

just listen

voice reader

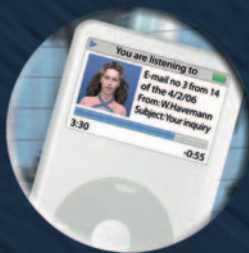
The Number One Voice Output Program



at the PC



in the car



on the go

Listening instead of reading – wherever you want

linguatec
language technologies

1 Introduction

Voice Reader is a reading program that has a remarkably natural voice and that allows you to convert any text on your PC into speech – either to listen to it immediately or to export it to audio files, for transfer to an mp3 player for example.

In this manual you will learn how to set up Voice Reader on your PC and how to use the read and export functions with Voice Reader, Voice Reader Direct and the Voice Reader plug-ins.

Thank for you for choosing Voice Reader. We hope you enjoy using it! For more information on linguattec and other speech technology products visit www.linguattec.de.

1.1 Technical support

Support zone on the Internet

If you have any problems using Voice Reader that you cannot solve using the manual or the online help, please visit our extensive support zone on the Internet:

www.linguattec.net/services/support

Here you will find a compilation of the most frequently asked questions (*FAQs*). Experience has shown that it contains detailed suggestions for quickly resolving almost all user questions.

Personal support

If you have a special problem that cannot be resolved using the *FAQs*, we would be glad to provide you with personal assistance.

Only registered users can avail of personal support.

All support queries must include the following information:

- Program version
- Operating system
- Description of the error, if necessary with the related error

message

Use the relevant form in our support zone on the Internet for your queries.

General enquiries and suggestions

If you have any questions regarding other languages, network solutions for use in companies or other current speech technology products, please write to contact@linguatec.de.

Your comments and suggestions regarding Voice Reader and this online help are always welcome, and we will try to take them into account in the further development of our programs. Please write to contact@linguatec.de.

1.2 System requirements

Before installation, ensure that the following system requirements are met:

- Operating system: Windows 2000 with SP2 or higher, or Windows XP
- Free hard disk space: 400 MB per language

Voice Reader offers plug-ins for the following applications:

- Microsoft Word (Version 2000 or higher)
- Microsoft Outlook (Version 2000 or higher)
- Microsoft PowerPoint (Version 2000 or higher)
- Adobe Acrobat (Version 7.0 or higher)

1.3 Installation

Save your documents and close all applications before starting the installation process.

To carry out the installation, insert the CD-ROM into the drive.

If the installation program does not start automatically, you must run the **setup.exe** file manually. To do this, open the computer's CD-

ROM drive and double-click the **setup.exe** file in the CD folder.

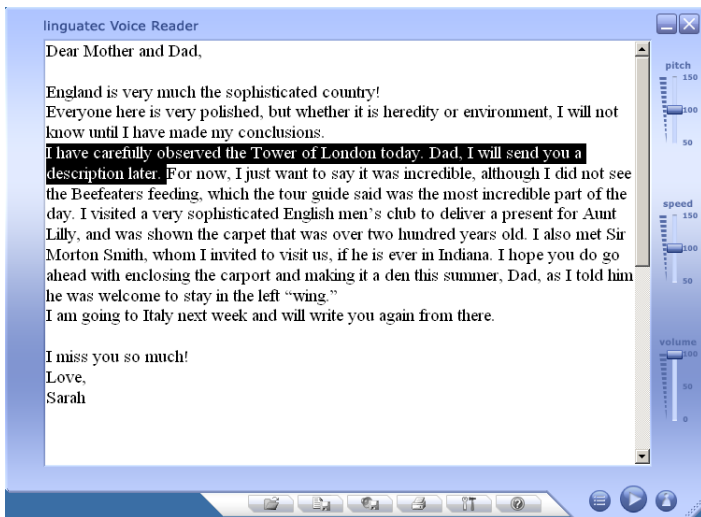
Then follow the on-screen instructions.

1.4 Installing an additional language

If you have already installed Voice Reader and would now like to add another language, run the installation program **setup.exe** from the CD-ROM with the new language or from the downloaded file folder. The existing installation is detected, and the additional language is added.

2 Using Voice Reader

In the Voice Reader application window you can open a text document or add text yourself, and then have the text read out or exported to an audio file.





Here you can open text documents and if necessary edit them further before having them read out or exported to an audio file. You can operate Voice Reader quickly and comfortably using the various buttons and controls.

2.1 Opening and editing documents

Opening a file

Voice Reader supports the following file formats and can open them in the application window:

- Text files (*.txt)
- RTF files (*.rtf)

- Word files (*.doc)
 - HTML files (*.htm, *.html)
1. To open a file, proceed as follows:
 2. Click the  button at the bottom of the application window, or open the menu by clicking the  button and then select the **Open** command.
 3. Select the desired format under **File type**.
 4. Select the desired file, and click the **Open button**.



Replacing text using the clipboard

You can also add text directly from other applications using the clipboard. This also transfers the formatting.

1. Highlight the desired text.
2. Copy the highlighted text to the clipboard (CTRL+C or **Edit – Copy**).
3. Click in the Voice Reader application window and paste the copied text by pressing SHIFT + INSERT at the position of the cursor. If the text window already contains text that you would like to replace with the new text, then highlight the existing text before inserting the new text.



TIP Do not use the usual shortcuts CTRL+C and CTRL+V for copying and pasting in the Voice Reader application window. Instead use CTRL+INSERT for copying and SHIFT+INSERT for pasting.

Saving text

If you are making modifications to an open document in the Voice Reader application window or have inserted text, you can save the text. To do this, click the  button at the bottom of the application window, or open the menu by clicking the  button and then select **Save**.

