

Kurzweil 1000  
Installation and New  
Features Guide

Version 12



# Copyright Information & Notices

---

Kurzweil 1000™ Installation and New Features Guide Version 12.

© 2006-2007 by Kurzweil Educational Systems, Inc., a Cambium Learning Technologies Company. All rights reserved. Version 11 printing October 2006. Kurzweil Educational Systems is a registered trademark of, and Kurzweil 1000, Kurzweil 3000, Kurzweil 3000 LearnStation, License-to-Go, and KESI Virtual Printer are trademarks of Kurzweil Educational Systems, Inc.

Microsoft, Windows, Windows NT, Windows ME, Windows Vista, and Windows XP are trademarks or registered trademarks of Microsoft Corporation in the United States and/or other countries. DECTalk is a trademark of FONIX Corporation. FineReader and FineEngine are trademarks of ABBYY USA Software House, Inc. VoiceText is copyright 2002 and 2003 by NeoSpeech Software, Inc. All other product or brand names are trademarks or registered trademarks of their respective holders.

Component Acknowledgments:

*The American Heritage® Dictionary of the English Language, Fourth Edition.* Copyright © 2000 by Houghton Mifflin Company. Published by the Houghton Mifflin Company. No part of this database may be reproduced or otherwise used without prior written permission from the publisher unless such use is expressly permitted by applicable law.

Words are included in this Dictionary on the basis of their usage. Words that are known to have current trademark registration are shown with an initial capital and are also identified as trademarks. No investigation has been made of common-law trademark rights in any word. The inclusion of any word in this dictionary is not, however, an expression of the Publisher's opinion as to whether or not it is subject to proprietary rights, nor is it to be regarded as affecting the validity of any trademark.

American Heritage® is a registered trademark of Forbes Inc. Its use is pursuant to a license agreement with Forbes Inc.

*Roget's II: The New Thesaurus, Third Edition by the Editors of the American Heritage® Dictionaries.* Copyright © 1995 by Houghton Mifflin Company. Published by Houghton Mifflin Company. No part of this database may be reproduced or otherwise used without prior written permission from the publisher unless such use is expressly permitted by applicable law.

No investigation has been made of common-law trademark rights in any word. Words that are known to have current trademark registration are shown with an initial capital and are also identified as trademarks. The inclusion or exclusion of any word, or its capitalization in this dictionary is not, however, an expression of the Publisher's opinion as to whether or not it is subject to proprietary rights, nor is it to be regarded as affecting the validity of any trademark.

*Concise Oxford English Dictionary* 11th edition ISBN 0198608640 © Oxford University Press 2004.

Additional product components are licensed from Bennet-Tec Information Systems, Inc.; DIRAC Time Stretch/Pitch Shift technology © 2005 Stephen M. Bernsee; Nuance Communications, Inc.; and Stellent Chicago, Inc.

Part Number: P10



# Table of Contents

---

---

<b>Chapter 1, Installation and Registration</b> .....	<b>1</b>
What's in the Product Package? .....	1
Software and Hardware Requirements .....	3
Before Installing Kurzweil 1000 .....	4
Uninstalling Kurzweil 1000 .....	6
Installing Kurzweil 1000 Version 11 .....	6
Registering Kurzweil 1000 .....	12
Installing VoiceText .....	21
Installing DECTalk Access32 .....	22
Exploring Kurzweil 1000 .....	23
<b>Chapter 2, Tips for New Users</b> .....	<b>23</b>
Keypad or Menu? .....	23
Using the Numeric Keypad .....	24
Using the Menu System .....	25
Starting and Shutting Down Kurzweil 1000 .....	27
Finding Help and Information .....	27
<b>Chapter 3, Version 11 New Features</b> .....	<b>27</b>
Form Recognition .....	28
Additional Recognition and Scanning Features .....	31
New Appointment Calendar Application .....	35
New File Features .....	37
More File Enhancements .....	43
Enhancements to Document Exploration .....	45
New Dictionary Lookup Features .....	45
Changes to Dialog Box Features .....	46
Additional Changes and Enhancements .....	47



# 1 Installation and Registration

---

---

This section covers the product package, the software and hardware requirements for Kurzweil 1000™ and VoiceText™ Text-To-Speech software. There will also be installation and registration instructions for both, as well as steps for installing DECTalk™ Access32.

## **What's in the Product Package?**

The following is a general list of contents. The items you receive may be a subset of this list, and may depend on whether you are a new customer or an upgrade customer, and may depend on which version you are upgrading from.

- The Kurzweil 1000 software CD-ROM.
- The Kurzweil 1000 Reference Guide.
- The Kurzweil 1000 Quick Reference.
- The Version 11 Installation and New Features Guide and the Installation cassette tape.
- Two Tutorial cassette tapes. These Tutorial tapes are based on Kurzweil 1000 Version 8, but 90 percent of the information is still

applicable. You may find that some items on a menu have moved and others have been added to accommodate new features, but how and where you find the majority of the features remain the same.

- You'll also find in the package, the NeoSpeech VoiceText CD-ROM.
- The Classic Literature CD-ROM and Guide.
- Possibly a Certificate of Ownership bearing the serial number for the product.

You can call Kurzweil Educational Systems Customer Service to request any of the guides or cassette tapes if they are not included in your package. The number is 1-800-894-5374. Please listen for and press the extension number for Customer Service.

Some of the material, such as the Tutorial, is available in text file and MP3 file format from our web site, [www.kurzweiledu.com](http://www.kurzweiledu.com). There is a Kurzweil 1000 Braille Guide for Braille users, which is also available upon request.



## Software and Hardware Requirements

The list of software and hardware minimum requirements for Kurzweil 1000 and VoiceText follow:

- 500 MHz Pentium III processor or faster. For VoiceText, a minimum of 700 MHz is required.
- 128 MB of RAM; 256 MB if you're using VoiceText.
- At least 500 MB of available hard disk space; and an additional 625 MB for VoiceText.
- A CD-ROM drive.
- A TWAIN-compatible flatbed scanner (check the Kurzweil Educational Systems Web site, [www.kurzweiledu.com](http://www.kurzweiledu.com), for a list of compatible scanners).
- A Sound Blaster® -compatible sound card with speakers.
- A Full-size keyboard and/or a 17-button keypad.
- Windows® 2000, XP and Vista operating systems. While most of Kurzweil 1000 will work on Windows 98 and ME systems, there may be important components or significant features that will not be available. The OCR engine titled ScanSoft 15 cannot be used in earlier operating systems, so ScanSoft 12 will be installed in systems with those operating systems. As a consequence, form recognition will not be available in systems with Windows 95, Windows 98, or Windows ME. The CD writing facility will only be available in systems running Windows 2003, Windows XP or Vista. A number of devices supported by the Send To facility are not supported under Windows 98, including Book Courier, Book Port, and Road Runner.
- And the Kurzweil 1000 product CD-ROM.

