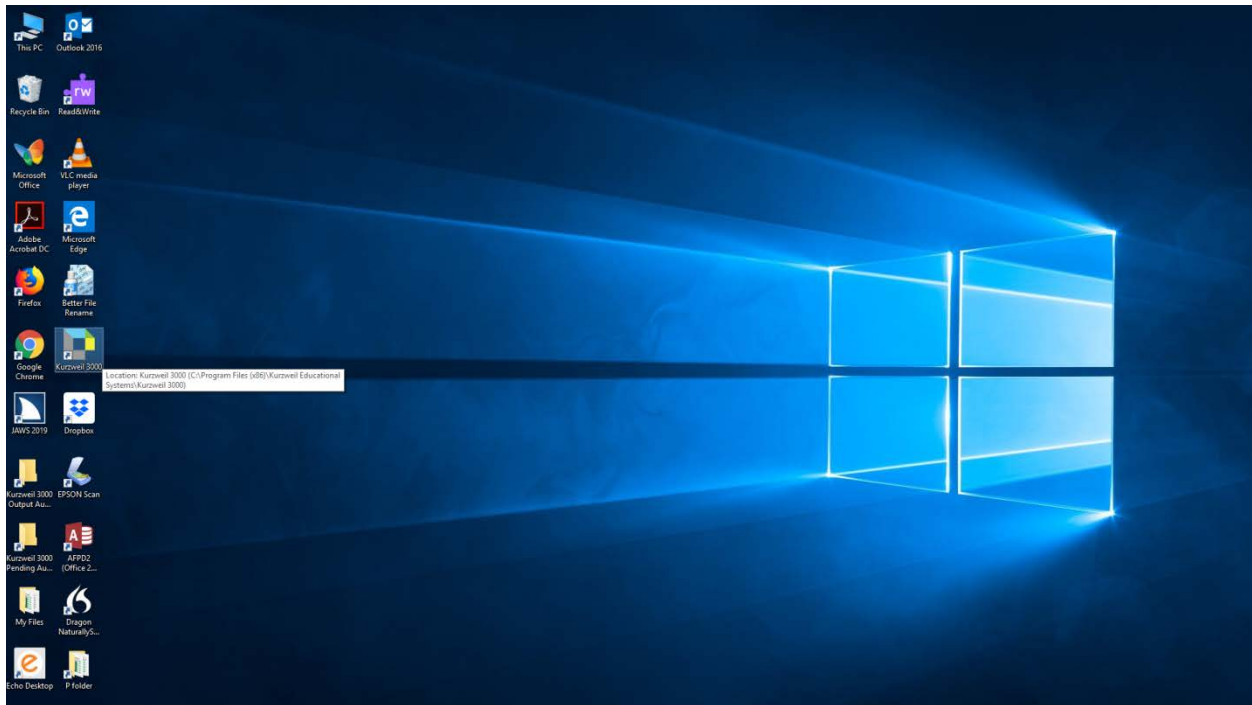


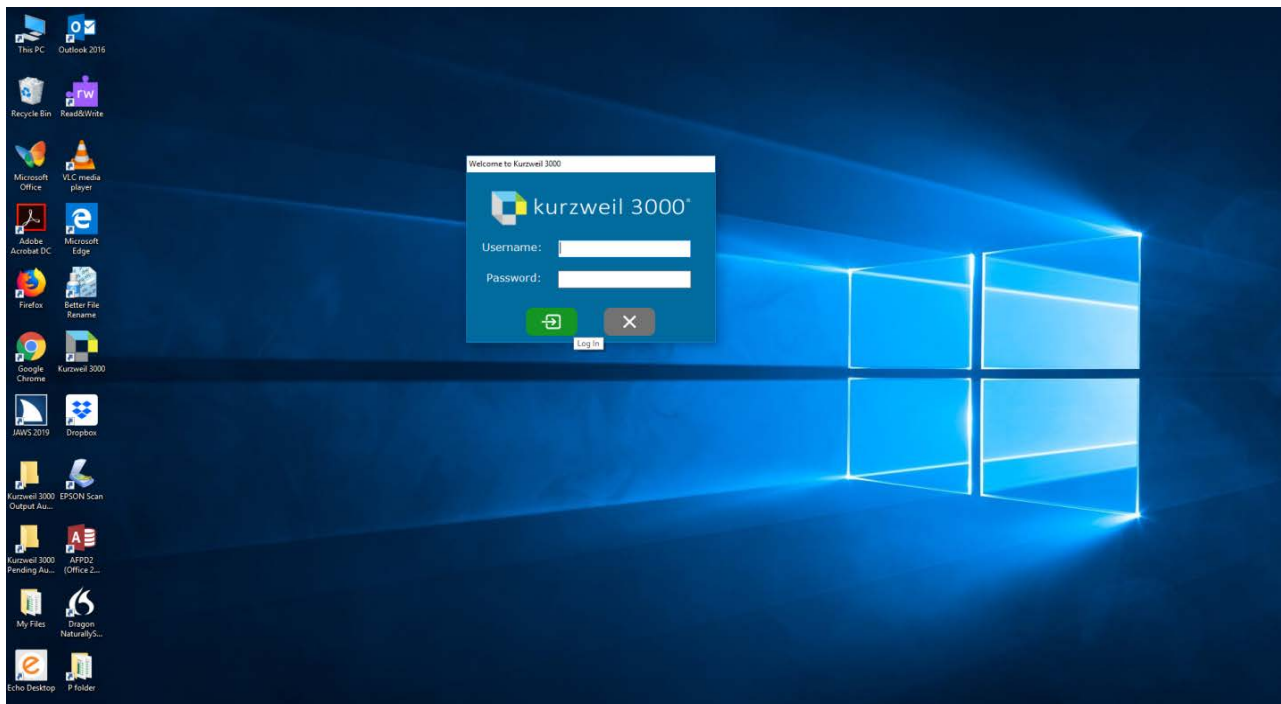
# CSUF DSS Kurzweil Manual

## Open a PDF file:

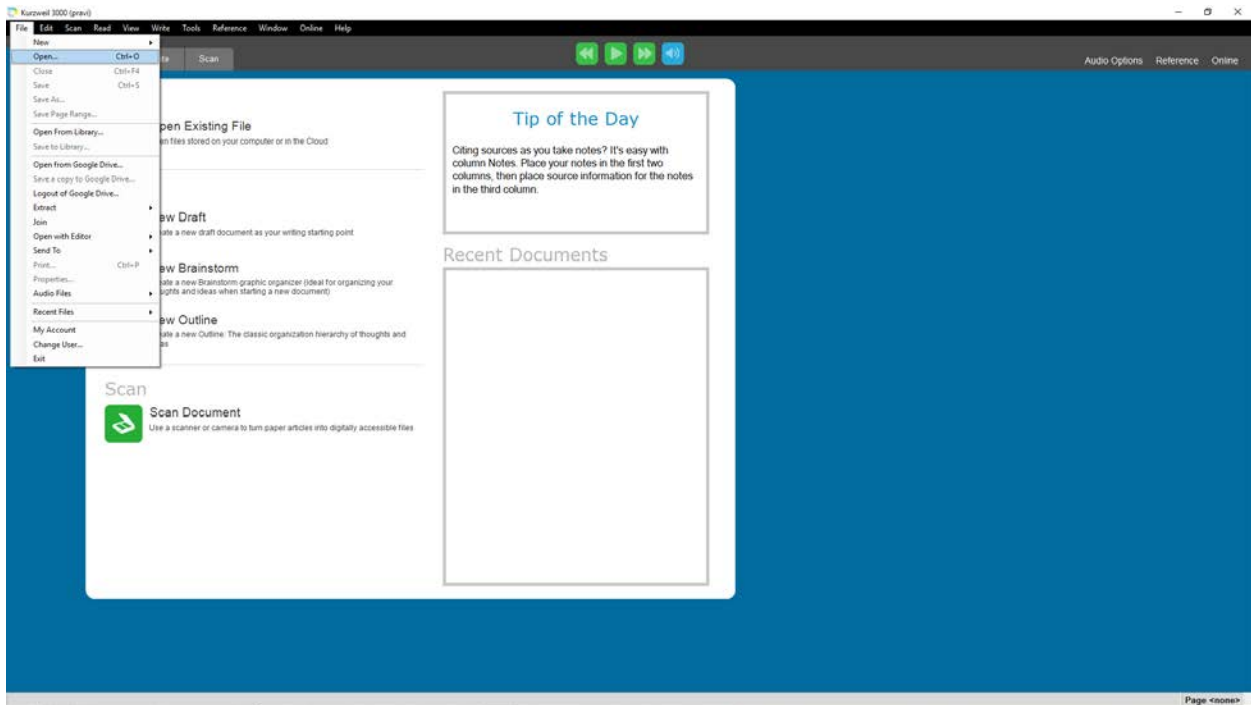
1. To begin double, click the Kurzweil 3000 icon on the computer desktop.



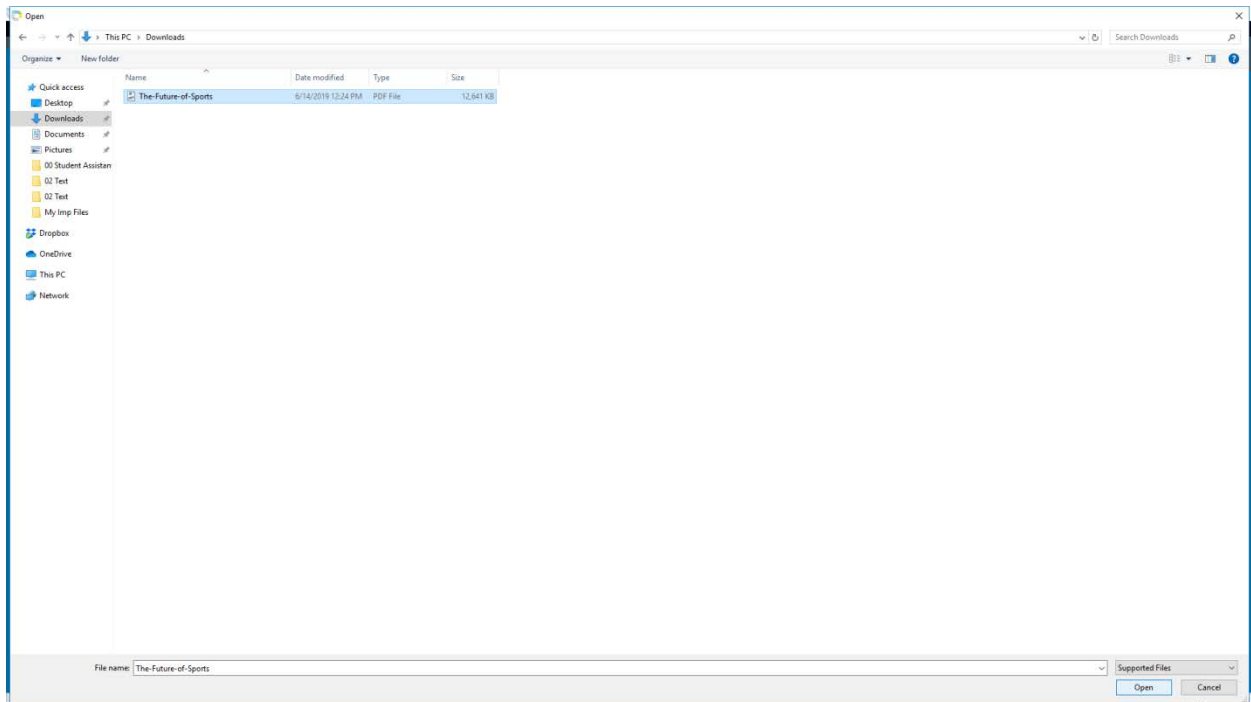
2. Give your login credentials to access Kurzweil 3000 software. Then click Log In



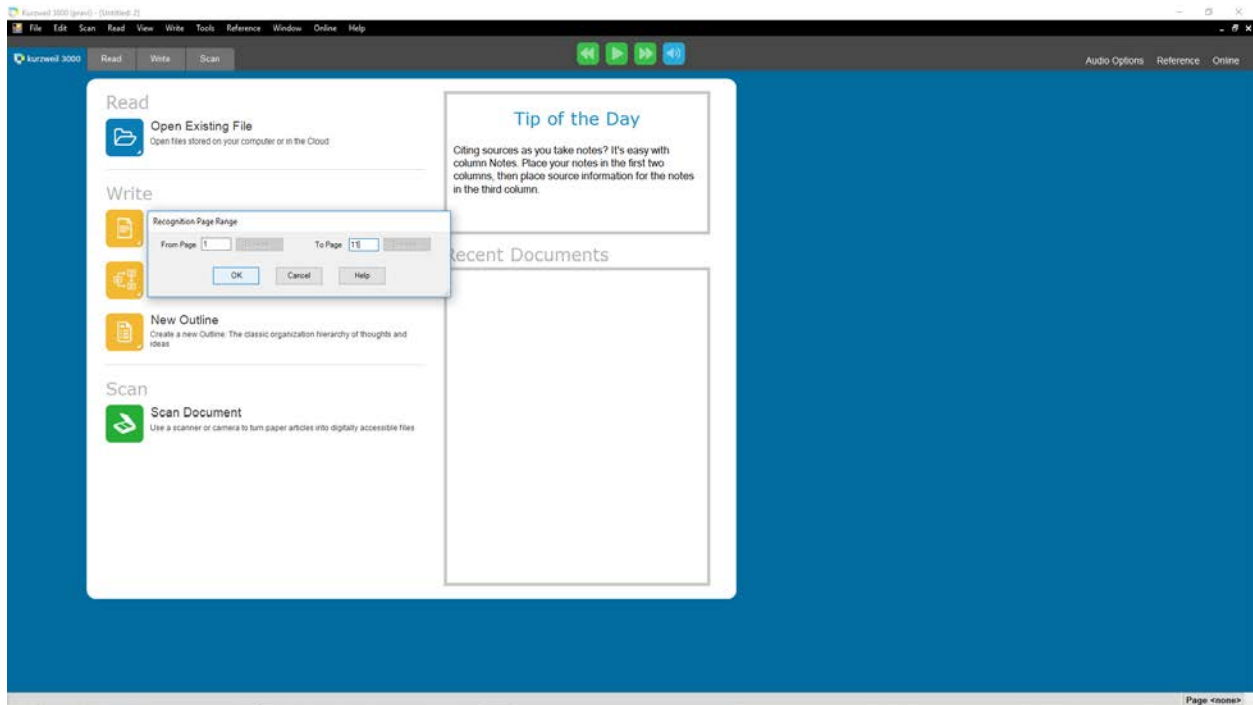
### 3. From within Kurzweil 3000 choose file and select open



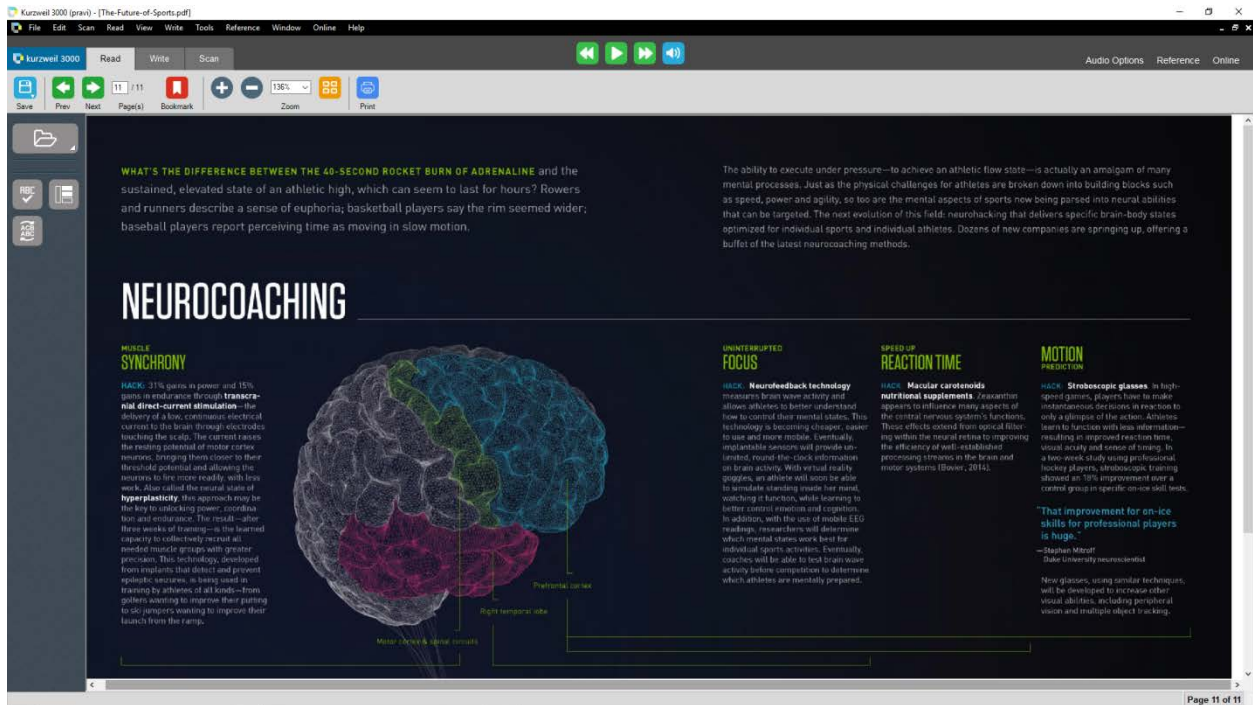
### 4. Browse to your PDF file and click Open



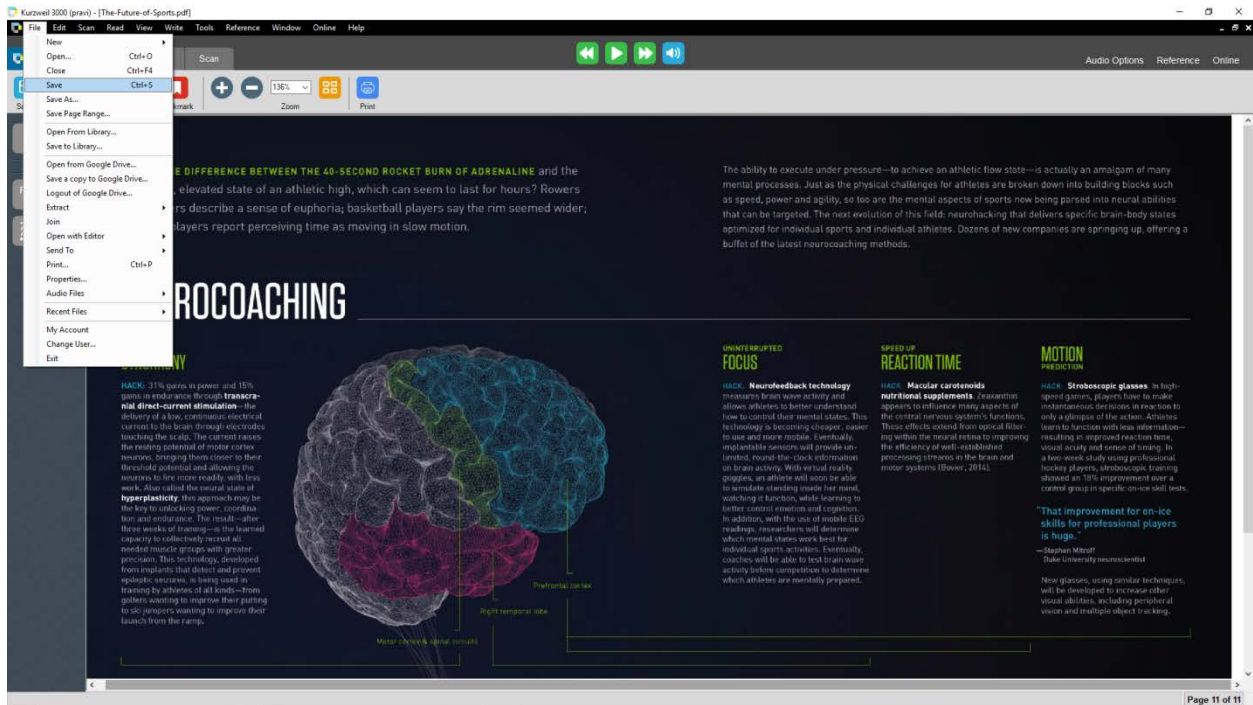
5. Select the page range you would like converted to Kurzweil 3000 and click OK



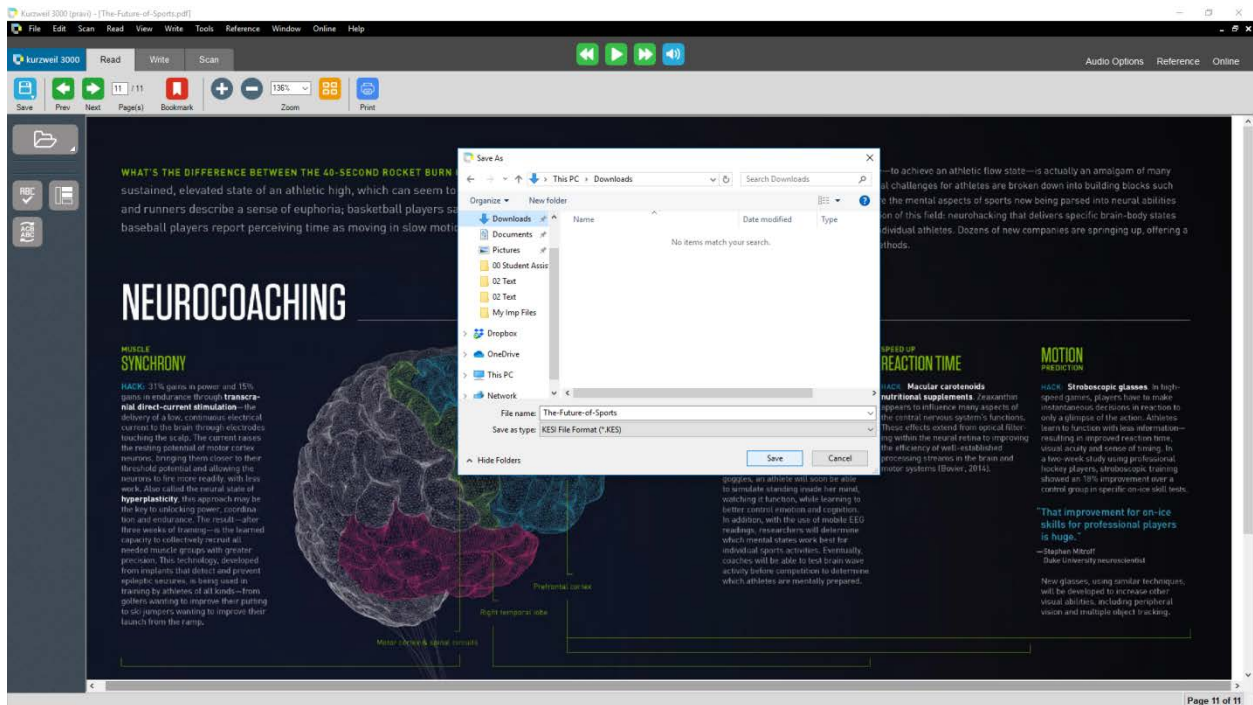
6. Once the recognition of selected pages is complete, the file will appear in Kurzweil 3000



7. Now to save the file, click file and select save.

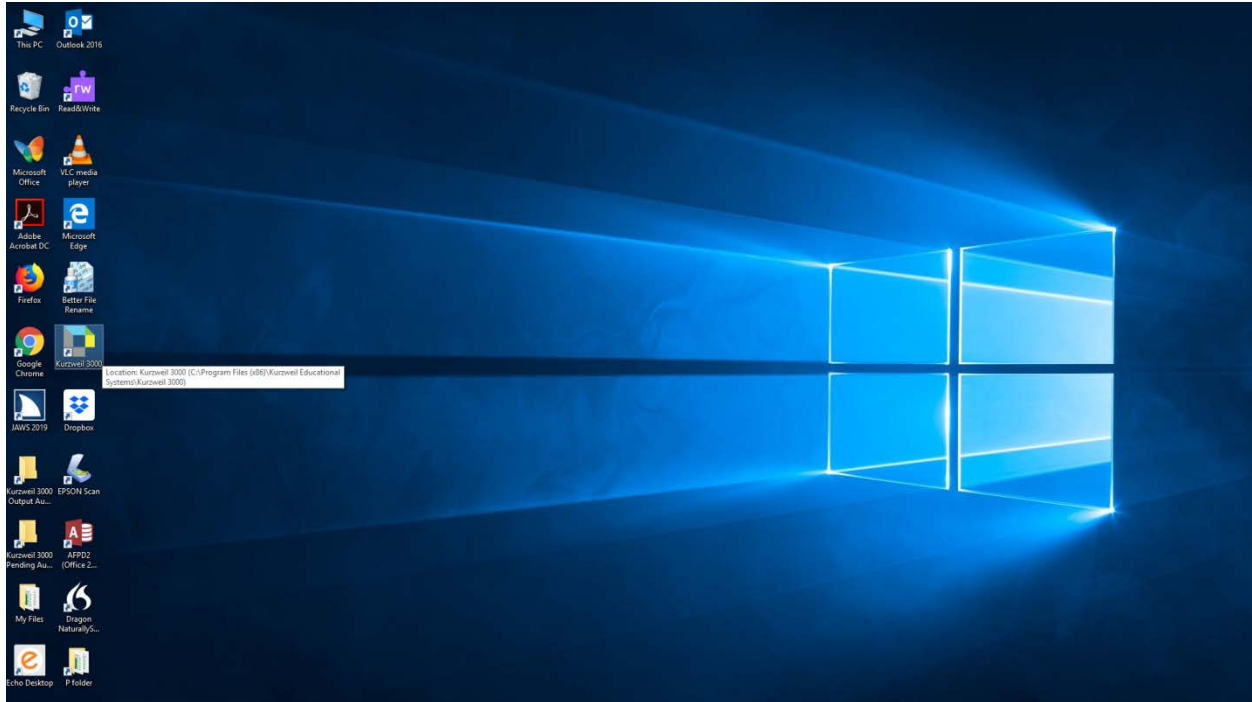


8. Browse to the location you would like to save the file. Provide the filename, choose KESI File Format in save as type and click save.

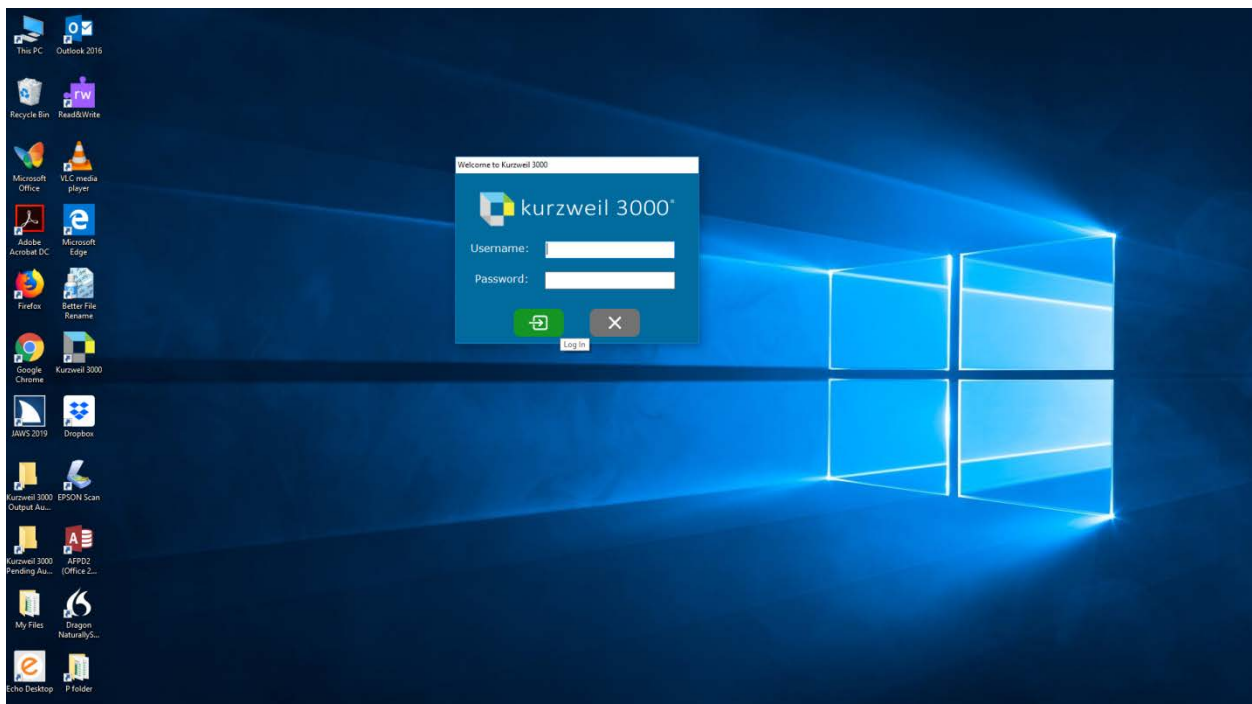


## Scan using Kurzweil:

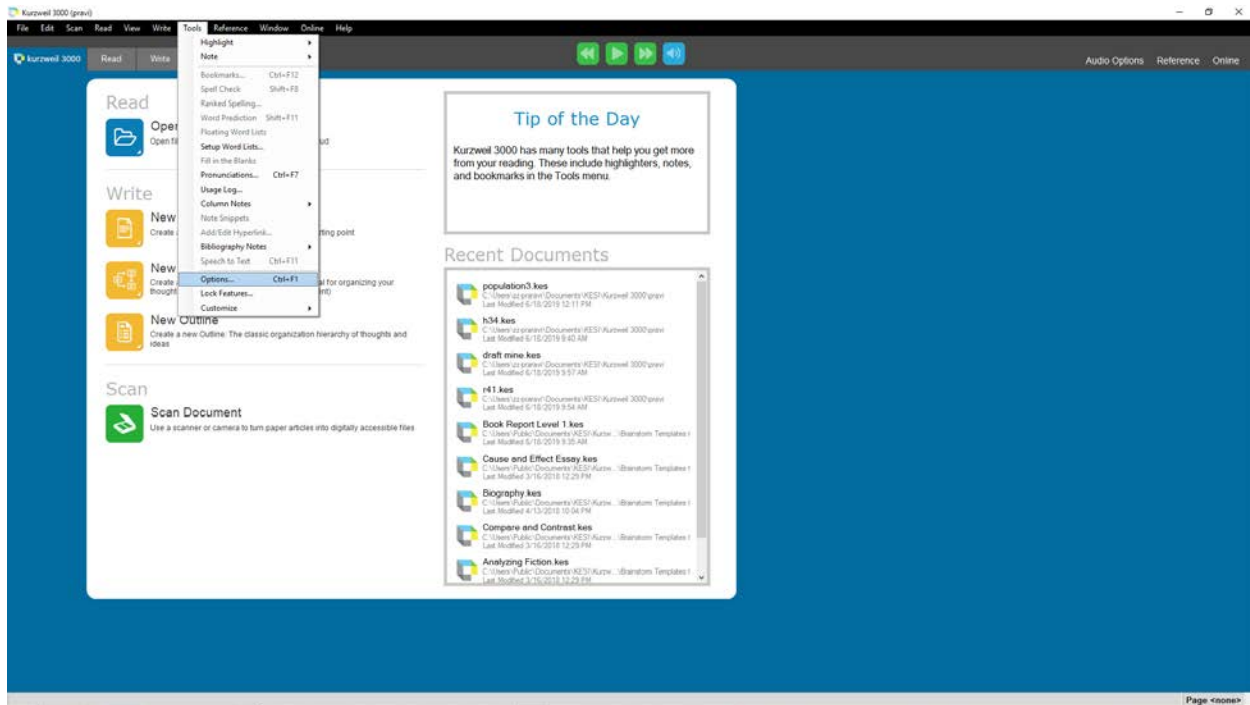
1. To begin double, click the Kurzweil 3000 icon on the computer desktop.



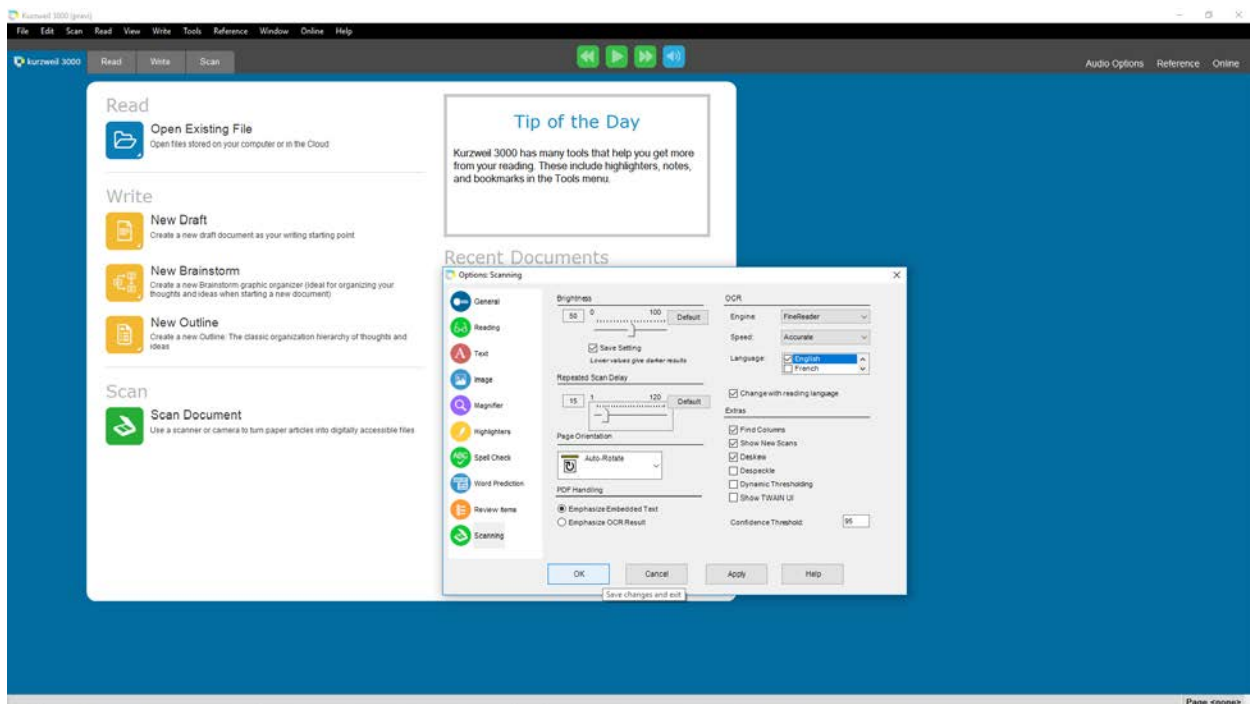
2. Give your login credentials to access Kurzweil 3000 software. Then click Log In.



