

ZoomText Xtra

Version 7

Training Guide

Developed by Myra Lerch

Butte Community College

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ZoomText Xtra, Version 7

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I. BACKGROUND

- A. ZoomText Xtra offers two main options:
 - 1. Screen magnification: Enlarges text and screen graphics on screen
 - 2. Screen reading: Reads screen content aloud at a basic level

- B. ZoomText Xtra is software-based
 - 1. It is carried on a disk and has no additional hardware components

- C. Features – User can:
 - 1. View full-screen & partial-screen zoom windows
 - 2. Display up to 6 zoom windows at same time
 - 3. Select magnification level from 2x to 16x
 - 4. Review the entire screen, a window, or an entire document
 - 5. Invert all colors
 - 6. Use context-sensitive help
 - 7. Create and save individual configuration

- D. ZoomText Terms

1. Normal screen
 - a. Windows screen without magnification

2. Zoom window
 - a. Rectangular area that contains magnified view of normal screen

 - b. Can magnify any portion of the normal screen

 - c. Contents of zoom window change with mouse movement

3. Viewport
 - a. The area of the normal screen that is being magnified

4. Scrolling
 - a. Changing the contents of a zoom window to allow any part of the normal screen to be displayed

5. Locator
 - a. Visual representation of the viewport
 - b. As a zoom window is scrolled, the locator moves to show the new viewport

6. Panning
 - a. In screen review, panning automatically scrolls a zoom window

II. STEPS

A. TO LOAD ZOOMTEXT:

1. Turn on computer #12 or 13
2. On the desktop, double-click **ZoomText** icon
 - a. This launches ZoomText with default magnification of 2x

B. TO USE ZOOMTEXT:

1. Two main options:
 - a. Use trackball with User Interface
 - b. Use keyboard alternatives

2. To activate/deactivate ZoomText:

a. Trackball:

Activate/Deactivate = Click ZoomText button
on User Interface

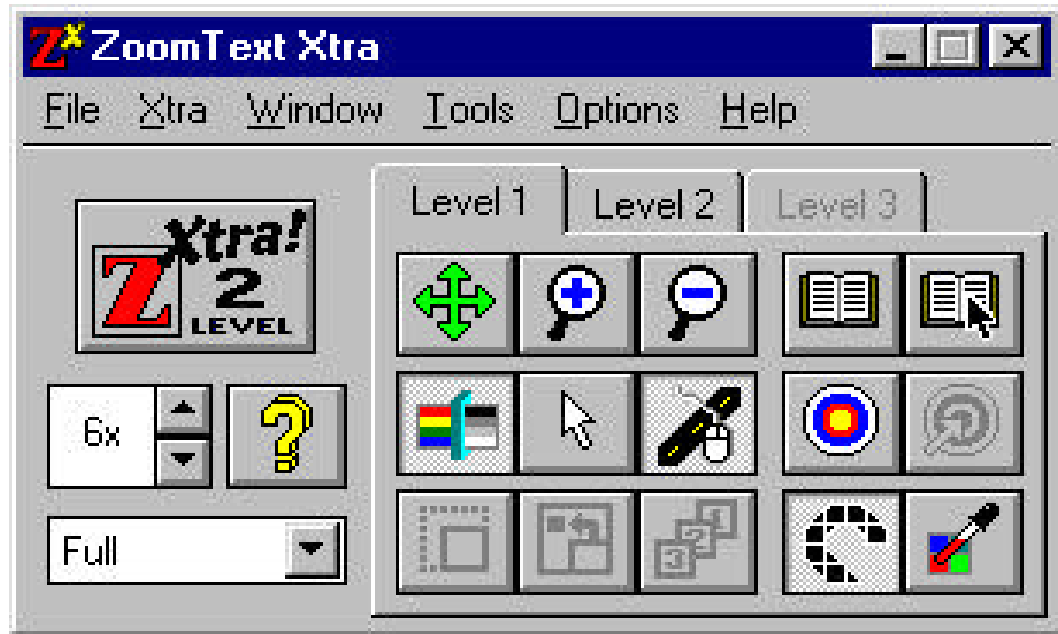
b. Keyboard:

Activate = **Alt + Ins**
Deactivate = **Alt + Del**

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User Interface ZoomText Xtra

