



**Zoom-Ex / Zoom-Office
Training Guide and User Manual
For Mac OS X**

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QUICK REFERENCE GUIDE

Access Menu options

Command + A	Application; Up/Down arrows to access sub-menu.
Command + C	Camera; Up/Down arrows to access sub-menu.
Command + V	View; Up/Down arrows to access sub-menu.
Command + B	Book; Up/Down arrows to access sub-menu.
Command + B + O	Open book.
Command + B + D	Delete book
Command + right arrow	Access Voice, Effects, Help.

Keystrokes for Reading Functions

Space bar	Start/Stop Camera.
E Key	Start reading from the top of page
X Key	Pause/Resume reading.
Right/Left arrow	Read by character
Up/Down arrow	Read by sentence
Ctrl+Right/Left arrow	Read by word
Ctrl+Up/Down arrow	Read by paragraph
Esc Key	Cancel processing.

NOTE: For Mac OS X (Lion) users.

Uncheck Mission Control Options under the Keyboard/Keyboard

Shortcuts of the System Preferences to read by word and by paragraph using Zoom-Office shortcuts.

Speech Output Control Keystrokes

Shift + Q	Increase voice speed.
Shift + Z	Decrease voice speed.
Shift + E	Hear page description.
Ctrl	Stop speaking

Book Keyboard Command Keys

Command+B+O	Open Book
Command+B+D	Delete Book
A Key	Add Page
N Key	Next Page
P Key	Previous Page

Continuous Book Reading

Continuous Book Reading Mode	Check the box under Application/Setting/Book
E Key	Start reading from the top
X Key	Pause/resume

NOTE: Using the arrow keys will stop the continuous reading. Press X key to resume the continuous reading.

Magnification Mode

Space bar	Start Camera.
Y Key	Switch from reading to magnification and back

NOTE: When switching back to reading mode, press Space bar to start the camera.

What are Zoom-Ex and Zoom-Office?

Zoom-Ex is a computer-connected scanner-reader-magnifier that aids visually impaired users to read and magnify printed material. Zoom-Ex camera is connected through a USB 2.0 port.

Zoom-Office is a software program that runs on your computer controlling Zoom-Ex camera. For simplicity, we will use the name Zoom-Ex to describe features of both the device and the software.

Zoom-Ex is used to read aloud books, magazines, newspapers, documents, medicine bottle labels, and other types of print. It also simultaneously displays magnified formatted text on a screen for easy navigation.

Zoom-Ex's lightning-fast scanning, up to 20 pages per minute, enables a user to create audio and textual books without physically destroying an original bound print.

Setting up Zoom-Ex

Insert an enclosed software CD into a CD/DVD drive and follow the on-screen installation instruction.

Pull Zoom-Ex from the shipping box, unfold and lock its legs using small latches located on the base of the device. Legs form a 90 degree 9 by 11 inches area and are used as guiding rails to place printed material.

After the software installation is complete, connect Zoom-Ex to a USB port. It is now ready to be used.

Select Zoom-Office from the **Applications** directory or from the **Tool bar**. Once Zoom-Office opens up, it will announce "Camera Started". This indicates that the camera is ready to start scanning. Zoom-Ex runs off your computer's power, so there is no need for an additional power source.

Quick Start

How to Place a Document under the Camera

Now Zoom-Ex should be in the standing position Zoom-Ex camera captures and saves the whole page (8 ½ by 11 inches). When placing a document under the

camera, try to make it as flat as possible and align it with the legs.

When the camera is turned on, two modes are available: **Scanning/Reading** mode and **Live Magnification (CCTV)** mode.

When Zoom-Office starts up, the camera is turned on and it is in **scanning/reading** mode. A full image of the page that is placed under the camera appears on the screen. Zoom-Ex is ready to take an image and read the text. In this mode, magnification is not available.

