

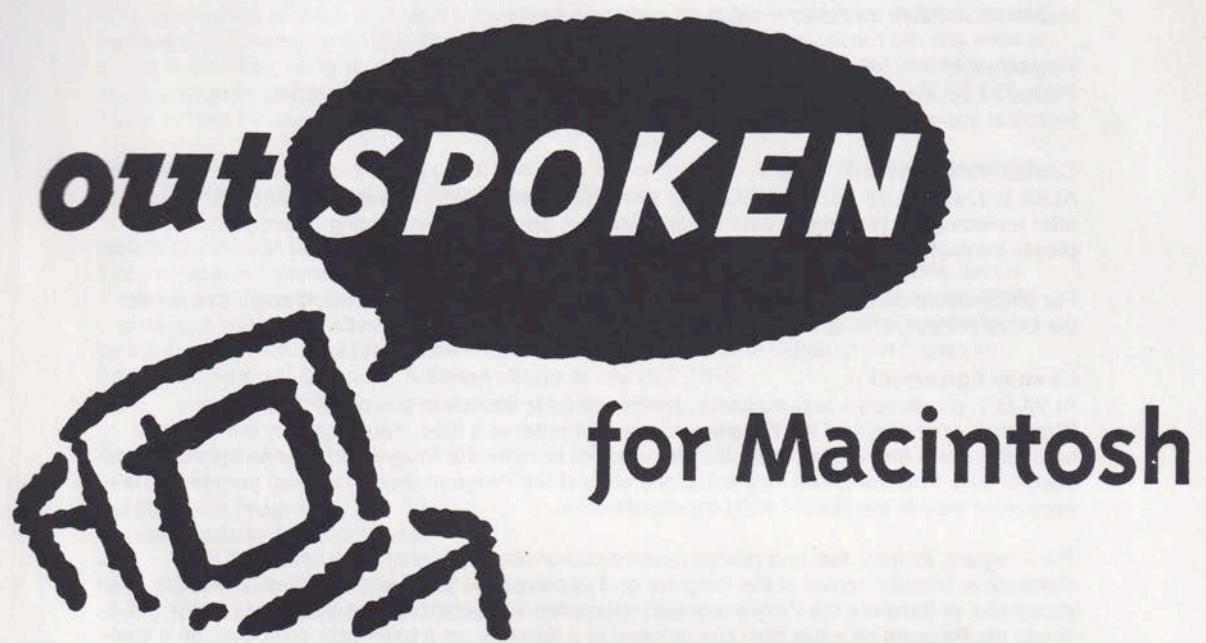


for Macintosh

User Manual



ALVA b.v.
ALVA Access Group, Inc.



for Macintosh

User
Manual

Copyrights

outSPOKEN for Macintosh, User Manual and User Manual cassette:
Copyright ALVA B.V., 1998
All Rights Reserved.

outSPOKEN is a trademark of ALVA B.V.
Macintosh is a registered trademark of Apple Computer, Inc.

The product names mentioned in this documentation are the trademarks or registered trademarks of their manufacturers.

Registration

Please fill out and return the enclosed owner registration card. Registration entitles you to technical support and notification of program upgrades.

Contact Information

ALVA B.V. and ALVA Access Group, Inc., distribute outSPOKEN through a dealer network. If, after reviewing the material in the manual, you have any questions relating to this product, please contact your local dealer.

For additional information, within the United States and Canada, e-mail: info@aagi.com; outside the United States, e-mail: info@alva-bv.nl.

License Agreement

ALVA B.V. grants you a non-exclusive, nontransferable license to use outSPOKEN (the "Program"). You may use the Program on one computer at a time. You may copy the Program onto other disks for your own use, but you may not transfer the Program from one computer to another over a network. You may make one copy of the Program disk for backup purposes. This copy must include the outSPOKEN copyright notice.

The Program, its look, feel and related documentation are copyrighted. You may not: rent, distribute or transfer copies of the Program or documentation to others; modify, disassemble, decompile, or translate the Program or documentation without the written consent of ALVA B.V.; or use the Program on more than one terminal of a network, on a multi-user computer, on a time-sharing system, on a service bureau, or on any other system on which the Program could be used by more than one person at a time.

This license is effective until terminated. You may terminate it at any time by destroying all copies of the Program. It will also terminate automatically if you fail to comply with any of the terms and conditions of this Agreement.

This Agreement constitutes the entire agreement and understanding between the parties and supersedes any prior agreements, representations, or understandings, whether oral or written, relating to the Program.

This Agreement shall be governed by the laws of the State of California.

Limited Warranties

ALVA B.V. and ALVA Access Group, Inc. warrant that the manual and the original outSPOKEN program disks are free from physical defects in material and workmanship under normal use, for a period of sixty days from the date of purchase. If during this warranty period you discover that either this manual or the outSPOKEN disks contains a physical defect, return the defective item along with proof of purchase to your Dealer, and you will receive a replacement at no charge. This is your sole and exclusive remedy for breach of warranty.

The warranty set forth above is exclusive and in lieu of all others, oral or written, express or implied.

ALVA B.V. and ALVA Access Group, Inc., make no warranty or representation, express, implied or statutory with respect to this program, its quality, performance, merchantability, or fitness for a particular purpose. This Program is sold "as is," and you, the Licensee, are assuming the entire risk as to its quality and performance.

In no event shall ALVA B.V. or ALVA Access Group, Inc., be liable for direct or indirect, special, incidental or consequential damages resulting from the use of the program or from any error or defect in the Program or its documentation. Such damages include, but are not limited to, loss of profit, loss of programs or data, and damage to your equipment. In no event shall ALVA B.V. or ALVA Access Group's liability exceed the price paid for the program.

The above exclusions may not apply to you. This warranty provides you with specific legal rights. There may be other rights that you may have which vary from state to state.

Notice to Federal Government Customers

The Program is commercial computer software under Federal Acquisition regulations, and is provided only under the Restricted Rights of the Federal Acquisition Regulations applicable to commercial computer software provided at private expense. The use, duplication or disclosure by the Government is subject to restrictions set forth in subdivision ©(i)(ii) of the Rights in Technical Data and Computer Software clause at 252.227-7013.

Acknowledgments

outSPOKEN Program

Reinder Verlinde and Lou Grosso

User Manual, Graphic Design and Production

Sheila Stalder, Lou Grosso, Marti Wilder and Reinder Verlinde

Special thanks to all of our beta testers

the first time that the government has been asked to consider the implications of the proposed legislation on the environment.

It is the intention of the government to respond to the concerns expressed by the environmental groups and to take into account the environmental impacts of the proposed legislation. The government will also take into account the views of the environmental groups and the general public in the development of the proposed legislation.

It is the intention of the government to respond to the concerns expressed by the environmental groups and to take into account the environmental impacts of the proposed legislation. The government will also take into account the views of the environmental groups and the general public in the development of the proposed legislation.

It is the intention of the government to respond to the concerns expressed by the environmental groups and to take into account the environmental impacts of the proposed legislation. The government will also take into account the views of the environmental groups and the general public in the development of the proposed legislation.

It is the intention of the government to respond to the concerns expressed by the environmental groups and to take into account the environmental impacts of the proposed legislation. The government will also take into account the views of the environmental groups and the general public in the development of the proposed legislation.

It is the intention of the government to respond to the concerns expressed by the environmental groups and to take into account the environmental impacts of the proposed legislation. The government will also take into account the views of the environmental groups and the general public in the development of the proposed legislation.

It is the intention of the government to respond to the concerns expressed by the environmental groups and to take into account the environmental impacts of the proposed legislation. The government will also take into account the views of the environmental groups and the general public in the development of the proposed legislation.

It is the intention of the government to respond to the concerns expressed by the environmental groups and to take into account the environmental impacts of the proposed legislation. The government will also take into account the views of the environmental groups and the general public in the development of the proposed legislation.

It is the intention of the government to respond to the concerns expressed by the environmental groups and to take into account the environmental impacts of the proposed legislation. The government will also take into account the views of the environmental groups and the general public in the development of the proposed legislation.

It is the intention of the government to respond to the concerns expressed by the environmental groups and to take into account the environmental impacts of the proposed legislation. The government will also take into account the views of the environmental groups and the general public in the development of the proposed legislation.

This document should be referred to as the *Environmental Impact Statement*.

Section 10: Summary

It is the intention of the government to respond to the concerns expressed by the environmental groups and to take into account the environmental impacts of the proposed legislation. The government will also take into account the views of the environmental groups and the general public in the development of the proposed legislation.

TABLE OF CONTENTS

CHAPTER 1 THE OUTSPOKEN MANUAL.....	1
1.1 About This Manual	1
1.2 Conventions Used in This Manual	2
CHAPTER 2 ABOUT THE MACINTOSH.....	3
2.1 The Macintosh Finder and Desktop	3
2.2 Icons and Symbols.....	4
2.3 The Mouse	4
2.4 Windows	5
2.4.1 The Title Bar	5
2.4.2 The Scroll Bar	6
2.4.3 Dialog Boxes.....	6
Buttons	6
Edit Boxes	7
Scrolling Lists	7
2.5 Menus	7
The Apple Menu	8
The Application Menu.....	9
Contextual Menus.....	9
CHAPTER 3 INSTALLING OUTSPOKEN.....	10
3.1 System Requirements.....	10
3.2 Installation	10
3.2.1 Launching the Installer Using “Auto Launch”	11
3.2.2 Launching the Installer Manually	11
3.2.3 Installing outSPOKEN.....	12
3.3 Uninstalling, Disabling or Turning Off outSPOKEN	13
3.3.1 Using the Extensions Manager to Uninstall outSPOKEN	13
3.3.2 Manually Uninstalling outSPOKEN	14
3.3.3 Temporarily Disabling outSPOKEN at Startup	14
3.3.4 Turning Off outSPOKEN.....	14
3.3.5 Muting outSPOKEN	14
3.4 Creating an Emergency Startup Disk.....	15
3.4.1 The Emergency Startup Disk.....	15
3.4.2 Creating the Emergency Startup Disk	15
3.5 Troubleshooting the outSPOKEN Installation	17
CHAPTER 4 INTRODUCTION TO OUTSPOKEN.....	20
4.1 The Numeric Keypad	20
4.2 The Main Keyboard.....	20
4.2.1 The TILDE Key	20
4.2.2 Review Mode	21
LIST OF outSPOKEN KEYS.....	22

4.3 Entering outSPOKEN Commands	23
4.4 Pointing and Clicking	23
4.4.1 SELECT	24
4.4.2 Open Icon	24
4.4.3 Selecting Menu Items	24
4.5 DRAG / RELEASE	25
4.6 General Commands	26
4.6.1 Turning off the Mouse	26
4.6.2 SAY / STOP "Silence Speech"	26
4.6.3 outSPOKEN Off/On	26
4.6.4 CANCEL	26
4.6.5 Hide Control Strip	27
CHAPTER 5 READING AND NAVIGATION COMMANDS	28
5.1 Reading Commands	28
5.1.1 Read by Line	28
5.1.2 Read by Word	29
5.1.3 Read by Character	29
5.1.4 Read Window	30
5.1.5 Read Current Line	30
5.1.6 Read Current Item	30
5.1.7 SAY ON: Read as Written to the Screen	30
5.1.8 Read Column	30
5.1.9 Read Highlighted or Selected Text	31
5.1.10 Read Attribute	31
5.1.11 Spell Word	31
5.1.12 Spell Military	31
5.2 Movement and Navigation Commands	31
5.2.1 Move to Top and Bottom	31
5.2.2 Move to Window Edge	32
5.2.3 Move to the Menu Bar	32
5.2.4 Move to Close Box	32
5.2.5 Move in Increments	33
5.2.6 Mark and GoTo	33
5.2.7 Mark and GoTo Within a Window	33
5.2.8 Quick Mark / Quick GoTo	33
5.2.9 GoTo Line	34
5.2.10 GoTo Screen Coordinate	34
5.2.11 GoTo Window Coordinate	35
5.3 Window Navigation	35
5.3.1 Navigating Between Windows	35
5.3.2 Window Cycle	35
5.3.3 Top Window	36
5.3.4 Hide/Show Application	36
5.3.5 Resize Window	36
5.3.6 Collapse / Un-collapse All Windows	37

5.3.7	Scroll Window	37
5.3.8	Scroll by Line	37
5.3.9	Scroll All the Way.....	37
5.3.10	Scroll by Percentage.....	37
5.3.11	Using the Mouse With outSPOKEN	38
5.4	FIND Text, Graphics or Attributes.....	38
5.4.1	Find in Window	39
5.4.2	Scrolling Find: Find in Document.....	40
5.4.3	Find Attribute	40
	Find Consecutive Attributes.....	41
	Find Highlighted Text.....	41
5.4.4	Find Pointer / I-Bar.....	41
5.5	Information Commands	42
5.5.1	INFO	42
5.5.2	SAY / STOP “Key Describe”	42
5.5.3	Where on Screen.....	43
5.5.4	Where in Window	43
5.5.5	Current Line Location	43
5.5.6	Where In Application	43
5.5.7	Window Information.....	44
5.5.8	Scroll Information.....	44
CHAPTER 6 CUSTOMIZING OUTSPOKEN		45
6.1	Custom Settings.....	45
6.1.1	At Work.....	46
6.1.2	Capitals.....	46
6.1.3	Caps Lock.....	46
6.1.4	Dimmed Text	46
6.1.5	Echo.....	47
6.1.6	Graphics	47
6.1.7	I-Bar	47
6.1.8	Movement.....	48
6.1.9	Numbers	48
6.1.10	Punctuation.....	49
6.1.11	Repeat Filter	50
6.1.12	Style Change	50
6.1.13	Windows	51
6.2	Voice Settings Dialog.....	51
6.2.1	Voice Selection	52
6.2.2	Voice Settings: Rate, Pitch and Modulation.....	52
6.2.3	Volume Settings: Outspoken, System and Alert.....	52
6.2.4	Muting outSPOKEN	53
6.3	Temporary Settings.....	53
6.3.1	Temporary Custom Settings	53
6.3.2	Temporary Voice and Volume Settings	54
6.4	Dictionary Settings	55

6.4.1	Customizing Word Pronunciation	55
6.4.2	Customizing Graphics	56

Chapter 1

THE outSPOKEN MANUAL

1.1 About This Manual

This manual is provided in print, on standard speed cassettes, and as a text document on the outSPOKEN disks. Registered users can obtain a braille version free upon request. All of outSPOKEN's commands are explained in the manual. For easy reference, your outSPOKEN package also includes print and braille sets of the outSPOKEN command sheets.

