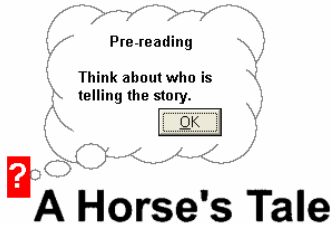


Creating Bubble Notes in Kurzweil® 3000 v. 9

Introduction



By Mark Twain

Bubble Notes typically open automatically when a reader encounters them while reading a document. They can be anchored to words in both text and image documents. They can contain comments, directions for a task, or questions in a variety of formats (e.g. True or False, Radio Button, Checkbox, Match pairs or Text Answer). You can determine when and how a Bubble Note is opened and read but typically open while you are reading the text in “Continuous” mode.

In an image document, the Bubble Note anchor is a question mark in a purple box.



In a text document, the word in which the Bubble is anchored appears in purple and is underlined.

Kurzweil

Bubble Note Features

Bubble Notes 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; be 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 with Checkboxes, or Text Answer.

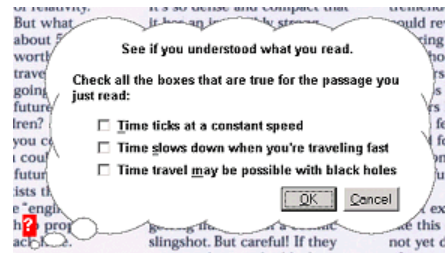
In addition, you can use the [File Extract](#) feature to extract Notes, including Bubble Notes, and you can print Notes from the Print Options dialog box.

Bubble Note Examples

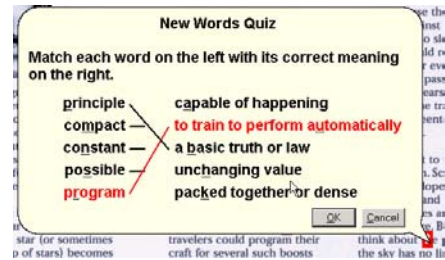
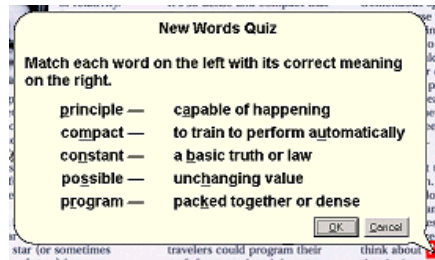
Radio Buttons where you select only one answer.



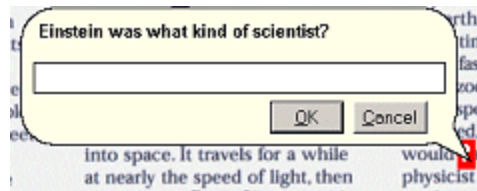
Checkboxes where you select multiple correct answers.



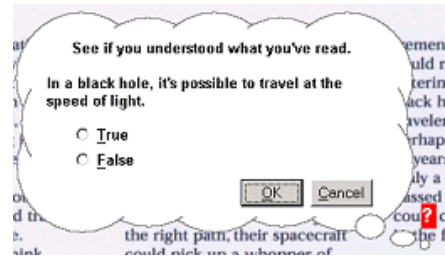
Match where you match information from the left column with the correct answer in the right column.



Some Bubbles provide a Text Box for you to type your answer. For longer answers, the Text box would be larger.

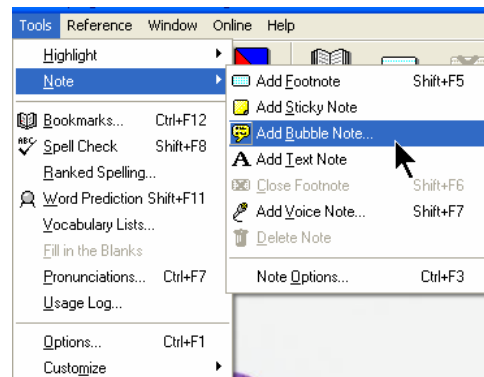
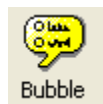


The note below is a True/False question where only one choice can be made.

