

# **EZWriter Chapters v3.2 7-Feb-2025**

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## **Chapter 1 : Overview**

**EZWriter is a Windows application that allows blind and visually impaired users to create and manage text documents. It provides audible keystroke feedback to the user as content is entered and allows the document content to be spoken to the user. A full**

email client is also provided, allowing the user to send/receive emails and to send text messages.

Designed originally to support blind authors, EZWriter capabilities can be used by any blind or visually impaired user who needs to use the computer to create content and communicate with other users.

## **EZWriter Capabilities**

There are several major capabilities offered by EZWriter.

- 1. Text editor that provides audible navigation information to a visually impaired user. Letters and words, as well as keyboard shortcuts, can be spoken as the user enters the keys. Document content can be read out loud.**
- 2. File management tools that let a user create and manage multiple files and folders, including automatic daily file backup.**
- 3. Email client which has special features that allow a user to include files, or selections from a file, in an email. A contacts list is also supported. Emails can be sent and received. Text messages can be sent only.**
- 4. Menu system which allows a user to perform all program actions without having to memorize a long list of keyboard shortcuts.**
- 5. Voice dictation for entering content into the text editor by voice.**

There are several very useful secondary capabilities as well:

- 1. File Explorer that allows a user to drill down through the PC's folder/file structure and to take actions on files that it finds.**
- 2. Typing Tutor to learn to use the keyboard**
- 3. Voice Recorder that allows users to record and play their voices, as well as to attach the voice files to emails.**
- 4. Web-Site Search tool that allows a user to open and automatically search web sites for an entered search term.**
- 5. Launch Application that allows a user to open any existing Windows application external to EZWriter.**

## **User Interface**

The EZWriter user interface consists of only two controls - an Editor Control and a List Control, only one of which is displayed at any time. When displayed, each control fills the entire user's desktop.

The Editor control is used to display a selected text file and to allow the user to type in text content.

The List control presents information for a user to read – information such as a list of files in a folder, a list of emails, a list of shortcuts, a list of actions that may be taken on a selected file, and other information in a list format.

**A user executes an action in a list by selecting the list item and pressing Enter or by double-clicking on the list item. List line items are spoken as they are selected.**

## **Shortcuts and Menus**

**All EZWriter functions can be executed using keyboard shortcuts and by using the EZWriter menu structure.**

**Keyboard shortcuts are a faster way to operate EZWriter but the menu system relieves a user from memorizing all but a handful of the 125 available keyboard shortcuts.**

## **Main Menu**

**EZWriter always opens to the Main Menu, which provides access to the text editor and to various lists, such as those that display files and emails.**

**The keyboard shortcut for accessing the Main Menu is Control+M. This may be pressed at any time.**

## **Context Menus**

**When a list is shown, such as a list of files in a folder, the user can use keyboard shortcuts to take action on a selected item. Alternately, a user can display a Context Menu which lists the actions available for the selected item. Selecting an action from the Context Menu and pressing ENTER gives the same result as having used a keyboard shortcut to take the action.**

**The keyboard shortcut for accessing a list (or editor) context menu is Control+K.**

## **Editor**

**The EZWriter Editor is self-speaking and does not require the use of a screen reader. It can speak the letters and words as a user types. Specific sections of the content, such as the current line or selected text can be spoken. The Editor can speak location information, such as the current line number. Shortcuts pressed by the user can also be spoken. Content can be read one word at a time or read continuously until the user decides to stop.**

## **Files and Folders**

**EZWriter allows a user to create and edit files in just 2 folders – the Main folder and the Archive folder. A third folder, the System folder, can also be accessed but files in that folder may only be edited because they contain information required by EZWriter.**

## **Email**

**EZWriter provides a full-featured email client for sending/receiving emails and sending text messages. The email client allows just 3 folders – InBox, OutBox and Archives. Emails can be read out loud to the user. A user can reply to an incoming email and can**

attach files as well. Selected sections of the currently edited documents can be included in an email.

## Recommended Shortcuts

There are 5 shortcuts I strongly recommend you memorize:

<b>Control+M</b>	<b>Main Menu</b>
<b>Control+E</b>	<b>Editor</b>
<b>Control+K</b>	<b>Context Menu</b>
<b>Control+I</b>	<b>Location Information</b>
<b>Control+S</b>	<b>Start/Stop Talking</b>



## Chapter 2 : Installation and Startup

**EZWriter is a Windows application. Its startup file is about 150MB and when installed takes up about 850MB in the folder c:\ezreader. The Windows registry is not used for storing EZWriter settings.**

**EZWriter technical support installs EZWriter on a user's PC and provides a brief tutorial on how to use EZWriter. During the tutorial, the 30 EZWriter settings will be explained to the user and set to values as chosen by the user.**

**There are two available methods for starting EZWriter.**

### 1. DeskTop icon

**A standard Windows shortcut icon is placed on the desktop. The user simply double-clicks on the icon to start EZWriter. Or, the shortcut can be invoked by using the keyboard shortcut Control+Alt+E.**

**When EZWriter starts, it speaks a countdown to alert the user that EZWriter is about to start. Pressing the Escape key will cancel starting EZWriter and the PC desktop will be displayed.**

### 2. Automatic Startup When PC Reboots

**EZWriter can be automatically started when the PC reboots. It will open to the Main Menu, ready for a user to select an action to take, such as opening up the text Editor.**

## Starting EZWriter Shortcuts

**Here is a summary list of keyboard shortcuts which support the actions and settings mentioned in this Chapter:**

<b>Chapter 2 Shortcuts : Starting EZWriter</b>	<b>Keyboard Shortcuts</b>
<b>Start EZWriter (Desktop)</b>	<b>Control+Alt+E</b>
<b>Start EZWriter (Automatic)</b>	<b>Automatic on PC Startup</b>



## Chapter 3 : Tech Support

**EZWriter tech support is available 7 days a week via phone or email.**

### Remote Support

**EZWriter also provides a TeamViewer utility, which allows tech support to remotely view and control the user's computer to assist with any questions or issues the user might have. The user must initiate a TeamViewer session. A session cannot be initiated by tech support. A TeamViewer icon is placed on the user's desktop and may be invoked from the Windows desktop using the keyboard shortcut Control+Alt+T. A TeamViewer session can also be started from within EZWriter by pressing the TeamViewer line item on the EZWriter System Menu, which can be accessed from the Main Menu or by using the EZWriter keyboard shortcut Control+Shift+T.**

### Quick Assist

**EZWriter tech support can also gain access to a user's PC using the Windows Quick Assist feature. Like TeamViewer, Quick Assist can be started from within EZWriter by pressing the Quick Assist line item on the EZWriter System Menu or by pressing the keyboard shortcut Control+WinKey+Q.**

**A Quick Assist connection requires that the user enter a six digit number that is provided by tech support.**

### Tech Support Shortcuts

**Here is a summary list of keyboard shortcuts which support the actions and settings mentioned in this Chapter:**

<b>Chapter 3 Shortcuts : Tech Support</b>	<b>Keyboard Shortcuts</b>
<b>TeamViewer (Desktop)</b>	<b>Control+Alt+T</b>
<b>TeamViewer (Within EZWriter)</b>	<b>Control+Shift+T</b>
<b>Quick Assist</b>	<b>Control+WinKey+Q</b>



## Chapter 4 : Main Menu

**EZWriter always opens to the Main Menu, which provides access all supported capabilities. The Main Menu has an Editor line item, 6 file-related line items, 4 email line items plus 8 other line items that primarily provide help and read-only options. The Main Menu can be accessed at any time with the keyboard shortcut Control+M.**

**Here are the line items found in the Main Menu. As with all menus, the first line item is the name of the Menu. Each of the items are discussed in more detail in later chapters.**

- 1. Main Menu**
- 2. Editor**
- 3. New File**
- 4. Main Files**
- 5. Archive Files**
- 6. System Files**
- 7. Recording Files**
- 8. Backup Folders**
- 9. File Explorer**
- 10. Download**
- 11. InBox**
- 12. OutBox**
- 13. Archives**
- 14. Contacts**
- 15. Settings**
- 16. Shortcuts**
- 17. System Actions**
- 18. Users Manual**
- 19. External Apps**
- 20. Typing tutor**
- 21. TeamViewer**
- 22. Exit EZWriter**

**To access any of the Main Menu items, or items in any list, the user presses the up/down arrow keys to move up and down the list. As lines are selected, EZWriter will speak the line content. The user presses Enter or double-clicks on a line item to display the selected line item content.**

**As with all lists, pressing ENTER or double-clicking on the top line item will open the parent menu. For the Main Menu, pressing ENTER or double-clicking on the top line will exit EZWriter.**



## Chapter 5 : Editor Control

### Basic Editor Operation

The EZWriter Editor always has a file open, ready for editing. As the user types, letters and words can be spoken as they are entered to give the user confirmation that the correct content has been entered. Words are not spoken until a space or other non-word character is pressed after typing in the word.

EZWriter also speaks a variety of messages when navigating throughout the Editor and when entering shortcuts. There are also a number of shortcuts available for speaking specific information, such as the cursor location and content of the current line.

### Common Editing Shortcuts

The EZWriter Editor supports the following, commonly used Windows editing shortcuts.

- **Control+A** selects all text
- **Control+C** copies the selected text
- **Control+X** copies, then deletes, the selected text
- **Control+V** pastes the content of the clipboard at the cursor location
- **Hme** moves the cursor to the start of the current line
- **Control+Hme** will scroll to the top of the document
- **End** moves the cursor to the end of the current line
- **Control+End** will scroll to the bottom of the document
- **Control+Z** will undo the most recent editing action
- **PgUp** (page up) scrolls one screen of text towards the top of the document, where a screen of text is considered a "page"
- **PgDn** (page down) scrolls one screen of text toward the bottom of the document, where a screen of text is considered a "page"
- **Up/down** arrows will move the cursor up/down a line
- **Left/right** arrows will move the cursor left/right in the document, including to a new line when a start/end of line is reached
- **Backspace** key will move the cursor to the left, deleting the character in that position. If at the start of a line, Backspace moves the cursor to the end of the preceding line.
- **Delete** key will delete the character to the right of the cursor

### Editor Navigation Messages

As the user moves through the document editor with the keyboard or mouse, these special keys provide the indicated speech response:

- **Hme** - "Start of Line"
- **End** - "End of Line"
- **Up Arrow** "Top of Document" if on line 1

- Up Arrow "Line N"
- Down Arrow "Bottom of Document" if on last line
- Down Arrow- "Line N"
- PgUp "Top of Document" if moved to line 1
- PgUp "Line N"
- PgDn -"End of Document" if moved to end of document
- PgDn - "Line N"
- Control+Hme - "Top of Document"
- Control+End - "End of Document"
- Mouse Click - "Line N"
- ENTER - "Line N, Empty Line"
- Left Arrow - "K" (whatever character was passed over)
- Right Arrow - "K" (whatever character was passed over)

## **Speaking Shortcuts**

When a user enters a keyboard shortcut, EZWriter can speak the shortcut and the task the shortcut will complete. The user can control how much, if any, of the shortcut information is spoken.

## **Speaking Text**

EZWriter can speak letters and words as they are entered by the user.

Editor text can also be read out loud, starting at the cursor and continuing until the user tells it to stop. Text can also be read one word at a time in either direction.

