



KURZWEIL 1000 – SIMPLE GUIDE FOR SCANNING MATERIALS USING KURZWEIL

Kurzweil 1000, 'scan and read' software

[Abstract](#)

Written as a basic guide for people wanting to create machine readable text from printed materials.

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What is Kurzweil?

This 'scan and read' software makes printed or electronic text accessible to people who are blind or visually impaired.

The software allows you to scan in printed material, using OCR technology to save the scanned material in a format (usually Word) that can be used with other assistive software or within Kurzweil itself. Once the document has been scanned the software will read the content. The software reads all navigation panes.

It is often used by support workers to convert printed text into a readable, electronic format.

How to use Kurzweil

Ensure that the scanner is switched on **first**.

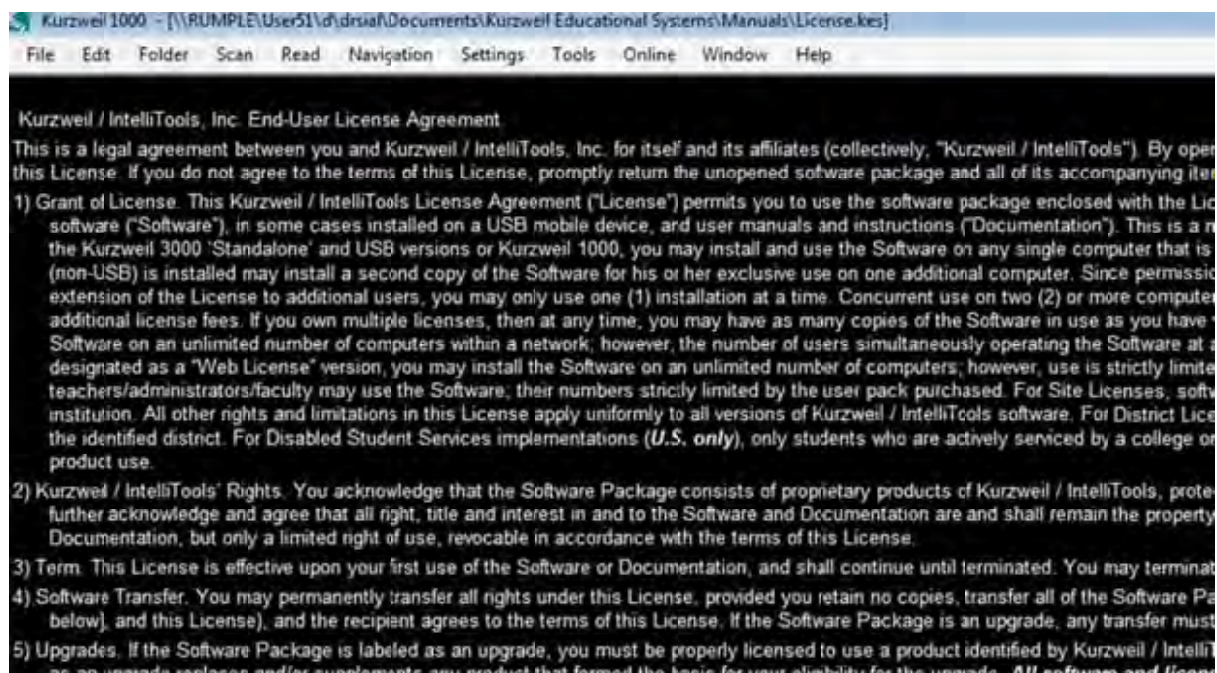
Log on to the computer in the usual way.

If you are planning to use the voice function insert the headphones **before** you launch Kurzweil.

