

# **MAGic<sup>®</sup>**

## **Screen Magnification Software with Speech**

***User's Guide***

**Freedom Scientific BLV Group, LLC**  
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# **MAGic® User's Guide**

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## About This Book

The *MAGic User's Guide* teaches you to use and customize MAGic's magnification and speech capabilities to fit your personal needs. In the front of the book, you can find perforated keystroke reference cards that contain a list of important MAGic commands. *Chapter 1 Quick Start Guide* gives you the basics to get up and running with MAGic. *Chapter 2 Navigating MAGic* explains how to use your keyboard and mouse with MAGic. *Chapter 3 User Interface* provides details on the buttons and other options available on the MAGic user interface. *Chapter 4 Magnification* describes how to customize MAGic's magnification features, including mouse, cursor, and color enhancements. *Chapter 5 Speech* explains how you can customize how MAGic uses synthesized speech to read text on your screen. *Chapter 6 Keyboard* provides information on customizing MAGic's keystrokes. *Chapter 7 Application Specific Functions* describes MAGic commands you can use in Microsoft Word, Excel, and Internet Explorer. *Chapter 8 Contacting Freedom Scientific* tells you how to find our Web site and contact technical support.

## Items Checklist

In your MAGic package, you should find the following items. If you discover damaged or missing items, please contact your retailer.

- CD wallet containing one program CD-ROM and either an authorization or update disk
- Registration disk and return mail envelope
- *MAGic User's Guide*

# Chapter 1

## Quick Start Guide

---

### Welcome to MAGic

MAGic is a software solution ideally suited for computer users with low vision, or anyone who spends extended periods of time in front of a computer screen.

MAGic lets you magnify your computer screen from 1 to 16 times its usual size. You can choose from a number of different adjustable views that let you see both a magnified and unmagnified portion of the screen at the same time.

Speech features assist you in processing the information on your screen. MAGic can read text that you type or point at with the mouse. MAGic moves the magnified area of the screen so you always see the text being read and highlights words as they are spoken.

Mouse and cursor enhancements help you track the location of the mouse pointer and cursor on the screen. You can choose from a wide variety of enhancement styles. MAGic lets you change the color of these enhancements, apply transparency effects, adjust their size, and more.

Color enhancements let you change how colors display on your screen. You can create rules that replace one color with another or switch two colors. You can also apply color tinting, make your screen black-and-white (monochrome), and invert the brightness and colors of your display.

Other MAGic features track elements of your screen, such as the mouse pointer, dialog boxes, and so on. The Locator feature provides you with a way to quickly find and move to different areas of the screen. The MAGic multi-directional panning system gives you complete control with adjustable speed, direction, stop and start, and screen navigation controls.

# System Requirements

The recommended system requirements for MAGic are listed below.

Specification	Minimum Requirement
MAGic Standard	Windows 95/98/ME/XP Home*
MAGic Professional	Windows 95/98/ME/NT/2000/XP Home and Pro*
Processor speed	166 MHz
RAM	64 MB
Available hard disk space for installation	75 MB
Available hard disk space after installation	45 MB
Video	256 color graphics**
Sound	Windows compatible sound card (for speech option)

\* Some MAGic features are not available for Windows 95/98/ME users.

\*\* While MAGic will work with 256 colors, it is recommended that you use high or true color depth (16-bit color or higher).

## Installing MAGic

1. Insert the MAGic CD into your CD-ROM drive.
2. When the **MAGic Setup** dialog box appears, choose the **MAGic Setup** button. If you are installing Network MAGic, choose the **Network MAGic Setup** button instead.

**Tip:** If your MAGic installation CD does not start automatically, click the **Start** button, select **Run**, and type **D:\setup**. If your CD-ROM is not D, substitute the correct drive letter.

3. The **MAGic Setup** program starts. You will hear the installation speak the instructions as they appear on your screen. Follow these instructions to complete the **MAGic** installation.

Choose to run the automatic or guided installation of **MAGic**. The automatic installation assumes that you want to install all languages and you approve of the default location where **MAGic** is stored on your hard disk. Use the guided installation if you want to specify which languages to install, where **MAGic** is stored on your computer, or whether **MAGic** should start automatically when you start Windows.

Instructions for installing **MAGic** on a network can be found in the online help system.

## Uninstalling **MAGic**

If you want to uninstall **MAGic** go to the **Program** menu and select the **Uninstall **MAGic**** option in the **MAGic** submenu.

## Product Activation

After you install **MAGic**, you must activate your software. **MAGic** runs in 40 minute mode until it is activated on your computer. Internet License Manager (ILM) allows you to quickly activate **MAGic** using the Internet. If you do not have an Internet connection, you can activate **MAGic** by telephone or fax. Alternatively, you can activate **MAGic** with the assistance of a trusted friend, relative, or organization that has access to the Internet.

**Tip:** For information on activating a multi-user network license of **MAGic**, refer to the *Network **MAGic*** book in the **MAGic** online help.

If you purchased a single-user license of **MAGic**, you are asked to activate when you first start the program. You can activate **MAGic** at a later time by opening the **Help** menu and choosing **Update Authorization**. Choose one of the following activation methods and refer to the listed page for detailed instructions:

- Activate using the Internet (page 5)

- Activate by Telephone (page 8)
- Activate by Fax (page 9)
- Activate with the Help of a Trusted Third Party (page 10)

**Note:** If you are using Windows 2000, XP, or NT, your user account must have power user or administrator privileges to activate MAGic. Contact your network administrator if your account does not have the required level of access.

You can also use a dongle (a hardware device that connects to your computer's USB or parallel port) to make your MAGic license more portable. A dongle allows you to use an authorized version of MAGic on any computer as long as the dongle remains connected. For more information, see *Dongle Authorization* on page 12.

If your version of MAGic does not use Internet License Manager authorization, refer to page 13 for information on 3.5-inch Disk (Quella) Authorization.

**Note:** Adding or removing certain hardware components may cause your computer's Locking Code to change. If this occurs, you must reactivate MAGic. If you need to request more activations, visit [www.FSActivate.com](http://www.FSActivate.com).

## Activating with Internet License Manager

You can use Internet License Manager (ILM) to activate MAGic using an Internet connection. This is the easiest and quickest way to activate your product.

When you first start MAGic, you are asked to activate the program. You can also begin the activation process by opening the **Help** menu and choosing **Update Authorization**. To activate MAGic using the Internet, do the following:

1. In the **Activation** dialog box, choose **Start Activation**.

2. Read the message that displays and then choose **Continue**. Insert the Authorization CD into your CD-ROM drive and choose **Activate Using Authorization CD**. You can find your Authorization CD in the same sleeve as your MAGic program CD. If you do not have your Authorization CD, choose **Enter Your Authorization Number Manually**.

**Note:** If you have previously inserted your Authorization CD, you will not be asked to insert it again. Continue to step 3 of the activation.

3. Choose **Activate**.
4. Use the arrow keys to select **Now, Using the Internet (RECOMMENDED)**, and then press **ENTER**.
5. If you used your Authorization CD, your 20-digit Authorization number is automatically inserted into the **Authorization Number** edit box. If your Authorization number is not shown, type it into the edit box. You can find your Authorization number in print and Braille on your MAGic CD sleeve.
6. Press **ENTER** to continue. You will be asked to connect to the Internet if you have not already done so. You must establish an Internet connection before continuing with the activation.
7. If you have not registered MAGic, you are asked to do so now. Registering MAGic lets you receive technical support. Choose **Register Now** and complete the online registration form by following the instructions provided. You can choose to register later, but you must register the next time you activate MAGic.
8. After you submit your registration, Internet License Manager attempts to activate MAGic. This process may take several minutes. When the activation is successful, choose **Finish**.

**Note:** If Internet License Manager cannot activate MAGic because of your firewall software, see *Troubleshooting Firewall Software* on page 7.

# Troubleshooting Firewall Software

Firewalls protect computer systems from being accessed by unauthorized users. Some network or personal firewall software may interfere with the installation, activation, or usage of MAGic. The following information will help you reconfigure your firewall to work with MAGic. Refer to your firewall software documentation for more information on allowing access for programs and files.

**Note:** Hardware firewalls do not interfere with installing, activating, or running MAGic.

## Firewall Interferes with Installation

If your firewall software is preventing you from installing MAGic on your computer, reconfigure the firewall to allow the file Setup.exe to run. Then retry the installation procedure.

## Firewall Interferes with Activation

If your firewall software prevents you from activating MAGic using the Internet, reconfigure the firewall to allow the following files to run: FSActivate.exe, CAUtil.exe, and CAUtil.enu. Once you have reconfigured your firewall, retry the activation process. If you cannot reconfigure the firewall, or if you still cannot activate MAGic, go to [www.FSActivate.com](http://www.FSActivate.com). Follow the instructions on the Web page to retrieve an Activation License code and activate your software. For more information on using [www.FSActivate.com](http://www.FSActivate.com), see *Activating through a Trusted Third Party* on page 10.

## Firewall Interferes with Using MAGic

If the firewall software prevents MAGic from running or starting, or displays a warning message, reconfigure the firewall to allow the file JFW.exe to run.

## Advanced Troubleshooting Information

For a complete list of all files that need to be allowed by your firewall software, including the connection type, incoming port, and outgoing port, refer to *Advanced Troubleshooting* in the MAGic Online Help.

## Activating by Telephone

If you do not have an Internet connection, you can call Freedom Scientific Customer Service. Customer Service will send you a CD in the mail that will automatically activate MAGic.

When you first start MAGic, you are asked to activate the program. You can also begin the activation process by opening the **Help** menu and choosing **Update Authorization**. To activate MAGic by telephone, do the following:

1. In the **Activation** dialog box, choose **Start Activation**.
2. Read the message that displays and then choose **Continue**. Insert the Authorization CD into your CD-ROM drive and choose **Activate Using Authorization CD**. You can find your Authorization CD in the same sleeve as your MAGic program CD. If you do not have your Authorization CD, choose **Enter Your Authorization Number Manually**.

**Note:** If you have previously inserted your Authorization CD, you will not be asked to insert it again. Continue to step 3 of the activation.

3. Choose **Activate**.
4. Use the arrow keys to select **Telephone to Receive Activation by Mail**, and then press **ENTER**.
5. Call (727) 803-8015. Provide the customer service representative with the Authorization number and Locking code shown in this dialog box. If your Authorization number is not shown, you can find it in print and Braille on your MAGic CD sleeve.
6. Choose **Quit**. You can continue using MAGic in 40 minute mode until you receive your CD.

When you receive the CD with your Activation License code from Freedom Scientific, insert it into your CD-ROM drive to automatically activate MAGic.



**Note:** If the CD does not automatically activate your software, press **WINDOWS Key+R**, type "D:\ActivationCode.exe" and press **ENTER**. If your CD-ROM drive is not D:, then substitute the correct letter.

## Activating by Fax

If you do not have an Internet connection, you can send a fax to Freedom Scientific with your Authorization number and Locking code. You will then receive an Activation License code either in an e-mail message or on a CD.

When you first start **MAGic**, you are asked to activate the program. You can also begin the activation process by opening the **Help** menu and choosing **Update Authorization**. To activate **MAGic** by fax, do the following:

1. In the **Activation** dialog box, choose **Start Activation**.
2. Read the message that displays and then choose **Continue**. Insert the Authorization CD into your CD-ROM drive and choose **Activate Using Authorization CD**. You can find your Authorization CD in the same sleeve as your **MAGic** program CD. If you do not have your Authorization CD, choose **Enter Your Authorization Number Manually**.

**Note:** If you have previously inserted your Authorization CD, you will not be asked to insert it again. Continue to step 3 of the activation.

3. Choose **Activate**.
4. Use the arrow keys to select **Fax**, and then press **ENTER**.
5. Complete the form by typing the required information into the edit boxes. If you want to receive your Activation License code in an e-mail message, enter your e-mail address. If you do not enter an e-mail address, Freedom Scientific will send you a CD in the mail that will automatically activate **MAGIC**.

6. If you used your Authorization CD, your 20-digit Authorization number is automatically inserted into the **Authorization Number** edit box. If your Authorization number is not shown, type it into the edit box. You can find your Authorization number on your MAGIC CD sleeve.
7. Choose **Print** to send the form to your printer. After you have printed the form, choose **Quit**.
8. Fax the printed form to (727) 803-8001.

If you entered your e-mail address, you should receive an e-mail message from Freedom Scientific within one or two business days. Follow the instructions provided in the message to activate MAGIC. If you do not enter an e-mail address, you will receive a CD from Freedom Scientific in the mail. Insert the CD into your CD-ROM drive to automatically activate MAGIC.

**Note:** If the CD does not automatically activate your software, press **WINDOWS Key+R**, type "D:\ActivationCode.exe" and press **ENTER**. If your CD-ROM drive is not D:, then substitute the correct letter.

## Activating through a Trusted Third Party

If you know a friend, relative, or other trusted person with an Internet connection, they can help you activate MAGIC. Alternatively, you can use an Internet connection in a library, at work, or anywhere else. You or a trusted third party can visit [www.FSActivate.com](http://www.FSActivate.com) to obtain your Activation License code.

**Tip:** A free program from Freedom Scientific called Activation Media Image Creator lets you create a CD, 3.5-inch disk, or e-mail attachment containing MAGIC license information.

To obtain an Activation License code from [FSActivate.com](http://www.FSActivate.com), do the following:

1. Point your Web browser to <http://www.FSActivate.com>.

2. Enter your 20-digit Authorization number and Locking code. Your Authorization number appears on your MAGic CD sleeve in both print and Braille. To find your computer's Locking code, open the **MAGic Help** menu and choose **About**.

**Note:** The Locking code is unique for each individual computer. Be sure you enter the Locking code of the computer you intend to use with MAGic when it is activated.

3. Choose **Submit License Request** to receive an Activation License code.
4. The remaining steps must be completed on the computer where the copy of MAGic you want to activate is installed. Begin by starting MAGic on this computer. From the **MAGic Help** menu, choose **Update Authorization**.
5. In the **Activation** dialog box, choose **Start Activation**.
6. Read the message that displays and then choose **Continue**. Insert the Authorization CD into your CD-ROM drive and choose **Activate Using Authorization CD**. You can find your Authorization CD in the same sleeve as your MAGic program CD. If you do not have your Authorization CD, choose **Enter Your Authorization Number Manually**.

**Note:** If you have previously inserted your Authorization CD, you will not be asked to insert it again. Continue to step 7 of the activation.

7. Choose **Activate**.
8. Use the arrow keys to select the **Activation Generated from [www.FSActivate.com](http://www.FSActivate.com)** radio button and press **ENTER**.
9. Type the Activation License code you received from [www.FSActivate.com](http://www.FSActivate.com) into the edit box and then press **ENTER**.
10. After you have successfully activated MAGic, choose **Finish** to complete the process.

## Using Activation Media Image Creator

Activation Media Image Creator is a free program from Freedom Scientific that allows a user with an Internet connection to retrieve Activation License codes from Internet License Manager. The user can then distribute these Activation License codes on CD, 3.5-inch disk, or e-mail. Users without Internet connections can use the files created by this program to activate MAGic without having to type the lengthy Activation License code.

To download the installation package for Activation Media Image Creator, visit [www.FSActivate.com](http://www.FSActivate.com). After you install the program, follow the instructions in the Activation Media Image Creator online Help to retrieve and distribute Activation License codes from Internet License Manager.

## Dongle Authorization

A dongle is a hardware device that you can connect to a computer's parallel or USB port (depending on the type of dongle). MAGic is authorized to run on that computer as long as the dongle remains connected. This is useful if you frequently need to use MAGic on many different computers and do not want to activate the program on each of them.

When MAGic starts, it first determines whether a dongle is connected to the computer. If one is connected, MAGic uses the features and information for the license associated with the dongle to authorize MAGic. If no dongle is connected, MAGic searches for the license information stored on the computer. You can use the Dongle Viewer utility to view information on the license associated with the dongle currently connected to your computer. To start this utility, go to the MAGic program group, open the Tools submenu, and choose Dongle Viewer.

**Note:** It is recommended that you do not connect the dongle to your computer until after you install MAGic. If the dongle was connected before or during installation, you must restart your computer to receive proper authorization.

Dongles are sold separately or as an additional MAGic feature. Contact Freedom Scientific Sales if you want to purchase one.

**Note:** Certain international versions of MAGic require a dongle for authorization. Using one of these versions without a dongle displays an error message.

## 3.5-inch Disk (Quella) Authorization

If your version of MAGic uses a 3.5-inch disk for authorization instead of Internet License Manager, this section will help you authorize your software.

The authorization key contains the information your computer needs to run MAGic. MAGic prompts you for either an authorization disk or an update disk, if you received one. Follow the instructions that appear on the screen to complete your authorization of MAGic. The first time you start MAGic, you are asked to register your software.

## MAGic Program Group

To see the MAGic program group, click the **Start** button and choose **Programs, MAGic**. The contents of the MAGic program group display in the **MAGic** submenu.



Within the MAGic program group, you will find the following:

- **FSReader Demo** - Starts FSReader Demo. This program allows you to listen to DAISY books created by Freedom Scientific. The MAGic Basic Training is available in DAISY format. You can install this book when you install MAGic. After you start FSReader, open the **File** menu and choose **Open**. You can listen to the included "FSReaderGettingStarted" DAISY book to learn how to use the program.
- **Help** – Opens the online help system.
- **MAGic** – Launches the MAGic program.
- **View Readme.txt** – The MAGic Readme.txt contains important information regarding installing and uninstalling MAGic, starting MAGic, technical notes and known issues, video card compatibility, and contact information for Freedom Scientific.

## Tools Folder

This folder contains the following MAGic utilities:

- **Dongle Viewer** – Allows you to view license information for the dongle currently connected to your computer. For more information on using a dongle to authorize MAGic, refer to *Dongle Authorization* on page 12.
- **Installation Maintenance** – Allows you to modify, repair, or remove MAGic. Use the **Modify** option to change the languages that you have installed with MAGic. This is also a useful setting for troubleshooting. Use the **Repair** option to reinstall MAGic. Use the **Remove** option to uninstall MAGic from your system.
- **MAGic Network Administrator** - Network administrators use this to add, delete, and modify user settings of MAGic in a network environment.
- **Uninstall MAGic** – Used to uninstall MAGic from your computer.
- **ILM Authorization Viewer** - Allows you to view details of your ILM software licenses.

- **Remove Product Activation** - Allows you to delete your ILM licenses for all versions of **MAGic** installed on this computer. Until you acquire a new license, you will only be able to use **MAGic** in 40 minute mode.
- **Video Intercept Manager** - Allows you to install/uninstall Video Intercept and displays information about your computer's display adapter, video chain, and Display Chaining Manager (DCM) compliant drivers.

## Explore **MAGic**

This folder provides shortcuts to folders containing your user settings, shared settings, and program files.

- **Explore My Settings** - Opens the folder containing your user-specific **MAGic** settings. When you create new schemes or modify factory schemes, **MAGic** saves them in this folder. Your custom settings are also saved in this folder.
- **Explore Program Files** - Opens the folder where you installed **MAGic**, allowing you to access the program files.
- **Explore Shared Settings** - Opens the folder containing your shared **MAGic** settings. Factory schemes and default factory settings are saved in this folder.

## Starting **MAGic**


**MAGic** gives you a variety of ways to start the program.

- Press the hot key, **ALT+CTRL+M**, which can be automatically assigned when you install **MAGic**.
- Double-click the **MAGic** icon on your desktop.
- From the **Start** menu, choose **Programs**, open the **MAGic** submenu, and choose **MAGic**.

After you start **MAGic** for the first time, you can choose to run the program when Windows starts. To do this, open the **File** menu, choose **Preferences**, and select the **Run **MAGic** at Startup** check box.

# Quitting MAGic

To quit MAGic, do one of the following:

- Press **ALT+F4**
- Click the  in the top right hand corner of the window.
- Select **Exit** from the **File** menu.

**Tip:** If you want MAGic to ask you to save your settings when you quit, open the **File** menu and choose **Preferences**. Select the **Prompt to Save Settings on Exit** check box.

## Overview of MAGic for New Users

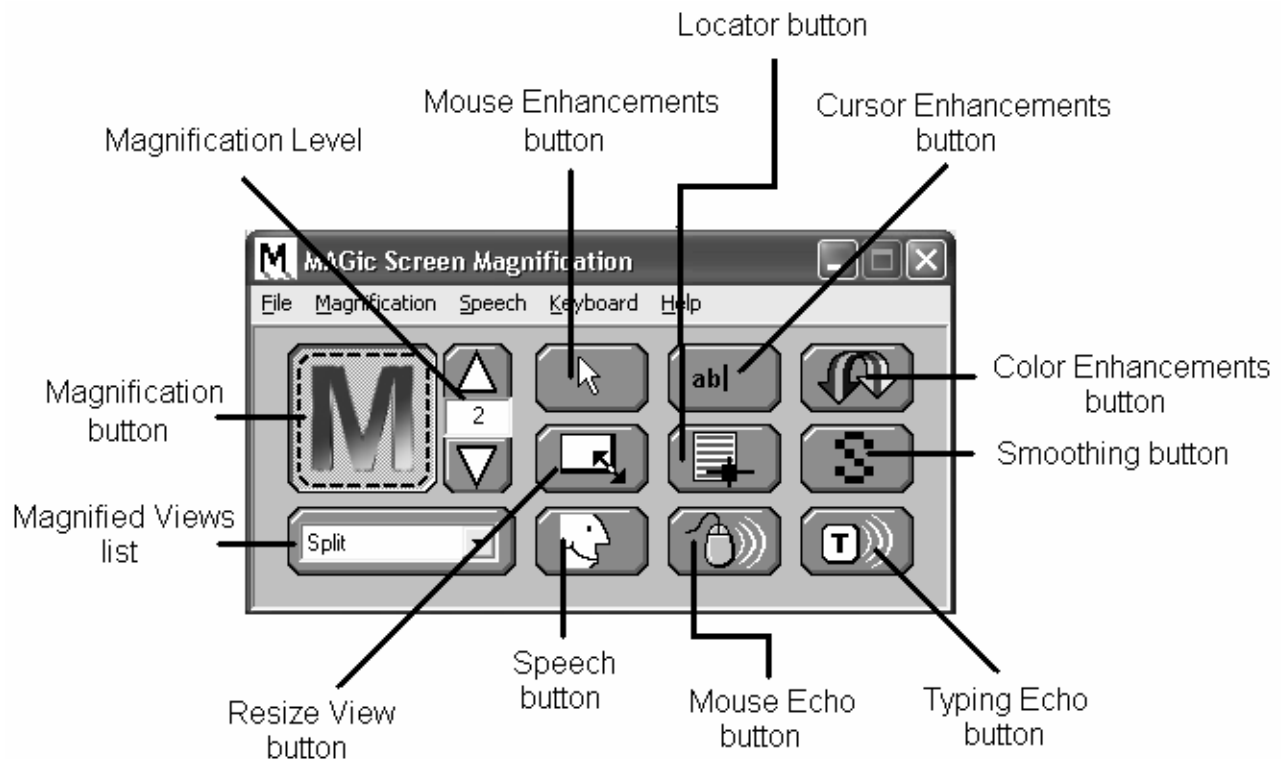
Start MAGic by pressing **ALT+CTRL+M** or by double-clicking the MAGic program icon on your Windows desktop. You can also start MAGic by opening the **Start** menu, choosing **Programs, MAGic** and then selecting **MAGic**.

