KURZWEIL 3000

VERSION 12

Training Guide

Initial Development:

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Butte College

Updated:

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Monterey Peninsula College

KURZWEIL 3000 V.12

KURZWEIL OVERVIEW

Allows users to <u>scan material and see it</u> on computer screen as it is read aloud
Provides auditory access to print for students with reading difficulty

HELPFUL FOR DIFFERENT LEARNING STYLES
<u>Scanning & reading</u>
- Visual verbal
- Auditory

<u>Highlighting</u>
- Visual nonverbal
- Kinesthetic

HELPS WITH <u>RETENTION</u>
• **Provides information through two channels**
• **In general, we retain approximately:**
- <u>20%</u> of material through <u>auditory</u> channel alone
- <u>30%</u> of material through <u>visual</u> channel alone
- <u>50%</u> of material through <u>both auditory & visual</u> channels combined

PROVIDES <u>STUDY SKILLS</u> FEATURES
- Reads Microsoft Word documents & Internet aloud
- Ability to read web pages depends on how they were created

A FEW GENERAL TIPS
- If you <u>highlight</u> your text, use <u>yellow</u>, <u>green</u>, or <u>blue</u> markers
- Orange or pink highlighting will mask scanned text.
- If you <u>underline</u>, do not let lines cross over text.
- Students often prefer using their own headphones in mainstream settings. Purchase headphones with volume control on the cord.

TO LAUNCH PROGRAM
- On the desktop, double click the icon on the QuickStart Bar <OR>
- On the desktop, double click the Kurzweil icon <OR>
- Click the Windows button > Programs >Kurzweil Educational Systems > Kurzweil 3000
    - Username (**yourfirstinitial)(lastname)2011   example: acopeland2011**
    - Password: **mpc123**

MAIN TOOLBAR
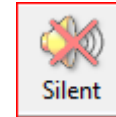
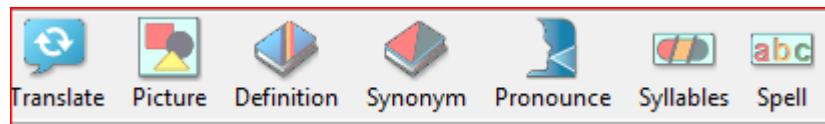**READING CONTROLS**

To start reading - two methods:

1. Click Read / Pause button on toolbar, <OR>   Keyboard: F3
2. Clicking Audible turns on Silent Reading

MAIN TOOLBAR: REFERENCES

DICTIONARY CHOICES

    1. Translate

    2. Picture

    3. Definition

    4. Synonym

    5. Pronounce

    6. Syllables

    7. Spell

  • Kurzweil 3000 offers access to 12 dictionaries, some of which translate between languages
      (Example: English → German).

• The default dictionary is: American Heritage - Fourth Edition

• To change dictionary:
      Reference menu > Select Dictionary

TRANSLATION

1. Click the word you want (or position caret in front of it)
2. Click Translate on toolbar
3. Choose appropriate language in the To: drop down
4. Click Translate to have text converted to language chosen
5. Click Read to hear the translated text
6. Click Close button (X) when finished
7. Option: Text can be typed into the From: dialog box to be translated. It can be a word , phrase, or a block of text.
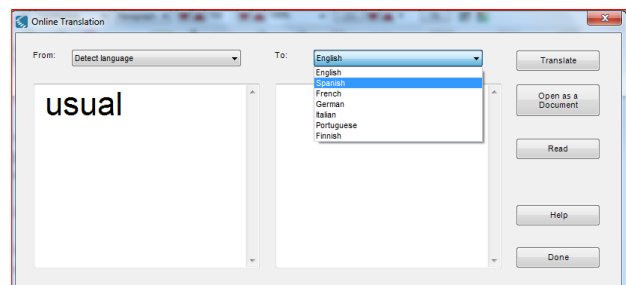
PICTURE

1. Click the word you want and click Picture on toolbar
2. A picture of the word will display (Note: This feature only works rarely. We do not recommend.)

DEFINITION

1. Click the word you want (or position caret in front of it)
2. Click Definition on toolbar <OR> Keyboard: <Ctrl> + D
3. Click Read to hear definition
4. Click Close button (X) when finished
5. Option: Click a word in the definition & get a definition of *that* word
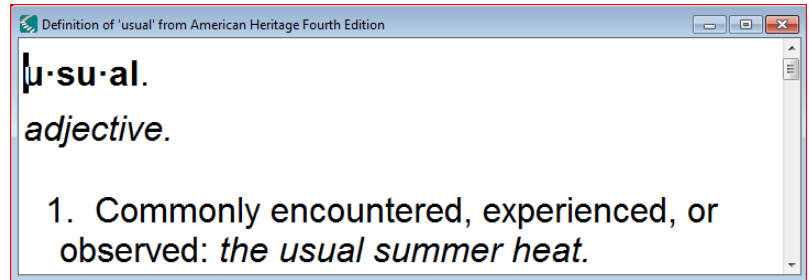
SYNONYM

1. Click the word you want (not all words will have synonyms)
2. Click Synonym on toolbar <OR> Keyboard: <Ctrl> + Q
3. Click Read to hear synonyms
4. Click Close button (X) when finished
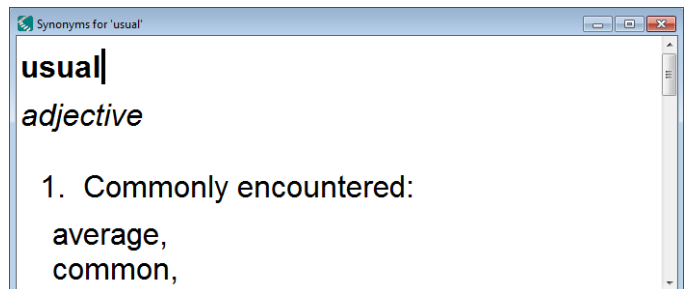
SYLLABLES

1. Click the word you want
2. Click Syllables on toolbar <OR> Keyboard: <Ctrl> + Y
3. Kurzweil will read word by syllable
4. Click Pronounce to hear word again
5. Click Done when finished

SYLLABLES

1. Click the word you want
2. Click Syllables on toolbar <OR> Keyboard: <Ctrl> + Y
3. Kurzweil will read word by syllable
4. Click Pronounce to hear word again
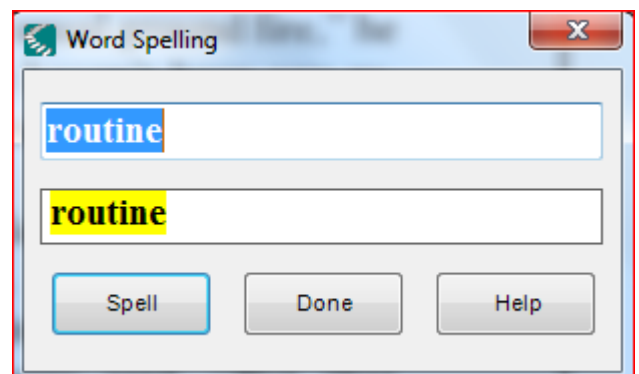5. Click Done when finished
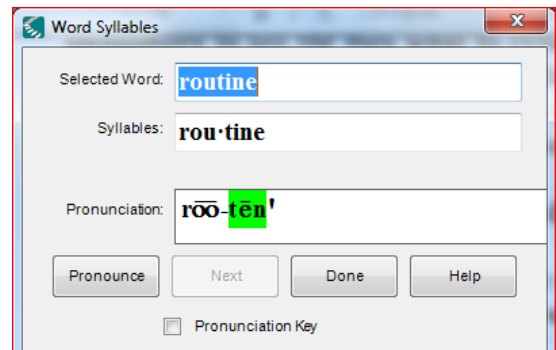
SPELL

1. Click the word you want
2. Click Spell on toolbar, <OR> Keyboard: <Ctrl> + L
3. Kurzweil will say the word, and spell it aloud while displaying each letter as it is spoken,
4. Then say the word again
5. Click Spell to hear word spelled again
6. Click Done when finished

