

# **OpenBook**

## **Acquisition and Reading Software**

### **Quick Start Guide**

### **VERSION 9.0**

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# Welcome to OpenBook

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OpenBook is a software program that transforms your personal computer and scanner into a full-featured reading machine. Use any of today's popular scanners or the PEARL® Portable Reading Camera from Freedom Scientific, to acquire the text of your favorite magazine, book, or newspaper article, and let OpenBook immediately read that page aloud to you. Or open an electronic file from any of today's most popular applications and edit at will. With OpenBook nothing is left inaccessible and even better, you are in control of how a page is read and presented on your computer screen.

With PEARL, you will experience instantaneous page acquisition, enabling OpenBook to process multiple pages within seconds. The PEARL camera has an automatic mode that senses motion and allows it to capture an image whenever a page is turned. When used on a laptop or notebook computer, you will have a truly portable acquisition and reading system while on the go.

## System Requirements

The recommended system requirements for OpenBook are listed below.

<b>Specification</b>	<b>Minimum Requirement</b>
Operating system	All 32- and 64-bit versions of Windows 8, Windows 7, Windows Server 2008, Windows Vista, and 32-bit versions of Windows XP and Windows Server 2003.
Processor speed	500 MHz Intel® Pentium® or faster

<b>Specification</b>	<b>Minimum Requirement</b>
Memory (RAM)	256 MB (512 MB recommended)
Available hard disk space for installation	1.2 GB (on the drive containing the Program Files and Windows folders)
Video	256 color graphics
Sound	Windows compatible sound card and speakers
Keyboard	104 key Keyboard
Acquisition device	A TWAIN or WIA-compatible flatbed scanner or the PEARL from Freedom Scientific
CD ROM Drive	

## Installing OpenBook

To install OpenBook on your computer, do the following:

### Important:

If you will be using the PEARL, do not connect the camera to your computer until the OpenBook installation is complete. For more information on connecting and setting up PEARL, refer to the PEARL Quick Start Guide.

1. Insert the OpenBook disc into your CD-ROM drive.
2. The OpenBook Setup program starts. You will hear the installation speak the instructions as they appear on your screen. Follow these instructions to complete the OpenBook installation.

### Note:

If your OpenBook installation disc does not start automatically, go to the Start button, select Run, and type `D:\setup`. If your CD-ROM drive is not D, substitute the correct drive letter.

The OpenBook setup program will then begin.

3. Choose the Typical installation to install OpenBook to the default location on your hard drive. Select the Custom installation if you want to install OpenBook in a location other than the default.
4. Once installation is complete, you must restart your computer before using OpenBook.

**Note:** During installation on certain Windows systems, you may receive a message stating that software you are installing has not passed Windows Logo testing to verify its compatibility with Windows. If this occurs, choose the Continue button in Windows XP or Vista, or the Yes button in Windows 7 to ignore this message and resume the installation. OpenBook will install and run correctly.

## Uninstalling OpenBook

To uninstall OpenBook go to the Programs Menu and select OpenBook 9.0. In the Tools submenu select the Uninstall OpenBook option and follow the prompts to remove the software. If you have any other Freedom Scientific products such as JAWS or MAGic installed, make sure you choose the option to leave shared components.

## Activating OpenBook

After you install OpenBook, you must activate your software. When you first start OpenBook, you are asked to activate the program. You can activate OpenBook at a later time by opening the Help menu and choosing Update Authorization. OpenBook runs in 40 minute mode until it is activated on your computer. To close the Activation dialog box and continue using OpenBook in 40 minute mode, choose Run as Demo. You must restart your computer every 40 minutes in order to continue using OpenBook until it is activated.

Internet License Manager (ILM) allows you to quickly activate OpenBook using the Internet. If you do not have an Internet connection, you can activate OpenBook by telephone or fax. Alternatively, you can activate OpenBook with the assistance of a trusted friend, relative, or organization that has access to the Internet.

**Note:** Your user account must have power user or administrator privileges to activate OpenBook. Contact your network administrator if your account does not have the required level of access.

You can also use a dongle (a hardware device that connects to your computer's USB or parallel port) to make your OpenBook license more portable. A dongle allows you to use an authorized version of OpenBook on any computer as long as the dongle remains connected.

**Note:** Adding or removing certain hardware components may cause your computer's Locking Code to change. If this occurs, you must reactivate OpenBook. If you need to request more activations, go to <http://www.fsactivate.com>.

## Activating with Internet License Manager

You can use Internet License Manager (ILM) to activate OpenBook using an Internet connection. This is the easiest and quickest way to activate your product. To activate OpenBook using the Internet, do the following:

1. In the Activation dialog box, choose Start Activation.
2. Read the message that displays and then choose Continue. Insert the Authorization CD into your CD-ROM drive and choose Activate Using Authorization CD. You can find your Authorization CD in the same sleeve as your OpenBook program disc. If you do not have your Authorization CD, choose Enter Your Authorization Number Manually.



**Note:** If you have previously inserted your Authorization CD, you will not be asked to insert it again. Continue to step 3 of the activation.

3. Choose Activate.
4. Use the **ARROW** keys to select Now, Using the Internet (RECOMMENDED), and then press **ENTER**.
5. If you used your Authorization CD, your 20-digit Authorization number is automatically inserted into the Authorization Number edit box. If your Authorization number is not shown, type it into the edit box. You can find your Authorization number in print and Braille on your OpenBook disc sleeve.
6. 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.
7. If you have not registered OpenBook, you are asked to do so now. Registering OpenBook 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 OpenBook.
8. After you submit your registration, Internet License Manager attempts to activate OpenBook. This process may take several minutes. When the activation is successful, choose Finish.

