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# Readit Family

Software User Manual

Version 2.4.x Rev A

English

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## Readit Wand



**VisionAid International**

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# Introduction

Congratulations on choosing a VisionAid International Redit product. This user manual will provide you with full instructions in using the Redit software and applies to the following four products:

1. Redit 22" Touch
2. Redit PC
3. Redit Scholar
4. Redit Wand

## Redit improvement program

Users are the best people to help us improve and develop our products so if you have any ideas or suggestions, no matter how small, please do contact us.

### Suggestions contact information

Please use the following methods to contact us regarding your suggestions:

**Email:**

[suggestions@visionaid-international.com](mailto:suggestions@visionaid-international.com)

**Post:**



VisionAid International Ltd.  
Bridge Lodge, Spalding, Lincolnshire  
PE11 3AU  
United Kingdom

**Phone:**

+44 (0) 1775 711 977

Thank you and we wish you many hours of enjoyment with your Redit powered system.

# System requirements

The Redit software requires the following operating systems and hardware in order to run:

## Operating systems

Redit software is supported on the following operating systems:

Windows XP (all versions) 32bit only

Windows Vista (all versions) 32 and 64 bit

Windows 7 (all versions) 32 and 64 bit

## Hardware

### Minimum

Processor	Single Core Intel Atom or AMD Athlon 3000+
RAM	XP: 512MB, Vista / 7: 1GB
Hard Drive	2GB Free Space, 4MB per page
Graphics Card	32MB Shared graphics
Sounds Card	Windows compatible sound card for speech
USB Ports	1 x USB 2.0

Please note, Redit will run on lower specification hardware, but the time taken to read a document will increase accordingly.

### Recommended

Processor	Intel Core 2 Duo 1.6 GHz or greater
RAM	XP: 1.5GB, Vista / 7: 2GB
Hard Drive	2GB Free Space, 4MB per page
Graphics Card	128MB dedicated graphics card
Sounds Card	Windows compatible sound card for speech
USB Ports	1 x USB 2.0

# Ownership and intellectual property

The software makes use of third party software libraries that are redistributed under their own respective licenses.

LAME is distributed under the terms of the GNU Lesser General Public License (LGPL), a copy of which can be found at <http://www.gnu.org/licenses/lgpl.html> and is included in the software's program directory.

OpenCV is distributed under the terms of the Berkeley Software Distribution (BSD) license, a copy of which is included in the software's program directory.

Copyright (C) 2000-2008, Intel Corporation, all rights reserved.

Copyright (C) 2009, Willow Garage Inc., all rights reserved.

Third party copyrights are property of their respective owners.

### **IMPORTANT:**

- 1. Administrative rights are required in order to install the Readit software. If you are on a business network with limited access permissions, you will have to speak to your IT support department for them to temporarily provide you with admin rights to install the software.**
- 2. Your computer should meet the minimum system requirements as previously detailed. For the best experience, they should meet the recommended requirements.**
- 3. We strongly recommend that you run Windows Update before installing the Readit software to ensure you have the latest patches for your operating system and for Microsoft Office.**

## **Software installation**

The software installation is divided into two parts – the Readit software itself and Voice Packs. Voice Packs provide you with the available voices for that language, allow you to OCR text in that language and allow you to change the menu into that language, (providing translations have been completed).

### **Part 1 - Readit Software Installation**

Insert the installation CD in to your CD / DVD drive, then:

1. Click the “Start” button in the bottom left corner of your screen
2. Click “Computer” or “My Computer”
3. Double click on your CD / DVD drive letter (often D:)
4. Navigate to the “Readit” folder
5. Double click “setup.exe”
6. Follow the on screen instructions

### **IMPORTANT:**

**Do not run “Readit 2.x.x.msi”. You must run “setup.exe” to install the Readit software correctly as this will install other necessary components automatically.**

## Part 2 - Voice Pack installation

Once the Redit application has installed, you will need to install at least one Voice Pack:

1. Click the “Start” button in the bottom left corner of your screen
2. Click “Computer” or “My Computer”
3. Double click on your CD / DVD drive letter (often D:)
4. Navigate to the “Voice Packs” folder
5. Double click on the voice pack you wish to install
6. This will take several minutes. When complete, the Voice Pack installation window will disappear.

**TIP:**

**Your Redit software and voice packs can be installed and activated on up to three machines for your own personal use.**

# Starting / Exiting Readit Software

Once the Readit software and at least one Voice Pack has been installed, you will be able to run Readit for 30 days without activating it.

## Running Readit Software

Once Readit has installed, you can either run the program from its program folder, (Start -> All Programs -> Readit -> Readit), or double left click the Readit shortcut on the desktop.



## Exiting Reading Software

There are three ways to exit Readit:

1. Press and hold Alt and then press F4.
2. Go to File -> Exit on the menu. To access the menu if you're in a document, press Alt. The menu can then be navigated using the arrow keys and Enter, or the mouse.
3. If running in Windowed Mode, press Alt to allow access to the menu, and then click on the "X" in the top right corner.

You will be prompted to save or discard any unsaved documents before exiting.

### **READIT SCHOLAR AND READIT PC WARNING:**

**Always ensure the camera lens has fully retracted before transporting. This is done by exiting the Readit software or turning the camera off, before unplugging Readit Scholar's USB cable. Failure to do so may lead to camera damage in transport and is not covered by warranty.**

### **RECTIFYING POWERSHOT SDK ERROR IN WINDOWS VISTA:**

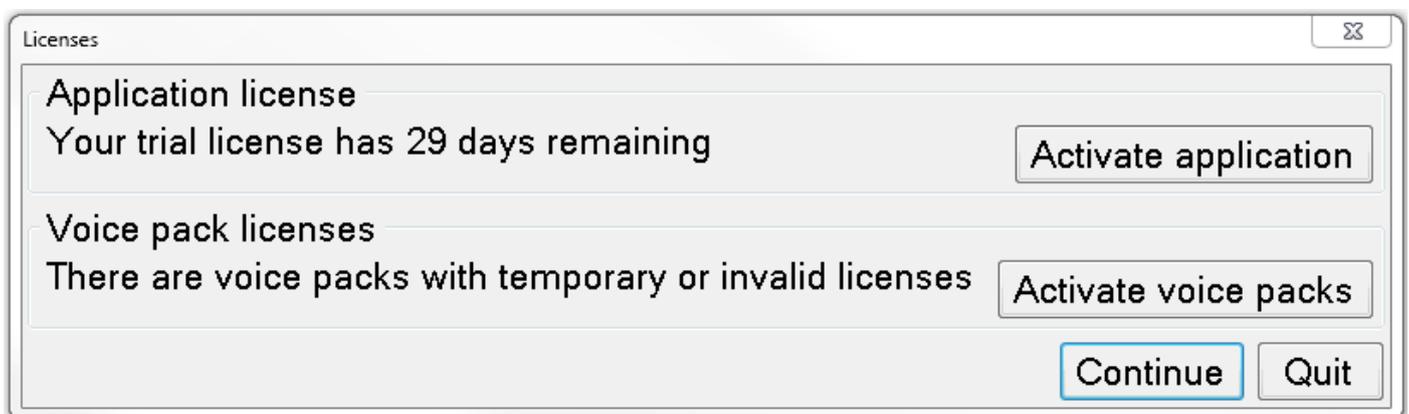
**On some Windows Vista installations, Readit fails to set XP compatibility mode due to a bug with Windows Installer. To set this manually, please see "FAQ and Troubleshooting" on page 47.**

# Activating Readit Application and Voice Packs

The Readit software license allows you to install and run the software and voice packs on up to three machines. They will run for 30 days without activation.

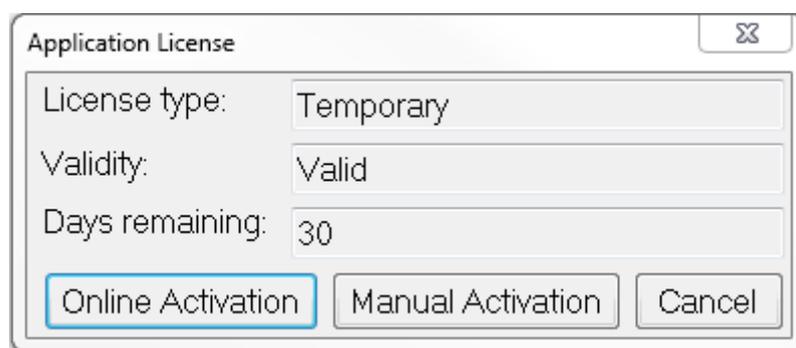
You will need an internet connection in order to activate online using our remote server or e-mail. Alternatively, for users without an internet connection, on their machine you can telephone your distributor or email the required information from another machine to receive your activation keys for both the Readit Application and Voice Packs.

