OneStep Reader 3.4 short user guide

Introduction

Welcome to the world of rapid, efficient text recognition with OneStep Reader. This guide will help you learn to use the OneStep Reader app on your iOS device.

Question 1: What is OneStep Reader 3.4 all about?

The OneStep Reader is a rapid and efficient text recognition app in 14 languages for your iOS device, with 33 available recognition languages that can be read out loud.

1. The app reads text, either from a text document or extracted out of an image, aloud and, if wished, makes it available in Braille. The text can be imported as PDF, PNG, JPEG, EPUB or made available by a camera image that is processed to text.

2. The app allows single or multi-page usage with the quick capture camera process for multi-page recognition.

3. The app is compatible with the iOS screenreader VoiceOver for visually impaired users.
   a. Swipe left and right to move to previous or next elements.
   b. Double-tap anywhere on the screen to activate the selected item.
   c. Flick up and down to change the value of certain controls such as speed control.
   d. Touch and slide to navigate spatially.

4. The app has been designed with the user's productivity and ease-of-use in mind which results in adjustable controls and settings. Read more about this further in this guide.

5. Read and listen to a wide variety of documents and formats such as PDF, PNG, JPEG, EPUB, KNFB and OSR.
   a. For business users we think off memos, reports, handouts, books, … .
   b. For leisure users we think off books, magazines, … .
   c. For visually impaired users we think of all above plus receipts, transport passes, product labels, … .

Question 2: What can OneStep Reader 3.4 do for you?

1. **As a visually impaired person, the app reads your documents out loud and assists your reading at all times.**
   a. The Default Settings for use of the VoiceOver screenreader have your ease-of use in mind.
   b. Make suitable pictures thanks to the active help functions Field of View and Tilt Guidance when taking pictures.
   c. Have your text made available in Braille.

2. **As a person with a reading disorder such as dyslexia or a foreign language learner, the app assists you during your reading.**
   a. Default settings with maximum view, self-explaining buttons.
   b. Active support during listening and reading by means of simultaneous highlighting of the sentence and word that is being read.
3. **As a busy professional the app helps you to save time and allows you to work more productively.**
   a. Possibility to import large documents or "scan" fast a multiple page report.
   b. Activate the background reading when using the app when your device is locked.

Question 3: What's new in OneStep Reader 3.4?

1. The app has a new look. It's design has the user's productivity and ease-of-use in mind.
2. You will never get stuck thanks to the Help tab.
   a. For VoiceOver users the Help tab opens the User Guide with instructions. The VoiceOver hints act as an interactive help system.
   b. Other users can activate the interactive help system with control description by touch or have direct access to the user guide.
3. Version 3.4 brings big changes to reading documents.
   a. The familiar recognized text view is still available at any time.
   b. Read any document in PDF format.
   c. Display the original image, as PDF, while it is read aloud.
   d. Save and share your PDF documents easily.
   e. Read your books published in the increasingly popular EPUB format.
4. Access and save your documents in the cloud.
   a. Browse and read documents from the cloud service of your choice via the Files tab.
   b. OneStep Reader 3.4 now supports OneDrive, GoogleDrive and DropBox.
   c. You can use nested folders for related documents.
5. The app now has active element detection to make calls, send mails or open hyperlinks.
6. In addition to portrait the app now offers landscape support.

After the introduction and the quick questions, we now offer you a detailed tour through the OneStep Reader 3.4. features and functions.

First a few tips and tricks to take OneStep Reader suitable pictures.
1. Take pictures with the Take Picture or Camera button.
2. Postion the clean and unobstructed lens of your camera, on most devices in the upper-right hand corner, at 10-13" or 27-32cm centered above a flat placed document.
3. Extra information for the visually impaired user:
   a. Improve the positioning by using the Field of View Report button.
   b. When new at this it's best to practice taking pictures. You ideally do this by using a white document on a dark mat and flat surface.
   c. All four edges of the document should be visible and rotation should be minimal.
   d. You can improve speed and accuracy by using a document scanning stand.

