, punctuations and mixed case words are spoken, so that they are pronounced in the proper context or desired format. With these settings you can create a reading style that clarifies complex words and numbers.

▪ **To adjust the text processing settings**

1. On the **Reader** toolbar tab, click the arrow next to **Voice** or navigate to **Voice** and press the down arrow key.

2. In the **Voice** menu, choose **Settings**.

   The Voice Settings dialog appears.

3. Choose the **Text Processing** tab.

4. Adjust the settings as desired.

5. Click **OK**.
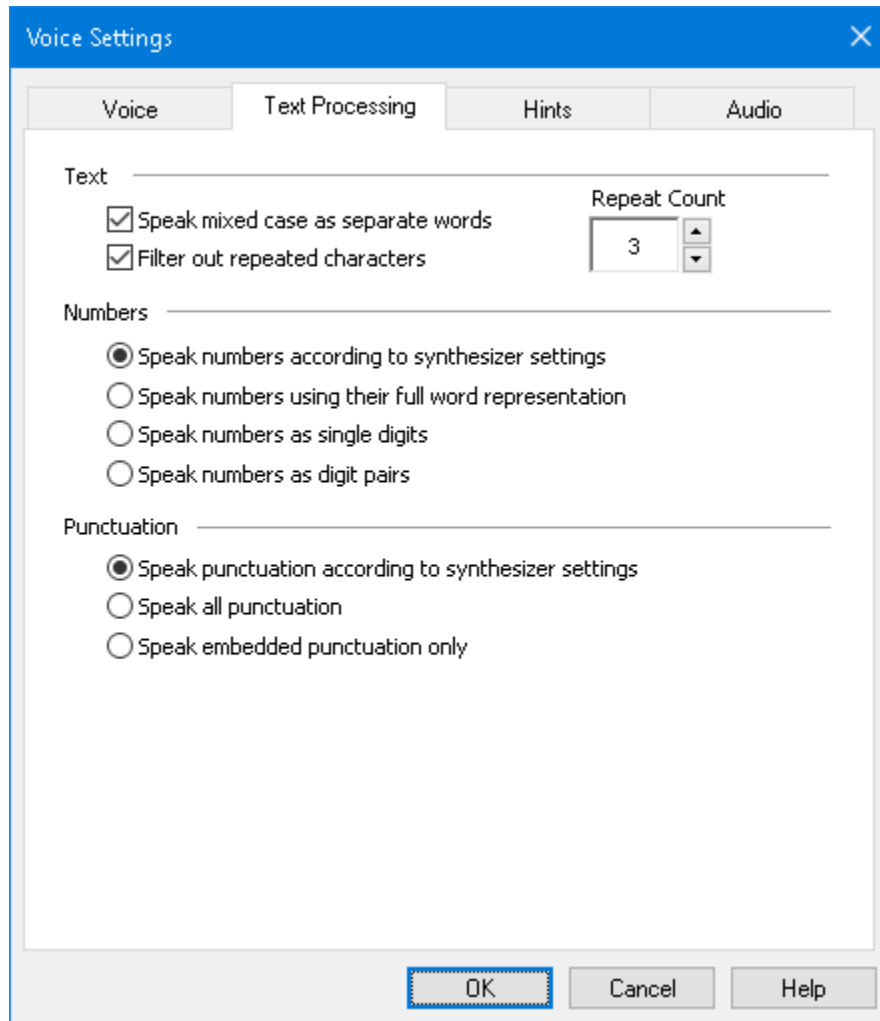
The Text Processing tab

Setting	Description
Text	
Speak mixed case as separate words	Breaks mixed case words into separate words for more accurate pronunciation by the speech synthesizer. For example, the word 'ZoomText' is broken apart and spoken as "Zoom Text".

Setting	Description
Filter out repeated characters	Limits the number of times that repeated characters are spoken. This is useful when encountering a string of repeated characters used in formatting.
Repeat Count	Sets the maximum number of times a repeated character is spoken. The repeat count range is from 2 to 10.
Numbers	
Speak numbers according to synthesizer settings	Numbers are spoken according to the synthesizer's built-in settings.
Speak numbers using their full word representation	Numbers are spoken using their full-word representation. For example, the number '1995' is spoken "one thousand nine hundred and ninety five".
Speak numbers as single digits	Numbers are spoken as individual digits. For example, the number '1995' is spoken "one nine nine five".
Speak numbers as digit pairs	Numbers are spoken as digit pairs. For example, the number '1995' is spoken "nineteen ninety five".
Punctuation	
Speak punctuation according to synthesizer settings	Punctuation characters are spoken according to the synthesizer's built in settings.
Speak all punctuation	All punctuation characters are spoken.

Setting	Description
Speak embedded punctuation only	Only punctuation characters embedded within words are spoken. For example, sales@freedomscientific.com is spoken "sales at Freedom Scientific dot com".

Hints

Hints provide audible cues when you encounter capital letters, hypertext links, or the start or end of a document. Hints can be heard as a momentary pitch change while the item is read or a verbal announcement such as "Cap" or "Link" prior to the item being read.

- **To adjust the hints settings**

  1. On the **Reader** toolbar tab, click the arrow next to **Voice** or navigate to **Voice** and press the down arrow key.

  2. In the **Voice** menu, choose **Settings**.

     The Voice Settings dialog appears.

  3. Choose the **Hints** tab.

  4. Adjust the settings as desired.

  5. Click **OK**.
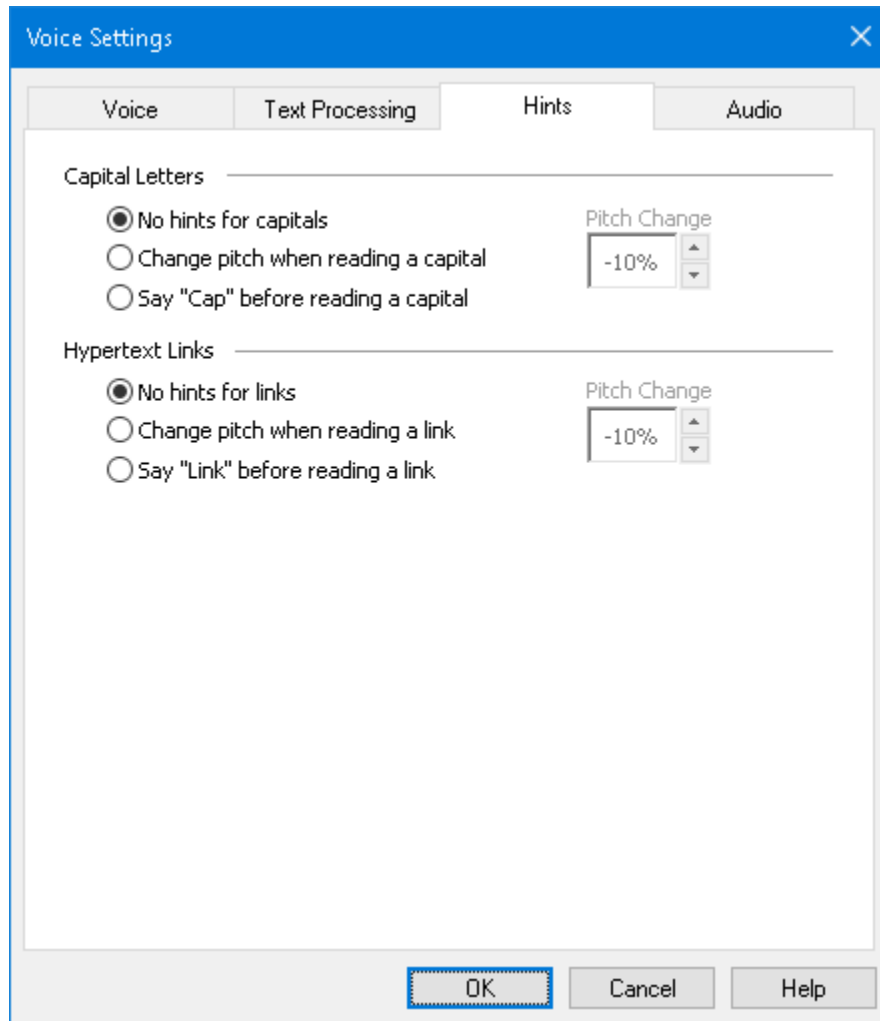
The Hints tab

Setting	Description
Capital Letters	
No hints for capitals	No hint is applied when a capital letter is read.
Change pitch when reading a capital	The synthesizer pitch is changed when a capital letter is read.
Say "Cap" before reading a capital	The word "cap" is spoken before a capital letter is read.

Setting	Description
Pitch Change (Capital Letters)	A percentage change to the voice pitch occurs when a capital letter is read. Pitch change ranges from -50% to +50% in steps of 10%.
Hypertext Links	
No hints for links	No hint is applied when a hypertext link is read.
Change pitch when reading a link	The synthesizer pitch is changed when a hypertext link is read.
Say "Link" before a link is read	The word "link" is spoken when a hypertext link is read.
Pitch Change (Hypertext Links)	A percentage change to the voice pitch occurs when a hypertext link is read. Pitch change ranges from -50% to +50% in steps of 10%.

Audio

To conserve battery life, Bluetooth headphones typically enter Power-saving mode when no audio is received. As a result, when speech is detected and the headphones wake up, the first few characters of speech may be clipped and not heard.

To prevent this from happening, you can enable the **Avoid Speech Cutoff** setting. This will keep your headphones awake by constantly playing silence. You will not hear anything, but your headphones will remain active, resulting in consistent speech.

Note: Your headphones' battery may drain faster if you choose to use this feature.

▪ **To enable and disable Audio Speech Cutoff**

1. On the **Reader** toolbar tab, click the arrow next to **Voice** or navigate to **Voice** and press the down arrow key.

2. In the **Voice** menu, choose **Settings**.

   The Voice Settings dialog appears.

3. Choose the **Audio** tab.

4. Select or clear the **Enable Avoid Speech Cutoff** check box.

5. Click **OK**.

The Audio tab

Echo

Echo settings control how ZoomText speaks as you use type on the keyboard, use the mouse, and navigate your applications. These settings allow you to increase or decrease the amount of detail spoken to fit your personal needs.

- [Keyboard Echo](#)
- [Mouse Echo](#)
- [Program Echo](#)
- [Verbosity](#)

Keyboard Echo

Keyboard echo allows you to hear the keys and words that you type. You can choose to have individual keys, words, or both keys and words spoken. Typed words are spoken upon completion when you type a space or punctuation character. You can also choose which groups of printed and non-printed keys are spoken.

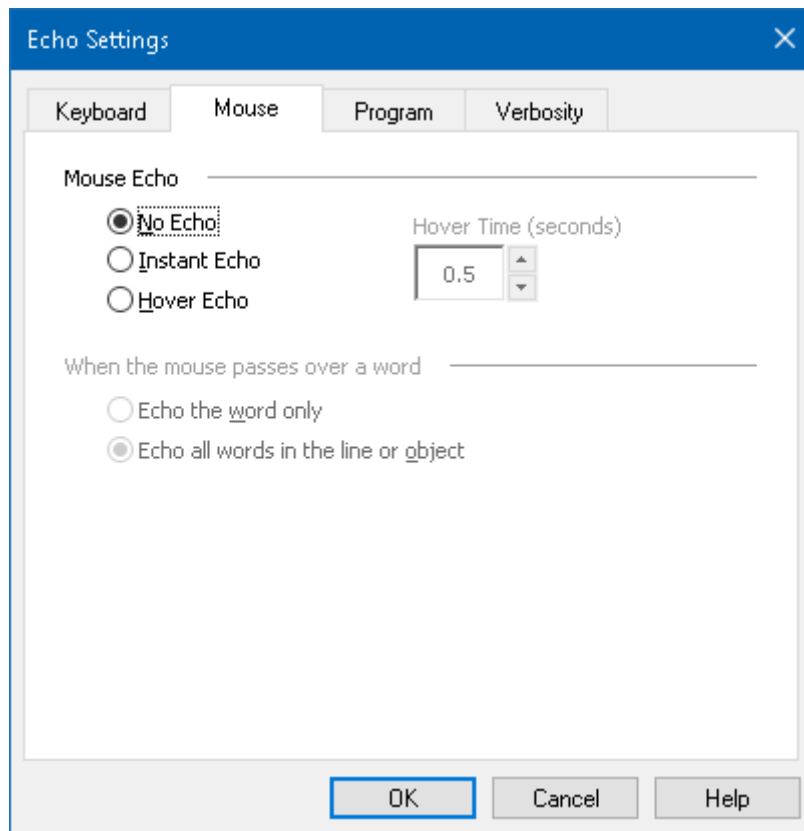- **To cycle the keyboard echo mode**

    Do one of the following:

    - On the **Reader** toolbar tab, select the **Keyboard** button.
    - Press the Echo Keyboard Mode hotkey: **Caps Lock + Alt + K**

- **To adjust the keyboard echo settings**

    1. On the **Reader** toolbar tab, click the arrow next to **Keyboard** or navigate to **Keyboard** and press the down arrow key.
    2. In the **Keyboard** menu, choose **Settings**.

        The Echo Settings dialog box appears with the Keyboard tab displayed.

    3. Adjust the keyboard echo settings as desired.
    4. Click **OK**.
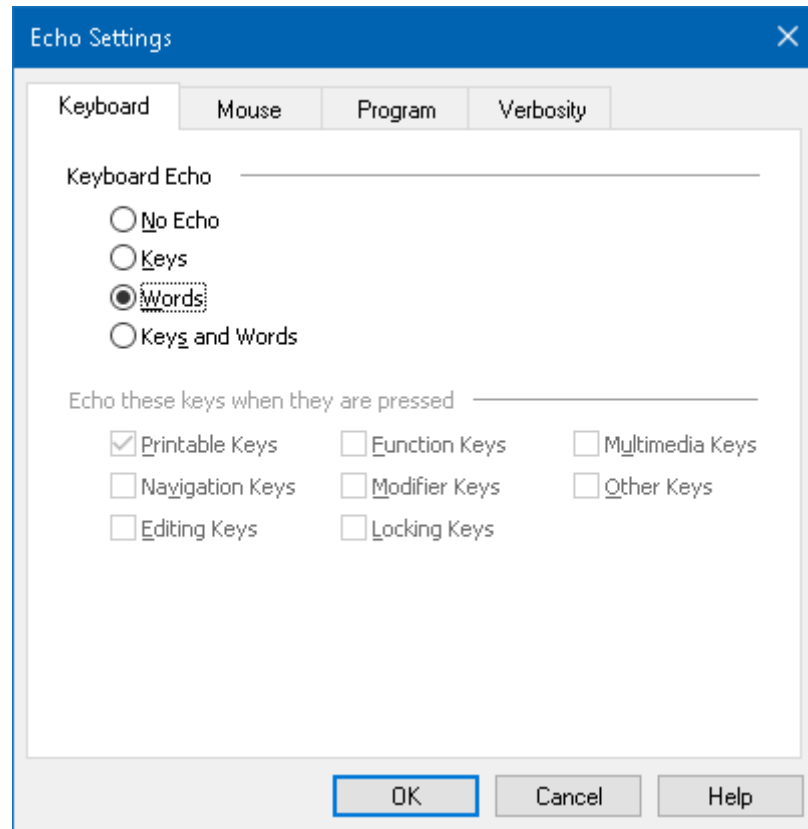
The Keyboard tab

Setting	Description
Keyboard Echo	
No Echo	Disables all keyboard echo.
Keys	Activates keyboard echo by keystroke. You can select which keys are echoed using the settings under **Echo these keys when they are pressed**.
Words	Activates keyboard echo by word. Echoing occurs only when a completed word appears on the screen.
Keys and Words	Activates keyboard echo by keystroke and by word.

Setting	Description
Echo these keys when they are pressed	
Printable Keys	Echoes all printable characters: letters, numbers and symbols.
Navigation Keys	Echoes navigation keys: arrows, **Home**, **End**, **Page Up** and **Page Down**.
Editing Keys	Echoes text-editing keys: **Backspace**, **Insert**, **Delete**, **Escape** and **Enter**.
Function Keys	Echoes the function keys: **F1** through **F12**.
Modifier Keys	Echoes the modifier keys: **Alt**, **Ctrl**, **Shift** and the Windows key.
Locking Keys	Echoes the locking keys and their state: **Caps Lock**, **Num Lock**, and **Scroll Lock**.
Other Keys	Echoes miscellaneous keys: **Pause**, **Print Screen** and the Application Key.

Note: Selections under **Echo these keys...** are only available when typing echo is set to **Keys** or **Keys and Words**.

Mouse Echo

Mouse echo automatically reads text beneath the pointer. As you move the pointer across the screen, single words or complete lines of text are echoed instantly or after hovering briefly.

- **To cycle the mouse echo mode**

  Do one of the following:

  - On the **Reader** toolbar tab, select the **Mouse** button.
  - Press the Echo Mouse Mode hotkey: **Caps Lock + Alt + M**

- **To adjust the mouse echo settings**

  1. On the **Reader** toolbar tab, click the arrow next to **Mouse** or navigate to **Mouse** and press the down arrow key.
  2. In the **Mouse** menu, choose **Settings**.

     The Echo Settings dialog box appears with the Mouse tab displayed.

  3. Adjust the mouse echo settings as desired.
  4. Click **OK**.

The Mouse tab

Setting	Description
Mouse Echo	
No Echo	Disables all mouse echo.
Instant Echo	Enables instant mouse echo. Words are spoken immediately when the mouse pointer is moved over them.
Hover Echo	Enables delayed mouse echo. Words are spoken after the mouse pointer hovers over them for the selected hover time.
Hover Time (seconds)	The amount of time in seconds that the mouse pointer must hover over an object before it is spoken. This setting applies to **Hover Echo** only.

Setting	Description
When the mouse passes over a word	
Echo the word only	Only the word beneath the mouse pointer is echoed.
Echo all words in the line or object	When the mouse pointer moves into a new line of text or over a new object, all words in the line or object are spoken. Objects include: title bars, menu items, dialog controls, desktop icons and task bar buttons.

Note: When using mouse echo, holding down the **Shift** key toggles the echo mode from **Echo the word only** to **Echo all words in the line or object** (or vice-versa).

Program Echo

Program echo determines what items are spoken as you navigate and use your applications. These items include: window titles, menus, dialogs, list views, tree views, and text that the cursor moves through. The amount of detail that is spoken for these items can be adjusted using the Verbosity Settings.

- **To adjust the program echo settings**

   1. On the **Reader** toolbar tab, select the **Echo Settings** button, which appears as a diagonal arrow icon in the lower-right corner of the **Echo** group.

      The Echo Settings dialog box appears with the Program tab displayed.

   2. Adjust the program echo settings as desired.

   3. Click **OK**.
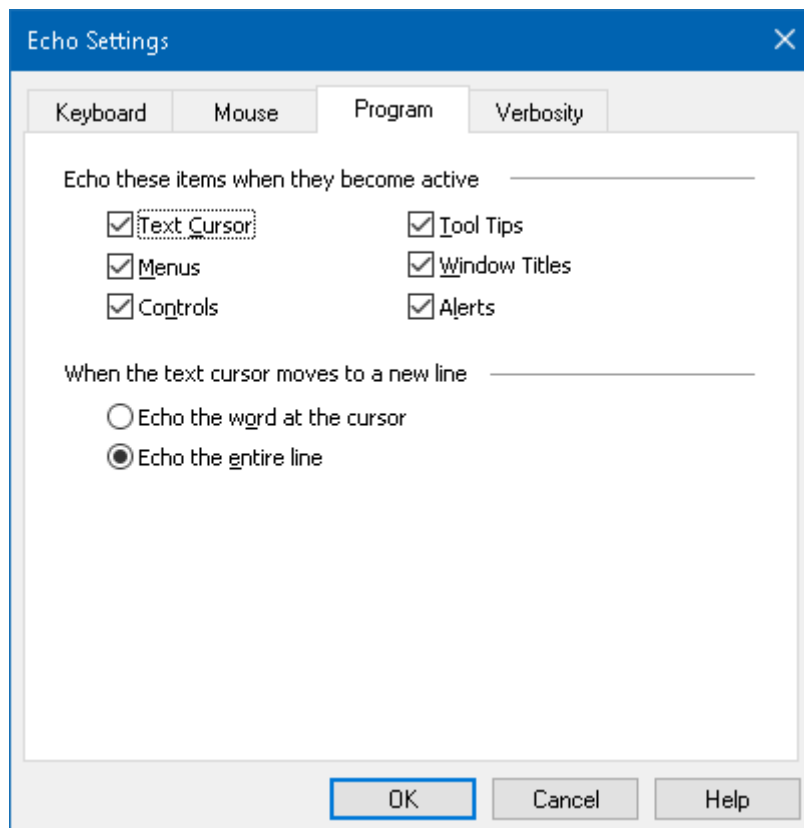
The Program tab

Setting	Description
Echo these items when they become active	
Text Cursor	When the text cursor moves, text at the new cursor location is spoken. The amount of text that is spoken is in accordance with how far the cursor has moved; by character, word, line, sentence or paragraph.
Menus	When you pull down a menu, its title is spoken followed by each menu item that becomes highlighted.
Controls	As you navigate through dialog boxes, tree views and list views, each item is spoken as it becomes highlighted or selected.
Tool Tips	When a tool tip appears, it is spoken.
Window Titles	When a window becomes active, the contents of its title bar are spoken.
Alerts	When an alert popup appears, it is spoken.
When the text cursor moves to a new line	
Echo the word at the cursor	When the text cursor moves to a new line, the word at the new cursor location is spoken.
Echo the entire line	When the text cursor moves to a new line, the entire line is spoken.

Verbosity

Verbosity allows you to adjust the amount of information spoken about program controls when they become active or highlighted. Program controls include: application and document windows, menus, dialogs, buttons, icons, and more.

Three verbosity levels – Low, Medium and High – allow you to quickly increase or decrease the verbosity. High verbosity provides more information, while Low verbosity provides less information. Each of these verbosity levels can be fully customized according to your personal needs.

- **To cycle the verbosity level**

    Do one of the following:

    - On the **Reader** toolbar tab, select the **Verbosity** button.
    - Press the Echo Verbosity Level hotkey: **Caps Lock + Alt + B**

- **To adjust the verbosity settings**

    1. On the **Reader** toolbar tab, click the arrow next to **Verbosity** or navigate to **Verbosity** and press the down arrow key.
    2. In the **Verbosity** menu, choose **Settings**.

        The Echo Settings dialog box appears with the Verbosity tab displayed.

    3. Adjust the verbosity settings as desired.
    4. Click **OK**.
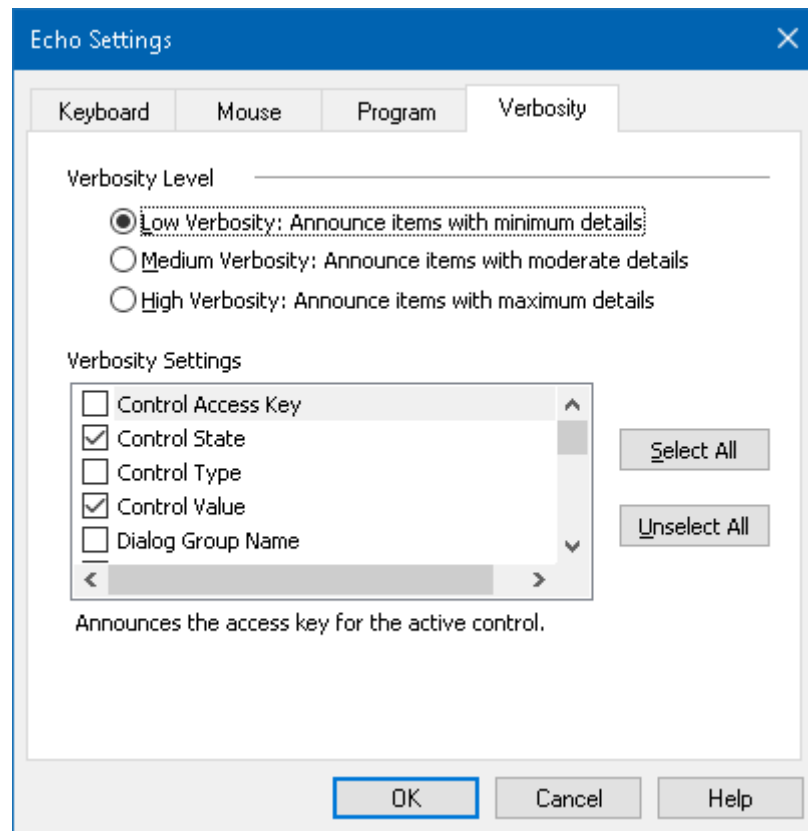
The Verbosity tab

Setting	Description
Verbosity Level	
Low Verbosity	Announces program echo items with minimum details.
Medium Verbosity	Announces program echo items with moderate details.
High Verbosity	Announces program echo items with maximum details.
Verbosity Settings	A list of checkboxes that define the verbosity levels. The displayed settings reflect the current verbosity level and automatically update when a different verbosity level is selected.

Setting	Description
Select All	Checks all items in the Verbosity Settings list box.
Unselect All	Unchecks all items in the Verbosity Settings list box.

AppReader

AppReader is a productivity tool that automatically reads documents, web pages and email while you visually follow along or relax your eyes and listen. AppReader can automatically read the text from beginning to end, skim forwards and backwards through the text, or read specific areas of text that you select by clicking and dragging with the mouse. Whichever way you read, AppReader makes it easy.

- [AppReader Reading Modes](#)
- [The Text View Environment](#)
- [Starting and Using AppReader](#)
- [App View Settings](#)
- [Text View Settings](#)
- [Shared Settings](#)

AppReader Reading Modes

Before you begin using AppReader you should understand the different reading modes and their availability in different applications. Understanding these features will help you utilize AppReader in the most useful and productive way.

AppReader provides three unique reading modes: App View, Text View and the SpeakIt Tool.

- **App View** reads right in the source application. Your view of the application and document is not changed, so entering and exiting AppReader is seamless and smooth. App View is ideal for users that want a reading experience that is seamless to the application, or do not require the text enhancement features provided by Text View.

- **Text View** reads in a special environment where text is reformatted for easier reading. Text is presented in a single line of text that scrolls horizontally, called Ticker View, or multiple wrapped lines of text, called Prompter View. In both views you can select your choice of fonts, high-contrast colors, word highlighting, and magnification level. Text View is ideal for users who want to visually read and desire an enhanced visual reading environment. To learn about the Text View environment, see [The Text View Environment](#).

- **SpeakIt Tool** reads selected areas of the screen by clicking and dragging with the mouse. Any text that is visible on the screen can be spoken, even if it is outside the active program. SpeakIt tool is ideal for spot reading random blocks of text with simple mouse actions.

You can use AppReader in almost any application, however, the reading modes that are available depend on the level of support that AppReader has for the application: Full Support or Basic Support.

- **Full Support** allows you to use all three reading modes: App View, Text View and the SpeakIt Tool. Full Support is available in most applications that display long passages of text, as you would find in Microsoft Word, Microsoft Outlook, Adobe Reader and Internet Explorer.

