

Kurzweil 3000™ for Windows  
Tutorial

Version 11



## Kurzweil 3000™ for Windows Version 11 Tutorial

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# Using This Tutorial

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## **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 as foundation material for student training.

## **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.

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## **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 11 is installed on your system.
- You have Kurzweil 3000 for Windows Professional edition (Version 11) 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

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

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After reading the first section, [The Benefits of Kurzweil 3000](#) on page 7, you'll learn about the following basic Kurzweil 3000 functions, many of which you'll need throughout the Tutorial:

- [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.

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- *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 and active learners 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.
- Supporting knowledge acquisition. Scanning encourages the use of a wide range of materials. Word Lists support vocabulary building. Read the Web broadens knowledge base. Column Notes promote note taking while reading and doing research across documents.
- Supporting writing, an important assessment tool for teachers. The Kurzweil 3000 Writing Path, including Brainstorm, Outline, Draft and Review promote adherence to proven writing strategies -- brainstorming, organization and revisions.

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.
- Customize or create Writing Templates to guide students through writing assignments.
- Use or create Word Lists to aid students in writing assignments and to promote vocabulary acquisition./

## Starting Kurzweil 3000

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

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



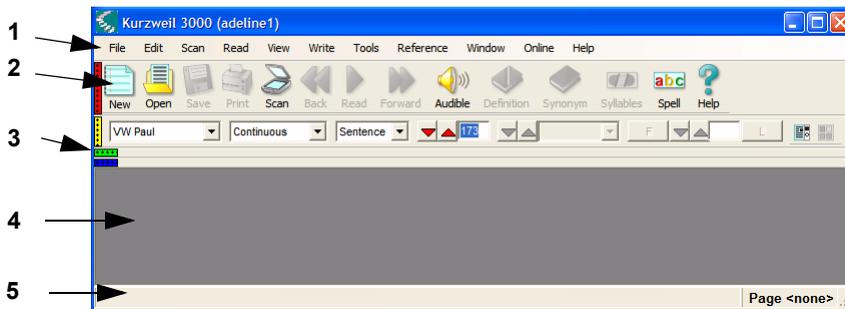
**What You See:** The open Kurzweil 3000 window.

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**.

If you are using a Web License, you must have your user name and password.

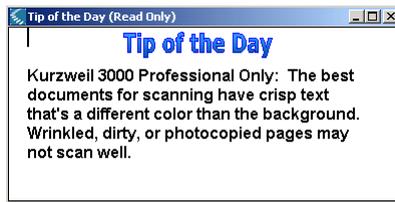
## Exploring the Kurzweil 3000 Window

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.



**Note:** The Tip of the Day may be disabled in the General Options pane, accessible in the Options dialog from the Tools menu.

## 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-hand 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 of 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.

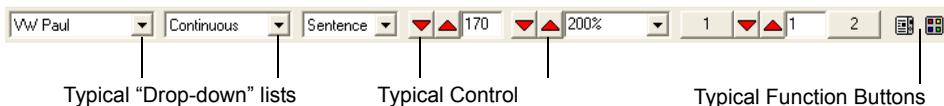
The default Kurzweil 3000 window displays the **Main** and **Reading** toolbars. You’ll work with other toolbars in later sections.

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 "show" two other standard toolbars: the **Study Skills** and the **Writing** toolbars.

Showing and hiding toolbars help you to remove clutter from your Kurzweil 3000 window and to display 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.

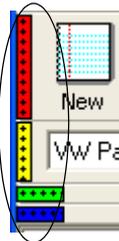
### Toolbar Toggles

Red: Main Toolbar

Yellow: Reading Toolbar

Green: Study Skills Toolbar

Blue: Writing Toolbar



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

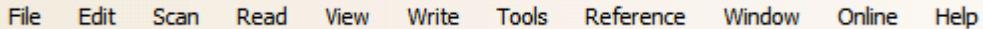
It's also possible to use shortcut keys to show and hide toolbars:

- 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

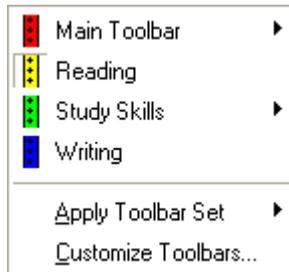
The **Main** menu bar contains all Kurzweil 3000 functions and features. Many of the functions and features in menus are also available as toolbar buttons.



File Edit Scan Read View Write Tools Reference Window Online Help

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

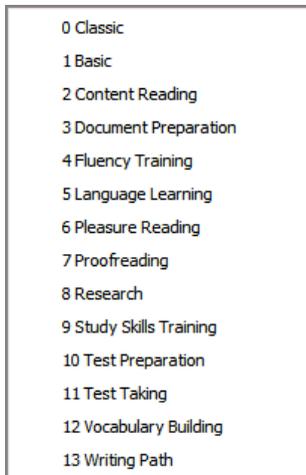
1. Place your cursor in an empty spot in the toolbar or menu area.
2. Click the right mouse button to show the **Toolbar** shortcut menu.



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 click the right mouse button.

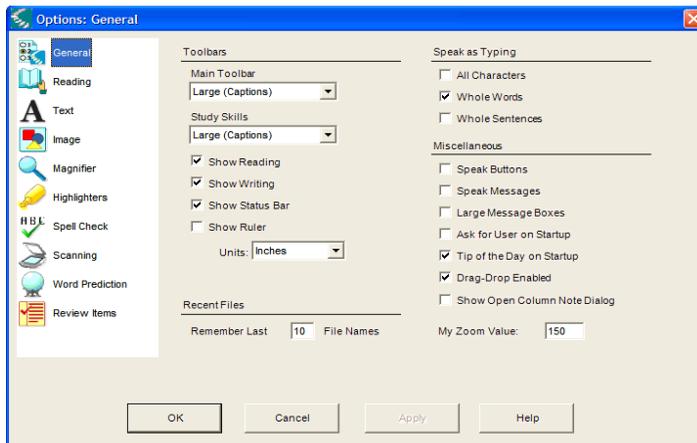
To return to the default toolbars, on the **Toolbar** shortcut menu, choose **Apply Toolbar Set**, then select **Classic**.

**Note:** It's possible to save a toolbar with a document. For more information, see [Saving the Toolbar with the Test Document](#) on page 189.

## 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 pages. Press **ALT+H** now to open 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.

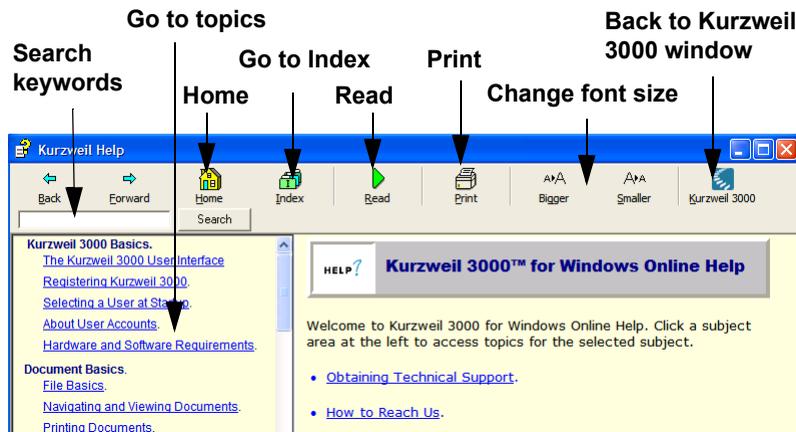
## Working with Online Help

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.



Read

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 128.

## 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.

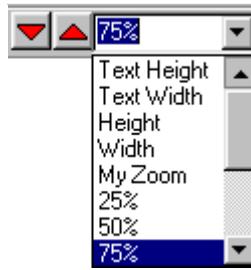
8. Keep this document open and continue to the next exercise to enlarge the document view.

## 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:

- From the **File** menu, choose **Close**.
- Use the keyboard shortcut by pressing **CTRL+F4**.
- Click the second **Close**  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

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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.

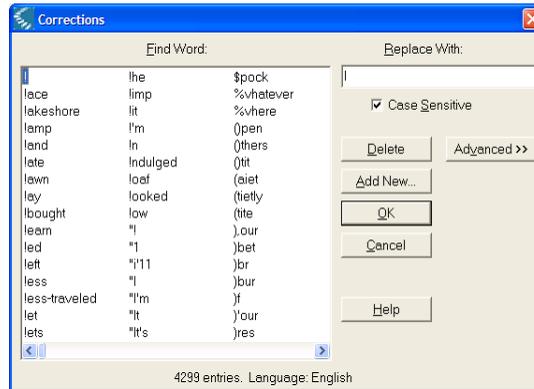
You can customize how Kurzweil 3000 reads text by using the **Zone Editor**, which is what you will do later in this chapter.

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.

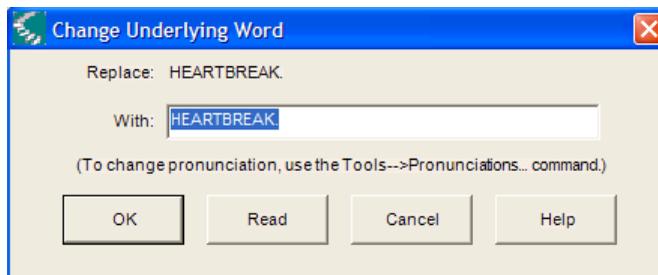
- For mispronunciations that are the result of your reading voice, use the **Pronunciations** dialog, accessible from the **Tools** menu.



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

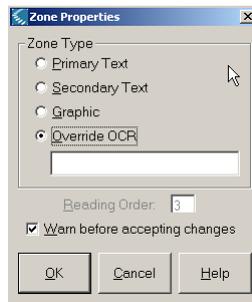


- To correct a single recognition error, you can use **Change Underlying Word**, accessible when you choose **Correct Recognition** from the **Edit** menu.



- 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 [Kurzweil 3000 Scanning Sample](#) on page 207. This exercise shows you the results of scanning that page.
- The open Kurzweil 3000 window.

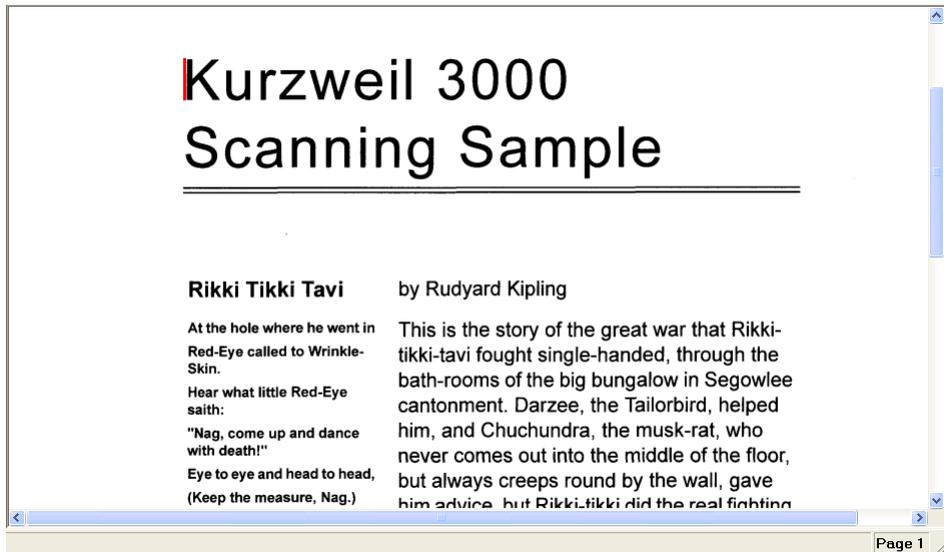
1. Place the document face down on the scanner.



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](#) on page 35.

## 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.”

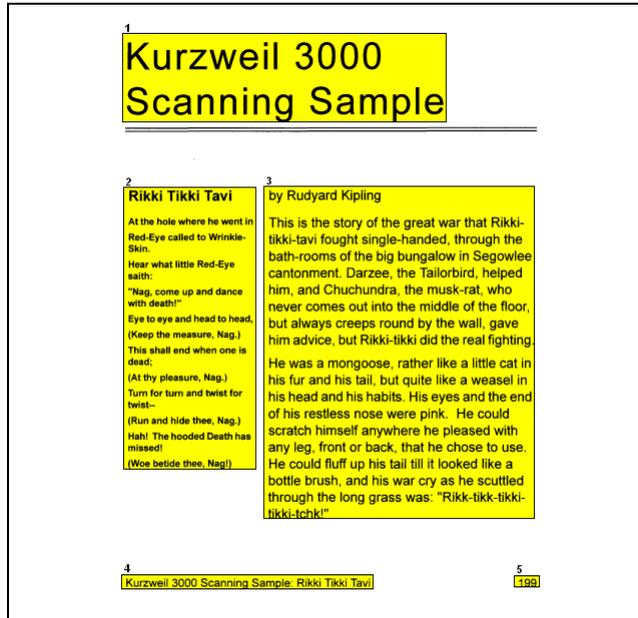
**Note:** Because each recognition process produces unique results, the results you encounter may be different from what’s presented in this Tutorial.

### 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.

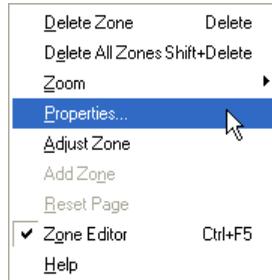


By default, all zones are **Primary Text** zones, meaning they are read in reading order, left to right and down the page.

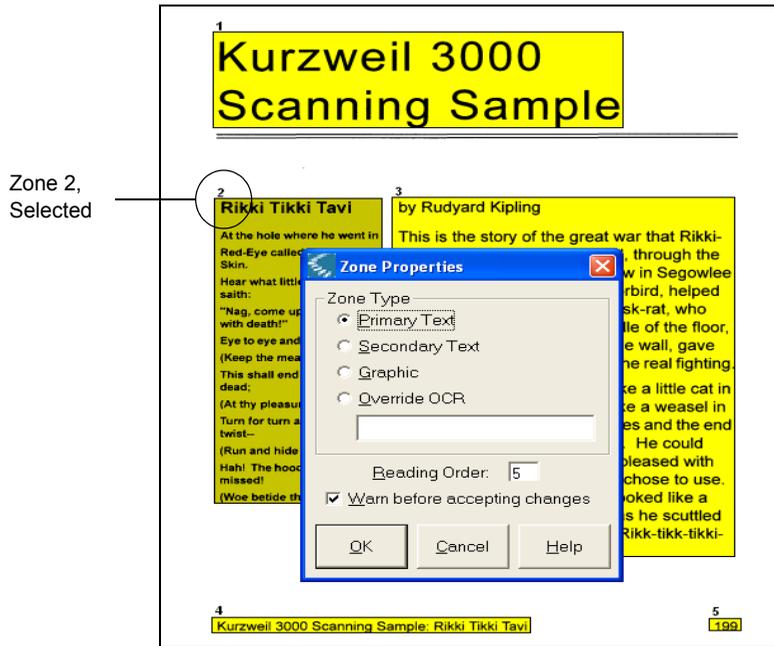
It's possible to change a zone to **Secondary Text**, which is not read unless the reader clicks it, or to **Graphic**, which Kurzweil 3000 treats as art and does not read.

