

CHAPTER 2

Getting Started

In this chapter you will learn the basics of ZoomText, including:

- How to start and exit ZoomText.
- The main ZoomText user interface.
- How to get help on using ZoomText.

Although the information in this chapter should get you up and running, please refer to the following chapters for complete instructions.

Starting ZoomText 8.1

Once ZoomText is installed on your system, it can be started using one of the following procedures.

► **To start ZoomText**

Do one of the following:

- On the Windows desktop, select the **ZoomText 8.1** program icon.
- In the Windows Start menu, choose **Programs** ► **ZoomText 8.1** ► **ZoomText 8.1**.

Note: ZoomText can be configured to load automatically when starting Windows. This option can be selected while installing ZoomText, or in the ZoomText Preferences dialog box. For more information, see "Program Preferences" in Chapter 5.

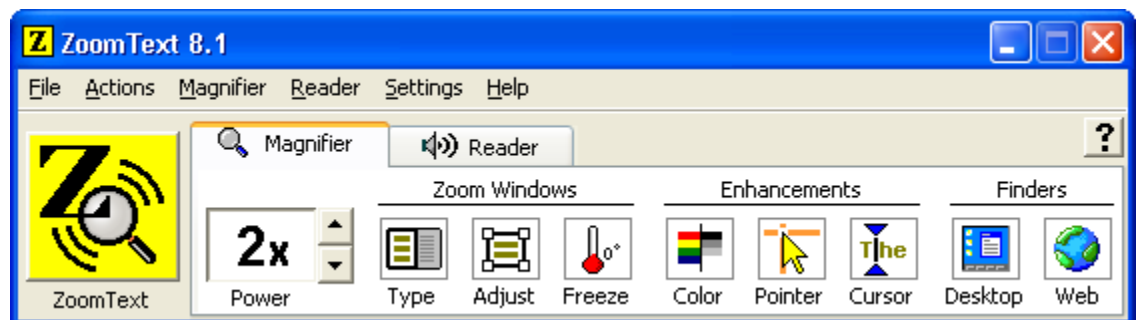
When ZoomText starts up it changes your display to show a magnified view of the normal screen. As you move the mouse, type text and navigate your applications, the magnified view automatically scrolls, keeping the area of activity in view.

If you have installed ZoomText Magnifier/ScreenReader, ZoomText will also speak aloud, narrating your actions as you work with your documents and applications. All of your Windows programs will operate normally while ZoomText is active.

The ZoomText User Interface

When you start ZoomText its user interface appears on the screen. This window contains all of the controls for operating ZoomText. All of ZoomText's settings can be accessed through standard menus or easy-to-use toolbars. Each toolbar features a set of buttons that provide fast access to the most important and frequently used settings. Each button contains an intuitive icon and label for easy identification. Buttons are grouped by function and each group is labeled with a clickable link that opens its associated dialog box.

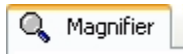
Note: Features associated with magnification and screen reading are grouped into separate toolbars and dialogs. Features associated with screen reading only appear in ZoomText Magnifier/ScreenReader.



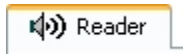
The ZoomText User Interface



ZoomText button Enables or disables ZoomText. When disabled, all magnification and speech features are turned off without exiting the program.



Magnifier tab Displays toolbar controls for ZoomText's magnification features.



Reader tab Displays toolbar controls for ZoomText's screen reading features.



Help tool Displays help information about the clicked-on item.

Minimizing and Restoring the User Interface

The ZoomText user interface can be minimized (hidden) and restored (made visible) without affecting the operation of ZoomText.

► **To minimize ZoomText**

Do one of the following:

- Click on the minimize button.
- While the ZoomText user interface is active, press ESC.

► **To restore ZoomText**

Do one of the following:

- Click on the **ZoomText 8.1** button in the task bar.
- Press the Display User Interface hotkey: CTRL + SHIFT + U.

Note: If the ZoomText user interface is already open, but covered by other applications, restoring it will bring it into view.

Enabling and Disabling ZoomText

When ZoomText is run on your system, it automatically begins magnifying and reading your screen. You can enable and disable ZoomText at any time, without exiting the program. When disabled, ZoomText returns the screen to its normal (unmagnified) state and all speech output is terminated.

