

## E-triloquist 5.5

E-triloquist is a low budget, in fact zero budget, project. As a result, this document is a combined program description manual, help text, and tutorial. The topics are arranged so that if you start at the first one and work your way through, trying each one as you go, you will have conquered the basics of the program by the time you reach the end.

We assume minimal knowledge of the idiosyncrasies of Windows. If you are an old hand with personal computers, you can "speed-read" through the text. That you are reading this now says that either you are an old hand, or that you discovered this text on your own.

As you will see, we like to give you alternate ways of doing things. Here's the first one. You can find this manual by selecting "Help" at the top of the E-triloquist screen, and then selecting "How To Use E-triloquist". This is useful for people who prefer not to use paper or for those who forget where they put the documentation. Or you can obtain a printed copy by selecting "Print" in the lower right corner of the E-triloquist Help screen. And just how, you may ask, does one select something? Read on.

There are three techniques you can use to ask the program to do your bidding. Pick the one that's easiest and quickest for you. No need to choose one technique in advance. You can bounce back and forth among them. Unfortunately, all three don't work in every situation, but we'll note the exceptions. When you see the term "select" in this text, do one of the following:

- Using the pointing device (aka mouse), move the cursor to the icon or word or phrase representing the action you wish to take, and click (press the left button) once. In the case of "Help", click on the word "Help" on the menu bar at the top of the screen, then click on "How To Use E-triloquist." Or you can click on the question mark icon on the toolbar, the one just below the menu bar.
- If you hold down the "Alt" key, you will notice that one letter of a word or phrase describing an action will be underlined. You can initiate the action by pressing the underlined letter while holding down the "Alt" key. For example, "Alt" and "H" gets you to the "Help" menu. Next, pressing "H" will get you to "How To Use E-triloquist." If you are on Windows XP and want to see all underlined letters as in predecessor releases, click through the sequence Start, Control Panel, Display, Appearance and Effects. This will get you to a screen on which you will see "Hide underlined letters for keyboard navigation until I press the Alt key." If it is checked, uncheck by clicking on it and click OK. With that arcane and unnecessary (unless you are a perfectionist) procedure out of the way, proceed.
- Finally, pressing the "Tab" key will move you from one action to another. You'll know where you are because a dotted line surrounds the word or phrase that describes the action. Pressing the space bar or the "Enter" key will then initiate the action. To tab backwards, hold the "Shift" key down while pressing the "Tab" key. Sorry, but this technique doesn't work for selecting items on either the menu bar at the top row on the screen or on the toolbar at the second row from the top.

(If you've been practicing as you've gone along, and wish to return from Help back to

whatever you were doing, press "Esc.")

One more thing, while we are on this topic. If you let the cursor hover over the icons on the toolbar at the top of the screen, a phrase will appear shortly telling you what the icon means.

A set of sample categories and phrases is distributed with E-triloquist, so you will have something to work with while using this document as a tutorial. It's probably worthwhile just to do the Basic Topics using the sample, experiment with the program for a few days, then look at the first three Tips and Techniques, and then read Advanced Topics.

If E-triloquist will not speak, make sure that you have a Microsoft Speech Application Program Interface (SAPI) compatible speech engine installed on your PC.

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## Basic Topics

### Activating a Window

There are two text areas, or "windows", on the basic E-triloquist screen:

- Main Speaking Window, for entering, editing, and speaking text -- the lower window
- E-triloquist Categories & Phrases -- the upper window

To make the Main Speaking Window active so you can enter text, move the pointer to any location within the window and click the pointing device. A blue bar will appear at the top of the window and you will see a flashing cursor. An easier way is to simply press the "Esc" (Escape) key. It will bring you to the Main Speaking Window from anywhere on the basic E-triloquist screen.

To make the E-triloquist Categories & Phrases window active, move the pointer to any spot within the window and click the pointing device. A category will be highlighted. Or you can use the "Tab" key to activate the window.

### Speaking

The mouthpiece, so to speak, of the program is the Main Speaking Window. First, activate it either by clicking the pointing device when the pointer is somewhere within the window or by using the "Esc" key or the "Tab" key. Anything keyed on the keyboard will then appear here. To have the program "speak" the verbiage entered here do one of the following:

- Press the "Enter" key
- Click on the Start (">") button on the toolbar

Alternatively, you may have the person with whom you are conversing simply peer over your shoulder and read what you have keyed. For that, however, you don't really need this program.

