SET
British Columbia

Kurzweil 3000 (Win) v.12

Customizing the Reading and Writing Environment

Introduction

Kurzweil 3000 is reading and writing software that has many features designed to support students who are struggling with reading comprehension and written output. The program can be used as a word processor or it can be used to scan documents, like textbooks or worksheets, which can then be read aloud or completed within the program. Students with a wide variety of abilities and challenges can use Kurzweil 3000 effectively. The variety of learning needs can be best accommodated by customizing the program's reading and writing environment. While completing this tutorial, you will learn how to customize the toolbars, the right mouse button menu and the Tools Options.

This tutorial assumes…
- Kurzweil 3000 version 10 for Windows is installed on your computer. If you do not have the program already installed, please refer to the installation and registration instructions that came with your software.
- Your computer system supports audio output either through speakers or a headset.

Learning Objectives

Completion of this tutorial will give you experience with the following:
- Applying different Kurzweil 3000 toolbar set ups
- Customizing the Main, Writing, Study Skills or Reading toolbars
- Customizing the right mouse button menu items
- Adjusting the various Tools Options to adjust the user settings for auditory support, reading options, and text viewing

Case Study

Ms. Franklin is supporting five different students who struggle with reading and writing. The students range in grade from Grade 3 to Grade 7. Each student has his or her unique profile of literacy strengths and challenges. For example, her Grade 4 student is a high functioning student with Autism Spectrum Disorder. He uses the program for written output. Since he often perseverates on setting options such as font type and size, she has customized his toolbar set up to give him access to only those tools he absolutely needs. She also works with a Grade 6 student who has a physical handicap limiting her ability to complete tests and worksheets. This student is able to scan her own materials but found using the toolbars tiring, so Ms. Franklin customized the right mouse button menu to put features she needed right where she needed them in the document. She also added some additional tools to her test taking toolbar set up (e.g. the red circle tool) so she could complete multiple choice questions without having to add text boxes or use the highlighters. In this way, when her students sign into Kurzweil 3000, each has his or her own user settings.

Applying Different Toolbar Set Ups

Kurzweil 3000 comes with a number of toolbar setups that have been designed for specific reading and writing tasks.

When you start Kurzweil 3000 for the first time, the "Classic" toolbar set up is active.

Classic toolbar set up
Showing: Main and Reading toolbars
Not Showing: Study Skill and Writing

To apply a different toolbar set up, **right-click** somewhere on the toolbar area (not on a button). A context specific menu opens up and allows you to select **Apply Toolbar Set** and then specify which set up you want.
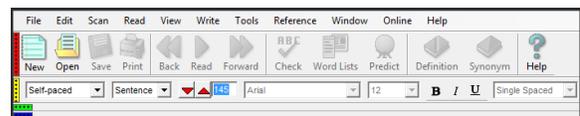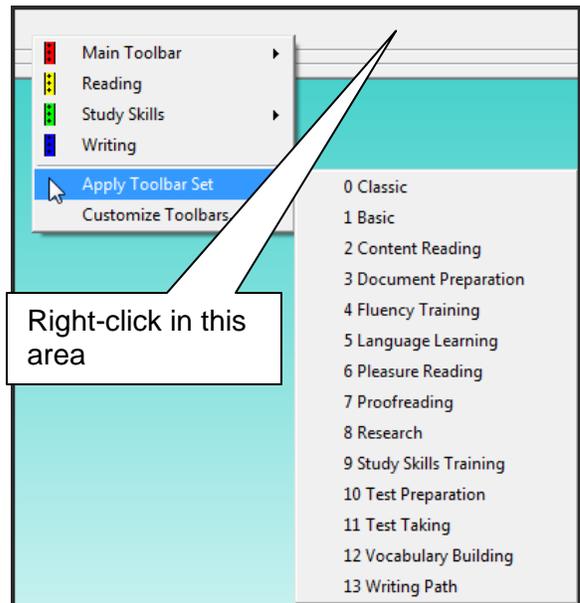
Right-click in this area

Main Toolbar
Reading
Study Skills
Writing
Apply Toolbar Set
Customize Toolbars

0 Classic
1 Basic
2 Content Reading
3 Document Preparation
4 Fluency Training
5 Language Learning
6 Pleasure Reading
7 Proofreading
8 Research
9 Study Skills Training
10 Test Preparation
11 Test Taking
12 Vocabulary Building
13 Writing Path

1

From the drop down menu that appears, select "Proofreading". You'll see that the Main toolbar and Reading toolbar are still visible, but the tools on each have changed.

