



Getting Started with Kurzweil 3000 Win Version 13



What is *Kurzweil 3000*?

- *Kurzweil 3000* is an integrated scan and read software program that provides multisensory access to reading material with powerful tools for *reading, writing, test-taking* and *learning*.
- *Kurzweil 3000* does not *teach* reading and writing, it is a *tool* that provides a digital text-to-speech environment for *implementing* proven reading, writing and learning strategies.
- *Kurzweil 3000* can be used to turn any curriculum material into an interactive digital format that is inherently flexible and accessible to a wide variety of students who need support in accessing the general education curriculum. (Struggling students, students on IEPs, students with Physical Disabilities, English Language Learners, students with attention issues, autism, gifted, and more.)
- Kurzweil 3000 can provide the support needed for *ELL Students* to independently access curriculum material while improving English word recognition. Bilingual dictionaries, a Spanish Picture Dictionary, Voice-recording Capabilities and a *translation tool* provide further customized support for *English Language Learners*.
- *Kurzweil 3000* is designed in accordance with the principles of *Universal Design for Learning*, providing multiple means of representation, expression and engagement in an effort to support all students by providing tools for interacting with text that are *necessary for some, beneficial for all*.
- *Kurzweil 3000* has keyboard shortcuts for all features and works well with a variety of other technology tools (speech recognition, alternative keyboards, switches, interactive white boards, etc.) to ensure access for all.
- *Kurzweil 3000* can be used to *differentiate instruction* for individual students, for small facilitated groups, or as part of whole-class strategy instruction.
- *Kurzweil 3000* is as powerful as the imagination of the user and can be used by teachers, students and professionals, to complete a wide variety of tasks.
- *Kurzweil 3000* is an integrated literacy solution.

What is your goal for using *Kurzweil 3000* Software?

What do *you* need to do to begin?

Get answers to **General Questions** about installing and planning for *Kurzweil 3000* use.....**Go to Pages 3-4**

Get content/materials/files to use in *Kurzweil 3000*.....**Go to Pages 5-6**

Learn how to **read** files and adjust reading features.....**Go to Pages 7-8**

Use *Kurzweil 3000* to support **Vocabulary** Development and get Definitions of words.....**Go to Pages 9-10**






Teach **Study Strategies** with *Kurzweil 3000* or embed Comprehension Supports into a *Kurzweil 3000* File.....**Go to Pages 11-15**

Use *Kurzweil 3000* for independent **test taking**.....**Go to Page 16**

Use *Kurzweil 3000* to support different stages of the **writing** process.....**Go to pages 17-18**




Plan next steps in using *Kurzweil 3000***Go to Pages 19-20**

General Questions





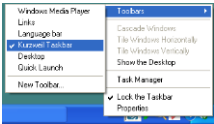
<i>What would you like to do?</i>	<i>Resources for Help:</i>	<i>Suggested tools to use...</i>
<p>1. Become part of the <i>Kurzweil 3000</i> community!</p>	<p>www.kurzweiledu.com</p> <p>Find and share resources and ideas for using <i>Kurzweil 3000</i></p>	<p> Join the Kurzweil 3000 Listserv</p> <p> www.facebook.com/cambiumtech</p> <p> #cambiumtech</p> <p> https://clt.webex.com</p> <p> http://www.youtube.com/user/cambiumtech</p>
<p>2. Figure out: what License types to buy, how many, get price quotes, etc.</p>	<p>Sales Department Call: 1-800-547-6747</p>	<p>Go to: www.kurzweiledu.com for product information, overview and how-to videos, customer testimonials, product flyers and MORE...</p>
<p>3. Get Training (Curriculum Integration, use with other tech tools, advanced skills, etc.)</p>	<p>Implementation Services Department Call: 1-800-547-6747 x626 Email: training@kurzweiledu.com</p>	<p>Training Offerings:</p> <ul style="list-style-type: none"> • Implementation Partnerships for ongoing consultation • Live Online Workshops • Self-Study Online Courses • Private Onsite Trainings (Customizable) • Public Regional Trainings <p>http://www.kurzweiledu.com/support-training.html</p>
<p>4. PLAN for your <i>Kurzweil 3000</i> Implementation</p>	<p>Steps for Technology Implementation:</p> <ol style="list-style-type: none"> 1. Identify shared vision—Get Excited! 2. Identify pioneering members of implementation team. 3. Develop a collaborative master PLAN. 4. Identify measurable goals of district, teachers and students. 5. Create a budget. 6. Acquire materials. 7. Schedule ongoing professional development 8. Evaluate success of the project. 9. Share knowledge and communicate progress 	<p>Implementation Guides & Other Supports:</p> <ul style="list-style-type: none"> • Implementation Guidelines • Implementation Checklist • Implementation Tips • Digital Text Organization spreadsheet • And more... <p>http://www.kurzweiledu.com/implementation-professional-services.html</p>
<p>5. Install <i>Kurzweil 3000</i> or get help with other technical issues.</p>	<p>Kurzweil 3000 MUST be installed on your computer.</p> <p>Technical Support Department: Call: 1-800-547-6747 Email: tech@cambiumtech.com Customer Support Portal:</p>	<p>Product Install DVD</p> <p>NOTE: The install DVD may be copied as many times as needed to assist with installations. Kurzweil 3000 can be pushed out to computers</p>


	http://support.cambiumtech.com/index.php Installation guides are available on website as well as on the Product CD.	via .msi package Main toolbar: Help  (F1)
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General Questions (Continued)




