

Introduction to Alternate Media

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Acrobat Access Reader 4.0 for Windows

Publisher:

Adobe Systems
<http://access.adobe.com>

Retail Cost: Free Download**System Requirements:**

- 486 or Pentium processor-based personal computer
- Microsoft Windows 95, Windows 98, or Windows NT 4.0 with Service Pack 3 or later
- 8 MB of RAM on Windows 95 and Windows 98 (16 MB recommended)
- 16 MB of RAM on Windows NT (24 MB recommended)
- 10 MB of available hard disk space

Description:

Acrobat Access Reader is a tool that allows blind and visually impaired users to read any document in Adobe PDF format. The tool converts PDF documents into simple HTML or ASCII text, which can then be read by a number of common screen reading programs that synthesize the HTML as audible speech.

Adobe Systems PDF format is widely used online for dissemination of documents. A PDF (portable document format) file is a graphical file that is an exact image of a document which was originally created by another application (e.g., a document file) and then converted by Adobe Acrobat into PDF format. Adobe provides the free downloadable viewer called Acrobat Reader. They have just recently completed a downloadable plug-in which installs itself into Adobe Acrobat Reader ver. 4.0.

With the plug-in installed, Acrobat Reader is called Acrobat Access Reader and this program is able to convert PDF to text with one command. It also is possible to return to the PDF format. It is possible to export the text file as HTML or text to save for later reading. Paragraph formatting is lost when the file is saved as text; formatting is retained when the file is converted to HTML.

Recommended Uses:

The Acrobat Access Reader should be installed on any machine that will be used by persons using screen readers or text readers.

Basic Use:

Instructions for downloading and installing Acrobat Reader and the Access Plug-in can be found at <http://access.adobe.com>. An interactive tutorial designed by the HTCTU to assist in downloading and installing these programs can be found at <http://www.htctu.fhda.edu/publicat/pdfaccess.html>.

Make One Change to Acrobat Access Reader

Once the Acrobat Reader and the plug-in have been installed, it is necessary to make one change to the program that, with the plug-in installed, is known as Acrobat Access Reader.

1. Open Acrobat Access Reader by double-clicking on the desktop icon or starting it from the Start menu.
2. From the **File** menu, select **Preferences**, then **General**.
3. In the **General** dialog box, deselect the "**integrate with browser**" option and click **OK**.
4. Close the reader.

Using Acrobat Access Reader

When using a browser and choosing to open a PDF document, Acrobat Access Reader will automatically open. Because the user has deselected "integrate with browser" Acrobat Access puts up a dialog box. It is important to select "**open file from current location,**" and press **Enter**. After that selection is made, the program displays the PDF view of the file. At this juncture, a screen reader becomes silent because it cannot decode the graphical content.

To hear the content of the file, it is necessary to change the file to a text format. Use the command Ctrl 4 to convert the text; use Ctrl E to convert the text back to PDF view.

Hot Key Quick Reference for Acrobat Access 4.0

To choose document views, select one of the following:

CTRL + E Standard View

CTRL + 4 Access View

To view additional windows within the Access View:

CTRL + 5 Display the additions window

CTRL + 6 Display only the document window

CTRL + 7 Display the bookmark window

To navigate through several pages:

CTRL + PAGEUP Go to the previous page

CTRL + PAGEDOWN Go to the next page

CTRL + SHIFT + PAGEUP Go to the first page

CTRL + SHIFT + PAGEDOWN Go to the last page

To change windows in the access view, select one of the following:

ALT + C Text Window

ALT + N Page Number Window

ALT + B Bookmark Window

ALT + A Addition Window

To navigate in the text window:

TAB Next Addition

SHIFT + TAB Previous Addition

CTRL + left arrow Go back to the origin of a link

ALT + Y Go to Addition in Addition Pane

ALT + J Next Article

ALT + G Previous Article

ALT + Z Go Back an Article

ALT + Q Continue Article

CTRL + HOME Go to top of text window

CTRL + END Go to bottom of text window

To navigate in the bookmark window:

