

OpenBook

Scanning and Reading Software

Quick Start Guide
VERSION 8.0

Freedom Scientific, BLV Group, LLC
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Welcome to OpenBook

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

System Requirements

The recommended system requirements for OpenBook include a personal computer with a CD-ROM drive, Windows 2000, Windows XP, or Windows Vista.

Specification	Minimum Requirement
Processor speed	500 MHz Intel® Pentium® or faster
Memory (RAM)	256 MB (512 MB recommended)
Available hard disk space for installation	460 MB
Video	256 color graphics
Sound	Windows compatible sound card and speakers
Keyboard	104 key Keyboard
Scanner	A TWAIN or WIA-compatible flatbed scanner

Installing OpenBook

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

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

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

The OpenBook setup program will then begin.

Choose to run the Typical or Custom installation of OpenBook. The Typical installation assumes that you want to install the default files, that you approve of OpenBook's default location on your hard drive, and that you want the standard launchable programs configured. Use the Custom installation if you want to specify how OpenBook configures launchable applications, install additional recognition languages, and/or specify where OpenBook is stored on your hard drive.

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

Uninstalling OpenBook

To uninstall OpenBook, go to the Programs Menu and select OpenBook 8.0. In the Tools submenu select the Uninstall OpenBook option.

Registering OpenBook

Initial Registration

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

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

You can register your software in one of two ways. The quickest and easiest option is to register over the telephone by contacting Freedom Scientific at (800) 444-4443 or (727) 803-8000. When you call, you will need to provide your name, OpenBook serial number, and an address.

You can also register by e-mail. To register by e-mail:

1. Start OpenBook if it is not already running.
2. Go to the File Menu and select Open or press **CTRL+O**.
3. Type in the Filename edit box, registration.obx and then press **ENTER**.
4. The registration document will open.
5. Press **CTRL+E** to toggle to the Edit Mode in OpenBook.
6. Use your **ARROW** keys to move down the screen and fill in the information requested.
7. When finished, save the information by pressing **CTRL+S**.

8. Send an e-mail message to register@freedomscientific.com. Be sure to enter your product serial number in the subject line of the message and attach the registration form you just completed.

Changing Your Registration

If you need to change your registration information, such as your address or phone number, contact Freedom Scientific at the phone number listed above and provide your updated information. You can also send an e-mail containing your updated information to register@freedomscientific.com.

Getting Started

Launching OpenBook

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

- Press the hot key, **ALT+CTRL+O**, which is automatically assigned when you install OpenBook.
- Double-click the OpenBook icon on your desktop.
- Go to the Start menu and select Programs. Choose OpenBook 8.0 from the OpenBook 8.0 menu.

Once launched, OpenBook opens with a blank untitled document from which you can begin working or if you prefer, you can change the startup document to be the document you were working on last. To do this, go to the Settings Menu and select General Settings (**ALT+G, G**). In the General Settings Dialog, press **TAB** until you arrive on the Open Untitled Document on Startup radio button. Press the **DOWN ARROW** key to select the Open Last Document on Startup radio button. If you want to make more setting changes press **ALT+A** or **TAB** to the Apply button and press the **SPACEBAR**. Exit this properties page by pressing **ENTER**. Next, to change the settings so that OpenBook is always in

this Mode, open the Settings Menu again (**ALT+G**). From the Menu, choose Save the Settings... . In the Save Settings dialog, press **ENTER** to make the changes part of the default settings. For more information on this feature, please see the book, Using Settings Files.

Closing OpenBook

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

Scanning and Reading

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

When you install OpenBook, the Eloquence text-to-speech software from Nuance is also installed. You can scan, edit or read a document. Additionally, you can customize the scanning, reading, and display properties of OpenBook.

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

- To have OpenBook read to you, press **INSERT+DOWN ARROW**.
- To scan, press **SPACEBAR** or **F4**.
- To toggle between Edit Mode and Read-only Mode, press **CTRL+E**.
- To silence speech press the **CTRL** key.
- To read faster, press **ALT+CTRL+PAGE UP**.
- To read slower, press **ALT+CTRL+PAGE DOWN**.

Getting Help

Online Help System

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

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

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

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

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

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

Context-Sensitive Help

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

You can also access context-sensitive help by right clicking the mouse on a control and selecting "What's This" or by clicking on the ? (question mark) symbol at the top right corner of the dialog box and then clicking on a control.

