

**Premier Literacy  
E-Text Reader IGT  
Version 7.31  
(IGT = InterGalactic Translator)**

**Quick-Start Guide  
Software Summary  
Vendor Support**



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# 1 Quick-Start Guide

## 1.1 Premier Accessibility Suite toolbar

When you install the Premier Literacy program, the Accessibility Suite Tools shortcut (shown here) is placed on your desktop.



Double-click on the Premier Tools icon to open the toolbar shown below:



The entire suite of programs is shown as a set of buttons. Click the **EReader** button to launch the E-Reader program.



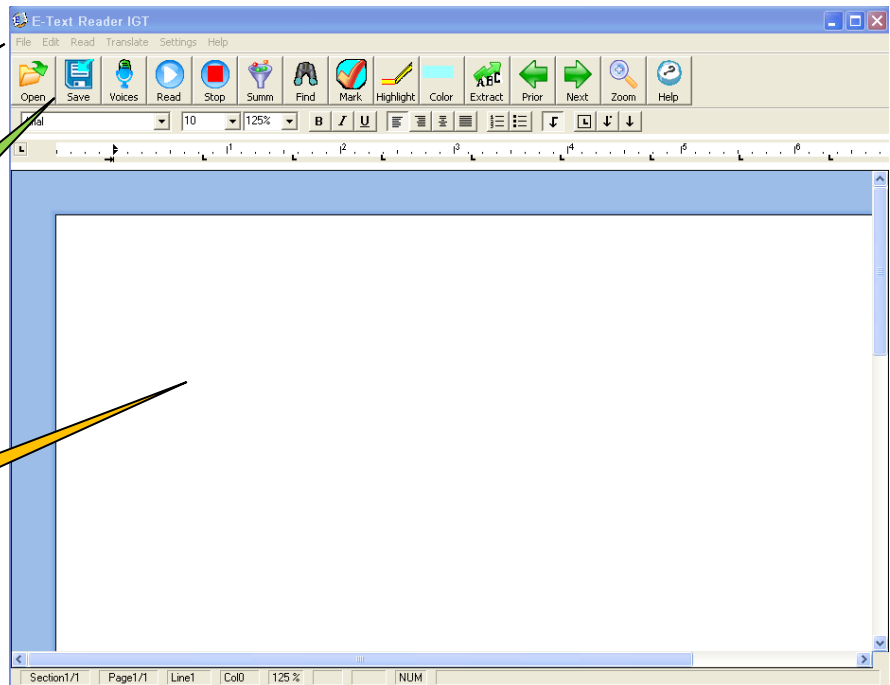
## 1.2 E-Text Reader program screen

The E-Reader screen has 3 areas:

1. Menu

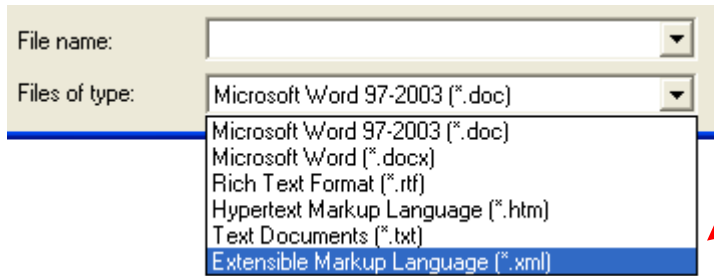
2. Toolbar

3. Reading area



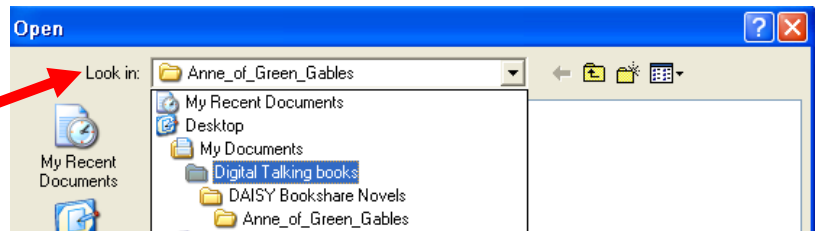
## 1.3 Opening DAISY books (.xml format)

