1 Contents

2 Introduction 2-2

2.1 Overview 2-2

2.2 Conventions used in this guide 2-2

3 Reading text using PDFaloud..... 3-3

3.1 Understanding the PDFaloud toolbar . 3-3

3.2 Selecting words, sentences and paragraphs 3-5

3.3 Specifying which text to read 3-6

3.4 Reading text 3-7

2 Introduction

PDFaloud is designed to provide help to Adobe Acrobat users with reading difficulties. It does this by reading text aloud from PDF documents, using the Speech Control facility.

You can control how you want to hear the text read aloud by adjusting the speech and the pronunciation settings.

This chapter contains:

- an overview of this guide
- advice on who should read this guide
- a description of conventions used in this guide.

For the latest updates and Frequently Asked Questions relating to PDFaloud, visit http://www.pdfaloud.com.

2.1 Overview

This user guide is designed to help you learn how to use PDFaloud. It will take you through the tasks you will need in order to use the system on a daily basis.

Each chapter in this guide deals with a specific aspect of using PDFaloud. It is designed to be of practical help to the user.

2.2 Conventions used in this guide

The style and conventions in this guide are designed to make reading it as clear and simple as possible.

This chapter has been shortened for the purposes of this sample documentation.

3 Reading text using PDFaloud

You use PDFaloud to read aloud text within PDF documents. The following sections help you learn how to do this.

By the end of this chapter, you will:

- understand the PDFaloud toolbar
- be able to specify whether you want a word, sentence or paragraph read aloud
- be able to specify which text to read
- use the system to read text.

If the PDFaloud toolbar and menu are disabled, refer to the Frequently Asked Questions section on the following website: http://www.pdfaloud.com.

3.1 Understanding the PDFaloud toolbar

When you open Adobe Acrobat Reader you see the PDFaloud toolbar displayed, as shown in Figure 3-1 on page 3-4.

If you cannot see this toolbar, select the Windows menu, then select the *PDFaloud toolbar* option from the Toolbars menu.

To view the **Select Sentence** *and the* **Select Paragraph** *buttons, select the Expand This Button option from the drop down list next to the* **Word** *button.*

If the PDFaloud toolbar is docked and you want to undock it, click on the vertical bar on the extreme left of the toolbar, then drag the toolbar to the required position on the screen.

Speak button
Rewind button
Pause button
Fast-forward button
Stop button
Click-and-Speak button
Word button
Sentence button
Paragraph button

Figure 3-1 PDFaloud toolbar

If you want to reposition the PDFaloud toolbar on the screen, click and hold down your left mouse on the title bar, then drag and drop the toolbar onto the place where you want it to be positioned. Alternatively, use the standard Windows drag and drop hotkeys.

3.2 Selecting words, sentences and paragraphs

You can specify whether you want a word, sentence or paragraph read aloud when you click on a particular area of the PDF document.

To do this, select any of the following buttons from the PDFaloud toolbar:

- – **Word** button. Click on this button to specify that you want the system to read aloud one word, each time text is read
- – **Sentence** button. Click on this button to specify that you want the system to read aloud one sentence, each time text is read
- – **Paragraph** button. Click on this button to specify that you want the system to read aloud one paragraph, each time text is read.

📖 *Refer to section 3.4, 'Reading text', on page 3-7, for information on how to make the system read your text aloud.*

Alternatively

You can select any of the following options from the PDFaloud menu:

- *Word* (**Ctrl+Alt+1**)
- *Sentence* (**Ctrl+Alt+2**)
- *Paragraph* (**Ctrl+Alt+3**).

✍ *The Hotkeys are specified alongside each option.*

3.3 Specifying which text to read

When you click on the button, PDFaloud reads from the beginning of the PDF document you have currently open.

You can use the PDFaloud toolbar to navigate to the other areas of text within the document, which you want to hear read aloud.

🕮 *Refer to section 3.4, 'Reading text', on page 3-7, for information on how to use the* **Speech** *buttons.*

If you want to read a word, sentence or paragraph anywhere else in the document, you can use the Click-and-Speak facility.

To use the Click-and-Speak facility, you:

1. Click on the button.
2. Click on the word, sentence or paragraph you want PDFaloud to read.

The system reads the selected text aloud.

To deactivate this facility, click on the button again.

Alternatively

You can access this facility by selecting the *Click-and-Speak* option from *Speech Control* in the PDFaloud menu. You can also use the hotkeys ***Ctrl+Alt+C***.

✍ *You must check the* ***Automatically speak text on click or navigation*** checkbox *in Speech options if you want the Click-and-Speak facility to read aloud text when a word, sentence or paragraph is selected.*

Otherwise, when you click on the *button, it will only select the text.*

Refer to section 4.1, 'Setting up Speech options', on page 4-11, for information on how to change Speech options.

3.4 Reading text

You use the PDFaloud toolbar to read text aloud. To do this, select any of the following **Speech** buttons from the PDFaloud toolbar:

- – Play. Click on this button to hear the word, sentence or paragraph spoken aloud
- – Rewind. Click on this button to speak the previous word, sentence or paragraph
- – Pause. Click on this button to pause speech, then click on it again to resume
- – Fast-forward. Click on this button to speak the next word, sentence or paragraph
- – Stop. Click on this button to stop the system from reading the text aloud.

Remember to check that your speakers are switched on.

Alternatively

Select the *Speech Control* option from the PDFaloud menu, and then select one of the following options, depending on what you want the system to do:

- *Play* (**Ctrl+Alt+P**)
- *Rewind* (**Ctrl+Alt+<**)
- *Pause* (**Pause**)
- *Fast forward* (**Ctrl+Alt+>**)
- *Stop* (**Alt+Pause**).

The Hotkeys are specified alongside each option.