When you first start MAGic, your screen is displayed in 2× magnification using the Full view. Speech will also be enabled. You can change the magnification level, magnified view, speech, and many other options by using the MAGic user interface.

The user interface is a small window that allows you to control all aspects of MAGic. This window contains the magnification and speech buttons in addition to the MAGic menu and title bars. The user interface is shown below.




For more information on the MAGic user interface, please refer to *Chapter 3 User Interface*.






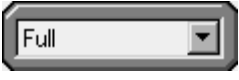







## Magnification and Speech Buttons

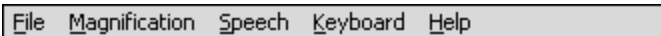
One of the first things you will notice about the user interface are the rows of blue and orange buttons. The blue buttons control magnification features while the orange buttons control speech. Below are brief descriptions of each button.

Button	Function
	Use the <b>Magnification</b> button to enable or disable magnification.
	The current magnification level can be adjusted with the two <b>Magnification Level</b> buttons. The number in the box shows the current magnification level.
	Use the <b>Mouse Enhancements</b> button to enable/disable enhancements and modifications for your mouse pointer. These enhancements make the mouse pointer easier to track and maneuver on your screen.

Button	Function
	<p>Use the <b>Cursor Enhancements</b> button to enable/disable enhancements for your cursor. These enhancements make the cursor easier to follow when editing or writing text.</p>
	<p>Use the <b>Color Enhancements</b> button to enable/disable color enhancements. This feature allows you to replace colors, adjust the brightness and contrast, apply tinting, and invert the brightness and colors of your display.</p>
	<p>Use the <b>Locator</b> button to enable/disable the Locator function. The Locator function allows you to find items on your screen.</p>
	<p>Use the <b>Smoothing</b> button to enable/disable smoothing. This feature smoothes the appearance of jagged letters in a magnified state.</p>
	<p>The <b>Resize View</b> button allows you to change the dimensions of your magnified view.</p>
	<p>Select your preferred magnified view from the <b>Magnified Views</b> list.</p>
	<p>Use the <b>Speech</b> button to enable or disable speech.</p>
	<p>Use the <b>Mouse Echo</b> button to toggle the mouse echo feature on and off. Mouse echo enables MAGic to read text that you point at with the mouse.</p>
	<p>Use the <b>Typing Echo</b> button to enable or disable typing echo. If typing echo is enabled, MAGic announces the words or characters you type.</p>


## MAGic Menus

Located above these buttons is the menu bar. The menu bar allows you to customize speech, magnification, and your keyboard. You can also view help information and perform other functions. Each menu is described below.



File Magnification Speech Keyboard Help

Menu	Purpose
<b><u>F</u>ile</b>	The <b>File</b> menu allows you to save your settings and restore the original Freedom Scientific settings. You can also use this menu to change your <b>MAGic</b> preferences.
<b><u>M</u>agnification</b>	The <b>Magnification</b> menu allows you to customize how you view your screen with <b>MAGic</b> . You can also change mouse options, panning settings, view properties, and more.
<b><u>S</u>peech</b>	You can customize <b>MAGic's</b> speech components to fit your particular needs. The <b>Speech</b> menu allows you to customize how you read text with <b>MAGic</b> .
<b><u>K</u>eyboard</b>	The <b>Keyboard</b> menu allows you to customize how you use your computer's keyboard with <b>MAGic</b> . You can re-assign the <b>MAGic Key</b> to a different key or manage shortcut keys.
<b><u>H</u>elp</b>	The <b>Help</b> menu provides you with detailed help information for the various <b>MAGic</b> functions and options. You can also view information on the newest features for this release and see your current <b>MAGic</b> version.

Most of these commands display a dialog box that allows you to customize certain aspects of MAGic. You can press **F1** or use the  button to get help on any option in the dialog box. From the MAGic user interface, you can select **Help Topics** from the **Help** menu to view the complete online help system which provides a full-text search, index, and table of contents to help you find the information you need. For more information on MAGic Help, refer to *Getting Help* on page 28.

## The MAGic Key

The **MAGic Key** is the **CAPS LOCK** key on your keyboard. Pressing the **MAGic Key** in combination with other keys activates a number of MAGic commands. If you want to assign the **MAGic Key** to a different key on your keyboard, open the **Keyboard** menu and choose **MAGic Key**. For more information, refer to *MAGic Key* on page 96.

## Hot Keys

In addition to the menus and magnification/speech buttons, there are a number of keyboard hot keys you can use at any time to read text, change how MAGic magnifies your screen, or perform a variety of other functions. For a complete list of hot keys, refer to *Appendix C MAGic Hot Keys* on page 131.

## Reading Text with MAGic

MAGic can use synthesized speech to read text that appears on your screen, including documents, menus, dialog boxes, e-mail messages, Web pages, and more. Additionally, MAGic can highlight the text as it is spoken. To customize MAGic's speech, use the commands available on the **Speech** menu.

<p><b>Tip:</b> You can silence MAGic's speech at any time by pressing <b>CTRL</b>. To toggle speech on or off, press <b>MAGic Key+F3</b>.</p>
---

## Using the Mouse to Read Text

Mouse echo is a feature that allows you to read text with your mouse. To use mouse echo, just move your mouse pointer to some text on your screen and then stop. After a short delay, **MAGic** will speak the word you pointed to. You can use the **Mouse Echo** button to enable or disable this feature. For more information, refer to *Mouse Echo* on page 84.

In addition, you can hold down the **MAGic Key** and press the left mouse button to start reading from the current location of the mouse pointer. You do not need to hold down the **MAGic Key** while **MAGic** reads. **MAGic** stops reading when you move the mouse or press a key.

## Using the Keyboard to Read Text

**MAGic** has a number of different keystrokes that let you use the keyboard to read text. To use these keystrokes, move the insertion point or mouse pointer to any location within the document. Then press one of the following key combinations to read from that location:

- To begin reading from your current location, press **MAGic Key+SPACEBAR** or **INSERT+DOWN ARROW**.
- To read the current character, press **NUM PAD 5**.
- To read the current word, press **MAGic Key+ALT** or **INSERT+NUM PAD 5**. To spell the current word, press the keystroke twice quickly.
- To read the next word, press **INSERT+RIGHT ARROW**. To read the previous word, press **INSERT+LEFT ARROW**.
- To read the current line, press **MAGic Key+L** or **INSERT+UP ARROW**. To read the next line, press **DOWN ARROW**. To read the previous line, press **UP ARROW**.
- To read from the beginning of the line to the current position of the cursor, press **INSERT+HOME**. To read from the current position of the cursor to the end of the line, press **INSERT+PAGE UP**.
- To read the current sentence, press **MAGic Key+S**. To read the next sentence, press **CTRL+MAGic Key+S**.

- To read the current paragraph, press **MAGic Key+P**. To read the next paragraph, press **CTRL+MAGic Key+P**. To read the previous paragraph, press **ALT+MAGic Key+P**.
- To begin reading a column of text from your current location, press **MAGic Key+C**.
- To read text that you have selected, press **MAGic Key+CTRL** or **INSERT+SHIFT+DOWN ARROW**.
- To hear the contents of the Clipboard, press **MAGic Key+X**.

**Note:** By default, the **MAGic Key** is assigned to the **CAPS LOCK** key. To change this, open the **Keyboard** menu and choose **MAGic Key**. Refer to *MAGic Key* on page 96 for more information.

When you read text with these keystrokes, **MAGic** highlights the word it is currently speaking. To change the color and/or style of this highlighting, open the **Speech** menu and choose **Document and Text Reading**. For more details, see *Document and Text Reading* on page 93.

## Reading Text in Dialog Boxes

In addition to the reading commands listed previously, you can use the following keystrokes to hear information in Windows dialog boxes:

- To read the title bar of the active window or dialog box, press **MAGic Key+T** or **INSERT+T**.
- To read the bottom of the active window (which usually contains the status bar), press **INSERT+PAGE DOWN**. To read the top line of the active window (which usually contains the title bar), press **INSERT+END**.
- To hear the name of the default button that will be activated when you press **ENTER**, press **INSERT+E**.
- To read the currently selected dialog box option (such as an edit box or check box), press **MAGic Key+TAB** or **INSERT+TAB**.
- To hear the access key for the currently selected dialog box option, press **SHIFT+NUM PAD 5**.

## Typing Echo

If typing echo is enabled, MAGic repeats each character or word that you type. MAGic also speaks the character to the right of the insertion point when you use the arrow keys to move through text. You can use the **Typing Echo** button to enable or disable this feature. For more information, refer to *Typing Echo* on page 85.

## Saving your MAGic Settings

If you adjust any of the magnification, speech, or other settings in the various dialog boxes, you must save your changes if you want MAGic to use those settings the next time it starts. To save your current settings, open the **File** menu and choose **Save Default Settings** or press **CTRL+S**. These default settings are applied whenever there are no application-specific settings for the program you are using. If you do not save your settings, your changes will be discarded when you quit MAGic.

**Tip:** MAGic can ask you whether you want to save your changes when you quit the program. To enable this feature, open the **File** menu and choose **Preferences**. Then, select the **Prompt to Save Settings on Exit** check box.

You can recall your default MAGic settings at any time. To do this, open the **File** menu and choose **Open Default Settings** or press **CTRL+SHIFT+D**. These default settings replace your current settings.

## Application-Specific Settings

Your usual magnification and speech settings may not be suited to all programs that you use. For this reason, MAGic allows you to save specific groups of settings that are automatically applied while you use certain programs. These are referred to as application-specific settings.

For example, if you prefer greater magnification when surfing the Internet, you could create and save settings that are only applied while you are using Internet Explorer. Whenever you are working with Internet Explorer, MAGic will increase the level of magnification. When you quit Internet Explorer or switch to a different program, MAGic will reduce the magnification level. Application-specific settings make it easy to customize MAGic to work well with all of your favorite programs.

To save a group of application-specific settings for a program, do the following:

1. Start the program that you want to create application-specific settings for.
2. From the **File** menu or the **MAGic Context Menu**, choose **Create *Application* Settings** (where the word *Application* is the name of the program you are saving settings for).

<p><b>Tip:</b> The program name displayed on the menu is the last program you used before switching to MAGic. If you are using the MAGic context menu, the program is the one that is currently active. Make sure that the correct program name appears on the menu before creating or saving your settings.</p>
--

3. Type a name for the application-specific settings file, or use the suggested name. Then, choose **OK** to create the file.
4. Use the MAGic menus and dialog boxes to select the magnification and speech options that you want to use for this program.
5. From the **File** menu, choose **Save *Application* Settings** (where the word *Application* is the name of the program you are saving settings for).

The next time you start this program, MAGic will automatically apply the settings you have selected. If you switch to a different program, MAGic returns to your default settings or the settings you have chosen for the other program. When you quit the program, MAGic applies your default settings.



## Modifying Application-Specific-Settings

If you want to change your current application-specific settings for a program, do the following:

1. Start the program that you want to modify your application-specific settings for.
2. Use the **MAGic** menus and dialog boxes to select the magnification and speech options that you want to use for this program.
3. From the **File** menu, choose **Save *Application* Settings** (where the word *Application* is the name of the program you are saving settings for).

## Managing Application-Specific Settings

You can easily see which programs you have created application-specific settings for. To do this, open the **File** menu and choose **Manage Application Settings**. The **Manage Application Settings** dialog box appears, showing all programs with defined application-specific settings.

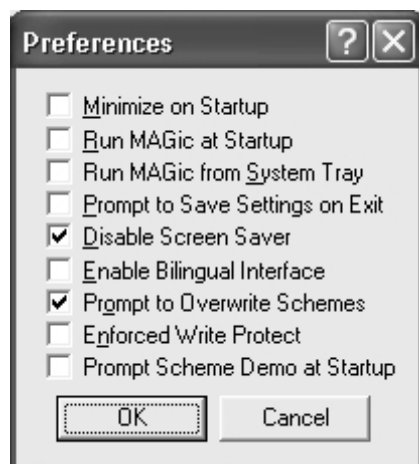


If you no longer want **MAGic** to use the settings you have defined for a program, clear the check box next to the program's name. To quickly clear all the check boxes, choose the **Disable All** button. You can re-enable any group of application-specific settings by selecting the check box next to the program's name. To quickly select all the check boxes, choose the **Enable All** button.

To delete an application-specific settings file, select it in the list and then choose the **Remove Selected** button.

## Changing your Preferences

From the **File** menu, choose **Preferences** to change the way you use **MAGic** on your computer. You can use this dialog box to start **MAGic** when your computer starts, disable your screen saver while **MAGic** is running, minimize **MAGic** when it starts, enable/disable the bilingual user interface, specify whether **MAGic** should prompt you before overwriting schemes, and determine whether **MAGic** asks you to save your settings when you quit. After you close this dialog box, you must choose **Save Settings** from the **File** menu to save any changes you made to your preferences.



### Minimize on Startup

If you select the **Minimize on Startup** check box, the **MAGic** user interface will be minimized when you start the program. Click **MAGic Screen Magnification** in the taskbar or press **MAGic Key+U** to display the user interface.

### Run **MAGic** at Startup

If you select the **Run **MAGic** at Startup** check box, **MAGic** automatically starts when you start Windows.

## Prompt to Save Settings on Exit

Select the **Prompt to Save Settings on Exit** check box if you want MAGic to ask you to save your settings when you quit the program or shut down your computer. If you do not select this check box, you must press **CTRL+S** or open the **File** menu and choose **Save Settings** to save your settings.

## Disable Screen Saver

Select the **Disable Screen Saver** check box if you want to prevent your screen saver from starting while MAGic is running. Your screen saver will be enabled again when you quit MAGic.

## Enable Bilingual User Interface

Select the **Enable Bilingual User Interface** check box to change the language of MAGic's menus, dialog boxes, and online help system when you switch to a voice profile that uses a different language. The resource files for the language must be installed in order to use this feature. Clear this check box if you do not want to change the language of MAGic's user interface when you switch to a voice profile that uses a different language.

**Note:** The current release of MAGic contains only English and Spanish resource files.

## Prompt to Overwrite Schemes

Select the **Prompt to Overwrite Schemes** check box if you want MAGic to ask for confirmation before saving a mouse, cursor, or color enhancements scheme with the same name as an existing scheme. If you do not select this check box, MAGic will save the new scheme over the old scheme without asking for confirmation.

**Note:** Different types of schemes can have the same name. For example, a cursor enhancement scheme can have the same name as a mouse enhancement scheme.

## Run MAGic from System Tray

Select the **Run MAGic from System Tray** check box if you do not want the MAGic window to appear in the Windows taskbar with other programs that you are currently using. In addition, the MAGic window does not appear in the list of active windows when you press **ALT+TAB**. An icon appears in the Windows system tray (located in the bottom right corner of the screen) to indicate that MAGic is running. Double-click this icon or press **MAGic Key+U** to display the MAGic program window. If you minimize the MAGic window, it is removed from the taskbar again.

<p><b>Note:</b> You must restart MAGic before any change to this option can take effect.</p>
--

## Enforced Write Protect

It is recommended that you leave the **Enforced Write Protect** check box cleared if you use your computer for multi-session work, such as Citrix/Terminal Services remote access or fast user switching. You should also leave this check box cleared if your network administrator uses service management software to install updates or make changes to your computer remotely. If you select this check box, your network administrator cannot update or modify MAGic files remotely.

## Prompt Scheme Demo at Startup

Select this check box if you want MAGic to display a message at startup asking whether you want to enable the verbosity scheme demonstration mode. This mode allows you to try using verbosity schemes with MAGic.

# Getting Help

## Online Help System

To access MAGic's online help system, select **Help Topics** from the **Help** menu, which is located on the menu bar of the MAGic application window. Use the **Contents** tab to navigate the help system. Use the **Index** or the **Search** tabs to search for specific topics within the help system. If you want MAGic to read the help topics to you, position the mouse pointer toward the beginning of the help page, and press **MAGic Key+SPACEBAR**. You can move to the next topic by clicking the "Next" link at the bottom of the page. To return to the previous topic, click the "Back" link.

## What's This? Help

MAGic's What's This? help is context-sensitive help that you can use as a reference when working with MAGic's user interface or dialog boxes. Press **SHIFT+F1** on any button on the user interface, or control in a dialog box to see a brief description of the purpose of the control and how to use it.

## MAGic User's Guide

We provide you with the content of the MAGic online help system in the *MAGic User's Guide*, which is printed in large text for easier reading. This book contains detailed descriptions of MAGic's features, and also pull-out reference cards.

## MAGic Basic Training

Listen to the MAGic Basic Training to learn the fundamentals of using MAGic Screen Magnification. For more information, see *Basic Training* on page 30.

## Technical Support

If you do not find the answers to questions or problems that you have, contact Freedom Scientific Technical Support, (727) 803-8600.

## About MAGic

Select **About MAGic** from the **Help** menu on the MAGic user interface to view the version number of MAGic you are currently running.

## Basic Training

The basic training for MAGic is included in DAISY format on your MAGic program CD. When you install MAGic, you are also asked if you want to install these materials. You can listen to and read the training modules by using the FSReader Demo DAISY reader included with MAGic. To start FSReader Demo, open MAGic **Help** menu and choose **Training**.

After you start FSReader Demo, a list of all DAISY books in the current folder appears. For more information on using FSReader, select the "FSReaderGettingStarted" DAISY book and choose **Open**.

To begin the basic training, do the following:

1. If the FSReader **Open** dialog box is displayed, choose **Cancel**.
2. Insert your MAGic 10.0 program CD into the C-ROM drive.
3. In FSReader, open the **File** menu and choose **Open**.
4. Select the "MAGicBasicTraining" DAISY book and choose **Open**.

This training is designed to give you a basic overview of MAGic. You will learn how to change your magnification and speech preferences, along with several other techniques. All users are encouraged to take advantage of this training.

## Use Your Mouse and Your Keyboard

With MAGic, you can use both your mouse and your keyboard to access most features. You decide what is best for you. Many people use a combination of the two. The MAGic documentation gives you information on how to perform actions with both the keyboard and the mouse. For example, you can either press **ALT+F** to access the **File** menu, or you can point and click the word *File* with the mouse.

## Using the Keyboard with MAGic

### The MAGic Key

When you use the keyboard in MAGic, the most important thing to know is the **MAGic Key**. The default **MAGic Key** is the **CAPS LOCK** key on your keyboard. Using the **MAGic Key** in combination with other keys activates a MAGic command if one is assigned, otherwise it will pass the key combination through to the application. Pressing the **MAGic Key** by itself and releasing it will not carry out any action. You can specify what key you use for your **MAGic Key** in the **MAGic Key** dialog box, which is activated from the **Keyboard** menu. Your choices include: **Extended INSERT** (found on the six pack), **NUM PAD INSERT**, either **INSERT**, or **SCROLL LOCK** (the key just above **HOME**).

### Pass the MAGic Key Through

If your **MAGic Key** is set to the default of **CAPS LOCK**, how do you use your **CAPS LOCK** key as usual?

Press the **CAPS LOCK** key twice quickly, and caps lock will turn on. To turn off caps lock, press the key twice quickly. Use this double key press to pass through any of the **MAGic Keys** that you use. For instance, if you select **INSERT** as your **MAGic Key**, press the **INSERT** key twice to use the actual insert function.

## Pass Through Key Command

If you have an application that uses the same keystroke combination as one assigned to **MAGic**, you can pass the keystroke combination through to the application, so it will not function as a **MAGic** keystroke in that instance.

Press **MAGic Key+3** (on the numbers row), and then press the keystroke you want to use in the application. Use the Pass Through command for any key combination that is used in **MAGic** and in other applications.

With **MAGic**, you can customize all of your keystrokes in the **Keyboard Assignments** dialog box, activated from the **Keyboard** menu. If you specify certain keystrokes for use in **MAGic**, you may need to use these keystrokes in other applications. Keep the Pass Through command of **MAGic Key+3** in mind when you customize keystrokes.

## Customizing the Keyboard

The **Keyboard** menu allows you to customize how you use your computer's keyboard with **MAGic**. This menu allows you to re-assign the **MAGic Key** to a different key and manage shortcut keys. The **Keyboard** menu provides the following options:

- Choose **MAGic Key** from the **Keyboard** menu to change which key is assigned to the **MAGic Key**.
- Choose **Keyboard Assignments** from the **Keyboard** menu to view the current hot keys assigned to actions, assign different hot keys, remove hot keys, or restore the hot keys to the default settings.

Refer to *Chapter 6 Keyboard* for detailed information on these commands.



# Using the Mouse with MAGic

## Point and Click

With MAGic you don't have to learn keystrokes to perform actions. You can use the mouse to point at items on the user interface, and click the buttons to activate features. For example, to enable mouse enhancements, just point at the **Mouse Enhancements** button and press the left mouse button.

If you are not sure how to activate a feature, use your mouse to open the menus and find the feature you need.

## Left Click vs. Right Click

The left mouse button is the more commonly used mouse button, because it activates buttons and menus. Alternatively, the right mouse button provides useful shortcuts to many items found under MAGic's menus.

You can right-click many of the buttons on the user interface to see a context menu. Depending on where you right-click on the user interface, the menus change. Use your right mouse button to access the most common features associated with the buttons on the MAGic user interface.

**Tip:** Hold down the **MAGic Key** and press the right mouse button to display the MAGic Context Menu. This menu allows you to quickly access many useful MAGic commands.

If you are not a mouse user, you can activate context menus with the **APPLICATION Key** on the keyboard. Locate the **APPLICATION Key** just to the left of the right **CTRL** key in the bottom row on your main keypad. Use the **TAB** key to place the focus on the button that you want to see the context menu for, and press the **APPLICATION Key** to open the menu. Then use the **UP** and **DOWN ARROWS** to move through the menu choices.

## Mouse Wheel Commands

If your mouse has a mouse wheel between the left and right buttons, you can use it to perform a variety of useful **MAGic** commands:

- Hold down the **MAGic Key** while rolling the mouse wheel up to increase the current magnification level.
- Hold down the **MAGic Key** while rolling the mouse wheel down to decrease the current magnification level.
- Hold down the **MAGic Key** and click the mouse wheel (or middle mouse button) to switch from the current magnification level to 1x magnification. Perform this command again to switch back to your previous magnification level.

## Using the **MAGic** Context Menu

The **MAGic** Context Menu provides you with quick access from any program to the most commonly used magnification and speech options. There are also commands that allow you to save your **MAGic** settings. To open the **MAGic** Context Menu, hold down the **MAGic Key** and either right-click or press the **APPLICATION Key**.



To create a new application settings file for the current program, choose **Create *Application* Settings** (where *Application* is the name of the program). To access the **MAGic** user interface, choose **MAGic Main Window**. To quit **MAGic**, choose **Exit MAGic**. For information on the other commands available on the **MAGic** Context Menu, refer to *Magnification Features* on page 47 and *MAGic Speaks* on page 77.

