

# EasyReader 7 Help



An accessible eBook reader.

## My Books

### Online libraries

EasyReader provides access to books from a number of different online libraries. Some online libraries require you to register as a member before you can download and read the books they offer. You may be required to pay a subscription fee, and membership may be restricted to a particular country or region. There are some online libraries which provide access to books for free but this is mainly for books out of copyright.

Available online libraries include:

- [Anderslezen.be \(Belgium\)](#)
- [Bookshare \(International\)](#)
- [CNIB Library \(Canada\)](#)
- [epubBooks \(free\)](#)
- [Inläsningstjänst AB \(Sweden\)](#)
- [KDD \(Czech\)](#)
- [Legimus \(Sweden\)](#)
- [Load2Learn \(United Kingdom\)](#)
- [NLB \(Norway\)](#)
- [NLS BARD \(USA\)](#)
- [Nota \(Danish\)](#)
- [Passend Lezen - Boeken \(Netherlands\)](#)
- [Project Gutenberg \(free\)](#)
- [SBS \(Switzerland\)](#)
- [Vision Australia \(Australia\)](#)

Select a link above to learn more about the services provided by the online library.

### Open a new book from an online library

You can use EasyReader to download, open and read books from online libraries.

To do this:

1. Ensure you are connected to the Internet.
2. Select the library you want to visit from the Side Bar. If the library is not listed, select "Manage Libraries" and add the library.
3. If login is required, enter your username and password.

4. Browse the books using the available categories or use the search box to help find a book. Note that not all online libraries provide search capabilities. In these cases, the search box will not be available.

5. If you want to learn more about a book select “Information” (  ).

6. When you find a book you want to read, select “Download” (  ). During

the download process you can select “Abort” (  ) to cancel the download.

7. When download is complete, select “Play” (  ) to open the book. Alternatively, you can continue to browse and download more books. The books you download are added to “My Books”.

If the online library you subscribe to supports an online library bookshelf then, after you login, you can go straight to “My Books” to read a book from your online library bookshelf. The changes you make in EasyReader are also synchronized with your online library bookshelf, for example, if you delete a book from “My Books” then you will also be removing this book from your online library bookshelf.

## Open a book on a CD\DVD or USB storage device

You can open a book you receive on CD\DVD or on a USB device such as a USB Memory Stick or DAISY hardware player in EasyReader.

To do this:

1. Insert the CD\DVD or USB storage device into the computer.
2. Select the device from “Devices & Folders” in the Side Bar. Once selected, EasyReader will scan the device for content you can open.
3. Browse the available books.

4. If you want to learn more about a book select “Information” (  ).

5. When you find a book you want to read, select “Play” (  ) to open the book.

Note that books you read from a CD\DVD drive or USB storage device do not appear in “My Books”. To add a book from a CD\DVD or USB storage device to “My Books” requires you to first import the book. The import process copies the book from the storage device to the computer.

## Import a book on CD\DVD or USB storage device to “My Books”

You can add a book on a CD\DVD or USB storage device such as a USB Memory Stick to “My Books” by importing the book. The import process copies the book from the storage device to the computer.

To do this:

1. Insert the CD/DVD or USB storage device into the computer.
2. Select “Open” (  ) and choose “Import from computer”.
3. In the “Open” dialog box, select the file type from the available list. If you do not know the type of file to select then choose “All files”.
4. Browse to the book location and select the book.
5. Select the “Open” button. The copying process begins. You will receive confirmation when the import is complete.

Once complete, the book will be available from “My Books”.

## Read information copied to the clipboard

You can use EasyReader to read information you have copied to the clipboard.

To do this:

1. Copy the information from the web site or document to the clipboard.
2. In EasyReader, select “Open” (  ) and choose “Open from clipboard”.

**IMPORTANT:** EasyReader does not save the information you choose to read from the clipboard. You must use an application like Microsoft Word to save the clipboard data as a file. It is then possible to use the “Import from computer” option in EasyReader to copy the file to “My Books”. EasyReader supports many different file types including MS Word and Plain Text (see the [Reference](#) section for more information).