The manual is designed for users with any degree of Macintosh experience. Terms and concepts are presented in a logical order for those who wish to read the manual straight through. But topics have also been kept as self-contained as possible, making it easy to use this manual as a reference tool.

This manual consists of six chapters:

Chapter 1 provides a brief description of the outSPOKEN manual.

Chapter 2 provides a basic overview of the Macintosh operating system. This is not meant as a complete tutorial, but rather as a brief explanation of certain terms and concepts with which you should be familiar before using outSPOKEN. If you need more complete instructions, please refer to your computer manual.

Chapter 3 explains how to install outSPOKEN, how to turn outSPOKEN on and off, how to disable outSPOKEN at startup, how to uninstall outSPOKEN and how to create an Emergency Startup Disk.

Chapter 4 covers basic outSPOKEN concepts and commands that you should understand before you can use outSPOKEN to read, edit and navigate.

Chapter 5 explains outSPOKEN's entire command structure for reading, navigating and obtaining information. The alphabetized command sheets provided with outSPOKEN summarize these commands. Use them as a reference guide.

Chapter 6 explains how to customize outSPOKEN to best utilize all of its features for your particular needs.

1.2 Conventions Used in This Manual

This section explains certain conventions that are used in the outSPOKEN manual. Some of these will be explained in greater detail in chapters 4 and 5.

The Numeric Keypad

When outSPOKEN is active, the keys on the numeric keypad are transformed into command keys for reading, navigating and editing what is on the screen. In this manual, all outSPOKEN commands listed refer to keys on the numeric keypad, unless otherwise noted. This does not apply to certain modifier keys on the main keyboard which may be used in conjunction with numeric keypad keys for issuing additional commands.

All Caps

Words that appear in all caps are the names of outSPOKEN keys and/or commands. For example, in the sentence, "Pressing TOP places the pointer in the top left corner of the current window," TOP is the name of an outSPOKEN command.

The Enter Key

There are two keys on a keyboard that may be thought of as 'enter' keys. The first is located on the main keyboard, to the far right, and is often labeled 'Return' or with an arrow. In this manual, that key is designated as Return. On the numeric keypad there is also an 'enter' key, located in the lower right-hand corner. That is outSPOKEN's SAY/STOP key, and performs particular functions other than 'enter.' In this manual, that key is designated as SAY.

Arrow Keys and outSPOKEN Direction Keys

outSPOKEN's 'direction' keys are different from the four 'arrow' keys on the main keyboard, which are used within an application for other purposes. In this manual, the difference will always be distinguished as direction keys for outSPOKEN keys, and arrow keys for main keyboard keys.

Chapter 2

ABOUT THE MACINTOSH

This chapter provides an introduction to the Macintosh. It is not intended as a complete tutorial, but rather as a brief explanation of certain concepts that are important to your understanding of outSPOKEN. If you need additional instruction on the use of the Macintosh, you should refer to your computer manual. All of the concepts and commands presented in this chapter explain the use of the Macintosh without outSPOKEN being active. Chapters 4 and 5 explain in detail how these same concepts and commands can be viewed or executed by using outSPOKEN.

The print and tactile reference sheets that come with this outSPOKEN package can be used in conjunction with this chapter to help you understand these concepts.

2.1 The Macintosh Finder and Desktop

When you first turn on ("boot") your computer, the program that is automatically launched is called the Finder. This application is always on, since it is the application that runs your computer. All other applications and actions are launched from the Finder. When you close all applications, the Finder screen reappears. This is known as the "desktop".

When you are in the Finder (as opposed to some other application) the desktop displays a menu bar across the top which list several menus. The first symbol on the left of the menu bar is the 'Apple', usually followed by the 'File', 'Edit', 'View', 'Special' and 'Help' menus, if you are using Macintosh Operating System 8.x (OS 8.x). If your Operating System is 7.x (OS 7.x) you may also see a menu called 'Label.' In OS 8.x Label is part of the File menu. The desktop also contains small graphics called "icons." A typical desktop layout, with an open window, is illustrated in sheet #3. At a minimum, the desktop always contains the Hard Disk and Trash icons. The Hard Disk icon is usually found in the upper right corner below the menu bar. Below it you would find any other mounted disks. The Trash icon is usually found in the lower right corner of the desktop. Icons from other applications or windows can be moved onto the desktop for easy access. The desktop is not the same as a standard window — it cannot be scrolled or closed, and the desktop items can only be viewed as icons, unlike other windows' items which can also be viewed in list format.

Finder windows contain the icons and names of files, folders and disks. View menus offer several different formats for viewing an active window, including by "name," "date modified," "size" and "kind." While using outSPOKEN, we

recommend using one of the 'list' views to organize the window's contents in order to make selecting items easier. Each window may have its own setting, to suit your individual needs.

On the desktop you may have a small floating window called the Control Strip. If this window is open it will look like a narrow strip containing several symbols. If it is closed it will look like a small rectangular box. The Control Strip gives you quick access to Control Panels. We recommend that you remove the Control Strip by turning it off in the Extensions Manager and then restarting your computer.

Sometimes icons on the desktop may be covered by open windows. (Sheet #3) To access these icons you will need to close or resize the windows that are covering them. All of the items on the desktop can be opened to reveal their contents, or they can be moved to other locations.

2.2 Icons and Symbols

Icons are small graphics, usually with text labels below them, representing files and applications. Generally, they look like the object, or have the logo of the application that they represent. For example, the "Word" icon, representing the word processing application *Word*, looks like a diamond with a "W" in the center. The "Trash" icon, representing the trash can, looks like a trash can which is open when there is something in it and closed when it is empty.

Within an application, functions such as set tab and set margin are often represented by graphics, which are called "symbols." Symbols do not normally include text labels, and frequently represent controls or settings. For example, many word processors have "Tool Bars," which are rows of symbols shown above the document. When clicked on, these symbols perform operations such as double-spacing the document, bringing up spell check, sorting lists, changing fonts, etc.

2.3 The Mouse

The mouse is the small plastic box on the desk. As you roll the mouse across the desk (or mouse pad) an arrow shaped pointer moves across your screen. Every mouse has at least one mouse button, which can be clicked, double-clicked, or pressed and held in order to issue commands such as open, highlight, select, close, drag, etc. The mouse pointer ('cursor') on the screen, changes shape to resemble a capital letter I as it moves over editable text. If you click on the mouse button, a flashing insertion bar (I-bar) will be placed at that location, indicating that any typing or editing that you do will happen at that location. While the I-bar is flashing you can still move the mouse pointer to other locations to issue commands or to move the I-bar to another location within the window. You can

also move the pointer to other open windows. The mouse pointer can also change to other shapes, such as a clock or a hand, depending on the operation that is being performed.

PowerBooks have a trackball or trackpad instead of a mouse.

2.4 Windows

When a folder or document is opened, its contents are displayed in a window. Almost all information displayed by the Macintosh is presented in windows, which are bordered rectangles appearing on your screen. Sheet #3 shows an open window on the desktop. Sheet #4 shows nested windows.

A few concepts are common to all windows and are important to understand before other concepts can be introduced. A window can be large or small, wide or narrow, tall or short. You may also move and reshape windows to fit your needs. Although there are different types of windows depending on the application that you are using, many features are common to most of them. The terms and concepts introduced in this section are used to explain some of the basic features and concepts common to most windows.

2.4.1 *The Title Bar*

Most windows have a title bar associated with it that tells you what is displayed in that window. The title bar gives you the name associated with that particular window or document. The Title Bar can also be used to move or relocate the window. If you place the mouse pointer on the Title Bar and press and hold the mouse button down, you can drag the entire window to a different location on the screen.

On the title bar, on either side of the window title, are small symbols used for closing and resizing the window. On the left-most side of the title bar is a small square symbol called the Close Box. If you click on that box, the window will close. You can also close the window by choosing 'Close' from the File menu. Sometimes when you close a window, a dialog box will appear before the window closes, asking you for further information such as whether you want to save that document, or save any changes that you may have made to it.

On the right side of the title bar are either one or two small boxes, depending upon your operating system. If there is only one box, it is the Zoom Box. If there are two boxes (OS 8.x) they are, from left to right, the Zoom Box and the Collapse Box. Clicking on the Zoom Box causes the window to open large enough to reveal all of its contents. Clicking on it again causes it to close back to its most recent smaller size. Depending on the application, continued clicking might cause it to shrink even smaller. Clicking on the Collapse Box will collapse

the window so that only the Title Bar is visible. Clicking on it again will restore the window to its previous size.

2.4.2 The Scroll Bar

Frequently, a window will only have room to display a portion of its contents. In order to reveal the remainder of the document the window must be "scrolled."

The scroll bar is a long, narrow strip, usually found along the right edge and/or bottom edge of the window. A scroll bar has arrows at either end pointing in opposite directions -- an up arrow at the top and a down arrow at the bottom; a left arrow at the bottom left and a right arrow at the bottom right. To scroll down, for example, click on the downward-pointing arrow. This reveals the next line of the document. To scroll up, click on the upward-pointing arrow. If you point to either of these arrows, click on it and hold the mouse button down, you can move more rapidly through the document. If you point to a gray area between the arrows and click on it, you will move up or down, or right or left, by one window. Some scroll bars contain a small rectangle located between the two arrows. This is called the "elevator box" and indicates that some portion of the document is not displayed in the window. As you move up and down or right and left in the document, either by scrolling, adding or deleting text, or moving within the document using the arrow keys, the rectangle moves in the same direction. For faster movement, move the mouse pointer onto the elevator box, click and hold the mouse button down, and then drag the square in the direction that you wish to move.

If the window does not contain either a vertical or horizontal scroll bar, there is nothing further to display in that direction.

2.4.3 Dialog Boxes

A dialog box is a special kind of window that prompts you for information. Dialog boxes vary widely depending on the kind of information they are requesting. They can be extremely simple, with only one or two controls, or they can be quite complex. Within a dialog box you may find one or more items. (Sheet # 5) The following is a brief description of these items.

Buttons

A button is a small rectangular object depicting a push-button. It often contains a label describing the action it performs when clicked. Many dialog boxes also have buttons labeled "OK" and "Cancel." Clicking on OK tells the application that you have finished supplying whatever information was being requested and that you wish to proceed with the operation. Clicking on the Cancel button tells the

application that you do not wish to proceed. The dialog box is then closed, no other actions are performed, and any changes made in the dialog box are lost.

There are three other types of buttons: the default button, the radio button and the check box. The default button is indicated by a dark border and will be automatically selected by pressing the Return key. The radio button comes in groups, and only one of them can be selected at a time. They are used in situations where you have several, mutually exclusive options for a particular setting. When a radio button is selected, the previously selected one is automatically de-selected. The check box is a small square which can be checked or unchecked by clicking in it. These are used in situations where a feature is either on or off. When the box is checked, either a graphical X or a check-mark appears in the box.

Edit Boxes

An edit box is a field in a dialog box into which you can type text. Edit boxes are used in many situations where you are prompted to enter a name, a number or some other item.

Scrolling Lists

Dialogs may contain scrolling lists that enable you to choose a particular item. Often these lists work in conjunction with pop-up menus. Above the list you may find an item enclosed in a rectangle, containing the name of a file, folder or application, and which may also contain a downward or upward pointing arrow. Below it you will find a list of items that are contained within that folder. Double click on any item in the list and that item will move up to the rectangle, and a new list will provide information about the contents of that item. You can move back and forth within this hierarchical list until you find the item that you are looking for.

2.5 Menus

Menus are used to group related commands and/or options under a single heading. A menu can be opened by placing the mouse pointer on top of the menu and pressing and holding down the mouse button. While still holding down the mouse button, you can move (or drag) the mouse pointer up and down within the menu until you find the item that you wish to select. Release the mouse button when that item is highlighted to select it. In OS 8.x, you can also open a menu by placing the mouse pointer on top of it and issuing a mouse click. You can then move the pointer up and down within the menu until you find the item that you wish to select. When that item is highlighted, you can issue a mouse click to select it.

There are two types of menus in the Macintosh operating system: Pull-down menus and pop-up menus. The most common menu on the Macintosh is the pull-down menu. (Sheet #2) Across the top of the screen, in almost every

application, is a menu bar. The items on the menu bar represent groups of related items or commands. When you open a menu, some items may be dimmed, indicating that those particular items are not available or applicable at that time. A menu item with an arrow next to it indicates that the item contains a sub-menu. You can open a sub-menu by pointing at the arrow as you continue to drag the mouse. A downward-pointing arrow at the bottom of a menu indicates that there are additional items in the menu that are not visible within the current window. Move the mouse pointer down to that arrow and the additional items will move into view.

The pop-up menu contains a list of mutually exclusive options, only one of which can be selected at a time. This menu does not appear at the top of the screen or window. It usually contains a small downward pointing arrow, or it may have a rectangle drawn around it, or both. When you point to this menu and hold down the mouse button the menu opens, and you can move through the list to make your selection.

Some menus can also be opened by using keyboard shortcuts. Additionally, some menu items have a "shortcut key" listed to the right of the item. This means that the menu item has a keyboard equivalent, or shortcut, which can be used to execute or activate a menu item from the keyboard without opening the menu first. These commands vary from application to application and are beyond the scope of this introduction. For more information, refer to specific application manuals.

There are two important menus that are common to every application, the Apple menu and the Applications menu. In OS 8.x there is a third menu called the Contextual menu.

The Apple Menu

The Apple menu is represented by the Apple logo and is always the first item on the menu bar. This menu is 'global' to all applications that run on the Macintosh, which means that its contents are always available from within any application. If you are in the Finder, the first item in the Apple menu will be "About This Computer" or "About This Macintosh", which provides useful information about the Mac operating system that you are using and memory usage statistics. If you are in another application, the first item becomes "About (this application)" which provides useful information about that particular application, including version number and contact information.

There are many other important items in this menu such as Recent Applications, Recent Documents, Control Panels and the Chooser, which are explained in your computer documentation.

The Application Menu

The Application Menu is the last item on the far right side of the menu bar. It is represented by the current application's symbol. This menu is divided into two parts, Controls and Applications. In the Controls group you will find three items, "Hide (application)" "Hide others" and "Show all." If you click on Hide application, the current application will be hidden. If you click on Hide others, all applications except for the current application will be hidden. If you click on Show all, all open applications will become visible.