TO LOOK UP YOUR OWN WORD

1. Reference menu > Look Up Word I Type
2. Type word & click Definition, Synonyms, Syllables, Picture, (or Human Pronunciation)
3. Click Read
4. Click lower Close button (X) when finished
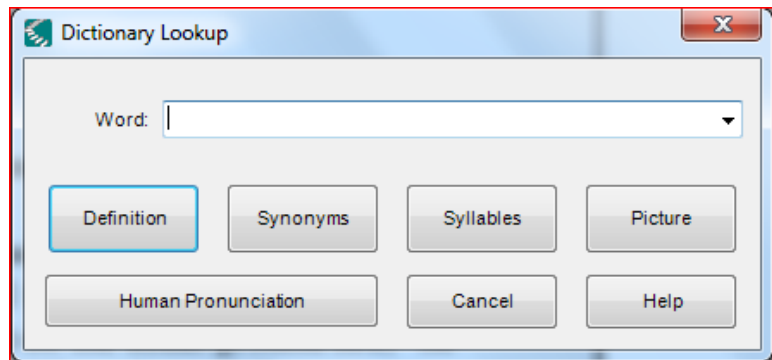
MAIN TOOLBAR: READING THE WEB

**NOTE:** Depending on how they are created, some web pages cannot be read by the Kurzweil 3000

TO READ THE WEB

1. Click the Web button on the main toolbar
2. Launches Mozilla Firefox, and Puts Kurzweil toolbar near top of screen
3. NOTES: You may need to click Reload button (or press the F5 function key) as needed. Internet Explorer will work with Read the Web but prone to error

OPTIONS

1. Read/Pause
2. Previous/Next
3. Definition
4. Syllables
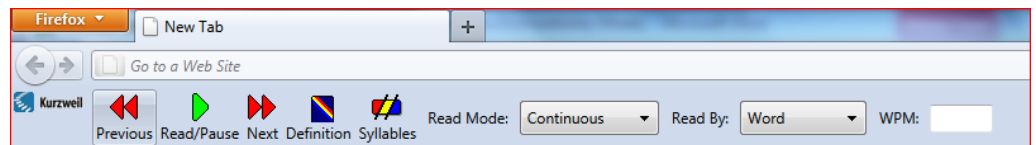
USER PREFERRED SETTINGS

1. Read Mode
2. Read By
3. WPM (Words Per Minute)

DEFINITION

1. Click the word you want (to put caret on it)
2. Click Definition on Kurzweil toolbar
3. Click Read on toolbar
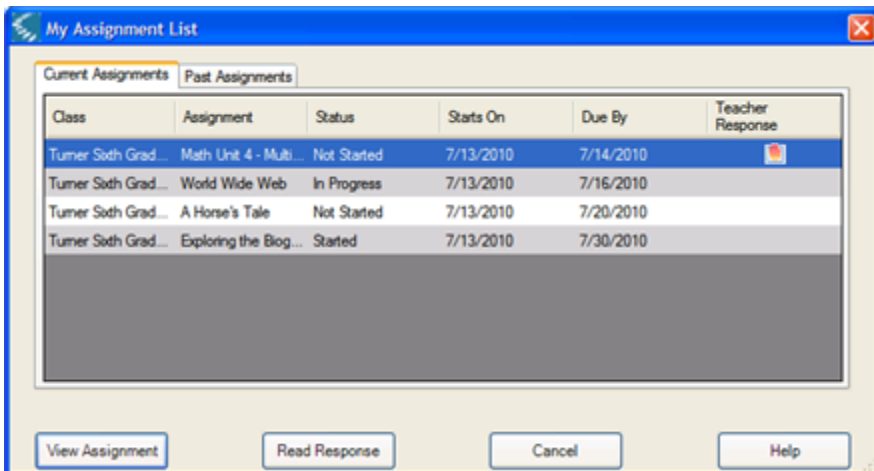4. Click Close button (X) when finished

SYLLABLES

1. Click the word you want (to put caret on it)
2. Click Syllables on Kurzweil toolbar
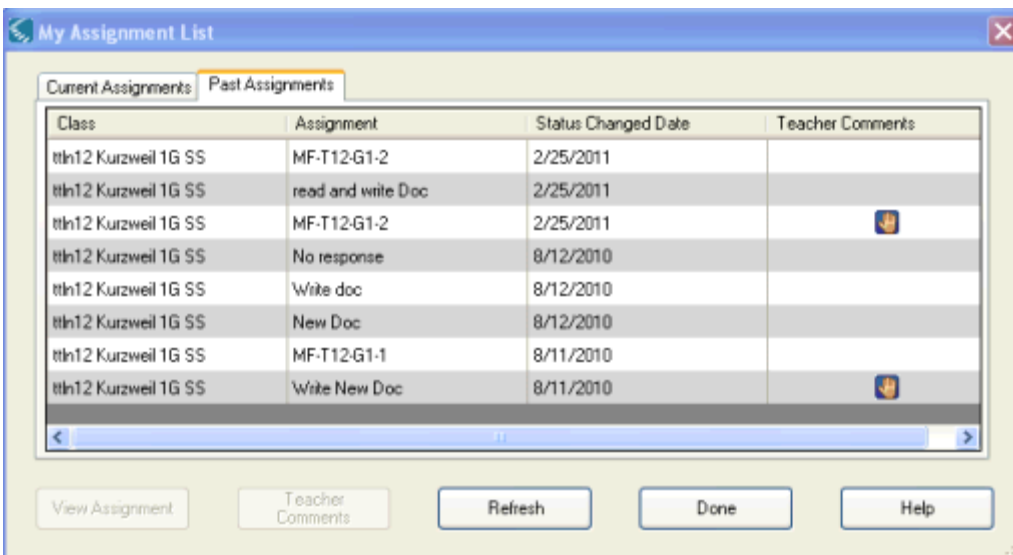3. Kurzweil will say the word, breaking it down into syllables

CURRENT ASSIGNMENTS

When My Assignment List opens, the Current Assignments is the default view.
Click on the assignment you wish to view and click the View Assignment button

PAST ASSIGNMENT

In the Current Assignment dialog, click the Past Assignment tab.

1. The table lists the Class, Assignment from that class, the dated of last change in status (this could be because the teacher looked at your assignment, rejected or accepted the assignment.
2. To open an assignment, double-click on the assignment name, or select it from the list and click the View Assignment button along the bottom of the dialog.
3. To see teacher comments, select the hand icon, then click the Teacher Comments button along the bottom of the dialog.

ASSIGNMENT PALETTE

When there are assignment documents associated with the assignment, the Assignment Palette appears.

1. Open Assignment documents.

2. **Important!!** *Open Response document*. An assignment may have one or more documents that the Teacher wants you to read or respond to by answering questions or by providing a written response, such as an essay. If a document requires input, it is called a "Response" document.

OPEN AN ASSIGNMENT DOCUMENT:

1. Click the Open Assignment Document button in the palette. Click the List arrow to see the list of documents in the assignment.

2. Or if you are in the View Assignment dialog and the assignment includes document(s) for reading or for responding to, the document names appear in the document list.

3. A star next to the name indicates the document needs a response. Double-click the document name to open the document, or select the document and click Go.

OPEN RESPONSE DOCUMENT

1. Or if you are in the View Assignment dialog and there is a star next to a document name in the document list, indicating that the document needs a response.

2. Double-click the document name to open the document, or select the document and click Go.

SAVE IN PROGRESS

1. Saving your document as you work is always a good idea.

2. The Assignment Save in Progress is different from the regular Kurzweil 3000 document Save because it saves the assignment document to the Assignment system so that the teacher can track where you are in the process and offer help if you need it.

3. Save in Progress saves the assignment document but does not close it.

The first time you save the document, the document title changes to My Response.