In Live Magnification (CCTV) mode: Zoom-Ex displays what is currently placed under its camera on the computer screen. In this mode, you can fill out forms or look at small objects or pictures under the camera. You can toggle between scanning/reading and **Magnification** mode by pressing the letter **Y**.

Note: Please switch slowly from scanning/reading to Live **Magnification** mode and back again, wait to hear the announcement: "**Reading** mode"/"**Magnification** mode".

Place a document under the Zoom-Ex camera and make sure that the camera is in **scanning/reading** mode:

1. Press **E** To .have the document under the camera read to you.
2. Press **F** to see your document in **Formatted Text** mode.
3. Press **“+”** to increase the font size in **Formatted Text** mode.

Do you Want Zoom-Ex to talk to you?

You can customize Zoom-Ex software in many different ways. When you start Zoom-Ex for the first time, it will work according to the default settings. There are customizable features that can be changed to your liking. One of these customizable features is **Speech Output**. By default, Zoom-Ex will read menus, dialogs, etc. It will also tell you when the camera is on or off, or if your document is placed as portrait or landscape, etc. If you do not want Zoom-Ex to talk to you, and you would rather have a program like JAWS assist you, go to **Applications (Command+A)** and down arrow key to **Settings**.

Under **Speech Output** uncheck **Status** (Zoom-Ex will not inform you about the camera) and/or uncheck **Menus and dialogs** (it will not read menus and dialogs). Select OK.

NOTE: Application speaks menu bars, dialogs, reads aloud using native Mac voices, just like the voice over on your Mac computer.

Having your Document Read to You

To read from the beginning of the page

To start reading from the beginning of the page, place the page under the camera, select the **Space bar** to turn the camera on and press the **E** key. You will hear the voice in a few seconds. To stop or pause the voice, press the **Control** key. To resume the voice, press the **X** key. To hear and see the text being read, press **F** to see the text in **Formatted** mode. You can also start reading by going to **Voice** on the tab menu and down to **Speak Entire Page**.

Page description

A page may have text, pictures, graphics, etc. We define sections as page elements or parts of the page that can be easily visually separated from the rest of the page. For example, if the page is a newspaper, then each column will be a section. If the page has a picture in the middle of the page, then the text above the picture is the first section and the text below the picture is the second section.

The key combination **Shift + E** will describe the page layout, such as:

- How many words are on the page
- How many sections are on the page
- What percentage of the page is text
- How many columns and headers (if any)

To read from the beginning of the section

To start reading from the beginning of the next section press the **Control** key plus the **Down Arrow**. You will hear the voice in a few seconds. To pause the voice at any point, press the **X** key. To resume the voice, press the **X** key again. Reading will stop at the end of the section.

Moving to the next word, sentence, section, or another document

Zoom-Ex allows the reader to move around the page, whether it's by word, sentence or section.

The following are a few ways to move around the document page:

To move to the next word press **Control + Right Arrow**

To move to the previous word, press **Control + Left Arrow**

To move to the next sentence, press the **Down Arrow**.

To move to the previous sentence, press the **Up Arrow**

To move to the next section, press **Control + Down Arrow**

To move to the previous section, press **Control + Up Arrow**

To read a new page, turn the Zoom-Ex camera on by pressing the **Space bar**.

Zoom-Ex will tell you that the camera is now on. Place the new page at the Zoom-Ex base and press the **E** key.

Viewing magnified graphics and listening to the voice reading the description of the graphics

The text, which is currently read, does not have to be seen on the screen. Press **V** key to view a picture, graph, etc. and listen to the voice reading the description of the picture at the same time.

If there is only one picture on the page, move the picture to the center of the screen, press **V** key to view and magnify the picture and press **E** key to read the text.

Following the text on the screen while listening

If you want to follow the text while listening, you will have to format the text first.

Press the **F** key. The formatted text (no pictures or lines ever run of the screen) will be displayed. Magnify the text as desired using '+' or '-' keys.

