




Kurzweil3000.com Document Editing for Optimum Reading Accuracy
(Especially Important for Test-Taking)

Task	Instructions
Locate the document	Locate the document that you wish to bring into Kurzweil3000.com as an image document. If it is not a PDF, open the document in its original application (i.e. Word, PowerPoint, etc); go to File/Save As, and save the document as a PDF .
Login	Login to Kurzweil3000.com (www.kurzweil3000.com)
Bring the document into Kurzweil3000.com	<p>Open the desired image document using the following buttons: Google Drive, Computer, or Upload. (If you select Computer, the document will open and be automatically saved to your Recently Opened Local Files Folder. To select Upload, you'll navigate to the folder in which you wish to save the document (your Private or Public), then click Upload. The document will not open, but will be uploaded to the specified folder. To open it, navigate to the document and open it.</p> <div style="text-align: center;">  </div> <p>Save: As a teacher, it is wise to save a copy of the original document in your Private folder or other location that is inaccessible to students. You can use the Copy button to create an additional copy of the file to manipulate.</p>
Read/Listen  Audio Options 	<p>Listen to Kurzweil 3000 read the document aloud so that you can identify potential reading errors.</p> <p>You may wish to turn up the reading speed while reading to hear errors, as you are not reading for understanding, but only to pick up on errors.</p>

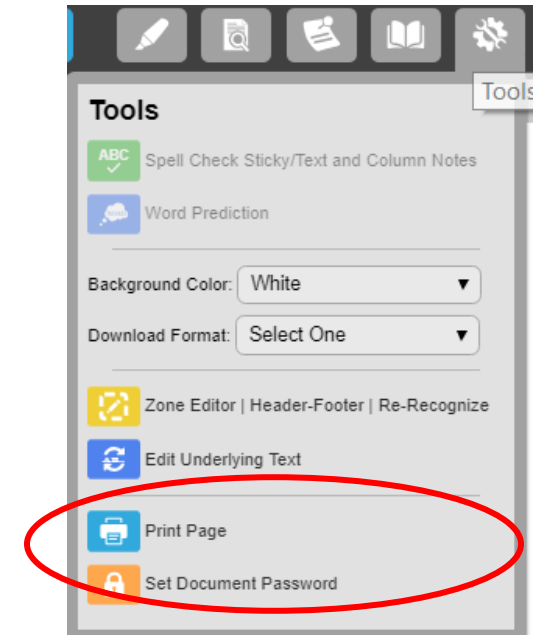
Edit for Optimal Reading Accuracy



Tools Menu

The **Zone Editor** and the **Edit Underlying Text** editor are both located in the Tools Menu. Note: These are tools that can be locked for students under My Account/Users/My Team/Miscellaneous Feature Locks.

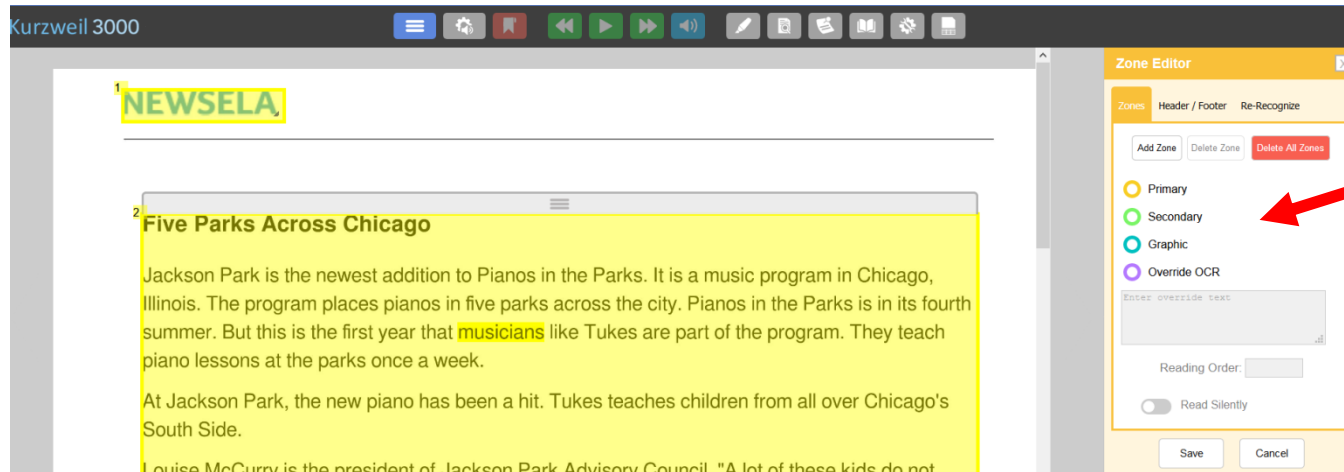
The document must be in one of your folders in order for you to edit with either the Zone Editor or Edit Underlying Text.