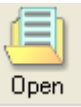


<i>What would you like to do?</i>	<i>Resources for Help:</i>	<i>Suggested tools to use...</i>
6. Open Kurzweil 3000	Double Click on <i>Kurzweil 3000</i> icon on your desktop.	 Double Click
7. Save a file	<p><i>Kurzweil 3000</i> files are just files with a .kes extension. Save them anywhere:</p> <ul style="list-style-type: none"> • Any folder on your Computer • Anywhere on your network • On a USB drive • Kurzweil Web Universal Library • Upload them to a website (Moodle, wiki, etc.) 	<p>Main toolbar: Save button (Ctrl S)</p>  Save All changes and annotations will be saved.
8. Print a document	<p>You can Print any document you open in <i>Kurzweil 3000</i>.</p> <ul style="list-style-type: none"> • Click the Print icon 	<p>Main toolbar: Print (Ctrl P)</p>  Print
9. Check for Updates	<p>Updates are frequent and free and address bugs or add enhanced features. Search for product updates from within <i>Kurzweil 3000</i>. Follow the Prompts.</p>	<p>Menu Bar->Online->Updates</p> <p>OR – Download from Website www.kurzweiledu.com</p>
10. Learn more about digital text and Universal Design for Learning (UDL)	<ul style="list-style-type: none"> • Learn about the National Instructional Materials Accessibility Standard (NIMAS) • Learn more about the Accessible Instructional Materials Consortium (AIM) • Learn more about www.bookshare.org and how to acquire digital files for students with print-based disabilities • Learn more about CAST's UDL framework and its core principles that support flexibility and choice: <ul style="list-style-type: none"> ○ Multiple means of Representation ○ Multiple means of Expression ○ Multiple means of Engagement 	<p>NIMAS www.nimas.cast.org</p> <p>AIM www.aim.cast.org</p> <p>Bookshare www.bookshare.org</p> <p>CAST www.cast.org</p>

Getting your content/files into *Kurzweil 3000*

<i>What would you like to do?</i>	<i>How can Kurzweil 3000 help?</i>	<i>Suggested tools to use...</i>
<p>1. Scan*</p> <p>Don't be afraid to ask your publisher for an accessible digital version of text. But, if your content is not available in a digital format already, you can easily turn paper curriculum materials into digital content.</p>	<p><i>Kurzweil 3000</i> makes it easy for you to scan in new materials.</p> <ul style="list-style-type: none"> • Open <i>Kurzweil 3000 Professional</i> on a computer connected to an ordinary scanner • Place document(s) on flatbed or in sheet feeder • Press the <i>scan</i> button on your <i>Kurzweil 3000</i> toolbar. • Save the file. <p><i>NOTE: Use Zone Edit and/or Edit Underlying Text features to correct any text-to-speech mistakes.*</i></p>	<p>Main toolbar: Scan button (F9)</p>  <p>NOTE: If you have a large volume of text to scan, consider using:</p> <ul style="list-style-type: none"> • Scanner with sheet feeder • OR Networked copy machine to scan and save files as PDF • Don't be afraid to liberate a book from its binding!
<p>2. Virtual Print*</p>  <p>Open digital files you created in any other programs (test, worksheets, graphic organizers, etc.) and turn them in to <i>Kurzweil</i> files. NOTE: If you can "Print" the file, you can turn it in to a <i>Kurzweil</i> file.</p>	<p>The <i>Virtual Print</i> feature in <i>Kurzweil 3000</i> allows you to open a file in any other program and "print" it to <i>Kurzweil 3000</i> to turn it in to a .kes file.</p> <ul style="list-style-type: none"> • Open the other program • Open the file you created with that program • Select Print and change the Printer choice to <i>KESI Virtual Printer</i> • Click <i>OK</i> • The new file will appear in <i>Kurzweil 3000</i> • Save this new .kes file 	<p>From within any other non-<i>Kurzweil 3000</i> program:</p> <p>Print-> Change Printer to KESI Virtual Printer-> Click <i>OK</i></p> <p>NOTE: Any tools on your Study skills toolbar can now be used to mark-up this new .kes file.</p>
<p>3. Open a PDF*</p>  <p>*Requires Professional Version of <i>Kurzweil 3000</i> or V13 and above.</p>	<p><i>Kurzweil 3000</i> can automatically recognize PDF files and turn them in to .kes files.</p> <ul style="list-style-type: none"> • From within <i>Kurzweil 3000</i> select <i>open</i> • Browse to your file • Open the file and select the page range you would like converted to <i>Kurzweil 3000</i> • The file will appear in <i>Kurzweil 3000</i> • Save the file 	<p>Main toolbar: Open button (Ctrl O)</p> 
<p>4. Read text in any application</p>	<p><i>Kurzweil 3000's Taskbar</i> tool can help you read text in any application:</p> <ul style="list-style-type: none"> • Right Click on your taskbar and make sure the <i>Kurzweil Taskbar</i> Toolbar is checked. • Drag and drop selected text from any 	<p>Windows Taskbar ->Toolbars-><i>Kurzweil</i> Taskbar</p> 




