

Kurzweil 3000 (Win) v.20: Scanning Documents

Introduction

When scanning books or other materials using Kurzweil 3000, the quality of the scanned document varies depending on the quality of the original textual material. In this tutorial you will learn how to adjust the Kurzweil's scanning options and scan images to create single and multiple page image files.

Learning Objectives

Completion of This Tutorial will provide experience with the following:

- Adjusting the scanning options
- Scanning single and multiple page documents

This tutorial assumes that you have

- Kurzweil 3000 version 20 for Windows installed on your computer
- A Kurzweil 3000 compatible scanner installed on your computer

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. Crystal's team decided to use Kurzweil 3000 to support her when completing Social Studies assignments. The school district IT department installed the program on one of the classroom computers. Since Crystal's team wanted to use textual material from the Social Studies textbook, they also asked that a scanner be set up with the computer. The IT department provided a compatible scanner and installed the scanner drivers.

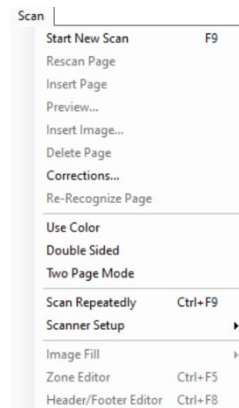
The next step involved scanning sections of Crystal's Social Studies textbook so that it could be used in the Kurzweil program. Crystal's team, faced with scanning large sections of her textbook, decided to sacrifice one copy, and removed the book binding so the pages were easier to scan. Her Educational Assistant scanned each chapter of the text, saving each as a separate KESI file. Once the chapter was scanned, she prepared the image file by editing the reading zones and correcting the recognition or pronunciation errors. As Crystal's teacher had time, he added annotations (specifically bubble notes) to the image files to further support Crystal complete reading and writing assignments based on the scanned textbook.

Adjusting Scanning Options in Kurzweil 3000

Step	Instruction	Visual Depiction
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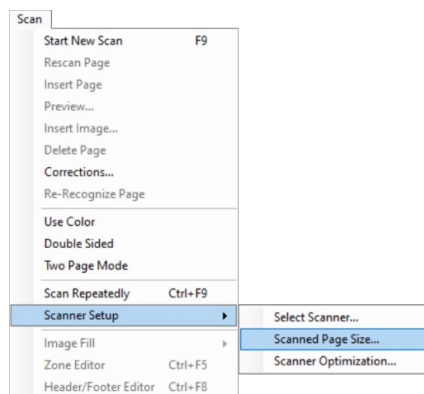
1 To ensure the best possible scan and character recognition, **scanning options** should be set up prior to scanning.

Scanning Tools and **Scanner Setup** can be found in the **Scan** menu.



2 Start by setting the **page size** to correspond to the size of the material being scanned.

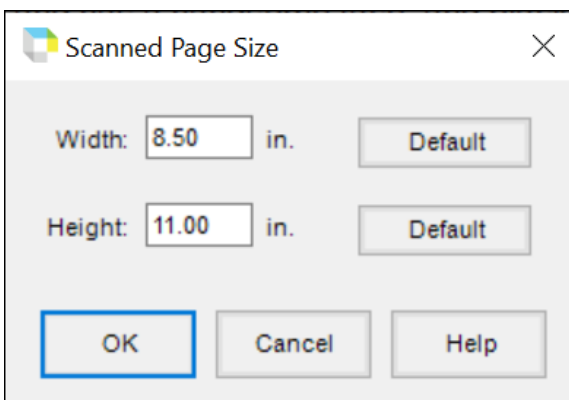
Go to **Scan > Scanner Setup > Scanned Page Size**



3 On the window that opens, set the size of the document page that is being scanned. This setting is a standard 8 ½ by 11-inch sheet by default.

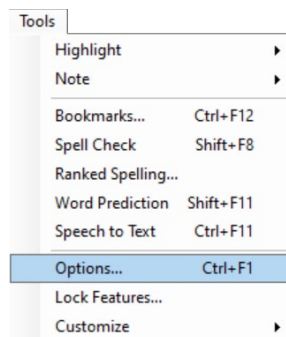
When scanning smaller novels or larger textbooks, this setting should be adjusted accordingly.

