



Accessible and portable desktop magnifier for blind people and people with seeing disabilities

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First Steps: Welcome to Scan2Voice

Thank you for purchasing Scan2Voice. You now have a unique, portable and open desktop magnifier with reading capabilities in your possession. One of the main goals of the scanner is to solve some of the common daily problems faced by people with seeing disabilities. The scanner has been designed to be highly portable, so that it can be easily taken on holiday, to work and used at home. The scanner may only be used indoors.

Scan2Voice was engineered by a computer scientist, who himself has a seeing disability. He uses the system during his day job and also in his free time to assist him make textual documents more accessible. One of the main design criteria of the included software was to simplify navigation around documents and 3D objects.

Scan2Voice also ships with a powerful word processing system. Scanned text is converted to editable text using FineReader™ (OCR) and displayed in the built in word processor. The word processor offers the following features:

- Voice output with a selection of voices
- Audio book generation in WAV format.
- Save as PDF and DOC
- Word processing and note taking application.
- Export to e-mail attachment

Audio books can be easily created and saved in WAV format. The e-mail function is very useful in many situations: It is possible, for example, to send a PDF attachment of the document currently loaded in the word processor, using your default e-mail application.

When the scanner is fully opened, it can scan an A4 or letter page at a resolution of 350 dpi in less than one second. Documents, letters, user manuals, bank statements, medical or other packaging can be scanned, stored and read aloud.

The scanner's high depth of field, together with its live video stream allow the text on objects, such as pizza boxes, tins, remote controls, telephone and labels etc. to be read aloud.

Should the resolution of the scanner not be sufficient to read very small text or symbols, it is possible to change the position of the scanner by moving the stand (see scanner positions). Please click on the auto focus button to focus the image again (see focusing the image).

RE-USE NOTICE

If you obtained your Scan2Voice from a source, other than an authorized dealer or The Imaging Source, contact an authorized dealer or The Imaging Source before using the system: A safety and maintenance check is mandatory.

EXPECTED DURATION OF LIFE

Scan2Voice has been designed to work for five to seven years, if it is used in accordance with the guidelines specified in this manual and maintained correctly. If you notice any damage to the scanner, please contact an authorized dealer or The Imaging Source immediately. We would like to draw

your attention to the responsibilities you have trading with or using medical products. Non-compliance is an offense. Please contact an authorized dealer or The Imaging Source before for details.

WHAT'S IN THE BOX?

The following items are shipped as part of Scan2Voice:

- Scanner with camera and lens
- DVD-ROM with Scan2Voice software.
- USB cable
- Nylon carrying case with strap.
- A4 document holder.



What's included with Scan2Voice.

SYSTEM REQUIREMENTS

- Microsoft® Windows XP SP2 / Vista / Windows 7 & 8
- At least an Intel® Core™ i3
- At least 2 GB RAM
- USB 3.0 Interface
- 1 GB or more hard disk.
- DVD drive.

TRANSPORT

The scanner can be folded and opened with little effort and in a matter of seconds. When you transport the scanner, please use the shipped protective case, to avoid damaging it.



Transport position - the position in which Scan2Voice is transported.

SCANNER POSITIONS

Scan2Voice has an A4 position, two zoom positions and a whiteboard position.

A4 Position

Step 1: Take the scanner out of its foam case. The scanner is now in the transport position.

Step 2: Place the scanner on a table, so that the rod, which is connected to the base of the scanner, is on the left hand side.

Step 3: Using your left hand, hold the base of the scanner on a table. Pull the arms of the stand until the right arm clicks in to the 3rd position.

Step 4: At the end of the second arm, you will see a cubic case. This is the camera. Turn the camera clockwise, until it points downwards. The arm clicks into the A4 position.

Step 5: Connect the camera. Using your left hand, place the cable passed the top joint of the scanner stand. The connector is on the top side of the camera to the right. Once you have done this, you can screw the plug to the camera, using the shipped screws.



A4 position

When in the A4 position, the camera can be turned clockwise until it clicks into place.

Zoom Position 1



Zoom Position 1

Zoom Position 1: When the scanner is in the A4 position, the upper arm can be pushed down until it clicks into place and the camera can be turned one position clockwise.

Zoom Position 2



Zoom Position 2

Zoom Position 2: When the scanner is in the A4 position, the upper arm can be pushed down two click positions and the camera can be turned counter clockwise one click position.

SCANNER POSITIONS - SUMMARY

Scan2Voice has an A4 position, two zoom positions and a whiteboard position.

A4 Position

You will probably use the A4 position the most. In this position, you can scan a whole A4 page at a resolution of 350 DPI. There is a metal paper guide on the foot of the scanner, which will assist you in positioning an A4 page.

Using the Document Holder

Scan2Voice ships with an A4-sized document holder, which can be attached to the scanner. On the base, there are two metal pins, into which the scanner should be placed. Under the scanner you will see the two holes into which the metal pins slot. If you place a piece of A4 paper under the scanner, and push it to the edge of the document holder, it will be completely captured by the camera.

Zoom Position 1 and 2

To view small objects or read very small text, you can push the scanner into zoom position 1 and 2. Please click on the auto-focus button to re-focus the scanner (see **Focusing the image**), after re-positioning the scanner's arm.

Whiteboard Position

To scan larger objects or objects that are many meters away, such as whiteboards or posters, fold the scanner into the whiteboard position.

Transport Position

To get the scanner back into its original packaging, so that it can be easily transported, simply fold it up.

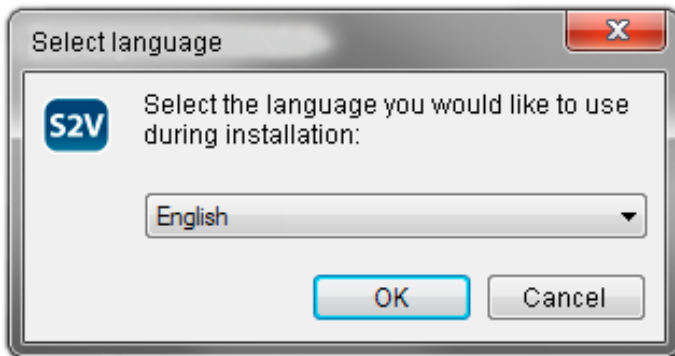
GETTING STARTED WITH THE SCANNER

Take the scanner out of its protective foam case. Note that the scanner was folded towards the rear. It is important that it is returned into this position in order to fit back into the foam case. Open the scanner. It clicks into place at the A4 position. Point the camera downwards. Place an A4 page up against it.

Now connect the USB cable to the camera and your PC. The USB connector is on the top right of the camera at the front. Then place the shipped DVD into the DVD drive. This starts the installation.

