

## Kurzweil 3000 (Win) v.12

### Managing Kurzweil 3000 Files

#### Introduction

Kurzweil 3000 is reading and writing software that has many features designed to support students who are struggling with reading comprehension and written output. The program can be used as a word processor or it can be used to scan documents, like textbooks or worksheets, which can then be read aloud or completed within the program. Kurzweil 3000 can save text and image files in a number of file formats which can be read by other software programs. It can also open a variety of file formats that have been created by other programs. Its ability to handle different file formats makes it easy to integrate its use with other software programs typically found in schools.

This tutorial assumes...

- Kurzweil 3000 version 10 for Windows is installed on your computer. If you do not have the program already installed, please refer to the installation and registration instructions that came with your software.
- You have access to Kurzweil 3000 (.KESI) files and other files (like .doc and .pdf)

#### Learning Objectives

Completion of this tutorial will give you experience with the following:

- Saving text files in Kurzweil 3000
- Saving image files in Kurzweil 3000
- Opening a variety of file types in Kurzweil 3000
- Joining two documents together to create one .kes file
- Using the KESI Virtual Printer

#### Case Study

Jayne is a Grade 10 student who regularly uses Kurzweil 3000 to support her literacy program. She has the software program installed on her laptop where she is able to connect to one of the school scanners to scan her books and worksheets. She is also given notes, worksheets and tests in the form of Microsoft Word (.doc) and Adobe Acrobat (.pdf) files from her teachers. She is able to open these directly into Kurzweil 3000, use the program's features to read and complete the assignments and then save the documents in a format that the teachers can open on their own computers. She transfers files back and forth from her laptop to her teachers' computers by either saving the file to her folder on the school network or by directly transferring the file using a USB flash drive. The ability of Kurzweil 3000 to open and save a variety of file formats has made it easier for Jayne to integrate the software into her educational program on a daily basis.

## Saving Kurzweil 3000 Text Files

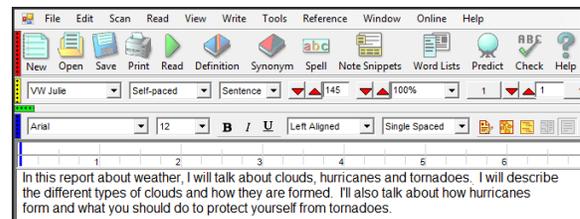
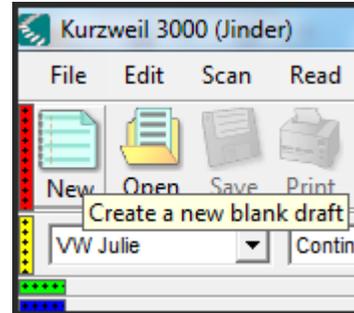
1

Launch Kurzweil 3000.

When the **Tip of the Day** window opens, close it by clicking in the red close box.

Click the **New** button located on the **Main Toolbar** (red line) to create a new empty text file.

Type a few lines of text.



2

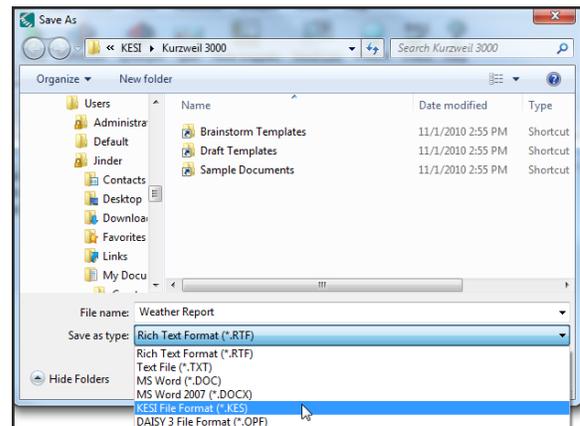
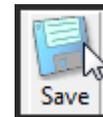
To save this file, click the Save button on the Main toolbar OR go to **File > Save / Save as...**

On the Save as window that opens...

- Select the folder in which you want to save the file (**Save in:** drop down menu)
- Give your file a name (**File name:** field)
- Select the file format (**Save as type:** drop down menu).
- Click **Save**

Notice that you can save your text file as...

- Rich Text Format (.RTF) – preserves some formatting
- Text only (.TXT) – saves text only, no formatting
- MS Word (.DOC) – saves text and formatting
- MS Word 2007 (.DOCX) the newer version of word which may change formatting and won't open in 97-2003 file format.
- KESI File Format (.KES) – will be read



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|  | <p>by any Kurzweil program.</p> <ul style="list-style-type: none"><li>• DAISY3 File Format (.OPF) – for digital talking books.</li></ul> <p>Your choice depends on whether or not you will need to open this document with any other word processor.</p> <p>Note: RTF is the safest file format – it is recognizable by almost all word processors</p> |  |
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## Saving Kurzweil 3000 Image (Scanned) Documents

Open a sample image or scanned document. Click the **Open** button on the toolbar or go to **File > Open...**

Open the Horse's Tale sample document (**My Documents > KESI > Kurzweil 3000 > Sample Documents**).

