SET British Columbia

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Kurzweil 3000 (Win) v.12

Scanning Print Materials

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. Students who have difficulty reading and understanding textual material can be supported with a number of program features. In this tutorial you will learn how to scan print materials and how to adjust the scanning options to create better quality single and multiple page image files.

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 a Kurzweil 3000 compatible scanner (not all scanners are compatible with Kurzweil 3000 – to determine if your scanner will work with the program, contact
  - Kurzweil 3000 Technical Support
    Telephone: 1-800-894-5374, option 5
    E-mail: kurzweil3000support@kurzweiledu.com

Learning Objectives

Completion of this tutorial will give you experience with the following:
- Installing scanner drivers
- Adjusting the scanning options
- Scanning single and multiple page documents
- Joining image files into one document
- Observing Canadian copyright when scanning print materials

Case Study

Crystal is a Grade 7 student, who like other students in her class, struggles with reading and writing curricular content at her grade level. Her school received several copies of Kurzweil 3000 as a result of a school district purchase. Her team became interested in using the program to help support her when completing Social Studies assignments. A school district technician came to the school and installed the program on one of the classroom computers. Since her team wanted to use textual material from the Social Studies textbook, they also asked that a scanner be set up with the computer. The technician, after speaking with Kurzweil technical support, located a compatible scanner and installed the scanner drivers. He worked with the team to ensure that the scanner was set up within the Kurzweil program so the team could begin scanning and creating image files. Crystal's team, faced with scanning large sections of her textbook, decided to sacrifice one copy and removed the book binding so the pages were easier to scan. Her Special Education Assistant scanned each chapter of the text, saving each as a separate KESI file. Once the chapter was scanned, she prepared the image file using the "Test Preparation" toolbar to edit the reading zones and correct any recognition or pronunciation errors. The original image file was kept in the school network teacher's folder but the team also kept a back up copy on a flash drive. As Crystal's teacher had time, he added annotations (specifically bubble notes) to the image files to further help Crystal, and several other students, complete their reading and writing assignments based on the scanned textbook.

Installing Scanner Drivers

1

Once you have acquired a scanner that is compatible with the Kurzweil 3000 program, you must install the appropriate scanner drivers onto your computer. These drivers can be found on the CD that comes with the scanner OR from the company website. In either case, you must have permission to install programs onto your computer – in many school districts this installation permission lies with the district IT department and necessitates contacting the department for technical support.

If you are installing the drivers from the scanner CD, simply insert the CD and follow the on screen prompts to install the drivers. You may have to restart your computer once you have completed the installation.

If you want to ensure you have the latest drivers for your scanner, a good idea is to go to the company website and download the latest drivers and install from that file.

For example, to install drivers for an Epson scanner, you would go to www.epson.ca and click on "Drivers and Support" and then "Scanners". Locate your particular scanner from the list and, on the scanner page, locate the drivers that match your operating system. You may be given the option of running the installation from the website or downloading the installation file to your computer and running it from there.

If you have any questions about which drivers to install, contact Kurzweil Technical Support.

Once the drivers are installed, it is important to do a check to see that Kurzweil 3000 is recognizing the scanner.
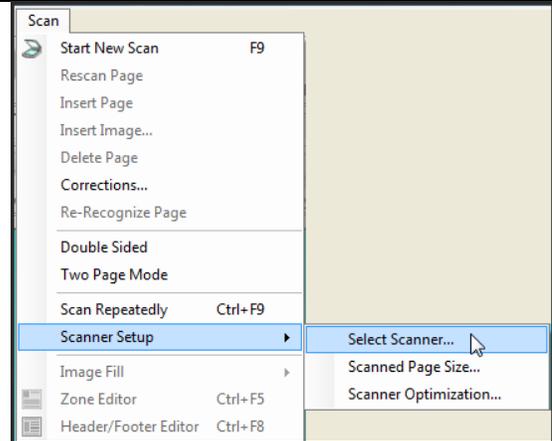
Restart your computer and plug in the scanner. Your computer should recognize that a scanner is now connected.

Launch Kurzweil 3000. Go to **Scan ➢ Scanner Setup ➢ Select Scanner.**

In the window that opens up, you should see your scanner listed. If you don't see it, you will have to do some troubleshooting.

Try shutting everything down and restarting your computer with the scanner plugged in and then re-launching Kurzweil 3000.

