

Center for Adaptive Technology
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Kurzweil 3000 Version 11 (Scan & Read)

Manufacturer: Kurzweil Educational Systems, Inc., www.kurzweiledu.com

Price: Single professional (scan & read): Black/White \$1,095 or Color \$1,495

Single LearnStation (does not offer scanning): \$395

Learning Lab Pack-5 (includes 1 professional & 4 learnstations):

Black/White \$1,995 or Color \$2,695

Equipment required: Platform- Windows 2000, XP, or Vista; Processor- 1 GHz (or faster); Memory- 512 MB RAM or higher; Hard disk space- 1.7 GB; Screen resolution- 800 x 600 pixels; Video ram- 2MB or better; for audio file creation- MP3 encoder and/or Windows media player; Windows Media Player for How To Videos; 16 or 32-bit SoundBlaster (or compatible) sound card; speakers or headphones, microphone; CD drive, keyboard, and mouse; TWAIN compatible color scanner. (See Kurzweil Web site, <http://www.kurzweiledu.com>, for list of compatible scanners.)

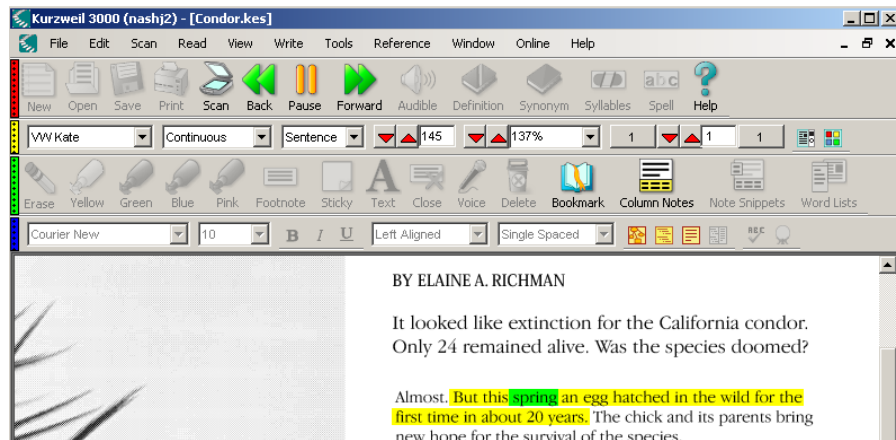
What it does: Kurzweil 3000 is a reading, writing, and learning software. The software scans documents into the computer, transfers these documents into computer files, and reads the documents through text-to-speech. Kurzweil 3000 assists reading speed and comprehension. Features include: a complete set of writing tools, highlighting of words as they are spoken, as well as study skills features to enhance independent reading, writing, and studying.

Kurzweil 3000 (Version 11) contains new features for added convenience. These include: a new complete set of writing tools, a new welcome screen with easy to modify toolbars, natural-sounding synthetic speech options (two clear, human sounding VoiceText voices from NeoSpeech), a Kurzweil 3000 Taskbar that provides users easy access to reading and dictionary functions even while utilizing programs such as MSWord and email, a license to go (available for the Network edition only) which allows users to access Kurzweil 3000 from a computer not connected to the Kurzweil 3000 network; the ability to save toolbars and customizable features; optical character recognition (OCR) for greater efficiency scanning.

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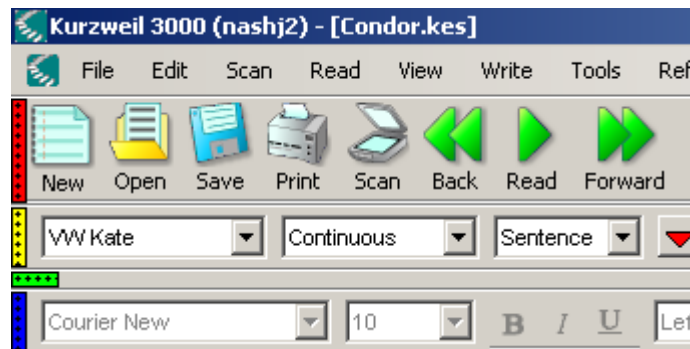
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1. Getting Started: Customizing the Toolbar



Kurzweil 3000 (Version 11) offers a display screen that presents an easy to customize toolbar. Four toolbars automatically appear on the welcome screen; a basic toolbar, a voice settings, speed, and page options toolbar, a highlighting and study skills toolbar, and a writing toolbar. Users can easily **hide/display** toolbars by clicking on the red, yellow, green, and blue tabs shown on the far left of the screen.

For example, try clicking on the **green tab** and watch the study skills toolbar hide itself. The study skills toolbar re-appears by again clicking on the **green tab**.



2. Scanning and Reading Text

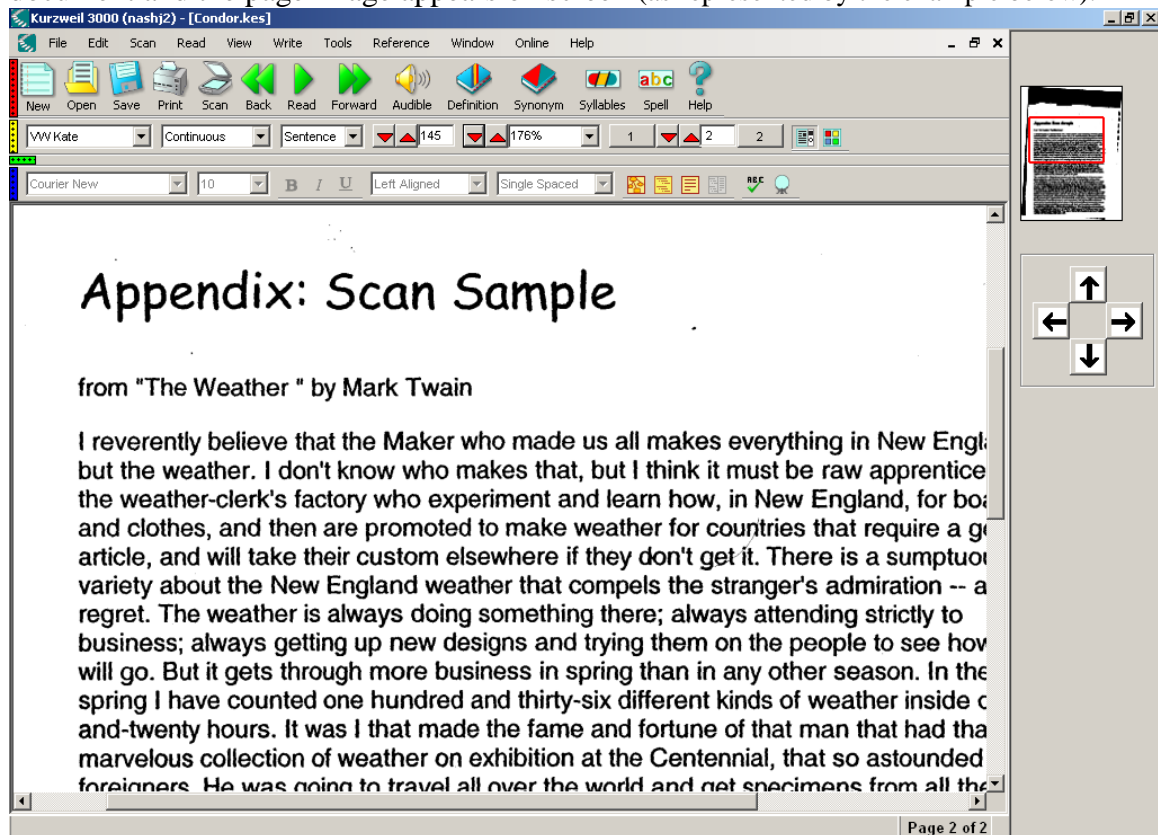
To manually scan a document into Kurzweil (Kurzweil 3000 Scan and Read edition only):

1. Place the sample document (**Mark Twain's "The Weather"**), included at the end of this workbook, face down on the scanner glass, with the top of the page toward the light bar at the back of the scanner.

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2. Click the **Scan** button on the Kurzweil 3000 toolbar. The scanner scans the document and the page image appears on screen (as represented by the example below).

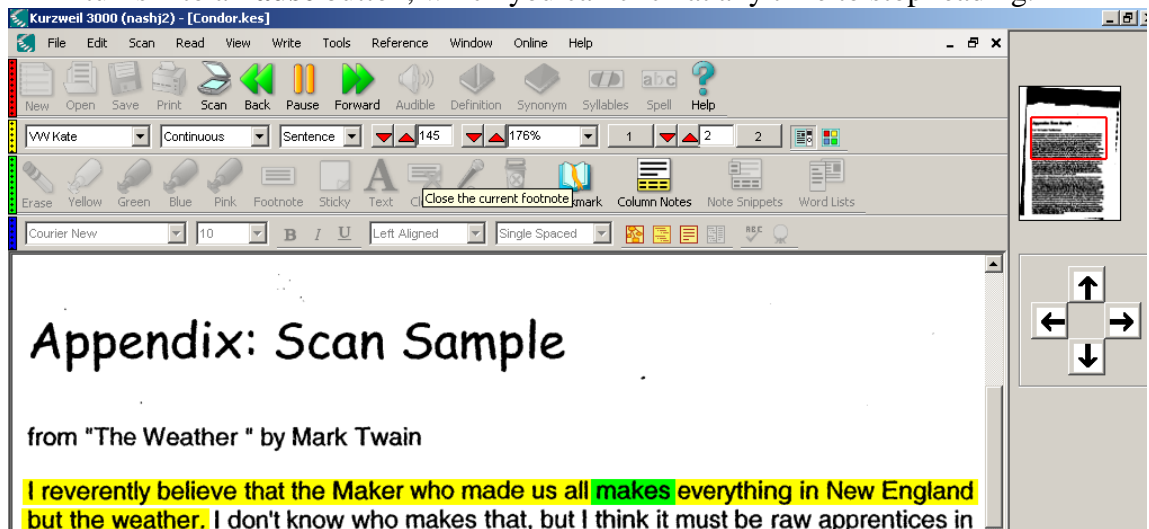


3. To begin reading the document, click the **Read** button (green read button) located in the center of the Main Toolbar.

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The program reads the document, highlighting words as it reads. The Read button turns into a **Pause** button, which you can click at any time to stop reading.



4. To move to the previous or next reading unit (usually a sentence), click the **Back** or **Forward** button in the toolbar (red triangles). Click the **Read** button to begin reading again.

The cursor moves to the previous or next reading unit; the program reads from that point on.

To add a PDF or Word document to Kurzweil:

1. Virtually print (available with Kurzweil 3000 Scan and Read edition only) the document by first opening it. For example, open the PDF document in Adobe Reader or the Word document in Microsoft Word.
 - i. Click **File**, chose **Print**. In the Print window, click the dropdown **Location** menu and select the **KESI Virtual Printer**.
 - ii. Once the virtual printer is selected, click **OK**. The Kurzweil 3000 program will automatically open and the document will automatically begin to convert into a .KES file.
 - iii. Once conversion is complete, resave the document in Kurzweil for further use.

*Virtual printing reduces file size and retains formatting from the original document.

3. Changing Speaking Voice and Reading Speed

You can choose from several male and female voices and modify the reading speed. Kurzweil 3000 (Version 11) offers two new Spanish, natural-sounding, synthetic speech options from RealSpeak Solo voices- Carlos and Pilar.

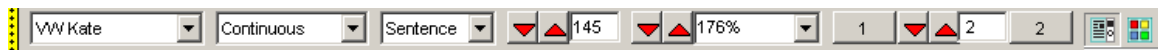
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1. From the **Tools** menu, choose **Options**.
2. Choose the **Reading** tab.
 3. Choose a name from the **Speaker** drop-down list.
 4. Click the **Test Speech** button to hear the voice.
 5. Adjust the speed of reading by sliding the bar in the **Speed** box and click the **Test Speech** button again.
 6. Once you have the desired voice and speed, click OK to return to the document.
Click the **Read** button to resume reading.

The selected voice reads the sample text at the selected speed.

Tip: You can also adjust the voice setting and reading speed quickly from the toolbar by clicking on the drop-down arrows next to the voice and WPM (words per minute) boxes (these are represented in the example below). Note-You must pause reading first but you do not have to leave the current document.

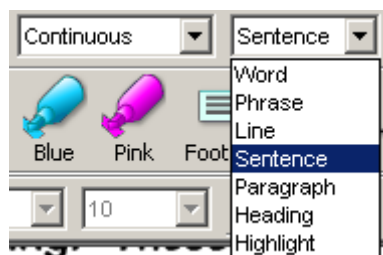


4. Changing the Highlighted Reading Units and Reading Mode

By default, K3000 highlights by sentence but you can choose different units, such as word, phrase, line, or highlight. Also, by default, K3000 reads in a continuous mode, reading a document from beginning to end without stopping, unless you click the Pause button. You can change to a self-paced mode in which K3000 stops after every reading unit, or to a word-by-word mode.

1. Change the reading unit from “sentence” to “phrase.” Click the drop-down arrow next to the word "Sentence" in the toolbar and select **Phrase**. Then click the **Read** button.

K3000 highlights one phrase at a time as it reads. The spoken word is still highlighted in a second color.



2. Now change the reading unit to line by choosing **Line** from the **By** drop-down list. Click the **Read** button.

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K3000 highlights one line at a time as it reads. The spoken word is still highlighted in a second color.