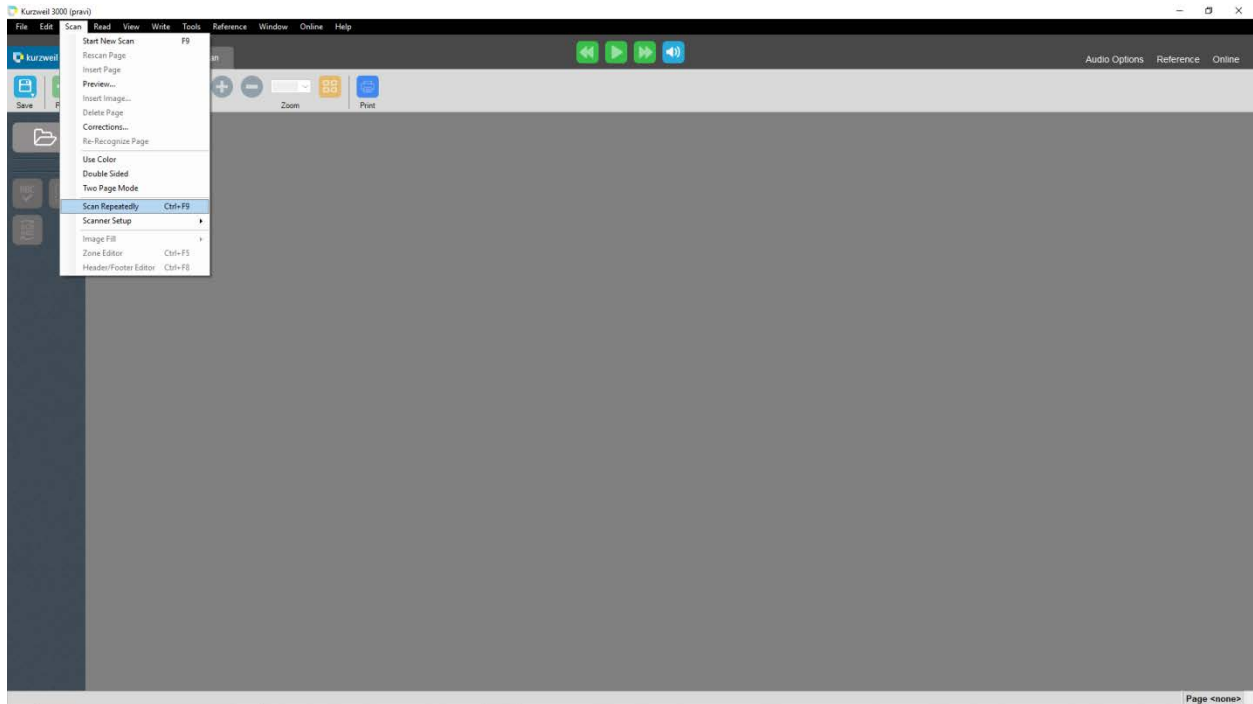
3. Once the Kurzweil Software opens up click the tools dropdown menu, select options.



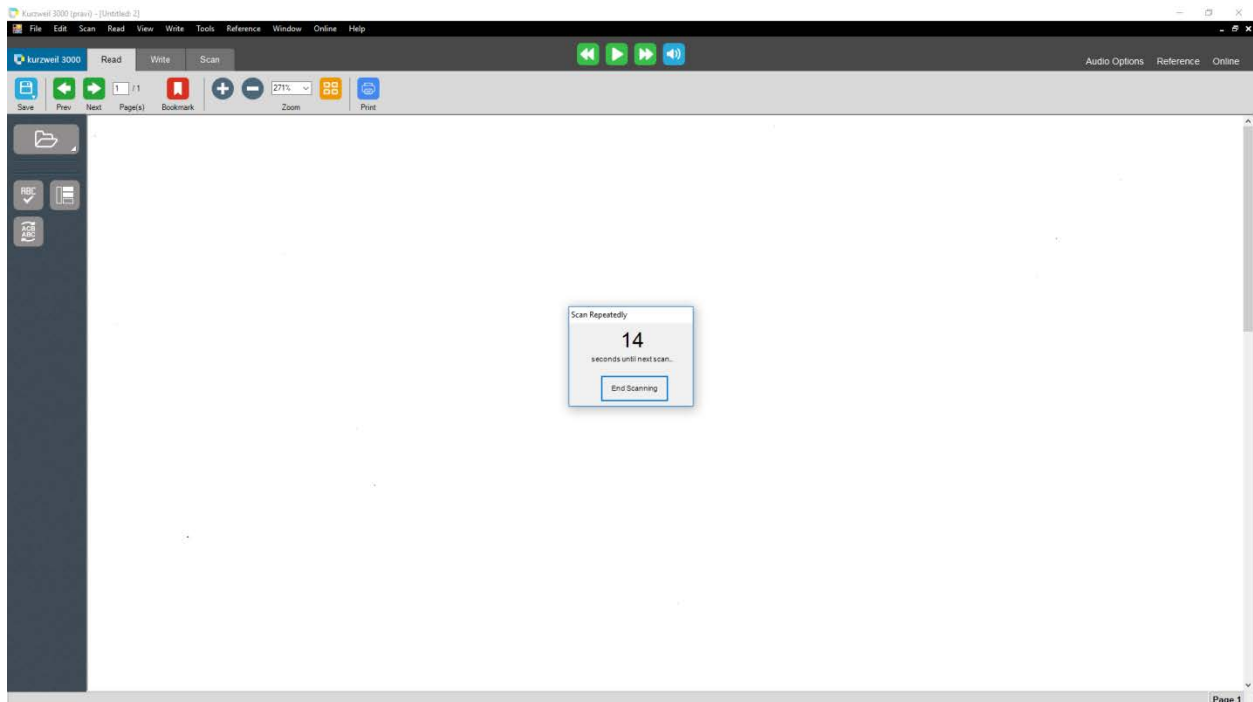
4. When the Options dialog box opens up, click scanning. Set repeated scan delay to a desired time interval and click ok. This will establish how long the system will pause between page scans which allows you time to position the next page to be scanned. A good baseline is 15 seconds and click ok



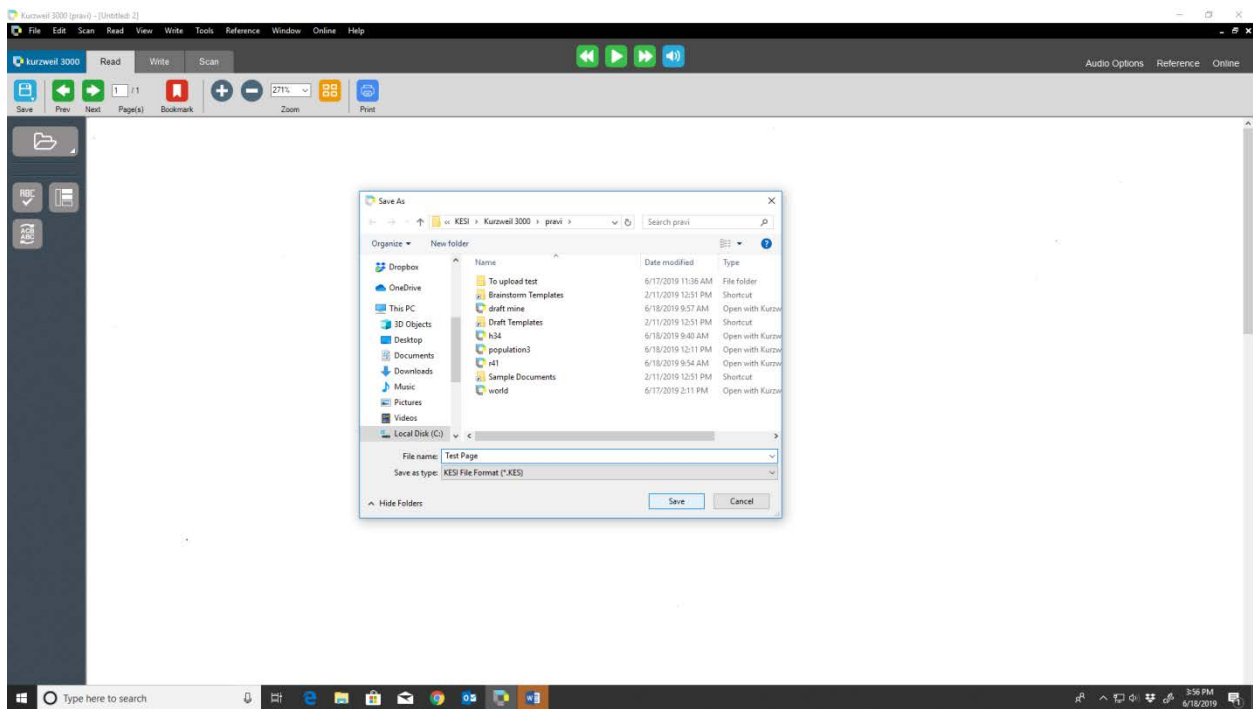
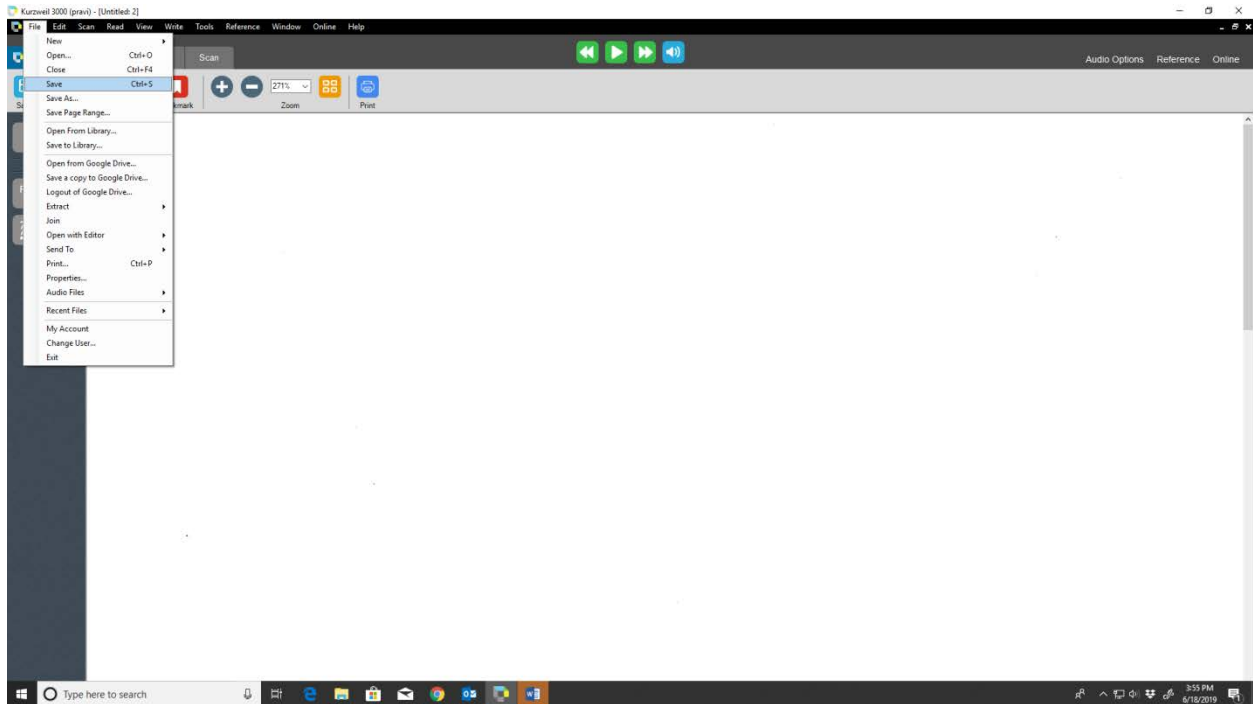
5. Open the lid of the scanner and position the page to be scanned on the scanner. Click the scan dropdown menu and select scan repeatedly.



6. After a page has scanned, a timer will display how much time remains for positioning the next page to be scanned. Scan additional pages as needed and click End Scanning when done with a set.



- Next, click file, save, and provide a computer drive location and a descriptive file name for storing your scanned pages. A file ending with KES will be created.

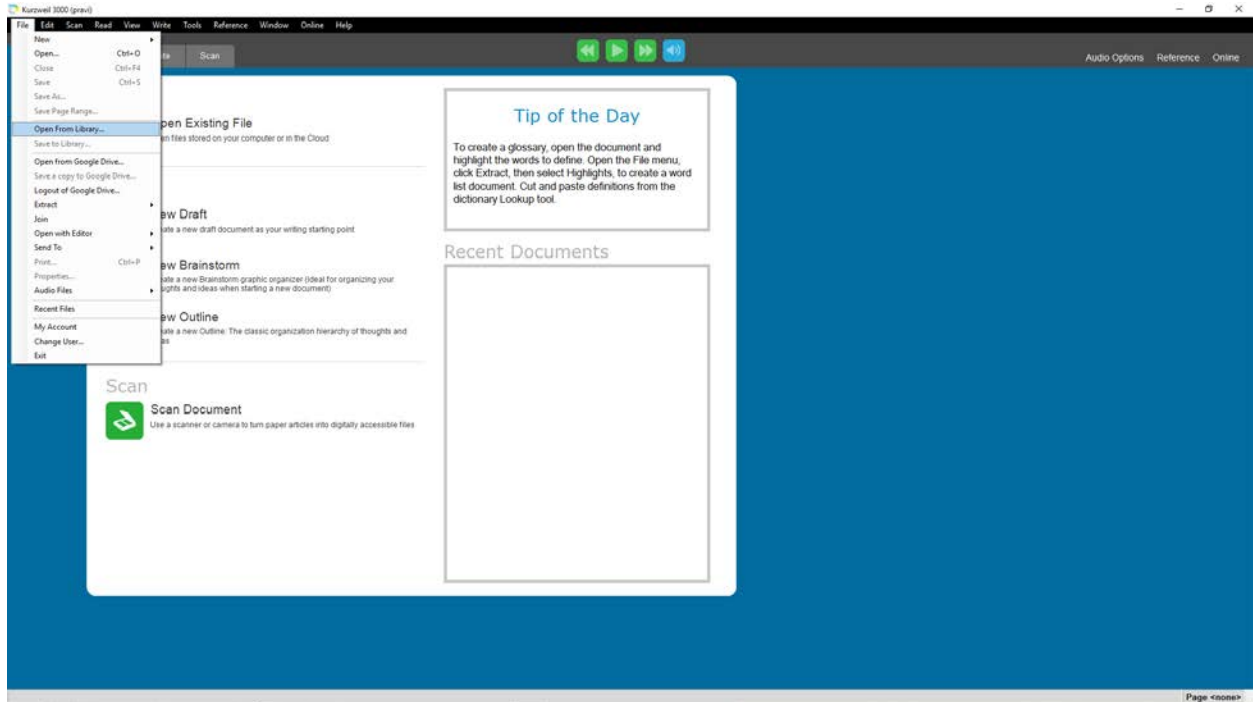




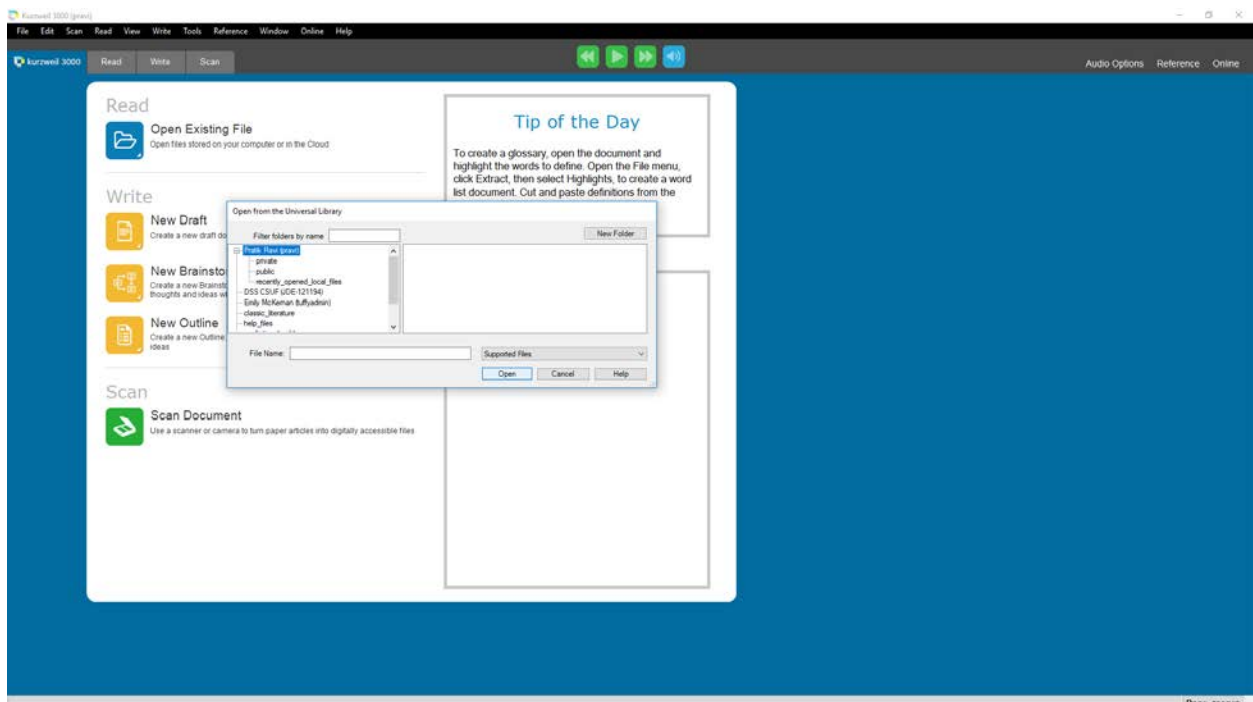
## Universal Library:

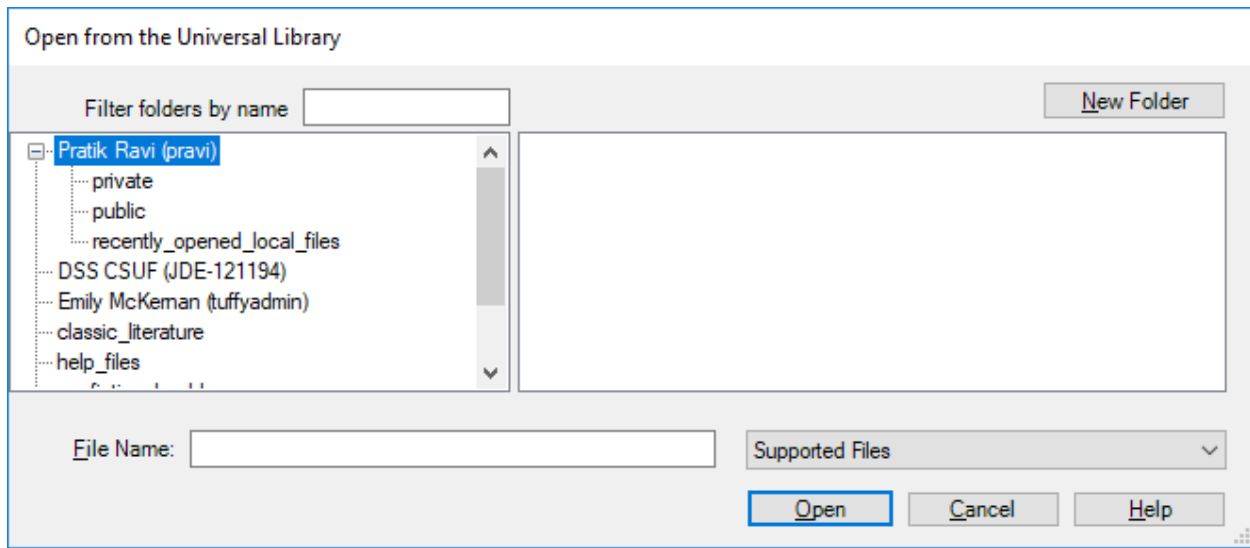
### To Open Documents from the Universal Library:

1. From the File menu, choose open from Library.



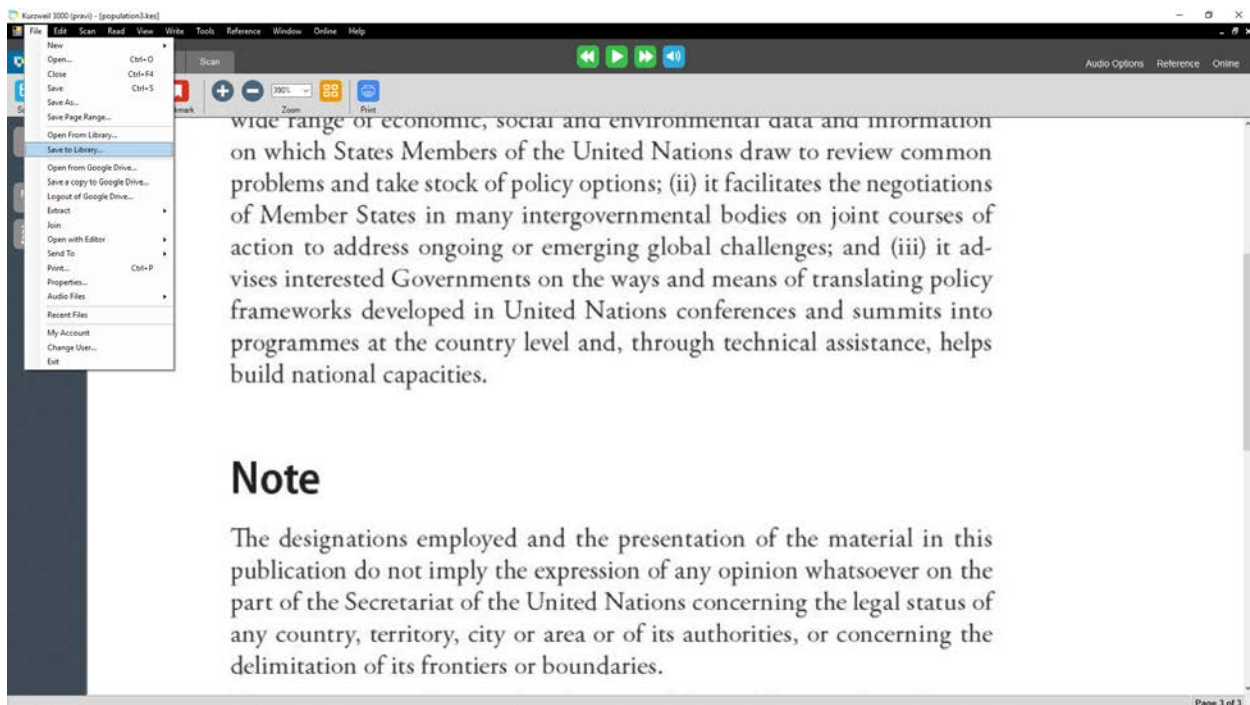
2. The "Open from the Universal Library" dialog box appears, with the Kurzweil 3000 Universal Library folder as its starting point. Select the desired document, and click Open.



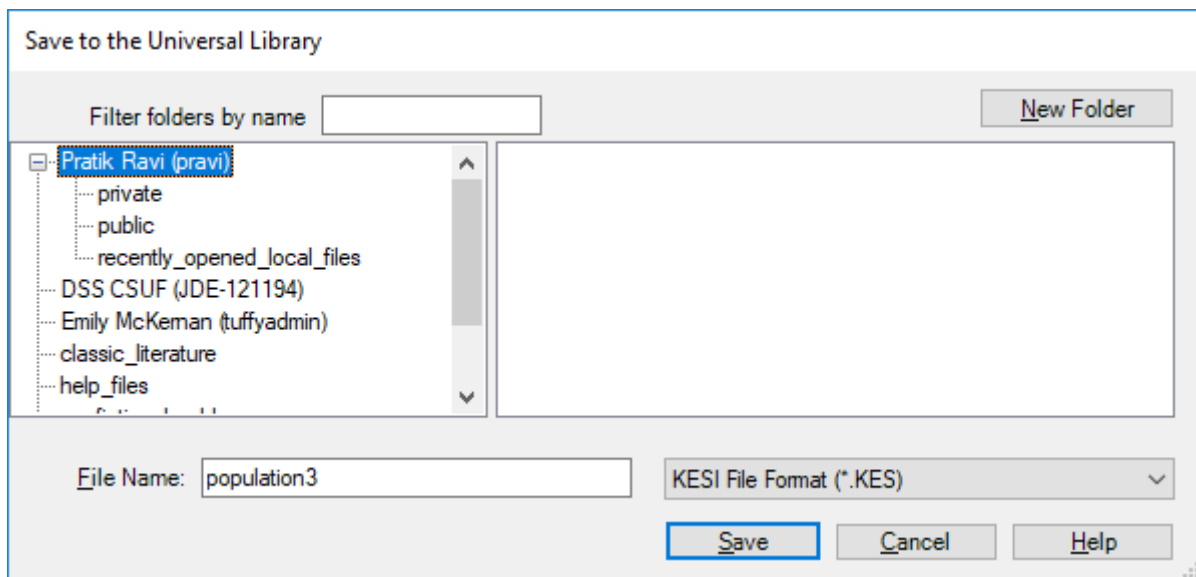
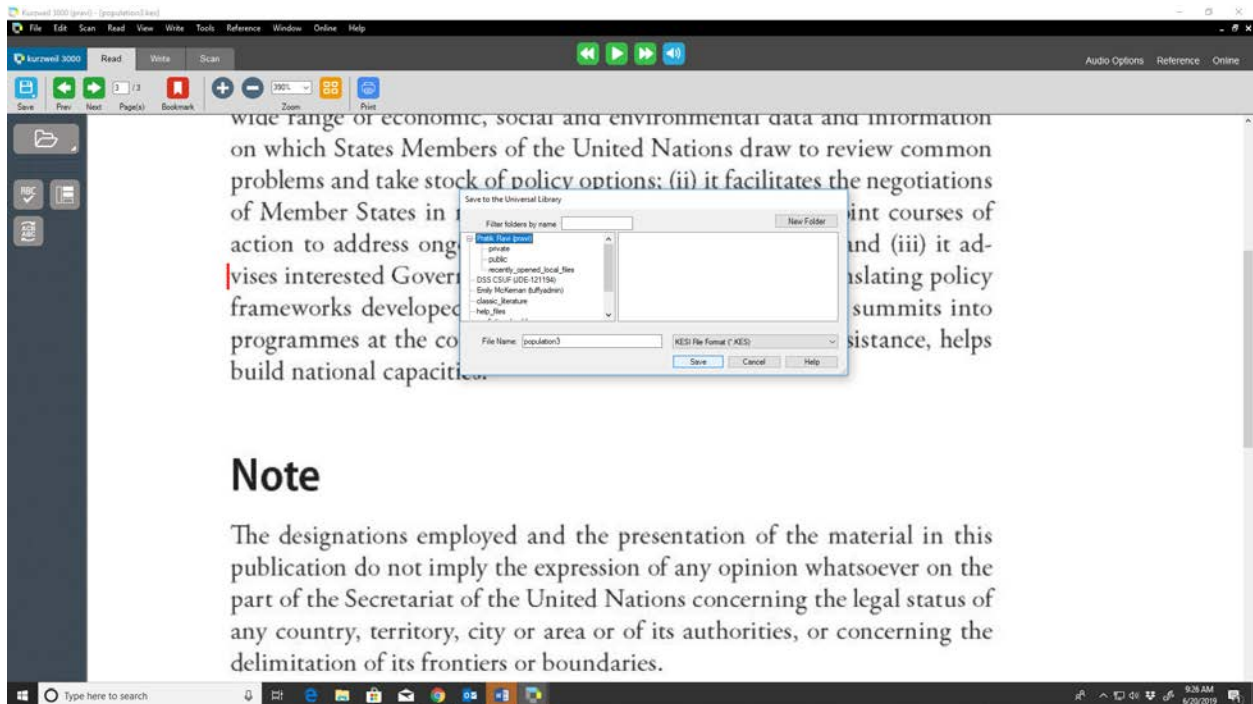


### To save a document to the Universal Library:

1. From the File menu, choose Save to Library.



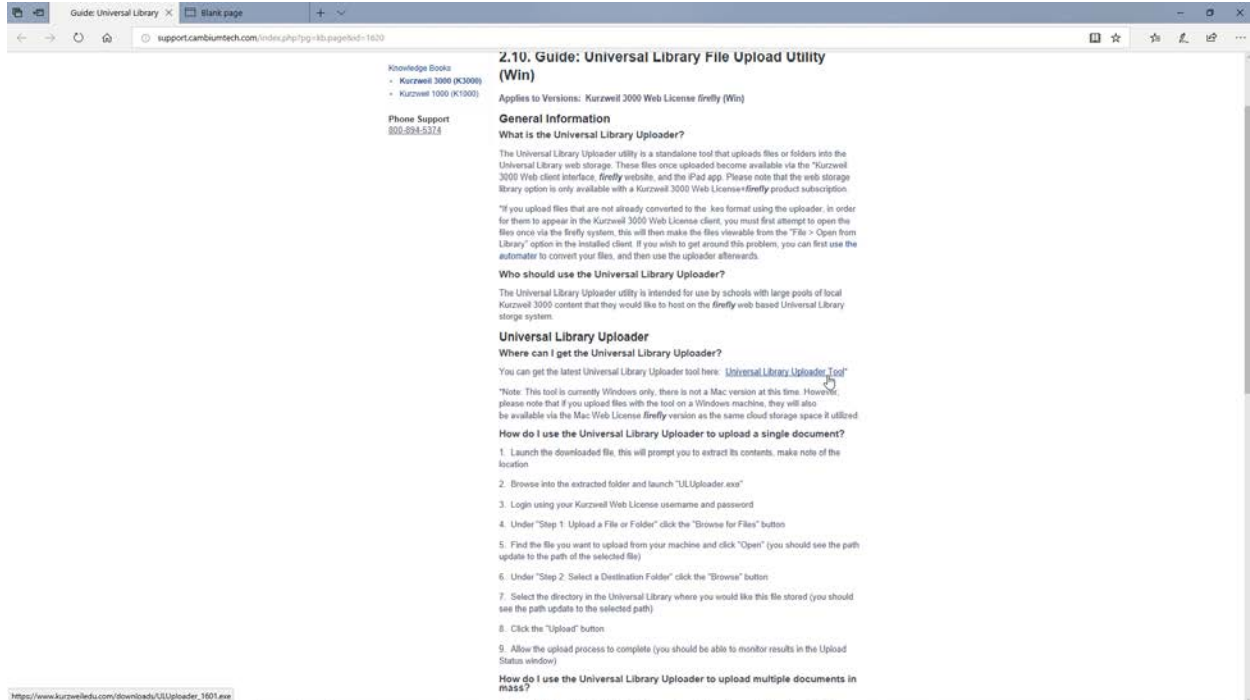
2. The “Save to the Universal Library” dialog box appears, with the Kurzweil 3000 Universal Library folder as its starting point. Either navigate to the location where you want to save the document or click Save to save the document in the Kurzweil 3000 Universal Library folder.



## Universal Library Uploader Utility:

### Installing the Universal Library Uploader:

1. You can get the Universal Library Uploader installation file from the link mentioned below:  
[https://www.kurzweiledu.com/downloads/ULUploader\\_1601.exe](https://www.kurzweiledu.com/downloads/ULUploader_1601.exe)
2. Once you open the above link, you will find link saying “Universal Library Uploader Tool”, click this link.



The screenshot shows a web browser window with the address bar displaying [support.cambiumtech.com/index.php?page=kb&pageid=1620](https://support.cambiumtech.com/index.php?page=kb&pageid=1620). The page content is as follows:

**Knowledge Books**

- Kurzweil 3000 (K3000)
- Kurzweil 1000 (K1000)

**Phone Support**  
800-594-5374

### 2.10. Guide: Universal Library File Upload Utility (Win)

Applies to Versions: Kurzweil 3000 Web License firefly (Win)

#### General Information

##### What is the Universal Library Uploader?

The Universal Library Uploader utility is a standalone tool that uploads files or folders into the Universal Library web storage. These files once uploaded become available via the "Kurzweil 3000 Web client interface, firefly website, and the iPad app. Please note that the web storage library option is only available with a Kurzweil 3000 Web License+firefly product subscription.

"If you upload files that are not already converted to the .kex format using the uploader, in order for them to appear in the Kurzweil 3000 Web License client, you must first attempt to open the files once via the firefly system, this will then make the files viewable from the "File > Open from Library" option in the installed client. If you wish to get around this problem, you can first use the automater to convert your files, and then use the uploader afterwards.

##### Who should use the Universal Library Uploader?

The Universal Library Uploader utility is intended for use by schools with large pools of local Kurzweil 3000 content that they would like to host on the firefly web based Universal Library storage system.

#### Universal Library Uploader

##### Where can I get the Universal Library Uploader?

You can get the latest Universal Library Uploader tool here: [Universal Library Uploader Tool](#)

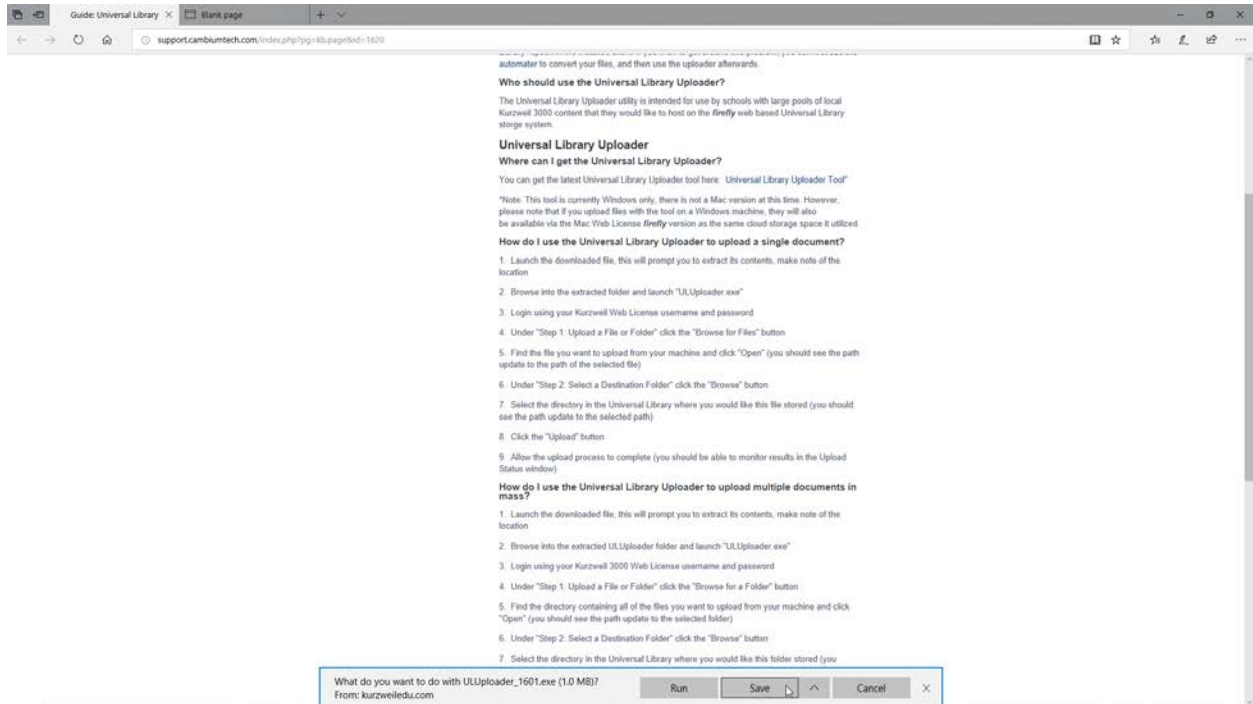
"Note: This tool is currently Windows only, there is not a Mac version at this time. However, please note that if you upload files with the tool on a Windows machine, they will also be available via the Mac Web License firefly version as the same cloud storage space is utilized.