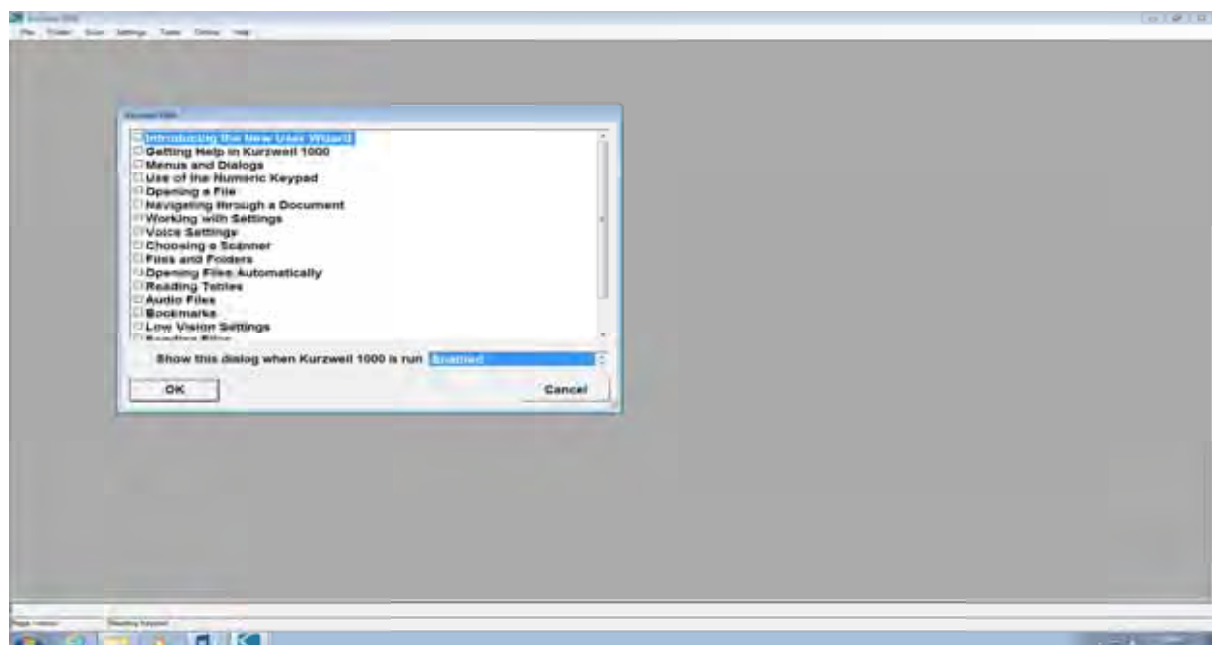
Click on the desktop icon for Kurzweil



You may, if the machine has just been re-booted, be presented with a licencing screen. Ignore this – press carriage return.

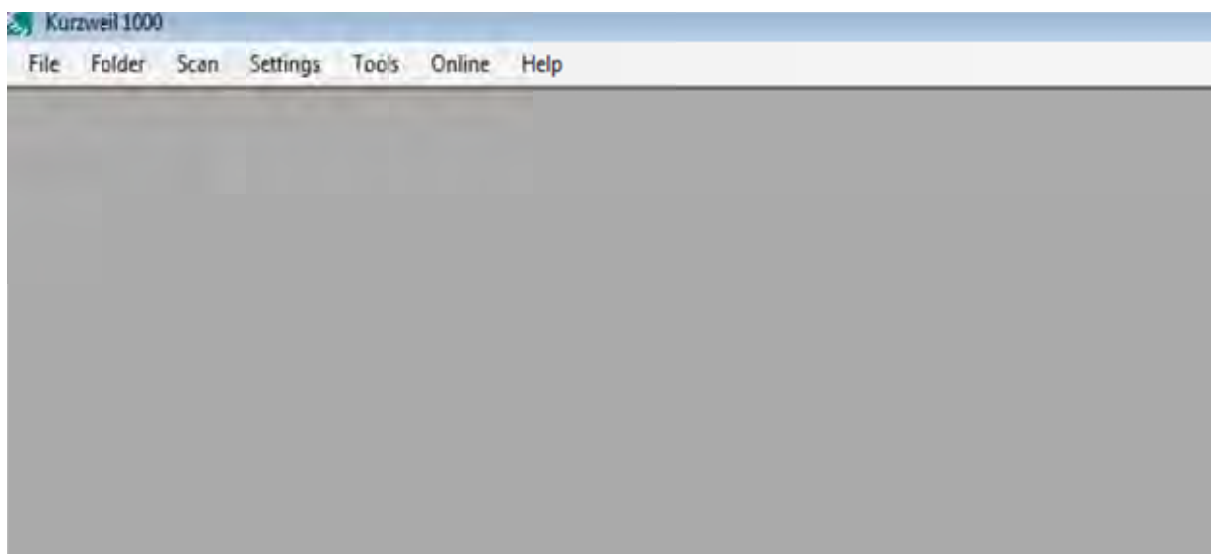


You will be presented with the screen below which is a tutorial. Unless you want to use this, press cancel. There is a help function on the tool bar at the top or an online manual which may be easier to use.