P Go to parent bookmark

F Go to first child bookmark or to the child bookmark level indicator

N Go to next bookmark on current level

B Go to previous bookmark on current level

ENTER Execute bookmark

To navigate in the addition window:

P Go to parent Addition type

N Go to next Addition type

B Go to previous Addition type

ALT + Y Show Addition in Text Window

ENTER Execute Addition

Other options that you can change:

CTRL + SHIFT + H Standard Reading Order

CTRL + SHIFT + Z Enhanced Reading Order

CTRL + SHIFT + Q Toggle On/ Off Additions

CTRL + SHIFT + V Toggle On/ Off Articles

Duxbury Braille Translator ver. 10.4 (Win)

Publisher:

Duxbury Systems
270 Littleton Road Unit 6
Westford, MA 01886-3523
978-692-3000
<http://www.duxburysystems.com/>

Retail Cost: \$595.00

(upgrade pricing available)

System Requirements:

A Pentium machine running Windows 3.1 or Windows 95, 98, or 2000. A Braille embosser is required if Braille materials are to be produced.

Description:

This software translates text to grade 2 Braille and exports it to a Braille embosser. Grade 2 Braille has the same alphabet as grade 1, but it has added contractions for many words and word segments. The software can also be configured to export a Braille file to a printer if a print copy is desired.

Recommended Uses:

DBT is simple to use and yet its broad range of capabilities and its accuracy have made it a program widely used by most major Braille production centers. This program installs a Braille font in the Windows system. This font can then be used by other programs, e.g., for text labels in a graphics program used to create maps or diagrams for blind students (such material can then be "toasted" by a graphics image enhancer to produce tactile images).

Basic Use:

The file formats most efficiently supported by Duxbury are ASCII, Word, and TEX/LaTEX (from Scientific Notebook).

Once a file is opened in Duxbury, it is possible to see it as text or as Braille. It also is possible to create a text file in Duxbury and then convert it to Braille. It also is possible to import a file created in Braille. Duxbury supports a six-key Braille editor for those familiar with six-key Braille input.

Duxbury is "smart" about formatting, and in most cases, there is no need to take advantage of the many formatting options that Duxbury does provide. While viewing text of an imported file, it may be necessary to remove minor extraneous characters before converting the file to Braille.

Basic Steps to Import a File into Duxbury

1. Have ready a saved Microsoft Word document, (e.g., created in Office 97). Make sure the Braille embosser is turned on.

2. Start the Duxbury program.
3. From the Duxbury file menu, select **Open**.
4. From the **Import File** window, use **Standard** if the file does not require print page numbers. Use **Textbook** if print page numbers are required. Click **OK**.
5. The file text appears on screen.
6. From the **File** menu, select **Translate**. The file changes to Braille form.
7. From the **File** menu, select **Emboss**, and the material is sent to the Braille embosser.
8. (Or, at this point it is possible to select **Print** if the Braille material is to be sent to a standard printer for a print copy of the Braille. You can choose the **Interline** option if you wish to have a translation of the Braille to print in the lines below the Braille.)
9. NOTE: Once you have translated a document, NEVER back translate the document to print. If you need to make changes, corner close the Braille document, work in the print document, and retranslate. Never translate backwards.

The Production of Graphic Images

With the recent introduction of graphic image enhancers (one from Reprotronics or p.i.a.f. [Pictures in a Flash] from HumanWare) there are numerous kinds of tactile materials which can be created for Braille users:

Charts Diagrams

Maps

Other Innovative Study Aids

Important: The fact that Duxbury installs a Braille font into the Windows system allows other computer applications to use a Braille font.

A chart or graph or a small Braille file can be printed on regular paper and then copied onto heat-sensitive paper that will “puff” in the **p.i.a.f.** or other graphics enhancer.

