
Victor Reader Soft Bookshare Edition version 2.5

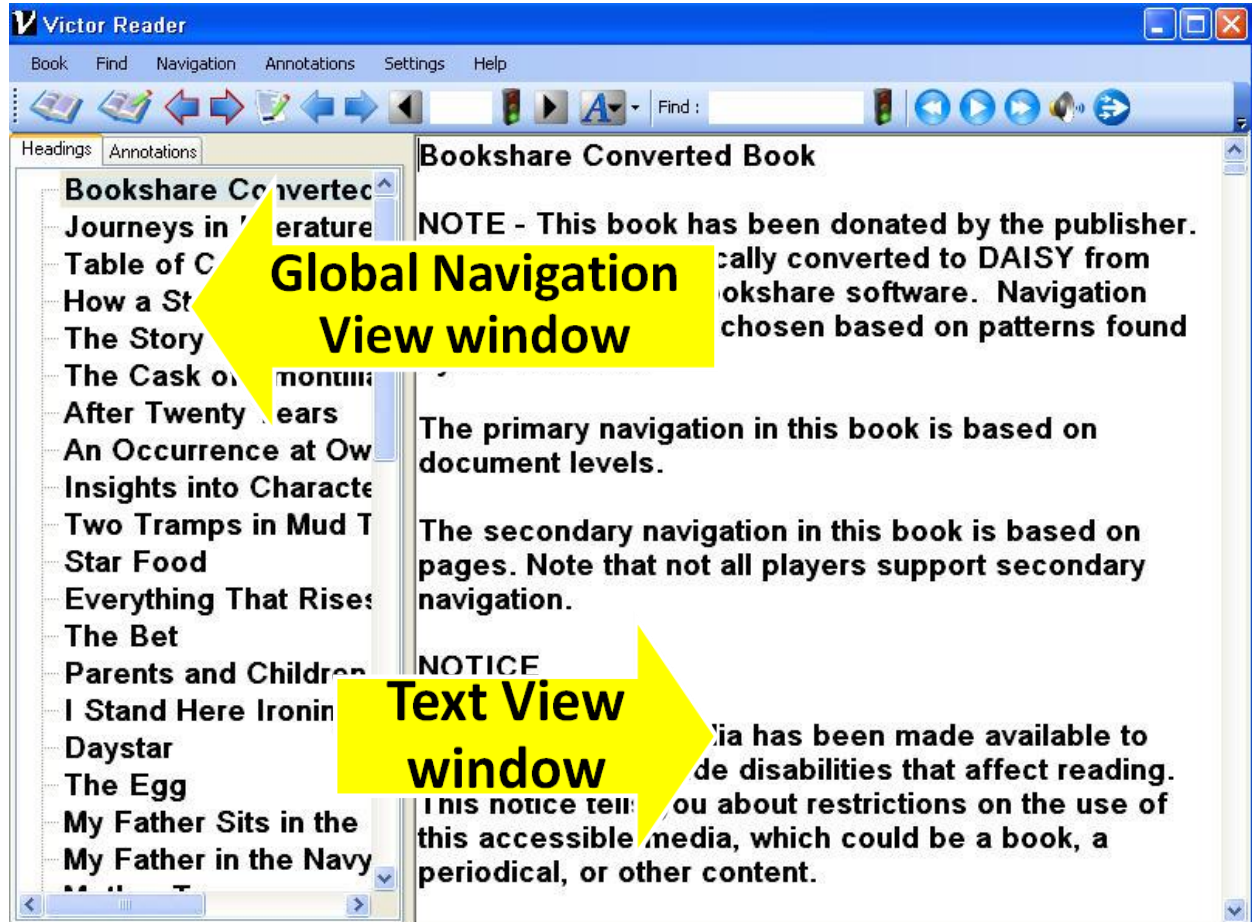
- **Quick-Start Guide**
- **Software Summary**
- **Vendor Support**



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)

Quick-Start Guide

Screenshot



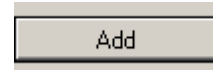
User Profiles

When starting Victor Reader Soft – Bookshare, the **User Profile** window will open:

You may use the “**Default**” setting, however, most users will want to create one or more custom settings so that the audio and screen display meets their own needs and preferences.



To create a new User Profile, click the **Add** button.



