



FUNDAÇÃO
DORINA
NOWILL
PARA CEGOS

DORINA DAISY READER (DDR)

TUTORIAL.



1. Introduction.

The **DDR** is a DAISY DTB reader. The DAISY protocol was developed by the DAISY.ORG consortium to serve as a standard for the production of Accessible Digital Books around the world. As an evolution of the LIDA software, **DDR** adopts this new format (DAISY 3.0) and preserves the navigational and interactive functions found in LIDA and developed by Dorina Nowill Foundation for the Blind (FDNC).

On this tutorial you will find all the necessary information to use the **DDR** software. If you are reading this tutorial from the TUTORIAL command (**T** key or the help button on **DDR**), you can return at anytime to the book you were reading pressing **ESC**.

To navigate the Tutorial topics, use the **left and right arrows** on the keyboard. To go forward or back through phrases, use the **down and up arrows**. To pause your reading, use the **Spacebar**. To resume playing, use the **Spacebar** again. To control the TTS volume, use **Plus(+)** and **Minus(-)** keys, and to control the audio volume, use **CONTROL + Plus(+)** and **CONTROL + Minus(-)**. Use the **period(.)** or **comma(,)** keys to increase or decrease TTS speed.

To exit **DDR**, press **ESC** at anytime (or use the X button on the upper right of the screen) and confirm pressing **ENTER**. This command is disabled when a dialog is open. Press **ESC** to exit the dialog and use **ESC** again to close the application.

Now let's go to **DDR** user functions:

1.1. DDR Commands.

The main DDR commands are:

Control + Home. Home screen, (global).

Home. Book Info, (global), (only with an open book).

O. Open Book, (global).

I. book index, (global), (only with an open book).

L. Read the book, (global), (only with an open book).

M. New Bookmark or Edit Bookmark, (global), (only with an open book).

C. Global Preferences, (global).

Control + C. Book Preferences, (global), (only with an open book).

P. Simple Search, (global), (only with an open book).

T. This Tutorial, (global).

ESC. Exit , (global).

1.2. DDR Navigation Commands.

Spacebar (play). Play or resume playing the book.

Spacebar (pause). Pauses reading.

Up arrow. Goes to previous item or phrase.

Down arrow. Goes to next item or phrase.

Left arrow . Goes to previous section or subsection.

Right arrow . Goes to next section or subsection.

G key or click on the page number box. Opens dialog "Go to page ".

1.3. Filters, indicators and their functions.

Control + Alt + M. Switches Bookmark indicator on and off.

N. Switches Footnotes reading on and off.

Control + G. Switches Page number reading on and off.

Numbers 1 to 6. Defines navigation level.

1.4. Extra commands.

U. Verifies DDR updates.

W. Opens the LIDA.ORG.BR web site.

R. Sends a support message to DDR support.

E. Export and Import personal data.

Control + End or **Q**. Opens Credits and License Screen.

1.5. Keyboard only commands.

+ . Increases Text to Speech volume .

- . Decreases Text to Speech volume.

Control + Plus (+). Increases Audio volume.

Control + Minus (-). Decreases Audio volume.

Period (.). Increases Text to Speech speed.

Comma (,). Decreases Text to Speech speed.

- Z. Switches Audio and Text to Speech book reading.
- X. Alternates between TTS installed voices.
- F. Alternates reading Font Size.
- J. Turns book automatic reading on and off.
- Control + J.** Turns lists automatic reading on and off.
- V. Returns to current book reading point.
- A. Activates contextual help.
- ZERO (0).** Goes to next Bookmark.
- NINE (9)** . Goes to previous Bookmark.

2. Open a book.

You have two ways to open a book. If it is the first time you are reading this book, you must use the Open command. Press **O** or click on the **Open New Book** button. Follow the dialog instructions. The default folder to store your books is My Library in My Documents.

If you have already read the book on this computer, you can use **History**. Press **H** or click on the **History tab**.

If the book is missing or there is a fatal error, you will receive a visual and talking message. Press **ESC** to close the dialog and return to the main screen.

Let's see the details of these functions.

