Using the Keypad
to Access Kurzweil 1000

About the Keypad

You can operate Kurzweil 1000 through the numeric keypad on the right-most side of a standard Windows keyboard.

The keypad has five rows of keys. The top row has four small keys; the next three rows have three small keys; and the bottom row has one long horizontal key and one small key. The right side of the keypad has two long vertical keys below the first square key in the upper-right corner.

If you have a laptop computer, you can also use equivalent functionality on the keyboard. The keys you use may differ from system to system, so check your system's documentation for details.

You will encounter the terms *Press*, *Tap*, and *Hold Down*, when this guide refers to keypad keys.

Press means to hit the key once, then release it.

Tap is generally used when talking about cycling through a list of items. It means to press and release a key repeatedly.

Hold Down means to press and continue holding down a key. In some cases, you must hold down one key as you press a second key.

You should always release a key after pressing it unless this guide specifies that you must hold it down.

Finding Your Way Around the Keypad

As reference points you can use the following keys located at the perimeter of the keypad:

Cancel is the key in the upper-left corner of the keypad. Pressing **Cancel** stops initiated tasks.

Accept is the small key in the upper-right corner of the keypad. Pressing **Accept** confirms initiated operations. Not every operation requires a confirmation.

Help and Status is the vertical key in the lower-right corner of the keypad. It provides information about each key in the keypad, and when used with the **Shift** key (the horizontal key in the lower-left corner of the keypad), it opens the online help manual.

To hear a key name, press the **Help and Status** key, and then press and release a keypad key; Kurzweil 1000 tells you the name of that key. For more detailed information about a keypad key, press the **Help and Status** key, then hold down the key you want described.

Almost all the keys have additional functions when used with the **Shift** key. To hear more about a key's shifted function, press the **Help and Status** key, and then hold down the **Shift** key and the key you'd like described.

Start and Stop Scanning is the vertical key located immediately above the Help and Status key. It initiates a scan, or cancels a scan in progress.

Start and Stop Reading is the long horizontal key in the lower-left corner of the keypad. This key lets you start or stop reading, and doubles as a **Shift** key for keypad functions.

These five keys do not change their function regardless of the current keypad layer.

Keypad Layers

Kurzweil 1000 uses keypad layers to provide access to a wide array of functions and features. There are three main layers: Reading, File Management and Settings.

To switch between layers:

Hold down the **Shift** key (the horizontal key in the lower-left corner of the keypad) and tap the **Accept** key (the small key in the upper-right corner of the keypad) until you hear the name of the layer you want. Keep holding down the **Shift** key as you cycle through the layers.

In addition, each keypad layer has a sublayer, or Shifted layer, with additional functions. To access a keypad sublayer, hold down the **Shift** key and a key on the keypad. For instance, after you press the Shift Accept combination to get to the File Management main keypad press the Shift and number 2 keys to get to its sublayer; this key combination saves your file in export format.

Layer 1: The Reading Keypad

The Reading keypad is the default layer when you start up Kurzweil 1000, and is the keypad you use for scanning, reading and moving around in a document. With this keypad, you can change the reading speed or volume and access the dictionary and thesaurus.

This keypad has two configurations: Kurzweil 1000 and a Screen Reader compatible one. Both provide access to many reading commands, as well as document navigation functions and dictionary lookup. If you prefer to use the Screen Reader keypad, you must select the **ScreenReader** option in the **Configuration Settings** tab page first, then press **SHIFT+Accept** from the keypad until you hear, "ScreenReader Keypad."

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Layer 2: The File Management Keypad

Use the File Management keypad to create and delete the folders that store your Kurzweil 1000 documents, and to move between folders. You can open, close, and delete document files, and save files in other formats.

Layer 3: The Settings Keypad

The Settings keypad lets you customize the Kurzweil 1000 environment. In this keypad layer, you can change the reading voice for documents, or change the system voice that reads prompts and messages. You can also change some scanning options.

Types of Keypad Commands

There are three different types of keys in the Kurzweil 1000 keypad:

- Command keys — Let you carry out a specific action. For example, the **Start and Stop Scanning** key is a command key. It starts or stops a scan. It performs the action independently of other buttons and does not require a confirmation.

  Other command keys, such as **Delete Folder,** require you to confirm the action of the key by pressing the **Accept** key. You can cancel such actions by pressing **Cancel** or **Escape** before you press Accept. This prevents you from accidentally making deletions or implementing other changes that you don't want.

- Option keys — Allow you to choose from a list of possible settings. The first time you press an option key, you'll hear the current setting. Tap the same option key to cycle through the list of other possible settings.

  The **Scan Mode** key is an example of an option key. The first time you tap it, you'll hear the current setting. Tap again to cycle through other possible settings. Stop when you hear the desired setting. You do not need to press Accept.

- List keys — Let you search through a list quickly by narrowing the choices to those that begin with a letter or letters that you type.

  For example, the **Open File** key (the first key in row 3) in the File Management keypad is a list key. Let's say you're looking in the current folder for a file called **License**. Press the Open File key, type L, then tap the Open File key until you locate your file. Using this method narrows the list to contain only files that begin with L. If you type L I instead of L, this would narrow the list further,

to only files beginning with L I. Then cycle through the list of file names by tapping the **Open File** key.

Once you have found the desired file, press the **Accept** key to confirm. You must always use **Accept** to confirm a choice made with a list key.

You can also use List keys the same way as Option keys, by tapping and cycling through every file until you hear the name of the file you want to open.

To go backward in the list press **Shift** with the list or option key.

Keys in the Keypad

The following subsections present the keys and their functions for each of the different keypad layers and shifted layers.

Notes:

- The key setup presented throughout this section reference the keypad located on the right side of the standard computer keyboard.

- If the functions you get in the Reading or Reading Shifted, or the Screen Reader or Screen Reader Shifted do not match what is presented here, your keypad may not be configured correctly in the Configuration Settings tab.

The Reading Keypad

The Reading keypad is the default layer when you first start Kurzweil 1000. This keypad has two configurations: one for Kurzweil 1000 Reading and the other for Screen Reader.