You can select the **E** key to start reading from the beginning of the page or **X** key to resume reading from the place you have paused it.

The word that is currently read will be highlighted in reversed color. Text will scroll automatically so the word that is read will always be on the screen. See section **Different formatted modes for following text on the screen** for other ways to read formatted text.

Changing the Voice Settings

To select any Mac native voice from a drop down list of available voices, go to Application/Settings/Voice.

All voices available on your computer become available for selection from Zoom-Ex application automatically.

NOTE: For better performance, select any Application voice you wish and then match it with the same computer System Voice.

You can change the voice parameters by going to **Application**, down to **Settings**, and on the **Voice** tab:

Test different voices, select one you like and select **Apply**, then **OK**.

You can change the speed by using the Speed slide bar under the Voice tab in Settings.

Changing the Language

When you go to **Application**, down to **Settings**, and over to the **Voice** tab, there are two other options that you can modify. The first is **OCR Language**.

OCR Language is the language of the document that you are placing under the Zoom-Ex camera. By default, the **OCR Language** is English.

Application Language is the language of the application, including text, menus, and dialog boxes. By default, the **Application Language** is English.

Once you made changes to OCR and Application Language, select **Apply**, then **OK** buttons. Exit the application and launch it again for the changes to take effect.

Working in Magnification (CCTV) Mode

Text can be magnified when in Formatted Mode (F).

Image can be magnified when in Preview Mode (V) or Live Magnification Mode (Y).

Magnify (Zoom-In) and shrink (Zoom-Out) whatever you see on the screen:

Press keyboard's "+" (plus sign to zoom in); press "-" (minus sign to zoom out).

To move the view without moving the magnified document:

By keyboard: Press **Left, Right, Up or Down arrows**. (If you are unable to do this see below for further instructions.)

Under **Application**, go down to **Settings**. There is a setting called **Use arrow keys to simulate X-Y table** under the **General** Tab.

If the box is checked, the **arrow** keys will behave as described above, i.e. the user can navigate the screen in Preview or Live Magnification mode with **arrow** keys. Use the **Up and Down arrow** keys to scroll up and down in both the CCTV and formatted mode.

If this box is unchecked, the **arrow** keys can be used for reading functions as described in the section **Keystrokes for reading functions**. Default value for this setting is unchecked.

Working in Formatted Text Mode

Formatted Text mode ignores the pictures and wraps the text according to the selected magnification. The document is scanned and changed over to true font, as in a word document. The text is displayed in one long column and no matter how much you magnify the text; it will not run off the screen. There is no need for an X-Y table.

Lines wrap on-screen for easy scroll-down with no need for an X-Y table.

Lines wrap on-screen for easy scroll-down

Lines wrap on-screen

Different Formatted Modes for following text on the screen

Go to **Application**, down to **Settings**, select the tab labeled **Formatted Mode** **There are** three options to read formatted text: **Full Screen**, **Highlighted Line**, and **Word by Word**.

Full Screen is the DEFAULT setting and it will display the text on the screen as if it were a word document. **Full Screen** option highlights the word as it is being read.

Highlighted Line is the option having one line going across the screen as it highlights the word being read. This allows you to follow words with ease. The last option, **Word by Word**, takes one word at a time and displays it on the screen as it is simultaneously being read.

You have the ability to change the size of the font seen on the screen by pressing **(+)** to increase the size of the font and **(-)** to decrease the size of the font. You can also change the speed at which the words are being spoken by pressing **Shift + Q** to increase it or **Shift + Z** to decrease it.

Other Formatted Mode options

You also have the option to turn on/off the **Display separation lines between paragraphs** as well as **True Font** format. The option **Display separation lines between paragraphs**, if enabled, put lines on the screen separating paragraphs. If disabled, the text will flow the same as in a word document. If **True Font** format is enabled, the text will show up on the screen as in a word document. If disabled, the text or font on the screen will show up exactly as it is in the actual document placed under the camera.