► To enable ZoomText



On the ZoomText user interface, select the **ZoomText** button.

Menu: **Actions ► Enable ZoomText**

Hotkey: ALT + INSERT

► To disable ZoomText



On the ZoomText user interface, select the **ZoomText** button.

Menu: **Actions ► Disable ZoomText**

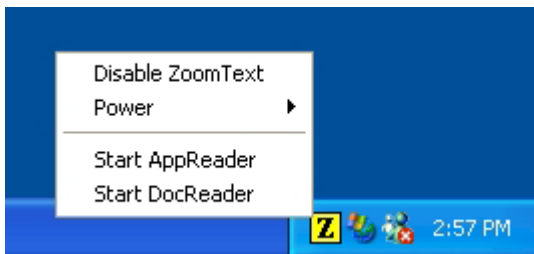
Hotkey: ALT + DELETE

Using the Tray Icon

When ZoomText is running, its program icon appears in the system tray. Clicking on the tray icon will pop up menus that contain important ZoomText settings.

By left-clicking the tray icon, you can perform the following:

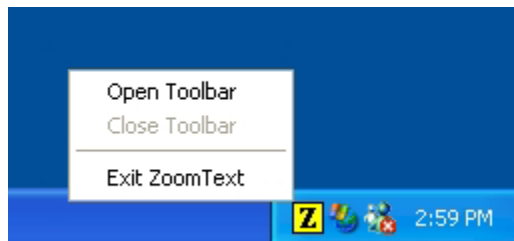
- Enable and disable ZoomText
- Adjust the magnification level
- Start AppReader or DocReader



Left-click menu

By right-clicking the tray icon, you can perform the following:

- Open or close the ZoomText toolbar
- Exit ZoomText



Right-click menu

Using Tools with the Keyboard

ZoomText tools were designed for easy use with a mouse. However, these tools can also be operated using keyboard commands that simulate mouse actions. When a ZoomText tool is active, you can control it by using the keyboard commands from the following table.

Mouse Action	Keyboard Command
Move the pointer	UP, DOWN, LEFT, RIGHT
Left-click	ENTER
Right-click	ESC
Drag object right	SHIFT + RIGHT
Drag object left	SHIFT + LEFT
Drag object up	SHIFT + UP
Drag object down	SHIFT + DOWN

Exiting ZoomText

You can exit the ZoomText program at any time. When ZoomText is exited the screen returns to its normal (unmagnified) state and all speech output is terminated.

► **To exit ZoomText**

Do one of the following:

- In the File menu, choose **Exit**
- Click the close box (located in the titlebar)



Getting Help

ZoomText provides the following documentation and tools to help you learn and work with the program:

- **ZoomText 8.1 User's Guide** Contains complete information on using all ZoomText 8.1 features and commands.
- **ZoomText 8.1 Quick Reference Guide** Provides concise, user-friendly instructions for ZoomText's primary features.
- **ZoomText 8.1 Online Help** Contains all the information in the ZoomText 8.1 User's Guide, optimized for use online. You can access complete documentation directly from the user interface and find topics using the contents, index, and search tabs.
- **ZoomText Help Tool** Displays pop-up descriptions for clicked-on items in the ZoomText toolbars.
- **What's This Tool** Displays pop-up descriptions for clicked-on items in a ZoomText dialog box.

► **To use ZoomText Online Help**

1. In the Help menu, choose **Z**oomText **H**elp.
2. In the Help window, click one of the following tabs:
 - **Contents** Lets you choose a topic from a section of the online Help.
 - **Index** Lets you use the index to find a topic.
 - **Search** Lets you find a topic by searching for a particular word or phrase in the online Help.

Note: Each ZoomText dialog box also contains a **Help** button that, when selected, displays context-sensitive Help for that dialog.

► **To use the ZoomText Help tool**



1. On the ZoomText user interface, select the **Help** tool.
2. Move the pointer over a toolbar item.
3. Click to display a pop-up description for the item.
4. To exit the Help tool, right click or press ESC.

► **To use the What's This tool**



1. While in any ZoomText dialog, select the What's This tool (located in the titlebar).
2. Move the pointer over a dialog item.
3. Click to display a brief description of the item.