TIP If you make modifications in an open document or have entered new text and then open a new document or close the application without saving the document, the current contents of the application window are lost. Please note that in such cases Voice Reader does not prompt you to save.

Printing text

You can print the text in the Voice Reader application window. To do this, click the  button at the bottom of the application window, or open the menu by clicking the  button and then select **Print**.

2.2 Having the text in the application window read

You can either have the entire text in the application window read out or only a section of it.

- If you would like to have the entire document read, do not highlight any text. If necessary, click in the text to remove an existing highlighting.
- If you want to have only a specific passage read out, you must highlight it. To do this, hold the mouse button and drag it across the desired text. Alternatively, you can use the arrow keys with the Shift key pressed.

TIP As far as possible, ensure that only entire sentences are highlighted so that Voice Reader can intonate the text correctly.

Before you start

Before you start playing back, ensure that you have made the required settings for [text highlighting](#) and [animation](#) in the Options. These cannot be modified during speech output.

If you have installed several output languages, you should also ensure that the [appropriate language is selected](#) or the [automatic language recognition](#) option is selected in the Options before starting playback.

Starting and stopping

To start speech output, click the  button. If you want to stop playback early, click the same button again.

During speech output



You can use the three sliders on the right-hand side of the application window to modify pitch, speech speed and volume during playback. Please note that the changes are not implemented instantly, but only when the next sentence is read.

2.3 Exporting text in the application window to an audio file

Exporting involves the entire document in the application window (or a highlighted section) being converted into an audio file. You can then play this file with an audio player on your PC, or transfer it to an external medium or device, e.g. an audio CD or an mp3 player.

The format (mp3 or wav) used and the path to which the files are saved depend on the settings you made in the [Options dialog box](#).

2.4 Adjusting the settings

In order to adjust the settings of Voice Reader, open the **Options** dialog box. To do this, click the  button at the bottom of the application window, or open the menu by clicking the  button and then select **Options**.

You can choose from the following options:

Language

If you have installed several languages, then you can select another language for speech playback here.

TIP If you have selected the **Recognise language** option, Voice Reader attempts to recognise the language in which each sentence is composed and automatically selects the appropriate language setting before reading / exporting.

Speaker

Here you can select the speaker you want to appear in the animation window.

Speed

Here you can increase or reduce the speed of speech output using a slider. The default speed is 100%.

Pitch

Here you can change the pitch of speech output using the slider. The default value is 100%.

Volume

Here you can control the volume of speech output.

TIP You can also control speed, pitch and volume directly using the corresponding controls on the right of the application window.

Menu language

Here you can select another language for the program user interface.

Please note that the selected menu language does not affect speech output. To change the playback language, use the **Language selection box**.

Read and highlight text

Select this option if you want the text to be highlighted in the document as it is read.


You have the option of having the word just read **highlighted (by words)** or the entire sentence in question (**by sentences**).

Please note that in case of the **by words** option, the text is split into individual words, which results in each word being read separately and independently of the sentence context. This setting is therefore not recommended for normal text documents.

Show speaker

Select this option if you want the animation window with the selected speaker model to be displayed.

If this option is selected, you can decide whether the animation window remains open even after speech output or remains hidden until the next start (**Hide animation window after speaking** option). You can also specify whether you only want a static image of the speaker to be displayed in the animation window during a pause or whether you want it to be animated (**Fill the pause with animations** option).


TIP You can use the  button at the bottom right of the application window to show / hide the animation window.

File format

Here you can specify whether you want to save audio files in wav or mp3 format.

- The wav format is a standard format for audio files. The data are not compressed and – burnt onto a CD-ROM – can usually be played on normal CD players. Since the data are not compressed during saving, wav files are relatively large.
- mp3 files on the other hand are compressed and are therefore considerably smaller than wav files. A special player (e.g. Windows Media Player) or an mp3 player is required for playing them. Many CD players can now also play mp3 files as well.

Default path

Here you can specify the folder in which you want audio files to be saved when exporting speech output. If you would like to change the path, click the  button beside the input field and select the desired folder from the list of directories.

By default, the data is stored in the **Data\Export** folder of the Voice Reader program directory (normally **C:\Programs\linguatec**

\VoiceReader).

End of line is also end of sentence

Correct intonation, a basic prerequisite for understandable speech output, is only possible if Voice Reader can divide the text correctly into individual sentences.

Voice Reader looks at the punctuation marks in order to identify sentence boundaries. Another important sentence boundary is the line feed. Normally, separate paragraphs should also be treated as separate units, even if they do not end with a punctuation mark, e. g. in the case of headings or numbered and bulleted lists.

You should therefore always normally activate this option. It is only necessary to deselect this option for texts in which manual line feeds are added instead of automatic line breaks – in the case of e-mails in text format for example.

Overwrite existing files without any warning

The names of audio files are assigned automatically on export. This option allows you to specify what happens if there is already an audio file with the same name in the export folder:

- If the option is selected, the existing audio file is replaced with the new one without any warning.
- If the option is not selected, a dialog box opens in which you can specify another name for the new file if necessary.

Add files automatically to iTunes

If you have installed iTunes, you can select this option to automatically add audio files to the iTunes library when exporting. You will find all speech output files in the **Voice Reader playlist**.

TIP If iTunes is open and your iPod connected, the audio file is automatically loaded to your iPod during export.

Recognise language

If this option is selected, Voice Reader tries to recognise the language of each sentence before reading or exporting it and then sets the appropriate language automatically, if it is installed.