3. Change the reading mode from Continuous to Self-paced by choosing **Self-paced** from the left drop-down list (where it says Continuous). Click the **Read** button.

K3000 pauses after each reading unit (which should still be line if you didn't change it after Step 2) and waits for you to click the **Read** button again.

4. Change the reading mode to **Word-by-Word**. Click the **Read** button.

K3000 pauses after each word and waits for you to click the **Read** button again.

5. Experiment with different combinations of reading mode and reading unit options together.

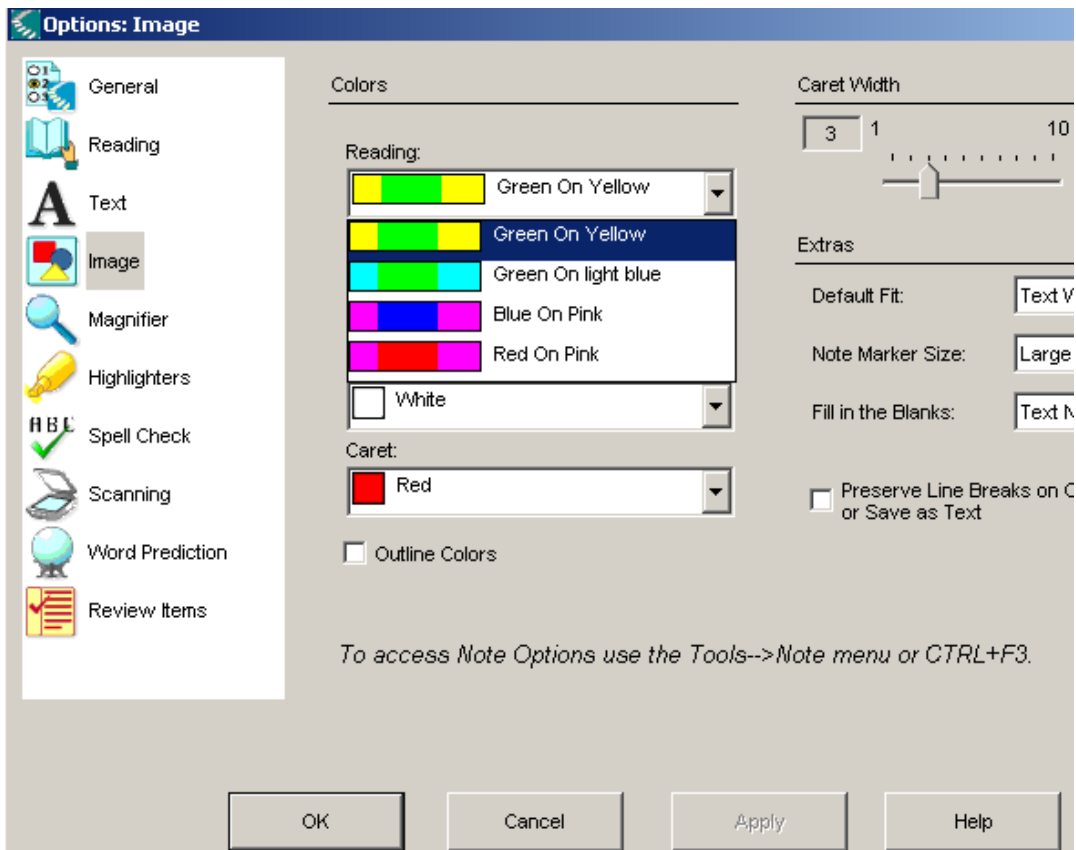
5. Changing Image Options

Options are available for reading unit highlight colors and caret color and width.

1. From the **Tools** menu, choose **Options**.
2. Choose the **Image** tab.
3. In the **Colors** area, choose a color combination for highlighting spoken text from the Reading drop-down list (represented in the example below). (As K3000 reads, a unit of text is highlighted with one color, while the spoken word is highlighted with another color.)

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4. From the **Selection** drop-down list, choose a color for the highlighting of text that you select with the mouse.
5. From the **Caret** drop-down list (highlighted in yellow in the diagram above), choose a color for the vertical line cursor that indicates your location within the text.
6. From the **Caret Width** area, change the width of the vertical line cursor for visibility.
7. In the **Extras** area, check **Outline Colors**.
8. Click **OK**.
9. Now Try reading the document with the new image options.

The colors used for highlighting spoken and selected text change. The color of the insertion point changes. The width of the insertion point changes. Highlighted and selected text will have a thin black frame around it.

6. Using the Text Magnifier

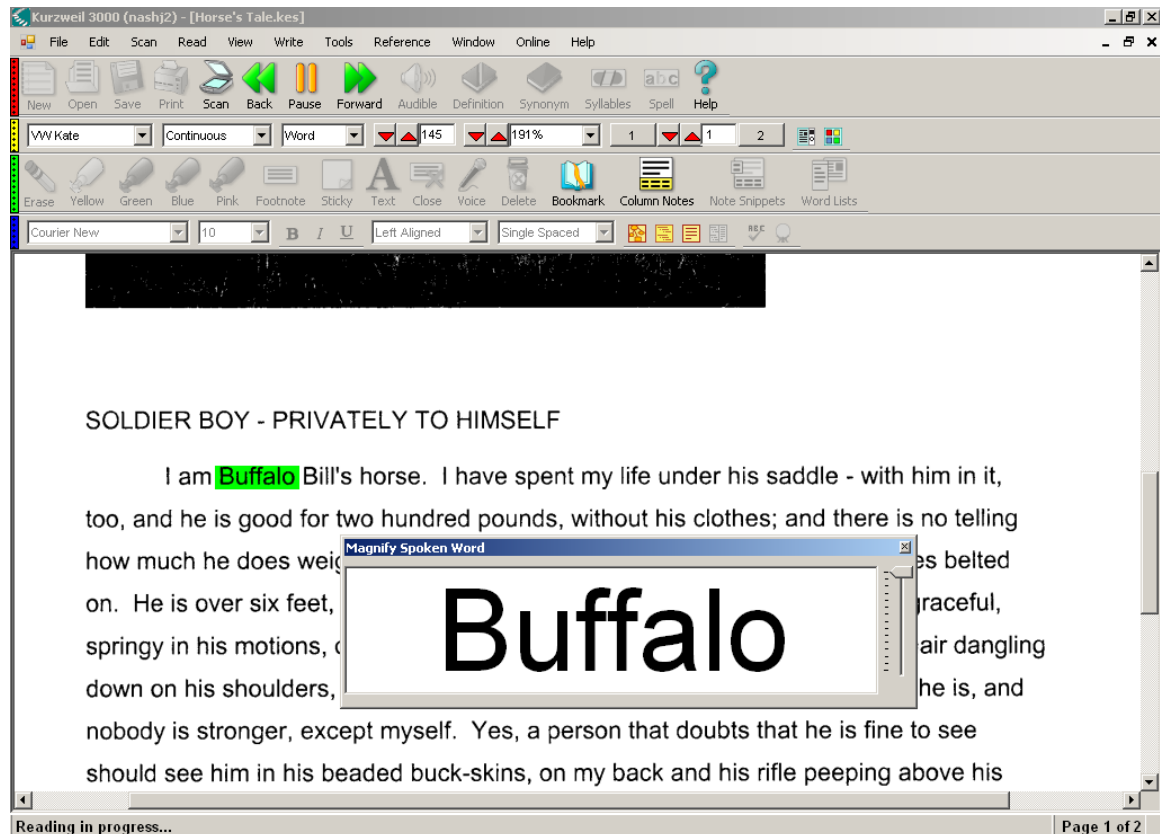
Another reading display option is the **Magnifier**, which lets you see spoken words in large type without changing the font size of the entire document.

1. From the **View** menu, choose **Magnify Spoken Word**.

The Magnify Spoken Word popup window opens over the main window.

2. Click the **Read** button in the toolbar to begin reading.

As the program speaks each word, the word appears magnified in the Magnify Spoken Word popup window.



3. To change the appearance of the magnified text, choose **Options** from the **Tools** menu.
4. Choose the **Magnifier** tab.
5. Choose a text and background color and font. Click **OK**.
6. Click the **Read** button again to see the changes.
7. Adjust the number of words that appear in the Magnifier window by sliding the bar on the right side of the Magnify Spoken Word window up or down. Click the **Read** button again if necessary.
8. To close the Magnify Spoken Word window, click the **X** in the top right corner of the window.

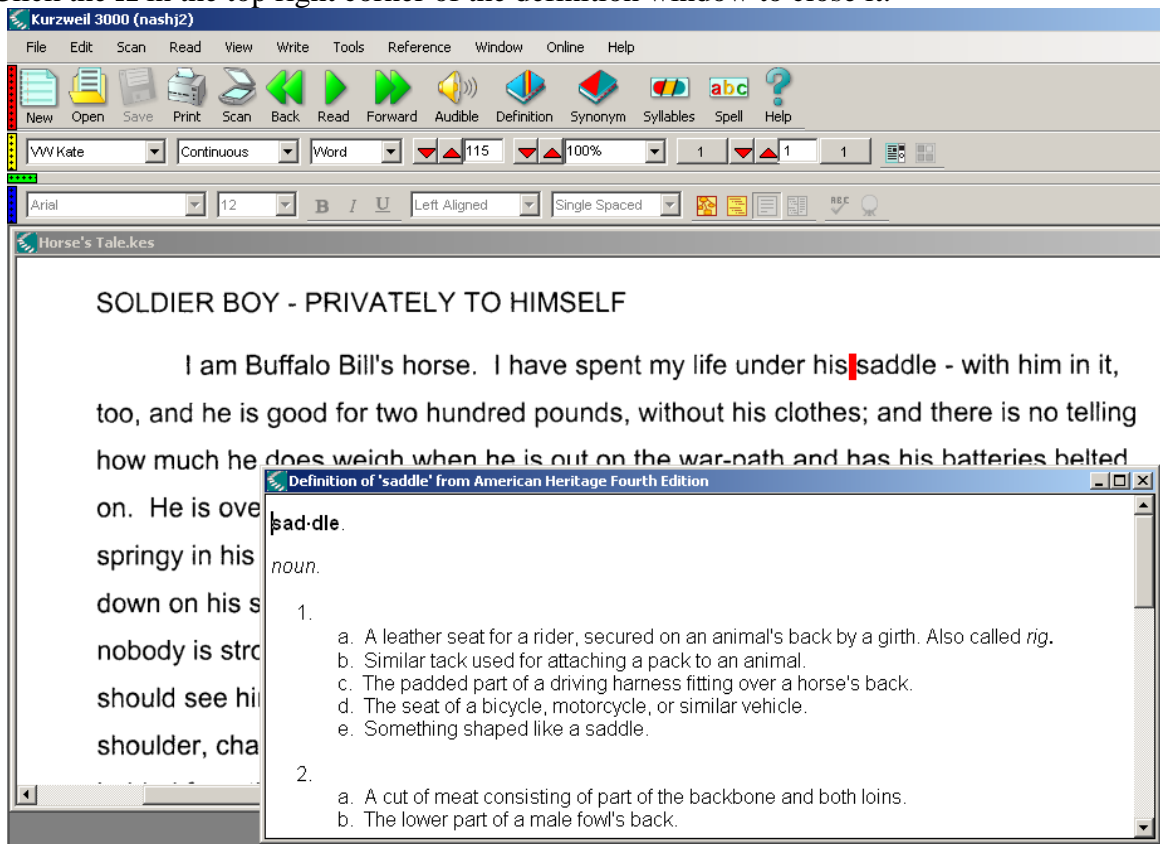
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7. Using the Dictionary Option

The **Dictionary** feature displays and reads the definition of a selected word. To use the feature:

1. Select a word in the text by either clicking on the word or highlighting the word.
2. Click the **Definition** button in the toolbar.
3. Click the **Read** button in the toolbar.
4. You can also select a word within the definition and get the definition for that word.
5. Click the **X** in the top right corner of the definition window to close it.



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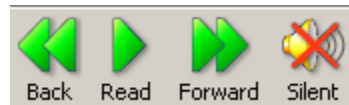
8. Using the Silent Reading Option

The **Silent Reading** feature highlights text but doesn't speak it out loud. To turn on the feature:

1. Click the **Audible** button in the toolbar. Click the **Read** button.



2. Click the **Pause** button to stop reading and then click the **Silent** button to return to audible text.



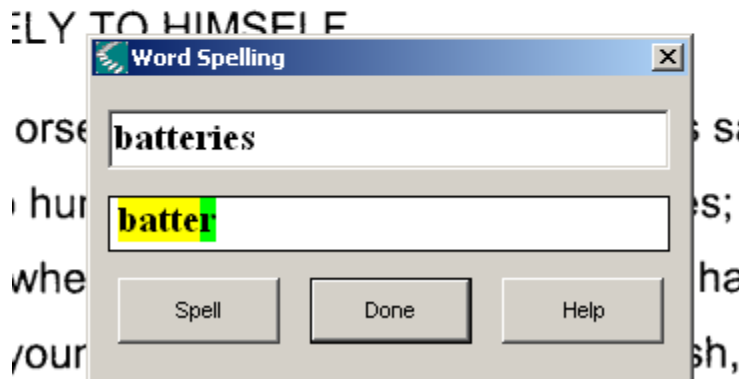
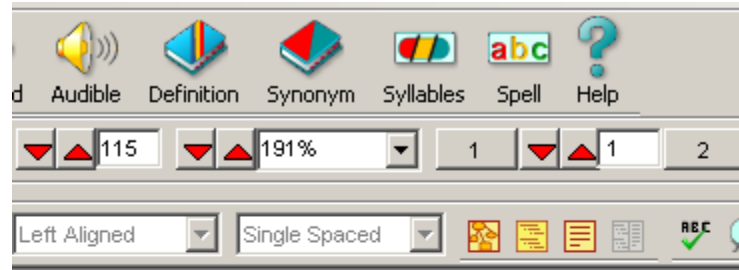
9. Using the Spell Option

The **Spell** feature spells a selected word by reading each letter out loud. To use the **Spell** feature:

1. Select a word in the text.
2. Click the **Spell** button in the toolbar.
3. The Word Spelling window opens. The program automatically reads the word and then each letter in the word.
4. Click **Spell** to hear the word spelled again.
5. Click **Done** when finished.

