

Document Preparation Guide

Notes:

- This document is excerpted from the *Kurzweil 3000 for Windows User's Guide Version 10*, where it appears as Chapter 19.
- Cross-references that appear in [blue](#) are active links. All other cross-references are inoperative, and refer to locations in other chapters of the *Kurzweil 3000 for Windows User's Guide Version 10*.
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About Document Preparation

After you have brought a document into Kurzweil 3000 by scanning it, by opening it using the KESI Virtual Printer or by opening an existing image file, you will often need or want to perform some document preparation tasks. Document preparation consists of editing a document for optimum reading by Kurzweil 3000.

Document preparation includes one or more of the following tasks:

- Re-recognizing pages.
- Editing zones.
- Editing headers and footers.
- Specifying a new first page number or front matter.
- Correcting recognition errors.
- Editing underlying text.
- Correcting pronunciation.
- Cleaning up images.
- Correcting spelling errors.

Preparing Tests and Worksheets

Frequently, the document you are preparing is a test or worksheet. With these types of documents, you will often want to add Notes and other types of guidance to help students complete the assigned task(s). For details on additional preparatory steps for test and worksheets. See Chapter 20, Test Preparation and Administration.

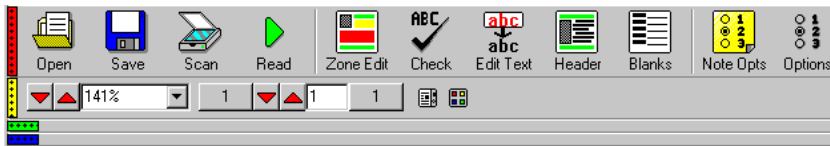
Note: If you plan to use annotations such as Sticky Notes, Text Notes, and Footnotes, in any document, you should always re-recognize pages and zone edit documents first, as annotations are discarded by the zone editing process.

Using the Document Preparation Toolbar

If you are planning on doing a lot of document preparation, it can be helpful to use the **Document Preparation** toolbar. This toolbar contains the most commonly used tools for scanning and for preparing documents for proper reading.

To display the Document Preparation toolbar set:

From the **Tools** menu, choose **Customize**, then **Apply Toolbar Set**, and select **Document Preparation** from the submenu.



This customized toolbar set provides the tools necessary to prepare new image documents:

- **Zone Edit** to designate when special text areas (for example, sidebars) are read.
- **Spell Check**.
- **Edit (Underlying) Text** to correct OCR errors.
- **Header/Footer Editor** to mark headers and footers so that Kurzweil 3000 doesn't read them.
- **Fill in the Blanks** to automatically add Text Notes to answer lines in tests or worksheets.
- **Note Options** to specify Sticky Note and Text Note characteristics, such as initial size, text color, background color, etc.
- **Options** for quick access to the **Options** dialog box.
- **Reading Toolbar** to display only page navigation and viewing options.

Editing Image Documents

If you are preparing material for students, once you've brought it into Kurzweil 3000, you should have Kurzweil 3000 read the document aloud to determine the following:

- If there are errors produced during the recognition process.

This could include misspellings and disconnected words. Correcting recognition errors is especially important when preparing the material for reading and studying by poor readers and spellers, and for testing purposes.

If there are errors, one of the first things to try is to select a different OCR engine, and use the **Re-Recognize Page** command and see if the new OCR engine produces fewer errors. The **Re-Recognize Page** command essentially allows you to “rescan” the page without having to use a scanner. See [Re-Recognizing Pages](#) on page 16.

Kurzweil 3000 automatically checks and replaces common recognition errors based on an internal Corrections list. You can view and edit this list as well as correct errors individually by using the following methods:

Edit the underlying text using the **Edit Underlying Text** feature. See [Editing Underlying Text](#) on page 22.

Add new global automatic corrections to the Corrections list. See [Correcting Recognition \(OCR\) Errors](#) on page 17.

- If there are pronunciation errors.

The way Kurzweil 3000 pronounces words is determined by a Pronunciations Dictionary. Each speaking voice has its own Pronunciation Dictionary. You can change the pronunciation of a word using the **Pronunciation Editor**. See [Using the Pronunciation Editor](#) on page 26.

- If the reading order is how you want the material presented to the students.

For example, are there parts of the document, sidebars and captions that you want read after the students have read the main text? Is there an advertisement or some other text that is not relevant and therefore should not be read aloud?

To change the reading order of an image document, Kurzweil 3000 provides you with a Zone Editor. See [Zone Editing Image Documents](#) on page 6.

Enabling Editing in Image Documents

By default, Kurzweil 3000 is set to enable editing. If you find, however, that you are unable to make changes in image documents, open the **Edit** menu and make sure that **Enable Editing** is selected.

When editing is enabled you can:

- Move existing pages.
- Replace or change underlying words.
- Edit underlying text.
- Scan, rescan, delete, insert or renumber pages.
- Drag and drop text between image and text documents.
- Zone edit documents.
- Use highlighting, annotations, Voice Notes and Bookmarks.
- Save or discard a page view.

Zone Editing Image Documents

Zone editing allows you to specify how Kurzweil 3000 handles blocks of text, or **zones**, in an image document.

If you are a teacher, you can use zone editing to change the order in which portions of text are read or to eliminate some portions. For example, it may be helpful to your students if you designate photo captions, graphs, sidebars and page numbers as Secondary Text, which Kurzweil 3000 reads only when a reader clicks on it.

Using the Zone Editor, you can:

- Change the properties and reading order of zones.
- Adjust the size of a zone to determine how much text it encloses.
- Add new zones.
- Delete specific zones (removes the zone definition and the underlying text, but not the image you see on the screen).
- Delete All Zones.

To perform zone editing functions, first switch to *zone edit view*, then use the **Zone Editor** from the right mouse button menu to perform the tasks you want.

When to Zone Edit?

It is highly recommended that you zone edit your documents as the first step in document preparation. This provides the most efficient workflow. However, you can perform most document preparation tasks, such as editing underlying text, moving pages and changing word pronunciations, before you zone edit.

You should not add Bookmarks, Footnotes, Color Highlighting or Text Circles, Bubble Notes, or Voice Notes to a document you plan on zone editing, as you cannot open the Zone Editor if any of these annotations are present. You may, however, add Sticky Notes or Text Notes before zone editing.

Note: When you zone edit a document whose underlying text has been previously edited, the Zone Editor prompts you to confirm each underlying text change it encounters before it applies any zone edits.

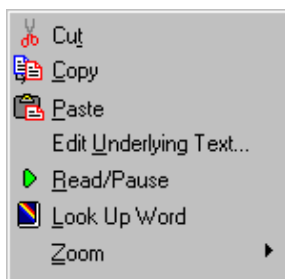
To switch to zone edit view and access the Zone Edit menu:

1. From the **Scan** menu, choose **Zone Editor**.

The document appears in zone edit view, and **Zone Editor Active** appears in the title bar of the Kurzweil 3000 window.