**Note:** If Internet License Manager cannot activate OpenBook because of your firewall software, see *the next section, Troubleshooting Firewall Software*.

## Troubleshooting Firewall Software

Firewalls protect computer systems from being accessed by unauthorized users. Some network or personal firewall software may interfere with the installation, activation, or

usage of OpenBook. The following information will help you reconfigure your firewall to work with OpenBook. Refer to your firewall software documentation for more information on allowing access for programs and files.

**Note:** Hardware firewalls do not interfere with installing, activating, or running OpenBook.

### ***Firewall Interferes with Installation***

If your firewall software is preventing you from installing OpenBook on your computer, reconfigure the firewall to allow the file Setup.exe to run. Then retry the installation procedure.

### ***Firewall Interferes with Activation***

If your firewall software prevents you from activating OpenBook using the Internet, reconfigure the firewall to allow the following files to run: FSActivate.exe, CAUtil.exe, and CAUtil.enu. Once you have reconfigured your firewall, retry the activation process. If you cannot reconfigure the firewall, or if you still cannot activate OpenBook, go to [www.FSActivate.com](http://www.FSActivate.com). Follow the instructions on the Web page to retrieve an Activation License code and activate your software. For more information on using [www.FSActivate.com](http://www.FSActivate.com), see *Activating through a Trusted Third Party*.

### ***Firewall Interferes with Using OpenBook***

If the firewall software prevents OpenBook from running or starting, or displays a warning message, reconfigure the firewall to allow the file OBU.exe to run.

## **Activating by Telephone**

If you do not have an Internet connection, you can call Freedom Scientific Customer Service. Customer Service will send you a CD in the mail that will automatically activate

OpenBook. To activate OpenBook by telephone, do the following:

1. In the Activation dialog box, choose Start Activation.
2. Read the message that displays and then choose Continue. Insert the Authorization CD into your CD-ROM drive and choose Activate Using Authorization CD. You can find your Authorization CD in the same sleeve as your OpenBook program disc. If you do not have your Authorization CD, choose Enter Your Authorization Number Manually.

**Note:** If you have previously inserted your Authorization CD, you will not be asked to insert it again. Continue to step 3 of the activation.

3. Choose Activate.
4. Use the **ARROW** keys to select Telephone to Receive Activation by Mail, and then press **ENTER**.
5. Call (727) 803-8015. Provide the customer service representative with the Authorization number and Locking code shown in this dialog box. If your Authorization number is not shown, you can find it in print and Braille on your OpenBook disc sleeve.
6. Choose Quit. You can continue using OpenBook in 40 minute mode until you receive your CD.

When you receive the CD with your Activation License code from Freedom Scientific, insert it into your CD-ROM drive to automatically activate OpenBook.

**Note:** If the CD does not automatically activate your software, press **WINDOWS Key+R**, type "D:\ActivationCode.exe" and press **ENTER**. If your CD-ROM drive is not D:, then substitute the correct letter.

## Activating by Fax

If you do not have an Internet connection, you can send a fax to Freedom Scientific with your Authorization number and Locking code. You will then receive an Activation License code either in an e-mail message or on a CD. To activate OpenBook by fax, do the following:

1. In the Activation dialog box, choose Start Activation.
2. Read the message that displays and then choose Continue. Insert the Authorization CD into your CD-ROM drive and choose Activate Using Authorization CD. You can find your Authorization CD in the same sleeve as your OpenBook program disc. If you do not have your Authorization CD, choose Enter Your Authorization Number Manually.

**Note:** If you have previously inserted your Authorization CD, you will not be asked to insert it again. Continue to step 3 of the activation.

3. Choose Activate.
4. Use the **ARROW** keys to select Fax, and then press **ENTER**.
5. Complete the form by typing the required information into the edit boxes. If you want to receive your Activation License code in an e-mail message, enter your e-mail address. If you do not enter an e-mail address, Freedom Scientific will send you a CD in the mail that will automatically activate OpenBook.
6. If you used your Authorization CD, your 20-digit Authorization number is automatically inserted into the Authorization Number edit box. If your Authorization number is not shown, type it into the edit box. You can find your Authorization number in print and Braille on your OpenBook disc sleeve.

7. Choose Print to send the form to your printer. After you have printed the form, choose Quit.
8. Fax the printed form to (727) 803-8001.

If you entered your e-mail address, you should receive an e-mail message from Freedom Scientific within one or two business days. Follow the instructions provided in the message to activate OpenBook. If you do not enter an e-mail address, you will receive a CD from Freedom Scientific in the mail. Insert the CD into your CD-ROM drive to automatically activate OpenBook.

**Note:** If the CD does not automatically activate your software, press **WINDOWS Key+R**, type "D:\ActivationCode.exe" and press **ENTER**. If your CD-ROM drive is not D:, then substitute the correct letter.

## Activating through a Trusted Third Party

If you know a friend, relative, or other trusted person with an Internet connection, they can help you activate OpenBook. Alternatively, you can use an Internet connection in a library, at work, or anywhere else. You or a trusted third party can visit <http://www.FSActivate.com> to obtain your Activation License code.

To obtain an Activation License code from FSActivate.com, do the following:

1. Point your Web browser to <http://www.FSActivate.com>.
2. Enter your 20-digit Authorization number and Locking code. Your Authorization number appears on your OpenBook disc sleeve in both print and Braille. To find your computer's Locking code, open the OpenBook Help menu and choose About OpenBook.

**Note:** The Locking code is unique for each individual computer. Be sure you enter the Locking code of the

computer you intend to use with OpenBook when it is activated.