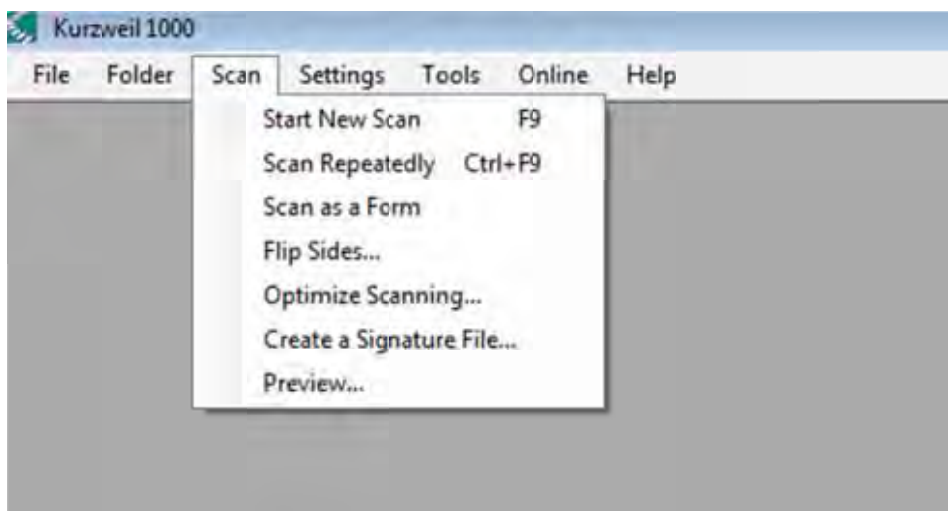


Click on Cancel

You will be presented with a blank page and just the tool bar

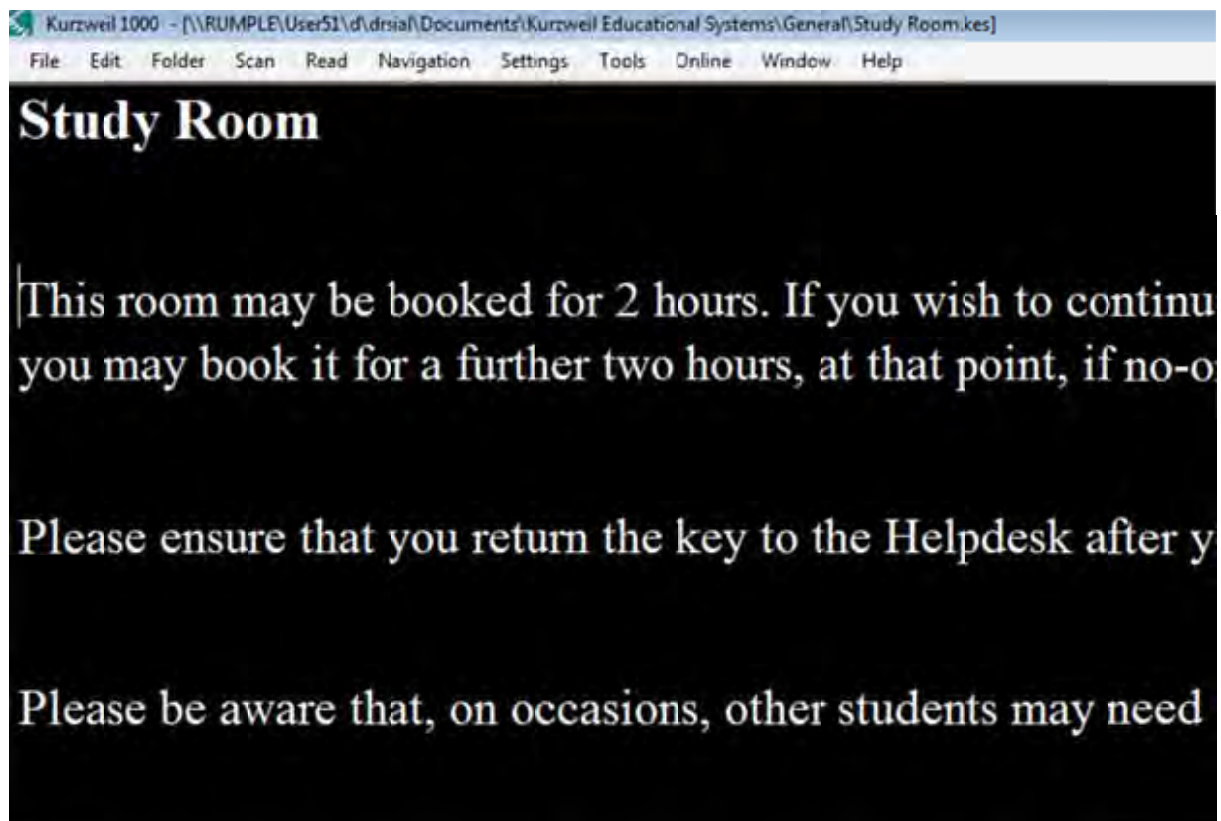


Scanning



Insert material into the scanner and select 'Start New Scan' or press PF9

You will hear the scanner working and in a few moments the text will appear on the screen.



Options for scanning.

If you then scan another page Kurzweil will automatically append it to the open file. There are a number of more sophisticated options – I have never had anyone ask about them – they are all described in the online guide – see link at the end of the document. For