1. Click the **Open** button.

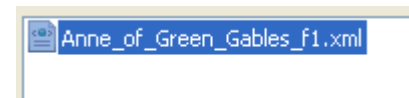


2. In the **Files of type:** box, select **Extensible Markup Language (\*.xml)**

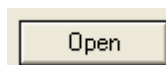
3. Use the **Look In** window to browse to the folder containing your digital book.



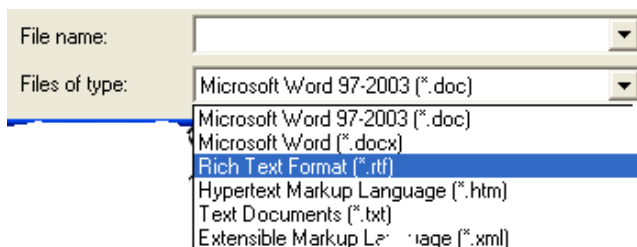
4. Find the DAISY book (.xml) and click once to highlight it.



5. Click the **Open** button.



### 1.3.1 Opening other books



If you have a book in another format, such as **rich text (.rtf)**, **word (.doc)**, or **web (.html)**, find the format you are looking for in the **Files of Type:** window (Step #2 above), then browse for the folder containing the book. It will open just like the DAISY book opened in the example above.

### 1.3.2 E-Text Reader = a basic word processor

After your book opens, the E-Reader program acts as a word processor and the book becomes an open document. You may type into the document, change fonts, and do all of the tasks you're accustomed to doing with a word processor program.

## 1.4 Managing book files

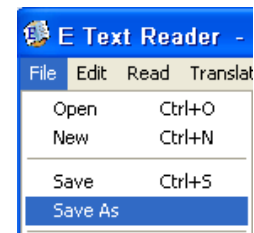
### The E-Text Reader is actually a word processor, but with three additional features:

1. It can open a wide variety of file types, **including DAISY books (.xml)**
2. It reads text, and
3. It has built-in study tools (highlighting, bookmarking, extracting, summarizing)

To have the greatest flexibility when using DAISY books, you may want to save the DAISY book immediately as a word document (.doc) or a rich text document (.rtf). Doing so will let you use all of the word processor tools with your book.

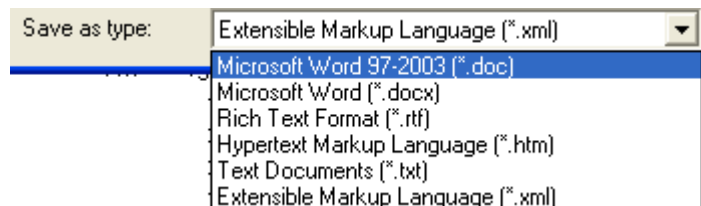
### To save a DAISY book as a word document:

1. Open your DAISY book using the Open tool – remember to choose **.xml** from the **Files of type** drop-down list at the bottom of the **Open** window.



2. With your DAISY book displayed in the reader window, open the **File** menu and choose **Save as**

3. In the **Save as type:** drop-down area, choose Microsoft Word (.doc) as the format you want your book saved into.



4. Type a **File name** for your book's file



5. Click the **Save** button. By default, it will be saved in the same folder as your DAISY version of the book. If you want it saved somewhere else, use the **Save in** area at the top of the **Save dialog box** to browse to a different folder.

### Advantages of saving your DAISY book to Microsoft Word format (.doc):

- a. Ability to edit text and then save your changes
- b. Ability to add notes, bookmarks and highlights, then save the changes.
- c. Your original copy of the book is not used and therefore safer from change or damage
- d. Easier to segment the book by cut/paste into chapters for the purpose of using the summarize feature or to use the Text to Audio to make audio MP3 files for individual chapters.