I. BACKGROUND



- A. User Interface = small window that displays options for you to select
- B. Contains:
 - 1. Menu Bar
 - 2. Activation Button
 - 2. Magnification Box
 - 3. Help Tool
 - 4. Zoom Window Box
 - 5. Toolbar Tabs: Levels 1 & 2
 - 6. Toolbar Buttons

II. DETAILS

A. Menu Bar:

Has 6 items with drop-down menus

1. File
2. Xtra
3. Window
4. Tools
5. Options
6. Help

B. Magnification Box

1. Displays magnification level
2. Allows you to change magnification

C. Help Tool

1. Displays information about item you click

D. Zoom Window Box

1. Displays primary zoom window type
2. Allows you to change zoom window type

E. Toolbar Tabs

1. ZoomText offers two levels:
 - Level 1: Primarily screen magnification
 - Level 2: Primarily screen reading
2. Toolbar Tabs allow you to choose tools for specific level

F. Toolbar Buttons

- Level 1 has the following buttons:
 1. Scroll
 2. Zoom In
 3. Zoom Out
 4. Color Filter
 5. Cursor Enhancements
 6. Mouse Routing
 7. Size/Move Window
 8. Locator
 9. Secondaries
 10. DocReader
 11. DocReader Select
 12. Set Target
 13. Hit Target
 14. Edge Smoothing
 15. Smoothing Colors
- Level 2 has the following buttons:

1. Speech
2. GUI Reading
3. Caret Reading
4. Typing Echo
5. Speak It
6. DocReader
7. DocReader Select
8. Set Talking Target
9. Hit Talking Target

NOTE:

Level 2 will read aloud the following kinds of text:

- Text as it is being typed
- Selected words or blocks of text
- Text that it puts in different, cleaner format
- Menu items and buttons

I. BACKGROUND

- A. The Magnification option sets the magnification level
 - 1. Magnification ranges:
 - a. From 2x - 8x in steps of 1x
 - b. From 10x - 16x in steps of 2x
 - 2. *Default = 2x*
 - 3. Each zoom window can have its own magnification level
 - 4. Horizontal and vertical magnification levels can be set independently or in proportion
 - 5. Options for changing Magnification:
 - a. Trackball with User Interface
 - b. Trackball with Zoom In / Zoom Out tool
 - c. Trackball with User Interface Menu Bar
 - d. Keyboard with User Interface Menu Bar
 - e. Magnification Hotkeys

II. STEPS

A. Trackball with User Interface:

1. To increase: Click Up Arrow next to Magnification Box
2. To decrease: Click Down Arrow next to Magnification Box
3. ZoomText will speak new magnification level

B. Trackball with Zoom In / Zoom Out Tool:

1. Click **Zoom In** or **Zoom Out** tool on Level 1 toolbar
2. Move Magnification cursor to a zoom window
3. Click left button to increase / decrease magnification
 - a. <OR>
Use **<SHIFT>** + button click to decrease magnification
4. To exit Magnification option, press **Esc**

C. Trackball with User Interface Menu Bar:

1. Click **Options** on Menu Bar
2. Click **Display** in menu
3. Click **Magnification** tab
4. Dialog box: Change options & click **OK**
 - a. Choose which zoom window to apply new magnification to (e.g., Primary)
 - b. **Horizontal = Vertical:** Checkmark indicates changes will be proportional
 - c. Use arrow keys to change **Horizontal** or **Vertical** magnification levels
(They will change together if Horizontal=Vertical option is in effect.)

D. Keyboard with Menu Bar:

1. **<ALT> O = Options** in toolbar
2. **D = Display** in menu
3. Dialog box:
 - a. Use Tab key to move through options
 - b. Use Arrow keys to change

Horizontal/Vertical settings

- c. **H** = Turns Proportional on/off
- d. **Enter key** = **OK** when finished

D. Magnification Hotkeys:

- a. **<ALT> +** = Increases magnification
- b. **<ALT> -** = Decreases magnification

E. Cursor Visibility

1. Press **<CTRL> <ALT> V** to locate cursor

➤ **PREFERRED SETTING:** _____ **X**

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Zoom Window ZoomText Xtra

I. BACKGROUND

A. Zoom window displays magnified view

B. Two functions:

1. Lets you choose Primary zoom window

a. The main display window

b. Primary zoom window is always displayed

2. Lets you define Secondary zoom windows

a. Special purpose zoom windows

b. Can display up to 5 additional windows

C. Features:

1. Zoom windows can be sized and moved

2. Each window can have its own magnification level

II. PRIMARY ZOOM WINDOW

A. Options:

1. Full = Magnifies entire screen
2. Overlay = Magnifies text in rectangular area
3. Lens = Magnifies text in rectangular area that follows current activity.
Can cover up to $\frac{1}{4}$ of screen
4. H-Split = Splits screen horizontally into 2 areas: Normal & Magnified
5. V-Split = Splits screen vertically into 2 areas: Normal & Magnified



