

Kurzweil 3000 v.12 (Windows)

Scanning, Importing and Converting Documents

Introduction

In this tutorial you will learn a variety of ways to bring documents into Kurzweil. You will learn to scan a simple document into Kurzweil using either a scanner or photocopier. You will also learn to open a document using Kurzweil or convert it to Kurzweil format using the KESI Virtual Printer. Several sources of e-text and online resources will also be discussed.

This tutorial assumes...

- The Kurzweil program and MS Word are installed on your computer.
- You have access to a scanner and the scanner software is installed on your computer.
- Your school district has access to SET-BC, ARC-BC and World Book online

Learning Objectives

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

- Downloading documents in Kurzweil format from ARC-BC and CurriculumSET
- Opening a .kes format document
- Scanning a simple document
- Converting a document to Kurzweil format using the KESI Virtual Printer.

Case Study

Billy is a grade 6 student who can comprehend but not decode printed text at grade level. The teacher is able to provide e-text versions of Billy's textbooks through ARC-BC. However, Billy requires a human reader to access materials such as current newspaper articles that the class uses for learning about current events. Billy is capable of working independently with these materials if he has access to Kurzweil and a scanner. Billy also uses World Book Online to search for information but has great difficulty reading the articles independently.

Opening ARC-BC Documents in Kurzweil (.kes) Format

1

Many of the textbooks and novels used in the BC curriculum are available from the Accessible Resource Centre of British Columbia (ARC-BC) for use with students who have a designated print disability. The ARC-BC website can be accessed from the SET-BC main page (www.setbc.org).

Click “am I eligible” under the login to see a list of school districts participating in ARC-BC. Each district has a contact person who is responsible for issuing passwords and ensuring that users respect copyright.

Potential registrants are required to attend an online training session. Click “attend an online informational session” to see a calendar of upcoming training sessions and register for a session.

Click “view demonstrations” for more detailed information about ARC-BC including copyright, file formats, and searching the site.



These resources are accessible to registered users only.

Login

Register Here

[Am I eligible?](#)



What are alternate formats?
Am I eligible?
How do I join?

Attend an online informational session
View our demonstrations

2

When downloading files from ARC-BC, choose files with the extension .kes if possible. These files are already in Kurzweil format.

When these files are downloaded, they will be recognizable by their Kurzweil icon. Simply double-click these files to open them.

Or, with Kurzweil already open, click the Open button on the General Toolbar and navigate to the file.

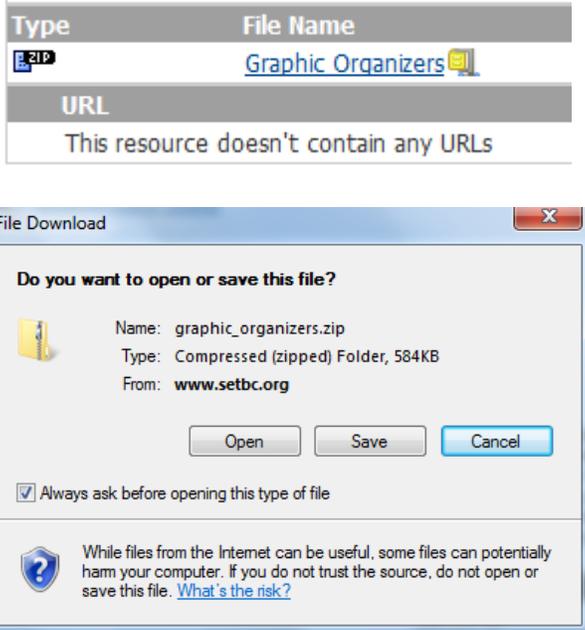
NAME

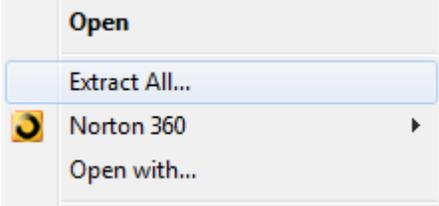
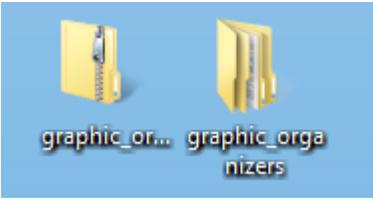
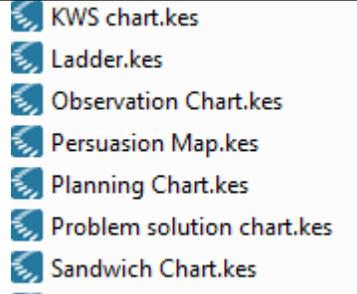
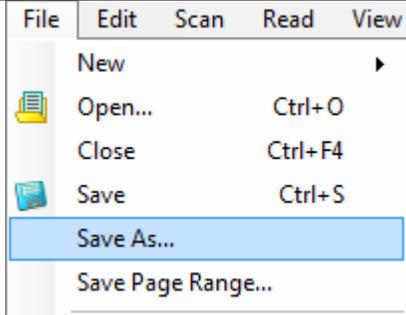
Select **Chapter 1 KES.kes**

