

Dolphin

ScreenReader

Version 18



Dolphin Computer Access

Publication Date: 10 November 2020

Copyright ©1998-2020 Dolphin Computer Access Ltd.

Technology House
Blackpole Estate West
Worcester WR3 8TJ
United Kingdom
Tel: +44 (0) 1905 754577
Fax: +44 (0) 1905 754559

All Rights Reserved World-wide.

CHAPTER 1

Install and Set Up

1.1 Start Dolphin ScreenReader

Dolphin ScreenReader will start automatically after you log onto your computer unless you have stated otherwise during the installation process.

You can manually start Dolphin ScreenReader after log on by using the Dolphin ScreenReader shortcut key.

Press CONTROL + SHIFT + S.

If you have installed a new version alongside your existing version then the new version will be automatically given the following shortcut key:

Press CONTROL + SHIFT + D.

You can also launch Dolphin ScreenReader by selecting the Dolphin ScreenReader shortcut in the Windows Start menu. This is in the Programs, Dolphin sub-menu.

1.2 Run Dolphin ScreenReader for the first time

You will be guided through the activation process the first time you run Dolphin ScreenReader after installation.

The activation process will guide you through unlocking and activating your software.

1.3 Learn your hot keys

You can use the Dolphin ScreenReader Key Describer to help you get familiar with your keyboard layout and Dolphin ScreenReader hot keys.

An application will not see or act on any keys pressed when you use Key Describer.

To turn on or off "Key Describer":

Key Describer Hot Keys

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Turn on or off Key Describer	CAPS LOCK + SLASH	CAPS LOCK + 1

1.4 Quit Dolphin ScreenReader

To quit Dolphin ScreenReader:

1. Press LEFT CONTROL + SPACEBAR. This will open the Dolphin ScreenReader control panel.
2. Press ALT + F. This will open the "File" menu.
3. DOWN ARROW to "Quit Dolphin ScreenReader" and press ENTER. A message window will appear asking you to confirm you want to quit.
4. TAB to the "Yes" button and press SPACEBAR.

CHAPTER 2

How to find help

2.1 Use the quick reference booklet

A quick reference booklet is included in the box containing your Dolphin ScreenReader software. This book contains information on getting started with Dolphin ScreenReader, covering the popular hot keys you use with this software.

2.2 Get help using an application

Dolphin ScreenReader includes help on how to use many popular applications.

Help includes:

- How to configure the application for best performance.
- How to complete many common tasks using only the keyboard.
- A list of popular hot keys.

While Dolphin ScreenReader is running, you can open the Dolphin ScreenReader Help from within your application. When you open the Dolphin ScreenReader Help menu, the first item will link to specific information about using Dolphin ScreenReader with the current application.

To do this:

1. Press CAPS LOCK + F1.

A context menu opens.

2. DOWN ARROW to select the name of your application. For example, Microsoft Word 2007 and then press ENTER.

Dolphin ScreenReader opens an HTML Help window, which contains the help content.

When you wish to return to your application, you can press ALT + F4 to close the Help window.

2.2.1 Move within Help topics

You can use Arrow Keys to move around within topics. In addition, you can use the following web page navigation commands to move around within help topics. Visit the Internet Explorer section of the Dolphin ScreenReader manual for a complete list of hot keys for moving around web pages.

- Move to the next heading, H.
- Move to the previous heading, SHIFT + H.
- Move to the next link, TAB.
- Move to the previous link, SHIFT + TAB.
- Move to the bottom of the current document, CONTROL + END.
- Move to the top of the current document, CONTROL + HOME.
- Read from here to the end of the document, press the Read From Here hot key.

Read From Here

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Start Read From Here	NUMPAD PLUS	CAPS LOCK + DOWN ARROW
Stop Read From Here	NUMPAD PLUS or ESCAPE or LEFT CONTROL	SPACEBAR or ESCAPE or CONTROL

When you wish to return to your application, you can press ALT + F4 to close the Help window.

2.2.2 Move between Help topics

You can use the links at the top of each topic to go to the next or previous topic.

To do this:

1. Press CONTROL + HOME to move to the top of the document.
2. Press TAB to move by link until you hear "Previous Topic Link" or "Next Topic Link". You can press SHIFT + TAB to move back to any links you may have skipped.
3. Follow the link you have chosen by pressing ENTER.

You can use the "Home" link to move to a page containing links to all topics relating to the current application.

When you wish to return to your application, you can press ALT + F4 to close the Help window.

2.2.3 Switch between Help and your application

You can remember your place in the Dolphin ScreenReader Help by keeping the Dolphin ScreenReader Help Browser window open. You may find it useful to switch between the Dolphin ScreenReader Help Browser window and your application window several times while carrying out help instructions.

To do this:

1. From the Dolphin ScreenReader Help window, press ALT + TAB to switch back to your application.
2. Carry out any actions in your application.
3. Press ALT + TAB to return to your position in the Help window.

When you have finished using Dolphin ScreenReader help, you can press ALT + F4 to close the Help window.

2.2.4 Add personal notes

You can add personal notes in the Dolphin ScreenReader Help. You might do this to keep a note of certain hot keys or steps you need to follow to complete a task in an application.

To do this:

1. Run your application.
2. Press CAPS LOCK + F1.

The Dolphin ScreenReader Help menu opens.

3. DOWN ARROW to “My Notes” and press ENTER.

A blank document in NotePad or equivalent text editor opens.

4. Add your text to the file.
5. Save and close the file.

You can review and add to your notes by selecting the “My Notes” item in the Dolphin ScreenReader Help menu. The text files you create are saved in your ¥Settings folder.

2.3 Get Help from the Dolphin ScreenReader Control Panel

Your Dolphin ScreenReader Control Panel provides two ways of getting help.

- The Help button.
- The Help menu.

2.3.1 Use the Help Button

The Help button in the Dolphin ScreenReader Control Panel is context sensitive. When you press this button, Dolphin ScreenReader opens the relevant section of the manual containing an explanation of the Dolphin ScreenReader settings in view.

If the Dolphin ScreenReader Control Panel is not open, you can open it using **LEFT CONTROL + SPACEBAR**.

You can press the Help button in any of these ways:

- Left clicking the "Help" button on the Control Panel with the mouse.
- TAB to the "Help" button and press SPACEBAR.
- Press F1.

2.3.2 Explore the Help menu

The Help menu provides access to the complete Dolphin ScreenReader manual. The complete manual is particularly useful when you need to lookup a particular piece of information.

1. If the Dolphin ScreenReader control panel is not open, you can open it using LEFT CONTROL + SPACEBAR.
2. When in the Dolphin ScreenReader control panel, press ALT + H to open the "Help" menu. The first item in the menu is "Dolphin ScreenReader Manual".
3. Press ENTER to open the Dolphin ScreenReader manual.

Use the following keys to navigate the Dolphin ScreenReader manual:

- Choose a section, UP and DOWN ARROW Keys.
- Expand and collapse individual sections, RIGHT and LEFT ARROW Keys.
- Open a topic, ENTER.
- Move between the contents and the open topic, F6.

2.4 Get support for Dolphin ScreenReader

2.4.1 Find help on the Dolphin website

The Dolphin website offers a comprehensive range of support materials to help you get the most out of your Dolphin product. A variety of documentation is available, from handy tips and tutorials, to more technical knowledge base articles offering solutions to less common problems.

To do this:

1. Open a web browser and visit <http://www.YourDolphin.com>.
2. Choose the "Support" link from the main navigation menu.
3. Choose one of the options available to you:
 - Manuals and user guides. Dolphin's training Manuals and Quick Start Guides will help you get to grips with our products quickly and easily.
 - Tips & Tutorials. Handy step by step online tutorials covering the main product features.
 - Knowledge Base. The Knowledge Base is a searchable database containing a wealth of information and solutions to issues you might have with your Dolphin product.

2.4.2 Contact your Dolphin Dealer for support

If you purchased your Dolphin software from a registered Dolphin dealer, you can contact the dealer directly to receive the most appropriate localised support. If you do not know the contact details for your dealer, you can obtain these from the Dolphin website.

To do this:

1. Open a web browser and visit <http://www.YourDolphin.com>.
2. Choose the "Dealers" link from the main navigation menu. This will open the "Dealer Locator" page.
3. Select your country from the list then choose the "Submit" button. This will open a page displaying a list of Dolphin Dealers for that country.
4. Review the results to locate the contact details for the dealer from which you purchased your Dolphin product.

2.4.3 Contact Dolphin UK Product Support

At Dolphin we pride ourselves in the quality and level of Product Support we provide to all our customers. Our goal is to continue to provide Product Support that is second to none. You can contact our Product Support team in a number of ways.

To do this:

- By telephone: +44 (0)1905 754765.
- By telephone (UK Local Rate): 0345 130 5454.
- By Fax: +44 (0) 1905 754 559.
- By Email: support@yourdolphin.com.

2.4.4 Contact Dolphin USA Product Support

At Dolphin we pride ourselves in the quality and level of Product Support we provide to all our customers. Our goal is to continue to provide Product Support that is second to none. You can contact our Product Support team in a number of ways.

To do this:

- By telephone (Toll free): 888 519 4694
- By telephone (International): +1 609 803 2173.
- By Email: support@dolphinusa.com.

2.4.5 Find your product version number and your product serial number

In the Dolphin ScreenReader "About" dialog box you can find information about:

- Your Dolphin ScreenReader version number.
- Your personal Dolphin ScreenReader serial number.
- A copy of the Dolphin ScreenReader software license agreement.

To open this dialog box:

1. Press LEFT CONTROL + SPACEBAR. This will open the Dolphin ScreenReader control panel.
2. Press ALT + H. This will open the "Help" menu.
3. DOWN ARROW to "About" and press ENTER. This will open the "About" dialog box.

2.4.6 Get further product training

Dolphin has a network of approved trainers who are available to offer you high quality training either within your home or in your place of work. Our trainers can personalise the training to your individual requirements allowing you to maximise your independence, whilst taking into account your level of technical knowledge. You can contact Dolphin to find a Dolphin approved trainer in your area.

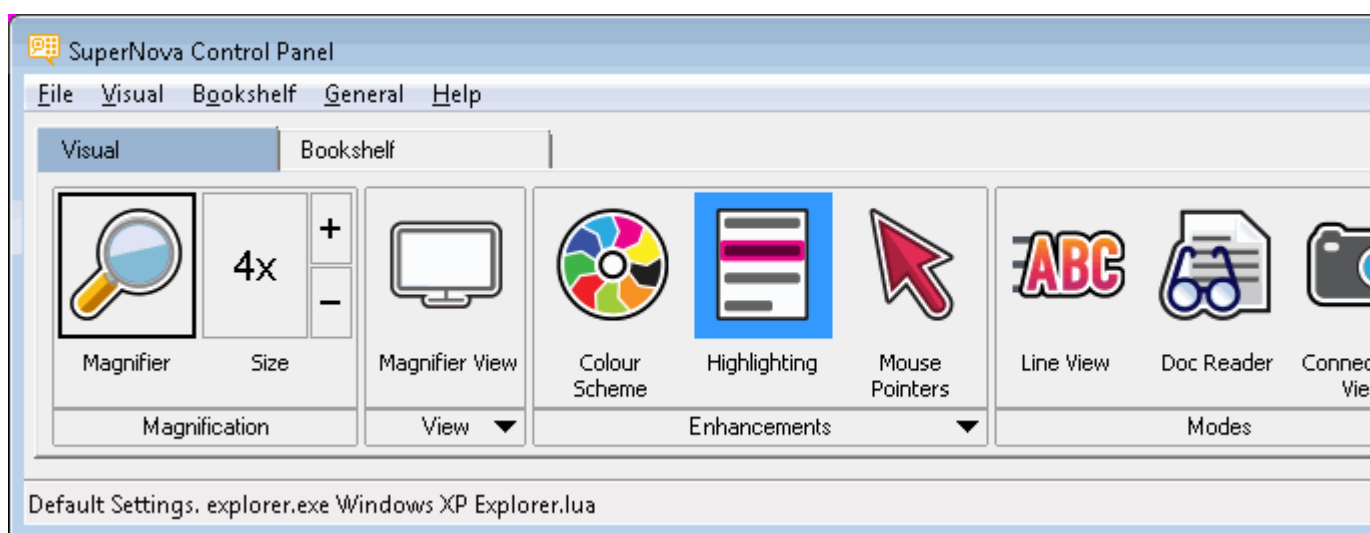
To do this:

- By telephone: +44 (0)1905 754577.
- By Email: info@dolphinuk.co.uk.

CHAPTER 3

Dolphin ScreenReader Control Panel

3.1 |Introducing the Dolphin ScreenReader Control Panel



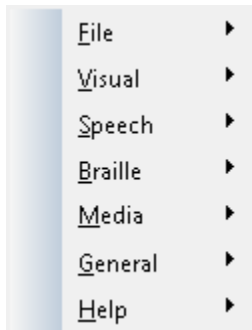
The Dolphin ScreenReader Control Panel is the place that contains all of the settings for Dolphin ScreenReader.

You can find Dolphin ScreenReader's settings in the Control Panel's menu bar and the button bar.

The menu bar, which is the horizontal bar positioned below the title bar containing options to drop down menus, provides access to all the settings available in Dolphin ScreenReader. The button bar, which is positioned below the menu bar and contains large easy to access buttons, provides access to Dolphin ScreenReader's most commonly used settings.

The final part of the Dolphin ScreenReader Control Panel is the status bar. The status bar, which is the horizontal bar at the bottom of the Dolphin ScreenReader Control Panel, provides information about the Settings files you are using.

You can switch from a full-sized to a compact version of the control panel using the restore down and maximise buttons in the title bar of the control panel.



3.2 Keyboard commands to get around the Dolphin ScreenReader Control Panel

The following tables provide a list of keyboard commands to help you get around the Dolphin ScreenReader Control Panel. Note that these keyboard commands are also standard Windows commands that you can use throughout Windows.

Keyboard Commands for the menu bar.

Function	Hot key
Move focus to the menu bar	ALT
Move focus across the menu bar	LEFT ARROW or RIGHT ARROW
Open the menu item that has focus	DOWN ARROW or ENTER
Move to and open a menu bar item	ALT + Underlined letter
Move through an open menu	DOWN ARROW or UP ARROW
Open a submenu	RIGHT ARROW or ENTER

Close a submenu	LEFT ARROW or ESCAPE
Select a menu item	ENTER

Keyboard Commands for dialog boxes

Function	Hot key
Move to the next control	TAB
Move to the previous control	SHIFT + TAB
Press a button, toggle a check box or select an option	SPACEBAR
Move directly to a control	ALT + Underlined letter
Open the next tab in a multi tab dialog box	CONTROL + TAB
Open the previous tab in a multi tab dialog box	CONTROL + SHIFT + TAB
Cancel	ESCAPE

3.3 Settings in the Dolphin ScreenReader Control Panel

All the Dolphin ScreenReader options can be accessed through the menus in the Dolphin ScreenReader Control Panel. The following list summarises the purpose of the menus.

- File menu:

The "File" menu contains options for selecting your user profile as well as managing your Dolphin ScreenReader Settings files. This includes creating, editing, importing and exporting settings files.

The "File" menu also contains the command to quit Dolphin ScreenReader.

- Visual menu.

The "Visual" menu contains options for adjusting the Dolphin ScreenReader Highlighting settings. The Highlighting settings are the visual marks Dolphin ScreenReader uses to indicate the focus position on the screen.

- Speech menu.

The "Speech" menu contains the options to control what Dolphin ScreenReader announces. This includes voice settings like the speed and volume of the voice, plus options controlling what Dolphin ScreenReader says when you are typing, reading and working with text.

- Braille menu.

The "Braille" menu contains options to control what is output to a Braille display. This includes the Braille table, language and text attributes.

- Media menu.

The "Media" menu contains options for scanning, searching for books, reading online news articles, listening to radio stations and playing podcasts.

- General menu.

The "General" menu contains options that control Dolphin ScreenReader's behaviour including startup preferences, update settings, Control Panel appearance and Dolphin ScreenReader keyboard and hot key assignments.

- Help menu.

The "Help" menu provides shortcuts to useful resources including the Dolphin ScreenReader Manual, online resources and the "About" option. The "About" option provides you with your customer ID number plus the edition, version and build of Dolphin

ScreenReader you are currently running. Ensure you have this information at hand if you require technical assistance.

3.4 Change the appearance of the Dolphin ScreenReader Control Panel

You can make many changes to the Dolphin ScreenReader Control Panel. For example, you can hide the button bar, hide the status bar, stop the Control Panel appearing when you run Dolphin ScreenReader and remove it from the Windows Taskbar.

For information about changing the Dolphin ScreenReader Control Panel, see the "General Control Panel dialog box".

You can open the Dolphin ScreenReader Control Panel in several ways. Use the one which suits you best.

To open the Dolphin ScreenReader main Control Panel:

Press **LEFT CONTROL + SPACEBAR**.

This opens the full Control Panel as a dialog box.

Alternatively, using the mouse, to open the Dolphin ScreenReader Control

Panel:

Click the Dolphin ScreenReader icon in the Windows Notification Area.

To open the Dolphin ScreenReader Control Panel as a simple menu:

Press **CAPS LOCK + SPACEBAR** or **RIGHT CLICK** the Dolphin ScreenReader icon in the Windows Notification Area.

3.5 Close the Dolphin ScreenReader control panel

You can close the Dolphin ScreenReader Control Panel in several ways.

To do this:

Press ESCAPE.

Or,

Click the minimise icon in the Dolphin ScreenReader Control Panel title bar.

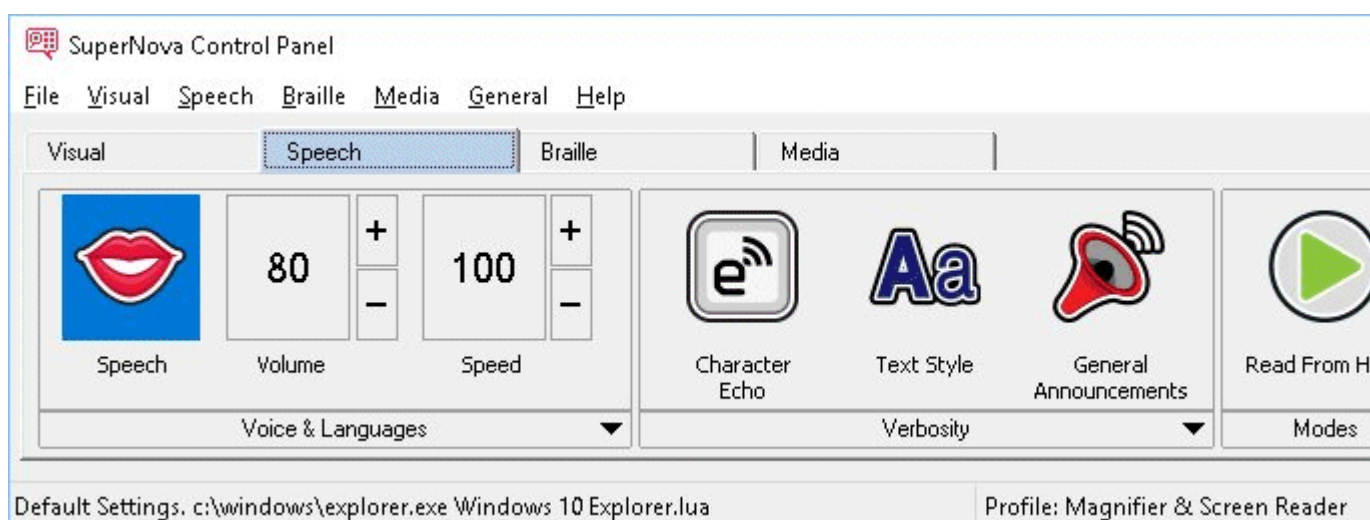
When you do this, the Dolphin ScreenReader Control Panel disappears and the focus goes back to the application you were previously running. Dolphin ScreenReader continues to run.

NOTE: If you press ALT + F4 or click the close button in the Dolphin ScreenReader Control Panel title bar, then Dolphin ScreenReader will assume you want to quit the program. Before quitting, a message window appears asking you to confirm the action.

CHAPTER 4

Voice settings

4.1 Turn the voice off or on



You can turn off or on the voice using the "Speech" options in the Dolphin ScreenReader control panel or by using hot keys.

To turn off the voice until you turn on the voice again:

Speech Hot Keys

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Turn voice on and off	LEFT CONTROL + 0	LEFT CONTROL + ALT + 0
Mute voice	LEFT CONTROL	CONTROL

4.2 Change volume

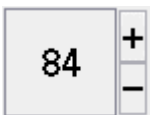


You can change the volume of the voice using the "Speech" options in the Dolphin ScreenReader control panel or by using hot keys.

Speech Hot Keys

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Increase volume	LEFT CONTROL + EQUALS	LEFT CONTROL + ALT + EQUALS
Decrease volume	LEFT CONTROL + MINUS	LEFT CONTROL + ALT + MINUS

4.3 Change reading speed



You can change the reading speed of the voice using the "Speech" options in the Dolphin ScreenReader control panel or by using hot keys.