2. Click on a zone to select it.
3. Press the right mouse button to see the **Zone Editor** shortcut menu.



Note: The **Zone Editor** shortcut menu's **Help** command displays a list of all the Zone Editor shortcut keys, which can help you zone edit your documents more easily.

4. To exit zone edit view, open the **Scan** menu and click **Zone Editor** again to clear the check box, or press the right mouse button and deselect **Zone Editor**.

5. If you made any changes, a confirmation message appears. Click **Yes**.

Note: When you zone edit a document whose underlying text has been previously edited, the Zone Editor prompts you to confirm each underlying text change it encounters before it applies the zones.

Navigation, Views and Custom Pagination in Zone Editor

While in the Zone Editor, you can:

- Move from page to page in a multi-page image document.
- View the page at different sizes.
- Set the first page number.

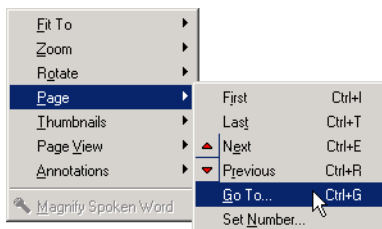
To move from page to page in Zone Edit mode:

There are three ways you can do this. Be sure you are in **Zone Edit** mode.

- Use the **Page Up/Page Down** keys.
- Click the **Page Number** box and buttons in the toolbar.



- Use the **View->Page** submenu.



To change views in Zone Edit mode:

There are a few view options when you are zone editing:

- **Zoom** on the Zone Editor right mouse button menu.
- **Zoom** from the **View** menu.
- **Zoom** buttons on the toolbar.
- You can use the **Fit To** feature, which is also accessible from the **View** menu.

Note: If you made any changes on a page and go to another page, a confirmation message appears to ensure that you intended the changes.

Adding Zones

You can add a new zone to a document. You may want to do this, for example, if you have adjusted an existing zone to a smaller size and want to create a new zone for the remaining text. By default, new zones are primary text, and they take the next available reading order.

To add a zone:

1. Open the **Tools** menu, and choose **Zone Editor**.
The document appears in zone edit view.
2. With no zone selected, press the right mouse button to see the **Zone Editor** shortcut menu.
3. Choose **Add Zone**.

The cursor changes to a crosshair.

4. Hold down the left mouse button and drag to define the zone. As you drag, a red rectangle shows the area you've defined.
5. Adjust the new zone, if needed.

When you add a zone and release the mouse button, the rectangle remains on screen. This means that you are in adjustment mode, so you

can easily resize or move the new zone. After adjusting the rectangle, click elsewhere in the image to leave adjustment mode.

Setting Zone Properties

Each zone has two properties: **Zone Type** and **Reading Order**.

- **Zone Type** determines how Kurzweil 3000 treats the text during reading.

Primary Text is text that Kurzweil 3000 reads in the order you have specified.

Secondary Text is text that Kurzweil 3000 reads only when you choose to hear it. To hear Secondary Text, you must click at the beginning of the text block, then click the **Read** button or press **F3**. Secondary text is useful for areas like sidebars.

Graphic specifies a zone that you never want read aloud. This may be an actual graphic or some other part of a page you don't want Kurzweil 3000 to read.

Note: If you don't want Kurzweil 3000 to read parts of a page that repeat from page to page, such as headers and footers, you should use the **Header/Footer Editor**, which lets you mark these areas more quickly. See [Working with the Header/Footer Editor](#) on page 32.

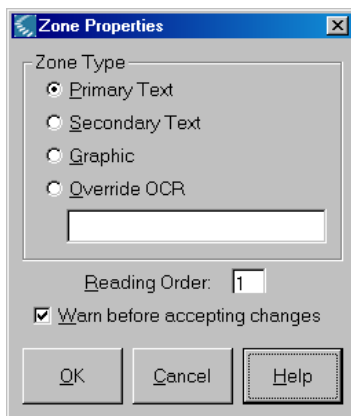
Override OCR lets you fix text that Kurzweil 3000 did not recognize during the OCR process. For detailed information see [Using the Override OCR Zone Property](#) on page 11.

- **Reading Order** is the order in which Kurzweil 3000 reads the Primary Zones. If you change the reading order for a given zone, Kurzweil 3000 automatically rennumbers the zones.

Note: By default, when you create a zone, Kurzweil 3000 sets its **Zone Type** to whatever is currently selected in the **Zone Properties** dialog box. The default Zone Type is **Primary Text**. If you select, for example, **Graphic**, Kurzweil 3000 will then create Graphic zones until you select a different Zone Type.

To specify zone properties:

1. Open the **Tools** menu, and choose **Zone Editor**.
The document appears in zone edit view.
2. Double-click the zone for which you want to set properties.
The **Zone Properties** dialog box appears.



The dialog box displays the current zone's **Zone Type** and **Reading Order**.

3. Set the properties for the current zone.
4. Click **OK** to accept your changes, or click **Cancel** to forget them.

Using the Override OCR Zone Property

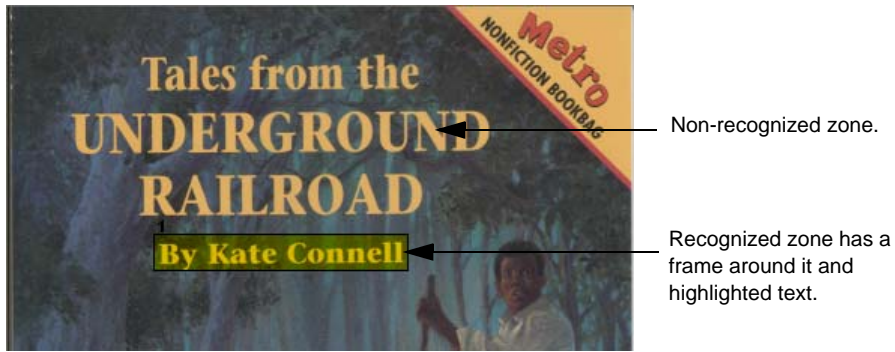
There might be times when the OCR process is unable to recognize certain text. This may occur, for example, in a heading that uses a large or unusual font or text with wide word spacing. It may also happen when a document is composed of many colors or particularly dark backgrounds.

The **Override OCR** feature, available in Kurzweil 3000 Professional, enables you to convert unrecognized text into zones that Kurzweil 3000 can read.

To override OCR:

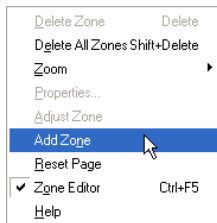
1. Once you've determined that there is text that the OCR process did not successfully recognize, choose **Zone Editor** from the **Scan** menu, or press **CTRL+F5**.

The example below shows a document in **Zone Edit** mode. Notice that the OCR recognized the "By" line and shows it as a zone, but it did not recognize the title.



