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Kurzweil 3000 (Win) v.10.x

Navigating Documents

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. Kurzweil 3000 has several built in options for navigating single or multiple page documents. The ability to navigate documents is an important skill for both students and those who prepare documents for their use. While completing this tutorial, you will learn how to use the various document navigational 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:

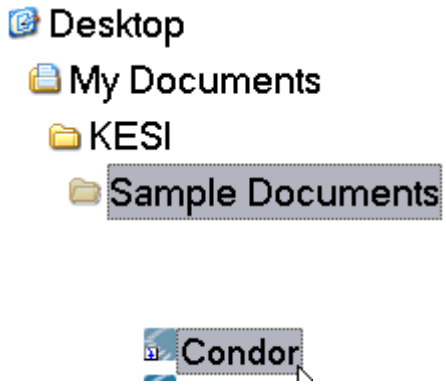
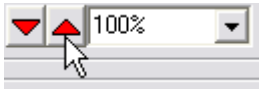
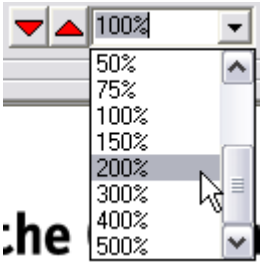
- using the zoom feature to zoom in or out of documents
- setting “My Zoom” or custom zoom value
- using the page thumbnail tool to navigate single page documents
- using the document thumbnail and previous/next page tools to navigate multiple page documents
- creating and using bookmarks

Case Study

Cindi is a Grade 7 student who has a visual impairment making it difficult for her to read regular font sized on the computer. Together with her Special Education Assistant, she scans her textbooks and novels and uses the various text reading tools in Kurzweil 3000 to have her materials read aloud. This supports her reading comprehension and also decreases her eye strain. Since she is dealing with large, multi-page documents, she has been taught how to use the various tools to help with navigation. She has set the My Zoom value to 150% which allows her to quickly jump to that level on any document. She also makes extensive use of bookmarks which she places, with help from her SEA, into textbook and novel documents. In textbooks, the bookmarks identify major chapter

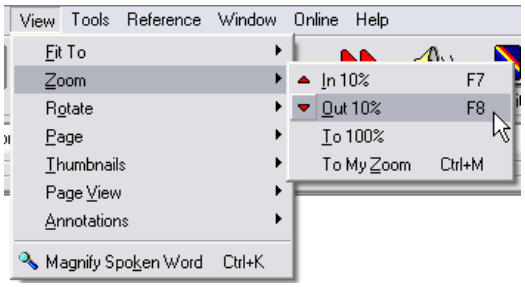
sections; in novels they identify chapters. Cindi's SEA spent time with her when she first began using Kurzweil 3000 to ensure she clearly understood how to use the navigational features of the program so she has become very independent and is free to concentrate on the content of her documents.

Using the Zoom In and Zoom Out Feature

1	Kurzweil 3000 was originally designed for students with visual impairments so it has excellent support for those who require larger font sizes or enlarged images. Students can quickly zoom in or out of documents to suit their visual or cognitive needs. To see how to use zoom in and out, open an image document. Go to **File ➢ Open** and locate the Sample Documents folder (it is in **My Documents ➢ KESI ➢ Kurzweil 3000)**. In this folder you will see a document called "Condor". **Double-click** to open it.	
2	On the Reading Toolbar (the one with the yellow bar), you will find the Zoom in and Zoom out arrows. Click the **Zoom in arrow** to increase the zoom level. Clicking the Zoom out arrow decreases the zoom level. You can also select from a list of zoom values by clicking the down arrow next to the current zoom value. In addition to the standard zoom values, you can also select a value based on the individual page height, width or the text height and width. This allows you to quickly see the entire page or text portion of the page in the Kurzweil window. If you want to set a very specific zoom level, you can type in the value in the zoom field and then click **Enter** on your keyboard to set that value.	  1. *Type in value* 2. *Click Enter on keyboard.*

3

Another way to access the zoom values is through the View menu. Go to **View ➢ Zoom** and notice that you can choose to zoom in and out by 10%, go to 100% or go to your My Zoom value.