- **Basic Support** allows you to use the SpeakIt Tool only. If you attempt to start AppReader in App View or Text View and there is only Basic Support for the application, AppReader will automatically start up in the SpeakIt Tool.
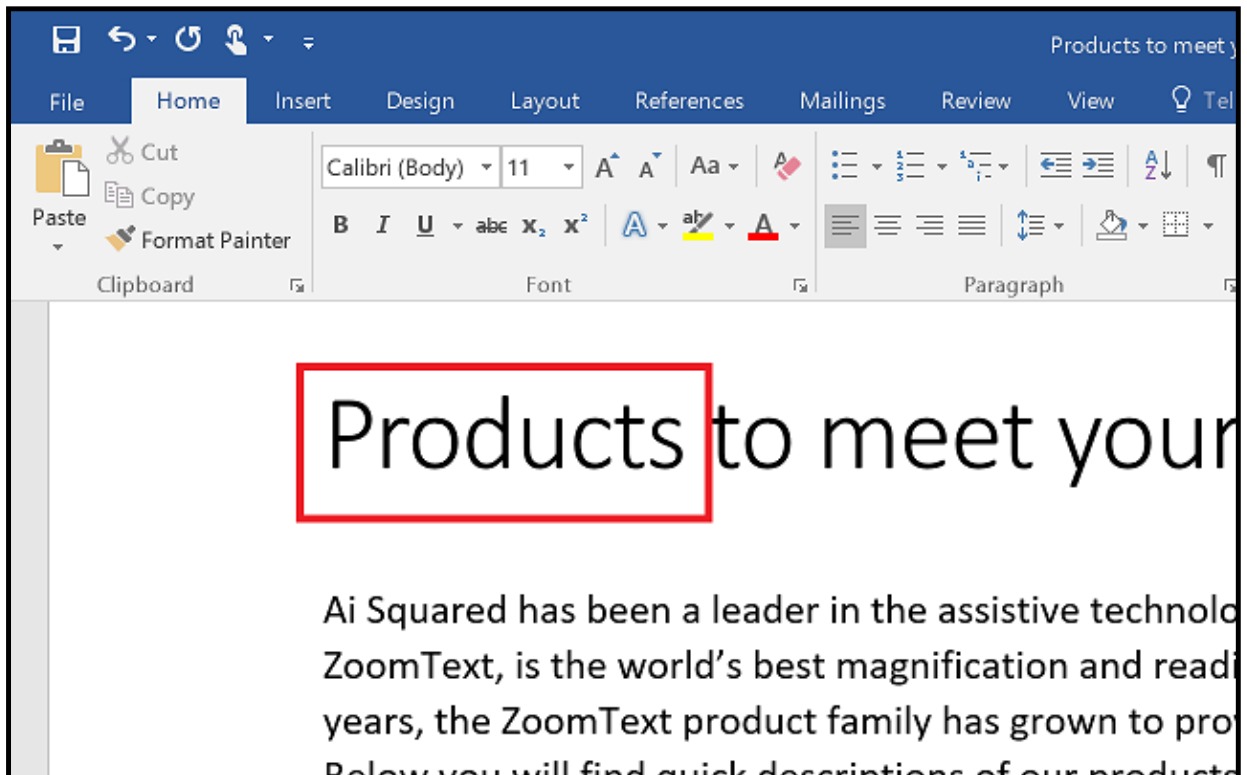
AppReader highlighting the spoken word in Microsoft Word.

The Text View Environment

AppReader's Text View is a special reading environment where text is reformatted for easier reading. Text is presented in a single line of text that scrolls horizontally, called Ticker View, or multiple wrapped lines of text, called Prompter View. In both views you can select your choice of fonts, high-contrast colors, word highlighting, and magnification level.

Text View occupies the entire display with a toolbar at the top of the screen and the document text below it. The document text is formatted and displayed according to the current Text View settings.
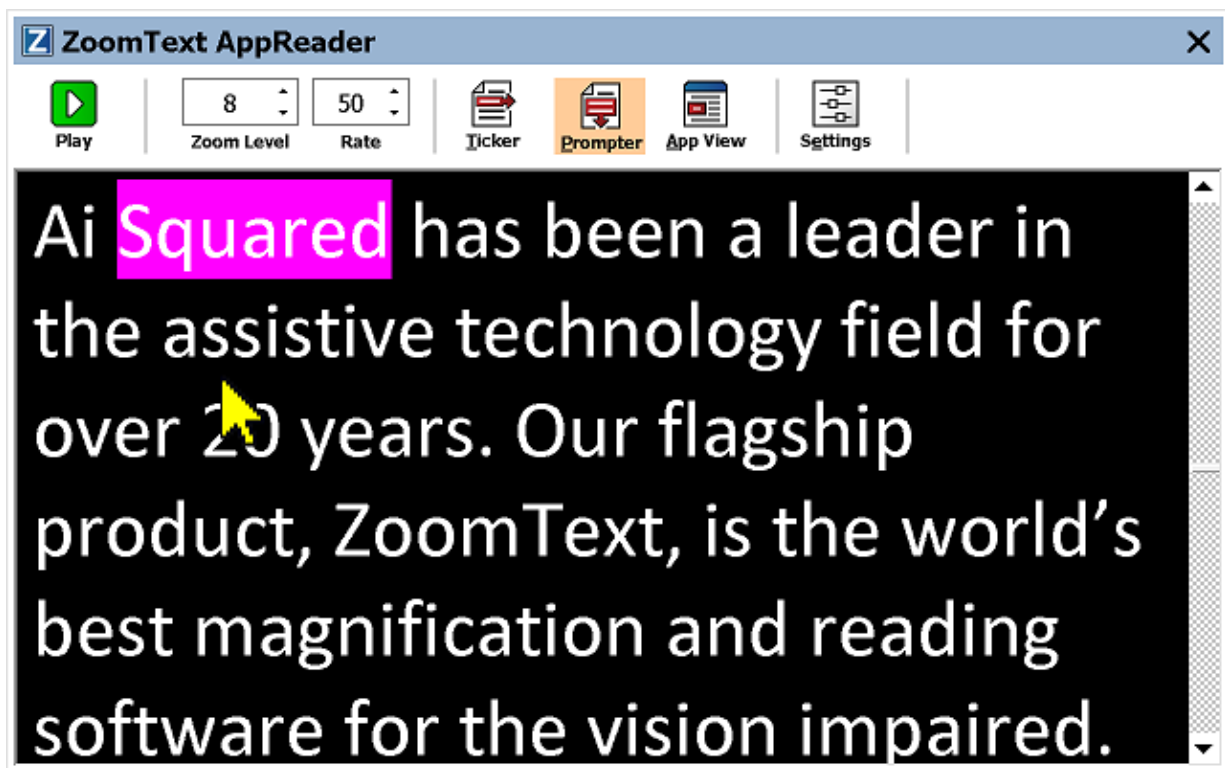
AppReader Text View in Prompter Mode
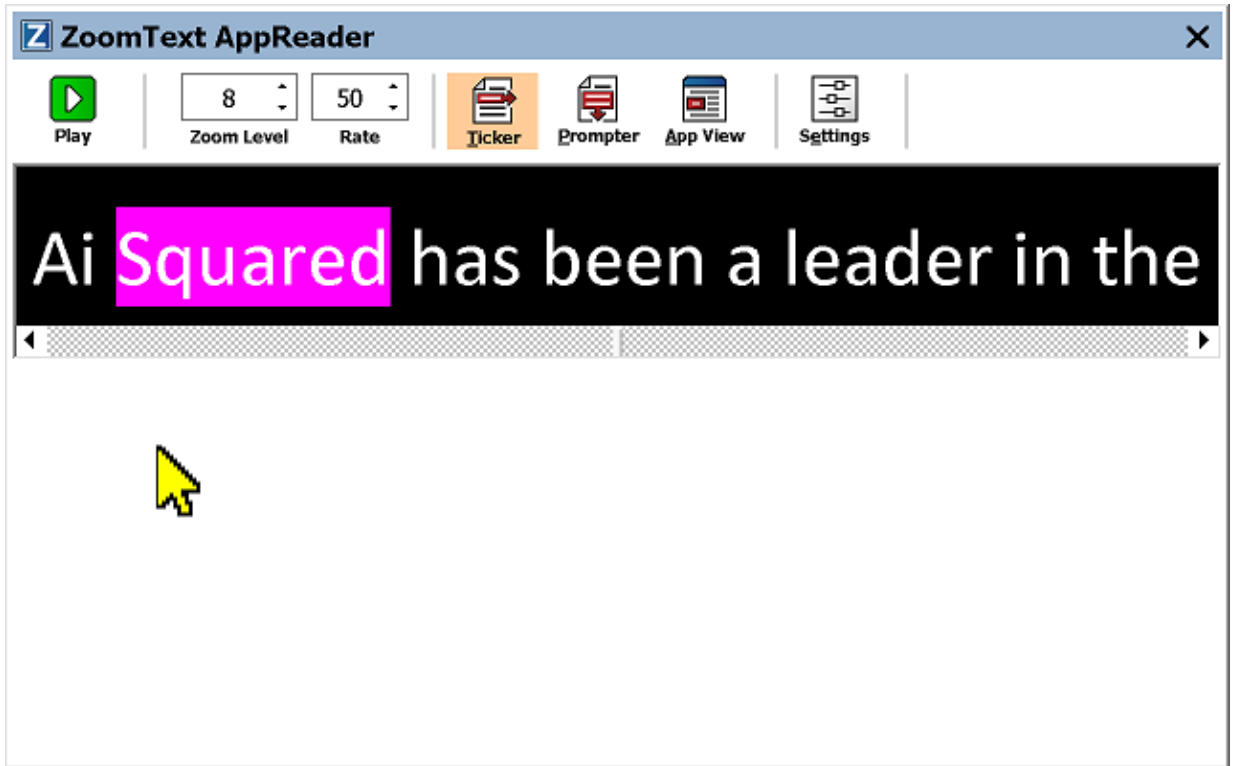
AppReader Text View in Ticker Mode

The Text View toolbar provides the essential controls for operating Text View, and provides access to dialogs for configuring the Text View display.

The Text View toolbar

- **Play/Pause**. Starts and stops reading at the highlighted word. When Play mode is executed, the Pause button appears on the toolbar.

- **Zoom Level**. Sets the magnification level used by Text View, from 1x to 36x.

- **Rate**. Controls how fast ZoomText speaks.

- **Ticker**. Displays a single line of text. When reading, text scrolls horizontally like a ticker tape.

- **Prompter**. Displays multiple wrapped lines of text that do not exceed the width of the Text View screen. When reading, text scrolls vertically like a teleprompter.

- **App View**. Switches AppReader from Text View to App View.

- **Settings**. Opens the AppReader dialog box to change the Text View settings.

Starting and Using AppReader

There are a variety of ways to launch AppReader into the various AppReader modes, including menu selections or hotkeys. These methods are described below, including the unique behaviors of each mode.

- **To launch AppReader using the Read from Pointer command**
  - Position the mouse pointer over the word where you want to start reading, then press the Read from Pointer command: **Caps Lock + Alt + Left-Click**

    AppReader launches in the selected mode and begins reading at the clicked on word. To stop reading, click or press Enter. To start reading, double-click (on any word) or press Enter. For complete instructions on reading with AppReader, see "Reading with AppReader" below.

- **To launch AppReader directly into App View or Text View**
  - Choose **Use App View** or **Use Text View** menu item in the **AppReader** button menu, or press one of the following hotkeys:
    - o   Launch App View: **Caps Lock + Alt + A**
    - o   Launch Text View: **Caps Lock + Alt + T**

    AppReader launches in the selected mode and begins reading from the current text cursor position. If a text cursor does not exist, AppReader starts reading at the first visible word that is inside of the magnified view that is inside of the target window. Otherwise, AppReader starts reading at the first visible word in the target application. For complete instructions on reading with AppReader, see "Reading with AppReader" below.

- **To launch the SpeakIt Tool**
  - Choose **Use SpeakIt Tool** in the **AppReader** button menu, or press the Launch SpeakIt Tool hotkey: **Caps Lock + Alt + S**

    The SpeakIt Tool becomes active.

- **To launch AppReader in the selected mode, (the mode selected in the AppReader menu)**

  - On the **Reader** toolbar tab, select the **AppReader** button, or press the Launch AppReader hotkey: **Caps Lock + Alt + R**

  AppReader will launch in the selected AppReader mode.

Reading with AppReader

- **To start and stop automatic reading**

  Press **Enter** or double-click on the word where you want to start or resume reading.

- **To skim read by word, line, sentence and paragraph**

  Use the AppReader navigation commands (listed below).

- **To switch between App View and Text View**

  Press **Tab**.

- **To exit AppReader**

  Right-click or press **Esc**.

  When AppReader exits, the cursor is automatically positioned at the last word that was highlighted in AppReader, if a cursor exists in the application.

AppReader Navigation Commands

The following hotkeys can be used to launch the AppReader.

Command	Hotkeys
Launch AppReader from Pointer	Caps Lock + Alt + Left-Click
Launch App View	Caps Lock + Alt + A
Launch Text View	Caps Lock + Alt + T

Command	Hotkeys
Launch SpeakIt Tool	Caps Lock + Alt + S
Launch AppReader (selected mode)	Caps Lock + Alt + R

While the AppReader is active, the following modal keys can be used to operate the AppReader.

Command	Modal Keys
Next Word	Ctrl + Right
Previous Word	Ctrl + Left
Next Sentence	Right
Previous Sentence	Left
Next Paragraph	Down
Previous Paragraph	Up
Next Page	Page Down
Previous Page	Page Up
Current Word *	Ctrl + Alt + Shift + Up
Current Line	Ctrl + Alt + Shift + Right
Current Sentence	Ctrl + Alt + Shift + Down
Current Paragraph	Ctrl + Alt + Shift + Left
First Word On Line	Home
Last Word On Line	End
Beginning of Document	Ctrl + Home

Command	Modal Keys
End of Document	Ctrl + End
Next Link	L
Previous Link	Shift + L
Execute Link	Ctrl + Enter

* When using the Current Word command, repeated presses within two seconds provides the following behavior:

- First press: speaks the word
- Second press: spells the word
- Third press: spells the word phonetically ("Alpha, Bravo, Charlie, ...")

App View Settings

The App View settings allow you to customize the appearance of word highlighting in AppReader, including the highlight shape, color, and transparency level.

▪ **To adjust the App View settings**

1. On the **Reader** toolbar tab, choose **AppReader > App View Settings**.

   The AppReader Settings dialog appears with the App View tab displayed.

2. Adjust the App View settings as desired.

3. Click **OK**.
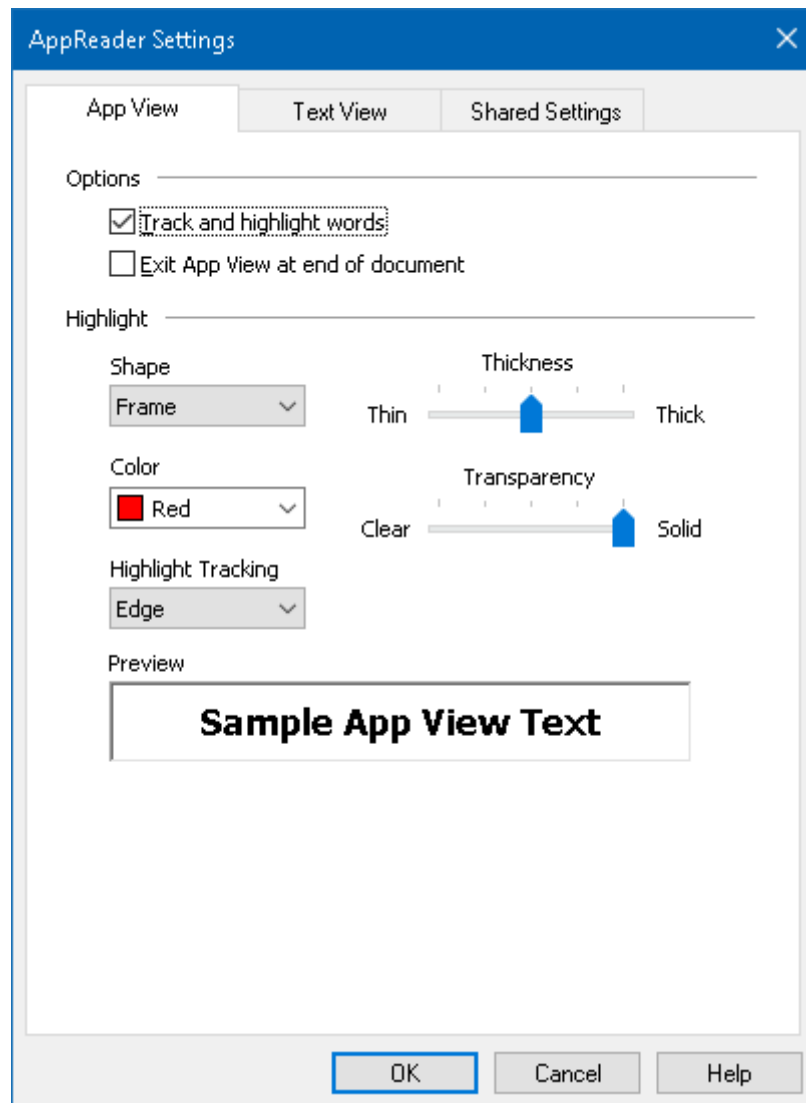
The App View tab

Setting	Description
Options	
Track and highlight words	Enables tracking and highlighting of words when AppReader is reading.
Exit App View at end of document	When enabled, AppReader will automatically exit after reading to the end of the document.
	Note: AppReader will not automatically exit when manually navigating to the end of a document.

Setting	Description
Highlight	
Shape	Sets the shape used to highlight words: Block, Underline, Frame, or Wedge.
Color	Sets the highlight color.
Thickness	Sets the thickness of the highlight shape.
Transparency	Sets the transparency of the highlight. *Note:* This setting is not available when the highlight color is set to 'Invert.'.
Highlight Tracking	Sets the tracking type: Edge, Center or Jump Ahead. With Edge alignment, the zoom window only scrolls as needed to keep the highlighted word in view. With Center alignment, the zoom window scrolls as needed to keep the highlighted word in the center of the zoom window. With Jump Ahead, when the highlighted word exits the magnified view, the zoom window scrolls to bring the highlighted word to the upper left corner.
Preview	Displays sample text with a preview of the selected highlight settings.

Note: Additional settings for App View are available in the Shared Options tab.

Text View Settings

The Text View settings allow you to customize the appearance of text and word highlighting in the Text View environment.

- **To adjust the Text View settings**

  1. On the **Reader** toolbar tab, choose **AppReader > Text View Settings**.

     The AppReader Settings dialog appears with the Text View tab displayed.

  2. Adjust the Text View settings as desired.

  3. Click **OK**.
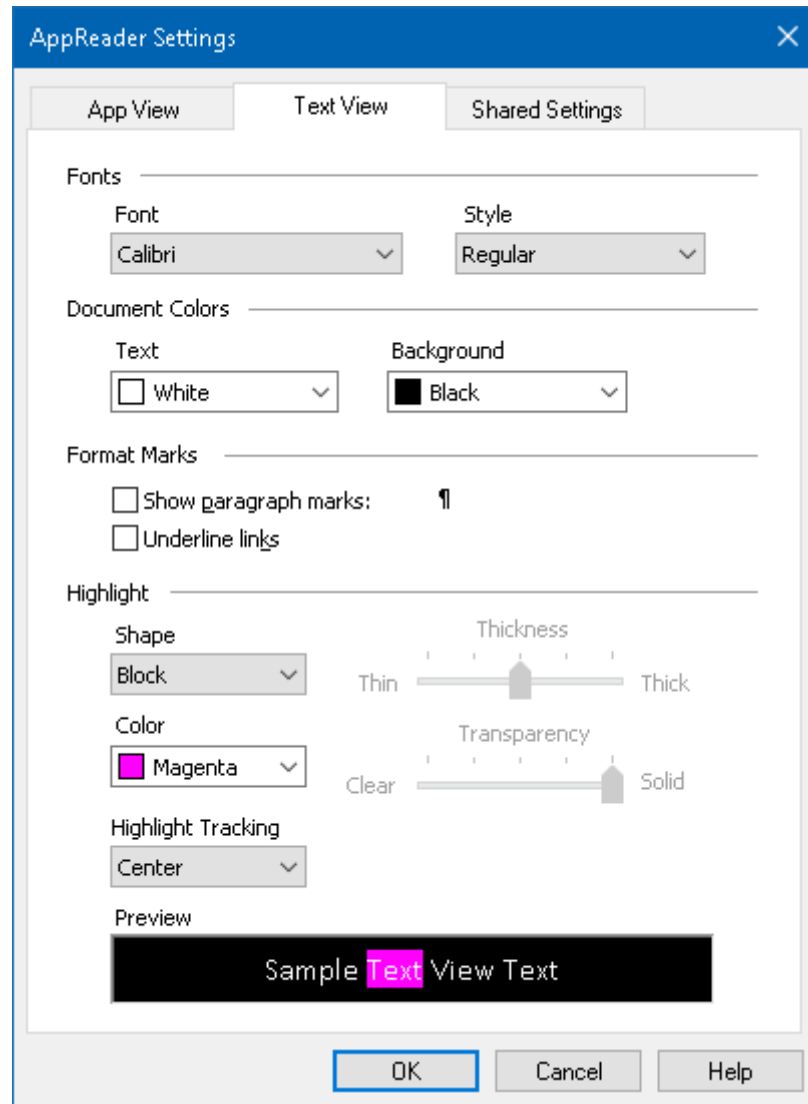
The Text View tab

Setting	Description
Fonts	
Font	Sets the font type that the captured document will be displayed in, such as Arial, Tahoma, or Verdana.
Style	Sets the font style that the captured document will be displayed in, such as Regular, Bold or Italic.

Setting	Description
Document Colors	
Text	Selects the text color that the captured document will be displayed in. The text and background cannot be set to the same color.
Background	Selects the background color for the Text View. The text and background cannot be set to the same color.
Format Marks	
Show paragraph marks	Displays paragraph marks where paragraphs end in the source document.
Underline links	When selected, hypertext links are underlined in the Prompter and Ticker view.
Highlight	
Shape	Selects the shape used for word highlighting: Block, Underline, Frame, or Wedge.
Color	Sets the color of the word highlight.
Thickness 1, 2	Sets the thickness of the word highlight.
Transparency 2	Sets the transparency of the word highlight.
Highlight Tracking	Sets the tracking type: Edge, Center or Jump Ahead. With Edge alignment, The Text View scrolls as needed to keep the highlighted word in view. With Center alignment, Text View scrolls as needed to keep the highlighted word in the center of the zoom window. With Jump Ahead, when the highlighted word exits the view, Text View scrolls to bring the highlighted word to the upper left corner.

Setting	Description
Preview	Displays sample text using the selected font, color and highlight settings.

1 This setting is not available when highlight shape is set to 'Block'.

2 This setting is not available when highlight shape is set to 'Block' or highlight color is set to 'Invert'.

Note: Additional settings for Text View are available in the Shared Options tab.

Shared Settings

Shared Settings provide additional settings that are shared by App View and Text View. You can set a special reading rate for AppReader and enable special audible cues.

- **To adjust the Shared Settings**

  1. On the **Reader** toolbar tab, choose **AppReader > Shared Settings**.

     The AppReader Settings dialog appears with the Shared Settings tab displayed.

  2. Adjust the shared settings as desired.

  3. Click **OK**.
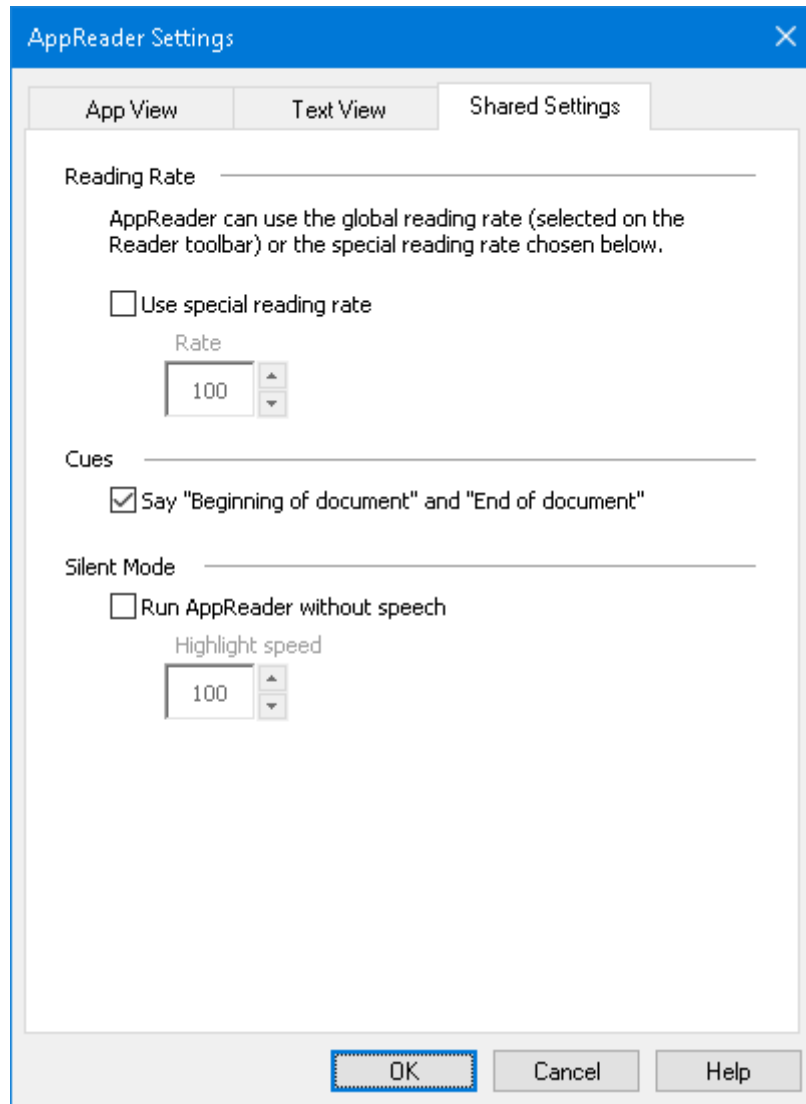
The Shared Settings tab

Setting	Description
Reading Rate	
Use special reading rate	When selected, AppReader's reading rate is set independent of the global Rate setting on the Reader toolbar tab and in the Voice Settings dialog box.
Rate	Controls the reading rate for AppReader. *Note:* This setting is disabled when **Use special reading rate** is not enabled.

Setting	Description
Cues	
Say "Beginning of document" and "End of document"	The words "beginning of document" and "end of document" are spoken when App View and Text View have navigated to the beginning or end of a document.
Silent Mode	
Run AppReader without Speech	When selected, App View and Text View speech is muted. This is also known as AppReader Silent Mode. *Note:* SpeakIt Tool cannot be muted.
Rate	Controls how fast the highlight moves while reading text in App View and Text View.

Reading Zones

Reading zones let you instantly see and hear selected locations in an application window. For example; your database application may display a dozen or more fields of information. In your normal work flow you may be interested in only a few of these fields. With reading zones, you can instantly see and/or hear these select fields with the press of a hotkey.

You can create up to 10 reading zones for each of your applications. As you open and switch applications, zones defined for the active application are automatically loaded and ready to use.

- [Creating, Editing and Deleting](#)
- [Using Reading Zones](#)
- [The Reading Zones Toolbar](#)
- [Reading Zones Settings](#)

Creating, Editing and Deleting Reading Zones

Creating a new reading zone is a straightforward process. For most new zones, you simply define the zone area, type in a descriptive zone name, and choose to have the zone displayed, spoken or both. You can always edit or delete the zone later, so there's no need to worry about mistakes.

- **To create a new reading zone**

  1. Open the application in which you want to create a reading zone. Make sure the desired application tab, view or window is displayed.

  2. Activate the Create Zone Tool by doing one of the following:

     - Switch to the ZoomText user interface. On the **Reader** toolbar tab, select **Zones > New**.

     - Press the Create Zone hotkey: **Caps Lock + Alt + C**.

     The Create Zone Tool becomes active and all existing zones for the active application are displayed.

  3. Move the mouse pointer to scroll the new zone area into view.

  4. Hold down the left button, drag the selection rectangle over the desired zone area and release the button.

     When you complete the drag by releasing the mouse button, the Reading Zones dialog appears. This dialog allows you to name the zone and select zone options. For information on the Reading Zones dialog, see Reading Zones Settings.