OpenBook User's Guide

We provide you with the content of the OpenBook Online Help System in the OpenBook User's Guide, which uses large text for easy reading. The manual contains the Quick Start Guide, a detailed description of OpenBook's features, and pull out reference cards.

Technical Support

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

Please have the following information on hand:

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

About OpenBook

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

Desktop Keyboard Layout

Reading

Number Announcement Toggle	CTRL+SHIFT+N
Read Dialog Box in Tab Order	INSERT+B
Say Character	NUM PAD 5
Say Word	INSERT+NUM PAD 5
Spell Word	INSERT+NUM PAD 5 twice quickly
Spell Word Phonetically	INSERT+NUM PAD 5 three times quickly
Say Line	INSERT+UP ARROW
Say Sentence	ALT+NUM PAD 5
Say Paragraph	CTRL+NUM PAD 5
Say To Cursor	INSERT+HOME
Say From Cursor	INSERT+PAGE UP
Say Top Line of Window	INSERT+END
Read Status Bar	INSERT+PAGE DOWN
Say Window Title	INSERT+T
Say All	INSERT+DOWN ARROW
Skim Read	CTRL+INSERT+DOWN ARROW

Fast Forward/Rewind (during Say All or skimming)	LEFT/RIGHT ARROW or LEFT SHIFT/RIGHT SHIFT
Silence Speech	CTRL

Audio File Navigation

Start/Stop Audio Playback	INSERT+DOWN ARROW
Pause Playback	CTRL
Move to the Next Heading or Audio File	DOWN ARROW
Move to the Previous Heading or Audio File	UP ARROW
Expand a subheading (in DAISY files only)	RIGHT ARROW
Close a subheading (in DAISY files only)	LEFT ARROW
Say Current Heading or Audio File	INSERT+NUM PAD 5
Move to the First Heading or Audio File	CTRL+HOME
Move to the Last Heading or Audio File	CTRL+END
Fast Forward Five Seconds	RIGHT ARROW or RIGHT SHIFT
Rewind Five Seconds	LEFT ARROW OR LEFT SHIFT
Increase Playback Rate for DAISY Audio Files	ALT+CTRL+PAGE UP

Decrease Playback rate for DAISY Audio Files	ALT+CTRL+PAGE DOWN
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Document Navigation

Back Space	BACKSPACE
Go To Bookmark	F9
Open Go To Dialog	CTRL+G
Go To Next item (page, bookmark, comment, or highlight) as specified in Go To dialog	F5
Go To Prior item (page, bookmark, comment, or highlight) as specified in Go To dialog	SHIFT+F5
Say Next Character (Edit Mode)	RIGHT ARROW (moves by word in Read-only mode)
Say Prior Character (Edit Mode)	LEFT ARROW (moves by word in Read-only mode)
Say Next Word	CTRL+RIGHT ARROW, INSERT+RIGHT ARROW, or RIGHT ARROW when in Read-only Mode
Say Prior Word	CTRL+LEFT ARROW, INSERT+LEFT ARROW, or LEFT ARROW when in Read-Only Mode
Say Next Line	DOWN ARROW
Say Prior Line	UP ARROW

Say Next Sentence	ALT+DOWN ARROW
Say Prior Sentence	ALT+UP ARROW
Say Next Paragraph	CTRL+DOWN ARROW
Say Prior Paragraph	CTRL+UP ARROW
Next Page	CTRL+PAGE DOWN
Prior Page	CTRL+PAGE UP
Page Down	PAGE DOWN
Page Up	PAGE UP
End of File	CTRL+END
Top of File	CTRL+HOME

Help

Context Sensitive Help	SHIFT+F1
Help	F1
Keyboard Help	INSERT+1
Where Am I	CTRL+SHIFT+F12

Text Selection

Select Next Character (Edit Mode)	SHIFT+RIGHT ARROW
Select Prior Character (Edit Mode)	SHIFT+LEFT ARROW
Select Next Word	CTRL+SHIFT+RIGHT ARROW, INSERT+SHIFT+RIGHT ARROW, or SHIFT+RIGHT ARROW in Read-only Mode