As text is spoken, each word is highlighted and underlined. The document is scrolled to ensure that the last spoken word is visible at all times. When speaking is stopped, the last spoken word remains selected, ready to be overwritten by the user.

A special command is available to read the full content of the current line.

Another command is available to read the currently selected text.

When moving the cursor to a new line using the keyboard or mouse, EZWriter can speak the new line number and the entire content of the new line.

## **Searching the Editor**

A search term can be entered by the user and the document searched from the cursor to the end of the document. If the search term is found the document is scrolled to the location of the search term. Searching can be used to locate any word or phrase the user enters.

## **FootNotes, BookMarks and Chapters**

**A footnote is a line starting with FN. A bookmark is a line starting with BK. A chapter is indicated by a line starting with "Chapter". All are case insensitive.**

**EZWriter can display a list of FootNotes, BookMarks and Chapters found in the currently opened document. From those lists, the user can select the desired location and have the Editor scroll to that location. The new location will be spoken to confirm to the user that the scroll was made to the desired location.**

## **SpellCheck**

**The Editor content can be scanned to present a list of all mis-spelled words. The user can select and jump to a misspelled word, which will be automatically highlighted, ready for editing. EZWriter SpellCheck does not provide an automatic replacement function for mis-spelled words. The system file folder contains "dictionary.txt", which the user is allowed to edit.**

## **Thesaurus**

**Users may highlight a word and request a synonym suggestion. A synonym file is included with EZWriter and may be edited by the user. EZWriter displays a list of suggested words. If a suggested word is selected and the user presses ENTER, the highlighted word in the Editor will be replaced with the suggested word.**

## **File Saving Options**

**Document content can be saved as a file and reopened later for further editing. Files can be renamed, deleted, backed up, restored, copied to the clipboard or used as attachments to emails.**

**EZWriter has an option to automatically save the Editor content in intervals of 10, 20 or 30 minutes.**

**A user will be notified if they attempt to exit EZWriter without saving changes. In that case the user can press ESC to cancel the Exit, then issue a command to Save the file before issuing a final Exit command.**

**EZWriter does not have an AutoSaveOnExit function.**

**When exiting EZWriter a backup copy can be made of all files found in all 5 EZWriter folders. One full file backup can be kept for each day, where the most recent backup will override a backup made earlier in the day. Files may be restored from the backup folders.**

## **Speech and Volume**

**The volume, speed, and gender of spoken text can be controlled by the user. Speech can also be muted.**

When you change the speed or gender of spoken text, EZWriter will speak a phrase to demonstrate the new setting.

## Text Formatting

All text in the Editor is formatted to the same font, font size, bold font attribute and foreground/background colors. Editor margins can be specified by the user and are used for display only – not for printing.

Even though a blind user cannot see the text, the text formatting settings are useful for controlling how much text is displayed and spoken when a line of text is read.

## Editor Shortcuts

Here is a summary list of keyboard shortcuts which support the actions and settings mentioned in this Chapter:

Chapter 5 Shortcuts : Editor	Keyboard Shortcuts
Select All Text	Control+A
Copy Selected Text	Control+C
Copy, then Delete, Selection	Control+X
Paste at Cursor Location	Control+V
Move Cursor to Start of Current Line	Hme
Move Cursor to Top of Document	Control+Hme
Move Cursor to End of Current Line	End
Move Cursor to End of Document	Control+End
Undo Last Editing Action	Control+Z
Scroll Up 1 Screen	PgUp
Scroll Down 1 Screen	PgDn
Move Cursor Up/Down 1 Line	Up/Down Arrows
Move Cursor Left/Right 1 Character	Left/Right Arrows
Delete Character to Left of Cursor	Backspace
Delete Character to Right of Cursor	Del
Read Text	Control+S
Stop Reading	Control+S
Raise Volume	Control+D
Lower Volume	Control+E
Reading Speed	Control+R
Voice Gender	Control+G
Font Size	Control+L
Use Small Font	Control+Shift+8

<b>Font Name</b>	<b>Control+F</b>
<b>Bold Attribute</b>	<b>Control+Alt+B</b>
<b>Color</b>	<b>Control+Y</b>
<b>Text Margin</b>	<b>Control+Alt+P</b>
<b>Settings Menu</b>	<b>Control+3</b>



## Chapter 6 : List Control

**In addition to the Editor, EZWriter can display lists which contain information, such as a list of file names. Lists can also display actions a user can take, such as opening or deleting the file. A List can even contain the name of another list which the user can open. The first line item of a List is always the name of the list.**

**With all lists, the user moves up and down the list using arrow keys or other navigational keys such as PgUp and PgDn. When a user selects a line item, it is visually highlighted and spoken out loud. Pressing Enter will take the selected action or make a setting change depending on the type of List that is displayed. Some line items are informational only and no action is taken when Enter is pressed on that line.**

**A user can press a letter to scroll to and select the next line starting with that letter.**

**If the user presses two letters quickly, the list scrolls to and selects the next line starting with both letters.**

**Double-clicking or pressing the ESC key is typically used to exit a list and return to the parent list, from which the current list was called.**



## Chapter 7 : Menus

**Menus are simply Lists which allow the user to view information or to take an action. All EZWriter features can be accessed using the approximately 130 keyboard shortcuts or by entering menus and selecting the information to be shown or actions to be taken.**

**Using shortcuts is the quickest way to take an action but requires memorization of the many shortcuts. Menus allow a user to take actions without knowing the shortcuts, but take more time to accomplish the desired actions.**

**All Menus have a name, which is shown on the first line of the menu.**

**If a user selects the first line of a menu and presses ENTER, EZWriter will open the parent of the current list.**

## **Main Menu**

**EZWriter always opens to the Main Menu, which provides access all supported capabilities. The Main Menu has an Editor line item, 6 file-related line items, 4 email line items plus 8 other line items that primarily provide help and read-only options. The Main Menu can be accessed at any time with the keyboard shortcut Control+M.**

**Here are the line items found in the Main Menu.**

- 1. Main Menu**
- 2. Editor**
- 3. New File**
- 4. Main Files**
- 5. Archive Files**
- 6. System Files**
- 7. Recording Files**
- 8. Backup Folders**
- 9. File Explorer**
- 10. Download**
- 11. InBox**
- 12. OutBox**
- 13. Archives**
- 14. Contacts**
- 15. Settings**
- 16. Shortcuts**
- 17. System Actions**
- 18. Users Manual**
- 19. External Apps**
- 20. Typing tutor**
- 21. TeamViewer**
- 22. Exit EZWriter**

## **Context Menus**

**When the Editor or a List is displayed, users can take a variety of actions on the displayed content.**

**For example, a line in the Editor might be read out loud. Or, a file name in a List might be opened. These actions may be taken by pressing a shortcut key.**

**Or, a Context Menu can be opened using the shortcut keys Control+K to display a list of actions the user can take by selecting the action in the list and pressing Enter. There is a custom Context Menu for the Editor, the file lists and the email lists.**

**Each Context Menu provides actions that apply to the content of the Editor or to the currently displayed list item (such as file and email lists).**

**For example, a Context Menu for the InBox list will have a line item to Delete the selected email. Or, the Context Menu for the Editor will have a line item to perform a spell check on the currently opened file. Shortcuts are available to perform the same actions, but use of the Context Menus avoids having to memorize the shortcuts.**

**The next several paragraphs describe the content of each of the Main Menu line items, along with their corresponding Context Menus, where applicable.**

## **Main Menu: Editor**

**This Main Menu line item will display the EZWriter text editor. Chapter 5 described the actions that can be taken on the Editor content.**

**The following actions can be taken from within the Editor by pressing the appropriate shortcut key or by using the Editor Context Menu which allows the following actions:**

### **Editor Context Menu**

**New Files**

**Main Files List**

**Archive Files List**

**System Files List**

**Spell Check**

**FootNotes**

**BookMarks**

**Chapters**

**Thesaurus**

**Search Editor**

**Search Again**

**Next FootNote**

**Next BookMark**

**Next Chapter**

**Save File**

**Reload File**

**Restore File from BAK**

**Save File As**  
**Speak Selection**  
**Speak Current Line**  
**Play**  
**Stop**  
**Speak Previous Word**  
**Speak Current Word**  
**Speak Next Word**  
**Send Editor As Attachment**  
**Send Editor As Body**  
**Contacts**  
**Clear Attachments**  
**Clear Header**  
**Print Editor**  
**Print Editor Small**  
**Print Window**  
**Print Labels**  
**Time Stamp**  
**Dictation ON**  
**Dictation OFF**  
**Narrator ON/OFF**  
**Main Menu**

**As an alternative to displaying the full list of Editor context menu items, the following list of Editor action Categories can be displayed, from which the Actions in each categories can be displayed. The keyboard shortcut Control+Shift+F9 toggles whether the Category list is displayed.**

**Editor Category Context Menu**  
**Search Actions**  
**File Actions**  
**Speak Actions**  
**Print Actions**  
**Email Actions**  
**Main Menu**

### **Main Menu: New File**

**When pressed, this line item asks the user to type in a file name, then creates a file by that name in the Main Files folders. The new file is then automatically opened.**

### **Main Menu: Main Files**

**This Main Menu line item will display all EZWriter files in the main folder. The following files are installed in that folder:**

## **Main Files List**

**Labels.txt**

**Monsters.txt**

**Sample.txt**

**Friends.txt**

**The following actions can be taken on a file selected in the list by pressing the appropriate shortcut key or by using the Main Files Context Menu which allows the following actions:**

### **Main Files Context Menu**

**New File**

**ReName File**

**Delete File**

**Move to Archives**

**Copy File**

**Attach To Editor**

**Print Main File List**

**Print Main File List Small**

## **Main Menu: Archive Files**

**This Main Menu line item will display all EZWriter files in the archives folder. The following files are installed in that folder:**

### **Archive Files List**

**Scissors.txt**

**Rock.txt**

**Paper.txt**

**The following actions can be taken on a file selected in the list by pressing the appropriate shortcut key or by using the Archives Files Context Menu which allows the following actions:**

### **Archive Files Context Menu**

**ReName File**

**Delete File**

**Move to Main**

**Copy File**

**Attach to Editor**

**Print Main File List**

**Print Main File List Small**

## **Main Menu: System Files**

**This Main Menu line item will display all EZWriter files in the system folder. The following files are installed in that folder:**

- Accounts.txt**
- Contacts.txt**
- Externals.txt**
- Dictionary.txt**
- Introduction.txt**
- Manual.txt**
- Protected.txt**
- Signature.txt**
- Thesaurus.txt**

**Details about the content of System Files are provided in Chapter 16.**

**The following actions can be taken on a file selected in the list by pressing the appropriate shortcut key or by using the System Files Context Menu which allows the following actions:**

- System Files Context Menu**
- Copy File**
- Attach To Editor**
- Print Main File List**
- Print Main File List Small**

**System files are needed by EZWriter, hence the reason the files cannot be deleted, renamed, or moved.**

## **Main Menu: Recording Files**

**This Main Menu line item will display all EZWriter files in the recording folder. The following files are installed in that folder:**

- Recording Files List**
- Sample1.wav**
- Sample2.wav**
- Sample3.wav**

**The following actions can be taken on a file selected in the list by pressing the appropriate shortcut key or by using the Archives Files Context Menu which allows the following actions:**