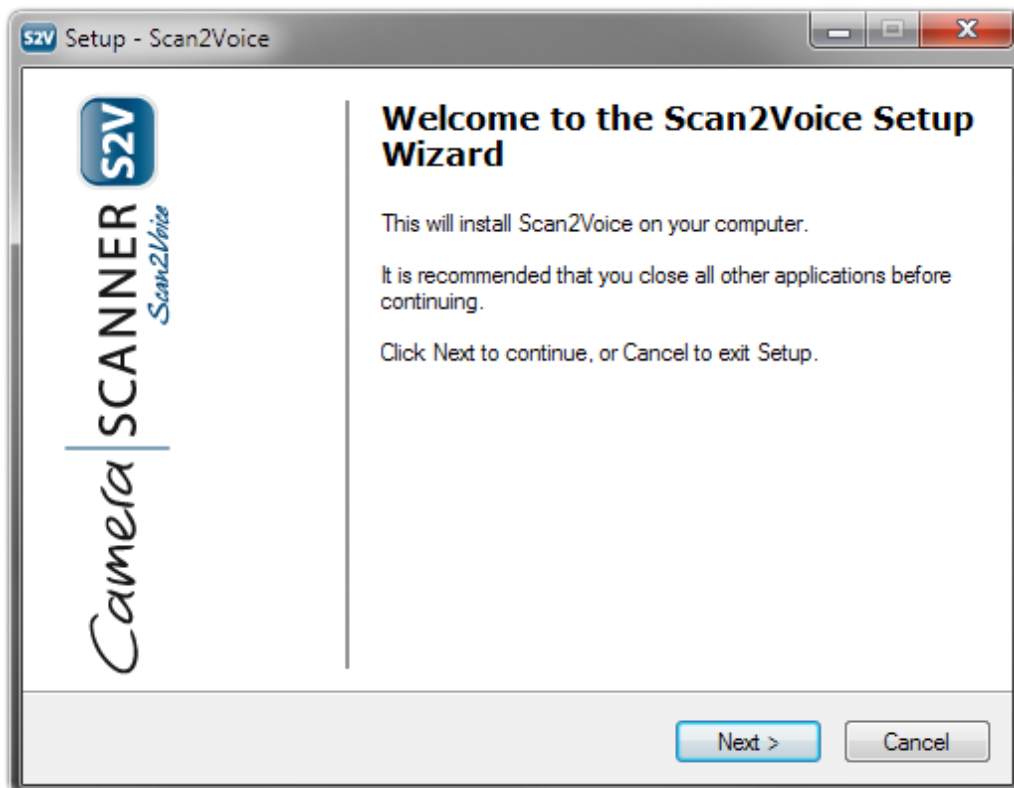
Administrator rights are required to install the software. Please close all other applications during the installation.

The installation is now running. You will be asked to choose the language you would like to use during the installation. Select your desired language and click **OK**.



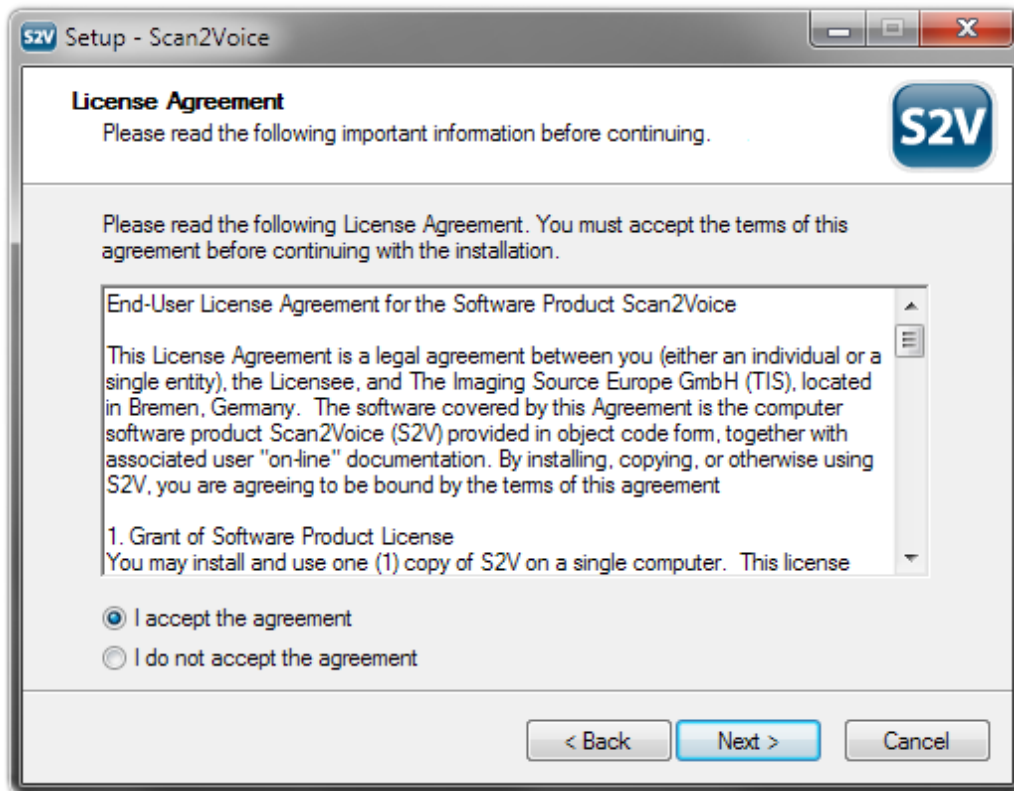
Setup dialog to select application language.

The next dialog box asks whether you wish to continue the installation. Please click on **Next**.



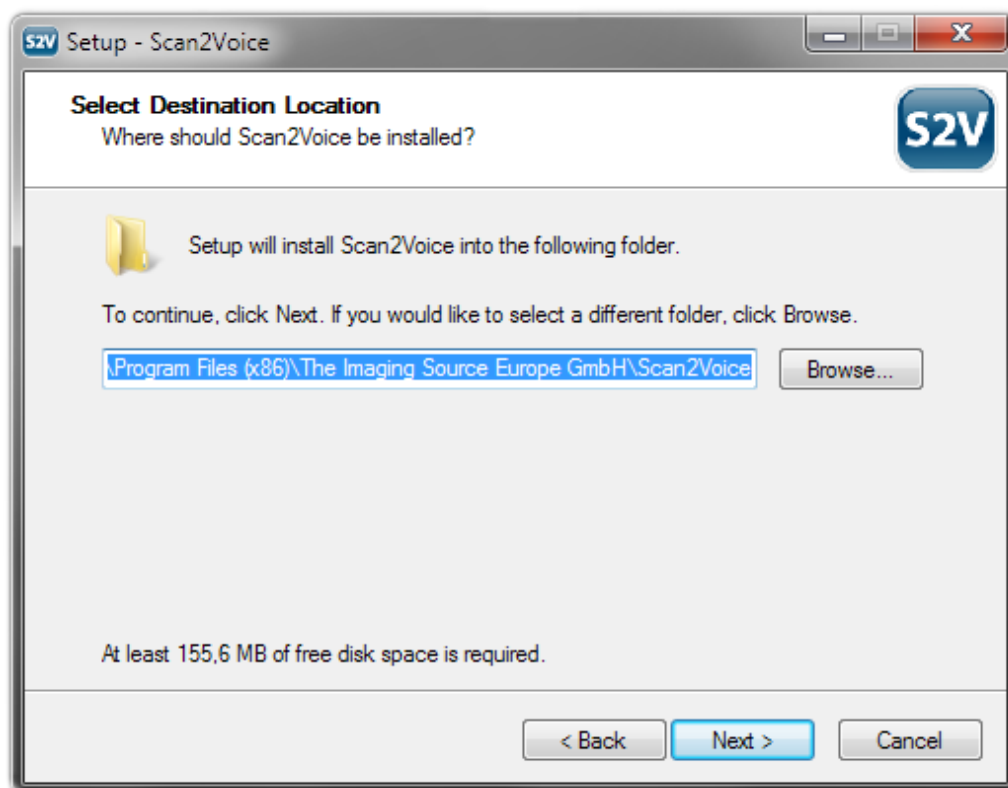
Setup dialog to welcoming you to Scan2Voice.

The license agreement is now shown. Please read this carefully. If you are not in agreement with the license, please click **I do not accept the license**. The installation will terminate and Scan2Voice will not be installed on your PC.