Select Prior Word	CTRL+SHIFT+LEFT ARROW, INSERT+SHIFT+LEFT ARROW, or SHIFT+LEFT ARROW in Read-only Mode
Select Next Line	SHIFT+DOWN ARROW
Select Prior Line	SHIFT+UP ARROW
Select to End of Line	SHIFT+END
Select to Beginning of Line	SHIFT+HOME
Select Next Page	SHIFT+PAGE DOWN
Select Prior Page	SHIFT+PAGE UP
Select to Beginning of Page	CTRL+SHIFT+HOME
Select to End of Page	CTRL+SHIFT+END
Select All text on current page	CTRL+A
Say Selected Text	INSERT+SHIFT+DOWN ARROW

Scanning

Toggle Recognize Columns	CTRL+SHIFT+Z
Scan	F4 or SPACEBAR when
Scan Preview	CTRL+SHIFT+F3
Scan and Replace Current Page	CTRL+SHIFT+F4
BuckScan money identifier	CTRL+M
Scanning Mode List	APPLICATIONS Key

Visual Settings

Cycle Between Views	CTRL+SHIFT+V
Font Background Color	CTRL+5
Font Size – Increase	CTRL+4
Font Size – Decrease	CTRL+3
Font Spacing – Increase	CTRL+8
Font Spacing – Decrease	CTRL+7
Font Type	CTRL+6
Scroll Exact View Down	ALT+CTRL+DOWN ARROW
Scroll Exact View Left	ALT+CTRL+LEFT ARROW
Scroll Exact View Right	ALT+CTRL+RIGHT ARROW
Scroll Exact View Up	ALT+CTRL+UP ARROW
Increase Zoom Level	CTRL+ALT+4
Decrease Zoom Level	CTRL+ALT+3
Zoom 25 Percent	ALT+SHIFT+1
Zoom 50 Percent	ALT+SHIFT+2
Zoom 75 Percent	ALT+SHIFT+3
Zoom 100 Percent	ALT+SHIFT+4
Zoom 110 Percent	ALT+SHIFT+5
Zoom 120 Percent	ALT+SHIFT+6
Zoom 130 Percent	ALT+SHIFT+7
Zoom 140 Percent	ALT+SHIFT+8
Zoom 150 Percent	ALT+SHIFT+9

Zoom 175 Percent	ALT+SHIFT+A
Zoom 200 Percent	ALT+SHIFT+B
Zoom 300 Percent	ALT+SHIFT+C
Zoom 400 Percent	ALT+SHIFT+D
Zoom 500 Percent	ALT+SHIFT+E
Zoom 600 Percent	ALT+SHIFT+F
Zoom 700 Percent	ALT+SHIFT+G
Zoom 800 Percent	ALT+SHIFT+H

OpenBook Feature Hotkeys

Insert Bookmark	CTRL+F9
Delete Bookmark	CTRL+SHIFT+F9
Insert Comment	ALT+CTRL+M
Delete Comment	SHIFT+DELETE
Edit Comment	ALT+ENTER
Say Comment	ALT+SHIFT+ APOSTROPHE
Begin/end Highlight	CTRL+F11
Highlight Selected Text	ALT+F11
Cancel Highlight	ESC
Remove Highlight	CTRL+SHIFT+F11
Say Highlight	ALT+CTRL+F11
Toggle Highlight Announcement	ALT+SHIFT+F11
Next Highlight	F11

Prior Highlight	SHIFT+F11
Copy to Clipboard	CTRL+C
Cut to Clipboard (Edit mode)	CTRL+X
Paste from Clipboard (Edit mode)	CTRL+V
Delete Current Page	CTRL+DELETE
Delete Character (Edit Mode)	DELETE
Dictionary	CTRL+D or F8
Edit Mode/Read-only Mode toggle	CTRL+E
Move Page Down in page order	ALT+PAGE DOWN
Move Page Up in page order	ALT+PAGE UP
Insert Page Break (Edit Mode)	CTRL+ENTER
Delete Page Break (Edit Mode)	CTRL+SHIFT+DELETE
Find text	CTRL+F
Find next occurrence of text	CTRL+SHIFT+F
Replace text (Edit Mode)	CTRL+H
Spell Check	F7
Thesaurus	CTRL+T
Undo	CTRL+Z
Decrease Voice Rate	ALT+CTRL+PAGE DOWN
Increase Voice Rate	ALT+CTRL+PAGE UP