Note: There also may be extra non-essential zones on the page. If this is the case, you should first **Delete** those zones.

2. Choose **Add Zone** from the **Zone Editor** right mouse button menu.



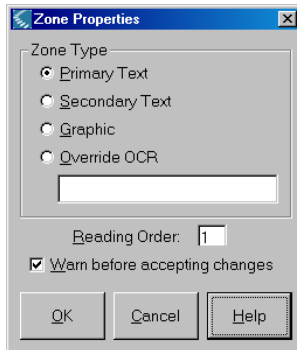
The cursor changes to a crosshair.

3. Select the word you want by dragging the cursor over it.

Note: It's possible to select a group of words; however, Kurzweil 3000 will highlight the group, not each word as it reads.

4. Click once outside the new zone. The new zone remains selected.
5. Click back inside the zone.

The **Zone Properties** dialog box appears.



6. Select **Override OCR**, then type the word in the text box.
So, for example, if Kurzweil 3000 did not recognize the word “Underground” type “Underground” in the text box.
7. Click **OK**.
8. Click outside the zone to deselect it.
9. Repeat steps 2 through 8 until all the desired words are converted to readable zones.
10. Exit Zone Edit by clicking **Zone Editor** from the **Zone Editor** right mouse button menu, or by pressing **CTRL+F5**
11. Click **Yes** to confirm and apply the zone editor changes.

Adjusting Zones

You can adjust the size of any zone to change the amount of text it encompasses.

To adjust a zone:

1. From the **Tools** menu, choose **Zone Editor**.

The document appears in zone edit view.

2. Click on a zone to select it.
3. Press the right mouse button to see the **Zone Editor** menu.
4. Choose **Adjust Zone**.
5. Move or resize the zone border.

To resize the zone, move the cursor until it is near the zone border, then hold down the left mouse button and drag the border to its new size.

To move the zone, move the cursor toward the middle of the zone, then hold down the left mouse button and drag it to the new location.

6. When you've adjusted the zone release the left mouse button. Click elsewhere in the image to leave adjustment mode.

Removing Zones

You have the option of deleting a single zone, or all zones. When you delete a zone, the image remains in the displayed document.

To remove a zone:

1. From the **Tools** menu, choose **Zone Editor**.
The document appears in zone edit view.
2. Select the zone you want to cut by clicking on it.
The zone changes color to show that it is selected.
3. Press the right mouse button to see the **Zone Editor** shortcut menu.
4. Choose **Delete Zone**.
The zone box disappears.

To remove all zones:

1. From the **Tools** menu, choose **Zone Editor**.
The document appears in zone edit view.

2. Click anywhere in the document.
3. Press the right mouse button to see the **Zone Editor** menu.
4. Choose **Delete All Zones**.

All of the zones disappear.

If you remove all zones and then exit from the Zone Editor, all of the deleted zones are regenerated. You must leave one “dummy” zone (a Graphic zone would be a good choice) in order to ensure that the other deleted zones stay deleted.

Re-Recognizing Pages

Use the **Re-Recognize Page** command to reapply the character recognition phase of the scanning process to an image document, without the need of a scanner. This is most helpful if you have a document that exhibits a large number of pronunciation errors, and you want to try a different OCR engine, with the goal of decreasing the errors.

Note: It is always best to re-recognize pages, if necessary, as the first step in document preparation, for the following reasons:

- The process removes any zone editing that you may have done. Also, if the document contains any Notes or color highlights you must remove them before you can re-recognize the page.
- Although the re-recognition process does not discard underlying text editing, Kurzweil 3000 prompts you to confirm each instance of editing that it encounters. If you have a large number of edits, this process can be lengthy.

To re-recognize a page:

1. If desired, select a different OCR engine. See *Selecting an OCR Engine and Language* on page 276.

If you are going to re-recognize a document using a different OCR engine, you must close the document, then select the desired OCR engine, and then re-open the document.

2. From the **Scan** menu, select **Re-Recognize Page**.

Kurzweil 3000 re-recognizes the page using the newly selected OCR engine.

Note: The re-recognize option does not allow you to change scanning options such as **Brightness** or any of the options listed in the **Extras** area of the **Scanning Options** pane. See *Setting Scanning Options* on page 268.

Correcting Recognition (OCR) Errors

The Optical Character Recognition (OCR) process, which takes place whenever you either scan a document or open an image-based document, such as a PDF or TIFF file, is both convenient and effective, but it can't provide completely error-proof text recognition. Therefore, Kurzweil 3000 provides the following methods for correcting recognition errors:

- You can correct errors in individual documents using either the **Edit Underlying Text Editor** or the **Change Underlying Word** feature. When you make changes using either of these methods, your changes are not applied to any other documents. See [Editing Underlying Text](#) on page 22.
- You can add corrections to the Corrections list. If you find that you are frequently correcting one or more words in your documents, you can add a correction for this word to the global Corrections list. Kurzweil 3000 uses this list when it recognizes a new document, and automatically applies corrections. See the following section.

Working with the Corrections List

Since correcting recognized text requires you to edit the underlying text, which can be time-consuming, Kurzweil 3000 provides a default set of corrections for common OCR errors. The software finds and automatically corrects the errors to significantly reduce your editing time.

In some instances, the Corrections list might not contain a correction for a particular word. In such cases, you can view and edit this set, as well as add corrections of your own.

Note: Any changes you make to the Corrections list will not apply to the current document or any existing image documents. In order for new corrections to be applied to existing image documents, you must either rescan them or open each one and apply the **Re-Recognize** command from the **Scan** menu. See [Re-Recognizing Pages](#) on page 16.

To add a new OCR correction using Find and Replace:

1. From the **Edit** menu, choose **Find**, then **Replace Text**.
2. In the **Replace** dialog box, click in the **Find** box, and type the OCR error you want to replace. In the **Replace with** box, type the correction.

If you want the search and replace to be case sensitive, check the **Case Sensitive** box.

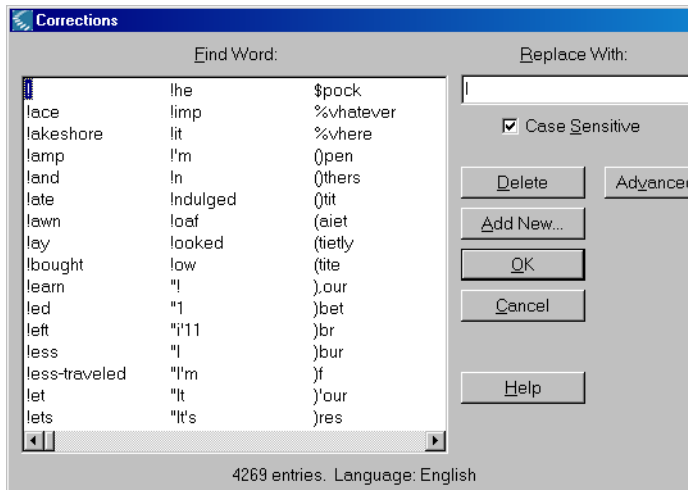
3. Click **Replace Permanently**.