Both provide access to many reading commands, as well as document navigation functions and dictionary lookup. If you prefer to use the Screen Reader keypad, you must select the **ScreenReader** option in the **Configuration Settings** tab page first, then press **SHIFT+Accept** from the keypad until you hear, "ScreenReader Keypad."

Note: Some reading features accessible through menus are not available from the keypad

The Kurzweil 1000 Reading Keypad

To use this keypad the Keypad Command in the Configuration Settings tab must be set to Kurzweil 1000.

The top row of keys, from left to right, are:

Cancel, Erase Text, Dictionary, and Accept.

The second row from the top has three small keys and a large vertical key spanning the second and third rows. These keys are:

Volume Up, Speed Up, Reading Mode and Start and Stop Scanning.

The third row contains, from left to right:

Volume Down, Speed Down, and Multiple Column.

The fourth row has three small keys, and then one large vertical key which spans the fourth and bottom rows. These keys are:

Rewind, Fast Forward, Go to Page, and Help and Status.

The bottom row has two keys:

A large horizontal key for *Start and Stop Reading*, which doubles as a *Shift key* when used with another keypad key.

And a small key for the *Spell function*.

The Kurzweil 1000 Reading Keypad, Shifted

To use this keypad the Keypad Command in the Configuration Settings tab must be set to Kurzweil 1000, and you must hold down the Shift key while pressing the desired function key.

The top row of keys, from left to right, are:

No Function, Paste Page, Thesaurus, and Change Keypads.

The keys in the second row are:

Recognize Currency, No Function, Accuracy or speed of Recognition Engine, and the Rescan or Insert Scan key.

The keys in the third row are:

No Function, Create Bookmark, and Two Page Mode.

The fourth row keys are:

Rewind by Unit, Forward by Unit, Go to Bookmark, and the Help and Status key.

The bottom row keys are:

Shift and Spell using names rather than letters.

The Reading Keypad Configured for Screen Reader

To use this keypad the Keypad Command in the Configuration Settings tab must be set to Screen Reader Keypad.

The top row of keys, from left to right, are:

Cancel, Erase Text, Dictionary, and Accept.

The second row from the top has three small keys and a large vertical key spanning the second and third rows. These keys are:

Go to Start of Line, Go to Previous Line, Page Up, and the Start and Stop Scanning key.

The third row contains, from left to right:

Read Previous Character, Read Current Character, Read Next Character.

The fourth row keys are:

End of Line, Next Line, Page Down, and the Help and Status key.

The bottom row contains:

The Start and Stop Reading, and the Spell keys.

The Reading Keypad Configured for Screen Reader, Shifted

To use this keypad the **Keypad Command** in the **Configuration Settings** tab must be set to **Screen Reader Keypad**, and you must hold down the **SHIFT** key while pressing the desired function key.

The first key in the top row has no shifted function. The remaining keys are:

Paste Page, **Thesaurus**, **and Change Keypads.**

The keys in the second row are:

Read from Start of Line, **Read Current Line***,* **Read to End of Line***,* and the **Rescan** or **Insert Scan** key*.*

In the third row are:

Read Previous Word*,* **Read Current Word***,* and **Read Next Word***.*

In the fourth row, the keys are:

Go to End of Line, **Go Down One Line***,* **Page Down**, and the **Help and Status key***.*

The bottom row contains the **Start** and **Stop Reading**, and the **Delete** keys.

The File Management Keypad

The top row of this keypad, from left to right, contains:

The **Cancel** key, **Go to Favorite Folders**, **Go to Favorite Files**, and the **Accept** key.

The second row has three small keys, then one large vertical key which spans the second and third rows. These keys are:

Change Folder, **Make New Folder**, **Delete Folder**, and **Start** and **Stop Scanning***.*

The third row contains:

Open File, **Close File**, and **Delete File***.*

The fourth row has three small keys, and one large vertical key which spans the fourth and bottom rows. These keys are:

Save File, **Save As**, **Export File Format**, and **Help and Status***.*

The bottom row has two keys:

A large horizontal one, **Start** and **Stop Reading**.

A small one with no function.

The File Management Keypad, Shifted

To use this keypad you must hold down the **SHIFT** key while pressing the desired function key.

The first key in the top row has no shifted function. The remaining keys are:

Delete Favorite Folder, **Delete Favorite File**, and **Change Keypads**.

The keys in the second row are:

Change to Folder Under Current Folder, **No Function**, **No Function**, and the **Rescan** or **Insert Scan** key.

All the third row keys have no shifted function.

In the fourth row, the keys are:

no function, **Save in Export Format**, no function, and **Help and Status**.

The bottom row contains:

The SHIFT key, and a small key with no shifted function.

The Settings Keypad

The top row of this keypad, from left to right, contains:

The **Cancel** key, **Page Orientation**, **Number Layout**, and the **Accept** key.

The second row from the top has three small keys, then one large vertical key which spans the second and third rows. These keys are:

Reading Voice, **System Voice**, **Progress Messages**, and the **Start** and **Stop Scanning** key.

The third row contains:

Dynamic Thresholding, **Scanning Mode**, and **Partial Columns.**

The fourth row has three small keys, and then one large vertical key which spans the fourth and bottom rows. These keys are:

Punctuation Level, **Recognition Languages**, **AutoLoad**, and **Help and Status**.

The bottom row has:

A large horizontal key for **Start** and **Stop Reading**.

A small key for **Save** or **Restore** settings.

The Settings Keypad, Shifted

Most of the keys in the settings keypad have no function when used with the SHIFT key. The exceptions are the first key in row three, which controls the **Brightness** setting, and the first key in row four, which handles the **Pronunciation** of **Numbers**.

Performing Basic Keypad Functions

This section provides information on performing Kurzweil 1000 functions with the various keypad layers and their related keys.

Basic Reading Functions

This section provides keypad-based instructions for basic reading operations.

Be sure to activate the Reading keypad layer. On the keypad, hold down the **Shift** key and tap **Accept** until you hear "Reading keypad." By default, the system presents the Kurzweil 1000 Reading keypad layer.

Using the Screen Reader Reading Keypad

If you prefer to use the Screen Reader keypad, you must select the **ScreenReader** option in the **Configuration Settings** tab page first, then press **SHIFT+Accept** from the keypad until you hear, "ScreenReader Keypad."