Mute Synthesizer	CTRL+F5
Close Document Window	CTRL+F4
Document Toggle	CTRL+F6
New File	CTRL+N
Open File	CTRL+O
Print	CTRL+P
Save Current Page	CTRL+SHIFT+S
Save Document	CTRL+S
Exit OpenBook	ALT+F4

Laptop Keyboard Layout

Reading

Number Announcement Toggle	CTRL+SHIFT+N
Read Dialog Box in Tab Order	INSERT+B
Say Character	CAPSLOCK+COMMA
Say Word	CAPSLOCK+K
Spell Word	CAPSLOCK+K twice quickly
Spell Word Phonetically	CAPSLOCK+K three times quickly
Say Line	CAPSLOCK+UP ARROW or CAPSLOCK+I
Say Sentence	CAPSLOCK+H
Say Paragraph	CAPSLOCK+CTRL+I
Say To Cursor	CAPSLOCK+SHIFT+J
Say From Cursor	CAPSLOCK+PAGE UP or CAPSLOCK+SHIFT+L
Say Top Line of Window	CAPSLOCK+END or CAPSLOCK+SHIFT+Y
Read Status Bar	CAPSLOCK+SHIFT+N
Say Window Title	CAPSLOCK+T
Say All	CAPSLOCK+DOWN ARROW or CAPSLOCK+A

Skim Read	CTRL+INSERT+DOWN ARROW
Fast Forward/Rewind (during Say All or skimming)	LEFT/RIGHT ARROW or LEFT SHIFT/RIGHT SHIFT
Silence Speech	CTRL

Audio File Navigation

Start/Stop Audio Playback	INSERT+DOWN ARROW
Pause Playback	CTRL
Move to the Next Heading or Audio File	DOWN ARROW
Move to the Previous Heading or Audio File	UP ARROW
Expand a subheading (in DAISY files only)	RIGHT ARROW
Close a subheading (in DAISY files only)	LEFT ARROW
Say Current Heading or Audio File	CAPSLOCK+K
Move to the First Heading or Audio File	CTRL+HOME
Move to the Last Heading or Audio File	CTRL+END
Fast Forward Five Seconds	RIGHT ARROW or RIGHT SHIFT
Rewind Five Seconds	LEFT ARROW OR LEFT SHIFT

Increase Playback Rate for DAISY Audio Files	ALT+CTRL+PAGE UP
Decrease Playback rate for DAISY Audio Files	ALT+CTRL+PAGE DOWN

Document Navigation

Back Space	BACKSPACE
Go To Bookmark	F9
Open Go To Dialog	CTRL+G
Go To Next item (page, bookmark, comment, or highlight) as specified in Go To dialog	F5
Go To Prior item (page, bookmark, comment, or highlight) as specified in Go To dialog	SHIFT+F5
Say Next Character (Edit Mode)	RIGHT ARROW or CAPSLOCK+PERIOD (moves by word in Read-only Mode)
Say Prior Character (Edit Mode)	LEFT ARROW or CAPSLOCK+M (moves by word in Read-only Mode)
Say Next Word	CTRL+RIGHT ARROW , INSERT+RIGHT ARROW , or RIGHT ARROW when in Read-only Mode
Say Prior Word	CTRL+LEFT ARROW ,
Say Next Line	DOWN ARROW or CAPSLOCK+O

Say Prior Line	UP ARROW or CAPSLOCK+U
Say Next Sentence	ALT+DOWN ARROW
Say Prior Sentence	ALT+UP ARROW or CAPSLOCK+Y
Say Next Paragraph	CTRL+DOWN ARROW
Say Prior Paragraph	CTRL+UP ARROW or CAPSLOCK+CTRL+U
Next Page	CTRL+PAGE DOWN
Prior Page	CTRL+PAGE UP
Page Down	PAGE DOWN
Page Up	PAGE UP
End of File	CTRL+END
Top of File	CTRL+HOME

Help

Context Sensitive Help	SHIFT+F1
Help	F1
Keyboard Help	INSERT+1 or CAPSLOCK+1
Where Am I	CTRL+SHIFT+F12

Text Selection

Select Next Character (Edit Mode)	SHIFT+RIGHT ARROW
Select Prior Character (Edit Mode)	SHIFT+LEFT ARROW