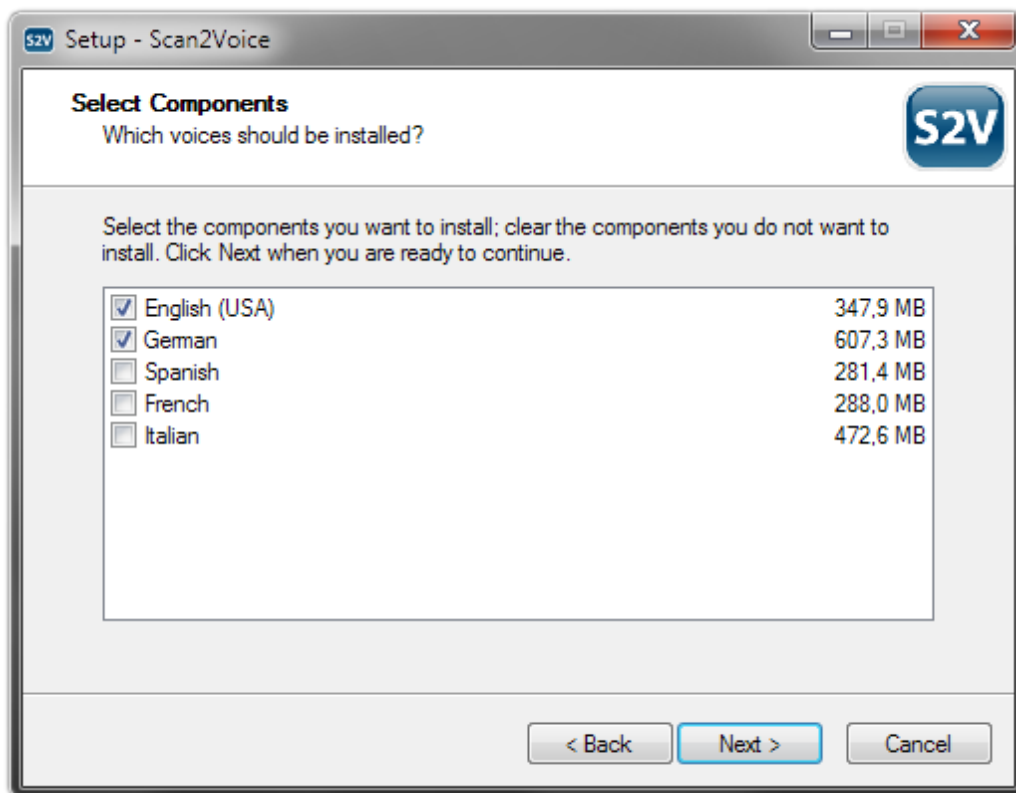
Setup dialog containing license agreement.

If you are in agreement with the license, please click **I accept the license**. The installation will now continue with the selection of the directory into which the software should be installed. You can either select your own directory, or accept the one suggested by the installation (*C:\Program Files (x86)\The Imaging Source Europe GmbH\Scan2Voice*). Clicking on **Next** will install the software into the chosen directory.



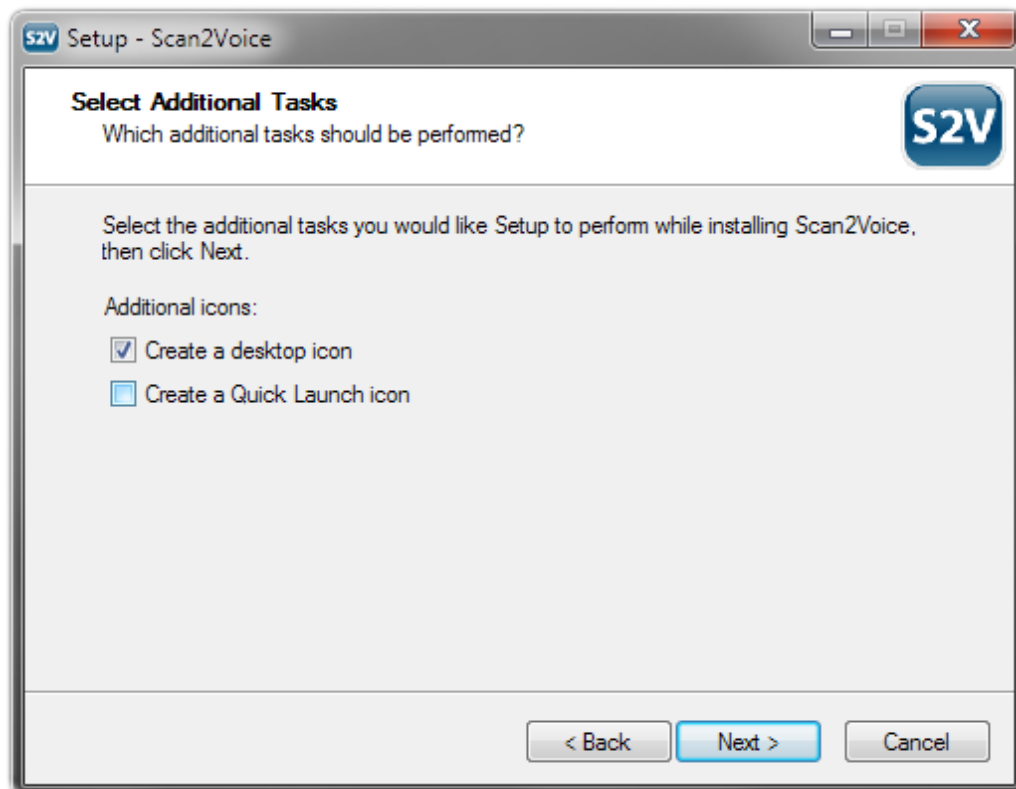
Setup dialog to select installation directory.

With the purchase of Scan2Voice, you have also purchased a license for a selection of voices from Apacela. Please select which voices should be installed. These are used for the voice output.



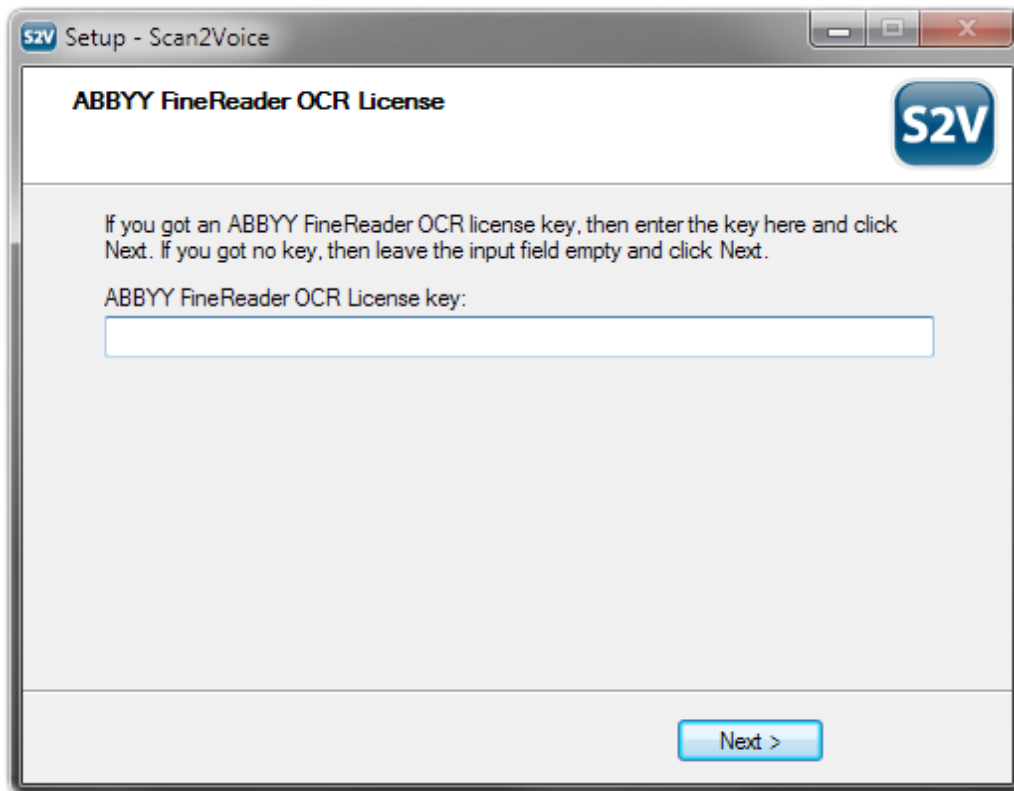
Setup dialog to select which voices should be installed.

You can select whether you want a link adding to your desktop or quick launch bar. Then click on **Next**.



