

ESSENTIAL KURZWEIL 3000 SKILLS

(Version 9)

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ESSENTIAL KURZWEIL 3000 SKILLS

(Version 9)

1. The Kurzweil 3000 Tool Bars

- There are four tool bars on the Kurzweil 3000 screen. These tool bars contain icons that offer convenient access to the functions and features of the program.



Main Tool Bar



Reading Tool Bar



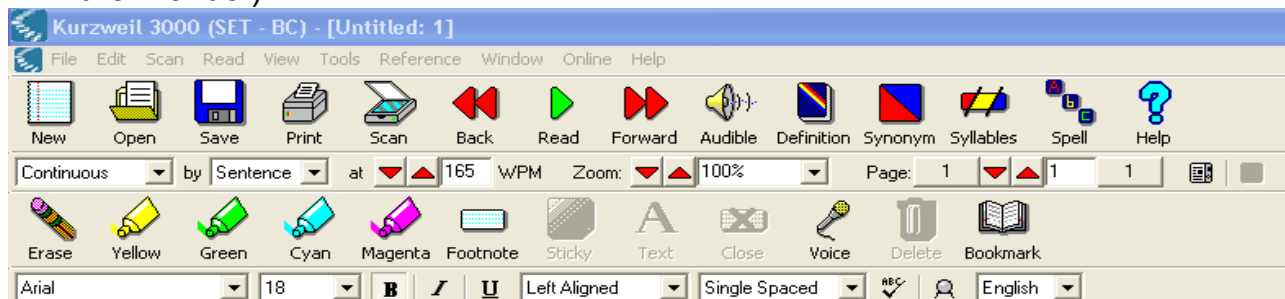
Study Skills Tool Bar



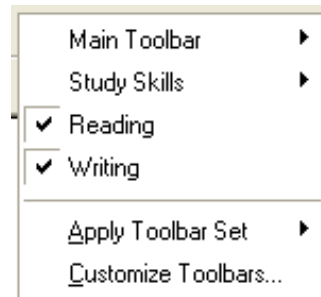
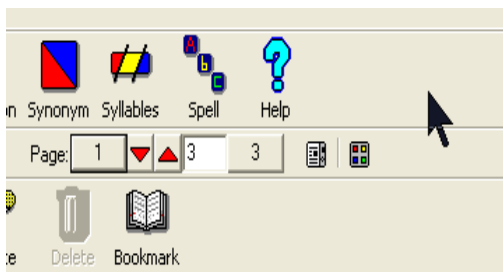
Writing Tool Bar

- All four of the tool bars can be shown on the screen at the same time. Alternatively, all four can be hidden. Any of the tool bars may be open on its own, or in combination with any of the others. With unneeded tool bars closed, you have more work space available on the screen.

The following illustration shows all four of the Kurzweil 3000 tool bars open, with the Menu Bar above them. (Kurzweil 3000 functions can also be accessed by the menus.)

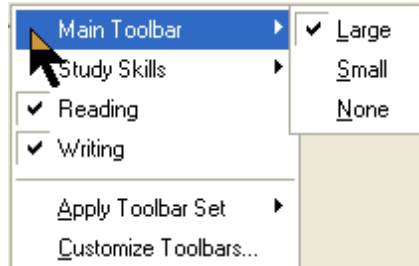


- If you want to close a tool bar, or open one that is closed, position the cursor anywhere in the blank gray space to the right of the icons on any tool bar, or on the gray space to the right of the menus on the Menu Bar. Right-click the mouse, and this will open the dialog box shown below on the right.



Right-click mouse here.

- To close the Reading and/or the Writing Tool bar, click on the check mark beside Reading and/or Writing to “de-select” it. If you want to open the Reading and/or the Writing Tool bar, you click beside “Reading” or “Writing” to select it.
- For the Main Tool bar and the Study Skills Tool bar, you have three options—large icons, small icons, or no tool bar at all. In the illustration below, large icons have been selected for the Main Tool bar



- It is possible to customize each of the tool bars by removing icons that are not needed or by adding other icons. Customizing tool bars is NOT essential for effective use of Kurzweil 3000, so this skill will not be addressed here.

NOTE: For almost every function, Kurzweil 3000 offers several ways of accomplishing a task. This guide describes only one easy way of getting the job done!

2. Scanning Teacher Prepared Material (worksheets, tests, forms)

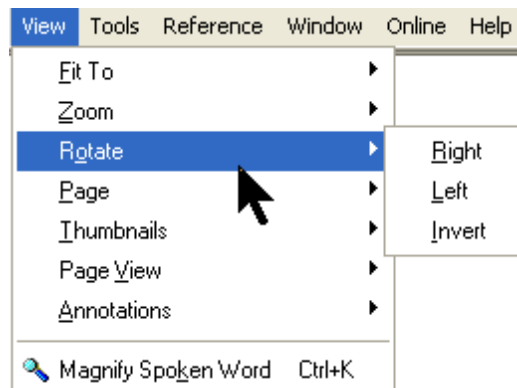
- Make sure your scanner is connected to the computer before opening Kurzweil 3000.
- Open Kurzweil 3000.
- Place material to be scanned on scanner platen (glass surface).
- Click Scan button on Main Tool Bar in Kurzweil 3000, or if there is no Scan button on your Main Tool Bar select "Start New Scan" under the Scan Menu. (NEVER try to scan using a scan button on the scanner!)