Speech Hot Keys

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Increase reading speed	LEFT CONTROL + LEFT SHIFT + EQUALS	LEFT CONTROL + ALT + PAGE UP
Reduce reading speed	LEFT CONTROL + LEFT SHIFT + MINUS	LEFT CONTROL + ALT + PAGE DOWN

4.3.1 Change voice



Speech synthesisers often come with different voices to choose from. Each voice will have its own intonation, created within the speech parameters available.

To change voice:

1. Press LEFT CONTROL + SPACEBAR.

The Dolphin ScreenReader control panel opens.

2. Press ALT + S.

The "Speech" menu opens.

3. DOWN ARROW to "Voice Preferences" and press ENTER.

The "Voice Preferences" dialog box opens.

4. CONTROL + TAB until you open the "Voice and Language Configuration" page.
5. TAB to the "Voice" list and use the Arrow Keys to select a voice.
6. If you want to have different voices for different speech contexts, TAB to the "Same as Screen Reader" check box and press SPACEBAR to deselect this option. Then, TAB to each category and use the Arrow Keys to select a voice.

Note: A speech context is a special attribute of the text to be spoken which indicates where it came from or what Dolphin ScreenReader feature you are using.

7. TAB to the "OK" button and press SPACEBAR.

Dolphin ScreenReader saves the changes and closes the dialog box.

If you are unable to find a voice you find comfortable to listen to then try another synthesiser or try creating your own voice using the options in the "User Defined Voices" page in the "Voice Preferences" dialog box.

4.4 Change reading voice language



Dolphin ScreenReader can automatically change the synthesiser language to match particular alphabetic scripts to make screen reading a more fluent experience. You can automatically switch between many scripts including Latin, Arabic, Chinese (Mandarin), Greek, Hebrew, Hindi (Devanagari) and Russian (Cyrillic).

Where Dolphin ScreenReader is unable to determine the script language, for instance, where the same alphabet is used by different languages, you

can use a hot key to select the synthesiser language you want to use to read the passage of text.

Note that not all synthesisers support this feature. To learn more about supported synthesisers and available synthesiser languages please contact Dolphin or your local Dolphin dealer.

4.4.1 Enable automatic language switching

1. Press LEFT CONTROL + SPACEBAR.

The Dolphin ScreenReader control panel opens.

2. Press ALT + S.

The "Speech" menu opens.

3. DOWN ARROW to "Voice Preferences" and press ENTER.

The "Voice Preferences" dialog box opens.

4. CONTROL + TAB until you open the "Voice & Language" page.

5. TAB to the "Enable automatic language switching" check box and press SPACEBAR to select this option.

6. If you want to prevent the speech changing when punctuation and numbers are encountered through passages of text, TAB to the "Speak numbers & punctuation with previous character's language" check box and press SPACEBAR to select this option.

7. TAB to the "OK" button and press SPACEBAR.

Dolphin ScreenReader saves the changes and closes the dialog box.

If you are using a non-European version of Dolphin ScreenReader and require text to be automatically read using a European language, then, in addition to the steps above, in the "Voice & Language" page, de-select the

“Same as screen reader” check box and select the European language you want to use from the “Screen language” list.

You can also change the "Screen language" option by using the Language Up or Language Down hot key. This allows you to change synthesiser language without the need to leave the document you are reading.

Speech Hot Keys

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Language Down	LEFT CONTROL + FULL STOP	No Assignment
Language Up	LEFT CONTROL + COMMA	No Assignment

4.5 Change speech synthesiser

Dolphin ScreenReader works with many different speech synthesisers. Supporting such a variety of speech synthesisers means you can pick a synthesiser and voice that you find comfortable, clear and responsive to use. To see what speech synthesisers are available please visit the Dolphin website or contact your local Dolphin Dealer.

To change to another speech synthesiser:

1. Press LEFT CONTROL + SPACEBAR.

The Dolphin ScreenReader control panel opens.

2. Press ALT + S.

The "Speech" menu opens.

3. DOWN ARROW to "Voice Preferences" and press ENTER.

The "Voice Preferences" dialog box opens.

4. CONTROL + TAB until you open the "Synthesiser Configuration" page.
5. TAB to the "Select Synthesiser" button and press SPACEBAR.

The "Select Synthesiser" dialog box opens.

6. Use the Arrow Keys to select an alternative speech synthesiser.
7. TAB to the "OK" button and press SPACEBAR.

Dolphin ScreenReader closes the dialog box and speaks using the new synthesiser.

If you find the voice not to your liking then you can move into the "Voice and Language Configuration" page to choose a different voice. You could also move to the "User defined voices" page to customise the parameters of the existing voice.

8. TAB to the "OK" button and press SPACEBAR.

Dolphin ScreenReader closes the "Voice Preferences" dialog box.

CHAPTER 5

Reading and typing

5.1 Read character

Speak Key

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Read character at the current focus position	NUMPAD 4	CAPS + LEFT ARROW

You can learn more about the current character by repeating the press of the hot key.

- x2 announces the phonetic character description.
- x3 announces the character's attributes including font name, size and style.
- x4 announces the unicode value of the character.

5.2 Read word

Speak Key

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Read word at the current focus position	NUMPAD 5	CAPS LOCK + RIGHT ARROW

You can learn more about the current word by repeating the press of the hot key.

- x2 spells the word.
- x3 spells the word using the phonetic alphabet.

5.3 Read line, read line to cursor and read line from cursor

You can read the current line, read up to the cursor position on the current line and read from the cursor position on the current line.

Speak Key

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Read line at the current focus position	NUMPAD 6	No Assignment
Read up to the cursor position on the current line	LEFT SHIFT + NUMPAD 1	CAPS LOCK + HOME
Read from the cursor position on the current line	LEFT SHIFT + NUMPAD 2	CAPS LOCK + END

You can learn more about the current line by repeating the press of the hot key.

- x2 reads the line including announcements of capital letters and spaces.
- x3 spells the line.

5.4 Read selected text

You can read the text you have selected in your document with a hot key.

Speak Key

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Read selected text	NUMPAD 1	CAPS LOCK + SHIFT + DOWN ARROW

You can learn more about the current selection by repeating the press of the hot key.

- x2 spells the selected text including announcements of capital letters and spaces.
- x3 spells the selected text using the phonetic alphabet.

5.5 Read focus

Speak Key

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Read current focus	NUMPAD 0	CAPS LOCK + UP ARROW

You can learn more about the current focus by repeating the press of the hot key.

- x2 spells the focus including announcements of capital letters and spaces.
- x3 spells the focus using the phonetic alphabet.

5.6 Read control

Speak Key

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Read control	NUMPAD PERIOD	No Assignment

You can learn more about the current control by repeating the press of the hot key.

- x2 reads the control including announcements of capital letters and spaces.
- x3 spells the control using the phonetic alphabet.

5.7 Read window

Speak Key

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Read WINDOW	NUMPAD 9	CAPS LOCK + B

You can learn more about the current window by repeating the press of the hot key.

- x2 spells the focus including announcements of capital letters and spaces.

5.8 Read status

Speak Key

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Read status information (e.g. status bar)	NUMPAD 2	CAPS LOCK + PAGE DOWN

You can learn more about the current status by repeating the press of the hot key.

- x2 spells the status including announcements of capital letters and spaces.
- x3 spells the status using the phonetic alphabet.

You may have additional commands added to this hot key for different applications. Please refer to the help for the application to learn more.

5.9 Read shortcut key

Speak Key

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Describe shortcut key	LEFT SHIFT + NUMPAD PERIOD	CONTROL + CAPS LOCK + LEFT ARROW

You can learn more about the current shortcut key by repeating the press of the hot key.

- x2 spells the shortcut key using the phonetic alphabet.

5.10 Read date and time

You can announce the current time and date with a Dolphin ScreenReader hot key. The time and date comes from your computer clock.

Speak Key

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Read time and date	LEFT CONTROL + LEFT SHIFT + NUMPAD SLASH	CAPS LOCK + F12

5.11 Check where you are

You can learn where you are by pressing the "Where Am I" hot key. Pressing The hot key gives different information depending on your current location.

Examples:

- The "Where Am I?" hot key tells you the window title, document name and current line in a word processor.
- The "Where Am I?" hot key tells you the window title, property sheet name, group name and the name of the current control in a dialog box.

Speak Key

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Where Am I?	NUMPAD 7	CAPS LOCK + PAGE UP

5.12 Read continuously

Read From Here is a special reading mode available in Dolphin ScreenReader.

You can use Read From Here to continuously read a document. Reading will continue until the end of the document or until you press a hot key to stop the reading. The pressing of a hot key to stop Dolphin ScreenReader reading will move the cursor to the last word spoken.

You can change the speed of the voice during Read From Here and navigate backwards and forwards through the content of a document as it's being spoken. Note that this requires the document area being read to support Dolphin Cursor navigation by unit in order to move by line, sentence, paragraph and heading, etc. Examples of supported document areas include Microsoft Word documents and Microsoft Outlook e-mails.

Read From Here

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Start Read From Here	NUMPAD PLUS	CAPS LOCK + DOWN ARROW
Stop Read From Here	NUMPAD PLUS or ESCAPE or LEFT CONTROL	SPACEBAR or ESCAPE or CONTROL

5.12.1 Read From Here with the Dolphin Cursor

Read From Here is also available when using the Dolphin Cursor. This allows you to continuously read information that you may not otherwise be able to read including web pages, dialog boxes, lists and menus.

You can also turn on or turn off the Dolphin Cursor when you stop Read From Here. Turning on the Dolphin Cursor will place the Dolphin Cursor on the last word spoken. The application does not move focus to the new position.

Read From Here

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Stop Read From Here and turn on or turn off the Dolphin Cursor	NUMPAD MINUS	SPACEBAR

5.13 Change what is spoken when typing

You can have:

- Each character you type spoken.
- Each word you type spoken.
- Each character and word you type spoken.
- Nothing spoken when typing.

You can make this change through the Dolphin ScreenReader control panel.

To do this:

1. Press LEFT CONTROL + SPACEBAR. This will open the Dolphin ScreenReader control panel.
2. Press ALT + S. This will open the "Speech" menu.
3. DOWN ARROW to "Character Echo" and press ENTER. This will open the "Character Echo" dialog box.
4. Select what you want spoken when typing from the options available.
5. TAB to the "OK" button and press SPACEBAR. This will confirm your changes and close the dialog box.

You can also change the Character Echo value using a Dolphin ScreenReader hot key.

Speech hot key

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Character echo cycle	CAPS LOCK + SEMI COLON	CAPS LOCK + 2

5.14 Announce capital letters

You can announce capital letters by changing settings in the Dolphin ScreenReader control panel. Note that the Dolphin ScreenReader settings will vary depending on the synthesiser you are using.

5.14.1 Turn on capital announcement

You can turn on capital announcement by selecting the "Capitals" check box in the "Text Style Announcements" dialog box or by using a Dolphin ScreenReader hot key.

To select the "Capitals" check box:

1. Press LEFT CONTROL + SPACEBAR. This will open the Dolphin ScreenReader control panel.
2. Press ALT + S. This will open the "Speech" menu.
3. DOWN ARROW to "Text Style Announcements" and press ENTER. This will open the "Text Style Announcements" dialog box. This is a dialog box with multiple tabs.
4. If you want capital announcements in edit areas, in the "Edit Areas" tab, TAB to the "Capitals" check box and press SPACEBAR to select this item.
5. If you want capital announcements in prompt areas like dialog boxes, message windows and worksheets, CONTROL + TAB to open the "Prompt Areas" tab, then TAB to the "Capitals" check box and press SPACEBAR to select this item.
6. Repeat the previous steps for all other areas and modes where you want to have capital announcements.
7. TAB to the "OK" button and press SPACEBAR. This will confirm your changes and close the dialog box.

To use the Dolphin ScreenReader hot key:

Speech Hot Keys

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Capitals on / off	CAPS LOCK + QUOTE	No Assignment

Note that this hot key changes the "Capitals" check box status in the "Text Style Announcements" dialog box corresponding to your current focus position.

Examples:

- Press the hot key in an edit area and only the status of the "Capitals" check box in the "Edit Areas" tab of the "Text Style Announcements" dialog box will change.
- Press the hot key in a menu and only the status of the "Capitals" check box in the "Menus" tab of the "Text Style Announcements" dialog box will change.

5.14.2 Turn on capital announcement when reading lines

By default, if you turn on capital announcement in edit areas then Dolphin ScreenReader will announce capitals when you are typing and when you are moving across a line of text. To also announce capitals when you are reading a line, for example, when you press DOWN ARROW to move focus onto a new line, you must also select the "Announce capitals when reading lines" check box.

To do this:

1. Press LEFT CONTROL + SPACEBAR. This will open the Dolphin ScreenReader control panel.
2. Press ALT + S. This will open the "Speech" menu.

3. DOWN ARROW to "General Announcements" and press ENTER. This will open the "General Announcements" dialog box.
4. TAB to the "Announce capital letters when reading lines" check box and press SPACEBAR to select this item.
5. TAB to the "OK" button and press SPACEBAR. This will confirm your changes and close the dialog box.

5.14.3 Using sounds to indicate capitals

By default, Dolphin ScreenReader will describe capital letters by using words. Using words is a method all synthesisers support. However, it is also possible with some synthesisers to use a sound to indicate capitals.

To do this:

1. Press LEFT CONTROL + SPACEBAR. This will open the Dolphin ScreenReader control panel.
2. Press ALT + S. This will open the "Speech" menu.
3. DOWN ARROW to "General Announcements" and press ENTER. This will open the "General Announcements" dialog box.
4. TAB to the "Use Beeps for Capital Announcement" check box and press SPACEBAR to select this item. Note that this item will not be available if your current synthesiser does not support this option.
5. TAB to the "Use sound" list and use the Arrow Keys to select the sound you want to use to indicate capitals.
6. TAB to the "OK" button and press SPACEBAR. This will confirm your changes and close the dialog box.

The following table describes how Dolphin ScreenReader indicates capitals when you are using words and when you are using sounds.

Capital Announcements

Description	Words	Sounds
Reading a single capital letter	Caps + letter	1x beep
Reading a word with an initial capital	Capital + word	1x beep
Reading a word written using capital letters	All Caps + word	2x beep
Reading a word written with a mixture of lower case and upper case letters	Mix caps + word	2x beep

5.14.4 Using a pitch change to indicate capitals when spelling characters

You can indicate a capital letter by raising the pitch of your synthesiser's voice. This option is available when spelling characters.

Examples when you are spelling characters:

- You have Character Echo set to echo each character you type.
- You move across a line of text a character at a time.
- You delete a character.

To indicate capitals with a change in pitch:

1. Press **LEFT CONTROL + SPACEBAR**. This will open the Dolphin ScreenReader control panel.
2. Press **ALT + S**. This will open the "Speech" menu.

3. DOWN ARROW to "Voice Preferences" and press ENTER. This will open the "Voice Preferences" dialog box.
4. TAB to the "Increase voice pitch for spelt capitals" check box and press SPACEBAR to select this item. Note that this item will not be available if your current synthesiser does not support this option.
5. TAB to the "OK" button and press SPACEBAR. This will confirm your changes and close the dialog box.

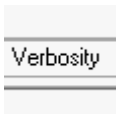
5.15 Speak the keys you press

You can add key announcements to your key presses. This can provide reassurance when using your keyboard.

To use Key Echo:

1. Press LEFT CONTROL + SPACEBAR. This will open the Dolphin ScreenReader control panel.
2. Press ALT + S. This will open the "Speech" menu.
3. DOWN ARROW to "Keyboard Announcements" and press ENTER. This will open the "Keyboard Announcements" dialog box.
4. Press SPACEBAR to deselect the "Automatic key echo" check box.
5. TAB to the "Selected key echo" group and select the key groupings you want spoken when pressed.
6. TAB to the "OK" button and press SPACEBAR. This will confirm your changes and close the dialog box.

5.16 Change what Dolphin ScreenReader tells you about each type of control



You can control what Dolphin ScreenReader automatically tells you about a button, a check box, a menu item or any other type of control by changing your Verbosity Level. The lower the Verbosity Level, the less information Dolphin ScreenReader automatically announces about the control.

To change Verbosity Level:

1. Press LEFT CONTROL + SPACEBAR.

The Dolphin ScreenReader control panel opens.

2. Press ALT + S.

The "Speech" menu opens.

3. DOWN ARROW to "Verbosity Level" and RIGHT ARROW.

A sub-menu opens.

4. Use the Arrow Keys to select a menu item and press ENTER.

The Verbosity Level changes and the menu closes.

You can also change Verbosity Level using a Dolphin ScreenReader hot key.

Speech Hot Key

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Verbosity Scheme cycle	CAPS LOCK + EQUALS	CAPS LOCK + V

5.17 Change how repeated characters are read

You can change the way Dolphin ScreenReader reads repeated characters that may appear on a line. You can have characters like dashes or plus signs individually spoken, read as a numeric value or indicated with a sound.

To do this:

1. Press LEFT CONTROL + SPACEBAR. This will open the Dolphin ScreenReader control panel.
2. Press ALT + S. This will open the "Speech" menu.
3. DOWN ARROW to "General Announcements" and press ENTER. This will open the "General Announcements" dialog box.
4. TAB to the "Repeats" button and press SPACEBAR. This will open the "Repeats" dialog box.
5. Choose how Dolphin ScreenReader should read repeated characters by selecting from the options available.
6. TAB to the "Close" button and press SPACEBAR. This will confirm your changes and closes the dialog box.

To have Dolphin ScreenReader use your settings requires you to have "Repeats" check box selected in the "Text Style Announcements" dialog box.

To do this:

1. Press LEFT CONTROL + SPACEBAR. This will open the Dolphin ScreenReader control panel.
2. Press ALT + S. This will open the "Speech" menu.
3. DOWN ARROW to "Text Style Announcements" and press ENTER. This will open the "Text Style Announcements" dialog box.
4. For each area you want your repeat settings used, TAB to the "Repeats" check box and press SPACEBAR to select this item.
5. TAB to the "OK" button and press SPACEBAR. This will confirm your changes and close the dialog box.

CHAPTER 6

Braille settings

6.1 Turn Braille output off or on



You can turn off or on Braille output using the "Braille" options in the Dolphin ScreenReader control panel or by using hot keys.

To turn Braille output off or on:

Press **LEFT CONTROL + LEFT SHIFT + 0**.

6.2 Show capital letters

Some versions of Literary Braille denote capital letters by prefixing the letter or contraction with a special sign called a Capital Sign. Other versions of Literary Braille permit the omission of any such notation, thus saving space.

To show or hide the displaying of the capital letter sign in Literary Braille:

1. Press **LEFT CONTROL + SPACEBAR**. This will open the Dolphin ScreenReader control panel.
2. Press **ALT + B**. This will open the Braille menu.
3. **DOWN ARROW** to "Characters" and **RIGHT ARROW** to open its sub-menu.

4. Select "Options" and press ENTER. This will open the "Characters" dialog box.
5. In the "Literary" group box select "Show Capitals" to display the Capital Sign. Unselect this option to hide the Capital Sign.
6. TAB to the "OK" button and press SPACEBAR. This will confirm your changes and close the dialog box.

In addition to the selection of the "Show Capitals" check box and irrespective of Computer Braille and Literary Braille is the option to "Tremble capitals". This check box is also in the "Characters" dialog box.

Choosing this check box will mean any capital letters will blink. You can control the rate of blinking by the "Blink rate" setting in the "Cursor" dialog box. Blinking capitals in 6-dot Braille is especially useful because Computer Braille often uses dots 7 or 8 to denote capital letters.

6.3 Show cursor position

You can indicate the cursor position on your Braille display. This can be useful in edit areas.

To show the cursor position on the Braille display:

1. Press LEFT CONTROL + SPACEBAR. This will open the Dolphin ScreenReader control panel.
2. Press ALT + B. This will open the "Braille" menu.
3. DOWN ARROW to "Cursor" and RIGHT ARROW to open its sub-menu.
4. Select "Visible" and press ENTER to select this item.

To turn off showing the cursor position, simply repeat the steps above and deselect the "Visible" menu item.

You can also show or hide the cursor position by using a Braille button command. Please refer to your Braille display commands for further details.

6.4 Show enhanced characters (bold, italic, etc.)

You can indicate any enhanced characters on your Braille display by adding dot 8 to the cell. An enhanced character is any character other than normal, like a bold character, an underlined character or a character in a different size font or different colour font.

One example where this can be useful is to find out the shortcut key for menu items and controls in dialog boxes. The underlined letter has dot 8 added to it.

To turn Enhanced Display Mode on:

1. Press LEFT CONTROL + SPACEBAR. This will open the Dolphin ScreenReader control panel.
2. Press ALT + B. This will open the "Braille" menu.
3. DOWN ARROW to "Characters" and RIGHT ARROW to open its sub-menu.
4. Select "Enhanced" and press ENTER to select this item.

To turn off showing enhanced characters, simply repeat the steps above and deselect the "Enhanced" menu item.

You can also show or hide Enhanced Characters by using a Braille button command. Please refer to your Braille display commands for further details.

You set what is an enhanced character in the "Characters" dialog box. You open the "Characters" dialog box by selecting the "Options" item in the "Characters" sub-menu. This dialog box contains an "Enhanced Characters" group.

6.5 Turn off focus tracking

In normal operation, Braille output shows the focus. Dolphin ScreenReader calls this "tracking the focus".

You can turn tracking the focus off. This has the effect of leaving the Braille display "locked" on a particular area of the screen. For example, you could turn Tracking off and monitor the progress of an Internet download.