Below the Controls group is a list of all open applications. The application with the check mark is the current or active application. You can use this list to switch between applications. If other applications on the screen overlap the application that you have chosen, you can select "Hide others" after changing applications.

Contextual Menus

In OS 8.x there are special pull-down menus called Contextual menus. If you hold down the Control key and press and hold down the mouse button anywhere in the Finder (on an icon, a window, the Trash or a folder) a menu will open that lists commands you are most likely to use for that item. These menus may also contain sub-menus.

Chapter 3

INSTALLING outSPOKEN

This chapter lists the system requirements for running outSPOKEN and the outSPOKEN Installer and provides detailed instructions on how to install, uninstall and temporarily disable outSPOKEN. It also provides instructions on how to create an emergency startup disk that contains outSPOKEN. Please refer to the accompanying Installation Guide and Read Me file for any new information or changes.

3.1 System Requirements

The minimum system requirements for outSPOKEN 8.0 are:

- A 68020 based Macintosh
- 5 MB of free RAM
- Mac OS 7.0
- Apple's PlainTalk English Text-to-Speech software version 1.4

Although outSPOKEN 8.0 will work with the minimum requirements stated above, we strongly recommend the following in order to optimize outSPOKEN's features and speech quality:

- A 68040 based Macintosh or any Power Macintosh
- 8 MB of free RAM
- Mac OS 7.5.3 or newer
- Apple's PlainTalk English Text-to-Speech software version 1.5 or newer

The following requirements are for the outSPOKEN Installer:

- A floppy drive that can read a 1.44 MB floppy disk
- Apple's PlainTalk English Text-to-Speech components must be properly installed
- QuickTime's CD-ROM Auto Play setting must be enabled in order for the Installer's Auto Launch feature to work. (This is the default setting.) If the Auto Play feature is turned off, you can still launch the outSPOKEN Installer manually, as described below.

3.2 Installation

The outSPOKEN Installer is designed to run ONLY from the original outSPOKEN Installer disk 1. You cannot run the Installer from any other disk. If you receive a digitized error message at any time during installation, refer to section 3.5 for a

detailed explanation. Also refer to the accompanying Installation Guide and Read Me file for any new information or changes.

3.2.1 Launching the Installer Using "Auto Launch"

The outSPOKEN Installer is designed to launch and begin speaking automatically when the unlocked Installer disk is inserted into the disk drive. The Installer will talk you through the entire installation and serialization process. The "Auto Launch" feature requires that QuickTime's CD-ROM Auto Run setting is enabled. This is the default setting. If it is not turned on, the setting can be changed from within the QuickTime Settings control panel.

If Quick Time's CD-ROM Auto Run setting is enabled and the Installer does not speak when it is launched, refer to section 3.5. If you cannot use the Auto Launch feature refer to section 3.2.2 for instructions on launching the Installer manually.

If you wish to insert the Installer disk without launching the Installer, press and hold down the Option key while inserting the Installation disk into your computer. Continue holding the Option key down until you hear a beep. The Installer disk icon will now be on your desktop.

Please note that in order to use the Auto Launch feature, you must not rename the outSPOKEN Installer.

3.2.2 Launching the Installer Manually

You may wish to launch the Installer manually if the Installer disk is already in your disk drive, if QuickTime's CD-ROM Auto Run setting is turned off, or if the Installer did not launch. In order to launch the Installer manually complete the following steps:

- Before you begin, make sure that your computer is on, that you are in the Finder and have no other applications running, and that the Installer disk 1 is unlocked and inserted in the disk drive and its icon is on your desktop.
- Close all windows by pressing Command-Option-W.
- Press the Space Bar to highlight the Installer disk icon. (Please note that the names of both the Installer disk and the Installer have a space in front of them, for easy access. In order to use this easy access feature, you must not rename either the disk or the Installer.)
- Press either Command-O or Command-'Down Arrow' to open the Installer disk window.
- Press the Space Bar to highlight the Installer.
- Press either Command-O or Command-'Down Arrow' to launch the outSPOKEN Installer.

3.2.3 *Installing outSPOKEN*

The Installer will first check to make sure that you have the necessary system requirements.

If you have the necessary requirements you will hear "Press return to start installing outSPOKEN 8.0 on your current startup disk. Press escape to leave your disk untouched."

If you do not have the necessary requirements you should hear a digitized warning. Press Return to exit the Installer. Refer to section 3.5.

If you do not hear anything, refer to section 3.5.

If you have a previous version of outSPOKEN installed in the Control Panels folder, the Extensions folder or the System Folder, the Installer will instruct you to move it to the Trash. Press Return to automatically move it to the Trash and continue installation, or press Escape to quit the Installer and leave your disk untouched. Any versions of outSPOKEN that are moved to the trash can be retrieved at any time until you select Empty Trash from the Special menu. Please note, however, that you cannot have more than one copy of outSPOKEN running at the same time. (If you have more than one version of outSPOKEN installed, please refer to the note at the end of this section.)

After removing any prior versions of outSPOKEN, or if you did not have any prior versions installed, the Installer will ask you to enter your name. The name that you enter will be the name that outSPOKEN announces every time that it starts up. You will not be able to change this information once the installation process is complete.

Press Tab to move to the next edit field.

The Installer will ask you to enter your company name. You may leave this field blank. outSPOKEN will not announce the company name when it starts up.

Press Tab to move to the next edit field.

The Installer will ask for your serial number. This number can be found on your registration card in print and on the outSPOKEN Documentation disk 2 in both print and braille. The Installer will announce that the serial number you have entered is valid. If not, press Tab three times. This will cycle you back to the serial number edit box and highlight the number that you previously entered. Press the delete key to delete the highlighted number. Re-enter the number exactly as it is written.

Press Return to complete the installation or Escape to quit the Installer and leave your disk untouched.

If installation was complete, you should hear disk activity as the Installer writes the new serialized version of outSPOKEN to your hard drive. A dialog will appear announcing that the installation was successful.

To use outSPOKEN you must now restart your computer. Press Return to restart. If you do not want to restart your computer press Escape to quit the Installer. Pressing Escape will not undo all the previous steps or delete the information that you entered.

If installation was not successful you will receive a digitized error message announcing that installation failed. Refer to section 3.5.

Your Installer disk is your only back-up for outSPOKEN. We suggest that you lock the disk and keep it in a safe place.

Note: You may have both outSPOKEN version 1.x and outSPOKEN 8.x in your System Folder, but only one version can be in the Control Panels folder at any one time. The other must be in the Control Panels (Disabled) folder. You may use the Extensions Manager "set feature" to create different sets – one with outSPOKEN 1.x and one with outSPOKEN 8.x.

3.3 Uninstalling, Disabling or Turning Off outSPOKEN

There are two methods for removing outSPOKEN from your System Folder: through the Extensions Manager or by manually dragging outSPOKEN out of the System Folder. You can also temporarily disable outSPOKEN at startup, or temporarily turn off or mute outSPOKEN at any time.

3.3.1 Using the Extensions Manager to Uninstall outSPOKEN

Open the Extensions Manager in the Control Panels folder. Locate outSPOKEN by scrolling through the screens. Disable outSPOKEN by clicking once in the check box located to the left of the name outSPOKEN (OS 7.6 or 8.x) or click once on the name outSPOKEN (OS 7.5.x.) The check mark in the check box or in front of the name will disappear. Close the Extensions Manager. Restart your computer to remove outSPOKEN.

The advantage of using the Extensions Manager to remove outSPOKEN is that you can reinstall outSPOKEN at any time by opening the Extensions Manager, locating outSPOKEN and checking it again.

3.3.2 Manually Uninstalling outSPOKEN

Open your hard disk window. Open the System Folder window. Open the Control Panels folder window. Locate outSPOKEN and remove it from the Control Panels folder by dragging it to another location. We suggest that you drag it to your desktop but you can also drag it to another folder that is not in the System folder. Close all windows. Restart your computer to remove outSPOKEN.

To reinstall outSPOKEN after manual removal, locate the outSPOKEN control panel from wherever you put it. Drag it to the Desktop if it is not already there. Close all windows. Drag the outSPOKEN control panel on top of your hard disk icon. Open your hard disk window. Drag the outSPOKEN control panel on top of your System Folder icon. The Mac operating system will alert you with a dialog that says "Control Panels need to be put in the Control Panels folder." Click the OK button. Restart your computer to reinstall outSPOKEN.

3.3.3 Temporarily Disabling outSPOKEN at Startup

If you wish to temporarily disable outSPOKEN so that it does not install during startup, start or restart your computer. When you hear the chords indicating that the computer is starting, press and hold the Option key. Continue to hold the Option key down until you hear a beep indicating that the outSPOKEN icon has appeared at the bottom of the screen with an 'x' through it. outSPOKEN remains in the Control Panels folder but is not installed. In order to enable outSPOKEN again, you must restart your computer. You cannot turn it on from the keyboard or from the outSPOKEN Control Panel.

3.3.4 Turning Off outSPOKEN

To turn outSPOKEN off at any time without restarting your computer press CONTROL-MENU (MENU is outSPOKEN's name for the Clear key located in the upper left-hand corner of the numeric keypad. See sections 4.1 and 4.2 for a detailed explanation of all outSPOKEN keys.)

To turn outSPOKEN back on at any time, press CONTROL-MENU again. Remember that this is a temporary method of turning outSPOKEN off. The next time you start or restart your computer, outSPOKEN will be installed, but will be turned on or off depending upon the state that it was in when you shut down.

3.3.5 Muting outSPOKEN

While outSPOKEN is off you cannot issue any outSPOKEN commands or access any of outSPOKEN's dialogs. Additionally, outSPOKEN will not be aware of what is happening on your computer while it is turned off. Therefore, if you are sharing

your computer you might wish to mute outSPOKEN rather than turn it off. You can mute outSPOKEN by setting the outSPOKEN volume settings to zero from within the Voices Dialog. Section 6.2.4 explains how to mute outSPOKEN from the Voices Dialog.

3.4 Creating an Emergency Startup Disk

An emergency startup disk can be used to start your computer when there is something wrong with your hard disk and your computer fails to start. This disk can also be used to perform general maintenance and diagnostics on your startup hard disk.

3.4.1 *The Emergency Startup Disk*

The MacOS ships with a "Disk Tools" disk that can be used as an emergency startup disk. However, this disk does not contain outSPOKEN, Apple's PlainTalk English Text-to-Speech software or other emergency disks, such as Norton Utilities, that you may wish to use. If you want to be able to perform disk repair and maintenance using outSPOKEN you will need to create your own emergency startup disk.

The emergency startup disk should only be used as stated above, and should not be used as a back-up or storage disk. The only items that the disk should contain are:

- The System folder containing only those extensions and control panels that are needed for the "emergency"
- outSPOKEN and Apple's PlainTalk English Text-to-Speech software in the System folder
- Any disk utilities that you are going to use

It is beyond the scope of this manual to give you step-by-step instructions on how to create the disk. The steps below are general instructions. For more specific instructions, you should refer to the manuals that came with your computer, with your version of the MacOS, with your external disk drive and with any disk utilities that you plan to use.

3.4.2 *Creating the Emergency Startup Disk*

In order to create an emergency startup disk you will need a disk that is large enough to hold the System Folder, including outSPOKEN and Apple's PlainTalk English Text-to-Speech software, and any disk utilities that you want to use. Removable disks such as Zip, Jaz or Syquest drives are ideal for this situation.

Be sure that the drive is attached to your computer according to the manufacturer's instructions. Start your computer. Once the computer has started, insert the disk that you are going to use. Its icon should appear on your desktop. If not, refer to the manual that came with the drive.

Rename this disk "Emergency." To do this, click once on the name of the disk and then type the word "Emergency." Press Return. If this does not work, verify that File Sharing is off. This can be done by clicking on the 'stop' button in either the File Sharing or Sharing Setup control panels.

Install a System Folder on the emergency disk. Use the MacOS Installer to do this. Follow the directions that came with your computer and/or your MacOS software package. **DO NOT DRAG AND DROP A SYSTEM FOLDER ONTO THE EMERGENCY DISK.** Be sure that you select the "Emergency" disk as the disk on which to install the new System software. You should choose to install the 'Minimum set for this computer' or the 'Core set for this computer.' You should also install Apple's PlainTalk English Text-to-Speech software. (This may require that you locate and run a second installer. Refer to the manuals that came with your computer or the MacOS for details.) Once the installation is complete, quit the Installer. You do not need to do a restart at this time.

Install any disk utility software that you want onto the "Emergency" disk. If you are going to use Apple's Disk Tools, locate those applications on the MacOS floppy disks or CD, and copy them to the "Emergency" disk. If you are going to install other software, follow the instructions that came with that software.

Install outSPOKEN on the "Emergency" disk. From the Apple Menu select Control Panels. From the Control Panels select Startup Disk. Click twice on the "Emergency" disk icon. Close the Control Panel and restart your computer. It should now start from the "Emergency" disk. (If it does not start from this disk, refer to the manuals that came with your computer, MacOS or external disk drive.) Install outSPOKEN according to the directions in section 3.2, the Installation Guide and the Read Me file. When outSPOKEN is installed, restart your computer. It should start from the "Emergency" disk with outSPOKEN speaking.

Verify that everything on the disk is working properly. Shut down your computer. The "Emergency" disk will be ejected. Remove, label and lock the disk and keep it in a safe place. This disk should only be used for emergencies or to perform disk maintenance.

3.5 Troubleshooting the outSPOKEN Installation

This section will help you resolve problems that may occur during installation. Some of these solutions may require sighted assistance. Please refer to the Installation Guide and Read Me file for additional information.

1) If the Installer does not launch, either manually or through "Auto Launch":

- a) Open the Speech control panel. Select the "Voices" option. Select a lower quality voice (such as Junior) from the Voices pop-up menu. Click the test button to the right of the pop-up menu. If you get an error dialog, either you do not have enough RAM available to run Apple's PlainTalk English Text-to-Speech software or the PlainTalk software is damaged and needs to be reinstalled.
- b) To make more RAM available, use the Extensions Manager to turn off all unnecessary extensions and control panels and then restart your computer. (Remember, the Speech Manager and the Speech control panel must be left on.) Try running the Installer again after doing a restart.
- c) If the outSPOKEN Installer still does not launch, reinstall Apple's PlainTalk English Text-to Speech software. You will find the "ETTS Installer" on the MacOS CD that came with your computer, or contact Apple Computer for instructions on how to obtain a copy.