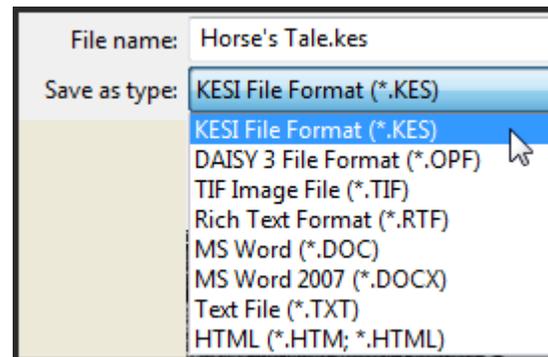
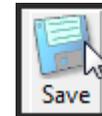
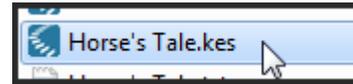
With this document open, click the **Save** button on the toolbar or to go **File > Save / Save as...**

On the Save as window that opens...

- Select the folder in which you want to save the file (**Save in:** drop down menu)
- Give your file a name (**File name:** field)
- Select the file format (**Save as type:** drop down menu).
- Click **Save**

Notice you can choose from a variety of file formats...

- Saving the document as a KESI file ensures that all editing and annotations that you've done or added to your document will be saved. This file format can ONLY be opened by Kurzweil 3000.
- Saving the document as a TIF preserves the formatting but will save it as picture file.
- Saving it as an .RTF, .DOC or .TXT will remove any annotations or notes you may have added to the document.



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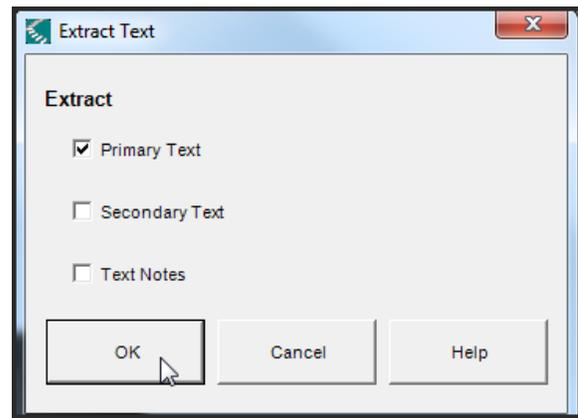
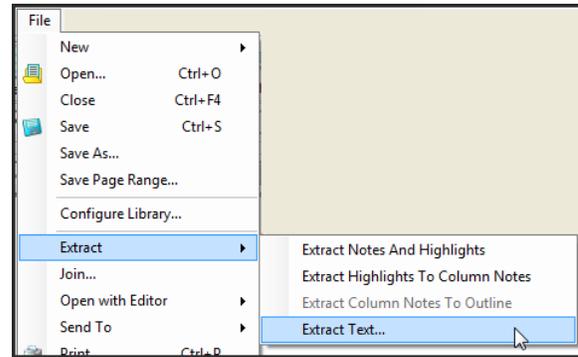
2

If you want to save the text **ONLY** from a Kurzweil 3000 image or scanned document, it is better to extract that text first to a separate, text document and then save it.

With the scanned or image file open, go to **File > Extract > Extract text...**

On the window that opens up, click to select **Primary Text** (see the tutorial on Preparing Documents for the difference between Primary and Secondary reading zones).

Click **OK**. A new text document opens up with just the text extracted. You can edit the document at this point and then save it as you would any text document (see steps above).



## Opening Other Files in Kurzweil 3000

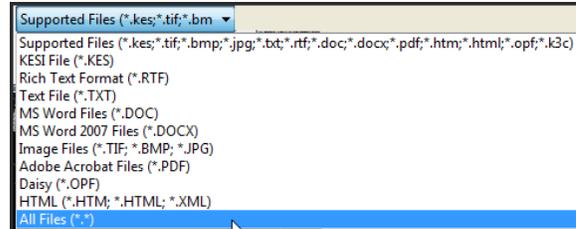
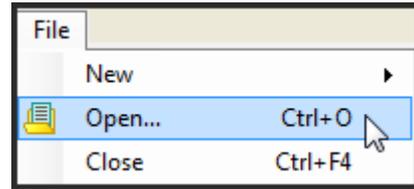
Kurzweil 3000 will open a number of different file formats directly simply by going to **File** > **Open**. These file types include:

- Rich Text Format (.RTF)
- Text File (.TXT)
- MS Word Files (.DOC)
- Microsoft Word 2007 files (.DOCX)
- Image Files (.TIF, .BMP, .JPG)
- Adobe Acrobat Files (.PDF)
- Daisy (.OPF)
- HTML (.HTM, .HTML, .XML)

If you are trying to open a file that has a format other than these listed, you can try to import that file rather than open it.

