Kurzweil 3000™ for Windows
Tutorial

Version 10

Kurzweil 3000 for Windows™ Tutorial Version 10

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Using This Tutorial

Welcome to the Kurzweil 3000 for Windows Tutorial

This Tutorial is primarily for educators. It may also be suitable for users at the high-school level and above.

Educators may consider using certain chapters/exercises, such as *Chapter 5, Notes and the Creation of a Study Document* and *Chapter 6, Highlighting and the Creation of a Summary Document* as foundation material for student training. Students in grade five and up may be able to go through *Chapter 12, Test Taking*, independently.

A Subset of Kurzweil 3000 Features

Although this Tutorial takes a comprehensive look at Kurzweil 3000, keep in mind that the features presented represent a subset of the features in the Kurzweil 3000 software. To find details about all the features, use Kurzweil 3000 online Help pages or see the *Kurzweil 3000 for Windows User's Guide*.

More Tips Throughout

Throughout the Tutorial, *Tips* provide suggestions for ways to use the features. *More to Explore* sections highlight other options you may want to try.

This Tutorial is Modular

Each chapter in this Tutorial is modular and presents one main topic along with associated features and exercises. You can stop at the end of an exercise or a chapter and resume at another session, skip around or continue straight through.

This Tutorial Assumes the Following

- You know basic operations in Microsoft Windows®, such as file system navigation.
- Kurzweil 3000 Version 10 is installed on your system.
- You have Kurzweil 3000 for Windows Professional edition (Version 10) and a scanner installed if you plan on scanning.

What You'll Need to Complete the Tutorial

The majority of the exercises require certain documents from the Sample Documents folder, located in the following directory:

C:\Documents and Settings*your user name*\My Documents\KESI\Kurzweil 3000\Sample Documents

If you have Windows 98, look in:

C:\My Documents\Kurzweil Educational Systems\Kurzweil 3000*your user name*\Sample Documents

We highly recommend going through *Chapter 1, Kurzweil 3000 Basics*, as it contains instructions and information that you'll apply as you work in the Tutorial.

For Technical Support

For Kurzweil 3000 Technical Support call 800-894-5374. If you are calling from outside the U.S. or Canada, dial 781-276-0600.

1 Kurzweil 3000 Basics

In this chapter you'll learn about the following basic Kurzweil 3000 functions, many of which you'll need throughout the Tutorial:

- *The Benefits of Kurzweil 3000* on page 7.
- *Starting Kurzweil 3000* on page 9.
- *Exploring the Kurzweil 3000 Window* on page 10.
- *Exiting Kurzweil 3000* on page 12.
- *Exploring Kurzweil 3000 Toolbars* on page 13.
- *Showing and Hiding Toolbars* on page 14.
- *Exploring the Menu System* on page 15.
- *Applying a Toolbar Set* on page 16.
- *Exploring Keyboard Shortcuts* on page 17

- *Working with Online Help* on page 18.
- *Working with Documents in Kurzweil 3000* on page 20.
- *Opening and Saving a Document* on page 21.
- *Enlarging the Document View* on page 23.
- *Closing a Document* on page 24.

The Benefits of Kurzweil 3000

Kurzweil 3000 offers features that benefit both students and teachers.

Kurzweil 3000 enables students to be independent learners and active classroom participants by:

- Supporting language decoding. Kurzweil 3000 provides multi-sensory learning. Hear and see breaks in syllables, words, sentences, phrases or paragraphs as you read.
- Encouraging fluency. Kurzweil 3000 provides opportunities for repetition, and for customizing settings to match individuals' current and target reading and learning levels.
- Aiding self-correction. Kurzweil 3000 reads back what's typed, and provides easy-to-use reference and correction tools as students read, write, study and take tests.
- Promoting comprehension. Kurzweil 3000 study skills tools make it easy to produce many types of notes and summaries for review and to create outlines for composing writing assignments.

For teachers, Kurzweil 3000 offers quick preparation and customization of classroom and test material to meet any curriculum objective and educational initiative. You can:

- Provide students with access to a wide range of source material from scanned documents to Web pages to online books in Kurzweil 3000.
- Use Notes, color Highlighters and editing tools to automate the preparation of pre-reading and active learning aids such as vocabulary and question lists.

- Use the Bubble Notes feature to include additional instructional support such as prompts, directions and quick reading comprehension quizzes.
- Customize, enable and disable toolsets and features to accommodate multiple learning requirements and to provide a comfortable test-taking environment.

Starting Kurzweil 3000

Upon installation, Kurzweil 3000 places an icon on your desktop.

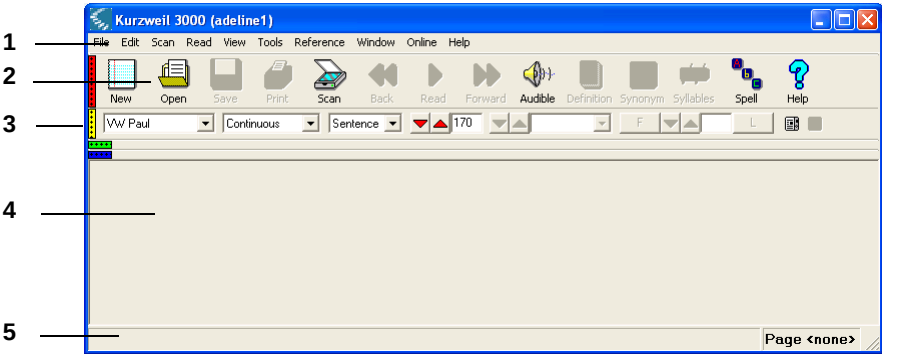
Double-click the **Kurzweil 3000** icon.

What You See: The open Kurzweil 3000 window.

If you are using Kurzweil 3000 Network edition and you see a **Welcome** window, indicating that you are logging on to the server, type in your **User Name** and click **OK**.

Exploring the Kurzweil 3000 Window

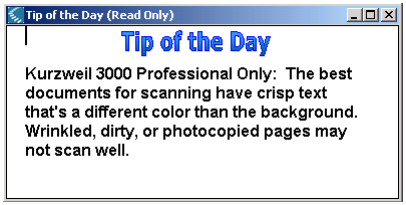
Have the Kurzweil 3000 window open and take note of its main parts:



1. **Main Menu Bar**: Access all Kurzweil 3000 commands and features.
2. **Toolbar Area**: Access frequently used commands and features. The default Kurzweil 3000 window displays the **Main** and **Reading** toolbars.

   Note: The **Scan** feature is available only in the Kurzweil 3000 Professional edition. If you are using Kurzweil 3000 Learnstation™, the **Scan** button is not available.
3. **Toolbar Toggles**: Click to show or hide the corresponding toolbar.
4. **Document Window**: View documents.
5. **Status Bar**: View system status.

You may also see the **Tip of the Day** window, such as the one shown below.



Exiting Kurzweil 3000

Continue with the Tutorial by going to the next section, which discusses the Kurzweil 3000 toolbars. At any time during this Tutorial, however, you can exit Kurzweil 3000 by doing one of the following:

- From the **File** menu in the **Main** menu bar, choose **Exit**.
- Or click the **Close** (**X**) button in the upper-right corner of the Kurzweil 3000 window.

Exploring Kurzweil 3000 Toolbars

The most important part of the Kurzweil 3000 window is the toolbar area because this is where you access the majority Kurzweil 3000 functions.

There are four standard toolbars as well as a set of specialized "Sample" toolbars, which you can show, hide, apply or customize. This chapter contains exercises for showing, hiding and applying toolbars. For information about customizing toolbars, see Kurzweil 3000 online Help or the *Kurzweil 3000 for Windows User's Guide*.

The default Kurzweil 3000 window displays the **Main** and **Reading** toolbars. You'll work with other toolbars in later sections.

The **Main** toolbar lets you access the tasks you perform most often, such as reading and opening documents, as well as word lookup. The **Scan** button is only available in Kurzweil 3000 Professional edition.

The **Reading** toolbar lets you control how Kurzweil 3000 reads. This includes the ability to control the speaker; when to pause (reading mode); how much text to highlight (reading unit); and the reading speed.

There are also some page and document view options.

This toolbar has function buttons, as well as control buttons and "drop-down" lists. To show a list, click on the arrow button. To increase or decrease the value of a setting, click the up or down control button.

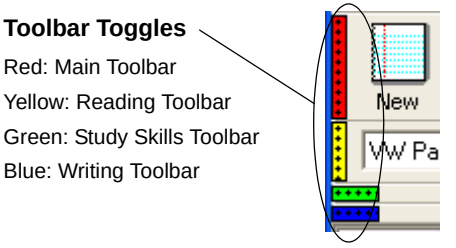
Showing and Hiding Toolbars

In this exercise, you'll display or "show" two other standard toolbars: the **Study Skills** and the **Writing** toolbars.

Showing and hiding toolbars is a handy feature for removing clutter from your Kurzweil 3000 window and for displaying only the tools you need for specific tasks, such as writing or making annotations.

If you are a teacher, this is one of the simplest ways to customize the toolset to accommodate students' unique requirements.

1. Show and hide the **Study Skills** toolbar by clicking the green toggle.



2. Show and hide the **Writing** toolbar by clicking the blue toggle.

It's also possible to use shortcut keys to show and hide toolbars:

- For the **Main** toolbar, press **CTRL+SHIFT+F9**.
- For the **Reading** toolbar, press **CTRL+SHIFT+F10**.
- For the **Study Skills** toolbar, press **CTRL+SHIFT+F11**.
- For the **Writing** toolbar, press **CTRL+SHIFT+F12**.

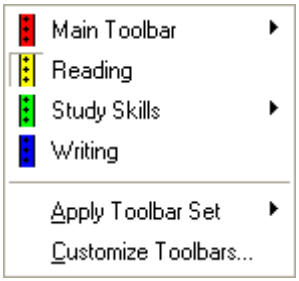
Throughout the Tutorial, you will need certain toolbars.

Exploring the Menu System

The **Main** menu bar contains all Kurzweil 3000 functions and features. Many of the functions and features in menus are also available as toolbar buttons.

There are also shortcut (right mouse button) menus throughout the program. Let's take a look at a shortcut menu.

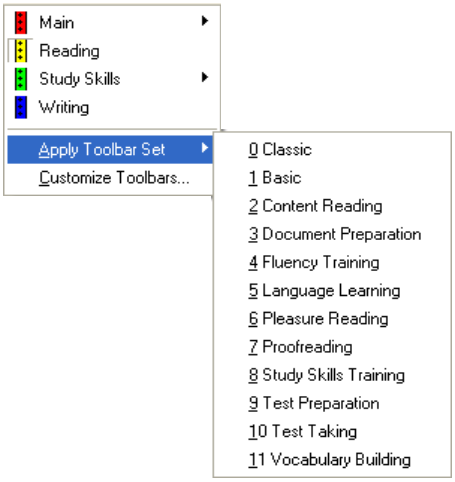
1. Place your cursor in an empty spot in the toolbar or menu area.
2. Click the right mouse button to show the **Toolbar** shortcut menu.



An arrow next to a menu item indicates that there is a submenu. Ellipses (...) indicate that there is a dialog box.

Applying a Toolbar Set

On the **Toolbar** shortcut menu, under **Apply Toolbar Set** there are additional toolbar sets that you can use for a variety of situations.



For instance, in test-taking situations, you may opt to show the **Test Taking** toolbar set, providing only the tools students need to accomplish test-taking tasks.

To display the **Toolbar** shortcut menu, place the cursor in the toolbar area and press the right mouse button.

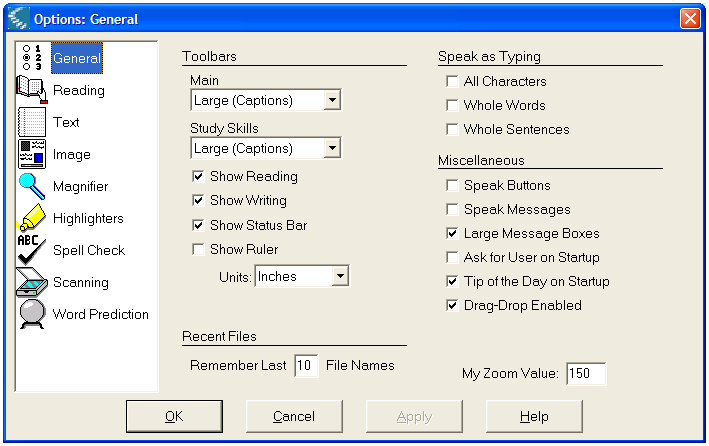
To return to the default toolbars, on the **Toolbar** shortcut menu, choose **Apply Toolbar Set**, then select **Classic**.

Note: It's possible to save a toolbar with a document. For more information, see *Saving the Toolbar with the Test Document* on page 177.

Exploring Keyboard Shortcuts

Throughout Kurzweil 3000, there are keyboard shortcuts—function keys or combinations of keys that you can press to make selections or execute commands. Kurzweil 3000 supports typical Windows shortcuts, such as **CTRL+O** to open a file, as well as Kurzweil 3000 ones, such as **CTRL+K** to magnify words.

1. Try pressing **CTRL+F1** to open the **Options** dialog.



2. A quick way to make a selection is to find an underlined letter in the selection you want, then press **ALT** plus that letter's key. For instance, all dialogs in Kurzweil 3000 have a **Help** button which, when selected, displays Help. Press **ALT+H** now to see the **Help** page.
3. When you're done, press **ALT+F4** to close the Help page.
4. Press **ALT+C** to close the **Options** dialog.

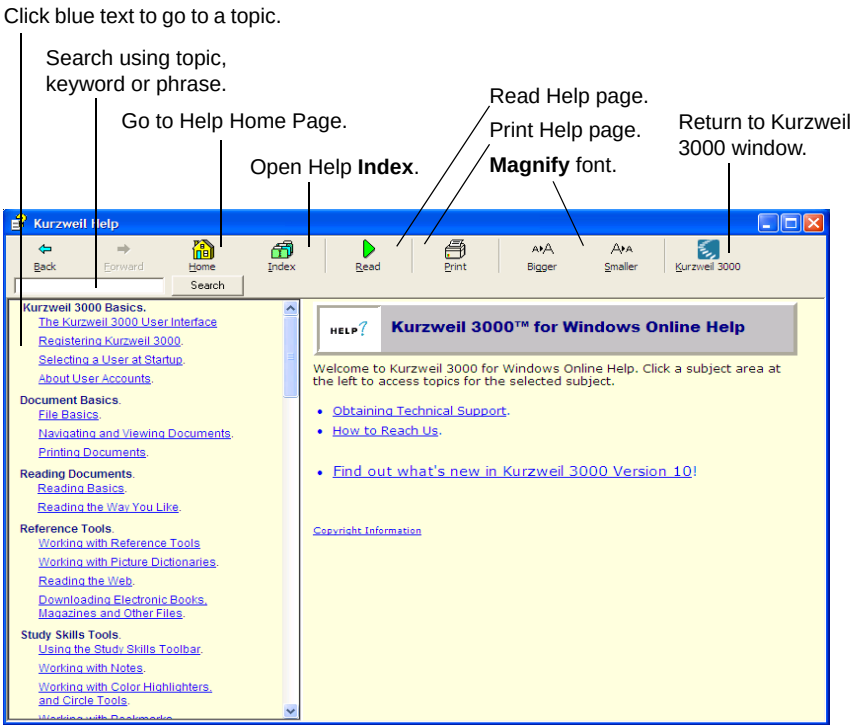
For a list of keyboard shortcuts, see Kurzweil 3000 online Help or the *Kurzweil 3000 Quick Reference*.

Working with Online Help

You should also know how to access **Help**. In this exercise, you'll explore the Kurzweil 3000 Help pages. Keep in mind that you also can find Help in dialog boxes.

1. Click the **Help** button in the **Main** toolbar to open the **Help Home** page.

What You See: The **Help Home** page.



Notice the **Search** box and button, which allows you to search by keyword or phrase.

2. Kurzweil 3000 online Help pages work like web links. To go to a topic, click the blue, underlined text.

3. Try any of the following:
   - Click a text topic in the left pane. The topic page should appear in the right pane.
   - Click in the **Search** box and type “keyboard shortcuts,” then press **ENTER**. A list of topics containing those keywords should appear in the left pane. Double-click a text topic to display the page in the right pane.

4. To read the contents of a page, click the **Read** button.

5. When you’re done, close the Help pages by clicking the **Close** button.

Working with Documents in Kurzweil 3000

You can work with almost any type of document in Kurzweil 3000, allowing you to access and use any printed material.

Image documents are documents that have image text and/or graphics. When you scan in pages, bring a document into Kurzweil 3000 by using the KESI Virtual Printer or open a TIFF file in Kurzweil 3000, you are working with image documents. These documents contain the image that you see on the screen, and “underlying text,” which is the text that the program “recognized,” and which Kurzweil 3000 reads. It’s possible to edit the underlying text to fix recognition errors so that Kurzweil 3000 reads text correctly.

In image documents, you can use Reading, Reference, Study Skills (including Notes, Color Highlighters and Text Circles) and Test Taking tools.

You’ll use an image document in the next section, *Opening and Saving a Document*.

Text documents are documents that contain text only. You can create a text document by typing text into a new Kurzweil 3000 document or by extracting text, annotations or highlighted text. You can also open an existing text file or import it.

In text documents, you can use Reading, Reference, certain Study Skills, and Writing and Editing tools.

You’ll create a text document in *Creating a Text Document* on page 126.

Opening and Saving a Document

In this exercise, you'll open a document and save it under a different name so that you can work with the newly saved document later in the Tutorial. You'll need to do this procedure frequently throughout the Tutorial.

1. Click the **Open** button in the **Main** toolbar.

   To use the keyboard shortcut, press **CTRL+O**.

2. In the "Kurzweil 3000" folder, find and double-click the "Sample Documents" folder. You can use the **TAB** key and the **ARROW** keys to navigate the dialog as you would any Windows dialog.

   What You See: The contents of the Sample Documents folder.

3. Navigate to the desired file name to open it; in this case, "Time Travel." Double-click the file to open it.

4. From the **File** menu, choose **Save As**.

5. In the **Save As** dialog that appears, click the beginning of the file name.

6. Type "my."

7. Click the **Save** button.

   To use the keyboard shortcut, press **CTRL+S.**

What You See: A copy of the document with the new name. Check the top of the Kurzweil 3000 window to see the new file name.

8. Keep this document open and continue to the next exercise to enlarge the document view.

Enlarging the Document View

Enlarging the document view can increase readability.

What You'll Need to Do This Exercise: The "my Time Travel" document that you saved and opened in Kurzweil 3000 in the previous exercise.

1. Click the up or down **Zoom** buttons in the **Reading** toolbar to make the document larger or smaller.

2. Try other options, if you like.

3. Continue to the next exercise to **Close** the document.

Closing a Document

There are three ways to close the document. You can:

- Choose **Close** from the **File** menu.
- Use the keyboard shortcut by pressing **CTRL+F4**.
- Click the second **Close** (**X**) button at the top right corner of the Kurzweil 3000 window. (Clicking the top-most **Close** box closes the Kurzweil 3000 window and stops the program.)

You’re now ready to continue to the next chapter, where you’ll learn about document preparation.

2 Document Preparation

This chapter presents the document preparation process. You'll scan a document to bring it into Kurzweil 3000 and explore a couple of features that aid in the preparation of the material for reading. Note that many of the features presented in this chapter, such as Scanning and Zone Editing, are available only in Kurzweil 3000 Professional edition.

Because this chapter takes you through a multi-featured process, you may opt to preview it, then go directly to Chapter 3, and return to these exercises when you have gained confidence in using Kurzweil 3000.

In this chapter, you'll learn about:

- *The Document Preparation Process* on page 27.
- *Scanning a Document into Kurzweil 3000* on page 31.

- *Reading as Part of Document Preparation* on page 33.
- *Changing the Reading Order Using the Zone Editor* on page 35.
- *Changing an Underlying Word* on page 46.

You'll also find more scanning information in *More to Explore: Trying Other Scanning Features* on page 48.

The Document Preparation Process

There are three main steps in the Kurzweil 3000 document preparation process:

- **Step 1:** Bring material into Kurzweil 3000. The material can be anything from a worksheet created in Microsoft Word, to a test, to entire textbook sections, to electronic files and content. You can do this by scanning pages, opening files created in other software, as well as by saving pages from the Web or by downloading files from online sources.
- **Step 2:** Read through the document to determine whether or not it is reading the way you want it to. For example, are there mispronunciations? Does the reading order make sense?
- **Step 3:** Make the desired changes using Kurzweil 3000 recognition correction and editing tools, such as the **Underlying Text Editor** and the **Zone Editor**.

When you scan a document into Kurzweil 3000, it becomes a Kurzweil 3000 image file, with the following results:

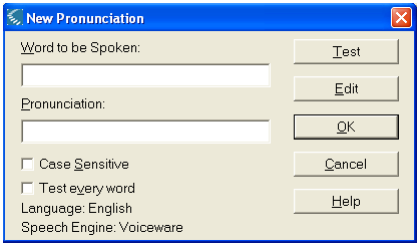
- It displays the image of the text on the screen and retains the text from the optical character recognition (“recognition”) process “under” the image. This “underlying text” is what Kurzweil 3000 reads.
- Because character recognition is not always exact, the underlying text may contain character errors and mispronunciations. (Note that mispronunciations may also be the result of the selected reading voice.)

- Kurzweil 3000 separates each chunk of recognized text into zones that you can re-order, delete, or choose to not have Kurzweil 3000 read.