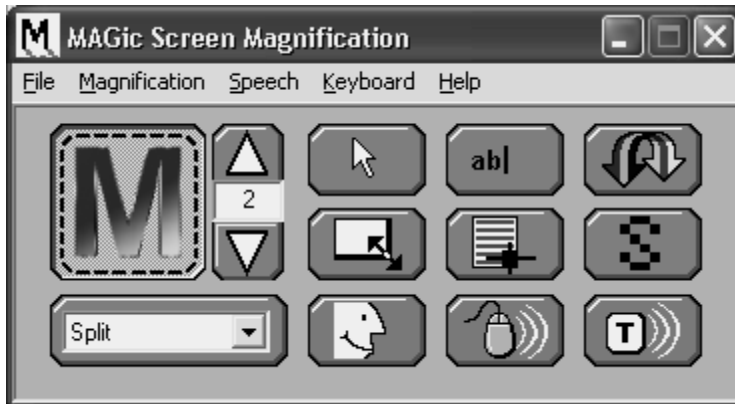
The **MAGic Context Menu** closes after you choose a command. If you want to close the menu without choosing a command, press **ESC** or click anywhere outside of the menu.

## Chapter 3

# User Interface

The **MAGic** user interface contains everything you need to customize magnification and speech to fit your needs. The user interface automatically opens when you launch **MAGic**. If you want to make the user interface active while you are working in another window, click **MAGic Screen Magnification** in the Windows taskbar or press **MAGic Key+U**.

The **MAGic** user interface consists of the title bar, the menu bar, and the Quick Access Window.





The title bar is the bar across the top of the application, which says, “**MAGic** Screen Magnification.” The menu bar is located just below, and contains the **File**, **Magnification**, **Speech**, **Keyboard**, and **Help** menus. The Quick Access Window is the main area of the user interface.

## Title Bar

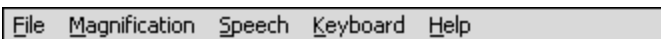
Locate the **MAGic** title bar at the very top of the window. It reads, “**MAGic** Screen Magnification.” Press **MAGic Key+T** or **INSERT+T** to hear the text of the title bar. If speech is not enabled you will not hear anything.



Click the **M** icon on the left side of the title bar, or press **ALT+SPACEBAR** to see the control menu, which includes options to Move, Minimize, and Close. Click the  button, or press **ALT+SPACEBAR, N** to minimize the application. Click the  in the top right corner, or press **ALT+F4**, to exit MAGic.

## Menu Bar

The MAGic menu bar contains five menus: **File**, **Magnification**, **Speech**, **Keyboard**, and **Help**.



File Magnification Speech Keyboard Help

**Tip:** To open these menus with the keyboard, press **ALT** and the underlined letter. For example, press **ALT+F** to open the **File** menu.

The **File** menu contains the following commands:

- **Save Default Settings** – When you change magnification, speech, and other options found in the MAGic dialog boxes, select **Save Default Settings** to store your preferences for the next time you run MAGic. These settings are used whenever there are no application-specific settings available.
- **Open Default Settings** - Choose this command to load your default MAGic settings.
- **Create Application Settings** - This command allows you to create a new file containing application-specific settings for the last program that you used. After you choose this command, you are asked to type a name for the settings file.
- **Save Application Settings** - This command allows you to save your current settings in the application-specific settings file for the last program that you used.
- **Manage Application Settings** - This command allows you to enable, disable, or delete application-specific settings that you have saved.

**Tip:** For more information on saving default and application-specific settings, see *Saving Your MAGic Settings* on page 23.

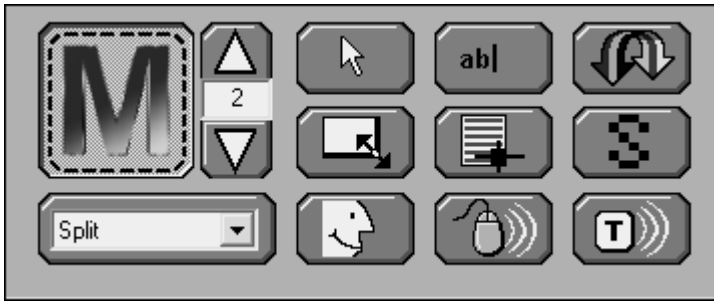
- **Restore Factory Settings** – Select this menu item to reset MAGic options to the state they were in when you installed MAGic. Selecting this option returns all features to the original settings, except hot keys that you customized. Activate the **Restore Defaults** button in the **Keyboard Assignments** dialog box to revert all hot keys to their original configurations.
- **Preferences** – This command lets you change your preferences for MAGic. For more information, refer to *Changing your Preferences* on page 20.
- **Exit** – Choose **Exit** to quit MAGic.

Find information about the **Magnification**, **Speech**, and **Keyboard** menus in *Chapter 4 Magnification*, *Chapter 5 Speech*, and *Chapter 6 Keyboard*.

## Quick Access Window

MAGic's Quick Access Window provides controls to help you easily access the main MAGic features. Use the buttons on the user interface to control both magnification and speech. Left click the button to activate the feature, and right-click the button to see a context menu for some of the buttons.

**Tip:** If you want to use the keyboard with the Quick Access Window, press **TAB** to move through the buttons and options. Press **SPACEBAR** to activate the selected button, or press the **APPLICATION** Key to open the context menu.



## The Magnification Buttons

Use the blue buttons on the MAGIC user-interface to control magnification.

### Magnification Button

*Use this button to enable or disable magnification.*



Use the **Magnification** button to turn magnification on or off. If the **M** on the magnification button is animated, then magnification is turned off.

### Hot Keys

Enable or Disable  
Magnification

**MAGic Key+DELETE**

### Magnification Level Buttons

*Increase or decrease the magnification level with these buttons.*



The upper button, with the upward arrow image, increases the magnification level, while the lower button, with the downward arrow image, decreases the magnification level. The number between the two buttons shows the current magnification level. The default level of magnification is 2× (2× is equivalent to two times the normal screen display). If you press the **TAB** key to move into the area where the number appears, use your **UP** and **DOWN ARROW** keys to increase or decrease magnification.

It is possible to change the magnification level to 1×. This allows you to continue using magnification features, such as mouse, cursor, and color enhancements, while viewing the entire screen area. You can also choose from nine incremental magnification levels between 1× and 2× magnification.

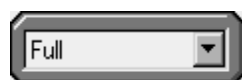
## Hot Keys

Increase Magnification    **MAGic Key+NUM PAD PLUS**  
or **CTRL+EQUALS**

Decrease Magnification    **MAGic Key+NUM PAD MINUS**  
or **CTRL+DASH**

## Magnified Views List

*Select your favorite magnified view from the list on the MAGic user-interface.*



You can select **Full**, **Lens**, **Dynamic Lens**, **Overlay**, or **Split** for your magnified view. Full magnifies the entire screen, while each of the others only magnifies a portion of your screen at a time. Right-click the **Magnified Views** list to quickly access the properties for the Split, Lens, Dynamic Lens, or Overlay views.

## Mouse Enhancements Button

*Apply enhancements to your mouse pointer with this button.*





Use the **Mouse Enhancements** button to enable/disable enhancements and modifications for your mouse pointer. These enhancements make the mouse pointer easier to track and maneuver on your screen. To specify which enhancements you want to use, open the **Magnification** menu and choose **Mouse Enhancements**.

**Tip:** You can right-click this button to quickly choose a new mouse enhancements scheme or customize the appearance of the mouse in the magnified or unmagnified area of the screen. For more information on mouse enhancements, refer to *Mouse Enhancements* on page 50.

### Hot Keys

Toggle Mouse Enhancements    **MAGic Key+F4**

## Cursor Enhancements Button

*Apply enhancements to your cursor with this button.*



Use the **Cursor Enhancements** button to enable/disable enhancements for your cursor. These enhancements make the cursor easier to follow when editing or writing text. To specify which enhancements you want to use, open the **Magnification** menu and choose **Cursor Enhancements**.

**Tip:** You can right-click this button to quickly choose a new cursor enhancements scheme or customize the appearance of the cursor in the magnified or unmagnified area of the screen. For more information on cursor enhancements, refer to *Cursor Enhancements* on page 53.

### Hot Keys

Toggle Cursor Enhancements    **MAGic Key+F8**

**Note:** Cursor enhancements are not available in Windows 95, 98, or ME.

## Color Enhancements Button

*Change how your screen displays colors with this button.*



Use the **Color Enhancements** button to enable/disable color enhancements. This feature allows you to replace colors, adjust the brightness and contrast, apply tinting, and invert the brightness and colors of your display. You can apply color enhancements to the magnified area, unmagnified area, or both. To specify your color enhancement settings, open the **Magnification** menu and choose **Color Enhancements**.

**Tip:** You can right-click this button to quickly choose a new color enhancements scheme or customize your color enhancements for the magnified or unmagnified area of the screen. For more information on color enhancements, refer to *Color Enhancements* on page 59.

### Hot Keys

Toggle Color Enhancements      **MAGic Key+F12**

**Note:** If you are using Windows 95, 98, or ME, choosing the **Color Enhancements** button or pressing **MAGic Key+F12** inverts the colors of the screen instead of toggling color enhancements.

## Resize View Button

*When working in Split, Overlay, or Lens, or Dynamic Lens views, use the **Resize View** button to resize or move the view.*



You must be in the Split, Overlay, Lens, or Dynamic Lens view, and magnification must be active to use the **Resize View** button. When the **Resize View** button is available it appears blue. If it is gray, you need to turn on magnification, by choosing the **Magnification** button on the MAGic user interface. After you choose the **Resize View** button, notice that the cursor changes shape, and that MAGic automatically minimizes the user-interface. The shape of the mouse indicates in which direction you can click and drag your mouse to move or resize your view.



If the pointer appears as an X, like above, it is not positioned over the view or one its borders. The X indicates that from this position the view cannot be resized or moved.



A bi-directional cross indicates the ability to move the view to a different location on your screen. Click the view, and while holding the mouse button down drag the view to another location. Split view only moves to the top, bottom, left, or right edge of your screen, while you can move Overlay to any location on your screen.



A vertical pointer indicates that resizing will occur in a vertical direction, larger or smaller.



A horizontal pointer indicates that resizing will occur in a horizontal direction, either larger or smaller.



A diagonal pointer indicates that resizing will occur in both vertical and horizontal directions. MAGic only exhibits the diagonal mouse when you position the mouse over the corner of the view. The diagonal pointer is only available for the Overlay, Dynamic Lens, and Lens views.

## Locator Button

*Activate the Locator with this button.*



Use the **Locator** button to activate the Locator, which you can use to find items on your screen. Move the Locator with your mouse or your arrow keys. Change the properties of the Locator with the **Locator Properties** dialog box, which you can access from the **Magnification** menu. Also you can right-click the **Locator** button to change the style and border of your Locator.

## Hot Keys

Enable Locator Mode                      **MAGic Key+F10**

Disable Locator Mode                      **ESC**

## Smoothing Button

*Toggle Smoothing on or off with this button.*



Choose the **Smoothing** button to smooth the appearance of jagged letters in a magnified state. Choose the button again to turn smoothing off.

# The Speech Buttons

The three orange buttons at the bottom right of the MAGic user-interface allow you quick access to MAGic's speech capabilities. From here, you can enable or disable speech, mouse echo, and typing echo.

## Speech Button

*Click this button to enable or disable speech.*



If the button appears with the mouth opened, like this one, then speech is enabled.



If the button appears with the mouth closed, then speech is disabled.

Right-click the **Speech** button to switch to a different voice profile or customize MAGic's individual and global voices.

## Hot Keys

Toggle Speech

**MAGic Key+F3**

## Mouse Echo Button

*Click this button to toggle the Mouse Echo.*



If the button appears with white lines to the right, mouse echo is turned off.



If the button appears with black lines to the right, mouse echo is turned on. To set mouse echo to announce lines or words, right-click the button and make your selection from the context menu. You can also set mouse movement to stop speech from this context menu.

## Hot Keys

Mouse Echo Toggle

MAGic Key+M

## Typing Echo Button

*Click this button to toggle the Typing Echo on and off.*



If the **Typing Echo** button appears to have white lines extending from the right side, then typing echo is turned off.

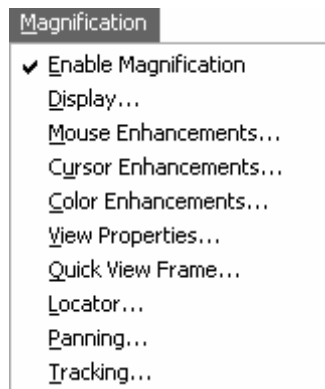


If the **Typing Echo** button has black lines extending from the right side, then typing echo is turned on. To specify the typing echo to words or characters, you need to activate the **Typing Echo** dialog box from the **Speech** menu, or right-click and choose **Automatically Speak**. Choosing **Keystrokes to Echo** lets you modify how much MAGic echoes back to you.

### Magnification Features

With MAGic's extensive magnification features, you can customize your display to fit your low vision needs.

The **Magnification** menu, found on the menu bar, contains all of the controls to change the appearance of your display.



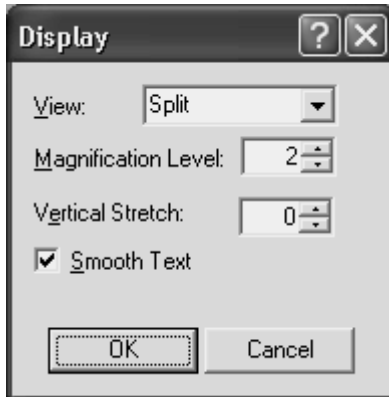
The first item on the **Magnification** menu, **Enable Magnification**, lets you activate or deactivate magnification. If the menu item appears with a checkmark next to it, magnification is enabled. If there is no checkmark, magnification is disabled.

Remember that the blue buttons on the user-interface allow you quick access to the basic magnification features.

# The Magnification Menu

## Display

From the **Magnification** menu, choose **Display** to change the magnified view, magnification level, amount of vertical stretch, and text smoothing.



## View

Select the magnified view you want to use. Each view is described briefly below.

**Tip:** To change the properties for these views, open the **Magnification** menu and choose **View Properties**.

- **Full** magnifies the entire screen.
- **Lens** opens a small rectangular window, which is magnified, while leaving the remaining desktop unmagnified. The lens moves around the screen as you move your mouse or when the focus moves.
- **Overlay** creates a magnified window on the corner of the screen, while the rest of the screen remains unmagnified. This is similar to the Lens View, although the Overlay View does not move around the screen.



- **Dynamic Lens** opens a small rectangular window, which is magnified, while leaving the rest of the screen unmagnified. This window follows the mouse pointer or your current location within a document or dialog box if you are using the keyboard. In addition, when you move to a dialog box option or menu command, **MAGic** automatically resizes the lens so that it only magnifies the currently selected item.
- **Split** allows you to see both an unmagnified area and a magnified one at the same time. The Split View opens a magnified window on part of your screen, but leaves the other part unmagnified as a reference.

### Views with Level 1 Magnification

You can use all of the magnified views in any magnification level, including 1×. Using these views with level 1 magnification can be helpful if you invert the colors of either the magnified or unmagnified area. You then have two images, one with normal colors, and one with inverted colors.

To quickly switch from your current magnification level to 1x magnification, press **MAGIC Key+SHIFT+DELETE**. You can carry out this command again to switch back to your previous magnification level.

### Magnification Level

Press the **UP** or **DOWN ARROW** keys to increase or decrease the current magnification level. Magnification levels range from the same size as the normal display, all the way up to 16 times the size of the normal display.

<b>Tip:</b> You can choose from nine incremental magnification levels between 1× and 2× magnification.
--

### Vertical Stretch

Vertical stretch allows you to stretch the display to make images taller while maintaining the character's current width.

## Smooth Text

Smoothing compensates for the stair-step effect that occurs as screen objects get larger during magnification. Smoothing is on by default. You can turn smoothing on or off with the **Smoothing** check box.

## Mouse Enhancements

From the **Magnification** menu, choose **Mouse Enhancements** to control the appearance of your mouse in the magnified and unmagnified areas of your screen. Mouse enhancements make the mouse pointer easier to track and maneuver on your screen. The **Magnified Area** and **Unmagnified Area** tabs provide the same enhancement options.

The **Mouse Schemes** tab lets you save your cursor enhancements settings as a scheme or switch to a different scheme. For more information on schemes, refer to *Using Schemes* on page 53.

Select the **Enable Mouse Enhancements** check box on any of the tabs in this dialog box to apply enhancements to the mouse pointer. Clear this check box to disable mouse enhancements. You can also use the **Mouse Enhancements** button to enable or disable mouse enhancements.



## Mouse Attributes

The options in the **Mouse Attributes** area allow you to customize the appearance of your mouse pointer.

### Color

Select a color for your mouse pointer in the **Color** list. To use the original system colors for the mouse pointer, choose **Original**. To invert the brightness or colors of screen areas covered by the mouse pointer, choose **Invert Brightness** or **Invert Colors**.

To choose from additional colors, activate the **Define Custom Color** button and choose one of the available colors from the palette.

### Transparency

Use the **Transparency** slider to adjust the transparency level of the mouse pointer. A higher level of transparency allows you to see text and images beneath the area covered by the mouse pointer.

**Note:** You cannot change the transparency if you are using Windows 95, 98, or ME.

### Size

You can use the **Size** list to increase the proportions of the mouse pointer. Choose from standard size or large size.

## Mouse Enhancement Attributes

Enhancements are used to further modify the mouse pointer by making it easier to locate and maneuver on the screen.

### Style

In the **Style** list, choose one of the following enhancement types to apply to your mouse pointer:

- **Short Crosshair** - Displays intersecting horizontal and vertical bars that are centered on your mouse pointer. You can adjust the size of these bars by using the **Length** and **Height** sliders.

- **Long Crosshair** - This style is similar to short crosshair, but the horizontal and vertical bars extend to the edges of the view.
- **Oval** - Displays an oval around the mouse pointer. You can adjust the size of the oval by using the **Length** and **Height** sliders.
- **Box** - Displays a box around the mouse pointer. You can adjust the size of the box by using the **Length** and **Height** sliders.
- **Oval Scope** - Combines the short crosshair and oval styles.
- **Box Scope** - Combines the short crosshair and box styles.
- **Long Box Scope** - Combines the long crosshair and box styles.
- **Long Oval Scope** - Combines the long crosshair and oval styles.

## Color

In the **Color** list, choose a color for the enhancement style you selected. To invert the brightness or colors of screen areas covered by the enhancement, choose **Invert Brightness** or **Invert Colors**. To choose from additional colors, activate the **Define Custom Color** button and choose one of the available colors from the palette.

## Display

In the **Display** list, choose when **MAGic** should apply enhancements to the mouse pointer:

- **Always** - The mouse enhancements are always active and visible on the screen.
- **Mouse Moving** - The enhancements are only visible when the mouse pointer is moving.
- **Mouse Not Moving** - The enhancements are only visible when the mouse pointer is stationary.
- **When MAGic Key is Pressed** - The enhancements only appear when you press the **MAGic Key**.

<p><b>Note:</b> If you are using Windows 95, 98, or ME, the mouse enhancements are always active and visible on the screen.</p>
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## Transparency

Use the **Transparency** slider to adjust the transparency level of the mouse enhancement. A higher level of transparency allows you to see text and images beneath areas covered by the enhancements.

**Note:** You cannot change the transparency if you are using Windows 95, 98, or ME.

## Thickness

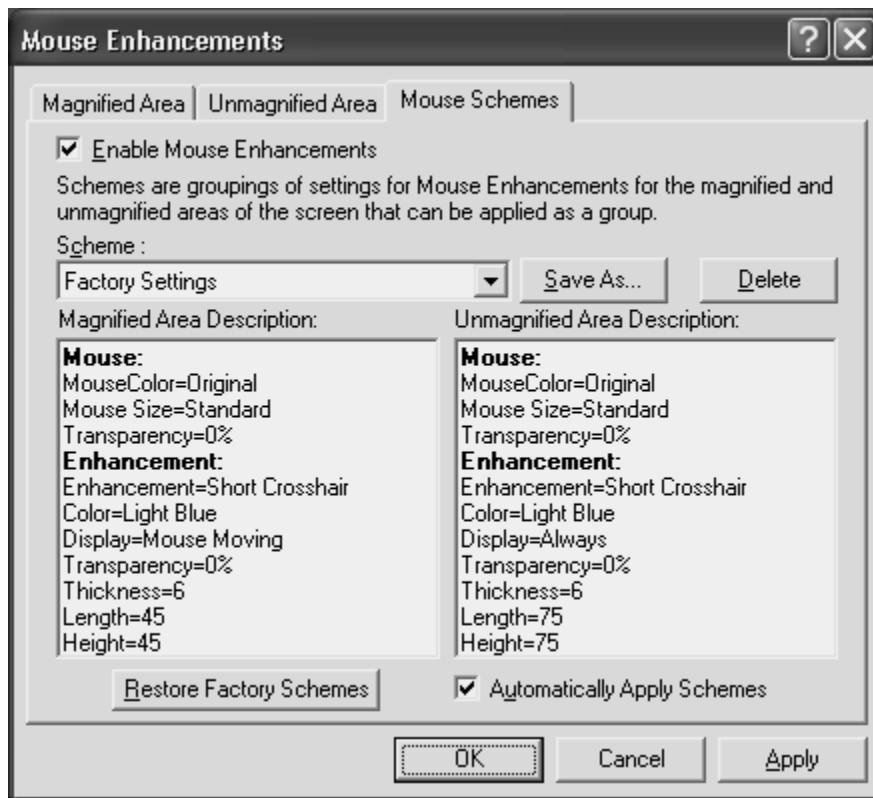
Use the **Thickness** slider to adjust the thickness of the lines of the enhancement style you selected. Increased thickness makes the enhancements easier to see and causes them to stand out more. Decreased thickness causes the enhancements to appear more subdued and lets you see more of the screen.

## Length and Height

Use the **Length** and **Height** sliders to adjust the size of the mouse enhancement style you selected. If you selected the oval, box, long oval scope, or long box scope style, these sliders let you control the width and height of the oval or box. If you selected the short crosshair style, these sliders let you change the length and height of the horizontal and vertical bars.

## Using Schemes

A scheme is a group of settings that can be saved and used in certain programs or circumstances. Schemes allow you to quickly switch between different configurations of enhancements, according to your current needs. For example, you can create a mouse enhancement scheme specifically for proofreading documents and another scheme for browsing Web pages.



The currently selected scheme is displayed in the **Scheme** list. To switch to a different scheme, choose a new scheme from the list and then click **Apply** or press **ALT+A**. If you select the **Automatically Apply Schemes** check box, **MAGic** applies the new enhancement settings as soon as you select a scheme.

**Tip:** You can also select a scheme directly from the Quick Access Window. To do this, right-click the **Mouse Enhancements**, **Cursor Enhancements**, or **Color Enhancements** button and then choose a scheme from the context menu.

The **Magnified Area Description** and **Unmagnified Area Description** boxes show the current enhancement settings for the magnified area and the unmagnified area.

## Creating New Schemes

To create a new scheme, do the following:

1. Use the **Magnified Area** and **Unmagnified Area** tabs to define enhancement settings for the magnified and unmagnified areas.

2. On the **Mouse Schemes** tab, click **Save As** or press **ALT+S** to create a new scheme based on your current settings.
3. Enter a name for the scheme and then press **ENTER**. The new scheme appears in the **Scheme** list.

### Modifying Schemes

To modify an existing scheme, do the following:

1. Select the scheme you want to modify in the **Scheme** list.
2. Change the enhancement settings for the magnified and unmagnified areas.
3. On the **Mouse Schemes** tab, click **Save As** or press **ALT+S**.
4. The name of the currently selected scheme displays in the **Save Scheme** dialog box. Press **ENTER** to save your modifications.