Working in Formatted Text Mode without speech output

Formatting a document:

By keyboard: Press the **F** key

Formatting the text may take a few seconds depending on the amount of text on the page and the power of your computer.

Navigate the formatted document in full screen formatted mode

Use **Up and Down** arrow keys to scroll up and down line by line. Use the **Page Up and Page Down** keys to scroll up and down page by page.

Note: This will only work if “**Use arrow keys to simulate X-Y table**” is checked under the Application **Settings**.

Switching between Formatted Mode and Preview Mode

Press the **F** key.

Note 1: After you switch to **Preview** mode from **Formatted** mode, press the **S** key in order to adjust sharpness.

Note 2: After switching to **Preview** mode from **Formatted** mode, the camera remains off, and the whole page is in the computer memory.

Originally, when you switch from **Preview** mode to **Formatted Text** mode, Zoom-Ex will take a snapshot of the page and shut the camera off, in order to format the text.

Once you leave **Formatted Text** mode and return to **Preview** mode, with the camera remaining off, Zoom-Ex displays the still image of the document. It makes no difference as far as reading the document is concerned. However, in

order to go to a different document, you have to turn the camera back on by pressing the Space bar. You'll hear 'Camera started'.

Going to the Next Page or another Document

If the camera is on, just place the new page at the Zoom-Ex base. It will instantly appear magnified on the computer screen if you are working in live **Magnification (CCTV)** mode. In **Scanning/Reading** mode, you will see a full image of the page that is to be scanned. Press **Y** to toggle between these two modes.

If you are working in **Formatted Text** mode, **the camera has to be turned on**. To turn on the Zoom-Ex camera, press the **Space bar**.

Saving a Document and Opening a Previously Saved document

Place a new page at the Zoom-Ex base. Press the Space bar to start the camera, press the Space bar again to stop the camera and take a picture. Go to **Application** and down to **Save Image**. A **Save Image dialog** box will appear.

Type in the name for your document, and select the **Save** button. The image will be saved in the default directory

\Users\Username\Documents\ZoomOffice\images.

You can also select another directory in which to save the document.

You can save images only when the camera stopped and image was taken.

To view a previously saved image: Go to **Application** and down to **Load Image**. A **Load Image dialog** box will appear.

Select the image and select **Open**. The image will appear on the screen. You can manipulate the loaded image exactly as you would the real document, i.e. Format, Read, and Magnify, etc.

Note: Zoom-Ex does not have to be plugged-in to read previously saved images.

To save a document as a text file

To save under the camera document as text, press **the Space bar** to stop the camera. Once the camera is stopped, you can save the document as text.

To quickly save text with a default name as date/time stamp in the default folder \Users\Username\Documents\ZoomOffice\images \Temp and immediately display the text file on the screen, press **Control+Shift+W**.

You can also save text in any directory and give it any name by going to the **Application** menu, down to **Save text**.

A **Save text dialog** box will appear. Type in the name for your document and select the Save button. The document will be saved in the default directory \Users\Username\Documents\ZoomOffice\Text. Again, you can select another directory in which to save the document.

When saving a previously saved image as text, there is no need to stop the camera because it is already stopped. Follow the same steps listed above.

To save a document as an audio - MP3 file

To save a document as an Audio file that is currently under the Zoom-Ex camera, press **Space** bar to stop the camera. Once the camera is stopped, you can save the document as an Audio file.

Go to **Application** menu, select **Save Audio**, then press **Enter**. A **Save Audio dialog** box will appear. Type in the name for your document, and select the **Save** button. The document will be saved in the default directory \Users\Username\Documents\ZoomOffice\Audio. You can also select another directory in which to save the document.

