

Scanning with Kurzweil 3000™

Kurzweil 3000 comes in two versions. The Professional version has scanning capability built-in and needs to be installed on a computer that is connected to a scanner. The Learn Station version is for student use and provides text-to-speech support and study skills tools. Before scanning, you'll need to know which computer in your school building has Kurzweil Professional installed and is connected to the scanner.

Materials scanned using Kurzweil Professional are converted to a .kes file that retains the graphics and page layout. You can also use Kurzweil to scan a document to be read with SOLO Read:OutLoud. In that case use **Save As** to convert the files to a .rtf file format.

- .rtf files can be read by SOLO Read:OutLoud software, however, you will lose the graphics and some reformatting may be needed (e.g., to set paragraphs)

Scanning Your Document

1. Open Kurzweil
 - You often need to have the scanner turned on when you start up the computer. If you get a message that the scanner was not found, choose **Scan** → **Scanner set up** and then select the scanner.
2. Choose Scan from the file menu and make sure there is a check next to the features you want to use (**use color, double sided**).
3. Place printed material in the scanner.
4. Click on the scan icon on the Kurzweil main toolbar
 - Or use the F9 key.
5. Allow the software to scan and recognize the document. This will take a few moments and you will see the image of the file being manipulated and rotated on the screen. When recognition is complete, the Read button will become active.
6. Save the document. It will save with .KES at the end of the file name. This means it is saved in Kurzweil format and retains the page layout and graphics.

Editing Your Document After Scanning

1. **First have Kurzweil read the document to see how well it did recognizing the text**
 - Click the Read button and listen to the document being read by Kurzweil
 - If Kurzweil tries to read things that are supposed to be pictures, or other parts of the page that don't need to be read, then you'll need to use the Zone Editor. Complete step 2. Otherwise skip step 2.
 - If Kurzweil got some of the letters wrong when it recognized a word and reads the words incorrectly, then you'll need to "Edit Underlying Text." Make sure you finish with the Zone Editor in step 2 first, then complete step 3. If Kurzweil did not get any letters wrong, then skip step 3.
 - If Kurzweil got the letters right, but doesn't know how to pronounce a word – like a proper name – then you'll need to Correct Pronunciation. Complete step 4.

2. **Changing the reading order using the Zone Editor**

- To enter the Zone Editor, choose **Scan → Zone Editor**
- All the readable parts of the page will be inside a yellow box
- Left click on the zone you want to change.
- Then right click on the zone and choose **Properties** from the pop-up menu
- You can change the reading order and zone type.
- Secondary text is read only if the student clicks on it. This is useful for sidebar text, captions, and page numbers.
- After making changes in zone editor, choose **Tools → Zone Editor** again to exit zone
- Sometimes Kurzweil tries to read things it shouldn't. You can delete the entire zone and make Kurzweil skip those elements on the page. Left click on the zone, then right click on the same zone and choose **Delete Zone**
- Close the Zone Editor by choosing **Scan → Zone Editor** again

3. Changing how the text is read using Edit Underlying Text

- Make sure you complete Zone Editing first
- Choose **Edit → Correct Recognition → Edit Underlying Text**
- You will get a split screen that shows the page at the top, and the “underlying text” or the way that Kurzweil is reading at the bottom. You can click on any word on the page in the top half of the screen and then change the text that Kurzweil recognizes in the bottom half of the screen.

4. Changing word pronunciation:

- You can change word pronunciation. For example, proper names or words (e.g. math and science terms) that are not accurately pronounced can be changed within a document.
- Choose **Tools → Pronunciations** (CTRL-F7)
- Fill in the information. Use the **Test** buttons to make sure you are getting the pronunciation the way you like it.

5. Saving files

- Save files to the **Copyrighted Text** folder or the **Copyright Free Text** folder located in Student Shared as appropriate
- Any copyrighted material that is scanned, should be saved in the **Copyrighted Text** folder. This folder is accessible only to students who have been designated eligible by your school. See the [Bookshare Procedures FAQ](#) on the HIAT website for more information on this. (HIAT website→Tech Quick Guides→Bookshare)

Tips

- Scan and save books by chapters.
- Before scanning a lot of material, scan one page to check the reading quality.

Other Tools You Might Need

Adjusting The Quality Of The Scanning

- If your scanned document looks messy – i.e. has blotches or flecks on the page that confuses Kurzweil, then you can try to rescan with different settings.
- Choose **Tools → Options** and then click on **Scanning** from the choices on the left

- The brightness setting default is set at 50. Increase the brightness (60+) when scanning books with fonts that are fuzzy or close together.
- **Despeckle** under “extras:” check this to eliminate miscellaneous marks or paper fibers.
- With glossy textbooks pages, you may need to decrease brightness. Or you can put a black piece of construction paper under the lid of the scanner to cut down on the brightness.

Rotating a page

- Kurzweil automatically rotates the page to be upright, but you can help it if it makes a mistake
- Choose **View → Rotate**

Two page scanning

- When scanning a small book that will fit on the flatbed scanner’s screen, you can scan 2 pages at a time and each page will be read separately.
- Choose **Scan → 2 page**

Resetting the page numbers

- When pages are scanned, they will start numbering at 1. If you want to match the numbering to the book’s page numbers, go to **View → Page → Set Number**.