

Kurzweil 3000 Support Manual

The following guide provides information
for using Kurzweil 3000



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Kurzweil Toolbars

1. Kurzweil has four toolbars

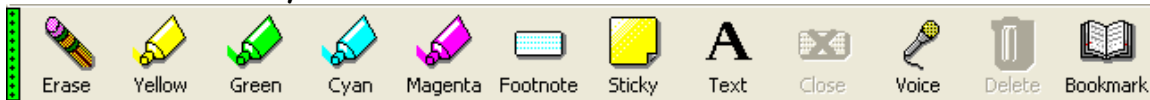
- Click on the colored lines to open and close toolbars
 - Main toolbar has the Red line on the left



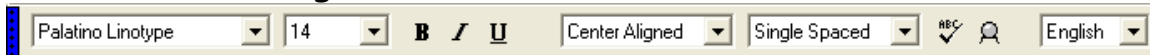
- Reading toolbar has the Yellow line



- Study Skills has the Green line



- Writing has the Blue line




Practice Using Reading Tools

1. Reading



- Use Kurzweil to read the first paragraph of the essay.
- Place the cursor at the beginning of the title paragraph and click the mouse; a red cursor will appear at cursor location.

- Press the green read icon  to hear the text through the computer. Once reading begins, the green reading icon turns to a

yellow pause icon .

2. Stop Reading

- Click on the Pause icon or click inside the text.

3. Setting the Reading Speed

- Click on the up and down red arrows connected to the WPM on the reading tool bar to speed-up or slow-down the reading speed.

Setting Your Reading Profile

1. Setting the Reading Speed

- Click on the up and down red arrows connected to the WPM on the reading tool bar to speed-up or slow-down the reading speed.

2. Setting the Reading Unit

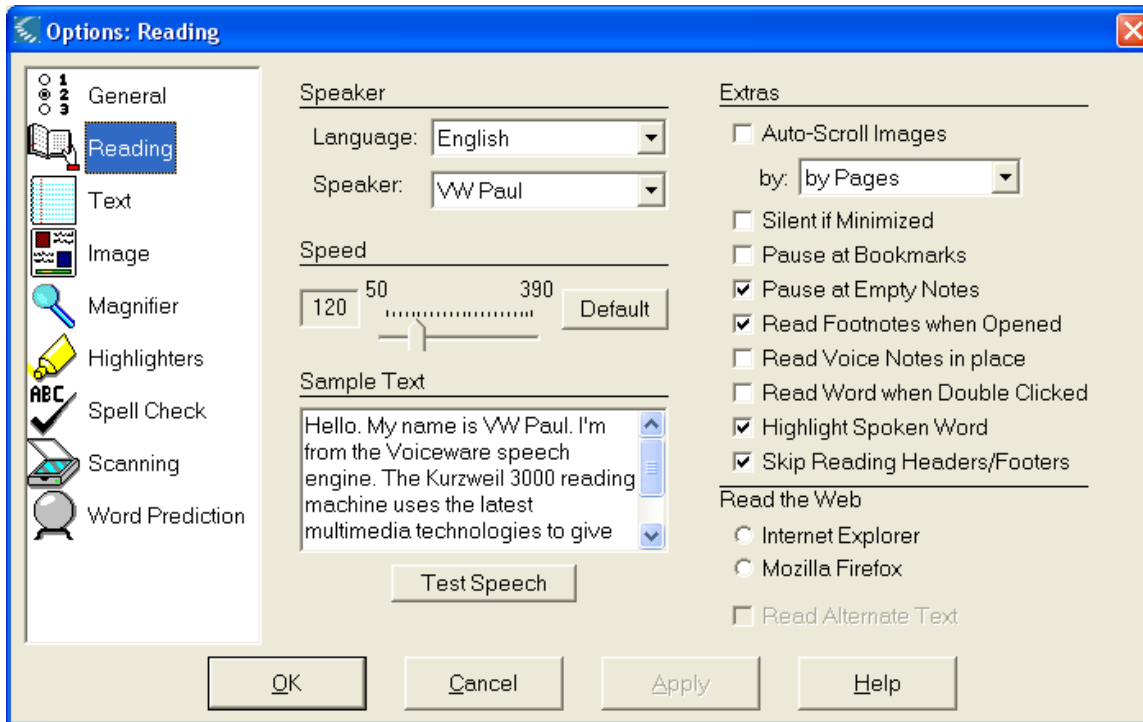
- Go to the Reading toolbar and select the second pull down menu from the left (Window with Word written inside)



- Select what unit of text you would like Kurzweil to highlight while you read (Word, Phrase, Line, etc.)