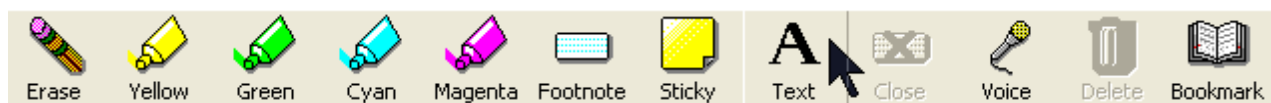
- Wait for document to scan and show up on-screen in Kurzweil 3000.

3. Working On-screen With Teacher Prepared Material

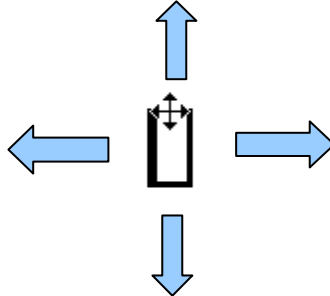
- Kurzweil 3000 normally orients paper correctly (right side up). If it fails to do so, select "Rotate" under the "View" menu. Then choose "Right", "Left", or "Invert" to correct the page orientation:



- To write (type) on the page that you have scanned to the computer screen, add a "text note" by clicking the text note icon on the Study Skills tool bar



- The text note will appear wherever you click on the page. If a cursor is flashing in the empty text box, you can begin typing there. The text box will expand as you type into it. If the text note becomes a solid orange box, click in it and then begin typing. To reposition a text box, just click on it and drag it (while continuing to hold the left mouse down) to the spot on the page where you want it.



- In order to add text boxes, you have to click somewhere on the screen outside a text box before clicking on the Text icon.

The illustration below shows a worksheet with three text boxes. One has a cursor flashing in it, and the other two are solid orange boxes.

(box with flashing cursor) (solid orange box)

Name: Date:

Vocabulary
Suffix -ed words

Directions: Use your Kurzweil Dictionary to copy and paste the definition next to each word. Then, use the word in a sentence and type it in the space provided.

1. scolded:

- You can type directly into a text box.

Name:

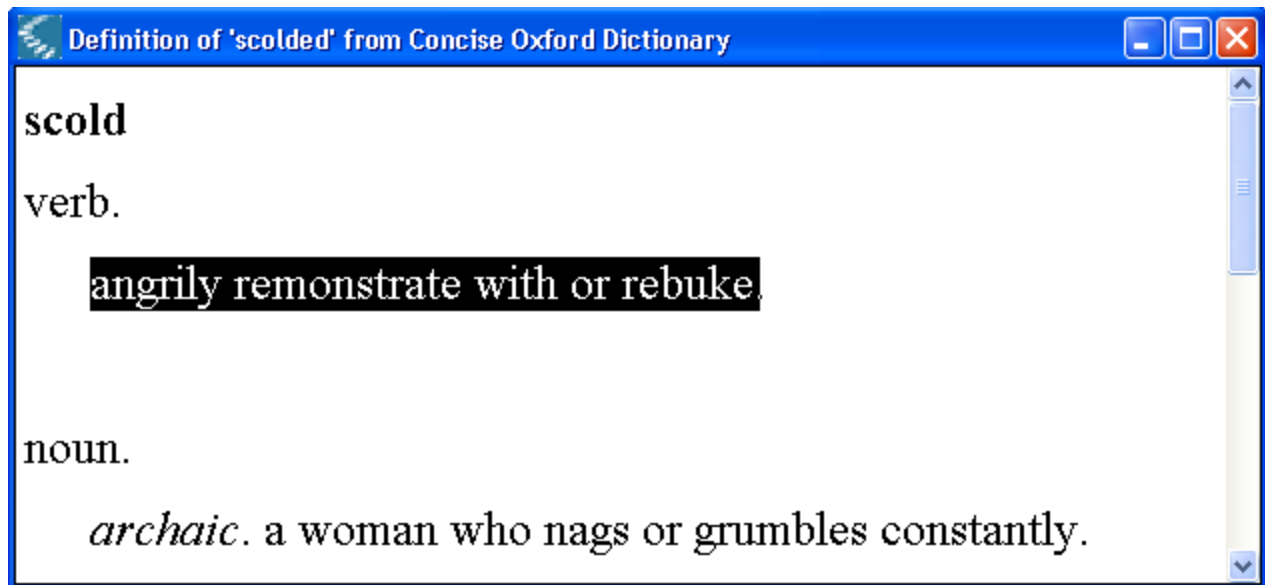
- Or, you can copy and paste into a text box.
- For example, to copy a definition from the Kurzweil Dictionary, select the word for which you want a definition.

scolded:

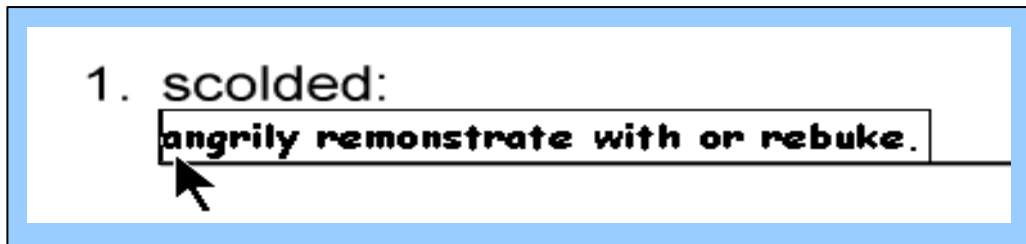
- Then click on the “Definition” icon on the Main Tool bar.