Note: While typing in the speaking area, the program will automatically wrap to a new line when you fill up the current one. If you prefer to add your own new lines, hold the "Shift" key and press "Enter". If you press only "Enter", E-triloquist will speak your partially composed thought.

## Clearing the Speaking Area

Before entering your next bit of conversation, you need to clear the speaking window. To clear this window, do one of the following:

- Click on the "Clear" icon on the toolbar (looks like an "X", or a pair of crossed toothbrushes)
- Press the "Esc" key

Ah ha, but what if you are asked to repeat your last comment after you have cleared the window? Not to worry. Just click on the Repeat icon on the toolbar, or key "Ctrl" and "R."

## Categories

The window in the upper portion of the screen is for organizing things you want to say by categories. Categories might include standard greetings, instructions for a caregiver, jokes, material to speak when making telephone calls, or profound political pronouncements. Categories can have sub-categories. For example, jokes could be split into one liners and dialog jokes. The telephone category could be the standard stuff like your name, address, phone number, etc. There could be a sub-category just for credit cards, thus hiding them from people peering over your shoulder. Also, there could be a sub-category created in advance just for one call. It can be deleted in its entirety after the call.

At the risk of going overboard on metaphors, think of the structure as a bunch of trees. The category forms the trunk of each tree. Sub-categories off the trunk are limbs. Sub-categories off a sub-category limb are branches. There can be twig sub-categories from the branches. And on and on. We provide a very flexible structure, just so your creativity will be challenged.

To create a category, select "Add" at the top right corner of the screen, or press "A" while holding down the "Alt" key. This will bring up a window asking what you wish to add. Use the "up arrow" key or the pointing device to specify that you want to add a category, and click "OK" or press "Enter". Tab to the category field and key the name of your category. Clicking on "Add", or pressing "Enter", will bring you back to the basic screen and the category you have just named will be there.

To create a sub-category, highlight the category that you wish to be the main "trunk", then follow the procedure described in the preceding paragraph. If you wish to continue with a sub-category to the sub-category, select the sub-category for the "limb" and repeat the procedure. Continue to your heart's content, defining your very own forest.

## Selecting a Category and Phrase

To select a category and to select a phrase within the category, first activate the Categories window by using the pointing device or the "Tab" key, a process you are no doubt tired of hearing us explain. "E-triloquist Categories & Phrases" in the window will be highlighted. The sample has a few categories, sub-categories, and phrases for you to play with as you go through this section.

Either the arrow keys or the pointing device can be used for navigation. First, the arrow key approach. To select a category, use the "up arrow" and "down arrow" keys until the desired category is highlighted. To select a sub-category or to select a phrase by its title, use the "right arrow" key and "down arrow" key until the phrase you want is highlighted.

Next, the pointing device approach. Clicking on the "+" sign next to the category name or double clicking on the category name itself will display the sub-categories or phrases in the category. Clicking on the desired phrase title will highlight it. Sub-categories can be opened by double clicking, and the phrase title can be selected by single clicking.

The phrase can be rendered to your audience by double clicking on it, or by pressing "Enter", or by selecting Start (">").

To close the phrases or sub-categories, use the "left arrow" key, or use the pointing device to click on the "-" next to the category name. If using the arrow keys and "+" and "-" to accomplish this seems familiar to you, it should be. It's essentially the way Windows Explorer works. And if it isn't familiar to you, you have now learned something about Windows Explorer.

Note: If you "right click" the mouse button when the cursor is in the Categories & Phrases window, a menu will appear with the functions that are active. Drag the cursor so the name of the function is highlighted and press the left button, or press the underlined letter. Or use the up and down arrow keys until the desired function is highlighted and press "Enter." If your mouse buttons are reversed to make the mouse easier for you to use, switch left and right in the preceding sentences.

The tree is similar to the folder and file list in Windows Explorer. In fact, you can also switch back and forth to an "Icon" or picture view by clicking the aptly named "Icon View" button on the toolbar. In the Icon mode you can move down a level by clicking on a folder, up by clicking the "Parent Category" folder, and speak a phrase by clicking on the phrase icon. Text phrases appear as a page of text, and pre-recorded audio files appear as a speaker. Click "Icon View" again to return to the tree.

## **Text Phrases**

The window in the upper portion of the screen holds the titles for the verbiage that you have saved for posterity, or at least for the next conversational event. Phrases may be as simple as "thank you", complete sentences, a paragraph of several sentences, or even several paragraphs of several sentences each. There is a limit of 65,000 characters of text in a phrase -- enough for a short novel, should you wish.