Secondly: Explanation on the 2 sets of defaults settings you can choose from.

1. **You are a new visually impaired user?**

   a. The default settings for users of the VoiceOver screenreader will used if VoiceOver is active when you start OneStep Reader for the first time.
   b. With this default settings, features typically only used by users that want a highly visual experience are not available, but can be activated via the settings.
   c. If by any chance OneStep Reader has been started for the first time without VoiceOver active, you can activate the default setting for VoiceOver users by hitting "Apply default settings for users of the VoiceOver screenreader" in the settings screen.

2. **You are a new user and you use the app as struggling reader, foreign language learner or business professional?**

   a. The default settings giving a more visual experience will be used if VoiceOver is not active when you start OneStep Reader for the first time. Important features you have available and that are especially useful for struggling readers are: crop, rotate and edit pictures you take before performing text recognition, view by default documents in PDF presentation mode with double highlighting while reading, use reading order tagged PDF documents, use language tagged PDF documents, add and remove bookmarks to PDF documents, switch between PDF view and reflowable text view.

   b. With this default settings, features typically only used by VoiceOver users are not available, but can be activated one by one via the settings.

   c. If by any chance OneStep Reader has been started for the first time with VoiceOver active and you want the default settings for users not using VoiceOver, then you can get your preferred settings by hitting "Apply default settings for all other users".
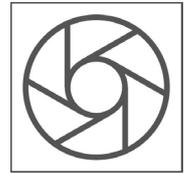
3. **You are updating from a previous version?**

   a. Then settings for users of the VoiceOver screenreader are default. The behavior is much like the previous version with in addition a lot of extra features.

   b. If you want the default settings giving a more visual experience, then you can get your preferred settings by hitting "Apply default settings for all other users".

   c. You can activate the typically less or not used features by VoiceOver users also one by one in the Settings menu.

Thirdly: Explanation on the navigation basics.

OneStep Reader has 5 main tabs across the bottom of the screen. Each tab groups related functions. Below you find a description of each screen, in left to right and top to bottom order.

1. **The first of the 5 main tabs is the camera tab. Your OneStep Reader opens to this tab, it's the home screen for OneStep Reader.**

Take a picture with the camera of your device.

Take a picture in combination with Multi-page ON: Add another image to the queue, the multipage session count indicator increments to confirm.
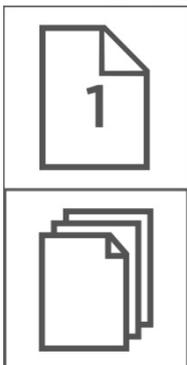
Take a picture in combination with Multi-page OFF: See optional cropping and recognition phases before moving to the Read tab for display. For VoiceOver users images are default immediately processed for text. So no crop and edit options are shown.

b. **Camera tab: Flash button (only available when your device has a flash)**
The flash button allows you to cycle on your device between flash always on, automatic when you want the flash to work when needed or no flash at all.

c. **Camera tab: Multi-Page mode ON or OFF button**
Activate the Multi-Page mode via ON. You'll notice more controls will appear after having taken a picture:
   - a. The page number count.
   - b. Remove the last taken picture.
   - c. Cancel multipage session button and discard all images.
   - d. Start recognition.

b   c   d

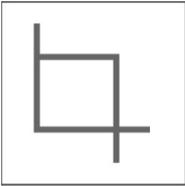### d. Camera tab: Text Recognition Enabled or Disabled button

When the Text Recognition button is ON, OneStep Reader will recognize text. ON is default.