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10. Using the Syllables Option

The **Syllables** feature shows and reads the syllables in a selected word and shows how they should be pronounced. To use the **Syllables** feature:

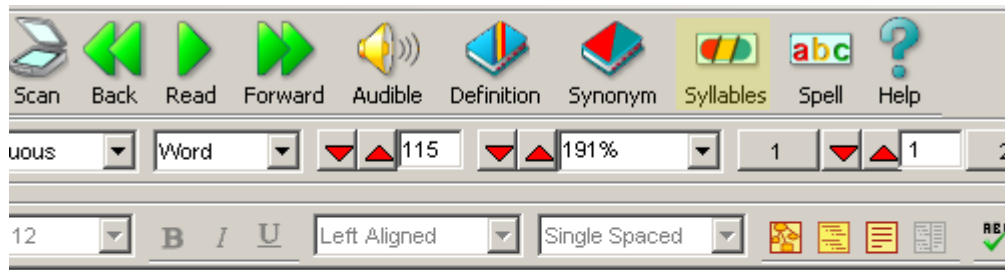
1. Select a word in the text.
2. Click the **Syllables** button in the toolbar.

The Word Syllables window opens. The program automatically reads each syllable.

3. Click **Pronounce** to hear the word spoken again.
4. Click **Done** when finished.

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BOY - PRIVATELY TO HIMSELF

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Word Syllables

Selected Word: **batteries**

Syllables: **bat·ter·y**

Pronunciation: **băt'ə-rē**

Pronunciation Key

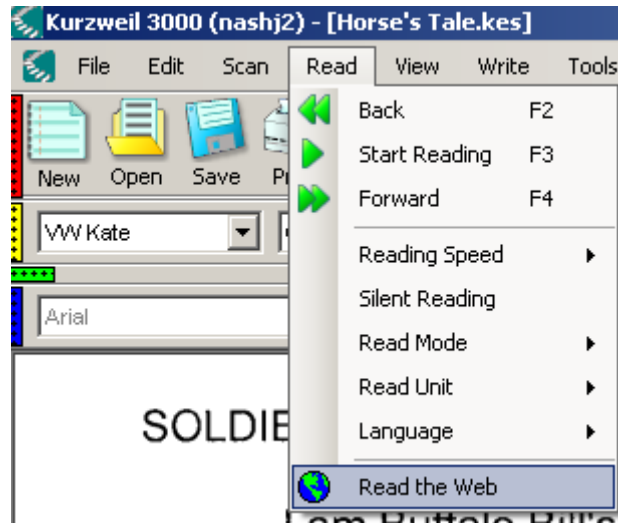
11. Reading from the Internet

Kurzweil 3000 (Version 10) offers the ability to read from internet web pages as well as email via a program called Mozilla Firefox. In order to start reading from the internet:

1. Click **Read** from the file menu.
2. Click **Read the Web**.

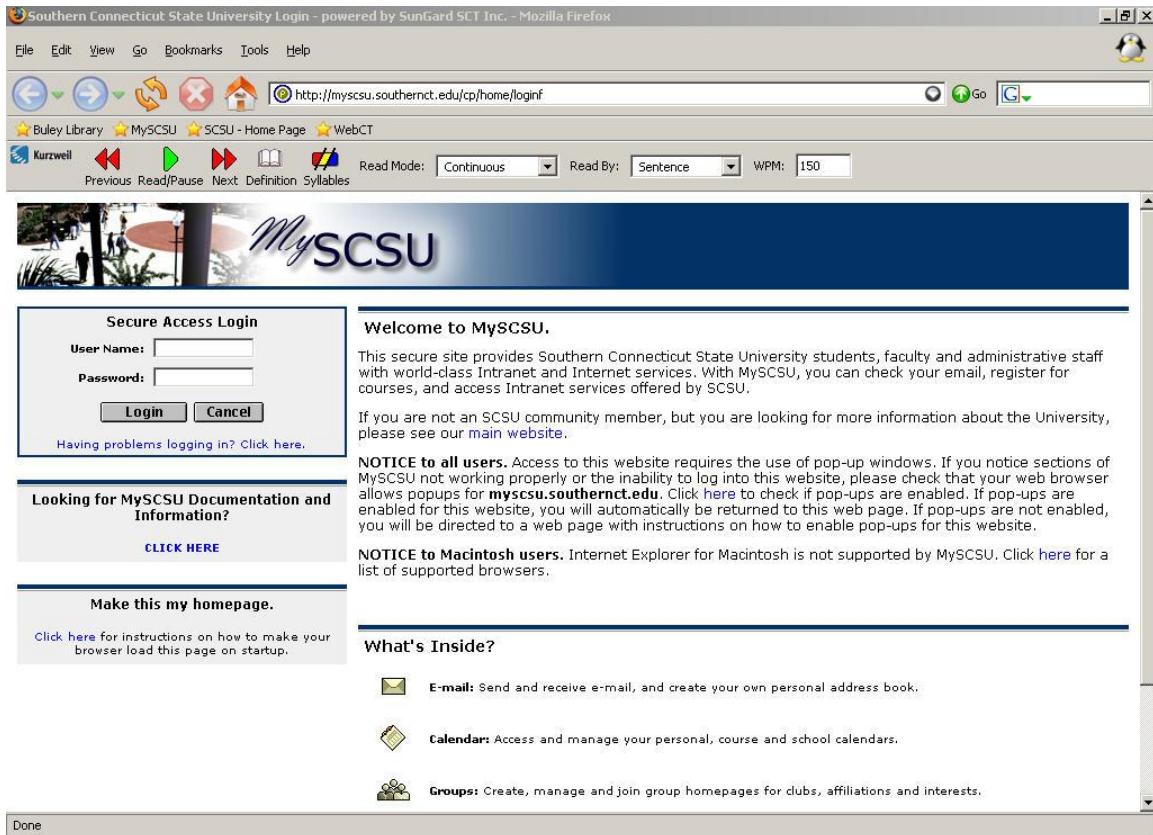
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3. Click on the **browser** and type in a web page link.
4. Click on the web page in order to select where you would like Kurzweil to read. Click on the **Read button** (green-read arrow) on the Kurzweil toolbar in order to initiate text-to-speech. Click on the **pause button** (green-pause button) on the toolbar to discontinue text-to-speech.

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5. You have the option to change the **reading mode** and **reading rate** by clicking on the “reading mode” and “read by” drop down arrows on the toolbar. You also have the option to utilize the **dictionary** function, in order to provide definitions of unfamiliar words, by clicking on the dictionary icon on the toolbar.

Tip: **Modzilla Firefox** can also be started by clicking on the “Mozilla Firefox” icon on the computer, display screen. Note-Kurzweil 3000 (Version 11) must be open in order for this program to work, otherwise, you will be prompted to turn on Kurzweil.

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12. Kurzweil 3000 Taskbar

The Kurzweil 3000 Taskbar appears as a small bar on the left side of the Windows Taskbar. The Kurzweil 3000 Taskbar offers easy access to the features; read, the dictionary, and check spelling. A user can utilize this feature in order to search a single word or for a large selection of text from any application, including MSWord and E-mail.



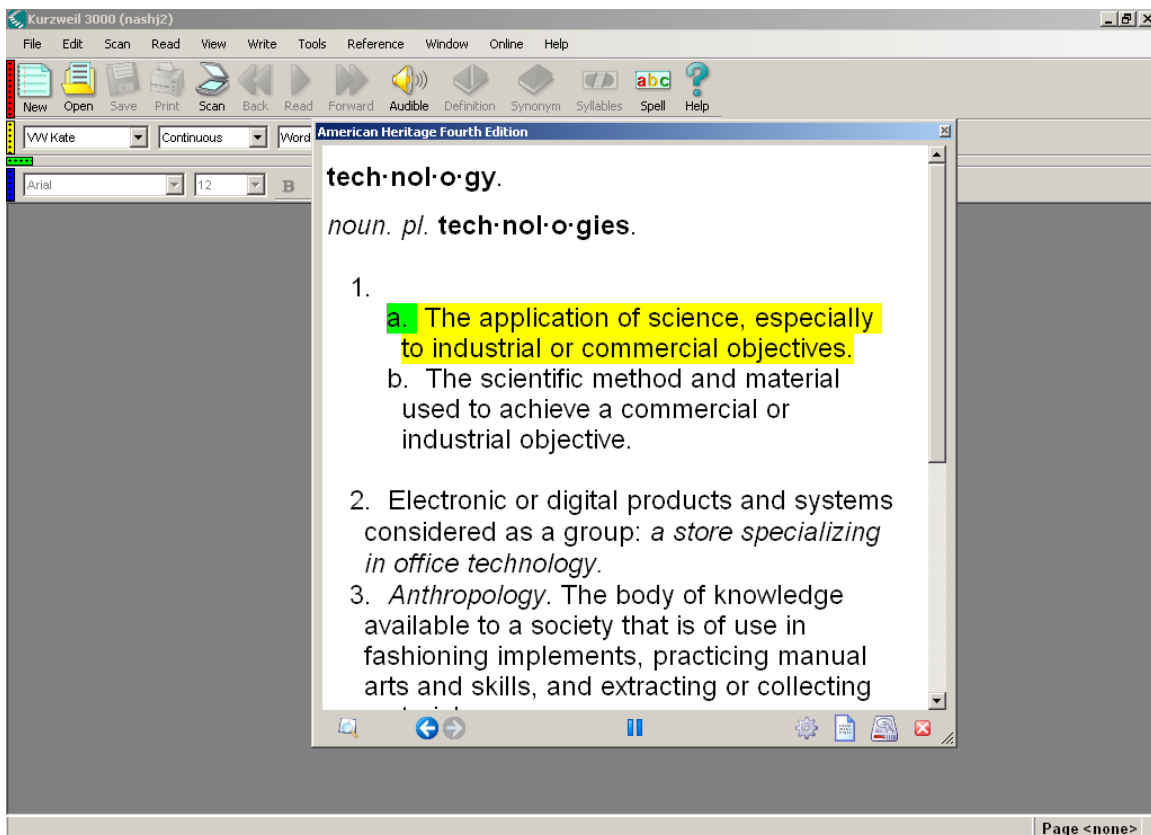
To use the Kurzweil 3000 Taskbar:

1. Click in the **text box**.
2. Type in a word choice.

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3. Click the **read button** to hear the word read aloud.
4. Click the **spelling button** to check the spelling. Try misspelling a word and see what happens.
5. Click the **dictionary** option in order to provide a definition. The following screen should pop up and the text should be read aloud.



13. Using ESL Options

The lab has the ESL version of Kurzweil. You can scan in text written in a European language and have it read in that language. For this training, we will only have you explore using a foreign language dictionary to translate English words in your document.

1. From the **Reference** menu, choose **Select Dictionary**.
A list of dictionaries appears in a side menu.

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2. From the side menu that opens, select a dictionary that translates from English to a language of your choice.
3. In your document, highlight a word.
4. Click the **Definition** button.

The Definition window opens with the word in English and the definition in the language you chose to translate to.

5. Click the **Read** button.

The program reads the definition in both English and the foreign language you chose.

14. Converting Kurzweil Files to Audio Files (MP3)

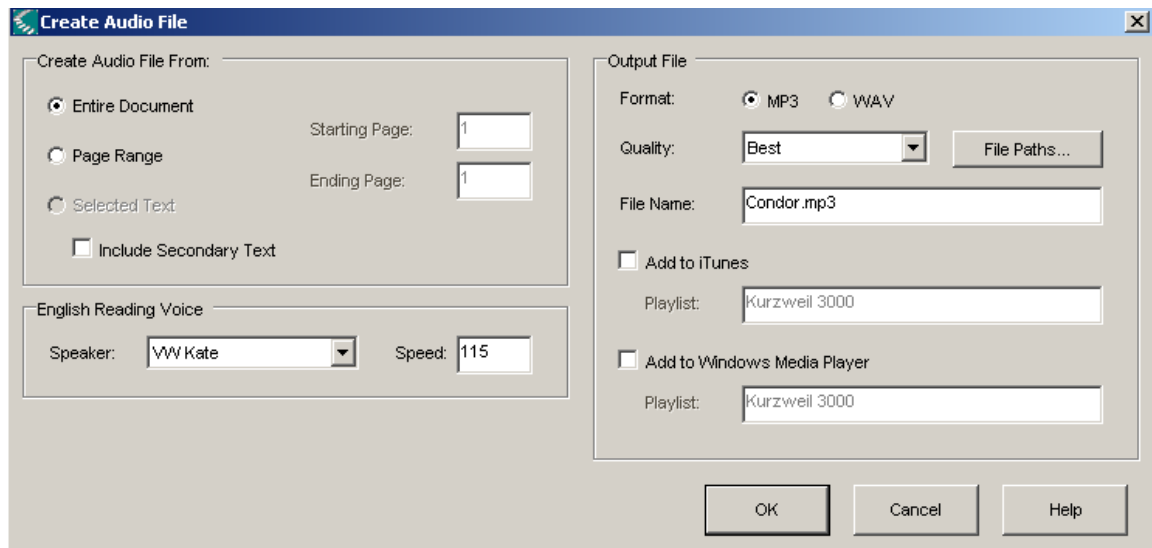
In Kurzweil 3000 (version 11), you can convert Kurzweil files to audio files so they can be listened to on a portable player or on an online audio player on a computer that doesn't have Kurzweil. You can convert the files to MP3 or WAV file formats, although MP3 format is much smaller. Windows Media player, which comes with Windows, and other free audio players can usually play MP3 and WAV files.