In using the Screen Reader keypad, it's helpful to remember the following:

- All the top and right keys have the same functions as the Kurzweil 1000 Reading keypad.

- Most of the functions are navigational, placing the cursor at specific locations in the text.

We note functions that are available from both Reading keypads in the subheadings. Where there is no notation, that function is available only in the Kurzweil 1000 Reading keypad.

Starting and Stopping Reading (Kurzweil 1000, ScreenReader)

To stop or start reading at the cursor position, press the **Start and Stop Reading** key, the rectangular key in the lower left corner of the keypad.

Adjusting Reading Speed

Tapping the speed keys changes the speed by a little; holding them down changes the speed more noticeably. If the system is reading when you hold down one of these keys, it continues reading at the current speed until you release the key. It then stops reading and announces the new speed in words per minute. To start reading at the new speed, press the **Start and Stop Reading** key.

The exact amount by which the speed changes depends on the speech engine you are using.

To increase the reading speed, use the **Speed Up** key, the second key in row 2.

To decrease the reading speed, use the **Speed Down** key, the second key in row 3.

Reading Volume

To increase the reading volume, press **Volume Up**, the first key in row 2. The longer you hold down the key, the louder the voice becomes.

To decrease the reading volume, press **Volume Down**, the first key in row 3. The longer you hold down the key, the softer the voice becomes.

When you reach the highest or lowest possible volume, the system may beep.

Reading Navigation Functions

This section describes how to use the keypad to move and read by units, as well as how to move among a document's pages.

Be sure to activate the Kurzweil 1000 or ScreenReader Reading keypad layers.

Moving by Reading Unit (Kurzweil 1000)

By default, Kurzweil 1000 reads by sentence unit.

To move backward or forward by a single word, press **Rewind**, the first key in row 4, or **Forward**, the second key in row 4. Kurzweil 1000 reads the word.

To move by one unit, hold down the Rewind or Forward key until you hear a beep. You can also use the keypad **SHIFT+Rewind** keys or **SHIFT+FORWARD** keys to move back or forward, respectively, by a unit. The system reads the unit and then stops.

To move by page, hold down the **Rewind** or **Forward** key. You'll hear five beeps then Kurzweil 1000 announce each page number through which it moves. When you release the key, reading begins at the new location.

Kurzweil 1000 remembers the original layout of a scanned page, although lines may wrap differently on screen. When you select **Line** as the reading unit, Kurzweil 1000 uses the lines in the original document.

Selecting a Reading Unit (Kurzweil 1000)

To change the unit setting, press the **Read Mode** key, the third key in row 2. The first time you press Read Mode, you'll hear the current unit. Tap the key to hear all the possibilities. Stop when you hear the unit you want. You do not need to press Accept.

Page Navigation (Kurzweil 1000)

Going to a Specific Page:

1. Press the **Go to Page** key, the third key in row 4.

2. Type a page number, using either the numeric keypad or the numeric keys on the keyboard.

3. Press **Accept**.

Kurzweil 1000 goes to the page, announces the page number, and begins reading.

Obtaining Reading Status (Kurzweil 1000)

To display and hear status information about reading, hold down the **Help and Status** key, the rectangular key in the lower-right corner of the keypad. Release the key to stop.

Screen Reader Keypad Keys and Functions

To move the cursor to:

The first position in the current line:

Press the **Home/7** key, which is the left-most key in row 2.

The last position in the current line:

Press the **End/1** key, the left-most key in row 4.

The nearest character in the previous line:

Press the **Up Arrow/8** key, the middle square key in row 2.

The nearest character in the next line:

Press the **Down Arrow/2** key, the middle square key in row 4.

(Screen Reader keypad continued)

To move the cursor:

Back one character and read that character:

Press the **Left Arrow/4** key, the left-most key in row 3.

Forward one character and read that character:

Press the **Right Arrow/6** key, the right-most square key in row 3.

Back one word and read that word:

Press **SHIFT+Left Arrow/4** key, the left-most key in row 3.

Forward one word and read that word:

Press **SHIFT+Right Arrow/6** key, the right-most square key in row 3.

To read the:

Character at the cursor position:

Press the **5** key, the middle square key in row 3.

Word closest to the cursor position:

Press **Shift+5** key, the middle square key in row 3.

Text of the line the cursor is on:

Press **SHIFT+Up Arrow/8** key, the middle square key in row 2.

To move to the beginning of the

Previous page (Page Up):

Press the **Page Up/9** key, the right-most square key in row 2.

Next page (Page Down):

Press the Page Down/3 key, the right-most square key in row 4.

(Screen Reader keypad continued)

To read the text from the:

Beginning of the line to the current cursor position:

Press **SHIFT+Home/7** key, the left-most key in row 2.

Current cursor position to the end of the line:

Press **SHIFT+Page Up/9** key, the right-most square key in row 2.

Using the Reading Keypad to Work with Bookmarks

You can create and go to bookmarks using the **Reading** keypad. The Reading keypad is the default layer when you first start Kurzweil 1000.

To go to the Reading keypad from one of the other layers:

Hold down the **SHIFT** and **Accept** keys until you hear "Reading Keypad." The **SHIFT** key is in the lower-left corner; the **Accept** key is in the upper-right corner of the keypad.

Creating a Bookmark

Position the cursor in the sentence where you'd like to insert the bookmark. Press the **SHIFT** key and the **Speed Down** key in the **Reading** keypad. Speed Down is the second key in row 3. If you select text, the text becomes a bookmark description; you don't have to use the whole sentence option.

Going to a Bookmark

To go to a bookmark, press **SHIFT** and **Go to Page** in the **Reading** keypad. Go to Page is the third key in row 4 of the keypad. Tap Go to Page to go through the list of bookmarks. The list is sorted by page number. Each time you press the key, Kurzweil 1000 reads the next entry in the list. To move through the list backward, use the **SHIFT** and **Go to Page** keys.

When you hear the description you want, press **Accept**. Accept is the key in the upper-right corner of the keypad. You can leave the list without selecting any bookmarks by pressing the Cancel key. Cancel is the key in the upper-left corner of the keypad.