In the list, a new user will appear, called **User 01**:



(note: there is no option to rename users)

If you want to create another user profile, Click the **Add** button. The next profile will be named User 02.

Highlight User 01, then click the **OK** button to enter the program.

To change User Profiles, at any time you may go to the **Settings** menu and choose **User Profiles**.

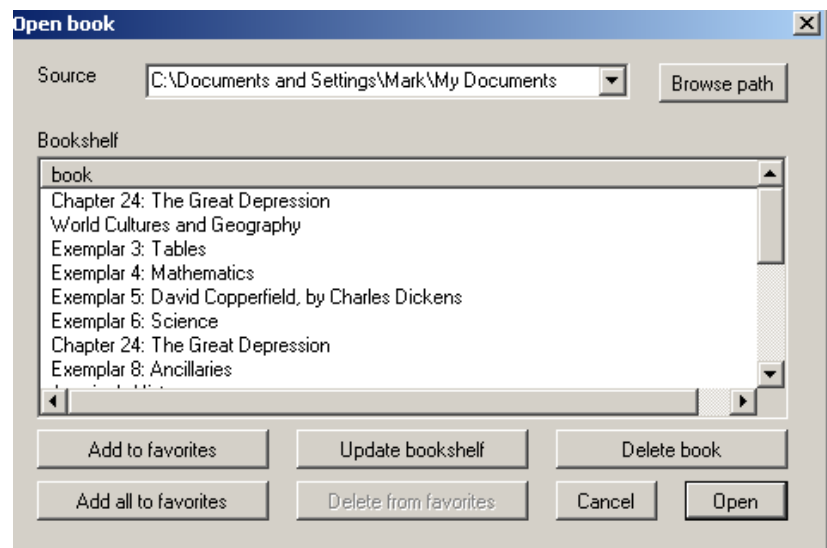


Adding books to Favorites

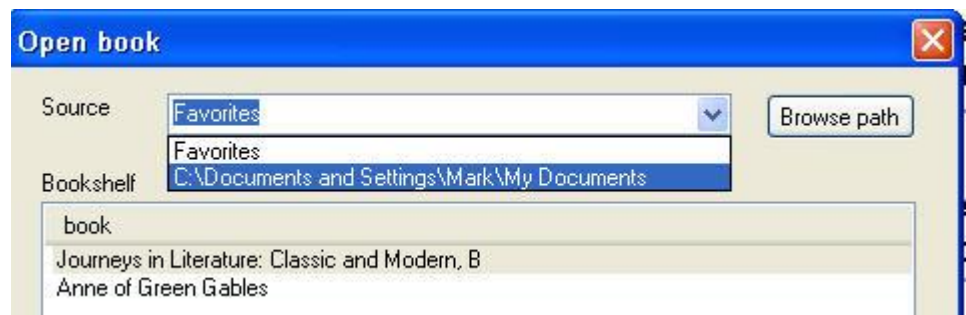
When the program starts, the Open book window will appear.

The Source window is at the top of the screen.

The Bookshelf displays all of the books found in the area shown in the Source window.



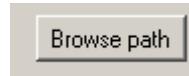
In the Source window, there is an area called Favorites. It can be found by using the drop down arrow on the right side of the box.



The Plan: to add the books you are currently using into the **Favorites** area.

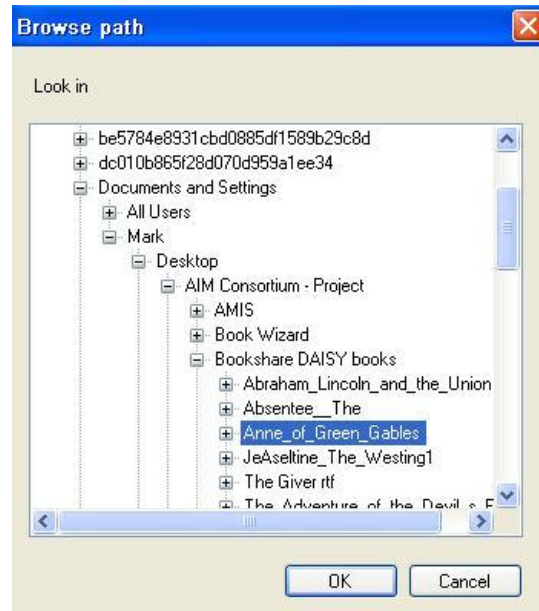
To add books to your Favorites area:

Click the **Browse path** button



In the **Browse path** window, navigate to the folder that holds DAISY books.