2) If the Installer launches but does not speak:

- a) Increase your computer's System Volume in either the Sound control panel or the Monitors and Sound control panel.
- b) If you are using external speakers, make sure that the power is on, that the batteries are working properly and that the volume is turned up.
- c) Make sure that you do not have a headphone plugged in to the computer.
- d) Check to make sure that Apple's PlainTalk English Text-to-Speech components are properly installed.
The Extensions folder should contain:
 - MacinTalk 2, MacinTalk 3 and/or MacinTalk Pro Extensions
 - The Voices folder that includes the voices based on the MacinTalk extensions that you have loaded
 - The Speech ManagerThe Speech control panel should be in the Control Panels folder.
- e) Apple's PlainTalk English Text-to-Speech software may be damaged or need to be reinstalled. (See item 1 above)

- f) There might not be enough RAM available to run the Installer. (See item 1 above)
- 3) If you do not have the necessary minimum requirements, you will receive a digitized error message (while the Installer is checking minimum requirements) that says "Welcome to the outSPOKEN Installer. outSPOKEN requires a 68020 or later processor, System 7.0 or later, and MacinTalk 2 or later."

This message will be followed by one of the following messages which will further explain the problem:

- a) "This Macintosh has a 68000 processor."
You must have a 68020, or newer, based Macintosh. We recommend that you have a 68040 Macintosh or a Power Macintosh.
- b) "This Macintosh does not have System 7 or later installed."
You must have System 7.0 or newer installed. We recommend System 7.5.3 or newer.
- c) "MacinTalk 2 or later is not properly installed on this Macintosh."
This means that the PlainTalk Text-to-Speech software is not properly installed. You must have all components installed in the proper location. You must have MacinTalk 2, 3 and/or Pro Extension, the Voices folder with the appropriate voices, and the Speech Manager, in the Extensions Folder. You must have the Speech control panel in the Control Panels folder. You might want to reinstall Apple's PlainTalk English Text-to-Speech software.
- d) "This Macintosh does not have System 7 or later and MacinTalk 2 or later installed."
You must upgrade your System to at least System 7.0 or newer, and properly install Apple's PlainTalk English Text-to-Speech software.

After you receive one of the above digitized messages, the Installer will say "outSPOKEN 8.0 cannot be installed. Press Return to exit the Installer."

Press the Return key to exit the Installer. Your disk will be left untouched. Try to resolve the problems and run the Installer again.

- 4) If you receive a digitized error message that says "I am sorry but installation of outSPOKEN failed. Press return to exit the Installer."
 - a) The problem may be that the Installer is unable to record the registration information on the floppy disk because the disk is locked, full or damaged. Check the floppy disk to make sure that it is unlocked and contains no other files than those on the original disk. If you determine that the floppy disk is damaged, contact your dealer to obtain a replacement disk.

b) The problem may be that the Installer is unable to copy outSPOKEN to your hard drive because your hard drive is locked, full or damaged. Check your hard drive to determine if any of these situations may have occurred.

5) If you receive a digitized error message that says "Cannot find or create preference file."

a) This is a message from an old version of outSPOKEN that was moved to the Trash during the installation process. This error message can be ignored and dismissed by pressing the Return key twice.

Chapter 4

INTRODUCTION TO outSPOKEN

Before learning the outSPOKEN reading, navigation and information commands, it is important that you understand the way in which outSPOKEN uses the keyboard and the function of certain important keys and commands.

4.1 The Numeric Keypad

When outSPOKEN is active, the keys on the numeric keypad are transformed into function keys for reading, navigating and editing what is on the screen. Most of outSPOKEN's commands are issued from the numeric keypad, found on the right-hand side of standard keyboards. (Sheet #1) If your keyboard does not have a numeric keypad, or if you do not wish to use the keypad to issue outSPOKEN commands, section 4.2 explains how to issue outSPOKEN commands from the main keyboard.

The numeric keypad consists of five rows and four columns. In this manual numeric keypad keys are referred to by outSPOKEN's name for that key, all in caps, followed by the location of the key. For example, outSPOKEN's 'Select' key is the number 5 key on the numeric keypad (the one with the raised dot) which would be written as SELECT (2,3). This indicates that SELECT is 2 columns over from the left of the numeric keypad and 3 rows down from the top. Once you become familiar with outSPOKEN's name for particular keys, you will probably not need to refer to them by their location. All of the key names and the commands that they activate are summarized in a set of command sheets in both braille and print which are included with the outSPOKEN package.

outSPOKEN's 'Key Describe' command (section 5.5.2) can be used to tell you the name of outSPOKEN keys on the numeric keypad.

4.2 The Main Keyboard

Certain keyboards, such as those on PowerBooks, do not have a numeric keypad, or when using certain applications, you may not want to use your numeric keypad for issuing outSPOKEN commands. Therefore, you can also issue outSPOKEN commands from the main keyboard.

4.2.1 The TILDE Key

While holding down the TILDE (~) key, the outSPOKEN keypad functions move to the main keyboard. The TILDE key is found in different locations on different

keyboards. It might be to the left of the SPACE bar, in the upper left-hand corner of the keyboard, to the left of the letter 'z' or to the right of the SPACE bar. If you are using outSPOKEN's 'Key Describe' command (section 5.5.2) and you press the TILDE key, outSPOKEN will say "Use keyboard" rather than tilde, when it announces this key.

While holding down the TILDE key, outSPOKEN commands move to the main keyboard, centered around the letter 'k'. Most outSPOKEN commands will then be located in the same positions relative to the 'k' as they were relative to the SELECT key on the numeric keypad. For example, the UP key will be the 'i' and the WINDOW key will be the '8'. There is one exception, the CANCEL key will be located on the 'apostrophe' key.

This feature enables you to use the numeric keypad for entering numbers or for other standard keypad functions. Remember, the TILDE key must be held down as if it were one of the regular modifier keys. For example, if an operation requires you to use the Enter key on the numeric keypad, you would press and hold TILDE (to release the keypad) and then press the Enter key at the same time.

4.2.2 *Review Mode*

If you are reviewing a document, rather than typing or editing, you may prefer to use 'Review Mode' rather than the TILDE key. Use SHIFT-MENU (SHIFT-1,1) from the numeric keypad or TILDE-SHIFT-MENU (TILDE-SHIFT-'7') from the main keyboard to activate the Review Mode. outSPOKEN will announce "Review mode on." You can then issue outSPOKEN commands from the main keyboard as described in section 4.2.1 above. To exit this mode, press SHIFT-MENU from either the main keyboard or the numeric keypad. (Do not press TILDE-SHIFT-MENU to exit.) outSPOKEN will announce "Review mode off."

While you are in the Review Mode, outSPOKEN will temporarily exit this mode if you type an outSPOKEN command that requires you to type a letter or number from the main keyboard. For example, if you issue the GOTO LINE command, outSPOKEN will temporarily disable the Review Mode so that you can enter a number or letter from the main keyboard. When you complete the command, Review Mode will automatically be re-activated. Remember that while the Review Mode is temporarily disabled, you must hold down the TILDE key to issue an outSPOKEN command, such as an outSPOKEN direction key or CANCEL, from the main keyboard.

It is important to note that Review Mode only affects the main keyboard, not the numeric keypad. Therefore, you must use the TILDE key as a modifier key if you want to enter numbers from the numeric keypad or if you want to type from the main keyboard.

LIST OF outSPOKEN KEYS

THE NUMERIC KEYPAD

outSPOKEN	LOCATION	KEYPAD	NAME
KEY			
MENU	1,1		Clear
TOP	1,2		7
LEFT	1,3		4
FIND	1,4		1
DRAG/			
RELEASE	1,5	0	
WINDOW	2,1		= (Equal)
UP	2,2		8
SELECT	2,3		5 (The key with the raised dot)
DOWN	2,4		2
MARK	3,1		/ (Slash)
WHERE	3,2		9
RIGHT	3,3		6
SCROLL	3,4		3
CANCEL	3,5		. (Period)
GOTO	4,1		* (Asterisk)
INFO	4,2		- (+ on some keypads)
SPELL	4,3		+ (- on some keypads)
SAY/STOP	4,4		Enter

THE MAIN KEYBOARD

outSPOKEN	KEYBOARD
KEY	NAME
MENU	7
TOP	u
LEFT	j
FIND	m
DRAG/	
RELEASE	Space Bar
WINDOW	8
UP	i
SELECT	k
DOWN	, (Comma)
MARK	9
WHERE	o
RIGHT	l
SCROLL	. (Period)
GOTO	0 (Zero)
INFO	p
SPELL	; (Semi-colon)
SAY/STOP	/ (Slash)
CANCEL	' (Apostrophe)

4.3 Entering outSPOKEN Commands

outSPOKEN commands are issued by the actions 'tap' and 'hold', either individually or in combination. Tap means to press and then release a key; hold means to press and hold down a key. While many of outSPOKEN's commands are issued by pressing one of the keys on the numeric keypad, some of the commands are issued by pressing a keypad key in combination with another key called a modifier key. There are four modifiers that can be used with an outSPOKEN keypad key: SHIFT, COMMAND, OPTION and CONTROL. On most keyboards, the COMMAND and OPTION keys are located on the bottom row of the keyboard, to the left of the space bar. The SHIFT key is on the second row from the bottom and is the large, left-most key. The CONTROL key is the left-most key either below or above the SHIFT key.

While holding down one or more of the modifier keys either tap or hold an outSPOKEN key in order to issue a command. The hold command is indicated by a hyphen after the modifier key. For example, to issue the SAY ON/OFF command, the manual would instruct you as follows: COMMAND-OPTION-SAY. This means that you would press and hold down both the COMMAND and OPTION keys, tap the SAY key and then release the COMMAND and OPTION keys. In some cases an outSPOKEN command will require you to tap two outSPOKEN keys. This will be listed in the manual by separating the two keys with a comma. For example, to scroll down a screen of text you would press SCROLL, DOWN. This means that you would tap SCROLL and then tap DOWN. Some of the more powerful outSPOKEN commands require extended combinations. For example, to find the next occurrence of underlined text in a document, the manual would read: FIND, COMMAND-U, SCROLL, DOWN. This tells you to tap the FIND key, press and hold the COMMAND key while tapping 'u', release the COMMAND key, tap the SCROLL key and then tap the DOWN key.

4.4 Pointing and Clicking

The Macintosh operating system uses two cursors, the 'pointer' and the 'insertion-bar.' The mouse controls the pointer, which usually resembles a small arrow. As you move the mouse across the surface of your desk, the pointer moves in that direction on the screen. Many common operations are performed by pointing at information and pressing the mouse button. For example, to add a word to a text document, you would move the pointer to where you want to insert the word and then click the mouse button. This places the other cursor – the insertion bar (I-bar) – at that location in the text. After you type in the new word, you can move the mouse, but this moves only the pointer. The insertion bar

always follows your typing, unless you click the mouse button to move it to a new position in the document.

outSPOKEN allows you to navigate in the same manner, but without using the mouse. The following sections explain how to perform these commands using your numeric keypad.

4.4.1 *SELECT*

The direction keys, UP, DOWN, LEFT and RIGHT, which are explained in more detail in chapter 5, are used to duplicate the function of moving the mouse pointer. SELECT (2,3) performs the same function as clicking the mouse button. For example, when you are editing text, pressing SELECT moves the text insertion bar (I-bar) to the location of the mouse pointer.

You can perform the same function as the double click, used to open an application, disk, folder or document, etc., by pressing SELECT twice in rapid succession. You can also enter multiple clicks on the mouse button used to highlight words, lines, sentences or paragraphs, depending on the application, by pressing SELECT multiple times, in rapid succession.

SELECT also works in conjunction with modifier keys to execute various functions. For example, if you are in the Finder, holding down SHIFT while pressing SELECT allows you to highlight multiple consecutive items.

4.4.2 *Open Icon*

If you are in the Finder and the pointer is placed on a graphic, issuing a double click will open an application, disk, folder or document. However, if the pointer is positioned over the name of the graphic, pressing SELECT twice might place you in 'edit mode' which is used for changing the name of the graphic. Therefore, while in the Finder, it is preferable to use the Open Icon command, COMMAND-OPTION-DOWN, to open items, rather than the double click.

4.4.3 *Selecting Menu Items*

Navigate to the menu you wish to select and press DRAG (1,5) to open the menu. Once the menu is open, there are several ways to select an item. You can use direction keys to move up and down within a menu. If you know the name of the item that you wish to select, or its location in the list, you can type the first letter of that item, or type the number of that item using the number keys along the top of the main keyboard. You may also use any of outSPOKEN's FIND commands (section 5.4) to navigate to a menu item. Any of these methods will move you to the item that you wish to select, and outSPOKEN will say the name

of that item. Press DRAG again to select the item and end the DRAG feature. It is important to remember that all menus are opened by pressing DRAG, which is equivalent to pressing and holding down the mouse button. Therefore you must make your final selection by pressing DRAG again, to release the mouse button and end the drag mode.

A left or right pointing arrow next to a menu item indicates that the item contains a sub-menu. Use SELECT (2,3) to open the sub-menu. Then navigate, as described above until you hear the name of the sub-menu item that you wish to select. Press DRAG to select the item and end the DRAG feature.

4.5 DRAG / RELEASE

DRAG/RELEASE (1,5) is used to issue several important commands, and is similar in many ways to pressing and holding down the mouse button. This key is designated as DRAG in the manual. Once DRAG is pressed, the DRAG feature will remain on until DRAG is pressed again, which is equivalent to releasing the mouse button. When you press DRAG, outSPOKEN makes a low humming noise, or 'dragging sound.' This sound reminds you that dragging is in progress. This is important for you to know, since unknown dragging could result in significant changes of which you should be aware. If, however, you are using the DRAG feature in a menu, there will be no hum.

Dragging is used to perform several different operations:

If you are pointing to a menu, use DRAG to 'pull down' or 'pop up' that menu, as described in section 4.4.3 above.

Use DRAG to highlight text for editing. Place the I-bar at the beginning of the text you wish to highlight. Press DRAG and then use the direction key that is pointing in the direction in which you want to go. outSPOKEN will read the text and then it will highlight all the text that was read. This feature will remain on until you press DRAG again.