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

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

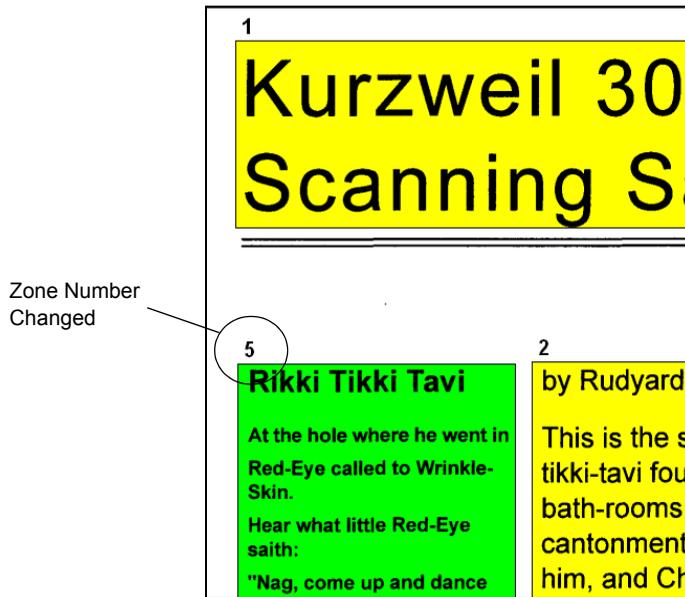


**What You See:** The selected zone's color dims and the **Zone Properties** dialog opens.



**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.

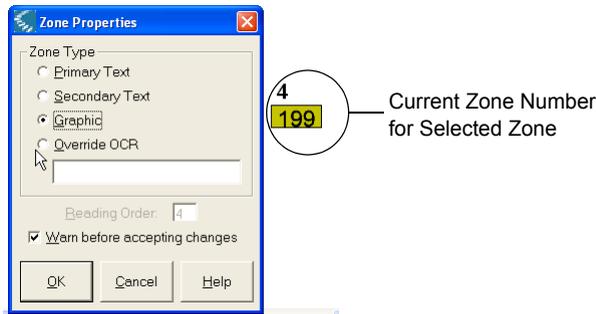
This setting directs Kurzweil 3000 to not read the zone.

Click the desired zone, then click 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.

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**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.

The image shows a screenshot of the Kurzweil 3000 Scanning Sample interface. At the top, a yellow box contains the text "Kurzweil 3000 Scanning Sample" with a zone number "1" above it. Below this, there are two columns of text. The left column is titled "Rikki Tikki Tavi" with a zone number "4" above it. The right column is titled "by Rudyard Kipling" with a zone number "2" above it. At the bottom, a yellow box contains the text "Kurzweil 3000 Scanning Sample: Rikki Tikki Tavi" with a zone number "3" above it. A small blue box with the text "100" is circled at the bottom right. A label "Zone Renumbered" with a line points to the zone number "4". A label "Graphic Zone with No Zone Number" with a line points to the circled "100".

Zone Renumbered

1 Kurzweil 3000 Scanning Sample

4 Rikki Tikki Tavi

2 by Rudyard Kipling

3 Kurzweil 3000 Scanning Sample: Rikki Tikki Tavi

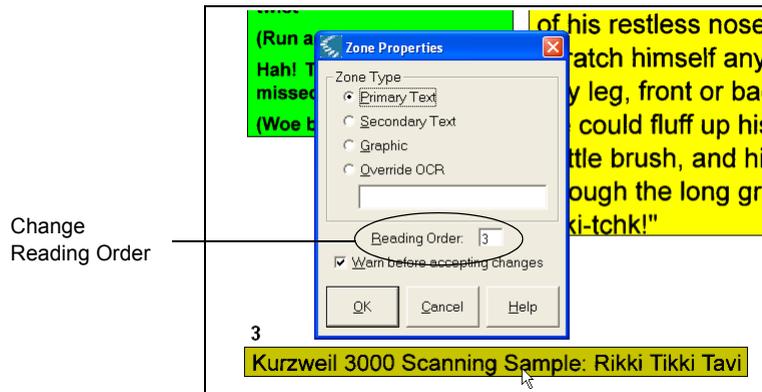
100

Graphic Zone with No Zone Number

## 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.

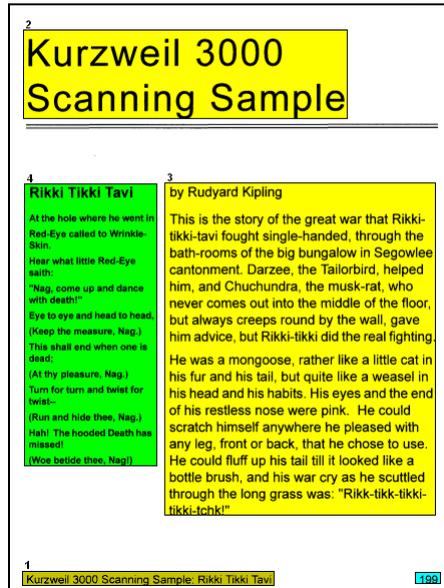
Select **Properties**.



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:***

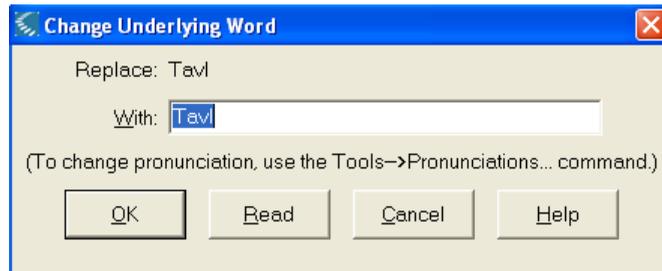
- The “Scan Sample.kes” document open in Kurzweil 3000.
- A possible recognition error. If there aren’t any in your document, it’s OK to use any word to gain some practice through this exercise; just remember not to save the changes you make.

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

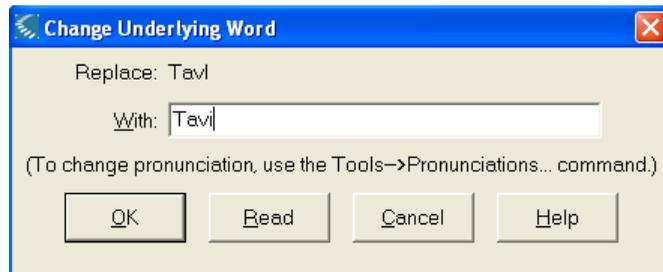
Kurzweil 3000 Scanning Sample: Rikki Tikki Tavi

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.

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

For more information, go to Kurzweil 3000 online Help.

**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, Color Highlighters as Study Tools](#).
- Extract highlights to create quick study guides. See [Chapter 6, Color Highlighters as Study Tools](#).
- 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 [Applying a Toolbar Set](#) on page 16.

## More to Explore: Trying Other Scanning Features

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# 3 Reading and Reading Settings

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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 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.

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

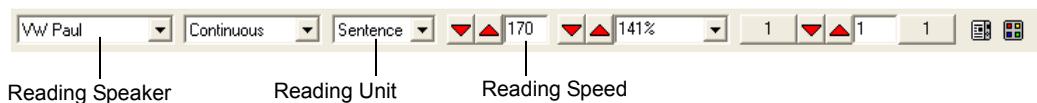


4. Click the **Pause** button to have Kurzweil 3000 stop reading.
5. Proceed to the next exercise to change the Reading Unit and Reading Speed. Or if you want to end here, **Close** the document.

## 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 in the **Options** dialog from the **Tools** menu.

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



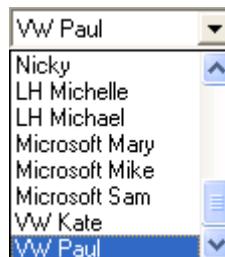
**What You'll Need to Do This Exercise:** The document entitled "Condor" from the "Sample Documents" folder.



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.

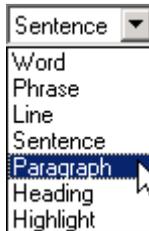


**Note:** The list you see depends on your system's speech engine.

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 145.
10. **Close** the document without saving it.

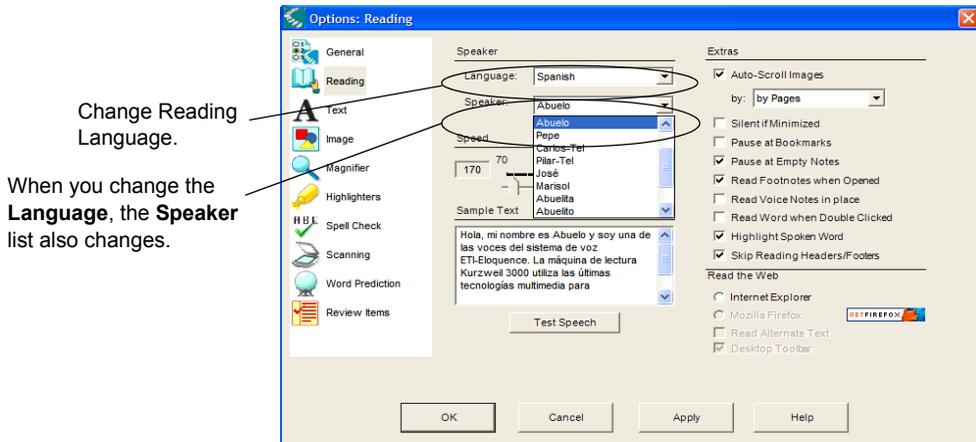
**Teaching and Learning Tips** If your goal is to improve reading and comprehension, begin with the **Word** reading unit.

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**.



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.



# 4 Reference Tools

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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.

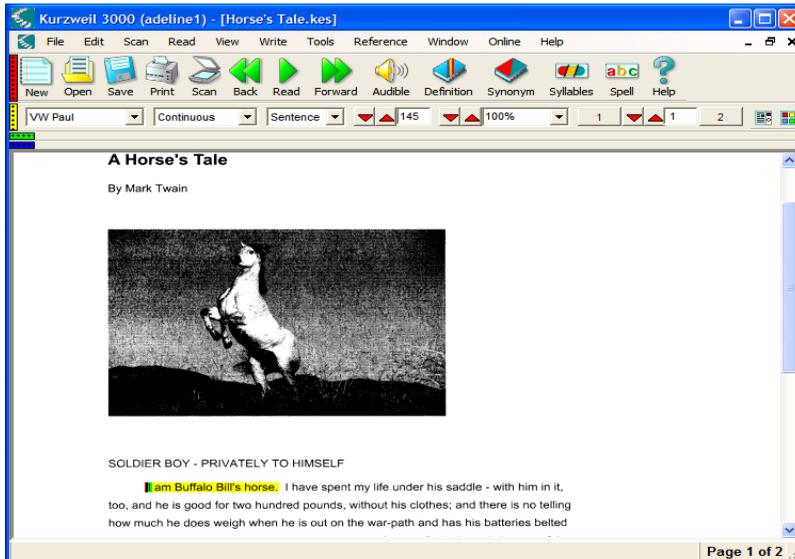


1. **Open** "Horse's Tale" in the Sample Documents folder.



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.

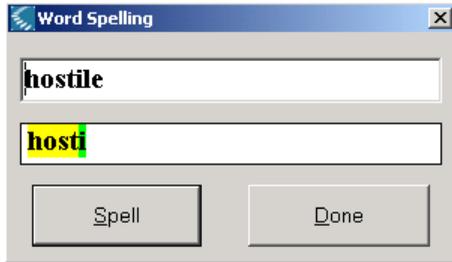


3. Click the **Pause** button when you come across a word that you want to spell out loud, then double-click the word. Try “hostile.”



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.

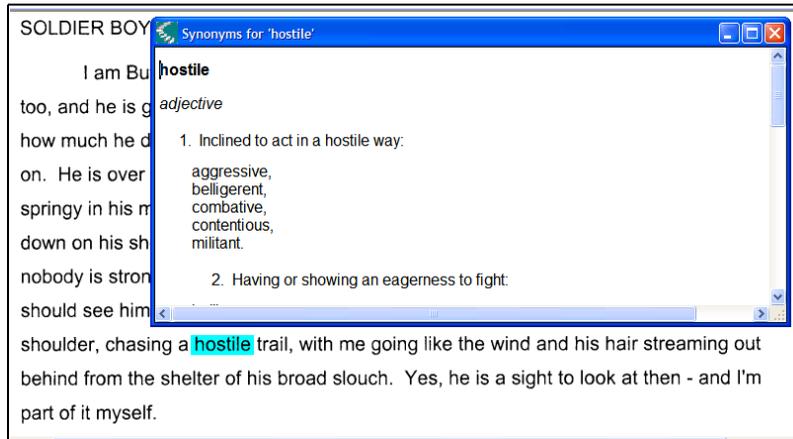


Notice the **Next** button. It is an indication that this word has additional pronunciations. Click **Next** to give it a try.

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

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

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



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.



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.