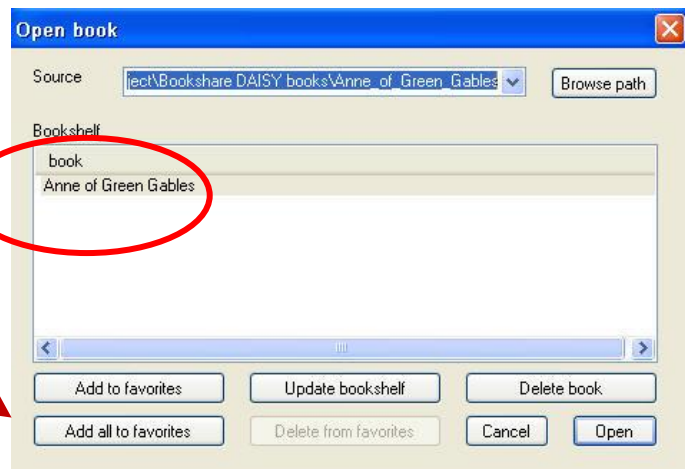
Highlight the folder containing the DAISY book(s) and click OK.



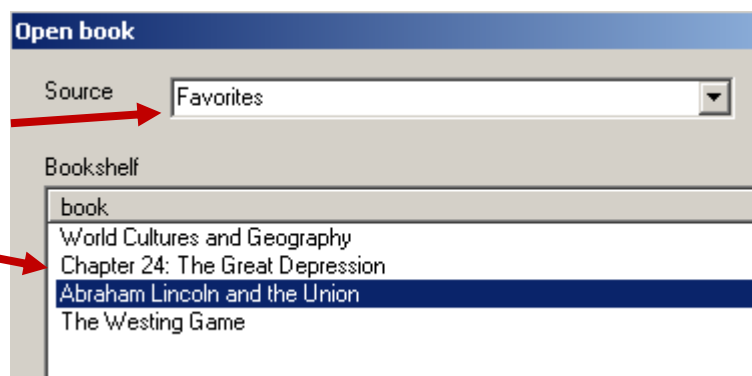
With the book(s) showing in the bookshelf window, click

Add to favorites

Use the Browse path button to add all of the books are are currently using.



When finished, highlight **Favorites** in the Source window, and all of your current books should be showing in the **Bookshelf**:

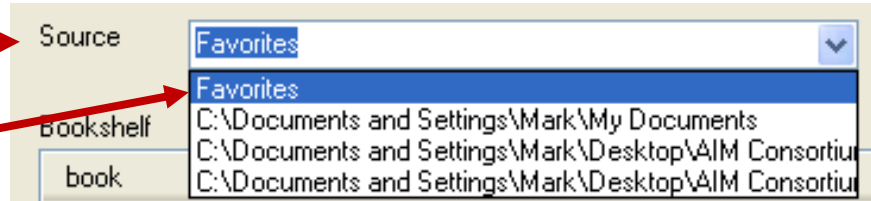


Read a book

To open a book, click the **Open Book** toolbar button

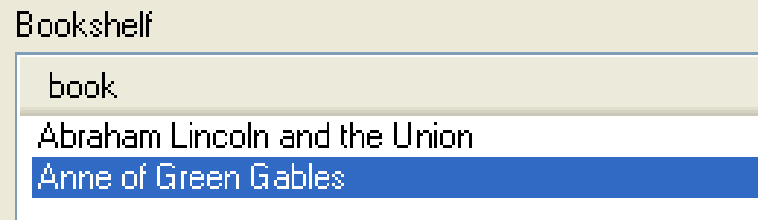


In the **Source** window,



Highlight **Favorites**

Highlight the book you want to read.



Click **Open**

To read the book, use the **Play Stop** button in the toolbar. Click once to **Play**. Click again to **Stop**.