Right-click on the toolbar area (not on a button) to apply a different toolbar set (for example, "Study Skills Training") to see what tools are provided with that particular set up.

NOTE: While looking at tool bar sets, you may notice that some tools are greyed out or inactive. This means they are not available for the type of document you have open.

Customizing the Toolbars

1

You may find, depending on the students you are supporting, that the onboard toolbar set ups do not meet their specific needs. You can completely customize the toolbar set ups to put the exact tools on the toolbars that they may need.

Return to a "Classic" toolbar set up (**right-click** on the toolbar area, select **Apply Toolbar Set ➢ Classic**).

Right-click again on the toolbar area, this time selecting **Customize Toolbars…** at the bottom of the context specific menu.

A large window opens up – this window will allow you to add, delete, and move tools on the four types of toolbars.

2
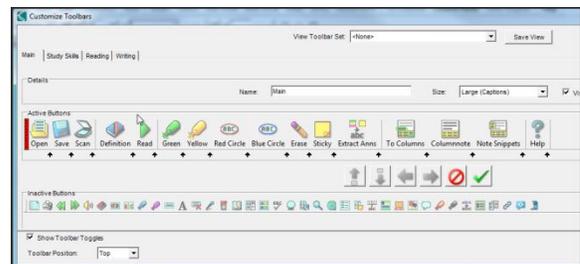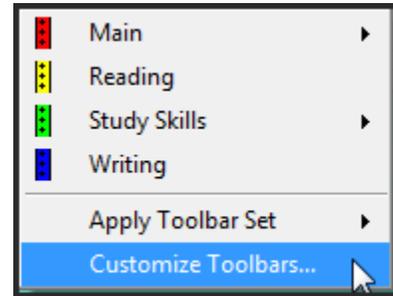
There are four tabs near the top of the window corresponding to the four types of toolbars: Main, Study Skills, Reading, and Writing. Clicking on the tabs displays the corresponding toolbar. Click on **Main Toolbar**.

You can change the name of the toolbar by typing in a new name in the **Name:** field. For example, change the name of the Main toolbar to "Pre-Writing".

The top row of buttons are the **Active Buttons** – these are the ones currently showing on the toolbar.
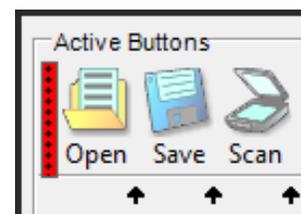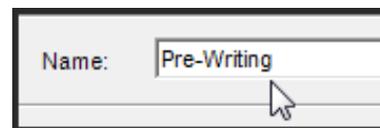
The bottom row of buttons are the **Inactive** (but available) **Buttons**.

To **remove** a button from the Active Buttons, click on the button icon (e.g. Help) and click the **Remove Selected Button** red arrow OR simply **double-click** the button. It is then placed in the Inactive Button row.

To **add** a button to the toolbar, locate it on the Inactive Button row, click on it (e.g. Read the Web) to select it and then click the **Add Selected Button** green arrow OR simply **double-click** on it. It will be added to the Active Button row.

To **reposition** buttons on the Active Button row, click on the button once to select it and then click the blue **Move Selected Button** arrows left and right. Keep clicking the move arrows until you have the tool where you want it.

