

## Kurzweil 3000<sup>®</sup> v.9.x (Windows)

### Using Study Skills Tools to Support Reading Comprehension

#### Introduction

Kurzweil 3000<sup>®</sup> has many customizable features which support students who struggle with reading and writing. The program's text scanning and reading features make it a powerful tool for students who need support with content reading tasks. Textbooks and novels can be scanned, the material read aloud, and e-highlighters used to identify and extract main ideas, supporting details or important vocabulary. This tutorial will show you how to use these study skills tools to enhance and develop your students' content reading comprehension.

#### Case Study

Students of all ages can benefit from the study skills tools built into Kurzweil 3000<sup>®</sup>. Once a compatible scanner has been connected and set up, students can scan documents by simply clicking the "Scan" button on the main toolbar. This is particularly useful when the textual material being used in class is beyond the student's ability to read and comprehend it.

Jeremy is a Grade 5 student who is reading at a beginning Grade two level. His team was struggling to provide reading material that was age and curriculum appropriate and still within his ability to read, understand and remember it. His confidence and motivation was suffering as he was not able to complete the same content tasks as his peers without a great deal of Special Ed assistance. At the same time, he was beginning to resist that help as it made him appear different from his classmates. His team thought a software solution that would help him independently "read" and understand the Grade five texts and novels would really help.

The team began implementing Kurzweil 3000<sup>®</sup> on a desktop computer at the back of Jeremy's classroom. They obtained an Epson 1670 scanner and had their IT department connect it to the computer. Once they had trained themselves on the use of the scanner and Kurzweil program, they showed Jeremy how to scan pages in his Social Studies textbook. He was able to use the text reading tools completely independently (using headphones) and the e-highlighters to select parts of the text depending on the task assigned by the teacher. Once his team set up the highlight extraction parameters, he was able to extract his highlights and use these "notes" for studying and remembering the material. His team frequently allowed peers to work with him using the program since one of the main curricular goals for the whole class was to learn how to identify main ideas and supporting details in content material. Jeremy's performance on assignments and tests improved significantly, but, more importantly, his general motivation increased and he required far less individual SEA support during the day.

## Learning Objectives

Completion of this tutorial will give you experience with the following:

- Setting up scanning preferences
- Scanning a document
- Using and adjusting the text reading features
- Using the Dictionary reference tool
- Using the e-highlighters to select text
- Extracting highlights to a separate document

## Installing Kurzweil 3000<sup>®</sup> (Windows)

Before beginning this tutorial, please refer to the Installation instructions that came with your Kurzweil 3000<sup>®</sup> program. Before you are able to use your program, you must register your copy either by phone or online (these instructions also came with your program).

## Connecting Your Scanner

Before you are able to scan documents in Kurzweil 3000<sup>®</sup>, you must obtain a Kurzweil compatible scanner (a list of compatible scanners is available from the Kurzweil website at <http://www.kurzweiledu.com>) and install the scanner drivers. These drivers can be installed from the CD-ROM that comes with your scanner, or by downloading the drivers from the scanner company's website. It is often preferable to do the latter to ensure you get the absolute latest drivers.

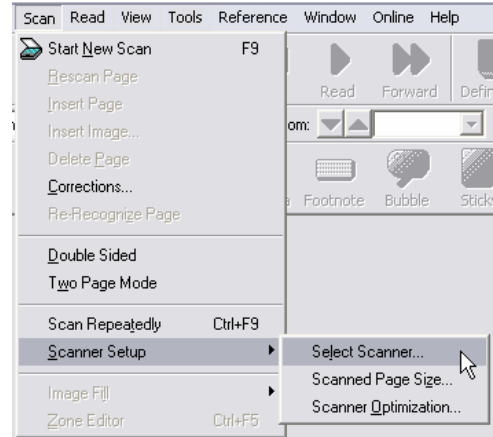
It is important to note that the Windows operating system allows you to plug in your scanner before you install the drivers and you will be prompted to allow your system to search for the drivers. Have the CD-ROM inserted in the computer's drive or already have the drivers downloaded from the company website and then browse to the driver location when asked.

Once you have the scanner connected and the drivers installed, you can proceed with the tutorial...

