

## Tech Training: Kurzweil

Kurzweil is text-to-speech software used by the Academic Enrichment Center to assist Taylor students who deal with learning disabilities. Client Services has partnered with the AEC in providing this service to our students. Our role is to scan, edit, and burn the resulting Kurzweil data file to CD. The student uses a Taylor-owned laptop with Kurzweil installed (borrowed from the Check Out Desk) to play the data file audibly.

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### *Receive Kurzweil Request From AEC*

When the Academic Enrichment Center works with a student who has a learning disability, they sometimes request we convert a book to speech using Kurzweil software. AEC staff bring to us a de-bound book with an Editing Log attached. When this happens:

- Verify that everything we need is attached (clear instructions and an Editing Log)
- Create a 4040ticket covering the work requested
  - Client = AEC staff member
  - Request Type = TLC Project
  - TLC Project = Kurzweil Editing

### *Scanning a Chapter into Kurzweil*

Use the AEC scanner station to scan a de-bound book. Follow these steps:

- Launch the Kurzweil program, and power on the scanner
- When loading chapters into scanner: place pages facedown and upside down
- Locate and press the Duplex button on the scanner
  - On the current scanner it is to the far right and it shows the number 2
- When prompted, save the newly scanned chapter in *C:\Scanned Books Needing to be Edited*.
  - Create a new folder for each book and make sure each chapter is its own file (Chapter 1, Chapter 2, etc.)
- When scanning is completed, move all chapter files to CS\$
  - \\cssrv2\cs\$\\_Projects\\_KurzweilProjects\2016-17
  - Create a new book folder by duplicating \_TEMPLATE ticket – title
  - Rename the new folder to match the current project (ticket# - book title)

- Move the scanned chapters into two locations; one serves as working copies, the other as a backup.
  1. The ticket# – book title folder you just created
  2. The Original Scans folder within that folder

**NOTE: Storing scanned chapters on CsSrv2 makes them accessible from multiple computers. It also includes them in the backup of CsSrv2.**

- Update the 4040connect ticket

### *Editing Log*

- The Editing Log is created by the AEC as a way to keep track of the editing progress. There should be an Editing Log affixed to each book provided to us by the AEC.
- The Editing Log contains two vital pieces of info:
  1. Chapter Due Dates helps us prioritize our work. It is our responsibility to deliver to the AEC a data CD of each chapter by its due date.
  2. The Work Log helps us keep track of our progress. Complete this as you work, including scan date/initials, edit date/initials, and date each data CD is delivered to AEC.
- As you are editing and if you only finish the zone editing of a chapter, you need to make a note that you only finished the zone editing. Then initial and date it. The same goes for all the types of editing.
  - Do not leave the book if it is only half edited. Finish each kind of editing in full before you leave, because another person may Edit Underlying Text a little different than you do. If you *do* need to leave any kind of editing half-finished, make sure it is the zone editing and that you make a note of where you left off on the editing log.
- Update the 4040connect ticket

### *Opening a Chapter for Editing:*

- Launch Kurzweil on the Kurzweil editing station in Zon109
- Click Open
- When prompted, navigate to the scanned book and chapter to be edited
  - \\cssrv2\cs\$\\_Projects\\_KurzweilProjects\bookname
  - Double-click the appropriate chapter (.kes file) to open the chapter in Kurzweil

### *Types of Editing*

Before beginning the editing process, go through the book and decide what the student needs to read and what is just an article that adds to the material that the student is reading. If the book is about the Royal Family and the history of their dogs, info pertaining to the family dogs would be considered Primary Text. If the book includes a side article about one of the family's castles or about an annual festival held there, this would be considered Secondary Text. As you edit, try to keep Primary Text together and find a good spot to interject helpful, Secondary Text, so it doesn't confuse the listener.

Do the same with each chapter. Before starting to edit, familiarize yourself with the chapter by distinguishing between Primary Text (text pertaining to the subject of the chapter) and Secondary Text (additional information provided by the author but not directly related to the subject of the chapter). Definitions and notes explaining graphs and other images, for example, would be considered Secondary Text.