2.1. Using the Open command (O).

After pressing **O** or clicking the **Open New Book** button, you will have three options:

The first one uses the default Open File dialog from Windows. You will have to search for the folder which has the OPF file for the book you want to read. If the book is on a CD, you have to locate the CD drive and then you must find the OPF file. You can use your screen reader application while using the dialog. Once found the OPF file, open it clicking the open button of the dialog, or press **ENTER**. The book will open in a few seconds, depending on its size and the computer speed. DDR plays an opening sound during this operation.

The second option automatically reads all titles stored on your Library folder and creates a book list that you can navigate using the up and down arrows. To open a book from the list, you must find it and press **ENTER** while hearing its title. The library folder location can be edited using the Global Preferences dialog (**C**). DDR plays an opening sound during the book opening.

The third option is similar to the second one, but all of your hard drives are searched. This can take a long time, depending on the number of files you have on your drives. After the list creation, proceed as in the second option.

2.2. Using History.

When you press **H** or click on the **History tab**, the system will start reading the recent books list. The reading order is from the most recent to the older ones. The History list size is configured using the Global Preferences dialog (**C**). The default number is 100 books.

You can navigate through the History list using the **Up and Down arrows** or clicking the corresponding buttons. To pause and resume the list reading, use **Spacebar**. To open a book, press **ENTER** when you hear the book title or click on the book title. The **Right and Left arrows** plus the **CONTROL** key will navigate to the end and begin of the list.

2.3. Book Info.

After opening a book, you can hear or read the book info, like the title, author, publisher and the book last reading date. To navigate this info, use the **Up and Down arrows**, or the corresponding buttons. As in any other reading screen, you can press **Spacebar** to pause and resume the reading.

If you are in another mode, as the reading or index mode, you can hear the book info pressing **HOME** or pressing the corresponding button.

2.4. Initial Screen commands table.

KEY	ACTION
O.	Opens a new book .
HISTORY tab - H.	Activates the recent books list. (HISTORY)
Click on the book title on the History list or press ENTER	Opens the chosen title.
Down arrow.	Navigates to the next item in History or Book Info.
Up arrow.	Navigates to the previous item in History or Book Info.
Spacebar.	Pauses or resumes the reading of the current list.
Home.	Return to the Book Info screen.
Control + Home.	Goes to DDR's initial screen.
A.	Opens the contextual help.

3. Index Navigation.

After opening the book, you can access its index. Press **I** or click on the Index button. If you are on the reading screen, you can also click on the **INDEX tab**.

3.1. The navigation levels and the index.

The Index reading starts from the last read item of the current book, using the chosen navigation level. The DAISY books can have up to six navigation levels. You can choose the visualization and navigation level of the index pressing the **numbers 1 to 6** or using the **Level selection box**. When you are on the index mode, changing the level will show the corresponding sections and subsections in the index. The reading continues from the current point. For example, if you are in a level 4 topic and chooses level 2, the reading will resume from the closer level 2 topic. Using this function makes it easier to find a specific subsection from top levels. The chosen level for each book is automatically saved in your preferences.

Use the Up and Down arrows to navigate through the Index items. The **CONTROL + J** command turns the Index automatic navigation on and off, as it does in all other lists. After finding the desired topic, press **ENTER** or click on the topic to read from this point. Use the **CONTROL + Left arrow** or **CONTROL + Right arrow** to navigate to the start and end of the list.

3.2. Book Index commands table.

KEY	ACTION
I. INDEX tab.	Access to the book Index.
Numbers from 1 to 6. LEVEL selection box.	Changes navigation level .
Click on the Index topic or press ENTER	Activates reading from the chosen topic.
Down arrow.	Navigates to the next item of the Index.
Up arrow.	Navigates to the previous item of the Index.
CONTROL + Right arrow.	Navigates to the last item of the Index.
CONTROL + Left arrow.	Navigates to the first item of the Index.
Spacebar.	Pauses or resumes the reading of the Index.
A.	Opens the contextual help.
CONTROL + J.	Turns lists automatic reading on and off.