Use DRAG to move icons from one location to another. Place the pointer on the icon you wish to move. Press DRAG and then a direction key to move the icon. If you use the RIGHT, LEFT, UP or DOWN direction keys, outSPOKEN will move the icon that you are dragging to another icon and place it on top of it. If you wish to move the icon to a particular location on the screen, you can use the GOTO COORDINATE command (sections 5.2.10 and 5.2.11.)

In OS 8.x you can use DRAG to open Contextual Menus. Place the pointer on an icon and press CONTROL-DRAG.

Use DRAG to move windows from one location to another or to resize a window. (See section 5.3.5.)

4.6 General Commands

The following commands explain how to disable the mouse, silence the speech, turn outSPOKEN off and on, use the CANCEL command and hide the Control Strip.

4.6.1 *Turning off the Mouse*

When you are using outSPOKEN, it is recommended that you turn-off or disable the mouse (trackpad or trackball on a PowerBook) in order to prevent accidental mouse movement. Use OPTION-MENU to temporarily disable the mouse. This disables both the mouse movement and the mouse button. outSPOKEN will announce "mouse off." Press OPTION-MENU again to reactivate the mouse. outSPOKEN will announce "mouse on."

4.6.2 *SAY / STOP "Silence Speech"*

outSPOKEN's SAY key can be used to silence the speech when outSPOKEN is reading. If outSPOKEN is reading as a result of using one of the outSPOKEN direction keys, pressing SAY will silence the speech. The pointer will be positioned at either the end or beginning of the line, depending upon the direction key pressed.

4.6.3 *outSPOKEN Off/On*

Use CONTROL-MENU (CONTROL-1,1) to turn outSPOKEN off. outSPOKEN will announce "outSPOKEN off." While outSPOKEN is off you will not be able to enter any outSPOKEN dialogs or issue any outSPOKEN commands, except for CONTROL-MENU, which will turn outSPOKEN back on and open the "Welcome to outSPOKEN" dialog. An alternative to turning outSPOKEN off is to mute outSPOKEN. Section 6.2.4 explains how to mute outSPOKEN using the volume settings.

4.6.4 *CANCEL*

CANCEL (3,5) has two functions. First, pressing it cancels outSPOKEN operations that require multiple keystrokes, as long as that operation is in progress. These include MENU, WINDOW, MARK, GOTO, FIND, SCROLL, DRAG and SAY.

The other function of the CANCEL key is to automatically find and press the Cancel button in a dialog box that contains one. This includes outSPOKEN's own dialog boxes.

4.6.5 Hide Control Strip

The Control Strip is a small floating control panel on the desktop that provides quick access to other control panels. Use CONTROL-WINDOW to hide the Control Strip. This is a toggle command. Press CONTROL-WINDOW again to put the Control Strip back on the desktop.

Chapter 5

READING and NAVIGATION COMMANDS

5.1 Reading Commands

All outSPOKEN reading commands are issued from the numeric keypad. These are illustrated in the outSPOKEN keypad diagram, sheet #1

The main reading keys are outSPOKEN's direction keys, UP (2,2), DOWN (2,4), RIGHT (3,3) and LEFT (1,3), and SAY (4,4). The direction keys are positioned around the SELECT (2,3) key and are used to read text or graphics within the current window, and to move the pointer to a different location. The direction keys move only the pointer and do not move the insertion bar (I-bar.)

It is important to remember that outSPOKEN's direction keys are different from the four 'arrow' keys on the main keyboard, which are used within an application for other purposes. In this manual, the difference is distinguished by 'direction' keys for outSPOKEN keys, and 'arrow' keys for main keyboard keys.

5.1.1 *Read by Line*

Use DOWN (2,4) or UP (2,2) to read lines of text or graphics. Use DOWN to read the next line and move the pointer to the end of that line. Use UP to read the previous line and move the pointer to the beginning of that line.

outSPOKEN's concept of 'next' and 'previous' is based on the current pointer position. If the pointer is at the beginning of a line, the 'next' line is the portion of the line to the right of the pointer, or the entire line. If DOWN is pressed when the pointer is in the middle of a line, the 'next' line is the text between the current pointer position and the next line break. The same concept applies to UP. If the pointer is at the end of a line, the 'previous' line is the text between the current pointer position and the previous line break, or the entire line. If UP is pressed when the pointer is in the middle of a line, the 'previous' line is the text between the current pointer position and the previous line break.

Entering any command while outSPOKEN is reading a line will cause outSPOKEN to stop reading. However, it is important to note that the pointer will still be placed at the beginning or end of the line, depending on the direction key that was pressed, not at the word that was read when you interrupted the speech.

5.1.2 *Read by Word*

Use RIGHT (3,3) and LEFT (1,3) primarily to read individual words and graphics. RIGHT reads the word or graphic to the right of the pointer; LEFT reads the word or graphic to the left.

When reading to the right, the pointer is placed at the right end of the word just read; when reading to the left, the pointer is placed at the left end of the word. If the pointer is in the middle of a word when RIGHT or LEFT is pressed, the whole word will be read and the pointer will move to the end of the word in the direction indicated by the key that was pressed. If the pointer is at the end of a line when RIGHT is pressed, outSPOKEN will read the first word on the next line. If the pointer is at the beginning of the line when LEFT is pressed, outSPOKEN will read the last word of the previous line.

Reading by word also allows you to move the pointer to icons and symbols. Each graphic is treated as if it were an individual word. Use the RIGHT and LEFT commands to place the pointer on a graphic. Since icons and symbols have no real beginning or end, the pointer will be placed in the center of the graphic.

When reading by word, outSPOKEN will read all punctuation, regardless of the Punctuation setting in the Custom Settings dialog. (See section 6.1.)

5.1.3 *Read by Character*

Use SHIFT-RIGHT and SHIFT-LEFT to read one character right or left, respectively. If SHIFT-RIGHT is pressed, the character to the right of the pointer will be read and the pointer will be moved to the right by one character. If SHIFT-LEFT is pressed, the character to the left of the pointer will be read and the pointer will be moved to the left of that character.

If the previous or next character is a space outSPOKEN will say "space" or announce the number of spaces if there are more than one, regardless of the Movement setting in the Custom Settings dialog. outSPOKEN will also announce all punctuation, regardless of the Punctuation setting in the Custom Settings dialog. outSPOKEN will announce capitals, but this will be dependent upon the Capitals setting in the Custom Settings dialog. (See section 6.1 for information on the Custom Settings dialog.)

When reading by character, graphics are treated as if they were characters. This means that in a row of icons, for example, if you press SHIFT-RIGHT outSPOKEN will move from one icon to the next.

5.1.4 *Read Window*

Use OPTION-SAY (OPTION-4,4) to read the contents of the active window starting from the current pointer location to the bottom right of the window. The pointer will be placed at this location when outSPOKEN is finished reading. To read the entire window, press TOP (1,2) to move the pointer to the top of the window before pressing OPTION-SAY.

5.1.5 *Read Current Line*

Use SAY (4,4) to read the current line. outSPOKEN will read the entire line in which the pointer is located, but the pointer will not be moved. If you press SAY again while outSPOKEN is reading, outSPOKEN will stop reading and the pointer will be moved to the end of the line that was being read. This is known as outSPOKEN's STOP feature.

5.1.6 *Read Current Item*

Use SHIFT-SAY to read a word or graphic without moving the pointer. outSPOKEN will read the word or graphic that is located at the pointer. After reading, the pointer will remain in its original position.

5.1.7 *SAY ON: Read as Written to the Screen*

Use COMMAND-OPTION-SAY to hear words as they are written to the screen. outSPOKEN will announce "say on." This is a toggle command. Press COMMAND-OPTION-SAY again to turn it off. outSPOKEN will announce "say off." Press SAY to silence the speech at any time. The pointer will return to its original position prior to issuing the command.

This command is very useful for reading long documents as they are being drawn to the screen, in status dialogs such as those used by printers and modems, and while using terminal emulators.

5.1.8 *Read Column*

outSPOKEN is able to track and read columns. This feature is especially useful in spreadsheets and at many internet sites. Use SHIFT-UP or SHIFT-DOWN to have outSPOKEN read columns of text rather than the whole line.

Sometimes, when you are using a spreadsheet, the distance between two columns may be too small for outSPOKEN to recognize them as columns. In that case, it is advisable that you increase the cell width between the columns.

5.1.9 *Read Highlighted or Selected Text*

Use OPTION-FIND (OPTION-1,4) to move to and read an entire block of highlighted or selected text, or a highlighted graphic. The pointer will be placed at the end of the highlighted text or on the highlighted graphic. (See section 5.4.3 for more detailed information.)

5.1.10 *Read Attribute*

Following a 'FIND Attribute' command, outSPOKEN can read all consecutive words with a particular attribute. After outSPOKEN reads the first word with the attribute that you are searching for, press FIND, SAY. outSPOKEN will read all consecutive words with that attribute. (See section 5.4.3 for detailed information on how to use the FIND Attribute command.)

5.1.11 *Spell Word*

Use SPELL (4,3) to spell the current word. This command will also produce a beep to indicate your current location within the word. For example, if the cursor is in the middle of a word and you press SPELL, outSPOKEN will spell the entire word, but will pause and produce a beep as it passes the pointer location. If you were typing a word when you pressed SPELL, the beep would indicate the location of the I-bar. Please note that unlike using the 'Read by Word' command, the 'Spell Word' command does not move the pointer.

5.1.12 *Spell Military*

Use OPTION-SPELL to spell the current word in military spelling. Occasionally it may be difficult to understand the pronunciation of a particular word. To clarify any pronunciation ambiguities, outSPOKEN's Spell Military command will use words to indicate letters. For example, the word 'please' would be spelled out as "papa lima echo alpha sierra echo." The pointer will not be moved after using the Spell Military command. You can also change the pronunciation of words that may be difficult to understand. (See section 6.4.1.)

5.2 Movement and Navigation Commands

outSPOKEN's movement and navigation commands enable you to move the pointer to a variety of locations on the screen without reading the intervening text.

5.2.1 *Move to Top and Bottom*

Use TOP (1,2) and BOTTOM (SHIFT-TOP) to move quickly to the top-left and bottom-left corners of the current window.

The TOP command moves the pointer to the top left corner of the window, whether it is a document, dialog box or menu. outSPOKEN says "top" and places the pointer below any title or menu bars. In a word processor document, for example, pressing TOP places the pointer at the top of the visible text in the window, but below the title bar. If there are no title or menu bars, TOP places the pointer at the extreme upper left corner of the window.

The BOTTOM command moves the pointer to the bottom left corner of the window. outSPOKEN says "bottom" and places the pointer below any text at the bottom left corner of the window. This command can be particularly useful for navigating to buttons at the bottom of dialogs.

5.2.2 Move to Window Edge

Use COMMAND-(UP, DOWN, LEFT or RIGHT) to move to any edge of a window or menu. COMMAND-UP will move you to the top edge of the window, which will be the Title Bar if there is one. The horizontal position will remain the same. COMMAND-RIGHT will move you to the extreme right edge of the window, which will be the scroll bar if there is one. The vertical position will remain the same.

These commands are useful for quick access to particular areas in a window. For example, they offer quick access to the beginning or end of a line. If the window has a resize icon in the extreme lower right corner, use COMMAND-DOWN and then COMMAND-RIGHT to quickly navigate to it. (See section 5.3.5 on resizing windows.)

5.2.3 Move to the Menu Bar

Use MENU (1,1) to move the pointer to the upper left symbol on the Menu bar, which is the Apple symbol on most computers. outSPOKEN will announce "menu apple". You can then move through the menu bar using the direction keys or by pressing the first letter of the desired menu title, such as 'e' for Edit. This will move the pointer to and read the title of that menu. Pressing 'e' again would look for any other menu titles beginning with 'e.' After you have made a menu selection the pointer will return to the location it was at before you pressed MENU.

5.2.4 Move to Close Box

The Close box is located at the far left end of the Title Bar. Use COMMAND-TOP to move the pointer to the Close box. outSPOKEN will announce "close box." This will not execute the close command, which can be done by pressing

SELECT. If the window does not have a Close box, outSPOKEN will signal "no more."

5.2.5 *Move in Increments*

Sometimes you may want to move and/or read in small increments. Use OPTION-(RIGHT, LEFT, UP or DOWN) to move in that direction by one tenth of an inch. If the pointer passes over a word or graphic outSPOKEN will read it. While most movement commands move the pointer only to text or graphics, this feature allows you to move to blank areas as well. You can also move to blank areas by using the GOTO command.

5.2.6 *Mark and GoTo*

The MARK and GOTO commands allow you to set 'marks' on the screen to which you can return at any time. MARK allows you to mark a location on the screen relative to the upper left corner, no matter which window is active. Press MARK (3,1) from any location on the screen and a dialog box will open, asking you to type a name for that position. When you press the OK button (or Return) that position and name will be saved to the outSPOKEN Preferences file. When you want to return to that mark press GOTO (4,1), type the name of the mark and press SELECT. If outSPOKEN finds that name in the Preferences file it moves the pointer to that location and reads the mark's name. If not, outSPOKEN will signal "no more" to indicate that the mark was not found. The pointer will not be moved and outSPOKEN will not read the name that you typed.

5.2.7 *Mark and GoTo Within a Window*

This command allows you to mark a location within the current window rather than within the whole screen. When the pointer is at a window location that you want to mark press SHIFT-MARK. A dialog box will open asking you to name that position. Use the GOTO procedure described in the previous section to move to the marked location.

The best use of window marks is to enable you to have access to unrecognizable graphic tools in certain types of applications such as desktop publishing programs.

5.2.8 *Quick Mark / Quick GoTo*

This command issues a temporary mark. Press OPTION-MARK from any location. outSPOKEN will announce "quick mark" and temporarily mark that location. You can then return to that location by pressing OPTION-GOTO. This

temporary mark is only saved until you set another Quick Mark or restart your computer.

5.2.9 GoTo Line

This command provides a way to move the pointer directly to, and read, specific lines on the screen. Press COMMAND-GOTO. outSPOKEN will announce "go to line." Type any character and outSPOKEN will read the next line in the window that begins with that letter. If you type that letter again, it will look for the next match further down. If there are no more lines that match your request, outSPOKEN will cycle back to the beginning of the window and continue to search until you press CANCEL. You can continue to use this feature to search for other lines by pressing another character. You must press CANCEL to exit this mode before beginning any other operation.