Opening an MP3 File

An audio MP3 or sound file **CANNOT BE OPENED** in Zoom-Ex. Go into the directory where the file was saved and open it from there. The default directory audio files are saved in is \Users\Username\Documents\ZoomOffice\Audio. Select the saved file and it will open in a program such as iTunes.

The saved MP3 file allows you to hear the full text without having to open the saved image. Also it can be uploaded on to your mp3 player so you can take your "book" with you.

Printing a Document

Zoom-Ex allows you to print out the formatted document with any magnification. Press **F** to display a document in **Formatted** mode, and select **Print**.

To preview the printed document, go to **Application** and down to **Print Preview**.

Print the document, or go back to the formatted document and adjust the magnification.

Note: Multiple pages may be printed depending on the magnification of one page.

Changing Zoom-Ex Display Characteristics

Changing the sharpness settings

Press **S** to alternate between various sharpness modes. The sharpness/contrast settings should be set separately for the **Live Magnification (CCTV)** mode and the **Formatted Text** mode.

Changing the text/background color

In order to switch between available colors, press **C**. Continue to press **C** until you have chosen a desired color.

In **Preview** mode, the available color options are:

- black-on-white,
- inverted (white-on-black),
- color

In **Formatted Text** mode, the available color options are:

- black-on-white,
- inverted (white-on-black),
- green-on-black,
- yellow-on-black,
- yellow-on-blue
- white-on-blue

Rotating the view of an object

To rotate a document in the **Magnification (CCTV)** mode, press **R** on your keyboard. The view rotates 90 degrees at a time. The preview window allows you to navigate your document and will assist you in deciding where you want to start reading the magnified text. You do not have to rotate a document to read it. Orientation of the document on the screen also does not matter when being read.

Using the preview window

There are three ways of viewing a page in the Magnification (**CCTV**) mode. The first is a **standard magnified** mode.

The second is a **magnified** mode with a little **picture-in-picture** window on the right top corner of the screen. The picture-in-picture window displays the image of the whole page. A focusing rectangle in the preview window identifies an area of the page which is currently displayed on the screen.

The third is **Full Screen Preview** mode, where the preview of the whole page is displayed on the screen.

Full Screen Preview or **Picture-in-Picture Preview** may be separately disabled in the **Preview Window tab** of the **Settings dialog**. Select **Application** and go down to **Settings**. The **Settings dialog** will appear. Select the **Preview Window** tab. In the **Show Preview Window** area, select the preview window type that you want to enable (you can select either or both). When the camera is on, only **Full Screen Preview** can be displayed, unless the **Enable real time zoom** checkbox in the **Preview** tab of the **Settings dialog** is checked.

To show/hide the preview window or alternate between small and full screen preview windows see below:

By keyboard: Press **V** key. The image below shows the **Full Screen Preview** window enabled. The red focus rectangle is positioned in the center. You can move the red focus rectangle around to where you want to start reading. The thickness and color of the focus rectangle can be changed via settings dialog. Once you have moved the red focus rectangle to the desired location, you can either dismiss the preview window (**V**), or go directly to **Formatted** mode (**F**). The displayed magnified text will start from the portion of the document highlighted by the red focus rectangle. The focus rectangle disappears.

To move the red focus rectangle around the document:

Use the keyboard arrows to move the rectangle around. (Make sure the X-Y table is checked under the **General** tab in **Settings**).

You can customize how the focus rectangle will look. On the main menu, select **Application** and go down to **Settings**. The **Settings dialog** will appear. Select the **Preview Window** tab. You can select the focus rectangle color (red, blue or green) and border (thin, medium or thick). Changes made to the preview window do not take effect until you select OK.

Changing Advanced Zoom-Ex Display Characteristics

Fine-tuning the contrast setting

To change contrast:

Press **Control key and `>`** on the keyboard to increase the contrast or press **Control key and `<`** on the keyboard to decrease the contrast.

Note: Make sure the **Control** key is pressed prior to "**<**" or "**>**" key. Pressing "**<**" or "**>**" keys without pressing the **Control** key will adjust camera brightness.