OFF is used when you want to make a picture-PDF without recognition.

e. Camera tab: Crop and Rotate the image and allow editing button
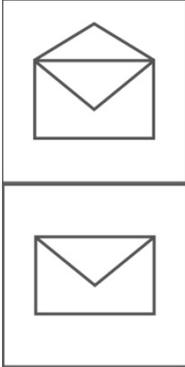
This button allows you to remove portions of an image e.g. unwanted background elements. In OFF you cannot crop. In AUTOMATIC the app automatically crops and rotates the image. Via MANUAL you access the possibility to manually crop and rotate and to edit. Edit means you can indicate parts to be left out of the recognition.

f. Camera tab: Tilt Guidance button (only available on iPhone)

With Tilt Guidance ON the device vibrates when not aligned with the horizontal plane. The vibration increases or decreases relative to the degree of tilt. Vibration ceases when level and OK to take the picture.
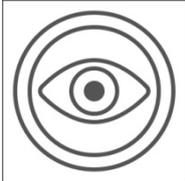
g. New messages

Via this button you can also access the extra information that is pushed towards the users by the app provider. This can be information on software updates, events related to OneStep Reader or other types of information.

The open envelope means you have new messages.

The closed envelope means you do not have new messages.
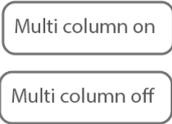
h. Camera tab: Field of View Report button

Use the Field of View Report button to help position the camera above the document, see Take a picture button.

i. Camera tab: Text Recognition Language button

The Language button presents a list of user-selected languages that can be recognized. Select the one you want to use for recognition. The list view is determined by the Select Recognition Languages option on the Settings tab.
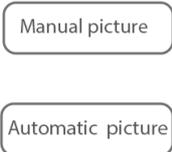
j. Camera tab: Multi-Column ON or OFF button

Multi column on

Multi column off

When on Multi column you activate column recognition ideal for reading newspapers or magazines. When on Single column you deactivate the column recognition.

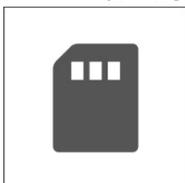### k. Camera tab: Picture mode button

You can take a picture in 3 ways:

Manual picture

1. **Take a picture manually**: The Take picture button is activated.

Automatic picture

2. **Take a picture in automatic**: When the text is suitably in focus, the device takes the picture automatically.

3. **Take a picture with a document stand:** The picture will be taken once you place the document with text under the stand. This combined with Multi-page ON allows you to easily capture a lot of pages in sequence just by replacing the document under the stand or by turning the pages of a book or magazine.

2. The second of the 5 main tabs is the Read tab. Recognized text is displayed on the Read tab.

Standard text will be read out loud immediately, highlighting will denote the line & word being spoken. Personalising is possible via the Settings tab.
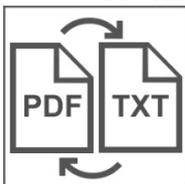
a. Read tab: Save button

The app does not save a read document unless "saved" deliberately. Default name is date & time. You can modify as desired and save in an existing or new folder. You can also choose in which format the document will be saved: OSR or PDF. Default is the view you are using. If you are in OSR view and you choose to save in PDF view, then saving will demand some extra time. If you linked your OneStep Reader to your preferred cloud service you will also be able to choose between saving to the local folder or your preferred cloud service.

b. Read tab: Switch reader button

This button allows you to switch between image View PDF and plain text view TXT.

c. Read tab: Reading Language button

The Reading Language button allows you to change the language of the reading voice. This is not to be confused changing the recognition language. Add or remove languages from this picker via the Select Reading language button under Reading Options on the Settings tab.

d. Read tab: Speed button

The Speed button allows you to change the reading speed to your preference.

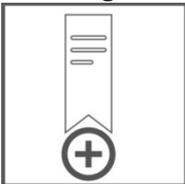### e. Read tab: Add Page button

This Add Page button allows you to add a page to a document after having it saved. Activate the Camera tab to take the new image that will be added at the end of your document.

f. Read tab: Remove Page button

The Remove Page button allows you to remove the last page of a document.

g. Read tab: Add Bookmark button

The Add Bookmark button allows you to add a bookmark.

h. Read tab: View bookmarks button

The View Bookmarks button shows you all the bookmarks. Tap on a bookmark to go to that position in the document. Tap on Edit if you want to rename or delete a bookmark.

i. Read tab: Reading unit button

Choose reading by word, line or sentence to suit your preference. Use this in combination with the buttons previous and next on the bottom to move to the previous or next word, line, sentence.

j.   Read tab: Continuously / Read Self Paced button

Choose between continuous and self-paced mode.
The reading unit is determined by the reading unit button.