If you still can't see it listed, close Kurzweil and test your scanner by using the scanning software that was installed with the drivers (you will find your actual scanning program listed in your **All Programs** list now that you've installed the drivers). If you can successfully scan using this program, then you know the scanner is actually working and you may need some technical support to determine why Kurzweil is not recognizing the scanner.
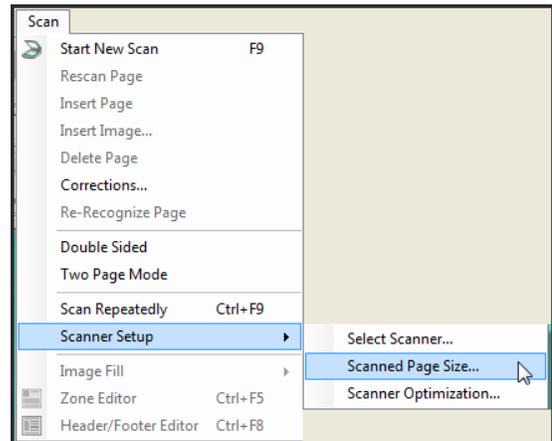
Scan		
Start New Scan	F9	
Rescan Page		
Insert Page		
Insert Image...		
Delete Page		
Corrections...		
Re-Recognize Page		
Double Sided		
Two Page Mode		
Scan Repeatedly	Ctrl+F9	
Scanner Setup	▶	Select Scanner...
Image Fill	▶	Scanned Page Size...
Zone Editor	Ctrl+F5	Scanner Optimization...
Header/Footer Editor	Ctrl+F8	

Select Scanner

EPSON Perfection 1670 (TWAIN)

OK   Cancel   Help

💡 Tip…

Scanners vary in quality and scanning speed. If you are going to be doing a great deal of scanning, you may want to consider a scanner with an automatic document feeder or a duplex scanner that can scan two sided pages. You can find more information on Kurzweil 3000 compatible scanners on the Kurzweil website… http://www.kurzweiledu.com/scanner_compatibility.asp

Setting Up the Scanner Within Kurzweil 3000

Before scanning your first document, you should set up some of the options to ensure you get the best possible scan and character recognition.

1

Go to **Scan ➢ Scanner Setup ➢ Scanned Page Size…**

On the window that opens up, you can type in the size of the document page that you will be scanning. By default it is set for a standard 8 ½ by 11 inch sheet. However, when scanning smaller novels or larger textbooks, you should adjust this accordingly.

Click **OK** to save the changes and exit the window.
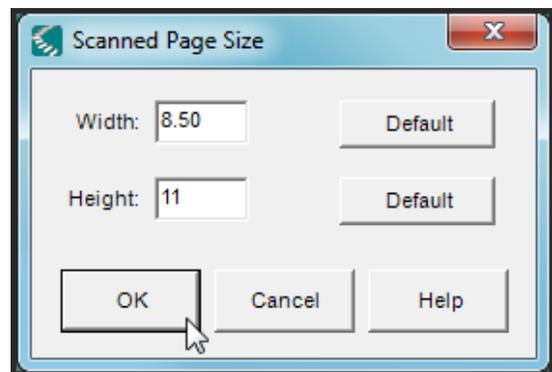
To set other scanning options, go to **Tools ➢ Options…**

On the window that opens up, click on the **Scanning** button on the left side to go to the scanning options area.
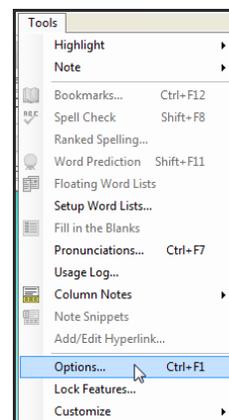
You can adjust a number of settings in this area…

- **Brightness** – slide the bar to adjust the brightness of the scan – lower numbers mean darker image files
- **Page Orientation** – leave on Auto Rotate if you aren't sure about aligning the page on the scanner or if a student will be scanning – Kurzweil will interpret and rotate the image file right side up
- **Extras** – select the options here according to what you are scanning
    - **Find columns** – pages with columns
    - **Deskew** – to straighten page
    - **Despeckle** – to scan poor quality or speckled pages (newsprint)
    - **Dynamic Thresholding** – multicoloured pages

Click **Apply** to save changes and **OK** to exit.
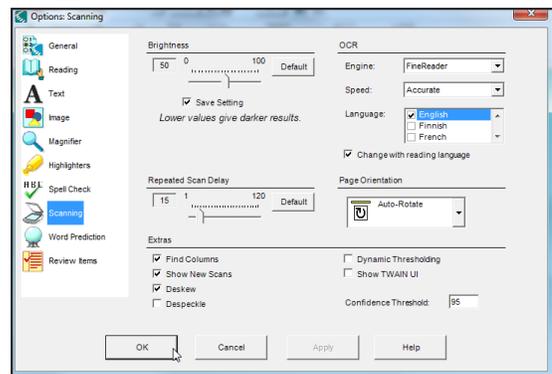
Scanning Single Page Documents

1

Now that you have set up the scanner for the type of document you are going to scan, place the document **face down** on the scanner.