Deleting Bookmarks

To remove all the bookmarks from a page, you can cut the page from the document, then paste it back in. To cut the page, go to the page that contains the bookmarks and press the **Erase** key in the **Reading** keypad, then the **Accept** key. Erase is the second key in row 1. To paste the page back in, press **SHIFT+Erase** without moving the cursor from its current position.

This technique does not work if you remove the last page from a document, as **SHIFT+Erase** always pastes a page before the current page.

Scanning Functions

Keypad users can perform many scanning operations, such as starting or stopping a scan, rescanning a page, and recognizing currency.

Starting Scanning

Press the **Start and Stop Scanning** key, the long, vertical key below the square **Accept** key in the upper-right corner of the keypad.

Canceling a Scan in Progress

Press the **Start and Stop Scanning** key again.

Rescanning a Page

1. Place the new page face down on the scanner and close the scanner lid.

2. Press **Shift** and the **Start and Stop Scanning** key in the Reading keypad.

3. Press **Accept** to confirm the rescan.

If you are using Two-Page mode, rescanning replaces both the current page and the page after it.

Inserting a New Scanned Page Before the Current Page

1. Place the new page on the scanner and close the scanner lid.

2. Press **Shift** and the **Start and Stop Scanning** key.

3. At the prompt, press **Start and Stop Scanning** again.

4. At the next prompt, press **Accept** to confirm.

If you are using Two-Page mode, Kurzweil 1000 inserts two pages before the current page.

Using a Document Feeder

1. Place the pages on your feeder.

2. Press the **Start and Stop Scanning** key on the keypad.

3. When the system completes the stack, turn it over to scan the other side of the pages, or put the next stack on the feeder.

4. Press **Start and Stop Scanning** again.

5. Press **Accept** to continue scanning in single-sided mode, or press **Start and Stop Scanning** again followed by the **Accept** key to scan and collate the document in double-sided mode.

To stop scanning, press the **Cancel** key.

Recognizing Currency

1. Place a bill on the scanner near the light bar's home position. The long side of the bill must line up with the top edge (the short side) of the scanner glass.

2. Press **SHIFT** and the **Volume Up** key (first key in row 2) in the Reading keypad.

Batch Scanning

1. Change to the **Settings** keypad. If you are currently in the Reading keypad, hold down the **SHIFT** key, press the **Accept** key twice, and then release **SHIFT**. Accept is the key in the upper-right corner of the keypad.

2. Tap the **Scan Mode** key until the system says "Scan to image." In the Settings keypad, the Scan Mode key is the second key in row 3, and it has a raised indicator. The scan to image mode scans without recognizing the text. The system saves each scanned document as an image file in the folder called Images.

3. Change to the **Reading** keypad using the **SHIFT** and **Accept** keys.

4. Scan to image files using the **Start and Stop Scanning** key.

   Scan documents. Instead of scanning to documents that you can read, the system is scanning to image files.

   When you have finished scanning to image files, you can perform any other tasks that you wish. You can change keypads, read documents, and even leave the Kurzweil 1000 altogether. However, you cannot read the image files until the system has recognized them, as described in the next step.

5. Change to the **Settings** keypad and choose **Recognize Image File** using the **Scan Mode** key.

   Press **SHIFT** and the **Accept** key to change to the **Settings** keypad. Scan Mode is the second key in row 3. The first time you press this key, the Kurzweil 1000 reports the current scan mode. When you hear "Recognize image file," do not tap the key again.

6. Change to the **Reading** keypad.

7. Recognize the image files.

   Press the **Start and Stop Scanning** key. The system starts recognizing the image files in the Images folder, one after another. As each image file is recognized, it is deleted. Press **Start and Stop Scanning** again at any time to stop recognition.

If you stop recognizing at any point, you should save the current file. You can later reopen the saved file, return to Recognize Image File mode, and begin recognizing again from that point.

Editing Functions

To cut the current page using the keypad:

1. Place the cursor in the page you want to cut.

2. Press the **Erase** key (second key in row 1) in the **Reading** keypad, then press the **Accept** key in the upper-right corner of the keypad.

To erase all the pages in a document using the keypad:

Press the **Erase** key twice, followed by **Accept**. To cancel the erase operation, press any key other than Accept.

You cannot undo this action.

To paste a single page back into the document using the keypad:

Press the **Shift** key and the **Erase** key.

You can cancel the search by pressing the **ESCAPE** key on the keyboard or the **Cancel** key in the upper-left corner of the keypad.

To cancel or end spell checking, press **ESCAPE** on the keyboard or **Cancel** on the keypad.

Cancel the operation by pressing the **ESCAPE** key on the keyboard or the **Cancel** key, the small key in the upper-left corner of the keypad.

Modifying Settings

You can modify Kurzweil 1000 settings from the **Reading** and **Settings** keypad layers. However, not all settings are accessible from the keypad.

In the keypad, the Settings layer contains more advanced settings, while the Reading layer contains frequently changed settings. This design means that the keypad setup doesn't correspond to the layout of the Settings tab. It is intended, however, to make the Reading keypad layer as useful as possible, especially for beginning and intermediate users.

Additionally, you can save settings you use frequently in default files or user-named files, then load them when desired.

Configuration settings are settings you do not change often. They include: Scanner Margin Units, Shortcuts, Keypad Commands, Numeric Keypad Layout, Hot Keys for Scanning, Active Speech and Online Cache.

In using the keypad keys, keep in mind the following standard keypad operations:

To hear the current setting, press the setting key once.

To cycle through and select from a list of settings, tap the key until you hear the one you want.

To use the Shift key on the keypad with a setting key: The first time you press the keys, you'll hear the current setting. To cycle through and select from the list, hold down the **SHIFT** and tap the setting key until you hear the one you want.

The Reading and Settings Keypads Settings Keys

Both the **Reading** and **Settings** keypad layers contain keys that let you change Kurzweil 1000 settings.

The **Reading** keypad provides access to these settings

Speech Speed.	**Identify Columns**.
Volume.	**Two Pages**.
Reading Unit.	**White on Black**.

The **Settings** keypad provides access to the following settings:

Reading Voice.	**Page Orientation**.
System Voice.	**Thresholding**.
Punctuation Level.	**Partial Columns**.
Number Pronunciation.	**Progress Reports**
Numeric Keypad Layout.	**Brightness**
Language.	**AutoLoad**.
Scanning Mode.	

