



SayIT™ Quick Start Guide v2.2

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1 Quick Start Guide for SayIT™ Orator

1.1 I want to speak/vocalise some text:

Type some text in the narration window at the top of the screen and click *Speak* or press the *Enter* key.

1.2 I want to add a shortcut:

Enter the phrase you would like to add a shortcut for and click *Add to Shortcuts*. An input box will then ask you to enter the shortcut for that phrase. Alternatively you can enter the Shortcut Maintenance Screen by clicking on *Shortcut Maintenance* on the SayIT™ Orator Main Screen and then click *New Shortcut*. You will be asked for the new phrase and associated shortcut.

1.3 I want to delete a shortcut:

Enter the Shortcut Maintenance Screen by clicking on *Shortcut Maintenance* on the SayIT™ Orator Main Screen. Use the *Navigation Buttons* to move the cursor up and down until you are pointing to the shortcut you want to delete. Then click on the *Delete Shortcut* button.

1.4 I want to add a word to my personal vocabulary:

Type the word with a space following it or simply use the word as normal in a sentence. SayIT™ automatically adds any words that are used into your personal vocabulary and ranks them according to usage.

1.5 I want to insert a personal vocab word into the Narration Window:

After typing a letter, possible personal vocab word matches appear on the bottom right of the SayIT™ Orator Screen (to the right of the *F2, F3, F4, F5, F6, F7, F8, F9* labels). To insert one of these words into the SayIT™ Orator *Narration Window* either press the function key (*F2-F9*) to the left of the item you word to insert or click on the word you wish to insert with your mouse.



1.6 I want to insert a phrase shortcut into the Narration Window:

After typing a letter, possible shortcut matches appear on the bottom left of the SayIT™ Orator Screen (to the left of the *F2, F3, F4, F5, F6, F7, F8, F9* labels). To insert one of these phrases into the SayIT™ Orator *Narration Window* either press the function key (*F2-F9*) to the left of the item you want to insert or click on the word you wish to insert with your mouse.

1.7 I want to change the volume:

You can either change the volume on Orator itself by entering a number between 1 and 100 into the Initial Volume field or by pressing the up/down arrows on the Initial Volume text field until the desired volume is reached. Alternatively you can adjust the volume of your computer in the *Sounds* window under *Control Panel*. If your speakers have a volume level this may also be adjusted.

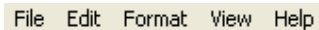
1.8 I want to change SayIT™ startup item from Orator to Scanner:

Click on *Tools* and then on *Settings* to show the *Settings Window*. Alternatively you can press *Ctrl* and *E* together. Pull down the *SayIT Starts In* item at the bottom of the *Settings Window* and select *Scanner*.

2 QuickStart Guide for SayIT™ Scanner and Mouse

SayIT™ Mouse acts as an ordinary mouse in that it can *Left Click*, *Right Click* and *Double Click* anywhere on your computer screen.

In order to use SayIT™ Mouse to use your installed software, the *File*, *Edit*, *View* etc pull down menus at the top of the screen may need to be used.



In addition the normal mouse context menu (*Right Click* displays this menu, an example is depicted below) will need to be used for some copy operations. SayIT™ Mouse provides paste functionality.



2.1 I want to use SayIT™ Mouse:

Select *Mouse* from SayIT™ Scanner. Any following clicks from your input device will now be handled by SayIT™ Mouse. Clicking once with your input device will start a horizontal line scanning up or down the screen. Clicking again will start a vertical line scanning across the screen. At this point the SayIT™ Mouse menu will be shown and clicking on the highlighted item will simulate a right, left or double click to the point where the two lines on the screen intersect. This can be used to control the majority of programs on the target computer. Note: Some users may find it easier to click and hold down the button and release it on the desired target.

2.2 I want to browse the Internet:

If you have Internet Explorer (version 4 or above) installed on your system you can utilise the *Send to* feature of SayIT™ Scanner.

1. Enter the web address of the site you would like to visit e.g. www.sayit.com.au
2. Select *Send to*
3. Choose *Browser* from the *Send to* Window



4. Internet explorer will start and will automatically navigate to that website. SayIT™ Mouse will also start allowing you to browse the website.

If you use another browser:

1. Enter the web address of the site you would like to visit e.g. www.sayit.com.au
2. Select *Copy*
3. Use SayIT™ Mouse to start your browser
4. Position the SayIT™ Mouse cursor over the address field
5. Select *Paste* from the SayIT™ Mouse menu to paste the text into the address field
6. Click the *Go* button or equivalent to browse to the entered website address
7. Use SayIT™ Mouse to browse the website with hyperlinks (e.g. blue text underlined). A *Left Click* will suffice to follow a hyperlink.

If you visit a particular site often we recommend you create a shortcut for that web address.

2.3 I want to scroll a window up or down:

Position the SayIT™ mouse to click arrows at the top or bottom of the scrollbar in the direction you want the screen to scroll. Send a *Left Click* to that point to scroll down one screen or a *Double Click* to scroll down two screens. Repeat this task to scroll down or up further.

2.4 I want to insert a personal vocab word into the Narration Window:

After entering a letter, possible personal vocab word matches appear on the right of the SayIT™ Scanner Screen. To insert one of these words into the SayIT™ Scanner *Narration Window*, Select *Match Vocab* from SayIT™ Scanner. The vocab matches will scan highlighting one by one. Clicking on a highlighted word will enter that word into the SayIT™ Scanner *Narration Window*

2.5 I want to insert a phrase shortcut into the SayIT™ Scanner Narration Window:

After entering a letter, possible shortcut matches appear on the bottom of the SayIT™ Scanner Screen just above the SayIT™ Scanner *Narration Window*. To insert one of these phrases into the SayIT™ Scanner *Narration Window*, select *Match Shortcut* from SayIT™ Scanner. The possible shortcuts will then scan highlighting one by one. Clicking



on a highlighted shortcut will enter that shortcut into the SayIT™ Scanner Narration Window.

2.6 I want to copy text from SayIT™ Scanner into a word processing document:

If you have Microsoft Word 2000 or later you may utilise the *Send to* feature of SayIT™ Scanner.

1. Enter the text you would like to insert into the document
2. Select *Send to*
3. Choose *Word* from the *Send to* Window
4. Microsoft Word will start and will automatically enter the text in a new document. SayIT™ Mouse will also start allowing you to perform various operations on the document – *Select All, Print, Save* etc. If you would like to enter more text or enter a file save name etcetera, simply switch back to SayIT™ Scanner and repeat the Copy functions outlined below.

If you use other word processing software:

1. Using Scanner create the text you would like to insert into the document
2. Select *Copy*
3. Use SayIT™ Mouse to start or switch to your word processor
4. Position the SayIT™ Mouse cursor over the new document where you would like to paste the text
5. Select *Paste* from the SayIT™ Mouse menu
6. If you would like to enter more text or enter a file save name etc. simply switch back to SayIT™ Scanner and repeat the Copy functions outlined above.

2.7 I want to paste an item from the clipboard to another application:

If you have an item in the clipboard whether it be from Scanner or any other application and you want to paste it into another application you can use SayIT™ Mouse.

1. Start SayIT™ Mouse
2. Use SayIT™ Mouse to activate the application that you want to paste into
3. Position the mouse crosshair over the point where you want to paste the item
4. Select *Paste* from the mouse menu

2.8 I want to copy and paste text from one application to another:

Using the SayIT™ Drag From Here and Paste features it is possible to copy text from one application to another.

1. Start SayIT™ Mouse

2. Use SayIT™ Mouse to activate the application you wish to select the text from
3. Position the SayIT™ Mouse crosshair at the start of the text you wish to select
4. Select the *Drag From Here* option
5. Position the SayIT™ Mouse crosshair at the end of the text you wish to select
6. Select the *Drop Here* option, the text should now be selected/highlighted
7. Position the SayIT™ Mouse crosshair over the selected/highlighted text
8. Select the *Right Click* option, the application's context menu should be displayed
9. Move the SayIT™ Mouse crosshair over the 'copy' option of the context menu
10. Select the *Left Click* option from the SayIT™ Mouse menu
11. Use SayIT™ Mouse to activate the application you wish to paste the text into
12. Position the SayIT™ Mouse crosshair at the point you wish to paste the text
13. Select *Paste* from the SayIT™ Mouse menu

2.9 I want to compose an email:

If you have an email client installed on your system you can utilise the *Send to* feature of SayIT™ Scanner.

1. Author the body of your email message and then select *Send to* from the SayIT™ Scanner main screen. The *Send to* screen will be displayed
2. Click on *Email* in the *Send to* screen and a new email message containing the text you authored in SayIT™ Scanner will appear and SayIT™ Mouse will be started
3. Switch back to SayIT™ Scanner using the *Scanner* option of SayIT™ Mouse and author an email recipient
4. By choosing *Copy* from SayIT™ Scanner the text you have authored will be copied to the clipboard
5. Start SayIT™ Mouse again and position the cursor in the **To** field of the email message
6. Select *Paste* from the SayIT™ Mouse menu. This will populate the **To** field of the email message. An email subject or additional email text (optional) can be added to the email message in the same fashion
7. When you wish to send your email message use SayIT™ Mouse to *Left Click* on the *Send* or equivalent button of the email message.

It is also possible to manually start your email program and compose an email;

1. Use SayIT™ Mouse to start your email application
2. Switch back to Scanner and compose the email body, subject or recipient address
3. Select the *Copy* option in Scanner
4. Switch back to SayIT™ Mouse
5. Activate the email application window
6. Position the SayIT™ Mouse crosshair where you would like to paste the text, i.e. To, Subject or Body fields of the email
7. Select *Paste* from the Mouse menu
8. Repeat the above actions for the other components of the email e.g if you composed the body first you can repeat the steps to compose the subject and the recipient

Note: If you write emails to a particular email address often we recommend you create a shortcut for that email address using the *Add Shortcut* feature of SayIT™ Scanner to cut down on time required to author the email message each time.

2.10 I want to write a document:

See **I want to copy text from SayIT™ Scanner into a word processing document.**

2.11 I want to move an item from one location to another (drag and drop):

1. Start SayIT™ Mouse
2. Position the mouse crosshair over the item you wish to move
3. Select the *Drag From Here* option
4. Position the mouse crosshair over the point that you wish to move the above item to
5. Select the *Drop Here* option

2.12 I want to play a game:

1. Start SayIT™ Mouse
2. *Double Click* on the game you wish to play e.g. minesweeper
3. Use SayIT™ Mouse to control the cursor on the screen.

2.13 I want to send items to the recycle bin:

1. Start SayIT™ Mouse
2. *Right Click* on the item you would like to send to the recycle bin. The context menu will appear
3. Select *Cut* from this menu with SayIT™ Mouse
4. *Right Click* using SayIT™ Mouse on the recycle bin
5. Select *Paste* from the context menu.

2.14 I want to close a window:

There are two methods used to accomplish this task.

Either:


1. Start SayIT™ Mouse
2. *Left Click* with SayIT™ Mouse on the  (close button) on the top right of the window.

Or:

1. Start SayIT™ Mouse
2. *Left Click* using SayIT™ Mouse on the *File* menu of your window (if it has one)
3. The *File* menu should appear

4. *Left Click* using SayIT™ Mouse on *Close* or *Exit* at the bottom of this menu (if the menu contains these items).

2.15 I want to minimise a window:

1. Start SayIT™ Mouse
2. *Left Click* on the minimise button  of the window.

Or:

1. Start SayIT™ Mouse
2. *Right Click* on the top (generally blue) border of the window to expose the window menu.



3. Use SayIT™ Mouse to *Left Click* on *Minimize*.

2.16 I want to maximise a window:

1. Start SayIT™ Mouse
2. *Left Click* on the maximise button  of the window.

Or:

1. Start SayIT™ Mouse
2. *Right Click* on the top (generally blue) border of the window to expose the window menu



3. Use SayIT™ Mouse to *Left Click* on *Maximize*.

2.17 I want to empty recycle bin:

1. Start SayIT™ Mouse
2. *Right Click* on the recycle bin and select *Empty Recycle Bin*.