## 1.5 Reading digital books

The **E-Reader** program will begin reading from the cursor location. To begin reading from any spot in the book, **click once** to move the cursor to that place, then click the **Read** button.



To **STOP** the audio narration, click the **Stop** button.



To read one word at a time, **hold down the Control key** and tap the **right arrow key**.



To spell out a word one letter at a time, **tap the right arrow key**



## 1.6 Voice Options

To open the Voice options dialog box, click once on the **Voices** tool in the toolbar.



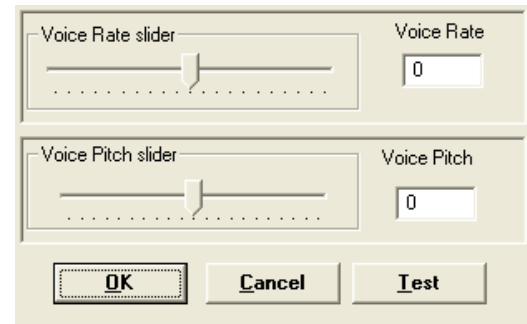
The **Voice Options** dialog box (shown left), will open.



In the **Voices** drop-down window, scroll up or down to find a new voice. **Click once** to highlight a new voice.

Use the sliders to change the **Rate** of speech or the **Pitch** of the voice.

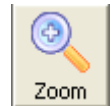
Use the **Test** button to listen to your new voice and settings. To keep your new settings, click **OK**. To return to your previous voice settings, click **Cancel**.



## 1.7 Display Options

### 1.7.1 Zoom tool

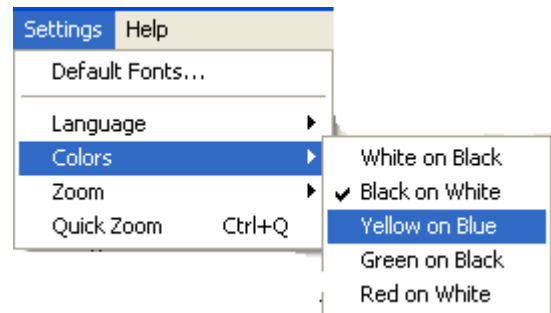
The zoom tool cycles through 6 different text size settings. Each click on this tool will grow the text size by one increment. When you reach the largest text setting, the next click starts over with the smallest.



### 1.7.2 Settings menu - Colors

To change the background and text color combination:

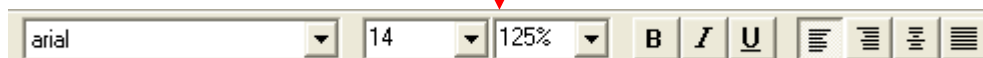
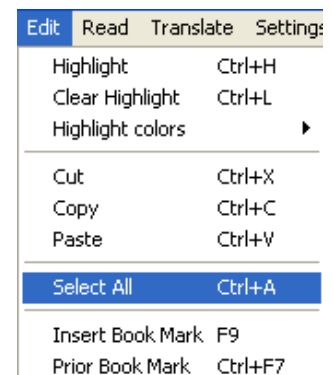
1. Go to the **Settings** menu
2. Highlight **Colors**
3. **Click** on a new color combination



### 1.7.3 Select all – change font

Since you are viewing your digital book in a program that is essentially a word processor, you may use some of the standard word processor features to change how the book is displayed.

1. From the **Edit Menu**, choose **Select All**
2. Use the standard word processor text tools to change the texts appearance in the entire book.



## 1.8 Navigation

To move around the book, use the scroll bar on the right side of your screen:

1. **Click the arrows** to move up or down (hold the mouse down for a fast scroll), or
2. **Click and hold the slider bar** and drag it up or down.