## Before Installing Kurzweil 1000

Here are some important notes for consideration before installing Kurzweil 1000:

- With Windows 2000, XP and Vista, ensure that you have administrative privileges to install Kurzweil 1000.
- The installation is designed for the novice computer user and there will be two options presented to you: one which uses a screen reader and the other which uses the Kurzweil 1000 voice provided. During the installation process, Kurzweil 1000 will ask you to specify which you would like to use. In addition, note that the installation process is self-explanatory, and Kurzweil 1000 provides help throughout the process.
- After installing Kurzweil 1000, you must register the product. Your sessions are limited to two hours until your registration is successful. If after 30 days, you have not registered, you will no longer have the full product.
- If you purchased the DECTalk Access32 software speech engine option there is a separate installation process. Note, however, that if you have DECTalk installed for Kurzweil 1000 Version 8 or 9, you do not have to re-install it for Version 11.
- If you plan on installing VoiceText, there are two things you should be aware of: You must install Kurzweil 1000 Version 11 first before installing VoiceText, and you must uninstall any older version of VoiceText that may be on the system. At the beginning of the Installation procedure, Kurzweil 1000 automatically checks for the existence of any older version of VoiceText on your system. If there is one, Kurzweil 1000 asks if you want to automatically remove it.

- If you have an earlier version of Kurzweil 1000 on your system, we recommend that you uninstall it before installing Version 11, although it's not necessary to do so.
- There are a couple of situations in which you may not want to uninstall. For instance, you may not want to uninstall Version 7 if you want to keep RealSpeak English, or uninstall Version 8 or earlier if you want to keep the RTK OCR engine.
- If Kurzweil 1000 Version 11 is already installed on your system and you attempt to perform an install with the product CD, a message will indicate that it is already installed and you will then have the option of modifying, uninstalling or repairing the current installation.
- Note that Kurzweil 1000 does not install scanners. Use the scanner manufacturer's instructions to install the scanner card, software, and the scanner itself. If you already have Kurzweil 1000 installed and you are installing a new scanner, it's not necessary to re-install Kurzweil 1000.
- Check for the latest information on the installation process from the product Release Notes in the Readme.txt file on the Kurzweil 1000 product CD.
- Depending on your system and the options you select, installation may require up to 15 minutes.

## Uninstalling Kurzweil 1000

To uninstall an earlier version of the product, use the following procedure. Note, however, that if you want to continue using RealSpeak or RTK, do not uninstall.

1. First open the Start menu from the Windows taskbar.
2. Go to the Programs menu and select Kurzweil Educational Systems.
3. From the Kurzweil Educational submenu, choose Uninstall Kurzweil 1000.

## Installing Kurzweil 1000 Version 11

There are two options when installing Kurzweil 1000. You can use a screen reader or the Kurzweil 1000 voice provided. By default, Kurzweil 1000 installs in your C: drive. If you want to use a different drive or system folder, you should use the screen reader installation method.

If you want to use the voiced installation, you must exit any screen reader first.

Before you arrive at the place in the installation procedure where you must choose between these two methods, the steps are the same, and we'll cover them now.

1. If you are using Windows 2000, Windows XP, or Windows Vista, make sure you have Administrator privileges.
2. Shut down all applications. Make sure your speakers are plugged in, and set the volume to comfortably hear the screen reader.

3. Place the Kurzweil 1000 CD-ROM in your system's CD-ROM drive. The auto-install process begins. If it doesn't, choose Run from the Windows Start menu. Type: your CD-ROM drive letter, followed by :\setup.exe, then press ENTER to start the setup program.
4. If Kurzweil 1000 detects an older version of VoiceText voices, it asks if you want to automatically uninstall it. Press the Enter key for Yes. Press the Escape key for No. Be aware that you must first uninstall any older version of VoiceText in order to install a new version.
5. Next, Kurzweil 1000 asks you to choose between voiced installation or screen reader installation. To use the Kurzweil 1000 voiced installation, press the ENTER key. To use the screen reader installation, press the ESCAPE key.

Here the installation process diverges. This guide presents the Voiced Installation first followed by the Screen Reader Installation. If you are planning on using the screen reader, skip over the following section.

**To install Kurzweil 1000 using the voiced installation:**

This procedure assumes that you have completed the Preliminary Steps and have pressed ENTER to use the voiced installation. Before continuing with the installation, however, note the following keyboard keys and their numeric keypad equivalents, which you can use throughout the voiced installation process:

- ENTER key or Accept (top-right key on the keypad) for Yes.
- ESCAPE key or Cancel (top-left key on the keypad) for No.
- F1 key or the Help and Status key (bottom-right corner on the keypad) for Help; Kurzweil 1000 repeats the prompt.

- BACKSPACE key or Rewind (left-most key in row 4 on the keypad) to go back to the previous prompt.

Continue the voiced installation with the following steps:

1. A prompt asks if you want to modify the installation options. Press ESCAPE to perform a default installation, or ENTER to modify the options. The default installation installs Eloquence™ U.S. and U.K. voices, ScanSoft recognition engine, FineReader recognition engine for English, the dictionary and various other options.

If you chose to customize your installation options, the system asks if you want to install the following items. After you hear the item's name, press ENTER to install or ESCAPE to not install it. Eloquence American English. Eloquence British English. Six Eloquence European languages. For Windows 98 or Windows ME, you'll be asked about SSIL, which provides support for some hardware speech synthesizers. Finally, you'll be asked about bilingual dictionaries, and additional FineReader selections.

2. Next, the system asks whether or not you want Kurzweil 1000 to start automatically each time you start your system. Press ENTER if you do not want Kurzweil 1000 to start automatically. Otherwise, press ESCAPE for auto-start.
3. Press ENTER to confirm your choices and proceed with the installation.
4. Sometimes computers need to be shut down and restarted in order to complete an installation. If that is necessary, a prompt will ask whether you want to Restart your computer now or later. (If you choose later, remember that in order to start Kurzweil 1000, you should Restart the system first.) If you

elected not to have Kurzweil 1000 start automatically, you can use CONTROL+ALT+K to start Kurzweil 1000.

5. At this point, you may remove the Kurzweil 1000 CD-ROM.
6. Once Kurzweil 1000 starts up, it reads the license agreement. Press ENTER to accept the agreement.
7. Go to the section entitled, Registering Kurzweil 1000, to register the product.

If you want to install VoiceText or DECTalk, you can find the instructions after the information on Registering Kurzweil 1000.

**To install Kurzweil 1000 using the screen reader:**

This procedure assumes that you've completed the Preliminary Steps and have pressed ESCAPE to use the screen reader for installation. Continue the installation with the following steps:

1. On Windows 98 or ME system, you'll get another prompt asking you to select an SSIL hardware speech synthesizer. For all other Windows operating systems, go to step 2.
2. Next, you will be asked if you want to install certain bilingual dictionaries.
3. If you aren't using a hardware speech synthesizer, press ENTER to continue. If you are using a hardware speech synthesizer, press the UP/ DOWN ARROW key until you hear the desired selection, then press ENTER to continue
4. Next is the request for Customer Information. Here, type your user name.
5. Next, press the TAB key to go to the organization name text box. This is an optional entry. If you are using Windows XP or

Windows 2000, there's an additional option: "Install this application for: Anyone to use..., or Only Me .... "TAB to go to this option, and select the Anyone to use option. Press ENTER: to continue.

6. Next, specify if you want a Complete or Customized setup. Complete is the default option.

If you want the Complete install: Press ENTER and go to step 8.

7. If you'd rather customize your install, or want to place Kurzweil 1000 on a different drive than the default C drive or in a different folder: Press TAB to select Customized.