### ***Within Kurzweil there are three types of editing to be completed:***

1. **Zone Editor**: used to segment each page into blocks of Primary and Secondary Text. Use the Zone Editor to put each block of text in an order that will make sense to the listener.
2. **Edit Underlying Text**: used to verify that Kurzweil has correctly interpreted the scanned text and correct words Kurzweil got wrong. For example, fancy text used on chapter numbers might need to be corrected in the underlying text. This is the part of editing where you will tell Kurzweil exactly how to read the text on each page.
3. **Spellcheck** (the last thing you do with each chapter): this should catch any words that Kurzweil is unsure of and give you the opportunity to fix them phonetically.

### ***Zone Editor***

- Hit *Ctrl + F5* to launch the Zone Editor. Use it to highlight and organize into text boxes (Zones) everything you want Kurzweil to read.
  - Zone numbers indicate the order in which Kurzweil will read the text on each page
- Begin each page by deciding what needs to be read. Then create/delete/edit Zones to put the text in the proper order.
  - **Delete** a Zone (use to identify content that cannot or does not need to be read)
    - Delete headers, footers, editor/copyright info, indexes, glossary info, charts, tables, pictures, page numbers
    - To delete a Zone
      - Right-click on the zone
      - Click Delete Zone
      - Delete All Zones is useful if there is a graph/chart that takes up most of the page and has a lot of zones within one zone.
  - **Adjust** a Zone (use to resize a zone)
    - Right-click
    - Click Adjust Zone
    - Resize the Zone
  - **Add** a Zone (use when text has NOT been highlighted by Kurzweil but should be)
    - Right-click
    - Click Add Zone
    - Resize the new Zone to include the text you want included
  - **Reorder** Zones (make sure zones are in the right order and, when read by Kurzweil, will make sense to the listener)
    - Each zone is numbered in the upper left hand corner. This indicates the order in which Kurzweil will read them. To change the order, double-click the zone and type the correct number in the property box.
- Primary and Secondary Text
  - **Primary Text** (highlighted in *yellow*, Primary Text is always read by Kurzweil)
  - **Secondary Text** (highlighted in *green*, Secondary Text is optional and not read unless the reader instructs Kurzweil to read it. Use for informational footnotes, captions, sidebars, etc.)
    - Generally, we keep chart and graph explanations and make them Secondary Text
    - To change text from Primary to Secondary or reverse, double-click (or right-click) the box and select Primary or Secondary Text in the properties box. Then double check to make sure the order of the zones is accurate.

- Use the arrows to advance to the next page. When you advance, a dialog box will ask if you want to save changes to the current page. Click Yes. You should then be asked if you want the page to be recognized. Click Yes.
- *Exit Zone Editing*
  - Once you have completed Zone Editing for the entire chapter, press Ctrl + F5.
- Update the 4040connect ticket

### *Edit Underlying Text*

- With your cursor at the top of the page, right-click and select Edit Underlying Text. This will divide the screen into a large upper window and a smaller lower window.
  - *Upper Window*: displays the page as it was scanned
  - *Lower Window*: displays the page as it was interpreted by Kurzweil
    - If a word on top did not scan clearly or Kurzweil is having a hard time identifying the word, it will show up differently in the two windows. For example: If the letter *t* in the word “the” did not scan clearly, Kurzweil may interpret it as “he,” omitting the *t* altogether. If this happens, you will see “the” in the upper window and “he” in the lower window. Use the lower window to make corrections.
- To correct a word or phrase that Kurzweil did not interpret correctly, highlight the troublesome section in the upper window and type the correct text in the lower window.
- Common Errors
  - Mispronunciation: If Kurzweil does not know how to pronounce a word properly, you might need to type it phonetically in the lower window to achieve a correct pronunciation. Let Kurzweil read the text to you to verify its pronunciation.
  - First Letter/Word of Paragraph: Quite often, the first letter or word in a chapter is printed in fancy text. This makes it difficult for Kurzweil to read and often leads to errors that will need to be corrected manually. When this happens, correct the letter in Edit Underlying Text. You may also have to crop it using the Zone editing process.
  - Unwanted Section: Kurzweil may read sections within a paragraph or page that you do not want read because it disrupts the flow of the text being read. This can happen with reference and footnote numbers. Remove these areas by highlighting and deleting in the lower section. Highlight each word individually as Kurzweil will not delete a string of words.

