

OPEN BOOK: Ruby Edition

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INTRODUCTION

Welcome to **Open Book: the Ruby Edition**. Open Book 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 Open Book will read that page aloud to you. Or, open and read a text or word-processing file! Open Book 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.

Open Book: the Ruby Edition is the latest version of Open Book. It comes with a host of new features, many of which were requested by our users. Editing was the biggest request, and we have added that. You can type in new text, insert bookmarks, move pages -- it's all possible with the Ruby Edition. Plus, Open Book comes with a dictionary and thesaurus, spell checker, and search feature.

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

Low vision users

Open Book 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.

How to Use This Manual

This manual will help you understand and operate your new Open Book reading software quickly and easily.

- * The first chapter, **Installing Open Book**, helps you install the software.
- * **The Open Book Tutorial** gives an introductory lesson on Open Book.
- * **Using a Windows Application** introduces features specific to Windows style applications, including menus and dialog boxes.
- * **Using the Keypad** describes the unique Open Book Keypad key assignments, which help you use Open Book quickly and easily.
- * **Using the Menus** details the features available on the menus.
- * **Using the Classic Menus** tells you how to use the Ruby Edition with the menu style used in previous versions of Open Book.
- * **Using Hotkeys** tells you how to use Open Book with the function keys and keyboard "hotkeys."
- * **Frequently Asked Questions** answers some common questions.

This manual is available at no charge in Braille. Contact your dealer or Arkenstone if you would like a copy. If you wish to create and print your own Braille translations, you can find the ASCII files MANUAL.TXT and MANUAL.ASC on the Open Book CD.

If you have problems with Open Book, please call your Arkenstone Dealer first. If you do need to contact Arkenstone Technical Support directly, please note: callers from the United States and Canada may reach Arkenstone at (800) 444-4443. Callers from outside the U.S. and Canada should use 1+(650) 603-8880. The Arkenstone FAX number is (650) 603-8887; our email address for technical support is tech@arkenstone.org.

What You Need to Run Open Book

The minimum system requirements to run Open Book 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
- * 85 megabytes of available hard disk space (100 MB or more recommended)
- * A standard keyboard
- * An SSIL supported speech synthesizer with speaker, or a SoundBlaster 16-compatible sound card with speaker
- * A supported Hewlett-Packard flatbed scanner or a supported TWAIN-compatible scanner

Low vision users may prefer to use Open Book 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 Open Book with a monitor:

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

INSTALLING OPEN BOOK

The Open Book 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 Open Book icon on the desktop, and creates an easy-to-use hotkey to start Open Book.

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 Open Book CD.

Note: if you have already installed Open Book, you can skip this chapter.

Using the talking Windows Installation

Open Book's Installation program talks, making it easy for you to hear the prompts. However, if you already have a screen reader, you may prefer to use that to hear the Installation program. When you start the Installation program, Open Book runs an audio test to see if you have a screen reader. If you can hear the test, your screen reader will operate successfully with our Installation program. Open Book will then give you the choice of running the

program with your own screen reader, or using the standard Open Book talking Installation program.

To navigate through the Installation dialog boxes, you will generally use the Enter key. The Enter key selects the most likely option in each section. In addition, you can use the Tab key to move from element to element. When you cycle through all the options, you'll return to the first one. To move backwards through the elements, hold the Shift key, then press the Tab key to cycle through the options. To hear an entire dialog box read, hold down the Control key, 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 Control key by itself.

Once you tab to the selection you want, 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 Escape 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.

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, place the Open Book CD in your CD-ROM drive. Open Book automatically starts the installation process.

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

1. With the Open Book 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 Open Book Installation program at any time, simply by selecting Cancel.

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

“Typical” installs the standard files necessary to run Open Book, Hewlett-Packard scanner drivers, and ViaVoice Outloud software speech synthesizer, which is included on your Open Book CD. If you wish to use a different scanner or speech synthesizer, you must select the Custom installation.

“Custom” gives you more control over where Open Book stores documents 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. (For more detailed information about the installation prompts, see Appendix A: Detailed Installation, page 115).

If you have any difficulties running Open Book after you have installed it, check the chapter in this manual titled **Frequently Asked Questions**, to see if we address your problem.

THE OPEN BOOK TUTORIAL

This chapter is an introduction to Open Book. If you are new to computers or to Open Book, this chapter will help you with the basics. However, if you are an experienced computer user or have used a previous version of Open Book, you may wish to go directly to the next chapter, **Using a Windows Application**.

Please note that this tutorial is not intended as a comprehensive guide to the features introduced. Once you have completed this tutorial, you should continue reading this manual to learn more about each feature in depth. Also note that you must have Open Book installed before you proceed with this tutorial.

What's covered in this tutorial

In this chapter, you will learn how to:

- * start Open Book
- * use some basic keypad keys
- * scan and read a page
- * interrupt scanning
- * save, name, and close documents
- * use some basic editing functions
- * exit Open Book

About documents and files: throughout this manual, we use the terms “document” and “file,” sometimes interchangeably. All your Open Book documents are computer files, but we refer to them as documents when we are talking about what you have scanned or what you are reading. However, there are computer files that are

not documents, such as those that run the Open Book program. These are always referred to simply as files.

To start Open Book

From a keyboard

During installation, Open Book created a special hotkey to help you open the program. The hotkey is Control+Alt+O. Hold down the Control and the Alt keys together while you then press the letter O. Open Book will say:

“Welcome to Open Book: Ruby Edition. Press the Scan key to scan.”

Using a mouse

Once you install Open Book, the Open Book icon will appear on your desktop. If you are using a mouse, simply double click on the Open Book icon. Open Book will display the welcome screen and say:

“Welcome to Open Book: Ruby Edition. Press the Scan key to scan.”

Introducing the Keypad

You can control Open Book in a variety of ways: by using the 17-key keypad on an enhanced style keyboard, by using the keyboard itself, or by using a mouse. Many people find the keypad a quick, easy way to use Open Book.

Each of the keypad keys has a name and function assigned to it in Open Book. You can learn about all of these key assignments in the chapter titled **Using the Keypad**. In this tutorial you'll begin using:

- * The Scan key -- this is the keypad Insert key, the first key on the bottom row of the keypad. The Scan key starts and stops scanning. You can also use the Spacebar as the Scan key.
- * The Speak key -- this is the keypad Enter key, the rectangular key that sits vertically at the end of the fourth and fifth rows of the keypad. The Speak key starts and stops reading.
- * The Select key -- this is the keypad number 5, the key in the middle of the keypad with the raised dot or bar on it. Select lets you choose an option. For example, if you are on a menu item, pressing Select activates that item. Additionally, if you press this key while reading a page, Open Book will speak the word the cursor is on. Press it again and Open Book spells the word. Press it a third time and it spells using military spelling.
- * The Voice Rate key -- this is the asterisk (the * key). To find this key, find the top row on the keypad, then find the third key from the left. This key lets you increase the reading voice rate. To decrease the voice rate, press the Shift key (usually just above the far lower left on the keyboard) plus the * key.
- * The Move keys -- these are the number 2 key (Move Down), the number 4 key (Move Left), the number 6 key (Move Right), and the number 8 key (Move Up). To find these keys, place your middle finger on the Select key, the number 5 key. This key is in the middle of the keypad with the raised dot or bar on it. Once positioned on the Select key, the key to your immediate left is the number 4 key -- Move Left. The key to

your immediate right is the number 6 key -- Move Right. The key in the row directly above the 5 key is the number 8 key -- Move Up. The key in the row directly below is the number 2 key -- Move Down.

These movement keys move you up, down, left and right on the page. For example, if you press Move Up, Open Book moves to and reads the line above. Press Move Down, and it moves to and reads the line below. Move Left moves to the previous word in the line and reads it, while Move Right moves to the next word in the line and reads it.

Get comfortable with the locations of these keys, because we will be referring to them throughout this tutorial.

Scanning a page and reading it

Place a page face down on the glass plate of the scanner, making it square against the raised rims on the right and rear edges of the glass. Don't worry if the page is sideways or upside down -- Open Book can handle that.

Next, press the Scan key, the keypad Insert key. When you press the Scan key, Open Book begins scanning the page and opens the Scan a Page dialog box. If you decide you want to stop scanning before the page is done, simply press the Scan key again to cancel scanning.

While Open Book is processing your page, it reports on its progress. Once the page is scanned and processed, Open Book will automatically read it aloud to you.

To stop and start reading

Press the Speak key (the keypad Enter key) to stop reading. Press it again to start reading. You can also use the arrow keys to move through the document word by word or line by line.

