

Kurzweil 1000 Quick Tours

This Document Contains

Before You Start the Tour

Quick Tours Using the Menus

Quick Tours Using the Keypad

Before You Start the Tour

These tours are designed to help you get started using Kurzweil 1000 with either the keypad or the menus, whichever you like best. Both tours perform essentially the same tasks; the only difference is the way you interact with Kurzweil 1000. Some functions have keyboard shortcut keys as an additional alternative. For example, to scan a page you can choose one of three methods:

- Press the **Start and Stop Scanning** key on the keypad.
- Or open the **Scan** menu and choose **Start New Scan**.
- Or press **F9** on the keyboard.

The system performs the scan in exactly the same way no matter which method you choose. In deciding which method to use, remember that the menu system offers access to the complete set of features while the keypad provides access to only a subset, but can be more expedient.

Quick Tours Using the Menus

Follow the steps in this section to get an idea of what it's like to work with Kurzweil 1000 using the Menu System. This section contains the following topics:

- Scanning a Document.
- Reading a Document and Adjusting Settings.
- Simple File Management.

To get help at any time, press **F1**.

Throughout these Quick Tours, you'll also find the mnemonic and shortcut alternatives for menus.

For detailed information about the Menu System and dialog boxes, refer to Chapter 2, *About Kurzweil 1000 Menus and Dialog Boxes* in either the *Kurzweil 1000 Reference Guide* or Online Help.

Scanning a Document

1. Place the document face down on the scanner.
2. Open the **Scan** menu and choose **Start New Scan**. To use mnemonics, press **ALT+S**, then letter **S**. Or use the shortcut key **F9** on the keyboard.

When you hear “Recognition Complete,” at least one page has been scanned. If it is the first page of a new document, or if you have not interrupted continuous reading, Kurzweil 1000 immediately begins reading the document.

Reading a Document

To start or stop reading, open the **Read** menu and choose **Start Reading**. You can use mnemonics **ALT +R+S**, or press the shortcut **F5**.

You can also stop speech at any time by pressing the **CONTROL** key.

Selecting Reading Voice Options

Kurzweil 1000 uses two different voices to read and to relay system messages. The options for selecting a reading or message voice and adjusting them are in the **Voices Settings** tab, which is accessible from the **Settings** menu.

The following steps take you through the options you'd encounter when you select **Reading Voice**, but the steps are the same if you were to select **Message Voice**.

Opening the Voices tab and Selecting Reading Voice

1. Open the **Settings** menu and select **Voices**. To use mnemonics, press **ALT+T**, then letter **E**.

Your cursor is in the **Role** list.

2. Use **UP** or **DOWN ARROW** key to select the voice option you want, in this case, **Reading Voice**. The other option is Message Voice.

The remaining controls in this dialog are: Engine, Voice, Pitch, Speech Speed and Volume.

Selecting a Voice Name

The kinds of voices available depend on the speech engine you select, and the selection of speech engines presented to you depends on what is installed on your system.

1. In the **Voices** tab, tap the **TAB** key until you hear **Engine**.
2. In the Engine list, use **UP/DOWN ARROW** keys to select the speech engine you want.

For example, "IBM Via Voice," might be an option on your system.

3. Press the **TAB** key again to go to the **Voice Name** list.

Here, Kurzweil 1000 presents the character voices associated with the engine you selected.

-
4. In the Voice Name list, tap the **UP/DOWN ARROW** keys to cycle through and hear the different voice names available. Stop at the one you want.

For example, if you had selected IBM Via Voice speech engine, one of the voice names in this list would be "Grandma."

Testing the Voice Setting

1. In the **Voices** tab, tap the **TAB** key until you hear "Test," or press the mnemonic **T**.
2. Press the **ENTER** key to hear the selected voice speak a sentence.

Adjusting the Pitch

1. In the **Voices** tab, tap the **TAB** key until you hear "Pitch" or press the mnemonic **P**.
2. In the Pitch list, use the **UP/DOWN ARROW** keys until you hear the desired value, or type a value from 1 to 20 using the keyboard.

