

# **OPENBook 5.0 Manual**

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(Formerly Arkenstone, Inc.)  
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Engineers from Immersion Corporation developed the mouse referenced as the Logitech WingMan® Force Feedback Mouse. Immersion's engineers also developed programming to integrate the Force Feedback mouse with OPENBook.

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# Introduction

Welcome to OPENBook. OPENBook is a software program that turns your PC, scanner, and sound card into a full-featured reading machine. Scan a page using a flatbed scanner, and OPENBook will read that page aloud to you. Or, open and read a text or word-processing file! OPENBook lets you alter the way the page is read aloud to you or, if you have low vision, modify the way the page is presented on the screen.

This newest version of OPENBook comes with a host of new features, many of which were requested by our users. Email was the biggest request, and we have added that. OPENBook now includes page layout analysis, description, and navigation. It can tell you how many columns, headings, pictures, and other elements are on each page. Plus, you can move from element to element. And there are many other new features, including the ability to save just the current scanned page or a range of pages.

If you want to read faster and more easily, OPENBook is for you!

## Low Vision Users

OPENBook includes many features specially designed for low vision users:

**Exact View** lets you scan and display a page on the screen exactly as it is in the original document, including graphics, columns, and other elements that affect how the page looks.

**Zoom** allows you to change the display of the scanned page from 25% of normal size to 500% of normal size.

Color Combinations lets you select text and background color combinations to make it easier to see the text on the screen.

**Visual Settings** gives you control over the font type and size, text, background, and cursor colors, the margin size, and spacing between characters, word, lines and sentences -- all to make the page more readable.

## **Documentation Conventions**

Please note a few of the conventions used in this manual:

- \* When introducing menu items, their hotkey combinations are indicated in brackets.
- \* When describing dialog boxes or property pages, each element in the box will be described in the order you encounter it when tabbing through the box.

## **How Do I Get Help?**

There are several ways to get help when you are using OPENBook.

## **Help Topics**

You can read any part of this manual using the OPENBook Help topics. To access this feature, press ALT+H, that is, hold down the ALT, and press the H key, to open the help menu. There are two menu items, Search for Help On and the Table of Contents. Move to the item you want and Press ENTER.

If you are looking for general information, you will want to use the Table of Contents, but if you know the specific feature, such as how to exit OPENBook, select Search for Help On and type in the keyword, i.e., Exit. This will move you through the list to the topic you want. Use the ARROW keys to move through the complete index to find the topic you want. Once you have made your selection, press ENTER.

When you do this, OPENBook opens the selected section of the manual and displays it on the screen. You can read this help topic exactly as you would any other document. Press the PAGE DOWN key to hear more in the help topic.

## **Status Bar Help**

When you are on a menu in OPENBook, the Status Bar at the bottom of the screen provides a short description of each menu item. To hear status bar messages, press SHIFT+CTRL+F10, that is, while holding down the SHIFT and CTRL keys, press the F10 key, located on the very top row of the keyboard.

## **Context-Sensitive Help**

When you are in a dialog box, the F1 or the KEYPAD MINUS key read the context-sensitive help message for the current item.

You can also access Context-sensitive Help with a mouse with a right click or by clicking on the ? (question mark) symbol at the top right corner of the dialog box.

## **The Readme File**

OPENBook's README file gives you the latest technical information. You can open and read the README file using Help Topics, which are listed on the Help menu. Access Help Topics by pressing ALT+H.

## **Technical Support**

Reach Technical Support using the following options:

- Automated online Help: Technical Support Department
- World Wide Web: link  
<http://www.FreedomScientific.com>
- Technical Support e-mail: [SoftwareSupport@FreedomScientific.com](mailto:SoftwareSupport@FreedomScientific.com)
- Technical Support Telephone: (727) 803-8600

When you call, be at your computer, have your documentation in hand, and be prepared to provide the following information:

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

- Exact wording of any messages that appear on your screen.
- What you were doing when the problem occurred.
- How you tried to solve the problem.

Office hours: Monday through Friday 8:30 A.M. to 5:00 P.M.  
Eastern Time (USA)

## **Getting Started**

### **What You Need to Run OPENBook**

The minimum system requirements to run OPENBook are:

- An IBM-compatible Pentium or higher computer
- Windows 95, Windows 98, or Windows NT 4.0
- 32 megabytes of RAM
- A CD-ROM drive
- 200 megabytes of available hard disk space (plus room for document storage)
- A standard keyboard
- An SSIL-supported speech synthesizer with speaker, or a SoundBlaster 16-compatible (or better) sound card with speaker
- A supported TWAIN-compatible scanner or a supported Hewlett-Packard flatbed scanner

Low vision users may prefer to use OPENBook with a monitor, or with a monitor and a speech synthesizer. You can also use a Microsoft-compatible mouse or other pointing device. We recommend the following if you are using OPENBook with a monitor:

- A video card and monitor capable of VGA video in 640x480, 256 color mode, or greater

Optional components include:

- A mouse or a Logitech WingMan Force Feedback Mouse, to give tactile feedback for page layout
- A modem, DSL, or network connection, plus an ISP (Internet Service Provider), to give you access to OPENBook's new email feature

## **Installing OPENBook**

The OPENBook Installation program installs the program and creates folders for user documents and settings. It also checks to see if you have a sound card. Finally, the Installation program places the OPENBook icon on the desktop and creates an easy-to-use hotkey to start OPENBook.

Before you install:

- Turn on your PC.
- Install and turn on your scanner, making sure that it is unlocked. (Your scanner must be separately installed using the CD that comes with the scanner.)
- Have your software serial number handy. The serial number is located in two places: on the outside of the box and on the outside of the plastic case that holds the OPENBook CD.

## **Using the Talking Windows Installation**

OPENBook's Installation program talks, making it easy for you to hear the prompts.

If you need help moving through the dialog boxes that appear during installation, see the section later in this chapter titled "Using Dialog Boxes."

You will be given an option to use your own screen reader if OPENBook detects one installed in your system.

## **Starting the Installation Program**

To begin the installation procedure, place the OPENBook CD in your CD-ROM drive. OPENBook automatically starts the installation process.

If, for some reason, OPENBook does not automatically start the installation process, follow these steps:

- With the OPENBook CD in your CD-ROM drive, open the Windows **START** menu on the task bar.
- Select **RUN**.
- In the Edit Field, type in the name of your CD drive (usually d:\), followed by the word SETUP (for example, **d:\setup**).
- Select the **OK** button in the **RUN** dialog box, or press the ENTER key.

You can exit the OPENBook Installation program at any time, simply by selecting **CANCEL**.

Once installation begins, follow the prompts to install OPENBook. OPENBook will ask whether you want to do a typical or custom installation.

### **Typical**

This installation installs all the default files to run OPENBook along with the ViaVoice Outloud speech synthesizer software, which is included on your OPENBook CD. If you want to use a different synthesizer, you must select the Custom installation. The Typical installation also installs standard launchable programs.

## **Custom**

If you are going to use other synthesizers, or if you want to install OPENBook in a different directory, select Custom and you will be given a chance to install these choices.

Note that the newest version of OPENBook automatically detects your scanner, so it is no longer part of the installation process.

## **Starting OPENBook**

From the Windows desktop, you can use the OPENBook hotkey, **ALT+CTRL+O**, or you can use a mouse to double click on the OPENBook icon.

## **Using A Windows Application**

**OPENBook** is a Windows application program, and many features will be familiar to you if you are a Microsoft Windows user. If you're new to Windows, don't worry! This section will help you learn how to work with Windows features.

When you use Windows programs such as OPENBook with a speech synthesizer, OPENBook will focus on the text at the cursor location, allowing a user to hear the feature if they cannot see it.

Or, if a keystroke is pressed OPENBook will speak it or the resulting action.

There is always more than one way to do things in Windows. You can:

- Use the Keyboard Commands
- Use the Menus
- Use the Mouse

**Note:** The Classic Menus are also available for users who prefer to use them. Select the topic listed on the Help Menu to see all of the details.

Press KEYPAD PAGE DOWN to see more about these commands.

## **Keyboard Commands**

You can work in Windows applications such as OPENBook using keystroke combinations, sometimes called Hotkeys or Keyboard Commands. These keystrokes use a combination of the Function Keys **F1** through **F12**, which are on the top

row of keys on the keyboard. For example, **F1** brings up the Help Topics in almost all Windows programs.

Function keys can also be combined with special keys to provide more features, such as **ALT+F4**, which closes most Windows programs.

The special keys that are used are: **ALT**, **CTRL**, **SHIFT**, **ESC**, **DEL**, **INSERT**, **ENTER**, and others.

These special keys can also be used in combination with letters assigned to features. For example, **CTRL+S** will save the current document without closing it.

For a complete list of keystrokes, go to the Keystrokes section later in this Help file.

## Using Menus

All menus and functions listed have a letter assigned to them. For example, the File Menu has the letter "f" assigned to it. Use these letters in combination with the **ALT** key (which is written as **ALT+F** in this documentation) to open the menu. You can then use another letter to move down to the menu item you want, or use **ARROWS** to move through the choices.

You access Windows menu items by pressing the **ALT** key. Then use the **RIGHT** and **LEFT ARROWS** to move back and

forth from menu to menu. Use the **UP** and **DOWN ARROWS** to move up and down in the menu, from item to item.

You can also access a menu by pressing **ALT** along with the assigned shortcut letter in the menu's name. For example, press the **ALT** key plus the **S** key to get to the Scan menu. This letter is underlined on the screen. Additionally, any keyboard "hotkeys," such as key combinations (**CTRL+O**) or function keys (**F4**) associated with the menu item, are displayed on the menu. In its default setting, OPENBook does not announce these shortcut keys and hotkeys. You can change this by typing the following series of commands: **ALT+G, G, ALT+K**. After you press **ALT+K**, OPENBook should say "Announce Shortcut Keys: checked." Now press **ENTER**. If you ever want to turn this feature back off, follow the same sequence. OPENBook should say "Announce Shortcut Keys: unchecked" when you press **ALT+K** this time.

The shortcuts for OPENBook's menus, in order, are:

F for File

E for Edit

S for Scan

V for View

T for Tools

G for Settings

L for Low Vision

W for Window

H for Help

Please note that when you first open the software, some menu items will not be available. If an item is not available, its text will appear grayed, and OPENBook will describe that item as "inactive." Once you open or scan a document, additional menu items become available.

Finally, some menu items have alternate options, for example, Show Exact View and Show Text View. Only one option shows on the menu at a time.

## Using Dialog Boxes

### Keystrokes

There are a number of elements that you will encounter in various Windows Dialogs.

To move to the next element	<b>TAB</b>
Move to the previous element	<b>SHIFT+TAB</b>
To hear the dialog box read	<b>CTRL+B</b>
To stop speech	<b>CTRL</b>
To cancel and close the dialog box	<b>ESC</b>
To activate a Button	<b>ENTER</b>
To check or uncheck a Check Box	<b>SPACEBAR</b>
To work in an Edit Field	<b>Type the text.</b>
To read Information and List Fields	<b>ARROW</b> keys
To select an item in a List Field	<b>ENTER</b>

To quickly move in List Field

Type first letter  
of item

**Note:** This will move to the first item in the list that starts with that letter. Use **ARROW** to find the exact item you want.

To move through Radio Buttons

**ARROW** keys

To move off Radio Buttons

**TAB**

## Using A Mouse in a Dialog

If you are using a mouse in a Dialog Box, you can click directly on any option in the box to select it. Sometimes you will then need to click on the **OK** button. At any point on the dialog box, you can click on the **CLOSE** or **CANCEL** button, or on the small box with an **X** in it at the top right corner of the dialog box.

To use Edit Fields using a mouse, click once and an Insertion Point appears in the form of a blinking vertical bar. You can start typing text at that point. When you stop typing, the Insertion Point reappears.

### List Fields

For fields with a list of pre-selected options (List Fields), click on either the field or the arrow to the right of the field, to reveal the list. Then click on the desired item.

### Radio Buttons

These come in pairs or groups. You must select one and only one of the options. Click to select the desired option. Each time you click on a new option, you automatically select that option and the others are deselected.

### **To Select Text**

To use certain OPENBook menu features -- such as Copy or Delete -- you need to first select (or "highlight") the text you wish the feature to act upon. Once the cursor is on the first word you wish to select, use the mouse to select the text.

## **Registration**

Once you have completed the installation of OPENBook, you are ready to register your software license with Freedom Scientific.

Taking the time to register your OPENBook software helps us to help you. Once we have received your contact information and serial number you will be a registered OPENBook user. This means that you can receive technical support, and that your software can be more easily replaced if it is damaged, lost, or stolen. Failure to register your software hinders our ability to provide you with the best possible service. Please register today!

To register:

1. Place the Registration disk in your disk drive.
2. Start OPENBook if it is not already running.
3. Go to the File Menu and select Open or press CTRL+O.
4. Type in the Filename edit box, a:\registration.ark, and then press ENTER.
5. The registration document will open.
6. Press CTRL+E to toggle to the Edit Mode in OPENBook.
7. Use you arrow keys to move down the screen. Please fill in the information requested.
8. When finished, save the information by pressing CTRL+S.

Note: To save a copy of this form on your computer, press ALT+F, A (for Save As) and then press ENTER. This saves a copy of the same file in the My Documents folder on your hard drive.

9. Please send the disk to Freedom Scientific in the self-addressed postage-paid disk mailer included in the software package. The cardboard disk mailer has the name Freedom Scientific embossed in Braille.

## **Scanning**

**See also: Scanning Settings.**

## Scan Menu [ALT+S]

This menu lets you control how OPENBook scans, and displays the page after scanning it. *If you do not have a scanner installed, items on this menu may not be available.*

### Scan a Page [INSERT, SPACEBAR, or F4]

Select this menu item to begin scanning the page you have placed on the scanner. The **SPACEBAR** and the **INSERT** key on the numeric keypad can also be used as Scan keys.

OPENBook provides a number of ways to scan and read text, all of which can be set using the Scanning Settings, located on the Settings menu.

During the scanning process, OPENBook will give you progress reports and prompt you for action using the Scan a Page dialog box. This box includes the following items:

#### **Scanning Image field**

Tells you when this stage of the scanning process is complete.

#### **Preparing Image field**

Tells you when this stage of the scanning process starts.

## **Recognizing Text field**

Tells you when this stage of the scanning process starts.

Place the page to be scanned on the scanner *first*, and then begin scanning.

**Note:** There is a CANCEL button in the dialog box. If you cancel scanning, there may be a slight delay before OPENBook interrupts the scanning process. When you scan subsequent pages, OPENBook inserts them at the end of your document (no matter where your cursor is).

## **Scan and Replace Current Page**

Select this menu item when you are in a scanned document, to scan a page and have it replace the current scanned page. This function is useful if you are reading a document and come to a page that seems to contain nonsense words or symbols, indicating that the first scan may have had errors or the page may have been skewed. Scan and Replace Current Page lets you re-scan that page and put it in the right place in your document.

**Note:** When you are doing 2-page Scan and Replace, this replaces both facing pages of the 2-page book: the current and the next page.

## **Scan and Insert New Page**

Select this menu item when you are in a document, to scan a page and have it inserted before the current scanned page.

You can insert a new scanned page in any document, including a word processing file. This tool lets you insert pages at any location in the document.

**Note:** When you are doing 2-page Scan and Insert, this inserts two new pages in your document: both facing pages of the 2-page book.

## **Scan Preview [SHIFT+F4]**

Select this menu item to get a quick idea of what is on a page. OPENBook will scan just the first couple of inches and quickly read the results to you. If you then want to perform a full scan on the page, press **ESC**, then press the Scan key. If you want to preview another page, press **SHIFT+F4** again.

## **BuckScan [CTRL+M]**

Select this menu item to scan currency and learn the denomination. Place the bill horizontally on the glass plate of the scanner, making it square against the raised rims on the right and rear edges of the glass. If you have an HP flatbed scanner, make sure the long side of the bill is against the top edge of the glass plate. If you have a TWAIN scanner, make sure the long side of the bill is against the front and left edges. Press **CTRL+M** or select BuckScan from the Scan menu. OPENBook will scan the bill and tell you the denomination. BuckScan will scan and identify American or Canadian currency.

## **Recognize Columns**

Select this item to determine how OPENBook will handle reading a page with columns. This menu item is checked by default. To check or uncheck this item, move to the item on the menu, and then press the **SPACEBAR**. When checked, OPENBook will read down columns of text (like in a newspaper). When this item is not checked, OPENBook will read across columns of text (like in a table). Use Recognize Columns to read a standard page (single column), or to read multi-column pages.

## **Color Scanning**

Select this menu item to scan pages of colored text, art, and photographs in color. Black and white text, art, and photographs will continue to be scanned in black and white. When you start OPENBook, this selection is not checked. To check or uncheck this menu item, move to the item on the menu, then press **ENTER**. If you do not have a color scanner installed, OPENBook will tell you that color scanning is not possible, and continue scanning in black and white. Color scanning takes significantly longer, so use color scanning only when you have sufficient time to process the scans.

## **2-page Scanning**

Select this menu item to scan two side-by-side pages of an open paperback book or other book whose facing pages can both fit on the scanner glass. OPENBook will store the pages separately, with separate page numbers. This allows the page numbers in your document to match the page numbers in the scanned book. After scanning, OPENBook will automatically read the first page first, and then read the

second page. When you start OPENBook, this selection is not checked. To check or uncheck this menu item, move to the item on the menu, then press **ENTER**. If you do not have a scanner installed, this menu item is not available.

## **Scan for Accuracy / Scan for Speed**

The following two scanning features are alternate options. You can select only one of the options, and when you do, the other is automatically de-selected. To check an item, move to it on the menu, then press **ENTER**.

Scan for Accuracy is checked by default on startup. When checked, OPENBook scans the document using the highest degree of scanning accuracy, along with other special scanning features. However, accurate scanning does take longer.

Scan for Speed is not checked on startup. When checked, OPENBook scans the document faster, but some degree of accuracy may be lost.

## **Questions About Scanning**

**After pressing the Scan button, OPENBook doesn't scan or talk. What should I do?**

Please note that some HP scanners may take up to 30 seconds to warm up before scanning the first time in a session. Subsequent scans will not have this delay.

1. Check to see if the scanner is on. You should be able to hear the scanner "start up" when you press the power switch. There is also a green indicator light in the front. When the scanner is on, this light is illuminated.

2. Turn off OPENBook and shut down your PC.
3. Check both the power cable and the scanner cable on the back of the scanner. They must be on tight to work properly.
4. Next, follow the scanner cable to the back of your PC and check the connection.
5. Also make sure that the scanner is unlocked. Scanners have a locking mechanism that is engaged when the scanner is shipped. You cannot run any scanning programs without unlocking the mechanism, and you may break the scanner if you repeatedly turn it on while locked. For more information on how to unlock your scanner, see the instruction page included with your scanner.
6. Restart your PC and OPENBook
7. If this doesn't solve your problem, please contact your dealer or Arkenstone.

### **What if I scan a page and it is not reading the columns correctly?**

Try turning off the Recognize Columns setting, then re-scan the page. Although most pages scan and read best using the default setting, Recognize Columns, other pages may improve with Recognize Columns turned off.

### **Can I correct mistakes made by the scanner?**

Yes, you can make changes and corrections while you are in Text View, but not while you are in Exact View. You can use OPENBook's editing capabilities to correct errors that you find in Text View, then save the corrected document. In Exact View, the scanner is actually taking a picture of the

page, which OPENBook then displays in Exact View. You cannot modify this picture.

### **How do I get better recognition from my scanner?**

You can start by using the Most Accurate Scanning setting in the Scan Menu. This setting takes longer, but uses the highest degree of scanning accuracy. You can also try adjusting some of the settings in the Scanning Settings property page, found on the Settings menu.

### **I am missing some letters in each line when I scan a book. How do I fix this?**

If you are missing letters from the beginning or end of each line, you may not have the book correctly placed on the scanner. Make sure to line up the edges of the book with the edge of the scanner's glass plate. This result can also occur if you fail to press down firmly on the book's binding when you are scanning it.

## **Automatic Document Feeders**

### **Can I use an automatic document feeder (ADF) with my scanner?**

Yes, but you must scan pages in the order you want them to appear in your document. If you are scanning a 2-sided batch, the backs of the pages should be scanned in reverse order.

## **If I purchase an ADF after I install OPENBook, will I need to reinstall the program?**

You will not need to reinstall OPENBook when you add an ADF to your scanner. Exit OPENBook, turn off your scanner, and install the ADF. Make sure to plug it into the scanner properly. When you turn on the scanner and run OPENBook, the scanner will tell the software that it now has an ADF. To use the ADF, just place your pages in it. OPENBook will change how it prompts you to insure that you get complete use of the ADF. You may also continue to use the flatbed.

Please note that if you have an HP5100 scanner purchased before July 1998, you will need a software upgrade from HP before you can use the ADF.

## **How do I scan a document that has more pages than the ADF can hold at one time?**

Separate the stack of pages into smaller groups (typically 20 to 25 pages) and scan all of the "fronts" of each page *in each group*. If you need to scan the "backs" of the pages, wait until prompted. Select "Turn Pages Over" and scan all of the "backs" *in each group, starting with the last group*, until all pages in the stack are scanned. OPENBook will automatically collate all pages.

## **How do I scan the next page when I am using the ADF?**

After you have finished reading the page, press Scan. If there is another page in the ADF, OPENBook will scan the page automatically.

## **What do I do if I get a paper jam with my automatic document feeder?**

Occasionally some scanners experience a paper jam in the document feeder that halts everything -- OPENBook stops reading and says "Paper Jam." If this situation occurs:

1. Exit OPENBook.
2. Turn off the PC and scanner, **in that order**.
3. Remove the paper from the scanner, making sure that no paper clips or staples have gotten stuck in the automatic document feeder.
4. Turn on the scanner **first**, and then turn on your PC.
5. Start OPENBook.
6. Resume scanning.