To change the voice rate

You may find the voice is too slow or too fast. You can change the speed with the Voice Rate key. Press the Voice Rate key once. Open Book will say “faster” and increase the reading voice speed. Keep pressing it until you find the speed you want. If you want a slower voice rate, press and hold the Shift key (usually just above the far lower left of the computer keyboard) while you press the Voice Rate key. Open Book will say “slower” and decrease the reading voice speed.

To scan and read another page

To read another page, place it on the scanner and press the Scan key again. Open Book will scan and read the second page. Open Book will automatically place the second page after the first page in your document.

To interrupt scanning

If you're scanning a page and want to stop before scanning is completed, press the Scan key. Pressing this key while scanning will interrupt scanning and stop work on the page.

To save a document

When Open Book first starts, it opens a document on the screen and names it “Untitled.ark.” If you scan pages into that document, Open Book automatically saves them under that name. However, it’s much easier to find a document if you give it a name that you will remember.

To save and name a document, hold down the Alt key, then press the F key. This brings you to the File menu. Using the Move Down key, find the menu item called Library. To open the Library submenu, press the Move Right key.

On the Library sub menu, use the Move Down key to find Save Document, then press the Select key. Open Book presents you with a list of categories, including Bill, Books, Mail, Novels and several others. Using the Move keys, locate a category into which to save your document, then press Select.

Open Book then asks you to name the document. Type in a name that you will remember, then press Select.

By the way, if you are saving a document that is already named, you will still be asked to type in the name. When you do so, and press Select, Open Book will remind you that there is already a document by this name, and ask if you want to overwrite it. Use the Move keys to select Yes if you want to save any changes you have made to this document. Select No if you want to keep the older version of the document, and don’t want to save any changes you made in this reading.

Opening a document and reading it

In addition to scanning and reading documents, you can also open and read documents. These can be scanned files or computer files, such as word processing files.

During installation, Arkenstone installed some sample documents for you to read. To read one of these documents, go to the Library. Hold down the Alt key, then press the F key, and then release them both. Now use the Move Down key to find the Library menu item. Press the Move Right key to open the Library sub menu. Choose Read a Document, the first item on this submenu, by pressing the Select key.

In the list of categories Open Book presents, move to the category General, then press Select. This category includes four documents:

Harvest.ark
Story-1.ark
Story-2.ark
Worksheet.ark

Move to one of these documents, and press Select. Once the document is open, press the Speak key to have Open Book read it aloud to you. (If you are using a laptop computer, press the F10 or F12 key. These are alternate Speak keys created specifically for laptop computer users.) Press the Speak key again to stop reading. Or, use the Move keys to move through the document word by word.

To close a document

To close a document that has already been named, once again use the Library on the File menu. Hold down the Alt key, then press the F key to get to the File menu. Use the Move Down key to find the Library. Open the Library submenu by pressing the Move Right key.

On the Library sub menu, use the Move Down key to find Close Document, then press the Select key. If you have made changes but have not yet saved them, Open Book may ask if you want to save changes you've made to the document. Use the Move keys to choose Yes (save changes), No (don't save changes), or Cancel.

Editing

Now you've learned how to scan, read, open and close documents, as well as move around using the Move keys. You're ready to learn about using Open Book to edit. 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 a one of the sample documents Arkenstone installed with the software.

- * First, using the Library, go to the General category and open Story-1.ark.
- * Again using the Library, save that document in the General category, under a new name: Editing.

Now, open to the Edit Menu. Hold down Alt and press the E key. Open Book will open the Edit Menu at the item Edit Mode.

Right now, you are in Read-only Mode. This means that you can read the document, but not make edits, protects you from accidentally making edits to a document. Press Select to activate Edit Mode and Open Book's editing capabilities.

A few general notes about editing:

Insert versus Overtyping

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.

Open Book 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 Open Book features. In some parts of a dialog box, Open Book 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 Open Book 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 designate 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 Control 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.*

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.

To cut and paste text

Select and highlight the first line of text in your document. Now press Control+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 Control+V to paste the text. The text that you cut to the clipboard will be inserted at the new location you selected.

To copy and paste text

Select and highlight the another line of text in your document. Press Control+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 Control+V to paste the text. The text will be inserted at the new location.

To Delete text

Select and highlight a section of text in your document. Now press the Delete key (it's just to the right of the Enter key on desktop computers; the location varies on laptops). 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.

To Find text

Using the Find feature, you can search for a specific word in the document. It must be a whole word. Here's how:

* Using the Move keys, move to the top of the page.

- * Open the Edit menu and move to the item called Find. Press Select. Open Book will open the Find dialog box, and say “Find What?”, then suggest a word to find.
- * Type in the word “painless.” Open Book searches for whole words only and is case insensitive, that is, you can enter the word with any combination of upper and lower case letters.
- * Using the Tab key on the keyboard, tab twice to the Find Next button, then press Select. Open Book starts searching for the word you have typed. If it finds it, Open Book goes to that word in the document, and places the cursor at that point. If Open Book doesn’t find the word, it notifies you.
- * When you are done, tab to the Cancel button, then press Select. This closes the Find dialog box.

To find and replace text

You can also find a word and replace it with another word. This also must be a whole word.

- * Using the Move keys, move to the top of the page.
- * Open the Edit menu and move to the item called Find, Replace Text. Press Select. Open Book will open the Find, Replace Text dialog box, and say “Find What?”, then suggest a word to find.
- * Type in the word “toxic.”
- * Tab to the Replace With field. Type the word “poisonous.”

- * Tab twice to the Find Next button, then press Select. Open Book goes to the selected word and places the cursor at that point.
- * To replace “toxic” with “poisonous,” tab twice to the Replace button. Press Select. In the document, Open Book replaces the word “toxic” with the word “poisonous” and returns you to the Find Next button, to allow you to search for more instances of the word “toxic.”
- * When you are done, tab one time from Find Next to the Close button, then press Select. This closes the Find, Replace Text dialog box.

To check your spelling

Open Book’s Spell Check feature will help you check your spelling. When using Spell Check, Open Book checks all words against a dictionary, and suggests one or more correct words.

However, Open Book may encounter words that are not in the dictionary, especially formal names and other proper nouns. When Open Book 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. Let’s try it now.

- * Using the Move keys, move to the top of the page.
- * Next press the F7 key (that’s the seventh function key on the top row of your computer keyboard).

- * Open Book will open the Spell Check dialog box and read the first item, “Word Not Found?”, then say “Agnes.” The name Agnes is a proper noun, and is not found in Open Book’s dictionary.
- * If you tab once, you’ll hear that Open Book suggests you replace “Agnes” with “Agent.” Instead, Tab again to the Ignore button and press Select. Open Book will ignore this instance of Agnes and look for the next misspelled word. However, this will also be “Agnes.”
- * To avoid being informed about every instance of the unrecognized word “Agnes,” tab three times, to the Ignore All button, and press Select. Now, Open Book will ignore “Agnes” every time it’s found.
- * The next word Open Book will find is Nickerson’s -- another proper name. Tab to Ignore.
- * Now Open Book 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. Open Book suggests “gray,” spelled with an “a.” This is the preferred spelling in the United States.
- * Tab three times to the Change button, and press Select. Open Book 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.

What if I need help?

There are several ways to get help when you are using Open Book.

Status Bar Help: When you are on a menu, Status Bar Help messages provide short descriptions of each menu item. They appear at the bottom of the screen, on the status bar. As you move through the menu, the status bar updates with a new message for each item. To hear status bar messages, press Shift+Control+F10, that is, hold down the Shift and Control keys, then press the F10 key, located on the very top row of the keyboard. You can also use Shift+F1 to hear the status bar in a menu.

Context-sensitive Help: When you are in a dialog box, Context-sensitive Help provides information about each of the items in the dialog box. To access Context-sensitive Help, move to the item in question, then press Shift+F1 (hold the Shift key and press the F1 key, located on the very top row of the keyboard). 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.

Help Topics: You can read any part of this manual using the Open Book Help Topics. To access this feature, use the F1 key (located on the top row of the keyboard). Use the Move keys to get to Help Topics, then press Select.

Open Book will list all the available Help Topics. Move to the one you wish to open, and press Select. When you do this, Open Book 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.

The README: Open Book'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 F1.