Ensure you have aligned it accurately on the scanner bed (locate the icon(s) on the scanner bed that indicates the 'top edge' or 'top corner' of the document).

Close the scanner lid. Click the **Scan** button on the Main toolbar OR go to…
Scan ➢ Start New Scan.

The Scan button on the toolbar will toggle to **Cancel Scan**. Click the button then **ONLY** if you want to cancel the scan in progress.

The status bar will show that the scanner is initializing and then scanning the document. You may see the image file appear momentarily upside down, but if you have Auto rotate selected in the scanning options, it will right itself and then Kurzweil 3000's optical character recognition will occur. Depending on your scanner, a scan may take 10 – 30 seconds to complete.

If you have not positioned the page correctly or don't like the way the image file looks, you can go to **Scan ➢ Rescan Page** to re-do the scan.

You can now save the image file by going to **File ➢ Save** (or **Save as…**). Give the file a name, select the file type (KESI if you will be adding annotations), the folder location and then click **Save**.
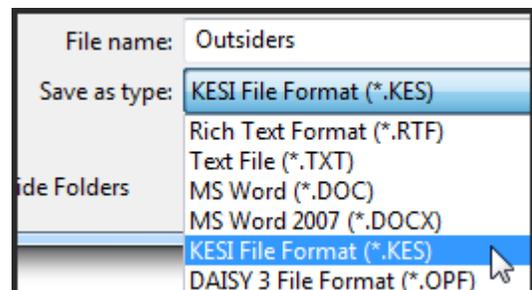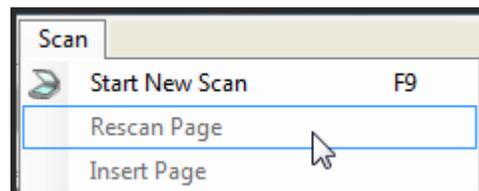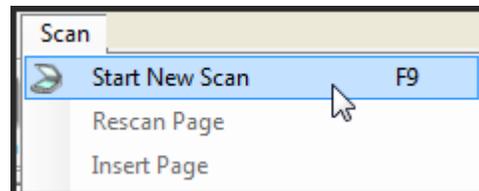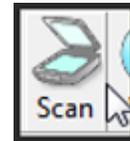
Scanning Multi-Page Documents