CLOSE MY WORK

1. This saves the assignment document to the Assignment system and closes the document.

2. Use this command when you are finished for the session or for the day. When you are ready to return to the document, use the Open Assignment button.

SUBMIT

1. This saves the document to the Assignment system and lets your teacher review, score and accept it.

2. Once your assignment document has been accepted by the teacher, it will appear in the Past Assignments view.

TO SEE AN ACCEPTED PAST ASSIGNMENT

1. Click the Assignment button to open the Assignment List dialog, then click Past Assignments.

READING TOOLBAR

VOICES

Can vary by computer but can include:

VW Kate	Nanny	Gramps	Nicky	Shelley	Grandma
VW Paul	Jane	Nanny	Justin	Reed	Microsoft Anna

READING OPTIONS

READ MODE

1. Continuous: Starts at beginning and reads to final page (Default)
2. Self-paced: Reads one unit before stopping – Example: paragraph
3. Word by word: Reads one word, then stops

READING UNIT

1. Word
2. Phrase
3. Line
4. Sentence (Default)
5. Paragraph
6. Heading (Consider this to preview a chapter by hearing headings)
7. Highlight (Reads only the text you have highlighted)

WPM

1. Sets reading speed; click up/down arrow to adjust
2. Range: 35 - 600 WPM

ZOOM

1. Sets magnification level; click up/down arrow to adjust
2. Range: 25 - 2000%

IMPORTANT

SETTING ZOOM LEVEL FOR THE ENTIRE DOCUMENT

1. Tools > Options > General > Put desired percentage in the My Zoom Value drop down
2. Tools > Options > Image > Put My Zoom in the Default Fit drop down
3. Click OK

PAGE NAVIGATION

1. First page (of entire document)
2. Previous
3. Next
4. Current page number (you can enter a page number and press Enter to jump to that page)
5. Last Page (of entire document)

PAGE THUMBNAIL

1. To move around a page that is zoomed in

THUMBNAIL VIEW OF DOCUMENT

1. To see a thumbnail view of the entire document – if you are searching for a particular page/picture

READING: ADVANCED TOOLS

TO CHANGE PRONUNCIATION

This option lets you change the way Kurzweil pronounces a word.

1. Select the word you want to change
2. Go to Tools menu > Pronunciations **or** Ctrl + F7
3. The selected word appears in Word or Phrase to be Spoken box
4. In Pronunciation box, type the way you think word should be pronounced
5. Checkmark Case Sensitive if you want the change to apply only to word when it is capitalized or lower case
6. Click Test to hear the original and new pronunciation:
"(Original word)" will be pronounced "(New version)"
7. If pronunciation is ok, click OK
If pronunciation is not ok:
Type another version in Pronunciation box
Then repeat Steps 5, 6, and 7
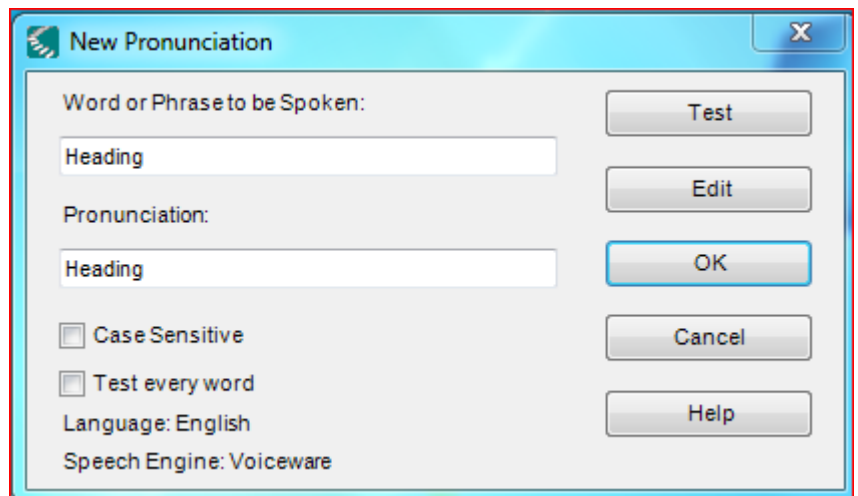

TO MAGNIFY SPOKEN WORD

This option puts a window on screen that magnifies each word individually (or several words) as it is spoken. More effective at slower reading speeds.

1. Go to View menu > Magnify Spoken Word or Ctrl + K

ADJUSTING THE MAGNIFY SPOKEN WORD WINDOW

1. Window can be adjusted to display several words
2. Use slider bar on right
3. Range: 1-15 words (see examples above)
4. Window can be resized by clicking & dragging its edge
5. Window can be moved by dragging its title bar
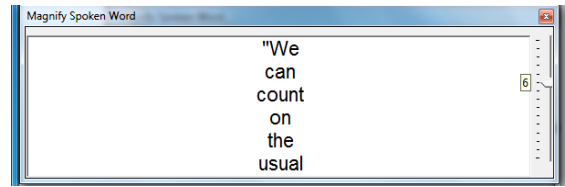
MAGNIFIER OPTIONS

1. Tools menu > Options
2. Magnifier in Side Menu
3. Adjust text color, background color, or font & click OK

READING: FOREIGN LANGUAGES

TO CHOOSE READING LANGUAGE

1. Tools > Options > Reading
2. Click Reading in Side Menu
3. Click Language drop-down menu & select the language you want
Options:
- English (Default)
- Spanish
- French
- German
- Italian
- Portuguese
- Finnish
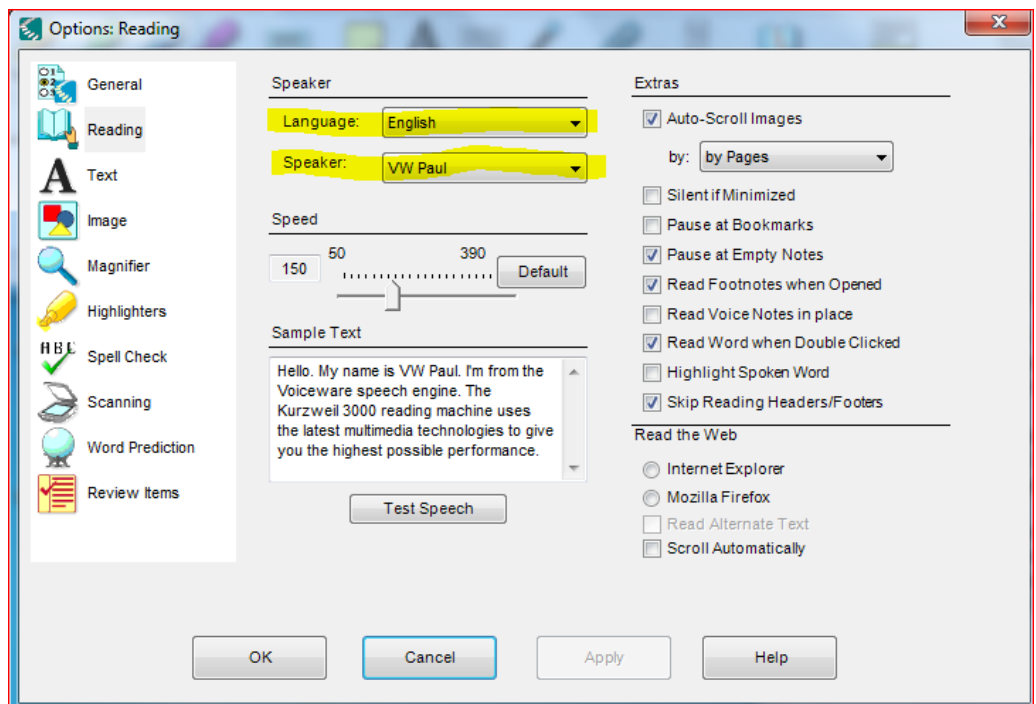
TO CHOOSE SPEAKER