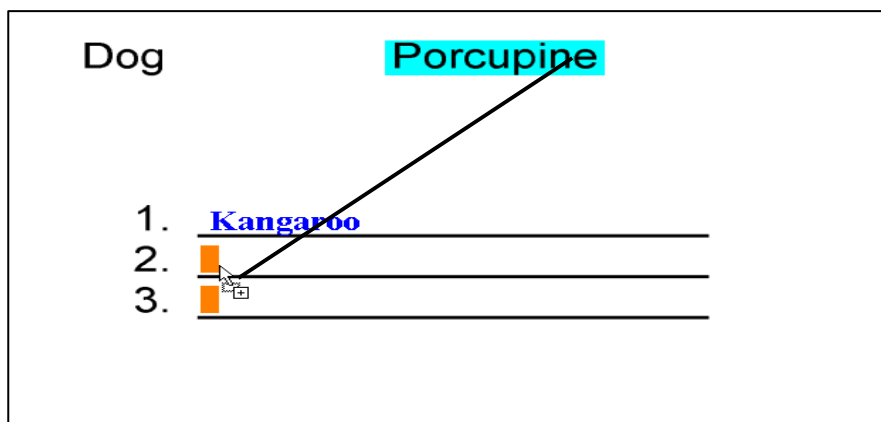
- When the definition dialog box opens, highlight the definition by putting the cursor at the beginning of the definition and then holding down the left mouse button while you drag the cursor over the rest of the definition. Then hold down the Ctrl key and type C (or go to the Edit menu and click “Copy” or copy in any other way that you normally copy)



- Close the Definition dialog box by clicking on the red X in the top right corner. Then click inside the text box where you want to paste the copied definition. Hold down the Ctrl key and type V (or paste in any other way that you normally paste). In the illustration below, the definition has been pasted into the appropriate text box.



- Text can also be selected, then dragged and dropped into a text box.
 - Select the text to be entered into the text box by left-clicking at the beginning of the text, then hold down the left mouse button down while dragging the cursor to the end of the text to be highlighted. When you let go of the left mouse button, the text will be highlighted. If you are highlighting a single word, you can do so by double-clicking on the word.
 - Once the text is highlighted, put the cursor into the selected text and hold down the left mouse button. While holding down the left mouse button, drag the the little “envelope” that appears and drag it until the cursor is inside the text box. Then release the left mouse button.

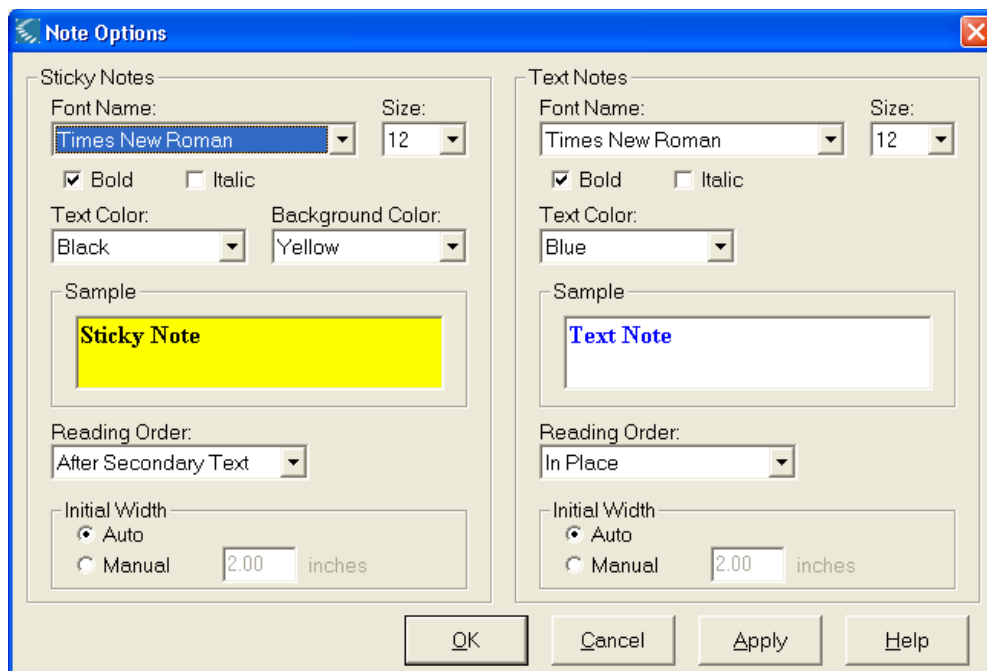


NOTE: You may need to change the characteristics of text that is entered into a text box. You can change the font, size, colour, etc. When you make a change, however, the changes will apply to all text boxes in the file. Changing note options is easy.

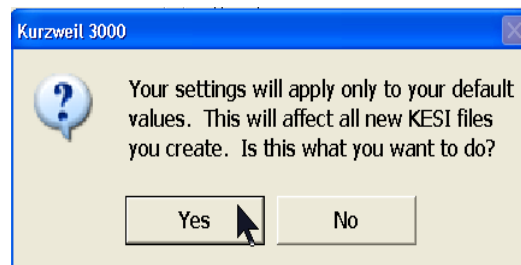
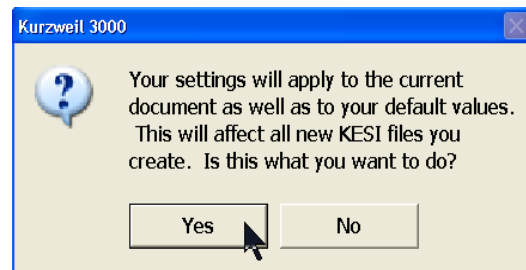
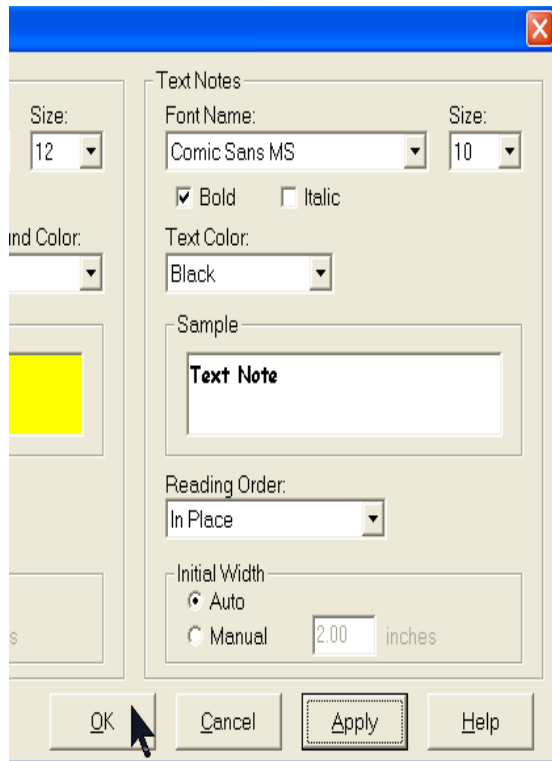
→ Right-click on a note to open the dialog box shown below



