

## DRO – Kurzweil 3000 User Guide

### Locations:

This application can be found in Tyler’s DRO office and in the McConnell Library on the 4<sup>th</sup> floor. Ask at the Media Services desk the location of the Disability workstations.

Kurzweil 3000 is software that allows the user to scan a document or write a document. The document can then be read back to the user. This User Guide covers:

Getting Started - Computer Login & Open Kurzweil	Open a File (Document)
Adjusting Volume	Toolbar Definitions, Synonyms,
Scan and Read a Document	Toolbar Syllables, Spell
Save a Document	Changing Options
	Exit Kurzweil

Also found at <http://www.radford.edu/~acadcomp/drotraining/kurzweil.html>

### Getting Started – Computer Log on

1. At the DRO lab – At the log in prompt type your RU username and RU password.
2. At the Library – Your username must first be added to their login file. If not, you will not be able to use their computer. Ask for the Lab Technician for assistance.

From the computer desktop window, double click on the Kurzweil icon. The application will start up. A tip window will appear. Close the window to view the Kurzweil window.

The Menu bar displays: File, Edit, Scan, Read, View, Tools, Dictionary, Window, and Help.

The Toolbar displays: New, Open, Save, Print, Scan, Back, Read, Forward, Audible, Definition, Synonyms, Syllables, Spell, and Help.

Below the Toolbar are “pull-down” menus to adjust how the document reads and is displayed.

### Audio, Volume adjustment

In the DRO computer room external speakers allow you to adjust the computer volume.

In the Library, headphones are available for your use.

Kurzweil 3000 reads the document to you – word for word. At startup the headphone volume may be too high. To adjust the computer volume, move the mouse and click on START (bottom, left corner of the screen). From the menu, move the cursor up to PROGRAMS, across to ACCESSORIES, then to ENTERTAINMENT, finally to VOLUME CONTROL. From the window, move the volume control down.

IF this does not work, simply move the headphones off your ears.

### Scan A Document and Have the Document Read

1. Put the document, face down under the scanner lid.
2. Select **Toolbar SCAN**.
3. The document is scanned and placed in the Document Display Area. This is located below the Toolbar and drop-down menus.
4. To have the scanned document read to you, click on **Toolbar READ**.
5. To pause, press **Toolbar PAUSE** (this icon was formally the Read icon).

### Save Your Scanned Document

1. Insert your media 3.5" floppy and 100MB Zip disk into one of the computer drives.
2. Press **Toolbar SAVE**.
3. A Save Window appears. Find your floppy (A:) or Zip drive (D:)
4. At File Name: **name of your document**.
5. Under Save As: select the application format you want our document to be saved as. KESI File Format (\*.KES) is the default, you might want to change this to MS Word (\*.DOC). Therefore, you can open the file up on other Radford University computers.
6. Press **SAVE**
7. If a message says "All images will be lost! Do you want to continue? Yes or No, Select **YES**  
The saved document may have a different format, but the content is the same.

### View Your Saved Document

1. Select **Toolbar OPEN**.
2. From the window LOOK IN, find the media drive (A = floppy, D = Removable Disk).
3. Your named document should appear in the window.

To Open a File from a Disk (Floppy, Zip, CD) to have it read.

1. Select **Toolbar NEW** . This will clear the Document Display Area.
2. Select **Toolbar OPEN**.
3. From the window LOOK IN, find the media drive (A = floppy, D = Removable Disk).
4. **Highlight the file** (click once on the document) and Press **OPEN**.
5. The file (document) will open in the Document Display Area.
6. By placing the cursor at any part of the document and pressing **Toolbar READ**, Kurzweil will read the words to you, and highlight the sentence in color.
7. To pause, press **Toolbar PAUSE**.

## Toolbar Icon - Definitions

Note, the term highlight means mouse click the first to last letter of the word. The word will then change from a simple type to a blocked word.

1. Select and highlight the word in the document.
2. Click on **Toolbar DEFINITIONS**.
3. The definition of the word is displayed in a window. The answer is read to you.
4. To close the window, click the X (top, right corner of the Definitions Window).

## Toolbar Icon - Synonyms

1. Highlight the word to find its synonym.
2. Press **Toolbar SYNONYMS**.
3. In the Synonyms Window, the highlighted word appears along with its results.
4. Kurzweil will read the synonym to you.
5. To close the window, click on the X (top, right corner of the synonym Window).

Toolbar Icon - Syllables	Toolbar Icon - Spell
<ol style="list-style-type: none"><li>1. Highlight the word.</li><li>2. Press <b>Toolbar SYLLABLES</b>.</li><li>3. At the Syllables Window, select one of the following to learn more about the word.<ul style="list-style-type: none"><li>Selected Word</li><li>Syllables</li><li>Pronunciation</li></ul></li><li>4. When finish, <b>Press DONE</b></li></ol>	<ol style="list-style-type: none"><li>1. Highlight the word</li><li>2. Press <b>Toolbar SPELL</b>.</li><li>3. In the Word Spelling Window, <b>press SPELL</b>.</li><li>4. The word is spelled and pronounced.</li></ol>

## Create a Document

Kurzweil allows you to type your own document and then read it back to you. Many of the features covered above provide help as well.

1. Select **Toolbar NEW** to create a blank screen.
2. Type you sentences.
3. If you are not sure of a word spelling, here are some tips.
  - a. Highlight the word and have Kurzweil read it and SPELL it back to you.
  - b. Highlight the word and select DEFINITIONS or SYNONYMS.
    - IF no definitions or synonyms are available, then the word may be misspelled.
4. When you are finished with your document, be sure to save it to a media disk – floppy or Zip in an application that can reopen it later, such as Microsoft Word (.DOC).

## Changing Options

There are options to modify Kurzweil for your needs. We will look at changing the Read and Scan languages.

Under the TOOLS menu, **select OPTIONS**.

The OPTIONS Window displays several Tabs: General, Reading, Text, Image, Magnifier, Study Skills, Scanning, and Test Taking.

### READING Tab Change Speaker Voice and Language

1. Under Speaker, the default voice is Jennifer. This can be changed. If you change the Speaker, listen to the voice by selecting TEST SPEECH. Stop the test by selecting STOP SPEECH.
2. The voice Speed is 170.
3. Under Extras,
  - a. Enable Auto-Scroll Images by Pages
  - b. Read notes when opened.
  - c. Highlight spoken word.
  - d. Reading Language: English  
Other language options are: Spanish, German, French, Italian.
4. To make changes, you must press APPLY, then OK. If you just press OK no changes will be made.

### SCANNING Tab to change the scanned language

1. Brightness = 50
2. Repeated scan Delay = 50
3. Page Orientation = Auto – Rotate
4. OCR Engine = ExperVision
5. Under Extras:
  - a. Enable Find Columns
  - b. Show New Scans
  - c. Solid Background
  - d. Scan Language (default) = English  
other language options are: Spanish, German, French, Italian.
6. To make changes, you must press APPLY, then OK. If you just press OK no changes will be made.

Quit Kurzweil, To Quit the application, Under FILE, select EXIT

1. Be sure to **EJECT your external media** – floppy, Zip, CD
2. Be sure to **take your document off the scanner**.
3. **Log OFF the computer**, at START, Shut Down, press OK to Log Off \_\_\_\_\_ .