

Kurzweil 3000 (Win) v.20: Zone Editing 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. To ensure documents are read aloud accurately and to add annotations that will support students' reading comprehension requires some level of document preparation. This tutorial will demonstrate how to prepare documents by optimizing text reading, by adding custom annotations, and by locking specific features for test taking.

Learning Objectives

Completion of this tutorial will provide experience with the following:

- Editing the reading zones to ensure Kurzweil 3000 reads text in the correct order
- Cleaning up unwanted areas on the document
- Saving a .KES file

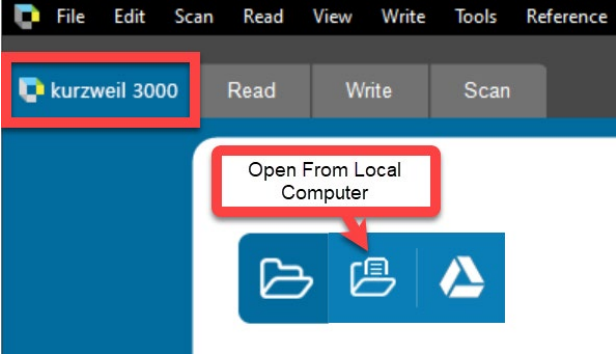

This tutorial assumes that you have:

- Kurzweil 3000 version 20 for Windows installed on your computer
- A computer that supports audio output either through speakers or a headset

Case Study

Sheila is a Learning Support Teacher who helps the classroom teachers in her middle school support a range of students who have learning difficulties. She has an Educational Assistant, Reena, who helps her prepare student materials. Last year her school installed the network version of Kurzweil 3000 allowing classrooms' mini-labs to access the program throughout the day. Because of the range of students who would be using the program and the variety of curricular materials, Sheila and Reena developed a system for producing and preparing e-text materials for the teachers. Reena has been given preparation time in her schedule which she uses to locate (on the web) or scan texts and novels. She either downloads the material, if available, from one of the many e-text sites, or she scans the requested book using the school's duplex scanner. She takes this file and opens it up in Kurzweil 3000 and saves it as a .kesi file. Once she has done that, she performs the first two steps in Kurzweil document preparation – she zone edits the material to make sure the correct zones are being read and then she randomly checks to make sure the program is reading the material accurately by editing the underlying text. Once finished, she saves the .kesi file on the school server and Sheila takes over. Sheila takes this file and adds the moderate level reading comprehension support – Kurzweil 3000 annotations such as instructions and vocabulary support. She then saves a third version and further adds more significant reading comprehension strategies in the form of comprehension bubble notes. Over the course of several months, Sheila and Reena were able to create a repository of Kurzweil 3000 e-text files of popular classroom-based titles that could be used with a range of students who struggle with reading.

Zone Editing Kurzweil 3000 Documents

Step	Instruction	Visual Depiction
1	<p>Launch Kurzweil 3000</p> <p>Let’s start by opening a sample Kurzweil document. Go to the Kurzweil 3000 Tab and click Open Existing File, then Click Open from Local Computer. Locate the Sample Documents folder and open the file titled History Textbook.</p> <p>(My Documents > KESI > Kurzweil 3000 > Sample Documents > History Textbook)</p>	
2	<p>When Kurzweil 3000 opens an image document (.pdf, .kesi, etc.), it scans through the document recognizing text and assigning Zones – primary and secondary reading zones and graphic zones. Sometimes the recognized zones are not correct and text reading is affected.</p> <p>The Scan Ribbon and Toolbar contain specific tools designed to help with the document editing process.</p> <p>Click the Scan Tab.</p>	
3	<p>On the Scan Ribbon, you will see a tool called Zone Editor.</p> <p>Click that tool.</p>	