PREFERRED SETTING:

B. Additional Option:

1. Swap Split = Reverses Normal & Magnified areas for H-Split & V-Split options
2. To use Swap Split:

- a. Click **Window** on Menu Bar
- b. Click **Swap Split** in menu

III. **SECONDARY ZOOM WINDOWS**

Option: Enable secondary zoom windows

(Checkmark enables secondary zoom windows)

A. Options:

1. Line: Magnifies one line of text
Follows caret
Works only with Full zoom window
2. Component:
Magnifies a Windows control item
Example: Menu items, buttons, radio buttons)
Activates when control item receives focus
Works only with Full zoom window
3. 2nd Overlay:
Offers a second Overlay window
Works like Overlay
4. Static 1: Special-purpose zoom window that monitors fixed screen area
Example: Status bar
5. Static 2: A second window like Static 1



PREFERRED SETTING: _____

IV. STEPS: SETTING UP ZOOM WINDOWS

A. Primary Zoom Window:

3 options:

1. *Trackball:* Click Zoom Window box on User Interface
2. *Trackball:* Click Window on Menu Bar, then click Window type in menu
3. *Keyboard Hotkeys:* <**CTRL**> <**SHIFT**> <**F1**>

B. Secondary Zoom Windows:

1. Click **Window** on Menu Bar
2. Click **Secondaries** in menu
3. Click an option to checkmark it
4. Click **OK**

V. TO MOVE OR SIZE A WINDOW

A. Window tool – 3 options:

1. *Trackball:* Click Window tool on Level 1 toolbar
2. *Trackball:* Click Tools on Menu Bar, then click Window in menu
3. *Keyboard Hotkeys:* **<CTRL> <SHIFT> W**

B. To size:

1. Click & drag window handles

C. To move:

1. Click & drag in zoom window

D. To work with different window:

1. **<CTRL> <SHIFT> N** = Next window
2. **<CTRL> <SHIFT> P** = Previous window

E. **ESC** = Exit Window Mode

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Help ZoomText Xtra

I. BACKGROUND

- A. Offers information about ZoomText features

II. STEPS

A. Help Tool:

Offers information about an item you click

1. Click Help button on User Interface
2. Click an item
 - a. ZoomText will display text description about that item
 - b. ZoomText will read description aloud

3. *Example*:

Window tool. Sizes or moves a zoom window. To size a window, drag any handle. To move a window, drag inside the window frame. Right-click to exit the tool. Hotkeys: <CTRL> <SHIFT> W

B. Detailed Help feature

Offers detailed information about how to use ZoomText

1. Click **Help** on Menu Bar
2. Click **Search for Help On** in menu
3. Type topic
4. Highlight topic in list below and click **Display**
5. *Example:* Level 1 Hotkeys

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Display: Colors, Cursors, Smoothing ZoomText Xtra

I. BACKGROUND

- A. Colors: Filters colors for improved visibility
 - 1. Reduces glare
 - 2. Enhances contrast
- B. Cursors: Changes appearance of cursor and caret
- C. Smoothing: Reduces jagged edges

➤ **PREFERRED SETTINGS: Mark with highlighte**

II. STEPS

For all options:

- Click **Options** on Menu Bar
- Click **Display** in menu

A. Colors

1. Click **Colors** tab
2. Dialog box: Set options & click **OK**
 - a. Enable color filtering
Turns on / off color filtering
 - b. Invert:

Off=No color inverting
All Colors = Inverts all colors
*Black & White = Inverts black & white
*Shades of Gray = Inverts shades of gray
 - c. *Contrast:
Increases difference between light and dark colors

Range: 0 – 100% (100 = maximum)
 - d. *Colors to Gray Scales:
Converts colors to shades of gray

*Options work only in 256 color display mode

3. Color Filter Hotkeys:

<CTRL> <SHIFT> F

B. Cursors

1. Click **Cursors** tab
2. Dialog box: Set options & click **OK**
 - a. Enable cursor enhancements:
Turns on / off cursor & caret changes
 - b. Cursor size:
Small / Medium / Large
 - c. Cursor color: 17 color options
 - Black
 - *Blue
 - *Cyan
 - *Green
 - *Magenta
 - *Red
 - *Yellow
 - White
 - *Light Gray
 - Reverse (Inverted color from background)
 - *Have dark option as well
 - d. Caret Locator:
Puts blinking frame around caret

C. Smoothing

1. Click **Smoothing** tab
2. Dialog box: Set options & click **OK**
 - a. Smoothing Type:

Off

Black & White

Custom Colors
 - b. Set Custom Colors:
Set on for Custom Colors cursor
eyedropper).