The Custom Setup dialog opens. The Custom option installs just the files you leave selected in this box. The following are changes you can make:

To remove the feature files you don't want, use the UP/DOWN ARROW keys to go through the list, stop when you hear the name of the file you don't want and press the SPACEBAR: key. You'll hear, "This feature will not be available" for selections that are removed. You cannot remove Main files as they are necessary for Kurzweil 1000 to function.

To change the drive or location in which to place Kurzweil 1000, select Main Files, and then press TAB to go to the Change command. Press ENTER. In the Change dialog that opens, type the name of the desired drive and or location, or press SHIFT +TAB to select another location. Press ENTER: to close the dialog.

When you are done customizing the setup, press ENTER to continue with the installation.



8. Next, the system asks whether or not you want Kurzweil 1000 to start automatically each time you start your system. Press ESCAPE for auto-start. Press ENTER if you do not want Kurzweil 1000 to start automatically.
9. The system may prompt you to Restart the computer. If it doesn't, or after you have restarted your computer, you can use CONTROL+ALT+K to start Kurzweil 1000.
10. Once Kurzweil 1000 starts up, it reads the license agreement. Press ENTER to accept the agreement.
11. Go to the section entitled, Registering Kurzweil 1000, to register the product.

If you want to install VoiceText or DECTalk, you can find the instructions after the information on Registering Kurzweil 1000.

## Registering Kurzweil 1000

When you first install Kurzweil 1000, it is in Demonstration mode. In this mode, all features will be available, but each session is limited to two hours. Worse, after 30 days, the product will no longer be available to you. To use the full product right away, it's important that you register.

Before you register, here are a few things you must do and know:

1. Consider how you want to register. You can register Online through the software if your system has an Internet connection, or by telephone or by floppy diskette. If you plan on using the last method, be sure to have a diskette ready.
2. Also have the serial number ready. We provide this in both print and Braille in the following places: on your Certificate of Ownership card enclosed with the documentation packaging, (this is a square card with the upper-right-corner cut away), on the outside of the product box, and on the CD holder.

If you are upgrading from Version 7, 8, or 9 to Version 10, you should use the same serial number with which you registered previously, and the system will remember that number for you.

If you are upgrading from an earlier version than Version 7, you will receive a new serial number.

If you purchased multiple Kurzweil 1000 licenses, the serial number for the set is the same.

During the registration process, you can type or scan the serial number from any of the sources mentioned above.

3. Note the Kurzweil 1000 Customer Service contact information. In the U.S. and Canada use 1-800-894-5374. For international

calls use +781-276-0600. Each one of the registration methods is straight-forward, but, if after repeated unsuccessful attempts, you still need assistance, please call us.

## **Preliminary Registration Steps**

1. In Kurzweil 1000, open the Help menu. You can use ALT+H. Then press G to select Register.

The first of multiple Registration dialog boxes opens. Some of the dialogs you'll use during the registration procedure have the Next and Back commands. Press ALT+N or the ENTER key to go to the next dialog and ALT+B or ESCAPE to go back to the previous one. To get from one item to another, press the TAB key. In the first dialog, your cursor is in the Serial Number box.

2. Type in or scan the serial number.

If you've registered before, the Serial Number box already contains the number.

Otherwise, to scan the serial number, place the Certificate of Ownership card, product box, or CD holder, face down in the top-left corner of the scanner. Press the TAB key to go to the Scan command. When you hear "Scan" press ENTER. Kurzweil 1000 scans the serial number directly into the Serial Number box in this dialog.

3. Press TAB then press ENTER to open the next dialog box.

Kurzweil 1000 asks you to select the registration method you want to use. Your cursor is in a list box and the options include:

Online, Telephone, and Diskette. The Online option is the default.

Use the UP or DOWN ARROW to select the desired option.

4. Press ENTER to open the next dialog.
5. Skip to the instructions for the registration method you selected.

## Registering Online

To use this method, your system must have an Internet connection. If you have a firewall, it must be configured to accept Internet access requests from Kurzweil 1000. Otherwise, you will receive messages from the firewall indicating that an unauthorized application is attempting to use the Internet. You will need a screen reader or an assistant to configure the firewall, or you may call Kurzweil 1000 Technical Support. The numbers are: 1-888-995-9905 or 1-800-894-5374. Please listen for and press the Kurzweil 1000 Technical Support extension number.

1. After selecting online registration, one of two things can occur:
  - If you have an existing serial number, and it is associated with only one account, Kurzweil 1000 congratulates you and tells you that you have been automatically registered. It then asks if you want to update your account information. If you answer Yes, Kurzweil 1000 automatically fills in your account information in subsequent Registration screens. Make the desired changes and press ENTER to complete registration.
  - Otherwise, a dialog opens with the cursor in the Account Type box.
2. If a dialog opens, you can select New or Existing in the Account Type box.

Select New if you are registering for the first time or with a new serial number. Then go to step 3.

Select Existing if you've registered before. Go to step 3.

Select Existing - Request Information if you've registered before, but have forgotten your password. Press ENTER.

When Kurzweil 1000 finds your information, it sends the details to your e-mail account. Check your e-mail for the information, then begin the online registration process again. This time, select Existing in the Account Type box.

If Kurzweil 1000 is unable to find your information, you may have to call Kurzweil Educational Systems Customer Service at 781-276-0600 or toll-free at 800-894-5374 in the U.S. and Canada.

3. In the Account name text box, type your account name. Then TAB to type your password in the Password box.

If you are creating a new account, pick a unique name that's easy to remember such as your e-mail address. After typing your password, TAB to retype it in the Confirm Password box.

**Note:** It's a good idea to note this information for future reference, as when you upgrade to the next version.

4. Press ENTER to connect to the Kurzweil Educational Systems Online Registration page.

The system verifies that you are online, the server is up, the account exists, and that the password is correct. If it finds information that is incorrect or incomplete, it prompts you to make the necessary changes.

Your cursor is in the first of a few online registration dialog boxes. The system prompts for information that is mandatory.

5. Provide or change information. Press ENTER to proceed through these dialog boxes.

6. Press ENTER when you are done.

If registration is successful, Kurzweil 1000 congratulates you.  
The full Kurzweil 1000 product is now activated.

## Registering by Phone

Two notes regarding phone registration:

- If you are installing and registering Kurzweil 1000 on multiple machines, then we recommend using the Systems Code Worksheet at the end of the printed version of the Installation and New Features Guide. You can note the systems codes, serial numbers and unlock codes, which can greatly expedite the registration process.
- Customer Service representatives are available to take your registration between 8:00 a.m. and 4:00 p.m. Eastern Time. The Customer Service telephone numbers are: 1-800-894-5374 in the U.S. and Canada; +781-276-0600 for international calls.

The phone registration process follows:

1. After selecting phone registration, another dialog opens. Kurzweil 1000 tells you the telephone number for Kurzweil Educational Systems Customer Service and provides the serial number and systems code for this installation.  
  
Call the telephone number, and give the representative the serial number and systems code. If you need to hear either of these codes again, use the TAB key or SHIFT plus TAB.
2. The representative will give you an unlock code number to use in activating this Kurzweil 1000 installation. Note this unlock code number.
3. Your cursor should be in the Unlock Code box. If it is not, press TAB until you hear "Unlock Code."
4. Type the unlock code number.
5. Press ENTER.