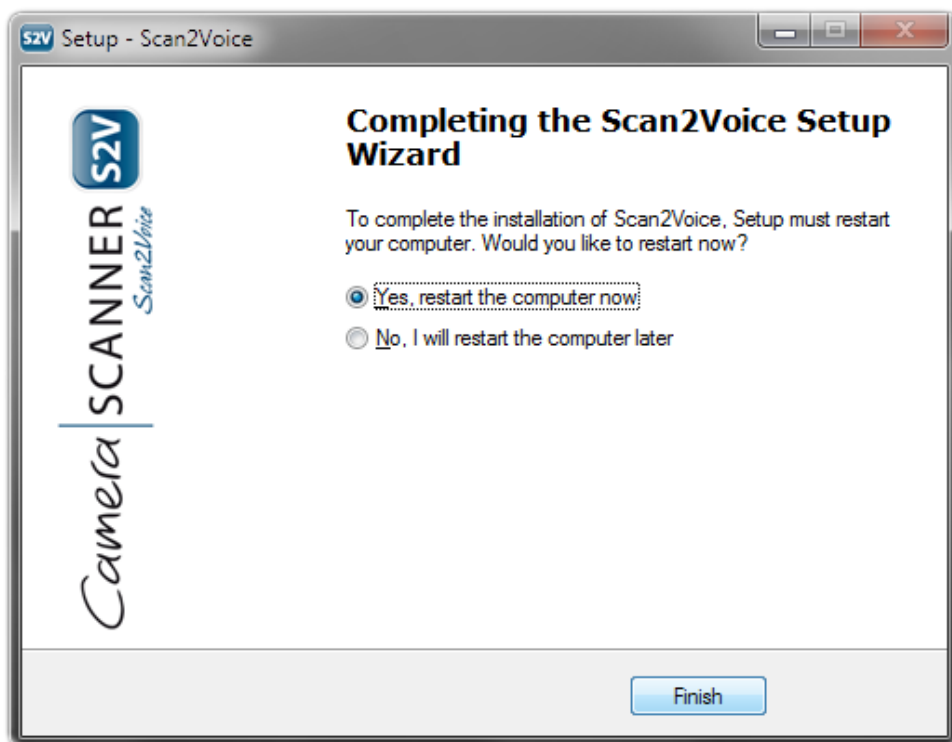
Setup dialog to select additional tasks.

With the purchase of Scan2Voice, you have also purchased a license for FineReader™ from ABBYY. This is for the OCR part of Scan2Voice. You can use this license key simultaneously on three separate PCs. To install FineReader™, you have to type in the license key located on the DVD sleeve that ships with Scan2Voice.



Setup dialog to enter Abbyy OCR license.

Congratulations! You have now successfully installed Scan2Voice on your computer. Before the application can be started, the PC needs to be rebooted. Click **yes, reboot computer** in the checkbox and then on **Finish** and your PC will be rebooted. You can now start the application, by clicking on its icon.



Setup complete dialog.

USING SCAN2VOICE

The application shipped with Scan2Voice has a scan mode and an edit mode.

The scan mode has a number of powerful functions that work on the live video stream and on scanned images. It can be used to scan an entire page or just a region of interest. Using the selection tool, you can navigate around the live video stream or scanned image and select which areas should be read aloud. Thanks to the scanners' large depth of field, you can scan and enlarge three dimensional objects, such as pizza boxes, chess boards, telephone keypads and clothing labels.

To improve the readability of the scanned text, functions, such as false colors, contrast enhancement and image inversion are available.

An A4 or letter page can be scanned in less than one second and saved as a PDF or JPG file. Multi-page documents can be compiled and saved as a PDF file. Furthermore, you can send the created PDF or JPG files directly via e-mail. The integrated OCR software converts text into editable content. A large T appears at the top of your screen, once the content has been copied to the included text editor.

Once a page has been scanned and transferred to the PC, a large T appears on your monitor.

A description of all the features offered by the magnifying glass and scan software can be found in the chapter Scan and magnification functions.

You can switch between scan mode and editing mode by clicking on the capital T, or by using the shortcut CTRL + E .

The following functions are available in edit mode:

- Edit and zoom functions.
- Voice output with a selection of voices
- Audio book generation.
- Save as PDF, DOC, RTF and TXT.
- Export to e-mail attachment

You can find a description of all available functions in the chapter: **Word processing**.

Scan and Magnifying Glass Features

Place an A4 document (e.g. letter) under the scanner in reading direction and start the Scan2Voice software. After a brief moment, the complete A4 page will appear on your monitor as a live video stream.

LIGHTING

Under normal circumstances, the scanner does not require any additional lighting, if sufficient light is available in the immediate vicinity of the scanner. Should this not be the case, or if you are using the scanner in an area of low lighting, a lighting module is available as an accessory, directly from The Imaging Source Europe GmbH or from your local dealer.

The lighting module is also required when environmental lighting produces bright and dark effects in the image. This is typically the case with common fluorescent lights. The scanner intentionally does not integrate a lighting source itself, as it would not illuminate an A4 page evenly or would cause serious reflections on glossy paper. Both these undesirable effects lead to the scanned image being unusable.

BRIGHTNESS

Using CTRL + + and CTRL + - you can set the brightness of the camera. Values between -6 and 6 are permitted.

HELP

To learn about the scan and magnification features of the scan software press **F1** . A list of the most important scanner functions and features will be shown on the screen. Alternatively, if you press **CTRL + F1** , the most important scanner functions and features will be read aloud. During reading, it is possible to navigate: Use the right and left arrow keys to jump forwards and backwards by one word. Use the up and down arrow keys to jump forwards and backwards by one paragraph. You can stop reading by pressing the **ESC** key.

BACK

Pressing **ESC** always brings you back to the previous screen.

CLOSE

Using **ALT + F4** you can close the application.

ROTATE IMAGE RIGHT OR LEFT

Should the orientation of a scanned page be incorrect, you can rotate the image right or left, by pressing the **R** and **L** keys.

FREEZE IMAGE

The live video stream can be frozen by pressing `SPACE`. The original document can now be removed from under the scanner. The following functions can be applied to the still image. The live video stream can be re-started by pressing `SPACE` again. A pause icon appears on screen when `SPACE` has been pressed. By clicking on the pause icon, the live video stream is re-started and the pause icon is replaced by the live video stream icon.

MAGNIFYING GLASS, ZOOM IN AND OUT

There are two methods to zoom in and out:

Method 1

You can zoom in and out of the document by pressing `CTRL` and moving the mouse wheel. The part of the document under the mouse pointer will be zoomed in or out. The mouse pointer itself increases and decreases in size with each zoom level.

Method 2

You can zoom in and out of the document by pressing `+` and `-`.

MOVE IMAGE

For the purpose of orientation, it is important that it is easy to navigate within and move around the zoomed image:

Method 1

In full screen mode, the live video stream always follows movements of the mouse. You can set a margin, in percent, around the edge of the screen. When you move your mouse into this area, the page pans right and left, or up and down. In other words, the page follows the mouse pointer. This feels like you have the piece of paper, which is currently under the scanner, in your hand and are physically moving it around. Use the setting menu `F11` to set this behavior. A value of 10%, for example, means that the page only pans when your mouse cursor reaches the area to the top, bottom, right or left of the screen that is 10% the width or height of the total width, height of the screen.

Method 2

If you press the right mouse button, the mouse pointer changes to a hand, with which you can move the image.

Method 3

If you move the mouse wheel and press `SHIFT` at the same time, the image moves right or left. The advantage of this method is that you can scroll horizontally within a line of text. By moving the mouse wheel you can also scroll vertically.

UPDATES

The Scan2Voice software checks for new versions when the application starts. To disable this automatic update feature go to settings F11 and switch off "Automatic Update".

SIZE OF WINDOW ON PROGRAM START

You can set the size of the application window when the application starts. Using the setting dialog F11 in the section window size select either full screen or menu. The menu setting is required for a screensreader to access the content of the menu when it is running in the background.

COLOR MODES

Normal

The original image can always be displayed by pressing F2 . Hence F2 is the return key for grayscale image F3 , contrast enhancement F4 , false colors F5 and inverted image F6 .

Gray

To improve the legibility of text, it is possible to remove all color information by pressing F3 .

