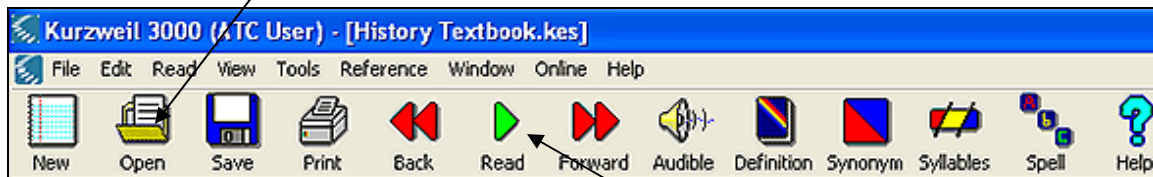


Kurzweil 3000 – Quick Guide

Any Questions? LRCe-help@ohlone.edu

- Open the program (double-click on icon).
- Select the document that you want to open by choosing the **Open** icon on the tool bar (see below).



- Once the document is open, click on the **Read** button and it will read the text aloud.
- After it's clicked on, the **Read** button turns into a **Pause** button which can be clicked on to pause the reading.
- To mute sound, select **Audible**. Press **Audible** again to turn sound back on.
- To change the speed (how fast it is reading) go to the **WPM** box below the **Audible** icon and use the arrows to either raise or lower the number (default is 200) or type in a new number.



- Other features include:
 - highlight text
 - look up the definition of a word
 - change reading voice
 - add a “sticky” or “text” notes
 - advanced features and tool sets
 - Use the Reading, Writing and Study Skills toolbars.

For more information, see:

<http://www.kurzweilededu.com/kurz3000.aspx> or

<http://www.indiana.edu/~iuadapts/technology/software/k3000/index.html>

Remember to use the **Help** button, on the far right for detailed help information.