example, you can set it to repeat scanning so that it automatically scans leaving x seconds between each full scan (perhaps helpful if scanning many pages as it saves you pressing the scan request each time).

If you are scanning a book, providing there is room on the scanner bed, you can scan two pages at a time and Kurzweil will know to append one page under the other.

Saving Files.

Select File and then Save As, in the normal Windows manner.

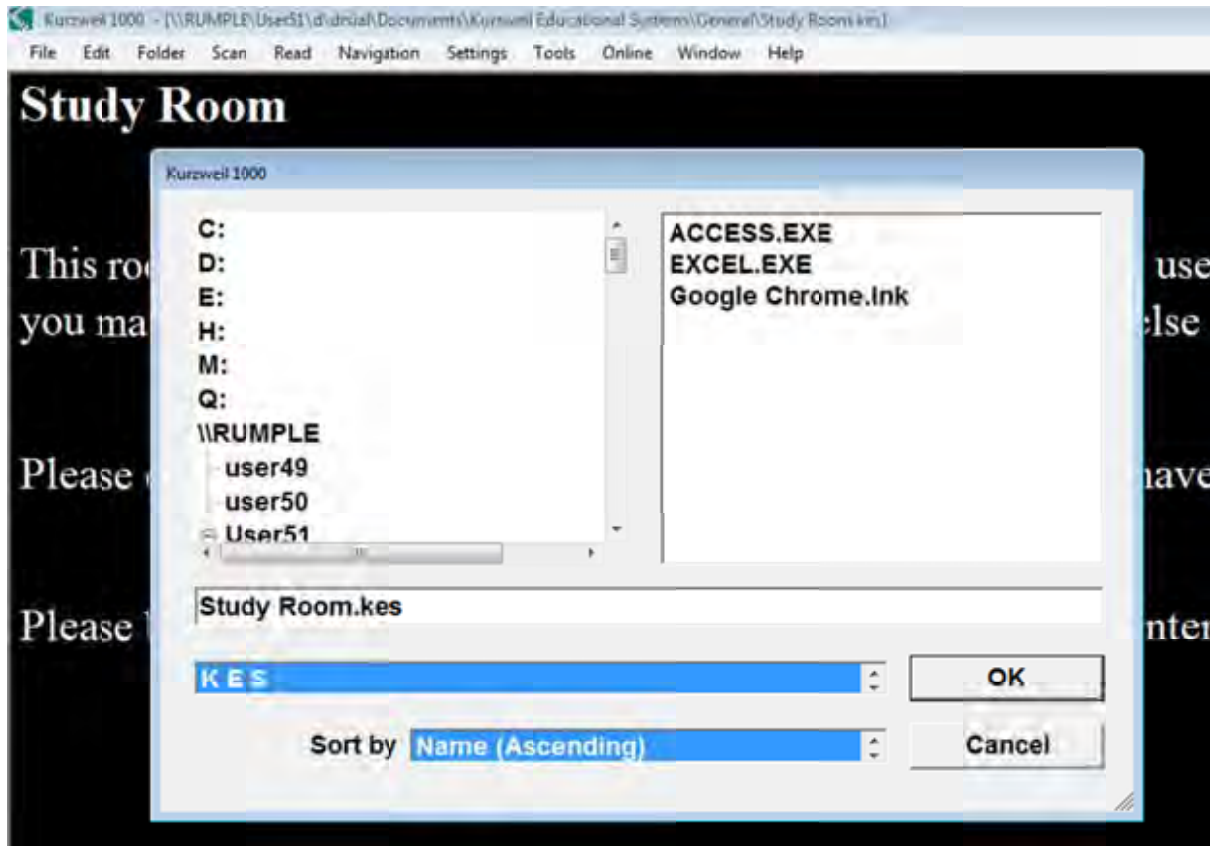
Whilst you can save to the desktop, only do this as a temporary measure! You may be best to save the file to a memory stick for example, or your H drive.

