How to Use the Victor Reader Playback Software 2.0

SOFTWARE BASICS

Preparing to Play

1. Insert an RFB&D AudioPlus™ book on CD into the computer's CD-ROM drive.

2. Click on the Victor Reader Soft icon on your computer's desktop screen.

3. The book will be loaded and you will hear the "Prompt for PIN Entry" message. This message will also be displayed on the screen.

4. Listen for a voice prompt to enter your RFB&D Personal Identification Number (PIN). Enter the PIN and press the **Enter key**. Your PIN was mailed to you under separate cover. If you do not have a PIN see the Troubleshooting section.

5. You are now able to listen to the book.

NOTE: If you opened Victor Reader Soft before inserting the book CD, please select the CD-ROM option under Source and click on OPEN (or tab to OPEN and press the ENTER key). Follow Steps 3 through 5.

Key Describer – D Key

This key toggles on and off, allowing you to hear the functions of the other buttons.

NOTE: Some of the numerical keys perform more than one function.

1. Press the **D key** to turn on the **Key Describer** function. You will hear "Key Describer On."

2. Press any other key to hear which function it performs.

3. Press the **D key** again to turn the **Key Describer** function off.

NOTE: When the KEY DESCRIBER is on, you will not be able to listen to a CD.

To Play or Stop a CD

Press the **ENTER key** or the **SPACE BAR** to listen to or stop the CD from playing.

To Adjust the Speed

• Press the **S key** to increase the speed.

• Press the **SHIFT** and **S keys** (Shift+S) at the same time to decrease the speed.

To Adjust the Playback Volume

• Press the **V key** to increase the volume.

• Press the **SHIFT** and **V keys** (Shift+V) at the same time to decrease the volume.

RFB&D
learning through listening

To Eject a CD
Press the **CTRL** and **E keys** (Ctrl+E) at the same time to eject a CD.

Information – 0 (Zero) or I Keys
Pressing either key will give you the following information about the book:

- Total number of pages
- Total book time
- Number of annotations placed in the book, including bookmarks and text notes
- Number of books on the current CD
- Information about Victor Reader Soft

Visual Screen Display
The application window is designed with a split-screen graphic display.
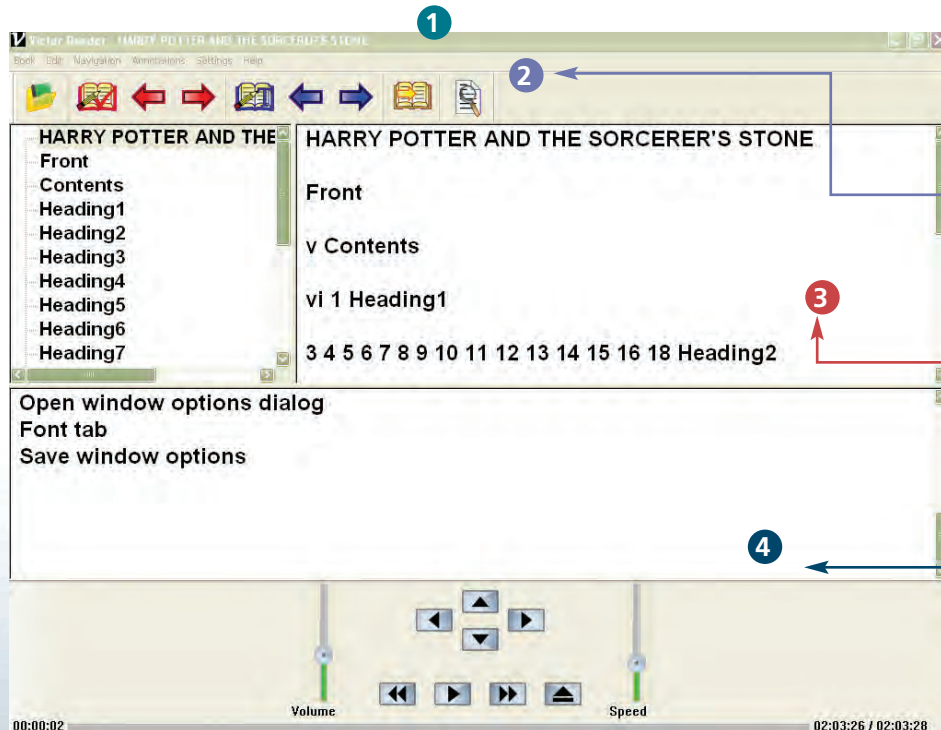
BASIC NAVIGATION
To Fast-Forward Through a CD
Press and hold down the **F key** until you reach the desired spot in the book.

