

Dolphin Easy Reader

version 5.01



Quick-Start Guide

Software Summary

Vendor Support



The development of this project by the AIM Consortium and the Michigan Department of Education IDEA Mandated Activities Project Michigan's Integrated Technology Supports was funded by Grant # H327S070003 from the U. S. Department of Education, Office of Special Education Programs. The contents of this project are not exhaustive and inclusion does not imply endorsement by the U.S. Department of Education, the Michigan Department of Education or the Center for Applied Special Technology (CAST)

1 Quick-Start Guide

1.1 Introduction

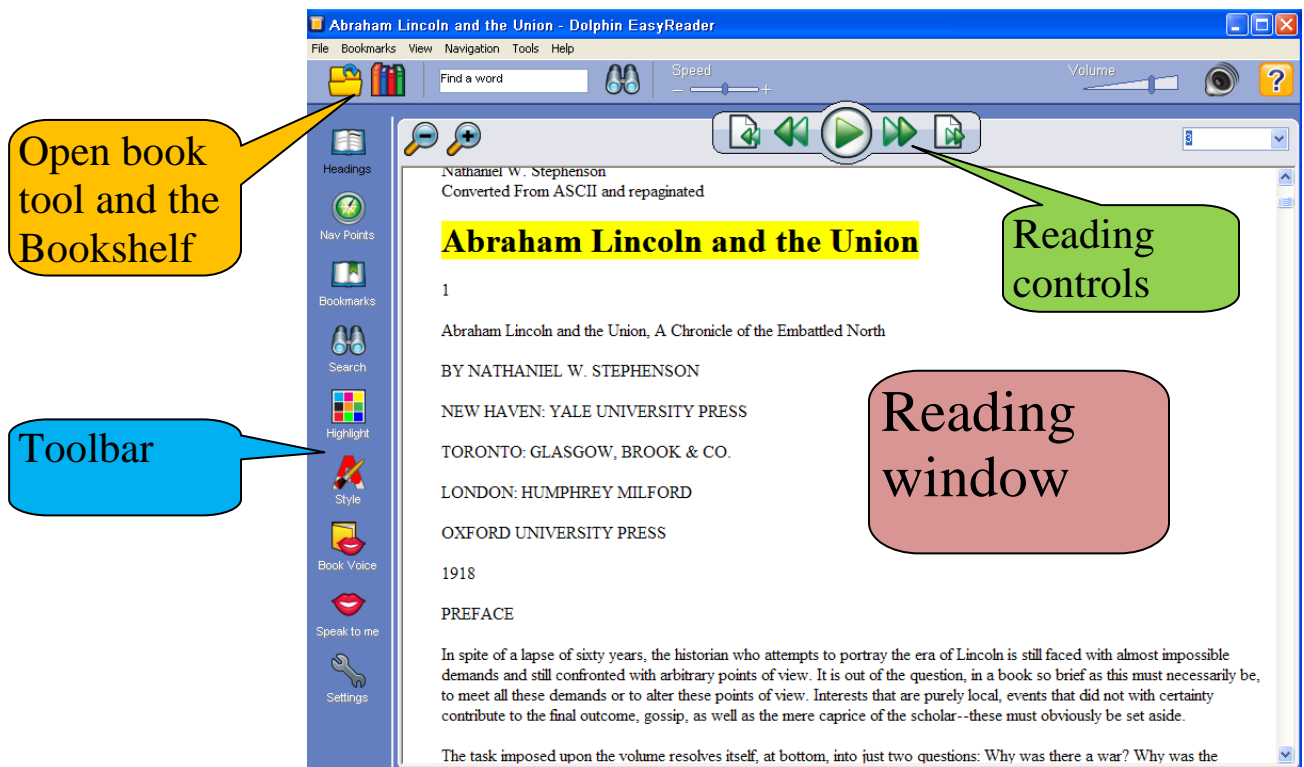
EasyReader is a software digital talking book player, allowing users to read and listen to content through a combination of text, speech and images. With EasyReader, users can quickly navigate to any section of a book, change the reading voice, customize their preferred text, background and highlight colors, search for words and phrases, and place bookmarks in a book to highlight areas of interest.

1.2 File compatibility

DAISY 2 books (.ncc.html); DAISY 3 / NIMAS books (.opf); DTBook XML books (.xml); HTML books (.htm); TXT books (.txt); RFB&D audio books (RFB&D version required for this feature); Bookshare.org text only books

(EasyReader automatically detects MathML expressions in HTML, DTBook and in DAISY books and transforms the XML math data into understandable images on screen. When the user navigates to a MathML expression, the whole expression can be spoken out.)