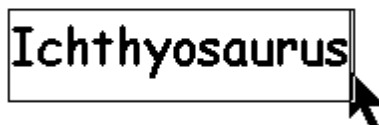
→ Left-click on “Note Options” to open the Note Options dialog box shown below. The right side of the box applies to Text Notes while the right side is for Sticky Notes.



- Make changes such as those shown on the left below. Then click Apply. This will open the dialog box shown on the right above. Click Yes if you want the changes to apply to all text boxes in the document and in all subsequent files you create. You will then need to click OK on Note Options dialog box, then Yes in the dialog box shown below right.



- Your text note, as well as all other text notes, should now look as follows:



NOTE: Sticky Note settings are changed in exactly the same way, using the left side of the Note Option dialog box.

Fill in the Blanks Tool

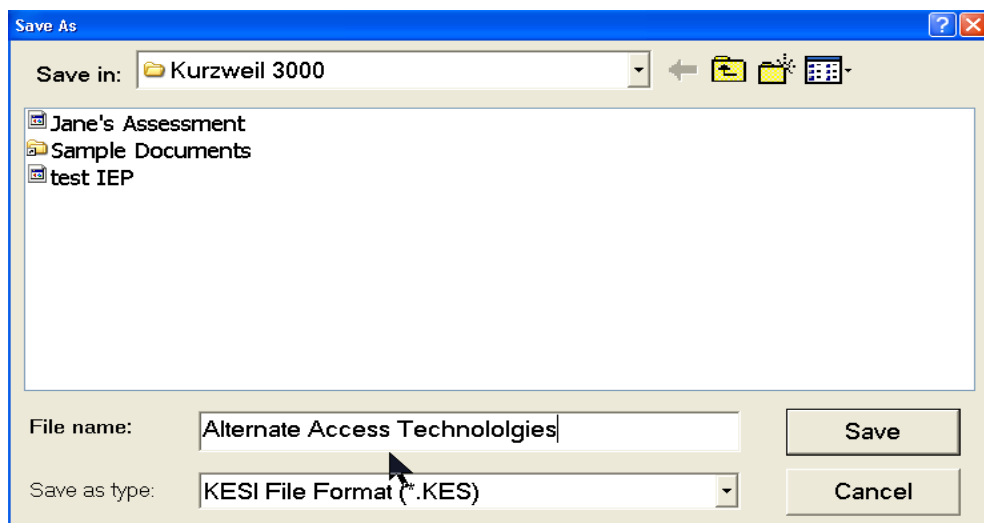
There is a shortcut for putting Text Boxes on all the blanks on a scanned page. Click on the Tools Menu, and then select Fill in the Blanks. A Text Box will be placed wherever there is a straight blank line on the page.

4. Scanning Text Books, Novels, and other Publications

- Make sure the scanner is connected to computer before opening Kurzweil 3000.
- Open Kurzweil 3000.
- Place material to be scanned on scanner platen (glass surface).
- Click the Scan button on Main Tool Bar in Kurzweil 3000.
(NEVER try to scan using a scan button on the scanner!)



- Wait for the page to scan and show up on the screen in Kurzweil 3000
- After scanning the first page of your document, be sure to save your work.
 - Click the Save icon on the Main Tool Bar
 - When the dialogue box shown below opens, type a name for your file and click the Save button beside the name you've given your file.



By default, Kurzweil 3000 saves all files to a folder entitled "Kurzweil 3000" which is found inside another folder called "Kesi". The Kesi folder is placed inside "My Documents" when Kurzweil 3000 is installed on your computer. You may make as many folders as you wish inside "Kurzweil 3000".

Please note when scanning...

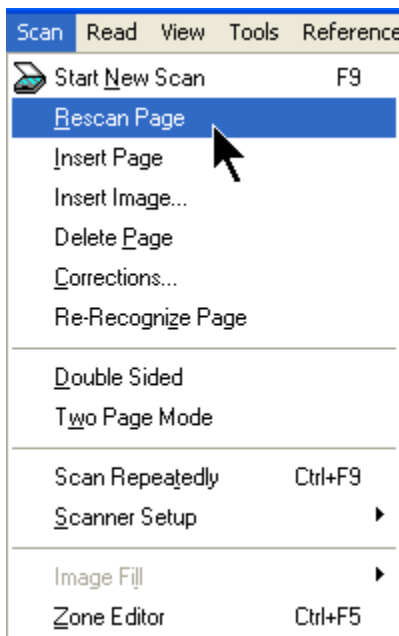
Note 1: If scanning a multiple-page document, follow the above steps for each subsequent page. When you click the Save button on the Main Tool bar after scanning additional pages, the new pages will simply be added to the end of your file.

