OPENBook

Quick Start Guide

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Introduction

The purpose of this document is to help you get started using OPENBook right away. The information contained here will help you install and begin using this powerful software.

Topics in this guide include:

- Installing and Starting OPENBook
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- Learning More
- Hotkeys Listing of Most Frequently Used Keys

If you have problems with OPENBook, please call your Freedom Scientific Dealer first.

What is OPENBook?

Welcome to OPENBook Version 5.0. OPENBook 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 OPENBook will read that page aloud to you. Or, open and read a text or word-processing file!

OPENBook also includes many features especially designed for low vision users.

There are also a number of new features such as Email and Page Layout. To get all the details, please read the What's New in the Readme.txt file at the end of installation or you can find it in the Help directory in the OPENBook program folder.

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

System Requirements

The minimum system requirement to run OPENBook is that you have a Personal Computer, which will run Microsoft Windows at any version higher than 3.1x. Windows 95 and more recent versions are all compatible with OPENBook. It is also recommended that you have:

- An IBM-compatible Pentium or higher processor

- 32 megabytes of RAM

- A CD-ROM drive

- 200 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, or better.

- A supported TWAIN-compatible scanner or a supported Hewlett-Packard flatbed scanner

Low vision users may prefer to use OPENBook 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 OPENBook with a monitor:

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

Optional components include:

- A mouse or a Logitech WingMan® Force Feedback Mouse, to give tactile feedback for page layout

- A modem, DSL, or network connection, plus an ISP (Internet Service Provider), to give you access to OPENBook's new email feature

Installing OPENBook

The OPENBook 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 OPENBook icon on the desktop and creates an easy-to-use hotkey to start OPENBook.

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 OPENBook CD.

Using the Talking Windows Installation

OPENBook'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 it to hear the Installation program. When you start the Installation program, OPENBook 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. OPENBook will then give you the choice of running the program with your own screen reader, or using the standard OPENBook talking Installation program.

How to Navigate the Install Dialogs

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, and then press the **TAB** key to cycle through the options. To hear an entire dialog box read, hold down the **CTRL** key, and 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, press the **CTRL** 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, radio button, or edit field (see below). However, at any point in the dialog box, you can press **ESC** 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 Boxes

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.

Radio Buttons

Use the arrow keys to change the selection. Once you have made the selection, 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 OPENBook CD in your CD-ROM drive. OPENBook automatically starts the installation process.

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

1. Select the **START** key to open the Windows Menu, and then select **RUN**.

2. In the Edit Field, type in the name of your CD drive (usually d:\), followed by the word SETUP (for example, **d:\setup**).

3. Press the **ENTER** key.

Once installation begins, follow the prompts to install OPENBook.

Typical installs the standard files necessary to run OPENBook, along with the ViaVoice Outloud software speech synthesizer, which is included on your OPENBook CD. If you wish to use a different speech synthesizer, you must select the "Custom" installation.

Custom gives you more control over where OPENBook stores documents and which files are installed. It also allows you to install other speech synthesizer drivers. The newest version of OPENBook automatically detects your scanner, so it is no longer part of the installation process.

If you have any difficulties running OPENBook after you have installed it, check the chapter in the Online Help System titled Detailed Installation.

When the installation is complete you will be asked to reboot your computer.

Registration

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

Taking the time to register your OPENBook software helps us to help you. Once we have received your contact information and serial number you will be a registered OPENBook user. This means that you can receive technical support, and that your software can be more easily replaced if it is damaged, lost, or stolen. Failure to register your software hinders our ability to provide you with the best possible service. Please register today!

To register:

1. Place the Registration disk in your disk drive.
2. Start OPENBook if it is not already running.
3. Go to the File Menu and select Open or press CTRL+O.
4. Type in the Filename edit box, a:\registration.ark and then press ENTER.
5. The registration document will open.
6. Press CTRL+E to toggle to the Edit Mode in OPENBook.
7. Use you arrow keys to move down the screen. Please fill in the information requested.
8. When finished, save the information by pressing CTRL+S.

Note: To save a copy of this form on your computer, press ALT+F, A (for Save As) and then press ENTER. This saves a copy of the same file in the My Documents folder on your hard drive.

9. Please send the disk to Freedom Scientific in the self-addressed postage-paid disk mailer included in the software package. The cardboard disk mailer has the name Freedom Scientific embossed in Braille.

Getting Started

Starting OPENBook

From the Windows desktop, you can use the OPENBook hotkey, **ALT+CTRL+O,** or you can use a mouse to double click on the OPENBook icon.