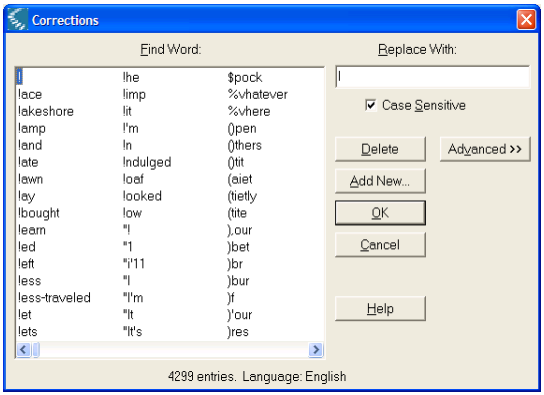
You can customize how Kurzweil 3000 reads text by using the **Zone Editor**, which is what you will do later in this chapter.

You can correct mispronunciations and recognition errors in a number of ways, as noted below. For step-by-step procedures on any of the following features, see Kurzweil 3000 online Help or the *Kurzweil 3000 for Windows User's Guide*.

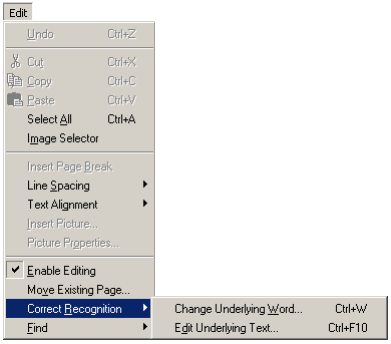
- For mispronunciations that are the result of your reading voice, use the **Pronunciations** dialog, accessible from the **Tools** menu.



- To correct a frequently occurring recognition error, add it to the **Corrections** list, accessible from the **Scan** menu.

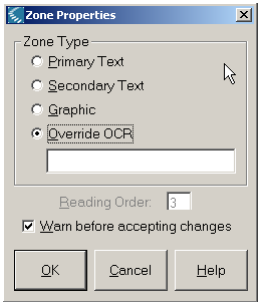


- To correct a single recognition error, you can use **Change Underlying Word**, accessible when you choose **Correct Recognition** from the **Edit** menu.

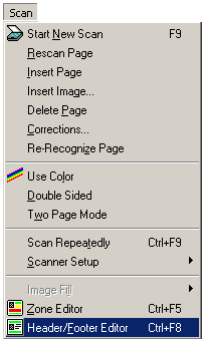


- To correct multiple recognition errors, you can use typical editing tools such as **Spell Checking**, and **Find and Replace** or **Edit Underlying Text**, accessible when you choose **Correct Recognition** from the **Edit** menu.

- To add material that did not get recognized, you can use the **Override OCR** option, accessible from the **Zone Editor Properties** dialog after you have added a zone.



- To have Kurzweil 3000 not read headers, footers or any text that appears in the same location throughout a document, select **Header/Footer Editor** from the **Scan** menu.



Scanning a Document into Kurzweil 3000

The curriculum material you use most often comes in print format. To provide your students with access to these documents, you can scan the material into Kurzweil 3000.

You can scan multiple pages as well as scan newspaper and table layouts if you have Kurzweil 3000 Professional edition. With Kurzweil 3000 Professional Color, you can also scan in color.

Keep in mind that you can also teach students to scan their own material.

In this exercise, you'll do a simple scan in black and white.

What You'll Need to Do This Exercise:

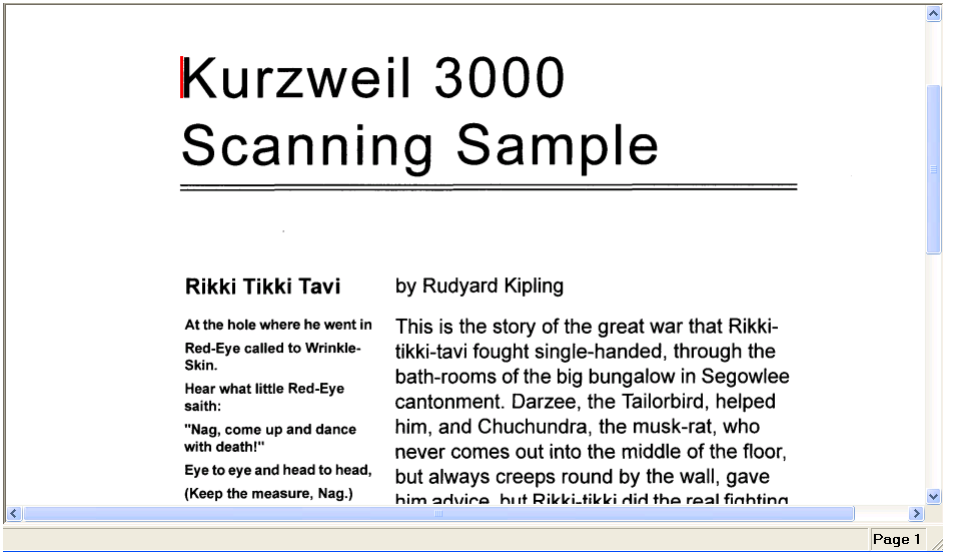
- Kurzweil 3000 Professional edition and a properly installed scanner.
- A document to scan. In this case, use the Scanning Sample page at the back of the Tutorial. This exercise shows you the results of scanning that page.
- The open Kurzweil 3000 window.

1. Place the document face down on the scanner.

2. In the Kurzweil 3000 **Main** toolbar, click the **Scan** button.

The keyboard shortcut for starting a new scan is **F9**.

What You See: The image of the document. Note that aspects of your scanned document, such as the page number may differ from the illustrations in this Tutorial.



3. **Save** and rename the document:

   Click the **Save** button in the **Main** toolbar to display the **Save As** dialog. Rename the document “Scan Sample,” then click **Save**.

4. If you are exploring the document preparation process, continue to the next exercise, *Reading as Part of Document Preparation*.

Reading as Part of Document Preparation

In preparing a document for students, it's important to read through it after bringing it into Kurzweil 3000.

As you read through the document:

- Notice the order in which Kurzweil 3000 reads the material. This is the ideal time to consider whether you want to change the reading order or have Kurzweil 3000 not read certain chunks of text. You can change the reading order using the **Zone Editor** from the **Scan** menu.
- Listen for mispronunciations, which are an indication that there are recognition errors and that you'll need to change how Kurzweil 3000 reads the text. One way to correct recognition errors is to use **Correct Recognition** from the **Edit** menu.

What You'll Need to Do This Exercise:

- The open Kurzweil 3000 window.
- An open document in the Kurzweil 3000 window. You can use the Scanning Sample page from the previous exercise.

1. In the document you are preparing, click where you want to start reading, then in the **Main** toolbar, click the **Read** button. To use the keyboard shortcut to start reading, press **F3**.

   If you are using the "Scan Sample.kes" document from the previous exercise, click before the title, then click **Read**.

2. Go through the document and listen for mispronunciations, and reading order.

What You Hear: If you are using the Scanning Sample page, one possible error is the mispronunciation of the word “Tavi” in the footer.

Note: Because each recognition process produces unique results, the errors you encounter may be different from what’s presented in this Tutorial.

3. If you are exploring the document preparation process, continue to the next exercise.

Changing the Reading Order Using the Zone Editor

When you scan documents into Kurzweil 3000, the program recognizes blocks of text from the original, including page numbers, footnotes, captions and sidebars, as individual “zones.”

When Kurzweil 3000 reads the document, it reads everything it recognizes and reads the zones in the order in which they appear. This may not be the preferred or ideal reading order. For instance, suppose there is a sidebar on the page. You may want Kurzweil 3000 to read the sidebar contents after reading the primary text, not before.

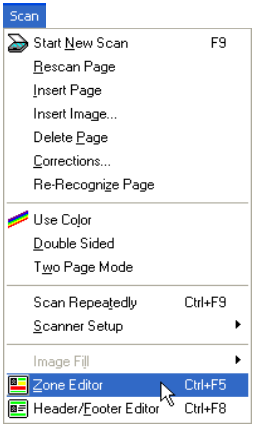
If you determine that your document could benefit from changing reading order or from having Kurzweil 3000 not read certain text, use the **Zone Editor** to re-order the zones. It’s best to do this before you perform other editing tasks.

In this exercise, you’ll change the reading order of zones and hear the results.

To do this exercise, use the “Scan Sample.kes” file you scanned in a previous exercise.

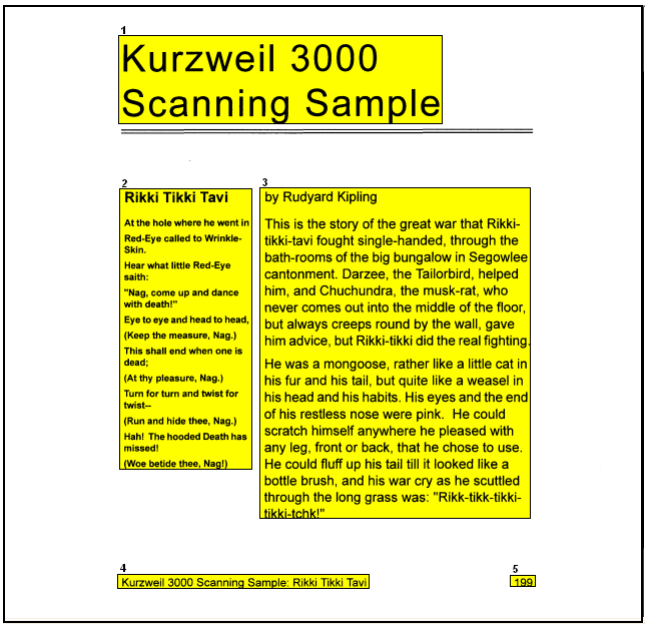
The screen shots in this exercise are of “Scan Sample.kes.”

1. From the **Scan** menu, select **Zone Editor**.



If you find that you need frequent access to this command, consider committing its keyboard shortcut, **CTRL+F5**, to memory.

What You See: The document in **Zone Edit** mode. Each text block is a separate, yellow-highlighted “zone” with an assigned number indicating reading order.

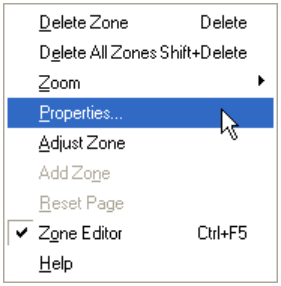


By default, all zones are **Primary Text** zones, meaning they are read in reading order, left to right and down the page.

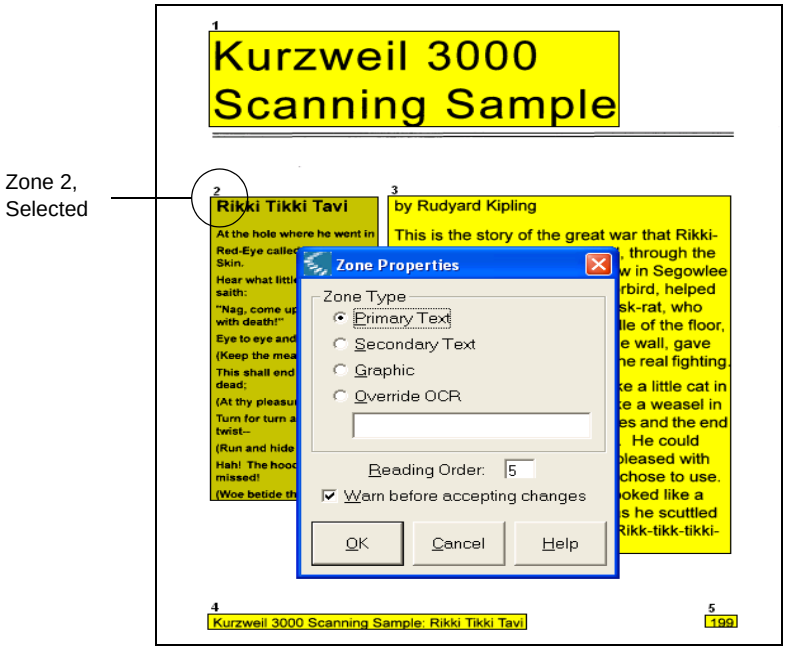
It’s possible to change a zone to **Secondary Text**, which is not read unless the reader clicks it, or to **Graphic**, which Kurzweil 3000 treats as art and does not read.

2. Change a zone to **Secondary Text** (in this case, zone 2, the sidebar text).

   Click the desired zone, then hold down the right mouse button to display the **Zone Editor** shortcut menu. Select **Properties**.

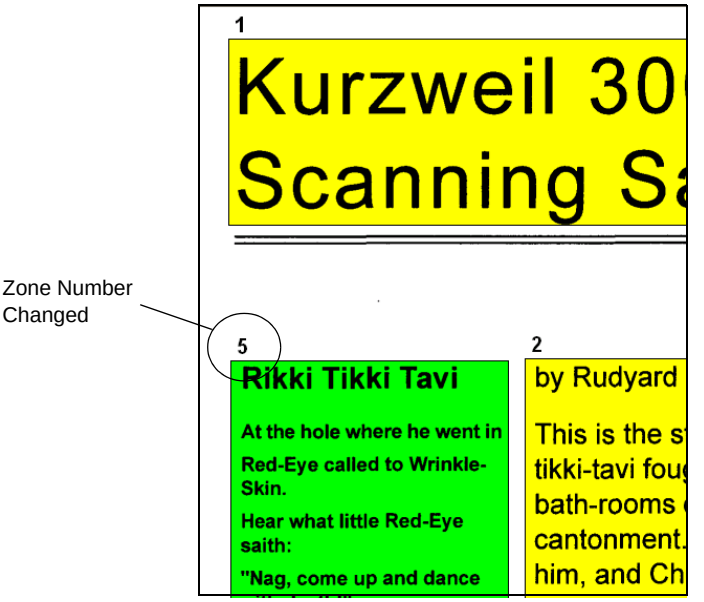


What You See: The selected zone's color dims and the **Zone Properties** dialog opens.



3. Select **Secondary Text**, then click **OK**.

What You See: The zone number changes and the color of the changed zone is now green.



4. Change a zone's property to **Graphic** (in this case, zone number 4), containing the page number.

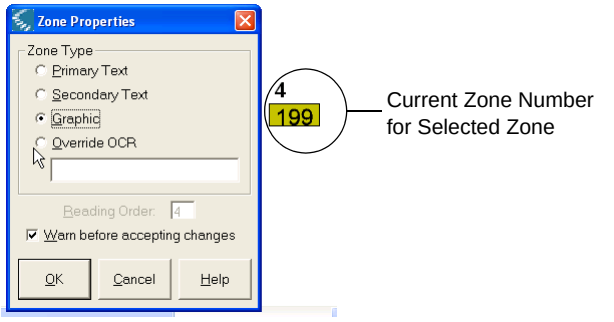
This setting directs Kurzweil 3000 to not read the zone.

Click the desired zone, then hold down the right mouse button to show the **Zone Editor** shortcut menu.

Select **Properties**.

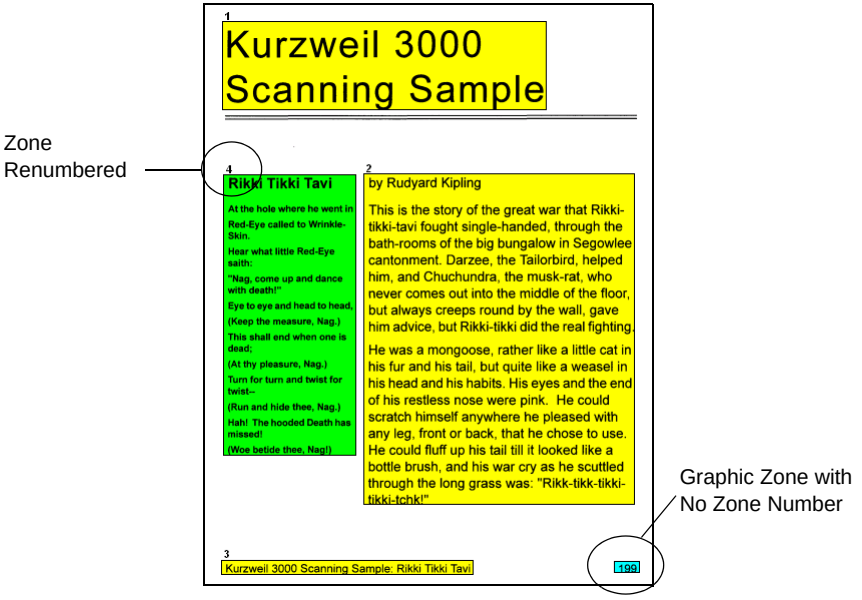
In the **Zone Properties** dialog, click **Graphic**.

Click **OK**.



What You See: The zone color changes to light blue, and there is no longer an associated zone number.

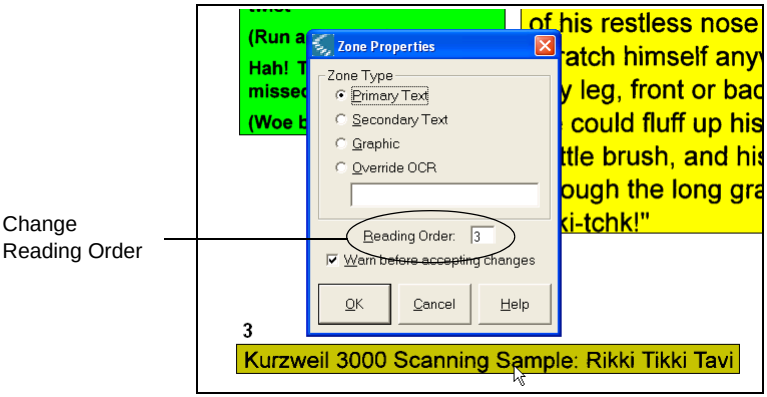
What You See: In addition, notice that other zones may have been renumbered. If you have been following along with this document, the zone that you marked as a secondary zone earlier now has a different zone number, in this case, 4.



5. Re-order a zone.

Click on the desired zone (in this case, zone 3 in the footer), then hold down the right mouse button to show the **Zone Editor** shortcut menu.

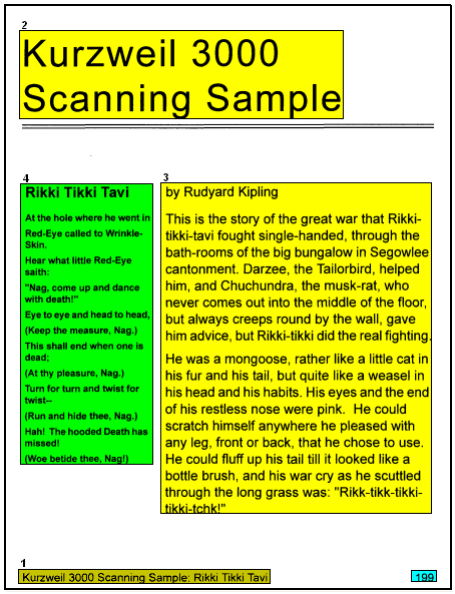
Select **Properties**.



In the **Zone Properties** dialog, click in the **Reading Order** box and type “1.”

Click **OK**.

What You See: Renumbered zones throughout the document.



6. When you're done with zone editing, display the **Zone Editor** shortcut menu, then click **Zone Editor** to deselect it, or press **CTRL+F5**.

7. In the message that appears, click **Yes**.

What You See: The document in its original view.

8. Click **Read** to hear how the zone editing affected the reading order.

What You Hear: If you have been following along with the Scanning Sample document and have made all the changes in the previous exercise, you hear Kurzweil 3000 read the footer first, the title next, then the body.

It skips the sidebar text because it is labeled as Secondary Text. To hear Secondary Text, you must click at the beginning of the text and click **Read**.

Notice that Kurzweil 3000 does not read the page number.

9. If you want to end here, you may **Save** the document and **Close** it; otherwise continue to the next exercise.

Changing an Underlying Word

When you scan a document, it goes through a recognition process. Kurzweil 3000 displays the image of the text on the screen and retains the text from the optical character recognition (“recognition”) process “under” the image.

There may be times when the process produces errors. For example, a common error is mistaking the letter “i” for the letter “l.”

If you scanned in the Scanning Sample page earlier and read through it, you may have heard just such an error in the word “Tavi” in the footer. Kurzweil 3000 may have read “Tavl” instead of “Tavi.”

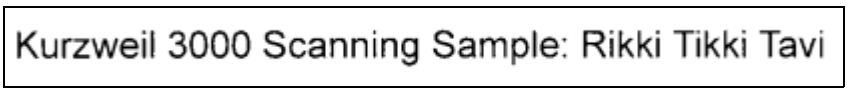
In this exercise, you’ll change the underlying text for that word.

Note: Because each recognition process produces unique results, the errors you encounter may be different from what’s presented in this Tutorial.

What You’ll Need to Do This Exercise:

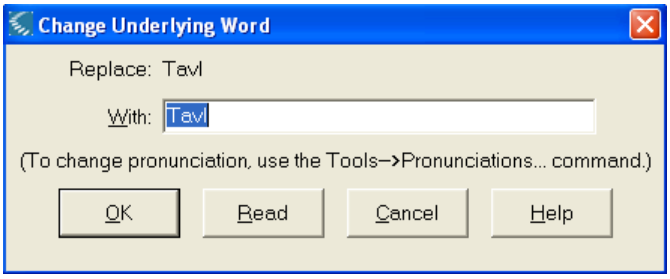
- The “Scan Sample.kes” document open in Kurzweil 3000.
- A possible recognition error. If there aren’t any in your document, it’s OK to use any word to gain some practice through this exercise; just remember not to save the changes you make.

1. Click the word “Tavi” in the footer.

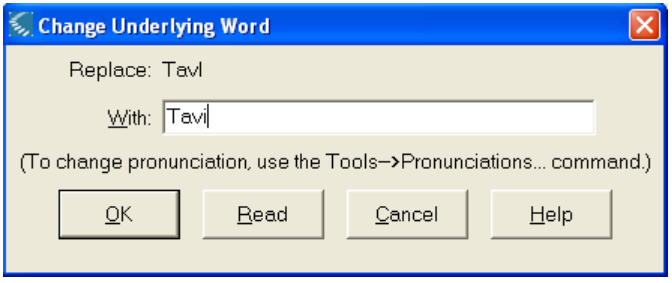


2. From the **Edit** menu, choose **Correct Recognition**, then choose **Change Underlying Word** or use the shortcut keys **CTRL+W**.