1.3 Opening Screen

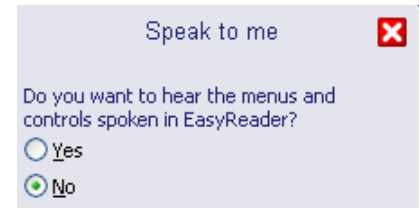


1.4 Speak to Me option

When first launched, the **Speak to me** feature in EasyReader is turned on. The program will immediately begin reading windows and options aloud. This is very helpful for students with vision deficits, but can be a little disconcerting for sighted users. So, if you do not need to have menus and dialog boxes read aloud, you will want to turn the **Speak to me** feature OFF.

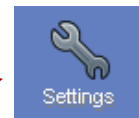


To turn off the **Speak to me** option, **click once** on the **Speak to me** tool button, then choose **No** in the area shown at the right:



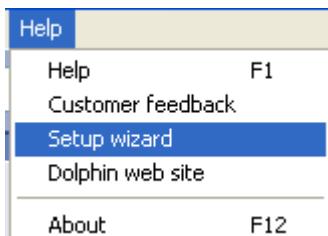
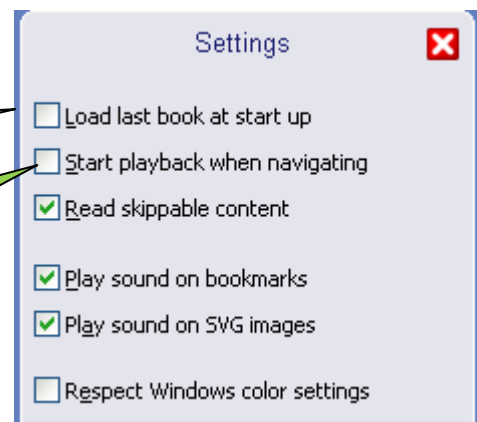
1.5 Settings and the Setup wizard

At the bottom of the toolbar, click the **Settings** tool button.



Check here to auto-open the last book you were reading

Check here to auto-start the reading when you navigate to a new place in the book.



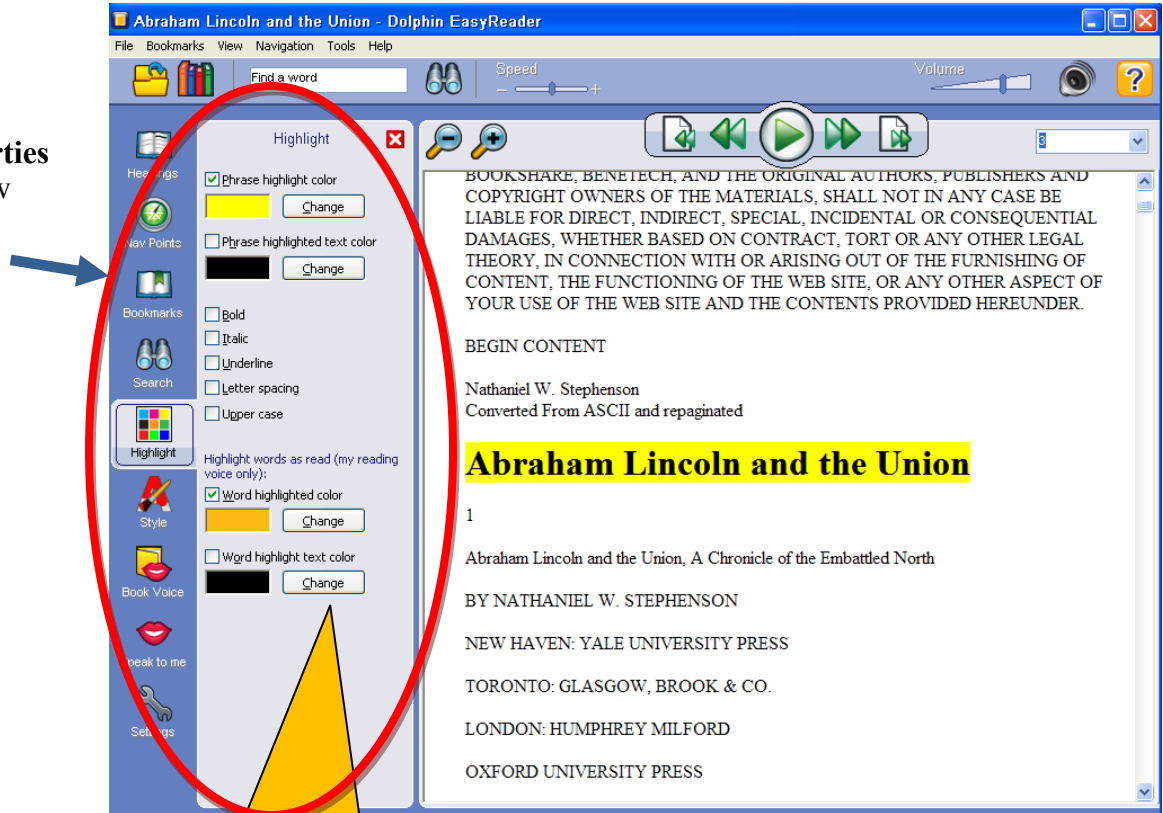
In the Help menu, use the Setup wizard to individualize the settings in Easy Reader and to choose the program features you need.