To add a text phrase, first highlight the category or sub-category in which you want the phrase to appear. Then select "Add" in the upper right hand corner. You will find a familiar screen asking you what you want to add. Since you want to add a phrase and that choice is already selected, click on "OK" or press "Enter." The selected category will appear at the top of the window. Tab to the title section and enter how you want the phrase to be shown in the Categories and Phrases window. If you leave the title field blank, E-triloquist will use the first sentence of your phrase as the title. Pressing "Tab" again will bring you to the section asking whether you wish to add an audio file or a text

file. If "Text Phrase" is not already selected, select it now. Then tab to the window labeled "Text To Read" and key your phrase. To hear how the phrase will sound in the computer's synthesized voice, select "Test Your Text Phrase." If you wish to make a change to the keyed phrase, hold down the "Shift" key and press "Tab" until the flashing cursor appears in the window for entry of a phrase. Or click in the "Text To Read" window. Make your changes and test again. When you are happy with what you have written and want to keep it, the phrase will be added to the category when you select "Add."

You may have noticed that there are two other options on the screen you used to enter the text of your phrase. They are "Copy From Speaking Area" and "Paste From Clipboard." You may find that text you entered in the main speaking window is a real treasure worth keeping. If so, use "Copy From Speaking Area" to add it. Or you might have found a treasure from outside E-triloquist. Highlight the favored text, then use "Ctrl" plus "C" to put it on the Windows clipboard and use "Paste From Clipboard" to add it to your repertoire. This is a very useful technique for adding jokes people send you by E mail.

If you wish to start over again on the text of the phrase, select "Clear" to erase the text area. If you didn't really want to be here at all, select "Cancel."

Note: If you "right click" the mouse button when the cursor is in the Main Speaking Window, a menu will appear with the functions that are active. Drag the cursor so the name of the function is highlighted and press the left button. Or use the up and down arrow keys until the desired function is highlighted and press "Enter." If your mouse buttons are reversed to make the mouse easier for you to use, switch left and right in the preceding sentences.

## **Audio Phrases**

Our intention in including audio phrases is that as soon as speech begins to be affected by the disease, patients can record commonly used expressions in their own voice. Recordings taken from an audio tape or video tape can be used as well. Audio phrases can be the words spoken by a family member or by a friend. Or they can be music taken from a CD or cassette tape, or even sounds taken from the vast number of noises that hide in Windows. The last two may be useful to get the attention of a group.

The sample contains a sub-folder for audio phrases, cleverly named C:\Program Files\E-triloquist\Audio Phrases. Adding an audio phrase follows the same path as adding a text phrase. Select the category to which the audio phrase is to be added, select "Add", then press "Ok", or press Enter. Tab to the title field and give the phrase a name to identify it. If you leave this field blank, the complete path to the phrase will be shown when you later save the phrase. It's a bit messy looking -- best to create a title. Then select "Audio Phrase" and select "Record New." Next, click on the drop down for Samples/Sec. There are three choices, ranging from low to high quality, with the amount of hard disk drive space each consumes per minute of recording. Next, click on Volume and select the level for microphone input. Select "Rec", and speak a phrase, or turn on a CD, DVD, MP3, VCR, or tape cassette device from which to record. When done, select "Stop", then "Play." The meters on the right are in minutes, seconds, and tenths of seconds. When you are happy with what you have created, select "Save." The Audio Phrase folder will appear. In the file name field key an appropriate name.

The title you gave the phrase earlier is an excellent choice. The audio phrase will be shown with a little speaker next to it in the Categories & Phrases Window.

Windows has an extensive collection of noises that can be used as attention getters. To incorporate them, follow the path described earlier for adding an audio phrase. Then select "Browse" and wander up and down the path to Windows\Media. Pick any \*.wav file and save it. The file name Microsoft gave it is probably a good choice.

### **Selecting a Phrase**

As described earlier, the title of each phrase will appear in the Categories & Phrases window. Here's a quick review of the selection routine. Activate the Categories & Phrases window. Use the arrow keys until the phrase title is highlighted. Or use the pointing device to select the phrase title. The complete text phrase will appear in the Main Speaking Window. You can lay it on your audience using the "Enter" key or the "Start (>)" button. If it's an audio phrase, simply press the "Enter" key or the "Start (>)" button. Playing an audio phrase has no impact on the Main Speaking Window.