What You See: The **Change Underlying Word** dialog with the underlying text, spelled “Tavl.” Keep in mind that this is the recognized text and the text that you hear Kurzweil 3000 read.



3. Click inside the **Replace with** box, and type “Tavi” (with the letter “i” at the end).



4. Check to ensure the word is read correctly by clicking **Read**.
5. Click **OK**.
6. **Save** the document, if you want, and **Close** it.

More to Explore: Trying Other Scanning Features

While there are several more features on the **Scan** menu, you may want to try some of the following.

Problem or Type of Scan:	**Use:**
Scan multiple pages when scanning using the flatbed.	**Scan Repeatedly** to add a new page after the current page in the scanned document.
Rescan.	**Rescan Page** to replace the current scanned page with the new scanned page.
Insert a page.	**Insert Page** to insert a new scanned page before the current page.
Delete a page.	**Delete Page** to remove the current page.
Scan a color document.	**Use Color** to scan in color.

For detailed information, see Kurzweil 3000 online Help or the *Kurzweil 3000 for Windows User's Guide*.

Teaching and Learning Tips

Once you have the document brought in and edited for recognition errors and reading order, consider the following:

- Use Notes and/or instructions for students. See *Chapter 5, Notes and the Creation of a Study Document*.
- Use highlighters to help readers identify types and levels of information. See *Chapter 6, Highlighting and the Creation of a Summary Document*.
- Extract highlights to create outlines and study guides. See *Chapter 6, Highlighting and the Creation of a Summary Document*.
- Use the **Send To Email** feature to send documents home from Kurzweil 3000 through e-mail. Find details in Kurzweil 3000 online Help.

If you find you are primarily doing document preparation tasks, consider using the **Document Preparation** toolbar for easy access to the tools you need. Show this toolbar by selecting it from the **Apply Toolbar Set** menu. See *Chapter 1, Kurzweil 3000 Basics*.

3 Reading and Reading Settings

In this chapter, you'll learn about:

- *Reading in Kurzweil 3000* on page 52.
- *Starting and Pausing Reading* on page 52.
- *Changing Reading Settings* on page 54.

You'll also find Language Learning Options in *More to Explore: Accommodating Language Learning* on page 57.

Reading in Kurzweil 3000

Kurzweil 3000 Reading is designed to improve comprehension, support independent reading and increase reading speed.

It provides multi-sensory support. You not only hear the words read out loud, but you also see each word highlighted.

As with all Kurzweil 3000 functionality, there are many ways to tailor Reading to accommodate individual preferences and different learning abilities, requirements and goals.

Starting and Pausing Reading

In this exercise, you'll open a document and start and pause reading.

What You'll Need to Do This Exercise: The document entitled "Condor" from the "Sample Documents" folder.

1. Find and **Open** the document "Condor" from the "Sample Documents" folder.

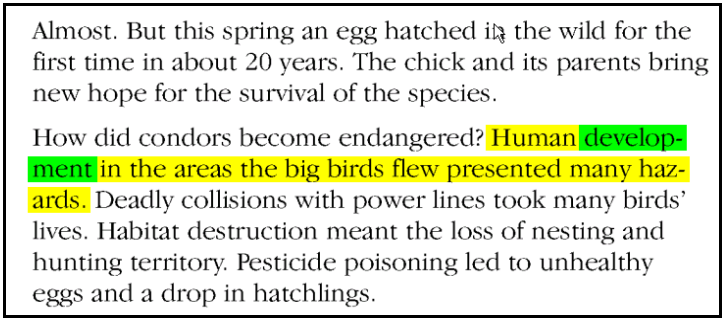
2. Click where you want Kurzweil 3000 to begin reading.

3. Click the **Read** button.

What You Hear: Kurzweil 3000 begins reading out loud.

What You See: As Kurzweil 3000 reads, it uses two-color highlighting to help you follow along.

By default, Kurzweil 3000 highlights the entire sentence in one color and the spoken word in another color.


Almost. But this spring an egg hatched in the wild for the first time in about 20 years. The chick and its parents bring new hope for the survival of the species.

How did condors become endangered? Human develop-ment in the areas the big birds flew presented many haz-ards. Deadly collisions with power lines took many birds' lives. Habitat destruction meant the loss of nesting and hunting territory. Pesticide poisoning led to unhealthy eggs and a drop in hatchlings.

Take a quick look at the **Read** button; it is now the **Pause** button.

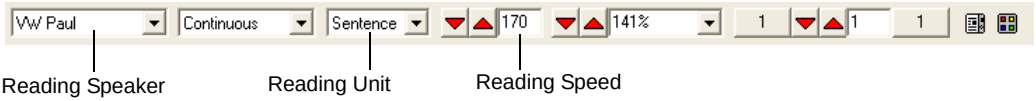
4. Click the **Pause** button to have Kurzweil 3000 stop reading.

5. Proceed to the next exercise to change the Reading Unit and Reading Speed. Or if you want to end here, **Close** the document.

Changing Reading Settings

There are a number of **Reading** settings. The most frequently used ones are available as buttons on the **Reading** toolbar; others are in the **Reading** pane, accessible from the **Tools Options** menu.

In this exercise, you'll change the **Reading Speaker**, **Reading Unit** and **Reading Speed** from the **Reading** toolbar.

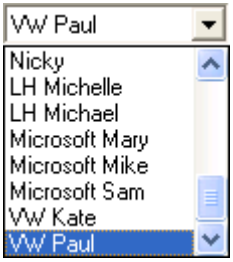


What You'll Need to Do This Exercise: The document entitled "Condor" from the "Sample Documents" folder.

1. **Open** the document "Condor" from the "Sample Documents" folder, if it isn't already open.

2. Change the reading speaker.

   Click the **Reading Speaker** list arrow.

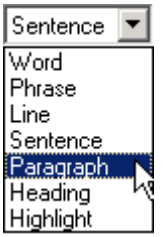


   Note that the list you see is based on your system's speech engine.

3. Change the reading unit:

Click the list arrow in the **Reading Unit** box.

Select **Paragraph**.



This setting is useful for checking organization of thought.

4. Click the **Read** button to hear the selected reading unit.

What You See: Kurzweil 3000 now highlights the paragraph and the spoken word.

When Reading Unit is set to Paragraph, Kurzweil 3000 highlights the entire paragraph in one color and the spoken word in another color.

Almost. But this spring an egg hatched in the wild for the first time in about 20 years. The chick and its parents bring new hope for the survival of the species.

How did condors become endangered? Human development in the areas the big birds flew presented many hazards. Deadly collisions with power lines took many birds' lives. Habitat destruction meant the loss of nesting and hunting territory. Pesticide poisoning led to unhealthy eggs and a drop in hatchlings.

5. Click the **Pause** button to stop reading.

6. Try changing the unit to **Line** or **Phrase**. When you're done, return the unit to **Sentence**.
7. Change the reading speed by doing one of the following:

   Click the **Up** or **Down** arrow in the **WPM** (Words Per Minute) box to increase or decrease the value.

   Or click the value box and type the value you want. Try 200.
8. Click the **Read** button to hear the new reading speed. When done, click **Pause**.
9. Now try 90, then click **Read**. What do you hear? When you're done, click **Pause** and reset the WPM to 170.
10. **Close** the document without saving it.

Teaching and Learning Tips

If your goal is to improve reading and comprehension, begin with the **Word** reading unit.

If your goal is to increase reading speed, start with a comfortable speed or a target speed. With mastery, increase the speed.

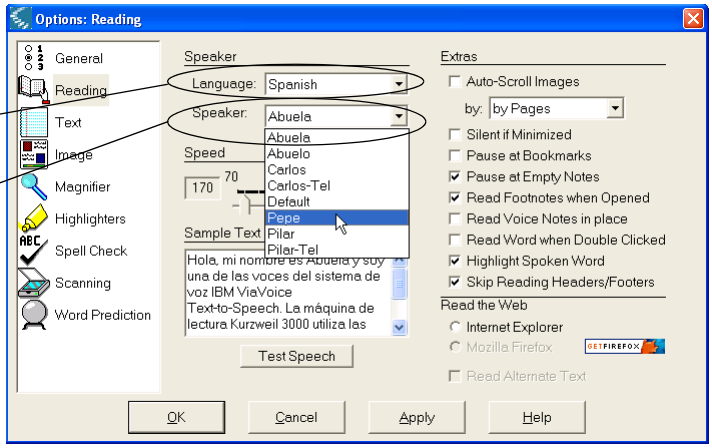
More to Explore: Accommodating Language Learning

Kurzweil 3000 supports many languages. To explore a document for language learning, **Open** “Josefina,” a Spanish document from the “Sample Documents” folder.

Open the **Reading** pane, accessible from the **Tools Options** menu, and select the desired language from the **Language** list (in this case, **Spanish**). Notice that the **Speaker** list changes; you can select an alternate speaker from this list. Click **Apply** and then **OK**.

Change Reading Language.

When you change the **Language**, the **Speaker** list also changes.



Click **Read** to hear the document in the newly selected language.

Note: To scan a document that is in another language, use the **OCR Language** list in the **Scanning** pane, accessible from the **Tools Options** menu.

4 Reference Tools

In this chapter, you'll learn about:

- The Syllables, Synonyms and Definition features in *Reference Tools* on page 60.
- *Looking Up a Word* on page 60.

In addition, there are two exercises of interest: *Creating a Word List Containing Definitions* on page 64, in which you'll learn how to create a study document by looking up and dragging and dropping definition text, and *More to Explore: Using Online Encyclopedias* on page 70, in which you can explore Kurzweil 3000 Online Encyclopedia lookup.

Reference Tools

Kurzweil 3000 provides a comprehensive set of reference tools, including dictionary, synonyms, syllables and spelling lookup, designed to help students improve vocabulary and increase word knowledge while reading.

Looking Up a Word

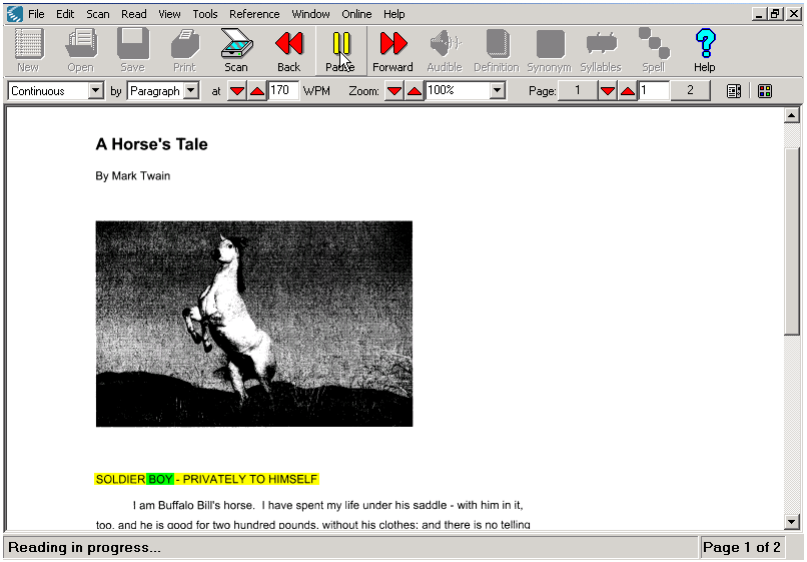
In this exercise, you'll copy a document from the "Sample Documents" folder and use it to explore three lookup tools: **Spelling**, **Syllables** and **Synonyms**.

What You'll Need to Do This Exercise: The document entitled "Horse's Tale," from the "Sample Documents" folder. It's not necessary to save this document.

1. **Open** "Horse's Tale" in the Sample Documents folder.

2. Click the **Read** button in the **Main** Toolbar.

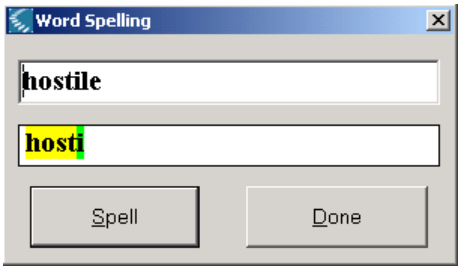
What You See and Hear: Kurzweil 3000 reading the document aloud and highlighting words as it reads.



3. Click the **Pause** button when you come across a word that you want to spell out loud, then double-click the word. Try “hostile.”

4. Click the **Spell** button in the **Main** toolbar.

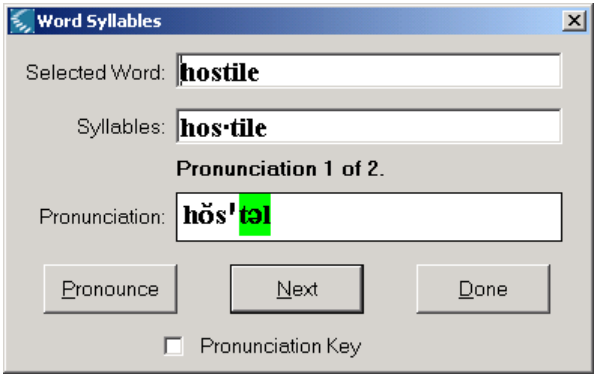
What You See and Hear: The **Word Spelling** dialog and Kurzweil 3000 saying and spelling the word while displaying each letter.



5. Click **Done** to close the dialog.

6. Click the **Syllables** button.

What You See and Hear: The **Syllables** dialog and Kurzweil 3000 saying the word and emphasizing the syllables.

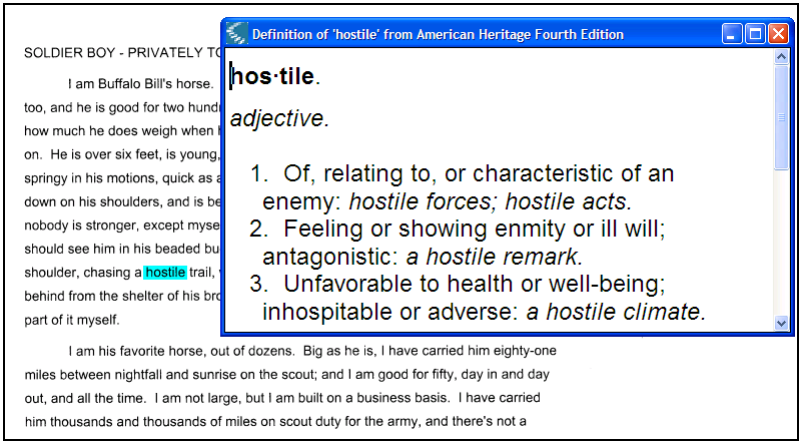


Notice the **Next** button. It is an indication that this word has additional pronunciations. Click **Next** to give it a try.

7. Click **Done** to close the dialog.

8. With the word still selected, click the **Synonym** button.

What You See: The **Synonym** window.



Read

9. Click **Read** to hear the contents of the **Synonym** window. When you're done, click the **Close** button in the **Synonym** window.

10. With the word still selected, click the **Definition** button.

What You See: The **Definition** window.

Read

11. Click **Read** to hear the contents. When you're done, click the **Close** button in the **Definition** window.

12. **Close** the document.

Creating a Word List Containing Definitions

In this exercise, you'll create a text document that will become a word list and display it side by side with another document. Next, you'll work with the Definition lookup tool and drag and drop definition text into the new word list document.

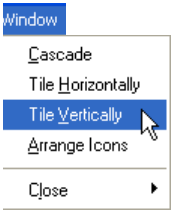
What You'll Need to Do This Exercise: The "Horse's Tale" document from the "Sample Documents" folder.

1. **Open** the "Horse's Tale" document from the "Sample Documents: folder.

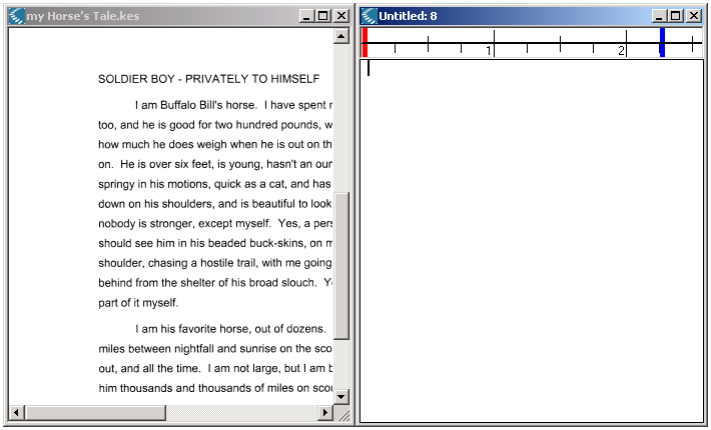
2. Click the **New File** button in the **Main** toolbar.

What You See: The new text document covers the currently open document.

3. From the **Window** menu, choose **Tile Vertically**. (You could also choose **Tile Horizontally** if you are more comfortable with a horizontal display.)



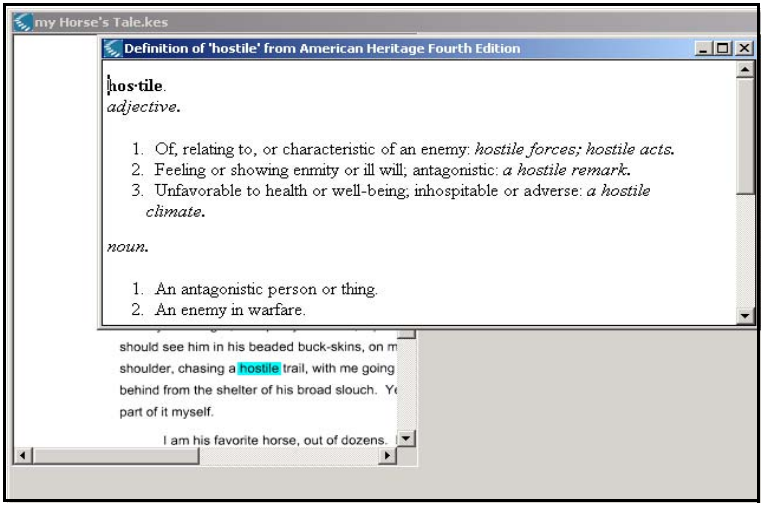
What You See: The documents side by side. Note that there may be slight differences between your documents and the ones in the Tutorial illustrations.



4. In the “Horse’s Tale” document, select a word. In this example, the Tutorial is using the word “hostile.”

5. Click the **Definition** button.

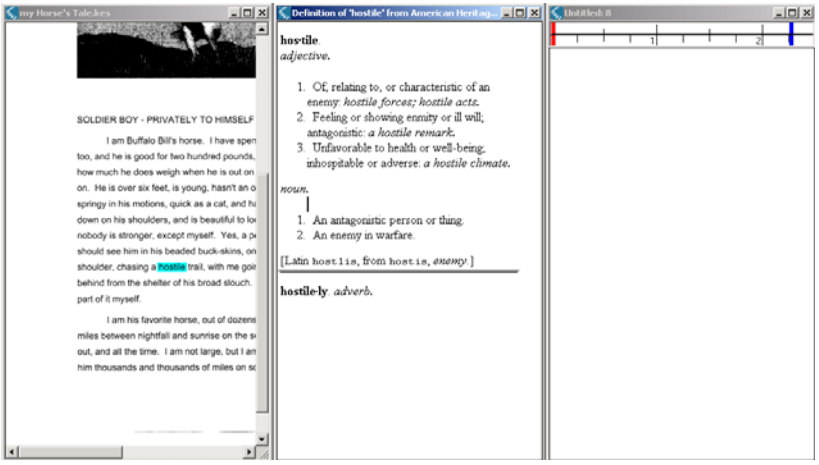
What You See: The **Definition** window.



6. Click **Read** to hear its contents.

7. From the **Window** menu, choose **Tile Vertically** again to display the **Definition** window along with the “Horse’s Tale” document and the word list document.

What You See: There should be three panes.

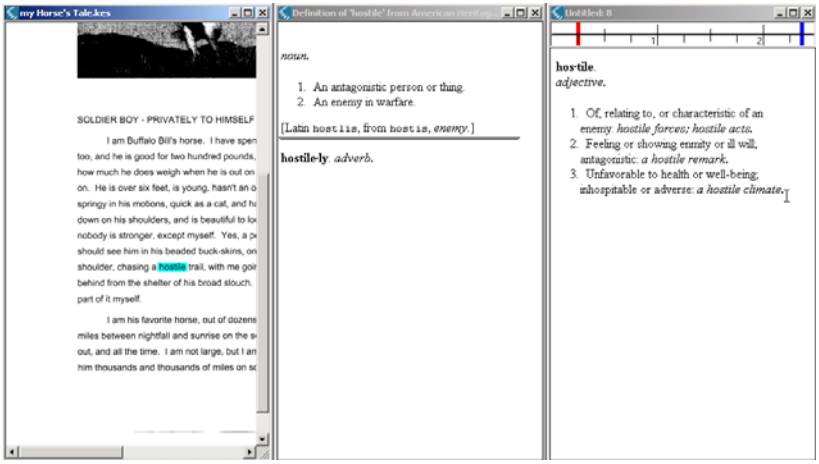


Document Window Definition Window New document Window

8. Now copy the definition text to the new document by selecting it and dragging and dropping it.

Note: When you drag and drop text from the **Definition** window, it temporarily appears to be empty.

What You See: The definition text “dropped” into the word list document.



Definition Dragged into the New Document.

9. If you want, find additional definitions and drag and drop them into the word list document.

10. When you’re done, click the **Close** button in the original document window to close it.

11. **Save**, rename and **Close** the word list document.

Teaching and Learning Tips

Once you have created the word list document, you can distribute it to both your Kurzweil 3000 and non-Kurzweil 3000 students as a pre-reading document.

Students who use Kurzweil 3000 can then have the program read the material, perhaps even repeatedly, to learn the content.

