Special Education Technology - British Columbia
105-1750 West 75th Avenue Vancouver, B.C., Canada V6P 6G2
Phone: 604 261-9450 Fax: 604 261-2256 www.setbc.org

Kurzweil 3000 (Win) v.10.x

Using the Reference Tools

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 who need help with vocabulary development can use the built in reference tools, like the dictionary and synonym feature, to look up words in textual material or to improve their word usage while writing. This tutorial will explore the various reference tools that come with Kurzweil 3000.

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 Kurzweil 3000 Dictionary tool to look up words
- Using the "Look up word I type…" feature
- Changing the reference dictionary
- Using the Kurzweil 3000 Synonym, Syllable, and Spell Selected Word tools
- Using the reference tools from the Kurzweil 3000 Taskbar

Case Studies

Cody is a Grade 4 student who is writing two or three grade levels below average. His written output is very simplistic and he tends to use the same words over and over again. While writing, he now uses the Kurzweil 3000 Synonym tool to help him make different word choices. Since his spelling is also weak, he uses the Spell Selected Word tool to hear words spelled out. This often helps him catch spelling errors.

Bryce is in Grade 10 but has a great deal of difficulty reading grade level textual material. He has few reading comprehension strategies and does not understand the important vocabulary in content areas. He uses the Kurzweil 3000 Dictionary tool to look up words he encounters in scanned textual material (like his textbooks). He also uses

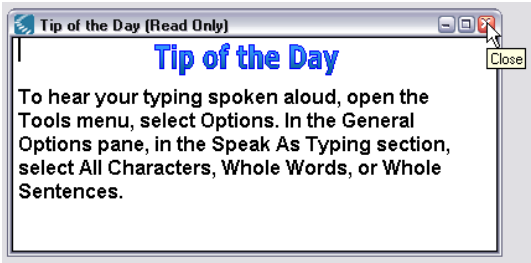
the Look up word feature in the Kurzweil 3000 Taskbar to find definitions of words he doesn't understand on the internet.

Using the Dictionary and Look Up Word Features

1

Launch Kurzweil 3000.

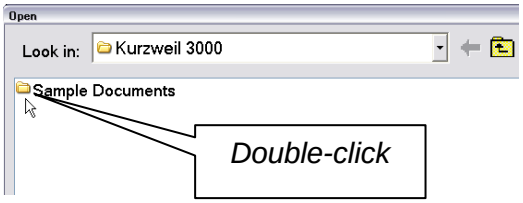
When the **Tip of the Day** window opens, close it by clicking in the red close box.



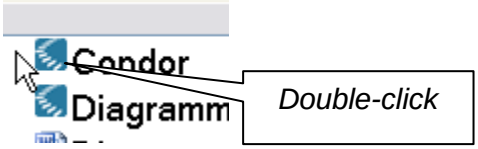
Click on the **Open** button on the Main toolbar to open an existing file.

The Kurzweil 3000 folder window should open up and you should see a folder called "Sample Documents". This folder contains a large number of sample files that you can open to use when learning about Kurzweil 3000.

Double-click the **Sample Documents** folder to open it.



Locate the "Condor" file and **double-click** to open it.

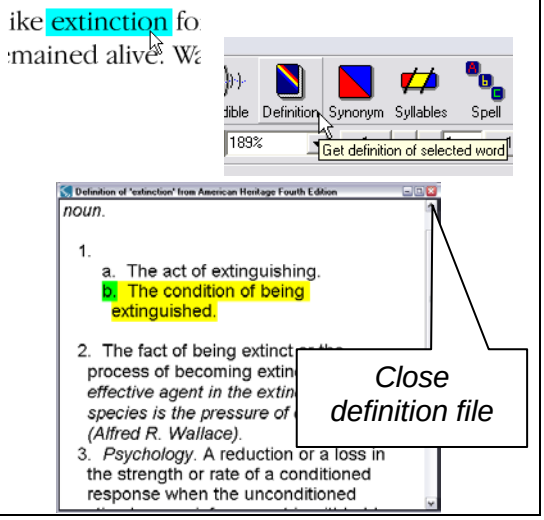


2

Locate the word "extinction" in the first paragraph of the document. **Double-click** on it to select that word.

Click the **Definition** tool on the Main Toolbar.

A new text file will open up on top of your original document. This file will contain a definition of the word "extinction". If your student cannot read the definition, he or she can use the text reading tools available on the Main toolbar to have it read aloud. Close the definition file by clicking the red close box in the upper right corner.



3

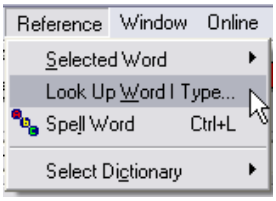
Kurzweil 3000 can also help students look up words they type in themselves.