Special features for low vision users

This edition of Open Book includes many benefits specially designed for low vision users. As you learn more about how Open Book 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.*
- * **Color Combinations** lets you quickly and easily select text and background color combinations that may make it easier to see the text on the screen. Available choices include White Text on Black Background, Green Text on Black Background, Yellow

Text on Black Background, and Yellow Text on Blue Background. *You can find this item on the View menu.*

- * The **Visual Settings** feature gives you control over the font type and size, and the text, background, and cursor colors. You can also use Visual Settings to change the margin size, and the spacing between characters, words, lines and sentences, all to make the page more readable. Note that these changes do not affect the way the text looks while in Exact View. You must be in Text View to see these changes. For more information about Exact View and Text View, read the manual section titled View Menu in Chapter 6: Using the Menus. *The Visual Settings item is on the Settings menu.*

To Exit Open Book

When you have finish reading and have closed your document, you can exit Open Book by holding down the Alt key and pressing F. Open Book will say “New.” Now you can press the “x” key to Exit. If you have made changes to your document and not yet saved those changes, Open Book will ask you if you want to save them. You can press Y for Yes, N for No, or Escape for Cancel, or you can use the Tab key to go to the choice you want, then press Select.

End of Tutorial

Now that you have completed the Open Book tutorial, please continue with the rest of the manual to learn more about each feature in depth. The next chapter, **Using a Windows Application**, is particularly valuable to both new and experienced users.

Remember that you can open and read this manual online, using the Help Topics in the Help menu.

USING A WINDOWS APPLICATION

Open Book is a Windows application, and many features -- cursor, insertion point, dialog boxes, buttons -- will be familiar to you if you are a Windows user. If you're new to Windows, don't worry! The next two sections will help you learn two ways to work with Windows features.

In this chapter, we give Windows-style keyboard commands to perform functions. You can also use the traditional Open Book keypad commands, including the Select and Escape keys, in Windows menus. However, the Open Book menu key (the NumLock key) does not take you in or out of a Windows menu.

When you use Open Book with a speech synthesizer, Windows features will talk, allowing a user to hear the feature if they cannot see it. You can learn to use Open Book with a keyboard and speech synthesizer in the next section, **Using Open Book with keyboard commands**.

If you are partially sighted, you may want to use Open Book with a monitor and mouse. The section titled **Using Open Book with a mouse** will help you take advantage of the features available for low vision users.

Using Open Book with keyboard commands

In this section, you'll learn how to operate Open Book using standard Windows keyboard commands.

Menus

You access Windows menu items by pressing the Alt key. You can then use the Right and Left arrows to move back and forth from menu to menu. You can use the Up and Down arrows to move up and down in the menu, from item to item. Additionally, you can use the Open Book keypad Move keys (Down, Up, Right, and Left) to move among and within menus.

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 (Control+O) or function keys (F4) associated with the menu item are displayed on the menu. In its default setting, Open Book 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 type Alt+K, Open Book should say "Announce Shortcut Keys: checked." Now press Enter. If you ever want to turn this feature back off, follow the same sequence. Open Book should say "Announce Shortcut Keys: unchecked" when you press Alt+K this time.

The shortcuts for Open Book's menus, in order, are:

- F for File
- E for Edit
- S for Scan
- V for View
- T for Tools
- G for Settings
- W for Window
- H for Help

When you access an Open Book menu, it presents a drop-down list of available items. You can move up and down the list by using the Up and Down arrow keys. Or, you can press the shortcut key. If, for example, you want to go to the Open item in the File menu, you can press Alt+F for the File menu, then O for the Open item.

Finally, for some menu items, you can bypass the menus entirely by using hotkey combinations, for example Control+O for Open.

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 Open Book 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.

Dialog Boxes

Many Open Book menu items lead directly to dialog boxes or property pages, both of which can contain Buttons, Check Boxes, Edit Fields, Information Fields, and Radio Buttons (only the Print and Print Setup dialog boxes have Radio Buttons). Use the Tab key to move from element to element. When you cycle through all the options, you will return to the first one. To move back to an element, simply hold the Shift key, and then press the Tab key. To have Open Book read an entire dialog box, press Control+B.

Once you tab to the selection you want, you have different options, depending upon the element. At any point on the dialog box, you can press Escape to cancel and close the dialog box, or Enter to choose an item.

Buttons: Press the Enter key to select the button, or the Escape key to cancel.

Check Box: Press the Spacebar to check this box; press it again to uncheck the box.

Edit Fields: For blank fields, type the appropriate text in the field. Sometimes these fields will have suggested text in them. You do not have to delete the text if you don't want it. Just type, and your typing will automatically replace the text in the Edit Field.

Information Fields: You can read these fields, but cannot modify the information listed.

List Fields: For fields with a list of pre-selected options, use the Up and Down arrow keys to move through the list, then press the Enter key to select the item, or the Escape key to Cancel. Or, type the first letter of the option's name to move to the correct item on the list, then press Enter. If there is more than one item that begins with the letter you typed, Open Book will move to the first word that begins with the letter. You can then use the arrow keys to move to the correct item.

Radio Buttons: These come in pairs or groups. You must select one and only one of the options. Use the up and down arrows to move among the available options. Each time you move to a new option, you automatically select that option, and the others are deselected. Once you have moved to the option that you want to select, you can tab to the next item.

To select text: To use certain Open Book 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, hold down the Shift key, then press the Right arrow. Open Book will move through the text, highlighting it.

Other ways to operate Open Book

You can also operate Open Book using keypad, function, and shortcut keys. For more information, see the chapter titled **Using Hotkeys**. Additionally, you can continue using the traditional Open Book Library feature while in the Windows Menus. The Library is an excellent tool for organizing your documents. It contains built-in categories for your most common document types. You can also add categories if you want. You can open, close, and save documents, or convert them to word processing, ASCII, or spreadsheet file formats. The Library is located on the File menu. By the way, if you convert your old Open Book library for use with Open Book: Ruby Edition, you will find those documents in the Library.

Using Open Book with a mouse

Another way to operate Open Book is with a mouse.

Menus

If you are a mouse user, you can access the menus by clicking directly on the menu bar headings, located at the top of the screen. The menu then opens a drop-down list of available items. If a menu item is grayed, that means it is not currently available. Some menu items will not be available until you open or scan a document. Note that some menu items have alternate options, such as Edit Mode and Read-only Mode. Only one option shows on the menu at a time.

Dialog Boxes

Many Open Book menu items lead to dialog boxes. You can click directly on any option in the box to select it. Sometimes you will then need to click on the OK button. You can also double click on the button -- in some cases this will activate the button *and* close the dialog box. 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.

Buttons: Click to select the button.

Check Box: Click to check this box; click again to uncheck the box.

Edit Fields: Click on the field, then type the appropriate text.

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 Open Book 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.

USING THE KEYPAD

Open Book 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 Open Book, 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 Num Lock 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 Open Book. The Open Book keys are, from left to right:

The top row:

The Num Lock key is the Menu key. This key activates the Classic-style Open Book menus that allow you to choose different options and change Open Book'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.

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. Open Book will say “faster” or “slower.”

The Minus key (-) is the Help key. This key will present you with Open Book’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 Escape 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, Escape 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. Open Book 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 Open Book speaks the word the cursor is on. Press it again and Open Book 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. Open Book 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 Open Book 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 MENUS

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. The element will be described by name (such as Close) and by element type (such as Button).
- * Important notes are listed in italic text; warnings are listed in bold text.

To start Open Book

From the Windows desktop, you can use the Open Book hotkey, Control+Alt+O, or you can use a mouse to double click on the Open Book icon.

File Menu

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

New [Control+N]: Select this menu item to create a new document. When you select New, Open Book opens a document and names it “Untitled.” You can scan pages into this document, and save it under a new name. *You can also open a new document using the Create a New Document option, located on the Library submenu (see below).*

Open [Control+O]: Select this menu item to open a document. When you select Open, Open Book 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. Once you open a file, you must press the Speak key to have Open Book begin reading to you. Open Book is capable of opening most files, including Microsoft Word, Word Perfect, ASCII, Text, HTML, and RTF files, as well as documents you have previously scanned and saved. *You can also open a document using the Read a Document or Read a File menu items, located on the Library submenu (see below).*

File Name edit field: type the name of the document.

File list field: to move up and down the list of available documents, type the first letter or letters of the document name or use the arrow keys. Press Enter to select the file you want to open. If the folder is empty, Open Book will say “No entries.” Note that when you first Tab to this field, Ruby will say “No selection” because Windows does not let you select the file until you have used the arrow keys in the file list.

Folders list field: to move among directory choices, use the arrow keys, then press the Enter key when you find the folder you want to open. The file list (see above) will now contain the files in that folder. Some folders contain other folders, so you may need to move through more than one layer before you find the file you want.