  5. In the **Zone Name** box, type a descriptive name for the new zone.

     When you navigate to the next dialog control, the new zone name will appear in the Zones list.

  6. Under **Zone is relative to**, select the zone's relative position within the application window.

  7. Under **Zone Actions**, select the desired options.

8. To test the new zone, click **Trigger**.

   The Reading Zones dialog is temporarily hidden while the zone is displayed and/or spoken according to the selected settings.

9. To create additional zones, click **New Zone** and repeat steps 4 through 9.

10. When you're finished creating and editing zones, click **OK**.

▪ **To edit a reading zone**

1. Open the application that contains the reading zone that you want to edit.

2. Activate the Edit Zones Tool by doing one of the following:

   • Switch to the ZoomText user interface. On the **Reader** toolbar tab, select **Zones > Edit**.

   • Press the Edit Zones hotkey: **Caps Lock + Alt + E**.

   The Edit Zones Tool becomes active and all existing zones for the active application are displayed. The Reading Zones toolbar appears over the active zone.

3. Move the mouse pointer to scroll the desired zone into view, or click the Next or Previous buttons on the Reading Zones toolbar to bring the desired zone into view.

   Note: The Next and Previous buttons are grayed if only one zone has been defined.

4. Click inside the zone to activate the sizing handles and toolbar, then adjust the zone as follows:

   • To size the zone, drag any handle.

   • To move the zone, drag inside the zone frame.

   • To test reading of the zone, click the **Play** button.

5. To move to another zone, press the number of the desired zone, or click the Next or Previous buttons.

6. To edit another zone, repeat steps 3 and 4.

7. To exit the Edit Zones tool, right-click or press **Esc**.

- **To delete a reading zone**

1. On the **Reader** toolbar tab, select **Zones > Settings**.

   The Reading Zones dialog appears.

2. In the **Show zones defined for** combo box, select the application that contains the zone you wish to delete.

   The Zones list updates to display zones associated with the selected application.

3. In the **Zones** list box, select the zone you wish to delete.

4. Click **Delete**.

   The deleted zone is removed from the Zones list.

5. To delete another zone, repeat steps 2 through 4.

6. When you're finished deleting zones, click **OK**.

Using Reading Zones

Once you've created reading zones for an application, you can use them any time the application is active. You can trigger a single zone at a time (via menu or hotkey), or enter a mode that allows you to navigate through all of the reading zones.

▪ **To trigger a specific reading zone**

1. Open the application that contains the reading zones you want to trigger.

2. To trigger the desired zone, do one of the following:

   • Switch to the ZoomText user interface. On the **Reader** toolbar tab, select **Zones > Trigger > {zone number}**.

   • Press the Trigger Zone hotkey: **Caps Lock + Alt + {Zone number}**.

   • Press the List Zones hotkey: **Caps Lock + Alt + L**, then select the desired zone from the menu.

   • Use the Next and Previous Reading Zone hotkeys:

   Next Zone: **Caps Lock + Alt + N**
   Previous Zone: **Caps Lock + Alt + P**

   The selected reading zone is displayed and/or spoken according to the zone settings.

   Each applications set of reading zones are numbered 1 through 10. Reading zone hotkeys correspond to these numbers. For example, the hotkey for reading zone 1 is **Caps Lock + Alt + 1**, reading zone 2 is **Caps Lock + Alt + 2**, and so on.

   Note: The hotkey for reading zone 10 is **Caps Lock + Alt + 0**.

- **To navigate through all reading zones**

    1. Open the application that contains the reading zones you want to navigate.

    2. To active the Navigate Zones mode, do one of the following:

        - On the Reader toolbar tab, select Zones Navigate.

        - Press the Navigate Zones hotkey: **Caps Lock + Alt + G**

        Navigate Mode becomes active and the Reading Zones toolbar appears over the first active zone. The zone name and number are spoken.

    3. To start and stop reading of the zone, click the Play/Pause button.

        Note: The Play/Pause button is disabled (grayed-out) when navigating to non-spoken zones.

    4. To navigate to another zone, click the Next and Previous buttons.

    5. To exit Navigate Mode, right-click or press **Esc**.

The Reading Zones Toolbar

The Reading Zones toolbar appears over the active reading zone whenever you access reading zones. The toolbar provides controls for navigating and reading the defined zones.

Reading Zones toolbar:
Edit and Navigate modes

Reading Zones toolbar:
Trigger mode

▷ ❚❚	**Play/Pause/Stop**. Starts and stops reading. When Play mode is executed, the Pause or Stop button appears on the toolbar, according to the mode that is active. The Pause button appears in Trigger and Navigate modes where you can pause and restart reading at the highlighted word. The Stop button appears in Edit mode where reading always restarts at the first word in the zone. Shortcut Key: **Enter**
◁❙	**Previous**. Activates the previous reading zone. Shortcut Key: **Shift + Tab** *Note:* This button does not appear in 'Trigger' mode.
❙▷	**Next** Activates the next reading zone. Shortcut Key: **Tab** *Note:* This button does not appear in 'Trigger' mode.
✕	**Close** Exits the Reading Zone mode. Shortcut Key: **Esc**

Reading Zones Settings

The Reading Zones settings allow you to create, examine and edit reading zones. When activated, the Reading Zones dialog displays a list of zones that have been defined in the current application. By selecting a zone in the Zones list, you can modify its settings, trigger the zone, or delete the zone. You can also create new zones or navigate through all zones in the current application.

For complete information on creating, editing, navigating and triggering zones, see Creating and Editing Reading Zones and Using Reading Zones.

- **To adjust the reading zone settings**

    1. In the **Reader** toolbar tab, choose **Zones > Settings**.

        The Reading dialog appears with the Zones tab displayed.

    2. Adjust the reading zone settings as desired.

    3. Click **OK**.
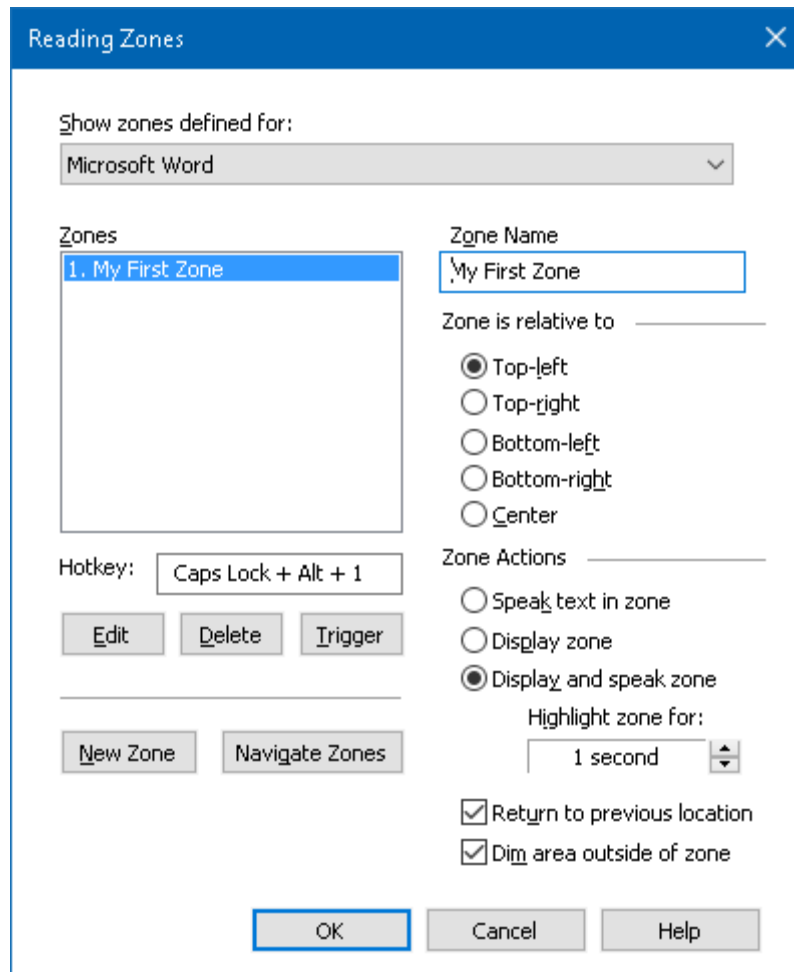
The Reading Zones dialog box.

Setting	Description
Show zones defined for	Displays a list of applications that are currently running. Zones associated with the selected application appear in the **Zones** list box.
Zones	Displays a list of zones associated with the selected application, selected in the **Show zones defined for:** list box).
Hotkey	Displays the hotkey for the selected zone.

Setting	Description
Edit	Activates the Edit Zone tool. When activated, the Reading Zones dialog is hidden and zones associated with the selected application appear. The Edit Zone tool also appears allowing you to size and move any of the zones.
Delete	Deletes the selected zone.
Trigger	Triggers the selected zone. When triggered, the Reading Zones dialog is hidden and the selected zone is displayed and spoken according to its zone settings. Afterward, the Reading Zone dialog reappears.
New Zone	Activates the New Zone tool. When selected, the Reading Zones dialog is hidden and zones associated with the selected application appear. The New Zone tool also appears allowing you to create a new zone.
Navigate Zones	Activates the Zone Navigation mode. When activated, the Reading Zones dialog is hidden and the selected zone and Navigation toolbar appear. Using the toolbar controls or keyboard commands, you can start and stop reading of the zone, and navigate to the next or previous zone.

Setting	Description
Zone Name	Allows you to type a meaningful name for the selected zone. Zone names appear in the **Zones** list box in the Readings Zones dialog. They also appear in the Reading Zones menu (when pressing the Reading Zones List hotkey: **Caps Lock + Alt + L**) and when clicking **Zones > Trigger** on the Reader toolbar tab.
Zone is relative to	
top-left, top-right, bottom-left, bottom-right, or center	Sets the relative position of the zone within the application window. This keeps the zone in the correct location even when the application window has been resized or moved. *Note:* In some cases, when resizing an application window, controls within the window may also be resized. When this occurs, you may need to resize the individual zones.
Zone Actions	
Speak text in zone	When the reading zone is triggered, all text within the zone is spoken.
Display zone	When the reading zone is triggered, the zone is scrolled into view and highlighted.
Display and speak zone	When the reading zone is triggered, the zone is scrolled into view, highlighted and spoken.
Highlight zone for	Sets the amount of time (in seconds) that the reading zone is highlighted. *Note:* Highlighting only occurs when **Scroll to zone** is selected.

Setting	Description
Return to previous location	After the zone is displayed, ZoomText scrolls back to the location that was in view prior to triggering the zone.
Dim area outside of zone	When a reading zone is triggered, the area outside of the reading zone is dimmed.

Reading with the Text Cursor

Text cursor reading commands let you navigate and read while creating and editing documents, by word, line, sentence or paragraph. When using these commands, the text cursor moves in accordance with the command. For example, when pressing the Say Next Sentence command, the cursor moves to the beginning of the next sentence and the entire sentence is spoken. The following table lists the text cursor reading commands.

Command	Hotkey	Layered Keys
Say Previous Character	Left	N/A
Say Next Character	Right	N/A
Say Previous Word	Ctrl + Left	N/A
Say Next Word	Ctrl + Right	N/A
Say Previous Line 3	Up	N/A
Say Next Line 3	Down	N/A
Say Previous Sentence	Caps Lock + Alt + Left	N/A
Say Next Sentence	Caps Lock + Alt + Right	N/A
Say Previous Paragraph	Ctrl + Up	N/A
Say Next Paragraph	Ctrl + Down	N/A
Say Current Character 1	Ctrl + Alt + Shift + Enter	N/A
Say Current Word 2	Ctrl + Alt + Shift + Up	N/A
Say Current Line	Ctrl + Alt + Shift + Right	N/A
Say Current Sentence	Ctrl + Alt + Shift + Down	N/A
Say Current Paragraph	Ctrl + Alt + Shift + Left	N/A

1 Second press of the Say Current Character command speaks the character phonetically: "Alpha, Bravo, Charlie, ...".

2 Repeated presses of the Say Current Word command provide the following behavior:

- First press: speaks the word

- Second press: spells the word

- Third press: spells the word phonetically: "Alpha, Bravo, Charlie, ..."

   Note: Repeated presses must occur within two seconds.

3 This command reads the current word or entire line according to the Program Echo setting **When the text cursor moves into a new line**.

In addition to the Text Reading commands listed above, ZoomText will also speak when using standard text navigation and editing keys, listed in the following table.

Keys	Application Action	ZoomText Action
Backspace	Deletes the character to the left of the cursor.	Speaks the deleted character.
Delete	Deletes the character to the right of the cursor.	Speaks the new character to the right of the cursor.
Home	Moves the cursor to the beginning of the line.	Speaks the first word on the line (or nothing if the line begins with a space or tab).
End	Moves the cursor to the end of the line.	Speaks "End of line."
Page Up	Pages the application window up.	Speaks the word or line that the cursor appears on, according to

		the program echo setting When the text cursor moves to a new line.
Page Down	Pages the application window down.	Speaks the word or line that the cursor appears on, according to the program echo setting When the text cursor moves to a new line.
Ctrl + Home	Moves to beginning of the document.	Speaks the word or line that the cursor appears on, according to the program echo setting When the text cursor moves to a new line.
Ctrl + End	Moves to the end of the document.	Speaks the word or line that the cursor appears on, according to the program echo setting When the text cursor moves to a new line.

Say Commands

Say Commands announce miscellaneous desktop and application elements on demand. By default, these commands do not have assigned hotkeys and must be triggered using layered key commands. However, hotkeys may be assigned in the Command Keys dialog box.

Command	Hotkey	Layered Keys
Say Current Date	Unassigned	Caps Lock + Spacebar, Y, D
Say Current Time	Unassigned	Caps Lock + Spacebar, Y, T
Say Cell Column Title	Unassigned	Caps Lock + Spacebar, Y, C
Say Cell Comment	Unassigned	Caps Lock + Spacebar, Y, N
Say Cell Formula	Unassigned	Caps Lock + Spacebar, Y, O
Say Cell Row Title	Unassigned	Caps Lock + Spacebar, Y, R
Say Clipboard	Unassigned	Caps Lock + Spacebar, Y, P
Say Dialog Default Button	Unassigned	Caps Lock + Spacebar, Y, B
Say Dialog Group Name	Unassigned	Caps Lock + Spacebar, Y, G
Say Dialog Message	Unassigned	Caps Lock + Spacebar, Y, M

Say Dialog Tab	Unassigned	Caps Lock + Spacebar, Y, A
Say Focus	Unassigned	Caps Lock + Spacebar, Y, F
Say Selected Text	Unassigned	Caps Lock + Spacebar, Y, S
Say Status Bar	Unassigned	Caps Lock + Spacebar, Y, U
Say Windows Title	Unassigned	Caps Lock + Spacebar, Y, W

Tools Features

"Tools Features" represent extra productivity tools that are available on the "Tools" toolbar tab, including the Finder, Camera, Background Reader, Recorder, and Voice Assistant.

- [The Tools Toolbar Tab](#)
- [Finder](#)
- [Camera](#)
- [Background Reader](#)
- [Recorder](#)
- [Voice Assistant](#)

Note: The Background Reader and Recorder features are not available in ZoomText Magnifier.

The Tools Toolbar Tab

The Tools toolbar tab provides quick-action buttons for launching ZoomText's Tools features. Many of these buttons are split-button controls that allow you to toggle the feature on and off and open a menu of related settings. The buttons are grouped by category and have intuitive icons and labels for easy identification.
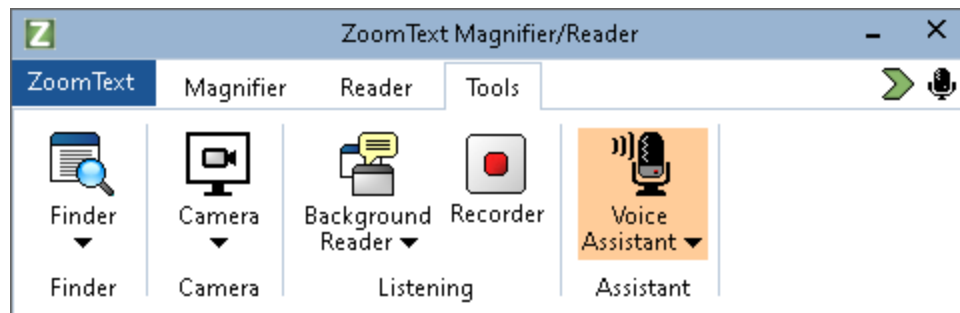
The Tools toolbar tab.

Note: The Background Reader and Recorder only appear in ZoomText Magnifier/Reader.

- **Finder**. Launches the Finder to search, skim, navigate and read text in documents, web pages and email.

- **Camera**. Launches the ZoomText Camera feature, when a supported camera is connected and available to ZoomText.

- **Background Reader**. Launches the Background Reader with text captured from the Windows Clipboard.

- **Recorder**. Launches the ZoomText Recorder with text captured from the Windows Clipboard.

- **Voice Assistant**. Launches the ZoomText Voice Assistant so you can use voice commands to perform ZoomText actions by speaking into your computer's microphone.

Finder

The Finder allows you to swiftly search, skim, navigate and read documents, web pages and email. You can search for words or phrases to find topics of interest. When you have found a topic of interest you can have Finder start reading from that location. Finder can also find and execute links and controls allowing you to seamlessly navigate between pages. All of these actions are performed using the Finder's toolbar/dialog and command keys.

Note: The Voice and AppReader features are not available when running the Finder in ZoomText Magnifier.

Finder provides two modes for searching pages: **Page Search** and **List Search**. These modes and how to switch between them are described in the sections below.

Note: Finder can be used in a variety of document based applications, including Internet Explorer, Chrome, Firefox, Microsoft Word and Microsoft Outlook.

Starting Finder

- ▪ **To start Finder**

    Do one of the following:

    - On the Tools toolbar tab, click the Finder button.

    - Press the Launch Finder hotkey: **Caps Lock + Ctrl + F**

        The Finder toolbar/dialog appears.

Page Search

Page Search displays a simple toolbar where you can type a word or phrase that you want to find, and then use toolbar controls or keyboard commands to navigate through all of the instances on the page. You can

also limit the page search to specific web page elements such as headings, links or controls.
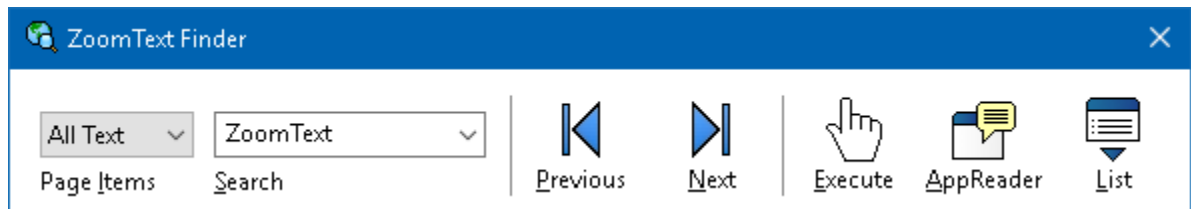
Finder: Page Search toolbar.

- **To use Page Search**

    1. If Finder is currently in List Search mode, click the List button to switch to Page Search mode.

    2. Select the type of Page Items that you want to search. Choose **All Text**, recommended for most searches, to search for words or phrases anywhere on the page, including hidden labels for images and controls.

    3. In the **Search** box, type a word or phrase that you want to find.

        If the word or phrase does not exist in the selected type of page item the Search box will turn orange and the navigation buttons will be disabled.

        Note: When Page Items is set to All Text, you must type at least one character in the Search box to initiate a search. When Page Items is set to any other type, you can navigate through those items without entering a search word or phrase.

    4. Click the **Next** and **Previous** buttons to navigate forward and backward through the matching items.

        As you navigate each item is highlighted. When using ZoomText Magnifier/Reader with Finder speech enabled, the sentence containing the item is announced.

5. To have Finder execute a link or control in the current item, click the **Execute** button.

6. To have Finder start reading at the current item, click the **AppReader** button. *

7. To enable and disable Finder speech output, click the **Speech** button. *

8. To exit Finder, click the **Exit** button in the title bar.

* In ZoomText Magnifier, the AppReader and Speech options are not available so these buttons are disabled (grayed out).

List Search

List Search expands the toolbar into a dialog that displays a list of headings, links, controls and other common elements that are located in the page. You can search, filter and sort the list to quickly locate an item of interest.
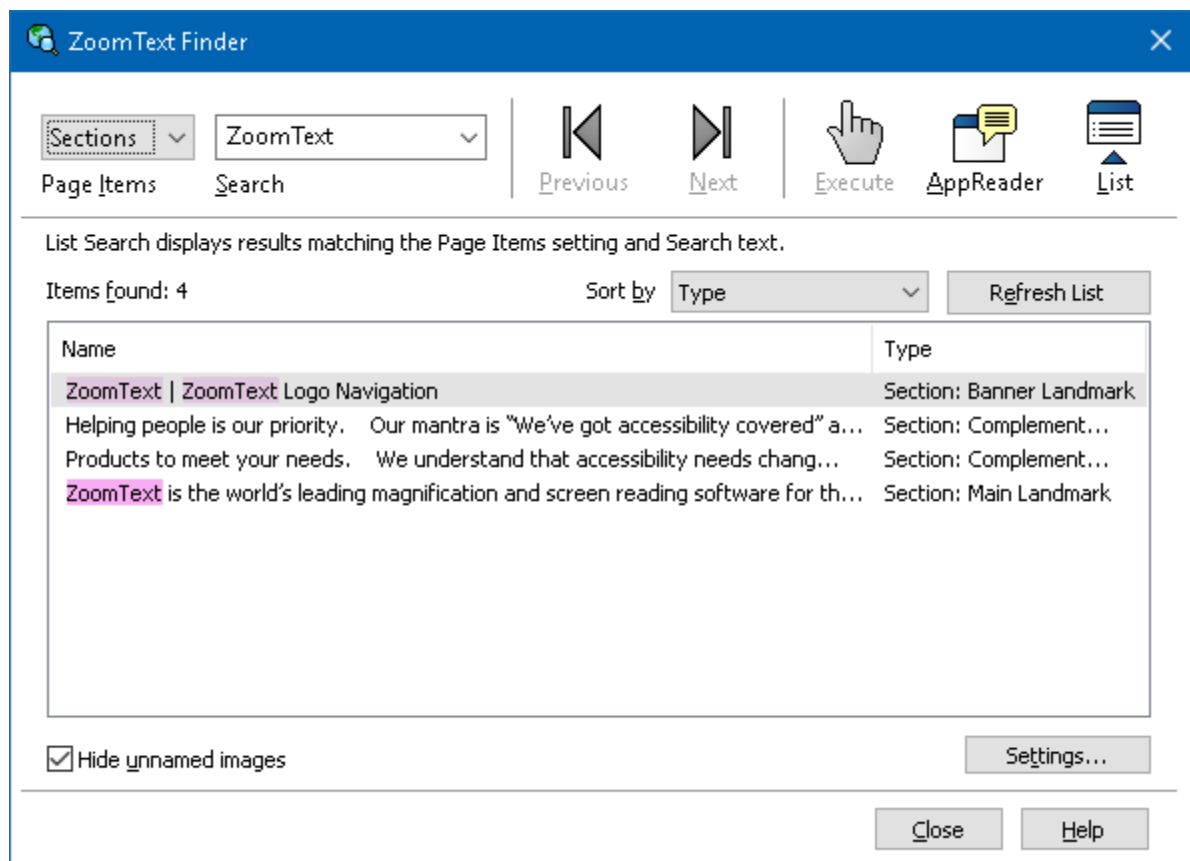
Finder: List Search toolbar/dialog

▪ **To use List Search**

1. If Finder is currently in Page Search mode, click the List button to switch to List Search mode.

2. In the **Page Items** combo box, select the type of items that you want to view in the Items found list.

3. To search (or filter) the list, type a word or phrase in the **Search** box.

   As you type in the Search box the list is automatically filtered to display only items that contain the search string. The Search box turns orange when the typed word or phrase does not exist within the list of items.

4. Select the desired sorting order in the Sort by list box. You can also sort the list by clicking on the **Name** and **Type** headings at the top of the list.

5. To have Finder start reading from the selected item, click the **AppReader** button. *

6. To have Finder execute an item that contains a link or control, click the **Execute** button.

7. To have Finder go to the location of the selected item, click the **GoTo** button.

8. To exit Finder, click the **Exit** button in the title bar.

* In ZoomText Magnifier, the AppReader option is not available so this button is disabled.

▪ **Refreshing the list in List Search**

Some web pages contain areas of dynamically changing content, such as the top headlines on news sites or sports scores. When Finder starts or switches to List Search, it captures the current page content to populate the list and then ignores subsequent dynamic changes. If you know that a web page has been dynamically updated and you want to update the Found items list, click the **Refresh List** button.

- **Hiding unnamed images in List Search**

    Many web pages contain images that are unnamed and ambiguous to the viewer. To keep these unnamed images from cluttering up the Found items list, place a checkmark next to Hide unnamed items check box.

Finder Command Keys

The following hotkey can be used to launch the Finder.

Command	Hotkeys
Launch Finder	Caps Lock + Ctrl + F

The following layered keys can be used to launch the Finder.

Command	Layered Keys
Launch Finder	Caps Lock + Spacebar, F

While the Finder is active, the following modal keys can be used to operate the Finder.

Command	Keys
Cycle Page Items Type Up	Ctrl + Up
Cycle Page Items Type Down	Ctrl + Down
Execute Item	Ctrl + Enter
First Item (in filtered list)	Ctrl + Home
Last Item (in filtered list)	Ctrl + End
Next Control	Ctrl + C
Next Form	Ctrl + F

Command	Keys
Next Heading	Ctrl + H
Next Heading Level 1 ... 6	Ctrl + 1 ... 6
Next Image	Ctrl + I
Next Link	Ctrl + L
Next List	Ctrl + S
Next Table	Ctrl + T
Next Item	Enter OR Ctrl + Right
Previous Control	Ctrl + Shift + C
Previous Form	Ctrl + Shift + F
Previous Heading	Ctrl + Shift + H
Previous Heading Level 1 ... 6	Ctrl + Shift + 1 ... 6
Previous Image	Ctrl + Shift + I
Previous Link	Ctrl + Shift + L
Previous List	Ctrl + Shift + S
Previous Table	Ctrl + Shift + T
Previous Item	Shift + Enter OR Ctrl + Left
AppReader	Alt + R
Toggle List Search	Alt + L
Exit Finder	Esc

Finder Highlight and Voice Settings

The Finder settings allow you to configure the search highlight and voice that is used when skimming found items. The highlight makes it easy to see and follow each found item when using the next and previous commands. The Finder highlight settings allow you to customize the appearance of the highlighting including the highlight shape, color and transparency level. The Finder voice announces each found item when using the next and previous commands. The Finder voice settings allow you to enable and disable the announcement of found items.

- **To adjust the Finder Highlight settings**

   1. On the **Tools** toolbar tab, click the arrow next to **Finder** or navigate to **Finder** and press the down arrow key.

   2. In the **Finder** menu, choose **Settings**.

      The Finder Settings dialog box appears.