This command also provides a way to go to a specific line by number. Press COMMAND-GOTO. outSPOKEN will announce "go to line." Type a number from 1 to 0, where 0 equals 10, using the keys along the top of the main keyboard. outSPOKEN will then read that line. If you press another number from 1 to 0 outSPOKEN will repeat this action. If you want to go to a higher line number, press Equal (Plus.) outSPOKEN will say "next group." This will put you in the 11-20 range. As long as you remain in that group of ten, you need only type 7, for example, to get to line 17. To move backwards by groups of ten, press Dash (Hyphen.) outSPOKEN will say "previous group" and move you back into the 1-10 range. You can continue pressing next group or last group until there are no more groups in that direction, at which point outSPOKEN will signal "no more" to indicate that you have reached the end. You can continue to use this feature to search for other lines until you press CANCEL to exit this mode. outSPOKEN will say "cancel." You must exit this mode before beginning any other operation.

5.2.10 GoTo Screen Coordinate

Use GOTO to move to a specific coordinate on the screen. Press GOTO and then use the number keys along the top of the main keyboard to enter a number in tenths of an inch increments (e.g., '34' would be 3.4 inches.) Then press DOWN or RIGHT. If you press DOWN, outSPOKEN will announce "34 down" and move the pointer 3.4 inches from the top edge of the screen. If you press RIGHT, outSPOKEN will announce "34 across" and move the pointer 3.4 inches from the left edge of the screen. Movement is always relative to the upper and left edges of the screen (0 across and 0 down) and not to the current pointer position.

5.2.11 GoTo Window Coordinate

Use SHIFT-GOTO to move to a specific coordinate within the current window, no matter where that window is located on the screen. Press SHIFT-GOTO and then use the number keys along the top of the main keyboard to enter a number in tenths of an inch increments (e.g., '34' would be 3.4 inches.) Then press DOWN or RIGHT. If you press DOWN, outSPOKEN will announce "34 down" and move the pointer 3.4 inches from the top edge of the window. If you press RIGHT, outSPOKEN will announce "34 across" and move the pointer 3.4 inches from the left edge of the window. Movement is always relative to the upper and left edges of the window (0 across and 0 down) and not to the current pointer position.

5.3 Window Navigation

The following sections describe how to navigate between windows and how to navigate within an active window.

5.3.1 Navigating Between Windows

Use WINDOW (2,1) to move from one window to another. When you press WINDOW, a menu appears listing all open windows within the current application, with the active window listed first. You can then use the direction keys to scan this list. You may choose a window from this list by using DRAG. If you decide not to make a selection, use CANCEL to close the menu.

If the DRAG feature is active, windows that cannot be navigated to by outSPOKEN because they are completely covered by other windows, will be listed in italics.

It is important to remember that normally when you first open a window, or when a dialog box opens on the screen, outSPOKEN will place the pointer in the upper left corner. However, if you switch to an already open window using WINDOW outSPOKEN will return the pointer to its last position in that window.

5.3.2 Window Cycle

Use SHIFT-WINDOW to bring to the front, and make active, the second window listed in the Window menu. outSPOKEN will announce the name of the window and move it to the first position in the menu. (The previous 'first' window will move to the second position.). Press SHIFT-WINDOW again to toggle back to the original window. If the DRAG feature is active SHIFT-WINDOW can be used to cycle through the entire list of open windows. Please note, however, that any windows that are completely covered by other windows will be skipped.

5.3.3 Top Window

Use OPTION-TOP to move the pointer back to the top or active window. This is useful if you have accidentally moved out of the top or active window.

5.3.4 Hide/Show Application

Use COMMAND-OPTION-TOP to toggle between hiding other applications and showing all applications. This is equivalent to selecting “hide others” or “show all” from the Application menu located in the upper right-hand corner of the menu bar. If windows in one application are covering windows in the current application, you would want to use the HIDE/SHOW command to “hide other.”

5.3.5 Resize Window

Use COMMAND-WINDOW followed by one of the keys listed below to change the size and/or shape of a window. This command allows you to drag and resize the current window so that it is completely showing, or to move it to different locations on the screen. The following list explains what the press of each additional key will do to a window:

TOP or SELECT: enlarges the window to cover the entire screen below the menu bar.

LEFT or RIGHT: changes the window so that it covers the left or right half (respectively) of the screen.

UP or DOWN: changes the window so that it covers the top or bottom half (respectively) of the screen.

If you resize one window to one half of the screen and another to the opposite half, the two windows will not overlap.

This feature cannot resize windows that are not meant to be resized, such as dialog boxes.

You can also use outSPOKEN commands with the standard Macintosh procedure of dragging the Resize box for resizing windows. Press COMMAND-DOWN then COMMAND-RIGHT to move to the Resize box at the bottom right edge of the window. Press DRAG, then OPTION-(RIGHT, LEFT, UP or DOWN) to resize the window by tenths of an inch, or TOP to reduce the window to a small rectangle. Press DRAG again to set the new size and end the DRAG mode.

5.3.6 Collapse / Un-collapse All Windows

If you are using OS 8.x, and you want to collapse all the windows within the current application, use SHIFT-OPTION-WINDOW. Only the title bars of collapsed windows will be visible. You will not be able to navigate to those windows. This command is useful if you want to move to items on the desktop without completely closing the windows that you are using.

Use COMMAND-OPTION-WINDOW to un-collapse all collapsed windows within the current application. This will allow you to navigate to those windows again.

Remember that both of these commands work only if you are using OS 8.x.

5.3.7 Scroll Window

Sometimes a window can only display a portion of its contents at one time. Use SCROLL (3,4) to move unseen parts of a document into the window.

Press SCROLL, (UP, DOWN, LEFT or RIGHT) to scroll by one window. We say "window" rather than page, since the amount of visible text or graphics depends on the size and shape of the window and may not be equivalent to one page of a document.

5.3.8 Scroll by Line

Press SCROLL, SHIFT-(UP, DOWN, LEFT or RIGHT) to scroll in that respective direction by approximately one quarter of an inch. If you are scrolling up or down, in most cases, this will be one line, but it can vary since line height is not standard on a Macintosh.

5.3.9 Scroll All the Way

Press SCROLL, COMMAND-(UP, DOWN, LEFT or RIGHT) to quickly scroll all the way in that respective direction. You can also use SCROLL, TOP or SCROLL, SHIFT-TOP to quickly move to the top or bottom of a document, respectively.

5.3.10 Scroll by Percentage

Another method of scrolling is to drag the elevator box to some relative position within the scroll bar. For instance, to scroll halfway into your document, you could drag the elevator box halfway down the scroll bar. outSPOKEN enables you to scroll in the same manner. Press SCROLL, GOTO, then type a number from 0 – 100 (using the number keys at the top of the main keyboard) followed by DOWN

to scroll down, or RIGHT to scroll across. For example, to scroll halfway into the document, press SCROLL, GOTO, then type 50, then press DOWN. (Note: pressing GOTO then SCROLL will also work with this feature.)

5.3.11 Using the Mouse With outSPOKEN

You can also navigate in outSPOKEN by using the mouse. This will override outSPOKEN's routing features. As you move the mouse, outSPOKEN will read whatever is beneath the pointer. If you move the mouse again, outSPOKEN will stop reading until the pointer is on another item. If you move the mouse too quickly, outSPOKEN will not be able to read fast enough, but you will hear a soft click each time that you pass over an item. You can receive continuous read-out of the pointer position by holding down WHERE (3,2) as you move the mouse.

It is important to note that when using the mouse, the pointer will not be restricted to the current window as it is with keypad commands. When the pointer passes over the edge of the current window, or another window, outSPOKEN will announce "new window." If you have moved out of the window that has the focus, use WINDOW to navigate to the window that you want, or OPTION-TOP to move the pointer back to the current window.

To prevent accidental mouse movement, whether using an external mouse, or a trackpad or trackball on a PowerBook, you may want to turn the mouse off. Use OPTION-MENU to temporarily disable the mouse and the mouse button. outSPOKEN will announce "mouse off." Press OPTION-MENU again to reactivate the mouse. outSPOKEN will announce "mouse on."

5.4 FIND Text, Graphics or Attributes

Another very powerful method of navigating is the FIND command. FIND (1,4) enables you to activate a search for a string of text, a graphic or particular attributes, within a window or menu.

The characters that you type for a FIND command (known as the 'search element') can be any part of a word, and not necessarily the beginning. If you enter only one letter, however, outSPOKEN will only search for words that begin with that letter. If you are searching for text, the FIND command can include letters, numbers and punctuation, but not spaces. Therefore, the text that you are searching for cannot be longer than one word. Additionally, it is important to note that the FIND command is not case sensitive.

outSPOKEN can also search for graphics that have been named in the Graphics Dictionary. Type any part or all of the name, exactly as it was defined in the dictionary. In the case of graphics, as opposed to text, the FIND request can

include spaces, and therefore multiple words, if that is how a graphic was defined.

outSPOKEN can search for specific attributes such as font style, bold text, etc. Section 5.4.3 provides detailed information on how to search for attributes.

outSPOKEN will store the most recent FIND request so that you can repeat a search by pressing FIND, and then a direction key, without re-typing the string of text.

If outSPOKEN does not find the search element it will signal “no more” and the pointer will not be moved.

5.4.1 *Find in Window*

The FIND command can be directional within a window. Press FIND and then type the text string, graphic name or attribute ('search element') that you want to locate. Then press one of the following keys:

DOWN: This will search from the pointer location to the bottom of the window. If outSPOKEN finds a match it will read the first occurrence that it finds. The pointer will be placed at the end of the found text, or on the found graphic or button. If this is not the item that you are looking for, press FIND, DOWN again to continue searching in the same direction. If outSPOKEN does not find the search element it will signal “no more.”

UP: This will search from the pointer location to the top of the window. If outSPOKEN finds a match it will read the first occurrence that it finds. The pointer will be placed at the beginning of the found text, or on the found graphic or button. If this is not the item that you are looking for, press FIND, UP again to continue searching in the same direction. If outSPOKEN does not find the search element it will signal “no more.”

SELECT: This will search within the entire window, rather than in a particular direction. First, outSPOKEN will search from the pointer location to the bottom of the window. If outSPOKEN does not find the search item, it will issue a beep and then continue the search from the top of the window back down to the pointer location. If found, outSPOKEN will read the first occurrence that it finds. The pointer will be placed at the end of the found text, or on the found graphic or button. If outSPOKEN does not find the search element it will signal “no more” and the pointer will not be moved.

5.4.2 Scrolling Find: Find in Document

The FIND command can be used to search in a portion of the document that is not currently displayed in the active window. This is done by issuing a "scrolling find" request. Press FIND, then enter the text string or graphic name ('search element') that you want to locate. Press SCROLL (3,4) followed by one of the following direction keys:

DOWN: outSPOKEN will search from the pointer location to the bottom of the current window. If the search is unsuccessful, outSPOKEN will issue a beep and then scroll to the next window and search from the top of that window towards the bottom. It will continue to search in this manner until either the search element is found or outSPOKEN reaches the end of the document. If the search element is found, the pointer will be placed at the end of the found text or on the found graphic, and the text or graphic name will be read. If the search element is not found, the pointer will be placed at the end of the document and outSPOKEN will signal "no more."

UP: outSPOKEN will search from the pointer location to the top of the current window. If the search is unsuccessful, outSPOKEN will issue a beep, scroll to the previous window and search from the bottom of that window towards the top. It will continue to search in this manner until either the search element is found or outSPOKEN reaches the beginning of the document. If the search element is found, the pointer will be placed at the beginning of the found text or on the graphic, and the text or graphic name will be read. If the search element is not found, the pointer will be placed at the beginning of the document and outSPOKEN will signal "no more."

You may cancel the search at any time by pressing CANCEL. Please note, however, that the pointer will still be moved, and will be placed near the bottom or top of the current window depending upon the direction in which you were searching.

5.4.3 Find Attribute

outSPOKEN offers the ability to search for specific attributes such as font style, changes in text, bold text, etc. To use this feature, press FIND, COMMAND- (attribute letter code), followed by a direction key to begin searching.

Letter:	Attribute:
'b'	Bold text
'c'	Changes in style
'd'	Dimmed text
'f'	Font or Font size changes

'g'	Graphic elements
'h'	Highlighted text
'i'	Italic text
'k'	Color change
'o'	Outlined text
'p'	Plain text
's'	Shadowed text
'u'	Underlined text
'x'	Buttons

outSPOKEN will search for the next occurrence of that particular attribute. Please note, however, that outSPOKEN will only read the first word with that attribute.

Find Consecutive Attributes

If you want to read all consecutive words with a particular attribute, after outSPOKEN has read the first word following a FIND Attribute search, press FIND, SAY. outSPOKEN will read all consecutive words with that attribute. The pointer will be placed at the end of the text that was read.

Find Highlighted Text

Use OPTION-FIND to move to and read an entire block of highlighted text or a highlighted graphic. This can be a particularly useful command when navigating in the Finder or in an Open or Save As dialog. For example, if you are in the Finder, press the first letter of the item that you are looking for. This will highlight the first item found beginning with that letter. Press OPTION-FIND to move to and read the highlighted text or graphic name. If this is not the item that you are searching for, press Tab to move to and highlight the next item alphabetically. Press OPTION-FIND to read the highlighted text or graphic.

5.4.4 Find Pointer / I-Bar

When you issue a FIND command, outSPOKEN will begin searching from the pointer location. If you have been typing or editing text, outSPOKEN will have moved the pointer to the I-bar location so that FIND will begin searching from that location. To move the pointer back to its previous location before you began typing or editing, use SHIFT-FIND and then proceed with the FIND command as described above. SHIFT-FIND will move the pointer to its previous location and outSPOKEN will announce "pointer." Press SHIFT-FIND again to move the pointer back to the I-bar. outSPOKEN will announce "I-bar." If there is no I-bar on the screen outSPOKEN will announce "No I-bar." When the pointer is at the location that you want to search from, you can execute the FIND command as described above to begin the search.

The SHIFT-FIND command is also useful at any time if you want to move the pointer to the I-bar, as long as the I-bar is in the active window. You can also move the I-bar to the current pointer location at any time by pressing SELECT.

5.5 Information Commands

Information commands provide font and graphic information, application and window names, and information about the pointer location relative to the screen or current window.

