

ZoomText Tutorial

ZoomText is a software program that enlarges a computer screen and offers other tools for enhancing the view including contrast, size and style of the mouse indicator, highlighting and voice. This tutorial will guide you through the basics of ZoomText so that you as library staff can help patrons adjust the features of the software and troubleshoot some issues.

Starting ZoomText

There are several ways to open ZoomText on your computer.

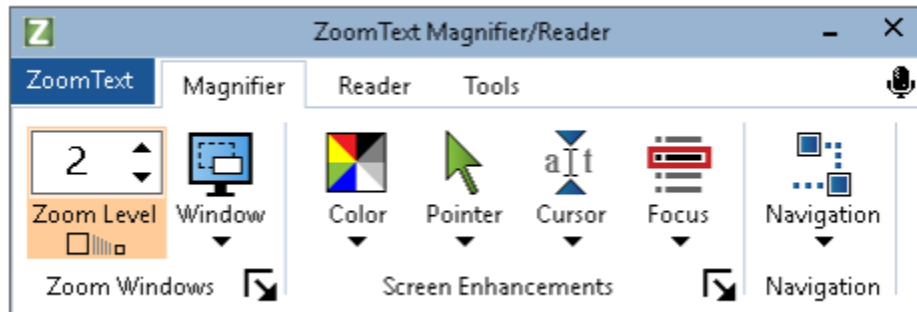
- Double-click the ZoomText program icon on your Windows desktop
- Press the Windows Key and type in “ZoomText”
- Click the Start menu and choose All Programs, then the ZoomText folder then the file ZoomText (This works on Windows desktops)

When you first start ZoomText, your screen displays in 2x magnification using Full screen magnification view. Speech is also enabled (if your software is licensed for speech). You can then change the magnification level, magnified view, speech, and many other options in the ZoomText user interface and Main menu.

Features can be accessed with a mouse or through keyboard shortcuts. ZoomText uses Caps Lock + another key for many keyboard shortcuts (i.e., Caps Lock + Up Arrow increases magnification).

ZoomText Toolbar

Changes to your computer screen are made on the ZoomText User Interface. Here are the features of the ZoomText User Interface.

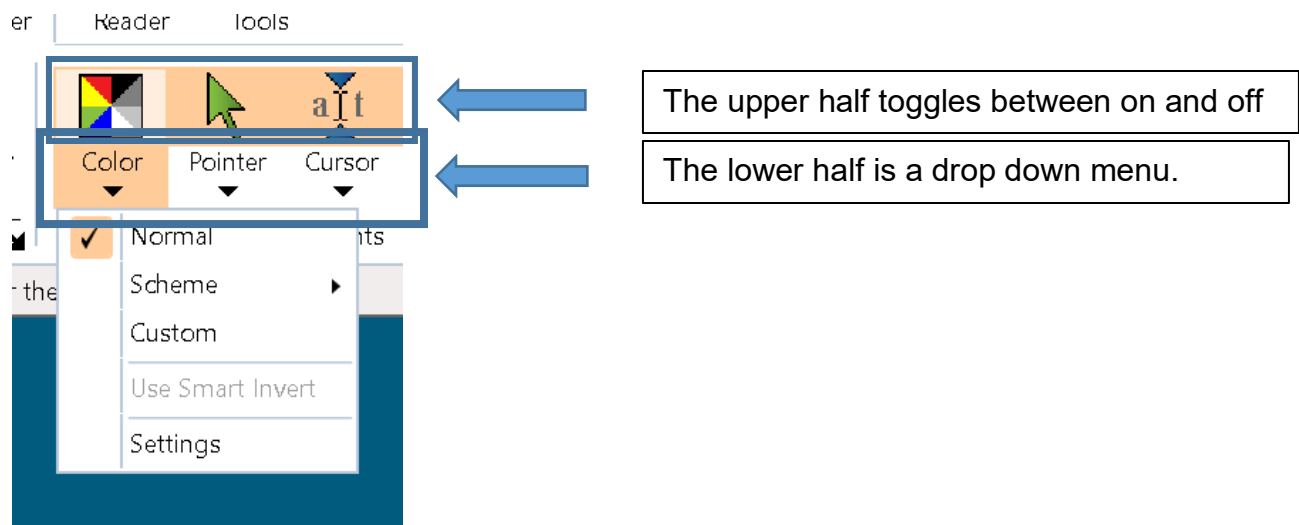


- ZoomText Menu is the tab at the left of the dashboard.
- Other menu tabs: Magnifier, Reader, Tools
- Voice Assistant Icon (microphone) is on the right
- Title bar indicating the name of the program: ZoomText Magnifier/Reader
- Minimize and Close symbols in the upper right of the dashboard.
- Help is available in the ZoomText menus under Help and Learning

If you mouseover the icons on the ZoomText User Interface, a description and a keyboard shortcut will display.

Split Buttons

Each icon contains split buttons that allow you to quickly turn on or turn off ZoomText functionality and quickly select basic settings. This offers the convenience of not having to open ZoomText menus to achieve the same results. Use the top half of the button to turn on or off specific features.



Use the lower half of the button to select preconfigured schemes or select the Settings option to fine-tune or create a new scheme.

Magnifier Menu

Use the Magnifier Menu to:

- Increase or decrease magnification (Zoom Level)
- Adjust settings for using ZoomText with multiple monitors (Window)
- Change the color scheme for the display (Color)
- Change how the mouse pointer displays (Pointer)
- Change how the cursor displays (Cursor)
- Adjust settings for highlighting text (color, shape) (Focus)
- Adjust how ZoomText tracks movement on the page (Navigation)

Reader Menu

Use the Reader Menu to:

- Choose the voice that gives you feedback. Generally, leave this at the default. (Voice)
- Change the speed that the voice reads. Most users will like it faster. (Rate)

- Adjust how the voice gives feedback on a keystroke or mouse action. Generally, leave the keystrokes at Words because most users will not want feedback on every keystroke. (Keyboard, Mouse)
- Adjust how much feedback you want: Low, Medium, High. Generally, leave on Low. High will read everything that you do in great detail. (Verbosity)

Tools Menu

Use the Tool Menu to:

- Launch a search tool. Usually, Ctrl+F in Windows does the same thing. (Finder)
- Open the built-in camera. Allows you to magnify objects using the computer's camera. (Camera)
- Listen to items copied to the clipboard (Background Reader, Recorder)
- Enable or disable the voice assistant. (Voice Assistant)

The Tool Menu features are nice extras but not commonly used by ZoomText users.

Quitting ZoomText

To quit ZoomText, do one of the following:

- Press ALT+F4
- Click the Close button (X) in the top right-hand corner of the ZoomText Toolbar.
- Select Exit ZoomText from the Main menu

More information about ZoomText can be found here:

- ZoomText User Guides on the Freedom Scientific website:
<https://support.freedomscientific.com/Support/ZoomTextDocumentation/ZoomTextGuides>

- Contact the Maryland State Library for the Blind and Print Disabled by e-mail (reference.desk@maryland.gov) or phone 410-230-2443 or visit at 415 Park Avenue, Baltimore, MD 21201.
- Visit our website: lbpd.maryland.gov