   3. Choose the **Highlight** tab.

   4. Adjust the highlight settings as desired.

   5. Click **OK**.
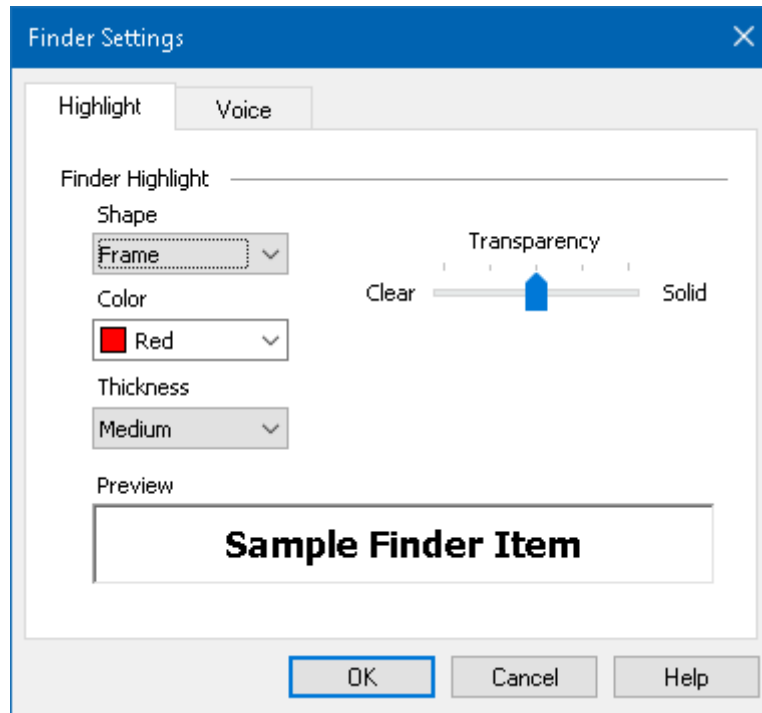
The Finder Settings Highlight tab.

Setting	Description
Finder Highlight	
Shape	Sets the shape used to highlight the current search word/phrase or web page item: Block, Underline or Frame.
Color	Sets the highlight color.
Thickness	Sets the thickness of the highlight shape.
Transparency	Sets the transparency of the highlight. *Note:* This setting is not available when the highlight color is set to 'Invert.'
Preview	Displays sample text with a preview of the selected highlight settings.

▪ **To adjust the Finder Voice settings**

1. On the **Tools** toolbar tab, click the arrow next to **Finder** or navigate to **Finder** and press the down arrow key.

2. In the **Finder** menu, choose **Settings**.

   The Finder Settings dialog box appears.

3. Choose the **Voice** tab.

4. Adjust the voice settings as desired.

5. Click **OK**.
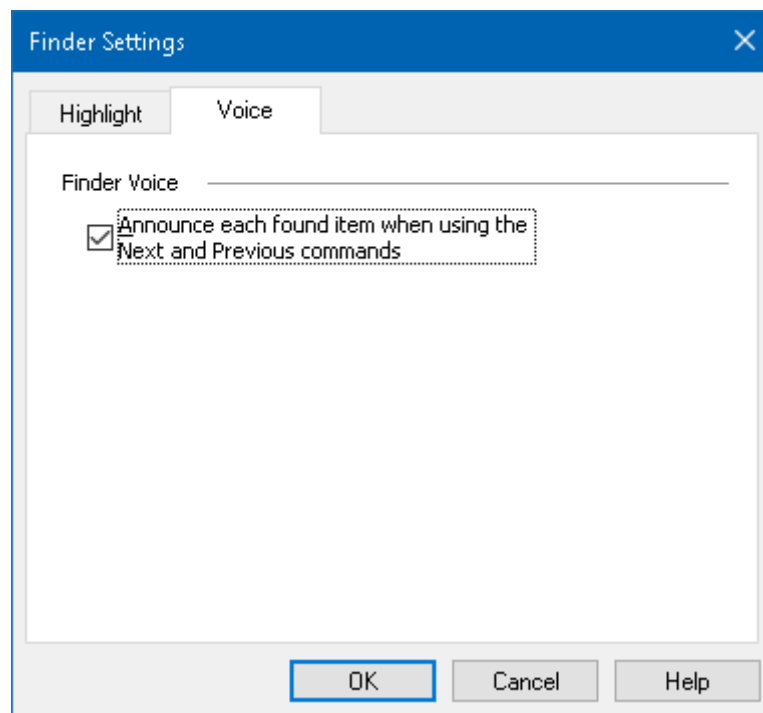
The Finder Settings Voice tab.

Setting	Description
Finder Voice	
Announce each found item when using the Next and Previous commands	Enables and disables announcement of found items when using any of the Next and Previous commands.

ZoomText Camera

The ZoomText Camera feature allows you to use any high-definition webcam to magnify printed items and other objects right on your computer screen—including bills, magazines, photographs, medicine labels, craft items and more. Simple controls allow you to quickly zoom in and out and choose between full and high contrast colors. You can also switch between Full and Docked screen views which allow you to see the camera image and your Windows desktop at the same time. And by utilizing affordable and readily available HD webcams, the ZoomText Camera feature offers a portable and affordable compliment or alternative to conventional CCTVs.
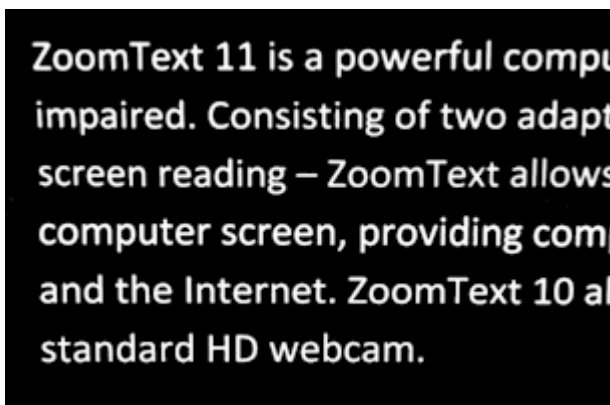
ZoomText Camera: Full view   ZoomText Camera: Docked View
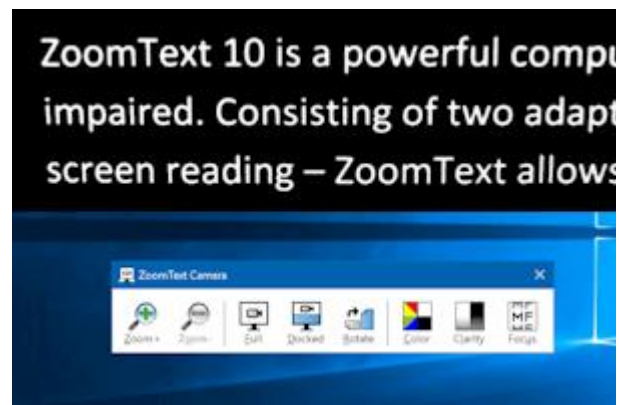
Getting Started With ZoomText Camera

Before you can use the ZoomText Camera feature you must acquire a suitable camera and camera stand, set up the camera in your work space and choose your camera in the ZoomText Camera settings.

Acquiring a suitable camera and stand

To use the ZoomText Camera feature, you will need an HD webcam with autofocus. For best quality, your webcam should deliver 1080p video resolution with automatic low-light correction. An available USB 2.0 port is also required to connect your webcam.

In addition to a camera, you will also need a camera stand that can securely position the camera over the items you want to view. The stand should be adjustable and stable.

Setting up your camera in your workspace

To achieve best performance and usability with the ZoomText Camera feature, use the following guidelines when setting up your camera in your workspace:

- Position the camera as close as possible to your computer screen. This will allow you to easily manipulate items under the camera while viewing the image.

- Make sure there is sufficient lighting around the camera to minimize shadows in the camera's view.

- Adjust the camera stand so that the camera is about 4 inches from the target item.

- Selecting a camera (when more than one camera is present).

ZoomText automatically detects all webcams that are attached or built into your system. If your computer has more than one webcam, you will need to tell ZoomText which webcam you want it to use. This setting resides in the Camera settings in ZoomText's Tools dialog box.

▪ **To select a camera**

1. On the **Tools** toolbar tab, click the arrow next to **Camera** or navigate to **Camera** and press the down arrow key.

2. In the **Camera** menu, choose **Settings**.

   The Camera Settings dialog box appears.

3. In the **Active Camera** list box, choose the camera you want to use.

4. Click **OK**.

Using ZoomText Camera

Use the following steps to start, configure and use ZoomText Camera.

▪ **To start ZoomText Camera**

1. Do one of the following:

    - On the **Tools** toolbar tab, click the **Camera** button.

    - Press the Launch Camera hotkey: **Caps Lock + Ctrl + C**

    The camera image appears in the top half of the screen while ZoomText's magnified view of the desktop remains on the bottom half of the screen. The ZoomText Camera toolbar appears in the bottom half.

2. If the Camera toolbar is not in view, press **Caps Lock + Ctrl + C** to engage the camera layered key command mode and then press **T** to bring the toolbar into view.
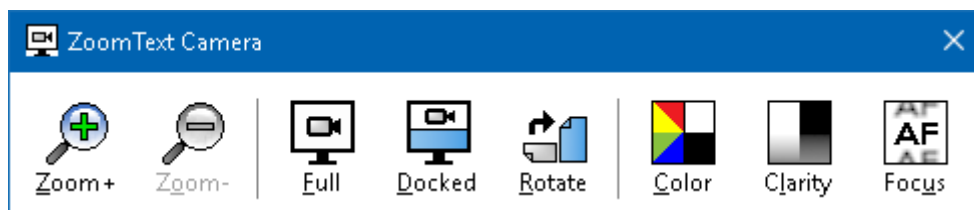
The ZoomText Camera toolbar

▪ **To rotate the camera image**

Place a document under the camera so that it is right-side up from your perspective. If the document is not oriented right-side up on the screen, click the **Rotate** button until the image appears right-side up.

▪ **To zoom the image in and out**

Click the **Zoom +** and **Zoom -** buttons to adjust the magnification to a comfortable reading size.

▪ **To adjust the image colors**

1. Select the **Color** button.

    The color menu appears.

2. Choose between **Normal** (full color) and a variety of high-contrast **Two-Color Schemes**.

3. To toggle between Normal colors and the selected Two-Color scheme by pressing **Caps Lock + Ctrl + C** to engage the camera layered key command mode and then pressing **Alt + Enter** to toggle the color mode.

▪ **To adjust the camera clarity (Brightness/Contrast)**

1. Select the **Clarity** button.

    The Camera Clarity dialog appears.
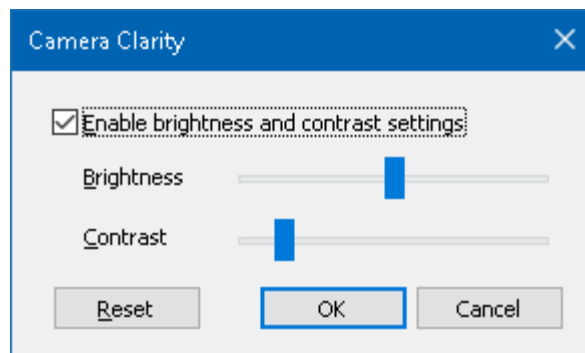
2. Place a checkmark next to **Enable brightness and contrast settings**.

3. Move the **Brightness** and **Contrast** sliders to adjust the clarity.

4. Click the **Reset** button to return the Brightness and Contrast settings to the camera's defaults.

5. Click **OK**.

    Tip: Use the Brightness setting to eliminate glare spots that are appearing in the image.

    Note: This button will be disabled (grayed out) if the active camera does not support adjustments to both brightness and contrast.

- **To adjust the camera focus**

  1. Select the **Focus** button.

     The Camera Focus dialog appears.
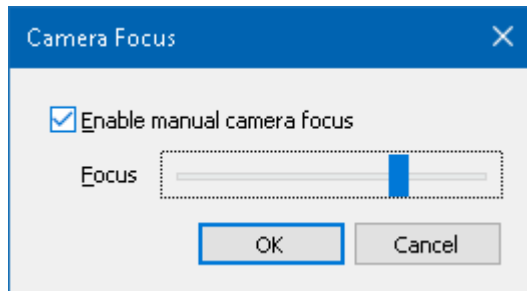
  2. Place a checkmark next to **Enable manual camera focus**.

  3. Move the **Focus** slider to adjust the image focus.

  4. Click **OK**.

     Note: This button will be disabled (grayed out) if the active camera does not support autofocus.

- **To move the docked view location**

  Click the Docked button. Each click cycles through the docked views in the following (clockwise) order: Docked Top > Docked Right > Docked Bottom > Docked Left.

- **To switch between Full and Docked views**

  Do one of the following:

  - To toggle between Full and Docked view, press **Caps Lock + Ctrl + C** to engage the camera layered key command mode and then press **Tab** to toggle the Docked/Full view.

  - From Docked View, on the ZoomText Camera toolbar click the **Full** button.

    Note: By default, when starting or switching ZoomText Camera into Full view, a dialog will appear to inform you that the

ZoomText Camera toolbar is not available in Full view. The dialog also displays a list of hotkeys you can use to operate ZoomText Camera in Full view (or Docked view). Should you become stuck in Full view, press **Esc** to exit the ZoomText Camera.

- ▪ **To exit the ZoomText Camera**

  Do one of the following:

  - From Full view, press **Esc**.

  - From Docked view, click the **Exit** button.

Camera Video and System Performance

On older computers, when using ZoomText Camera you may experience slow system and camera video performance when the camera is configured to run at a higher resolution, particularly at camera resolutions of 1280 and above. To resolve this problem, lower the camera resolution until your system and camera video performance is at an acceptable level. The resolution setting for ZoomText Camera is located in the Camera tab in ZoomText's Tools dialog box. See "ZoomText Camera Settings" below.

ZoomText Camera Settings

The ZoomText Camera settings allow you to configure and launch the ZoomText Camera.

- ▪ **To configure the ZoomText Camera settings**

  1. On the **Tools** toolbar tab, click the arrow next to **Camera** or navigate to **Camera** and press the down arrow key.

  2. In the **Camera** menu, choose **Settings**.

     The Camera Settings dialog box appears.

  3. Adjust the camera settings as desired.

  4. Click **OK**.
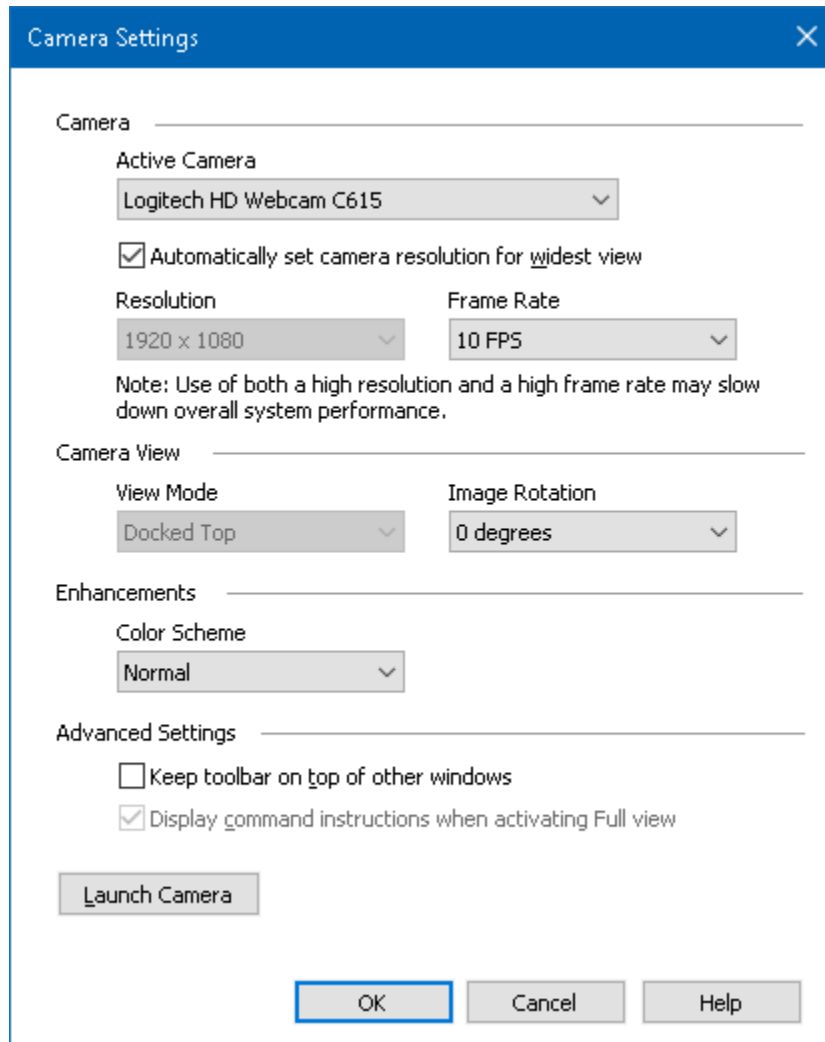
The ZoomText Camera dialog box.

Setting	Description
Camera	
Active Camera	Displays the name of the camera currently being used by ZoomText and allows you to select a different camera.
Automatically set camera resolution for widest view	ZoomText auto-selects a camera resolution that provides the closest match to the screen resolution.

Setting	Description
Resolution	Displays the current camera resolution and allows you to select a specific camera resolution. To use this setting you must uncheck Automatically set camera resolution for widest view. *Note:* Use of both a high resolution and a high frame rate may slow down overall system performance.
Frame Rate	Displays the current camera frame rate and allows you to select a specific camera frame rate. *Note:* Use of both a high resolution and a high frame rate may slow down overall system performance.
Camera View	
View Mode	Displays the current camera view and allows you to select a different view for the ZoomText Camera.
Image Rotation	Displays the current image rotation of the camera image and allows you to select a different image rotation.
Enhancements	
Color Scheme	Displays the current color filter setting and allows you to select a different color filter.
Advanced Settings	
Keep toolbar on top of other windows	When checked, the Camera toolbar stays in view (on top of other windows) even when it does not have focus.

Setting	Description
	Note: This setting is also available in the system menu in the Camera title bar (displayed by clicking the Camera icon in the title bar of the Camera toolbar).
Display command instructions when activating Full view	Enables or disables displaying an alert with command instructions when switching to Full view.
Launch Camera	Launches the ZoomText Camera. This button is grayed out if the ZoomText Camera is already active.

ZoomText Camera Command Keys

The following hotkey can be used to launch the ZoomText Camera.

Command	Hotkeys
Launch Camera	Caps Lock + Ctrl + C

The following layered keys can be used to launch the ZoomText Camera.

Command	Layered Keys
Launch Camera	Caps Lock + Spacebar, C

While the Camera Toolbar is active, the following modal keys can be used to adjust the ZoomText Camera settings.

Command	Modal Keys
Show Toolbar	T
Zoom In	Up
Zoom Out	Down
Rotate Image	Left/Right

Command	Modal Keys
Docked/Full Toggle	Tab
Docked Position	Caps Lock + Left/Right
Clarity On/Off	Shift + Enter
Clarity Reset	Shift + Backspace
Brightness Increase	Shift + Up
Brightness Decrease	Shift + Down
Contrast Increase	Shift + Left
Contrast Decrease	Shift + Right
Two-Color On/Off	Alt + Enter
Two-Color Scheme	Alt + Left/Right
Focus Automatic/Manual	Ctrl + Enter
Focus In	Ctrl + Up
Focus Out	Ctrl + Down
Exit	X

Background Reader

Background Reader allows you to copy and listen to documents, web pages, email or any text while you simultaneously perform other tasks. You simply copy the text you want to listen to into the Windows clipboard and start Background Reader. While the text is being read aloud, you are free to type notes, browse the web or do other work on your computer.

▪ **To launch the Background Reader**

1. Select the text that you want to listen to and copy it to the Windows Clipboard.

2. Do one of the following to launch the Background Reader:

   - On the **Tools** toolbar tab, select the **Background Reader** button.

   - Press the Launch Background Reader hotkey: **Caps Lock + Ctrl + B**

   The Background Reader toolbar appears and automatically starts reading the text that you copied into the Windows Clipboard.

The Background Reader toolbar

   Note: If the toolbar does not appear when starting Background Reader the "Start toolbar minimized" option has been selected in the Background Reader settings. To access and disable this setting, see [Background Reader Settings](#) below.

Once you have started Background Reader you can operate it using the toolbar or the command keys.

- **To bring the Background Reader toolbar into view**

  Press the Launch Background Reader hotkey: **Caps Lock + Ctrl + B**, then press **T**.

- **To operate Background Reader using the toolbar**

  1. To start and stop reading, click the **Play/Pause** button.
  2. To skim forward and backward, click the **Next** and **Previous** buttons.
  3. To restart reading at the beginning, click the **Restart** button.
  4. To read new text that you have placed in the Windows Clipboard, click the **Capture** button.
  5. To exit Background Reader, click the **Close** button in the title bar.

- **To operate Background Reader using command keys**

  1. If the Background Reader is not active, press the Background Reader hotkey: **Caps Lock + Ctrl + B**
  2. To start and stop reading, press **Enter**.
  3. To skim forward and backward by next and previous sentence, press **Right** or **Left**.
  4. To skim forward and backward by word, press **Ctrl + Right** or **Ctrl + Left**.
  5. To restart reading at the beginning, press **Shift + Enter**.
  6. To read new text that you have placed in the Windows Clipboard, press **C**.
  7. To exit Background Reader, press **X**.

Background Reader Settings

The Background Reader settings allow you to choose how the toolbar appears when you start and run Background Reader.

▪ **To adjust the Background Reader settings**

1. On the **Tools** toolbar tab, click the arrow next to **Background Reader** or navigate to **Background Reader** and press the down arrow key.

2. In the **Background Reader** menu, choose **Settings**.

   The Background Reader Settings dialog box appears.

3. Adjust the Background Reader settings as desired.

4. Click **OK**.
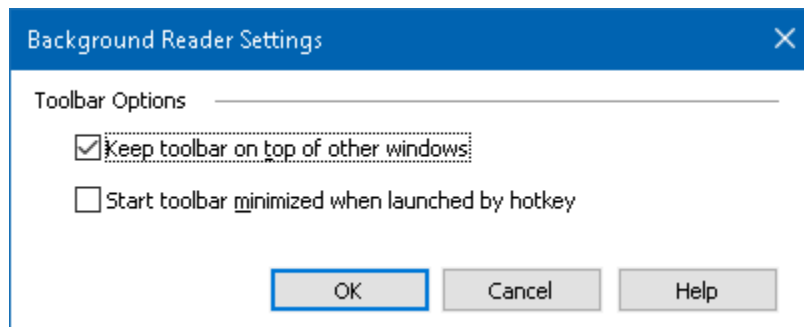
The Background Reader dialog box.

Setting	Description
Toolbar Options	
Keep toolbar on top of other windows	The Background Reader toolbar will remain on top of all other application windows even when ZoomText is not the active application.
Start toolbar minimized when launched by hotkey	When Background Reader is started by a hotkey (Read Clipboard Text or Read Selected Text), the toolbar starts up minimized to the Windows taskbar.

Background Reader Command Keys

The following hotkey can be used to launch the Background Reader.

Command	Hotkeys
Launch Background Reader	Caps Lock + Ctrl + B

The following layered keys can be used to launch the Background Reader.

Command	Layered Keys
Launch Background Reader	Caps Lock + Spacebar, B

While the Background Reader toolbar is active, the following modal keys can be used to operate the Background Reader.

Command	Modal Keys
Show Toolbar	T
Capture	C
Play / Pause	Enter
Restart (from the beginning)	Shift + Enter
Next Sentence	Right
Previous Sentence	Left
Next Word	Ctrl + Right
Previous Word	Ctrl + Left

Command	Modal Keys
Current Word	Ctrl + Alt + Shift + Up
Current Sentence	Ctrl + Alt + Shift + Down
Exit	X

ZoomText Recorder

ZoomText Recorder allows you to turn text from documents, web pages, email or other sources into audio recordings that you can listen to on your computer or transfer to your mobile device for listening to on the go. You simply copy the text you want to record and start ZoomText Recorder. With a few simple steps you give your recording a friendly name, choose a destination to record to and click the record button. And each recording is created using your choice of ZoomText voices or any other voices available on your system. When choosing iTunes or Windows Media Player as your destination your recordings are conveniently placed in a "ZoomText Recorder" playlist. And when using iTunes your recordings can be automatically synced when you plug in your iPod, iPhone or other iDevice.

▪ **To record text from the Windows Clipboard**

1. Select the text that you want to listen to and copy it to the Windows Clipboard.

2. Do one of the following to launch the Background Reader:

   • On the **Reader** toolbar tab, select the **Recorder** button.

   • Press the Launch Recorder hotkey: **Caps Lock + Ctrl + D**

   The Background Reader toolbar appears with the text you copied into the Windows Clipboard.

Completing the Recording Process

When you start ZoomText Recorder its dialog appears with the captured text ready to record. All you have to do is choose the desired recording options and select the Record Text button. A progress indicator appears during the recording process to let you know that it is working. You can stay and watch the progress indicator or switch to another application and make better use of your time. A friendly chime will sound when the recording process is complete.

Recording times vary depending on the size of the text selection, chosen synthesizer, destination and speed of the system. However, our general rule of thumb for recording time is about 5 to 10 seconds per page of text.

Note: When "Record text to:" is set to iTunes the iTunes application will open at the end of the recording process.
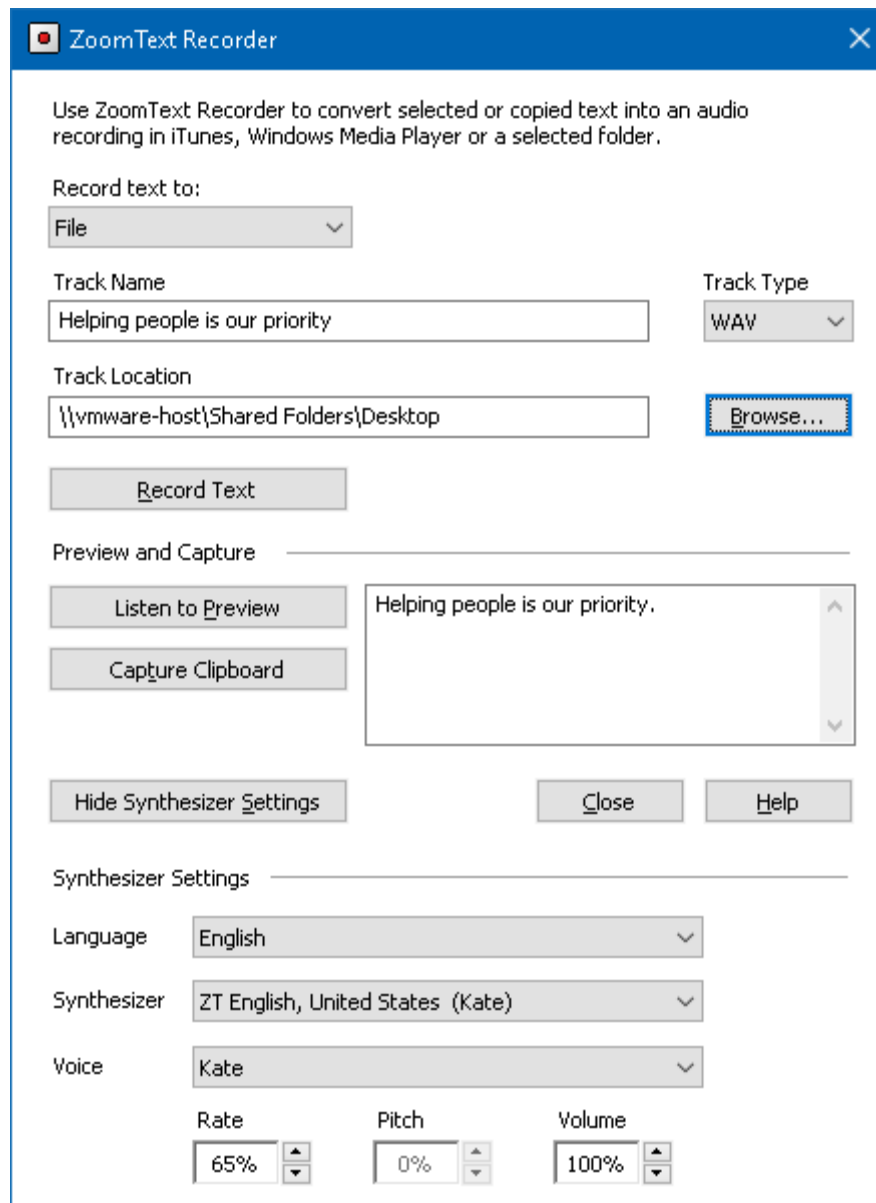
The ZoomText Recorder dialog box.