Select Next Word	CTRL+SHIFT+RIGHT ARROW, INSERT+SHIFT+RIGHT ARROW, or SHIFT+RIGHT ARROW in Read-only Mode
Select Prior Word	CTRL+SHIFT+LEFT ARROW, INSERT+SHIFT+LEFT ARROW, or SHIFT+LEFT ARROW in Read-only Mode
Select Next Line	SHIFT+DOWN ARROW
Select Prior Line	SHIFT+UP ARROW
Select to End of Line	SHIFT+END
Select to Beginning of Line	SHIFT+HOME
Select Next Page	SHIFT+PAGE DOWN
Select Prior Page	SHIFT+PAGE UP
Select to Beginning of Page	CTRL+SHIFT+HOME
Select to End of Page	CTRL+SHIFT+END
Select All text on current page	CTRL+A
Say Selected Text	CAPS LOCK+SHIFT+DOWN ARROW or CAPSLOCK+SHIFT+A

Scanning

Toggle Recognize Columns	CTRL+SHIFT+Z
Scan	F4 or SPACEBAR when
Scan Preview	CTRL+SHIFT+F3

Scan and Replace Current Page	CTRL+SHIFT+F4
BuckScan money identifier	CTRL+M
Scanning Mode List	APPLICATIONS Key

Visual Settings

Cycle Between Views	CTRL+SHIFT+V
Font Background Color	CTRL+5
Font Size – Increase	CTRL+4
Font Size – Decrease	CTRL+3
Font Spacing – Increase	CTRL+8
Font Spacing – Decrease	CTRL+7
Font Type	CTRL+6
Scroll Exact View Down	ALT+CTRL+DOWN ARROW
Scroll Exact View Left	ALT+CTRL+LEFT ARROW
Scroll Exact View Right	ALT+CTRL+RIGHT ARROW
Scroll Exact View Up	ALT+CTRL+UP ARROW
Increase Zoom Level	CTRL+ALT+4
Decrease Zoom Level	CTRL+ALT+3
Zoom 25 Percent	ALT+SHIFT+1
Zoom 50 Percent	ALT+SHIFT+2
Zoom 75 Percent	ALT+SHIFT+3
Zoom 100 Percent	ALT+SHIFT+4
Zoom 110 Percent	ALT+SHIFT+5

Zoom 120 Percent	ALT+SHIFT+6
Zoom 130 Percent	ALT+SHIFT+7
Zoom 140 Percent	ALT+SHIFT+8
Zoom 150 Percent	ALT+SHIFT+9
Zoom 175 Percent	ALT+SHIFT+A
Zoom 200 Percent	ALT+SHIFT+B
Zoom 300 Percent	ALT+SHIFT+C
Zoom 400 Percent	ALT+SHIFT+D
Zoom 500 Percent	ALT+SHIFT+E
Zoom 600 Percent	ALT+SHIFT+F
Zoom 700 Percent	ALT+SHIFT+G
Zoom 800 Percent	ALT+SHIFT+H

OpenBook Feature Hotkeys

Insert Bookmark	CTRL+F9
Delete Bookmark	CTRL+SHIFT+F9
Insert Comment	ALT+CTRL+M
Delete Comment	SHIFT+DELETE
Edit Comment	ALT+ENTER
Say Comment	ALT+SHIFT+ APOSTROPHE
Begin/end Highlight	CTRL+F11
Highlight Selected Text	ALT+F11
Cancel Highlight	ESC
Remove Highlight	CTRL+SHIFT+F11

Say Highlight	ALT+CTRL+F11
Toggle Highlight Announcement	ALT+SHIFT+F11
Next Highlight	F11
Prior Highlight	SHIFT+F11
Copy to Clipboard	CTRL+C
Cut to Clipboard (Edit mode)	CTRL+X
Paste from Clipboard (Edit mode)	CTRL+V
Delete Current Page	CTRL+DELETE
Delete Character (Edit Mode)	DELETE
Dictionary	CTRL+D or F8
Edit Mode/Read-only Mode toggle	CTRL+E
Move Page Down in page order	ALT+PAGE DOWN
Move Page Up in page order	ALT+PAGE UP
Insert Page Break (Edit Mode)	CTRL+ENTER
Delete Page Break (Edit Mode)	CTRL+SHIFT+DELETE
Find text	CTRL+F
Find next occurrence of text	CTRL+SHIFT+F
Replace text (Edit Mode)	CTRL+H
Spell Check	F7