Adjusting the Reading Speed

1. In the **Voices** tab, press the **TAB** key until you hear "Speech Speed" or press the mnemonic **S**.
2. Use the **UP/DOWN ARROW** keys to increase or decrease by small increments, or type a number. You can also use **SHIFT +ARROW** keys to change the speed by a larger amount. The larger the number, the faster the voice.

Adjusting the Volume

1. In the **Voices** tab, press the **TAB** key until you hear "Volume" or press the mnemonic **L**.
2. Use the **UP/DOWN ARROW** keys to increase or decrease the volume in small increments, or type a number between 0 and 100 using the keyboard. The larger the number, the louder the volume.
3. When you are done making changes in the Voices tab, press **ENTER** to OK the changes, or **ESCAPE** to cancel.

Simple File Management

Kurzweil 1000 lets you load files manually or automatically. This section assumes that AutoLoad is not in use. To learn more about AutoLoad, refer to Chapter 11, *Working with Settings* in either the *Kurzweil 1000 Reference Guide* or the Kurzweil 1000 Online Help.

Note: This section presents just the Kurzweil 1000 File dialog. You can opt to use the Microsoft Common File dialog user interface, in which case, refer to Microsoft documentation. For information on selecting the Common Dialog setting, go to the *Configuration Settings* section of Chapter 11, *Working with Settings* in either the *Kurzweil 1000 Reference Guide* or the Kurzweil 1000 Online Help.

File management tasks often require the File dialog, which presents folders in your system in a *tree view* and the files in the selected folder in a different list box.

Opening a File

1. Open the **File** menu and choose **Open (ALT+F+O)**. **CONTROL+O** also works.

The **Open File** dialog appears, and the cursor is in a list that shows all the files in the selected folder.

2. Use the **ARROW** keys to move through the list.

You can press **SHIFT+TAB** to move to a folder tree view that lets you change folders, if needed. Press **TAB** to go back to the file list for that folder.

3. When you hear the name of the desired file, press **ENTER**.

The selected file opens. The system announces the current page number and begins reading. If you saved the document in KES (Kurzweil Educational Systems) file format, it opens at the page you were on when you closed the document, and reading begins at the sentence where you left off.

Notes:

- To see a list of recently opened files, open the **File** menu and select **Recently Opened**. Press **ENTER** when you hear the name of the desired file to open it.
- You can only open password protected PDF files if the FineReader OCR engine is selected in the **Recognitions Settings** tab page.
- If you are opening a multi-page document, for example a PDF file, you can stop the recognition process by pressing **ESCAPE**. You can later resume recognition by pressing **F9**. When you suspend recognition, you cannot use the Rerecognize, Insert or Rescan functions until you have either closed the document or resumed recognition.

Saving a File

1. Open the **File** menu (**ALT+F**) and choose **Save** (mnemonic **S**). **CONTROL+S** also works.

If you are saving a file for the first time you'll hear "This file has not been saved before."

2. Press **ENTER** to keep the default name Kurzweil 1000 provides, or type a desired name.

Pressing ENTER saves your document using the same name, folder, and format that the document had when it was opened. If it is a new document, it will use the current folder, generate a default name based on its contents, and use the KES format.

Note: You do not have to type the "kes" extension for the KES file format as the system adds it automatically.

3. If instead you want to rename your document or change the format, you can do so immediately. Type the new file name and specify the appropriate extension.
4. To use a format other than KES, press the **TAB** key until you hear the current format. Press the **UP/DOWN ARROW** keys, stop at the desired format, then press **ENTER**. **Note:** Some extensions will automatically cause a change to the currently selected format.

You'll hear the new name and format of your saved document.

Closing a File

1. Open the **File** menu (**ALT+F**) and choose **Close** (mnemonic **C**). **F4** or **CONTROL+F4** also works.

If the file has already been saved, it closes immediately. If there are unsaved changes, the system will tell you.

2. Choose how to handle unsaved changes, if any:

- **Yes** (mnemonic **Y**) saves the changes before closing the document.
- **No** (mnemonic **N**) closes the current document without saving changes.
- **Cancel** (mnemonic **C**) or the **ESCAPE** key returns to the current document.