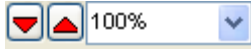
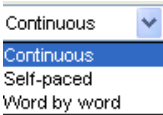
	<p>program onto the Kurzweil box on your taskbar and it will be read to you.</p>	
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Getting your content/files into *Kurzweil 3000* (continued)

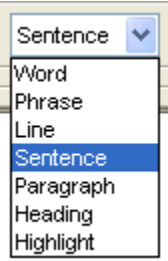



<i>What would you like to do?</i>	<i>How can Kurzweil 3000 help?</i>	<i>Suggested tools to use...</i>
<p>5. Read the Web</p>  	<p><i>Kurzweil 3000</i> can read web pages using <i>Mozilla Firefox</i> or <i>Internet Explorer</i> browsers.</p> <ul style="list-style-type: none"> • Press the Read-the-Web button • <i>Kurzweil 3000</i> automatically opens your default web-browser and provides a mini-<i>Kurzweil3000</i> toolbar • Click mouse wherever you would like to begin reading • Click the read button on your mini <i>Kurzweil 3000</i> toolbar. 	<p>Main toolbar: Read the Web</p> 
<p>6. Open an existing Document</p> <p>NOTE: More and more curriculum materials are ALREADY digital and chances are Kurzweil 3000 can read them!</p>	<p><i>Kurzweil 3000</i> can open and read most digital files including .doc, .docx, .txt, .rtf, .kes, .html, NIMAS*, file formats. (<i>Kurzweil 3000</i> cannot read video or audio files.)</p> <ul style="list-style-type: none"> • From within <i>Kurzweil 3000</i> select <i>open</i> • Browse to your file • Click <i>Open</i> • The file will appear in <i>Kurzweil 3000</i> • You can edit the text in these files 	<p>Main toolbar: Open button (Ctrl O)</p>  <p>*NIMAS: National Instructional Materials Accessibility Standard www.nimas.cast.org</p>
<p>7. Get Books from Bookshare.org</p> 	<p><i>Kurzweil 3000</i> can open and read files from www.Bookshare.org, a digital text repository with over 95,000 titles.</p> <ul style="list-style-type: none"> • You need to be qualified with a print-based disability and receive a Bookshare username and password to download books. • Select the <i>online</i> pull-down menu. • Select <i>Search for Books</i> • Download Book • Enter username and password. • <i>Kurzweil</i> opens the .opf file 	<p>Menu Bar -> Online-> Search for Books</p> <p>OR: Download daisy books from www.bookshare.org directly. Unzip the packaged files. Open the .opf file from within <i>Kurzweil 3000</i>.</p> <p>Note: Detailed instructions for working with Bookshare files can be downloaded from the Training Resources page at www.kurzweiledu.com/training-resources.html</p>
<p>8. Open a new blank document to write</p>	<p><i>Kurzweil 3000</i> is a talking word processor. Click “NEW” in <i>Kurzweil 3000</i> to begin a new blank writing document.</p>	<p>Main toolbar: New button (Ctrl N)</p> 
<p>9. Is there content already available in <i>Kurzweil 3000</i> format? YES!</p>	<ul style="list-style-type: none"> • Over 1800 public domain <i>Classic Literature</i> titles are on the <i>Kurzweil 3000</i> DVD and in the “Shared Collections” folder in the Web Universal Library, • <i>Metro Non-Fiction Bookbag</i> 	<p>For more information about these and other Content Resources: http://www.kurzweiledu.com/content-resources.html</p>

	<ul style="list-style-type: none"> • ReadingA-Z leveled readers • Passport Reading Journeys (Voyager) • Language! (Voyager) 	
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Reading




<i>What would you like to do?</i>	<i>How can Kurzweil 3000 help?</i>	<i>Suggested tools to use...</i>
1. Read Text Aloud	Kurzweil 3000's Text to speech technology correctly reads text selections aloud, models fluent reading, and supports difficulties with decoding.	Main toolbar: Read button (F3) 
2. Change Voice	You can change the reading voice to suit your preference. To change the voice : <ul style="list-style-type: none"> • Click on the down arrow on the Voice button on your yellow reading toolbar • Select a voice Kurzweil will access any speech engines on your computer. When installed, it provides you with a number of voice choices including the following high quality voices: <ul style="list-style-type: none"> • Julie (English) • Paul (English) 	Reading Toolbar: Voice button  NOTE: For <i>English Language Learners</i> and for reading text in foreign languages, the following voices are also available: <ul style="list-style-type: none"> • Violeta (Spanish) • Jacques (French)
3. Change Speed	The Reading Speed WPM can be increased or decreased to support the needs of the user and the density of the text. To change the reading speed: <ul style="list-style-type: none"> • Click the red UP or DOWN arrows on your Speed button • OR Click in the box on your Speed button and type in the desired reading rate 	Reading Toolbar: Speed Button  WPM: Words Per Minute Increase: (F11) Decrease: (F12)
4. Change size of Text	To support users with low vision, you can easily increase or decrease the size of an image document viewed in Kurzweil 3000 by changing the Zoom value: <ul style="list-style-type: none"> • Click the red UP or DOWN arrows on your Zoom button • OR Click the blue down arrow to select a preset zoom value. 	Reading Toolbar: Zoom Button  Zoom in: (F7) Zoom out: (F8) Note: for text documents, just change the font size.
5. Change the Pace that Kurzweil is Reading	The Reading Pace or Mode can be adjusted. <ul style="list-style-type: none"> • Continuous: continuous reading from page to page. • Self Paced: for pausing reading at the end of each unit. Click Read button to begin again. 	Reading Toolbar: Mode Button 