##### How do I use the Universal Library Uploader to upload a single document?

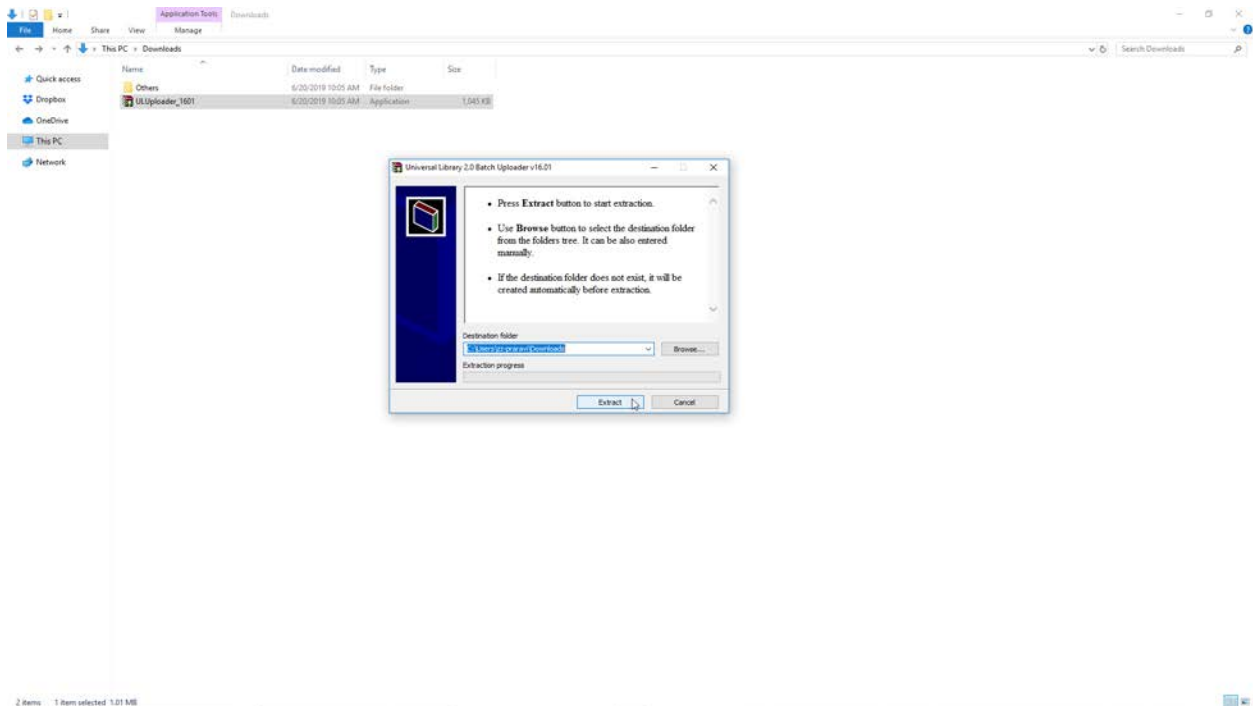
1. Launch the downloaded file, this will prompt you to extract its contents, make note of the location
2. Browse into the extracted folder and launch "ULUploader.exe"
3. Login using your Kurzweil Web License username and password
4. Under "Step 1: Upload a File or Folder" click the "Browse for Files" button
5. Find the file you want to upload from your machine and click "Open" (you should see the path update to the path of the selected file)
6. Under "Step 2: Select a Destination Folder" click the "Browse" button
7. Select the directory in the Universal Library where you would like this file stored (you should see the path update to the selected path)
8. Click the "Upload" button.
9. Allow the upload process to complete (you should be able to monitor results in the Upload Status window)

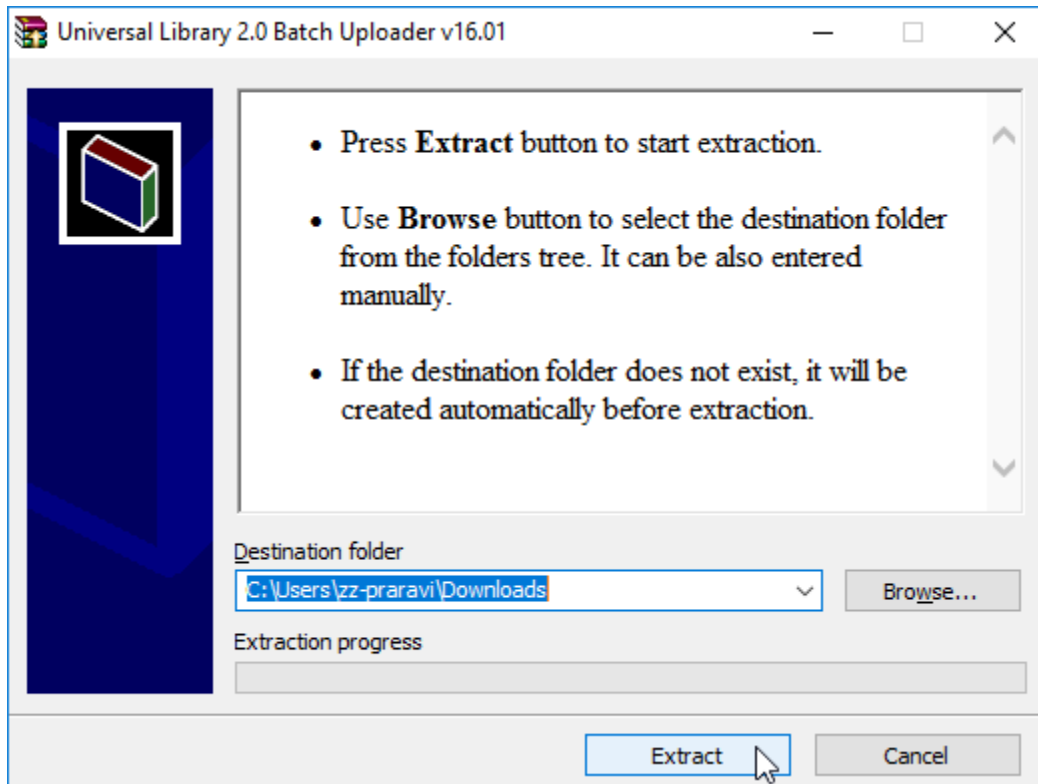
##### How do I use the Universal Library Uploader to upload multiple documents in mass?

3. A dialog box opens up asking “what you want to do with ULUploader\_1601.exe?“, click the Save button. It begins downloading the file.

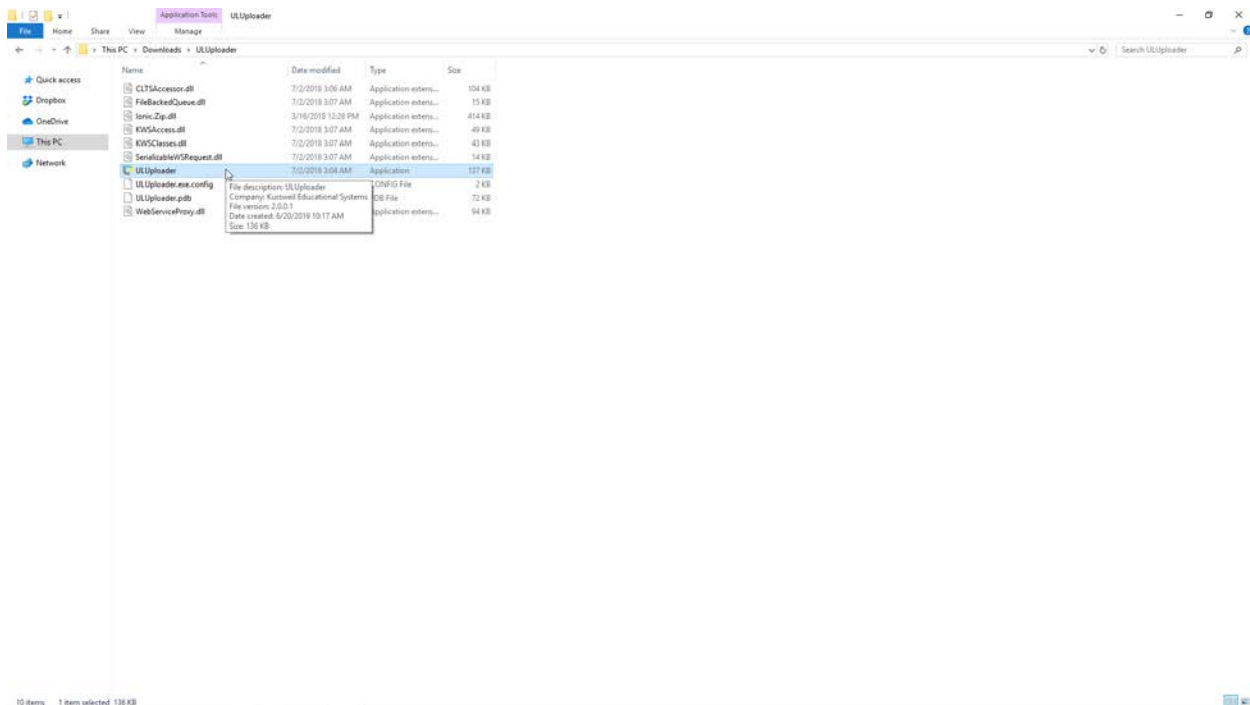


4. Once you open the downloaded file, a “Universal Library” dialog box appears. Select your destination folder and then click extract. The files get extracted to the selected destination folder.



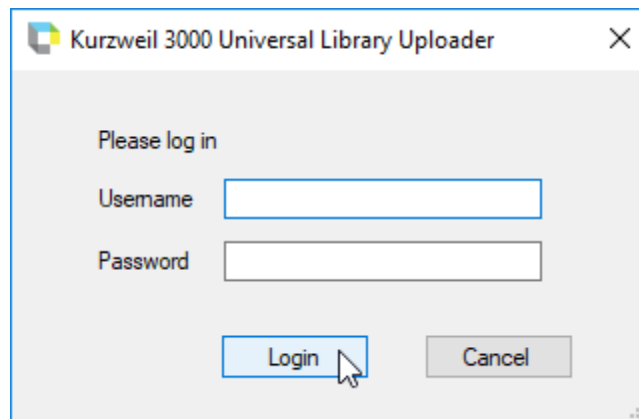
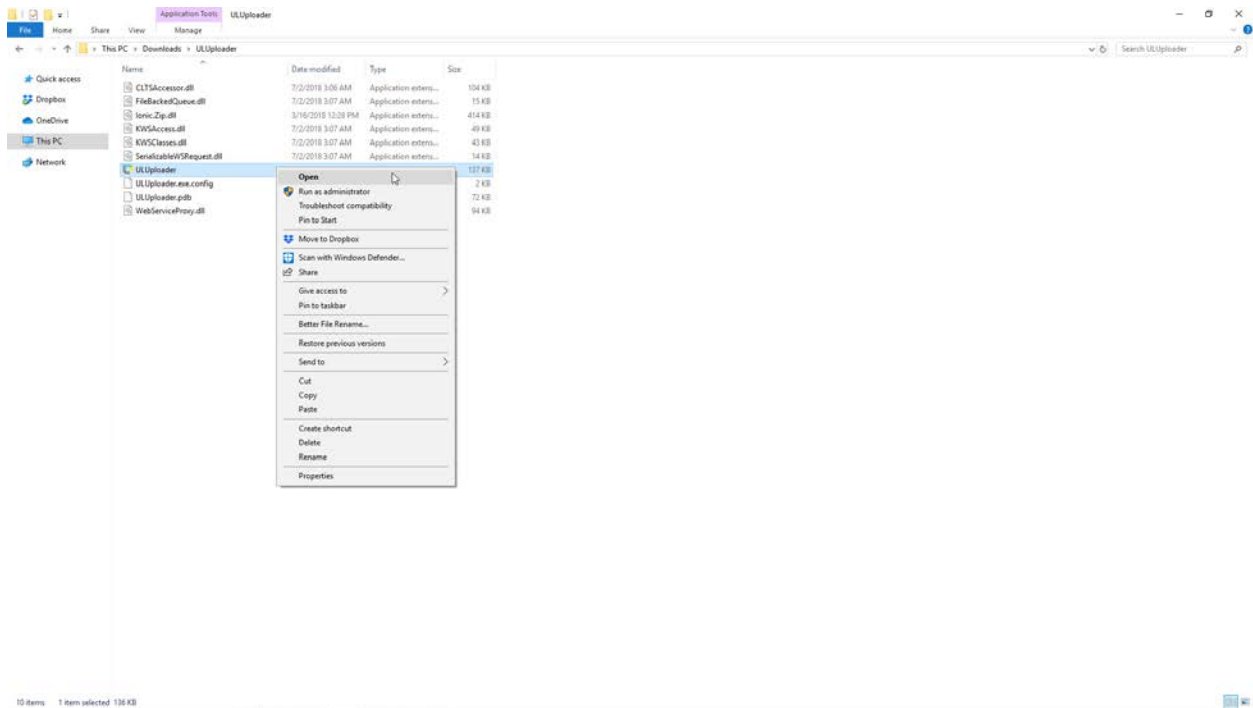


5. Navigate to the folder you chose to extract the files in and you should see “ULUploader.exe”.

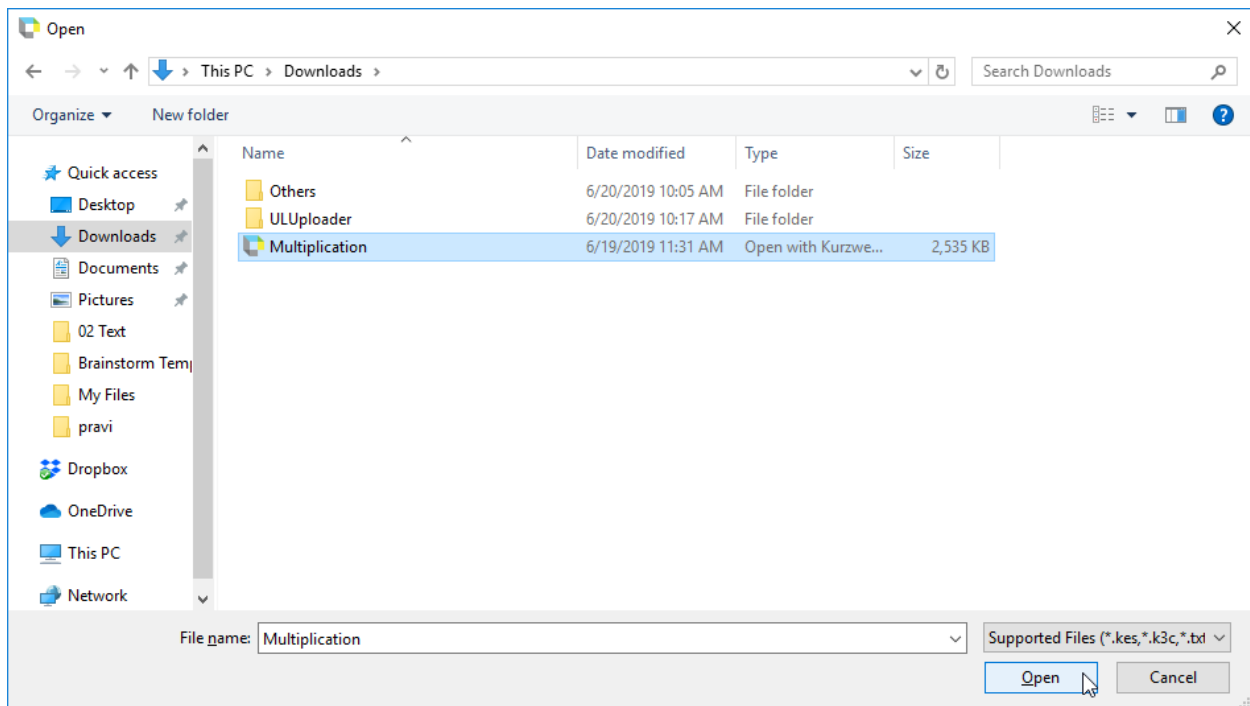
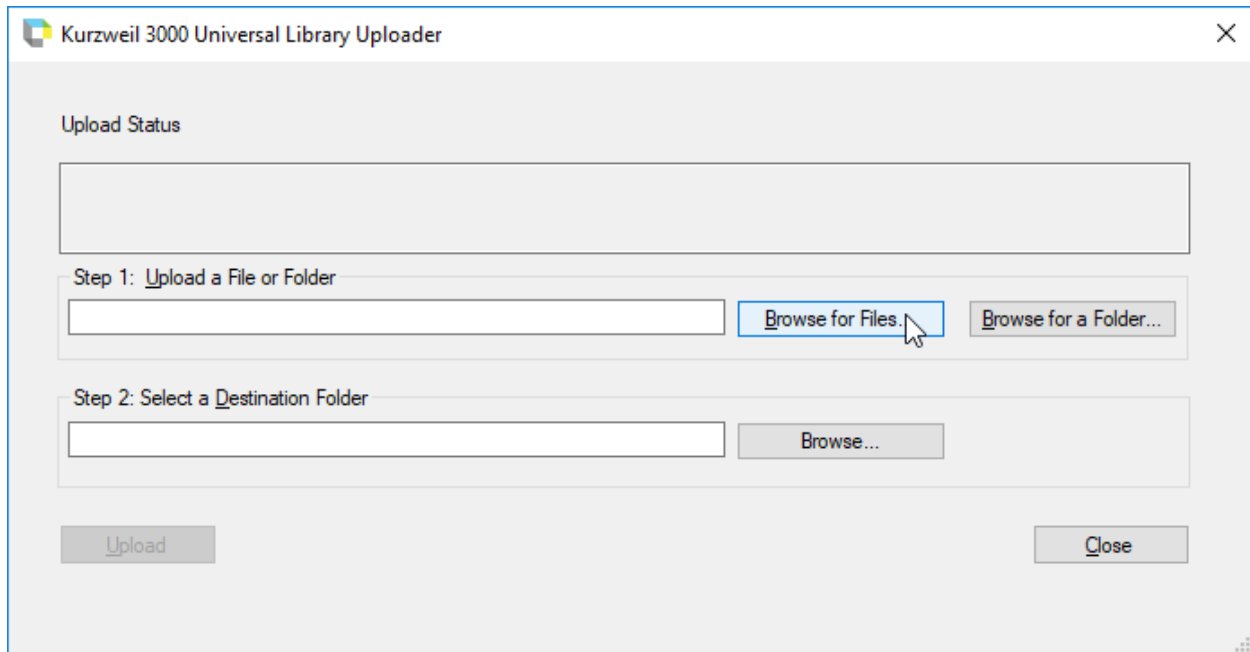


## To upload a single document using Universal Library Uploader:

1. Open the “ULUploader.exe” file and login using your Kurzweil 3000 Web License username and password. Click Login.

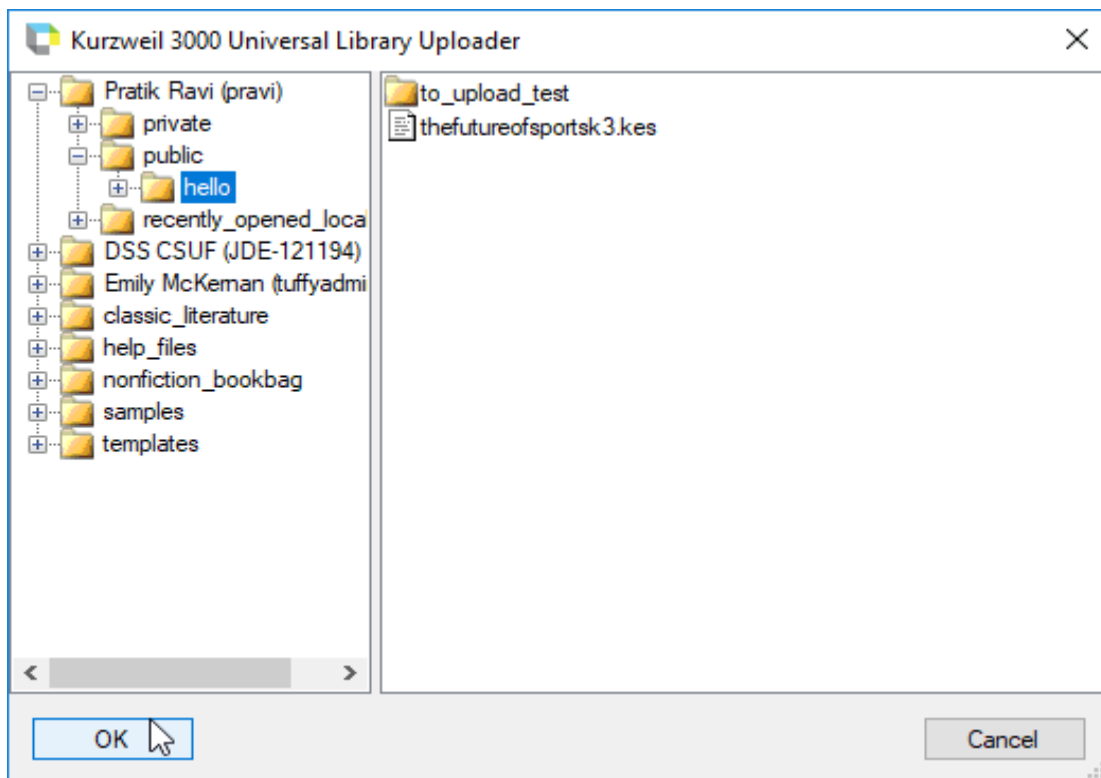
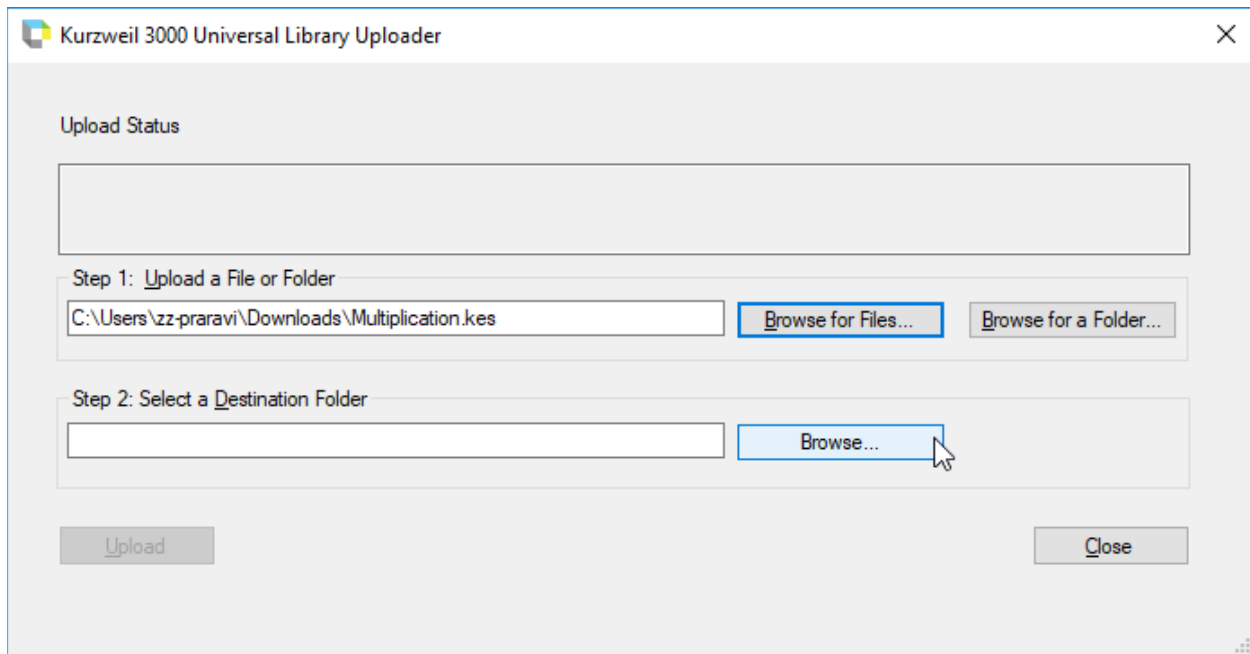


- Under “Step 1: Upload a File or Folder”, click the “Browse for Files” button. Navigate to the Kurzweil file on your computer that you want to upload and click “Open”.

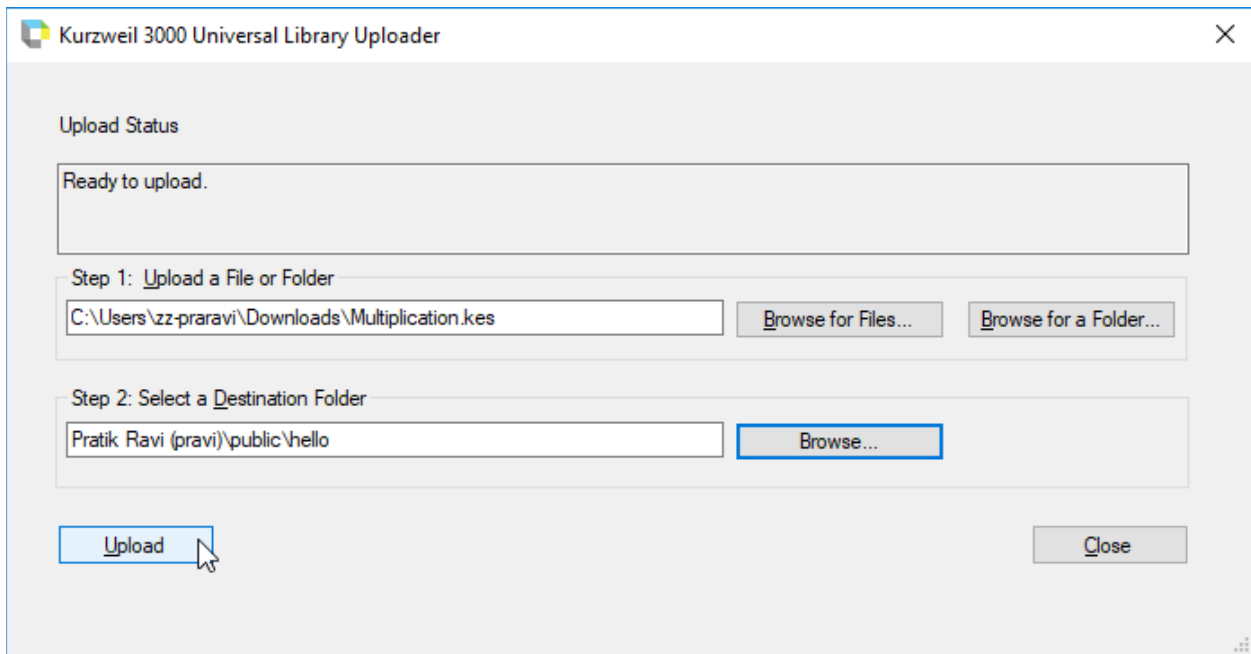




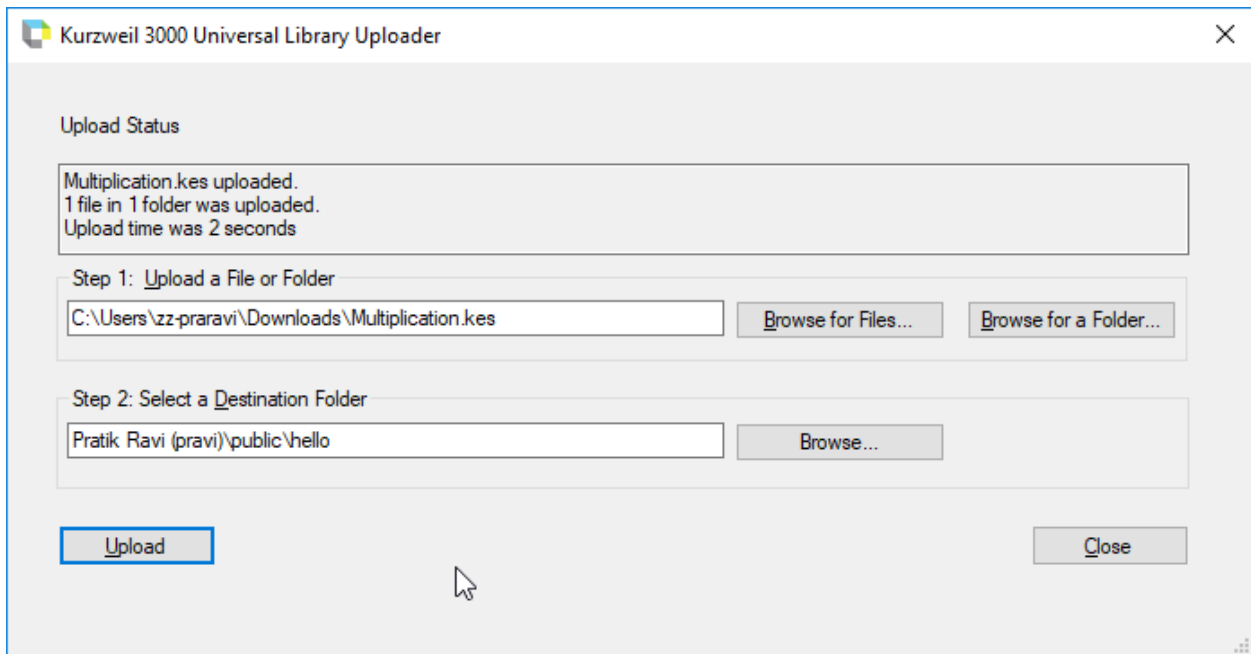
- Under “Step 2: Select a Destination Folder”, click the “Browse” button. Select the folder in the Universal Library where you would want to save the file and click “OK”.



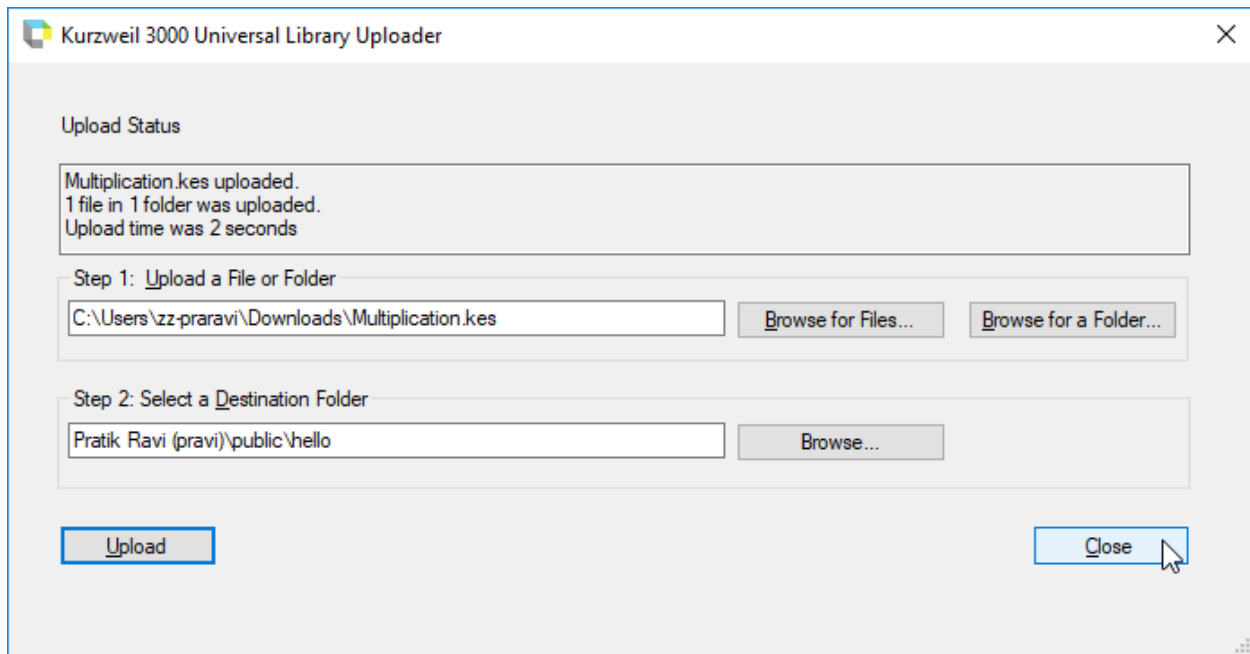
4. Click the "Upload" button. Give some time for the file to be uploaded.



5. Once the process of Uploading is completed "Filename Uploaded" message will be displayed.

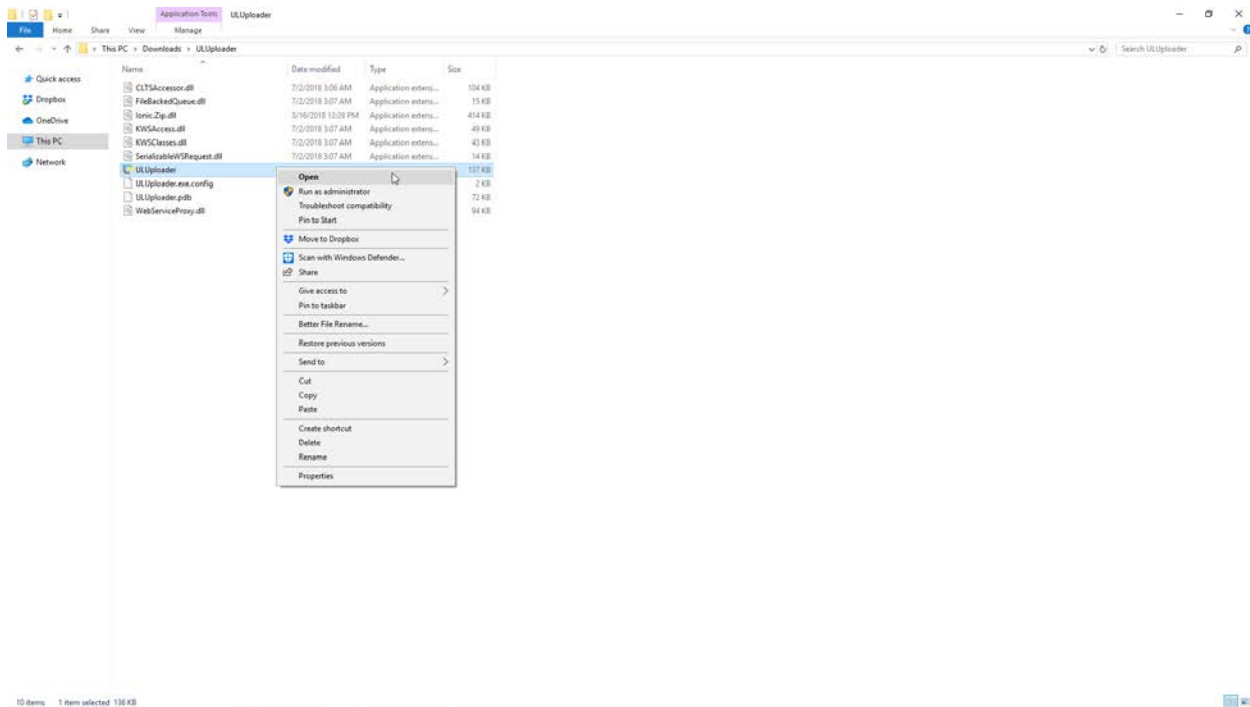


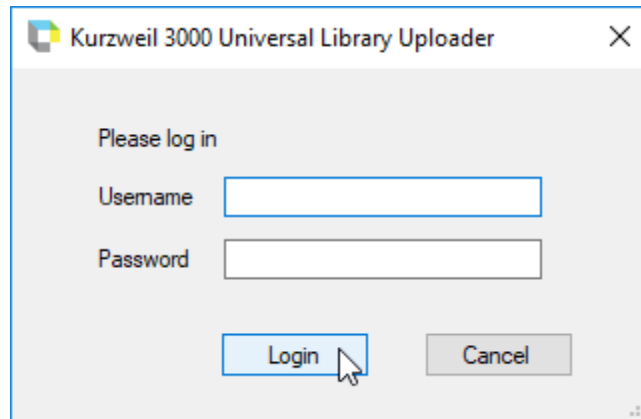
6. To exit the Universal Library Uploader window, click Close button.