List Files of Type list field: to move among the choices, type the name of the file format or use the arrow keys.

Drives list field: to move among the drive choices, use the arrow keys, then press the Enter key when you find the drive you want to open. The Folders list (see above) will now contain the folders in that drive.

OK button: opens the selected document.

Cancel button: closes the dialog box without opening a new document.

A note about opening files: 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 Open Book 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 Open Book Library or any other location.

Close [Control+W]: Select this menu item to close the document you are currently reading. If you have made changes to the document, Open Book will prompt you to save the document. Some changes can only be saved in Open Book's special format, which uses an .ark extension. When you select Close, Open Book will alert you to this, also, and give you the option to keep the Open Book-specific changes, saving them in Open Book's .ark format, ignore those changes and save the document in another format, or Cancel. *If you do not have a document open, this item will not be available. You can also close a document using the Close Document option, located on the Library submenu (see below).*

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

You can also save a document using the Save Document option, located on the Library submenu (see below).

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 Open Book, 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. *You can also save and name a document using the Save Document option, located on the Library submenu (see below).*

File Name Edit field: type the name of the document, or use the name Open Book suggests.

File list field: this is a list of all files in the current folder. You can use the arrow keys to move up and down the list, or you can type a letter and Open Book will take you to the first file that begins with that letter. Press Enter to select a file. If the folder is empty, Open Book will say "No entries." If you choose an existing file name, Open Book will replace that document file with your new one, but it will warn you first. Note that when you first Tab to this field, Ruby will say "No selection" because Windows does not let you select the file until you have used the arrow keys in the file list.

Folders list field: to move among directory choices, use the arrow keys.

List Files of Type list field: to move among the choices, type the name of the type of document or use the arrow keys.

Drives list field: to move among the drive choices, use the arrow keys.

OK button: saves the document under the selected name.

Cancel button: closes the dialog box without saving the document.

Library: Select this menu item to use Open Book's Library feature. Previous users of Open Book will be familiar with the Library, which allows users a different way to manage documents. Instead of the Windows structure of files stored in directories, the Library calls the files Documents, and stores them in Categories. If you convert old Open Book documents for use with Open Book: Ruby Edition, you can access those documents using the Library feature. Finally, the Library also gives you two additional menu functions: Delete and Convert.

When you select Library, Open Book opens a submenu of library options:

Read a Document: this option allows you to open a document for reading. When you select Read A Document, Open Book presents you with a list of categories. Select the category, and Open Book lists the documents in that category, or notifies you if there are no documents in that category. *You can also use Open in the File menu to open Library documents.*

Create a New Document: this option allows you to create a new document, save it to a library category, then scan pages into it. When you select Create a Document, Open Book presents you with a list of categories first. Once you choose your category, Open Book allows you to name the document. *You can also use New in the File menu to open a new document..*

Close Document: this option allows you to close the document you are currently reading. When you select Close Document, Open Book alerts you if you need to save the document first, or if changes you have made cannot be saved in Open Book's .ark format. *If you do not have a document open, this item will*

not be available. You can also use Close in the File menu to close a document.

Save Document: this option allows you to save the document you are currently reading. When you select Save Document, Open Book presents you with a list of categories first. Once you choose your category, Open Book allows you to name the document. *If you do not have a document open, this item will not be available. You can also use Save or Save As in the File menu to save a document.*

Convert Document: This option allows you to convert an Open Book document to a word processing, ASCII, spreadsheet, or HTML format. When you select Convert, Open Book brings up the Save As dialog box. Choose the file format in the Save Files of Type field. Then give your document a name. *You can also use the List Files of Type item in the File Save As dialog box to convert a file to a different format.*

Delete a Document: this option allows you to delete a document. When you select Delete Document, Open Book presents you with a list of categories. Select the category, and locate the document within the category. Open Book will ask you to verify your deletion.

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. Open Book will ask you to verify your deletion.

Read a File: this option allows you to 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 (see above). *You can also use Open in the File menu to open a file.*

Print [Control+P]: Select this menu item to print the document. When you select Print, Open Book 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. *If you do not have a document open to print, this item will not be available.*

Name edit field: indicates the printer currently selected. To select a different printer, type in the name or use the arrow keys.

Status information field: indicates the status of your printer, such as ready or busy.

Type information field: tells what kind of printer you have.

Where information field: indicates the location of your printer and the printer port it is using.

Comment information field: includes any additional information about the printer.

All Pages radio button: prints the entire file. Use the arrow keys to move from this to the options listed below it.

Pages radio button: allows you to select a range of pages. Use arrow key to select this option, then use the Tab key to move to the From and To entry fields. Enter the first page you want to print in the From entry field. Enter the last page you want in the To field.

Selected Text Only radio button: when this option is selected, Open Book prints only the text you have previously selected in the document.

All Pages Plus Bookmarks radio button: prints the entire document, then prints the word associated with each numbered bookmark in your document.

Number of Copies edit field: enter the number of copies to print by typing or using the arrow keys.

OK button: sends the print job to the printer and closes the dialog box.

Cancel button: closes the dialog box without printing.

Print Setup: Select this menu item to determine how Open Book sets up the document for printing: the size of the page, print margins, direction on the page, and how it feeds out of the printer. When you select Print Setup, Open Book opens the standard Windows Setup dialog box. At the top of the Setup dialog box is a picture of your document. As you make changes, this picture demonstrates those changes. *If you do not have a document open, this item will not be available.*

Paper Size list field: indicates the size of paper currently selected. To select a different size, use the arrow keys.

Paper Source edit field: indicates the current printer tray or feeder. To select a printer tray or feeder, type in the name or use the arrow keys.

Portrait radio button: use arrow keys to move between this and the Landscape option.

Landscape radio button: use arrow keys to move between this and the Portrait option

Left Margin edit field: to change the left margin, type in a number or use the arrow keys. This margin overrides any side margins you may have set while viewing your document in Open Book.

Right Margin edit field: to change the right margin, type in a number or use the arrow keys. This margin overrides any side margins you may have set while viewing your document in Open Book.

Top Margin edit field: to change the top margin, type in a number or use the arrow keys.

Bottom Margin edit field: to change the bottom margin, type in a number or use the arrow keys.

OK button: saves the printing settings and closes the dialog box.

Cancel button: closes the dialog box without saving the printing settings.

Document Properties [Control+R]: Select this item to learn specific information about the open document. When you select Document Properties, Open Book opens a dialog box listing various facts about the document. Use the Tab key to move through the page, or use Control+B to read the whole dialog box.

Document Name field: This is the first of eight fields, including: Document name, Document type, MS-DOS name, Document location, Document size, Date created, Last modified, and Last accessed. *These fields do not allow you to modify or add information.*

Close button: closes the Properties dialog box.

List of recently read files (numbered 1 through 5): Select this menu item to open the indicated document. This convenient Windows feature allows you to easily open the files you last used. When you select the number of the document, Open Book opens that file.

Exit: Select this menu item to close Open Book. When you select Exit, Open Book closes the current document or documents, then

closes Open Book and returns to the Windows desktop. If you have made changes to any open documents, Open Book will ask if you want to save the changes.

Edit Menu

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 [Control+E]: Select this menu item to switch between Edit Mode and Read-only Mode. When you start Open Book, 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, Open Book will tell you whether you are in Edit Mode or Read-only Mode.

Undo [Control+Z]: Select this menu item to undo the last edit you performed, whether it was typing or deleting. Note that Undo only undoes the last change you have made. *This item is only available when you are in Edit Mode and have edited a document.*

Cut [Control+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 Open Book 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 Open

Book document, or into another application such as Microsoft Word. *This item is only available when you are in Edit Mode and text is selected.*

Copy [Control+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 Open Book copies the text to the clipboard. You can then paste the text into another part of the open document, into a new Open Book document, or into another application such as Microsoft Word.

Paste [Control+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 Open Book 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 Open Book deletes the text from the document. *This item is only available when you are in Edit Mode.*

Select All [Control+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 [Control+F]: Select this menu item to find a word or phrase within the open document. When you select Find, Open Book opens the Find dialog box.

Find What edit field: type in the text you wish to find. Open Book searches for whole words only and is case insensitive -- you can enter the word with any combination of upper and lower case letters, and it will find each occurrence of that word.

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.

Find Next button: starts searching for the next occurrence of the word or phrase you have typed. If it finds the text you are seeking, Open Book goes to that text in the document, and places the cursor at that point. If Open Book does not find the text you are seeking, it notifies you.