If you have students adept at using Kurzweil 3000, you can have them follow these instructions to create their own word lists from which they can study new vocabulary.

You can create other study documents easily by using **Notes**, **Highlighters**, and the **Extract** feature. See the next two chapters.

More to Explore: Using Online Encyclopedias

In addition to **Definition**, **Syllable** and **Synonym** lookup, Kurzweil 3000 also provides an **Online Reference Lookup** feature, accessible from the **Online** menu.

Using this feature, you can search through a set of online encyclopedias and reference sites, such as Columbia and Wikipedia, for the information you want.

Here are some helpful notes to keep in mind:

- To use this feature, your system must have Internet access.
- If you've worked with the other Kurzweil 3000 lookup tools, you know that there are two ways to do this: type a word or select a word.
- When opting to look up a word you type, you don't need to have a document open.
- Additionally, when using the **Online Reference Lookup** feature, you can look up a word or phrase.

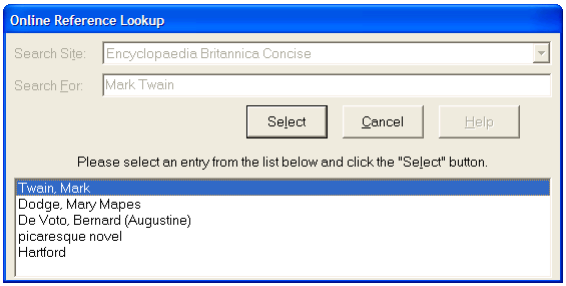
In the following exercise, you'll select a word to look up and type a word to look up.

1. Open a document of your choice. To use the same document presented in this exercise, find and **Open** "Horse's Tale" from the "Sample Documents" folder.

2. Try one or both of the following methods:

Method A: **Look up a selected word or phrase:** With the "Horse's Tale" document open, select **Mark Twain** in the "by" line, then select **Online Reference Lookup** from the **Online** menu. In the **Online Reference Lookup** dialog, select **Encyclopedia Britannica Concise** from the **Search Site** list. Click **Search**.

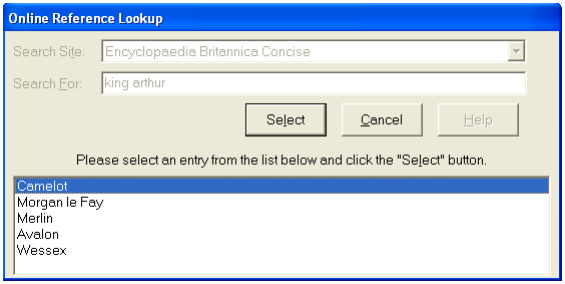
What You See: The search results. You can follow the links to other information and articles.



You can **Read** the contents and/or **Close** the window.

Method B: **Look up a typed word or phrase:** Select **Online Reference Lookup** from the **Online** menu. This time in the **Online Reference Lookup** dialog, select **Encyclopedia Britannica Concise** from the **Search Site** list, then type the word or phrase you want (in this case, "king arthur"). Then click **Search**.

What You See: The search results. You can follow the links to other information and articles.



3. **Close** any windows when you're done.

5 Notes and the Creation of a Study Document

In this chapter, you'll learn about:

- *Kurzweil 3000 Notes* on page 75.
- *Creating and Working with Sticky Notes and Text Notes* on page 77.
- *Creating and Working with Footnotes* on page 81.
- *Showing and Hiding Notes* on page 84.
- *Creating a Study Document by Extracting Notes* on page 85.

You'll also find out how to delete notes in *More to Explore: Deleting a Note* on page 89, and how to find notes in *More to Explore: Finding Notes in a Document* on page 89.

Kurzweil 3000 Notes

There are many ways to take notes in Kurzweil 3000: the color Highlighters work similarly to highlighter pens, and with half a dozen colors, they are a convenient way of noting different levels of information. Text and Sticky Notes allow you to embed annotations. Kurzweil 3000 can read highlighted text as well as contents in Text and Sticky Notes. Voice Notes enable you to record annotations. Bubble Notes are teacher-created, interactive instructional support. In addition there are Footnotes and Text Circle tools.

If you are a student, you can use these study skills tools to help you remember key points, to create study notes and questions, and/or to insert footnotes in research papers. Knowing how to use Text Notes is also important for taking tests using Kurzweil 3000. Bubble Notes can enable you to respond to your instructor's prompts and/or questions.

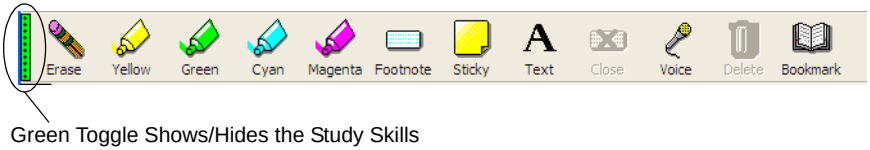
If you are a teacher, Kurzweil 3000 Notes can help you embed reminders, and additional information in class work as well as in test material. Bubble Notes are especially useful as instructional support, allowing you to add prompts and questions to ensure that students stay on task and/or are comprehending the material.

In this chapter, you'll work with Sticky, Text and Footnotes. For information on Voice Notes, see Kurzweil 3000 online Help or the *Kurzweil 3000 for Windows User's Guide.* For information and exercises on:

- Color Highlighters, see *Highlighting Text in a Document* on page 91.
- Text Circle tools, see *Using the Text Circle Tool for Multiple Choice* on page 188.

To show the Study Skills toolbar:

To do the exercises in this chapter, you must have the **Study Skills** toolbar showing.



Click the green **Toggle** along the left edge of the Kurzweil 3000 toolbar area to show or hide the **Study Skills** toolbar. You can also use **CTRL+SHIFT+F11**.

Creating and Working with Sticky Notes and Text Notes

In this exercise, you'll copy a document from the "Sample Documents" folder and work with Sticky Notes and Text Notes.

Note: Sticky and Text Notes are available only in image documents.

Sticky Notes are helpful as reminders and prompts and are useful for embedding instructions and questions.

Text Notes are useful not only for adding study notes to documents, but they are also the tool you use to fill out forms, worksheets, and tests in Kurzweil 3000.

It's possible to "extract" Sticky Notes and Text Notes into a new text document, which you can then use as a study document. See *Creating a Study Document by Extracting Notes* on page 85.

What You'll Need to Do This Exercise: The document entitled "Horse's Tale."

1. Find "Horse's Tale" in the "Sample Documents" folder. **Copy** it, rename it "my Horse's Tale," and **Open** it.

2. Create a Sticky Note:

Click the **Sticky** Note button in the **Study Skills** toolbar.

Because Sticky Notes cover the images below, you may want to place them in empty spaces. Margins are ideal spots.

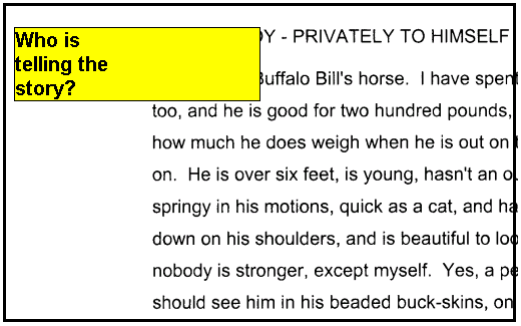
Click in the margin where you want to place the note.

Type your note. In this case, “Who is telling the story?”

To create new text lines in the Sticky Note, press the **Enter** key for a hard return.

When you are done, click outside the note.

What You See: The Sticky Note in the margin.

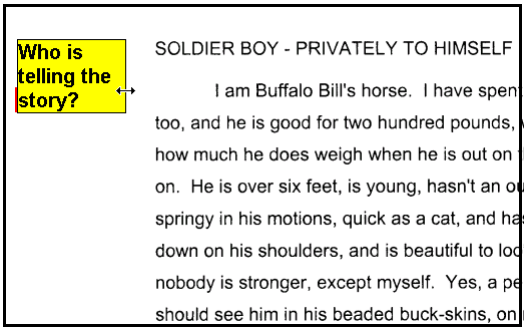


3. Resize the Sticky Note:

Point to the left or right border to show the size arrow.

Move the mouse side to side until the note is the desired size.

What You See: The resized Sticky Note.



4. Move the Sticky Note:

Point to the top or bottom border of the note to show the four-arrowed compass.

Move the note to a new location.

5. Create two more Sticky Notes in the same way, if you want additional practice.

6. Create a Text Note:

Click the **Text** Note button in the **Study Skills** toolbar.

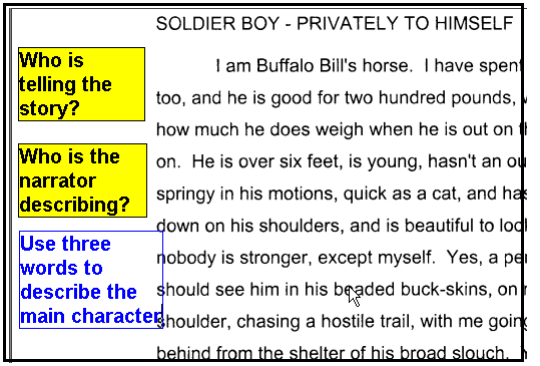
Click where you want to place the note.

In the empty Text Note, type the desired text. If you want to follow our example, type: “Use three words to describe the main character.”

To create new text lines, use the **Enter** key for line breaks.

When you are done typing, click outside the note.

What You See: Notice that the Text Note is transparent.



7. Edit a note:

Click inside the desired note. Use text editing functions to edit it.

When you're done, exit the note by clicking outside it.

8. This is a good time to **Save** the document.

9. To read a Sticky Note or Text Note: Click inside it, then click the **Read** button.

10. When you're done, click outside the note.

11. Continue to the next exercise. If you need to end here, click the **Close** button.

Creating and Working with Footnotes

Footnotes work in either image or text documents. Each footnote has a numbered anchor and is associated with the text in which you place it. Footnotes are ideal for research papers and study documents.

What You'll Need for This Exercise: The document entitled "my Horse's Tale" from the previous exercise.

1. **Open** "my Horse's Tale."

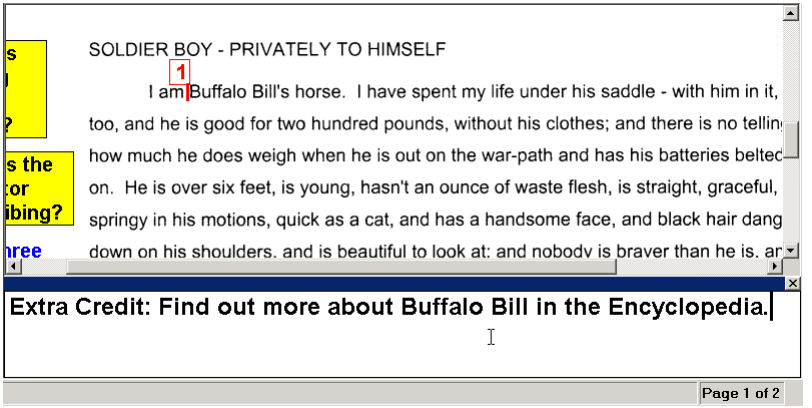
   If you did not do the previous exercise, find "Horse's Tale" in the "Sample Documents" folder. **Copy** it, rename it "my Horse's Tale," then **Open** it.

2. Click on the word to which you want to attach the Footnote; "Buffalo Bill," in the first paragraph is a good spot.

3. Click the **Footnote** button in the **Study Skills** toolbar.

Footnote

What You See: The Footnote number in red, “anchored” next to the word, and the **Footnote** window in the bottom half of the Kurzweil 3000 window.



4. Type inside the **Footnote** window.

5. To read a Footnote:

If your cursor is already in an open Footnote, click **Read**.

If a Footnote is closed, double-click on the **Footnote** anchor number to open the **Footnote** window, then click **Read**. Kurzweil 3000 automatically reads the contents by default.

6. When you're done with a Footnote, close it by doing one of the following:
   - Click the Footnote **Close** button in the **Study Skills** toolbar.
   - Click the **Close X** box in the Footnote window.
   - Press the **ESC** key.
   - Or double-click the anchor of the open Footnote. This is a handy method for opening any Footnote.

7. This is a good time to **Save** the document.

8. Continue to the next exercise. If you need to end here, click the **Close** button.

Showing and Hiding Notes

You can show or hide Kurzweil 3000 Notes. Hiding annotations does not remove them from the document, but provides a clear view of the document.

What You'll Need to Do This Exercise: A few Sticky Notes, Text Notes and/or Footnotes created in "my Horse's Tale" document, and the document open. See the previous exercises on creating Notes.

1. Hide Notes:

   From the **View** menu, click **Annotations**.

   By default, all notes are checked (that is, visible).

   Click the annotations you'd like to hide. In this case, click the **Show Notes** check box to uncheck it.

2. Take a look at the document. The Sticky Note, Text Note and Footnote anchor are no longer visible.

3. Click **Show Notes** again to make notes visible again.

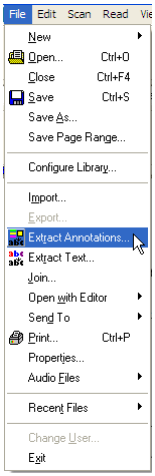
4. If you plan on continuing to the next exercise, **Save** the document. You can also **Close** and **Save** the document for another session.

Creating a Study Document by Extracting Notes

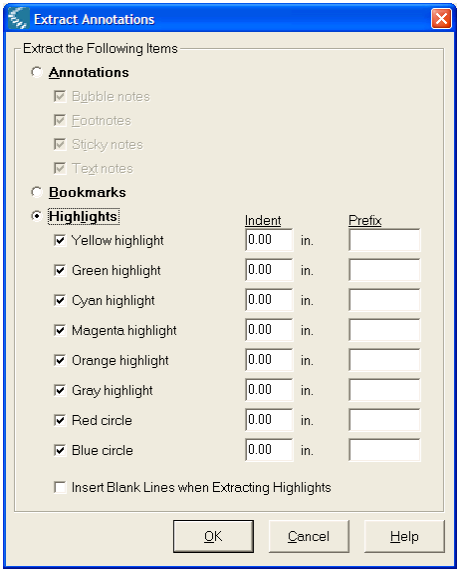
Creating a variety of study tools including study guides, summaries, outlines and simple word lists is very easy to do with the **Extract** feature.

What You'll Need to Do This Exercise: A few Sticky Notes, Text Notes and/or Footnotes created in "my Horse's Tale" document, and the document open.

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

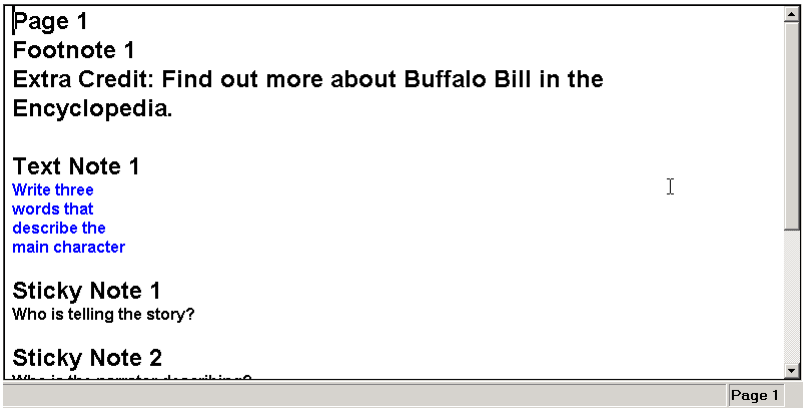


What You See: The **Extract Annotations** dialog.



2. In the **Extract Annotations** dialog, click the **Annotations** radio button, then click **OK**.

What You See: Kurzweil 3000 creates and opens a new text document with all the notes you had created. Your document may not have the same content as the one below:



Kurzweil 3000 presents the extracted notes by page and in Footnotes, Text Notes, and then Sticky Notes order.

Note: You can edit extracted documents using text editing functions.

3. **Save** and **Close** the extracted document.

Teaching and Learning Tips

Once you have the extracted document, you can edit it to contain just one type of information, such as questions or instructions. You can then print the document and distribute it to all students and have a Kurzweil 3000 version for students who'll be using the program to work with the document.

Encourage students to take notes using Kurzweil 3000 notes, extract the notes, and read and re-read the material to learn it.

More to Explore: Deleting a Note

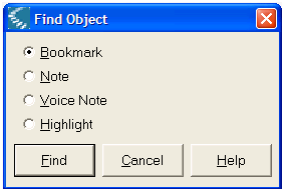
To do this exercise, you can use the “my Horse’s Tale” document containing notes.

1. Click a note you want to delete.
2. Click the **Delete** note button in the **Study Skills** toolbar.
3. In the message dialog, click **Yes** to confirm.

More to Explore: Finding Notes in a Document

To do this exercise, use “my Horse’s Tale” document containing notes.

1. Click at the beginning of the document.
2. From the **Edit Find** menu, select **Object** to open the **Find Object** dialog.



3. Select **Note**, then click **Find**.

6 Highlighting and the Creation of a Summary Document

In this chapter, you'll learn about:

- *Kurzweil 3000 Color Highlighters* on page 90.
- *Highlighting Text in a Document* on page 91.
- *Using Reading by Highlight to Study* on page 93.
- *Creating a Summary Document or Outline* on page 94.

In *More to Explore: Erasing Highlights* on page 99, find out how to erase highlights. In *More to Explore: Labeling Highlight Colors* on page 100, learn how labeling highlight colors helps in organizing information.

Kurzweil 3000 Color Highlighters

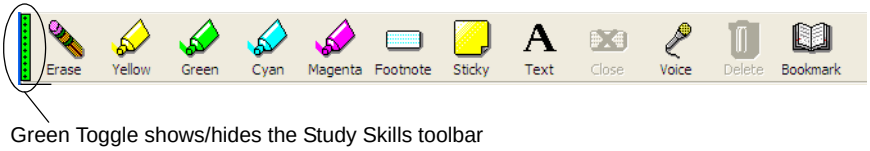
Color **Highlighters** are another type of Kurzweil 3000 study skills tool. The benefits of Kurzweil 3000 electronic highlighting include the ability to:

- Associate different concepts with different colors. For example, you can use yellow for main ideas, green for details, cyan for vocabulary, and so on.
- Hear only the material you highlighted.
- Extract highlighted material and create new documents that can serve as study aids, such as pretest questions, outlines and summaries.

Highlighters work in both image and text documents, and can be used to select answers on Multiple Choice tests.

To show the Study Skills toolbar:

To do the exercises in this chapter, you must have the **Study Skills** toolbar showing.



Click the green **Toggle** along the left edge of the Kurzweil 3000 toolbar area to show or hide the **Study Skills** toolbar. You can also use **CTRL+SHIFT+F11**.

Highlighting Text in a Document

Kurzweil 3000 provides multiple highlighting colors, making it easy to organize and categorize information while reading or studying.

In this exercise, you'll use yellow for main ideas and green for details.

What You'll Need to Do This Exercise: The document entitled "my Horse's Tale."

1. **Open** the "my Horse's Tale" document. If you don't have it, you can find "Horse's Tale" in the "Sample Documents" folder. **Copy** it, rename it "my Horse's Tale," then **Open** it.

2. Highlight a main idea by using the yellow highlighter:

   In the document, click the **Yellow** Highlighter button in the **Study Skills** toolbar.

   Click at the beginning of the main text you want, then drag the Highlighter cursor to the end of the phrase to select it. In this case, try, "Buffalo Bill's."

3. Highlight details for that main idea by using the green highlighter:

   Click the **Green** Highlighter button.

   Select details: In this case, try as many of the following as you want: "two hundred pounds," "over six feet," "young," "graceful," "quick," "handsome" and "braver."

4. Highlight another main idea and its associated details.

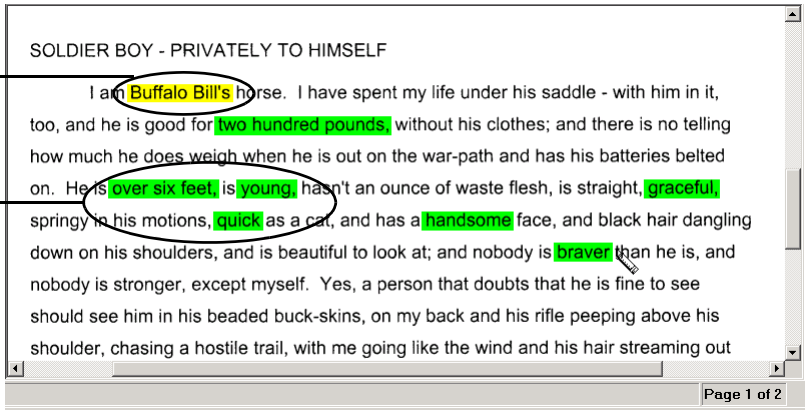
Try: “horse” for main idea in yellow highlighter. In green highlighter select: “not large,” “good family,” “best-educated,” and “best-mannered.”

5. To stop highlighting, click the **Highlighter** button you were just using.

What You See: Some text as main ideas highlighted in yellow and other text as details highlighted in green.

Main ideas appear in yellow highlight.

Supporting details appear in green highlight.



6. This is a good time to **Save** the document.

7. Continue to the next exercise. If you need to end at this time, click **Close**.

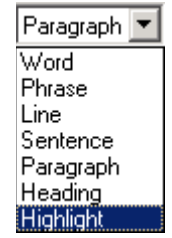
Using Reading by Highlight to Study

This feature is particularly useful for reviewing a document or studying for a test.

In this exercise, you'll read the highlights you created in the previous exercise.

What You'll Need to Do This Exercise: The document entitled "my Horse's Tale," from the previous exercise.

1. **Open** "my Horse's Tale" from the previous exercise. It should have text that has been highlighted.
2. Click the **Reading Unit** list arrow in the **Reading** toolbar, and select **Highlight** to hear only the material you highlighted.