3. Choose Submit License Request to receive an Activation License code.
4. The remaining steps must be completed on the computer where the copy of OpenBook you want to activate is installed. Begin by starting OpenBook on this computer. From the OpenBook Help menu, choose Update Authorization.
5. In the Activation dialog box, choose Start Activation.
6. Read the message that displays and then choose Continue. Insert the Authorization CD into your CD-ROM drive and choose Activate Using Authorization CD. You can find your Authorization CD in the same sleeve as your OpenBook program disc. If you do not have your Authorization CD, choose Enter Your Authorization Number Manually.

**Note:** If you have previously inserted your Authorization CD, you will not be asked to insert it again. Continue to step 7 of the activation.

7. Choose Activate.
8. Use the **ARROW** keys to select the Activation Generated from [www.FSActivate.com](http://www.FSActivate.com) radio button and press **ENTER**.
9. Type the Activation License code you received from [www.FSActivate.com](http://www.FSActivate.com) into the edit box and then press **ENTER**.
10. After you have successfully activated OpenBook, choose Finish to complete the process.

## Dongle Authorization

A dongle is a hardware device that you can connect to a computer's parallel or USB port (depending on the type of dongle). OpenBook is authorized to run on that computer as

long as the dongle remains connected. This is useful if you frequently need to use OpenBook on many different computers and do not want to activate the program on each of them.

When OpenBook starts, it first determines whether a dongle is connected to the computer. If one is connected, OpenBook uses the features and information for the license associated with the dongle to authorize OpenBook. If no dongle is connected, OpenBook 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 this utility, go to the OpenBook 9.0 program group, open the Tools submenu, and choose Dongle Viewer.

**Note:** It is recommended that you do not connect the dongle to your computer until after you install OpenBook. If the dongle was connected before or during installation, you must restart your computer to receive proper authorization.

Dongles are sold separately or as an additional OpenBook feature. Contact Freedom Scientific Sales at 800-444-4443 or 727-803-8000 if you want to purchase one.

**Note:** Certain international versions of OpenBook require a dongle for authorization. Using one of these versions without a dongle displays an error message.

## **Installing the RealSpeak Solo Direct Synthesizer**

Included with the OpenBook program disc is another disc containing the RealSpeak™ Solo Direct speech synthesizer. It contains a variety of voices in several languages. To install these voices, insert the disc into your computer's CD-ROM

drive. Next, follow the instructions to select which voices you want to install, and complete the installation.

You can also use the RealSpeak Solo Direct Sample and Download page available at <http://www.freedomscientific.com/downloads/RealSpeak-Solo-Direct-Voices/RealSpeak-Solo-Direct-Downloads.asp>. On this page, you can preview voice samples, and then download and install voices directly from the Web page.

## Getting Started

### Launching OpenBook

OpenBook gives you a variety of ways to launch the program.

- Press the hot key, **ALT+CTRL+O**, which is automatically assigned when you install OpenBook. If this hot key does not launch OpenBook after it has been installed, you must restart your computer in order for this keystroke to work correctly.
- Using your mouse, double-click the OpenBook 9.0 icon on your desktop.
- Go to the Start menu and select Programs. Select the OpenBook 9.0 program group and choose OpenBook 9.0.

Once launched, OpenBook opens with a blank untitled document from which you can begin working and announces whether the document is in Read-only or Edit Mode. If you prefer, you can change the startup document to be the document you were working on last. To do this, go to the Settings Menu and select General Settings (**ALT+G, G**). In the General Settings Dialog box, press **TAB** until you arrive on the Open Untitled Document on Startup radio button. Press the **DOWN ARROW** key to select the Open Last Document on Startup radio button. If you want to make more setting changes, press **ALT+A** or **TAB** to the Apply button



and press the **SPACEBAR**. Exit this properties page by pressing **ENTER**. Next, to change the settings so that OpenBook is always in this Mode, open the Settings Menu again (**ALT+G**). From the Menu, choose Save the Settings... . In the Save Settings dialog box, press **ENTER** to make the changes part of the default settings. For more information on this feature, please see the book, Using Settings Files.

## Closing OpenBook

You can close OpenBook like any other Windows application by pressing **ALT+F4**, pointing the mouse and left clicking on the **X** in the top right hand corner of the window, or selecting Exit from the File menu.

## Acquiring and Reading

OpenBook combines the best in image acquisition, image processing, and reading features to convert printed media into electronic format. It then displays and reads the content aloud giving you access to material that would otherwise be inaccessible or difficult to read.

When you install OpenBook, the Eloquence text-to-speech synthesizer from Nuance is also installed and is the default for reading. OpenBook can acquire images using either a scanner, or the PEARL camera. You can acquire one or more pages from a document, such as a book or piece of mail, and then read or edit the resulting text. If you want to keep the document you just acquired, you can then save it to a file on your computer. Additionally, you can customize the acquisition, processing, reading, and display properties of OpenBook.

To acquire a page from a scanner, place the page on the scanner bed and press the **F4** key when you are ready to acquire the page.

To acquire a document from the PEARL, position the page under the camera so that the top edge is aligned with the page guide. Center the page between the outer edges of the page guide, or line up a side edge of the document with an outer edge of the page guide. Press the **F4** key when you are ready to begin acquiring.

**Note:** The PEARL is optimized to work in normal room lighting under most conditions. The LED should be left off.

Here are a few shortcut keys to get you started with OpenBook.