Modifying Settings from the Reading Keypad

Speech Speed. To change the speech speed, use the **Speed Up** and **Speed Down** keys in the **Reading** keypad (the second keys in rows 2 and 3, respectively). If you use different speech engines for the reading and system voices, the speed you choose will be mapped to accommodate both as well as possible.

Volume. To change the volume, use the **Volume Up** and **Volume Down** keys in the **Reading** keypad (the first keys in rows 2 and 3, respectively).

Reading Unit. The reading unit determines the section size when you move around in a document. To choose a reading unit, use the **Read Mode** key in the **Reading** keypad. Read Mode is the third key in row 2. Select **Line**, **Sentence**, or **Paragraph** as the reading unit.

Identify Columns. To change the column identification setting, press the **Column Identification** key, the third key in row 3 in the **Reading** keypad.

Two Pages. To change the current two-page setting, press the **Shift** and the **Column Identification** keys in the **Reading** keypad. Column Identification is the third key in row 3.

White on Black. To change the current White on Black recognition setting, press **Shift** and the **Read Mode** key in the **Reading** keypad. Read Mode is the third key in row two.

Modifying Settings from the Settings Keypad

Reading Voice. To change the reading voice, press the **Reading Voice** key in the **Settings** keypad. Reading Voice is the first key in row 2. Press this key once to hear the current voice. Each time you tap the key, you'll hear a different voice. If you accidentally go beyond the voice you want, hold down **Shift** while tapping the **Reading Voice** key to go through the voices backward. When you hear the voice you want, don't tap the key again.

System Voice. Select a system voice using the **System Voice** key in the **Settings** keypad. System Voice is the second key in row 2. This key works in the same way as the Reading Voice key, described above.

Mode. To choose a scanning mode, tap the **Scan Mode** key in the Settings keypad. Scan Mode is the second key in row 3. Choose **Scan and Recognize**, **Scan to Image File**, or **Recognize Image Files**.

Page Orientation. To change page orientation, use the **Page Orientation** key in the **Settings** keypad. Page Orientation is the second key in row 1.

Dynamic Thresholding. To enable or disable dynamic thresholding, use the **Dynamic Thresholding** key in the **Settings** keypad. This is the first key in row 3. In the disabled mode, Kurzweil 1000 uses Static thresholding. If you want to scan with Grayscale setting, please use the menu method. For more information about Thresholding, refer to Chapter 8*, Scanning* in either the *Kurzweil 1000 Reference Guide* or the Kurzweil 1000 Online Help.

Brightness. To set the scanner brightness, press **Shift** and the **Thresholding** key in the Settings keypad. Thresholding is the first key in row 3. When you tap the **Thresholding** key you move

through the values in increments of five. To go through the list backward, hold down **Shift** and tap the key.

Punctuation Level. To change the current Punctuation Level setting, use the **Punctuation Level** key in the Settings keypad. Punctuation Level is the first key in row 4.

Number Pronunciation. To change the current Number Pronunciation setting, press **Shift** and the **Pronunciation Level** key in the Settings keypad. Pronunciation Level is the first key in row 4.

Language. To change the language setting, press the **Language** key in the Settings keypad. Language is the second key in row 4.

Partial Columns. To change the current Partial Columns setting, use the **Partial Columns** key in the Settings keypad. Partial Columns is the third key in row three.

Progress Reports. To select a progress message mode, press the **Progress** key in the Settings keypad. Progress is the third key in row 2. Select **Spoken**, **Chimed**, or **Disabled**.

Configuration Settings

Configuration settings are settings that apply globally and that you don't change frequently. These settings are located in the Configuration tab of the Kurzweil 1000 Settings dialog. You can modify the following **Configuration** settings with the Settings keypad: **Keypad Commands**, **Numeric Keypad Layout** and **AutoLoad**.

The **Keypad Command** setting lets you opt to **Enable** or **Disable** the default **Kurzweil 1000** Reading keypad, or to select the **ScreenReader** keypad.

The ScreenReader option works only in an open document, and is based on the Kurzweil 1000 Reading keypad. The keys that are different are:

Home or **7**. Moves the cursor to the first position on the current line. Use with the **Shift** key to hear the text from the beginning of the line to the current cursor position.

Up Arrow or **8**. Moves the cursor up to the nearest character on the previous line. Use with the **Shift** key to hear text on the line that the cursor is on.

Page Up or **9**. Like Page Up, places the cursor at the first character of the previous page. Use with the **Shift** key to hear text from the cursor to the end of the line.

Left Arrow or **4**. Moves the cursor back one character and reads it. Use with the **Shift** key to move the cursor back one word and hear the word.

5. Press 5 to hear the character at the cursor position. Use with the **Shift** key to hear the word closest to the cursor position.

Right Arrow or **6**. Moves the cursor forward one character and reads it. Use with the **Shift** key to move forward one word and hear that word.

End or **1**. (With or without the **Shift** key) moves the cursor to the last position on the current line.

Down Arrow or **2**. (With or without the **Shift** key) moves the cursor to the nearest character on the next line.

Page Down or **3**. (With or without the **Shift** key), like **Page Down**, repositions the cursor at the first character of the next page.

Delete. (With or without the **Shift** key) deletes the next character or selected text.

The **Numeric Keypad Layout** setting lets you choose between two possible keypad layouts:

Calculator, the default layout, uses the small keys in row 2 of the keypad to represent the digits 7, 8, and 9. Row 3 represents 4, 5, and 6, where the key with the raised indicator is 5. Row 4 represents 1, 2, and 3. The small key in the bottom row of the keypad is 0.

Telephone layout uses the small keys in row 2 of the keypad to represent the digits 1, 2, and 3. Row 3 represents 4, 5, and 6, where the key with the raised indicator is 5. Row 4 represents 7, 8, and 9. The small key in the bottom row of the keypad is 0.

In both cases, the large horizontal key in the bottom row, which is zero for most programs, can also be used as zero in Kurzweil 1000.