Please note that the language recognition function only works for complete sentences with at least 35 characters.

3 Voice Reader Direct

Voice Reader Direct is a small tool that is inconspicuously concealed in the info area of the taskbar when it is not needed, but is immediately available when you want to have a text passage from a document read or saved to an audio file.

3.1 Starting Voice Reader Direct

To start Voice Reader Direct, select the corresponding command from the **linguatic – Voice Reader** program group in the Windows Start menu.

As soon as Voice Reader Direct is started, you will see an additional icon in the info section of the taskbar. When you right-click the  icon, a context menu opens giving you access to the program functions.



The info section of the taskbar is located on the very right. An additional icon appears here every time you start Voice Reader Direct. Right-click the icon to open the context menu.

3.2 Showing and hiding Voice Reader Direct


Voice Reader Direct provides you with a small toolbar for executing the most important commands. You can also open an additional text window so that you can directly type in text to be read or exported.


Showing and hiding Voice Reader Direct




The Voice Reader Direct toolbar

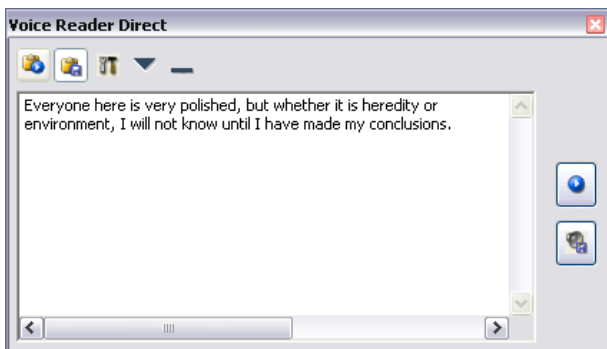
- To show Voice Reader Direct, open the context menu by right-

clicking the  icon in the info section of the taskbar, and then select the **Restore Voice Reader Direct** command. Alternatively, you can simply double-click the icon with the left mouse button.



- To hide Voice Reader Direct, select the **Minimize Voice Reader Direct** command from the context menu, or click the  button on the toolbar.

Please note: Do *not* click the Close button  in the title bar as this will close Voice Reader Direct.

Showing and hiding text input window



You can enter your own text in the text window.



To display the text input window, click the  button on the Voice Reader Direct toolbar. Click the  button to hide it again.

3.3 Reading or exporting highlighted text directly

Voice Reader Direct is particularly fast and comfortable to use with the one-click function. Simply highlight a desired text passage in any text document, and then right-click to have the highlighted text read out or exported to an audio file.


To use the one-click function, you must define activation keys and activate the function.

Defining activation keys

1. Open the [Voice Reader Direct Options](#). To do this, open the context menu by right-clicking the  icon in the info area of the taskbar and then select **Options**, or click the  button on the Voice Reader Direct toolbar.
2. Under [Activation](#) select one key for reading and one for exporting. Pressing this key together with the right mouse button will then activate the corresponding command. The default settings are the Shift key for reading and the Alt key for exporting.

TIP You can also decide not to assign an additional key to one of the two commands. The command in question is then executed directly when you right-click. Remember in this case however, that the default function of the right mouse button is blocked in all applications as long as the one-click function is activated (see below).

Activating the one-click function

The one-click function must be activated from the context menu so that reading and exporting can be triggered with the right mouse button. To do this, open the context menu by right-clicking the  icon in the info area of the taskbar and then select **Right mouse key active**. If the function is activated, a tick mark ✓ appears before the command.

TIP If you are working with other applications that use the same key + right-click combination selected for activation, you cannot use this combination as usual in the other application as long as the one-click function is activated. In this case, you should activate the function only when necessary, or select another activation key in the Options.

Reading or exporting highlighted text

If the one-click function is activated, then you can highlight text in any text document (e.g. a web page in a browser, a Word document or an e-mail) and then right-click while simultaneously pressing the

appropriate key to have the text read or exported.

TIP As far as possible, highlight complete sentences only and ensure that the punctuation mark at the end (e.g. a full stop or a question mark) is also included. This is the only way that Voice Reader can correctly stress the individual words.

When you have the highlighted text read (default setting: Shift key and right mouse click), a progress bar appears in Voice Reader Direct, if [Voice Reader Direct is visible](#). Depending on the settings in the Options, the animation window is also shown.



*If you want to cancel playback early, click **Stop**.*

When you have the highlighted text exported (default setting: Alt key and right mouse click), a dialog box appears in which you can specify a name for the new audio file. The format (mp3 or wav) used and the path to which the files are saved depend on the settings you made in the [Options dialog box](#).

Conflicts with PT Direct




The translation program Personal Translator offers PT Direct, an application similar to Voice Reader Direct that allows you to look up and translate highlighted text passages from other applications directly. If you are running the two applications simultaneously, the direct reading or exporting function of Voice Reader Direct may not function correctly. In this case, deactivate PT Direct or have the text read or exported via [the clipboard](#).

3.4 Reading or exporting text on the clipboard

If you would like to have the text that was copied to the clipboard read or exported, proceed as follows:

1. Highlight the desired text passage in any text document (e.g. a web page in the browser, a Word document or an e-mail), and copy it to the clipboard (**Edit – Copy** or CTRL+C).

TIP If possible, copy only complete sentences and ensure that the punctuation mark at the end of the sentence (e.g. a full stop or a question mark) is also copied. This is the only way that Voice Reader can correctly stress the individual words.

2. Select the relevant command to have the text on the clipboard read or exported. To do this, open the context menu by right-clicking the  icon in the taskbar and select the **Read text from clipboard** or **... export** command, or click the  (Read) or  (Export) button on the Voice Reader Direct toolbar.