6. If registration is successful, Kurzweil 1000 congratulates you. Your Kurzweil 1000 product is now activated.

### **Register Using Floppy Diskette**

The general procedure for registering using floppy diskette consists of the following steps:

- Place registration information onto a floppy diskette. Upon completion, the system extends the original demonstration time by an additional 60 days. You can continue to use the product for two hours at a time until you activate the product.
- Mail the registration diskette to Customer Service at Kurzweil Educational Systems. When we confirm your registration information, we send you an Activation diskette. Allow two to three weeks for delivery.
- When you receive the Activation diskette, use it to activate the full product.

#### **To place the registration information on a floppy diskette:**

Before you begin, ensure that you have a floppy disk drive on your system, and that you have a blank, formatted diskette ready.

After selecting Diskette registration, the first in a series of dialogs opens, asking for your name and address, and for some product purchase information.

1. Follow the prompts to enter information. The system tells you what information is mandatory. Use TAB to go to the next field. Use ENTER to go to subsequent dialog boxes.
2. Insert the floppy diskette into the floppy drive. Then press ENTER. This saves all registration information to the floppy diskette.



**Note:** You may want to create a duplicate registration diskette as a backup if the original should get lost in the mail.

3. Eject the diskette, and mail it to Kurzweil Educational Systems, 100 Crosby Drive, Bedford, MA 01730. Attention Customer Service.

When you receive your Activation diskette from Kurzweil Educational Systems, perform the Activation steps below.

**To Activate Kurzweil 1000 using the Activation Diskette:**

1. Insert the Activation diskette into the floppy drive.
2. Start Kurzweil 1000.
3. Choose **Activate** from the **Help** menu.

Kurzweil 1000 verifies the information on the Activation diskette, and then fully enables use of the product.

## Installing VoiceText

The VoiceText CD-ROM contains Paul and Kate English-speaking voices. It's important to note that you must first install and register Kurzweil 1000 prior to installing VoiceText. If Kurzweil 1000 detects an earlier version of VoiceText on your system, you will receive a message asking you if you want Kurzweil 1000 to automatically remove the older version. If you answer No, be sure to uninstall it using the following procedure:

1. Open the Start menu from the Windows taskbar.
2. Go to the Programs menu and select the Kurzweil Educational submenu.
3. Choose Uninstall the VoiceText program.

To install VoiceText, simply follow the prompts. The VoiceText CD uses a voiced installation.

## Installing DECTalk Access32

Before installing DECTalk, review the following notes:

- If you already have DECTalk installed on your system, it's not necessary to re-install.
- You can install the DECTalk product either before or after installing Kurzweil 1000.
- This installation process uses keyboard keys only; there are no keypad equivalents.
- Be sure you have the Kurzweil 1000 DECTalk CD and the DECTalk key disk.

You're ready to perform the installation:

1. Place the CD in the CD drive.
2. Disable the Kurzweil 1000 auto installation by holding down the SHIFT key on the keyboard until the CD stops spinning.
3. Navigate to the DECTalk folder in the CD folder.
4. Press the UP/DOWN ARROW keys until you find the "setup.exe" file. Press the ENTER key to start the installation.
5. When prompted, insert the key disk into the floppy disk drive. You'll hear "DECTalk successfully installed" when the process is complete.

If you should want to uninstall DECTalk, use the Add/Remove Programs from the Windows Settings Control Panel.

## Exploring Kurzweil 1000

You may want to explore the following helpful resources:

First, in the Readme.txt file in the root folder of the CD, you'll find information on the latest features and changes in Kurzweil 1000.

The second is the \Extras folder, which contains applications that some of our customers have found to be useful.



## 2 Tips for New Users

---

---

There are a couple of ways to learn how to use Kurzweil 1000:

- Go through the taped tutorial included in the product package. You can also download the Tutorial in MP3 format from [www.kurzweiledu.com](http://www.kurzweiledu.com).
- Or you can browse the Online Manual.

This Tips chapter, however, is designed to give you a jump start.

### **Keypad or Menu?**

There are two different approaches to using the Kurzweil 1000. If you are comfortable with a computer keyboard and already use Windows applications, you might want to use the Kurzweil 1000 menu user interface.

If you want a simpler introduction to the product, start by learning the numeric keypad user interface. There are built-in help systems and documentation for both approaches. You may not want to limit yourself to one or the other. If you are a Windows user and like using the computer keyboard, consider using the keypad interface as a way to quickly access frequently used functions.

## Using the Numeric Keypad

The most important key on the keypad is the Help and Status key in the lower-right corner. To find out a key's function, tap the Help and Status key then tap a key you want to identify.

To get a longer, more descriptive explanation of a key's use, tap Help and Status, then press and hold down the desired key.

Some keys have different functions when they're shifted. You can get help on a key's shifted function by tapping the Help and Status key, then holding down the Shift key and pressing the key for which you'd like information.

Four other frequently used keys are:

- Start and Stop Scanning. It's the long vertical key above the Help and Status key.
- Start and Stop Reading. It's the long horizontal key in the lower-left corner of the keypad. This key also acts as a Shift key.
- Cancel, in the upper-left corner, cancels an action that requires confirmation.
- Accept, in the upper-right corner, completes an action that requires confirmation.

At any time, you can get Help from the Online Manual by holding down the Shift key (the long horizontal key in the lower left corner of the keypad) and pressing the Help and Status key.



## Using the Menu System

The following are general notes about using the Menu System:

- Pressing the ALT key on the keyboard gives you access to the main menu bar.
- You can then use the LEFT and RIGHT ARROW keys on the keyboard (not the keypad) to move among the main menus. As you move to each menu, Kurzweil 1000 speaks the menu name.
- Use the DOWN ARROW key to open a menu and move through its items. Kurzweil 1000 speaks a message if an item opens a dialog, if it has a submenu, or if there is a shortcut keystroke. Use the RIGHT ARROW key to access a submenu.
- To select a menu item, press the ENTER key on the keyboard. If the item has a dialog, that action opens the dialog.
- To get information about a menu item or any part of a dialog, press the F1 key.
- To access the online manual, select Open the Manual from the Help menu.

There are also mnemonics, or letter keys that you can press with the ALT key, for speedy selection of menu items. For instance, pressing the ALT key, then the letter H key for the Help menu, and the letter O key for Open the Manual opens the Kurzweil 1000 online manual. As you become familiar with the Kurzweil 1000 menus and their items, using mnemonics will become second nature.

Consider memorizing shortcut keys for menu items you use frequently. Shortcut keys are one to two keys that you press to perform an action. For instance, the F5 Function key Starts and Stops Reading, the F9 key Starts and Stops Scanning, and the F1

key provides help. You can also use standard Windows shortcuts such as the Control key plus letter O to open a file.

Another useful Kurzweil 1000 specific shortcut is Shift plus F9 to recognize currency. While reading, the following shortcuts can be very handy: F12 and F11 increases and decreases reading speed, respectively. Control plus D defines a word. Control plus F lets you find text and Control plus G takes you to a desired page.

For a comprehensive list of shortcuts, use the Quick Reference from the Help menu by pressing ALT plus H, then Q any time while you are using Kurzweil 1000.