4. Book Reading.

4.1. Description.

You have many options to start reading the book. Pressing **L** you will start from the beginning. With **V**, you will return to the last reading point. From the Index, press **ENTER** on a topic and you will access the topic on the book window and start reading it. Using the Bookmarks list, the accessed point is the chosen bookmark. You may also navigate using the Search results list. Once the reading has started, you can pause and resume it using **Spacebar** or the corresponding buttons. To turn the footnotes reading on and off, press **N** or the footnote indicator button. When the footnotes reading is disabled, a specific sound indicates a footnote is present in this point of the book. The Footnote indicator also changes its state. The presence of Bookmarks will also be marked by a sound and the indicator button status changes. To switch this function on and off use the **CONTROL + ALT + M** keys, or click the Bookmark indicator button. This function can also be activated or deactivated in the global preferences.

To navigate between phrases, use the **Up arrow** or **Down arrow**, or the corresponding buttons. To jump to the headings of the chosen level, use the **Right and Left arrows**. The navigation level corresponds to the book sections. Thus, chapters will usually be level 1, subsections will be higher levels. Some books have no more than one or two levels. Others can use the 1st level to different divisions, like Book 1, Book 2, or Part 1 and Part 2. The maximum number of levels is 6. To select a navigation level, press the **numbers from 1 to 6** or use the Level selection box. This selection is automatically saved with the book preferences, so each book has its own level saved. Please note that if you are navigating with a high level, like level 4, you will go through all the lower levels too - in this example, levels 3, 2 and 1. The level preference is shared between the index and the book reading.

To restart the reading of the phrase you're on, press **V**.

To return to the book start, press **L**.

To turn on and off the automatic book navigation, press **J**.

To access the index, press **I**.

To navigate using the bookmarks, press **0** to the next bookmark and **9** to the previous one. To insert a new bookmark use **M**. To access the Bookmark Index, use **CONTROL + M**, click on the Bookmark button, or click on the **Bookmarks tab**.

To navigate in the text through the last search results, press **CONTROL + Down arrow** to the next result or **CONTROL + Up arrow** to the previous result.

To alternate, during book reading, between read with TTS or read with the recorded narration, press **Z**. To choose other system voice to read the book, press **X**. Each time you press X, a new voice will be selected. Remember that you must use **Z** to switch to TTS reading before using **X**.

The Search function can be activated with the **P** key. The Search function will be explained later.

4.2. Spelling.

While on the read mode, use **S** to access the spelling function. A new dialog will open with the current text on it. To hear the words of the selected text, use **TAB** to the next word and **SHIFT + TAB** to the previous one, or use the corresponding buttons. To hear the spelling of the selected word, press **ENTER** or click the Spell button. To control the TTS volume use **plus(+)** or **minus(-)**; to change the speed, press **period(.)** or **comma(,)**. To switch between automatic or manual navigation through the words, press **J** or the **AUTOMATIC** button. To choose the font size for the text, press **F**. The **Right and Left arrows** and the **Up and Down arrows** also navigate through the words. To open the spelling help, press **A** or click on the dialog help button. To close the spelling dialog, press **ESC** or click the close button.

4.3. Reading commands table.

KEY	ACTION
L.	Reads the book from the start.
Down arrow.	Navigates to next phrase.
Up arrow.	Navigates to previous phrase.
CONTROL + Right arrow.	Navigates to next item with the chosen or lower level.
CONTROL + Left arrow.	Navigates to previous item with the chosen or lower level.
Spacebar.	Pauses or resumes reading.
+ (plus).	Increases TTS volume.
- (minus).	Decreases TTS volume.
CONTROL + Plus (+).	Increases narration audio volume.
CONTROL + Minus (-).	Decreases narration audio volume.
Period (.).	Increases TTS speed.
Comma (,).	Decreases TTS speed.
S.	Opens the Spelling dialog.
Z.	Switches between recorded audio or TTS narration.
X.	Chooses TTS voice for the narration.
J.	Switches between auto or manual reading .
M.	Inserts and Edits Bookmark.
CONTROL + M.	Opens the Bookmarks List .
CONTROL + ALT + M.	Switches on and off the Bookmark indicator sound.

