

OpenBook

Scanning and Reading Software

Quick Start Guide

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Welcome to OpenBook

OpenBook is an application that transforms your personal computer and scanner into a full-featured reading machine. Use any of today's popular scanners to scan your favorite magazine, book, or newspaper article, and let OpenBook read that page aloud to you. Or open and edit an electronic file from any of today's most popular applications. With OpenBook nothing is left inaccessible, and better yet, you are in control of how a page is read and presented.

System Requirements

The recommended system requirements for OpenBook include a personal computer with Windows 9x, Me, NT 4.0 with Service Pack 6, 2000, or Windows XP Pro/Home.

Specification	Minimum Requirement
Processor speed	166 MHz
RAM	32 MB
Available hard disk space for typical installation	460 MB
Video	Super VGA display
Sound	Windows compatible sound card and speakers
Keyboard	104-key Keyboard
Scanner	A supported TWAIN-compatible scanner or a supported Hewlett-Packard flatbed scanner
CD ROM Drive	

Installing OpenBook

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

Note: Have your software serial number handy. The serial number is located on the outside of the box and on the outside of OpenBook's CD jacket. When you type in your serial number be sure to include any dashes.

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

The OpenBook setup program will then begin.

Choose to run the Typical or Custom installation of OpenBook. The Typical installation assumes that you want to install the default files along with ViaVoice™ Outloud and RealSpeak™ speech software, that you approve of OpenBook's default location on your hard drive, and that you want to install the standard launchable programs. Use the Custom installation if you want to install additional synthesizers, specify which languages are installed, and/or specify where OpenBook is stored on your hard drive.

Note: When you install OpenBook your scanner is automatically detected.

Installing Connect Outloud

During OpenBook installation you will be asked if you would like to install Connect Outloud. Installing Connect Outloud

with OpenBook provides you with speech and Braille access to the Windows Operating System and many components installed as part of that system including Internet Explorer and Outlook Express. The new Connect Outloud also provides speech support for Adobe® Acrobat Reader.

If you currently have a screen reading product installed, it is recommended that you do not install Connect Outloud without consulting the manufacturer of your screen reader.

Registering OpenBook

Initial Registration

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

We encourage you to register your software. Registering your software costs you nothing, takes just a few minutes, and is the best way for you to receive quality service. Failing to register your software prevents us from providing you with technical support.

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. In the Filename edit box, type `a:\registration.ark` and then press **ENTER**.
5. The registration document will open.
6. Press **CTRL+E** to toggle to Edit Mode in OpenBook.
7. Use your **ARROW** keys to move down the screen and enter 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 default folder on your hard drive.

9. If you live in the United States you can send the disk to Freedom Scientific in the self-addressed diskette envelope included in the software package. (This cardboard diskette envelope has the name Freedom Scientific embossed in Grade 2 Braille.)

Changing Your Registration

If you need to change your registration information, such as your address or phone number, open the Registration.ark file located in the folder where you installed OpenBook. The same questions appear as your initial registration. Change the necessary information, save it to a 3.5" floppy and send it to Freedom Scientific.

Uninstalling OpenBook

To uninstall OpenBook go to the Programs menu and select OpenBook. In the Tools submenu select the Uninstall OpenBook option. Uninstalling OpenBook does not uninstall Connect Outloud. If you choose to leave Connect Outloud on your system, it will run as a demo.

Uninstalling Connect Outloud

To uninstall Connect Outloud go to the Programs menu and select Connect Outloud 2.0. In the Tools submenu select the Uninstall Connect Outloud option.

Launching OpenBook

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

- Press the hot key, **ALT+CTRL+O**, which is automatically assigned when you install OpenBook.
- Double-click the OpenBook icon on your desktop.
- Go to the Start menu and select Programs. Choose OpenBook from the OpenBook submenu.

Once launched, OpenBook opens with a blank untitled document from which you can begin working or if you prefer, you can change the startup document to be the document you were working on last. To do this, go to the Settings menu and select General Settings (**ALT+G, G**). In the General Settings dialog, press **TAB** until you arrive on the Open Untitled Document on Startup radio button. Press the **DOWN ARROW** key to select the Open Last Document on Startup radio button.