## Starting the Program and Setting Up the Scanner

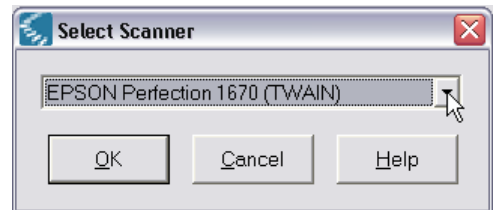
1. Launch Kurzweil 3000<sup>®</sup> by double clicking the alias on your desktop or selecting it from your "**Start – All Programs**" list.
2. When the "**Tip of the Day**" window opens up, close it by clicking in the "red close box" in the upper right corner of the window.

- Under the “**Scan**” menu, select “**Scanner Setup**” and “**Select Scanner**”.



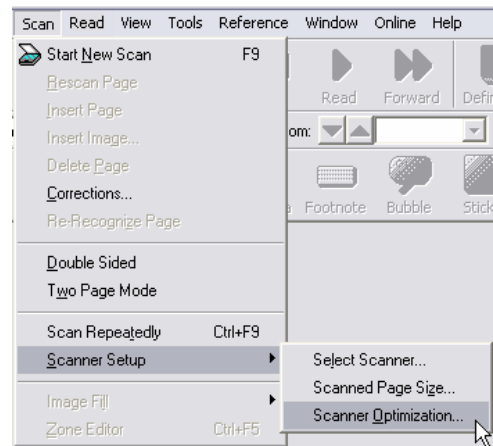
A small window with a list of installed scanners will open. If you only have one scanner installed, you will only be able to select it. If you have others, select the scanner you have connected from the drop down list.

Click “**OK**” when your scanner is selected.



- Go back to the “**Scan**” menu and select “**Scanner Setup**” and “**Scanner Optimization**”.

A window will open which will allow you to make some choices that will optimize your document scans. This window is quite self-explanatory – notice that by optimizing the scans, you could add considerable time to your scanning task (e.g. optimizing the brightness will require 7 scans). In general, you can get very satisfactory results without choosing any of these options. However, it is important to know where to go if you are finding your scans need optimization.

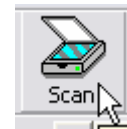


For now, do not select any of the options, and click “**Exit**” to close this window. Your scanner should now be set up and ready to be used.

## Scanning a Document

Scanning documents is very easy once your scanner is set up. Place the textual material to be scanned on your scanner (face down).

- Click the “**Scan**” button on the Main Toolbar, go to the “**Scan**” menu and choose “**Start New Scan**” OR press “**F9**” on your keyboard.

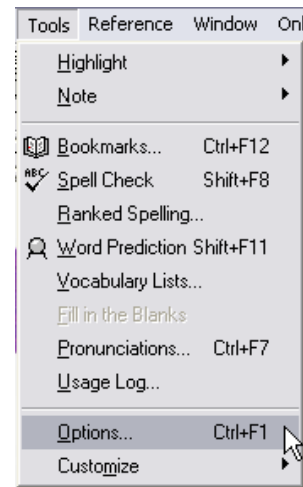


The scanner should initialize and scan the document. You should see the document appear in the Kurzweil 3000® window. While the scanner is scanning, the “**Scan**” button changes to “**Cancel Scan**” allowing you to stop the scan while it is in progress.

## Setting Scanning Options

Depending on how your scan turned out, you may want to make some adjustments to the Scanning options. To do this...

1. Go to the **“Tools”** menu and select **“Options”**.



The **“Options”** window will open up. Click on **“Scanning”** on the left side of the window to see the options available for scanning. Here are some of the options you can choose...

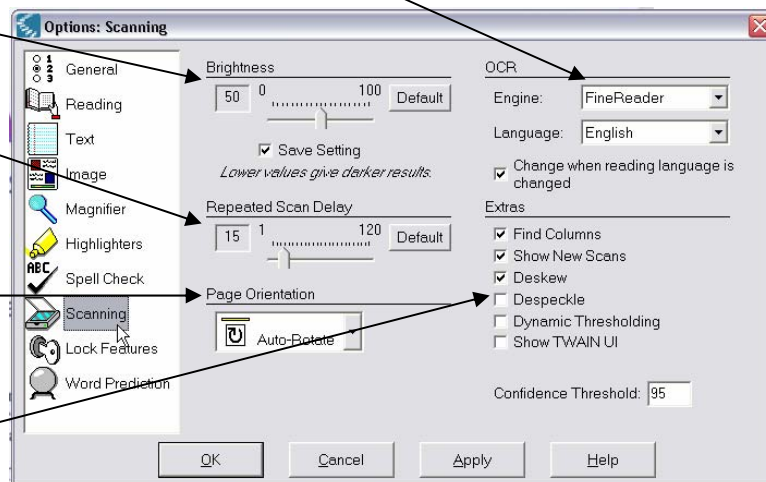
**Brightness** (increase brightness of scan)