Play Stop

To adjust the **Volume**, use the speaker icon:



Volume

To adjust the rate of speech, use the **Speed** button:

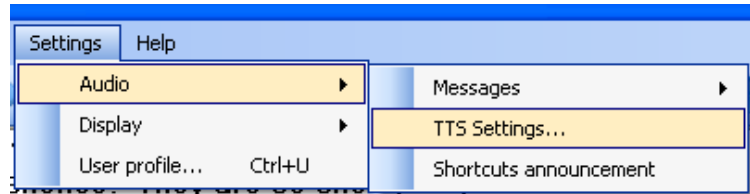


Speed

Audio Options

Change Voice

To change the default voice:
open the **Settings** menu
highlight **Audio**,
Click **TTS (Text-To-Speech)**

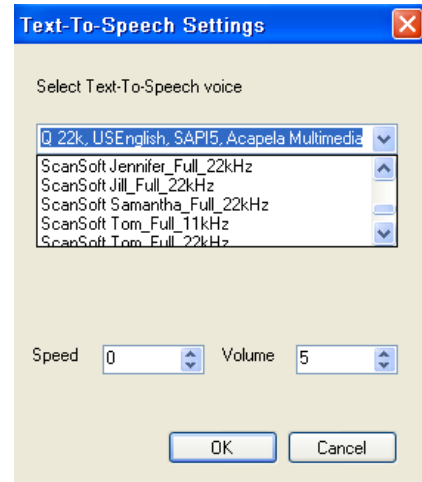


In the **Text-to-Speech Settings** window, use the drop-down arrow to open the list of available voices.

Click on a new voice.

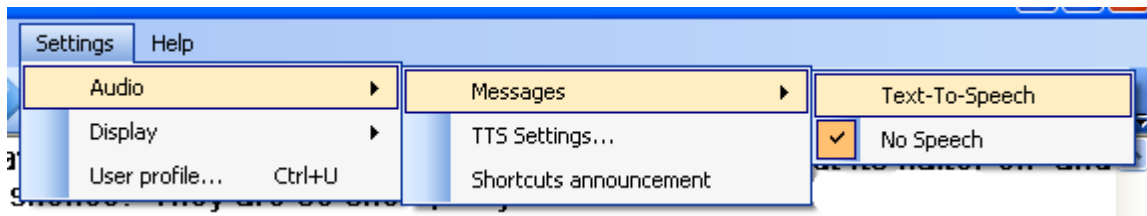
Adjust the speed and volume of the new voice as desired.

Click **OK**



Application messages

People with vision impairments use a second voice for reading the onscreen application messages such as menus and tool labels. Most sighted users will want to turn off the messaging voice.



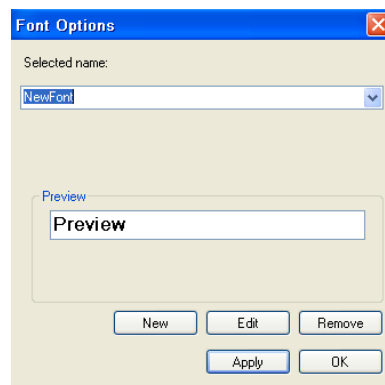
In the **Settings** menu, highlight **Audio**, **Messages**, and then select **Text-to-Speech** if you want the messaging voice, or **No Speech** if you want to turn it off.

Display Options

Font

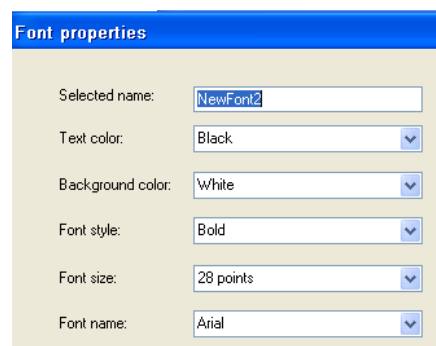
To adjust the font, you may open the Settings Menu, highlight Audio, and click on Font.

In the **Font Options** dialog box, you may create new font sets by clicking the **New** button.