1. Choose Speaker:
  - The specific list of speakers will depend on the language you have selected
  - Example: For Spanish, speakers include Carlos, Pilar, Abuelo, Abuela, and others
2. Click Test Speech to hear sample (spoken in that language)
3. Voice speed is also adjustable at this window
4. Click OK when finished

TO ADJUST COLORS

1. Tools menu > Options > Image <OR> Keyboard: <Ctrl> + F1
2. Click Image in Side Menu
3. Reading Color: In Colors section, select Reading option:
   - Green on Yellow (Default)
   - Green on Cyan
   - Blue on Magenta
   - Red on Magenta
4. Selection Color:
   - Affects color of word you select (Example: for definition)
   - Click Selection drop-down menu and select a color from list
5. Background Color: Changes color of background for scanned text
   - White (Default)
   - Rose
   - Peach
   - Sky
   - Gray
   - Slate
   - Granite
6. Caret Color: (Caret = cursor)
   - Click Caret drop-down menu and select a color from list
8. Caret Width: (Caret = cursor)
   - Click in Caret Width area, then click & drag Slider to desired width
   - Range: 1 - 10   (Default = 3)
   - Recommended width: 5 – 6 for greater visibility
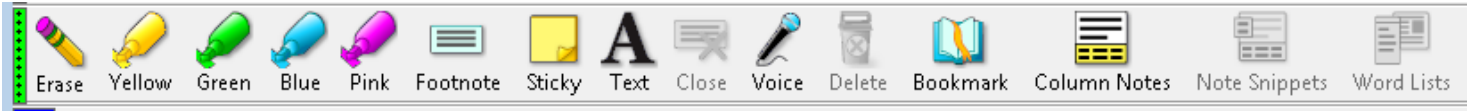   - Keyboard: Use Left or Right arrow keys to adjust value
9. Click Apply (or click OK if finished)
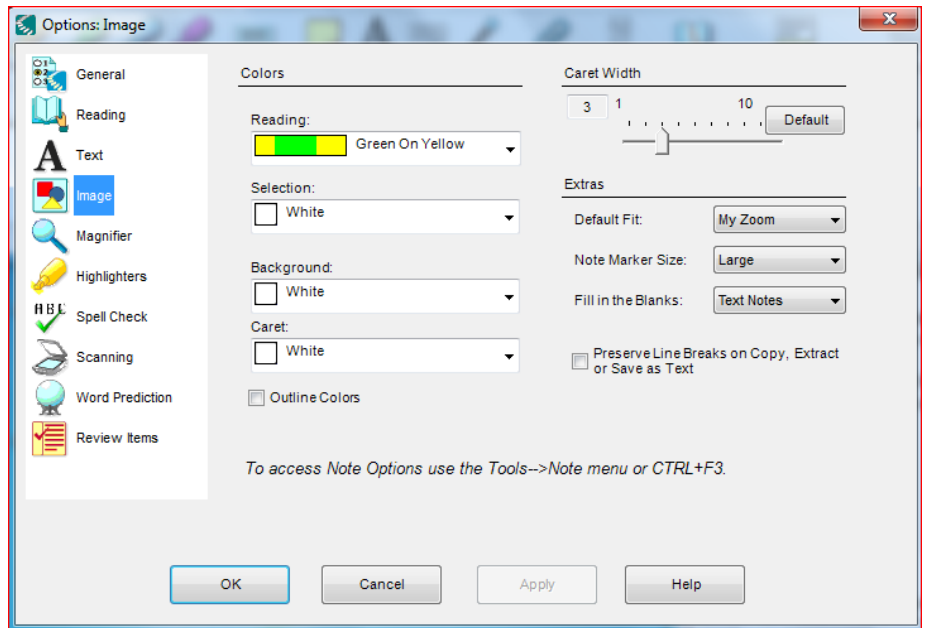
STUDY SKILLS TOOLBAR

BACKGROUND
• Lets you highlight text & distill out most important material. You can then print highlighted material as a study guide
• Four highlight colors available
• Use with Study Skills toolbar displayed on screen

TO DISPLAY STUDY SKILLS TOOLBAR
Click green bar on left end of toolbar
<OR>
1. Right-click any toolbar
2. Highlight Study Skills in pop-up menu
3. Click Large in submenu to put large-icon Study Skills toolbar on screen

NOTES ABOUT HIGHLIGHTING
1. If you highlight your text, use yellow, green, or blue markers.
2. Orange or pink highlighting will mask scanned text.
3. BEFORE highlighting, if you plan to indent highlighted text to show levels of importance: decide which colors you plan to use for which purpose, and change indent values (see example, page 16?)

STUDY SKILLS: HIGHLIGHTING EXAMPLE

ORIGINAL TEXT[1]

Highlighted: ==Yellow for main idea==, ==Green – supporting details==, ==Blue - vocabulary==

==Central to spatial intelligence are the capacities to perceive the visual world accurately, to perform transformations and modifications upon one's initial perceptions, and to be able to re-create aspects of one's visual experience.==   One can be asked to ==produce forms or simply manipulate those that have been provided==.   Even as musical intelligence consists of rhythmic and pitch abilities which are sometimes ==dissociated== from one another, and as linguistic intelligence consists of syntactic and ==pragmatic== capacities which may also become uncoupled, so, too, ==spatial intelligence emerges as an amalgam of abilities==.

EXAMPLE: Setting up indent (see above paragraph)

Content	Color	Indent amount
Main idea	Yellow	No indent
Supporting details	Green	1.0"
Vocabulary	Blue	2.0"

EXAMPLE: Highlighted text with indent

==(Main idea)==
Central to spatial intelligence are the capacities to perceive the visual world accurately, to perform transformations and modifications upon one's initial perceptions, and to be able to re-create aspects of one's visual experience.

    ==(Supporting details)==
    Produce forms or simply manipulate those that have been provided
   Spatial intelligence emerges as an amalgam of abilities

        ==(Vocabulary)==
        dissociated
        pragmatic

[1] H. Gardner, Frames of Mind.   New York: Basic Books, 1983.

TO INDENT HIGHLIGHTED TEXT (See example, p. 10)
This feature indents highlighted text according to color
Helps organize highlighted text in order of importance

1. Tools menu > Options <OR> Keyboard: <Ctrl> + F1
2. Click Highlighters in Side Menu > Extract Setup
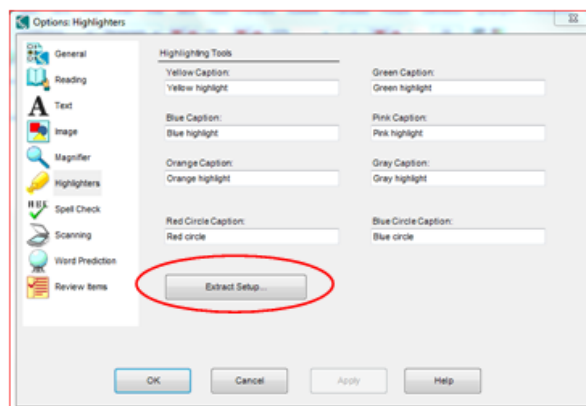
3. For each highlight color, click Indent text box, delete current value, & type the indent value you want for that color
4. Click OK, then click OK in Highlighters dialog box
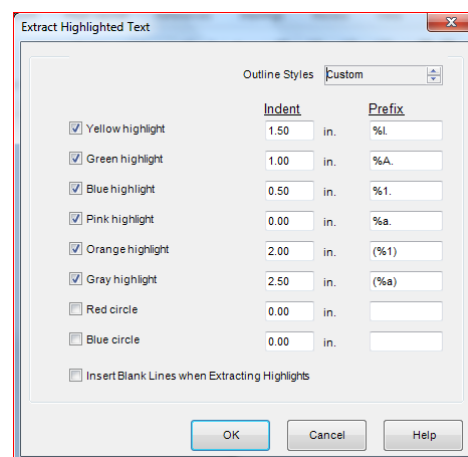
TO HIGHLIGHT TEXT
1. Click a Highlighter button on Study Skills toolbar:
Yellow, Green, Cyan, or Magenta
2. Mouse pointer becomes a highlighter pen
3. Click and drag pen to highlight desired text
4. To change colors, click another highlighter button
5. To stop, click Highlighter button again
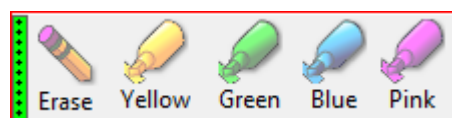
TO ERASE HIGHLIGHTING
1. Click Erase on Study Skills toolbar
2. Click and drag pen over highlighted text to erase highlighting

