

Tech Quick Guide

Reading in Kurzweil

Kurzweil 3000 is a full featured software package that can scan documents, read documents out loud, and embeds many study tools. This quick guide cover

1. What can you read?
2. Opening the document
3. Using the reading toolbar

What can you read?

Kurzweil can read

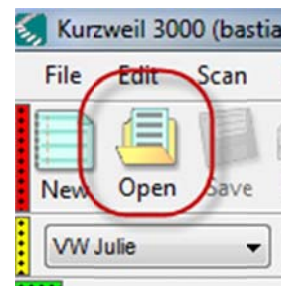
- Word documents
- PDF documents
- Web documents
- Kesi files which are created by scanning a paper document into Kurzweil
- DAISY files (the format provided by Bookshare)

Opening the document

Kesi files can be opened simply by double clicking on the document icon – just as you would do for a Word document.

Other documents must be opened from within Kurzweil.

1. Open Kurzweil
2. Click the Open button on the toolbar
3. Navigate to the document you want to open



If you open a PDF document in this manner, Kurzweil will first run a recognition process before the file can be read. Look for a notification in the lower right corner of your screen. If the document is large, be patient. Once the process completes, save in Kesi format for faster opening next time.



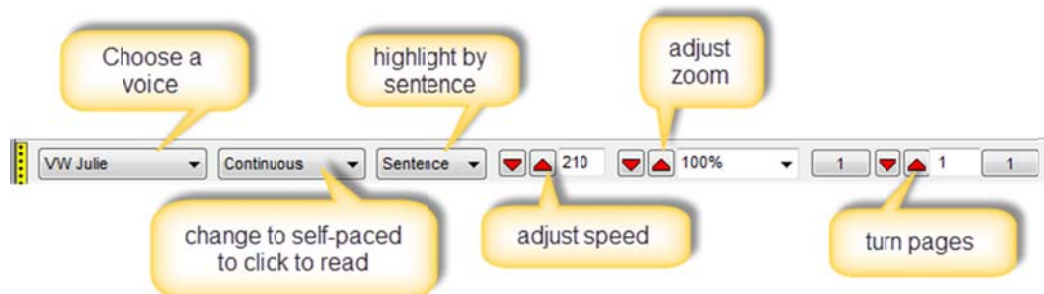
Click to read

To read the document, simply click the read button in the main toolbar.



Using the reading toolbar

The reading toolbar provides several ways to customize the reading experience.



Voice – you’ll want to be sure you are using one of the high quality voices instead of a built-in Microsoft Voice. Julie and Paul sound good.

Continuous – this setting is the default and means that Kurzweil will read until you click stop. This is obviously not ideal for students who are likely to be distracted while listening.

It is best to choose self-paced here. The next option lets you control how large a chunk of text will be read each time you click the Read button.

Most students should use self-paced reading

Sentence or Paragraph – for students who can attend and comprehend while a paragraph is read, choose **Paragraph**. If a student needs time to comprehend, has attention difficulties, or is just learning to use the text reader, choose **Sentence**.

Speed – refers to words per minute. 120 is a good rate for readers who need a slow pace. 175 is a fairly typical oral reading rate for an adult.

Zoom –When you are viewing a PDF document or scanned document, this will literally zoom in on the page, which means you may need to scroll to see the whole thing. In a Word document, it will simply increase the font size.

Pages – This indicates that you are on page 1 of a 2 page document. Click the red arrows to move to another page.



If you scroll to the bottom and expected to see more, then be sure to try turning the page!