To Rewind Through a CD
Press and hold down the **R key** until you reach the desired spot in the book.

To Jump to a Specific Page
- Press the **G key**.
- "Go To Page" will appear in the Information Window.
- Enter the desired page number on your keyboard. The number will appear in the Information Window.

- Press the **ENTER key** to confirm. Book will immediately start playing at the requested page.

Skipping Page By Page
- Press the **DOWN ARROW** or **UP ARROW keys** (the **2** or **8 keys** on the numerical keypad) until you hear "Page."
- Press the **LEFT ARROW key** (or **4 key** on the numerical keypad) for each page you want to skip backward.
- Press the **RIGHT ARROW key** (or **6 key** on the numerical keypad) for each page you want to skip forward.

Navigation by Heading Levels
- Please note that in many books a "Level 1" heading will correspond to a chapter. Press the **DOWN ARROW key** or the **UP ARROW key** (or 2 or 8 on the Numerical Keypad) until you hear "Level 1".
- Press the **LEFT ARROW** (or 4 on the Numerical Keypad) for each heading you want to skip backward.
- Press the **RIGHT ARROW** (or 6 on the Numerical Keypad) for each heading you want to skip forward.

TIP: If a print copy of the book is available, readers are encouraged to first determine how a specific book is divided to understand which level corresponds to each book division. For example,

Book A
Level 1 = Chapter
Level 2 = Sub-heading
Level 3 = Sub-sub-heading

Book B
Level 1 = Unit
Level 2 = Chapter
Level 3 = no further divisions beyond chapter.

1 **Title Bar** — Located at the top of the Application Window. Gives you the name of the application and title of the book currently opened.

2 **Menu Bar** — Located below the Title Bar containing the following menu titles: Book, Edit, Navigation, Annotation, Settings and Help.

3 **Book Window** — Used to display the text of the book (when available). As you read a book, the display will scroll down and the text will be highlighted.

4 **Information Window** — Displays the status information for an entered command and any related error messages.

Placing a Bookmark

NOTE: Bookmarks are unique to each book. You can place unlimited bookmarks in any book.

To go to the location you want to place the bookmark:

- Press the **CTRL** and **B keys** at the same time.

- "Insert Bookmark" will appear in the Information Window.

- Enter the desired bookmark number on your keyboard. The number will appear in the Information Window.

- Press the **ENTER key** to confirm. The bookmark will be inserted at the current location.

TIP: Use the page number as your bookmark assignment number.

Jumping to a Specific Bookmark

- Press the **B key**.

- "Go To Bookmark" will appear in the Information Window.

- Enter the desired bookmark number on your keyboard. The number will appear in the Information Window.

- Press the **ENTER key** to confirm. The book will immediately start playing from that location.

Quick Bookmark

- To save one bookmark in just one step, press the **CTRL** and the **Q keys** (CTRL+Q) at the same time. You will hear "Quick Bookmark Inserted." You may only insert one quick bookmark per book at any given time.

- To go to the Quick Bookmark, press the **Q key**.

Deleting a Bookmark

- Press the **SHIFT** and the **B keys** (SHIFT+B) at the same time.

- "Remove Bookmark" will appear in the Information Window.

