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Kurzweil 3000 (Win) v.10.x

Using the Study Skills 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 have difficulty reading and understanding textual material can be supported with a number of program features. In this tutorial, you will learn about the various features and tools students can use to learn and develop their reading comprehension and study skills.

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 tools on the Study Skills Toolbar
- Using the Highlight and Note tools under the Tools menu
- Extracting highlights and notes to a separate document
- Adjusting the Highlight and Note options

Case Studies

Rebecca is a Grade 8 student who has language processing issues. She has difficulty focusing on textual material and cannot identify or remember the main ideas that are presented in content areas. She frequently re-reads paragraphs over and over but still cannot recall information for written assignments or tests. She uses Kurzweil 3000's highlighting and extraction feature to identify main and supporting ideas and to create study notes and outlines for written assignments.

Bryce has very few reading comprehension strategies – he is not reading at grade level and needs constant support to understand content material. His team prepares his curricular content by scanning books and textbooks and then adding notes or annotations to help guide him when reading the text. They also put comprehension

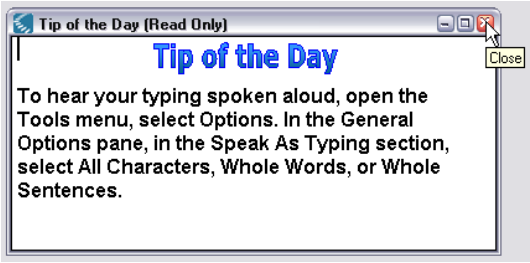
questions right into the text which Bryce answers and then extracts. These questions and answers are then printed and submitted for assessment.

Using the Highlighting Tools

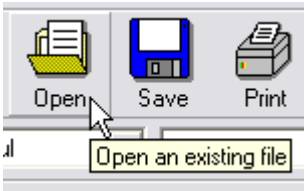
1

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.

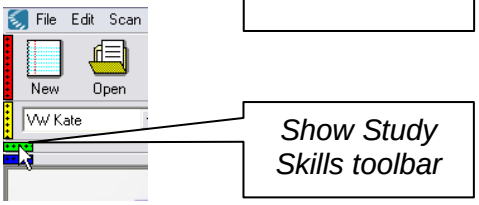


The Kurzweil 3000 folder window should open up and you should see a folder called "Sample Documents". This folder contains a large number of sample files that you can open to use when learning about Kurzweil 3000.

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

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

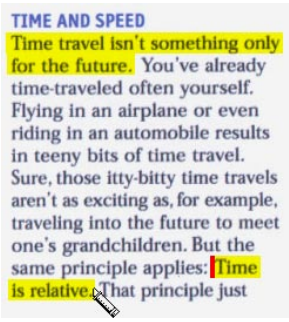
Click the **green** bar on the toolbar area to show the **Study Skills toolbar**.



2

On the Study Skills toolbar, you will see coloured highlighting tools and an eraser. These function as virtual highlighter pens.

Click on the **Yellow highlighter** tool. Reading some of the content of the Time Travel document, locate a main idea. **Click and drag** through the text to highlight it in yellow. Click and drag through other areas of text showing main ideas.

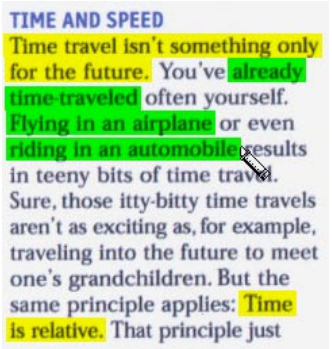


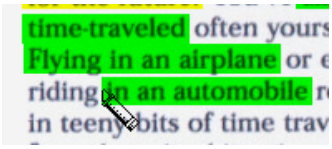
Once you have some main ideas highlighted, click on the **Green highlighter** tool and go back to the text to identify supporting details.

Highlight this text by **clicking and dragging**.

When you have supporting details highlighted, click in the **Cyan highlighter** and highlight important vocabulary in the text.

If you make a mistake highlighting, use the Erase tool. Click on the **Erase tool** then **click and drag** through the highlight in the text you want to erase. Choose a highlight tool to re-highlight the correct text.





V Tip…

Highlights can also be used on text files and the colours can be assigned different roles (not just main ideas, supporting details). Depending on the assignment, the different colours can be used to identify nouns, verbs, and adjectives, or to mark text for removal when peer editing, or to show correct answers on a multiple-choice comprehension worksheet. Later in the tutorial you will learn how you can give each colour a name to help students remember what each colour represents.

