voice reader®
STUDIO 15

Manual

Linguatec
Language Technologies

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1. Introduction

Voice Reader Studio 15 is a precise and reliable speech output program that uses remarkably natural sounding voices and is available in many languages. Voice Reader Studio 15 converts any of your texts to voice professionally on your PC – either to listen to it immediately or to export it to audio files, e.g. for transfer to a smartphone or MP3 player. Audio output can be professionally customized using commands that are inserted directly into the text (Voice Markups). If certain terms are to be assigned a specific pronunciation, or others are to be ignored, the vocabulary can be expanded as needed. This manual will explain how to set up and use Voice Reader Studio 15 on your PC.

Thank you for choosing Voice Reader Studio 15. We hope you enjoy using it!

For more information on Linguatec and other speech technology products, please visit our homepage at www.linguatec.net .

1.1 Technical Support

Support on the Internet
If you experience any problems that cannot be solved using the manual or the online help, please visit our comprehensive support area on the Internet:
www.linguatec.net/services/support

You will find a compilation of the most frequently asked questions (FAQs) there. Experience has shown that it already contains detailed instructions for quickly resolving almost all user questions.

Personal support
If you have a specific problem that cannot be resolved using the FAQs, we will gladly provide you with personal support. Support will be provided via email and is free for registered users, for up to 90 days following the purchase of Voice Reader Studio 15. Therefore please take care to correctly enter your personal information when activating the program.
All questions directed to support must include the following information:
- Program version
- Operating system
- Description of the error, including any error messages received
Please use the support form for your questions: www.linguatec.net/services/support/form

General Questions and Suggestions
Please contact us if you have any questions regarding additional languages, business solutions, or other language technology products. Use the contact form provided at:
www.linguatec.net/contact

Your suggestions for Voice Reader Studio 15 and this manual are always welcome, and we will make every effort to consider them in the continuing development of our products.

1.2. System Requirements

Before installing Voice Reader Studio 15, please make sure that the system requirements are fulfilled:

- Operating system: Windows Vista, Windows 7 or Windows 8 (32- or 64-bit)
- Available hard disk space: Up to 2 GB per installed Voice Reader Studio 15 language
- Memory: 2 GB RAM
- Internet connection for product activation

Voice Reader Studio 15 offers the following plug-ins for MS-Office applications:
- Microsoft Word (2007, 2010 and 2013)
- Microsoft Outlook (2007, 2010 and 2013)
- Microsoft PowerPoint (2007, 2010 and 2013)

1.3 Installation

Please note that you must be logged in as an administrator to install Voice Reader Studio 15. Make sure that installed antivirus programs or the firewall are not blocking any processes required for installation. Before starting the installation, save any open documents and close all applications.

Installation from DVD:
Insert the Voice Reader Studio 15 DVD into your computer's DVD drive to start the installation. In the event that the installation does not start automatically, execute the **setup.exe** file manually. For example: Locate and open the DVD drive in Windows Explorer, then right-click the file **setup.exe** in the DVD folder. From the context menu, choose the option **Run as administrator**. Follow the instructions on your screen.

Installation by download:
If you have purchased Voice Reader Studio 15 as a download, follow the link sent to you by your online vendor and save the Voice Reader Studio 15 installation file to your computer. In this case, also right-click the **setup.exe** and choose the option to **Run as administrator**. Then follow the instructions of the installation wizard.

1.4 Installing additional languages

If you have already installed Voice Reader Studio 15 and now wish to add an additional language, simply run the **setup.exe** installation wizard with the new language from the DVD or the downloaded folder. The existing installation will be recognized, and the additional language will be installed.

1.5 Product activation

The unlimited use of Voice Reader Studio 15 requires the activation of the product using the license key provided. You will find the 25-character license key on the DVD or the DVD cover. If you purchased a download, the online vendor will send the license key to you following completion of the purchase.

Voice Reader Studio 15 must be activated with an activation code within 30 days following installation. The activation code is generated during activation using the license key entered and your computer's hardware code.

As long as Voice Reader Studio 15 has not been activated, the Activation Wizard will be displayed each time the program is started. Product activation requires an internet connection.

There is a choice of two activation methods.

- **Instant activation:** If the PC on which Voice Reader Studio 15 has been installed is connected to the Internet, product activation can be performed online within moments.
- **Manual activation:** In the event that instant activation is not possible (e.g. when the PC with Voice Reader Studio 15 is not connected to the Internet), you can go online from any other PC to retrieve your activation code on the Linguatec activation website, and then manually transfer it to your PC.

Important notes on product activation

Since it uses a hardware code, the product activation is connected to the PC on which Voice Reader Studio 15 is installed. The code that you receive for activation can therefore be used only on the PC from which you have initiated product activation and generated the hardware code.

The product must be reactivated after each reinstallation.

Reactivation will also be required if you install an additional language for Voice Reader Studio.

1.5.1 Instant activation

Instant activation requires that the PC on which Voice Reader Studio 15 has been installed is connected to the internet. If this is the case, this is the preferred method of activation, because - apart from the license key - no further codes need to be entered manually, and product activation is completed within moments.

If your program version has not been activated, the activation dialogue will be displayed each time you start the program.

If you want to perform the activation later, click on the **Activate later** button.

For up to thirty days following installation, you can use Voice Reader Studio 15 without activating the product.

Do the following to perform the activation:

1. Choose the language in which you want the following activation dialogue windows to be displayed, and then click on **Activate now**.

2. In the following dialogue, enter your license key into the field next to the program version that you wish to activate.

In the DVD version, the license key is included in the box.

If you have purchased your program version as a download from an online shop, you should have received your license key by email. (If you have not yet received your license key, please contact the online vendor directly.)

3. Enter your name and your email address. Make sure that your name and email address are entered correctly. This is required to receive support and to take advantage of our discounted update offers.

4. Click on the **Continue** button to move on to the next dialogue box. Under **Activation method**, make sure that the option **Instant activation** is selected. Under **Proxy settings**, leave the default option checked (»Do not use a proxy server«), and click on **Continue** to complete activation.

5. You will receive a message confirming successful activation. You now have unlimited use of Voice Reader Studio 15 on that PC.

If the connection to the activation server fails, you may have to adjust the proxy settings. First try the option **Use Internet Explorer settings...** If this also does not work, manually enter the proxy server and the corresponding port. In case the instant activation fails, please contact your system administrator, or perform a **manual activation** (see Chapter 1.5.2).

1.5.2 Manual activation

Perform the manual activation if the PC on which Voice Reader Studio 15 is installed is not connected to the internet, or if the instant activation has failed. Otherwise, instant activation is simpler and faster.
In the case of manual activation, a hardware code must first be generated on the installation PC (s. item 5 below). With this hardware code and your license key, you can use any other PC to access the Linguatec activation website (www.linguatec.net/activate) to generate an activation code which must then be entered on the installation PC to activate the product.
If your program version has not been activated, the activation dialogue will be displayed each time you start the program.
If you want to perform the activation later, click on the **Activate later** button. For up to thirty days following installation, you can use Voice Reader Studio 15 without activating the product.
Do the following to perform the activation:

1. Choose the language in which you want the following activation dialogue windows to be displayed, and then click on **Activate now**.

2. In the following dialogue, enter your license key into the field next to the program version that you wish to activate. In the DVD version, the license key is included in the box. If you have purchased your program version as a download from an online shop, you should have received your license key by email. (If you have not yet received your license key, please contact the online vendor directly.)

3. Enter your name and your email address. Make sure that your name and email address are entered correctly. This is required to receive support and to take advantage of our discounted update offers.

4. Click on the **Continue** button to move on to the next dialogue box. Under **Activation method**, choose the option **Manual activation** and click on the **Continue** button to perform the activation. (Proxy settings are irrelevant for manual activation.)

5. In the following dialogue, the hardware code required for the generation of the activation code will be displayed next to the program version. Click on the link **Activation form** to open a HTML document containing the license key you have entered (s. item 2 above) and the hardware code. Either print this form or save it to a mobile data medium (e.g. USB stick). Should neither be possible, make a note of the hardware code and your license key.

6. Connect to the Linguatec activation website (www.linguatec.net/activate) from any PC and enter your license key and the hardware code to generate the activation code.

7. Either print the form containing the activation code or make a note of the code on the print out of the activation form. Please make sure to use exactly the same writing, especially the correct upper and lower case.

8. Return to the **Product activation: Manual activation** dialogue on your PC. If the dialogue has already been closed, please restart Voice Reader Studio 15 to bring up the product activation again. Then repeat steps 1 to 4 as described above.

9. Enter the activation codes received on the activation website into the corresponding field.

10. Click on the **Continue** button to complete the activation.

11. You will receive a message confirming successful activation. You now have unlimited use of Voice Reader Studio 15 on that PC.

1.6 Uninstallation

To uninstall Voice Reader Studio 15 from your PC, use the standard Windows function. Switch to the Windows **Control Panel.**

In Windows Vista / 7: Start menu > Control Panel

In Windows 8: Right-click the lower left edge of the desktop and choose Control Panel from the pop-up menu.
In the Control Panel, click on the area: **Programs and Features**. A list of installed programs will be displayed.
Highlight the entry for Voice Reader Studio 15 and click on **Uninstall**.

If you are asked for an administrator password or confirmation, then enter the password or the confirmation.
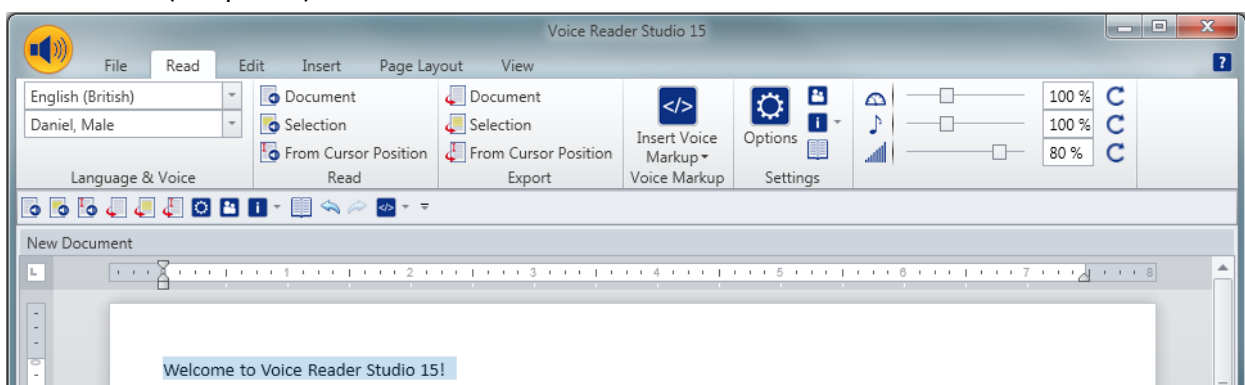
2. Using Voice Reader Studio 15

Start Voice Reader Studio 15 from its desktop icon or from the program menu.
Voice Reader Studio 15 allows you to immediately **convert text to speech** (Chapter 2.4), or to **export it into an audio file** (Chapter 2.5) for playback at a later time.

With the help of **Voice Markups** (Chapter 2.6), which can be inserted directly into the text to be read using an easy to use generator, audio playback can be professionally set up and individually customized.

If you wish to assign a specific pronunciation to certain terms, or if there are terms to be ignored, you can also expand the vocabulary as needed (Chapter 2.7).

This chapter will explain how to use the various features in the Voice Reader Studio 15 application window. Many of these features are also available in **Voice Reader Studio 15 Direct** (Chapter 3) and in the **plug-ins** for the MS-Office applications Word, Outlook and PowerPoint (Chapter 4).

The Voice Reader Studio 15 application window: Here you can open and edit text documents before having them read or exported to an audio file.

2.1 The User Interface
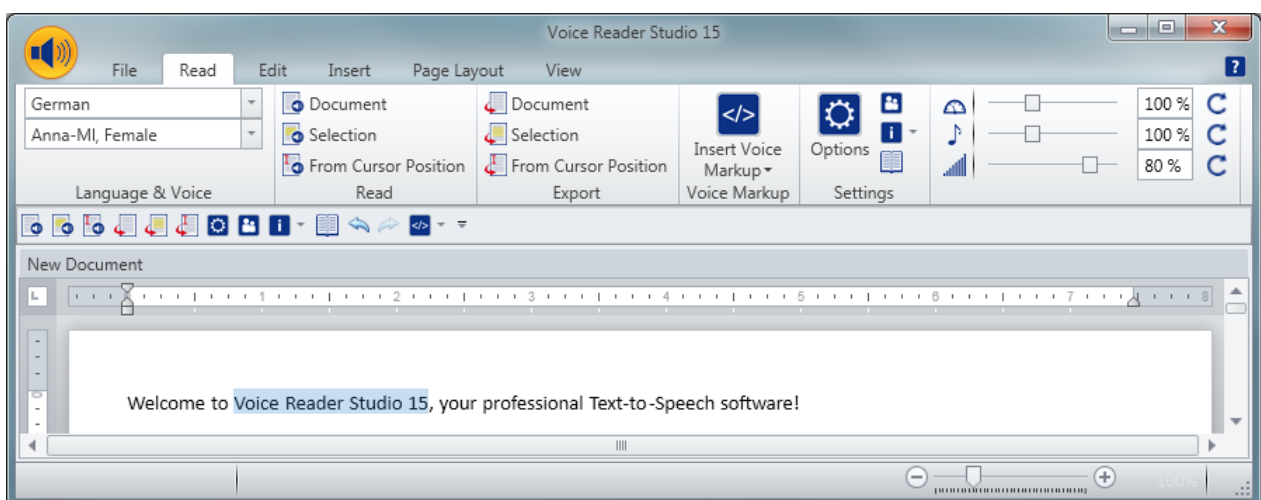
The Voice Reader Studio 15 interface, with scalable editor, multi-function ribbon, tabs, Quick Access toolbar and Voice Reader Studio 15 read button.

Besides the scalable editor, the well-designed application window of Voice Reader Studio 15 includes a comprehensive multi-function ribbon with tabs that contain logically organized groups. From these, all the features of Voice Reader Studio 15 can be easily operated.

Also available is a customizable Quick Access toolbar.

The **Voice Reader Studio 15 Read button** 🔊 lets you start the reading by mouse-click, directly, from any tab.

The following provides an overview of the **tabs, groups**, and **buttons** available in Voice Reader 15. Each button has a Mouse Over text that is displayed when you hover (without clicking) the mouse cursor over the respective button.

File Tab
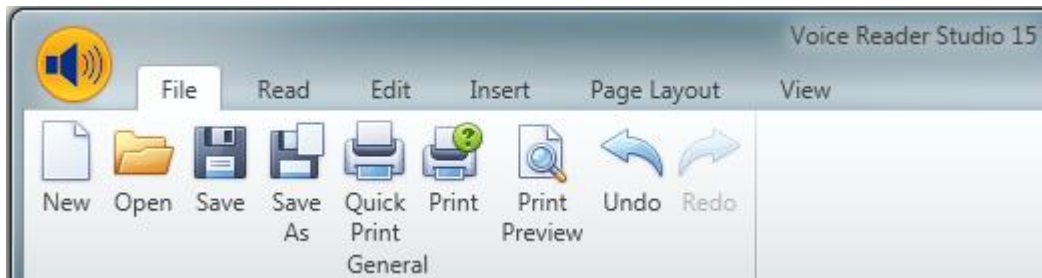
⇨ **Group: General**

Create a new document (**New** button), open an existing document (**Open** button), save an open document (**Save** or **Save As** buttons), select one of the printing options (**Quick Print**, **Print** or **Print Preview** buttons) and go one step back or forward (**Undo** or **Redo** buttons).

Read Tab

The **Read** Tab includes all features related to speech output. Chapter 2.4 contains detailed descriptions of all the options.

⇨ **Group: Language and Voice**

This is where you can determine the language that corresponds to the text, as well as the desired voice. Voice Reader Studio 15 will use this voice to read the text in the editor. The available languages are those which you have purchased with Voice Reader Studio 15.

⇨ **Group: Read**

Determine what is to be read. The choices are **Document** 🔘, **Selection** 🔘 or **From Cursor Position** (cursor position) 🔘

⇨ **Group: Export**

Select the text which is to be exported into an audio file. The choices are **Document** 📄, **Selection** 📄 or **From Cursor Position** (cursor position) 📄

⇨ **Group: Voice Markup**

Voice markups are commands that are inserted directly into the text. They allow you to adjust language, speed, pitch, volume, speaker profile, pause, pause at the end of the sentence, text normalization (e.g. Spelling, Address and SMS styles...), as well as to insert a phonetic transcription or an audio file (WAV).

⇨ **Group: Settings**

In this group, you can determine the reading and export options (Button: **Options** ⚙). In addition, speaker profiles can be configured (Button: **Speaker Profiles** 👥), information on audio length and pronunciation settings can be retrieved (Button: **Information** ℹ) and pronunciation can be professionally adjusted using the creation and maintenance of dictionaries in the dictionary management (Button: **Manage Dictionary** 📖).

Speed 🔊, **Pitch** 🎵 and **Volume** 📶 can also be easily and individually adjusted using slide controls, and if necessary, can be returned to their original state using a Refresh-Button ↻.

Edit Tab
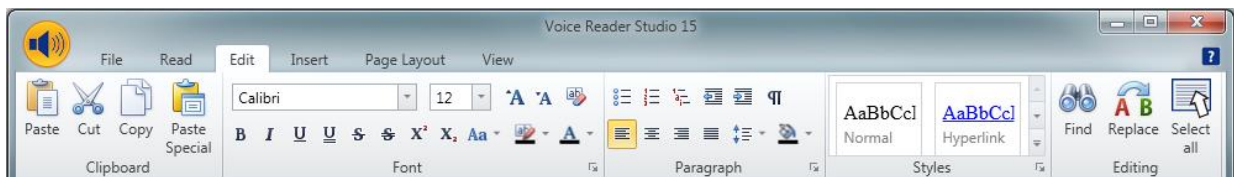
⇨ **Group: Clipboard**

This group contains buttons for inserting text from the clipboard, cutting or copying text, or inserting content.

⇨ **Group: Font**

Font, font style, font size, font color or text effects can be configured here.

⇨ **Group: Paragraph**

Determine indents and spacing, line and page breaks or tab stops in your text.

⇨ **Group: Styles**

In this group, you can choose your style template.

⇨ **Group: Editing**

This contains the buttons to search text (Button: **Search**), replace text (Button: **Replace**), or select text (Button: **Select all**).

Insert Tab
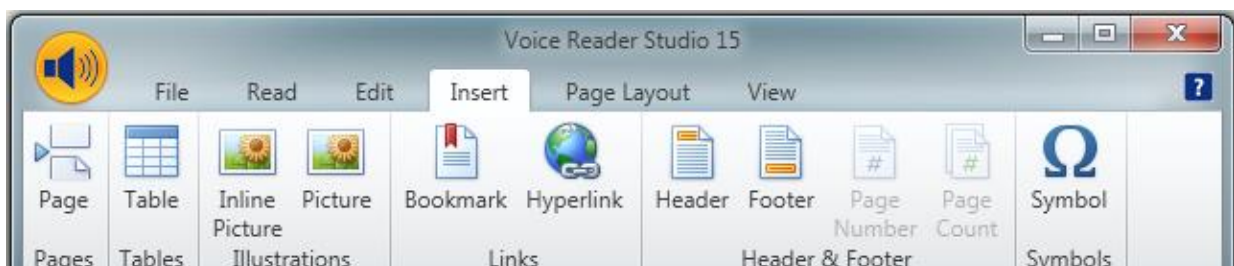
⇨ **Group: Pages**

Insert a page break in order to start a new page from the cursor's current position.

⇨ **Group: Tables**

Create a table and insert it into your text.

⇨ **Group: Illustrations**

When you want to insert a picture or an inline picture into the text, the illustrations group contains the necessary buttons.

⇨ **Group: Links**
Create bookmarks to help you navigate larger documents. You can also insert hyperlinks.

⇨ **Group: Header & Footer**
The tools to create and/or organize headers and footers can be found in the eponymous group.

⇨ **Group: Symbols**
Symbols that are not available on your keyboard can be called up and inserted from this button.

Page Layout Tab
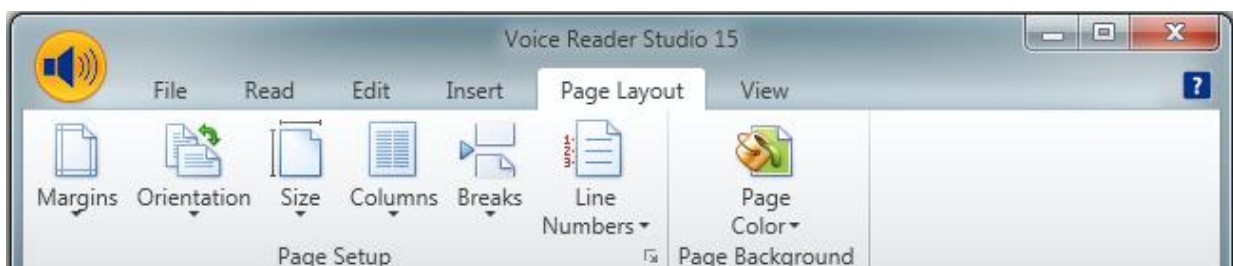
⇨ **Group: Page Setup**
This group contains all the features that facilitate setting up a page
(margins, page layout, size, columns, breaks, line numbers).

⇨ **Group: Page Background**
To select the page background color, click the **Page Color** button.

View Tab
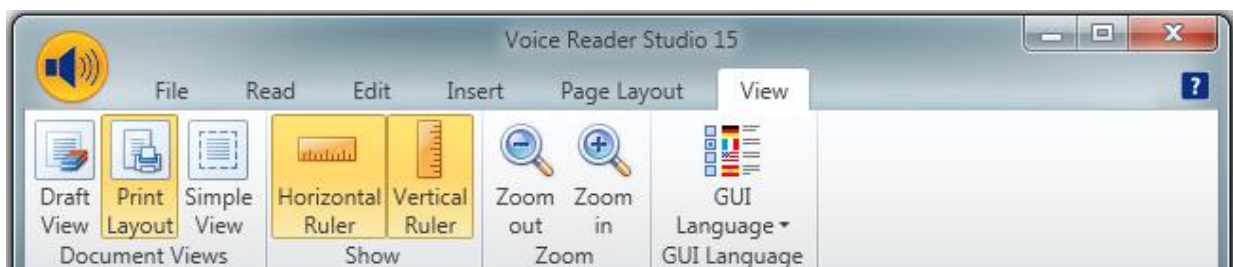
⇨ **Group: Document Views**
Choose one of the possible views: **Draft View**, **Print Layout** or **Simple View**

⇨ **Group: Show**
Show or hide a horizontal and/or vertical ruler. The availability depends on the selected document view.

⇨ **Group: Zoom**
The Zoom out and Zoom in buttons let you adjust the zoom factor of the text area.

⇨ **Group: GUI Language**
Choose the language of Voice Reader Studio 15's user interface from the **GUI Language** list.

Other Tabs

Depending on the file opened and the style templates it contains, other tabs may be displayed in Voice Reader Studio 15.
For example:
Design (to draw or adjust table styles such as shading or frames)
Layout (to adjust table properties, especially the administration and arrangement of lines and columns)

The Voice Reader Studio 15 Read-Button

With just one click on the yellow-orange Voice Reader Studio 15 Read-Button, you can start the Read feature from any tab. The entire text loaded in the editor will be read immediately. If a section of the text has been selected, only the selection will be read. When reading is started via the Voice Reader Studio 15 Read-Button, it will use the reading options set under the **Read** Tab.

The Quick Access Toolbar

The buttons on the Quick Access toolbar remain visible at all times and are therefore a beneficial tool for working rapidly and efficiently.
Depending on personal preference, the toolbar can be placed above or below the multi-function ribbon. To place the toolbar, right-click a vacant area on the multi-function ribbon and choose one of the following options:
Show Quick Access Toolbar Above the Ribbon or **Show Quick Access Toolbar Below the Ribbon**.

Quick Access toolbar above the multi-function ribbon
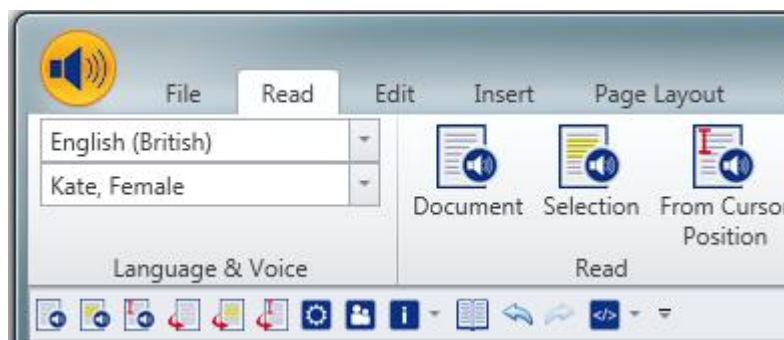
Quick Access toolbar below the multi-function ribbon

By default, the Quick Access toolbar is populated with the Voice Reader Studio 15 reading functions. Further elements can be added to the toolbar by right-clicking the desired element in the multi-function ribbon and selecting **Add to Quick Access toolbar.** (NOTE that the reading options voice, language, speed, pitch and volume cannot be started through Quick Access).
To remove tools, right-click on an element in the Quick Access toolbar and select **Remove from Quick Access toolbar**.

Customizing the multi-function ribbon
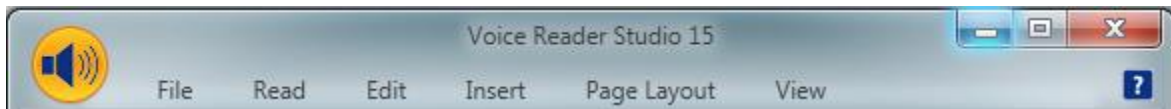
Multi-function ribbon minimized

Multi-function ribbon maximized

If you do not wish to display the Voice Reader Studio 15 multi-function ribbon all the time, e.g. to save screen space, you can hide it by selecting **Minimize the Ribbon.** The option appears when you right-click a vacant area on the multi-function ribbon. When the multi-function ribbon is minimized, tabs can still be activated by clicking on them. Once a command has been selected, they will automatically be minimized again. To maximize the multi-function ribbon, please switch to one of the tabs, right-click a vacant area, and remove the checkmark next to **Minimize the Ribbon.**

The Context Menu
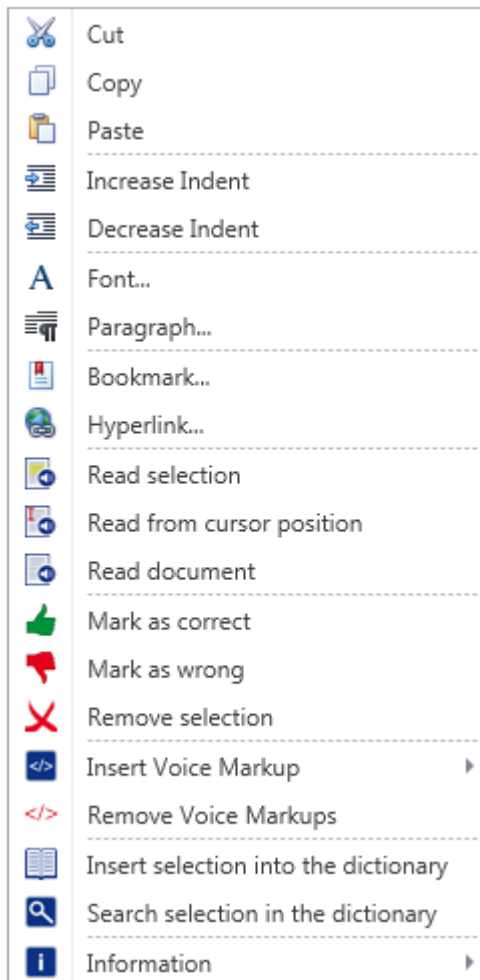
The context menu can be opened by right-clicking on any point in the text. Important functions are thus always and quickly at your disposal while editing longer documents.

The context menu includes all commands that are beneficial and applicable at that point. Non-available commands are displayed as inactive.

Example:

When no word or sentence has been selected in the text, the option **Read selection** will be greyed out in the context menu, and therefore cannot be executed. The context menu also lets you set bookmarks. This allows you to quickly return to certain points in the text. This is especially beneficial when working with long documents or when reading eBooks. Place the cursor on the desired position, select the Bookmark option from the context menu, and enter a name for the bookmark. This name must begin with a letter, but may also contain numerals. Spaces in the name are not permitted. When done, click on the **Add** button. To return to the bookmark position at a later time, start the **Bookmark** function from the context menu, and

select the desired **Bookmark Name** from the list. Click on the **Go To** button to switch to the bookmark position in the text.

> **NOTE**
> Please note that the file formats .epub and .txt do not support the saving of bookmarks. As an alternative, choose file formats such as .docx, .doc, .rtf, .odt, .html or .mht to save bookmarks beyond the restart of the application.

2.2 Multi-Language Voices (ML)

The Voice Reader Studio 15 software is available for many languages. Depending on the language pack purchased, anywhere between 1 and 5 voices per language are included. The voices designated with (ML) are defined as **Multi-Language Voices** and have additional language capabilities besides the main language.

For example, when reading with the German voice Anna-ML (main language = German), using Voice Markup, a non-German pronunciation can be assigned to individual terms in the text to be read. Available in this case are British English, French, Italian and Spanish pronunciation. However, as compared to the main language, the linguistic competence of these additional languages is limited. To read an entire text in a different language, a main voice in that language is required.

When using a Multi-Language Voice, language assignment is performed via the Voice Markup **Language** (Chapter 2.6.2), at the desired point in the text, or for the desired term.

Example: A German text to be read contains an English name. With the reading language option set to German, select the English expression. Then, using the option **Insert Voice Markup**, select the setting **British English** in the **Language** area.

A table showing the available Multi-Language voices and their additional linguistic abilities can be found at: www.linguatec.net/services/support/vrs15

> **NOTE**
> The additional linguistic abilities of a ML voice are only available through **Voice Markup.** Dictionary entries cannot be made in the additional languages. The reading language cannot be switched to the additional language abilities in the options. Compared to the main language, the additional language capabilities are limited and can only be used for individual terms.   Reading an entire text in another language will require the purchase of an additional Voice Reader Studio 15 language pack.

2.3. Opening and editing documents in the application window

Opening a file

The following file formats are supported by Voice Reader Studio 15 and can be loaded directly in the application window using the **File - Open** command:

- Text files   (*.txt)
- RTF files   (*.rtf)
- Word files   (*.docx, *.doc)
- HTML files   (*.htm, *.html)
- MHT files   (*.mht)
- Epub files   (*.epub)
- PDF files   (*.pdf)
- ODT files   (*.odt)

To open a file, follow these steps:

1. Switch to the **File** tab and click the **Open** button.

2. Under **File type**, select the desired format or choose **All supported files.**

3. Switch to the required folder, click on the file you wish to open, and then confirm your selection by clicking **Open**.

   NOTE
   A PDF file that you open in Voice Reader Studio 15 must first be converted to the RTF format. You will receive a message to that effect when loading the PDF file - confirm by clicking OK. Due to the RTF-conversion the graphics of the original PDF cannot be loaded into the editor of Voice Reader Studio 15.

Inserting or exchanging text via the clipboard

You can also insert text from other applications directly via the clipboard.

1. Select the desired text in the other application.

2. Copy the selected text to the clipboard (**CTRL+C** or **Edit - Copy**).

3. Click into the editor window of Voice Reader Studio 15 and paste the copied text using the standard key combination **CTRL+V** (or **SHIFT+INS**). If the editor already contains text that you wish to replace with the new text, select the existing text prior to pasting.

Opening text by Drag & Drop

You can also open a file in Voice Reader Studio 15 by simply dragging and dropping it into the editor. (Drag & Drop: Click on the file with the mouse, keep the mouse button held down while dragging, release over the new location)
Make sure that the selected file belongs to a supported file type.

Saving text

If you have made changes or inserted text into an open document in the Voice Reader Studio 15 application window, you can save the document. Switch to the **File** tab and select the command

a) **Save**, if the document you have edited is to be saved with all changes under the same name and in the same location from which it was opened.

b) **Save As**, if you wish to determine and possibly change the name and location of the document. This way, you avoid overwriting with your changes and losing the original version of the document you have edited.

Voice Reader Studio 15 supports saving to the following file formats:

- Text files   (*.txt)
- RTF files   (*.rtf)
- Word files   (*.docx, *.doc)
- HTML files   (*.htm, *.html)
- MHT files   (*.mht)
- Epub files   (*.epub)
- ODT files   (*.odt)

Printing text

You can print out the text that is in the application window of Voice Reader Studio 15. Switch to the File tab and select one of the following commands:

Print, **Quick Print** (this executes the print command immediately, without first bringing up the print dialogue) or **Print Preview**.

2.4 Reading text

Before starting playback, you should confirm that the desired settings for voice, speed, pitch, volume, text selection and end of sentence pause have been selected from the **Options** in the **Read** Tab. These cannot be changed in the course of reading. If you have purchased and installed several language versions of Voice Reader Studio 15, please also make sure that the correct language has been selected in the options.

Starting and stopping reading

The **Read** Tab contains the following reading options:

•**Read entire text**

If the entire text open in the Voice Reader Studio 15 editor is to be read, click on the **Read Document** button.

- **Read selected text**

Select the portion of the text you wish to have read and choose **Read Selection**. Voice Reader Studio 15 will read only your selection.

If possible, make sure to select only complete sentences, so that Voice Reader Studio 15 can intonate the text correctly.

- **Read text from cursor position**

Place the cursor at the text location from which reading should commence and click on **Read from Cursor Position**. With this command, Voice Reader Studio 15 will read the entire text following the cursor position.

The Voice Reader Studio 15 Reading Bar
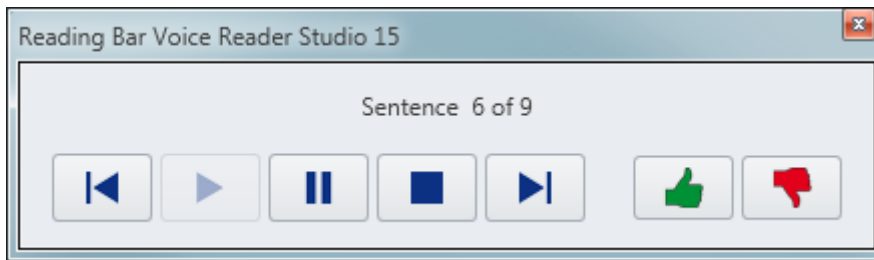
Once reading has been started, the Voice Reader Studio 15 Reading Bar will open in a separate window. It can be freely moved around the display.

To pause reading, please press ▌▌ **Pause.**

To continue reading, press ▶ **Play**.

Clicking ■ **Stop** will end playback prematurely. You can also do this by using the **Close** window function.

The ▶▌ **Forward** and ◀▌ **Reverse** buttons allow you to navigate through the text, i.e. you can jump ahead to the next sentence or go back one sentence.

Depending on the reading unit selected (**Read** Tab - **Settings** group - **Options** menu), reading, selecting and navigating the document will be by word, by sentence or by paragraph.

If you have selected the option **Read by sentence**, the text to be read will be segmented by sentence. It will be selected and read by sentence.

The Reading bar will display the number of sentences selected for reading (Example: Sentence 2 of 9). The **Forward** and **Reverse** buttons let you move forward or back in the document one sentence at a time.

If, however, you have chosen **Read by paragraph**, you can navigate the document one paragraph at a time. Selection and reading will be by paragraph.

The segments to be read will be displayed by paragraph (Example: Paragraph 1 of 20). The **Forward** and **Reverse** buttons let you move forward or back in the document one paragraph at a time.

In the same way, if **Read by word** has been selected, segmentation of the text will be by word. Selection and reading will be by word.

The Reading Bar will display the number of words selected for reading (Example: Word 3 of 7). The **Forward** and **Reverse** buttons let you move forward or back in the document one word at a time.

In most cases, the preferred method will be to read by sentence.

> **NOTE**
> Please note that in the course of reading and while the Reading Bar is being displayed, the text cannot be changed, and settings cannot be adjusted. To do either, the Reading Bar must first be closed. This can be done using the Stop button ■ or the Close function 🞮.

Marking text

If you want to edit a text, for example to customize its pronunciation, the Voice Reader Studio 15 Reading Bar allows you to mark sections of text either as good (green), or for editing (red).

In the course of reading, when you click the button (mark as good), the text in the current selection will be underlined green.

In the course of reading, when you click the button (mark for editing), the text in the current selection will be underlined red. This allows you to highlight the need to edit the section.

Should you later wish to remove the colored Voice Reader Studio 15 markings, select the text area in question using the mouse, or select the entire text using CTRL+A. Right-click into the editor and select the option **Undo marking** in the context menu.

During speech output

In the course of playback, the voice, pitch, speech speed, volume, text marking or end of sentence pause cannot be changed. You must first end playback using the Stop button or the Close function in the Voice Reader Studio 15 Reading Bar, and then make the desired changes to Voice Reader Studio 15 in the **Settings** area of the **Read** Tab.

One-click reading using the Voice Reader Studio 15 Read-Button

By clicking the Voice Reader Studio 15 Read-Button, you can start reading from any tab. The entire text loaded in the editor will be read immediately. If a section, sentence or word has been selected in the text, then only the selection will be read. When reading is started via the Voice Reader Studio 15 Read-Button, it will use the reading options set under the **Read** Tab.

2.5 Exporting text to an audio file

Exporting converts the entire document in the application window, or a section of it that has been selected, to an audio file, which you can subsequently play back through a PC audio player, or transfer to an external medium or device such as an audio CD or an MP3 player. Which format (MP3 or WAV) is used, in what quality, and where the file is saved depends on the corresponding options selected in the **Settings** group of the **Read** Tab.

Starting export

The following options for exporting to an audio file (wav or mp3) are available in the **Export** group of the **Read** Tab:

• **Export entire text**

To export the entire text to an audio file, click on the **Export Document** button.

- **Export selected text**

  If you wish to export only a section of the text, select it.
  Take care to select only entire words, and if possible, complete sentences. Start the export by clicking on **Export Selection.**

- **Export text from cursor position**

  Place the cursor at the desired location in the text, and then click **Export from Cursor Position**. All text from the cursor position to the end of the text will be exported to an audio file.

2.6 Using Voice Markups to customize audio output

Voice Reader Studio 15 lets you produce professionally designed audio output from a text file. Various possibilities are available for customizing pronunciation, and can be implemented using **Voice Markups.** Voice Markups can be easily inserted at any point in the text, using either

a)   the **Insert Voice Markup** button from the **Voice Markup** group in the **Read** Tab, or

b)   the option **Insert Voice Markup** from the context menu (this can be opened by right clicking on the cursor position in the editor window.

Click on the required Voice Markup (language, voice, speed...), choose the desired settings and confirm by clicking **OK.**

The customized text file can be subsequently **read** and **exported to an audio file** that can be played back independently of Voice Reader Studio 15.

A setting that has been defined using Voice Markup will remain in effect until it is replaced by the selection of a new Voice Markup.

A Voice Markup can either be inserted at the current cursor position or defined for a selected area. The latter case requires setup of a Begin- and an End-Voice-Markup.

> **NOTE**
> If an inserted Voice Markup is manually complemented or changed with incorrect parameter specifications, the affected entry will be interpreted and read as regular source text. You should therefore take care not to damage the markup format when manually editing the text.

Overview of Voice Markup options

- The **Voice** can be customized in many different ways and changed at any point in the text.

- Several **Output languages** can be combined within the same document, provided that the languages are installed in Voice Reader Studio 15, or when you are using a Multi-Language (ML) Voice.

• You can adjust reading characteristics such as **Speed, Pitch** and **Volume** for precisely defined sections of the text.

• You can insert **Speech pauses** of exactly defined duration.

• You can determine the **Length of pause after a reading unit.**

• Voice characteristics and output language can be saved in various **Speaker profiles,** in order to reuse them as needed and to customize documents with several speakers.

• Using the **Text Normalization** Voice Markup, you can determine in which style (e.g. spelling, address, SMS mode...) a specific text section is read.

• The **Phonetic Transcription** Voice Markup is useful when you do not want to change the pronunciation of a term in general, just at a certain point in the text. Simply select the word (or words) to be transcribed, then enter the desired phonetic pronunciation.

If you choose the Phonetic transcription Voice Markup without having selected any text, the defined pronunciation will be read in addition to the existing text at the current cursor position.

• You can integrate **external audio files** (e.g. jingles, signal tones or sounds) to be played back at the desired point in the document. WAV files are supported at 16 Bit, 22050 Hz, mono.

If you are using the Word or PowerPoint plugin, you will find the corresponding settings in the **Voice Reader Studio 15** Tab, in the **Voice Markup** group, using the command **Insert Voice Markup.**

2.6.1 Adjusting voice and language with Voice Markups

The following voice markups allow you to customize voice characteristics and language settings:

• Voice (for ML voices only)

• Voice & Language

• Speed

• Pitch

• Volume

These can be easily inserted using the **Insert Voice Markup** button on the **Read** Tab, or by using the function of the same name in the context menu.

The Voice Markups to customize voice and language characteristics can be applied to a text selection, in which case they will affect only that selection. When they are inserted at a cursor position, they remain in effect until they are replaced by the setup of a new Voice Markup, or when the end of text is reached.

> **NOTE**
> You can combine and save several voice characteristics in a **Speaker profile**. See Chapter 2.6.3

2.6.1.1 Changing the reading language (ML voices only) for a single voice

When using a Multi-Language (ML) Voice (see chapter 2.2), you can assign any additional language that it supports to a term with **Voice Markup Language (ML voices only).**
First make sure that the language you have installed for Voice Reader Studio includes a ML voice, and that this has been selected in the reading options in the **Voice** area.

Language (ML voice only) <Lang=XX/>
The command for **Language (ML voice only)** is called Lang. Example <Lang=eng/>
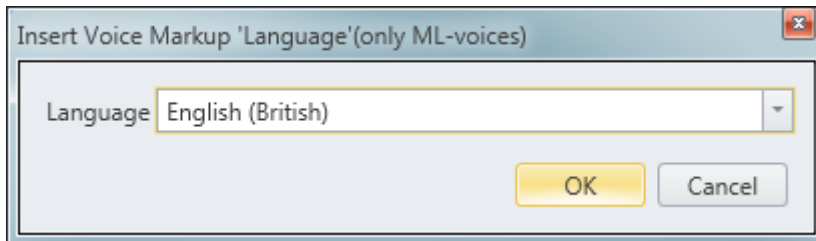
Select the desired additional language capability of your ML voice from the drop-down menu of the **Insert Voice Markup** button.

> **NOTE**
> The command can only be executed for the respective supported languages of your selected ML voice!

Sehr geehrte Fahrgäste, bitte beachten Sie, dass auf Grund von Gleisarbeiten der Regionalzug nach <Lang=eng/>Maidstone<Lang=END_eng/> 10 Minuten verspätet eintreffen wird.

*In this case, a German ML-Voice was selected in the reading characteristics, and using the Voice Markup **Language**, the term 'Maidstone' was assigned the English (British) pronunciation.*

2.6.1.2 Changing the reading language with Voice Markup when several languages have been installed

In the case of multi-language texts, if you have purchased and installed several language packs for Voice Reader Studio 15, you can switch the reading language in the line **Language** by selecting the **Voice Markup Voice & Language**. This will show you the available languages which you can choose from. Once you have made your selection, you will choose the reading voice for the selected language.

The **Voice Markup Voice & Language** for selecting the reading language can be applied to a text selection, in which case it will affect only the selected text.
When inserted at a cursor position, it will remain in effect until it is replaced by the setup of a new Voice Markup, or when the end of text is reached.

Voice & Language <Voice=XX/>
The command for **Voice & Language** is called Voice. Example: <Voice=Gabi/>
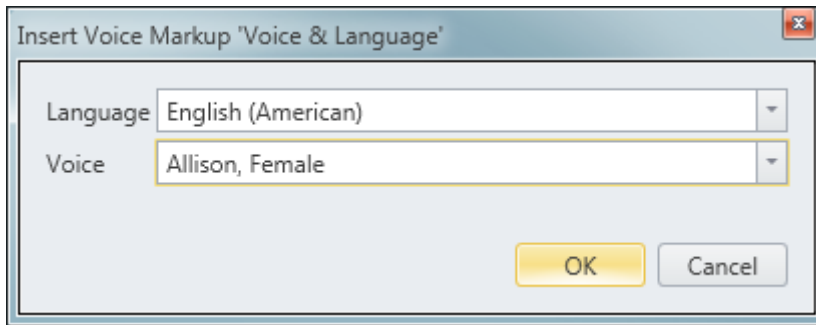
> Please press "one" for further information. <Voice=Petra/>Wenn Sie weitere Informationen wünschen, drücken Sie bitte die „Eins".<Voice=END_Petra/>

*In this example, German and US English were installed in Voice Reader Studio 15. A US English voice is selected in the reading options, and **Voice Markup Voice & Language** was used to assign a German voice to the second sentence.*

> **NOTE**
>
> Along with other characteristics, the output language can also be saved to a **Speaker profile** for quick and easy management.

2.6.1.3 Adjusting the voice characteristics

Voice & Language <Voice=XX/>

If the language you installed in Voice Reader Studio 15 includes several voices, you can use the **Voice Markup Voice & Language** to change the reader within that language. To do this, select one of the voices displayed in the drop-down menu of the line **Voice**.
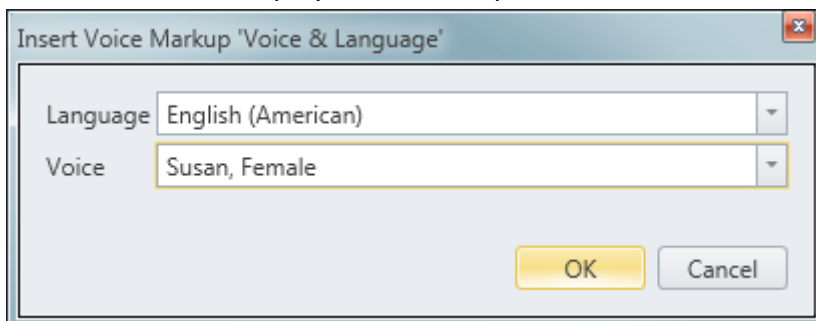
Speed <Speed=XX/>

The command for **speech speed** is called Speed. The default value of speed is 100. Example: <Speed=110/>
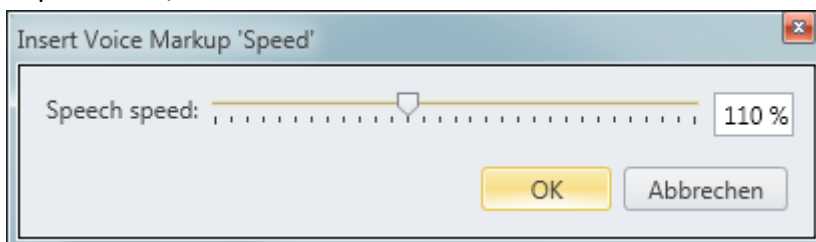
Chooses a speech speed that is 10% over the default value (100)

> **NOTE**
>
> Values exceeding 150 lead to unnatural sounding results.

You can adjust the speed using either the slide control or by entering a percentage value in the number field. Please confirm your entry by pressing the Enter or Tab Key.

Pitch <Pitch=XX/>

The command for **pitch** is called Pitch. Values can range from 50% (very deep) and 200% (very high). The default value for pitch is 100%. Example: <Pitch=80/>

Lowers the pitch to 80% of the default pitch level

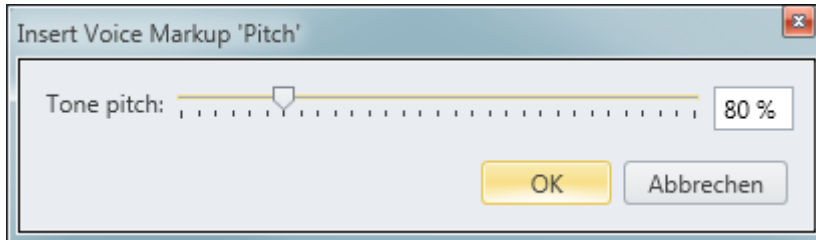You can adjust the pitch using either the slide control or by entering a percentage value in the number field.

Volume <Volume=XX/>

The command for **volume** is called Volume. Values can range from 1% (almost mute) to 100% (maximum volume). Example: <Volume=70/>

You can adjust the volume using either the slide control or by entering a percentage value in the number field.
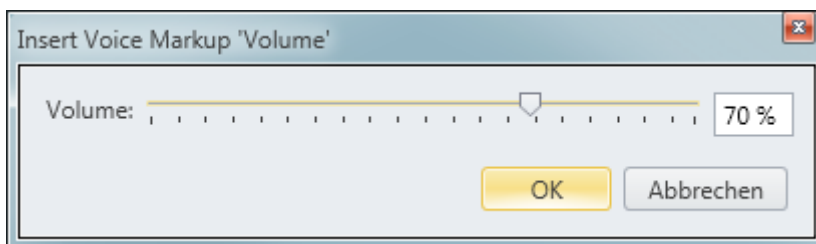
Adjusts volume to 70% of the maximum volume

2.6.2 Using Speaker Profiles

The tonal appearance of speech output is dependent upon six parameters that can be combined into a Speaker Profile:

- Language (e.g. German or English or...)
- Voice
- Speech speed
- Pitch
- Volume
- End of sentence pause

Each of these parameters can be individually adjusted. Speaker Profiles allow you to combine and save several or all of these parameters in a profile that you can then access at any time. Speaker Profiles ensure that your texts will always be read by the same »speakers«, and also allow you to quickly and easily switch between different speakers, e.g. for dialogue scenes.

Creating and editing Speaker Profiles

To setup or change a Speaker Profile, do the following:

1. Click the **Speaker Profiles** button in the **Settings** group of the **Read** Tab.

2. In the **Speaker Profiles** dialogue, you can set up a new profile (**New** button) or change an existing one (select in the list, then click on **Edit**).

3. In the **Settings Speaker Profile** dialogue, you can assign a new name to the profile or change an existing name, and you can adjust all the parameters that are to be saved in the Speaker Profile.

Just check the box next to the desired parameter and adjust the value as needed.

Apply and save your entries by clicking **OK.**

> **NOTE**
> When a parameter has not been defined in a Speaker Profile (checkbox not selected), its value does not change when the profile is assigned.
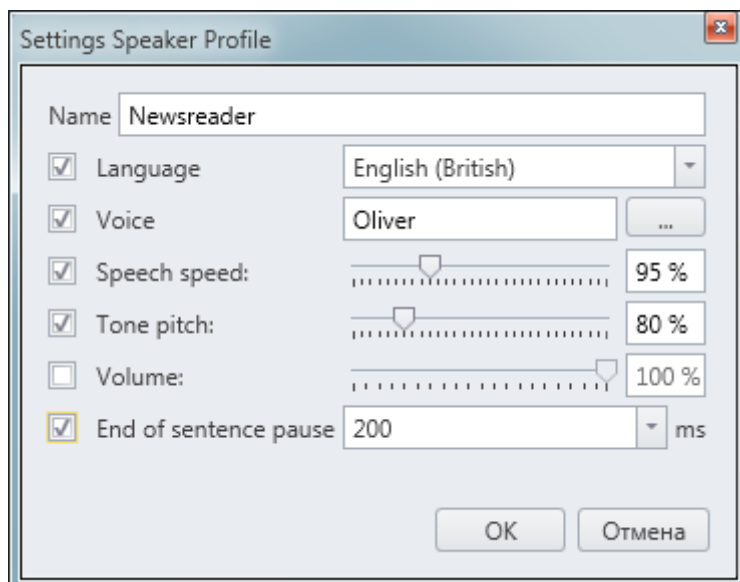
Settings Speaker Profile dialogue: Determine the parameters of your Speaker Profile here.

Deleting a Speaker Profile

Select the Speaker Profile to be deleted from the **Speaker Profile** list, then click on **Delete.**

Assigning a Speaker Profile <Profile=XX/>

In order to switch speech output to a certain Speaker Profile, insert it into the text using **Voice Markup Speaker Profile**.

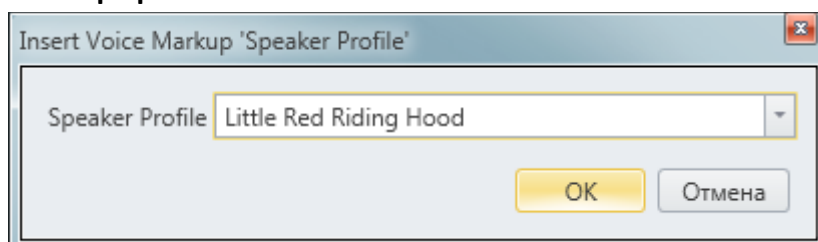You can choose to insert the **Voice Markup Speaker Profile** directly at the cursor position. In that case, it will be inserted into the text with the parameters selected for the Speaker Profile, and will remain in effect until you use a new **Voice Markup** in the following text section for another Speaker Profile.

<Profile=Little Red Riding Hood/>Grandma, why do you have such big ears?
<Profile=Wolf/>All the better to hear you!
<Profile=Little Red Riding Hood/>Grandma...

In this example, the Speaker Profiles "Little Red Riding Hood" and "Wolf" are being alternated.

However, you can also select a text section and assign a **Voice Markup** to it. This inserts a Begin and an End command for the **Voice Markup.**

<Profile=Little Red Riding Hood/>Grandma, why do you have such big ears?

<Profile=END_Little Red Riding Hood/>

<Profile=Wolf/>All the better to hear you! **<Profile=END_Wolf/>**

**<Profile=Little Red Riding Hood>**Grandma...**<Profile=END_Little Red Riding Hood/>**

In this example, the Speaker Profiles "Little Red Riding Hood" and "Wolf" are also alternated, but the Voice Markup was inserted by selecting text.

2.6.3 Inserting Pause <Pause=XX/>

Speech pauses are an excellent method to structure audio output and enhance its intelligibility. Use the **Voice Markup Pause** and adjust the desired length of the pause using the slide control, or by entering a number directly.
The pause inserted by **Voice Markup** is added to the reading pause that Voice Reader Studio 15 inserts by default between individual words or at the end of a sentence.
Voice Markup Pause can be applied at a cursor position. If the option is selected when a text section is marked, it will be inserted directly before the marked text.
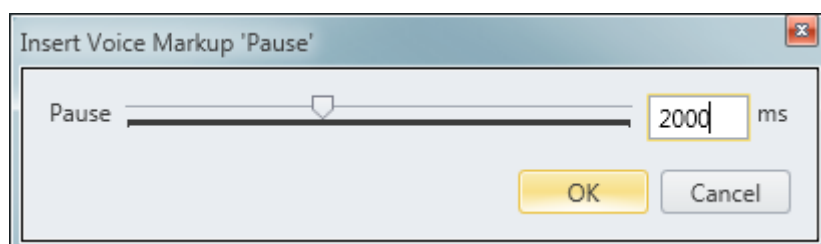
The duration of the pause is specified in milliseconds (ms).
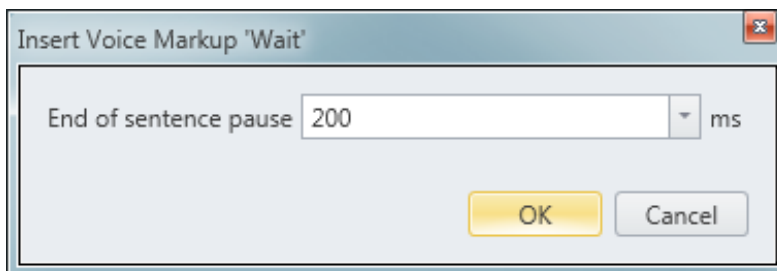The minimum value is 100 ms (0.1 s), the maximum value is 10,000 ms (10 s).

And now our traffic report.
<Pause=2000/>M1, London to Watford **<Pause=1000/>** In between...

In this case, speech pauses of 2 and 1 seconds are used to separate the individual units from each other more distinctly.

2.6.4 Length of Pauses after a reading unit <Wait=XX/>

A speech pause after a reading unit helps to enhance the intelligibility of texts without disturbing the flow of the reading.

If **by sentence** has been chosen as the reading unit in the Voice Reader Studio 15 options, the pause will follow the end of the sentence. Accordingly, if **by paragraph** has been chosen, a pause will follow the end of the paragraph being read.

The length of the pause is specified in milliseconds (ms). The minimum value is 0 ms (no pause), and the maximum value is 1800 ms.

When a Voice Markup is inserted at a cursor position, it will remain in effect until it is replaced by a new Voice Markup for a different end of sentence pause. If you apply the Voice Markup to a text selection, it will affect only the selected area. The settings for the end of sentence pause that have been selected in the **Options** of the group **Settings** in the **Read** Tab will apply to the remainder of the text.

2.6.5 Text Normalization <Tn=XX/>

Using the **Voice Markup Text Normalization,** text styles can be defined for individual words or text areas. Either select the text to be defined and choose the desired style from the drop-down menu of the **Voice Markup**, or insert the **Voice Markup** at the cursor position.

Available options are:

Text Normalization Address <Tn=address/>
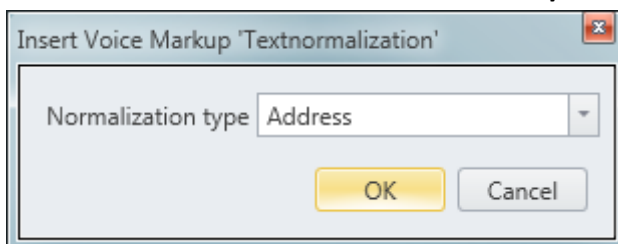
This type of **Text Normalization** pays special attention to decimals, ordinal and cardinal numbers, telephone number formats, URLs and email addresses, banking IDs and especially postal code formats.

This means that the postal code is read integer by integer, and not as an entire number.

Text Normalization Fraction <Tn=fraction/>
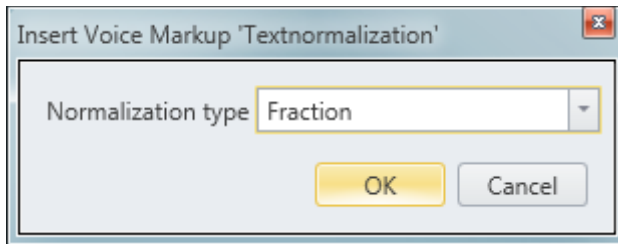
The **Text Normalization Fraction** pays special attention to fractions.

Example: 1 1/16 is spoken as one and one sixteenth.

Text Normalization Spelling <Tn=spell/>
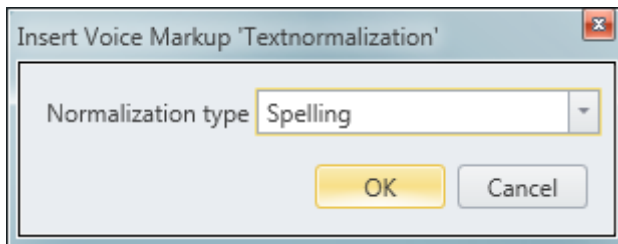
The selected text is spelled out.

Text Normalization Date <Tn=date/>
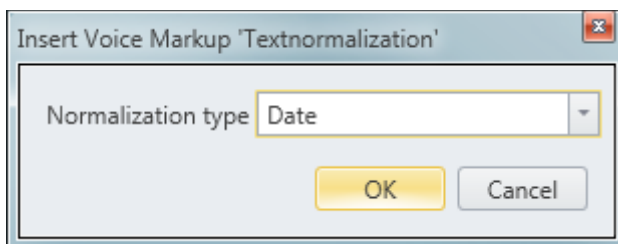
Text Normalization Date pays attention to various date formats.

Text Normalization Normal <Tn=normal/>
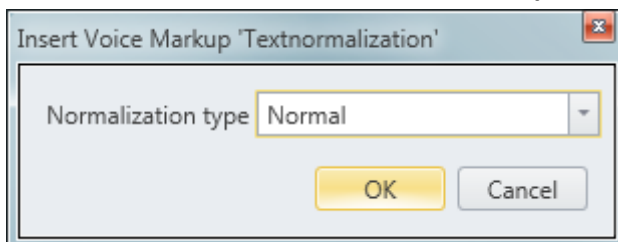
If you have placed one of the text normalizations such as Spelling, SMS, Address, Fraction, Currency, Date or time at a cursor position, the **Voice Markup Text Normalization Normal** lets you revert to the previously set text style.

Among other things, the text style **Normal** considers decimal, ordinal and cardinal numbers, currencies, date, time and telephone formats, URLS and email addresses.

Text Normalization SMS <Tn=sms/>
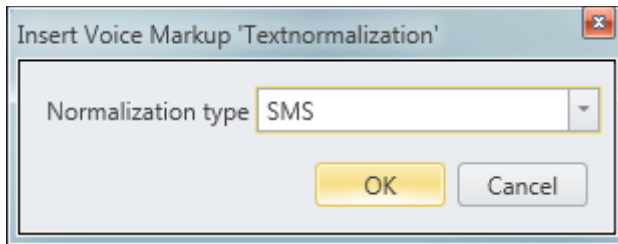
The **Text Normalization SMS** is the only one that recognizes Smileys. Besides that, it considers decimal, ordinal and cardinal numbers, currencies, date, time and telephone formats, URLS and email addresses.

Text Normalization Time <Tn=time/>
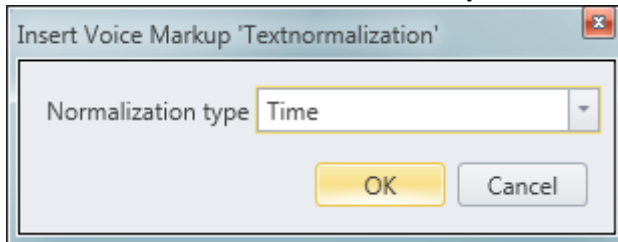
Text Normalization Time is used when announcing the time.

Text Normalization Currency <Tn=currency/>
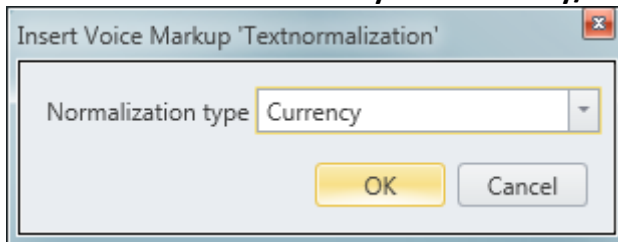
Text Normalization Currency considers the various styles of writing currencies.

2.6.6 Inserting a Phonetic Transcription <TOI=LHP/>

It may be the case that the pronunciation of a term should be changed only at a particular point in the text, or in a specific document, not for the entire text. In this case, you can use Voice Markup to insert a phonetic transcription in the of Voice Reader Studio 15 editor.

Simply mark the term for which you want to insert a phonetic transcription, then open the **Phonetic Transcription** Voice Markup.
Enter the desired pronunciation, and when the selected term is read, it will be replaced by the phonetic transcription.
If you open the **Phonetic Transcription** Voice Markup without having first selected a word in the text, the phonetic transcription will be inserted at the point of the cursor, i.e. it will be read in addition to the existing text.
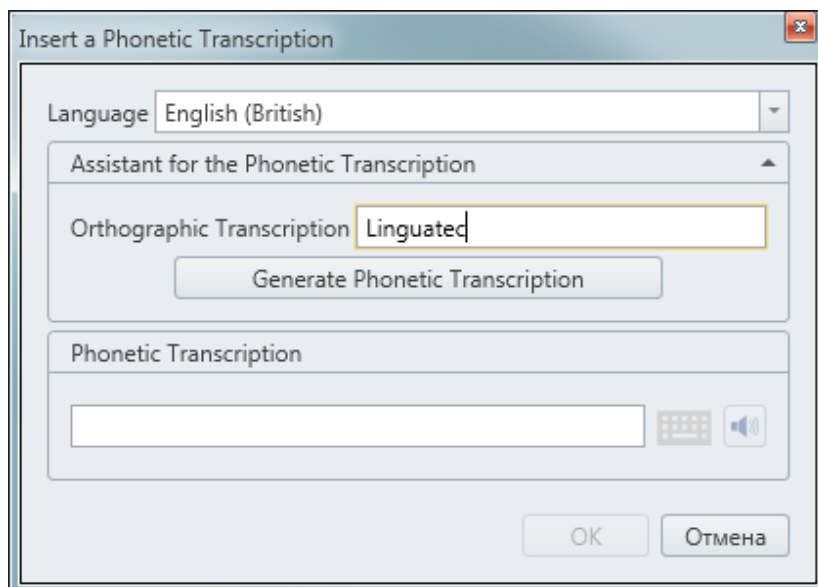
Instructions:

In the **Insert a phonetic transcription** dialogue, first choose the language (in case you have purchased and installed more than one Voice Reader Studio 15 language).

Afterwards, you can choose to either have the phonetic transcription generated

a)   automatically from the text (click on **Generate phonetic transcription** - this will automatically generate a phonetic transcription from the entry in the **Orthographic Transcription** field, which can then be manually adjusted.)

b)   or enter it using the phonetic keyboard assistant (click the Keyboard button and make then make the entry using the phonetic keyboard).
It works like this: By right-clicking a symbol on the keyboard, you can use the Listen button to hear an example containing the selected sound. If you want to transfer the phonetic transcription of the sound directly into the **Phonetic Transcription** field, left-click the keyboard symbol. A "mouse-over", i.e. simply hovering over a keyboard symbol with the mouse cursor, will also display an associated example term and its phonetic sound transcription. The sound in the example will be emphasized by brackets.

c)   or just type it directly into the Phonetic Transcription field (suitable for experienced users).

Before confirming the entry of the phonetic transcription by clicking **OK,** you can listen to the new pronunciation using the loudspeaker icon.

2.6.7 Inserting a WAV file <Audio="XX.wav"/>

You can integrate external audio files into the Voice Reader Studio 15 audio output, e.g. to playback a jingle or notification sound. Please note that audio files are only supported which are stored locally on your PC and which are in WAV file format with the following settings:
- Bit depth: 16 Bit
- Sample Rate: 22050 Hz
- Mono (1 channel)

You can insert a WAV file using the Voice Markup **Audio**.
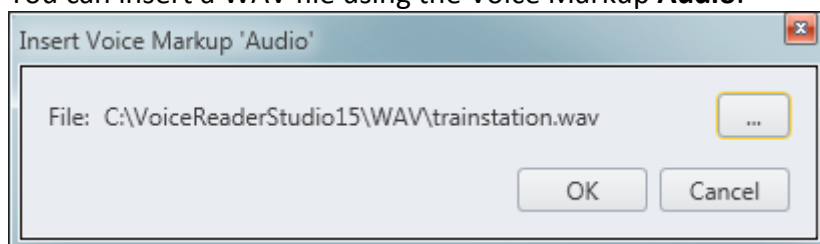
It can be applied at the cursor position. If the option is selected when a text section is marked, it will be inserted directly before the marked text.
Click on **Browse,** choose the desired WAV file on your computer, and confirm by clicking **OK.**

> **<Audio="C:\sounds\signals\info-in.wav"/>**For your own security, please keep your seat belt fastened for the duration of the ride. Thank you. **<Audio="C:\sounds\signals\info-out.wav"/>**

In this case, the announcement is framed by two notification sounds.

2.7. Dictionary Management

The Voice Reader Studio 15 language packs include an extensive vocabulary and can easily convert most text to speech. However, in certain cases it may be necessary to customize the pronunciation of a single word or a multi-word term (e.g. in the case of specific foreign words, technical terms or names); some types of text also require that certain terms in the text are not included in the reading (e.g. navigation elements in web documents). For tasks such as these, Voice Reader Studio 15 provides the possibility of entering terms into custom dictionaries, and to use this vocabulary as needed for speech output or conversion to an audio file. How to create, manage and activate dictionaries for the conversion of text into speech is explained in section **2.7.1 - Creating, editing and managing dictionaries.** How to create and edit dictionary entries is explained in section **2.7.2 - Creating and editing dictionary entries.**

2.7.1 Creating, editing and managing dictionaries

Creating new dictionaries
In order to make dictionary entries, a dictionary for the language currently in use must first be created. Switch to the **Settings** group in the **Read** Tab. Click on **Manage Dictionary** to open the **Dictionary List** window, in which you can create a new dictionary by clicking **New.**
Select the desired language in the **Language selection** window. Confirm by clicking **OK.**

> **NOTE**
> A selection of different languages will be available only if you have purchased and installed several language versions of Voice Reader Studio 15.

Assign a name to the dictionary (**Create new dictionary** window, **Dictionary name** field). The field **Description** is optional. Click on **OK** to complete the creation of the new dictionary.   It will now be shown in the dictionary list.

Editing dictionaries

To make a new dictionary entry, or if you subsequently want to change the description or the name of a dictionary, select the dictionary that is to edited from the Dictionary list (**Read** Tab, **Settings** group, **Manage Dictionary** button), then click **Edit**. In the Edit dictionary window, you can change the dictionary name (**Dictionary Name** field), the description (**Description** field), or make a new entry (**New** button). Click on **OK** to apply your changes. Detailed information on creating a new dictionary entry can be found in section **2.7.2 - Creating and editing dictionary entries.**

Activating / deactivating a dictionary

Whether or not a specific dictionary is used for reading depends on whether it has been activated or deactivated in the dictionary list. Several dictionaries can be active at the same time.
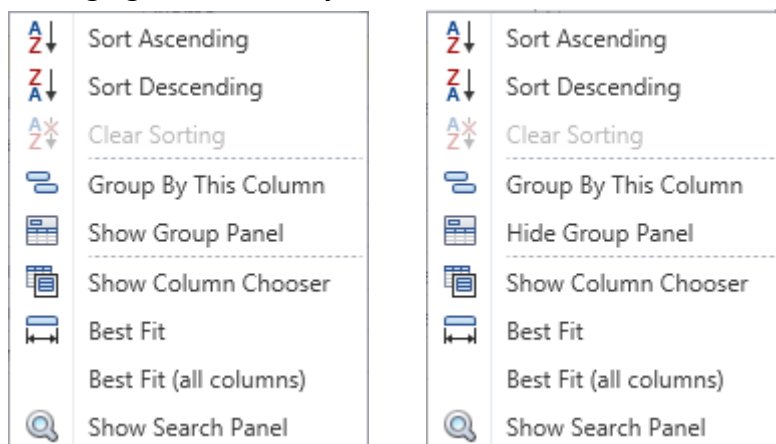
By default, a dictionary is activated following its creation. To deactivate a dictionary, please open **Manage Dictionary** (**Read** Tab, **Settings** group), and in the **Is active** column, uncheck the box next to the dictionary you want to deactivate. To reactivate the dictionary, simply check the box again. This way you can use dictionaries for the reading of certain text, and otherwise deactivate them.

Deleting dictionaries

If you want to remove a dictionary from the **Dictionary list** entirely, select the dictionary in question and click on **Delete**. If you are sure that you want to irrevocably delete the dictionary file, confirm the security prompt.

You should not delete the dictionary file in question if you just want to temporarily deactivate the dictionary. Please note that a deleted dictionary cannot be recovered unless it was previously exported and backed up. More details on the import and export of dictionaries can be found in sections 2.7.3 and 2.7.4.

Managing the Dictionary List

A↓Z Sort Ascending	A↓Z Sort Ascending
Z↓A Sort Descending	Z↓A Sort Descending
A*Z Clear Sorting	A*Z Clear Sorting
Group By This Column	Group By This Column
Show Group Panel	Hide Group Panel
Show Column Chooser	Show Column Chooser
Best Fit	Best Fit
Best Fit (all columns)	Best Fit (all columns)
Show Search Panel	Show Search Panel

The view and grouping of the dictionary list can be customized. To do this, right-click on the table header (Activate, Name, Language, Description).

Sort alphabetically

Individual columns can be sorted alphabetically. Either ascending (from A to Z), or descending (from Z to A) (**Sort ascending** and **Sort descending** in the context menu). With **Clear sorting**, the changes to the sorting can be undone.

Grouping

If you want to group the dictionary by columns to make the layout more clear, this can be achieved

  a) by using the Group editor from the context menu, or
  b) in the Group field directly.

Grouping is possible only by the columns **Is active** and **Language.**

Regarding a)

In the Dictionary List, right-click the header of either the **Is active** or the **Language** column, then select the option **Group By This Column**. This will group the dictionary list either by language, or by status (activated or deactivated dictionary).

To undo the grouping, select the option **Undo Grouping**. You'll also find this option by right-clicking the header of either the **Is active** or the **Language** column.

Regarding b)

In the Dictionary List, right-click the header of either the **Is active** or the **Language** column, then select the option **Show Group Panel.** This will display an additional area above the table in which the fields for the group can be arranged. To hide the group panel again, Choose **Hide Group Panel** from the context menu.

The grouping can be modified by shifting and dragging the table headers **Is active** and **Language** in the group panel. The button on the left side of the group panel displays the current grouping. A field can also be dragged out of the **Dictionary List** window frame; this corresponds to a deactivation of the column view in the dictionary table. This is additionally clarified by a Close icon.

To re-insert a column that has been removed from a table, right-click one of the table headers (Is active, Description, Name, Language) then choose **Show Column Chooser.** The deactivated column will be displayed in the column chooser window. It can now be re-inserted into the table header of the **Dictionary List** by dragging and dropping it from the **Column Chooser.**

Column Chooser

You can sort or hide columns entirely using the option **Show Column Chooser** in the context menu of the table header.

To remove a column from the Dictionary List view, drag and drop it from the table header into the column chooser window.

To move a column, with the column chooser open, drag and drop the column header to the desired location in the table overview.

To adjust the optimum width of one or all of the columns, choose

  a) **Best fit** from the context menu to adjust a single column

b) **Best fit (all columns)** from the context menu to adjust all columns

To close the Column Chooser, select the option **Hide Column Chooser** from the context menu.

Searching the Dictionary List

You can search the dictionary list for dictionary names, dictionary language, or description. In the **Dictionary List** window, enter the search term into the **Search** panel.

If the Search panel is not visible, you can display it by right-clicking the table headers (Is active, Description, Name, Language) and selecting the option **Show Search Panel**. Once the search term has been entered, press the Enter key to start the search. Please observe the correct upper and lower case spelling.

2.7.2 Creating and editing dictionary entries

You can define your own dictionary entries to complement and customize pronunciation. The following options are available to do this:

• **Dictionary entry with orthographic pronunciation transcription**

This transcribes the pronunciation of the dictionary entry with regular text. No knowledge of special phonetic spelling is required.

• **Dictionary entry with phonetic pronunciation transcription**

The pronunciation of the dictionary entry is transcribed using a phonetic alphabet. A phonetic alphabet is a collection of symbols with which the sounds of the human voice can be precisely described and transcribed.

> **NOTE**
>
> • Voice Reader Studio 15 also supports the entry of **multi-word terms**, i.e. entries consisting of several words or units in the source text and/or the pronunciation. (Examples: »de Gaulle« or »etc. => et cetera«).
>
> • The dictionary entries are stored in separate dictionaries by **language.**
>
> • If needed, you can also create, import and manage **multiple dictionaries per language**.

Creating a new dictionary entry

In order to create a new dictionary entry, a dictionary must already be set up (Chapter 2.7.1).

Using the multi-function ribbon

To make a new dictionary entry, switch to the **Read** Tab,
into the **Settings** group, and select **Manage Dictionary** .
In the dictionary list, double-click the dictionary in which to create the entry (alternatively, select the dictionary in the list and then click **Edit**.
In the **Edit Dictionary** window, click the **New** button to create a new entry.

Using the context menu

As an alternative to using the **Manage Dictionary** button, you can also open the **context menu** by right-clicking into the Voice Reader Studio 15 editor, and then creating a new dictionary

entry by choosing **Add word to the dictionary** or **Insert selection into the dictionary.**
This provides the following possibilities:

a)   If no term has been selected in the text to be read, and you choose the option **Add word to the dictionary** from the context menu, then, following the confirmation of the language and the selection of the desired dictionary, a new blank dictionary entry will be opened. Fill this with the term for which you want to create a dictionary entry.

b)   If you have selected a term in the text to be read, and choose the option **Insert selection into the dictionary** from the context menu, then, following the confirmation of the language and the selection of the desired dictionary, a new dictionary entry containing the selected term will be opened. Although in this case the **Term** text field in the dictionary will already be filled, it can be manually adjusted at any time.

Step by Step

Follow these instructions to create the dictionary entry:

1. Term:

If it has not already been filled, enter the term into the field of the same name. Make sure to observe the correct spelling.

2. Description (optional)**:**

Optionally add a description. You can leave your own notes here. Otherwise, the field can also remain empty.

3. Pronunciation:

Voice Reader Studio 15 provides two possibilities to describe pronunciation:

• using regular text (**Orthographic Transcription** field)

• using a phonetic alphabet (**Phonetic Transcription** field)

Transcription using regular text has the advantage that it does not require any special knowledge
and that it is not necessary to refer to the phonetic alphabet. However, phonetic subtleties cannot be described using orthographic transcription.

➢ **Enter pronunciation using orthographic transcription:**

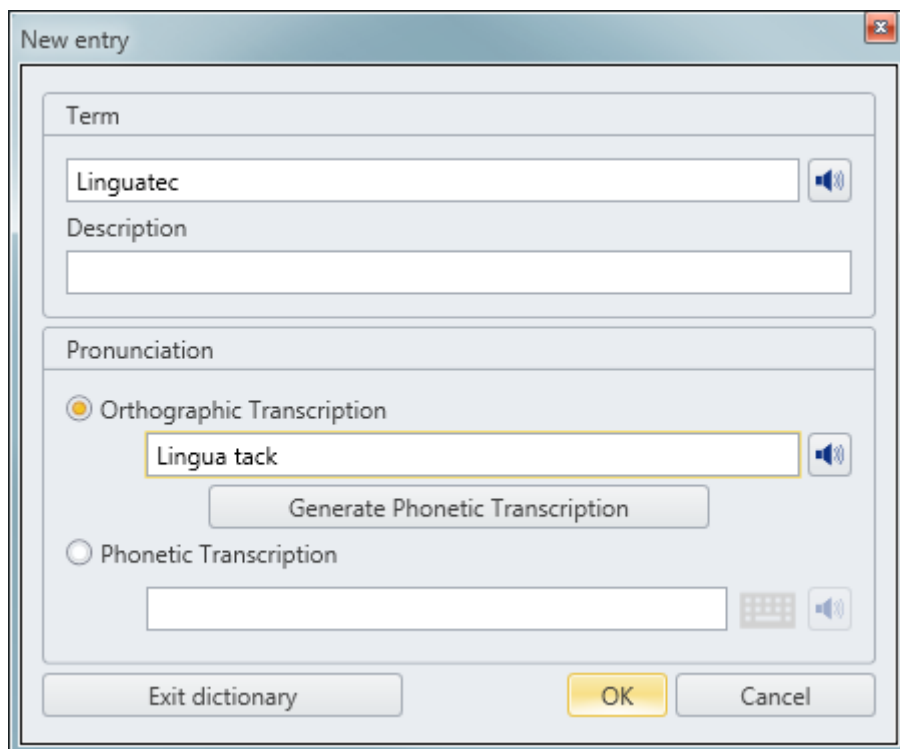Click into the **Orthographic Transcription** field to automatically copy the term from the **Term** field.

> **NOTE**
> Copying will occur only if the text field is blank. If the **Orthographic Transcription** field already contains an entry, this must first be manually removed.

Afterwards, you can manually adjust the **Orthographic Transcription** as needed.

To check the changes in pronunciation, you can have the orthographic transcription read out loud by clicking the loudspeaker icon next to the **Orthographic Transcription** field.

To save the dictionary entry, click **OK**.

New entry *dialogue using orthographic transcription*

➢ Enter pronunciation using phonetic transcription:

You can enter the phonetic transcription directly into the **Phonetic Transcription** field. This procedure is best suited to experienced users.

Voice Reader Studio 15 offers the following input help for phonetic transcription
a)   an automatic generator (**Generate Phonetic Transcription** button)
b)   an on-screen keyboard for the phonetic alphabet (**Keyboard** button ⌨).

Please make sure that a pronunciation definition for the dictionary term
has been entered into the **Orthographic Transcription** field. By clicking into the blank field, the dictionary term will be automatically copied to this line.
Now click the **Generate Phonetic Transcription** button to receive an automatic suggestion in the **Phonetic Transcription** entry field. This can subsequently be adjusted to fit your pronunciation preference.

> **NOTE**
> The phonetic transcription suggestions provided by the Voice Reader Studio 15 generator are based on automatically generated approximation algorithms of the orthographic transcription, and may require post-editing.

The **Phonetic Keyboard** is an additional help that can be displayed by clicking the corresponding button ⌨ . It will be opened in a new window. In case the keyboard button is

greyed out, please make sure that the radio button in front of Phonetic Transcription

⦿ Phonetic Transcription has been checked.

To facilitate navigation, the **Phonetic Keyboard** has been divided into various areas. These are: **Vowels, Consonants, Diphthongs, Affricates, Intonation,** and the section **Others**.

Explanation

|	
Vowel	
in English, for example:	A, E, EA, I, OUGH, OO, O, U, UR
Consonant	
in English, for example:	J, W, P, B, T, D, C, G, F, V, S, Z, SH, H, M, N, NG, L, TH, R, ON, LE
Diphthongs	
(= double sound consisting of 2 separate vowels) in English, for example:	OW, OU, ERE, OUR, OY, UY,
Affricates	
(= combination of a stop sound with a fricative, such that the stop sound transitions directly into the fricative) in English, for example:	[t&S] (church), [d&Z] (jungle)
Intonation	
	syllable division, primary emphasis, secondary emphasis
Others	
	sentence stress, pause, word boundary, period, comma, exclamation point, question mark, semicolon, colon

You can

a)   ... **Mouse Over** the keyboard symbols to display corresponding example terms and their phonetic transcription. The sound in the example is emphasized by brackets.
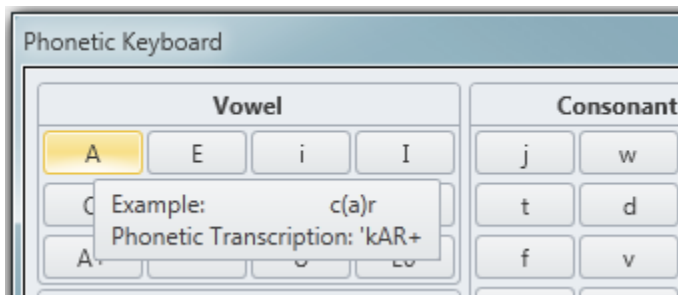
b)   ... listen to an example for every letter in the phonetic alphabet by right-clicking any keyboard button and selecting **Listen.**

The example term will be displayed in the **Example** field, and the corresponding phonetic transcription will be displayed in the **Example Phonetic Transcription** field. In the Example field, the selected sound will be emphasized by brackets.
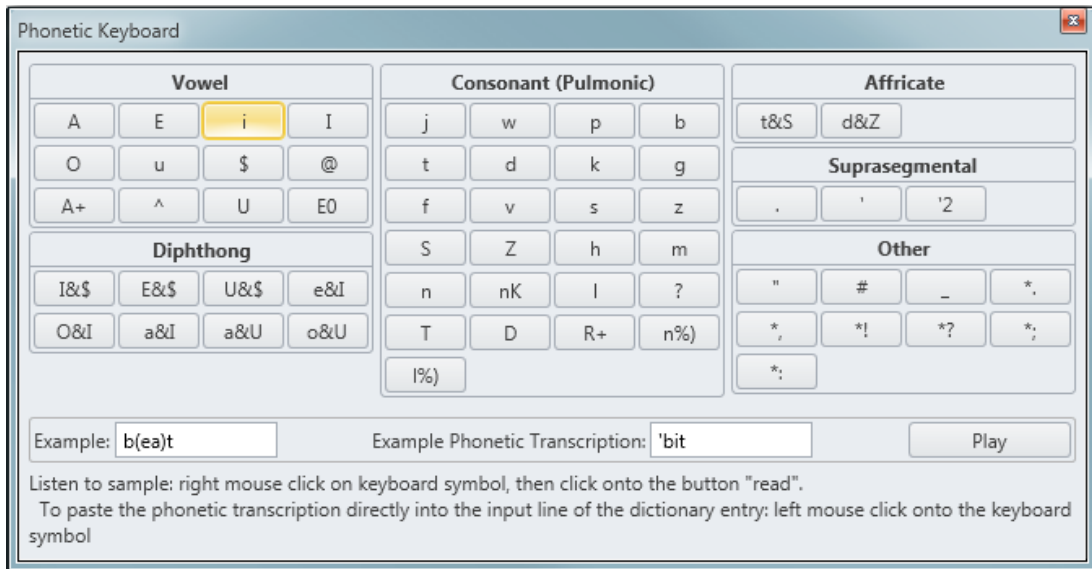
c)   … directly transfer the phonetic transcription into Phonetic Transcription field of the open dictionary entry by left-clicking the corresponding sound key in the phonetic keyboard.

The phonetic keyboard window can be hidden by clicking the **Close** button.
Use the **Read** button (loudspeaker icon) next to the entry fields to compare the standard pronunciation with the new pronunciation definition.
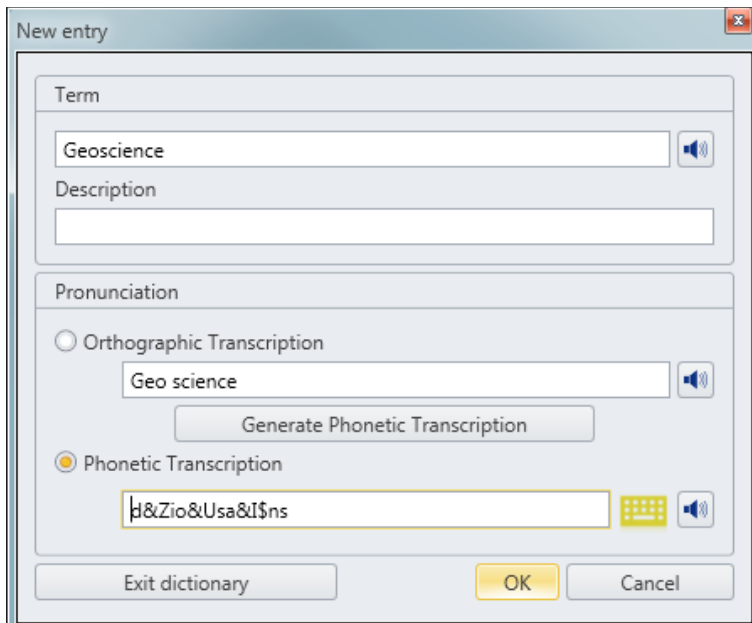
*In the **New entry** dialogue, you can enter a pronunciation using phonetic transcription.*

You can switch between orthographic and phonetic transcription in the dictionary entry by clicking the corresponding radio button in the Pronunciation section. The change must be

confirmed by clicking **OK**. Depending on the setting that has been saved, either the orthographic or the phonetic transcription will be chosen for reading.

Upper and lower case spelling must be observed for the dictionary term. If a pronunciation has been assigned to a upper case word, it will *not* be used if the same word occurs in the text with a small first letter.

The entry applies only to the form of the word as entered. For example, if you have created an entry for *Roosevelt* (Ruswelt), it would not be used for the possessive form (»Roosevelt's birthday«), and may have to be separately defined.
An overview of the available Phonetic Alphabets for the Voice Reader Studio 15 languages is available on our website, under **Phonetic Alphabets** (www.linguatec.net/services/support/vrs15#alpha)

Changing an existing dictionary entry

Open the **Dictionary List** from **Manage Dictionary** (on the **Read** Tab, in the **Settings** group), and select a dictionary. Then click the **Edit** button. Select or search for the desired term in the **Dictionary entries** list and click the **Edit** button to modify an existing entry. Confirm and save your changes by clicking **OK**.

Search for a dictionary entry
You can search an open dictionary (**Edit dictionary** window) for dictionary entries that you have created, pronunciation definitions, or descriptions of your dictionary entries. In the **Edit dictionary** window, enter the search term into the **Search** panel.
If the Search panel is hidden, you can display it by right-clicking the table headers (Term, Pronunciation, Description) and selecting the option **Show Search Panel**

🔍 Show Search Panel   in the context menu. Once the search term has been entered, press the Enter key to start the search. Please observe the correct upper and lower case spelling.
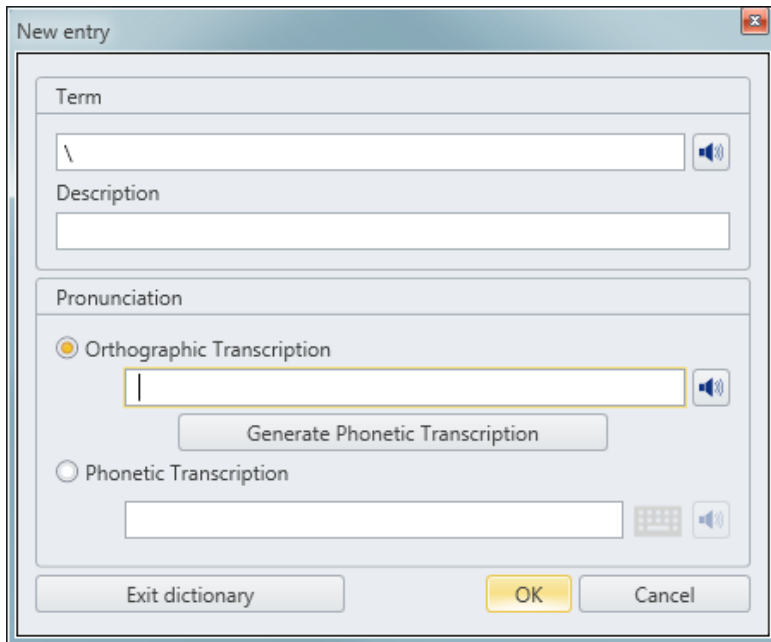
Deleting a dictionary entry
Open the **Dictionary List** from **Manage Dictionary** (on the **Read** Tab, in the **Settings** group), and select a dictionary. Then click the **Edit** button.
Select the desired term in the **Dictionary entries** list. Remove the selected dictionary entry by clicking the **Delete** button. Confirm the following security prompt to permanently remove the entry from the list.

Exceptions
Exceptions are characters or character strings that are to be ignored during speech output, i.e. they should not be read. Exceptions can be used to skip special characters during audio output. However, whole words, word sequences, or combinations of words and characters can also be defined as exceptions.

Example of a dictionary entry for an exception. This entry determines that the backslash character \ is not to be read.

To define an exception in the dictionary, create a new dictionary entry for it. Enter the exception into the **Term** field and insert a space into the **Orthographic Transcription** field. Save the new dictionary entry by clicking **OK**.

Multi-word terms

If the source text contains a term consisting of multiple words that should be pronounced as one word (e.g. »de Gaulle«), or when there is a single term that should be pronounced as multiple words (e.g. »etc. = et cetera«), you can also create corresponding dictionary entries for these.
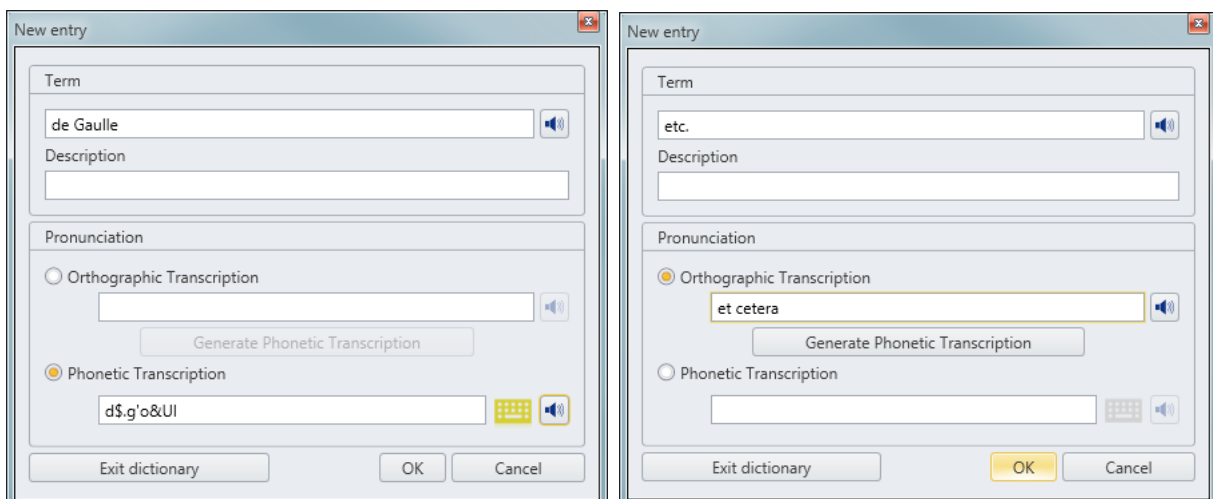
2.7.3 Exporting dictionaries

You can export dictionaries in order to back them up externally or make them available to other users.

To export a dictionary, open **Manage Dictionary** 📖 and in the **Dictionary List**, select the dictionary to be exported, marking it orange. Then click the **Export** button. This will open the **Save As** dialogue. Select the location where you wish to save and start the export by clicking the **Save** button.

The dictionary is exported as a **.lvr** file.

It is recommended to regularly export dictionary files to an external medium, also for backup purposes. For example, you can backup dictionaries to a USB stick, a CD, or an external hard drive, and if necessary, restore from there by importing the backed up dictionary files.

2.7.4 Importing dictionaries

You can import existing Voice Reader Studio 15 **.lvr** format dictionary files at any time. Simply open **Manage Dictionary** 📖, then click the **Import** button. Browse to the location of the existing or backed up Voice Reader Studio 15 dictionary file, select it, and start the import by clicking **Open**.

2.8 Retrieving information

When you want to find out the audio length of a selection or of the entire text with a quick click of the mouse, you can retrieve the information from the **Read** Tab, using the **Information** 🔵 button in the **Settings** group and selecting the option **Show audio duration for the selection** or **Show audio duration for the whole document**.

To see the pronunciation settings that are in effect at the current cursor position, switch to the **Read** Tab, and using the **Information** 🔵 button in the **Settings** group, select **Show reading options**.

> **NOTE**
> The pronunciation settings cannot be changed from here! Changing the settings would require switching to the **Options** dialogue (**Read** Tab, **Settings** Group, **Options** button).

3. Voice Reader Studio 15 Direct

Voice Reader Studio 15 Direct allows you to quickly have any text read from any application. Voice Reader Studio 15 Direct is a tool that remains inconspicuously hidden in the information area of the Windows taskbar when it is not needed, but is instantly available when you want to have a document section read, or saved to an audio file.

3.1 Starting Voice Reader Studio 15 Direct

Start Voice Reader Studio 15 Direct by selecting the entry of the same name from the **Linguatec – Voice Reader Studio 15** program group in the Windows Start menu, or by clicking the **Voice Reader Studio 15 Direct** desktop icon.

After Voice Reader Studio 15 Direct has been started, you will see an additional icon ▶ in the taskbar notification area.

If the Voice Reader Studio 15 Direct application window is minimized, you can maximize it by double-clicking the application icon in the taskbar notification area.
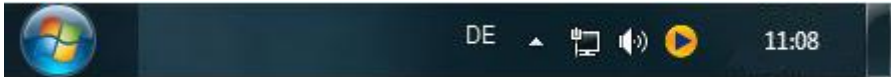
The taskbar notification area is on the bottom right. After Voice Reader Studio 15 Direct has been started, you will find an additional icon here. By double-clicking the icon, you can maximize the minimized window.

3.2 Showing and Hiding Voice Reader Studio 15 Direct

Voice Reader Studio 15 Direct provides a toolbar containing buttons with which the

most important commands (Read text from the clipboard 🔘, Export text from the clipboard

🔲 , Options ⚙ , Clipboard settings 🖊 , Hide editor 🔺 , Show editor🔻 , Minimize ➖ , Read
▶ and Export ↵), can be run directly.
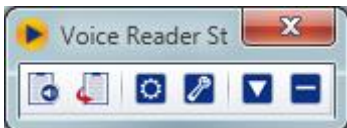
The Voice Reader Studio 15 Direct Toolbar.

In addition, the Voice Reader Studio 15 Direct editor can be opened. You can enter text into it, or insert text from the clipboard, which can then be read or exported into an audio file.
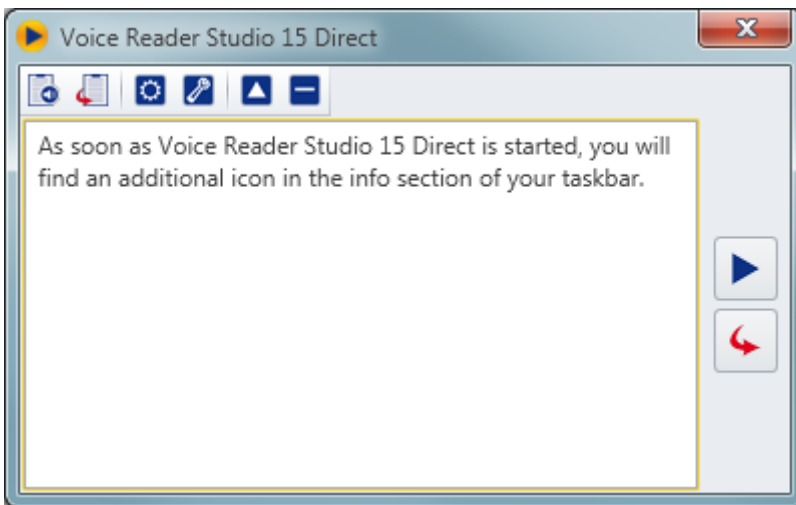
You can enter text into the editor, or insert text from the clipboard.

Show and hide the Voice Reader Studio 15 Direct Editor
To hide the editor, click the Hide button 🔺 in the
Voice Reader Studio 15 Direct Toolbar. Click the Show button 🔻 to show it again.

Show and hide the Voice Reader Studio 15 Direct application window
• To hide the entire Voice Reader Studio 15 Direct application window, select the Minimize icon ➖ in the toolbar.

Do **not** click on the Close icon in the title bar to minimize. This would terminate Voice Reader Studio 15 Direct.

• To restore the hidden Voice Reader Studio 15 Direct application window, double-click the Voice Reader Studio 15 Direct icon in the taskbar notification area.

3.3. Voice Reader Studio 15 Direct reading and export options

The **Options** button lets you customize all available reading and export options.
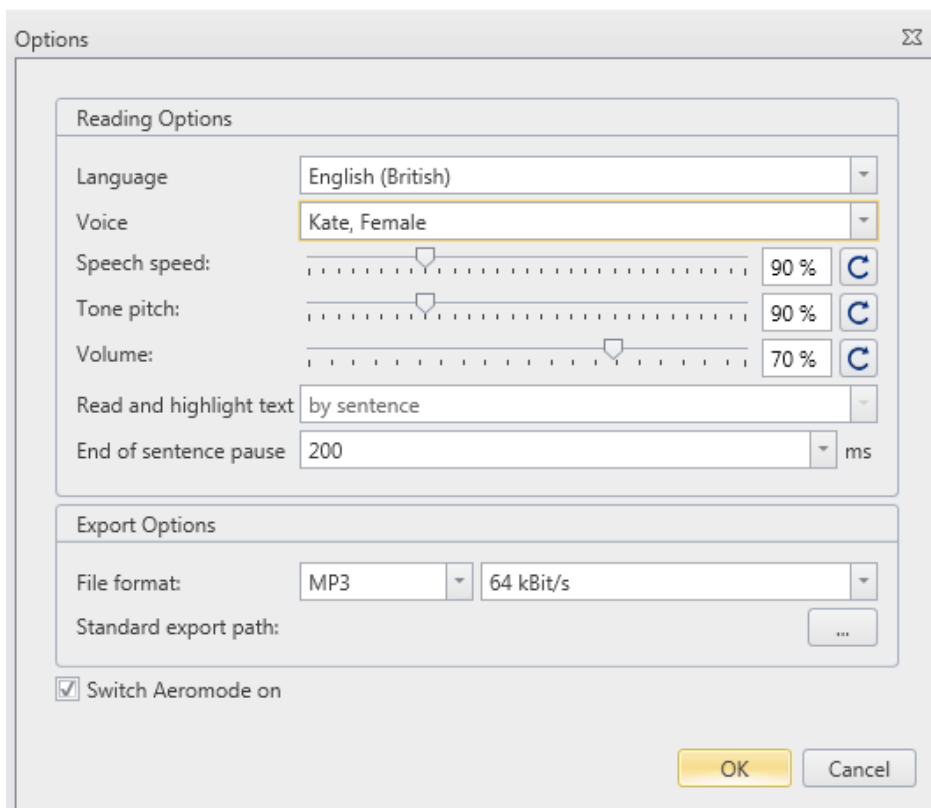
The reading and export options of Voice Reader Studio 15 Direct

The Reading options

In the Voice Reader Studio 15 Direct reading options, you can configure the available parameters for speech output. Besides **language** and **voice**, the **speech speed**, **tone pitch**, **volume** and **end of sentence pause** can be customized.

Export options

You can configure the settings for the audio **file format** (MP3 or WAV, and their respective bitrate) in the Voice Reader Studio 15 Direct export options, as well as the export location (**Standard export path**).

Confirm changes to the settings by clicking **OK**. To disregard any changes entered, simply click **Cancel**.

3.4 Voice Reader Studio 15 Direct automatic settings (One-Click Clipboard Access)

The built-in **One-Click technology** is the easiest way to use Voice Reader Studio 15 Direct. It allows you to select the text to be read and simply press the key combination CTRL+C. Click the **Automatic settings** button 🔧 (in the Voice Reader Studio Direct toolbar) to open the options dialogue, where you can determine precisely whether and how Voice Reader Studio 15 Direct will use the contents of the clipboard.
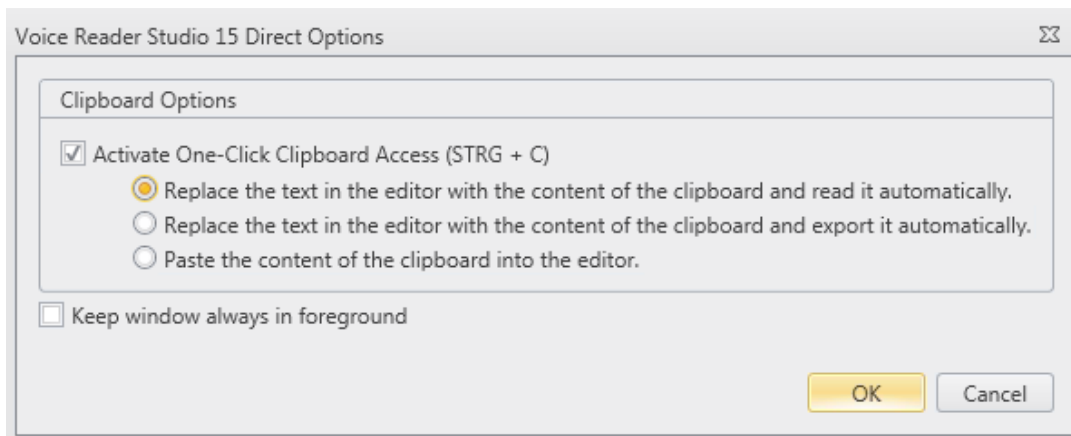
Activate One-Click Clipboard Access

If you want to easily control the reading, export or pasting functions of Voice Reader Studio 15 Direct by using One-Click (CTRL+C), you must first allow access to the clipboard. You can do this by checking the box next the line **Activate One-Click Clipboard Access (CTRL+C)**

Copy text to clipboard

To copy text to the clipboard, select the desired text with the mouse in any application, then press **CTRL+C**.

Available clipboard settings

Depending on how the One-Click function has been assigned, the following actions can be initiated by marking text and pressing **CTRL+C**:

1. Automatic reading: Replace the text in the editor with the contents of the clipboard and read it automatically.
This command will automatically read the contents of the clipboard.
Also, the text being read will be inserted into the Voice Reader Studio 15 Direct editor. With this option, any existing text in the editor will be overwritten.

2. Automatic export: Replace the text in the editor with the contents of the clipboard and export it automatically.
This command will automatically export the contents of the clipboard. You will be prompted to confirm the name for the audio file and determine the export location. Also, the text in the clipboard will be inserted into the Voice Reader Studio 15 Direct editor. With this option, any existing text in the editor will be overwritten.

3. Automatic paste: Paste the contents of the clipboard into the editor.
This command will automatically paste the contents of the clipboard into the Voice Reader Studio 15 Direct editor. With this option, any existing text in the editor will not be overwritten. The new text will be added. This option is useful if you wish to combine text from various applications before having it read or exported to an audio file.

Keep window always in foreground
If you do not want Voice Reader Studio 15 Direct to be covered by any other window on your screen, this command lets you determine to always keep the Voice Reader Studio 15 Direct window in the foreground.

3.5 Using One-Click to automatically read, export and paste

The One-Click function allows you to utilize Voice Reader Studio 15 Direct quickly and easily. Chapter 3.4 describes the available settings in detail.

Simply select the desired section of text in any text-based document (e.g. a website, an email, news,...) and have it read, exported to an audio file, or inserted into the Voice Reader Studio 15 Direct editor by pressing **CTRL+C**.

Using One-Click to read text with Voice Reader Studio 15 Direct
In the automatic settings, select the option **automatic reading** (**Replace the text in the editor with the contents of the clipboard and read it automatically)**, select the desired section of text, and press CTRL+C.

Using One-Click to create an audio file with Voice Reader Studio 15 Direct
In the automatic settings, select the option **automatic export** (**Replace the text in the editor with the contents of the clipboard and export it automatically)**, select the desired section of text, and press CTRL+C.

Using One-Click to paste text into the Voice Reader Studio 15 Direct editor
In the automatic settings, select the option **automatic paste (Paste the contents of the clipboard into the editor)**, select the desired section of text, and press CTRL+C. The selected text will be pasted into the Voice Reader Studio 15 Direct editor. There will be no automatic speech output. If needed, this can be started manually by clicking **Read** ▶.

> **NOTE**
> If possible, copy entire sentences and make sure that the closing punctuation character (e.g. period or question mark) is also included. This will ensure that Voice Reader Studio 15 Direct will intonate the individual words correctly in the sentence context.

3.6 Manually read or export text from the clipboard

If text that is in the clipboard should be read only as needed, not automatically, this can be done using the **Read text from clipboard** command in the Voice Reader Studio 15 Direct toolbar. Accordingly, the command for exporting to an audio file is>: **Export text from clipboard** .

Instructions

1. Select the desired section of text in any text-based document, e.g. on a website in the browser, in a Word document or in an email, and copy it to the clipboard (**Edit - Copy** or CTRL +C).

> **NOTE**
> If possible, copy entire sentences and make sure that the closing punctuation character (e.g. period or question mark) is also included. This will ensure that Voice Reader Studio 15 Direct will intonate the individual words correctly in the sentence context.

2. Select the desired command to have the text in the clipboard read or exported into an audio file. Do this by clicking either the **Read text from clipboard** or the **Export text from clipboard** icon in the Voice Reader Studio 15 Direct toolbar.

In the course of reading, a progress bar will appear in Voice Reader Studio Direct.
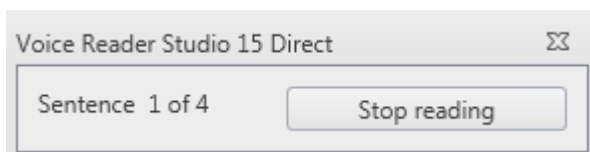
*To end playback prematurely, click on **Stop reading***

During export, you will be prompted to name the new audio file. The format (MP3 or WAV) to be used, and the location for the export are controlled by the settings you have configured under **Export options** in the **Options** dialogue.

3.7 Voice Reader Studio 15 Direct Editor

Voice Reader Studio 15 Direct includes a small editor in which you can enter text to have it read or exported to an audio file.

Enter the desired text manually, using the keyboard.

You can also paste text from the clipboard that you have previously copied from another application. To copy the selected text, use the CTRL+C shortcut; use CTRL+V to paste into the Voice Reader Studio 15 Direct editor.

To read or export the text in the editor, click on the ▶ (**Read**) or ↳ (**Export**) icon to the right of the editor.

In the course of reading, a progress bar will appear in Voice Reader Studio Direct.
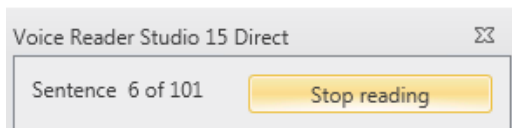
You can end playback prematurely by clicking on **Stop reading**.

During export, however, you will receive a prompt to name the new audio file. The format (MP3 or WAV) to be used, and the location for the export are controlled by the settings you have configured under **Export options** in the **Options** dialogue.

> **NOTE**
> In contrast to the editor of Voice Reader Studio 15, Voice Reader Studio 15 Direct does not include a generator for the creation of Voice Markups. However, the Voice Reader Studio 15 Direct editor is also able to recognize **Voice Markups** that have been created for the modification of speech output. If the text section selected (or in the clipboard) for reading or export contains any Voice Markups, these will be executed just as they would be in the Voice Reader Studio 15 editor. Chapter 2.6 of this manual describes the use and customization of Voice Markups
> in more detail.

4. Voice Reader Studio 15 Plugins

Plugins that allow Voice Reader Studio 15 to be executed directly from a given application are available for the Microsoft Office applications **Word**, **Outlook** (not Outlook Express) and **PowerPoint**.

Using the **Integration Manager**, the individual plugins can be activated or deactivated again at any time. To do this, follow these steps:

1. Start the Integration Manager from the **Linguatec – Voice Reader Studio 15** program group in the Start menu, or by clicking the **Voice Reader Studio 15 Integration Manager** desktop shortcut.

2. In the **Voice Reader Studio 15 Integration Manager** dialogue, select all applications in which the plugin is to be activated.

3. Determine whether the application selection applies for the current user only (option: **For current user**) or for all users that have access to this PC (option: **For all users**).

4. Confirm by clicking **OK.**

5. Start the respective Office application.

In the selected application, the **Read** and **Export** functions, and access to the dictionaries of Voice Reader Studio 15 will now be available. In Word und PowerPoint, **Voice Markups** can also be used.

The selections made in the Integration Manager remain in effect (also following a restart), until they are changed again.

If you no longer require the plugin for an application, run the Integration Manager again and uncheck the box next to the respective application. Confirm the change by clicking **OK**. The

next time that the respective Office application is launched, it will run without the Voice Reader Studio 15 plugin.
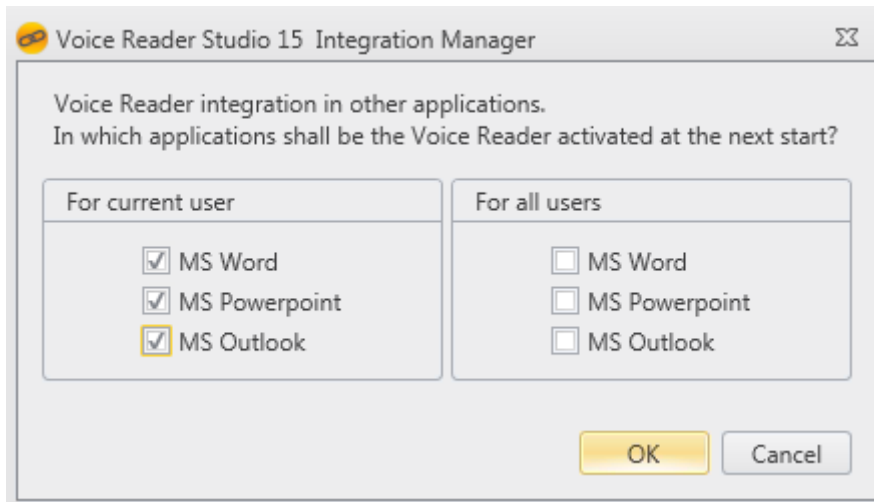
You can activate and deactivate plugins in the Integration Manager. The selected settings will be in effect as of the next launch of the respective application, and will remain in effect until they are changed again.

4.1. Microsoft Word Plugin

Once the Word Plugin has been activated using the **Integration Manager** you will find an additional tab for **Voice Reader Studio 15** in Word's multi-function ribbon.

Before starting the plugin for the first time, resources (voice data, dictionaries) have to be loaded. To do this, click on the **Load plugin** button in the **Voice Reader Studio 15** Tab. You can determine start options in the plugin, such as whether to automatically load resources each time Word is started, or whether to use the **Load plugin** button and load the plugin manually each time.

When the loading procedure has completed, you will have access to all available Voice Reader Studio 15 commands.
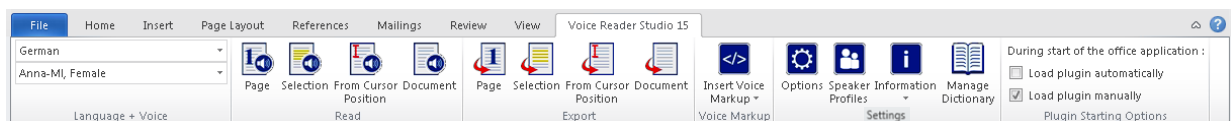
*In Word, all available Voice Reader Studio 15 commands are grouped under the **Voice Reader Studio 15** Tab.*

The Voice Reader Studio 15 reading and export functions can be used in Word for the following:

- the current page (**Read** or **Export** group: **Page** button),
- a text selection (**Read** or **Export** group: Selection button),
- from the cursor position (**Read** or **Export** group: **From Cursor Position** button) oder
- the entire document (**Read** or **Export** group: **Document** button).

The following Voice Reader Studio 15 commands are available in Microsoft Word:

1. Possibility to insert Voice Markups directly into the document: To do this, click on the **Insert Voice Markup** button in the **Voice Markup** group. Alternatively, choose the same command from the context menu. (See Chapter 2.6.1)
   If you want to automatically remove Voice Markups from the text later, select the desired text area, right-click to open the context menu, and choose the option **Remove Voice Markups**.

2. To customize speech output settings (language, voice, pitch, speed, volume, end of sentence pause, audio format,...), click the **Options** button in the **Settings** group. (See Chapter 5)

3. Using **Speaker Profiles** (**Speaker Profiles** button in the **Settings** group), you can save pronunciation parameters as a profile, thus creating individualized speakers. (See Chapter 2.6.3)

4. By clicking the **Information** button in the **Settings** group (or the command of the same name in the context menu), you can display the audio length of the selected text section or entire document. You can also display the pronunciation settings at the current positions. (See Chapter 2.7)

5. Using **Dictionary Management** (**Settings** group, **Manage Dictionary** button, or the command of the same name in the context menu), you can create and manage dictionaries directly from Word, and also make and adjust dictionary entries. (See Chapter 2.7)
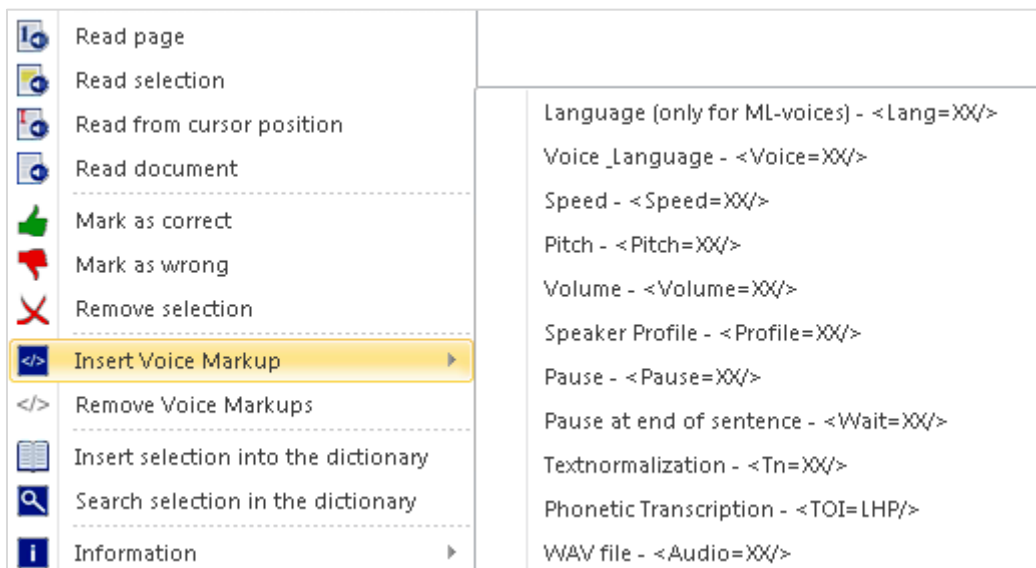
The Word plugin expands the context menu of MS Word with the functions of Voice Reader Studio 15.

Notes on exporting

The format (MP3 or WAV) to be used, the bitrate to be used for the export, and the location for the export are controlled by the corresponding settings as configured by you in the Settings group of the **Options** dialogue. When you export the entire document, the name of

the Word document will be used for the file name; e.g. the Word document **name.docx** would be converted into an audio file called **name.mp3,** or **name.wav**. However, if your settings determine that each page is to be exported into a separate file, the page number will also be appended to the name, e.g. **name_page_01.mp3, name_page_02.mp3,** etc.

To deactivate the integration of Voice Reader Studio 15 with Word, make the appropriate changes to the program selection in the Integration Manager, and confirm by clicking **OK**.

4.2. Microsoft Outlook Plugin

Once the Outlook Plugin has been activated using the **Integration Manager** you will find an additional tab for **Voice Reader Studio 15** in Outlook's multi-function ribbon.
Before starting the plugin for the first time, resources (voice data, dictionaries) have to be loaded. To do this, click on the **Load plugin** button in the **Voice Reader Studio 15** Tab. You can determine start options in the plugin, such as whether to automatically load resources each time Outlook is started, or whether to use the **Load plugin** button and load the plugin manually each time. When the loading procedure has completed, you will have access to all available Voice Reader Studio 15 commands.
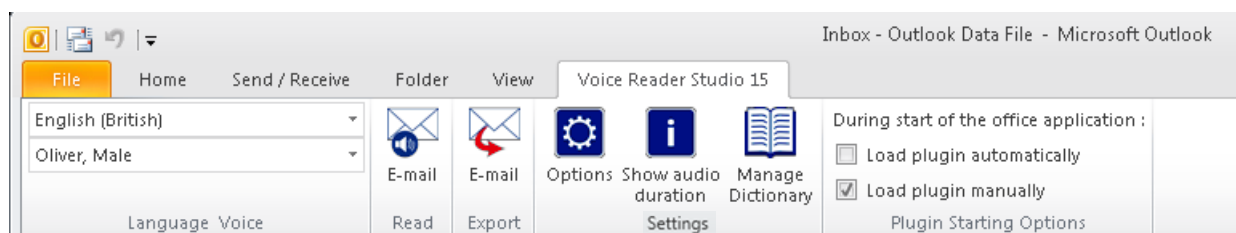

*In Outlook, all available Voice Reader Studio 15 commands are grouped under the **Voice Reader Studio 15** Tab.*

With the Voice Reader Studio 15 Outlook Plugin received and sent emails can be read and exported into audio files.
The other Outlook components, such as tasks, contacts or notes, are not supported.

> **NOTE**
> For example, if you want to have the contents of a task form read to you, select the text and then process it in **Voice Reader Studio 15 Direct**.

Please note: Depending on the version of Outlook used and the security level that has been set, a security prompt with the message that a program is attempting to access Outlook may appear when reading or export are launched.
In this case, choose the **Allow access** option to enable Voice Reader Studio 15 for reading or export.

The reading and export function of Voice Reader Studio 15 always applies to complete emails. In an email folder (e.g. Inbox) you can either have the current email read or exported, or you

can select several emails in the list (click with the mouse while holding down the CTRL key), and then apply the command to the entire selection. In an open email form, it is only possible to read or export the entire current email; the reading or export of selected sections of text within an email is not possible. (To do this, use Voice Reader Studio 15 Direct See Chapter 3) To run the desired command in Outlook, click the corresponding button on the Voice Reader Studio 15 Tab.

To customize settings, open the **Options** dialogue in the **Settings** group. In order to help your orientation while listening to an email, apart from the text Voice Reader Studio 15 will also include the sender, date received and subject line of the email.

The following Voice Reader Studio 15 commands are available to you in Outlook:

1. To customize speech output settings (language, voice, pitch, speed, volume, end of sentence pause, audio format,...), click the **Options** button in the **Settings** group. (See Chapter 5)
2. By clicking the **Show audio duration** button in the **Settings** group, you can display the audio length of the selected or opened email.

3. Using **Dictionary Management** (**Settings** group, **Manage Dictionary** button), you can create and manage dictionaries directly from Outlook, and also make and adjust dictionary entries. (See Chapter 2.7)

Notes on exporting
Which format (MP3 or WAV) is used and where the file is saved depends on the corresponding options selected in the Settings group of the **Read** Tab. If the settings determine that each email is to be exported into a separate file (Option: **Export each email to separate file**), a file name including the sender, the date and the subject will be generated for each email. Otherwise, all selected emails will be saved into an audio file named **Selected Emails.mp3** or **Selected Emails.wav**.

NOTE
If you have selected the option to not export selected emails into separate files, you should not activate the option to **Overwrite files with the same name without confirmation**, if you want to keep the audio file **Selected Emails.*** with your previously exported emails.

To deactivate the integration of Voice Reader Studio 15 with Outlook, make the appropriate changes to the program selection in the Integration Manager, and confirm by clicking **OK**.

4.3. Microsoft PowerPoint Plugin

If the PowerPoint plugin was activated from the **Integration Manager**, you will see an additional tab for **Voice Reader Studio 15** in the PowerPoint ribbon.

Before starting the plugin for the first time, resources (voice data, dictionaries) have to be loaded. To do this, click on the **Load plugin** button in the **Voice Reader Studio 15** Tab. You can determine start options in the plugin, such as whether to automatically load resources each time PowerPoint is started, or whether to use the **Load plugin** button and load the plugin manually each time.

When the loading procedure has completed, you will have access to the Voice Reader Studio 15 commands.
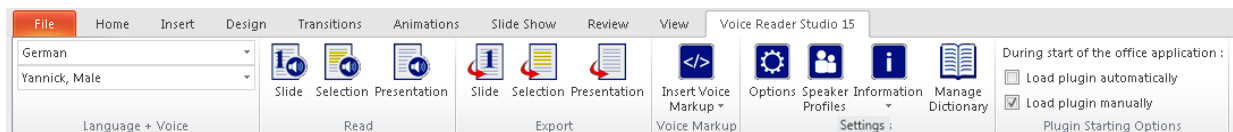
*All available Voice Reader Studio 15 commands are grouped under the **Voice Reader Studio 15** Tab in PowerPoint.*

The reading and export function of Voice Reader Studio 15 can be used

- for the current slide (**Read** group or **Export: Slide** button),
- for a selected text section (**Read** group or **Export: Selection** button), or
- for the entire presentation (**Read** group or **Export: Presentation** button).

To customize settings, open the **Options** dialogue in the **Settings** group.

The following Voice Reader Studio 15 commands are available to you in PowerPoint:

1. The possibility of inserting Voice Markups directly into the PowerPoint document: To do this, click on the **Insert Voice Markup** button in the **Voice Markup** group. Alternatively, choose the same command from the context menu. (See Chapter 2.6.1) **Note**: The context menu of Voice Reader Studio 15 is only available in Power Point, if the **Plugin Starting Option** is set to **Load plugin automatically**. If you want to automatically remove Voice Markups from the text later, select the desired text area, right-click to open the context menu, and choose the option **Remove Voice Markups**.

2. To customize speech output settings (language, voice, pitch, speed, volume, end of sentence pause, audio format,...), click the **Options** button in the **Settings** group. (See Chapter 5)

3. Using **Speaker Profiles** (**Speaker profiles** button in the **Settings** group), you can save pronunciation parameters as a profile, thus creating individualized speakers. (See Chapter 2.6.3)

4. By clicking the **Information** button in the **Settings** group (or the command of the same name in the context menu), you can display the audio length of the selected text section or entire document. You can also display the pronunciation settings at the current positions. (See Chapter 2.7)

5. Using **Dictionary Management** (**Settings** group, **Manage Dictionary** button, or the command of the same name in the context menu), you can create and manage dictionaries directly from PowerPoint, and also make and adjust dictionary entries. (See Chapter 2.7)

Notes on exporting

Which format (MP3 or WAV) is used and where the file is saved depends on the corresponding options selected in the Settings group of the **Read** Tab.

If you export the entire presentation, the name of the PowerPoint presentation will be used for the file name; a presentation called **name.ppt** would thus become an audio file named **name_ppt.mp3** or **name_ppt.wav.**

If you have determined in the settings to export every slide to a separate file, a page number will be appended to the name, e.g. **name_ppt_slide_01.mp3**, **name_ppt_slide_02.mp3**, etc.

To deactivate the integration of Voice Reader Studio 15 with PowerPoint, make the appropriate changes to the program selection in the Integration Manager, and confirm by clicking **OK**.

4.4. Deactivated Office Add-In

In the event that the add-in has been deactivated in the respective Office application (Word, Outlook, PowerPoint), you can activate it as follows:

Go to the **Options** section of the **File** Tab in Word, Outlook or PowerPoint. Please select the display of deactivated elements in the **Add-Ins** area. This is done by selecting the option **Deactivated Elements** in the **Manage** section and then clicking **Go to...**

In the **Deactivated Elements** window, select the deactivated Voice Reader Studio 15 Add-in (if available) and click on **Activate**.

Afterwards, restart Word, or Outlook, or PowerPoint.

5. Adjusting options (Read and Export options)

To customize the reading settings and export options for the conversion into an audio file in Voice Reader Studio 15, please open the Options dialogue.

Depending in which application module of Voice Reader Studio 15 you are currently active, you will find the **Options** dialogue as follows:

• From the **Voice Reader Studio 15 application window**:

Open the **Read** Tab and the **Options** dialogue in the **Settings** group.

• In **Voice Reader Studio 15 Direct**:

Click the **Options** button in the toolbar.

• From an **Office Plugin**:

In the respective Office application (Word, Outlook or PowerPoint), click the Options button in the **Voice Reader Studio 15** Tab.

In the following, you'll find an overview of all reading and export options. Most of these are available for the application window as well as for Voice Reader Studio 15 Direct and the plugins. Options that only apply to a specific application have been designated accordingly.

Reading options

Language

If you have purchased and installed several languages for Voice Reader Studio 15, this is where you can choose another language for speech output.

Voice

This lets you choose the reading voice. Both female and male voices are available for most languages.
The so-called Multi-Language Voices are marked with ML. They have additional language capabilities. (See Chapter 2.2)

Speech Speed

Easily accelerate or slow down the speed of speech output using the slide control. The default speed is 100%. By clicking the refresh button at the right border of the dialogue, you can restore the default setting of 100%.

Pitch

If needed, modify the pitch of the speech output using the slide control. The default value is 100%. By clicking the refresh button at the right border of the dialogue, you can restore the default setting of 100%.

Volume

You can also adjust the volume of speech output in Voice Reader Studio 15. By clicking the refresh button at the right edge, you can restore the default setting of 80%.

> **NOTE**
> In the Voice Reader Studio 15 application window, you can also control speed, pitch and volume directly with their respective controls on the **Read** Tab. Language and voice can also be controlled directly using the respective drop-down menus in the **Language & Voice** group on the **Read** Tab.

Read and select text (not available in Voice Reader Studio 15 Direct).
With this option, you determine the type of reading segmentation, i.e. whether the text is to be read and selected by word, sentence or section. Please note that the **by word** setting will divide the text into individual words, which means that every word will be read out separately and independently of the sentence context. This type of segmentation may, for example, be suitable for the reading of foreign language words.

The **by sentence** or **by section** settings are recommended for the fluent reading of standard text documents.

End of sentence pause

Decide whether to place a pause at the end of sentences and how long to make it. The available choices are values between 0 (no Pause), 200, 400, 600, 800, 1000, 1200, 1400 and 1800 milliseconds (ms).

Export options

File format

This lets you determine whether to export audio files in the WAV or MP3 format.

• The WAV format is a standard audio file format. Data remain uncompressed and - burned to a CD ROM - can usually be played back by regular CD players. Because the data remain uncompressed, WAV files are comparatively large.

• Files in the MP3-Format are compressed and therefore significantly smaller than WAV files. Playback requires a specific program (e.g. Windows Media Player), or an MP3 player. Nowadays, many CD players also have the ability to play MP3 files. Depending on your quality preferences and/or available storage space, you can adjust the output quality of the selected file format.

Standard export path

This lets you determine in which folder to save audio files when exporting speech output. If you want to change the path, click the button next to the entry field and select the desired folder from the list.

Prompt for file name at each export

After activating this option, you can change the file name and export location each time you export. If the option is deactivated, the existing file name of the document that is open in the editor will be automatically assigned.

Export audio file to the folder of the open text file

If this option is activated, the audio file is saved to the same folder as the source text file from which it is being generated.

If the option is deactivated, the audio file generated by Voice Reader Studio 15 will be exported to the folder defined under Standard Export Path.

Export Every Word / Every Sentence / Every Paragraph to its own audio file

(not available in Voice Reader Studio 15 Direct)

With this option, you determine whether to save the selected text section to a single audio file, or whether to generate a separate audio file for each reading unit. The reading unit can be a word, a sentence or a paragraph, and is determined in the line Reading unit of the Reading options.

Overwrite files with the same name without confirmation

Audio file names are automatically assigned at the time of export. This option determines what happens when the export folder already contains an audio file with the same name:

- If the option is activated, the existing audio file will be replaced by the new one without confirmation.
- If the option is deactivated, a dialogue comes up that lets you assign a different name to the new file, if necessary.

> **NOTE**
> If you use Outlook and have determined in the options that selected emails are not to be exported into separate audio files, you should leave the option deactivated, so as to avoid overwriting the audio file **Selected Emails.*** with each export.

At startup, automatically open the most recent document

If this option is activated, the most recently used document will be opened the next time Voice Reader Studio 15 is started.

Parse the entire document for Voice Markups

In order to speed up the loading of reading resources, you can deactivate the option to **Parse the entire document for Voice Markups.** This will cause Voice Reader Studio 15 to start the reading from the cursor position or a selection more rapidly, especially in the case of long texts, since only the reading options selected in Options (**Settings** group, **Options** button) will be applied.

If the option is activated, the entire text before the cursor position (or before the selection) will be searched for Voice Markups when speech output begins, in order to maintain the exact reading parameters (e.g. modified reading options such as voice change, pitch change, etc.), at the selected point in the text.

Turn on Aero mode

With this option, the Aero effect for the graphical interface can be activated or deactivated.

Keep reading bar in the foreground

Activate this option if you want to make sure that no other application window will cover the Voice Reader Studio 15 reading bar.

Office Plugins only: Export each page / Email / Slide to a separate audio file

If this option is activated, the audio export is divided among several files:

- Word: one audio file per page
- PowerPoint: one audio file per slide
- Outlook: one audio file per email (when several emails are selected)

The individual audio files are sequentially numbered (Word / PowerPoint) or named according to Sender, Subject and Date (Outlook), allowing for simpler navigation during playback on a device.

6. Notes on using audio files

You can play the audio files generated by Voice Reader Studio 15 directly on your PC or transfer them to another medium in order to play them with an external device. Voice Reader Studio 15 allows you to save audio files in two formats: MP3 and WAV.
You can set the desired format in the **options** menu. The format chosen depends on the playback device you wish to use:

The **MP3 format** compresses the audio data, resulting in relatively small files. MP3 files can be played on all modern PCs (e.g. using Windows Media Player or Apple QuickTime) and can be transferred to MP3 players. Some CD players also support MP3 files, so that you can also burn the audio files to a CD-ROM.

WAV files are not compressed and are thus larger than MP3 files. WAV files can be used on older Windows PCs without any additional software. If you have a CD burning program like Nero, you can also create an audio CD from WAV files, which can then be played like a music CD on all CD players.

7. Appendix

7.1 Phonetic Transcriptions

You can find the complete phonetic transcription tables for all available Voice Reader Studio 15 languages on our website, at: http://www.linguatec.net/services/support/vrs15

Detailed information on **creating dictionary entries using phonetic transcription** can be found in Section 2.7.2.

Detailed information about **inserting a phonetic transcriptions** into the text to be read **using Voice Markups** can be found in Chapter 2.6.7.

7.2 Keyboard Navigation

The Voice Reader Studio 15 editor supports operation by keyboard for many commands.

Keyboard Commands (Shortcuts)

File commands

New file	CTRL+N
Open file	CTRL+O
Save file	CTRL+S
Save file as	CTRL+W

Edit

Select all	CTRL+A
Copy	CTRL+C
Paste	CTRL+V or SHIFT+INST
Undo last	CTRL+Z
Redo last	CTRL+Y
Find	CTRL+F
Replace	CTRL+H

General commands

Open Options dialogue	CTRL+ALT+O
Shut down	ALT+F4
Menu and Accesskeys visible	ALT
Maximize window	ALT + Space + X
Minimize window	ALT + Space + N
Zoom in editor	CTRL + turn mouse wheel

Reading and exporting

Read entire text	CTRL+ALT+P
Export entire text	CTRL+ALT+A

Show Accesskeys

Please begin by pressing the **ALT key**.
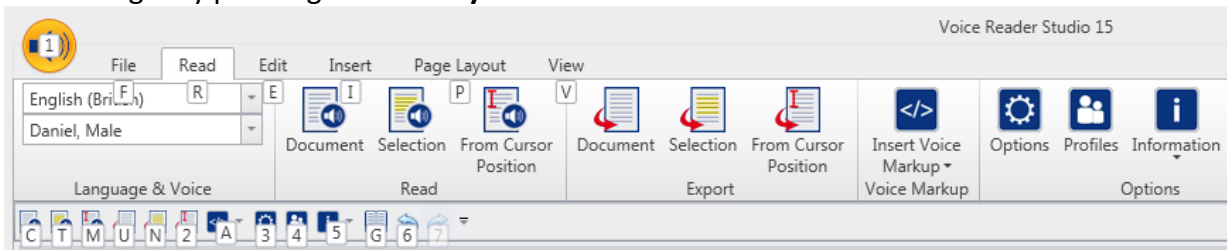
In the Voice Reader Studio 15 interface, individual GUI elements are represented for you in short form by numbers and letters. Press these on the keyboard (one after another, not simultaneously) to access the desired element.

For example, access the **File** Tab with ALT F (press the keys one after another, not simultaneously!) the **Read** Tab with ALT R, the **Edit** Tab with ALT E, the **Options** button (**Read** Tab) with ALT R P.

The Tab key:

Using the Tab key, you can switch between the active GUI elements of a dialogue window.
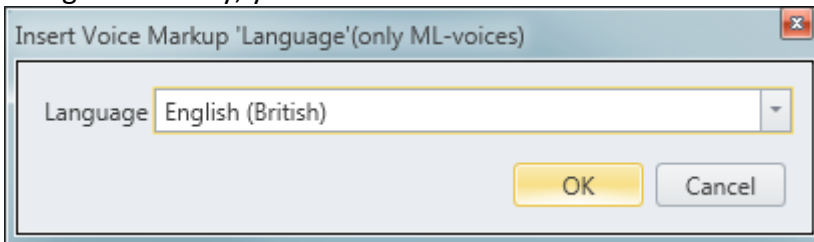
For example, in the **Insert Voice Markup 'Language'** window, in order to navigate between **OK**, **Cancel,** and the **language selection** (**Language** field). The currently active field will be displayed with an orange border.

The Arrow keys ↑ and ↓ :

Use the arrow keys to navigate through an active drop-down list entry.

The Control key (CTRL):

By holding the CTRL key down and using the Tab key (for switching to a button), or alternatively, the arrow key (when switching to a list entry), you can switch between different sections of a dialogue window.

The Enter key:

The Enter key is used to confirm a selection.

Application examples

a) **Insert Voice Markup "Spelling" by keyboard navigation:**

Select word by **double-click**. ALT R I T Tab ↓ press arrow key several times, until **Spelling** is displayed, then press **Enter** to confirm.

b) **Insert Voice Markup "Language" by keyboard navigation:**

Select word by **double-click**. ALT R I L Tab ↓ (oder ↑) press arrow key several times, until **the desired language** is displayed in the selection window, then press **Enter** to confirm.

c) Increase speech speed

`ALT` `R` `C` `↑` press arrow key several times, until the desired speed level is reached and press **Enter** to confirm.

d) Switch Speaker:

`ALT` `R` `2` `CTRL` (press and hold) + `↓` press arrow key several times, until the desired **speaker** has been selected, then press **Enter** to confirm the selection.

e) Create new dictionary

`ALT` `R` `M` `CTRL` (press and hold) + `Tab` `Tab`
The **New** button will have an orange border. Press **Enter** to confirm.
Press **Enter** to confirm the language selection.

7.3 Language Codes

Each available Voice Reader Studio 15 language is assigned a code, with which, for example, it can be set as the reading language in a **Voice Markup** (see Chapter 2.6) or in a **Speaker profile** (see Chapter 2.6.3).

Language	Language Code (lang)	Voice name
English (American)	enu	Allison
English (American)	enu	Ava
English (American)	enu	Samantha
English (American)	enu	Tom
English (American)	enu	Susan
Spanish (Argentine)	spa	Diego
English (Australian)	ena	Karen
English (Australian)	ena	Lee
Portuguese (Brazilian)	ptb	Luciana
Portuguese (Brazilian)	ptb	Felipe
English (British)	eng	Serena
English (British)	eng	Daniel
English (British)	eng	Kate
English (British)	eng	Oliver
Danish	dad	Sara
Danish	dad	Magnus
German	ged	Anna (ML)
German	ged	Petra
German	ged	Yannick
German	ged	Markus
Finnish	fif	Satu
French	frf	Audrey (ML)
French	frf	Aurelie
French	frf	Thomas
Greek	grg	Melina
Greek	grg	Nikos

Italian	iti	Alice (ML)
Italian	iti	Federica
Italian	iti	Paola
Italian	iti	Luca
French (Canadian)	frc	Amelie
French (Canadian)	frc	Nicolas
French (Canadian)	frc	Chantal
Catalan	cae	Montserrat
Catalan	cae	Jordi
Spanish (Mexican)	spm	Paulina
Spanish (Mexican)	spm	Juan
Spanish (Mexican)	spm	Angelica
Dutch	dun	Claire
Dutch	dun	Xander
Norwegian	non	Nora
Norwegian	non	Henrik
Polish	plp	Ewa
Polish	plp	Zosia
Portuguese	ptp	Catarina
Portuguese	ptp	Joana
Russian	rur	Milena
Russian	rur	Yuri
Russian	rur	Katya
English (Scottish)	ens	Fiona
Swedish	sws	Alva
Swedish	sws	Oskar
Swedish	sws	Klara
Spanish	spe	Monica
Spanish	spe	Jorge
Czech	czc	Iveta
Czech	czc	Zuzana
Turkish	trt	Yelda
Turkish	trt	Cem
Hungarian	huh	Mariska

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