### **Modifying a Phrase**

It is likely you will want to modify your text phrases occasionally. To do so, activate the Categories & Phrases window, highlight the phrase using the "point and click" routine or the arrow keys. Select "Change". Tab to the text window and make the changes. If you've changed the first sentence and the first sentence is used as the default title, select "Update Title With Text" to get title and text in synch. If you wish to hear it sounds, select "Test Your Text Phrase." When you are pleased with the changes, select "Uppdate". If you didn't really want to be here at all, select "Cancel."

Sorry, an audio phrase cannot be modified.

### **Deleting a Phrase**

It's even possible that you may want to remove from your repertoire jokes that no one laughed at, statements no longer of interest, audio phrases you are bored with, etc. To do so activate the Categories & Phrases window, highlight the phrase to be removed, then select "Delete" or press the Delete key on the keyboard.

If perchance you are using some Wave files that Windows itself uses, it would be rather tacky to delete them. Deleting an audio phrase deletes only a pointer to the Wave file, whether it's in a Windows\Media folder or in your Audio Phrases folder.

### **Deleting a Category or Sub-category**

If an entire category or sub-category is no longer of interest, it can be deleted in one fell swoop. To do this, highlight the culprit category and select "Delete" or press the Delete key on the keyboard. This will bring up a "Delete What ?" window. The choices are "Category, Sub-categories, and Phrases" or "Sub-category and Phrases Only." Use the up and down arrow keys or click on your choice and on "OK" or press Enter. The poor little fella(s) will be gone. By the way, this is how you can clean up after a telephone call for which you created phrases in advance.

## Hot Keys

The twelve function keys on the keyboard are designated as "hot keys". They are intended for single keystroke access to common and often used text or audio phrases. For example, a text phrase could be "please wait for a moment while I key a response." An audio phrase could be an attention getting musical exposition, or a pre-recorded explanation of why your voice sounds different now.

Holding the "Shift" key down in combination with a function key produces an additional 12 hot keys. Holding the "Ctrl" key down produces yet another 12 hot keys. And holding down both "Shift" and "Ctrl" produces even more, another 12. So you have 48 possible audio or text phrases that can be reached through the function keys.

The title of a hot key audio phrase or text phrase is shown at the bottom of the screen. To play your selection, press its program function key or click on the phrase title. For the additional hot key phrases, hold down the "Shift" and/or "Ctrl" key and press the function key of choice.

To see an expanded version of the basic set of text phrases, let the cursor hover over the phrase title. For an audio phrase, the folder and file name will be shown. Hovering over the titles associated with the additional "Shift" and/or "Ctrl" hot keys will not produce additional information.

In order to create or to change phrases in the hot keys, select "View" on the menu bar at the top of the screen and "Hot keys" from its menu. This will bring you to a window quite similar to the one for adding a text or audio phrase. Use the up and down arrow keys to reach the desired function key. Tab to the title field and enter a title. If you leave it blank, as much of the first sentence in the text that will fit will become the title. Then tab to the text window and key the text, or take it from the Main Speaking Window or from the clipboard. For an audio phrase, specify the folder and file name. Use "Browse" if you forgot where you put it. Enter a title, or select "Uppdate Title With Filename", if you are too uninspired to think up a title. When you are done with each hot key, select "Save" to save the changes. When you are done with all changes, select "Close."

## Saving Changes

You will probably want to save the additions, changes, and deletions you have made. If you change anything, a yellow "Save" sign will appear on the diskette icon, which is in the leftmost position of the toolbar. The icon looks like a diskette, but changes are saved to your hard disk. Simply clicking on the icon will save your changes. Alternatively, select "File" and "Save" on the menu bar. If you forget to save changes, E-triloquist will nag you when you exit. If you really don't want to save your changes, just say no.

For those who are forgetful and who want E-triloquist to save changes automatically, there is an automatic save feature. To turn it on, select "View" on the menu bar, then "Options." If the "Screen" tab is not already selected, click on it. In the upper section you will see "AutoSave Category and Phrase Changes." Click on the box to the left to turn on the AutoSave feature and click on "OK" or press "Enter." The diskette icon on the main screen will disappear.

## Exiting E-triloquist

The program may be exited by one of the following:

- Selecting "Exit" from the File Menu
- Clicking on the "X" in the upper right hand corner of the screen
- Clicking on the red "X" icon on the toolbar

## Doing Your Own Thing

The categories and phrases you've witnessed as you've gone through this document in tutorial mode are in a phrase library we have created. They comprise the file named "Sample2.sz4." Although you can add and delete at will in that file, we assume you will want to do your own thing. To do so, you will need a blank slate to write on, which we have cleverly supplied as well. To find it, select "File" on the menu bar at the top of the screen, then select "Open" from the menu. Select "Etriloquist.sz4" and click OK. This will present the blank slate.