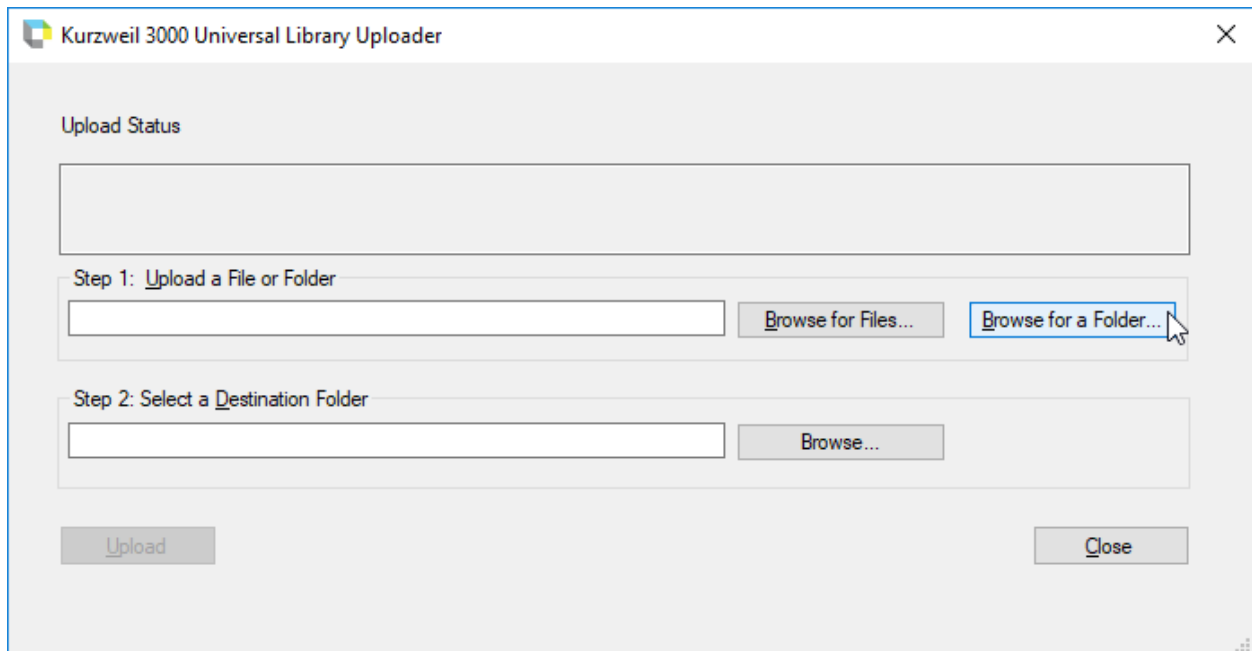
To upload multiple document at once using Universal Library Uploader:

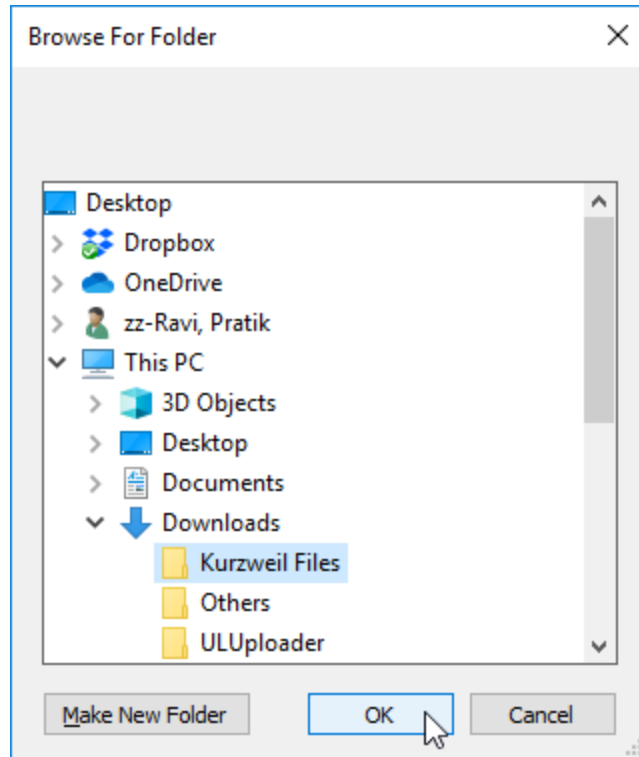
1. Open the "ULUploader.exe" and login using your Kurzweil 3000 Web License username and password.



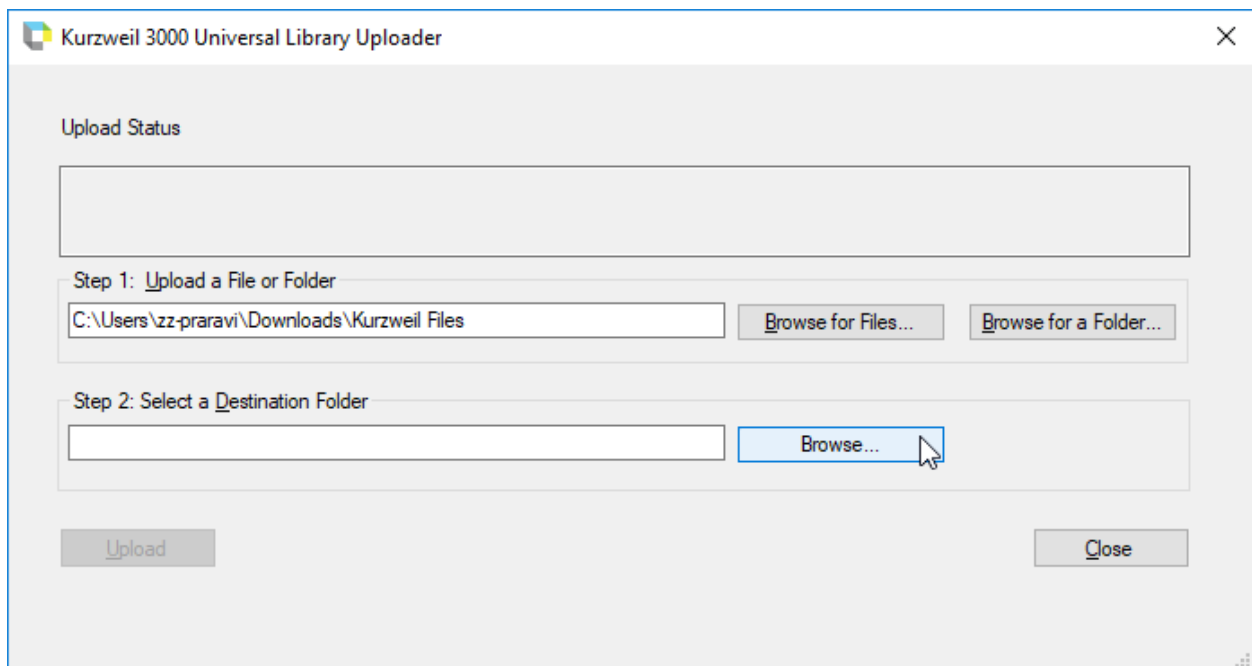


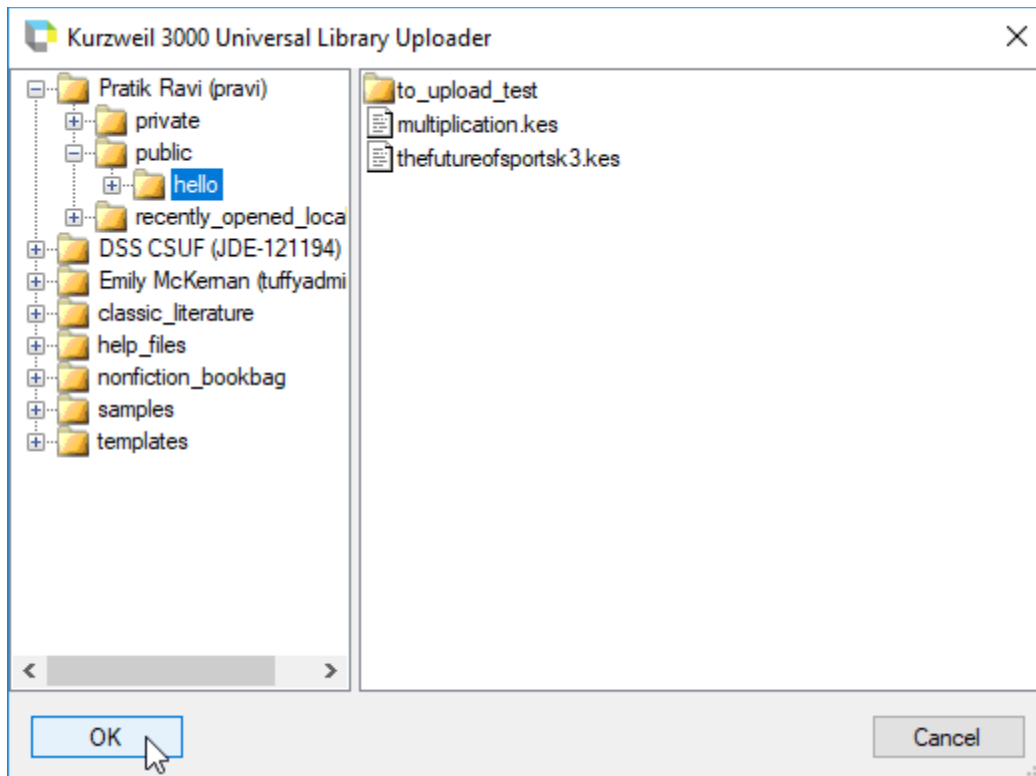
2. Under "Step 1: Upload a File or Folder", click the "Browse for a Folder" button. Navigate to the Kurzweil folder on your computer that you want to upload and click ok.



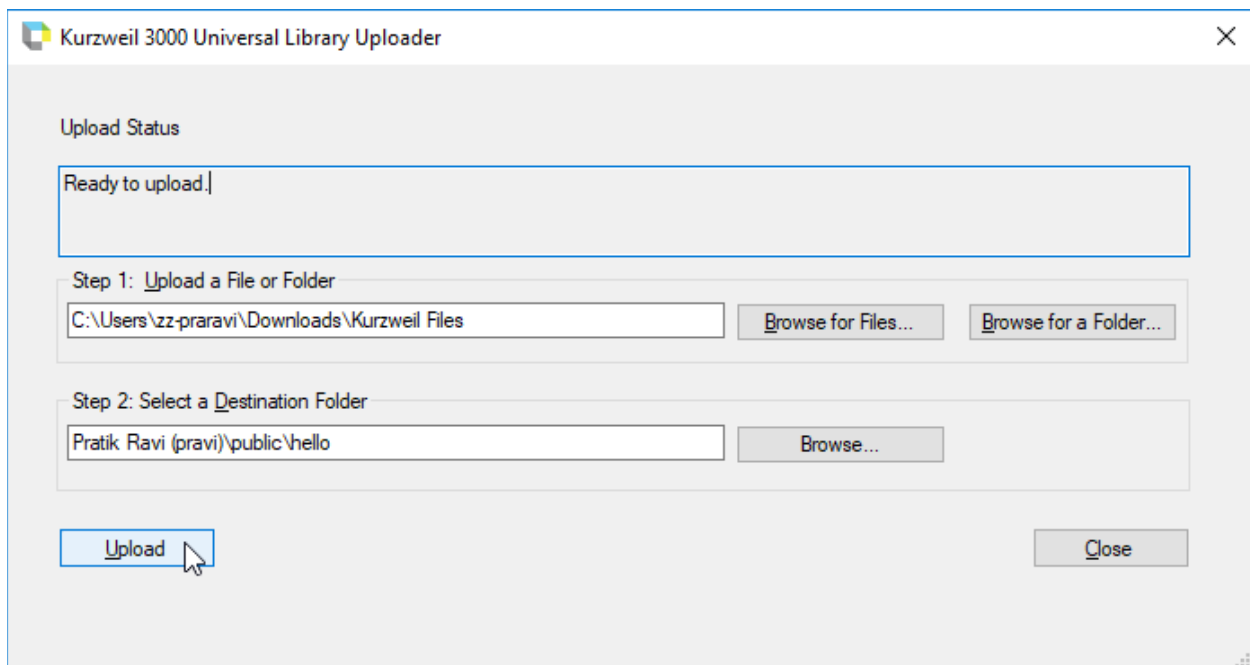


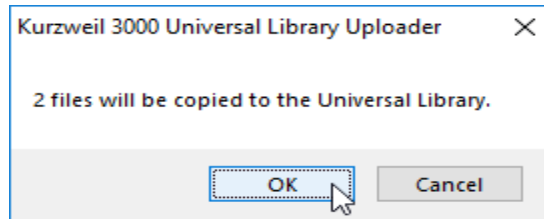
3. Under “Step 2: Select a Destination Folder”, click the “Browse” button. Select the folder in the Universal Library where you would want to save and click “Ok”.



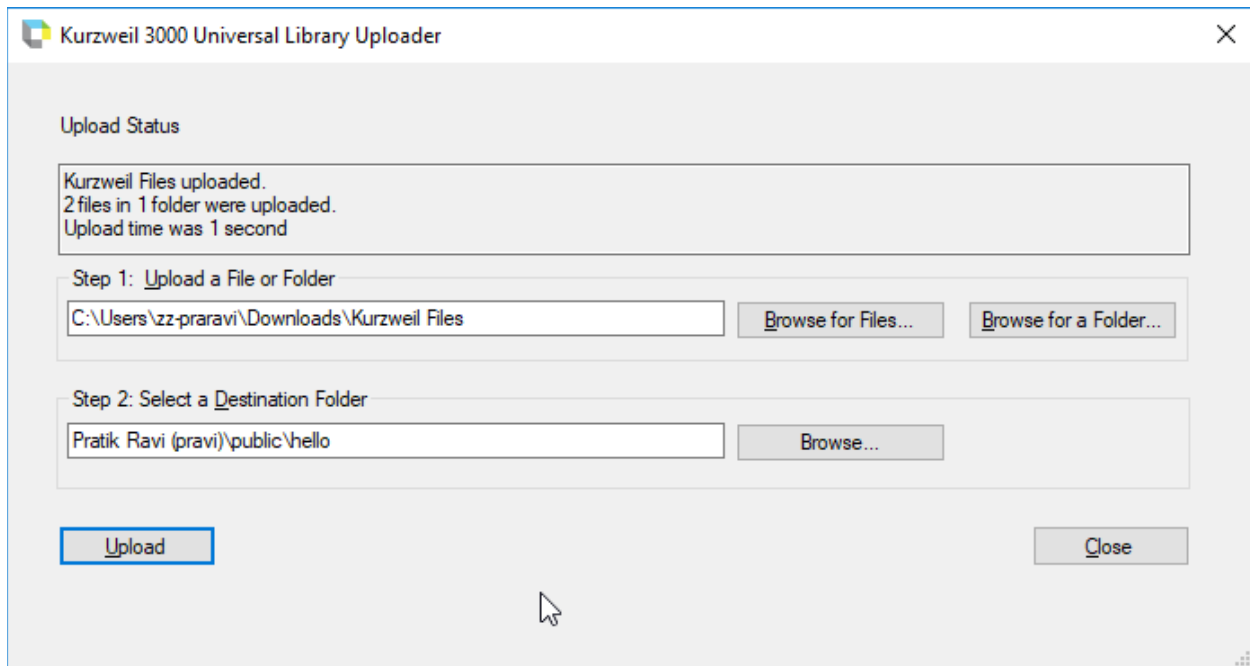


4. Click the "Upload" button. A confirmation dialog box appears saying "Files will be copied to Universal Library", click ok. Give some time for the folder to be uploaded.

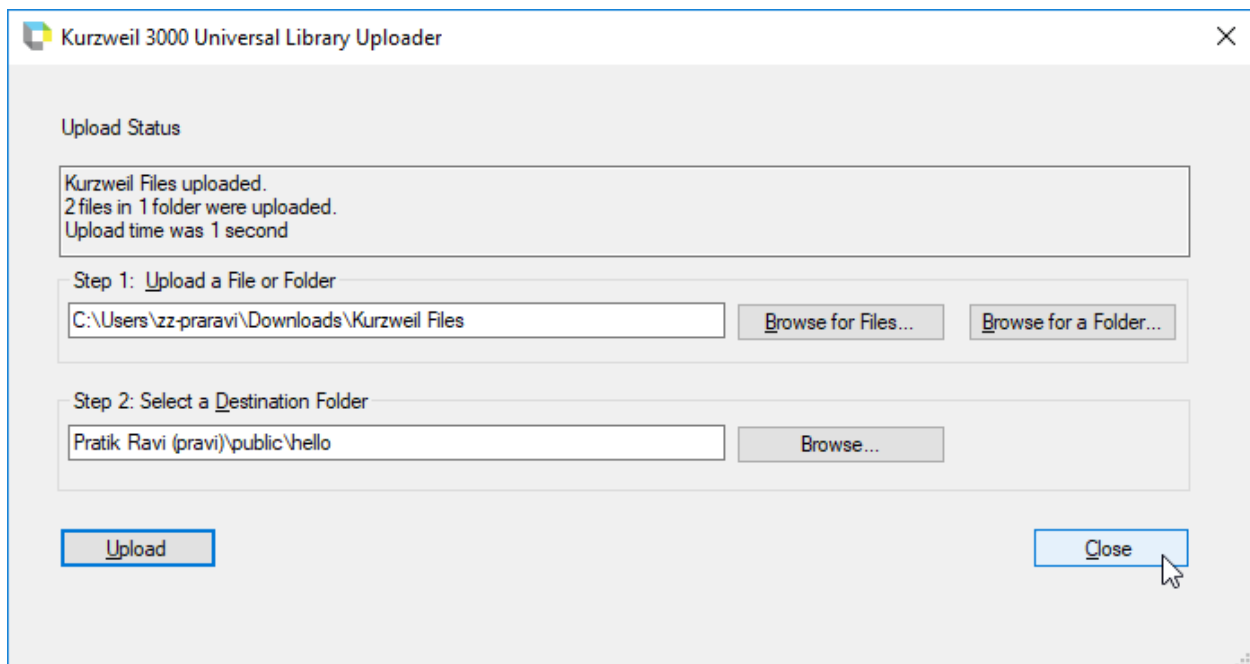




5. Once the process of Uploading is completed “Folder name Uploaded” message will be displayed.



6. To exit the window, click Close button.



## Preparing Documents:

If you are preparing documents for students to read and use, do the following steps to ensure that the documents read the way you want them to and that there are no “recognition” errors:

1. Bring the document into Kurzweil 3000 by scanning.
2. Click Read to hear if there are reading order changes you need to make, if there are pronunciation or other recognition errors.
3. Edit reading order by choosing Zone Editor from the Scan menu.
4. Edit recognition and pronunciation errors by using any of the following methods:
  - Edit Underlying Text from the Edit Correct Recognition submenu.
  - Spell Check from the Tools menu.

## Zone Editing:

Zone editing allows you to specify how Kurzweil 3000 handles blocks of text or zones in an image document. With Zone Editor you can perform tasks like changing the properties and reading order of zones, adjusting the size of a zone to determine how much text it encloses, add new zones, delete specific zones or delete all zones. It is highly recommended that you perform zone editing as the first step in preparing your document.

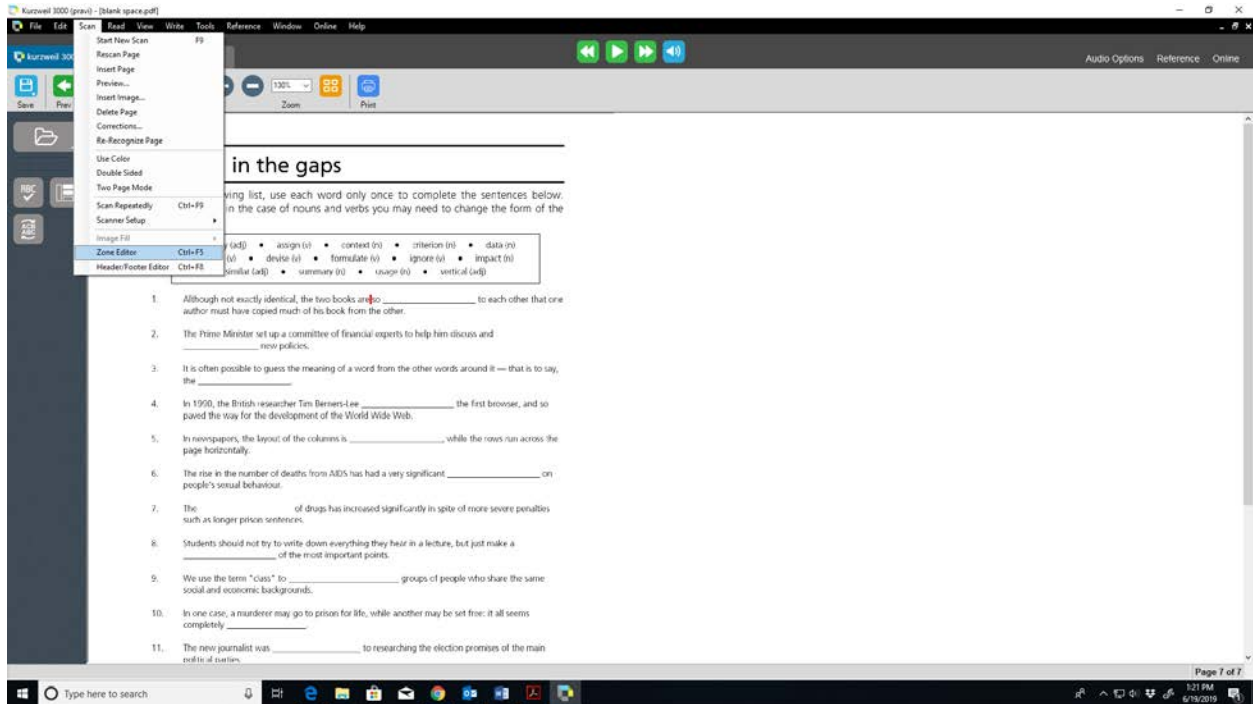
In Zone Edit mode, each text block is a separate, yellow-highlighted “zone” with an assigned number indicating reading order.



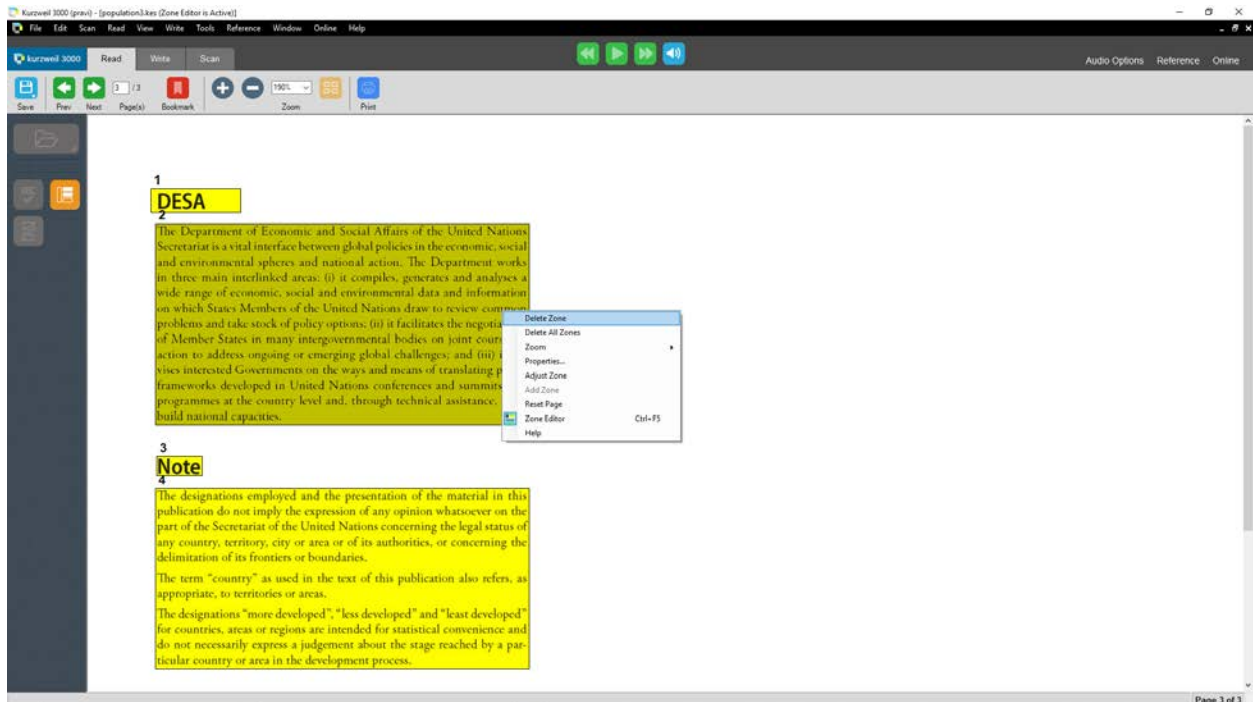


## To Switch to the Zone Edit View and access the Zone Edit Menu:

1. Open the file in Kurzweil software. Switch to zone edit view, to accomplish this you can either go to scan menu and choose Zone Editor or you could press CTRL+F5 in Keyboard. In Zone Edit mode, text and images appear as zones in numbered blocks with borders.



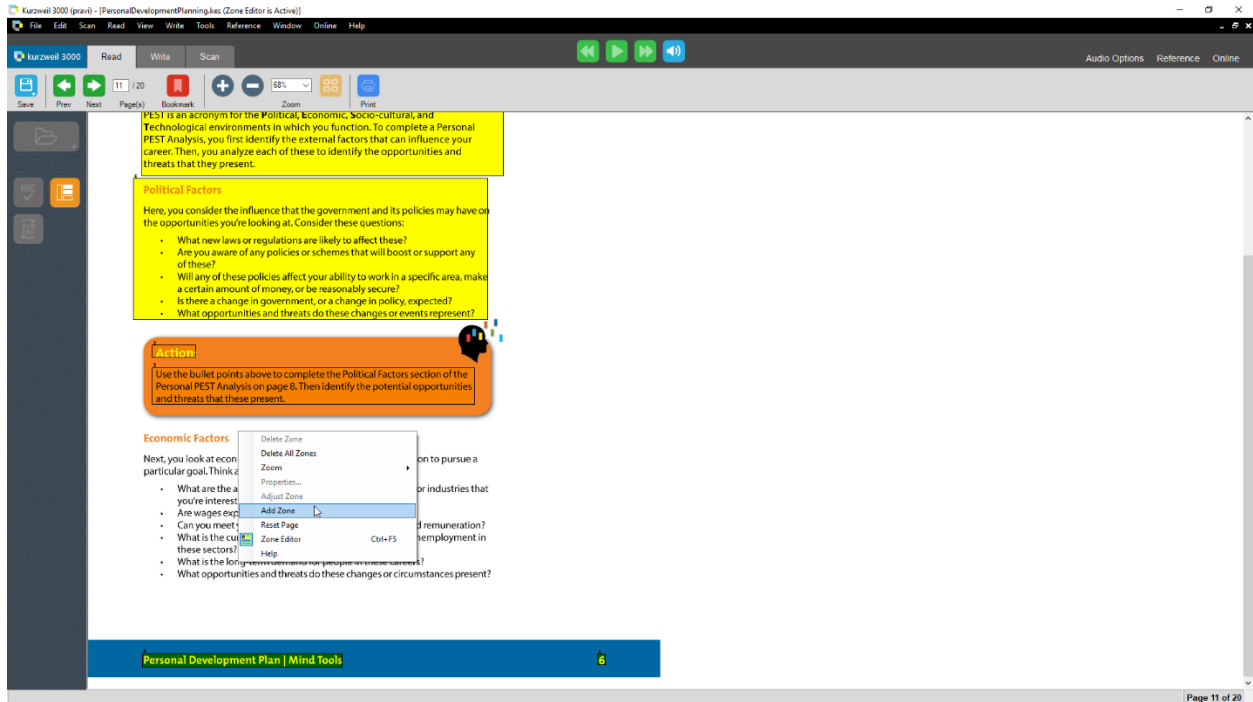
2. Click on a zone to select it, then press the right mouse button to display the **Zone Editor** menu.



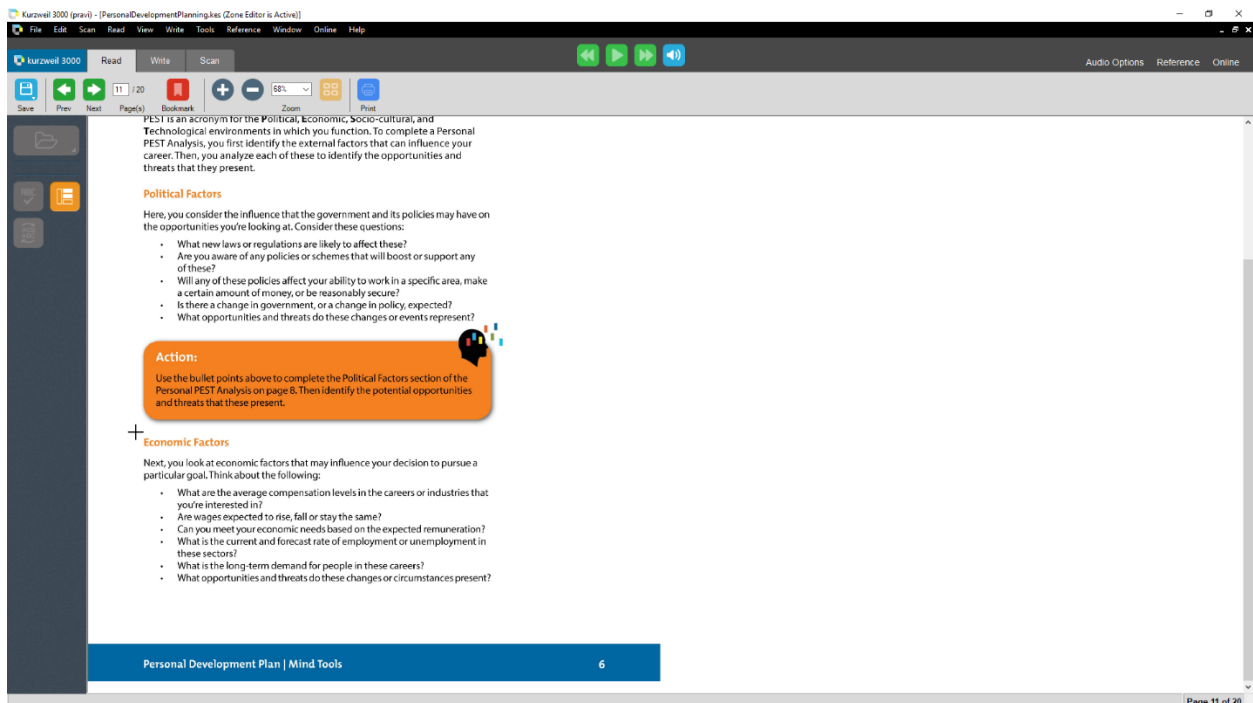
## Zone Editor menu:

### Add Zone:

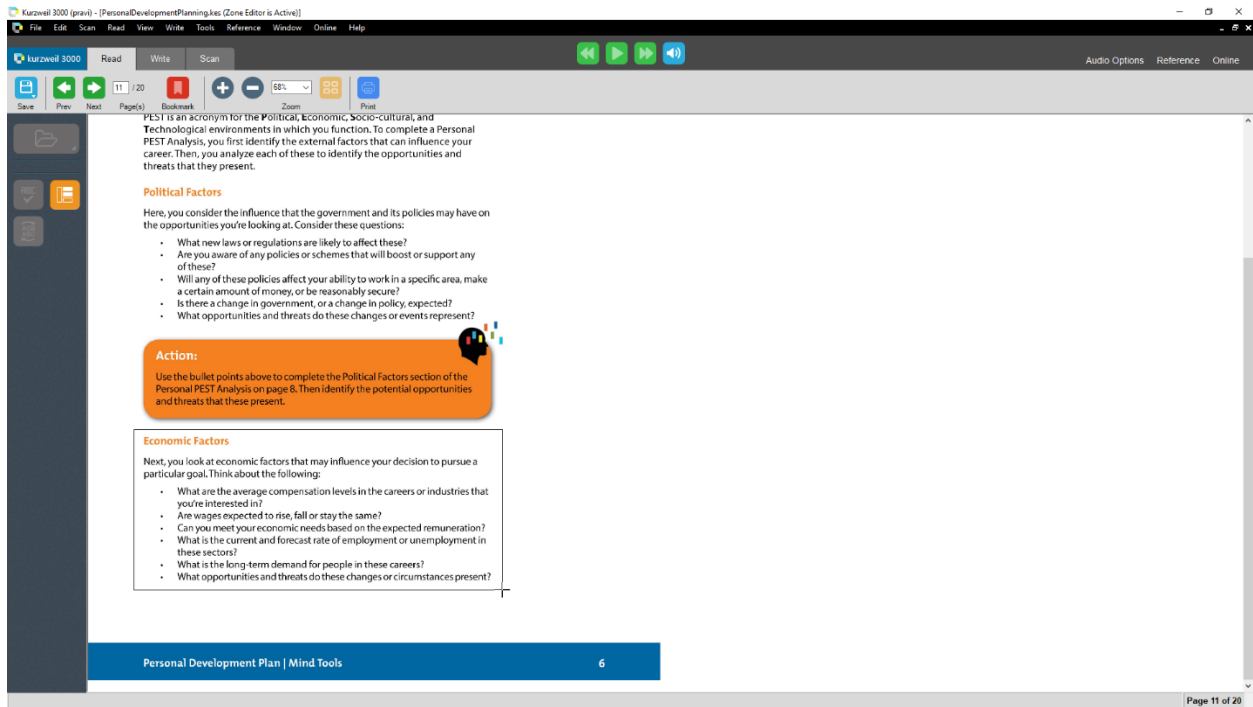
1. Press the right mouse button anywhere in the Kurzweil Window (not an existing zone) to see the Zone Editor menu. Click Add Zone.



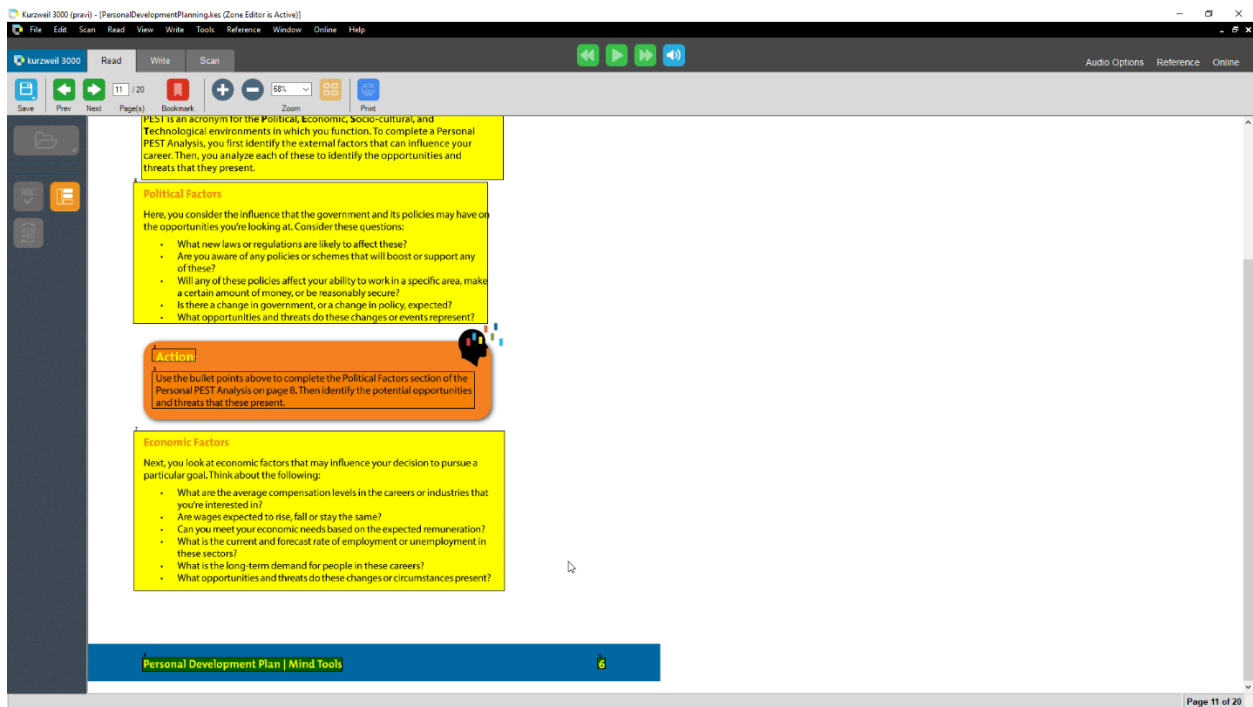
2. Your cursor will change into a cross-hair. Move the cursor near the text that needs to be zoned.