**OCR Engine** (to improve accuracy)

**Repeat scan delay** (for scanning multiple page documents)

**Page orientation** (in case the document is placed incorrectly on scanner)

**Extras**



- Find columns (for textbooks, etc. with text in columns)
- Deskew (for making slight adjustments to scan alignment if paper is not quite straight)
- Despeckle (for scanning dark or speckled paper like newsprint)
- Dynamic Thresholding (for automatic adjustment of thresholds on the different regions of the page)

2. Click **“Apply”** if you make any changes and then click **“OK”** to close the Options window.

For more information on scanning, go to the **“Help”** menu and select the **“Scanning”** link.

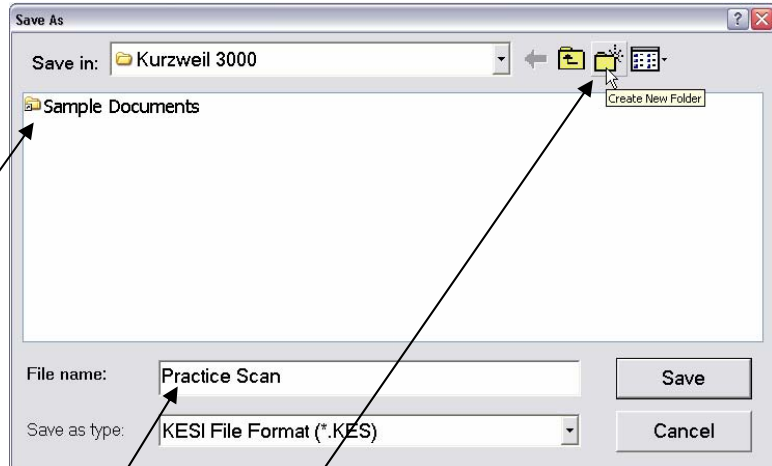
## Saving a Scanned Document

Once you have scanned your document, you should save it to a location on your hard drive that is easy to find.

1. With your document open, go to the “**File**” menu and select “**Save**” or “**Save as...**”. The “Save as...” window will open up.

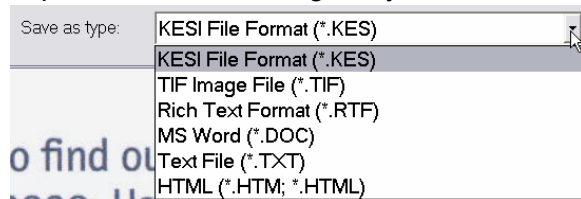
By default, Kurzweil saves to the **Kurzweil 3000** folder in the **KESI** folder in the **My Documents** folder. (path: My Documents – KESI – Kurzweil 3000)

You can see the Sample Documents folder here as well.



2. To create a new folder to hold your own scanned documents, click on the “**Create New Folder**” icon at the top of the window and name your folder.
3. Double-click on the actual folder you created to open it. Its name should now appear in the “**Save in:**” field at the top of the window.
4. Click in the “**File name**” field and type in a name for your scanned file.
5. The next step is important: You must decide in what format your file will be saved. There is a “**Save as type:**” drop down menu which gives you file format choices.

By default, Kurzweil will save the file as a “**KESI**” file. If you save it this way, you will only be able to open the file with Kurzweil 3000.



If you think you will need to open your file with another program (for example you may be transferring it to another computer), then you should consider another file format like “.DOC”. However, it is important to note that saving the file as another format will alter the content – likely removing the graphics on the page and saving the text only. In addition, any annotations or highlights may not be saved either.

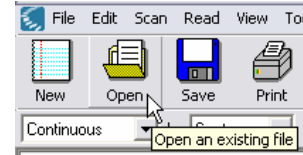
It would be helpful at this time to save the same scanned document in the various formats so you can see what is retained or changed from the original scanned document.