3. Click anywhere before the first highlighted text.
4. Use the **Read/Pause** button to read and stop reading.

What You Hear: Kurzweil 3000 reads the highlighted text.

5. When you're done, reset the **Reading Unit** to **Sentence**.
6. Continue to the next exercise.

Creating a Summary Document or Outline

You've already experienced how easy it is to create study aids. In this exercise and the next, you'll create a summary document.

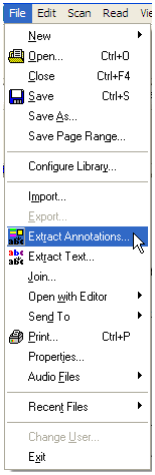
Because that summary document will have a main idea and details that are indented, it can serve multiple purposes: as a study document, as a pre-reading exercise, and as an outline from which students can compose an essay.

In this first exercise, you'll specify indents and then use the **Extract** feature to create the summary document. These indents serve to distinguish a main idea from a detail.

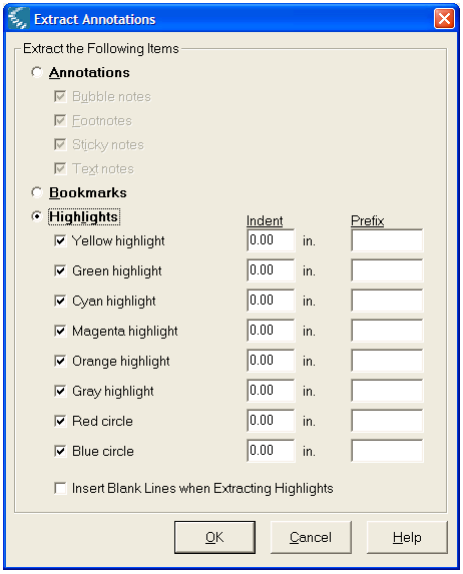
What You'll Need to Do This Exercise: The document entitled "my Horse's Tale" from the previous exercise.

1. **Open** "my Horse's Tale" from the previous exercise. This document should contain multi-color highlights to denote multi-level information.

2. From the **File** menu, choose **Extract Annotations**.



What You See: The **Extract Annotations** dialog.



3. Set an indent:

   Recall that you used the green highlighter for details. In the **Extract** dialog, click the **Indent** box for Green Highlight and type “0.2” to place an indent for all details.

4. If you want the extracted document to be in outline format, click a highlight color’s **Prefix** box and type one of the following:

   “**%I** ” (uppercase “i”) for uppercase Roman numeral list.

   “**%i** ” for lower-case Roman numeral list.

   “**%A** ” for upper-case lettered list.

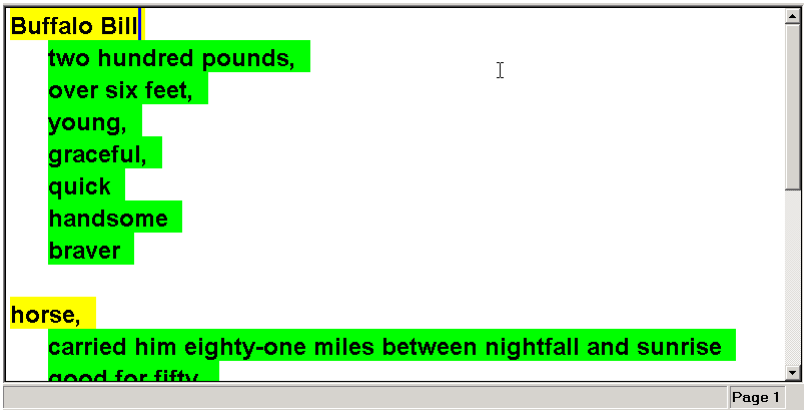
   “**%a** ” for lower-case lettered list.

   “**%** ” for numbered list.

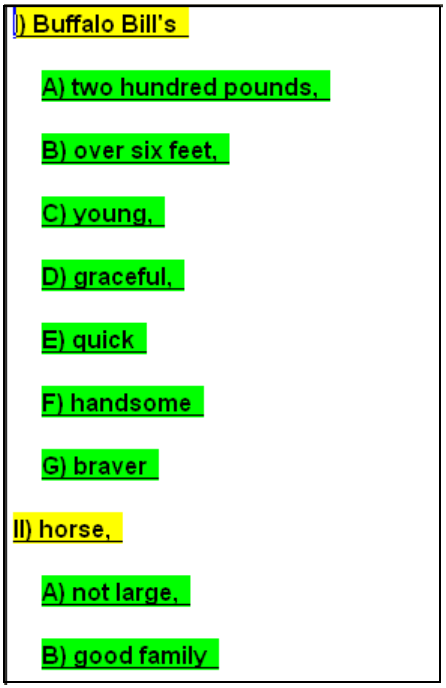
   Note: Be sure to add a space ( ) after the prefix to set it apart from the text. You may also want to use a period or a closed parenthesis in addition to the space.

   A typical outline might have “**%I.)** ” for yellow/main idea highlights and “**%A.** ” for green/subtopic or supporting fact highlights.

What You See: A new document with all the material you highlighted. Notice that details are indented from the main idea just as you specified.



If you had opted to make this new document an outline, it might look like the following image:



You can edit the new extracted document using text editing functions. In the example above, for instance, you could delete the apostrophe and the letter “s” after the word “Bill” and the other unnecessary punctuation marks to finish the outline.

5. **Close** and **Save** the newly created document:

   Click **Close**.

   In the **Close** dialog, click **Yes** to save it.

   In the **Save As** dialog that appears, type the new name "my summary" or "my outline" in the **File Name** box.

   Click **Save**.

6. **Close** "my Horse's Tale" unless you want to do a *More to Explore* exercise.

More to Explore: Erasing Highlights

1. Click the **Erase** button in the **Study Skills** toolbar.
2. Drag the cursor over the desired highlighted text.

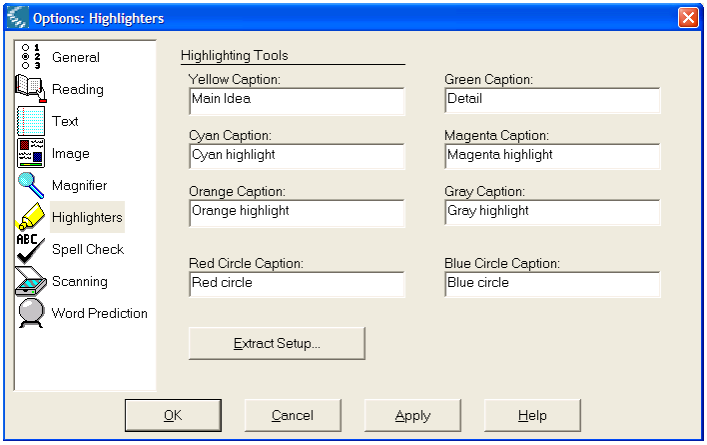
More to Explore: Labeling Highlight Colors

Since you can use the different color highlighters as a way to organize information and ideas, it may be helpful to label each color so that you and your students can remember which color to use for different types of information. Doing this also promotes consistency and provides students with additional experience in organizing information and thoughts.

A possible labeling scheme might be “Main Idea” for yellow highlighting, “Detail” for Cyan, and so on.

1. To label highlighters, use the **Highlighters** pane, accessible from the **Tools Options** menu.
2. In the **Highlighters Options** pane, click in the desired **Caption** text box, type the desired name, then click **Apply** and **OK**.

   In the following example, the captions are set to “Main Idea” and “Details,” etc.



3. To see a label, point your cursor at the desired color highlighter button. The label appears in the button's Tool Tip, as in the example below.

Note: Highlight label changes also appear in the following places:

- In the **Tools Highlight** menu.
- In the **Extract Annotations** dialog.
- In the **Print Highlighted Text** dialog.

7 Bubble Notes as Instructional Support

In this chapter, you'll learn about:

- *Bubble Notes* on page 105.
- *Opening and Hearing a Bubble Note* on page 107.
- *Selecting Answers for Check Box Questions* on page 110.
- *Matching Answers* on page 113.
- *Adding an Instructional Note* on page 116.

In *More to Explore: Setting Up Uninterrupted Reading* on page 120, find out how to not have Bubble Notes open automatically for uninterrupted reading.

There are a couple of additional *More to Explore* sections: *More to Explore: Editing a Bubble Note* on page 120, *More to*

Explore: Deleting a Bubble Note on page 121, *More to Explore: Moving a Bubble Note* on page 121.

In the first several topics, you'll learn about Bubble Notes from the perspective of a student/end user. You can use the information to train students to use Bubble Notes, or, if your students are capable, you can have them go through the exercises by themselves.

The last several topics in the chapter are for teachers or someone who will be embedding and authoring instructional notes.

Bubble Notes

Bubble Notes are either balloon- or cloud-shaped notes. By default, they open as Kurzweil 3000 encounters them in Continuous Reading mode.

Bubble Notes are anchored to words. In an image document, the anchor is a question mark in a purple box.

In a text document, the word in which the Bubble Note is anchored appears in purple and is underlined.

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They are typically created by a teacher to give students additional instructions or quick questions to assess comprehension. Depending on the options selected for a Bubble Note, it may:

- Either open or not open.
- Read or not read when opened.
- Be read before or after a unit, or after a word is read.
- Spell a keyword.
- Contain questions in a number of different formats, including True or False, Multiple Choice, or Text Answer.

In this chapter, you will work with existing Bubble Notes and create a new one.

Before Doing the Exercises in This Chapter

Before working with Bubble Notes, ensure the following:

- **Reading Mode** is set to **Continuous**.
- **Reading Unit** is set to **Phrase**, **Line**, **Sentence** or **Paragraph**.
- **Show Notes**, on the **View Annotations** menu is enabled.

Opening and Hearing a Bubble Note

If the author of the Bubble Notes kept the default settings, as soon as you reach a Bubble Note anchor while reading continuously, Kurzweil 3000 automatically opens the Note and begins reading.

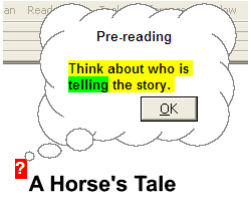
If Kurzweil 3000 is not reading, you can double-click on a Bubble Note anchor to open and hear it.

In this exercise, you'll do both.

What You'll Need to Do This Exercise: The "Horse's Tale Bubble Notes" document in the "Sample Documents" folder.

1. Find "Horse's Tale Bubble Notes." **Copy** and rename it "my Horse's Tale Bubble Notes," then **Open** the document.
2. Click at the beginning of the document.
3. Click the **Read** button to begin reading.

   What You See and Hear: The first Bubble Note in the document and Kurzweil 3000 reading its contents.

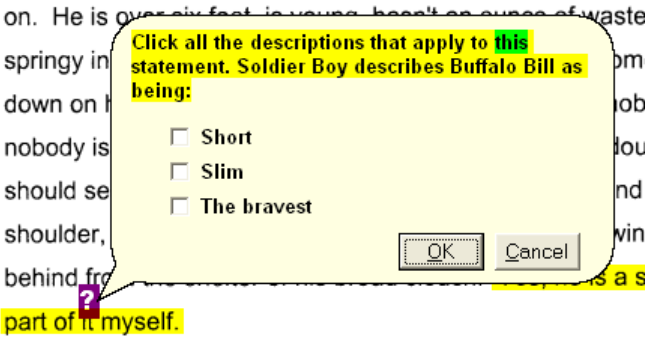


   Note: As usual, Kurzweil 3000 highlights words and reading units as it reads.

4. When you're done, click **OK** in the Bubble Note to close it.

5. Continue to read the document. The next Bubble Note will open when you encounter it.

What You See and Hear: The second Bubble Note in the document and Kurzweil 3000 reading its contents.

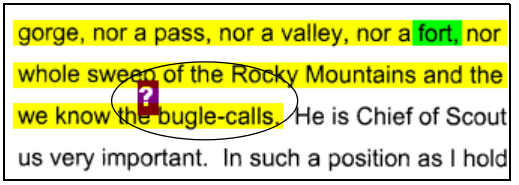


6. Because you can respond to this Bubble Note, it includes a **Cancel** button. Click **Cancel** for now to close the note.

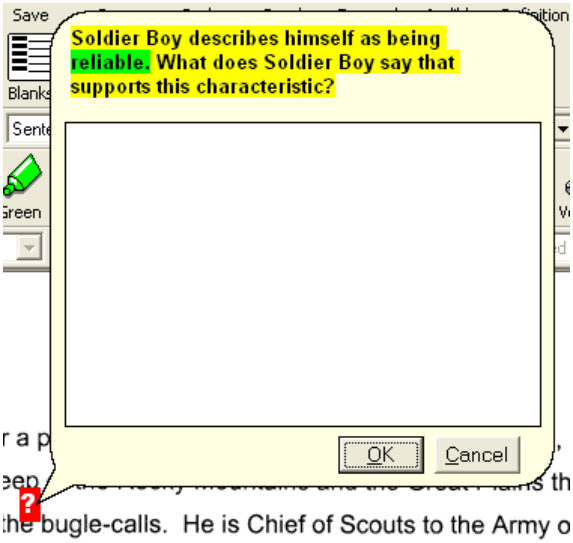
7. **Pause** reading and go to page 2.

Pause

8. Manually open a Bubble Note by double-clicking its anchor. In this case, click the anchor near the word “bugle-calls” to open its note.



What You See and Hear: The open Bubble Note and Kurzweil 3000 reading the contents.



9. Because you can respond to this Bubble Note, it includes a **Cancel** button. Click **Cancel** for now to close the note.

10. **Close** the document if you want to end here. Or continue to the next exercise to learn how to use check boxes in Bubble Note questions.

Note: You can stop Kurzweil 3000 from reading the contents of any Bubble Note by clicking on the main text of the Bubble Note or by pressing the **F3** key.

Selecting Answers for Check Box Questions

The most typical Bubble Notes are instructional ones that give you directions and prompts, like the one you worked with in the previous exercise. However, you may encounter questions in some Bubble Notes.

In this exercise, you'll answer a check box-type Multiple Choice question in a Bubble Note. Remember that you can use the same steps to respond to two other types of Multiple Choice questions: True or False and radio buttons. The only difference is for True or False and radio buttons, there is only one correct answer for you to select. In check box-type questions, you can select all items that apply.

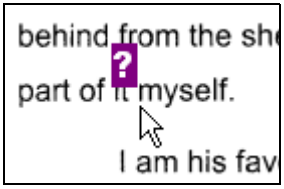
What You'll Need to Do This Exercise: The "my Horse's Tale Bubble Notes" document from the previous exercise.

1. **Open** "my Horse's Tale Bubble Notes" if it isn't already open.

   If you do not have this document, find and **Copy** "Horse's Tale Bubble Notes" from the "Sample Documents" folder. Rename and then **Open** it.

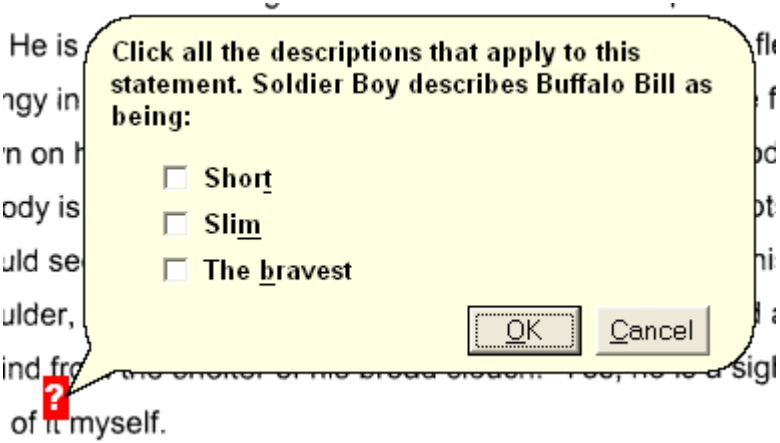
2. Scroll through the document and find the word "myself" at the end of the first paragraph.

What You See: A Bubble Note anchor attached to the word.



3. Double-click the anchor to open its Bubble Note.

What You See and Hear: The open Bubble Note containing a check box-style Multiple Choice question, and Kurzweil 3000 reading its contents.



Note: Some letters are underlined, indicating that you can press the **ALT** key plus the letter key to select and deselect that answer.

4. To select an answer(s), you can click on the desired check box(es), or you can press **ALT** plus the underlined letter in the answer you want. For instance, **ALT+M** would select **Slim**.

5. Then do one of the following:
   - Click **OK** if you want to save the answer and close the note.
   - Click **Cancel** if you want to close the Bubble Note without answering the question.
6. **Save** the document. This is recommended as it allows the student and/or teacher to review progress.

   Close the document if you are ending your Tutorial session, or continue to the next exercise to learn how to respond to a Matching question.

Matching Answers

You may encounter questions in some Bubble Notes that require you to match answers, which is what you'll do in this exercise.

What You'll Need to Do This Exercise: The "my Horse's Tale Bubble Notes" document.

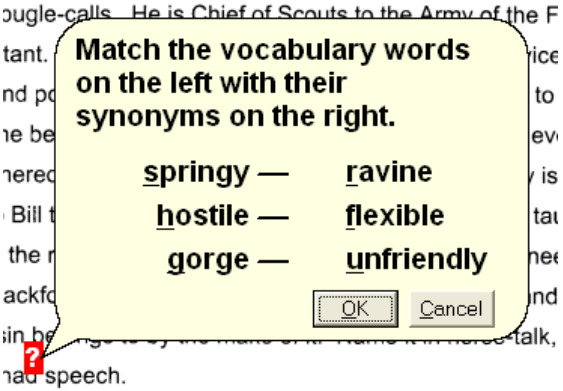
1. **Open** "my Horse's Tale Bubble Notes" if it isn't already open.

   If you do not have this document, find and **Copy** "Horse's Tale Bubble Notes" from the "Sample Documents" folder. Rename and then **Open** it.

2. Go to page 2. Find the words, "speech," and the Bubble Note anchored to it.

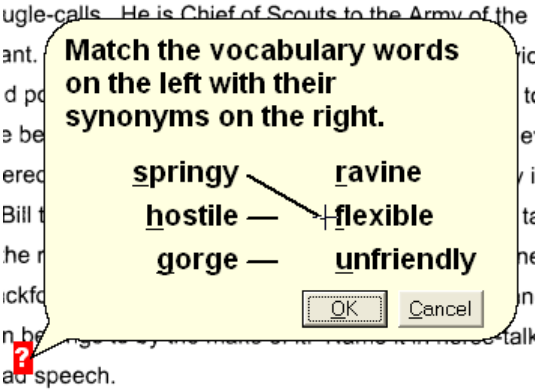
3. Double-click the anchor to open the Bubble Note.

What You See and Hear: The open Bubble Note, containing a question and a text box, and Kurzweil 3000 reading its contents.



Note: Some letters are underlined, indicating that you can press **ALT** plus that letter key to select and deselect that answer.

4. Match answer(s): From the left-hand column, click on the dash line that follows the desired item, then drag the line to an answer in the right-hand column.



Or you can use keyboard keys: In this case, press **ALT+S** to select “springy” from the left-hand column, then press **ALT+F** to select “flexible” from the right-hand column to make a match.

5. Repeat step 4 to make other matches.

Note: Don’t worry if you do not know the answers. You can make random matches; this exercise is for learning how to use Kurzweil 3000.

6. When you are done, do one of the following:
   - Click **OK** if you want to save the answer and close the Note.
   - Click **Cancel** if you want to close the Bubble Note without saving the answer.
7. **Save** the document. This is recommended as it allows the student and/or teacher to review the student's answers.

   Close the document if you are ending your Tutorial session.

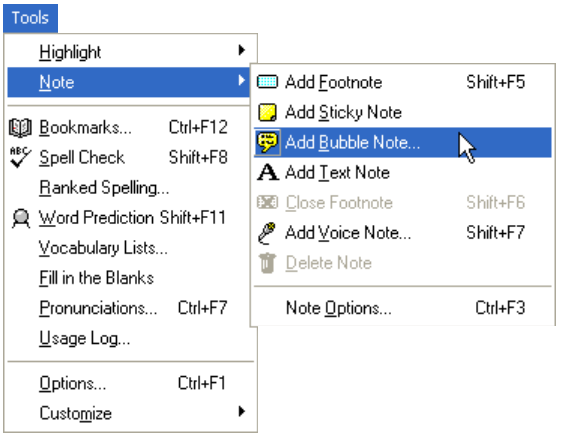
Adding an Instructional Note

In this exercise, you'll create a Bubble Note containing instructions.

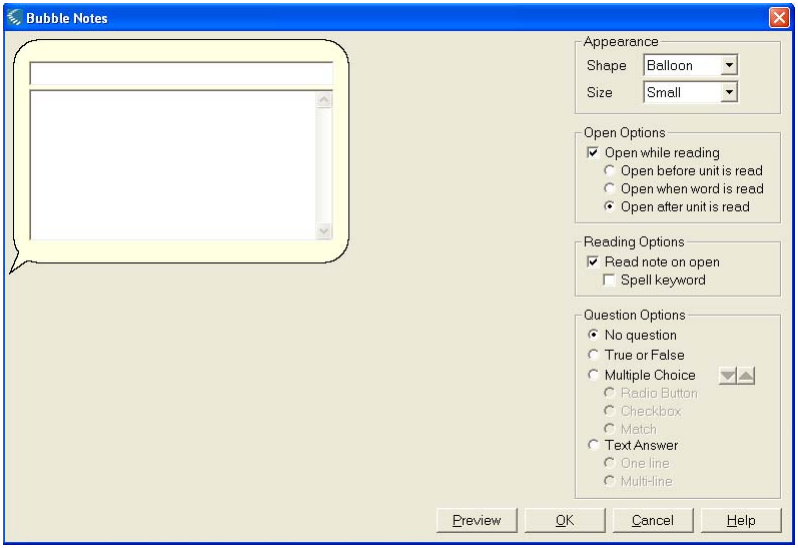
1. Find and **Open** the "Horse's Tale Bubble Notes" document from the "Sample Documents" folder, if it's not already open. **Copy** and rename it "my Horse's Tale Bubble Notes."