To turn off Tracking:

1. Press LEFT CONTROL + SPACEBAR. This will open the Dolphin ScreenReader control panel.
2. Press ALT + B. This will open the "Braille" menu.
3. DOWN ARROW to "Layout" and RIGHT ARROW to open its sub-menu.
4. Select "Tracking" and press ENTER to deselect this item.

To turn on Tracking, simply repeat the steps above and select the "Tracking" menu item.

You can also turn off or on Tracking by using a Braille button command. Please refer to your Braille display commands for further details.

Notes:

- Turning Tracking off switches you into Braille Physical Mode. You return to your previous Braille mode when you turn Tracking on again.
- You can continue to move around with Tracking turned off.

6.6 Show the physical make up of the screen

There are two ways of positioning information on your Braille display.

- Logical Mode.
This is the default mode used by Dolphin ScreenReader. In this mode the Braille display will show the logical association of any incidental text with the focus. This is similar to the speech output. The nature of Logical Mode means that the Braille display will not show the position of items on the screen.
- Physical Mode.
This mode provides the opportunity to determine the physical layout of objects on the screen. In Physical mode, you can either show the characters on the line and the gaps between them (useful for general layout), or show a more precise layout of the position of the characters on the line (useful for precise document formatting).

To turn on Physical Mode:

1. Press LEFT CONTROL + SPACEBAR. This will open the Dolphin ScreenReader control panel.
2. Press ALT + B. This will open the "Braille" menu.
3. DOWN ARROW to "Layout" and RIGHT ARROW to open its sub-menu.
4. Select "Physical Mode" and press ENTER to select this item.

To turn on Logical Mode, simply repeat the steps above and deselect the "Physical Mode" item.

You can also switch modes by using a Braille button command. Please refer to your Braille display commands for further details.

You set how Physical Mode shows the make up of the screen in the "Layout" dialog box. You open the "Layout" dialog box by selecting the "Options" item in the "Layout" sub-menu.

6.7 Choose Computer Braille or Literary Braille

Dolphin ScreenReader supports two forms of Braille output:

- **Computer Braille.**
Computer Braille strictly uses one Braille cell per character, whatever that character is. It is of most use in applications where every character is of importance, you need to distinguish each possible character and space is not at a premium.
- **Literary Braille.**
Literary Braille takes advantage of letter combinations in a language and forms them into contractions, thus saving space. The term Literary Braille covers both grade 1 and grade 2 Braille tables. Literary Braille is of most benefit reading ordinary text.

To change to Literary Braille:

1. Press **LEFT CONTROL + SPACEBAR**. This will open the Dolphin ScreenReader control panel.
2. Press **ALT + B**. This will open the "Braille" menu.
3. **DOWN ARROW** to "Characters" and **RIGHT ARROW** to open its sub-menu.
4. Select "Literary" and press **ENTER** to select Literary Braille output.

To change to Computer Braille, simply repeat the steps above and deselect the "Literary" menu item.

You can also switch between Literary Braille and Computer Braille by using a Braille button command. Please refer to your Braille display commands for further details.

To select which Braille output tables are used, for example, which Braille language, use the options in the "Braille General Preferences" dialog box.

6.8 Input using your Braille display



Some Braille displays have a group of six or eight buttons arranged like a Braille writer. You can use these to simulate typing on your computer keyboard.

To turn Braille Input on or off:

1. Press **LEFT CONTROL + SPACEBAR**. This will open the Dolphin ScreenReader control panel.
2. Press **ALT + B**. This will open the "Braille" menu.
3. **DOWN ARROW** to "Input" and **RIGHT ARROW** to open its sub-menu.
4. Select "Braille Keys" and press **ENTER**. Braille input is on when the menu item is checked. Deselect this menu item to turn off Braille input.

You can input using either Computer Braille or Literary Braille. To use Literary Braille input you must also ensure the "Literary Input" item is selected in the same sub-menu. Computer Braille input is used when "Literary Input" is unselected.

When you use Computer Braille input, you use 8 dots and each Braille character you type will type one character in your document.

When you use Literary Braille input, you use 6 dots and use uncontracted or contracted Braille (depending on the chosen input language). Please note that the Braille characters you type will only appear in your document

when you press the Braille Space key, or another key which is not a combination of Braille dots.

To select which Braille input tables are used, for example, which language, use the options in the "Braille General Preferences" dialog box.

6.9 Change Braille table

Dolphin ScreenReader supports two forms of Braille output: Computer Braille and Literary Braille. The term Literary Braille covers both grade 1 and grade 2 Braille tables.

To select which Braille tables are used, for example, which language, use the options in the "Braille General Preferences" dialog box. Here you can set a language for the "Unicode to Braille Conversion" (Computer Braille) table and a language for the "Unicode to Literary Braille Conversion" table.

Tip: The "Literary" item in the Braille, "Characters" sub-menu switches you between Computer Braille and Literary Braille output. Deselect this menu item to choose Computer Braille output. For more information go to the "Choose Computer Braille or Literary Braille" topic.

6.10 Change Braille display

Dolphin ScreenReader works with many different Braille displays. To see what Braille displays are supported please visit the Dolphin web site or contact your local Dolphin Dealer.

To change to another Braille display:

1. Press LEFT CONTROL + SPACEBAR. This will open the Dolphin ScreenReader control panel.
2. Press ALT + B. This will open the "Braille" menu.

3. DOWN ARROW to "General Preferences" and press ENTER. This will open the "General Preferences" dialog box.
4. CONTROL + TAB to the "Braille Configuration" tab.
5. TAB to the "Select Braille Display" button and press ENTER. This will open a dialog box that lists all Braille displays currently detected by Dolphin ScreenReader.
6. Use the Arrow Keys to select an alternative Braille display.
7. TAB to the "OK" button and press SPACEBAR. This will confirm your changes and close the dialog box. You return to the "General Preferences" dialog box.

Your new Braille display should now be in operation.

If your new Braille display is not listed by Dolphin ScreenReader:

- Check you have successfully connected your Braille display to your computer.
- Check you have successfully followed any Braille display install and setup procedures recommended by the display manufacturer.
- Check Dolphin SAM detects the device. To check that Dolphin SAM is configured correctly go to the "General" menu in the Dolphin ScreenReader control panel and select the "Advanced Options" menu item. In the "General Advanced Options" dialog box open the "System Configuration" property sheet and then select the "SAM Setup" button.

If problems persist please contact your Braille display supplier for assistance.

CHAPTER 7

Braille reading

7.1 Learn what your Braille buttons do

You can use the Dolphin ScreenReader Key Describer to help you get familiar with your Braille display. An application will not see or act on any keys pressed when you use Key Describer.

To turn on or off "Key Describer":

Press CAPS LOCK + SLASH.

To view or download a copy of the latest default Braille display hot keys visit www.yourdolphin.com/braillekeys.
<http://www.yourdolphin.com/braillekeys>

7.2 Moving around the screen

As you use your application the Braille output will automatically show the control you are currently on. If you are using Logical Mode, the Braille will also show any text associated with the control.

You can use the navigation features to move the Braille display to show other information, or to move the Braille along if the contents of the current control will not fit.

The most important keys are the **Read Backwards** and **Read Forwards** keys. These move the display along the line to show the previous and next portions of the text.

Braille Navigation Hot Keys

Function	Hot Keys	Braille Buttons
Move forward	LEFT CONTROL + LEFT SHIFT + PERIOD	FORWARD command
Move backwards	LEFT CONTROL + LEFT SHIFT + COMMA	BACK command

The distance the Braille will move is governed by a setting in the Control Panel called the Scroll Margin. This value is set in the "General Preferences" dialog box.

Other navigation keys that are available and will typically have Braille Button assignments are:

- Line Start

This will move the Braille display to show the content at the beginning of the line. This will also move the display to the beginning of any incidental text when in Logical Mode.

- Line End

This will move the Braille display to show the content at the end of the line. This will also move the display to the end of any incidental text when in Logical Mode.

- Width Left

This will move the Braille display to show the content one full display width to the left.

- Width Right

This will move the Braille display to show the content one full display width to the right.

- Half Width Left

This will move the Braille display to show the content half width to the left.

- Half Width Right

This will move the Braille display to show the content half width to the right.

- Cell Left

This will move the display to show the content one Braille cell to the left.

- Cell Right

This will move the display to show the content one Braille cell to the right.

- Line Up

This will move the display to show the content one line up.

- Line Down

This will move the display to show the content one line down.

- Top

This will move the Braille display to show the content at the top left of the window.

- Bottom

This will move the Braille display to show the content at the bottom left of the window.

- Go to Focus

Move the Braille display back to the position of the focus.

The Go to Focus key will move the Braille back to the place where you started navigation, i.e. to the current control. This can be particularly useful when you are editing a document and wish to move straight back to the cursor. Of course, if you type anything, the Braille will jump back automatically, but this key allows you to return to the focus without affecting your application.

Notes:

- If you move up or down, you will temporarily switch into Physical Mode. Logical Mode is restored when you press Go to Focus.
- Any navigation from the Braille display is independent from the Speech and Dolphin Cursor.

7.3 Change what Dolphin ScreenReader tells you about each type of control



You can control what Dolphin ScreenReader automatically tells you about a button, a check box, a menu item or any other type of control by changing your Verbosity Level. The lower the Verbosity Level, the less information Dolphin ScreenReader automatically announces about the control.

To change Verbosity Level:

1. Press LEFT CONTROL + SPACEBAR. This will open the Dolphin ScreenReader control panel.
2. Press ALT + B. This will open the "Braille" menu.

3. DOWN ARROW to "Verbosity Level" and RIGHT ARROW to open the sub-menu.
4. Select a Verbosity Level and press ENTER to confirm your change and close the menu.

You can also change Verbosity Level using a Dolphin ScreenReader hot key.

To change Verbosity Level:

Press LEFT SHIFT + CAPS LOCK + EQUALS.

7.4 Move the cursor using the Cursor Routing buttons

Many Braille displays have buttons located above each cell, called Cursor Routing Buttons. If you press one of these buttons then Dolphin ScreenReader will generate a single mouse click at that corresponding position.

Examples:

- Pressing the Routing Button In an edit area has the effect of instantly moving the cursor to that point.
- Pressing a routing button above a push button will activate the button.
- Pressing a routing button above a check box will toggle the state of the check box.

Some Braille displays have a second row of Routing Buttons. This second row can be used to describe the character at the corresponding position.

7.4.1 Change what the Cursor Routing buttons do

You can change what the Cursor Routing buttons do by changing settings in the Dolphin ScreenReader control panel.

To do this:

1. Press LEFT CONTROL + SPACEBAR. This will open the Dolphin ScreenReader control panel.
2. Press ALT + B. This will open the "Braille" menu.
3. DOWN ARROW to "Input" and RIGHT ARROW to open its sub-menu.
4. Select "Routing Buttons" and press ENTER. This will open the "Routing Buttons" dialog box.
5. Select the action you want the Routing Buttons to perform.
6. TAB to the "OK" button and press SPACEBAR. This will confirm your changes and close the dialog box.

7.4.2 Change what the Cursor Routing buttons do while using the Dolphin Cursor

You can change what the Cursor Routing buttons do while you are using the Dolphin Cursor by changing settings in the Dolphin ScreenReader control panel.

To do this:

1. Press LEFT CONTROL + SPACEBAR. This will open the Dolphin ScreenReader control panel.
2. Press ALT + B. This will open the "Braille" menu.
3. DOWN ARROW to "Input" and RIGHT ARROW to open its sub-menu.

4. Select "Dolphin Cursor Options" and press ENTER. This will open the "Dolphin Cursor Options" dialog box.
5. Select the action you want the Routing Buttons to perform.
6. TAB to the "OK" button and press SPACEBAR. This will confirm your changes and close the dialog box.

7.4.3 Change what the Cursor Routing buttons do above Status Cells

You can set Routing Buttons above Status Cells to perform Dolphin ScreenReader commands.

This provides a useful function for these buttons which otherwise would have no purpose because their position means they cannot be used to route the cursor.

Use the "Keyboard and Hot Keys" dialog box to add a Routing Button to a command.

7.5 Check text attributes

Every character has a series of properties (attributes) associated with it, such as its size, font and colour.

You can learn a characters attributes by switching to Attribute Mode.

Two different Attribute Modes are available.

- Cycle Attributes.
- Describe Cell.

The Cycle Attributes function uses special dot combinations to show the attributes of every character on the Braille display at once. By contrast,

the Describe Cell function writes a full description of just one character on the Braille display.

Braille Attributes Mode Hot Keys

Function	Hot Keys	Braille Buttons
Cycle the attributes of the characters shown on the display	LEFT CONTROL + LEFT SHIFT + 6	CYCLE ATTRIBUTES command
Describe the attributes of a single character	LEFT CONTROL + LEFT SHIFT + 7	DESCRIBE CHARACTER command

7.5.1 Cycle attributes

The Cycle Attributes key will cycle through the various attributes of the characters currently shown on the Braille display. Each cell will indicate the attribute of the character that was at that position.

The Cycle Attributes command is a multi action.

1. Pressing the key the first time will display the size of each character.
2. Pressing the key again will display the style of each character.
3. Pressing the key again will display the foreground and background colours of the characters.
4. Pressing the key again will display the foreground colour.
5. Pressing the key again will display the font of the characters.
6. A final press of the key will return to normal mode.

As you cycle through the attributes and you press a key on the computer keyboard or the **Go to Focus** command on the Braille display, then you will return to the normal character display mode.

An explanation on the Braille output for each attribute is described below.

The precise meaning of the dots shown for some of the attributes displayed with Cycle Attributes key may not be immediately obvious. The function is provided so that it is easy to find when an attribute changes. You may also find the Enhanced Characters function helpful.

Size

The size of characters is shown as a two digit number representing the point size. The upper four dots of the Braille cell are the tens digit and the lower four dots are the units. For example, a ten point character is shown by dots 1678 (A above J).

Style

The styles of characters are shown as follows:

- Dot 1: Italic.
- Dot 4: Underline.
- Dot 2: Struck out *and/or* non-normal colour.
- Dot 5: Bold.
- Dot 3: Light.
- Dot 6: Selected.
- Dot 7: Link.

- Dot 8: Normal (i.e. not italic and not underlined and not struck out and not bold and not light).

Colour

The foreground and background are shown with the upper four dots representing the foreground and the lower four dots representing the background.

Foreground Colour

The foreground attribute mode shows just the character's foreground colour using all eight dots of the cell. The colour is represented using the red/green/blue (RGB) method: dots 123 show the amount of red, dots 456 show the amount of green and dots 78 show the amount of blue. White is shown as all eight dots and black is shown as an empty cell.

Font

Each cell displays a symbol representing the character's font name. As only a single character is used for the whole of the name, the symbol may not seem related to the name it represents, for example the Arial font is represented by dots 15678. To find the full name of the font, use the Describe Character] function.

7.5.2 Describe character

The Describe Character key will display a full description of the character at the cursor position. This is useful if you want to find out what an unfamiliar dot combination represents.

For example, if you find a symbol you do not understand:

1. Use the Cursor Route button to move focus to the character.

2. Press Describe Character to describe the character's attributes.
3. Use the Navigation keys to move along the description if it does not fit on your display.

The description includes a description of the character itself together with all the attribute information available. The information is written out in full.

You will see a description similar to the following:

```
"(Dots 467) POUND, Arial, normal, 14PT, Black, White, 00a3"
```

This shows:

- The character being described. In this example it is dots 467.
- The description of the character (the Pound sign).
- The font name of the character.
- The style.
- The size ("PT" is an abbreviation for "point").
- The foreground colour of the character.
- The background colour.
- The Unicode value of the character.

7.6 Show information on the Braille display Status Cells

Many Braille displays have a special group of cells to the left of the main display area to display status information.

Dolphin ScreenReader can use these status cells to display extra information about the character under the cursor, for example, its size and colour.

You can show any of the following status information:

- Features on display.
- Cursor position across the line.
- Type of the current focus.
- Any of the attributes of the character under the cursor

You can select as many options as you want, except that you will be limited to the number of status cells you have on your Braille display.

Each option takes one cell.

Notes:

- Although your Braille display may not have dedicated status cells, you may be able to simulate status cells using the SAM driver. To check this, call up the Driver Configuration dialog box from the SAM Control Panel. SAM can be opened from the "General Advanced Options" dialog box.

7.7 Show Braille output on the screen

You can show what is being output to your Braille display inside a small fixed window on the screen. This is the "Show Braille On Screen" item in the "Braille" menu.

To turn the "Show Braille On Screen" option off or on:

1. Press LEFT CONTROL + SPACEBAR. This will open the Dolphin ScreenReader control panel.
2. Press ALT + B. This will open the "Braille" menu.
3. DOWN ARROW to "Show Braille On Screen" and press ENTER. This will confirm the change and close the menu.

You can also show or hide the window with a hot key:

Press LEFT CONTROL + LEFT SHIFT + 1.

You can change the position and size of the window through options in the "Braille Advanced Options" dialog box.

CHAPTER 8

Dolphin Cursor

The Dolphin cursor is a special kind of cursor created by Dolphin ScreenReader. The Dolphin Cursor allows you to read the contents of the screen line by line, or word by word, or letter by letter using your keyboard. You can use the Dolphin cursor to review any part of your computer's screen.

8.1 Turn on the Dolphin Cursor

You can turn on the Dolphin Cursor and position it either at the last place it was located or at the current focus position.

Dolphin Cursor Hot Keys

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Turn on Dolphin Cursor	NUMPAD MINUS	CAPS LOCK + Z
Turn on Dolphin Cursor and position it at the current focus position	NUMPAD ASTERISK	CAPS LOCK + MINUS

8.2 Turn off the Dolphin Cursor

If you have turned on the Dolphin Cursor, then to turn off the Dolphin Cursor you must use the following hot key.

Dolphin Cursor Hot Keys

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Turn Dolphin Cursor off	NUMPAD MINUS	CAPS LOCK + Z
Turn off the Dolphin Cursor and prevent the Dolphin Cursor being automatically turned on	CONTROL + 4	No Assignment

The Dolphin Cursor also turns off automatically if something happens on the screen, for example, a message window appears.

8.3 Turn off the automatic Dolphin Cursor

Dolphin ScreenReader will automatically turn on the Dolphin Cursor in certain places in certain applications. This default behaviour will occur usually when it is not possible to read the text on the screen line by line using the keyboard commands available in the application.

If you want to prevent this behaviour because you do not wish to use the Dolphin Cursor then you must deselect the "Use Dolphin Cursor automatically" check box.

To turn off the automatic use of the Dolphin Cursor:

1. Press LEFT CONTROL + SPACEBAR. This will open the Dolphin ScreenReader control panel.
2. Press ALT + S. This will open the "Speech" menu.
3. DOWN ARROW to "Advanced Options" and press ENTER. This will open the "Advanced Options" dialog box.

4. In the "Cursor" properties, press SPACEBAR to deselect the "Use Dolphin Cursor automatically" check box.
5. TAB to the "OK" button and press SPACEBAR. This will confirm your changes and close the dialog box.
6. Press ESCAPE to exit the Dolphin ScreenReader control panel.

If you want this setting change only to apply to the current application then you must first create an Application Settings file. See "Create Application Settings" for more information.

8.4 Select text using the Dolphin Cursor

You can select text from the screen using the Dolphin Cursor. Text includes text from dialog boxes and message windows as well as text from web pages and documents.

To select text using the Dolphin Cursor:

1. Press SHIFT + Arrow Keys to make your selection or press CONTROL + A to select all the text in the current window.
2. Press CONTROL + C to copy your selection to the Clipboard.
3. Go to the place you want to insert the selected text.
4. Press CONTROL + V to paste the content from the Clipboard.

8.5 Search using the Dolphin Cursor Find Command

You can use the Dolphin Cursor Find Command to perform a basic search for text on the screen, in documents and on web pages. You will find more advanced Dolphin Cursor Find Commands available with some applications.

To perform a basic search:

1. Turn on the Dolphin Cursor.
2. Press F3. This will place you in an invisible edit box.
3. Enter your search string. The text you enter is case insensitive, you are always in Insert Mode and the keyboard layout will match your current application.
4. Press ENTER to start searching the current window. The Dolphin Cursor will move to the first match it finds.
5. To find the next match, press F4. To find the previous match, press F2.

Note that Dolphin ScreenReader will remember your last search string until you quit Dolphin ScreenReader. This means you can perform the same search without entering the search string again. You only need to turn on the Dolphin Cursor and press F4 or F2 to search for the next or previous match.

CHAPTER 9

Make the focus easier to see



Dolphin ScreenReader contains options to make viewing the screen more comfortable. One of these options is Dolphin ScreenReader Highlighting, which makes different types of focus easier to see by attaching a visual marker to the focus.

Types of focus include:

- Mouse (the pointer controlled by the mouse).
- Cursor (the beam cursor used in edit areas).
- Line (the line the beam cursor is positioned).
- Focus (the focus in dialog boxes and menus).

You can choose a pre-set Dolphin ScreenReader Highlighting Scheme or create your own personal custom scheme. You choose a scheme through the "Visual" options in the Dolphin ScreenReader control panel.