Close button: closes the dialog box.

Find, Replace Text [Control+H]: Select this menu item to find a word or phrase within the open document, and replace it with alternative text. When you select Replace, Open Book opens the Find and Replace dialog box.

Find edit field: type in the text you wish to find. Open Book search for whole words only and is case insensitive -- you can

enter the word with any combination of upper and lower case letters, and it will find each occurrence of that text string.

Replace edit field: type in the word you want to use as replacement text, or paste it from the Clipboard.

Search Direction list field: to move between Up and Down, type “U” or “D” or the arrow keys. Down is the default direction. It searches from your current point in the file to the end, then starts at the beginning of the file and searches to your current position. The Up direction begins at your current point in the file, searches back to the beginning, then starts at the end of the file and searches back to your current position.

Find Next button: starts searching for the next occurrence of the word or phrase you have typed. If it finds the text you are seeking, Open Book goes to that text in the document, and places the cursor at that point. If Open Book does not find the text you are seeking, it notifies you.

Close button: closes the dialog box.

Replace button: substitutes the replacement text for the Find text in the current instance only. *This item is only available when you are in Edit Mode.*

Replace All button: searches through the entire document, and automatically substitutes the replacement text for the “Find” text in all instances. *This item is only available when you are in Edit Mode.*

Go To Page [Control+G]: Select this menu item to go to a specific page in the open document. When you select Go To, Open Book opens the 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, Open Book will take you to the nearest page, which will be the first or last page in the document.

Insert Bookmark [Control+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, Open Book 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+Control+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 Open Book 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, Open Book opens the Go To Bookmark dialog box. *If the open document does not contain bookmarks, this item will not be available.*

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, Open Book will beep and the cursor will remain where it is.

Insert Page Break [Control+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, Open Book 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. Open Book 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.*

Delete Page Break [Shift+Control+Enter]: Select this menu item to delete a page break in a document. You can only use this item if you have already placed your cursor immediately before the page break, that is, when your cursor is on the last line of the previous page. When you select Delete Page Break, Open Book deletes the break from the document, merging the second page into the first. *This item is only available when you are in Edit Mode.*

Move Page: Select this menu item to move the current page to another location in a document. When you select Move Page, Open Book 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 Open Book 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 [Control+Delete]: Select this menu item to delete the page your cursor is on. When you select Delete Current Page, Open Book 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.

Scan Menu

This menu lets you control how Open Book 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 [Ins, 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.

Scan a Page is actually three processes:

- * scanning the page -- taking a picture of each page;
- * preparing the page -- cleaning up the picture to get the best possible image;
- * recognizing the page -- translating the page into readable text.

Open Book 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. To learn more about Open Book's scanning options, see the section of this manual describing Scanning Settings (page 69).

During the scanning process, Open Book 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.

Button: Cancel stops scanning and closes the dialog box.

Place the page to be scanned on the scanner *first*, then begin scanning. While the page is being scanned, a dialog box informs you that Open Book is processing the page. If you cancel scanning, there may be a slight delay before Open Book interrupts the scanning process. When you scan subsequent pages, Open Book 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.*

Buckscan [Control+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 Control+M or select Buckscan from the Scan menu. Open Book will scan the bill and tell you the denomination.

Recognize Columns: Select this item to determine how Open Book 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, then press the Spacebar. When checked, Open Book will read down columns of text (like in a newspaper). When this item is not checked, Open Book will read across columns of text (like in a table). Use Recognize Columns to read a standard (single column) page, 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 Open Book, 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, Open Book 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. Open Book 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, Open Book will automatically read the first page first, then read the second page. When you start Open Book, 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.

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: This menu item is checked by default on startup. When checked, Open Book 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: This menu item is not checked on startup. When checked, Open Book scans the document faster, but some degree of accuracy may be lost.

View Menu

This menu allows you to choose which Open Book screen elements are visible, in which format pages are displayed, and determine the scrolling and zoom options. **Note: items in this menu are designed to be used with a monitor.**

Show Exact View/Show Text View: 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 Open Book 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 Open Book presents text on the screen. When opening a document, Open Book automatically selects this View. *The Exact View is only available if you have selected "Save Exact View" in the Scanning Settings page of the Settings menu.*

The following five items are alternate options. You can select only one of the options, and when you do, the others are automatically de-selected. To check an item, move to it on the menu, then press Enter.

Black Text on White Background: Select this menu item to display black text on a white background.

White Text on Black Background: Select this menu item to display white text on a black background.

Green Text on Black Background: Select this menu item to display green text on a black background.

Yellow Text on Black Background: Select this menu item to display yellow text on a black background.

Yellow Text on Blue Background: Select this menu item to display yellow text on a blue background.

Status Bar [Control+F6]: Select this menu item to display or hide the status bar (the line at the bottom of the screen). To check or uncheck this menu item, move to the item on the menu, then press Enter. Or, select the item by using the menu shortcut key. 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.

Zoom Page: Select this menu item to open a submenu that allows you to change the display of the scanned page shown in Exact View. The second menu is a 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. Or, select the item by using the menu shortcut key. *This item is only available if you are viewing a page using Exact View.*

Page Scrolling: Select this menu item to open a submenu that allows you to determine how much of the page is moved up when Open Book is reading and gets to the bottom of the page:

- * One line -- Open Book scrolls up one line at a time.
- * 1/2 screen -- Open Book scrolls up half a screen.
- * 3/4 screen -- Open Book scrolls up nearly a full screen.

To check or uncheck a scrolling option, move to the item on the menu, then press Enter. Or, select the item by using the menu shortcut key.

Tools Menu

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

Spell Check [Control+K, F7]: 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. Open Book checks words against a standard dictionary and against your “personal dictionary,” a list of words that you can enter.

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

Word Not Found edit field: indicates the word that has been identified as misspelled or unknown.

Replace with list field: a list of possible replacement words. Use the arrow keys to move up and down among the choices.

Ignore button: leaves the word in the Word Not Found field unchanged.

Ignore All button: leaves all occurrences of the word in the Word Not Found field unchanged.

Change button: accepts the change suggested in the Replace field for this specific occurrence of the word.

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.

Close button: closes the Spelling dialog box.

Spell Word [Control+L, Control+F3]: Select this menu item to spell the word the cursor is on. When you select Spell, Open Book speaks the selected word aloud, spells it letter by letter, then speaks it aloud again. If you do not have a word selected to spell, Open Book 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, Open Book 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+Control+3 (think of it as Control+#)]: Select this menu item to count the words in your current document. When you select Word Count, Open Book opens a dialog box that tells you the number of words in the document.

Dictionary [Control+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, Open Book 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 and Etymology check box: tells you whether this box is checked. When this box is checked, Open Book gives you the most comprehensive definition, including supplemental or related words. When unchecked, Open Book gives you the basic definition of the word.

Switch to Thesaurus button: shifts you into the thesaurus feature.

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, then press Enter. Open Book will give the definition of the new word in the "Definition" field.

Thesaurus [Control+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, Open Book opens the Thesaurus dialog box. Open Book gives a list of synonyms in the large Edit Field below "Synonyms." When you select Thesaurus, Open Book 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.

Close button: closes the dialog box.

Selected Word edit field: indicates the selected word. You can also type a word into this field, then press Enter. Open Book 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 Window-Eyes can reprogram the keypad keys to conform to the screen access key assignments. For more information on the available functions and key assignments, see the KEYS.INI file placed in your Ruby directory.

When you start Open Book, this menu item is set to use Open Book key settings. To select the alternate key settings you designated in the KEYS.INI file, open the menu and move to Key Settings. Open Book will announce the change in your settings. To return to the Open Book 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.

Change Speech Driver: Select this item 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, Open Book 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, Open Book 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 Open Book installation program. If you have more than one synthesizer and you want them all to be available here, you should run the Open Book 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 Open Book). 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. Open Book 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.

Settings Menu

This menu allows you to save, retrieve, or delete settings files, or modify Open Book's Speech, Visual, Scanning and General settings. Whenever you start Open Book, it loads the settings file called Default. If you want Open Book 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 Speech Settings, Visual Settings, Scanning Settings, and General Settings items all open expanded dialog boxes that are called "property pages." There is one page for each of the four categories (Speech Settings, Visual Settings, Scanning Settings, and General Settings). These pages include many different settings options. In addition, there are four elements shared by all four 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, Open Book 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 Escape 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.