Click **OK** to save the changes and exit the window.



Step Instruction Visual Depiction

4 To set other **Scanning Options**,
 Go to **Tools > Options**



5 On the window that opens, click the **Scanning** button on the left side to go to the **scanning options** area.

Scan settings can be adjusted here...

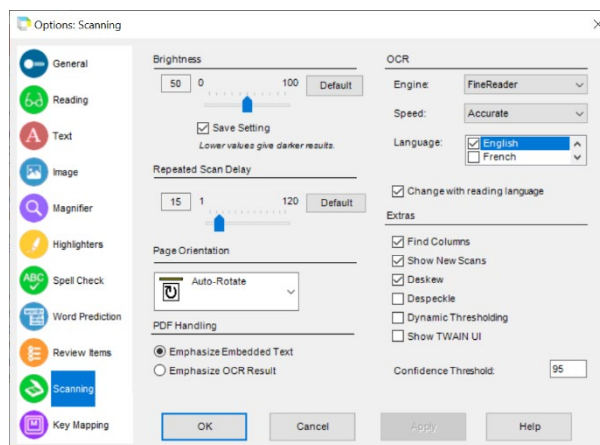
Brightness – slide the bar to adjust the brightness of the scan.

Page Orientation – leave on Auto Rotate - Kurzweil will interpret and rotate the image file right side up.

Extras – select options depending on material being scanned.

- **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

Step	Instruction	Visual Depiction
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1 To scan a single page document, start by placing the document **face down** on the scanner.

Ensure that the page is aligned correctly on the scanner bed as indicated by the icon(s) for the 'top edge' or 'top corner' of the document.

Close the scanner lid.



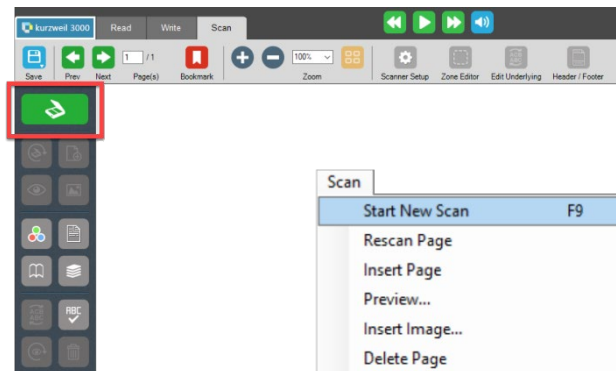
2 Click the **Scan** tab to open the **Scan Ribbon** and the **Scan Toolbar**.

Click the **Scan** button on the **Scan 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.



Step	Instruction	Visual Depiction
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3 The status bar will show that the scanner is initializing and then scanning the document.

The image may appear momentarily upside down, but if **Auto Rotate** is selected in the scanning options, it will right itself.

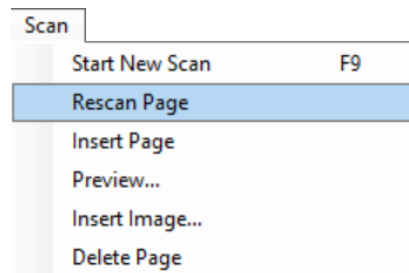
Kurzweil’s optical character recognition process will then occur.

Depending on the scanner, a scan takes 10 – 30 seconds to complete.