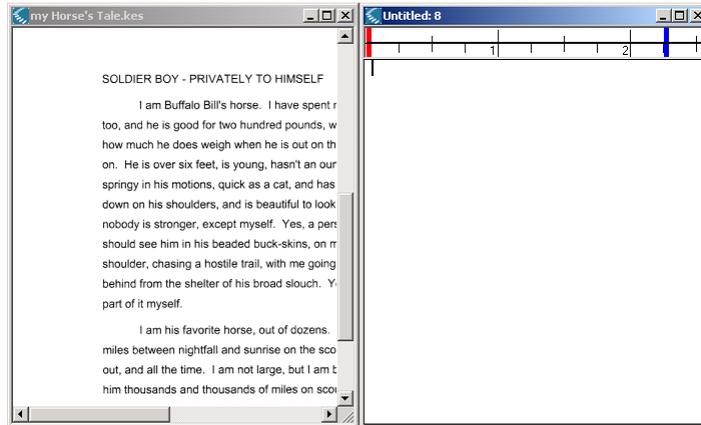


**What You See:** The new text document covers the currently open document.

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



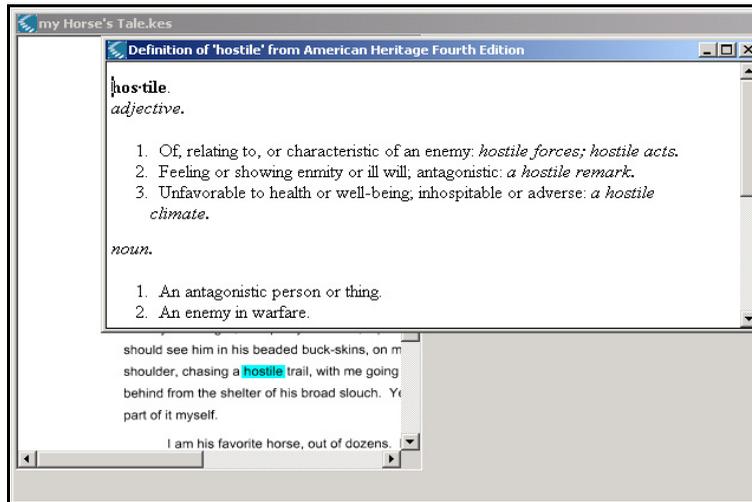
**What You See:** The documents side by side. Note that there may be slight differences between your documents and the ones in the Tutorial illustrations.



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.



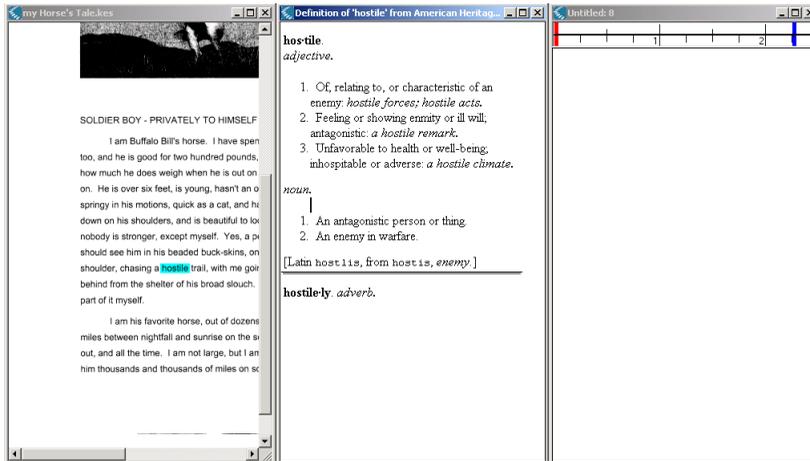
## What You See: The Definition window.



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

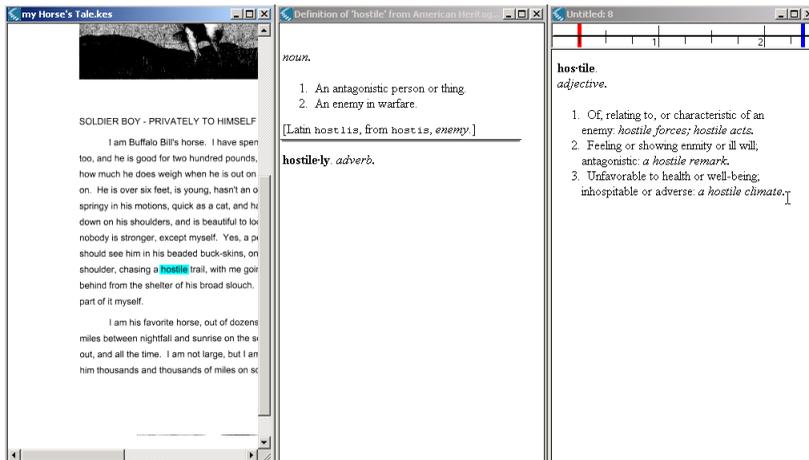
Definition Window

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.

Another alternative to creating a quick word list is to use the **Column Notes** feature. Place the word in the first column, and the definition in the second column. Have students cover the definitions and give themselves a quiz and/or have students write sentences in the third column.

You can create other study documents easily by using **Notes**, **Color Highlighters**, and the **Extract Annotations** 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.

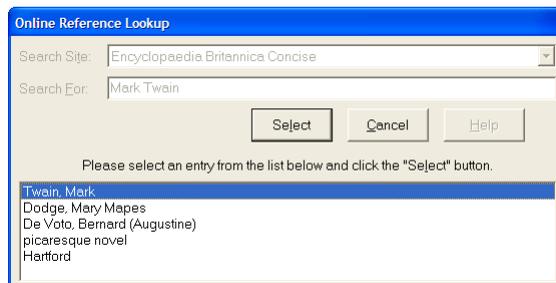
In the following exercise, you'll select a word to look up and type a word to look up.

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**.

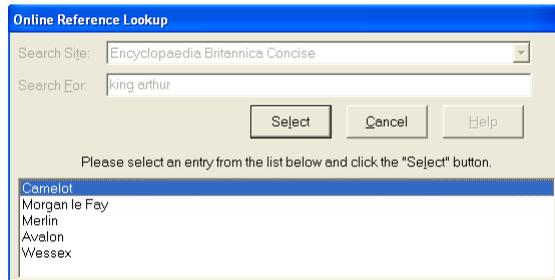
**What You See:** The search results. You can follow the links to other information and articles.



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

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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.

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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 typically 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. For information and exercises on:

- Color Highlighters, see [Highlighting Text in a Document](#) on page 93.
- Text Circle tools, see [Using the Text Circle Tool for Multiple Choice](#) on page 200.

**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.

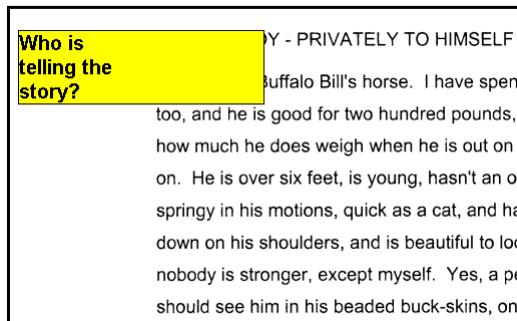
Click in the margin where you want to place the note.

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.

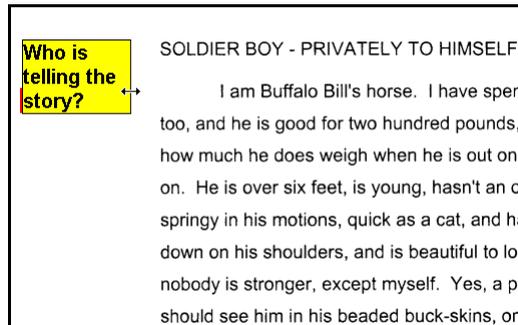


## 3. Resize the Sticky Note:

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:

Hover the pointer on the top or bottom border of the note to show the four-arrowed compass.

Drag and drop 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.

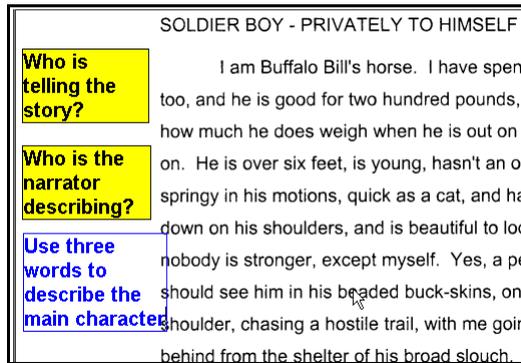
Click where you want to place the note.

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.

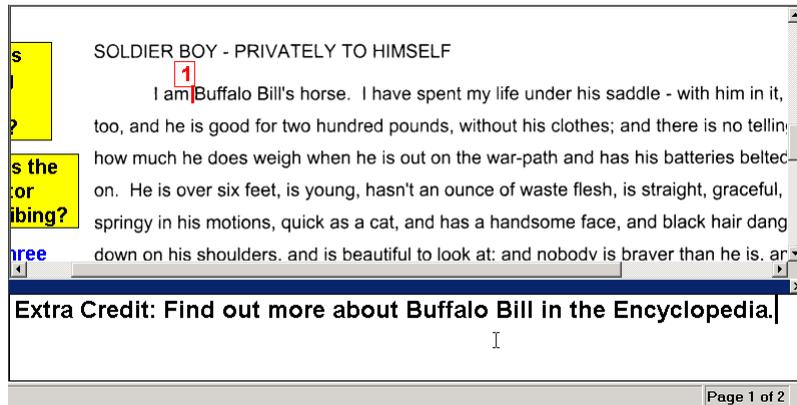
1. **Open** “my Horse’s Tale.”

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.



**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.

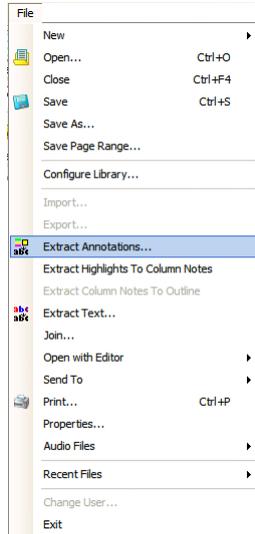
2. Take a look at the document. The Sticky Note, Text Note and Footnote anchor are no longer visible.
3. Click **Show Notes** again to make notes visible again.
4. If you plan on continuing to the next exercise, **Save** the document. You can also **Close** and **Save** the document for another session.

## Creating a Study Document by Extracting Notes

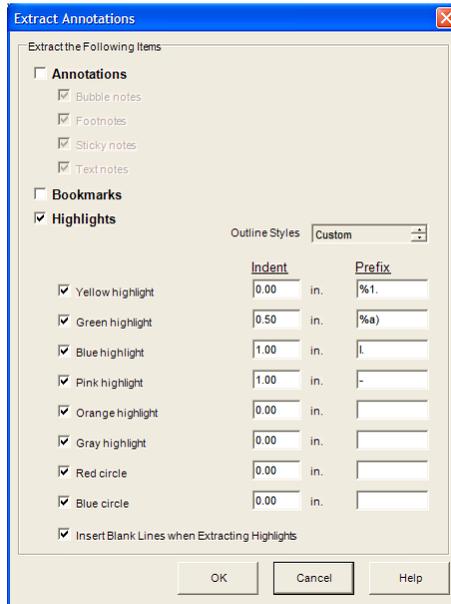
Creating a variety of study tools including study guides, summaries, and simple word lists is very easy to do with the **Extract** feature.

***What You'll Need to Do This Exercise:*** A few Sticky Notes, Text Notes and/or Footnotes created in “my Horse’s Tale” document as you had done in the previous exercise and the document open.

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

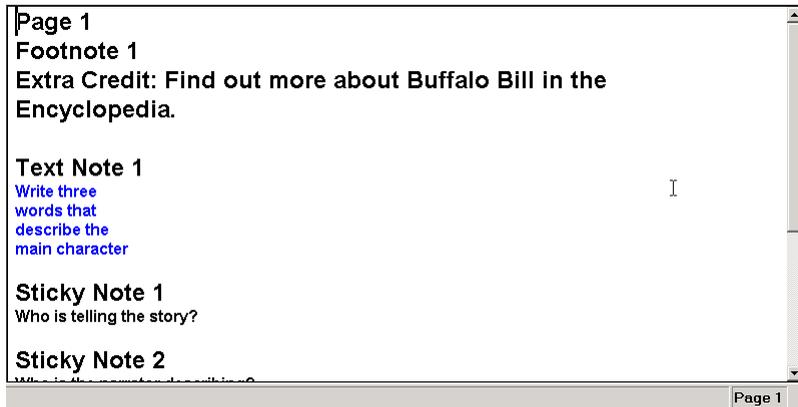


## What You See: The **Extract Annotations** dialog.



2. In the **Extract Annotations** dialog, check the **Annotations** box, uncheck the Bookmarks and the Highlights boxes, 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 will 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.

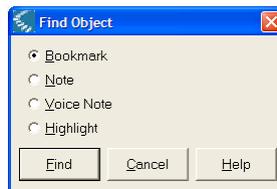


1. Click a note you want to delete.
2. Click the **Delete** note button in the **Study Skills** toolbar.
3. In the message dialog, click **Yes** to confirm.

## 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** submenu, select **Object** to open the **Find Object** dialog.



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



# 6 Color Highlighters as Study Tools

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In this chapter, you'll learn about:

- *Kurzweil 3000 Color Highlighters* on page 92.
- *Highlighting Text in a Document* on page 93.
- *Using Reading by Highlight to Study* on page 95.
- *Creating a Summary Document in an Outline Style* on page 96.

In *More to Explore: Erasing Highlights* on page 98, find out how to erase highlights. In *More to Explore: Labeling Highlight Colors* on page 99, 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, blue 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.

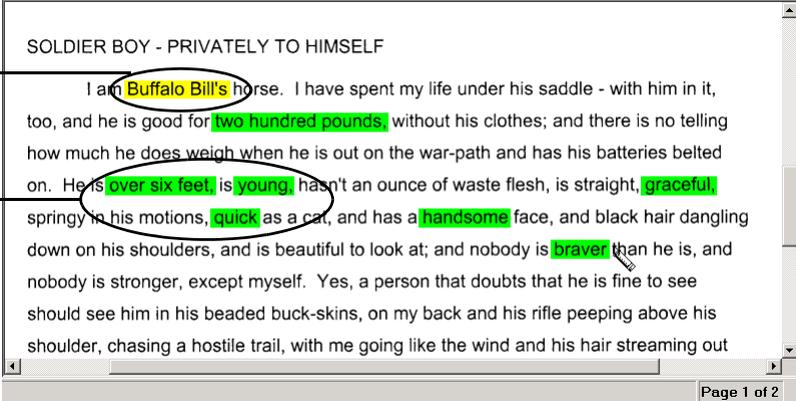
Try: “horse” for main idea in yellow highlighter. In green highlighter select: “not large,” “good family,” “best-educated,” and “best-mannered.”

#### 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.



SOLDIER BOY - PRIVATELY TO HIMSELF

I am Buffalo Bill's horse. I have spent my life under his saddle - with him in it, too, and he is good for two hundred pounds, without his clothes; and there is no telling how much he does weigh when he is out on the war-path and has his batteries belted on. He is over six feet, is young, hasn't an ounce of waste flesh, is straight, gracful, springy in his motions, quick as a cat, and has a handsome face, and black hair dangling down on his shoulders, and is beautiful to look at; and nobody is braver than he is, and nobody is stronger, except myself. Yes, a person that doubts that he is fine to see should see him in his beaded buck-skins, on my back and his rifle peeping above his shoulder, chasing a hostile trail, with me going like the wind and his hair streaming out

Page 1 of 2

#### 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**.



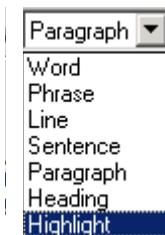
## Using Reading by Highlight to Study

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.