Changing the brightness setting

By default, the camera operates in **Auto-brightness** mode. In order to overwrite **Auto-brightness** mode and change the brightness, press "**<**" on the keyboard to decrease it or press "**>**" to increase it.

Note: The brightness can be changed only while camera is on.

Creating and Managing Books

A Book is an electronic copy of a book that you can create using the Zoom-Ex camera.

You can view saved books at any computer where a Zoom-Ex device may not be present but Zoom-Office software is installed. While reading a Book you can use all the same document browsing, magnification, and formatting capabilities that are available for viewing documents with Zoom-Ex.

You can also listen while the book is read to you page by page. The whole book can be saved as text, using any third party software to read the file. A Book allows you to bring your book anywhere with you. Just save it to a CD or upload it to your MP3 player.

Zoom-Office can be used separately from the Zoom-Ex device to read saved documents.

Creating a Book

Have a book or a multi-page document handy for scanning and reading with Zoom-Ex. Place your document under the Zoom-Ex camera.

Press Command + B, then the **Enter** key.

The **Create Book** dialog will appear. Put in the book title, the author's name, and select **Create**.

Choose how to scan a Book

Start by selecting one of the three scanning options:

- 1. Scan one page at a time:** Use this option to scan standard 8,5" X 11" large pages.
- 2. Scan only odd or only even pages:** Use this option to scan pages in a large book. Open the book and place the left or right page under the camera. If a portion of the second page also appears under the camera, Zoom-Ex will ignore it. Do not move the book until you have scanned all odd pages you want.

Once you have finished scanning odd pages, do the same for the even pages. Start by turning the book 180 degrees. Be sure that the even pages are now under the camera. The fact that the pages appear upside-down does not matter. Zoom-Ex rotates the pages for you automatically when you want to read the book.

Change the **Next Page Number** to the first even page number and start scanning the even pages. When you have finished, select the **Done** button. A Book will sort and keep all the pages in the right order automatically.

- 3. Scan two pages at once:** Use this option to scan small sized books. If you place the open book under the camera and can see both pages in the preview window **V** you can save both pages at once. While using this option, the book orientation is important. Always put the book in landscape format and align the edges of the book with the Zoom-Ex base.

When you scan two pages at once, both pages will be saved with their respective numbers. When you are reading saved pages, you will be able to view each page separately. If the Book failed to separate two pages, this will be indicated by an error sound and will be saved as one page. In this case, you can delete that page. See **Deleting a Page in a Book section** to adjust the book and save the same pages again.

Note: The default selection is to scan one page at a time.

Scanning modes

There are 2 types of scanning modes:

- 1. Manual Mode:** Press the **A** key or select the **Add** button to scan and save the page. You will hear a shutter sound indicating that the page has been scanned and saved.
- 2. Auto Mode:** Select the **Start Auto Mode** button to start scanning and saving pages. Then simply turn the pages. The Zoom-Ex camera has motion detectors so it will scan each page as soon as the page image is still for a few

seconds. It waits while you turn the pages. **Auto** mode allows you to use both hands to hold the pages in place.

Note: The default selection is **Manual** mode.

Adding pages to a new Book

Now that you've chosen how to scan/save a book, let's start adding pages.

1. Manual mode:

- a) Put the first page of your document under the Zoom-Ex camera and it will appear on the screen.
- b) Select the **Add (A)** button. Use your hands to keep the book flat and in a second, you will hear a shutter sound. The page is now saved, and the **Current page** field should display **1**. The **Next page number** should display **2** if you are saving one page at a time or **3**, if you are saving two pages at a time (or odd or even) pages.
- c) Put the next page of your document down, select the **Add** button, or press **A** on the keyboard.
- d) Save as many pages as you need by repeating the previous step.
- e) If you are saving many pages, you can continue saving pages later.

