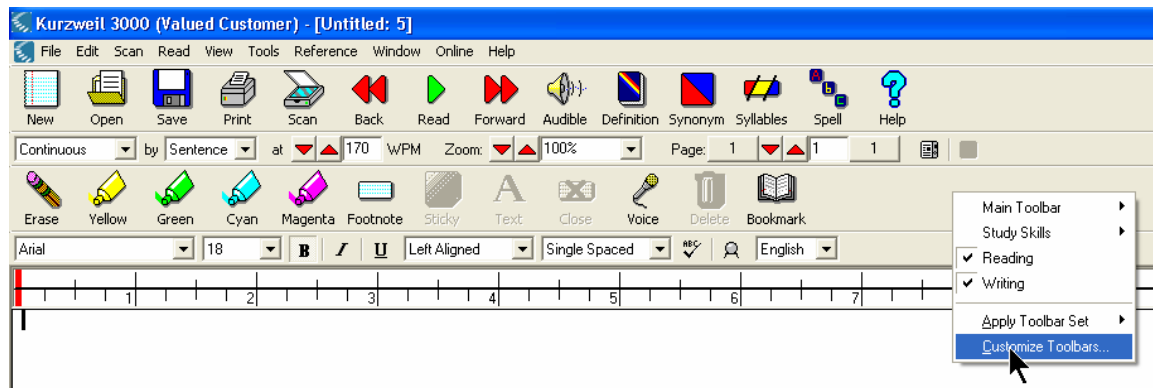
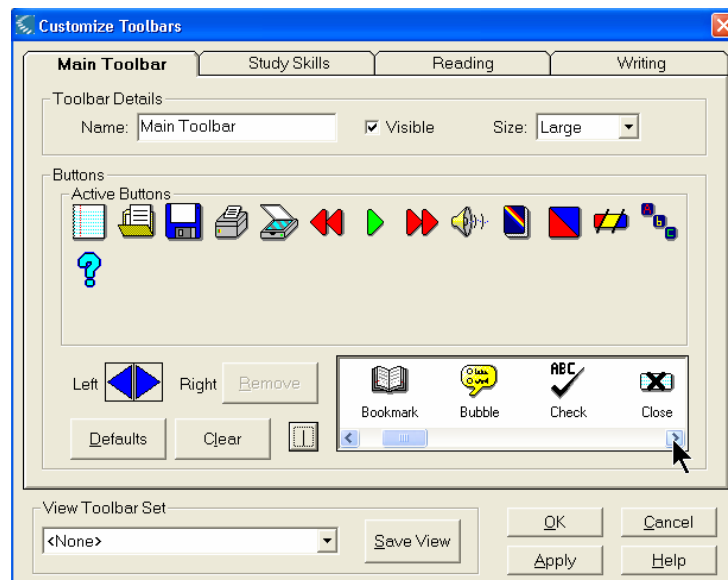


## Customizing the Toolbars in Kurzweil 3000 Version 9

1. Right click anywhere in the gray area on the top of the screen where the toolbars are located. If all 4 toolbars are not displayed, select any not currently visible. Select "Customize Toolbars".

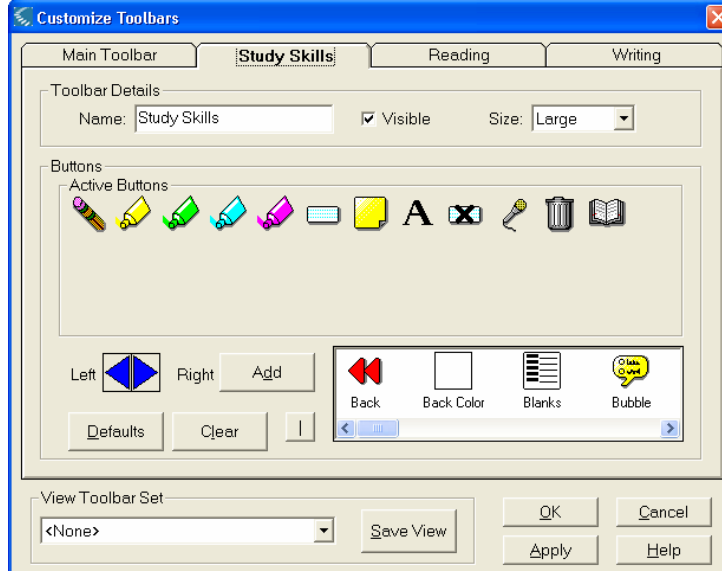


2. The following window appears.

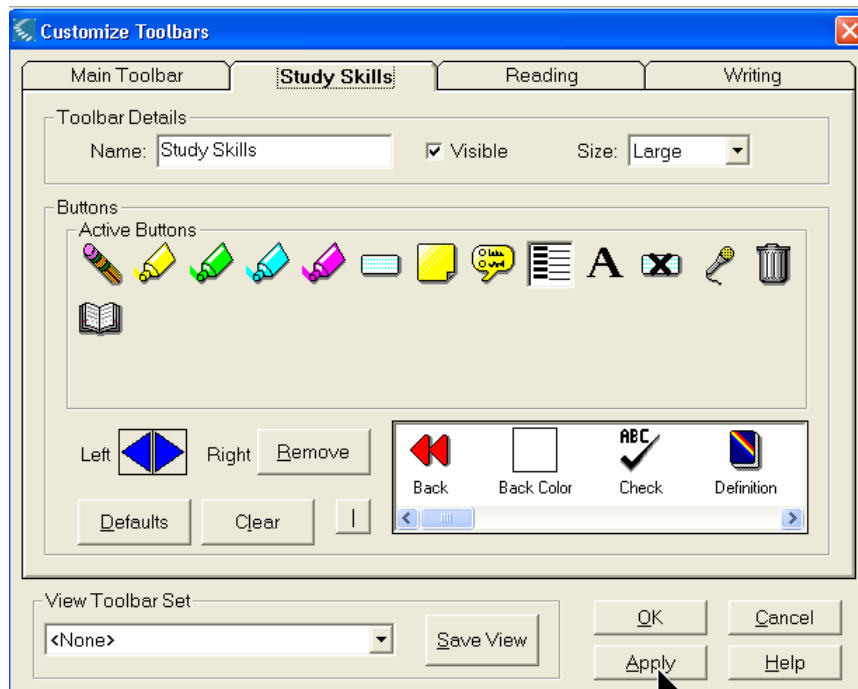


In the "Main Toolbar" tab, use the scroll bars in the available buttons area in the bottom right portion of the window until the "Spell Checker" icon is displayed. Click on this icon and you will notice that the "Add" button to the left of the icons has become available. Click "Add". Notice the new icon is now displayed in the "Active Buttons" portion of the window. Click on the icon in the "Active Buttons" box to select it. Notice that the "Remove" button became available when you selected the icon. Move the "Spell Checker" icon along the toolbar, using the left and right arrows at the bottom left of the window, until it appears next to the dictionary.

3. Select the “Study Skills” tab at the top of the window - it will become bold and the screen will look like the one below.



Scroll through the tool icons in the available tools area until you find the “Bubble” note icon. Add this icon to the toolbar using the same procedure as above. Add the “Blanks” icon to the tool bar as well. Move the icons so that the two new buttons are between the “Sticky” note icon and the “Text” note icon.



Click on the “Apply” button to make the changes for the current working document.

If you wish to save the Toolbar as a specific student’s set, click on “Save View” button in the lower left area of the window and name the new toolbar. Click “OK” to close the window.