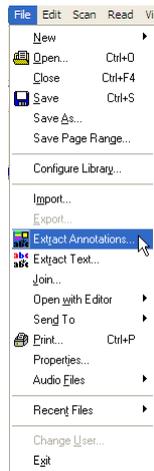
5. When you're done, reset the **Reading Unit** to **Sentence**.
6. Continue to the next exercise.

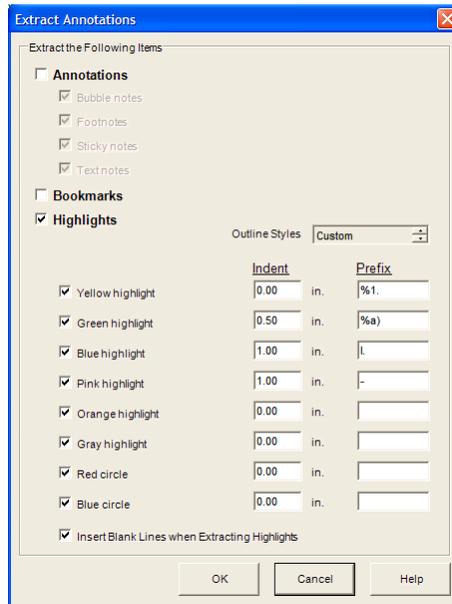
## Creating a Summary Document in an Outline Style

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

***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. Check the **Highlights** box; uncheck the **Annotations** and **Bookmarks** boxes.
4. Click through the **Outline Style** box until you see the style you want. **Roman Numerals** is the widely used style.  
The Indents and Prefixes change for each style.  
**Note:** Indents and Prefixes can be customized. Details are in online Help.
5. Click **OK**.

**What You See:** A new document with the material you highlighted.

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.

**6. 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**.

**7. 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.

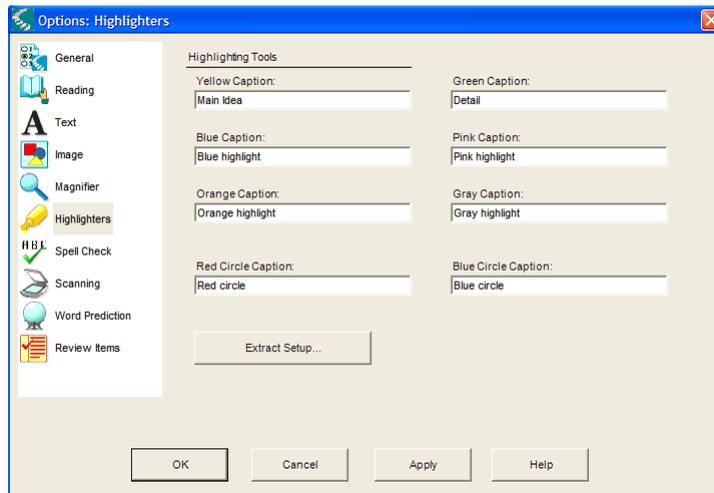
## More to Explore: Labeling Highlight Colors

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 green, 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

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In this chapter, you'll learn about:

- [Bubble Notes](#) on page 103.
- [Opening and Hearing a Bubble Note](#) on page 105.
- [Selecting Answers for Check Box Questions](#) on page 108.
- [Matching Answers](#) on page 111.
- [Adding an Instructional Note](#) on page 114.

In [More to Explore: Setting Up Uninterrupted Reading](#) on page 117, 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 117, [More to](#)

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*Explore: Deleting a Bubble Note* on page 118, *More to Explore: Moving a Bubble Note* on page 118.

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.

Kurzweil

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.

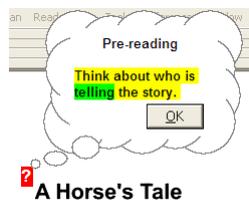
If Kurzweil 3000 is not reading, you can double-click on a Bubble Note anchor to open and hear it.

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. Open “Horse’s Tale Bubble Notes.” From the **File** menu, choose **Save As** and rename the file to “my Horse’s Tale Bubble Notes.”
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.

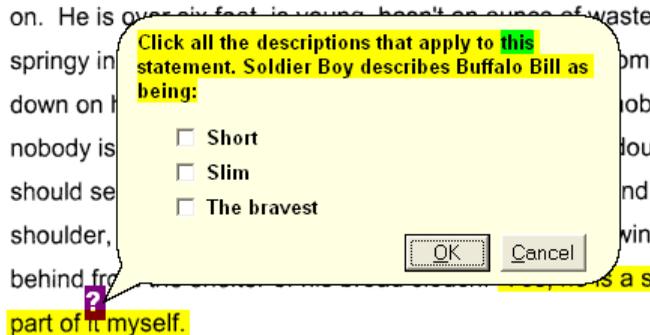


**Note:** As usual, Kurzweil 3000 highlights words and reading units as it reads.

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.

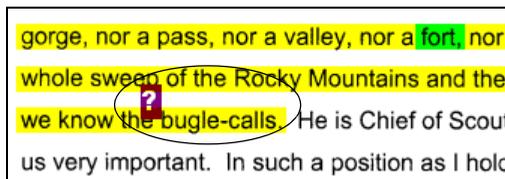


6. Because you can respond to this Bubble Note, it includes a **Cancel** button. Click **Cancel** for now to close the note.
7. **Pause** reading and go to page 2.

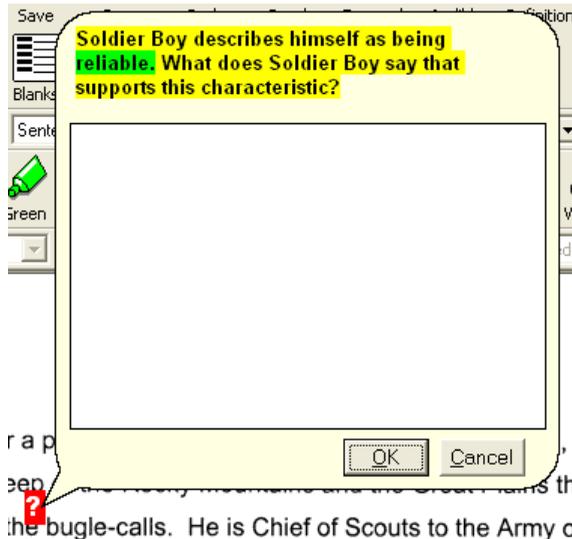


Pause

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.

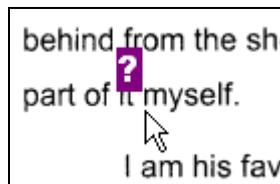
**What You'll Need to Do This Exercise:** The “my Horse’s Tale Bubble Notes” document from the previous exercise.

1. **Open** “my Horse’s Tale Bubble Notes” if it isn’t already open.

If you do not have this document, open “Horse’s Tale Bubble Notes.” From the **File** menu, choose **Save As** and rename the file to “my Horse’s Tale Bubble Notes.”

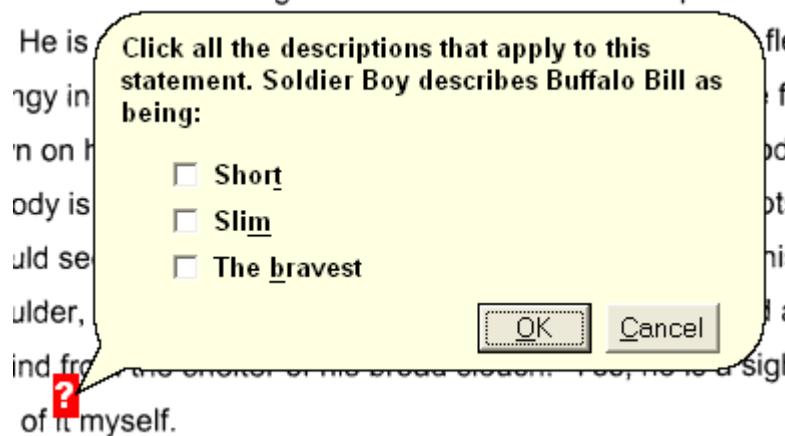
2. Scroll through the document and find the word “myself” at the end of the first paragraph.

**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.

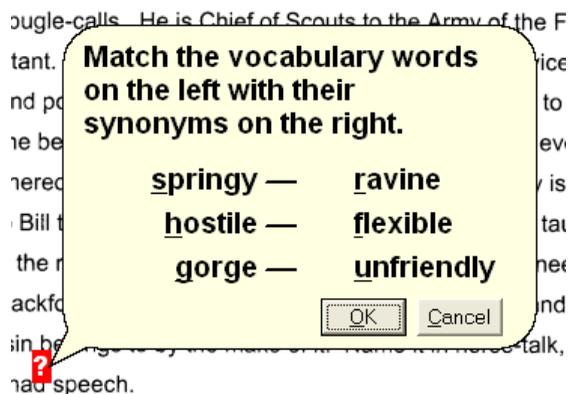
**What You'll Need to Do This Exercise:** The “my Horse’s Tale Bubble Notes” document.

1. **Open** “my Horse’s Tale Bubble Notes” if it isn’t already open.

If you do not have this document, open “Horse’s Tale Bubble Notes.” From the **File** menu, choose **Save As** and rename the file to “my Horse’s Tale Bubble Notes.”

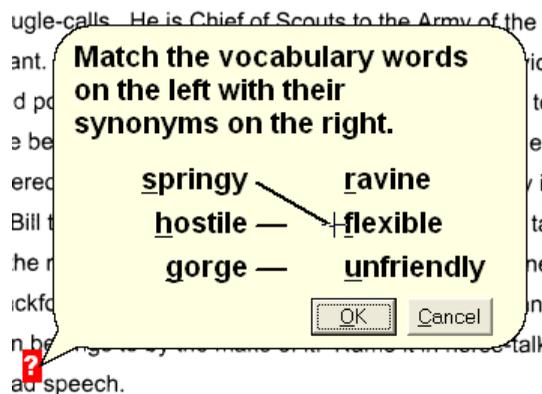
2. Go to page 2. Find the word, “speech,” and the Bubble Note anchored to it.
3. Double-click the anchor to open the Bubble Note.

**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.

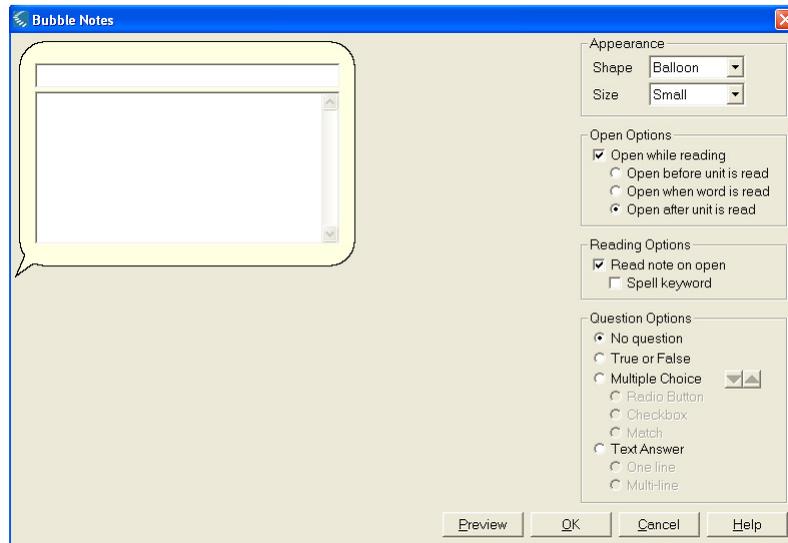
6. When you are done, do one of the following:
  - Click **OK** if you want to save the answer and close the Note.
  - Click **Cancel** if you want to close the Bubble Note without saving the answer.
7. **Save** the document. This is recommended as it allows the student and/or teacher to review the student's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

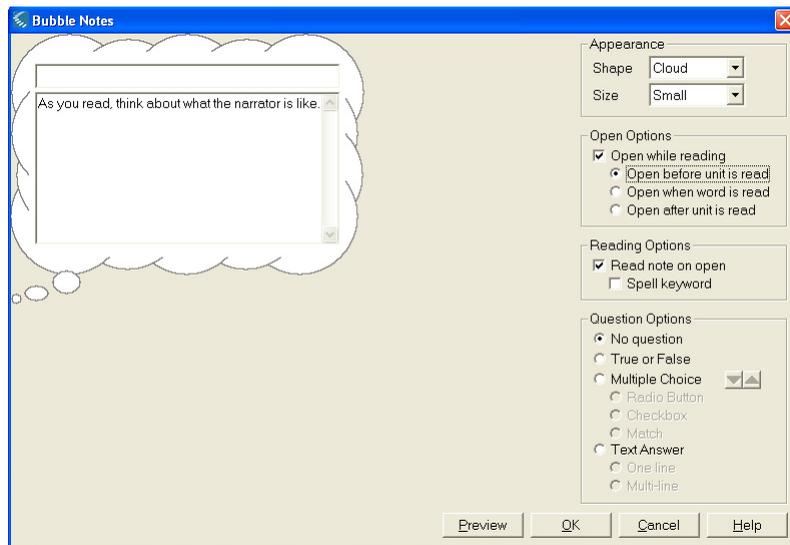
1. Find and **Open** the “Horse’s Tale Bubble Notes” document from the “Sample Documents” folder, if it’s not already open. From the **File** menu, choose **Save As** and rename the file to “my Horse’s Tale Bubble Notes.”
2. Click where you want to place the Bubble Note anchor in the document.
3. From the **Tools** menu, select **Note**, 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.

Kurzweil

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.

In .KES image documents you can opt 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 Column Notes

---

In this chapter, you'll learn about:

- *Kurzweil 3000 Column Notes* on page 120.
- *Using Color Highlighters to Take Notes* on page 121.
- *Extracting Highlights to Column Notes and Saving the Column Notes File* on page 123.
- *Taking Notes Across Documents* on page 127.
- *Using Column Notes to Study* on page 129.

In addition, you'll find:

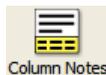
- *More to Explore: Appending New Notes to an Existing Column Notes File* on page 131.
- *More to Explore: Editing Column Headers* on page 131.
- *More to Explore: Resizing the Column Notes Window and Columns* on page 132.