If you have the text on the clipboard read, a progress bar appears in Voice Reader Direct, if [Voice Reader Direct is not hidden](#). Depending on the settings in the Options, the animation window is also shown.





*If you want to cancel playback early, click the **Stop button**.*



If you have the text on the clipboard exported, a dialog box appears in which you can specify a name for the new audio file. The format (mp3 or wav) used and the path to which the files are saved depend on the settings you made in the [Options dialog box](#).

3.5 Entering text in Voice Reader Direct

Voice Reader Direct has a small input window in which you can enter text yourself and then have it read out or exported to an audio file.

To open the text input window, Voice Reader Direct must be visible (**Restore Voice Reader Direct** command in the context menu of the info section of the taskbar). To open the text input window, click the  button on the toolbar. (You can close it again by clicking .)



Enter the desired text. You can also paste text previously copied to the clipboard from any other application. To do this, use the shortcut CTRL+V.

To have the text in the input window read or exported, click the  (Read) or  (Export) button on the right-hand side of the text input box.

If you have the text read, a progress bar appears. Click the **Stop** button if you would like to cancel playback early. Depending on the settings in the Options, the animation window is also displayed during reading.

If you export the text, a dialog box appears in which you can specify a name for the new audio file. The format (mp3 or wav) used and the path to which the files are saved depend on the settings you made in the [Options dialog box](#).

3.6 Adjusting the settings

To adjust the settings of Voice Reader Direct, open the **Options dialog box**. To do this, select the **Options** command from the Voice Reader Direct context menu (right-click the  icon in the info area of the taskbar), or click the  button on the toolbar in the Voice Reader Direct application window.

You can choose from the following options:

Language

If you have installed several languages, then you can select another language for speech playback here.

TIP If you have selected the **Recognise language** option, Voice Reader attempts to recognise the language in which each sentence is composed and automatically selects the appropriate language setting before reading / exporting.

Speaker

Here you can select the speaker you want to appear in the animation window.

Speed

Here you can increase or reduce the speed of speech output using a

slider. The default speed is 100%.

Pitch

Here you can change the pitch of speech output using the slider. The default value is 100%.

Volume

Here you can control the volume of speech output.

Menu language

Here you can select another language for the program user interface.

Please note that the selected menu language does not affect speech output. To change the playback language, use the **Language selection box**.

Show speaker

Select this option if you want the animation window with the selected speaker model to be displayed.

If this option is selected, you can decide whether the animation window remains open even after the speech output or remains hidden until the next start (**Hide animation window after speaking**).

Activation

Here you can select the key that must be pressed together with the right mouse button in order to read out the text saved to the clipboard or to export it to an audio file.


TIP Please note mouse control works only if the **Right mouse button active** option is selected in the context menu of Voice Reader Direct.

File format

Here you can specify whether you want to save audio files in wav or mp3 format.

- The wav format is a standard format for audio files. The data are not compressed and – burnt onto a CD-ROM – can usually be played on normal CD players. Since the data are not compressed during saving, wav files are relatively large.
- mp3 files on the other hand are compressed and are therefore considerably smaller than wav files. A special player (e.g. Windows Media Player) or an mp3 player is required for playing them. Many CD players can now also play mp3 files as well.

Default path

Here you can specify the folder in which you want audio files to be saved when exporting speech output. If you would like to change the path, click the  button beside the input field and select the desired folder from the list of directories.

By default, the data is stored in the **Data\Export** folder of the Voice Reader program directory (normally **C:\Programs\linguatec\VoiceReader**).

End of line is also end of sentence

Correct intonation, a basic prerequisite for understandable speech output, is only possible if Voice Reader can divide the text correctly into individual sentences.

Voice Reader looks at the punctuation marks in order to identify sentence boundaries. Another important sentence boundary is the line feed. Normally, separate paragraphs should also be treated as separate units, even if they do not end with a punctuation mark, e. g. in the case of headings or numbered and bulleted lists.

You should therefore always normally activate this option. It is only necessary to deselect this option for texts in which manual line feeds are added instead of automatic line breaks – in the case of e-mails in text format for example.

Recognise language

If this option is selected, Voice Reader tries to recognise the language of each sentence before reading or exporting it and then sets the appropriate language automatically, if it is installed.

Please note that the language recognition function only works for complete sentences with at least 35 characters.

4 Voice Reader plug-ins

Plug-ins are available for the Microsoft Office applications Word, Outlook (not Outlook *Express!*) and PowerPoint (Version 2000 and higher in each case) and for Adobe Acrobat version 7.0 and higher (not Acrobat *Reader!*) These plug-ins allow Voice Reader to run directly from the application in question.

The individual plug-ins can be activated or deactivated any time **in the** Integration Manager. To do this, proceed as follows:

1. Start the **Integration Manager** from the **linguatec – Voice Reader** program group in the Start menu.
2. In the **Voice Reader Integration Manager** dialog box, select all the applications that you want to start with the plug-in. Confirm with **OK**.

Now when you start any of the selected applications in the future, the read and export functions of Voice Reader will be available in the application.

The selection in the Integration Manager remains valid until you change it (even after a restart). If you don't need the plug-in for an application any more, open the Integration Manager again and uncheck the checkbox in front of the application in question. The next time you start the application, it opens without the plug-in.

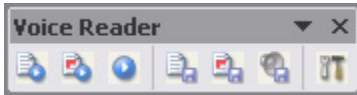


You can activate and deactivate the available plug-ins in the Integration

Manager. The selected setting remains valid from the next time you start the application in question until you modify the setting again.