**NOTE: When deleting make sure you use the delete button and not the backspace button. When you have deleted the area or section that you want, it will create blanks in what Kurzweil is reading and will tell the system to skip over to the next word.**

- DELETE these entries using Edit Underlying Text:
  - In-text citations: need to be deleted because Kurzweil may think it is a letter instead of a number.
  - Citations that are after the information that is being referred to needs to be deleted as well. This is typically everything in parenthesis. Ex: (Et al Rudolph 2016). That would all need to be deleted.
  - Bible references in parenthesis also need to be deleted depending on whether or not it flows when the text is read. For example, (1 Corinthians 5:17): to decide if it needs to be deleted or not exit Edit Underlying Text, then hit “read” in the upper left hand corner and you can hear how the computer will read it.

**TIP: when it comes to deciding whether or not something should stay or go, think about the sentence and the context. Read the sentence through and play it through Kurzweil and if it does not sound normal, or breaks the sentence up,**

delete or reposition it. You want the chapter to be clear and concise for the student. Basically edit it the way that you would want to hear it if it was for your class and you were studying.

- When a page is complete, advance to the next page using the page arrow, and a dialog box will appear asking if you want to save changes made to your current page. Click Yes. Then it will ask if you want to re-recognize or rescan the page. Click Yes. It will then advance to the next page.  
**Note: When the page is rescanned, there may be times that a box will appear asking you to clarify words that are not recognized clearly. Make the appropriate corrections.**
- You may then want to listen to your edits being read by Kurzweil to make sure it sounds correct before you move on.
- To exit Edit Underlying Text: click X in the upper right hand corner of the lower section.
- Update the 4040connect ticket

### Spellcheck

To access Spellcheck, right-click and select Spellcheck. It is essentially the same as Word, but make sure that you are comparing the spelling that is being shown in the editing box to what is being shown on the scanned page.

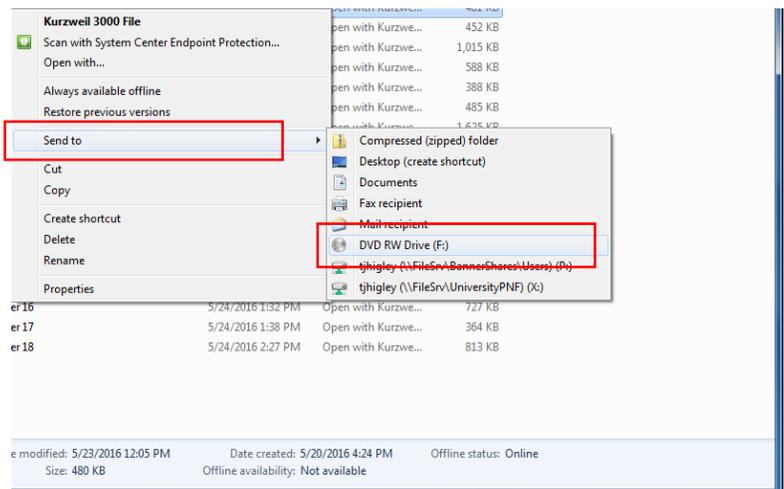
### Wrapping Up a Chapter

- Once you have completed the editing of a chapter, close the chapter by clicking the X (upper right). You should be prompted to save your work. Click Yes. It will then ask if you want to recognize the pages. Click Yes.
- Once editing in Kurzweil is done:
  - Move the chapter from [\\cssrv2\cs\\$\\\_Projects\\\_KurzweilProjects\2016-17\ticket# - book title](#) (the work-in-progress sub-folder) to the sub-folder named Edited Chapters
  - Initial and date the Editing Log to indicate the work you have done
  - Update the 4040connect ticket

### Burn a Kurzweil Data CD

Burning the results of your Kurzweil editing to CD allows a student to use a Check Out Desk loaner laptop (with Kurzweil installed) to listen to the book. Use Windows to burn a Kurzweil data disk.