### Deleting Schemes

To delete a scheme, do the following:

1. Select the scheme you want to delete in the **Scheme** list.
2. Click **Delete** or press **ALT+D** to delete the currently selected scheme.

### Restoring Factory Schemes

Click **Restore Factory Schemes** or press **ALT+R** to revert to the original **Factory Settings** scheme included with **MAGic**. Schemes that you or other users have created remain unchanged.

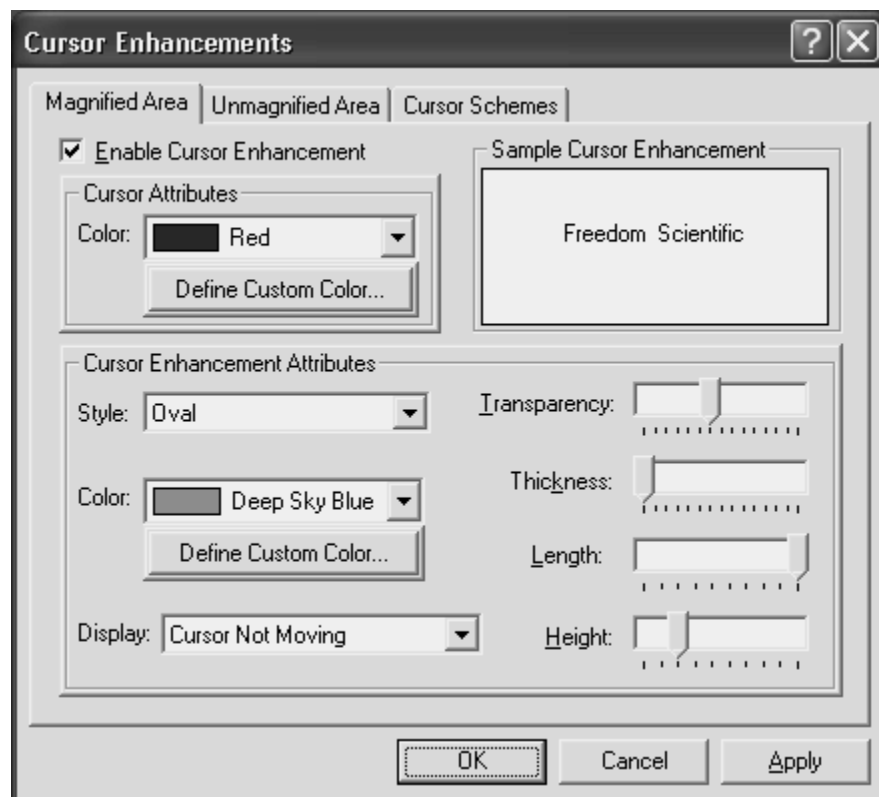
## Cursor Enhancements

From the **Magnification** menu, choose **Cursor Enhancements** to customize the appearance of your cursor in the magnified and unmagnified areas of the screen. Cursor enhancements make the cursor easier to follow when editing or writing text. The **Magnified Area** and **Unmagnified Area** tabs provide the same enhancement options.

<b>Note:</b> Cursor enhancements are not available in Windows 95, 98, or ME.
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The **Cursor Schemes** tab lets you save your cursor enhancements settings as a scheme or switch to a different scheme. For more information on schemes, refer to *Using Schemes* on page 53.

Select the **Enable Cursor Enhancements** check box on any tab in this dialog box to apply enhancements to your cursor. Clear this check box to disable the cursor enhancements. You can also use the **Cursor Enhancements** button to enable or disable cursor enhancements.



## Cursor Attributes

In the **Color** list, choose a new color for the flashing cursor that appears when you are typing text into an edit box, document, and so on. To use the original system color for the cursor, choose **Original**. To choose from additional colors, activate the **Define Custom Color** button and choose one of the available colors from the palette.



## Sample Cursor Enhancement

This area allows you to preview your cursor enhancement settings. MAGic displays a sample of your current cursor enhancements using the text in this area. This lets you adjust the enhancements to achieve the desired effect before applying them.

## Cursor Enhancement Attributes

The **Cursor Enhancement Attributes** area allows you to choose a cursor enhancement style. You can also adjust the appearance and size of the enhancement and when it displays on your screen.

### Style

In the **Style** list, choose one of the following enhancement styles:

- **None** - The cursor appears as a blinking vertical bar, with no additional enhancements.
- **Oval** - A small area around the cursor is surrounded by an oval.
- **Triangle** - Two small triangles appear above and below the current position of the cursor.
- **Box** - The immediate area around the cursor is surrounded by a small rectangle.
- **Line** - Perpendicular lines appear beneath the text and a small vertical line indicates the exact position of the cursor.

### Color

In the **Color** list, choose a color for the enhancement style you selected. To invert the brightness or colors of screen areas covered by the enhancement, choose **Invert Brightness** or **Invert Colors**. To choose from additional colors, activate the **Define Custom Color** button and choose one of the available colors from the palette.

### Display

In the **Display** list, choose when MAGic should apply enhancements to the cursor:

- **Always** - The cursor enhancements are always active and visible on the screen.
- **Cursor Moving** - The enhancements are only visible when the cursor is moving, such as when you are typing text or using the arrow keys.
- **Cursor Not Moving** - The enhancements are only visible when the cursor is stationary.
- **When MAGic Key is Pressed** - The enhancements only appear when you press the **MAGic Key**.

## Transparency

Use the **Transparency** slider to adjust the transparency level of the cursor enhancement. This is useful if your cursor enhancement frequently obscures the surrounding text. Higher levels of transparency allow you to see text and images beneath the enhancement.

## Thickness

Use the **Thickness** slider to adjust the thickness of the cursor enhancement. Thicker cursor enhancements are easier to see and stand out more. Thinner cursor enhancements are more subdued and let you see more of the text.

## Length

Use the **Length** slider to adjust the horizontal size of the cursor enhancement style. This affects how much text is included within the oval, box, and line enhancements.

## Height

Use the **Height** slider to adjust the vertical size of the cursor enhancement style. This affects the height of the oval and box enhancements and increases the length of the vertical portion of the line enhancement.

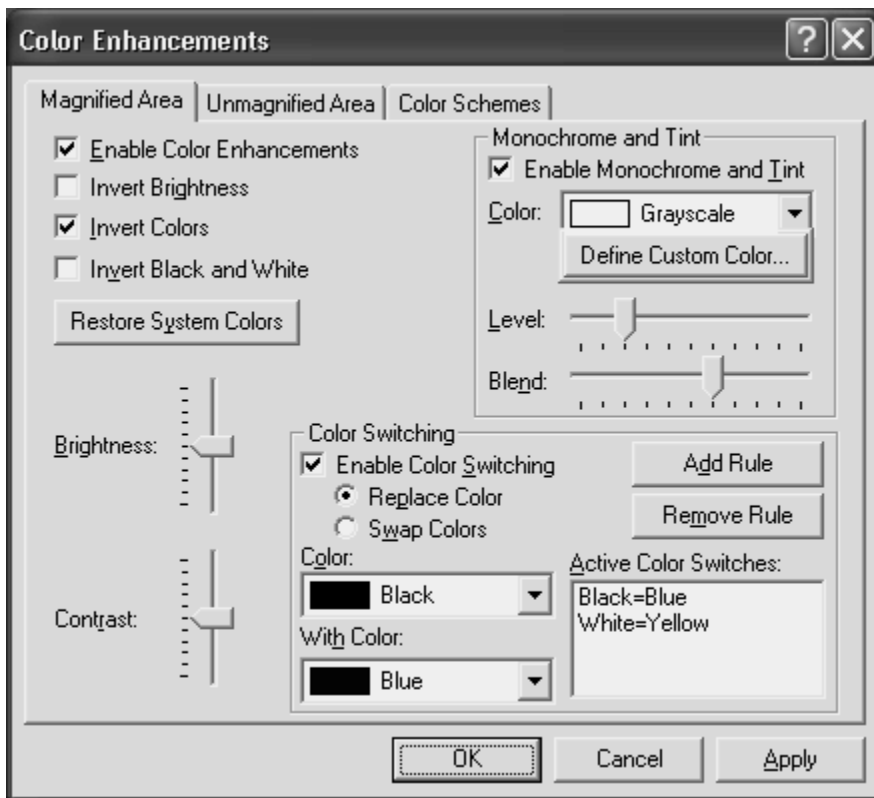
## Color Enhancements

From the **Magnification** menu, choose **Color Enhancements** to define how MAGic displays colors on your screen. This feature allows you to replace and swap colors, adjust the brightness and contrast, apply tinting, make your screen black-and-white (monochrome), and invert the brightness and colors of your display. You can apply color enhancements to the magnified area, unmagnified area, or both. The **Magnified Area** and **Unmagnified Area** tabs provide the same enhancement options.

**Note:** If you are using Windows 95, 98, or ME, you can only use the **Color Enhancements** command to invert the colors of your screen.

The **Color Schemes** tab lets you save your color enhancements settings as a scheme or switch to a different scheme. For more information on schemes, refer to *Using Schemes* on page 53.

Select the **Enable Color Enhancements** check box on any tab in this dialog box to apply color enhancements to your display. Clear this check box to disable the color enhancements. You can also use the **Color Enhancements** button to enable or disable color enhancements.



## Invert Brightness

Select this check box if you want **MAGic** to invert the brightness of colors on your display. Dark colors will appear lighter, while light colors will appear darker. For example, if you select this check box, black text becomes white text and dark blue becomes light blue.

## Invert Colors

Select this check box to reverse the colors that are displayed on your screen.

## Invert Black and White

If you select this check box, **MAGic** replaces the color black with white and the color white with black.

## Restore System Colors Button

Click **Restore System Colors** or press **ALT+Y** to revert to your default Windows color settings.

## Brightness

Use the **Brightness** slider to adjust the brightness of your screen. Brightness determines how light or dark colors appear. Move the slider down to reduce the brightness, move it up to increase the brightness.

## Contrast

Use the **Contrast** slider to adjust the contrast of you screen. Contrast determines the difference between lighter and darker areas. Move the slider down to reduce the contrast, move it up to increase the contrast.

## Monochrome and Tint

The **Monochrome and Tint** area allows you to tint your screen with a color or make the screen monochrome (black-and-white). **MAGic** only applies these settings if you select the **Enable Monochrome and Tint** check box.

### Color

In the **Color** list, choose the color you want **MAGic** to use to tint your screen. Choose **Grayscale** if you want your screen to appear monochrome (black-and-white). To choose from additional colors, activate the **Define Custom Color** button and choose one of the available colors from the palette.

### Level

Use the **Level** slider to adjust the luminescence, or brightness, of the tinting. Move the slider to the left to make the color appear darker, move it to the right to make the color appear brighter.

### Blend

Use the **Blend** slider to control the intensity of the tinting. Move the slider to the left for strong tinting. At stronger levels, the tinting affects the color of almost everything on the screen. Move the slider to the right for a lower level of tinting. At the lowest levels, the tinting only slightly alters the colors on your screen.

## Color Switching

The **Color Switching** area allows you to define rules that switch certain colors on your screen with colors of your choice. **MAGic** only applies these color switching rules if you select the **Enable Color Switching** check box.

To create a new rule:

1. Select the **Replace Color** radio button if you want to use one color instead of another. Select the **Swap Colors** radio if you want to switch two colors on your screen. For example, if you select **Replace Color** and choose to replace red with blue, all red objects will appear blue instead. If you select **Swap Colors** and choose to swap red and blue, all red objects appear blue, and all blue objects appear red.
2. Select one color in the **Color** list and a second color in the **With Color** list. If you are creating a color replacement rule, **MAGic** will replace the first color with the second color. If you are creating a color swapping rule, **MAGic** will switch these two colors on your screen.
3. Click **Add Rule** or press **ALT+D** to define your new rule and add it to the list.

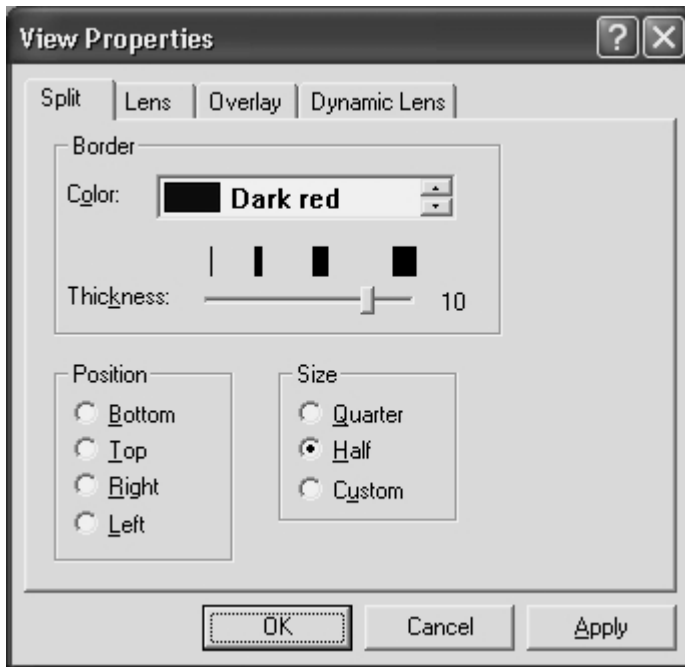
Follow the steps above to add more rules as necessary. To delete a rule, select it in the **Active Color Switches** list and click **Remove Rule** or press **ALT+M**.

## View Properties

From the **Magnification** menu, choose **View Properties** to customize how the Split, Lens, Overlay, or Dynamic Lens views appear on your screen.

### Split View

The **Split** tab allows you to define properties for the Split view. Split view allows you to see both an unmagnified area and a magnified area at the same time. The Split view opens a magnified window in part of your screen, but leaves the other part unmagnified as a reference.



## Color

Select a color for the border that separates the two parts of the split screen.

## Thickness

Move the slider bar to increase or decrease the thickness of the divider that separates the two parts of the split screen. The bars above the slider indicate the widths you can select.

## Position

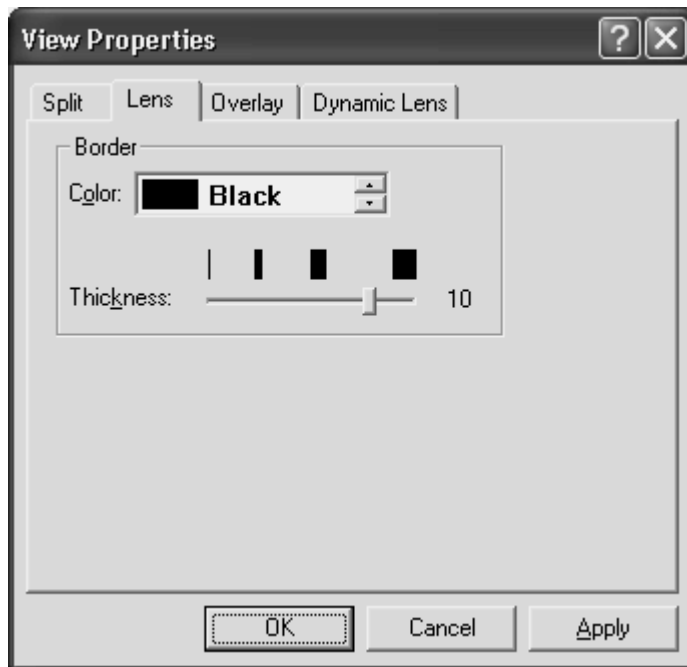
Select where you want the magnified area to appear on the screen.

## Size

Select how much of the screen you want the magnified area occupy. For example, if you select **Quarter**, the magnified area occupies 25% of the available screen area.

## Lens

The **Lens** tab allows you to define properties for the Lens view. Lens view opens a small rectangular window, which is magnified, while leaving the remaining desktop unmagnified. The lens moves around the screen as you move your mouse or when the focus changes.



### Color

Select a color for the border of your lens.

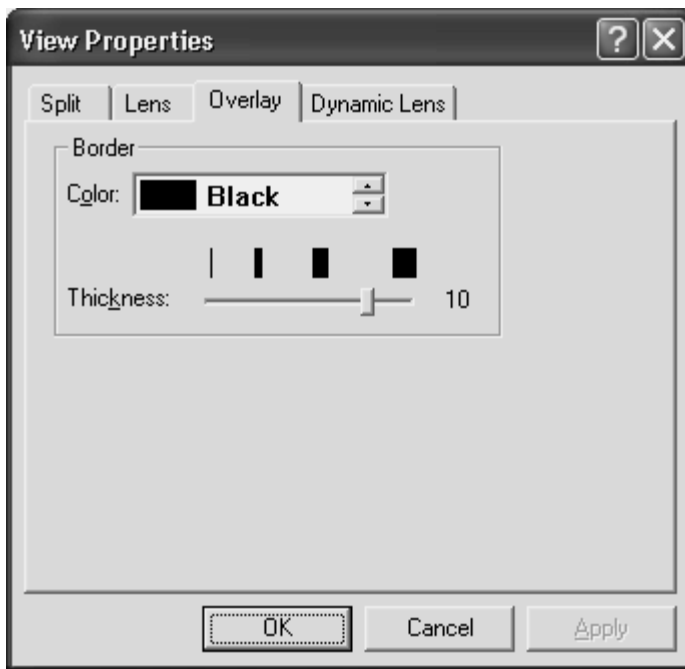
### Thickness

Move the slider bar to increase or decrease the thickness of the lens border. The bars above the slider indicate the widths you can select.

### Overlay

The **Overlay** tab allows you to define properties for the Overlay view. Overlay view creates a magnified window in the corner of the screen, while the rest of the screen remains unmagnified. This is similar to the Lens view, but the Overlay view does not move around the screen.





## Color

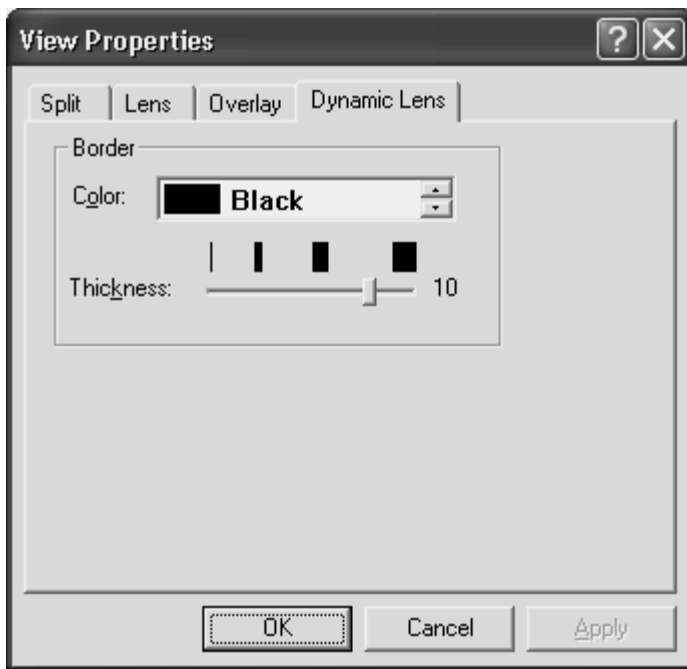
Select a color for the border of your overlay.

## Thickness

Move the slider bar to increase or decrease the thickness of the border. The bars above the slider indicate the widths you can select.

## Dynamic Lens

The **Dynamic Lens** tab allows you to define properties for the Dynamic Lens view. Dynamic Lens view opens a small rectangular window, which is magnified, while leaving the rest of the screen unmagnified. This window follows the mouse pointer or your current location within a document or dialog box if you are using the keyboard. In addition, when you move to a dialog box option or menu command, **MAGic** automatically resizes the lens so that it only magnifies the currently selected item. If you type in an edit box or document window, the lens expands to the width of the entire screen so you can see as much of the text as possible.



## Color

Select a color for the border of your lens.

## Thickness

Move the slider bar to increase or decrease the thickness of the lens border. The bars above the slider indicate the widths you can select.

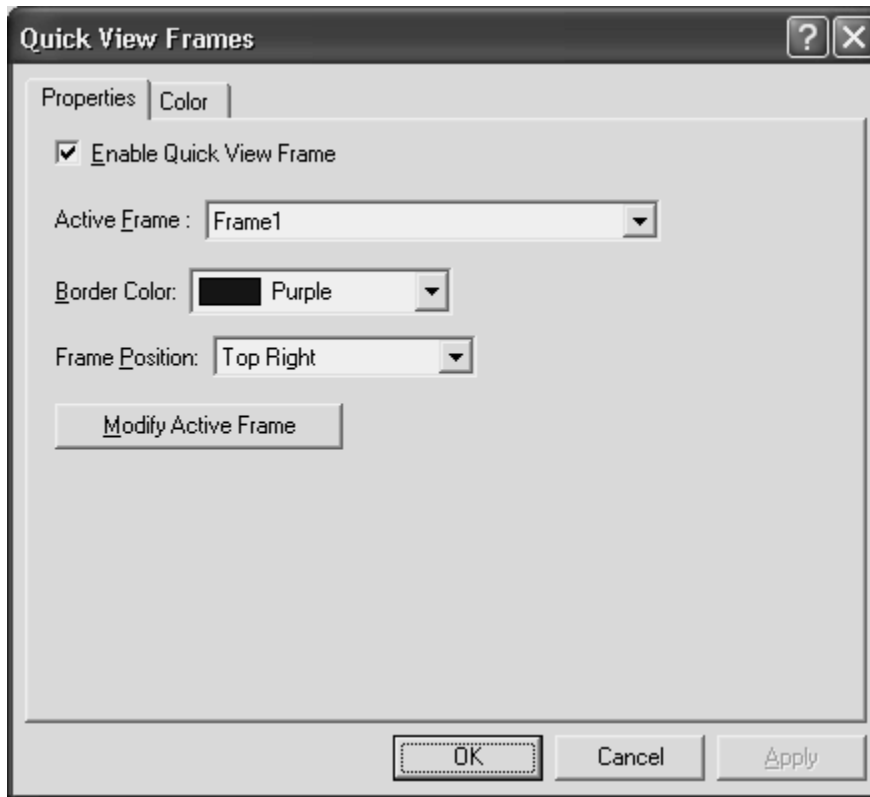
## Quick View Frame

The Quick View Frame feature allows you to specify regions of the screen (called *frames*) that you can monitor while you work in other areas. MAGic can display one of these frames in the magnified area so you can see any changes or updates to that part of the screen. To choose which frame you want to display, or to customize the frame's position, border color, and color enhancements, open the **Magnification** menu and choose **Quick View Frame**.

**Note:** The Quick View Frame is only visible while you are using the Full view and have magnification enabled. In addition, the Quick View Frame is not available in Windows 95, 98, or ME.

## Properties

The **Properties** tab allows you to select or modify the active frame and change the frame's position and border color.



### Enable Quick View Frame

Select the **Enable Quick View Frame** check box to display the active frame on your screen in the location specified in the **Frame Position** list. Clear this check box to hide the Quick View Frame.

**Tip:** You can also press **MAGic Key+Q** to turn the Quick View Frame on or off.

### Active Frame

In the **Active Frame** list, choose the frame that you want **MAGic** to display. You can create and save any number of frames and then choose the frame the best suits your current needs. To create a frame, do the following:

1. Move the mouse pointer to the top left corner of the region you want to enclose within the frame and press **MAGIC Key+LEFT BRACKET**.
2. Move the mouse pointer to the bottom right corner of the region and press **MAGIC Key+RIGHT BRACKET**.

