

## EZReader Editor Application

The Editor application allow users to create and save text files.

Installation creates the following 4 folders. User-created files must be placed in these folders.

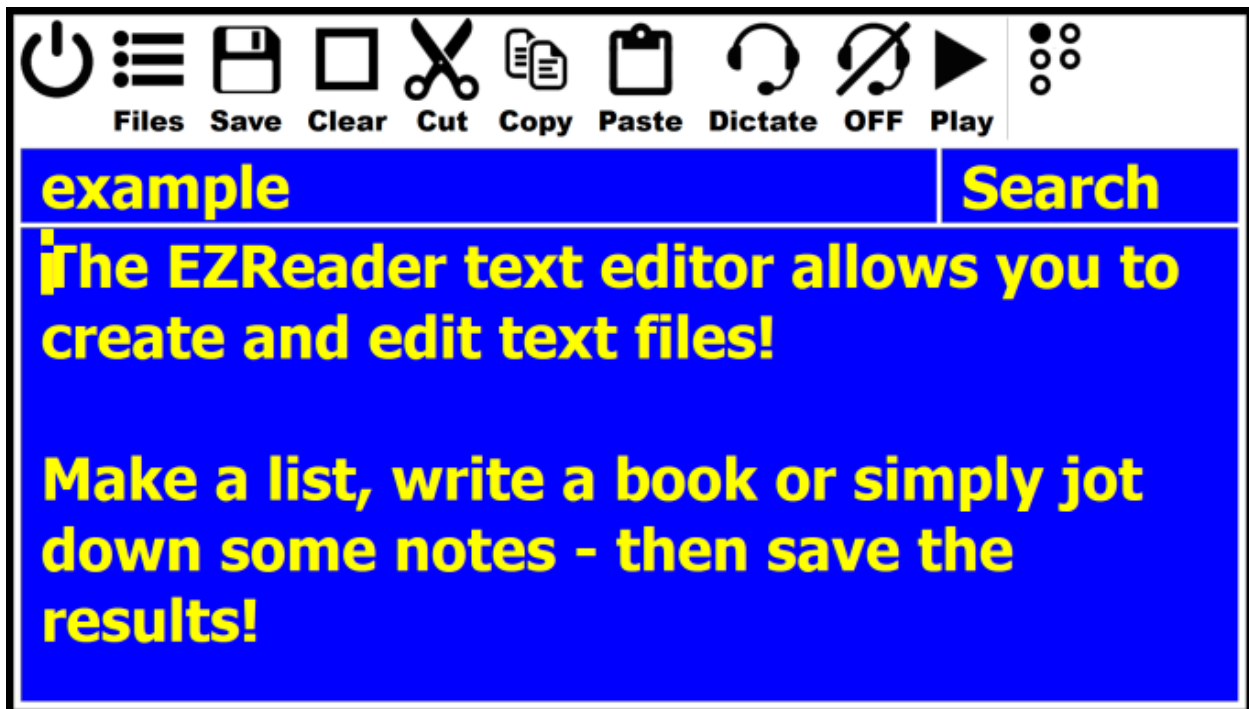
**Business** – files related to a company or employment

**Personal** – files of a personal nature

**Other** – files not Business nor Personal

**System** – files containing settings used by EZReader

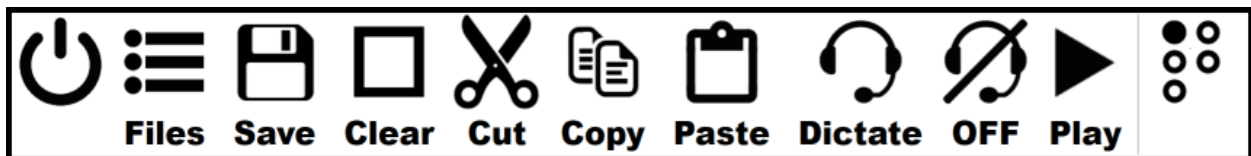
System files can be edited but not renamed nor deleted.



To search the document, type in a search term and press Enter or press one of the Search icons. The document will scroll in the selected direction to the next occurrence of the search term in the document. EZReader will beep twice if the search is not found. Search is not case sensitive.