1.6 Toolbar basics

To use any of the tools in the toolbar, **click once** on any tool icon (the Highlight tool icon is shown here). When clicked, the **properties** in that tool will open, expanding to the right, squeezing the reading window to the right, as shown below:



Tool Properties window open:



Highlight tool is open – the Highlight tool properties are now displayed in the expanded window.

The tools are also found in the **View** menu, and may be opened from there, or by using the keyboard shortcut keys listed next to the tool names.

View	Navigation	Tools
		Headings Ctrl+1
		Nav Points Ctrl+2
		Bookmarks Ctrl+3
		Search Ctrl+4
		Highlight Ctrl+5
		Style Ctrl+6
		Book Voice Ctrl+7
		Speak to me Ctrl+8
		Settings Ctrl+9

To close the tool properties window:

Click the tool button again, or click the **red close button** in the upper right corner of the tool properties window.

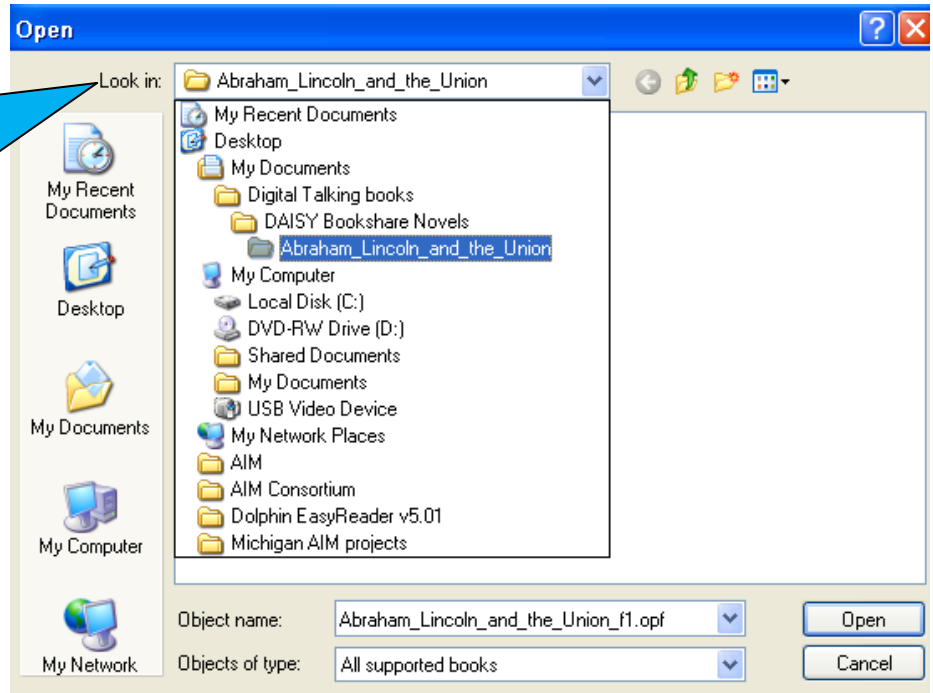


1.7 Open a book

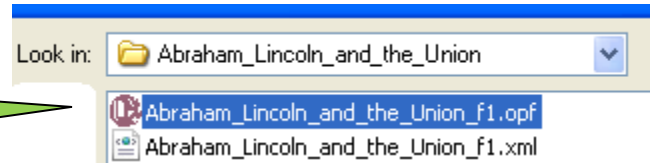
To open a book for the first time, click the **Open tool button** at the top of your screen.