**Tip:** To quickly create a frame that is automatically sized to fit a dialog box option, move your pointer to the option and press **MAGIC Key+LEFT BRACKET** twice quickly.

3. Type a name for this frame, then click **OK** or press **ENTER**. This is the name that will appear in the **Active Frame** list.
4. Ensure that the frame is positioned over the area of the screen that you want to monitor. You can move the frame to another location by dragging the frame's title bar.
5. If you want to resize the frame, move your pointer over a corner or edge of the frame border. When the pointer changes to a double-headed arrow, drag the border in the desired direction.
6. When you have finished resizing and positioning the frame, click **Close** on the **Quick View Manager** toolbar (located in the top left corner of the screen) or press **ESC**. Choose **Yes** when **MAGic** asks if you want to save your changes.

**Tip:** You can press **MAGIC Key+9** to open the **Quick View Manager** and view/modify any frames you have saved.

### **Border Color**

Choose a color for the border of the active frame from the **Border Color** list.

### **Frame Position**

Use the **Frame Position** list to determine where you want the active frame to appear on your screen.

## Modify Active Frame Button

Click **Modify Active Frame** or press **ALT+M** to resize or move the frame you selected in the **Active Frame** list. Drag the frame's title bar to move it to another part of the screen. To resize the frame, move your pointer over a corner or edge of the frame border. When the pointer changes to a double-headed arrow, drag the border in the desired direction.

## Color

The **Color** tab lets you apply color enhancements to the active frame. You can adjust the brightness and contrast, create color switching rules, apply tinting, and more. The options available on this tab are identical to those in the **Color Enhancements** dialog box. For more information on these options, refer to *Color Enhancements* on page 59.

## Locator

From the **Magnification** menu, choose **Locator** to select a style and border color for the Locator. To enable or disable the Locator, use the **Locator** button on the **MAGic** user-interface.

When you activate the Locator, the full screen is temporarily presented unmagnified. Move the Locator around using the mouse or the arrow keys, and use the Locator to find something on your screen. Use **PAGE UP** to move to the top of the screen, **PAGE DOWN** to go to the bottom, **HOME** to go to the beginning of a line, and **END** to go to the end of a line. After you have located the item, press **ENTER** or the left mouse button to move the magnified area to that portion of the screen. Alternatively, you can press **ESC** to exit the Locator without moving the magnified area.



## Style

Choose from three different styles for your locator:

- **Full Cross** – Shows a portion of the screen in reversed colors. In 3× magnification or higher, the Locator appears with crosshairs running through the center of the block. With magnification set to 2×, the Locator appears as a block of inversed colors.
- **Eyeglass** – Shows a square on the screen that is magnified while the rest of the screen is normal size.
- **Reverse Eyeglass** – Shows a square on the screen that is magnified while the rest of the screen is normal size. Colors within the magnified square are reversed.

## Color

Specify what color border you want to appear around your Locator. The customizable border only applies to the Eyeglass and the Reverse Eyeglass options.

# Panning

Panning moves your display either horizontally or vertically, so you can browse the screen, locate objects, and read magnified text easier. With magnification set at 2× or higher, you can pan automatically or incrementally. The advantage of automatic panning is that you can review the contents of the screen without using repetitive mouse movements. While incremental panning is similar to automatic panning, it is different in that your viewing area moves in small, fixed increments making it easier for you to explore your focal area.

## Automatic Panning

Begin automatic panning in any direction by pressing the **MAGic Key** in conjunction with any arrow key. Panning then begins in that direction, and continues until you stop it, or until it reaches the edge of the screen.

<p><b>Note:</b> If you disable Line Wrap in the <b>Panning</b> dialog box, then panning will stop at the right edge of the screen when panning from left to right.</p>
--

## Stop Panning

To stop panning, press the **MAGic Key** or the **ESC** key. You can also use the arrow key that corresponds with the direction in which you are currently panning.

## Change Panning Direction

Press the arrow key of the direction in which you want to pan.

## Panning Quick Advance

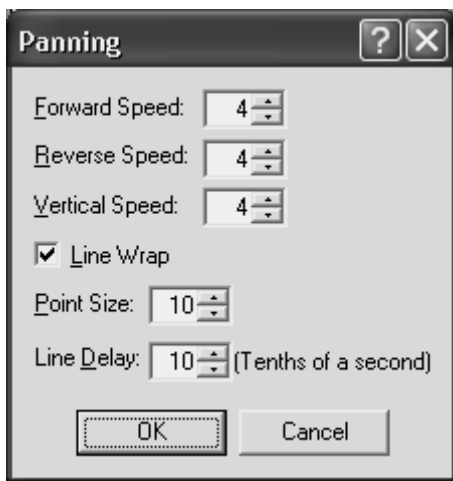
Pressing **ENTER** while panning right scrolls the view to the beginning of the next line, pauses, and then continues panning to the right.

## Panning Speed

Adjust panning speed during panning, or through the **Panning** dialog box. While panning, press **NUM PAD PLUS** to speed up, and **NUM PAD MINUS** to slow down. The speed adjustment only applies to the current direction of Panning.

## Panning Dialog Box

From the **Magnification** menu, choose **Panning** to specify panning properties.



## Speed

Panning speed is set independently for each panning direction: forward, reverse, or vertically. Panning speed values are between 1 and 50. You might want to select different speeds for different directions. As you read, you are panning forward, which might require a higher panning speed, than reverse. As you move in the reverse direction you are probably looking for something, so you would want to go slower. You may also want to set vertical panning a bit faster, because you will use vertical panning for skimming documents or Web sites.

## Line Wrap

Select **Line Wrap** if you want **MAGic** to automatically wrap to the next line when you reach the right edge of the screen while panning. The edit spin boxes, below the **Line Wrap** check box, allow you to control the Line Wrap settings.



## Point Size

You can adjust the vertical distance that MAGic travels between successive lines with the line wraps. Point size should correspond to your font size. The default setting is 10 points.

<p><b>Note:</b> The point size specified here also controls the size of the Split View when set to Line.</p>
--

## Line Delay

Line Delay controls the length of the delay while panning between lines. The Line Delay settings are in tenths of a second. The default setting is 10 (or one second).

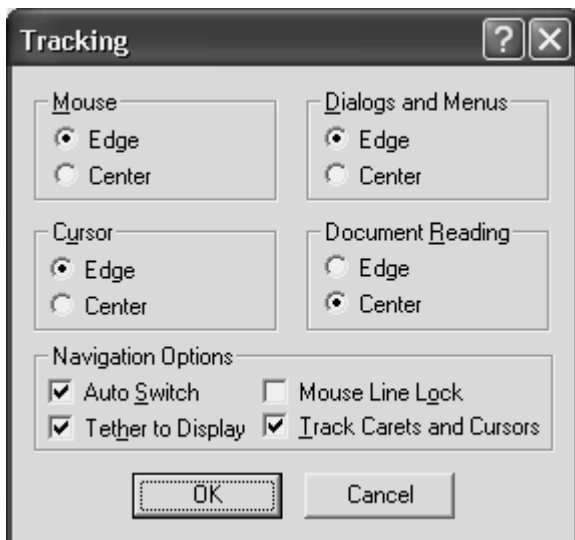
## Incremental Panning

Before you can use the Incremental Panning feature you must assign hot keys for each incremental direction. To do this, go to the **Keyboard** menu and select **Keyboard Assignments**. From the **Category** list, select **Navigation**. Next, select the incremental direction you want to assign a hot key to and then choose the **Assign Hot Key** button. Within the **Assign Hot Key** dialog box type the keystroke you want to use, and then press **ENTER**.

When you are done assigning hot keys, choose the **OK** button to exit the **Keyboard Assignments** dialog box.

## Tracking

Tracking allows MAGic to follow your activity on the screen. For example, MAGic can track your mouse pointer so that it always remains in the center of the magnified area. To change how MAGic tracks the cursor and mouse pointer, as well as menus, dialog boxes, and highlighted text, open the **Magnification** menu and choose **Tracking**.



## Mouse

To control how MAGic tracks your mouse pointer, select one of the following radio buttons:

- **Edge** – If you select this option, MAGic follows your mouse pointer only when it reaches the edge of the magnified area.
- **Centered** – If you select this option, MAGic continuously follows your mouse pointer, ensuring that it is always in the center of the magnified area.

## Cursor

To control how MAGic tracks the cursor when you are typing text, select one of the following radio buttons:

- **Edge** – If you select this option, MAGic follows your cursor only when it reaches the edge of the magnified area.
- **Centered** – If you select this option, MAGic continuously follows your cursor, ensuring that it is always in the center of the magnified area.

## Dialogs and Menus

The **Dialogs and Menus** area lets you control how MAGic follows your movement through dialog boxes and menus. Select one of the following radio buttons:

- **Edge** – MAGic automatically moves the magnified area when you reach the edge of the screen while moving through dialog boxes and menus.
- **Centered** – MAGic continuously tracks the active dialog box option or menu command, ensuring that it is always in the center of the magnified area.

## Document Reading

To control how MAGic tracks highlighted text during document reading, select one of the following radio buttons:

- **Edge** – MAGic automatically moves the magnified area when the highlight reaches the edge of the screen.
- **Centered** – MAGic continuously tracks the highlight, ensuring that highlighted text always remains in the center of the magnified area.

## Auto Switch

If you select this check box, centered and relative mouse tracking is temporarily stopped after you stop moving the mouse. The screen remains stationary as long as you keep the mouse pointer within the boundary of the screen. When you move beyond the edge of the screen, tracking starts again.

## Tether to Display

If you select this check box, the mouse pointer is "tethered," or attached, to the magnified display. As soon as you move the mouse, the mouse pointer automatically appears at the current magnified location, even if it was not visible on the screen. If you do not select this check box, MAGic moves to the current location of the mouse pointer when you move the mouse.

<p><b>Tip:</b> You can press <b>CTRL+INSERT+NUM PAD MINUS</b> to enable or disable this option at any time.</p>
---

## **Mouse Line Lock**

If you select this check box, you can only move the mouse pointer in horizontal and vertical directions. If you move the mouse in a diagonal direction, MAGic moves the mouse pointer in the closest direction.

## **Track Carets and Cursors**

Select this check box if you want MAGic to track your cursor and mouse pointer.

## MAGic Speaks

Not only does MAGic magnify your computer's screen, but it also has screen reading capabilities. You can customize MAGic's speech components to fit your needs. The **Speech** menu, located on the menu bar contains all the controls to help you adapt MAGic's speech to suit you.



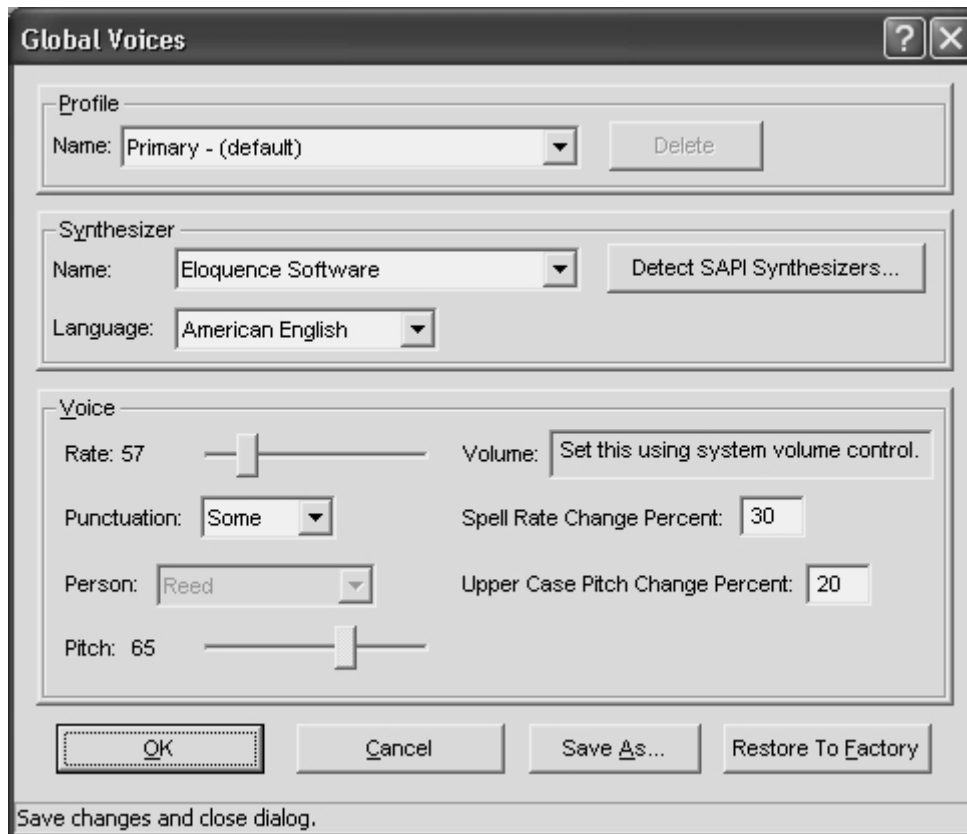
The first item on the **Speech** menu, **Enable Speech**, lets you activate or deactivate speech. If the menu item appears with a checkmark next to it, speech is enabled. If there is no checkmark, speech is disabled.

## The Speech Menu

### Global Voice Adjustment

From the **Speech** menu, choose **Global Voice Adjustment** to change MAGic's voice, speech rate, pitch, synthesizer, language, punctuation level, and other speech options. These speech preferences are used any time MAGic speaks. If you only want to change certain aspects of MAGic's speech (such as the speech used to read documents) use the **Individual Voice Adjustment** command on the **Speech** menu. You can save your speech settings as a voice profile, allowing you to switch between different settings quickly and easily.

**Tip:** You can quickly switch between voice profiles by using the **MAGic Context Menu**. Select **Voice Profiles** from the menu and then choose the profile you want to use.



## Profile

You can save your global voice settings as part of a voice profile. Use the Profile area to select and manage voice profiles that you have created. To save your current voice settings as a voice profile, choose the Save As button. Profiles can have both global and individual voice settings.

**Tip:** You can quickly switch to any of the voice profiles you have created by pressing **MAGic Key+F11**. A context menu displays, allowing you to choose one of the available profiles.

## Name

In the **Name** list, select the voice profile that you want to use.

## Delete

Choose the **Delete** button to delete the currently selected voice profile.

## Synthesizer

The **Synthesizer** area allows you to select a different speech synthesizer and synthesizer language.

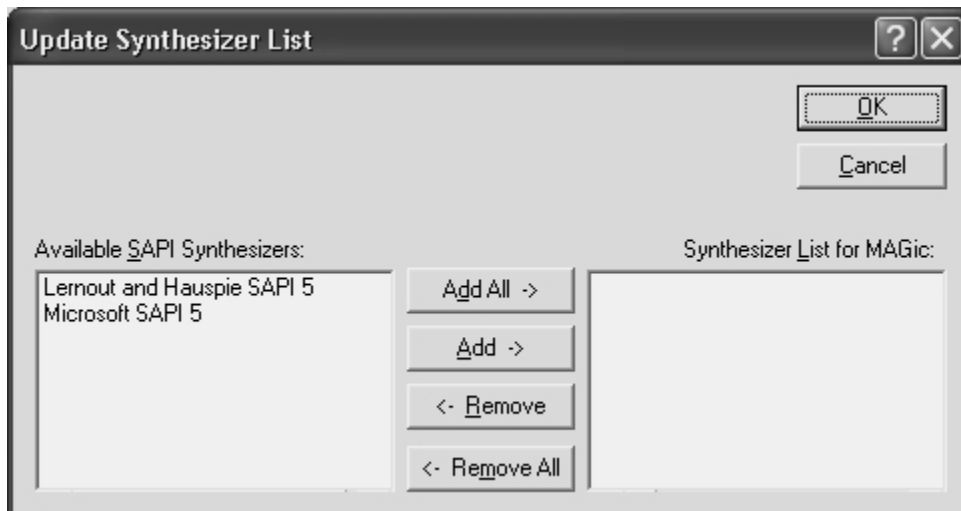
### Name

By default MAGic uses Eloquence as its speech synthesizer, although if you have other Speech Application Interface (SAPI) synthesizers installed on your computer, you can use one of those synthesizers instead. Initially, the list of synthesizers only includes Eloquence. To add synthesizers, choose the **Detect SAPI Synthesizers** button.

**Note:** When you use a synthesizer other than Eloquence, you may experience a delay of several seconds as you load the other synthesizer.

### Detect SAPI Synthesizers

Choose the Detect SAPI Synthesizers button to find the other compatible synthesizers installed on your system. After MAGic locates all compatible synthesizers, the **Update Synthesizer List** dialog box appears. On the left side of the dialog box, there is a list of the available SAPI synthesizers. The buttons in this dialog box allow you to add or remove synthesizers.



To add a new synthesizer:

1. Select one or more synthesizers from the **Available SAPI Synthesizer** list.
2. Choose the **Add** button to add just the selected synthesizers to the **Synthesizer List for MAGic**, or choose **Add All** to move all synthesizers to the **Synthesizer List for MAGic**.

To remove a synthesizer from the **Synthesizer List for MAGic**:

1. Select one or more synthesizers from the **Synthesizer List for MAGic**.
2. Choose the **Remove** button to remove only the selected synthesizers, or choose **Remove All** to remove all the synthesizers from the **Synthesizer List for MAGic**.

<p><b>Note:</b> Although Eloquence does not appear in the <b>Update Synthesizer List</b> dialog box, it always appears in the list of available synthesizers.</p>
---

## Language

In the **Language** list, select the synthesizer language that you want to use. The languages that are available are determined by the speech synthesizer you are using.

## Voice

The **Voice** area allows you to change various characteristics of MAGic's synthesized speech.

## Person

The **Person** list allows you to select which synthesizer voice you want to use. The voices that are available are determined by which speech synthesizer you have selected.



## **Rate**

The **Rate** slider allows you to adjust the rate of speech for the currently selected synthesizer. As you use **MAGic**, you may want to hear different types of activities at different rates. For instance, while you are typing, you may want **MAGic** to read more quickly, so that you can ensure the accuracy of your typing. On the other hand, if you are reading a document, you might want **MAGic** to speak more slowly, so you can concentrate on content.

## **Pitch**

The **Pitch** slider allows you to adjust the pitch for the currently selected voice.

## **Punctuation**

The **Punctuation** list allows you to specify how much punctuation **MAGic** speaks. Available options are "None," "Some," "Most," and "All."

## **Volume**

If you are using a hardware speech synthesizer, you can use the **Volume** slider to increase or decrease the volume of **MAGic's** speech.

## **Spell Rate Change Percent**

When you hold down **INSERT** and press **NUM PAD 5** twice quickly to spell a word, the word is spelled at a rate of speech slower than the normal speech rate. The value in the **Spell Rate Change Percent** edit box determines the extent to which the speech rate decreases.

## **Upper Case Pitch Change Percent**

**MAGic** indicates that a letter is capitalized by reading it with higher-pitched speech. The value in the **Upper Case Pitch Change Percent** edit box determines the extent to which the pitch increases beyond the normal level. The values and ranges for this setting vary depending upon which synthesizer is selected.

## Save As

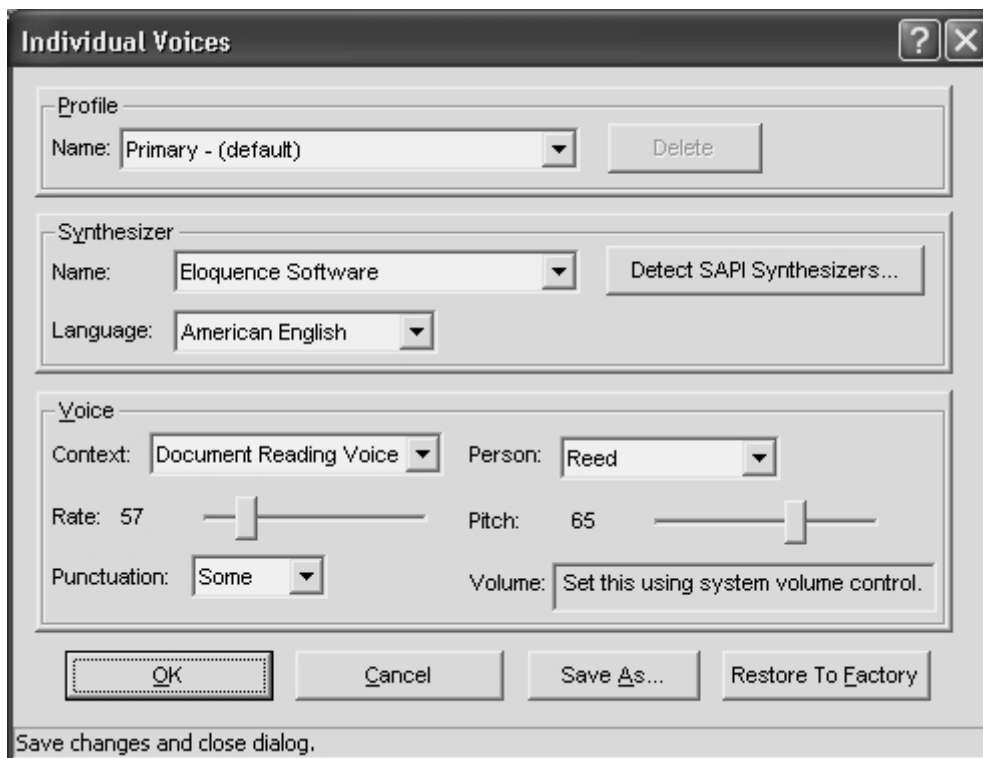
Choose the **Save As** button to save your current global voice settings as part of a voice profile. Type a name for your voice profile or select an existing profile from the list. If you select an existing profile, that profile's global voice settings will be overwritten by the new settings when you choose **OK**.

## Restore to Factory

The **Restore to Factory** button allows you to return to MAGic's default global voice settings. These were the settings in use when you first installed the program.

## Individual Voice Adjustment

From the **Speech** menu, choose **Individual Voice Adjustment** to make changes to the voices that MAGic uses for reading documents, messages, menus, dialog boxes, items that you point to with the mouse, and keystrokes. You can define different settings for each of these contexts. Like global voice settings, you can save your individual voice settings as part of a voice profile, allowing you to switch between different settings quickly and easily.



The options available in the **Individual Voice Adjustment** dialog box are the same as those in the **Global Voice Adjustment** dialog box. However, in the **Individual Voice Adjustment** dialog box, you can define different voice settings for each context.

**Tip:** See page 78 for a description of each option in this dialog box.

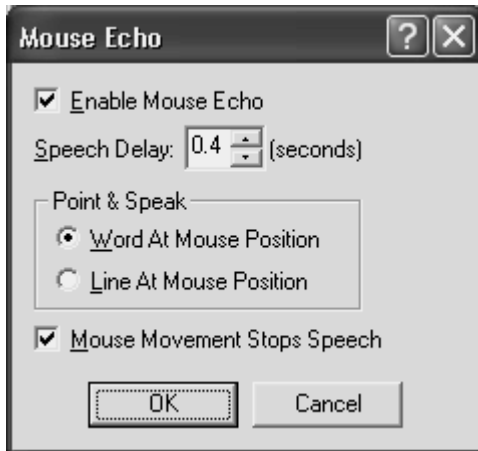
Unlike the **Global Voice Adjustment** dialog box, the **Context** list allows you to select which aspects of MAGic's speech you want to change. After you select one of the following items from the list, use the other options in the **Voice** area to customize MAGic's speech for that context:

- **Document Reading Voice** - Select this option to change the speech used to read documents.
- **Mouse Voice** - Select this option to change the speech used for mouse echo.
- **Keyboard Voice** - Select this option to change the speech used for typing echo.
- **Message Voice** - Select this option to change the speech used for announcing MAGic messages.

