



Introduction

Microsoft Reader is a free program for reading 'eBooks' (electronic books) in 'LIT' format. eBooks are electronic versions of paper books. You can download Microsoft Reader from <http://www.microsoft.com/reader>. There are different versions for desktop, laptop, tablet and pocket PCs.

Microsoft Reader is reasonably accessible for people with disabilities. You can access books using the mouse and there are keyboard shortcuts for most operations. A particularly good feature for people with visual and reading difficulties is the free built-in text-to-speech which highlights the text as it reads. This means that Microsoft Reader is much more accessible for many people than Adobe Digital Editions, for example. Readers with severe visual impairment will probably find that Microsoft Reader is not as accessible as Daisy book readers: it doesn't have the same degree of control over the voice and navigation. Readers with physical impairments may find that Adobe Reader offers more options for navigation; Adobe Reader also allows you to magnify the text size far more than Microsoft Reader, and to change the background and text colour, which you can't do in Microsoft Reader.

The Microsoft Reader text-to-speech works on the desktop, laptop and tablet versions (i.e. not on Windows Mobile). Annoyingly, the TTS won't read "premium content" eBooks (i.e. most commercial ones that cost money) because of copyright and rights issues, but it can read books you make yourself. You can download the Text to Speech package free from <http://www.microsoft.com/reader/developers/downloads/tts.aspx>.

You can make your own MS Reader eBooks by converting them from Microsoft Word to LIT using the free Read in Reader plug in which you can download free from <http://www.microsoft.com/reader/developers/downloads/rmr.aspx>.

Where to find Microsoft Reader eBooks

The Microsoft Reader has links to sources of eBooks <http://www.microsoft.com/reader/>

The Books for All Scotland database that is being developed by CALL, LTS and Scran has eBooks in LIT format. www.booksforallscotland.org.uk

The University of Virginia library has free eBooks from classic out of copyright authors (e.g. Dickens, Austen etc) <http://etext.lib.virginia.edu/ebooks/ebooklist.html>

<http://istars.education.co.uk/> offers eBooks from modern authors which are aimed at young people. These books, unlike most commercial titles, can be read using TTS.

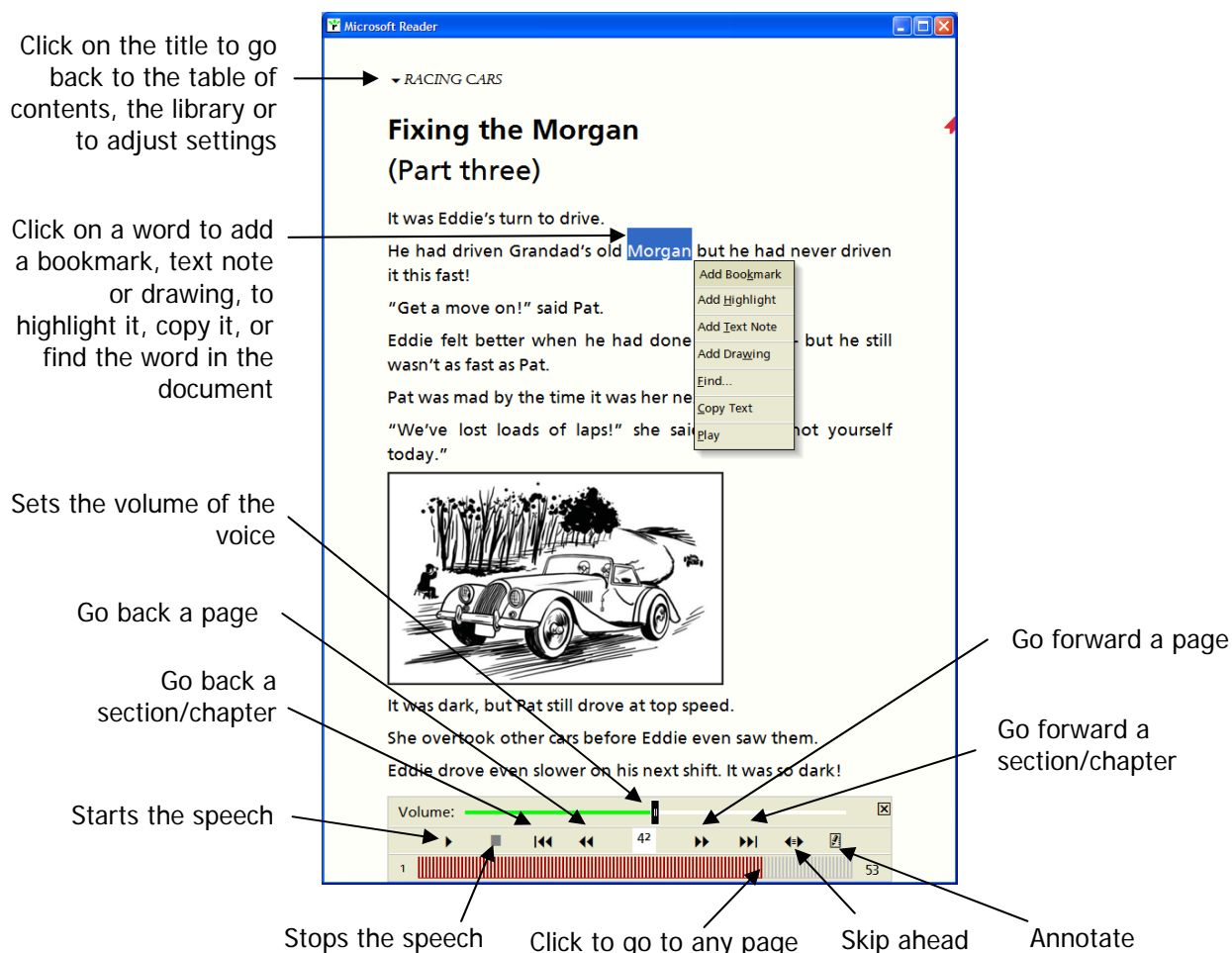
Commercial resellers like WH Smith have some LIT books, but most can't be read out using the TTS tool. <http://ebooks.whsmith.co.uk/>