1. In Kurzweil, open the file you want to convert to audio. This will be either a Kurzweil (KES) file or a text file that Kurzweil can recognize, such as an RTF or DOC file.
2. From the **File** menu, choose **Audio Files** and choose **Create Audio File**.

The Create Audio File dialog box contains all the settings for converting the file. You can convert the entire document, specific pages, or selected text (if no text is currently selected, the Selected Text option is unavailable). You can also choose the voice you want the audio to be recorded in and the reading speed.

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3. Choose **Entire Document**.
4. For the **English Reading Voice**, choose a voice that you like (VW Paul and VW Kate are two natural sounding voices).
5. Change the speaking **Speed** if needed. The Speed defaults to the speed that is currently set within Kurzweil.
6. Choose **MP3** for the file **Format**.
MP3 files are smaller than WAV files and can play on portable MP3 players as well as online audio players.
7. Choose **Good, Better, or Best** for the **Quality**.
Better is usually the best quality. Best takes a long time to convert and the files are large.
8. By default, the program names the file with the same name as the document but with “.mp3” on the end. Change the name if needed.
9. Notice that the bottom of the Create Audio File dialog box shows the folder the audio files are saved to. In the lab, the default folder is C:\Documents and Settings\All Users\Application Data\KESI\OutputAudio\”.
You cannot change this location (only the administrator can change it). If you want the files to be located someplace else (e.g. on a network drive or portable disk), you’ll have to copy the files from the default location to your preferred location after the files are created.
10. Click **OK** to begin the conversion.

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11. If a message tells you the specified audio file already exists, click **Yes** to overwrite it or click **No**, change the name of the audio file and click **OK** again to begin the conversion.

A message appears that indicates the audio file is being queued up. Depending on the length of the document, the audio file format, and quality that you chose, the conversion can take a few minutes. For example, a one page document at medium quality and converted to MP3 takes less than 15 seconds but a 25 page document takes about 5 minutes.

You can place several files in the queue by opening each document to be converted and performing steps 2 through 10 above for each. Kurzweil will convert them one by one and you can just leave the computer. For example, if you have several large documents to be converted, you might want to queue them up at the end of the day and leave the computer running so it performs the conversions overnight.

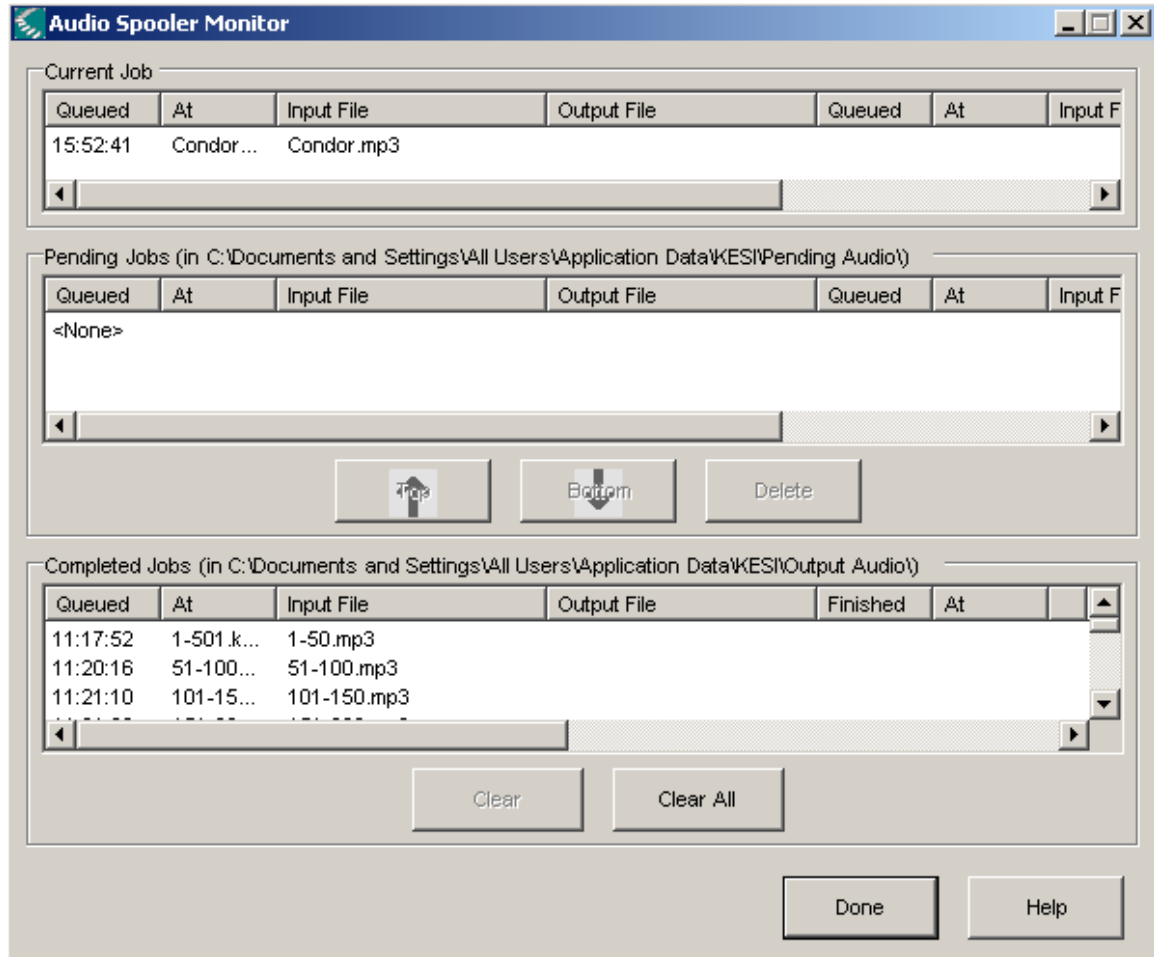
12. You can monitor the progress of the conversion by choosing **File>Audio Files>Audio Spooler Monitor**.

The top list shows the file that is currently being converted. The second list shows the files that are in the queue. When a file is queued, it is saved in an interim file format that ends with .kmd and that is saved in the C:\MyData\KESI\Pending Audio folder (this is the default folder for the installations in the lab). If several files are in the queue, you can change their order using the Top and Bottom buttons. The bottom list

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shows the files that have been converted.



13. When you're finished with the monitor, click **Done**.

14. To play your audio files or copy them to where you want them, go to the Output Audio folder.

Tips:

- The converted audio will sound just like it sounds when you have the text read aloud in Kurzweil. If the speaker mispronounces a word in Kurzweil, it will mispronounce it on the audio file. Make sure you correct pronunciations and recognitions before converting the files.
- Avoid placing more than 4 files in the queue at once.
- If you receive error messages during the conversion or the conversions don't process, try deleting all the files in the Pending Audio folder and then queuing up the files again.

15. Using Kurzweil 3000 (Version 11) as a talking word processor

Kurzweil 3000 (Version 11) provides a complete set of writing tools based on research and best practice supports for all levels of writers. All of these tools are grouped together into one program, resulting in students better managing the complex tasks associated with fluency, vocabulary, comprehension, and writing.

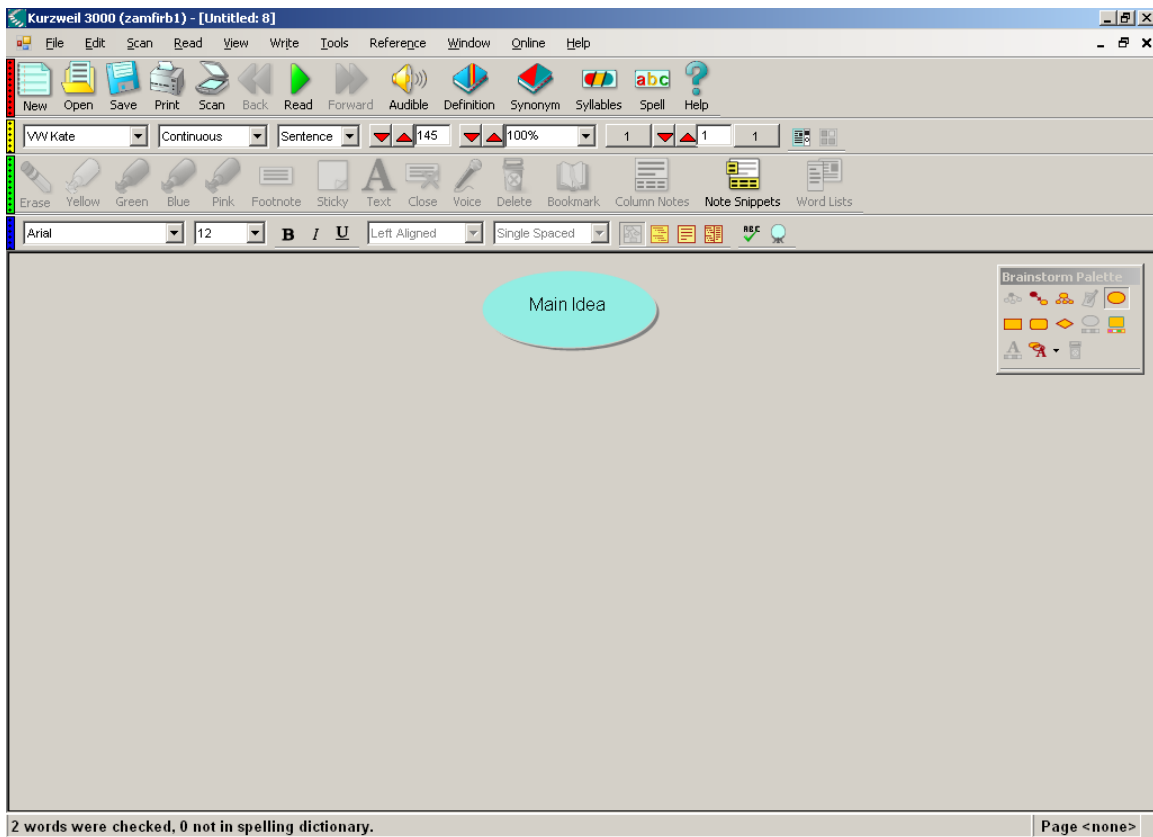
A. Brainstorming

Creating a Diagram

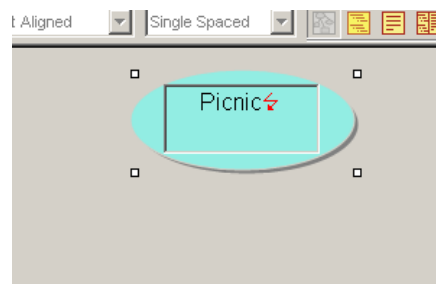
1. To begin brainstorming ideas, click the Brainstorm icon, or click on the toolbar Write → Brainstorm

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2. Double click on the text box that says Main Idea and edit it to say “Picnic”.
3. Click on the button “Quick Takes” in the Palette on the right. This will allow the user to enter many thoughts quickly and is indicated by a lightning bolt appearing after the word “Picnic”.