## Reading

### Working with Files

To help computer users keep their work organized, Microsoft Windows uses files and folders, just like someone in an office might use paper versions of files and folders. One drawer in a file is reserved for work in progress, while another is just an archive. Each folder in these drawers relate to one topic, while there may be many documents inside. This section will discuss using the File Menu commands to control the files, folders, and documents on your computer.

**Note:** If you create files using a word processing program or other application, those files will be saved in the appropriate location *for that application*. This will probably not be the

same place that your OPENBook documents are stored. Use the Folders field to go to the folder that contains your other documents. After you open a file, you can save it to your OPENBook Library or any other location.

## **File Menu [ALT+F]**

This menu allows you to open, save, print documents, or quit OPENBook.

### **New [CTRL+N]**

Select this menu item to create a new document. When you select New, OPENBook opens a document and names it "Untitled."

### **Open [CTRL+O]**

When you select Open, OPENBook opens a dialog box called Select a File to Open. The dialog box contains a list of available documents. Use the **TAB** key to move from field to field, and the **UP** and **DOWN ARROWS** to move from item to item within a field. When you locate the file you want to open press **ENTER**.

Once you open a file, you must press a Speak key (**KEYPAD ENTER, F10, or F12**) to have OPENBook begin reading to you. Select "Open File Dialog Box" in the Help, Search for Help on.

### **Close [CTRL+W]**

When you select the Close option and have made changes to the document, OPENBook will prompt you to save the document

## **Save [CTRL+S]**

Select this menu item to save the document you are currently reading without closing it. When you select Save, OPENBook automatically saves the document, and you can continue reading. Some changes can only be saved in OPENBook's special format. When you select Save, OPENBook will alert you to this and give you the option to keep the OPENBook-specific changes in OPENBook's .ark format, ignore those changes and save the document in another format, or Cancel.

## **Save As**

Select this menu item to save a copy of this document under a new name or a different file format. The .ark file format saves all changes that you have made to the document in **OPENBook**, including text edits and bookmarks. The .txt format saves only the actual text -- bookmarks will be omitted. Other formats include Word, WordPro, WordPerfect, and HTML. Select "Save As File Dialog Box" in the Help, Search for Help on.

## **Save Pages [CTRL+SHIFT+S]**

This command allows you to save either the current page or a range of pages in the open document.

Often you will scan several pages of mail or other items, not knowing whether you will want to keep them or not. You can use the Save Pages function to selectively save only the pages you need to keep. You can save just the page your cursor is on, or you can specify a range of pages to save.

From the File Menu, choose Save Pages (**ALT+F**, then **G**). OPENBook displays a dialog box and places your cursor on a button named Save Current Page. If you want to save only

the current page, simply press the **ENTER** key. OPENBook will take you to the File Open dialog and prompt you for a file name.

If you want to save a range of pages, press the **TAB** key once to go to the Page Selection edit box. Now enter the range of pages you want to save, with a dash between them. For example, if you want to save pages 2 through 6, you must enter 2-6 here. If you enter a number that is not in the document, such as if you enter 2-6 in a 5-page document, OPENBook will display and speak an error message. Once you have entered a valid range, you press **ENTER** or press the **TAB** key to go to the OK button, then press **ENTER**. OPENBook will take you to the File Open dialog and prompt you for a file name. You can cancel the operation at any time by going to the Cancel button or pressing the **ESC** key.

**Note:** If you have used the Renumber Pages function to change the number sequence in your document, you must specify the revised page numbers in the Save Pages dialog. There is a hotkey to save the current page. The hotkey is **CTRL+SHIFT+S**. You can press **CTRL+SHIFT+S** from anywhere in your document to save the current page, without going into the Save Pages dialog box. Of course, OPENBook will still prompt you for a file name.

## **Library**

The Library calls the files Documents, and stores them in Categories, which is a more familiar environment for some OPENBook users than the Windows Files and Folders approach. Press **KEYPAD PAGE DOWN** for more on the Library.

## **Print [CTRL+P]**

Select this menu item to print the document. When you select Print, OPENBook opens the standard Windows Print dialog box. The printed copy of your document will reflect the text size, font, and spacing choices you have selected. If you are using a color printer, your colored text will print in color.

### **Printer Information edit fields**

In this area you will be presented the following information:

- Name of printer currently selected.

- Status, such as ready or busy.

- What kind of printer is selected.

- Where the printer is and the printer port in use.

- Comment field.

### **Print Options**

Select from the following options:

- All Pages

- Range of Pages

- Selected Text only

- All Pages Plus Bookmarks

### **Number of Copies edit field**

Enter the number of copies to print by typing or using the arrow keys.

Press **ENTER** to start printing.

### **Print Setup**

Select this menu item to determine how OPENBook sets up the document for printing:

Paper Size  
Paper Source  
Margins Edits  
Portrait or Landscape

## **Document Properties [CTRL+R]**

Select this item to learn specific information about the open document. When you select Document Properties, OPENBook opens a dialog box listing various facts about the document:

- Document Name
- Document type
- MS-DOS name
- Document location
- Document size
- Date created
- Last modified
- Last accessed.

These fields do not allow you to modify or add information.

## **List of recently read files (numbered 1 through 5)**

This convenient Windows feature allows you to easily open the files you last used. Either select the document and press ENTER, or press the number and then ENTER to open the file you want.

## **Exit**

Select this menu item to close OPENBook. If you have made changes to any open documents, OPENBook will ask if you want to save the changes. You can also use ALT+F4.

## **Library**

This feature allows users a different way to manage documents and you can convert old OPENBook documents for use with .OPENBook. Finally, the Library also gives you two additional menu functions: Delete and Convert.

When you select items from the Library Menu, OPENBook presents you with a list of categories first. Once you choose your category, OPENBook allows you to name the document. You can also use items in the File menu to use the same feature.

OPENBook has the following submenu options:

### **Read a Document**

This option allows you to open a document for reading.

### **Create a New Document**

This option allows you to create a new document, save it to a library category, and then scan pages into it.

### **Close Document**

This option allows you to close the document you are currently reading. If you have made changes, you will be prompted to save your document.

### **Save Document**

This option allows you to save the document you are currently reading without closing it.

## **Convert Document**

This option allows you to convert an OPENBook document to a word processing, ASCII, spreadsheet, or HTML format.

## **Delete a Document**

This option allows you to delete a document.

## **Create a New Category**

This option allows you to create and name new categories. Be creative!

## **Delete a Category**

This option allows you to remove categories that are obsolete. However, you will not be able to delete a category until you have deleted all documents inside that category. OPENBook will ask you to verify your deletion.

## **Read a File**

This option allows you to open and read a word processing, ASCII, or spreadsheet file. Once you select Read a File, you enter the standard Windows Select a File dialog box with a list of available documents. Proceed as you would for the Open feature.

# **Open File Dialog Box**

## **File Name edit field**

Type the name of the file you want. You do not usually need to include the file extension, unless there is more than one file with the same name but different extensions, or if the file is in a different format from the format listed in the Files of type field.

## **Files of Type list field**

Use the arrow keys to select the file format for the file you want. OPENBook will only list the files that match the file type you select. Selecting the proper file format can make your file search a lot quicker

## **Open button**

Opens the selected document.

## **Cancel button**

Closes the dialog box without opening a new document.

## **Up One Level button**

Use this button to open the folder one level up from the active folder. When you select Up One Level, OPENBook will move to the folder one level up, and it will display the contents of that folder in the file list. Note that you can also move up one level by pressing the BACKSPACE key from within the file list.

## **New Folder button**

Use this button to create a new folder within the active folder. When you select New Folder, OPENBook will place your cursor in the file list, on the new folder name it has created. Just type in the new name you want for this folder, and then press ENTER. The folder will be named New Folder, until you type in a new name for it.

## **Look in list field**

Use this list to move among the drives and folders (directories) on your computer. Use the UP and DOWN ARROW keys to move through the drives and folders, and then press the ENTER key when you find the folder you want. The contents of the folder will then appear in the file list below. You can use ALT+UP ARROW and ALT+DOWN ARROW to display the folder list while moving through it. Use HOME and END to move to the first or last item in the drive and folder list. You can also use the SPACEBAR to jump directly from drive to drive.

### **File list field**

Use this field to display the files and folders in the drive or folder that you selected in the Look in box. To move up and down the list of available documents, use the arrow keys. Press ENTER to select the file you want. You can also type the first letter or character of the file you want. OPENBook will go to the first file in the list that starts with that character. When you type that character again, OPENBook will take you to the second file in the list that starts with the character. After repeated presses of that key, OPENBook will eventually cycle back to the first file. If the folder is empty, OPENBook will say "No entries.

**Note:** If you create files using a word processing program or other application, those files will be saved in the appropriate location for that application. This will probably not be the same place that your OPENBook documents are stored. Use the Look in field to go to the folder that contains your other documents. After you open a file, you can save it to your OPENBook Library or any other location.

# Save As Dialog Box

## **File Name edit field**

Type the name you want to use to save this file. You do not usually need to include the file extension, unless there is more than one file with the same name but different extensions, or if the file is in a different format from the format listed in the Files of type field.

## **Files of Type list field**

Use the arrow keys to select the file format for the file you want to save. OPENBook will only list the files that match the file type you select.

## **Save button**

Saves the file using the name you selected.

## **Cancel button**

Closes the dialog box without saving the document.

## **Up One Level button**

Use this button to open the folder one level up from the active folder. When you select Up One Level, OPENBook will move to the folder one level up, and it will display the contents of that folder in the file list. Note that you can also move up one level by pressing the BACKSPACE key from within the file list.

## **New Folder button**

Use this button to create a new folder within the active folder. When you select New Folder, OPENBook will place your cursor in the file list, on the new folder name it has created. Just type in the new name you want for this folder, and then press ENTER. The folder will be named New Folder, until you type in a new name for it.

### **Look in list field**

Use this list to move among the drives and folders (directories) on your computer. Use the Up and Down arrow keys to move through the drives and folders, then press the ENTER key when you find the folder you want. The contents of the folder will then appear in the file list below. You can use ALT+UP ARROW and ALT+DOWN ARROW to display the folder list while moving through it. Use HOME and END to move to the first or last item in the drive and folder list. You can also use the SPACEBAR to jump directly from drive to drive.

### **File list field**

Use this field to display the files and folders in the drive or folder that you selected in the Look in box. To move up and down the list of available documents, use the arrow keys. Press ENTER to select the file you want. You can also type the first letter or character of the file you want. OPENBook will go to the first file in the list that starts with that character. When you type that character again, OPENBook will take you to the second file in the list that starts with the character. After repeated presses of that key, OPENBook will eventually cycle back to the first file. If the folder is empty, OPENBook will say "No entries.

# Tips and Techniques When Working with Files and Folders

If you have a large document, several hundred pages, you may want to save it into smaller, separate chunks. This will help when you are editing or saving the document.

For example, if you have chosen to save the Exact Page representation of your documents, these files will take up much more space on the disk than simple text files. There are several ways to reduce the size of a large file:

- Save the document as a .txt file -- this will delete the scanned pages (the Exact View option), leaving only the Text View
- If you know in advance that you want to save scanned pages to a floppy disk, be sure to divide the project into smaller groups of pages (1-10 pages per file).
- Scan and save one group into a file, close it, and start a new one for the next group.

## **Why is some formatting lost when I view my word processor file in OPENBook?**

When OPENBook converts a word processing file into a OPENBook file, it gives you a great deal of control over the size, color and spacing of the text, letting you display the text in a way that is easiest to read. However, to give you that control, when a file is imported into OPENBook, the

formatting information from the original file, such as bold, italics, underline, and font, is retained but hidden. When you next save the file, the formatting is saved along with it (unless you save to a .txt format). When you save a file in its original format, most format attributes will be restored and visible on screen. If formatting a file for output is critical, you should use a word processing program.

## **View Menu [ALT+V]**

The View Menu lists options that you can use if you are using a monitor. This menu allows you to choose which OPENBook screen elements are visible, in which format pages are displayed, and determine the scrolling and zoom options.

### **Show Exact View/Show Text View [CTRL+SHIFT+V]**

Select Show Exact View to display the scanned page on the screen just as it is in the original document, including any graphics, line art, tables, columns and other elements that affect how the page looks. While in Exact View, you can read the page, change text and background colors, zoom in and out, and use the dictionary and spelling functions.

However, you cannot edit or make any other modifications to the way OPENBook presents the text. To make modifications, you must switch to Text View.

You cannot select Exact View if you are reading a text, word processing, or other electronic document: this item is only available for scanned pages.

**Note:** When you open a previously scanned document, it will automatically open in Text View. Change to Exact View using this menu item.

Select Show Text View to display only the text from the page, without graphics, line art, tables, columns, and other elements that affect how the page looks.

While in Text View, you can edit the document and modify the way OPENBook presents text on the screen. When opening a document, OPENBook automatically selects this View.

**Note:** The Exact View is only available if you have selected "Save Exact View" in the Scanning Settings page of the Settings menu.

## **Status Bar [SHIFT+F5]**

Select this menu item to display or hide the status bar (the line at the bottom of the screen). When the cursor is on a menu item, the status bar displays a brief description of that item. To have that information spoken, press **SHIFT+F1**. A check mark indicates the item is selected.

## **Zoom Page**

You can change the display of the scanned page shown in Exact View by selecting one of the ranges displayed on the ZOOM Submenu. The list of zoom ranges from 25% of normal size to 500% of normal size. To check or uncheck a zoom range, move to the number on the menu, then press **ENTER**.

## **Page Scrolling**

Open this menu item to select how much of the page is moved up when OPENBook is reading and gets to the bottom of the page:

One line

1/2 screen

3/4 screen

## **Tips on using OPENBook to Read**

The most efficient way to scan and read a book is to use Large Batch as the Scanning Mode. This option is located on the Scanning Settings properties page, in the Scanning menu. With Large Batch, you scan all the pages, and then go do something else while OPENBook is recognizing the pages. Later, when recognition is complete, you can read the book.

If you are reading a paperback or other book in which both facing pages fit on the scanner, then you should use 2-page scanning.

## **I scanned a book in batch mode and the pages are in reverse order. Why?**

You probably scanned the book from back to the front.

## **How do I read my phone bill?**

Read your phone bill just as you would any other document. Be sure to use Most Accurate Recognition. Because of the complex layout of some bills, it also might help if you turn off Recognize Columns. Finally, you might also try changing Text Type field to "Typewritten or Dot Matrix Text" rather than "Normal Text." You can find this field on the Scanning Settings properties page in the Scanning menu.

## **What type of documents can't I read with OPENBook?**

**OPENBook** can scan -- take a picture of -- any page. However, it can only convert and read aloud text that is printed or typewritten. **OPENBook** cannot convert and read handwritten or hand-printed material. If there is a signature on a typewritten letter, **OPENBook** can read the letter aloud but not the signature. If the signature is written over other printed words, for example, the closing "Sincerely yours," **OPENBook** will not read the letters touched by the signature correctly.

**OPENBook** may have trouble reading some printed forms because the text on a form is often surrounded by a box. **OPENBook** sometimes ignores text that is too close to vertical or horizontal lines or surrounded by a box.

You'll probably have difficulty using **OPENBook** to read box scores on the sporting page or the stock market pages in the newspaper. Even if **OPENBook** reads most of the text correctly, it may be hard to determine the meaning.

## Can I use OPENBook to read without speech output?

Yes. Simply uncheck the Speech On item on the Settings menu.

# Editing

You can edit and save a word processing or other computer file. You can also edit and save a scanned document. Let's try it with one of the sample documents Arkenstone installed with the software.

- First, using the Library, go to the General category and open Caesar.ark.
- Again using the Library, save that document in the General category, under a new name: Editing.

Right now, you are in Read-only Mode. This means that you can read the document, but cannot make edits. This protects you from accidentally making changes to a document.

Hold down **ALT** and press the **E** key. OPENBook will open the Edit Menu at the item, Edit Mode.

Press Select to activate Edit Mode and OPENBook's editing capabilities.

A few general notes about editing:

## Insert versus Overtyp

If you've used other PC programs, you know that most programs start in "insert" mode, that is, if you start typing, the software inserts what you are typing, but does not "write over" any other text that may already be on the screen. Some software programs allow you to switch to "overtyping" mode. In this mode, when you type, you actually write over other text, eliminating it.

OPENBook is always in insert mode -- you will never accidentally type over other text. The only place where your typing may replace text that's on the screen is in a dialog box. A dialog box has buttons and fields that help you perform certain OPENBook functions. In some parts of a dialog box, OPENBook may offer a suggestion, for example a name. If you wish to change this suggested item, simply type a name of your choosing. Your typing will replace the name OPENBook suggested.

## Selecting Text

In addition to typing, the other skill you will need to use while editing is called "highlighting" or "selecting text." Selecting text allows you to specify which text will be affected by an editing operation, for example Copying or Deleting.

To select text using the keyboard, find the word you want at the beginning of your selection. Next, hold down the **SHIFT** key, and use the Move keys to move through the text until you reach the final text you want to select. If you use the **SHIFT** key plus the **ARROW KEYS**, you will select a character at a time. If you add the **CTRL** key to the **SHIFT** and arrow keys, you will select a word at a time.

To select text using the mouse, place the mouse cursor over the word you want at the beginning of your selection. Click

and hold down the left mouse button. Drag the mouse through the text, word by word, or line-by-line, until you reach the final word you want to select. Let go of the mouse. As you select it, the text on the screen will be highlighted.

**Note:** Don't use the mouse anywhere else on the screen or you will deselect the highlighted text.

**Note:** Do not begin typing while text is selected. The text you type will replace the selected text.

## **The Windows Clipboard**

When using the edit feature, you will also be using the Windows clipboard. The clipboard is a special area in the computer that "holds" text for you. You can cut text, and place it into the clipboard, then move through the document to find a new location for the text. Once there, you can paste the text from the clipboard into the new location.

The clipboard will hold a piece of text in it until you copy new text to the clipboard, or until you turn off your computer.

## **Edit Menu [ALT+E]**

This menu allows you to edit a document, find text, add a bookmark, jump to a specific page, or move pages around in your document. Using the edit feature, you can type new text into a document; move, copy or delete text; introduce or delete page breaks; and move pages of text around within the document.

## **Edit Mode/Read-only Mode [CTRL+E]**

To switch between Edit Mode and Read-only Mode, use this item. When you start OPENBook, you are in Read-only Mode. To switch to Edit Mode, move to the item on the menu, then press **ENTER**. Or, select the item by using the menu shortcut key. Once you check the item, OPENBook will tell you whether you are in Edit Mode or Read-only Mode.

## **Undo [CTRL+Z]**

Undo allows you to remove the effect of the last edit you performed, whether it was typing or deleting. Note that Undo only undoes the last change you have made.

## **Cut [CTRL+X]**

Select this menu item to remove selected text from the document and copy it to the Microsoft Windows clipboard. You can only use this item if you have already selected text using the **SHIFT** key with the **ARROW** keys, or if you have used a mouse to drag-select some text. Once you have selected the text, select Cut, and OPENBook deletes the text from the document and copies it to the clipboard. You can then paste the text into another part of the open document, into a new OPENBook document, or into another application such as Microsoft Word. *This item is only available when you are in Edit Mode and text is selected.*

## **To Cut and Paste Text**

Select and highlight the first line of text in your document. Now press **CTRL+X** to cut the text. The selected text is removed from the page and put in the Windows clipboard.

Using the move keys, find a new location for the text. Press **CTRL+V** to paste the text. The text that you cut to the clipboard will be inserted at the new location you selected.

## **Copy [CTRL+C]**

Select this menu item to copy selected text to the Microsoft Windows clipboard without removing it from the document. You can only use this item if you have already selected text using the arrow keys or mouse. Once you have selected the text, select Copy, and OPENBook copies the text to the clipboard. You can then paste the text into another part of the open document, into a new OPENBook document, or into another application such as Microsoft Word.

### **To Copy and Paste Text**

Select and highlight another line of text in your document. Press **CTRL+C** to copy the text. The selected text remains on the page, but is also copied to the Windows clipboard.

Using the move keys, find a new location for the text. Press **CTRL+V** to paste the text. The text will be inserted at the new location.

## **Paste [CTRL+V]**

Select this menu item to insert text from the Microsoft Windows clipboard into your document. You can only use this item if you have already copied selected text into the Clipboard. You can paste the text into another part of the open document or into a new OPENBook document. (Or you can paste text into another application such as Microsoft Word, by using the hotkeys or using that application's Paste function.) Find the location where you want the text inserted, then select Paste. The text is inserted into the document.

*This item is only available when you are in Edit Mode and there is already text in the Clipboard.*

## **Delete [DEL]**

Select this menu item to delete selected text from the document without copying it to the Microsoft Windows clipboard. Once you have selected the text, select Delete, and OPENBook deletes the text from the document. *This item is only available when you are in Edit Mode.*

**Note:** The selected text is deleted from the page permanently. When you use Delete, the text is not copied to the Windows clipboard; it's just gone.

## **Select All on Current Page [CTRL+A]**

Select this menu item to select (or "highlight") all the text in the document. Once you have selected all the text, you can Cut, Copy, or Delete it. *Although this item is available in both Read-only and Edit Mode, you can only Cut, Delete, and Paste the selected text when you are in Edit Mode.*

## **Find [CTRL+F]**

Select this menu item to find a word or phrase within the open document. When you select Find, OPENBook opens the Find dialog box.

Here's how the Find feature works. First you should open the document in the OPENBook directory called Caesar.ark. Once you have that file open, use the ARROW keys to move to the top of the page.

Open the Edit menu and move to the item called Find. Press ENTER. OPENBook will open the Find dialog box, and say "Find What?"

Type in the word "ransom."

Using the TAB key on the keyboard, TAB twice to the Find Next button, then press ENTER. OPENBook starts searching for the word you have typed. If it finds it,

OPENBook goes to that word in the document, and places the cursor at that point. If OPENBook doesn't find the word, it notifies you.

Select the Read Sentence button to read the sentence in your document that contains the word you entered. If OPENBook does not find sentence-ending punctuation in the current line or the line before or after the word, it will read only the current line.