The Reading Tool bar shown below indicates that you are on page 2 of a 6 page document.



Note 2: If you need to rescan a page, you can do so as follows:

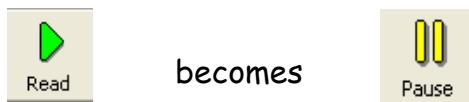
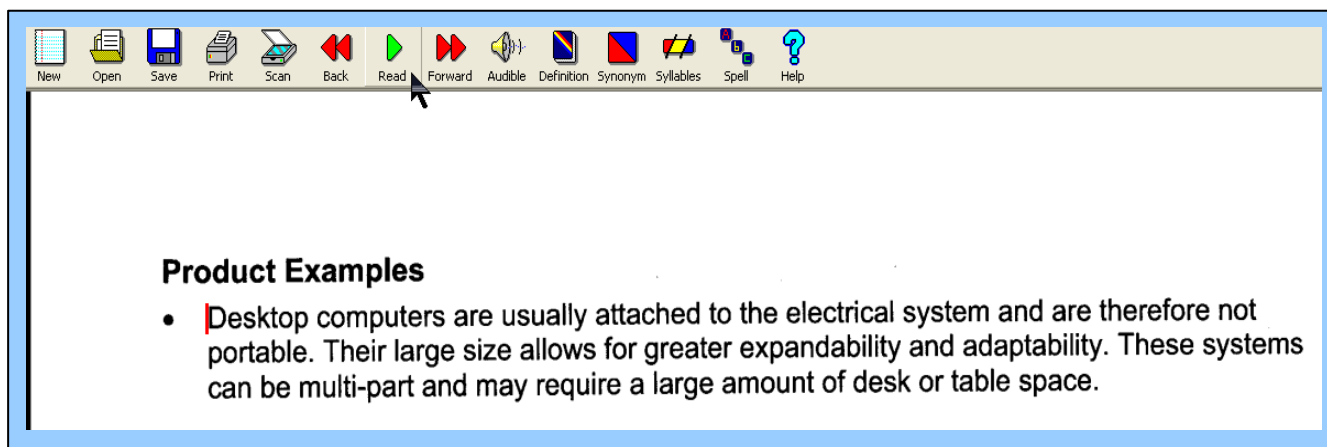
- make sure that the page you wish to re-scan is on the screen
- open the Scan menu and select "Rescan Page"



- the page will be rescanned, and the original scan will be replaced.
- You can also use the Scan menu in a similar way to insert or delete a page.

5. Reading Scanned Material

- With the document you wish to read open in Kurzweil 3000, place the cursor at the point where you wish to hear the text read aloud to you. Then click on the Read icon on the Main Tool Bar. As Kurzweil begins reading the selected text, the Read icon will become a Pause button so that you can stop the reading and then begin again where you leave off.



- If you wish to change the reading rate, you can increase or decrease the words/minute by clicking the up or down arrow on the Reading Tool Bar



- If you wish to adjust the size of the text on the screen as you follow the text that is being read, you can zoom in or out by clicking the up or down arrow on the Reading Tool Bar



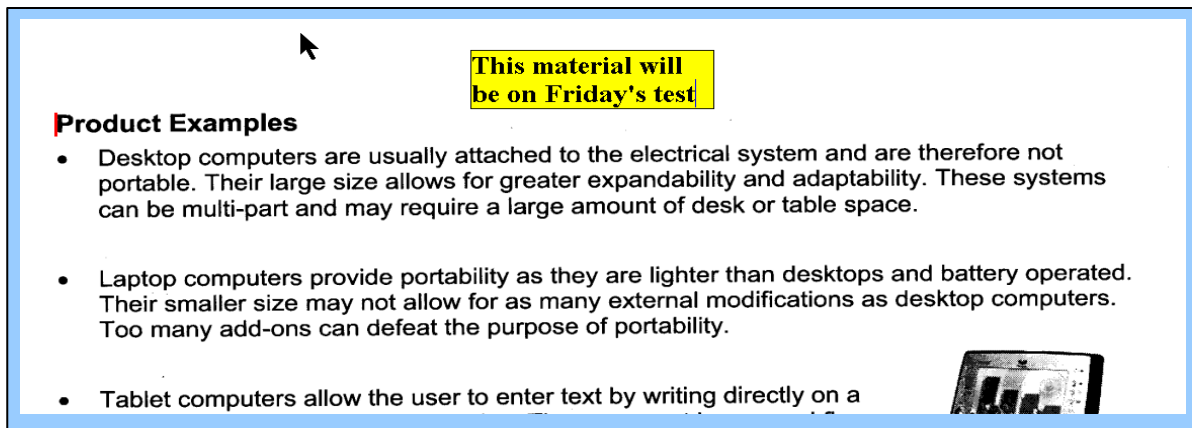
6. Using Basic Study Aids With Scanned Material

6.1 Sticky Notes and Text Notes

- To add a sticky note to a scanned page, click on the Sticky icon on the Study Skills Tool Bar



- Then click on the screen wherever you want the note to appear, and a sticky note will appear with a flashing cursor inside. You may now begin typing inside the note. The note will expand to include as much text as you put into it. If you press the “Enter” key, the text you type will continue on a new line.



- Text notes can be added in exactly the same way. Text notes have a transparent background so you can see through them to whatever is on the page behind.