Producer: ARC-BC



Importing Kurzweil (.kes) documents from CurriculumSET

<p>1</p>	<p>Several documents already in Kurzweil format can be downloaded from CurriculumSET on the SET-BC website at www.setbc.org.</p> <p>These include a set of 39 commonly used graphic organizers, the BC Road Sense Driver's Training Manual, DFO's Salmon Enhancement Units, and custom wordlists.</p> <p>From the main SET-BC website (www.setbc.org), go to CurriculumSET under the Learning Centre Tab.</p>	
<p>2</p>	<p>Search for "kurzweil" to see a list of all the available documents.</p>	
<p>3</p>	<p>To download the set of graphic organizers, for example, click the file name and Save to download.</p>	

<p>4</p>	<p>The package will be downloaded as a zipped folder, indicated by the zipper on the icon. Zipped just means the folder has been compressed to save time downloading.</p> <p>Locate the downloaded folder.</p> <p>Right-click on the folder and choose extract all to unzip the folder.</p> <p>You will now have an unzipped folder and you can trash the zipped folder.</p>	  
<p>5</p>	<p>The 39 graphic organizers are already in .kes format so you can click on any of the files to open them.</p>	
<p>6</p>	<p>Before using these files, click on “Save As” under the File menu and save them using the individual student’s name.</p>	
<p>7</p>	<p>Use Text or Sticky Note Tools on the Study Skills Toolbar to create places for the students to write.</p>	

Converting Documents to Kurzweil (.kes) Format

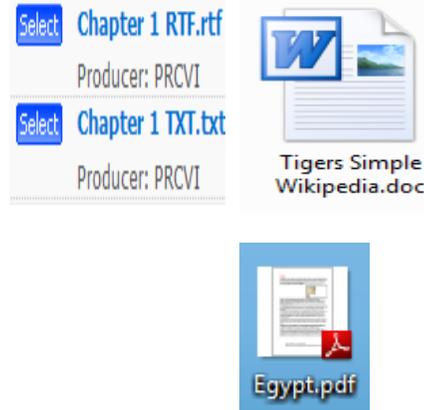
1

Some documents you may want to use are only available in Word (.doc), Text (.txt), Rich Text (.rtf) or Adobe (.pdf) format.

These include documents from ARC-BC, documents downloaded from other websites, or documents such as notes, graphic organizers, or tests that teachers may have created using Word.

If you use the **Open** command to access these documents, they will open but some of the study tools may be greyed out and not available to you.

However, you can easily convert these files to .kes format using the KESI Virtual Printer. Let's try it.



2

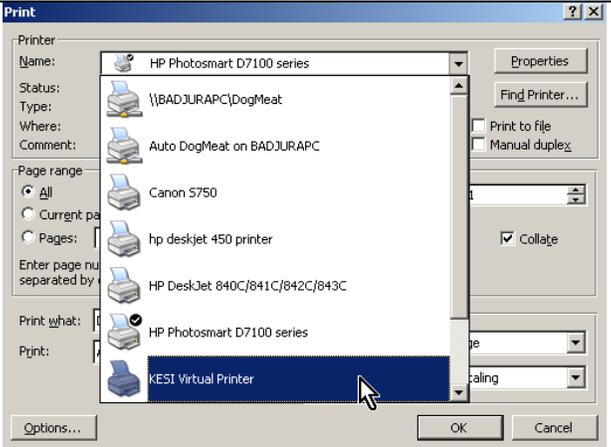
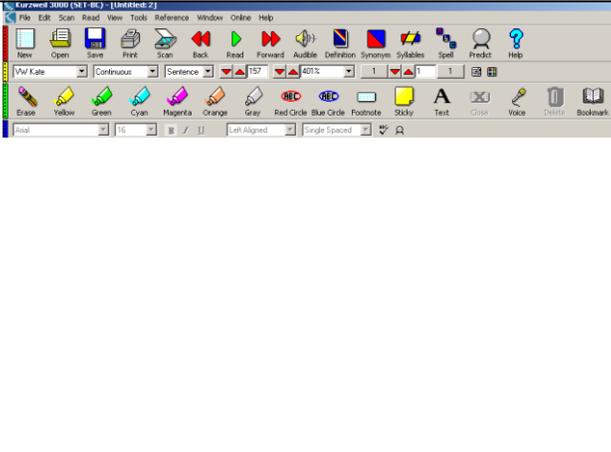
Find or create a document to convert. Here are some suggestions:

Download a document from ARC-BC in Text (.txt), Rich Text (.rtf), Word (.doc) or Adobe (.pdf) format.