4. Setting the Voice for Male or Female

- Select Tools on the Menu bar and select Options on the pull down menu.



- Select the Reading icon on the left side of the window.
- Find the Speaker pull down menu in the center column.
- Select VW Paul or VW Kate from the pull down list.
- Click OK to save your changes.

5. Enlarging the Text

- Click on the up and down red arrows connected to the Zoom icon on the reading tool bar to enlarge or decrease the words.
- To magnify one word at a time select View from Menu bar and select Magnify Spoken Word (or keyboard strokes Ctrl+K).
- Press F5 key on keyboard to fit text to screen.

Definitions or Synonyms




1. Finding Definitions or Synonyms

- Place the cursor in front of an unknown word and click cursor.
- Click on the Definition and/or Synonym icon on the main tool bar. A Definition or Synonym word box will appear.
- To hear definition click on green read arrow.

Change Pages

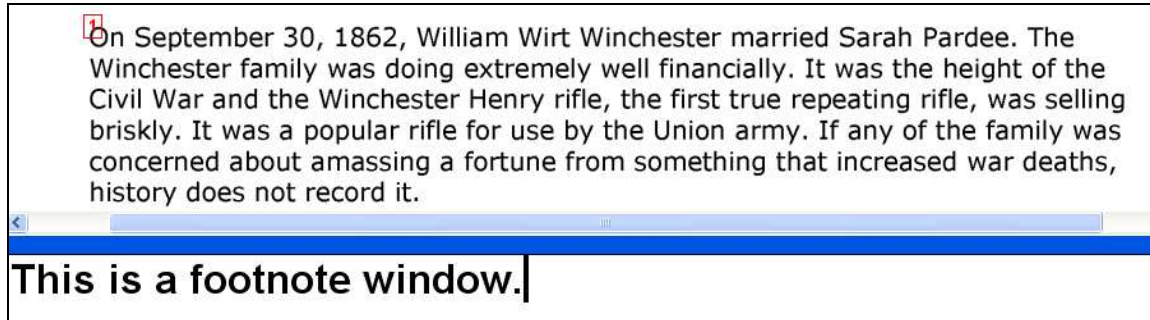
1. While reading, the program will jump to the next page

2. To manually change pages

- Click on the up and down red arrows next to the Page icon on the reading tool bar 
- The middle number is your current page; the last number is the total pages in file.
- **Note:** The numbers here do not correspond to the numbers in your textbook.

Footnotes

The footnote is indicated by the little numbered box in the text, and the footnote is the window that appears at the bottom of the screen.



1. Open Footnote 1

- Open footnote 1: Double click on the number square in the text. A footnote box will appear at the bottom of the screen.
- To respond to the question in the footnote, click inside and begin typing. Save your response when done.

2. Close Footnote 1

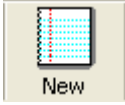
- Click inside the footnote window and then select the Close icon



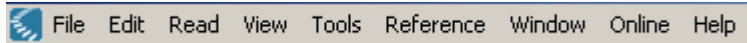
from the Study Skills toolbar.

Creating a Split Screen

A split screen allows you to take notes on the computer while simultaneously reading the text. Create a split screen.



1. Open new screen (Click the **New** icon on the tool bar. A blank screen will appear).



2. Create two screens

- Select the word **Window** on the menu bar. Scroll down to **Tile Vertically**
- Two screens will appear: on the left a blank window, on the right your text.
- Resize the two windows: Place the cursor on the frame lines between the windows. A double sided arrow will appear between the frame windows. Hold down the left side mouse button and drag and cursor horizontally to change the size of the window.
- Fit your textbook page to the window: Select the text window and press F5 on keyboard your text will minimize to fit the window.
- Add text to split screen: Drag and drop text or type directly into window.
- Edit notes in split screen: Skip to directions, **Editing Notes and Documents on page 11**.