You can now see the new correction in the **OCR Corrections** dialog box, by selecting **Corrections** from the **Scan** menu.

To view and/or edit the default OCR error set:

1. From the **Scan** menu, choose **Corrections**.

The **Corrections** dialog box appears. The **Find Word** box contains the default text errors that Kurzweil 3000 automatically checks for and corrects.



2. Select the desired error. (Scroll to see errors not in view.)
3. Type the desired new correction in the **Replace With** box, then click **OK**.

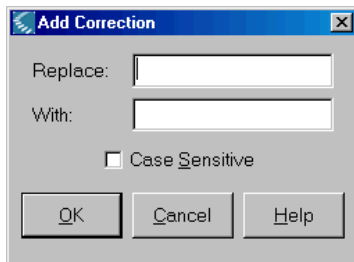
To add a new word to the Automatic Corrections list:

1. From the **Scan** menu, choose **Corrections**.

The **Corrections** dialog box appears.

2. Click **Add New**.

The **Add Correction** dialog box appears.



3. In the **Replace** text box, type the new word.
4. In the **With** text box, type the word that you want the word in the **Replace** text box to be replaced with during recognition.
5. Enable **Case Sensitive** if you only want the replacement to occur when the case of the word in the document matches the case of the word in the **Replace** text box.
6. Click **OK** to add the new correction to the list.

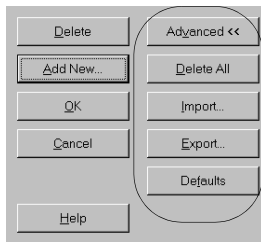
Deleting and Restoring the Corrections List

If over time you have added many corrections to the Corrections list, you might, for some reason, want to restore the default Corrections list.

To restore a Corrections list:

1. From the **Scan** menu, choose **Corrections**.
2. In the **Corrections** dialog box, click **Advanced**.

The **Advanced** options appear.



3. Optionally, save the current list for future use by exporting it.
Any corrections that you added to the original list are lost when you restore the default Corrections list.
4. Click **Delete All**.
Kurzweil 3000 deletes the Corrections list.
5. Click **Defaults**.
Kurzweil 3000 reloads the default Corrections list.

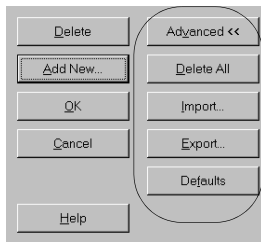
Importing and Exporting Corrections Lists

The **Import** and **Export Corrections** options allow you to distribute Corrections lists among Kurzweil 3000 users. This comes in handy in situations where there are typically one or two people who perform document preparation tasks, and where, as one of their tasks, they are responsible for adding corrections to a master list. They can periodically export the master list so other Kurzweil 3000 users can import it. This ensures that when newly prepared documents are distributed, each Kurzweil 3000 user will have the most up-to-date Corrections list.

To export a Corrections list:

1. From the **Scan** menu, choose **Corrections**.
2. In the **Corrections** dialog box, click **Advanced**.

The **Advanced** options appear.



3. Click **Export**.
4. In the **Save As** dialog box, navigate to the location where you want to save the list.
5. Type a file name for the list, and click **Save**.
Kurzweil 3000 saves the list as a text file.

To import a Corrections list:

1. From the **Scan** menu, choose **Corrections**.
2. In the **Corrections** dialog box, click **Advanced**.
The **Advanced** options appear.
3. Click **Import**.
4. In the **Open** dialog box, navigate to the location where the list you want is located.
5. Click **Open**.
6. Click **OK**.

Kurzweil 3000 imports the new Corrections list, adding the words to the currently loaded list and replacing any words that match. If you click **Cancel**, nothing changes.

Note: You can edit corrections lists with a text editor, such as Notepad.

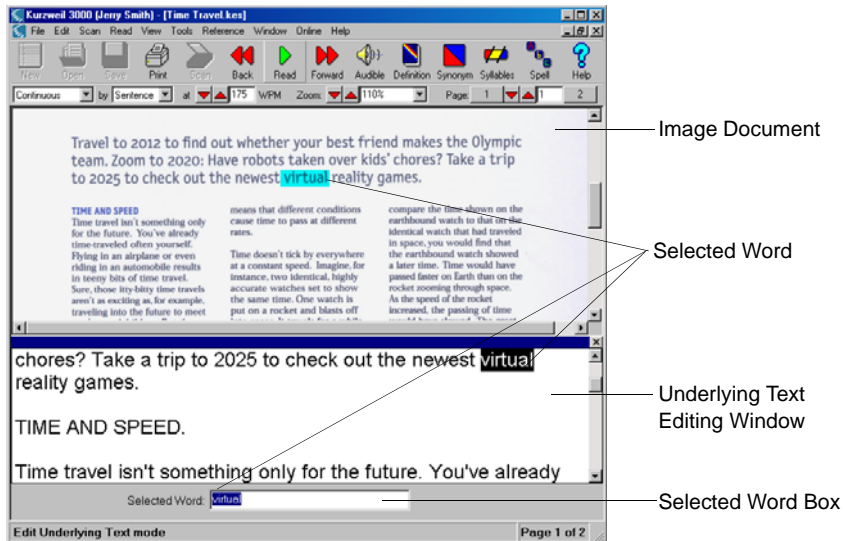
Editing Underlying Text

Scanned documents, files such as PDF and TIFF files and documents you open using the KESI Virtual Printer, are all image documents. The OCR software recognizes text in these documents and saves it as *underlying text*. In some instances, text can be misrecognized, causing Kurzweil 3000 to read words improperly. When this happens, you can edit the underlying text to correct the mistake.

To edit the underlying text of an image document:

1. Open an image document that you want to edit.
2. From the **Edit** menu, choose **Correct Recognition**, then **Edit Underlying Text**.

Kurzweil 3000 enters **Edit Underlying Text** mode and the underlying text editing window opens below the current document.



The scrollable editing window displays one page of an image document's underlying text at a time. When you click on a word in the editing window, Kurzweil 3000 highlights the word in both the window and in the document. Likewise, if you click on a word in the document, it becomes

highlighted in both places. Also, the word you click appears in the **Selected Word** box at the bottom of the editing window.

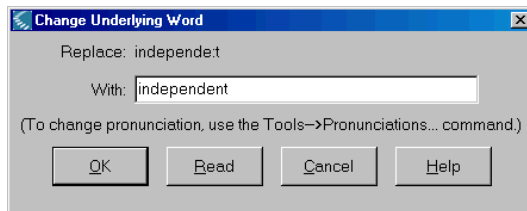
To move to a different page, use the **Page** navigation control in the **Reading** toolbar, or the commands in the **View** menu's **Page** submenu.