5.5.1 INFO

Use INFO (4,2) to obtain information about the item on which the pointer is currently placed.

If the pointer is currently on text outSPOKEN will announce the font size in points, the font name, the attributes and the color of the text. The attributes that outSPOKEN can announce are: bold, dimmed, highlighted, italicized, plain, outlined, shadowed and underlined text. When announcing the color, outSPOKEN will identify red, green, and/or blue, or white, black or gray, and then a number from 1-9 indicating the depth of those colors. If the amount of red, green and blue that outSPOKEN detects are all equal, such as red 2, green 2 and blue 2, outSPOKEN will announce gray 2. If the degree of color is different, outSPOKEN will announce red 2, green 6, blue 4, for example. If a particular color is 0, outSPOKEN will not announce that color. If all of the colors are equal to 0, outSPOKEN will announce black and if all of the colors are equal to 9, outSPOKEN will announce white. Please note that outSPOKEN does not recognize colored backgrounds, only colored text.

If the pointer is currently on a graphic, outSPOKEN will announce "graphic," "highlighted graphic" or "dimmed graphic" depending upon the state of the graphic. Some graphics, such as buttons, may be a combination of a graphic and text. In that case outSPOKEN will announce all relevant information, including "button."

5.5.2 SAY / STOP "Key Describe"

outSPOKEN's "Key Describe" feature can be used to tell you the name of any key on the keyboard or the numeric keypad. While holding down the SAY (4,4) key press any other key on the keyboard. outSPOKEN will announce the name of that key. When you press a key that can be modified by pressing SHIFT, outSPOKEN will announce the names of both the upper and lower letter, number or symbol, announcing the lower one first. On the numeric keypad, outSPOKEN will announce the name of the outSPOKEN command. Please note that when

using the SAY feature outSPOKEN will announce the name of the key but will not type that key or execute that command.

On a PowerBook, press and hold TILDE and press and hold SAY. While still holding SAY, release TILDE. Continue to hold SAY and press any other key. outSPOKEN will announce the name of that key, as described above.

5.5.3 *Where on Screen*

Use WHERE (3,2) to hear the location of the pointer on the screen. The first number represents the horizontal coordinate in tenths of an inch from the left edge of the screen; the second number represents the vertical coordinate in tenths of an inch from the top edge of the screen.

You can also receive continuous read out of the pointer position by holding down WHERE as you move the mouse.

5.5.4 *Where in Window*

Use SHIFT-WHERE to hear the location of the pointer within the current window. The first number represents the horizontal coordinate in tenths of an inch from the left edge of the window; the second number represents the vertical coordinate in tenths of an inch from the top edge of the window.

5.5.5 *Current Line Location*

Use OPTION-WHERE to hear the current line number followed by the total number of lines in the window. There are two points to note about this total. First, there is no standard number of columns and rows on the Macintosh screen. The height of each “line” can vary, depending on the font size, icon height, etc. Second, this total ignores all blank space, and only counts “lines” containing text or graphics.

5.5.6 *Where In Application*

Use COMMAND-WHERE to hear the name of the current application followed by the name of the current window within that application. This is a useful feature if you have “lost the focus” and are not in the application and/or window that you want to be in.

5.5.7 Window Information

Use OPTION-WINDOW to hear the name of the current window. outSPOKEN reads the active window's name, then tells you if that window is completely showing on the screen. This is important because outSPOKEN cannot read parts of a window that are off of the screen or are covered by other windows. If the entire window is not showing you may need to resize or move the window.

5.5.8 Scroll Information

Within the scroll bar is a tool called the 'elevator box.' Its location within the scroll bar tells you the location of the current window relative to the whole document. Normally this is a visual cue, but outSPOKEN can approximate this information for you.

Use OPTION-SCROLL to hear a percentage reading of the location of the elevator box. (Pressing SCROLL, INFO will also perform this operation.) outSPOKEN will announce the distance down from the top and across from the right (if there is a horizontal scroll bar at the bottom of the window) in percentages. If outSPOKEN announces "zero percent down" it means that you are at the top of the document. If there is a scroll bar, but the entire document fits in the window, the elevator box will not be present and outSPOKEN will announce "nothing down" (or across.)

Chapter 6

CUSTOMIZING outSPOKEN

6.1 Custom Settings

The Custom Settings dialog allows you to control the type and amount of feedback given by outSPOKEN. If you do not want to customize a particular setting, outSPOKEN will choose the default setting. The default settings are listed in this section.

Use COMMAND-INFO to open the Custom Settings dialog box.

The dialog box contains an alphabetized listing of thirteen items that can be customized. At the bottom of the dialog box are two buttons, Cancel and OK. Pressing the Cancel button (or Escape) will close the dialog box without saving any of the changes that you have made. Pressing the OK button (or Return) will confirm the changes, close the dialog box and save any changes to disk.

To the right of each item is a pop-up menu which displays the current setting for that item. Use outSPOKEN direction keys or FIND commands to navigate to the menu that you want to open. Press DRAG to reveal its contents, and use UP and DOWN to review the contents of the menu. The item that is currently selected will have a check mark to the left of its name. When you hear the name of the item that you want, press DRAG again to select that item. You can then move to other items that you wish to customize and follow the same procedure. If you wish to exit a particular pop-up menu without making a new selection, press outSPOKEN's CANCEL key (on the numeric keypad.) After you have made all of the changes that you want, press OK (or Return) to confirm the changes and close the dialog. Press Cancel (or Escape) to close the box without making any changes.

Once you become familiar with the Custom Settings dialog, you can use the 'hotkeys' to quickly make temporary changes from within any application, without opening the Custom Settings dialog. These changes will remain in effect until you restart your computer. Each item in the Custom Settings list contains one capitalized letter which can be used as the hotkey. The hotkeys are also listed in each of the following sections. Section 6.3 provides detailed information on temporary settings and the use of hotkeys.

In all of the following custom settings, if the feedback is set to 'speak', outSPOKEN will issue that particular feedback in a higher pitched voice than normal. This is used to distinguish between outSPOKEN feedback and what is actually written on the screen.

6.1.1 At Work

This sets the feedback that you hear when there are certain occurrences on the screen, such as a new window opening or a scroll operation. It is important for you to know when these are occurring because the computer will not be able to respond to other commands until it is finished. outSPOKEN's 'At Work' feedback will issue a continuous static-like sound. You can set the way in which outSPOKEN issues this sound. The options are 'loud,' 'soft' or 'nothing.'

The default setting is 'nothing.' The hotkey is 'a.'

6.1.2 Capitals

This sets the feedback that you hear when outSPOKEN reads a capital letter while you are using either the 'Spell' or 'Read by Character' commands. The options are 'speak,' 'tone,' 'pitch' or 'nothing.' If set to 'speak' outSPOKEN will say "cap" before reading the letter. If set to 'tone' outSPOKEN will issue a beep before reading the letter. If set to 'pitch' outSPOKEN will read the letter in a higher pitch.

The default setting is 'speak.' The hotkey is 'c.'

6.1.3 Caps Lock

This sets the feedback that you hear when you press the Caps Lock key. The possible settings are 'speak,' 'tone' or 'nothing.' If set to 'speak' outSPOKEN will announce either "caps lock" or "caps release" depending on the new state of Caps Lock. If set to 'tone' outSPOKEN will issue a beep indicating that there has been a change in the Caps Lock state.

The default setting is 'speak.' The hotkey is 'l.'

6.1.4 Dimmed Text

This sets the feedback that you hear when outSPOKEN reads dimmed text. The possible settings are 'speak,' 'tone,' 'pitch' or 'nothing.' If set to 'speak' outSPOKEN will say "dimmed" before reading the first word of the dimmed text. If set to 'tone' outSPOKEN will issue a beep before reading the first word of the dimmed text. If set to 'pitch' outSPOKEN will read the dimmed text in a higher pitch.

The default setting is 'speak.' The hotkey is 'd.'

6.1.5 Echo

This sets the type of feedback that you hear while you are typing. There are five possible settings: 'characters,' 'words,' 'characters and words,' 'auto speak' or 'nothing.' 'Characters' allows you to hear each character immediately after you type it (unless you type faster than outSPOKEN can speak.) 'Words' allows you to hear each word as soon as you finish typing that word. A word is considered finished when you press the space bar, Return or Tab keys, or punctuation. 'Characters and Words' allows you to hear each character as it is typed as well as each word as it is finished. 'Auto speak' is similar to the 'words' setting. However, it allows you to hear the word currently being typed when outSPOKEN senses a pause in typing of more than one second.

outSPOKEN will also interpret certain keys as characters. They are Tab, Delete, Escape, Return, Enter, direction keys and function keys. If Echo is set to 'characters' or 'characters and words' these keys will always be announced when pressed. If Echo is set to 'words,' 'auto speak' or 'nothing' these keys will not be announced unless 'Punctuation' is set to 'all.'

The Echo setting that you select will also be in effect when using FIND or GOTO commands.

The default setting is 'word.' The hotkey is 'e.'

6.1.6 Graphics

This sets the feedback that you receive when outSPOKEN detects a graphic. Graphics can be icons or symbols. The settings are 'speak,' 'tone,' 'pitch' and 'nothing.' If set to 'speak' outSPOKEN will say "graphic" and then read the graphic's name (if it has been assigned a name in the Graphic Dictionary) when the pointer moves to a graphic. If set to 'tone' outSPOKEN will issue a high beep before reading the graphic's name. If set to 'pitch' outSPOKEN will read the graphic's name in a higher pitch. When set to 'nothing' outSPOKEN will skip graphics entirely, even icons in the Menu Bar such as the Apple, Help and Application icons.

The default setting is 'pitch.' The hotkey is 'g.'

6.1.7 I-Bar

This sets the feedback that you receive when there is a blinking insertion bar (I-Bar) on the screen. outSPOKEN will issue a continuous ticking sound to alert you to the presence of an I-Bar. The possible settings are 'loud,' 'soft' or 'nothing.' If you are uncertain as to the location of the I-Bar, you can use the FIND POINTER / I-BAR command to move the pointer to the I-Bar location.

The default setting is 'nothing.' The hotkey is 'i.'

6.1.8 Movement

This sets the feedback that you receive when certain types of movement are occurring on the screen. These include movement across blank lines or blank spaces, navigation to the beginning or end of a window or menu, or if an item is not found when using the FIND or GOTO commands or the first letter of an item in a menu. The possible settings are 'speak,' 'tone' or 'nothing.'

When navigating from a line to the previous or next line, outSPOKEN can alert you if you are moving across blank lines. If set to 'speak' outSPOKEN will tell you the number of blank lines, such as "next five lines" if you are moving forward or "previous five lines" if you are moving backward. If set to 'tone' outSPOKEN will issue a distinctive tone when moving across blank lines. It is important to remember that the number of lines announced is an approximation.

When reading by line or word, outSPOKEN can alert you if you are moving across blank spaces within a line. If set to 'speak' outSPOKEN will announce the number of blank spaces, such as "six spaces." If set to 'tone' outSPOKEN will issue a beep to indicate that you are moving across blank spaces. If set to 'nothing' outSPOKEN will not announce blank spaces, unless you are reading by character, in which case outSPOKEN will always announce the number of blank spaces.

outSPOKEN will indicate if you navigate to the end of a window or menu, if you are using FIND or GOTO and outSPOKEN does not find the item that you are looking for, or if you are navigating within a menu by using the first letter of a menu item, and outSPOKEN does not find that letter. If set to 'speak' outSPOKEN will say "no more." If set to 'tone' outSPOKEN will issue a beep indicating "no more." If set to 'nothing' outSPOKEN will still issue a beep if any of these conditions are met.

The default setting is 'tone.' The hotkey is 'm.'

6.1.9 Numbers

This defines the way in which outSPOKEN announces numbers. The possible settings are 'digits' or 'words.' If set to 'digits' all numbers will be announced as if they were a series of single digits. For example, 9876 would be read as "nine eight seven six." If set to 'words' all numbers will be announced as if they were one number. For example, 9876 would be read as "nine thousand eight hundred and seventy-six." Leading zeroes will always be announced as single digits. If you

press SPELL when reading a number, outSPOKEN will always read the number by digits, regardless of the 'Numbers' setting.

Certain punctuation and mathematical symbols will also be read, if they are connected to the numbers being read, unless 'Punctuation' is set to 'ignore.' For example, if set to 'words' the telephone number (510) 923-6280 would be read as "left paren five hundred and ten right paren nine hundred and twenty three dash six thousand two hundred and eighty." Minus or negative signs are always read as "dash."

The default setting is 'words.' The hotkey is 'n.'

6.1.10 Punctuation

This sets the way in which outSPOKEN announces punctuation when you are reading or typing. outSPOKEN interprets all keys and characters that are not letters or numbers as punctuation, including punctuation symbols such as ! ? , . : " , etc., mathematical symbols such as + - / * \$ %, etc., non-English language characters, control keys such as Escape, Tab, Delete, Return and Enter, and direction and function keys. The possible settings are 'all,' 'some,' 'none' or 'ignore.'

When reading by word or character, or using the SPELL command, everything, including the punctuation, will be read.

If set to 'all' outSPOKEN will read all punctuation when using 'Read by Line' or 'Read Window.'

If set to 'none' outSPOKEN will not read any punctuation.

If set to 'some' outSPOKEN will only read certain common punctuation, such as @ # % & ^ \

If set to 'ignore' outSPOKEN will not read any punctuation, but will pass it through to the Speech Manager, which may or may not speak the characters. This is especially useful for those people using non-English speech.

The Punctuation setting works in conjunction with the Echo setting. If Echo is set to 'characters' or 'characters and words' all punctuation will be announced as typed, regardless of the Punctuation setting. If Punctuation is set to 'all' and Echo is set to 'words' or 'auto speak' all punctuation will be announced as typed. If Punctuation is set to 'all' and Echo is set to 'nothing' only Tab, Delete, Return, Enter, direction keys and function keys will be announced when pressed. There are other combinations of Echo and Punctuation settings that will affect the way in which outSPOKEN provides punctuation feedback. You may need to

experiment with these two settings to find the combination that best suits your needs.

The default setting is 'all.' The hotkey is 'p.'

6.1.11 Repeat Filter

The 'Repeat Filter' setting tells outSPOKEN to summarize any string of four or more identical characters, except for numbers. This announcement will be made in a higher pitched voice to indicate that outSPOKEN is not reading actual text. For example, ----- would be announced as "ten dashes." A string of punctuation may or may not be announced while reading by line, depending upon the Punctuation setting. The settings for Repeat Filter are 'on' or 'off.'