On start-up, Readit will inform you if you have any non-permanent licenses:



Simply select the relevant “Activate” button or alternatively go to Tools -> Application or Voice Licenses on Readit’s menu.

## Readit Application Activation



### Online Activation

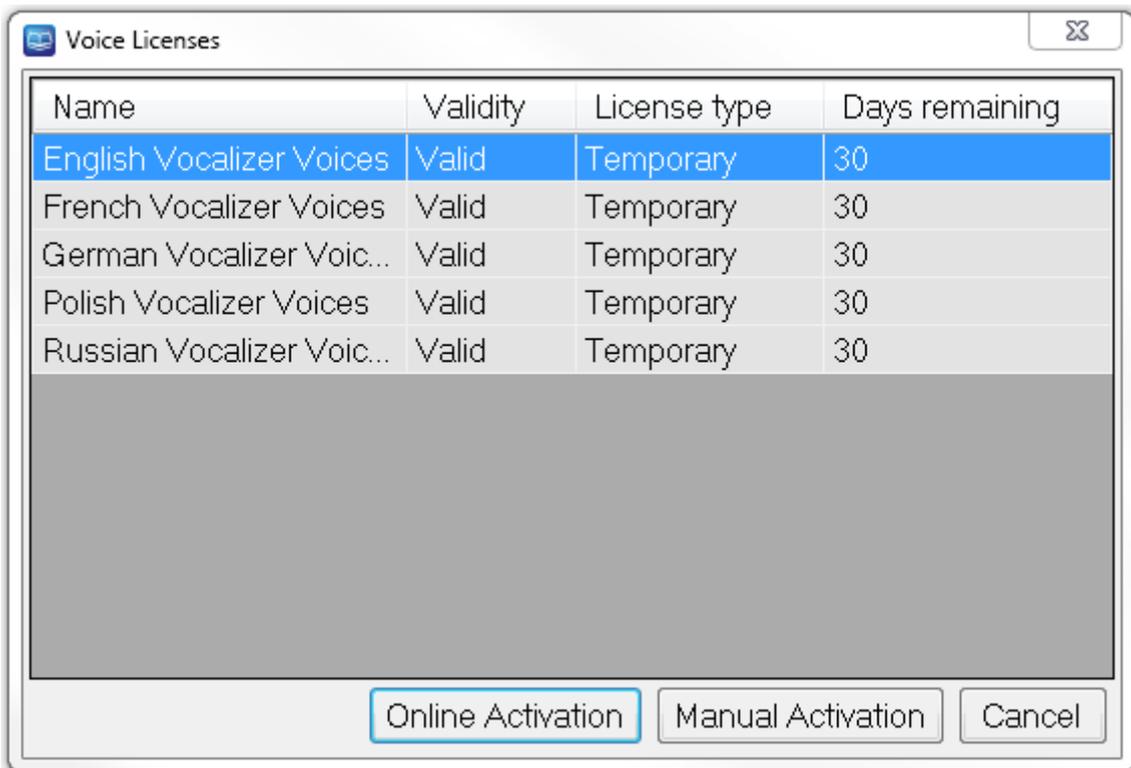
1. Select “Online Activation”.
2. You simply require your product’s serial number. Enter this, (including dashes), when prompted and select “Activate”.

3. You will be informed if activation is successful and of the number of activations you have remaining.

## Manual Activation

1. Select “Manual Activation”.
2. For manual activation, you will need to provide your **software version**, **hardware ID** and **product serial number**.
3. Follow the on-screen instructions and either contact VisionAid International Ltd by phone on +44 (0) 1775 711 977, email [activation@visionaid-international.com](mailto:activation@visionaid-international.com) or contact your distributor.
4. Once you have your activation key, enter it into the Activation key field and press Activate.

## Voice Licenses Activation



## Online Activation

1. Select the voice pack you wish to activate and then choose “Online Activation”
2. You simply require your product’s serial number. Enter this, (including dashes), when prompted and select “Activate”.
3. You will be informed if activation is successful and of the number of activations you have remaining for that particular voice pack.

4. Repeat this procedure for all voice packs you wish to activate.

## **Manual Activation**

1. Select “Manual Activation”.
2. For manual activation, you will need to provide your **software version, hardware ID** and **product serial number**.
3. Follow the on-screen instructions and either contact VisionAid International Ltd by phone on +44 (0) 1775 711 977, email [activation@visionaid-international.com](mailto:activation@visionaid-international.com) or contact your distributor.
4. Once you have your activation key, enter it into the Activation key field and press Activate.

### **IMPORTANT:**

1. **Once a voice pack has been activated, you will manually have to change your interface and reading voice. To do so, please see the Interface and Speech sections on pages 44 and 45.**
2. **Readit’s software license allows up to 3 separate installs of the software and voice packs for the licensed user. Each install is tied to a unique Hardware ID, so a different software and voice pack activation key is required for each machine that it is installed on.**
3. **If additional licenses are required, they can be purchased from your local distributor or directly from VisionAid International Ltd.**
4. **If you need to re-activate the Readit software or any voice packs on a machine, for example after formatting your hard drive, it will not use up an additional activation.**

# Using Readit Software

## IMPORTANT:

For individual product hardware differences, (between Readit PC, Scholar and Wand), please see the relevant Hardware Guides.

Readit is designed to be used with a keyboard and for partially sighted users a mouse, touchpad or trackball. If you have a system with Windows 7 and a multi-touch monitor, additional multi-touch features can also be used.

Readit has two main “modes”. They are **Camera mode** and **Document mode**. To change between these modes, simply press “Tab”.



**Camera mode** is used to photograph your documents and also view documents in a real-time magnifiable view.

**Document mode** is used to read your captured documents in many enhanced ways with speech output as well as for importing and exporting documents.

**Readit Wand** replaces **Camera mode** with **Virtual X/Y**. This is a low frame rate but high resolution equivalent that can be scrolled around using your mouse.

If the software is started and Readit Scholar’s camera is connected and turned on, you will automatically be in “Camera Mode”. If the camera is connected and turned on after the Readit software is started you will automatically be taken to Camera mode.

## Accessing the Menu

## Alt

Readit’s menu is permanently located at the top of screen. To allow access to the menu via mouse or keyboard, press the “Alt” key. This can then be navigated in the same way as standard Windows application menus, including key accelerators, which are underlined in the menu.

# Camera / Virtual X/Y Mode

Tab



Camera mode allows you to view, magnify and enhance documents in a real time video magnifier view.

Readit Scholar allows you to do this at close-up, distance and in self-viewing modes.

Readit Wand features a Virtual X/Y mode instead, which can be panned around with your pointing device and rotated but has a lower frame rate.

If you are not already in Camera mode, simply press “Tab” to take you there.

## Camera Mode controls

**Zoom in / out Keyboard: - / = and Numpad + / -**



**Mouse: Ctrl and Mouse-wheel**

Press and hold the dash or equals sign or Numpad plus or minus key on the keyboard to zoom in and out. You can also use Ctrl and your mouse-wheel if you have one.

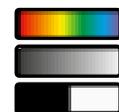
For the Readit Scholar and PC, while holding the key down, a preview of the zoom size is shown. When the key is released the camera actually zooms to that size and automatically re-focuses.

**Toggle between Camera Mode and Document Mode TAB**



Changes between Camera mode and Document mode

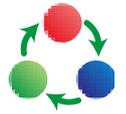
**Cycle full colour, advanced greyscale & binary colour modes C**



Pressing “C” cycles full colour, greyscale and binary modes. Full colour is ideal for looking at photographs. Advanced Greyscale is the standard two-colour way of viewing documents. Binary is an enhanced two colour algorithm that can even distinguish multiple colour texts and backgrounds in your chosen two colour combination.

## Cycle two colour combinations

Shift and C



Pressing “Shift” and “C” together cycles through 5 common two colour-combinations and their inverse: Black / White, Black / Yellow, Blue / Yellow, Black / Green, Black / Cyan.

## Invert colours

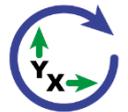
I



When in advanced greyscale and binary modes, pressing “I” allows you to quickly invert your chosen two colour combination which may be necessary for certain coloured texts and backgrounds.

## Rotate Virtual X/Y (Wand only)

R



This enables you to rotate Virtual X/Y mode in 90 degree increments.