- To have OpenBook read to you, press **INSERT+DOWN ARROW**.
- To acquire a page, press **F4** or **SPACEBAR**.
- To toggle between Edit Mode and Read-only Mode, press **CTRL+E**.
- To silence speech press the **CTRL** key.
- To read faster, press **ALT+CTRL+PAGE UP**.
- To read slower, press **ALT+CTRL+PAGE DOWN**.

## Getting Help

### Context-Sensitive Help

When you are in a dialog box, press **SHIFT+F1** to read the context-sensitive help message for the current item.

You can also access context-sensitive help by right clicking the mouse on a control and selecting “What’s This” or by clicking on the ? (question mark) symbol at the top right corner of the dialog box and then clicking on a control.

### Key Describer

Turning on Key Describer allows you to safely explore keyboard commands without actually performing the

command. For example, when you turn on Key Describer and press a key, OpenBook tells you what the selected key does without actually performing that particular function. To turn on Key Describer, press **INSERT+1**. Press **INSERT+1** again to turn off Key Describer and return to normal operation.

## **OpenBook User's Guide**

We provide you with the content of the OpenBook Online Help System in the OpenBook User's Guide, which uses large text for easy reading. The manual contains the Quick Start Guide, a detailed description of OpenBook's features, and pull out reference cards.

## **Technical Support**

If you do not find the answers to questions or problems that you have, contact Freedom Scientific Technical Support, (727) 803-8600 or e-mail [Support@FreedomScientific.com](mailto:Support@FreedomScientific.com). Office hours are from Monday through Friday 8:30 AM to 7:00 PM Eastern Standard Time.

Please have the following information on hand:

- Product serial number used for registration.
- Product name and version number.
- Type of computer hardware you are using.
- Software version number of Windows.

## **About OpenBook**

Select About OpenBook from the Help menu to view the version number of OpenBook you are currently running. This dialog box also displays your product serial number and your computer's locking code (used for ILM activation).

# Updating OpenBook

Freedom Scientific is continually seeking to improve and expand OpenBook. Periodically, updates to OpenBook will be released. It is recommended that you keep your software up-to-date so that you experience the greatest possible performance.

Updating your software is quick and easy. To search for updates to OpenBook, do the following:

**Note:** Your computer must be running Windows XP or later, and it must be able to access the Internet in order to use the following update procedure.

1. Press **ALT+H** or click on the Help menu.
2. Press **P** or select Check for Updates. The update feature determines if you have the most current release. If you do not, select one or more items from the list and then select **INSTALL** to begin the update. All enhancements since the initial release are included in the update.

**Note:** If your computer has active firewall software (such as Windows Firewall), you may receive a warning indicating that either the FSAutoUpdate Application or FSAutoUpdate.exe is attempting to access the Internet. You must allow this process to access the Internet through the firewall in order to retrieve updates.

# Desktop Keyboard Layout

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## Reading

Description	Keystroke
Number Announcement Toggle	<b>CTRL+SHIFT+N</b>
Read Dialog Box in Tab Order	<b>INSERT+B</b>
Read Default Button of Dialog Box	<b>INSERT+E</b>
Read Current Dialog Box Control	<b>INSERT+TAB</b>
Say Character	<b>NUM PAD 5</b>
Say Word	<b>INSERT+NUM PAD 5</b>
Spell Word	<b>INSERT+NUM PAD 5</b> twice quickly
Spell Word Phonetically	<b>INSERT+NUM PAD 5</b> three times quickly
Say Line	<b>INSERT+UP ARROW</b>
Say Sentence	<b>ALT+NUM PAD 5</b>
Say Paragraph	<b>CTRL+NUM PAD 5</b>
Say To Cursor	<b>INSERT+HOME</b>
Say From Cursor	<b>INSERT+PAGE UP</b>
Say Top Line of Window	<b>INSERT+END</b>
Read Status Bar	<b>INSERT+PAGE DOWN</b>

<b>Description</b>	<b>Keystroke</b>
Say Window Title	<b>INSERT+T</b>
Say All	<b>INSERT+DOWN ARROW</b>
Skim Read	<b>CTRL+INSERT+DOWN ARROW</b>
Fast Forward/Rewind (during Say All or skimming)	<b>LEFT/RIGHT ARROW</b> or <b>LEFT SHIFT/RIGHT SHIFT</b>
Silence Speech	<b>CTRL</b>

## **Audio File Navigation**

<b>Description</b>	<b>Keystroke</b>
Start/Stop Audio Playback	<b>INSERT+DOWN ARROW</b>
Pause Playback	<b>CTRL</b>
Move to the Next Heading or Audio File	<b>DOWN ARROW</b>
Move to the Previous Heading or Audio File	<b>UP ARROW</b>
Expand a subheading (in DAISY files only)	<b>RIGHT ARROW</b>
Close a subheading (in DAISY files only)	<b>LEFT ARROW</b>
Say Current Heading or Audio File	<b>INSERT+NUM PAD 5</b>
Move to the First Heading or Audio File	<b>CTRL+HOME</b>
Move to the Last Heading or Audio File	<b>CTRL+END</b>

<b>Description</b>	<b>Keystroke</b>
Fast Forward Five Seconds	<b>RIGHT ARROW</b> or <b>RIGHT SHIFT</b>
Rewind Five Seconds	<b>LEFT ARROW</b> or <b>LEFT SHIFT</b>
Increase Playback Rate for DAISY Audio Files	<b>ALT+CTRL+PAGE UP</b>
Decrease Playback rate for DAISY Audio Files	<b>ALT+CTRL+PAGE DOWN</b>