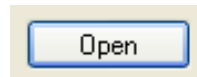
Use the **Look in:** drop-down menu to browse for the folder containing your DAISY book



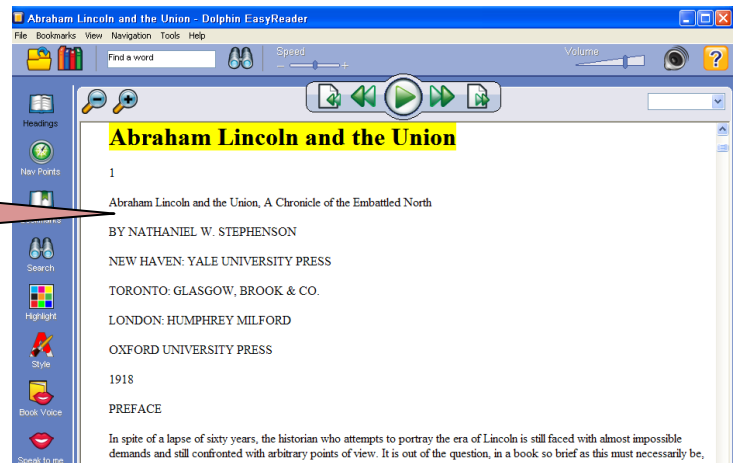
Highlight the title of the book. (Notice the DAISY extension - .opf)



Click the **Open** button



An opened book shown in the reading window.



1.8 Bookshelf

Once you have opened a book for the first time, you may then use the **Bookshelf** to re-open books, and to help you manage your book collection.



To open the **Bookshelf**, click once on the **Bookshelf** tool at the top of the screen.

The screenshot shows the 'Book Shelf' window with a list of books on the left and a preview of 'Abraham Lincoln and the Union' on the right. The 'Recent' list includes 'Abraham Lincoln and the Union', 'Flicka Untamed Spirit', 'America's History', 'The American Republic Since 187...', 'The American Republic Since 187...', 'The Story of the Three Little Pigs', 'The Countries: New Zealand', 'Exemplar 6: Science', 'Exemplar 10: All About Coyotes', 'Red Badge of Courage, The', and 'The American Republic Since 187...'. The 'Favourites' list is currently empty. The preview shows the title 'Abraham Lincoln and the Union', 'Author not available', and 'Last read on: Monday, November 02, 2009'. At the bottom are buttons for 'Add to favourites', 'Book information', and 'Read now'.

All recently opened books are shown in the **Recent** list.

Thumbnail view of any book highlighted in the **Recent** or **Favourites** list.

Highlight a book you're currently using in the **Recent** list, then click **Add to favourites**.

To open and read any book:

1. Click once to highlight any book title in the **Recent** or **Favourites** list, then
2. Click **Read now**.

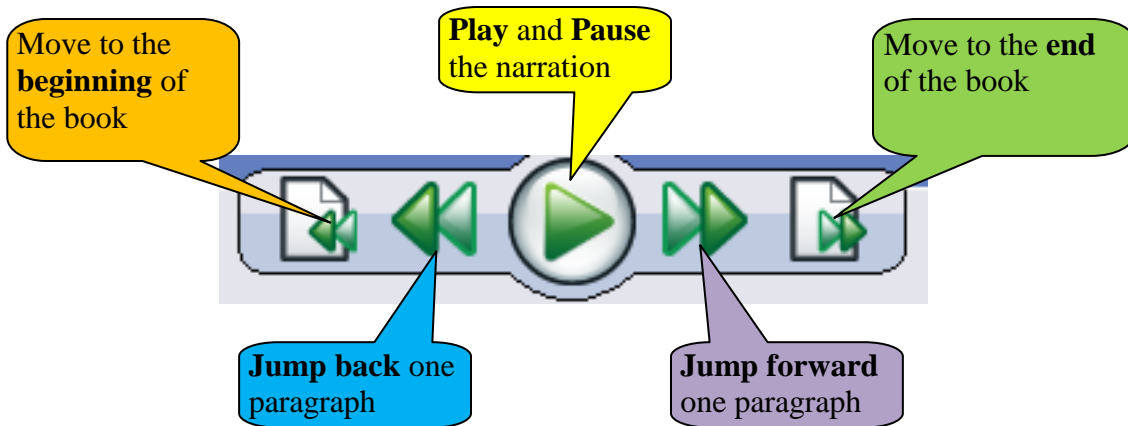
Once you have opened a DAISY book for the first time, you DO NOT need to use the Open button again. Instead, use the Bookshelf to view, open and manage your previously opened books.

1.9 Reading DAISY books

With your DAISY book open and displayed in the reading window, click once to select any paragraph. A selected paragraph will have a yellow background like this:

It was arranged that Douglas and Lincoln should tour the State together in a series of joint debates. As a consequence there followed a most interesting opposition of methods in the use of words, a contest between the method formed in Congress at a time when Congress was a perfect rhetorical academy, and that method of using words which was based on an arduous study of Blackstone, Shakespeare, and Isaiah. Lincoln issued from the debates one of the chief intellectual leaders of America, and with a place in English literature; Douglas came out a Senator from Illinois.