- **Menu and Dialog Voice** - Select this option to change the speech used when navigating menus and dialog boxes.

## Mouse Echo

If mouse echo is enabled, MAGic reads text that you point to with the mouse. To customize this feature, open the **Speech** menu and choose **Mouse Echo**.



### Enable Mouse Echo

Use this check box to turn mouse echo on or off.

**Note:** MAGic still speaks ToolTips if mouse echo is off. If you do not want MAGic to speak ToolTips, open the **Speech** menu and choose **Verbosity**. Then clear the **Tool Tips** check box.

### Speech Delay

Specify the length of time you want MAGic to wait before it reads the word or line at the current location of the mouse pointer. The delay is measured in seconds. If you move the mouse pointer away before the delay has elapsed, MAGic does not read the word or line.

### Point & Speak

In this area, select one of the following options:

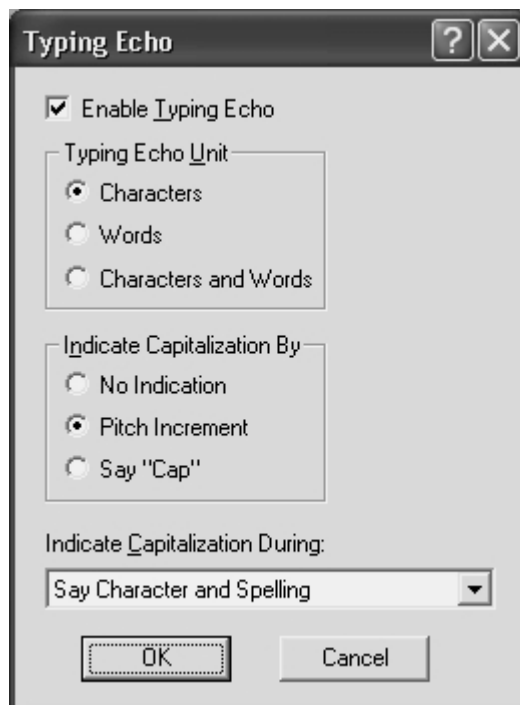
- **Word at Mouse Position** - MAGic reads the word at the current location of the mouse pointer. You must point at the word for the length of time specified in the **Mouse Speech Delay** box before MAGic reads the word.
- **Line at Mouse Position** - MAGic reads the line of text at the current location of the mouse pointer. You must point at the line for the length of time specified in the **Mouse Speech Delay** box before MAGic reads the line.

## Mouse Movement Stops Speech

Select this check box to allow MAGic to interrupt speech when you move the mouse pointer over text. If you clear this check box, you can move the mouse pointer anywhere on the screen without interrupting speech. This option does not interrupt speech generated by mouse echo.

## Typing Echo

When Typing Echo is enabled, MAGic repeats characters and/or words as you type them. To customize this feature, open the **Speech** menu and choose **Typing Echo**.



## Enable Typing Echo

Select this check box to turn on typing echo. Clear this check box to turn off typing echo.

## Typing Echo Unit

Select one of the following options to determine whether MAGic should repeat characters you type, words that you type, or both:

- **Characters** - MAGic speaks each character that you type.
- **Words** - MAGic speaks each word that you type after you press the **SPACEBAR**.
- **Characters and Word** - MAGic speaks each character that you type and then reads the entire word after you press the **SPACEBAR**.

<b>Tip:</b> You can press <b>INSERT+2</b> at any time to cycle through the available typing echo units.
---

## Indicate Capitalization

Select one of the following options to determine how you want MAGic to indicate that a letter is capitalized:

- **No Indication** - MAGic does not indicate capitalization.
- **Pitch Increment** - MAGic indicates that a letter is capitalized by reading it in a higher pitched voice.
- **Say "Cap"** - MAGic says the word, "Cap," before reading a letter that is capitalized.

## Indicate Capitalization During

If you selected the **Pitch Increment** radio button, select one of the following options to determine when MAGic indicates that a letter is capitalized:

- **Say Character and Spelling** - MAGic only indicates capital letters when spelling a word or reading by character.
- **Say Word, Character and Spelling** - MAGic indicates capital letters when spelling, reading by word, and reading by character.

- **Say Line, Word, Character and Spelling** - MAGic indicates capital letters when spelling and when reading by line, word, or character.

**Tip:** You can press **MAGic Key+F2** at any time to cycle through the various options for indicating capitalization.

## Verbosity

From the **Speech** menu, choose **Verbosity** to control the event driven functions that MAGic speaks. Select the check boxes of the items that you want to hear.



## Automatically Speak

This area contains check boxes that allow you to determine which items MAGic reads as you navigate dialog boxes or documents. If the check box next to the item is selected, then MAGic will announce that item. The following are brief descriptions of each available verbosity option:

- **Control Group Name** - Often, options in a dialog box are put into groups when they have related functions. When this check box is selected, MAGic speaks the group box heading the first time you move to or select an item in the group.

- **Control Name** - MAGic automatically reads the prompts or labels for dialog box options when you move to them. Control names appear on the screen, and usually provide information about a control.
- **Control Type** - MAGic announces the type of the currently selected dialog box option. There are several common types of controls found in Windows, including edit boxes, combo boxes, buttons, list boxes, and so on. Control types do not appear as text on the screen.
- **Dialog Name** - MAGic reads the text that appears on the title bar of a dialog box when it becomes active.
- **Dialog Text** - MAGic reads the descriptive, non-interactive text that appears in dialog boxes.
- **Document Name** - MAGic announces the title of the active document window. This can be the title of a document in Microsoft Word, a text document in Notepad, or e-mail message in Outlook.
- **Help Balloon** - Help balloons are used in Windows XP to provide information about the selected item. When this check box is selected, MAGic automatically reads this information as it is displayed.
- **Item Number** - MAGic automatically announces the selected item's numeric position in relation to the total number of items in a window, group, or list.
- **Item State** - MAGic announces information that reflects the state of an item. For example, MAGic will notify you whether a choice in a list box is selected or not selected.
- **Position Information** - MAGic provides information that describes an item's location in relation to the larger structure that contains it. For example, the coordinates of a table can be considered positional information because they describe that cell's position within the table.



- **MAGic Messages** - MAGic provides you with messages that aid in navigation by verifying that a Windows action has taken place. For example, the message, "Top of window," assists in navigation by alerting you that you have reached the top of the current window.
- **Screen Message** - MAGic reads text that appears on the screen, but may not be attached to a particular control. For example, some radio buttons have additional or related information found in another nearby area of the screen.
- **Selected Item** - MAGic automatically reads the selected item within a list or window.
- **Status Information** - MAGic provides you with speech feedback when you perform certain MAGic commands.
- **Tool Tips** – Tool Tips frequently appear when you rest the mouse over an item for a brief period of time. The Tool Tip gives you a short description of the item. If this check box is selected, MAGic speaks Tool Tips of any length.

## Access Key Verbosity

Within menus and buttons, often a letter is underlined. You can press the underlined letter (also called an access key) in conjunction with the **ALT** key to activate the command or button. You can choose which access keys MAGic announces by selecting one of the following options:

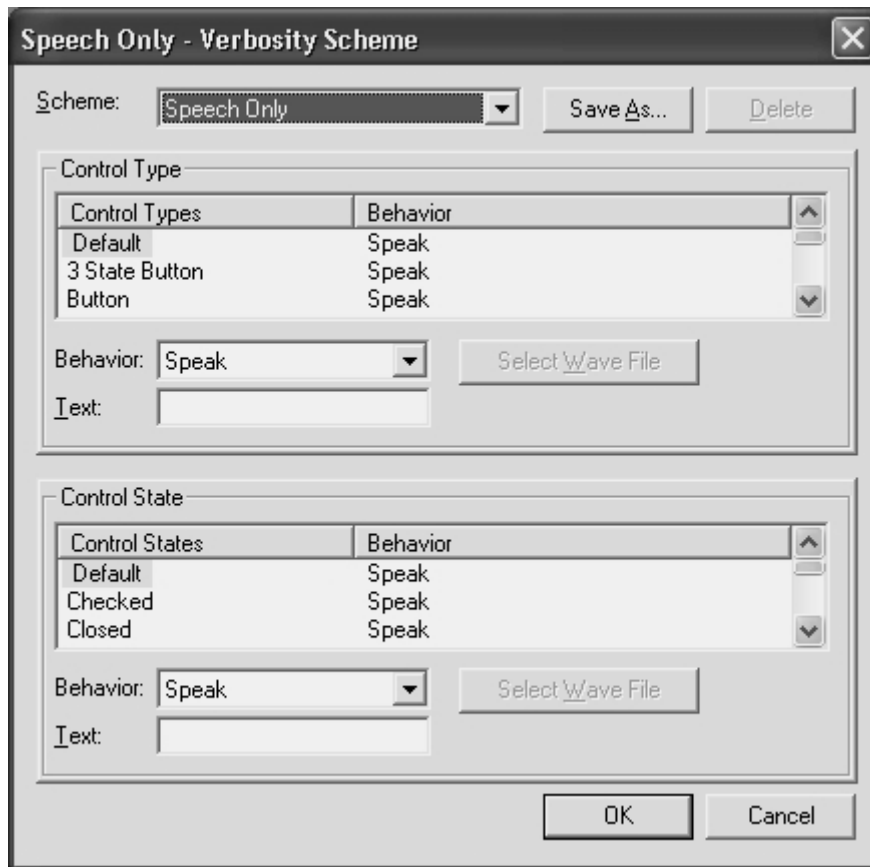
- **None** - MAGic does not announce access keys.
- **Speak All** - MAGic announces access keys in both menus and dialog boxes.
- **Speak Menus Only** - MAGic only announces access keys in menus.
- **Speak Dialogs Only** - MAGic only announces access keys in dialog boxes.

## Restore Factory Settings

Choose the **Restore Factory Settings** button to return to the default MAGic verbosity choices. These were the settings in use when you first installed the program.

# Verbosity Schemes

From the **Speech** menu, choose **Verbosity Schemes** to create and switch between verbosity schemes. Verbosity schemes give you additional control over which items **MAGic** announces, as well as how they are announced. You can also define custom text that **MAGic** speaks when you move to a control or other element. Alternatively, you can assign a sound that you want **MAGic** to play instead of speaking. You can also choose to combine both speech and sounds, or tell **MAGic** to ignore certain items entirely.



## Scheme

In the **Scheme** list, select the verbosity scheme that you want to use. If you create and save a new scheme, it appears in this list.

**Tip:** You can press **ALT+INSERT+S** to select a different verbosity scheme at any time.

## Save As

After you choose which speech and sounds you want MAGIC to use when announcing various control types and states, choose the **Save As** button to save your preferences as a scheme. Navigate to the folder where you want to save the scheme, and then type a name for the scheme in the **File Name** edit box. This is the name that appears in the **Scheme** list. Select your new scheme in the **Scheme** list to activate it.

## Delete

Choose the **Delete** button to delete the verbosity scheme currently selected in the **Scheme** list.

## Control Type

The **Control Type** list shows all of the various controls that MAGIC can announce. A control can be a dialog box option, HTML element, heading, button, or other item. The **Behavior** column lists the action that MAGIC takes when you move to that control type. "Speak" means that MAGIC announces the control type using synthesized speech. "Play Sound" means that MAGIC plays a specific sound instead of speech. "Speak & Play Sound" means that MAGIC both speaks the control type and plays a sound. "Ignore" means that MAGIC does not announce the control in any way.

## Behavior

To change the action associated with a control, select the control in the **Control Type** list and then choose a new action from the **Behavior** list. If you select "Play Sound" or "Speak & Play Sound," you must choose the **Select Wave File** button to pick which sound you want to use.

<p><b>Tip:</b> Assign the behavior "Ignore" to control types that you do not want MAGIC to announce.</p>
--

## Text

If you select "Speak" or "Speak & Play Sound" in the **Behavior** list, you can type some custom text in this edit box that you want MAGIC to announce. MAGIC reads this text instead of the control type.

## Select Wave File

If you select "Play Sound" or "Speak & Play Sound" in the **Behavior** list, choose the **Select Wave File** button to open the **Select Sound** dialog box. Select the sound that you want to use and choose **OK**. You can choose the **Play** button to hear a preview of the selected sound. If the sound you want to use is not in the list, choose the **Browse** button to locate the file on your computer. You can use any sound file with a .wav file extension. After you locate and select the file, choose **OK** to add it to the list of available sounds.



## Control State

The **Control State** list shows all of the control states that MAGic can announce. Control states provide information about the status of a control. For example, the control states for a check box are "Checked" and "Unchecked." The **Behavior** column lists the action that MAGic takes when you move to an item with that control state. "Speak" means that MAGic announces the control state using synthesized speech. "Play Sound" means that MAGic plays a specific sound instead of speech. "Speak & Play Sound" means that MAGic both reads the control state and plays a sound. "Ignore" means that MAGic does not announce the control state in any way.

### Behavior

To change the action associated with a control, select the control in the **Control State** list and then choose a new action from the **Behavior** list. If you select "Play Sound" or "Speak & Play Sound," you must choose the **Select Wave File** button to pick which sound you want to use.

### Text

If you select "Speak" or "Speak & Play Sound" in the **Behavior** list, you can type some custom text in this edit box that you want MAGic to announce. MAGic reads this text instead of the control state.

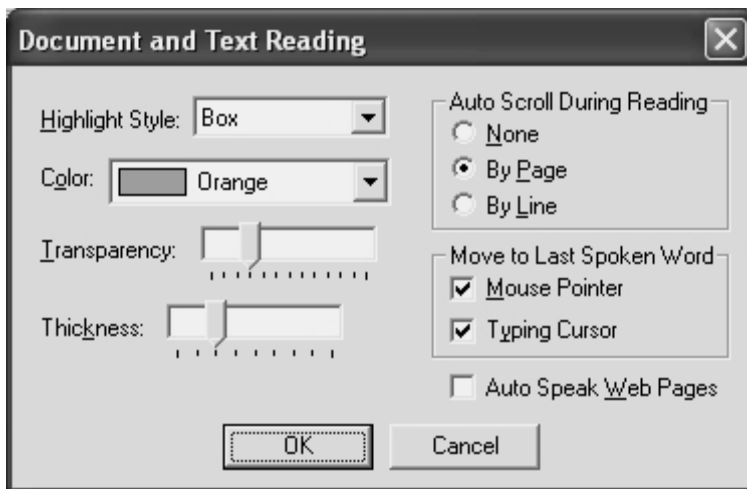
### Select Wave File

If you select "Play Sound" or "Speak & Play Sound" in the **Behavior** list, choose the **Select Wave File** button (see page 92) to open the **Select Sound** dialog box.

## Document and Text Reading

From the **Speech** menu, choose **Document and Text Reading** to customize how MAGic reads, highlights text, and scrolls the page.

**Note:** You cannot use the box highlight style or adjust the transparency, thickness, or color of the highlighting if you are using Windows 95, 98, or ME.



## Highlight Style

When MAGic uses synthesized speech to read the text on your screen, it can highlight the text it is speaking. This allows you to easily follow the text visually while MAGic reads. In the **Highlight Style** list, choose one of the following options to specify how you want MAGic to highlight text:

- **None** – MAGic does not highlight text as it reads.
- **Box** – Surrounds the text MAGic reads with an empty, rectangular outline.
- **Block** – Highlights the text MAGic reads with a solid rectangle.
- **Underline** – Underlines the text that MAGic reads.

## Color

In the **Color** list, choose a color for the highlight style you selected. If you want to invert the colors in the area covered by the highlight, choose **Invert Colors**.

## Transparency

Use the **Transparency** slider to adjust the transparency level of the selected highlight style. A higher level of transparency allows you to see more of the surrounding area covered by the highlighting.

## Thickness

Use the **Thickness** slider to adjust the thickness of the highlight style you selected. This lets you change the vertical size of the underline and block highlight styles, and determine the thickness of the border for the box highlight style.

## Auto Scroll During Reading

The **Auto Scroll During Reading** area lets you customize how speech advances when the bottom of a window is reached.

- **None** – Reading stops at the bottom of the window regardless of the size of the document. The document does not scroll automatically; you must move to the next screen manually and make **MAGic** begin speaking again.
- **By Page** – Reading continues beyond the window limit by automatically feeding the next page of the document.
- **By Line** – Reading continues beyond the window limit by automatically feeding the document one line at a time.

## Move to Last Spoken Word

The following options automatically advance the mouse pointer or typing cursor when you stop reading:

- **Mouse Pointer** – If you select this check box, the mouse pointer automatically moves to the last item that **MAGic** read when you stop reading or decide to pause.
- **Typing Cursor** – If you select this check box, the insertion point automatically moves to the beginning of the last item that **MAGic** read when you stop reading or decide to pause. This feature is only active when reading documents and windows that you can edit.

## Auto Speak Web Pages

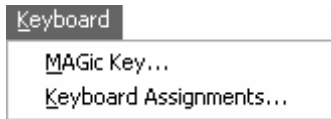
Select the **Auto Speak Web Pages** check box if you want **MAGic** to automatically begin reading when you view Web pages or other HTML documents.

# Chapter 6

## Keyboard

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The **Keyboard** menu allows you to customize how you use your computer's keyboard with **MAGic**.



## MAGic Key

Pressing the **MAGic Key** in combination with other keys activates a **MAGic** command if one is assigned, otherwise it will pass the key combination through to the application. Pressing the **MAGic Key** by itself and releasing it will not carry out any action.

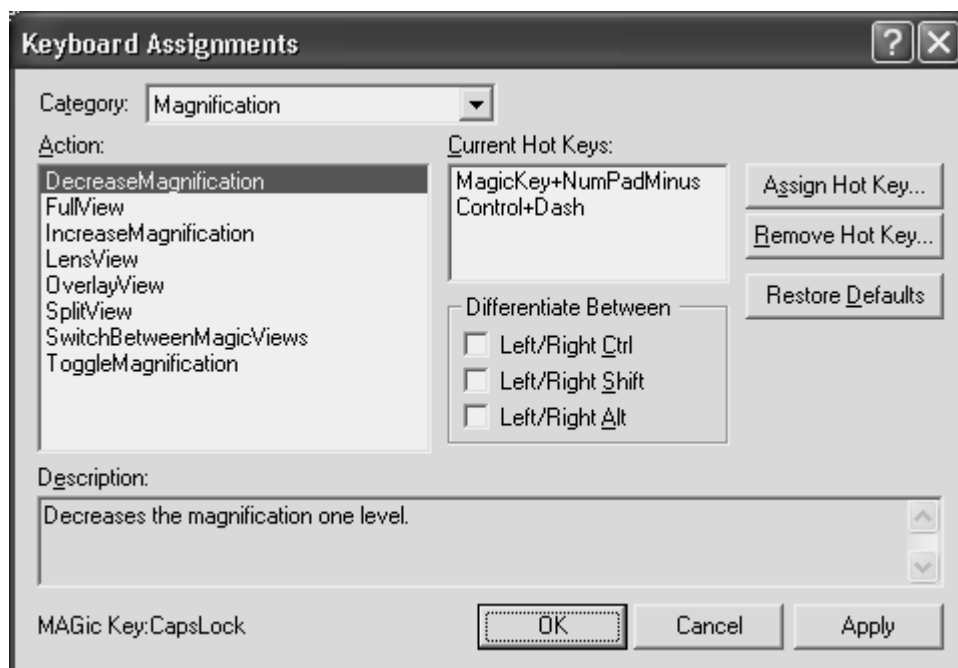
The default **MAGic Key** is **CAPS LOCK**. From the **Keyboard** menu, choose **MAGic Key** to assign the **MAGic Key** to any of the following keys: extended **INSERT** (found on the six pack), **NUM PAD INSERT**, either **INSERT**, or **SCROLL LOCK** (the key just above **HOME** on the six pack).





# Keyboard Assignments

From the **Keyboard** menu on the **MAGic** user interface, select **Keyboard Assignments** to learn more about the hot keys in **MAGic**. You can view the current hot keys assigned to actions, assign different hot keys, remove hot keys, or restore the hot keys to the default settings from within the **Keyboard Assignments** dialog box.



In the **Category** list, select what kind of hot keys you want to view. By choosing one of these categories, the items in the **Action** list will change to show only items that fit the category, making the list more manageable.

**Note:** Selecting a specific application category shows hot keys for special **MAGic** functions in that application. Selecting **All Default** will not show application hot keys.

Move to the **Action** list and select the action that you want to view. The hot key appears in the **Current Hot Keys** list, located to the right. If no hot key appears in the **Current Hot Keys** list, no hot key is assigned.

## Customizing Hot Keys

To add a hot key, select an action in the **Action** list and click **Assign Hot Key** or press **ALT+S**. Press the combination of keys that you want to assign to the selected action. The key combination appears in the **Assign To** edit box.

When you assign hot keys to actions, it doesn't matter whether you press the right or left **ALT**, **CTRL**, or **SHIFT** key. However, you may want to use only the left or right key so that additional key combinations remain available. To specify the left or right **ALT**, **CTRL**, or **SHIFT** keys for a hot key, select the appropriate check box(es) in the **Differentiate Between** area before you activate the **Assign Hot Key** button. For example, if you want to create a hot key that uses only the left **ALT** key, select the **Left/Right Alt** check box.

**Note:** The hot keys that you assign while these check boxes are selected will always require you to press the correct left or right key. If you later clear the check box, previously created hot keys still require you to use the correct left or right key.

To remove a hot key, select it in the **Current Hot Keys** list and click **Remove Hot Key** or press **ALT+R**. **MAGic** then asks you to confirm that you want to delete the hot key.

You can click **Restore Defaults** or press **ALT+D** to return all hot key assignments to their original key combinations.

## Chapter 7

# Application Specific Functions

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MAGic contains application specific functions to help you work in popular software applications. With MAGic's application specific functions, you will find that using these functions consolidates screen information, enhances application navigation, and eliminates visual clutter.

For example, with MAGic running in Microsoft® Excel you can bring up a dialog box that will list the cells for a particular row that contain data. This consolidates screen information, because it presents the header, if one exists, and only those cells containing data. You can then move directly to a particular cell, without pressing the arrow keys to move through multiple empty cells, which enhances application navigation. When using MAGic with Microsoft® Internet Explorer, you can eliminate visual clutter by reformatting the screen. After you reformat, MAGic presents only the necessary text, and hides graphics that may not be of interest to you. With only the text showing, you'll find it easier to read the less cluttered screen.

**Tip:** MAGic allows you to save specific groups of settings that are automatically applied while you use certain programs. For more information on application-specific settings, see *Saving Your MAGic Settings* on page 23.

## MAGic and Microsoft Word

This help topic discusses how to use MAGic with Microsoft Word. The information in this section has been verified for Word 2000 through 2003. The level of support MAGic provides for other versions of this product may vary.

