**WELCOME TO THE E2020 WEB READER**

The Web Reader allows you to have text, which resides in an Internet browser window, read aloud to you. There are many options you may manipulate within the Web Reader, so to ensure that you are comfortable with how to use and make alterations to the Web Reader, we’ve created this brief how-to guide.

**CONTROL BUTTONS ON THE WEB READER TOOLBAR**

There are many options in the Web Reader. Let’s explore the function of each button on the toolbar (Figure 1.01 and Table).

![Figure 1.01](image)

<table>
<thead>
<tr>
<th>BUTTON</th>
<th>FUNCTION</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Play Previous Segment</td>
<td>Goes backwards to the previous segment of text and continues reading.</td>
<td></td>
</tr>
<tr>
<td>Play Current Segment/Stop Playback</td>
<td>Play and Stop options appear on the same button. When text is being read the Stop button will appear, allowing you to stop the reading. When text reading is stopped, the Play button will appear, allowing you to resume reading. The Play/Stop button either starts reading at the first readable item, or starts reading from where it was last stopped.</td>
<td></td>
</tr>
<tr>
<td>Play Next Segment</td>
<td>Skips ahead to the next section of readable text and continues reading.</td>
<td></td>
</tr>
<tr>
<td>Click Navigate</td>
<td>Gives you a crosshair cursor and allows you to click directly onto text you want to read.</td>
<td></td>
</tr>
<tr>
<td>Read Selected Text</td>
<td>Speaks the currently selected text. Text must first be selected, before this button will work.</td>
<td></td>
</tr>
<tr>
<td>Spell Selected Text</td>
<td>Spells the currently selected text. Text must first be selected, before this button will work.</td>
<td></td>
</tr>
<tr>
<td>Translate to Spanish</td>
<td>Translates both the text on screen and the audio to Spanish. Only real text will translate into another language; text that exists in a graphic will not update as it is not actual text, it is only a picture of text.</td>
<td></td>
</tr>
<tr>
<td>Change Translation Language</td>
<td>Options for translating text into languages other than Spanish. <strong>IMPORTANT:</strong> Once you select another language you must click the Translate button (described in the above row) to begin the translation.</td>
<td></td>
</tr>
<tr>
<td>Open Configuration Panel</td>
<td>Opens the configuration panel which allows you to change voice and text options.</td>
<td></td>
</tr>
<tr>
<td>Open Help</td>
<td>Opens a separate window that contains helpful information.</td>
<td></td>
</tr>
</tbody>
</table>
USING THE WEB READER

To begin using the Web Reader:

1. Click the **Play Current Segment** button (Figure 1.02)
2. Text that is being read will highlight in blue (default)
3. The Web Reader will auto-navigate through the page beginning at the top of the page and working downward
4. Click the **Stop Playback** button to stop the reading
5. Click the **Play Current Segment** button to resume the reading

![Figure 1.02](image-url)
Navigating through a page:

1. Click the **Play Next Segment** button to jump to the next readable section of text
2. Click the **Play Previous Segment** button to return to the previous readable selection of text
3. Click the **Click Navigate** button to get a crosshair cursor and click *your mouse over a selection of text* you’d like to hear (Figure 1.03)
Read and spell selected text:

In order to use the Speak Selected Text and Spell Selected Text features, specific text must first be selected.

1. Click and drag your mouse over text to highlight it
2. Click the Speak Selected Text button to have the selected text read aloud
3. Click the Spell Selected Text button to have the selected text read aloud letter by letter (Figure 1.04)

REMINDER: Text must first be selected in order for the Speak Selected Text and Spell Selected Text buttons to work.
Translate text:

As of November, 2009 the Web Reader translates the Virtual Classroom in to Spanish, French and German. In the future it is likely that more languages will be added.

1. To translate both the written text and audio into Spanish, click the **Translate to Spanish** button on the Web Reader toolbar (Figure 1.05)
   a. Notice that all real text has been translated into Spanish. Any text that is a graphic rather than real text does not translate.
2. To translate into German or French, click the **drop-down arrow** and select either **German** or **French**
3. Click the **Translate to ... (either German or French)** button on the Web Reader toolbar
   a. The text on screen will update to reflect the selected language and the Web Reader will read the text in the specified language (Figure 1.05)
CONFIGURING THE WEB READER

In order to customize the Web Reader for your own individual needs, the Web Reader may be configured in several ways. For each language there are at least 2 voice options. The rate of speech may also be adjusted, making it slower or faster to accommodate specific needs.

Additionally, the color of the text and text highlight may be changed. The default color scheme as text is being read aloud is white text with a blue highlight.

Change speech options:

1. On the Web Reader toolbar, click the Open Configure Panel button.
2. Depending on which language is being utilized, click the drop-down arrow in the Voice section and select the voice to be used (Figure 1.06)
3. In the Speech Rate section, click the Plus or Minus signs to increase or decrease the rate of speech
4. Click the Play Sample button to hear how the new selections change the way the reading voice sounds
5. Click the Save button to save changes or click the Close button to cancel changes

Figure 1.06
Change tracking options:

1. On the Web Reader toolbar, click the **Open Configure Panel** button.

2. To turn Tracking off (the highlighting of text as it is being read), click the **checkbox** next to Enable Tracking to remove the checkmark. Do nothing to keep tracking activated (Figure 1.07).

3. To change the color of the text or the highlight (tracking color), click on the **Text Color** and/or **Tracking Color** buttons and select the color options that suit your needs.

4. Click the **Save** button to save changes or click the **Close** button to cancel changes.

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**Figure 1.07**
WEB READER HELP

1. On the Web Reader toolbar, click the **Open Help** button.
2. A separate window will open that provides keyboard shortcuts for the Web Reader and additional helpful information (Figure 1.08).
3. Click the **Close** button when finished.

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**Figure 1.08**

<table>
<thead>
<tr>
<th>Function</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Play Previous Segment</td>
<td>Ctrl+Alt+Left</td>
</tr>
<tr>
<td>Play Current Segment</td>
<td>Ctrl+Space</td>
</tr>
<tr>
<td>Play Next Segment</td>
<td>Ctrl+Alt+Right</td>
</tr>
<tr>
<td>Speak Selection</td>
<td>Ctrl+Alt+S</td>
</tr>
<tr>
<td>Spell Selection</td>
<td>Ctrl+Alt+Shift+S</td>
</tr>
<tr>
<td>Translate to selected language</td>
<td>Ctrl+Alt+T</td>
</tr>
</tbody>
</table>