Change the file name if you wish

File types:

It will, by default save it as a KES format but you can choose **Word**, Text, Daisy, Braille etc.

If you save and close the file the next scan will be put into a new file. If you leave the file open the next scan will be appended to the current one.

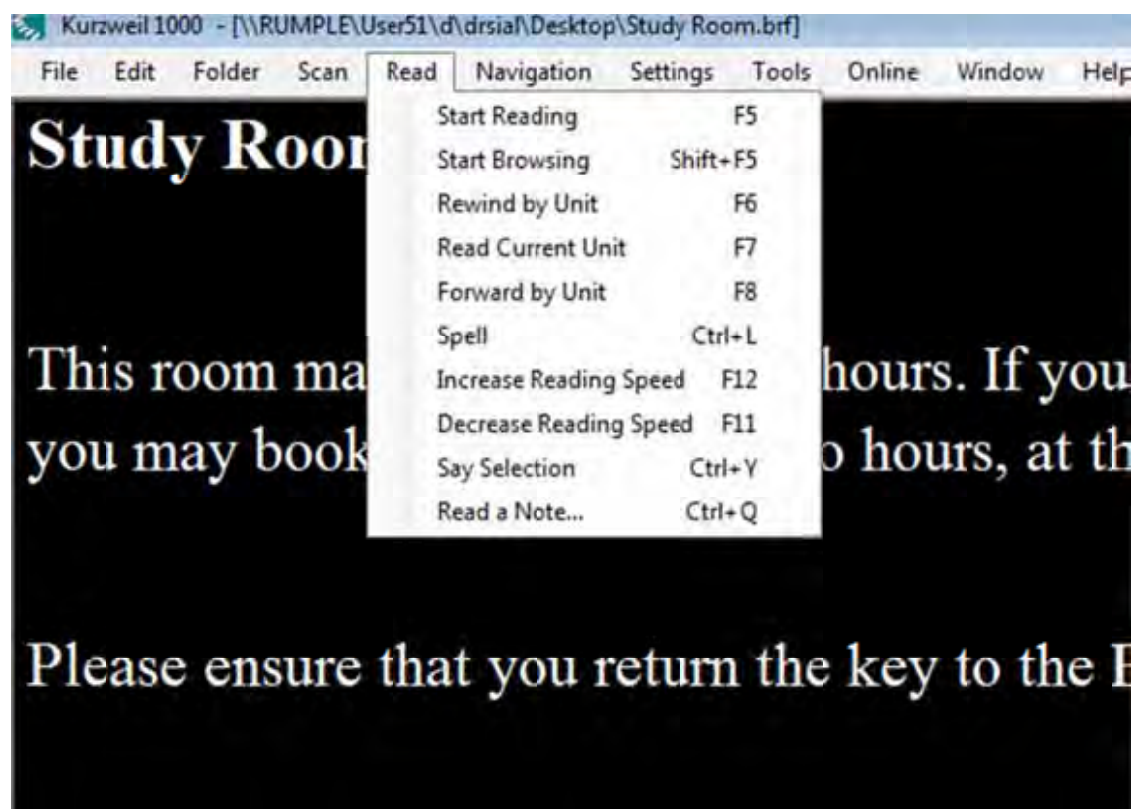


Using read options

Ensure headphones are in and sound is adjusted.