Setting	Description
Record text to:	Selects the destination for your recording. Choices are iTunes, Windows Media Player or to a file. *Note:* iTunes and Windows Media Player will not appear in the list if they are not installed on the system.
Track Name	Allows you to type a meaningful name for your recording. Each time new text is captured the track name is automatically set to the first 5 words of the captured text. You can type over this text. *Note:* Invalid file naming characters are replaced with the underscore character.
Track Type	Selects or displays the type of audio file format in which the recorded text will be saved. • If "Record Text To" is set to File, you can choose WAV or WMA. • If "Record Text To" is set to iTunes, the audio file is automatically set to MP3. • If "Record Text To" is set to Windows Media Player, the audio file is automatically set to WMA.
Track Location	Displays the current folder location where the audio file will be saved and allows you to enter a new folder location. *Note:* The control is disabled (grayed out) when the Track Location is set to iTunes—because the location is predefined for iTunes.
Browse...	Opens a Windows Explorer dialog for selecting a location to save the audio file. *Note:*

Setting	Description
	The button is disabled (grayed out) when the Track Location is set to iTunes.
Record Text	Initiates the recording process. During the recording process this button changes to "Cancel Recording".
Preview and Capture	
Listen to Preview / Cancel Preview	Speaks up to the first 400 words of the captures text. During the preview this button changes to "Cancel Preview".
Capture Clipboard	Captures the text currently in the Windows Clipboard (replacing the previously captured text).
Show / Hide Synthesizer Settings	Expands and collapses the section of the ZoomText Recorder dialog that contains the synthesizer settings.
Synthesizer Settings	
Language	Displays a list of speech synthesizer languages available on your system.
Synthesizer	Displays a list of available synthesizers on your system. Note: ZoomText supports SAPI 4 and SAPI 5 based speech synthesizers.
Voice	Displays a list of available voices in the selected synthesizer.
Rate	Adjusts the voice rate (if supported by the synthesizer).

Setting	Description
Pitch	Adjusts the voice pitch (if supported by the synthesizer).
Volume	Adjusts the voice volume (if supported by the synthesizer).

Voice Assistant

Voice Assistant provides a way to interact with ZoomText and Fusion in Windows 10 using speech input. Ask Voice Assistant to help you with various ZoomText or Fusion features using natural language and speech. This means that the same action can be performed using similar phrases instead of a single predefined voice command. For instance, to increase magnification, you could say "zoom in" or "increase zoom level" or "increase magnification."

Unlike keyboard shortcuts, which can be hard to remember, natural voice commands are an easier way to interact with ZoomText and Fusion. Using voice input to control actions can also benefit users with any conditions that prevent or limit them from using a keyboard effectively.

Using Voice Assistant

Voice Assistant accepts voice commands to perform ZoomText and Fusion functions. To activate the feature and the listening process, you can use either a wake word, a key combination, or the user interface. You can speak voice commands using your computer's internal microphone, an external microphone, or a wired headset's microphone.

Note: Since all voice recognition processing is performed over the Internet using Microsoft Services in the cloud, there may be a slight delay depending on your connection.

1. To begin listening for a specific command, do one of the following:

    - Press the key combination, **CAPS LOCK+ALT+SPACEBAR**.

    - Speak the wake word which alerts the software to begin listening for a voice command, similar to using an Alexa or Google Home device. You can use one of two wake words for ZoomText and Fusion: "**Zoomy**" or "**Hey Zoomy**." Speak the wake word followed by a specific command, such as, "Zoomy, speech off" or "Zoomy, zoom in."

- Click the microphone button in the upper right corner in the ZoomText or Fusion toolbar.
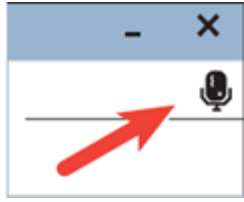
Note: The wake word is not available if you are using a Bluetooth microphone. In this case, you must press **CAPS LOCK+ALT+SPACEBAR** before speaking the voice command.

2. When Voice Assistant starts listening for a voice command, a short audible notification plays, and a visual indicator appears on the screen.

 You can now speak the command. After hearing a voice command, a different audio and visual indicator plays and displays until the command is processed.

 See Voice Commands below for a list of supported and suggested voice commands.

3. When complete, the visual indicator disappears, another audio indicator plays, and the requested action is performed.

If Voice Assistant does not hear anything, it says, "Sorry, I didn't hear anything."

If Voice Assistant does not understand or if the voice command is not supported, it says, "Sorry, I didn't catch that."

Turning Voice Assistant On and Off

To turn off and disable Voice Assistant, do one of the following:

- Use the voice command, "Voice Assistant off."

- On the **Tools** toolbar tab, select the **Voice Assistant** button.
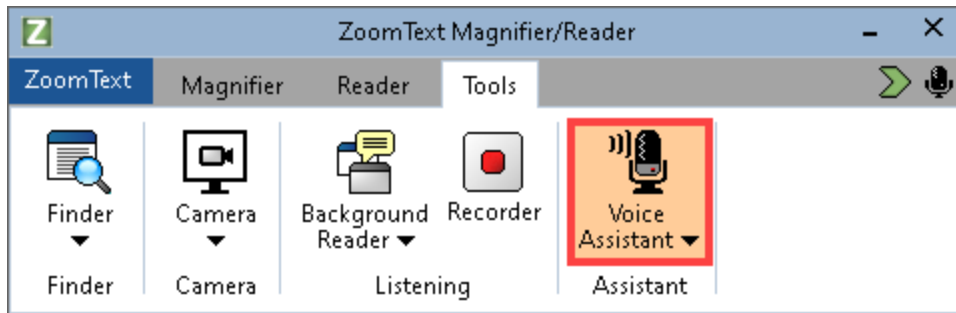
- Click the down arrow on the **Voice Assistant** button and choose **Settings**.
  In the Voice Assistant Settings dialog box, clear the "Enable Voice Assistant" setting.

- In the Startup Wizard, clear "Enable Voice Assistant" in the Voice Assistant page.
  (**ZoomText > Preferences > Run Startup Wizard**)

Note: When Voice Assistant is off, the microphone button in the upper right corner in the ZoomText and Fusion toolbar is unavailable.

Turning Off the Wake Word

You can turn off the wake word and use **CAPS LOCK+ALT+SPACEBAR** instead to make Voice Assistant begin listening for a command. You can then speak the command after pressing the keystroke.

To turn off the wake word, do one of the following:

- Use the voice command, "Wake word off."

- Choose "Do not listen for wake word" in the Voice Assistant Settings.

Note: When the wake word is off, you must always press **CAPS LOCK+ALT+SPACEBAR** first to tell Voice Assistant to begin listening for a command.

Turning Off Voice Assistant Sounds

To turn off the sounds associated with the wake word and command processing, do the following:

1. On the Tools toolbar tab, click the arrow next to Voice Assistant or navigate to Voice Assistant and press the down arrow key.

2. In the **Voice Assistant** menu, choose **Settings**.

   The Voice Assistant Settings dialog box appears.

3. Choose "Enable Voice Assistant sounds" to turn wake word and command processing sounds on or off.

Selecting a Microphone to Use with Voice Assistant

When your computer has more than one microphone, you can choose which microphone Voice Assistant uses when listening for commands. (This is helpful if you are using a headset and you are muted on a Teams or Zoom call.)

To select a microphone for Voice Assistant, do the following:

1. On the Tools toolbar tab, click the arrow next to Voice Assistant or navigate to Voice Assistant and press the down arrow key.

2. In the **Voice Assistant** menu, choose **Settings**.

   The Voice Assistant dialog box appears.

3. Choose a microphone from the **Microphone Input Device** list.

Voice Assistant Settings

The Voice Assistant settings are enabled and set using the **Voice Assistant** split-button located on the **Tools** toolbar tab. The bottom portion of the button opens the Voice Assistant settings.
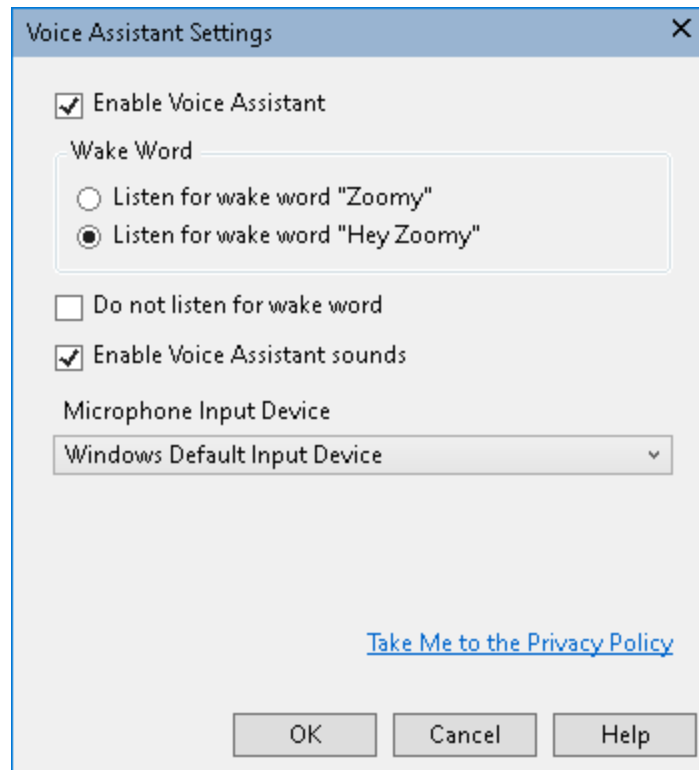
The Voice Assistant Settings

Setting	Description
Enable Voice Assistant	Enables or disables Voice Assistant.
Wake Word	You can choose to speak the single word "Zoomy" (selected by default) or the phrase "Hey Zoomy" to activate Voice Assistant. The phrase Hey Zoomy is helpful if you are in a noisy environment, and ZoomText or Fusion accidentally interprets other sounds as the wake word Zoomy.
Do not listen for wake word	Select to have the Voice Assistant no longer listen for a wake word.

Setting	Description
	If you choose not to listen for the wake word, you must always press **CAPS LOCK+ALT+SPACEBAR** first before saying a voice command.
Enable Voice Assistant sounds	Enables or disables Voice Assistant messages and audio indicators.
Microphone Input Device	Displays a list of all available microphones on your computer (for example, an internal microphone and a connected headset) and lets you choose which microphone Voice Assistant uses when listening for commands. By designating a different microphone for this feature than what is being used for other applications such as Teams or Zoom, it allows you to mute those applications during meetings and still use the Voice Assistant with ZoomText or Fusion.

Voice Commands

The following are examples of supported and suggested voice commands to perform various actions. Practice and try your own variations of these commands.

To perform this action...	Say this command...
Magnification Commands	
To increase magnification	• Increase magnification • Increase zoom level • Zoom in • Zoom x, where x is a zoom level, for example, Zoom 5 to zoom to 5X magnification • Bigger
To decrease magnification	• Decrease magnification • Decrease the zoom level • Zoom out • Smaller
To turn magnification on or off	• Zoom to 1x • Magnification on • Magnification off • 1x mode off
To set magnification to a specific zoom level	• Set the magnification level to x, where x is a specific zoom level, for example, set zoom level to 5 • Zoom 10 • Mag 5

To perform this action...	Say this command...
Speech Commands	
To turn speech on or off	• Speech on • Speech off • Voice on • Voice off
To change the speech rate	• Change voice rate to x, where x is a specific rate, for example 140 words per minute • Set voice rate to x • Voice rate x • Talk faster • Talk slower • Increase the voice rate • Decrease the voice rate
Color Enhancements	
To change color enhancements	• Change color • Color on • Color off
Pointer Enhancements	
To change the pointer	• Change pointer enhancement • Pointer on • Mouse off • Pointer scheme 2

To perform this action...	Say this command...
	• Pointer large yellow
Cursor Enhancements	
To change the cursor	• Change cursor enhancement • Activate cursor enhancement • Cursor off • Cursor on • Cursor scheme 3 • Cursor green circle
Focus Enhancements	
To change focus enhancements	• Change focus enhancement • Activate focus enhancement • Focus off • Focus scheme 4 • Focus yellow block
Keyboard Echo	
To change keyboard echo	• Change keyboard echo • Keyboard off
Mouse Echo	
To change mouse echo	• Change mouse echo • Activate mouse echo • Mouse echo on

To perform this action...	Say this command...
Quick Access Bar	
To launch Quick Access Bar	• Quick Access Bar • Quick Access • Show shortcut list • Shortcut list
To switch to ZoomText Toolbar	• Show user interface • User interface • Toolbar
Verbosity	
To change the verbosity level	• Change reader verbosity level • Set verbosity level to low • Change the verbosity to the highest • Verbosity medium
Finder	
To launch or close the Finder	• Open Finder • Close Finder
Camera	
To launch or close the Camera	• Launch Camera • Close Camera
AppReader (app view)/AppReader (text view)	
To launch or exit AppReader	• Launch Reader app view

To perform this action...	Say this command...
	• Exit Reader app view • Launch Reader text view • Exit reader
Background Reader	
To launch or exit Background Reader	• Launch Background Reader • Exit Background Reader
Recorder	
To launch or close the Recorder	• Start recorder • Exit recorder
Freeze View	
To launch the Freeze tool	• New freeze view • New freeze window • Create freeze view • Create freeze window
To turn Freeze View on or off	• Freeze view x, where x is 1, 2, 3, or 4 • Freeze window x, where x is 1, 2, 3, or 4 • Freeze view x on, where x is 1, 2, 3, or 4 • Freeze view x off, where x is 1, 2, 3, or 4 • Enable freeze view x, where x is 1, 2, 3, or 4

To perform this action...	Say this command...
	• Enable freeze windows *x*, where *x* is 1, 2, 3, or 4 • Disable freeze view *x*, where *x* is 1, 2, 3, or 4 • Disable freeze window *x*, where *x* is 1, 2, 3, or 4
Multiple Screens	
To move between screens	• Switch screen • Window next • Window docked left • Window span
Scroll	
To move the zoom window to the left, up, right, down, center	• Show me the bottom part of the screen • Jump to the right • Jump to the left • Jump up • Jump down • Move to Windows search • Move to notification area
To move to an item with focus	• Move to focus • Find my focus
Message Center	

To perform this action...	Say this command...
To open Message Center	• Open Message Center
Information	
To view Voice Assistant help or program version and license information	• Help (opens Voice Assistant help) • Open Help (opens Voice Assistant help) • About dialog • Open About window • Open About dialog
Keyboard Help for JAWS Commands - Fusion Only	
To turn on or off JAWS keyboard help when running Fusion **Note:** Keyboard help for JAWS commands can be toggled on and off in Fusion using the Voice Assistant feature. When keyboard help is on, you can press a key combination, and hear what it does when running JAWS or Fusion. When keyboard help is off, the same key combination will perform the command. To turn keyboard help on or off with Voice Assistant, say, "Hey Zoomy, toggle	• Toggle keyboard help

To perform this action...	Say this command...
keyboard help" or "Hey Sharky, toggle keyboard help." You can also turn on keyboard help by pressing **INSERT+1**, and turn it off by pressing **ESC** or **INSERT+1** again.	
Picture Smart AI - Fusion Only	
Describe entire screen	• Describe the screen • Describe screen • What is on the screen?
Describe the current application window	• Describe the current window • Describe window • What is on this window?
Acquire and describe an image from a scanner or Freedom Scientific PEARL camera	• Take a picture and describe • What is under my camera? • What is under my scanner?
Describe a picture on the clipboard	• Describe the picture on the clipboard • Describe clipboard • What is the picture on the clipboard?
Describe the currently selected image in File Explorer. Supported image formats include BMP, JPEG, GIF, TIF, PNG, or HEIC.	• Describe the current file • Describe file • What is the picture in this file?

To perform this action...	Say this command...
Describe any currently selected control. For instance, if focused on a picture in a Word document or on a social media website like Facebook, this command describes the picture. **Note:** When using this command on a web page, make sure your browser window is maximized for best results.	• Describe the current control • Describe control

Chapter 8

Configurations

All ZoomText settings can be saved and restored using configuration files. Configuration files control all ZoomText features; including magnification level, the zoom window type, screen enhancements, reading options, application settings and hotkeys. There is no limit on the number of configuration files that you can save, so feel free to create and use as many as you like. You can also create application specific settings that automatically load each time the application becomes active.

- The Default Configuration
- Saving and Loading Configurations
- Configuration Hotkeys
- Application Settings

The Default Configuration

When you start ZoomText, the default configuration file, ZT.ZXC, is automatically loaded. This file contains the built-in defaults for all ZoomText settings. You can create your default configuration, which will load your custom settings whenever ZoomText is run. Don't worry about losing the built-in settings; the original default file can be easily restored.

- **To save a custom default configuration**

    1. Set all ZoomText features as desired.

    2. In the **ZoomText** menu, choose **Configurations > Save As Default**.

        A dialog appears prompting you to confirm saving the configuration.

    3. Select **Yes** to overwrite the current default configuration.

- **To restore the original default configuration file**

    1. In the **ZoomText** menu, choose **Configurations > Restore Factory Defaults**.

        A dialog appears prompting you to confirm restoring the configuration.

    2. Select **Yes** to overwrite the current default configuration.

Saving and Loading Configurations

The current ZoomText settings can be saved to a configuration file at any time. This configuration file can be loaded at a later time and the saved settings will take effect immediately.

- **To save settings to a configuration file**

    1. Set all ZoomText features as desired.

    2. In the **ZoomText** menu, choose **Configurations > Save Custom Configuration**.

        The Save Configuration dialog box appears displaying the existing configuration files.

    3. Type the name of the new configuration in the **File name:** box.

    4. Click **OK**.

- **To load settings from a configuration file**

    1. In the **ZoomText** menu, choose **Open Custom Configuration**.

        The Open Configuration dialog box appears displaying the existing configuration files.

    2. Highlight the desired configuration file.

    3. Click **Open**.

Configurations Hotkeys

You can use hotkeys to load configuration files, without activating the ZoomText user interface. Before a configuration hotkey can be used, a configuration file must be assigned to it. The following table lists the default configuration hotkeys. For information on assigning configurations to hotkeys, see " To assign a configuration file to a Load Configuration command" in The Command Keys Dialog.

Setting	Description
Load Configuration File 1	Caps Lock + 1
Load Configuration File 2	Caps Lock + 2
Load Configuration File 3	Caps Lock + 3
Load Configuration File 4	Caps Lock + 4
Load Configuration File 5	Caps Lock + 5
Load Configuration File 6	Caps Lock + 6
Load Configuration File 7	Caps Lock + 7
Load Configuration File 8	Caps Lock + 8
Load Configuration File 9	Caps Lock + 9
Load Configuration File 10	Caps Lock + 0

Application Settings

Within each ZoomText configuration, you can define custom settings for each application that you use. For example, you can have ZoomText display your web browser at one magnification level and your word processor at another. Whenever these applications become active their application settings are automatically restored. Applications for which settings have not been defined are displayed and spoken according to the default settings of the configuration file.

▪ **To define and save application settings**

1. Open the application for which you want to define custom settings.

2. Use the ZoomText command keys to select the desired ZoomText settings or switch directly to the ZoomText toolbar to select the desired settings.

3. Press the Save Application Settings hotkey: **Caps Lock + Ctrl + S**, or on the ZoomText toolbar, choose **ZoomText > Configurations > Application Settings > Save Application Settings**.

   A dialog prompts you to save the application settings.

4. Click **Yes** to save the settings.

At any time, you can disable or delete application settings. Disabled application settings remain in your configuration and may be re-enabled at any time. Deleted application settings are removed from your configuration.

▪ **To disable or delete application settings**

1. Press the Manage Application Settings hotkey: **Caps Lock + Ctrl + M**, or on the ZoomText toolbar, choose **ZoomText > Configurations > Application Settings > Manage Application Settings**.

   The Manage Application Settings dialog appears.

2. To disable application settings; in the **Use application Settings for** list box, uncheck the desired applications.

   The selected application remains in the list, but application settings are not invoked when using the application.

3. To delete application settings, select the desired application, and then choose **Delete Selected**.

   The selected application is removed from the list.

4. Click **OK**.
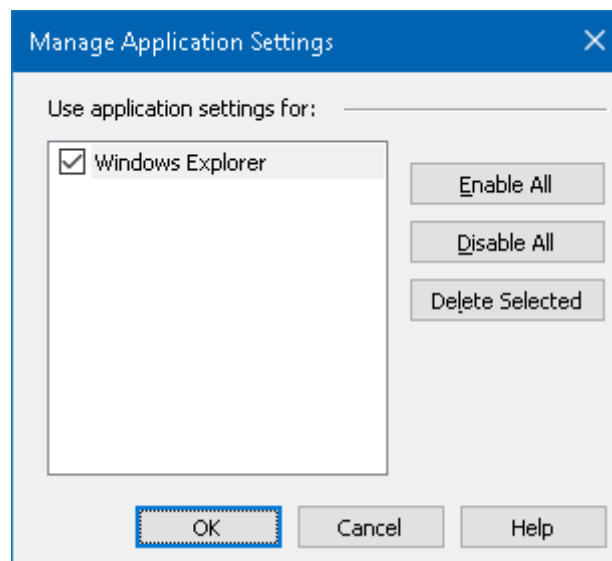
The Manage Application Settings dialog.

Setting	Description
Use application settings for:	Displays a list of application settings that have been saved in the current ZoomText configuration.
Enable All	Enables all items listed in the Use Application Settings for list box.

Setting	Description
Disable All	Disables all items listed in the Use Application Settings for list box.
Delete Selected	Deletes the selected items in the Use Application Settings for list box.

Preference Settings

Preference settings allow you to control how ZoomText starts and exits, how ZoomText updates itself, the appearance of the ZoomText user interface, and the type of smoothing that ZoomText applies in the magnified view.

- [Program Preferences](#)
- [User Interface Preferences](#)
- [Smoothing Preferences](#)
- [Legacy Reading Preferences](#)
- [Run ZoomText As](#)

Program Preferences

Program preferences control how ZoomText starts and exits, and allows you to enable automatic updating.

▪ **To adjust the program preferences**

   1. In the **ZoomText** menu, choose **Preferences > Program**.

      The Preferences dialog appears with the Program tab displayed.

   2. Adjust the program preference settings as desired.

   3. Select **OK**.

The Program tab.

Setting	Description
Logon Support	
Enable ZoomText in the Windows logon prompt	Enables the ZoomText Secure Mode utility in the Windows logon prompt and other Windows secure mode prompts. ZoomText Secure Mode provides essential magnification and screen reading features in the secure mode prompts.
Startup Settings	
Start ZoomText automatically when Windows starts	ZoomText will automatically run each time you start your system.
Start ZoomText with the toolbar minimized	The ZoomText user interface is minimized when ZoomText is started.
Display the "Welcome" window when ZoomText starts	Each time ZoomText is started the Welcome window appears along with the ZoomText toolbar. The Welcome window displays instructions and hotkeys that are helpful for new users.
Display a ZoomText icon on the desktop	Displays the ZoomText desktop icon.
If launched on a remote server, wait for a client to connect	When ZoomText (or Fusion) is started on a remote server, if ZoomText (or Fusion) is not running on the client machine, it will start up in dormant mode and wake up when ZoomText (or Fusion) has been launched on the client machine.
Exit Settings	

Setting	Description
Save ZoomText settings automatically when exiting	All ZoomText settings are saved to the active configuration when the program exits.
Prompt to confirm intent to exit ZoomText	You are prompted to confirm your choice to exit the program.
Unload magnification process when exiting ZoomText	Unloads ZoomText's magnification process when you exit ZoomText. This process will otherwise continue running to provide faster restart of ZoomText in the same Windows session.
Automatic Updating	
Check for online updates each time ZoomText is launched	Each time you start ZoomText, if an Internet connection is established, ZoomText will check online for available program updates. If updates are available, the Update Wizard will give you the option to download and install the updates.
Seamless Updates for xFont support (requires admin privileges)	ZoomText (or Fusion) checks for and automatically applies updates to the xFont support if required by OS or third-party app changes. When disabled, updates to the xFont support are not installed.
Fusion	
When ZoomText Keyboard is installed, prompt to select a product to launch when pressing	This setting prompts you to open ZoomText or Fusion when using the **F1** key on the ZoomText keyboard. *Note:* The following criteria must be met to display the prompt.

Setting	Description
"Start/Toggle ZoomText" feature key.	1. Both ZoomText and Fusion are installed. (If Fusion is not installed, ZoomText is the default application.) 2. You are using a ZoomText keyboard, and the ZoomText keyboard software is installed and enabled. 3. You use the **F1** function key (also called the Start/Toggle feature key) to start either application.
Anonymous Data	
Participate in our effort to improve Freedom Scientific products by submitting Anonymous Usage Data	Enable or disable submission of anonymous data to improve the software.

User Interface Preferences

User interface preferences control how the ZoomText user interface appears on the Windows desktop.

▪ **To adjust the user interface preferences**

1. In the **ZoomText** menu, choose **Preferences > User Interface**.

   The Preferences dialog appears with the User Interface tab displayed.

2. Adjust the user interface preference settings as desired.

3. Select **OK**.
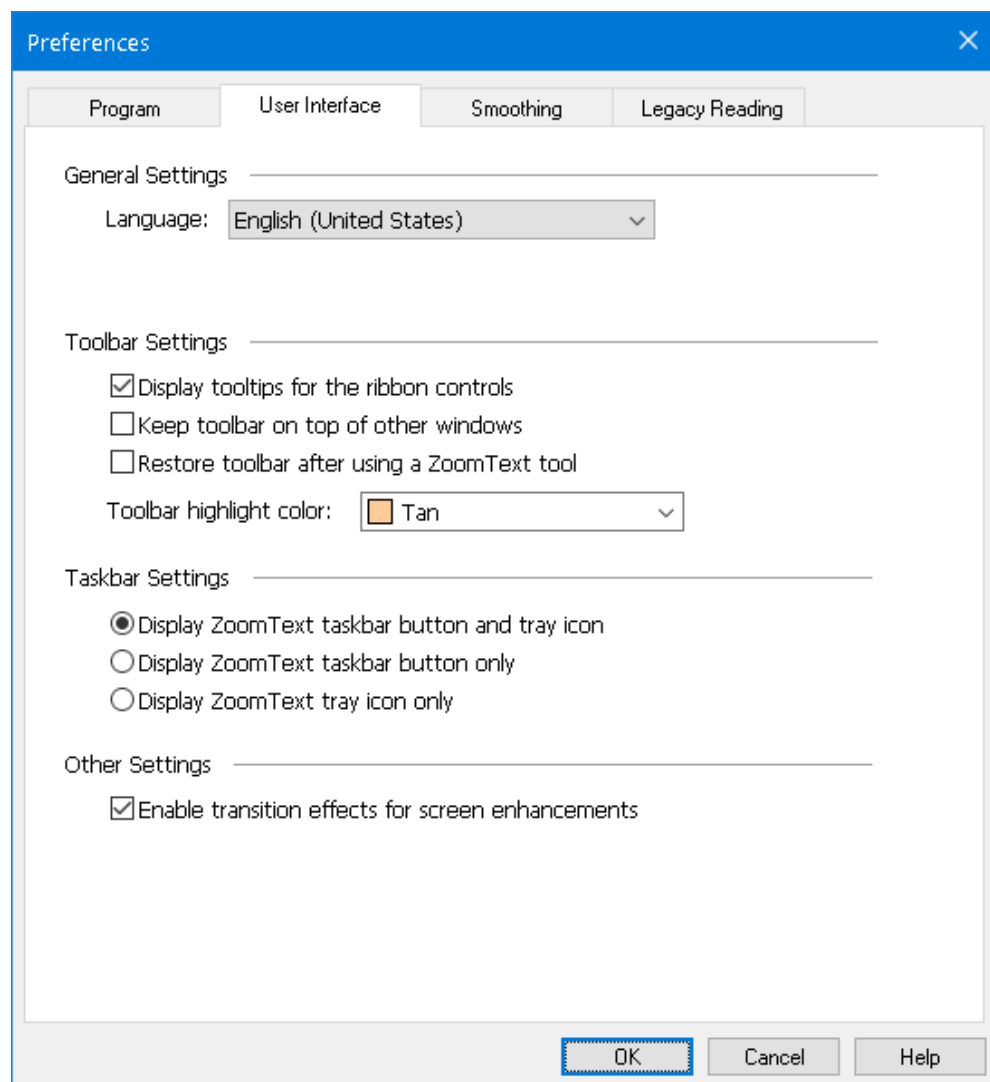
The User Interface tab.

Setting	Description
General Settings	
Language	Selects the language that the ZoomText user interface will appear in. *Note:* This option is not available in English only versions.
Toolbar Settings	
Display tooltips for the ribbon controls	Enables display of informative tooltips when moving the mouse over the controls on the ZoomText toolbar.
Keep toolbar on top of other windows	The ZoomText user interface window will remain on top of all other windows, even when ZoomText is not the active application.
Restore toolbar after using a ZoomText tool	The ZoomText toolbar is always restored when exiting a ZoomText tool.
Toolbar highlight color	Selects the color that is used to highlight the controls on the ZoomText toolbar.
Taskbar Settings	
Display ZoomText taskbar button and tray icon	When ZoomText is running, its taskbar button and tray icon are both displayed.
Display ZoomText taskbar button only	When ZoomText is running, only its taskbar button is displayed.
Display ZoomText tray icon only	When ZoomText is running, only its system tray icon is displayed.