Reading (Continued)







<i>What would you like to do?</i>	<i>How can Kurzweil 3000 help?</i>	<i>Suggested tools to use...</i>
<p>6. Change size of Unit Highlighted</p>	<p><i>Kurzweil 3000</i> highlights a specified Unit of text when reading. You can adjust the chunk of text that is highlighted when reading:</p> <ul style="list-style-type: none"> • Click on Unit Button • Select one of the following: <ul style="list-style-type: none"> • Word • Phrase • Line • Sentence • Paragraph • Heading • Highlight 	<p>Reading Toolbar: Unit Button</p> 
<p>7. Change the Page</p>	<p>To move from one page to another in <i>Kurzweil 3000</i>:</p> <ul style="list-style-type: none"> • Click the red UP or DOWN arrows on your Page buttons. OR • Click the box and type in the page you would like to go to. • Press the “Return/Enter” Key 	<p>Reading Toolbar: Page Button</p>  <p>Next Page (Ctrl E) Previous Page (Ctrl R)</p>
<p>8. Turn off speech, but continue to highlight words to keep on task when reading independently</p>	<p>To Practice Silent Reading or Oral reading fluency skills with <i>Kurzweil 3000</i>:</p> <ul style="list-style-type: none"> • Click Audible button to silence the voice but continue highlighting at the set reading speed. It changes to Silent. • Click Silent to toggle back to audible reading. 	<p>Main toolbar: Audible/Silent button</p>  <p>Click: Audible for Silent reading</p>
<p>9. Open or Close Toolbars</p>	<p><i>Kurzweil 3000</i> has FOUR toolbars:</p> <ul style="list-style-type: none"> • Main • Reading • Study Skills • Writing <p>To Open/Close Toolbars:</p> <ul style="list-style-type: none"> • Click on the color coded toggle buttons on the left. 	<p>Toolbar Toggles:</p> 
<p>10. Customize toolbars</p>	<p>Tools on each toolbar can be added, removed or rearranged. Specific toolbar sets can be saved.</p>	<p>Menu Bar ->Tools->Customize->Toolbars</p>
<p>11. Make other customizations to</p>	<p><i>Kurzweil 3000</i> has numerous other options/preferences that can be adjusted to suit</p>	<p>Menu Bar ->Tools->Options (Ctrl F1)</p>

the reading environment	the individual learning needs of the user. Select Tools->Options to explore the many customizable features.	
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Vocabulary





<i>What would you like to do?</i>	<i>How can Kurzweil 3000 help?</i>	<i>Suggested tools to use...</i>
1. Support Vocabulary Development	<p><i>Kurzweil 3000</i> has several Word Study tools available to ensure understanding of new vocabulary words and to support reading comprehension. These reference tools are visual and auditory to support independent learning, unlimited repetition, and reinforcement:</p> <ul style="list-style-type: none"> • Dictionary • Human Pronunciation • Thesaurus • Picture Dictionary • Syllables • Spell • Translate <p>NOTE: Any word study tool content can be copied and pasted in to other documents to create vocabulary journals, support note-taking, etc</p>	<p>Main toolbar:</p> 
2. Get Definition of a Word	<p>To get the definition of any word using your chosen dictionary:</p> <ul style="list-style-type: none"> • Place your cursor just before a word or double click on a word to select it • Click on the Definition Button 	<p>Main toolbar: Dictionary (Ctrl D)</p> 
3. Change the Digital Dictionary	<p>In addition to the default American Heritage Dictionary, <i>Kurzweil 3000</i> offers several different dictionaries to choose from:</p> <ul style="list-style-type: none"> • American Heritage Children's • English->Spanish • English->French • English ->Italian • Spanish-> English • And others... <p>To change your Dictionary:</p> <ul style="list-style-type: none"> • Select Reference • Select Change Dictionary • Click on the dictionary you want to use. 	<p>Menu Bar->Reference->Select Dictionary->click on your dictionary choice</p> <p>Note: <i>Bilingual dictionaries</i> are available to support <i>English Language Learners</i></p>
4. Find synonyms of a Word to support comprehension or to expand word-choices when writing.	<p>A Digital Roget's Thesaurus is built in to <i>Kurzweil 3000</i>:</p> <ul style="list-style-type: none"> • Place your cursor just before a word or double click on a word to select it • Click on the Synonym Button 	<p>Main toolbar: Synonym (Ctrl Q)</p> 

Vocabulary (Continued)