TO READ JUST HIGHLIGHTED TEXT
1. Click Reading Unit box on Reading toolbar (Example: Sentence, Paragraph)
2. Click Highlight
3. Click to place caret at beginning of highlighted text
4. Click Read

TO PRINT HIGHLIGHTED TEXT

1. Click Print on Toolbar
2. Click Highlighted Text (otherwise, will print entire page)
NOTE: Click Force Black and White if you don't want your printout to have gray shading
3. Click Print
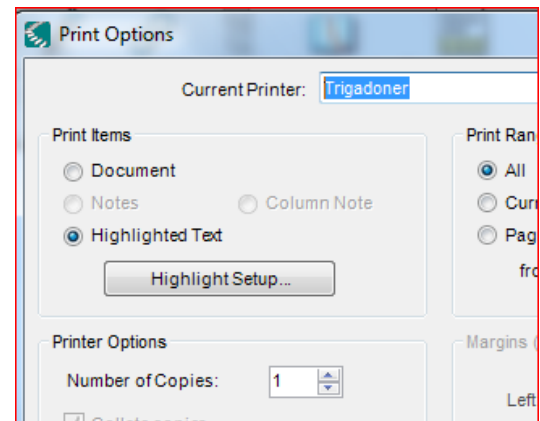
TO EXTRACT HIGHLIGHTED TEXT & SAVE AS SEPARATE DOCUMENT

1. File menu > Extract Annotations
2. In Extract dialog box, click Highlights
3. Under Highlights, click to uncheck any highlight color you did not use (Example: Magenta)
4. Click OK
5. Result: Creates a new document that contains highlighted text
Text is shown with original highlight colors
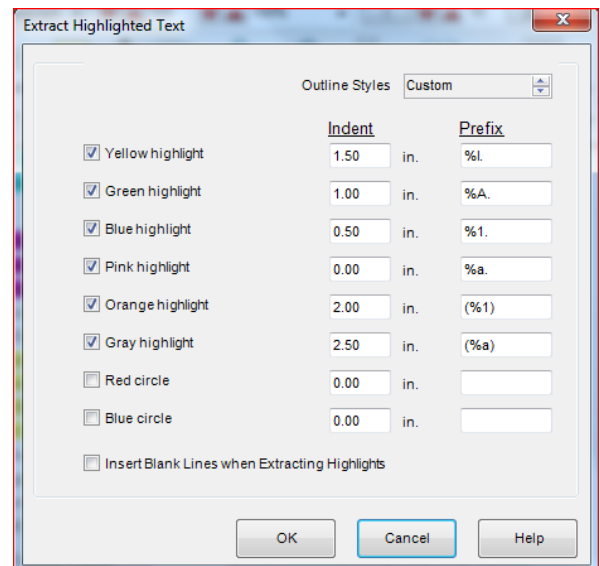
TO SAVE EXTRACTED TEXT AS SEPARATE DOCUMENT

1. Insert your flash drive or floppy disk
2. Click Save on toolbar <OR> Keyboard: <Ctrl> + S
In Save As dialog box:
3. Click Save in box & click Removable Disk or 3½ Floppy (A:)
4. Double-click File name box & type your file name (and extension)
5. Click Save as type box & click MS Word
6. Click Save
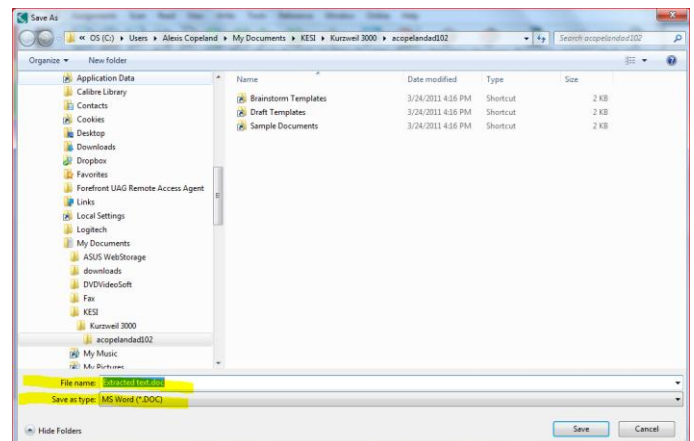
BACKGROUND
Lets you attach footnotes to specific items in document
Easier to use with Study Skills toolbar
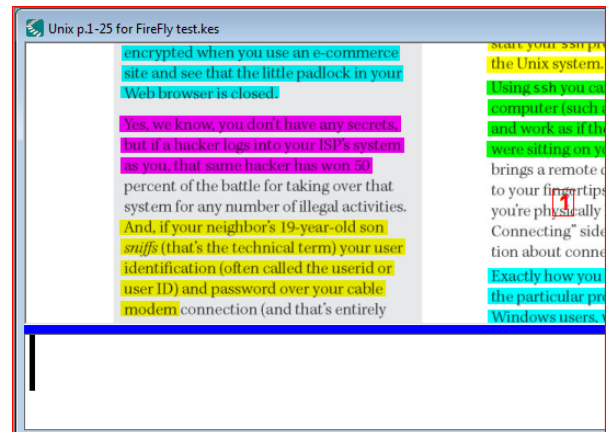Enable Editing (in Edit menu) must be checked

TO DISPLAY STUDY SKILLS TOOLBAR
1. Click green bar on toolbar
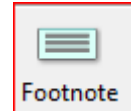
TO ADD NOTE
1. Click the position caret where you want note attached
2. Click Footnote on Study Skills toolbar, <OR> Keyboard: <Shift> + F5
3. Result: Puts a Note anchor (number) at caret position. Displays area for you to write notes.

TO HAVE NOTE READ ALOUD AS YOU TYPE
1. Tools menu > Options <OR> Keyboard: <Ctrl> + F1
2. Click General
3. In Speak As Typing section, place checkmark next to what you want: Characters, Words, Sentences
You can choose more than one (or none)
4. Click OK
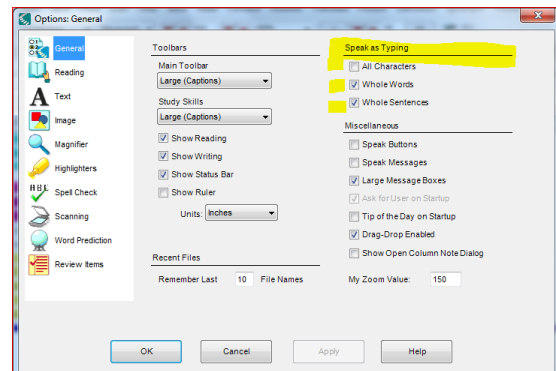
TO CLOSE NOTE
1. Click Close on Study Skills toolbar, <OR> *Keyboard:* <Shift> + F6
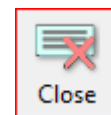
TO VIEW AND READ NOTES
1. Double-click the Note anchor (number) attached to a footnote
2. Associated footnote will appear and will be read aloud
3. When finished, click Close on Study Skills toolbar

TO DELETE NOTES
1. Click the Note anchor (number) attached to note you want to delete. This will turn the number red.
2. Click Delete on Study Skills toolbar
3. Do you want to permanently delete the selected footnote?   Click Yes

BACKGROUND

A **Sticky Note** can have a colored background and/or colored text. It is opaque, covering the image. Sticky Notes serve as handy reminders.
A **Text Note** has a transparent background and can have colored text. It is especially useful for forms fill in and filling in blanks on tests