Setting	Description
Other Settings	
Enable transition effects for screen enhancements	Enables smooth visual shifts when switching between ZoomText's screen enhancement schemes.

Smoothing Preferences

Smoothing preferences control how ZoomText smooths and sharpens text and graphics (including photographs) in the magnified view. ZoomText provides two types of smoothing, xFont® and Geometric Smoothing, which can be enabled individually or together.

- **xFont** applies only to text and displays the highest quality of magnified text. It is not available in all applications. When xFont is not available, Geometric Smoothing will smooth the magnified text (if enabled).

- **Geometric Smoothing** provides high-quality smoothing both to graphics and to text where xFont magnification cannot be applied. Two types of Geometric Smoothing are available: ClearSharp and Legacy.

    o **ClearSharp** is the newer type of geometric smoothing that produces enhanced smoothing quality with better system performance.

    o **Legacy** is the older type of geometric smoothing that remains available for users that prefer the appearance of legacy smoothing.

When ZoomText is enabled and magnifying the screen, you can cycle through the smoothing modes to determine individual or combined types of smoothing that work best for you.

▪ **To cycle the smoothing mode**

- Press the Smoothing Mode hotkey: **Caps Lock + X**

You can view and configure the Smoothing settings in the Preferences dialog box.

▪ **To adjust the smoothing preferences**

1. In the **ZoomText** menu, choose **Preferences > Smoothing**.

    The Preferences dialog appears with the Smoothing tab displayed.

2. Adjust the smoothing preference settings as desired.

3. Select **OK**.
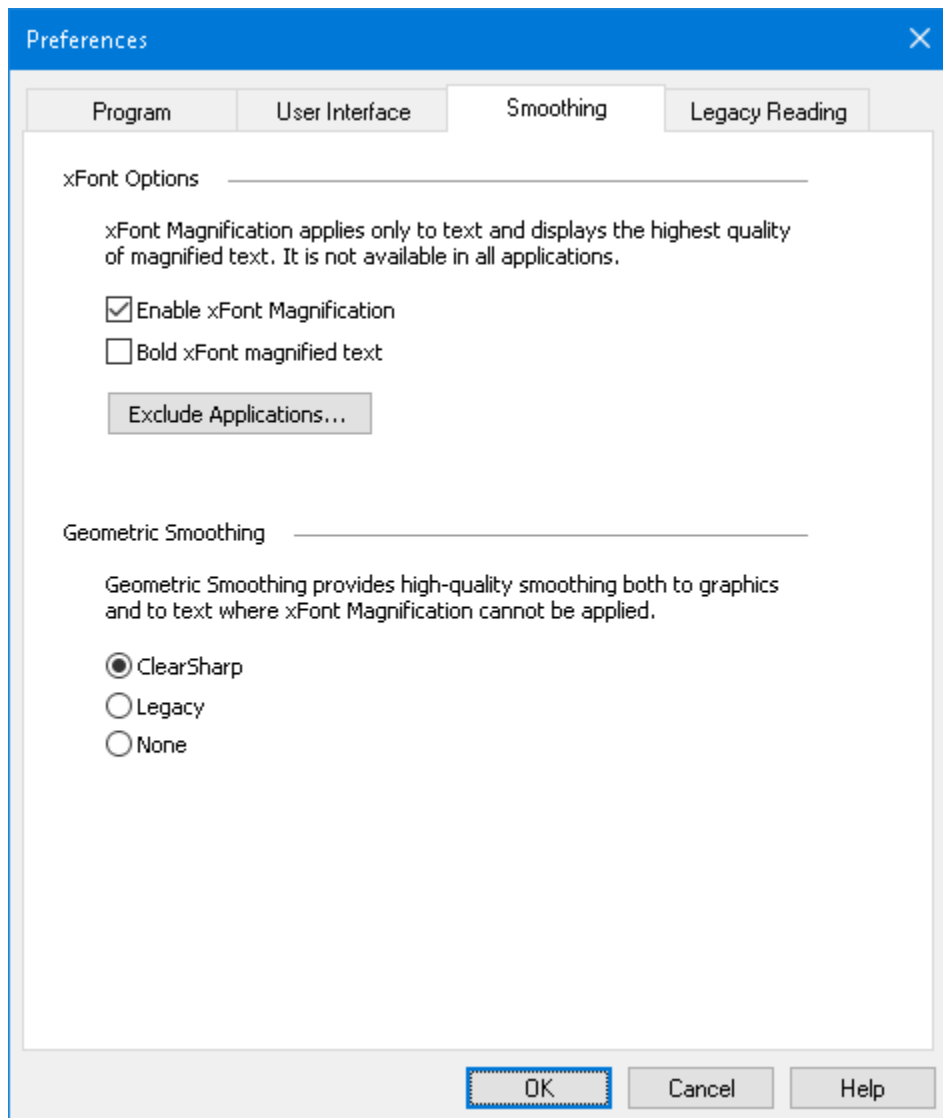
The Smoothing tab.

Setting	Description
xFont Options	
Enable xFont Magnification	Enables xFont magnification. xFont displays the highest quality of magnified text. It is not available in all applications.
Bold xFont magnified text	Adds boldness to text magnified by xFont.
Exclude Applications	Displays settings for excluding the use of xFont in problem applications. See "Excluding xFont in Problem Applications" below.
Geometric Smoothing	
ClearSharp	Enables ClearSharp geometric smoothing.
Legacy	Enables Legacy geometric smoothing.
None	Disables geometric smoothing.

Excluding xFont in Problem Applications

Some applications contain user-interface components that are not compatible with ZoomText's xFont feature, resulting in missing or corrupted text. When this occurs, you can exclude the use of xFont within the problem application by selecting (checking) the application's name in the Exclude Applications dialog box.

Note: Applications that have known conflicts with xFont have been excluded in the default ZoomText configuration.

- **To exclude xFont in selected applications**

  1. In the **ZoomText** menu, choose **Preferences > Smoothing**

     The Preferences dialog appears with the Smoothing tab displayed.

2. Select **Enable xFont Magnification**.

3. Choose **Exclude Applications...**

   The Exclude Applications dialog box appears.

4. In the **Exclude xFont from** list box, check the applications in which you would like to exclude the use of xFont.

5. Click **OK**.

6. Restart ZoomText. This step is required to activate the changes applied in the Exclude Applications dialog box.
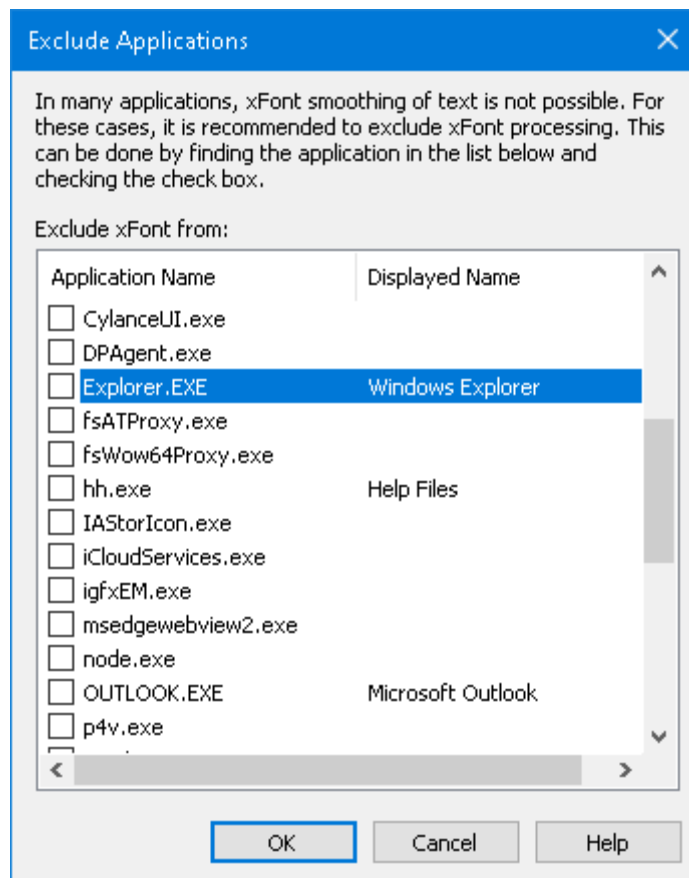
The Exclude Applications dialog box

Setting	Description
Exclude xFont from:	Displays a list of applications that are currently running on the system. Checked applications are excluded from xFont processing.

Legacy Reading Preferences

Note: Legacy Reading Preferences is a support tool used to troubleshoot speech issues with legacy applications (legacy apps). You may be asked by technical support to change these settings.

An enterprise business may be running older or proprietary legacy apps that do not have support for an accessibility API such as UI automation, MSAA (Microsoft Active Accessibility), IAccessible2, or DOM (Document Object Model). This is not a problem for modern apps such as Chrome, Edge, and Office apps such as Excel and Outlook. If you have magnification but no speech or tracking when running a legacy app with the latest ZoomText or Fusion release, you may need to enable legacy reading for that specific app.

▪ **To turn on legacy reading for an application**

1. In the **ZoomText** menu, choose **Preferences > Legacy Reading**.

    The Preferences dialog appears with the Legacy Reading tab displayed.

2. In the **Enable legacy reading for** list box, check the applications in which you would like to use legacy reading.

3. Select **OK**.
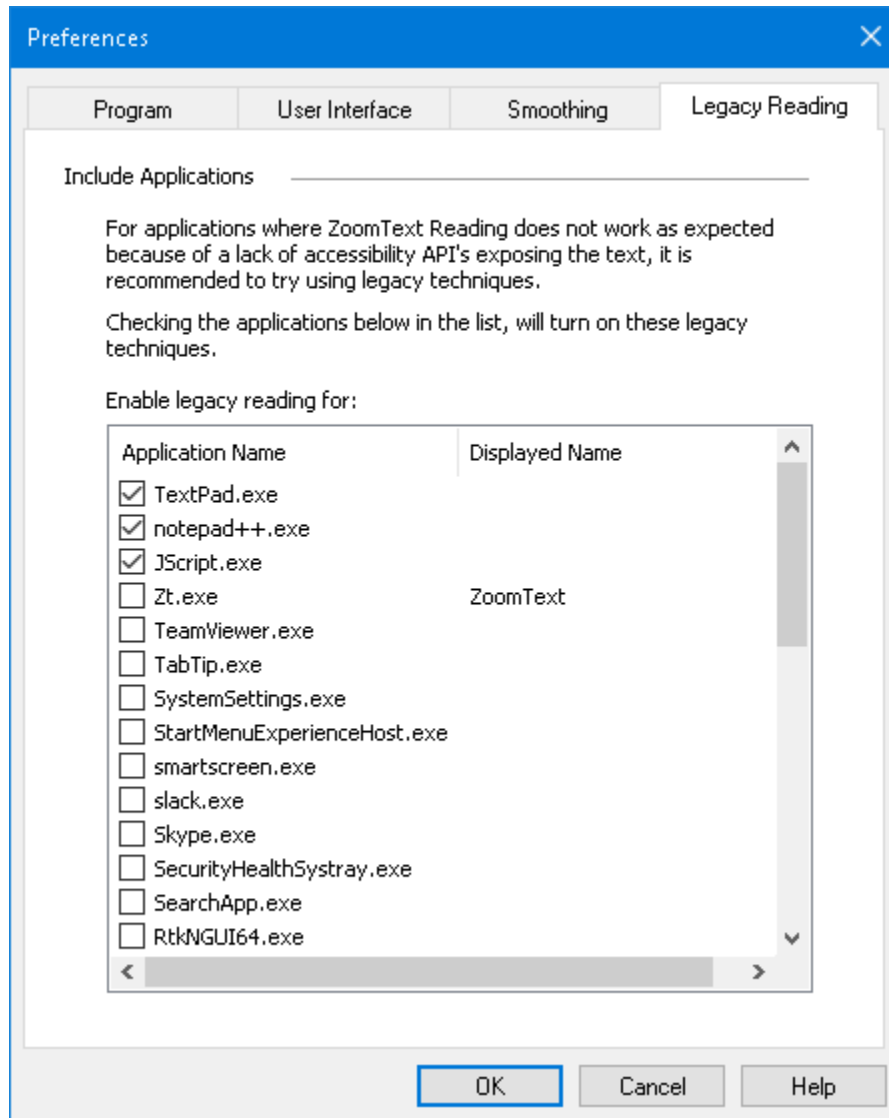
The Legacy Reading tab.

Setting	Description
Enable legacy reading for:	Displays a list of applications that are currently running on the system. Checked applications use legacy reading techniques.

Run ZoomText As

In certain situations, you may want an installation of ZoomText Magnifier/Reader to startup and run as ZoomText Magnifier. You can do this in the Run ZoomText As dialog box.

▪ **To switch with product type ZoomText runs as**

1. In the **ZoomText** menu, choose **Preferences > Run ZoomText As**.

   The ZoomText Run As dialog box appears.

2. Select the product type that you want ZoomText to run as.

3. Click **Restart ZoomText Now**.

   ZoomText will exit and restart as the selected product type.
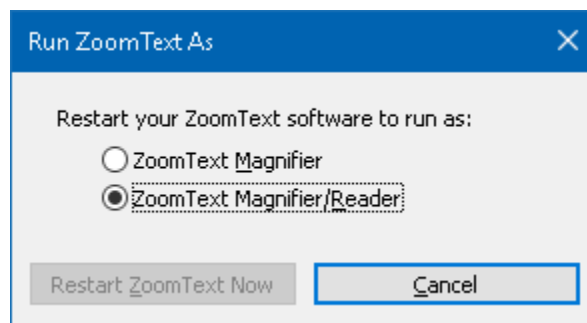
The Run ZoomText As dialog box.

Setting	Description
ZoomText Magnifier	Sets ZoomText to start up as ZoomText Magnifier.
ZoomText Magnifier/Reader	Sets ZoomText to start up as ZoomText Magnifier/Reader.
Restart ZoomText Now	Exits and restarts ZoomText as the selected product type.

ZoomText Commands

This section provides a complete listing of ZoomText Command keys, including hotkeys, layered keys, and modal keys.

- [AppReader Commands](#)
- [Background Reader Commands](#)
- [Camera Commands](#)
- [Finder Commands](#)
- [Layered Keys Command Mode](#)
- [Live Text View Commands](#)
- [Magnifier Commands](#)
- [Program Commands](#)
- [Reader Commands](#)
- [Reading Zones Commands](#)
- [Recorder Commands](#)
- [Say Commands](#)
- [Scroll Commands](#)
- [Support Commands](#)
- [Text Cursor Commands](#)
- [Window Commands](#)

AppReader Commands

The following hotkeys can be used to launch the AppReader.

Command	Hotkeys
Launch AppReader from Pointer	Caps Lock + Alt + Left-Click
Launch App View	Caps Lock + Alt + A
Launch Text View	Caps Lock + Alt + T
Launch SpeakIt Tool	Caps Lock + Alt + S
Launch AppReader (selected mode)	Caps Lock + Alt + R

The following layered keys can be used to launch the AppReader.

Command	Layered Keys
Launch AppReader	Caps Lock + Spacebar, A

While the AppReader is active, the following modal keys can be used to operate the AppReader.

Command	Modal Keys
Next Word	Ctrl + Right
Previous Word	Ctrl + Left
Next Sentence	Right
Previous Sentence	Left
Next Paragraph	Down
Previous Paragraph	Up

Command	Modal Keys
Next Page	Page Down
Previous Page	Page Up
Current Word *	Ctrl + Alt + Shift + Up
Current Line	Ctrl + Alt + Shift + Right
Current Sentence	Ctrl + Alt + Shift + Down
Current Paragraph	Ctrl + Alt + Shift + Left
First Word On Line	Home
Last Word On Line	End
Beginning of Document	Ctrl + Home
End of Document	Ctrl + End
Next Link	L
Previous Link	Shift + L
Execute Link	Ctrl + Enter

* When using the Current Word command, repeated presses within two seconds provides the following behavior:

- First press: speaks the word
- Second press: spells the word
- Third press: spells the word phonetically ("Alpha, Bravo, Charlie, ...")

Background Reader Commands

The following hotkeys can be used to launch the Background Reader.

Command	Hotkeys
Launch Background Reader	Caps Lock + Ctrl + B

The following layered keys can be used to launch the Background Reader.

Command	Layered Keys
Launch Background Reader	Caps Lock + Spacebar, B

While the Background Reader toolbar is active, the following modal keys can be used to operate the Background Reader.

Command	Modal Keys
Show Toolbar	T
Capture	C
Play / Pause	Enter
Restart (from the beginning)	Shift + Enter
Next Sentence	Right
Previous Sentence	Left
Next Word	Ctrl + Right
Previous Word	Ctrl + Left

Command	Modal Keys
Current Word	Ctrl + Alt + Shift + Up
Current Sentence	Ctrl + Alt + Shift + Down
Exit	X

Camera Commands

The following hotkeys can be used to launch the ZoomText Camera.

Command	Hotkeys
Launch Camera	Caps Lock + Ctrl + C

The following layered keys can be used to launch the ZoomText Camera.

Command	Layered Keys
Launch Camera	Caps Lock + Spacebar, C

While the Camera Toolbar is active, the following modal keys can be used to adjust the ZoomText Camera settings.

Command	Modal Keys
Show Toolbar	T
Zoom In	Up
Zoom Out	Down
Rotate Image	Left/Right
Docked/Full Toggle	Tab
Docked Position	Caps Lock + Left/Right
Clarity On/Off	Shift + Enter
Clarity Reset	Shift + Backspace
Brightness Increase	Shift + Up
Brightness Decrease	Shift + Down
Contrast Increase	Shift + Left

Command	Modal Keys
Contrast Decrease	Shift + Right
Two-Color On/Off	Alt + Enter
Two-Color Scheme	Alt + Left/Right
Focus Automatic/Manual	Ctrl + Enter
Focus In	Ctrl + Up
Focus Out	Ctrl + Down
Exit	X

Finder Commands

The following hotkeys can be used to launch the Finder.

Command	Hotkeys
Launch Finder	Caps Lock + Ctrl + F

The following layered keys can be used to launch the Finder.

Command	Layered Keys
Launch Finder	Caps Lock + Spacebar, F

While the Finder is active, the following modal keys can be used to operate the Finder.

Command	Keys
Cycle Page Items Type Up	Ctrl + Up
Cycle Page Items Type Down	Ctrl + Down
Execute Item	Ctrl + Enter
First Item (in filtered list)	Ctrl + Home
Last Item (in filtered list)	Ctrl + End
Next Control	Ctrl + C
Next Form	Ctrl + F
Next Heading	Ctrl + H
Next Heading Level 1 ... 6	Ctrl + 1 ... 6
Next Image	Ctrl + I

Command	Keys
Next Link	Ctrl + L
Next List	Ctrl + S
Next Table	Ctrl + T
Next Item	Enter OR Ctrl + Right
Previous Control	Ctrl + Shift + C
Previous Form	Ctrl + Shift + F
Previous Heading	Ctrl + Shift + H
Previous Heading Level 1 ... 6	Ctrl + Shift + 1 ... 6
Previous Image	Ctrl + Shift + I
Previous Link	Ctrl + Shift + L
Previous List	Ctrl + Shift + S
Previous Table	Ctrl + Shift + T
Previous Item	Shift + Enter OR Ctrl + Left
AppReader	Alt + R
Toggle List Search	Alt + L
Exit Finder	Esc

Layered Keys Command Mode

The following hotkeys can be used to launch the layered keys command mode.

Command	Hotkeys
Command Mode Selection	Caps Lock + Spacebar

When the command mode is active, the following layered keys can be used to enter the available command mode groups.

Command	Layered Keys
AppReader Commands	A
Launch Background Reader	B
Launch Camera	C
Launch Finder	F
Launch Recorder	D
Magnifier Commands	M
Program Commands	P
Reader Commands	R
Say Commands	Y
Scroll Commands	S

Command	Layered Keys
Support Commands	U
Window Commands	W
Zones Commands	Z

Live Text View Commands

The following hotkeys can be used to operate the Live Text View Commands.

Command	Hotkeys
Toggle Live Text View on or off	**CAPS LOCK+E** (Desktop layout) **CAPS LOCK+CTRL+E** (Laptop layout) **CAPS LOCK+SPACEBAR+M, E** (Layered command)
Increase size of Live Text View window and text	**CAPS LOCK+PAGE UP** (Desktop layout) **CAPS LOCK+ALT+PAGE UP** (Laptop layout) **CAPS LOCK+SPACEBAR+M, PAGE UP** (Layered command)
Decrease size of Live Text View window and text	**CAPS LOCK+PAGE DOWN** (Desktop layout) **CAPS LOCK+ALT+PAGE DOWN** (Laptop layout) **CAPS LOCK+SPACEBAR+M, PAGE DOWN** (Layered command)
Scroll Right	**CAPS LOCK+RIGHT ARROW** (Desktop layout) **CAPS LOCK+ALT+RIGHT ARROW** (Laptop layout) **CAPS LOCK+SPACEBAR, M, RIGHT ARROW** (Layered command)
Scroll Left	**CAPS LOCK+LEFT ARROW** (Desktop layout) **CAPS LOCK+ALT+LEFT ARROW** (Laptop layout) **CAPS LOCK+SPACEBAR, M, LEFT ARROW** (Layered command)

Magnifier Commands

The following hotkeys can be used to operate the Magnifier Commands.

Command	Hotkeys
Magnifier Commands	Unassigned
Enhance Colors On/Off	Caps Lock + C
Enhance Cursor On/Off	Caps Lock + R
Enhance Focus On/Off	Caps Lock + F
Enhance Pointer On/Off	Caps Lock + P
Enhance Smart Invert On/Off	Caps Lock + I
Smoothing Mode	Caps Lock + X
Toggle Zoom and 1x	Caps Lock + Enter
xFont Bold On/Off	Caps Lock + B
Zoom In	Caps Lock + Up
Zoom Out	Caps Lock + Down

The following layered keys can be used to operate the Magnifier Commands.

Command	Layered Keys
Magnifier Commands	Caps Lock + Spacebar, M
Enhance Colors On/Off	C
Enhance Cursor On/Off	R
Enhance Focus On/Off	F

Command	Layered Keys
Enhance Pointer On/Off	P
Enhance Smart Invert On/Off	I
Smoothing Mode	X
Toggle Zoom and 1x	Enter
xFont Bold On/Off	B
Zoom In	Up
Zoom Out	Down

Program Commands

The following hotkeys can be used to operate the Program Commands.

Command	Hotkeys
Program Commands	Unassigned
ZoomText On/Off	Caps Lock + Ctrl + Enter
Show User Interface	Caps Lock + Ctrl + U
Load Configuration 1 ... 10	Caps Lock + Ctrl + 1 ... 0 Note: 0 is used to load configuration 10
Manage Application Settings	Caps Lock + Ctrl + M
Save Application Settings	Caps Lock + Ctrl + S

The following layered keys can be used to operate the Program Commands.

Command	Layered Keys
Program Commands	Caps Lock + Spacebar, P
ZoomText On/Off	Enter
Show User Interface	U
Load Configuration 1 ... 10	1 ... 10 Note: 0 is used to load configuration 10
Manage Application Settings	M
Save Application Settings	S

Reader Commands

The following hotkeys can be used to operate the Reader Commands.

Command	Hotkeys
Reader Commands	Unassigned
Echo Keyboard Mode	Caps Lock + Alt + K
Echo Mouse Mode	Caps Lock + Alt + M
Echo Verbosity Level	Caps Lock + Alt + B
Voice On/Off	Caps Lock + Alt + Enter
Voice Select	Caps Lock + Alt + V
Voice Faster	Caps Lock + Alt + Up
Voice Slower	Caps Lock + Alt + Down

The following layered keys can be used to operate the Reader Commands.

Command	Layered Keys
Reader Commands	Caps Lock + Spacebar, R
Echo Keyboard Mode	K
Echo Mouse Mode	M
Echo Verbosity Level	B
Voice On/Off	Enter
Voice Select	V
Voice Faster	Up
Voice Slower	Down

Reading Zones Commands

The following hotkeys can be used to operate the Magnifier Commands.

Command	Hotkeys
Zones Commands	Caps Lock + Alt + Z
Create Zone	Caps Lock + Alt + C
Edit Zone	Caps Lock + Alt + E
List Zone	Caps Lock + Alt + L
Navigate Zones	Caps Lock + Alt + G
Next Zone	Caps Lock + Alt + N
Previous Zone	Caps Lock + Alt + P
Trigger Zone 1 ... 10	Caps Lock + Alt + 1 ... 0 Note: 0 triggers Zone 10.

The following layered keys can be used to operate the Magnifier Commands.

Command	Layered Keys
Zones Commands	Caps Lock + Spacebar, Z
Create Zone	C
Edit Zone	E
List Zone	L
Navigate Zones	G
Next Zone	N
Previous Zone	P

Command	Layered Keys
Trigger Zone 1 ... 10	1 ... 0 Note: 0 triggers Zone 10.

Recorder Commands

The following hotkeys can be used to launch the ZoomText Recorder.

Command	Hotkeys
Launch Recorder	Caps Lock + Ctrl + D

The following layered keys can be used to launch the ZoomText Recorder.

Command	Layered Keys
Launch Recorder	Caps Lock + Spacebar, D

Say Commands

The following hotkeys can be used to trigger the Say Commands.

Command	Hotkeys
Say Commands	Unassigned

The following layered keys can be used to trigger the Say Commands.

Command	Layered Keys
Say Commands	Caps Lock + Spacebar, Y
Say Current Date	D
Say Current Time	T
Say Cell Column Title	C
Say Cell Comment	N
Say Cell Formula	O
Say Cell Row Title	R
Say Clipboard	P
Say Dialog Default Button	B
Say Dialog Group Name	G
Say Dialog Message	M
Say Dialog Tab	A
Say Focus	F

Command	Layered Keys
Say Selected Text	S
Say Status Bar	U
Say Window Title	W

Scroll Commands

The following hotkeys can be used to operate the Scroll Commands.