Thesaurus	CTRL+T
Undo	CTRL+Z
Decrease Voice Rate	ALT+CTRL+PAGE DOWN
Increase Voice Rate	ALT+CTRL+PAGE UP
Mute Synthesizer	CTRL+F5
Close Document Window	CTRL+F4
Document Toggle	CTRL+F6
New File	CTRL+N
Open File	CTRL+O
Print	CTRL+P
Save Current Page	CTRL+SHIFT+S
Save Document	CTRL+S
Exit OpenBook	ALT+F4

Traditional (Ruby) Keyboard Layout

Reading

Read Dialog Box in Tab Order	CTRL+B
Read Status Bar	CTRL+SHIFT+F10
Say All	F10, F12 or NUM PAD ENTER
Skim Read	SHIFT+F12
Fast Forward/Rewind (during Say All or skimming)	LEFT/RIGHT ARROW or
Silence Speech	CTRL

Audio File Navigation

Start/Stop Audio Playback	F10, F12 or NUM PAD ENTER
Pause Playback	CTRL
Move to the Next Heading or Audio File	DOWN ARROW
Move to the Previous Heading or Audio File	UP ARROW
Expand a subheading (in DAISY files only)	RIGHT ARROW
Close a subheading (in DAISY files only)	LEFT ARROW
Say Current Heading or Audio File	NUM PAD 5

Move to the First Heading or Audio File	CTRL+HOME
Move to the Last Heading or Audio File	CTRL+END
Fast Forward Five Seconds	RIGHT ARROW or RIGHT SHIFT
Rewind Five Seconds	LEFT ARROW OR LEFT SHIFT
Increase Playback Rate for DAISY Audio Files	CTRL+2 or NUM PAD ASTERISK
Decrease Playback rate for DAISY Audio Files	CTRL+1 or SHIFT+NUM PAD ASTERISK

Document Navigation

Go To Bookmark	F9
Open Go To Dialog	CTRL+G
Go To Next item (page, bookmark, comment, or highlight) as specified in Go To dialog	F5
Go To Prior item (page, bookmark, comment, or highlight) as specified in Go To dialog	SHIFT+F5
Say Next Character (Edit Mode)	RIGHT ARROW (moves by word in Read-only Mode)
Say Prior Character (Edit Mode)	LEFT ARROW (moves by word in Read-only Mode)

Say Next Word (Read-only Mode)	RIGHT ARROW
Say Prior Word (Read-only Mode)	LEFT ARROW
Say Next Line	DOWN ARROW
Say Prior Line	UP ARROW
Say Next Paragraph	CTRL+DOWN ARROW
Say Prior Paragraph	CTRL+UP ARROW
Next Page	CTRL+PAGE DOWN
Prior Page	CTRL+PAGE UP
Move Up One Screen	PAGE UP
Move Down One Screen	PAGE DOWN
End of File	CTRL+END
Top of File	CTRL+HOME

Help

Help	F1 or NUM PAD MINUS
Help, context-sensitive help	SHIFT+NUM PAD
Key Describer toggle	CTRL+F12
Where Am I	CTRL+SHIFT+F12 or NUM PAD 7

Text Selection

Select Next character (Edit Mode)	SHIFT+RIGHT ARROW
-----------------------------------	--------------------------

Select Prior character (Edit Mode)	SHIFT+LEFT ARROW
Select Next Word	CTRL+SHIFT+RIGHT ARROW or SHIFT+RIGHT ARROW in Read-only Mode
Select Prior Word	CTRL+SHIFT+LEFT ARROW or SHIFT+LEFT ARROW in Read-only Mode
Select Next Line	SHIFT+DOWN ARROW
Select Prior Line	SHIFT+UP ARROW
Select Next Page	SHIFT+PAGE DOWN
Select Prior Page	SHIFT+PAGE UP
Select to beginning of page	CTRL+SHIFT+HOME
Select to end of page	CTRL+SHIFT+END
Select to beginning of line	SHIFT+HOME
Select to end of line	SHIFT+END
Select All text on current page	CTRL+A

Scanning

Toggle Recognize Columns	CTRL+SHIFT+Z
Scan (Edit Mode)	F4 or NUM PAD INSERT
Scan (Read-only Mode)	SPACEBAR, F4, or NUM
Scan Preview	CTRL+NUM PAD INSERT
Scan and Replace Current Page	CTRL+SHIFT+F4