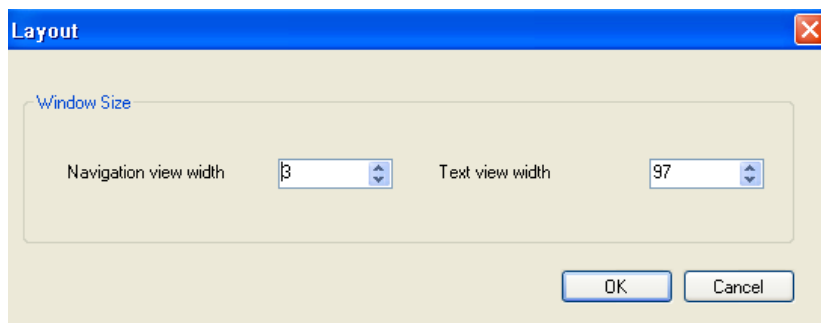
The **Font properties** box will open (shown right), and you may use the drop down boxes to set the text color, size, and background color.

Be sure to type a name for your new font set at the top of the window, then click the **OK** button.



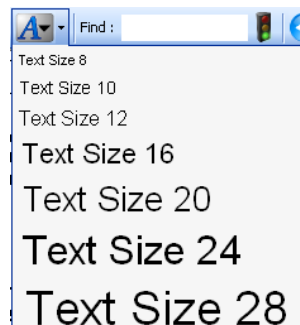
Layout

The Layout refers to the size of the text and navigation view windows on your screen. Using the arrows, you may increase or decrease the size of the text or navigation view windows. Note: when you increase the size of one window, the other automatically gets smaller.



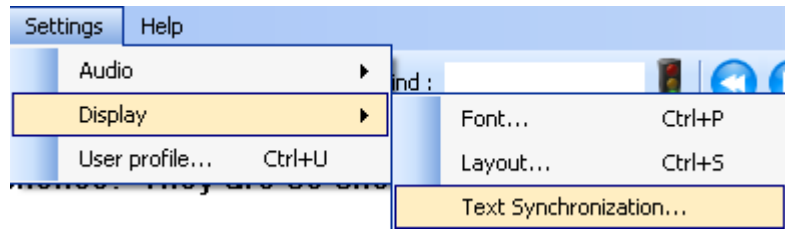
Font toolbar button

To quickly change the font size only, use the toolbar button shown here:

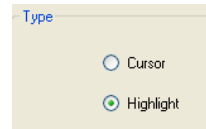


Text Synchronization

Text synchronization is always turned on in Victor Reader Soft. You do, however, have two choices regarding what that synchronization looks like. In the **Settings** menu, highlight **Display** and choose **Text Synchronization...**



Choose **Cursor** or **Highlighting**



Global Navigation View window

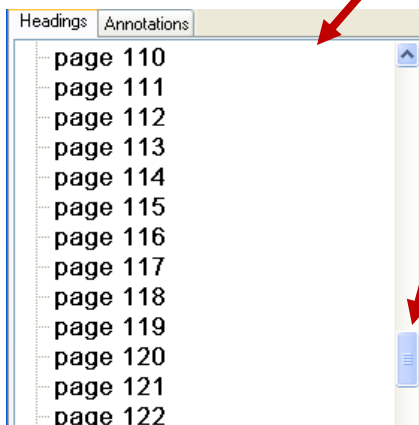
The **Global Navigation View** window is one way for the user to move around a book. Located on the left side of the screen, the **Global Navigation View** window is a list of headings or pages.

If the Bookshare book was **created with headings**, the Global Navigation View window will look like the one on the right.



to

If the Bookshare book was **created with page navigation**, the Global Navigation View window will look like the one below:



To move to any spot in the book:

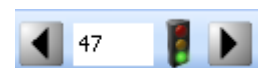
Use the **scroll bar** to move up and down in the list of headings or pages.

Click once on the heading or page you wish to move to.

Navigate by Page tools

In the toolbar you will find a set of tools for navigating by page.

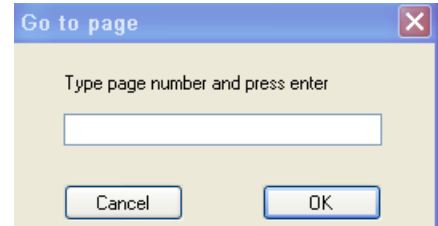
To go to a specific page, type the page number in the box and click the green light icon.



To move ahead or reverse by pages, use the forward and backward arrow buttons

Navigate by Page – keyboard shortcut

Using the “g” key on your keyboard opens up a Go to page dialog box. Simply type the page number into the box and click OK.