TO ADD STICKY NOTE OR TEXT NOTE
1. Click either the Sticky Note or Text Note button
2. Click on the location where you want to place the Sticky Note or Text Note
3. A Sticky Note or Text Note is added at the point you click.
4. Press the Enter key when you want to start a new line.
5. When you are done typing, click outside the note
6. The size of the Note can be changed by clicking and dragging the right side of the Note box
7. The Note can be moved by clicking the top, bottom, or left side of the Note and dragging
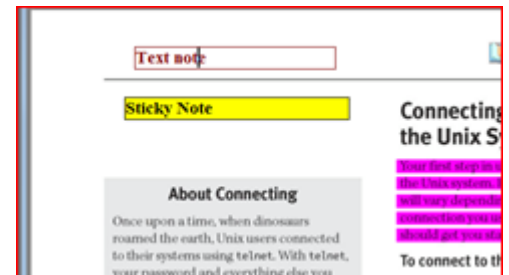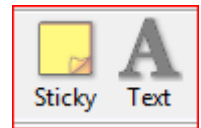
OTHER NOTE OPTIONS
1. Right click on the Sticky Note or Text Note and choose Default Note Options
2. OR From the Tools menu, select Note, then select Note Options.
3. In the Default Note Options dialog box, make the desired changes.
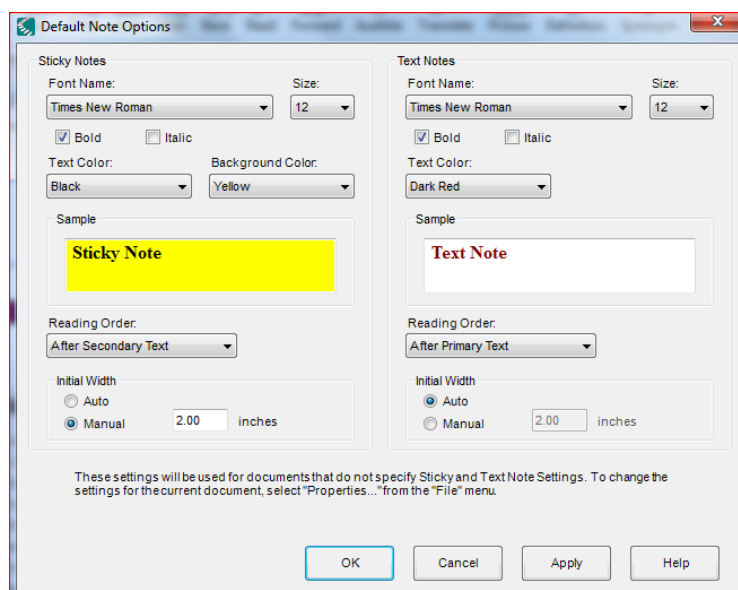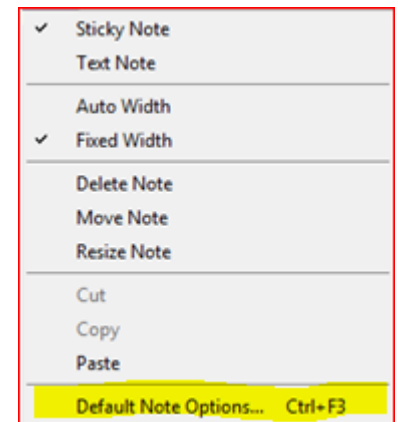
STUDY SKILLS: BOOKMARKS

TO ADD A BOOKMARK TO A DOCUMENT:
1. Click in the place you want to add a bookmark, or select the text you want to use as the bookmark description.
2. Click the Bookmarks button on the Study Skills toolbar.
OR
Open the Tools menu and select Bookmarks to display the Bookmarks dialog box.
3.Type a description for the bookmark in the Description box, then click Add.
4. If you have selected text, this text appears as the default description. You can edit or replace the description text.
5. The Bookmarks dialog box closes.
6. When you add a bookmark to an image document, a marker appears at the current location. When you add a bookmark to a text document, the text closest to the insertion point is underlined in red.
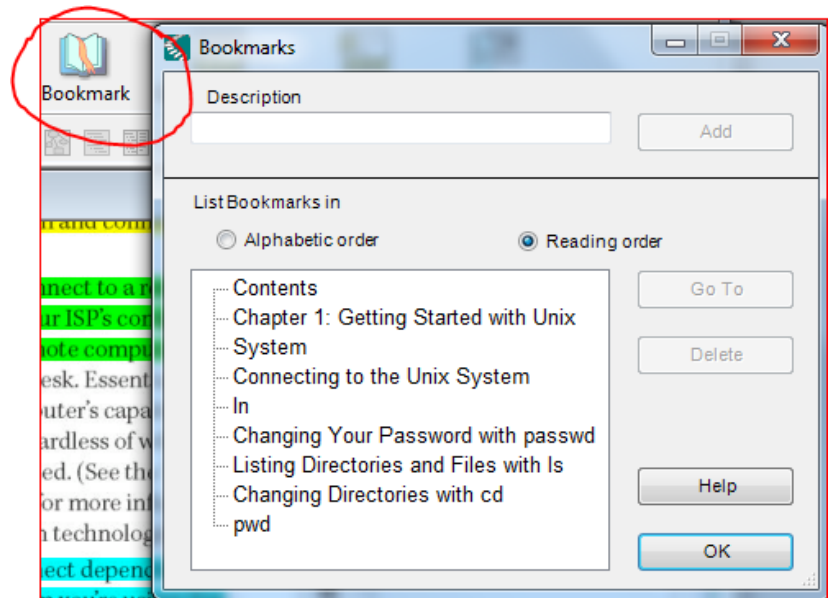
STUDY SKILLS: VOICE NOTES

1. Voice Notes can be added to either image or text documents.
2. To hear a Voice Note, double-click its marker (speaker icon).
3. You can record up to two minutes of sound.
4. Each Voice Note has an anchor, and can be placed it anywhere in a document.
5. When you add a Voice Note to an image, a marker appears at or near the position where you clicked in the document.
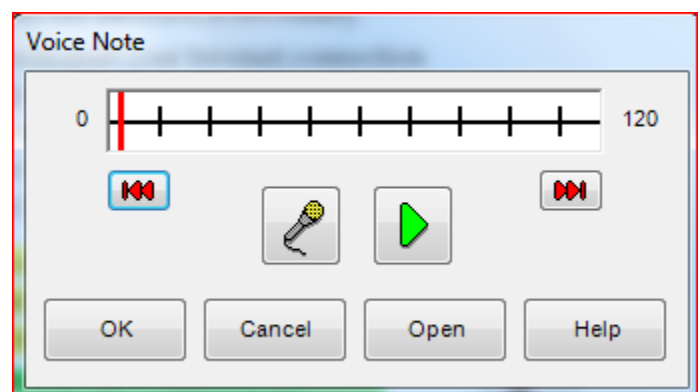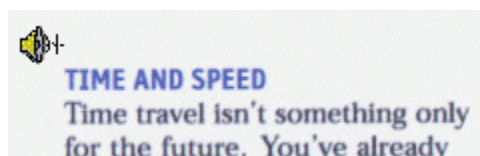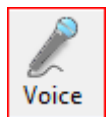
COLUMN NOTES

Based on the Cornell note taking system

1. The first column is for "Main Ideas," key words, or even questions for self-quizzing.

2. The second column, is for the details that support a main idea.

3. The third column, , is convenient for noting additional thoughts and ideas, or for source information that can be helpful in creating citations, references and bibliographies

OPENING COLUMN NOTES

1. In any open KES text or KES image document, click the Column Notes button or from the Tools menu, select Column Notes, then choose New Column Notes.