Quick Tours Using the Keypad

Although you are able to access all Kurzweil 1000 features and functions from the program menus, there are a significant number of basic tasks you can perform using the keypad. Follow the steps in this section to get a sense of what it's like to interact with Kurzweil 1000 by using the keypad. This section contains the following topics:

- Scanning a Document
- Reading a Document and Adjusting Settings
- Simple File Management

For detailed information about using the keypad to access Kurzweil 1000 functions and features, you can either download the document, *Using the Keypad in Kurzweil 1000*, from the Kurzweil Educational Systems website—www.kurzweiledu.com—or refer to Appendix E, *Using the Keypad in Kurzweil 1000* in the Kurzweil 1000 Online Help.

Scanning a Document

1. Place the document face down on the scanner.
2. Press the **Start and Stop Scanning** key (the long vertical key directly below the Accept key).

When you hear, "Recognition Complete," the document has finished scanning. Kurzweil 1000 immediately begins reading the document if what you have just scanned is the first page of the document, or if the system had completed reading the previous page and was waiting for more text to read.

You can scan another page as you listen to the first. Place the new page on the scanner and press the **Start and Stop Scanning** key.

Reading a Document and Adjusting Settings

To stop reading at any point, press the **Start and Stop Reading** key. To start reading from the point you left off, press the key again.

Selecting a Reading Voice

1. Make sure that you are using the **Settings** keypad. (Hold down the **Shift** key while tapping the **Accept** key until you hear, "Settings keypad.")
2. Press the **Reading Voice** key (the first key in row 2).
You'll hear the name of the current reading voice.
3. Tap the **Reading Voice** key through the list of available voices until you hear the name of the one you want. Each name is spoken using the corresponding voice. You do not need to press Accept.

Adjusting the Reading Volume

You can use the reading volume keys on the keypad or adjust the volume control on your speakers to make the voice softer or louder.

To increase the reading volume using the keypad:

1. Make sure you are in the Reading keypad.
2. Press the **Volume Up** key (the first key in row 2).
3. Continue to press the key until you reach the volume you want.

To decrease the volume, press the **Volume Down** key (the first key in row 3).

Adjusting the Reading Speed

You can control how quickly the reading and message voices speak. The exact increment depends on the voice used.

To make the reading speed faster:

1. Make sure you are in the Reading keypad.
2. Press the **Speed Up** key (the second key in row 2).
You'll hear the current number of words per minute.
3. Tap the Speed Up key until you reach a pace of the reading voice you prefer.

To decrease the speed, tap **Speed Down** (the second key in row 3).

Simple File Management

This section assumes that AutoLoad is not in use. To learn more about Manual File Loading and AutoLoad. For more information refer to *Working with Settings* in either the *Kurzweil 1000 Reference Guide* or the Kurzweil 1000 Online Help.

Opening an Existing File

To open files that you have previously created and saved:

1. Make sure you are in the **File Management** keypad.
2. Press the **Open File** key (the first key in row 3).

You'll hear the name of the first file found in the current directory.

3. Tap the **Open File** key to cycle through the directory. When you hear the name of the file that you want to open, press the **Accept** key.

The file opens. The system announces the current page number and begins reading. If you saved the document as a KES file, it opens at the page you were on when you closed the document, and begins reading at the sentence where you left off.

Saving Scanned Files

To save a file that you have already scanned:

1. Make sure you are in the **File Management** keypad. (Hold down the **Shift** key while tapping the **Accept** key until you hear, "File Management keypad.")
2. Press **Save File** (the first key in row 4).

You'll hear the default name for the current file.

3. Press the **Accept** key to use the default file name.

The default file name is based on the words recognized at the top of the page (on line one).

You also can specify your own name for a file by typing it in on the keyboard. For details, refer to *Files and Folders* in either the *Kurzweil 1000 Reference Guide* or the Kurzweil 1000 Online Help.

Closing a File

To close a file that you have already scanned:

1. Make sure you are in the **File Management** keypad.
2. If you want to save the file, press the **Save File** key, then the **Accept** key.
3. Press **Close File** (the second key in row 3). If you already saved the file, it closes automatically.

If there are unsaved changes, the message voice will tell you. Save the changes or press **Accept** to close the current document without saving changes. Press any other key to cancel the Close File operation and return to the current document.