2. Click where you want to place the Bubble Note anchor in the document.

3. From the **Tools** menu, select **Notes**, then choose **Add Bubble Note**.



What You See: The **Bubble Note** dialog.

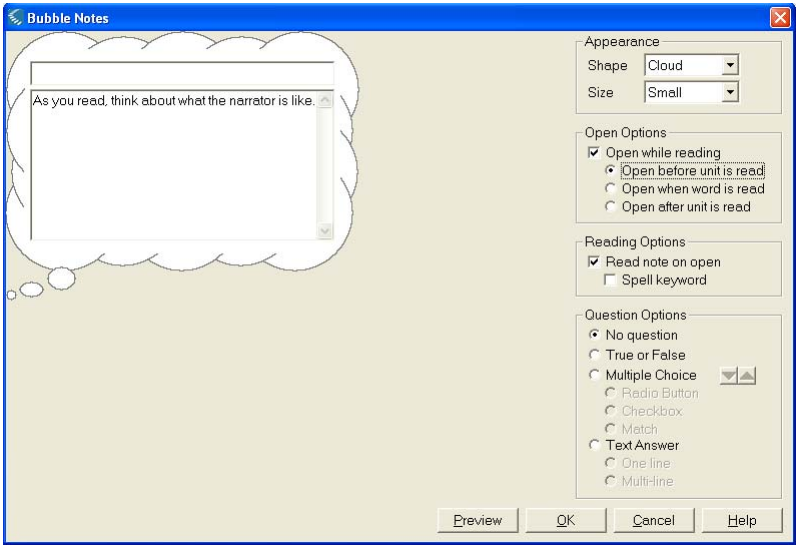


4. Select the Bubble Note **Appearance** you want: Balloon or Cloud. In this case, select **Cloud**.

5. Decide how and when you want the note to open. Since this pre-reading note should be read at the beginning of the text in which the Bubble Note is anchored, click **Open before unit is read**.

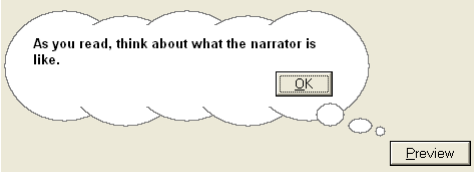
6. Type the content for the note. Click in the **Content** text box. For this exercise, type “As you read, think about what the narrator is like.”

What You See: Content in the note.



7. Click **Preview** to preview the note as the reader would encounter it in the document.

What You See and Hear: The Preview version of the note at the bottom of the **Bubble Note** dialog, and Kurzweil 3000 reading the contents.



8. Exit Preview mode by clicking **OK** inside the Preview version.

9. Click **OK** in the dialog to close it.

What You See: In the document, the Bubble Note anchor (a rectangle with a question mark in it) at the cursor position.

Note: If you are using a text document, the anchor will be a question mark and the word to which it is attached will be underlined as in the example below.

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10. Close the document. If you want, you can also **Save** it.

More to Explore: Setting Up Uninterrupted Reading

By default, Kurzweil 3000 opens and reads a Bubble Note when it encounters an anchor. You may want to provide students with uninterrupted reading for some sessions and with Bubble Notes opening for other sessions. You can direct Kurzweil 3000 to open and read some or none of the Bubble Notes.

To not show and therefore not open and read the notes, disable **Show Notes** from the **View Annotations** menu. This option hides the Bubble Note anchors.

To not open and read a specific Bubble Note, click the desired note anchor. From the **Tools Note** menu, choose **Edit Bubble Note**. In the **Bubble Note** dialog, deselect the **Open while reading** option. Deselecting this option displays the Bubble Note anchors in the document but does not open the notes.

More to Explore: Editing a Bubble Note

To edit existing Bubble Notes, select the anchor, then use **Edit Bubble Note** to make any changes you want. Edits can include changes to options as well as changes to content.

More to Explore: Deleting a Bubble Note

To delete a Bubble Note, select its anchor, then choose **Delete Note** from the **Tools Note** menu.

More to Explore: Moving a Bubble Note

To move a Bubble Note, click its anchor and drag it to a new location.

8 Writing and Self-Correction Tools

In this chapter, you'll learn about:

- *Writing and Editing in Kurzweil 3000* on page 125.
- *Creating a Text Document* on page 126.
- *Hearing What You Type* on page 127.
- *Using Word Prediction and a Homophones List* on page 129.
- *Dragging and Dropping Text* on page 133.
- *Copying and Pasting an Image* on page 135.
- *Changing Fonts and Formatting* on page 138.
- *Spell Checking a Document* on page 140.
- *Finding Homophones* on page 142.

In addition, you'll find *More to Explore: Setting Tabs and Margins* on page 144 and *More to Explore: Finding and Replacing Text* on page 145.

Writing and Editing in Kurzweil 3000

Kurzweil 3000 provides a wide range of features to assist with writing tasks:

- Notes and Highlighter tools are useful in taking notes and marking main ideas and supporting details during the reading and research phase. See *Chapter 5, Notes and the Creation of a Study Document* on page 73. See *Chapter 6, Highlighting and the Creation of a Summary Document* on page 89.
- The Extract command is a powerful tool for creating summaries and outlines that aid in studying and mastering material and in the composition stage. See *Chapter 6, Highlighting and the Creation of a Summary Document* on page 89.
- Reference tools are also accessible while writing and editing. See *Chapter 4, Reference Tools* on page 59.

In this chapter, you'll work with **Speak as Typing**, **Word Prediction** and **Homophones** list and use some typical editing functions such as dragging and dropping text and images and spell checking.

To show the Writing toolbar:

To do the exercises in this chapter, you must have the **Writing** toolbar showing.

The blue Toggle shows or hides the Writing toolbar

Click the blue **Toggle** along the left edge of the Kurzweil 3000 toolbar area to show or hide the **Study Skills** toolbar. You can also use the shortcut keys **CTRL+SHIFT+F12**.

Creating a Text Document

When you type your own document in Kurzweil 3000, you are creating text that Kurzweil 3000 can read back to you.

1. Click the **New** button in the **Main** toolbar to open an empty document.

2. Begin typing. You can use Kurzweil 3000 just like any text editor or word processor.

   What You See: What you type appears in the document display area of the Kurzweil 3000 window.

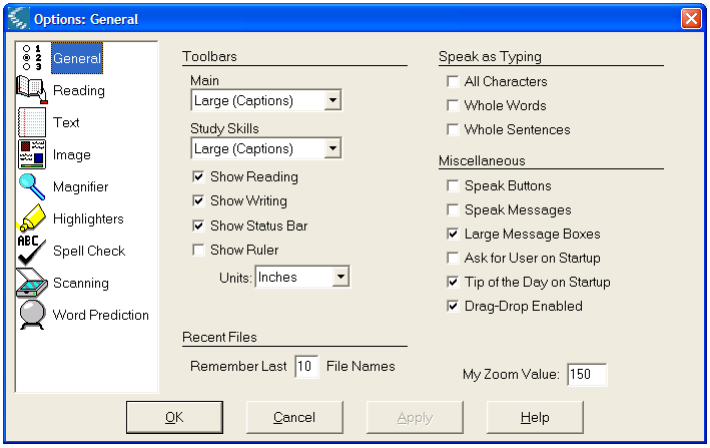
3. Continue to the next exercise.

Hearing What You Type

The **Speak as Typing** setting is in the **General Options** pane.

1. Open the **Tools** menu and select **Options**.

What You See: The **General Options** pane.



2. In the **Speak as Typing** box, select **Whole Words** to hear Kurzweil 3000 speak each word you type each time you press the **Spacebar** key between words.
3. Click **OK**.
4. Begin typing again to hear Kurzweil 3000 read what you type.
5. Try another **Speak as Typing** option if you want.
6. When you're done, return the **Speak as Typing** options to their original settings.

7. **Save** the document if you intend on continuing to the next exercise or if you want to use it again later. **Close** it if you want to end here.

Using Word Prediction and a Homophones List

As you type, Word Prediction helps you to complete words or to select the next word from a list of possibilities.

In addition, there is a comprehensive set of Vocabulary List features for building, editing and enabling whatever vocabulary lists your curriculum calls for. Kurzweil 3000 comes with some lists, such as Homophones and Confusables.

For more information on the Vocabulary List features, see Kurzweil 3000 online Help or the *Kurzweil 3000 for Windows User's Guide*.

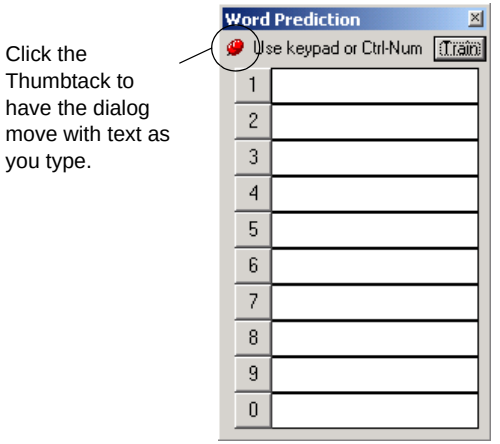
In this exercise, you'll learn how to insert a word from the Word Prediction list and how to use homophone words in Word Prediction.

What you'll need:

- The **Writing** toolbar showing: Click the blue toggle along the left edge of the toolbar area, or press **CTRL+SHIFT+F12**.
- An open text document in which you can type and edit, such as the one you created in the previous exercise.

1. Click the **Word Prediction** button.

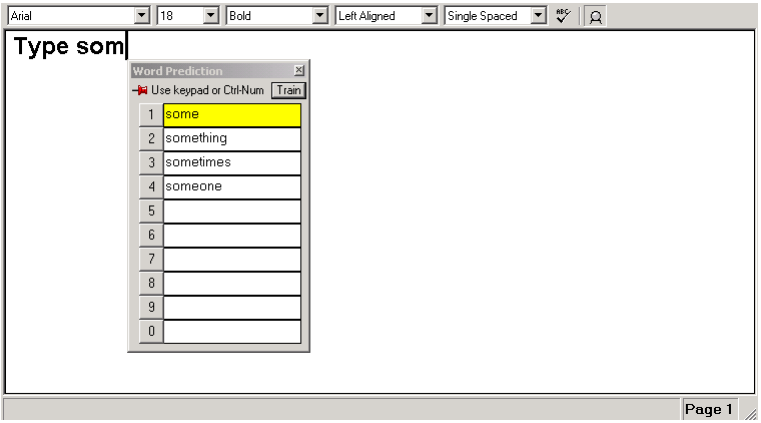
What You See: The **Word Prediction** dialog.



Notice the thumbtack in the upper-left-hand corner. By default, this dialog is stationary. To have it move as you type, click the thumbtack.

2. Begin typing “Type some text.”

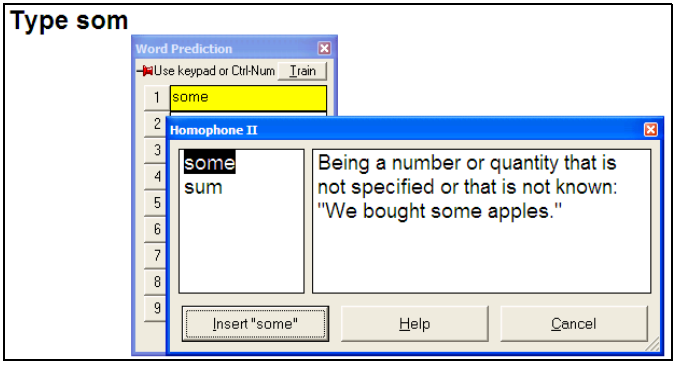
What You See: The **Word Prediction** dialog with a list of suggestions for the word you are typing.



Notice that the word “some” in the list is highlighted. This means that it is an entry in the **Homophones** list.

3. Double-click the highlighted word.

What You See and Hear: The **Homophone** dialog containing the word’s related homophones. Kurzweil 3000 spells and reads the definition of the word while highlighting.



4. To see and hear another homophone definition, click on it.
5. When you're done, click the dialog **Close** button.

6. To insert one of the suggestions, click the number next to the desired word.
7. When you're done with Word Prediction, click the dialog **Close** button.
8. Continue to the next exercise. If you need to end here, click the document **Close** button.

Dragging and Dropping Text

You can drag and drop text within a text document, within an image document and among image and text documents. You can even drag and drop text into Sticky Notes and Footnotes.

This is very useful, for example, when adding quotations into your research papers, eliminating rekeying of large chunks of text.

In this exercise, you'll work with multiple open documents and drag and drop text from one document to another.

What You'll Need to Do This Exercise: "Time Travel" from the "Sample Documents" folder and an open text file such as the one you used in the previous exercise.

1. Find the "Time Travel" document from the "Sample Documents" folder and **Open** it.

2. Since this is a sample document, make a copy of it by saving it under a new name:

   From the **File** menu, choose **Save As**.

   In the **Save As** dialog, click and type "my Time Travel" into the **File Name** box.

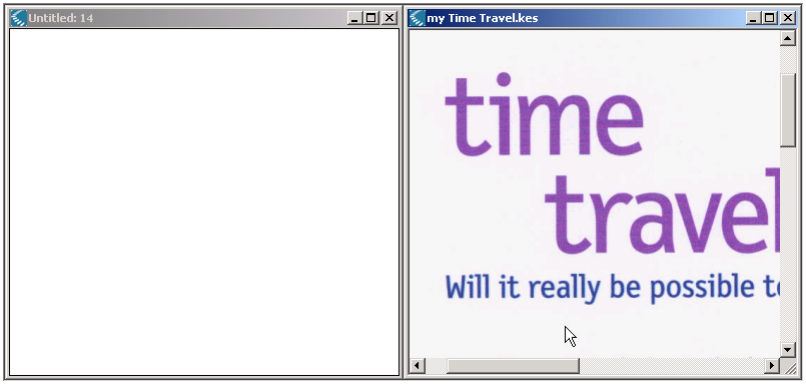
   Click **Save** and **Close** the dialog.

3. If you don't have a new document open from the previous exercise, click **New** in the **Main** toolbar to create one now.

4. Display the documents side by side:

   From the **Window** menu, select **Tile Vertically**.

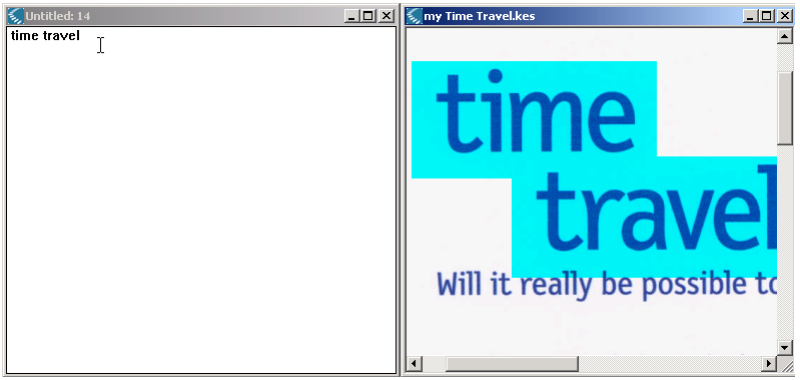
What You See: Both documents in the window, side by side.



5. From the document with the text and image, select the text you want to drag and drop. Try the title, “Time Travel.”

6. Drag and drop the text to the desired location.

What You See: A copy of the title text in the text document.



7. Continue to the next exercise.

Copying and Pasting an Image

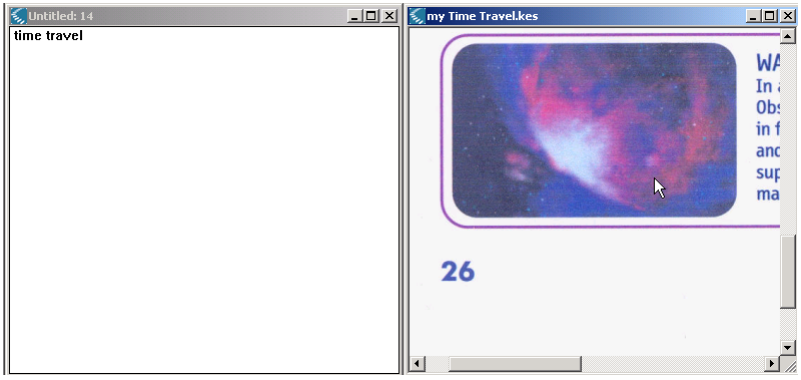
There may be times when you want to copy and paste an image into a document.

In this exercise, you'll continue to work with multiple open documents and copy and paste an image from one document into another.

What You'll Need to Do This Exercise: "my Time Travel" and the text document that you used in the previous exercise displayed side by side.

1. In "my Time Travel," press the **Page Down** key or scroll to the bottom of the page, where there is an image.

   What You See: The image document and the text document displayed side by side.

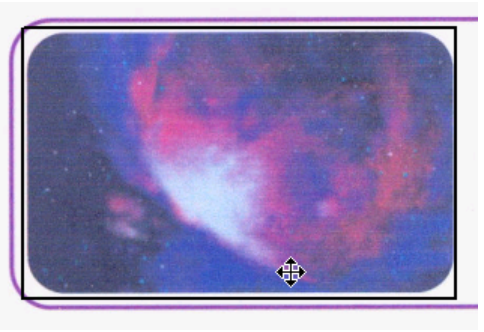


2. From the **Edit** menu, select **Image Selector**.

What You See: In the “my Time Travel” document, the cursor is now a crosshair.

3. In the image, click at the upper-left-hand corner where you’d like to begin your selection. Drag the rectangle that appears until it encloses the part of the image you’d like to copy, then release the mouse button.

What You See: The Image Selector’s black, sizable border.



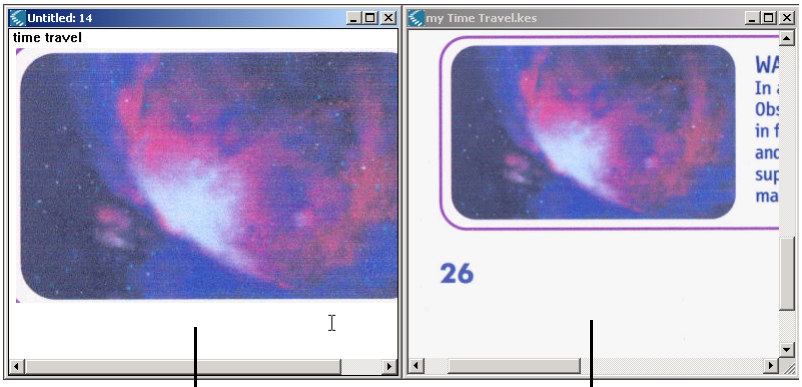
4. Copy the image by doing one of the following:

- Click the right mouse button and choosing **Copy**.
- Press **CTRL+C**.

5. Paste the image:

Click in the text document where you want to place the image, then choose **Paste** from the right mouse button menu, or press **CTRL+V**.

What You See: The copied image in the text document.



6. You can **Close** both documents with or without saving.

By default, Kurzweil 3000 saves the text document in Rich Text Format (.rtf). Saving the file in text (.txt) format results in the loss of any images in the text document.

Changing Fonts and Formatting

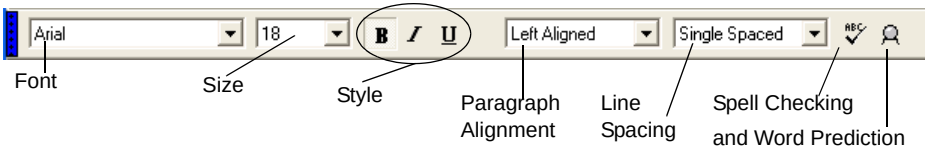
You can change the font, size, style or color of text in a document in a number of ways:

- As you compose, select text and apply the change.
- As you compose, apply the change to text typed after the current cursor position.
- Apply changes throughout a document.

In this exercise, you'll change font and formatting as you compose, then apply changes throughout a document.

What You'll Need to Do This Exercise:

- A new text document.
- The **Writing** toolbar visible.



1. In a text document, type some text.
2. Change the font size for text you want to type.

   In the **Font Size** box, select the desired value. Try 42. Then type some more text.

What You See: Font size changed for text you type.

3. Change the font of selected text:

Select text, then select another font from the **Font Type** box. Try Courier.

4. Try changing the alignment:

Click the line you want to re-align, then select the desired alignment. Try Center.

5. Continue to the next exercise.

Spell Checking a Document

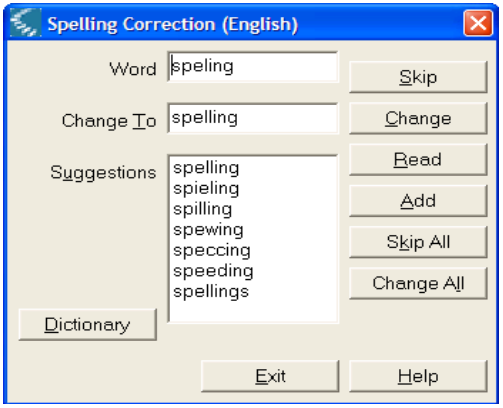
Kurzweil 3000 spell checker works in text as well as in image documents. See Kurzweil 3000 online Help or the *Kurzweil 3000 User's Guide* for information about spell checking in image documents under *Editing Image Documents*.

What You'll Need to Do This Exercise: An open text document.

1. Click where you want to start spell checking, then click the **Spell Check** button in the **Writing** toolbar.

What You See: If Kurzweil 3000 finds a word it thinks is incorrect or isn't in the dictionary, the **Spelling Correction** dialog appears.

Note: The words you see in your dialog will be different from the example below.



2. Decide how you want Kurzweil 3000 to handle each error it finds. Try the following options:

   To ignore the possible error, click **Skip** to skip this instance or **Skip All** to skip all instances.