- Enter the bookmark number on your keyboard. The number will appear in the Information Window.

- Press the **ENTER key** to confirm. The bookmark will be deleted.

Deleting All Bookmarks

- Select "All Annotations" under the Annotations menu.

- Select "Remove All Annotations." All bookmarks and text notes will be removed.

Placing a Text Note

- Press the **CTRL** and the **T keys** (CTRL+T) at the same time.

- "Insert Text Note" will appear in the Information Window.

- Enter the text note number on your keyboard. The number will appear in the Information Window.

- Press the **ENTER key**. You will hear an "Edit Text Note" prompt and a text note window will appear on your screen.

- Enter the desired note. Press the **CTRL** and the **F4 keys** (CTRL+F4) at the same time to insert the text note or the **ESC key** to exit the window without saving.

Jumping to a Specific Text Note

- Press the **T key**. "Go to Text Note" will appear in the Information Window.

- Enter the text note number on your keyboard. The number will appear in the Information Window.

- Press the **ENTER key**. You will hear "Edit Text Note" and a text note window will appear on your screen displaying the text note.

- Make any changes, if desired. Press the **CTRL** and the **F4 keys** (CTRL+F4) at the same time to save your changes or the **ESC key** to exit the window without saving.

Where Am I? – 5 or W Keys

Press either the **5** or **W keys** for information on your current position, including current page number and heading level.

User Profiles

This function allows you to set up multiple users on the same computer with their own user preferences such as screen display properties. Also, by designating separate user profiles, book information such as bookmarks is kept unique to a particular user.

- Press the **CTRL** and **U keys** (CTRL+U). A "User Profile" dialog box will appear.

- To select a user from the USER LIST, either click on the desired user in the USER LIST or use the **UP ARROW** or **DOWN ARROW keys** to select the user in the USER LIST and press the **ENTER key**.

- To add a user to the USER LIST, either click on **ADD** or press the **TAB key** to ADD and then press the **ENTER key**. The next sequential User Number will be assigned.

- To remove a user from the USER LIST, either click on the **REMOVE button** or use the **TAB key** to go to the **REMOVE button**. Press the **ENTER key**. The user profile will be deleted.

QUICK REFERENCE COMMAND LIST

FUNCTION	SHORTCUT KEY	MENU BAR
SOFTWARE BASICS		
Open Book	CTRL+O	Book
Close Book	CTRL+F4	Book
Go to Beginning of Book	CTRL+HOME	Navigation
Go to End of Book	CTRL+END	Navigation
Book Information	0 or I*	Book
INFORMATION		
Window Size, Adjusting	CTRL+S	Settings
Key Describer On/Off	D	Help
Where am I?	5 or W	Navigation
Eject CD	CTRL+E	Book
Exit Program	ALT+F4	Book
BASIC NAVIGATION		
Play CD	SPACEBAR	Navigation
Stop CD	SPACEBAR	Navigation
Go to Page	G	Navigation
Confirm Command	C	NA
Cancel Command	ESCAPE	Edit
Fast Forward	F and hold down	NA
Rewind	R and hold down	NA
SOUND QUALITY		
Increase Speed	S	Settings
Decrease Speed	SHIFT+S	Settings
Increase Volume	V	Settings
Decrease Volume	SHIFT+V	Settings
ADVANCED NAVIGATION		
Forward Page/Phrase	RIGHT ARROW	Navigation
Back Page/Phrase	LEFT ARROW	Navigation
Select Higher Navigation Level	UP ARROW	Navigation
Select Lower Navigation Level	DOWN ARROW	Navigation
Next Navigation Element	RIGHT ARROW	Navigation
Previous Navigation Element	LEFT ARROW	Navigation
BOOKMARKING		
Go to Bookmark	B	Annotations
Insert Bookmark	CTRL+B	Annotations
Remove Bookmark	SHIFT+	Annotations
Insert Quick Bookmark	CTRL+Q	Annotations
Go to Quick Bookmark	Q	Annotations
Bookmark List	ALT+B	Annotations
TEXT NOTES		
Go to Text Note	T	Annotations
Insert Text Note	CTRL+T	Annotations
Delete Text Note	SHIFT+T	Annotations
Text Note List	ALT+T	Annotations
MULTIPLE USER SETTINGS		
Open User Profile Setting	CTRL+U	Settings
Select a User from the User List	UP/DOWN ARROW+ENTER	Settings
Add a User to the User List	ADD BUTTON+ENTER	Settings
Remove a User from the User List	REMOVE BUTTON+ENTER	Settings
HELP GUIDES		
Getting Started	F2	Help
Quick Reference	CTRL+F1	Help
Reference Guide	F1	Help