4.1 Word plug-in

If you have activated the Word plug-in in the [Integration Manager](#), you will find an additional **Voice Reader toolbar** and an additional **Voice Reader menu** in Word (to the left of the Help menu).



*The toolbar with the Voice Reader commands can be shown and hidden using the **View – Toolbars** menu in Word.*

Reading and exporting in Word

The read and export function of Voice Reader can be used for

- the current page,
- a highlighted text passage or
- the entire document.


In order to run the desired command, click the corresponding button on the Voice Reader toolbar or select a command from the additional **Voice Reader** menu.

Notes on exporting

The format (mp3 or wav) used and the path to which the files are saved depend on the settings you made in the [Options dialog box](#).

If you export the entire document, the name of the Word document is used as the file name. So for example, if you export the Word document **name.doc**, an audio file **name_doc.mp3** or **.wav** is created. If you specified in the settings that [you want each page to be exported to a separate file](#), the page number is also added to the name, e.g. **name_doc page 001.mp3**, **name_doc page 002.mp3** etc.

Adjusting the settings

To adjust the settings of the Voice Reader plug-in for Word, open the **Options dialog box**. To do this, click the  button on the Voice Reader toolbar or select the **Voice Reader - Options command in Word**.

You can choose from the following options:

Language

If you have installed several languages, then you can select another language for speech playback here.

TIP If you have selected the **Recognise language** option, Voice Reader attempts to recognise the language in which each sentence is composed and automatically selects the appropriate language setting before reading / exporting.

Speaker

Here you can select the speaker you want to appear in the animation window.

Speed

Here you can increase or reduce the speed of speech output using a slider. The default speed is 100%.

Pitch

Here you can change the pitch of speech output using the slider. The default value is 100%.

Volume

Here you can control the volume of speech output.

Read and highlight text

Select this option if you want the text to be highlighted in the document as it is read.

You have the option of having the word just read **highlighted (by**

words) or the entire sentence in question (**by sentences**).

Please note that in case of the **by words** option, the text is split into individual words, which results in each word being read separately and independently of the sentence context. This setting is therefore not recommended for normal text documents.

Show speaker

Select this option if you want the animation window with the selected speaker model to be displayed.

If this option is selected, you can decide whether the animation window remains open even after speech output or remains hidden until the next start (**Hide animation window after speaking** option). You can also specify whether you only want a static image of the speaker to be displayed in the animation window during a pause or whether you want it to be animated (**Fill the pause with animations** option).

Recognise language

If this option is selected, Voice Reader tries to recognise the language of each sentence before reading or exporting it and then sets the appropriate language automatically, if it is installed.

Please note that the language recognition function only works for complete sentences with at least 35 characters.


File format

Here you can specify whether you want to save audio files in wav or mp3 format.

- The wav format is a standard format for audio files. The data are not compressed and – burnt onto a CD-ROM – can usually be played on normal CD players. Since the data are not compressed during saving, wav files are relatively large.
- mp3 files on the other hand are compressed and are therefore

considerably smaller than wav files. A special player (e.g. Windows Media Player) or an mp3 player is required for playing them. Many CD players can now also play mp3 files as well.

Default path

Here you can specify the folder in which you want audio files to be saved when exporting speech output. If you would like to change the path, click the  button beside the input field and select the desired folder from the list of directories.

By default, the data is stored in the **Data\Export** folder of the Voice Reader program directory (normally **C:\Programs\linguatec\VoiceReader**).

Export each page/e-mail in a separate file

Select this option if you do not want to export a lengthy document to a single audio file but want to create a separate file for each page instead. The individual audio files are numbered according to the page number, thus facilitating simple navigation during playback on an audio device.

Overwrite existing files without any warning

The names of audio files are assigned automatically on export. This option allows you to specify what happens if there is already an audio file with the same name in the export folder:

- If the option is selected, the existing audio file is replaced with the new one without any warning.
- If the option is not selected, a dialog box opens in which you can specify another name for the new file if necessary.

Add files automatically to iTunes

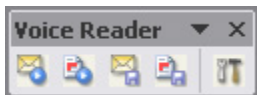
If you have installed iTunes, you can select this option to automatically add audio files to the iTunes library when exporting.

You will find all speech output files in the **Voice Reader playlist**.

TIP If iTunes is open and your iPod connected, the audio file is automatically loaded to your iPod during export.

4.2 Outlook plug-in

If you have activated the Outlook plug-in in the [Integration Manager](#), you will find an additional toolbar and an additional **Voice Reader** menu in Outlook (on the left next to the Help menu).



The toolbar with the Voice Reader commands can be shown and hidden using the **View – Toolbars** menu in Outlook.

The Outlook plug-in is used for reading and exporting sent and received e-mails. Other Outlook components such as tasks, contacts or notices are not supported.

TIP If you would like to have, for example the contents of a task read, you can highlight the text and then [use Voice Reader Direct](#).

Please note: Depending on the Outlook version you are using and the security level set, you may be warned that a program is trying to access Outlook before reading or exporting. If this is the case, select the **Grant access** option to enable Voice Reader to read or export.



If this message appears, you must grant Voice Reader access for a specific period of time.

Reading and exporting Outlook e-mails

The read and export function of Voice Reader always refers to complete e-mails. You can have either the current e-mail in an e-mail folder (e.g. inbox) read or exported, or you can highlight several e-mails in the list (mouse click with CTRL key pressed) and then use the command on all selected e-mails. Only the command for reading or exporting the current e-mail is available within an opened e-mail. An e-mail cannot be read section by section, and a highlighted text passage within an e-mail cannot be exported.