Installation

1. Download Microsoft Reader from <http://www.microsoft.com/reader> and then double click on the "MSReaderSetupUSA.exe" file to install it.
2. You'll be prompted to activate your copy of Microsoft Reader. This step is required if you want to purchase "premium" (i.e. books that cost money) eBook titles that have been encrypted for distribution through the activation process. If you are not intending to buy eBooks from the web you don't need to activate Reader – it will still open free eBooks. The activation means that when you buy an eBook it can be opened on your PC, and it prevents piracy.
3. Now download the text to speech facility for Reader from <http://www.microsoft.com/reader/developers/downloads/tts.aspx>. Double-click on "ReaderTTSInstallEngl.exe" to install it.

Reading a book with Microsoft Reader

1. Once you have downloaded your eBook, copy it to My Documents/My eBooks on your computer.
2. Double click on the book to open it.
3. If this is the first time you have used Reader, click on **Help** on the front page and browse the Help file. Click on **Settings** to adjust the font size.



4. Some useful keyboard commands:

PAGE UP	Move backward one page
PAGE DOWN	Move forward one page
ESC	Close a menu, or Close a page
Return	Close a book
Up/Down arrows	Move up and down the library page
CTRL-P	Start the speech (you may have to press TAB a few times until a word in the text is highlighted)
CTRL-S	Stop the speech
CTRL-F9	Slow down the speech
CTRL-F10	Speed up the speech
ALT-L	Go back to the library page
ALT-S	Open the settings

Adjusting the voice

To use a different voice, or change the speed or pitch of the voice, click on **Start > Control Panel > Speech** and then on the **Text to Speech** tab. You will usually have Microsoft Mary, Mike and Sam but there may also be other voices on your computer such as Heather, the free Scottish voice you can download from www.TheScottishVoice.org.uk. Choose the voice you want and adjust the speed to suit.

Bookmarks, highlights and notes

You can add bookmarks to the eBook, so that you can find particular pages or sections later quickly. You can also highlight sections of the text, and type in text notes. To add a bookmark, highlight, text note or drawing, click on a word and choose the marker you want.

Keyboard Shortcuts

Esc	Close a menu, or Close a page
F11	Toggle from full-screen view (immersed-reading) to windowpane view
F8	Toggle visual guides on and off
F1	Help (within the Microsoft Reader)
F5	Announces your position in an eBook, if you enable the Verbosity feature
ALT+F4	Close the Microsoft Reader application
TAB	Move forward through tab stops and lists of options in pop-up menus
SHIFT+TAB	Move backward through tab stops and lists of options in pop-up menus
SPACEBAR or ENTER	Select or clear the check box if the active item is a check box
CTRL+HOME	Move to the beginning of a Microsoft Reader internal page, like the Library or Annotations screen
CTRL+END	Move to the end of a Microsoft Reader internal page, like the Library or Annotations screen
CTRL+ENTER	To follow a hyperlink
CTRL+A	Select and highlight all text within notes and other edit boxes
ALT+P	Shop
ALT+S	Settings
ALT+R	Return
ALT+O	Library Sort
ALT+E	Library Search by specific title or author
ALT+G	Go To
CTRL+C	Copy
CTRL+V	Paste (within text notes only)
CTRL+X	Cut (within text notes only)

CTRL+K	Bookmark
CTRL+H	Selected text or create highlight
CTRL+T	Selected text or create text note
CTRL+W	Create drawing
CTRL+R	Toggle the Riffle
CTRL+F3	Find
CTRL+L	Look up
Left Arrow	Move backward by one word
Right Arrow	Move forward by one word
PAGE UP	Move backward by one page
PAGE DOWN	Move forward by one page
SHIFT+Arrow	Highlight in word increments
ALT+Left Arrow	Move left by one paragraph
ALT+Right Arrow	Move right by one paragraph
CTRL+Left Arrow	Move left by one sentence
CTRL+Right Arrow	Move right by one sentence
ENTER or Spacebar	Saves your selection.
Esc	Closes dialog box, and displays the previous screen.