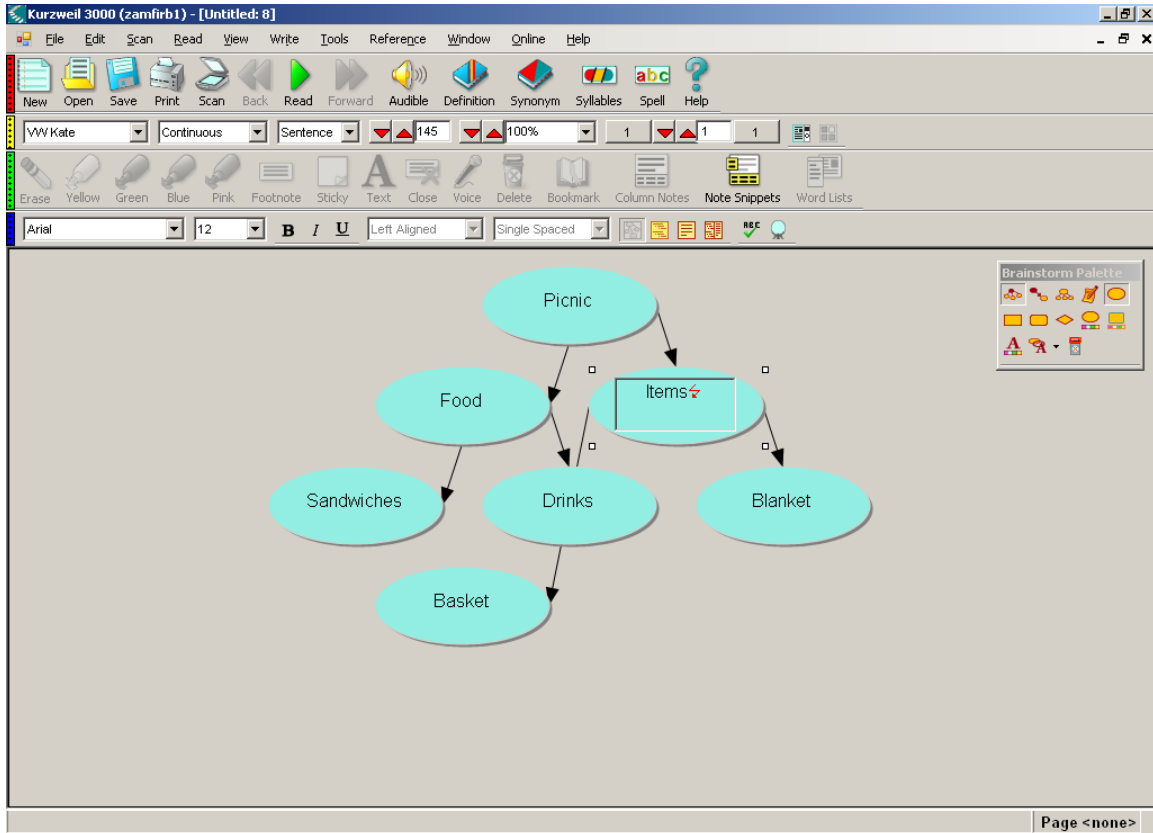


4. Type the word “Food” then hit enter. Type the word “Items” and hit enter. You will now see a second tier of bubbles under the main text box “Picnic”.
5. Click in the “Food” bubble and select “Quick Takes” again. Type the following words then hit enter: “Sandwiches”, “Drinks”.

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6. Click in the “Items” bubble and select “Quick Takes” from the palate once more. Type the following words, hitting enter after each: “Blanket”, “Basket”. You now have three tiers of information.



7. To end Quick Takes, click on the Quick Takes button in the Brainstorm Palette on the right.

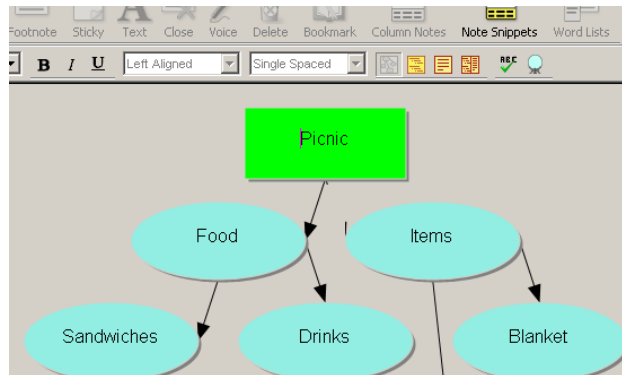
8. You are able to rearrange bubbles by clicking on them and dragging them where you want them. This will not change how they're linked in any way.

9. Change the shape and color of the Picnic bubble by clicking on the bubble and then clicking on the yellow rectangle button. Now, with the Picnic box still highlighted, click on the fill color button and change the color of the box.

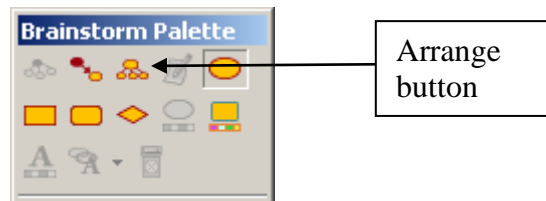


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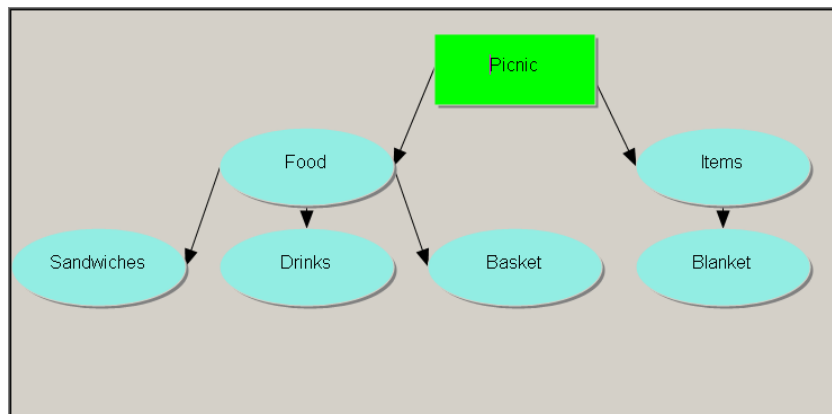


10. To arrange the bubbles into a tree-format outline, click the arrange button in the Brainstorm Palette.



11. To re-arrange text bubbles and link them to other information, click on the link (the arrow) and hit delete.

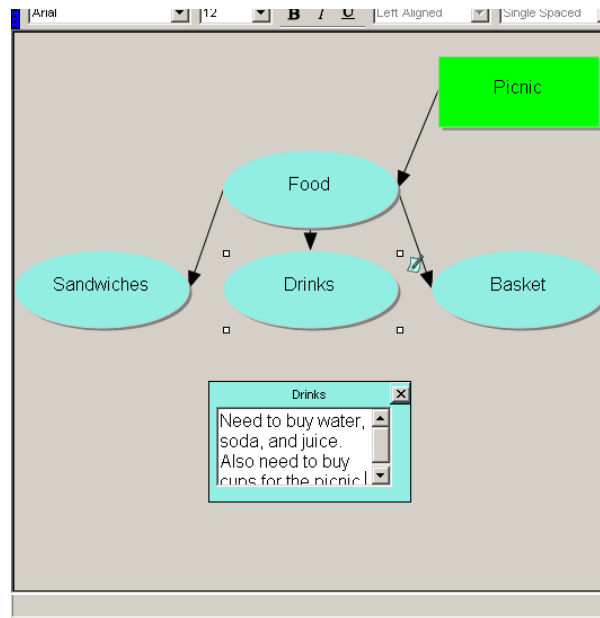
12. To re-link the bubble to another bubble, click on the link button, select the “parent” topic, and then select the bubble you want to connect it to. To rearrange the bubbles, click on the Arrange button again.



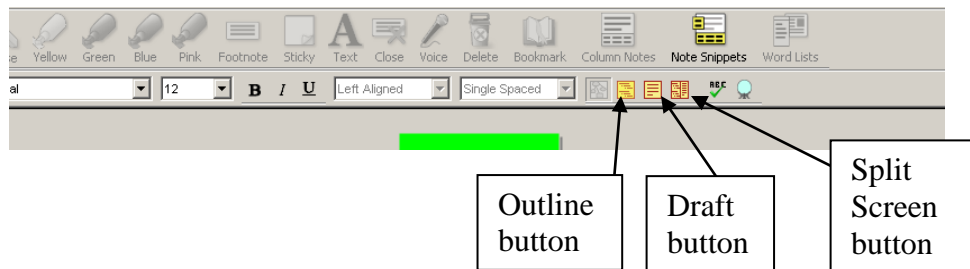
13. If there are more than just a few words in a bubble, you should add it to the bubble as a detail. Click the drinks bubble then click the note button. Now either type or copy and paste information into the note box.

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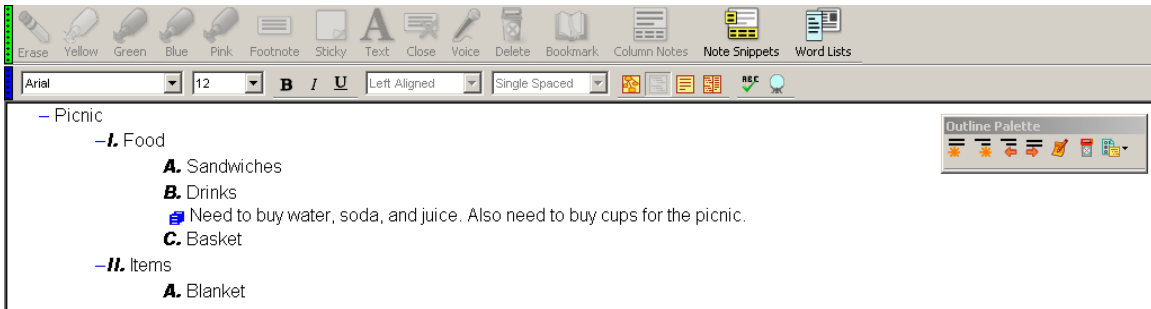
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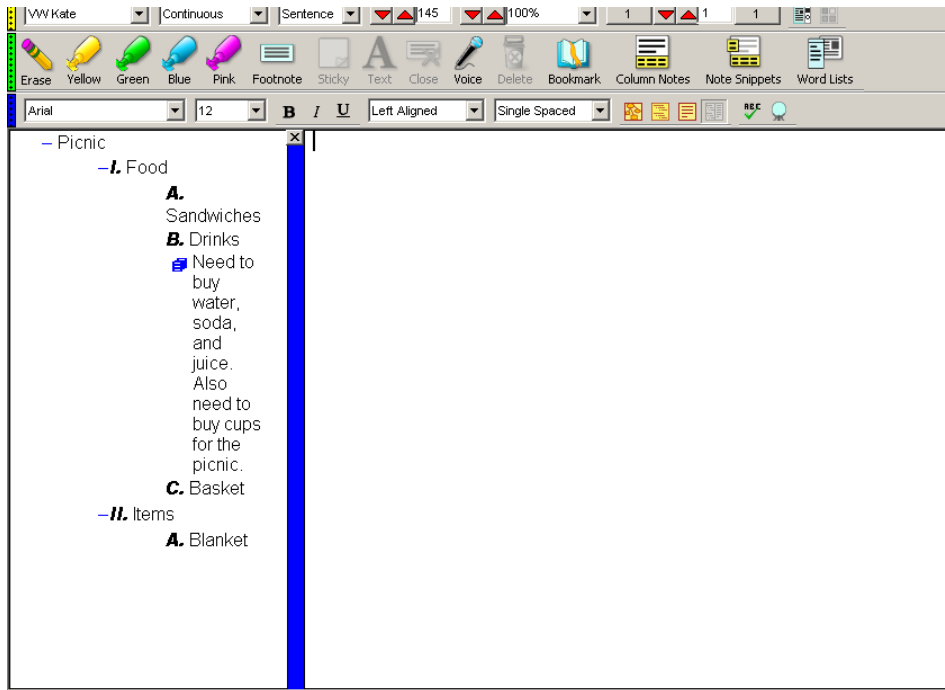
14. Exit out of the Note window by clicking on the X on the top right of the box. Now every time you click on drinks, you will see a little notepad appear, indicating that there is a note attached to the bubble. To see the note, click the notepad.
15. To change the view of the outline, click the Outline Button.



This will switch the view to a text-oriented format but all of the information in the outline is the same. Now click on the Draft button and then the Split Screen button to see all of the different views.

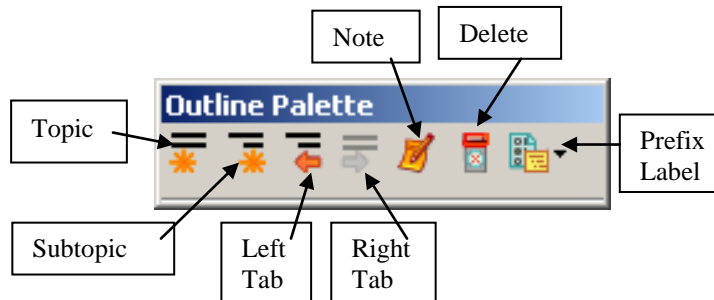


The Outline view



The Split Screen view

B. Outline

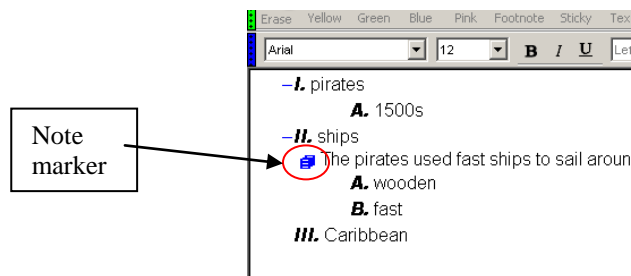


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The outline tool is used for jotting down your ideas in text format, organizing them, and presenting them in a variety of outline styles.

- 1.) To open the outline tool, click **Write → Outline** or click on the Outline button on the Outline Palette.
- 2.) Replace the default text. To create another topic at the same level, hit Topic in the Outline Palette or hit Control + G. Type a second topic, hit Control + G and then type a third topic.
- 3.) To add a subtopic, click on the number next to the topic you want to expand and click the Subtopic button in the Outline Palette. You can also hit Control + K to add a subtopic.
- 4.) To move a subtopic up to the main topic level, click the Right Tab button in the Outline Palette. To move a main topic or a subtopic down a level, select what you want to move and click the Left Tab button.
- 5.) To attach a note to a topic, click **Source → Notes** or click the Note button in the Outline Palette. This would be used to add extra, wordy information and you are able to hide or expand it by clicking on the blue note marker that appears after you attach a note.