User Interface
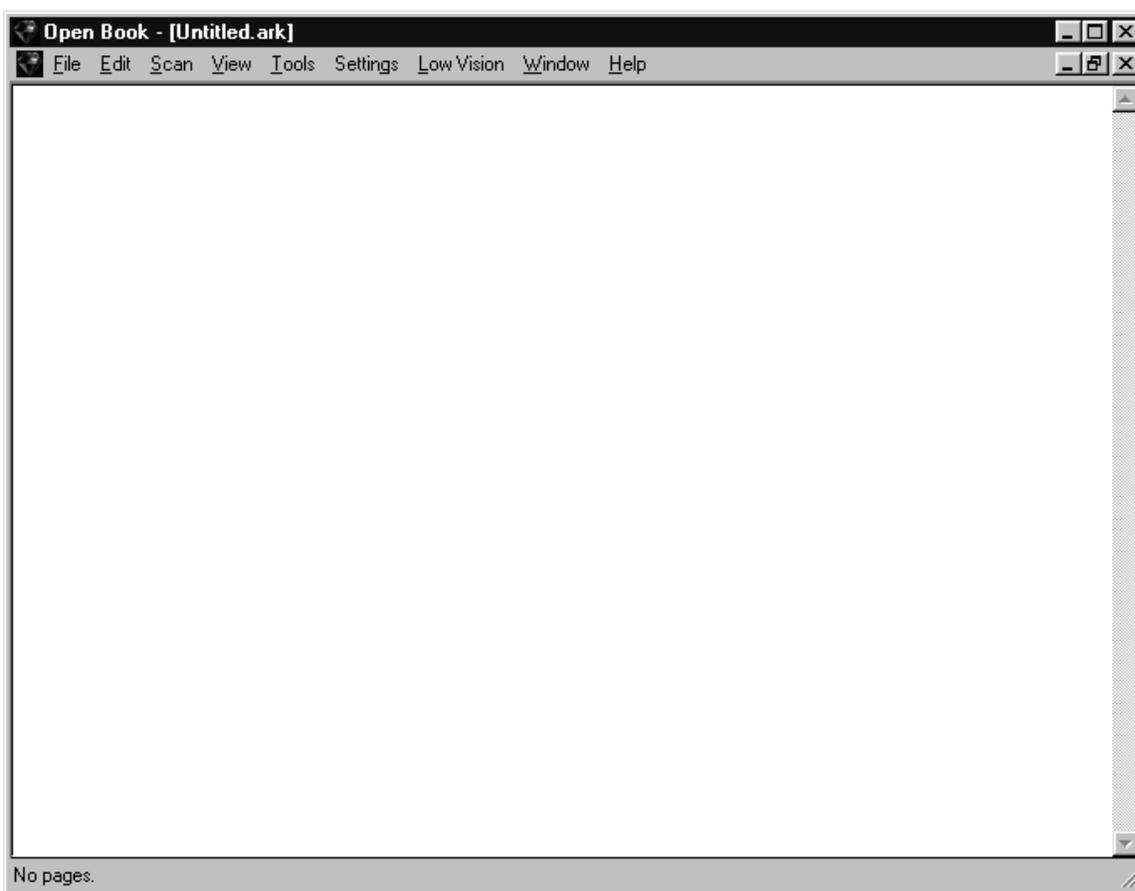
Getting Help

Help Topics [F1, KEYPAD minus]: From OPENBook's editor, you can select this item to have OPENBook read an overview of basic operation. You can then press the **ENTER** key for more help.

From here you can go to a list of the manual chapters or a key-word search function. Once you open the Help file, OPENBook treats the file just like any other text file. You can save or print a copy of the Help file.

Context-sensitive Help [F1, keypad minus]: When you are in a dialog box, the **F1** and **KEYPAD minus** key read the context-sensitive help message for the current item.

Help Menu [ALT+H]: From the editor, select this item to go to the Help system. The Help system includes a list of the manual chapters and a key-word search function.

Exiting OPENBook

Press **ALT+F4** to exit OPENBook. You will be prompted if you have an unsaved document open. You will have a choice to save you document or not.

Using the Keypad

You can control OPENBook by using the 17-key numerical keypad on an enhanced style keyboard. Many people find the keypad a quick, easy way to use OPENBook. Each KEYPAD key has a name and function assigned to it.

The Scan key -- the **KEYPAD INSERT** key, the first key on the bottom row of the keypad. The Scan key starts and stops scanning.

The Speak key -- 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 -- the **KEYPAD 5**, the key in the middle of the keypad with the raised dot or bar on it. Select lets you choose an option.

The Voice Rate key -- the **ASTERISK** (the * key), the third key from the left on the top row. This key lets you increase the voice rate. To decrease the voice rate, press the **SHIFT** key plus the ***** key.

The Move keys – the keys that surround the Select key. These are the 2 key (Move Down), the 4 key (Move Left), the 6 key

(Move Right), and the 8 key (Move Up). Use these keys to move within a document, menu, or dialog box.

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. OPENBook can handle that. To start scanning, press the **Scan** key (**KEYPAD INSERT** or **F4**). To stop scanning, press the **Scan** key again.

Starting and Stopping Reading

Press the **Speak** key (**KEYPAD ENTER** or **F10**) to start or stop reading.

Changing the Voice Rate

You can increase the speed of reading by pressing the keypad **ASTERISK** key or **CTRL+2**. OPENBook will say "faster" and increase the reading voice speed.

If you want a slower voice rate, press **SHIFT+ASTERISK** or **CTRL+1.** OPENBook will say "slower" and decrease the reading voice speed.

Opening A Document And Reading It

In addition to scanning and reading documents, you can also open and read documents that have been saved in your computer. These can be scanned files or computer files, such as word processing files. Use the keystroke **CTRL+O** to open a dialog box that lets you select and open a file that already exists. OPENBook will then read this document when you press the Speak key.

Saving a Document

You can save your documents by using the keystroke **CTRL+S** (to save using the current document name) or **ALT+F, A** (to give a new name to a document and save it).

Editing a Document

OPENBook starts in Read-only Mode. In this mode, you cannot change anything in the document. To go to Edit Mode, where you can make changes, use the keystroke **CTRL+E**. Pressing **CTRL+E** a second time will take you back to Read-only Mode.

Learning More

The information above will get you started. Once you are ready to learn more about OPENBook, go to the online Help System. You can use the online tutorial, or you can select to listen to the Basic OPENBook Tutorial tape that came with your software.

For the experienced user, refer to the complete list of Hotkeys Reference Cards that came with OPENBook.