The first button is the continuous reading mode.

The second button is the self-paced mode. In self-paced mode reading stops after every reading unit.

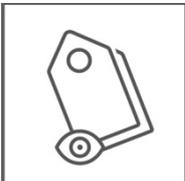### k.   Read tab: View zones button

Use this button to view the reading zones and to check the reading order in an accessibility tagged PDF document.

The second button hides the reading zones.

l.   Read tab: Show language tagging button

Use this button to check the language tagging in a language tagged document.

The first button is to activate the language tagging.

The second button is to deactivate the language tagging.

m. Read tab: View image button (only available in OSR format)

Display the actual captured image. Via BACK you return to the reader.

n.   Read tab: Re-do Recognition button
Redo text recognition of the document in a different recognition language or column mode.

o.   Read tab: Go To Page slider
Move this slider to go to a specific page. As VoiceOver user you can use this slider also to know on which page you are currently reading.

p.   Read tab: Go To Page button (in OSR and PDF format, not in EPUB format)
This button allows you to go to a selected page within your document by entering the page number.

q.   Read tab: Previous button
Move to the previous reading unit.
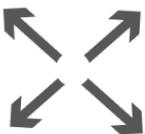
r.   Read tab: Play & pause button
Start or pause.

s.   Read tab: Next button
Move to the next reading unit.

t.   Read tab: Full screen button
Choose full screen to have all controls removed except for the play/pause buttons and navigation controls on the bottom. Select again to return to normal reading mode.

3. The third of the 5 main tabs is the Files tab. This tab gives access to your document management.

Access the document management of all your saved or imported documents locally, in the camera roll of your device or in the cloud.

a. Files tab: Import from Camera roll button

The camera roll button helps you to select images from the camera roll for recognition.
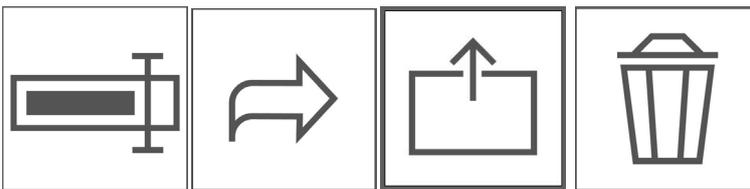
b. Files tab: Add folder button

The add folder button allows you to add a new folder in the local folder tree.

c. Files tab: Edit button

Via the edit button you access extra buttons that allow you to rename, move, share and delete selected documents and folders.

Rename   Move   Share   Delete

Share allows OSR files to be shared OSR, TXT, RTF and HTML format.
After conversion via Share the standard iOS share sheet will appear allowing you to send the exported file to various services & apps. Share allows you to share PDF and ePUB files in their original format.

d. Files tab: Local button:

The local button lists all documents and folders available when using your OneStep Reader app.

e. Files tab: Cloud button

The cloud button lists all documents and folders available in your cloud services. Google Drive, OneDrive and Dropbox are supported.

4. The fourth of the 5 main tabs is the Settings tab. Via this tab you control the behavior of your OneStep Reader.

The settings tab is where you can control the behavior of your OneStep Reader. Here you find options for changing how documents look and sound when being read. Even the appearance of the app itself can be changed.

a. Default settings

The first two options on the Settings tab will change many OneStep Reader options at once.

The first option "**Apply default settings for users of the VoiceOver Sreenreader**" configures your OneStep Reader with the appearance and behavior expected by many VoiceOver users. The cropping tool is hidden, while the text is displayed in the traditional text view style.

The second option "**Apply default settings for all other users**" configures the app to work in a fashion more suitable to those wanting a highly visual experience. For instance, the Field of View Report and Tilt Guidance control vanish from the Camera tab and the image view is used in the Read Tab. Recognized images are automatically saved as PDFs. This feature set may be more suited to those with certain learning disabilities or foreign-language learners.