Select Read and then Start Reading (or press PF5). Kurzweil will now read out the file content. It will also read out all the navigation tabs etc. as you move around.

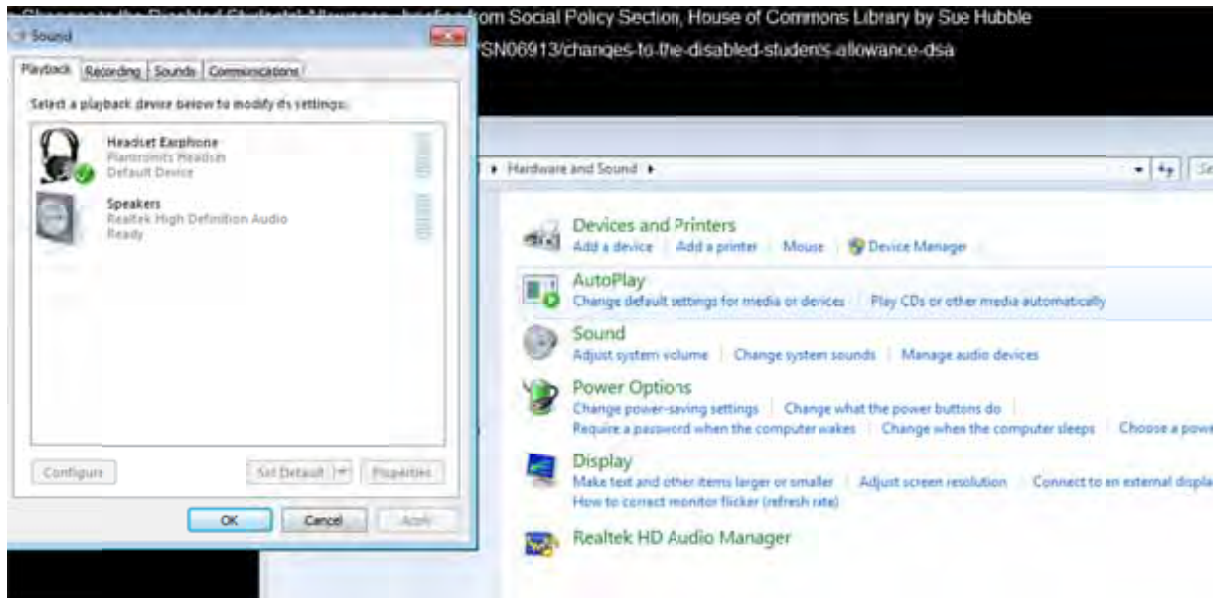
If you want Kurzweil to stop reading out the content of the document press PF5

