

Scanning with Kurzweil 3000

Opening Kurzweil 3000

1. Make sure the scanner is turned on. On the Epson GT 15000 scanners the power button is located on the bottom left corner. On the Epson Perfection 4490 scanners the power switch is on the back of the right side.
2. Open Kurzweil 3000 from the desktop
3. Enter your user name. Either:
 - a. Type in a new user name and select “Yes” when it asks you if you want to create a new user.
 - b. Click the down arrow to the right of the User Name edit box to show a list of users and select your name from the list.
 - c. Type your user name into the edit box.
4. After you’ve selected a user click OK.

Scanning a Document

Note: If there is not a document open Pressing F9 or clicking on the Scan button will create a new document after the first page is scanned. If you are scanning a book or two pages at once enable 2 Page Scanning in the Scan menu.

1. Place the book or document face down on the scan bed. Try to place the book or document square with the edges of the scan bed in order to get better recognition.
2. Press the F9 key or click on the Scan button in the toolbar to start the scan.
3. After the page has been scanned, turn the page while waiting for recognition to complete then repeat these steps until the document is finished.
4. If a page is poorly recognized open the Scan menu and select Rerecognize Page or Rescan Page to correct it.

Note: If you need to scan in a foreign language follow the steps below:

1. Go to the Tools menu and select Options.
2. Select the Scanning tab on the left hand side
3. Change the OCR engine to ScanSoft Accurate and the language to which ever language you need.

Saving the Document as an RTF File

If you want to read the document that you have scanned with Kurzweil 3000 in another program or on another computer without Kurzweil 3000 you will need to save the file as an RTF or a Text file.

1. Click on the file menu and select Extract Text.
2. Click OK in the dialog that appears.
3. Scroll down through the document looking for errors and make the necessary corrections.
4. Then open the file menu and select save.
5. Open the Save In combo box and select the drive you wish to save to.
6. If you want to create a folder for the book click the Create New Folder button next to the Save In combo box. Name the new folder that appears in the Folder View and then open that folder.
7. Give the file a name and select Save.
8. Leave the file type as .rtf.
9. If you are done with the file close it to start a new scan