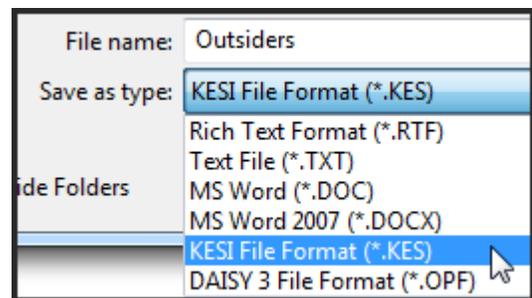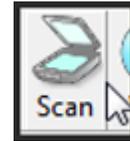|		
1	To scan multi-page documents, you follow the same procedure as for scanning a single page, but there are some additional features which make this type of scanning more efficient. To begin scanning multiple pages or a section of a textbook, place the first page on the scanner and press the **Scan** button on the Main toolbar OR go to… **Scan ➢ Start New Scan**. Remove the page, place the second page on the scanner and press **Scan** again. This second page will be added after the first – you now have a two page document. You can see the pages being added if you look at the page area on the Reading toolbar. Continue placing pages on the scanner and pressing the **Scan** button. When you are finished, save the image file by going to **File ➢ Save** (or **Save as…**). Give the file a name, select the file type (KESI if you will be adding annotations), the folder location and then click **Save**.	
2	To speed up scanning multi-page documents, you may want to use the Scan Repeatedly feature. Before turning that on, go to **Tools ➢ Options ➢ Scanning** and set the Repeated Scan Delay. This is the number of seconds before the program will scan the next page. For example, setting this at "10" means you will have 10 seconds to place the next page on the scanner before it automatically begins scanning again. Click **Apply** to save that setting and **OK** to exit the window. Now, get ready! Place your first page on the scanner and go to **Scan ➢ Scan Repeatedly**.	
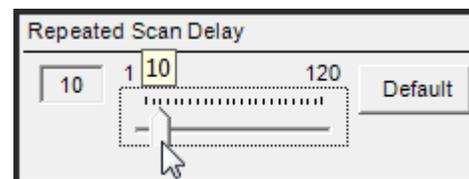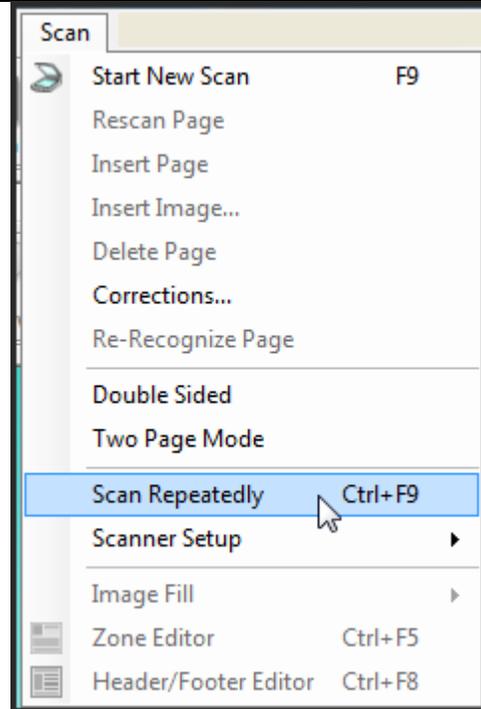
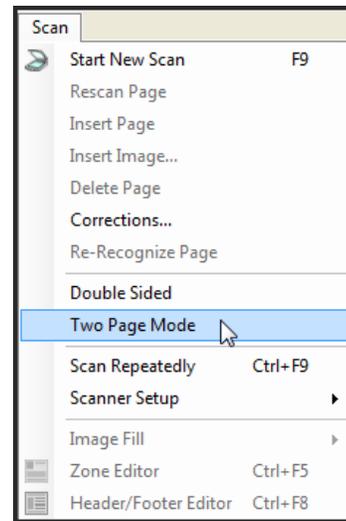|		
	Once the page has been scanned a dialog box opens up counting down the seconds until the next scan. You have that long to place your next page. The scanner will keep scanning pages until you have finished. When you have scanned your last page OR you want to stop scanning, click **End Scanning** on the Scan Repeatedly window.	
3	Once the page has been scanned a dialog box opens up counting down the seconds until the next scan. You have that long to place your next page. The scanner will keep scanning pages until you have finished. When you have scanned your last page OR you want to stop scanning, click **End Scanning** on the Scan Repeatedly window.	
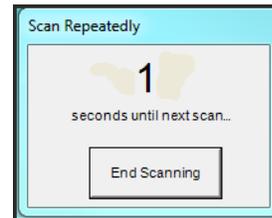
|		
4	If you are scanning a smaller book, like a novel, you may want to use the program's Two Page Mode. This will allow you to place the book flat on the scanner to scan. Once the scan has occurred, Kurzweil will separate the two pages in the document. In this way you don't have to scan each small page individually. To do this, go to **Scan ➢ Two Page Mode** and begin scanning.	
5	If you miss a page and need to insert it, go to the already scanned page in your document that will appear **AFTER** the one you are about to insert. For example, if you need to insert page 10 in your document, go to page 11 before inserting. Go to **Scan ➢ Insert Page** and scan the page you are inserting. You can also delete a page by going to that page, and then going to **Scan ➢ Delete Page**.	
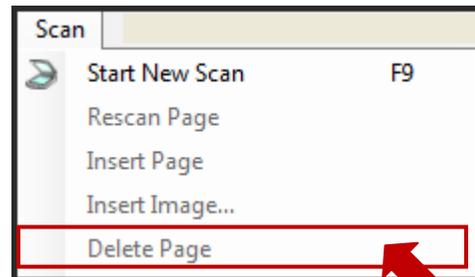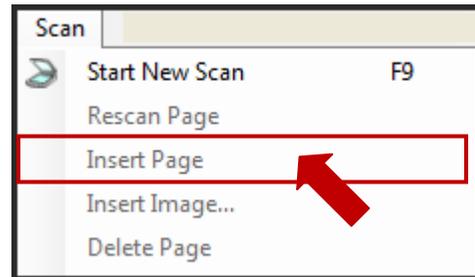
Tip…

Since scanning is a simple process within Kurzweil 3000 – for simple scans you simply click the Scan button on the Main toolbar – many students can be taught to scan and save their own materials as needed during the day. This will be particularly helpful when they move on to high school where they may not have the support in place to do their scanning for them.