To have E-triloquist present your very own phrase library when it starts up, select "View" on the menu bar, then "Options." Next, click on the tab marked "File" at the top of the "Options" window. Note the line "Default Phrase Library". Below it will be C:\Program Files\Etriloquist\Sample2.sz4. Selecting "Browse" will list all \*.sz4 files known to E-triloquist. Assuming that "Etriloquist.sz4" is the blank slate on which you have created categories and phrases, clicking it will make it your default phrase library. Until you change the default, this file will appear every time you start E-triloquist.

New releases of E-triloquist will come with a new Sample library. Before upgrading it is best to save any changes you have made in the Sample by simply renaming it.

The Default Audio Folder will show the path to the Audio Phrases folder.

Note: It's possible that you have kept the ".sz4" files in a different folder. If so, double click upwards in the storage hierarchy and proceed to track them down.

## Using Help

The E-triloquist program description manual is also the help text. To get to the manual, click on the question mark icon on the basic E-triloquist screen. Or, if you prefer, use the key sequence "Ctrl" and "H." In the lower right hand corner, you will see the word "Print." Click on it if you want a printed copy of the manual. Or simply read the material.

The most effective way of using the manual for help is to do a keyword search. In the upper left corner is the word "Search." Clicking on it and then on "Find" will invoke (fancy geek word for initiate) a "Find" function. Key what you are looking for after the flashing cursor. Then press "Enter." The first occurrence of your search word or phrase will appear, and it will be highlighted. You may need to search further for the text that will answer your question. Press function key 3 (F3) until you are in the right neighborhood, then use the down arrow key to review the text. Alternatively, the search function can be initiated using the sequence "Ctrl" and "F."

To close the manual, select "Close" in the lower right, or press the Escape ("Esc") key.

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## Advanced Topics

### Getting the Attention of Your Audience

Assigning a hot key to an audio phrase designed to get the attention of your audience is effective. This will assure that they won't miss even one syllable of your pronouncement. And, more than likely, you'll want multiple attention getters. The allocation of hot keys to audio attention getters versus common useful expressions, either text or audio, can be a problem. But 48 hot keys should satisfy your creativity.

### MIDI Audio Files

In addition to handling Wave files, E-triloquist can handle MIDI (.mid and .rmi) files as well. If you wish to use those embedded in Windows, just change the file type in the Browse function for adding an audio file. Or you may have another source. MIDI is fair game.

### Renaming a Category or Phrase

You may want to rename a category, sub-category, or the title of a phrase. To do so, highlight it, select "Rename", and make the desired change. Pressing the "Enter" key will complete the process.

### Transferring Text To and From Another Application

You may have occasion to print the text in the Main Speaking Window. If you wish to print the entire text, hold down the "Ctrl" key and press "A". This will highlight all the text in the Main Speaking Window. Then click on the "Copy" icon on the tool bar, or use the sequence "Ctrl" and "C". This will put the text on the Windows clipboard. If you do not want to print the entire text, highlight what you wish to print by setting the cursor in the first position of the text. Hold down the "Shift" key and use the arrow keys until all the information you wish to print is highlighted. Bring up a word processor (WordPad is a good choice) and in that application click on the "Paste" icon on the toolbar, or use the sequence "Ctrl" and "V". Then click on the "Print" icon.

The same process in reverse can bring a text file to E-triloquist from another application. Highlight the desired text in that application, do a copy, switch to E-triloquist, and click on the "Paste" icon on the toolbar, or use the sequence "Ctrl" and "V". This procedure can be used to tell a joke that you don't wish to make part of the E-triloquist library. Or you can copy and paste your e-mail to E-triloquist and listen to it instead of reading it.

If anything is "copiable" or "pastable" (good technical terms), the icon will be brightened.

Another way of transferring text from another application is to use drag and drop. To do this, arrange E-triloquist and the other application so you can see both on the screen, with the other application in front and at least a little of the Main Speaking Window in the background. Highlight the text you wish to transfer. Position the mouse cursor over the highlighted text. Holding the mouse button down, drag the text to the Main Speaking Window, and release the mouse button (drop.) The transferred text will be inserted into

the text at whatever point the cursor was last placed in E-triloquist. The cursor will change to guide you as far as where you can or cannot drop.

The same process works in reverse as well. You can use it to move something from the Main Speaking Window to another application for printing or for saving for posterity.