Note: When Microsoft Reader is interrupted by another application, Microsoft Reader will return to your previous position in your eBook.

To use the Sort and Search menus, press:

T	Sort by title
A	Sort by author
L	Sort by last read
B	Sort by book size
D	Sort by date acquired
A	Show all
E	Search by word

To use the Go To menu on the Cover page, press:

T	View the Table of Contents
M	View most recent page
B	Begin reading
P	Begin audio playback
F	View the last page read
A	View a list of annotations
O	View about this title
I	View cover image

To use the Go To menu on the Settings screen, press:

F	View font settings
C	View ClearType settings
S	View screen settings
O	View voice settings
A	View annotations

To use the Sort menu on the Annotations screen, press:

T	Sort by type
P	Sort by page number
D	Sort by date created
L	Sort by last modified

To use the Search menu on the Annotations screen, press:

A	Show all titles
H	Show a list of all highlights only
B	Show a list of all bookmarks only
W	Show a list of all drawings only

T Show a list of all text notes only

To move through the Navigation menu buttons, press:

Arrow Up	Move up the navigation buttons
Arrow Down	Move down the navigation buttons
ENTER	Execute navigation button, and display more menu options
Arrow Down	Move down navigation button, menu items
Arrow Up	Move up navigation button, menu items
ENTER	Execute the menu option
ESCAPE	Dismiss menu

To navigate through the Library List view, press:

Arrow Up	Move up the eBook list by each title
Arrow Down	Move down the eBook list by each title
ENTER	Open an eBook
Arrow Down	Move down the list of menu options
Arrow Up	Move up the list of menu options
ENTER	Execute the menu option

To navigate through the pop-up menus and drop-down lists, press:

Arrow Down	Move down the menu list
Arrow Up	Move up the menu list
ENTER	Execute menu option

To navigate from within an eBook using the Title Bar menu, press:

ALT+C	Display the Cover page
ALT+T	Display the Table of Contents
ALT+A	Display Annotations menu
ALT+L	Display the Library
ALT+S	Display the Settings menu
ALT+R	Return to previous location

To navigate from within an eBook using the text Riffle Control, press:

Arrow Right	Moves right through slide bar
Arrow Left	Moves left through slide bar
ENTER	Execute button option
TAB	To move through all Riffle Control options

To navigate from within an eBook using the Annotation menu, press:

Arrow Down	Move down through lines of text in the menu
Arrow Up	Move up through lines of text in the menu
ENTER	Select or highlight text

To navigate from within an eBook's text to an annotation icon in the margin, press:

TAB	Move from text line to an annotation icon in the margin
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To navigate to the Cover page, press:

ENTER	Displays the last page you accessed in the eBook.
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To navigate the audiobook's Cover page, press:

ENTER	Execute button option
TAB	Move around button or menu options
CTRL+U or F10	Increase sound volume
CTRL+D or F9	Decrease sound volume

To navigate the Screen Settings menu, press:

Arrow Right	Move up Font Settings list items
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Arrow Left Move down Font Settings list items

To navigate the Annotations Settings menu, press:

ENTER Select icon to turn it on/off

To navigate the Font Settings menu, press:

Arrow Right Move forward through font list items
 Arrow Left Move back through font list items

To navigate the ClearType Settings menu, press:

TAB To move through the list of font setting options.

To navigate the Voice Settings menu, press:

Arrow Up Move up audio setting list items
 Arrow Down Move down audio setting list items
 CTRL+F10 To increase the speed of the audio playback
 CTRL+F9 To decrease the speed of the audio playback

To navigate the Annotation Index menu, press:

Arrow Up Move up Annotations list items
 Arrow Down Move down Annotations list items
 PAGE DOWN Move forward one page in the annotation index

To navigate the audio playback options, press:

End Move to the end of an audiobook
 Home Move to the beginning of an audiobook
 CTRL+End Move to the end of an audiobook
 CTRL+Home Move to the beginning of an audiobook
 CTRL+K Set a bookmark within an audiobook
 CTRL+SHIFT+B Move to previous section of an audiobook
 CTRL+B Rewind within an audiobook
 CTRL+P Stop/Pause playback of an audiobook
 CTRL+F Forward within an audiobook
 CTRL+SHIFT+F Move to next section of an audiobook
 CTRL+U or F10 Increase sound volume
 CTRL+D or F9 Decrease sound volume

To navigate the Application key menu from the Library screen, press:

Application key To view a menu with the following options that you can choose from the Library, and then press:
 D To delete an eBook from the Library
 M To display the most recent page visited in your eBook O - For information about the eBook

Note: The Application key has a picture of a drop-down menu with an arrow.

To navigate the Application key menu from the Annotations screen, press:

Application key To view a menu with the following options that you can choose from the Annotations screen, and then press:
 D To delete an annotation
 R To rename an annotation

Note: The Application key has a picture of a drop-down menu with an arrow.