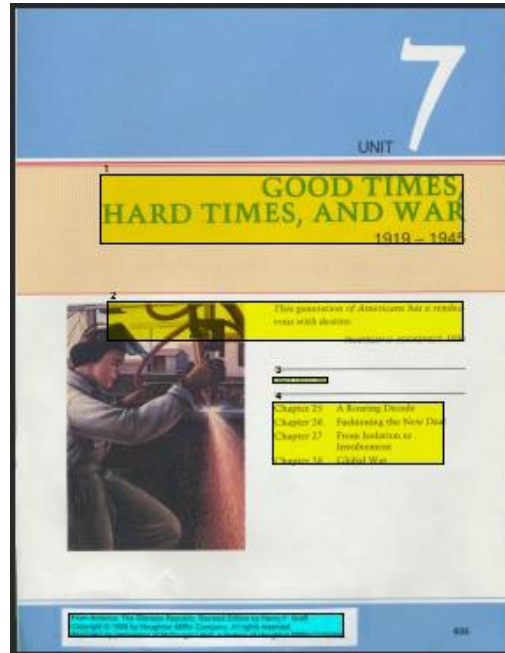
Step Instruction Visual Depiction

4 The zones of your current document become visible as **yellow** and **blue** squares. For example, on the first page of the History Textbook file, you can see these zones....

The **yellow zones** are primary reading zones. They are numbered and will be read aloud in the order listed when the **Read Button** is pressed.

The **blue zone** is an area Kurzweil 3000 has recognized as a graphic (even though it is text).

There are several problems on the page that might interfere with how the page is read.

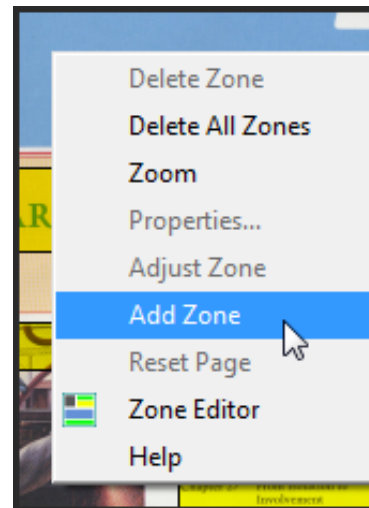


5 The first problem is that there is no primary reading zone on the “Unit 7” area.

To have Kurzweil read that text, a new zone will have to be added to that area.

To add a new zone, first **right-click** somewhere on the page (not on an existing zone).

Now select **Add Zone** on the menu.

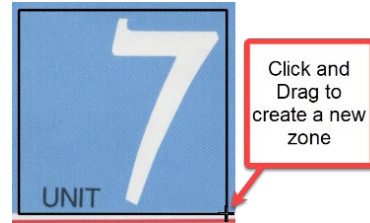


Step	Instruction	Visual Depiction
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6 Next, click and drag around the **Unit 7** area to create a new **Zone**.

Finally, **Left-click** somewhere else on the document to set the zone.

The new **yellow zone** has now been added.

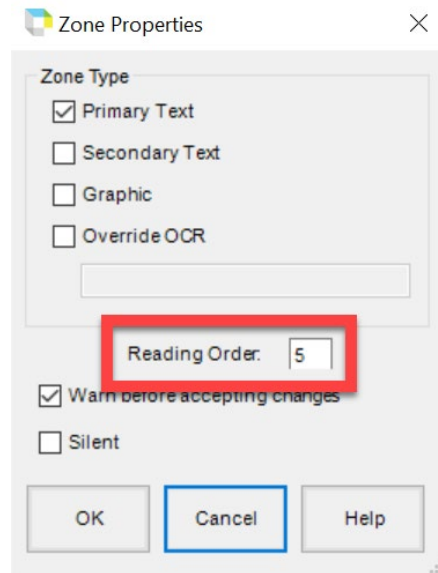


7 New zones are numbered in order after existing zones.

The reading order can be changed by double-clicking on the zone to see the **Zone Properties**.

When the Zone Properties window opens, you will see that the zone type is Primary Text and the Reading Order is "5". Type a "1" in the **Reading Order** field and click **OK** to close the window.