### **Editing Text In The Main Speaking Window**

The third icon on the toolbar relating to text is the “Cut” icon. This can be used for moving all or part of a sentence around in the Main Speaking Window. Highlight the text you wish to move, then click on the “Cut” icon on the toolbar, or use the sequence “Ctrl” and “X”. The text will disappear, but will be on the clipboard. Move the cursor to where you want the text, and click on the “Paste” icon on the toolbar, or use the sequence “Ctrl” and “V”.

As with Copy and Paste, if anything is “cuttable”, the icon will be brightened.

To undo any change in the text, use the sequence “Ctrl” and “Z.” This will provide a second chance if you have used the Delete key or Backspace key too aggressively.

### **Keyboard Commands**

Selecting “Help” on the menu bar, then “Keyboard Commands” will disclose a very useful list of commands that can be executed with combinations of keys. Some are mentioned in the basic text, but not all. Many are basic Windows key sequences. So if you bring a fair amount of Windows knowledge with you to E-triloquist, you will find familiar ground. If the reverse is your situation, your use of E-triloquist will carry to other Windows applications.

### **Changing Font**

The default font for the Main Speaking Window in E-triloquist is MS Sans Serif, the style is bold, and the size is 8. To change any characteristic, select “View” and “Set Font”, and make the desired change. Check the sample window to make sure you are happy with your new settings.

### **Changing Color of Main Speaking Window**

If you tire of just plain black script in the Main Speaking Window, there is a whole palette of alternatives. Select “View”, then “Options”. In the middle of the options screen toward the right hand edge you will see “Normal Text Color” and a color bar. Clicking on the color bar will bring up the whole palette of choices. Pick one by clicking on it, select “OK”, then “OK” again on the next screen to put the change into effect.

### **Conversing With Onlookers**

It may be useful to retain the spoken text, instead of clearing it, as you are conversing with someone who is reading over your shoulder. Or if you are in a fast-paced conversation, you might not want to take the time to clear your text after each exchange. You can continue the conversation by keying more text, speaking it, and have your

spoken text remain on the screen. The keyed text can be in one color, can be in a second color as it is being spoken, and a third color after it has been spoken.

To do this, select "View", then "Options". In the middle of the options screen you will see "Speak Only New Text." Clicking on that choice will result in three bars appearing on the right – one for "Normal Text Color", one for "Speaking Text Color", which will be shown during speaking, and one for "Spoken Text Color", which will be used after the text has been spoken. For each choice, click on its color bar, then on the color of choice from the palette, then on "OK." After you finish creating your rainbow of dynamic color, click on "OK", step back, and admire your creation.

### **Interrupted Conversation**

Often while you are keying a long statement, someone will ask you a question. Or you may wish to make a comment on a topic different from the one which you are keying. The aggravation of this circumstance is relieved by clicking on the Interrupt button on the toolbar, or by keying "Ctrl" and "I". The Main Speaking Window will be cleared, and you can join the debate. Actually, you may want to use the interrupt more than one time if the discussion is moving quickly. To return to any of your prior statements, click on the little down arrow next to the Interrupt button and select the desired statement.

### **Managing Your Tree**

You may wish to have the titles of all your phrases in view at once in the Categories & Phrases window. To accomplish this, select "View" and "Expand Categories." You can do the reverse also. Selecting "View" and "Collapse Categories" will tuck everything neatly away and show only the categories. If the categories have gotten out of alphabetic order and you are a stickler for neatness, use "View" and "Repaint Tree View." In a flash all categories will be sorted in ascending sequence.

### **Controlling Window Sizes**

You'll notice a scroll bar on the far right of the screen. Use the pointing device to adjust the relative sizes of the two windows. If you prefer, press the "Tab" key until the scroll bar indicator is flashing, then use the up arrow key to move it up, or the down arrow key to move it down. The setting will be saved for the next time you use E-triloquist.

### **Controlling Width of Upper Window**

If you are interested in making the Categories & Phrases window run the full width of the screen, something needs to be done with the Add, Change, Delete and Rename buttons that occupy the space. To do so, select "View", then "Options". At the bottom of the "Screen" screen are three choices – "Add/Change/Delete/Rename buttons," "Talking Mouth," or "Nothing." The first and last choices are obvious. The middle choice uses less space than the buttons and has a bit of amusement value to entertain the friends and relatives who are peering over your shoulder as you speak. Click on the circle preceding your choice, then on OK.