Once you have opened the manual, you can, of course, just read it using F5. But since it is a lengthy document, you might prefer to use an index. Press CONTROL+R to access a list of bookmarks. You can move among those bookmarks with the Up and Down Arrow keys. Bookmarks have a structure like an outline. The topmost level will contain chapter titles. You can burrow deeper into the details of a chapter by pressing the Right Arrow, which takes you to subchapter titles. When you have found a subject that interests you, press Enter, and you will be taken to that section in the manual. Finally, CONTROL+F, or Find, allows you to search for a word or phrase in the manual, or in the list of bookmarks.

## Starting and Shutting Down Kurzweil 1000

There are three additional helpful shortcuts to know. If you do not have Kurzweil 1000 starting up automatically when you start up your computer, you can start Kurzweil 1000 by pressing Control plus Alt plus K.

To shut down Kurzweil 1000 using the keypad; press the Cancel key twice, followed by the Accept key. To do so with the menu system, use the Exit menu item under the File menu, or ALT+F, and then X. To power off your computer, which you can do only through the keypad, press the Cancel key three times followed by the Accept key.

## Finding Help and Information

Wherever you are in the product, Kurzweil 1000 provides audio feedback through the Verbosity feature and the messaging system. However, the following is a short list of the many ways in which you can find additional Help and information:

- The F1 key gives you information about the current control.
- The F2 key provides Help for the current dialog box.
- For the Online Help Manual, press ALT+H, then O. In the manual, you can use Bookmarks and the Find feature to go to and/or search for the information you want. Press CONTROL+R to access Bookmarks. You can move among bookmarks with the Up and Down Arrow keys. Bookmarks have a structure like an outline. The topmost level will contain chapter titles. You can burrow deeper into the details of a chapter by pressing the Right Arrow, which takes you to subchapter titles. To go to a desired subject, press ENTER. You can use CONTROL+F, or Find, to

search for a word or phrase in the manual, or in the list of bookmarks. Note that on the keypad, pressing the Shift (the long horizontal key in the lower left corner of the keypad) and the Help and Status keys opens the manual.

- There's also a Quick Reference, which provides a comprehensive list of shortcut keys. Press ALT+H, then Q to open the Quick Reference.
- If you want information about the version of Kurzweil 1000 that you are using, press ALT+H, then A.
- Finally, a good way to find help is through fellow users. You can do this by signing up for the Kurzweil 1000 e-mail listserv at [www.kesi.com](http://www.kesi.com). In the main product page, find Listserv under Support in the right-hand bar.

# 3 Version 11 New Features

---

---

For the most up-to-date feature information, refer to the Readme file on the product CD-ROM.

The following is a quick list of what's new in Version 11. For additional details, go to the Summary of New Features section. Because the requirements of and suggestions from our customer base are what drive the feature set, many of you will find your ideas translated into real features and functions.

- Among the most exciting new features are Forms Recognition, the Appointment Calendar application, Document and Settings Linkage, Writing Files to CD, Scanner Button Support, and the addition of Conversion Settings.
- As always, Kurzweil 1000 has the latest OCR engines, FineReader 8 and ScanSoft 15 and we continue to improve on the scanning and recognition processes. This time, we added Recognition Optimization, Table Output in HTML and DAISY files, and Reading Newly Recognized Pages.
- You'll find numerous other enhancements in dictionary lookup, audio files, search, reading in lists and dialogs, Encyclopedia sources, and even in Time and Date.

Wondering what we might include in the next version? Have an idea for a new feature or an enhancement? Sign up for the Kurzweil 1000 listserv on [www.kesi.com](http://www.kesi.com), and give us your feedback.

In the summary of each new feature that follows, you'll find general information on how to use the functionality. For complete details, go to the online reference manual.

## Form Recognition

You can use Kurzweil 1000 to scan and recognize most types of forms. Kurzweil 1000 automatically uses the ScanSoft engine, keeps an image of the page and presents you with the fields, labels, boxes, text areas, as well as the positions of those items, and in an appropriate reading order. You can read, save, edit, cut and paste in forms, just as you do in any document.

There are two ways to fill in a form. You can use the **Fill a Field** command from the **Edit** menu, **ALT+E**, then **L**, shortcut **CONTROL+F3**. If you have some vision or have an assistant, you can fill out the form using the image of the form by choosing **Show Image** from the **Tools** menu (**ALT+O**, then **W**). The shortcuts and functions presented in the general steps are applicable when filling forms using either method. When using Show Image, you can magnify the image, invert it, read the recognized text, move among the form fields and select or type in responses as you would in when using Fill a Field.

The general steps for working with forms are:

- Scan the form using the **Scan as a Form** command from the **Scan** menu; the mnemonics are **ALT+S**, then **M**. Scanning a page as a form only affects one page at a time. This is true even if you are using a document feeder, in which case, place one

page at a time in the document feeder when scanning multi-page forms.

- If you are reading a page and determine that it should have been recognized as a form, use **Rerecognize a Form** from the Scan menu, **ALT+S**, then **E**. Note that Rerecognize a Form will not work if the page you have open does not have an associated image.
- Read through the form document to orient yourself and get a general idea of where there might be fields you will need to fill, and the context of those fields. By default, when Kurzweil 1000 encounters a field, you hear a chime. **F5** starts and stops reading, and you can move in the text in the usual manner.
- Fill in the form by choosing the **Fill a Field** command from the **Edit** menu, **ALT+E**, then **L**, or use the shortcut **CONTROL+F3**. This brings up one or more **Form Fill** dialogs in a series, and Kurzweil 1000 guides you through the fields. If there are multiple dialogs, you can use **Back (ALT+B)** or **Next (ALT+N)** to navigate, in either case Kurzweil 1000 saves the changes you've made. You can **TAB** and **SHIFT+TAB** to move through the fields. If there are check boxes or list boxes, Kurzweil 1000 announces them and their status.
- When you have completed filling in a form, save your edits and close the Form Fill dialog by pressing **ENTER** or **ALT+O**. Your cursor returns to the open document. To close the dialog without saving edits, press **ESCAPE** or **ALT+C**.
- You can use the **Save** function to save the document. The information you have filled out in the recognized fields is saved, along with the recognized text and the image of the form.
- You can use the **Print** command to print the image file containing the contents of the fields you have filled out. In the

Print dialog, **TAB** to the **Use Images** option or press **ALT+I** and select **Yes**. Then press **Enter**.

There's more you can do while working with forms, including rerecognizing a form, and adding a signature.

- If you have a signature file, you may add it to any form field that is a text box and that contains a variable number of characters. With your cursor in the desired field, press **CONTROL+UP** or **DOWN ARROW** until you reach the desired signature file. For details on signature files, go to *Scanning, Creating and Inserting a Signature File* in the section entitled, *Additional Recognition and Scanning Features*.
- You may encounter fields that are unlabeled or uninformative; to hear the recognized text found near the field, press **CONTROL+X**. Press it again to hear additional text.
- If you want to hear the state of a field, press **F7**. For additional information about the field, such as its type, label, position and size, press **SHIFT+F7**.
- Some text fields may contain multiple lines. Use **CONTROL+ENTER** to end one line and begin another. If you are using Show Image to fill out the form, you may use the **ENTER** key instead.

**Notes:**

- If you are using a document feeder, place only one form page at a time in the feeder, as Scanning a page as a form only affects one page.
- It's possible to change the chime or message for a form field. To do so, go to the Verbosity setting called Reading Past a Form Field.