3. Hold down the left mouse button and drag until a zone is created around the desired text.

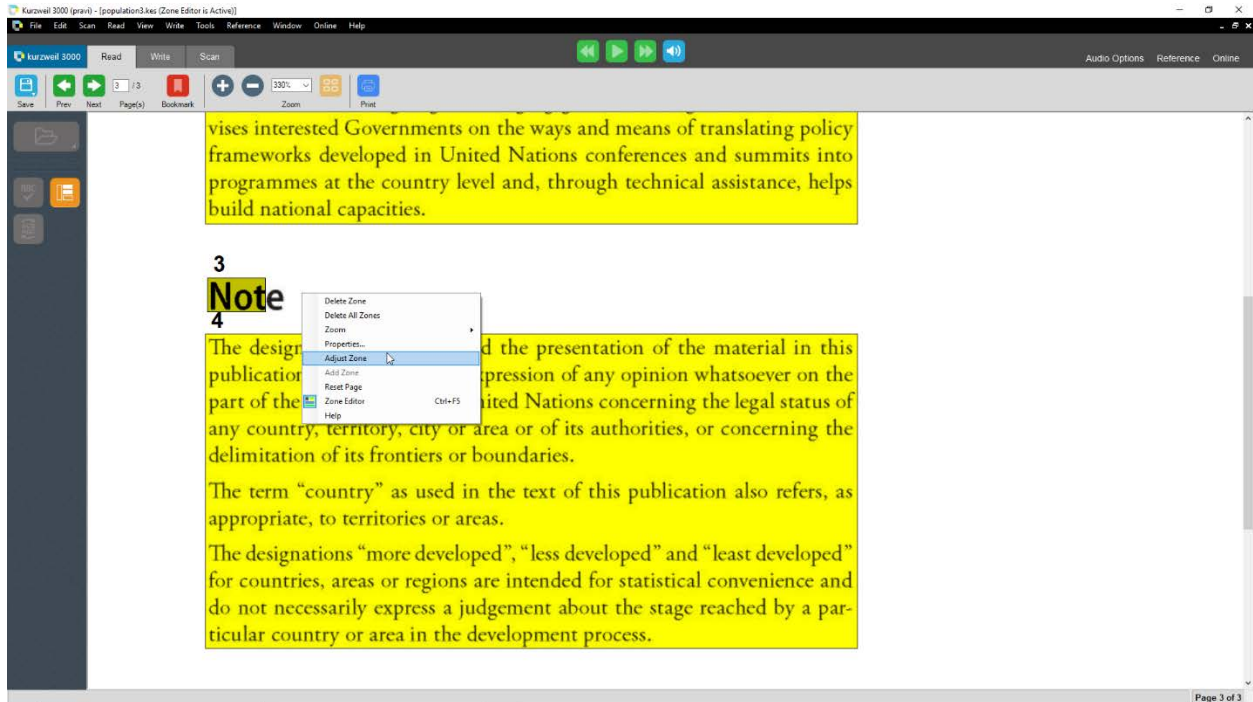


4. Double click anywhere in the Kurzweil Window (except existing zone) to deselect the zone.

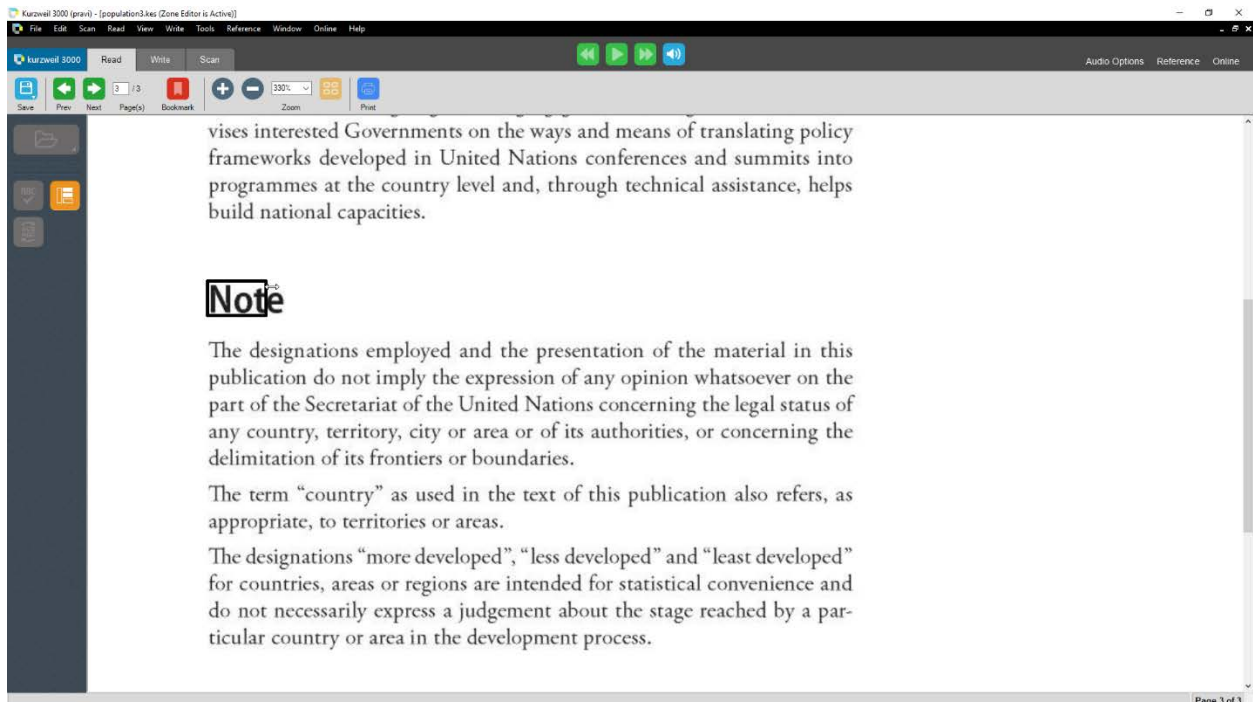


## Adjust Zone:

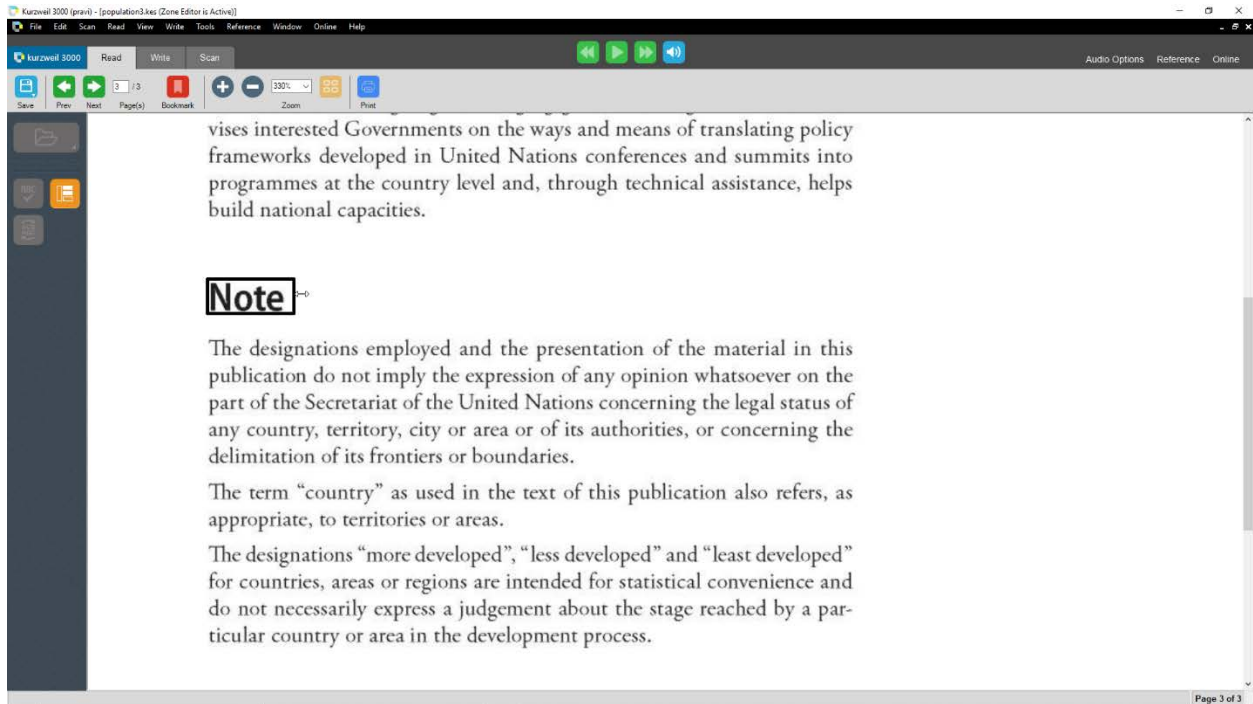
- ✓ To resize the zone:
  1. First to adjust a zone, click on the zone to select it and then press the right mouse button to see the Zone Editor menu. Click Adjust Zone.



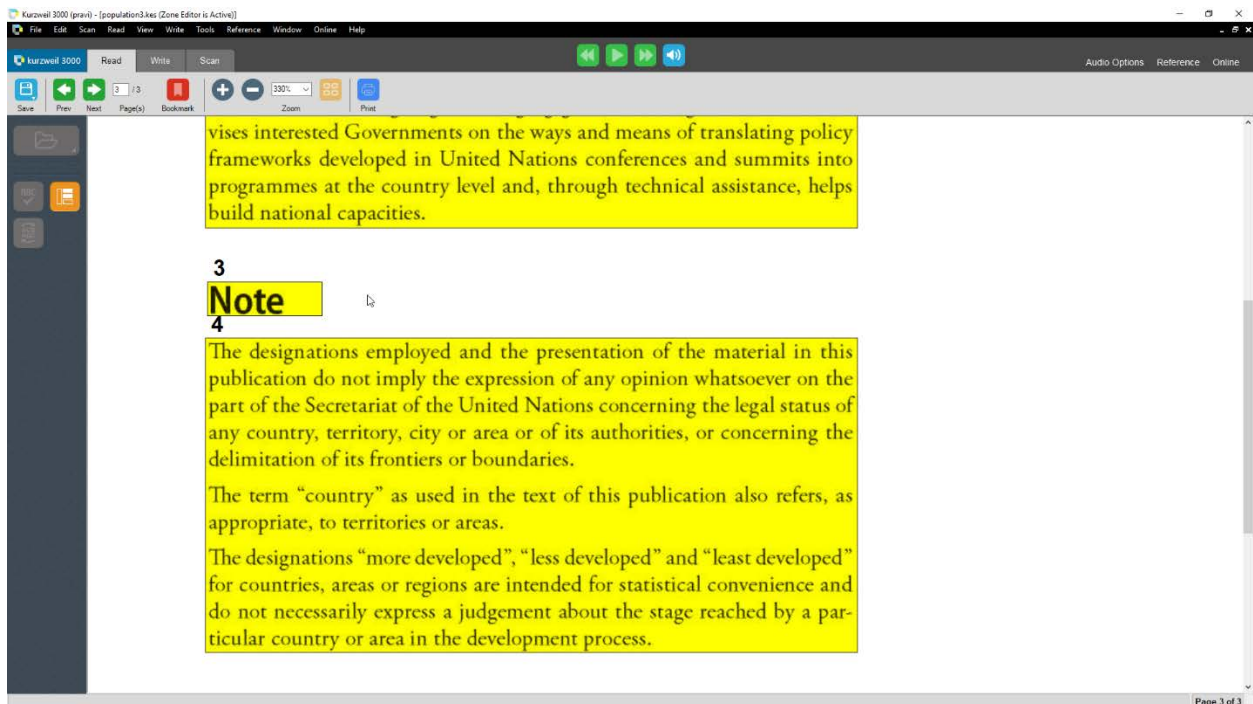
2. Move the cursor until it is near the zone border, cursor changes to left right arrow symbol.



3. Now hold down the left mouse button and drag the border of the zone to its new size. When you have resized the zone release the left mouse button.

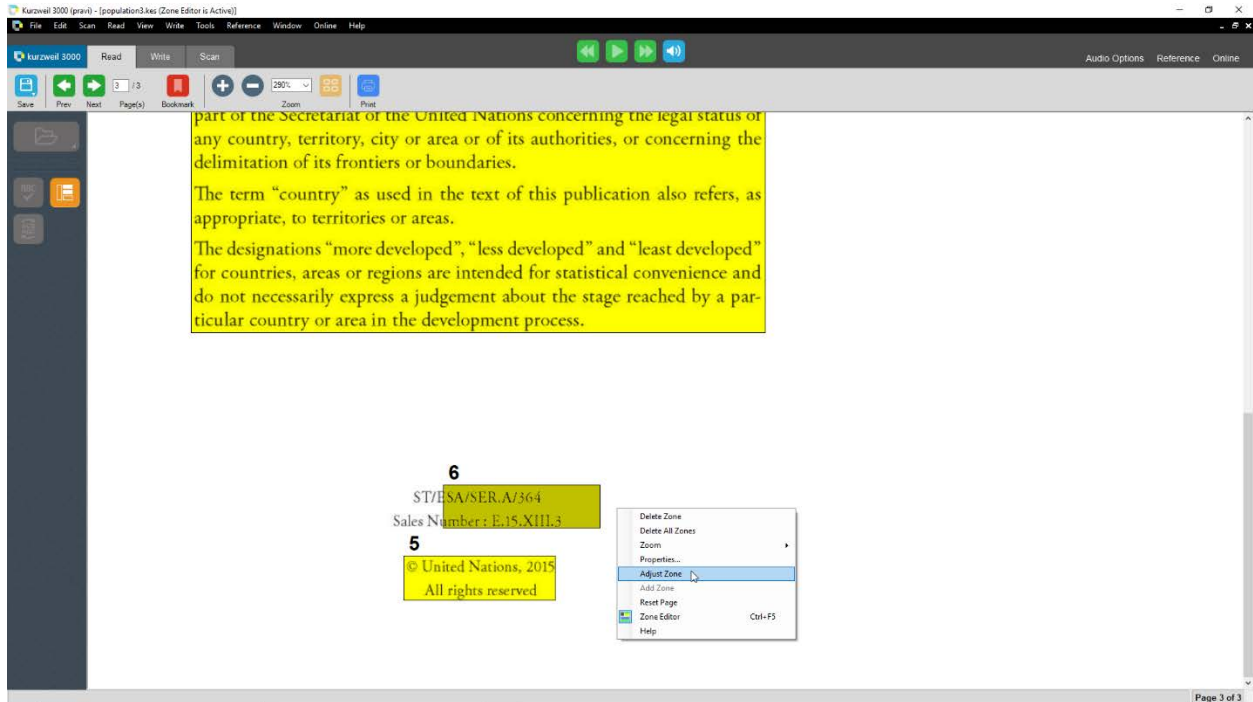


4. Double click elsewhere in the image to deselect the zone.

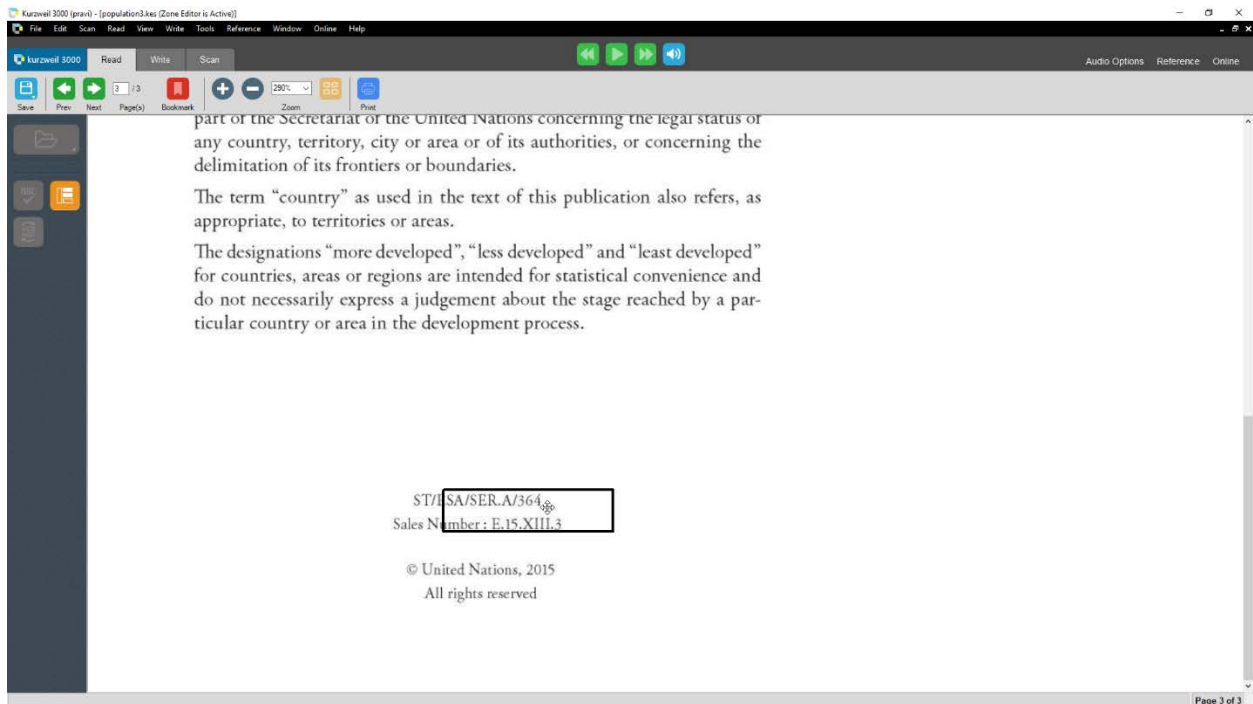


✓ To move the zone:

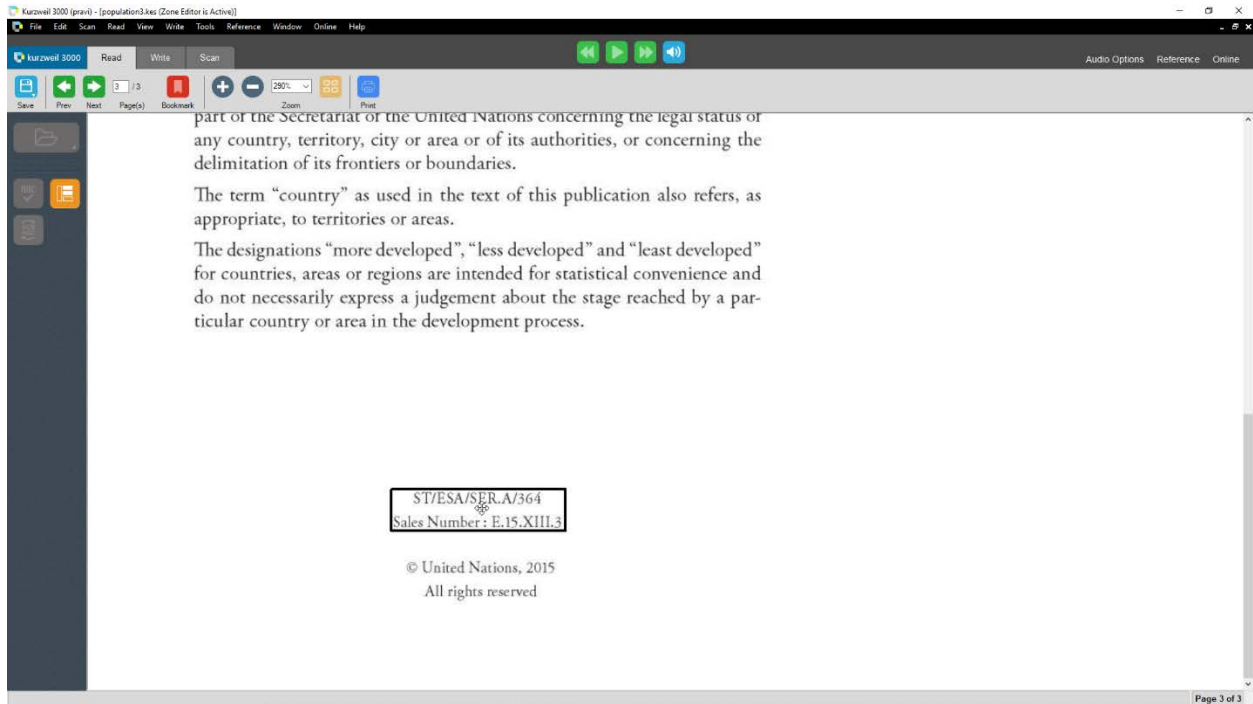
1. First to adjust a zone, click on the zone to select it and then press the right mouse button to see the Zone Editor menu. Click Adjust Zone.



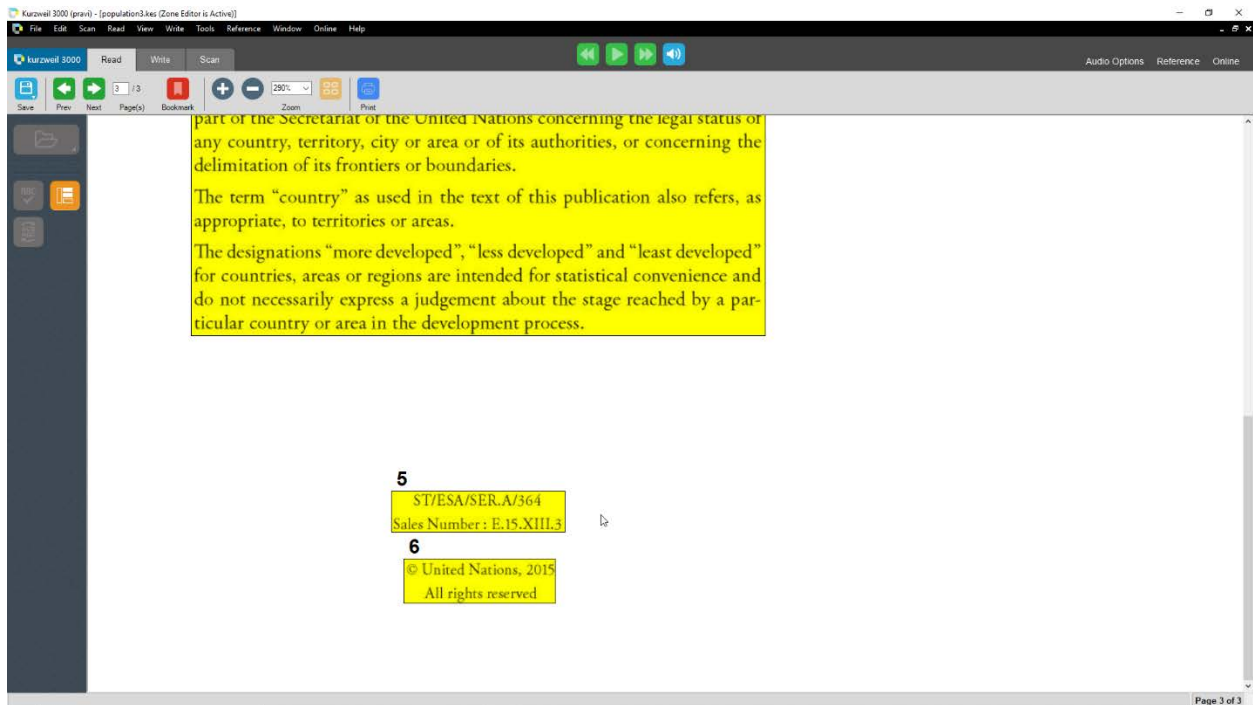
2. Move the cursor towards the middle of the zone, the cursor changes to cross hair symbol.



3. Now hold down the left mouse button and drag the zone to the new location. When you have moved the zone release the left mouse button.

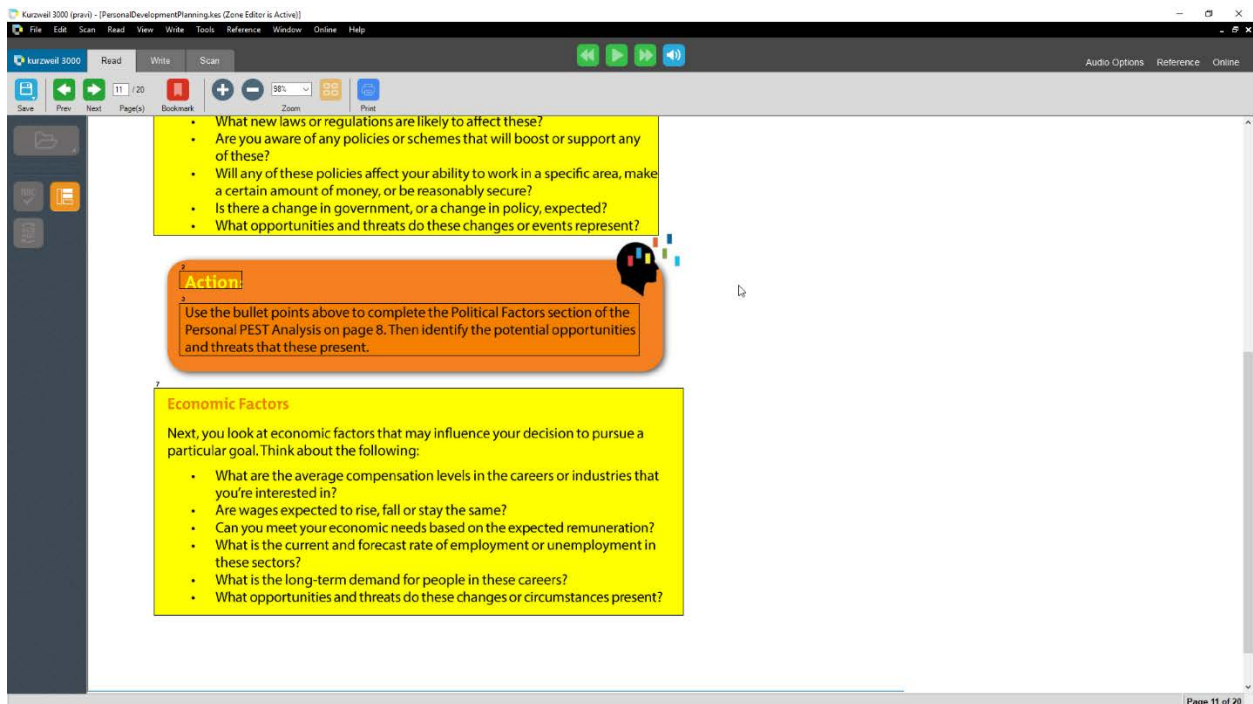
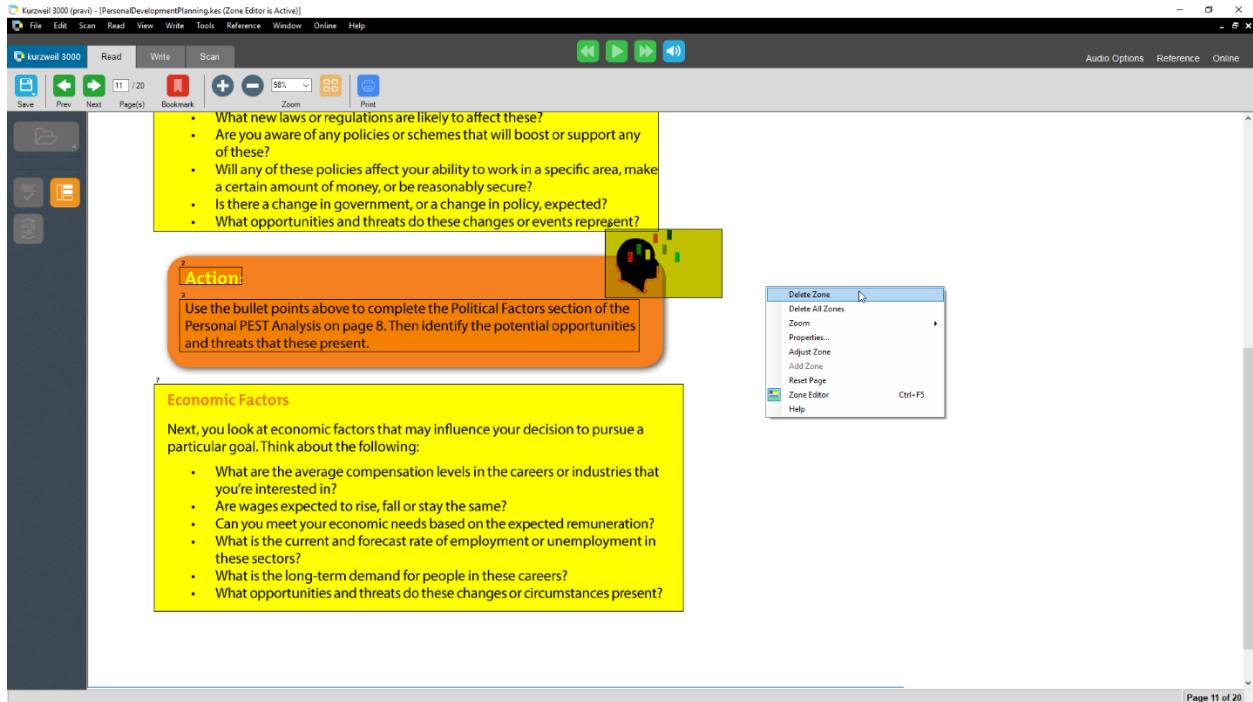


4. Double click elsewhere in the image to deselect the zone.



## Delete a Zone:

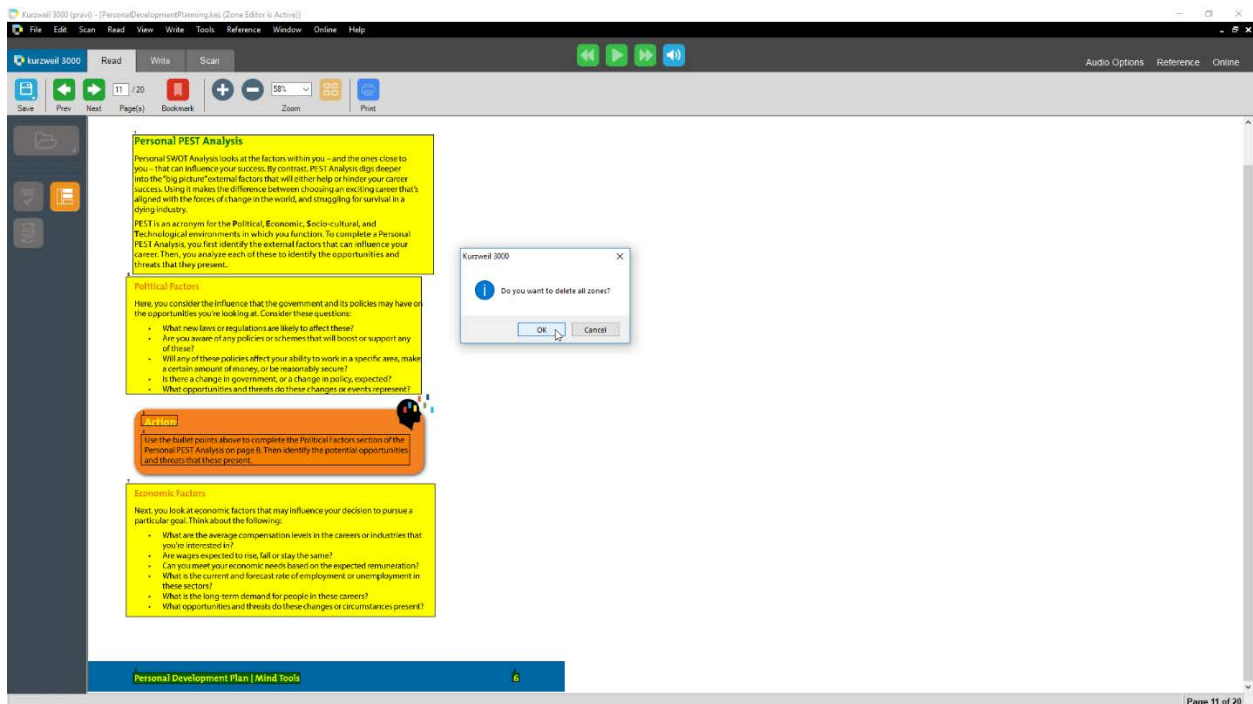
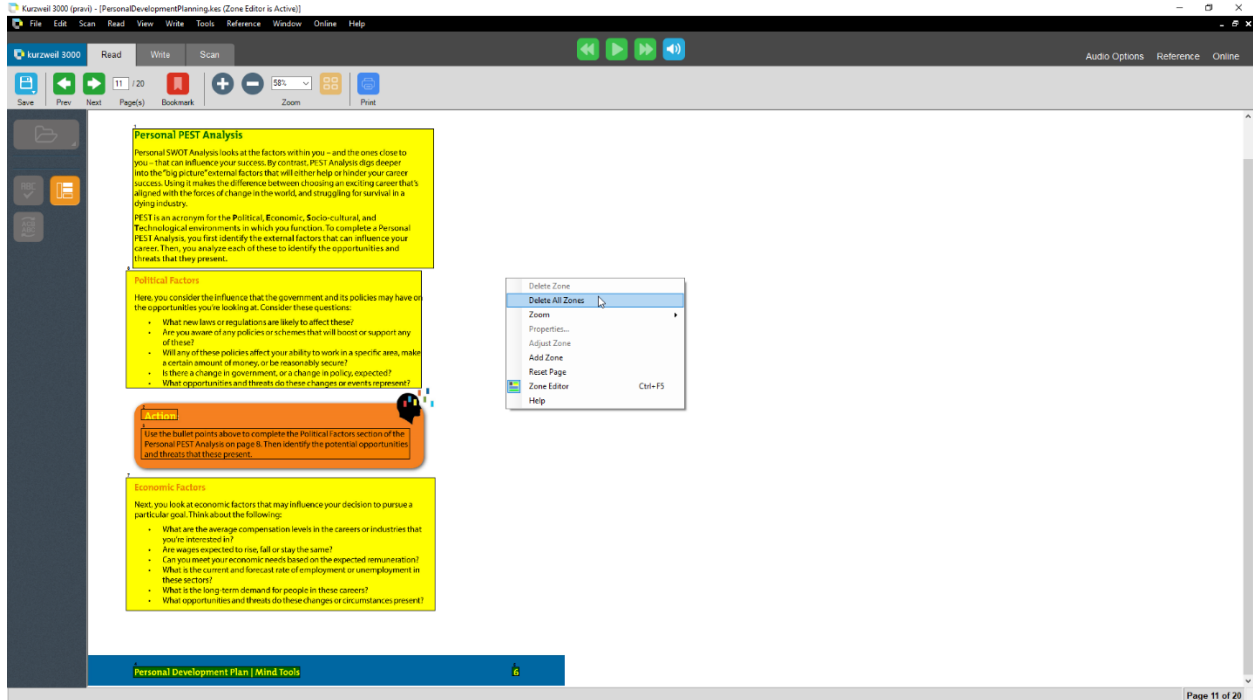
To remove a zone, you can either press the right mouse button on the zone you want to delete and select delete zone or to delete a zone you can select the zone you want to delete, the zone color changes to show that it is selected and then press delete button in keyboard. The selected zone box disappears.

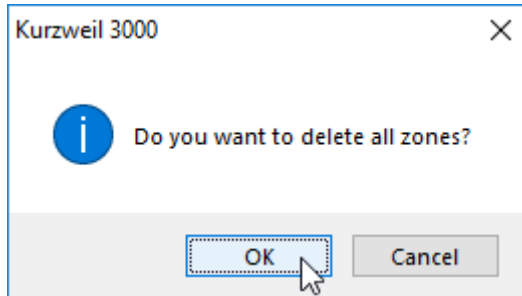




## Delete All Zones:

To remove all the zones in a page, you can press the right mouse button anywhere in the document to see the Zone Editor menu, then click Delete All Zones. A confirmation dialog box appears asking “Do you want to delete all zones?”, click Ok. All of the zones disappear.