<i>What would you like to do?</i>	<i>How can Kurzweil 3000 help?</i>	<i>Suggested tools to use...</i>
5. Get Human Pronunciation of a word	For instances when a human voice pronunciation would be more beneficial than a computerized voice: <ul style="list-style-type: none"> Place your cursor just before a word or double click on a word to select it Click on the Pronounce button 	Main toolbar: Pronounce (Ctrl U) 
6. Learn how a word breaks down in to syllables	To get the Syllabication of any word: <ul style="list-style-type: none"> Place your cursor just before a word or double click on a word to select it Click on the Syllables button 	Main toolbar: Syllables (Ctrl Y) 
7. Practice Spelling a word	To practice the correct Spelling of a word: <ul style="list-style-type: none"> Place your cursor just before a word or double click on a word to select it Click on the Spell button 	Main toolbar: Spell (Ctrl L)  NOTE: This is NOT Spell Check
8. Check Spelling of a word	To check the Spelling of any word you type: <ul style="list-style-type: none"> Click on the Spell Check Button Click on each choice to hear your options Click Change 	Writing toolbar: Spell Check (Shift F8) 
9. Translate passages of text to another language	To use the <i>Translate</i> feature powered by <i>Google Translate</i> : <ul style="list-style-type: none"> Highlight the selection of text you would like translated. Click the Translate button Select the Language From and Language To Click Translate. Click Read to hear the text OR Click Open in new document to create a new document of the translation. Save the new document. Also great for <i>translating documents</i> to share with students, parents and other members of the team.	Main toolbar: Translate  A powerful tool for <i>English Language Learners</i> to translate on the fly and build their knowledge of English. NOTE: You must be connected to the internet to use this feature.
10. Get a Picture of a word	<i>Kurzweil 3000</i> has a built-in picture dictionary of 1500 images. <ul style="list-style-type: none"> Place your cursor just before a word or double click on a word to select it Click on the Picture button 	Main toolbar: Picture 


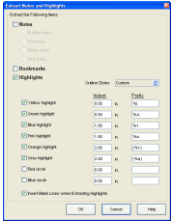

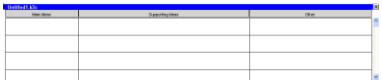
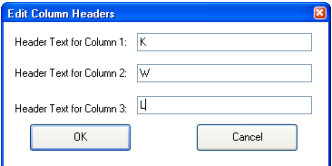
<p>You can also create your own picture dictionary:</p>	<ul style="list-style-type: none"> • Picture will pop up <p>To create your own: Menu Bar ->Reference->Select Dictionary->Picture Dictionary -> Setup->New->Browse to folder of your images</p>	<p>NOTE: The Picture Dictionary is also available in Spanish to support <i>English Language Learners</i>.</p>
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Study Strategies

<i>What would you like to do?</i>	<i>How can Kurzweil 3000 help?</i>	<i>Suggested tools to use...</i>
<p>1. Enhance my existing off-computer study strategies or innovate new ways of teaching study strategies using <i>Kurzweil 3000</i>.</p>	<p>Study strategies need to be explicitly taught, modeled and practiced. Study strategies help students go <i>beyond</i> reading to organizing, synthesizing, and analyzing information so that they can comprehend and retain new information.</p> <p>Common strategies include:</p> <ul style="list-style-type: none"> • Activating prior knowledge • Actively monitoring comprehension • Organizing main ideas and concepts • Generating and answering questions • Summarizing important information <p>As you explore the various tools available in <i>Kurzweil 3000</i>, consider all of the great strategies you are already using, explore new ones, and innovate ways of using <i>Kurzweil 3000</i> to help gain meaning from reading.</p>	<p>Study skills toolbar: All Tools</p> 
<p>2. Use <i>Kurzweil 3000</i> with an Interactive White Board (IWB)</p> 	<p>Excellent idea! Using Kurzweil300 with an IWB is a great way to get students to actively and collaboratively engage in text. It is also a powerful way to model and explicitly teach good study strategies.</p>	<p><i>Kurzweil 3000</i> installed on the Computer that is connected to your IWB and Projector.</p>
<p>3. Highlight important information</p>	<p>Highlighters Tools for highlighting key text structures before thoroughly reading the text or to mark up key information during reading.</p> <ul style="list-style-type: none"> ○ Different colors of highlighters let you associate different concepts with different colors (Parts of speech, vocabulary words, causes and effects, main ideas and supporting details, notes for a writing assignment, etc. (e.g. Green-Topic and concluding sentences, Yellow=Key Ideas, Pink=examples, evidence and elaborations, Blue=new vocabulary,)) 	<p>Study skills toolbar: Highlighter (teacher-selected color code)</p>  <p>(Orange and Grey highlighters are also available and can be put on your toolbar by selecting Tools->Customize Toolbars)</p>
<p>4. Circle important information</p>	<p>Circle Tools for circling key text structures before thoroughly reading the text or to mark up key information during reading.</p> <ul style="list-style-type: none"> ○ Different circle colors can be used to indicate specific text structures, categories, parts of speech, etc 	<p>Study skills toolbar: Circle OR Tools->notes->circle</p> 


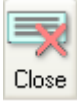



	(NOTE: Blue and Red Circle tools can be put on your toolbar by selecting Tools->Customize Toolbars)	
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Study Strategies (Continued)

