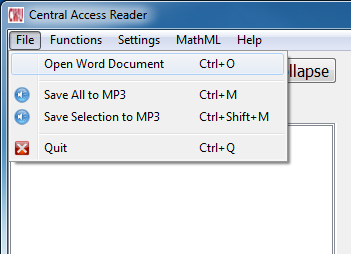
Welcome to the Central Access Reader!

Using the Central Access Reader is easy!

This tutorial will step you through the basics. You can always access this tutorial in the help menu, or by pressing Ctrl H on your keyboard.

# Opening a Word Document

Open a Word Document in the File menu (Keyboard shortcut: Ctrl O).



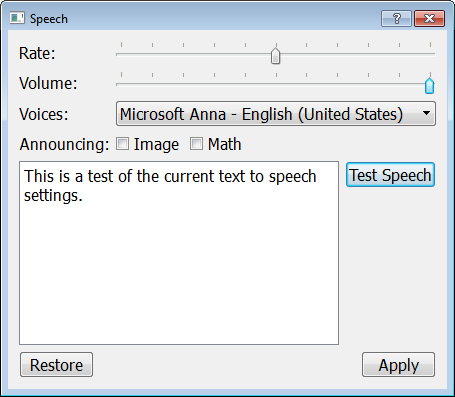
# Start and Stop Reading

Read Button. (Keyboard shortcut: Ctrl R).: Highlight the text you wish to have read, or press to start at the beginning of the document.

Stop button. (Keyboard shortcut: Ctrl S).: Press the stop button at any time to end reading.

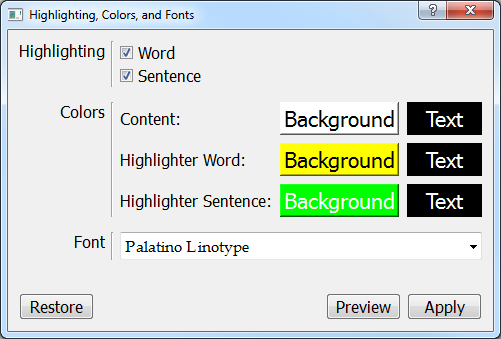
# Settings

## Speech Settings Button. (Keyboard shortcut: F1).Speech Settings



Choose if you want images and math equations verbally introduced. For example, if selected an image would begin with "Image." After the alternate text is read, the image would end with "End Image." Apply changes or restore to software defaults.

## Color Settings Button. (Keyboard shortcut: F2).Highlight, Color, and Font Settings



Enable highlighting by word and sentence as it is read. Dual-highlighting is enabled by default. Change the colors of the background and text in the document. Also change how word and sentence are highlighted while being read. Finally, change the font. Preview changes, apply changes, or restore to software defaults.

# Enlarging Text

Zoom In Button. (Keyboard shortcut: Ctrl =).

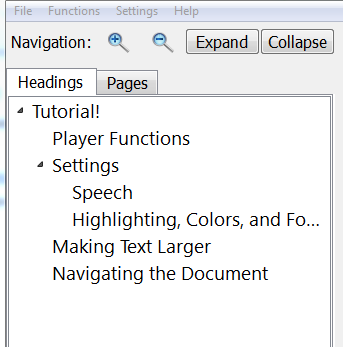
Zoom Out Button. (Ctrl Minus).

Try it!

Hold down Ctrl and the scroll wheel to quickly zoom in and out.

# Navigating the Document

Navigate quickly between headings and pages.

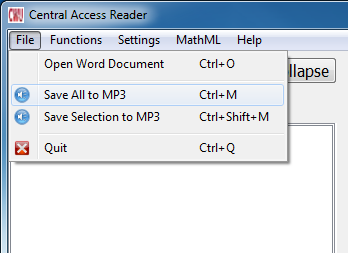


Navigate headings by selecting the "Headings" tab. Navigate by page by selecting the "Pages" tab. Select a heading or page, then press the Read Button. (Keyboard shortcut: Ctrl R). button.

Visit the Central Access website to learn how you can prepare your Word Documents to navigate by heading and page: <www.cwu.edu/central-access/reader>

## Save To MP3 Button. (Keyboard shortcut: Ctrl M).Save to MP3

Save the speech of your entire document in the File menu (Keyboard shortcut: Ctrl M). To save just the current selection to MP3, also use the File menu (Keyboard shortcut: Ctrl Shift M).



The Save to MP3 Button. (Ctrl M). button on the toolbar will also save the speech of the entire document to MP3.

## Reading Math Equations

For documents with MathType or Microsoft Equation Editor math equations, the Central Access Reader can read them in prose. You can select them like you would with normal text. However, the Central Access Reader cannot read portions of math equations, instead forcing the entire equation to be read.

Try it out on the sentence below:

To find the roots of a quadratic equation of the form , one can use the Quadratic Formula, which is the following: .