Kurzweil 3000 (priv) - [PersonalDevelopmentPlanning.kis (Zone Editor is Active)]

File Edit Scan Read View Write Tools Reference Window Online Help

kurzweil 3000 Read Write Scan Audio Options Reference Online

Save Prev Next Page(s) Bookmark Zoom Print

### Personal PEST Analysis

Personal SWOT Analysis looks at the factors within you - and the ones close to you - that can influence your success. By contrast, PEST Analysis digs deeper into the "big picture" external factors that will either help or hinder your career success. Doing it makes the difference between choosing an exciting career that's aligned with the forces of change in the world, and struggling for survival in a dying industry.

PEST is an acronym for the Political, Economic, Socio-cultural, and Technological environments in which you function. To complete a Personal PEST Analysis, you first identify the external factors that can influence your career. Then, you analyze each of these to identify the opportunities and threats that they present.

#### Political Factors

Here, you consider the influence that the government and its policies may have on the opportunities you're looking at. Consider these questions:

- What new laws or regulations are likely to affect these?
- Are you aware of any policies or schemes that will boost or support any of these?
- Will any of these policies affect your ability to work in a specific area, make a certain amount of money, or be reasonably secure?
- Is there a change in government, or a change in policy, expected?
- What opportunities and threats do these changes or events represent?

**Action:**

Use the bullet points above to complete the Political factors section of the Personal PEST Analysis on page 8. Then identify the potential opportunities and threats that these present.

#### Economic Factors

Next, you look at economic factors that may influence your decision to pursue a particular goal. Think about the following:

- What are the average compensation levels in the careers or industries that you're interested in?
- Are wages expected to rise, fall or stay the same?
- Can you meet your economic needs based on the expected remuneration?
- What is the current and forecast role of employment or unemployment in these sectors?
- What is the long term demand for people in these careers?
- What opportunities and threats do these changes or circumstances present?

Personal Development Plan | Mind Tools 6

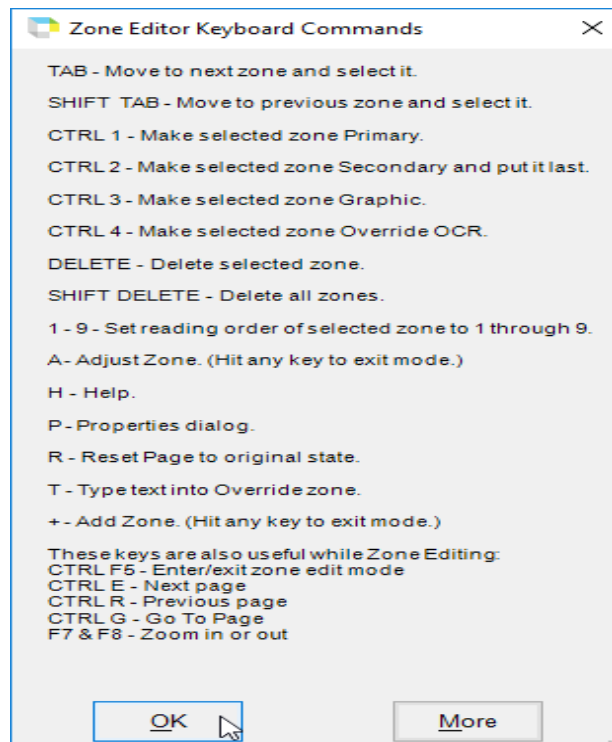
Page 11 of 20

## Help:

Press the right mouse button anywhere in the Kurzweil Window to see the Zone Editor menu. Choose Help.



Help command displays a list of all the Zone Editor shortcut keys, which can help you zone edit your documents more easily. Once you have look through the commands click ok to close it.



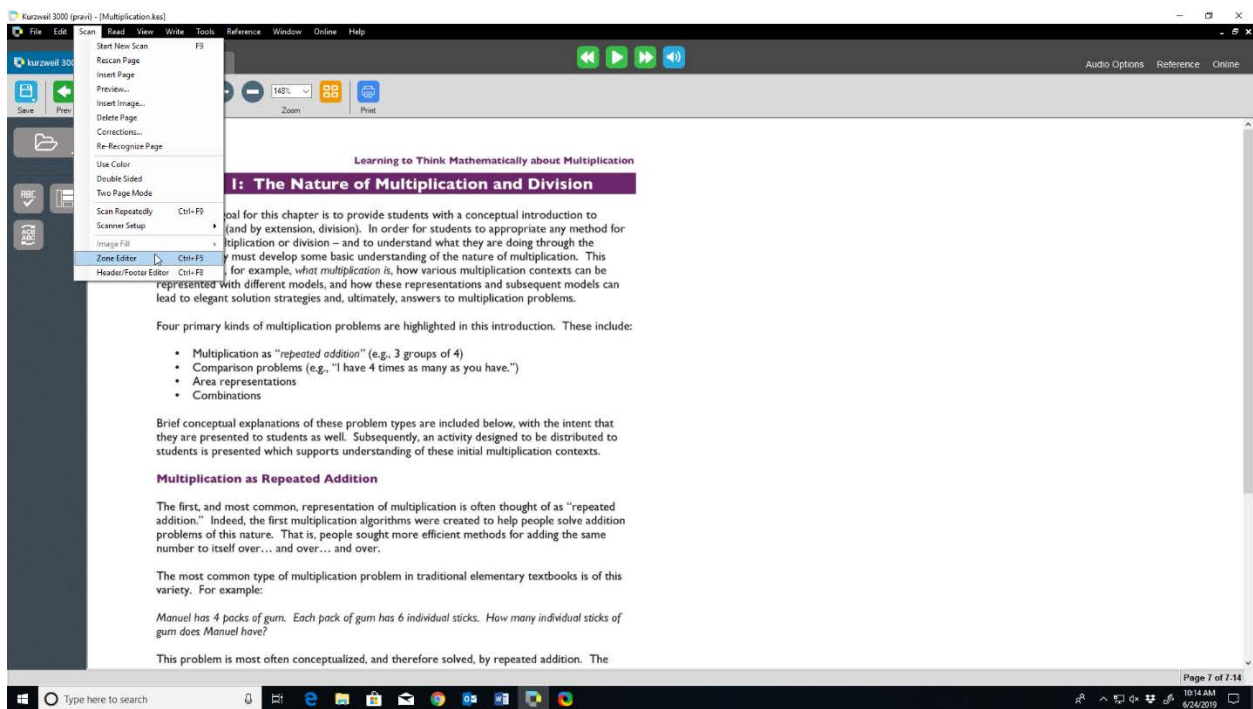
## Changing Zone Type and Reading Order in a Document:

In Kurzweil 3000, the text and images in image documents are treated as separate blocks. When Kurzweil 3000 reads the document, it reads blocks from top-down, left to right on the page. This may not be the way you want the material presented, for instance, you may want sidebars, summary text, and/or captions read before the actual text in the section.

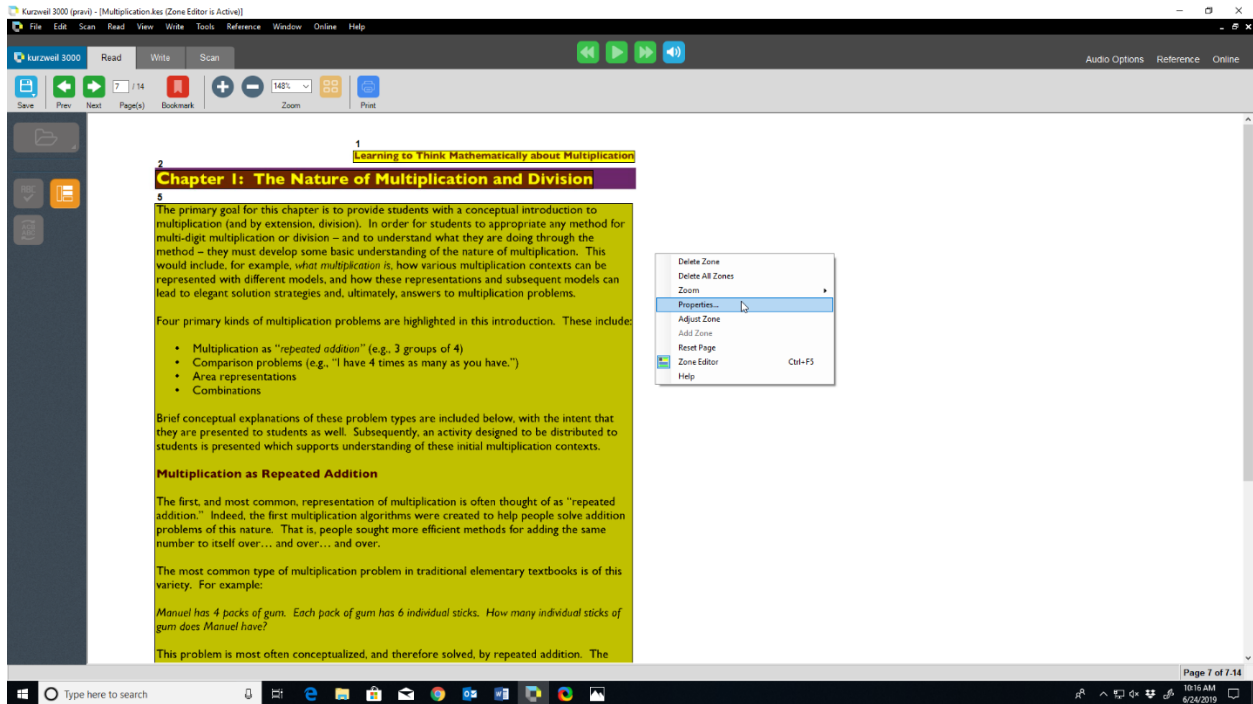
If you determine that your document could benefit from changing reading order or from having Kurzweil 3000 not read certain text, use the Zone Editor to re-order the zones. It's best to do this before you perform other editing tasks.

To edit zones:

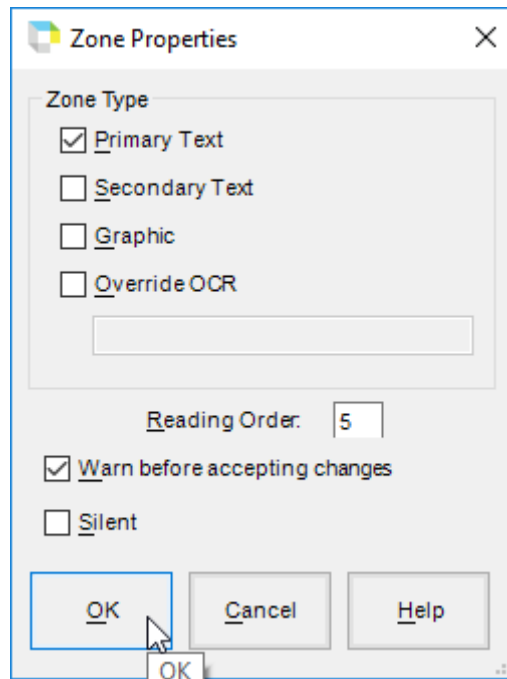
1. Open the document in Kurzweil 3000. Select Scan menu and choose Zone Editor.



2. Click on a zone to select it. Press the right mouse button to display the Zone Editor menu. Select Properties.



3. In the Zone Properties dialog, you can specify the zone type and the reading order. In this case, the zone type is Primary Text and the Reading Order is 5.



**Zone type:**

Zone type determines how Kurzweil 3000 treats the text during reading. The different types of zones used in Kurzweil 3000 software are as followed:

**Primary Text** is text that Kurzweil 3000 reads in the order you have specified.

**Secondary Text** is text that Kurzweil 3000 reads only when you choose to hear it. To hear Secondary Text, you must click at the beginning of the text block, then click the **Read** button. Secondary text is useful for areas like sidebars.

**Graphic** specifies a zone that you never want read aloud. This may be an actual graphic or some other part of a page you don't want Kurzweil 3000 to read.

**Override OCR** lets you fix text that Kurzweil 3000 did not recognize during the OCR process.

You can select the desired zone type by checking the respective box.

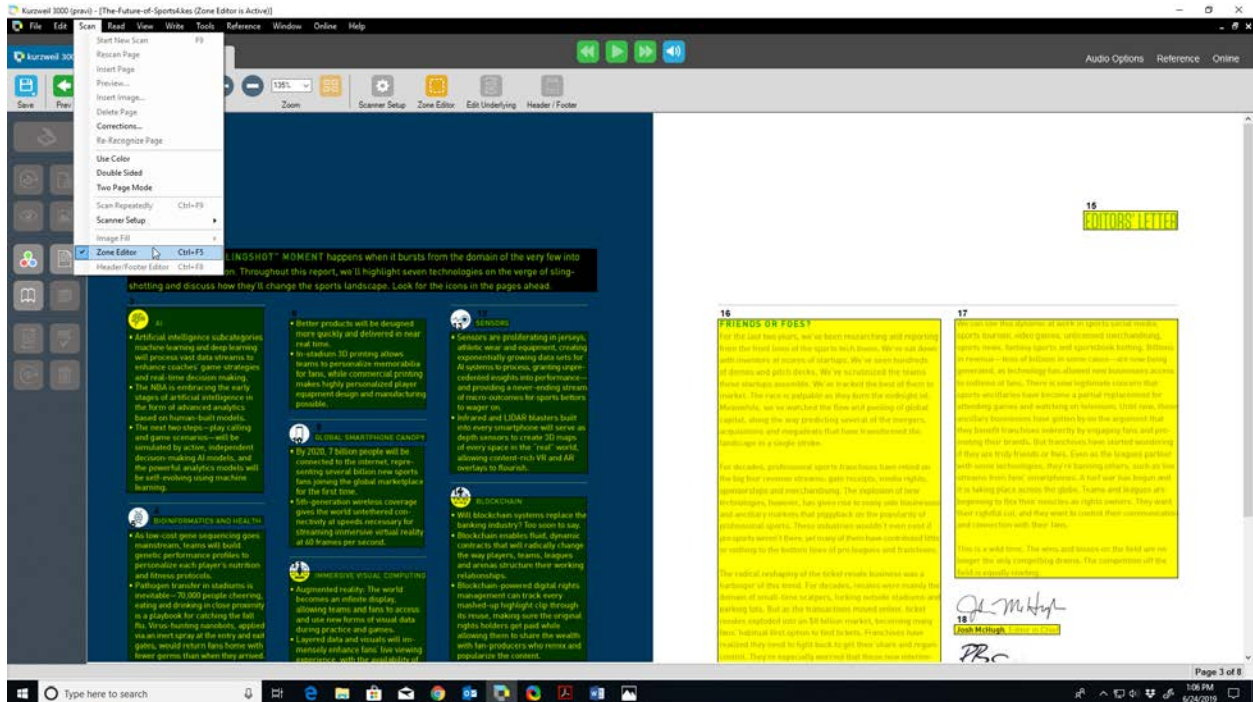
**Reading Order:**

Reading Order is the order in which Kurzweil 3000 reads the Primary zones. Zone 1 is read first, zone 2 second, and so on. If you change the reading order for a given zone, Kurzweil 3000 automatically renumbers the zones.

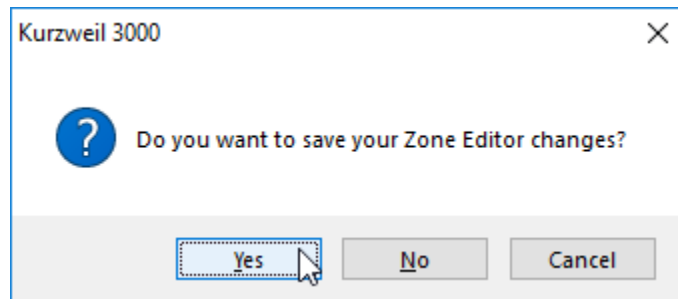
You can give the Reading order for a zone by typing the Reading Order number in the box next to **Reading Order**.

## Exit Zone Edit Mode:

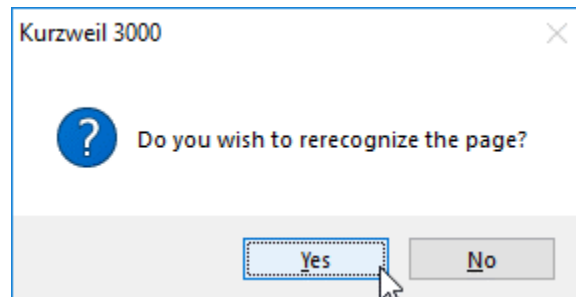
To exit Zone Edit view, you can either go to scan menu and choose Zone Editor or you could press CTRL+F5 in Keyboard.



A confirmation dialog box appears asking “Do you want to save your Zone Editor changes?”. Click Yes.



One more confirmation dialog box appears asking “Do you wish to rerecognize the page?”. Click Yes.



## Underlying Text Conflict Window:

If you sometimes rezone a page, when we quit the zone mode, it might raise an underlying text conflict window. It happens because of conflict of the previous underlying text with the newly recognized text. In the case you can go for either of the option below:

**Use old:** Click this button if you want to keep the underlying text (word) that was present before the re-recognize.

**Use New:** Click this button if you want to keep the newly recognized underlying text (word).

**Use Other:** Click this button if you want to type a word of your own.

**Keep All New Words:** Click this button if you want to keep all the new words as the re-recognize sees it.

**Keep All Old Words:** Click this button if you want to keep all the old words that was present before the re-recognize happened.

Once you have selected an option, a confirmation dialog box may appear asking “Is this what you want to do?” then click Yes button.

**1a – Fill in the gaps**

From the following list, use each word only once to complete the sentences below. Remember that in the case of nouns and verbs you may need to change the form of the word:

arbitrary (adj) • criterion (n) • data (n)  
denote (v) • ignore (v) • impact (n)  
sim • usage (n) • vertical (adj)

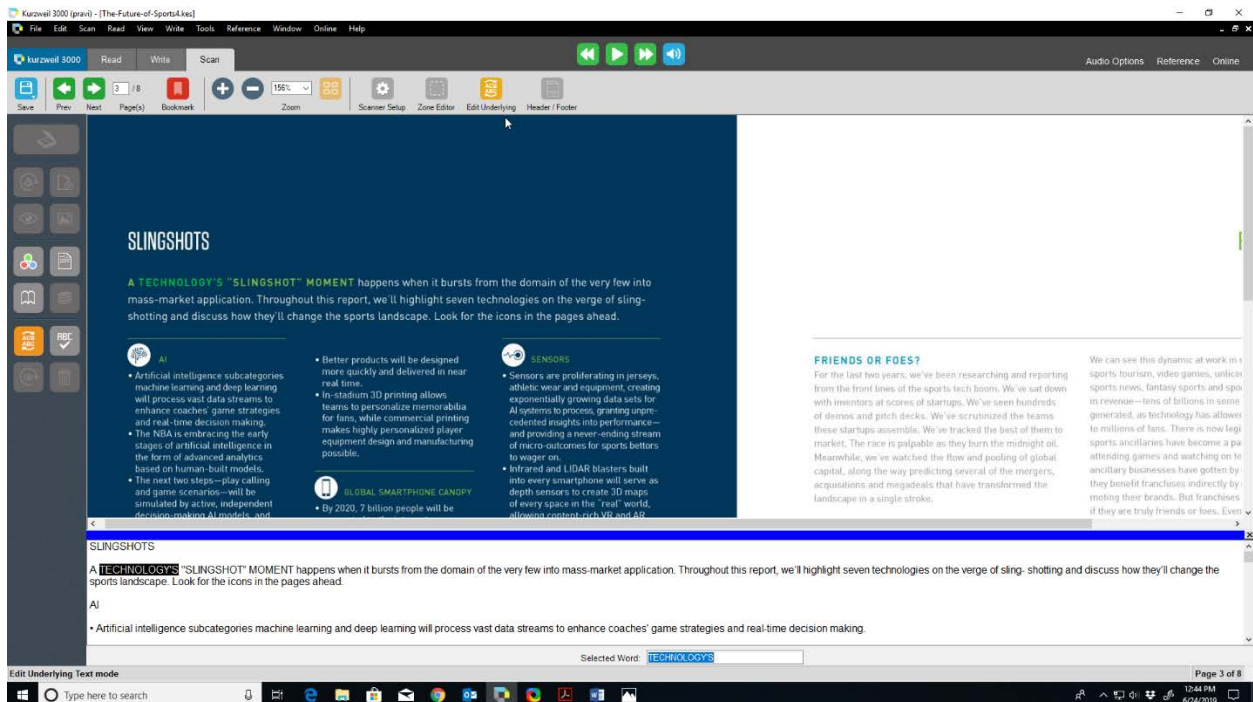
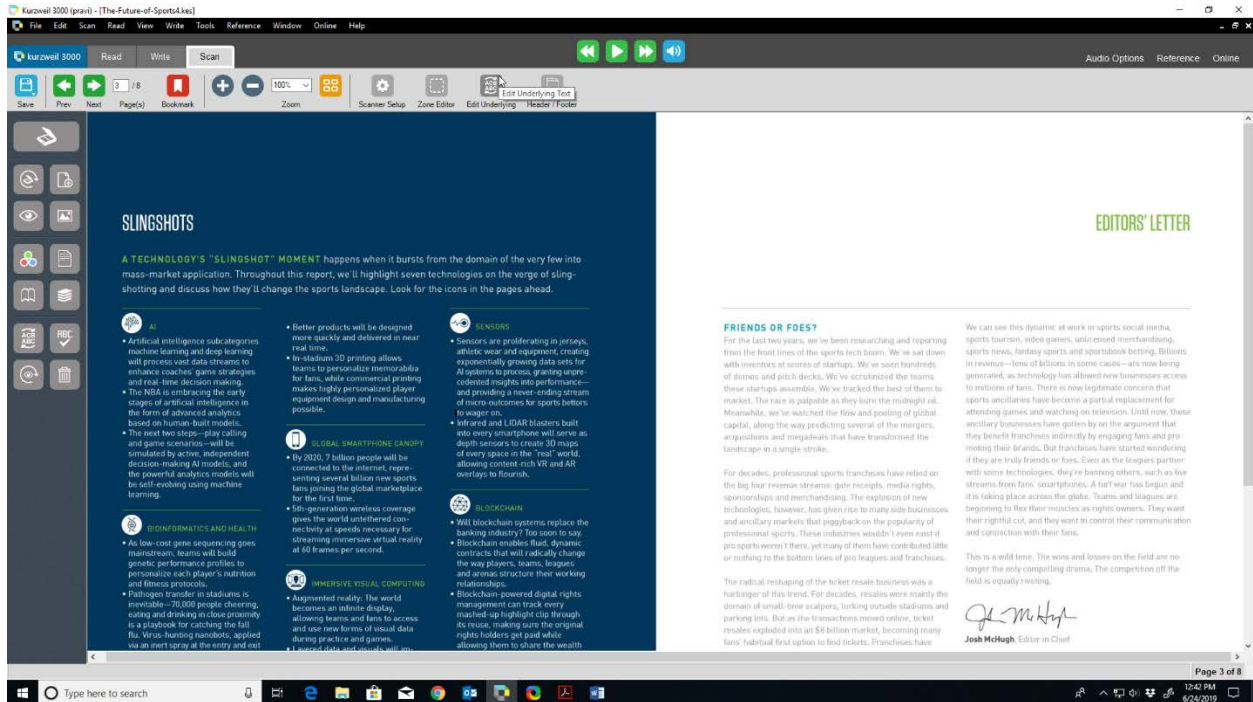
1. Although not exactly identical, the two books are **so** \_\_\_\_\_ to each other that one author must have copied much of his book from the other.

2. The Prime Minister set up a committee of financial experts to help him discuss and \_\_\_\_\_ new policies.

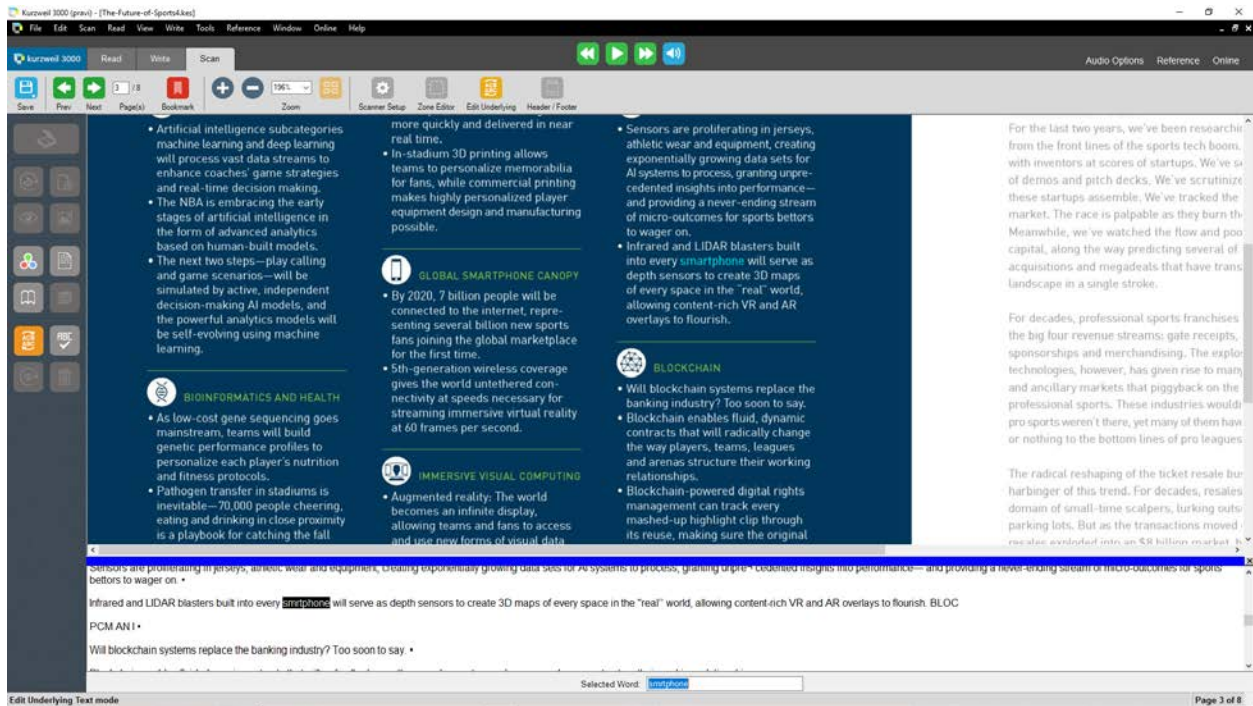


## Edit Underlying Text:

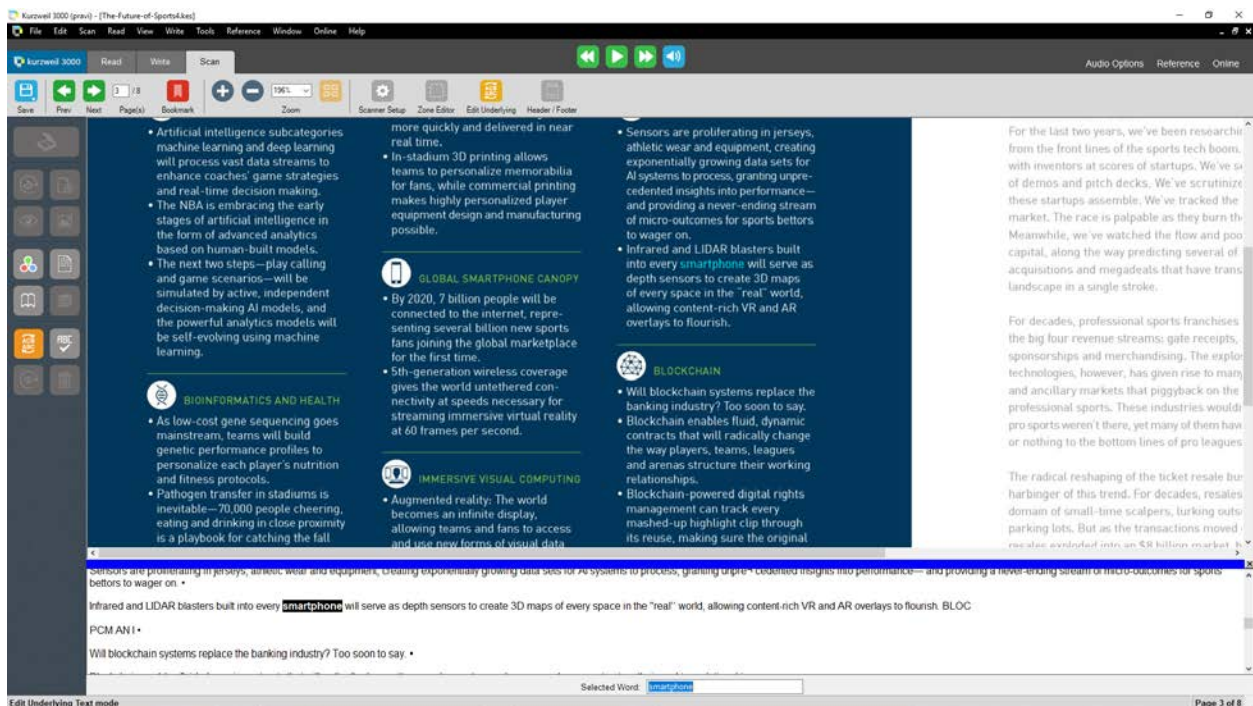
1. In case a word is mispronounced in a document when read aloud using the Kurzweil 3000 software or if a word is misspelled in the Underlying text, you can correct the word by going to Edit Underlying Text mode. To enter Edit Underlying Text mode, you can either click Scan button and click Edit Underlying Text icon or press **CTRL + F10** in the keyboard.



- In Underlying text window opens, select the word in the document that is mispronounced, you can see the mispronounced word is highlighted in the underlying text. In this case, the word smartphone in the document is misspelled as smrtphone in the Underlying text.



- Correct the highlighted word by typing a word that spelled phonetically in the underlying text. Tweak the spelling so that the word is pronounced right by Kurzweil. In this example, you can correct the word “smrtphone” by typing “**smartphone**” in the underlying text.



## Math Symbols:

Math symbols are not always recognized properly by optical character recognition software. So if mathematical symbols like minus, division, etc. are used in a document, then you need to manually type its symbol name in the underlying text. In this scenario math symbol multiplication is used in the document, Kurzweil software generally recognizes the multiplication symbol as letter x in the underlying text. So you need to enter underlying text mode and then type the word "cross" wherever the math symbol multiplication is present in the document.

The screenshot shows the Kurzweil 3000 software interface. The window title is "Kurzweil 3000 (prev) - [Multiplication.kex]". The menu bar includes File, Edit, Scan, Read, View, Write, Tools, Reference, Window, Online, and Help. The toolbar contains icons for Save, Previous, Next, Page(s), Bookmark, Zoom (170%), and Print. The document content is titled "Learning to Think Mathematically about Multiplication" and "Chapter 2: The Times Table and Basic Facts".

Before moving into the various models for multi-digit multiplication that comprise the bulk of this book, we would be remiss if we were not first thoughtful about the necessary building blocks for multi-digit multiplication. Specifically, in order to multiply larger numbers accurately and with meaning, students must first have command of the single digit multiplication facts.

There are various perspectives on what this "command of the facts" means. As adults, we can probably remember our first explorations with multiplication facts, which likely included an emphasis on memorization, flash cards, and instant recall. For many years, the informal standard has been that students should be able to recall any single-digit multiplication fact accurately within three seconds. One might ask the question, however, "What makes three seconds the magic length of time to recall a number fact?" One might also ask if it is indeed necessary to have every multiplication fact *memorized*. If a student is able to *reason* her way to the solution of  $6 \times 8$  quickly and accurately (as opposed to recalling the fact from rote memory), might we agree that she is proficient with that fact?

Imagine, for example, this sort of thinking:

**Q:** What is  $6 \times 8$ ?

**A:** Ok. 6 groups of 8. Well, I know that 5 groups of 8 is 40. So, one more group of 8 must be 48. So, 6 groups of 8, or  $6 \times 8$ , equals 48.

Imagine, for example, this sort of thinking:

Q: What is 6 **cross** 8?

A: Ok. 6 groups of 8. Well, I know that 5 groups of 8 is 40. So, one more group of 8 must be 48. So, 6 groups of 8, or  $6 \times 8$ , equals 48.

Q: What is  $5 \times 6$ ?

At the bottom of the window, the status bar shows "Edit Underlying Text mode" and "Page 15 of 9-16".

## Page Numbers:

Page numbers are inserted at the beginning of every page in the underlying text. If a page number is not indicated on the page, use the previous page number as a reference and type the corresponding page number at the beginning of the page before the text. For long sentences that continue from the previous page, put page number at the end of a natural pause. Natural pauses can be comma or a period. Type a period after the page number to create a natural pause after reading each page number.

The screenshot shows the Kurzweil 3000 software interface. At the top, there is a menu bar with options like File, Edit, Scan, Read, View, Write, Tools, Reference, Window, Online, and Help. Below the menu bar is a toolbar with various icons for navigation and editing. The main content area displays the following text:

**Learning to Think Mathematically about Multiplication**

**Chapter 2: The Times Table and Basic Facts**

Before moving into the various models for multi-digit multiplication that comprise the bulk of this book, we would be remiss if we were not first thoughtful about the necessary building blocks for multi-digit multiplication. Specifically, in order to multiply larger numbers accurately and with meaning, students must first have command of the single digit multiplication facts.

There are various perspectives on what this “*command of the facts*” means. As adults, we can probably remember our first explorations with multiplication facts, which likely included an emphasis on memorization, flash cards, and instant recall. For many years, the informal standard

Page 13. Learning to Think Mathematically about Multiplication.

Chapter 2: The Times Table and Basic Facts.

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There are various perspectives on what this “command of the facts” means. As adults, we can probably remember our first explorations with multiplication facts, which likely included an emphasis on memorization, flash cards, and instant recall. For many years, the informal standard has been that students should be able to recall any single-digit multiplication fact accurately within three seconds. One might ask the question, however, “What makes three seconds the magic length of time to recall a number fact?” One

Selected Word: three

Edit Underlying Text mode Page 13 of 7.14

## Roman Numerals:

If Roman Numerals are present in a document, they need to be read with the words “roman numerals” before the number. In this case, roman numeral 2 symbol (II) is used in the document. So you need to enter edit underlying text mode and then type the word “roman numeral 2.” instead of “II” symbol.

# There are 2 articles/books by authors with the last name Banning, so use full name for each.

**Part II**  
Use for works with more than one author. The following examples are used for books, journal articles (print and electronic), newspaper articles, theses, dissertations etc., if an author and page number(s) are included in the material being cited.

**Two Authors:** (author1 and author2 page#).  
The narrator, in "erasing the distance between his enemy and himself," questions his own identity, thereby supporting an existential critique (Bougon and Marson 147).

**Three Authors:** (author1, author2, and author 3 page#).  
(Rabkin, Greenberg, and Oleander vii).

# There are 2 articles/books by authors with the last name Banning, so use full name for each.  
Part **roman numeral 2** Use for works with more than one author. The following examples are used for books, journal articles (print and electronic), newspaper articles, theses, dissertations etc., if an author and page number(s) are included in the material being cited.  
Two Authors: (author1 and author2 page#).  
The narrator, in "erasing the distance between his enemy and himself," questions his own identity, thereby supporting an existential critique (Bougon and Marson 147).

Selected Word: roman numeral 2

Edit Underlying Text mode Page 3 of 3

## Blank Spaces:

If you have blank spaces in a document, you need to type the word "(blank)." in the underlining text.

Unit One

### 1a – Fill in the gaps

From the following list, use each word only once to complete the sentences below. Remember that in the case of nouns and verbs you may need to change the form of the word:

arbitrary (adj) • assign (v) • context (n) • criterion (n) • data (n)  
denote (v) • devise (v) • formulate (v) • ignore (v) • impact (n)  
similar (adj) • summary (n) • usage (n) • vertical (adj)

1. Although not exactly identical, the two books are so \_\_\_\_\_ to each other that one author must have copied much of his book from the other.
2. The Prime Minister set up a committee of financial experts to help him discuss and \_\_\_\_\_ new policies.
3. It is often possible to guess the meaning of a word from the other words around it — that is to say \_\_\_\_\_.