## Additional Recognition and Scanning Features

**Scanning, Creating and Inserting a Signature File.** Signature files enable you to insert a scanned image of your signature into a document. You can also add a signature into any form field that is a text box. For details on adding a signature to a form, go to the *Form Recognition* section.

Note that signature files are saved in TIFF format in a folder called "Signatures" in the Kurzweil Educational Systems/Images directory.

To scan and create a signature file:

1. First, write your signature in the upper left portion of a blank piece of paper, making sure it is not too close to the edges, and that there is not too much spacing between the different parts of the name.
2. Next select Create a Signature File from the Scan menu. (**ALT+S**, then **C**).
3. Place the paper on the scanner following directions from Kurzweil 1000, and press Enter.
4. A dialog appears displaying the signature. You can increase or decrease magnification in this dialog by using **CONTROL+UP ARROW** and **CONTROL+DOWN ARROW**, respectively. If you are satisfied with the current signature, you can accept it by pressing Enter or **ALT+O** for OK. To discard the current signature, press Escape or **ALT+C** for Cancel.
5. After accepting a signature, another dialog appears asking you to enter the name you want for the signature file. If you would rather overwrite an existing signature file, use the **UP/DOWN ARROWS** to select the desired one.

To insert a signature file into a document, place the cursor where you want to insert the signature. Choose **Insert Signature** from the **Edit** menu (**ALT+E**, then **I**). If there are multiple signature files, use the **UP** or **DOWN ARROW** key to select one from the list.

**Scanner Button Configuration.** Some scanners come with one or more buttons. You can now assign those buttons to functions within Kurzweil 1000, such as starting a scan, starting Kurzweil 1000 Photocopier or FAX applications. Note that this works only if the scanner manufacturer supplied software conforms to certain Microsoft specifications; not all of them do.

To configure Kurzweil 1000 Scan, press the desired scanner button; select **Scan with Kurzweil**. If you have both Kurzweil 1000 and Kurzweil 3000 applications on your system, and both are currently running or neither are running, you will have to specify with which of the two you want the Scan function associated.

To set the next button for either **Scan and Print** or **Scan and Fax**, press the desired button and select the desired option. Once configured, you can press the button to perform the designated function. For Scan, Kurzweil 1000 begins scanning and its window opens if it isn't already. For Scan and Print, the Kurzweil 1000 Photocopier application window opens and you can specify the number of copies and complete the Make Copies process. For Scan and Fax, the Kurzweil 1000 Fax application window opens and you can specify a recipient and complete the Send process.

If you want to reconfigure the buttons, use the ScanConf application in the Diags folder in the Kurzweil Educational Systems folder in your Program Files.

**Recognition Optimization.** Like Optimize Scanning, **Optimize Recognition** directs Kurzweil 1000 to automatically find the best settings for producing optimal OCR results for an open page.

Accessible from the **Scan** menu, this command opens a dialog containing two settings: **Text Quality** and **Engine**; both are set by default to **Optimize**.

When Kurzweil 1000 completes the recognition, you can opt to keep the newly recognized page by pressing **ENTER** or **ESCAPE** to discard it.

Because this feature works with a page image, the **Keep Images** setting in **General Settings** must be enabled when scanning the page.

**Reading Newly Recognized Pages.** It's often helpful to be able to listen to material as you scan, for example when you are sorting through the mail.

To set Kurzweil 1000 in this mode, go to **General Settings (ALT+T, then G)**. In the **General Settings** tab, press **ALT+R** to go to **Read Newly Recognized Pages** and use the **DOWN ARROW** to **Enable** the setting.

This setting is savable.

**Scanning from Microsoft Word.** You can use Kurzweil 1000 to scan a page while in a Microsoft Word document. Kurzweil Scan and Recognize is on the Insert menu. It's also possible to choose a scanner from Microsoft Word from the Tools menu.

**Expanded Use of Batch Scanning Prefix.** This setting is in the **Scanning Settings** tab, mnemonic **P**. You can now use backslashes and colons to specify the name of a folder to store image files or of a source folder containing files to scan. If you specify a folder or subfolder that does not exist, Kurzweil 1000 creates one.

**Scan Time.** There's a way to determine the time elapsed between the press of the scan button and when the scan is complete. Open

the **Recognition Statistics** dialog for the **Last Page** (mnemonics **ALT+T, then O and L**), and because **Scan Time** is the first item in that dialog, Kurzweil 1000 will announce the time in seconds.

**New ScanConf Option.** By default, Kurzweil 1000 continually shifts focus back to itself during a scanning session. Suppose, however, that you prefer to use Kurzweil 1000 as a background application, scanning with a document feeder or using the scanning hot key. You can opt to suppress this feature by changing the setting labeled, **Keep Kurzweil in Foreground** option to **Never**. This setting is in the ScanConf application, which is located in the directory, Program Files\Kurzweil Educational Systems\Diags.

## New Appointment Calendar Application

The Kurzweil Appointment Calendar is a simple-to-use application that allows you to create and receive appointment reminders. It automatically installs on your system when you install Kurzweil 1000.

There are two ways to launch the Appointment Calendar application. You can select Appointment Calendar from the **File Launch** submenu, mnemonics, **ALT+ F**, then **L** and **M**, or use the default shortcut keys **CONTROL+ALT+A**. Note that it's possible to change this default shortcut in the **Tools Preferences** dialog, **ALT+T**, then **P**.

After running the application for the first time, the application is accessible from the Windows Task Tray and you can use the Right-Click method to access commands. Appointment Calendar will continue to run in the background automatically every time you restart your computer unless you opt to not load the application.

You may decide that you do not want the Appointment Calendar, for instance, you may already use another application, such as Outlook for your appointments. In that case, you can select to not load it. You do this by opening the **Tools Preferences** dialog, and unchecking the **Load Appointment Calendar at Startup** option.

### To create and edit appointments:

There are two ways of accessing the Add and Edit Event dialogs. You can:

- Use the Right-Click method to choose **New Event** for adding a new event, or **Show and Select** for editing an existing event.
- Or you can use the default shortcut keys **CONTROL+ALT+A**, or hot keys that you may have set.

This opens the main window, in which you will find three menus: File, Tools, and Help. From the File menu, you can Add, Edit, Delete, Close the window without stopping the application, and Exit which closes the window and stops the application. The Tools menu contains two items: Preferences which lets you set the Startup Hot Key options and Select Notify Sound which enables you to select sound files from your system for the reminders.

The cursor will be in the Events box. Do one of the following: press **CONTROL+N** to **Add** a new event, or press **CONTROL+E** to **Edit** an existing event.

The **Add Event** or **Edit Event** dialog opens, and the cursor is in the event Name box.

If you are adding an event, use the **UP/DOWN ARROW** to go through the list of templates and select the one that is most similar to the type of event you want to create.

Specify, enter or change the appropriate information, then press **ENTER**.

Once you've created your appointments, the application displays their reminder dialogs at the specified dates and times, alerting you to the up-coming event. To hear the event message again, press **F7**.

In the **Reminder** dialog, there is a **Remind Again** check box, which is unchecked by default. Somewhat akin to the "Snooze" button on your clock alarm, you can check the Remind Again box, then select the timeframe, minutes, hours, or days, in which you want to be reminded again. If you OK without checking the Remind Again box, Kurzweil 1000 removes it from the event list if it's a one time event. If it's a repeating event, the event will stay in the list and the reminder will occur again based on your specifications.