When you are done, TAB to the Cancel button, then press ENTER. This closes the Find dialog box.

Other available options are:

### **Find whole words only**

Check this item to have OPENBook search for occurrences that are whole words and not part of a larger word. The default setting for this item is unchecked.

### **Match case**

Check this item to have OPENBook distinguish between uppercase and lowercase letters during the next search. When Match Case is selected, OPENBook only finds words in which the capitalization matches that of the text you typed in the Find What field. The default setting for this item is unchecked.

### **Search Direction list field**

To move between Up and Down, type "U" or "D" or the press the arrow keys. Select Down if you wish to search forward from your current point in the file. When it reaches the end of the file, the Find feature will wrap around to the beginning of the file and search from there to your cursor. Select Up if you wish to search back from your current point in the file toward the beginning of the file. When it reaches the top, it will search from the end to your cursor. Either way, it will search the entire document.

### **Read Sentence button.**

Reads the sentence in your document that contains the word you entered. If OPENBook does not find sentence-ending punctuation in the current line or the line before or after the word, it will read only the current line.

### **Find, Replace Text [CTRL+H]**

Select this menu item to find a word or phrase within the open document, and replace it with alternative text.

### **Go To Page [CTRL+G]**

Select this menu item to go to a specific page in the open document. When you select Go To, OPENBook opens the Go To Page dialog box.

### **Go To Page dialog box**

#### **Enter the Page Number edit field**

Type in the number of the page you wish to go to.

#### **OK button**

Takes you to the top of the page whose number you have specified.

#### **Cancel button**

Closes the dialog box without moving your cursor.

If the document does not contain the requested page, OPENBook will take you to the nearest page, which will be the first or last page in the document.

## **Renumber Pages**

This command allows you to change the numbering system for the pages of the open document.

When you scan a document that does not begin on page 1, such as part of a book, you will sometimes want to maintain the book's page numbers in your scanned document. This function allows you to do that.

From the Edit Menu, select Renumber Pages (ALT+E, then A). OPENBook will bring up a dialog box and place your cursor in an edit box so that you can enter a new page number. OPENBook always prompts you with the current page number, and asks you what new number you want to assign to that page. Type in a number, then press ENTER, or TAB to the OK key. You can cancel the operation at any time by going to the Cancel button or pressing the ESC key.

You can renumber pages many times. You can give each succeeding page a new number. But each page number must be larger than the page numbers before it. Page numbering can only go up. For example, you could have a 3-page document that you renumber as pages 10, 20, and 30, but you can't renumber the pages as 20, 30, and 10, because the numbers are not all going up. If you type in a number that breaks this rule, OPENBook will prompt you to enter a valid number.

You can revert back to OPENBook's original page numbering sequence at any time by Tabbing to the checkbox called Revert to original page numbers. Press the SPACEBAR to put a check in this box, then press ENTER. The page numbers will now begin at page 1.

## **Insert Bookmark [CTRL+F9]**

Select this menu item to insert a bookmark symbol in the document text. Each bookmark is numbered and is linked to the word to its right. You can use bookmarks as placeholders. You can jump from bookmark to bookmark. You can also print your file including bookmarks. When you select Insert Bookmark, OPENBook inserts a numbered bookmark at the current cursor position in the open document. You can insert as many bookmarks as you want in each document.

## **Delete Bookmark [SHIFT+CTRL+F9]**

Select this menu item to delete a selected bookmark symbol in the document text. You can only use this item if you have already selected text using the arrow keys or mouse. Once you have selected the text, select Delete Bookmark, and OPENBook deletes the bookmark from the document. You can also delete a bookmark by placing your cursor immediately after the bookmark character and pressing the BACKSPACE key.

## **Go To Bookmark [F9]**

Select this menu item to jump to a bookmarked word in the open document. When you select Go To Bookmark, OPENBook opens the Go To Bookmark dialog box. *If the open document does not contain bookmarks, this item will not be available. See "Go To Bookmark dialog box" in Help, Search for Help on.*

### **Enter a Bookmark Number edit field**

Type in the number of the bookmark you wish to find.

**Next Bookmark button**

Takes you to the next bookmark in the document.

**Previous Bookmark button**

Takes you to the previous bookmark in the document.

**First Bookmark button**

Takes you to the first bookmark in the document.

**Last Bookmark button**

Takes you to the last bookmark in the document.

**Go button**

Takes you to the bookmark whose number you have typed into the Edit Field.

**Close button**

Button closes the dialog box.

If the document does not contain the requested bookmark, OPENBook will beep, and the cursor will remain where it is.

**Delete Exact View**

Use this command to delete the Exact View for all pages in the open document.

Exact View is OPENBook's display of a scanned page exactly as it appears in the original document, including graphics, pictures, tables, columns, and other elements. In addition to the obvious visual benefits of Exact View, OPENBook also uses Exact View for its new Page Layout functions. Therefore, you may prefer to scan many documents retaining the Exact View, even if you are not going to be using them visually. However, the Exact View makes your files bigger, so to save hard disk space, you can

delete the Exact View from the file after you are done using it.

From the Edit Menu, select Delete Exact View (**ALT+E**, then **X**). OPENBook will ask you to confirm the deletion. Note that this command deletes the Exact View from all pages in the open document, not just the current page.

## **Insert Page Break [CTRL+ENTER]**

Select this menu item to insert a page break in the document. If you select Insert Page Break while you are reading a scanned file, OPENBook warns you that you will lose any images associated with the pages. This means that your Text View (the one you are editing) will no longer match your Exact View. OPENBook then inserts a page break immediately before the current line of the document. The text after the inserted page break becomes the beginning of the new page; the text before the inserted page break becomes the end of the previous page. *This item is only available when you are in Edit Mode and are working with a scanned document.*

## **Move Page**

Select this menu item to move the current page to another location in a document. When you select Move Page, OPENBook opens the Move Page dialog box. *If the open document does not contain more than one page, this item is not available.*

### **Move Up One Page button**

Moves the current page forward one page in the document.

### **Move Down One Page button**

Moves the current page back one page in the document.

### **Move to Top button**

Moves the current page to the beginning of the document.

### **Move to Bottom button**

Moves the current page to the end of the document.

### **Move to Page edit field**

Type in the page number to which you wish to move the current page. Or type in the relative position you want to move to. For example, if you are on page 50 and you know you want to move the page to page 48, you can enter  $-2$  to move back 2 pages. Or enter  $+10$  to move the page forward 10 pages in the document.

### **OK button**

Moves the current page to the page number you have typed into the Edit Field.

### **Cancel button**

Closes the Move Page dialog box.

Once OPENBook moves the page, it will tell you the current page's new page number. Please note that all other pages in the document will be renumbered as necessary to accommodate the moved page.

## **Delete Current Page [CTRL+DELETE]**

Select this menu item to delete the page your cursor is on. When you select Delete Current Page, OPENBook opens a small dialog box on the screen warning you that page deletion cannot be undone, and asking you to confirm the deletion.

### **OK button**

Deletes the page and closes the Delete dialog box.

## **Cancel button**

Closes the Delete dialog box without deleting the page.

## **Tools Menu [ALT+T]**

This menu gives you access to a variety of tools including a spell checker and reference materials.

## **Spell Check [CTRL+K]**

Select this item to Open the spell checker. You can check the spelling of a specific word, or of all the words in the document. OPENBook checks words against a standard dictionary and against your "personal dictionary," a list of words that you can enter.

However, OPENBook may encounter words that are not in the dictionary, especially formal names and other proper nouns. When OPENBook encounters a word like this, the word will be identified as "misspelled." You can easily ignore these words, and continue searching for the ones you need to correct.

## **Spell Check dialog box**

### **Read Sentence Button**

Select the Read Sentence button to read the sentence in your document that contains the word you entered. If

OPENBook does not find sentence-ending punctuation in the current line or the line before or after the word, it will read only the current line.

If you TAB once, you'll hear that OPENBook suggests you replace "Agnes" with "Agent." Instead, TAB again to the Ignore button and press ENTER. OPENBook will ignore this instance of Agnes and look for the next misspelled word. However, this will also be "Agnes."

**Note:** To avoid being informed about every instance of the unrecognized word "Agnes," TAB three times, to the Ignore All button, and press ENTER. Now, OPENBook will ignore "Agnes" every time it's found.

The next word OPENBook will find is Nickerson's -- another proper name. TAB to Ignore.

Now OPENBook finds "Grey." Why is this considered misspelled? Use the Move Left arrow key to move back through and listen to this word. You'll hear that it's spelled with an "e." This spelling may be correct in some English-speaking countries, but our dictionary doesn't accept it. TAB once to Replace With and you'll see why. OPENBook suggests "gray," spelled with an "a." This is the preferred spelling in the United States.

TAB three times to the Change button, and press ENTER. OPENBook tells you that it made the replacement. Then it goes on to find the next misspelled word.

When done, TAB until you reach the Close button, then press Select. This closes the Spell Check dialog box.

When you select Spelling, OPENBook opens the Spelling dialog box. The first word identified by the dictionary as misspelled is spoken when the dialog box opens.

Other options include:

**Change All button**

Changes all occurrences of the misspelled word to the word suggested in the Replace field.

### **Add to Dictionary button**

Adds the word to your own list of frequently used words not found in the standard dictionary.

### **Spell Word [CTRL+L, CTRL+F3]**

Select this menu item to spell the word the cursor is on. When you select Spell, OPENBook speaks the selected word aloud, spells it letter by letter, and then speaks it aloud again. If you do not have a word selected to spell, OPENBook notifies you.

### **Spell Word Phonetically [SHIFT+F3]**

Select this menu item to spell the word the cursor is on phonetically, using military spelling. When you select this item, OPENBook spells the selected word using names, such as Alpha, Bravo, and Charlie, for the letters (in this case A, B and C).

### **Word Count [SHIFT+F7, SHIFT+CTRL+3]**

Select this menu item to count the words in your current document. When you select Word Count, OPENBook Opens a dialog box that tells you the number of words in the document.

### **Dictionary [CTRL+D, F8]**

Select this menu item to open the dictionary. You can look up the meaning of a word by selecting the word, then

selecting Dictionary. When you select Dictionary, OPENBook opens the Dictionary dialog box, announces the selected word to be defined, and begins reading the definition.

### **Definition field**

Gives the definition of the selected word. To read through at your own pace, use the arrow keys. You cannot modify this field.

### **Show Expanded Definition check box**

Tells you whether this box is checked. When this box is checked, OPENBook gives you the most comprehensive definition, including supplemental or related words. When unchecked, OPENBook gives you the basic definition of the word.

### **Switch to Thesaurus button**

Shifts you into the thesaurus feature.

### **Read Sentence.**

Reads the sentence in your document that contains the word you entered. If OPENBook does not find sentence-ending punctuation in the current line or the line before or after the word, it will read only the current line.

### **Close button**

Closes the dialog box.

### **Selected Word edit field**

Indicates the selected word. You can also type a word to be defined into this field, and then press ENTER. OPENBook will give the definition of the new word in the "Definition" field.

## **Thesaurus [CTRL+T, SHIFT+F8]**

Select this item to open the thesaurus. You can look up a word's synonym by selecting the word, then selecting Thesaurus. When you select Thesaurus, OPENBook opens the Thesaurus dialog box. OPENBook gives a list of synonyms in the large Edit Field below "Synonyms."

When you select Thesaurus, OPENBook opens the Thesaurus dialog box, announces the selected word, and begins reading a list of synonyms.

### **Synonyms field**

Lists synonyms for the selected word. To read through at your own pace, use the arrow keys. *You cannot modify this field.*

### **Switch to Dictionary button**

Shifts you into the dictionary feature.

### **Read Sentence.**

Reads the sentence in your document that contains the word you entered. If OPENBook does not find sentence-ending punctuation in the current line or the line before or after the word, it will read only the current line.

### **Close button**

Closes the dialog box.

### **Selected Word edit field**

Indicates the selected word. You can also type a word into this field, and then press **ENTER**. OPENBook will list the synonyms of the new word in the "Synonyms" field.

## **Key Settings [F11]**

Select this menu item to change the keypad key assignments. To give you greater flexibility, users of screen

access programs such as JAWS and other screen reader programs can reprogram the keypad keys to conform to the screen access key assignments.

When you start OPENBook, this menu item is set to use OPENBook key settings. To select the alternate key settings you designated in the KEYS.INI file, open the menu and move to Key Settings. OPENBook will announce the change in your settings. To return to the OPENBook settings, once again open the Tools menu and move to Key Settings. Note: frequent users may find using the **F11** key a more convenient way to cycle between the key settings options.

## **Pronunciation Dictionary**

Use the Pronunciation Dictionary to change the pronunciation of any word or combination of letters.

Most speech synthesizers do a very good job of pronouncing words through a combination of their text-to-speech programming and their internal dictionaries. However, there will always be words or letter combinations that a given synthesizer will not pronounce well. These words vary from synthesizer to synthesizer. Using OPENBook's Pronunciation Dictionary, you can change the pronunciation of any text string.

From the Tools menu, select Pronunciation Dictionary (**ALT+T**, then **N**). OPENBook will bring up the Pronunciation Dictionary dialog box and will place your cursor in the field where you can enter the word your synthesizer is mispronouncing.

The tab order of the items is:

- Word

- Pronunciation
- Case Sensitive
- Test
- Add
- Delete
- Close
- Word List

### **Word (ALT+W)**

This is the field in which you enter the mispronounced word. OPENBook only looks for whole words. It will ignore any spaces you try to enter. It also ignores punctuation, so it will pronounce "it's" and "its" the same way.

### **Pronunciation (ALT+P)**

This is the field in which you enter the correct pronunciation for the word. Pronunciations can include spaces. Sometimes inserting a space between letters helps with placing the stress on the correct syllable, and with pronunciation of vowels.

### **Case Sensitive (ALT+E)**

Check this field if you want OPENBook to perform a case-sensitive pronunciation replacement. To check the box, TAB to it, then press the **SPACEBAR**. For example, you might want OPENBook to pronounce the text string "pa" as the word "pa" when the letters are not capitalized, but to say the individual letters, "P" "A", when they are capitalized. You would type the upper-case letters "PA" in the Word field, type the letters "P" and "A" (upper- or lower-case) in the Pronunciation field, and check the Case

Sensitive box. The default for this setting is unchecked, that is, not case sensitive.

### **Test (ALT+T)**

Select this button to hear the original word and the replacement pronunciation. You can use the Test button to test a word's pronunciation before you add it to the list. You can also use the Test button to check the pronunciation of a word in the word list. Just arrow through the word list, and enter **ALT+T** when you want to hear a word and its pronunciation.

### **Add (ALT+A)**

Select this button to add a word and its pronunciation to the word list. OPENBook will let you know that it has added the word.

### **Delete (ALT+D)**

Select this button to delete a word and its pronunciation from the word list. OPENBook will not ask you to confirm the deletion, but it will let you know that it has deleted the word.

### **Close (ALT+C)**

Select this button to close the Pronunciation Dictionary dialog and return to your document.

### **Word List (ALT+L)**

This is the list of words in the pronunciation dictionary. When you **TAB** to this item, OPENBook says "no selection" because you have not yet moved your arrow keys to a word in the list. Press the **DOWN ARROW** key to advance to the first word in the list. You can hear the mispronounced word and its correct pronunciation at any time by pressing **ALT+T** for Test.

## OCR Correction

Use the OCR Correction dialog box to correct any words that OPENBook's OCR engine has not correctly identified.

OPENBook's OCR engines usually do a very good job of identifying text correctly. However, due to the wide range of type styles, fonts, and reproduction quality for documents you are likely to encounter, not all words will be correctly identified with every scan. Using OPENBook's OCR Correction feature, you can apply corrections for any text string to your documents.

From the Tools menu, select OCR Correction (**ALT+T**, then **O**). OPENBook will bring up the OCR Corrections dialog box and will place your cursor in the field where you can enter the word that has been incorrectly identified. There are several other items in this dialog box. We will list each item in the order you would **TAB** to it, and then we will describe each item briefly.

The tab order of the items is:

- Mis-identified Word
- Correct Word
- Case Sensitive
- Test
- Apply to Current Document
- Add
- Delete
- Close
- Word List

**Mis-identified Word (ALT+M)**

This is the field in which you enter the word that OPENBook has not recognized correctly. OPENBook's OCR Correction feature only looks for whole words. It will ignore any spaces you try to enter. It will recognize punctuation. In fact, punctuation characters are some of the most common mis-identified ones.

### **Correct Word (ALT+R)**

This is the field in which you enter the word the way OPENBook should have recognized it. Corrections can include spaces.

### **Case Sensitive (ALT+E)**

Check this field if you want OPENBook to perform a case-sensitive OCR correction replacement. To check the box, TAB to it, then press the **SPACEBAR**. The default for this setting is unchecked, that is, not case sensitive.

### **Test (ALT+T)**

Select this button to hear the original word and the replacement word. You can use the Test button to test a word and its correction before you add it to the list. You can also use the Test button to check words already in the word list. Just arrow through the word list, and enter ALT+T when you want to hear a word and its correction.

### **Apply to Current Document (ALT+P)**

Select this button to have OPENBook apply corrections from its list to the open document.

### **Add (ALT+A)**

Select this button to add a word and its correction to the word list. OPENBook will let you know that it has added the word.

### **Delete (ALT+D)**

Select this button to delete a word and its correction from the word list. OPENBook will not ask you to confirm the deletion, but it will let you know that it has deleted the word.

### **Close (ALT+C)**

Select this button to close the OCR Correction dialog and return to your document.

### **Word List (ALT+L)**

This is the list of words in the OCR correction table. When you TAB to this item, OPENBook says "no selection" because you have not yet moved your arrow keys to a word in the list. Press the Down Arrow key to advance to the first word in the list. You can hear the mis-identified word and its correction at any time by pressing ALT+T for Test.

## **Email**

OPENBook version 5.0 includes an email program. OPENBook's email program includes all the standard email features, such as an Inbox, ability to read, write, reply to, and forward messages, an address book, send and receive file attachments, and the ability to create folders to store messages in.

## **What Is Email?**

Email, or electronic mail, is a way to send and receive messages through your computer. You can send messages to anyone who is connected to the Internet. You can also send pictures and other files by attaching them to your email messages. Millions of people send and receive email every day.

Email messages typically include the same thing letters or memos do: addressing information plus the message itself. They start with the name and address of the person you are sending the message to. This is usually followed by your address, the names of any other recipients of the message, the date, and the subject of the message. The recipients' addresses must be typed following very strict rules. If you miss a single letter, or get the syntax wrong, your message won't get to the intended recipient. All this addressing information, called the "header," is at the top of the screen. The body of the message is below the header.

To use email, your computer needs to have a connection to the Internet. The most common methods to make this connection are a modem, a digital subscriber line (DSL), or a local area network (LAN). These are the actual hardware connections to your computer. Computers in homes usually use a modem or DSL, and computers at the workplace usually use a LAN.

You also have to have an email program, often called an email client. OPENBook's email system is email client software that has been designed specifically for use by people with visual impairments.

Finally, you will need an account with an Internet service provider (ISP). An ISP is a company that handles sending and receiving the email messages, among other things. When you have an ISP, you will usually also have access to

the World Wide Web, commonly known as "the Web." Some ISP accounts are free, and some charge a monthly fee.

A popular way to connect to the Internet is through an online service provider. Examples of online services are CompuServe, America Online, and Yahoo. These online services are different from ISPs in that they provide their own unique content and special services available only to their subscribers. They usually provide Internet and Web access, plus email accounts.

## **How Does OPENBook's Email Work?**

Before you can use OPENBook's email system, you need to have a modem, DSL, or LAN to connect with the Internet. You also need to have an account with an ISP or an online service. OPENBook's email system will communicate with your modem to dial up the connection you have specified.

You need to set up OPENBook's email system by giving it information about your Internet connection, such as your user name, address, and password. You also need to specify the incoming and outgoing routing addresses for your email messages. You will need to enter that information in the Email Settings page, which is in the Settings menu. The next section discusses the items in the Email Settings page.

## **Email Settings**

You must tell OPENBook what settings your computer uses to connect to the Internet. You do that by completing the blanks in the Email Settings page. To get to the Email Settings page, go to the Settings menu item (**ALT+G**), then

select Email Settings using the arrow keys or by pressing the E key. The rest of this section covers the Email Settings in the order they appear. If the Email Settings information is complete, you can skip this section and go to the next section, called "How to Start Email."

The first three items identify how your computer sends outgoing email. Email is usually sent using a protocol called SMTP. To send email, OPENBook needs to know your name, your email address, and the address of the SMTP server your computer uses.

The next four items identify how your computer receives incoming email. Email is usually received using a protocol called POP3. To receive email, OPENBook needs to know your user login name, your password, and the address of the POP3 server your computer uses.

If your computer is connected to the Internet using a local area network (LAN), you should check with your Network Administrator for these settings. If your computer connects to the Internet using a modem or DSL line, you can probably find the information OPENBook needs in the Control Panel or in your ISP's (Internet Service Provider's) Properties menu item.

**Note:** You must save the settings if you want this information to be available the next time that you run OPENBook. If you want these settings to come up automatically when you run, OPENBook you must save the user settings using Default as the settings name. This will overwrite the Default settings with your modifications.

## **Sending Mail**

**Name (ALT+N)**

You must tell OPENBook what name is listed for this connection. This name will appear whenever you send an email. It will be your "formal name." Usually this will be your first and last name.

### **Email Address (ALT+E)**

Enter your complete email address. This address will follow a standard format: your user name followed by the @ (at) sign followed by the name of the Internet service you use. It will look something like this:

yourname@mindspring.com.

Note that we are referring here to your user name, not your formal name. Although they could be the same, they are usually different: the user name is often a shortened version of your formal name. Thus, your formal name could be "Jane Doe" while your user name could be "jdoe" or many other possibilities. Sometimes your ISP (Internet Service Provider) chooses your user name, and sometimes you get to select one yourself.

### **SMTP Server (ALT+S)**

The SMTP Server is the outgoing mail server address. It will probably look something like this:

smtp.mindspring.com,

although some servers use "mail" instead of "smtp" in the address.