When tapping on the button to select one of the options an overview is presented of the settings that will be affected.

All the settings changed with these two options can be individually configured to suit your specific needs in the sections below.

b. Camera settings

Flashlight always on: This is default OFF, when ON the camera's lamp will remain active when you are on the Camera tab.

Field of view landscape mode: Reports to the top of the page properly when the device is used in landscape orientation bringing the camera in the upper-left-hand corner.

Field of view reports visible corners: Reports corner information in addition to edge information, very useful when configuring for use with a document scanning stand.

Default file type for recognized documents: This will determine how text is displayed and saved. Switch between PDF view and the reflowable OSR as default file type. OSR is default for VoiceOver users. If set to PDF, after recognition you will get a PDF view with double highlighting and saving will be default to PDF.

Select recognition languages: Select a subset of commonly used languages according to your preferences out of the 33 available recognition languages. These languages will then be available on the recognition language picker of the Camera tab.

Show text recognition: Show or hide Recognition button on the Camera tab. Hidden when default settings for VoiceOver users are active.

Show crop, rotate, edit options: Show or hide the crop, rotate and edit button on the Camera tab.

Show tilt button (device dependent): show or hide Tilt guidance control on the Camera tab.

Show field of view button: Show or hide Field of view report on the Camera tab.

c. Reader settings

Automatically start reading: switch OFF when you do not want the reading to start automatically.

Allow reading in background: activate to allow reading to continue even if the device is locked, similar to playing music or listening to an audio book.

Adjust speech volume: set the default volume level for the reading voice.

Adjust speech rate: set the default speed rate for the reading voice.

Select speaking languages: select a subset of reading voices from the entire list installed on the device and have only those appear as option in the Reading language picker on the Read tab.

Text display setings for OSR files: change the font (type, size and color) and background color to suit your preferences.

Highlight settings: determine the style and color of the various forms of highlighting available, on word and unit (e.g. sentence) level or background (Highlight text color is only available in OSR format).

d. File List settings

There are 6 possible File settings.
1. Confirm or delete prompts for confirmation before a document or folder is deleted.
2. Display file type: show the file format of each document in the folder structure.
3. Dropbox connection: Set to ON if Dropbox is your preferred Cloud service.
4. Google Drive connection: Set to ON if Google Drive is your preferred Cloud service.
5. One Drive connection: Set to ON if One Drive is your preferred Cloud service.
6. Restore manual.

e. Return Enterprise License settings

Enterprise users will find the option to return a license token to the license server before removing the app or switching devices.

f. About

This section contains version information for OneStep Reader as well as other legal and regulatory information.

5. As fifth and last of the 5 main tabs we discuss the Help tab. Thanks to this help tab you never get stuck.

The help tab opens the manual when VoiceOver is active. It opens a dialog when VoiceOver is not active. Clicking on the link in the dialog opens the manual. Clicking on whatever button on the screen gives extra information on how to use that button.

a. Help: Questions?
Still questions after having studied this guide and consulted the user list, contact us : support@onestepreader.com, (+32) 050 39 49 49

Sensotec nv: sales@sensotec.be, www.sensotec.be

Final Chapter: some interesting extra's to know.

a. OneStep Reader has difficulty with or does not support at all following features:
1. Handwriting, scrolling a text on a screen.
2. OneStep Reader does not translate or change the recognized language. It can, however, read out loud in a supported recognized languages. There are 14 languages available.
3. Text on volume (3 dimensional) products, especially in combination with a lot of graphics.
4. Images taken from LED and LCD screens such as computer, clocks, vending machine, … .
5. Engraved print.
6. When sharing a PDF or EPUB document, format conversions are currently not available.

b. OneStep Reader accuracy may vary.
Following may influence the accuracy of the OneStep Reader app: Surface reflection, distance between camera & target, text related items such as size, lay-out, curvature, wrinkles or creases, background images & colors, ambient light, shadows, obstructions.