NOTE: This mode is especially suited to make an image brighter, if the environmental light is low.

Contrast

Three contrast improvement algorithms are available too increase the legibility of text. Contrast mode is activated by pressing F4 . In the mode's first step, the contrast of all colors is made stronger. In the second step, text is displayed as black and the background as white. In the third step, it is the other way round: Text is white and background is black. By pressing F4 again, contrast mode is disabled and you return to the normal mode.

False Colors

Under certain circumstances, false colors can increase the readability of text. Six different false color modes are available. Pressing F5 turns on false color mode. By pressing F5 again the various false color modes can be cycled through.

Invert

F6 inverts the displayed image. For example, instead of black text appearing on a white background, if F6 is pressed, the text will become white and the background will become black.

NOTE: The various modes (contrast, false colors and inversion) can be run at the same time. It is therefore possible to set a large array of color and contrast variations, for example, yellow text on a black background.

CAMERA MODES

Scan2Voice offers four different camera modes, which can be selected using the settings menu. The keyboard shortcut `F7` allows you to quickly switch between these modes.

Screen Reader

In this mode, you can have access to the full 13 megapixel resolution of the scanner. OCR works best in this mode.

Write

The write function allows you to write under the camera. The image is displayed in real time, without any delay.

Board Camera

In this mode, the image is displayed in 13 megapixel. This allows you to use the scanner as a board camera, for example at school, university or for presentations. Simply click the camera up one position from the A4 position, and turn the camera to point at the white board.

Mirror Function

You can use Scan2Voice as a mirror. Simply click the camera up one position from the A4 position, and turn it to point at yourself. Now you can see yourself in your monitor, as if it were a mirror.

SERIES OF IMAGES

Scan a Series of Images

Pressing `CTRL + SPACE` starts capturing a series of images. Each time `CTRL + SPACE` is pressed an image is captured and appended to the image sequence. This feature is particularly useful, for example, to take images of a whiteboard, or for when the document is only available for a short period of time. The number of scanned images is displayed in a preview window. The series of images can be saved as a PDF.

View a Series of Images

You can view a series of images by pressing `CTRL` and an arrow key.

Image Series Context Menu

You can open the context menu by right clicking the mouse. Using this menu, you can select OCR on series of images. Once OCR has finished, the resulting text is read aloud or displayed in the editor, depending upon how

the scan and reading parameters have been set. Furthermore, you can create one PDF file using the image series or an audiobook.

Save Image Series As PDF

Image sequences can be saved as a PDF, by pressing `CTRL + SHIFT + P`. The generated PDF is identical to the document, which was originally placed under the scanner, containing all images, tables and text. The text is editable and thus the PDF is accessible, for example, to a screen reader.

Alternatively, you can generate a PDF file without OCR. Using this approach, the original image file is stored in the PDF file. Go to setting `F11` and select the OCR/Text tab. Here you can set whether the PDF should be generated with or without OCR.

SAVE IMAGE

Images can be saved as JPG, BMP and PNG by pressing `CTRL + S`.

LOAD IMAGE

Images saved as JPG, BMP or PNG can be loaded by pressing `CTRL + O`.

COPY AN IMAGE

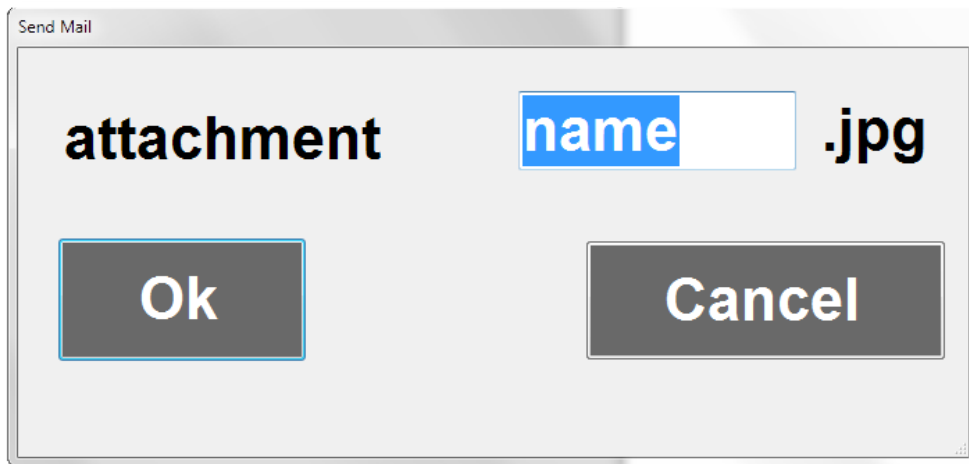
Copy a region of interest or the entire image to the clipboard by pressing **CTRL + C** .

INSERT IMAGE

Use **CTRL + V** to insert an image from the clipboard.

SEND JPEG IMAGE AS AN E-MAIL ATTACHMENT

You can transfer an image scanned with Scan2Voice to your default e-mail application by pressing **CTRL + E** . The image is attached to an e-mail as a JPG file. It is not necessary to save the image first.



Send JPEG image as an e-mail attachment

CAPITAL T

A capital **T** is displayed in the scan software when OCR has been performed and the text has been transferred to the text editor. You can go to the word processor by clicking on the capital **T**. To return from the word processor to the scan software, press `ESC` .

Optical Character Recognition (OCR)

Often the processing functions are used in combination with the scan functions and magnification glass. An example is OCR, which can be started on the live video stream or scanned image.

To ensure best results with the OCR, it is important that the orientation of the scanned page is correct. Before the OCR is started, the software automatically rotates the page 90°, 180° or 270°, correcting its orientation as necessary.

START OCR

There are two ways in which OCR can be started:

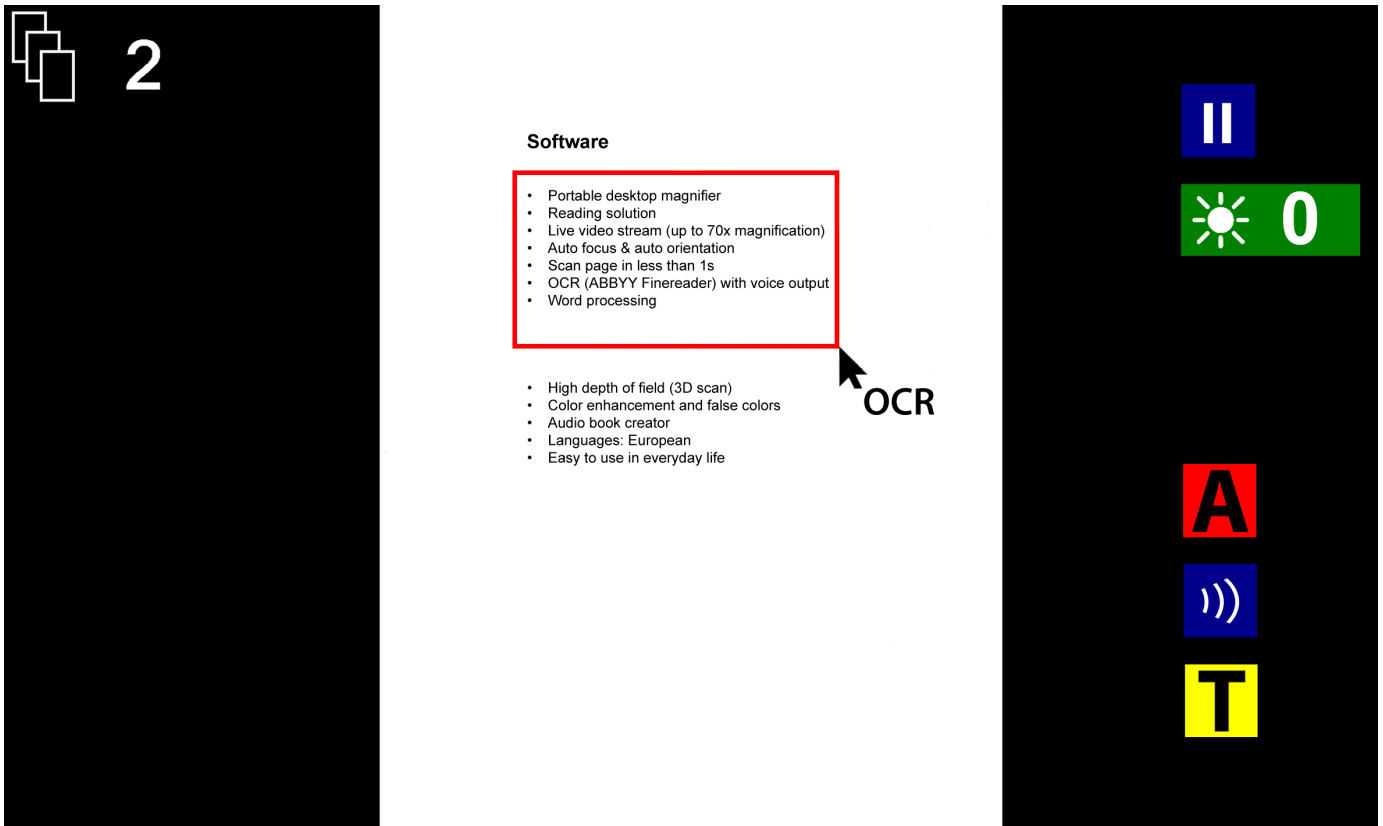
Method 1: OCR an Entire Page

The entire page can be converted to text, by pressing `ENTER` . This method is recommended, when scanning books. Occasionally, when scanning complex documents, containing, for example, multiple columns and

extensive text formatting, the FineReader™ OCR can lead to unexpected results and/or take a long time to finish. Under such circumstances, method 2 is recommended. Pressing ESC terminates the OCR.

Method 2: Draw a Text Frame, Around the Text That Should Be OCR'd.

By pressing the left mouse button, a text frame can be drawn around an area of the image, which should be OCR'd. OCR is started by pressing ENTER or by clicking into the text frame. This method should be used, if only part of the page is of interest. Pressing ESC terminates the OCR.



Draw a text frame, around the text that should be OCR'd.

NOTE: In certain situations, for example with poor lighting, you can achieve better OCR by switching on contrast mode. Select contrast mode (F4), then start OCR.

SCAN AND VOICE OUTPUT MODE

Go to setting F11 and select the OCR/Text tab. Here you can set the mode for scanning and reading aloud. There is an automatic and manual mode. By default, the manual mode is set.

Automatic

When set to automatic, text is read aloud directly after the OCR process has finished.

Once the automatic mode has started, a blue icon is displayed at the top of your screen. By pressing SPACE , you can pause reading. By pressing SPACE again, you can spell the word. You can resume reading by pressing ENTER . When text is being read aloud, you can navigate around the document. Using the right and left arrow keys, you can jump forward or backwards by one word. Using the up and down arrow keys, you can jump forward or backwards by one whole paragraph. You can stop the automatic reading by pressing the ESC key.

If you use the reading function to read an image series, you can use TAB to jump to the next page.

To jump back by one page, use SHIFT + TAB . You can find out on which page you are currently by press F8 .

Manual

The OCR'd text from FineReader™ is displayed in the integrated text editor when Scan2Voice is set to manual mode. As soon as the converted text is available, a large **T** is displayed at the top of the screen. By clicking on the **T**, or by using the keyboard shortcut `CRTL + E`, you can return to the text editor.

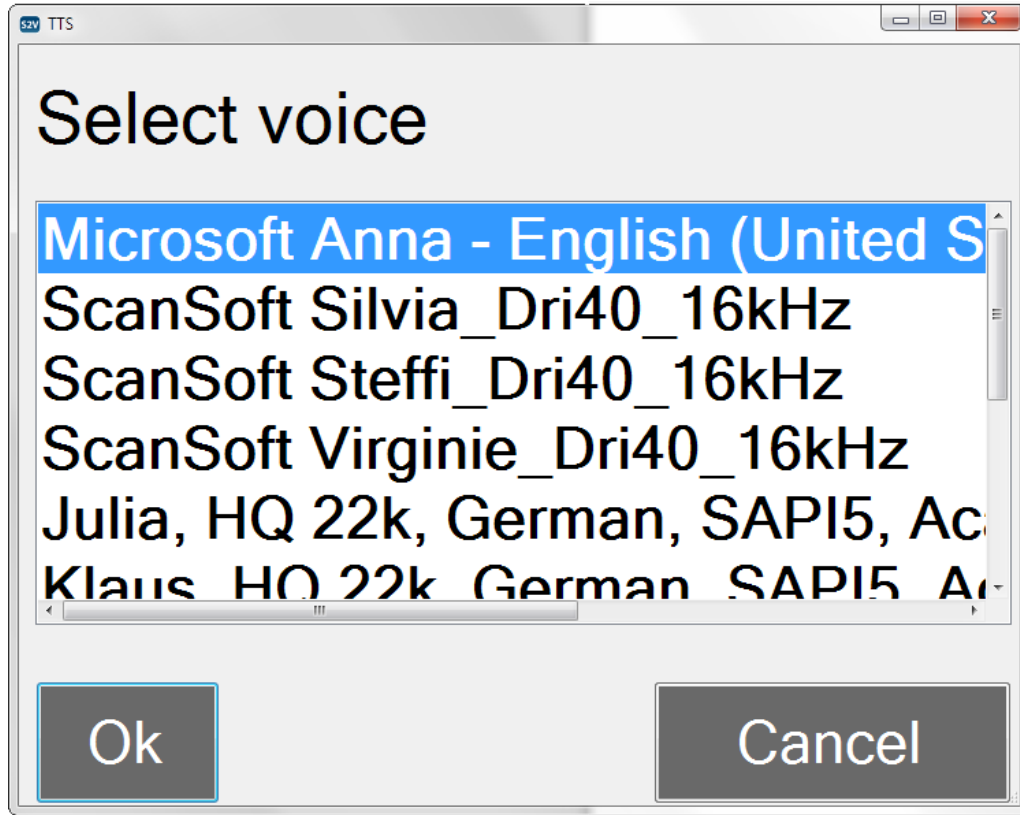
OCR mode

The setting "OCR mode" determines how OCR should work. The setting "column OCR" is the default and should be used for most texts. This mode is ideally suited to reading aloud the columns of a newspaper, for example. The mode "line mode" should be used to read aloud a table for contents or back account statement, for example. In this mode, the OCR runs from left to right, along the line.

SELECT VOICE

To read text aloud, you need to have Text-to-Speech (TTS) installed on your PC. Scan2Voice ships with voices from Acapela. During the installation of Scan2Voice, a voice - in your language - was installed automatically. Using the voice output menu, you can see a list of all available voices and select one to be used for reading aloud. Select your preferred voice. Please note that the language for OCR will be automatically changed, when you change the voice.

You can get to the voice output menu by pressing CTRL + T , or in the text editor, using the menu entry voice.



View list of available voices and select one.

Word Processing

After the OCR process has finished, the following functions are available to edit the text in the word processor:

Text entry, selection, copy, delete

MENU BAR

The menu bar has the following options:

File, edit, display, language

You can access the menus by either clicking on them, using the mouse, or by pressing `ALT` and the first letter of the menu.

Move Text

For the purpose of orientation, it is important that it is easy to move around within the zoomed text.

Method 1

If you press the right mouse button, the mouse pointer will turn into a hand. Use this to move text in the desired position.

Method 2

If you press `SHIFT` and turn the mouse wheel, the image will be moved to the right or left. This method lets you precisely move along a line.

FILE

This menu has the following options:

Load document, save, save as PDF, create WAV, send as e-mail, print, close

Load Document

This function is used to load a document from a DOC or RTF file into Scan2Voice. All word processing features are now available and can be used on the document. For example, you can listen to the text being read aloud or convert it to an audio book. You can run this function either by using the mouse or with the shortcut CTRL + O .