You can also move through the document using shortcut keys. See *Accessing Functions and Features from the Keyboard on page 363* of the *Kurzweil 3000 for Windows User's Guide*.

3. Click on a word that you want to edit.
Click the **Read** button to hear the word read and confirm that this is the word you want to correct.
4. Click in the **Selected Word** box, and edit the word to correct the misrecognition.
5. Click **Read** to confirm your correction.
6. Click **OK** to leave **Edit Underlying Text** mode and apply your corrections.

To change a single underlying word in an image document:

1. Double-click on the word you want to change.
2. From the **Edit** menu, choose **Correct Recognition**, then **Change Underlying Word**.
3. In the **With** text box of the **Change Underlying Word** dialog box, type the replacement.



4. Click **OK**.

Note: If you click on a word that is within an OCR Override zone, the zone's override text appears in the **Change Underlying Word** dialog box. See [Using the Override OCR Zone Property](#) on page 11.

Using Editing Functions to Correct Underlying Text Errors

If you have a multi-page image document, you can also use the following editing functions to automatically correct recognition errors in it:

- **Find and Replace** words. Access these functions from the **Edit** menu's **Find** submenu.

Find and Replace can also be used to add words to the global corrections list. See page [18](#).

- **Spell Check**. You can find this function under the **Tools** menu, or use the **Spell Check** button on the **Writing** toolbar.

You can use both Find and Replace and Spell Check in both normal document view and **Edit Underlying Text** mode to correct underlying text problems.

These functions work the same as when you use them to edit text documents. For details, see *Chapter 7, Writing and Editing* of the *Kurzweil 3000 for Windows User's Guide*.

Working with Pronunciations Dictionaries

Pronunciation is the way a word sounds when it is spoken. When Kurzweil 3000 reads, you are actually hearing the document's underlying text as it's read by a speech engine. Each speech engine has its own pronunciations dictionary.

Kurzweil 3000 comes with a number of speech engines, each of which has an associated pronunciations dictionary. When you use Kurzweil 3000 to read a document, the speech engine references the pronunciation dictionary to speak words correctly.

While the dictionaries are very comprehensive, there are times when Kurzweil 3000 encounters a word that the speech engine is unable to pronounce correctly. You will typically find that this happens with words such as proper names. For example, in a document about Greek mythology, the names of gods and goddesses might be pronounced incorrectly.

Kurzweil 3000 lets you add words to a speech engine dictionary, as well as change the pronunciation of any word already in the dictionary. After changing the pronunciation for a word, you can test it to hear what it sounds like. You can also view and edit the entire pronunciation dictionary.

The pronunciation editing features also allow you to import and export dictionaries to other Kurzweil 3000 users, ensuring that everyone has a consistent list.

Which Speech Engine Am I Using?

When you select a **Language** and a **Speaker** in the **Reading Options** pane, you're actually selecting a speech engine. Each speech engine includes its own set of speaking voices for a given language. For example, when you select English, the **Speaker** list contains a different set of voices than when you select French. Also, the speaking voices are associated with different speech engines. The VWKate English speaking voice is associated with the Voiceware speech engine, whereas the English speaking voice Reed is associated with the ETI-Eloquence Text-to-Speech speech engine.

You can see which speech engine you're using by looking in the **Sample Text** window in the **Reading Options** pane. The selected speech engine is

also displayed at the bottom of the **New Pronunciation** dialog box and the **Pronunciation** dialog box.

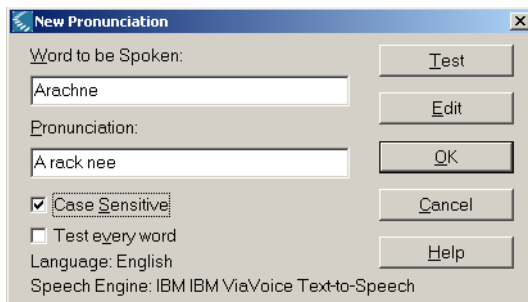
Using the Pronunciation Editor

Kurzweil 3000 lets you change the pronunciation of any word in a speech engine pronunciation dictionary, allowing you to hear the pronunciation you want whenever you read.

Ensure that you have the desired speech engine selected because the pronunciation changes you make affect the dictionary of the current speech engine.

To change the pronunciation of a word in a document:

1. From the **Tools** menu, choose **Pronunciations** to open the **New Pronunciation** dialog box (or select the desired word before selecting **Pronunciations**).
2. In the **Word to be Spoken** box, type the word for which you want to change the pronunciation.
3. Click in the **New Pronunciation** box. Type the new pronunciation you want.



4. Click **Test** to hear the new pronunciation. Click **OK** to set the new pronunciation.

Creating the best pronunciation can take multiple tries.

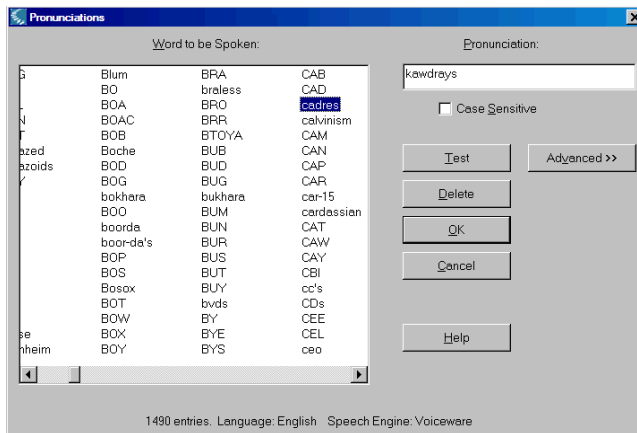
Select the **Test every word** check box to direct Kurzweil 3000 to automatically pronounce a selected word when you open the **Pronunciation** dialog box. This option must be reselected each time you start Kurzweil 3000.

Select **Case Sensitive** to apply the **Pronunciation** only when the word matches the pronunciation's specified case. This is useful for distinguishing, for example, the word "sat" from the acronym "S.A.T."

To edit pronunciation in a speech engine dictionary:

1. If necessary, select the desired speech engine in the **Reading Options** pane.
2. From the **Tools** menu, choose **Pronunciations**.
3. In the **New Pronunciation** dialog box, click the **Edit** button.

The **Pronunciations Editor** appears.



4. Scroll through the **Word to be Spoken** list and select the desired word.
5. Click in the **Pronunciation** box. Type the new pronunciation, or click **Delete** to delete the word.
6. Click **OK** when you're done.

Note: You can lock the ability to edit pronunciations in the **Lock Features Options** pane. See *Enabling or Disabling Kurzweil 3000 Features* on page 339 of the *Kurzweil 3000 for Windows User's Guide*.

To hear all of the words in a pronunciations dictionary:

The **Test All** option is a handy way to review all of the pronunciations in a dictionary. Selecting this option directs Kurzweil 3000 to read all the pronunciations in a dictionary, starting from the currently selected word.