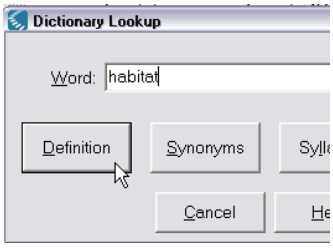
Go to
Reference ➢ Look Up Word I Type…

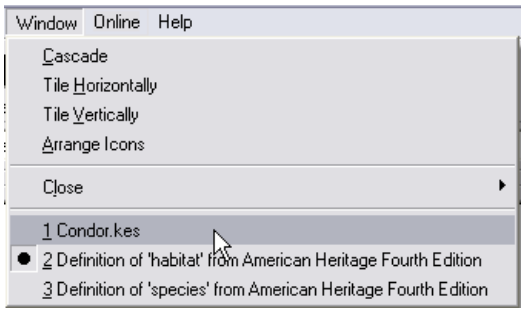
In the text field, type “habitat” and then click the **Definition** button.

A new text file opens up containing the definition of the word. This time, the text file is the same size as the original file (it doesn’t float on top). However, as before, students can use the text reading tools to read this definition out loud.

Each time the student uses this feature to look up a word, a new text file is created. You can return to the original file or open any of the definition files by clicking the **Window** menu and choosing a file to open from the list.







Selecting the Reference Dictionary

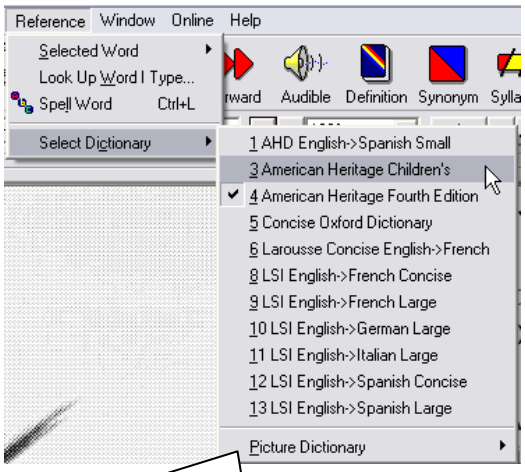
1

When you install Kurzweil 3000, several dictionaries are installed with the program. You can select which dictionary you want referenced when your students use the Dictionary or Look Up Word I type… feature.

Go to **Reference ➢ Select Dictionary** to see a list of available dictionaries. Click on one to choose it.

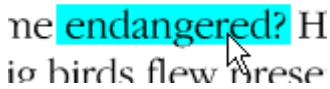
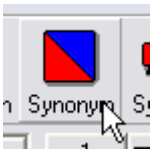
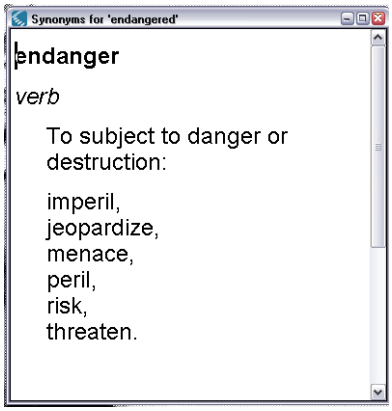
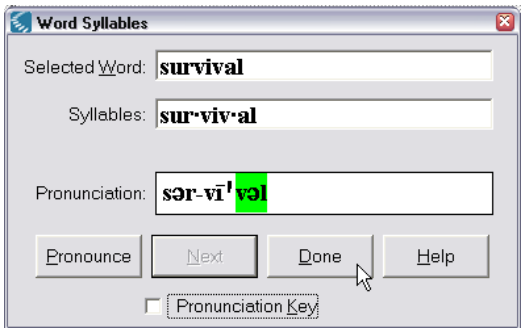
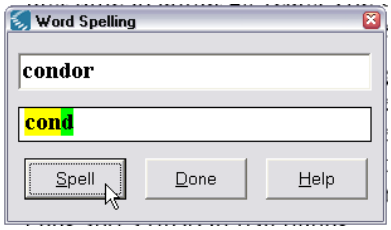
If you are working with younger students you may want to choose the American Heritage Children’s dictionary. If you want to look up words with Canadian spelling, you may want to choose the Concise Oxford Dictionary.

With very young students you can also install PCS symbols as a Picture dictionary so they would see a symbol of the word they look up.



Go to the Help menu and search “Picture Dictionary” for instructions on how to use this type of dictionary

Using the Synonym, Syllable, and Spell Selected Word Tools

1	Kurzweil 3000 has three other Reference tools which help students develop their vocabulary. These are all available on the Main toolbar (classic toolbar set). Back on the Condor image file, **double-click** the word “endangered” to select it. Click the **Synonym** tool on the toolbar to open a text file containing a list of synonyms for the word endanger. Close that file window by clicking the red close box when finished reading it.	  
2	To see a word broken into its syllables, **double-click** on the word “survival” and then click the **Syllables** tool on the Main toolbar. A small window opens up showing you the word, its syllables, and how it is pronounced. The word is also read aloud, in syllables, when the window opens up. To hear it again, click the **Pronounce** button. Click **Done** to close the window.	 
3	To hear a word spelled, letter by letter, **double-click** on the word “condor”. Click on the **Spell Selected Word** tool on the Main toolbar. A small window opens and the word is spelled out loud. To hear it spelled again, click the **Spell** button. When you are finished, click **Done** to close the window.	 