## Reading the Scanned Document

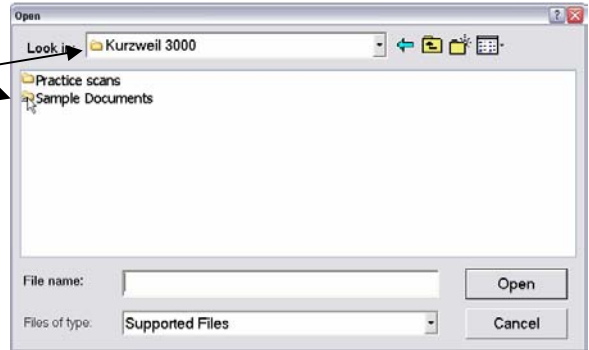
We are now going to explore Kurzweil's text reading tools. Students who struggle to understand the printed word can really benefit from having the text read aloud and the ability to control how that text is read to them.

For the remainder of the tutorial, we will be using a sample scanned file that comes with the Kurzweil 3000® program.

1. On the Main Toolbar, click the **“Open”** button OR go to the **“File”** menu and select **“Open...”**

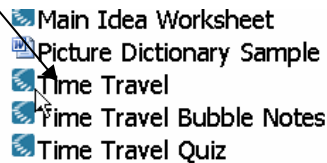


You may need to move up a folder level – you are looking for the **“Sample Documents”** folder in the Kurzweil 3000 folder.



Double click on the **“Sample Documents”** folder to open it.

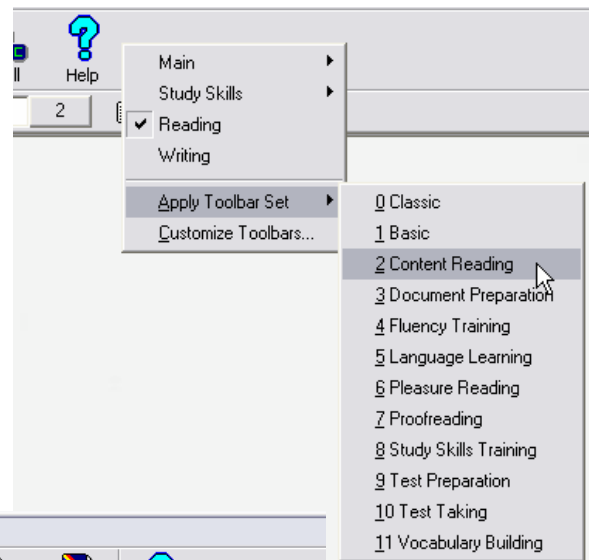
Double click on the **“Time Travel”** file.



2. The default toolbar set up for Kurzweil is **“Classic”**. There is a toolbar set up that has been specifically designed for content reading.

To access that set up, **“right click”** anywhere on the existing toolbars, select **“Apply Toolbar Set”** and then **“Content Reading”**.

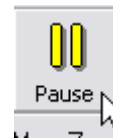
Notice that the toolbars change, placing the most obvious tools for content reading on the Main and Reading Toolbars.



- Click to place your cursor next to the title of the scanned document – *Time Travel*. Click the “**Read**” button on the Main Toolbar to have the text read aloud.



Click the “**Pause**” button to stop reading.



- You can adjust the speed of reading by clicking the “**up**” and “**down**” red arrows on the Reading Toolbar or by typing in a specific “**WPM**” speed.
- You can also check the definition of any word in the document. Double-click the word “*possible*” near the top of the text to highlight it. Click the “**Definition**” button on the Main Toolbar.

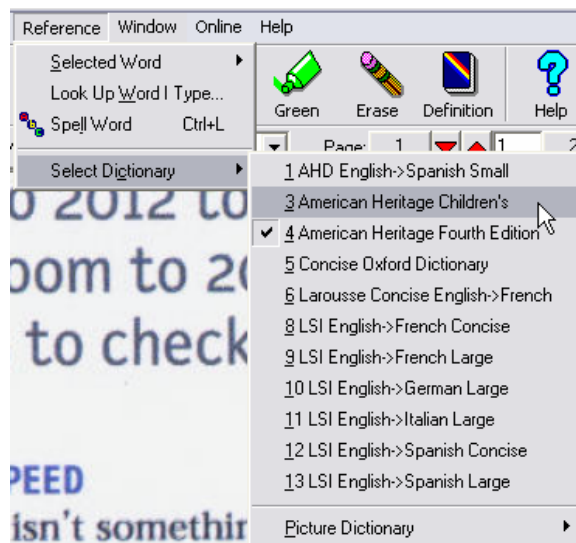


A new document window opens with the definition of the word listed. You can use the text reading tools to read that definition aloud as well.