Saving Your Settings Using the Keypad

To make your settings the defaults:

1. Make sure that you are in the **Settings** keypad layer.

2. Press the **Save and Restore Settings** key, then press **Accept**. Save and Restore Settings is the small key to the right of the rectangular Start and Stop Reading key at the bottom of the keypad. Accept is the key in the upper-right corner of the keypad.

To cancel the save settings operation, press the **Cancel** key before pressing **Accept**. Cancel is the key in the upper-left corner of the keypad.

Kurzweil 1000 does not save the Scan Mode even if you press Save and Restore Settings.

To load a settings file using the keypad:

1. Make sure that you are in the **Settings** keypad layer.

2. Press the **Save and Restore Settings** key twice, then press **Accept**. Save and Restore Settings is the small key to the right of the rectangular Start and Stop Reading key at the bottom of the keypad.

    If you have not explicitly saved your settings, Kurzweil 1000 restores the default settings.

Using the Keypad to Get Settings Status

To display and hear status information related to Kurzweil 1000 settings, hold down the **Help and Status** key in the **Settings** keypad. Help and Status is the rectangular key in the lower-right corner of the keypad. Continue to hold down the key. To stop the status information release the key.

File Management Functions

You can use the File Management keypad to perform various operations such as opening and saving files.

The **File Management** keypad layer provides access to all file and folder commands. You can even use this layer to enter file and folder names as described in the subsection, *Naming Files and Folders Using the Keypad*.

To access the **File Management** keypad, press **SHIFT+Accept** until you hear "File Management Keypad." Accept is the small key in the upper-right corner of the keypad.

While waiting for a file to open, you can press any keyboard key to hear how many pages have been converted to KESI. You can stop the conversion and read only the already converted pages by pressing the **ESCAPE** key, or the **CANCEL** key on the keypad.

Opening a File

When you open a document, Kurzweil 1000 automatically begins to read it.

1. Press the **Open File** key, the first key in row 3, in the **File Management** keypad.

   Each time you tap this key, Kurzweil 1000 reads the name of the next saved file in the current folder, in alphabetical order. To move backward through the list, hold down the **Shift** key while you tap the **Open File** key. You can narrow the file list by typing one or more characters on the keyboard, then pressing Open File again.

2. When you hear the file you want to open, press **Accept**. Accept is the key in the upper-right corner of the keypad.

3. To cancel the open file operation, press the **Cancel** key. Cancel is the key in the upper-left corner of the keypad.

You may want to return to the Reading keypad to make full use of all reading capabilities.

Opening Large Files

Very large files in formats other than KES may take a long time to open. While waiting for a file to open, you can press any keyboard key to hear how many pages have been converted to KES. You can stop the conversion and read only the already converted pages by pressing the **ESCAPE** key on the keyboard, or the **Cancel** key on the keypad.

Saving a New Document as a File

If you are using the keypad, there are three basic ways to save files: as a Kurzweil 1000 .kes file, ASCII .txt file, or as a file in a desired export format.

To save a document as a KES file:

Press the **Save File** key (first key in row 4) in the **File Management** keypad.

To save a document as a text file:

Press the **Save As** key (second one in row 4).

To save a document in the export format you have selected:

Press the **SHIFT** key and the **Save As** key (the second key in row 4). If you have not chosen a format using the Export Format key, the default save format is RTF.

Press **Accept** to accept the default name that the system suggests for the file. Accept is the small key in the upper-right corner of the

keypad. The default name is based on a phrase at the beginning of the document.

To rename the file using the letter keys:

Press the same **Save** key you used to initiate the file save. By default, Kurzweil 1000 saves scanned documents in the current folder, so use the keyboard to specify a full path if you want to save to a different folder.

Go to the subsection, *Naming Files and Folders*, further along in this document for information about entering a file name using the keypad.

Selecting an Export Format

To select a file format using the keypad, use the **Export Format** key in the **File Management** keypad. This is the third key in row 4 of the keypad. The first time you press this key, it reports the current format that Kurzweil 1000 uses when you press Shift Save As. Each subsequent press of the Export Format key moves you to the next format in the list. Narrow the list by typing the first few characters of a format. When you hear the format you want, press the **Accept** key. Accept is the small key in the upper-right corner of the keypad.

Saving a File with its Name and Format

To save a document with its current name and format, press **Save File** (first key in row 4) in the **File Management** keypad, and press **Accept** to confirm the file save.

Saving a File with another Name or Format

To save a file in Kurzweil 1000 format:

Press the **Save** key (the first key in row 4) in the **File Management** keypad. The first time you press Save, Kurzweil 1000 prompts you to press the **Accept** key to save the file with its current name, or to press the **Save** key again to rename the file. Press the **Save** key, then use the keypad or keyboard to enter any file name you want.

Go to the subsection, *Naming Files and Folders*, further along in this document for information about entering a file name using the keypad.

To save a document as a text file:

Press the **Save As** key (the second key in row 4). Save As also allows you to rename the file.

The Save As key saves the file to the current folder. To save to a different folder, change folders before saving.

To save a document in the export format you have selected:

Press **SHIFT+Save As** key (second one in row 4). If you have not chosen a format using the **Export Format** key, the default save format is RTF. These keys also allow you to rename the file.

Naming Files and Folders

When you save or rename a file, or when you create a folder, you must supply a name. You can use the keypad to enter the name without any need for typing on the full keyboard.

Certain keypad keys correspond to letters and digits. Across row 2, the first key represents the letters A through E, the next key represents F through J, and the third key represents K through O. Across row 3, the keys represent P through T, then U through Z, then 0 through 4. Across row 4, the keys represent 5 through 9, Space, and Backspace. Tap a key repeatedly to cycle through its range of characters. It is important to note that you must press the **Accept** key after each letter you want the system to recognize. If you make a mistake while you are entering a file name, press the **Backspace** key (the third key in row 4), then **Accept**, to backspace over letters. For each letter you add, Kurzweil 1000 reads the name to that point.

If you are using the numeric keypad on a standard keyboard, you can use the keyboard's alphanumeric and editing keys to help you enter a file or folder name. If you press the **Change Folders** button on the keypad, you can type a partial path, and then press **TAB** to have the system complete the name to the end of the current folder name. If you type C:\My, then **TAB**, the system may complete the partial folder name as My Documents. You can then continue typing. If there is more than one folder name that matches your typing, the system lists them. You can then type more characters to identify a particular folder. If no folder matches the characters, you'll

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hear a message. You can then Backspace over the characters you typed. The **TAB** key also tries to complete file names if you are opening or deleting files.