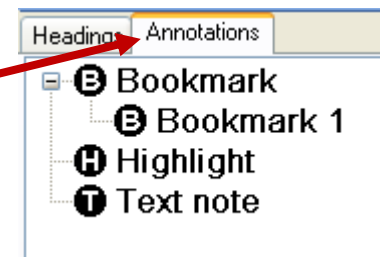
Keyboard shortcut:

G

Annotations

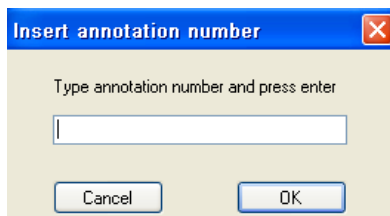
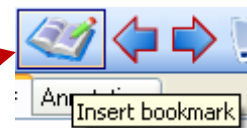
Annotation tab in Global Navigation View

Find and click the Annotations tab in the Global Navigation View window. All annotations are kept in this tab, making it easy to view or move to a specific bookmark, text note or highlight.



Adding Bookmarks

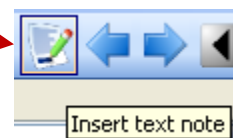
Multiple bookmarks may be placed in a book. Move to any page in the book to be bookmarked, and use the **Insert Bookmark** tool.



You may type in a number for this new **Bookmark**, or by pressing the **Enter key**, Victor Reader Soft will number it for you. The bookmark will then be added to the Bookmark list found in the **Global Navigation View – Annotations** tab.

Adding Text Notes

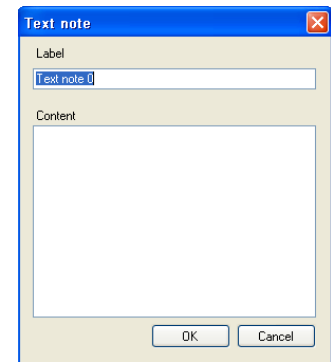
Text Notes may be easily added using the Insert Text Note tool. To add notes, move to the page where you want the notes added and Click the Text Note tool. Number the annotation, or click Enter to let Victor Reader number it for you.



When the **Text note** box appears, you may give this note a label by typing in the top box.

Add your note in the **Content** box, then

Click **OK**

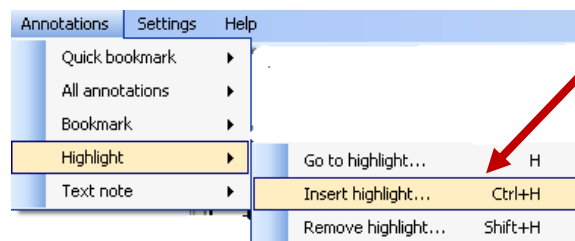


Adding Highlights

Use a **click-and-drag mouse** action to highlight text as shown below:

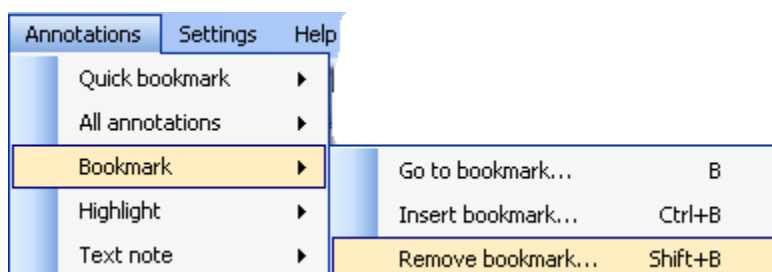
"Mrs. Spencer said that my tongue must be hung in the middle. But it isn't--it's firmly fastened at one end. Mrs. Spencer said your place was named Green Gables."

In the **Annotations** menu, point at **Highlight**, then click on **Insert Highlight**



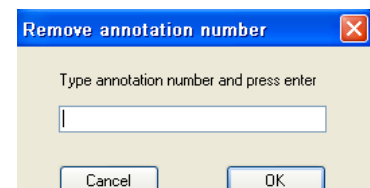
In the dialog box that appears, give this new annotation a number, or click **Enter** to let Victor Reader Soft number it for you.

Deleting Annotations



To delete an **Annotation**, such as the **Bookmark** shown at the left:

Use the **Annotations** menu, highlight the corresponding Annotation (Bookmark, Highlight or Text note), then choose **Remove** from the submenu. Before removing, be sure you look in the Annotations tab (Global Navigation View) to verify the number on the annotation you wish to delete.