Zone Edit the Document



Zones determine what is read and reading order in an image document. The **Zone Editor** allows you to 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 zones, or designate silent zones. Hovering over a selected zone provides the user with information regarding the properties of that zone. Likewise, hovering over the list of the types of zones in the zone editor on the right will also produce a tooltip. Zones can be moved and resized as needed. Zone editing should be done before adding highlights or notes to a document. The Header/Footer Editor allows you to determine if those will be read.



Edit Underlying Text



The **Edit Underlying Text** feature allows users to correct pronunciation in image files. When activated, the underlying text file that Kurzweil 3000 is actually reading will show at the bottom of the screen. The user selects the word that is being mispronounced in the document and then spells out the correct pronunciation in the “selected word” field at the bottom.

The screenshot shows the Kurzweil 3000 interface. At the top, the title "Kurzweil 3000" is displayed. Below the title is a toolbar with various icons. The main content area shows a document with the following text:

The best-known criminal in the prohibition era was Al Capone. He controlled the flow of "bootleg" whiskey into Chicago's 10,000 speakeasies. By 1925 Capone had even gained control of the town government of the Chicago suburb of Cicero.

The task of combating organized crime fell to the Federal Bureau of Investigation, a division of the United States Department of Justice. In 1924 the FBI was placed under the leadership of J. Edgar Hoover, a young lawyer. Eventually, FBI agents worked their way into Capone's gang and collected enough evidence to send him to prison -- for income tax evasion.

Despite widespread dissatisfaction with prohibition, few people believed that a movement that had been eighty years in the

Throughout the 1920's students occupied the White the party's candidate was ing, an Ohio senator and lisher. Many people doubt would be equal to the job with his predecessors — Roosevelt — Harding app inspired choice for the Wh

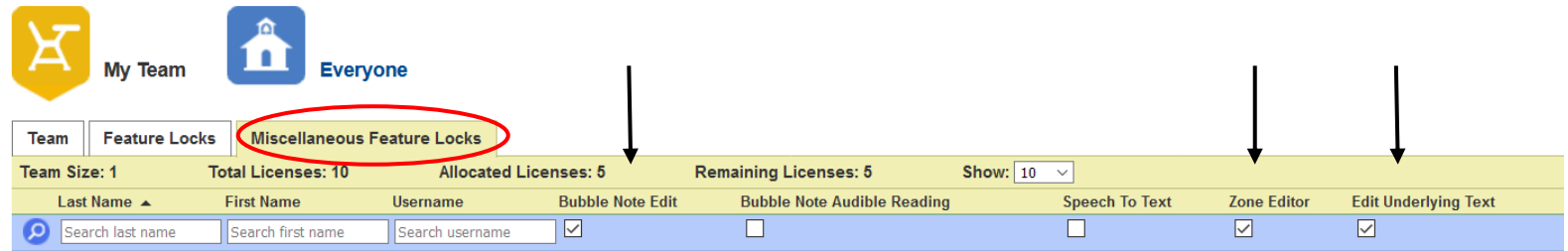
Harding is elected Presid ing selected as his runn Coolidge, the governor who had become a natio his handling of the Bos The Democrats' candidate another Ohio newspaper M. Cox. For Vice Preside chose the former Assistan

At the bottom of the screen, the underlying text is displayed. The word "Al" is highlighted in blue. Below the text, there is a "Selected Word" field containing "A1".

In the example above, the name “Al” (as in Al Capone) was recognized and pronounced as “A1.” To correct, simply type the correct spelling (or, in some cases, the phonetic spelling) of the selected word in the “Selected Word” field at the bottom. Once changes have been made, close the Underlying Text Windows and save changes.

Miscellaneous Feature Locks

To lock Bubble Note Editing, Zone Editor, and Edit Underlying Text for the students on your team, go to My Account/Users/MyTeam (it will be yellow)/**Miscellaneous Feature Locks**. Select those three features, then click Save.