## 1.9 Bookmarking

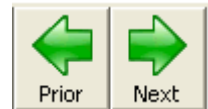
### 1.9.1 Setting bookmarks

To set a bookmark, click to place your cursor at the spot to be bookmarked, and then click the **Mark** button shown here:



### 1.9.2 Moving to bookmarks

To find the bookmarks you've placed, use the "Move to **Prior** bookmark" and the "Move to **Next** bookmark" tool buttons shown here. Bookmarks are kept in the order they appear in the book.



(For example, if you have marked 10 chapters of a book and you are currently on chapter 1, you would need to click the Next button 9 times to reach the 10<sup>th</sup> chapter.)

## 1.10 Highlighting

To highlight a section of text:

1. **Click-hold-drag** through a block of text to select it.

2. Use the **Color** tool button to choose a color for your highlight



3. Click the **Highlight** tool



**Highlighted text** looks like this:

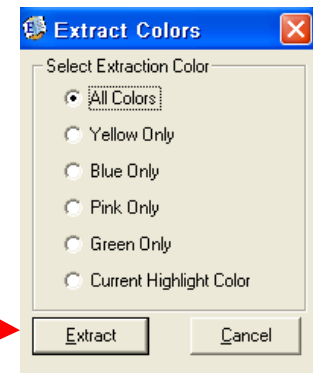
island you are supposed to nod to all and sundry you meet on the road whether you know them or not.  
 Matthew dreaded all women except Marilla and Mrs. Rachel; he had an uncomfortable feeling that the mysterious creatures were secretly laughing at him. He may have been quite right in thinking so, for he was an odd-looking personage, with an ungainly figure and long iron-gray hair that touched his

## 1.11 Extracting highlights

E-Text Reader allows you to extract highlighted text and will place it in a separate document for you to save or read aloud. To extract highlights, click the **Extract** tool button.



In the **Extract Colors** dialog box, choose which colors of highlighted text you want to extract:



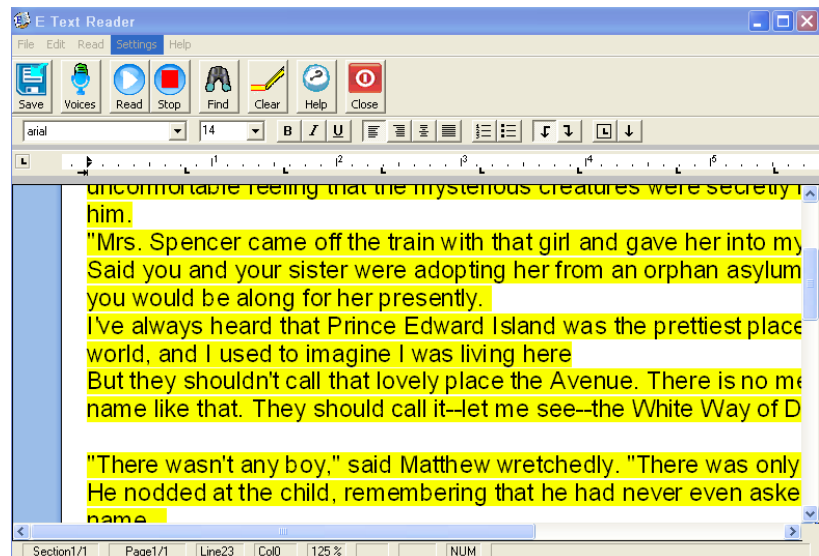
Click the **Extract** button.



It may take a few minutes for E-Text Reader to process the entire book, but when completed, a separate document window will open (shown at right).

The document contains all of the highlighted text for the color(s) you selected above.

Remove the highlighting from this document by choosing **Clear Highlights** from the Edit menu, or use the **Clear** tool in the toolbar.



Use **Save As** in the **File** menu to save the file for future review or studying.



