


Scanning




Basic scanning:

1. Make sure your scanner is turned on.
2. Place the material to be scanned on the scanner glass.
3. Click the **Scan** button  in the **Main** toolbar.
Progress messages appear as Kurzweil 3000 captures the image and "recognizes" the text. When the scan is complete the page image appears in the Kurzweil 3000 document area. Each new page you scan is added to the end of the document.

To cancel scanning: Click the **Cancel Scan** button .

Additional Scanning Options

On the **Scan** menu, you can find the following options:

 Scan	
 Start New Scan	F9
Rescan Page	
Insert Page	
Insert Image...	
Delete Page	
Corrections...	
Re-Recognize Page	
 Use Color	
Double Sided	
Two Page Mode	
Scan Repeatedly	Ctrl+F9
Scanner Setup	▶
	▶

Rescan Page: Scan a page again and replace it for the current page.

Insert Page: Scan a page and insert it before the current page.

Insert Image: Insert an image file.

Delete Page: Delete the current page.

Corrections: Correct recognition errors found by Kurzweil 3000.

Re-Recognize Page: Re-do the recognition process to see if you can obtain better results.

Use Color: Scan a color document and display it in color.

Double Sided: Specify duplex scanner or scanner with an automatic document feeder.

Two Page Mode: Scan facing pages of small format originals such as paperbacks.

Scan Repeatedly: Automatically scan pages one after another, with a delay in between scans.

Scanner Setup: Select a scanner. Set scanned page size.

Image Fill: Use to clean crease marks, specks and other unwanted blemishes in image documents.

Zone Editor: Re-order reading zones. See page 19.

In the **Scanning Options** pane, accessible from the **Tools Options** menu, you can:

- Adjust brightness (lighten or darken scanned image)
- Specify the orientation of a page on the scanner glass (can speed up scanning).
- Select Despeckle option to improve scans of some colored originals and newspaper.

Changing Reading Order in a Document

Part of the Document Preparation process, Zone Editing allows you to specify how Kurzweil 3000 reads blocks of text, or *zones*, in a scanned or virtually printed document.

To edit zones:

1. With the document open and active in Kurzweil 3000, open the **Scan** menu and choose **Zone Editor**.
The document appears in **Zone Edit** mode. Zones appear in numbered outlined blocks.
2. Click on a zone to select it.
3. Press the right mouse button to display the **Zone Editor** menu.
4. Select **Properties**.
5. In the **Zone Properties** dialog, specify desired properties for the selected zone:
 - **Primary** to have Kurzweil 3000 read zones in the reading order you specify.
 - **Secondary** to read the zone only when clicked.
 - **Graphic** to not have Kurzweil 3000 read the zone.
 - **Override OCR** to edit an Added zone.
 - **Reading Order** (the order in which Kurzweil 3000 reads the zones. Zone 1 is read first, zone 2 second, and so on).

To access additional Zone Editing functions, such as Adding and Deleting Zones:

While in Zone Editor, press the right mouse button to display the **Zone Editor** menu.

Note: While using Zone Editor, there are a number of shortcut keys available. See "Zone Edit Shortcuts in image documents" on page 23

Correcting Recognition Errors

The Optical Character Recognition (OCR) process, part of the scanning and the KESI Virtual Printer process, sometimes produces errors in documents. If, as Kurzweil 3000 reads your document, you hear mispronunciations, you may need to correct the OCR generated "underlying text." First, try common editing functions such as Spell Check and Find and Replace. For errors common editing functions could not remedy, use **Edit Underlying Text**.

To edit the underlying text of an image document:

1. Open the image document you want to edit.
2. On the **Edit** menu, choose **Correct Recognition**, and then **Edit Underlying Text**.
The **Underlying Text** editor window appears at the bottom of the document.
3. In the Underlying Text area, click on a word that you want to correct.
The selected word displays in the **Selected Word** box.
4. Click in the text box and edit the word to correct the misrecognition.

To correct frequently encountered OCR errors/corrections:

On the **Scan** menu, choose **Corrections**, then do one of the following:

- Click the word you want to change in the **Find** box, and type its replacement in the **Replace With** box, then click **OK**
- Or, click **Add New**, and in the **Add Correction** dialog, type the word or error in the **Replace** box, type the replacement in the **With** box, then click **OK**.

Preparing Tests

Preparation Task	How to do it
Bring a test into Kurzweil 3000.	There are a number of ways: Scan an existing test. Open the file directly in Kurzweil 3000. Or use the KESI Virtual Printer to open a test created in another application. See page 8.
Have all tools handy when preparing a test.	Open the Tools Customize submenu, choose Apply Toolbar Set , then select Test Preparation .
Optimize reading order.	Use the Zone Editor to set reading order, and to add, edit or remove text. See page 19.
Correct recognition errors.	See also "Correcting Recognition Errors" on page 19.
Add Fill in the Blanks.	Select the Fill In the Blanks option from the Tools menu.
Pause reading at each question.	Add bookmarks or empty Text Notes to each question and select Pause At Bookmarks or Pause at Empty Notes from the General Options pane to pause reading after each question is read.
Add Voice Notes to accommodate test takers who need/prefer to respond with audio answers.	Choose Add Voice Notes from the Tools Notes submenu.
Add special instructions to a test.	Add any type of Note to provide additional instructions or guidance where appropriate. See page 7.

Customizing Tests

Customization	Where to set it
Adjust reading speed.	Reading Options pane.
Have buttons/messages spoken.	General Options pane.
Show the Test Taking toolbar.	From the Tools Customize submenu, choose Apply Toolbar Set , then select Test Preparation .
Show or hide other tools or toolbars.	General Options pane.
Turn Speak as Typing on or off.	General Options pane.
Lock features/select or deselect test taking options.	Lock Features dialog from the Tools menu.
Set up password access to test taking options.	Lock Features dialog from the Tools menu.
Set up password for file access.	From the File menu, click Properties . In the Properties dialog, click File Encryption . Enter the password, select the desired Encryption Type , then click OK .

Taking Tests Using Kurzweil 3000 Features

In general, students input or respond to test answers as follows:

Highlighting	Use highlighters to answer multiple-choice questions.
Circling answers	Use Red Circle or Blue Circle from the Tools Highlight menu.
Typing	Type answers into a Text Note box. Text Notes may be pre-inserted using Fill In the Blanks or students can add the boxes.
Navigating among Text Notes	Use the TAB key to go to the next Text Note. Use SHIFT+TAB to go to the previous Text Note.
Recording	Create Voice Notes or if they are already embedded in the document, click on a Voice Note anchor and record an answer.
Dragging and Dropping	Open scanned curriculum and drag information from it into the test. Ideal for "open book" tests.
Printing	If needed, use the Fit to Paper option in the Print dialog to ensure that a test prints without any information being cut off.