This is ideal if you want to look at something quickly, as you can position it under the Wand camera, then simply magnify it and move it around with your pointing device.

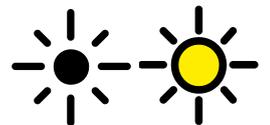
## Re-focus (Scholar and PC only)

F



To manually tell the Readit Scholar and PC camera to refocus, press “F”.

## Adjust colour saturation and greyscale brightness [ and ], 8 and 9, 0



When in colour mode you can decrease and increase the saturation of the image using “[” or “8” and “]” or “9” (left square bracket or eight and right square bracket or 9). To reset the levels to default, press “0”. Please note this is the number strip 8, 9 and 0 and not the number pad keys.

In advanced greyscale and binary mode, you can decrease and increase the brightness of the image, using the same controls. This can help to sharpen the edges and colours of the text you are viewing.

### READIT SCHOLAR DIFFERENCE:

**You must attach the magnetic close-up lens for real-time close up viewing. Failure to do so will mean Readit Scholar will not focus at medium and high zoom levels. Please see the Scholar hardware guide for how to do this.**

# Real-time distance viewing (CCTV) in Camera mode (Readit Scholar only)



## Cycle Target

T

To cycle your target between close-up, distance and self-viewing, simply press “T”.

## Close-Up Viewing



This is the default target. This is used for looking at small pieces of information quickly on your documents, (like a traditional video magnifier), or handwriting. This target should not be used for distance viewing.

## Distance Viewing



This is for viewing and capturing documents in the distance. It rotates the image the correct way round.

## Self-Viewing



This mode mirrors the image, allowing you to look directly at yourself for personal grooming.

## Reading Guides

G



When viewing documents in real-time, horizontal lines and blinds, (reading guides) can be turned on and adjusted, to aid reading text across your documents. Letter “G” on the keyboard cycles between horizontal lines, vertical lines, horizontal blinds, vertical blinds and off.

### Guide 1 position arrow

G and up / down

Holding down “G” and the up or down arrow alters the position of the first line or guide.

### Guide 2 position arrow

G and left / right

Holding down “G” and the left or right arrow alters the position of the second line or guide.

**IMPORTANT: Reading guides only work in Camera / Virtual X/Y mode.**

# Capturing Documents

Readit's main feature is its ability to photograph documents, recognise the words on them, automatically reformat those words to your preferred visualisation, text colour and size, together with the ability to read them out loud at the push of a key.

## Capturing a single document (Appending) Enter

With your document positioned under your camera, firstly ensure you are at the correct zoom level to capture your document. This is not important for Readit Wand, but for PC and Scholar, Readit will take a picture at whatever optical zoom level you have zoomed to.

Then, simply press "Enter" to take a picture. This will initialise Readit's motion detection which means after two seconds of no movement being detected, a picture will be taken. If motion is detected, an audible beep will be emitted. This is ideal if you need to hold the pages of a thick book down before capturing.

If you wish to override the motion detection and timer, (for reduced capture time or if some particular motion is preventing the picture being taken), press Enter again.

If you have not created a document to capture to or have no document open, using Enter will automatically create a new document for you. Using "Enter" for subsequent captures will simply add pages to the end of your current document (append).

As soon as the capture is complete, you will be taken to Document mode, where you can view your captured document in many enhanced visualisations and also have it read out loud. Please see Document Mode on page 20 for more information.

## Capture New (Quick capture to a new document) Q

To perform a single page capture to a brand new document, simply use the letter Q (for Quick Capture).

## Multiple Capture (append) Shift-Enter



To capture more than one page at once, press “Shift” and “Enter” together. After your first page has been captured (denoted by the camera sound), you will be asked to turn the page.

Readit then waits to detect enough motion to signify a page turn, (denoted by a page turning noise), then waits for your document to be still for two seconds before taking the next picture. This repeats until you stop Auto-Capturing by pressing “Escape”, “Shift” and “Enter” again or toggle to Document Mode using “Tab”.

## Append File

Providing you have an open Readit document, you also have the ability to append a file to it. This will import the file and join it onto your current document, using the currently selected capture options.

## Capture Options

**Alt, D**

There are five different settings to control the way your document is recognised. These are found under the Document menu (Alt, D).

### Recognition Enabled

**Shift and R**



Default: Enabled

This enables and disables text recognition. This should only be disabled if you are capturing a document with no printed text, such as a photograph or hand written document.

### Page Straightening

**Shift and P**



Default: Enabled

This enables and disables Readit’s automatic straightening. It is highly recommended that this should be left on for most documents to achieve the best recognition results.

## Split Book Pages

Default: Disabled

Shift and B



When enabled, Readit attempts to intelligently identify page splits. This should be disabled for single page captures (such as letters or single pages of magazines) but should be left on for double spread captures of books or magazines.

## Single Column Recognition

Default: Disabled

Shift and S



Enabling this forces Readit to read across columns of text, treating the whole page as just one column where possible. This is ideal for reading bank statements or other multi-column documents where text needs to be read across columns.

# Document Mode

# TAB

Document mode allows you to read your captured documents and re-format them to your preferred visualisation.

Once you've captured a document, using "Enter", you will automatically be taken to Document mode. If you wish to change to Document Mode directly from Camera mode, simply press "TAB".

## Visualisations

## 1-6 and V

Readit offers six different enhanced ways to see your documents that make them much faster and easier to read. These can be cycled through using the letter "V", or selected directly using 1 to 6 on your keyboard.



### 1. Image

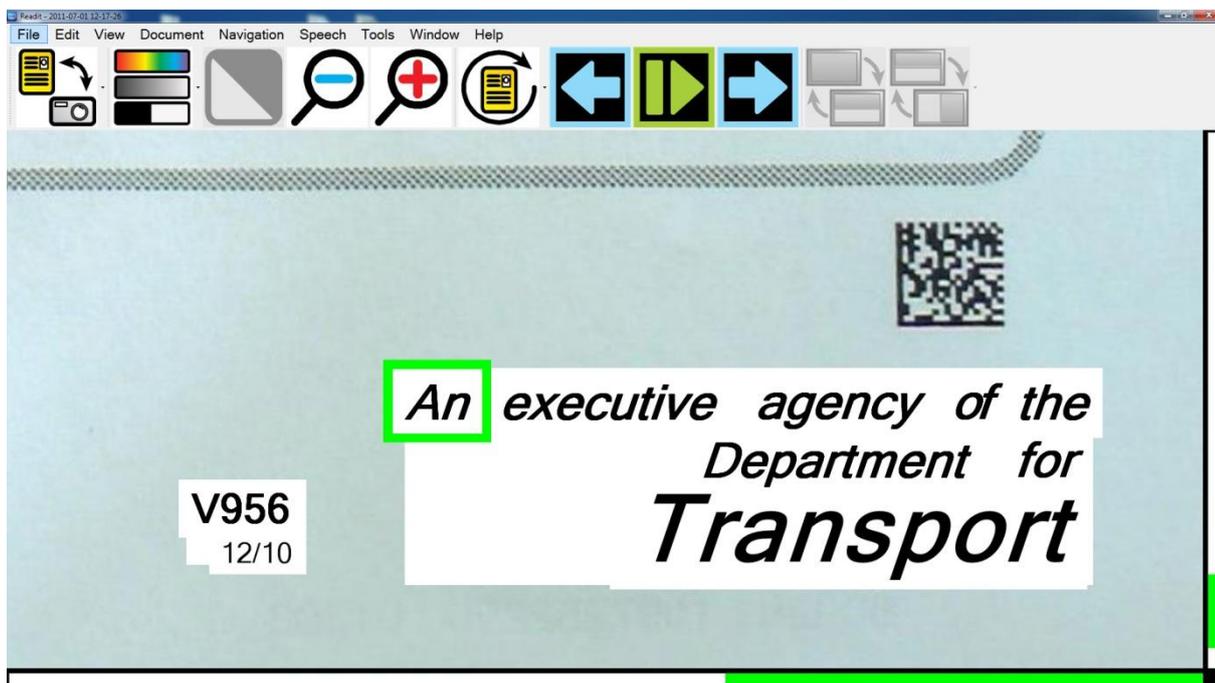
1

This displays the unenhanced original image of your document. It is perfect for looking at handwritten documents or photographs.



## 2. Overlay

2



This visualisation preserves the formatting, layout and pictures of your document but replaces the recognised words with fonts of your chosen two colour combination. This makes it ideal for looking at documents with pictures, tables and diagrams.