Or, locate a document in Word (.doc) or Adobe (.pdf) that already exists on your computer or create a new one.

Or, download a printable or graphic organizer in Adobe (.pdf) format from a website such as Education Oasis. <http://www.educationoasis.com/>

[Printables](#)
[Monthly Printable Calendars](#)
[Graphic Organizers](#)
[Children's Book Reviews](#)
[Classroom Management Advice](#)
[Teacher-Tested Tips](#)

<p style="text-align: center; font-size: 24pt; font-weight: bold;">3</p>	<p>Locate the document on your computer and open it by double-clicking.</p> <p>Under the File menu, choose Print.</p> <p>In the Printer drop-down menu, choose KESI Virtual Printer and click OK.</p> <p>Kurzweil does not need to be open for this to work.</p>	
<p style="text-align: center; font-size: 24pt; font-weight: bold;">4</p>	<p>Kurzweil will launch automatically and convert the file to KESI format. Now all your study tools will be available to you.</p> <p>Caution:</p> <p>For a long document, this conversion can take a few minutes.</p> <p>Make sure you set your printer back to your regular printer or you'll be trying to print and Kurzweil will be opening mysteriously.</p>	

Converting Online Articles to .kes Format

1

Online articles can be converted to .kes format even if you are not using the Read-the-Web feature.

In the previous section, we downloaded these files before converting them, but that is not always necessary.

Locate a page you would like to convert to .kes format from one of the following websites:

Schmoops Literature

<http://www.shmoop.com/literature/>

Education Oasis. <http://www.educationoasis.com/>



2

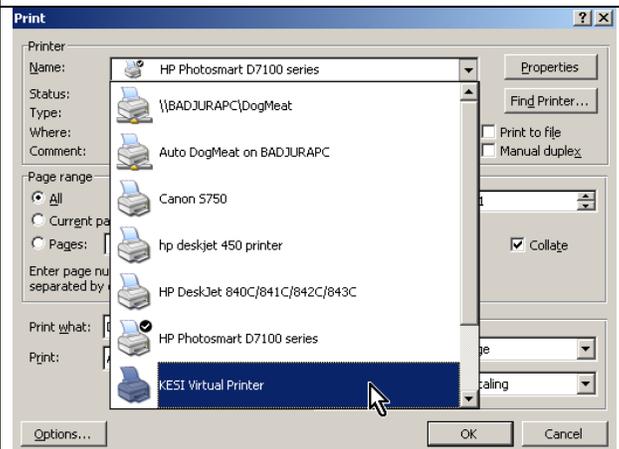
Choose “**Print**” on your browser.

In the Printer drop-down menu, choose **KESI Virtual Printer** and click **OK**.

Kurzweil will launch automatically and convert the file to KESI format.

When the page is finished downloading, the text will appear in normal size and the reading button will no longer be greyed out. This can take several minutes for a longer article.

Now all your study tools will be available to you for use with this document.



3

Unfortunately, all of the advertising and sidebars are imported along with the article. A Firefox add-on called [Readability](#) can be used to clean up pages before importing through the KESI Virtual Printer. Readability exists for Internet Explorer but I have not been able to get it working with IE 8.

[TidyRead](#) is a similar utility.



Readability 1.9

by Arc90

Converting World Book Encyclopedia Articles to .kes Format

1

Another great source of electronic text is the World Book Encyclopedia Online. Most school districts now have a site license.

Articles from this site can be downloaded as .pdf files and converted to Kurzweil format using the KESI Virtual Printer.

Sign in to World Book and search for an article on any topic.

After the article has loaded, choose **Print full Article** from the Tools section at the top of the article.

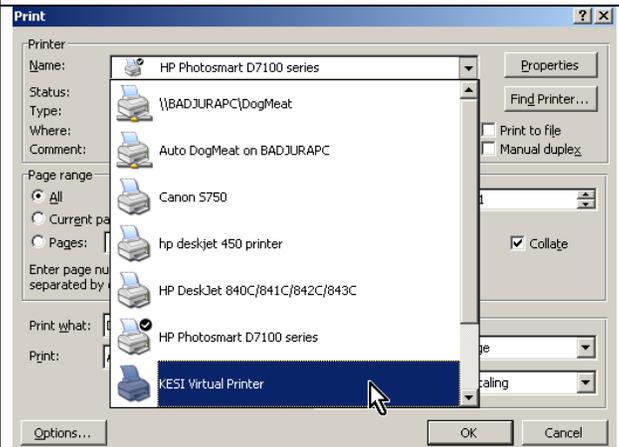
(You could also save the article to your computer as a .pdf and then convert it using the KESI virtual printer, but this is a bit faster.)