## Kurzweil 3000 Column Notes

Being able to take notes is an important skill. With Kurzweil 3000 Column Notes, you can employ two- and three-column note-taking methods such as the universally accepted Cornell Notes strategy. This feature provides the support for collecting information while you read and do research. Once you save a Column Notes file, you can use it across documents, across sessions or across chapters of any book. It's also an invaluable tool for studying and taking class and lecture notes on the go.

Additionally, the Column Notes feature serves as the critical link between Reading and Writing. By using color highlighters, you can take notes as you read, pull them into Column Notes, and then with one command, extract the notes into the Outline in the Kurzweil 3000 Writing Path, an integrated set of features that guides you through the writing process. For more information about the Writing Path, see online Help and/or [The Writing Path](#) on page 133.

You can find **Column Notes** on the **Tools** menu or as a button on the



**Study Skills** toolbar.

There are multiple ways to bring text into Column Notes, you can type directly into the note cells, Copy and Paste, or extract highlighted text if you have taken notes with the Color Highlighter pens. This last method is presented in this chapter.

## Using Color Highlighters to Take Notes

If you have completed an earlier chapter on highlighting and extracting notes, you are already familiar with how handy the Color Highlighters are for taking notes, especially for multi-level information.

### ***What You'll Need to Do This Exercise:***

- “A Place Called Heartbreak” (*Heartbreak*) from the “Sample Documents” folder.
- The **Study Skills** toolbar showing. (Click the Green brick icon in the toolbar.)

1. **Open** the *Heartbreak* document, and **Save As** “Heartbreak Highlights.”

2. In “Heartbreak Highlights,” go to page 9.



3. Click the **Yellow Highlighter** button. In the document, select “the Cherry family” as the main idea.



4. Click the **Green Highlighter** button, select the following as details:

“The head of the Cherry family always had at least two jobs,”

“They were trying to improve the whole family's chances for success.”

5. Add another main idea. Click the **Yellow Highlighter** button again. Select “All the children were expected to pitch in.”

6. Add details. Click the **Green highlighter**. Find and select the following:

“You did what you were supposed to do, you did it well, and you didn't complain.”

“expected to study”

“help with the chores.”



7. **Save** the document, and continue to the next exercise to extract the highlights into Column Notes.

You may have to close the original *Heartbreak* document; Do Not save that file.

## Extracting Highlights to Column Notes and Saving the Column Notes File

This next exercise should convince you that taking notes with the Color Highlighter pens as you read is both expedient and convenient, especially as you continue through the secondary school grades and progress on to higher-level academic material and assignments.

With a single command, Extract Highlights to Column Notes, Kurzweil 3000 enables you to collect your notes into a versatile Column Notes file.

In addition to extracting highlights to Column Notes, this exercise includes some editing in the Column Notes window, and saving the Column Notes file.

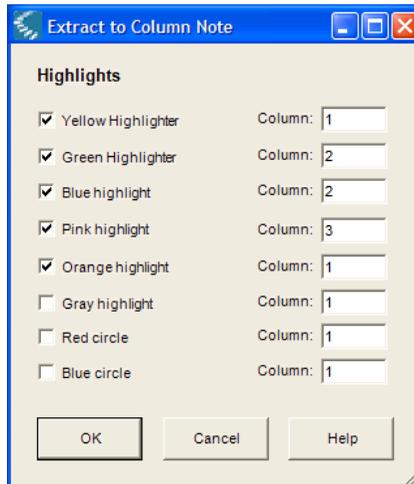
### ***What You'll Need to Do This Exercise:***

- “Heartbreak Highlights” document from the previous exercise open. It should contain highlighted text.
- The **Study Skills** toolbar, including the **Column Notes** button.



1. In the open “Heartbreak Highlights” document, go to the **File** menu and choose **Extract Highlights to Column Notes**.

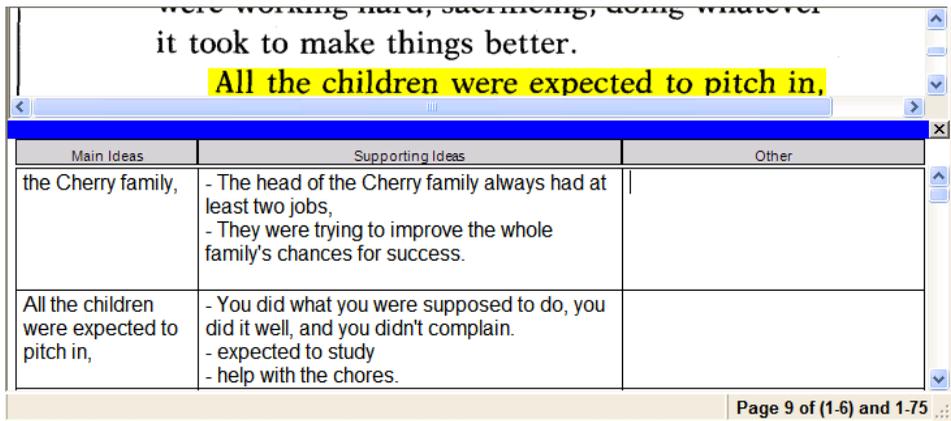
**What You See:** The **Extract to Column Notes** dialog.



By default yellow highlights will be placed in the first column, and green highlights in the second column.

2. Click **OK**.
3. In the **Open Column Notes** dialog that appears, select **Using a Blank Note File**, if it is not selected, then click **OK**.

**What You See:** The **Column Notes** window opens below the document window.



The main idea text that was highlighted in yellow is in the first column while the details that were highlighted in green are in the second column and associated with their respective main ideas.

4. Try some editing in the **Column Notes** window. The third column is the ideal place to add elaborations and source information.

Click in a cell in the third column. Type:

“Heartbreak. Chapter 2, page 9.”

Copy and Paste the text you just typed into the next cell in the same column. (You may have to use the scroll bar in the Column Notes window.)

If you make a mistake, press **CTRL+Z** to **Undo**.

Word Prediction and Spell Check are also available.



5. Click inside the **Column Notes** window, then click the **Save** button.

Kurzweil 3000 saves Column Notes files in XML format in the **Notes** folder.

6. In the **Save As** dialog, name the Column Notes file: “My Column Notes,” then click **OK**.

This Column Notes file is ready for another chapter, document or session.

7. Simultaneously close the document and Column Notes windows by clicking the document window **Close** button.

You may be asked if you want to save the changes in the document. You may do so although it is not necessary for subsequent exercises.

8. Continue to the next exercise to learn how to use the newly saved Column Notes file in another document.

## Taking Notes Across Documents

One of the benefits of Column Notes is that you can use a set of notes in a single file across multiple documents or chapters. You can add or append to an existing file.

### ***What You'll Need to Do This Exercise:***

- An existing Column Notes file, “My Column Notes,” created in the previous exercise.
- “Heartbreak Highlights” from an earlier exercise, or you could open any document you want.
- **Study Skills** toolbar showing.



1. **Open** the “Heartbreak Highlights” file, then go to page 18, chapter 3.



2. Click the **Column Notes** button.

In the **Open Column Notes** dialog, select **Using an Existing Note File**, then click **OK**.

3. In the **Open** dialog, select “My Column Notes” from the list, then click **Open**.

**What You See:** The **Column Notes** window opens at the bottom of the document window. Notes from the previous session are in the columns.

4. Click in the **Column Notes** window and use the scroll bar to scroll to the next empty row.

5. Click in the “Heartbreak Highlights” document window to make it the active window, then select and **Copy** any text. (You may have to scroll.)
6. Click in the **Column Notes** window in the next empty first column cell and **Paste** the text.
7. Repeat the previous two steps; this time paste into the next cell in the second column.
8. Click the **Save** button.



This Column Notes file is ready for another chapter, document or session. More importantly, it is ready for you to bring into the writing stage. See [Creating an Outline from Column Notes](#) on page 151.

9. Continue to the next exercise to learn how to use the Column Notes file to study.

## Using Column Notes to Study

Like the Cornell Note-Taking system, the multiple columns and show-hide column commands in Column Notes encourage and support studying efforts.

### ***What You'll Need to Do This Exercise:***

- An existing Column Notes file, “My Column Notes,” created in an earlier exercise.
- **Study Skills** toolbar showing.



1. Click the **Column Notes** button.

In the **Open Column Notes** dialog, select **Using an Existing Note File**, then click **OK**.

2. In the **Open** dialog, select “My Column Notes” from the list, then click **Open**.

***What You See:*** The **Column Notes** window opens at the bottom of the document window. Notes from the previous session are in the columns.

3. Study the main ideas and their details.
4. Give yourself a quick quiz.

Click inside the **Column Notes** window to ensure it is the active window.

Click the right mouse button to open the shortcut menu, then choose **Cover 2nd Column**.

**What You See:** The second column covered.

Main Ideas	Supporting Ideas	Other
The Cherry family,	<i>Column Hidden</i>	
All the children were expected to pitch in,		
hills of Dien Bien Phu.		

**5.** Recall the details.

When you are done, open the shortcut menu again and choose **Show 2nd Column**. How well did you remember the details?

**6.** Another way to study is to write a brief summary: for any of the main ideas, click its right column cell and type your summary.

**7.** The third column can also be hidden, enabling you to recall your summary sentence:

From the shortcut menu, choose **Hide 3rd Column**.

**8.** Lastly, you can **Print** the Column Notes file, with or without the second and/or the third column. Print is on the shortcut menu.

**9.** Click the document **Close** button. Click **Yes** to save the Notes file. In the Notes **Save As** dialog, click **OK**.

In the document message, click Yes to save the document.

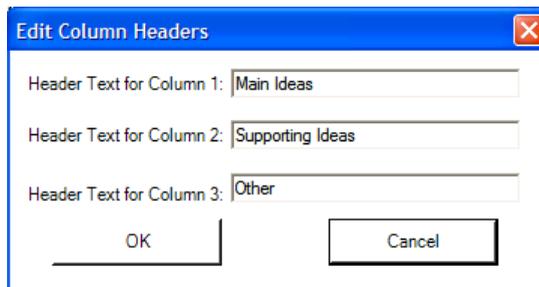
## More to Explore: Appending New Notes to an Existing Column Notes File

In an earlier exercise in this chapter you added notes to a Column Notes file. To append notes:

1. Open the document from which you want to take notes.
2. Click the **Column Notes** button and specify **Using a Blank File** in the **Open Column Notes** dialog.
3. Take your notes.
4. Click inside the **Column Notes** window, then click **Save**.
5. In the **Save As** dialog, find and select the existing Column Notes file to which you want to append the new notes. Click **OK**.
6. In the **Save Options** dialog, click **Append**.
7. Click the document **Close** button to close both windows.

## More to Explore: Editing Column Headers

Suppose you want to use Column Notes for vocabulary building; you could rename the column headers. With the pointer anywhere in the header, open the right mouse button menu and choose **Edit Column Headers**. Enter the new names and click **OK**.



## More to Explore: Resizing the Column Notes Window and Columns

To Resize:	Do:
a column	Place the pointer in the Column Notes window header area (gray area) at the lined border until a left-right arrow appears. Drag the arrow left or right to the desired column width.
Column Notes window	Place the pointer at the top border of the window (blue area) until a up-down arrow appears. Drag the arrow up or down to the desired window height.

# 9 The Writing Path

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In this chapter, you'll learn about:

- [Kurzweil 3000 Writing Path](#) on page 134.
- [Creating a Brainstorm Diagram](#) on page 135.
- [Creating an Outline](#) on page 143.
- [Switching Between Brainstorm and Outline](#) on page 147.
- [Creating an Outline from Column Notes](#) on page 151.
- [Creating a Draft from Outline](#) on page 153.
- [Using the Review Check List](#) on page 157.

In addition, you'll find [More to Explore: Adding Brainstorm Notes](#) on page 142.

## Kurzweil 3000 Writing Path

The Kurzweil 3000 Writing Path, an integrated set of features based on the writing process taught by educators, takes you through brainstorming, outlining, drafting and reviewing.

After doing your reading and gathering your information, you can get all your ideas out and organize your thoughts into a writing plan by using either Brainstorm or Outline.

Brainstorm is a graphic organizer that lets you create thoughts, and link and organize those thoughts in a diagram format.

With the Outline feature you can jot down your ideas in text format, organize them, and present them in a variety of outline styles.

Brainstorm and Outline share information but present it in two different views. So whatever changes you make in one, will show up in the other.

After you have your writing plan, and you're ready to write, you can use Draft from Outline (full-screen view) or the Split Screen view in which the window is split into two panes, the left one for the outline display and the right pane for writing and editing.

Remember that the actual writing process is a cycle, you write, then review and re-write. At any time, you can display a Review list to help you track reviewing tasks, such as checking for punctuation, capitalization, and spelling.

The Writing Path features are available on the **Write** menu or the

**Writing** toolbar (look for a four-button set  from left to right: Brainstorm, Outline, Draft and Split Screen view).

## Creating a Brainstorm Diagram

Brainstorm is a graphic organizer and is one of the two ways you can formulate your writing plan. The Brainstorm diagram is made up of:

- Shapes in which you enter your Thoughts.
- Links for indicating the relationships among Thoughts and the organization of your ideas.

It's important to remember that because Brainstorm, Outline and Draft are part of the Kurzweil 3000 Writing Path, they share the same information that can be viewed in different modes. Changes you make in one are reflected in the other.

This makes it possible to start your writing plan in Outline then switch to Brainstorm view. You might even find it useful to switch back and forth between Brainstorm and Outline as you create your writing plan. Copying and pasting is another way to bring content into Brainstorm.

This exercise will take you through the following:

- Creating Brainstorm thoughts.
- Changing shape properties.
- Reorganizing thoughts.
- Linking thoughts.

**What You'll Need to Do This Exercise:** Writing toolbar showing.



1. With no documents open, click the **Brainstorm** button in the **Writing** toolbar.

**What You See:** The default Brainstorm window with the **Main Idea** thought and the **Brainstorm** tools palette.



2. Select the default shape. Click again to open the text box. Select the text and type: “vacation” to replace the original text.

3. When brainstorming, you may want to get your thoughts out quickly.

To do this, click the **Quick Takes** button (first button in the upper-left corner) in the palette.

The thunderbolt marker indicates that the Quick Takes mode is enabled.



