

Kurzweil 3000 for Windows

Keyboard Access Guide

Revised: January 11, 2018

For many users, using a mouse to interact with Kurzweil 3000 can be a challenge. In order to make the Kurzweil 3000 experience positive for all users, most (but not all) functions and features are accessible using a variety of keyboard commands.

This document provides information on accessing Kurzweil 3000 functions and features using access keys (also known as accelerators), function keys and shortcut keys.

Click a link to see the desired table:

[Using the Keyboard to Move the Cursor](#)

[Accessing Menus, Menu Commands, and Dialog Boxes](#)

[Function Keys](#)

[Viewing Shortcuts](#)

[File Shortcuts](#)

[Reading Shortcuts](#)

[Reference Shortcuts](#)

[Notes Shortcuts](#)

[Column Notes Shortcuts](#)

[Writing and Editing Shortcuts](#)

[Brainstorm Shortcuts](#)

[Outline Shortcuts](#)

[Tools Shortcuts](#)

[Scanning Shortcuts](#)

[Zone Editing Shortcuts in Image Documents](#)

[Editing Underlying Text in Image Documents](#)

[Miscellaneous](#)

Keyboard Shortcuts and Function Keys

Note: For more comprehensive and most up-to-date lists of keyboard shortcuts, go to Online Help pages.

Using the Keyboard to Move the Cursor

Unless otherwise noted a shortcut performs the same action in both image and text documents.

To	Use
Move left one character in text documents	Left Arrow
Move left one word in image documents	Left Arrow
Move left one word in text documents	CTRL+Left Arrow
Move right one character in text documents	Right Arrow
Move right one word in image documents	Right Arrow
Move right one word in text documents	CTRL+Right Arrow
Move up one line	Up Arrow
Move down one line	Down Arrow
Move up one window's worth of text in text documents	PAGE UP
Move up one screenful or previous page in image documents	PAGE UP
Move down one window's worth of text in text documents	PAGE DOWN
Move down one screenful or next page in image documents	PAGE DOWN
Move to the beginning of a text document	CTRL+HOME

To	Use
Move to the beginning of current line	HOME
Move to the end of current line	END
Move backward by selected reading unit	F2
Move forward by selected reading unit	F4
Move backward by selected reading unit and highlight	SHIFT+F2
Move forward by selected reading unit and highlight	SHIFT+F4
Move up one paragraph in text document	CTRL+Up Arrow
Move up one line at a time in image documents	CTRL+Up Arrow
Move down one paragraph in text documents	CTRL+Down Arrow
Move down one line at a time in image documents	CTRL+Down Arrow
Move to the end of a text document	CTRL+END
Move to the end of current page of an image document	CTRL+END
Move to the left one word at a time in image documents	CTRL+HOME

Accessing Menus, Menu Commands, and Dialog boxes

To	Use
Open menu or select command from menu or dialog box	ALT+Underlined letter
Move between options in dialog boxes. Also select OK or Cancel .	TAB (forward) SHIFT+TAB (backward)
Move through menu items and dialog box option lists	Arrow keys (Left, Right, Up)

To	Use
Select or deselect a checkbox or carry out action of selected dialog button such as OK or Cancel	SPACEBAR
Carry out action of dialog box button (OK , APPLY , or Cancel)	ENTER
Close an open menu or dialog box without making changes	ESC

Function Keys

To	Use
Launch Help	F1
Read Back	F2
Read/Pause	F3
Read Forward	F4
Fit to Text Width	F5

To	Use
Shift keyboard focus from one group of controls to another	F6
Zoom In 10%	F7
Zoom Out 10%	F8
Start New Scan	F9
Read Faster	F11

Viewing Shortcuts

To	Use
Fit to Text Width	F5
Shift keyboard focus from one group of controls to another	F6
Zoom In 10%	F7
Zoom Out 10%	F8
Zoom (My Zoom)	CTRL+M

To	Use
Next Page	CTRL+E
Previous Page	CTRL+R
Go To Page	CTRL+G
Magnify Spoken Word	CTRL+K

File Shortcuts

To	Use
Open	CTRL+O
Save	CTRL+S
Print	CTRL+P

To	Use
Close	CTRL+F4
Next Document	CTRL+TAB
New Text File	CTRL+N

Reading Shortcuts

To	Use
Read/Pause	F3
Read Back	F2
Read Forward	F4

To	Use
Read Faster	F11
Read Slower	F12

Reference Shortcuts

To	Use
Show Definition	CTRL+D
Show Synonyms	CTRL+Q

To	Use
Show Syllables	CTRL+Y
Spell Word	CTRL+L

Notes Shortcuts

To	Use
Display Note Options	CTRL+F3
Add Footnote	SHIFT+F5
Close Footnote	SHIFT+F6

To	Use
Add Voice Note	SHIFT+F7
Bookmarks	CTRL+F12
Move to next Text or Sticky Note in image document	TAB key

Column Notes Shortcuts

To	Use
Move up a cell in a column	Up Arrow
Move to next/right cell	TAB or Right Arrow

To	Use
Move down a cell in a column	Down Arrow
Move to previous/left cell	SHIFT+TAB or Left Arrow