## **Document Navigation**

<b>Description</b>	<b>Keystroke</b>
Back Space	<b>BACKSPACE</b>
Go To Bookmark	<b>F9</b>
Open Go To Dialog	<b>CTRL+G</b>
Go To Next item (page, comment, or highlight) as specified in Go To dialog	<b>F5</b>
Go To Prior item (page, comment, or highlight) as specified in Go To dialog	<b>SHIFT+F5</b>
Next Character (Edit Mode)	<b>RIGHT ARROW</b> (moves by word in Read-only mode)
Prior Character (Edit Mode)	<b>LEFT ARROW</b> (moves by word in Read-only mode)

<b>Description</b>	<b>Keystroke</b>
Next Word	<b>CTRL+RIGHT ARROW, INSERT+RIGHT ARROW, or RIGHT ARROW</b> when in Read-only Mode
Prior Word	<b>CTRL+LEFT ARROW, INSERT+LEFT ARROW, or LEFT ARROW</b> when in Read-Only Mode
Next Line	<b>DOWN ARROW</b>
Prior Line	<b>UP ARROW</b>
Next Sentence	<b>ALT+DOWN ARROW</b>
Prior Sentence	<b>ALT+UP ARROW</b>
Next Paragraph	<b>CTRL+DOWN ARROW</b>
Prior Paragraph	<b>CTRL+UP ARROW</b>
Next Page	<b>CTRL+PAGE DOWN</b>
Prior Page	<b>CTRL+PAGE UP</b>
Page Down	<b>PAGE DOWN</b>
Page Up	<b>PAGE UP</b>
End of File	<b>CTRL+END</b>
Top of File	<b>CTRL+HOME</b>

## Help

<b>Description</b>	<b>Keystroke</b>
Context Sensitive Help	<b>SHIFT+F1</b>
Help	<b>F1</b>



Description	Keystroke
Keyboard Help	<b>INSERT+1</b>
Where Am I	<b>CTRL+SHIFT+F12</b>

## Text Selection

Description	Keystroke
Select Next Character (Edit Mode)	<b>SHIFT+RIGHT ARROW</b>
Select Prior Character (Edit Mode)	<b>SHIFT+LEFT ARROW</b>
Select Next Word	<b>CTRL+SHIFT+RIGHT ARROW, INSERT+SHIFT+RIGHT ARROW, or SHIFT+RIGHT ARROW</b> in Read-only Mode
Select Prior Word	<b>CTRL+SHIFT+LEFT ARROW, INSERT+SHIFT+LEFT ARROW, or SHIFT+LEFT ARROW</b> in Read-only Mode
Select Next Line	<b>SHIFT+DOWN ARROW</b>
Select Prior Line	<b>SHIFT+UP ARROW</b>
Select to End of Line	<b>SHIFT+END</b>
Select to Beginning of Line	<b>SHIFT+HOME</b>
Select Next Page	<b>SHIFT+PAGE DOWN</b>
Select Prior Page	<b>SHIFT+PAGE UP</b>
Select to Beginning of Page	<b>CTRL+SHIFT+HOME</b>
Select to End of Page	<b>CTRL+SHIFT+END</b>

Description	Keystroke
Select All text on current page	<b>CTRL+A</b>
Say Selected Text	<b>INSERT+SHIFT+DOWN ARROW</b>

## Acquisition

Description	Keystroke
Toggle Recognize Columns	<b>CTRL+SHIFT+Z</b>
Acquire	<b>F4</b> or <b>SPACEBAR</b> when
Mail Sorter Preview	<b>CTRL+SHIFT+F3</b>
Acquire and Replace Current Page	<b>CTRL+SHIFT+F4</b>
BuckScan money identifier	<b>CTRL+M</b>
Acquisition Context Menu	<b>APPLICATIONS Key</b>

## Visual Settings

Description	Keystroke
Cycle Between Views	<b>CTRL+SHIFT+V</b>
Font Background Color	<b>CTRL+5</b>
Font Size – Increase	<b>CTRL+4</b>
Font Size – Decrease	<b>CTRL+3</b>
Font Spacing – Increase	<b>CTRL+8</b>
Font Spacing – Decrease	<b>CTRL+7</b>
Font Type	<b>CTRL+6</b>
Toggle Two Tone	<b>CTRL+2</b>

<b>Description</b>	<b>Keystroke</b>
Scroll Exact View Down	<b>ALT+CTRL+DOWN ARROW</b>
Scroll Exact View Left	<b>ALT+CTRL+LEFT ARROW</b>
Scroll Exact View Right	<b>ALT+CTRL+RIGHT ARROW</b>
Scroll Exact View Up	<b>ALT+CTRL+UP ARROW</b>
Pan Down Incrementally	<b>CTRL+WINDOWS Key+DOWN ARROW</b>
Pan Up Incrementally	<b>CTRL+WINDOWS Key+UP ARROW</b>
Pan Left Incrementally	<b>CTRL+WINDOWS Key+LEFT ARROW</b>
Pan Right Incrementally	<b>CTRL+WINDOWS Key+RIGHT ARROW</b>
Pan Up One Screen	<b>PAGE UP</b>
Pan DOWN One Screen	<b>PAGE DOWN</b>
Pan to Top Left	<b>WINDOWS Key+HOME</b>
Pan to Top RIGHT	<b>WINDOWS Key+PAGE UP</b>
Pan to Bottom Left	<b>WINDOWS Key+PAGE DOWN</b>
Pan to Bottom Right	<b>WINDOWS Key+END</b>
Pan Down Smoothly	<b>WINDOWS Key+DOWN ARROW</b>
Pan Up Smoothly	<b>WINDOWS Key+UP ARROW</b>
Pan Left Smoothly	<b>WINDOWS Key+LEFT ARROW</b>