If you don't like the vocabulary level used for the definition, you can select a different dictionary. Go to the “**Reference**” menu, select “**Select Dictionary**” and choose the “**American Heritage Children's**” dictionary.

Try double-clicking possible again and then clicking the “**Definition**” button.

You will see that the definition vocabulary has been adjusted.



## Highlighting the Scanned Document

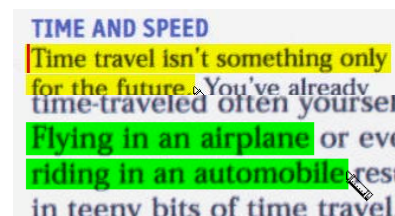
On the Content Reading Main Toolbar you can see two eHighlighters – yellow and green. These can be used to virtually highlight main ideas and supporting details in the text.

- Click on the “**yellow**” highlight button. Find some text that would be considered a main idea, click and drag through that text to highlight it in yellow.



Continue along, highlighting other main ideas in the text.

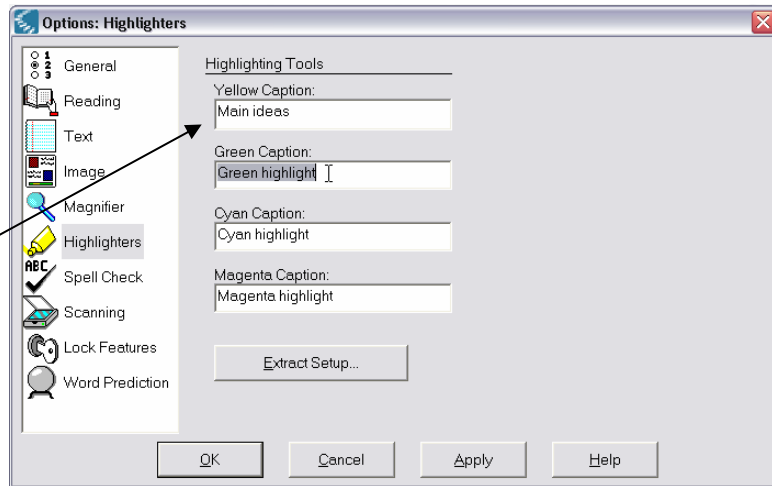
- Click on the “**green**” highlight button and highlight text that would be considered supporting details.



- If you have a student that would have difficulty remembering the purpose of each of the highlighters, you can assign names to them. To do this, go to the “Tools” menu and select “Options”. Click on the “Highlighters” page (on the left list). You will see the following window:

You can type the name of the highlighter in the appropriate fields.

When you have changed the names of the yellow and green highlighter (to *Main ideas* and *Supporting details*), click “Apply” to save the changes and then “OK” to close the window.



Notice that the names of the highlighters on the toolbar haven’t changed, but, if you roll your cursor over each, the pop-up tooltip has the new name.



## Extracting the Highlights

Now that you have highlighted the main ideas and supporting details in the document, you can extract these highlights to create a summary or study notes document.