Closing OpenBook

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

Scanning and Reading

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

When you install OpenBook, IBM's ViaVoice Outloud and ScanSoft's RealSpeak speech software are also installed. You can scan, edit, or read a document. Additionally, you can customize the scanning, reading, and display properties of OpenBook.

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

- To have OpenBook read to you, press **NUM PAD ENTER, F10, or F12**.
- To scan, press **NUM PAD INSERT or F4**.
- To toggle between Edit Mode and Read-only Mode, press **CTRL+E**.
- To silence speech press the **CTRL** key.
- To read faster, press **CTRL+2**.
- To read slower, press **CTRL+1**.

Online Help System

OpenBook's Online Help System is composed of three components, the Contents page with its tree view of books and topics, the Index page with its alphabetical listing of topics, and the Text View, which displays all topic content. When you launch Help, OpenBook automatically begins reading the contents of the Text View. To stop reading, press the **CTRL** key. To move from the Text View to the Tree View of books and topics, press **F6**. To return and begin reading the contents in the Text View, press **F6** again.

To navigate the books in the tree, use the **UP** and **DOWN ARROW** keys. The **RIGHT ARROW** key expands books to display its topics, while the **LEFT ARROW** key closes books. When you find the topic you want to read, press **ENTER** on the standard keypad. OpenBook Help displays that topic and automatically begins reading the contents.

Note: To display the selected topic in the Text View, you must press **ENTER**. Simply moving back to the Text View without pressing **ENTER** does not display or read the newly selected topic.

The Index page is particularly helpful if you are searching for a particular topic because it lists help topics in alphabetical order. To move between the Contents and the Index pages of Help, press **CTRL+TAB**.

Navigating the Index's list of topics is similar to navigating the Tree View of the Contents page in that you can use the **UP** and **DOWN ARROW** keys to move up and down the list of topics. Or if you know the topic you want to find, type its first letter. For instance, you want information on the Zoom feature of OpenBook. You would then type the letter Z. The Index

automatically moves through the list to that topic or to a topic that begins with the letter Z.

You can also navigate OpenBook's Help System by pressing the **TAB** key. When you press the **TAB** key, you cycle between the three controls in Help. Pressing the **TAB** key once activates the Tree View or Index list. Use the **ARROW** keys to navigate or open and close topics. Pressing the **TAB** key twice activates the Tab Control on the Contents or Index page. Use the **LEFT** and **RIGHT ARROW** keys to switch between the Contents or Index page. Pressing the **TAB** key three times activates the Text View where the topic contents are displayed. Here you can press **F12** to read or the **ARROW** keys to navigate the contents.

Context-Sensitive Help

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

You can also access context-sensitive help by right-clicking with your mouse or by clicking on the ? (question mark) symbol at the top right corner of the dialog box.

Technical Support

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

Please have the following information on hand:

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

About OpenBook

Select About OpenBook from the Help menu to view the version number of OpenBook you are currently running and its serial number.

OpenBook Keystrokes

Reading Keys

Read Dialog	CTRL+B
Read Status Bar	CTRL+SHIFT+F10
Reading speed -- decrease	CTRL+1 or SHIFT NUM PAD ASTERISK
Reading speed -- increase	CTRL+2 or NUM PAD ASTERISK
Read (Say All)	F10, F12 or NUM PAD ENTER
Speech On/Off toggle	CTRL+F5

Scanning Keys

Toggle Recognize Columns	CTRL+SHIFT+Z
Scan (Edit Mode)	F4 or NUM PAD INSERT
Scan (Read-only Mode)	SPACEBAR, F4, or NUM PAD INSERT
Scanning Status	SHIFT+F4 or NUM PAD SLASH