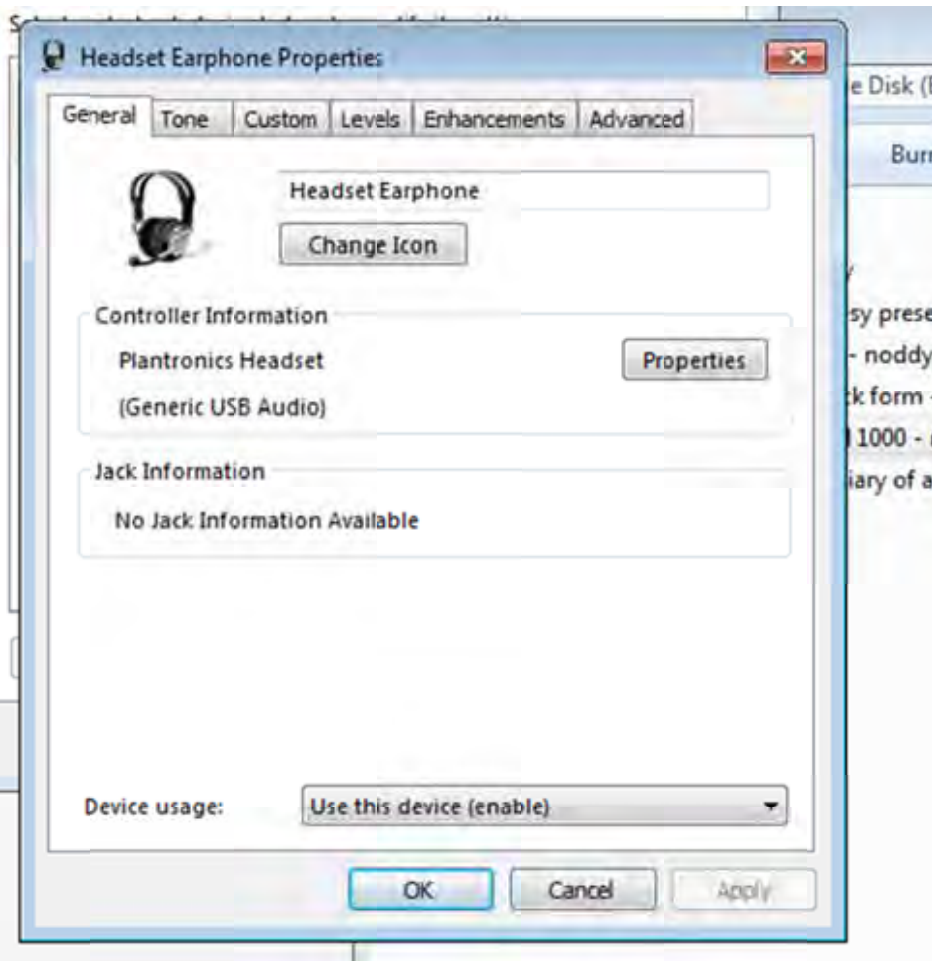


Trouble shooting

Sound

If you cannot hear anything check that the headset is a default device through Windows control panel





Check that the sound level is correct by clicking on the Windows speaker icon on the bottom right hand corner of the screen.



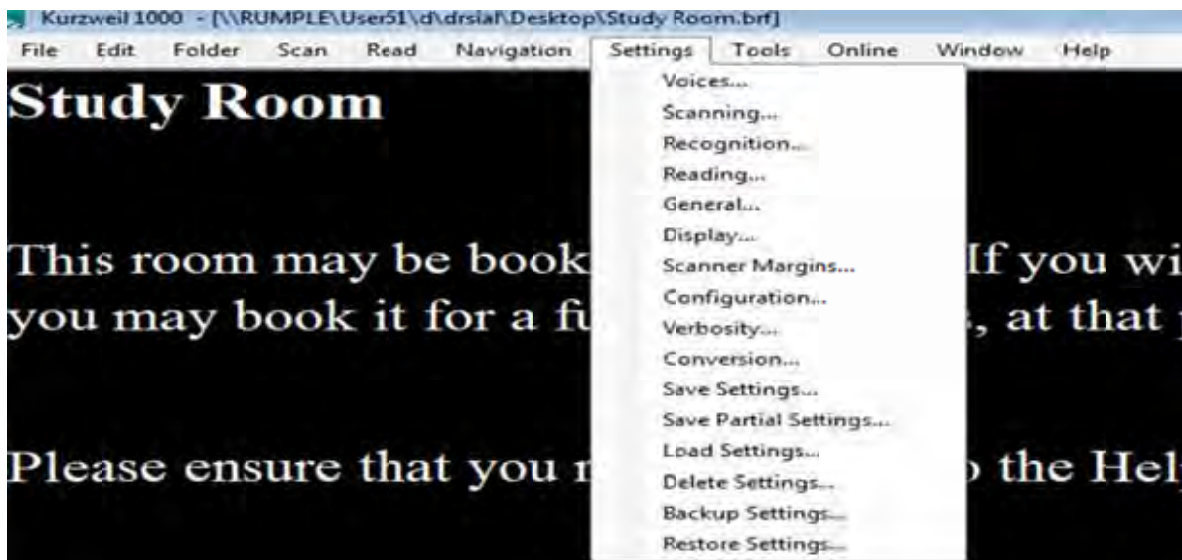
If after checking these things you still have no sound then try closing the application and re-opening it. If you do not have the headphones plugged in when the application was opened then you may find the sound does not work.