To create a custom scheme you must select "Settings". from the list of Highlighting Schemes. When you choose "Settings" Dolphin ScreenReader automatically switches to the "Custom" scheme before opening the Highlighting Options dialog box. Dolphin ScreenReader also uses the previous scheme's values to make the default values for the new custom scheme.

Tip: If you see no visual effect when choosing a scheme then check to ensure "Highlighting" is turned on. You can turn Highlighting on by selecting the "Highlighting" option in the "Visual" menu or by selecting the "Highlighting" button in the "Visual" tab of the Dolphin ScreenReader control panel.

CHAPTER 10

Doc Reader



The Doc Reader lets you create your own reading environment, where the text, background and highlight can all be set to a value that makes reading comfortable for you. You can display text from documents, web pages or any other source showing text on the screen.

10.1 Launch Doc Reader

You can launch the Doc Reader by clicking the Doc Reader button on the "Visual" page of the Dolphin ScreenReader control panel or by pressing a Dolphin ScreenReader hot key.

Doc Reader Hot Keys

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Launch Doc Reader	CAPS LOCK + NUMPAD PLUS	ALT + SHIFT + D

Your text will be loaded into the Doc Reader. This may take a few seconds. In the Doc Reader, you can use the Arrow Keys to move the highlight through the text or press TAB to move through the Doc Reader toolbar options.

10.2 Control reading

The items available on the Doc Reader toolbar control the reading environment. For advanced controls, including the colour settings, fonts and reading speed please go to the "Doc Reader Settings" dialog box.

After launching the Doc Reader, you can access the toolbar options by pressing TAB. Repeated presses of TAB will move you along the toolbar options and finally return you to the document window. You can also use SHIFT + TAB to navigate back across the toolbar buttons.

Doc Reader toolbar.



You press this button to start or stop the reading of the document. You can also start or stop the reading of the document by pressing SPACEBAR. When reading, the Doc Reader highlights the current word and automatically scrolls the document window.



You press this button to increase the size of the text. The change in the text size is independent from the custom font options in the Doc Reader Settings dialog box.



You press this button to shrink the size of the text. The change in the text size is independent from the custom font options in the Doc Reader Settings dialog box.



You press this button to open the "Highlight" menu, where you can select between line, sentence and paragraph. The item selected determines what is highlighted as a "unit" and the size of movement as you navigate up and down through your text.



You press this button to open the "Mode" menu, where you can choose between different viewing mode options such as "Word Wrap" and "Single Line".



You press this button to open the "Doc Reader Settings" dialog box. Options include setting the foreground and background colour, font to use, and how the document is loaded.

Note: In documents with multiple pages, tapping (or double-clicking) the left-hand side of the Doc Reader content pane moves you to the next page, whereas the right-hand side moves you to the previous page.

10.3 Exit Doc Reader

To do this:

Press ESCAPE.

CHAPTER 11

Media

You can use Media to search for and download books and magazines from online libraries and to browse news feeds, listen to radio stations and play popular podcasts.

IMPORTANT: The options available in Media will differ depending on your Dolphin ScreenReader Control Panel language.

11.1 Media Scan and Read

You can use Media's "Scan and Read" option to convert printed material and image-based files into a format you can read on the computer.

IMPORTANT: For Dolphin ScreenReader to successfully detect and work with a scanning device requires the device to be WIA compliant. Today, the majority of scanning devices are WIA compliant. Please refer to your manufacturer's support documentation for assistance.

11.1.1 Scan and read a file

You can use the Media "Scan and Read" option to convert image-based files into a format you can read on the computer. You do not require a scanner or digital camera connected to the computer to perform this task.

To do this from the Dolphin ScreenReader Control Panel:

1. Open the "Media" option, select "Scan and Read" and choose "From file".

2. Select the file you want to convert. If you are using a keyboard you can do this by pressing SHIFT + TAB to move into the file list, use the Arrow Keys to select the file and then press ENTER. If the file is in a different folder, use BACKSPACE to go one level up and use ENTER to open folders until you select the file and then press ENTER.
3. Select your conversion settings. Note that you must choose to open the document in Microsoft Word if you want to edit the converted document.
4. Select the "OK" button. A message window opens showing the progress of the conversion. When the conversion is complete the book opens in Microsoft Word or the Dolphin ScreenReader Reader.

11.1.2 Scan and read printed material

You can use the Media "Scan and Read" option to convert print material into a format you can read on the computer.

IMPORTANT: For Dolphin ScreenReader to successfully detect and work with a scanning device requires the device to be WIA compliant. Today, the majority of scanning devices are WIA compliant. Please refer to your manufacturer's support documentation for assistance.

To scan and read printed material from the Dolphin ScreenReader Control Panel:

1. Ensure the scanning device is correctly connected to the computer.
2. Open the "Media" option, select "Scan and Read" and choose "From scanner".
3. Select your conversion settings. Note that you must choose to open the document in Microsoft Word if you want to edit the converted document.

4. Select the "OK" button. A message window opens showing the progress of the conversion. When the conversion is complete a second message window opens asking if you want to stop or continue scanning pages.
5. If you want to scan more pages, add the new page to the scanner and select the "Add More Pages" button. Repeat this process until all pages are scanned and you are ready to read the text.
6. When done, select the "Stop Loading Pages" button. The book opens in Microsoft Word or the Dolphin ScreenReader Reader.

11.1.3 Adjust "Scan and Read" settings

The "Scan and Read Settings" dialog box gives you options to choose an alternative scanning device, scanning language, level of colour recognition, paper size and output folder.

You can go to the "Scan and Read Settings" dialog box in the Dolphin ScreenReader Control Panel by opening the "Media" option, selecting "Scan and Read" and choosing "Scan and Read Settings". To learn more about the available options see the "Scan and Read Settings" dialog box.

11.2 Media Books

You can use the "Books" option to search for, download and open books and magazines from online libraries. You can also use this option to open files on the computer. The books and files you select open in the Dolphin ScreenReader Reader.

11.2.1 Open a file in the Dolphin ScreenReader Reader:

You can use Media to open files on the computer. The file formats you can open include text files, ePub files, DAISY books, HTML files and PDF files. The files will open in the Dolphin ScreenReader Reader.

To open a file from the Dolphin ScreenReader Control Panel:

1. Open the "Media" option, select "Books" and choose "Open file in Reader". The "Open" dialog box opens.
2. Select the file you want to open. If you are using the keyboard you can SHIFT + TAB into the file list, use the Arrow Keys to select the file and then press ENTER. If the file is in a different folder, use BACKSPACE to go one level up and use ENTER to open folders until you select the file and then press ENTER.
3. Select your conversion settings.
4. When done, select the "OK" button. A message window opens showing the progress of the conversion. When the conversion is complete the book opens in the Dolphin ScreenReader Reader.
5. When you have finished reading the text, press ALT + F4 to close the window.

11.2.2 Open a book from an online library

You can use Media to download and open books from online libraries. The files will open in the Dolphin ScreenReader Reader.

To open a book from the Dolphin ScreenReader control panel:

1. Open the "Media" option, select "Books" and choose "Online books". The Bookshelf dialog box opens showing a list of available libraries. Note that some libraries may require you to register with them before you can download a book. If you want to use the services of these libraries then you must first contact the library to register with them and obtain user account details.
2. Select a library. Depending on the library, you will typically find a category list opens giving you further options to narrow down the list of

books to be shown. This can sometimes be followed by a third and fourth list of subcategories.

3. Browse the available categories and books. Alternatively, if you know the title of the book you want to read, type in a key word in the search box and press ENTER. Dolphin ScreenReader will search the library for matches and list the results.
4. Select the book you want to read and choose the "Download" button.
5. When the download is complete, do one of the following:
 - If you want to read the book, select the "Read now" button. The book opens in the Dolphin ScreenReader Reader. When you have finished reading the text, press ALT + F4 to close the window.
 - If you want to copy the book to a portable device, ensure you have a portable device connected to the computer and select the "Send To" button. A dialog box opens listing the drives you can copy the book to. Select the drive and press ENTER. A confirmation message will appear when the process is complete.
 - If you want to remove the book from the computer, select the "Delete" button. A message window opens asking you to confirm the action. Choose "Yes" to delete the book.

11.2.3 Open the last book you were reading

You can continue reading the last book you opened by opening the "Media" option, selecting "Books" and choosing "Continue reading...". The book opens in the Dolphin ScreenReader Reader. You will be positioned at the last place you were in the book.

11.2.4 Open, copy or delete an existing book

You can open, copy and delete books you download from online libraries.

To do this from the Dolphin ScreenReader control panel:

1. Open the "Media" option, select "Books" and choose "My Books.. A list opens showing available books.
2. Select the book you want to open, copy or delete. A dialog box opens.
3. Do one of the following:
 - If you want to read the book, select the "Read now" button. The book opens in the Dolphin ScreenReader Reader. When you have finished reading the text, press ALT + F4 to close the window.
 - If you want to copy the book to a portable device, ensure you have a portable device connected to the computer and then select the "Send To" button. A dialog box opens listing the drives you can copy the book to. Select the drive and press ENTER. A confirmation message will appear when the process is complete.
 - If you want to remove the book from the computer, select the "Delete" button. A message window opens asking you to confirm the action. Choose "Yes" to delete the book.

11.3 Media News, Radio Stations and Podcasts

You can use Media's "News", "Radio Stations" and "Podcasts" to keep up-to-date with the latest news and entertainment available on the Internet.

IMPORTANT: Some content requires RealPlayer to be installed. If you do not have support for this content then Dolphin ScreenReader displays a warning message. The message includes links to web sites where you can download the necessary files.

11.3.1 Read a news article

You can open, browse and read popular news articles available on the Internet using Media.

To do this from the Dolphin ScreenReader control panel:

1. Open the "Media" option and select "News". A list of popular news feeds opens.
2. Select a feed. If you do not find a feed you are interested in reading, select the "Add" button to explore other available feeds, which you can add to the Favourites list.
3. Select a headline. The dialog box closes and the news article opens in the default web browser.

11.3.2 Listen to a radio station

You can listen to popular radio stations available on the Internet using Media.

To do this from the Dolphin ScreenReader control panel:

1. Open the "Media" option and select "Radio". A list of popular radio stations opens.
2. If you do not find a radio station you are interested in listening to, select the "Add" button to explore other available radio stations, which you can add to the Favourites list.
3. Select a radio station. The dialog box closes and the radio station begins to play in an associated media player, for example, Windows Media Player.

11.3.3 Listen to a podcast

You can listen to popular podcasts available on the Internet using Media.

To do this from the Dolphin ScreenReader control panel:

1. Open the "Media" option and select "Podcasts". A list of popular podcasts opens.

2. If you do not find a podcast you are interested in listening to, select the "Add" button to explore other available podcasts, which you can add to the Favourites list.
3. Select a podcast and then choose an episode. The dialog box closes and the podcast begins to play in an associated media player, for example, Windows Media Player.

11.3.4 Adjust the favourite news, radio station and podcast listings

You can add, remove and organise the news, radio stations and podcast listings in Media.

To do this from the Dolphin ScreenReader control panel:

1. Open the "Media" option and select the web service you want to modify. A list opens showing available services.
2. Do one of the following:
 - To add a service, select the "Add" button. This opens a new dialog box containing a list of the services you can add and a list of the currently available services. Select a service to add and then choose the "Add" button. Repeat the steps for each service you want to add.
 - To remove a service, select the service, then choose the "Remove" button. Repeat the steps for each service you want to remove.
 - To organise the list of services, select a service and then choose the "Up" or "Down" button. This will move the item higher or lower down the list of services. Continue to press the button until you position the item in the list where you want it to be placed.
3. When done, select the "Close" button.

11.4 Dolphin ScreenReader Reader keyboard commands

The books you open from the Bookshelf appear as an HTML page in the Dolphin ScreenReader Reader. This allows you to read and navigate the book in the same way you read web pages.

In addition, Dolphin ScreenReader includes the following keyboard commands:

Function	Hot key
Move between document window and toolbar	F6
Move between the buttons on the toolbar	TAB and SHIFT + TAB
Play / stop (only available if book has audio content)	F5
Open Content	ALT + C
Open Settings	ALT + S
Zoom In	ALT + I
Zoom Out	ALT + O
Exit	ALT + E (or ALT + F4)

CHAPTER 12

Profiles

Dolphin ScreenReader provides a number of ready-made profiles that allow you to quickly tailor the amount of speech feedback generated by Dolphin ScreenReader without having to make multiple individual setting changes in Dolphin ScreenReader's control panel.

To select a profile:

1. Press **LEFT CONTROL + SPACEBAR**. The Dolphin ScreenReader control panel opens.
2. Press **ALT + F**. The File menu opens.
3. **DOWN ARROW** to "Profile..." and press **ENTER**. The "Profiles" dialog box opens.
4. In the "Profile" list box select the name of the profile that you wish to use. (A description of what the currently selected profile is tailored to do is displayed in the "Description" box directly below.)
5. Once your desired profile has been selected **TAB** to the "OK" button and press **SPACEBAR**. This will confirm your profile choice and close the dialog box.

The status bar of Dolphin ScreenReader's control panel will automatically update to display the name of your newly selected profile and any Dolphin ScreenReader control panel options that have been disabled by your currently selected profile will become grayed out.

You can also **RIGHT CLICK** on the profile name in the status bar in order to quickly change profiles.

Here is a list of the available profiles:

Note: Not all of the profiles listed below are available in every edition of Dolphin ScreenReader.

Magnifier

Magnification only for mouse users wanting the fastest performance. It will magnify, follow the mouse pointer and track the cursor as you type. This profile disables all speech and Braille.

Magnifier & Speech with mouse

Magnification with occasional speech, designed for mouse users. This profile enables speech on demand: it will speak text under the mouse and includes hotkeys to read the current line, sentence or paragraph. This profile disables automatic speech, Dolphin Cursor, reading tools and Braille output from a Braille display.

Magnifier & Speech with keyboard

Magnification with some automatic speech for mouse and keyboard users. This profile will speak as you type and read the item in focus, such as menus, list items etc. It switches on the Dolphin Cursor so you can read a web-page from the keyboard. Read From Here and Doc Reader are also included for hands-free reading with speech. This profile disables screen reading descriptions and Braille output from a Braille display.

Magnifier & Screen Reader

This profile supports both mouse and keyboard users, offering magnification with full screen reading in speech and/or Braille via a Braille display. This profile is fully-featured and offers the greatest flexibility.

Screen Reader

Full speech and/or Braille screen reading designed for keyboard users with no useful sight. This profile disables all magnification and visual effects and enables Braille output via a Braille display.

Screen Reader with visual effects

Full speech and/or Braille screen reading for keyboard users. This profile disables magnification but enables visual effects including visual highlighting of the focus. This profile is recommended for those with a limited field of vision, or when sharing your screen with a sighted colleague or trainer.

CHAPTER 13

Guest Mode and Emergency Mode

The USB edition of Dolphin ScreenReader contains a special feature called Guest Mode. Guest Mode allows your USB edition to operate in environments where you don't have Administrator access on the computer, such as public libraries and hotel business centres.

Startup

To start your USB edition of Dolphin ScreenReader run the program `Go.exe` (located in the root folder of your USB drive).

If you've previously installed the additional Dolphin ScreenReader USB components onto the computer then your USB edition is likely to auto-start when you insert it.

If you insert your USB edition on a computer that has an existing copy of Dolphin ScreenReader already installed that's the same version (or higher) as your USB edition, or a computer that you have previously installed the additional USB components onto, then you will not have the Guest Mode option. Instead your USB edition will run in Normal Mode.

When you start your USB edition of Dolphin ScreenReader on a new computer, or a computer without any additional components installed, you'll receive a dialog box with two options:

- Continue in Guest Mode

or

- Install components and restart

If you choose the install components option a Windows' User Account Control dialog will appear requesting Administrator permissions. If you select "Yes" then the additional components will be installed. For Windows 7 the computer will then be restarted. For Windows 8 and Windows 10 only Dolphin ScreenReader will restart and it should then run in Normal Mode.

14.1 Limitations of Guest Mode

- Magnification will not pan around quite as smoothly as in Normal Mode. The computer's CPU and GPU usage may also be a little higher than in Normal Mode even when doing nothing. Magnification may also be not as smooth if you have more than one monitor in use.
- The Connect and View video stream is unlikely to update faster than 30 frames per second.
- Custom mouse pointers won't work. You can try to use the Windows control panel to set a custom mouse pointer, but this may also not work if you choose one of Dolphin ScreenReader's custom mouse pointers (due to a bug in Windows).
- There's no speech and magnification support at the Windows logon screen. (You can use Windows Narrator and/or Windows Magnifier here instead).
- Windows' User Account Control dialog boxes will not magnify or speak.
- Any application that runs as Administrator may not be accessible and may cause other problems, notably no Dolphin ScreenReader hot keys will work and you'll receive limited or no speech and braille

output. This could also prevent the user interface in Connect and View and Line View Mode from working. If you get stuck in this scenario press ALT+TAB to switch away from the application.

- The Internet Updater will continue to work for maps and scripts, but will not download product updates.
- Modern Windows 8/10 apps should speak and braille just as well as in Normal Mode. However, the image smoothing of magnified text may not work.
- Pressing PRINT SCREEN or ALT+PRINT SCREEN will capture the magnified screen or the area of the magnified screen where the window would be if it wasn't magnified (respectively). To capture unmagnified screens toggle magnification off before pressing PRINT SCREEN..
- TeamViewer remote control sessions will capture the magnified screen not the unmagnified screen.
- Dolphin ScreenReader's touch screen gestures will not work.
- Dolphin ScreenReader's OCR features may not work.

Please refer to the Dolphin web site for any other caveats.

Emergency Mode

If you run a copy of Dolphin ScreenReader that was installed on the computer's local hard disk, but some components are missing, then Dolphin ScreenReader will start up in Emergency Mode and you'll receive a dialog box with two options:

- Continue in Emergency Mode

or

- Install components and reboot

If you choose the install components and reboot option a Windows' User Account Control dialog will appear requesting Administrator permissions. If you select "Yes" then the additional components will be installed and the computer will be rebooted.

Emergency Mode is functionally equivalent to Guest Mode. Please see the limitations listed above for further details.

Settings Files

15.1 Types of Settings

Settings can be grouped into the following broad categories:

- Input Settings control what Dolphin ScreenReader understands about the environment it is currently in. Map files and Script files hold this data.
- Output settings are the settings you can configure in Dolphin ScreenReader for an application. Application Settings files and Situation Settings hold this data.
- Global Settings are settings you cannot configure on a per application basis. This includes hot keys, control panel settings, Update Settings and Window Settings.

You can create, edit, import and export both the input and output settings. You do this by choosing items from the "File" menu in the Dolphin ScreenReader control panel.

15.2 Create Application Settings

If you find you regularly adjust Dolphin ScreenReader output settings when working in different programs, then using Application Settings can provide an automated solution.

To create an Application Settings file:

1. Run the application you want to create an Application settings file for.

2. Press LEFT CONTROL + SPACEBAR. This will open the Dolphin ScreenReader control panel.
3. Press ALT + F. This will open the "File" menu with "New" selected.
4. RIGHT ARROW into the "New" sub-menu.
5. Select "Application settings" and press ENTER. This will open the "Select Settings file" dialog box.
6. Select "Create a new settings file".
7. TAB to the "OK" button and press SPACEBAR. This will open the "Create new Settings File" dialog box.
8. Give the new Application Settings file a name, choose whether to create an empty settings file or copy an existing settings file and then TAB to the "OK" button and press SPACEBAR. This will close the dialog box and return you to the Dolphin ScreenReader control panel.

Your Application Settings file will now be in use. You can check the Application Settings file currently in use by reading the Status Bar in the Dolphin ScreenReader control panel.

15.3 Create Situation Settings

If you find you regularly adjust Dolphin ScreenReader output settings when certain dialog boxes appear in an application then using Situation Settings can provide an automated solution. Situation Settings are a subset of Application Settings and are stored within the same file.

To create a Situation Setting:

1. Run the application and get into the situation you want to create a Situation Setting for.

2. Press LEFT CONTROL + SPACEBAR. This will open the Dolphin ScreenReader control panel.
3. Press ALT + F. This will open the "File" menu with "New" selected.
4. RIGHT ARROW into the "New" sub-menu.
5. Select "Situation settings" and press ENTER. This will open the "New Situation Settings" dialog box.
6. Select "Create new Situation".
7. TAB to the "OK" button and press SPACEBAR. This will open the "Enter a name for the new Situation" dialog box.
8. Give the new Situation Setting a name and then TAB to the "OK" button and press SPACEBAR. This will open the "Windows Name" dialog box.
9. If required, adjust the Window Name and then TAB to the "OK" button and press SPACEBAR. This will close the dialog box and return you to the Dolphin ScreenReader control panel.

Your Situation Setting will now be in use. You can check the Situation Setting currently in use by reading the Status Bar in the Dolphin ScreenReader control panel.

15.4 Save setting changes

Dolphin ScreenReader automatically saves the changes you make to Dolphin ScreenReader settings.

To stop this behaviour, deselect the "Always save user settings" check box. You can find the "Always save user settings" check box in the "Startup Preferences" dialog box, which you open through the "General" menu of the Dolphin ScreenReader control panel.

After deselecting the "Always save user settings" check box, an additional "Ask user" check box becomes available. If you select this check box then you will receive a message window during the quitting of Dolphin ScreenReader that asks if you want to proceed without saving the changes you have made.