Command	Hotkeys
Scroll Commands	Unassigned
Scroll Up	Caps Lock + Shift + Up
Scroll Down	Caps Lock + Shift + Down
Scroll Left	Caps Lock + Shift + Left
Scroll Right	Caps Lock + Shift + Right
Scroll Stop	Caps Lock + Shift + Enter
Jump Up	Caps Lock + Ctrl + Up
Jump Down	Caps Lock + Ctrl + Down
Jump Left	Caps Lock + Ctrl + Left
Jump Right	Caps Lock + Ctrl + Right
Jump Center	Caps Lock + Ctrl + Home
Save View	Caps Lock + Ctrl + Page Up
Restore View	Caps Lock + Ctrl + Page Down

The following layered keys can be used to operate the Scroll Commands.

Command	Layered Keys
Scroll Commands	Caps Lock + Spacebar, S
Scroll Up	Up
Scroll Down	Down

Command	Layered Keys
Scroll Left	Left
Scroll Right	Right
Scroll Stop	Enter
Jump Up	Ctrl + Up
Jump Down	Ctrl + Down
Jump Left	Ctrl + Left
Jump Right	Ctrl + Right
Jump Center	Ctrl + Home
Save View	Ctrl + Page Up
Restore View	Ctrl + Page Down

Support Commands

The following hotkeys can be used to operate the Magnifier Commands.

Command	Hotkeys
Support Commands	Unassigned
AHOI On/Off	Ctrl + Alt + Shift + A
AHOI Report	Ctrl + Alt + Shift + R
Capture Screen	Ctrl + Alt + Shift + C
Detect Cursor	Ctrl + Alt + Shift + D
Pass Next Hotkey	Ctrl + Alt + Shift + P
Tracking On/Off	Ctrl + Alt + Shift + T
Refresh Screen Model	Ctrl + Alt + Shift + U
ZoomText Information	Ctrl + Alt + Shift + I

The following layered keys can be used to operate the Magnifier Commands.

Command	Layered Keys
Support Commands	Caps Lock + Spacebar, U
AHOI On/Off	A
AHOI Report	R
Capture Screen	C
Detect Cursor	D
Pass Next Hotkey	P

Command	Layered Keys
Tracking On/Off	T
Refresh Screen Model	U
ZoomText Information	I

Text Cursor Commands

The following hotkeys can be used to operate the Text Cursor Commands.

Command	Hotkeys
Current Character	Ctrl + Alt + Shift + Enter
Current Word	Ctrl + Alt + Shift + Up
Current Line	Ctrl + Alt + Shift + Right
Current Sentence	Ctrl + Alt + Shift + Down
Current Paragraph	Ctrl + Alt + Shift + Left
Next Sentence	Caps Lock + Alt + Right
Previous Sentence	Caps Lock + Alt + Left

The following keys are standard Windows keyboard commands for moving the text cursor through text.

Command	Windows Keys
Next Character	Right
Previous Character	Left
Next Word	Ctrl + Right
Previous Word	Ctrl + Left
Next Line	Up
Previous Line	Down
Next Paragraph	Ctrl + Down
Previous Paragraph	Ctrl + Up

Window Commands

The following hotkeys can be used to operate the Window Commands.

Command	Hotkeys
Window Commands	Unassigned
Zoom Window Type	Caps Lock + Z
Zoom Window Adjust Tool	Caps Lock + A
Freeze Views 1–4 On/Off	Caps Lock + Ctrl + 1–4
Freeze View New	Caps Lock + N
Route Mouse to View	Unassigned
Route View to Mouse	Unassigned
Switch Active View	Caps Lock + V
Overview Mode On/Off	Caps Lock + O

The following layered keys can be used to operate the Window Commands.

Command	Layered Keys
Window Commands	Caps Lock + Spacebar, W
Zoom Window Type	Z
Zoom Window Adjust Tool	A
Freeze View 1-4 On/Off	Caps Lock + Spacebar, W, x, where x is 1, 2, 3, or 4
Freeze View New	N

Command	Layered Keys
Route Mouse to View	Down
Route View to Mouse	Up
Switch Active View	V
Overview Mode On/Off	O

ZoomText Support

ZoomText comes with a variety of built-in and online support tools and services that are available 24 hours a day, 7 days a week. These tools and services include information gathering utilities, technical and how-to-articles, and a way to report a problem to the ZoomText product support team. Some of these tools may also be called on when working a problem with a ZoomText support representative.

- [System Info](#)
- [FS Support Tool](#)
- [Data Reporting](#)
- [Remote Desktop](#)
- [Fix-It Commands](#)
- [Display Adapter](#)
- [Early Adopter Program](#)
- [FSCompanion](#)
- [Training Center](#)
- [About ZoomText](#)

System Information

The System Info dialog displays a collection of information about your system's hardware, software and configuration that may be useful in diagnosing a problem.

- **To view the System Info dialog**

    In the **ZoomText** menu, choose **Help > System Info**.

    The ZoomText Support dialog box appears with the System Info tab displayed.
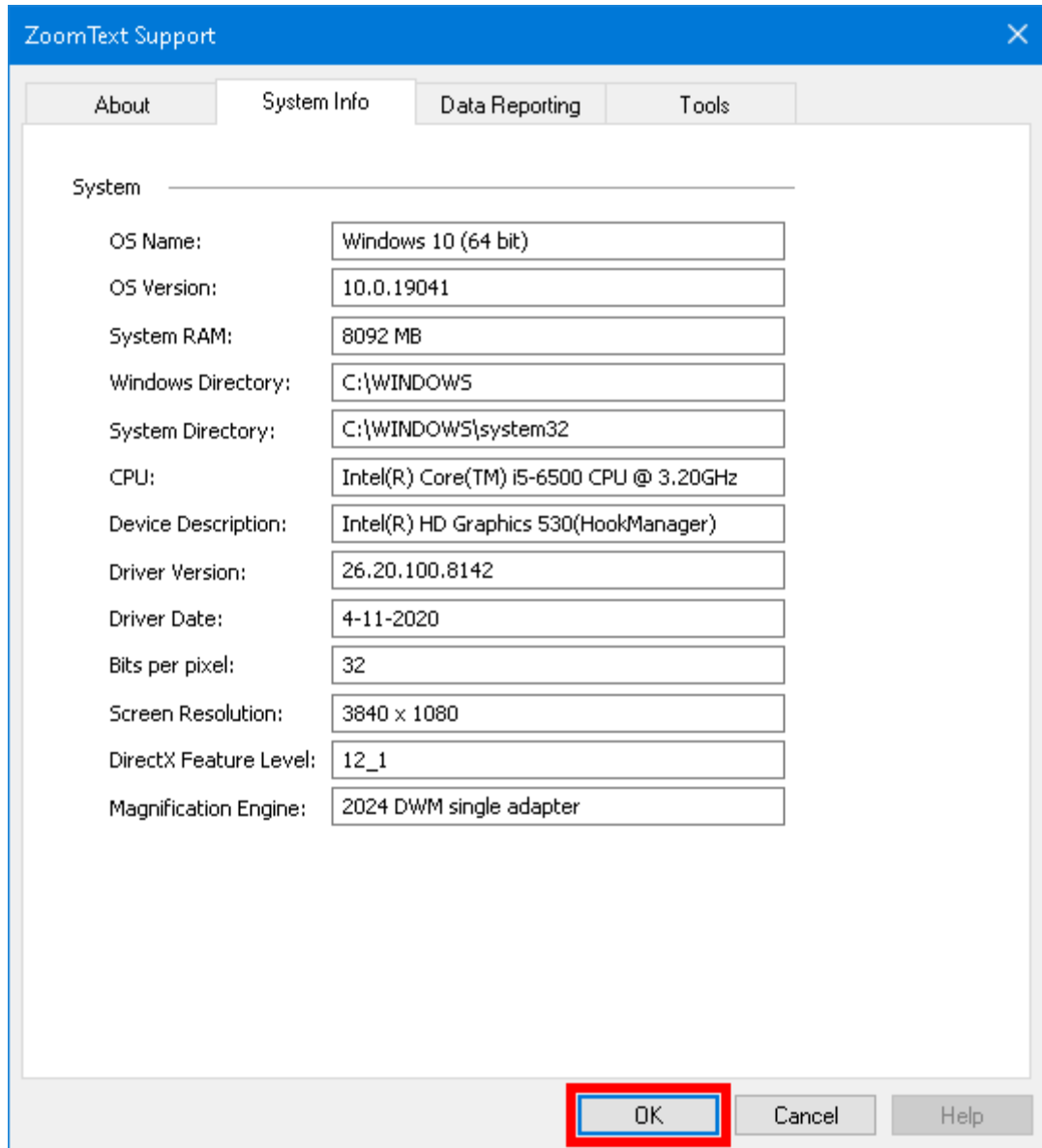
The System Info tab.

Data Reporting

Data Reporting lets you send information over the Internet to Freedom Scientific about any ZoomText or Fusion errors.

Choosing to send any error reports helps Freedom Scientific improve its products. The information transmitted to Freedom Scientific is limited to the memory dump file as well as generic information allowing Freedom Scientific to investigate the source of the issue, such as your product version number, the date and time the error occurred, number of times your system has experienced an error, and the error code related to the problem. The only information related to your specific environment that is transmitted is your computer's MAC address to find trends on a particular system. However, there is no way for us to map MAC addresses to any particular individual, and no personal identification information is transmitted.

Anonymous Data lets you choose whether or not to send anonymous user data to Freedom Scientific. This includes items such as performance and software configuration.

- **To set up error and data usage reporting, do the following:**

    1. In the **ZoomText** menu, choose **Help > Advanced > Data Reporting**.

        The ZoomText Support dialog box appears with the Data Reporting tab displayed.

    2. Choose how or if you want to send errors reports.

    3. Choose if you want to send anonymous data usage.

    4. Select **OK**.
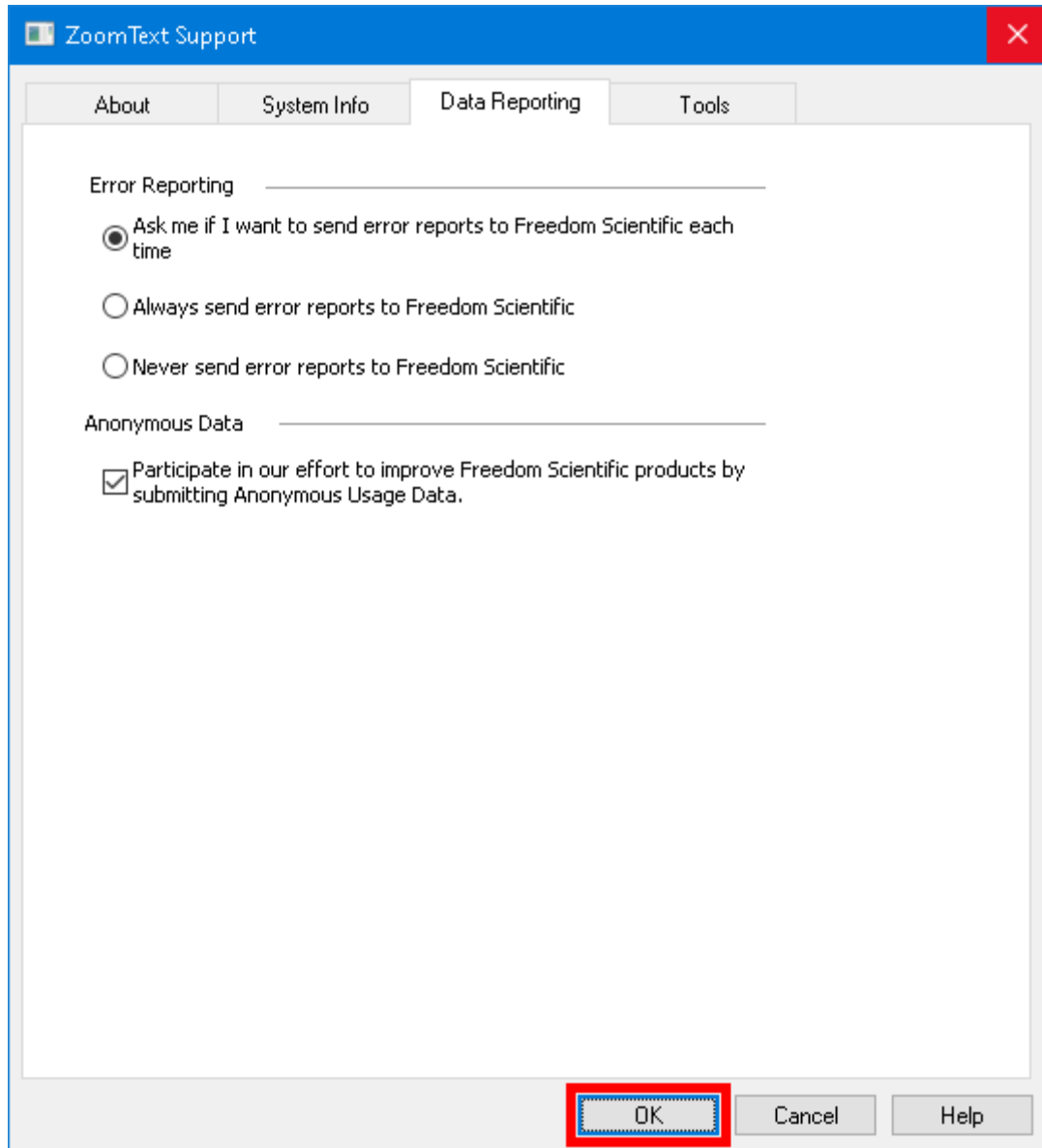
The Data Reporting tab

Setting	Description
Error Reporting	
Ask me if I want to send error reports to Freedom	The Error Reporting dialog box displays each time an error is detected. This is the default setting.

Setting	Description
Scientific each time	
Send all error reports to Freedom Scientific without asking	Future error reports are automatically sent to Freedom Scientific without displaying a dialog box.
Never send error reports to Freedom Scientific	Any future error reports are not sent to Freedom Scientific and you are not prompted to send an error report.
Anonymous Data	
Participate in our effort to improve Freedom Scientific products by submitting Anonymous Usage Data	When selected, we collect information about the use of this product. This includes data about: • How you configured the product • How you use the product • The performance of the product We do not collect any personal identifiable information. Having this feature on is necessary to use certain features such as Voice Assistant. See our [Anonymous Data Collection Policy](#) for more information about what we collect.

Tools (Support)

ZoomText Support Tools are utilities used to help Technical Support troubleshoot issues with your installation of ZoomText or Fusion.

- [FS Support Tool](#)
- [Remote Desktop](#)
- [Fix-It](#)

FS Support Tool

The FS Support Tool opens a utility which collects information about your computer and sends a report to our Technical Support and Software Development teams. Usually, you will only need to run this when asked to by Technical Support in order to obtain additional information about your system to help with troubleshooting an issue.

Some information that is collected includes:

- System information such as processor
- RAM, operating system, architecture, and more
- Event logs
- Version of Adobe Reader (if installed)
- Information on installed Microsoft Office applications
- Crash dumps
- Installation logs
- Currently running system processes
- User settings

▪ **To create and send a report, do the following:**

1. In the **ZoomText** menu, choose **Help > Advanced > Tools**.

   The ZoomText Support dialog box appears with the Tools tab displayed.

2. Click **FS Support Tool**.

3. Follow the prompts and choose **Send Report** when finished.
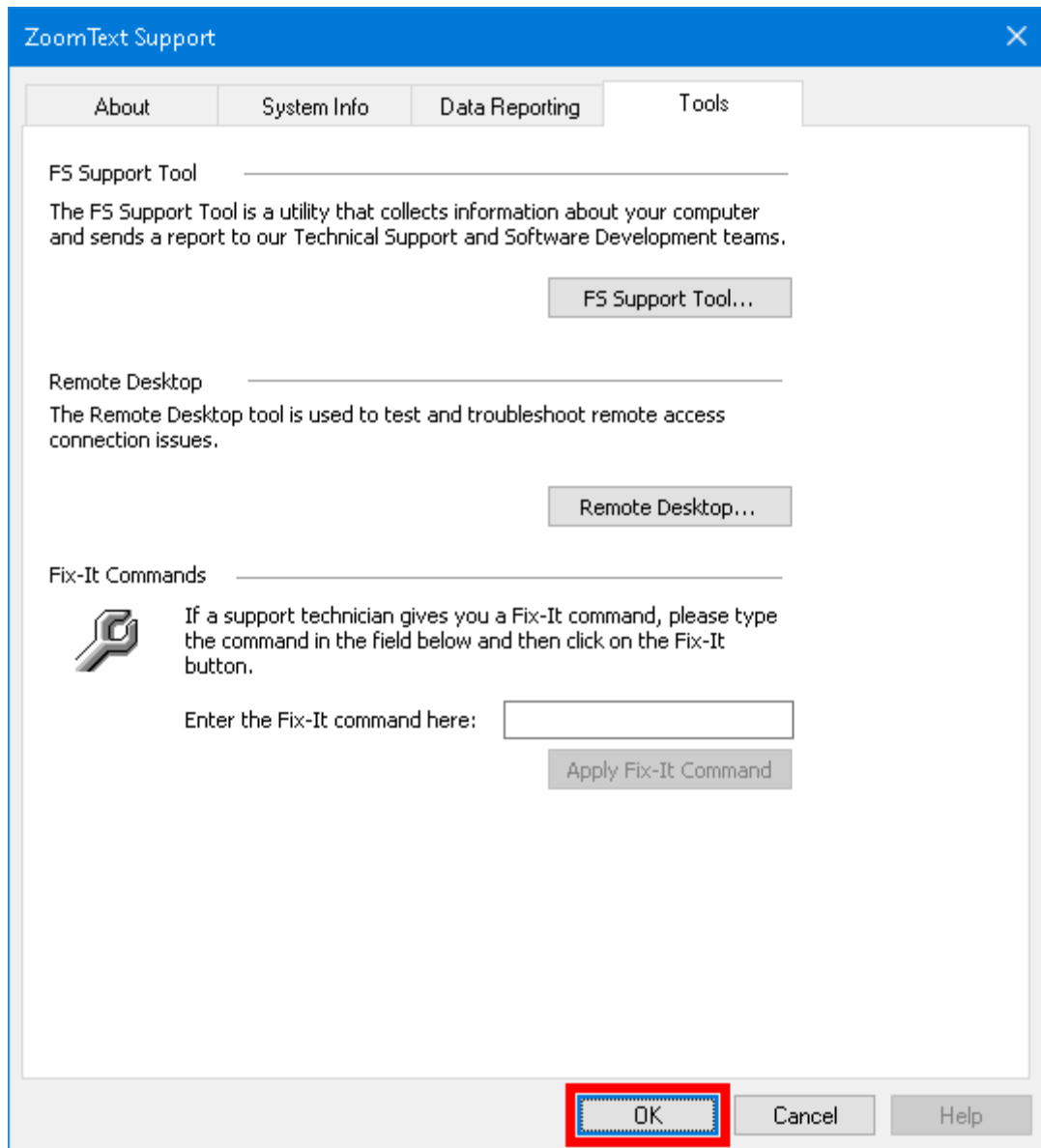
The Tools tab

Remote Desktop

The Remote Desktop tool is used to test and troubleshoot remote access connection issues.

From the Remote Desktop dialog box, you can:

- See whether or not your Freedom Scientific software is authorized for remote access.
- Check the status for each supported remote channel (Remote Desktop, Citrix, or VMWare Horizon).
- Repair any channel that is reported to not be working.
- Test the connection between the client and server/remote computers.

▪ **To verify if you are authorized for remote access, do the following:**

1. In the **ZoomText** menu, choose **Help > Advanced > Tools**.

   The ZoomText Support dialog box appears with the Tools tab displayed.

2. Click **Remote Desktop**.

   The Remote Desktop dialog box appears.

3. Near the top of the dialog box the Remote Access Authorization is shown as Enabled or Disabled.

▪ **To verify the status of each supported remote channel, do the following:**

1. In the **ZoomText** menu, choose **Help > Advanced > Tools**.

   The ZoomText Support dialog box appears with the Tools tab displayed.

2. Click **Remote Desktop**.

    The Remote Desktop dialog box appears.

    - If running on a client machine, a list of all supported remote channels appears.

    - If running on a server machine, the remote channel used by the server appears.

    - The list also shows if a channel is working or not working.

3. To test the connection between client and server machines, choose **Test connection**.

4. To repair a channel that is not working, choose **Repair**.
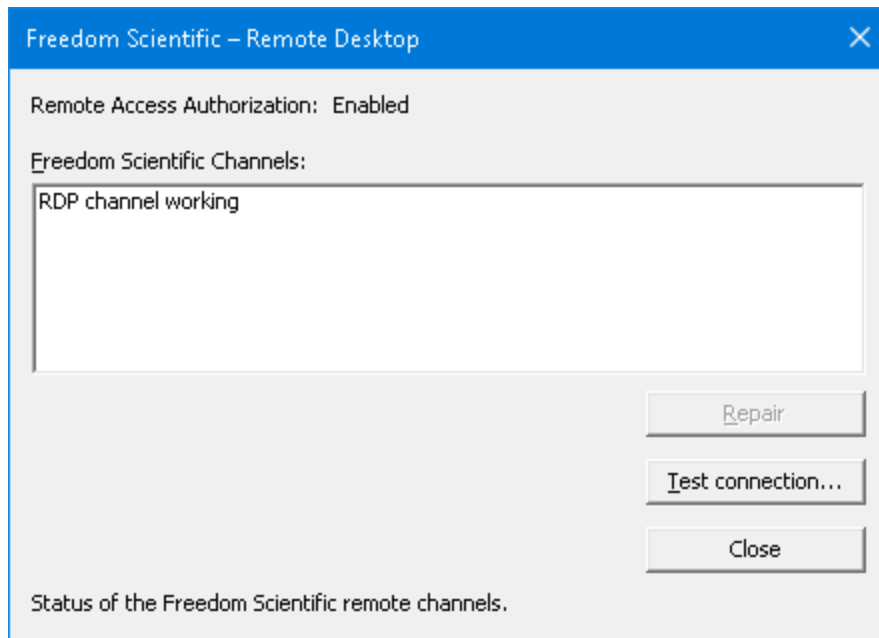
The Remote Desktop dialog box.

Fix-It Command

Fix-It commands are used to fix unique performance and behavioral problems that have been diagnosed by a ZoomText support technician. The Fix-It command is provided by the support technician and entered and applied as instructed in the Fix-It dialog.

- **To use the Fix-It Command dialog**

    1. In the **ZoomText** menu, choose **Help > Advanced > Tools**.

        The ZoomText Support Tools dialog box appears with the Tools tab displayed.

    2. In the **Fix-It command** box, enter the Fix-It command provided by Technical Support.

    3. Click **Apply Fix-It Command**.
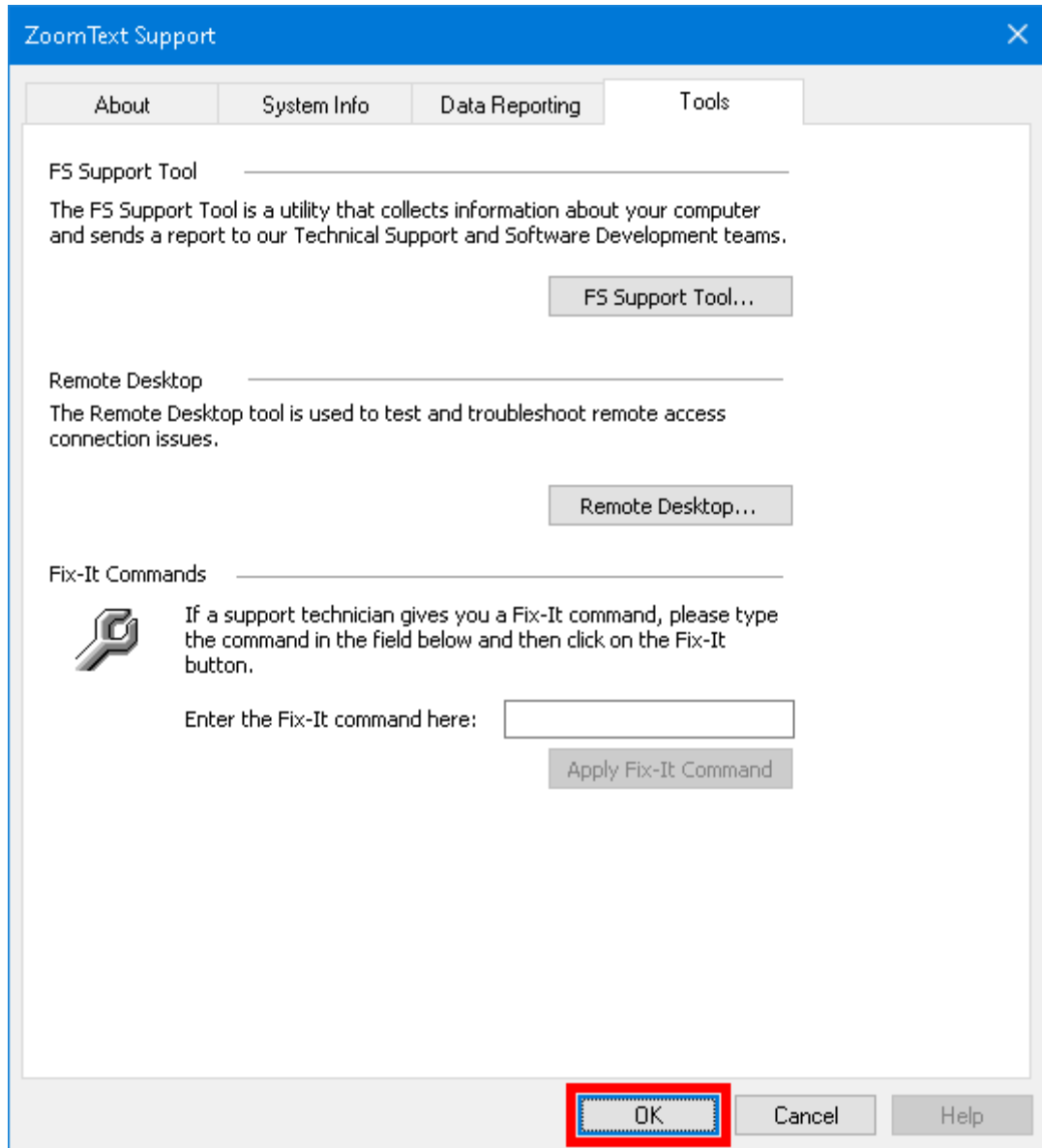
The Tools tab.

Display Adapter

Note: If you are having video display or system performance issues, you may be asked by Technical Support to change Display Adapter settings.

ZoomText is often run on computers that contain multiple graphics cards. Integrated graphics cards, which share system memory with other components, are fine for running basic applications and browsing the web. Dedicated graphics cards have their own memory and graphics processor, which leads to better video performance for more video-intensive apps.

If you notice a decline in ZoomText or system performance (sluggish behavior or a blank screen), you may want to set ZoomText to use a different display adapter (graphics card) in your computer.