Scanner not working

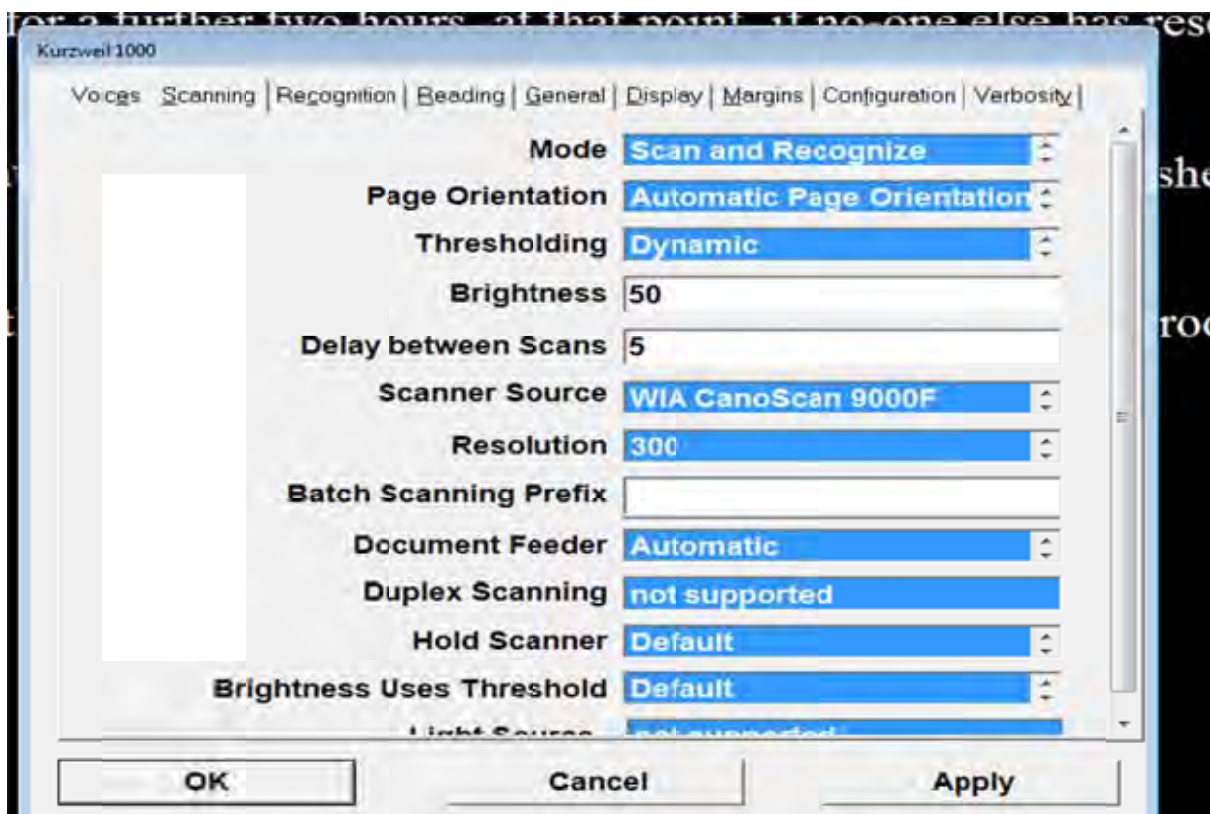
If you cannot get the scanner to work/ if it is not recognised

Check it is plugged in and switched on before launching Kurzweil

Go to Settings and then select Scanning....



Make sure your Scanner source is set to WIA CanoScan 900F (select from drop down list). NOT the WIA WIA CanoScan 900F.



Press Apply and then OK. If you come out of Kurzweil and then go back in, you may need to reset the Scanner Source.

NB: for **room 309** the scanner needs to be set to **CanoScan 9000F Mark11 (WIA)**

There is a very comprehensive manual which is large but helpful. Go to page 113 for scanning section, to page 39 for reading sections.

<http://www.kurzweiledu.com/files/k1000%20v12/Kurzweil%201000%20v12%20Reference%20Guide.pdf>

Always helpful to google problems, or do 'how do I questions'

Make sure you specify Kurzweil 1000 as Kurzweil 3000 is a different product.

Please ask at the Library helpdesk if you need assistance.