This material will
be on Friday's test

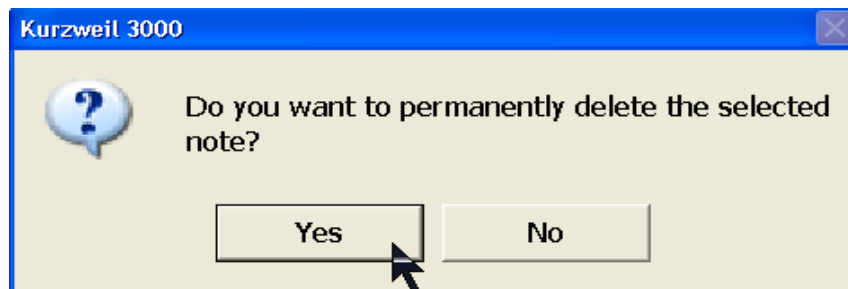
- Sticky Notes and Text Notes can be repositioned and placed wherever you want on a scanned page by dragging the cursor over the note until a cross appears.



- When the cross appears, hold the left mouse button down and move the mouse until the note is where you want it to be. When you release the mouse button, the note will remain in the new position.
- To delete a sticky note or a text note, click inside the note to select it. Then click the “Delete” icon on the Study Skills Tool Bar



- Click yes when asked if you want to permanently delete the selected note.



6.2 Highlighting and Extracting Text

- On the Study Skills Tool Bar there are four colours of highlighters.




- To highlight text, click on the color of your choice. The cursor becomes a “highlighter”. Move the highlighter to the beginning of the text that you wish to highlight. While holding down the left mouse button, drag the highlighter over the text to highlight it. Release the mouse button when the entire selection is highlighted.

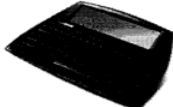
system to recognize and convert the writing into text. Tablet computers can also be used with a keyboard. **Tablet computers are similar in weight to laptop computers.**


- On the Study Skills Tool Bar, there is an “Erase” tool you can use to erase highlighting.
→ Use the erase tool in exactly the same way as the highlighter pens.



- You can “extract” highlighted text and/or notes from scanned material into a separate file. For example, you may wish to highlight the main ideas in a passage: so that you can review them later.

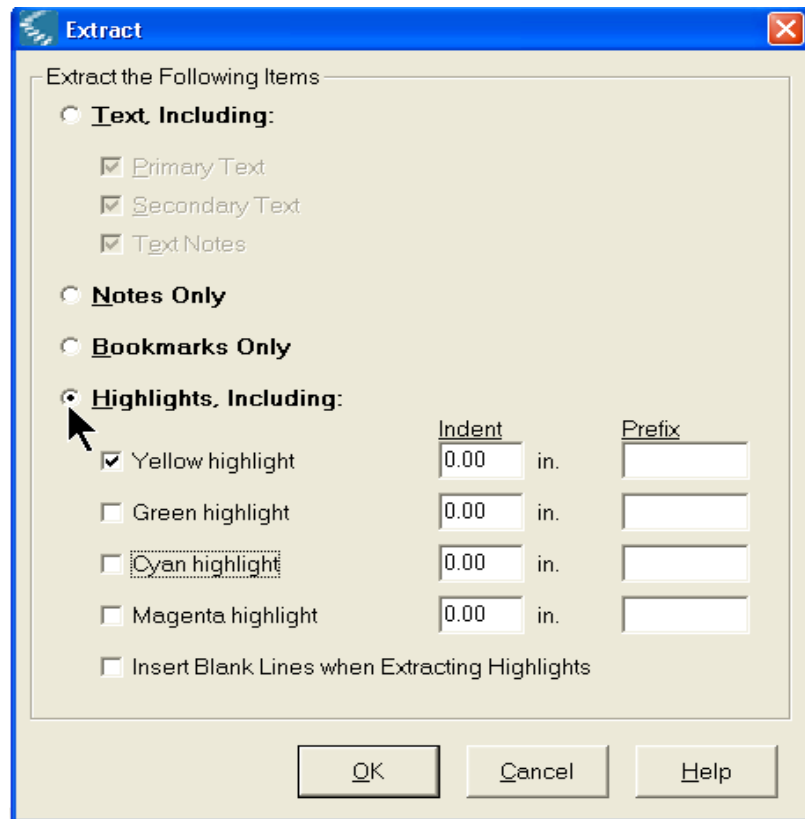
- **Laptop computers provide portability as they are lighter than desktops and battery operated.** Their smaller size may not allow for as many external modifications as desktop computers. Too many add-ons can defeat the purpose of portability.
- Tablet computers allow the user to enter text by writing directly on a touch sensitive screen using a stylus. The user must have good fine motor control to use the stylus and be able to write legibly for the system to recognize and convert the writing into text. Tablet computers can also be used with a keyboard. **Tablet computers are similar in weight to laptop computers.**


Tablet PC, by ViewSonic
- **Dedicated word processors are lightweight, battery-operated devices with full-size keyboards and narrow monochrome LCD screens.** They are used for writing and can be easily carried from class to class. They can connect to regular computers for uploading and downloading files and can send files to printers. Some word processors incorporate access features such as word prediction.