▪ **To change which display adapter ZoomText uses, do the following.**

1. In the **ZoomText** menu, choose **Help > Advanced > Display Adapter**.

   The Display Adapter dialog appears.
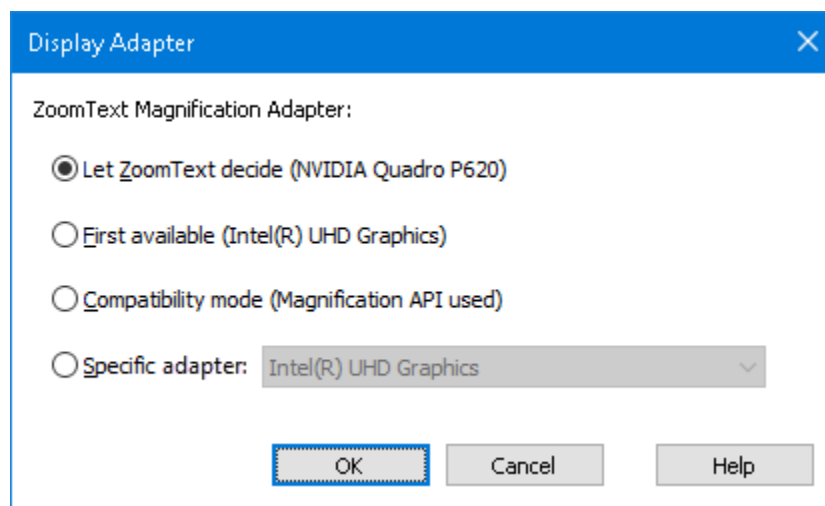
2. Select one of the following display adapter options:

> o **Let ZoomText decide**. When ZoomText starts, it will detect and choose the best display adapter to use.
>
> o **First available**. Select to let Windows choose the display adapter to use with ZoomText.
>
> o **Compatibility mode**. Select this option if ZoomText does not work well with your display adapter.
>
> o **Specific adapter**. Select this setting to assign ZoomText to always use a specific display adapter. The available display adapters appear in the list.

3. Select **OK**, and then **YES** to restart ZoomText for the change to take effect.

Early Adopter Program

Note: The Early Adopter Program lets you preview new and updated product features that are in development. As we gradually introduce features, you can evaluate them and provide feedback that will help us make improvements before final release.

Using the Early Adopter Program

To turn on or off Early Adopter Program features, do the following:

1. In the **ZoomText** menu, choose **Help > Early Adopter Program**.

   The Early Adopter Program dialog appears and shows the features available to evaluate. The dialog is empty if no features are currently available.

2. Select one or more check boxes to activate features. Clear one or more check boxes to deactivate features.

   Note: If you are evaluating changes to an existing product feature, it will revert to its original operation when you clear the check box.

3. Click **OK** and restart the software. Features that were turned on are available for use.

Submitting feedback

While evaluating a feature, you are encouraged to give feedback about your experience. Feedback can be given whether the feature is activated or not.

To give feedback, do the following:

1. In the **ZoomText** menu, choose **Help > Early Adopter Program**.

   The Early Adopter Program dialog displays the features available to evaluate.

2. Select the **Send Feedback** button for the feature you are evaluating.

    The Early Adopter Program Feedback form appears.

3. Complete the Early Adopter Program Feedback form and click **Send Feedback**.

An example of the Early Adopter Program dialog.

Setting	Description
Features in Development:	Displays the name and description of features available to preview. Select the checkbox to turn on the feature. Clear the check box to turn off the feature. When you turn off a feature, it will revert to its earlier functionality.
Send Feedback	Opens a form for you to provide feedback about a feature.
Disable All	Turns off all features.

FSCompanion

What is FSCompanion?

With so many features and keystrokes available between ZoomText, Fusion, Windows, and the various Office apps, it can be challenging to locate the information you need to perform a specific task or even look up a setting or keystroke you no longer recall. The new AI assistant, FSCompanion, lets you ask questions about ZoomText, Fusion and other applications and quickly provides the information you need without you having to search through multiple documents and web pages to find it. Want to know how a particular feature works, or the sequence of keystrokes to perform a specific task in Word? Ask FSCompanion, and the AI searches through various help and training resources in a matter of seconds, and provides the key details in a concise step-by-step format.

FSCompanion has been trained using ZoomText help and training data, as well as support content from Microsoft.

Opening and Using FSCompanion

To open FSCompanion, do one of the following:

- Click the blue Sparkle button in the upper right corner in the ZoomText or Fusion toolbar.
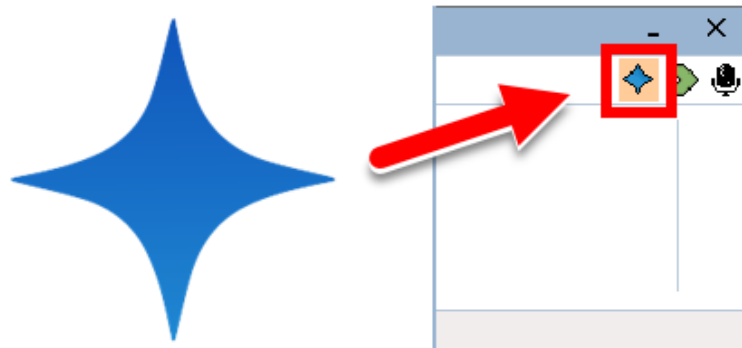
- In the **ZoomText** or **Fusion** menu, choose **Help** > **FSCompanion**.
- You can also access FSCompanion directly in your web browser by going to FSCompanion.ai.

Once the FSCompanion page opens, focus is placed in an edit field where you can immediately type a question. After typing a question, press **ENTER**, and ZoomText or Fusion will automatically read the response as soon as it is displayed. Focus remains in the edit field, so you can ask any follow-up questions. Select the New Conversation button to start a new topic, or select the Feedback button to submit any comments about a response.

Here are a few example questions to help get you started.

- How do I change magnification?
- How do I toggle speech on and off for Fusion?
- How do I turn on AppReader?
- How do I select color modes?

Please ask as many questions as you like, and don't hesitate to give feedback on your experiences. The types of questions you ask and the feedback you provide are important as it helps our team train the model to be more accurate.

Note: FSCompanion is optimized for English, as it has been trained with English documentation. This means that the answers it gives are based on English keystrokes and terminology. For the best experience, please use it in English. If you ask questions in another language, the keystrokes and descriptions it provides might not be accurate. We are working on supporting additional languages.

Training Center

The Training Center provides a wide variety of how-to and technical articles on ZoomText.

▪ **To open the Training Center**

- In the **ZoomText** menu, choose **Help > Training Center**.

About ZoomText

The About ZoomText dialog shows program and license information, including the product type, version, serial number and user name.

- **To view the About ZoomText information**

  1. In the **ZoomText** menu, choose **Help > About**.

      The About ZoomText dialog appears.

  2. When you are done viewing the dialog, click **OK**.
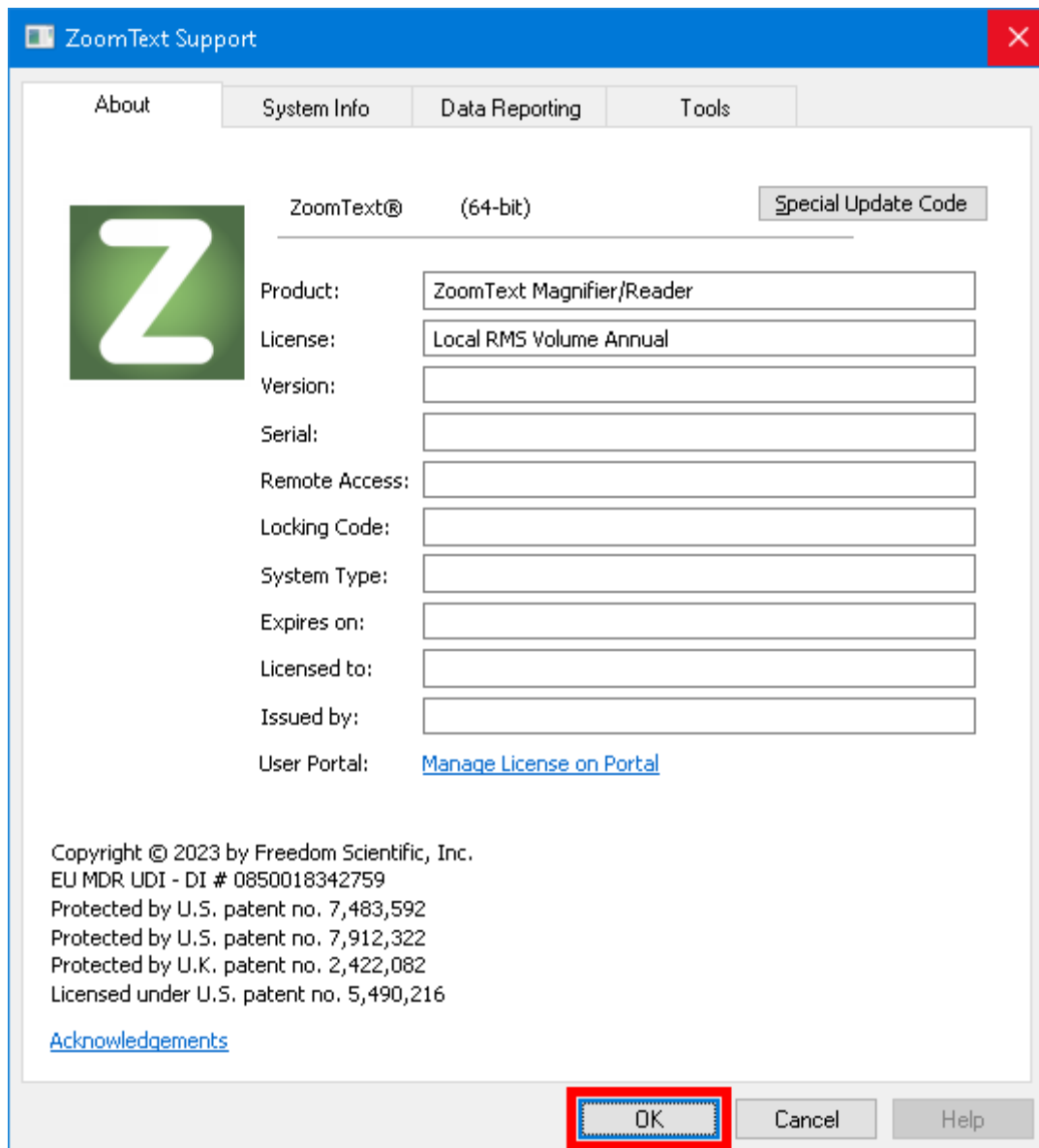
The About ZoomText dialog box

Setting	Description
Product	Displays the type of product: 'Magnifier' or 'Magnifier/Reader'.
Type	Displays the type of installation: 'Product' or 'Trial'.
Version	Displays the ZoomText product version and build number.
Serial Number	Displays the product serial number. *Note:* a serial number is not displayed when running a trial version of ZoomText.
Name	Displays the name of the registered user.
Company	Displays the company name of the registered user.

Chapter 12
Message Center

Message Center is your hub for timely announcements from Freedom Scientific to help maximize your experience with ZoomText and Fusion. The messages cover various topics, including:

- Product specific training tips to explore key features.
- Information about new features and changes in updates.
- Details about upcoming webinars and additional training opportunities.
- Notifications about new FSCast podcast episodes.

By default, a notification is spoken and displayed when new messages are available. This is a standard Windows background notification, similar to those received from other apps such as Outlook.

Note: This feature may not be supported by your user interface language.

▪ To open Message Center

Do one of the following:

- Choose **Message Center** from the ZoomText menu or the Fusion menu. The number of unread messages also appears next to the Message Center command. For example, Message Center (2) means you have two unread messages.
- Use Voice Assistant. For example, "Hey Zoomy, open message center."
- For Fusion, use the layered keystroke, **INSERT+SPACEBAR**, followed by **SHIFT+M**.
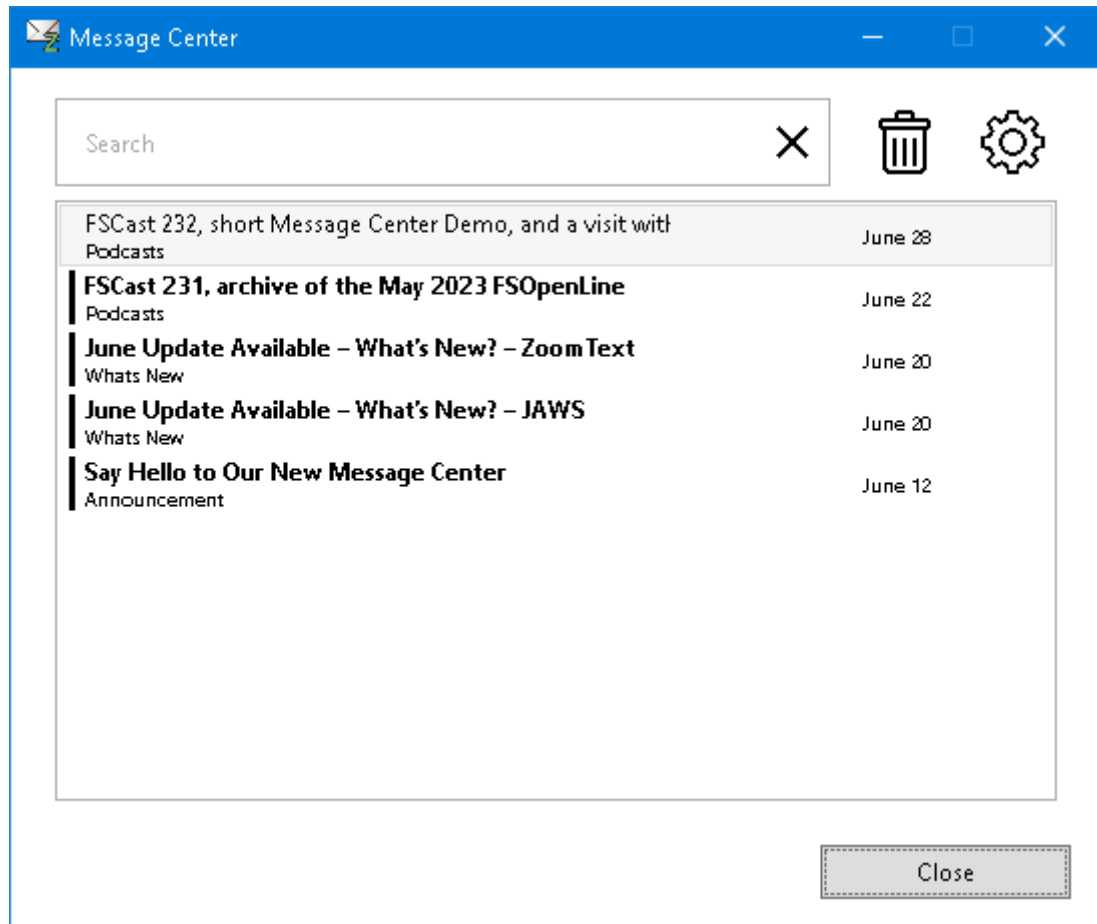
The Message Center dialog box

- **To access your messages**

  - When Message Center opens, you are placed in the list of messages.

  - Pressing **ENTER** on the currently selected message displays additional details, such as release notes for an update, step-by-step instructions for a training tip, or an overview of an FSCast episode.

  - If the message includes links to external content, pressing **ENTER** opens the resource in the appropriate app on your computer. For instance, links to web pages open in your default web browser.

Message Center also offers the following options:

- Filter the list by entering a category like "podcast" into the Search edit box to only show specific messages.

- Use the Settings dialog box to choose whether or not you are notified when new messages arrive. You can also configure what types of messages you receive. For example, you may only want to receive announcements about upcoming training opportunities and software updates.

- Delete messages you no longer need.

Scripting

In today's computer-centric world, visually-impaired individuals are challenged to meet the same performance goals as their normal-sighted peers. In many situations, especially job related, it can be difficult for these individuals to meet their goals, even when equipped with ZoomText.

With ZoomText's scripting feature you can create and utilize scripts to customize the behavior of ZoomText and other applications, providing more informative visual and audible feedback, and automation of tasks. This is turn allows you to work with improved speed and efficiency.

Here are just a few examples of things you can do with ZoomText scripting:

- Automatically announce selected fields of information in a database or spreadsheet.
- Automatically announce new items in your email inbox and automatically read email when opened.
- Automatically announce application controls and data in more meaningful way.
- Automatically read new text that arrives in a chat window.
- Automatically announce when a selected field of information changes, such as the balance in spreadsheet dipping below a specified value.

This section provides instructions for writing, registering, managing ZoomText scripts.

- [What Are Scripts?](#)
- [Writing Scripts](#)

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- [Registering Scripts](#)
- [Managing Scripts](#)
- [Script Hotkeys](#)
- [Documentation](#)

What are Scripts and Scripting Languages?

What is a script? A script is a text file containing programming commands that initiate a given ZoomText or application task. Scripts can consist of a few lines of very simple commands or many lines of complex programming. ZoomText scripts are written using one of the industry standard scripting languages, such as VBScript, Jscript/JavaScript, C# or Perl. No special tools are required to write a script, in fact, scripts can be written using the Windows Notepad. However, you must have some knowledge and experience writing scripts.

What are scripting languages? Scripting languages are programming languages that control existing applications or their components. Scripting languages can be created and used without special programming software or the need for traditional compiling and building of program code. Thus, they favor rapid development and the ability to communicate with other programs. There are many different scripting languages, each of which is generally designed for a specific type of use.

What scripting languages can be used to write ZoomText scripts? The standard industry scripting languages that we suggest are: VBScript, Jscript/JavaScript, C# and Perl.

Writing ZoomText Scripts

Although most anyone can learn to write basic ZoomText scripts, writing true productivity scripts requires an amount of experience and expertise. Therefore, Freedom Scientific recommends using an experienced script writer to design, create and test scripts – preferably one that is understands the challenges faced by visually-impaired computer users.

An experienced script writer may be available within your company or organization – start by checking with your department manager or IT department. You may also find an experienced script writer through services advertised on the Internet. If you are unable to find a script writer on your own, Freedom Scientific may be able to assist you in finding a script writer – contact Freedom Scientific's product support department at 727-803-8600 or send email to support@freedomscientific.com.

Other Sources of ZoomText Scripts

With growing popularity of ZoomText scripting a variety of scripts for mainstream applications will become available for users to download and purchase. These scripts will be made available in the ZoomText Scripting Library on Ai Squared's website. For more information, go to www.aisquared.com/scripting.

Registering Scripts

In order to use scripts written for ZoomText they must first be registered using ZoomText's Script Manager. There are two types of ZoomText scripts that can be registered; script programs and script components.

- A script program is a text file and can be registered by simply browsing to and selecting its corresponding file. Script program files are typically written in VBscript (.VBS), Jscript (.JS) or Perl (.PL) scripting languages.

- A script component is a program file that must first be registered with Windows and ZoomText. These program files typically have a .DLL or .WSC files extension.

Important! You must have administrative privileges to register scripts and make changes in the ZoomText Script Manager. Registering and modifying scripts can adversely affect the behavior of your system and should only be performed by a qualified individual or according to their instructions.

- **To register a 'script program' with ZoomText (e.g. VBS, JS, PL)**

  1. In the **ZoomText** menu, choose **Help > Advanced > Scripting > Script Manager**.

     The Script Manager dialog appears.

  2. In the **Script Manager** dialog, choose **Register a Script...**

     The Register Script dialog appears.

  3. Browse to folder containing the script program you want to register.

  4. Select the script program and click **OK**.

     The Script Manager dialog appears.

  5. Click **OK**.

- **To register a 'script component' with ZoomText (e.g. DLL, WSC)**

1. If your script component is already registered with the Windows operating system, proceed to step 2. Otherwise, register your script with Windows as follows:

   o To register a Windows scripting component (.WSC file):

   a) In Windows Explorer, locate the scripting file.

   b) Right-click on the file and select **Register**.

   o To register a COM scripting component (.DLL file):

   a) Click on the Windows **Start** button and select **Run...**

   b) Type: COMMAND

   c) Click **OK**.

   The command prompt appears.

   d) At the command prompt, type: REGSVR32 {path\filename of script}

   e) Press the **Enter** key.

   The script is registered with Windows.

   f) Type: EXIT

   g) Press the **Enter** key.

   The command prompt window closes.

2. In the Settings menu, choose **Scripting Script Manager...**

   The Script Manager dialog appears.

3. In the Script Manager dialog, choose **Register a Script...**

   The Register Script dialog appears.

4. In the Script component program ID field, type the program ID (aka ProgID) for the script component you want to register.

5. Click **OK**.
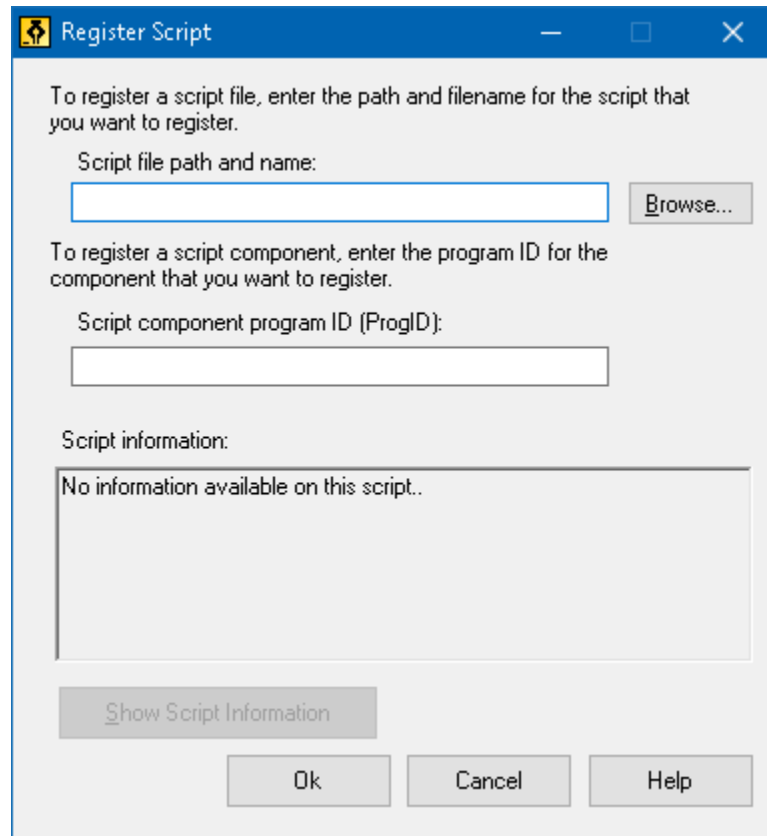
The Register Script dialog box.

Setting	Description
Script file path and name:	Provides a place for you to type the location and file name of the script program you want to register. If you are not sure of the program's location or file name, click Browse.
Browse...	Displays the Select Script File dialog box, which allows you to navigate files folders and select existing script files.

Setting	Description
Script component program ID (ProgID):	Provides a place for you to type the program ID for the script component you want to register. Program IDs are provided by the script author.
Script information	Displays information about the specified script file or script component (if provided within the script), including the author date, version, contact information and a description of the script's purpose.
Show Script Information	When entering a program ID, clicking the Show Script Information button will display the script information (if provided within the script).

Managing Scripts

ZoomText's scripting feature allows you to register and run scripts for any application. Some users may only require a few scripts for a single application, while other may need many scripts for many applications. The ZoomText Script Manager makes the process of registering, viewing and managing scripts a simple and intuitive task.

Here's what you can do with the ZoomText Script Manager:

- Register new scripts written for ZoomText

- Quickly enable and disable scripts as needed (without having to unregister them)

- Open and edit scripts. *Important:* Editing scripts should only be performed by a qualified script writer.

- View a description of each script, including the scripts purpose

Note: You must have administrative privileges to make changes in the ZoomText Script Manager. Registering and modifying scripts can adversely affect the behavior of your system and should only be performed by a qualified individual or according to their instructions.

- **To view and manage ZoomText scripts**

  1. In the **ZoomText** menu, choose **Help > Advanced > Scripting > Script Manager**.

     The Script Manager dialog appears.

  2. Modify the registered scripts as desired.

  3. Click **Close**.
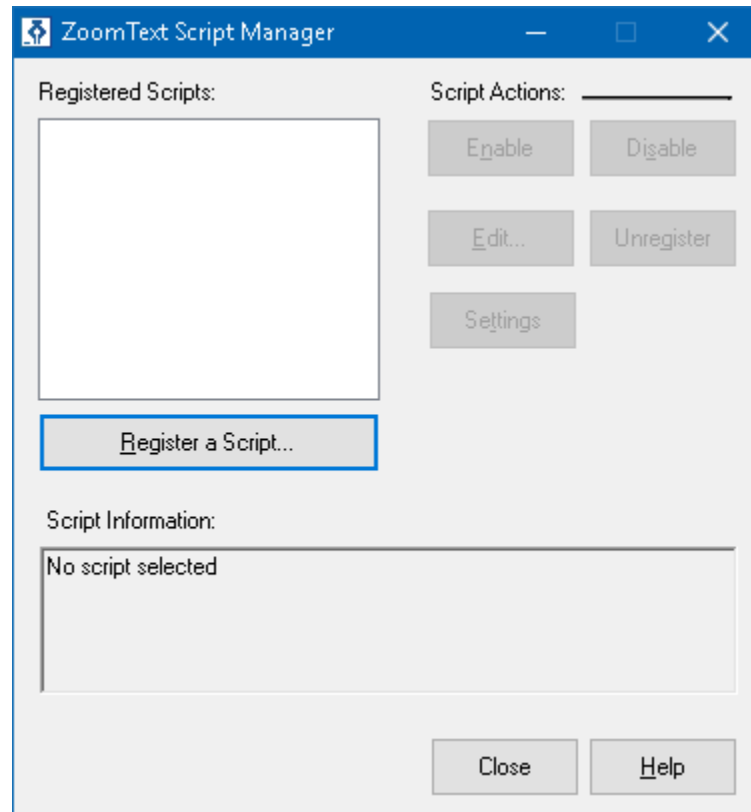
The ZoomText Script Manager dialog box.

Setting	Description
Registered Scripts:	Displays a list of scripts that are currently registered for use when ZoomText is running. Scripts that appear in this list may be enabled and disabled, moved up and down to prioritize their execution (when triggered by the same event), or removed altogether by unregistering the script. To perform these actions, select the desired script (or scripts) and then choose the desired script action.
Register a Script...	Opens the Register Script dialog where you can specify scripts that you want to register for use with ZoomText. For information on how to register a script, see Registering Scripts.

Setting	Description
Script Information:	Displays information about the highlighted script (if provided by the script author), including the author date, version, contact information and a description of the script's purpose.
Script Actions	
Enable	Enables the highlighted script (or scripts). When a script is enabled it is executed whenever ZoomText is running — according to its designed purpose. *Note:* A script can also be enabled or disabled by clicking its associated check box.
Disable	Disables the highlighted script (or scripts). When a script is disabled it remains registered with ZoomText but is not executed. *Note:* A script can also be enabled or disabled by clicking its associated check box.
Edit...	Opens the selected script in the Windows Notepad where it may be viewed and edited.
Unregister	Removes the selected script so that it is no longer loaded by ZoomText. When a script is unregistered it is immediately terminated and removed from the list of Registered Scripts.
Settings	Displays the Settings Interface for the selected script.

For more information about creating and registering scripts, see the ZoomText Scripting Documentation for Script Writers. In the **ZoomText** menu, choose **Scripting > Documentation**.

Script Hotkeys

ZoomText scripts can be written so that they execute automatically in response to specified events or when pressing a hotkey (or hotkeys). When a script is written for execution by hotkey(s), the hotkey(s) will appear in ZoomText's Hotkeys dialog box. Like all ZoomText hotkeys, you can view and modify the script hotkey assignments.

▪ **To view the script hotkeys**

1. In the **ZoomText** menu, choose **Preferences > Command Keys**

   The ZoomText Command Keys dialog appears.

2. In the **Search** box, type: SCRIPTS.

   A list of script hotkeys appear in the Hotkeys Command list.

3. To view a script hotkeys assigned key combination, click on the desired script hotkey.

   The hotkey's assigned key combination appears in the Primary Key and Modifier Keys settings.

4. Adjust the hotkey combination as desired.

5. Repeat steps 3 and 4 for each hotkey you wish to view or modify.

6. Click **OK**.

Scripting Documentation for Script Writers

The ZoomText Scripting Documentation for Script Writers provides instructional information for writing and testing ZoomText scripts.

- **To view the Documentation for Script Writers**

  In the **ZoomText** menu, choose **Help > Advanced > Scripting > Documentation**.

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Notes