But though Douglas kept his following together, and though Lincoln was voted down, to Lincoln belonged the real strategic victory. In order to save himself with his own people, Douglas had been forced to make admissions that ruined him with the South. Because of these admissions the breach in the party of political evasion became irreparable. It was in the debate at Freeport that Douglas's fate overtook him, for Lincoln put this question: "Can the people of a United States territory, in any lawful way, against the wish of any citizen of the United States, exclude slavery from its limits, prior to the formation of a state constitution?"



1.10 Navigation

“Life is like a box of chocolates. You never know what you’re going to get.” And the same is true for DAISY books! The DAISY format itself offers book developers the option of constructing each book with navigation features allowing the user to move around by word, by phrase, by sentence, by paragraph, by page, or by up to 6 levels of headings (e.g. Unit, Chapter, Section, Sub-section, etc). But it is costly and time-consuming for the developer to include them all. Therefore, the DAISY books you receive may offer only one navigation option, for instance – navigation by page. Some DAISY books may offer heading navigation, but no page navigation, and so forth. **You will need to experiment with each new DAISY book to find out which navigation options are available for that particular book.**

1.10.1 Scrolling navigation

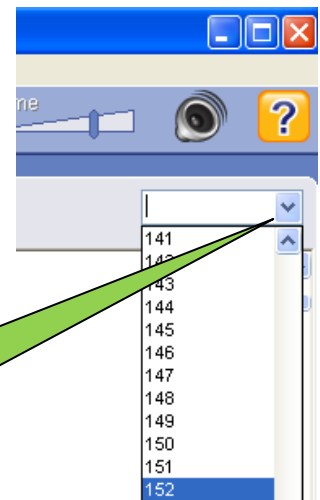
Scrolling will work with ALL DAISY books. To move around your DAISY book, use the scroll bar on the right side of the reading screen. Use the Up or Down arrows to scroll. Or, click-hold-drag the scroll bar and move it up or down to move through many pages quickly.



If you have a scroll wheel on the top of your mouse, placing the arrow anywhere over the text and rolling the wheel will also move the text up or down. Scroll is probably most useful when you want to move just a few paragraphs or pages forward or backward.

1.10.2 Page navigation

EasyReader allows you to navigate through a book by pages (keeping in mind that the developer of the book must have built page navigation into the file.) You can simply select the page number you wish to skip to from the pull down list box on the right hand side of the EasyReader toolbar.



Use the black down-arrow to open the page list, then click on the page you wish to move to.

Keyboard shortcuts for page navigation:

Control-G: Go to page

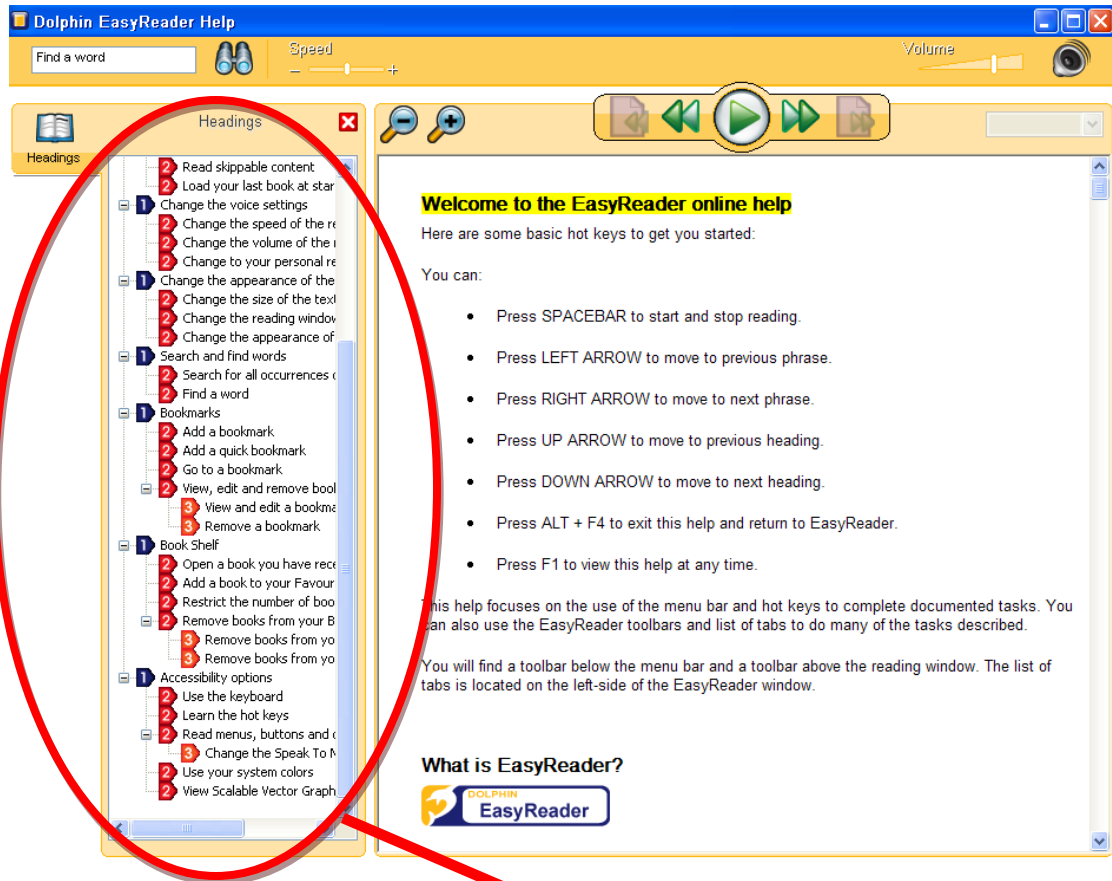
Control-PageDown: Moves down one page

Control-PageUp: Move up one page

1.10.3 Heading navigation

If Heading navigation has been included by the books developer, you will be able to navigate in the Headings tool window. Dolphin has included a very nicely designed HELP document in form of a DAISY book. Go to the Help menu and choose Help, or **click the Help button** on your screen (shown here):

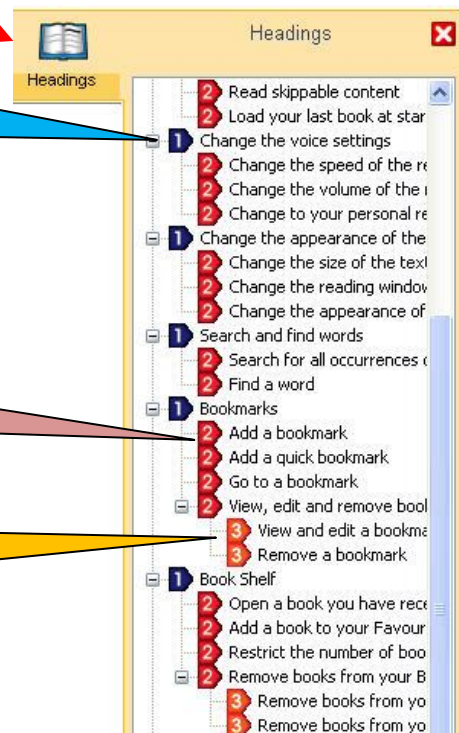




Blue arrow with a "1"
indicates a Level 1 heading
in this book

Red arrow with a "2"
indicates a Level 2 heading
in the book

Orange arrow with a "3"
indicates a Level 3 heading
in the book



***Double-click on any heading in the Headings window to move to that heading in the book.**

1.11 Bookmarks

1.11.1 Using Bookmarks

Click the Bookmarks tool:



Any bookmarks that have been previously set will appear in the Bookmarks window as shown here.

The underlined bold text identifies the heading where the bookmark was placed.

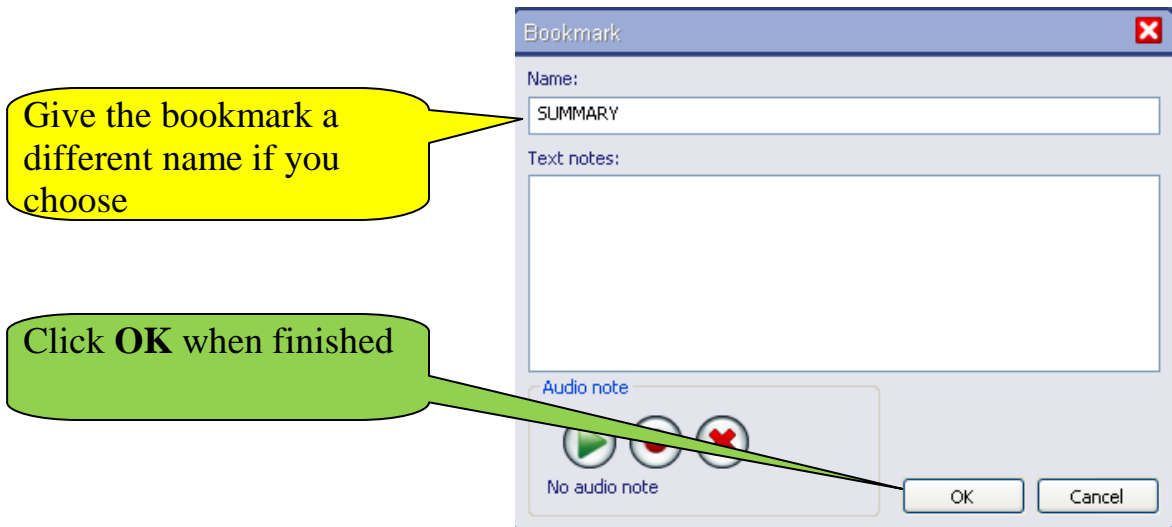
The titles in regular text are the individual bookmark labels.