Save the Settings: Select this menu item to save the current settings. When you want to keep the changes to your Speech, Visual, Scanning, or General settings, you must save these changes in a settings file. Otherwise, the next time you use Open Book, it will return to the original settings. When you select Save the Settings, Open Book 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, Open Book 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, Open Book will give you the opportunity to name that file.

If you want your favorite settings to be loaded each time you run Open Book, save them in the Default settings file. This will overwrite the Default settings with your favorite settings. Since that file already exists, Open Book 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 Open Book 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, Open Book 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, Open Book opens the Select Settings File list. Use the arrow keys to select a settings file. Open Book will ask you to confirm your deletions. Note: you cannot delete the Default settings file.

Speech On [Control+F5]: Select this item to determine whether Open Book 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 Open Book's speaking voice.

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

- * Reading Voice, the voice Open Book uses to read aloud.
- * Menu Voice, the voice Open Book uses to read menus.
- * Emphasis Voice, the voice Open Book uses to read emphasized text, like bold, underline and italics. Emphasis text is not displayed in Open Book, 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, Open Book applies the changes you have just made to all three voices (Reading, Menu, and Emphasis).

Voice Name list field: lists voices used by Open Book. The speech software shipped with Open Book 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 Open Book reads, type the first digit of a number, or use the arrow keys.

Voice Volume list field: to select how loud Open Book reads, type the first digit of a number, or use the arrow keys.

Voice Pitch list field: to select how high or low Open Book reads, type the first digit of a number, or use the arrow keys.

Voice Inflection list field: to select how much inflection Open Book 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 Open Book announces, type the first letter of your selection, or use the arrow keys. Your choices are:

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

This option may not be available with some speech synthesizers.

Voice Language list field: to select which language Open Book 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 Open Book 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, 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.

Visual Settings: Select this item to open the Visual Settings property page, to change the way Open Book presents text on the screen. The Visual Settings property page has four sections:

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

Font Name list field: 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 Open Book'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 Open Book'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: Select this item to open the Scanning Options property page, which enables you to control the way Open Book scans pages.

Scanning Mode list field: to select one of several different ways to scan, use the arrow keys. 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.

Scanning Mode options include:

- * **Scan and Read** lets you first scan a page, then read it. This is the standard setting -- when you first use Open Book, 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** 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, then scan a page, and read it. While Open Book reads the page, you'll hear a small musical tone, your signal that Open Book is ready to scan another page. Place a second page on the scanner, then press the Scan key. Open Book 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 Open Book 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. However, 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** lets you divide the scanning process into two parts: Scanning the page, and Processing and Recognizing the page. Scanning requires your participation to turn the pages. But Processing and Recognition -- the lengthier procedure -- 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 Open Book 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: you can scan a group of pages, then immediately process them; scan a group, come back later and scan more, then process them; or scan a group, then process them at a later time. Large Batch is the best setting for reading books and other large documents or groups of pages. Use Large Batch on any big job to save 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 Open Book can match them up correctly.

- * **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. 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** 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 Escape. Just as with Large Batch, once scanning is completed, Open

Book 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** 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** 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 Open Book where to find the file you wish to recognize.
- * **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, then set the Page Orientation to the correct setting. This will speed up the scanning process.

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.** Open Book 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 Open Book reads a light page, letters seem to

“break up.” An example of this is when Open Book 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 Open Book reads the letter “m” instead of the letters “r” and “n.”
- * The **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 Open Book 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.**

Left Boundary edit field: type in the number representing the size of the left boundary, in inches and fractions of an inch. Open Book 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. Open Book 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. Open Book 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. Open Book 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 Open Book 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.

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 Open Book to read these pages more successfully.

Image Format list field: this is the format Open Book 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

Recognition Language list field: to choose which language Open Book 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.

Recognize columns check box: determines how Open Book will scan, save, and present your document for reading. When Recognize Columns is checked, Open Book saves and reads all of column one first, then column two, and so on. If it encounters tables, Open Book is smart enough to automatically present them properly. When Recognize Columns is not checked, Open Book 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 Open Book, this box is checked and Recognize Columns is on.

Color Scanning check box: determines whether Open Book scans in color or in black and white. When checked, Open Book will scan all colored text, art, and photographs in color. If you do not have a color scanner installed, Open Book 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 Open Book, this box is unchecked and Color Scanning is off.

Keep Exact View check box: tells Open Book 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 Open Book, this box is unchecked and Keep Exact View is off.

2-Page Scanning check box: allows Open Book 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. Open Book will automatically read the first page first, then read the second page. When you start Open Book, this box is unchecked and 2-Page Scanning is off. This setting lets Open Book do even better when scanning an open book!

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 Open Book, 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 Open Book, this box is checked and De-Speckle is on.

White on Black check box: allows Open Book 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 Open Book, 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 Open Book, this box is checked and Language Analyst is on.

Emphasis Text check box: tells Open Book 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 Open Book uses will sound different from the Reading or Menu voices. Note that even if you have Emphasis Text off, Open Book will still retain these attributes and export them when you save the document for word processing. When you start Open Book, this box is unchecked and Emphasis Text is off.

Uncertain Text check box: tells Open Book 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 Open Book, 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 Open Book finds a word or character it is unsure about, type the character into the box. When you start Open Book, 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 5. A larger number gives you more time to turn the pages. When you start Open Book, Express Batch Delay is set to 4.

General Settings: Select this item to open the Reading Options property page, to change Open Book's general settings.

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 Open Book read continuously, the spotlight cursor will highlight the unit as Open Book reads to you. Open Book will not stop or pause at the end of each Movement Unit. If you want Open Book to read Unit by Unit, use the Control key with the right arrow key. Open Book 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.

Tones check box: controls the beeps that are heard when Open Book is scanning. When you start Open Book, this box is checked and Tones are on.

Progress Messages check box: controls the messages that Open Book speaks when it is recognizing the page. When you start Open Book, this box is checked and Progress Messages are on.

Announce Shortcut Keys check box: announces the menu shortcut keys (for example, Control+O for Open in the File menu) after each applicable menu item. This helps you learn these shortcuts. When you start Open Book, this box is checked and Announce Shortcut Keys is off.

Always Start in Edit Mode check box: When this item is checked, Open Book is in Edit Mode whenever it is run. When it is unchecked, Open Book 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 Open Book, this box is unchecked, so you will start in Read-only Mode.

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.

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.

Window Menu

This menu allows you to work with more than one document at a time, or work in more than one application at a time.

New Window: Select this menu item and Open Book opens another copy of the current document. This allows you to work in two parts of the same document simultaneously, with changes made affecting all open versions of the document. A very useful application of this feature is to have the Exact View and the Text View of the document open at the same time. You can move back and forth between the two with ease. Note that if you edit the Text View, those edits will not show up on the Exact View. When you save or close any one of the open versions of the document, you save or close all of them.

List of open files: Select this menu item to determine which open document is currently on the screen. When you select the number of the file, the new document is displayed on the screen. The previously displayed document is still open, but not displayed.

Help Menu

This menu gives you access to information for learning and using Open Book.

Help Topics [F1, keypad minus]: Select this item to open the Help Topics list and read the Open Book manual on-line. When you select Help Topics, Open Book presents a list of the manual chapters. Use the arrow keys to select the topic you want to open and read.

Once you open the Help file, Open Book treats the file just like any other text file. You can save or print a copy of the Help file.

About Open Book: This item displays the program name, version number and copyright information.

Windows Command Menu

In addition to the Open Book menus, the menu bar contains additional standard Window items.

Caption Buttons

The small buttons located at the top right corner of the screen are the standard Windows icons for minimize, maximize, and close. If you press these icons while Open Book is open, you can minimize or maximize how much of Open Book is displayed on the screen, or close Open Book.

Document System Menu

When you press the Alt key, Open Book takes you to the menu bar to the Document System Menu. The Document System Menu includes standard Windows commands that allow you to control the documents you have open.

- * **Restore** a document window to its original size.
- * **Move** allows you to reposition a minimized document window on the screen.
- * **Size** allows you to change the size of a minimized document window.
- * **Minimize** displays the current document on the screen in a smaller window.
- * **Maximize** displays the current document in a full-screen window.
- * **Close** closes the current document.
- * **Next** switches you to the next document.

Application System Menu

Pressing the left arrow key while on the Document System Menu takes you to an additional menu, located on the Windows command bar at the top of the screen. This menu, the Application System Menu, includes standard Windows commands that allow you to control the applications you have open, including Open Book:

- * Restores a application window to its original size.
- * Move allows you to reposition a minimized application window on the screen.
- * Size allows you to change the size of an minimized application window.
- * Minimize displays the current application on the screen in a smaller window.