To **add toolbar breaks** in your toolbar (useful for grouping similarly functioned tools, click on the **small black arrows** on the Active Button row. A line appears on the toolbar to separate the two tools visually.
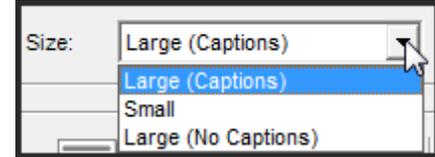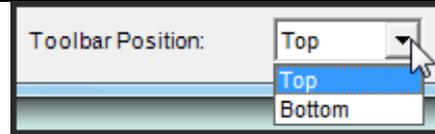
If you want to remove the toolbar toggle bar (the coloured bars at the extreme left of the toolbar), de-select it in the **Show Toolbar Toggles** box.
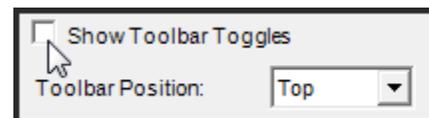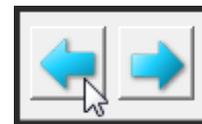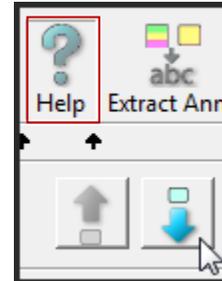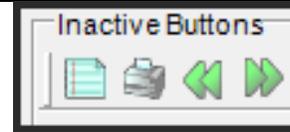
|		
	Choose a **Toolbar Position** from the drop down menu.	
	Finally, choose the size and whether or not you want text captions on the tools from the **Size** drop down menu. When you have finished making changes to this toolbar, click **Apply** to save the changes. You could then go ahead and customize the other three toolbars.	
3	Once you have finished customizing the toolbars, you should save the set up as a custom toolbar view. That way, it can be chosen from the Apply Toolbar Set drop down menu just like the ones that come with the program. Click the **Save View** button located at the top of the window. In the **Toolbar View:** field, type in a name for your custom toolbar set. Click **OK**. When the dialog box opens up asking if you want to save the Toolbar view, click **Yes**. Click **Apply** to activate your custom toolbar and notice that it has replaced the Classic toolbar set you started with.	
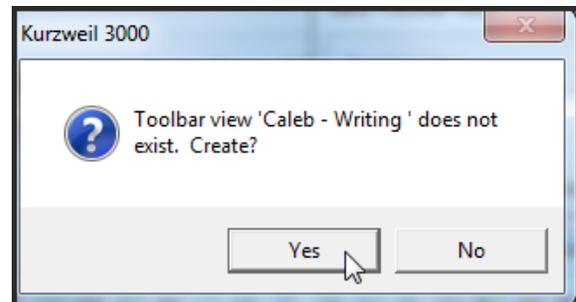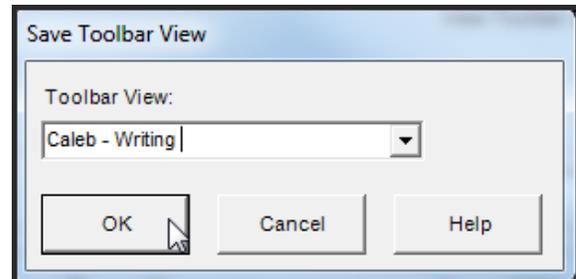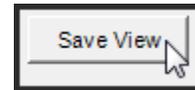
Now, whenever your student needs that toolbar set, he or she can simply right-click the toolbar area, choose **Apply Toolbar Set…** and choose it from the drop down menu list.
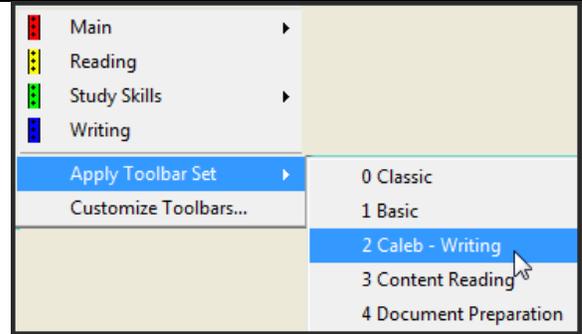
Main	▶
Reading	
Study Skills	▶
Writing	
Apply Toolbar Set	▶
Customize Toolbars...	

0 Classic
1 Basic
2 Caleb - Writing
3 Content Reading
4 Document Preparation

💡 Tip…

There are many different types of Toolbar Sets you can create. You could make toolbar sets to meet specific student needs or you could make sets to suit specific tasks. It is a good idea to start with limited toolbar sets for students – you can always add tools as they learn the program or need the particular tool.