V Tip…

Keyboard shortcuts are a great way to increase your student's efficiency when using the Kurzweil 3000 program. Notice there are keyboard shortcuts to quickly zoom in and out of the document. Once you've set the My Zoom value, described in the next section, teaching your student to press **Control-M** on the keyboard jumps them to that value immediately.

Setting the My Zoom Value

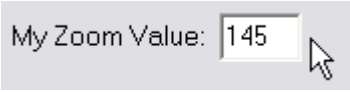
1

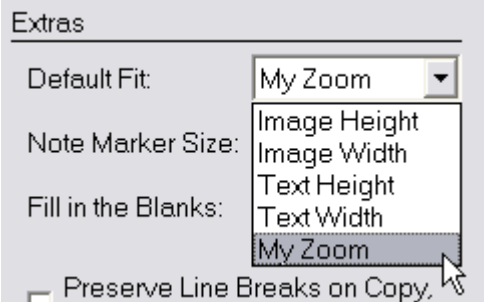
While choosing the zoom value from the reading toolbar drop down list, you may have noticed a "My Zoom" option. This is very handy because you can specify what value you would like and use this to quickly jump to that value on any document.

To set your own My Zoom value, go to **Tools ➢ Options ➢ General Options.** On this General Options tab, in the lower right corner, you will find the **My Zoom** field.

Type a custom zoom value in this field. Click **OK** to close the Options window. Now when you select My Zoom from the drop down list on the Reading toolbar, you will zoom in (or out) to your custom zoom value.

The My Zoom value is also useful if you want to have all documents automatically open to that value. To set this option, go to **Tools ➢ Options ➢ Image**. On the right side of the window, under "Extras", you will find a drop down list for **Default Fit.** Select **My Zoom** from the list, click the **Apply** button to save that setting, and **OK** to exit the Options window.
Now, all documents will open to the value you assigned as My Zoom.





V Tip…

The My Zoom values are connected to the user that has signed into the Kurzweil 3000 program. If you are using the program with multiple users, you can set a different My Zoom value for every student.

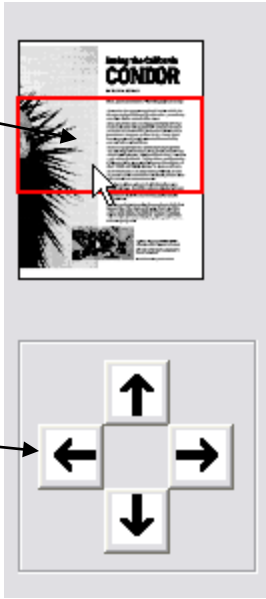
Navigating a Single Page Document

1

If your student uses a large zoom value (like 200% or more) to view his or her document, you may need to use the Page Thumbnail feature to move around the page.

You can access this feature by clicking the **Page Thumbnail** tool located on the right side of the Reading Toolbar.

When you do, a side area will open up showing you a thumbnail of the current page. You can click and drag the **red box** around the thumbnail to move your viewing window area.



You can also click the arrows located at the bottom to move the viewing window area around the page.

Click the **Page Thumbnail** tool again on the toolbar to close this tool.

Note: You can also access the Page Thumbnail by going to **View ➢ Thumbnails ➢ Page Thumbnail.**

Navigating a Multi-Page Document

1

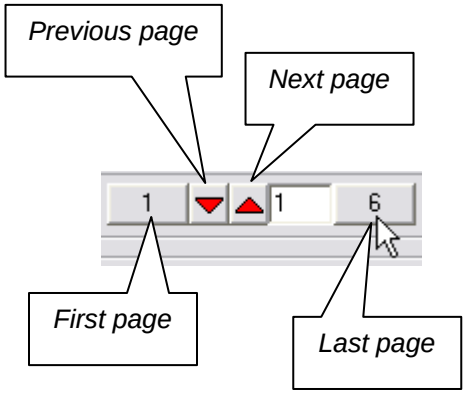
Many of your student's scanned documents will contain more than one page. There are several ways to efficiently navigate multi-page documents.

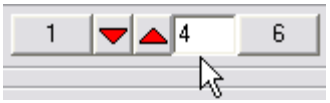
Open the "History Textbook" sample document. Click the Open tool on the main toolbar and locate the Sample Documents folder.
(**Open ➢ My Documents ➢ KESI ➢ Kurzweil 3000 ➢ Sample Documents**)

This document has six pages. On the **Reading toolbar** there is a quick navigational area that allows you to move up and down page by page or jump to the first or last page in the document.