## MAGic Keystrokes for Word

List Spelling Errors	ALT+SHIFT+L
List Revisions	MAGic Key+SHIFT+R or INSERT+SHIFT+R
List Grammatical Errors	CTRL+SHIFT+G
List Comments	CTRL+SHIFT+ APOSTROPHE
Post Comment	ALT+SHIFT+APOSTROPHE
List Hyperlinks	MAGic Key+F7 or INSERT+F7
List Inline Objects	CTRL+SHIFT+O
Focus to First Form Field	MAGic Key+CTRL+HOME or INSERT+CTRL+HOME
Select a Field	MAGic Key+F5 or INSERT+F5
Select a Table	MAGic Key+CTRL+T
Say Column Title	MAGic Key+ALT+SHIFT+C or INSERT+ALT+SHIFT+C
Say Row Title	MAGic Key+ALT+SHIFT+R or INSERT+ALT+SHIFT+R
Post Footnote or Endnote	ALT+SHIFT+E
Convert Shape to Text	ALT+CTRL+SHIFT+C
Read Mistake and Suggestion	MAGic Key+F7 or INSERT+F7
Say Current Scheme Name	MAGic Key+ALT+Q or INSERT+ALT+Q
Adjust MAGic Options	MAGic Key+O

### List Spelling Errors

Press **ALT+SHIFT+L** to list all the words Microsoft Word marked as misspelled. From this dialog box, you can move to a selected misspelled word in the document.

## List Revisions

Press **MAGic Key+SHIFT+R** or **INSERT+SHIFT+R** to list all the revisions in Word's Track Changes feature. From this dialog box, you can move to a selected revision in the document.

## List Grammatical Errors

Use **CTRL+SHIFT+G** to list all the phrases marked by Microsoft Word as grammatical errors. From this dialog box, you can move to a selected grammatical error in the document.

## List Comments

Use **CTRL+SHIFT+APOSTROPHE** to list all the reviewer's comments throughout the document, and this dialog box allows you to move to the selected comment.

## Post Comment

Press **ALT+SHIFT+APOSTROPHE** to display a comment in a message box. To use this keystroke with speech you must enable **Unpunctuated Phrases** in the **Verbosity** dialog box found under the **Speech** menu and place the insertion point at the very end of the comment marker in the document. Use this keystroke to avoid hovering over the comment marker in the document. If you hover over the comment marker in higher magnifications, scrolling the magnified comment text could be a problem.

## List Hyperlinks

Press **MAGic Key+F7** or **INSERT+F7** to list the hyperlinks in the current document. From this dialog box, you can either move to the hyperlink in the document, or you can activate the hyperlink.

## List Inline Objects

Press **CTRL+SHIFT+O** to list all inline objects in the text layer of the document. It allows you to move to the location of the selected object in the document.

## Focus to First Form Field

Press **MAGic Key+CTRL+HOME** or **INSERT+CTRL+HOME** to move to the first form field in a document.

## Select a Field

Use **MAGic Key+F5** or **INSERT+F5** to list all the fields in a document. From this dialog box, you can move to a selected field.

## Select a Table

Press **MAGic Key+CTRL+T** to list all the tables in the document. You can move to a table from the dialog box that appears. If the document is protected to only allow edits in form fields, **MAGic** moves the insertion point to the first form field of the selected table.

## Say Column Title

Press **MAGic Key+ALT+SHIFT+C** or **INSERT+ALT+SHIFT+C** while in any cell of a table column to hear that column's title.

## Say Row Title

Press **MAGic Key+ALT+SHIFT+R** or **INSERT+ALT+SHIFT+R** while in any cell of a table row to hear that row's title.

## Post Footnote or Endnote

Press **ALT+SHIFT+E** to display a footnote or endnote in a message box. The insertion point must be located on the footnote or endnote reference and you must enable **Unpunctuated Phrases** in the **Verbosity** dialog box found under **MAGic's Speech** menu.

## Convert Shape to Text

Press **ALT+CTRL+SHIFT+C** to change unreadable graphics such as WordArt into text that can be read by **MAGic**.

## Read Mistake and Suggestion

Press **MAGic Key+F7** or **INSERT+F7** while in the **Spelling and Grammar** dialog box to read and spell the misspelled word and the first suggested replacement.

## Say Current Scheme Name

Press **MAGic Key+ALT+Q** or **INSERT+ALT+Q** to hear the name of the currently loaded scheme for the active document.

## MAGic Options for Word

Press **MAGic Key+O** to display the **Adjust MAGic Options** dialog box. The options in this dialog box allow you to control how much information **MAGic** provides about the document while you navigate or edit it. Use the arrow keys to move through the list. To change the currently selected option, press the **SPACEBAR** or click the **Execute** button. When you are finished, choose the **Close** button. Each option in the **Adjust MAGic Options** dialog box is described below.

### Fields

If this option is on, **MAGic** announces form fields as you navigate the document.

### Announce Cell Coordinates

If this option is on, **MAGic** announces the coordinates of the current table cell when you move to it.

### Tables

If this option is on, **MAGic** announces when you move into, out of, and within a table (from row to row or column to column) and even warns you when you move into the last cell. **MAGic** can also detect nested tables.

## Table Description

Non-uniform tables are tables with rows that span more than one column, or columns that span more than one row. When this option is on, MAGic provides detailed information about these tables that can help you navigate and get oriented. If you do not want to hear this information, turn this option off. This setting is retained even after you quit Word.

## Override Named Titles

Document authors can use bookmarks to make tables more accessible by indicating row and/or column headings. This verbosity option allows you to ignore these named titles. Choose "On for the current file" to override named titles only for tables in the currently open document. Choose "On for all files" to override named titles in all documents that you open in Word. By default, this option is set to "Off" so that MAGic can process any named titles that an author may have inserted into the document.

## Creating Accessible Tables

You can create accessible tables for MAGic 10.0 or later and JAWS 6.0 or later solely by using functionality available in Microsoft Word. This means that even those who do not use accessibility software can mark table row and/or column headings for JAWS and MAGic users.

To make a table accessible for users of JAWS or MAGic, start Microsoft Word and open the document containing your table(s). If the table has both row and column headings, place the insertion point in a cell where the row and column containing the headings meet. Then, open the **Insert** menu and choose **Bookmark**. Type "Title" and press **ENTER**.

If the table has only row headings, place the insertion point in any cell within the column containing the headings. Then, open the **Insert** menu and choose **Bookmark**. Type "RowTitle" and press **ENTER**.

If the table has only column headings, place the insertion point in any cell within the row containing the headings. Then, open the **Insert** menu and choose **Bookmark**. Type "ColumnTitle" and press **ENTER**.



**Tip:** Do not place a bookmark in each cell that contains a heading. JAWS recognizes all cells in the marked row and/or column as a heading.

Microsoft Word does not allow two bookmarks to use the same name. If there is more than one table in your document, add a number or descriptive word to the end of the bookmark text used to indicate headings. For example, "Title\_1," "RowTitle\_Revenue," or "ColumnTitle\_Expenses."

Any **MAGic** user can override the information provided by the document author. To do this, press **MAGic Key+O** while you are in Word to open the **Adjust MAGic Options** dialog box. Select "Override Named Titles" and use the **SPACEBAR** to cycle through the available options. Choose "On for the current file" to override named titles for tables in the currently open document. Choose "On for all files" to override named titles in all documents that you open in Word. If you want to use the table information provided by the author again, choose "Off."

## **MAGic and Microsoft Excel**

This help topic discusses how to use **MAGic** with Microsoft Excel. The information in this section has been verified for Excel 2000 through 2003. The level of support **MAGic** provides for other versions of this product may vary.

### **MAGic Keystrokes for Excel**

List Cells with Comments	<b>CTRL+SHIFT+APOSTROPHE</b>
Read Cell Comment	<b>ALT+SHIFT+APOSTROPHE</b>
List Column	<b>CTRL+SHIFT+C</b>
Set Column Titles Range	<b>ALT+CTRL+SHIFT+C</b>
Post Column Title	<b>ALT+SHIFT+C</b>
Set Totals Column	<b>CTRL+MAGic Key+ENTER</b> or <b>CTRL+INSERT+ENTER</b>

Post Column Total	INSERT+ENTER
List Row	CTRL+SHIFT+R
Set Row Titles Range	ALT+CTRL+SHIFT+R
Post Row Title	ALT+SHIFT+R
Set Totals Row	CTRL+MAGic Key+DELETE or CTRL+INSERT+DELETE
Post Row Total	INSERT+R or INSERT+DELETE
List Visible Cells with Data	CTRL+SHIFT+D
Select Hyperlink	CTRL+SHIFT+H
Read Cell Hyperlink	ALT+SHIFT+H
Set Monitor Cells	ALT+CTRL+SHIFT+1 through 0
Move to Monitor Cell	CTRL+SHIFT+M
Return to Previous Cell	CTRL+SHIFT+GRAVE
Post Monitor Cells	ALT+SHIFT+1 through 0
Move to Worksheet	CTRL+SHIFT+S
Say Active Cell Coordinates	INSERT+C
Spell Check	INSERT+F7
Collapse Selection to Active Cell	SHIFT+BACKSPACE
Adjust MAGic Options	MAGic Key+O

## List Cells with Comments

Use **CTRL+SHIFT+APOSTROPHE** to list all of the cells in the visible window that have an attached comment. This allows you to quickly locate any visible cells that may provide important information about the spreadsheet.

## Read Cell Comment

Use **ALT+SHIFT+APOSTROPHE** to read a cell comment if there is one.

## List Column

Use **CTRL+SHIFT+C** to list the cells in the current column that contain data. From this dialog box, you can move to a particular cell. If you defined column or row titles they will also be displayed.

## Set Column Titles Range

Use **ALT+CTRL+SHIFT+C** to define the current row as the row containing column titles.

## Post Column Title

Press **ALT+SHIFT+C** to speak current column's title (if speech is enabled) or display it in a message box (if speech is disabled). Use this keystroke when you work in complex datasheets to find the column title without scrolling away from your current place. You must define the column's title before the keystroke will be effective. Do so from within the **Adjust MAGIC Options** dialog box. You also must enable **Unpunctuated Phrases** in the **Verbosity** dialog box if you want speech. You can find the **Verbosity** dialog box under **MAGic's Speech** menu.

<b>Tip:</b> If speech is enabled you can press <b>ALT+SHIFT+C</b> twice quickly to display the column title in a message box.
---

## Set Totals Column

Use **CTRL+MAGic Key+ENTER** or **CTRL+INSERT+ENTER** to define the current column as the column containing row totals.

## Post Column Total

Press **INSERT+ENTER** to display the current column's total in a message box. **MAGic** will find either the predefined row containing column totals, set in the **Adjust MAGIC Options** dialog box, or will search the current column for a cell that contains the word **SUM**. To use this keystroke with speech you must enable **Unpunctuated Phrases** in the **Verbosity** dialog box found under the **Speech** menu.

## List Row

Use **CTRL+SHIFT+R** to list the cells in the current row that contain data. This allows you to set focus on the selected cell. If you defined column or row titles they will also be displayed.

## Set Row Titles Range

Use **ALT+CTRL+SHIFT+R** to define the current column as the column containing row titles.

## Post Row Title

Press **ALT+SHIFT+R** to speak current row's title (if speech is enabled) or display it in a message box (if speech is disabled). You must define the row's title first, using the **Adjust MAGIC Options** dialog box and you must enable **Unpunctuated Phrases** in the **Verbosity** dialog box found under the **Speech** menu.

<b>Tip:</b> If speech is enabled you can press <b>ALT+SHIFT+C</b> twice quickly to display the row title in a message box.
--

## Set Totals Row

Use **CTRL+MAGIC Key+DELETE** or **CTRL+INSERT+DELETE** to define the current row as the row containing column totals.

## Post Row Total

Use **INSERT+R** or **INSERT+DELETE** to display the current row's total in a message box. **MAGIC** will find either the predefined column containing row totals, set in the **Adjust MAGIC Options** dialog box, or will search the current row for a cell that contains the word **SUM**. To use this keystroke with speech you must enable **Unpunctuated Phrases** in the **Verbosity** dialog box found under the **Speech** menu.

## List Visible Cells with Data

Use **CTRL+SHIFT+D** to list only the cells with data, which are visible on the screen. This enables you to quickly access relevant cells that are visible on the current screen, skipping blank cells.

## Select Hyperlink

Press **CTRL+SHIFT+H** to list all hyperlinks on the current sheet, and this dialog box allows you to either move to the cell containing the hyperlink, or activate the link.

## Read Cell Hyperlink

Press **ALT+SHIFT+H** to read a hyperlink associated with the selected cell.

## Set Monitor Cells

Use monitor cells to observe an area of your spreadsheet as you work. Press **ALT+CTRL+SHIFT+1** to assign the cell or region of cells to the first monitor cell. Use **ALT+CTRL+SHIFT+1** through **0** to assign up to ten different monitor cells.

## Move to Monitor Cell

Press **CTRL+SHIFT+M** to list all defined monitor cells, so you can move to a particular cell.

## Return to Previous Cell

After you move to monitor cell with **CTRL+SHIFT+M**, you can press **CTRL+SHIFT+GRAVE** to return to the previous cell.

## Post Monitor Cells

Press **ALT+SHIFT+1** through **0** on the number row to speak the contents of that monitor cell (if speech is enabled) or display the contents in a message box (if speech is disabled). For example if you have five monitor cells defined, and you want to know the information in the third monitor cell, press **ALT+SHIFT+3**. To use this keystroke with speech you must enable **Unpunctuated Phrases** in the **Verbosity** dialog box found under the **Speech** menu.

<p><b>Tip:</b> If speech is enabled you can press <b>ALT+SHIFT+1</b> through <b>0</b> twice quickly to display the monitor cell contents in a message box.</p>
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## Move to Worksheet

Press **CTRL+SHIFT+S** to list the worksheets in the current workbook. You can then select one from the list and move to the first cell in that worksheet.

## Say Active Cell Coordinates

Use **INSERT+C** to announce the coordinates of the active cell. Press this keystroke twice quickly to spell out the coordinates. Press this keystroke three times quickly to hear the coordinates of the active cell announced phonetically.

## Spell Check

Use **INSERT+F7** to read the spelling error and suggested replacement word using Spell Checker.

## Collapse Selection to Active Cell

Use **SHIFT+BACKSPACE** to minimize the highlighted area of the current selection down to the active cell.

## MAGic Options for Excel

Press **MAGic Key+O** to adjust options that allow for easier navigation in higher levels of magnification. MAGic presents the **Adjust MAGic Options** dialog box, which contains several options from which you can choose.

### Cell Verbosity

Use this verbosity option to determine whether you want MAGic to announce a cell's coordinates when you select it.

### Formulas

The announcement of formulas can be toggled for each worksheet in a specific workbook. Formula announcement is on by default.

## Comments

The announcement of comments can be toggled for each worksheet in a specific workbook. Comment announcement is on by default.

## Regions

If you use more than one region in Excel, turn on multiple region support to hear when you enter different regions. For information regarding regions, please see the Excel Help file.

## Title Reading

You can change how MAGic reads row and column titles you have defined. Choose one of the following:

- **Off** - MAGic does not announce row or column titles.
- **Read Row Titles** - When you move to a different row, MAGic reads the row title. MAGic does not announce column titles.
- **Read Column Titles** - When you move to a different column, MAGic reads the column title. MAGic does not announce row titles.
- **Read Both Titles** - When you move to a different column, MAGic reads the column title. When you move to a different row, MAGic reads the row title.

## Read Titles for

Use this option to define how MAGic should read row and column titles.

### Set Region Column Titles to Row Range

MAGic defined the selected row range as the rows containing column titles so that when you press the keystroke to Post Column Title, MAGic reads the title for the current row.

### Set Region Row Titles to Column Range

MAGic define the selected column range as the columns containing row titles so that when you press the keystroke to Post Row Title, MAGic reads the title for the current column.

## **Set Totals Column**

MAGic defines as the column in this region where row totals will be found. If you press post row total, instead of searching down the row to find the total, MAGic looks directly to this column.

## **Set Totals Row**

MAGic defines as the row in this region where column totals will be found. If you press post column total, instead of searching down the column to find the total, MAGic looks directly to this column.

## **Define Monitor Cells**

A monitor cell is a cell or range of cells you can observe while you work in other areas of the spreadsheet. You have ten monitor cells available, which are defined by pressing **ALT+CTRL+SHIFT+1** through **0** on the number row, and read by pressing **ALT+SHIFT+1** through **0**. Instead of using **ALT+CTRL+SHIFT+1** through **0**, you can press **MAGic Key+O** for Adjust MAGic Options, and press the **SPACEBAR** on this option, and MAGic determines the next undefined monitor cell for this sheet and defines it to point to the currently selected range of cells. MAGic then tells you which monitor cell it has assigned to the range. Then you press the appropriate keystroke to read this range from anywhere on this sheet. For example, if you hear, "assigning monitor cell 5 to B5," it means that you should press **ALT+SHIFT+5** to hear the cell contents. Monitor cells are defined on a sheet-by-sheet basis regardless of the multiple or single region support setting.

## **Announce Monitor Cell Titles**

Use this option to toggle the announcement of titles for monitor cells that you select.

## **Clear Monitor Cells**

Clears the monitor cells defined for the current sheet.



## Clear Title and Total Definitions

Clears any definitions for the following: the row range used for this region's column titles, the column range used for this region's row titles, and the row and column used for column and row totals. It also turns off title reading and resets MAGic so if you press a total reading keystroke (Post Row/Column total), MAGic will search across the row or down the column in the current region for a total rather than using the defined total row or column.

## Override Named Titles

Any MAGic user can override row and column title information provided by the spreadsheet author. To do this, choose "On for the current file" to override named titles only in the currently open spreadsheet. Choose "On for all files" to override named titles in all spreadsheets that you open in Excel. If you want to use the row and column title information provided by the author again, choose "Off."

## Workbook Settings

The Workbook Settings option determines which settings to use to read a particular workbook. If you often receive workbooks that contain similar setups, for example, or if you receive a workbook every month for which you can use the same title, total, and monitor settings, you would not want to have to set these features for every new workbook. If you choose "Best Match," MAGic determines which of your settings files best matches the current workbook, and automatically loads these settings. If you only want settings to load if they are designed for a particular workbook, choose "Exact Match."

## Defining Row and Column Titles

Before MAGic can read the titles of cells within a spreadsheet, you must specify which columns and/or rows contain those titles. To define row titles, move to the column containing the row titles and press **ALT+CTRL+SHIFT+R**. To define column titles, move to the row containing the column titles and press **ALT+CTRL+SHIFT+C**.

**Tip:** You can also press **MAGic Key+O** to use the **Adjust MAGic Options** dialog box to define row and column titles.

Alternatively, you can use Excel's naming function to specify which rows and columns contain cell titles. Using names instead of MAGic commands makes the spreadsheet accessible to any user of MAGic 10.0 or later and JAWS 6.10 or later. There is no need to provide other users with the spreadsheet's .jsi file because the row and column title information is saved in the worksheet. This feature allows any spreadsheet author to define row and column titles without installing or using JAWS or MAGic.

To use names to define row and column titles, do the following:

1. Move to the first cell in the column or row containing the titles. If the spreadsheet contains both row and column titles, move to the cell where these two intersect.
2. From the **Insert** menu, select **Name** and press **RIGHT ARROW**.
3. Select **Define** and press **ENTER**.
4. If the column contains row titles, type "RowTitle" and press **ENTER**. If the row contains column titles, type "ColumnTitle" and press **ENTER**. If the cell is the intersection of both row and column titles, type "Title" and press **ENTER**.

If you are defining column/row titles for any worksheet other than worksheet 1, you must add the number of the worksheet after "RowTitle," "ColumnTitle," or "Title." For example, if you are defining a row containing column titles in worksheet 4, you would type "ColumnTitle4." To hear which worksheet you are in, press **INSERT+F1**.

**Tip:** You can define more than one row or column as a title range. For example, if you want to define rows 1 and 2 as column titles, select both rows and then assign the name "ColumnTitle" to them.

MAGic can now recognize the cell as the beginning of a range of row and/or column titles. If a particular worksheet within a workbook has title rows and/or columns defined using this feature, you cannot use the standard MAGic method for defining title rows and/or columns. However, if another worksheet in the same workbook does not have row and column titles defined using the Excel naming function, you can use the standard MAGic method. In addition, you cannot use this feature if the spreadsheet contains multiple regions.

## **Defining Row and Column Titles for Worksheets with Multiple Regions**

You can define individual row and/or column titles for different regions in the same workbook. To define a row and/or column title for region, you use the same procedure described in *Defining Row and Column Titles* on page 113 to assign a specific name to a cell in the heading row and/or column. However, you must use the following procedure when defining names for row and column titles that are specific to one region:

1. Type "TitleRegion," "RowTitleRegion," or "ColumnTitleRegion" depending on whether this cell is in the heading row, heading column, or both.
2. Type the region number. For example, you would type a "1" if the cells were in the first region. There should be no space between the previous text and this number.
3. Type a period followed by the coordinates of the top, left cell in the region (for example, "A1").
4. Type a period followed by the coordinates of the bottom, right cell in the region (for example, "N9").
5. Type a period followed by the worksheet number. For example, you would type a "1" if the cell was in worksheet 1.

For example, assume you have a spreadsheet with a region whose boundaries are row 1 at column A and row 9 at column N. It also has a second region with boundaries of row 10 at column C and row 14 at column D. Both regions are on worksheet 1. To define row 1 as the row containing column headers for the cells in the first region, you would assign the following name to cell A1: `ColumnTitleRegion1.A1.N9.1`. To define row 9 as the row containing column headers for the cells in the second region, you would assign the following name to cell C10: `ColumnTitleRegion2.C10.D14.1`.

## MAGic and Microsoft Internet Explorer

MAGic has shortcut keys to help you use Internet Explorer without relying on the mouse to access certain features. The information in this section has been verified for Internet Explorer 6 or later. The level of support MAGic provides for other versions of this product may vary.

### MAGic Keystrokes for Internet Explorer

Select a Link	<b>MAGic Key+F7</b> or <b>INSERT+F7</b>
Select a Form Field	<b>MAGic Key+F5</b> or <b>INSERT+F5</b>

#### Select a Link

Use **MAGic Key+F7** or **INSERT+F7**. Opens a dialog box containing a list of the links present in the page. You can then select a link by using the arrow keys or the first letter of the link. Press **ENTER** to open the selected link.

#### Select Form Field

Use **INSERT+F5**. Displays a list of all form fields on the page. You can then select a field by using the arrow keys or the first letter of the form field name. Press **ENTER** to move to the selected form field.

## Using Forms

MAGic allows you to interact easily with Web-based forms whether you use the mouse or the keyboard to select form controls. MAGic will also let you switch easily between navigating the Web page contents and interacting with the form controls.

When using the mouse, clicking on a form control, such as an edit box or list, switches MAGic to Forms mode. To exit Forms mode, click anywhere on the page other than the form controls.

When using the keyboard, move to a form control and press the **ENTER** key to switch to Forms mode. To exit Forms mode, press **NUM PAD PLUS**.

<b>Tip:</b> Forms mode is automatically turned off when you activate the button that submits the form.
--

After you switch to Forms mode, you can then use the arrow keys to navigate within the list or edit field. In the case of edit fields, you can also use navigation and selection keystrokes as usual. You cannot navigate outside the form controls with the arrow keys until you exit forms mode.