If you need to delete a toolbar set at any time, you can do so by finding the toolbar set file and deleting it from your hard drive. The toolbar set ups can be located following this path:

C:\Program Files\Kurzweil Educational Systems\Kurzweil 3000\Settings
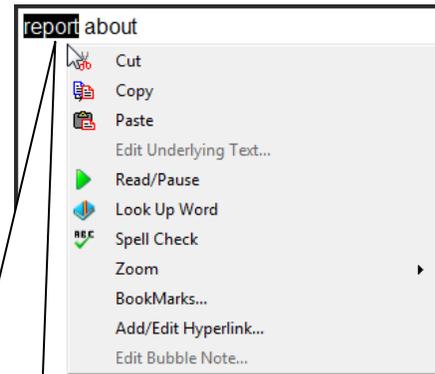
Customizing the Right Mouse Button

While the toolbars are a very handy and visual way for students to access Kurzweil 3000's various features, there are times when it would be more efficient to access a feature without having to go back and forth to the toolbar area. For example, when a student is completing a test by adding text boxes to blanks.

By default, when you **right-click** anywhere on a text file, this context menu opens up… Depending on what you have selected on your file, some items might be greyed out or not available.
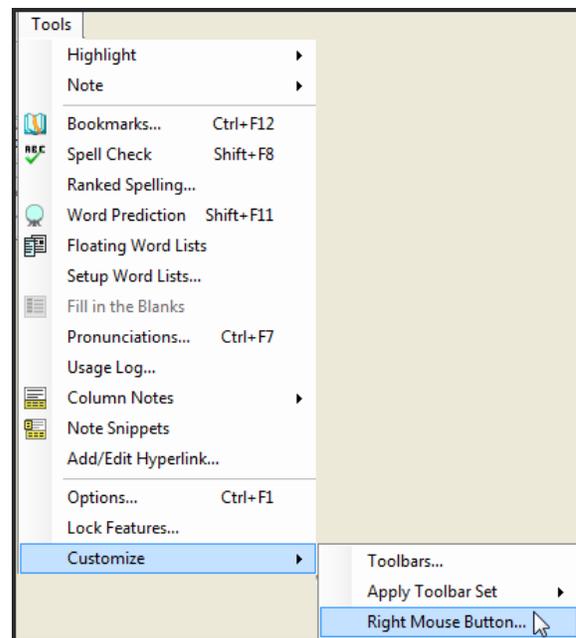
report about

	Cut
	Copy
	Paste
	Edit Underlying Text...
	Read/Pause
	Look Up Word
	Spell Check
	Zoom ▸
	BookMarks...
	Add/Edit Hyperlink...
	Edit Bubble Note...

Right-click anywhere on document

1

You can add or delete tools from this list very easily.

Go to **Tools ➢ Customize… ➢ Right Mouse Button …**

Tools

Highlight		▸
Note		▸
Bookmarks...	Ctrl+F12	
Spell Check	Shift+F8	
Ranked Spelling...		
Word Prediction	Shift+F11	
Floating Word Lists		
Setup Word Lists...		
Fill in the Blanks		
Pronunciations...	Ctrl+F7	
Usage Log...		
Column Notes		▸
Note Snippets		
Add/Edit Hyperlink...		
Options...	Ctrl+F1	
Lock Features...		
Customize		▸

| |
|---|
| Toolbars... |
| Apply Toolbar Set ▸ |
| Right Mouse Button... |

By clicking on items that are highlighted in blue, you deselect them (take them off the list). Clicking on items that are not selected (white) will add them to the right mouse button list.

Note: Adjusting the right mouse button only makes sense if the Right Mouse button menu is enabled (check box at bottom of the window).

Once you have selected which items you want to appear on the menu, click OK to close the window.