Click the Next arrow to move to the next page. Click the Previous arrow to move to the previous page. Click the "**1**" button to move to the first page in the document and the "**6**" button to move to the last page.

If you know the page number you want to jump to directly, you can type it into the page number field and click **Enter** on your keyboard.



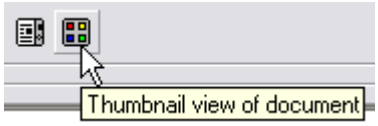


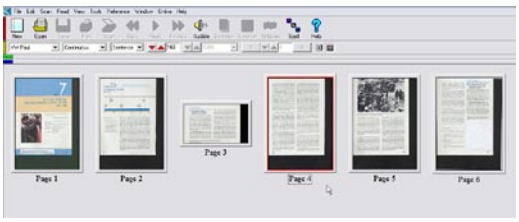
2

In the previous section, you used the Page Thumbnail tool to navigate around on a single page. Kurzweil 3000 also has a **Thumbnail view of document** tool. It is located right next to the Page Thumbnail tool on the **Reading Toolbar**.

Click this button and a window opens up showing you thumbnail views of all pages in the document.

Click on any page to jump to that page. If you are viewing the thumbnails, you can also return to your document by clicking the **Thumbnail view of document** button to close the thumbnail window.

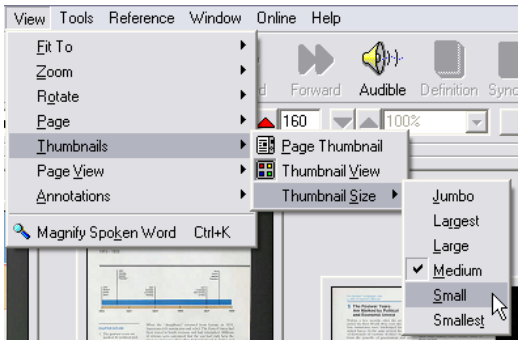




You can adjust the size of the thumbnails – this is handy if you have a very large document or are working with a student who has a visual impairment.

Go to **View ➢ Thumbnails ➢ Thumbnail Size** and select an appropriate size.

Note: You can also go to **Thumbnail View** from the **View** menu as well.



V Tip…

If you are working with a "complicated" document, like many of today's textbooks, you may also want to use the **Page View** option under the **View** menu to "Remember" your preferred page view. That way, each time you jump to that page, it will open to the view that you want. This removes the need to constantly use the My Zoom option each time a page is opened.

Creating and Using Bookmarks

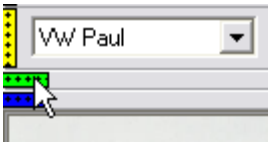
1

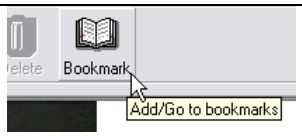
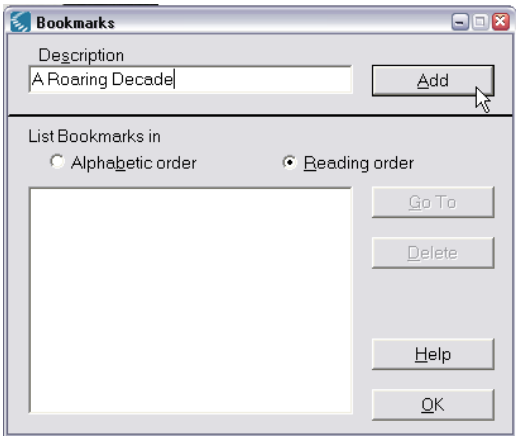
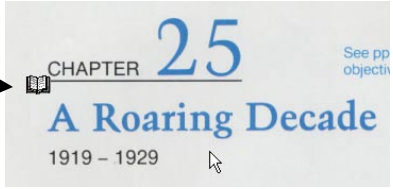
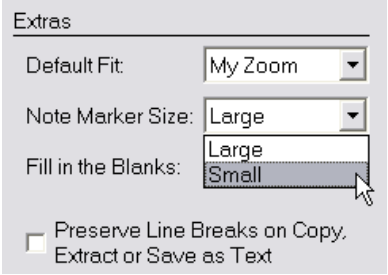
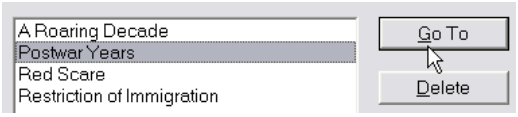
One of the tools available in Kurzweil 3000 that is particularly handy for navigating multi-page documents is the Bookmark tool. It can be used to mark significant points in a document like chapter or section headings. Bookmarks are easily created – many students can create and use them independently.