1. From the **Tools** menu, choose **Pronunciations**.
2. In the **New Pronunciations** dialog box, click **Edit**.
The **Pronunciations Editor** box appears.
3. In the **Pronunciations** dialog box, click **Advanced**.
The **Advanced** options appear.
4. In the **Word to be Spoken** window, click on the word where you want to start reading.
5. Click **Test All**.
Kurzweil 3000 begins reading the pronunciation dictionary.

Deleting and Restoring Pronunciations Dictionaries

If over time you have added many pronunciations to a particular dictionary, you might, for some reason, want to restore the default dictionary for this speech engine.

To delete the current pronunciations dictionary:

1. From the **Tools** menu, choose **Pronunciations**.
2. In the **New Pronunciations** dialog box, click **Edit**.
The **Pronunciations Editor** appears.
3. In the **Pronunciations Editor** dialog box, click **Advanced**.
The **Advanced** options appear.

Optionally, save the current dictionary for future use by exporting it, as any pronunciations that you added to the original dictionary are discarded when you restore the default dictionary. See [Importing and Exporting Pronunciations Dictionaries](#) on page 29.

4. Click **Delete All.**

Kurzweil 3000 deletes all the of the pronunciations.

5. Click **Defaults.**

Kurzweil 3000 reloads the current speech engine's default pronunciation dictionary.

Importing and Exporting Pronunciations Dictionaries

The **Import** and **Export** pronunciations options allow you to distribute pronunciations dictionaries among Kurzweil 3000 users. This comes in handy in situations where there are typically one or two people who perform document preparation tasks, and where, as one of their tasks they are responsible for adding new pronunciations to a master dictionary. They can periodically export the master list and then have other Kurzweil 3000 users import it. This ensures that when newly prepared documents are distributed, each Kurzweil 3000 user has the most up-to-date pronunciations dictionary.

To export a pronunciations dictionary:

1. From the **Tools menu, choose **Pronunciations**.**

2. In the **New Pronunciations dialog box, click **Edit**.**

The **Pronunciations Editor** appears.

3. In the **Pronunciations Editor, click **Advanced**.**

The **Advanced** options appear.

4. Click **Export.**

5. In the **Save As dialog box, navigate to the location where you want to save the dictionary.**

6. Type a file name for the list, and click **Save.**

Kurzweil 3000 saves the list as a text file.

To import a pronunciations dictionary:

1. From the **Tools** menu, choose **Pronunciations**.
2. In the **New Pronunciations** dialog box, click **Edit**.
The **Pronunciations Editor** appears.
3. In the **Pronunciations Editor**, click **Advanced**.
The **Advanced** options appear.
4. Click **Import**.
5. In the **Open** dialog box, navigate to the location where the dictionary you want is located.
6. Click **Open**.
7. Click **OK**.

Kurzweil 3000 imports the new pronunciations dictionary, adding its words to the currently loaded dictionary and replacing any words that match.

Creating Custom Pronunciations Dictionaries

Document-specific pronunciation dictionaries let book producers provide a set of pronunciation corrections specific to a set of documents. For example, if you have a book on dinosaurs with 20 chapters, each a KES file, you can drop one pronunciation file into the folder containing the chapters and correct the pronunciations of all of the dinosaur names.

When Kurzweil 3000 opens a document, it will now look into the folder that contains the document for a file named **pronunciations.srp**. That file can contain a set of pronunciations that are used in addition to (and logically “before”) any pronunciation corrections that the user has in effect.

Note that this file will be used for any language that the user happens to be using, and for any speech engine. (This is unlike the global pronunciation files, which are language and speech- engine-specific.)

To create a pronunciations.srp file:

1. From the **Tools** menu, choose **Pronunciations**.
2. In the **New Pronunciations** dialog box, click **Edit**.
The **Pronunciations** dialog box appears.
3. Set up the exact set of pronunciations desired, then click **OK**.
4. Exit Kurzweil 3000.
5. In your file system, navigate to **Documents and Settings\user name\ApplicationData\KESII\Kurzweil 3000**.
6. Make a copy of the relevant **.srp** file.
That file is named according to the language and speech engine that were selected in the **Reading Options** pane when you created the pronunciations dictionary in step 3.
7. Rename the copy to **pronunciations.srp**.
8. Place the file in the folder with the **.kes** files to which you want it to apply.
You should test this file with several speech engines to make sure that it is correct for all of them.

Working with the Header/Footer Editor

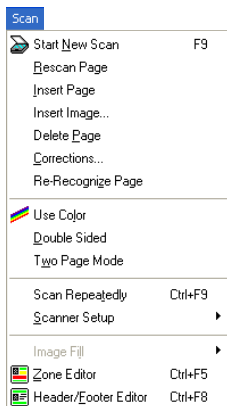
Many documents, from books and textbooks to reports, and even worksheets and tests, have headers and footers that you may not want Kurzweil 3000 to read aloud. Using the **Header/Footer Editor**, it's easy to mark such text in an image document so that Kurzweil 3000 does not read it. This is particularly helpful when you are preparing documents with many pages that have consistent areas that do not need to be read.

Notes:

- The Header/Footer Editor is only available with Kurzweil 3000 Professional.
- Any change you make in this editor will be saved only if you save the file after exiting the editor.
- It's possible to read headers/footers in a document in which they have been marked to not read. In the **Reading Options** pane, click **Skip Headers/Footers** to deselect it. This enables you to retain the marked headers/footers while temporarily allowing you to read them.
- You can add header/footer markers at any time during the document preparation process. Kurzweil 3000 does not re-recognize the page as it does during zone editing, so things like Sticky Notes and Highlighting will not be lost.

To enter and exit Header/Footer Edit mode:

1. With an image document open, select **Header/Footer Editor** from the **Scan** menu, or press **CTRL+F8**.



Kurzweil 3000 appends “**Header/Footer Editor is Active**” to the document name at the top of the Kurzweil 3000 window to indicate that the document is now in **Header/Footer Editor** mode.

(Header/Footer Editor is Active)

2. When you are done, select **Header/Footer Editor** from either the **Scan** menu or the **Header/Footer Editor** right mouse button menu, or press **CTRL+F8** again to exit **Header/Footer Editor** mode.



Marking Headers/Footers So They Aren't Read

Use this procedure to mark a header or footer so that Kurzweil 3000 doesn't read it.

To mark a header/footer for Kurzweil 3000 not to read:

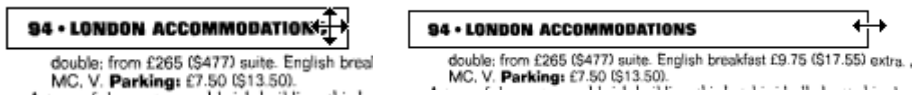
1. In **Header/Footer Edit** mode, ensure that there are no headers/footers selected.
2. Open the **Header/Footer Editor** right mouse button menu, and choose **Mark Header/Footer**.

The cursor changes to a crosshair.