Press **SHIFT+TAB** on the keyboard to erase all characters to the previous backslash. If you have not yet typed anything, press **SHIFT+TAB** to move up to the parent directory. When you finish entering the name, press **Accept**. Accept is the key in the upper-right corner of the keypad.

Narrowing File or Folder Name Lists

You can narrow file or folder name lists when you perform any of these tasks:

Open a file.

Delete a file.

Change the current folder.

Delete a folder.

If you know part of the file or folder name, press the appropriate keypad function key (such as Open File), type the character or characters you know on the standard keyboard, then press and release the keypad function key again. You can then tap to hear names whose first characters match the characters you have typed. Press **Accept** when you hear the name you want. If you know the full name, you can press the appropriate keypad key, type the name, then press **Accept**.

Closing a File

To close the current file, press the **Close File** key (the second key in row 3) in the **File Management** keypad. If you have opened a file but have not changed it in any way, Close File closes the file immediately. You do not need to press Accept.

If you have changed the file, you'll hear a warning message and you must press **Accept** to close the file. To avoid losing your changes, press **Cancel**, then use one of the Save keys.

Changing the Current Folder

Whenever you save a document without specifying a folder, Kurzweil 1000 automatically places it in the current folder. When you first start the system, the current folder is **General**. You can change the default startup folder, as described later in this document.

The first time you press the **Change Folder** key in the **File Management** keypad, Kurzweil 1000 speaks the name of the current folder. Change Folder is the first key in row 2. If you press the key again, it speaks the name of the folder that follows the current folder in alphabetical order. Keep tapping to hear all the folders under \My Documents\Kurzweil Educational Systems, as well as Diskette and C:\Export. When Kurzweil 1000 completes the list, it cycles through the three most recently used folders, then through the full alphabetical list again.

If you hold down the **SHIFT** key the first time you press **Change Folder**, you will begin stepping through the folders under the current folder, rather than those under \My Documents\Kurzweil Educational Systems.

You can narrow the folder list by typing one or more characters on the keyboard, then pressing **Change Folder** again. You can type part of a complete path specification, for example, C:\. You can use **TAB** to complete a partial folder name, **SHIFT+TAB** to erase characters to the previous backslash, and so on.

When you hear the name of the folder you want to open, press **Accept**.

To move backward through the folder list, hold down the **Shift** key while you tap the **Change Folder** key.

Obtaining File Management Status

File management status includes the name of the current folder and the name of the open file.

To display and hear status information related to file management, hold down the **Help and Status** key in the **File Management** keypad. Help and Status is the rectangular key in the lower-right corner of the keypad. The status information stops when you release Help and Status.

Advanced File Management Functions

Creating a New Folder

To create a new folder, press the **Make New Folder** key in the **File Management** keypad, then type a folder name. Make New Folder is the second key in row 2. If you use the keypad keys to specify the folder name, Kurzweil 1000 creates the folder under your Document Home folder. If you need to specify a complete path that includes the colon and backslash characters, use the keyboard. You can use **TAB** to complete a partial folder name, **SHIFT+TAB** to erase characters to the previous backslash, and so on.

Deleting a Folder

You can delete any empty folder except the current folder, or folders on a CD-ROM.

Press the **Delete Folder** key in the **File Management** keypad. Delete Folder is the third key in row 2. Each time you tap the Delete Folder key, Kurzweil 1000 reads the name of the next folder in its home directory in alphabetical order. To move backward, press **Shift** and the **Delete Folder** key. You can narrow the folder list by typing one or more characters on the keyboard, then pressing **Delete Folder** again. This can be part of a complete path specification, for example, C:\Memos. You can use **TAB** to complete a partial folder name, **SHIFT+TAB** to erase characters to the previous backslash, and so on.

Deleting a File

Press the **Delete File** key in the **File Management** keypad. Delete File is the third key in row 3. Each time you tap the Delete File key, Kurzweil 1000 reads the name of the next saved file in the current folder, in alphabetical order. To move backward, hold down the

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Shift key while you tap the **Delete File** key. You can narrow the file list by typing one or more characters at the keyboard, then pressing **Delete File** again.

When you hear the file you want, press **Accept** in the upper-right corner of the keypad. To cancel the delete file operation, press **Cancel** in the upper-left corner of the keypad.

If you delete a file that is still open in Kurzweil 1000, you can resave the file contents. Because the copy you are working in still exists, you can use **Save** on the **File** menu or the **Save File** key in the keypad to save the current copy to your system.

Deleting Image Files

Image files take up a great deal of system space. If there are image files in the Images folder, the first press of the **Delete Files** key asks you if you want to delete them all. In addition, the system automatically deletes each image file after it recognizes the file. For details on creating and recognizing image files, refer to Chapter 8, *Scanning* in either the *Kurzweil 1000 Reference Guide* or the Kurzweil 1000 Online Help.

Working with Favorites Lists

Kurzweil 1000 enables you to create a custom list of favorite files and folders. You can then choose from this list of favorites when you open files or change directories. This lets you avoid navigating through the file system to find the files you use most often.

To add a folder to the Favorite Folders list:

Make sure the folder you want to add is the current folder. Press and hold down the **Favorite Folders** key in the **File Management** keypad until you hear, "Folder name has been added to the Favorites list."

Favorite Folders is the second key in row 1.

To add a file to the Favorite Files list:

Open the file you want to add. Press and hold down the **Favorite Files** key in the **File Management** keypad until you hear, "Filename has been added to the Favorites list."

Favorite Files is the third key in row 1.

To open a file from the Favorites list:

Select a document from the Favorites list by tapping the **Favorite Files** key in the **File Management** keypad. Favorite Files is the third key in row 1. This key works in the same manner as the Open File key. When you hear the name of the file you want, press **Accept** in the upper-right corner of the keypad. Or press **Cancel** in the upper-left corner to cancel the operation.