Braille and Print

If **Interline Print** is selected in the **Print** window, Duxbury also can print a text copy of each line under each Braille line so that it is possible to get a printout of both text and Braille, or if sent to a Braille embosser that also supports printing, Braille and print can be produced simultaneously.

Current Version (10.4) Features

New Features:

- Braille **Table of Contents** generator
- New **BANA TEXTBOOK** translation table & other UPDATED translation tables!
- Use **SWIFT** to translate & emboss straight from MS WORD with a button!
- Support for **MacroExpress** added. Create your own Macros for DBT WIN.
- Ability to customize how Word styles come into DBT. Remember using Word correctly with styles will be critical!
- Supports DAISY/NISO: you can import DAISY books and translate to braille.
- Includes QikTac braille graphics portion of the TGD PRO program
- Use Scientific Notebook (\$129 retail) to create math equations
- Supports over 35 languages and variants

Notes:

Pricing for Duxbury:

DBT DOS	\$550
DBT Win	\$595
DBT Mac	\$645
DBT Dual (DOS & Win)	\$750

Kurzweil 1000 ver 7 (Win 95/98/NT/2000)

Publisher:

Kurzweil Educational Systems, Inc.
411 Waverley Oaks Road
Waltham, MA 02154
800-894-5374
<http://www.lhsl.com/kurzweil1000/>

Retail Cost: \$ 995.00

System Requirements:

- 200 MHz or higher Pentium® processor (at least 300 MHz if using RealSpeak™ voices)
- 64 MB of RAM recommended (at least 128 MB for RealSpeak)
- At least 300 MB of available hard disk space
- CD-ROM drive. Floppy disk drive if you are using DECTalk™ text to speech engine
- 16-bit or better Sound Blaster®-compatible sound card
- Full-size keyboard
- A compatible TWAIN scanner
- See Compatible Scanners Page for scanner recommendations
- Windows® 95, Windows 98, Windows NT® Service Pak 6, Windows 2000, Windows ME, or Windows XP® operating systems
- Microphone, if you wish to use the voice command option

Description:

The Kurzweil 1000 is a computer-based reading system that converts printed material into speech. Users navigate through their documents by using the optional keypad that comes with it or by using the numeric keypad on a full size keyboard. In addition to reading documents, users can use dictionary and spelling tools to enhance their reading. Kurzweil 1000 documents can also be managed from the keypad.

The Kurzweil 1000 now supports Braille output as well as print text. This option resides in the Print dialog box. The program can read multi-page TIFF files, as well as PDF files.

Recommended Uses:

The Kurzweil 1000 was designed for non-sighted users, and is useful in any setting where students need access to print materials. The difference between the Kurzweil 1000

and the 3000 is that the latter, designed for persons with learning disabilities, supports graphics, and allows students to visually read on an exact scan of a page.

New Features of Version 7:

- **Accurate optical character recognition (OCR)**
Kurzweil 1000 incorporates multiple OCR engines which are updated continuously to provide the most accurate available recognition of pages in their original format.
- **Clear, flexible synthetic speech**
The human sounding RealSpeak™ and responsive IBM Via Voice™ **distinguish Kurzweil 1000's superior text to speech (TTS) options. For those users who prefer hardware speech synthesizers, Version 7 supports DECTalk Express, DoubleTalk LT, and TripleTalk for Microsoft Windows® NT, 2000, and XP.
- **Multi Language support**
Kurzweil 1000 can recognise text in over 170 languages and can read text aloud in English, British English, French, Italian, German, Portuguese, and Spanish.
- **Flexible editing and text management tools**
Kurzweil 1000 has an easy to use text editor, dictionary and thesaurus, allowing accessible modification and mastery of existing documents and easy creation of new ones. Users can set the product to speak as they type each letter or word. Study tools such as bookmarks, annotations, skimming and summarisation add further reinforcement.
- **Easier access to online books**
Users can more quickly obtain online e-books because Kurzweil 1000 efficiently performs title or author searches of multiple websites, presents choices for download and retrieves books - without the need for manual searches of individual websites. What's more, the new book feature in Version 7 includes a direct connection to Bookshare.org, the online community that allows people with reading-related disabilities to legally download thousands of copyrighted books. Users can not only access Bookshare.org more easily from within Kurzweil 1000, they also get a free 30-day trial membership with their Kurzweil 1000 purchase.
- **Low Vision Features**
In addition to display, magnification and highlighting of text as it is read aloud, Kurzweil 1000 can retain and enhance images from scanned pages.
- **Sending files to portable devices**
Kurzweil 1000 can send files to Braille Note, Blazie and Road Runner devices, creating new options for making work, correspondence and pleasure reading portable
- **Layout exploration and navigation**
Kurzweil 1000 can identify the position and sequence of words, blocks of text, or regions containing images, enhancing not only navigating but understanding a document as a whole.