## **Settings for Receiving Email**

### **User Login Name (ALT+U)**

This is your email name without the ending part. For example, if your email address is yourname@mindspring.com, then your user login name is yourname. This information is in the Servers page in Mail and Fax Properties, in a field called Account Name.

### **Password (ALT+P)**

Every Internet account has a password to protect your privacy. Passwords are usually five to eight characters long. OPENBook, like most programs, represents each character visually by an asterisk. In addition, OPENBook does not speak the characters as you type them or review them. These things are done so that other people cannot learn your password.

### **Save Password (ALT+V)**

You can check this box to tell OPENBook to save and remember your password so that you don't have to enter it every time you log on. Your password is saved in an encrypted format so you don't have to worry about others finding out your password.

The default setting (the setting when you first start OPENBook) for this item is unchecked.

### **POP3 Server (ALT+3)**

The POP3 Server is the incoming mail server address. It will probably look something like this: pop3.mindspring.com, although some servers use "mail" or other text instead of "pop3" in the address.

### **Time displayed as 24 hour (ALT+T)**

OPENBook lists the time each mail message is sent or received. You can have the time displayed in either 12-hour or 24-hour format. The default is to use 12-hour format.

### **Leave mail on server (ALT+L)**

If OPENBook is not the only email system you use, you may want to leave your incoming email messages on the server. To do this, check this box. The default is unchecked, so that OPENBook will not leave mail on the server. If you do not check this item, the next two items will be unavailable (grayed out).

### **Delete old email from server (ALT+D)**

If you choose to leave your email messages on the server, you should eventually delete them. Use this checkbox to configure OPENBook to delete messages after a predefined number of days. If you check this box, the next item, in which you tell OPENBook how many days to use, becomes available. The default is unchecked.

### **Delete mail after xx days (ALT+A)**

Use this field to tell OPENBook how often to delete old messages from the server. The default is 90 days.

### **User Dialup entry (ALT+Y)**

Some people have more than one profile for Internet access. OPENBook automatically uses the first profile that was created using your Control Panel's Dial-up Networking function. If you want to use a different profile, you can select it here. This item is a combo box, so you can either type the entry or use the arrow keys to select the one you want.

Note that if you have a LAN connection, you may not see anything in this box.

If you don't have a LAN connection and nothing appears in this box, that probably means you do not have an established connection to the Internet. This can also occur if you are using certain free online services. Some services require you to start their program first. Once you have started that type of service, you can then log on using OPENBook's email. You will need to get an account with an ISP (Internet Service Provider) and then use your computer's Dial-up Networking function to Add a New Connection. Once you have successfully added the connection, the connection name will show up in this field.

### **Automatic disconnect after send or receive (ALT+R)**

Select this checkbox to have OPENBook disconnect from the Internet as soon as you have completed sending or receiving your messages. This can be valuable if you have to pay access charges for the actual time you are online, or if your modem line is also your phone line. The default is unchecked.

**Note:** You must save the settings if you want this information to be available the next time that you run OPENBook. If you want these settings to come up automatically when you run, OPENBook you must save the user settings using Default as the settings name. This will overwrite the Default settings with your modifications.

## **How to Start Email**

Once you have your modem and ISP account correctly set up, and have entered the appropriate Email Settings information, you can use all of OPENBook's email features.

To open the email system, go to the Tools menu (**ALT+T** from OPENBook's editor) and select Email, or press function key **F5** from anywhere in .OPENBook This will take you to the Email System screen and place your cursor either in the Inbox folder (if you have no messages in your Inbox) or in the message list at the most recent message in your Inbox. When it lands in the Inbox folder, OPENBook will say "Email, folder, Inbox."

**Note:** OPENBook is telling you that you are in the Inbox folder. We will explain folders in more detail in the next section, in the part titled "Folder, Inbox." If you have messages in your Inbox, it will say "Subject and then proceed to speak the subject line of the most recent message".

## The Email System Screen

The Email System screen contains the list of messages in the current folder, which is usually the Inbox. It also contains many buttons and commands that enable you to read, write, and organize your messages.

OPENBook puts all its new messages in the Inbox. Whenever you download messages into your computer, the messages get put in the Inbox in the order they were sent. The most recent message will be at the top of the list.

The message list takes up most of the screen. In addition to the message list, there are a number of buttons on this screen. These buttons allow you to read messages, store

them, compose new messages, and do other things. The buttons are in a column down the right side of the screen.

You can use the **TAB** key to move from item to item in the Email System screen. You can use **SHIFT+TAB** to move back to a previous item. Each item also has an accelerator. An accelerator is a command you can use to activate an item directly, without needing to go through a menu or needing to **TAB** to each function. We will list each item in the order you would **TAB** to it, and then we will describe each item briefly.

The tab order of the items is:

- Inbox folder
- Message list
- Read button
- Delete button
- Compose button
- Check for Email button
- Mark Unread button
- Move to Folder button
- Add Folder button
- Rename Folder button
- Delete Folder button
- Address Book button
- Close button

Not all of the items will be available when you first go into Email. For example, if you have no messages in your Inbox yet, the buttons to Read and Delete messages will be grayed out. The **TAB** key will jump right over these buttons without

landing or speaking them. When you do get messages, all those buttons will become active.

## **Folder, Inbox (ALT+F)**

OPENBook automatically puts all new messages in the Inbox. The Inbox is actually a folder, one of several folders OPENBook uses to store email messages. OPENBook puts all messages you send in the Outbox folder. You can create other folders to store messages in. Note that OPENBook's email system will always open to the Inbox folder item.

## **Message list (ALT+M)**

This is the list of messages that have been downloaded. (It is actually a list of all messages in the current folder. Since the email system starts in the Inbox folder, it is the list of messages in the Inbox.) The first time you run the email system, there are no messages in the Inbox, so the message list is empty. When you TAB around the screen, OPENBook will skip this item since there is nothing in it.

## **Read (ALT+R)**

Use this button to read the message that is highlighted (or selected) in the message list. When you select Read, OPENBook overlays a new screen on top of the Email System screen. This is the Read Message screen. The Read Message screen contains the message header information, sometimes called the message envelope, several buttons, and the message text. Later in this chapter, we will show you how to move around in the Read Message screen.

## **Delete (ALT+D)**

Use this button to delete the message that is highlighted (or selected) in the message list. OPENBook will delete that message and put the highlight selection on the next message in the list.

## **Compose (ALT+P)**

Use this button to compose a new message. When you select Compose, OPENBook overlays the Compose Message screen on top of the Email System screen. The Compose Message screen contains the message header information, sometimes called the message envelope, several buttons, and a blank area in which you can write your message. Later in this chapter, we will show you how to move around in the Compose Message screen.

## **Check for Email (ALT+E)**

Use this button to download new messages to your Inbox. When you select Check for Email, OPENBook connects to the Internet through your modem or network, looks for new messages, and transfers them into your Inbox.

## **Mark Unread (ALT+U)**

Use this button to mark a selected message as unread. This can be helpful if you have read a message but want to read it again. Since OPENBook can move through the list of unread messages, skipping the ones you have already opened, marking a message as unread will help separate it from the rest of the messages.

## **Move to Folder (ALT+V)**

You can create folders to store your saved email messages more efficiently. The Move to Folder button allows you to

move a message to a different folder. When you select Move to Folder, OPENBook brings up a dialog box that lists all the available folders. You should first put your cursor on the message you want to move, and then TAB to the Move to Folder button or press ALT+V. You can then use the arrow keys to select the folder in which you want to store the selected message.

## **Add Folder (ALT+A)**

You can create folders to store your saved email messages more efficiently. When you select Add Folder, OPENBook brings up a dialog box with a blank field for you to type in the name of a new folder. You can use any characters, including spaces, in the folder name.

## **Rename Folder (ALT+N)**

Use this button to rename a folder that you have already created. Note that you cannot rename the Inbox or Outbox folders.

## **Delete Folder (ALT+L)**

Use this button to delete a folder that you have created. This will also delete all the messages contained in the folder. Note that you cannot delete the Inbox or Outbox folders.

## **Address Book (ALT+B)**

OPENBook contains an address book so that you can keep a list of important email addresses. The address book is tied to the Compose Message and Read Message screens for convenience. When you select Address Book, OPENBook brings up the Address Book dialog box. This dialog has

several buttons and edit fields. Later in this chapter, we will show you how to use the address book.

## Close (ALT+C or ESC)

Use this button to close the email system and return to OPENBook's browser/editor.

## How to Download Messages

The first thing you will probably want to do is download your messages. Downloading means the process of transferring new messages from the email server, where they are stored until you ask for them, into your computer. Remember that you must have a working connection to the Internet to download messages.

Press **F5** or go to the Email item in the Tools menu. This brings up OPENBook's email system. Now **TAB** to the button labeled Check for Email, then press **ENTER**. If you prefer, you can just press **ALT+E**.

The email system will use your computer's Internet connection to check for new messages. If you did not tell OPENBook to save your password, it will prompt you for your password now. It will then download the new messages into the Inbox. It will tell you its progress along the way, including how many messages it is downloading. When it is finished downloading all the messages, it will disconnect from the Internet (unless you selected in the Email Settings page to keep the connection open after downloading).

Now that your messages are there, let's explore them.

## Moving Around in the Message List

The message list is a grid that contains information about each message in the current folder. If you have already downloaded some messages, they will be listed in the message list in the Inbox. All unread messages are displayed in bold type. All messages that have been read are displayed in normal type. The message list includes the following categories: subject, sender, status, and date. The subject is on the left, and the date is on the right. In addition, there is a vertical scrollbar on the right side of the message list for mouse users.

When you go to the message list, the subject of the first message is highlighted and spoken. You can move across the categories or down the list using the arrow keys. For example, if you want to look at the sender for each message, you can press the right arrow once to go to the Sender column, then press the down arrow to hear the sender for each message. When you get to the one you want, simply press the **ENTER** key and OPENBook will open that message.

If you have more messages than fit on one screen, you can press **PAGE DOWN** to move to the next screen of the message list. You can also use a mouse to drag the scrollbar on the right edge of the message list.

You can also move through the list only landing on unread messages. This is a useful time saver, especially if you have lots of messages already in the Inbox. To do this, press the **SHIFT** key while you press the arrow keys. OPENBook will advance to the next unread message, skipping over the messages you have already read.

The following is a description of each category in the message list.

## **Subject**

The Subject is the title that the sender gives the message. Subjects can be short or long. The subject area in the message list is a fixed width, so very long email subjects will be cut off visually. All message subjects, regardless of how long they are, will be spoken completely.

## **Sender**

This field contains the name or email address of the person who sent the message. If the sender has designated his name instead of his email address, the name will show up as the sender. If not, the email address will be listed.

## **Status**

This column has only two options: Read and Unread. As you review the message information, this status will tell you whether you have read each message or not. If you have already read a message, but you want to flag it to be sure you read it again, you can use the Mark Unread button. The selected message will then be marked Unread and will appear in bold type.

## **Date**

The date that OPENBook displays is the date the message was received in your message server (the POP3 server). The information in this field includes both the date and the time. In its default mode, OPENBook uses 12-hour time. You can switch to 24-hour time using the "Time displayed as 24 hour" checkbox in the Email Settings page.

# **How to Read Messages**

Now that you have looked at the list of downloaded messages, you will want to read them. To read any message, put the cursor on the message in the list using the arrow keys, then press the **ENTER** key. You can also press **ALT+R** to execute the Read message command. If you use a mouse, you can double-click the left mouse button to open a message.

When you open a message, OPENBook overlays a new screen on top of the Email System screen. This is the Read Message screen. The Read Message screen has two sections: the header information (also called the message envelope), on the top part of the screen, and the message contents, on the bottom two-thirds of the screen. In addition, OPENBook's status bar at the very bottom of the screen displays the number of lines and pages in the open message.

Your cursor will land on the first word of the message text, and OPENBook will start reading the message automatically. Press the Speak key to pause reading, just as you do in the rest of OPENBook.

To move between the message text and the message header, press **SHIFT+TAB** (because once you are in the message body, the **TAB** key actually inserts a **TAB** in your message) or click the left mouse button. Once you are in the header area, you can use **TAB** or **SHIFT+TAB** to move from field to field.

The message header contains seven buttons and six addressing fields.

The fields are:

- From
- To

- Cc
- Subject
- Date Sent
- Attachments

The buttons are:

- Reply
- Reply All
- Forward
- View Attachment
- Save Attachment
- Add to Address Book
- Close

Note that when you press **SHIFT+TAB** from the message text, you will land on the first button, the Reply button, not the To address field. To move to the address fields, press **TAB** or **SHIFT+TAB** several times.

Following is a description of each field and button in the message header area. Although OPENBook lands first on the buttons, we will discuss the address information first.

### **From (ALT+F)**

This field contains the name or email address of the person who sent you the email message.

### **To (ALT+O)**

This field contains the names or email addresses of all the people this message was sent to.

### **Cc: (ALT+:)**

This field contains the names or email addresses of all the people who were copied on this message.

### **Subject (ALT+J)**

This field contains the subject name as typed by the person who sent the message. If the message was forwarded to you, the subject line will begin with the characters RE: followed by a space.

### **Date Sent (ALT+N)**

This field contains the date and time the message was sent.

### **Attachments (ALT+M)**

If there were any files attached with the message, they will be listed here. If there were no files attached, this field will be grayed out.

The rest of the items in the header area are buttons.

### **Reply (ALT+R)**

Select this button to reply only to the sender of the message, and not the rest of the people it was originally sent to. When you select Reply, OPENBook displays the Compose Message screen, inserts the sender's name in the To field, inserts the characters RE: at the beginning of the Subject line, and puts your cursor at the beginning of the message text area. The original message is displayed below your

cursor with a separator. Note: When replying, if there was a file attached to the original message, it will not get attached to the message reply.

### **Reply All (ALT+P)**

Select this button to send your reply to everyone listed in the To field of the message. When you select Reply All, OPENBook displays the Compose Message screen and inserts all the original To and Cc names in the To field. It also inserts the characters RE: at the beginning of the Subject line, and puts your cursor at the beginning of the message text area. The original message is displayed below your cursor with a separator. Note: When replying, if there was a file attached to the original message, it will not get attached to the message reply.

### **Forward (ALT+W)**

Select this button to forward the message to another person or people. When you select Forward, OPENBook displays the Compose Message screen and puts your cursor in the To field so that you can enter the names or addresses of the people you want to forward the message to. It also inserts the characters FW: at the beginning of the Subject line. When Forwarding a message, if there was a file attachment in the original message, this attachment will also be sent with your forwarded message.

### **View Attachment (ALT+V)**

Select this button to look at attachments that came with the email message. You can choose which attachment to view by putting the cursor on the appropriate attachment file name, then selecting View. If there are no attachments with the message, this button is grayed out. This button may also

be grayed out if OPENBook does not recognize the file type of the attachment.

### **Save Attachment (ALT+E)**

Select this button to save attachments that came with the email message. You can choose which attachment to save by putting the cursor on the appropriate attachment file name, then selecting Save. If there are no attachments with the message, this button is grayed out.

### **Add to Address Book (ALT+K)**

Select this button to add an email address to your personal address book. This will add the address of the person who sent you the message. When you select this item, OPENBook displays the New Address dialog box, inserts the address into the Email Addresses field, and puts your cursor in the Name field. Later in this chapter, we will discuss the address book in more detail.

### **Close (ALT+C or ESC)**

Use this button to close the open message and return to the Email System screen.

## **How to Compose Messages**

Now that you have learned how to download and read messages, you will want to write some messages. To do this, from the Email System screen, select the Compose button or press **ALT+P** (the accelerator for Compose). When you select Compose, OPENBook overlays the Compose Message screen on top of the Email System screen. The Compose Message screen contains the

message header information (also called the message envelope), several buttons, and a blank area in which you can write your message. Your cursor will land in the To field. You can use **TAB** and **SHIFT+TAB** to move from field to field.

The message header contains the following fields:

- To
- Cc
- Bcc
- Subject
- Attachments

There are also five buttons on the right side of the message header. These buttons are:

- Send
- Attach File
- Delete Attachment
- Address Book
- Cancel

Following is a description of each field and button in the order it appears in the message header area. Note that as in the Read Message screen, when you are in the message body, the **TAB** key actually inserts a **TAB** in your message. To move from the message text to the message header, press **SHIFT+TAB** or press **F6**. When you press **SHIFT+TAB** or **F6** from the message text, you will land on

the first button, which is the Send button. First is the header information.

### **To (ALT+O)**

Write the names or email addresses of all the people you want to send this message to. You can enter names directly from the address book if you want. Refer to the section on the Address Book for further information. You must separate each name or address with either a semi-colon (;) or a comma (,). OPENBook will recognize either of these as separators. Note that it's not necessary to include a space between addresses. You can enter either the person's actual email address or, if the person is in your address book, you can simply use the name you assigned to that person.

### **Cc (ALT+:)**

Write the names or email addresses of all the people you want to copy this message to. You can enter names directly from the address book if you want. Refer to the section on the Address Book button for further information. You must separate each name or address with either a semi-colon (;) or a comma (,). OPENBook will recognize either of these as separators.

### **Bcc (ALT+B)**

Write the names or email addresses of all the people you want to send blind copies of this message to. These names will not show up on anyone else's copy of the message. If the regular recipients (those in the To and Cc fields) reply to the message, the Bcc recipients will not be included in the reply list. You can enter names directly from the address book if you want. Refer to the section on the Address Book

button for further information. You must separate each name or address with either a semi-colon (;) or a comma (,). OPENBook will recognize either of these as separators.

### **Subject (ALT+J)**

Write the subject for your message in this field.

### **Attachments (ALT+M)**

If you attach any files to the message, they will be listed here.

The rest of the items in the header area are buttons.

### **Send (ALT+S)**

Select this button to send your completed message. When you select Send, OPENBook will connect to the Internet (unless you are already connected) and send the message. You will receive verbal status prompts during the process. You can press the **ENTER** or **ESC** keys to cancel the process. Once you have successfully sent your message, a copy of it will be automatically put in the Outbox folder. You can check this folder contents by going to the Folder item in the Email System screen, then pressing the **DOWN ARROW** until you reach the folder called Outbox. Press the **ENTER** key and OPENBook will display the list of files you have sent.

**Note:** OPENBook cannot save a draft of your message, so if you don't send the message, it won't be saved anywhere.

### **Attach File (ALT+A)**

Select this button to select a file to send with your message. When you select Attach File, OPENBook brings up the Attach File dialog box. This dialog box works the same way the File Open dialog box works in OPENBook's editor. It has all the same controls, except it has a button called Attach instead of the button called Open. You can **TAB** or **SHIFT+TAB** through the selections and use the arrow keys to move through the folder and file lists. When you find the file you want to include, make sure the cursor is on it, then press the **ENTER** key. OPENBook will attach the file to the message and list the file name in the Attachments field. Note that, as with most other Windows programs, if the file is in use, OPENBook will not be able to attach it.

### **Delete Attachment (ALT+D)**

Select this button to delete a file from the attachment list. When you select Delete Attachment, OPENBook will not ask you to confirm the deletion. It will delete the highlighted file and announce that it has been deleted from the list.

**Note:** The file has not been deleted from your computer; it has just been detached from this email message.

### **Address Book (ALT+K)**

Select this button to bring up OPENBook's address book. You can select names you have saved in your address book so that you don't have to type them in every time you send a message. When you select Address Book, OPENBook will bring up the Address Book dialog box, highlight the first entry in the list, and put your cursor on the Address To button. If you want to use that address, simply press **ENTER**. OPENBook will insert the name into the To field of your message. You can use the arrow keys to go through your list of names and addresses. Separate buttons exist for

adding the name to the To, Cc, and Bcc fields. We will describe the Address Book dialog in more detail in the next section, "Using the Address Book."

### **Cancel (ALT+C or ESC)**

Use this button to discard the message without sending it, and return to the Email System screen. When you select Cancel, OPENBook asks you to confirm your cancellation.

## **Using the Address Book**

An email address book is a powerful tool for organizing the names and addresses of people you frequently communicate with. OPENBook's address book has some added features that make it useful for visually impaired people.

You can get to the address book in several ways. Because it is an important tool, it is available from all the email display screens. From the main Email System screen, you can use the Address Book button to manage your list of addresses. From the Compose Message screen, you can select the Address Book button to easily insert addresses into your message. From the Read Message screen, you can select the Add to Address Book button to add an address to the address book.

You can define not only individual addresses, but also groups of people. For example, if you often want to send messages to all the people in your department at work, or to a certain group of friends, you can put these people in a group. You give the group a unique name, such as Marketing Department, or Church Friends, that will help you select the right group later. This will save you time, since you won't have to enter each name separately when you send a message.

Let's add an address to the address book from the Email System screen. Use the TAB key to go to the Address Book button, or press **ALT+B** to go directly to the address book. OPENBook takes you to the address book dialog box and places your cursor on the New Entry button. If you press the **ENTER** key now, OPENBook will take you directly to the New Address dialog box where you can type in the name and address.

The Address Book dialog box contains a grid with the list of addresses, plus buttons for New Entry, Edit Entry, Delete Entry, and Close. Below is a brief description of each function.

### **New Entry (ALT+N)**

Select this button to add a new entry to your address book. When you select New Entry, OPENBook takes you to the New Address dialog box, where you can type in the name and address. The New Address dialog has three fields: Name or Group, in which you type the name of the person or group; Email Addresses, in which you type the person's complete address; and Add Address to Group, in which you can add an existing address to a pre-defined group. The Name and Address fields are edit boxes, so you need to type the information in them. If you are creating a group, you will type all the addresses in the Email Addresses area, separating addresses with a comma or semi-colon. You can type as many addresses as you want in the Email Addresses area. The Group field is a list box, which means you cannot type in it. You can only select from the list of existing addresses. Use the arrow keys to review the names in the list, then press the **SPACEBAR** to add the selected address to group name in the Name or Group field.

