To set Image options:

1. From the **Tools** menu, select **Options** to display the [Options dialog box](#).

2. Click the **Image** icon on the left to display the **Image Options pane**

3. Set your options.
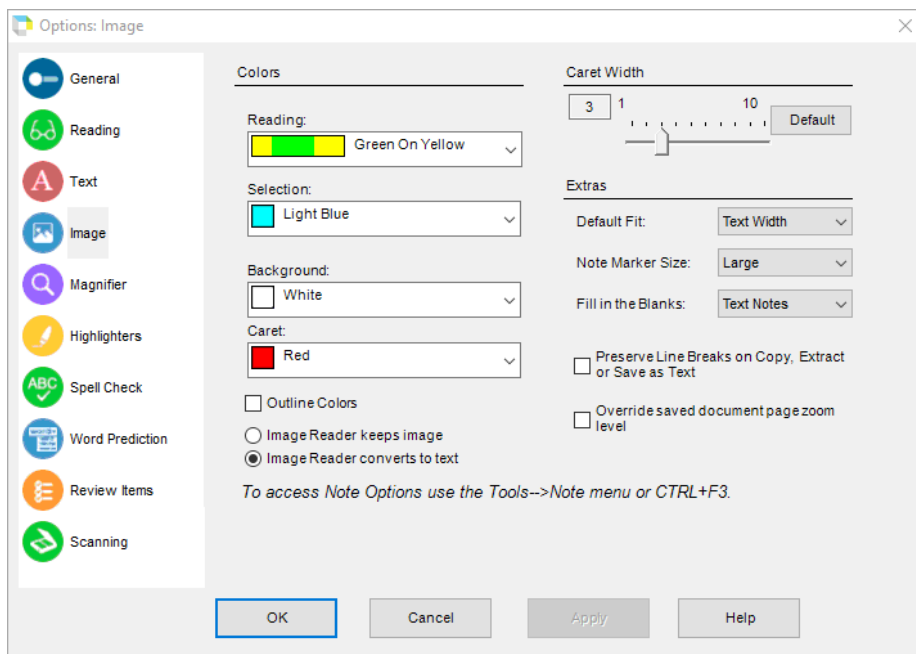
In the **Colors** area, do the following:

- Click the **Reading** arrow and select the unit and word highlighting colors from the list.

- Click the **Selection** arrow and from the list, select the color for the characters you select with the mouse.

- Select the **Outline Colors** check box to enable or disable a black border around highlight bars (both reading highlights and text highlights you add yourself).

In the **Caret Width** area, do the following:

- Click the **Caret** arrow and from the list, select the color of the caret, the vertical cursor in scanned documents.

- Move the **Caret Width** slider and choose the width, in pixels, of the caret.

- Click the **Default** button to return to the default settings.

In the **Extras** area, choose additional image options by doing the following:

- In the **Default Fit** list, choose the way you want scanned pages fit in the Kurzweil 3000 window when you open a file.

- In the **Note Marker Size** list choose a size for Bookmark, Footnote and Voice Note indicators/anchors within a document..

- In the **Fill in the Blanks** list choose the Note type (**Text Notes** or **Voice Notes**) that Kurzweil 3000 inserts when you use the [Fill in the Blanks feature](#). The default is Text Notes.

- Select the **Preserve line breaks when Copy, Extract, or Save as Text** checkbox to preserve line breaks in an image document when performing one of these operations. As an example, this option can be useful when copying a document that contains a poem composed of varied line lengths.

- Select **Override saved document page zoom level** to override the stored per-page zoom settings.

Select either **Image Reader keeps the image,** to show the image with the text, or **Image Reader converts to text**, to show only the text. Note that these settings apply only when Image Reader is accessed from the **Read** menu and not from the **Taskbar**.

4. Click **OK** when you have finished