<b>Description</b>	<b>Keystroke</b>
Pan Right Smoothly	<b>WINDOWS Key+RIGHT ARROW</b>
Increase Smooth Panning Speed	<b>PLUS</b>
Decrease Smooth Panning Speed	<b>MINUS</b>
Increase Zoom Level	<b>CTRL+PLUS</b> (press and hold to zoom continuously until you reach the desired zoom level)
Decrease Zoom Level	<b>CTRL+MINUS</b> (press and hold continuously until you reach the desired zoom level)
Zoom to Page Width	<b>CTRL+SHIFT+W</b>
Zoom to Page Height	<b>CTRL+SHIFT+H</b>
Zoom to Default Zoom Level	<b>CTRL+SHIFT+D</b>
Rotate Image Right	<b>CTRL+SHIFT+R</b>
Rotate Image Left	<b>CTRL+SHIFT+L</b>
Toggle Camera Light	<b>CTRL+L</b>

## **OpenBook Feature Hotkeys**

<b>Description</b>	<b>Keystroke</b>
Insert Bookmark	<b>CTRL+F9</b>
Delete Bookmark	<b>CTRL+SHIFT+F9</b>
Insert Comment	<b>ALT+CTRL+M</b>
Delete Comment	<b>SHIFT+DELETE</b>

<b>Description</b>	<b>Keystroke</b>
Edit Comment	<b>ALT+ENTER</b>
Say Comment	<b>ALT+SHIFT+APOSTROPHE</b>
Begin/end Highlight	<b>CTRL+F11</b>
Highlight Selected Text	<b>ALT+F11</b>
Cancel Highlight	<b>ESC</b>
Remove Highlight	<b>CTRL+SHIFT+F11</b>
Say Highlight	<b>ALT+CTRL+F11</b>
Toggle Highlight Announcement	<b>ALT+SHIFT+F11</b>
Next Highlight	<b>F11</b>
Prior Highlight	<b>SHIFT+F11</b>
Copy to Clipboard	<b>CTRL+C</b>
Cut to Clipboard (Edit mode)	<b>CTRL+X</b>
Paste from Clipboard (Edit mode)	<b>CTRL+V</b>
Delete Current Page	<b>CTRL+DELETE</b>
Delete Character (Edit Mode)	<b>DELETE</b>
Dictionary	<b>CTRL+D</b> or <b>F8</b>
Edit Mode/Read-only Mode toggle	<b>CTRL+E</b>
Move Page Down in page order	<b>ALT+PAGE DOWN</b>

<b>Description</b>	<b>Keystroke</b>
Move Page Up in page order	<b>ALT+PAGE UP</b>
Insert Page Break (Edit Mode)	<b>CTRL+ENTER</b>
Delete Page Break (Edit Mode)	<b>CTRL+SHIFT+DELETE</b>
Find text	<b>CTRL+F</b>
Find next occurrence of text	<b>CTRL+SHIFT+F</b>
Replace text (Edit Mode)	<b>CTRL+H</b>
Spell Check	<b>F7</b>
Thesaurus	<b>CTRL+T</b>
Undo	<b>CTRL+Z</b>
Decrease Voice Rate	<b>ALT+CTRL+PAGE DOWN</b>
Increase Voice Rate	<b>ALT+CTRL+PAGE UP</b>
Mute Synthesizer	<b>CTRL+F5</b>
Close Document Window	<b>CTRL+F4</b>
Document Toggle	<b>CTRL+F6</b>
New File	<b>CTRL+N</b>
Open File	<b>CTRL+O</b>
Open Audio Directory	<b>CTRL+R</b>
Print	<b>CTRL+P</b>
Save Current Page	<b>CTRL+SHIFT+S</b>
Save Document	<b>CTRL+S</b>

<b>Description</b>	<b>Keystroke</b>
Exit OpenBook	<b>ALT+F4</b>

# Laptop Keyboard Layout

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## Reading

Description	Keystroke
Number Announcement Toggle	<b>CTRL+SHIFT+N</b>
Read Dialog Box in Tab Order	<b>INSERT+B</b>
Read Default Button of Dialog Box	<b>CAPSLOCK+E</b>
Read Current Dialog Box Control	<b>CAPSLOCK+TAB</b>
Say Character	<b>CAPSLOCK+COMMA</b>
Say Word	<b>CAPSLOCK+K</b>
Spell Word	<b>CAPSLOCK+K</b> twice quickly
Spell Word Phonetically	<b>CAPSLOCK+K</b> three times quickly
Say Line	<b>CAPSLOCK+UP ARROW</b> or <b>CAPSLOCK+I</b>
Say Sentence	<b>CAPSLOCK+H</b>
Say Paragraph	<b>CAPSLOCK+CTRL+I</b>
Say To Cursor	<b>CAPSLOCK+SHIFT+J</b>
Say From Cursor	<b>CAPSLOCK+PAGE UP</b> or <b>CAPSLOCK+SHIFT+L</b>
Say Top Line of Window	<b>CAPSLOCK+END</b> or <b>CAPSLOCK+SHIFT+Y</b>



<b>Description</b>	<b>Keystroke</b>
Read Status Bar	<b>CAPSLOCK+SHIFT+N</b>
Say Window Title	<b>CAPSLOCK+T</b>
Say All	<b>CAPSLOCK+DOWN ARROW</b> or <b>CAPSLOCK+A</b>
Skim Read	<b>CTRL+INSERT+DOWN ARROW</b>
Fast Forward/Rewind (during Say All or skimming)	<b>LEFT/RIGHT ARROW</b> or <b>LEFT SHIFT/RIGHT SHIFT</b>
Silence Speech	<b>CTRL</b>