On the History Textbook file that you currently have open, go to page 2 of the document.

Click to place your cursor next to the title of the chapter (A Roaring Decade).

If your **Study Skills toolbar** is not open, click the green bar on the left hand side of the toolbars to open it.



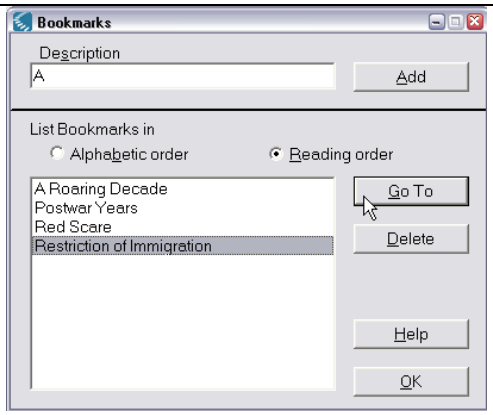
	You will find the **Bookmark tool** on the right hand side of the Study Skills toolbar.	
2	Click the **Bookmark tool** and a window will open up which allows you to add a bookmark where your cursor is placed in the document. Type in the name of the bookmark in the **Description** field. Click the **Add** button to add your new bookmark. A bookmark has been added to the chapter title. If you would like to change the size of the bookmark icon, you can easily do so by going to **Tools ➢ Options ➢ Image** and selecting a "Large" or "Small" **Note Marker Size** under the **Extras** list. You can go ahead and add other Bookmarks to the document – set your cursor, click the Bookmark tool, give it a name and click the Add button.	  
3	Once you've added bookmarks to your document, you can quickly move to those spots by clicking the **Bookmark tool** on the Study Skills toolbar. This time, instead of adding a new bookmark, click on any of the existing ones to highlight it (notice Kurzweil 3000 reads the Bookmark aloud) and then click the **Go To** button. **Note:** You can also double-click the name of the bookmark to go there.	

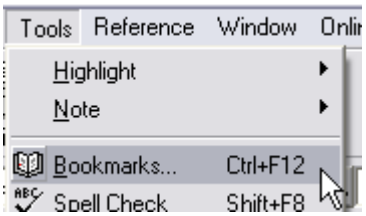
In addition to adding and going to bookmarks on the **Bookmarks** window, you can change the order in which they are listed – either **Alphabetical** or by **Reading order.**

You can also Delete any Bookmark at any time by highlighting it and clicking the **Delete** button.

Click **OK** to exit this window.

Note: You can also access the Bookmark tool from the Tools menu.
Tools ➢ Bookmarks… or by pressing **Ctrl + F12** on your keyboard.





V Tip…

Bookmarks are very versatile and can be used for more than simply marking chapter and section headings. For example you can set bookmarks at specific areas of the text you want the student to read or text that will answer comprehension questions. Teaching students to use bookmarks will help them develop skills in identifying key concepts or main ideas.

Checklist of Skills Developed in this Tutorial

- ❑ Open sample documents from the Kurzweil 3000 Sample Documents folder
- ❑ Zoom in and out of a document using the zoom features on the Reading toolbar
- ❑ Set and use the My Zoom feature to customize document viewing
- ❑ Use the Page Thumbnail to navigate individual document pages
- ❑ Use the Thumbnails of Document tool to navigate multi-page documents
- ❑ Adjust the size of the document thumbnails
- ❑ Create and use bookmarks to help navigate multi-page documents

Now that you've completed this tutorial on navigating scanned documents, you may want to look at the tutorial that describes how to manage your Kurzweil 3000 files.