- * Maximize displays the current application in a full-screen window.
- * Close closes the current application.

USING THE CLASSIC MENUS

This manual documents Open Book: the Ruby Edition as a Windows program, using a standard Windows menu structure and dialog boxes. However, if you used a previous version of Open Book, you may wish to continue using the Classic-style Open Book menus. You should be aware that most of Open Book'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 Open Book 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 Open Book 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: Open Book 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 open book 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 Open Book 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 Open Book 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 Open Book 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 Open Book 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 Open Book 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 Open Book 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 Open Book 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 Open Book read continuously, the spotlight cursor will highlight the unit as Open Book reads to you. Open Book will not stop or pause at the end of each

Movement Unit. If you want Open Book to read Unit by Unit, use the Control key with the right arrow key. Open Book 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 Open Book 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 Open Book speaks.

Voice Volume -- this option changes how loud Open Book speaks.

Voice Pitch -- this option changes how high or low Open Book speaks.

Voice Tone -- this option changes how much inflection Open Book uses when speaking.

Punctuation Announcement -- this option determines how much of the punctuation Open Book 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 Open Book'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**)

Open Book Options -- this menu controls various Open Book features.

Menu Level (**Settings Menu: General Settings**) -- this option changes Open Book's level of difficulty. Your choices are:

- Advanced menus

- Beginner menus

Tones (**Settings Menu: General Settings**) -- this option controls the beeps that Open Book makes while scanning. Your choices are: On/Off

Progress Messages (**Settings Menu: General Settings**) -- this option controls the messages that Open Book speaks as it is processing the page. Your choices are: On/Off

Announce Shortcut Keys (**Settings Menu: General Settings**) -
- this option determines whether Open Book 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 Open Book 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 Open Book 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 Open Book, 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, Open Book 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 Menu: *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 Open Book Options, choose Menu Level, and select Advanced Menus.

Reading Options-- this menu controls how Open Book 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 Open Book speaks.

Voice Pitch -- this option changes how high or low Open Book 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.

Open Book Options -- this menu controls various Open Book features.

Menu Level (**Settings Menu: General Settings**) -- this option changes Open Book's level of difficulty. Your choices are:

Advanced menus

Beginner menus

Save the Settings (**Settings Menu: Save the Settings**) -- this option allows Open Book to save current voice settings.

Exit to Windows (**File Menu: Exit**) -- this option closes Open Book 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 Open Book, 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 Open Book manual on-line. When you select Help Topics, Open Book presents a list of the manual chapters. Use the arrow keys to select the topic you want to open and read.

USING HOTKEYS

In addition to using the Alt key plus the various assigned shortcut keys listed on the menus, you can access most of Open Book's features using hotkeys or key combinations. Many users find using hotkeys faster and more efficient. In the following section, the hotkeys will be listed in two ways: first, alphabetically by function; then in key order.

Function Keys

The function keys, which are lined up from left to right at the top of the keyboard, activate the following Open Book features:

Alphabetical listing by function

Bookmark, delete	Shift+Control+F9
Bookmark, go to	F9
Bookmark, insert	Control+F9
Change Key Settings	F11
Dictionary	F8
Help	F1
Help, context-sensitive	Shift+F1
Open Book Classic Menu toggle On/Off	F2
Phonetic Spelling	Shift+F3

Say Word	F3
Scan	F4
Scanning Status	Shift+F4
Speak	F10 or F12
Speech toggle On/Off	Control+F5
Spell Check	F7
Spell Word	Control+F3
Status (Classic menu status line information)	Shift+Control+F10
Status Bar toggle On/Off	Control+F6
Thesaurus	Shift+F8
Word Count	Shift+F7

Listing in key order

F1	Help
Shift+F1	Context-sensitive help
F2	Open Book Classic Menu toggle On/Off
F3	Say Word
Control+F3	Spell Word (also press F3 a second time)
Shift+F3	Spell Word Phonetically (also F3 third time)
F4	Scan
Control+F5	Speech toggle On/Off
Control+F6	Status Bar toggle On/Off
F7	Spell Check
Shift+F7	Word Count
F8	Dictionary

Shift+F8	Thesaurus
F9	Go To Bookmark
Shift+Control+F9	Delete Bookmark
Control+F9	Insert Bookmark
F10	Speak (Read)
Shift+Control+F10	Read Status Bar
F11	Change Key Settings
F12	Speak (Read)

Control key combinations

The Control key (Ctrl), when used in combination with other keyboard keys, can also activate Open Book menu features. Many of these hotkeys are also standard Microsoft Windows editing and file management key combinations.

Alphabetical listing by function

Bookmark, insert	Control+F9
Buckscan money identifier	Control+M
Close	Control+W
Copy	Control+C
Cut	Control+X
Delete Page	Control+Delete
Dictionary	Control+D
Document Properties	Control+R

Edit Mode/Read-only Mode toggle	Control+E
Find	Control+F
Go To	Control+G
Insert Bookmark	Control+F9
Insert Page Break	Control+Enter
Key Describer toggle On/Off	Control+/ (slash key)
New	Control+N
Open	Control+O
Page, delete	Control+Delete
Page break, insert	Control+Enter
Paste	Control+V
Print	Control+P
Properties (document)	Control+R
Read (speak) entire dialog box	Control+B
Reading speed, decrease	Control+1
Reading speed, increase	Control+2
Replace	Control+H
Save	Control+S
Select All	Control+A
Speech toggle On/Off	Control+F5
Spell Word	Control+L
Spell Word Phonetically	Shift+Control+L
Status Bar (read)	Shift+Control+F10
Status Bar toggle On/Off	Control+F6
Thesaurus	Control+T

Undo

Control+Z

Word Count

Shift+Control+3 (think of it as
Ctrl+#)

Complete Hotkey list

Following is a complete alphabetical list of Open Book functions.

Bookmark, go to	F9
Bookmark, insert	Control+F9
Bookmark, delete	Shift+Control+F9
Buckscan money identifier	Control+M
Change Key Settings	F11
Classic menus toggle On/Off	F2
Close	Control+W
Context-sensitive Help	Shift+F1
Copy text	Control+C
Cut text (Edit mode)	Control+X
Delete Character	Delete key
Delete Bookmark	Shift+Control+F9
Delete Page Break	Shift+Control+Enter
Delete Page	Control+Delete or keypad Del
Dialog Box (read entire box)	Control+B
Dictionary	Control+D or F8
Document Properties	Control+R
Edit Mode/Read-Only Mode toggle	Control+E
Find text	Control+F
Go To Bookmark	F9
Go To Page	Control+G
Help	F1 or - (keypad minus)
Help, context-sensitive help	Shift+- (minus key) or Shift+F1

Insert Bookmark	Control+F9
Insert Page Break	Control+Enter
Key Describer toggle	Control+/(slash key) or keypad 1
Menu key (Classic menus)	NumLock
New File	Control+N
Open File	Control+O
Page Break, insert	Control+Enter
Page Break, delete	Shift+Control+Enter
Paste text (Edit mode)	Control+V
Print	Control+P
Properties (of open document)	Control+R
Read (speak) the entire dialog box	Control+B
Read Status Bar	Shift+Control+F10
Reading speed -- decrease	Control+1
Reading speed -- increase	Control+2
Replace text (Edit Mode)	Control+H
Save	Control+S
Scan (only in Read-only Mode)	Spacebar, F4, or keypad Ins
Scan (in Edit Mode)	F4 or keypad Ins
Scanning Status	Shift+F4 or keypad / (slash)
Select All text (Edit Mode)	Control+A
Speak	F10, F12, or keypad Enter
Speech toggle On/Off	Control+F5
Spell Check	F7 or Control+K
Spell Word	Control+L, F3 twice, or keypad 5 twice

Spell Word Phonetically	Shift+Control+L, F3 third time, or keypad 5 third time
Status Bar (read)	Shift+Control+F10
Status Bar toggle On/Off	Control+F6
Thesaurus	Control+T or Shift+F8
Undo	Control+Z
Where Am I	Shift+Control+/, or keypad 7
Word Count	Shift+Control+3 or Shift+F7

Using the Keypad on a portable PC

You can use Open Book 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 Open Book keypad functions.

The F2 key is the Menu key. This key activates the menus that allow you to choose different options and change Open Book's settings. A toggle key.

F4 or the Spacebar is the Scan key. This key starts or stops scanning.

Control+Delete is the Delete Page key. This key deletes the current page you are reading.

