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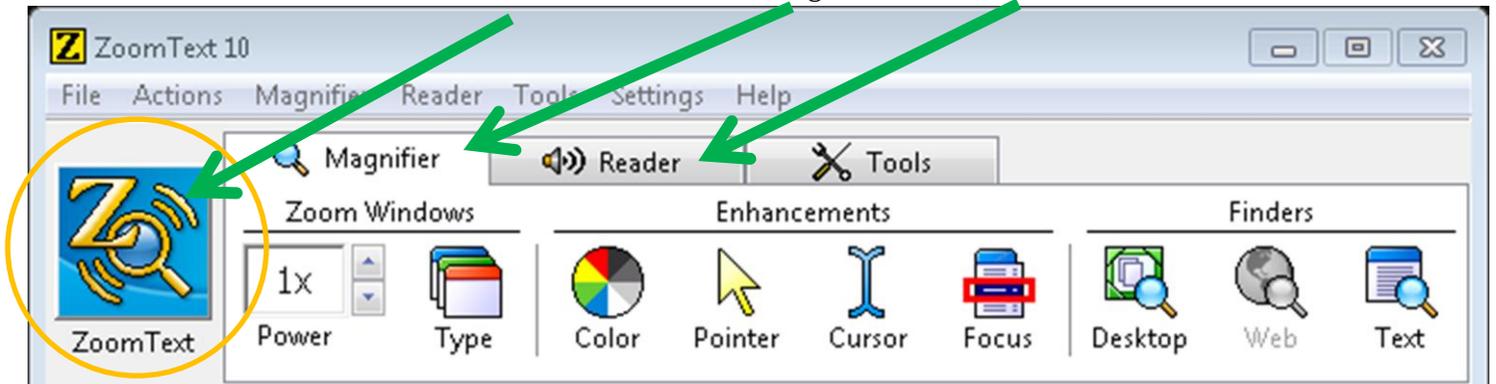
ZoomText

ZoomText is a computer access solution for the visually-impaired. It consists of two adaptive technologies, screen magnification and screen reading. ZoomText allows you to see and hear everything on the computer screen providing complete access. The following information is designed to give you a brief introduction to the software to allow you to help patrons become comfortable with the software. For more information please see the Quick Reference Guide or the User's Guide provided by ZoomText.

To Start: If ZoomText is not already open on the desktop **double click** the ZoomText icon on the desktop or **click** the start button and **Click** All Programs, **scroll down**, **click** ZoomText, **click** ZoomText10.

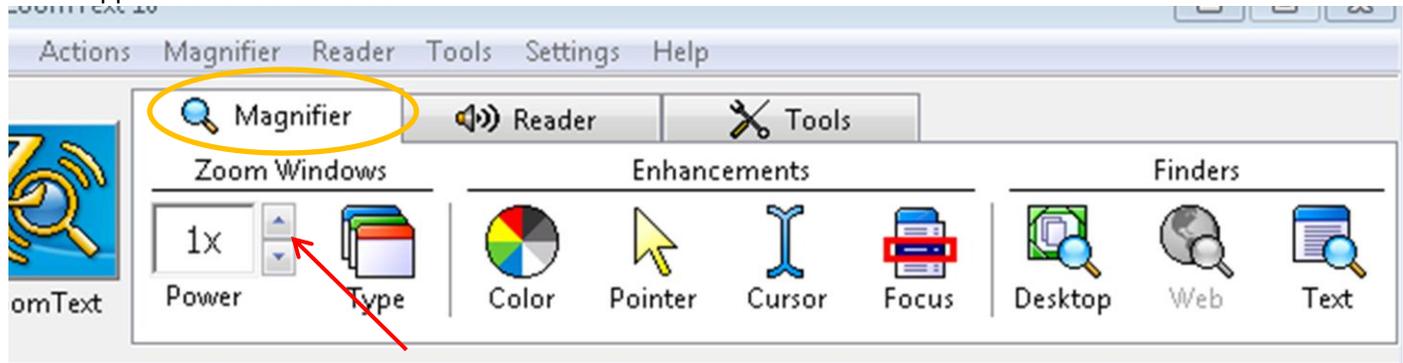


ZoomText user interface: 1. ZoomText button 2. Magnifier Tab 3. Reader Tab



1. ZoomText button: The ZoomText button is clicked to enable or disable ZoomText. The ZoomText button is blue when enabled and gray when disabled.

2. Magnifier Tab (Zoom Windows options): To increase or decrease the magnification use the up down toggle buttons beside the **Power box**. The **Type button** allows you to choose 8 zoom windows depending on your task. The **Color button** in the Enhancements section is used to improve clarity of text and graphics. The **Pointer button** is used to adjust the size and color of the pointer. The **Cursor button** makes it easy to locate and follow the text cursor without obscuring the surrounding text. The **Focus button** helps to control the focus area when using menus, toolbars and other application controls. The **Desktop button** in the Finders section helps you to find and open programs and documents located in the Windows desktop environment. The **Web button** allows you to swiftly search or navigate webpages. Phrases or words can be searched for to find topics of interest. The **Text button** allows you to locate words or phrases within an active application or screen area.



3. Reader Tab: The **Speech button** can be enabled or disabled by clicking the speech button and then clicking disable to turn off, or enable to turn on. The **Rate button** in the speech section is used to adjust how many words per minute ZoomText speaks. Click the up arrow to increase or the down arrow to slow down the words per minute. The **Typing button** in the echo section allows you to hear the keys and words that are typed. You can choose to have individual keys, words, or both keys and words spoken. The **Mouse button** in the echo section automatically reads text beneath the pointer. As the mouse is moved across the screen, words or lines of text are echoed. The **Verbos. button** controls the amount of information spoken about program controls. Beginner provides more information, Expert less. The **AppRdr and DocRdr buttons** in the reading section are used to read documents, emails or web pages. Open the document, email etc., then click the AppRdr button. To stop and start the reading press ENTER or click the mouse. To exit AppRdr click ESC. The **Zones and SpeakIt buttons** are used see and hear selected locations in an application window.