You can also manually save settings at any time by choosing the "Save Settings" menu item. You can find this item in the "File" menu in the Dolphin ScreenReader control panel.

15.5 Change Map file

If you are using an application that does not have a specific Map file then Dolphin ScreenReader will use the "Default Application" Map file.

If you find Dolphin ScreenReader does not work well with your application using the "Default Application" Map file then it is worth trying another Map file. You can try as many Map files as you like.

Tips:

- Try using a Map file for a different version of the same application. You may find a Map file for an old version of an application will work just as well with a new version of the application.
- Try using a Map file created for an application from the same manufacturer. You may find a Map file for a different application but created by the same manufacturer will work well with your application, for example, if you are using a Microsoft application try using the Microsoft Office Map file.
- Try using the "MSAA Application" Map file if you know your application supports MSAA.

To choose a different Map file:

1. Run your application.

2. Press LEFT CONTROL + SPACEBAR.

The Dolphin ScreenReader control panel opens.

3. Press ALT + F.

The "File" menu opens with the "New" menu item selected.

4. RIGHT ARROW to open the "New" sub-menu, DOWN ARROW to "Map" and press ENTER.

The "Select Map file" dialog box opens.

5. DOWN ARROW to select the "Use an existing Map file" option.

6. TAB to the Map list and use the Arrow Keys to select a Map file.

7. TAB to the "OK" button and press SPACEBAR.

The dialog box closes.

8. Press ESCAPE.

The Dolphin ScreenReader control panel closes and you go back to the application.

The new Map file's detection settings will take effect immediately. If you continue to have problems accessing your application then please contact Dolphin or your local Dolphin Dealer for assistance.

CHAPTER 15

Hot key conflicts

Sometimes you can find Dolphin ScreenReader hot keys conflict with an application's hot keys. You can resolve this issue in a number of different ways.

16.1 Turn off Dolphin ScreenReader hot keys

You can resolve a hot key conflict between Dolphin ScreenReader and your application by turning off Dolphin ScreenReader's hot keys. This disables all hot keys except for the hot key to turn on Dolphin ScreenReader's hot keys again.

Action Hot Keys

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Turn off or on hot keys	LEFT CONTROL + 8	SHIFT + CAPS LOCK + 3

16.2 Tell Dolphin ScreenReader to ignore the next key press

You can resolve a hot key conflict between Dolphin ScreenReader and your application by telling Dolphin ScreenReader to ignore the next key press. Once you have released the keys, Dolphin ScreenReader automatically turns on its hot keys again.

Action Hot Keys

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Pass the next key press through to your application	LEFT CONTROL + 7	CAPS LOCK + 3

16.3 Reassign a Dolphin ScreenReader hot key

You can add, delete or reassign any Dolphin ScreenReader hot key. You can do this to resolve hot key conflicts between Dolphin ScreenReader and your application or to change a hot key command to a key combination you find easier to use.

To do this:

1. Press LEFT CONTROL + SPACEBAR.

The Dolphin ScreenReader control panel opens.

2. Press ALT + G.

The "General" menu opens.

3. DOWN ARROW to "Keyboard and Hot Keys" and press ENTER.

A submenu opens.

4. DOWN ARROW to "Hot Keys" and press ENTER.

The "Hot Keys" dialog box opens.

5. TAB through, using the "Hot Key Command Set" list and "Command" list to select the assigned hot key you want to change.

6. Use the "Add key" button, "Replace key" button or "Remove key" button to change the hot key.

7. TAB to the "OK" button and press SPACEBAR.

Dolphin ScreenReader confirms the changes and closes the dialog box.

Tip: If you find it difficult to locate your hot key from the categories and commands available then use the Dolphin ScreenReader Key Describer to help.

CHAPTER 16

Hot Keys**17.1 Actions**

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Auto Train Graphic Objects	LEFT CONTROL + RIGHT BRACKET	CONTROL + CAPS LOCK + G
Control Panel Pop Up Menu	CAPS LOCK + SPACEBAR	CAPS LOCK + SPACEBAR
Doc Reader	CAPS LOCK + NUMPAD PLUS	SHIFT + ALT + D
Exit Auto Train Graphic Objects	ESCAPE	ESCAPE
Freeze The Screen	PAUSE	No Assignment
Dolphin ScreenReader Help	CAPS + F1 or RIGHT CONTROL + RIGHT SHIFT + FORWARD SLASH	CAPS + F1
Hot Keys on / off	LEFT CONTROL + 8	SHIFT + CAPS LOCK + 3
Open Control Panel	LEFT CONTROL + SPACEBAR	LEFT CONTROL + SPACEBAR
Pass next key to application	LEFT CONTROL + 7	CAPS LOCK + 3

Quit	CAPS LOCK + F4	CAPS LOCK + F4
Row / Column Mode Toggle	LEFT CONTROL + 9	No Assignment
Screen Refresh	LEFT CONTROL + SEMI COLON	CAPS LOCK + ESCAPE
Show TTS Language selection dialog	No Assignment	CONTROL + CAPS LOCK + L
Show TTS selection dialog	No Assignment	CONTROL + CAPS LOCK + S
OCR from your scanner, camera, or open PDF file	CAPS LOCK + O	CAPS LOCK + O
OCR from the Windows clipboard	LEFT CONTROL + CAPS LOCK + O	LEFT CONTROL + CAPS LOCK + O
Copy the image currently in the Connect and View Viewer window to the Windows clipboard	CAPS LOCK + P	CAPS LOCK + P
Restore default user profile	LEFT CONTROL + CAPS LOCK + P	LEFT CONTROL + CAPS LOCK + P

Unassigned Commands

The following is a list of unassigned commands within this category. These commands can be manually assigned a key combination.

- Application Help
- Screen capture

- Show Speech Verbosity dialog
- Start Script Editor
- Train windows
- Train windows with a delay
- Windows Basics Help

17.2 Speech

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Anti-stutter system on / off	LEFT CONTROL + 6	No Assignment
Capitals on / off	CAPS LOCK + QUOTE	No Assignment
Character Echo Cycle	CAPS LOCK + SEMI COLON	CAPS LOCK + 2
Key Describe Mode	CAPS LOCK + FORWARD SLASH	CAPS LOCK + 1
Language Down	LEFT CONTROL + FULL STOP	No Assignment
Language Up	LEFT CONTROL + COMMA	No Assignment
Monitor Markers	LEFT CONTROL + 5	No Assignment
Mute	LEFT CONTROL	LEFT CONTROL

Next Synthesiser	LEFT CONTROL + LEFT SHIFT + RIGHT BRACKET	No Assignment
Previous Synthesiser	LEFT CONTROL + LEFT SHIFT + LEFT BRACKET	No Assignment
Speed decrease	LEFT CONTROL + LEFT SHIFT + MINUS	LEFT CONTROL + ALT + PAGE DOWN
Speed Increase	LEFT CONTROL + LEFT SHIFT + EQUALS	LEFT CONTROL + ALT + PAGE UP
Verbosity Scheme Cycle	CAPS LOCK + EQUALS	CAPS LOCK + V
Voice on / off	LEFT CONTROL + 0	LEFT CONTROL + ALT + 0
Volume decrease	LEFT CONTROL + MINUS	LEFT CONTROL + ALT + MINUS
Volume increase	LEFT CONTROL + EQUALS	LEFT CONTROL + ALT + EQUALS

17.3 Speak Keys

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Additional Focus Information	LEFT SHIFT + NUMPAD 0	CONTROL + CAPS LOCK + UP ARROW
Character	NUMPAD 4	CAPS LOCK + LEFT ARROW
Control	NUMPAD PERIOD	No Assignment
Describe Focus Position	NUMPAD 8	No Assignment
Describe Shortcut Key	LEFT SHIFT + NUMPAD PERIOD	CONTROL + CAPS LOCK + LEFT ARROW
Focus	NUMPAD 0	CAPS LOCK + UP ARROW
From Cursor	LEFT SHIFT + NUMPAD 2	CAPS LOCK + END
Headings	NUMPAD 3	SHIFT + CAPS LOCK + LEFT ARROW
Label Above	CAPS LOCK + NUMPAD 8	No Assignment
Label To Left	CAPS LOCK + NUMPAD 7	No Assignment
Line	NUMPAD 6	No Assignment
Paragraph	NUMPAD 5	LEFT CONTROL + LEFT SHIFT + CAPS LOCK + P

Paragraph Move To Next	CAPS LOCK + RIGHT BRACKET	No Assignment
Paragraph Move To Previous	CAPS LOCK + LEFT BRACKET	No Assignment
Repeat Last Speech	CAPS LOCK + NUMPAD 9	CAPS LOCK + BACK SLASH
Selection	NUMPAD 1	SHIFT + CAPS LOCK + DOWN ARROW
Sentence	CAPS LOCK + NUMPAD 4	LEFT CONTROL + LEFT SHIFT + CAPS LOCK + S
Sentence Move To Next	CAPS LOCK + FULL STOP	No Assignment
Sentence Move to Previous	CAPS LOCK + COMMA	No Assignment
Status	NUMPAD 2	CAPS LOCK + PAGE DOWN
Table Column	CAPS LOCK + NUMPAD 6	SHIFT + CAPS LOCK + RIGHT ARROW
Table Column From Cell	CAPS LOCK + NUMPAD PERIOD	SHIFT + CAPS LOCK + PAGE DOWN
Table Column To Cell	CAPS LOCK + NUMPAD 3	SHIFT + CAPS LOCK + PAGE UP
Table Row	CAPS LOCK + NUMPAD 0	SHIFT + CAPS LOCK + UP ARROW

Table Row From Cell	CAPS LOCK + NUMPAD 2	SHIFT + CAPS LOCK + END
Table Row To Cell	CAPS LOCK + NUMPAD 1	SHIFT + CAPS LOCK + HOME
To Cursor	LEFT SHIFT + NUMPAD 1	CAPS LOCK + HOME
Where Am I?	NUMPAD 7	CAPS LOCK + PAGE UP
Window	NUMPAD 9	CAPS LOCK + B
Word	NUMPAD 5	CAPS LOCK + RIGHT ARROW

Unassigned Commands

The following is a list of unassigned commands within this keyboard hot key set category. These commands can be manually assigned a key combination.

- Label Below
- Label To Right
- Word Move To Next
- Word Move To Previous

17.4 Read From Here

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Click and Read From Here	MIDDLE MOUSE BUTTON	MIDDLE MOUSE BUTTON

Read From Here	NUMPAD PLUS	CAPS LOCK + DOWN ARROW
Stop Reading	NUMPAD PLUS or ESCAPE or LEFT CONTROL or RIGHT CONTROL	CAPS LOCK + DOWN ARROW or ESCAPE or LEFT CONTROL or RIGHT CONTROL
Stop Reading and switch focus	NUMPAD MINUS or SPACEBAR	SPACEBAR

17.5 Dolphin Cursor (General)

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Activate Down	COMMA	No Assignment
Activate Press	SPACEBAR	SPACEBAR
Activate Up	FULL STOP	No Assignment
Automatic Dolphin Cursor on / off	LEFT CONTROL + 4	No Assignment
Automatic Dolphin Cursor Restricted To Area on / off	LEFT CONTROL + 2	No Assignment
Find with Dolphin Cursor	F3	SHIFT + CAPS LOCK + F
Find Next with Dolphin Cursor	F4	CAPS LOCK + F3
Find Previous with Dolphin Cursor	F2	SHIFT + CAPS LOCK + F3

Forms Mode Toggle	CAPS LOCK + ENTER	CAPS LOCK + ENTER
Interact with Control	ENTER	ENTER
Mode Lock	LEFT CONTROL + 1	No Assignment
Teach Graphic Object	LEFT CONTROL + LEFT BRACKET	CAPS LOCK + G
Turn dolphin Cursor Off	NUMPAD MINUS	CAPS LOCK + Z
Turn dolphin Cursor On	NUMPAD MINUS	CAPS LOCK + Z
Window Lock	LEFT CONTROL + 3	No Assignment

17.6 Dolphin Cursor (Movement)

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Bottom of window / area	LEFT CONTROL + END	CONTROL + END
Choose Dolphin Cursor restricted to area	NUMPAD SLASH	LEFT CONTROL + CAPS LOCK + Z
Dolphin Cursor Page Down	CAPS LOCK + PAGE DOWN	LEFT CONTROL + PAGE DOWN
Dolphin Cursor Page Up	CAPS LOCK + PAGE UP	LEFT CONTROL + PAGE UP

End of line	END	END
Heading Next	CAPS LOCK + DELETE	H
Heading Prev	CAPS LOCK + INSERT	SHIFT + H
Left	LEFT ARROWT	LEFT ARROW
Left Edge	LEFT SHIFT + CAPS LOCK + HOME	No Assignment
Left Word	LEFT CONTROL + LEFT ARROW	LEFT CONTROL + LEFT ARROW
Move Dolphin Cursor to first toolbar	LEFT SHIFT + NUMPAD MINUS	CAPS LOCK + F8
Move Dolphin Cursor to next application	LEFT CONTROL + SINGLE OPEN QUOTE	No Assignment
Move Dolphin Cursor to next window	LEFT CONTROL + TAB	No Assignment
Move Dolphin Cursor to previous application	LEFT CONTROL + LEFT SHIFT + SINGLE OPEN QUOTE	No Assignment
Move Dolphin Cursor to previous window	LEFT CONTROL + LEFT SHIFT + TAB	No Assignment
Move Dolphin Cursor to Quick Launch bar	LEFT SHIFT + NUMPAD STAR	No Assignment

Move Dolphin Cursor to System Tray	LEFT SHIFT + NUMPAD SLASH	No Assignment
Move Physical Down	LEFT SHIFT + CAPS LOCK + DOWN ARROW	SHIFT + ALT + DOWN ARROW
Move Physical Left	LEFT SHIFT + CAPS LOCK + LEFT ARROW	SHIFT + ALT + LEFT ARROW
Move Physical Right	LEFT SHIFT + CAPS LOCK + RIGHT ARROW	SHIFT + ALT + RIGHT ARROW
Move Physical Up	LEFT SHIFT + CAPS LOCK + UP ARROW	SHIFT + ALT + UP ARROW
Move To Application Cursor	NUMPAD STAR	CAPS LOCK + MINUS
Next Dialog	F7	CONTROL + TAB
Next Large Object	PAGE DOWN	PAGE DOWN
Next Line	DOWN ARROW	DOWN ARROW
Next Main Window	F8	CONTROL + F6
Next Object	TAB	TAB
Physical Bottom	LEFT SHIFT + CAPS LOCK + PAGE DOWN	No Assignment
Physical on off	LEFT CONTROL + LEFT SHIFT + 9	No Assignment

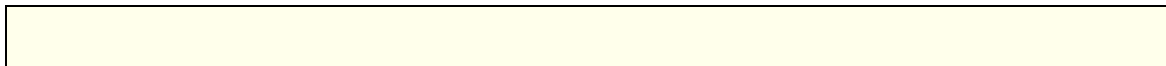
Physical Top	LEFT SHIFT + CAPS LOCK + PAGE UP	No Assignment
Previous Dialog	LEFT SHIFT + F7	CONTROL + SHIFT + TAB
Previous Large Object	PAGE UP	PAGE UP
Previous Line	UP ARROW	UP ARROW
Previous Main Window	LEFT SHIFT + F8	No Assignment
Previous Object	LEFT SHIFT + TAB	SHIFT + TAB
Restrict Dolphin Cursor to selection	LEFT CONTROL + LEFT SHIFT + NUMPAD MINUS	No Assignment
Right	RIGHT ARROW	RIGHT ARROW
Right Edge	LEFT SHIFT + CAPS LOCK + END	No Assignment
Right Word	LEFT CONTROL + RIGHT ARROW	LEFT CONTROL + RIGHT ARROW
Route Dolphin Cursor to Mouse	MIDDLE MOUSE BUTTON	MIDDLE MOUSE BUTTON
Skip Ahead	LEFT CONTROL + DOWN ARROW	LEFT CONTROL + DOWN ARROW
Skip Back	LEFT CONTROL + UP ARROW	LEFT CONTROL + UP ARROW

Start of line	HOME	HOME
Table Down	CAPS LOCK + DOWN ARROW	LEFT CONTROL + ALT + DOWN ARROW
Table Left	CAPS LOCK + LEFT ARROW	LEFT CONTROL + ALT + LEFT ARROW
Table Next	CAPS LOCK + END	T
Table Prev	CAPS LOCK + HOME	SHIFT + T
Table Right	CAPS LOCK + RIGHT ARROW	LEFT CONTROL + ALT + RIGHT ARROW
Table Up	CAPS LOCK + UP ARROW	LEFT CONTROL + ALT + UP ARROW
Top of Window / Area	LEFT CONTROL + HOME	CONTROL + HOME

17.7 Dolphin Cursor (Mouse Control)

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Drag with Left Mouse Button	RIGHT CONTROL + HOME	CONTROL + CAPS LOCK + 8

Drag with Right Mouse Button	RIGHT CONTROL + RIGHT SHIFT + HOME	CONTROL + CAPS LOCK + 9
Drop	RIGHT CONTROL + END	LEFT CONTROL + CAPS LOCK + 7
Left Click at Dolphin Cursor	INSERT	CAPS LOCK + 8
Left Click at Dolphin Cursor and switch Dolphin Cursor off	A	No Assignment
Left Double Click at Dolphin Cursor	Q	No Assignment
Middle Click at Dolphin Cursor	S	No Assignment
Mouse Wheel Down at Dolphin Cursor	X	No Assignment
Mouse Wheel Up at Dolphin Cursor	W	No Assignment
Move Mouse to Focus	RIGHT CONTROL + DELETE	CAPS LOCK + EQUALS
Right Click at Dolphin Cursor	DELETE	CAPS LOCK + 9
Right Click at Dolphin Cursor and switch Dolphin Cursor off	D	No Assignment
Right Double Click at Dolphin Cursor	E	No Assignment



Note: In some applications, for example, Internet Explorer and Adobe Reader, the above stated hot keys may conflict with a Dolphin ScreenReader Quick Navigation Key. Where a conflict exists the Quick Navigation key has priority. To use the above stated commands in an application with a conflicting Quick Navigation Key requires you to re-assign the associated Dolphin Cursor (Mouse Control) hot key.

17.8 Dolphin Cursor Selection

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Bottom of window / area	LEFT CONTROL + LEFT SHIFT + END	LEFT CONTROL + LEFT SHIFT + END
Copy	CONTROL + C	CONTROL + C
End of line	SHIFT + END	SHIFT + END
Left	SHIFT + LEFT ARROW	SHIFT + LEFT ARROW
Left word	CONTROL + SHIFT + LEFT ARROW	CONTROL + SHIFT + LEFT ARROW
Next large object	SHIFT + PAGE DOWN	SHIFT + PAGE DOWN
Next line	SHIFT + DOWN ARROW	SHIFT + DOWN ARROW
Previous large object	SHIFT + PAGE UP	SHIFT + PAGE UP
Previous line	SHIFT + UP ARROW	SHIFT + UP ARROW
Right	SHIFT + RIGHT ARROW	SHIFT + RIGHT ARROW

Right word	CONTROL + SHIFT + RIGHT ARROW	CONTROL + SHIFT + RIGHT ARROW
Select all	CONTROL + A	CONTROL + A
Skip ahead	LEFT CONTROL + LEFT SHIFT + DOWN ARROW	LEFT CONTROL + LEFT SHIFT + DOWN ARROW
Skip back	LEFT CONTROL + LEFT SHIFT + UP ARROW	LEFT CONTROL + LEFT SHIFT + UP ARROW
Start of line	SHIFT + HOME	SHIFT + HOME
Top of window / area	LEFT CONTROL + LEFT SHIFT + HOME	LEFT CONTROL + LEFT SHIFT + HOME

17.9 Item Finder

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Item Finder (multi tab dialog box)	CAPS LOCK + TAB	CAPS LOCK + TAB
Links	CAPS LOCK + 1	CAPS LOCK + F7
Headings	CAPS LOCK + 2	CAPS LOCK + F6
Frames or Objects	CAPS LOCK + 3	CAPS LOCK + F9
Tables	CAPS LOCK + 5	No Assignment

Controls	CAPS LOCK + 6	CAPS LOCK + F5
Revisions or Comments	CAPS LOCK + 7	LEFT SHIFT + CAPS LOCK + R
Errors	CAPS LOCK + 8	No Assignment

Global Item Finder

Function	Desktop - Default NumPad Set	Laptop - Universal Set
System Tray items	CAPS LOCK + 0	CAPS LOCK + F11

For information on Custom Lists please refer to the Dolphin ScreenReader Help for the target application. Help information can be obtained from Dolphin ScreenReader by pressing CAPS LOCK + F1.

17.10 Text Input

This category lists keys that become available in Forms Mode that are otherwise assigned when using the Dolphin Cursor.