EXTRACTING COLUMN NOTES TO OUTLINE

1. From the File menu or the Column Notes Right Mouse Button menu, choose Extract Column Notes to Outline.

2. The contents of the Column Notes file appear as follows in the Outline:

    -Main Ideas/Column 1 appear as top-level topics.

    -Supporting Details/Column 2 and Column 3 appear as sublevels to their related topics.

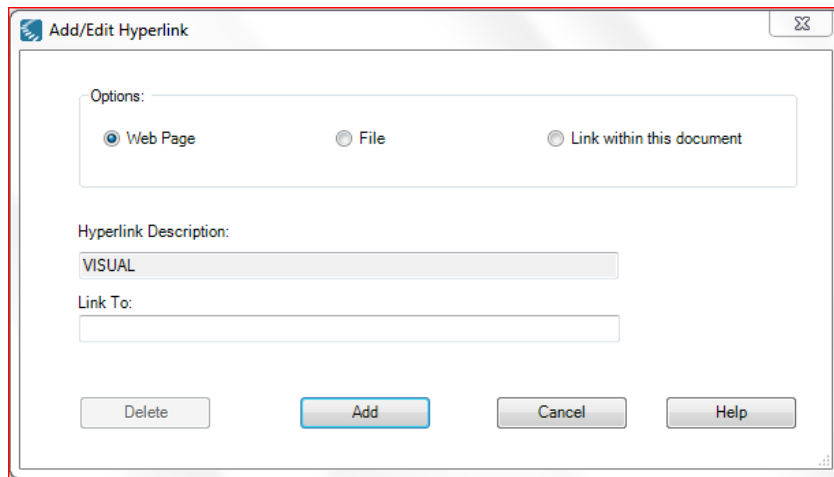3. Because the notes are now in the Writing Path, you can go to Brainstorm, Draft, Split Screen View and Review.

TYPES OF HYPERLINKS

There are three types of hyperlinks that you can add to any text or image document in Kurzweil 3000.

- Web Page - any Web page URL or address.
- File - any file that is on your system or network that you can browse or navigate to.
- Link within the same document - any Kurzweil 3000-created Bookmark in the document.

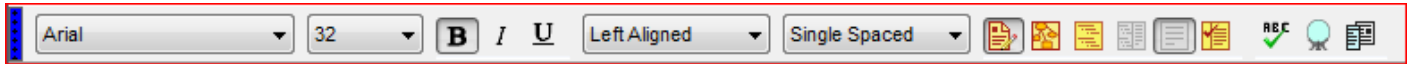A hyperlink appears as blue, underlined text in a text document

WRITING TOOLBAR

Reads your writing aloud as you type and gives you a number of options

TO DISPLAY WRITING TOOLBAR
To use the writing option, you need the writing toolbar:

1. Click blue bar on left side of toolbar <OR>
2. Right-click any toolbar and click Writing in menu

TO CHOOSE WHAT IS READ ALOUD AS YOU TYPE
1. Tools menu > Options <OR> *Keyboard:* <Ctrl> + F1
2. Click General in Side Menu
3. In Speak As Typing section, checkmark what you want spoken as you type:
All characters / Whole words / Whole sentences
4. Click OK

TO START A DOCUMENT AND OVERVIEW
1. Click New on toolbar
2. On Writing toolbar, adjust font and font size: *Generally, instructors prefer font Times New Roman, with font size 12*
3. The Bold, Italic, Underline, Alignment, and Spacing are all standard word processing options
4. Use the standard Kurzweil reading options to read your document

WRITING: SPELL CHECK

SPELL CHECK: (Note: Kurzweil begins spell check at caret position and checks entire document)
1. Click Spell Check on Writing toolbar
2. Spell check dialog box:
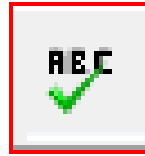
> **Word:** Displays the word in question
> **Change To:** Suggests replacement word
> **Suggestions:** Click a suggested word to hear it read aloud

3. Options:

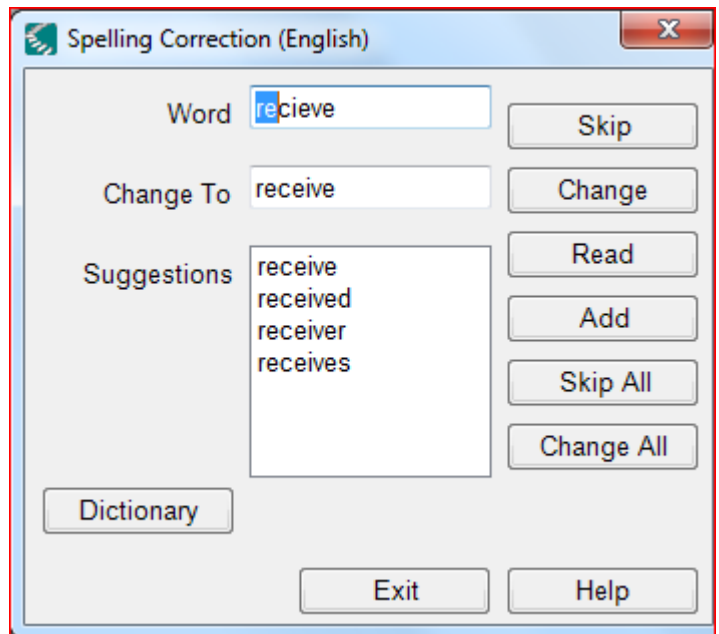> **Skip:** Keep word as it is & continue Spell Check
> **Change:** Replace with word in Change To box
> **Read:** Reads words in Suggestions aloud
> **Add:** Stores this word in dictionary
> **Skip All:** Do not flag this word whenever it appears in this document
> **Change All:** Replaces all occurrences with word in Change To box

WRITING: WORD PREDICTION

WORD PREDICTION
1. Completes a word after you begin typing
2. Reads words aloud when you click them (in Word Prediction window)
3. Keeps track of your word choices and adjusts its word list accordingly

TO USE WORD PREDICTION:
1. Click Word Prediction button on Writing toolbar
2. As you type, watch Word Prediction window
3. If the word you want appears:

> • Click number next to word, <OR>
> • Press corresponding number on Number keypad, <OR>
> • Press <Ctrl> + number of that word

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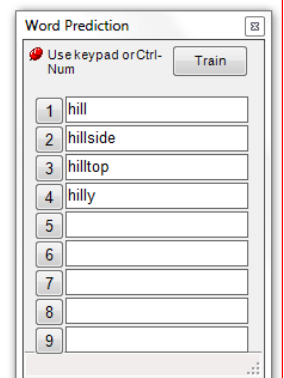
OVERVIEW

Brainstorm is a graphic organizer that lets you visually organize your thoughts and create a "diagram" or graphic plan for your writing. It consists of thoughts in whatever shapes and shape properties you choose, "sub-thoughts" or "sub-ideas" also in whatever shapes you like, links among the thoughts, and any Notes attached to thoughts.
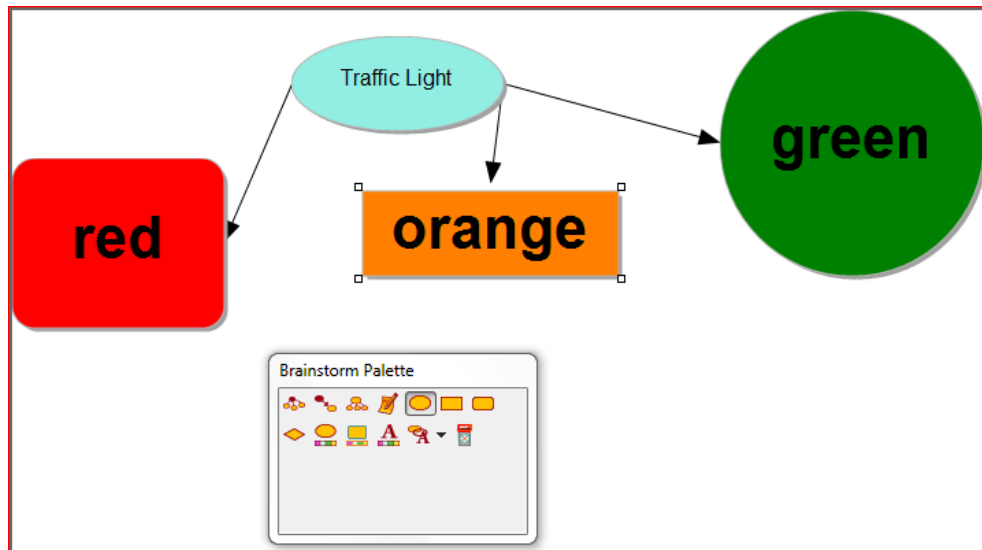
BRAINSTORM CONTROLS

The Palette buttons are for specifying the shape, colors, and links of your brainstorm design

	Quick Takes			Link
	Arrange			Note
	Shapes			Fill Color
	Background Color			Text Color
	Defaults			Delete

WRITING: OUTLINE VIEW

The writing process begins with jotting down ideas. Kurzweil 3000 Outline feature lets you organize your ideas into a standard outline format that you can follow as you write.