Now, **right-click** somewhere on your document to see the menu changes.
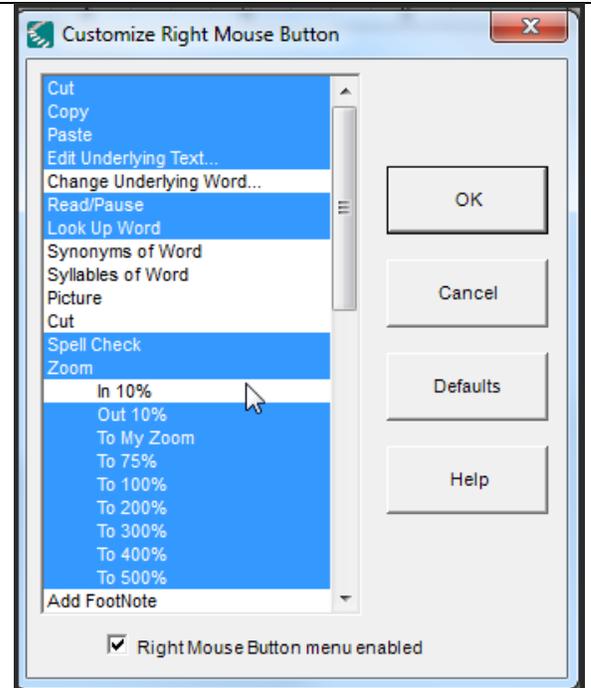
Adjusting the Tools Options

Kurzweil 3000's many features and tools can be adjusted to suit the specific reading and writing needs of individual students. These adjustments can be made in the Tools – Options area.

Go to **Tools ➢ Options…**

The window that opens up contains a number of different areas corresponding to the various program features and tools.

In the **General** area, you can adjust…
- the **Toolbars**
- how many **Recent files** can be viewed
- the **Speak as Typing** feature
- **Miscellaneous** features
  - program prompts
  - Ask for User on start-up
  - show/hide Tip of the Day
  - enable Drag/drop
  - My Zoom value (the level of document magnification)

In the **Reading** area, you can adjust…
- the **Speaker**, speaking language, and reading speed
- a number of reading **Extras** including when notes are read, whether or not words are read when double-clicked and so on
- the internet browser that will be used with **Read the Web** feature

In the **Text** area, you can adjust…
- the **Colors** of the text and background
- the **Font** displayed in text files
- the way **Highlighting** is displayed
- **Extras** such as word spacing and how often files are automatically backed up

1
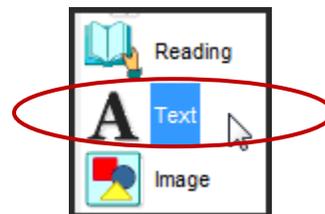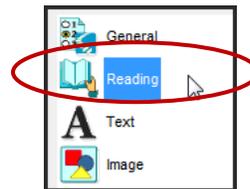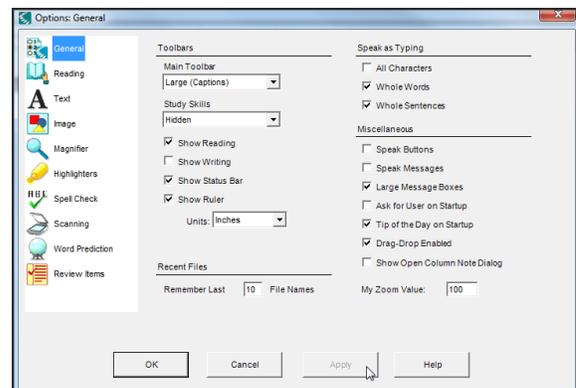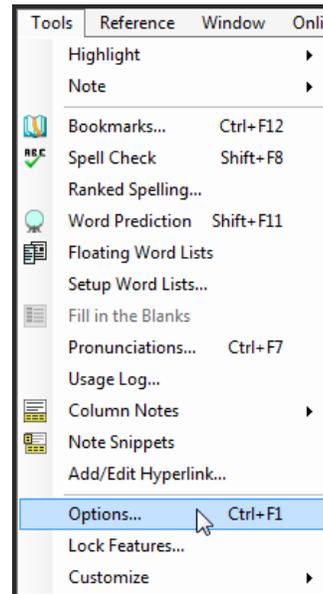
	Any time you make any changes to the Options area, click **Apply** to save the changes. Click **OK** to close the window.	Apply
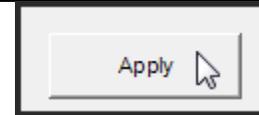
Tip…

Adjusting the various Tool Options will customize the reading and writing environment so that it meets your individual students' needs. You should try and set up the environment as much as possible before your students begin using the program, but you will likely have to make adjustments as you see how they work within the program.