Quick Bookmark

Victor Reader Soft has a feature called Quick Bookmark. Think of it as the electronic version of a traditional bookmark such as a slip of paper that is moved to a new location as you read the book.

To set a Quick Bookmark:

Hold the Control key and press the Q key on your keyboard

CTRL-Q

To move to your Quick Bookmark location:

Press the Q key on your keyboard

Q

Note: When you set a new quick bookmark, the previous quick bookmark is removed and replaced by the most recent one

Shortcut Keys

| Command | Shortcut |
|-----------------------|----------------|
| Book menu | ALT + B |
| Open Book | Control + O |
| Close Book | Control + F4 |
| Info | I |
| Exit | ALT + F4 |
| Find menu | ALT + F |
| Find | Control + F |
| Find next | F3 |
| Navigation menu | ALT + N |
| Next element | Right arrow |
| Previous element | Left arrow |
| Go to Page | G |
| Go to heading | Control + G |
| Beginning of Book | Control + Home |
| End of Book | Control + End |
| Where am I? | W |
| Navigation mode | Z |
| Annotations menu | ALT + O |
| Go to Quick Bookmark | Q |
| Insert Quick Bookmark | Control + Q |
| Go to Annotation | A |
| Annotation View | Alt + A |

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| | |
|-----------------------------|-------------------------|
| Remove Annotation | Shift + A |
| Go to Bookmark | B |
| Insert Bookmark | Control + B |
| Remove Bookmark | Shift + B |
| Go to Highlight | H |
| Insert Highlight | Control + H |
| Remove Highlight | Shift + H |
| Go to Text note | T |
| Insert Text note | Control + T |
| Remove Text note | Shift + T |
| Export Text notes | Control + X |
| Settings menu | ALT + S |
| Font | Control + P |
| Layout | Control + S |
| User Profile | Control + U |
| Help menu | ALT + H |
| Key Describer | D |
| User Guide | F1 |
| Cancel | Esc |
| Confirm | Enter |
| Fast Forward | Press and hold F |
| Go to next level X | 1, 2, 3, 4, 5, 6 |
| Go to previous level X | Shift + 1, Shift + 2... |
| Next Page | Page down |
| Play/Stop | Space bar |
| Previous Page | Page up |
| Rewind | Press and hold R |
| Scroll down | Down arrow |
| Scroll up | Up arrow |
| Sleep mode setting | 9 |
| Speed down | Shift + S |
| Speed up | S |
| Volume down | Shift + V |
| Volume up | V |
| Text Note shortcuts: | |
| Beginning of Line | Home |
| End of Line | End |
| Next Character | Right arrow |
| Next Line | Down arrow |
| Next Paragraph | Control + Down arrow |
| Next Screen | Page down |
| Next Word | Control + Right arrow |
| Previous Character | Left arrow |
| Previous Line | Up arrow |
| Previous Paragraph | Control + Up arrow |
| Previous Screen | Page up |
| Previous Word | Control + Left arrow |

Software Summary

Publisher

Humanware
175 Mason Circle
Concord, CA 94520

Toll-free phone (US only) 1 800 722-3393
E-mail: us.info@humanware.com
<http://www.humanware.com/>

Description

Victor Reader Bookshare is playback software exclusively for use with DAISY books downloaded from www.Bookshare.org. It includes navigation features, and customization of audio and display features. Multiple user profiles may be created in order to meet the needs of diverse learners. Bookmarks, text notes and highlights may be added to the text by the user.

System Requirements

The recommended minimum system requirements for Victor Reader are as follows:

| Specification | Minimum Requirement |
|--|----------------------------|
| Operating system | Windows 2000 or XP |
| RAM | 128 MB |
| Available hard disk space for installation | 100 MB |

Vendor Information

Software Help Menu

Contains User Guide (F1)

Links to Bookshare.org and DAISY consortium

Included with purchased software

The Victor Reader Soft Bookshare version is available as a free download for Bookshare members. A User Guide in MSWord format (.doc) is also available as a free download from Bookshare.org

Online tutorial

None

Online training videos

Not for Victor Reader Soft – Bookshare. However, other related videos are available at: http://www.humanware.com/en-usa/products/product_presentations

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