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	NUM PAD 7
Move Up One Line	UP ARROW
Move Down One Line	DOWN ARROW
Move Forward One Character (Edit Mode)	RIGHT ARROW
Move Back One Character (Edit Mode)	LEFT ARROW
Move Forward One Word (Read-only Mode)	RIGHT ARROW
Move Back One Word (Read-only Mode)	LEFT ARROW
Move Up One Page	NUM PAD PAGE UP
Move Down One Page	NUM PAD PAGE DOWN
Move Up One Screen	PAGE UP
Move Down One Screen	PAGE DOWN
Highlight Next Word in the Unit	CTRL+DOWN ARROW
Highlight Prev. Word in the Unit	CTRL+UP ARROW
Move Spotlight to Previous Unit	CTRL+LEFT ARROW
Move Spotlight to Next Unit	CTRL+RIGHT ARROW
Move Spotlight to beg. of doc	CTRL+HOME
Move Spotlight to end of doc	CTRL+END
Select Line Down	SHIFT+DOWN ARROW

Select Line Up	SHIFT+UP ARROW
Select Page Down (view page)	SHIFT+PAGE DOWN
Select Page Up (view page)	SHIFT+PAGE UP
Select word to the right (Read-only Mode)	SHIFT+RIGHT ARROW
Select character to the right (Edit Mode)	SHIFT+RIGHT ARROW
Select word to the left (Read-only Mode)	SHIFT+LEFT ARROW
Select character to the left (Edit Mode)	SHIFT+LEFT ARROW
Select to beginning of Word (Edit Mode)	CTRL+SHIFT+LEFT ARROW
Select Word to the left (Read-only Mode)	CTRL+SHIFT+LEFT ARROW
Select to end of word (Edit Mode)	CTRL+SHIFT+RIGHT ARROW
Select to beginning of page	CTRL+HOME
Select to end of page	CTRL+END
Select to beginning of line	SHIFT+HOME
Select to end of line	SHIFT+END

Editing Keys

Copy text	CTRL+C
Cut text (Edit mode)	CTRL+X
Delete Current Page	CTRL+DELETE

Delete Character	DELETE
Dictionary	CTRL+D or F8
Edit Mode/Read-only Mode toggle	CTRL+E
Move Page Down in page order	ALT+PAGE DOWN
Move Page Up in page order	ALT+PAGE UP
Page Break, Insert	CTRL+ENTER
Page Break, Delete	CTRL+SHIFT+DELETE
Paste text (Edit mode)	CTRL+V
Replace text (Edit Mode)	CTRL+H
Select All text on current page (Edit Mode)	CTRL+A
Spell Check	F7 or CTRL+K
Spell Word	CTRL+L , F3 twice, or NUM PAD 5 twice
Spell Word Phonetically	CTRL+SHIFT+L , F3 three times, or NUM PAD 5 three times
Thesaurus	CTRL+T or SHIFT+F8
Undo	CTRL+Z

Page Layout Keys

Start Page Description	CTRL+SHIFT+Y
Enter Guided Layout Mode	CTRL+SHIFT+F5
Exit Guided Layout Mode	ESC

Enter Explore Layout Mode	CTRL+SHIFT+ENTER
Enter Explore Layout Mode from Guided Layout Mode	ENTER
Exit Explore Layout Mode	ESC
Exit Explore Layout Mode and place cursor at current element in editor	ENTER
Pause/Resume Reading in Guided Layout Mode	NUM PAD ENTER
Read Element Contents/ Pause Reading/Resume Reading element contents in Explore Layout Mode	NUM PAD ENTER
Exact View / Text View Toggle	CTRL+SHIFT+V
Move to Next Element	CTRL+SHIFT+DOWN ARROW
Move to Previous Element	CTRL+SHIFT+UP ARROW

Other Useful Keys

Bookmark, go to	F9
Bookmark, insert	CTRL+F9
Bookmark, delete	CTRL+SHIFT+F9
BuckScan money identifier	CTRL+M
Classic menus toggle On/Off	F2
Close current document	CTRL+F4 or CTRL+W
Document Properties	CTRL+R

Exit OpenBook	ALT+F4
Help	F1 or NUM PAD MINUS
Help, context-sensitive help	SHIFT+NUM PAD MINUS or SHIFT+F1
Key Describer toggle	NUM PAD 1 or CTRL+F12
Menu key (Classic menus)	NUM LOCK
New File	CTRL+N
Open File	CTRL+O
Print current document	CTRL+P
Properties (of open document)	CTRL+R
Save current document	CTRL+S
Status Bar toggle On/Off	SHIFT+F5
Start Open Book	ALT+CTRL+O
Toggle Windows	CTRL+F6
Word Count	SHIFT+F7

Using the NUM PAD on a portable PC

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 NUM PAD functions.