- Recording Files Context Menu**
- Record**
- Play**
- Pause**

**Stop**  
**ReName File**  
**Delete File**  
**Copy File**  
**Attach To Editor**  
**Print Recordings File List**  
**Print Recordings File List Small**

## **Main Menu: File Explorer**

**This Main Menu line item will display files and subfolders it finds in the current Explorer folder. See Chapter 14 for more details on how to use File Explorer.**

**The following actions can be taken on a file (not folder) selected in the Explorer file list by pressing the appropriate shortcut key or by using the Explorer Files Context Menu which allows the following actions:**

**Copy File To Clipboard**  
**Copy File To Main Files**  
**Print Explorer File List**  
**Print Explorer File List Small**

## **Main Menu: Download**

**This line item of the Main Menu will download all new files from the user's email account. Once the download is complete, the Email Inbox will be displayed.**

## **Main Menu: InBox**

**This Main Menu line item will display all downloaded emails from the user's email account. The Inbox list displays the From, Subject and Date for each email.**

**Selecting an email and pressing ENTER will place the email into a temporary file "email.txt" and display that file in the Editor. A user can edit and save changes to "email.txt" but the file will be overwritten the next time the user opens an email.**

**The following actions can be taken on an email selected in the InBox list by pressing the appropriate shortcut key or by using the Email InBox Context Menu which allows the following actions:**

**InBox Context Menu**  
**Download**  
**Reply**  
**Add Sender to Contacts**  
**Move Email to Archives**  
**Delete Email**  
**Print Email**

**Print Email Small**  
**Print InBox Email List**  
**Print InBox Email List Small**

## **Main Menu: OutBox**

**This Main Menu line item will display all emails sent from the user's email account. The Outbox list displays the To, Subject and Date for each email.**

**Selecting an email and pressing ENTER will place the email into a temporary file "email.txt" and display that file in the Editor. A user can edit and save changes to "email.txt" but the file will be overwritten the next time the user opens an email.**

**The following actions can be taken on an email selected in the OutBox list by pressing the appropriate shortcut key or by using the Email OutBox Context Menu which allows the following actions:**

**OutBox Context Menu**  
**Delete Email**  
**Print Email**  
**Print Email Small**  
**Print OutBox Email List**  
**Print OutBox Email List Small**

## **Main Menu: Email Archives**

**This Main Menu line item will display all emails placed by the user into the email archives. The Archive list displays the From, Subject and Date for each email.**

**Selecting an email and pressing ENTER will place the email into the a temporary file "email.txt" and display that file in the Editor. A user can edit and save changes to "email.txt" but the file will be overwritten the next time the user opens an email.**

**The following actions can be taken on an email selected in the Archives list by pressing the appropriate shortcut key or by using the Email Archives Context Menu which allows the following actions:**

**Archives Context Menu**  
**Reply**  
**Add Sender to Contacts**  
**Delete Email**  
**Print Email**  
**Print Email Small**  
**Print Archives Email List**  
**Print Archives Email List Small**

## **Main Menu: Email Contacts**

**This Main Menu line item will display all contacts found in the system file “contacts.txt”. Content of the file is edited using the EZWriter Editor.**

**Selecting a contact from the list and pressing ENTER will send the Editor content as an attachment to the selected contact.**

**The following actions can be taken on a selected contact by pressing the appropriate shortcut key or by using the Email Contacts Context Menu which allows the following actions.**

### **Contacts Context Menu**

**Send Editor To Contact As An Attachment**

**Send Editor To Contact as Body**

**Delete Contact**

**Print Contact**

**Print Contact Small**

**Print Contacts List**

**Print Contacts List Small**

## **Main Menu: Help – Settings**

**The Settings Menu displays a list of all EZWriter settings along with their current value. There are approximately 30 EZWriter shortcuts.**

**To change a Setting the user selects the setting and presses ENTER.**

**See Chapter 19 for a discussion of all supported Settings:**

**As an alternative to displaying the full list of EZWriter Settings, the following list of EZWriter Setting categories can be displayed, from which the Settings in those categories can be displayed. The keyboard shortcut Control+Shift+F9 toggles whether the Category list is displayed.**

### **Settings Category Menu**

**Editor**

**Files**

**System**

**Speak**

**Email**

**Font**

**Sound**

**Printing**

## **Main Menu: Help – ShortCuts**

**The Shortcuts Menu displays a list of all EZWriter shortcuts. There are approximately 130 EZWriter shortcuts.**

**See Chapter 23 for a list of all supported Shortcuts**

**As an alternative to displaying the full list of EZWriter Shortcuts, the following list of EZWriter Shortcut categories can be displayed, from which the Shortcuts in those categories from the larger list can be displayed.**

#### **Shortcuts Category Menu**

**Editor**

**Files**

**System**

**Speak**

**Email**

**Recording**

**Font**

**Sound**

**Printing**

**Search**

#### **Main Menu: System Actions**

**The System Actions Menu displays a list of system-level actions a user can take. Just select one of the items and press ENTER to take one of the following actions:**

**Speak Version**

**Speak Information**

**Speak Editor Information**

**Speak Shortcut History**

**Update EZWriter**

**Open the Windows Startup Folder**

**Open the EZWriter Installation Folder**

**Test Outgoing Email Settings**

**Test Incoming Email Settings**

**Turn Narrator ON/OFF**

**Open Remote Support**

**Open Quick Assist**

**Reboot the PC**

**Exit EZWriter**

#### **Main Menu: External Apps**

**The External Apps menu can be used to execute a Window application that is installed on the user's PC. It may also be used to open the default browser to a specific web page. By default, the following items are placed in the External Apps menu. See Chapter**

**16 for more details on how to specify which external app or web pages will be available on this list.**

**NotePad  
Word  
Outlook  
Excel  
Google  
YouTube  
Amazon  
FaceBook  
The Blind Life  
Test Application**

### **Main Menu: Exit EZWriter**

**Pressing ENTER on this line item will Exit EZWriter.**



## **Chapter 8 : Chapters, Bookmarks and FootNotes**

**EZWriter displays text files, which are treated as just one long body of text, with no formal "page" separation. Users can optionally type in page numbers, such as "Page 1", "Page 2", but the placement is arbitrary and up to the user. Page numbers are not recognized by EZWriter, other than that EZWriter can Search the document for a page number notation.**

**Within files, EZWriter provides special recognition of footnotes, bookmarks and chapters. Each is simply a line of text that begins with one of the markers "FN", "BK" or "Chapter". A space must follow the marker. The rest of the line can contain anything the users want to put there. The markers are case insensitive.**

**EZWriter can display a list of FootNotes, Bookmarks and Chapters that are found in the document. When one of the lists is shown, a user can select a line item and press ENTER or double-click on the line to return the editor, scrolled to the selected FootNote/BookMark/Chapter.**

**There is no Context Menu for the FootNotes, Bookmarks and Chapter lists.**

**Here is a summary list of keyboard shortcuts for the actions mentioned in this Chapter.**

<b>Chapter 8 Shortcuts</b>	<b>Keyboard Shortcuts</b>
<b>Display FootNote List</b>	<b>Control+Alt+E</b>
<b>Display BookMark List</b>	<b>Control+Alt+G</b>
<b>Display Chapter List</b>	<b>Control+Alt+K</b>



## Chapter 9 : Spell Check

The shortcut **Control+Alt+J** spell check command displays a list of all misspelled words found in the editor. Spell check can also be called from the Editor Context Menu.

The dictionary file used for spell check is distributed with EZWriter. A user can edit the file to add, delete or correct words.

From the list of misspelled words, the selects a word and presses **ENTER** to open the Editor and scroll to the mis-spelled word. The word will be automatically highlighted.

**EZWriter SpellCheck does not provide a "Replace All" function.**

Here is a summary list of keyboard shortcuts mentioned in this Chapter.

<b>Chapter 9 Shortcuts : Spell Check</b>	<b>Keyboard Shortcuts</b>
<b>Spell Check</b>	<b>Control+Alt+J</b>

\



## Chapter 10 : Thesaurus

The shortcut **Control+Alt+D** thesaurus command displays a list of suggested alternatives to whatever word is highlighted in the editor. The Thesaurus list also displays a text box at the top of the list, containing the selected word.

The Thesaurus can also be called from the Editor Context Menu.

When a word is selected from the Thesaurus list, the selected word is placed in the Thesaurus textbox. Pressing **ENTER** will replace the word selected in the editor with the word found in the Thesaurus textbox. This changes only the one selected word in the editor.

Here is a summary list of keyboard shortcuts mentioned in this Chapter.

<b>Chapter 10 Shortcuts : Thesaurus</b>	<b>Keyboard Shortcuts</b>
<b>Thesaurus</b>	<b>Control+Alt+D</b>



## Chapter 11 : Editor Search

The shortcut **Control+T** pops up a Search dialog in which the user can enter a Search Term. The popup is given keyboard focus and the current search term is highlighted so the user can simply start typing immediately once the dialog is shown.

After entering the search term, pressing **ENTER** closes the Search dialog and scrolls the document or list to the next occurrence of the Search Term and either highlights the selected word from the document or selects the line item from the list that contains the search term.

The shortcut **Control+Alt+A** is used to repeat the search for the same search term without using the popup Search dialog.

The shortcuts **Control+Alt+T**, **Control+Shift+S** and **Control+Shift+I** will search, respectively, for the next occurrence of a FootNote, BookMark or Chapter in the Editor.

Searches are case insensitive.

Here is a summary list of keyboard shortcuts mentioned in this Chapter. The Editor Context menu also has line items for each of the search options.

<b>Chapter 12 Shortcuts : Search</b>	<b>Keyboard Shortcuts</b>
<b>Search</b>	<b>Control+T</b>
<b>Search Again</b>	<b>Control+Alt+A</b>
<b>Next FootNote</b>	<b>Control+Alt+T</b>
<b>Next BookMark</b>	<b>Control+Shift+S</b>
<b>Next Chapter</b>	<b>Control+Shift+I</b>



## Chapter 12 : File Folders

As part of installation, EZWriter creates the following 5 folders for storing files.

1. Main
2. Archives
3. System
4. Recordings
5. Backup

EZWriter supports only text files, those with a “.txt” extension. All 5 folders may be accessed from the Main Menu or by using a keyboard shortcut.

**Files may be created and edited in the Main and Archive folders. Generally, the user will create and edit files in the Main folder, then move them to the Archive when they are no longer accessed frequently.**

**Files in the System folder are required by EZWriter and may only be edited by the user.**

**Files in the Recordings folder are created when users record their voice.**

**Files in the Backup folder are created automatically by EZWriter and are used by the user to restore individual files in any of the EZWriter folders.**

**As part of installation, each of the folders contains a few sample files.**

## **1. Main Folder**

**Main files are kept in the folder c:\ezreader\ezwriter\ and may be shown using the shortcut Control+J.**

## **2. Archives Folder**

**Archived files are kept in the subfolder c:\ezreader\ezwriter\archives\ and may be shown using the Control+Alt+Z shortcut. The folder is a secondary storage location for user files, used primarily to store files which are not unlikely to be edited any time soon, or files which the user would like to move out of the Main File folder just to keep the list of files in that folder to a minimum. Files can be moved freely between the Main and Archives folders using the Control+Alt+Y shortcut.**

## **3. System Files**

**Files containing various EZWriter settings are kept in the folder c:\ezreader\ezwriter\system\ and may be accessed using the shortcut Control+Alt+7.**

**System files can only be edited.**

**Care should be used during edits because errors in the file content can cause EZWriter to work incorrectly.**

## **4. Recordings**

**Voice recordings are stored in the folder “c:\ezreader\ezwriter\recording” and may be shown using the Control+Shift+2 shortcut. Voice recordings are saved as WAV files.**

## **5. Backup Folders**

**Each time EZWriter is exited, a copy of all EZWriter files is placed in a folder with today's day. Each day a new backup folder is created, whose content is the files available at the last time EZWriter was exited.**

For security reasons, the individual daily backup folders are kept outside the EZWriter folder – in the folder “c:\users\\Documents\EZWriter\_Backup”. The individual daily backup folders are simply named as the date they were created, such as “2024-12-24”.