- **Kurzweil Virtual Printer™**
PDF files, and any other file type that can be printed by an application on your computer, can now be opened and read with Kurzweil 1000.
- **Printer and embosser properties**
Kurzweil 1000 provides control of printer margins, orientation and paper size and accommodates Braille embossers, allowing adjustments to number of cells per line, lines per page, treatment of page breaks, and interpoint.
- **MP3 file creation**
Kurzweil 1000 can create MP3 audio files based on selected documents, text and voices, adding the convenience of hearing Kurzweil read on portable players.

Basic Use:

1. Basic use involves using the Reading Keypad to first scan a document then read it. Refer to the picture below to find these keys. Insert your document into the scanner facedown. Tap the **Start & Stop Scan** button (plus key on numeric keypad) to begin scanning.
2. After the page has been scanned, use the **Start & Stop Reading** button (Zero key on numeric keypad) to read through the page.
3. To learn about the other keys, use the **Help and Status** key.

The Reading Keypad

Cancel	Erase Text	Dictionary	Accept
Volume Up	Speed Up	Reading Unit	Start & Stop Scan
Volume Down	Speed Down	Column Ident.	
Rewind	Forward	Go To Page	Help & Status
Start & Stop Reading		Spell	

Reading Keypad

No Function	Paste Page	No Function	Change Keypad Layer
No Function	No Function	No Function	Insert or Rescan
Enable Voice Command	Insert Bookmark	No Function	
Rewind by Unit	Forward by Unit	Go To Bookmark	Help & Status
Shift		Spell with Mnemonics	

Reading Keypad, Shifted

Intermediate Use:

- Below is the File Management Keypad. To change keypads, press and hold down the **Start and Stop Reading** key, then press and release the **Accept** key, then release **Start and Stop Reading**.

File Management Keypad

Cancel	Favorite Folders	Favorite Files	Accept	No Function	Delete Favorite Folder	Delete Favorite File	Change Keypad Layer
Change Folder or A through E	New Folder or F through J	Delete Folder or K through O	No Function	Change Folder under Current	No Function	No Function	No Function
Open File or P through T	Close File or U through Z	Delete File or 0 through 4	No Function	No Function	No Function	No Function	No Function
Save File or 5 through 9	Save File As or Space	Export File Format	Help & Status	No Function	Save in Export Format	No Function	Help & Status
Start & Stop Reading		No Function	No Function	Shift		No Function	No Function

File Management Keypad

File Management Keypad, Shifted

Advanced Use:

1. Below is the Settings Keypad. Change to this keypad and use the **Help & Status** key to learn about these keys.

Settings Keypad

Cancel	Page Orientation	Numeric keypad Layout	Accept
Reading Voice	System Voice	Progress Messages	No Function
Dynamic Threshold	Scan Mode	No Function	No Function
No Function	No Function	No Function	Help & Status
Start & Stop Reading		Save or Restore Settings	

Settings Keypad

No Function	No Function	No Function	Change Keypad Layer
No Function	No Function	No Function	No Function
Brightness	No Function	No Function	No Function
No Function	No Function	No Function	Help & Status
Shift		No Function	

Settings Keypad, Shifted

Notes:

Be sure to read the installation notes, especially if you have a previous version or the Kurzweil 3000 installed. In general, the rule is to install the older program first, then the newer version.