4. To get the next level of thoughts out there:

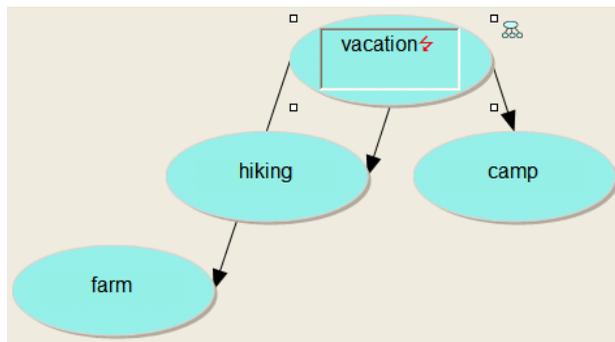
Type: "hiking" and press **ENTER**.

Type: "camp" and press **ENTER**.

Type: "farm" and press **ENTER**.

While inside the thoughts, you can use familiar editing functions.

**What You See:** First level of thoughts in Brainstorm. The lines with arrow heads represent links. The beginning of the line is attached to the originating thought, also known as the "parent" and the arrow is pointing to the target thought, also known as the "child."



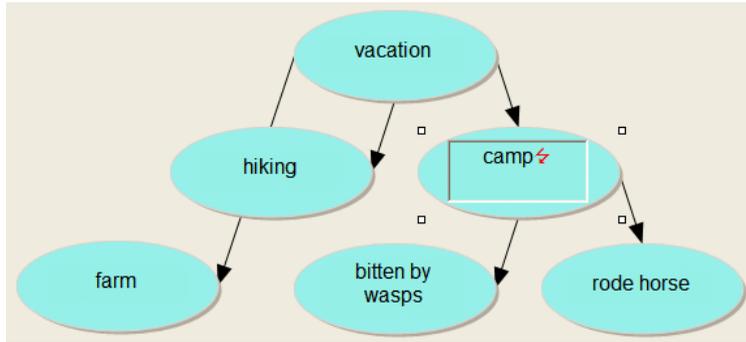
5. To go down another level, click twice on the text of the desired thought; in this case, "camp."

Click **Quick Takes**.

Type: "Bitten by wasps," press **ENTER**.

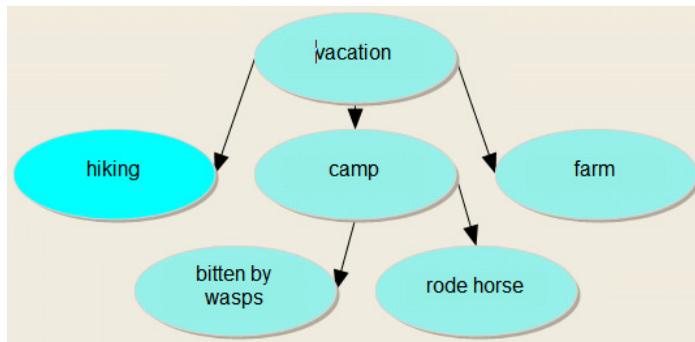
Type: "Rode horse," press **ENTER**.

**What You See:** The second level of thoughts.



6. To end Quick Takes, click the **Quick Takes** button again. The thunderbolt disappears.
7. Automatically arrange the thoughts. Click the **Arrange** button (large oval with three small ovals attached) in the palette.

**What You See:** Thoughts arranged nicely. Notice the links from the main thought (“vacation”) to the sub-thought (“camp”) and its details, indicating the multiple levels of information.



8. Suppose you want the sublevel information to have different shapes and colors.

Click a thought: "hiking."

From the palette, click the rectangle to change the shape.

9. To change the color, click the **Fill Color** button (oval with the color bar).

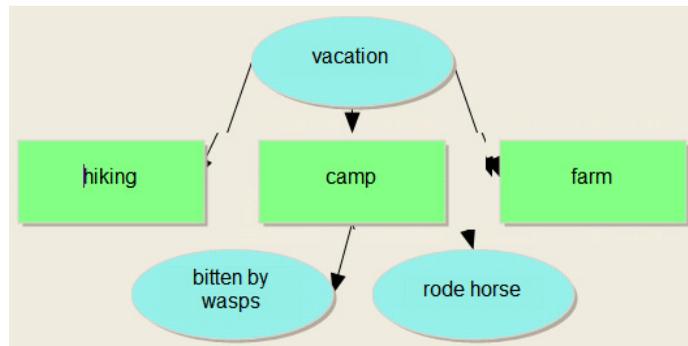
In the color dialog, pick **Green**, then click **OK**.

10. Change the properties of the other two thoughts at the same time:

To select multiple objects, drag-select over them until they are inside the selection frame.

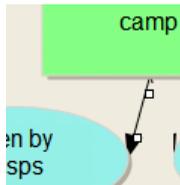
Click the **Rectangle** button. Next, click the **Fill Color** button, pick the **Green**, then click **OK**.

**What You See:** Second level thoughts with new shape and color.



11. What if you decide to reorganize your thoughts? For instance, you want to have the “camp” details be the details for “farm.”

Remove the existing links: Select each link and click the **Delete** button. (You could also drag-select both links at once.) A selected link has a small frame at each end.



Move the details: drag-select the two thoughts “bitten...” and “rode...,” and move them so that they are below “farm.”

Create new links by doing the following:

Click the **Link** button (two ovals with a link).

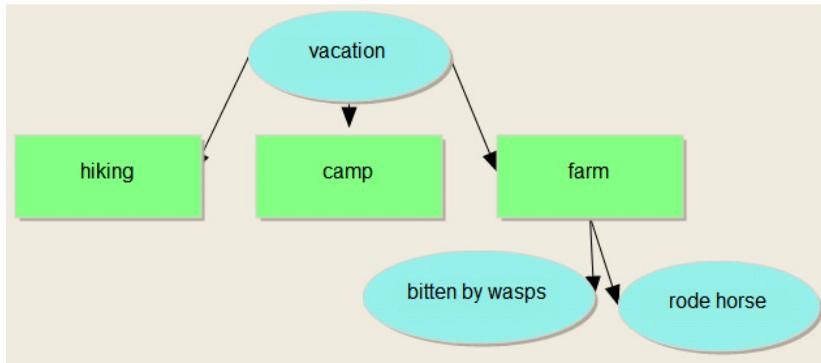
Select the originating thought, “farm,” then select the target thought, “bitten by wasps.”

Repeat to link “farm” and “rode a horse.”

**Tip:** If a link is not visible, select its thought and move it until the link is showing.

End Link mode by clicking the **Link** button.

**What You See:** The reorganized Brainstorm diagram.



**12. Save As** “My Brainstorm” and continue to *More to Explore* or **Close** the file.

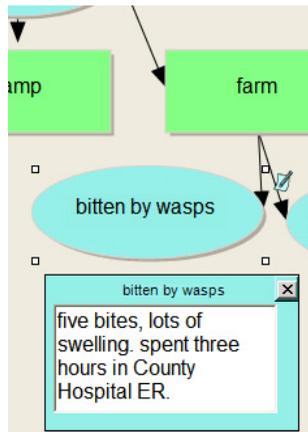
**Tips:**

- If you make a mistake, use **Undo** from the menu or **CTRL+Z**.
- Use the **Delete** button in the palette for objects in the diagram. For editing text, use the **Delete** key, **CTRL+X**, or **Cut** from the menu.

## More to Explore: Adding Brainstorm Notes

When brainstorming, it's best to use short phrases for your thoughts. If you have elaborations, or quotes or source information, a Brainstorm Note is the best place to hold those thoughts.

1. Open “My Brainstorm” from the previous exercise if it isn't already open.
2. Select the thought you want to attach the Note to.
3. Click the **Note** button in the Brainstorm palette.
4. In the Note window type your note. You can use familiar editing functions in the Note window.



5. **Close** the Note window.
6. To open a Note, select the thought, then click the small Note marker attached to it.
7. **Save** and **Close** the file.

**Note:** Follow these steps to add Outline Notes; the only difference is the marker.

## Creating an Outline

Outline is a text-based, hierarchical organizer and is one of the two ways you can formulate your writing plan. By default, it uses the Roman Numeral outline style.

Brainstorm, Outline and Draft, as part of the Kurzweil 3000 Writing Path, share the same information that can be viewed in different modes. Changes you make in one are reflected in the other.

You can bring content into the Outline in a few ways:

- Start in Brainstorm, then switch to Outline view.
- Go directly from reading and note taking to writing by using Extract Column Notes to Outline.
- Copy and paste or drag and drop text from other sources.

This exercise lets you explore the following:

- Creating an outline from scratch, including changing levels and reorganizing topics.
- Switching back and forth between Brainstorm and Outline.

**What You'll Need to Do This Exercise:** Writing toolbar showing.



1. With no documents open, go to the **Writing** toolbar and click the **Outline** button.

**What You See:** Default topic with the Outline tools palette.



2. Replace the default text with your first topic:  
Select the text and type: "China Exchange."
3. To create another topic at the same level, either click **Topic** (first button) in the palette or press **CTRL+G**.  
Type: "History."
4. Continue adding topics at the same level. **CTRL+G** again,  
Type: "Selecting the Sister School;" press **CTRL+G** again.  
Type: "2008 Trip."

**What You See:** Outline with first level topics.

---

**I.** China Exchange  
**II.** History  
**III.** Selecting the Sister School  
**IV.** 2008 Trip|



5. To create a subtopic or detail:

Select the topic that you want to expand by clicking on its number: "II. History." (The line of text should highlight.)

Then either click **Subtopic** (second button) or press **CTRL+K**.

And type: "The idea."

6. Continue adding topics at this same level, press **CTRL+G**.

Type: "Exploratory Trip."

**CTRL+G** again to create another one.

Type: School's OK.

7. Create details.

Be sure the cursor is placed in the topic, "C. School's OK" and press **CTRL+K**.

Type: "Presentation."

8. Add another topic at this level, press **CTRL+G**.

Type: "Proposal."

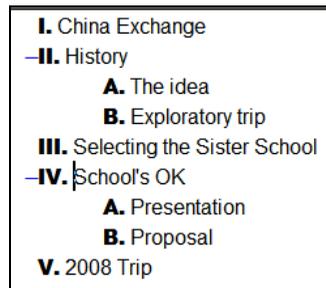
**What You See:** The outline so far.

```
I. China Exchange
-II. History
    A. The idea
    B. Exploratory trip
    -C. School's OK
        1. Presentation
        2. Proposal
III. Selecting the Sister School
IV. 2008 Trip
```

9. What if you change your mind? You now want the subtopic, “School’s OK,” to be under “III. Selecting the Sister School.”

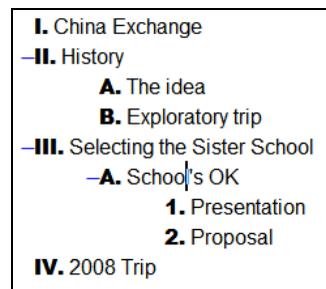
To select a topic line, click on its number, in this case, “C.”

**Copy** and **Paste** it into the “IV. 2008 Trip” line to insert it above that line.



To demote or move a topic down one level: select it and click the **Right Arrow**. (To promote a topic, use the **Left Arrow**.)

**What You See:** The final outline. The minus sign indicates that the topic has subtopics or details. Click it to show/hide details.



10. **Save As** “My Outline.” Continue to the next exercise or **Close** the file.

## **Switching Between Brainstorm and Outline**

Recall that Brainstorm and Outline are part of the Kurzweil 3000 Writing Path and share the same information that can be viewed in their different modes. Changes you make in Brainstorm or Outline are reflected in the other.

You can start your writing plan in either, then switch back and forth between Brainstorm and Outline as you create your writing plan.

In this exercise you have the opportunity to explore the following:

- Switching back and forth between Outline and Brainstorm.
- Using Zoom, Select All and move functions in Brainstorm.

**What You'll Need to Do This Exercise:**

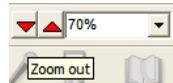
- “My Outline” from the previous exercise.
- **Reading** and **Writing** toolbars showing.

1. **Open** “My Outline” if it isn’t already open.



2. Click the **Brainstorm** button.

3. If there are objects outside of the view, click the **Zoom Out** button in the **Reading** toolbar. Zoom to 70%.



4. Make room to move objects: Select All the objects in the diagram by pressing **CTRL+A**, then drag and drop the diagram farther down in the window, creating enough space to place one shape at the top of the diagram.

5. Make a thought the main topic:

Select “China Exchange” and move it, centered above the entire set.

6. Connect the main topic to the subtopics:

Click the **Link** button in the palette.

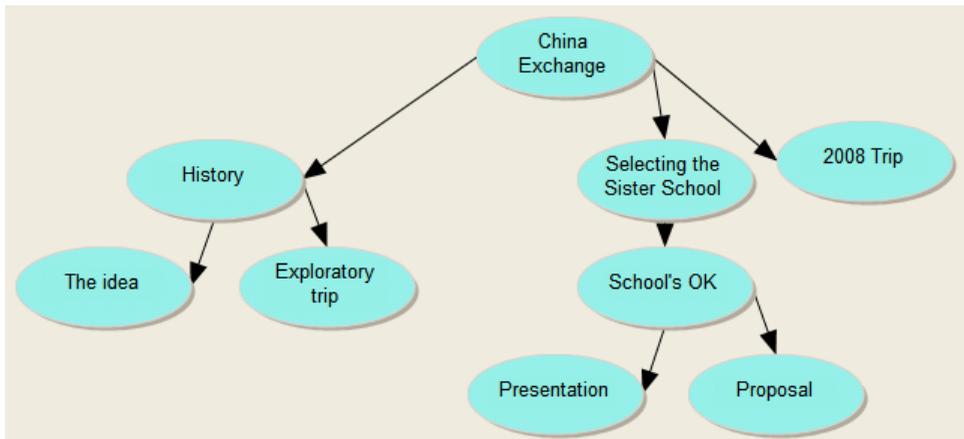
Select the main topic, “China Exchange,” then select “History.”

Select the main topic again, then click “Selecting Sister School.”

Select the main topic again, then click “2008 Trip.”

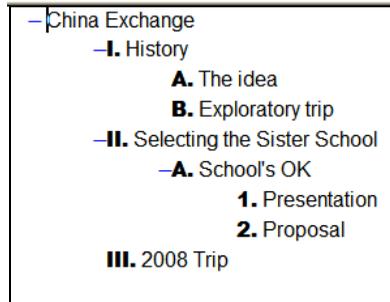
End Link mode by clicking the **Link** button again.

**What You See:** The main topic linked to the subtopics.



7. Click the **Outline** button to go to Outline view.

**What You See:** “China Exchange” is now the main topic.



8. Modify the Outline: Click on the word “China” and replace it with the word “Russia.”

9. Click the **Brainstorm** button to go to Brainstorm view.

**What You See:** The change you made in Outline is now updated in Brainstorm.



**Tip:** If any shapes are overlapping, click the **Arrange** button in the palette.

10. **Save** (optional) and **Close** the file.