1.11.2 Adding a bookmark

From the Bookmarks tool window, click the **Add** button





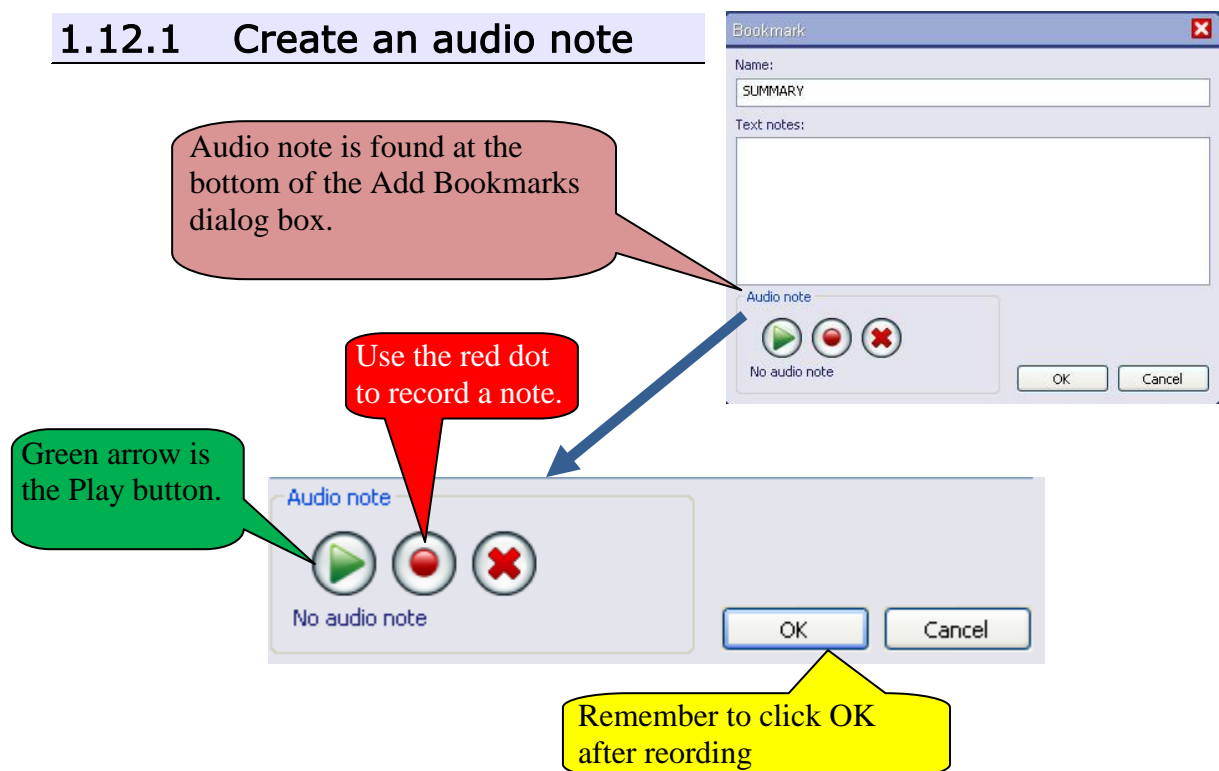
1.11.3 Navigating to bookmarks

To navigate or move to any bookmark:

1. **Click** the Bookmarks tab to open the Bookmarks window, then
2. **Double-click the bookmark title** you want to jump to.

1.12 Audio Notes (found in Bookmarks window)

1.12.1 Create an audio note



1.12.2 Listen to an audio note

Open the bookmark containing the Audio note, then click the green Play button

The Perils of the Cold War

A bookmark that contains an audio note will look like this in the Bookmark list

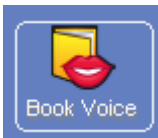
1.13 Voice options

EasyReader has three voice tools conveniently located just below the menu bar shown here:

Adjust voice speed by dragging slider bar

Volume slider bar

Mute and un-mute.



More Voice options may be found in the Book Voice Properties page which may be opened by clicking the Book Voice tool.

To use a human recorded voice if it is available in the book.

Use the drop-down menu to change the reader voice

Use the slider bar to increase or decrease the speed of the voice

Increase or decrease the volume

Test your new voice settings

1.14 Screen Style

Screen style refers to the text and background colors. To open the **Style** properties window, click the **Styles** tool in the toolbar:

The diagram illustrates the process of opening the Style dialog box. It begins with the 'Style' toolbar button, which opens the 'Style' dialog box. From the 'Style' dialog, an arrow points to the 'Color' dialog box, which is used to select a new color for background or text.