To change the **Appointment Calendar Preferences** press **ALT+T**, then **P**, or use the Right-Click method and select **Preferences**.

There are two items in the **Preferences** dialog:

- **Load Appointment Calendar at Startup** which is checked by default. Uncheck it if you do not want or need to use the application.
- **Hot Key** option enables you to reset the default **CONTROL+ALT+A** for opening the main application window to another letter key in the list.

To delete an event, select it from the **Events** list in the main **Appointment Calendar** window, then press the **DELETE** key.

## New File Features

**Support for Bookmarks, Notes and Last Reading Position in any saved file format.** Kurzweil 1000 now retains bookmarks, notes and last reading position in any document that you save in any file format, not just .kes, so you can enjoy those features in a Word document, an RTF file or any other file type that you can open in the program. You can lose these features in documents that are not in the .kes or DAISY .opf formats when you move it to another computer, or alter it in any way outside of Kurzweil 1000.

### Linking Documents and Settings

You can link scanning and certain other settings to documents. With this setting enabled, Kurzweil 1000 creates a settings file whenever you close an existing document or whenever you change settings.

To enable Link Documents and Settings:

1. Open the **Configurations Settings** tab (**ALT+T**, then **F**).
2. In the dialog, go to Link Documents and Settings by pressing **ALT+I**. The options are as follows:

**Disabled**, which is the default.

**Scanning Settings Only**, which loads scanning, recognition and scanner margin settings whenever you open a document.

**Most Settings**, which loads the settings associated with the Scanning Settings Only option, in addition to Voice, Reading, General and Verbosity settings whenever you open a document or whenever you switch from one active file to another.

**Writing Files to a CD.** If your system has a CD burner and is running Windows 2003, Windows XP or a more recent operating system, you can find the **CD Writing Tasks** submenu from the **Tools** menu by pressing **ALT+O**, then **C**.

In addition to adding and writing files to CD, you can check the status, remove files, erase the CD and write a folder directly to the CD bypassing the queue, which is a timesaver when copying CDs.

The general procedure follows:

1. Be sure you have a writable CD in the CD burner.
2. If you have multiple CD drives that can write CDs, press **L** from the **CD Writing Tasks** submenu to **Select a Drive**, otherwise go to the next step.
3. **Add Files** to the queue by pressing **A** from the **CD Writing Tasks** submenu. In the **File** dialog, select the desired folder, file or files.



4. **Start Writing** the files to the CD by pressing **W** from the **CD Writing Tasks** submenu.

To obtain status before you begin writing to CD, press **S** from the CD Writing Tasks submenu. You may hear some or all of the following information: total size of the files, whether or not a CD is in the drive, and how much free space is available on the CD.

To remove files from the queue, press **R**.

To erase all the files from a CD, press **E**.

To write directly to the CD, press **D**, then select the folder whose contents you want to write directly to the CD.

**Note:** the selected drive is a saveable setting.

**The Conversion Settings Tab.** This dialog contains settings for how you want files in particular formats to open and/or to be saved. There are two main controls: **Action**, mnemonic **A** and **Format**, mnemonic **F**. In the **Action** list, select **Opening Documents** or **Saving Documents**. In the **Format** list, the selections for **Opening Documents** are **Text**, **Braille**, **RTF**, **PDF**, **Other**, and for **Saving Documents**, the list consists of **Text**, **Braille** and **Other**.

Subsequent controls depend on the selections you make for the Action and Format. The following controls and their associated mnemonics are organized by the different Action/Format combinations:

When Opening Text Documents, the settings are:

**Split Long Page**, mnemonic **P**. Select **Enabled** or **Disabled**.

Enabled is the default which inserts page breaks.

**Paragraph Analysis**, mnemonic **A**. Select **Enabled** or **Disabled**.

Enabled is the default which evaluates whether each end of line mark should be treated as a space or as an end of paragraph. In the

Disabled state, each end of line mark is treated as an end of paragraph.

**Language, L.** Choose **Default** or a **language** from the list. Left on Default, Kurzweil 1000 uses the language supported by the currently selected Reading Voice to read the Braille document.

When Opening RTF Documents, there is only one setting: **Split Long Page**, mnemonic **P**. Select **Enabled** or **Disabled**. Enabled is the default which inserts page breaks.

When Opening PDF Documents, there are two options in a list for the Emphasis setting (mnemonic E): Recognition of Images and Extract Text. PDF files can contain any combination of images and text. Sometimes, a PDF page may have embedded graphics, pictures and text. The results you get depend on your selected recognition engine and the Emphasis you choose.

By default, the Emphasis is set to Recognition of images. Depending on the recognition engine you are using, this method recognizes or extracts all the text, and could potentially recognize everything on the page including labels that are embedded in a graph. This method may be slow but it produces complete results.

If you want to only extract the text, select the Extract Text option. This method provides quick and accurate results, however, it ignores pictures, graphics and/or embedded text. Note that if there is no embedded text on a page, you could get a blank page or the results of image recognition depending on the recognition engine you are using.

When Opening Documents with the Other option, there is only one setting: **Use Microsoft Office for Conversions**, mnemonic **M**. Select **Enabled** or **Disabled**. The default is Enabled, which uses Microsoft Office, if it is on your system, to convert certain types of documents to RTF, which Kurzweil 1000 then converts to KES. In

the Disabled state, Kurzweil 1000 uses Stellant's Outside In™ technology to perform the conversion to RTF.

When Saving Text Documents, the settings available are:

**Add a Blank Line** after each paragraph, mnemonic **B**. The default is Disabled, which adds blank lines only if they are present in the original document. To add blank lines, select Enabled.

**Indent the First Line** of each paragraph, mnemonic **I**. The default is Disabled, which adds indents only if they are present in the original document. To add indents, select Enabled.

**Spaces used for a First Line Indent**, mnemonic **S**. If you opted to add indents in the previous setting, type a value from 0 to 10 for the number of spaces you want for the indents. Zero is the default, and it adds a Tab space.

**Line Endings**, mnemonic **L**. Select **Preserve**, **Remove**, or **Wrap to Fit**. The default, Preserve, retains the length of the text line that is in the original page scanned in Kurzweil 1000. Remove directs Kurzweil 1000 to make each text line equal to a paragraph. Wrap to Fit allows you to ensure that no text line will exceed a certain number of characters, by inserting line endings between words within paragraphs as necessary.

**Maximum Width of Each Text Line**, mnemonic **M**. If you opted to have Line Endings Wrap to Fit, in the previous setting, type a value from 30 to 250. The default is 80.

When Saving Braille Documents, the settings available are:

**Type of Braille**, mnemonic **T**. Select **Grade 1** or **Grade 2**.

**Language**, **L**. Choose **Default** or a **language** from the list. Left on Default, Kurzweil 1000 uses the language supported by the currently selected Reading Voice to associate with the Braille document.

When Saving Documents with the Other option, there is only one setting: **Use Microsoft Office for Conversions**, mnemonic **M**. Select **Enabled** or **Disabled**. The default is Enabled, which uses Microsoft Office when converting certain types of documents. In the Disabled state, Kurzweil 1000 uses Stellant's Outside In™ technology.

## More File Enhancements

**Table Support for HTML and DAISY files.** When saving documents in HTML or DAISY format, Kurzweil 1000 now preserves any tables that are in the original.