N.	Switches on and off the Footnote reading sound.
P.	Opens the Search dialog.
A.	Access the local help.
CONTROL + Up arrow.	Navigates to the previous search result.
CONTROL + Down arrow.	Navigates to the next search result.
T.	Opens this Tutorial
V.	Returns to the begin of the current phrase.
L.	Returns to the book start.
Numbers from 1 to 6.	Switches the navigation level .
F.	Switches the Font Size.
G.	Opens the Go to Page dialog.
Number 0.	Goes to next Bookmark.
Number 9.	Goes to previous Bookmark.
CONTROL + P. SEARCH tab	Accesses the Search Results list.
CONTROL + M. BOOKMARKERS tab	Accesses the Bookmarks list.
I. INDEX tab	Accesses the Book Index.
ALL ENABLED GLOBAL COMMANDS, (see section 1.1 of this tutorial).	

5. Creating new Bookmarks and User Notes.

5.1. Creating and Editing Bookmarks.

Bookmarks allow easy and direct navigation to any phrase in the book. Besides working as common bookmarks, DAISY bookmarks incorporates the user's note function. Any bookmark can have text attached to it. This text can be exported together with the reference, making it possible to edit this text in your preferred text editor.

When you are in reading mode, to insert a new bookmark, press M or click in the corresponding button. To edit an existing bookmark, you must go to it, using the Bookmarks list or finding it in the text, and then press the same key or button. When the dialog window for editing or inserting a bookmark is opened, the bookmark title field will be activated. Press **CONTROL + L** to read the current text. You can edit the suggested title, which is the first sixty characters of the selected text on the book. To erase the entire title, press **CONTROL + DEL**. To edit the title, use the Right and Left arrows to navigate through the text units (words, symbols or spaces). To spell the last spoken word or unit, use **CONTROL + S**. To navigate on a letter level on the current word, use the **Up and Down arrows**. The **DEL** key erases the last unit spoken (word, symbol or space). Typing after hearing a unit, you will insert the typed text in the current location. The text will be always inserted before the current unit, if you are using the **Up and Down arrows**. If you are using the **Left and Right arrows**, the text will be inserted before the current unit only if you are not at the end of the field. Use **Backspace** to delete the previous letter or symbol. You can use **CONTROL + Z** to undo the last edition or **CONTROL + Y** to redo the last undone operation.

To edit the user's note field, press tab from the title field. The edit functions are the same for both fields. To confirm the creation or edition made, press **CONTROL + ENTER** or click on the OK button. To discard the edition or creation, use **ESC** or click the button CANCEL.

Once created, the bookmark will be part of the Bookmarks list for this book and is automatically saved with the book preferences. You can export your markers to use them in another computer using the export function (not active on this version).

5.2. Bookmarks commands table.

KEY	ACTION
M.	Inserts and Edits Bookmark.
TAB.	Navigates between the bookmarks fields.
CONTROL + ENTER	Confirms creation or edition of bookmarks .
Left arrow.	Navigates to the previous text item.
Right arrow.	Navigates to the next text item.
Down arrow.	Navigates to the previous character of the current text item.
Up arrow.	Navigates to the next character of the current text item.
CONTROL + DEL.	Erases all text from the current field.
DEL.	Erases the current text item.
Backspace.	Erases previous character.
CONTROL + L.	Reads the field content.
CONTROL + Z.	Undo the last edition.
CONTROL + Y.	Redo the last undone edition.
Any other alphanumeric key, separators and punctuation.	Inserts text in the current location.
CONTROL + A.	Opens the local help.
ESC.	Discards the creation or edition of the bookmark and closes the dialog.

6. Bookmarks List.

6.1. Description.

The Bookmarks List can be accessed using **CONTROL + M** or clicking the **BOOKMARKS** tab.

It contains all bookmarks for the current book. To navigate through the list, use the **Up and Down arrows**. The **Right and Left arrows** jump to the end and to the beginning of the list. To start reading the book from a bookmark location, press **Enter** while hearing the bookmark title or click the title on the list. Using **CONTROL + J** switches on and off the automatic list navigation.