Menu	F2
Scan	F4 or SPACEBAR
Delete Page	CTRL+DELETE
Speak	F10 or F12

Select	ENTER
Escape	ESC
Key Describer	CTRL+F12
Where Am I?	SHIFT+CTRL+F12
Help	F1
Voice Rate	CTRL+1 and CTRL+2
Scanning Status	SHIFT+F4
Move Up	UP ARROW
Move Down	DOWN ARROW
Move Left	LEFT ARROW
Move Right	RIGHT ARROW
Page Up	PAGE UP
Page Down	PAGE DOWN

JAWS Keyboard Layout Shortcuts

General

Key Describer	INSERT+NUM PAD 1
Where am I?	INSERT+NUM PAD 3
Beginning of Line	NUM PAD 7
End of Line	NUM PAD 1
Beginning of File	CTRL+NUM PAD 7
End of File	CTRL+NUM PAD 1
Beginning of Page	ALT+NUM PAD 7
Delete	DECIMAL
Page Up	NUM PAD 9
Page Down	NUM PAD 3

Reading Text

***reading by character is possible only in edit mode**

Read Previous Character	NUM PAD 4
Read Current Character	NUM PAD 5
Read Next Character	NUM PAD 6
Read Previous Word	INSERT+NUM PAD 4
Read Current Word	INSERT+NUM PAD 5
Read Next Word	INSERT+NUM PAD 6
Read Current Line	INSERT+NUM PAD 8
Read Previous Sentence	ALT+NUM PAD 8

Read Current Sentence	ALT+NUM PAD 5
Read Next Sentence	ALT+NUM PAD 2
Read Previous Paragraph	CTRL+NUM PAD 8
Read Current Paragraph	CTRL+NUM PAD 5
Read Next Paragraph	CTRL+NUM PAD 2
Read from Beginning of Line	INSERT+NUM PAD 7
Read to End of Line	INSERT+NUM PAD 9
Read Continuously	INSERT+NUM PAD 2

Selecting Text

***selection by character is possible only in edit mode**

Select Prior Character	SHIFT+NUM PAD 4
Select Next Character	SHIFT+NUM PAD 6
Select Prior Line	SHIFT+NUM PAD 8
Select Prior Word	INSERT+SHIFT+NUM PAD 4
Select Next Word	INSERT+SHIFT+NUM PAD 6
Select Next Line	SHIFT+NUM PAD 2
Select to Beginning of Line	SHIFT+NUM PAD 7
Select to End of Line	SHIFT+NUM PAD 1
Select to Beginning of File	CTRL+SHIFT+NUM PAD 7
Select to End of File	CTRL+SHIFT+NUM PAD 1

Window-Eyes Keyboard Layout Shortcuts

General

Where am I?	DECIMAL
Speak Key	ENTER
Beginning of Line	NUM PAD 7
End of Line	NUM PAD 1

Reading Text

***reading by character is possible only in edit mode**

Read Previous Character	NUM PAD 4
Read Next Character	NUM PAD 6
Read Current Character	NUM PAD 5
Read Previous Line	NUM PAD 8
Read Next Line	NUM PAD 2
Read Current Line	ALT+NUM PAD 8
Read Previous Word	ALT+NUM PAD 4
Read Next Word	ALT+NUM PAD 6
Read Current Word	ALT+NUM PAD 5
Read from Beginning of Line	ALT+NUM PAD 7
Read to End of Line	ALT+NUM PAD 9
Read to End of Screen	ALT+NUM PAD 2