# Reading Tools with ZoomText 2020

<table>
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<th>What do you want to understand?</th>
<th>How ZoomText 2020 can help</th>
<th>Screenshots/suggested tools to use</th>
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</table>
| Launch AppReader                | - Place the mouse pointer over the word where you want to start reading,  
                                  - Keyboard shortcut: Press “Caps Lock” + “Alt” + left click on the mouse  
                                  - ZoomText toolbar: Click the “AppReader” button and choose the appropriate view  
                                  - **Switch Between App View and Text View**: Click “Tab” button or click “Use Text View” | ![ZoomText toolbar](image) |
| Reading Settings                | - **Stop Automatic Reading**: Press “Enter” or click  
                                  - **Resume Automatic Reading**: Press “Enter” or double click where you would like to resume reading  
                                  - **Read Previous or Next Sentence**: Press the left and right arrow keys to read the previous or next sentence  
                                  - **Read Previous or Next Paragraph**: Press the up and down arrow keys to read the previous or next paragraph  
                                  - **Exit AppReader**: Press “Esc” or right click with the mouse | |
| Toggle ZoomText Off/On          | - ZoomText toolbar: Click “ZoomText” menu and select “Enable” or “Disable ZoomText” | |
Exit ZoomText

- ZoomText Toolbar: Click “ZoomText” menu and select “Exit ZoomText”