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Cancel	ESCAPE	ESCAPE
Delete previous character	BACKSPACE	BACKSPACE
Delete this character	DELETE	DELETE
Enter	ENTER	ENTER
Left one character	LEFT ARROW	LEFT ARROW

Move to end of line	END	END
Move to start of line	HOME	HOME
Phonetic character	LEFT CONTROL + LEFT SHIFT + NUMPAD 4	No Assignment
Phonetic line	LEFT CONTROL + LEFT SHIFT + NUMPAD 6	No Assignment
Read character	NUMPAD 4	CAPS LOCK + LEFT ARROW
Read character attributes (set 1)	LEFT SHIFT + NUMPAD 4	No Assignment
Read character attributes (Set 2)	LEFT CONTROL + NUMPAD 4	No Assignment
Read line	NUMPAD 6	CAPS LOCK + UP ARROW
Right one character	RIGHT ARROW	RIGHT ARROW
Spell line	LEFT SHIFT + NUMPAD 6	No Assignment
Verbose line	LEFT CONTROL + NUMPAD 6	No Assignment

17.11 Braille

Function	Desktop - Default NumPad Set	Laptop - Universal Set
Back	LEFT CONTROL + LEFT SHIFT + COMMA	No Assignment
Cycle Attributes	LEFT CONTROL + LEFT SHIFT + 6	No Assignment
Describe Character on / off	LEFT CONTROL + LEFT SHIFT + 7	No Assignment
Forward	LEFT CONTROL + LEFT SHIFT + FULL STOP	No Assignment
Go To Focus	LEFT CONTROL + LEFT SHIFT + FORWARD SLASH	No Assignment
Hooks on / off	LEFT CONTROL + LEFT SHIFT + 2	No Assignment
Literary Braille on / off	LEFT CONTROL + LEFT SHIFT + 8	No Assignment

Monitor on / off	LEFT CONTROL + LEFT SHIFT + 1	No Assignment
Braille Output on / off	LEFT CONTROL + LEFT SHIFT + 0	LEFT CONTROL + CAPS LOCK + 0
Physical / Logical Mode	LEFT CONTROL + LEFT SHIFT + 9	No Assignment
Verbosity Scheme Cycle	LEFT SHIFT + CAPS LOCK + EQUALS	LEFT CONTROL + CAPS LOCK + V

Unassigned Commands

The following is a list of unassigned commands within this category. These commands can be manually assigned a key combination or may already have an assigned Braille display button combination. Please refer to your Braille display hot key list for more information.

Bottom

Half Width Left

Braille Document Read Back

Half Width Right

Braille Document Read Back
(Dolphin Cursor)

Input on / off

Braille Document Read
Forward

Layout on / off

Braille Document Read Forward (Dolphin Cursor)	Line Down
Cell Left	Line Down (Dolphin Cursor)
Cell Right	Line End
Cursor on / off	Line Start
Cursor style	Line Up
Display Characters	Line Up (Dolphin Cursor)
Display Font Colours	Routing Button Action
Display Font Foreground Colour	Routing Button Action in Dolphin Cursor
Display Font Name	Second Routing Button Action
Display Font Size	Second Routing Button Action in Dolphin Cursor
Display Font Style	Top
Eight Dot Six Dot	Tracking on / off
Enhance on / off	Tremble Capitals on / off
Expand Gaps on / off	Width Left
Flush Input	Width Right

17.12 Quick Navigation Keys for web browsers

Dolphin ScreenReader coding includes the following list of hot keys for web page navigating. The keyboard commands are available using the Dolphin Cursor in supported web browsers. The keyboard commands cannot be removed or reassigned.

17.12.1 Quick Navigation Keys

To move to the previous element use Shift + Key

Move to	Hot key
Button	B
List box	C
Different element	D
Edit area	E
Form	F
Graphic	G
Heading	H
List item	I
Link	K
List	L
Frame	M
Text block	N
Paragraph	P
Block Quote	Q
Radio	R
Table	T
Unvisited link	U
Visited link	V
Check box	X
Heading level 1 - 6	1 - 6
Landmark	; (SEMI COLON)

17.13 Quick Navigation Keys for Microsoft Word

Dolphin ScreenReader coding includes the following list of hot keys for supported versions of Microsoft Word. You cannot remove or reassign these keyboard commands.

17.13.1 Quick Navigation Keys

To move to the previous element use Shift + Caps Lock + Key

Move to	Hot key
Bookmark	CAPS LOCK + A
Button	CAPS LOCK + B
Comment	CAPS LOCK + C
Different paragraph style	CAPS LOCK + D
Edit form field	CAPS LOCK + E
Footnote or Endnote	CAPS LOCK + F
Graphic	CAPS LOCK + G
Heading style	CAPS LOCK + H
List item	CAPS LOCK + I
Link	CAPS LOCK + K
List	CAPS LOCK + L
Text box	CAPS LOCK + Y
Normal style paragraph	CAPS LOCK + N
Object (including graphics)	CAPS LOCK + O
Paragraph	CAPS LOCK + P
Revision	CAPS LOCK + R
Table	CAPS LOCK + T
Check box	CAPS LOCK + X
Section break	CAPS LOCK + Z

Note that you may find various Quick Navigation Keys failing when working in a protected document.

CHAPTER 17

Reference

18.1 New Situation Settings dialog box

Menu: File > New > Situation Settings

You can create or choose an existing Situation by using options in the "New Situation Settings" dialog box.

Options:

- **Create New Situation radio button.**
You can create a new Situation Setting by selecting this radio button and then choosing the "OK" button. This will move you to the next step in the creation process. To review all steps in this process please refer to the "Create Situation Settings" topic.
- **Use an existing Situation radio button.**
You can change to another Situation by selecting this option and then selecting from the available list. Note the Situation list will show only those Situation Settings available in the current Application Settings file.

18.2 New Application Settings dialog box

Menu: File > New > Application Settings

You can create or choose an existing Application Settings file by using options in the Application Settings dialog box.

Options:

- Create a new settings file radio button.
You can create a new Application Settings file by selecting this option and then choosing the "OK" button. After selecting the "OK" button, you will go to the next step in the creation process. To review all steps in this process please refer to the "Create Application Settings" topic.
- Use an existing settings file radio button.
You can change to a different settings file by selecting this option and then by selecting a file from the available list. You confirm your selection by choosing the "OK" button. The settings will apply immediately unless you select the option "Use Default Settings in the control panel". If you do select this option then your new settings will apply when you go back to your application.

18.3 New Map dialog box

Menu: File > New > Map

You can create or choose an existing Map file by using options in the "Select New Map" dialog box.

Options:

- Create a new Map file radio button.
You can create a new Map file by selecting this radio button and then choosing the "OK" button. This will move you to the next step in the creation process. To review all steps in this process please refer to the "Mapping Guide". This is available through the Dolphin ScreenReader "Help" menu.
- Use an existing Map file radio button.
You can change to an alternative Map file by selecting this option and then selecting a file from the available list. To learn more about the reasons why you might change a Map file please refer to the "Change Map file" topic.

18.4 New Script menu item

Menu: File > New > Script

You can create a new Script file for the current application by selecting this menu item. The new Script file will open in the Dolphin Script Editor. The Dolphin Script Editor includes a "Help" menu with options linking to the Scripting Guide.

Note: If a Script file exists for the current application then this menu item will be disabled. To view and edit an existing Script file, go to the "File" menu, "Edit" sub-menu and select "Script".

18.5 Edit Situation Settings dialog box

Menu: File > Edit > Situation Settings

You can delete or change the properties of your Situation Settings by using options in the "Situation Management" dialog box. Note that you must be using the Application Settings file that has the Situation Settings to be able to edit the Situations in that file.

- Situation list.
You can choose the Situation you want to edit or delete from this list.
- Edit Rules button.
You can edit the rules of a Situation by selecting this button. This will open the "Define Situation Rules" dialog box. In this dialog box you can change the name of the Situation, change the title and class details of the Situation rule and add and remove Situation rules.
- Delete button.
You can delete the current Situation from your Application Settings file by selecting this button. After selecting the button you will receive a warning message asking you to confirm that you want to proceed. To proceed select the "Yes" button or to cancel select the "No" button.

18.6 Edit Application Settings dialog box

Menu: File > Edit > Application Settings

You can delete or change the properties of your Application Settings file by using options in the "Settings File Management" dialog box.

- Application Settings file list.
You can choose the Application Settings file you want to edit or delete from this list. Note that you cannot delete the "Default Application" settings file because this is a Dolphin ScreenReader system file.
- Properties button.
You can edit the properties of an Application Settings file by selecting this button. This will open the "Settings File Properties" dialog box. In this dialog box you can change the name and version number of the settings file and add and remove any the applications associated with the file.
- Delete this settings file button.
You can delete the current Application Settings file by selecting this button. After selecting the button you will receive a warning message asking you to confirm that you want to proceed. To proceed select the "Yes" button or to cancel select the "No" button.

18.7 Edit Map dialog box

Menu: File > Edit > Map

You can edit the properties and rules of a Map file by selecting this menu item. To learn more about Map files please refer to the Mapping Guide available from the "Help" menu of the Dolphin ScreenReader control panel.

This dialog box also contains Script options. You can create, reload, edit and delete Script files and Extension Script files. To learn more about Script files please refer to the Scripting Guide. You can open the Scripting Guide from the Dolphin ScreenReader control panel "Help" menu.

18.8 Edit Script menu item

Menu: File > Edit > Script

You can edit the Script file for the current application by selecting this menu item. The Script file will open in the Dolphin Script Editor. The Dolphin Script Editor includes a "Help" menu with options linking to the Scripting Guide.

Note: If no Script file exists for the current application then this menu item will be disabled. To create a new Script file, go to the "File" menu, "New" sub-menu and select "Script".

18.9 Visual Highlighting Options dialog box

Menu: Visual > Highlighting > Settings

You can make different types of focus easier to see by adding a highlight indicator. You can choose the style, colour and behaviour of the highlight in the "Highlighting Options" dialog box.

Mouse tab.

- Highlight the mouse check box.
Select this check box to turn on the highlighting of this focus. Deselect this check box to turn off the highlighting of this focus.
- Display group.
 - Use the "Shape" settings to change the shape and size of the highlighting.
 - Use the "Show" list box to control when the highlight is visible. Note that selecting "On hot key" means you control the highlight using the Foci Highlights hot key and selecting "Dynamic tracking" means the mouse highlight stays visible until you press a key on the keyboard.

- Effects group.
You can choose from different colour options. Depending on the option you choose you can also control the colour(s) and/or the transparency.

Cursor tab.

- Highlight the Cursor check box.
Select this check box to turn on the highlighting of this focus. Deselect this check box to turn off the highlighting of this focus.
- Display group.
 - Use the "Shape" settings to change the shape and size of the highlighting.
 - Use the "Show" list box to control when the highlight is visible. Note that selecting "On hot key" means you control the highlight using the Foci Highlights hot key and selecting "Dynamic tracking" means the Cursor highlight stays visible until Dolphin ScreenReader is tracking a different type of focus, for example, the mouse.
- Effects group.
You can choose from different colour options. Depending on the option you choose you can also control the colour(s) and/or the transparency.

Line tab.

- Highlight the Line check box.
Select this check box to turn on the highlighting of this focus. Deselect this check box to turn off the highlighting of this focus.
- Display group.
 - Use the "Shape" settings to change the shape and size of the highlighting.

- Use the "Show" list box to control when the highlight is visible. Note that selecting "On hot key" means you control the highlight using the Foci Highlights hot key and selecting "Dynamic tracking" means the Line highlight stays visible until Dolphin ScreenReader is tracking a different type of focus, for example, the mouse.
- Effects group.
You can choose from different colour options. Depending on the option you choose you can also control the colour(s) and/or the transparency.

Focus tab.

The term "Focus" refers to the focus used in dialog boxes and menus.

- Highlight the Focus check box.
Select this check box to turn on the highlighting of this focus. Deselect this check box to turn off the highlighting of this focus.
- Display group.
 - Use the "Shape" settings to change the shape and size of the highlighting.
 - Use the "Show" list box to control when the highlight is visible. Note that selecting "On hot key" means you control the highlight using the Foci Highlights hot key and selecting "Dynamic tracking" means the Focus highlight stays visible until Dolphin ScreenReader is tracking a different type of focus, for example, the mouse.
- Effects group.
You can choose from different colour options. Depending on the option you choose you can also control the colour(s) and/or the transparency.

Read From Here tab.

Read From Here is a Dolphin ScreenReader reading mode. You can change highlighting options for the current word and the current line being read.

- **Word group.**
You must select "Highlight the spoken word" check box to turn on this highlighting option. Use the available settings to set how the spoken word is highlighted.
- **Line group.**
You must select "Highlight the line" check box to turn on this highlighting option. Use the available settings to set how the current line being spoken is highlighted.

Dolphin Cursor tab.

The Dolphin cursor is a special kind of cursor created by Dolphin ScreenReader. The Dolphin Cursor allows you to read the contents of the screen line by line, or word by word, or letter by letter using your keyboard. You can use the Dolphin cursor to review any part of your computer's screen.

- **Current Character group.**
You must select "Highlight the character" check box to turn on this highlighting option. Use the available settings to set how the character is highlighted.
- **Current Line/Object group.**
You must select "Highlight the line" check box to turn on this highlighting option. Use the available settings to set how the current line is highlighted.

18.10 Visual Doc Reader Settings dialog box

Menu: Visual > Doc Reader Settings

The options available in the "Doc Reader Settings" dialog box control the Doc Reader reading environment. You can open this dialog box by selecting the item in the "Visual" menu or by selecting the "Settings" button from the Doc Reader toolbar.

Options:

- Font settings.
In the Doc Reader you can define the font that is used to display the text within the document window. You can also state the font size to use.
- Colour settings.
You can define the colours to use in the document window. There are three categories to which you can apply a foreground and background colour too.
 - Document colours sets the background and foreground colours used in the document window. However, if "Use document colours" is selected then this setting will not be applied.
 - **Word highlight colours** sets the background and foreground colours used by the Doc Reader for the current focus. This shows the currently selected word as the Doc Reader reads through the document. However, if "Invert word" is selected then this setting will not be applied. Instead the highlight will be inverted based on the custom colour settings.
 - **Unit highlight colours** sets the background and foreground colours for your specified unit of movement. This is what is highlighted as you cursor down through a document.
- Fetch whole document check box.
With the "Fetch whole document" check box selected you will load the complete document into the Doc Reader. Depending on the size of

the document, this may take a few seconds. This option is only supported in DOM enabled applications such as Microsoft Word, Adobe Acrobat Reader, Internet Explorer, NotePad, WordPad, etc. It is also possible to specify the number of lines you want to fetch by unselecting the "Fetch whole document" check box and then specifying the number of lines from the available spin control. This will allow you to load a section of a document faster.

If you are working in an application that does not include DOM support then the Doc Reader will load the content from the current screen.

- **Invert word check box.**
With the selection of the "Invert word" check box the focus highlighting will be an inverted highlight based on the document colours specified or based on the actual document's colours depending on what is currently enabled.
- **Doc Reader speech check box.**
With this option selected the document will be read using your selected "Read From Here voice" stated in the "Voice and language" dialog box. You can disable speech output in the document window by deselecting this check box.
- **Use document colours check box.**
Selecting this check box will mean that the Doc Reader will use the colours specified in the document instead of its own custom colours.
- **Use document styles check box.**
Selecting this option will mean styles used in the document will appear in the Doc Reader.
- **Wrap line to. list.**
The "Wrap line to" option can be used to insert a line break on a line if it exceeds a particular length. This can be useful if lines are scrolling outside the current window.
To disable this feature set the "Wrap line to" value to 0.

18.11 Visual Advanced Options dialog box

Menu: Visual > Advanced Options

You can specify settings for a variety of Dolphin ScreenReader features by selecting options in the "Visual Advanced Options" dialog box.

General Preferences tab

- Highlight Hot Key Action group.
Visual Highlights can be set to appear in a number of different ways. One of these ways is to show the selected Highlights when a hot key is pressed. How the hot key behaves when pressed is determined by the "Show Highlight" list box. This can be set to "Until Hot Key pressed again" or "Until Hot Key released".

18.12 Speech Voice Preferences dialog box

Menu: Speech > Voice Preferences

You can change various Voice settings in the "Voice Preferences" dialog box.

General tab.

- Volume spin control.
Use the "Volume" spin control to change how loud the voice sounds. This value is independent to the computer's own volume setting.
- Speed spin control.
Use the "Speed" spin control to change how fast the voice reads.
- Spelling Speed spin control.
Use the "Spelling Speed" spin control to select how fast characters are spelt. You may wish to set this to a speed lower than your normal reading speed to make the spelling of words easier to understand.

- Increase voice pitch for spelt capitals check box.
Select this check box to have your reading voice rise in pitch when spelling a capital letter. Examples when you are spelling characters include when you have Character Echo set to echo each character you type, when you move across a line of text a character at a time and when you delete a character. Note that this item will not be available if your current synthesiser does not support this option.

Synthesiser Configuration tab.

- Select Synthesiser button.
Choose this button to open the "Select Synthesiser" dialog box. This dialog box lists all synthesisers detected by Dolphin ScreenReader. If the only option in the list is 'no Speech Device' then this means there are no configured speech synthesisers to choose from. Check that your synthesiser is configured correctly and make sure it is detected by Dolphin SAM. This is done by choosing "SAM Setup" in the "General Advanced Options" dialog box.
- Configure button.
The configure button will open the Driver Configuration dialog box for the synthesiser currently in use.
- Language Configuration list box and Set Language for button.
Not all speech synthesisers are able to return information about which language or languages they have available. If Dolphin ScreenReader determines that this is the case, you can use the language configuration box to set the language. If Dolphin ScreenReader detects the language then the options will be disabled.

Voice and Language Configuration tab.

The "Voice and Language Configuration" property sheet lets you choose different voices for different speech contexts. A speech context is a special attribute of the text to be spoken which indicates where it came from or what Dolphin ScreenReader feature you are using.

You may find it useful to have different voices for different contexts. This can help remind you what feature you are using or the type of control currently being used.

The set of voices that are chosen here, and which are currently defined are saved automatically on a per-synthesiser basis. This means that if you change synthesiser you will have a different set of voices, but the voices for your first synthesiser are saved and will be used again if you switch back to your original synthesiser.

The options in this property sheet are:

- **Screen Reader group.**
In this group you set the Screen Reader "Language" and "Voice". This reflects the language and voice Dolphin ScreenReader will use to speak prompts. A prompt is something that is spoken which is not taken from the screen. Usually, your screen reader language will match your Access System Language.
- **Screen group.**
This group lets you set the synthesiser language and voice that is to be used to read text from the screen.
You can choose which voice is to be used to read the text from the screen when you are in an edit area, prompt area (e.g. dialog box), a menu, or when reading text under your mouse.
You can also use a different voice when a Dolphin ScreenReader feature is being used. This will override any other voice chosen for any other area.
Each of the individual voice list boxes also contains a "No Voice" option if you wish to disable speech output for that particular type of area.
- **Automatic language switching group.**
The options in this group lets you control automatic language switching. Automatic language switching changes the synthesiser language to match particular alphabetic scripts; making screen reading a more fluent experience.

If you have the appropriate synthesiser language installed, you can automatically switch between many languages including Latin, Arabic, Chinese (Mandarin), Greek, Hebrew, Hindi (Devanagari) and Russian (Cyrillic) scripts.

Note that not all synthesisers support this feature. To learn more about available synthesiser languages please contact Dolphin or your local Dolphin dealer.

- **Load All Default Voices button.**
Pressing the "Load all Default Voices" button sets all voices back to the synthesiser's default value.
- **Voice Exceptions.**
Voice Exceptions are a pronunciation correction feature that allows you to correct the mispronunciation of certain words by a specific speech synthesiser voice. Those pronunciation corrections may involve technical words or words originating from a different language. When you press the "Edit" button the Voice Exceptions dialog box will be displayed, listing any existing pronunciation correction rules for the currently selected speech synthesiser voice. In the Voice Exceptions dialog box you're able to add, edit and remove pronunciation correction rules for the selected speech synthesiser voice. Each individual pronunciation correction rule consists of a "Source word", e.g. "Dr", and a "Replacement word", e.g. "doctor". A pronunciation correction rule can be made case-sensitive by enabling the "Case sensitive matching" check box. Examples of case-sensitive rules in English could be:
IT; US; VAT; WHO; Polish
In the above examples, words with uppercase letters are pronounced differently if they were written in lowercase.

User defined voices tab.

This property sheet is used to create and modify the speech synthesiser voices. You can define your own voices or edit the existing ones. Each

voice consists of a name and number of synthesiser parameters. The actual number of synthesiser parameters, their meaning and possible range of values depend upon your synthesiser.

The options in this property sheet are:

- Language list box.
Use this list box to state what language the new voice is to be based upon or what language the existing voice that you want to modify can be found in.
- Voice list box.
The Voice pull-down list box displays a list of all the currently available speech synthesiser voices. Choose the voice that you wish to edit or delete from this list.
- Add, Delete and Rename buttons.
These buttons let you either create a new voice, delete the currently selected voice or rename the currently selected voice.
- Parameters group box.
The options in this group box set the basic speech characteristics of the voice. This is the pitch and intonation.
- Other Speech Parameters group box.
This group box contains other more synthesiser-dependent settings. These parameters are in a pull-down list entitled "Parameter". Each parameter has a value that can be adjusted in the "Value" list box.
- Test text edit area.
The test text is an edit area which contains some text. This text is read out every time you change the value of a voice parameter. You can edit this text and put in anything you like. This test text lets you change parameters and hear what they sound like without the risk of changing the voice to something that you can't understand, which could occur if you were editing the same voice you were using.