### **Edit Entry (ALT+E)**

Select this button to edit an address or group you have already entered in your address book. You should first move your cursor to the name or group that you want to change, then **TAB** to the Edit Entry button or press the **ALT+E** accelerator. **OPENBook** will bring up the Edit Address dialog box with the information of the entry you selected. This dialog is identical to the New Address dialog, but with the selected name and address already inserted in the appropriate places. When you are done making changes, press the **ENTER** key or select the **OK** button. You can cancel the changes by pressing **ESC** at any time.

### **Delete Entry (ALT+D)**

Select this button to delete a name or group you have entered in your address book. You should first move your cursor to the name or group you want to delete, then **TAB** to the Delete Entry button or press **ALT+D**. **OPENBook** will ask you to confirm the deletion.

### **Close (ALT+C or ESC)**

Use this button to close the address book and return to the Email System screen.

# Page Layout

## What is Page Layout?

It is often useful to know the layout of the elements on a printed page, such as how many columns and headings there are, and whether there are pictures, captions, headers, or footers on the page. OPENBook can collect that information and report it to you when you ask for it. We call that Page Layout Description. Several OPENBook functions exist to help analyze and describe the different elements on a page. In addition, you can navigate from element to element. If you have the Logitech WingMan<sup>®</sup> Force Feedback Mouse connected, you can also get tactile feedback about each page element. All the page layout functions boil down to two needs: the need to have the page described, and the need to navigate based on the description.

## Overview

Below is a brief overview of each function.

**Note:** Before you can scan documents for page layout analysis, you must configure certain items in Scanning Settings and General Settings. We will discuss those items later in this chapter.

**Note:** Page Layout commands use **CTRL** and **SHIFT** plus another key.

**Page Layout Summary.** Press **CTRL+SHIFT+Y** to hear a summary of the layout of the current page. The summary

will tell you how many of each element type are on the page, such as: 1 header, 2 columns, 1 graphic, 1 caption, 6 text blocks, and 1 footer.

**Announce Page Layout during Reading.** Set this item in General Settings to have OPENBook announce each element as it comes to it during reading.

**Guided Layout Mode.** Press **CTRL+SHIFT+F5** to have OPENBook walk you (and your tactile mouse) through the page elements in logical reading order, announcing each element as it encounters it.

**Explore Layout Mode.** Press **CTRL+SHIFT+ENTER** to control the movement from element to element while hearing what each element is. You get the same information in Explore and Guided Modes, but in Guided Mode, the program guides your movement, while in Explore Mode, you control your own movement.

**Navigate Using Elements.** Press **CTRL+SHIFT+DOWN ARROW** or **CTRL+SHIFT+UP ARROW** to move to the next or previous element on the page.

## **What are Page Layout Elements?**

Page layout includes identification of the following elements:

- Columns
- Headings
- Text Blocks
- Graphics
- Captions
- Tables
- Headers

- Footers

OPENBook doesn't always agree with you about what constitutes a header, or whether an area of text is one or two text blocks. And it doesn't always get the reading order right. We have added new technology to get as accurate as possible, but analyzing the elements on a page can sometimes be a difficult task for a computer.

Below is a brief summary of how OPENBook determines each of the page elements:

**Column:** A vertical block of text with the same left and right margins that has some separation between it and other vertical blocks of text.

**Text Block:** A rectangular section of text that should be treated as one section.

**Heading:** A line or two of text that is separated by extra blank lines before and after, or that has different font, size, or attributes.

**Graphic:** A rectangular area on the page that does not have printed text in it but is not blank.

**Caption:** Several lines of text that appear directly under a graphic.

**Table:** A rectangular block of text that is divided into a row and column presentation.

**Header:** A line of text at the very top of the page.

**Footer:** A line of text at the very bottom of the page.

## **Using the Logitech WingMan® Force Feedback Mouse**

You can add a new dimension of touch to your OPENBook experience with the Logitech WingMan® Force Feedback Mouse, also called a "tactile mouse." This mouse was developed by engineers at Immersion, who worked with the OPENBook engineers to integrate the tactile mouse with OPENBook. The WingMan mouse was designed to give tactile feedback during computer operation. When you use the WingMan mouse with OPENBook's Page Layout functions, you will get unique tactile feedback for each element type. For example, as you move through a text block you will feel a washboard effect, as though the tactile mouse were bumping over the lines of text. As you move from one column to another, you will feel resistance at the edge of the column. Graphics have a texture like a window screen.

It is important to note that you can use and benefit from Page Layout functions whether you have a tactile mouse, a regular mouse, or no mouse at all. The same goes for visual feedback with a monitor. The primary feedback mode is audio: you will get verbal feedback whether you have a monitor or not. The monitor and mouse do not give more information about the page; they simply give feedback in additional sensory modalities.

### **Page Layout Settings**

Several items in the Settings menu need to be turned on so that OPENBook will collect page layout information. Collecting this information makes the recognition part of scanning take longer, so you should only turn the items on if

you think you will need page layout information for a particular page. Some of the items are in the General Settings property sheet, and some are in the Scanning Settings property sheet. You can get to both property sheets from the Settings menu.

The Scanning Settings item is:

**Keep Page Layout Elements.** This is the function that tells OPENBook to keep track of the page layout elements when it is scanning the page. This item is not checked in default mode. Note that when this item is checked, it also turns on two other items: **Keep Exact View** and **Recognize Columns**.

The General Settings items are:

1. **Announce Page Elements.** This item allows OPENBook to announce each page element as you come to it during reading. This item is checked in default mode. Note that elements are announced using the Menu Voice, so we have set the Menu Voice to a different setting from that of the Reading Voice.
2. **Page Layout Delay.** This item tells OPENBook how long to pause before advancing to the next element in Guided Layout Mode. The values are Shorter, Normal, and Higher. The default is Normal.
3. **Tactile Mouse Strength.** This item controls the amount of resistance you get from the tactile mouse in Guided Layout Mode and Explore Layout Mode. The values are Low, Medium, and High. The default is Medium.

## How to use Page Layout Description

## Guided Mode

The first mode, Guided Layout Mode, walks you through the page elements in logical reading order, announcing each element along the way. OPENBook moves the cursor (pointer) to each element while giving you positional information about each element.

## Explore Mode

The second mode, Explore Layout Mode, allows you to control the movement from element to element while hearing what the element is. The user moves the cursor to each element (using either a mouse or keyboard commands) and OPENBook then announces it.

Both modes display the entire page in Exact View. Both modes spotlight the entire element as OPENBook moves to the element (the default spotlight color is yellow, but you can set it to a different color by changing the Cursor Background Color in the Visual Settings property page).

OPENBook will give you simultaneous visual and audio feedback about each element in both modes.

If you have a tactile mouse connected, OPENBook will give you unique tactile feedback for each element type.

## Guided Layout Mode

The command to go to Guided Layout Mode is **CTRL+SHIFT+F5**. You can also use the menu to go to Guided Layout Mode by pressing **ALT+T** for the Tools menu, then **G** for Guided Layout Mode.

When you issue this command, OPENBook switches the visual display to Exact View at a magnification level that

displays the entire page on the screen. It moves the mouse pointer (and the tactile mouse, if you have one) to the first element on the page and announces what the element is and which occurrence of the element this is. After a brief pause, it moves to the next element and announces it. It announces the elements using the Menu Voice. In this way it moves through the entire page. For example, if you have scanned a document with two columns, a picture, a header, a footer, and several blocks of text, OPENBook might say, "Header 1, Column 1, Text Block 1, Graphic 1, Text Block 2, Column 2, Text Block 3, Footer 1."

Several commands are available in Guided Layout Mode:

- To pause the Guided Layout Mode, press the **Read** key (the **ENTER** key on the keypad).
- To continue moving from element to element, press the **Read** key again.
- To go to Explore Layout Mode, press any key or click the left mouse button. When you go to Explore Layout Mode, you can do other things that we will describe below.
- To leave Guided Layout Mode and return to your previous cursor position on the page, press the **ESC** key.

## Explore Layout Mode

The command to go to Explore Layout Mode is **CTRL+SHIFT+ENTER**. You can also use the menu to go to Explore Layout Mode by pressing **ALT+T** for the Tools menu, then **X** for Explore Layout Mode.

When you issue this command, OPENBook does the same basic things it does in Guided Layout Mode. It switches the visual display to Exact View at a magnification level that displays the full page, and it moves the mouse pointer to the

first element on the page. But this is where the similarities end. In Explore Layout Mode, it doesn't automatically announce the elements. It waits for you to move the mouse around on the screen. As you move the mouse to each element, OPENBook announces the element. You do not need to click a mouse button: OPENBook can tell when the mouse pointer hovers over each element. If you have a tactile mouse, you will receive tactile feedback as you move to each element. If you do not have a mouse connected, you can move sequentially from element to element by pressing **CTRL+SHIFT+DOWN ARROW** or **CTRL+SHIFT+UP ARROW**.

Several commands are available in Explore Layout Mode.

- To read the text contents of the current element, press the **Read** key (the **ENTER** key on the keypad) or click the left mouse button.
- To pause or continue reading the contents of the current element, you should also press the **Read** key.
- To abandon reading the contents of the current element, press any key (except **ENTER**, **ESC**, or the Read key).
- To leave Explore Layout Mode, press the **ESC** key.
- To leave Explore Layout Mode and place your cursor at the beginning of the current element in the browser/editor, press the **ENTER** key on the keyboard (not the Read key) or double-click the left mouse button.

## Page Layout Hotkeys

Below is a list of all the element types that can be selected for navigation, along with their keyboard accelerator. Use these to select which element you want to use for navigating the page. Once you have selected the active element, then

use **CTRL+SHIFT+DOWN ARROW** and **CTRL+SHIFT+UP ARROW** to move from element to element. Note that all page layout commands consist of the **CTRL** key plus the **SHIFT** key plus another key.

Select Headers	<b>CTRL+SHIFT+D</b>
Select Columns	<b>CTRL+SHIFT+C</b>
Select Section Headings	<b>CTRL+SHIFT+H</b>
Select Text Blocks	<b>CTRL+SHIFT+B</b>
Select Pictures	<b>CTRL+SHIFT+P</b>
Select Captions	<b>CTRL+SHIFT+N</b>
Select Tables	<b>CTRL+SHIFT+T</b>
Select Footers	<b>CTRL+SHIFT+O</b>
Select All Elements	<b>CTRL+SHIFT+A</b>

## **List of All Page Layout Commands**

Page Layout Summary	<b>CTRL+SHIFT+Y</b>
Enter Guided Layout Mode from editor	<b>CTRL+SHIFT+F5</b>
Exit Guided Layout Mode and return to previous position in editor	<b>ESC</b>
Enter Explore Layout Mode from editor	<b>CTRL+SHIFT+ENTER</b>
Enter Explore Layout Mode from Guided Layout Mode	<b>ENTER</b>
Exit Explore Layout Mode and return to previous position in editor	<b>ESC</b>
Exit Explore Layout Mode and place	<b>ENTER</b>

cursor at current element in editor	
Pause/Resume Reading elements in Guided Layout Mode	<b>Read key (on keypad)</b>
Read Element Contents/Pause Reading/Resume Reading element contents in Explore Layout Mode	<b>Read key (on keypad)</b>
Go from Exact View to Text View	<b>CTRL+SHIFT+V</b>
Move to next element	<b>CTRL+SHIFT+DOWN ARROW</b>
Move to previous element	<b>CTRL+SHIFT+UP ARROW</b>
Make All Elements the active element	<b>CTRL+SHIFT+A</b>
Make Section Headings the active element	<b>CTRL+SHIFT+H</b>
Make Text Blocks the active element	<b>CTRL+SHIFT+B</b>
Make Headers the active element	<b>CTRL+SHIFT+D</b>
Make Columns the active element	<b>CTRL+SHIFT+C</b>
Make Pictures the active element	<b>CTRL+SHIFT+P</b>
Make Captions the active element	<b>CTRL+SHIFT+N</b>
Make Tables the active element	<b>CTRL+SHIFT+T</b>
Make Footers the active element	<b>CTRL+SHIFT+O</b>

## **An Exercise using Page Layout**

To give you a better idea of how all this works, let's go through a hypothetical page that has been scanned using page layout. We'll imagine that you are using the two-

column document we described above. You can have OPENBook give you a summary of the page elements; describe the entire page to you using Guided Layout Mode; explore the page layout yourself using Explore Layout Mode; or go from one mode to the other. We'll have you start by hearing the page layout summary.

### **Start with Page Layout Summary**

To hear a summary of what elements are on the page, press CTRL+SHIFT+Y from the editor. OPENBook will tell you there are 2 Columns, 1 Header, 3 Text Blocks, 1 Graphic, and 1 Footer. Once you have heard this overview of the page, you will want to hear the page elements in their logical reading order. To do this, go to Guided Layout Mode.

### **Go to Guided Layout Mode**

Press CTRL+SHIFT+F5 from the editor to go into Guided Layout Mode. OPENBook will switch to Exact View and begin announcing the page elements while advancing the mouse pointer to each element. At some point during this guided tour, you may want to leave Guided Layout Mode and go to Explore Layout Mode. To do so, press the keyboard ENTER key (not the Read key on the keypad).

### **Go to Explore Layout Mode and Explore the Page**

If you just pressed the ENTER key while you were in Guided Layout Mode, you will now be in Explore Layout Mode. (You can also go to Explore Mode directly with the CTRL+SHIFT+ENTER command, or by going to the Tools menu, ALT+T, then pressing X.)

Let's suppose OPENBook has just announced that it is at Text Block 2, the second text block on the page. You want to see what comes next on the page, so you press CTRL+SHIFT+DOWN ARROW or move the mouse to go to the next element. OPENBook will tell you that you are now

at Column 2. Again you want to see what comes next, so you press CTRL+SHIFT+DOWN ARROW again. OPENBook tells you that you are at Text Block 3.

### **Read the Contents of an Element while in Explore Layout Mode**

You now decide you want to know what is in Text Block 3. To do this, press the Read key on the keypad. OPENBook will read the text block from beginning to end and spotlight the entire thing. When it gets to the end of that element, it will stop reading.

### **Move through the Page**

You can use CTRL+SHIFT+DOWN ARROW and CTRL+SHIFT+UP ARROW to move through the page, element by element. You can ask OPENBook to read the contents of any element you land on (except pictures, of course). If you want to stop reading the element, press the ESC key and OPENBook will stop reading, but keep you in Explore Layout Mode. If you find an element that you want to edit or spell check, you can go directly to OPENBook's reader/editor at any time by pressing the keyboard ENTER key or double-clicking the left mouse button.

### **Leave Page Layout Mode and Return to the Editor**

If you decide you want to leave Page Layout entirely and return to the editor, press the keyboard ENTER key (not the Read key). This will take you to your regular level of magnification, out of Page Layout Mode, and into either Text View or Exact View, whichever you were in last. It will place your cursor (and spotlight) on the word it was just reading. It will say, "Out of page layout mode, in read-only (or edit) mode, Page 1, Column 2, Text Block 3." If you were in Exact View before doing Page Layout functions, you can stay in Exact View, or press CTRL+SHIFT+V to toggle to Text View, where you can edit.

This is a useful way to explore the layout of the page and then jump directly to the place you are most interested in. Note that if you press the ESC key instead of the ENTER key, OPENBook will still take you to the editor, but your cursor will be where you left it before you entered Page Layout Mode. This will often be the beginning of the page.

### **Navigate by Page Elements while in the Editor**

While you are in the editor, you can still get page layout information. As OPENBook reads your page in its normal fashion, it will also announce the page elements as it comes to them. You can also navigate from element to element using CTRL+SHIFT+DOWN ARROW and CTRL+SHIFT+UP ARROW.

### **Read in the Editor while Announcing Page Elements**

Let's go back to our two-column page. Let's put the cursor at the beginning of the page, and then press the Read key. OPENBook will announce "Header 1" in the Menu Voice, and then read the contents of header 1 in the Reading voice. Next, it will say "Column 1, Text Block 1" in the Menu Voice, and begin reading the contents of that first text block. In this way it progresses through the page, announcing each element and then reading what's in the element.

### **Change the Active Element for Navigation**

So far we have been navigating from element to element, announcing each element regardless of what type of element it is. You can select a different active element, such as Headings, to have OPENBook move from heading to heading when you press CTRL+SHIFT+DOWN ARROW or CTRL+SHIFT+UP ARROW. To select Headings as the active element for navigation, press CTRL+SHIFT+H. Then when you go through the page with CTRL+SHIFT+DOWN ARROW, it will only stop at the headings. You can press the Read key to read the heading, and then press

CTRL+SHIFT+DOWN ARROW again if it's not the one you want. This can be very useful when you want to get a quick idea of what topics are addressed on the page. Or you can select Text Blocks as the active element. This will let you read just the meat of the page, skipping all headers, footers, captions, etc. To select Text Blocks as the active element, press CTRL+SHIFT+B. To go back to OPENBook's default element type, press CTRL+SHIFT+A, for All Elements. In this default mode, OPENBook moves from element to element regardless of which type of element it encounters.

# Customizing OPENBook

The Settings Menu allows you to save, retrieve, or delete settings files, or modify OPENBook's Speech, Visual, Scanning, Email, Advanced, and General settings. Whenever you start OPENBook it loads the settings file called Default.

**Note:** If you want OPENBook to load your favorite settings each time you run the program, you should save them in the Default settings file. We'll tell you how to do that below in the description for the Save the Settings menu item.

The following settings dialogs are available:

- Speech Settings
- Visual Settings
- Scanning Settings
- Email Settings
- Advanced Settings
- General Settings

These dialog boxes are called "property pages." There is one page for each of the six categories. These pages include many different settings options. In addition, there are four elements shared by all six property pages. They are:

## The Preview Box

This area, located on the right side of the property pages, contains part of a famous literary speech. In this area, OPENBook demonstrates the speech and visual changes that you have selected.

## OK button

This button saves the selected settings and closes the property pages. You can also do this by pressing the ENTER key.

### **Cancel button**

This button closes the property pages without saving the settings. You can also do this by pressing the ESC key.

### **Apply button**

This button saves the selected settings but does not close the property pages, allowing you to continue to make modifications to other settings.

Once you open one property page, you can access any other property page by using the tabs at the top of the property page you're on. You can reach these headings by using the TAB key to get to the title of your current property page, then using the Left and Right arrow keys to move to other Property pages.

## **Settings Menu [ALT+G]**

### **Save the Settings**

Select this menu item to save the current settings. When you want to keep the changes to your Speech, Visual, Scanning, Email, Advanced, or General settings, you must save these changes in a settings file. Otherwise, the next time you use OPENBook it will return to the original settings. When you select Save the Settings, OPENBook opens the Select Settings File list. Use the arrow keys to select a settings file or create a new settings file. If you choose an existing settings file, OPENBook will ask you to confirm that you want to overwrite any previous settings saved in that file.

If you choose to create a new file, OPENBook will give you the opportunity to name that file.

If you want your favorite settings to be loaded each time you run OPENBook save them in the Default settings file. This will overwrite the Default settings with your favorite settings. Since that file already exists, OPENBook will ask you to confirm that you want to overwrite the file. Don't be afraid to do this. If you ever want to go back to using the factory default settings, go to the menu item called Retrieve the Settings, and select the file called Factory default settings. That file cannot be changed or deleted, so it will always be available to you.

## **Retrieve Settings**

Select this menu item to retrieve saved settings files, including the Default file (the one OPENBook loads whenever it starts) and the Factory default settings file (the original factory settings), as well as any settings files you have named yourself. When you select Retrieve the Settings, OPENBook opens the Select Settings File list. Use the arrow keys to select a settings file. Once you retrieve the file, the settings saved in that file are activated.

## **Delete Settings**

Select this menu item to delete saved settings files. When you select Delete Settings, OPENBook opens the Select Settings File list. Use the arrow keys to select a settings file. OPENBook will ask you to confirm your deletions. Note: you cannot delete the Default settings file.

## **Speech On [CTRL+F5]**

Select this item to determine whether OPENBook speaks aloud or not. This menu item is checked by default on startup. To check or uncheck this item, move to the item on the menu, then press ENTER.

## **Speech Settings**

Select this item to open the Speech Settings property page. This allows you to determine the type of voice, volume, pitch, and inflection of OPENBook's speaking voice.

## **Visual Settings**

Select this item to open the Visual Settings property page, to change the way OPENBook presents text on the screen.

## **Scanning Settings**

Select this item to open the Scanning Options property page, which enables you to control the way OPENBook scans pages.

## **Speech Settings Dialog Box**

### **Voice Selection list field**

To select the voice you wish to modify, type in your selection or use the arrow keys. You have three options:

- Reading Voice, the voice OPENBook uses to read aloud.
- Menu Voice, the voice OPENBook uses to read menus.

- Emphasis Voice, the voice OPENBook uses to read emphasized text, like bold, underline and italics.

Emphasis text is not displayed in OPENBook but it is retained, so it can be helpful to set your Emphasis voice slightly to be different from the Reading voice. Some people like to set the Emphasis voice to a slightly higher pitch or volume.

Once you have selected the voice you wish to modify, use the following options to alter that voice. Later, you can return to Voice Selection, and choose another voice to modify.

### **Apply Settings to All Voices check box**

Tells you whether this box is checked or unchecked. When this box is checked, OPENBook applies the changes you have just made to all three voices (Reading, Menu, and Emphasis).

### **Voice Name list field**

Lists voices used by OPENBook The speech software shipped with OPENBook has five voice options. (Other speech synthesizers may have a different number of options.) Type in your selection or use the arrow keys.

### **Voice Rate list field**

To select how fast OPENBook reads, type the first digit of a number, or use the arrow keys.

### **Voice Volume list field**

To select how loud OPENBook reads, type the first digit of a number, or use the arrow keys.

### **Voice Pitch list field**

To select how high or low OPENBook reads, type the first digit of a number, or use the arrow keys.

### **Voice Inflection list field**

To select how much inflection OPENBook uses, type the first digit of a number, or use the arrow keys. This option may not be available with some speech synthesizers.