Renaming and Saving Split Screen Notes

1. Save your Split Screen Notes

- Select Untitled window by single clicking in the untitled screen area.
- Go to File and select: *Save As*.
- In "Save in" field at top of screen choose your removable media, either floppy disk or flash drive.
- Save File Name as: **Practice**.
- Press the Save button.
- Close down all programs. Computer should be at the desktop.


2. Reopen **Practice** Notes:

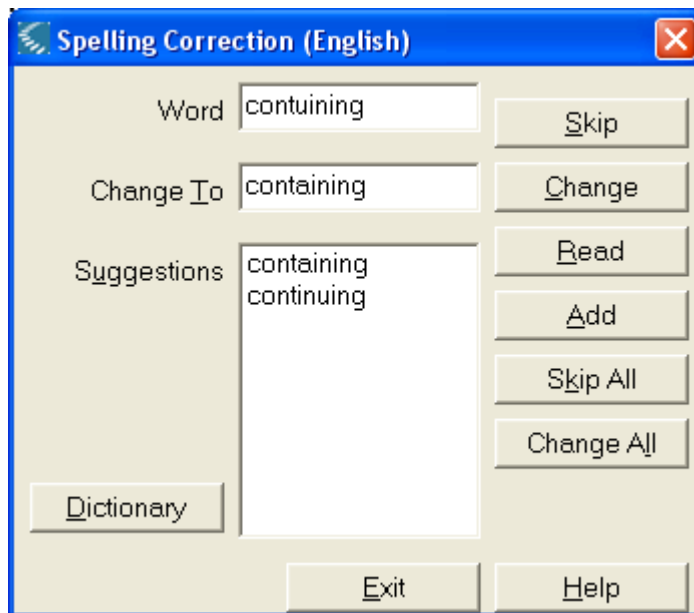
- Open Kurzweil Tutorial file: Winchester House.
- Open **Practice** notes.
- Select Window from the menu bar and select **Tile Vertically**.

Editing Notes and Documents

1. Have open your note screen or document.
2. Set the reading Mode to read one sentence at a time
 - Go to the Reading toolbar and select the first pull down menu from the left for reading mode and the second pull down menu as your reading unit.



- Select **Self Paced** as your reading mode and **Sentence** as your reading Unit
3. Open Writing toolbar
 - Click once on the Blue line to open the writing toolbar.
 4. Spell check using the Talking Spell Checker
 - In the notes screen write the following sentence exactly as you see it:
 - After finish high school had to choose between contuining with my education or traveling.
 - Check for misspelled words in your notes screen.
 - Click on the spell check icon  on the Writing toolbar. The spelling window will appear.



- In the spelling window, you can listen to words to determine the correct spelling.

3. Edit your sentence

- Press play to hear your sentence read by Kurzweil. If the grammar sounds wrong, correct it.

Highlighters



1. Select one of the highlighter icons
 - The highlighter you select will become indented and your cursor will change to a highlighter icon.
2. Place the cursor in the text where you want to begin highlighting.
3. Hold the left side mouse button down and drag across the lines to be highlighted. Release mouse when done and click on the highlighter again to deselect it.
4. Erase the highlighting
 - Click on the Erase button and drag across the text you highlighted. Release mouse when done, the highlight should be removed.

Extract Highlights into an Outline

1. Practice Exercise: Creating an outline.

- Highlight the first sentence of the paragraph in yellow.
 - Highlight the second sentence in green, the third sentence in blue, and the fourth one in magenta.
- Go to File on the Menu Bar, and select Extract Annotations
- In the window that comes up, be sure that Highlights is selected and the first four checkboxes (Yellow Highlight through Magenta Highlight) are checked
- Organize highlights into an outline
 - In the column labeled **Indent** (under **Highlights**) you will see that the different highlights have numbers next to them. This indicates how far the selected text will be indented in your outline (in inches).
 - For the Yellow Highlight, the indent should be 0.00, for Green, the indent should be 0.50, for Cyan, it should be 0.75, and for Magenta, it should be 1.00. Click OK to continue.

2. Saving your outline

- Select the outline window by single clicking in the untitled screen area
- Click on the save button in the menu toolbar.
- In "Save in" field at top of screen choose your removable media, either floppy disk or flash drive.
- Save File Name as: **Class Outline**.
- Press the Save button.