The Kurzweil 1000 no longer has copy protection so no key disk is needed for installation. If installing on Win NT, be sure to obtain the NT drivers for your scanner. Also note that Win NT currently does not support USB scanners.

Kurzweil 3000 ver 7 (Win 95/98/NT/2000)

Publisher:

Kurzweil Educational Systems, Inc.
(a subsidiary of Lernout & Hauspie)
411 Waverley Oaks Road
Waltham, MA 02154
800-894-5374
<http://www.lhsl.com/kurzweil3000/scanners.asp>

Retail Cost: \$ 1895.00

System Requirements:

Kurzweil 3000 Standalone/Network Client

- **Processor**
300 MHz (or faster)
if using RealSpeak, 400 MHz Intel® Pentium® III (or faster)
- **Memory**
64MB (64MB for color scanning)
if using RealSpeak, 128 MB (128 MB recommended)
- **Hard Disk Space**
300MB (depending upon the various options you select)
- **Operating System**
Windows® 95, 98, ME, 2000, XP, Windows NT®
(Service Pack 6)
- **Video RAM**
2MB or better
- **Screen Resolution**
800 x 600 pixels
- **Color Palette**
High Color (16-bit)
- **Scanner (scan/read only)**
TWAIN compliant - check the recommended scanners for more information on compatible scanners
- **Sound Card**
Creative Labs Sound Blaster® 16 or other 16-bit compatible sound card with speakers and microphone
- **CD Drive**
Required

- **Keyboard**
Required
- **Mouse**
Required
- **Floppy Disk Drive**
Recommended

Kurzweil 3000 Network Server

- **Processor**
300 MHz (or faster)
Memory
64MB (64MB for color scanning)
Hard Disk Space
300MB (depending upon the various options you select)
- **Operating System**
Windows® 2000, XP, Windows NT® (Service Pack 6)
- **CD Drive**
Required
- **Floppy Disk Drive**
Required

Description:

The Kurzweil 3000 is a computer-based reading system that converts printed material into speech. Users can hear printed words spoken aloud as they read them on the computer screen. In addition to reading documents, users can use dictionary and phonetic spelling tools to enhance their reading. Scanned pages appear on the screen as they appear in the original material. As the Kurzweil 3000 reads, it highlights each word and its context. The reading voice, background/foreground colors, and text size are easily adjustable.

Recommended Uses:

The Kurzweil 3000 was designed for sighted users who have difficulty reading. It could be used in any setting where students need access to print materials. It may also serve as a writing environment for users who would benefit from its special features. Because there are many on-screen controls available, it is not as suitable as a reading machine for non-sighted students as the companion product the Kurzweil 1000 which provides easy access for non-sighted users.

Features of System 7:

- **Dual Highlighting**
Kurzweil 3000's proprietary dual highlighting increases student's reading performance by highlighting a sentence and reading the word being spoken at the same time. The combination of hearing, seeing and tracking words being spoken increases gains in comprehension and understanding.
- **Decoding Tools**
Kurzweil 3000 provides immediate access to a variety of decoding tools such as recursive dictionary, synonyms, syllabification and spelling of words. Students increase their comprehension in their reading and writing ability with immediate access to word choices.
- **Powerful Study Skills Tools**
Students can improve comprehension and retention with tools that allow them to highlight main ideas, add annotations, extract outlines or words lists or create voice notes. With Kurzweil 3000 students learn more effectively creating skills for life. Teachers can personalise their instruction providing curriculum and teaching methods that increase students' productivity and learning skills.
- **Writing Tools**
Kurzweil 3000 will speak letters and words as you type them. This helps users to recognise spelling mistakes and to filter out incorrect words. Audible assistance from a spell checker and a word predictor is also instantly available to students as they type. Writing and editing with these tools results not only in improved documents, but also in greater self-sufficiency.
- **Unique Test Taking Capabilities**
Kurzweil 3000 provides unique, customised sets of testing accommodations as well as learning styles and preferences. It is the only product that enables students to enter their responses directly onto a test or worksheet and both questions and answers can be read back to the student to allow them to review their work. Students can work independently on tests and worksheets, and teachers can broaden the number of students they can serve at one time.
- **Web Access and Online Books**
Kurzweil 3000 provides both audible and visual accessibility to web pages and allows the search and retrieval of over ten thousand online books*. Students now have a sense of freedom to do research projects and reports as well as download contemporary and classic literature. Teachers find that students using Kurzweil 3000 can read the web and contribute equally with their peers.
- **Human Sounding Speech**
Kurzweil 3000 features RealSpeak™ the most accurate synthesised voices ever produced. Words are spoken clearly and naturally, helping to increase comprehension and sustain the attention of the student.