Individual backup files may be used to restore the original files, but a complete restore of all files in a Backup folder is not allowed.

Here is a summary list of keyboard shortcuts mentioned in this Chapter.

Chapter 12 Shortcuts : Search	Keyboard Shortcuts
Main Files	Control+J
Archive Files	Control+Alt+Z
Move File Between Main/Archive	Control+Alt+Y
System Files	Control+Alt+7
Recordings	Control+Alt+L
Backup Folders	Control+Shift+W
Enable Making BAK Files	Control+Shift+D
Restore BAK File	Control+Alt+Q



## Chapter 13: File Actions

EZWriter offers a well-known set of actions and settings for working with files. All of these may be accessed using individual shortcuts or by using the Context Menus for the Editor and individual File Lists.

### New File:

To create a new file, enter the shortcut Control+Alt+R. The new file will be created in the main file folder and given a unique name such as “-new001.txt”. The new file will be automatically opened in the editor and will have no content.

### Save File:

To Save changes to the currently opened file, enter the shortcut Control+U.

### ReName File:

The currently opened file or a file selected from the Main and Archive folder can be renamed by pressing the shortcut Control+Shift+Y. The new file name will be entered by the user in a popup dialog.

## **AutoSave File:**

The currently opened file can be automatically Save every 10 minutes by turning on the AutoSave10 feature. Pressing the shortcut Control+Shift+C toggles whether AutoSave10 is on.

## **Create BAK:**

When a file is Saved a copy of the original file can be saved with a .BAK extension. Pressing the shortcut Control+Shift+D toggles whether a BAK file is created when a file is Saved.

## **Backup on Exit:**

When the user exits from EZWriter a copy of all files from all folders can be saved to the backup folder. A daily backup folder is created to contain the backup files. That folder is filled with the current version of all files, where the most recent backup will override a backup made earlier in the day.

Pressing the Control+Alt+5 shortcut toggles whether file backup takes place when EZWriter closes.

While it may seem a bit extreme to back up every file that often, remember that text files take up very little space, so there is no particular penalty for making numerous backup folders.

## **Restore BAK:**

The content of the currently opened file can be replaced with the content of its corresponding BAK file by pressing the shortcut Control+Alt+Q. This will lose any unsaved file changes.

## **Reload:**

The content of the currently opened file can be replaced with the content of the original file by pressing the shortcut Control+Alt+W. This will lose any unsaved file changes.

## **Move File:**

The currently opened file or a file selected from the Main and Archive folder can be moved to the opposite folder by pressing the shortcut Control+Alt+Y.

## **Copy File to Clipboard:**

The currently opened file or a file selected from the Main and Archive folder can be copied to the clipboard by pressing the shortcut **Control+Shift+V**. This is a copy of the file, ready to be pasted into a folder or dropped into an email as an attachment. It is not simply copying the file text content to the clipboard.

### **Save File As:**

The currently opened file or a file selected from the Main and Archive folder can be copied to a new file in the same folder. By pressing the shortcut **Control+Shift+F3**. The new file name will be entered by the user in a popup dialog.

### **Delete File:**

From a file list, most files can be deleted. The exception is System files which can be edited by not deleted.

### **Attach To Editor:**

From a file list, a file can be selected to be attached to the currently opened file. This consists of entering the full file name at the bottom of the Editor. Files listed in this way will be sent as attachment when the Editor content is sent as an email.

Here is a summary list of keyboard shortcuts mentioned in this Chapter. The Context Menu for file lists also provide access to these actions.:

<b>Chapter 13 Shortcuts : File Actions</b>	<b>Keyboard Shortcuts</b>
<b>New File</b>	<b>Control+Alt+N</b>
<b>Save File</b>	<b>Control+U</b>
<b>ReName File</b>	<b>Control+Shift+Y</b>
<b>Auto Save File Setting</b>	<b>Control+Shift+C</b>
<b>Create BAK Files Setting</b>	<b>Control+Alt+D</b>
<b>Backup On Exit Setting</b>	<b>Control+Alt+5</b>
<b>Restore BAK File</b>	<b>Control+Shift+Q</b>
<b>Reload File</b>	<b>Control+Alt+W</b>
<b>Move File</b>	<b>Control+Alt+Y</b>
<b>Copy File to Clipboard</b>	<b>Control+Shift+V</b>
<b>Save File As</b>	<b>Control+Shift+F3</b>
<b>Delete File</b>	<b>Control+Shift+X</b>
<b>Attach to Editor</b>	<b>F3</b>
<b>Context Menu</b>	<b>Control+K</b>



## Chapter 14 : File Explorer

**EZWriter offers a very straight-forward way to drill down through all folders and files in the user's PC, then to take action on the selected file.**

**File Explorer is available from the Main Menu or by using the shortcut F2. File Explorer displays a list files and folders contained in a selected folder. The initial selected folder is "c:\\" but will change from session to session, depending on which folder a user last selects.**

**In the File Explorer list folders and files of the base folder are listed immediately under the base folder – folders first followed by files. Both are listed in alphanumerical order.**

**Folders in the list are preceded by a backslash, to distinguish them from files which do not have a backslash.**

**When a folder is selected and Enter is pressed, the selected folder becomes the base folder and the File Explorer list is re-built to show the new base folder at the top of the list, followed by its child folders and files.**

**However, if the selected folder is the top line in the list, then the parent of that folder becomes the new base folder and the list is re-built.**

**When a file is selected and Enter is pressed, the file is opened externally to EZWriter using the users default client for that file type.**

**The following actions can be taken on a file (not folder) selected in the Explorer file list by pressing the appropriate shortcut key or by using the Explorer Files Context Menu which allows the following actions:**

- Copy File to Clipboard**
- Copy File to Main Files**
- Attach File to Editor**
- Print Explorer File List**
- Print Explorer File List Small**

**Here is a summary list of keyboard shortcuts mentioned in this Chapter.**

<b>Chapter 14 Shortcuts : File Explorer</b>	<b>Keyboard Shortcuts</b>
<b>Copy File to Clipboard</b>	<b>Control+Shift+V</b>
<b>Copy File to Main Files</b>	<b>Control+F11</b>
<b>Attach File to Editor</b>	<b>F3</b>
<b>Print Explorer File List</b>	<b>Control+Shift+N</b>
<b>Print Explorer File List (Small)</b>	<b>Control+Alt+6</b>



## Chapter 15 : Content Protection

**EZWriter aggressively protects against the potential that a blind author might enter the wrong content, enter content at an inappropriate location or simply unintentionally delete content permanently.**

**There are five features which EZWriter provides to help ensure the integrity of an author's product.**

### **1. Automatic File Backups**

**When EZWriter closes, it automatically creates a folder containing every file that the user has created. The files are placed in a folder whose name is the date, such as "2024-08-16". The backup file names are preceded with the name of folder from which the file came, such as "system\_contacts.txt".**

**Each time EZWriter closes on a given day, the files in that day's folder are updated. Thus, there is only one backup folder for each day.**

**The automatic file backup is on by default and can be toggled with the shortcut Control+Alt+5.**

### **2. BAK Files**

**When a file is saved, the current version of the file is copied with the extension .bak. The next time the file is saved, any existing "bak" file is overwritten with the content from the current version of the file. Thus, there is only one "bak" file kept at any time.**

**The shortcut Control+Shift+D toggles whether BAK files are created.**

### **3. AutoSave**

When a file is opened in the Editor, a timer is started. At the end of every 10, 20 or 30 minutes, the file is automatically saved. The shortcut **Control+Shift+C** determines if the AutoSave function is active.

#### **4. System File Protection**

There are several files which are kept in the EZWriter "system" subfolder. Their content is critical to the operation of EZWriter and may not be renamed nor deleted. System files can be edited, just not deleted.

#### **5. Delayed Command Execution**

To protect file content from unintended changes, EZWriter can insert a delay between the user issuing a command and the command being completed. The delay can be 0, 3 or 5 seconds - as specified by the user. The shortcut **Control+Shift+1** cycles through the 0, 3 or 5 second delay times.

Zero seconds provides no protection but for author certain of their skills, it does provide the fastest use of EZWriter.

Choosing a 3 or 5 second delay allows the user to decide how much time they need to hear and respond to a command delay.

When a command delay is inserted, the user will hear the command name followed by a countdown until the command is executed and a statement that the command was completed, such as this:

**Deleting file friends.txt**

**5-4-3-2-1**

**File friends.txt deleted**

During the countdown the user may press the **ESC** key to cancel the command. Also, during the countdown, the user may press **F1** to immediately perform the command. Delays are recognized by these 12 commands:

- **Exit EZWriter**
- **Save File**
- **New File**
- **Open File**
- **Delete File/Email/Contact**
- **Reload File**
- **Restore BAK File**
- **Restore Backup File**
- **Download Email**
- **Reboot PC**
- **Update EZWriter**

Here is a summary list of keyboard shortcuts mentioned in this Chapter. The Settings Menu also provides access to these settings.

<b>Chapter 15 Shortcuts : Control Protection</b>	<b>Keyboard Shortcuts</b>
<b>Auto File Backup</b>	<b>Control+Alt+5</b>
<b>Create BAK Files</b>	<b>Control+Shift+D</b>
<b>Auto Save</b>	<b>Control+Shift+C</b>
<b>Protection Delay</b>	<b>Control+Shift+1</b>
<b>Cancel Protection Delay in Progress</b>	<b>F1</b>
<b>Settings Menu</b>	<b>Control+3</b>



# Chapter 16 : System Files

There are several system files which contain information needed by EZWriter to operate correctly. The files may be edited by the author but EZWriter will not allow the system files to be deleted nor renamed.

The system files are located in the "system\" subfolder. Here is a description of each file and of their content.

## 1. Accounts.txt

Provides the user email account information needed to send and receive emails. Here is a sample of the 8-line content for the EZWriter guest email account.

```
guest@garybeene.com
Guest <guest@garybeene.com>
pleaseEZ9
mail.webhero.com
587
mail.webhero.com
110
1
```

Lines 1 and 2 provide the user email user name and the full user email address. Typically, but not always, line 1 is the user's email address.

Line 3 provides the password that allows EZWriter to access the author's email account. Many servers require a separate password for 3<sup>rd</sup>-party tools such as EZWriter. If so, EZWriter tech support will take the steps to create this password.

Line 4 and line 5 provide the SMTP server and port for the user account.

Line 5 and line 6 provide the POP3 server and port for the user account.

Line 6 tells EZWriter whether a secure connection is required by the email server.

## 2. External.txt

EZWriter allows the user to modify content of the external applications list, which are items outside EZWriter that can be opened from within EZWriter.