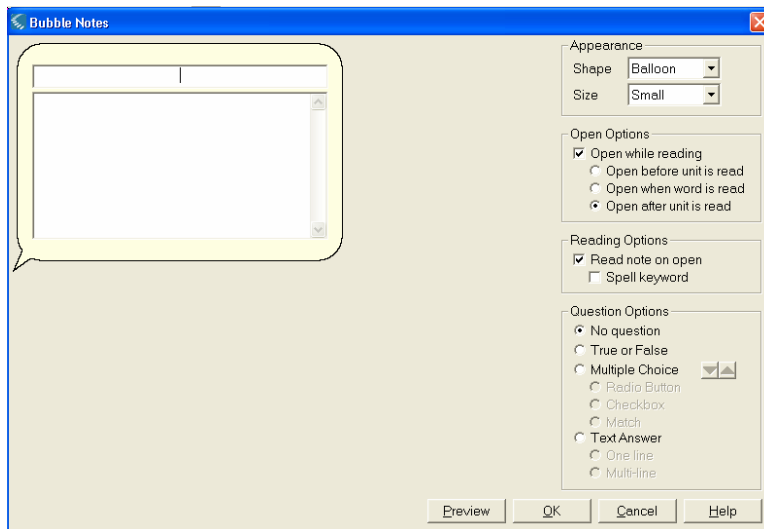


Creating Bubble Notes

- Under the File menu select Open. Navigate to the Sample Documents and open Time Travel.
- If you do not have a bubble note icon on your toolbar, from the Tools menu select Note and then Add Bubble Note.



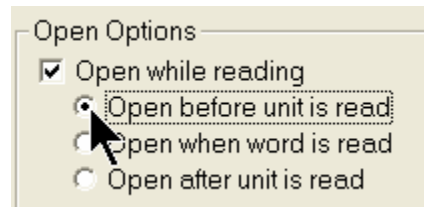
3. The Bubble Note window opens and by default the selected note appearance is Balloon Note.



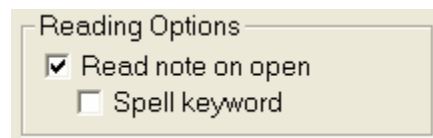
4. Change the shape of the note to Cloud. In the Appearance portion of the window click on the little down arrow beside the shape "Balloon" and select "Cloud".



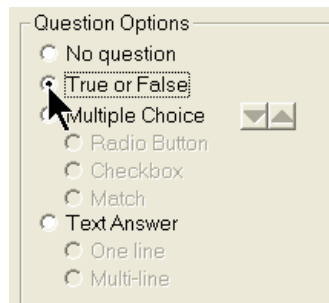
5. In the "Open Options" box make sure that "Open before unit is read" is selected. We want the student to answer the question and then read the unit for validation of their answer.



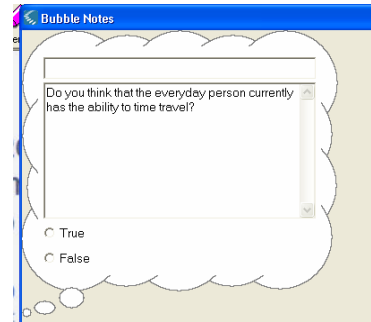
6. By default the Reading option is set to read notes automatically when opened. If you want the note to open but not be read, deselect this option by clicking in the box with the check and it will disappear. For now leave it checked.



7. In the "Question Options" box select "True or False" from the list. When you do this, notice that the true and false checkboxes were automatically entered into the note on the left of the window for you.



8. Enter the question in the bubble note on the left of the screen. “Do you think that the everyday person currently has the ability to time travel?” Click on the “Preview” button at the bottom to see and hear the note you just created. Click “OK” or “Cancel” to close the previewed note. Click “OK” and you will be returned to the document. Notice the question mark that now exists in the document. Position your cursor at the beginning of the document and select “Read” from the Kurzweil toolbar at the top.