Here is a list of the commonly adjusted Options and how they might be used…

General

Toolbars – you can adjust which toolbars are visible and whether or not they have captions – this is the same as right-clicking on the toolbar area to adjust the toolbars or clicking on the coloured bars to show or hide them. Displaying the right toolbars for the reading and writing tasks will help students select the appropriate tools quickly and effectively.

Show Rulers – this allows your students to adjust the text width in a text document so the page will print properly on a standard 8 ½ inch wide sheet

Speak as Typing – this important option allows you to set the amount of auditory support your students will need as they are typing – you can select one, two or all three units – selecting 'Whole words' and 'Whole sentences' is the most common setting

Speak Buttons / Speak Messages – this gives auditory prompting for buttons and messages for students who are visually impaired or for those who cannot read the text in the toolbar captions or in windows and dialog boxes

Ask for User on Start-up – select this box if you will be using the program with more than one student – once you do, every time you launch the program, a sign in window will appear – when the students select their name from the drop down list, their particular options are enabled

Tip of the Day on Start Up – deselect this option if you don't want the Tip of the Day window to open on program launch

Drag/Drop Enabled – select this option if you want your students to be able to highlight, drag and drop text on a scanned document – this is particularly helpful for students completing tests or worksheets – for example, when completing a Cloze exercise with a word bank they will be able to highlight the word, drag it onto the Cloze blank and drop it into place

My Zoom Value – you can specify a zoom value percentage that documents will jump to when selecting 'My Zoom' from the View drop down menu – this is particularly helpful when paired with the 'Default Fit – My Zoom' feature in the 'Image' options area

Tip… (continued)

Reading

Speaker

Language – you can select a different language to add the appropriate accent to the reading voice

Speaker – there are a number of different voices but VW Kate and VW Paul are recommended as they are the best reading voices on the drop down list

Speed – you can adjust the reading speed by sliding the bar – this is the same as adjusting it on the Reading toolbar – most students need to start with a slower reading speed when they start with the program – the speed can be increased as they become comfortable with computer generated speech

Extras
Read Footnotes when Opened / Voice notes in place – selecting these options will help those students who forget or don't realize they need to double-click the note icons in an image document – it increases the level of reading support and prompting

Read word when double-clicked – selecting this option adds an important level of auditory support in both text and image files – students will be able to double-click on words they don't recognize when reading or words they want to check when editing and hear them read out loud

Highlight Spoken word – this option is usually selected unless it is distracting for the student to have the spoken word highlighted as it is being read out loud

Skip Reading Headers / Footers – by selecting this option, it reduces the need to remove the reading zone on image files when zone editing the documents – Kurzweil will ignore any text in headers and footers when reading the document

Text

Colors and Highlighting
Changing the various options under Colors (text, background, word, unit) is important for helping students track the text when it is being read out loud – this could be a visual issue for students with visual impairment or it could impact the student's ability to track or pay attention to the text as it is being read

Font
Adjusting the Font here will set the font for each new text document that is created – this is helpful for younger students or students with visual impairments (larger fonts)

Checklist of Skills Developed in this Tutorial

❑ Apply various toolbar setups to suit specific reading or writing tasks

❑ Customize the Main, Writing, Study Skills or Reading toolbars by adding, removing and moving tool buttons

❑ Save custom toolbar view and select from toolbar setup menu

❑ Customize the right mouse button by selecting or deselecting menu items

❑ Adjust the General Tools Options and the Options for Reading and Text files to suit the individual students' reading and writing needs

Now that you know how to customize the reading and writing environment in Kurzweil 3000, you may wish to try another tutorial in the series to learn how to scan and prepare documents.