

## Tech Training: Kurzweil Basics

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 files/MP3s to CD. The student uses a Taylor-owned laptop with Kurzweil installed (borrowed from the Check Out Desk) to listen to data files, or listens to the MP3 without need of the Kurzweil software.

There are many steps to editing a textbook from the AEC: receiving the request and creating the ticket, scanning in the chapter, editing the chapter, and burning chapters to CD. We edit all chapters from the textbook in Kurzweil, but not all chapters/MP3s are burned to data CD and delivered to the AEC. An Editing Log for the project will be provided with the textbook, and the chapters listed are the priority.

### *Receive Request*

When we receive a request from the AEC, we should receive a de-bound book with a paper Editing Log attached and any special instructions. We create a ticket with the information, double checking any special instructions and chapters needed.

### *Editing Log*

The Editing Log is our physical checklist of each project and includes deadlines for each chapter. The student will tell the AEC when they need each chapter, and deadlines are set with this information. The Log helps us stay ahead of our deadlines so the student doesn't fall behind in class.

This is another way for us to track who worked on each chapter in the project. While the ticket should always be updated when a chapter has been worked on, the Editing Log should also be initialed and dated.

### *Scanning*

When you're ready to scan a chapter into Kurzweil, take the de-bound book to the scanner station located in the AEC. We scan the entire book, by chapter, so if a student ends up needing an unrequested chapter we don't have to re-scan anything. The scanned chapters are saved to a folder located inside [\\cssrv2\cs\\$\ Projects\ KurzweilProjects](\\cssrv2\cs$\ Projects\ KurzweilProjects). Create the folder based on the provided template, and use a name based on Ticket# - Book Title.

### *Editing*

This can be the longest part of the Kurzweil process as it includes three types of edits: Zone, Underlying Text, and Spellcheck. Each type of edit should be finished once it is started and should always be completed by the same Tech.

**NOTE: Always save a chapter after each type of edit is completed.**

### *Zone Edits*

This edit type segments each page into blocks of Primary and Secondary Text. We use this tool to put blocks of text into an order that will make sense to the listener. How the blocks of text are categorized and numbered in this step tells Kurzweil what to read and in what order.

### *Edit Underlying Text*

We use this edit type to verify that Kurzweil has correctly interpreted the scanned-in text. If Kurzweil interprets a word incorrectly, this tool allows us to tell Kurzweil what the correct interpretation is. It can also be used to tell Kurzweil how to pronounce an unusual word if needed.

### ***Spellcheck***

This is the last edit type before you finish editing a chapter. This catches any words Kurzweil isn't sure of and gives you the opportunity to correct anything missed in Edit Underlying Text and/or correct Kurzweil's pronunciation phonetically.

### ***Burn Data Files/MP3s to CD***

Burning chapter data files to CD allows a student to listen to a chapter using a computer with Kurzweil installed. Kurzweil laptops are available at the Check Out Desk. Burning chapter MP3s to the same CD also makes it possible for a student to listen to a chapter on a computer which does not have Kurzweil installed. Always includes a chapter's MP3 with the corresponding data file on each CD. Once the CD has been burned, deliver it to the AEC so that they can make it available to the student.

Be sure to update both the Editing Log and the 4040connect ticket as each step is completed.

**Full Kurzweil tutorial:** [http://4040.taylor.edu/Tutorials/TechTraining/tt\\_Kurzweil.pdf](http://4040.taylor.edu/Tutorials/TechTraining/tt_Kurzweil.pdf)