- Load Default Voices for Current Language button.
This button loads the default set of voices from the synthesiser. The actual set of voices depends upon your synthesiser. The voice names used will depend upon your current access system language.

The voices defined here are unique to Dolphin ScreenReader. They will not appear in any other program that uses the same synthesiser.

18.13 Speech Character Echo dialog box

Menu: Speech > Character Echo

The "Character Echo" dialog box sets what is to be spoken as you type. You can have characters, words, both characters and words or nothing spoken.

18.14 Speech Keyboard Announcements dialog box

Menu: Speech > Keyboard Announcements

The "Keyboard Announcements" dialog box lets you add key press announcements to Dolphin ScreenReader spoken output.

18.15 Speech Text Style Announcements dialog box

Menu: Speech > Text Style Announcements

You can specify settings for punctuation announcement, number announcement and text attribute announcement by selecting options in the "Text Style Announcements" dialog box. This dialog box has multiple tabs, dividing settings into different contexts.

Contexts:

- Edit Areas tab has settings you can apply to text in any control designed for text input; where you can view, enter, or edit text or

numbers. Examples include the document window in a wordprocessor, a text box on a web page or an entry field in an address book.

- Prompt Areas tab has settings you can apply to all areas with the exception of edit areas and menus. Examples include field labels in dialog boxes, message windows and worksheets.
- Menus tab has settings you can apply to menus.
- Read From Here tab has settings you can apply to this Dolphin ScreenReader continuous reading mode.
- Dolphin Cursor tab has settings you can apply to this Dolphin ScreenReader screen reviewing mode.

Settings:

- Punctuation Level list.
Dolphin ScreenReader groups punctuation characters into specific categories. You can change how much punctuation is announced by Dolphin ScreenReader by changing the punctuation level.
- Number Announcement group.
You can read numbers as digits, pairs or words. If you select "Digits" then Dolphin ScreenReader will spell each number, for example, one, two, three, four. If you select "Pairs" then Dolphin ScreenReader will read numbers as a two digit value, for example, twelve, twenty three. If you select "Words" then Dolphin ScreenReader will read numbers in full, for example, one thousand, two hundred and twenty three.
- Announce group
 - Blank lines check box.
You can have Dolphin ScreenReader tell you when the focus is on a blank line by selecting this check box. This option applies specifically to edit areas.
 - Capitals check box.
You can have Dolphin ScreenReader tell you when a capital letter is

being used by selecting this check box. You choose how Dolphin ScreenReader indicates capitals by choosing settings in the "Voice Preferences" dialog box and "General Announcements" dialog box.

- Repeats check box.
You can change how Dolphin ScreenReader reads repeating characters by selecting this check box. This applies to punctuation characters and symbols and excludes letters and numbers. You control the method Dolphin ScreenReader uses to indicate repeated characters by choosing settings in the "Repeats" dialog box.
- Colour change check box.
You can have Dolphin ScreenReader tell you about changes in the font colour by selecting this check box.
- Back colour change check box.
You can have Dolphin ScreenReader tell you about changes in the background colour by selecting this check box.
- Point size change check box.
You can have Dolphin ScreenReader tell you about changes in the font size by selecting this check box.
- Font change check box.
You can have Dolphin ScreenReader tell you about changes in the font type by selecting this check box.
- Selected check box.
You can have Dolphin ScreenReader tell you about selection changes by selecting this check box. For example, if you select one word in a line of text and then press the Read Line hot key, Dolphin ScreenReader will announce the selection change.
- Links check box.
You can have Dolphin ScreenReader tell you when links are part of the text you are reading by selecting this check box. Note, this option does not apply to web pages. To change the announcement of links on web pages requires changes to your verbosity scheme.
- Meaning change check box.
You can have Dolphin ScreenReader tell you when text is marked as an abbreviation, acronym, citation, emphasis, shortquote, strong and

monospace by selecting this check box. This option applies to HTML content.

- Underline change check box.
You can have Dolphin ScreenReader tell you when text is underlined by selecting this check box.
- Weight change check box.
You can have Dolphin ScreenReader tell you when text is bold by selecting this check box.
- Italics change check box.
You can have Dolphin ScreenReader tell you when text is italic by selecting this check box.
- Strikethrough change check box.
You can have Dolphin ScreenReader tell you when text is strikethrough by selecting this check box.
- Spelling Error check box.
You can have Dolphin ScreenReader tell you when text is marked as a spelling error by selecting this check box. This option applies to Microsoft Office and requires you to be showing errors in your document by using Office's wavy underline option.
- Grammar Error check box.
You can have Dolphin ScreenReader tell you when text is marked as a grammar error by selecting this check box. This option applies to Microsoft Office and requires you to be showing errors in your document by using Office's wavy underline option.
- Script change check box.
You can have Dolphin ScreenReader tell you when text is subscript or superscript by selecting this check box.
- Heading change check box.
You can have Dolphin ScreenReader tell you when a heading style change occurs by selecting this check box.
- Text Effect change check box.
You can have Dolphin ScreenReader tell you about a text effect change by selecting this check box. A text effect is a character attribute like emboss, shadow or engrave.

- Text Animation change check box.
You can have Dolphin ScreenReader tell you about a text animation change by selecting this check box. A text animation is a character attribute like "Blinking Background", "Las Vegas Lights" and "Marching Red Ants". This option applies to Microsoft Office.

18.16 Speech General Announcements dialog box

Menu: Speech > General Announcements

You can specify settings for a variety of Dolphin ScreenReader features by selecting options in the "General Announcements" dialog box. The availability of some options depends on the synthesiser you are using.

- Announce Braille changes check box.
You can announce the changes you are making to Braille settings when you are using hot keys by selecting this check box. This includes turning on Braille output, turning on Literary Braille, turning on Physical Braille, turning on Enhanced Braille and your Routing button actions.
- Announce 'no focus detected' check box.
You can have Dolphin ScreenReader announce when an application loses focus by selecting this check box. An example when an application might lose focus is when closing a foreground window fails to place the focus in the background window. You can usually resolve this loss of focus by pressing ALT + TAB to switch to an open application or by pressing WINDOWS KEY + D to place focus on the Desktop.
- Announce text under mouse check box.
You can have Dolphin ScreenReader read the text under the mouse pointer by selecting this check box. To read the text requires you to move the mouse pointer to the place where the text is on the screen.
- Announce clipboard actions check box.
You can have Dolphin ScreenReader announce the results of your cut,

copy and paste key commands by selecting this check box. Dolphin ScreenReader bases the clipboard announcements on the use of CONTROL + C to copy, CONTROL + X to cut and CONTROL + V to paste. If you use different keyboard commands then use the options in the "Clipboard key mapping" dialog box to define alternative key presses.

- **Announce line count when selecting text check box.**
You can count the number of lines you are selecting by selecting this check box. Note that this option is only available in areas with a supporting Document Object Model (DOM) like NotePad, WordPad and Microsoft Word.
- **Announce capitals when reading lines check box.**
You can include capital announcements when you read a line of text by selecting this check box. You are reading a line of text when you are moving focus to a new line, for example, by using keys like UP ARROW, DOWN ARROW, PAGE UP and PAGE DOWN.

Note: To turn on capital announcement you must select the "Capitals" check box in the "Edit Areas" tab of the "Text Style Announcements" dialog box.

- **Use Beeps for Capital Announcement check box.**
By default, Dolphin ScreenReader will describe capital letters by using words. Using words is a method all synthesisers support. However, it is also possible with some synthesisers to indicate capitals with a sound. If this option is available, you can use beeps to indicate capitals by selecting this check box.
- **Uses sound list.**
If you select the "Use Beeps for Capital Announcement" check box then you can choose the sound you would like to use to indicate capitals from this preset list.
- **Repeats button.**
You can open the "Repeats" dialog box by selecting this button. The

"Repeats" dialog box lets you control how Dolphin ScreenReader reads repeating characters.

- Clipboard key mapping button.
You can open the "Clipboard key mapping" dialog box by selecting this button. The "Clipboard key mapping" dialog box lets you define what keys Windows uses for cut, copy and paste commands.

18.17 Speech Advanced Options dialog box

Menu: Speech > Advanced Options

You can specify settings for a variety of Dolphin ScreenReader features by selecting options in the "Speech Advanced Options" dialog box.

Cursor tab.

- Use Dolphin Cursor automatically check box.
This setting lets you turn the automatic Dolphin Cursor on or off. The automatic Dolphin Cursor is a special feature that may be programmed in as part of a Map file. The Map file can set areas to automatically use the Dolphin Cursor when the keyboard focus moves to certain parts of your application. This is useful when no application focus exists in the designated window.
You can turn on and off the automatic Dolphin Cursor behaviour with a hot key. To toggle automatic Dolphin Cursor on and off press LEFT CONTROL + 4.
- Restrict Dolphin Cursor to current area CHECK BOX.
The Dolphin Cursor can be restricted in its movement so that it cannot move outside the current area. This behaviour is set in a Map file. This check box determines whether the Dolphin Cursor should be restricted to the current area or not.
You can use a hot key to turn on and off this restriction. To toggle this option on and off press LEFT CONTROL + 2. Note that this setting will only become active the next time you turn the Dolphin Cursor on.

- **Auto Forms Mode check box.**
When this check box is selected you will be automatically switched into Forms Mode when you TAB onto an input Field. This enables you to fill in forms more easily using the Dolphin Cursor. A hot key can also be used to toggle this feature. Press CAPS LOCK + ENTER to toggle automatic Forms Mode on and off.

Verbosity tab.

Dolphin ScreenReader comes with a number of default Verbosity Schemes. A Verbosity Scheme controls what Dolphin ScreenReader tells you about the current control type, like a button or check box. In this property sheet you can modify an existing Verbosity Scheme or even create your own custom schemes.

You can learn more about modifying or creating your own verbosity schemes by visiting the Tutorial pages on the Dolphin web site.

Monitor Markers tab.

Monitor Markers monitor certain areas of the screen for change. When a change occurs then the Monitor Marker will perform a designated action. The Monitor Marker and action are set in a Map file. Where a monitor marker has been implemented within a map then this should be explained in the accompanying support documentation.

The "Monitor Markers" property sheet can be used to switch individual Monitor Markers on or off.

- **Set of markers list box.**
Use this pull down list box to choose a set of Monitor Markers to be listed below. You can either list all Monitor Markers for areas that are currently displayed on the screen, or a list of Monitor Markers for all currently running applications or you can choose to list all the Monitor Markers for a specific map file.

- Marker Action list view.

This list shows all the Monitor Markers in the selected set. Use the check boxes in front of each list item to switch the Monitor Marker on or off.

A hot key can also be used to turn on and off all Monitor Markers. To do this press LEFT CONTROL + 5.

18.18 Braille General Preferences dialog box

Menu: Braille > General Preferences

You can change various Braille settings in the "General Preferences" dialog box.

Translation Tables tab.

- Unicode to Braille Conversion list box.
Choose from this list the Computer Braille table Dolphin ScreenReader uses to translate text to Braille. The language you select is used for both Computer Braille output and Computer Braille input. Computer Braille strictly uses one Braille cell per character, whatever that character is. It is of most use in applications where every character is of importance, you need to distinguish each possible character and space is not at a premium.
- Unicode to Literary Braille Conversion list box.
Choose from this list the Literary Braille table Dolphin ScreenReader uses to translate text to Braille. The language you select only applies to Literary Braille output. The term Literary Braille covers both grade 1 and grade 2 Braille tables. Literary Braille is of most benefit when reading ordinary text
- Literary Braille Input list box.
Choose from this list the Literary Braille table Dolphin ScreenReader uses to convert Braille input to text. The language you select only applies to Literary Braille input. When you use Literary Braille input, you use 6 dots and use uncontracted or contracted Braille (depending

on the chosen input language). Please note that the Braille characters you type will only appear in your document when you press the Braille Space key, or another key which is not a combination of Braille dots.

Braille device tab.

- **Select Braille display button.**
Choose this button to open the "Select Braille display" dialog box. This dialog box lists all Braille devices detected by Dolphin ScreenReader. If no options are in the list then this means there are no configured devices to choose from. Check that your Braille display is configured correctly and make sure it is detected by Dolphin SAM. This is done by choosing "SAM Setup" in the "General Advanced Options" dialog box.
- **Configure button.**
The configure button will open the Driver Configuration dialog box for the Braille display currently in use.
- **Scroll Margin spin box.**
The Scroll Margin determines the amount the Braille display will move when you press the Read Back or Read forward keys. It is also used to scroll the display when a cursor moves beyond the left or right edges of the display.

18.19 Braille General Announcements dialog box

Menu: Braille > General Announcements

- **Braille Changes group.**
Select the Dolphin ScreenReader changes to be output to your Braille display.
- **Delimiters group.**
These two lists allow you to place various shaped Braille characters around different types of objects in Physical Mode. Choose the type of

object from the first list then the characters to use to mark that object from the second.

18.20 Braille Input menu and dialog box

Braille menu > Input

The Input menu allows you to change the options for the braille input.

Braille Input controls the action that the braille routing buttons perform. In addition certain braille displays allow "Braille Key Input", i.e. using the keys on the braille display for typing text.

- Braille keys item.
This option allows you to type characters by using six or eight buttons on your Braille Display. The buttons you use to type depend on your display, and not all displays have this capability. Six key input can be useful if you wish to type without removing your hands from the Braille display. Computer code is used for this type of input.
- Literary Input item.
This option allows you to type characters by using six or eight buttons on your Braille Display. The buttons you use to type depend on your display, and not all displays have this capability. It is also restricted to supported Braille tables.

18.20.1 Routing Buttons

The "Input from Display" dialog box allows you to set what the routing buttons do on your Braille display and select whether the Braille Input Mode is on.

- Routing Button Action group.
These radio buttons determine what happens when you press a routing button on your Braille display. The choices are to perform a left mouse click, double click, right click or describe the character at that point.

- **Second Routing Button Action group.**
These radio buttons determine what happens when you press a secondary routing button on your Braille display. The options are to perform a left mouse click, double click, right click or to describe the character at that point. Not all Braille displays have a second row of routing buttons.

18.20.2 Dolphin Cursor Options

The "Input from Display in Dolphin Cursor Mode" dialog box allows you to set what the routing buttons do on your Braille display when using the Dolphin Cursor.

18.21 Characters

Braille menu > Characters

The Characters menu allows you to change various Braille settings to do with how characters are shown on the Braille display. This includes the Literary Braille Mode and Enhanced Display Mode.

- **Literary item.**
This setting turns the Literary Braille option on or off. If you turn this on, your Braille display will show the Braille in literary Braille, otherwise it will use Computer Braille. We use the term "Literary Braille" as it covers both grade 1 and grade 2 Braille.
- **Enhanced item.**
Use this setting to turn the Enhanced Braille feature on or off. When on, any characters which have an attribute other than "normal" will be marked, usually by adding a dot 8.

18.21.1 Options

Characters dialog box.

The Characters dialog box allows you to change various Braille settings to do with how characters are shown on the Braille display. This includes the Literary Braille Mode and Enhanced Display Mode.

Options:

- **Cursor Word Contracted check box.**
When in Literary Mode you can choose to have the word containing the cursor contracted or uncontracted. This check box toggles this setting. If this option is turned off, the word containing the cursor will be written using Computer Braille. Having the cursor word uncontracted may make editing documents easier.
- **Show Capitals check box.**
Some versions of Literary Braille denote capital letters by prefixing the letter or contraction with a special sign called a Capital Sign. Other versions of Literary Braille permit the omission of any such notation, thus saving space.
- **8-dot Braille check box.**
The '8 Dot Braille check box' toggles between using eight-dot or six-dot Braille. This is mainly useful when using Computer Braille, where, for example, the lower two dots can be used to show capital letters and other special symbols. For example, in several Computer Codes, capital letters are denoted by adding a dot 7 to the regular Braille symbol for the letter. You may prefer to use six-dot Braille if you have difficulty reading the eight-dot version.
- **Tremble Capitals check box.**
This option, which is particularly useful when in six-dot Braille, makes capital letters on your Braille display blink. The blink rate of any such characters is governed by the Blink Rate setting in the Cursor Dialog Box.
- **Enhanced group.**
The Enhanced Characters options determine what exactly constitutes

an "Enhanced" character. Select those attributes you want to be shown.

- **Style list.**
Style allows you to select how the enhanced characters are shown. By default dot 8 is added to the character. Other options include dot 7 and dot 7 and 8.

18.22 Braille Layout menu and dialog box

Braille menu > Layout

The options in this menu allow you to configure the Layout of the Braille display.

- **Physical Mode item.**
This option switches between Physical Mode and Logical Mode. Physical mode provides the opportunity to determine the physical layout of objects on the screen. Logical mode shows the logical association of any incidental text with the focus. This is similar to the speech output. This mode is particularly useful for working with dialog boxes, as the screen reader will associate the text labels in a dialog box with their corresponding controls.
- **Tracking item.**
This check box determines whether the Braille display follows the movement of the focus in Physical Mode as you use your application. Normally, you would have Tracking turned on, but you might want to turn it off, for example, when you want to monitor a certain region on the screen.

18.22.1 Options

Layout dialog box.

The options in this dialog allow you to configure the Physical Mode of the Braille display. They include options such as whether lines of text are

wrapped as you navigate forward and back, whether start and end of line markers are shown and whether the physical layout of the screen is displayed.

- **Forward and Back Wrapping check box.**
This check box sets whether the Read Forward and Read Back keys will move through the lines on the screen when in Physical Mode. If this option is turned off, these two hot keys are limited to the current line. However, if wrapping is turned on, you will be able to read through the whole window by using just the Read Back and Read Forward keys.
- **Show complete words only check box.**
Typically, lines of text on the screen are longer than the length of Braille displays, meaning that a Braille display can only show a portion of a line at a time. To see the next portion, you press the Braille Move Forward key. This can result in words being split over the end and beginning of the Braille display as you move forward. Selecting "Show Complete Words Only" will prevent words being truncated because they do not fit on the Braille display. This is especially helpful if you use contracted Braille codes such as UK Grade 2 Braille. This option means the scroll margin position is adjusted based on the positions of words.
If you move forward but the next word does not fit on the Braille display then a gap will be shown after the last character in the last word on the display. This makes it easier for you to click beyond the end of the last word shown. It also gives more of a clue that this is the end of the word.
When there are multiple spaces or gaps that span multiple Braille cells, it may be the case that when moving forward or back that the text does not begin in the extreme left hand cell.
Where the word exceeds the total number of Braille cells then the word will appear truncated on the Braille display, that is, it will behave as if "Show Complete Words Only" is unselected. It is also possible that large amounts of the display can appear blank.

- Start and End Marker check boxes.
These two check boxes determine whether there is a marker symbol placed at the start and end of lines of text when in Physical Mode. This can be useful when Wrapping is on and you wish to know when you move from one line to another.
- Show Layout check box.
This check box turns the Layout option on and off for Physical Mode. With Layout on, the characters on the line are placed on the Braille display as closely as possible to their screen layout. This may result in some compression or expansion. If Layout is turned off, the Braille display will just show the characters and the gaps (for example between columns), but the layout may not correspond exactly to the screen layout.
- Expand Gaps check box.
When Show Layout is turned off, this setting determines whether gaps in a line of text are shown on the Braille display.
- Pixels per Cell in Gaps list.
With Show Layout turned off, this option determines how many Braille cells should be used for gaps in lines of text.
- Layout methods check boxes.
The Phrases, Words and Characters check boxes determine the way the characters are positioned on your Braille display in Physical Mode when Show Layout is turned on. Each item (a phrase, word or character) is positioned in the cells that it occupies.
- Expand into Gaps check box.
This check box allows a set of characters to flow into the gap that follows it, if Show Layout is turned on. This may result in slightly less compression of the characters being necessary, but the gaps between, say, two columns of text, will not be the correct width.
- Display Dashes check box.
In Physical Mode, with Show Layout turned on, if any expansion is

necessary, the extra space the text should occupy will be filled with dashes. This check box determines whether these dashes are shown or not.

- **Layout Length list.**

The Layout Length is the number of Braille cells to distribute across the entire width of the screen. The amount of space one Braille cell represents is the total screen resolution divided by this number. For example, if you had an 800-pixel screen resolution, and a Layout Length of 80, each cell on the Braille display would represent 10 pixels.

18.23 Braille Status Cells dialog box

Menu: Braille > Status Cells

The "Status Cells" dialog box sets what is to be shown on your Braille display Status Cells.

Select the items you want displayed. Each option takes one cell.

- **Features on Display check box.**

This status cell shows the current setting of various modes of the Braille system, including the Attribute Modes, Literary Braille, Physical Mode and Tracking.

The top four dots show which of the Attribute modes is active: If this is blank, the display is showing characters (normal). Letters A to E represent the five attribute displays available using the Cycle Attributes key. Letter F represents the Describe Character mode.

The lower four dots show other settings, as follows:

- Dot 3: Raised if in Literary Braille, otherwise Computer Braille.
- Dot 6: Raised in Physical Mode, otherwise Logical Mode.
- Dot 7: Raised if the display currently shows the focus.
- Dot 8: Raised if Tracking is on.

- **Cursor Position check box.**

This status cell shows the position of the cursor along a line of text

when in an edit area.

The upper four dots represent the tens and the lower four dots show the units. For example dots 245678 show that the cursor is at position 0 (the extreme left). Please note that the number of characters which will fit on a line depends on the font size and size of the window.