<i>What would you like to do?</i>	<i>How can Kurzweil 3000 help?</i>	<i>Suggested tools to use...</i>
5. Erase Highlights or Circles	Highlights and Circles can be erased by selecting the Erase tool and dragging your mouse over the highlighted or circled text.	Study skills toolbar: Erase 
6. Collect highlighted text to create a study guide or outline of important information.	Extract feature can be used to extract any/all of your notes and highlights and create a new text document that can be used later to record answers or study for tests. <ul style="list-style-type: none"> • Highlight desired text • File->extract->notes and highlights • Select the highlights you want • Name and save the new file 	Menu Bar->File->Extract->Notes and Highlights 
7. Create a Column Note	Column Notes are used to organize text into meaningful categories. <ul style="list-style-type: none"> • Click on the Column Note tool to open a 3-column note that will appear at the bottom of the page. • To add content to the note: <ul style="list-style-type: none"> ○ Type directly into a cell ○ OR Drag and drop text from the open file above ○ OR Highlight key information and File->extract->extract highlights into Column Notes ○ Save the Column Note file (.k3c) ○ Same column note can be used to collect notes from multiple files. 	Study skills toolbar: Column Note   NOTE: Right click in a column note for additional options: <ul style="list-style-type: none"> • Hide 3rd Column • Copy to Excel • Cover & Reveal 2nd Column And more...
8. Change Column Note headings	Column Note headings can be changed to correlate with a specific educational task or purpose. To change the headings: <ul style="list-style-type: none"> • Right click on the heading • Type your desired headings in the dialog box • Click OK <p>Ideas for Column Note headings</p> <ul style="list-style-type: none"> • K-W-L • Causes-Effects 	Right Click on Column Note Header: 




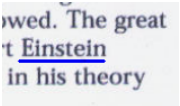

	<ul style="list-style-type: none"> • Word -Definition-Sentence • Character-Traits-Quotes • Predictions-What actually happened • Other ideas?? 	
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Study Strategies (Continued)

<i>What would you like to do?</i>	<i>How can Kurzweil 3000 help?</i>	<i>Suggested tools to use...</i>
9. Insert a Foot Note	<p>Foot Notes can be used for writing answers to your self-generated questions, providing clarifying information, etc. The content of Footnotes is hidden until the footnote is opened with a <i>double click</i>. Footnotes appear as numbered boxes within the text.</p> <ul style="list-style-type: none"> • Click on text in your open document • Click on the Foot Note Button • A numbered anchor appears where you had your cursor and a Foot Note window opens at the bottom of the document. • Type your question, answer, clarifying info, etc. • Click the Close Button on the Study Skills Toolbar 	<p>Study skills toolbar: Foot Note</p>  <p>To close the footnote: Study skills toolbar: Close</p> 
10. Insert a Sticky Note	<p>Sticky Notes can be used to insert questions/notes about the text or provide instructions. They are brightly colored and stand out when reading the text.</p> <ul style="list-style-type: none"> • Click on the Sticky Note Button • Click anywhere on your open document • Begin Typing 	<p>Study skills toolbar: Sticky Note</p>  <p>NOTE: not available in text documents</p>
11. Insert a Text Note	<p>Text Notes can be used to answer questions in a .kes test or quiz file. They have a transparent background – great for fill-in-the-blanks or labeling graphics.</p> <ul style="list-style-type: none"> • Click on the Text Note Button • Click anywhere on your open document • Begin Typing 	<p>Study skills toolbar: Text Note</p>  <p>NOTE: not available in text documents</p> <p>TO Quickly insert text notes on every blank line on a page: Menu Bar ->Tools -> Fill-in-the-blanks</p>
12. Insert a Voice Note	<p>Voice note tool can be used to insert a recording of your own voice noting your thoughts about the text being read. It relieves the user of the mechanics of typing.</p> <ul style="list-style-type: none"> • Click on the Voice Note Button • Click anywhere on your open document 	<p>Study skills toolbar: Voice button</p>  <p>NOTE: Microphone is needed to record voice notes.</p>


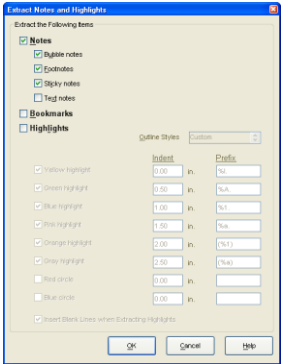
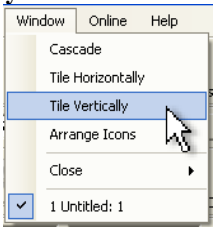
	<ul style="list-style-type: none"> • A dialog box will open • Click on the microphone to record a message up to 120 seconds long. • Click okay • To hear the note: Double click 	Voice notes are a great way to support <i>English Language Learners</i> by embedding clarifying notes recorded by native speakers of the language.
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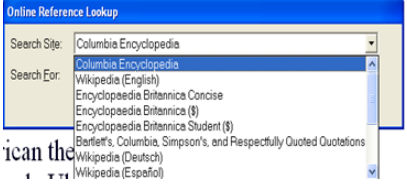
Study Strategies (Continued)

<i>What would you like to do?</i>	<i>How can Kurzweil 3000 help?</i>	<i>Suggested tools to use...</i>
13. Insert a Bookmark to mark important places in the text.	Bookmarks can be used to digitally mark key points in the text. <ul style="list-style-type: none"> • Click anywhere on your open file. • Click on the Bookmark Button • A dialog box will open • Type in description and click <i>Add</i> • To view Bookmarks in a document, click on the bookmark tool to view them all. • Click on the Bookmark you would like to <i>go to</i>. 	Study skills toolbar: Bookmark 
14. Create Mp3/Audio file 	Any file you open in Kurzweil 3000 can be turned in to an <i>audio file</i> that can be played on an mp3 player. Great for Studying on the bus! <ul style="list-style-type: none"> • File->Create Audio file • Save file to iTunes or folder 	Menu Bar ->File->Audio File ->Create Audio File
15. Insert a Hyperlink to a website that supplements the text.	Hyperlinks can be added to create a link to a web page, another document, or points within a document. <ul style="list-style-type: none"> • Place cursor next to word in text where you would like to create a hyperlink. • Choose type of hyperlink and fill in required information • Click okay • A blue line will appear under the selected word. • Double Click the word to open your link. 	Study skills toolbar: Hyperlink  
16. Insert a Bubble Note to embed comprehension questions.	Bubble Notes are used to embed comprehension questions, clarify information, etc. They “pop up” when reading. <ul style="list-style-type: none"> • Put cursor in front of or in middle of text. • Select Bubble Note tool • Select type of question <ul style="list-style-type: none"> ○ No Question ○ True False ○ Multiple Choice ○ Text Answer • Fill in question and choices 	Study skills toolbar: Bubble Note OR Tools->-Notes->Add Bubble Note  When embedded in text, a Bubble Note looks like this:


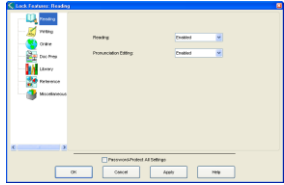
	<ul style="list-style-type: none"> Preview and Click OK <p>Answers to notes can be extracted and saved or printed: File->extract->Notes and Highlights -> Bubble notes</p>	
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Study Strategies (Continued)

<i>What would you like to do?</i>	<i>How can Kurzweil 3000 help?</i>	<i>Suggested tools to use...</i>
17. Delete a note	Any notes can be deleted: <ul style="list-style-type: none"> Click on the note ONE time Click delete button on Study Skills toolbar. OR Right Click on a note and select “Delete note” 	Study skills toolbar: Delete 
18. Collect Answers/Content in Notes	Extract feature can be used to extract any/all of your notes and highlights and create a new text document that can be used later to record answers or study for tests. This document can be saved, revised and printed. <ul style="list-style-type: none"> File->extract->notes and highlights Select the note types you want to extract Click OK Name and save the new file 	File->Extract->Notes and Highlights To extract answers and then save or print the file. Menu Bar->File->Extract->Notes and Highlights 
19. View Two files side-by-side (For example: Notes file and Content/Book File)	Tile Vertically feature can be used to look at two files side-by-side. Responses can be typed or dragged-and-dropped into the notes document. <ul style="list-style-type: none"> Open Content/Book file Open the Notes file Select Window->Tile Vertically The two documents will appear side by side. 	Menu Bar -> Window ->Tile Vertically 
20. Research topics without getting lost on the internet.	From within <i>Kurzweil 3000</i> , you can search a number of online reference tools (Wikipedia, Columbia Encyclopedia, etc.) for information about a topic. <ul style="list-style-type: none"> Menu Bar ->Online ->Online Reference Lookup Select site to Search 	Menu bar -> Online -> Online Reference lookup


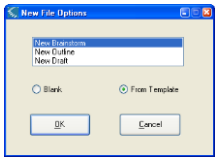





	<ul style="list-style-type: none"> Type in topic to search Click OK The encyclopedia pages will immediately be opened in <i>Kurzweil 3000</i> to read, save, take notes, etc. 	
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
Test Taking

<i>What would you like to do?</i>	<i>How can Kurzweil 3000 Help?</i>	<i>Suggested tools to use...</i>
<p>1. Create a Test, Quiz, Worksheet</p> <p><i>After you have created your test, quiz or worksheet in any other program: you can send it to Kurzweil 3000.</i></p>	<p>Create the test, quiz, worksheet, or other supplementary curriculum material using whatever program you normally use.</p> <ul style="list-style-type: none"> Open the program in which you created the file Open the file Select Print Select the KESI Virtual Printer Select OKAY File will open in <i>Kurzweil 3000</i> Add any needed Text Notes, or other annotations. Name and Save the file. It is now a .kes file to be shared 	<p>Virtual Print</p> <p>From within any other non-Kurzweil 3000 program:</p> <p>Print-> Change Printer to KESI Virtual Printer-> Click OK</p>
<p>2. Answer Questions on a test or worksheet</p>	<p>Any Study Skills Tools can be used to mark answers to a test or quiz.</p> <p>Text Notes are the most popular for answering questions in a .kes test or quiz file. They have a transparent background – great for fill-in-the-blanks.</p> <ul style="list-style-type: none"> Click on the Text Note Button Click anywhere on your open document Begin Typing OR use Highlights, Circles, Voice Notes or other note tools to indicate an answer. 	<p>Study skills toolbar: Text Note</p>  <p>NOTE: not available in text documents</p> <p>TO Quickly insert text notes on every blank line on a page: Menu Bar ->Tools -> Fill-in-the-blanks</p>
<p>3. Disable features for a test</p>	<p>Features such as Vocabulary supports, spell check and others can be disabled at the computer level.</p> <ul style="list-style-type: none"> Select Tools->Lock Features Select the desired features you would like to block Password protect the locks if desired Click OK 	<p>Menubar -> Tools -> Lock Features</p>  <p>Note: you can password protect feature locks</p>
<p>4. Password Protect a</p>	<p>In High Stakes instances, it may be necessary</p>	<p>Menubar ->File-> File Properties -</p>