Each line item has two parts, separated by a pair of colons - the name to display in Command line list and the URL of the item.

If the URL is not provided, such as when the first part of the line item is a Windows application, EZWriter will attempt to locate the application EXE.

**NotePad**

**Word**

**Outlook**

**Excel**

**Google :: <http://google.com>**

**YouTube :: <http://youtube.com>**

**Amazon :: <http://amazon.com>**

**FaceBook :: <http://facebook.com>**

**The Blind Life :: <https://www.youtube.com/theblindlife>**

**The Blind Life :: <http://theblindlife.net>**

**Test Application :: c:\data\howdy.exe**

**The author may modify the list by editing the line items to reflect applications they wish to have EZWriter open when pressing Enter on a selected line item.**

### **3. Contacts.txt**

**This file provides EZWriter with a list of email addresses to which email or text messages can be sent. There is one line per contact, where the lines can be entered as shown in the next four lines:**

**Gary Beene <[gbeene@airmail.net](mailto:gbeene@airmail.net)>**

**[gbeene@airmail.net](mailto:gbeene@airmail.net)**

**Gary Beene <[2146689913@txt.att.net](mailto:2146689913@txt.att.net)>**

**[2146689913@txt.att.net](mailto:2146689913@txt.att.net)**

**The format containing the user phone number is required when sending a text message.**

### **4. Manual.txt**

**This file is simply an all text, off-line version of the online ezwriter.pdf manual that is shown when F1 is pressed.**

### **5. Introduction.txt**

**This file is a 10 minute introductory text, intended to be read out loud for a new EZWriter user.**

## **6. Protected.txt**

**This file provides a way to disable EZWriter shortcuts, allowing another program to use the shortcut. By default, it contains "CA-N", which is the NVDI start shortcut.**

## **7. Thesaurus.txt**

**When in Edit mode a user can highlight a word and ask that synonyms of the word be displayed. Content is simply a list of word pairs, such as this:**

**adore love  
advance comes  
advantageous good  
advise say  
advise tell  
aesthetic beautiful  
affirm say**

**When the Thesaurus list is shown, a user can select a synonym and press Enter to have the synonym replace the selected word in the document.**

## **8. Signature.txt**

**The content of this file can be automatically inserted at the end of any sent email. Content can be anything the author wants, but would normally look something like this, with the selected word shown first, followed by a synonym:**

**Gary Beene  
New Vision Concepts  
11936 Jamestown Road  
Dallas, Tx 75230  
214-668-9913  
gbeene@airmail.net  
<http://newvisionconcepts.com>**

## **9. Dictionary.txt**

**EZWriter uses this list when performing a spell check. Content is just an alphabetized list of words:**

**zeniths  
zenithward  
zenobia  
zenocentric  
zenographic**

## **10. FileHistory.txt**

Whenever EZWriter opens a file, it pre-pends “filehistory.txt” with the file name that is opened.



## Chapter 17 : Backup Files

When Exiting from the user can have EZWriter make a backup copy of all files found in all EZWriter folders. One full file backup can be kept for each day, where the most recent backup will override a backup made earlier in the day.

The backup files are placed in a folder named with today’s date, such as “2024-09-12”. The folders are placed in the user’s “Document” folder – outside the EZWriter folder for greater security. Each backup file is appended with the date and time that the backup file was created.

The Main Menu “Backup Folders List” line item is used to display all backup folders, providing a list such as this:

2024-09-12  
2024-09-12  
2024-09-12

The Context Menu for the Backup Folder list allows these actions:

Delete Backup Folder  
Print Backup Folder List  
Print Backup Folder List Small

Note that is no “folder restore” action.

Pressing Enter on a backup folder list will display all files in that folder. The list contains files found in all EZWriter folders and looks like this, where the file name includes the folder which contains the original file:

archives\_paper.txt"  
archives\_rock.txt"  
archives\_scissors.txt"  
main\_friends.txt"  
main\_monsters.txt"  
main\_sample.txt"

**Pressing Enter on a backup file name will use the backup file to replace the file in its original folder. This action is countdown protected.**

**A Context Menu is also available that supports these actions:**

- Delete Backup File**
- Restore Backup File**
- Copy Backup File**
- Print Backup File List**
- Print Backup File List Small**



## **Chapter 18 : Email**

**EZWriter provides a complete email client, capable of sending and receiving emails, as well as sending text messages.**

**A user can send the entire content, or just a selection, of the currently opened file as an attachment or as the body of an email. Files other than the currently opened file can also be sent as an attachment to an email.**

**The email client support InBox, OutBox, Archives and Contacts lists, which can be accessed from the Main Menu or by keyboard shortcuts.**

**To view an email from the InBox/OutBox/Archives, just select the email and Press ENTER. The selected email will be placed in a temporary file email.txt and then displayed in the Editor.**

**Emails can be sent in a variety of ways.**

### **1. TO: located in Editor**

**On the top line of the editor, place an email address such as "To: Gary Beene <gbeene@airmail.net>". Then press the shortcut key as desired to send the Editor content as a file attachment or as the email body.**

**Optional lines with "Subj:", "CC:" and "BCC:" may also be entered at the top of the file. If omitted, EZWriter provides default values for those three fields. The four lines may be entered in any order.**

## 2. Send Email to Selected Contact

With a file opened for editing, open the list of contacts, select a contact to whom an email will be sent, then press the shortcut key for sending editor content as an attachment to the email. You can also press the **Control+Shift+E** shortcut to do the same.

To send an email to the selected contact, with the content of the Editor used as the email body, you can use the **Control+Shift+F** shortcut

## 3. Reply to Incoming Email

Select an email from the InBox, OutBox or Archives. Then press the Reply shortcut to create an outgoing email. Its top line will be automatically filled with "To: Sender" from the opened email. A subject line is also provided, with "Re:" inserted into the subject to indicate that the email is a reply. And finally, the body of the original email is placed at the bottom of the reply, separated by a line "---Original---" to indicate where the original email is found.

The Reply may be sent by pressing the shortcut key for sending editor content in the body of an email or as an attachment to the email.

## Contacts

A contacts list can be kept by the user, for providing a selectable list of contacts to which an email may be sent. When the list is shown and a contact is selected, the user can press the shortcut key for sending editor content in the body of an email or as an attachment to the email.

Each line in the contact list can contain the email address along, or both the username and the email, as in these two examples:

Gary Beene <gbeene@airmail.net>  
<rubyhoward@live.com>

Two additional files are kept in the system subfolder, with information used in sending emails.

### 1. signature.txt

This text file can contain any number of lines, with content which is automatically applied to the email when sent. The shortcut **Control+7** determines if the signature is applied.

### 2. account.txt

This information is used to interface with the user's email server:

- email address .... gbeene@airmail.net
- full address ... Gary Beene [gbeene@airmail.net](mailto:gbeene@airmail.net)
- password ... xxxx

- smtp server ... smtp.server.com
- smtp port ... 587
- pop3 server ... pop3.server.com
- SSL requirement ... 0 or 1

The shortcut **Control+1** can be used to verify that the **SMTP** settings are valid. The Shortcut **Control+2** can be used to verify that the **POP3** settings are valid.

## **Email Display Settings**

There are seven keyboard shortcuts which determine how email content is displayed. These settings do not affect the email itself, only how the email is displayed.

### **1. Hide Links**

Determines if active links, which can be a very long string, are hidden. The shortcut **Control+4** toggles link hiding.

### **2. Hide Extra Addresses**

This setting tells EZWriter to display only the first address found in the **To:**, **CC:**, and **BCC:** fields. The shortcut **Control+5** toggles hiding extra addresses.

### **3. Compact Addresses**

Determines if only the name part of an email address is displayed -i.e., "Gary Beene" is displayed vs "Gary Beene <gbeene@airmail.net>". The shortcut **Control+6** determines if addresses are compacted.

### **4. Use Signature**

Determines if the content of the email signature file is automatically added at the bottom of an email when sent. The shortcut **Control+7** determines if a signature is added to the bottom of an outgoing email.

### **5. Small Reply**

Determines if the full original email, or just its first fifty characters, are placed in an email Reply. The shortcut **Control+8** determines whether a small Reply is used.

### **6. Show Full Header**

Determines if the full email header, or just the email Subject is displayed. The shortcut **Control+Shift+9** toggle what is displayed.

### **7. Hide Disclaimer**

Determines if any "Disclaimer" is shown in the body of the email. The shortcut **Control+Shift+9** toggle what is displayed.

Here is a summary list of keyboard shortcuts mentioned in this Chapter. The Settings Menu is also available to change email settings.

<b>Chapter 18 Shortcuts : Email</b>	<b>Keyboard Shortcuts</b>
<b>Download Email</b>	<b>Control+Shift+M</b>
<b>Inbox</b>	<b>Control+Shift+W</b>
<b>OutBox</b>	<b>Control+Shift+O</b>
<b>Archives</b>	<b>Control+Shift+G</b>
<b>SMTP settings validation</b>	<b>Control+1</b>
<b>POP3 setting validation</b>	<b>Control+2</b>
<b>Hide Links</b>	<b>Control+4</b>
<b>Hide Extra Addresses</b>	<b>Control+5</b>
<b>Compact Addresses</b>	<b>Control+6</b>
<b>Use Signature</b>	<b>Control+7</b>
<b>Small Reply</b>	<b>Control+8</b>
<b>Full Body Email</b>	<b>Control+Shift+9</b>
<b>Hide Disclaimer</b>	<b>Control + Shift+F1</b>
<b>Send Selection/File as Attachment</b>	<b>Control+Shift+E</b>
<b>Send Selection/File as Body</b>	<b>Control+Shift+F</b>
<b>Open Contact List</b>	<b>Control+Alt+H</b>
<b>Reply</b>	<b>Control+Shift+Q</b>
<b>Add Sender to Contact List</b>	<b>Control+9</b>
<b>Settings Menu</b>	<b>Control+3</b>



## Chapter 19: Settings

There are about 20 different Settings used by EZWriter. The Settings are discussed throughout this document but this Chapter brings them all together in one place.