**You are also able to use the tools of cut/paste, drag/drop, and delete to add information into the outline.

- 6.) To delete a topic or subtopic, click the number or letter next to it and hit the Delete button in the Outline Palette. To undo a delete, hit Control + Z.
- 7.) To change the outline style (for example, from numbers to letters), click the Prefix Label button in the Outline Palette and select the style you want.
- 8.) When you are ready to write, click the Split Screen button on the Toolbar and your outline appears next to a blank draft. You are able to drag information from the outline and drop it into the draft.

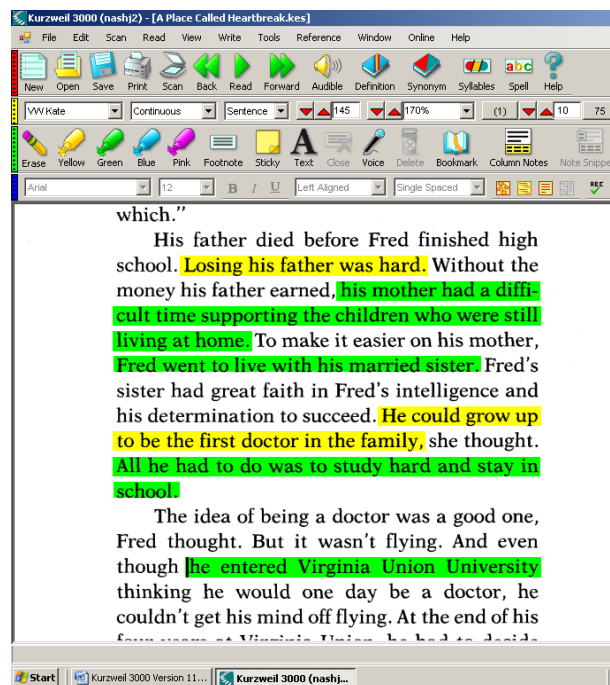
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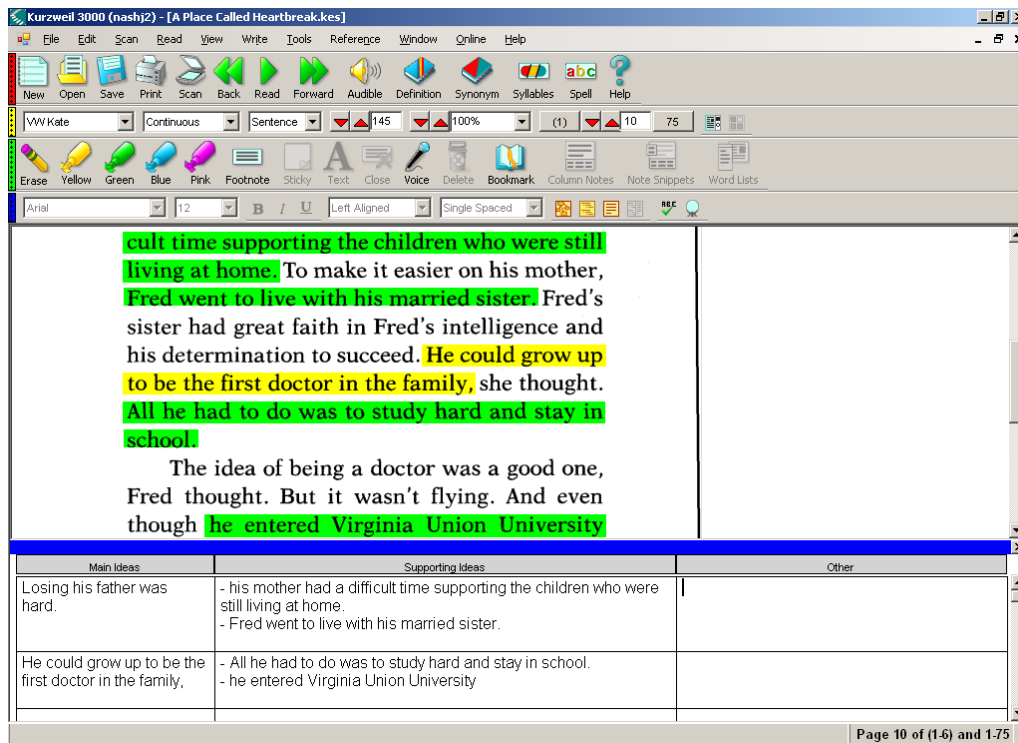
C. Column Notes

Column notes default setting is three columns and it is designed to take notes while reading. You are able to highlight main ideas in one color and supporting notes in a different color and then extract each color into a different column.

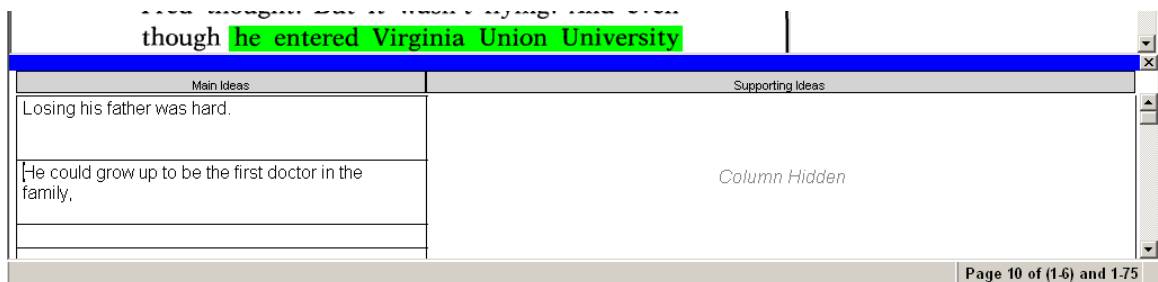
- 1.) Open a Sample Document in a new window by clicking **Open → Sample Documents** and choosing any of the documents.
- 2.) Click on the Yellow highlighter tool and highlight two or more main ideas in the sample text.
- 3.) Click on the Green highlighter tool and highlight supporting ideas for each yellow main idea, such as pictured below.



- 4.) Once you have your main ideas and supporting ideas highlighted, click **File → Extract highlights to column notes**.
- 5.) A prompt will pop up asking what column you'd like for each color, use the default settings and click **OK**. You will now have the main ideas and supporting ideas separated into columns below the text.



- 6.) To add elaboration or notes to each topic, click in the third, Other column and add details. You are also able to drag and drop information and there is Spell Check and Word Prediction available for use.
- 7.) If you don't want to use the third column, you are able to hide it by right clicking in the columns and clicking Hide the 3rd Column.
- 8.) If you'd like to use your notes to quiz yourself, you can right click in the columns and click Cover the 2nd Column. To uncover the column, right click and click Show the 2nd Column.

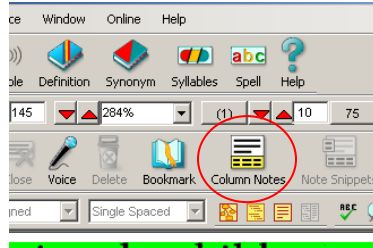


- 9.) To save your Column Notes, click **File** → **Save As** and give them a name. They will now be attached to this Kurzweil document. To open the saved Column Notes after closing them, with the document open, click the Column Notes button

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on the toolbar and select Use Existing Note File.

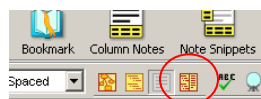


- 10.) To open your notes in another program, click **File → Extract Column Notes to Outline**. This will give you the outline view of your notes. From here you can drag and drop information, copy and paste, and read your notes by pressing Read.

D. Draft

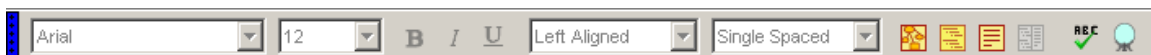
The draft tool is where everything comes together. It provides support tools for writing text, reading it back, accessing reference tools, word prediction, and more.

- 1.) Take the outline that you created from your Column Notes and have it open. If you closed it, click **Write → Draft → New → From Outline**.
- 2.) You can expand your thought from the outline to a sentence by clicking wherever you want to write and typing, although this method isn't practical.
- 3.) Chose Split Screen mode from the toolbar.



This will display a format where you can look at your outline on the left and type in draft format on the right. You can also drag and drop material from your outline into your draft. The outline pane is also resizable by clicking and dragging the median.

- 4.) To modify the text, alignment, or spacing of the document, use the drop-down arrows on the writing toolbar.



- 5.) To turn on the word prediction feature, click on the word prediction icon

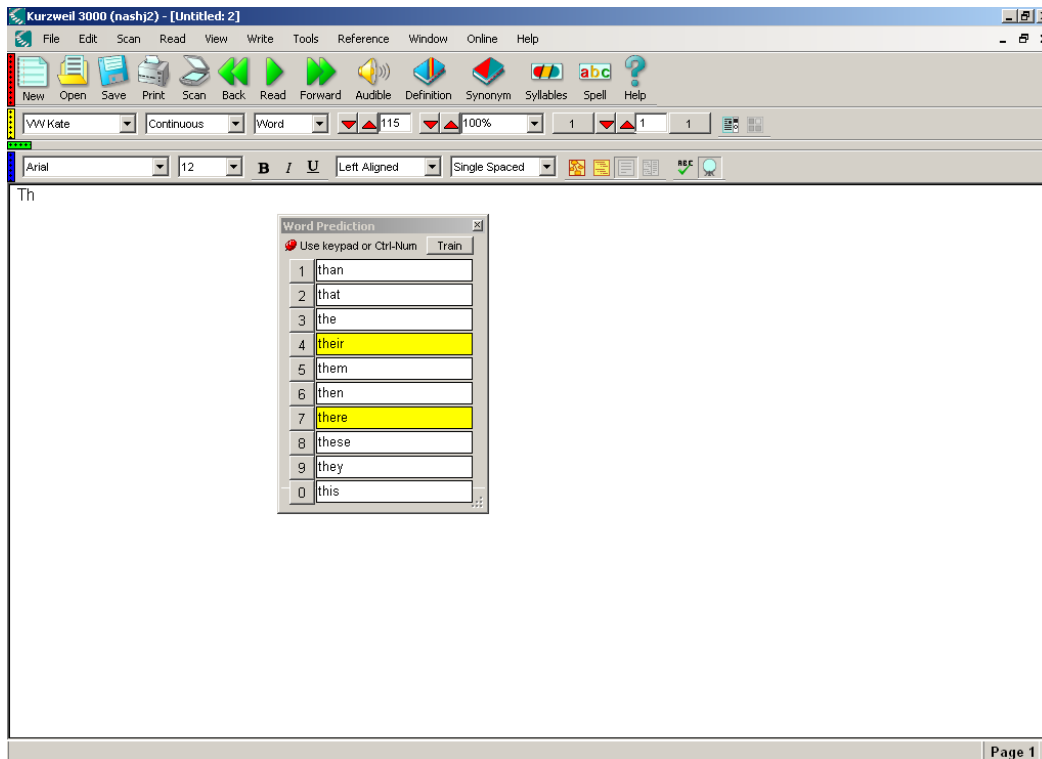
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displayed on the font tool bar.



As you begin typing word prediction will offer suggestions for you that can be selected by clicking on the number on the left of the suggested word. You also have the option to ignore these suggestions and continue typing.

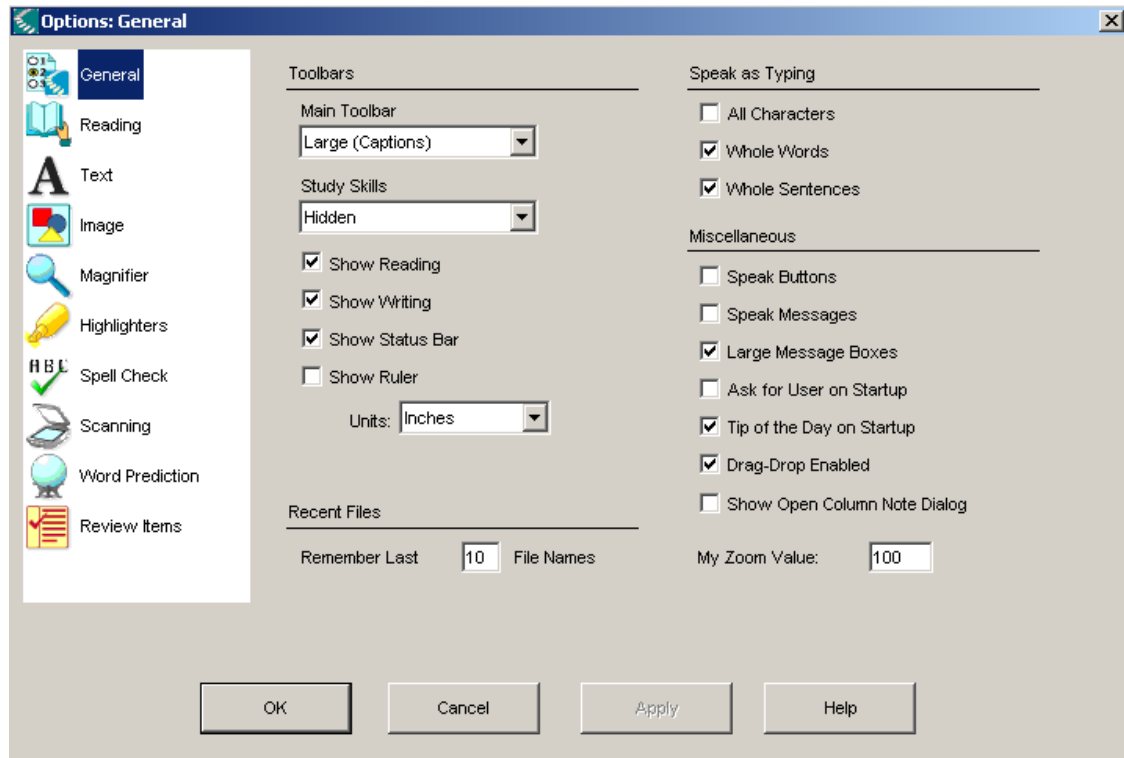


6.) To hear what you type:

1. From the **Tools** menu, select **Options**.

The Options dialog box appears.