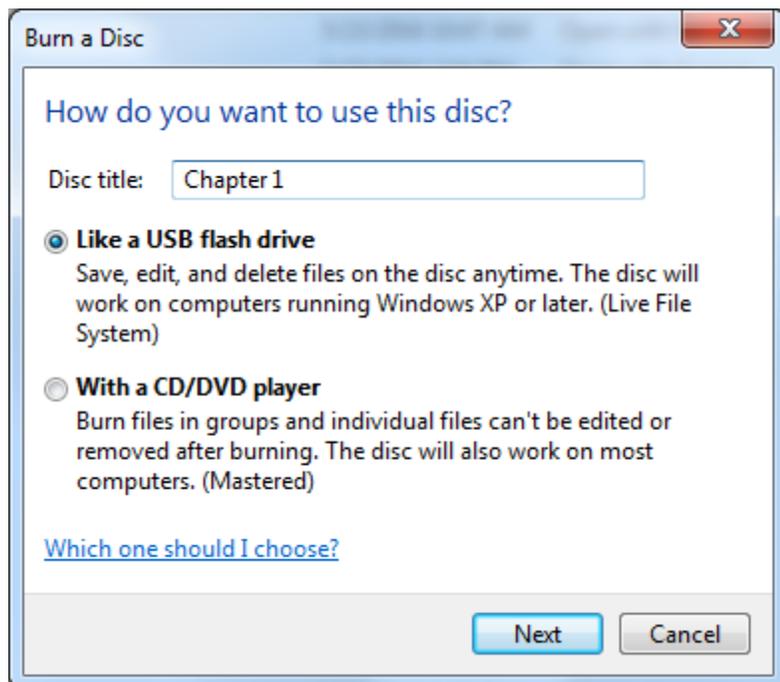
- Put CD in CD burner (blank CDs are stored in Zon109)
- Browse to appropriate chapter
- [\\cssrv2\cs\\$\\\_Projects\\\_KurzweilProjects\2016-17\bookname\ Edited Chapters](#)
- Right-click the chapter file (.kes)



- Select Send To > DVD RW Drive
- Title the CD to match the Chapter #
- Select Like a USB Flash Drive
- Click Next to begin the burn process
- CD should automatically eject
- Label the CD with the name of the book and chapter number
- Update the Editing Log
- Update the 4040connect ticket
- Deliver CD to AEC (Lisa Wallace)

### *Convert a Chapter to MP3 (ONLY if requested by AEC)*

- Launch Kurzweil
- Open the chapter you want to convert
- Click File > Audio Files > Create Audio File
  - Format: MP3
  - Quality: Better
  - File Name: book chapter.mp3
  - Click Ok
  - Repeat for each chapter
- Click File > Audio Files > Audio Spooler Monitor to check when a chapter is finished
- Once ALL chapters are finished, go to Computer, then System (C:), then Program Data, then KESI, then Output Audio
- Create a folder in this location AND in the book folder under [\\cssrv2\cs\\$\ Projects\ Kurzweil Projects\](#). Title the folder the name of the book plus "MP3". Drag all MP3 files for the book into the folder on the server. Move files into book folder in Output Audio.
- Insert a CD and write files to it OR email to Lisa Wallace (summer/online only)
- Update the 4040connect ticket



### *Completing a Project*

All chapters should now be edited, all files relocated to the Edited Chapters sub-folder, the 4040connect ticket resolved, and all requested CDs/MP3s delivered to the AEC. The final step is to scan the completed Editing Log to PDF and store the PDF inside the finished project folder.

### *About How Long to Edit a Chapter*

Here is a rough estimate of how long books can take:

- If the chapter is 10-20 pages, it can take 10-20 minutes to complete the whole thing.
- If the chapter is 20-30 pages, it can take 20-30 minutes.
- If the chapter is 30-40 pages, it can take 40-90 minutes.

### *Extra Notes and Tips*

- Do not start editing a chapter if you know you will not be able to finish one type of edit before your shift is over.
- Always make a note on the editing log of what you did during your shift and remember to date, initial, and label everything you did if you did not finish the chapter.
- Keep the 4040connect ticket up-to-date