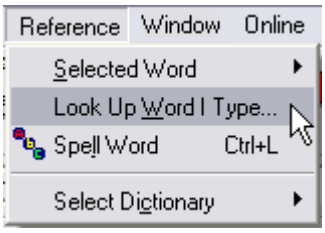
4

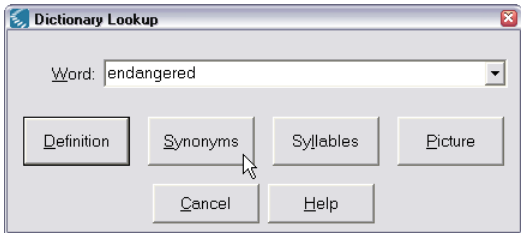
These reference tools are also available in the Look Up Word I Type… feature located under the Reference menu.

Go to
Reference ➢ Look Up Word I Type…

On the window that opens up, you can choose the **Synonyms**, **Syllables**, or Picture tool. As with the Dictionary option, a file is opened and listed under the Window menu.

Click the red close box to close the Look up window.





V Tip…

If you are working with students who will be looking up words frequently, there is a feature which allows you to check which words they are referencing. The usage log is located under the Tools menu and, when enabled, can track the words your students are looking up. A helpful assessment tool!

Using the Reference Tools on the Kurzweil 3000 Taskbar

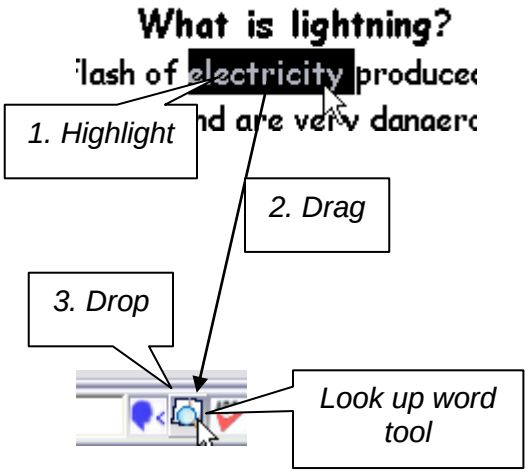
1

The Kurzweil 3000 Taskbar (installed with the program and located in the Windows task area) also has a Look Up Word tool. This is a very helpful tool when students are working in other applications or working on the internet.

To use this Taskbar feature, open a Microsoft Word file that has text or start your internet browser and go to a web page that has content of interest.

Double-click on a word you want to look up. In this example, I have gone to the website www.weatherwizkids.com and highlighted the word "electricity".

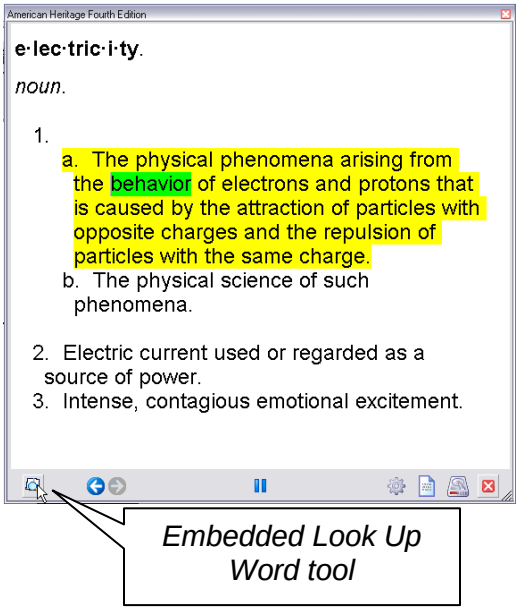
Click on the highlighted word and drag it down to the Kurzweil 3000 Taskbar and drop it right on the Look Up Word icon.



The Kurzweil Taskbar Reading window opens up and reads the definition of the word.

If the student comes across a word in the actual definition he or she doesn't understand, there is a built in **Look Up Word** tool in the lower left corner of the window. Select a word in the definition that is reading and click the tool to get a definition of THAT word.

Click the red close box to close the Reading window.



Checklist of Skills Developed in this Tutorial

- ❑ Use Dictionary tool on Main toolbar to check definition of word in a document
- ❑ Use Synonyms, Syllables and Spell Selected Word tools on Main toolbar
- ❑ Use Look Up Word as I Type… feature to find definitions, synonyms and syllables
- ❑ Select a different reference dictionary
- ❑ Use the Look up word feature on the Kurzweil 3000 Taskbar

Now that you know how to use the reference features of Kurzweil 3000, you may wish to try another tutorial in the series to learn how the program can support more study skills development.