9. To make a note that defines a word read in the document, select “Tools – Note – Add Bubble Note” from the program menu.

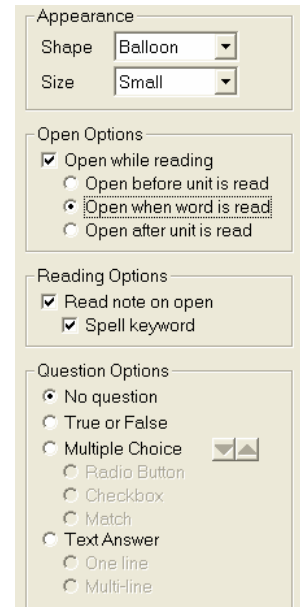
Set the following parameters:

Appearance: Balloon and Small

Open Options: Open after word is read

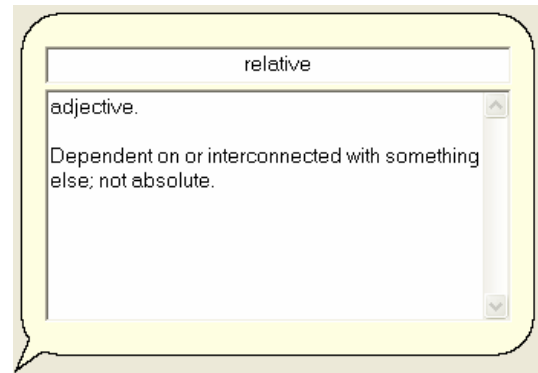
Reading Options: check Spell keyword

Questions Options: No question



10. Type the word that you wish to define in the top field of the note. Type the definition of the word in the larger text field. When you are finished, select the “Preview” button to see and hear the note you just created. Click “OK” and test out the note in the document.

Hot Tip: You can copy and paste the definition from the Kurzweil dictionary rather than typing it yourself.



11. To make a match question Bubble Note, begin by selecting “Page 2” from the Reading toolbar. Scroll to the end of the document and insert your cursor in front of the word “limit!”.



Select “Tools – Note - Add Bubble Note” from the program menu.

When the Bubble Notes window opens...

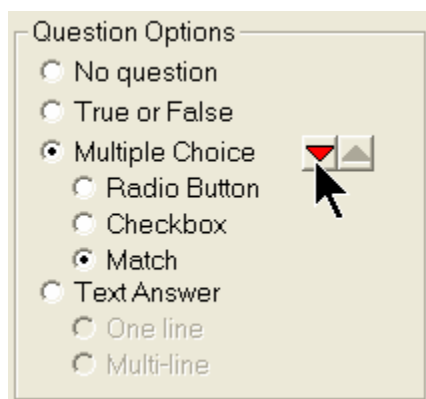
Set the following parameters:

Appearance: Cloud and Large

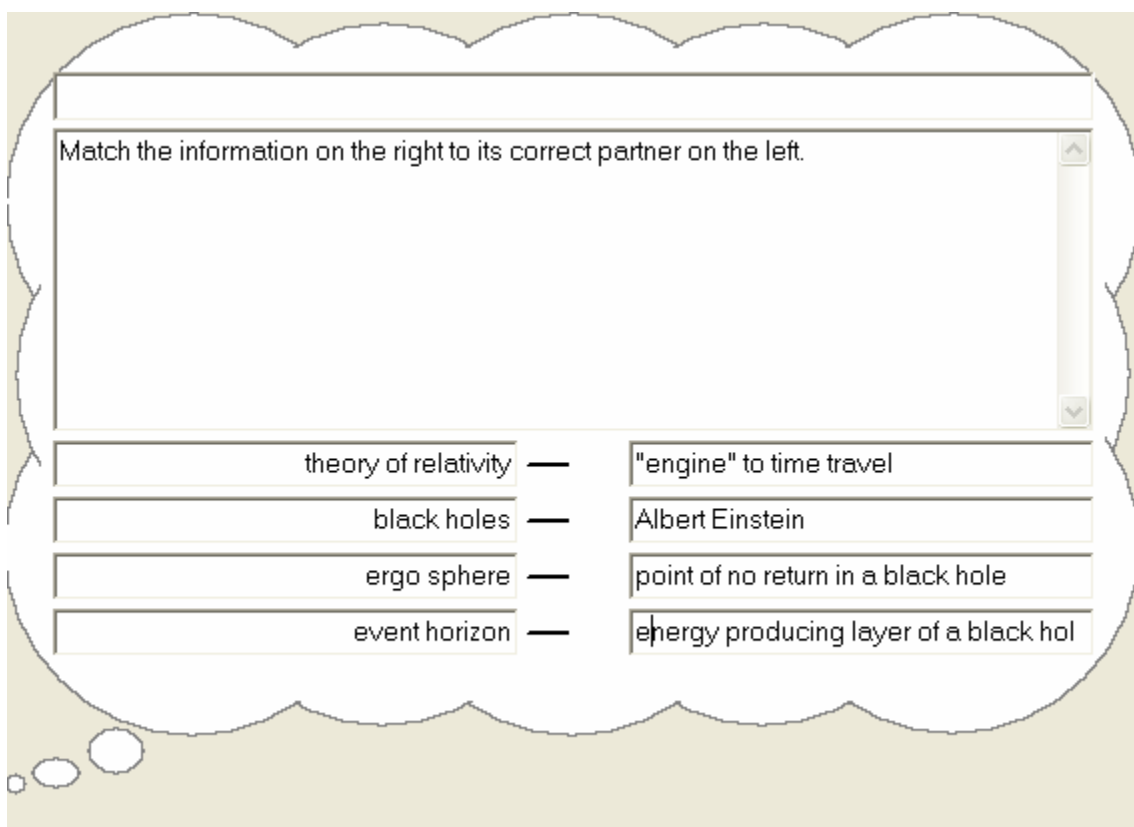
Open Options: Open after unit is read

Reading Options: Read note on open

Question Options : Multiple Choice



To create a match bubble note that has four pairs of matching items, click the little red arrow beside "Multiple Choice" four times until there are four entry boxes. Enter the information in the fields so it previews as follows:



Hot Tip: You can make bubble notes on the fly. However, pre-planning on paper and gathering of information beforehand will allow you to create notes efficiently and quickly. This would also allow a teaching assistant to physically create the notes with the information you have provided.

Editing Notes:

To edit any existing note, click once on the question mark icon then navigate to "Tools-Notes-Edit Bubble Note".

Deleting Notes:

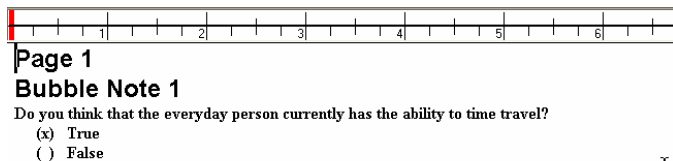
To delete a note, click once on the question mark icon then navigate to “Tools-Notes-Delete Note”.

Note: At present there is no way to move a note from one location to another. The note must be recreated.

Extracting Bubble Notes

If you would like a file containing the student responses to bubble notes questions, you can extract the bubble note text. Under the “File” menu, select “Extract...” When the window opens, check “Notes Only” and click “OK”.

All the text from the Bubble notes, including the student responses to questions, are extracted into a new document. This can be saved or printed.



Bubble Note 2

relative

adjective.

Dependent on or interconnected with something else; not absolute.

Page 2

Bubble Note 3

Match the information on the right to its correct partner on the left.

- | | |
|--------------------------|--|
| theory of relativity () | (1) "engine" to time travel |
| black holes () | (2) Albert Einstein |
| ergo sphere () | (3) point of no return in a black hole |
| event horizon () | (4) energy producing layer of a black hole |