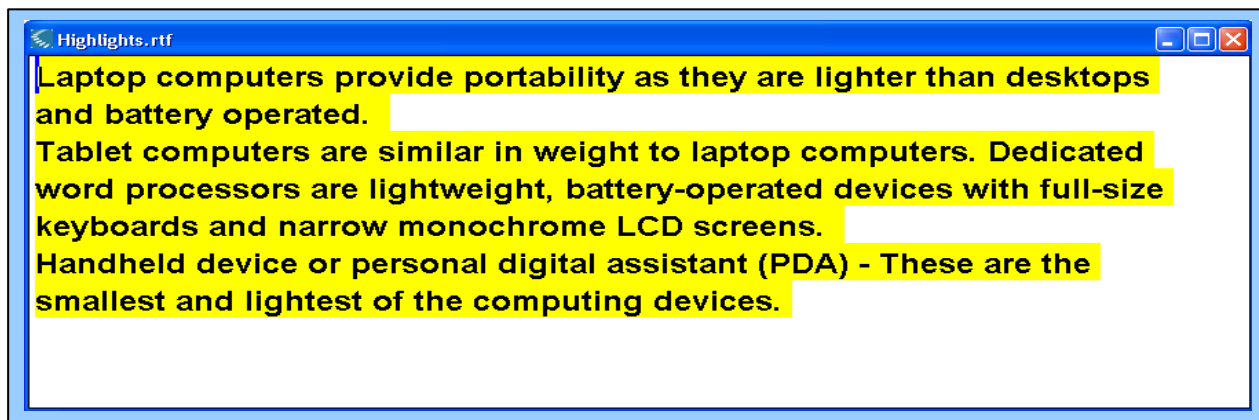
Dana, by AlphaSmart
- **Handheld device or personal digital assistant (PDA) – These are the smallest and lightest of the computing devices.** They can be easily carried and are commonly used as note-takers and organizers. They may have more limited power and options, and often require add-ons such as a keyboard, memory card, external hard drive, link to desktop computer, or access to printer. Some may include features such as word completion to increase ease of input.


Axim PDA, by Dell

- To extract the text that you have highlighted, open the File Menu and select “Extract”. When the Extract Box opens, select Highlights and then select the colours of the highlights that you wish to extract. Click the OK button at the bottom of the box.



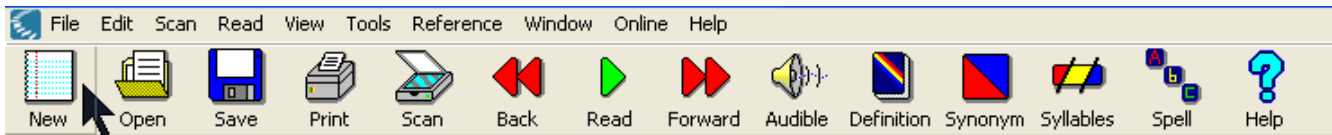
- A new window containing your extracted highlights will open. While this window is open, it can be saved as a separate file by selecting “Save As” under the File Menu. You can use the erase tool to erase the highlighting in the new file, and you can edit to make any other changes that you want in the new file.



- Text Notes and Sticky Notes can be extracted from scanned material in the same way.
- You may save the new file containing the extracted information in the same way in which you normally save files.

7. Writing With Kurzweil 3000

- Kurzweil 3000 is not intended to be a full featured word processor.
- Even though it is not really a word processor, Kurzweil 3000 can be used as a powerful writing tool. You can use Kurzweil 3000 to write and then have it read your writing back to you so that you can hear what you have written for editing purposes.
- In order to use Kurzweil 3000 for writing, click on the “New” icon on the Main Tool Bar



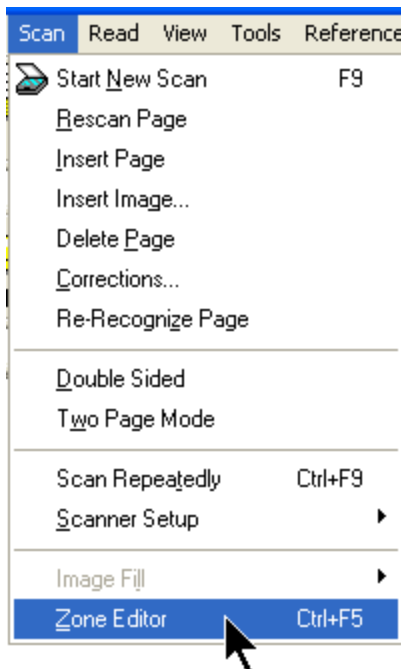
- This will create a new text document, and you can begin typing into it. (A text file is different than an “image file” that is created when you scan into Kurzweil 3000.)



- To listen to what you have written, put the cursor where you want Kurzweil to begin reading and click the “Read” icon on the Main Tool bar
- When you save what you write in Kurzweil 3000, it will be saved in a format that can be opened by a word processor such as Microsoft Word. Just open your word processor, then find the file you wrote in Kurzweil 3000 and open it in the word processor.

8. Using The Zone Editor

- When you scan material into Kurzweil 3000, you may find that it does not read blocks of text on a page in the correct order. To fix this problem, you must use the Zone Editor.
- Open the Scan Menu and select "Zone Editor".



- Turning on the Zone Editor, will enclose the blocks of text on the page in boxes and the numbers above the boxes indicate the order in which the "zones" will be read by Kurzweil 3000. This is illustrated on the following page.
- The Zone Editor allows you to rearrange the order in which the blocks of text are read, to eliminate text that you do not want to have read, and to make other adjustments. If you wish, you can delete all of the reading zones made by Kurzweil 3000 and create your own by starting from scratch.