F10 or F12 is the Speak key. This key starts and stops reading, interrupts speech, or repeats the current item in a menu or dialog box.

Enter is the Select key. This key selects the current choice, if you are in a menu or are answering a question that Open Book has posed. Note that the Enter key does not perform the say word, spell word, spell word phonetically functions on a laptop. To perform these functions, use **F3**.

The Esc key is the Escape key. This key exits the current activity or allows you to leave a menu or Help when you are finished with it.

Control+F12 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 it will announce its name. A toggle key.

Shift+Control+F12 is the Where Am I? key. This key explains where you are in the reading process or in the menus.

F1 is the Help key. This key offers a detailed explanation to help you decide what to do at any given point, and describes your options. A toggle key.

Control+1 and Control+2 (the 1 and 2 above the letter keys) are the Voice Rate keys. You can also use the Windows menus to change the voice rate. The command sequence is Alt+G for Settings, G for the General Settings, then Alt+R for Rate, then use the arrow keys to select the rate you want.

Shift+F4 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. A toggle key.

The Up Arrow key is Move Up. This key moves you up one line if you are reading a page, or up one choice if you are in a menu.

The Down Arrow key is Move Down. This key moves you down one line if you are reading a page, or down one choice if you are in a menu.

The Left Arrow key is Move Left. This key moves you back a word while you are reading. If you have changed the Movement Unit, Move Left may move you back a letter, a sentence, a line, or a paragraph.

The Right Arrow key is Move Right. This key moves you forward a word while you are reading. If you have changed the Movement Unit, move right may move you forward a letter, a sentence, a line, or a paragraph.

The Page Up key is Page Up. This key moves to the previous page in the document (if there is one).

The Page Down key is Page Down. This key moves to the next page in the document (if there is one).

FREQUENTLY ASKED QUESTIONS

If you are having a problem using Open Book, your Arkenstone dealer and all of us at Arkenstone want to make sure that your problem is solved as soon as possible. When you need help, we suggest you call your Arkenstone dealer *first*. Your dealer knows you and your needs personally and should be able to help you with most problems. If your dealer cannot help, or is unavailable, please call us at Arkenstone. United States and Canadian callers should use (800) 444-4443; other callers, please use 1+ (727) 803-8600. You can also contact us at softwaresupport@FreedomScientific.com. We will be glad to assist you.

The following are some common questions about Open Book.

Questions About Scanning

After pressing the Scan button, Open Book 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 Open Book 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 Open Book
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 Open Book'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 Open Book 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 Open Book, will I need to reinstall the program?

You will not need to reinstall Open Book when you add an ADF to your scanner. Exit Open Book, 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 Open Book, the scanner will tell the software that it now has an ADF.

To use the ADF, just place your pages in it. Open Book 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. Open Book 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, Open Book 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 -- Open Book stops reading and says “Paper Jam.” If this situation occurs:

1. Exit Open Book.
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**, then turn on your PC.
5. Start Open Book.
6. Resume scanning.

Questions About Speech

Can I use Open Book to read without speech output?

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

What are the different voices I occasionally hear in the middle of documents?

Open Book has three different voices:

- * the Reading voice, used to read the document out loud;
- * the Menu voice, used to read the menus out loud;
- * the Emphasis voice, which indicates bold, italic or underlined text;

If you hear a different voice in the middle of a document, it may indicate some form of emphasis in the text. To learn which voices are assigned to these options, go to the Speech Settings properties page in the Settings menu.

Questions About Documents and Folders

I can't save my document to a floppy disk -- I get an error message saying the disk doesn't have enough space. What's the problem?

If the document is large -- several hundred pages -- the file may simply be too big to copy to a floppy disk. Divide the document into chunks, and save the chunks in separate, smaller files.

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. A file that consists of many scanned pages saved in Exact View may be too large to fit on a floppy disk. 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. The resulting file will be much smaller.
- * 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. When you're done, you'll have all the pages scanned and saved, but they'll be separated into smaller files instead of stored in one large file that may not fit on a floppy.

Why is some formatting lost when I view my word processor file in Open Book?

When Open Book converts a word processing file into a Open Book 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 Open Book, 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.

What's the best way to read a book?

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, then go do something else while Open Book 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 Open Book?

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

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

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

Other Questions About Open Book

Can I add words to the dictionary?

It depends on which dictionary you mean. The dictionary in the Spell Checking program allows you to add your own spellings. However, you cannot add words to the Houghton Mifflin American Heritage College Dictionary that we use in the Dictionary and Thesaurus menu items.

Why do my printed pages look different from the page on the screen?

The printed copy of your document will reflect the text size, font and spacing choices selected on Visual Settings properties page in the Settings menu. However, printed pages must conform to the values set in the Print Setup dialog box (paper size, margins, orientation). This may affect how the document fits on a physical page. Because of this, sometimes the numbering of your printed page will not match the numbering of the pages in your Open Book document.

Can I self-pace my reading rate in Open Book?

Yes. Use the right or left arrow key to move the cursor to the next or previous word and Open Book will read that word aloud. You can also use the up or down arrow key to the previous or next line.

Finally, you can use the arrow keys in combination with the Control key (Control+ right arrow or Control+ left arrow) to move to the next or previous Movement Unit increment (Word, Line, Sentence, and Paragraph). Open Book will then read that increment aloud.

Can I install Open Book on a network?

Open Book was designed to run from your computer's local hard disk drive, not over a network. Site licenses are available for multiple users.

DETAILED INSTALLATION INSTRUCTIONS

Open Book's Installation program talks, making it easy for you to hear the prompts. When you first start the Installation program, Open Book runs a test to see if you have a screen reader. If you do, Open Book will then give you the choice of running the program with your own screen reader, or using the standard Open Book 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, then press the Tab key to cycle backward through the options.

To hear an entire dialog box read, hold down the Control key, 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 Control 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 Escape 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.

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:

- * Turn on your PC.
- * Install and turn on your scanner, making sure that it is unlocked.
- * 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 Open Book CD.
- * Place the Open Book CD in your CD-ROM drive. Open Book automatically starts the installation process. (Note: if Open Book is already installed, the automatic process will not start.)

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

1. With the Open Book 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 Open Book Installation program at any time, simply by selecting Cancel.

Prompts -- Typical Installation

Once installation begins, follow the prompts to install Open Book. These prompts usually include:

Welcome

Open Book will warn you to close all open Windows programs, then will load files needed to continue the installation.

User Information

Open Book will ask for your name, company name, and software serial number.

Software License Agreement

Open Book will ask you to read and agree to the license agreement.

Setup Type

Open Book will ask whether you want to do a typical or custom installation.

“Typical” installs the standard files necessary to run Open Book, 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 Open Book files

Once you select Typical, Open Book 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. Open Book 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 Open Book.

If you have any difficulties running Open Book 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, Open Book presents the following installation options:

Synthesizers

Although Open Book 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 Open Book.*

All scanners other than ViaVoice Outloud, which is included with Open Book, require their own hardware and/or software installation. Consult your synthesizer's manual.

Scanners

Custom Installation allows you to select your scanner from a list. You can also install a separate scanner at a later time. Note that Accupage will not work correctly on Windows NT. If you are using Windows NT, you must select "HP Flatbed Scanner" not "HP Flatbed Scanner with Accupage." You must also install the scanner and its software before you can use the scanner with Open Book. *It is not necessary to have a scanner to install Open Book.*

Launchable Applications

Open Book 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 Open Book menu, and you can open them while using Open Book. You can also configure launchable applications at a later time.

Destination Folders

Open Book will ask you to confirm the proposed location for the Open Book 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

Open Book 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 Open Book files

Open Book 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. Open Book 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 Open Book.

If you have any difficulties running Open Book, check the chapter titled **Frequently Asked Questions**, to see if we address your problem.

Making changes to Open Book

It's easy to make changes to Open Book, such as adding a scanner or launchable programs. Place the Open Book CD in your CD-ROM drive, then run the program called Setup following the steps listed below.

1. With the Open Book 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, Open Book presents a series of options, including:

- * Uninstall current version
- * Synthesizer driver installation
- * Launchable application setup
- * Scanner installation

Make your selection, then follow the prompts.

How to Uninstall Open Book

There are two ways to uninstall Open Book.

If you wish to uninstall and then re-install Open Book, place the Open Book CD in your CD-ROM drive. Then run the program called Setup following the steps listed below.

1. With the Open Book 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.

Open Book 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 Open Book and ViaVoice Outloud, use the Add/Remove Programs feature in the Windows Control Panel.