## **Email Settings:**

- 1. Hide Links** – for visual simplicity, replaces links in email body with “<Link>”
- 2. Hide Extra** – shows only the first email address in a field
- 3. Compact Addresses** – display only the name of an email address, if available
- 4. Use Signature** – automatically add user signature to outgoing emails
- 5. Small Reply** – Reply with only 5 lines of the parent message
- 6. Show Deep** – determine if an email display contains full header information
- 7. Hide Disclaimer** – hide disclaimers in an email

## **Files Settings:**

- 1. AutoSave10** – turns on an automatic save of the open file at 10 minutes
- 2. Create BAK** – enables creation of a BAK file when a file is saved
- 3. Backup On Exit** – creates daily backup of all EZWriter files

## **System Settings:**

- 1. Enable Countdown** – toggles use of the 321 countdown protection
- 2. Alt Dialog Style** – add border to the EZWriter window (enables dragging)
- 3. Category Context Menus** – determines whether full lists or Category lists are shown for the Editor, Settings and Shortcuts lists
- 4. Reminder** – toggles a 15 minute alarm on/off
- 5. Perform Search** – determines is opening a browser first asks for a search term to use to search the URL.
- 6. Dialog Style** – allows changing EZWriter dialog caption to allow movement

## **Printing:**

- 1. Orientation** – toggles between portrait and landscape printing
- 2. Avery Form** – cycles through return address, delivery address and label forms

## **Editor:**

- 1. Margin** – cycles through available text margins

## **Speak:**

- 1. Allow EZWriter to Speak** – mutes EZWriter
- 2. Special Key Response** – determines if entering a navigation key results in a verbal message
- 3. Letter Response** – choose between none, letter, word or both
- 4. Speak Shortcuts** – toggles whether shortcut descriptions are spoken
- 5. Include Shortcut Key** – adds shortcut key to spoken shortcuts
- 6. Minimal Key** – speaks Control+Alt+7 vs speaking Control Alt 7 shortcut key

## **Sound:**

- 1. Volume** – raise or lower the PC speaker volume
- 2. Mute** – toggles muting the PC speakers

3. **Speed** – slow, normal and fast speaking
4. **Gender** – male or female voice

**Font:**

1. **Font Size** – raise or lower the font size used in the Editor and all Lists
2. **Font Name** – toggle through 3 available font names
3. **Bold** – toggle the font bold attribute
4. **Colors** – cycle through 4 available color pairs
5. **Use Small Font** – toggles display of all text at a user-specified small font size

Here is a summary list of keyboard shortcuts mentioned in this Chapter. The Settings Menu can be accessed from the Main Menu

<b>Chapter 19 Shortcuts : Settings</b>	<b>Keyboard Shortcuts</b>
<b>Email – Body Content</b>	<b>Control+Shift+9</b>
<b>Email – Hide Links</b>	<b>Control-4</b>
<b>Email – Compact Addresses</b>	<b>Control-6</b>
<b>Email – Use Signature</b>	<b>Control-7</b>
<b>Email – Small Reply</b>	<b>Control-8</b>
<b>Files – Auto Save 10 Minutes</b>	<b>Control+Shift+C</b>
<b>Files – Create BAK</b>	<b>Control+Shift+D</b>
<b>Files – BackupOnExit</b>	<b>Control+Alt+5</b>
<b>System – Enable Countdown</b>	<b>Control+Shift+1</b>
<b>System – Alt Dialog Style</b>	<b>Control-Alt+F</b>
<b>System – Category Context Menu</b>	<b>Control+Shift+F9</b>
<b>System – Reminder</b>	<b>Control+Shift+0</b>
<b>System – Perform Search</b>	<b>Control+Alt+V</b>
<b>Printing – Orientation</b>	<b>Control+Shift+Z</b>
<b>Printing – Avery Form</b>	<b>Control+Alt+1</b>
<b>Editor – Left/Right Margins</b>	<b>Control+Alt+P</b>
<b>Speech – Allow Speaking</b>	<b>F6</b>
<b>Speech – Special Key Response</b>	
<b>Speech – Letter Response</b>	<b>Control+Alt+9</b>
<b>Speech – Speak Shortcuts</b>	<b>F7</b>
<b>Speech – Include Shortcut Keys</b>	<b>F8</b>
<b>Speech – Minimal Keys</b>	<b>Control+Alt+S</b>
<b>Font – Larger</b>	<b>Control+L</b>
<b>Font – Smaller</b>	<b>Control+O</b>
<b>Font – Name</b>	<b>Control+F</b>
<b>Font – Bold</b>	<b>Control+Alt+B</b>
<b>Font – Colors</b>	<b>Control+Y</b>
<b>Font – use Small Font</b>	<b>Control+Shift+8</b>
<b>Sound – Louder</b>	<b>Control+D</b>
<b>Sound – Softer</b>	<b>Control+Shift+R</b>

<b>Sound – Mute</b>	<b>Control+Q</b>
<b>Sound – Speed</b>	<b>Control+R</b>
<b>Sound – Gender</b>	<b>Control+G</b>



## Chapter 20 : Recordings

**EZWriter can record the user's voice and save the files into the recording folder as WAV files. The recording files can be played, paused and stopped.**

**WAV files are a common format so the files can be shared with others, including by email from EZWriter, for playing on their own PCs.**

**A list of existing recordings can be access with the shortcut Control+Shift+2 or from the Main Menu.**

**Once the recording file list is shown, a Context Menu will display the following file options:**

<b>Chapter 20 Shortcuts : Recording</b>	<b>Keyboard Shortcuts</b>
<b>Start Recording</b>	<b>Control+Shift+3</b>
<b>Stop Recording</b>	<b>Control+Shift+4</b>
<b>Start Playback</b>	<b>Control+Shift+5</b>
<b>Pause Playback</b>	<b>Control+Shift+6</b>
<b>Stop Playback</b>	<b>Control+Shift+7</b>
<b>ReName File</b>	<b>Control+Shift+Y</b>
<b>Delete File</b>	<b>Control+Shift+X</b>
<b>Copy File</b>	<b>Control+Shift+V</b>
<b>Attach to Editor</b>	<b>F3</b>
<b>Print File List</b>	<b>Control+Alt+S</b>
<b>Print File List Small</b>	<b>Control+Alt+6</b>



# Chapter 21 : Printing

**EZWriter has a wide variety of printing option, including printing text content from the Editor as well as printing an image of the EZWriter window.**

## **Text Printing**

**Printing is normally done using the font and font size currently assigned by the user. The default font size is 68 points and the default font is Tahoma.**

**When a printing command is issued EZWriter displays a popup dialog which speaks the printer orientation and the number of pages to be printed. The user presses Y or N on the keyboard to determine if printing continues. The Escape key also can be pressed to stop the printing action.**

**The shortcut Control+P is normally used to print text from the Editor. If a text selection is made, the selection will be printed. Otherwise, the full document will be printed. Word wrapping will be applied to the output to make sure that no text is lost when a line is wider than the printer page width.**

**Users can use the Control+Shift+Z shortcut to toggle between Portrait and Landscape printer orientation.**

**The shortcut Control+Shift+S can be used to print text in a 12pt font size. This can be useful for the author to give a printout to someone with full vision.**

## **Image Printing**

**The shortcut Control+Shift+P can be used to send an image of the EZWriter screen directly to the printer. This is a quick method of capturing the text that is shown in the Editor on in a List. EZWriter will speak “Printing Dialog” to indicate the image is being printed.**

## **Label Printing**

**EZWriter offers a special printing option - that of printing labels. Three label types are supported, where the label content is displayed in lines 1-5, depending on the type of Avery label sheet to be printed.**

- Return Address    Top three lines    Avery 8160            3 x 10 1” x 2 5/8”**
- Mailing Address    Top four lines        Avery 18163          2 x 5    2” x 4”**
- Business Cards    Top five lines        Avery 5371            2 x 5    2” x 3.5”**

**The label type is selected using the shortcut Control+Alt+1. The shortcut Control+Alt+2 is the print commands.**

In all three labels, the line after the content determines how many, or which lines to print. If the next line is empty, then a full page of labels is printed. The next line can also be a single number to indicate how many labels to print, starting at position 1 in the upper left corner of the label sheet. Finally, the next line can be two numbers separated by a dash to indicate the starting and ending label positions to be printed.

Here is a summary list of keyboard shortcuts mentioned in this Chapter. The Global Menu can also be used to access print actions. The Settings Menu can access print settings.

<b>Chapter 21 Shortcuts : Printing</b>	<b>Keyboard Shortcuts</b>
<b>Print Editor Content</b>	<b>Control+P</b>
<b>Print Orientation</b>	<b>Control+Shift+Z</b>
<b>Print Using Small Font</b>	<b>Control+Shift+S</b>
<b>Print Screen Image</b>	<b>Control+Shift+P</b>
<b>Select Label Template</b>	<b>Control+Alt+1</b>
<b>Print Labels</b>	<b>Control+Alt+2</b>
<b>Settings Menu</b>	<b>Control+3</b>



## **Chapter 22 : Dictation, Narrator, and JAWS**

### **Dictation**

As an alternative to typing with the keyboard, EZWriter provides access to the verbal dictation capabilities of Windows. In many cases it will be a very convenient tool for a blind user. However, the big drawback of dictation is that a blind user cannot see what is entered to confirm the accuracy of the speech-to-text translation. Once the text is entered a user can always use EZWriter tools to speak the entered text content.

The dictation capability used by EZWriter is built into Windows and generally has excellent accuracy. However, users will find its response to be slower than what they are used to experiencing on their phones.

Use the shortcut WinKey+H to turn dictation ON/OFF. Also, the shortcut Control+Shift+K can be used to turn dictation OFF, as can the shortcut key Escape.

### **Narrator**

**EZWriter has the ability to turn Windows Narrator ON and OFF. Narrator can be used in parallel with the speech features offered by EZWriter. However, having two voices speaking at the same time could be confusing. Use the shortcut Control+WinKey+Enter to toggle Narrator ON and OFF.**

## **JAWS**

**JAWS is a screen reader program for Microsoft Windows that helps people who are blind or visually impaired access computer content. JAWS was developed in 1995 by Freedom Scientific and is the most popular screen reader in the world. It can read text, images, links, icons, menus, and applications into speech or braille formats.**

**JAWS can help users navigate the internet, write documents, read emails, and create presentations. It works with many popular computer applications, including Microsoft Office, Google Docs, Chrome, Internet Explorer, Firefox, and Edge.**

**In our tests, EZWriter and JAWS appear to be compatible with one another.**

**Here is a summary list of keyboard shortcuts mentioned, or related to content, in this Chapter. The Global Menu and the Screen Reader Menu can also be used to access these options.**

<b>Chapter 22 Shortcuts : Screen Readers</b>	<b>Keyboard Shortcuts</b>
<b>Dictation ON</b>	<b>WinKey+H</b>
<b>Dictation OFF</b>	<b>WinKey+H</b>
<b>Dictation OFF</b>	<b>Escape</b>
<b>Narrator Toggle ON/OFF</b>	<b>Control+WinKey+Enter</b>
<b>Dictation OFF</b>	<b>Control-Shift-K</b>
<b>JAWS Temporary Silence</b>	<b>Control</b>
<b>JAWS ON</b>	<b>Control+Alt+J</b>
<b>JAWS OFF</b>	<b>Ins+F4</b>
<b>Screen Reader Menu</b>	<b>Control+Alt+V</b>



## **Chapter 23 : Shortcuts**

**There are three actions EZWriter shortcuts can take:**

- 1. Toggle a Setting ON/OFF (such as PrintLandscape)**
- 2. Change a variable's value (such as the size of the Editor margins)**
- 3. Take an action, such as speaking the current line from the editor or deleting a file**

There are approximately 130 shortcuts available in EZWriter, separated into the following categories:

- Editor**
- Files**
- System**
- Speak**
- Email**
- Font**
- Sound**
- Printing**
- Recording**
- Search**

And here is the complete list of shortcuts for each of those categories. Each line gives the shortcut key followed by a brief description of what action the short cut will take.

### Shortcut Limitations

There are limits on when a shortcut will be accepted by EZWriter. For example, if the Editor is on display, the shortcut ReName file is not allowed. The allowed shortcuts for each Primary Content Screen is found in the screen Context Menus. If the user enters a shortcut that is not accepted, EZWriter will speak "Invalid Command".