- **Bilingual and Foreign Language Benefits**
Kurzweil 3000 enables people learning English for the first time, or other languages, to obtain audible dictionary definitions and correct pronunciation in English, French, German, Spanish or Italian. Students and teachers can read contemporary material of their choice in the language they're learning.

Basic Use:

1. Start the Kurzweil 3000. Enter your name if prompted. A window appears with a number of menus, buttons, and combo boxes.
2. Run the mouse pointer over the buttons, pausing over each without clicking and read the tool tips that appear which describe each button's function.
3. To scan a document, place it in the scanner and click the **Scan** button.
4. After the image of the document appears on the screen, resize it to your desired size by choosing a percentage in the **Zoom** box or by clicking on the little arrows on the box.
5. Read the document by clicking on the **Play** button. Notice the **Play** button changes to a **Pause** button to be clicked when you wish to stop reading.
6. To get more information on a word, highlight any word in the document by double-clicking on it. Click on the **Dictionary** button in the toolbar.
7. Click the **Read** button to hear the definitions read aloud. To see a list of words with similar meanings, click **Get Synonyms**.

Intermediate Use:

1. Click the right mouse button in the document to see a context menu of choices to make. This method may prove to be quicker.
2. To select a reading unit, choose from the **Read By** list box either by word, by phrase, by sentence, by line, or by paragraph.
3. To select a reading mode, choose from the **Read Mode** list box. Continuous mode will read until you stop it with a mouse click or clicking on the pause button. If you choose Self-Paced, reading will pause at the end of whatever reading you have selected.

Installation:

The installation is very simple, just insert the CD and follow the on-screen directions. The authorization floppy disk must be in the A: drive during installation when it is automatically installed. There are three authorizations on the floppy disk. If you need to uninstall, there will be a step in the process that places the authorization back on the floppy disk.

However, if you have a previous version or a version of Omni/Kurzweil 1000 the sequence of installation becomes important. As a general rule, install the older of the Kurzweil programs first, then the newer one to avoid conflicts.

If installing on Win NT, be sure to obtain the NT drivers for your scanner.

p.i.a.f (Pictures in a Flash)

Vendor:

HumanWare, Inc.
6245 King Road
Loomis, CA 95650
1-800-722-3393
<http://www.humanware.com/>

Retail Cost: \$ 1295.00

Description:

A small, portable electrical device ("toaster") that heats a special kind of "capsule" paper. If the paper has been printed on, copied on a copy machine, or drawn on, the inked portion of the paper puffs up and creates a tactile image for a blind person.

Recommended Uses:

Useful for creating diagrams, maps, small amounts of brailled text (print the Braille dots on the special paper in circumstances where no Braille printer is available). Duxbury is the only Braille translation software that installs a Braille font in the Windows system. As a system font, it is scaleable, a very useful feature.

Notes:

- *Swelltouch* capsule paper, 8.5 x 11 in., 100/box \$110
- *Swelltouch* capsule paper, 11 x 11.5 in., 100/box \$130
- *Swelltouch* capsule paper, 11 x 17 in., 100/box \$240