## 3. Column

3



This view repaginates the text across your screen. No matter what size you magnify your document, the text will automatically flow from one line to the next. Text can be scrolled vertically and screen-by-screen (see page 26).

## 4. Horizontal

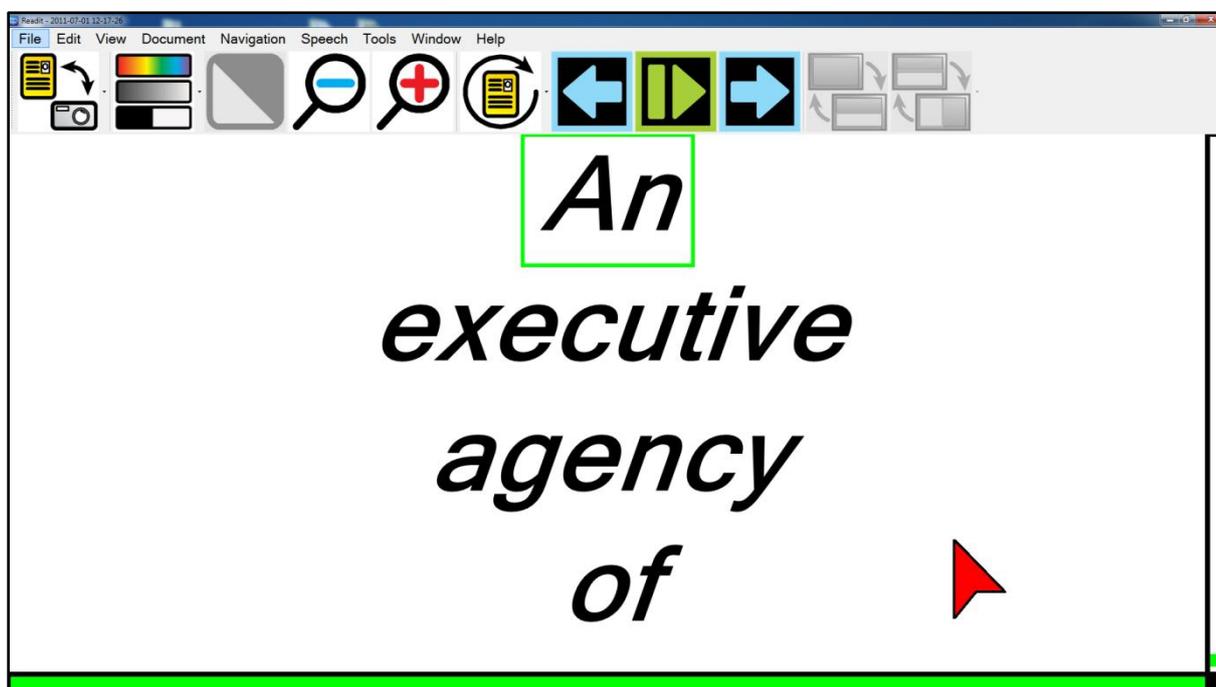
4



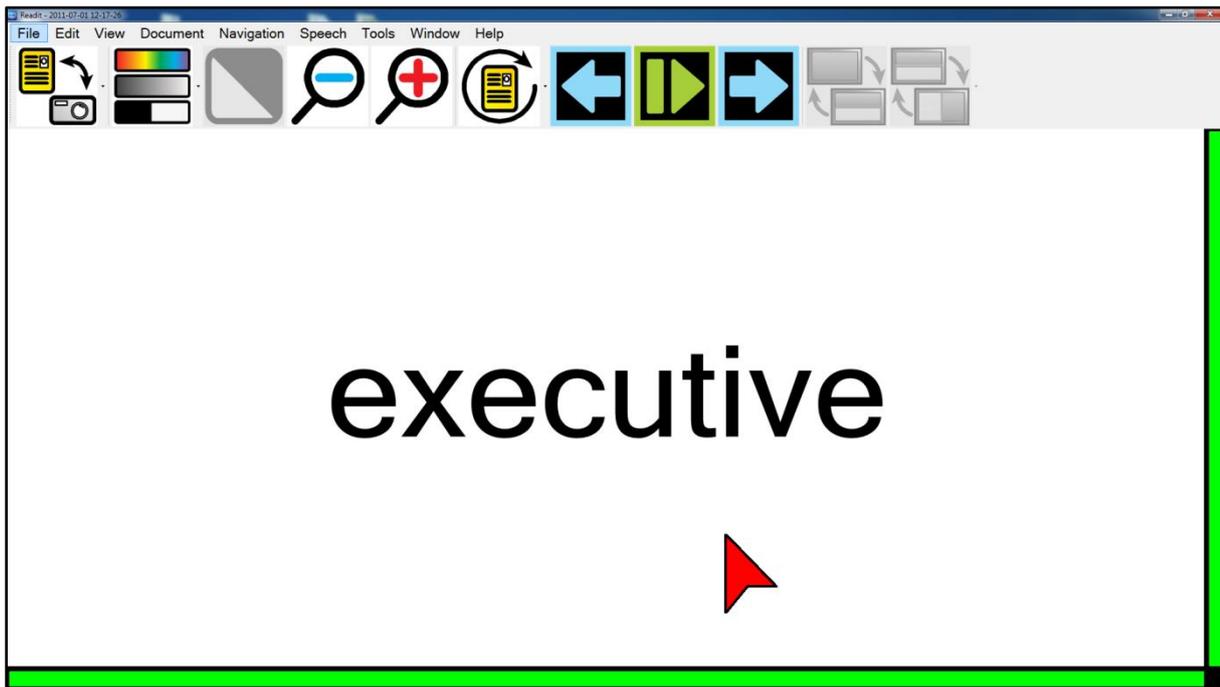
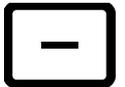
This visualisation repositions all of the text in the document onto a single line. The text can be scrolled left to right and screen-by-screen (see page 26).

## 5. Vertical

5



Ideal for some users with Retinitis Pigmentosa, the Vertical visualisation displays one word per line. Text can be scrolled vertically and screen-by-screen (see page 26).



Displays one word on screen at a time. Users can advance the text using screen-by-screen (see page 26).

## Position Bars

Readit features horizontal and vertical position bars in Virtual X/Y and Document modes.

They are automatically displayed in a high contrast colour scheme depending on your chosen two colour combination.

This can help low vision users determine their location within their document.

## Document Navigation

Your captured documents can be navigated in three ways, using the keyboard, mouse and touch screen.

### Mouse Control



#### *Panning / scrolling*

#### *Move cursor to edge of screen*

In any of the visualisations, moving the large mouse cursor to the edge of the screen will allow you to pan or scroll your document in that direction.

#### *Start / stop reading*

#### *Double left click on a word / single left click*

Double left clicking on a word will begin reading from that word. The selection point is at the very tip of the cursor. To stop reading, single left click anywhere

#### *Continuous panning / scrolling*

#### *Middle click drag*

Middle click and dragging will start the document continually scrolling in the direction you drag. This works for all visualisations except Word. Left clicking when the document is scrolling will halt it.

#### *Scroll up and down*

#### *Mouse Wheel*

To scroll in all Visualisations except Word, use your mouse wheel.

#### *Zoom*

#### *Ctrl and Mouse Wheel*

To zoom in and out, simply press Ctrl and move your mouse wheel.

#### *Next and previous screen of text*

#### *Mouse buttons 4 and 5*

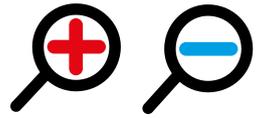
If your mouse features 4<sup>th</sup> and 5<sup>th</sup> buttons, these can be used to control forward and backwards a screen of text.

## Keyboard controls

### *Image controls*

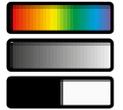
#### **Zoom in / out**

+ / -



Press and hold the plus or minus key on the keyboard to zoom in and out.

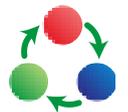
#### **Cycle full colour, greyscale and binary colour modes** C



Pressing “C” cycles full colour, advanced greyscale and binary modes. Full colour is ideal for looking at photographs. Advanced Greyscale is the standard two-colour way of viewing documents. Binary is an enhanced two colour algorithm that even distinguishes multiple colour texts and backgrounds in your chosen two colour combination.

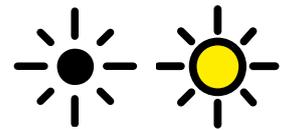
#### **Cycle two colour combinations**

Shift-C



Pressing “Shift” and “C” together cycles through 5 common two colour-combinations and their inverse: Black / White, Black / Yellow, Blue / Yellow, Black / Green, Black / Cyan.