Writing and Editing Shortcuts

To	Use
Editing in Image and Text Documents	
Undo	CTRL+Z
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Font Editing (Text Documents)	
Increase font size by one point	CTRL+[
Decrease font size by one point	CTRL+]

To	Use
Editing in Image and Text Documents	
Select All	CTRL+A
Find Text	CTRL+F
Replace Text	CTRL+H
Font Editing (Text Documents)	
Make Selected Text Superscript	CTRL+SHIFT+the plus key (+)
Make Selected Text subscript	CTRL+the plus key (+)

Brainstorm Shortcuts

Create or Change Thought To	Use
Ellipse	CTRL+1
Rounded Rectangle	CTRL+3

Create or Change Thought To	Use
Rectangle	CTRL+2
Diamond	CTRL+4

Create a New Linked Thought	Use
To Left of Selected Thought	CTRL+Left Arrow
Above Selected Thought	CTRL+Up Arrow

Create a New Linked Thought	Use
To Right of Selected Thought	CTRL+Right Arrow
Below Selected Thought	CTRL+Down Arrow

To	Use
Turn on "Quick Takes" for a Selected Thought	CTRL+SHIFT+Q

To	Use
End "Quick Takes" Mode	ESC

To	Use
Turn On, or Off, Link Mode	CTRL+\
Select Parent or Child Thought when Link Mode is On	ENTER

To	Use
Move Link Pointer when Link Mode is On	Arrow Keys
Arrange Diagram	CTRL+7

Brainstorm Shortcuts (Continued)

To	Use
Make Thoughts Wider or Narrower	ALT+Right or Left Arrow

To	Use
Make Thoughts Taller or Shorter	ALT+Down or Up Arrow

To Format Font Style	Use
Bold	CTRL+B
Underline	CTRL+U

To Format Font Style & Size	Use
Italic	CTRL+I
Increase or Decrease Font Size	CTRL+SHIFT+> or CTRL+SHIFT+<

To	Use
Move Selector to the Left or Right	CTRL+SHIFT+Left or Right Arrow

To	Use
To move Selector Up or Down	CTRL+SHIFT+Up or Down Arrow

To	Use
Select All Thoughts	CTRL+A
Select First Main Thought	Home
Select Nearest Thought Up or down	SHIFT+Up or Down Arrow

To	Use
Select All Thoughts at the Current Level	CTRL+SHIFT+A
Select Nearest Thought to the Left or Right	SHIFT+LEFT or Right Arrow
Select or Deselect a Note	SPACE

To Move Selected Thought:	Use
To Left/Right	Left/Right Arrow

To Move Selected Thought:	Use
Up/Down	Up/Down Arrow

Outline Shortcuts

To	Use
Add a Topic	CTRL+G
Demote Topic (like palette Right button)	TAB
Show or Hide Subtopics	CTRL+H
Create, Show, or Hide a Note	CTRL+T
Undo	CTRL+Z
Bold, Italic, or Underline	CTRL+B, CTRL+I, or CTRL+U

To	Use
Add a Subtopic	CTRL+K
Promote Topic (like Palette Left button)	SHIFT+TAB
Change to Next Prefix Label Style	CTRL+1
Select/Deselect Topic or Note	CTRL+Space
Delete selected Topic or Note	DELETE
Increase/Decrease Font Size	CTRL+SHIFT+> or CTRL+SHIFT+<

Tools Shortcuts

To	Use
Open Spell Check Dialog	SHIFT+F8
Open Word Prediction	SHIFT+F11
Open Options Dialog	CTRL+F1
Open Pronunciation Dialog	CTRL+F7

To	Use
Start Speech to Text/Dictation	CTRL+F11
Open Bookmarks Dialog	CTRL+F12
Open Magnify Text	CTRL+K
With Word Prediction Dialog open toggle focus between document and word prediction dialog	CTRL+` (the key to the left of the 1 key)

Scanning Shortcuts

To	Use
Start New Scan	F9
Cancel Scan	SHIFT+F9

To	Use
Scan Repeatedly	CTRL+F9

Zone Editing Shortcuts in image documents

To	Use
Open Zone Editor	CTRL+F5
Move to next zone and select it	TAB
Move to previous zone and select it	SHIFT+TAB
Change selected zone to Primary	CTRL+1
Change selected zone to Secondary and put it last	CTRL+2
Change selected zone to Graphic	CTRL+3

To	Use
Change selected zone to OCR Override	CTRL+4
Change selected zone to OCR Override and type text	Letter "T" key
Delete selected zone	DELETE
Delete all zones	SHIFT+DELETE
Open Properties dialog	Letter "P" key

Editing Underlying Text Shortcuts in Image Documents

To	Use
Change Underlying Word when in document	CTRL+W
Open Underlying Text Editor	CTRL+F10

To	Use
Exit Editor:	ESC

These shortcuts are for use while in the Editor

To	Use
Move back a word or unit	F9
Move forward a word or unit	F10

To	Use
Move up a line	F11
Move down a line	F12

Miscellaneous

To	Use
Show Shortcut (Right Mouse Button) menu	Menu key (left of right-handed CTRL key)
With Kurzweil running, start a scan from another application	CTRL+ALT+S