Save As

This function allows text to be saved as DOC, PDF, RTF and TXT CTRL + S .

Save As PDF

Using the function Save as PDF CTRL + SHIFT + P text can be saved as a PDF file and opened in any compatible reader, such as Adobe Reader™. PDF is a display format and can usually not be edited.

Create WAV

WAV is an uncompressed, lossless audio format for the reproduction of voice and music. It is supported by most audio player and recorders. You can use this format to create audio books. This function can be either selected from the menu, using the mouse, or using the shortcut CTRL + W .

Create an MP3 Audio Book

Scan2Voice creates audio books as WAV files. You can convert WAV files to MP3 files, using an external application. For example, you can download the LAME encoder from <http://lame.sourceforge.net> (<http://lame.sourceforge.net>). See the web site for more detailed information.

Print

This function CTRL + P opens the print dialog box, in which you can select the printer and set print related settings, such as paper orientation, number of copies etc.

Send As E-Mail

The e-mail function attaches the entire text, which is currently in the text editor, as a PDF file, to an e-mail, using your default e-mail application. This function is very useful, if you want to quickly share a piece of information. You can go directly to the e-mail function by pressing CTRL + SHIFT + E .

Settings

In the settings menu F11 , using the tab "OCR/Text", you can select how the word, which is currently being read aloud, should be highlighted. Use the option frame, if you would like the current word to be enclosed by a frame.

Use the option background, if you prefer the background color of the current word to be changed.

Close

This function closes the word processor. It can be either selected from the menu, using the mouse, or using the shortcut `ALT + F4` .

EDIT

This menu allows clipboard function, typical to Windows applications to be selected:

Undo, redo, cut, copy, paste, delete, select all, find

Undo

This function undos your last action. For example, if you inadvertently delete a word or an area of text, you can revert back to the previous state with the undo function `CTRL + Z` .

Redo

This function redos an action that was previously undone `CTRL + Y` .

Cut

This function (CTRL + X) cuts the selected text from the document into the clipboard. It can then be pasted into the document at another position or in another application.

Copy

This function copies selected text into the clipboard CTRL + C . It can then be pasted into the document at another position or into another application.

Paste

This function pastes the contents of the clipboard into the document at the current position of the cursor CTRL + V .

Delete

This function deletes DEL the selected text.

Select All

This function selects all the text in a document CTRL + A .

Search

This function searches through the document for specific terms CTRL + F .

DISPLAY

This menu offers the following functions:

False colors, zoom in, zoom out, increase text size, decrease text size, close window

False Colors

Under certain circumstances, false colors can increase the readability of text. Pressing `F5` turns on false color mode. By pressing `F5` again the various false color modes can be cycled through.

Zoom in and Out

These functions increase or decrease the size of the displayed text.

Method 1

Text can be zoomed by pressing `CTRL` and moving the mouse wheel. The mouse cursor increases in size with each zoom level.

Method 2

Documents can be zoomed by pressing `CTRL + -` and `CTRL + +`.

Increase and Decrease Font Size

This function changes the font size of the selected text, before it is printed or saved to disk.

The selected text increases in size by one step when you click on "increase/decrease text size", or use the keyboard shortcut CTRL + SHIFT + - .

Minimize Window

The text editor can be minimized by pressing ESC . The scan and magnification part of the software is re-opened.

VOICE

This menu offers the following functions:

Read text, pause, stop, speed, select voice

This menu can be accessed with ALT + S .

Read Text

Scan2Voice starts reading a document at the first word on the page. If you would like to start at another position on the page, simply use the cursor to move to that position before you start reading.

You can move around the text, while text is being read aloud. Using the right and left arrow keys, you can jump forward and backward by one word. Using the up and down arrow keys, you can jump forward and backward by a whole paragraph. Terminate reading with the `ESC` key:

Method 1

Press `CTRL + ENTER` .

Method 2

Right clicking on the document and selecting read text from the context menu.

Method 3

Using the menu voice, select read text.

Pause

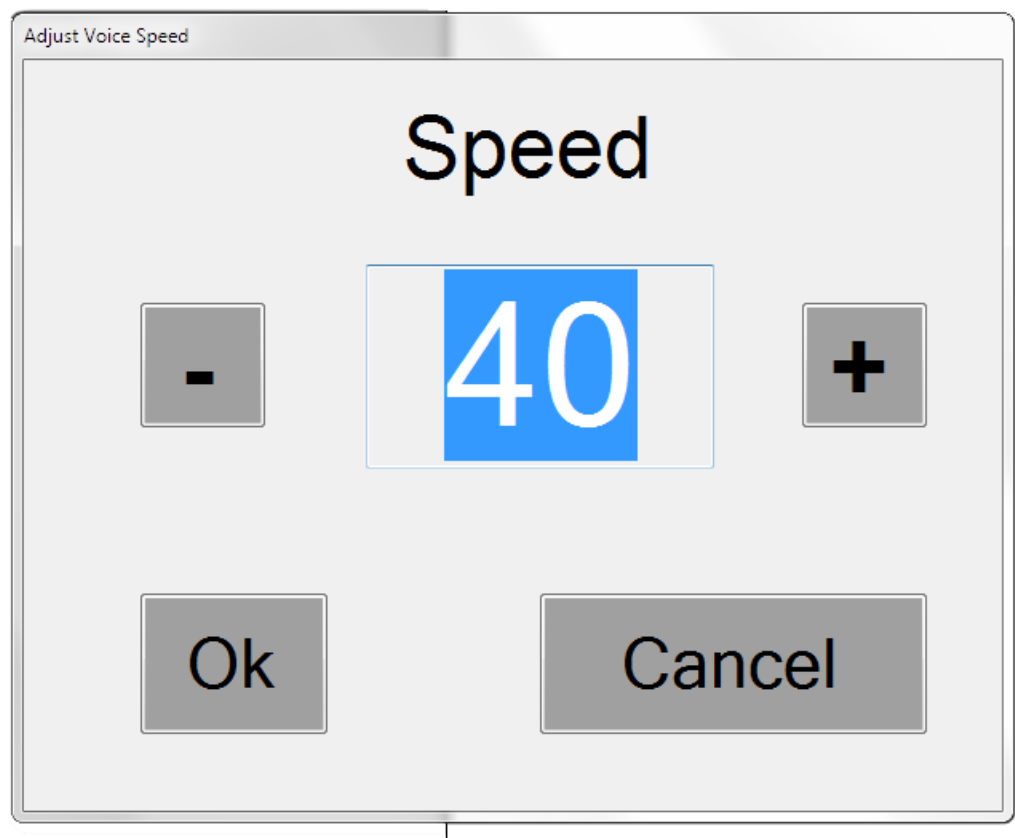
`SPACE` pauses reading. If you press `SPACE` again, the current word will be spelled. To continue reading the text, press `ENTER` .

Stop

`ESC` ends reading and the text can be edited again.

Speed

The speed at which text is read aloud can be increased or decreased with this function in the voice menu. The default speed is 40. Values of between 0 and 100 are permitted. CTRL + G opens this setting.



Change the speed at which text is read aloud.