### Toolbar Commands:

Editor has 5 rows of command icons:



**Files:** Select a file from available folders

**Save:** Save current file

**Clear:** Clear all text

**Cut:** Cut selected text

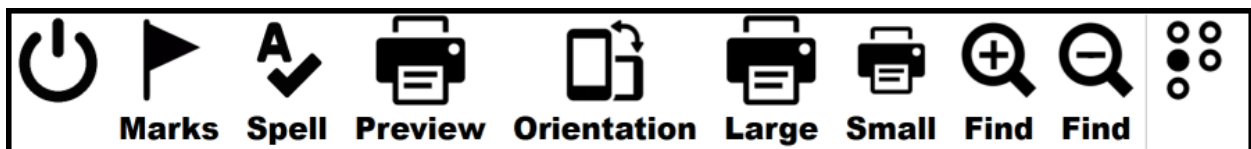
**Copy:** Copy selected text to clipboard. All text if none selected

**Paste:** Paste text from clipboard at cursor

**Dictate:** Use dictation to enter text

**OFF:** Turn dictation OFF

**Play:** Starting at cursor, play text until stopped



**Marks:** Show a list of bookmarks

**Spell:** Perform spell check

**Preview:** Print Preview

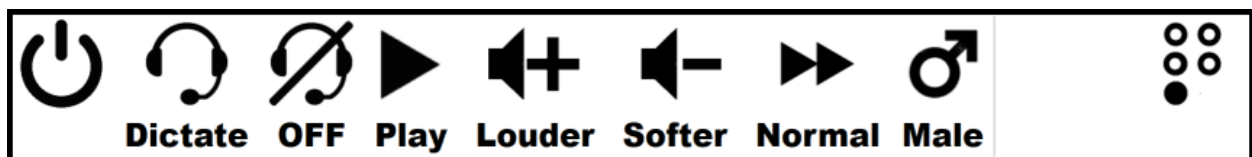
**Orientation:** Toggle landscape/portrait printing

**Large:** Print selected text in large font. All text if none selected

**Small:** Print selected text in small font. All text if none selected

**Find(+):** Search down the document for search term

**Find(-):** Search up the document for search term



**Dictate:** Use dictation to enter text

**OFF:** Turn dictation OFF

**Play:** Starting at cursor, play text until stopped

**Louder:** Increase volume

**Softer:** Decrease volume

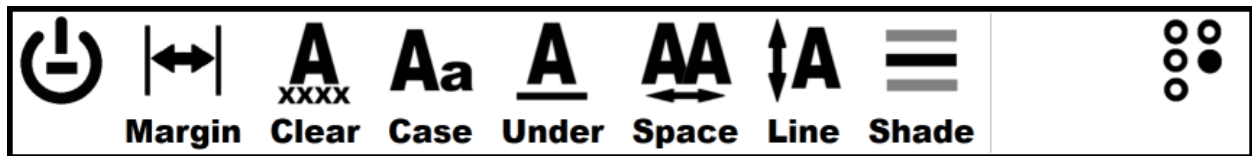
**Normal:** Change speaking speed

**Male:** Toggle between male and female voice



**OSK:** Use On-Screen Keyboard for text entry

- Larger:** Increase font size
- Smaller:** Decrease font size
- Bold:** Toggle text bold attribute
- Font:** Cycle through 3 available fonts
- Color:** Cycle through 4 available color pairs



- Margin:** Set left and right editor margins
- Clear:** Clear all settings
- Case:** Set text to upper case
- Under:** Underline line at cursor
- Space:** Cycle between character spacing and word spacing
- Line:** Change line spacing
- Shade:** Turn on shading (line at cursor full colors, other lines grey)

### **Files and Folders:**

Editor can display a list of files from any of the 5 EZReader folders. It can also take actions on a file that is selected in the list:



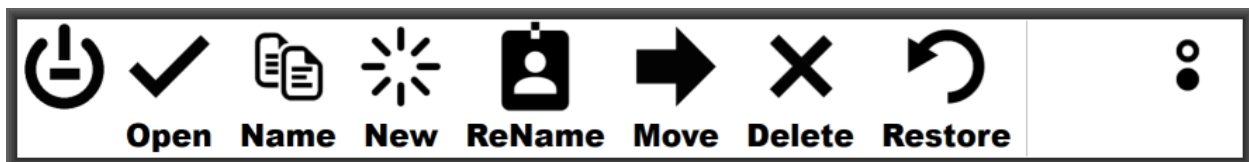
**Open:** Open the selected file

**Personal:** Display a list of files in the Personal folder

**Business:** Display a list of files in the Business folder

**System:** Display a list of files in the System folder

**EZWriter:** Display a list of files in the EZWriter folder



**Open:** Open the selected file

**Name:** Place the selected file name on the clipboard

**New:** Create a new file

**ReName:** Rename the selected file

**Move:** Move the file to a user-specified folder

**Delete:** Delete the selected file

**Restore:** Reload the file