2. Click the **General** icon.
3. Select one or more options under **Speak As Typing** to choose how you want Kurzweil 3000 to read back what you type. Click **OK** to return to your document.



Tip: If you are a fast typist, you may not hear all of your typing spoken aloud.

16. Bookmarking Text

1.) Choose **Options** from the **Tools** menu and make sure these options are selected:

Choose Large for the **Main Toolbar** and **Study Skills**.

Check **Show Reading**.

2.) Open a sample file from the Sample Documents folder in Kurzweil.

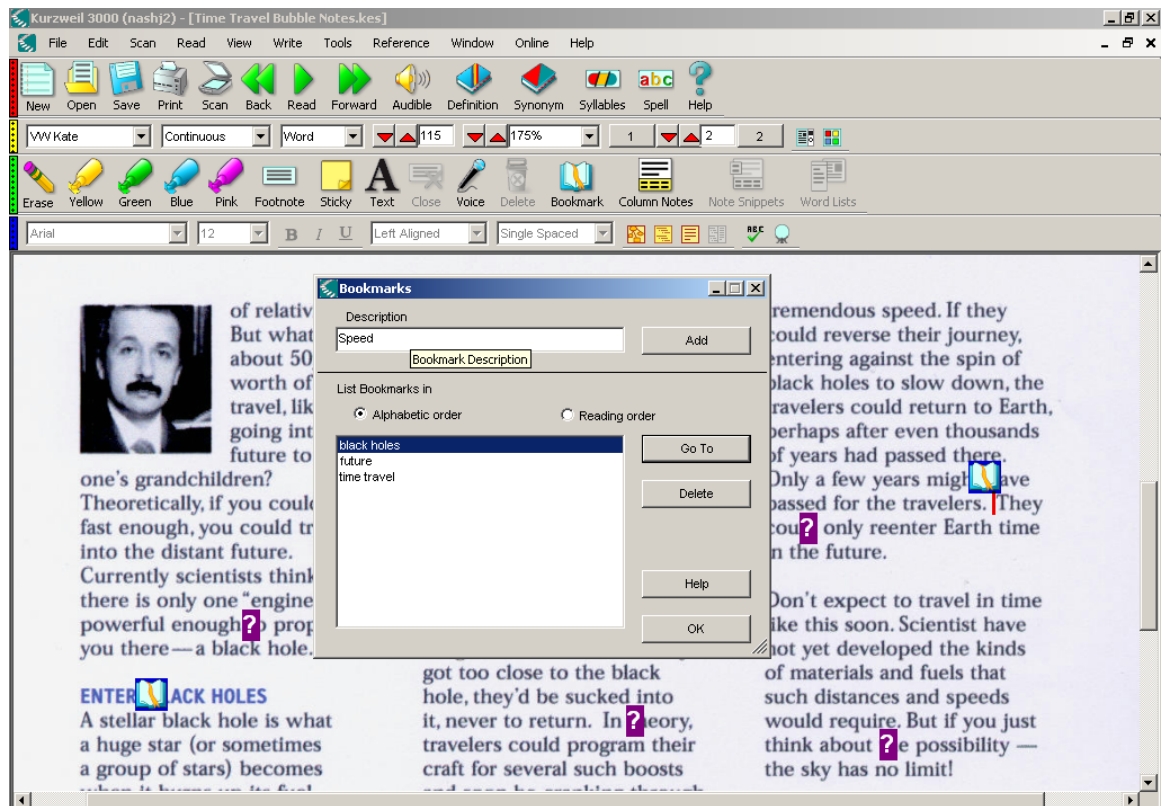
3.) Add four bookmarks to the document using the following steps:

- i. Click a place in the document that you want to mark.
- ii. Click **Bookmark** in the Study Skills toolbar.

iii. In the Bookmarks dialog box, type a Description that will remind you of that location in the text. By default, the program enters the word to the right of where your cursor is located.

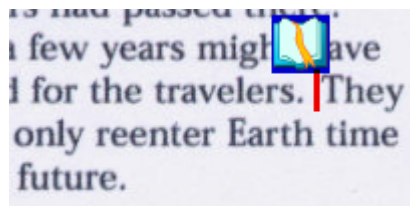
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iv. Click **Add**.

A small book icon appears at your cursor location, indicating the location of the bookmark.



v. Add 3 more bookmarks in various locations of the document.

4.) Jump to a bookmarked location in the document by following these steps:

5.) Click **Bookmark** in the Study Skills toolbar.

6.) Select the Bookmark description you want.

7.) Click **Go To**.

The Bookmarks dialog box closes and the cursor jumps to the Bookmarked location in the document.

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- 8.) To delete a Bookmark, click **Bookmark** in the Study Skills toolbar. Click the name of the Bookmark you want to delete and then click the **Delete** button. Click **OK**.

17. Highlighting Text

Just as you might highlight important text in a book, you can highlight text within a K3000 document. You can highlight different topics with different colors.

- 1.) Click on a **Highlighter** button (Yellow, Green, Blue, or Pink) in the Study Skills toolbar.



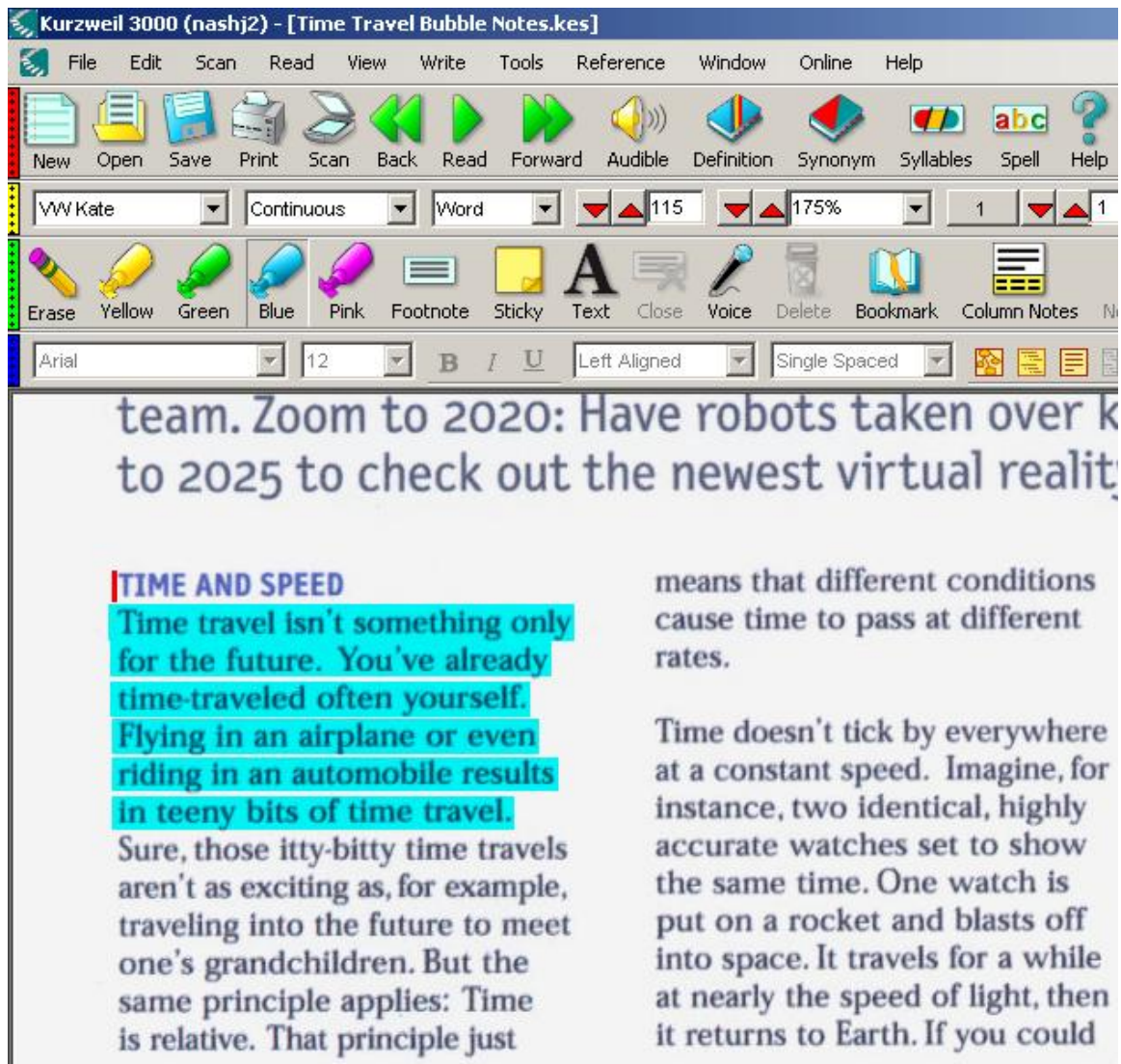
The mouse pointer changes to an image of a highlighter.

- 2.) Drag the cursor over the text you want to highlight.

The selected text is highlighted with the chosen color.

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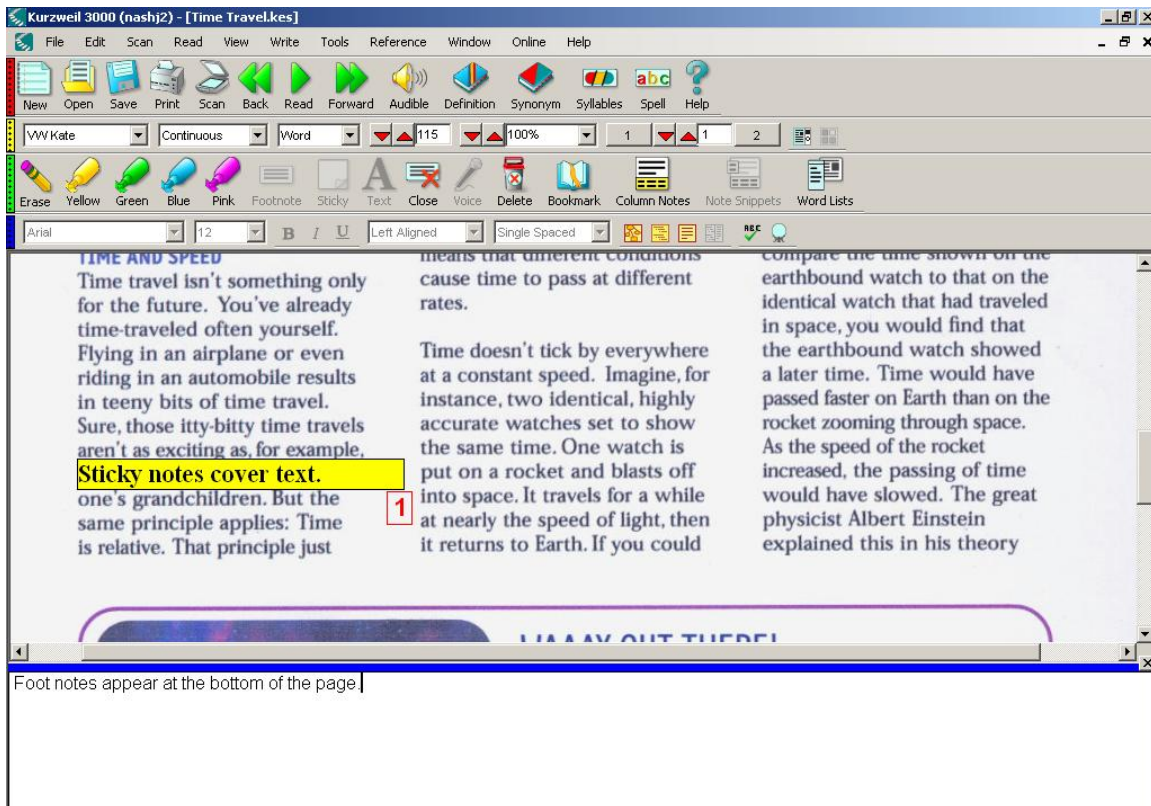
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- 3.) When you're done, click the same **Highlighter** button again to return to the standard cursor.
- 4.) To erase highlighting, click the **Eraser** button in the Study Skills toolbar. The mouse pointer becomes a highlighter tool again.
- 5.) Drag over the highlighted text.
- 6.) When you're done, click the **Eraser** button again to return to the standard cursor. The highlighting is removed from the highlighted text.

