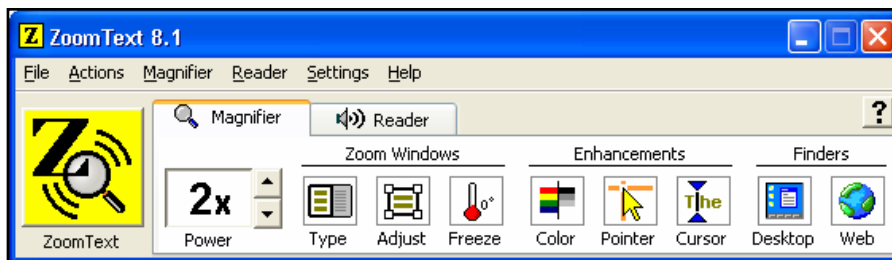


## Starting ZoomText

Do one of the following:

- On the desktop, select the **ZoomText** program icon.
- In the Windows Start menu, choose **Programs** ▶ **ZoomText** ▶ **ZoomText**

**Note:** ZoomText can be configured to load automatically when starting Windows. This option can be selected while installing ZoomText, or in the ZoomText Preferences dialog box.

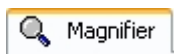


## The ZoomText User Interface

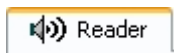
When you start ZoomText its user interface appears on the screen.



**ZoomText button** Enables or disables ZoomText. When disabled, all magnification and speech features are turned off without exiting the program.



**Magnifier tab** Displays toolbar controls for ZoomText's magnification features.



**Reader tab** Displays toolbar controls for ZoomText's screen reading features.



**Help tool** Displays help information about the clicked-on item.

## Minimizing and Restoring the User Interface

The ZoomText user interface can be minimized (hidden) and restored (made visible) without affecting the operation of ZoomText.

### ► To minimize ZoomText

Do one of the following:

- Click on the minimize button.
- While the ZoomText user interface is active, press ESC.

### ► To restore ZoomText

Do one of the following:

- Click on the **ZoomText 8.1** button in the task bar.
- Press the Display User Interface hotkey:  
CTRL + SHIFT + U.

**Note:** If the ZoomText user interface is already open, but covered by other applications, restoring it will bring it into view.

## Enabling and Disabling ZoomText

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When ZoomText is run on your system, it automatically begins magnifying and reading your screen. You can enable and disable ZoomText at any time, without exiting the program. When disabled, ZoomText returns the screen to its normal (unmagnified) state and all speech output is terminated.

### ► To enable ZoomText



On the ZoomText user interface, select the **ZoomText** button.

Menu: **A**ctions ► **E**nable **Z**oomText

Hotkey: ALT + INSERT

## ► To disable ZoomText



On the ZoomText user interface, select the **ZoomText** button.

Menu: **A**ctions ► **D**isable **Z**oomText

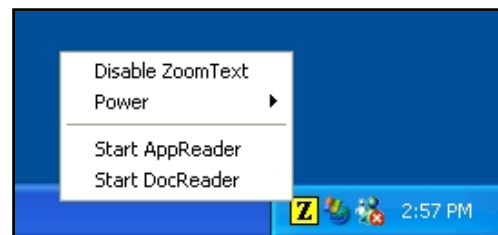
Hotkey: ALT + DELETE

## Using the Tray Icon

When ZoomText is running, its program icon appears in the system tray. Clicking on the tray icon will pop up menus that contain important ZoomText settings.

By left-clicking the tray icon, you can perform the following:

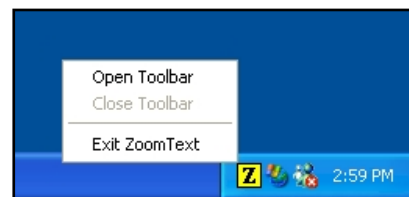
- Enable and disable ZoomText
- Adjust the magnification level
- Start AppReader or DocReader



*Left-click menu*

By right-clicking the tray icon, you can perform the following:

- Open or close the ZoomText toolbar
- Exit ZoomText



*Right-click menu*

## Using Tools with the Keyboard

ZoomText tools can also be operated using keyboard commands that simulate mouse actions. When a ZoomText tool is active, you can use the keyboard commands from the following table.

Mouse Action	Keyboard Command
Move the pointer	UP, DOWN, LEFT, RIGHT
Left-click	ENTER
Right-click	ESC
Drag object right	SHIFT + RIGHT
Drag object left	SHIFT + LEFT
Drag object up	SHIFT + UP
Drag object down	SHIFT + DOWN

## Getting Help

ZoomText provides the following documentation and tools to help you learn and work with the program:

- ▶ **ZoomText Online Help** You can access complete documentation directly from the user interface and find topics using the contents, index, and search tabs.
- ▶ **ZoomText Help Tool** Displays pop-up descriptions for clicked-on items in the ZoomText toolbars.
- ▶ **What's This Tool** Displays pop-up descriptions for clicked-on items in a ZoomText dialog box.

## Setting the Magnification Level



### Adjust the magnification level

On the Magnifier toolbar, adjust the level in the **Power Box**

#### Hotkey:

Increase	ALT + NUMPAD PLUS
Decrease	ALT + NUMPAD MINUS



Adjust

**Adjust** Sizes or moves a zoom window. To size a window, drag any handle. To move a window, drag inside the window frame. Right click to exit the tool. Note: The Full zoom window cannot be sized or moved.



Freeze

**Freeze** Freezes a portion of the full-zoom window. The Freeze window allows you to monitor one area of your application while simultaneously viewing and working in other areas.



Color

**Color** Selects color enhancement settings. Color enhancements improve screen clarity for easier viewing and reduced eyestrain. You can choose from preset color schemes or configure your own custom color settings.



Pointer

**Pointer** Selects mouse pointer enhancement settings. Pointer enhancements make it easy to locate and follow the mouse pointer. You can choose from a variety of preset pointer enhancement schemes or configure your own custom pointer enhancements.



Cursor

**Cursor** Select cursor enhancement settings. Cursor enhancements make it easier to locate and follow the text cursor. You can choose from a variety of preset cursor enhancement schemes or configure your own custom cursor enhancements.



Desktop

**Desktop** Activates the Desktop Finder. The Desktop Finder helps you find and launch programs on the desktop, system tray and quick launch bar. In addition, the Desktop Finder also helps you find and open items in the Control Panel, Programs menu and My Documents folder.



Web

**Web** Activates the Web Finder. The Web Finder helps you find links and controls in any webpage.