BuckScan money identifier	CTRL+M
Scanning Mode List	SHIFT+F10

Visual Settings

Cycle Between Views	CTRL+SHIFT+V
Font size – increase	CTRL+4
Font size – decrease	CTRL+3
Font / Background Color	CTRL+5
Font type	CTRL+6
Font spacing – increase	CTRL+8
Font spacing – decrease	CTRL+7
Scroll Exact View Down	ALT+CTRL+DOWN ARROW
Scroll Exact View Left	ALT+CTRL+LEFT ARROW
Scroll Exact View Right	ALT+CTRL+RIGHT ARROW
Scroll Exact View Up	ALT+CTRL+UP ARROW
Increase Zoom Level	CTRL+ALT+4
Decrease Zoom Level	CTRL+ALT+3
Zoom 25 Percent	ALT+SHIFT+1
Zoom 50 Percent	ALT+SHIFT+2
Zoom 75 Percent	ALT+SHIFT+3
Zoom 100 Percent	ALT+SHIFT+4
Zoom 110 Percent	ALT+SHIFT+5
Zoom 120 Percent	ALT+SHIFT+6
Zoom 130 Percent	ALT+SHIFT+7

Zoom 140 Percent	ALT+SHIFT+8
Zoom 150 Percent	ALT+SHIFT+9
Zoom 175 Percent	ALT+SHIFT+A
Zoom 200 Percent	ALT+SHIFT+B
Zoom 300 Percent	ALT+SHIFT+C
Zoom 400 Percent	ALT+SHIFT+D
Zoom 500 Percent	ALT+SHIFT+E
Zoom 600 Percent	ALT+SHIFT+F
Zoom 700 Percent	ALT+SHIFT+G
Zoom 800 Percent	ALT+SHIFT+H

OpenBook Feature Hotkeys

Copy text	CTRL+C
Cut text (Edit mode)	CTRL+X
Paste text (Edit mode)	CTRL+V
Delete Current Page	CTRL+DELETE
Delete Character (Edit Mode)	DELETE
Dictionary	CTRL+D or F8
Edit Mode/Read-only Mode toggle	CTRL+E
Move Page Down in page order	ALT+PAGE DOWN
Move Page Up in page order	ALT+PAGE UP

Insert Page Break (Edit Mode)	CTRL+ENTER
Delete Page Break (Edit Mode)	CTRL+SHIFT+DELETE
Find text	CTRL+F
Find next occurrence of text	CTRL+SHIFT+F
Replace text (Edit Mode)	CTRL+H
Spell Check	F7 or CTRL+K
Spell Word	CTRL+L , F3 twice, or NUM PAD 5 twice
Spell Word Phonetically	CTRL+SHIFT+L , F3 three times, or NUM PAD 5 three times
Thesaurus	CTRL+T or SHIFT+F8
Undo	CTRL+Z
Insert Bookmark	CTRL+F9
Delete Bookmark	CTRL+SHIFT+F9
Close current document	CTRL+F4 or CTRL+W
Decrease Voice Rate	CTRL+1 or SHIFT NUM PAD ASTERISK
Increase Voice Rate	CTRL+2 or NUM PAD ASTERISK
Mute Synthesizer	CTRL+F5
Document Properties	CTRL+R
Exit OpenBook	ALT+F4
New File	CTRL+N

Open File	CTRL+O
Print current document	CTRL+P
Save current document	CTRL+S
Toggle Windows	CTRL+F6
Word Count	SHIFT+F7

Using the NUM PAD on a Portable PC

You can use OpenBook on a portable notebook or laptop computer. However, most portable computers do not have standard 17-key keypads. We have therefore assigned alternate keys to the OpenBook NUM PAD functions.

Scan	F4 or SPACEBAR
Delete Page	CTRL+DELETE
Speak	F10 or F12
Select	ENTER
Escape	ESC
Key Describer	CTRL+F12
Where Am I?	SHIFT+CTRL+F12
Help	F1
Voice Rate	CTRL+1 and CTRL+2
Move Up	UP ARROW
Move Down	DOWN ARROW
Move Left	LEFT ARROW
Move Right	RIGHT ARROW
Page Up	PAGE UP

Page Down

PAGE DOWN