When the reading order of one zone is changed, all other zones are automatically adjusted.



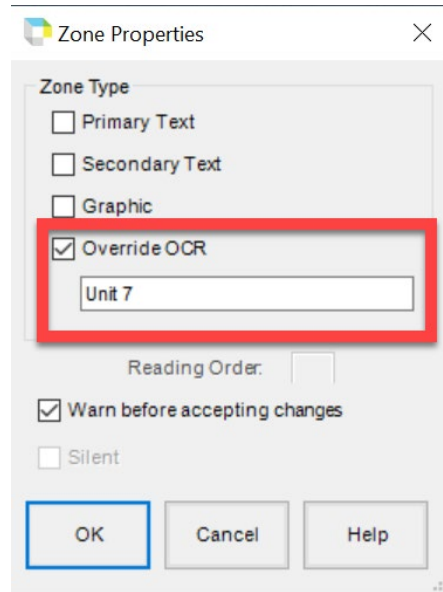
Step Instruction Visual Depiction

8 Even with the new zone added, Kurzweil still may not read the text as “Unit 7”.

Another adjustment that may be required is **Override OCR**

Override the OCR of the zone by **double-clicking** on the zone to open the Zone Properties window, then click to select **Override OCR** and type “**Unit 7**” in the field. Then click **OK**.

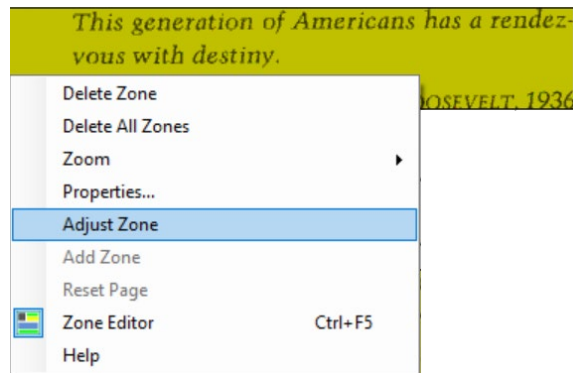
Note: Override OCR zones are not read in Primary Text reading order but are still be read aloud when clicked.



9 Another problem is that the Reading zone around the Roosevelt quote is not sized correctly and extends into the graphic area.

This zone should be adjusted or resized.

Click on the zone to select it then **right-click** to bring up the zone menu. Select **Adjust Zone**.

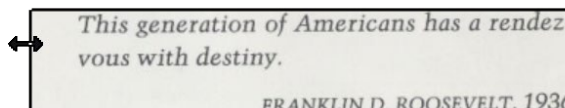


Step	Instruction	Visual Depiction
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10 Now **click and drag** the edges of the zone to resize it.

Click and drag the zone from the middle to centre it over the text.

When done, **Left-click** on the document to set your zone.



11 The final problem is the **blue secondary graphic zone** at the bottom of the page.

To have this area read aloud, the **zone type** must be changed.

Double-click on the zone to open the Zone Properties window.

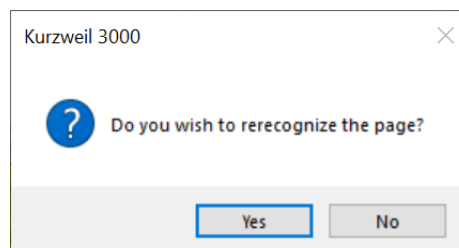
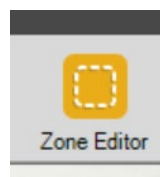
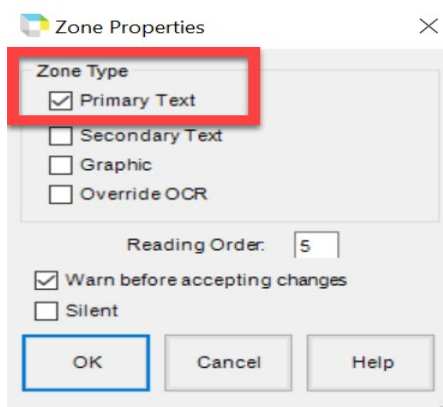
Click the radio button next to **Primary Text**. **Click OK**.

