Manual Alinea Online

Webapp

In this manual you will find

- explanation of the buttons

- useful facts on how it works & what errors messages you can get

0. Login

Log in to the URL https://alinea.lexipoort.nl in your Chrome browser, choose "English" and you can read and work in pdf. Logging in with your own Google, Microsoft or Smartschool account is possible thanks to the Single Sign-on function. You can link your login to your account at https://lic.sensotec.be. Log in the first time with your username and password from your license. Then click at the bottom of your profile on one of the SSO links with which you want to log in from now on:

If you are already logged in on that server (e.g. your Google account) then the link is immediately made. If that is not the case, you will first be asked to enter your username and password. The icon will then get a brighter color.

Now you can log in to the web app with the Google, Microsoft or Smartschool login, depending on which SSO link you have made.
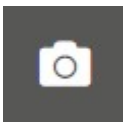
1. Main taskbar

Open the **main menu** to open documents and save in different ways.

In the **extra tools** you turn on the word predictor and the spell checker.

With the **speech recognition tool** the user can dictate text in 9 different languages instead of typing it. This tool can be used in the text editor, in text and sticky notes and in the search field of the dictionary.

With the **screenshot reader** you make a screenshot in your document and have that text read to you. In the settings you choose what is allowed as standard.

With the **notes tools** you make text notes in your document.

With the **drawing tools** you can complete exercises where you are, for example, asked to connect questions & answers or to circle the correct answer.
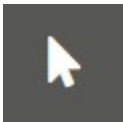
Highlight text in different colors. You can use this for a summary.

Read text from the cursor.
Go to a **previous reading unit**, go to the **next reading unit**.
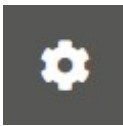
In the **selection tools** you choose which text you want to have read aloud.

With the **look-up tools** you consult explanatory, translating and image dictionaries, verb conjugations and homophones.

Online translation tool

In the **settings** you adjust the speech, the reading bar and the lay-out.

Sign out

2. Footer

Button for dual pane
Click this button to make room for another window where you can open and create files. This can be useful if you want to see two files side by side e.g. handbook & workbook.

Click on this button to view the thumbnails of the pages of the current document.

Language choice
The display language is used by default. The language you choose here determines the language in which the document will be read (if there are no language tags in the document) and will also be the language of the word prediction and the spell checker.

Navigate through the pages: Go to the first page, go to the previous page, go to the next page, go to the last page.

Enter the page number you want to jump to.

Zoom in or out

Choose a specific **zoom percentage**.

Screen display to adjust the document to the width or to the height of your screen.

Page view
Choose to see one full page or 2 consecutive pages next to each other.

Rotation buttons
Click on one of these buttons to rotate the current page.

Some useful facts & error messages

Read below useful answers on frequently asked questions to work even better with our web app.

1. Error message when logging in

With your login details you can only be registered on one device at a time. If you are not logged out of another device, you will be asked whether you want to end the old session or not. If you are sure that you have saved the edits of this session, click Log in.

2. Error message after update

Due to the web app update, some actions may give a strange message. You can easily solve this by emptying your cache. Please note that this will reload the document and your previous actions will be lost. So if you want to make the summary, press the first button. The summary is made with preservation of colors. After saving this you can now empty your cache.

1. Press "CTRL + SHIFT + delete", a new window will open asking you to delete your browser data.

2. You only have to check cached images and files.

3. Click on delete data.

4. Go back to the web app.

5. Press "CTRL + F5" or "CTRL + r" or "Command + r".

6. Open your file again and redo the action.

3. Selection tools

Use the selection button to choose how you want the text to be read. 3 selection functions now enable you to read any text on a page.

1. Default setting: click on the text and click the Play button. The reading aloud will start from the cursor.

2. If you click on the rose with the arrow, the reading will automatically start from where you have clicked.

3. With the small hand bottom you can read the text under the mouse pointer. This is ideal for reading hyperlinks out loud.

4. If you select the A button, you can have a text selection read in your PDF or text editor.

5. If you select the frame, you can indicate an area in which the text must be read. Ideal for reading in tables or word lists.

4. Open and Save

The web app supports Dropbox, OneDrive and Google Drive. Of course you can always save locally. When opening or saving documents you can now choose between own files and shared files / folders. You can also rename, copy, move and delete files / folders. You can also add new folders directly to your Google Drive, OneDrive and Dropbox.

5. Glossaries

To optimize the spell check it is possible to add words (e.g. proper names) to your own word list. Thus, these words are accepted as correct and are no longer underlined in red.
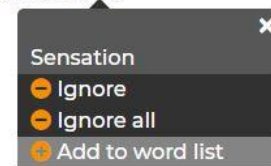
6. Speech recognition

For good use of speech recognition, it is best not to speak too quickly and clearly, nor does it recognize a dialect. Also check your microphone if the dictation is not working properly, is it not too close or just too far?

Web2Speech

Welcome to the Web2Speech tutorial to learn how the web reader works. In this tutorial, you will learn about the many features of Web2Speech including reading aloud, translating, looking up words, making sound recordings, as well as highlighting and summarizing text. You will also learn how to adjust the settings.

1. Starting up

Start Web2Speech by clicking on the W2S icon in the top right corner of the Chrome menu bar. Log in with the login details of your Alinea or Kurzweil 3000 (read aloud) software.