3. Use the left mouse button to draw a frame around the header/footer area you want to block.



When you release the mouse button, the cursor changes to a compass, allowing you to move the frame. If you point to the frame's perimeter, the cursor changes to a double arrow, allowing you to adjust its size.



Tip: If you plan on applying a header/footer marker to all of a document's pages, consider adding extra room around the header/footer when drawing the frame. This allows you to accommodate headers/footers on other pages that may be higher/lower or off to the side a bit more than the header/footer you are marking.

4. Click outside the frame. You can mark additional header(s)/footer(s).
The header/footer marker appears as a green block.

5. If you want, you can, now apply this block to all the pages throughout the document; see the following procedure.
6. When you are done, open the **Header/Footer Editor** right mouse button menu, and choose **Header/Footer Editor** to exit the editor.

Applying a Header/Footer Marker to All Pages

Use this procedure to apply a header/footer marker to all pages in a document so that Kurzweil 3000 doesn't read them.

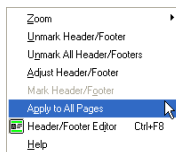
Tip: If you plan on applying a header/footer marker to all of a document's pages, consider adding extra room around the header/footer when drawing the frame. This allows you to accommodate headers/footers on other pages that may be higher/lower or off to the side a bit more than the header/footer you are marking.

Note: The Header/Footer Editor is available only with Kurzweil 3000 Professional.

To apply a header/footer marker to all of a document's pages:

Important Note: Before applying a header/footer to all pages, ensure that all pages have been scanned.

1. Enter **Header/Footer Edit** mode.
2. Click the desired header/footer to select it.
3. Open the **Header/Footer Editor** right mouse button menu, and choose **Apply to All Pages**.



4. Click outside the header/footer.
5. When you are done, open the **Header/Footer Editor** right mouse button menu, and choose **Header/Footer Editor** to exit the editor.

Moving or Adjusting the Size of a Header/Footer Marker

You can move or adjust the size of a header/footer marker after you've created it. You might need to do this, for example, when you are applying a header/footer marker to all of the pages in a document. This allows you to accommodate headers/footers on other pages that may be higher/lower or off to the side a bit more than the header/footer you are marking.

To move or adjust the size of the header/footer marker:

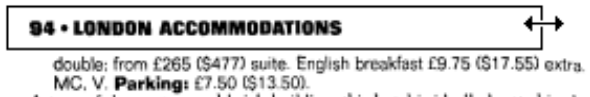
1. In **Header/Footer Edit** mode, click the desired header/footer to select it.
2. Open the **Header/Footer Editor** right mouse button menu, and choose **Adjust Header/Footer**.

The green header/footer marker changes to a frame.

3. Use the compass cursor to move the frame.



You can also point to the perimeter of the frame and use the double-arrow cursor to resize it.



4. Click outside the frame when you are done.
If a header/footer was previously applied to all pages, a prompt appears, giving you the option to also apply the new change to all pages.
5. Press **OK** to apply the marker to other pages.
The header/footer frame changes to the green header/footer block.
6. When you are done, open the **Header/Footer Editor** right mouse button menu, and choose **Header/Footer Editor** to exit the editor.

Unmarking Header and Footers

Use this procedure to unmark headers or footers so that Kurzweil 3000 will read them.

To unmark header(s)/footer(s):

There are a few options for unmarking headers and footers.

- Select a single header/footer and choose **Unmark Header/Footer** from the **Header/Footer Editor** right mouse button menu.

If a header/footer was previously applied to all pages, a prompt appears giving you the option to also apply the new change to all pages.

- You can also choose **Unmark All Headers/Footers** throughout the document. This option is available on the **Header/Footer Editor** right mouse button menu regardless of whether a header/footer is selected. In the prompt that appears, click **OK**.

Enabling or Disabling Header/Footer Reading

By default, Kurzweil 3000 reads headers and footers. You can direct Kurzweil 3000 to not read header/footers without actually unmarking a document's header and footer areas as detailed in the previous procedure.

To enable or disable header/footer reading:

1. From the **Tools** menu, choose **Options**.
The **Options** dialog box appears.
2. Click the **Reading** icon.
3. Select or deselect the **Skip Reading Headers/Footers** option.

Specifying a New First Page Number

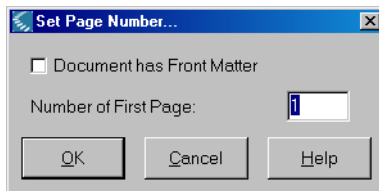
You can designate a number other than one (1) for the first page of an image document. All subsequent pages in the set will then follow the newly set first page number.

This is a useful feature when you want your scanned document's page numbers to correspond to the actual document's pagination.

To set the first page number:

1. From the **View** menu, choose **Page**, then **Set Number**.

The **Set Number** dialog box appears.



2. Type the number with which you want to begin this set, then click **OK**.
The page numbers in the status bar and in the toolbar reflect the new page numbering.

Specifying Front Matter Page Numbers

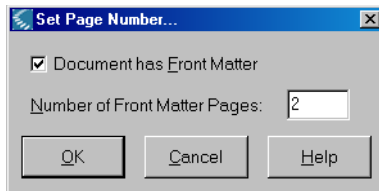
This feature comes in handy when you want to have two distinct page numbering schemes in a scanned document, such as when you are distinguishing preface material from actual chapter pages or when accommodating a Table of Contents.

When you select the **Document has Front Matter** option in the **Set Page Number** dialog box and specify the number of pages in the front matter, Kurzweil 3000 places front matter page numbers within parentheses. For example, if in a nine-page document, you specify that there are three front matter pages, the pages are renumbered as follows: “(1–3) and 1–6.”

Note: You can also use the **Set Page Number** feature to set the first page number to any number greater than zero. See [Specifying a New First Page Number](#) on page 38.

To set front matter pagination:

1. Place the cursor in the desired document.
2. From the **View** menu, choose **Page**, then **Set Number**.
3. In the **Set Page Number** dialog box, click the check box for **Document has Front Matter**.



4. Type the number of front matter pages.
5. Click **OK**.

Cleaning Up Image Documents

Scanned documents can often contain crease marks, specks or other “dirty” areas. You can use the **Image Fill** feature to remove these types of blemishes. For image documents in general, you can also use this feature to remove potentially distracting images for students with attention issues.

Using **Image Fill**, you specify an area, and then fill the area with a color you select. For crease marks and other blemishes, you will probably want to choose a color that matches the surrounding “page” color. To remove images from a page, you can choose from a list of suggested colors, or use the color picker.

To clean up images using a suggested color:

1. Open the document you want to clean up.
2. From the **Edit** menu, choose **Image Selector**.
The cursor changes to a crosshair.
3. Click and drag to create a box around the area you want to clean up.
4. From the **Scan** menu, click **Image Fill** to see a list of possible fill colors.
Your choices are **Black** and **White** if it is a black and white document (scan or existing image document). If your document is in color, you can choose between a range of colors, or use the color picker (see the following procedure).
5. Click a color. You cannot undo this operation.