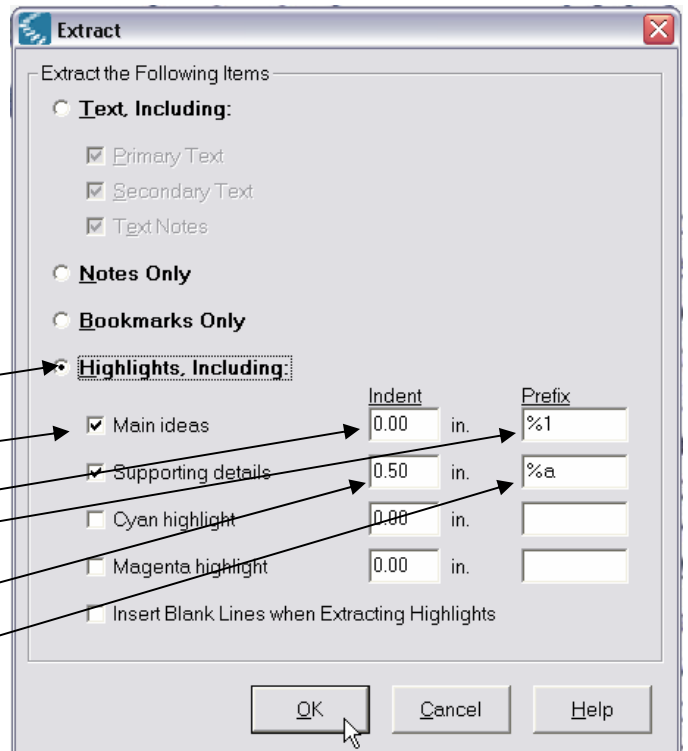
- Go to the “File” menu and select “Extract...”. The “Extract” window opens up allowing you to specify which highlights you want to extract and how you want the highlighted text to be set up in the new document. Here is how you should set up this window...

Click next to “**Highlights**”  
Select “**Main ideas**” “**Supporting details**”

Leave Main ideas indent to 0.00 in  
Add the “%1.” prefix to Main ideas

Add 0.5 in indent to Supporting ideas  
Add the “%a.” prefix to Supporting ideas

Click “**OK**” to close the window and extract.



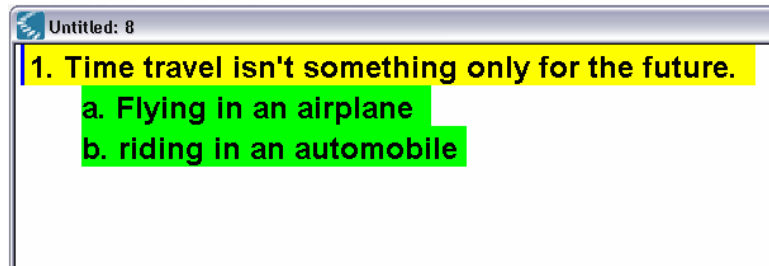
A new document with the extracted highlights opens up and should have the highlights arranged as you determined in the previous set up.

### Yellow highlight

- No indent
- 1. prefix

### Green highlight

- 0.5 in indent
- a. prefix



Once you have established the extraction setup, each time the student extracts the highlights, it will look like this. If you add other highlighters or change the purpose of the highlights, you may want to go in and adjust the extraction set up accordingly.

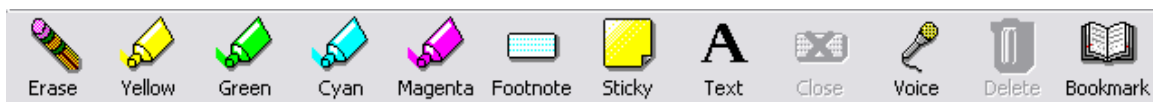
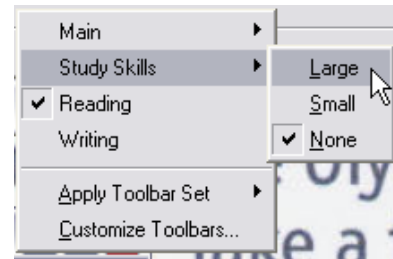
This new document can then be read aloud, saved, printed and so on depending on how your student will be using it.

## Activating the Full Study Skills Toolbar

If you find that the Content Reading Toolbar set up does not contain enough study skills for your student, you might consider displaying the full Study Skills toolbar (not currently visible). To do this...

1. **“Right click”** anywhere on the visible toolbars. Select **“Study Skills”** and **“Large”**.

By default, the Study Skills Toolbar has a number of tools, including the full set of eHighlighters and a number of annotation tools that would allow your student to add **“Sticky Notes”**, **“Text Notes”** and **“Voice Notes”** to the scanned document.



Please refer to tutorials and demonstrations on how to use these annotations to support “Test Taking and Worksheet Completion” available in the Kurzweil 3000® resource area ([http://www.setbc.org/setbc/psap\\_lc/docs/05\\_kurzweil\\_resource.html](http://www.setbc.org/setbc/psap_lc/docs/05_kurzweil_resource.html))

Hopefully you feel confident at this point using Kurzweil 3000® to support and improve your students’ reading comprehension of content material.