2. Auto mode:

- a) Select the **Start Auto Mode Button**
- b) Place the open book under the camera and use both hands to flatten the page. In a few seconds you will hear the shutter sound, as the page is been scanned and saved.
- c) Turn the page, again keep the page flat and in a few seconds you will hear the same sound.
- d) Continue turning pages until you have all the pages you want to be scanned and saved.
- e) When you are done or need a break, select the **Stop Auto Mode** button and remove the book from under the camera.

- f) When you are completely finished saving pages, select the **Done** button. The **Add Pages Book bar** will disappear, and the **Read Mode Book bar** will appear.

Note: You can add more pages to this book later. See the **Adding Additional Pages to an Existing Book** section of the manual for more details.

The **Read Mode bar** allows you to easily read your saved book with navigation buttons. For more information on reading your book with **Read Mode book bar**, see the **Reading a Saved Book topic** below.

If you are done with your book, select the **Exit** button to close the book.

More tips on saving a Book

1. Make the book as flat as possible. If you are saving a thick book with many pages, choose the **Auto** mode and use both hands to flatten the book.
2. When you are saving a book in **Auto** mode, Zoom-Ex will automatically adjust brightness to the light conditions at that time. If you are taking a lot of time saving all of the pages, take a break occasionally. Select **Stop Auto Mode** and then select **Start Auto Mode** to allow Zoom-Ex to re-adjust the brightness according to the illumination of your room.
3. When saving a lot of pages in **Auto** mode, you may notice you have to wait longer to hear the shutter. It could be due to one of three reasons:
 - a) The camera detects some motion such as wind, unstable hands, etc. ;
 - b) The camera missed a motion when you flipped the page; or
 - c) Zoom-Ex turned the camera off because the conditions have changed; for example, the lights in the room were turned on or off.You can always restart the camera and select the **Start Auto Mode** button again.
4. If you are using **Manual** mode, be sure that the page is stable on the screen before selecting **Add (A)**.

Reading a saved Book

To browse through the saved pages of your document:

1. Go to the **Book** menu and select **Open Book (Command + B + O)**.
2. The **Open Book dialog** will appear, showing the books in the default folder `\Users\Username\Documents\ZoomOffice\Books`. If you want to open a book

that was saved in another folder, use the **Browse** button to select the desired folder. The location of the selected folder will be displayed in the **Book location** field. The list of books in this folder will be displayed on the screen.

3. Select the book you would like to view, and select the **Open** button.

Note: The **Open** button is disabled if no book is selected. As soon as you select any book in the list, the **Open** button will become enabled and selectable. The **Open Book dialog** box disappears. The **Read Mode bar** appears at the top of the screen and the first page of the chosen document is displayed. The **Read Mode bar** has the **Previous** and **Next** buttons, the **Go to page** field and **Go** button to jump to a page out of order. The **Read Mode bar** also has the **Current Page** field, which displays the number of the page currently being viewed.

If the **Status Parameter** box is checked under **General Settings**, Zoom-Ex will tell you the current page number.

4. You can magnify the image of the current page, format the text part of the image, and use all other functions available for viewing documents with Zoom-Ex to make your reading efficient and more enjoyable. Please read **Using Zoom-Ex as a Smart Magnifier and Using Zoom-Ex as the Fastest Reader** to learn about the available Zoom-Ex functions. Zoom-Ex will remember all your selections when you move from page to page or from book to book. If you use the **Save only odd or only even pages** option while saving the book, you will have to rotate only the first even (odd) page. Zoom-Ex will rotate the rest of the pages automatically.

5. Select the **Next** button or **N** on the keyboard to go to the next page of your document. Select the **Previous** button or **P** on the keyboard to go to the previous page. You can also put in a page number out of sequence, and select the **Go** button to jump to that page.