18. Adding Notes

You can create three types of notes in a document:



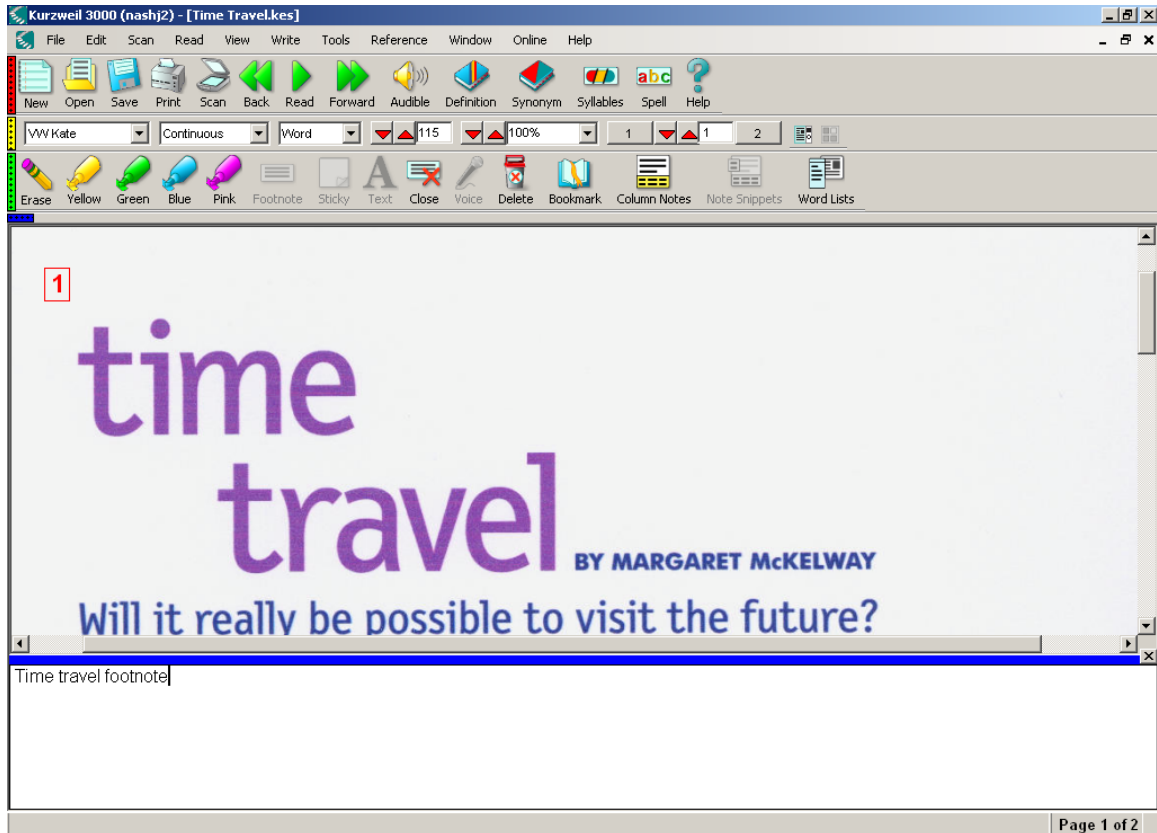
- **Footnotes** have a numbered anchor and are associated with the text you place the footnote in. Once you add a footnote, you can delete it and edit the text, but you cannot move the footnote to a different position.
- **Sticky Notes** can have a colored background and/or colored text. They are opaque and cover whatever image or text you create them over. Sticky Notes serve as handy reminders and you can move them around in a document as needed.
- **Text Notes** have a transparent background and can have colored text. They are especially useful for filling in forms and blanks on tests. You can move text notes around in a document.

A. Adding a Footnote

- 1.) Click in a place in the document where you would like to add a footnote. Remember, the number anchors to this location and you cannot move it.


2.) Click the **Footnote** button in the Study Skills toolbar.

A numbered Note anchor appears in the document at the cursor location and a Footnote window opens at the bottom of the window.



3.) Type some notes in the Footnote window.

4.) Click the **Close** button in the Study Skills toolbar or double-click on the Note anchor in the document.

5.) Reopen the Footnote window by double-clicking on the Note  anchor in the document.

6.) Edit the footnote text and then click **Close**.

7.) You can also copy text from the document into a note. Click in a place in the document where you would like to attach a new footnote.

8.) Click the **Note** button in the Study Skills toolbar.

9.) Select (drag through) some text in the document.

10.) Copy the text by pressing **Control+C**.

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- 11.) Click in the Footnote window and press **Control+V** to paste. (You can also use the **Copy** and **Paste** commands from the **Edit** menu.)

The copied text appears in the Footnote window.

- 12.) Click the **Close** button in the Study Skills toolbar.
- 13.) Delete a typed footnote by single-clicking on the Note anchor in the document and then clicking the **Delete** button in the Study Skills toolbar.
- 14.) At the confirmation dialog box, click **Yes**.

B. Adding a Sticky Note

- 1.) Click the **Sticky Note** button in the Study Skills toolbar.

The cursor changes to a crosshair.

- 2.) Click the crosshair in the document where you want to place the Sticky Note.

A small Sticky Note box appears, which will adjust in size to fit the text you enter. (In earlier versions of the software, you will have to drag the crosshairs to the desired size note.)

- 3.) Type a note directly into the note box. (In earlier versions, a Note window appears at the bottom of the document.)

- 4.) When you're finished, click on text in the document.

The Sticky Note box doesn't close and remains in the same position.

- 5.) Edit the text in the Sticky Note by clicking in the box.
- 6.) To move the Sticky Note, move the mouse pointer over the top of the box until it turns into a 4-sided arrow.
- 7.) Click and drag the box to a new location.
- 8.) To delete a Sticky Note, click on it and click the **Delete** button in the Study Skills toolbar.
- 9.) At the confirmation dialog box, click **Yes**.

C. Adding a Text Note

- 1.) Click the **Text** button in the Study Skills toolbar.

The cursor changes to a crosshair.

- 2.) Click the crosshair in the document where you want to place the Text Note.
- 3.) Type a note directly into the note box.
- 4.) When you're finished, click on text in the document.

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The Text Note box doesn't close and remains in the same position.

5.) Edit the text in the Text Note by clicking in the box.

Note: You can move and delete Text Notes in the same way you moved and deleted Sticky Notes.

6.) To change the background color for Sticky Notes and text characteristics for Text Notes and Sticky Notes, choose **Note** from the **Tools** menu and then choose **Note Options**.

7.) Experiment with different colors. Do not choose to save your settings as defaults, but be aware that this is an option users may want to use.

8.) It's easy to change a Text Note to a Sticky Note and vice versa. Right-click on a Text Note and choose Sticky Note from the popup menu.

The Text Note changes to a Sticky Note.

D. Extracting Highlighted Text, Notes, and Bookmarks

You can extract all the text you have highlighted, all the text in notes (including footnotes, Sticky Notes, and Text Notes), and all bookmark descriptions to a separate document for study purposes. To perform this exercise, be sure you have several notes, highlights, and bookmarks in the document.

1.) From the **File** menu, choose **Extract Annotations**.

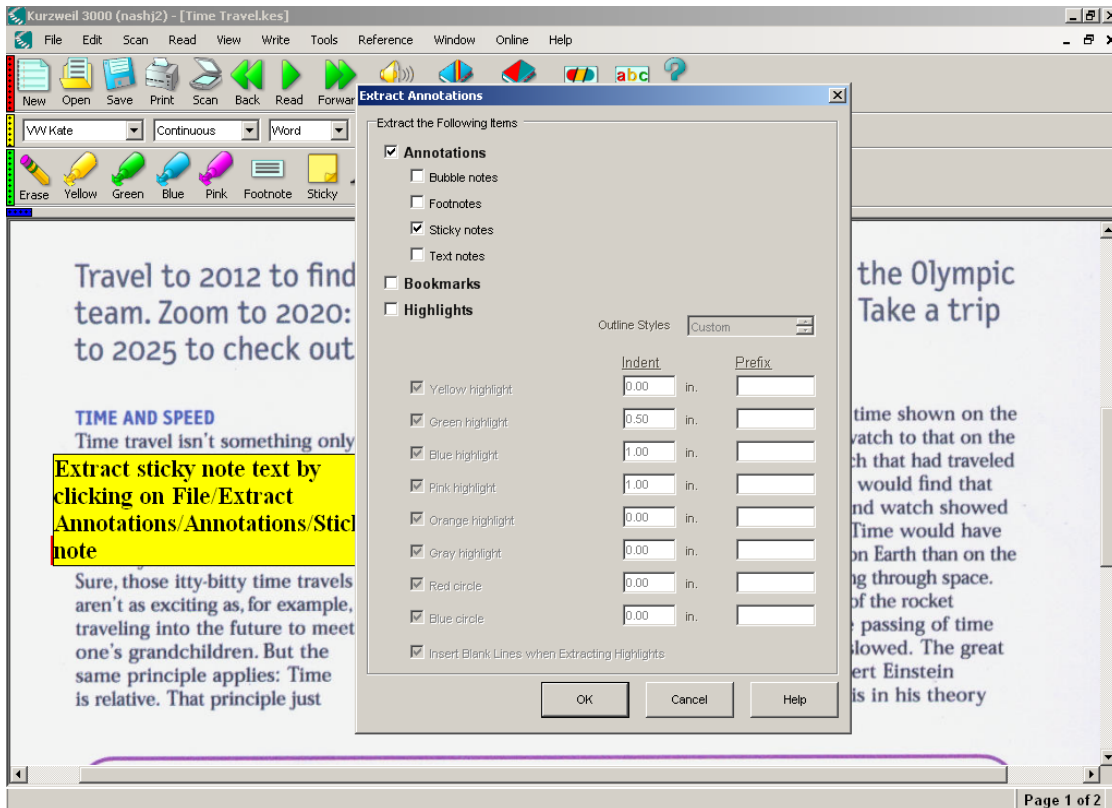
2.) From the Extract Annotations submenu, you have the option to choose **Annotations, Bookmarks, or Highlights**.

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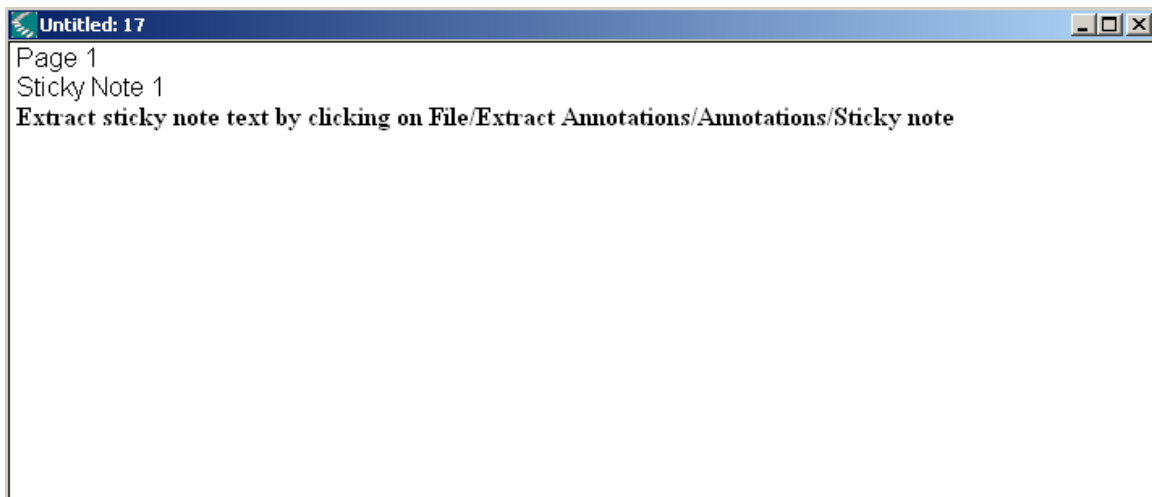
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For example: to extract a sticky note (as represented in the example above), select; **annotations, sticky notes, OK.**

A new window opens with the text from all notes. The program identifies the page the notes are on, the type of note, and the note number. You can edit, save, and print the notes as needed or have the program read them out loud by clicking Read.



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For example, to extract highlights:

1. From the **File** menu, choose **Extract Annotations**.
2. From the **Extract Annotations** submenu, choose **Highlights**, and select the color of the highlights.

A new window opens with all highlighted text. The extracted text remains highlighted in the original color. You can erase or change the highlight colors, edit, save, and print the text as needed or have the program read them out loud by clicking Read.

Note: The program offers a couple options for extracting highlighted text. For example, you can prevent highlights of specific colors from being extracted, have specific highlights be indented when extracted, and add blank lines to extracted text. To access these options, choose Options from the Tools menu and then choose Study Skills.

For example, to extract bookmarks:

1. From the **File** menu, choose **Extract Annotations**.
2. From the **Extract Annotations** submenu, choose **Bookmarks**.

A new window opens with all bookmark descriptions that are in the document.

When you have finished this module, please close the sample document **do not save it** so that the changes you have made (notes, highlights, etc.) are not saved. Close all other documents.

19. Additional Features:

See the user guide, online help, or tutorial for help on these features.

- **Test Administration and Test Taking.** Teachers can prepare tests that students can complete using Kurzweil. Students can hear the questions read at their own pace and can hear and proof their answers. Teachers can have the program pause to cue students to answer and control the reading order of material.
- **License-to-Go.** This feature allows network users access to Kurzweil 3000 in and out of the classroom by permitting use of Kurzweil 3000 without being connected to the network. In addition, individuals can log onto any networked computer and have access to their personal settings and files.
- **Access to online books, encyclopedias, and WEB access.** Individuals have access to electronic books and encyclopedias allowing for further exploration and acquisition of knowledge.

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- **Advanced scanning support.** Optical character recognition (OCR) technology provides enhanced scanning efficiency and resolution.