In order to run the desired command, click the corresponding button on the Voice Reader toolbar or select a command from the additional **Voice Reader** menu.

To help you get your bearings while listening to an e-mail, Voice Reader includes not only the e-mail text, but also the sender, the date of receipt and the subject line.

TIP Many e-mails are in plain text format and include a line feed at the end of the line. So that Voice Reader does not interpret this line feed as end of the sentence, uncheck the [corresponding option in the settings](#).


Notes on exporting

The format (mp3 or wav) used and the path to which the files are saved depend on the settings you made in the [Options dialog box](#).

If you specified in the settings that you want [each e-mail to be exported to a separate file](#), a file name made up of the sender, the date and the subject is generated for each e-mail. Otherwise, all selected e-mails are saved to a single audio file named **Selected emails.mp3** or **.wav**.

If you would like to regularly export new e-mails so that you can listen to them later, you can specify in the settings that you want [new e-mails to be automatically exported immediately on receipt](#).

Adjusting the settings

In order to adjust the settings of the Voice Reader plug-in for Outlook, open the **Options** dialog box. To do this, click the  button on the Voice Reader toolbar in Outlook, or select the **Voice Reader – Options** command.

You can choose from the following options:

Language

If you have installed several languages, then you can select another language for speech playback here.

TIP If you have selected the **Recognise language** option, Voice Reader attempts to recognise the language in which each e-mail is composed and automatically selects the appropriate language setting before reading / exporting.

Speaker

Here you can select the speaker you want to appear in the animation window.

Speed

Here you can increase or reduce the speed of speech output using a slider. The default speed is 100%.

Pitch

Here you can change the pitch of speech output using the slider. The default value is 100%.

Volume

Here you can control the volume of speech output.

Show speaker

Select this option if you want the animation window with the selected speaker model to be displayed.

If this option is selected, you can decide whether the animation

window remains open even after speech output or remains hidden until the next start (**Hide animation window after speaking** option). You can also specify whether you only want a static image of the speaker to be displayed in the animation window during a pause or whether you want it to be animated (**Fill the pause with animations** option).

End of line is also end of sentence

Correct intonation, a basic prerequisite for understandable speech output, is only possible if Voice Reader can divide the text correctly into individual sentences.

Voice Reader looks at the punctuation marks in order to identify sentence boundaries. Another important sentence boundary is the line feed. Normally, separate paragraphs should also be treated as separate units, even if they do not end with a punctuation mark, e. g. in the case of headings or numbered and bulleted lists.

You should therefore always normally activate this option. It is only necessary to deselect this option for texts in which manual line feeds are added instead of automatic line breaks – in the case of e-mails in text format for example.

Recognise language

If this option is selected, Voice Reader tries to recognise the language of an e-mail before reading or exporting it and then sets the appropriate language automatically, if it is installed.

Please note that the language recognition function works only for e-mails with at least 35 characters.

File format


Here you can specify whether you want to save audio files in wav or mp3 format.

- The wav format is a standard format for audio files. The data are

not compressed and – burnt onto a CD-ROM – can usually be played on normal CD players. Since the data are not compressed during saving, wav files are relatively large.

- mp3 files on the other hand are compressed and are therefore considerably smaller than wav files. A special player (e.g. Windows Media Player) or an mp3 player is required for playing them. Many CD players can now also play mp3 files as well.

Default path

Here you can specify the folder in which you want audio files to be saved when exporting speech output. If you would like to change the path, click the  button beside the input field and select the desired folder from the list of directories.

By default, the data is stored in the **Data\Export** folder of the Voice Reader program directory (normally **C:\Programs\linguatec\VoiceReader**).

Export each page/e-mail in a separate file

Select this option if you do not want to export a lengthy document to a single audio file but want to create a separate file for each page instead. The individual audio files are numbered according to the page number, thus facilitating simple navigation during playback on an audio device.

Overwrite existing files without any warning

The names of audio files are assigned automatically on export. This option allows you to specify what happens if there is already an audio file with the same name in the export folder:

- If the option is selected, the existing audio file is replaced with the new one without any warning.
- If the option is not selected, a dialog box opens in which you can specify another name for the new file if necessary.

Export automatically the incoming E-mails

Select this option if you want new e-mails to be converted automatically into audio files immediately on receipt.

TIP Note that while receiving several or large e-mails this option can occasionally lead to a large part of the computer's available resources being used for conversion, during which time other tasks on the PC are slower.

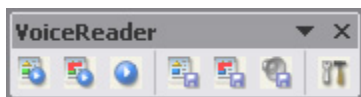
Add files automatically to iTunes

If you have installed iTunes, you can select this option to automatically add audio files to the iTunes library when exporting. You will find all speech output files in the **Voice Reader playlist**.

TIP If iTunes is open and your iPod connected, the audio file is automatically loaded to your iPod during export.

4.3 PowerPoint plug-in

If you have activated the PowerPoint plug-in in the [Integration Manager](#), you will find an additional **Voice Reader toolbar** and an additional **Voice Reader menu** in PowerPoint (to the left of the Help menu).



*The toolbar with the Voice Reader commands can be shown and hidden using the **View – Toolbars** menu in PowerPoint.*

Reading and exporting in PowerPoint

The read and export function of Voice Reader can be used for

- the current slide,
- a highlighted text passage or
- the entire presentation.

In order to run the desired command, click the corresponding button


on the Voice Reader toolbar or select a command from the additional **Voice Reader** menu.