6. When you are done browsing the book, select the **Exit** button.

Note: When the cursor is on the **Current Page** or **Go to Page** field and you are moving from page to page using **Previous (P)** or **Next (N)** buttons, you will hear "**N**" or "**P**" instead of "Next" or "Previous". To avoid this, use TAB to move the cursor.

Continuous Book Reading

You can now read the entire saved book from the first to the last page without using any key to move from the previous page to the next page.

To enable this functionality please go to Application (Command + A), down to

Settings (use down arrow key). Select the Book tab.

Select the Continuous Book Read Mode checkbox, then Apply and OK buttons to enable the Continuous reading.

Please follow these steps for the continuous book reading:

1. Go to Book/Open book (Command + B + O)
2. Select a book
3. Open it. Voice message will announce: Opening page one of
4. Press F key to go to the Formatted mode.

NOTE: It's important to be in a Formatted mode for continuous reading.

5. With a continuous Book Read Mode enabled, reading will not stop at the bottom of the first (or any selected) page and will go on until the bottom of the last page of the book.

Reading by character (right/left arrow), word (ctrl+l/r arrow), sentence (up/down arrow), paragraph (ctrl+up/down arrow) will stop the continuous reading mode. To resume it press X key.

Managing Books

Adding additional pages to an existing Book

To add additional pages to an existing book:

1. Open the book of interest by going to the **Book** menu and down to **Open Book**.
2. Once the **Read Mode bar** appears, go to the **Book** menu and select **Add Pages**.
3. The **Add Pages Book bar** will appear.
4. Place the page you want to scan under the camera, set its page number, and press the **Add** button or the letter **A**. You can also use the **Auto save** mode and/or save two pages at a time. See the **Creating Zoom-Book** section for details.
5. Repeat step 4 as needed.
6. When you finish adding new pages, select the **Done** button. If you were saving pages in **Auto** mode, select the **Stop Auto Mode** button first and then

select the **Done** button. The **Add Pages Book bar** will disappear, and the **Read Mode Book bar** will appear again.

Deleting pages in an existing Book

In order to delete a page in a book:

1. Open the book of interest by going to the **Book** menu, and select on **Open Book**. The **Read Mode Book bar** will appear.
2. Navigate to the page that you want to delete by putting the page number into the **Go to page** field and pressing **Go**.
3. Go to the **Book** menu, and select on **Delete this page**.
4. You will be asked to confirm your instruction. Select yes.
5. The page will be deleted. The display will automatically move to the next page or to the previous page if the deleted page was the last page of the document.

Deleting a Book

In order to delete a book:

1. Go to the **Book** menu, and select on **Delete Book**.
2. The **Delete Book dialog** box will appear. Select the book that you wish to delete and select the **Delete** button. You cannot delete an open book.
3. You will be asked to confirm your instruction. Select yes.

Closing a Book

To close a book you can select the **Exit** button or go to the **Book** menu, and select **Close Book**.

Saving a Book as text

After you have scanned the book, you can convert the whole book to one text file. Under the **Book Menu**, select on **Save Current Book as Text**. The file is saved in the folder \Users\Username\Documents\ZoomOffice\Texts. Depending on the power of your computer, it will take approximately 3 to 6 seconds to save each page. For 200 pages, the process may take 10 to 20 minutes.

If the **Status** box is checked under **General Settings**, Zoom-Ex will tell you the current page number.

Saving a Book as MP3 files

Under the book menu, select on **Save current book as MP3 file**. The book will be saved as MP3 files in the folder
\Users\Username\Documents\ZoomOffice\MP3.

Copying a saved Book

The fastest way to initially save a book is to save it on the hard drive. After you have scanned your book, you can use the **Save Current Book As** menu item to copy the book onto a CD or a flash drive.

- 1.** Go to the **Book** menu, and select on **Save Current Book As**.
- 2.** Use the **Browse** button to select the drive and/or folder where you want to copy the book.
- 3.** Enter a New Name for the book.

Contact and Customer Service Information

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