Logging in with your own Google, Microsoft or Smartschool account is possible thanks to the Single Sign-on function. You can link your login to your account at https://lic.sensotec.be. Log in the first time with your username and password from your license. Then click at the bottom of your profile on one of the SSO links with which you want to log in from now on:

If you are already logged in on that server (e.g. your Google account) then the link is immediately made. If that is not the case, you will first be asked to enter your username and password. The icon will then get a brighter color.

Now you can log in to the web app with the Google, Microsoft or Smartschool login, depending on which SSO link you have made.

2. Setting up

a. **Moving the toolbar:** the position button:
The Web2Speech toolbar is very easy to move around the screen by using the position button on the left of the bar. Click the toolbar and drag it to the desired location.

b. Adjusting the color of the toolbar: the *contrast* button:
By default, the buttons have a dark background color. However, when reading or working with a dark background, the color of the toolbar can be adjusted by clicking on the *contrast* button. This allows you to change the toolbar color from dark to light.

c. Changing the settings: the *settings* button:
You can set your preferences using the *Settings* button:

d. The *Speech* tab: shows the playback settings:
  i. By default, the language of your browser is set as the reading language. There are 9 languages to choose from.
  ii. Both female and male voices are available for each language.
  iii. The read speed can be adjusted from very slow to very fast.

e. The *General* tab: has more features, enabling you to fine-tune your preferences:
  i. Choose the desired audio format for creating a sound file: MP3 or WAV.
  ii. Select the preferred dictionary language.

f. The *Navigation* **tab**: select your preferences for reading functions:
    i.   Set the read unit: Read by sentence or word.
    ii.   Set the read mode: Either continuous or interrupted reading (reading stops after each read unit).
    iii.   Choose your preferred highlighting color for the word and read unit. By default, the highlight color is yellow for sentences and green for the highlighted word. An example of the chosen colors will be instantly displayed.

g. The *Layout* **tab**: Customize the toolbar to suit your preferences. For example, You can make the toolbar either large or small. You can also choose between the complete toolbar and the compact one. The user interface can be displayed in 4 different languages.

3. Functions

a. Translation: The translation button lets you translate your selected text with Google Translate into the desired language. The source language is the playback reading language, the preferred language is the display language that has been selected. These default settings can be temporarily adjusted inside the Google Translate window.

b. Lookup: You can look up words by clicking on the dictionary button. When selecting a word, it is automatically entered in the search field, but words can also be typed in. The result will be displayed after pressing *enter*, or clicking on the magnifying glass.

    i.   The available dictionaries are displayed on the right. You can configure this by using the *Settings* button in the *General* tab (see above).

    ii.   The text or translation can be read aloud by using the read aloud button at the bottom right/

    iii.   At the bottom of the window you can also see whether the searched up word has a homophone, that is, when two or more words have the same pronunciation but
different meanings or spelling, depending on the context.

You can search for an image by using the Image Dictionary tab.
When looking for a verb, you can consult all conjugations in the next tab.

c. Creating an audio file: By using the MP3 button, you can create an audio file of the selected text using the pre-set reading language and reading speed. The audio file will be saved in the Downloads folder in either MP3 or WAV format (depending on the settings selected using the *Settings* button, *General* tab).

d. Read aloud: The orange read aloud button is located in the middle of the toolbar. Click this button to have the text read out. During reading aloud, this button changes to a pause button. Click the pause button to pause reading aloud.

e. Text selection: Use the selection button to choose how you want the text to be read. 3 selection functions now enable you to read any text on a page.

   i.   **At each setting**: Hover over a link and it is read aloud, often the tool tip is also read aloud.

   ii.   **Default setting**: click on the text and click the Play button. The reading aloud will start from the cursor.

   iii. If you click on **the rose with the arrow**, the reading will automatically start from where you have clicked.

   iv.   With **the small hand** bottom you can read the text under the mouse pointer. This is ideal for reading hyperlinks out loud.

f. Highlighting and summarizing: You can now also highlight and summarize with Web2Speech. There are 5 color options. Select a color and double-click to highlight 1 word, or drag the mouse over the text to highlight multiple words. You can also erase the highlighting in the same way. To create a summary of the highlighted text, click the *summary* button.

   i.   A new tab will open, displaying your summary. You can sort the highlighted text by the sequence in which they were selected, or they can be grouped together by color. The URL of the website where the summary was sourced from will appear at the bottom of the text block.

   ii.   Now, several options will appear:

      1.   You can save the summary, with or without the highlighted colors. To do this,
           click on the *save* button at the bottom right.

2. You can add additional items to this summary by browsing the same page or a new web page and clicking the summary button again after highlighting the text. The summary of the additional text will then be added at the bottom of the current summary

3. You can also add a previously saved summary to the current summary. Click on the *insert* button at the top right to select an existing summary. This will then be added above the current summary.

4. You can have the summary read out loud by clicking on the Play button.

5. You can copy the summary to your clipboard by clicking the *copy.* For example, you then can use this to paste the summary into a Word document.

You can delete the summary by clicking on the garbage can.

We believe that you are now familiar with all of the new features of Web2Speech. We wish you lots of reading (out loud) and learning pleasure!