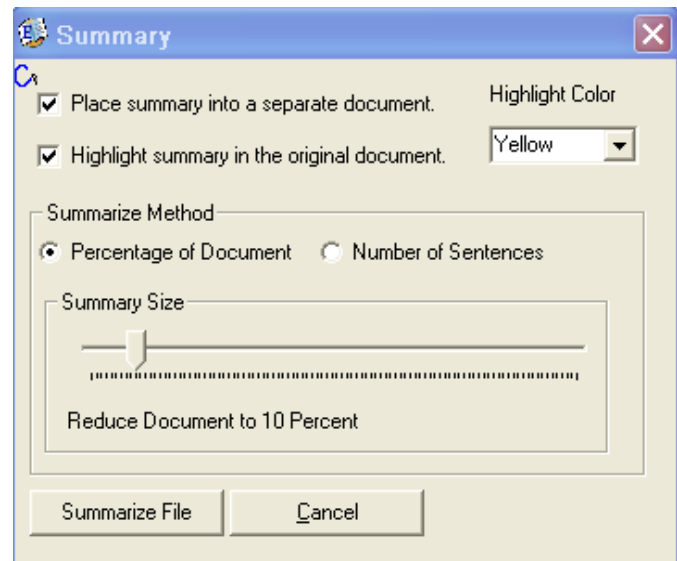
## 1.12 Summarizer tool

E-Text Reader has a built-in document summarizer. To reduce the document to a shorter document containing its basic essential information, click the **Summarize** button.



In the **Summary** dialog box shown here, choose the **Summarize Method**. Choosing 10 Percent is a good place to start, or you may choose the number of sentences you want the document reduced to.

The Summarize tool is probably best used with textbooks or other instructional documents. You may want to create separate documents containing individual chapters (cut and paste each chapter to its own new document) before using the summarize tool.



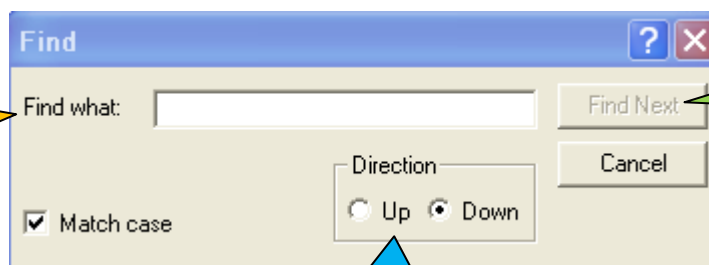
**TRYING TO SUMMARIZE AN ENTIRE TEXTBOOK may NOT give you a very useful document.**

## 1.13 Find

You can search for a word or part of a word in your document. Click the **Find** tool button:



Type a word or part of a word into the **Find what** box



Click **Find Next**

Choose a **Direction** to search

## 1.14 Translation

The E-Text Reader can translate to and from 8 different languages. When the translation is done, a new document window will open with the translated text. This document can be saved.

**NOTE: You must be connected to the internet for the Translation tool to be functional. Your text is sent to the Premier web site and translated, then returned to your E-Text Reader program.**

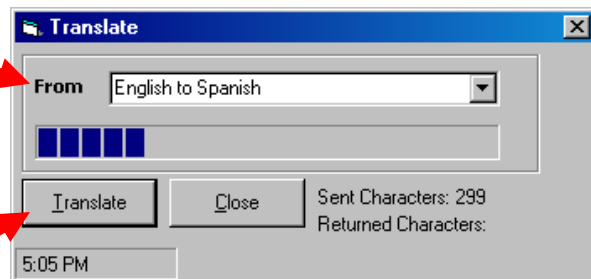
1. **Open** a document or “cut and paste” information into a new E-Text Reader document window.