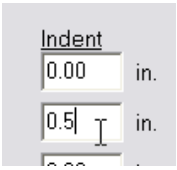
Extracting Highlights to a Separate Document

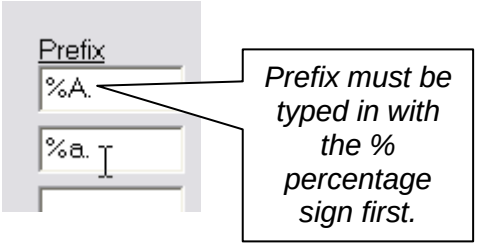
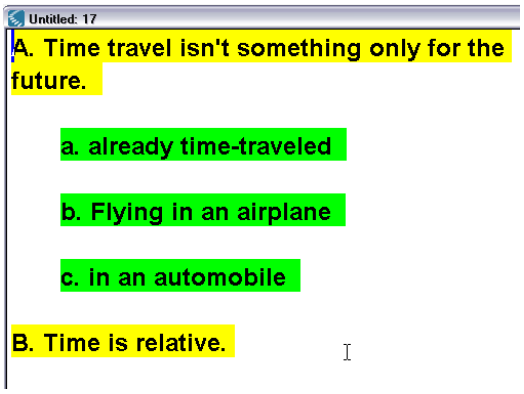
1

Once highlights have been added to a document, they can extracted to a separate text file to be used for different purposes.

To extract your highlights, go to **File ➢ Extract Annotations.** On the Extract Annotations window you can do the following…

- Choose **which highlights** you want to extract (click in the select box beside each colour)
- Choose the amount to **indent** the highlighted text (for example, yellow Main ideas would have "0" indent, green supporting details might have "0.5 inch" indent.

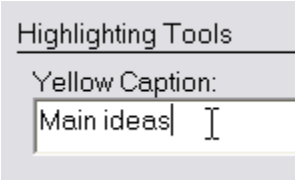


	• Choose a numbering system or **Prefix** for your highlights (for example, if you want yellow Main ideas to be identified with capital letters and green Supporting details to be identified with lower case letters). To add a numbering system, you must type the following into the Prefix box: "%A. " (percent – A – period – space) • Choose to add blank lines between the highlights by selecting that option	
2	When you've selected your options, click **OK** to extract the highlights. A new text file opens up with the highlights listed. At this point you can use the **Erase** tool to erase the highlight colours if you wish. This text document can be edited (add more text), saved and / or printed depending on the student's assignment or needs. To close the highlight text file, click the **red close box** in the upper right corner.	

V Tip…

The extraction feature is easy to use and a very powerful tool for students who struggle with reading comprehension. By extracting the highlights, students can create study guides, outlines for written summaries, lists of new vocabulary, and other useful documents.

Renaming the Highlighters

1	To give the highlighters specific names that reflect their function, go to **Tools ➢ Options ➢ Highlighters**. Here you can type new names for the highlighters that will appear when the student rolls his or her mouse over the tool in the toolbar. Click **Apply** to save changes and **OK** to exit.	

Using the Study Skills Annotations

1

Annotations or notes are features that can be added to image (scanned) documents by the student while they are interacting with it or by the teacher while preparing it for student use. There are several types of annotations – each can be used for different purposes…

- **Sticky notes**

Student – mark text, reminders, summaries
Teacher – assignment instructions, prompts

- **Footnotes**

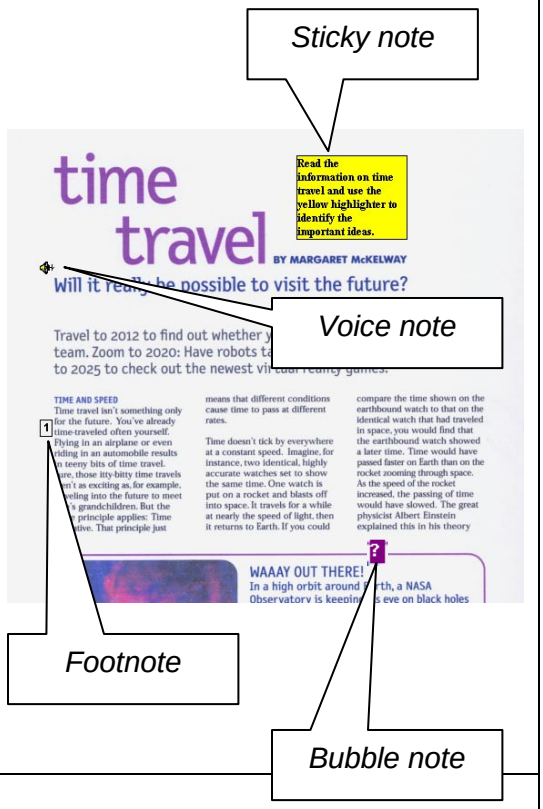
Student – mark important ideas, add notes
Teacher – vocabulary development, reading comprehension questions