The zone will now be added to the reading order for that page.

To end your zone editing session, **click the Zone Editor button** on the Ribbon.

Click Yes to save the changes.

Click Yes to **rerecognize** the page.



Tip...

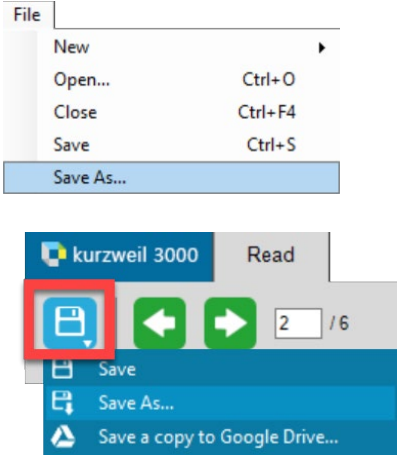
What is the difference between **Primary Text** and **Secondary Text**?

Primary Text is text that is read, in order, when the student clicks the “Read text” button on the Main toolbar. In other words, when the student presses “Read text”, Kurzweil 3000 will begin reading text wherever the cursor is set or, if no cursor is set in the document, at the first reading zone. It will continue reading, following the order of the zones.

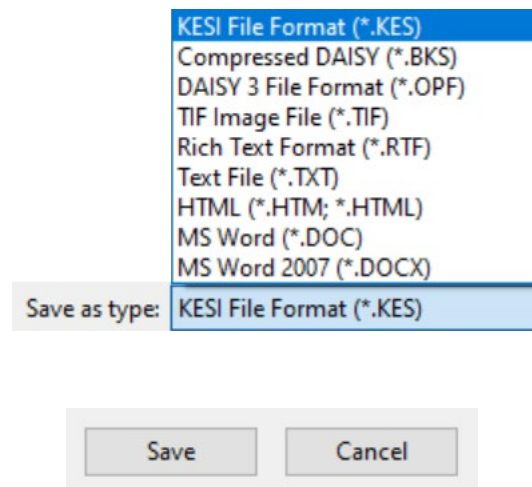
Secondary Text is text that Kurzweil 3000 can read, but only if the cursor is set in the actual zone when the “Read text” button is clicked. Secondary text will not be included in a “continuous” reading of the text – these zones will be ignored unless the student stops to set the cursor in the zone and then clicks “Read text”.

When zone editing a document, you may want to change some of the text to Secondary text if it is important that it be **available** for reading aloud, but not important to the overall reading of the text (e.g. photo captions, callouts, etc.).

Saving Kurzweil 3000 Image (Scanned) Documents

Step	Instruction	Visual Depiction
1	<p>Once zone editing is completed, documents need to be saved.</p> <p>To save Kurzweil image documents...</p> <p>Go to File > Save / Save As</p> <p>OR</p> <p>Click the Save button on the toolbar.</p>	 <p>The first screenshot shows the 'File' menu with 'Save As...' highlighted. The second screenshot shows the 'kurzweil 3000' toolbar with the 'Save' button (a floppy disk icon) highlighted in a red box.</p>

- 2 While documents can be saved in a variety of formats, they **MUST** saved as a **KESI (.KES)** file if annotations have been added.
- If saved as a .doc or .rtf for example, a warning will appear that the annotations will be lost.
- Documents can be saved in any format if they do not contain annotations.
- To change the file type, click the **Save as type** menu and select the desired file type from the list. Then click the **Save** button at the bottom of the window.



Tip...

File organization can sometimes be challenging for students to manage. Consider setting up individual file folders for each subject area in Documents > KESI > Kurzweil 3000 to help keep files organized and easy to find. Also consider using a naming convention for files so that the file names are easy to understand e.g. Socials10 Chapter 4 quiz Sep 30 2022.