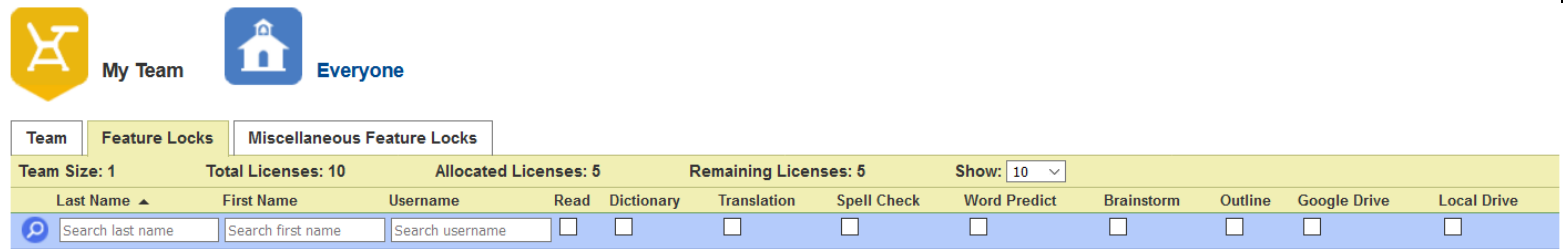
Team: My Team | Everyone

Team Size: 1 | Total Licenses: 10 | Allocated Licenses: 5 | Remaining Licenses: 5 | Show: 10

Last Name	First Name	Username	Bubble Note Edit	Bubble Note Audible Reading	Speech To Text	Zone Editor	Edit Underlying Text
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Feature Locks

Features such as vocabulary supports, spell check and others can be disabled for students on a teacher's team, which is especially helpful in a test-taking situation. Remember to reset feature locks once the test is completed.



Team: My Team | Everyone

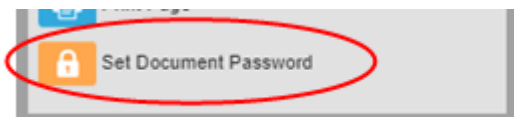
Team Size: 1 | Total Licenses: 10 | Allocated Licenses: 5 | Remaining Licenses: 5 | Show: 10

Last Name	First Name	Username	Read	Dictionary	Translation	Spell Check	Word Predict	Brainstorm	Outline	Google Drive	Local Drive
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Password Protect In the Tools menu

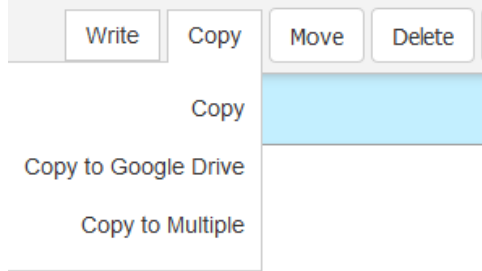


In a test-taking situation, it is a good idea to password protect test documents. This can be done through the **Tools** menu/**Set Document Password**. This will allow a teacher to copy a secure file into a student folder without risk of it being opened. It is advisable that teachers never give the document password to a student, but for the teacher to input that password. It is also advisable that the teacher keep a copy of the file that is not password protected in her/his private folder or in some other secure location as a backup.



Important Note: There is no way to retrieve a forgotten password, so make sure to record it reliably. Passwords can be changed by the owner of the document.

Copy the document to the student folders.



Click in the small check box to the left of the document name, then select **Copy**. The document can then be copied to individual student folders or to multiple student folders. To copy to an individual student folder, select Copy then navigate to that student's Public or Private folder (or a subfolder within one of those).

Copy to Multiple Destinations

Destination:

- ▶ LATI Demo (latidemo)
- ▶ Audio Optical Systems (AOSK3)
- ▶ Alex Brookins (abrookins4)

File Name: .KES

- Create New Folder:
- Copy to All Students Private Folder
- Overwrite Existing File
- Prepend File Name With User Name

By selecting "**Copy to Multiple**," teachers can copy a document to multiple student folders at one time. She/he can create a new folder, can copy to all students Private folders, or can select specific students to copy to.

Copy to Multiple Destinations

Destination:

- ▶ Sample Teacher (steacher15)
- ▶ Audio Optical Systems (AOSK3)
- ▲ Alex Brookins (abrookins4)
 - private
 - public
 - recently_opened_local_files

In order to manually select students to copy files to, you must expand the folder with the student's name on it to access their Public and Private folders. Click on the triangle next to the student's name and the subfolders will be revealed. If you try to save to the folder with the student's name, you will receive an error message "You don't have access to copy to this folder." Click on the triangle next to the student's name and the subfolders will be revealed.