- **Voice notes**

Student – reminders, additional information
Teacher – instructions, prompts

- **Bubble notes**

Student – follow instructions, vocabulary development, comprehension questions
Teacher – instructions, vocabulary development, comprehension questions

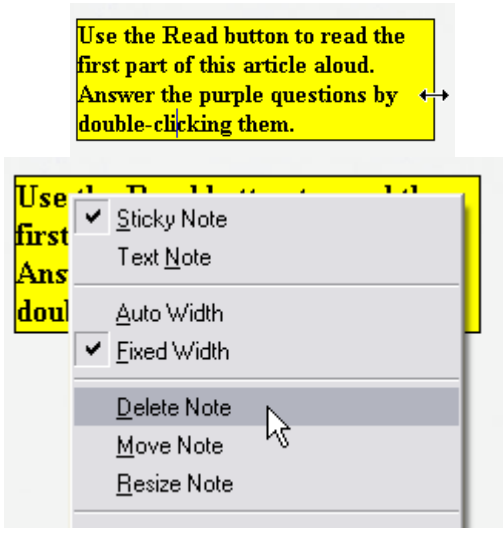


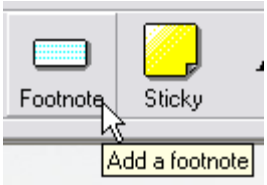
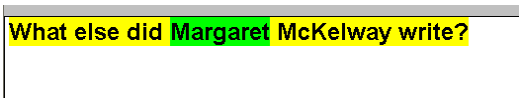
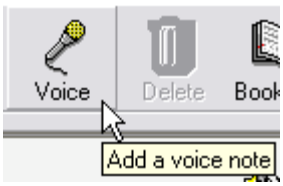
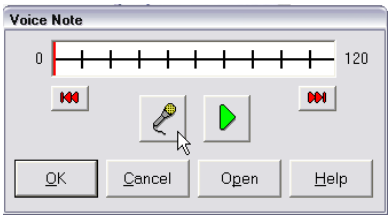
2

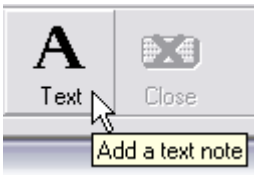
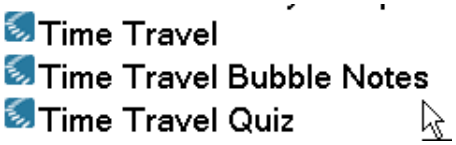
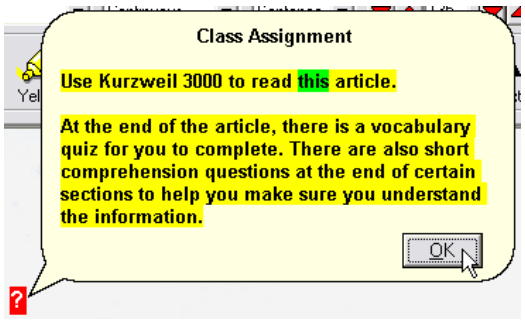
To add a **Sticky Note** to your document, click on the Sticky Note tool on the Study Skills toolbar. Move your cursor over the area on your document where you want to place the sticky note and click.

A small yellow text box appears. Type some instructions into the box. It will expand as you type. To **resize** the box, put your cursor over the edge of the note, click and drag it to the size you want.

To manipulate the sticky note, **right-click** on the note to open the context menu to allow you to delete it, move it, or resize it. You can also adjust the width to "auto" if you want it to expand to accommodate the text.



3	While Sticky notes are not attached to anything in the document, Footnotes are attached to text. To add a Footnote to your document, place your cursor after the question “Have robots taken over kids’ chores?” Click the **Footnote** tool on the Study Skills toolbar. The footnote window opens up at the bottom of the program window. **Type** into the footnote window “Which of your household chores do you wish robots would do?” Click the **Close box** now on the Study Skills toolbar to close the note. A numbered note should now be next to the text in the document. To **read** the note, **double-click** on the numbered icon. To **move** the note, **click and drag** it to another text position. To **delete** the note, click on it once to highlight it and then click the **Delete** trash can on the Study Skills toolbar.	 
4	If you have a computer that has a built in or attached microphone, you can add voice notes as well. These notes, like sticky notes are not attached to text. To add a voice note, click on the **Voice note** tool on the Study Skills toolbar, bring your cursor down into the document (you will see a crosshair) and click to place the note. A small recording window opens up where you can record your voice note. Click the **Record** button to start the recording and the **Stop** button to stop it. Click **Play** if you want to hear it and **OK** to save it into your document. A small speaker icon is left to mark the position of the voice note.	 