## Creating an Outline from Column Notes

An expedient way to go from Reading to Writing is to take notes using the Color Highlighters while you read and do your research, Extract Highlights to Column Notes, then Extract Column Notes to Outline when you are ready to begin writing.

This exercise gives you the opportunity to create an outline from an existing Column Notes file.

### ***What You'll Need to Do This Exercise:***

- An existing Column Notes file, “My Column Notes,” that you created in the previous chapter.
- **Main** and **Writing** toolbars showing.

#### **1.** Open the Column Notes file:

**Open** a document; clicking the **New** button in the **Main** toolbar will do.

Click the **Column Notes** button.

In the **Open Column Notes** dialog, select **Using an Existing Note File**.

In the **Choose a Column Notes File** dialog, select “My Column Notes,” and click **Open**.

**What You See:** Open Column Notes file.

Main Ideas	Supporting Ideas	Other
the Cherry family,	<ul style="list-style-type: none"><li>- The head of the Cherry family always had at least two jobs,</li><li>- They were trying to improve the whole family's chances for success.</li></ul>	
All the children were expected to pitch in,	<ul style="list-style-type: none"><li>- You did what you were supposed to do, you did it well, and you didn't complain.</li><li>- expected to study</li><li>- help with the chores.</li><li>- go to church.</li></ul>	
hills of Dien Bien Phu.	<ul style="list-style-type: none"><li>- five jets slipped lower. Cherry was the leader</li><li>- nothing could stop the mission. The planes rushed for the missile sites.</li><li>- He was hit</li><li>- He fired the bombs,</li><li>- shot from the top of the plane</li></ul>	

2. From the **File** menu, choose **Extract Column Notes to Outline**.

**What You See:** The column notes in Outline mode.

-I. the Cherry family,  
    **A.** - The head of the Cherry family always had at least two jobs  
        - They were trying to improve the whole family's chances for

-II. All the children were expected to pitch in,  
    **A.** - You did what you were supposed to do, you did it well, and you didn't complain.  
        - expected to study  
        - help with the chores.  
        - go to church.

-III. hills of Dien Bien Phu.  
    **A.** - five jets slipped lower. Cherry was the leader  
        - nothing could stop the mission. The planes rushed for the missile sites.  
        - He was hit!  
        - He fired the bombs,  
        - shot from the top of the plane.

3. The outline is all set to use in a Draft, which is the topic of the next exercise. **Save As** "My Notes Outline," then click the document **Close** button.

## Creating a Draft from Outline

The Draft is where all your efforts in brainstorming, and outlining and planning all come together. This is where you put your thoughts into prose.

The Draft is basically a text document in .KES format. You can use all the editing features available in Kurzweil 3000, including Word Prediction, Word Lists and Spell Checking.

There are a few ways to start a Draft:

- Click **Draft**, which opens a blank text document, and begin writing.
- From **Brainstorm** or **Outline** view, go to the **Write** menu and choose to open a **Draft New From Outline**.
- Or from **Brainstorm** or **Outline** view, click the **Split View** button in the **Writing** toolbar.

This exercise will take you through the following:

- Opening a Draft from the Write menu.
- Opening a Draft in Split Screen view.

### ***What You'll Need to Do This Exercise:***

- Existing Brainstorm or Outline: “My Brainstorm” and “My Outline” from previous exercises. (You could also use “My Notes Outline;” be aware that the illustrations in this exercise show results of using “My Brainstorm” and “My Outline.”)
- **Main** and **Writing** toolbars showing.



1. Open a file that contains a Brainstorm diagram or Outline (recall that Brainstorm and Outline share the same information, therefore, you can open a draft from either one):

Click the **Open** button in the **Main** toolbar, then select and open “My Brainstorm.”

2. Create a Draft from Brainstorm or Outline:

From the **Write** menu, select **Draft New from Existing Outline**.

***What You See:*** All the information from the outline is presented in the Draft, ready for you to expand into prose.

---

vacation

- I. hiking
- II. camp
- III. farm
  - A. bitten by wasps  
five bites, lots of swelling. spent three hours in County Hospital ER.
  - B. rode horse

If you like working within an outline as you write, this is an ideal method to go from outline to draft.

### 3. Expand a thought into a sentence:

Click in a line and begin typing.

The Draft is like any other Kurzweil 3000 text document. You can use all the familiar editing tools, including Word Prediction and Spell Checking.

**What You See:** Draft with an outline topic expanded into prose.

This summer vacation was an especially busy, but exciting one. Besides a lot of reading and d family went hiking at a National Park and spent time with my grandparents on their farm. The m had to be Nature Camp with Wil and Harry.

I. hiking

II. camp

III. farm

Just as I was walking through a bush, I got bitten by wasps  
five bites, lots of swelling. spent three hours in County Hospital ER.

B. rode horse

For those of you who would rather see the outline as you work in a draft, this next method will work for you.

### 4. Open “My Outline.”



### 5. Click the **Split Screen** view button in the **Writing** toolbar.

Now you have both the outline and a blank draft in one place. The outline in the left pane and the draft in the right.

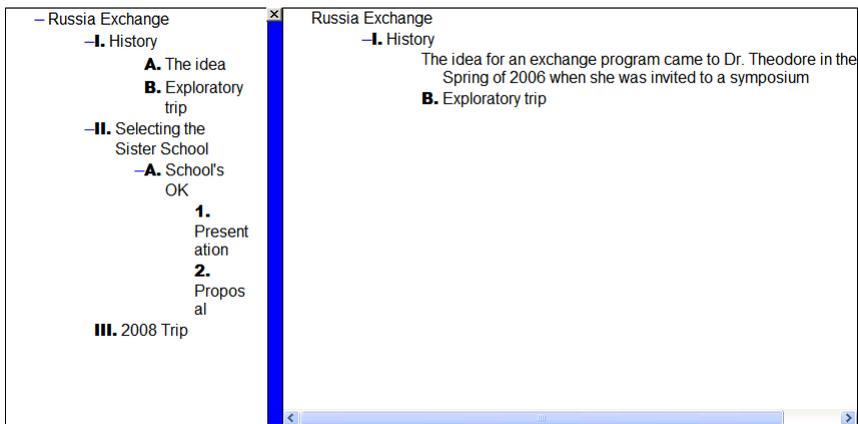
**Tip:** To get a better view of the outline, resize the pane by dragging the vertical border between the two panes or scroll using the scroll bar.

**6.** Begin writing in the Draft pane.

Drag and drop text from the left pane to into the right pane.

Expand a thought into prose.

**What You See:** Split Screen view with outline in left pane. In the right Draft pane, you see text dragged and dropped in and a subtopic expanded into prose.



**7. Save As “My Draft” and continue to the next exercise or Save and Close the document.**

## Using the Review Check List

At any time while you are in the drafting stage, you can display a Review list to help you keep track of what you should be reviewing.

It gives you some tasks to do to finalize your draft. When you have finished each task, simply check it off in the list.

Kurzweil 3000 maintains the status of your list, so you can go ahead, save your document, take a break and continue where you left off the next time.

In addition, this list is customizable (in the **Tools Options** dialog) so teachers and/or students can add, remove or rename items. For details, go to online Help.

***What You'll Need to Do This Exercise:*** “My Draft” document from the previous exercise.



1. **Open** “My Draft” if it isn’t already open.

2. From the **Write** menu, choose **Review**.

***What You See:*** Review checklist and draft in split screen view.

3. When you finish a review task, click its check box.
4. **Save** and **Close** the document. The next time you open it, the list shows where you left off.

***Tip:*** If you are doing multiple iterations of a draft, consider giving different names for each version. That way, you can complete multiple rounds of the review tasks.



# 10 Writing and Self-Correction Tools

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In this chapter, you'll learn about:

- [\*Writing and Editing in Kurzweil 3000\*](#) on page 160.
- [\*Creating a Text Document and Hearing What You Type\*](#) on page 161.
- [\*Using Word Prediction and a Homophones List\*](#) on page 162.
- [\*Using Floating Word Lists\*](#) on page 166
- [\*Spell Checking a Document\*](#) on page 169
- [\*Finding Homophones\*](#) on page 171.

## 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, Color Highlighters as Study Tools](#) on page 91.
- 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, Color Highlighters as Study Tools](#) on page 91.
- 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 and Hearing What You Type

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. Type words and a couple of full sentences. Include spaces and punctuation.

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.

**What You Hear:** By default, Kurzweil 3000 reads back whole words after you press the space bar, and whole sentences after you enter a period and press the space bar.

3. Save the document and continue to the next exercise.

## 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 Word List features for building, editing and enabling whatever word lists your curriculum requires. Kurzweil 3000 comes with a set of lists, such as Homophones and Confusables, as well as a group from Sopris West Step Up to Writing®, including Action Verbs and Transitional Words.

For more information on the Word List features, see Kurzweil 3000 online Help.

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:

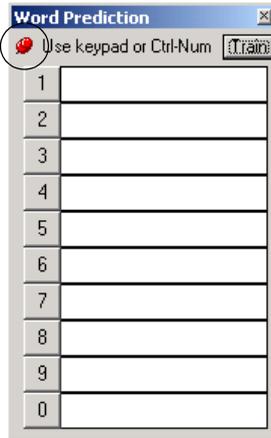
- The **Writing** toolbar showing: Click the blue toggle along the left edge of the toolbar area, or press **CTRL+SHIFT+F12**.
- An open text document in which you can type and edit, such as the one you created in the previous exercise.

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



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

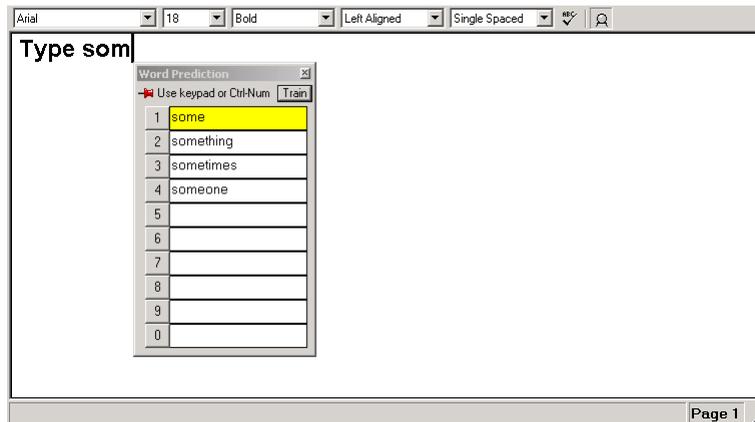
Click the Thumbtack to have the dialog move with text as you type.



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.”

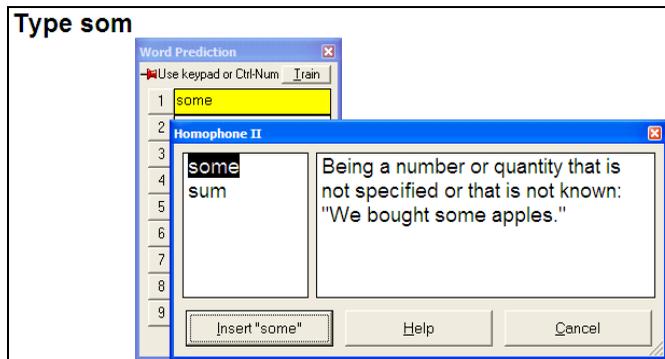
**What You See:** The **Word Prediction** dialog with a list of suggestions for the word you are typing.



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.

## Using Floating Word Lists

Once you have Word Lists set up, you can use the Floating Word List feature during the writing, editing and review process to:

- Encourage or require the use of words from a Word List.
- Check any text document for words used from Word List.

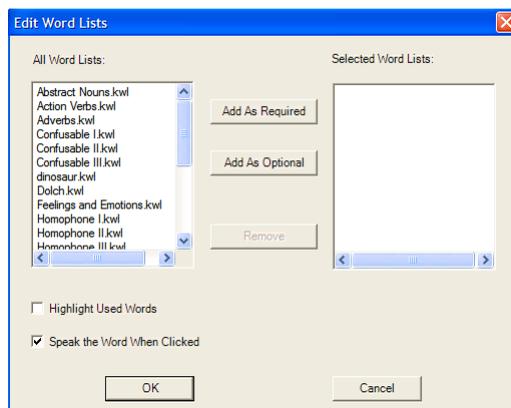
For information on setting up Word Lists, go to online Help or [Creating a Word List by Extracting Words](#) on page 175.

To do this exercise, you should have the **Main** and **Study Skills** toolbars showing.

1. Open a text document; clicking **New** from the **Main** toolbar is fine.
2. Click the **Word List** button in the **Study Skills** toolbar.



If this is the first time you are using the feature, the **Edit Word List** dialog opens.



3. To set up Word Lists for the floating window, select some lists from the **All Word Lists** area:

Click **Confusable 1**.

Control-click to select three more: **Homophones 1**, **Narrative Transitions**, **Strong Verbs**.

You may have to scroll down.

Click **Add as Required**.

The lists appear in **Selected Word Lists** area.

Click **Highlight Used Words**, a very handy option that helps you track the words from a Word List that you have used in your writing.

Click **OK**.

**What You See:** The **Floating Word List** dialog in the document.



4. Click inside the document window and type: “By the time we get to the stop the break dose not squeak.”
5. To see if you have use any words from the Word Lists, go to the **Floating Word List** window and:  
Click the **Homophone** tab. Scroll through to see the words in this list that you used in your document.  
Click the **Confusable** tab.
6. **Close** the document.

## Spell Checking a Document

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

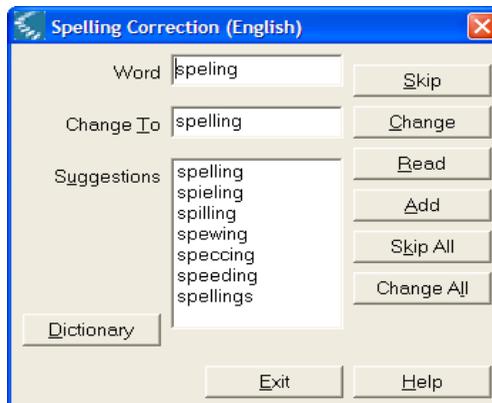
**What You'll Need to Do This Exercise:** A text document open.

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.



# 11 Word Lists

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In this chapter, you'll learn about:

- *Kurzweil 3000 and Word Building* on page 174.
- *Creating a Word List by Extracting Words* on page 175.
- *Setting Options for a Word List* on page 179.
- *Finding a Word List's Words* on page 181.
- *Disabling a Word List* on page 182.