### **Voice Punctuation list field**

To determine how much punctuation OPENBook announces, type the first letter of your selection, or use the arrow keys. Your choices are:

- All (OPENBook speaks every period and comma).
- Some (OPENBook speaks the less common punctuation but not periods and commas).
- None (OPENBook does not speak any punctuation).

This option may not be available with some speech synthesizers.

### **Voice Language list field**

To select which language OPENBook uses when reading, type in your selection or use the arrow keys. You must be using a multilingual speech synthesizer, or this option will not be available.

### **Key Echo During Editing list field**

To tell OPENBook to speak your typed keystrokes out loud when you are Edit Mode, type in your selection, or use the arrow keys. This spoken "echo" of your keystrokes allows you to hear your typing as you type. You have four options:

- **Character:** Speaks every keystroke as you type.
- **Word:** Speaks only completed words; that is, it speaks the word you just typed as soon as you type punctuation or a space after it.
- **Both:** Speaks both the keystrokes as you type and the final completed word after you type it. This is useful for beginning typists or with material you are proofreading.

- **Off:** Does not echo any keystrokes. Your typing will be silent, except, of course, for the click, click, and click of your keyboard.

### **Test button**

Tests the voice settings you have selected before applying them. To stop testing, simply press ENTER, or select this button again.

### **Announce Capital Letters While Typing**

Select this checkbox to have OPENBook say "cap" before each upper-case letter while you are typing. The default for this item is unchecked.

## **Visual Settings Dialog Box**

### **Font**

Determines the type and size of font used for text on the page.

#### **Font Name**

To select the type of font used for text on the page, use the arrow keys.

#### **Font Size list field**

To select the size of font used for text on the page, use the arrow keys.

### **Colors**

Determines the color of the on-screen text and background, plus the cursor text and background.

#### **Text Color list field**

To select the text color, use the arrow keys.

## **Background Color list field**

To select the color for the background of your document (the part that's not text), use the arrow keys.

## **Cursor Text list field**

To select the color for text within OPENBook's cursor (or spotlight), use the arrow keys. Remember that when you are in Read-only Mode, the cursor will spotlight the current word. Therefore, the Cursor Text color will be the color of the text in the current word. You can also change the spotlight from word to line, sentence, or paragraph, using the Movement Unit menu item in the General Settings property page. Note that the default might not be the first color on the list, so you may need to use the up arrow key to get to the color of your choice.

## **Cursor Background Color list field**

To select the color for the background of text within OPENBook's cursor (or spotlight), use the arrow keys. Remember that when you are in Read-only Mode, the cursor will spotlight the current word. Therefore, the Cursor Text color will be the color of the text in the current word. You can also change the spotlight from word to line, sentence, or paragraph, using the Movement Unit menu item in the General Settings property page. In that case, the spotlight will encompass the line, sentence, or paragraph as you read. Note that the default might not be the first color on the list, so you may need to use the up arrow key to get to the color of your choice.

## **Side Margins**

Adjusts the amount of blank space at the right and left sides of the page. In all cases, larger numbers means more space.

## **Left Margin list field**

To increase or decrease the size of the margin, use the arrow keys.

### **Right Margin list field**

To increase or decrease the size of the margin, use the arrow keys.

### **Extra Spacing**

Adjusts the amount of space between characters, words, lines, and sentences. This can be an extremely valuable feature for people with low vision. Increasing the amount of space between these text elements can help you distinguish between one word and the next, or can help you track to the next line more easily. With all elements, the larger the number you enter, the more space between the elements.

### **Character list field**

To increase or decrease the amount of space between characters, use the arrow keys.

### **Word list field**

To increase or decrease the amount of space between words, use the arrow keys.

### **Line list field**

To increase or decrease the amount of space between lines, use the arrow keys.

### **Sentence list field**

To increase or decrease the amount of space between sentences, use the arrow keys.

## **Scanning Settings Dialog Box**

### **Scanning Mode list field**

Scanning Mode is one of the most important and frequently used items, since you may want to scan one page in Orientation Only, then the next in Scan and Read, then a bunch more in Large Batch mode. Therefore, we have given you other ways to get to the Scanning Mode list while you are in your document. From anywhere in the document, you can press SHIFT+F10 to bring up the Scanning Mode list. If you are a mouse user, simply click the right mouse button. To select one of several different ways to scan, use the arrow keys.

Scanning Mode options include:

### **Scan and Read**

Scan and Read lets you first scan a page, then read it. This is the standard setting -- when you first use OPENBook your scanning options are set to Scan and Read. This setting is best for quickly reading short documents, such as letters and recipes.

### **Scan in Background**

Scan in Background lets you scan one page while reading another. The document you are scanning may be the same as the document you are reading, or you may scan into one document, then open and read another.

To scan and read within the same document, choose Scan in Background, and then scan a page, and read it. While OPENBook reads the page, you'll hear a small musical tone, your signal that OPENBook is ready to scan another page. Place a second page on the scanner, then press the Scan key. OPENBook will continue to read while the second page is being scanned.

To scan one document and read another, choose Scan in Background. Begin scanning pages into a document and, while OPENBook is scanning, open another document and

read it. The musical tone will notify you to scan another page. Scan in Background is the best setting when you want to read and scan at the same time.

**Note:** This mode is not recommended unless you have a hardware synthesizer, such as DECtalk PC or DECtalk Express. Otherwise, speech is interrupted during scanning.

## **Large Batch**

Large Batch lets you divide the scanning process into two parts:

- Scanning the page
- Processing and Recognizing the page

Scanning requires your participation to turn the pages. But Processing and Recognition -- the lengthier procedures -- can be done by the PC without your involvement. Using Large Batch, you can scan all the pages of a large document -- like a book -- then instruct OPENBook to process the pages while you do something else. You don't have to be present during the processing step.

Large Batch gives you several options:

- Scan a group of pages, then immediately process them
- Scan a group, come back later and scan more, then process them
- Scan a group, then process them at a later time.

If you are using an Automatic Document Feeder (ADF), the process is even more automated. You can place batches of 20 to 25 pages in the ADF, and scan them as a group.

Please note that if you are using 2-page scanning with an ADF, you must scan the backs of the pages in reverse order so that OPENBook can match them up correctly.

## **Batch in Background**

Batch in Background allows you to begin Large Batch scanning, and while you are scanning, open and read a document. While reading the document, you will occasionally be interrupted to hear the standard Large Batch Scanning prompts.

**Note:** This mode is not recommended unless you have a hardware synthesizer, such as DECtalk PC or DECtalk Express. Otherwise, speech is interrupted during scanning.

### **Express Batch**

Express Batch is a simpler version of Large Batch scanning. While Large Batch gives you prompts when it has completed scanning and is ready for another page, Express Batch skips these prompts. You must listen for the sound of the scanner head reaching the bottom of the flatbed and returning to the top. In those few seconds it takes to do this, place a new page on the scanner. The scanner keeps scanning, over and over again, until you press ESC. Just as with Large Batch, once scanning is completed, OPENBook will recognize the pages while you do something else. You can also suspend scanning, or cancel the entire Express Batch process. Express Batch is best used by a person who's familiar with their scanner, and wants to scan a large document quickly. Do not use this mode with an ADF.

### **Image Only**

Image Only scans the page and saves it as an image file, without performing the recognition process. This setting is useful if you wish to create an image file to be faxed later or used as a graphic.

### **Fax Files**

Fax Files allows you to recognize files that you have received via a fax card. For the best possible recognition, be sure to get a fine fax image of 200 x 200 dpi, and save the

file in PCX, DCX or TIF format. When you choose this scanning mode, you will need to tell OPENBook where to find the file you wish to recognize.

### **Orientation Only**

Orientation Only scans a page and determines its orientation without proceeding to the recognition process. This setting is useful when you are scanning a large document. You can use Orientation Only to determine the orientation of the first page, and then set the Page Orientation to the correct setting. This will speed up the scanning process.

### **Express Batch in Background**

Express Batch in Background permits you to quickly add pages to a document while reading earlier pages of the same document.

For example, You have scanned and processed the first chapter of a book. You want to batch scan the second chapter, but also want to read that which you worked on earlier. Open the document of interest and begin reading. With the Scanning Mode set to Express Batch in Background, press the scan key and the scanner will acquire new pages as reading continues. The scanner will scan repeatedly so that you will not have to press the scan key for each successive page of text. It will pause in accordance with the Batch Scan Delay that is set in the Scanning Options menu. You may continue to turn pages and scan for as long as you wish until you reach the end of the previously scanned portion of the document. At this point, reading will stop as unprocessed pages are encountered. Scanning will continue until you hit the Scan Key again to stop it. Following scanning, you will be given the opportunity to process the newly added batch.

### **Scanning Contrast list field**

To control the dark-to-light contrast ratio in the scanned document, use the arrow keys or type the first letter of the selection. You have several choices:

- **Automatic Contrast.** OPENBook will individually evaluate each page to determine the best contrast setting for maximum accuracy. This is useful if you have mystery pages to scan. This is the easiest setting but it adds to the scanning time.
- **Normal Contrast.** This corresponds to a value of 127. This setting will work for most books and memos, or anything else that has reasonably good black print on white paper.
- **Darken Page** is useful when the print on the page is too light. When OPENBook reads a light page, letters seem to "break up." An example of this is when OPENBook reads "iii" instead of the letter "m."
- **Lighten Page** is a good choice if the letters are becoming "glued together." An example of this is when OPENBook reads the letter "m" instead of the letters "r" and "n."
- **Custom** contrast choices include a series of numbers from 0 to 255. Custom contrast settings can increase accuracy if you have a page that is outside the range of the other options. Low numbers make it darker, and high numbers make it lighter. The Normal setting corresponds to the value 127.

### **Page Orientation list field**

To select the orientation of the page on the scanner, use the arrow keys. While the Automatic setting is usually best, if you are doing a number of pages for which you already know the orientation, using the correct orientation setting will speed up the scanning process. You have five orientation

choices (the instructions are for HP scanners -- other scanner orientations may vary):

- **Automatic** lets OPENBook determine which way the page is situated on the scanner. This is the easiest setting but it can add slightly to the scanning time.
- **Normal** means the top of the page is flush with the rear edge of the scanner's glass plate.
- **Sideways** means the top of the page is flush with the right side of the scanner's glass plate.
- **Upside-down** means the top of the page is flush with the front edge of the scanner's glass plate.
- **Sideways Upside-down** means the top of the page is flush with the left side of the scanner's glass plate.

### **Scanning Resolution list field**

Controls how fine the scanner makes a picture of the page. Many scanners have a standard setting of 300 dots per inch. However, if you are reading pages printed in very small type and have a scanner that can resolve as finely as 400 dots per inch, you may see improved recognition accuracy. For 400 dpi to be effective, your scanner must have an optical resolution of at least 400 by 400 dip. An optical resolution of 300 by 600 dpi is not adequate. The point range for fonts with a 300 dpi scanner is 6 to 24 points; for a 400 dpi scanner, the range is 4 to 24 points. To select the scanner resolution, use the arrow keys. Note: Depending upon your scanner, you may have only one choice in this menu.

### **Recognize columns check box**

Determines how OPENBook will scan, save, and present your document for reading. When Recognize Columns is checked, OPENBook saves and reads all of column one first, then column two, and so on. If it encounters tables, OPENBook is smart enough to automatically present them

properly. When Recognize Columns is not checked, OPENBook will scan, save, and present the entire page as though there are no columns. Most of the time column recognition is the best choice. When you start OPENBook this box is checked and Recognize Columns is on.

### **Color Scanning check box**

Determines whether OPENBook scans in color or in black and white. When checked, OPENBook will scan all colored text, art, and photographs in color. If you do not have a color scanner installed, OPENBook will tell you that color scanning is not possible. Color scanning and recognition is a much slower process than the standard black-and-white scanning, so we recommend that you only use this item when you know you have something you want to save in its original color presentation. Additionally, the results of Color Scanning are only apparent while you are in Exact View, so you must have Exact View checked to use Color Scanning. Also note that you can only do color scanning at 300 dpi resolution. When you start OPENBook this box is unchecked and Color Scanning is off.

### **Keep Exact View check box**

Tells OPENBook to save two versions of any scanned page: the image file (the actual picture of the page) and the text file (the recognized text from the page). Since an image file can be very large, we recommend that you only save this version of the page if you will be reading the page in Exact View. When you start OPENBook this box is unchecked and Keep Exact View is off.

### **2-Page Scanning check box**

Allows OPENBook to scan two side-by-side pages of an open paperback book (or other book in which both facing pages fit on the scanner) in a single scan. OPENBook will automatically read the first page first, and then read the

second page. When you start OPENBook this box is unchecked and 2-Page Scanning is off. This setting lets OPENBook do even better when scanning an OPENBook

### **Page Description**

Select this checkbox to have OPENBook collect page description elements when it scans a page. Page description elements are headers, footers, columns, headings, text blocks, tables, and pictures. When you scan a document with Page Description checked, you can use OPENBook's page layout features to find out how many of each item are on the page, and what order they are in. This can be very useful for getting an idea of what is on the page. OPENBook takes longer to recognize pages when it is collecting page description elements, therefore the default setting for this item is unchecked.

### **De-skew check box**

Corrects as much as ten degrees of skew in a crooked page, straightening up to three quarters of an inch for a standard eight-and-a-half inch page. Use this option if you are concerned that the page is on the scanner slightly crooked, or skewed. It is also helpful when reading documents that have been photocopied, since the text may not be perfectly straight on the page. However, de-skewing will add a few seconds to the scan time. When you start OPENBook this box is checked and De-Skew is on.

### **De-speckle check box**

Corrects for a page that doesn't have a clean, clear background, such as a page that has been photocopied several times, newspapers, or text on paper with speckled shading on it, such as colored newsprint or magazines. When you start OPENBook this box is checked and De-Speckle is on.

### **White on Black check box**

Allows OPENBook to scan and recognize white text on a black background. This is useful when reading packaged food boxes or magazines that often use light text on a dark background for emphasis. When you start OPENBook this box is checked and White on Black is on.

### **Language Analyst check box**

Improves accuracy on difficult pages. However, this feature may slow the recognition process. When you start OPENBook this box is checked and Language Analyst is on.

### **Discard Blank Pages check box**

Check this box if you want OPENBook to throw away scanned pages that are blank. Note that sometimes you will want to keep blank pages so that you can maintain the original page numbering and order. The default is unchecked.

### **Emphasis Text check box**

Tells OPENBook to indicate words that were emphasized on the original page -- printed bold, or with italics or underlining -- by using a different voice. Once you select Emphasis Text, you should also modify the Emphasis Voice on the Voice Settings Properties page, so that the voice OPENBook uses will sound different from the Reading or Menu voices. Note that even if you have Emphasis Text off, OPENBook will still retain these attributes and export them when you save the document for word processing. When you start OPENBook this box is unchecked and Emphasis Text is off.

### **Uncertain Text check box**

Tells OPENBook to indicate when it encounters a word or character it is unsure about by using the Uncertain Text Marker (see next item). When you start OPENBook this box is unchecked and Uncertain Text is off.

## **Uncertain Text Marker edit field**

To designate a specific character, such as an asterisk, that will be spoken when OPENBook finds a word or character it is unsure about, type the character into the box. When you start OPENBook Uncertain Text is set to Asterisk (\*).

## **Express Batch Delay list field**

To set the amount of time between one scan and the next when scanning in Express Batch, use the arrow keys to choose between 0 and 25. A larger number gives you more time to turn the pages. When you start OPENBook Express Batch Delay is set to 0.

## **Scanner**

Use these items to specify which type of scanner driver you want OPENBook to use. Several choices exist, depending on the scanners currently installed in your system.

OPENBook automatically detects the scanner drivers that are installed on your computer, and it selects the one it thinks you will want to use as the default. If there does not appear to be an obvious scanner choice, OPENBook will display this item the first time you scan a document, and ask you to confirm the scanner driver selection. Note that we do not recommend using the HP TWAIN driver unless you are using the scanners listed, due to its slow speed.

## **TWAIN Properties**

If you are using the Unknown TWAIN driver selection in the Scanner field, you can fine-tune OPENBook's operation with your scanner. Note that you should not use the "Unknown TWAIN" choice unless the other choices do not work with your scanner.

Three items exist for this. All three are checkboxes. The default setting for each item is unchecked. You should only

select an item if you are having problems that you think one of these items will solve.

The first item is called "Allow scanner to finish when canceling a scan." If you are unable to scan at all after you have canceled scanning in the middle of a scan, try this setting.

The second item is called "Black and white contrast uses Brightness instead of Threshold." If, when scanning with Color OFF and Keep Exact View ON, all contrast settings result in a scan identical to a contrast setting of 255, try this setting.

The third item is called "Must close TWAIN after each scan." If your first scan works, but subsequent scans seem to ignore changes in scanner settings, try this setting.

## **General Settings**

Select this item to open the General Settings property page, to change OPENBook's general settings.

### **Tones check box**

Controls the beeps that are heard when OPENBook is scanning. When you start OPENBook this box is checked and Tones are on.

### **Progress Messages check box**

Controls the messages that OPENBook speaks when it is recognizing the page. When you start OPENBook this box is checked and Progress Messages are on.

### **Announce Shortcut Keys check box**

Announces the menu shortcut keys (for example, CTRL+O for Open in the File menu) after each applicable menu item. This helps you learn these shortcuts. When you start

OPENBook this box is checked and Announce Shortcut Keys is off.

### **Announce Dialog Controls CTRL+S**

Select this checkbox to have OPENBook announce what type of control each item in a dialog box is. The types are Button, Edit Box, List Box, Combo Box, Checkbox, Radio Button, Hotkey Box Control, and TAB Control. The default for this item is unchecked; that is, OPENBook will not announce dialog controls.

### **Always Start in Edit Mode check box**

When this item is checked, OPENBook is in Edit Mode whenever it is run. When it is unchecked, OPENBook starts in Read-only Mode. Many beginning computer users will want to start in Read-only Mode, only switching to Edit Mode when they want to edit something. Other users will always want to stay in Edit Mode. Regardless of which mode you start in, you can always switch from one mode to the other. Use the SPACEBAR to check or uncheck this item. When you start OPENBook this box is unchecked, so you will start in Read-only Mode.

### **Hide Spotlight for Braille Tracking**

This item improves cursor tracking for refreshable braille displays. When OPENBook is in Read-only Mode, it uses a word spotlight in addition to the cursor to identify the cursor location in a document. This spotlight can help with visual tracking for partially sighted computer users, but it decreases the responsiveness of refreshable braille devices.

Therefore, if you have a braille display, you should turn this item off. The default setting for this item is unchecked.

### **Announce Page Elements**

Select this checkbox to have OPENBook announce page elements while it is reading a scanned document. To

announce page elements, you must have scanned the page with Page Description on (you enable Page Description in Scanning Settings). When you select Announce Page Elements, OPENBook announces each new page element as it reads. Examples of page elements are columns, headers, footers, and text blocks. The default setting for this item is unchecked.

### **Use Numeric Keypad for OPENBook Functions**

Select this checkbox to give control of the numeric keypad to OPENBook. The default for this item is checked, so OPENBook will use the keypad for its own functions. If you uncheck this item, OPENBook will not control the keypad, so you can use another program's keypad functions.

### **Tactile Mouse Strength**

This item determines how much resistance the Logitech WingMan Force Feedback Mouse will give during page layout description and navigation. The options are Low, Medium, and Strong. The default is Medium.

### **Extra Pause After Each Sentence**

This item determines the amount of extra time OPENBook pauses after each sentence. The range is from No Extra Pause to 3 seconds, in half-second increments, with No Extra Pause as the default.

### **Movement Unit list field**

This determines the amount of text to be spotlighted in the cursor area. Use the arrows to choose Word, Sentence, Line, or Paragraph. When you then use the Speak key to have OPENBook read continuously, the spotlight cursor will highlight the unit as OPENBook reads to you. OPENBook will not stop or pause at the end of each Movement Unit. If you want OPENBook to read Unit by Unit, use the Control key with the right arrow key. OPENBook will then stop at

after each Unit and wait for you to press Control plus right arrow again. This is a useful way to review text for readability.

### **Scanning Hotkey**

Use this item to specify the key combination that you can use to scan a document from another program. The key combination must be CTRL+ALT along with an alphanumeric key (a letter or a number). The default setting is CTRL+ALT+S. When you press the scanning hotkey from outside OPENBook (that is, when OPENBook is running but is not the active program), OPENBook will scan the page in the scanner in Scan in Background mode and place it at the end of the active document in OPENBook

### **Default File Location**

Use this item to specify where you want OPENBook to save and retrieve files. You must specify a complete path name, including the drive, such as C:\MyDocuments. The default for this item is C:\MyDocuments.

### **Default File Format**

Use this item to specify what you want OPENBook to use as its default file format. This refers to whether a file is saved as a Word file, a DOS text file, an Arkenstone file, or another file type. You must select from the list provided. This does not mean you can only save OPENBook files in the formats in this list; these are just the formats you can specify as the default. You can always select a different file format in the File Save As dialog box. The default file format is Arkenstone Docs (\*.ark).

### **BuckScan Currency edit field**

Allows you to choose whether BuckScan will scan and identify American or Canadian currency (BuckScan is found in the Scan menu). The default is American currency.

## **Page Layout Delay**

This item tells OPENBook how long to pause before advancing to the next element in Guided Layout Mode. The values are Shorter, Normal, and Higher. The default is Normal.

## **Menu Level list field**

Allows you to choose between Beginner and Advanced menu levels when using the Classic menu system. This option only applies to the Classic menu system. It has two options:

- **Beginner level** is very straightforward and easy to learn, but has a limited number of choices.
- **Advanced level** includes more complex options.

## **Advanced Settings**

### **Recognize Text Using**

Use this item to specify which OCR (Optical Character Recognition) engine you want OPENBook to use to recognize scanned text. OPENBook has three OCR engines to choose from: Caere MTX, Recognita, and Fine Reader. The default is the Caere MTX engine. When you change OCR engines, the change will take effect with the next page you scan.