The default setting is 'on.' The hotkey is 'r.'

6.1.12 Style Change

This sets the type of feedback that you hear when there is a change in font, size, style or color. The possible settings are 'speak,' 'tone,' 'pitch' or 'nothing.' If set to 'speak' outSPOKEN will announce the new font name, such as "Times," new font size, such as "9 points," new style, such as "italic" or new color, such as "red 7." If set to 'tone' outSPOKEN will not announce the type of change but will issue a beep before the change. If set to 'pitch' outSPOKEN will not announce the type of change but will indicate the change by reading the text that was changed in a higher pitched voice. If set to 'nothing' outSPOKEN will not indicate when there is a change.

If the style change is caused by using superscript or subscript, such as in footnotes or certain types of notations, Style Change will also indicate these changes. If set to 'speak' outSPOKEN will say "up" as you move from plain text to superscript, and "down" as you move back. If you are using subscript, outSPOKEN will say "down" and then "up." 'Tone' and 'pitch' settings will act in the same way as described above.

If Style Change is set to 'speak' and outSPOKEN encounters a *significant* increase or decrease in font size it will announce either "up" or "down" respectively, before announcing the new font size.

The default setting is 'tone.' The hotkey is 's.'

6.1.13 Windows

This sets the feedback that you receive when a window, menu or dialog opens or closes, or if the mouse pointer moves across a window edge. The settings are 'speak,' 'tone' or 'nothing.' If set to 'speak' outSPOKEN will say "window" when a new window opens or if the pointer enters or returns to a window, "menu" when a menu opens, and "dialog" when a dialog opens. If set to 'tone' outSPOKEN will issue a beep in all of these cases.

The default setting is 'speak.' The hotkey is 'w.'

6.2 Voice Settings Dialog

outSPOKEN allows you to choose the voice that outSPOKEN uses from the PlainTalk voices installed in your computer, to customize the rate, pitch and modulation of the voice, and to customize the volume of the feedback that you receive. If you do not wish to customize a particular setting, outSPOKEN will choose the default setting. The default settings are listed in this section.

You can also make temporary changes to these settings while working within any application by using the hotkeys, without opening the Voice Settings dialog. These changes will only remain in effect until you restart the computer. Section 6.3 explains how to make temporary customized settings.

Use COMMAND-SPELL to open the Voice Settings dialog, which is divided into two groups. The first group is Voice Settings, which contains a pop-up menu labeled 'voice' and three edit boxes labeled 'Rate,' 'Pitch' and 'Modulation.' The second group is Volume Settings, which contains three edit boxes labeled 'Outspoken,' 'System' and 'Alert'.

At the bottom of the dialog box are the Cancel and OK buttons. Pressing Cancel (or Escape) closes the dialog box without saving any new selections. Pressing OK (or Return) will confirm the settings, save the new settings and close the dialog box.

When the Voice Settings dialog opens the 'Rate' edit box will be highlighted. Use Tab to move between the edit boxes. You can also use COMMAND-'hotkey' to move to a particular setting. To change the 'voice' setting, however, you must navigate to and open the voice pop-up menu. There is no hotkey for this setting.

The values that you can set range from 0 to 9. Use the numbers along the top of the main keyboard for selecting voice and volume settings.

6.2.1 Voice Selection

To make a voice selection you can choose from any PlainTalk voice that is installed in your computer. Navigate to the 'voice' pop-up menu. Press DRAG to open the menu. Use UP or DOWN to move to the voice that you want to use. Press DRAG to select the new voice. When the new voice is selected, outSPOKEN will begin speaking in that voice. If you do not want to use that voice, you can make another selection from the voice pop-up menu, using the procedure just described, or press Cancel (or Escape) to return to the voice that was being used before you entered the dialog. You can experiment in this way until you find a voice with which you are comfortable.

When you have found the voice that you want to use, you can navigate to the edit boxes to make other changes, or press OK to save the new voice and close the dialog box.

The default is the voice that is selected in the Speech control panel. There is no hotkey.

6.2.2 Voice Settings: Rate, Pitch and Modulation

The 'Rate' setting controls the speed at which outSPOKEN speaks, with 0 being the slowest rate. The default setting is 3. The hotkey is 'r'.

The 'Pitch' setting controls the pitch of the voice being used by outSPOKEN, with 0 being very low or deep. The default setting is 3. The hotkey is 'p'.

The 'Modulation' setting controls the amount of inflection that outSPOKEN uses with 0 being very flat. The default setting is 5. The hotkey is 'm'.

When you are finished making your selections, press OK (or Return) to save the settings to disk and close the dialog box. Press Cancel (or Escape) to close the dialog box without saving the new settings.

6.2.3 Volume Settings: Outspoken, System and Alert

The Outspoken setting controls the volume of the speech output. Since the speech volume cannot be louder than the System setting, if the volume is too low when set to 9 you should increase the System setting and then come back and adjust the Outspoken setting. The default setting is 9. The hotkey is 'o'.

The System setting controls the volume of your computer, and therefore indirectly controls outSPOKEN itself. outSPOKEN's volume cannot be louder than the System volume. The default setting is your Mac's System volume setting at the time your computer was started. The hotkey is 's'.

The Alert setting controls the volume level of your computer's alert sounds. The default setting is your Mac's Alert volume setting at the time your computer was started. The hotkey is 'a'.

Both the System and Alert settings are here as a convenience. System and Alert volumes can still be adjusted from the 'Sound' or 'Monitors and Sound' control panel. However, to make changes in these control panels requires the movement of sliders, a process that may require sighted assistance.

6.2.4 *Muting outSPOKEN*

To temporarily mute outSPOKEN, enter 0 in the System edit box. outSPOKEN will issue a warning that "System volume is now off. Press a digit from 1 to 9 to turn it back on." If you wish to mute only the speech, and not mute the System or Alert settings, you can do so by entering 0 in the Outspoken edit box. outSPOKEN will issue a warning that "outSPOKEN volume is now off. Press a digit from 1 to 9 to turn it back on." If you wish to mute only the Alert sounds, enter 0 in the Alert edit box. outSPOKEN will issue a warning that "Alert volume is now off. Press a digit from 1 to 9 to turn it back on."

As a safety measure, none of the volume settings can be muted by using the Temporary Settings. To un-mute any of the settings, re-enter the Voice Settings dialog and set the volume from 1 to 9, or make temporary changes to increase the volume.

6.3 *Temporary Settings*

If you are working within a particular application, it is sometimes useful to make temporary changes to particular feedback. You can make temporary changes to any of outSPOKEN's Custom, Volume or Voice Settings from the keyboard, without opening the dialog. It is important remember that these changes are only temporary. When you restart your computer, outSPOKEN will revert to the default or previously customized settings. However, if you wish to save these new settings permanently, open the Custom Settings or Voice Settings dialog box and press OK (Return.)

6.3.1 *Temporary Custom Settings*

From within any application, press and hold down the COMMAND key and tap INFO. outSPOKEN will say "custom." While still holding down COMMAND press the hotkey for the feedback that you wish to customize. If you press the hotkey again, while still holding down COMMAND, outSPOKEN will cycle through the possible settings. When outSPOKEN announces the setting that you wish to select release the COMMAND key to make that selection, or press another

hotkey while continuing to hold down COMMAND, to make changes to other settings. When you have finished making all the temporary changes that you want, release the COMMAND key.

The Custom Settings hotkeys are:

- ‘a’ At work
- ‘c’ Capitals
- ‘l’ caps Lock
- ‘d’ Dimmed text
- ‘e’ Echo
- ‘g’ Graphics
- ‘i’ I-bar
- ‘m’ Movement
- ‘n’ Numbers
- ‘p’ Punctuation
- ‘r’ Repeat filter
- ‘s’ Style change
- ‘w’ Windows

6.3.2 Temporary Voice and Volume Settings

From within any application, press and hold down the COMMAND key and tap SPELL. outSPOKEN will say “voice.” While still holding down the COMMAND key, press the hotkey for the setting that you wish to customize. Continue to press the hotkey while still holding down the COMMAND key to cycle through the possible settings. When you hear the setting that you wish to select, release the COMMAND key to make that selection, or press another hotkey while continuing to hold down the COMMAND key to make changes to other settings. When you have finished making all of the temporary changes that you want, release the COMMAND key.

For safety purposes, none of the volume settings can be muted (set to 0) by using the temporary changes. You must enter the Voice Settings dialog to mute any of the volume settings.

The Voice Settings hotkeys are:

- ‘r’ Rate
- ‘p’ Pitch
- ‘m’ Modulation
- ‘o’ Outspoken
- ‘s’ System
- ‘a’ Alert

6.4 Dictionary Settings

outSPOKEN maintains two dictionaries, one for words and one for graphics. You can customize the pronunciation of words that outSPOKEN reads from within the outSPOKEN Dictionary dialog. You can customize the names of icons and symbols from within the Graphics Dictionary dialog.

6.4.1 Customizing Word Pronunciation

outSPOKEN pronounces words according to certain phonetic rules. You may want to change the way in which outSPOKEN pronounces certain words to suit your needs. To change the pronunciation of a word, use the outSPOKEN Dictionary.

The outSPOKEN Dictionary dialog contains two edit boxes, one labeled 'The word' and one labeled 'now pronounced as.' To the right of the second edit box is the 'Hear' button, which allows you to hear the new pronunciation before making any permanent changes. Along the bottom of the dialog are four buttons, Previous, Next, Cancel and OK. The Previous and Next buttons move you forward and back through other previously defined words in the Dictionary. The Cancel button closes the dialog box without making any changes. The OK button accepts any changes made and then closes the dialog box. When the dialog opens, the word that you want to change will appear in the first edit box. If this word has not been previously defined, the I-Bar will be blinking in the second edit box. If the word has been previously defined, the current pronunciation will appear in the second edit box, and will be highlighted. This means that if you begin typing, the new pronunciation will replace the previous pronunciation.

It is important to remember that only one dictionary change can be made at a time. After you make the change you want to the pronunciation of a word, press OK. If you want to change another word you must open the dialog box again.

If outSPOKEN pronounces a word that you would like to change, leave the pointer on that word and press COMMAND-SAY to open the outSPOKEN Dictionary dialog. Since outSPOKEN reads words phonetically, type in a new spelling for that word that may make the pronunciation preferable to you.

You can experiment with different phonetic pronunciations by using the 'Hear' button located to the right of the edit box in which you have just typed the new pronunciation. If you do not like the pronunciation, use the Delete key to delete unwanted letters and then try different spellings. You do not have to learn any special phonetic language – you can just type in English. (Hint: Separating syllables by spaces can sometimes help achieve the desired pronunciation.) When you find a pronunciation that you like, press OK to save the changes. Press Cancel to leave the dictionary without making any changes.

You can also define words that contain an apostrophe. However, it is important to note that outSPOKEN distinguishes between a "curly" apostrophe and a "straight" apostrophe, and would consider the same word with each of these apostrophes as two different words. Therefore, you would have to make two separate dictionary entries to account for the difference. If you are using a word processor such as Microsoft Word that offers the option of setting the apostrophe style, you may want to customize this setting to automatically change "straight" apostrophes to "curly" apostrophes.

You can also change or delete any entry that is already in the dictionary, even if it is not on your screen. Place the pointer on any text so that outSPOKEN reads that word. Press COMMAND-SAY. When you enter the outSPOKEN Dictionary dialog, the current word will be selected. Use the Next and Previous buttons in the dialog box to scan the dictionary's contents until you find the word that you want to change or delete. To change the pronunciation, follow the procedure described above. To delete the entry in the second edit box, use the Delete key. Press OK to accept any changes and close the dialog box. Remember that you can only make one change at a time. You must press OK after each change.

6.4.2 Customizing Graphics

outSPOKEN can identify graphics such as icons and symbols. For your convenience we have defined many standard Macintosh operating system graphics. If you come to a graphic that is not yet defined, outSPOKEN will say "icon" or "symbol." To name that graphic, leave the pointer on the graphic and press COMMAND-SAY to open the Graphics Dictionary dialog. The dialog will say "The icon (or symbol) now pronounced as" followed by an edit box. The edit box will contain a blinking I-Bar.

If you want to change the name of a previously defined graphic that is on your screen, place the pointer on that graphic and press COMMAND-SAY. When the Graphics Dictionary dialog opens, the name of that graphic will be highlighted in the edit box.

You can now type a name for the unnamed or previously named graphic, using the same procedure as described above for word pronunciation. If you want to hear the way in which outSPOKEN will read the name, press the 'Hear' button to the right of the edit box. You can make changes to the name by using the Delete key. To save the new name, press OK. This will save the name in the Graphics Dictionary and close the dialog box. You can only change one graphic at a time. If you want to change, add or delete any other graphics, you must reopen the dialog box. If you do not want to save the changes, press Cancel to close the dialog box without saving any changes.

Please note that if 'Graphics' in the Custom Settings dialog is set to 'nothing' outSPOKEN will ignore all graphics, skipping over them entirely.

You can also edit or delete graphics that have been previously named even if they are not on the screen. Point to any graphic and press COMMAND-SAY to open the Graphics Dictionary dialog box. Use the 'Previous' or 'Next' buttons at the bottom of the dialog to move to other graphics in the Graphics Dictionary. When you locate the entry that you wish to edit or delete, make the changes to the name, or delete the name that is listed. Press OK (or Return) to make the change. Press Cancel (or Escape) to ignore the change.

It is important to note that different icons can have the same name, such as "folder." Since this might cause a problem when editing the Graphics Dictionary using 'previous' and 'next' it is always best to edit the Graphics Dictionary by pointing to the graphic whenever possible. You might also wish to assign unique names to similar icons.

Sometimes when you are searching for an icon or symbol that has been defined in the dictionary, that particular icon may have changed shape due to a particular state such as normal, selected, opened or dimmed. There are also different icons for different color settings and for different operating systems. You can determine all of the states (except for opened) by using INFO. outSPOKEN will distinguish between these states by allowing you to give them unique names. For instance, in its normal state, a folder's icon may be called "folder." But when the folder icon is selected (highlighted) outSPOKEN will recognize this as a different icon. You may want to name this state "folder selected," with its own entry in the outSPOKEN dictionary. Another example might be to name the empty trash can "trash" and the trash with items in it "trash full."