Shortcuts

LIVE VIDEO MODE

Function	Shortcuts

Normal	F2
Gray	F3
Contrast	F4
False color	F5
Invert	F6
Rotate image (right)	R
Rotate image (left)	L
Zoom	CTRL + MOUSE WHEEL
Zoom out completely	F9
Full screen	F12
Still image	SPACE
Move image	Right mouse button
Draw frame	Left mouse button
Auto focus	F
Brightness (brighter)	CTRL + +
Brightness (darker)	CTRL + -
Save image	CTRL + S
Load image	CTRL + O
Help	F1

Read help	CTRL + F1
Scan a series of images	CTRL + SPACE
Save a series of images	CTRL + SHIFT + P
View a series of images (next)	CTRL + →
View a series of images (previous)	CTRL + ←
Remove a series of images	CTRL + DELETE
OCR text from image series	CTRL + ENTER
Send image as e-mail	CTRL + SHIFT + E
Open word processor	CTRL + E
Camera settings	F11
Copy image	CTRL + C
Paste image	CTRL + V
Camera Modes	F7
Close	ALT + F4

OCR & READ FUNCTIONS

Function	Shortcuts
Start OCR	ENTER

OCR select language	F10
Select voice	CTRL + T
Pause /spell	SPACE
Continue	ENTER
Jump word (right)	→
Jump word (left)	←
Jump one paragraph (up)	↑
Jump one paragraph (down)	↓
Go one page forward	TAB
Go one page backward	SHIFT + TAB
Announce current page	F8
Read clipboard	CTRL + SHIFT + C

WORD PROCESSOR

Function	Shortcuts
File	ALT + D
Load document	CTRL + O
Save as DOC	CTRL + D

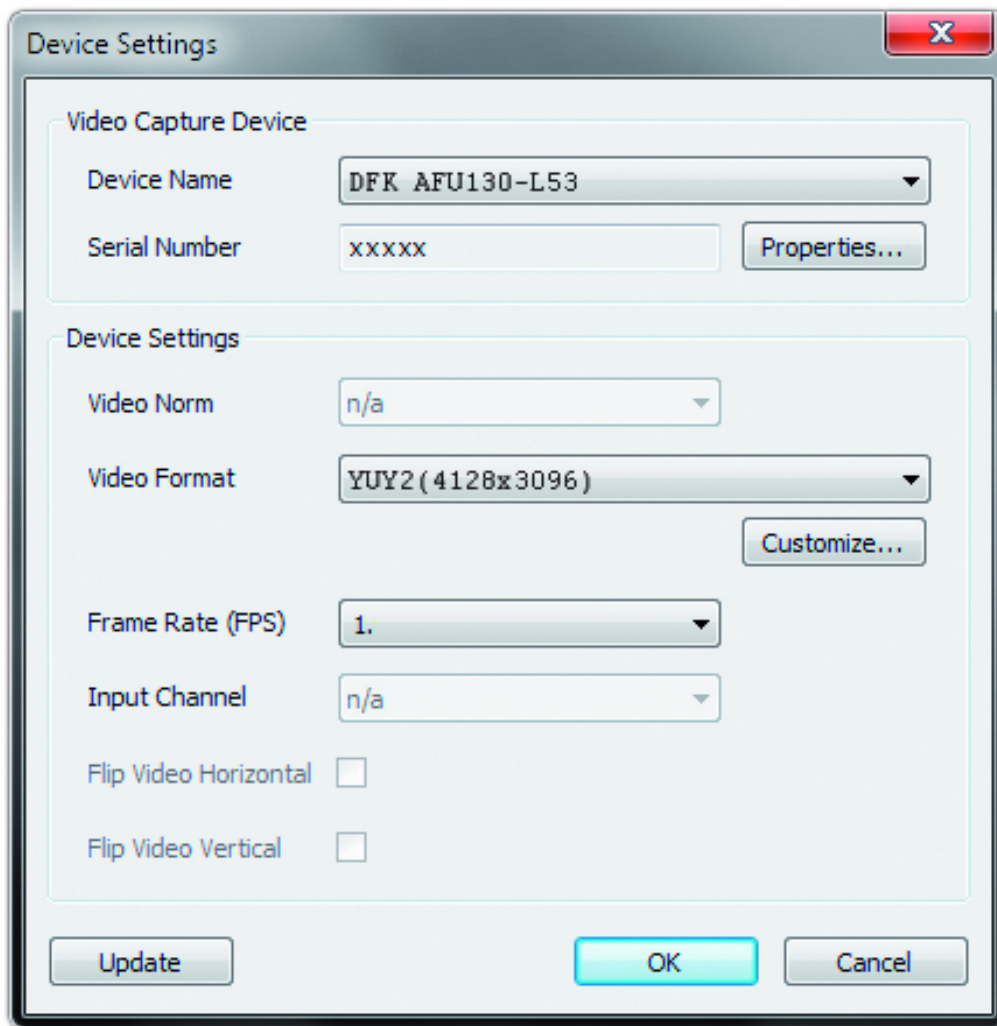
Save as PDF	CTRL + SHIFT + P
Create WAV	CTRL + W
Print	CTRL + P
Send as e-mail	CTRL + SHIFT + E
Settings	F11
Close	ALT + F4
Edit	ALT + B
Undo	CTRL + Z
Redo	CTRL + Y
Cut	CTRL + X
Copy	CTRL + C
Paste	CTRL + V
Delete	DELETE
Search	CTRL + F
Select all	CTRL + A
View	ALT + A
False colors	F5
Zoom in	CTRL + +
Zoom out	CTRL + -

Complete zoom out	F9
Increase font size	CTRL + SHIFT + +
Decrease font size	CTRL + SHIFT + -
Scroll vertically	MOUSE WHEEL
Scroll horizontally	SHIFT + MOUSE WHEEL
Minimize window	ESC
Language	ALT + S
Read text	CTRL + ENTER
Pause /spell	SPACE
Continue	ENTER
Stop	ESC
Speed	CTRL + G
Select voice	CTRL + T

Auto Focus Camera (Scan2Voice-13MP)

CAMERA SETTINGS

The camera used in Scan2Voice has already been set up correctly. You should not change its settings.



Dialog box: Camera settings for Scan2Voice-13MP

FOCUSING THE IMAGE

Scan2Voice ships with an auto-focus camera. The camera automatically focuses, when the software application is started. You can click on the auto-focus button at any time, to re-focus the camera.

This can be done by using the left mouse button to draw a frame on the image and pressing **F** . The camera will focus on the part of the image that is inside the red frame. If no frame is drawn on the image, the camera will automatically select the part of the image on which it sets the focus.

POSITIONING THE CAMERA

The camera can be positioned in a number of ways. It is correctly positioned, when it is possible to scan one A4 page. See **Scanner positions**.

Uninstalling Scan2Voice

To uninstall Scan2Voice click on **Start ⇒ Programs ⇒ Uninstall Scan2Voice**. The uninstallation process will then be started. Note that the uninstallation does not uninstall the ABBYY FineReader™ license. See next section for further instructions on how to uninstall the ABBYY FineReader™ license.

DEACTIVATE ABBYY FINEREADER™ LICENSE

Your ABBYY FineReader™ license may only be used on three computers in parallel. If you would like to deactivate the license on one computer or activate the license on another computer, you need to use the **License Manager**. You can start the **License Manager** by clicking **Start ⇒ Programs ⇒ Scan2Voice ⇒ License Manager**.

Once the **License Manager** has opened, select a serial number and click on deactivate. An Internet connection is required to deactivate a serial number.

Updates

You can read the latest information about Scan2Voice and download software updates from: www.scan2voice.com
(<http://www.scan2voice.com>)

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Re-Use Notice and Safety Check

Scan2Voice is not water resistant, nor waterproof. It should therefore not be used in rooms, which are damp, or outdoors.

If you obtained your Scan2Voice from a source, other than an authorized dealer or The Imaging Source, contact an authorized dealer or The Imaging Source before using the system: A safety and maintenance check is

mandatory.

Maintenance work may be performed exclusively by an authorized dealer or The Imaging Source.

No special maintenance is required, as long as Scan2Voice is used as specified in this manual. All moving parts must be free of dirt and dust. For your own safety, check the cable and stand are not damaged at regular intervals.

Maintenance Notice

Maintenance varies depending upon the particular component of the Scan2Voice system, the details of which are specified in the following table:

Component	Maintenance
Camera/scanner	Remove dust from the lens, using a microfiber cloth. Do not use any cleaning detergents and do not rub hard on the lens, otherwise, you risk damaging the lens.
PSU and cable	No maintenance is required.
Controls and casing	Remove dust or dirt, using a microfiber cloth (dampening when applicable).

Guarantee Notice

All regulations related to guarantee and warranty apply. Guarantee claims can only be made with the original invoice or receipt. Please contact an authorized dealer of **The Imaging Source** (<http://www.theimagingsource.com>).

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