

## Kurzweil 3000 (Win) v.12

### Preparing Documents

### Suggested Activities

**Once you have completed the tutorial, try these activities to practice preparing documents for your student's use...**

1. Open one of the book documents that you scanned in the previous module.
2. Edit the reading zones on the document so Kurzweil 3000 reads them in the correct order. Correct any OCR errors as well
3. Add custom instructions for your student with a sticky note or a voice note.
4. Go through your document and identify any vocabulary you think your student may have difficulty understanding. Add vocabulary support in the form of either footnotes or vocabulary bubble notes.
5. Embed several reading comprehension questions in your document. Make a variety of questions including True/False, multiple choice, and text answers.
6. Open the test or worksheet you scanned in the last tutorial. Add text notes to the document where needed. Add any other annotations you think might be helpful for your student.
7. Lock the features of the two documents to prevent accidental student editing or deletion of annotations. Clean up any black marks or margins on your document.
8. Save your annotated documents as .kes files. Try saving them as some other file format and note what happens.
9. Extract the text from your scanned book and create an audio file or the text. Transfer that audio file to an mp3 player.