## **Kurzweil 3000 and Word Building**

If weekly vocabulary-building lists and word lists based on subjects or units of study are integral parts of your curriculum, the Kurzweil 3000 Word 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. And once you save a list, it is available for the Floating Word List window. See [Using Floating Word Lists](#) on page 166.

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 word list, enable the list and see how the list works as a student is working with Kurzweil 3000.

## Creating a Word List by Extracting Words

You can create a word list in Kurzweil 3000 in a few ways:

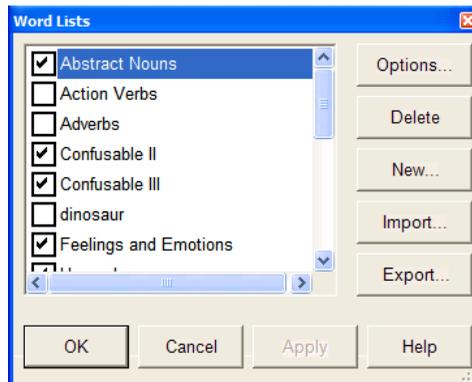
- By editing an existing list and renaming it.
- By extracting all the words from a document.
- By extracting words that you've highlighted in a document.

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.

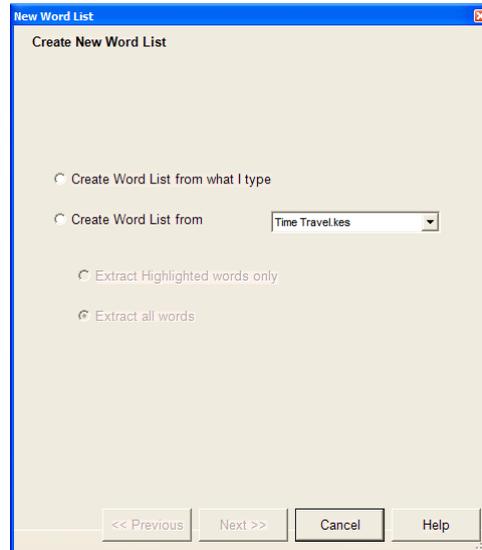
1. Open the document from which you want to extract words for a new Word list.
2. From the **Tools** menu, select **Setup Word Lists**.

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



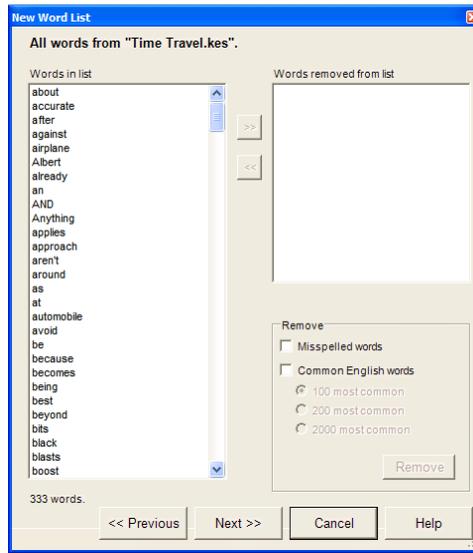
3. In the **Word Lists** dialog, click **New**.

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



4. In the **New Word List** dialog, click **Create Word List from “Time Travel.kes.”**
5. Click the **Extract all words** option.
6. Click **Next**.

**What You See:** The next **New Word List** 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.

7. In the **New Word 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.

8. 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.

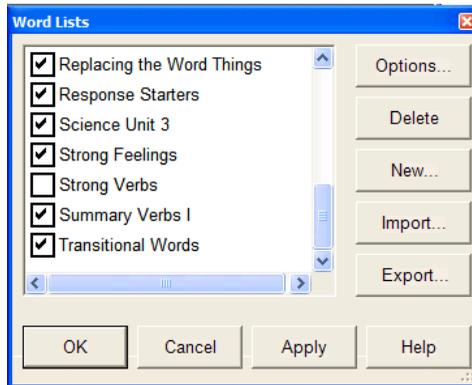
9. When you're done, click **Next**.

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

10. Type a new file name for the word list: "Science Unit 3."

11. Click **Save**.

**What You See:** The **Word Lists** dialog now contains the new list.



12. Click the new list's check box to enable it, then click **Apply**.

13. Click **OK**.

14. Continue to the next exercise.

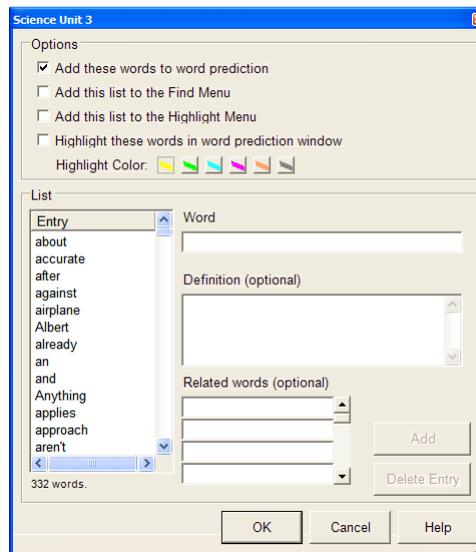
## Setting Options for a Word List

You can set a number of options for a Word list. For complete details, see Kurzweil 3000 online Help.

In this exercise, you'll make the "Class Word 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 **Setup Word Lists**.
2. In the **Word Lists** dialog, ensure that the **Class Word 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 **Word Lists** dialog.
6. To take a look at the results, continue to the next exercise.

## Finding a Word List's Words

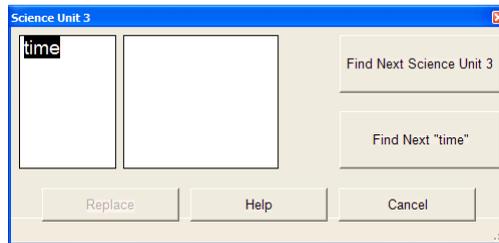
Once you create or enable a Word list, it's ready for students to use as they read in Kurzweil 3000.

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

1. From the **Edit** menu, choose **Find**, then select **Science Unit 3**.

**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 Word 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 Word List

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

# 12 Test Document Preparation

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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 185.
- [\*Using Fill in the Blanks\*](#) on page 186.

- 
- [Customizing Kurzweil 3000 for Test Taking](#) on page 187.
  - [Selecting the Test Taking Toolbar](#) on page 188.
  - [Saving the Toolbar with the Test Document](#) on page 189.
  - [Locking Features](#) on page 191.

## 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 and Hearing What You Type](#) on page 161.
- 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.

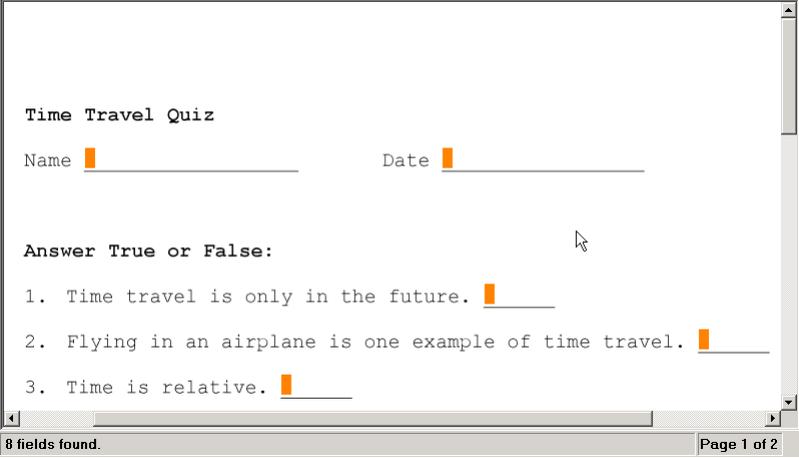
**Note:** This feature only works with black and white image documents, and on one page at a time.

**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.



Time Travel Quiz

Name  Date

Answer True or False:

1. Time travel is only in the future.
2. Flying in an airplane is one example of time travel.
3. Time is relative.

8 fields found. Page 1 of 2

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.

## 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.

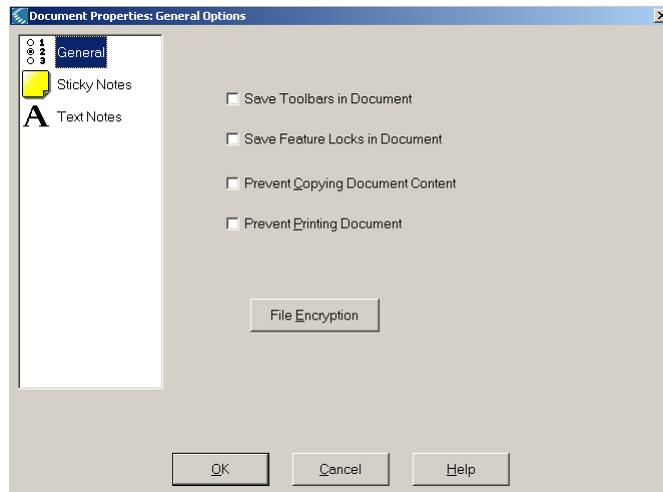
## Saving the Toolbar with the Test Document

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 for information about password protection and saving locks to a document.

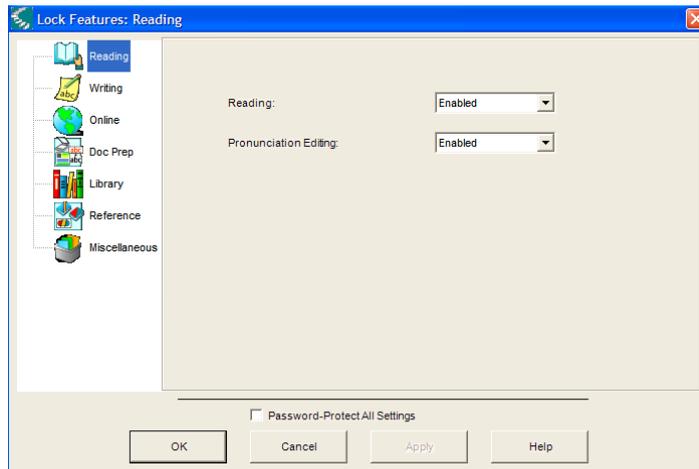
In this exercise, you'll turn some features off.

***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.

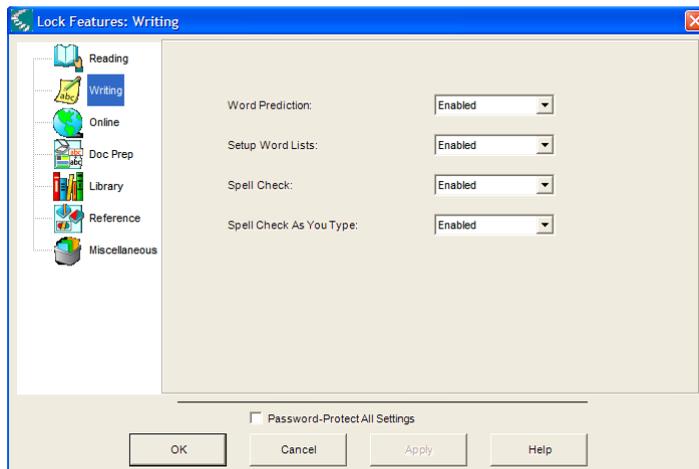
***What You See:*** The **Test Taking** toolbar. Notice that the **Word Prediction** and **Spell Check** buttons are in enabled state.

### 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.



# 13 Test Taking

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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 196.
- [\*Reading Through the Test\*](#) on page 197.
- [\*Filling in Your Name\*](#) on page 198.
- [\*Using Fill in the Blanks\*](#) on page 199.
- [\*Using the Text Circle Tool for Multiple Choice\*](#) on page 200.
- [\*Dragging and Dropping an Answer\*](#) on page 202.
- [\*Reading Back Test Questions and Answers\*](#) on page 204.
- [\*Saving Your Test Document\*](#) on page 205.
- [\*Printing Your Test\*](#) on page 205.

## **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.



Read

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



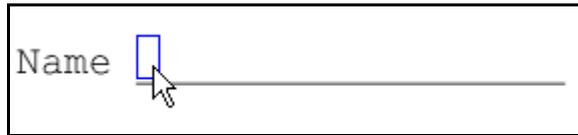
Pause

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.

Answer True or False:

1. Time travel is only in the future.

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 pointer 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.

8. Albert Einstein was what kind of a scientist?

a. astronomer

b. meteorologist

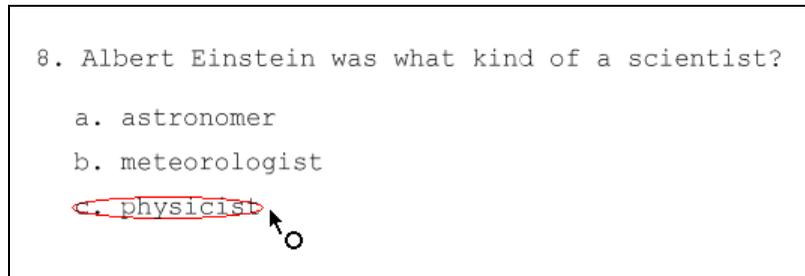
c. physicist

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.

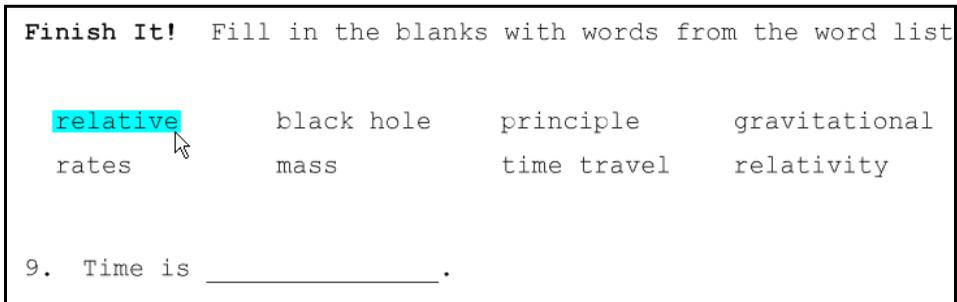
In this exercise, you will work with question 9 at the top of the next page in the document.

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.

**Finish It!** Fill in the blanks with words from the word list

relative	black hole	principle	gravitational
rates	mass	time travel	relativity

9. Time is relative \_\_\_\_\_ .

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.



Read

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.

Congratulations

---

# Kurzweil 3000

## Scanning Sample

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### **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!"



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