### **Text Type list field**

To choose between two options, use the arrow keys. Your choices include Normal Text and Typewritten or Dot Matrix Text. Pages printed on a Dot Matrix printer or on a typewriter that doesn't use proportional spacing may not

scan clearly. Selecting Typewritten or Dot Matrix Text may help OPENBook to read these pages more successfully.

### **Recognition Language list field**

To choose which language OPENBook uses to recognize text, use the arrow keys. This option is useful if the document you are using has text that contains accent marks, umlauts, or other characters unique to a particular language.

### **Secondary Language**

Use this item to specify a secondary recognition language OPENBook uses to recognize scanned text. OPENBook will use both the primary and secondary languages to recognize text. This option is useful if the document you are using has text that contains accent marks, umlauts, or other characters unique to a particular language. Note that this does not refer to the language OPENBook speaks in, rather it refers to the characters the OCR engine identifies during the recognition portion of the scanning process. The default for this item is American English.

### **Image Format list field**

This is the format OPENBook should use to save an image you scan using the Image Only scanning mode. Your choices include:

- PCX
- TIFF G3
- TIFF G3 Modified
- TIFF G4
- TIFF Packbits
- TIFF Uncompressed

### **Left Boundary edit field**

Type in the number representing the size of the left boundary, in inches and fractions of an inch. OPENBook will ignore anything outside this boundary area.

### **Right Boundary edit field**

Type in the number representing the size of the right boundary, in inches and fractions of an inch. OPENBook will ignore anything outside this boundary area.

### **Top Boundary edit field**

Type in the number representing the size of the top boundary, in inches and fractions of an inch. OPENBook will ignore anything outside this boundary area.

### **Bottom Boundary edit field**

Type in the number representing the size of the bottom boundary, in inches and fractions of an inch. OPENBook will ignore anything outside this boundary area.

**A note about using scanning boundaries:** These boundaries determine how much of the page will be recognized, by defining the distance from the side of the page, and telling OPENBook to ignore anything outside that boundary. The standard setting for all four boundaries (left, right, top, and bottom) is zero, which means that the entire page will be scanned and recognized. However, if you are reading a book and wish to delete the header (which repeats the title of the book on each page), try defining a top boundary of one inch. You'll need to experiment on each book to get the correct setting. Setting the boundary might also be useful when reading utility or phone bills. If the amount due is always located in the same spot, you could define boundaries to recognize only that area.

### **Automatically Apply OCR Corrections**

Select this item to have OPENBook automatically apply the OCR Correction words to documents when they are

scanned. OPENBook has an OCR Corrections feature that allows you to specify text string replacements for words the OCR engine has not correctly identified. If you will be scanning types of documents that you know OPENBook has had trouble identifying, you should check this box so that you don't have to go through your scanned documents to apply corrections manually. The default setting for this item is unchecked.

## **Email Settings**

### **Sending Mail**

#### **Name (ALT+N)**

You must tell OPENBook what name is listed for this connection. This name will appear whenever you send an email. It will be your "formal name." Usually this will be your first and last name.

#### **Email Address (ALT+E)**

Enter your complete email address. This address will follow a standard format: your user name followed by the @ (at) sign followed by the name of the Internet service you use. It will look something like this:

yourname@mindspring.com.

Note that we are referring here to your user name, not your formal name. Although they could be the same, they are usually different: the user name is often a shortened version of your formal name. Thus, your formal name could be "Jane Doe" while your user name could be "jdoe" or many other possibilities. Sometimes your ISP (Internet Service

Provider) chooses your user name, and sometimes you get to select one yourself.

### **SMTP Server (ALT+S)**

The SMTP Server is the outgoing mail server address. It will probably look something like this:

smtp.mindspring.com

although some servers use "mail" instead of "smtp" in the address.

## **Settings for Receiving Email**

### **User Login Name (ALT+U)**

This is your email name without the ending part. For example, if your email address is yourname@mindspring.com, then your user login name is yourname. This information is in the Servers page in Mail and Fax Properties, in a field called Account Name.

### **Password (ALT+P)**

Every Internet account has a password to protect your privacy. Passwords are usually five to eight characters long. OPENBook like most programs, represents each character visually by an asterisk. In addition, OPENBook does not speak the characters as you type them or review them. These things are done so that other people cannot learn your password.

### **Save Password (ALT+V)**

You can check this box to tell OPENBook to save and remember your password so that you don't have to enter it every time you log on. Your password is saved in an encrypted format so you don't have to worry about others finding out your password.

The default setting (the setting when you first start OPENBook for this item is unchecked.

### **POP3 Server (ALT+3)**

The POP3 Server is the incoming mail server address. It will probably look something like this:

pop3.mindspring.com

although some servers use "mail" or other text instead of "pop3" in the address.

### **Time displayed as 24 hour (ALT+T)**

OPENBook lists the time each mail message is sent or received. You can have the time displayed in either 12-hour or 24-hour format. The default is to use 12-hour format.

### **Leave mail on server (ALT+L)**

If OPENBook is not the only email system you use, you may want to leave your incoming email messages on the server. To do this, check this box. The default is unchecked, so that OPENBook will not leave mail on the server. If you do not check this item, the next two items will be unavailable (grayed out).

### **Delete old email from server (ALT+D)**

If you choose to leave your email messages on the server, you should eventually delete them. Use this checkbox to configure OPENBook to delete messages after a predefined number of days. If you check this box, the next item, in which you tell OPENBook how many days to use, becomes available. The default is unchecked.

### **Delete mail after xx days (ALT+A)**

Use this field to tell OPENBook how often to delete old messages from the server. The default is 90 days.

### **User Dialup entry (ALT+Y)**

Some people have more than one profile for Internet access. OPENBook automatically uses the first profile that was created using your Control Panel's Dial-up Networking function. If you want to use a different profile, you can select it here. This item is a combo box, so you can either type the entry or use the arrow keys to select the one you want. Note that if you have a LAN connection, you may not see anything in this box. If you don't have a LAN connection and nothing appears in this box, that probably means you do not have an established connection to the Internet. This can also occur if you are using certain free online services. Some services require you to start their program first. Once you have started that type of service, you can then log on using OPENBook's email. You will need to get an account with an ISP (Internet Service Provider) and then use your computer's Dial-up Networking function to Add a New Connection. Once you have successfully added the connection, the connection name will show up in this field.

**Automatic disconnect after send or receive (ALT+R)**

Select this checkbox to have OPENBook disconnect from the Internet as soon as you have completed sending or receiving your messages. This can be valuable if you have to pay access charges for the actual time you are online, or if your modem line is also your phone line. The default is unchecked.

**Note:** You must save the settings if you want this information to be available the next time that you run OPENBook. If you want these settings to come up automatically when you run OPENBook you must save the user settings using Default as the settings name. This will overwrite the Default settings with your modifications.

# Other Tools

## Change Speech Driver

Select this item on the Tools Menu to use a different speech synthesizer driver that you have previously installed. People sometimes refer to this as changing speech drivers "on the fly." When you select Speech Drivers, OPENBook opens the Speech Driver list. Each speech driver you installed will be listed here. If you only installed one speech driver, your current driver will be the only one listed. Use the arrow keys to select a driver from the list. When you close this list, OPENBook will load the driver you selected and begin using it.

Please note that you will only be able to switch among the list of synthesizers that was created the last time you ran the OPENBook installation program. If you have more than one synthesizer and you want them all to be available here, you should run the OPENBook installation program (Setup.exe) again and choose "Synthesizer Driver Installation" from the options. You can install as many synthesizers as you want, but you must have the driver files for each (except ViaVoice Outloud, which is included with OPENBook). Also note that you cannot switch between different Microsoft SAPI synthesizers.

## List of Launchable Programs

Select this menu item to launch other Windows applications, such as Microsoft Word or Word Perfect. You select the

programs to be listed here during installation. When you launch an application using this feature, the new program opens and becomes the active program. OPENBook does not close, but remains open in the background.

To move between open programs: while holding down the ALT key, press the TAB key to cycle through the available open applications. You may need to press TAB more than once to cycle through all available programs. When you reach the application you want to access, simply release both keys, and that application will become the active one.

# Low Vision Features

## Special Features for Low Vision Users

This version of OPENBook includes many benefits specially designed for low vision users. As you learn more about how OPENBook works, pay special attention to the following features:

\***Exact View** lets you scan and display a page on the screen exactly as it is in the original document. This includes any graphics, line art, tables, columns, and other elements that affect how the page looks. While in Exact View, you can read the page, change text and background colors, and zoom in and out, but you cannot edit the text. To make modifications, you must switch back to Text View. This feature is only available for scanned pages, not for text or word processing files. Note: when you open a previously scanned document, it will open in Text View. *You can find this item on the View menu.*

\***Zoom** allows you to change the display of the scanned page shown in Exact View. You can zoom from 25% of normal size to 500% of normal size. *You can find this item on the View menu.*

### \***Low Vision Menu**

You can use OPENBook's Low Vision Menu to quickly cycle through the most common settings for Size, Colors, Fonts, and Spacing.

## Low Vision Menu [ALT+L]

Go to the Low Vision Menu by pressing ALT+L, and then use the arrow keys to select one of the items. This opens the Low Vision Shortcuts dialog box, which appears in the lower third of the screen. Each item in the menu has a large, color-coded button.

Use the TAB key or the or arrow keys to move from button to button, then press the **SPACEBAR** to change the setting for that item. The visual display will change instantly. For example, go to the Size button and press the **SPACEBAR** several times. Each time you press **SPACEBAR**, OPENBook increases the font size and says "larger." When you get to the upper limit for each item, OPENBook tells you (for example, it says "largest" for font) and then cycles back to the beginning of the list ("smallest").

You can also use **SHIFT+SPACEBAR** to go backwards through the settings.

The Customize button takes you directly to the Visual Settings dialog box, where you can fine-tune the visual settings.

### Size (ALT+S)

Use this button to change the font size that OPENBook will use to display documents on the screen. Press the **SPACEBAR** to change the setting. You can also press **ALT+S** or **SHIFT+ALT+S** to change the Size setting. There are seven settings available from this button. If you want a size not included in the button settings, you can use the Customize button to go to Visual Settings and fine-tune the font size.

## Colors (ALT+O)

Use this button to change the foreground and background color combinations for text and cursor that OPENBook will use to display documents on the screen. Press the **SPACEBAR** to change the setting. You can also press **ALT+O** or **SHIFT+ALT+O** to change the Colors setting. There are eight color combinations available from this button. If you want a color combination that is not included in the button settings, you can use the Customize button to go to Visual Settings and select the colors you want.

## Fonts (ALT+F)

Use this button to select the font that OPENBook will use to display documents on the screen. Press the **SPACEBAR** to change the setting. You can also press **ALT+F** or **SHIFT+ALT+F** to change the Fonts setting. There are six fonts available from this button. If you want to use a font that is not included in the button settings, you can use the Customize button to go to Visual Settings and select the font you want.

## Spacing (ALT+P)

Use this button to select the amount of spacing that OPENBook will put between letters, words, sentences, and lines on the screen. Press the **SPACEBAR** to change the setting. You can also press **ALT+P** or **SHIFT+ALT+P** to change the amount of spacing. There are six spacing settings available from this button. If you want to use spacing that is not included in the button settings, or if you want to set the letter, word, sentence, and line spacing independently, you can use the Customize button to go to Visual Settings and select the spacing choices you want.

## **Customize (ALT+T)**

Select this button to go directly to the Visual Settings property page, where you can fine-tune the visual display properties.

# Appendices

## Detailed Installation Instructions

OPENBook's Installation program talks, making it easy for you to hear the prompts. When you first start the Installation program, OPENBook runs a test to see if you have a screen reader. If you do, OPENBook will then give you the choice of running the program with your own screen reader, or using the standard OPENBook talking Installation program.

To navigate through the Installation dialog boxes, generally use the **ENTER** key, which selects the most likely option in each section. You can also use the **TAB** key to move from element to element, cycling through all the options until you return to the first one. To move backwards through the elements, hold the **SHIFT** key, and then press the **TAB** key to cycle backward through the options.

To hear an entire dialog box read, hold down the **CTRL** key, and then press the **B** key. Once the dialog box begins speaking you can let go of the **B** key. To make the Installation program stop talking, simply press the **CTRL** key by itself.

Within each dialog box, you have different options, depending upon whether the element is a button, check box, or field (see below). However, at any point in the dialog box, you can press **ESC** to cancel and close the dialog box, or **ENTER** to choose an item.

**Buttons:** Press the **ENTER** key to activate the button, or the **TAB** key to move to another element. Dialog boxes usually have three buttons: Back, Next, and Cancel.

**Check Box:** Press the **SPACEBAR** to check the box; press it again to uncheck the box. Once you have checked or unchecked the box, press the **TAB** key to move to another field or **ENTER** to advance to the next dialog box.

**Radio Buttons:** These come in pairs or groups. You must select one and only one of the options. Click to select the desired option. Each time you click on a new option, you automatically select that option and the others are deselected.

**Edit Fields:** Type the appropriate text in the field, then press the **TAB** key to move to another field or **ENTER** to advance to the next dialog box.

## **Starting the Installation program**

To begin the installation procedure:

1. Turn on your PC.
2. Install and turn on your scanner, making sure that it is unlocked.
3. Have your software serial number handy. The serial number is located in two places: on the outside of the box and on the outside of the plastic case that hold the OPENBook CD.
4. Place the OPENBook CD in your CD-ROM drive.  
OPENBook automatically starts the installation process.

**Note:** if OPENBook is already installed, the automatic process will not start.

If, for some reason, OPENBook does not automatically start the installation process, follow these steps:

1. With the OPENBook CD in your CD-ROM drive, open the Windows START menu on the task bar.
2. Select **RUN**.
3. In the Edit Field, type in the name of your CD drive (usually **d:\**), followed by the word **SETUP** (for example, **d:\setup**).
4. Select the **OK** button in the RUN dialog box, or press the **ENTER** key.

You can exit the OPENBook Installation program at any time, simply by selecting **Cancel**.

## **Prompts -- Typical Installation**

Once installation begins, follow the prompts to install OPENBook. These prompts usually include:

**Welcome:** OPENBook will warn you to close all open Windows programs, and then will load files needed to continue the installation.

### **User Information**

**OPENBook** will ask for your name, company name, and software serial number.

### **Software License Agreement**

**OPENBook** will ask you to read and agree to the license agreement.

### **Setup Type**

**OPENBook** will ask whether you want to do a typical or custom installation.

**"Typical"** installs the standard files necessary to run OPENBook Hewlett-Packard scanner drivers, and a software speech synthesizer. If you wish to use a different scanner or speech synthesizer, you must select the Custom installation.

**"Custom"** gives you more control over where documents are stored and which files are installed. It also allows you to install other scanner and speech synthesizer drivers.

Unless you need to make detailed modifications, we recommend that you choose the Typical installation.

### **Installing the OPENBook files**

Once you select Typical, OPENBook will install all program files, and then give you the opportunity to read the README file. This file gives up-to-date information about the software. When you are finished reading the README file, press ALT+F4 to return to the Installation Program. OPENBook will then ask you to press ENTER to complete installation. In some cases, you may need to re-boot your computer before you begin using OPENBook

If you have any difficulties running OPENBook after you have installed it, check the chapter in this manual titled **Frequently Asked Questions**, to see if we address your problem.

## **Prompts -- Custom Installation**

If you need more control over which components are installed and where, choose "Custom Installation. Once you select Custom, OPENBook presents the following installation options:

### **Synthesizers**

Although OPENBook includes its own software speech synthesizer, Custom Installation lets you select one or more speech synthesizers from a list. Make your choices by using the SPACEBAR.

You can also install a separate speech synthesizer at a later time. *It is not necessary to have a speech synthesizer to install OPENBook..*

All scanners other than ViaVoice Outloud, which is included with OPENBook require their own hardware and/or software installation. Consult your synthesizer's manual.

## **Launchable Applications**

**OPENBook** will identify certain launchable applications on your hard drive, such as word processing programs and Grade 2 Braille transcription programs. If you choose, these applications will appear on your OPENBook menu, and you can open them while using OPENBook. You can also configure launchable applications at a later time.

## **Destination Folders**

**OPENBook** will ask you to confirm the proposed location for the OPENBook files on your hard drive. If you wish the files to be saved to a different location, you can type that location in the Destination edit field.

## **Review of Choices**

**OPENBook** will present you with a list of identified selections, including speech synthesizers, scanners, launchable applications, and file destinations, and ask you to confirm. If you wish to change any of the selections, simply use the Back button to go back to the appropriate dialog box, and make your changes.

## Installing the OPENBook files

**OPENBook** will install all program files, then give you the opportunity to read the README file. This file gives up-to-date information about the software. When you are finished reading the README file, press ALT+F4 to return to the Installation Program. OPENBook will then ask you to press ENTER to complete installation. In some cases, you may need to re-boot your computer before you begin using OPENBook.

If you have any difficulties running OPENBook check the chapter titled **Frequently Asked Questions**, to see if we address your problem.

## Making Changes to OPENBook

It's easy to make changes to OPENBook such as adding a scanner or launchable programs. Place the OPENBook CD in your CD-ROM drive, then run the program called Setup following the steps listed below.

1. With the OPENBook CD in your CD-ROM drive, open the Windows START menu on the task bar.
2. Select **RUN**.
3. In the Edit Field, type the name of your CD drive (usually **d:\**), followed by the word **SETUP** (for example, **d:\setup**).
4. Select the **OK** button in the RUN dialog box, or press the **ENTER** key.

Once installation begins, OPENBook presents a series of options, including:

- Uninstall current version

- Synthesizer driver installation
- Launchable application setup
- Scanner installation

Make your selection, and then follow the prompts.

## How to Uninstall OPENBook

There are two ways to uninstall OPENBook

If you wish to uninstall and then re-install OPENBook place the OPENBook CD in your CD-ROM drive. Then run the program called Setup following the steps listed below.

1. With the OPENBook CD in your CD-ROM drive, open the Windows START menu on the task bar.
2. Select **RUN**.
3. In the Edit Field, type the name of your CD drive (usually **d:\**), followed by the word **SETUP** (for example, **d:\setup**).
4. Select the **OK** button in the RUN dialog box, or press the **ENTER** key.

OPENBook presents a series of options, including:

- Uninstall current version
- Synthesizer driver installation
- Launchable application setup
- Scanner installation

Select Uninstall and follow the prompts.

If you simply wish to uninstall OPENBook and ViaVoice Outloud, use the Add/Remove Programs feature in the Windows Control Panel.

# Classic Menus

## USING THE KEYPAD

OPENBook was originally designed to be used primarily with the 17-key numeric keypad, with some functions duplicated on the rest of the keyboard for laptop computers. If you have used previous versions of OPENBook you may feel more comfortable using the keypad.

The typical keypad is usually laid out, from left to right, like this:

- The top row: the NumLock key, the Forward Slash key, the Asterisk key, and the Minus key.
- The second row from the top: Home (#7), Up Arrow (#8), Page Up (#9), and the top half of the Plus key.
- The third row from the top: Left Arrow (#4), #5 (with tactile underbar or dot), Right Arrow (#6), and the bottom half of the Plus key.
- The fourth row from the top: End (#1), Down Arrow (#2), Page Down (#3), and the top half of the ENTER key.
- The bottom row, fifth row from the top: the Ins key (#0), the DELETE Key (Decimal point), and the bottom half of the ENTER key.

Each of these keys has a name and function assigned to it in OPENBook. The OPENBook keys are, from left to right:

### **The top row:**

**The NumLock key is the Menu key.** This key activates the Classic-style OPENBook menus that allow you to choose different options and change OPENBook's settings. The Menu key is a toggle key: press it to get into the menu, and press it again to leave the menu. Note: this key will not access the Windows menus.

**The Forward Slash key (/) is the Scanning Status key.** This key indicates the page progress information for a page that is currently being scanned. If you are not scanning, it indicates that no page is being scanned. This key is also a toggle key.

**The Asterisk key (\*) is the Voice Rate key.** This key allows you to change the speed of the voice while reading a document. Press Voice Rate key to read faster, or the SHIFT key (usually just above the far lower left on the keyboard) to read slower. OPENBook will say "faster" or "slower."

**The Minus key (-) is the Help key.** This key will present you with OPENBook's list of Help Topics, to allow you to read the manual on-line. This key is also a toggle key.

## **The second row from the top:**

**The Home key (7) is the Where Am I? Key.** This key explains where you are in the reading process or in the menus. Press it while in a menu, and it will tell you what menu you are in. Press it while in a document, and it will list the line and page number you are on.

**The Up Arrow key (8) is the Move Up key.** This key moves you up one line if you are reading a page, or up one choice if you are in a menu.

**The Page Up key (9) is the Page Up key.** This key moves to the previous page in the document (if there is one). If you

are in a List Field on a menu, it moves you to the previous group of items in the list.

**The Plus (+) is the ESC key.** This key exits the current activity or allows you to leave a menu or Help when you are finished with it. Note: if you are scanning a page, ESC will not stop the scanning process. To interrupt scanning, use the Scan key.

### **The third row from the top:**

**The Left Arrow key (4) is the Move Left key.** This key moves you back a word while you are reading. (Note: if you have changed the Movement Unit, Move Left may move you back a letter, a sentence, a line, or a paragraph.) To go a long way back, hold the Move Left key down, and you will quickly move backward through the page. OPENBook will not speak the text as you skim through it, but once you stop, it will say the word the cursor is on. To begin reading again, press the Speak key.

**The Center Key (5) is the Select key.** This key selects the current choice in a menu or in a dialog box. If you are reading, press this key once and OPENBook speaks the word the cursor is on. Press it again and OPENBook spells the word aloud. Press it a third time to spell the word with the military alphabet, using words like Alpha, Bravo, and Charlie for the letters A, B and C. The Select key's spelling functionality also works when you are in a dialog box, to read and spell information in fields and button names.