Unit One 1a - Fill in the gaps

From the following list, use each word only once to complete the sentences below. Remember that in the case of nouns and verbs you may need to change the form of the word: arbitrary (adj) • assign (v) • context (n) • criterion (n) • data (n) denote (v) • devise (v) • formulate (v) • ignore (v) • impact (n) similar (adj) • summary (n) • usage (n) • vertical (adj)

1. Although not exactly identical, the two books are so (blank) to each other that one author must have copied much of his book from the other.
2. The Prime Minister set up a committee of financial experts to help him discuss and \_\_\_\_\_ new policies.

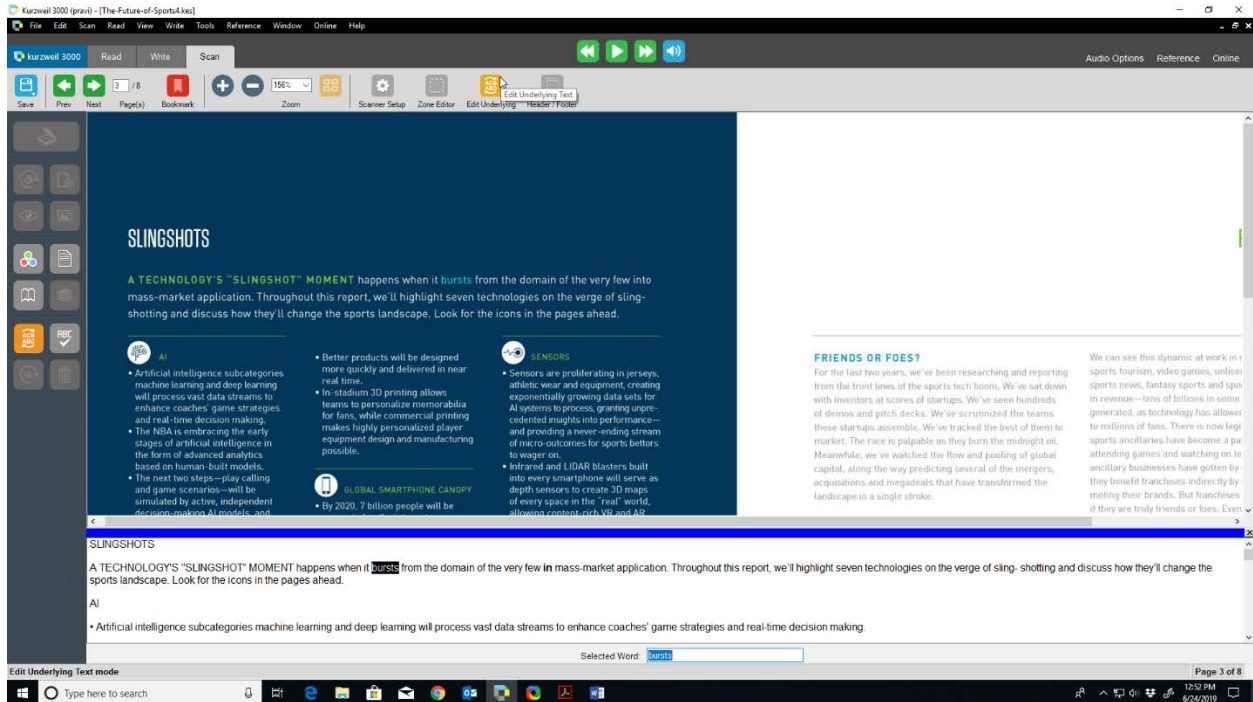
Selected Word: no (blank)

Edit Underlying Text mode Page 7 of 7

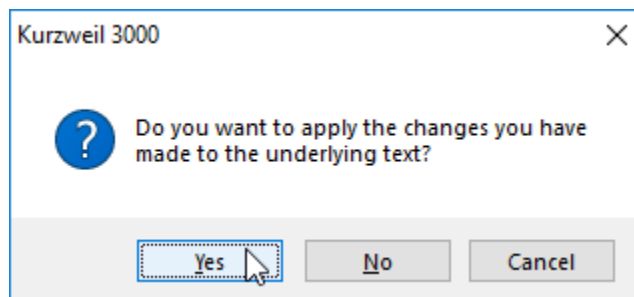
Type here to search 1:12 PM 6/19/2019

## Exit Underlying Text Mode:

1. Once you have completed editing of Underlying text you can exit the Edit Underlying Text mode. To exit Edit Underlying Text mode, you can either click Scan button and click Edit Underlying Text icon or press CTRL + F10 in the keyboard.

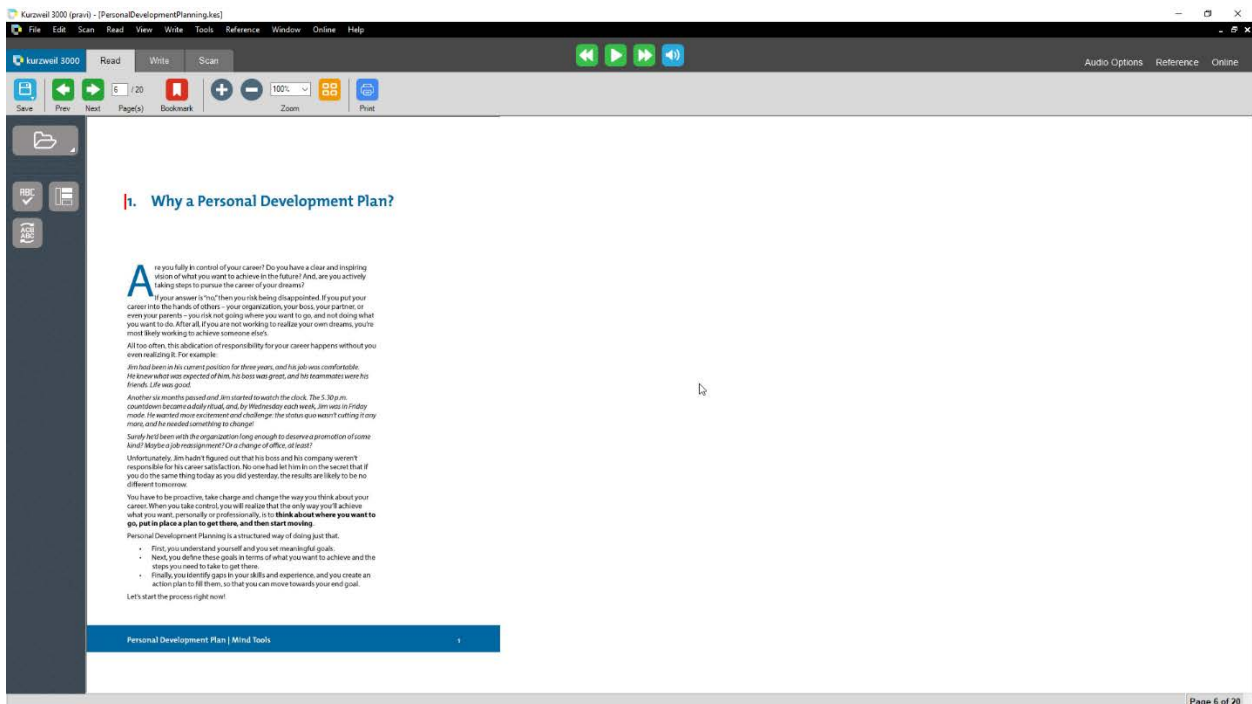
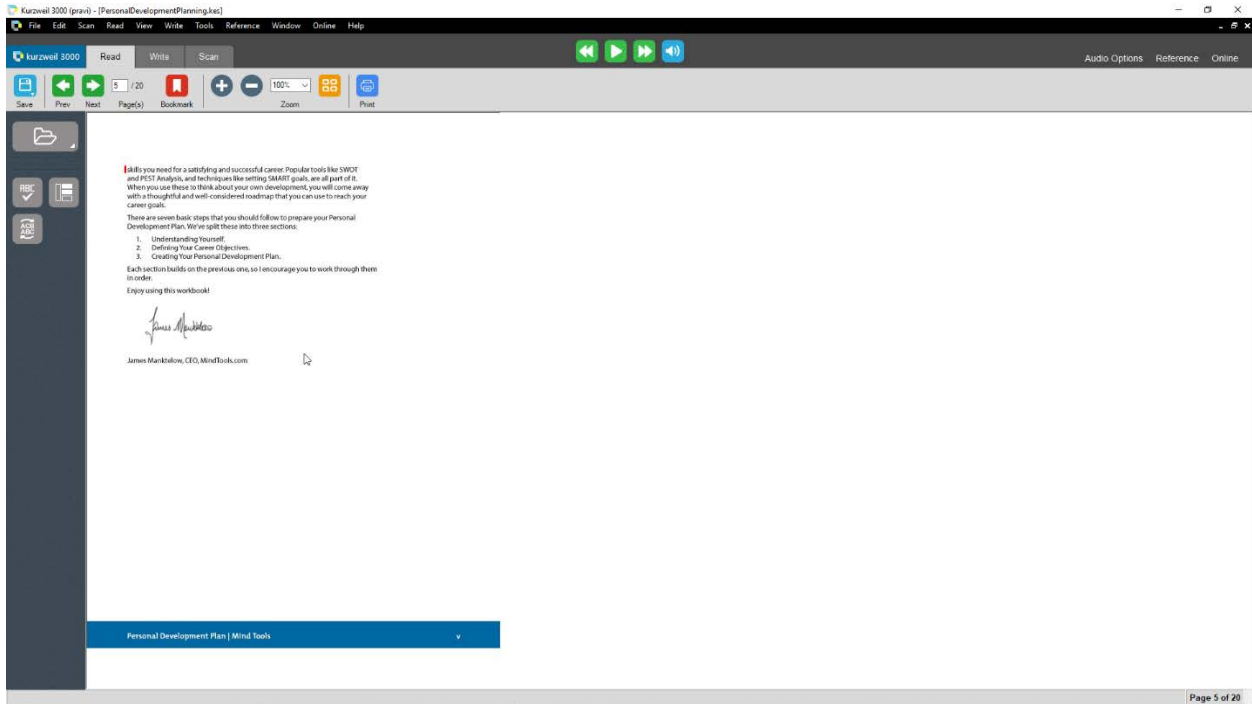


2. While exiting, a dialog box appears asking “Do you want to apply the changes you have made to the underlying text” click Yes.

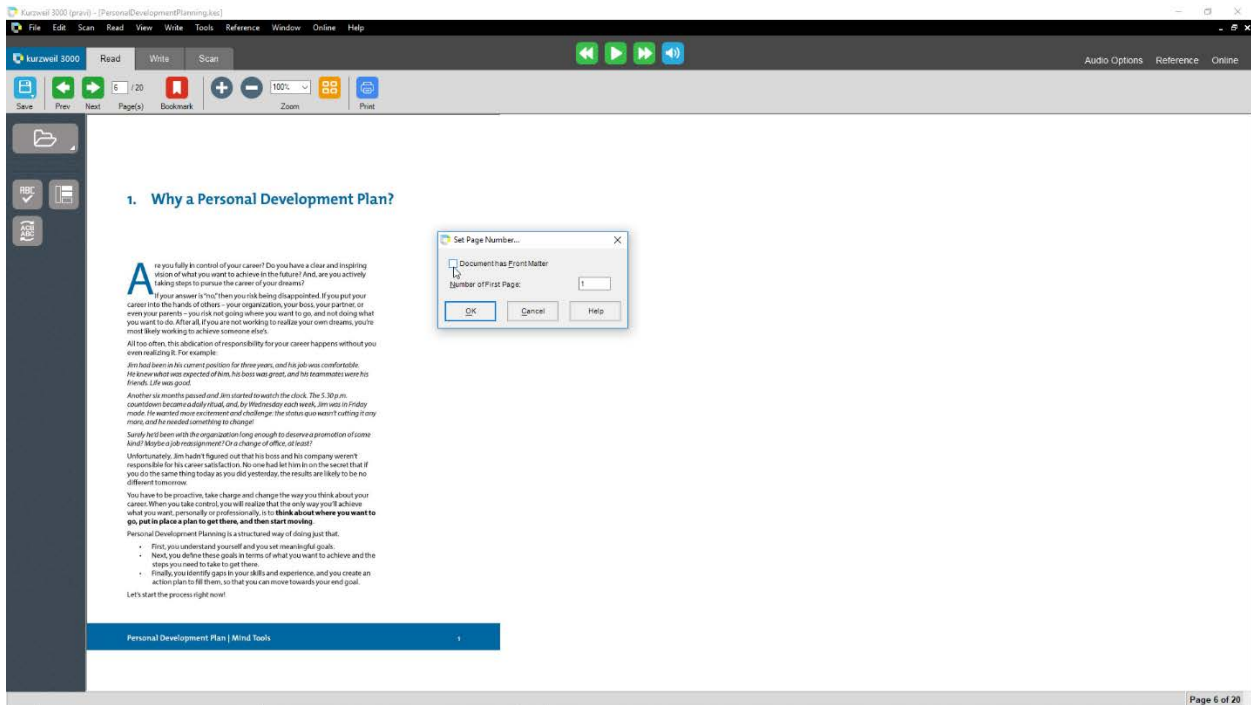
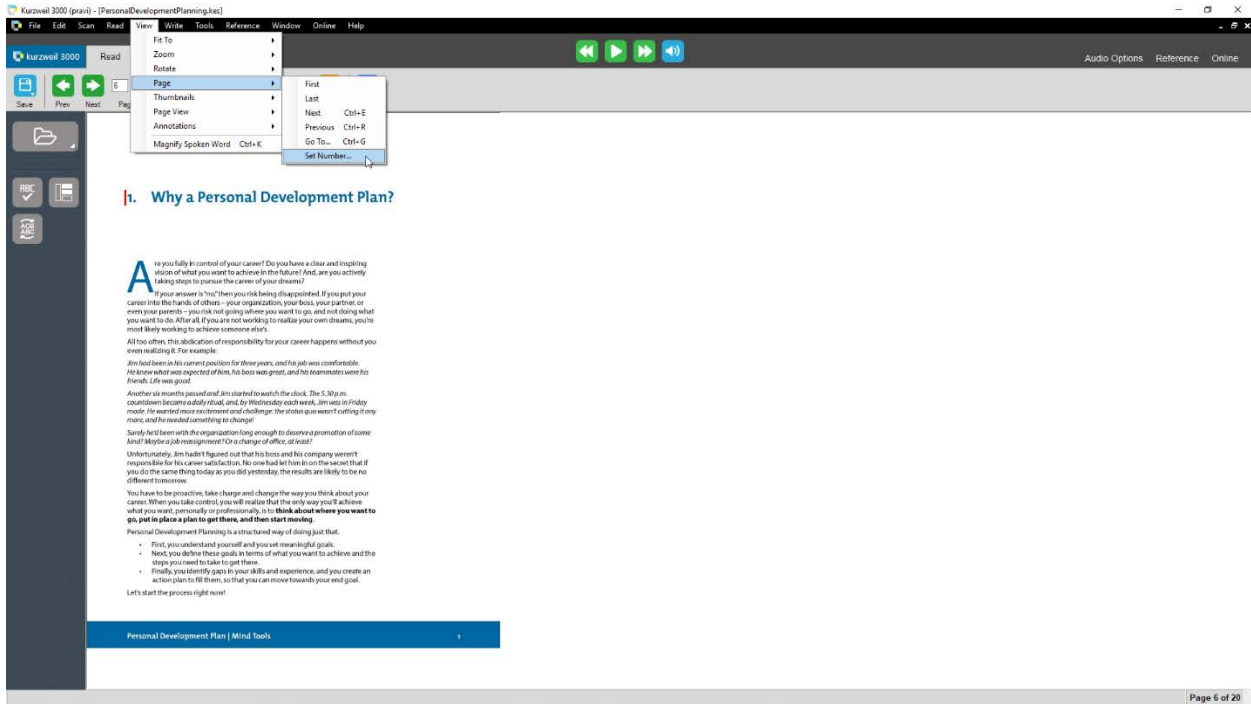


## Set Page Numbers:

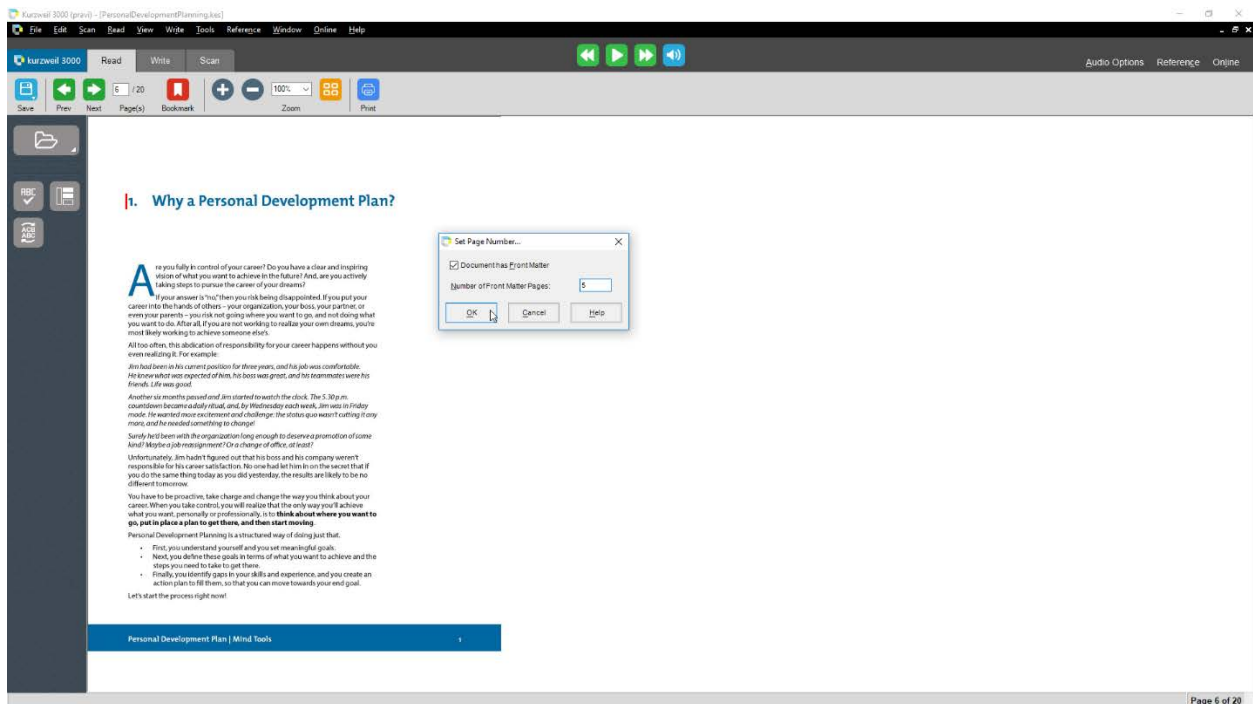
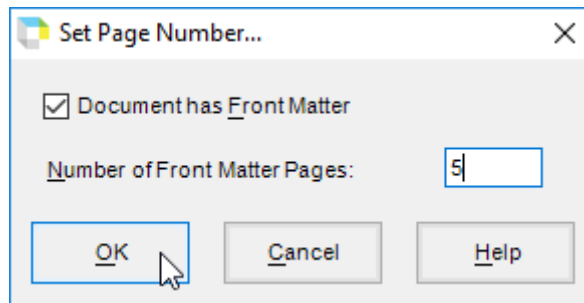
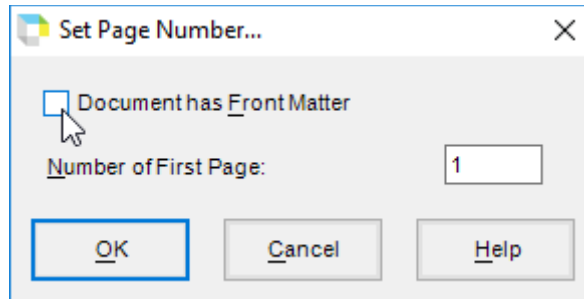
1. If a document does not begin on page 1, you can align the document numbers with the Kurzweil page numbers by going to View > Page > Set Page Number. Also if the document has front matter that uses Roman numerals, you can simply tell Kurzweil how many pages are front matter, and it will renumber accordingly.



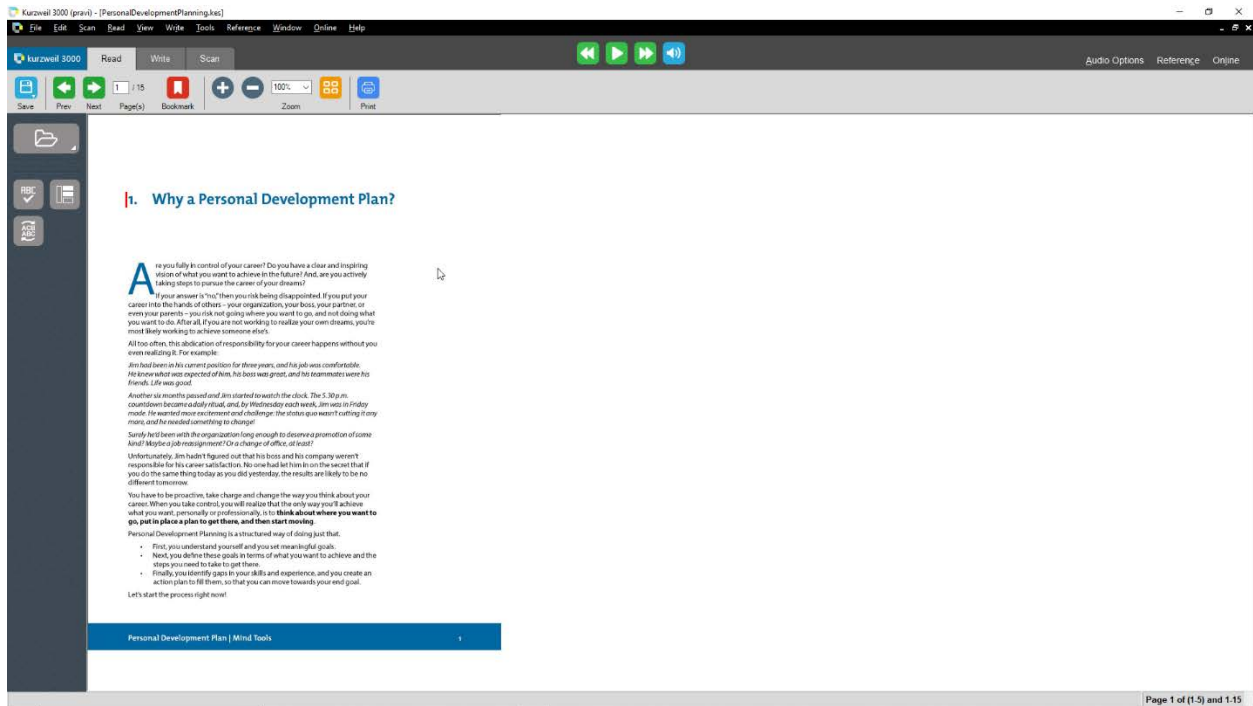
- In this instance, the document has front matter (consisting of five pages) that uses Roman Numerals, so in the “Set Page Number” dialog box I will check the box next to Document has Front Matter. I will type for the number of front matter pages as 5 and click ok.





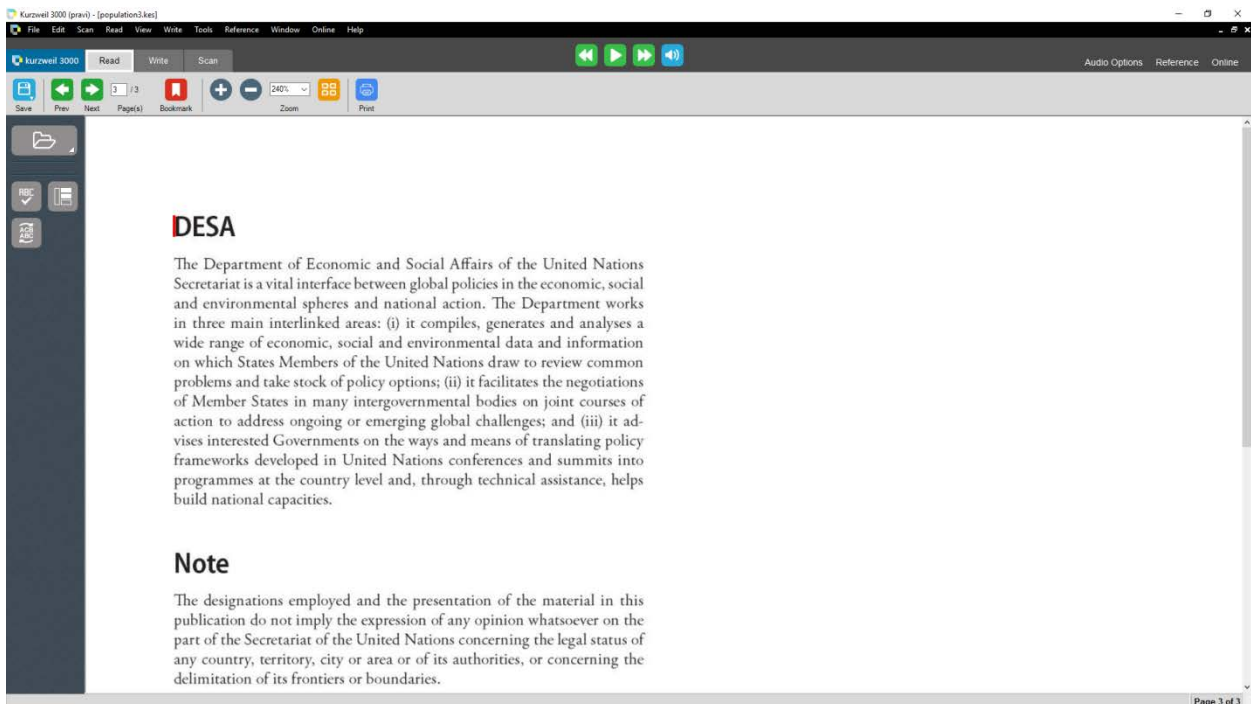
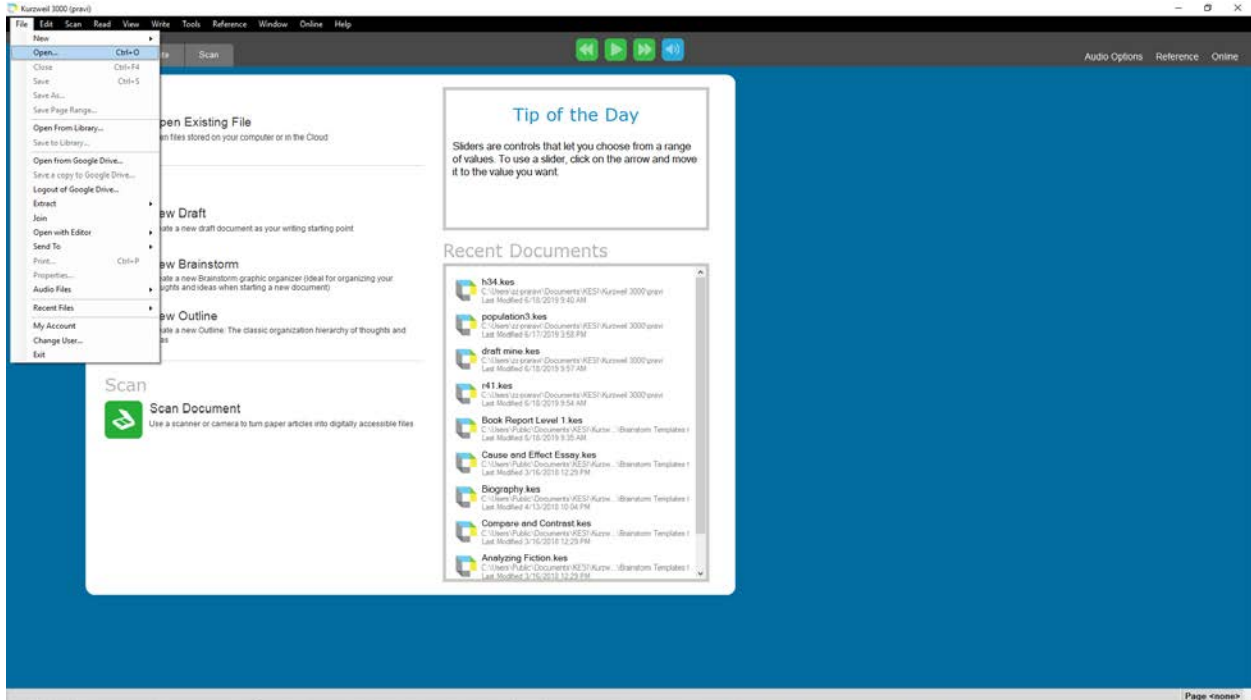


- Now you see that after you set the number of front matter pages, the pages have been renumbered and the page 1 displayed in Kurzweil window matches with the page 1 of the document.

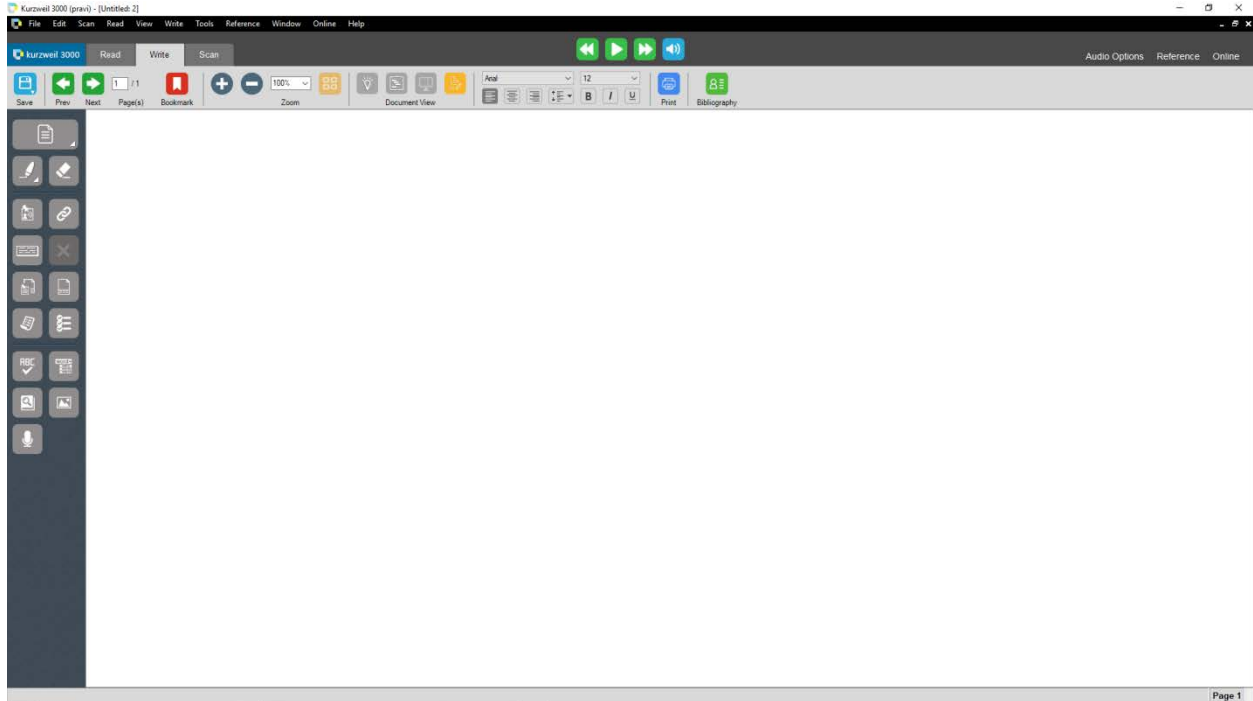
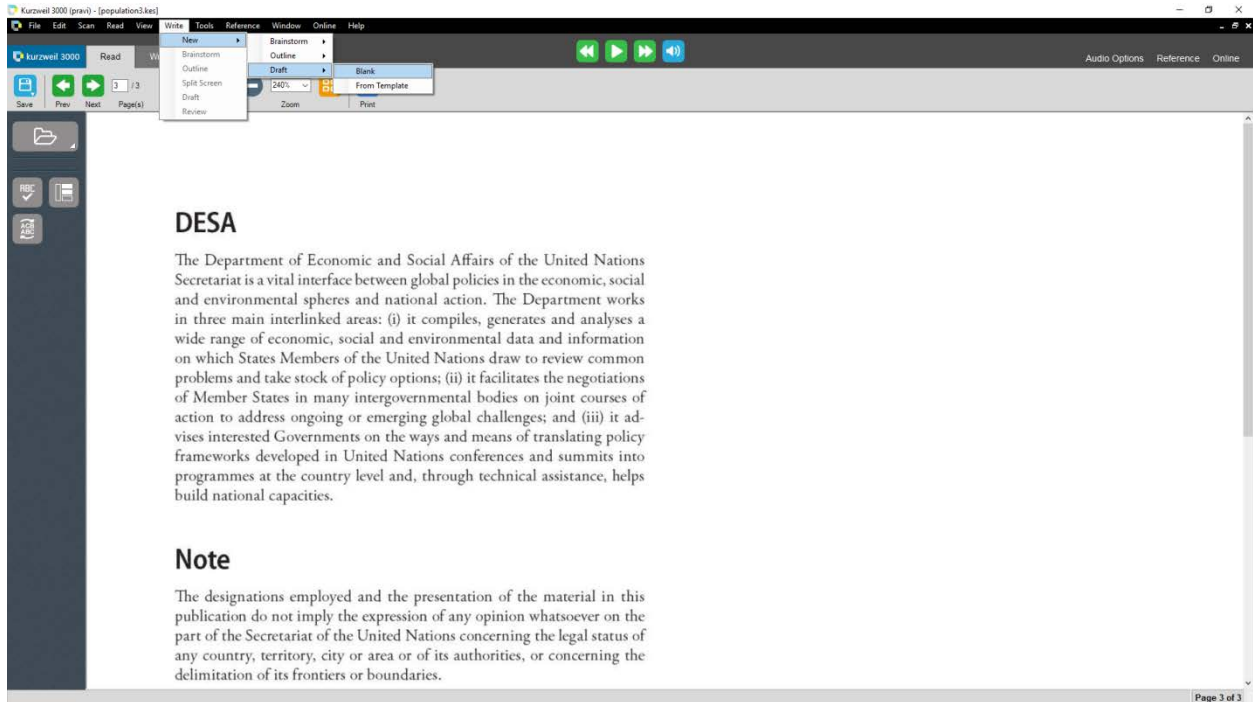


## Simultaneously View Multiple Documents (Reading Document and Writing Document):

1. First open the document that needs to be read aloud by the Kurzweil software, you can do this by going to file menu and selecting open. The document appears in the document display area in the Kurzweil 3000 window.