	To **hear** the voice note, **double-click** the icon. To **move** it, **click and drag** it to a new position. To **delete** it, click the **Delete** tool on the Study Skills toolbar.	
5	Another type of annotation is the **Text note**. It is useful for adding text directly onto the document. It is used mainly for preparing and completing tests and worksheets. Refer to the tutorial on Preparing Documents for more information on Text notes.	
6	Finally, there are Bubble Notes. These annotations are very helpful for teachers who are supporting students who need a great deal of direction and prompting when reading content textual material. You can create and add different types of Bubble notes depending on the function. Click on the **Open existing file** button on the Main Toolbar to access the Sample Documents. This time, **double-click** to open the file **Time Travel Bubble Notes**. This file has a number of embedded Bubble Notes – the locations marked by the purple question marks. **Double-click** these notes to open and read them to discover the various Bubble Note possibilities. Click **OK** to close each note. In this document, there are Bubble Notes that… • Give instructions for reading • Clarify and define vocabulary • Ask multiple choice comprehension question • Ask a fill in the blank question	  

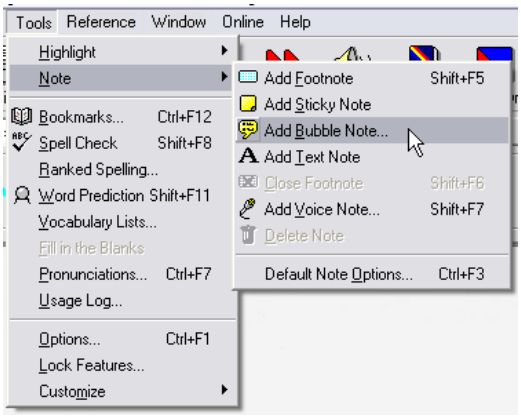
7

Now that you know what Bubble Notes can do, you will add one to the original Time Travel image document.

Go to **Window ➢ Time Travel.kes** to bring that file forward.

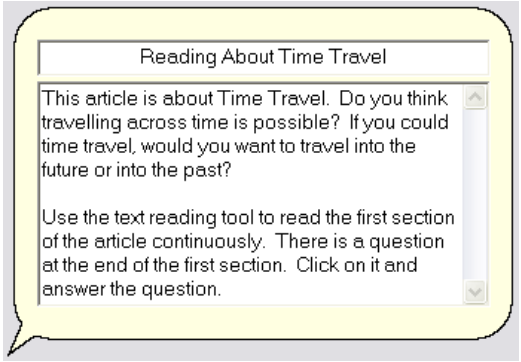
Click to place your cursor next to the first letter in the title.

Go to **Tools ➢ Note ➢ Add Bubble Note.**



In this Bubble Note you will add a reading comprehension strategy (access prior knowledge) and an instruction for the student to follow.

In the text fields of the Bubble Note, add text similar to the example.



Once you have typed in the text, you can set the way the Bubble Note will behave by choosing options on the right side of the Bubble Note window.

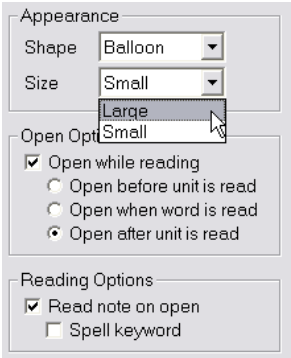
Choose - **Shape** and **Size** of the note using the drop down menus.

Choose – **when** the Bubble Note will Open

Choose – if the Bubble Note will be **read out loud when it is opened**. Do NOT select the Spell Keyword option in this case since it is not a vocabulary note

Since this is not a question note, leave the **No question** option selected.

If you want to see a preview of your Bubble Note to see how it works, click the **Preview** button.

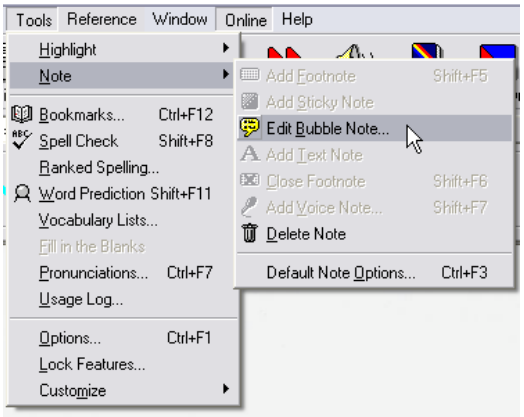


When you are satisfied with your note, click **OK** to exit the window.