#### **Adjust colour saturation [ and ], 8 and 9, 0 reset**



When in colour mode you can decrease and increase the saturation of the image using “[” or “8” and “]” or “9” (left square bracket or eight and right square bracket or 9). Please note this is the number strip 8, 9 and 0.

#### **Invert colours**

I



When in advanced greyscale and binary modes, pressing “I” allows you to quickly invert your chosen two colour combination which may be necessary for certain coloured texts and backgrounds.

#### **TIP:**

**An additional custom colour combination can be set in Tools -> Options -> Appearance: Custom colour combination.**

**A total of 64 different combinations are available.**

## ***Keyboard Navigation controls***



### **Start / stop reading**

**(Ctrl-Alt) Space bar**

To start and stop the speech read back of your document, press the “Space Bar”.

When reading your document in split-screen mode with a screen reader, using “Ctrl-Alt” and “Space bar” allows you to start and stop reading of your document while you are in another application (e.g Word).

### **Letter Navigation**

**Left / Right arrow**

To navigate one letter backwards and forwards, use the left and right arrow.

### **Phonetic Alphabet Navigation**

**Shift + Left / Right arrow**

To navigate backwards and forwards one phonetically pronounced letter at a time, use the “Shift” key, together with the left and right arrow.

### **Word Navigation**

**Ctrl + Left / Right arrow**

To navigate backwards and forwards a word at a time, press and hold the “Ctrl” and the left or right arrow.

### **Sentence Navigation**

**Up / Down arrow**

Use the up and down arrows to navigate backwards and forwards a sentence.

### **Paragraph Navigation**

**Ctrl + Up / Down arrow**

To navigate backwards and forwards a paragraph, press and hold the “Ctrl” and the up or down arrow.

### **Page Navigation**

**Page up / Page down**

Use the “Page Up” and “Page Down” keys on your keyboard to navigate between the pages of your document.

### **Beginning / End of document navigation**

**Ctrl + Home / Ctrl +End**

To instantly jump to the beginning or end of your document, press and hold the “Ctrl” and “Home” or “End” keys.

### **Cycle open documents**

**Ctrl + Tab**

To cycle through your currently open documents, press and hold the “Ctrl” key and press “Tab”.

## Screen-by -screen navigation (Ctrl-Alt) Comma / Full stop



One of Readit's best reading modes for low vision users is screen by screen navigation. This greatly reduces eye strain and speeds up reading. Use "Comma" and "Full stop" to go backwards and forwards a screen of text at a time.

If you wish to navigate screen-by-screen when in another application, (e.g. Microsoft Word), just use "Alt" and "Comma" and "Alt" and "Full stop."

## Overview

O



Overview is ideal for quickly selecting a different area of the page to view or start reading.

Pressing "O" turns on Overview mode. This enables the whole document to be viewed on screen. A highlighted rectangle can be moved around the document using the mouse. This denotes the area to be zoomed back into when Overview mode is left.

Pressing "O" again or left clicking the mouse returns to the last used visualisation before Overview was enabled. The closest full word to the top left corner of the Overview rectangle is the word that is selected on exit.

## Delete current page

Del

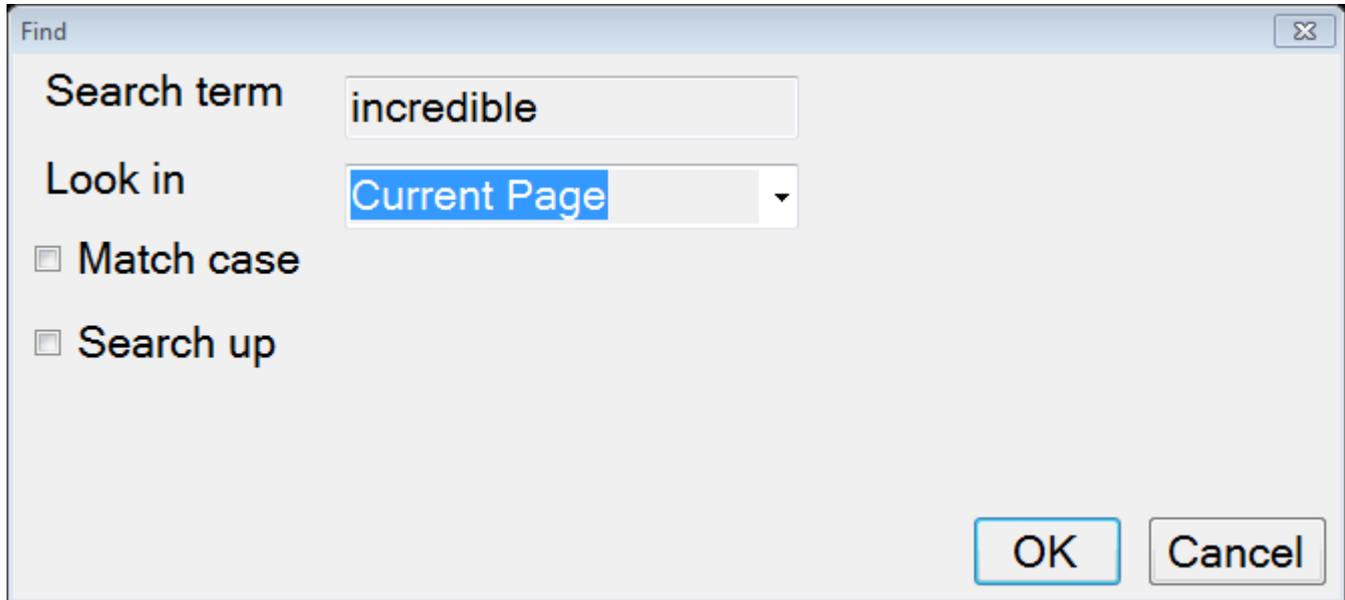
To delete the current page, simply press the "Del" key.

## Find

Ctrl-F



The Readit software enables you to search for, and find, particular words within your documents. In your document, simply press “Ctrl” and “F” together or go to Navigation -> Find to bring up the find window:



The screenshot shows a 'Find' dialog box with the following elements:

- Search term:** A text input field containing the word 'incredible'.
- Look in:** A dropdown menu currently set to 'Current Page'.
- Match case:** An unchecked checkbox.
- Search up:** An unchecked checkbox.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

Options include searching the current page or entire document, matching the case, or searching backwards (up) through your document.

## Find Again

F3

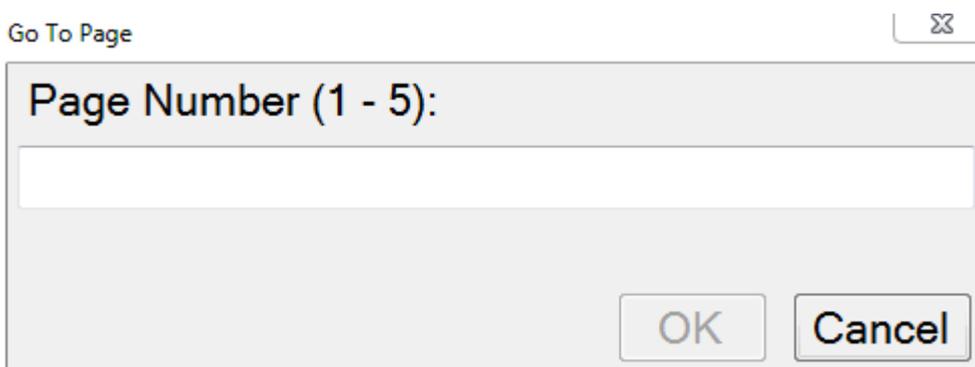


If there is more than one occurrence of the word you are looking for, simply press the “F3” key or go to Navigation -> Find again to take you to its next occurrence in your document.

## Go to page

Ctrl-G

To instantly navigate to a particular page number, simply press “Ctrl” and “G” together or go to Navigation -> Go to.



The screenshot shows a 'Go To Page' dialog box with the following elements:

- Page Number (1 - 5):** A text input field for entering the page number.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

Type the page number you wish to navigate to and press “Enter” or click “OK”.

# Bookmarks

# Ctrl-B



Readit features the ability to add sentence level bookmarks into your document. In your document, press “Ctrl” and “B” together or go to Edit -> Bookmarks to bring up the bookmarks window:



## Add

Adds a bookmark at the beginning of the current sentence.