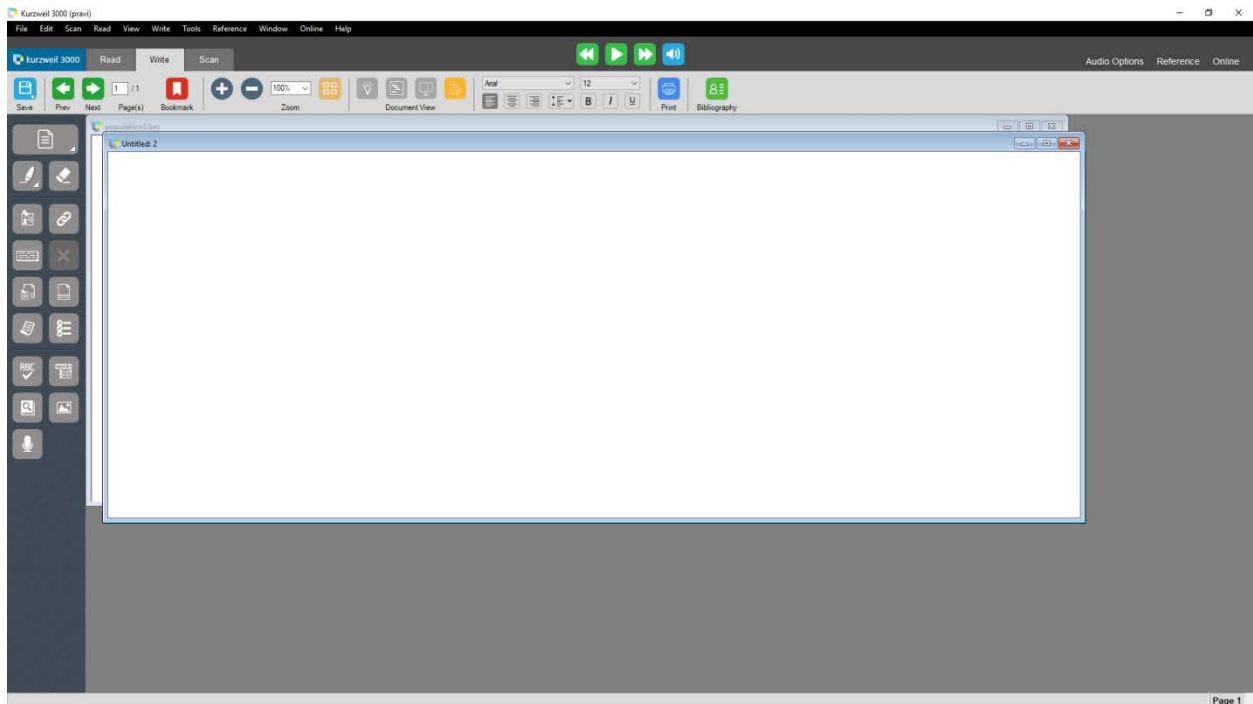
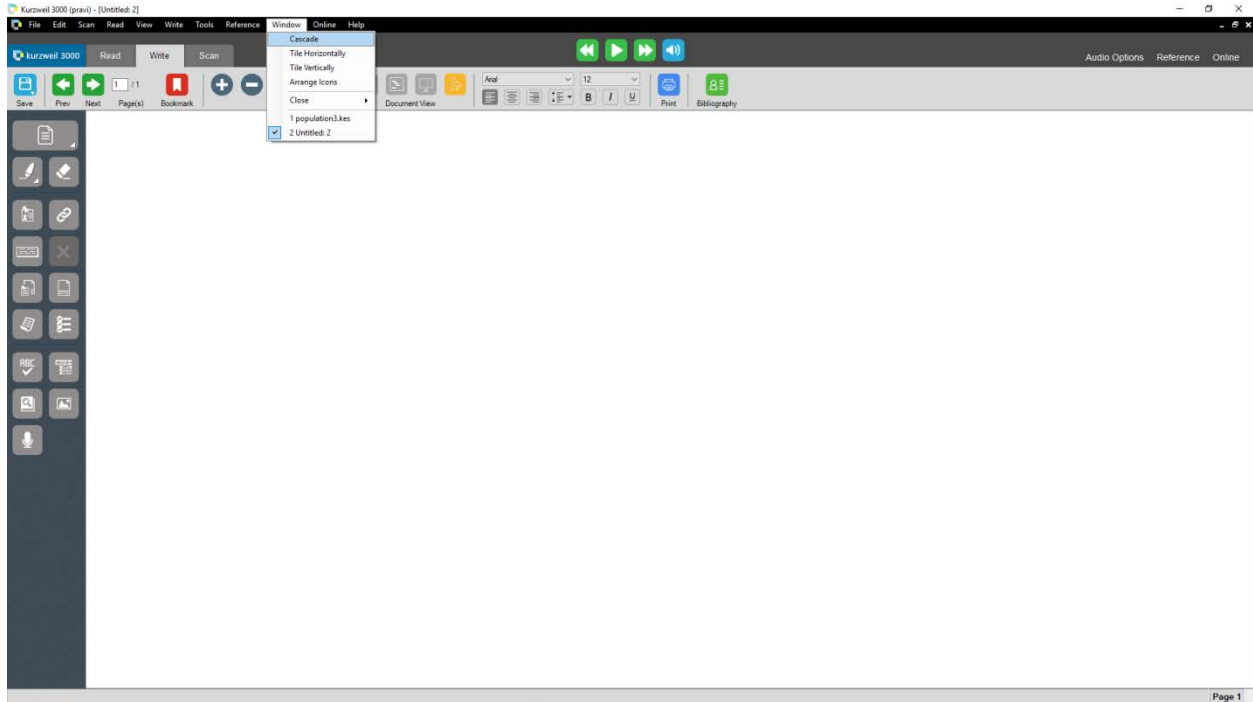
2. Next step is to open a blank document to write, to do this select write tab, choose New, select Draft and select Blank. This open a blank draft document which you can use for writing. This document hides the first document.



3. Now to view both the read and write document simultaneously, you can use either one of the following option.

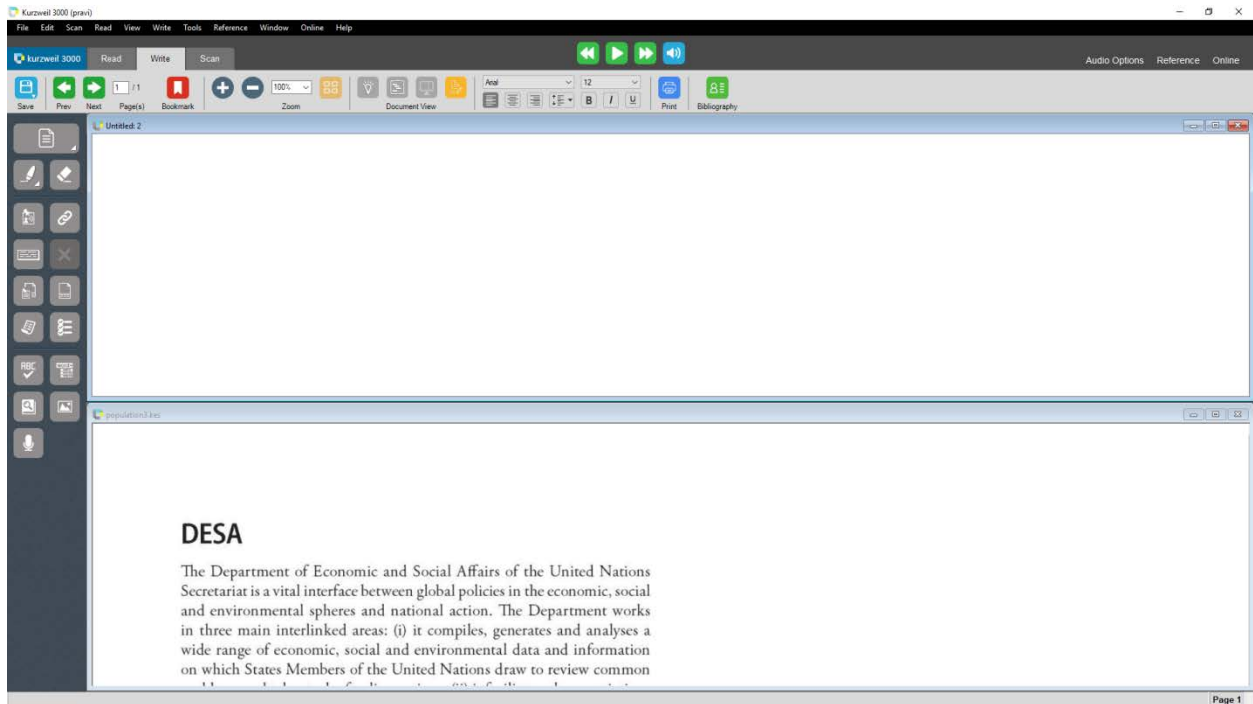
### Cascade Option:

Open the Window menu and select Cascade option. It will overlap documents diagonally. Only the top document is fully visible, but you can see the title bars of all the open documents underneath it



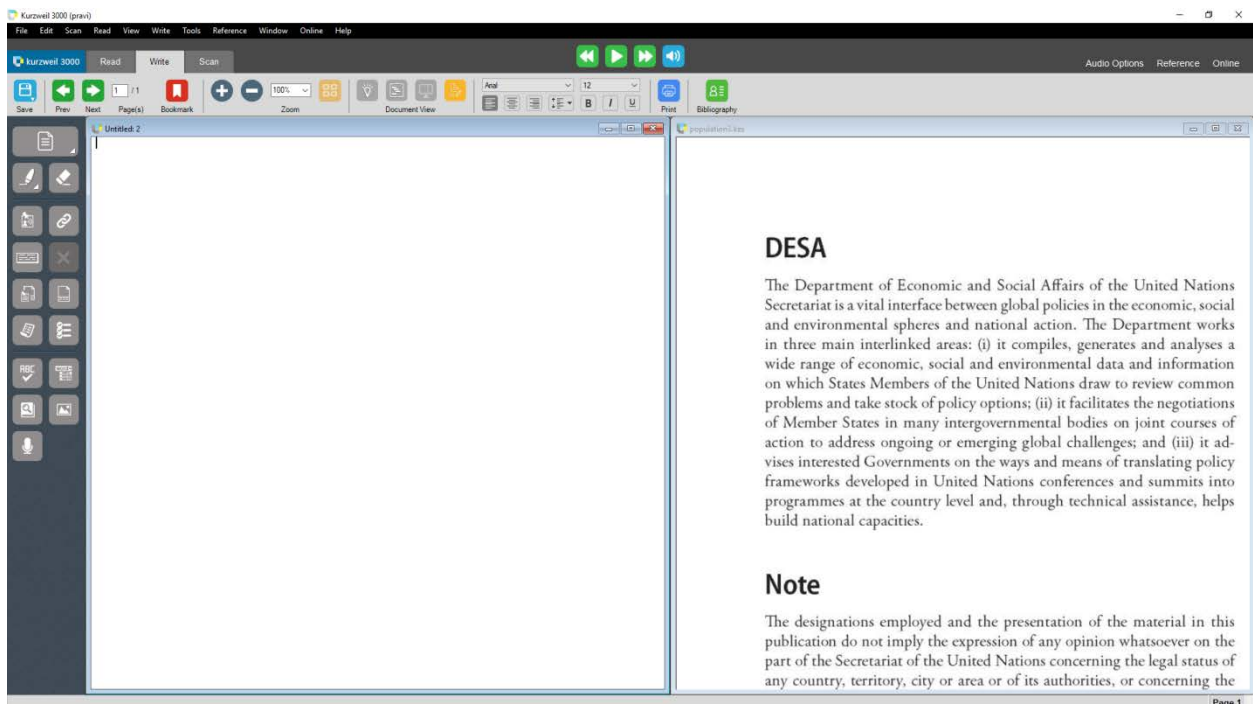
## Tile Horizontally Option:

Open the Window menu and select Tile Horizontally option. Choose this option to stack the documents on top of each other.

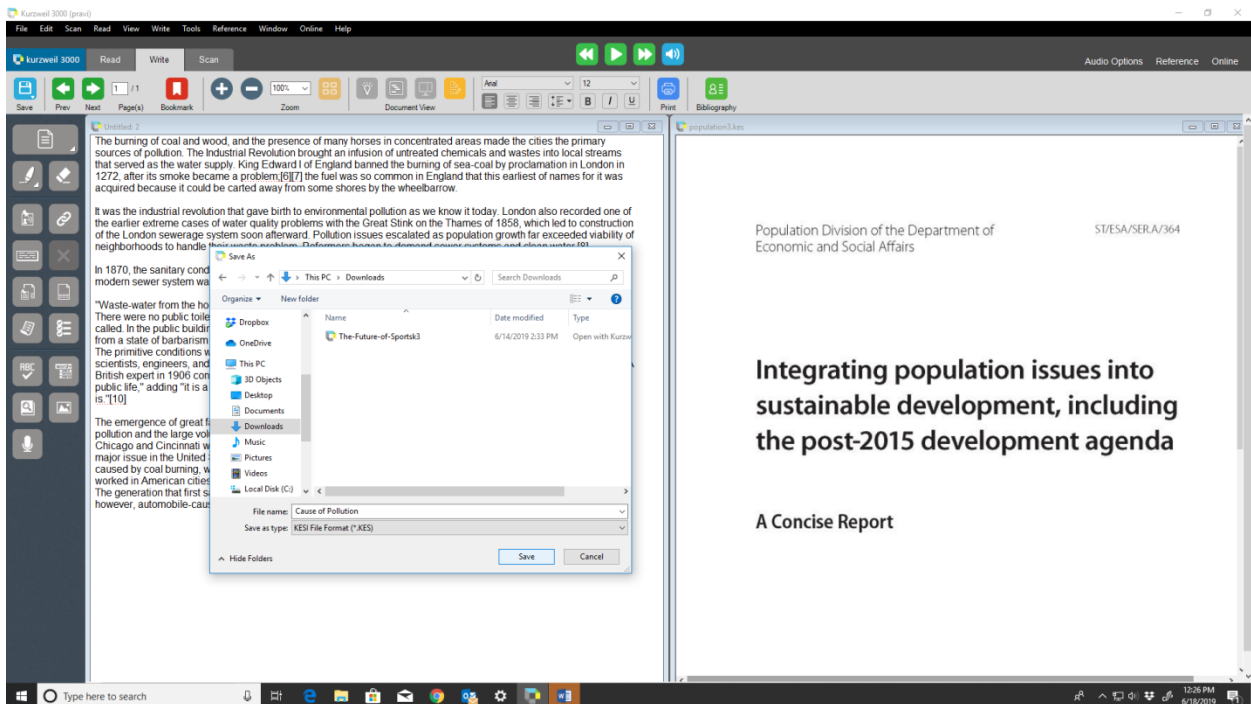
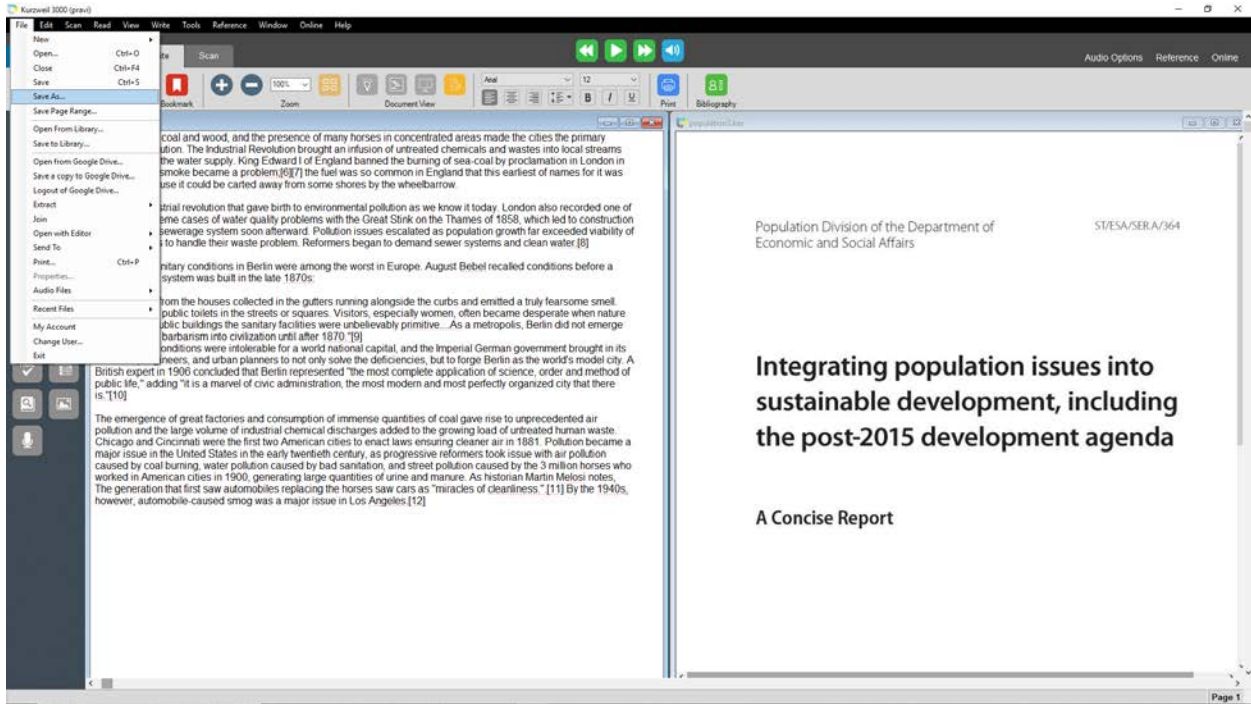


## Tile Vertically Option:

Open the Window menu and select Tile Horizontally option. It will show the documents side by side

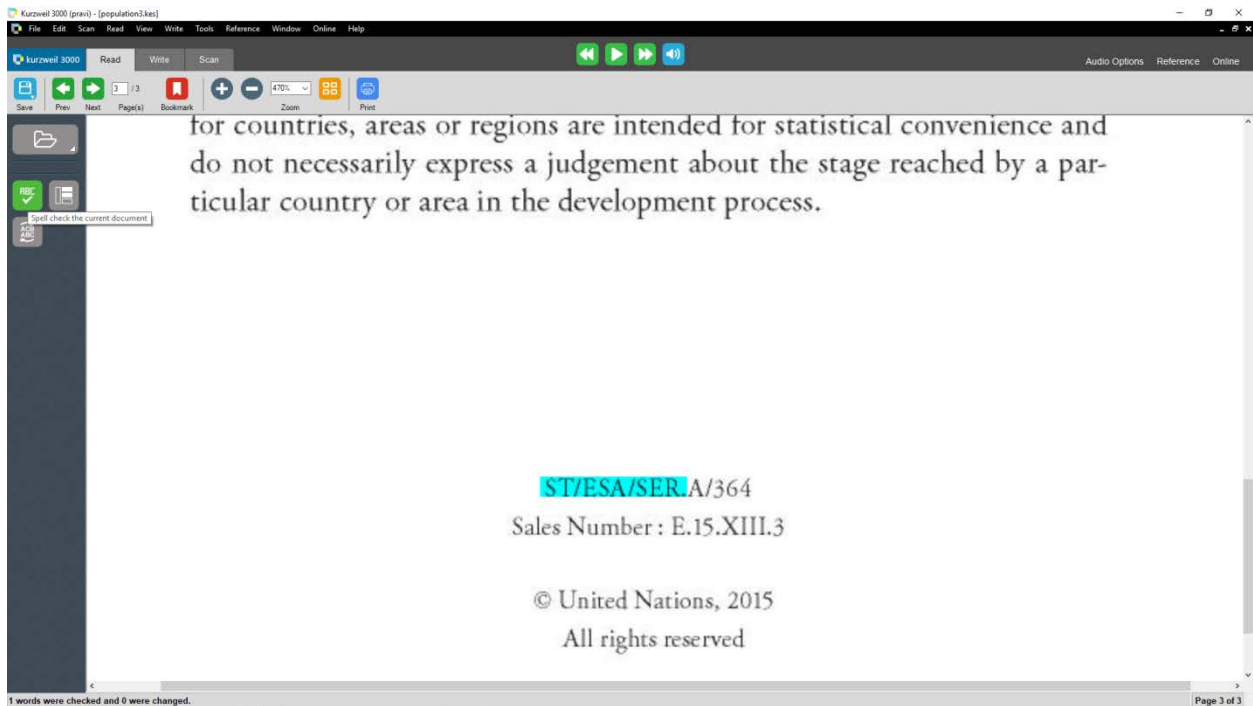
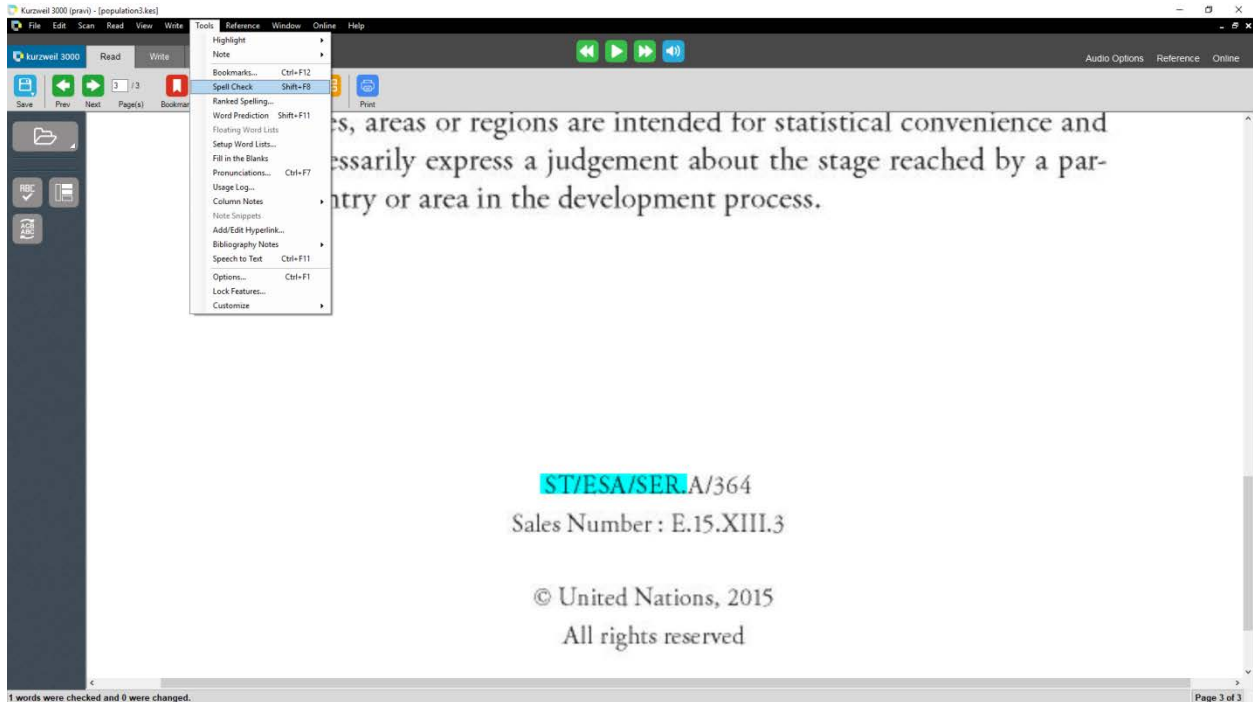


- Once you have arranged the documents, you can now read text aloud from the document that has text and also write in the blank document. Note that once you have completed writing in the blank document remember to save the document by going to file menu and selecting save as. A Save As dialog box appears, browse to the location where you would like to save the document. Provide the filename, choose KESI File Format in save as type and click save.



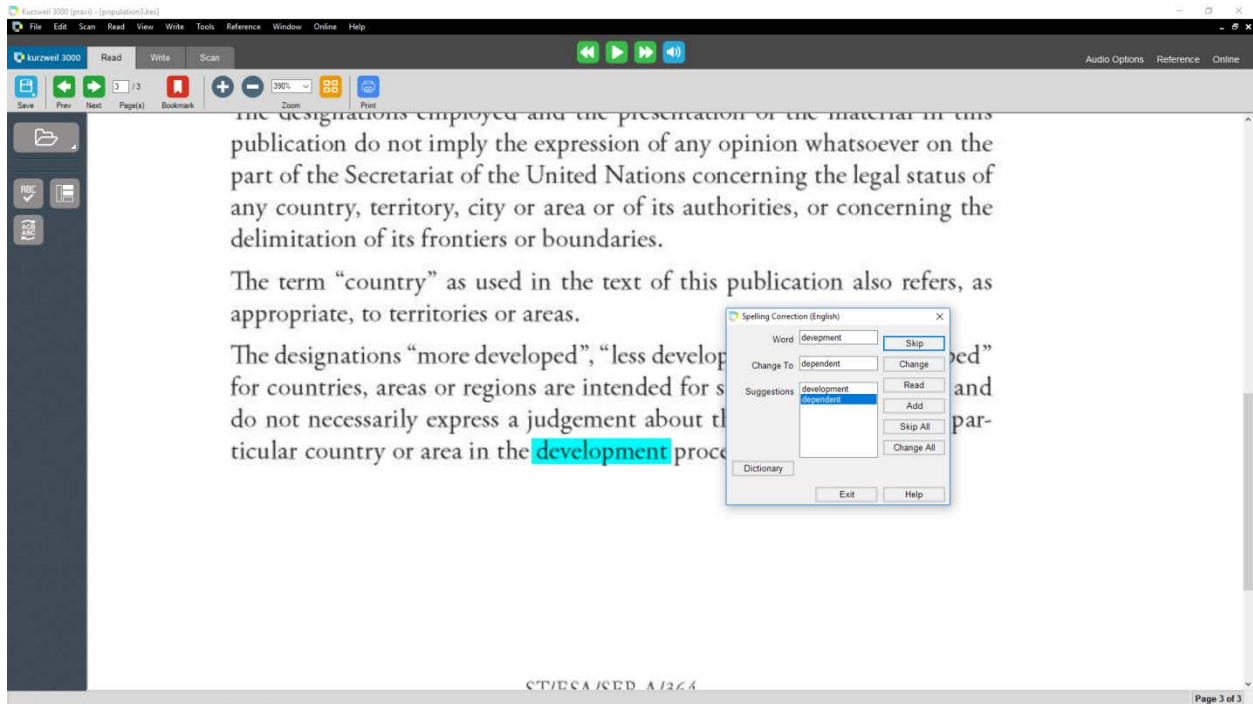
## Spell Check:

1. Once you have zoned your document and edited the underlying text, next step is to check the underlying text for spelling errors. You can access the Spell check either under the Tool menu or you can access it from the Toolbar.

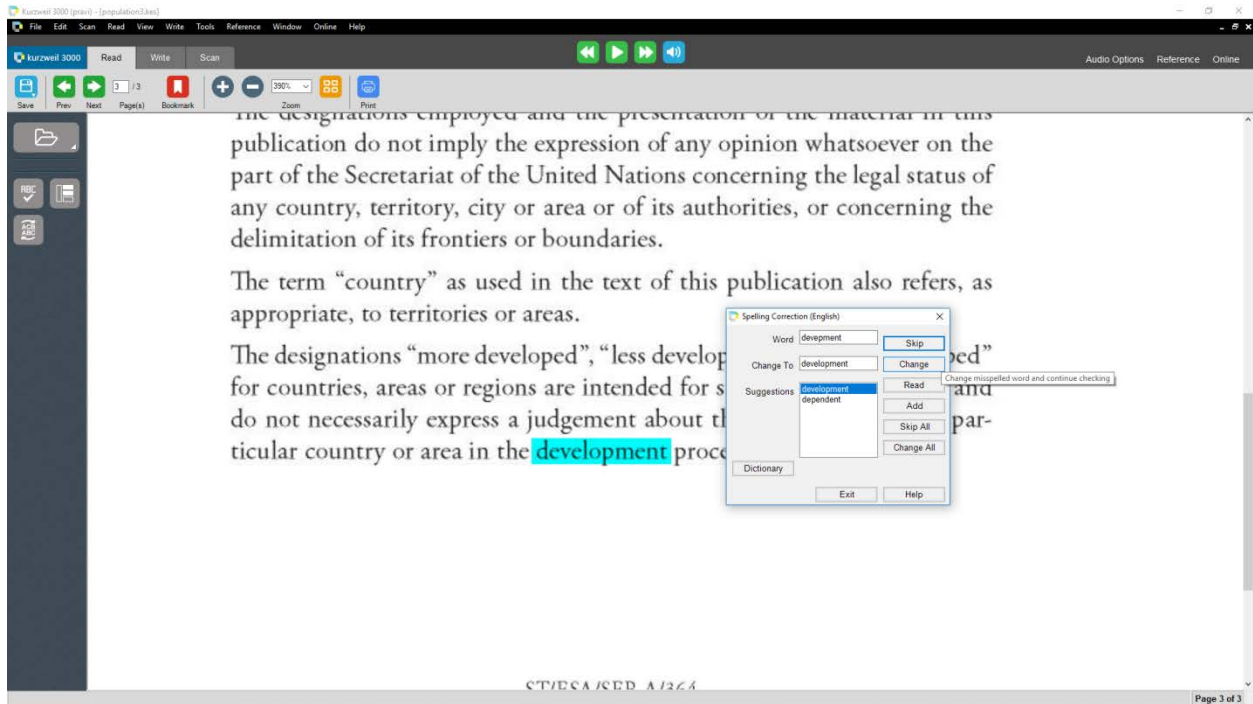




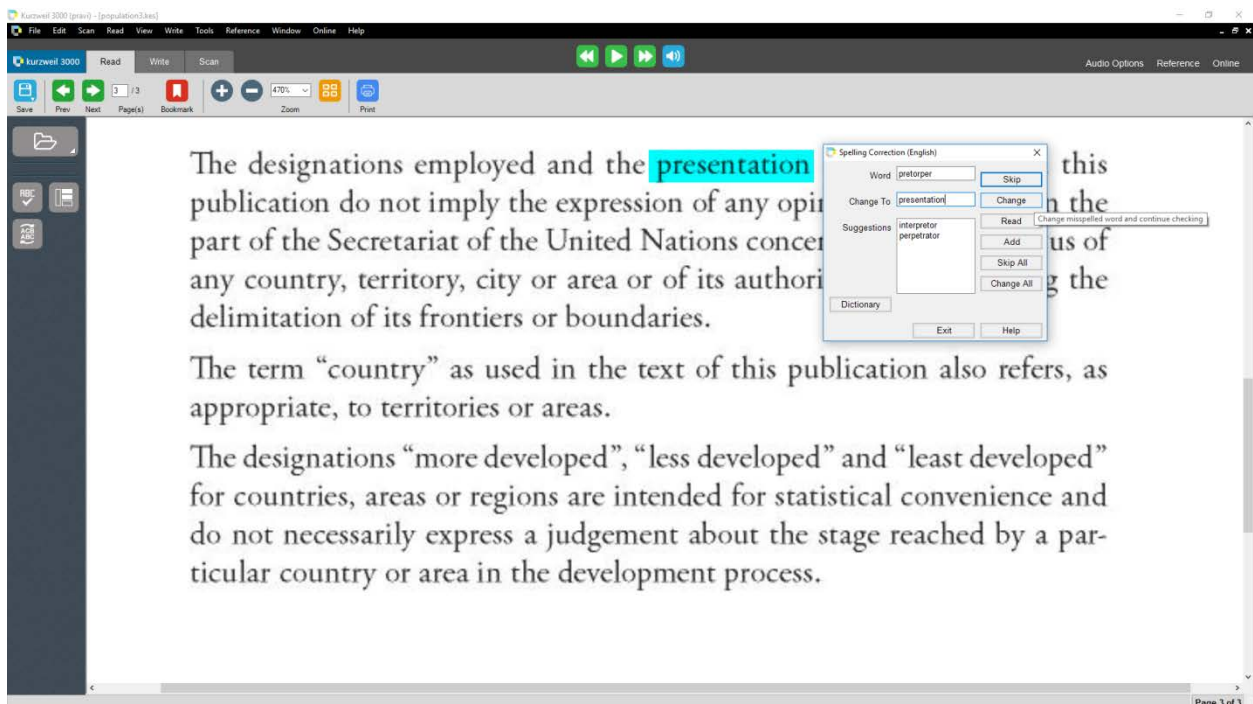
2. When the Spell Correction Window opens up, it goes word by word in the Underlying text to see if any of word is misspelled. If it finds any of the word to be misspelled, then it is shown in the Word box. In this instance, you can find the word development is misspelled as devepment in the underlying text.



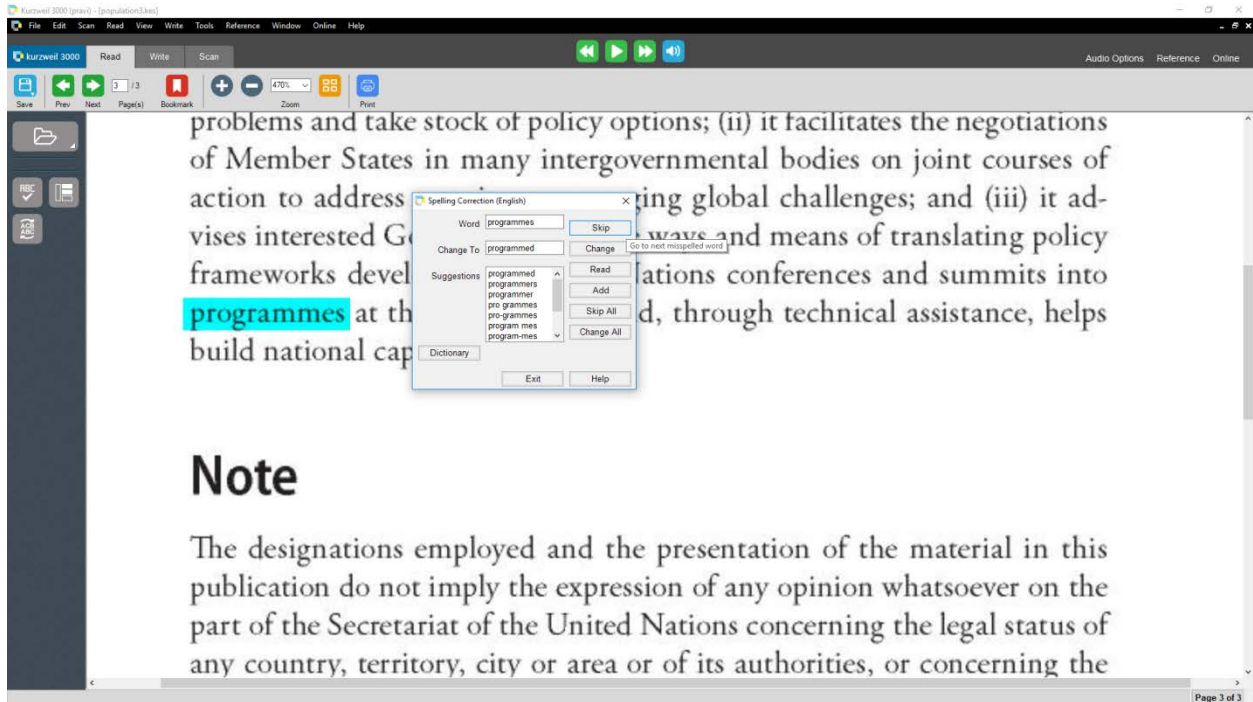
3. You can click on the words in the Suggestions list to hear them read aloud. If you find any of the suggested word to be spelled right in your context then you can select it in the suggestion list, by which the selected word appears in Change To box, then you can press the Change button to correct the misspelled word in the underlined text.



4. If there are no suggestions for a word, then you can manually type the word that spelled correct in the Change To box and you can click Change button.



5. If a word is spelled correct in the Word box same as the word highlighted in the document, then you can press the Skip button which will look for any other misspelled word present in the document. When you are done with Spell Check you can Click the Exit button which will close the Spelling Correction Window.



## **Reading Icons:**

### **Read button:**



When you click this button, it start's reading a document from the cursor position and the Read button changes to the Pause button.

### **Pause button:**



If you click this button, it pauses reading and the Pause button changes to the Read button.

### **Forward button:**



If you click this button, it will move the cursor forward by one reading unit. To Read you need to click the Read button.

### **Backward button:**



If you click this button, it will move the cursor Backward by one reading unit. To Read you need to click the Read button.

## **Navigate through Pages Icons:**

### **Next page button:**



If you click this button or if you press CTRL + E in the keyboard, it will go to the next page in the document.

### **Previous page button:**



If you click this button or if press CTRL + R in the keyboard, it will go to the previous page in the document.

## **Zoom Icons:**

### **Zoom in button:**



In order to zoom in 10%, you can either press this button or press F7 in the keyboard.

**Zoom out button:**



In order to zoom out 10%, you can either press this button or press F8 in the keyboard.