Notes on exporting

The format (mp3 or wav) used and the path to which the files are saved depend on the settings you made in the [Options dialog box](#).

If you export the entire presentation, the name of the PowerPoint presentation is used as the file name. So for example, if you export the presentation **name.ppt**, an audio file **name_ppt.mp3** or **.wav** is created. If you specified in the settings that [you want each page to be exported to a separate file](#), the page number is also added to the name, e.g. **name_ppt page 001.mp3**, **name_ppt page 002.mp3** etc.

Adjusting the settings

To adjust the settings of the Voice Reader plug-in for PowerPoint, open the **Options dialog box**. To do this, click the  button on the Voice Reader toolbar or select the command **Voice Reader - Options** in PowerPoint.

You can choose from the following options:

Language

If you have installed several languages, then you can select another language for speech playback here.

TIP If you have selected the **Recognise language** option, Voice Reader attempts to recognise the language in which each sentence is composed and automatically selects the appropriate language setting before reading / exporting.

Speaker

Here you can select the speaker you want to appear in the animation window.

Speed

Here you can increase or reduce the speed of speech output using a slider. The default speed is 100%.

Pitch

Here you can change the pitch of speech output using the slider. The default value is 100%.

Volume

Here you can control the volume of speech output.

Read and highlight text

Select this option if you want the text to be highlighted in the document as it is read.

Show speaker

Select this option if you want the animation window with the selected speaker model to be displayed.

If this option is selected, you can decide whether the animation window remains open even after speech output or remains hidden until the next start (**Hide animation window after speaking** option). You can also specify whether you only want a static image of the speaker to be displayed in the animation window during a pause or whether you want it to be animated (**Fill the pause with animations** option).

Recognise language

If this option is selected, Voice Reader tries to recognise the language of each sentence before reading or exporting it and then sets the appropriate language automatically, if it is installed.

Please note that the language recognition function only works for complete sentences with at least 35 characters.


File format

Here you can specify whether you want to save audio files in wav or

mp3 format.

- The wav format is a standard format for audio files. The data are not compressed and – burnt onto a CD-ROM – can usually be played on normal CD players. Since the data are not compressed during saving, wav files are relatively large.
- mp3 files on the other hand are compressed and are therefore considerably smaller than wav files. A special player (e.g. Windows Media Player) or an mp3 player is required for playing them. Many CD players can now also play mp3 files as well.

Default path

Here you can specify the folder in which you want audio files to be saved when exporting speech output. If you would like to change the path, click the  button beside the input field and select the desired folder from the list of directories.

By default, the data is stored in the **Data\Export** folder of the Voice Reader program directory (normally **C:\Programs\linguatec\VoiceReader**).

Export each page/e-mail in a separate file

Select this option if you do not want to export a multi-page presentation to a single audio file but want to create a separate file for each slide instead. The individual audio files are numbered according to the page number, thus facilitating simple navigation during playback on an audio device.

Overwrite existing files without any warning

The names of audio files are assigned automatically on export. This option allows you to specify what happens if there is already an audio file with the same name in the export folder:

- If the option is selected, the existing audio file is replaced with the new one without any warning.
- If the option is not selected, a dialog box opens in which you can

specify another name for the new file if necessary.

Add files automatically to iTunes

If you have installed iTunes, you can select this option to automatically add audio files to the iTunes library when exporting. You will find all speech output files in the **Voice Reader playlist**.

TIP If iTunes is open and your iPod connected, the audio file is automatically loaded to your iPod during export.

4.4 Acrobat plug-in

If you activated the Acrobat plug-in in the [Integration Manager](#), you will find an additional toolbar and an additional **Voice Reader** menu in Adobe Acrobat.

The toolbar with the Voice Reader commands can be shown and hidden using the **Display – Toolbars** menu in Acrobat.

The plug-in supports Adobe Acrobat only. Adobe Acrobat *Reader*, the program for displaying PDF files only, is not supported. If you want to use text from a document displayed in the Acrobat Reader with Voice Reader, you can use [Voice Reader Direct](#), if the PDF allows you to copy text.

Reading and exporting in Acrobat

The read and export function of Voice Reader can be used for

- the current page,
- a highlighted text passage or
- the entire document.

In order to run the desired command, click the corresponding button on the Voice Reader toolbar or select a command from the additional **Voice Reader** menu.


TIP You cannot read and export PDF files that are protected against copying/content extraction or PDF files in which the text data is saved as an image.

Notes on exporting

The format (mp3 or wav) used and the path to which the files are saved depend on the settings you made in the [Options dialog box](#).

If you export the entire document, the name of the Acrobat document is used as the file name. So for example, if you export the Acrobat document **name.pdf**, an audio file **name_pdf.mp3** or **.wav** is created. If you specified in the settings that [you want each page to be exported to a separate file](#), the page number is also added to the name, e.g. **name_pdf page 001.mp3**, **name_pdf page 002.mp3** etc.

Adjusting the settings

In order to set up the Voice Reader plug-in for Adobe Acrobat, open the **Options** dialog box. To do this, click the  button on the Voice Reader toolbar in Acrobat or select the **Voice Reader – Options** command.

You can choose from the following options:

Language

If you have installed several languages, then you can select another language for speech playback here.

TIP If you have selected the **Recognise language** option, Voice Reader attempts to recognise the language in which each sentence is composed and automatically selects the appropriate language setting before reading / exporting.

Speaker

Here you can select the speaker you want to appear in the animation window.

Speed

Here you can increase or reduce the speed of speech output using a

slider. The default speed is 100%.