Joining Image Files

| 1 | Occasionally you may want to join one or more image files together to make a single document. This is very simple to do.

Go to **File ➢ Join…**

The File Join dialog box opens up. Here you can browse to find the two files you wish to join.

File 2 will be **ADDED** to the end of File 1 (a third file is NOT created – File 1 is essentially overwritten to include File 2)

NOTE: Any bookmarks or footnotes that had been added to File 2 will be lost in the joining process.

Click **Join** to join the two files together. The file name remains that of the original File 1. | |
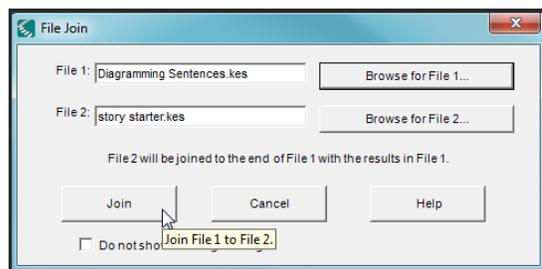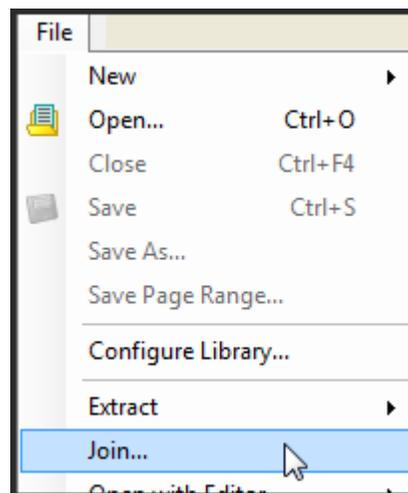
Tip…

The Join feature should be used only if you have accidentally created two image files. If you want to add pages to an image file because your scanning session was interrupted or you found more material to add, open the image file that you started, navigate to the last page in your document and begin scanning again. Remember to save your file again when finished.

Observing Canadian Copyright When Scanning Print Materials

1 Many people wonder about copyright law when scanning printed material. In Canada, we have specific legislation governing the production of alternate format materials for those with "perceptual disabilities". This legislation is included here for your information…

2 **Federal Government Bill C-32** (passed by the House of Commons March 20, 1997)

Reproduction in alternate format
32. (1) It is not an infringement of copyright for a person, at the request of a person with perceptual disability, or for a non-profit organization acting for his or her benefit to
(a) make a copy or sound recording of a literary, musical, artistic or dramatic work, other than a cinematographic work, in a format specifically designed for persons with a perceptual disability.
Limitation: Subsection (1) does not authorize the making of a large print book.
Limitation: Subsection (1) does not apply where the work or sound recording is commercially available in a format specially designed to meet the needs of any person referred to in that subsection, within the meaning of paragraph (*a*) of the definition ``commercially available''.

Persons with Perceptual Disabilities
''perceptual disability'' means a disability that prevents or inhibits a person from reading or hearing a literary, musical, dramatic or artistic work in its original format, and includes such a disability resulting from
(*a*) severe or total impairment of sight or hearing or the inability to focus or move one's eyes,
(*b*) the inability to hold or manipulate a book, or
(*c*) an impairment relating to comprehension.

3 If you are reproducing or using alternate format materials with Kurzweil 3000, you must have a copy of the original print material (i.e. textbook, novel).

Checklist of Skills Developed in this Tutorial

❑ Installing scanner drivers from CD or vendor website

❑ Setting up the scanner in Kurzweil 3000 to scan effectively

❑ Adjusting the scanning options to improve the quality of image files

❑ Scanning simple, single page documents

❑ Scanning multi-page documents

❑ Inserting and deleting pages from image files

❑ Joining two image files together

❑ Understanding of Canadian copyright when scanning print materials

Now that you know how to scan print materials in Kurzweil 3000, you should complete the tutorial on preparing scanned documents to learn how to prepare image files for student use.