4 If the page is not positioned correctly or the resulting image quality is poor, rescan the page.

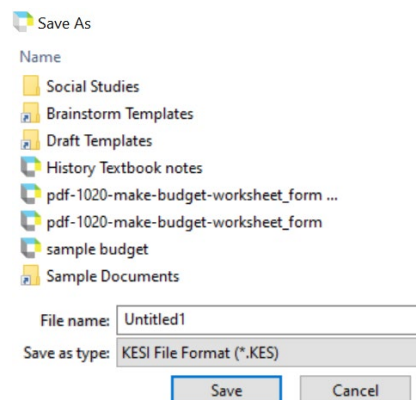
Go to **Scan > Rescan Page**




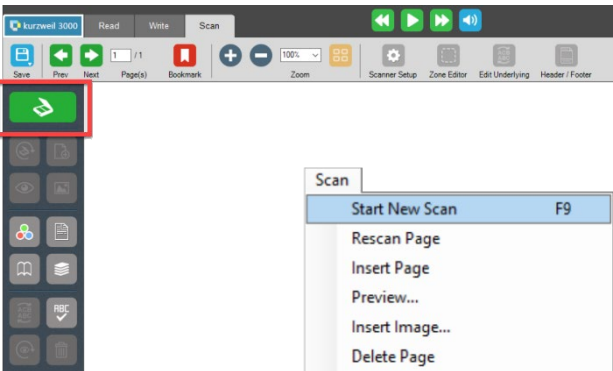
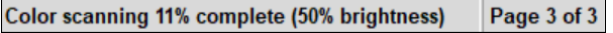
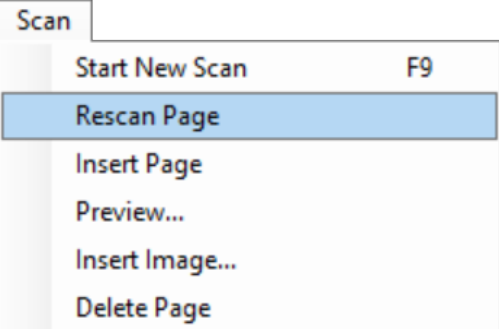
5 Now save the image file.

Go to **File > Save** (or **Save as...**)

Give the file a name, select the file type (KESI), and the folder location and then click **Save**.



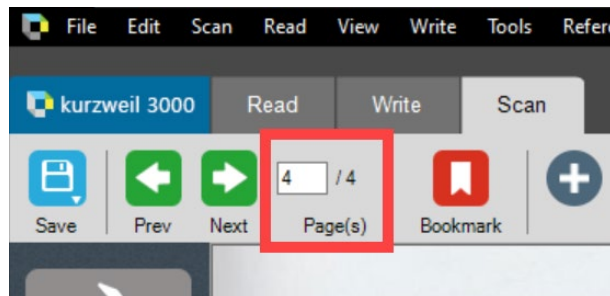
Scanning Multi-Page Documents

Step	Instruction	Visual Depiction
1	<p>To scan a multi-page document, start by placing the first page of the document face down on the scanner.</p> <p>Ensure that the page is aligned correctly.</p> <p>Close the scanner lid.</p>	
2	<p>Click the Scan tab to open the Scan Ribbon and the Scan Toolbar.</p> <p>Click the Scan button on the Scan Toolbar</p> <p>Or</p> <p>Go to Scan > Start New Scan</p> <p>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.</p>	
3	<p>The status bar will show that the scanner is initializing and then scanning the document.</p> <p>The image may appear momentarily upside down, but if Auto Rotate is selected in the scanning options, it will right itself.</p>	
4	<p>The OCR process will then occur.</p> <p>If the page is not positioned correctly or the resulting image quality is poor, rescan the page.</p> <p>Click the Rescan Page button on the Scan Toolbar</p> <p>Or</p> <p>Go to Scan > Rescan Page</p>	

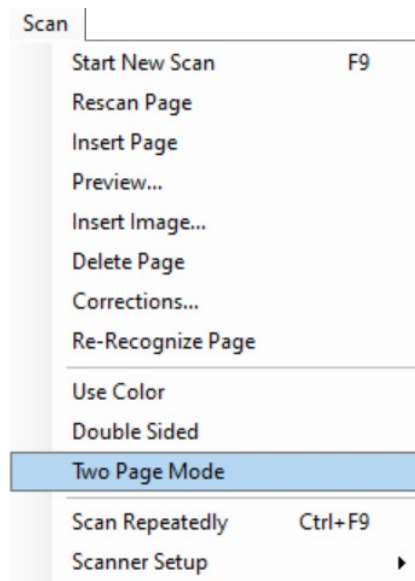
Step Instruction

Visual Depiction

5 Remove the first page and place the second page on the scanner.
 Press **Scan** again
 This second page will be added after the first – creating a two-page document.
 View the pages being added by looking look at the page area on the Read Ribbon.
 To add more pages, continue placing them on the scanner and pressing the **Scan** button.