* When a shortcut command requires a numerical input, you may use the numbers on the main keyboard or the numerical keypad.

TROUBLESHOOTING GUIDE

Here are some common scenarios you may encounter when learning to use RFB&D's AudioPlus digitally recorded textbooks on CD and the Victor Reader Soft software:

I installed the software and cannot use it!

- Did you register the software through RFB&D's member services or **www.rfbd.org/register**? You are required to register the software with RFB&D before you can listen to RFB&D's AudioPlus books.

While registering,

- Did you enter and verify the correct "hardware fingerprint" on the registration screen? The hardware fingerprint is given to you on the "Enter Key Dialog Box." Make a note of the hardware fingerprint exactly as displayed to you to complete the registration process.

- Did you enter your correct Membership ID Number under the "Name" prompt in the "Enter Key Dialog Box?" Note this is not your first and last name.

- Did you enter the correct 14-digit Registration Key under the "Key" prompt in the "Enter Key Dialog Box?" Please note this is not the RFB&D PIN used to access RFB&D AudioPlus digital books.

If you have done everything above, and still require further assistance, please call RFB&D's member services at 800-221-4792.

I don't have/forgot/lost my PIN.

- If you are a current RFB&D member and you don't have a PIN, please call member services at 800-221-4792 for assistance. You will be asked for your Member ID Number.

When I insert the CD and try to open the book, I get the "No Book on Disc" message.

- Remove the disc and reinsert it, making sure the label side is facing up.

- Remove the disc from the CD-ROM drive and clean it with a soft dry cloth.

Can I start listening at any point in the book in a multiple-CD book?

- The first time you listen to a book you must insert the first CD before you can navigate to another section. After that, the software will remember your last position in the book.

Please note: if you insert a CD other than the one containing your last position, the CD will be ejected and you will be prompted to insert the correct CD.

How do I jump around in a multiple-CD book?

- You can use the "Go To Page" function or navigate using next/previous functions within a set heading level.

When I enter a page number on the keyboard I get a "Page Doesn't Exist" or "Book Doesn't Contain Any Page" message.

- If possible, check the print copy of the book to determine if the page exists in the book.

- Make sure the RFB&D CD is the same edition and copyright year as the print book you are using.

- Some of RFB&D's digitally recorded textbooks that were converted from the original analog recording may have missing "markers" on some pages. This makes it impossible to jump directly to that page. Please enter the previous page number and press the **ENTER key**. Then press the **F key** to fast forward or the **R key** to rewind until you reach the beginning of the desired page.

IF YOU ARE STILL HAVING DIFFICULTY USING RFB&D'S DIGITALLY RECORDED TEXTBOOKS, PLEASE CALL RFB&D'S PRODUCT SUPPORT AT 800-221-4792.

RFB&D, a national nonprofit organization, is the nation's educational library serving people who cannot effectively read standard print because of visual impairment, learning disability or other physical disability.

Our mission is to create opportunities for individual success by providing, and promoting the effective use of, accessible educational materials.

Our vision is for all people to have equal access to the printed word.

RFB&D's National Headquarters are located at: 20 Roszel Road, Princeton, NJ 08540

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