## Delete

Deletes the currently selected bookmark

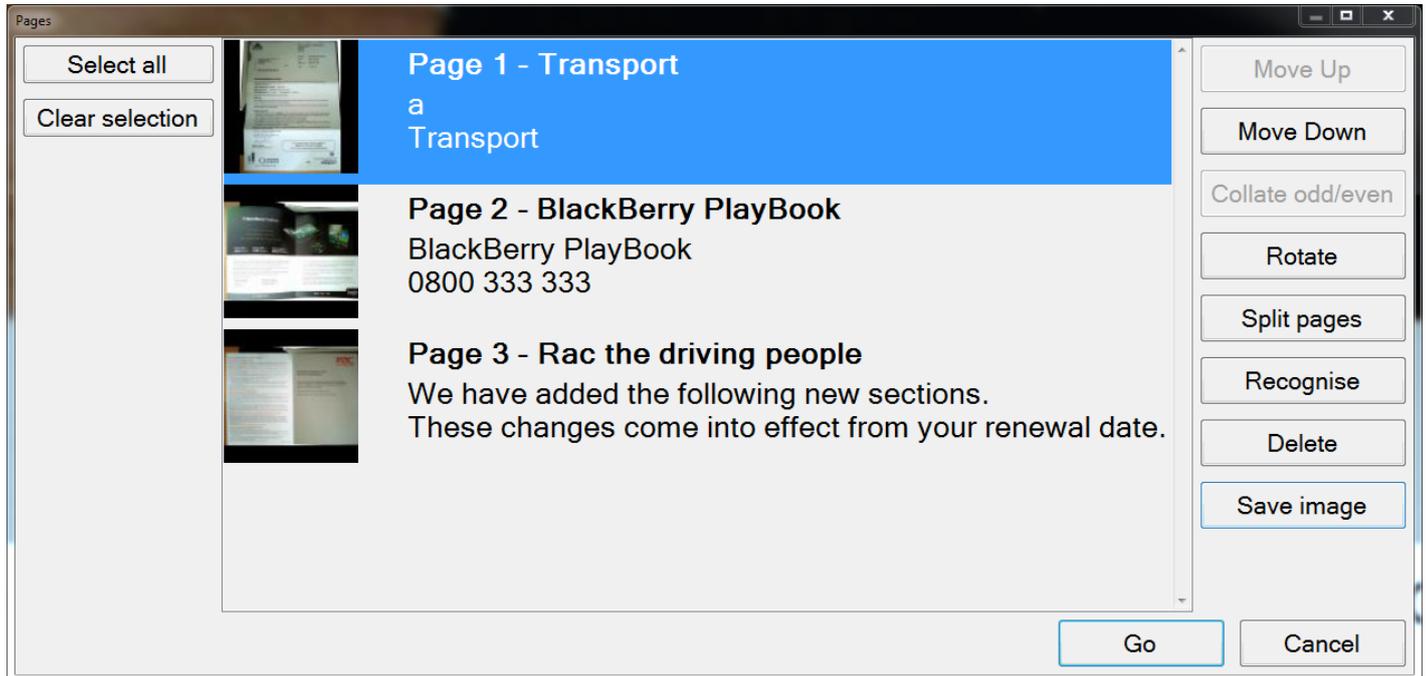
## Go

Navigates directly to the selected bookmark.

## Editing your documents (Edit pages) Ctrl-E



Readit allows you to edit the pages of your documents. In the document you wish to edit, simply press “Ctrl” and “E” together or go to Edit -> Pages...



The Edit pages window displays a colour thumbnail image of each page. These can be selected using the standard Windows modifier keys (arrow keys plus Ctrl and Shift) and mouse controls.

### Move Pages up and Down

With at least one page selected, choose either “Move Up” or “Move Down” to re-order your selected pages within your document.

### Collate odd / even

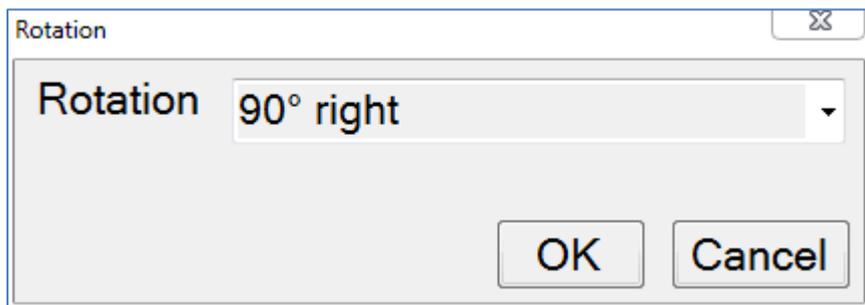
This is extremely useful when capturing a book or magazine in A4 (Letter) capture size. It enables you to capture all of the pages on one side of the spine first, then all of the pages on the other. Once this has been done, select all the pages of your document and press “Collate odd/even”. This joins the pages together in the correct order.

This saves you having to physically rotate the document 180 degrees and re-position it after every capture.

### Rotate

If you need to alter the rotation of a page, you can simply select the pages you wish to rotate in Edit Pages and click the “Rotate” button.

After accepting a message informing you that any recognition results will be deleted on rotate, you will be presented with a drop down list with three 90 degree rotation options:



Simply select the rotation you require and click “OK”. The page will then be rotated. If text needs to be re-recognised, simply select “Recognize”.

### **Split pages**

This tells Readit to attempt to split the selected page into a left and a right page. This can be useful if a document has been captured that should have had the “Split Book Pages” option selected in Document -> Split Book Pages.

### **Recognize**

This tells the Readit software to recognise the selected pages. This is useful if you wish to re-recognise a page to try and get different results or if recognition was disabled on a page when captured that should not have been.

### **Save image**

Allows you to save an image of a particular page. Formats include JPEG, TIFF, PNG and BMP.

### **Delete**

Deleted the selected page from your document. Multiple pages can be selected and deleted at once.

### **Select all and Clear selection**

Selects and de-selects all the pages in your document.

## **Saving documents**



Documents are saved as a single file in the VisionAid Document format (VAD).

The default location for your saved documents is “My Documents / Readit”.

## Save

## Ctrl-S

To save your currently open document, go to File -> Save on the menu, (shortcut key Ctrl-S). This displays a standard Windows dialog box that lets you type your document name and select where you want to save it.

## Save As

To save a copy of your document, go to File -> Save As on them menu. This displays a standard Windows dialog box that lets you type your document name and select where you want to save it.

# Opening documents

When you open a document, the position you were last at is restored.

You can open documents in two ways, through standard Windows Explorer by double-clicking on the document or using the Open option within the Readit software.

## Open

## Ctrl-O



To open an existing document, go to File -> Open on the menu, (shortcut key Ctrl-O). This displays a standard Windows dialog box that lets you select your document to open.



### IMPORTANT:

To import files other than PDFs or images, you must have Microsoft Office 2003 or later installed on your machine.

Readit allows you to import documents of the following types:

Excel (xls and xlsx), OpenDocument Spreadsheets, Powerpoint presentations (ppt) OpenDocument presentations, text (txt), Rich Text Format (RTF), Word documents (doc and docx), OpenDocument text, Portable Document Format (PDF) and images (JPEG, BMP, TIFF, PNG).

To import a document, go to File -> Import on the menu, (shortcut key Ctrl-I). This brings up a standard Windows file dialog box that you can select your document from.

Simply locate it and Open it and Readit will import your document with the current recognition settings.

Once import is complete, you will be able to treat the document in exactly the same way as one that you have captured using the Readit Scholar camera.

### TIP:

**Readit can effectively read any document on your PC. If it is not in a supported format, simply print your document to a PDF before importing it. If you do not have a PDF printer installed, we suggest CutePDF Writer (Freeware) from <http://www.cutepdf.com>**

# Exporting documents

**Ctrl-T**



Readit allows you to export your documents into the following formats:

Portable Document Format (PDF), Rich Text Format (RTF), text (txt), Word (doc and docx) and MP3.

To export a document, ensure you have the document you wish to export open within Readit, then go to File -> Export on the menu, (shortcut key Ctrl-T). This will bring up a standard Windows dialog box where you can select what type of export you require and enter the location and filename of the document.

MP3 documents are created with your current reading voice and speed. A folder is created with the document name and each page of your document is saved into that folder as a separate numbered MP3 file.

# Key Help

**F1**



You can access help when in Camera or Document mode by simply pressing “F1” or going to Help -> Keys.

When key help is active, you can press any key on the keyboard and if it has a function within Readit, it will navigate to that key on screen and audibly describe its function.

Pressing the same key a second time exits help and performs that key’s function.