6.2. Bookmarks List commands table.

KEY	ACTION
CONTROL + M. BOOKMARKERS tab	Accesses the Bookmarks List.
Click the title or press ENTER on hearing it .	Starts reading from the bookmark location.
Down arrow.	Navigates to the next item of the list.
Up arrow.	Navigates to the previous item of the list.
CONTROL + Right arrow.	Navigates to the last item of the list.
CONTROL + Left arrow.	Navigates to the first item of the list.
Spacebar.	Pauses or resumes list reading.
A.	Opens the local help.
CONTROL + J.	Turns lists automatic reading on and off.

7. Search.

7.1. Searching for terms or phrases.

To do a word or phrase search in the book while reading, press **P** or click the corresponding button.

In the dialog opened, you have two options: type in the new search word or phrase, or select the text from a recent search made on the current or other book. To do a new search, type the word or phrase and press **ENTER**. The results will be shown in the Search Results List. To repeat a previous search, use **CONTROL + UP arrow** or **CONTROL + DOWN arrow** to navigate through the recent searches list and choose the search you want to do. After selecting the search, press **ENTER** to execute it. Press **ESC** if want to close the dialog without execute the search. You can use the edition commands similar to the Bookmark edition commands to edit the search terms or phrase. It is important to note that searching for more than one term does not find any results that do not contain exactly the search phrase. Otherwise, for one term, the search results will bring sections that contain any word derived from the search term. Thus, if you type *one*, you will find *someone*, *anyone*, *everyone* and so on. After executing the search, the system will read the results list. See next topic to learn how to navigate that list.

At anytime you can access the Search Results list using **CONTROL + P** or clicking the **SEARCH tab**.

7.2. Search commands table.

KEY	ACTION
P.	Opens the search dialog.
ENTER	Executes the search.
CONTROL + Down arrow.	Selects the next entry from the recent searches list.
CONTROL + Up arrow.	Selects the previous entry from the recent searches list.
Left arrow.	Navigates to the previous text item.
Right arrow.	Navigates to the next text item.
Down arrow.	Navigates to the previous character of the current text item.
Up arrow.	Navigates to the next character of the current text item.
CONTROL + DEL.	Erases all content from the search field.
DEL.	Erases the current text item.
Backspace.	Erases the previous character in the text field.
CONTROL + L.	Reads the field content.
CONTROL + Z.	Undo the last edition.
CONTROL + Y.	Redo the last undone edition.
Any other alphanumeric key, separators and punctuation.	Inserts text in the current location.
CONTROL + A.	Opens the local help.
ESC.	Discards the search and closes the dialog.

8. Search Results List.

8.1. Description.

After executing a search, the results, if any, will be shown in the Search Results List. At the same time, the system closes the search dialog, moves its focus to the Search Results List and starts reading it. Use **ENTER** to select the desired result and go to the referred point in the text. To navigate through the list, use the same navigation commands you use for the Index or the Bookmarks list. At any time you can access the Search Results List pressing **CONTROL + P** or clicking the **SEARCH tab**.

To navigate the book text jumping through the search results, use **CONTROL + DOWN arrow** or **CONTROL + UP arrow**.

8.2. Search Results list commands table.

KEY	ACTION
CONTROL + P. SEARCH tab .	Accesses the Search Results List .
Click on the desired result title or press ENTER after hearing it.	Accesses the point in text referred by the result chosen .
DOWN arrow.	Navigates to the next item of the list.
UP arrow.	Navigates to the previous item of the list.
CONTROL + RIGHT arrow.	Navigates to the last item of the list.
CONTROL + LEFT arrow.	Navigates to the first item of the list.
Spacebar.	Pauses or resumes list reading.
A.	Opens the local help.
CONTROL + J.	Turns lists automatic reading on and off.