Style dialog box options:

- Background color
- Text color
- Style sheet: None

Color dialog box options:

- Basic colors: [Color palette]
- Custom colors: [Color palette]
- Hue: 160, Sat: 0, Lum: 240
- Red: 255, Green: 255, Blue: 255
- Buttons: OK, Cancel, Add to Custom Colors

Use the **Color** dialog box to choose a new color for **Background** and/or **Text**. When finished, click the **OK** button. (to leave the Color window without making any changes, click **Cancel**)

1.15 Phrase and word highlighting options

To change the colors used in the phrase or paragraph currently being read aloud, use the **Highlight** tool button to open the **Highlight** properties box.

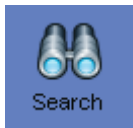
The diagram illustrates the 'Highlight' dialog box with callouts explaining its various options:

- Change the background color of the phrase or paragraph being read aloud.** (Points to the 'Phrase highlight color' option)
- Change the text color of all words in the phrase or paragraph being read aloud.** (Points to the 'Phrase highlighted text color' option)
- Add additional text options** (Points to the 'Bold', 'Italic', 'Underline', 'Letter spacing', and 'Upper case' options)
- Change the background color of the individual word being read aloud.** (Points to the 'Word highlighted color' option)
- Change the text color of the individual word being read aloud.** (Points to the 'Word highlight text color' option)

Highlight dialog box options:

- Phrase highlight color
- Phrase highlighted text color
- Bold
- Italic
- Underline
- Letter spacing
- Upper case
- Highlight words as read (my reading voice only):
 - Word highlighted color
 - Word highlight text color

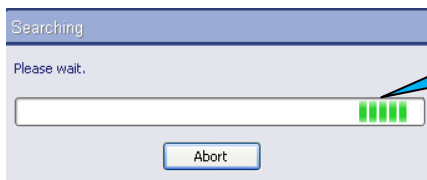
1.16 Search



Use the **Search** tool to open the **Search for:** properties window shown at the right.

Type a word (or part of a word) into the **Search for:** box

Click **Search**



Wait for progress bar

Search Results shown in the Search properties window



A **Quick Search** box is found below the menu at the top of your screen. **Type a word and click the binocular icon.**



1.17 Keyboard shortcuts

F5 or Space key: Play and Stop

F6 or Right arrow: Jump to the Next phrase

F4 or Left arrow: Jump to the Previous phrase

F8 or Up arrow: Jump to the Next heading

F7 or Down arrow: Jump to the Previous heading

Control – B: Add a bookmark

Control – F8: Jump 10 seconds forward

Control – F7: Jump 10 seconds backward

NOTE: For more keyboard shortcuts, see the Help menu.

2 Software Summary

2.1 Publisher

Dolphin Computer Access Inc.
231 Clarksville Road, Suite 3,
Princeton Junction, NJ 08550.
Tel (Toll Free): +1 866 797 5921
Fax: +1 (609) 799 0475
Support: +1 (888) 519 4694
Email: info@dolphinusa.com
Web Site: <http://www.yourdolphin.com>

2.2 Description

EasyReader plays various talking books; including DAISY, NISO, NIMAS, eBooks and Bookshare books. EasyReader can also turn a text file into an accessible, interactive DAISY talking book, so users can make their own talking book direct from plain text. You can view the text highlighted as it reads aloud, and you can define the playback speed at which EasyReader reads. You can flick through your book by headings, chapters, page numbers or by your bookmarks. You can add & save multiple bookmarks to highlight areas of interest. You can add & save your own audio or text notes to referenced points in the book.

2.3 System Requirements

Microsoft Windows 2000, 98SE, NT 4 SP6, Vista, XP Home, XP Pro
Pentium II, 400 MHz or faster
Microsoft Internet Explorer 6 or later
64 MB RAM
50 MB free disk space
CD-Rom or DVD drive
Soundcard and speakers
Microphone for creating audio notes

3 Vendor Information

3.1 Software Help Menu

Help Menu opens Help book in the DAISY format. It is searchable and navigable. Help menu also includes a direct link to the Dolphin web site.

3.2 Online Resources

Manual and User Guide downloads

Searchable knowledge base

Tips and Tutorials

Dolphin-approved Trainers (list)

Online Query support

Discussion Forums

Support Help Desk

3.3 Training videos

None available

4 Credits

AIM Consortium

Center for Applied Special Technology (CAST)

U. S. Department of Education, Office of Special Education Programs

Jeff Diedrich, Michigan Integrated Technology Supports, jeff.diedrich@gmail.com

Mark Dennis, Educational Consultant, altformat.mark@gmail.com