   To correct an error, select a word in the **Suggestions** list or type your correction into the **Change To** box. Click **Change** to change this instance or **Change All** to change all instances.

   To hear the contents of the **Change To** box, click **Read**.

   To add the word to your spelling dictionary, click **Add**.

3. When you're done, click the **Exit** button in the **Spelling Correction** dialog.

4. **Close** the document.

Finding Homophones

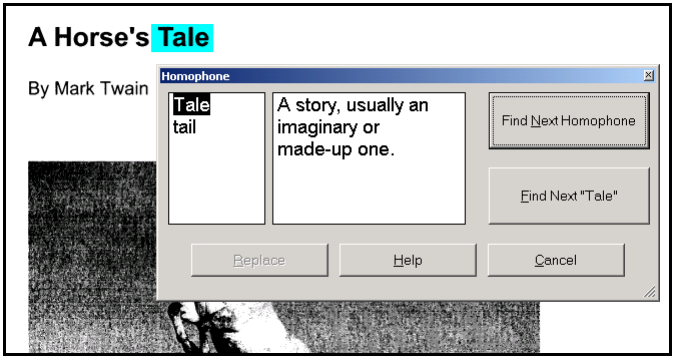
Another helpful self-correction tool is **Find Homophone**, accessible from the **Edit** menu.

For this exercise, try using the document, “Horse’s Tale” from the "Sample Documents" folder. The examples in this exercise are from that document.

1. Click where you want to start the find; from the **Edit** menu, choose **Find**, then **Homophone II**.

What You See: If Kurzweil 3000 finds a word in the document that is a homophone, the **Homophone** dialog appears.

If you’re using the “Horse’s Tale” document, the first homophones Kurzweil 3000 finds are “tale” and “tail.”



2. To hear Kurzweil 3000 spell a word and read its definition, click the word.

   To find the next homophone, click **Find Next Homophone**.

   To find the next instance of the homophone, click **Find Next "Tale."**

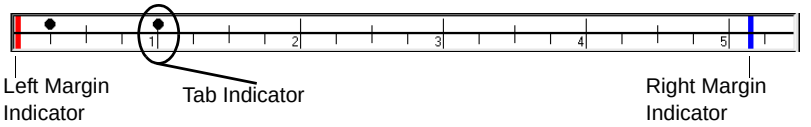
   Note: In a text document, the **Replace** button is active. Click it to replace the current word with a homophone from the **Homophone** dialog.

3. When you're done, click the dialog **Close** button.

4. **Close** the "Horse's Tale" document.

More to Explore: Setting Tabs and Margins

The ruler sets tabs and margins for a typed document. You can find the **Show Ruler** setting in the **General Options** pane from the **Tools** menu.



To use the ruler to set margins, drag the left margin indicator (the red bar) to the desired left margin. Drag the right margin indicator (the blue bar) to the desired right margin.

To set tabs, double-click at the location for the tab. A black dot appears, representing the tab. To remove a tab setting, double-click on the black dot.

More to Explore: Finding and Replacing Text

You can search for any text string in an image or text document. **Note:** in an image document, the **Replace** function affects the underlying text, not the image text you see on the screen.

To:	**Do:**
Find text.	From the **Edit** menu, choose **Find**, then select **Text**. In the **Find** bar, type the text you want to find. You can replace text from the **Find** bar by clicking **Replace**.
Find and Replace.	From the **Edit** menu, choose **Find**, then select **Replace Text**. In the **Replace** dialog, type the text you want to find and the replacement text, then click **Replace**. To see the replacement in an image document, choose **Edit Underlying Text** from the **Correct Recognition** menu in the **Edit** menu.

9 Vocabulary Lists

In this chapter, you'll learn about:

- *Kurzweil 3000 and Vocabulary Building* on page 148.
- *Creating a Vocabulary List by Extracting Words* on page 149.
- *Setting Options for a Vocabulary List* on page 154.
- *Finding a Vocabulary List's Words* on page 156.
- *Disabling a Vocabulary List* on page 158.

Kurzweil 3000 and Vocabulary Building

If weekly vocabulary-building lists and vocabulary lists based on subjects or units of study are integral parts of your curriculum, the Kurzweil 3000 Vocabulary List feature can help you automate the process of creating your lists, while enabling your students with special needs to access and use the lists within Kurzweil 3000.

With this feature, you can create, edit, and enable or disable lists as well as add lists to Word Prediction and the Find and Highlight menus.

If you went through the writing and editing exercises in the previous chapter, you have already been introduced to a Kurzweil 3000-provided list, the Homophones list.

In the following exercises, you'll extract words from a document to create a vocabulary list, enable the list and see how the list works as a student is working with Kurzweil 3000.

Creating a Vocabulary List by Extracting Words

You can create a vocabulary list in Kurzweil 3000 in a number of ways:

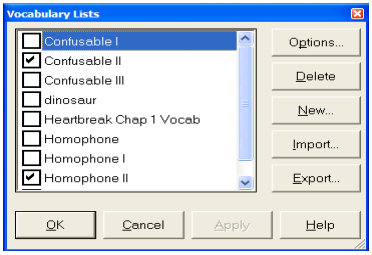
- By editing an existing list and renaming it.
- By extracting all the words from a document.
- By extracting words that you've highlighted in a document.

In this exercise, you'll walk through extracting all the words in a document.

What You'll Need to Do This Exercise: The "Time Travel" document from the "Sample Documents" folder.

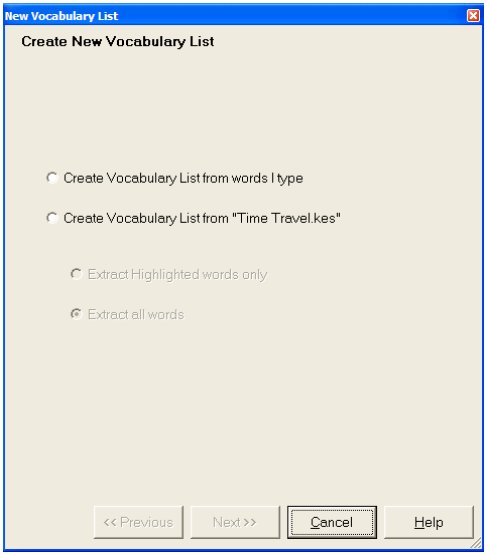
1. Open the document from which you want to extract words for a new vocabulary list.
2. From the **Tools** menu, select **Vocabulary Lists**.

   What You See: The **Vocabulary Lists** dialog.



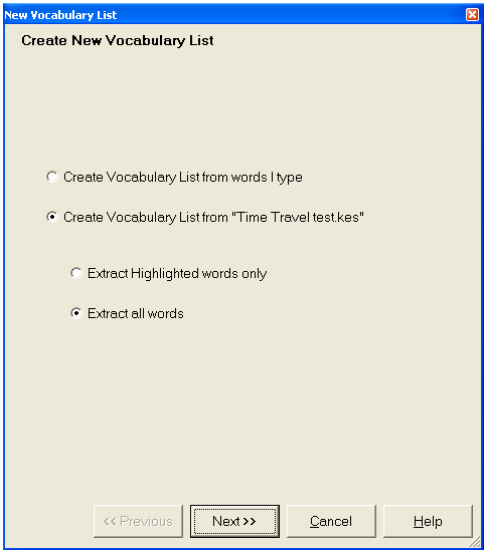
3. In the **Vocabulary Lists** dialog, click **New**.

What You See: The **New Vocabulary List** dialog.



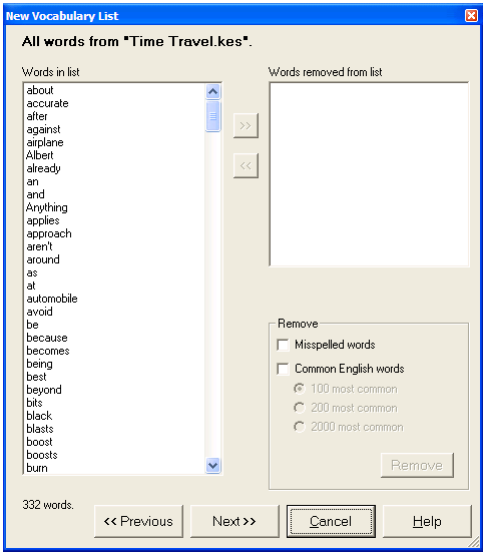
4. In the **New Vocabulary List** dialog, click **Create Vocabulary List from "Time Travel.kes."**

What You See: The **Vocabulary List** dialog with the **Extract all words** option already selected.



5. Click **Next**.

What You See: The next **New Vocabulary Lists** dialog containing the list of extracted words.



Notice that all the words in the document, including common words such as “an” and “be,” are in the list. It’s possible to remove those words, as you’ll do next.

6. In the **New Vocabulary List** dialog, select **Common English words**, then click **Remove**.

What You See: Some words from the **Words in list** area are now in the **Words removed from list** area.

7. To remove a word from the list, select it from the **Words in list** area, then click the Right arrow button.

To return a word to the list after removing it, select it from the **Words removed from list** area and click the Left arrow button.

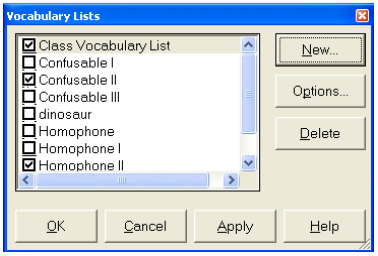
8. When you're done, click **Next**.

What You See: The **Save** dialog.

9. Give the new Vocabulary List file a name by double-clicking the word "New," and typing the word "Class."

10. Click **Save**.

What You See: The **Vocabulary Lists** dialog now contains the new "Class Vocabulary List." It is enabled (checked) by default.



11. Click **OK**.

12. Continue to the next exercise.

Setting Options for a Vocabulary List

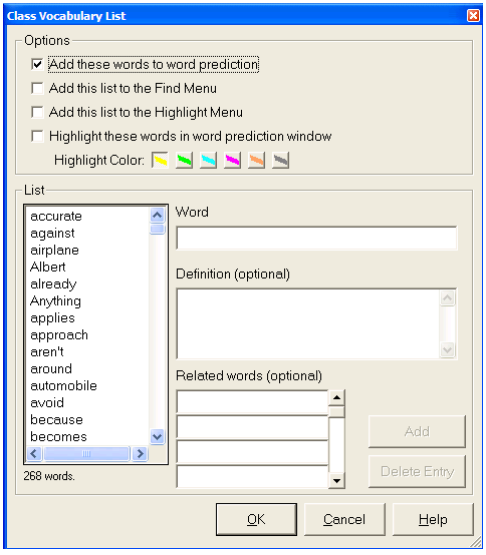
You can set a number of options for a vocabulary list. For complete details, see Kurzweil 3000 online Help or the *Kurzweil 3000 for Windows User's Guide*.

In this exercise, you'll make the "Class Vocabulary List" you created in the previous exercise available on the **Find** menu so that students can find the words as they read.

1. From the **Tools** menu, select **Vocabulary Lists**.

2. In the **Vocabulary Lists** dialog, ensure that the **Class Vocabulary List** check box is checked. Then click **Options**.

What You See: The list's **Options** dialog.



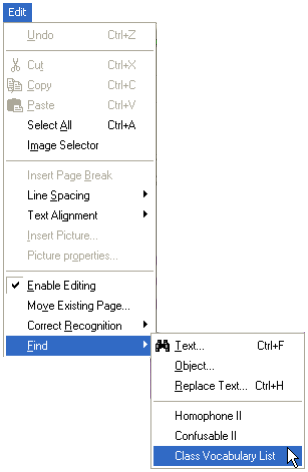
3. Click **Add this list to the Find Menu** to have Kurzweil 3000 add the list to the **Find** menu.
4. Click **OK** to close the dialog.
5. Click **Apply**, then click **OK** in the **Vocabulary Lists** dialog.
6. To take a look at the results, continue to the next exercise.

Finding a Vocabulary List’s Words

Once you create or enable a vocabulary list, it’s ready for students to use as they read in Kurzweil 3000.

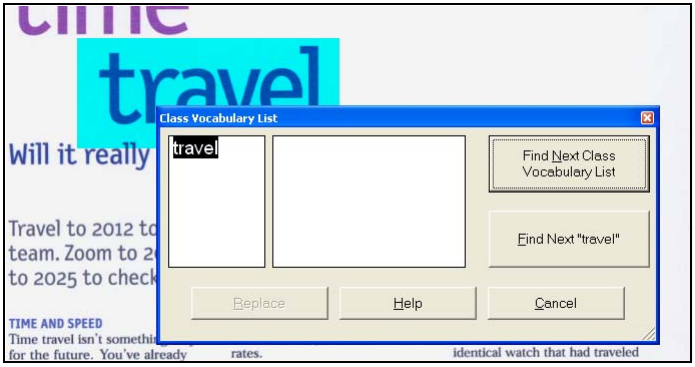
For this exercise, open the “Time Travel” document from the "Sample Documents" folder.

1. From the **Edit** menu, choose **Find,** then select **Class Vocabulary List**.



Note: You can also find homophones in any document in the same way.

What You See: Kurzweil 3000 highlights the first word it encounters from the vocabulary list and opens the **Find** dialog.



2. To find the next word from the list, click **Find Next <name of the list you are using>**.

   To find the next instance of the currently highlighted word, click **Find Next <word>**.

3. When you're done, click the **Close** button to close the **Find** dialog.

4. **Close** the "Time Travel" document.

Disabling a Vocabulary List

When your student or class moves on to another week's or unit's words, it's easy to disable the old vocabulary list: From the **Tools** menu, select **Vocabulary Lists**. In the **Vocabulary Lists** dialog, deselect or click to uncheck the list's check box, then click **OK**.

10 Online Material

In this chapter, you'll learn about:

- *Working with Online Material* on page 160.
- *Reading Websites* on page 161.
- *Applying Reference Tools to Websites* on page 163.
- *Searching for Online Books* on page 165.
- *Using Simple Search and Download* on page 166
- *Opening Downloaded Files* on page 169.

Working with Online Material

The ability to access and work with online material means you have a broader range of research and resource material that you can use with Kurzweil 3000.

The Read the Web feature from the Read menu lets you access and read Web pages, while the Online menu enables you to search for and download files from a variety of websites and from the Kurzweil Classic Literature CD Version 4. You can also get news and product updates from Kurzweil Educational Systems.

In addition, Kurzweil 3000 provides a variety of features for working with online material, including reference tools, highlighting and notes.

Before you can access online material, you must have the following:

- An Internet connection.
- Mozilla Firefox or Microsoft Internet Explorer web browser.

If you plan on using Search for Books from the Classic Literature CD, you can find the CD in the product packaging.

Reading Websites

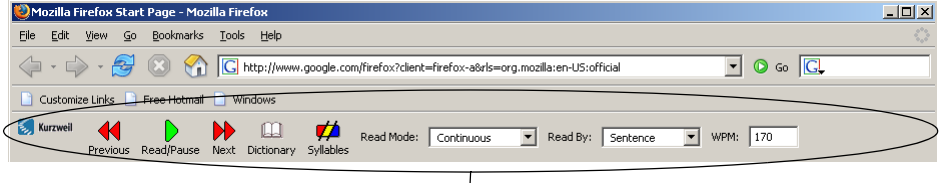
You can use the **Read the Web** feature with either Microsoft Internet Explorer or the recommended Mozilla Firefox browser. If both browsers are installed, choose the one you want to use by selecting it in the **Reading Options** pane, accessible from the **Tools Options** menu. For instructions on installing Firefox, see Kurzweil 3000 online Help.

When you use Read the Web in either browser, you have access to the browser's features, including search, as well as access to other websites, in addition to Kurzweil 3000 reading and reference tools.

In this exercise, you will go to a website of your choice from Kurzweil 3000 and use Kurzweil 3000 to read its contents. The browser used in this exercise is Mozilla Firefox.

1. In Kurzweil 3000, open the **Read** menu, choose **Read the Web**.

   What You See: The browser window, and the Kurzweil 3000 **Read the Web** toolbar.



Kurzweil 3000 Read the Web Toolbar in Mozilla Firefox

2. Click in the browser **Address** box, and type the desired website address.

3. Once the browser displays the page, click where you want Kurzweil 3000 to begin reading.

   Note: If there is a hyperlink at that location, click near the text and use the arrow keys to navigate to the exact location.

4. Click the **Read** button.

What You See and Hear: Kurzweil 3000 reads and highlights the page content.

5. Just as in a Kurzweil 3000 document, you can use the **Read Mode**, **Read By** reading unit**,** and **WPM** features available from the **Read the Web** toolbar to control the reading speed. You can also use the **Next** and **Previous** buttons in the **Read the Web** toolbar to move forward and backward by the current unit respectively.

6. Click the **Pause** button to stop reading.

7. Continue to the next exercise to use reference tools in **Read the Web** mode.

Applying Reference Tools to Websites

In this exercise, you'll use Kurzweil 3000 Reference tools to look up words from the web page that you opened in the previous exercise.

Note: Information presented in this exercise is based on Mozilla Firefox.

1. In the browser window, click the word you want to look up, making sure the word is not part of a link (that is, it is not in color and is not underlined).

   Then in the **Read the Web** toolbar, click one of the following:

   - **Dictionary** to see the definition(s) for the word.
   - **Syllables** to hear the word pronounced phonetically.

   What You See: The **Dictionary** or **Syllables** dialog.

2. If you're trying **Dictionary**, click the **Read** button in the Kurzweil 3000 toolbar to hear the contents. Click the dialog **Close** button when you're done.

3. To not have the Kurzweil 3000 window visible so you can see the website again, click the **Minimize** button at the top right of the window.

   Note: Exiting Kurzweil 3000 shuts down the **Read the Web** feature.

Teaching and Learning Tip

In preparing material for class work, consider saving the contents of a web page by doing the following:

While in **Read the Web** mode, maximize the Kurzweil 3000 window by clicking Kurzweil 3000 in the **Windows taskbar**, choose **Save As** from the **File** menu, and **Save** the file in text (.txt) format.

Searching for Online Books

Kurzweil 3000 online options enable you to search for and download:

- Electronic books and material from websites, such as Project Gutenberg, Bookshare.org and Baen Free Library. Note that some websites require a subscription.
- Text files from the Classic Literature CD Version 4.
- Magazine articles (currently from Talking Newspaper UK and Bookshare.org).

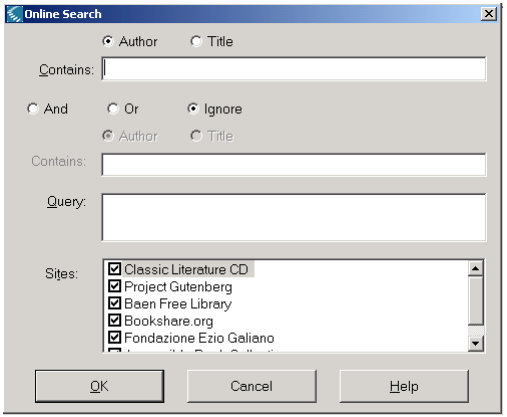
You can search for books by author and/or title or use a specific query. Your searches can be simple or complex to help you narrow down the result. The search procedure for magazines is similar.

In addition, you can look up a word or phrase from a variety of online encyclopedias. See *More to Explore: Using Online Encyclopedias* on page 70.

Using Simple Search and Download

1. In the Kurzweil 3000 window, open the **Online** menu and choose **Search for Books**.

What You See: The **Online Search** dialog.



2. Click the **Author** button to search by author name. In the **Contains** box, type any part of the author name.

   You can also click **Title** to search by title, and type any part of the title.

   Try **Author**. Then in the **Contains** box, type “Dickens.”

3. In the Sites area, specify the sites you want to search. By default, all sites are checked, so click the check boxes of the sites you don’t want.

   For this exercise, uncheck all except **Project Gutenberg**.

What You See: The desired site(s) checked.

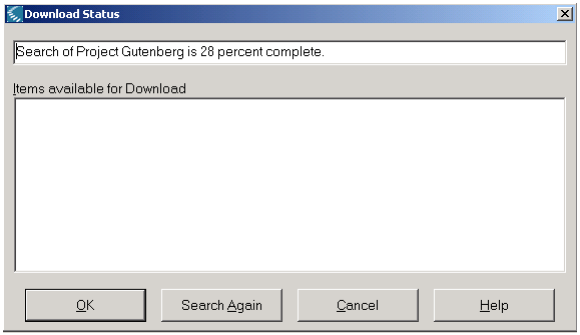
4. Click **OK**.

5. Select each desired item and click **OK**.

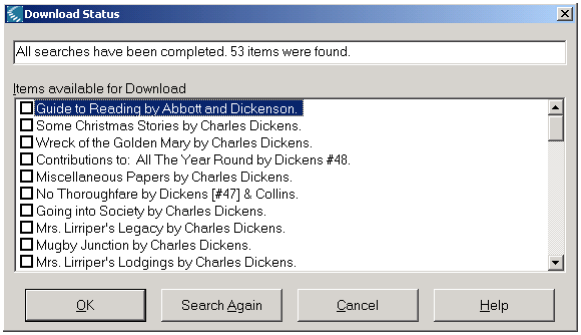
   Kurzweil 3000 downloads the materials in the background and lets you know when the download is complete.

   If the book you selected to download is from the Bookshare.org website, and it is copyrighted, and this is the first time you are requesting to download from the site during this Kurzweil 3000 session, the site may request your password. If you are not a member of Bookshare.org, you will not be able to download copyrighted books.

What You See: The **Download Status** dialog.



When the search is finished, available books you can download appear in **Items available for Download**.



6. Click the check boxes of the files you want to download.

7. Click **OK**.

What You See: A message indicating that the download is complete.

8. Continue to the next exercise to learn how to open downloaded files.

Opening Downloaded Files

1. If you just downloaded files, click the **Open** button. If you want to open a previously downloaded file, you can find it in the "Download" folder.

What You See: A message dialog asking if you want to open the recently downloaded file or files.