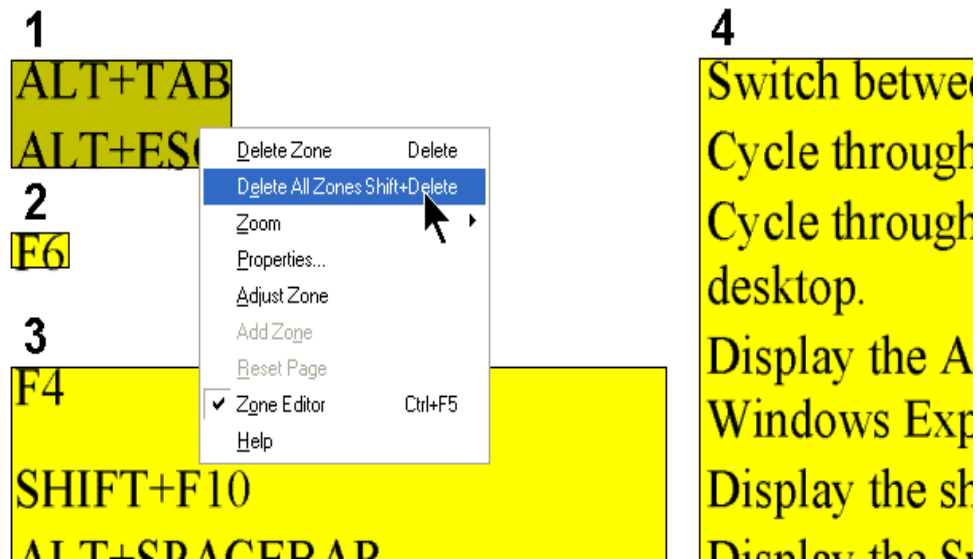
<p>1 ALT+TAB ALT+ESC</p> <p>2 F6</p> <p>3 F4 SHIFT+F10 ALT+SPACEBAR CTRL+ESC ALT+Underlined letter in a menu name Underlined letter in a command name on an open menu F10 RIGHT ARROW LEFT ARROW F5</p>	<p>4 Switch between open items. Cycle through items in the order they were opened. Cycle through screen elements in a window or on the desktop. Display the Address bar list in My Computer or Windows Explorer. Display the shortcut menu for the selected item. Display the System menu for the active window. Display the Start menu. Display the corresponding menu.</p> <p>5 Carry out the corresponding command. Activate the menu bar in the active program. Open the next menu to the right, or open a submenu. Open the next menu to the left, or close a submenu. Refresh the active window.</p>
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→ Select a zone by left-clicking on it. This will open a dialogue box that gives your editing options.

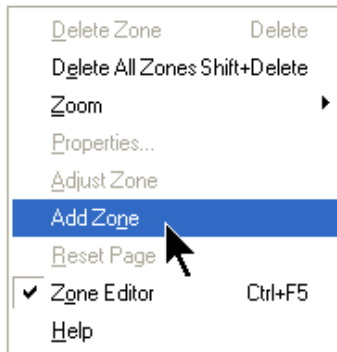
<p>1 ALT+TAB ALT+I</p> <p>2 F6</p> <p>3 F4</p>	
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→ If there is a block of text that you do not wish to have Kurzweil read, select "Delete Zone". If you wish to adjust the size of a zone, choose "Adjust Zone". If you wish to change the order in which zones are read, select "Properties". To start from scratch, or add a new zone, select "Add Zone". You may also turn off the Zone Editor.

- In the example below, all zones will be deleted so that one new zone can be created. This will enable Kurzweil 3000 to do a better job of reading across the line.



- After all the zones have been deleted, right click anywhere on the page to re-open the Zone Editing options. Then select "Add Zone".



- When the cross appears, hold the left mouse button down and drag down and toward the right to create the new zone. When you let go of the mouse button, you will have a new zone on the page.

+

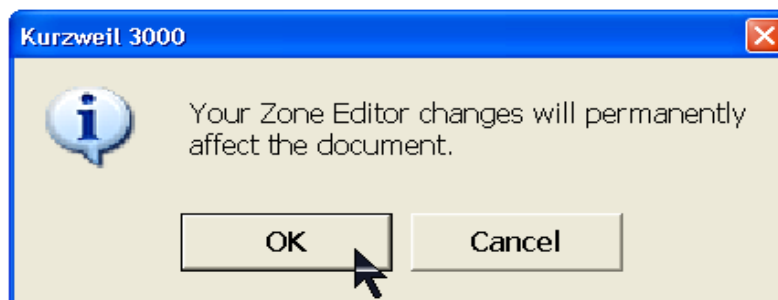
ALT+TAB
ALT+ESC
F6
F4

Swit
Cycl
Cycl
deski
Disp
Winc

- This new zone can be moved and/or resized in the usual way in which boxes are moved and resized in a Windows environment

ALT+TAB	Switch between open items.
ALT+ESC	Cycle through items in the order they were opened.
F6	Cycle through screen elements in a window or on the desktop.
F4	Display the Address bar list in My Computer or Windows Explorer.
SHIFT+F10	Display the shortcut menu for the selected item.
ALT+SPACEBAR	Display the System menu for the active window.
CTRL+ESC	Display the Start menu.
ALT+Underlined letter in a menu name	Display the corresponding menu.
Underlined letter in a command name on an open menu	Carry out the corresponding command.
F10	Activate the menu bar in the active program.
RIGHT ARROW	Open the next menu to the right, or open a submenu.
LEFT ARROW	Open the next menu to the left, or close a submenu.
F5	Refresh the active window.
BACKSPACE	View the folder one level up in My Computer or Windows Explorer.
ESC	Cancel the current task.
SHIFT when you insert a CD into the CD-ROM drive	Prevent the CD from automatically playing.

- When you have finished editing the reading zones on a page, left click on the page to open the Zone Editing options and click on Zone Editor to de-select it.
- If you wish to keep the changes you have made, click ok when warned that your changes will permanently affect the document.



Note: You cannot resume working in Kurzweil 3000 until the Zone Editor is turned off.

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 January, 2006
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