Go to **File** > **Import...** Unless you really understand conversion utilities, select **Auto-Detect** as the Import Format. Click **OK**. Depending on what file format you are trying to import, it may or may not open in a useful form.

Note: This feature is only available if converters are on your system!



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## Joining Files together to Create One Document

Sometimes you may want to join two smaller documents together to create one larger file. This is very easy to do.

As an example, we are going to join the Time Travel textbook file with the Time Travel Quiz.

**Note:** You can only join .kes or .txt files together.

**Note 2:** Joining two files does not create a separate, third file. File “2” is joined to File “1” so File “1” is altered to include the contents of the second file.

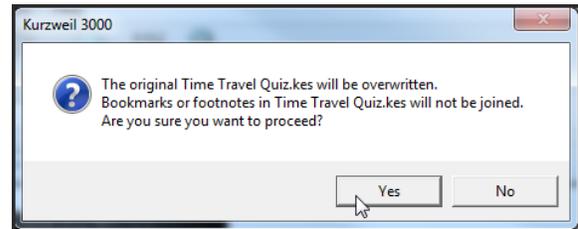
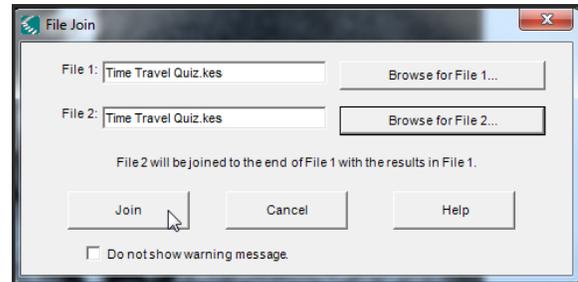
1

To join two files, go to **File** ➤ **Join**. On the dialog box that opens, **Browse** to find the Time Travel textbook file for File 1 and the Time Travel Quiz for File 2 (both are in the Sample Documents folder).

Click the **Join** button to add the Time Travel Quiz TO the Time Travel textbook file.

**Note:** This action will overwrite the original file!

You will see that Time Travel.kes file now contains the quiz pages at the end.



## Using the KESI Virtual Printer

If you cannot open your file directly into Kurzweil 3000 (see compatible file format list above) and importing the file does not work, you can try the KESI Virtual Printer feature.

The KESI Virtual Printer is a utility that is installed when you install Kurzweil 3000. The name “printer” may be misleading – it does not actual “print” anything to paper. In effect it converts a document and opens it in Kurzweil 3000.

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To use the KESI Virtual Printer, open the document you want to convert. Go to **File** ➤ **Print...**

On the Print window that opens up, where you normally select the printer, find the **KESI Virtual Printer** on the list. Click to select it and then click the **Print** button.

**Note:** If you don't see the KESI Virtual Printer on the list of available printers, it may not have been installed – refer to your program CD to install it.

Kurzweil 3000 will launch and your document will open. You can then save it as a KESI document if you wish.



Tip...

.HTML or web pages can be virtually printed to Kurzweil 3000 using the KESI Virtual Printer. This works well with pages that are not complicated – check out [www.weatherwizkids.com](http://www.weatherwizkids.com) (for example). By virtually printing web pages, students can gain access to information even when they have to work offline and can use the tools and features of Kurzweil 3000 to help them understand content that may be written at a higher level.

Finally – the Help area of Kurzweil 3000 (under the Help menu) offers an excellent section on File management. If you need further information on file formats or the KESI Virtual Printer, you will find information there.

## Checklist of Skills Developed in this Tutorial

- Save Kurzweil 3000 text file as an .RTF, .DOC, or .TXT
- Save Kurzweil 3000 image or scanned file as a .KESI
- Extract Primary Text from an image or text file before saving as an .RTF, .DOC or .TXT file
- Open compatible documents with compatible file formats directly into Kurzweil 3000
- Import documents into Kurzweil 3000
- Join two files together to create one document
- Use the KESI Virtual Printer to open many document types into Kurzweil 3000

Now that you know how to manage Kurzweil 3000 files, you may wish to try another tutorial in the series to learn how to manage the program in general.