**The Right Arrow key (6) is the Move Right key.** This key moves you forward a word while you are reading. (Note: if you have changed the Movement Unit, Move Left may move you forward a letter, a sentence, a line, or a paragraph.) To go a long way forward, hold the Move Right key down, and you will quickly move through the page. OPENBook will not

speak the text as you skim through it, but once you stop, it will say the word the cursor is on.

To begin reading again, press the Speak key.

## **The fourth row from the top:**

**The End key (1) is the Key Describer.** This key describes the function of the other keys. Press this key and the other keys become inactive; then press any key and OPENBook will announce the key's name or function. Press the Key Describer again to return the keypad to its normal function.

**The Down Arrow key (2) is the Move Down key.** This key moves you down one line if you are reading a page, or down one choice if you are in a menu.

**The Page Down key (3) is the Page Down key.** This key moves to the next page in the document (if there is one). If you are in a List Field on a menu, it moves you to the next group of items in the list.

**The ENTER key is the Speak key.** This key starts and stops reading, interrupts speech, or repeats the current item in a menu or dialog box. The Speak key also works when you are in a dialog box, to announce button names or information in fields.

## **The bottom row (fifth row from the top):**

**The Insert key (0) is the Scan key.** This key starts or stops scanning.

**The DELETE key (.) is the Delete key.** This key deletes the current page you are reading, or deletes a character when you are typing an entry, such as a file name.

# Using The Classic Menu And Numeric Keystrokes

This manual documents OPENBook as a Windows program, using a standard Windows menu structure and dialog boxes. However, if you used a previous version of OPENBook you may wish to continue using the Classic-style OPENBook menus. You should be aware that most of OPENBook's new features are only available through the Windows menu structure, including the Edit features. Other items may operate differently in Classic menus. The next section will list the Classic menu items, in order, along with a description and the location for the corresponding item on the Windows menus.

As a Classic menu user, you may also want to continue controlling OPENBook using the using keypad keys. For more information using keypad keys, see the next **Using Hotkeys**.

## **The Classic Menus: *Advanced menu level***

**Read a Document (File menu: Open)** -- this option opens and reads a previously named document.

**Create a New Document** -- this option creates a new document. You can then scan pages into it.

**Scanning Options (Settings menu: Scanning Settings)** -- this menu controls how OPENBook scans. There are several choices on this menu.

**Scanning Mode** -- this option gives several ways to control the scanning process. Your choices are:

- **Scan and Read** -- this is the standard mode: OPENBook scans the page, then reads it aloud.

- **Scan in Background** -- this mode scans one page while you are reading another.
- **Large Batch** -- this mode divides the scanning process into Scanning, the step that requires your participation to turn the pages and Recognition, the step that takes more time, but can be performed while you do something else.
- **Batch in Background** -- this mode allows you to scan a series of pages using Large Batch mode, and while you are scanning, read another document.
- **Express Batch** -- Similar to Large Batch, this mode skips the scanning prompts, allowing you to listen for the sound of the scanner head reaching the bottom of the flatbed, and returning to the top.
- **Image Only** -- this mode scans a page and saves it as an image file, without performing the recognition process.
- **Fax Files** -- this mode performs the recognition process on Fax or other image files.
- **Two Page (Note: this item is new to the Classic Menus)** -- this mode scans two side-by-side pages of an OPENBook in a single scan.
- **Orientation only** -- This mode scans a page, and determines its orientation.

**Scanning Contrast** -- this option allows you to control the level of contrast in the scanned page. Your choices are:

- Automatic Contrast
- Normal Contrast
- Darken Page
- Lighten Page
- Custom Contrast

**Page Orientation** -- this option allows you to select how OPENBook will handle pages that are upside-down or sideways. Your choices are:

- Automatic
- Normal
- Sideways
- Upside Down
- Sideways Upside Down

**Scanning Boundaries** -- this option specifies which portion of the page should be recognized, by defining the distance from a specific side of the page, and telling OPENBook to ignore anything outside the boundary area. You can control four boundaries:

- Left Boundary
- Right Boundary
- Top Boundary
- Bottom Boundary

**Scanning Resolution** -- this option controls how fine a picture of the page is made by the scanner. Your choices are:

- 300 dots per inch
- 400 dots per inch

**Text De-skew** -- this option determines whether the scanner will compensate for up to 10 degrees of skew on a page. Your choices are: On/Off

**Language Analyst** -- this option improves the quality of text recognition on difficult pages. Your choices are: On/Off

**ScanFix** -- this option helps get the best scan possible by performing additional work on the scanned images. Your choices are: On/Off

**Text Type** -- this option allows you to choose between two types of print formats. Your choices are:

- Normal text
- Typewriter or Dot matrix

**Text Flags (Note that in Windows menus, Bold, Italics, and Underline are grouped under the term Emphasis) -**

- this option, when used with a speech synthesizer, tells OPENBook to indicate words that were emphasized on the original page by using a different voice for "Bold," "Italic," Underlined," or "Uncertain text." Your choices are:

- Bold text - On/Off
- Italic text - On/Off
- Underlined text - On/Off
- Uncertain text - On/Off

**Uncertain text flag** -- This option allows you to designate a specific character, such as an asterisk, that will be spoken when OPENBook finds a word or character it is unsure about.

**Image Format** -- This option allows you to choose into which format a scanned image will be saved. Most OPENBook users will use this setting to create Fax images. Your choices are:

- PCX
- TIFF G3 Modified
- TIFF G3
- TIFF G4
- TIFF Packbits

- TIFF Uncompressed

**Recognition Language** -- this option lets you choose which language to use when recognizing text.

**Library (File menu: Library)** -- this menu allows you to create new documents, open or close them, save them, delete them, or open and read document files from many popular word processing programs. There are several choices on this menu.

**Read a Document** -- this option opens and reads a previously named document.

**Create a New Document** -- this option creates a new document and then scans pages into it immediately.

**Close Document** -- this option closes a named document.

**Save Document** -- this option saves and names a document.

**Convert Document** -- this option converts an OPENBook document to a PC word processor, ASCII, or PC spreadsheet format.

**Delete a Document** -- this option deletes a document.

**Create a New Category** -- this option creates and names new categories.

**Delete a Category** -- this option removes obsolete categories.

**Read a File** -- this option reads many files on your hard or floppy drive, including word processing, spreadsheet, and ASCII files.

**Reading Options** -- this menu controls how OPENBook reads the page.

**Go To Page (Edit Menu: Go To Page)** -- this option moves to a specified page in the document and begins reading.

**Find Text (Edit Menu: Find)** -- this option searches for and locates a specified word or phrase in the document.

**Movement Unit (Settings Menu: General Settings)** -- this option affects how the text is highlighted during reading. When you use the Speak key to have OPENBook read continuously, the spotlight cursor will highlight the unit as OPENBook reads to you. OPENBook will not stop or pause at the end of each Movement Unit. If you want OPENBook to read Unit by Unit, use the Control key with the right arrow key. OPENBook will then stop at after each Unit and wait for you to press Control plus right arrow again. This is a useful way to review text for readability. Your choices are:

- Word
- Sentence
- Line
- Paragraph

**Speech (Settings Menu: Speech Settings)** -- this option lets you control whether OPENBook speaks or not. Your choices are:

- Text -- On/Off
- Menus -- On/Off

**Voice Settings (Settings Menu: Speech Settings)** -- this option changes the voice rate, pitch, or voice used for the three voices. Each voice has the following choices:

**Voice Rate** -- this option changes how fast OPENBook speaks.

**Voice Volume** -- this option changes how loud OPENBook speaks.

**Voice Pitch** -- this option changes how high or low OPENBook speaks.

**Voice Tone** -- this option changes how much inflection OPENBook uses when speaking.

**Punctuation Announcement** -- this option determines how much of the punctuation OPENBook speaks.

**Voice Selections** -- this option selects the basic voice that all the other settings modify.

**Voice Language** -- this option selects which language is used for OPENBook's reading voice.

**Voice Speech** -- On/Off

**Visual Settings (Settings Menu: Visual Settings)** -- this option alters the way text is presented on the screen. You can modify the following visual features:

**Text Font**

- Text Size
- Text Color
- Background Color
- Cursor Color
- Cursor Background Color

**Left Margin (Note: this item is new to the Classic Menus)**

**Right Margin (Note: this item is new to the Classic Menus)**

**Extra Spacing Between Characters (Note: this item is new to the Classic Menus)**

**Extra Spacing Between Words (Note: this item is new to the Classic Menus)**

**Extra Spacing Between Lines (Note: this item is new to the Classic Menus)**

**Extra Spacing Between Sentences (Note: this item is new to the Classic Menus)**

**OPENBook Options** -- this menu controls various OPENBook features.

**Menu Level (Settings Menu: General Settings)** -- this option changes OPENBook's level of difficulty. Your choices are:

- Advanced menus
- Beginner menus

**Tones (Settings Menu: General Settings)** -- this option controls the beeps that OPENBook makes while scanning. Your choices are: On/Off

**Progress Messages (Settings Menu: General Settings)** -- this option controls the messages that OPENBook speaks as it is processing the page. Your choices are: On/Off

**Announce Shortcut Keys (Settings Menu: General Settings)** -- this option determines whether OPENBook announces the keyboard shortcut immediately after speaking the menu option. Your choices are: On/Off

**Save the Settings (Settings Menu: Save the Settings)** -- this option allows OPENBook to save current settings.

**Retrieve the Settings (Settings Menu: Retrieve Settings)** -- this option retrieves and activates any saved settings files, including the Default file.

**Delete the Settings (Settings Menu: Delete Settings)** -- this option deletes named settings files (except for Default).

**Exit to Windows (File Menu: Exit)** -- this option closes OPENBook and returns you to Windows. Your choices are: No, don't exit or Yes, exit.

**Quit and Shut Down (does not exist in Windows menus)** -- this option closes OPENBook shuts down Windows, and turns off your computer. Your choices are: No, don't quit or Yes, quit.

**Help (Help Menu)** -- this menu offers several forms of help. When you select Help, OPENBook presents a list of the manual chapters. Use the arrow keys to select the topic you want to open and read.

**List of recently read files (File menu: list of recently read files)** -- this option lists of up to five of the most recently read documents.

## **The Classic Menus: *Beginner menu level***

Note that the Beginner level contains only a very limited number of menu topics. If you want to use other topics, you should go to the OPENBook Options, choose Menu Level, and select Advanced Menus.

**Reading Options**-- this menu controls how OPENBook reads the page.

**Go To Page (Edit Menu: Go To Page)** -- this option moves to a specified page in the document and begins reading.

**Voice Settings (Settings Menu: Speech Settings)** -- this option changes the voice rate, pitch, or voice used for the Reading Voice. You have the following choices:

**Voice Rate** -- this option changes how fast OPENBook speaks.

**Voice Pitch** -- this option changes how high or low OPENBook speaks.

**Voice Selections** -- this option selects the basic voice that all the other settings modify.

**Text Size (Settings Menu: Visual Settings)** -- this option alters the size of the text presented on the screen.

**OPENBook Options** -- this menu controls various OPENBook features.

**Menu Level (Settings Menu: General Settings)** -- this option changes OPENBook's level of difficulty. Your choices are:

- Advanced menus
- Beginner menus

**Save the Settings (Settings Menu: Save the Settings)** -- this option allows OPENBook to save current voice settings.

**Exit to Windows (File Menu: Exit)** -- this option closes OPENBook and returns you to Windows. Your choices are: No, don't exit or Yes, exit.

**Quit and Shut Down (does not exist in Windows menus)** -- this option closes OPENBook shuts down Windows, and turns off your computer. Your choices are: No, don't quit or Yes, quit.

**Help (Help Menu)** -- this menu offers several forms of help.

Select this item to open the Help Topics list and read the OPENBook manual on-line. When you select Help Topics, OPENBook presents a list of the manual chapters. Use the arrow keys to select the topic you want to open and read.

## **READING KEYS**

Dialog Box (read entire box)

**CTRL+B**

Read Status Bar

**CTRL+ SHIFT+F10**

Reading speed -- increase

**SHIFT+KEYPAD**

**ASTERISK or CTRL+1**

Reading speed -- decrease

**KEYPAD ASTERISK or  
CTRL+2**

Speak

**KEYPAD ENTER, F10,  
or F12**

Speech On/Off toggle

**CTRL+F5**

## **SCANNING KEYS**

Scan (in Edit Mode)

**KEYPAD INSERT or F4**

Scan (in Read-only Mode)

**KEYPAD INSERT, F4, or  
SPACEBAR**

Scan Preview

**CTRL+KEYPAD 0 (zero)**

Scanning Status

**KEYPAD / (slash) or  
SHIFT+F4**

## **MOVEMENT KEYS**

Find text

**CTRL+F**

Find next occurrence of text

**CTRL+SHIFT+F**

Go To Bookmark

**F9**

Go To Page

**CTRL+G**

Where Am I

**KEYPAD 7 or  
CTRL+SHIFT+/ (slash)**

Move Up One Line

**UP ARROW**

Move Down One Line	<b>DOWN ARROW</b>
Move Forward One Character (in Edit Mode)	<b>RIGHT ARROW</b>
Move Forward One Word (in Read-only Mode)	<b>RIGHT ARROW</b>
Move Back One Character (in Edit Mode)	<b>LEFT ARROW</b>
Move Back One Word (in Read-only Mode)	<b>LEFT ARROW</b>
Move Up One Page	<b>KEYPAD PAGE UP</b>
Move Down One Page	<b>KEYPAD PAGE DOWN</b>
Move Up One Screen	<b>KEYBOARD PAGE UP</b>
Move Down One Screen	<b>KEYBOARD PAGE DOWN</b>
Move Spotlight down	<b>CTRL+DOWN ARROW</b>
Move Spotlight up	<b>CTRL+UP ARROW</b>
Move Spotlight left	<b>CTRL+LEFT ARROW</b>
Move Spotlight right	<b>CTRL+RIGHT ARROW</b>
Move Spotlight to beg. of doc	<b>CTRL+HOME</b>
Move Spotlight to end of doc	<b>CTRL+END</b>
Select Line Down	<b>SHIFT+DOWN ARROW</b>
Select Line Up	<b>SHIFT+UP ARROW</b>
Select Page Down (view page)	<b>SHIFT+PAGE DOWN</b>
Select Page Up (view page)	<b>SHIFT+PAGE UP</b>
Select word/char to the right	<b>SHIFT+RIGHT ARROW</b>
Select word/char to the left	<b>SHIFT+LEFT ARROW</b>

Select to beginning of Word (in Edit mode)	<b>CTRL+SHIFT+LEFT ARROW</b>
Select Word to the left (in Read-only mode)	<b>CTRL+SHIFT+LEFT ARROW</b>
Select to end of Word (Edit mode)	<b>CTRL+SHIFT+RIGHT ARROW</b>
Select to beginning of page	<b>CTRL+SHIFT+HOME</b>
Select to end of page	<b>CTRL+SHIFT+END</b>
Select to beginning of line	<b>SHIFT+HOME</b>
Select to end of line	<b>SHIFT+END</b>

## **EDITING KEYS**

Copy text	<b>CTRL+C</b>
Cut text (Edit mode)	<b>CTRL+X</b>
Delete Page	<b>CTRL+DELETE</b>
Delete Character	<b>DELETE</b>
Dictionary	<b>CTRL+D or 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>
Page Break, Insert	<b>CTRL+ENTER</b>
Paste text (Edit mode)	<b>CTRL+V</b>
Replace text (Edit Mode)	<b>CTRL+H</b>
Select All text on current page (in Edit Mode)	<b>CTRL+A</b>
Spell Check	<b>F7 or CTRL+K</b>
Spell Word	<b>CTRL+L, F3 twice, or</b>

Spell Word Phonetically

**KEYPAD 5** twice

**CTRL+SHIFT+L**,  
**F3** third time, or  
**KEYPAD 5** third time

Thesaurus

**CTRL+T** or **SHIFT+F8**

Undo

**CTRL+Z**

## **EMAIL KEYS**

### **Keystrokes for Email Settings**

Email Settings

**ALT+G, E**

Name

**ALT+N**

Email Address

**ALT+E**

SMTP Server

**ALT+S**

User Login Name

**ALT+U**

Password

**ALT+P**

Save Password

**ALT+V**

POP3 Server

**ALT+3**

Time Displayed as 24 Hour

**ALT+T**

Leave Mail on Server

**ALT+L**

Delete Old Mail from Server

**ALT+D**

Delete Mail After xx Days

**ALT+A**

User Dialup Entry

**ALT+Y**

Automatic Disconnect After Send  
or Receive

**ALT+R**

### **Using Email**

Start Email	<b>F5</b>
Folder, Inbox	<b>ALT+F</b>
Message List	<b>ALT+M</b>
Delete	<b>ALT+D</b>
Check for Email	<b>ALT+E</b>
Mark Unread	<b>ALT+U</b>
Move to Folder	<b>ALT+V</b>
Add Folder	<b>ALT+A</b>
Rename Folder	<b>ALT+N</b>
Delete Folder	<b>ALT+L</b>
Close	<b>ALT+C</b> or <b>ESC</b>

### **Reading Mail**

Read	<b>ALT+R</b>
From	<b>ALT+F</b>
To	<b>ALT+O</b>
CC:	<b>ALT+:</b> (Colon)
Subject	<b>ALT+J</b>
Date Sent	<b>ALT+N</b>
Attachments	<b>ALT+M</b>
Reply	<b>ALT+R</b>
Reply to All	<b>ALT+P</b>
Forward	<b>ALT+W</b>
View Attachment	<b>ALT+V</b>
Save Attachment	<b>ALT+E</b>
Add to Address Book	<b>ALT+K</b>

Close **ALT+C** or **ESC**

## **Composing Messages**

Compose **ALT+P**  
To **ALT+O**  
CC: **ALT+: (Colon)**  
BCC: **ALT+B**  
Subject **ALT+J**  
Attachments **ALT+M**  
Send **ALT+S**  
Attach File **ALT+A**  
Delete Attachment **ALT+D**  
Address Book **ALT+K**  
Cancel **ALT+C** or **ESC**

## **Using the Address Book**

New Entry **ALT+N**  
Edit Entry **ALT+E**  
Delete Entry **ALT+D**  
Close **ALT+C** or **ESC**

## **PAGE LAYOUT KEYS**

Page Layout Summary **CTRL+SHIFT+Y**  
Guided Layout Mode **CTRL+SHIFT+F5**  
Exit Guided Layout Mode **ESC**  
Explore Layout Mode **CTRL+SHIFT+ENTER**

Enter Explore Layout Mode from Guided Layout Mode	<b>ENTER</b>
Exit Explore Layout Mode and return to previous position in editor	<b>ESC</b>
Exit Explore Layout Mode and place cursor at current element in editor	<b>ENTER</b>
Pause/Resume Reading in Guided Layout Mode	<b>KEYPAD ENTER</b>
Read Element Contents/ Pause Reading/Resume Reading element contents in Explore Layout Mode	<b>KEYPAD ENTER</b>
Go from Exact View to Text View	<b>CTRL+SHIFT+V</b>
Move to Next Element	<b>CTRL+SHIFT+DOWN ARROW</b>
Move to Previous Element	<b>CTRL+SHIFT+UP ARROW</b>

### **Select Active Element To Navigate By**

All Elements	<b>CTRL+SHIFT+A</b>
Section Headings	<b>CTRL+SHIFT+H</b>
Text Blocks	<b>CTRL+SHIFT+B</b>
Headers	<b>CTRL+SHIFT+D</b>
Columns	<b>CTRL+SHIFT+C</b>
Graphics	<b>CTRL+SHIFT+G</b>
Captions	<b>CTRL+SHIFT+N</b>

Tables  
Footers

**CTRL+SHIFT+T**  
**CTRL+SHIFT+O**

## **OTHER USEFUL KEYS**

Bookmark, go to	<b>F9</b>
Bookmark, insert	<b>CTRL+F9</b>
Bookmark, delete	<b>CTRL+SHIFT+F9</b>
BuckScan money identifier	<b>CTRL+M</b>
Change Key Settings	<b>F11</b>
Classic menus toggle On/Off	<b>F2</b>
Close current document	<b>CTRL+W</b>
Context-sensitive Help	<b>SHIFT+F1</b>
Document Properties	<b>CTRL+R</b>
Exit OPENBook	<b>ALT+F4</b>
Help	<b>F1</b> or - (keypad minus)
Help, context-sensitive help	<b>SHIFT+-</b> (keypad minus) or <b>SHIFT+F1</b>
Key Describer toggle	<b>CTRL+F12</b> or keypad <b>1</b>
Menu key (Classic menus)	<b>NUM LOCK</b>
New File	<b>CTRL+N</b>
Open File	<b>CTRL+O</b>
Print current document	<b>CTRL+P</b>
Properties (of open document)	<b>CTRL+R</b>
Save current document	<b>CTRL+S</b>
Status Bar toggle On/Off	<b>SHIFT+F5</b>
Start OPENBook	<b>ALT+CTRL+O</b>

Word Count

**CTRL+SHIFT+3** or  
**SHIFT+F7**

## **USING THE KEYPAD ON A PORTABLE PC (LAPTOP)**

You can use OPENBook on a portable notebook or laptop computer. However, most portable computers do not have standard 17-key keypads. We have therefore assigned alternate keys to the OPENBook keypad functions.

Menu	<b>F2</b>
Scan	<b>F4</b> or <b>SPACEBAR</b>
Delete Page	<b>CTRL+DELETE</b>
Speak	<b>F10</b> or <b>F12</b>
Select	<b>ENTER</b>
Escape	<b>ESC</b>
Key Describer	<b>CTRL+F12</b>
Where Am I?	<b>CTRL+SHIFT+F12</b>
Help	<b>F1</b>
Voice Rate	<b>CTRL+1</b> and <b>CTRL+2</b>
Scanning Status	<b>SHIFT+F4</b>
Move Up	<b>UP ARROW</b>
Move Down	<b>DOWN ARROW</b>
Move Left	<b>LEFT ARROW</b>
Move Right	<b>RIGHT ARROW</b>
Page Up	<b>PAGE UP</b>
Page Down	<b>PAGE DOWN</b>