**Play More Audio Files.** With Version 11, you can open and play DAISY Audio 2.02 books, and MP3, WAV, and Windows Media (WMA) files directly in Kurzweil 1000. If there are human voice(s) and/or music used on the original recording, that's what you'd hear. While in these files, you can:

- Use Reading and Navigational keys as you would in any document. If the DAISY audio book has page numbers, you can use the Page keys for navigation.
- Annotate the MP3, WAV and WMA files by using Bookmarks or Notes, and use Bookmarks for navigation as well. (This is not available for DAISY files.)

**Opening Recently Opened Files.** Now Kurzweil 1000 keeps track of up to 10 of the files you have opened in a session. Their mnemonics are 1 through 9, 1 being the most recently opened file. The number one is also designated for the tenth item.

**Extracting All Images.** There may be circumstances where you wish to create image files that correspond to the pages in a particular document. You can do so with either the existing Extract Image command which stores a single page image or **Extract All Images**, mnemonic **X**, for all pages in a file. Both are in the **File Utilities** submenu, mnemonics **ALT+F**, then **U**.

In the **File** dialog, specify a name for the file or folder in which the image should go. Kurzweil 1000 stores the images as TIFF files. If you used Extract All Images, the individual files are named using the first five characters from the document name, followed by a

four-digit page number, with leading zeroes, if necessary. Once Kurzweil 1000 completes creating the files, it will notify you.

**Note:** For either command, be sure you have Keep Images enabled in General Settings before scanning so that there is an image associated with each page.

**HumanWare Maestro support.** To send files to Maestro, first dock the Maestro and verify connection. Choose **Send To** from the **File** menu. In the File dialog, select the desired files and press **Enter**. Next select **Maestro** from the **Devices** list, then press **ALT+R** to go to **Properties**. In the **Properties** dialog, **TAB** to the **Files Format** list, and select a file format. Press **Enter** two times.

**Note:** The DAISY file format is for DAISY 3 documents. To send Audio DAISY files, copy the files from outside of Kurzweil 1000.

## Enhancements to Document Exploration

**Searching for Blank Pages.** You can now find blank pages, that is pages that contain no displayable text. Note, though, that a blank page may have spaces, tab and new line characters.

In the Format list (**ALT+O**) in the Find dialog, type the letter B until you hear "Blank Pages." You can use **ALT+N** to search forward or **ALT+V** to search backward.

**Enhanced Explore Layout.** When you choose Explore Layout from the Tools menu, you will find new categories of "text regions" that are designed to help you better discern what's in a document. A text region might be one of the following: table, header, footer, caption, title or text block. You'll hear the name of the category and the page number on which it is found.

There is also a new button in the Explore Layout dialog, labeled Extract. If activated when the current grid row is for an image region, a File dialog opens, in which you can give the name of the TIFF file you want the image to go into. You can activate this command from the grid by pressing **CONTROL+E**.

## New Dictionary Lookup Features

**Eighteen Bilingual Dictionaries.** Now you can look up words in any of 18 bilingual language dictionaries, including AHD English to Spanish, Larousse Concise French to English, and LSI Dutch to English, and LSI English to German or Italian. The dictionaries are in the Dictionary Source list in the Define a Word dialog, which is accessible from the Tools menu. If you have the language voice installed, Kurzweil 1000 reads the definition in the appropriate language; if not, it will use the system voice. All dictionary shortcuts are applicable when using the bilingual dictionaries, except for

Read and Spell, in which case, you must use **SHIFT+RIGHT ARROW** to spell and **CONTROL+Y** to read the selection. You can save a bilingual language selection in a Settings file for quick and convenient access.

**Suggestions for Misspelled Words.** When using Define a Word, and the Dictionary is unable to find the word you specified, it will suggest another one based on words that have a similar spelling. For instance, if you look up the word, "braile" using only one "l," the dictionary will ask if you mean the word, "braille," containing two l's.

**Copy Whole Dictionary Definition.** Once you have a definition, you can press **CONTROL+W** to copy it to the clipboard and paste it into any other document, even one in another application.

**Two More Parts of Speech when looking up words.** It is now possible to search for **Slang** when using the American Heritage Dictionary and **Plural Nouns** when using American Heritage or Concise Oxford.

## Changes to Dialog Box Features

**Continuous Reading in Dialog Boxes.** By pressing the F5 key while in Lists or Treeviews, Kurzweil 1000 reads continuously from the current selection to the end of the list. In a Treeview, Kurzweil 1000 expands an item and reads its subitems, as the cursor progresses down the list. To stop continuous reading in dialog lists, press any key.

**Automatically Read Punctuation in Dialogs.** You'll find that for certain lists in dialogs, such as the Spelling dialog, Ranked Spelling dialog, Edit Word List dialogs and in all File lists, that Kurzweil 1000 will speak punctuation.



## Additional Changes and Enhancements

1. New Features Guides for multiple versions of Kurzweil 1000 are now available in the Help menu: press **ALT+H**, then **N**, and select the version you want.
2. Keypad addition for switching currently active document. While using the Kurzweil 1000 Reading Keypad Layer, you can press **SHIFT+UP ARROW**, also known as the 8 key, to change the currently active document.
3. Get Time and/or Date. Pressing **CONTROL+T** in the past would give you the time followed by the date. Now, press it once to hear the time, press it twice to hear the date.
4. Ability to create a list of misspelled words when using Ranked Spelling. With the cursor in the Ranked Spelling list, you can press **CONTROL+C** to copy the list to the clipboard, ready to paste into a new document in Kurzweil 1000 or in another application.
5. The ability to hear menu items spelled aloud by pressing **CONTROL+L** and **CONTROL+SHIFT+L**.
6. Changed Scanner Threshold default. In the **Scanning Settings** tab, the **Thresholding** option now has **Dynamic** rather than **Static** as the default.
7. Changes to Font Properties dialog. In Version 11, the **Font Format** dialog includes **Bold** and **Italic**. You can either **Enable** or **Disable** them. Note: If you have text selected and the selection includes a multiple styles, any or all of the properties in this dialog can be "Mixed."
8. Settings changes. Maximum Text Length in General Settings has been taken out now that we've replaced it with options in Conversion Settings. Saving Partial Settings dialog box now

includes the Conversion, so that you may save Conversion settings.

9. When you set Verbosity for Top of List, Bottom of List, and Position of an Item in a List, they now take effect in Kurzweil 1000 applications: Appointment Calendar, Calculator, Fax and Photocopier.
10. Verbosity Events now include **Reading Past Form Field**, **Completion of a Long Recognition Task**, and **Completion of Audio File Creation**.
11. Merriam-Webster's Medical Dictionary has been added to the list of selections in **Use an Encyclopedia** on the **Online** menu.



Additional Changes and Enhancements

---

# Systems Code Worksheet

---

---

If you are installing and registering Kurzweil 1000 from multiple machines, and are using the phone registration option, completing the worksheet provided on the next page before calling Customer Service can help to expedite the process.

As you go through the installation process note these numbers for each machine. They are necessary for obtaining a corresponding unlock code, which you will then need to activate each installation of the software.

Space is also provided on the worksheet for the location of each machine, and for the corresponding unlock code which the Customer Service representative will provide to you.

For complete details and instructions on product registration, and specifically, Registering by Phone, go to *Installation and Registration* at the front of this Guide.