To change folders using your Favorites list:

Choose a folder from the Favorites list by tapping the **Favorite Folders** key in the **File Management** keypad. Favorite Folders is the second key in row 1. This key works in the same manner as the Change Folder key. When you hear the name of the folder you want, press **Accept** in the upper-right corner of the keypad. To cancel the operation, press **Cancel** in the upper-left corner.

To delete a file or folder from the Favorites list:

Press **Shift** and **Favorites Folders** or **Favorites Files** in the **File Management** keypad. Favorite Folders is the second key in row 1. Favorite Files is the third key in row 1.

Tap **Favorites Files** or **Favorites Folders** until you hear the name you want to delete, then press **Accept** in the upper-right corner of the keypad. To cancel the operation, press **Cancel** in the upper-left corner.

Press **ENTER** on the keyboard or **Accept** on the keypad to restore the file. Accept is the key in the upper-right corner of the keypad. The file is restored with its correct name and format.

Kurzweil 1000 treats files with a .zip extension as though they were folders. You can access Zip files through the menu system or by using the File Management keypad keys such as Change Folder, Make New Folder, Delete Folder, Open File, Save File, and Delete File.

Reference Tool Functions

Both the **Kurzweil 1000** and the **Screen Reader Reading Keypad Layers** provide you with access to dictionary lookup. There is no keypad function for encyclopedia searches.

Hearing a Word's Definition (Kurzweil 1000, ScreenReader)

To hear the definition of a word, find the word you want to define, then press the **Dictionary** key, the third key in row 1. Kurzweil 1000 tells you how many definitions are available, and reads the first one. Use the **Forward** key (second key in row 4) or the **Rewind** key (the first key in row 4) to move to the next or previous definition.

To leave definition mode, press the **Cancel** key. Use the **Start and Stop Reading** key to begin reading again.

Using the Thesaurus (Kurzweil 1000, ScreenReader)

Find the word you want to look up, then press **Shift** and the **Dictionary** key, the third key in row 1. Kurzweil 1000 tells you how many synonyms are available, and reads the first one. Use the **Forward** key (second key in row 4) or the **Rewind** key (the first key in row 4) to move to the next or previous synonym.

To leave thesaurus mode, press the **Cancel** key. Use the **Start and Stop Reading** key to begin reading again.

Hearing a Word's Spelling (Kurzweil 1000)

Find the word to spell, then press the **Spell** key, the square key to the right of the rectangular Start and Stop Reading key in the lower-left corner of the keypad. Kurzweil 1000 says the word and spells it.

To hear the word spelled using a word alphabet (alpha, bravo, and so on) press the **Shift** and **Spell** keys.

Keypad Maps

There are three main keypad layers: Reading, File Management and Settings, and each layer has a "Shifted" sub-layer. This section provides visual "maps" of the keys and their functions for the layers and Shifted layers.

To switch between layers, hold down the **Shift** key (the horizontal key in the lower-left corner of the keypad) and tap the **Accept** key (the small key in the upper-right corner of the keypad) until you hear the name of the layer you want.

To access a keypad sublayer, hold down the **Shift** key and a key on the keypad. For instance, after you press the Shift Accept combination to get to the File Management main keypad, press the Shift and number 2 keys to get to its sublayer; this key combination saves your file in export format.

Keypad Maps (continued)

				Reading Keypad
Cancel	Erase Text	Dictionary	Accept	
Volume Up	Speed Up	Reading Mode	Start and Stop Scanning	
Volume Down	Speed Down	Multiple Column		
Rewind	Fast Forward	Go To Page	Help and Status	
Start and Stop Reading		Spell		

Keypad Maps (continued)

				Reading Keypad, Shifted
No Function	Paste Page	Thesaurus	Change Keypads	
Recognize Currency	No Function	White on Black	Rescan or Insert Scan	The Shift key is the key in the lower left corner of the keypad, or the Control key on the keyboard.
No Function	Create Bookmark	Two Pages		
Rewind by Unit	Forward by Unit	Go To Bookmark	Help and Status	
(Shift key)		Spell with Alpha		

Keypad Maps (continued)

				Screen Reader Keypad
Cancel	Erase Text	Dictionary	Accept	
Home	Up Key	Page Up	Start and Stop Scanning	To use this keypad, select the ScreenReader option for Keypad Commands in the Configuration Settings.
Previous Character	Current Character	Next Character		
End	Down Key	Page Down	Help and Status	
Start and Stop Reading		Delete		

Keypad Maps (continued)

				Screen Reader Keypad, Shifted
No Function	**Paste Page**	**Thesaurus**	**Change Keypads**	
Speak from Start of Line	**Speak Line**	**Speak End of Line**	**Rescan or Insert Scan**	
Previous Word	**Current Word**	**Next Word**		
End	**Down Key**	**Page Down**	**Help and Status**	
(Shift key)		**Delete**		

Keypad Maps (continued)

Cancel	Favorite Folders	Favorite Files	Accept	**File Management Keypad**
Change Folder	Make New Folder	Delete Folder	Start and Stop Scanning	
Open File	Close File	Delete File		
Save File	Save As	Export File Format	Help and Status	
Start and Stop Reading		No Function		

Keypad Maps (continued)

				File Management Keypad, Shifted
No Function	**Delete Favorite Folder**	**Delete Favorite File**	**Change Keypads**	
Folder under Current	**No Function**	**No Function**	**Rescan or Insert Scan**	
No Function	**No Function**	**No Function**		
No Function	**Save in Export Format**	**No Function**	**Help and Status**	
(Shift key)		**No Function**		

Keypad Maps (continued)

				Settings Keypad
Cancel	Page Orientation	Number Layout	Accept	
Reading Voice	System Voice	Scan/Recog. Progress	Start and Stop Scanning	
Dynamic Thresh-olding	Scanning Mode	Partial Columns		
Punct. Level	Language	AutoLoad	Help and Status	
Start and Stop Reading		Save/ Restore Settings		

Keypad Maps (continued)

				Settings Keypad, Shifted
No Function	**No Function**	**No Function**	**Change Keypads**	
No Function	**No Function**	**No Function**	**Rescan or Insert Scan**	
Brightness	**No Function**	**No Function**		
Number Pronun.	**No Function**	**No Function**	**Help and Status**	
(Shift key)		**No Function**		

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