Click desired color on screen

Press **Esc**
 - c. Smoothing Colors:
Shows which colors will be smoothed
3. Edge-Smoothing hotkeys:

<CTRL> <SHIFT> E

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Scrolling ZoomText Xtra

I. BACKGROUND

- A. Lets you view contents of a zoom window
 - 1. Can scroll horizontally or vertically
 - 2. Can jump to specific screen location
 - 3. Works in all zoom windows except Line and Component

II. STEPS

- A. Scroll tool – 3 options:
 - 1. Click Scroll tool on Level 1 toolbar
 - 2. Click Tools on Menu Bar, then click Scroll in menu
 - 3. Hotkeys: <CTRL> <SHIFT> **S**
- B. Scroll tool will be displayed

C. Click left button and drag trackball in any direction

1. Continue to hold down left button

D. Press **Esc** to exit Scroll

III. SCROLL HOTKEYS

Keystrokes to scroll primary zoom window:

<Alt> Left arrow = Scroll left

<Alt> Right arrow = Scroll right

<Alt> Up arrow = Scroll up

<Alt> Down arrow = Scroll down

<Alt> Home = Jump to left edge of screen

<Alt> End = Jump to right edge of screen

<Alt> Pg Up = Jump to top of screen

<Alt> Pg Dn = Jump to bottom of screen

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Level 2 Toolbar ZoomText Xtra

- Level 2 offers speech and screen reading options.

Level 2 Toolbar:



- Speech button: <ALT> <SHIFT> S
Turns speech on or off
- GUI Reading button: <ALT> <SHIFT> G
Speaks graphic items when they receive focus

Example: Menu items, controls, Window titles

- Caret Reading button: <ALT> <SHIFT> C
Speaks characters, words or lines of text as caret (cursor) moves to them
- Typing Echo button: <ALT> <SHIFT> T
Speaks characters or words as they are typed
- Speak-It tool: <ALT> <SHIFT> I
Speaks selected text

NOTE: Does not read all font styles

- DocReader button: <CTRL> <SHIFT> R
Activates DocReader and displays special toolbar
Reformats text so it wraps to screen width
Can change Font, Color, Spacing
- DocReader tool: <CTRL> <SHIFT> D
Selects application to be read by DocReader
- Set Talking Target tool: <CTRL> <SHIFT> X
Creates target to be read when user jumps to it
- Hit Target tool: <CTRL> <SHIFT> H
Jumps to a target

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Speech Features ZoomText Xtra

I. BACKGROUND

A. User can adjust several settings for speech:

1. Voice
2. Rate
3. Pitch
4. Volume
5. Punctuation

B. OPTIONS

1. Voice (10 different options)

- | | |
|--------------------|-----------|
| a. Peter (Default) | f. Amos |
| b. Sidney | g. Melvin |
| c. Eddie | h. Alex |
| d. Douglas | i. Wanda |
| e. Biff | j. Julia |

➤ PREFERRED VOICE: _____

2. Rate

a. Range = 0 – 100%

➤ PREFERRED RATE: _____

3. Pitch

a. Range = 0 – 100%

➤ PREFERRED PITCH: _____

4. Volume (Use controls on headphone cord)

5. Punctuation

a. All or None

➤ PREFERRED SETTING: _____

II. STEPS

A. Speech dialog box

Trackball:

1. In User Interface, click **Options** on Menu Bar
2. Click **Speech** in menu
3. Adjust options described above
4. Click **Speak Sample** to hear how voice sounds
5. When settings are optimal, click **OK**

Keyboard:

1. In User Interface, type <ALT> O
2. Press **S** for Speech
3. Tab through options
 - a. Use Arrow Keys within an option
4. When settings are optimal, Tab to OK and press **Enter**