## **Audio File Navigation**

<b>Description</b>	<b>Keystroke</b>
Start/Stop Audio Playback	<b>INSERT+DOWN ARROW</b>
Pause Playback	<b>CTRL</b>
Move to the Next Heading or Audio File	<b>DOWN ARROW</b>
Move to the Previous Heading or Audio File	<b>UP ARROW</b>
Expand a subheading (in DAISY files only)	<b>RIGHT ARROW</b>
Close a subheading (in DAISY files only)	<b>LEFT ARROW</b>
Say Current Heading or Audio File	<b>CAPSLOCK+K</b>
Move to the First Heading or Audio File	<b>CTRL+HOME</b>

<b>Description</b>	<b>Keystroke</b>
Move to the Last Heading or Audio File	<b>CTRL+END</b>
Fast Forward Five Seconds	<b>RIGHT ARROW</b> or <b>RIGHT SHIFT</b>
Rewind Five Seconds	<b>LEFT ARROW</b> or <b>LEFT SHIFT</b>
Increase Playback Rate for DAISY Audio Files	<b>ALT+CTRL+PAGE UP</b>
Decrease Playback rate for DAISY Audio Files	<b>ALT+CTRL+PAGE DOWN</b>

## **Document Navigation**

<b>Description</b>	<b>Keystroke</b>
Back Space	<b>BACKSPACE</b>
Go To Bookmark	<b>F9</b>
Open Go To Dialog	<b>CTRL+G</b>
Go To Next item (page, comment, or highlight) as specified in Go To dialog	<b>F5</b>
Go To Prior item (page, comment, or highlight) as specified in Go To dialog	<b>SHIFT+F5</b>
Next Character (Edit Mode)	<b>RIGHT ARROW</b> or <b>CAPSLOCK+PERIOD</b> (moves by word in Read-only Mode)

<b>Description</b>	<b>Keystroke</b>
Prior Character (Edit Mode)	<b>LEFT ARROW</b> or <b>CAPSLOCK+M</b> (moves by word in Read-only Mode)
Next Word	<b>CTRL+RIGHT ARROW</b> , <b>INSERT+RIGHT ARROW</b> , or <b>RIGHT ARROW</b> when in Read-only Mode
Prior Word	<b>CTRL+LEFT ARROW</b> ,
Next Line	<b>DOWN ARROW</b> or <b>CAPSLOCK+O</b>
Prior Line	<b>UP ARROW</b> or <b>CAPSLOCK+U</b>
Next Sentence	<b>ALT+DOWN ARROW</b>
Prior Sentence	<b>ALT+UP ARROW</b> or <b>CAPSLOCK+Y</b>
Next Paragraph	<b>CTRL+DOWN ARROW</b>
Prior Paragraph	<b>CTRL+UP ARROW</b> or <b>CAPSLOCK+CTRL+U</b>
Next Page	<b>CTRL+PAGE DOWN</b>
Prior Page	<b>CTRL+PAGE UP</b>
Page Down	<b>PAGE DOWN</b>
Page Up	<b>PAGE UP</b>
End of File	<b>CTRL+END</b>
Top of File	<b>CTRL+HOME</b>

# Help

Description	Keystroke
Context Sensitive Help	<b>SHIFT+F1</b>
Help	<b>F1</b>
Keyboard Help	<b>INSERT+1</b> or <b>CAPSLOCK+1</b>
Where Am I	<b>CTRL+SHIFT+F12</b>

## Text Selection

Description	Keystroke
Select Next Character (Edit Mode)	<b>SHIFT+RIGHT ARROW</b>
Select Prior Character (Edit Mode)	<b>SHIFT+LEFT ARROW</b>
Select Next Word	<b>CTRL+SHIFT+RIGHT ARROW</b> , <b>INSERT+SHIFT+RIGHT ARROW</b> , or <b>SHIFT+RIGHT ARROW</b> in Read-only Mode
Select Prior Word	<b>CTRL+SHIFT+LEFT ARROW</b> , <b>INSERT+SHIFT+LEFT ARROW</b> , or <b>SHIFT+LEFT ARROW</b> in Read-only Mode
Select Next Line	<b>SHIFT+DOWN ARROW</b>
Select Prior Line	<b>SHIFT+UP ARROW</b>
Select to End of Line	<b>SHIFT+END</b>
Select to Beginning of Line	<b>SHIFT+HOME</b>
Select Next Page	<b>SHIFT+PAGE DOWN</b>

<b>Description</b>	<b>Keystroke</b>
Select Prior Page	<b>SHIFT+PAGE UP</b>
Select to Beginning of Page	<b>CTRL+SHIFT+HOME</b>
Select to End of Page	<b>CTRL+SHIFT+END</b>
Select All text on current page	<b>CTRL+A</b>
Say Selected Text	<b>CAPS LOCK+SHIFT+DOWN ARROW</b> or <b>CAPSLOCK+SHIFT+A</b>

## **Acquisition**

<b>Description</b>	<b>Keystroke</b>
Toggle Recognize Columns	<b>CTRL+SHIFT+Z</b>
Acquire	<b>F4</b> or <b>SPACEBAR</b> when
Mail Sorter Preview	<b>CTRL+SHIFT+F3</b>
Acquire and Replace Current Page	<b>CTRL+SHIFT+F4</b>
BuckScan money identifier	<b>CTRL+M</b>
Acquisition Context Menu	<b>APPLICATIONS Key</b>

## **Visual Settings**

<b>Description</b>	<b>Keystroke</b>
Cycle Between Views	<b>CTRL+SHIFT+V</b>
Font Background Color	<b>CTRL+5</b>
Font Size – Increase	<b>CTRL+4</b>
Font Size – Decrease	<b>CTRL+3</b>