**(To practice, you may want to select a small block of text from an existing document, choose Copy from the Edit menu. Then from the File menu chose New to open a new document. From the Edit menu, choose Paste to move the text into this new doc. Now, move to step 2)**

2. Select **Translate** from the **Translate** menu.

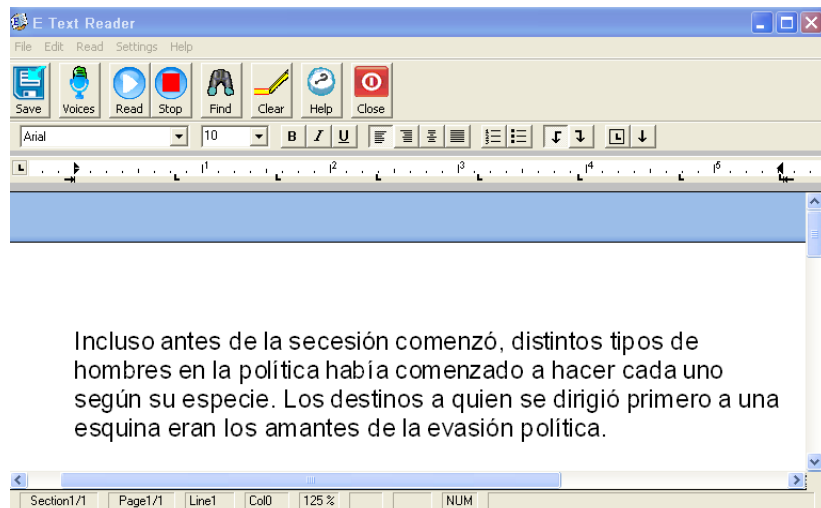


3. Select the language that you want to translate “from” and “to” in the **From** drop down box:



4. Select the **Translate** button. This will start the translation process.

5. When the translation is complete, it will place the translated text into a separate E-Text program window. You may read and/or save this new document.



## 1.15 Hot keys

### 1.15.1 General Hotkeys

Open	CTRL+O
New	CTRL + N
Save	CTRL + S
Print	CTRL + P
Close	Alt+F4

### 1.15.2 Editing Hot Keys

Cut	CTRL + X
Copy	CTRL + C
Paste	CTRL + V
Select All	CTRL + A

### 1.15.3 Visual and Special Hotkeys

Highlight Selected Text	CTRL + H
Extract Highlighted Text	F3
Quick Zoom	CTRL + Q
Insert A Bookmark	F9
Move To Prior Bookmark	CTRL+F7
Move To Next Bookmark	CTRL+F8

### 1.15.4 Reading Hot keys

Read	F6
Stop Reading	F7
Read a Word at a Time	CTRL + Right/Left Arrow
Spell Word	Left or Right Arrow
Help	F1

## 2 Software Summary

### 2.1 Publisher

Premier Assistive Technology, Inc.

1309 N. William St., Joilet, IL 60435

<http://www.readingmadeez.com/>

### 2.2 Description

The E-Text Reader is designed to help those who have trouble reading or comprehending the printed word. This reader will read (using digital voices) the electronic version of books (“E-Books, or E-Text”) to you. The E-Text Reader can read any document in Standard Text, MS Word, RTF (“Rich Text Format”) and HTML formats.

### 2.3 System Requirements

#### **Windows XP, Vista**

1GB Pentium or Faster

#### **USB**

1.1 or 2.0 compatible (if using scanner)

#### **Internet Browser**

Internet Explorer 6.0 or higher

#### **Display Resolution**

1024 x 768 or higher recommended

512 MB recommended

600MB disk space, sound card

## 3 Vendor Information

### 3.1 Software Help

Full software manual in the Help menu

Tutorial videos (4) available in Help menu

### 3.2 Included with purchased software

Installation disk

Free copy of Microsoft Anna voice on installer disk

Free software manuals included during program installation

### 3.3 Online Resources

All software manuals and videos are available online at:

<http://www.readingmadeez.com/training/videos.html>

On-site training is available from Premier. For information:

<http://www.readingmadeez.com/training/>

### 3.4 Training videos

Yes, included in Help menu, included in program installation, and available online at the company's web site.

## 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](mailto:jeff.diedrich@gmail.com)

Mark Dennis, Educational Consultant, [altformat.mark@gmail.com](mailto:altformat.mark@gmail.com)