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Screen Reader ZoomText Xtra

II. SCREEN READER

A. BACKGROUND

1. Determines how much is read aloud

B. OPTIONS

1. GUI Reading

- a. Speaks one or more of the following when it receives focus:

- Menus
- Controls
- Window Titles
- Message Text

2. Caret Reading

- a. Speaks one or more of the following based on caret (cursor) movement:
 - Characters, words or both
 - Lines

3. Typing Echo

- a. Speaks characters, words or both as they are typed

4. Verbosity

Determines how much of screen text will be read:

Low = Reads on-screen text

Medium = Reads text & brief description

High = Reads text & detailed description

B. STEPS

Trackball:

1. Click **Options** on Menu Bar
2. Click **Screen Reader** in menu
3. Change settings described above
4. Click **OK**

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Speak-It ZoomText Xtra

I. BACKGROUND

- A. Speaks single words or blocks of text
- B. Limitations:
 - 1. Will not read all text: Some limitations on web pages
 - 2. Will read only text visible on screen; Will not scroll to text beyond what is displayed onscreen

II. STEPS

- A. Bring up document, web page, etc.
- B. Activate Speak-It – 3 options:
This puts special sound waves pointer on screen
 - 1. In Level 2 User Interface, click Tools on Menu Bar and click Speak-It in menu
 - 2. Click **Speak-It** button on Level 2 Toolbar
 - 3. Hotkeys: <ALT> + <SHIFT> I

- C. In document, move Speak-It pointer where you want ZoomText to begin speaking
 - 1. Single words: Click word
 - 2. Block of text: Click and drag to select text

- D. To exit:
 - 1. R-click to exit Speak-It
 - 2. *Keyboard:* Press **Esc**

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DocReader ZoomText Xtra

I. BACKGROUND

- A. Reads text from current application
- B. User can change appearance of screen:
 - 1. Font
 - 2. Color
 - 3. Spacing

II. STEPS

- A. Bring up document, web page, etc.
- B. Activate DocReader – 3 options:
This reformats text; no graphics
 - 1. In Level 2 User Interface, click **Tools** and click **DocReader** in menu
 - 2. Click **DocReader** button on Level 2 Toolbar
 - 3. *Hotkeys:* <CTRL> <SHIFT> R

DOCREADER OPTIONS

For DocReader dialog box, click **Options** on Menu Bar, then click **DocReader** in menu

A. Display

1. Display mode:

Normal:

Displays text in original format
Scrolls vertically and horizontally

Prompter:

Wraps text within screen margins
Scrolls vertically

Ticker:

Displays text in single continuous line
Scrolls horizontally

2. Magnification

a. Range: 2x – 16x

3. Text:

Text can be displayed in scaled
TrueType fonts or in magnified view of
original image

a. TrueType

b. Unmapped

4. Alignment
 - a. Edge
 - b. Center

5. Scrolling
 - a. Smooth
 - b. Jump

B. Font

1. Click **Font** tab
2. Select a Font Style & Size
 - a. Auto maintains font style of original document
3. Sample area displays examples of settings
4. Bold gives bold display of all text
5. Click **OK**

C. Color

1. Click **Color** tab
2. In Normal area, change Text and Background (Bkg) colors
 - a. Auto maintains colors of original document
3. Sample area displays example of settings
4. Click **OK**

D. Spacing

1. Click **Spacing** tab
2. Adjust options:
 - a. Character:
Puts extra space between characters
 - b. Line: Puts extra space between lines
3. Sample area displays example of settings
4. Click **OK**

E. Markers

Lets user select marker symbols
Markers indicate where white space & text sections start or end
Works with Prompter and Ticker displays

1. Click Markers tab
2. Adjust options:
 - a. Formatting markers:
White space
Start of section
End of section
 - b. Section breaks:
Paragraph
Line
3. Click **OK**

IV. USING DOCREADER: Toolbar

A. To read aloud:

1. **Play/Pause:** Starts, stops reading
 - a. *Keyboard:* Enter = play or pause

B. To move reading position:

1. **Up/Down arrows:** Moves up/down one line
2. **Left/Right arrows:** Moves left/right one word

C. To adjust magnification:

1. Use Magnification arrows: Range: 2X – 16X

D. For DocReader dialog box:

1. Click **Dialog box** button

E. To adjust speech:

1. Click **Speaker** button

F. To adjust reading speed:

1. Click **Speech rate** button: Range = 0 - 100%

G. To exit:

1. R-click to exit DocReader
2. *Keyboard:* Press **Esc**