How, you may ask, do I perform the functions represented by the Add, Change, Delete and Rename buttons if they are not there? Three answers. Right click the mouse in the Categories & Phrases window and select from the menu that appears. Or select "Edit"

and pick the function from the menu. Or use the double key combinations shown on the Edit menu or in Keyboard Commands under “Help.”

## **Controlling Speaking**

### **Speak one sentence at a Time:**

If you have a paragraph with several sentences in the speaking window, you can "speak" a sentence, pause for effect or for a response, then "speak" the next sentence. On the other hand, you may wish to say the entire paragraph without stopping. Select "View" on the menu bar, then "Options." To speak one sentence at a time, click the circle to the left of "Stop at the End of a Sentence," if it is not already checked. After the first sentence is spoken, the cursor will move to the next sentence. To continue, press "Enter" again. You may jump around in the paragraph by doing a "point and click" maneuver or by using the arrow keys to position the cursor anywhere in the chosen sentence and then press "Enter." To speak the entire text, click on the circle to the left of "Speak Everything in the Window." When you have made your choice, click "OK."

As long as we are here, you'll notice other options in this window. Let the cursor hover over each of them. A sentence will appear describing what each one does. They should be self explanatory. If not, blame it on the author of this text.

### **Pause while Speaking:**

To pause in your speech while speaking, select the Pause ( | | ) icon on the toolbar. The speech will stop, and the button will remain pushed in. To resume speech, select Pause again. Another way of pausing and resuming is successive Ctrl and P key sequences.

### **Stop while Speaking or Paused:**

To stop your speech while speaking, or to not resume a speech which has been paused, select the Stop (square) icon on the toolbar. Alternatively, press Ctrl and S. This applies to both text and audio phrases and is useful for terminating inadvertent fumble finger actions.

### **Speak Each Word As It Is Keyed:**

Should you wish, you can speak each word as it is keyed. The entire sentence can be spoken when you finish keying by pressing Enter or clicking on Start (>). To set this up, select "View", then "Options". Check the item, "Speak as I type". You can select the speed of speaking each word as well.

## **Controlling the Voice**

In addition to selecting a voice, you can customize it for your own preferences of speed, pitch and volume. To do so, select "View" on the menu bar at the top of the screen, then "Options." When the Options window appears, click on the "Voice" tab at the top of the window. On the next screen select "List All Voices." Using the mouse, pick one that fits your gender and personality. Select "Test" to see how you sound. The speech engine included with E-triloquist allows changes to the speed and pitch of your voice. Other speech engines will also allow speed variations, but may not allow changes to the pitch. One or two slide switches will appear, as appropriate. To change the speed or pitch, move the appropriate slide switch using the mouse. Or use the arrow keys to move the slide switch in small steps, or use the Page Up and Page Down keys to move in big gulps.

To change the Test text, click on the text window, or press tab until a flashing cursor is shown. Key your favorite test phrase and try it out. When you are happy with what you've accomplished, select "OK."

You will notice four buttons at the bottom right portion of the window. "About the Speech Engine" will show the supplier of the speech engine you are using, copyrights, patents, etc. "Speech Engine Controls" provides controls in addition to pitch, speed, and volume. This is specific to your speech engine. The Microsoft Text to Speech engine has no additional controls, so don't be concerned if you get another "About" message here. "Pronunciation Lexicon" allows you to alter existing pronunciations or add new ones, if supported by the speech engine you selected. This is very specific to the speech engine you are using. Your persistence and creativity in understanding how to use this feature are duly challenged. "Symbol Translation" is also specific to your choice of speech engine. Hey, all we provide is a way of getting you to the point of being able to tweak your speech engine -- not how to tweak it.

Note: Some speech engines, such as Lernout & Hauspie TruVoice (Microsoft Agent), can not tell E-triloquist when they are finished speaking. If your speech engine will only speak one time whenever you run E-triloquist, then select "View", then "Options". Check the item labeled "Allow speech to be buffered".

### **Managing Multiple Phrase Libraries**

You can create completely separate libraries of categories and phrases. These might be for use in different environments, use by others of the same program, or simply to reduce the number of categories in the control of a single library.

To save a newly created set of categories and phrases under a new name, select "File", then "Save As." Specify a file name under which you wish to save the categories and phrases. E-triloquist will add automatically the extension ".sz4". E-triloquist will warn you if a file with the name you have chosen already exists. If it does, and you continue with the Save, the old file will be deleted.

To access your newly created speak file, use the "File", "Open" sequence described earlier. Or, you can make your new file the default every time E-triloquist starts up. To do so, follow the instructions in the second paragraph of "Doing Your Own Thing" topic.