### Editor Shortcuts (Built-In)

<b>Select All Text</b>	<b>Control+A</b>
<b>Copy Selected Text</b>	<b>Control+C</b>
<b>Copy, then Delete, Selection</b>	<b>Control+X</b>
<b>Paste at Cursor Location</b>	<b>Control+V</b>
<b>Undo Last Editing Action</b>	<b>Control+Z</b>
<b>Move Cursor to Start of Current Line</b>	<b>Hme</b>
<b>Move Cursor to Top of Document</b>	<b>Control+Hme</b>
<b>Move Cursor to End of Current Line</b>	<b>End</b>
<b>Move Cursor to End of Document</b>	<b>Control+End</b>
<b>Undo Last Editing Action</b>	<b>Control+Z</b>
<b>Scroll Up 1 Screen</b>	<b>PgUp</b>
<b>Scroll Down 1 Screen</b>	<b>PgDn</b>
<b>Move Cursor Up/Down 1 Line</b>	<b>Up/Down Arrows</b>
<b>Move Cursor Left/Right 1 Character</b>	<b>Left/Right Arrows</b>
<b>Delete Character to Left of Cursor</b>	<b>Backspace</b>
<b>Delete Character to Right of Cursor</b>	<b>Del</b>

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## Editor Shortcuts (EZWriter)

<b>Thesaurus</b>	<b>Control+Alt+D</b>
<b>FootNotes</b>	<b>Control+Alt+E</b>
<b>Chapters</b>	<b>Control+Alt+K</b>
<b>Bookmarks</b>	<b>Control+Alt+G</b>
<b>SpellCheck</b>	<b>Control+Alt+J</b>
<b>Time Stamp</b>	<b>Control+Shift+J</b>
<b>Margins</b>	<b>Control+Alt+P</b>

## Files Shortcuts:

<b>Save File</b>	<b>Control+U</b>
<b>New File</b>	<b>Control+Alt+R</b>
<b>ReName File</b>	<b>Control+Shift+Y</b>
<b>Delete File</b>	<b>Control+Shift+X</b>
<b>Restore BAK File</b>	<b>Control+Shift+Q</b>
<b>Reload File</b>	<b>Control+Alt+W</b>
<b>Move File</b>	<b>Control+Alt+Y</b>
<b>Copy File to Clipboard</b>	<b>Control+Shift+V</b>
<b>Save File As</b>	<b>F3</b>
<b>Main Files</b>	<b>Control+J</b>
<b>Archive Files</b>	<b>Control+Alt+Z</b>
<b>System Files</b>	<b>Control+Alt+7</b>
<b>Recording Files</b>	<b>Control+Shift+2</b>
<b>Backup Folders</b>	<b>Control+Alt+L</b>
<b>File Explorer</b>	<b>F2</b>
<b>Auto Save File Every 10 Minutes</b>	<b>Control+Shift+C</b>
<b>Create BAK Files</b>	<b>Control+Alt+D</b>
<b>Backup On Exit</b>	<b>Control+Alt+5</b>

## System Shortcuts:

<b>Remote Support</b>	<b>Control+Shift+T</b>
<b>Quick Assist</b>	<b>Control+WinKey+T</b>
<b>Exit</b>	<b>ESC</b>
<b>Exit</b>	<b>F10</b>
<b>Speak Version</b>	<b>F5</b>
<b>Information, Short</b>	<b>Control+I</b>
<b>Information, Editor</b>	<b>Control+Shift+B</b>
<b>ReBoot PC</b>	<b>Control+Alt+4</b>

<b>Update EXE</b>	<b>Control+Alt+L</b>
<b>Startup Folder</b>	<b>F4</b>
<b>EZWriter Folder</b>	<b>Control+Alt+X</b>
<b>Shortcut History</b>	<b>Control+0</b>
<b>Enable Countdown 321</b>	<b>Control+Shift+1</b>
<b>Dialog Style</b>	<b>Control+Alt+F</b>
<b>Reminder</b>	<b>Control+Shift+0</b>

## Speak

<b>Speak Selection</b>	<b>F9</b>
<b>Speak Current Line</b>	<b>Control+Shift+L</b>
<b>Spell List Item</b>	<b>Control+Shift+U</b>
<b>Read Text</b>	<b>Control+S</b>
<b>Stop Reading</b>	<b>Control+H or Control+S</b>
<b>Speak Previous Word</b>	<b>Control+B</b>
<b>Speak Current Word At Cursor</b>	<b>Control+W</b>
<b>Speak Next Word</b>	<b>Control+N</b>
<b>Dictation ON/OFF</b>	<b>WinKey+H</b>
<b>Dictation OFF</b>	<b>Control+Shift+K</b>
<b>Narrator ON/OFF</b>	<b>Control+WinKey+Enter</b>
<b>Allow Speaking</b>	<b>F6</b>
<b>Speak Shortcuts</b>	<b>F7</b>
<b>Include Shortcut Key</b>	<b>F8</b>
<b>Minimal Shortcut Key</b>	<b>Control+Shift+S</b>
<b>Special Key Response</b>	<b>F11</b>
<b>Letter Response</b>	<b>Control+Alt+9</b>

## Email Shortcuts:

<b>Send Selection/File as Attachment</b>	<b>Control+Shift+E</b>
<b>Send Selection/File as Body</b>	<b>Control+Shift+F</b>
<b>Download Email</b>	<b>Control+Shift+M</b>
<b>Inbox</b>	<b>Control+Shift+W</b>
<b>OutBox</b>	<b>Control+Shift+O</b>
<b>Archives</b>	<b>Control+Shift+G</b>
<b>Contacts</b>	<b>Control+Alt+H</b>
<b>Reply</b>	<b>Control+Shift+Q</b>
<b>SMTP settings validation</b>	<b>Control+1</b>

<b>POP3 setting validation</b>	<b>Control+2</b>
<b>Add Sender to Contact List</b>	<b>Control+9</b>
<b>Send Email to Archives</b>	<b>Control+Alt+8</b>
<b>Hide Links</b>	<b>Control+4</b>
<b>Hide Extra Addresses</b>	<b>Control+5</b>
<b>Compact Address</b>	<b>Control+6</b>
<b>Use Signature</b>	<b>Control+7</b>
<b>Small Reply</b>	<b>Control+8</b>
<b>Full Body Email</b>	<b>Control+Shift+9</b>
<b>Hide Disclaimer</b>	<b>Control+Shift+F1</b>

### **Recording Shortcuts:**

<b>Features:</b>	<b>Keyboard Shortcuts</b>
<b>Start Recording</b>	<b>Control+Shift+3</b>
<b>Stop Recording</b>	<b>Control+Shift+4</b>
<b>Start Playback</b>	<b>Control+Shift+5</b>
<b>Pause Playback</b>	<b>Control+Shift+6</b>
<b>Stop Playback</b>	<b>Control+Shift+7</b>

### **Font Shortcuts:**

<b>Larger Font Size</b>	<b>Control+L</b>
<b>Smaller Font Size</b>	<b>Control+M</b>
<b>Font Name</b>	<b>Control+F</b>
<b>Bold Attribute</b>	<b>Control+Alt+B</b>
<b>Color</b>	<b>Control+Y</b>
<b>Use Small Font</b>	<b>Control+Shift+8</b>

### **Sound Shortcuts:**

<b>Louder</b>	<b>Control+L</b>
<b>Softer</b>	<b>Control+Shift+R</b>
<b>Faster</b>	<b>Control+R</b>
<b>Gender</b>	<b>Control+G</b>
<b>Mute</b>	<b>Control+Q</b>

### **Printing Shortcuts:**

<b>Print Editor</b>	<b>Control+P</b>
<b>Print Editor Small</b>	<b>Control+Shift+S</b>
<b>Print Window</b>	<b>Control+Shift+P</b>
<b>Print List</b>	<b>Control+Shift+N</b>
<b>Print List (Small Font)</b>	<b>Control+Alt+6</b>

<b>Print Labels</b>	<b>Control+Alt+2</b>
<b>Avery Template</b>	<b>Control+Alt+1</b>
<b>Orientation</b>	<b>Control+Shift+Z</b>

### **Search Shortcuts:**

<b>Search</b>	<b>Control+T</b>
<b>Search Again</b>	<b>Control+Alt+A</b>
<b>Next FootNote</b>	<b>Control+Alt+T</b>
<b>Next BookMark</b>	<b>Control+Shift+H</b>
<b>Next Chapter</b>	<b>Control+Shift+I</b>

### **Screen Reader Shortcuts:**

<b>Temporary Silence JAWS</b>	<b>Control</b>
<b>Turn JAWS ON</b>	<b>Control+Alt+J</b>
<b>Turn JAWS OFF</b>	<b>Ins-F4</b>
<b>Dictation ON/OFF</b>	<b>WinKey+H</b>
<b>Dictation OFF (Close Window)</b>	<b>Control+Shift+K</b>
<b>Narrator (toggle)</b>	<b>Control+WinKey+Enter</b>

### **Main Menu Shortcuts:**

<b>Main Menu</b>	<b>Control+M</b>
<b>Editor</b>	<b>Control+E</b>
<b>New File</b>	<b>Control+Alt+R</b>
<b>Main File List</b>	<b>Control+J</b>
<b>Archive File List</b>	<b>Control+Alt+Z</b>
<b>System File List</b>	<b>Control+Alt+7</b>
<b>Recording File List</b>	<b>Control+Shift+2</b>
<b>Backup Folders</b>	<b>Control+Alt+L</b>
<b>File Explorer</b>	<b>F2</b>

### **Editor Category Context Menu Shortcuts:**

<b>Editor Category Menu</b>	<b>C-K</b>
<b>Search Actions</b>	<b>Control+Shift+F3</b>
<b>File Actions</b>	<b>Control+Shift+F4</b>
<b>Speak Actions</b>	<b>Control+Shift+F5</b>
<b>Print Actions</b>	<b>Control+Shift+F6</b>
<b>Email Actions</b>	<b>Control+Shift+F7</b>

## Settings Category Menu Shortcuts:

<b>Settings Category Menu</b>	<b>C-3</b>
<b>Editor</b>	<b>Control+F2</b>
<b>Files</b>	<b>Control+F3</b>
<b>System</b>	<b>Control+F4</b>
<b>Speak</b>	<b>Control+F5</b>
<b>Email</b>	<b>Control+F6</b>
<b>Font</b>	<b>Control+F8</b>
<b>Sound</b>	<b>Control+F9</b>
<b>Printing</b>	<b>Control+F10</b>

## Shortcuts Category Menu Shortcuts:

<b>Shortcuts Category Menu</b>	<b>Control+Alt+I</b>
<b>Editor</b>	<b>Control+Alt+F2</b>
<b>Files</b>	<b>Control+Alt+F3</b>
<b>System</b>	<b>Control+Alt+F4</b>
<b>Speak</b>	<b>Control+Alt+F5</b>
<b>Email</b>	<b>Control+Alt+F6</b>
<b>Recording</b>	<b>Control+Alt+F7</b>
<b>Font</b>	<b>Control+Alt+F8</b>
<b>Sound</b>	<b>Control+Alt+F9</b>
<b>Printing</b>	<b>Control+Alt+F10</b>
<b>Search</b>	<b>Control+Alt+F11</b>



## Chapter 24 : Common Tasks

**Note:** add shortcuts

The EZWriter users' manual provides a lot of detail about how to use EZWriter. But sometimes I users would like a simple step-by-step description of how to perform a task. That's what this Chapter covers. Remember that EZWriter always opens the Main Menu. Also, note that double-clicking on a list line item is the same as selecting the line items and pressing ENTER