2

In the Printer drop-down menu, choose **KESI Virtual Printer** and click **OK**.

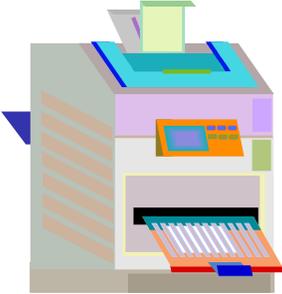
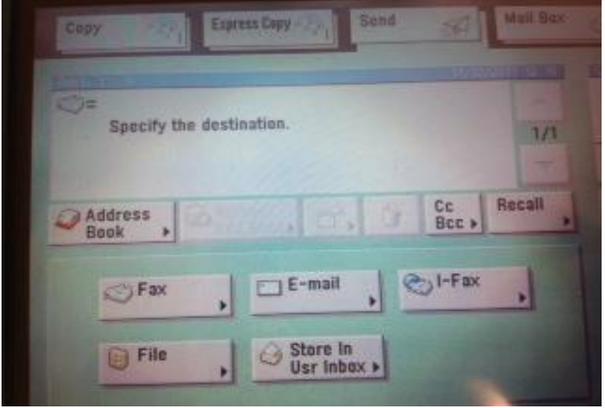
Kurzweil will launch automatically and convert the file to KESI format. Now all your study tools will be available to you for use with this document.



Scanning a Simple Document with Scanner

<p>1</p>	<p>Scanning is very time-consuming and it is best to only scan short documents that are not available in e-text form elsewhere.</p> <p>Place a single page on the scanner and click the Scan button on the Main Toolbar. You can also press the hotkey F9 to start scanning.</p> <p>As soon as scanning begins, the Scan button becomes a Cancel Scan button. You can click this button or press F9 to stop scanning.</p> <p>At the bottom of the page, you can monitor the progress of your scan in the Status Line.</p> <p>When your document has finished, it will appear in the main Kurzweil window. You can continue to scan pages which will be added to the existing document.</p>	  <p>B/W scanning beginning (50% brightness)</p>
<p>2</p>	<p>When you are finished scanning, don't forget to save the document using the Save button on the Main Toolbar.</p> <p>If you make a mistake, you can rescan a page, delete a page, or insert a page you missed.</p> <p>These commands are found on the Standard Menu under Scan.</p>	 
<p>3</p>	<p>If a page does not read correctly after its scanned, there are many changes you can make to edit the underlying text or redraw the “zones” or blocks of text that the scanner has recognized.</p> <p>You can also embed supports to help guide student reading.</p> <p>For more information on scanning or preparing documents, please have a look at the Kurzweil Resource materials in the SET-BC Learning Centre.</p>	<p>Preparing Documents Tutorial  - (848K PDF)</p> <hr/> <p>Zone Editing - (9:07 min)</p> <p>Correcting Reading Errors (Editing Underlying Text) - (4:06 min)</p> <p>Adding Custom Instructions (Sticky Notes and Voice Notes) - (6:26 min)</p> <p>Adding Vocabulary Support (Footnotes and Bubble Notes) - (6:58 min)</p> <p>Adding Reading Comprehension Questions (Bubble Notes) - (6:57 min)</p> <p>Preparing Tests or Worksheets (Text Notes) - (5:21 min)</p>

Scanning a Document with the Photocopier

<p>1</p>	<p>If you don't have a scanner, a possible alternative is to use the school photocopier.</p> <p>Many photocopiers can now email copied files as .pdf attachments.</p> <p>Scanning a multi-page document can be much faster since the photocopier has an automatic feed.</p>	
<p>2</p>	<p>Your school secretary generally knows how to email copies as .pdfs. Typically, you press the Send button instead of the Copy button and then enter your email address manually (E-mail button) or from the photocopier's address book (Address Book button).</p> <p>It's a little cumbersome but possible to name the file as you're sending it; otherwise files are just given a number as they're sent.</p>	
<p>3</p>	<p>After retrieving your email, you can open and/or save the attachment to your computer.</p> <p>Then convert the .pdf document to .kes format using the KESI Virtual Printer as described in the previous sections. Don't forget to save and rename your document if necessary.</p>	