Try your note out by **double-clicking** the question mark icon on your document.

If you want to **Edit** your note, click once to highlight it (it will turn red) and then go to **Tools ➢ Note ➢ Edit Bubble Note…**

The Bubble Note window will open where you can make changes.

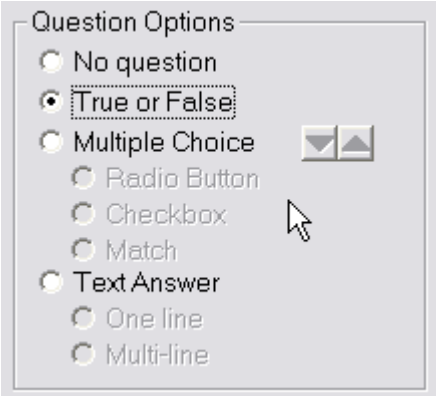


8

As you noticed, you can also make Bubble Notes that are questions. Follow the same procedure as above – set your cursor in place, go to **Tools ➢ Note ➢ Add Bubble Note**, and choose the type of question you want to add (True False, multiple choice, etc.). Using the Preview button helps you experiment with the different types of Bubble note questions.

To delete a Bubble Note on your document, click on it once to highlight it (it will turn red) and then click the **Delete** tool on the Study Skills toolbar.

To **move** the Bubble Note, click and drag it to a different location.



V Tip…

The many different annotations or notes available in Kurzweil 3000 can be overwhelming. It usually works well to decide on one type of note for each type of function. For example, Sticky notes could be used for giving the student instructions, Footnotes could be used for explanations of concepts, Voice notes for prompting background knowledge and Bubble notes for asking comprehension questions. In the same way, students should be taught to use the different types of notes for specific purposes so that each document doesn't end up with a confusing array of notes. When introducing students to Kurzweil 3000's annotation features, it makes sense to introduce them to the notes one at a time – first how to use them, then how to create them.

Extracting Annotations or Notes to a Separate Document

1

If you remember earlier in this tutorial, you extracted highlights to a separate document. You may have noticed that you can also extract any or all annotations as well.

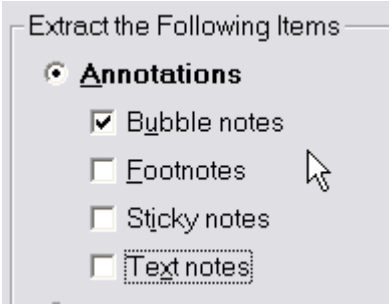
To extract the annotations in the document, go to **File ➢ Extract Annotations…**

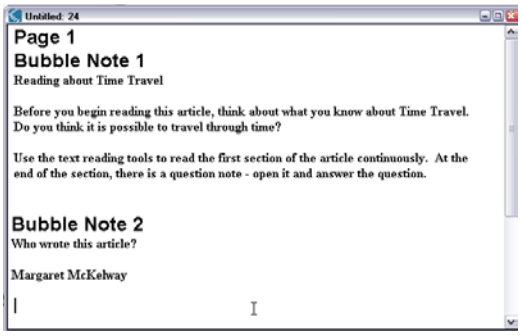
This time, choose to extract Annotations and select which notes you want to extract.

Click **OK** and a separate, text file will open with the notes you've selected extracted. In this example, the Bubble notes were extracted.

You can choose to extract any or all of the notes at one time.

This text file can now be edited, saved, or printed like any text file.





V Tip…

The ability of Kurzweil 3000 to extract Bubble notes separately makes it very useful when preparing documents for students who need help with reading comprehension. By placing questioning Bubble notes throughout the document, the student can read the text, complete the questions *in situ*, extract the Bubble notes and submit a comprehension assignment so you can determine what he or she has learned from the content material. There are so many ways to use the various annotations!

Checklist of Skills Developed in this Tutorial

- ❑ Using the highlighter tools on a scanned document
- ❑ Extracting highlights to a separate document
- ❑ Renaming the highlighters to reflect their function
- ❑ Creating and using Sticky Notes
- ❑ Adjusting the Sticky Notes options
- ❑ Creating and using Footnotes
- ❑ Creating and using Voice Notes
- ❑ Creating and using Bubble Notes
- ❑ Extracting Notes or Annotations to a separate document

Now that you know how to use the Study Skills features of Kurzweil 3000, you may wish to try another tutorial in the series to learn how the program can support written output and test taking.