Pitch

Here you can change the pitch of speech output using the slider. The default value is 100%.

Volume

Here you can control the volume of speech output.

Show speaker

Select this option if you want the animation window with the selected speaker model to be displayed.

If this option is selected, you can decide whether the animation window remains open even after speech output or remains hidden until the next start (**Hide animation window after speaking** option). You can also specify whether you only want a static image of the speaker to be displayed in the animation window during a pause or whether you want it to be animated (**Fill the pause with animations** option).

Recognise language

If this option is selected, Voice Reader tries to recognise the language of each sentence before reading or exporting it and then sets the appropriate language automatically, if it is installed.

Please note that the language recognition function only works for complete sentences with at least 35 characters.

File format


Here you can specify whether you want to save audio files in wav or mp3 format.

- The wav format is a standard format for audio files. The data are not compressed and – burnt onto a CD-ROM – can usually be

played on normal CD players. Since the data are not compressed during saving, wav files are relatively large.

- mp3 files on the other hand are compressed and are therefore considerably smaller than wav files. A special player (e.g. Windows Media Player) or an mp3 player is required for playing them. Many CD players can now also play mp3 files as well.

Default path

Here you can specify the folder in which you want audio files to be saved when exporting speech output. If you would like to change the path, click the  button beside the input field and select the desired folder from the list of directories.

By default, the data is stored in the **Data\Export** folder of the Voice Reader program directory (normally **C:\Programs\linguatec\VoiceReader**).

Export each page/e-mail in a separate file

Select this option if you do not want to export a lengthy document to a single audio file but want to create a separate file for each page instead. The individual audio files are numbered according to the page number, thus facilitating simple navigation during playback on an audio device.

Overwrite existing files without any warning

The names of audio files are assigned automatically on export. This option allows you to specify what happens if there is already an audio file with the same name in the export folder:

- If the option is selected, the existing audio file is replaced with the new one without any warning.
- If the option is not selected, a dialog box opens in which you can specify another name for the new file if necessary.

Add files automatically to iTunes

If you have installed iTunes, you can select this option to automatically add audio files to the iTunes library when exporting. You will find all speech output files in the **Voice Reader playlist**.

TIP If iTunes is open and your iPod connected, the audio file is automatically loaded to your iPod during export.

5 Notes on using audio files

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

Voice Reader allows you to save audio files in two formats: mp3 and wav. You can set the desired format in the [Voice Reader Options](#) / [Voice Reader Direct](#) or in the [Voice Reader plug-in](#) used. The format you choose depends on the desired playback device:

mp3 format

The mp3 format compresses audio data to generate comparatively smaller files. mp3 files can be played on all modern PCs (e.g. with Windows Media Player or Apple QuickTime) and can be transferred to an mp3 player. Some CD players also support mp3 files, so that you can also burn the audio files to a CD-ROM.


wav format

wav files are not compressed and are therefore larger than mp3 files. wav files can also be played on older Windows PCs, for example, without additional software. If you have a CD burning program like Nero, you can also create an audio CD from wav files, which can then be played like a music CD on all CD players.

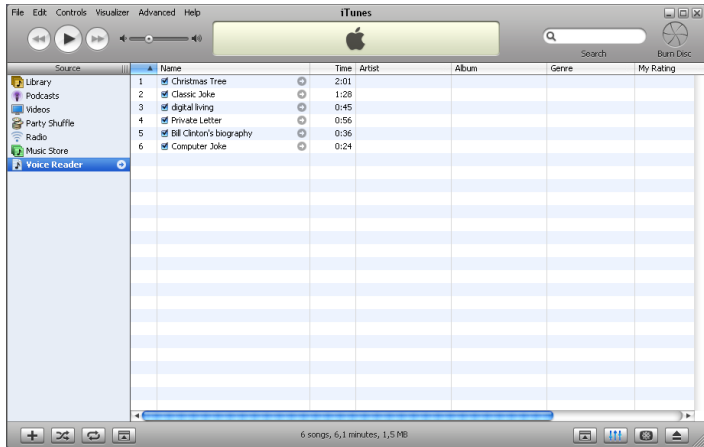
TIP It is especially easy to work with audio files if you have an iPod and [Apple iTunes](#) is installed on your PC.

6 Using iTunes

Apple iTunes is an application for managing and playing audio files. iTunes can be downloaded free of charge from www.apple.com.

You can configure Voice Reader in such a way that audio files are automatically added to your iTunes library during export. In order to do this, open the **Options** dialog box by clicking the  button or the corresponding menu command, and then select the Add files automatically to iTunes **option**.

TIP If you have an iPod and it is connected to the PC, the audio files exported by Voice Reader are not only added to the iTunes library, they are also transferred immediately to your iPod.



*If the corresponding option is selected, all files exported by Voice Reader are transferred automatically into the **Voice Reader** folder of your iTunes library.*

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Software license agreement

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2. to prepare machine-readable or printed copies including a backup from the machine-readable part of the program, as long as this is necessary for use in accordance with the agreement. Use within a network is not permissible however. Specific programs can include mechanisms that restrict or prevent copying.
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The customer is not entitled:

1. to replicate and translate the works or even partially decompile the machine language code (object code) of the works into any other code form in any manner other than the one described above. The right to decompilation in certain exceptions in accordance with copyright remains unaffected.
2. to rent or to lease the works.
3. to make the audio files generated using Voice Reader available commercially in electronic format either generally or selectively to several recipients, or to offer the conversion of texts into audio files as a professional service to third party.
4. to use, duplicate, process or transfer the works in any manner other than described here, completely or partially, even as copy or in other representation form.

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