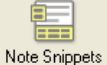
test or other file	to password protect a file. With this file encryption, the file cannot be opened without the password.	> File Encryption
5. Print a document	You can Print any document you open in Kurzweil 3000. <ul style="list-style-type: none"> Click the Print icon 	Main toolbar: Print (Ctrl P) 



Writing

<i>What would you like to do?</i>	<i>How can Kurzweil 3000 Help?</i>	<i>Suggested tools to use...</i>
1. Start Writing	<i>Kurzweil 3000</i> has tools to support all stages of the Writing Process. No matter what type of learning style, there are multiple entry points into and through the writing path as part of the multi-draft cyclical process of writing. <ul style="list-style-type: none"> Click on Start Writing button to begin A dialog box will open Select the type of document you would like to begin with: <ul style="list-style-type: none"> Outline Brainstorm Draft Click OK 	Writing toolbar: Start Writing   OR Main toolbar: NEW button (Ctrl N)  to start a new blank Draft.
2. Listen to my written work	<i>Kurzweil 3000</i> 's talking word processor to read text out loud can be extremely helpful with editing and revising written work.	Main toolbar: Read button (F3) 
3. Change Font, size, style, alignment, etc.	Basic tools for style are available: <ul style="list-style-type: none"> Font Size Style Alignment 	Writing toolbar: Style Tools 
4. Check Spelling	To check the Spelling of any word you type: <ul style="list-style-type: none"> Click on the Spell Check button Click on each choice to hear your options Click Change 	Writing toolbar: Spell Check (Shift F8) 
5. Get help with predicting words as I type	Word Prediction will Guess words as they are typed based on frequency and recency. <ul style="list-style-type: none"> Click on the Word Prediction button Begin typing your draft Words will be offered as you type Click on the Number of the word to insert in to your text. 	Writing toolbar: Word Prediction (Shift F11) 
6. Use Word Lists to	Word Lists can prompt students to use	Writing toolbar: Word Lists

support writing	<p>content specific words and vary their word choices.</p> <ul style="list-style-type: none"> • Click on Word Lists • Select Edit Word Lists • Select up to four word lists • Words can be selected, dragged and dropped from a word list to a draft 	 <p>New Word Lists can be created: Menu Bar ->Tools->Set Up Word Lists</p>
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Writing (Continued)

<i>What would you like to do?</i>	<i>How can Kurzweil 3000 Help?</i>	<i>Suggested tools to use...</i>
<p>7. Brainstorm Ideas or create a Graphic Organizer template for writing</p>	<p>Use Brainstorm to map and organize ideas. Add visual cues with color, shape and size using the Brainstorm Palette.</p> <ul style="list-style-type: none"> • Click on Brainstorm button • Single click a bubble to select it • Double-click a bubble to type text • Select Quick Takes tool from Brainstorm Palette • Type ideas and hit return • A web of ideas is created • Automatically available in Outline View, too. 	<p>Writing toolbar: Brainstorm</p>  
<p>8. Use a Graphic Organizer Template</p>	<p>Create new graphic organizers or use/modify from a list of several pre-made Brainstorm Graphic Organizer Templates designed to support different genres of writing.</p>	<p>Writing toolbar: Start Writing -> Open Brainstorm from Template</p> 
<p>9. Create or revise ideas in an outline</p>	<p>Begin Writing using an outline.</p> <ul style="list-style-type: none"> • Click on the Outline button to start an outline from scratch OR • Beginning with your column notes from your reading: <ul style="list-style-type: none"> ○ File->Extract Column Notes to Outline • Use the Outline Palette to revise and add ideas to your outline OR 	<p>Writing toolbar: Outline</p>   <p>Menu Bar -> Extract ->Column notes to an outline</p>
<p>10. Use a Note Snippet to support writing</p>	<p>Note Snippets are automatically created from every saved column note. If you don't need a lot of structure to support writing, Note Snippets are great way to access a floating collection of your notes while you are writing your draft in a blank document.</p>	<p>Study skills toolbar: Note Snippets</p>  <p>NOTE: Created from Column Notes ONLY</p>
<p>11. View my outline and draft at the</p>	<p>Split Screen button allows you to see your Outline and Draft at the same time.</p>	<p>Writing toolbar: Split Screen</p>

same time		
12. Create Review items from a Writing Rubric	For the Final Stage of the Writing Process, Click on the Review Checklist . Customize it to reflect individual writing rubrics. To Modify Review items: Menu Bar -> Tools -> Options -> Review Items	Writing toolbar: Review 

How do you begin implementing *Kurzweil 3000*?

1. **LEARN** about *Kurzweil 3000* and expand your personal learning network by receiving quality professional development and joining the *Kurzweil 3000* community:

CLT Implementation Services Department

 www.facebook.com/cambiumtech

 [#cambiumtech](https://twitter.com/cambiumtech)

 *Kurzweil 3000* Listserv

 <https://clt.webex.com>

 <http://www.youtube.com/user/cambiumtech>

2. **PLAN** ways to use *Kurzweil 3000* as a tool to *extend your reach* as a teacher or *increase your independence* as a student.

What is your main goal for using *Kurzweil 3000* software?

Are there any obstacles you need to consider?

3. **APPLY** what you have learned about *Kurzweil 3000* by incorporating it into your *existing teaching and learning strategies* using your curriculum content.

1. One thing I can try tomorrow:

2. One thing I can teach someone else to do:

3. One thing I would like to explore further:

Notes/Action Items/Ideas: