voice reader®
HOME 22

Manual

Linguatec
Language Technologies

Table of Contents

1. Introduction

Voice Reader Home 22 is a speech output program that uses remarkably natural sounding voices and is available in many voices for many languages.

Voice Reader Home 22 converts any of your texts to voice on your PC – either for to listen to it immediately or to export it to audio files, e. g. for transfer to a smartphone or MP3 player.

To adapt the speech output to your needs, the values of **pitch**, **speed**, **timbre** and **volume** can be adjusted manually. You can even select the **age** of your voice.

With the option of adding **background music**, you can create moods and enhance the effect of the content.

For the export into an audio file, it is possible to add the **audio effect reverb**.

The Voice Reader Home voices are **SAPI5** compatible and can be selected also as voices for Windows speech output via the Windows SAPI5 interface.

This manual will explain how to set up and use Voice Reader Home 22 on your PC.

Thank you for choosing Voice Reader Home 22. We hope you enjoy using it!

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

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:
https://www.linguatec.de/en/services/support-faqs/

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 Home 22.

Therefore, please take care to enter your personal information correctly 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.de/en/services/supportform/

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

Your suggestions for Voice Reader Home 22 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 Home 22, please check that the system requirements are fulfilled:

Operating system:	Windows 11, Windows 10 or Windows 8
Available hard disk space:	Up to 1 GB per installed Voice Reader Home 22 voice
Memory:	2 GB RAM
Internet connection:	For product activation

1.3 Installation

Please note that you must be logged in as an **administrator** to install Voice Reader Home 22. 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.

1.3.1   Installation from DVD

Insert the Voice Reader Home 22 DVD into your computer's DVD drive to start the installation. If the installation does not start automatically, execute the **VRHome22Install....exe** file manually. For example: Locate and open the DVD drive in the Windows Explorer, then double-click the file **VRHome22Install....exe** in the CD folder. Follow the instructions on your screen.

1.3.2 Installation via Download Link

If you have purchased Voice Reader Home 22 as download, follow the link sent to you by your online vendor and save the Voice Reader Home 22 installation file on your computer. Double-click the **VRHome22Install....exe** and follow the instructions of the installation wizard.

1.4 Installing Additional Voices

If you have already installed one voice of Voice Reader Home 22 and you want to add an additional voice (also of an additional language), simply run the **VRHome22Install....exe** installation wizard with the new voice from the DVD or the downloaded installation file. The existing installation will be recognized, and the additional voice will be installed.

1.5 Activation

The unlimited usage of Voice Reader Home 22 requires the activation of the product using the provided **license key**.

Where can I find the license key?
You can find the 25-character license key on the DVD or the DVD cover. If you purchased the software via download, the online vendor will send you the license key after the purchase is complete.

For how long can I use the software after the installation before an activation is required?
Voice Reader Home 22 can be used without activation within 30 days after the installation. To continue using the software afterwards, the software must be unlocked with an activation code. If Voice Reader Home 22 has not been activated after the 30 days, the Activation Wizard will be displayed each time the program is started.

Where can I find the activation code?
The **activation code** is generated during the activation, using the entered **license key** and your computer's **hardware codes**.

Where can I find the activation dialogue?
If Voice Reader Home 22 has not been activated yet or the activation is required again (e. g. after reinstallation on the same computer) the Activation Wizard will be displayed automatically each time the program is started.

Does the PC need an internet connection?
For the activation process an internet connection is required.
There is a choice of two activation methods.
- **Instant activation:** If the PC on which Voice Reader Home 22 has been installed is connected to the Internet, product activation can be performed online within moments.
- **Manual activation:** In case that instant activation is not possible (e. g. when the PC with Voice Reader Home 22 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.

- **Single user license**:
  The single user license of Voice Reader Home 22 allows the installation and usage
  on **ONE** local computer
  for **ONE** user
  for solely **personal** usage. (it is not allowed to publish the created audio files or make
  the sound of the speech output available to anybody else. For this case a license of
  Voice Reader Studio www.linguatec.de/text-to-speech would be necessary.)

- **Hardware code**:
  Since the product activation is using a combination of hardware codes, it is connected to
  the PC on which Voice Reader Home 22 is installed. The activation code that is
  generated during the activation can only be used on the PC from which you have
  initiated the product activation and have read out the hardware code.

- **New installation**:
  Voice Reader Home must be reactivated after each reinstallation.

- **Installation of further voices:**
  A reactivation is also required if you install a further voice of Voice Reader Home.

- **User access**:
  Before fulfilling the activation, please ensure that you are logged in at the computer
  under the same user and with the rights under which you intend to work with Voice
  Reader Home. Alternate access across different users is not supported by the single user
  license.

1.5.1   Instant (automatic) activation

Instant activation requires that the PC on which Voice Reader Home 22 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 Home 22 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 CD 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 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 Home 22 on that PC.

If the connection to the activation server fails, you may have to adjust the proxy settings. First try the option **Proxy setting of your system…** 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

ADVICE

Perform the manual activation solely, if the PC on which Voice Reader Home 22 is installed is not connected to the internet, or if the instant activation has failed.
Otherwise, instant activation is easier and faster.
Do not perform the manual activation twice for the same hardware code.

First of all it has to be generated a hardware code 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.de/en/activation) 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 Home 22 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 CD 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 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.de/en/activation) 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 Home 22 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 Home 22 on that PC.

1.6 Deinstallation

To deinstall Voice Reader Home 22 from your PC, use the standard Windows function.

Switch to the Windows **Settings.**
Click on the area: **Apps and Features**.
A list of installed programs will be displayed.
Highlight the entry for Voice Reader Home 22 and click on **Uninstall**.
If you are asked for an administrator password or confirmation, then enter the password or the confirmation.

If deinstallation is not possible via the standard Windows function, please proceed as follows:
Restart the installation file (VRHome22Install....exe) of Voice Reader Home 22. It will detect that the application is still installed and will offer the option of repair or uninstallation. Select the **uninstall** option and follow the displayed instructions.

2. Using Voice Reader Home 22

Start Voice Reader Home 22 from its desktop icon or from the program menu.
Voice Reader Home 22 allows you to immediately **convert text to speech** (Chapter 2.3), or to **export it into an audio file** (Chapter 2.4) for playback later. This chapter explains how to use the features in the Voice Reader Home 22 application window.
Many of these features are also available in **Voice Reader Home 22 Direct** (Chapter 3).

2.1 User Interface – Overview and Functions

The Voice Reader Home 22 application window:
Here you can open and edit text documents before having them read or exported to an audio file.

The application window of Voice Reader Home 22 contains:

- in the upper left corner: the **Read Button** (chapter 2.1.7), which can be used to start the reading with one click directly from any tab,
- a **Ribbon Command Bar** (chapter 2.1.9) with thematically grouped **tabs** (chapter 2.1.1 to chapter 2.1.6),
- a **Quick Access Toolbar** (chapter 2.1.8) that can be customized individually, and

- a scalable **text field** for entering or inserting the text to be read out or for opening a text file that contains the text to be read out. The main reading functions can be called directly via the context menu (chapter 2.1.10)

Each button has a **Mouse Over** description that is displayed, when you hover (without clicking) the mouse cursor over the respective button.
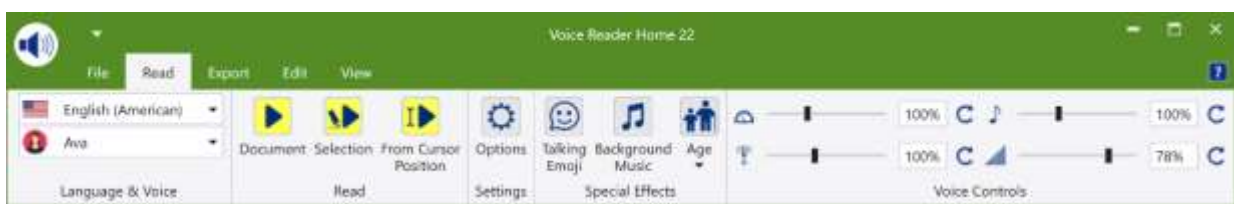
2.1.1   File Tab

<div align="center">Group: General</div>

New:	Create a new document.
Open:	Open an existing document.
Save or **Save As:**	Save an open document.
Quick Print, Print, Print Preview:	Select one of the print options.
Undo or **Redo**:	Go back or forward one step.

2.1.2   Read Tab

Here you will find all the functions that are directly related to the speech output and especially to the **reading** function.

NOTE:
More information regarding the different reading options you will find in chapter **2.3.**

2.1.2.1 Group: Language & Voice – Voice Selection

Here you specify the **language** that is matching to the text and select the desired **voice**. This voice will be used to read out the text in the Voice Reader Home editor. You can select between all the voices of Voice Reader Home 22 that you have purchased and installed.

2.1.2.2 Group: Read – Start Reading

You can decide what should be read aloud. You can choose between:

Document: Reads aloud the whole text that is in the editor.

Selection: Reads out the text that is marked in the editor.

From Cursor Position: Reads out the text from the current cursor position.

2.1.2.3 Group: Settings – Set your Reading Options

Options: Here you can define the reading options.

2.1.2.4 Group: Special Effects – Background Music, Talking Emojis and Voice Age

Talking Emojis are predefined audio effects such as laughing, throat clearing, coughing, dog barking, phone ringing, wind or engine sounds... that you can use to add emotions to the speech output and create it more lively.

Clicking the Talking Emoji button opens the Emoji Keyboard, from which you can choose a Talking Emoji to insert into the text. Its linked audio will be played when reading aloud the text.

HOW IT WORKS:

- **Listen to / pre-listen the Talking Emoji:**
  1 x click on the respective emoji icon in the emoji keyboard.

- **Insert a Talking Emoji at the current cursor position in the text:**
  2 x click on the respective emoji icon in the emoji keyboard.

HOW SHOULD THE TALKING EMOJI BE DISPLAYED IN THE TEXT?

You can choose how the talking emoji will be displayed in the text:
as an **image** (you have to activate the option: "Insert emoji as image") or
as a **voice markup via text** (uncheck the option: "Insert emoji as image").
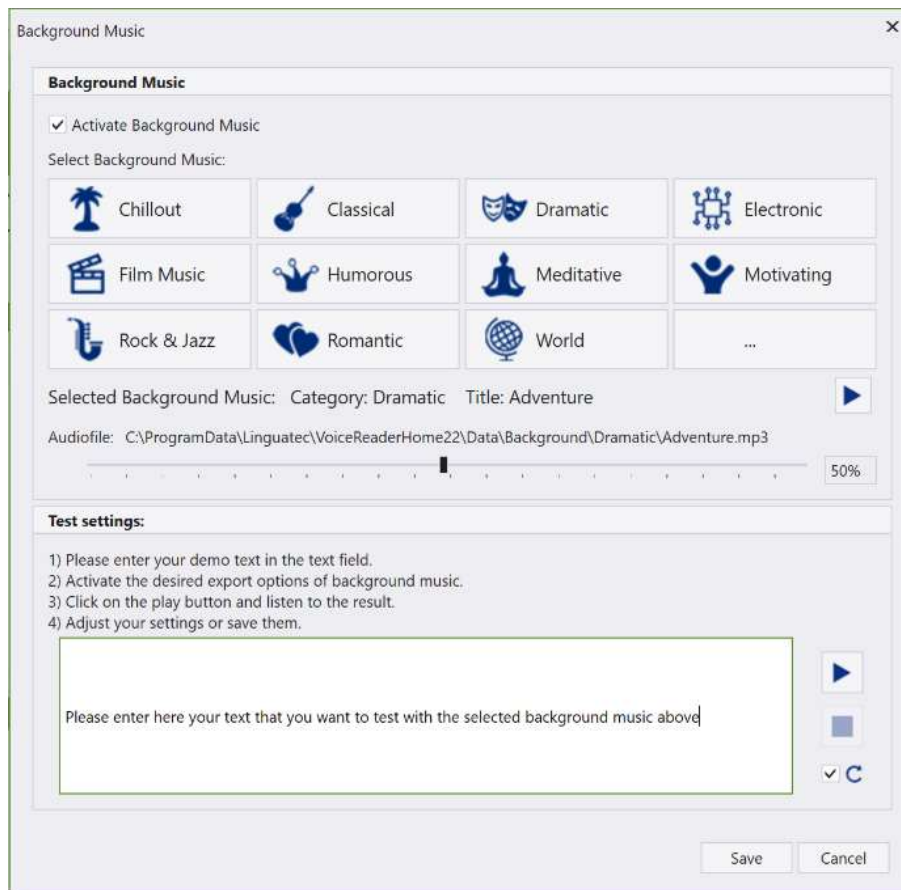
🎵   The **Background Music** button enables you to manage the settings of the background music. You can select here the music, its volume, test it and decide if you want to activate or deactivate the possibility to play the music together with the voice output of your text.

WHAT BACKGROUND MUSIC CAN BE SELECTED?

As background music, you can either select tracks from the music genres included with Voice Reader Home 22 (e. g. Chillout, Classical, Motivating...), or an audio file from your own music collection. This must be freely accessible, and the application or user must have the necessary rights to read the audio file (read access).

THE FOLLOWING AUDIO FORMATS ARE SUPPORTED:

*.mp3; *.mpeg3; *.wav; *.wave; *.flac; *.fla; *.aiff; *.aif; *.aifc; *.aac; *.adt; *.adts; *.m2ts; *.mp2; *.3g2; *.3gp2; *.3gp; *.3gpp; *.m4a; *.m4v; *.mp4v; *.mp4; *.mov; *.asf; *.wm; *.wmv; *.wma; *.mp1; *.avi; *.ac3; *.ec3

THIS IS HOW IT WORKS:

1. Reading aloud WITH background music

Step 1:   **Activate background music**
Check the box in front of "Enable background music".

Step 2:   **Select titles for background music**
a) Titles from the Voice Reader background music library:
Click on one of the buttons with predefined music genres (e.g. Chillout, Classical, Motivating...) and select a title.
b) Audio file you have saved on your computer (assumes you have access to it and it is not locked).
Click the last button on the bottom right (with the three dots). The explorer display will open. Change to the path where the audio file you want is located and select it.

Step 3:   **Test background music (optional)**
After having activated the background music and selected the title, you can listen to the title separately, adjust the volume, enter a demo text and listen to the result of the voice output together with the background music. You could select another title, change the volume or change the demo text.

Step 4:   **Save settings**
If you are satisfied with the settings and want to apply them, click "Save".

2. Reading aloud WITHOUT background music

Step 1:   **Deactivate background music**
Uncheck the box in front of the option "Enable background music"
or check that it is disabled.

Step 2:   **Save settings**
Click "Save" to apply the change.
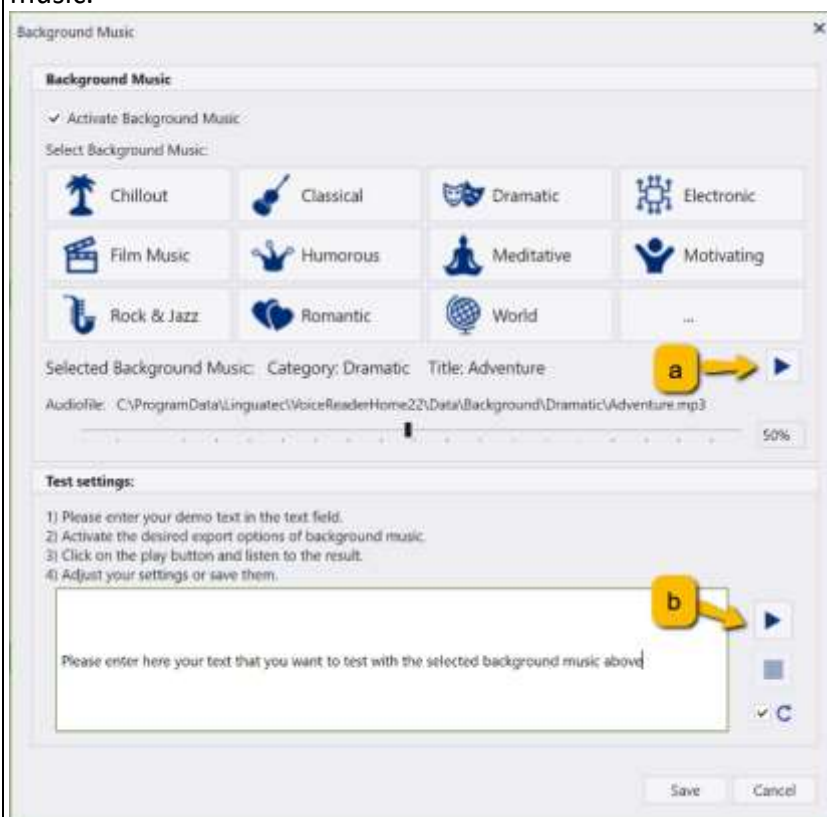

TIPS:

TESTING THE BACKGROUND MUSIC SETTINGS:

a) **Sound preview of the audio track itself:**
Section **Background Music**: Select the desired audio file and click the play button right next to the title of the selected background music.

b) **Testing the track selection and the volume together with the text to be read:**
Section **Background Music**: Select the audio file and volume.
Section **Test settings**: Enter a demo text in the text window. Click on the play button on the right side of it to start reading the demo text aloud together with the selected background music.

IF THE PLAY BUTTON IS NOT ACTIVE:
The play button is only active if:
- the background music option is enabled,
- an audio file has been selected
- there is a text in the text window.

IF THERE IS ALREADY A TEXT IN THE TEXT WINDOW:
If you had previously selected a text in the Voice Reader Home 22 editor, it will automatically be copied into the text window. You can test with it or enter a different text.

HOW TO ADJUST THE PLAYBACK VOLUME OF THE BACKGROUND MUSIC:
The playback volume can be adjusted using the slider in the Background Music window. The volume can also be adjusted directly in the reading bar of Voice Reader Home that is shown while reading aloud.

Voice Age:
Choose between different predefined age settings of your voice with just one click.
The different age levels change the pitch and sound size of the voice.
The following age levels can be selected:
Younger 1
Younger 2
Standard
Older 1
Older 2

2.1.2.5 Group: Voice Controls

Voice Reader Home 22 offers 4 different voice controls to adjust the voice.

Speed

Pitch

Timbre and

Volume

They can be conveniently adjusted individually via the slider or reset via a refresh button ↻ if required. Alternatively, the desired value can also be entered numerically.

> **NOTE:**
> Special Effect „**Age**":
> The setting of "Age" (Group „Special Effects") resets the manually adjusted voice control settings of **Pitch** and **Timbre**. The associated age settings are automatically applied.

2.1.3   Export Tab

On the Export tab you will find all the functions that are available in the context of the speech output and especially for the export into an audio file.

> **NOTE:**
> For more information regarding the export options, please see Chapter **2.4**.
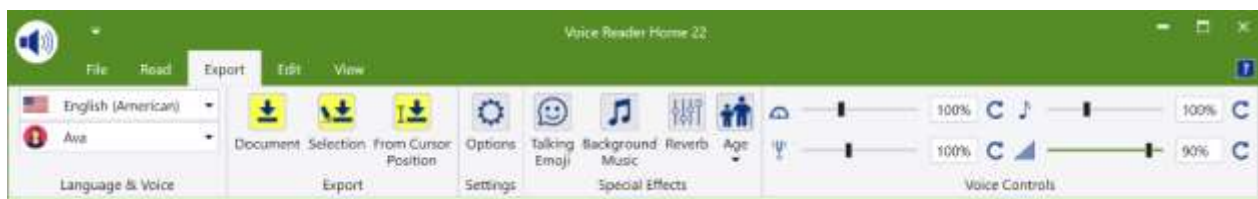
2.1.3.1   Group: Language & Voice – Voice Selection

Here you specify the **language** and the desired **voice**. The audio file will be generated with the selected voice. Available are all the Voice Reader Home voices that you have purchased and installed.

2.1.3.2   Group: Export – Start Export

Select which text you want to export. Available are the options

Document: Exports all text that is in the editor.

Selection: Exports the selected text

From Cursor Position: Exports the text from the current cursor position.

2.1.3.3   Group: Settings – Set your Export Options

Options: Here you can define the export options.

2.1.3.4   Group: Special Effects – Background Music, Reverb, Talking Emojis and Voice Age

Talking Emojis are predefined audio effects such as laughing, throat clearing, coughing, dog barking, phone ringing, wind or engine sounds... that you can use to add emotions to the speech output and create it more lively.
Clicking the Talking Emoji button opens the Emoji Keyboard, from which you can choose a Talking Emoji to insert into the text. Its linked audio will be added when exporting the text.
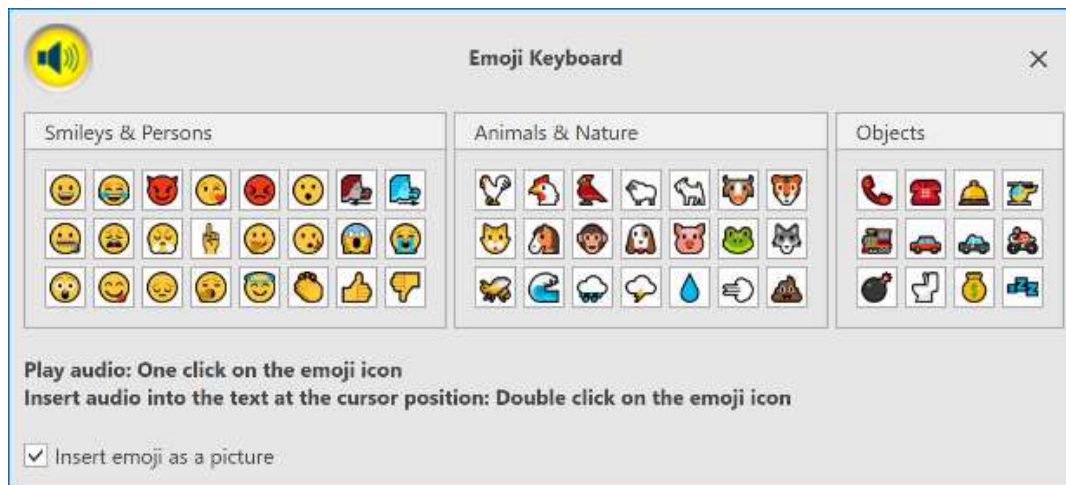
- **Listen to / pre-listen the Talking Emoji:**

   1 x click on the respective emoji icon in the emoji keyboard.
- **Insert Talking Emoji at the current cursor position in the text:**

   2 x click on the respective emoji icon in the emoji keyboard.

HOW SHOULD THE TALKING EMOJI BE DISPLAYED IN THE TEXT?

You can choose how the talking emoji will be displayed in the text:

as an **image** (to do this, activate the option: "Insert emoji as image") or

as a **voice markup via text** (uncheck the option: "Insert emoji as image").

The **Background Music** button enables you to manage the settings of the background music. You can select here the music, its volume, test it and decide if you want to activate or deactivate the possibility to play the music together with the voice output of your text.

WHAT BACKGROUND MUSIC CAN BE SELECTED?

As background music, you can either select tracks from the music genres included with Voice Reader Home 22 (e. g. Chillout, Classical, Motivating...), or an audio file from your own music collection. This must be freely accessible and the application or user must have the necessary rights to read the audio file (read access).

THE FOLLOWING AUDIO FORMATS ARE SUPPORTED:

*.mp3; *.mpeg3; *.wav; *.wave; *.flac; *.fla; *.aiff; *.aif; *.aifc; *.aac; *.adt; *.adts; *.m2ts; *.mp2; *.3g2; *.3gp2; *.3gp; *.3gpp; *.m4a; *.m4v; *.mp4v; *.mp4; *.mov; *.asf; *.wm; *.wmv; *.wma; *.mp1; *.avi; *.ac3; *.ec3

THIS IS HOW IT WORKS:

1. Reading aloud WITH background music

Step 1: **Activate background music**
Check the box in front of "Enable background music".

Step 2: **Select titles for background music**
a) Titles from the Voice Reader background music library:
Click on one of the buttons with predefined music genres (e.g. Chillout, Classical, Motivating...) and select a title.
b) Audio file you have saved on your computer (assumes you have access to it and it is not locked).
Click the last button on the bottom right (with the three dots). The explorer display will open. Change to the path where the audio file you want is located and select it.

Step 3: **Test background music (optional)**
After having activated the background music and selected the title, you can listen to the title separately, adjust the volume, enter a demo text and listen to the result of the voice output together with the background music. You could select another title, change the volume or change the demo text.

Step 4: **Save settings**
If you are satisfied with the settings and want to apply them, click "Save".

2. Reading aloud WITHOUT background music

Step 1: **Deactivate background music**
Uncheck the box in front of the option "Enable background music"
or check that it is disabled.

Step 2: **Save settings**
Click "Save" to apply the change.

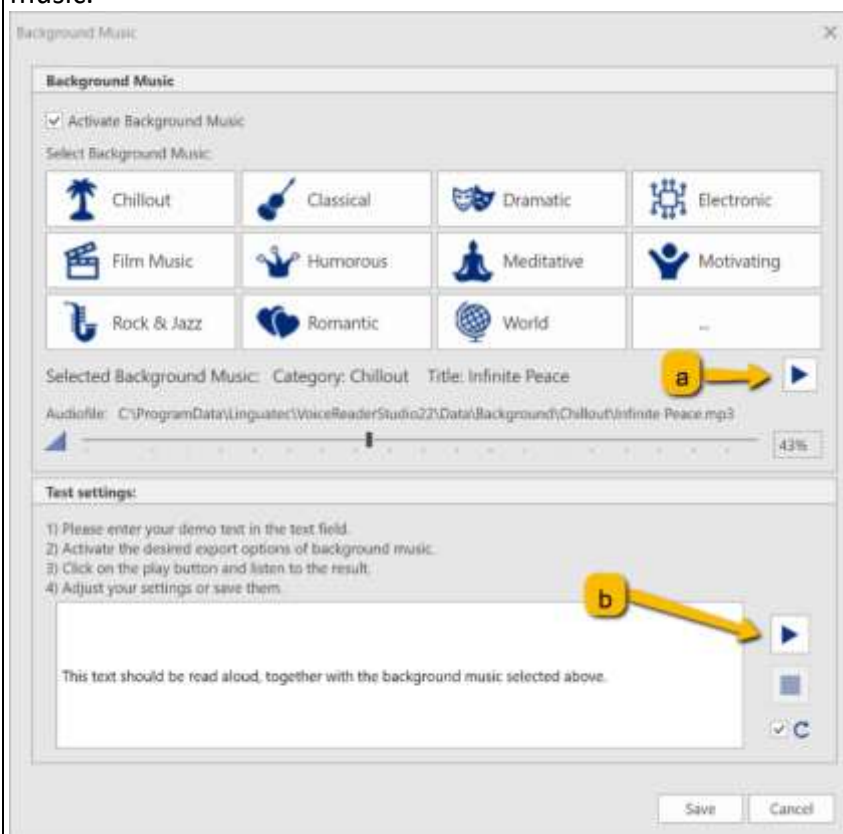---

TIPS:

TESTING THE BACKGROUND MUSIC SETTINGS:

a) Sound preview of the audio track itself:
Section **Background Music**: Select the desired audio file and click the play button right next to the title of the selected background music.

b) Testing the track selection and the volume together with the text to be read:
Section **Background Music**: Select the audio file and volume.
Section **Test settings**: Enter a demo text in the text window. Click on the play button on the right side of it to start reading the demo text aloud together with the selected background music.

IT THE PLAY BUTTON IS NOT ACTIVE:
The play button is only active if:
- the background music option is enabled,
- an audio file has been selected
- there is a text in the text window.

IF THERE IS ALREADY A TEXT IN THE TEXT WINDOW:
If you had previously selected a text in the Voice Reader Home 22 editor, it will automatically be copied into the text window. You can test with it or enter a different text.

HOW TO ADJUST THE PLAYBACK VOLUME OF THE BACKGROUND MUSIC:
The playback volume can be adjusted using the slider in the Background Music window. The volume can also be adjusted directly in the reading bar of Voice Reader Home that is shown while reading aloud.

The option **REVERB** allows to assign a reverb to the exported audio file. The level of reverberation can be adjusted continuously.

HOW IT WORKS:

ACTIVATE REVERB

Step 1: **Activate Reverb**
Click on the button Reverb in the group Special Effects and activate the option Activate Reverb in the window Reverb Export

Step 2: **Test and set the reverb intensity**
Please enter a text in the area "Test Settings", to test the reverb intensity. Start the play button on the right side and change the intensity of the reverb via the slider as desired.

Step 3: **Save settings**
Save your settings by clicking on the Save button.
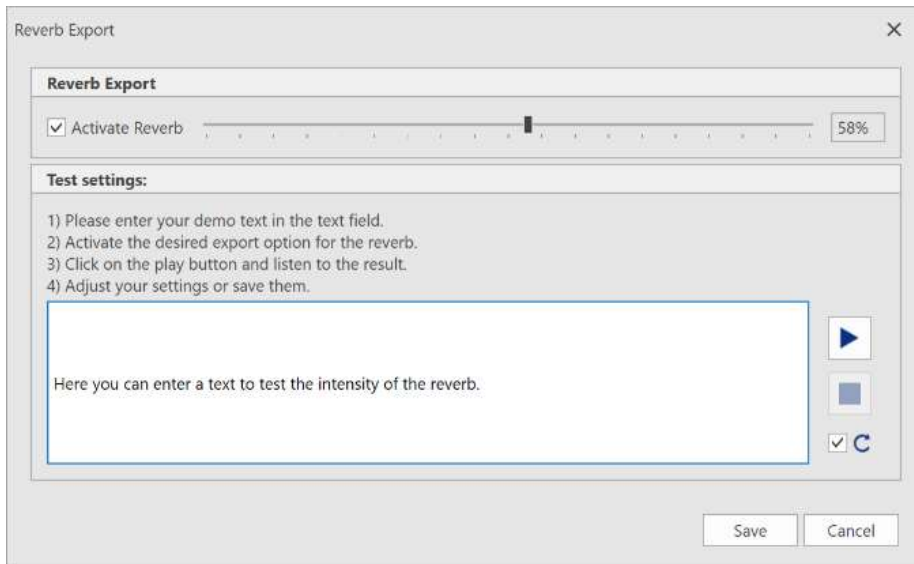
DEACTIVATE REVERB

Step 1: **Deactivate Reverb**

Click on the **Reverb** button in the group **Special Effects** and check that in the window **Reverb Export** the option **Activate Reverb** is deactivated.

Step 2: **Save settings**

Save your settings by clicking on the **Save** button.

 Voice Age:

Choose between different predefined age settings of your voice with just one click.

The different age levels change the pitch and sound size of the voice.

The following age levels can be selected:

Younger 1

Younger 2

Standard

Older 1

Older 2

2.1.3.5   Group: Voice Controls

Voice Reader Home 22 offers 4 different voice controls to adjust the voice.

 Speed

 Pitch

 Timbre and

 Volume

They can be conveniently adjusted individually via the slider or reset via a refresh button C if required. Alternatively, the desired value can also be entered numerically.

> **NOTE:**
> **Special Effect „Age":**
> The setting of "**Age**" (Group „Special Effects") resets the manually adjusted voice control settings of **Pitch** and **Timbre**. The associated age settings are automatically applied.

2.1.4 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**).

2.1.5 View Tab
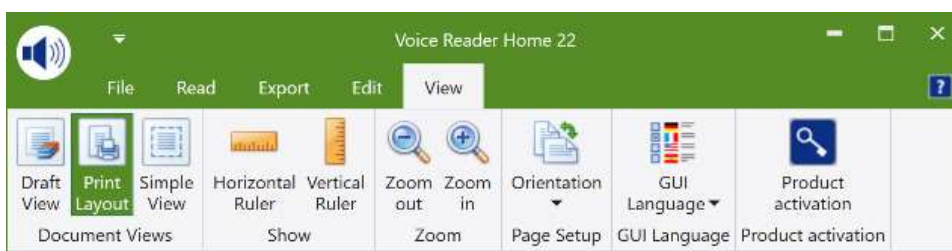
Choose one of the possible views: **Draft View**, **Print Layout** or **Simple View.**

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

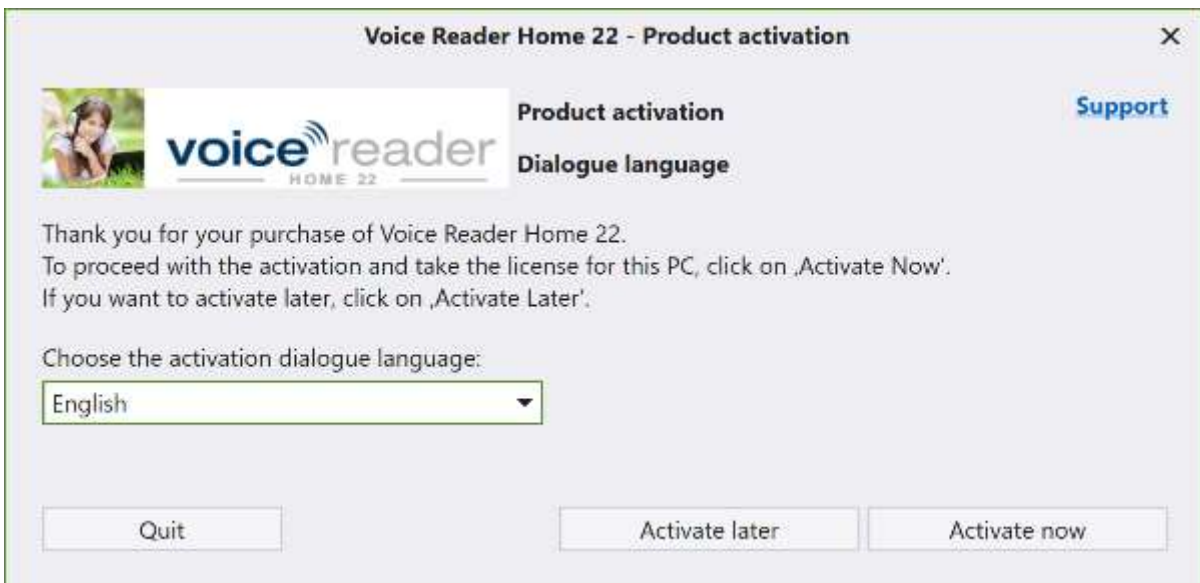The **Zoom out** and **Zoom in** buttons let you adjust the zoom factor of the text area.

Choose the language of Voice Reader Home user interface from the **GUI Language** list.

You can manually start the activation dialogue manually via the button **Product Activation**.

NOTE:
If activation is required, the activation dialogue will be started automatically!

If you click **Activate now**, the product activation window opens with a tabular view of all languages.

Product(s)	Status	License key:
VR Home 22 English (British) - Female (Serena)	10 days remaining in activation period	
VR Home 22 English (American) - Female (Ava)	15 days remaining in activation period	
VR Home 22 French - Female (Audrey)	15 days remaining in activation period	
VR Home 22 German - Female (Petra)	Activated	VRI
VR Home 22 Arabic - Female (Laila)	Not installed	

Column Product: Here you will find a list of all Voice Reader Home voices.

Column Status: In this column you can see if the product is installed, activated or locked.

> **NOT INSTALLED** means:
> Voice Reader Home has not been installed in the respective language.
>
> **X DAYS REMAINING IN ACTIVATION PERIOD** means:
> The respective language is installed.
> Activation is still pending. There are x days left in which you can use Voice Reader Home without activation.
> You can activate now or must do so in X days at the latest, for to use Voice Reader Home.
>
> **ACTIVATED** means:
> The respective language is installed.
> Nothing further needs to be done.
> The application has been successfully activated.
> Close the window via the Exit button.
>
> **LOCKED UNTIL ACTIVATION** / **LOCKED UNTIL REACTIVATION** means:
> The respective language is installed.
> But there is missing a valid activation.
> Perform the activation if you want to use Voice Reader Home 22.

2.1.6   Further Tabs

Depending on the file that you opened and which style templates it contains, other tabs may be displayed in Voice Reader Home.
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)

2.1.7   The Universal Read Button

You can start reading from any tab, by clicking on the **Voice Reader Home Read Button** at the top left of the application window.

This button starts reading the entire text in the editor if no text has been marked.

If a section of the text has been marked, only the selection is read aloud.

When reading is started via the Voice Reader Home Read Button, it will use the reading options set on the **Read** Tab.
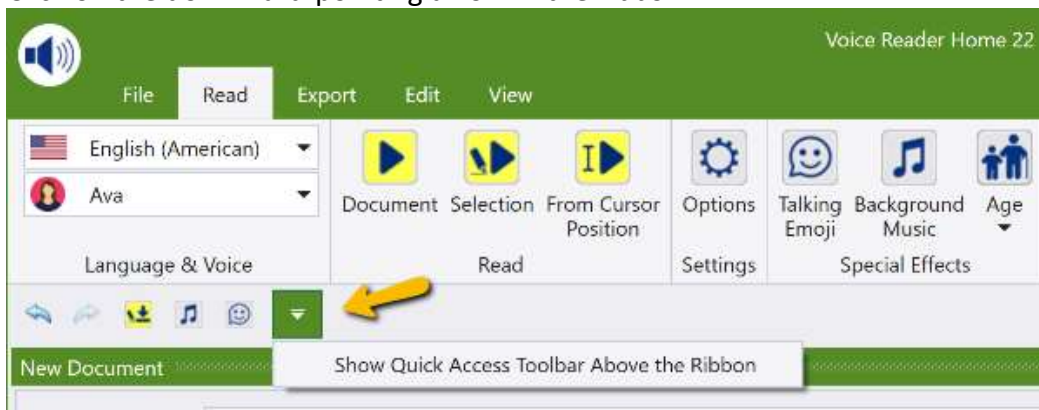
2.1.8   The Quick Access Toolbar

The buttons on the Quick Access toolbar always remain visible.
It is a useful tool for working rapidly and efficiently.

CUSTOMISE THE VIEW:

Depending on the personal preference, the toolbar can be positioned either above or below the ribbon.
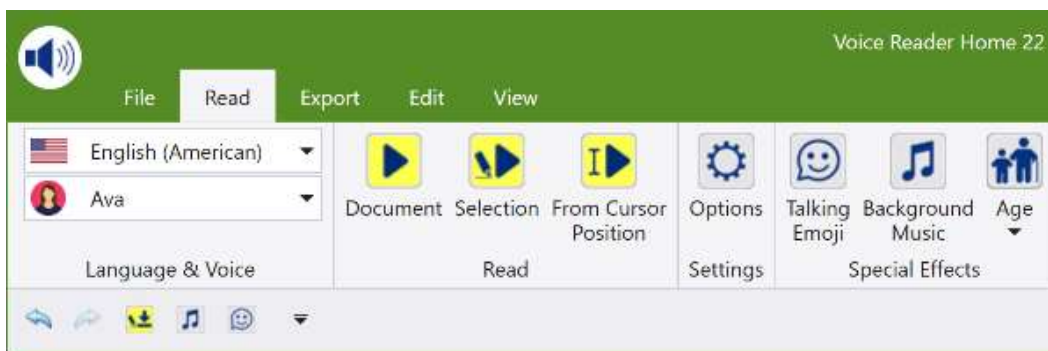Click on the downward-pointing arrow in the ribbon

or alternatively right-click in an empty area of the ribbon and select one of the two options:

- **Show Quick Access Toolbar above the ribbon.**
- **Show Quick Access Toolbar below the ribbon**

Quick Access Toolbar above the ribbon

Quick Access Toolbar below the ribbon

Further elements can be added by right-clicking on the respective icon in the ribbon and selecting the option **Add to Quick Access Toolbar**.
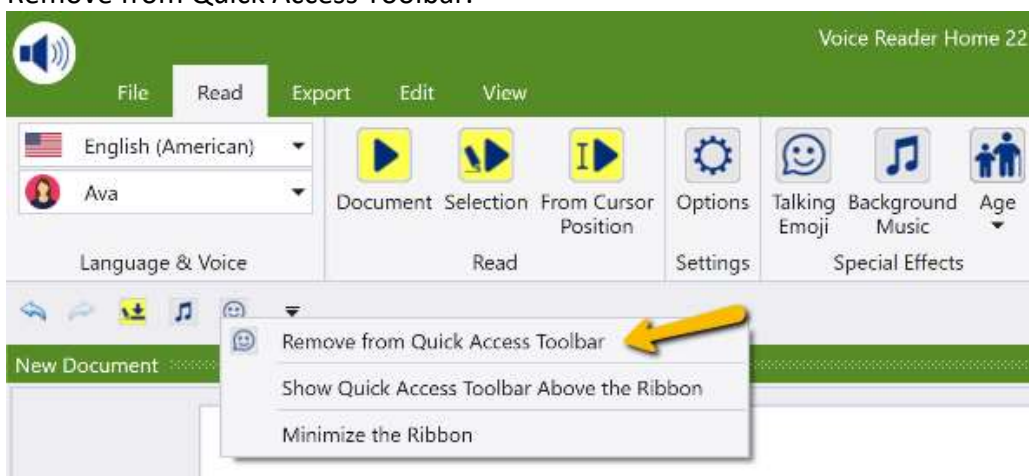
NOTE:

The reading options
Language,
Voice,
Speed,
Pitch,
Timbre and Volume cannot be added to the Quick Access Toolbar

To remove existing items, right-click on an item in the Quick Access Toolbar and select Remove from Quick Access Toolbar.
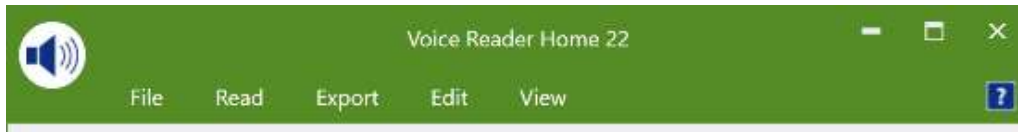

2.1.9   Customizing the Multi-Function Ribbon

MINIMIZE MULTI-FUNCTION RIBBON:

If you do not want to display the whole size of the Voice Reader Home multi-function ribbon, 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.
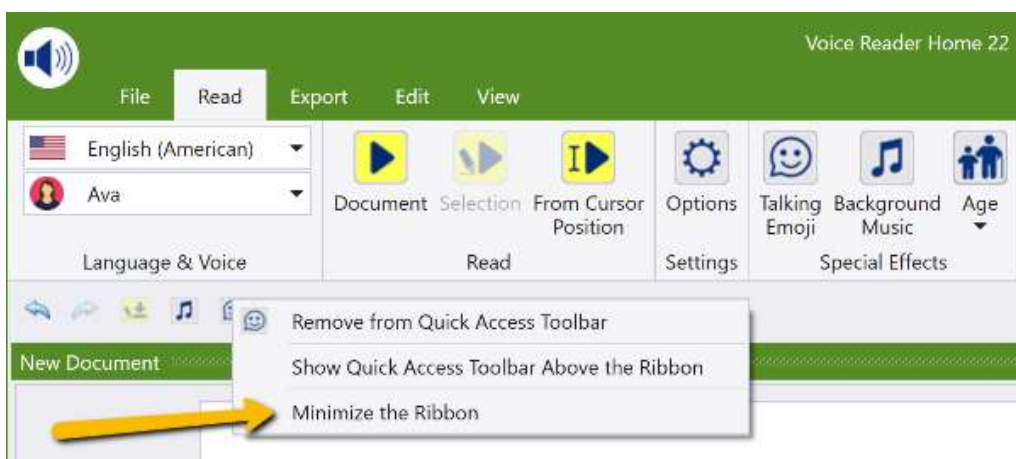
When the multi-function ribbon is minimized, tabs can still be activated by clicking on them. Once a command has been selected, they will automatically be minimized again.
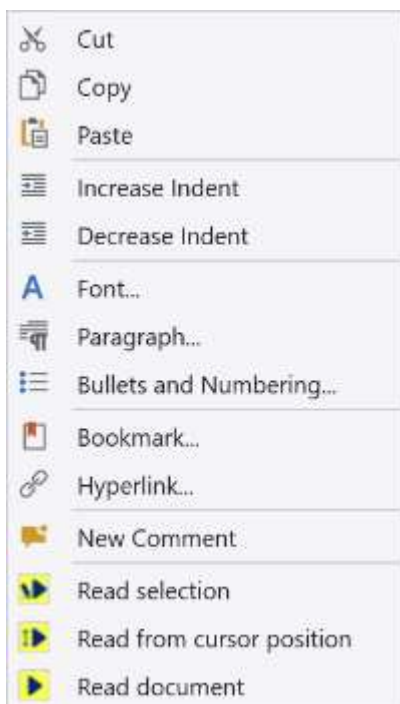

Multi-function ribbon minimized

MAXIMISE MULTI-FUNCTION RIBBON:

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.**
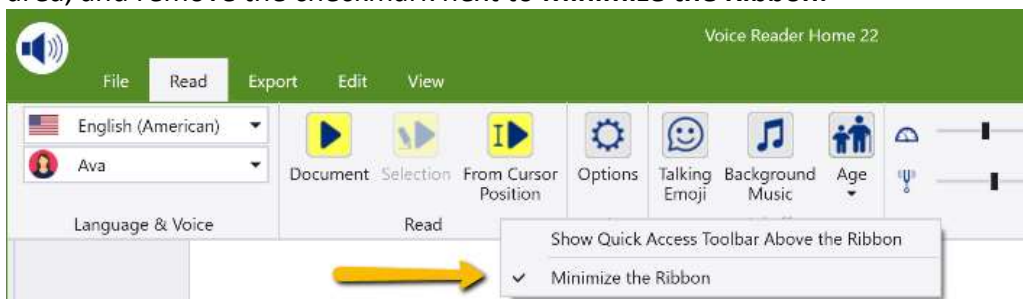
2.1.10   Context Menu

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. 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.
To be able to select this option, the right mouse click must be made while the cursor is in the area of a text marker.
The context menu also lets you set bookmarks. This allows you to return quickly 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 Opening and editing documents

2.2.1   Supported file formats

The following file formats are supported by Voice Reader Home 22 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)

2.2.2   Opening a file

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 Home has to be converted into the RTF format first of all. 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 Home.

2.2.3   Inserting or exchanging text via 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 Home 22 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 Home 22 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 Home 22 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 Home 22 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 Home 22.
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**.

2.3   Reading text

2.3.1   Preparations

Before starting reading, you should confirm that the desired settings for voice, speed, pitch, timbre, volume and text selection have been selected in the **Options** in the **Read** Tab or directly in the ribbon bar. The reading options and voice controls cannot be changed during the reading process.
If you have purchased and installed several voices of Voice Reader Home, please check that the desired voice for reading has been selected.

2.3.2   Start and stop reading

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

- **Read entire text**

If you want to start the reading of the entire text that is opened in the Voice Reader Home editor, please click on the **Document** button.

- **Read marked text**

Select the part of the text that you wish to have read out and choose **Selection**. Voice Reader will read only your marked text.
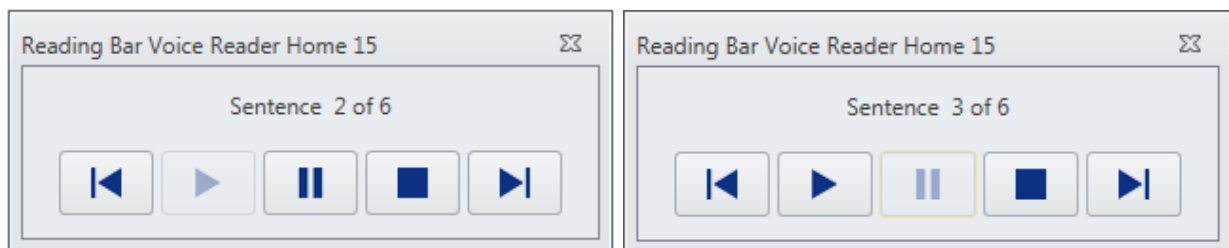
If possible, select only complete sentences, to ensure that Voice Reader can intonate the text correctly.

- **Read text up from the cursor position**

Position the cursor in the text at the point from which reading should be started and click on **From Cursor Position**. With this command, Voice Reader will read the entire text up from the cursor position.

2.3.3   Reading Bar

Once reading has been started, the Voice Reader Home 22 Reading Bar will open in a separate window. It can be freely moved around the display.

Pause reading:	Please press the ❚❚ **Pause**-button.
Continue reading:	Please press the ▶ **Play**-button.
Stop reading:	Please press the ■ **Stopp**-button.
	Or you can use the ⊠ **Close** window function.
Navigation in the text:	The ▶❙ **Forward**- and ❙◀ **Backward**-buttons allow you the navigation through the text. You can e. g. 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 either:

- by word,
- by sentence or
- by paragraph.

Reading by sentence:

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.

Reading by paragraph:

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.

Reading by word:

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 during the reading and while the Reading Bar is 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 🗙.

During Reading

Please note that during the reading mode it **cannot be changed the voice, pitch, speed, timbre, volume, text marking or end of sentence pause**. You have to stop first the reading. You can either use the Stop button or the Close function in the Voice Reader Home Reading Bar. Then change the desired settings of Voice Reader Home in the **Settings** or **Voice Control** group on the **Read** Tab.

One-click reading using the Voice Reader Home 22 Read-Button
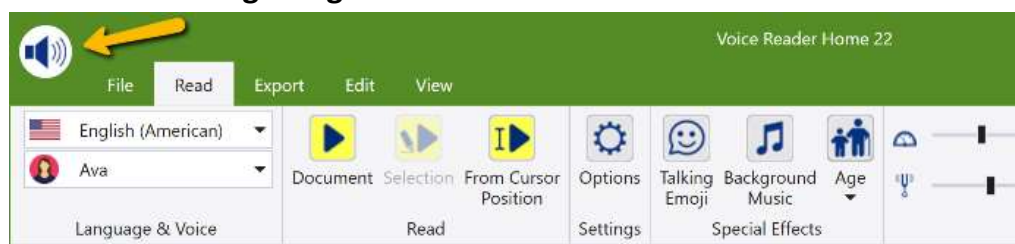
You can start the reading from any tab, by clicking on the **Voice Reader Home Read Button** at the top left of the application window. The entire text loaded in the editor will be read immediately. If a section, sentence or word has been selected in the text, then only the selection will be read.

When reading is started via the Voice Reader Home Read-Button, it will use the reading options set under the **Read** Tab.

2.4   Export the speech into an audio file

2.4.1   Preparations

Exporting converts the entire document in the application window, or a section of it that has been selected, to an audio file. The audio can be played through a PC audio player, or can be transfered to an external medium or device such as an audio CD or an MP3 player.

The options that you want to use for the conversion, like audio format (MP3 or WAV) and where the file is saved depends on the corresponding options selected in the **Settings** group of the **Read** Tab.

(More information about all the Voice Reader Options please see **chapter 4**)

2.4.2   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**

Position 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.

3. Voice Reader Home 22 Direct

Voice Reader Home 22 Direct allows you to quickly have any text read from any application. Voice Reader Home 22 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 Home 22 Direct

Start Voice Reader Home 22 Direct by selecting the entry of the same name from the **Linguatec – Voice Reader Home 22** program group in the Windows Start menu, or by clicking onto the **Voice Reader Home 22 Direct** desktop icon.

After Voice Reader Home 22 Direct has been started, you will see an additional icon ▶ in the taskbar notification area.

If the Voice Reader Home 22 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 Home 22 Direct has been started, you will find an additional icon here. By double-clicking the icon, you can maximize the minimized window.

3.2   Toolbar of Voice Reader Home 22 Direct

Voice Reader Home 22 Direct provides a toolbar containing buttons with which the

most important commands can be directly started:

▣ Read text from the clipboard

⤓ Export text from the clipboard

⚙ Options

♪ Background Music

✳ Clipboard Settings

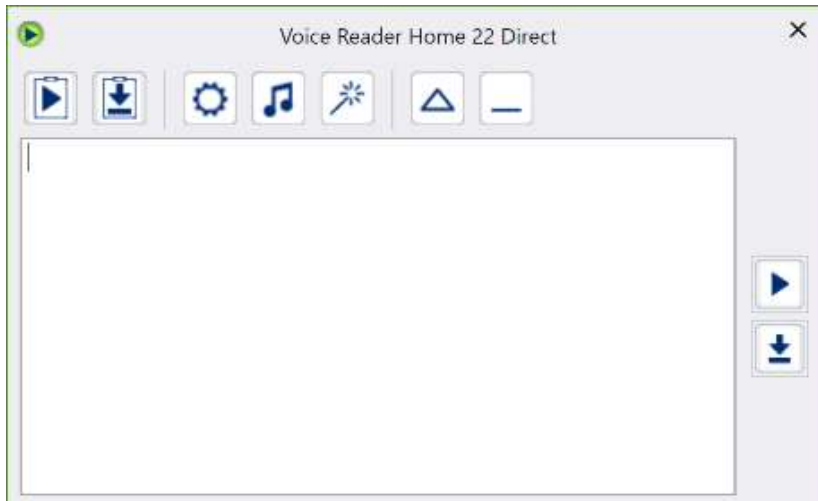△ Hide Editor

▽ Show Editor

— Minimize

To the right of the text field:

▶ Read (entire text in the text field)

⬇ Export (entire text in the text field)

The Voice Reader Home 22 Direct Toolbar with the text field in view

The Voice Reader Home 22 Direct toolbar with hidden text field

In Voice Reader Home 22 Direct, the text field can be shown or hidden.
In the text field you can enter text yourself or paste it from the clipboard, which can be either read out or be exported into an audio file.

Show and hide the Voice Reader Home 22 Direct Text Window

To hide the editor, click the Hide button △ in the

Voice Reader Home 22 Direct Toolbar. Click the Show button ▽ to show it again.

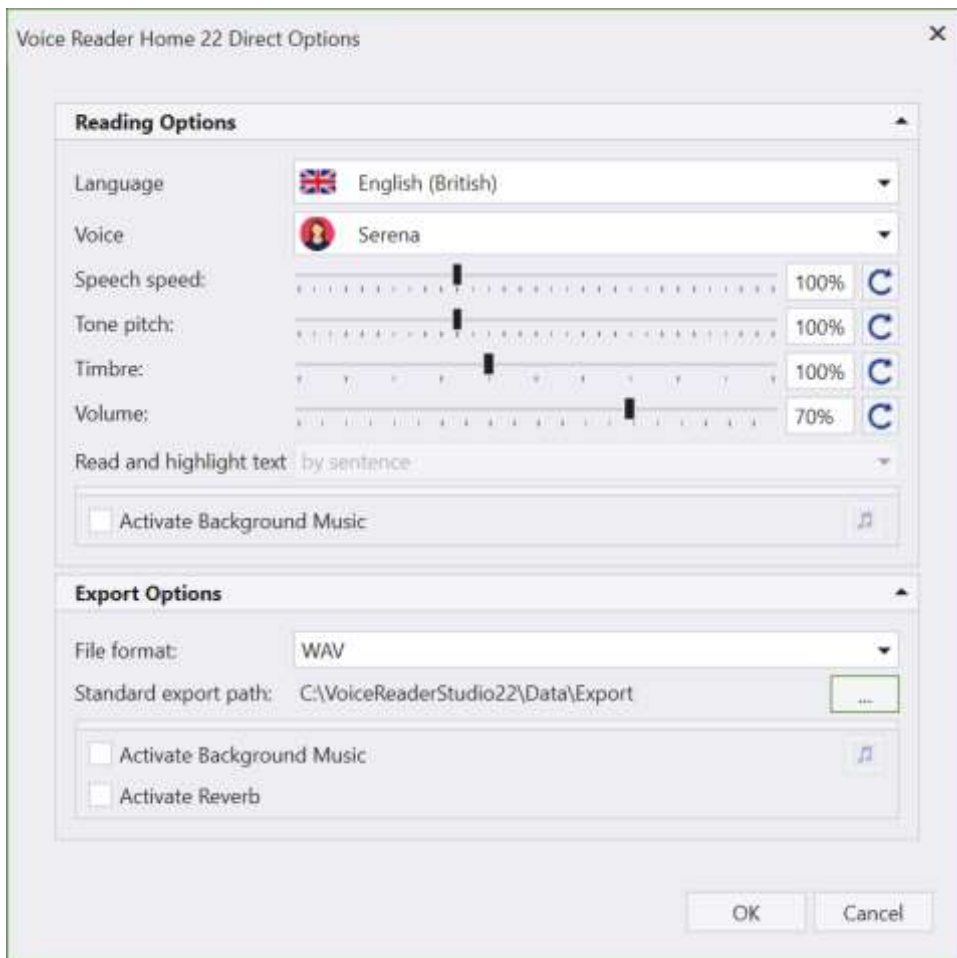**Show and hide the Voice Reader Home 22 Direct application window**
• To hide the entire Voice Reader Home 22 Direct application window, select the Minimize

icon — in the toolbar.
Do **not** click on the Close icon ❌ in the title bar to minimize. This would terminate Voice Reader Home 22 Direct.
• To restore the hidden Voice Reader Home 22 Direct application window, double-click the Voice Reader Home 22 Direct icon in the taskbar notification area.

3.3 Adjusting the Voice Reader Home 22 Direct Options

Via the button: **Options** ⚙ you can adjust all available reading and export options.

The reading and export options of Voice Reader Home 22 Direct

The Reading options

In the Voice Reader Home 22 Direct reading options, you can configure the available parameters for speech output. Besides **language** and **voice**, **speed**, **pitch**, **timbre,** and **volume** can be customized.

Background music can be activated. (Please see description for setting and testing background music in chapter 2.1.2.4)

The **text segmentation** in the mini editor of Voice Reader Home 22 Direct is always **by sentence**. Therefore, the option for different segmentation and marking options is deactivated. This function is available in the editor of the main application (See chapter 4).

Export options

You can configure the settings for the audio **file format** (MP3 or WAV) in the Voice Reader Home 22 Direct export options, as well as the export location (**Standard export path**).

In addition the option of **background music** and **reverb** can be activated. (please see description for setting and testing background music and reverb in chapter 2.1.3.4)

Confirm changes to the settings by clicking **OK**. To disregard any changes entered, simply click **Cancel**.
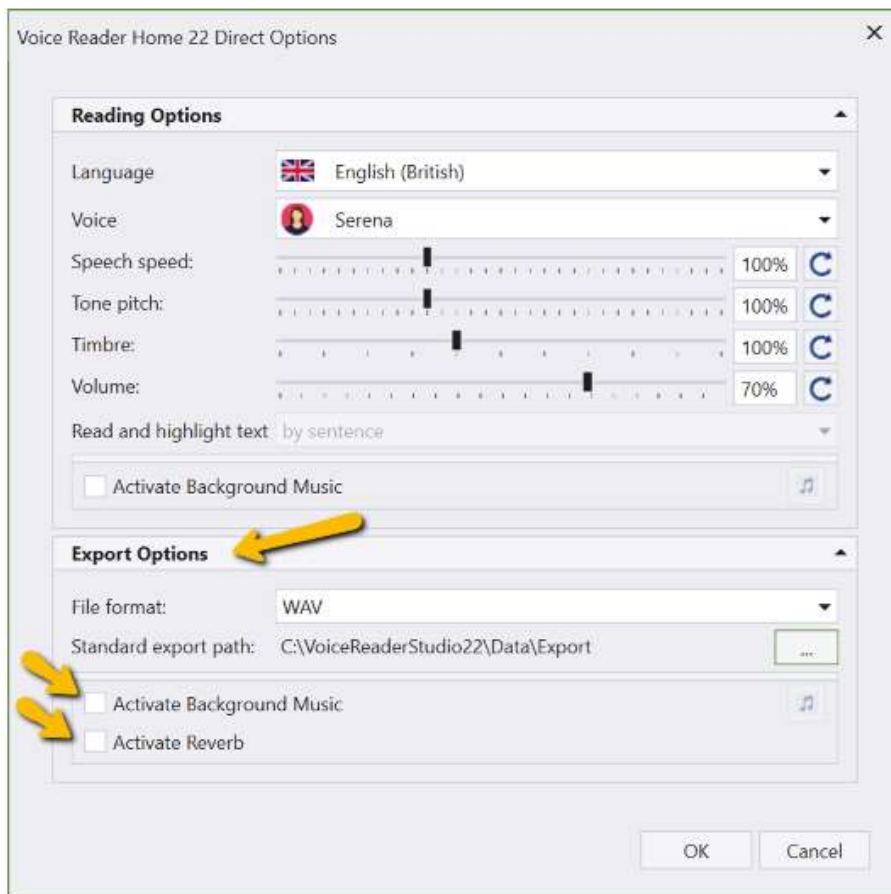
3.4   Background Music and Reverb

3.4.1   Reading Options: Background Music

Via the checkbox **Activate Background Music**
in the **Reading Options** area of the **Voice Reader Home 22 Direct Options**
you can deactivate or activate the function.
Proceed in the same way as described in chapter 2.1.2.4 for setting and testing Background Music.

3.4.2 Export Options: Background Music and Reverb

Via the checkbox **Activate Background Music** 🎵 and / or **Activate Reverb** 🎚️
in the **Export Options** area of the **Voice Reader Home 22 Direct Options**
you can deactivate or activate the functions.

The **Background Music** and **Reverb** function works in the same way as in the Voice Reader Home editor.

Proceed in the same way as described in chapter 2.1.3.4 for setting and testing Background Music and Reverb.

3.5 Automatic Settings (One-Click Clipboard Access)

The built-in **One-Click technology** is the easiest way to use Voice Reader Home 22 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 Home 22 Direct toolbar) to open the options dialogue, where you can determine precisely whether and how Voice Reader Home 22 Direct will use the contents of the clipboard.
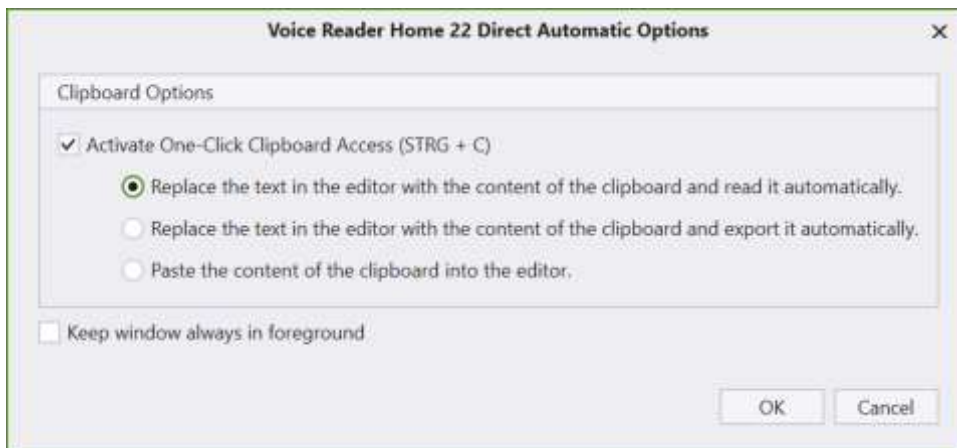
The Clipboard Options of Voice Reader Home 22 Direct

Activate One-Click Clipboard Access

If you want to easily control the reading, export or pasting functions of Voice Reader Home 22 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 Home 22 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 Home 22 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 Home 22 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 Home 22 Direct to be covered by any other window on your screen, this command lets you determine to always keep the Voice Reader Home 22 Direct window in the foreground.

> **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 Home 22 Direct will intonate the individual words correctly in the sentence context.

3.6 Manually reading and exporting 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 Home 22 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 Home 22 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 Home 22 Direct toolbar.

Reading:

While reading with Voice Reader Home Direct, a progress bar will be shown.
To stop the playback prematurely, click on the Stop button.

Export:

When exporting, a dialogue window will open, in which you can specify the name for the new audio file
The setting of the audio file format (MP3 or WAV) and the location where the file will be stored depends on the corresponding settings you have specified in the Export Options section in the **Options** dialogue.

3.7 Manually entering text into the Direct Editor

Voice Reader Home 22 Direct has a small text field in which you can enter the text for read or exporting into an audio file by hand. Please ensure that the text field is shown (and has not been turned off)

Entering text via keyboard:
You can either enter the text by using the keyboard.

Entering text manually via CTRL+V:
Or you can also paste text from the clipboard that you have previously copied from another application (or you use the one-click function like described in chapter 3.5). To copy the selected text, use the CTRL+C shortcut; use CTRL+V to paste into the Voice Reader Home 22 Direct editor.

Reading / Export of the whole text in the 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 Home 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.

4. Adjusting options (Read and Export options)

To customize the reading settings and export options for the conversion into an audio file in Voice Reader Home 22, please open the **Options** dialogue.
Depending in which application module of Voice Reader Home 22 you are currently active, you will find the **Options** dialogue as follows:

FROM THE VOICE READER HOME 22 APPLICATION WINDOW:

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

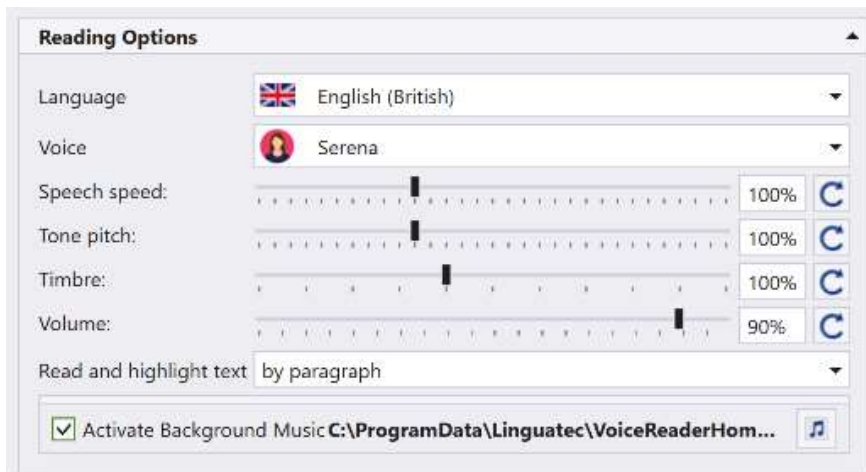### IN VOICE READER HOME 22 DIRECT:

Click the **Options** ⚙ button in the toolbar

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 Home 22 Direct.
Options that only apply to a specific application have been designated accordingly.

4.1 Reading options

Language

If you have purchased and installed Voice Reader Home 22 voices for several languages, this is where you can choose another language for speech output.

Voice

Here your reading voice is shown. You can choose another voice if you own and have installed several Voice Reader Home 22 voices.

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%.

Timbre

You can adjust the timbre of the voice darker (lower value) or brighter (higher value) using the slider. You can restore the default setting of 100% via the refresh button on the right edge.

Volume

You can also adjust the volume of speech output in Voice Reader Home 22. By clicking the refresh button at the right edge, you can restore the default setting of 80%.

> **NOTE**
>
> In the Voice Reader Home 22 application window, you can also control speed, pitch, timbre 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 Home 22 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.

Background Music

If you want to add background music to the reading, you can select it via the options dialogue. Activate the option Activate Background Music and proceed in the same way as described in chapter 2.1.2.4 for setting and testing background music.

4.2   Export options
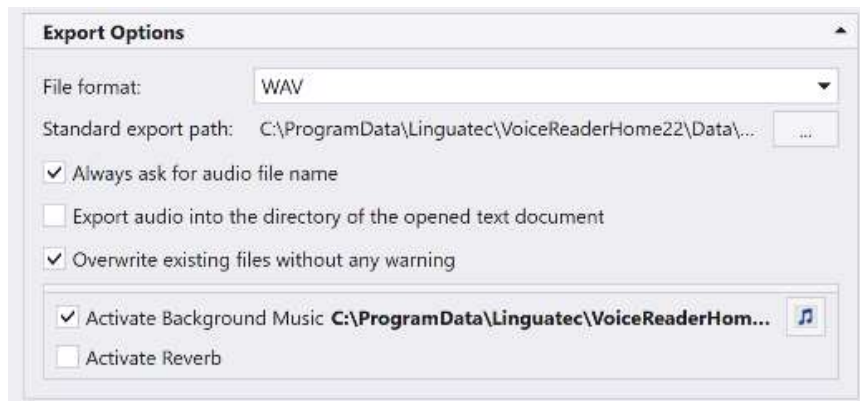
File format

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. Voice Reader Home 22 generates **WAV files** in the format **22050Hz, 16 bit**.

• 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. Voice Reader Home 22 generates **MP3 files** in the format **64kBit/sec**.

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 Home 22 will be exported to the folder defined under Standard Export Path.

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.

Background Music and Reverb

If you want to export the read aloud including background music and/or reverb, you can also set this directly in the options dialogue.

Activate the option **Activate background music** and/or **Activate reverb** and proceed in the same way as described in chapter 2.1.3.4 for setting and testing background music and reverb.

4.3 Application Options
(not available in Voice Reader Home 22 Direct)
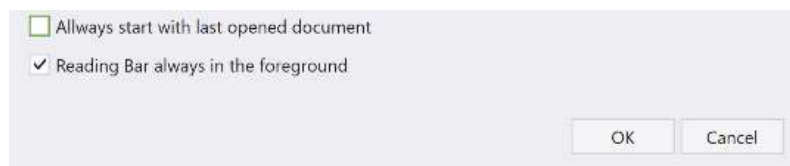
At startup, automatically open the most recent document

If this option is activated, the most recently used document will be opened the next time Voice Reader Home 22 is started.

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 Home 22 reading bar.

5. Notes on using audio files

You can play the audio files generated by Voice Reader Home 22 directly on your PC or transfer them to another medium to play them with an external device. Voice Reader Home 22 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.

6. Appendix

6.1 Keyboard Navigation

The Voice Reader Home 22 editor supports for many operations the usage of keyboard 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 Voice Reader	ALT+F4
Show menu and access keys	ALT
Maximize window	ALT + Space + X
Minimize window	ALT + Space + N
Zoom in the 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 Home 22 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, to change the age of the selected voice please click onto the button **Age** (e.g. on the **Read** tab in the group **Special Effect**) and change the setting via the Tab key (Younger 2 ⇆ Younger 1 ⇆ Standard ⇆ Older 1 ⇆ Older 2 ⇆ Younger 2….). The currently active field will be displayed with a green selection.

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) Increase speech speed

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

b) Switch voice (if you have installed more than one voice of Voice Reader Home 22)**:**

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

6.2 SAPI5

COMPATIBILITY:

Voice Reader Home 22 voices are **SAPI5** compatible.

USING THE WINDOWS VOICE OUTPUT (NARRATOR) WITH LINGUATEC VOICE READER HOME 22 VOICES:

The Windows Narrator can be started using the key combination CTRL + Windows key + N. After you have installed and activated Voice Reader Home 22, the voices of Voice Reader Home 22 can be used and selected as Narrator voices for the Windows Voice Output

Step 1: Narrator's voice selection

.
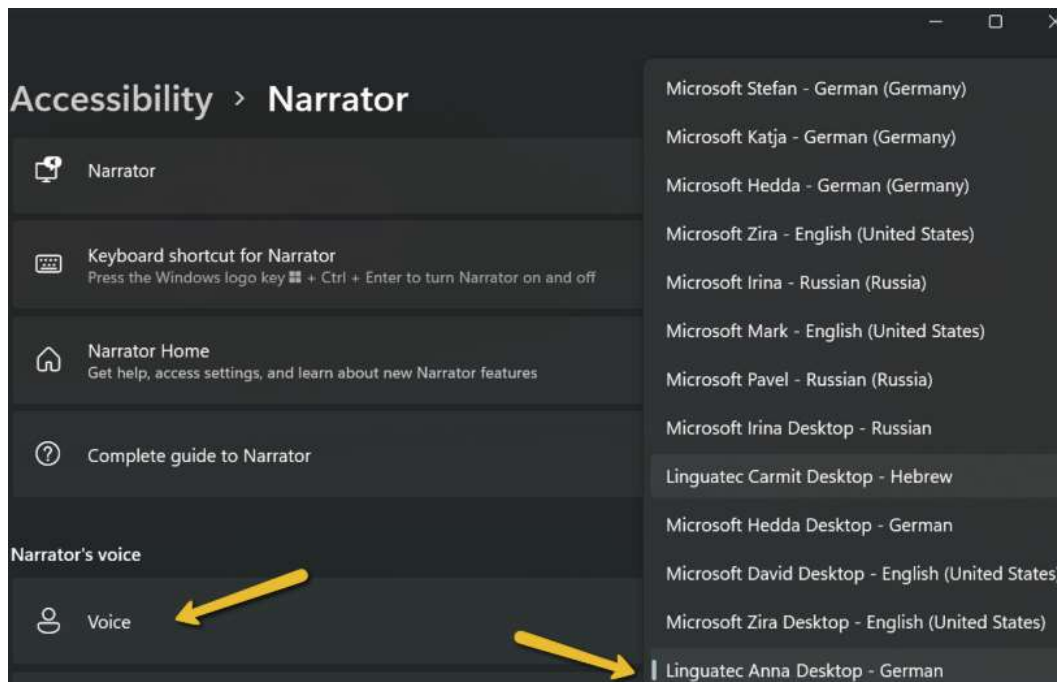
Step 2: Activation of the narrator function „On"
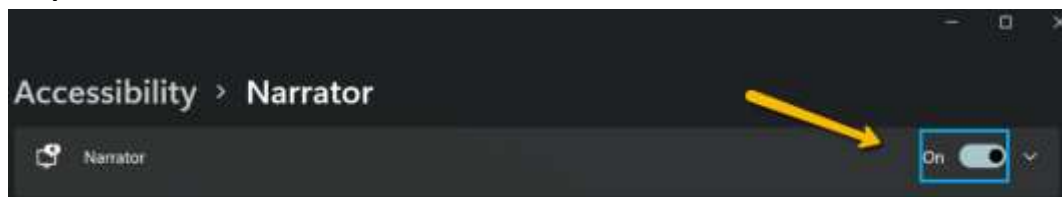
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