6 If scanning a smaller format book, like a novel, Kurzweil’s **Two Page Mode** can be used. This will allow the book to be placed flat on the scanner and have both pages scanned at the same time.
 Once the scan has occurred, Kurzweil will separate the two pages in the document.
 To do this press the **Two Page Mode** button on the Scan Toolbar
 Or
 Go to **Scan > Two Page Mode** and begin scanning.



Step	Instruction	Visual Depiction
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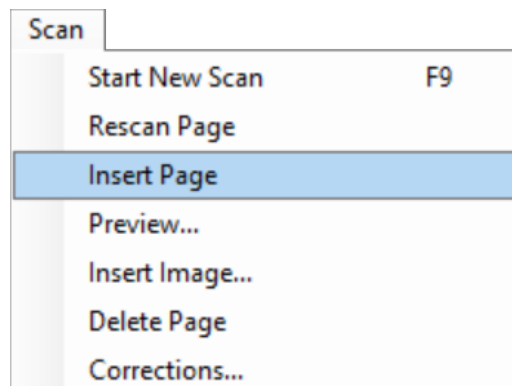
7 If a page is missed while scanning, it can be inserted.

Navigate to the already scanned page in the document that will appear after **AFTER** the one to be inserted. For example, if a page needs to be inserted as page 10 in the document, go to page 11 before inserting.

To insert a new page, press the **Insert Page** button on the Scan Toolbar

Or

Go to **Scan > Insert Page** and scan the page you are inserting.



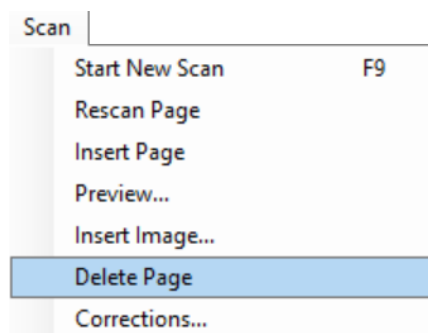
8 If a page is scanned twice, it can be deleted.

Navigate to the page to be deleted.

Press the **Delete** button (garbage can) on the Scan Toolbar

Or

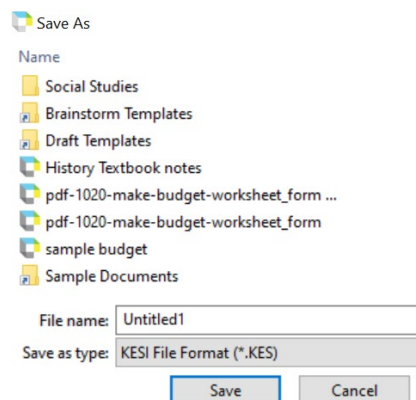
Go to **Scan > Delete Page**.



9 Once finished adding, inserting, and deleting pages, **Save** the image file.

Go to **File > Save** (or **Save as...**)

Give the file a name, select the file type (KESI), and the folder location and then click **Save**.



Tip...

Since scanning is a simple process within Kurzweil – for simple scans you simply click the Scan button on the Scan 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.

Note on Copyright: Section 32 of the Copyright Act of Canada governs the production of alternate format materials for those with perceptual (or print) disabilities that result in **significant difficulties seeing, holding, or understanding a work in its original format.**

ARC-BC has a large repository of British Columbia curricular materials that have been produced in accordance with Section 32 of the Copyright Act of Canada. ARC-BC also helps school district staff with scanning and producing materials for student use. ARC-BC materials and services are free to schools in British Columbia.

For more information, go to the ARC-BC Website at www.arc-bc.org