Kurzweil 3000 fills the specified area, removing the marks or image from the page.

When you fill an area that contains recognized text, only the image of the text is removed, leaving the underlying text undisturbed. In this situation, Kurzweil 3000 prompts you as to whether you want to re-recognize the page in order to remove the underlying text under the filled area. If you click **No**, Kurzweil 3000 reads and highlights the words, but you will not see them on the page, which could be confusing.

To clean up images with the color picker (color documents only):

1. Open the document you want to clean up.
2. From the **Edit** menu, choose **Image Selector**.
The cursor changes to a crosshair.
3. Click and drag to create a box around the area you want to clean up.
4. From the **Scan** menu, click **Image Fill**, and select **Color Picker**.
The Color Picker lets you choose a fill color by clicking on any color in the document.
5. In the document, click the color you want to use as the fill color.
The **Color Picker** dialog box appears, displaying the color you picked.
6. Click **OK** accept the fill color, or **No** to cancel the operation.
If you accepted the color, Kurzweil 3000 fills the specified area with it. If you cancelled, you can go back to the **Scan** menu, and choose **Image Fill** again to pick another color.

When you fill an area that contains underlying text, the image of the text is removed, but the underlying text remains undisturbed. In this situation, Kurzweil 3000 prompts you as to whether you want to re-recognize the page in order to remove the underlying text under filled area. Click **Yes** to remove the text. If you click **No**, Kurzweil 3000 reads and highlights the words, but you will not see them on the page, which could be confusing.

Note: You can add the **Image Fill** command to the right mouse button menu, as well as the number of colors it displays. Keep in mind that if you do not include black and/or white as two of the colors, the menu will not display anything when you are in a black and white document.

Inserting Images into Your Documents

You can use the **Insert Image** command to insert a BMP, TIFF or JPEG image file into either an image or text document.

If you are inserting the image into an existing document, Kurzweil 3000 inserts the image as a new page in front of the current page.

To insert an image into an image document:

1. Open an existing image document.

or

From the **File** menu, click **New**, and choose **Image File**.

2. If you're inserting the image into an existing image document, go to the page that you want to insert the image in front of.
3. From the **Scan** menu, choose **Insert Image**.
4. Navigate to the image file that you want to insert, select it, and choose **Open**.

Kurzweil 3000 creates a new page, and inserts the file into it.

Using Ranked Spelling to Correct Spelling Errors

The **Ranked Spelling** feature provides useful statistics such as the percentage of correctly spelled words in a document and the number of words misspelled. It lists misspelled words by the frequency of their occurrence and provides the commands for correcting them in the same dialog box.

Ranked Spelling is an ideal tool for quickly assessing how much of a document, particularly a large book, is correctly spelled, and prioritizing the corrections you want to make. As you correct errors, Kurzweil 3000 continues to update the statistics, enabling you to make further assessments.

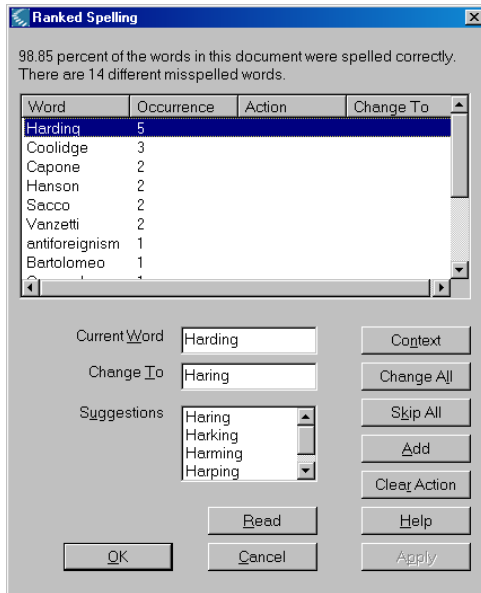
Here's an example of how you might use Ranked Spelling. Let's say you start out with a document that has 95 percent of its words spelled correctly, and you'd like to improve that rate to a respectable 98 percent. By using Ranked Spelling, you find that only three misspelled words have the highest number of occurrences, and therefore are causing the greatest number of errors. By applying the **Change All** command for each of these three misspellings, you can significantly, and quickly, improve the file's accuracy rate, without having to go through the document, correcting one misspelled word at a time.

To make corrections with Ranked Spelling:

1. Open an image or text document.
2. From the **Tools** menu, choose **Ranked Spelling**.

The **Ranked Spelling** dialog box appears. At the top, the dialog box displays the percentage of the words in the file that are spelled correctly and the number of misspelled words. Each misspelled word is displayed

in the **Word** column, with number of times it appears in the document displayed in the **Occurrence** column.



3. Click on a word in the **Word** column.
4. Decide how you want Kurzweil 3000 to handle the possible error.

In cases where a word appears multiple times in the document, click **Context** to move through the document and highlight each occurrence.

To:

- Correct the error and change all instances of the misspelling in the document, select a word from the **Suggestions** list or type your correction into the **Change To** box, then click **Change All**.
- Ignore the word throughout the document and not save it to the spelling dictionary, click **Skip All**.
- Add the word to your personal spelling dictionary, click **Add**.

When you select an action (**Skip All**, **Change All**, **Add**) it appears in the **Action** column, but it has not been applied yet. If you want to change or cancel an action, select the word and click **Clear Action**.

5. Click **Apply** or **OK** to direct Kurzweil 3000 to perform the selected action for each word.

Changing the Language Format of Image Text

If the document you are preparing contains text in two or more languages, you can change the language format of selected text by marking it as being in a particular language. When marked, Kurzweil 3000 automatically reads the text using the appropriate reading language.

To mark text as a particular language you must have a speech engine for that language. Out of the box, Kurzweil 3000 lets you mark text as English, French, Spanish, German or Italian. If you add a third-party speech engine for a different language, Kurzweil 3000 will recognize it and allow you to mark text with the new language.

The Language List

In order to actually mark text, the **Language** list must be available on a toolbar. By default, the **Language** list is included with the **Writing** toolbar set. It is also included with the **Language Learning** toolbar set. See *Applying Sample Toolbar Sets* on page 223 of the *Kurzweil 3000 for Windows User's Guide*.

Alternatively, you might want to customize the **Reading** toolbar set by adding the **Language** list to it. See *Customizing Toolbars* on page 218 of the *Kurzweil 3000 for Windows User's Guide*.

You can also change the language format of text in text documents. See [Changing the Language Format of Text](#) on page 146.

To change the language format of image text:

1. In an image document, select text that you want to mark.
2. In the toolbar, choose the desired language from the **Language** list.
Kurzweil 3000 marks the text with the selected language.
3. If you click in the portions of the document that have different language formats, the **Language** list updates, showing the format of the current text.