## MAGic and Adobe Acrobat/Reader

MAGic has shortcut keys to help you use Adobe Acrobat and Reader without relying on the mouse to access certain features. The information in this section has been verified for Adobe Acrobat/Reader 6 or later. The level of support MAGic provides for other versions of these products may vary.

### MAGic Keystrokes for Adobe Acrobat/Reader

Select a Link	MAGic Key+F7 or INSERT+F7
---------------	---------------------------

## Select a Link

Use **MAGic Key+F7** or **INSERT+F7**. Displays a list of the links present in the PDF document. You can then select a link by using the arrow keys or the first letter of the link. Press **ENTER** to open the selected link.

## MAGic and Outlook/Outlook Express

MAGic has shortcut keys to help you use Outlook and Outlook Express without relying on the mouse to access certain features. The information in this section has been verified for Outlook 2000 and later and Outlook Express 6 or later. The level of support MAGic provides for other versions of these products may vary.

### MAGic Keystrokes for Outlook/Outlook Express

Read Misspelled Word and Suggestion	<b>INSERT+F7</b>
Read MSAA Information	<b>ALT+CTRL+SHIFT+M</b>
Read From and Subject (Outlook 2000 only)	<b>ALT+CTRL+1</b>
Say Date (Outlook 2000 only)	<b>MAGic Key+CTRL+D</b>

### Read Misspelled Word and Suggestion

Use **INSERT+F7**. Speaks and spells the misspelled word and the first suggestion in the Outlook spellchecker.

### Read MSAA Information

Use **ALT+CTRL+SHIFT+M**. If information for the currently selected item is abbreviated or not read in full, perform this command. MSAA (Microsoft Active Accessibility) provides more details to MAGic so that the information can be read completely.

### Read From and Subject

Use **ALT+CTRL+1**. Reads the **From** and **Subject** fields in the message header. This command is only available in Outlook 2000.

## Say Date

Use **MAGic Key+CTRL+D**. Speaks the currently selected day, month, and date in the Day view of the calendar. This command is only available in Outlook 2000.

## Chapter 8

# Contacting Freedom Scientific

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### Corporate Headquarters

Freedom Scientific BLV Group, LLC  
11800 31st Court North  
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USA

**Telephone:** (727) 803-8000

**Fax:** (727) 803-8001

**World Wide Web:** <http://www.FreedomScientific.com>

**Office hours:** Monday through Friday 8:30 am to 5:00 pm Eastern Standard Time (USA)

**Technical Support Hours:** Monday through Friday 8:30 am to 7:00 pm Eastern Standard Time (USA)

## Freedom Scientific Web Site

The Freedom Scientific Web site, <http://www.FreedomScientific.com>, is a comprehensive source of information regarding MAGic screen magnification software, JAWS screen reader software, training opportunities, application-specific cassette tutorials and the company that develops these products.



The Freedom Scientific Web site is designed to be accessible by people with disabilities and includes a great deal of technical support information as well as online ordering capability, RealAudio descriptions of many products, and continuous product update and maintenance downloads.

## Documentation Feedback

At Freedom Scientific, we strive to produce the highest quality documentation products, and welcome your feedback. If you have comments or suggestions about our online Help or printed guides, send your e-mail messages to [Documentation@FreedomScientific.com](mailto:Documentation@FreedomScientific.com).

## Sales

Contacting the Freedom Scientific Sales Department

**Sales Telephone:** (800) 444-4443

**International Sales Telephone, including Canada:** (727) 803-8000

**Sales Fax:** (727) 803-8001

**World Wide Web:** <http://www.FreedomScientific.com>

**Sales e-mail:** [info@FreedomScientific.com](mailto:info@FreedomScientific.com)

To ensure that your request is handled promptly, include your complete address and telephone number.

**Office Hours:** Monday through Friday,  
8:30 am to 5:00 pm EST (USA)

## Technical Support

You must be a registered user to access Freedom Scientific support services. Freedom Scientific support services are subject to Freedom Scientific terms and conditions in place at the time the service is used.

Reach Technical Support using the following options:

**World Wide Web:** <http://www.FreedomScientific.com>

**Technical Support e-mail:** [Support@FreedomScientific.com](mailto:Support@FreedomScientific.com)

**Technical Support Telephone:** (727) 803-8600

When you call, be at your computer, have your documentation in hand, and be prepared to provide the following information:

- Product serial number used for registration.
- Product name and version number.
- Type of computer hardware you are using.
- Software version number of Windows.
- Exact wording of any messages that appear on your screen.
- What you were doing when the problem occurred.
- How you tried to solve the problem.

**Technical Support Hours:** Monday through Friday  
8:30 am to 7:00 pm EST (USA)

# Appendix A

## Remote Access

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Remote access software, like Citrix Program Neighborhood and Remote Desktop Connection, allows you to establish a connection from your computer (called the “client”) to another computer (called the “server”). Once connected, you can run programs and view files just as if you were sitting at the server’s keyboard. The server handles all processing and data storage tasks. The client computer acts as an intermediary between you and the server, relaying your commands and displaying the results.

Visually, users see a graphical representation of the server’s desktop on their client computer. However, the version of MAGic installed on the client cannot read or interact with this image. With MAGic remote access, you install a version of MAGic on the server to provide access to programs you use while in a terminal session. The version of MAGic installed on the server sends the output to the client through a virtual channel. The version of MAGic installed on the client computer then relays this output to the user.

The Remote Access feature is only available for licenses of MAGic Professional that use Internet License Manager (ILM) for authorization. You cannot use the Quella or thumb drive versions of MAGic in terminal sessions. The Remote Access feature must be purchased separately. Contact Freedom Scientific Sales for more information.

## System Requirements

### Server System Requirements

Citrix and Terminal Services both allow client computers to connect to the server and access programs and files stored on it through the Windows user interface. Your server must meet the following requirements:

- Microsoft Windows 2000/XP or Windows Server 2000/2003.

- If you are using Citrix ICA protocol, you will need Citrix MetaFrame Feature Release 3 or later.

## Client System Requirements

Client computers can use Remote Desktop Protocol (RDP) or Citrix Independent Computer Architecture (ICA) protocol to connect to a server and access its programs and files. MAGic only supports Windows-based clients.

There are no additional system requirements beyond those required for MAGic and Citrix Program Neighborhood, Terminal Services Client, and/or Remote Desktop Connection. In addition, client computers must meet the following minimum requirements:

- Program Neighborhood Client version 7.0 or later, if you are using Citrix ICA protocol.
- If you are using Terminal Services, you need either Microsoft Remote Desktop Connection version 5.0 or later or Terminal Services Client version 5.0 or later.
- One or more serial ports, if you are using a serial hardware synthesizer. One port is required for each device.
- One or more USB ports, if you are using a USB hardware synthesizer. One port is required for each device.

## User and Shared Profiles for Remote Access

Just as Windows provides a My Documents folder for each user on a computer or server, MAGic allows each user to have their own profile. This profile contains the user's custom settings. This allows different users on the same system to set up and run MAGic in completely different ways. MAGic saves your user settings in Documents and Settings\*User Name*\Application Data\Freedom Scientific\MAGic\*Version*\Settings\Enu.

In addition to these user profiles, MAGic also sets up a shared profile. MAGic uses the settings in this shared profile whenever the user has not specifically defined their own custom settings. The shared profile allows a network administrator to set up a baseline configuration for MAGic according to the needs of that network's users. MAGic saves shared settings in Documents and Settings\All Users\Application Data\Freedom Scientific\MAGic\*Version*\Settings\Enu.

<p><b>Note:</b> User settings override any identical setting specified in the shared profile.</p>
---

User and shared profiles allow MAGic to work better with Citrix MetaFrame and Terminal Services. Each user that connects remotely to the server uses his or her own user settings, without overriding the shared settings or the settings of other users. Your settings for remote sessions are stored on the server and are available if you connect to the server using the same account and a different client computer. A user can have different settings for using MAGic locally on the client computer and using MAGic remotely with the server.

## Assigning Access Privileges

Before installing MAGic on the server, ensure that you have full write access to the folder where MAGic will be located. All MAGic users should have read-only access to this folder using the same network name.

MAGic saves user settings files in the folder Documents and Settings\*User Name*\Application Data\Freedom Scientific\MAGic\*Version*\Settings\Enu (where *User Name* is the name associated with the user account). Users must have read and write access to these files.

Settings in shared files apply to all MAGIC users on the computer or network. MAGic saves shared files in Documents and Settings\All Users\Application Data\Freedom Scientific\MAGic\*Version*\Settings\Enu so they are accessible to each user that logs on to the computer. Users must have a minimum of read-only access to these files.

# Remote Access Installation Instructions

You must install MAGic on the server and all client computers. The server and/or client must have the proper licenses with the remote access option enabled. In addition, the version of MAGic installed on the server must be identical to the version of MAGic installed on the client computer.

## Installing MAGic on the Server

Do the following to install MAGic with remote access support on the server. This procedure provides MAGic speech access for local users of the server. You must have administrative privileges for the server to install MAGic. In addition, you must restart the server after installation.

**Tip:** For information on installing MAGic on the server remotely or without installing the drivers, refer to the MAGic online help system.

1. Insert the MAGic program CD into the server's CD drive.
2. When the **MAGic Setup** dialog box displays, choose the **MAGic Setup** button. If the dialog box does not appear, press **WINDOWS Key+R**, type "D:\Setup.exe" and press **ENTER** (if your CD drive is not D, substitute the correct letter).

**Note:** If you are installing MAGic from the package for the Web, press **WINDOWS Key+E**, navigate to the folder where you saved the package file, select the file, and press **ENTER**.

3. When Setup asks you to select an installation type, select **Guided**.
4. Choose the destination folder and your startup preferences.
5. When Setup asks you to select remote access components, select the **Allow MAGic Enabled Clients to Connect to this System** check box. If you intend to use the server computer locally to connect to another server, you can select the **Allow this System to Connect to MAGic Enabled Servers** check box as well.
6. Follow the instructions and complete the installation.

## Installing MAGic on Client Computers

After you install MAGic on the server, you must install the program on any client computers that will use MAGic while accessing the server remotely.

Do the following to install the program on a client computer:

1. Insert the MAGic program CD into the client computer's CD drive.
2. When the **MAGic Setup** dialog box displays, choose the **MAGic Setup** button. If the dialog box does not appear, press **WINDOWS Key+R**, type "D:\Setup.exe" and press **ENTER** (if your CD drive is not D, substitute the correct letter).
3. When Setup asks you to select an installation type, select **Guided**.
4. Choose the destination folder and your startup preferences.
5. When Setup asks you to select remote access components, select the **Allow this System to Connect to MAGic Enabled Servers** check box.

**Note:** Setup will only install support for Citrix if the client software is installed on the computer. Be sure to install the Citrix client software before installing MAGic.

6. Follow the instructions and complete the installation. If you have a single-user license of MAGic, you can activate your product after the installation.

# Authorizing MAGic for Remote Access

When using MAGic in terminal sessions, you must have a license that includes the remote access option (purchased separately). After you establish a remote connection, the version of MAGic installed on the server attempts to obtain remote access authorization from the client computer. In order to obtain authorization from the client, the version of MAGic installed on the client computer must have either a stand-alone (local) license, access to a license server with one or more free tokens, or an attached dongle. The client computer's license must include the remote access option to provide authorization for the version of MAGic installed on the server.

If the server cannot find the correct authorization, it searches for a license server. The license server must have one or more free tokens, and its multi-user license must include the remote access option. The server cannot obtain authorization from its own stand-alone (local) license or a dongle during terminal sessions.

If the server cannot find any authorization, an error message appears and you will not be able to use MAGic during the terminal session.

**Tip:** For information on activating a single-user license or setting up a license server for a multi-user license, refer to *Product Activation* on page 4.

## Starting a Terminal Session

After you have installed MAGic on the server and client computers and activated your license, you can begin using MAGic in terminal sessions. To start a terminal session, do the following:

1. Start the client software you are using to connect to the server (such as Program Neighborhood or Remote Desktop).

**Tip:** Remote Desktop is included with Windows XP and is also available for Windows 2000. To start this program, open the **Start** menu and choose **Programs, Accessories, Communications, Remote Desktop Connection**.



2. Establish a connection to the server. For information on connections, refer to your client software documentation.
3. Log on to the server using the credentials supplied by the system administrator.
4. In the terminal session window, start MAGic on the server. You will not hear any speech feedback until you start MAGic on the server.

**Tip:** You can start MAGic quickly by pressing **WINDOWS Key+R** and typing "MAGic" followed by the version number. For example, to start MAGic 10.0, you would type "MAGic10" and press **ENTER**.

## Ending a Terminal Session

When you have finished working in a terminal session, you can choose to either disconnect or log off from the server. If you disconnect, you end the connection between the client and server computers, but your user account remains logged on. Depending on how the administrator sets up the server, this may cause your programs and files to remain open and use system resources. Logging off from the server ends the connection and closes all your programs and files, ensuring that they do not consume unnecessary server resources.

## Appendix B

# SAPI Synthesizers on a Network

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When you use MAGic on a network, the procedure for selecting a synthesizer other than Eloquence is the same as when you use a standalone version of MAGic.

When you update your synthesizer list in the **Voices** dialog box, the synthesizers that populate the **Available SAPI Synthesizers** list are stored in your user profile. Therefore, the next time that you log into MAGic this information will automatically be displayed for you.

If you move to another computer that does not have the same synthesizers installed, and attempt to change your synthesizer to one of these, you will receive a message stating, "The synthesizer you have selected is not available. Would you like this synthesizer removed from your list of available synthesizers." Choose **Yes** if you do not want to use this synthesizer on the network in the future. Choose **No** to have the synthesizer remain in your list for use on other network computers. When you choose an unavailable synthesizer, after attempting to find the synthesizer on your computer, MAGic will continue to use the synthesizer you were using before attempting to change synthesizers. If you select a synthesizer other than Eloquence as your synthesizer and move to a computer that does not have that synthesizer installed, when you log into MAGic, you will receive notification of this. Speech then defaults to Eloquence.

# Appendix C

## Hot Keys

### General

Start MAGic	ALT+CTRL+M
Minimize/Restore the MAGic User Interface	MAGic Key+U
Pass Through Key	MAGic Key+3
Refresh Screen	MAGic Key+ESC
Open MAGic Context Menu	MAGic Key+APPLICATION Key

### Magnification, Views, & Enhancements

Increase Magnification	MAGic Key+NUM PAD PLUS or CTRL+EQUALS
Decrease Magnification	MAGic Key+NUM PAD MINUS or CTRL+DASH
Magnification Toggle On/Off	MAGic Key+DELETE
Toggle between 1x Magnification	MAGic Key+SHIFT+DELETE
Switch to Next Magnified View	MAGic Key+NUM PAD SLASH
Switch to Previous Magnified View	SHIFT+MAGic Key+NUM PAD SLASH
Toggle Color Enhancements On/Off	MAGic Key+F12
Toggle Cursor Enhancements On/Off	MAGic Key+F8
Toggle Mouse Enhancements On/Off	MAGic Key+F4

## Panning and Screen Movement

Pan Right	MAGic Key+RIGHT ARROW
Pan Left	MAGic Key+LEFT ARROW
Pan Down	MAGic Key+DOWN ARROW
Pan Up	MAGic Key+UP ARROW
Increase Speed during Panning	NUM PAD PLUS
Decrease Speed during Panning	NUM PAD MINUS
Move to Left Edge of Screen in Magnified View	MAGic Key+HOME
Move to Right Edge of Screen in Magnified View	MAGic Key+END
Move to top of Screen	MAGic Key+PAGE UP
Move to Bottom of Screen	MAGic Key+PAGE DOWN
Move to Beginning of Next Line	MAGic Key+ENTER

## Tracking

Tracking Toggle On/Off	MAGic Key+R
Move View to Mouse Pointer	MAGic Key+NUM PAD 5
Move View to Cursor	SHIFT+MAGic Key+NUM PAD 5
Tether Mouse to Display	CTRL+INSERT+NUM PAD MINUS

## Cursor Movement

Route Cursor to Mouse	INSERT+NUM PAD PLUS
Route Mouse to Cursor	INSERT+NUM PAD MINUS

## Locator Mode

Start Locator	<b>MAGic Key+F10</b>
Stop Locator and Move to Selected Area	<b>ENTER</b>
Stop Locator without Moving the Magnified Area	<b>ESC</b>
Move Left	<b>LEFT ARROW</b>
Move Right	<b>RIGHT ARROW</b>
Move Up	<b>UP ARROW</b>
Move Down	<b>DOWN ARROW</b>
Move to End of Line	<b>END</b>
Move to Beginning of Line	<b>HOME</b>
Move to Top of Screen	<b>PAGE UP</b>
Move to Bottom of Screen	<b>PAGE DOWN</b>

## Quick View Frame

Toggle Quick View Frame On/Off	<b>MAGic Key+Q</b>
Set upper left corner of frame	<b>MAGic Key+LEFT BRACKET</b>
Set lower right corner of frame	<b>MAGic Key+RIGHT BRACKET</b>
Create frame around current dialog box option	<b>MAGic Key+LEFT BRACKET</b> twice quickly
Open Quick View Manager	<b>MAGic Key+9</b>

# Speech

Silence Current Speech	CTRL
Enable/Disable Speech	MAGic Key+F3
Language Toggle	MAGic Key+F11
Set Current Screen Echo	INSERT+S
Select Verbosity Scheme	ALT+INSERT+S

# Document and Text Reading

Read All from Location	MAGic Key+SPACEBAR or INSERT+DOWN ARROW
Read Active Window (reads from the beginning of document window)	MAGic Key+SPACEBAR (twice) or INSERT+DOWN ARROW (twice)
Say Currently Selected Text	MAGic Key+CTRL or INSERT+SHIFT+DOWN ARROW
Say Current Character	NUM PAD 5
Say Current Word	MAGic Key+ALT or INSERT+NUM PAD 5
Spell Current Word	MAGic Key+ALT (twice) or INSERT+NUM PAD 5 (twice)
Say Next Word	INSERT+RIGHT ARROW
Say Prior Word	INSERT+LEFT ARROW
Select Next Word	INSERT+SHIFT+RIGHT ARROW
Select Prior Word	INSERT+SHIFT+LEFT ARROW
Say Current Line	MAGic Key+L or INSERT+UP ARROW
Say Next Line	DOWN ARROW

Say Prior Line	UP ARROW
Read to Cursor	INSERT+HOME
Read from Cursor	INSERT+PAGE UP
Say Current Sentence	MAGic Key+S
Say Next Sentence	CTRL+MAGic Key+S
Say Current Paragraph	MAGic Key+P
Read Column from Current Position	MAGic Key+C
Say Contents of Clipboard	MAGic Key+X

**Note:** When using the document and text reading commands, if you move the mouse MAGic reads from the current location of the mouse pointer. If you move the insertion point, MAGic reads from the location of the insertion point.

## Dialog Box Reading

Say Title Bar	MAGic Key+T or INSERT+T
Read Bottom of Window	INSERT+PAGE DOWN
Say Top Line of Window	INSERT+END
Say Default Button in Dialog Box	INSERT+E
Say Window Prompt and Text	MAGic Key+TAB or INSERT+TAB
Say Current Access Key	SHIFT+NUM PAD 5

## Table Reading

Say Current Cell	ALT+CTRL+NUM PAD 5
Say Cell to Right	ALT+CTRL+RIGHT ARROW
Say Cell to Left	ALT+CTRL+LEFT ARROW

Say Cell Below	ALT+CTRL+DOWN ARROW
Say Cell Above	ALT+CTRL+UP ARROW
Say First Cell	ALT+CTRL+HOME
Say Last Cell	ALT+CTRL+END
Say First Cell in Column	ALT+CTRL+SHIFT+UP ARROW
Say Last Cell in Column	ALT+CTRL+SHIFT+DOWN ARROW
Say First Cell in Row	ALT+CTRL+SHIFT+LEFT ARROW
Say Last Cell in Row	ALT+CTRL+SHIFT+RIGHT ARROW

## Typing Echo

Cycle through Indicate Capitalization options	MAGic Key+F2
Cycle through Typing Echo Unit options	INSERT+2

## Mouse Echo

Mouse Echo Toggle	MAGic Key+M
-------------------	-------------

**Note:** Toggling the mouse echo rotates between speak lines, speak words, and mouse echo off.

Some actions in MAGic do not have hot keys assigned. You can define hot keys for these features from within the **Keyboard Assignments** dialog box.



## Appendix D Windows Shortcut Keys

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### General

Get Help	F1
Open the <b>Start</b> menu	WINDOWS Key or CTRL+ESC
Open Windows Explorer	WINDOWS Key+E
Open the Run dialog box	WINDOWS Key+R
Find file or folder from Desktop	F3
Minimize all windows	WINDOWS Key+M
Switch between programs	ALT+TAB
Quit the active program	ALT+F4

### For Windows and Menus

Open the application control menu	ALT+SPACEBAR
Move to the menu bar	ALT
Choose a menu command	ENTER
Move between menus	ALT, arrow keys
Close a menu	ESC
Close a cascading menu	ALT
Open a child window control menu	ALT+HYPHEN
Close a child window	CTRL+F4
Open the context menu	APPLICATION Key or SHIFT+F10

## For Dialog Boxes

Move through dialog box options	<b>TAB</b>
Move backward through dialog box options	<b>SHIFT+TAB</b>
Move to another tab	<b>CTRL+TAB</b>
Reverse direction through tabs	<b>CTRL+SHIFT+TAB</b>
Move to first option	<b>HOME</b>
Move to last option	<b>END</b>
Select or clear an item in a list	<b>SPACEBAR</b> or <b>CTRL+SPACEBAR</b>
Select or clear a check box	<b>SPACEBAR</b>

## For Reading Text

Move left one character	<b>LEFT ARROW</b>
Move right one character	<b>RIGHT ARROW</b>
Move left one word	<b>CTRL+LEFT ARROW</b>
Move right one word	<b>CTRL+RIGHT ARROW</b>
Move to beginning of line	<b>HOME</b>
Move to end of line	<b>END</b>
Move up one paragraph	<b>CTRL+UP ARROW</b>
Move down one paragraph	<b>CTRL+DOWN ARROW</b>
Scroll up one screen	<b>PAGE UP</b>
Scroll down one screen	<b>PAGE DOWN</b>
Move to beginning of document	<b>CTRL+HOME</b>
Move to end of document	<b>CTRL+END</b>

## For Editing Text

Copy	CTRL+C
Cut	CTRL+X
Paste	CTRL+V
Undo	CTRL+Z
Delete character to the left	BACKSPACE
Delete character to the right	DELETE
Select one character left	SHIFT+LEFT ARROW
Select one character right	SHIFT+RIGHT ARROW
Select one word left	CTRL+SHIFT+LEFT ARROW
Select one word right	CTRL+SHIFT+RIGHT ARROW
Select to beginning of line	SHIFT+HOME
Select to end of line	SHIFT+END
Select to beginning of document	CTRL+SHIFT+HOME
Select to end of document	CTRL+SHIFT+END
Select all	CTRL+A

## For Windows Explorer

Rename selected file or folder	F2
Open properties	ALT+ENTER
Refresh a window	F5
Switch between panes	F6 or TAB
Go up a level	BACKSPACE

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