# Touch screen support

Readit supports Multi-Touch touch screens when running Windows 7.

## Setting up a custom flick

To get the best from touch screen support, it is advised that you set up a custom “flick” to replicate an Alt key press. A flick is a quick single finger drag in a particular direction on the touch screen.

Setting up this flick will allow you to change your focus from the main viewing area to the toolbar and menu without having to use the Alt key on the keyboard.

To do this:

1. Go to Start -> Control Panel
2. Where it says “View by:” in the top right corner of Control Panel, ensure that “Large Icons” is selected.
3. Find and select “Pen and Touch.”
4. Change to the “Flicks” tab.
5. Ensure “Use flicks to perform common actions quickly and easily” is selected, together with “Navigational flicks and editing flicks” and click “Customize”.
6. You can pick any one of the 8 directional flicks to be mapped to “Alt” but we recommend the up direction, which is “Drag Up” by default. Select the “Drag Up” flick and then select “(add)” from the drop down list.
7. At the bottom of the screen you can now give the flick a name – we suggest “Alt” and in the “Keys:” box underneath, select the box and press the Alt key. The word “ALT” should appear in the box.
8. Click “Save”, then “OK”, then “OK” again to exit the settings.
9. You can now try the flick out in the Readit software.

## Finger controls

Rather than tracking a cursor around the screen, you can simply use your fingers on the screen to directly manipulate your documents. The specific touch screen controls are detailed below.



### Start reading

Pressing twice on a word, (double tapping), will start your document reading from that word.



### Stop reading

Single tapping on the screen will stop Readit from reading.



### Navigate around your document

To move around your document, simply place one finger on the screen and maintain contact as you move your finger around.

## Zoom in / out



To decrease the magnification, use your index finger and thumb to make a pinching movement on the screen.

To increase the magnification, move your closed finger and thumb apart.



You can also do the pinching and stretching motion with two fingers on separate hands. Some people can find this easier.

### **IMPORTANT:**

**Remember that the toolbar and menu will not be accessible when you have been manipulating your document, without first pressing the “Alt” key.**

## Caring for your touch screen

Your touch screen will attract finger marks over time. Please follow your particular touch screen’s guidelines for cleaning.

### **TIP:**

**When using touch screens make sure that at most two of your fingers come in contact with the screen at once. Also, make sure sleeves or other clothing items are not touching the screen as this will cause it to behave erratically.**

# Camera and Document Mode Toolbar

An easy access toolbar allows quick mouse access to frequently used controls.

To alter the icon sizes on the toolbar, go to “Tools” -> “Options” -> “Interface” -> “Icon Size”.

To gain access to the toolbar with the mouse, remember that the “Alt” key must first be pressed to release the cursor from the main Readit window.

## Camera Mode Toolbar



**1 Toggle Camera / Document Mode:** Switches between Camera mode, (for real-time viewing and capturing of documents) and Document mode, (for viewing and reading your captured documents).

**2 Change Colour Mode:** Allows you to change between colour, advanced greyscale and binary viewing modes.

**3 Invert colour:** When in greyscale or binary modes, invert colour swaps the colours of the image. Please note that this does not invert the colour of recognised text, only the colour of the image.

**4, 5 Zoom in / out:** Zooms the camera in and out.

**6 A3/A4:** Allows you to zoom directly between A3, (double letter paper) and A4, (letter paper) sizes.

**7 Camera Target:** Allows you to change camera target between documents, (on the desk), distance (e.g. a whiteboards) or self, (a mirrored view for personal grooming).

**8 Refocus:** Refocuses the camera.

**9 Capture:** Captures a single page to your current document.

**10 Split Screen:** Enables or disables split screen (if a screen reader is running).

**11 Split Position:** Changes split position from top, bottom, left or right.

## Document Mode Toolbar



**1 Toggle Camera / Document Mode:** Switches between Camera mode, (for real-time viewing and capturing of documents) and Document mode, (for viewing and reading your captured documents).

**2 Change Colour Mode:** Allows you to change between colour, advanced greyscale and binary viewing modes.

**3 Invert colour:** When in greyscale or binary modes, invert colour swaps the colours of the image. Please note that this does not invert the colour of recognised text, only the colour of the image.

**4, 5 Zoom in / out:** Zooms the document in and out.

**6 Visualisation:** Allows you to choose between the 6 different visualisations.

**7 Previous Screen:** Navigates backwards one screen of text.

**8 Play / Pause:** Starts and stops reading of your document.

**9 Next Screen:** Navigates forwards one screen of text.

**10 Split Screen:** Enables or disables split screen, (if a screen reader is running).

**11 Split Position:** Changes split position from top, bottom, left or right.

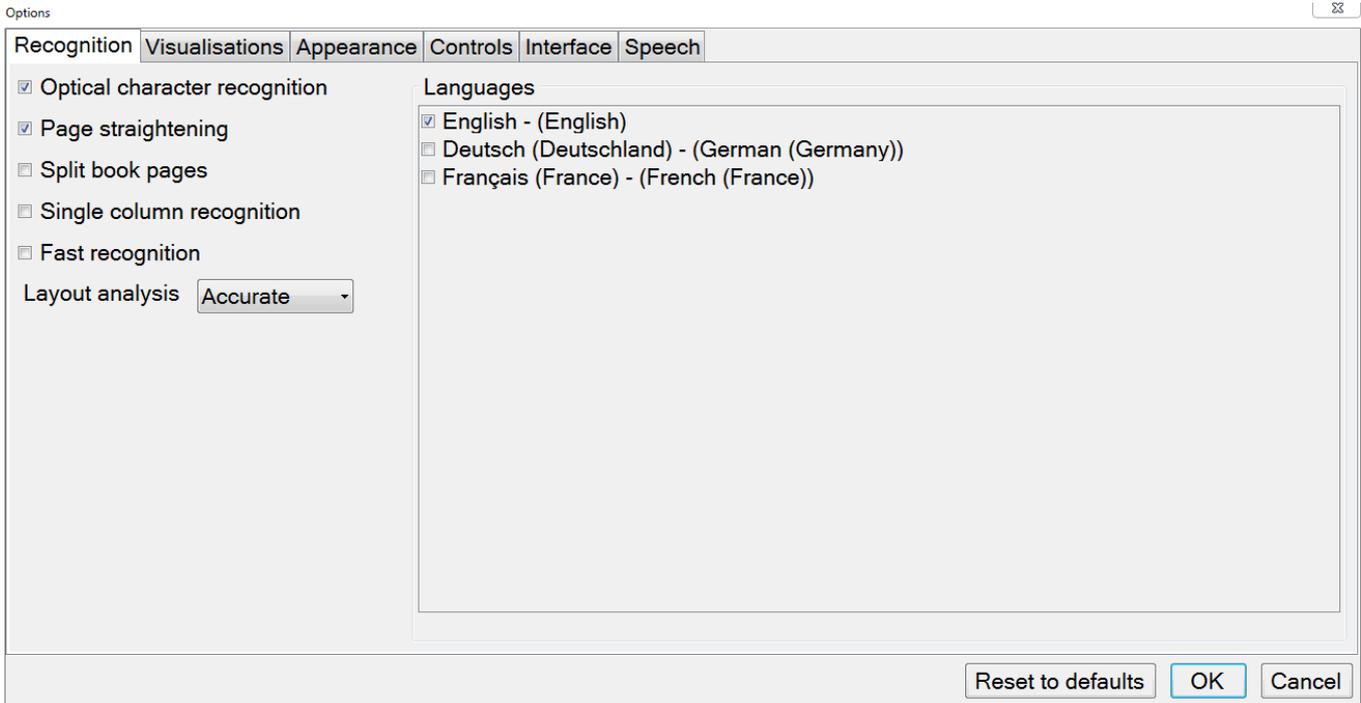
# Options

F2



To access Readit Scholar's options, simply press "F2" or go to Tools -> Options in the menu.

Options allow you complete control of Readit's settings. It is made up of 6 tabs, each containing different settings:



## Navigating Options using the keyboard

The tabbed Options dialog operates in exactly the same way as any other Windows tabbed dialog. The controls are as follows:

- Ctrl-Tab:** Next Options tab
- Ctrl-Shift-Tab:** Previous Options tab
- Tab:** Next item in the current Options Tab
- Shift-Tab:** Previous item in the current Options Tab
- Space:** Select / Deselect current option
- Up, Left Arrow:** Previous list item of current option
- Down, Right Arrow:** Next list item of current option

## Recognition

This contains the same settings as “Capture Options” detailed in on page 18 together with “Layout Analysis” and “Languages”.