### Display a Context Menu

1. From the Editor or a List, press the shortcut Control+K. EZWriter will say is List has no context menu.

## **Manage Countdowns**

- 1. When you hear 5-4-3-2-1 press F1 to immediately complete the action**
- 2. When you hear 5-4-3-2-1 press ESC to stop the countdown**

## **Exit EZWriter (3 Methods)**

- 1. Select the top line of the Main Menu and press ESC**
- 2. Select the Main Menu last line "Exit EZWriter" and press ENTER**
- 3. Press the shortcut Key F10**

## **Send an Email with Editor Content as Attachment (Method 1)**

- 1. Open the Contacts List**
- 2. Select a contact (email address)**
- 3. Press ENTER**

## **Send an Email with Editor Content as Attachment (Method 2)**

- 1. In the Editor top line, type an email address like this:  
To: Gary Beene <gbeene@airmail.net>**
- 2. Press the shortcut keys Control+E (Control+F to send as Body)**

## **Send an Email with Editor Content as Attachment (Method 3)**

- 1. In the Editor top line, type an email address like this:  
To: Gary Beene <gbeene@airmail.net>**
- 2. From the Editor, use Control+K to open the Context Menu**
- 3. Select and Open Email Actions**
- 4. Select and Press Send Editor as Attachment (Body option also available)**

## **Navigate Menus**

- 1. Press ESC or ENTER on the 1<sup>st</sup> line of a Menu to go to the parent menu**
- 2. Select a Menu line item and press ENTER to open the selected menu**
- 3. Some Menus line items are actions and some are Actions that can be executed**

## **Execute a Menu Action**

- 1. Select an action from the menu list**
- 2. Press ENTER to execute the selected action**

## **Change a Setting (non-Category)**

- 1. From the Main Menu, open Settings**
- 2. Select a setting and press ENTER to change its value**

## **Change a Setting (Category)**

- 1. From the Main Menu, open Settings**
- 2. Select a settings category and press ENTER to see a list of settings**

**3. Select a setting and press ENTER to change its value**

### **Create a New File (Method 1)**

**1. From the Main Menu select New File and press ENTER**

### **Create a New File (Method 2)**

**1. From the Editor, press Control+K to display the Context Menu**

**2. Select New File and press ENTER**



## **Chapter 25 : History**

**EZReader has been a collaborative effort with Denise Dobbs, a writer whose vision loss cut short her book writing career.**

**After Denise purchased EZReader, she found that its editing features, which were designed for users with some level of vision, fell short of giving her the tools and confidence needed to resume her writing career.**

**Our mutual interest in creating an app that would meet her needs as a blind author kicked off our collaboration, which has gone on now for the better part of a year.**

**Having not used a PC in several years, Denise says she felt like an old dog relearning old tricks. But once we began to put the pieces of the app in place, Denise saw how it could evolve into the tool she needed. She went from just an application user to someone whose questions and suggestions were heavily influencing the development of the new app, the EZWriter.**

**It was definitely a mutually beneficial relationship, with each of us learning a lot. She brought to the table ideas on what she needed from the app and I brought to the table ideas on what was possible and how to implement the suggestions we both provided.**

**More than once my vision of what a blind user needed went through adjustments as Denise expressed her needs. I hope that blind users will see her fingerprint in the application - the result of someone who shares their feelings, needs and issues.**

**Working with Denise has been somewhat of an emotional roller coaster. We've laughed, we've argued, we've given ideas, we've had ideas shot down and yet we were able to continue working together for the better part of a year to create the application that you now have in your hands, the EZWriter.**

### **A Word from Denise**

**Hello blind and low vision friends, I am so very happy to be a part of getting this product available to our community. I have enjoyed working with Gary on this project. He started out as a person to buy a system from and then he became an instructor and then he became a friend and now he is like family.**

**Anyone who decides that EZReader or EZWriter is something that they could use will be very pleased that Gary is available for questions and support at any time. He is very dedicated to his family of users.**

**I hope that you will enjoy EZWriter and EZReader as much as we have enjoyed putting this together. This has become a very special tool for me, allowing me to continue my writing career!**



## Chapter 26 : Shortcuts Summary

Esc ... Escape  
 C-A ... Select All  
 C-B ... Previous Word  
 C-C ... Copy Text  
 C-D ... Louder  
 C-E ... Editor  
 C-F ... Font  
 C-G ... Gender  
 C-H ... Clear Attachments  
 C-I ... Short Info  
 C-J ... Main Files  
 C-K ... Context Menu  
 C-L ... Larger  
 C-M ... Main Menu  
 C-N ... Next Word  
 C-O ... Smaller  
 C-P ... Print Editor  
 C-Q ... Mute  
 C-R ... Faster  
 C-S ... Play  
 C-T ... Search Editor  
 C-U ... Save  
 C-V ... Paste  
 C-W ... Current Word  
 C-X ... Cut  
 C-Y ... Color Pair  
 C-Z ... Undo

C-0 ... Shortcut History  
 C-1 ... Test SMTP  
 C-2 ... Test POP3  
 C-3 ... Settings  
 C-4 ... Hide Links  
 C-5 ... Hide Extra  
 C-6 ... Compact Address  
 C-7 ... Use Signature  
 C-8 ... Small Reply  
 C-9 ... Add Contact

C-F1 ... -----  
 C-F2 ... Editor Settings Menu

C-F3 ... Files Settings Menu  
 C-F4 ... System Settings Menu  
 C-F5 ... Speak Settings Menu  
 C-F6 ... Email Settings Menu  
 C-F7 ... SaveAs  
 C-F8 ... Font Settings Menu  
 C-F9 ... Sound Settings Menu  
 C-F10 ... Printing Settings Menu  
 C-F11 ... Copy To Main Files  
 C-F12 ... Alt Main Menu

F1 ... User Manual EZWriter.PDF  
 F2 ... File Explorer  
 F3 ... Attach to Editor  
 F4 ... Startup Folder  
 F5 ... Speak Version  
 F6 ... Allow EZWriter Speak  
 F7 .. Speak Shortcuts  
 F8 ..Include Shortcut Key  
 F9 ... Speak Selected Txt  
 F10 ... Exit  
 F11 ... SpecialKeyResponse  
 F12 ... File History

CS-A ... Search Again  
 CS-B ... Editor Information  
 CS-C ... AutoSave10  
 CS-D ... Create BAK  
 CS-E .. Send Email Attach  
 CS-F .. Send Email Body  
 CS-G .. Email Archives  
 CS-H ... Next BookMark  
 CS-I ... Next Chapter  
 CS-J... Time Stamp  
 CS-K ... Dictation OFF  
 CS-L ... Speak Current Editor Line  
 CS-M .. Email Download  
 CS-N ... LVPrint  
 CS-O ..Email OutBox  
 CS-P ... Print Window  
 CS-Q ... Reply

CS-R ... Softer  
 CS-S ... Print Editor Small  
 CS-T ... TeamViewer  
 CS-U ... Spell List Item  
 CS-V ... Copy File to Clip  
 CS-W ... Email Inbox  
 CS-X ... Delete List Item  
 CS-Y ... Rename File  
 CS-Z ... Orientation

CS-0 ... Reminder  
 CS-1 ... Enable Countdown  
 CS-2 ... Recording File List  
 CS-3 ... Start Recording  
 CS-4 ... Stop Recording  
 CS-5 ... Start Playback  
 CS-6 ... Pause Playback  
 CS-7 ... Stop Playback  
 CS-8 ... Use Small Font  
 CS-9 ... Full Body Email

CS-F1 ... Hide Disclaimer  
 CS-F2 ... Folders Menu  
 CS-F3 ... Search Actions Menu  
 CS-F4 ... File Actions Menu  
 CA-F5 ... Speak Actions Menu  
 CS-F6 ... Print Actions Menu  
 CS-F7 ... Email Actions Menu  
 CS-F8 ... UpdateEXE  
 CS-F9 ... Alt Context  
 CS-F10 ...UseBigX  
 CS-F11 ... -----  
 CS-F12 ... -----

CA-A ...Change Large Font  
 CA-B ... Bold  
 CA-C ...Clear Header

CA-D ... Thesaurus  
CA-E ... FootNotes  
CA-F ... Dialog Style  
CA-G ... BookMarks  
CA-H ... Contacts  
CA-I ... ShortCuts  
CA-J ... SpellCheck  
CA-K... Chapters  
CA-L... Backup Folder List  
CA-M ... SpeakCurrentListLine  
CA-N ... <Reserved NVDA>  
CA-O ... Typing Tutor  
CA-P ... Editor Margins  
CA-Q ... RestoreBAK  
CA-R ... New File  
CA-S ... Minimal Key  
CA-T .. Next FootNote  
CA-U ... External Apps Menu  
CA-V ... Perform Search  
CA-W ... Reload CFN

CA-X ... EZWriter Folder  
CA-Y... Toggle File Loc  
CA-Z ... Archive Files  
  
CA-0 ... System Menu  
CA-1 ... Avery Template  
CA-2 ... Print Labels  
CA-3 ... Restore Backup File  
CA-4 ... ReBoot  
CA-5 ... BackupOnExit  
CA-6 ... LVPrintS  
CA-7 ... System Files  
CA-8 ... Send to Archive Email  
CA-9 ... Letter Response  
  
CA-F1 .....  
CA-F2 ... Editor Shortcuts Menu  
CA-F3 ... Files Shortcuts Menu  
CA-F4 ... System Shortcuts Menu  
CA-F5 ... Speak Shortcuts Menu

CA-F6 ... Email Shortcuts Menu  
CA-F7 ... Recording Shortcut Menu  
CA-F8 ... Font Shortcuts Menu  
CA-F9 ... Sound Shortcuts Menu  
CA-F10 ... Printing Shortcuts Menu  
CA-F11 ... Search Shortcuts Menu  
CA-F12 ... -----

JAWS – Ins-J ... ON  
JAWS – Ins-F4 ... OFF  
CW-Q ... Quick Assist  
Win-H ... Dictation ON/OFF  
CS-K ... Dictation OFF (Close)  
CW-Enter



## Chapter 27 : Final Word

**Thank you for your interest in EZWriter! I hope that you will find it meets your needs as a blind or visually impaired author! Feel free to contact me with questions or suggestions via phone at 214-668-9913 or by email at [gbeene@airmail.net](mailto:gbeene@airmail.net)**

**Regards,  
Gary Beene**

### **Notes for Denise:**

**C-M Main Menus  
C-E Editor  
C-I Information  
C-3...Setting  
C-J...Main Files  
C-K Context Menu  
C-S...Speak**

**Narrator is Female Voice  
EZWriter is Male Voice**

### **Lists**

- 1. Top Line is List Name "Main Menu"**
- 2. ESC goes to parent list**

- 3. ESC on Main Menu exits EZWriter**
- 4. RClick opens Context Menu (if one exists)**
- 5. Top Line on Context Menu also has target (file/email)**
- 6. Top/Bottom line says Top/Bottom and gives line count**
- 7. Arrow keys (up/down) speak new line content**
- 8. Jump Commands PgUp/PgDn or Ctrl+PgUp/Ctrl+PgDn**
- 9. Jump Commands Ctrl-Hme or Ctrl-End**
- 10. ENTER or DBLClick takes action**
- 11. C-I speaks information about List**
- 12. CA-M speaks current List line**
- 13. CS-U spells current List line**