### **Transferring Files From An Earlier Version Of E-triloquist**

Earlier versions of E-triloquist used the extension ".sez" for files of saved text phrases. Selecting "File", then "Open", will bring you to a window for selecting the old file. Place the name of the folder in which the file resides in the "Look in" location. Click on the arrow to the right of the "Files of type" section. Select "Old SpeakEZ files (\*.sez)", then select the file desired and "Open." The file will be converted to a ".sz4" file and stored in the E-triloquist Version 5 or later folder.

Don't forget to change the default to this file.

### **On-screen Keyboard Programs (Also Called Virtual Keyboard Programs)**

At some point, your dexterity may decline to the point at which using a keyboard is difficult. If that happens, an on-screen keyboard program can be used. As the name suggests, these programs have an image of a keyboard on the screen. Letters are selected using the mouse, a headpointer, or a scanning cursor in conjunction with a single switch device. Typically, these programs have word predictors and displayed word endings to reduce keystrokes, as well as other techniques to facilitate keying.

There is an excellent no charge on-screen keyboard program named Click-N-Type available at <http://www.lakefolks.org/cnt/>. For current offerings of other on-screen keyboard programs see "Links To Other ALS Resources" at <http://www.Etriloquist.com>

Once an on-screen keyboard program has been acquired and installed, your assistant needs to tell E-triloquist where it is. The procedure is as follows -- go to "View," "Options," then click on the "File" tab. Next, click on the circle to the left of "Select a 3rd Party On-Screen Keyboard installed on your computer." Then click on "Browse." If you installed it in the most likely place, C:\Program Files, the program will appear there. Then click "Ok."

To activate the on-screen keyboard program, click on "View," then on -- not surprisingly - - "On-Screen Keyboard." The keyboard will appear on your screen. You can move the keyboard to a convenient place on the screen. Your assistant can do this by clicking on the blue bar at the top of the on-screen keyboard and moving it where you want it with the mouse button held down.

When using an on-screen program, it may be easier to select from categories and phrases if both are shown as icons, rather than plain text. To set this up, your assistant will select the "View Categories & Phrases as Icons" icon on the toolbar, the one between the "Clear" and the "Interrupt" icons. Also, the keyboard must be full QWERTY 101. In Click-n-Type, this is accomplished by selecting "File", then "Select a User Keyboard", and then "QWERTY 101." With this set up, the Categories & Phrases window can be activated by clicking the tab key on the on-screen keyboard until the Categories & Phrases window is highlighted. The category is selected by successive movements of the arrow keys. The currently chosen category will be highlighted. Once the category is highlighted, selecting "Enter" will show all the phrases in the category.

Selecting the desired phrase involves the arrow keys again. The "Enter" key will cause the highlighted phrase to be spoken. To return to showing all the categories, use the arrow keys to go to the "Parent Category" in the upper left corner and select "Enter."

If a light blue bar with < and > on each end appears at the bottom of the Categories & Phrases window, it means that there is not enough room to show all the categories. The simplest solution is to have your assistant click on the scroll bar at the right edge of the main screen and move it down until the light blue bar disappears.

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## Tips and Techniques

### Pronunciation Difficulties

E-triloquist uses a program that converts the text that you key to speech. The text to speech program has a pronouncing dictionary, but not all the words you will use are likely to be in the dictionary. If a word turns out to be unclear to your audience, try inserting a space between syllables of the word. If that doesn't work, spell it phonetically. And if that doesn't work, have a non speech impaired person read the screen.

### Creating Pauses

You can create a short pause between words by inserting a comma. Speaking with a pause between words may make your statement more clear to your audience. This technique is especially useful for phone numbers, social security numbers, credit card numbers, etc. For example, keying the phone number 555-1212 in normal fashion would make little sense to the listener. However, 5, 5, 5, 1, 2, 1, 2, can easily be understood. Be sure to include spaces before each number or letter. Just for kicks, try it.

### Keying Shortcuts

Over time you will develop keying short cuts. For example, the letter "c" can be used instead of the word "see" or the word "sea." Or the letter "m" for "am", or "r" for "are". Numbers are a rich source of opportunity. The number "2" can be used for "two", "to", or "too". The number "4" can be used for "fore", "for", or combined with letters, such as "b4", "4get", or "4ward". "8" can be used for "ate" or as in "educ8". You can overdo it as well. Have we go10 your a10tion?

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E-triloquist is provided free of charge without support or warranty.  
Visit <http://www.Etriloquist.com> for upgrades and other information.

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