### Layout analysis

Default: Accurate

This alters how Readit analyses each page. For most documents, the default “Accurate” setting is best. However, occasionally “Balanced” may yield better results.

### Languages

Lists the available recognition languages which are determined by the installed Voice Packs. Selecting multiple languages can slow down recognition slightly and also increase the likelihood of recognising a sentence in the incorrect language so it advisable to select as few languages as possible for your document capture.

If more languages are required, please contact your local distributor to purchase them.

## Visualisations

Allows you to fine tune how captured documents are displayed.

### Behaviour

#### *Centre on word*

Default: Disabled

When enabled, the word being read aloud is always centred on the screen. When disabled, the screen position is only updated when the word being read aloud is not completely within the screen boundary.

#### *Draw paragraph boundaries*

Default: Enabled

When enabled, Column, Horizontal and Vertical visualisations display a horizontal or vertical line to denote a paragraph boundary. This can aid in visualising the document’s layout.

## ***Retain typeface***

Default: Enabled

This determines whether the typeface is preserved within your document. Disabling this setting allows access to a drop down list where you can choose to have your font changed to, Serif, Sans-serif or Monospace.

## ***Retain font styles***

Default: Enabled

Allows the style of the font in your document to be retained (bold, italic, underlined etc).

## ***Line Spacing***

Default: 1

Enables the line spacing when in Column and Vertical Visualisations to be altered from 1 to 2 in 0.25 increments. Increasing the line spacing can greatly help the legibility of text for certain eye conditions.

## ***Cyclable visualisations***

When using the letter “V” to cycle through visualisations, Readit will only cycle through visualisations that are enabled here.

## **Appearance**

Options for setting your preferred colour combinations and highlighting.

### **Colours**

#### ***Colour combination***

Allows you to select two colour text colour combination from 10 presets.

#### ***Custom Colour Combination***

When enabled, allows you to create your own custom colour combination from 8 foreground and 8 background colours.

### **Highlight**

#### ***Custom highlight Colour***

Select from 8 custom (rather than automatic) colours for highlighting.

## ***Highlight shape***

Default: Rectangle

Select the way your text is highlighted: None, Line, Rectangle, Inverse

## **Controls**

Allows customisation of Cursor – size, colour etc.

### **Cursor**

#### ***Custom Colour***

Allows you to select a custom colour for your cursor rather than an automatic one. There are 8 possible colours to choose from.

#### ***Size***

A slider to adjust the size of your cursor.

#### ***Sensitivity***

A slider to adjust the sensitivity of the mouse within the Redit software. This is separate to the standard Windows operating system mouse sensitivity.

## **Interface**

Allows you to alter dialogue text size, colours, language, voice etc.

### **Font size**

Default: 8.25 pt

Select from 3 different font sizes: 8.25, 12 and 16 pt. Please note, that at some resolutions, a high font size may not allow you to see all of the menu text.

#### **TIP:**

**If a larger menu text size is required, then your computer's DPI setting should be increased. Simply type "Change Windows DPI Setting" into Google for a how-to guide on this.**

### **Icon Size**

Allows the size of the Toolbar icons to be adjusted. Please see page 38 for information on the Toolbar and its functions.

## **Use standard file dialogs**

Default: Off

Readit features custom sized and spoken file dialog Windows. If you wish to use the standard Windows ones, simply turn this on.

## **Use system colours**

Default: On

When on, the interface and menus will be displayed in your standard Windows operating system colours. When turned off, they will use your chosen two colour combination.

## **Language**

Allows you to select from the available interface languages. Additional interface languages become available when a Voice Pack for a particular language is installed.

Please contact your local distributor for information on obtaining additional voice packs.

## **Voice**

Allows you to select from the available interface voices.

## **Speech Verbosity**

Default: High

There are three options: High, Medium and Low:

### ***High***

Maximum level of speech alerts with most menus, dialogues and navigation boundaries being announced audibly.

### ***Medium***

Turns off audio alerts for main menus – this can be useful if you wish your screen reader to read the menus to you rather than Readit.

### ***Low***

Disables all speech alerts except for navigation boundaries.

# Speech

## Speed

**Ctrl - / Ctrl =**

A slider to adjust the speed of both the reading and interface voices. The shortcut keys are “Ctrl” and “-” to increase the speed and “Ctrl” and “=” to decrease the speed.

## Volume

**Ctrl Shift - / Ctrl Shift =**

A slider to adjust the volume of both the reading and interface voices. The shortcut keys are “Ctrl” “Shift” and “=” to increase the volume and “Ctrl” “Shift” and “-” to decrease the volume.

## Default reading language

When reading multi-language documents, if the language is unknown for a particular sentence then it will be read in the default reading language.

## Automatically select reading voice for language

Default: Enabled

When reading multi-language documents, the reading voice will automatically change, on a per sentence basis, to match the language of the document.

## Reading voice

Allows you to select the default reading voice for a particular language.

## Read when recognition complete

Default: On

Automatically begins reading your document out loud as soon as recognition is complete. Turning this off means you have to manually start the document reading.

# Screen Magnifier support

Readit software supports the following screen magnifiers in split screen modes:

- Dolphin Lunar v11 onwards
- Dolphin Lunar Plus v11 onwards
- Dolphin Supernova v11 onwards
- AiSquared Zoomtext Magnifier v9 onwards
- AiSquared Zoomtext Magnifier / Reader v9 onwards

Earlier versions of these products may work with Readit but are untested and unsupported.

## Split screen

**M**

To enable or disable split screen when working with Dolphin or AiSquared screen magnification software, use “M”. This will only have an effect when the split screen software is running.

## Split position

**Shift-M**

When running in split screen mode, this allows you to select a split position: Top, Bottom, Left or Right. The shortcut keys are “Shift” and “M” together.

## Split screen size

**M - / M =**

Allows you to adjust the proportion of your screen occupied by the Readit window and your desktop area. The shortcut keys are “M” and “=” to enlarge the split and “M” and “-” to decrease the split.

# FAQ and Troubleshooting

Below are a list of common questions and problems with their solutions:

**Q. I start the Readit software but the camera doesn't seem to do anything and I can't capture any documents.**

A. Make sure that the camera is plugged in and for the Readit Scholar and PC, that it is switched on. You can check to see if it is recognised by your computer by going to "My Computer" or "Computer" on Windows Vista and 7. Canon Powershot A640 or Canon Powershot SX110IS should be visible if the camera has been detected.

**Q. Every time I turn the Readit PC or Scholar camera on, a window appears asking me what action I want to take.**

A. Please follow the steps detailed in "Disabling "Camera connected" notification" in your relevant product's Hardware Guide.

**Q. When I start the Readit software I receive an error about the Canon PowerShot SDK and the software will not run.**

A. It is likely that you are running Windows Vista and that the installer was unable to set compatibility mode on install. Please follow these steps:

1. Right click on the Readit icon on your desktop and click "Properties".
2. Select "Compatibility" tab.
3. Select "Run this program in compatibility mode for:" and choose "Windows XP" with the latest service pack number showing".
4. Click "OK" and now start the Readit software.

**Q. How do I stop Readit from reading automatically every time I capture a document?**

A. Disable "Read when recognition complete". For instructions on this, please see page 45.

**Q. What is the magnetic lens for on the Readit Scholar?**

A. The magnetic lens is a close-up lens and should only be used for real-time “Close-Up Viewing” as detailed on page 16. It is not required for capturing your documents or for distance viewing.

**Q. I can't get my mouse cursor to the menu – it's stuck in the main Readit application window.**

A. To enable the menu, simply press the Alt key. This allows your cursor access to that area of the screen. After pressing Alt, you can also access the menu using the arrow keys and “Enter”, as well as the accelerator keys (underlined on the menu). Please note, when the menu is active, shortcut keys for the main Readit application will not function.

**Q. The real time camera view image is blurry on the Readit PC / Scholar and pressing “R” to refocus doesn't help.**

A. Make sure that both the camera lens itself and the close-up lens (if doing close up viewing on the Scholar) is clean. If either of them are dirty, ideally clean them with a lint free cloth (like the one that comes with a pair of glasses) or soft tissue (ensure it is one without a balm coating).

**Q. I'm trying to import a Word, Powerpoint or Excel documents directly into Readit and its not working.**

A. Firstly, you must have the Office application installed on your system for the document type you are trying to import.

Secondly, ensure the document you're trying to import is not open in the Office application.

Thirdly, ensure all Windows Updates have been installed for your system.