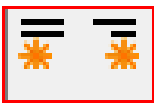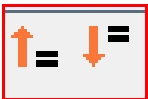**OUTLINE PALETTE ALLOWS YOU TO:**
1. Create topics or key ideas, sub-topics as well as supporting details.
2. Quickly re-organize the topics and sub-topics.
3. Switch from a variety of different prefix labels, such as Roman Numerals and Legal.
4. Add Notes to hold additional information and elaboration, such as quotes and source information.
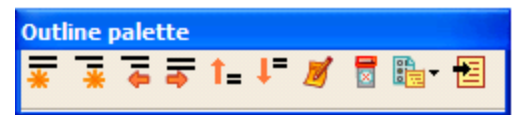

	Add Topic or Add Subtopic			Delete
	Move to Left/Promote or Move to Right/Demote			Prefix Label
	Move Up or Move Down			Create Draft
	Note			

WRITING: SPLIT SCREEN VIEW

SPLIT SCREEN VIEW

enables you to work with a Draft and view a read-only version of the draft's associated outline in two panes. The right hand-pane contains the editable area of the Draft and the left-hand pane displays the non-editable Outline view. In the Split Screen mode, however, you can Copy/Paste and drag and drop text from the Outline to the Draft area.
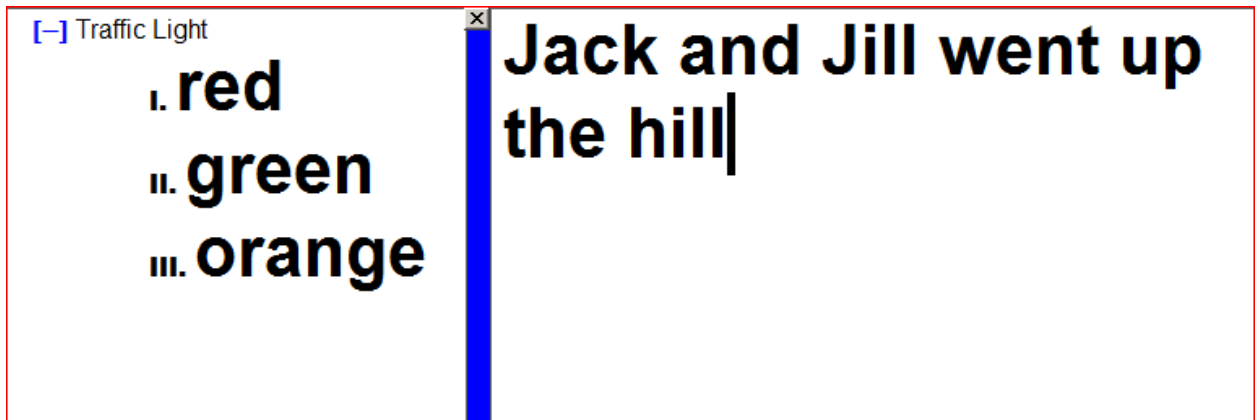
WRITING: REVIEW

WRITING REVIEW

Review is typically the last step in the writing process before you submit your writing assignment. Review opens in a Split Screen view with a checklist in the left-hand pane and your draft in the right-hand pane. Checking one of the options will bring up appropriate Review instructions.

PRINTING

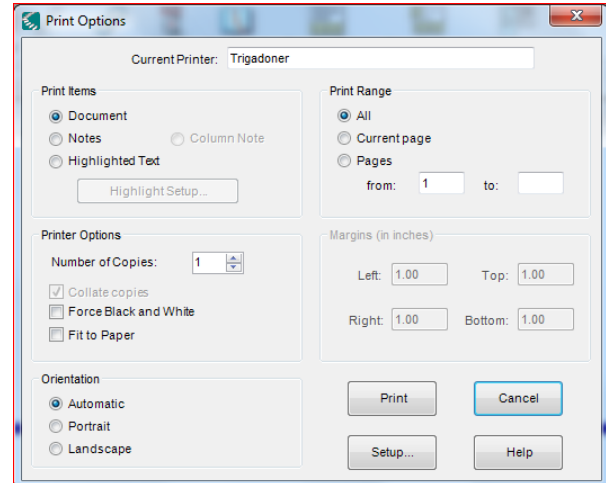**STANDARD PRINTING**

1. Click Print on toolbar <OR> *Keyboard:* <Ctrl> + P
2. Under Print Options, select one of the following:

  Document
  Notes
  Highlighted Text

3. Set the Options
   - Orientation
   - Number of Copies
   - Current Printer
   - Print Range
4. For Advanced Options click the Setup button
5. Click Print

SAVING OPTIONS: TYPE OF FILE

3 MAIN OPTIONS FOR SAVING A SCANNED FILE:

SAVING AS A MICROSOFT WORD FILE

File can be opened in MS Word
Text cannot include notes; saving in this format will delete any Text Notes Sticky Notes, etc.

TO SAVE A DOCUMENT IN MICROSOFT WORD FORMAT

1. Put in your flash drive
2. Click File menu > Save As
3. Save In: Removable disk or name of your flash drive or network folder
4. File name: Type new file name
5. Save as type: MS Word (*.doc) - for older installations of Microsoft Word
                     MS Word 2007 (*.docx) - for Microsoft Word 2007 or 2010

Graphic images will be saved – will retain same appearance
KES file can ONLY be read by Kurzweil Learnstation

TO SAVE A DOCUMENT IN KURZWEIL FORMAT
1. Put in your flash drive
2. Click File menu > Save As
3. Save In: Removable disk or name of your flash drive or network folder
4. File name: Type new file name
5. Save as type: KESI File Format (*.kes)

READING KURZWEIL FILES CREATED BY THE ADAPTIVE TECHNOLOGY CENTER

This service may be provided through Supportive Services & Instruction if you qualify for Alternate Media
For this option, you need to have Kurzweil files saved on a CD (or flash drive).

KURZWEIL FILES (.kes):
1. Insert CD (or flash drive)
2. Launch Kurzweil 3000 and login with your username and password
3. If necessary adjust settings according to your individual preferences
4. Click Open on toolbar
5. Look in: (choose appropriate drive)
6. Click the file you want & click Open
8. Use Kurzweil as you normally do to read the file

NOTE: If you have a CD and want to use and save additional options—for example, highlighting—save the file to your hard drive (Drive C) or a flash drive. The CDs cannot save any new information.

BASIC KEYBOARD COMMANDS

F1 = Help

F2 = Back to previous reading unit (Example: previous sentence)

F3 = Start / Pause Reading

F4 = Forward to next reading unit (Example: next sentence)

F5 = Fit view to text width

F6 = Fit view to text height

F7 = Zoom in by 10% (increases size)

F8 = Zoom out by 10% (decreases size)

F9 = Start new scan

F11 = Increase reading speed

F12 = Decrease reading speed

<Ctrl> + F1 = Options dialog box