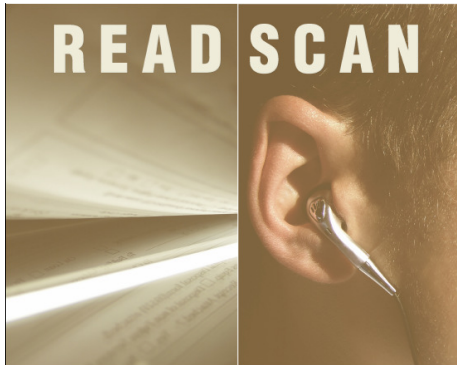


ZONE EDITING - HOW TO'S



STEP-BY-STEP

1. Open the file you wish to edit in Kurzweil 3000.
2. Select the Zone Edit option in the Scan menu.
3. Look over the first page in the Zone Editing screen and ask yourself the following:

- **Where has Kurzweil 3000 identified zones of text blocks?**
- **Is there text in the block?** If there isn't, delete the zone!
- **Do the zones include text in a logical left-to-right manner?** For example, a title may be on the left, and a description beside it on the right (example below)

Chapter 1	Introduction
Chapter 2	Getting Started
Chapter 3	Operating Procedures

Sometimes, Kurzweil 3000 will group the first column of words together instead of reading straight across. You can fix this by doing one of the following:

- deleting the extra zones and adding new ones
- deleting the extra zones and adjusting ones to surround the entire text block
- **Which zones should be Primary Text or Secondary Text?** Text blocks on the page that are not part of the main body of text should be changed to secondary text. This could include references at the bottom of the page, extra information on the side of the pages, etc. By changing this, Kurzweil 3000 can continue reading text from one page to another without stopping. This is especially important when the main text

block ends on a page without completing a sentence. In the event a word is separated between two pages, it can be helpful for the person editing to modify the text, so the entire word appears on one page.

4. **Run a Spell Check.** The spell check will find and correct many OCR errors. This will also alert the person who is editing to an area of text that may need to be corrected manually. For example, Kurzweil 3000 may not interpret text in a shaded box correctly. The spell check may catch words that are being interpreted as symbols. This is a cue to the person editing that they should edit the underlying text in this area as there may be many potential OCR areas.
5. **Edit Underlying Text.** It may not be necessary for the person editing to read every written word of the text; a scan of the text is often sufficient as most errors will stand out as oddities. It is important to note that Kurzweil 3000 often has difficulties with fonts that are not Times New Roman or Arial. Also, any text that is typed on a coloured background may not be interpreted correctly by Kurzweil 3000 as well:
 - White text on a black background
 - Comic Sans and other fonts should be double checked using Edit Underlying Text
 - Capital I and 1 may be confused
 - Capital O and 0 (zero) may also be confused
 - Symbols and mathematical equations are difficult to edit, and in many cases the person editing may spend twenty minutes or so editing each page.
5. **Save the document.** It's a good idea to change the document name to identify that it's been edited. For example, instead of Chapter 1, you may wish to save it as Chapter 1 Edited.
6. Continue to the next page until the document is finished.