2. Click **OK**.

   Depending on the size of the file, it may take a few minutes to open.

3. You can now **Read** the file.

4. Kurzweil 3000 saves downloaded documents by default file names. After opening a downloaded document, you can save the file with another name.

11 Test Document Preparation

This chapter is primarily for teachers whereas the next chapter is for students.

If you are a teacher, we recommend that you go through the next chapter to familiarize yourself with the features students use to take tests in Kurzweil 3000. That way, you can also train your students on test taking in Kurzweil 3000. If your students are older and capable, have them go through the next chapter by themselves.

In this chapter, you'll learn about:

- *Preparing Tests* on page 173.
- *Using Fill in the Blanks* on page 174.

- *Customizing Kurzweil 3000 for Test Taking* on page 175.
- *Selecting the Test Taking Toolbar* on page 176.
- *Saving the Toolbar with the Test Document* on page 177.
- *Locking Features* on page 179.

Preparing Tests

With Kurzweil 3000, it's easy to prepare and administer tests, to accommodate a wide range of student abilities and to provide performance feedback.

In preparing a test, start by doing one of the following:

- Scanning a document. See *Scanning a Document into Kurzweil 3000* on page 31.
- Opening a document from another application.
- Creating a document from scratch in Kurzweil 3000 using the writing editor. See *Creating a Text Document* on page 126.
- Creating annotations containing questions in a document, then using the **Extract** feature to build a new document with the questions ready to apply as a test. See *Creating a Study Document by Extracting Notes* on page 85.

Kurzweil 3000 can handle different types of tests including:

- Multiple Choice: Have students use color **Highlighters**, text **Circle** tools, **Text Notes** or drag and drop.
- Essay: Put an empty **Text Note** in the test as a starting place for the students.
- Fill in the Blanks (and True or False): Use the **Fill in the Blanks** feature as described in the following exercise.

Using Fill in the Blanks

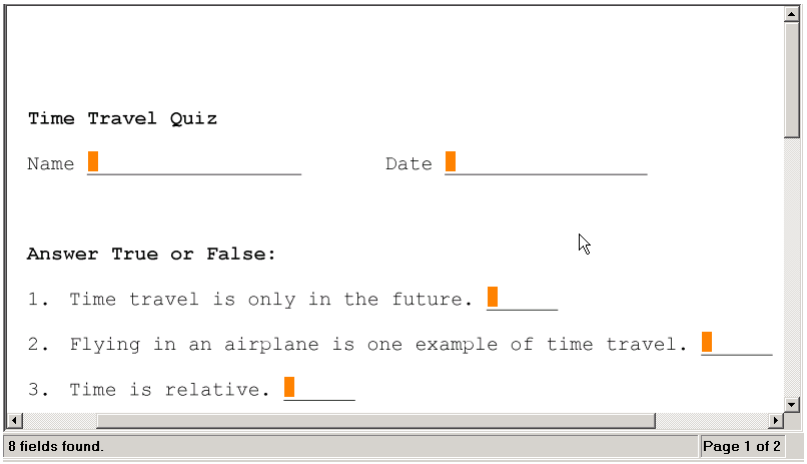
You can use this feature for Fill-in-the-Blank or True or False tests, worksheets, forms and applications.

Note: This feature only works with black and white image documents, and on one page at a time.

What You'll Need to Do This Exercise: **Open** the "Time Travel Quiz" document from the "Sample Documents" folder, and **Save** and rename it "my Time Travel Quiz."

1. From the **Tools** menu, select **Fill in the Blanks** or click the **Blanks** button.

What You See: An empty Text Note at every blank line.



2. **Save** the document. "my Time Travel Quiz" is now ready for students to use in the next chapter.

Customizing Kurzweil 3000 for Test Taking

There are two main reasons why you would want to customize Kurzweil 3000 features for test taking:

- To turn off certain features that students will not need or that will distract them.
- To accommodate students who have special challenges.

The following is a short list of some of the features that you can use to customize Kurzweil 3000 to easily accommodate students' requirements for regular use as well as for test taking.

- Change the **Reading Speed** from the **Reading** toolbar.
- Turn **Speak as Typing** on or off as a proofreading tool.
- Show or hide certain toolbars.
- Save toolbar(s) with a document.
- Use annotations to embed helpful hints. See *Creating and Working with Sticky Notes and Text Notes* on page 77.

Selecting the Test Taking Toolbar

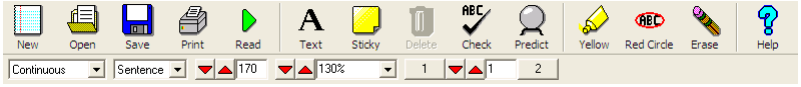
The sample toolbar sets are designed for specific learning tasks. In testing, you may want to select the **Test Taking** toolbar set for its reduced set of tools. Students can adjust reading speed and enlarge text for test-taking comfort, while having access to the Highlighters for highlighting multiple choice answers.

Note: When customizing settings for a student using the Kurzweil 3000 Standalone edition, make the changes on the Kurzweil 3000 system he or she will be using.

For now, try applying the **Test Taking** toolbar set.

1. Place the cursor in the toolbar area of the Kurzweil 3000 window, then press the right mouse button.
2. Choose **Apply Toolbar Set**, then select **Test Taking**.

What You See: The **Test Taking** toolbar.



Note: To revert to the default Kurzweil 3000 Main toolbar, select **Classic** from the **Apply Toolbar Set** menu.

You can find all the other ways to customize Kurzweil 3000 for test taking, including disabling features and customizing toolbars, in Kurzweil 3000 online Help or the *Kurzweil 3000 for Windows User's Guide*.

Saving the Toolbar with the Test Document

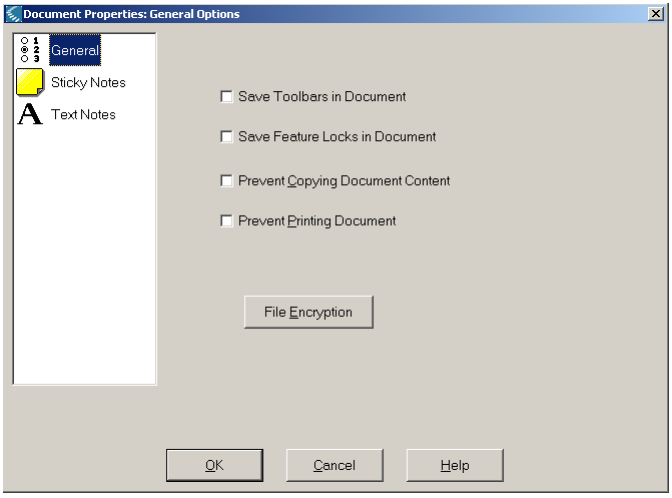
Saving a toolbar with a test document can be beneficial for students taking a test using Kurzweil 3000. All the tools they need can be on the toolbar, saving time and helping students focus on the test content rather than on finding the tools they need.

What You'll Need to Do This Exercise: The **Test Taking** toolbar set applied and displaying in the "my Time Travel Quiz" document.

1. Have the desired test document open.

2. From the **File** menu, select **Properties**.

What You See: The **Document Properties** dialog.



3. In the **Document Properties** dialog, click **General**

4. Select **Save Toolbars in Document**.

5. Click **OK**.

6. If you close and re-open the document, the **Test Taking** toolbar should be in the toolbar area.

7. Continue to the next exercise if you want to learn how to lock features.

Locking Features

You can lock or password-protect various features either to accommodate specific student requirements or for test taking. By default, all features are available to users. When you lock features, it affects only the machine on which you performed the lock. In addition, it's possible to save locks to a document.

See Kurzweil 3000 online Help or the *Kurzweil 3000 for Windows User's Guide* for information about password protection and saving locks to a document.

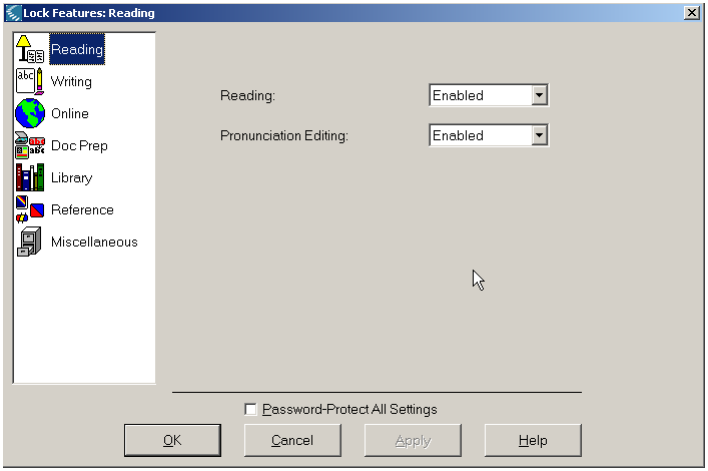
In this exercise, you'll turn some features off.

What You'll Need to Do This Exercise: The "my Time Travel Quiz" document from previous exercises open in Kurzweil 3000. The **Test Taking** toolbar should be displaying.

1. Take a look at the **Test Taking** toolbar.

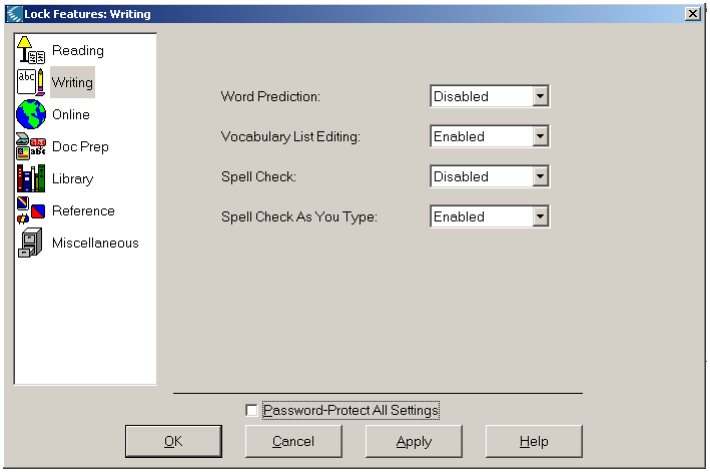
What You See: The **Test Taking** toolbar. Notice that the **Word Prediction** and **Spell Check** buttons are in enabled state.

2. From the **Tools** menu, choose **Lock Features**.



3. Click **Writing** in the left column to display the **Writing** pane.

What You See: The **Lock Features Writing** pane.



4. Select **Disabled** for the **Word Prediction** and **Spell Check** options.

5. Click **OK**.

What You See: In the **Test Taking** toolbar, the **Word Prediction** and **Spell Check** buttons grayed out.

6. Repeat the above steps to re-enable the features.

7. **Close** the document. Go to the next chapter to learn how to take a test in Kurzweil 3000.

12 Test Taking

This chapter is primarily for students. Teachers, however, can go through and train students on the material. In this chapter, you'll learn about:

- *Test Taking Using Kurzweil 3000* on page 184.
- *Reading Through the Test* on page 185.
- *Filling in Your Name* on page 186.
- *Using Fill in the Blanks* on page 187.
- *Using the Text Circle Tool for Multiple Choice* on page 188.
- *Dragging and Dropping an Answer* on page 190.
- *Reading Back Test Questions and Answers* on page 192.
- *Saving Your Test Document* on page 193.
- *Printing Your Test* on page 193.

Test Taking Using Kurzweil 3000

Before you take a test, find out what type of test it will be: Fill in the Blanks, Multiple Choice, True or False, Essay or a combination. Find out what Kurzweil 3000 tools you will be allowed to use.

When you use Kurzweil 3000 to take a test, be sure to read the test before answering the questions and read it again after you've completed the test to make sure your answers are correct.

For exercises in this chapter, use "my Time Travel Quiz," prepared in the previous chapter. If you are a student, see your teacher for this document.

Reading Through the Test

The document “my Time Travel Quiz” should be open.

1. Click at the very beginning of the document, and click the **Read** button.

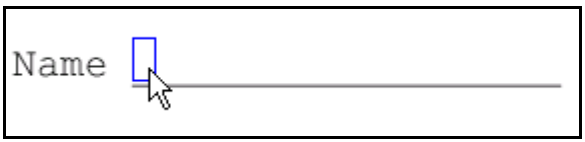
2. Click the **Pause** button to stop reading at any time.

3. Continue to the next exercise to fill in your name.

Filling in Your Name

The document “my Time Travel Quiz” should be open.

1. In the **Name** line, look for a little orange box. This is a Text Note.
2. Click the box and type your name.



   If you make mistakes, you can correct them by using the **Backspace** key. You can also use the **Read** button to read what you have typed.

3. Continue to the next exercise to fill in answers.

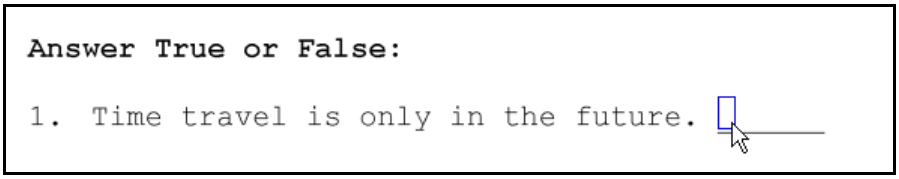
Using Fill in the Blanks

The document “my Time Travel Quiz” should be open.

In this exercise, you will work with the True or False section of the document, starting with question 1.

1. In question **1**, find the **Text Note** box above the line.

2. Click inside the box.



3. Type “F” or “False.”

4. If you want more practice, continue to the next questions and fill in answers in the same way.

5. When you are ready, continue to the next exercise.

Tips:

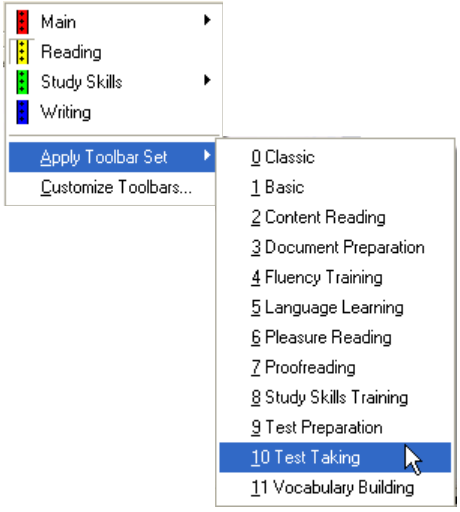
- To navigate among the notes, use the **TAB** key to go forward, and **SHIFT+TAB** to go backward.
- For short answer or essay responses, you can use **ENTER** to go to another line, **CTRL+X** to cut, and **CTRL+C** to copy and **CTRL+V** to paste text in Kurzweil 3000 Text Notes.
- You can also have Kurzweil 3000 read what you have written.

Using the Text Circle Tool for Multiple Choice

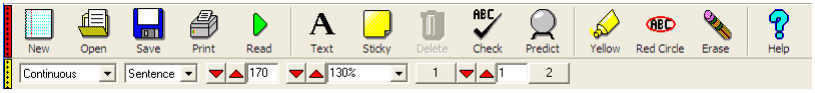
In this exercise, you will work with Question 8 in the Multiple Choice section of the document and use a Text Circle tool to select answers. Note that you could do the same task with a Highlighter.

What You'll Need to Do This Exercise:

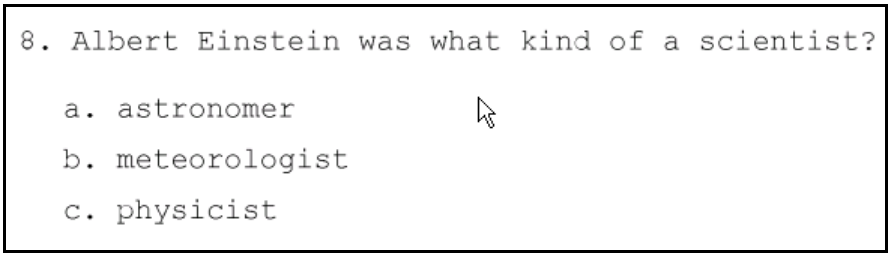
- The document "my Time Travel Quiz" should be open.
- Having the **Test Taking** toolbar set showing would be very helpful. To show the **Test Taking** toolbar set, place your cursor in the toolbar area, press the right mouse button to open the **Toolbar** shortcut menu**,** and select **Test Taking**.



The following is the **Test Taking** toolbar set.



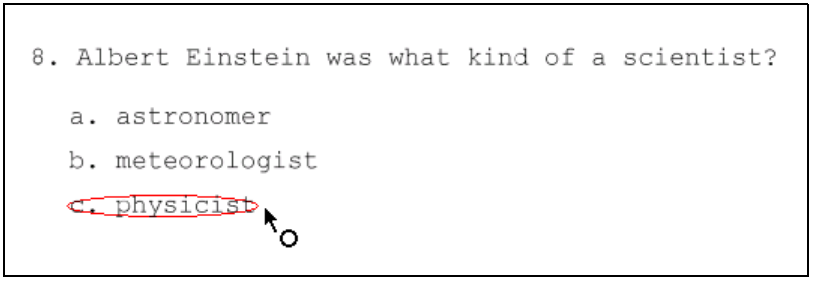
1. In the “my Time Travel Quiz” document, press the **Page Down** key until you see question **8**.



2. Click the **Circle** tool in the **Test Taking** toolbar.

3. In question **8**, drag the **Circle** tool over the correct answer, “physicist.”

What You See: A circle around the answer.



4. When you are done, click on the **Circle** tool button again.

5. Continue to the next exercise.

Dragging and Dropping an Answer

You can also drag and drop your answers.

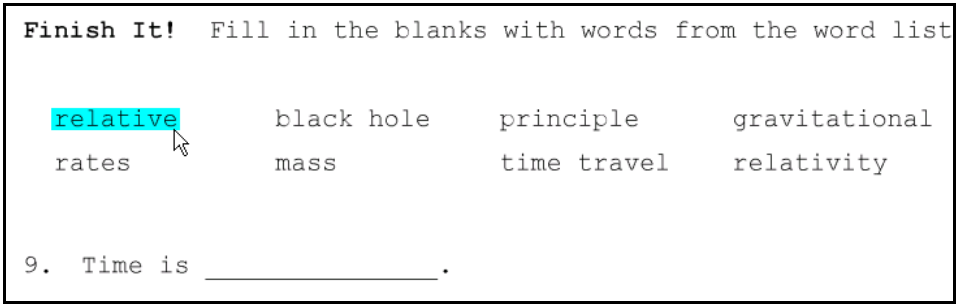
You should have the document “my Time Travel Quiz” open.

In this exercise, you will work with question 9 at the top of the next page in the document.

1. Press the **Page Down** key from page 1 until you see question **9**.
2. Select an answer:

   From the word list, double-click on the word “relative.”

What You See: The selected word is highlighted.



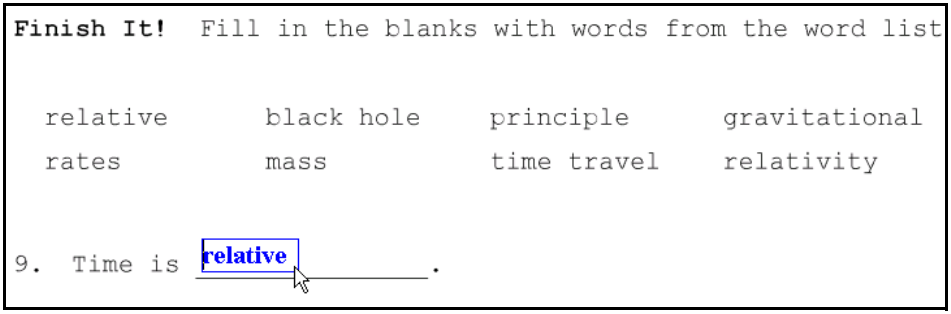
3. Drag and drop the answer:

   Place the mouse cursor on the word.

   Press and hold down the left mouse button and move the text to the answer line in question 9.

   Then release the mouse button.

What You See: The word is on the answer line.



4. When you are done, continue to the next exercise.

Tip:

Dragging and dropping text also works for True or False, Fill in the Blanks and Essay responses if part of the answer is on the test, or if your teacher allows you to use a study document that might have the answer on it.

Reading Back Test Questions and Answers

When you have completed a test, always go back and check your answers.

1. Click at the beginning of the test or click inside the Answer (Text Note) you want to check.
2. Click the **Read** button.

If you left a blank line, Kurzweil 3000 will pause.

3. Correct any wrong answers.

Saving Your Test Document

Remember to save your test document often as you work.

Click the **Save** button.

Printing Your Test

It's a good idea to print your test document when you are done. You may also need to print it to hand it in to your teacher.

Click the **Print** button in the toolbar area.

Congratulations

You've just learned how to take a test using Kurzweil 3000.

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Kurzweil 3000 Scanning Sample

Rikki Tikki Tavi

by Rudyard Kipling

At the hole where he went in

Red-Eye called to Wrinkle-Skin.

Hear what little Red-Eye saith:

"Nag, come up and dance with death!"

Eye to eye and head to head,

(Keep the measure, Nag.)

This shall end when one is dead;

(At thy pleasure, Nag.)

Turn for turn and twist for twist--

(Run and hide thee, Nag.)

Hah! The hooded Death has missed!

(Woe betide thee, Nag!)

This is the story of the great war that Rikki-tikki-tavi fought single-handed, through the bath-rooms of the big bungalow in Segowlee cantonment. Darzee, the Tailorbird, helped him, and Chuchundra, the musk-rat, who never comes out into the middle of the floor, but always creeps round by the wall, gave him advice, but Rikki-tikki did the real fighting.

He was a mongoose, rather like a little cat in his fur and his tail, but quite like a weasel in his head and his habits. His eyes and the end of his restless nose were pink. He could scratch himself anywhere he pleased with any leg, front or back, that he chose to use. He could fluff up his tail till it looked like a bottle brush, and his war cry as he scuttled through the long grass was: "Rikk-tikk-tikki-tikki-tchk!"