- Focus Type check box.
This status cell indicates the type and state of the focus control. This is particularly useful in Physical Mode.
- Attributes check box.
The various Attribute check boxes display the attributes of the character under the cursor in an edit area. The information is exactly the same as for the Attribute Modes function.

18.24 Braille Cursor menu and dialog box

Braille menu > Cursor

The Cursor menu allows you to change how the cursor appears on the Braille display. Most of these settings only apply when editing text in an edit area.

Options:

- Visible item.

This setting determines whether the cursor is shown on the Braille display. In an edit area, the Braille cursor is a single cell, which appears superimposed on the character at the insertion point.

When not in an edit area and the Braille display is set to Physical Mode, the "cursor" is taken to be the current focus. All the characters in the focus are underlined with dots 78.

18.24.1 Style

The "Cursor Style" dialog determines the appearance of the cursor. The settings include the shape and blink rate to be used to indicate the cursor position and the style to be used when in physical Braille mode.

- Shape list.

This pull down list box determines the shape of the cursor when in an edit area. Available options include: Dot 8; Dots 7 and 8; All Dots; Blinking Dot 8; Blinking Dots 7 and 8; Blinking All Dots.

The cursor is superimposed on the current character. Thus, the larger the cursor, the easier it is to find, but the harder it is to read the character under it.

- Blink rate list.

The Blink Rate listbox sets the speed of the blinking cursor and any blinking text on your Braille display. The higher the number, the faster the blink rate.

- Physical Focus Style list.

The "Physical Focus Style" pull down list box allows you to select how Dolphin ScreenReader indicates the position of the focus when you are in physical braille mode. Available options include: Dot 8; Dots 7 and 8; Dot 7; Blinking Dot 8; Blinking Dots 7 and 8; Blinking Dot 7.

18.25 Braille Advanced Options dialog box

Menu: Braille > Advanced Options

You can specify settings for a variety of Dolphin ScreenReader features by selecting options in the "Braille Advanced Options" dialog box.

On screen Braille tab.

You set the size and position of the window for the "Show Braille On Screen" option here.

This small window mirrors the content of the Braille display.

18.25.1 Verbosity tab (Braille)

Verbosity tab.

Dolphin ScreenReader comes with a number of default Verbosity Schemes. A Verbosity Scheme controls what Dolphin ScreenReader tells you about the current control type, like a button or check box. In this property sheet you can modify an existing Verbosity Scheme or even create your own custom schemes.

You can learn more about modifying or creating your own Verbosity Schemes by visiting the Tutorial pages on the Dolphin web site.

18.25.2 Hooked Areas tab (Braille)

Hooked Areas tab.

Braille Hooked Areas can monitor certain areas of the screen and output this data to the Braille display. A Braille Hooked Area is set in a Map file and is commonly configured for bespoke applications like Telephony programs. Where a Braille Hooked Area has been implemented within a map then this should be explained in the accompanying support documentation.

The "Hooked Areas" property sheet can be used to switch individual Braille Hooked Areas on or off.

- Set of Hooked Areas list box
Use this pull down list box to choose a set of Hooked Areas to be

listed below. You can either list all areas currently displayed on the screen or available in the currently running applications.

- Braille Hook Action list view.

This list shows all the Hooked Areas in the selected set. Use the check boxes in front of each list item to turn the Hooked Area on or off. A hot key can also be used to turn on and off all Braille Hooked Areas. To do this press LEFT CONTROL + LEFT SHIFT + 2.

18.26 Media Scan and Read Settings dialog box

Menu: Media > Scan and Read > Scan and Read Settings

The "Scan and Read Settings" dialog box contains options you can use to change how Dolphin ScreenReader saves and converts scanned documents.

Options.

- Scanner list.

The "Scanner" list shows the list of scanners available on the computer. You must ensure the selected scanner matches the scanner you are using with Dolphin ScreenReader.

- Language list.

The "Language" list refers to the language of the text you are scanning. If you are scanning text in a foreign language then, for best results, you must ensure this setting matches the language of the text being scanned.

- Colour list.

The "Colour" list allows you to change the colour setting for the scanner. For best results, ensure the value as closely matches the print colour being scanned, for example, if you are scanning a plain letter then using "Black and white" will bring the most accurate recognition.

- Paper list.
The "Paper" list relates to the size of paper you are scanning. For best results, ensure the paper size matches the size you are scanning.
- Scan and Read Output Folder box.
This edit box states the location where Dolphin ScreenReader saves the converted documents. Use the browse button to change the folder location.

18.27 General Startup Preferences dialog box

Menu: General > Startup Preferences

You can specify settings for a variety of Dolphin ScreenReader features by selecting options in the "Startup Preferences" dialog box. The availability of some options depends on the synthesiser you are using and whether you are running a local, network or USB edition of Dolphin ScreenReader.

Options

- Launch Dolphin ScreenReader after logon check box.
You can set your computer to automatically run Dolphin ScreenReader after you log into your user account by selecting this check box.
- Disable splash screen at startup check box.
You can stop the Dolphin ScreenReader splash screen showing by selecting this check box. A splash screen is an image that appears while a computer program is loading.
- Announce when loaded check box.
You can announce "Dolphin ScreenReader loaded" when Dolphin ScreenReader finishes loading by selecting this check box.
- Load all SAM drivers at startup check box.
You can have SAM check for all supporting devices each time it starts by selecting this check box. Note that this can make the launching of

Dolphin ScreenReader slower because it waits for SAM to complete its detection process. You should only select this check box if you are regularly changing your output devices.

- Always save user settings check box.
By default, Dolphin ScreenReader will automatically save changes you make to Dolphin ScreenReader settings. You can prevent this behaviour by deselecting the "Always save user settings" check box. When this check box is unselected then you must manually save the changes you make. You can do this by selecting the "Save Settings" option in the "File" menu.

-

- Ask user check box.
The "Ask user" check box becomes available when you deselect the "Always save user settings" check box. If you select the "Ask user" check box, then Dolphin ScreenReader will ask you if you want to save the changes you have made when you quit Dolphin ScreenReader.

Braille at user logon check box.

You can add Braille support to the Windows Logon Screen by selecting this check box. To successfully use a Braille display at the user logon screen requires you to initially configure Dolphin ScreenReader to detect the display.

- Voice at user logon check box.
You can add speech support to the Windows Logon Screen by selecting this check box. After selecting this check box, at the Windows Logon Screen you can use the following hot keys to control speech:
 - Press F1 to announce the available hot keys.
 - Press F2 to mute the voice.

- Press F3 to repeat the last speech output.

Note: Speech at the Windows Logon Screen is only possible by having a Dolphin ScreenReader component running as a Windows service. You cannot run a full program at the Windows logon screen because of Windows security restrictions.

18.28 General Update Settings dialog box

Menu: General > Update Settings

The "Update Settings" dialog box sets when Dolphin ScreenReader automatically checks for updates. Dolphin ScreenReader can check daily, weekly, monthly or never.

You can also keep Dolphin ScreenReader up-to-date by selecting "Check for Updates" from the "Help" menu.

18.29 General Control Panel dialog box

Menu: General > Control Panel

The "Control Panel" dialog box contains global settings to control the Dolphin ScreenReader user interface.

- Access System Language list.
This list box lets you change the Dolphin ScreenReader system language. This includes all of the text in the Dolphin ScreenReader control panel, synthesiser output language and help files.
- Enable helpful warnings check box
This checkbox switches the helpful warnings on or off. An example for a helpful warning is the graphics training: If you press the hot key for graphic training but graphic training is switched off you can get a warning.

- **Enable help messages check box.**
Help messages can appear to guide you through specific tasks. If this option is unselected then these messages will not appear. It is also possible to disable specific help messages when they appear by unselecting the "Do not show this message again" check box within the message window itself.
- **Use Default Settings in the control panel check box.**
By default, you will use the current Dolphin ScreenReader settings when going through the Dolphin ScreenReader control panel. This lets you experience the effects of change to settings as they happen. In some cases, settings you wish to use in your application may not be suitable for the Dolphin ScreenReader control panel. Selecting this check box means Dolphin ScreenReader will switch to use the Default Application settings and not your custom Application Settings.
- **Hide when minimised check box.**
You can prevent the Dolphin ScreenReader control panel being on the Taskbar and part of the "Switch To" dialog box by selecting this check box.
You can continue to access the Dolphin ScreenReader control panel with the "Open control panel" hot key or through the System Tray.
- **Menu bar and Button Bar Style radio buttons.**
You can show the Dolphin ScreenReader control panel only as a menu bar or as a menu bar and button bar. The Button Bar Style includes large graphical buttons which offer easy access to the main Dolphin ScreenReader settings.
- **Status bar check box.**
You can hide the status bar that is part of the Dolphin ScreenReader control panel by deselecting this check box.
The status bar contains information about the application and the current settings file in use. All changes you make in the control panel apply to this settings file.

- Always on top check box.
If this setting is enabled then the Dolphin ScreenReader control panel will always be on top of other windows.
- Start with panel ... radio buttons.
You can control the appearance of the Dolphin ScreenReader control panel when Dolphin ScreenReader starts. You can set the control panel to be showing, minimised or at the same position when you last closed Dolphin ScreenReader.

18.29.1 Control Panel Theme

- Control Panel Theme list.
This list box lets you change the colours displayed in Dolphin ScreenReader's control panel by allowing you to select one of a number of pre-defined colour schemes. The default setting is "System Colours", which makes Dolphin ScreenReader use the colours of your currently chosen Windows colour scheme.

18.30 General Keyboard dialog box

Menu: General > Keyboard and Hot Keys > Keyboard

You can specify what keyboard layout and hot key set you want to use in the "Keyboard" dialog box.

Options:

- Keyboard list.
The "Keyboard" list box sets the keyboard type. This does not have to be a true reflection of the keyboard you are using.
- Language list.
The "Language" list box should match your Windows keyboard layout. The value relates to Keyboard Announcements and hot key assignments.

- **Set list.**
The "Set" list box specifies the hot key set to be used. The sets available will be restricted by the selections in the "Keyboard" list and "Language" list.
- **Restore default hot keys button.**
You can restore any changes you may have made to a hot key set by selecting this button.
- **Num Lock On enables Number Pad keys check box.**
You can enter numbers using your keyboard's Number Pad by selecting this check box. If you do select this option then turn the Num Lock Off to use Dolphin ScreenReader hot keys that use the Number Pad.

18.31 General Hot Keys dialog box

Menu: General > Keyboard and Hot Keys > Hot Keys

You can add, replace or remove any hot key assignments to Dolphin ScreenReader commands by using options in the "Hot Keys" dialog box. Note that the list of commands are global commands. Hot keys defined in Scripts and Maps cannot be changed using this dialog box.

To learn more about modifying hot keys, see the "Resolve Hot Key Conflicts" topics in this user guide.

18.32 General Web Settings dialog box

Menu: General > Web Page Settings

You can change how Dolphin ScreenReader interacts with a web page by changing web page settings. The settings you choose can apply to a single web page, a web site or to all web pages.

- **General settings.**
You can set how Dolphin ScreenReader detects elements on a web

page by changing "General" settings. For example, the detection of a table can be disabled by deselecting the "Announce tables ..." check boxes.

18.33 General Advanced Options dialog box

Menu: General > Advanced Options

You can specify settings for a variety of Dolphin ScreenReader features by selecting options in the "General Advanced Options" dialog box.

System Configuration tab

- Windows Settings button.
Dolphin ScreenReader makes some changes to your system to ensure best accessibility. You can disable any of the changes made by selecting this button to open the "Windows Settings" dialog box and deselecting any listed item.
- SAM Setup button.
You access the "Configure SAM" dialog box by selecting this button. SAM allows you to turn on or turn off the detection of speech and Braille devices and to configure the SAM driver for each device.
- Close SAM on exit check box.
Dolphin SAM is a separate component of Dolphin ScreenReader. You can quit Dolphin SAM when you quit Dolphin ScreenReader by selecting this check box.

Detection Settings tab

- Actions button.
This button will open the "Action list" dialog box. The Action List dialog box lets you adjust the global actions. You can also edit and delete

actions. For more information please refer to the Mapping Guide support documentation.

- **Graphic Objects button.**
This button will open the "Graphics Database" dialog box. This dialog box lists any graphics that you have manually trained. You can edit and delete graphics from this dialog box.
- **Allow remote mapping check box.**
You can enable remote mapping by selecting this check box. This allows computers running the Dolphin remote training utility to connect to your computer.
For security reasons, if you enable this option it will be automatically turned off when you quit Dolphin ScreenReader.
- **Read in columns if present check box.**
You can organise the screen into columns based on Dolphin ScreenReader's internal detection system by selecting this check box. This influences the reading options in Dolphin ScreenReader in areas with no Document Object Model (DOM).

18.34 Item Finder dialog box

Menu: General > Item Finder

You can use the Item Finder to list certain objects in an application window. You can then select the objects and perform actions upon them. Examples include clicking a link on a web page or moving to a heading in a document.

You can use the item finder in programs like Microsoft Office and Windows Internet Explorer.

If you are in an application that does not support the Item Finder then the Item Finder is disabled.

To learn more about the Item Finder and the support it offers for your application see the Dolphin ScreenReader Help available for your application.

18.35 Braille Control Names

The names for many of the controls that you will encounter in Windows have been abbreviated to save space on the Braille display.

The following table lists the abbreviations used.

Control	Abbreviation
Balloon	bln
Button	btn
Button bar	btnbar
Cell	cel
Check box (checked)	Filled box
Check box (partial checked)	Partly filled box
Check box (unchecked)	Empty box
Column	col
Console	con
Custom control	ctl
Dialog	dlg
Graphic	bmp
Group box	grp
Heading	hdg
Hypertext	htxt
Item	itm
Item (bulleted)	blt
Link	lnk
Link (visited)	v lnk
List box	lbx
List view	lv

Menu	mnu
Menu bar	mnu
Object	obj
Property sheet	prsh
Radio button (checked)	Filled circle
Radio button (unchecked)	Partial circle
Scroll bar	scrl
Spin control	spn
Status bar	stat
Tab control	tabctl
Tab sheet	tabsh
Table	tbl
Title bar	titl
Toolbar	tlbar
Track bar	trkbar
Treeview	tree
Treeview check control	tree chkbx
Treeview radio	tree radio
Treeview radio control	tree radio
Window	win
Window (dialog)	dlgwin

The Braille verbosity schemes determine how much information is displayed on the Braille display. For the Minimum and Low Verbosity Schemes, the various control types listed above will not be shown in Braille. You may customise verbosity schemes to suit.

Notes:

- Some area types, such as edit areas, are not normally shown on the Braille display. A blinking cursor is shown instead. You can change the way the cursor appears, see topic [Cursor Style Options](#) for details.

- Some types of control are only shown if you use the Dolphin Cursor and navigate to them.
- You can also use the Status Cells on your Braille display to indicate Focus Types. This may be particularly useful if you want to use the Minimum or Low Braille Verbosity.

Index

I

Introducing the Dolphin ScreenReader Control Panel, 17

A

Actions, 111

Add personal notes, 10

Adjust, 85

Adjust the favourite news, radio station and podcast listings, 90

Announce capital letters, 40

B

Braille, 129

Braille Advanced Options dialog box, 168

Braille Control Names, 179

Braille Cursor menu and dialog box, 167

Braille General Announcements dialog box, 159

Braille General Preferences dialog box, 158

Braille Input menu and dialog box, 160

Braille Layout menu and dialog box, 163

Braille reading, 59

Braille settings, 49

Braille Status Cells dialog box, 166

C

Change Braille display, 56

Change Braille table, 56

Change how repeated characters are read, 47

Change Map file, 104

Change reading speed, 24

Change reading voice language, 26

Change speech synthesiser, 28

Change the appearance of the Dolphin ScreenReader Control Panel, 21

Change voice, 25

Change volume, 24

Change what Dolphin ScreenReader tells you about each type of control, 45, 62

Change what is spoken when typing, 39

Change what the Cursor Routing buttons do, 63

Change what the Cursor Routing buttons do above Status Cells, 65

Change what the Cursor Routing buttons do while using the Dolphin Cursor, 64

Characters, 161

Check text attributes, 65

Check where you are, 37

Choose Computer Braille or Literary Braille, 54

Close the Dolphin ScreenReader control panel, 22

Contact Dolphin UK Product Support, 14

Contact Dolphin USA Product Support, 14

Contact your Dolphin Dealer for support, 13

Control Panel Theme, 175

Control reading, 80

Create Application Settings, 101

Create Situation Settings, 102

Cycle attributes, 66

D

Describe character, 68

Doc Reader, 79

Dolphin Cursor, 73

Dolphin Cursor (General), 118

Dolphin Cursor (Mouse Control), 123

Dolphin Cursor (Movement), 119

Dolphin Cursor Options, 161

Dolphin Cursor Selection, 125

Dolphin ScreenReader Control Panel, 17

Dolphin ScreenReader Reader keyboard commands, 91

E

Edit Application Settings dialog box, 138

Edit Map dialog box, 138

Edit Script menu item, 139

Edit Situation Settings dialog box, 137

Enable automatic language switching, 27

Exit Doc Reader, 82

Explore the Help menu, 12

F

Find help on the Dolphin website, 12

Find your product version number and your product serial number, 15

G

General Advanced Options dialog box, 177

General Control Panel dialog box, 173

General Hot Keys dialog box, 176

General Keyboard dialog box, 175

General Startup Preferences dialog box, 171

General Update Settings dialog box, 173

General Web Settings dialog box, 176

Get further product training, 15

Get Help from the Dolphin ScreenReader Control Panel, 11

Get help using an application, 7

Get support for Dolphin ScreenReader, 12

Guest Mode and Emergency Mode, 97

H

Hooked Areas tab (Braille), 169

Hot key conflicts, 107

Hot Keys, 111

How to find help, 7

I

Input using your Braille display, 55

Install and Set Up, 5

Item Finder, 126

Item Finder dialog box, 178

K

Keyboard commands to get around the Dolphin ScreenReader Control Panel, 18

L

Launch Doc Reader, 79

Learn what your Braille buttons do, 59

Learn your hot keys, 6

Listen to a podcast, 89

Listen to a radio station, 89

M

Make the focus easier to see, 77

Media, 83

Media Books, 85

Media News, Radio Stations and Podcasts, 88

Media Scan and Read, 83

Media Scan and Read Settings dialog box, 170

Move between Help topics, 9

Move the cursor using the Cursor Routing buttons,
63

Move within Help topics, 8

Moving around the screen, 59

N

New Application Settings dialog box, 135

New Map dialog box, 136

New Script menu item, 137

New Situation Settings dialog box, 135

O

Open a book from an online library, 86

Open a file in the Dolphin ScreenReader Reader:
85

Open the last book you were reading, 87

Open, copy or delete an existing book, 87

Options, 161, 163

P

Profiles, 93

Q

Quick Navigation Keys, 132, 133

Quick Navigation Keys for Microsoft Word, 133

Quick Navigation Keys for web browsers, 132

Quit Dolphin ScreenReader, 6

R

Read a news article, 88

Read character, 31

Read continuously, 38

Read control, 34

Read date and time, 36

Read focus, 34

Read From Here, 117

Read From Here with the Dolphin Cursor, 39

Read line, read line to cursor and read line from
cursor, 32

Read selected text, 33

Read shortcut key, 36

Read status, 35

Read window, 35

Read word, 31

Reading and typing, 31

Reassign a Dolphin ScreenReader hot key, 108

Reference, 135

Routing Buttons, 160

Run Dolphin ScreenReader for the first time, 5

S

Save setting changes, 103

Scan and read a file, 83

Scan and read printed material, 84

Search using the Dolphin Cursor Find Command, 75

Select text using the Dolphin Cursor, 75

Settings Files, 101

Settings in the Dolphin ScreenReader Control Panel, 19

Show Braille output on the screen, 70

Show capital letters, 49

Show cursor position, 50

Show enhanced characters (bold, italic, etc.), 51

Show information on the Braille display Status Cells, 69

Show the physical make up of the screen, 52

Speak Keys, 115

Speak the keys you press, 45

Speech, 113

Speech Advanced Options dialog box, 156

Speech Character Echo dialog box, 150

Speech General Announcements dialog box, 154

Speech Keyboard Announcements dialog box, 150

Speech Text Style Announcements dialog box, 150

Speech Voice Preferences dialog box, 145

Start Dolphin ScreenReader, 5

Style, 168

Switch between Help and your application, 10

T

Tell Dolphin ScreenReader to ignore the next key press, 107

Text Input, 127

Turn Braille output off or on, 49

Turn off Dolphin ScreenReader hot keys, 107

Turn off focus tracking, 52

Turn off the automatic Dolphin Cursor, 74

Turn off the Dolphin Cursor, 73

Turn on capital announcement, 41

Turn on capital announcement when reading lines, 42

Turn on the Dolphin Cursor, 73

Turn the voice off or on, 23

Types of Settings, 101

U

Use the Help Button, 11

Use the quick reference booklet, 7

Using a pitch change to indicate capitals when spelling characters, 44

Using sounds to indicate capitals, 43

V

Verbosity tab (Braille), 169

Visual Advanced Options dialog box, 145

Visual Doc Reader Settings dialog box, 143

Visual Highlighting Options dialog box, 139

Voice settings, 23