**An Introduction to ZoomText**

Hello and welcome to the Accessibility’s web module on ZoomText. It is a screen magnification and reading software tailored for individuals with low vision. We will be working with ZoomText Magnifier and Reader in this module. For your convenience, there is a closed captioning provided for this video. In addition, please find a transcript of the video below on the web page.

First, let’s start ZoomText by selecting its desktop icon. You can also use the hotkey **Control Alt Shift Z** to open the program. When you start ZoomText, its user interface appears on the screen. ZoomText can be operated by using its toolbars and keyboard command keys. Each toolbar provides icons and split-button controls that allow you to toggle the features on and off, and open related settings. In addition, if you hover the mouse over an icon, it shows a short description about this particular feature and its hotkey. However, you should learn to use some command keys for frequently used features as it will allow you to work faster in your applications.

The first tab on the user interface is the ZoomText menu. This is where you can toggle the program on and off, open Help file, save and load configurations, and configure command keys. For example, you can configure ZoomText to start automatically when Windows starts up. In the Program Preferences dialog, select the **Start ZoomText automatically when Windows starts** option and click **OK**. ZoomText automatically loads your custom settings if you have a custom default configuration,

The main component of ZoomText is its magnifier features. This is the Magnifier toolbar. Here, you can select a magnification level that is best for you. ZoomText provides magnification levels from 1 time to 60 times and you can adjust the zoom level by clicking the up and down button on this spin box.

A quick tip is using the **Favorite Zoom Levels** feature. It allows you to zoom in and out with the zoom levels of your choice. To enable this feature, in the **Zoom Windows** dialog, select the **Magnification** tab. In the **Use these zoom levels** combo box, choose **Favorite Zoom Levels Only**, check the levels that you want to use and click **OK**.

Next, you can choose a zoom window. You can think of a zoom window as a magnifying glass held in front of the screen. It can only display a portion of the screen, but any area of the screen can be viewed by scrolling the magnified contents. ZoomText supports a computer system with one or two monitors. Here are the different types of zoom windows.

ZoomText also provides screen enhancements that adjust color, contrast and brightness to reduce glare and improve legibility. These features can make it easy to see and follow the mouse pointer and text cursor. It allows you to choose from preset schemes or create your own custom settings.

Another main component of ZoomText is its Reader Features. In the **Voice** section, open the settings dialog to select and customize the voice to fit your personal preference. In the **Voice** tab, you can choose a voice, and adjust how fast and loud the voice speaks. ZoomText also offers some premium voices that you can directly download and install from here.

In the **Text Processing** tab, you can customize a reading style for how many numbers, punctuations and mixed case words are spoken.

In the **Hints** tab, you can create audible cues for capital letters and hypertext links.

In the **Echo** section, you can choose how ZoomText speaks when you type on the keyboard and use the mouse. You can also choose the amount of information spoken about program controls when they become active. For example, you can choose to have individual keys, words, or both keys and words spoken. Typed words are spoken upon completion when you type a space or punctuation characterThe last section on the Reader toolbar is Reading Tools. AppReader is a tool that reads documents, web pages and emails while you visually follow along or relax your eyes and listen. AppReader automatically reads the text from beginning to end or reads any selected areas. There are three reading modes.

The first mode is App View. It reads right in the source application. This mode is ideal for reading information on websites as you can skip over all the menu contents. Let’s start App View. Press Enter or double-click on the word where you want to start or resume reading. To exit AppReader, right-click or press escape.

The second mode is Text View. Text View is perfect for users who require an enhanced visual reading environment. It reads in a separated window where text is reformatted for easier reading. You can select your choice of fonts, high-contrast colours, word highlighting, and magnification levels. You can switch between App View and Text View by pressing Tab key.

The third mode is SpeakIt Tool. It reads selected areas of the screen by clicking the mouse. Any text that is visible on the screen can be spoken, even if it is outside the active program. To exit, right-click or press escape.

ZoomText also provides helpful productivity tools on the Tools toolbar. For example, Background Reader allows you to copy and listen any text while you do work on your computer. You simply select and copy the text you want to listen, then start ZoomText’s **Background Reader**.

This concludes our introduction to ZoomText. Should you have any questions or concerns about the ZoomText program, please contact us at 905-569-4699, or at access dot utm at utoronto dot ca. Thank you for reviewing the online ZoomText module for Accessibility Services at the University of Toronto Mississauga.