## Get more information about a book

You can get more information about a book by selecting the book and choosing “Information” (  ). The information will include the title, author and size. The information may also include a synopsis, publisher, publication date and book ID. The additional information is dependent on the content provider.

## Remove a book from “My Books”

You can remove a book from “My Books” by performing a Right Click on the book you want to remove and choosing “Delete” from the context menu that appears. You can also remove a book by selecting the book and pressing the DEL key.

EasyReader removes the book, and if supported, will update your online library bookshelf with the changes to your collection.

## Logout of an online library providing books

By default, EasyReader remembers your login credentials and will automatically log you into your chosen libraries when you run EasyReader. You can log out of an online library by doing the following:

1. Ensure you are connected to the Internet.
2. Select “Manage Libraries” from the Side Bar.
3. Select the library.
4. Select the “Logout” button.
5. If you also want to remove the library from the Side Bar, choose “Remove”.

**IMPORTANT:** Logging out of an online library does not remove the books you downloaded from the library. If you wish to remove these books you must manually delete these books from “My Books”.

## Devices & Folders

### Add folders to “Devices & Folders”

You can add your own folders to “Devices & Folders” in the Side Bar. When you select the folder, EasyReader will automatically scan the folder and subfolders and list all supported content. You may find this useful in a teaching or training environment, for example, you can add a folder that provides books on a specific subject for a particular class on a school network.

To add a folder:

1. Select “Settings” from the Side Bar.
2. In the “Add books from folders” option select the “Add” button.
3. Select the folder location and choose “OK”.
4. Type a name for the folder and choose “OK”. The name you give the folder appears in “Devices & Folders”.
5. Repeat until all folders are added.

### Search for a book in a folder

You can search for a book in a folder. This can be extremely useful if the folder contains a large number of books.

To do this:

1. Select the folder you want to search from the Side Bar.
2. Enter the words in the search box and select “Search” ().
3. If the search results show a large number of books then try using an alternative search term, for example, the author’s name or a unique word in the book title.

### Sort the books in a folder

By default, EasyReader organizes books in a folder using the “Latest” criteria. The “Latest” criteria puts the books you have most recently read and downloaded to the top of the list. You can change the order books appear by applying a different “Sort”

(  ) setting.

To do this:

1. Select “Sort” (  ).
2. Select “Latest”, “Title” or “Author”.

EasyReader sorts the books in ascending alphabetical order and applies the setting to “My Books” and all “Devices & Folders”. The change does not apply to “My Newspapers”. “My Newspapers” always sorts publications alphabetically showing the most current edition first.

## Send a book to an external device

You can copy a book that appears in “My Books” to an external device, such as a DAISY hardware player or USB storage device. This will allow you to listen to a book on the move or transfer a book to another computer.

To do this:

1. Connect the hardware device to the computer.
2. Right Click on the book you want to transfer to a device. A context menu opens.
3. Select “Send to device”.
4. Select the device or drive you want to send the book to and choose “OK”. EasyReader copies the book to the device and confirms when the process is complete.
5. If the device does not appear in the list then choose “Cancel”, check that the device is correctly connected to the computer and detected by Windows and then repeat the steps above.

## Settings

### Change the download folder for books

By default, EasyReader downloads books to the “My Documents\Dolphin EasyReader” folder. You can change the location where EasyReader downloads books in “Settings”.

To do this:

1. Select “Settings” from the Side Bar.
2. In the “Download books to” option, select the “Browse” button.
3. Select the new folder location and choose “OK”.

**IMPORTANT:** EasyReader does not move the books from the previous folder to the new folder. You must import the books you want to read or add the current folder to “Devices & Folders” to make the books available for reading.

## Log out of all online libraries when closing EasyReader

You can set EasyReader to logout of all online libraries when you close EasyReader. This is important, for example, if you are using EasyReader on a public or shared computer.

To do this:

1. Ensure you are connected to the Internet.
2. Select “Manage Libraries” from the Side Bar.
3. Select “Logout from all online libraries when closing EasyReader” check box.

**IMPORTANT:** Logging out of an online library does not remove the books you downloaded from the library. If you wish to remove these books you must manually delete these books from “My Books”.

## My Newspapers

### Online libraries

EasyReader provides access to newspapers and magazines from a number of different online libraries. Some online libraries require you to register as a member before you can download and read the publications they offer. You may be required to pay a subscription fee, and membership may be restricted to a particular country or region.

Available online libraries providing newspapers and magazine services include:

- [Bookshare Periodicals \(USA\)](#)
- [MTM Taltidningar \(Sweden\)](#)
- [NFB-NEWSLINE \(USA\)](#)
- [NKL \(Finland\)](#)
- [Passend Lezen - Audio kranten \(Netherlands\)](#)
- [RNIB NTNM \(United Kingdom\)](#)

Select a link above to learn more about the services provided by the online library.

### Connect to an online library providing newspapers and magazines

You can add your newspaper and magazine subscriptions to “My Newspapers” in EasyReader.

To do this:

1. Ensure you are connected to the Internet.
2. Select “My Newspapers” from the Side Bar.
3. Select the online library and choose “Next”.

4. If login is required, enter your username and password.
5. If you have an online library bookshelf then you can go back to “My Newspapers” to find, open and read publications from your existing subscriptions.
6. If you want to subscribe to an additional newspaper or magazine then select the publication and choose “Subscribe”. If the selected library supports synchronising with your online library bookshelf then the change you make is shared across all the devices you use to access your account.
7. If you want to add more newspapers and magazines then repeat the steps above.

If you want to add additional online libraries then select “My Newspapers” from the



Side Bar and then choose “Add More” ( ) to go back to the “Add newspaper subscription” settings

## Unsubscribe from a newspaper or magazine

You can unsubscribe from a newspaper or magazine that appears in the “My Newspapers” folder by selecting the publication and choosing “Unsubscribe”



( ). EasyReader will remove the item from the folder and, if supported, will update your online library bookshelf with the change to your subscriptions.

Please be aware that unsubscribing from all publications will mean you are automatically logged out from the online library. You will need to enter your login details again to download newspapers and magazines from the online library in the future.

## Logout of an online library providing newspapers

By default, EasyReader remembers your login credentials and will automatically log you into your chosen libraries when you run EasyReader. You can log out of an online library by doing the following:

1. Ensure you are connected to the Internet.
2. Select “My Newspapers” from the Side Bar.
3. Right Click on a publication from the online library that you want to logout from. A context menu opens.
4. Select the “Logout” option.

**IMPORTANT:** When you log out of an online library providing newspapers and magazines, your downloaded editions will not be available until you log in again.

## Reader

### Navigate a book

You can click, tap or use keyboard commands to navigate a book in the Book Reader. For a full list of keyboard commands and touch gestures please see [link: Keyboard commands and touch gestures](#).

Here are some of the more popular keyboard commands:

<b>Action</b>	<b>Hot key</b>
Play/Pause	F5 (or SPACEBAR)
Next synch point	DOWN ARROW
Previous synch point	UP ARROW
Select next word	RIGHT ARROW
Select previous word	LEFT ARROW
Go to headings list (repeat to close list)	CTRL + H
Next heading	H
Previous heading	SHIFT + H
Next heading on level 1	1
Next heading on level 2	2
Next heading on level 3	3
Previous heading on level 1	SHIFT + 1
Previous heading on level 2	SHIFT + 2
Previous heading on level 3	SHIFT + 3
10 seconds forward (only in books with audio)	CTRL + DOWN ARROW
10 seconds back (only in books with audio)	CTRL + UP ARROW
Go to start	HOME
Go to end	END
Go to page (if pages exist in the book)	CTRL + G
Scroll one page down (if at end of document, it will try and	PAGE DOWN

Action	Hot key
navigate to next document)	
Scroll one page up (if at the top, it will try and navigate to the end of previous document)	PAGE UP
Go to next page (if page numbers exist in the book)	CTRL + PAGE DOWN
Go to previous page (if page numbers exist in the book)	CTRL + PAGE UP

## Managing bookmarks

Bookmarks allow you to mark places in a book for quick and easy access in the future. For example, you may wish to mark a favourite passage in a book or an important fact that you need to refer to at a later date. EasyReader allows you to add as many bookmarks as you require. EasyReader also allows you to add comments to a bookmark to help you remember the reason for the bookmark.

An icon indicates the position of a bookmark in the book. You can also indicate the presence of a bookmark with an audible chime. You can do this by selecting the



“Play sound on bookmarks” check box in “Audio settings” ( ).

To add a bookmark:

1. Go to the place in the book where you want to insert a bookmark.
2. Do one of the following:
  - Press B to add a standard bookmark. A standard bookmark will mark the position in the book without pausing the reading. Standard bookmarks do not include bookmark notes.
  - Press SHIFT + B to add a bookmark with notes. A bookmark with notes pauses the reading of the book so that you can type your notes into the bookmark edit box.
  - Right click to open the context menu and choose “Add / edit bookmark”.

You can manage your bookmarks, including adding, editing and removing bookmarks from the “Bookmarks” tab in the Navigation Bar. You use the “Navigation” button to show or hide the Navigation Bar. You can also press CTRL + B to open the “Bookmarks” tab.

## Search for words in a book

You can search for words in a book, newspaper or magazine.

To do this:

1. Enter the words in the search box and select “Search” (). If the search box is not visible then select “Navigation” () and choose the “Search” tab (). You can also press CTRL + F to go directly to the “Search” tab ().
2. Select a match to move to that place in the book.

## Adjust the appearance of the text

You can adjust the appearance of the text in the book by selecting “Text settings”

() . The changes you can make include text size, font style, line height, letter spacing, margins and text color.

The changes you make to the text settings apply to all the books you read.

## Adjust highlight color and position

EasyReader highlights the current line and word being spoken in a book. You change the highlight color and how the highlight scrolls through “Text settings”

() .

Note that word highlighting is only available when you read books using the Text to Speech (TTS) voice. Books that contain text and audio files are synchronized at source by the content provider.

## Simplify a book’s layout

You will find many of the books you read already appear in a simple layout. But, for those books that appear in a more complex layout, which can make them more difficult to read, you can select the “Remove styling” check box to improve

readability. The “Remove styling” check box is in “Text settings” () .

## Focus on the current sentence

As well as using highlighting to identify the current sentence being read, you can also choose to fade out all other content in the book to help you focus on the current

text being read. The “Focus sentence” check box is in “Text settings” () .

## Adjust the reading speed

You can change the speed of the reading voice by moving the slider in “Audio



settings” ( ). The same slider controls the speed of the recorded voice and the TTS reading voice. If you choose a different TTS voice then the reading speed will change to the default value for the new TTS Voice.

You can also adjust the voice’s reading speed by using keyboard commands. You can use these keyboard commands during playback.

Action	Hot key
Increase playback speed	CTRL + RIGHT ARROW
Decrease playback speed	CTRL + LEFT ARROW

## Change TTS voice



You can change to a different TTS voice in “Audio settings” ( ). You can use any TTS voice available on the computer provided the voice is SAPI 5 or Dolphin SAM compatible.

To change TTS voice:



1. Select “Audio settings” ( ).
2. Open the “Voice” list.
3. Select a voice.
4. If you want to change to a different synthesizer, select “Change synth” and choose a synthesizer. After making your choice, you can go back to the “Voice” list to choose a different voice available with the new synthesizer.

## Turn off the recorded audio of a book

If the book has pre-recorded audio as well as text, there may be times when you wish to turn off the recorded audio and use TTS to read the text instead.

You can turn off the recorded audio of a book by deselecting the “Use book audio



(when available)” check box in “Audio settings” ( ). When you unselect the “Use book audio (when available)” check box EasyReader switches to using the TTS voice to read the book. This option will not be available if you are reading a text-only book.

## Fix TTS speech pronunciation errors

You may find from time-to-time that the TTS voice may not pronounce some words correctly. You can correct this problem by adding the word into a lexicon.

To do this:

1. Right click on the problem word. A context menu opens.
2. Select “Correct word in TTS lexicon”.
3. Type in an alternative spelling of the word to improve pronunciation.
4. Use the “Speak” button to review the new pronunciation.
5. When done, select “OK”.

If this is the first time you have created a lexicon then you will also be asked to give the lexicon a name. You may want to relate the name to the book, the subject or the TTS voice for easy reference in the future.

EasyReader allows you to create as many lexicons as you require. You may wish to create more than one lexicon if you need to resolve different pronunciation errors in different TTS voices or the particular subject you are reading contains abbreviations you wish to be read in full.



Lexicons are managed from “Audio settings” (  ). You can create, edit, import and export lexicons. You can also add, edit and remove words you have added to a lexicon from the available options.

## Reference

### Change the user interface language

The EasyReader user interface is available in different languages. You can change the user interface language from “Settings”.

To do this:

1. Select “Settings” from the Side Bar.
2. In the “Language” option open the “Change language” list.
3. Select a language and choose “OK” to confirm.
4. Close and restart EasyReader.

### Supported file formats

You can use EasyReader to open files in the following formats:

- DAISY 2 books (ncc.html).
- DAISY 3 / NIMAS books (.opf).
- Epub books (.epub)
- MS Word books (Docx)
- HTML books (.htm).
- Text books (.txt).

## Keyboard commands and touch gestures

General

<b>Action</b>	<b>Hot key</b>
Help	F1
Go back to the book list	ESCAPE
Refresh online content and folder monitors	F5
Move to the next main window pane	F6
Go to Settings	F7
Send to (if available with the currently selected book)	F9
Open the About dialog box	F12
Delete book (if deleting is available)	DEL
Add more libraries (  )	CTRL + M
Open from clipboard	CTRL + V
Import from computer	CTRL + O
Open the Sort menu (  )	CTRL + S
Go to Search box (if available)	CTRL + F
Book information	CTRL + I
Open context menu	SHIFT + F10
Reader	
<b>Action</b>	<b>Hot key</b>
Play/Pause	F5 (or SPACEBAR)
Next synch point	DOWN ARROW
Previous synch point	UP ARROW
Select next word	RIGHT ARROW

## Reader

<b>Action</b>	<b>Hot key</b>
Select previous word	LEFT ARROW
Next heading	H
Previous heading	SHIFT + H
Next heading on level 1	1
Next heading on level 2	2
Next heading on level 3	3
Next heading on level 4	4
Next heading on level 5	5
Next heading on level 6	6
Previous heading on level 1	SHIFT + 1
Previous heading on level 2	SHIFT + 2
Previous heading on level 3	SHIFT + 3
Previous heading on level 4	SHIFT + 4
Previous heading on level 5	SHIFT + 5
Previous heading on level 6	SHIFT + 6
Increase playback speed	CTRL + RIGHT ARROW
Decrease playback speed	CTRL + LEFT ARROW
10 seconds forward (only in books with audio)	CTRL + DOWN ARROW
10 seconds back (only in books with audio)	CTRL + UP ARROW
Go to start	HOME

## Reader

<b>Action</b>	<b>Hot key</b>
Go to end	END
Toggle focus between document area and the play/pause button	F6
Go to headings list (repeat to close list)	CTRL + H
Go to page (if pages exist in the book)	CTRL + G
Scroll one page down (if at end of document navigate to next document)	PAGE DOWN
Scroll one page up (if at the top navigate to the end of previous document)	PAGE UP
Go to next page (if page numbers exist in book)	CTRL + PAGE DOWN
Go to previous page (if page numbers exist in book)	CTRL + PAGE UP
Search	CTRL + F
Set bookmark	B
Set bookmark + notes	SHIFT + B
Go to bookmarks list (repeat to close list)	CTRL + B
Book information (  )	CTRL + I
Text settings	F7
Audio settings	F8
Increase font size	CTRL + PLUS
Decrease font size	CTRL + MINUS
Reset font size	CTRL + ZERO
Select all text	CTRL + A
Copy selected text	CTRL + C

## Reader

**Action****Hot key**

Spell selected word

S

Add selected word to TTS lexicon

L

## Touch gestures

**Action****Gesture**

Simulate double-click

1 finger single tap

Open context menu

1 finger tap and hold

Increase font size (when reading book)

2 finger stretch

Decrease font size (when reading book)

2 finger pinch

Scroll one page down (when reading book)

Tap right hand side of document

Scroll one page up (when reading book)

Tap left hand side of document

Go to text (when reading book)

1 finger single tap on the text