<b>Description</b>	<b>Keystroke</b>
Font Spacing – Increase	<b>CTRL+8</b>
Font Spacing – Decrease	<b>CTRL+7</b>
Font Type	<b>CTRL+6</b>
Toggle Two Tone	<b>CTRL+2</b>
Scroll Exact View Down	<b>ALT+CTRL+DOWN ARROW</b>
Scroll Exact View Left	<b>ALT+CTRL+LEFT ARROW</b>
Scroll Exact View Right	<b>ALT+CTRL+RIGHT ARROW</b>
Scroll Exact View Up	<b>ALT+CTRL+UP ARROW</b>
Pan Down Incrementally	<b>CTRL+WINDOWS Key+DOWN ARROW</b>
Pan Up Incrementally	<b>CTRL+WINDOWS Key+UP ARROW</b>
Pan Left Incrementally	<b>CTRL+WINDOWS Key+LEFT ARROW</b>
Pan Right Incrementally	<b>CTRL+WINDOWS Key+RIGHT ARROW</b>
Pan Up One Screen	<b>PAGE UP</b>
Pan DOWN One Screen	<b>PAGE DOWN</b>
Pan to Top Left	<b>WINDOWS Key+HOME</b>
Pan to Top RIGHT	<b>WINDOWS Key+PAGE UP</b>
Pan to Bottom Left	<b>WINDOWS Key+PAGE DOWN</b>
Pan to Bottom Right	<b>WINDOWS Key+END</b>

Description	Keystroke
Pan Down Smoothly	<b>WINDOWS Key+DOWN ARROW</b>
Pan Up Smoothly	<b>WINDOWS Key+UP ARROW</b>
Pan Left Smoothly	<b>WINDOWS Key+LEFT ARROW</b>
Pan Right Smoothly	<b>WINDOWS Key+RIGHT ARROW</b>
Increase Smooth Panning Speed	<b>PLUS</b>
Decrease Smooth Panning Speed	<b>MINUS</b>
Increase Zoom Level	<b>CTRL+PLUS</b> (press and hold to zoom continuously until you reach the desired zoom level)
Decrease Zoom Level	<b>CTRL+MINUS</b> (press and hold continuously until you reach the desired zoom level)
Zoom to Page Width	<b>CTRL+SHIFT+W</b>
Zoom to Page Height	<b>CTRL+SHIFT+H</b>
Zoom to Default Zoom Level	<b>CTRL+SHIFT+D</b>
Rotate Image Right	<b>CTRL+SHIFT+R</b>
Rotate Image Left	<b>CTRL+SHIFT+L</b>
Toggle Camera Light	<b>CTRL+L</b>

## OpenBook Feature Hotkeys

Description	Keystroke
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<b>Description</b>	<b>Keystroke</b>
Insert Bookmark	<b>CTRL+F9</b>
Delete Bookmark	<b>CTRL+SHIFT+F9</b>
Insert Comment	<b>ALT+CTRL+M</b>
Delete Comment	<b>SHIFT+DELETE</b>
Edit Comment	<b>ALT+ENTER</b>
Say Comment	<b>ALT+SHIFT+APOSTROPHE</b>
Begin/end Highlight	<b>CTRL+F11</b>
Highlight Selected Text	<b>ALT+F11</b>
Cancel Highlight	<b>ESC</b>
Remove Highlight	<b>CTRL+SHIFT+F11</b>
Say Highlight	<b>ALT+CTRL+F11</b>
Toggle Highlight Announcement	<b>ALT+SHIFT+F11</b>
Next Highlight	<b>F11</b>
Prior Highlight	<b>SHIFT+F11</b>
Copy to Clipboard	<b>CTRL+C</b>
Cut to Clipboard (Edit mode)	<b>CTRL+X</b>
Paste from Clipboard (Edit mode)	<b>CTRL+V</b>
Delete Current Page	<b>CTRL+DELETE</b>
Delete Character (Edit Mode)	<b>DELETE</b>



<b>Description</b>	<b>Keystroke</b>
Dictionary	<b>CTRL+D</b> or <b>F8</b>
Edit Mode/Read-only Mode toggle	<b>CTRL+E</b>
Move Page Down in page order	<b>ALT+PAGE DOWN</b>
Move Page Up in page order	<b>ALT+PAGE UP</b>
Insert Page Break (Edit Mode)	<b>CTRL+ENTER</b>
Delete Page Break (Edit Mode)	<b>CTRL+SHIFT+DELETE</b>
Find text	<b>CTRL+F</b>
Find next occurrence of text	<b>CTRL+SHIFT+F</b>
Replace text (Edit Mode)	<b>CTRL+H</b>
Spell Check	<b>F7</b>
Thesaurus	<b>CTRL+T</b>
Undo	<b>CTRL+Z</b>
Decrease Voice Rate	<b>ALT+CTRL+PAGE DOWN</b>
Increase Voice Rate	<b>ALT+CTRL+PAGE UP</b>
Mute Synthesizer	<b>CTRL+F5</b>
Close Document Window	<b>CTRL+F4</b>
Document Toggle	<b>CTRL+F6</b>
New File	<b>CTRL+N</b>
Open File	<b>CTRL+O</b>

<b>Description</b>	<b>Keystroke</b>
Open Audio Directory	<b>CTRL+R</b>
Print	<b>CTRL+P</b>
Save Current Page	<b>CTRL+SHIFT+S</b>
Save Document	<b>CTRL+S</b>
Exit OpenBook	<b>ALT+F4</b>