9. Global Preferences.

To open **DDR** Global Preferences dialog, press **C** or click in the corresponding button. To navigate through preferences, use **TAB** and **SHIFT + TAB** to go to the next or previous preference. After reaching the desired preference, follow the spoken instructions to set the value. Some options are selected using the **UP and DOWN arrows**, others by pressing the **Spacebar** to activate or deactivate them, while others may require typing some text in the selected field. To confirm your choices, press **ENTER** or click the **OK** button. To discard the changes and close the dialog, click on **CANCEL** or press **ESC**.

Bellow follows a list of the global preferences:

Interface Language: Select the language you wish to use in the interface. All warnings and alerts will also be translated to the chosen language.

System Voice: Allows to select the TTS voice that will be used by DDR to speak the application commands, alerts and warnings. The listed voices will be the installed ones in the chosen language and SAPI 4 or SAPI 5 compatibles. If there is no voice installed that uses your language, an alert will be shown and all installed voices will be listed.

TTS Speed : Choose the desired speed for the TTS voice. Values from -10 to +10.

TTS Volume: Choose the TTS voice volume. Corresponds to +(plus) and -(minus) keys.

Screen Font Size: You can choose a Font Size for the Book, Index, Bookmarks List, Search Results and History boxes. The font sizes are relative to the default value. Corresponds to the **F** key.

History Entries: Number of entries saved and shown on the History tab.

Typing Echo: Switches on and of the typing echo (each character is spoken) in the text input fields.

Commands Echo: Switches on and off the commands echo (commands are spoken) for each command you use.

Bookmark Beep: Switches on and off the bookmark indicator sound.

Automatic List Navigation : Switches on and off the automatic list navigation. Corresponds to **CONTROL + J**.

Text Extended Edition: Switches on and off the text edit functions for the input text fields in Bookmarks and Search dialogs.

Library Folder (full path): If you don't want to use the default folder, which is My Library in My Documents, you must type here the full path to the folder where you want to store your local books.

10. Book Preferences.

To open the Book Preferences dialog, use **CONTROL + C** or click the corresponding button. The Book Preferences allows you to choose many options, valid for each book independently.

To navigate through preferences, use **TAB** and **SHIFT + TAB** to go to the next or previous preference. After reaching the desired preference, follow the spoken instructions to set the value. Some options are selected using the **UP and DOWN arrows**, others by pressing the **Spacebar** to activate or deactivate them, while others may require typing some text in the selected field. To confirm your choices, press **ENTER** or click the **OK** button. To discard the changes and close the dialog, click on **CANCEL** or press **ESC**.

Bellow follows a list of the Book Preferences:

Audio Volume(MP3): choose the desired audio volume for the pre-recorded book narration, if it exists. Corresponds to **CONTROL + +(plus)** and **CONTROL + -(minus)**

List voices in all languages: Activating this option, the system will list all TTS voices available in your system. By default, only the voices in the book language will be listed.

TTS voice: Here you can select the TTS voice that will be used to read the current book. The listed voices will be the installed ones that are SAPI 4 or SAPI 5 compatible.

Automatic Book Navigation : Switches on and off the automatic book navigation. Corresponds to **J**.

Footnote reading: Switches on and off footnote reading. Corresponds to the **N** key.

Page Number reading: Switches on and off page number reading. Corresponds to the **CONTROL + G** key.

Read with MP3: Switches on and off the use of the audio pre-recorded narration of the book. If switched off, the book will be read by TTS. Corresponds to **Z** key.

11. Updates (inactive).

Use Firefox update function.

12. DDR WebSite (inactive).

13. Support.

To use the support option, click on the corresponding button or press **R**. To use this function you must have an active connection to the Web. The application will alert you that a web page will be opened in a new Firefox window. The web page will show a field for the message type, one for your email address and one for your message. After typing the text in the fields, press **ESC** to exit the field and **ENTER** to send the message, or **ALT + F4** to close the page. After sending the message, you will receive an answer if it was successfully received by the remote system.

14. Bookmarks and User notes exporting and importing (inactive).

15. Credits.

Type **Q** or **CONTROL + END** or click the corresponding button to access the Credits dialog. At the end of the credits page, you will find the full licence text. Press **ESC** to close the dialog.

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