1. —————————————————————————————

Add images to Bubble Notes in Kurzweil 3000 for Windows

Create a new bubble note or open an existing one.
Place your cursor in the main text area of the note and click the **Insert button.**
Choose the image you would like to insert.
Supported file types are:
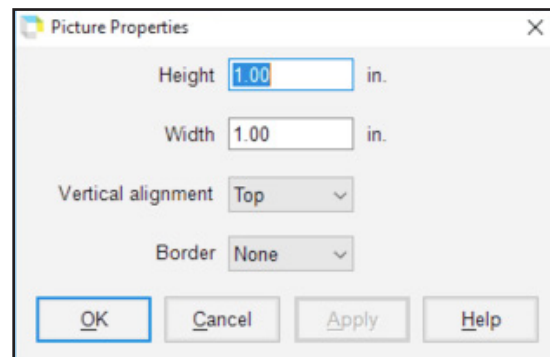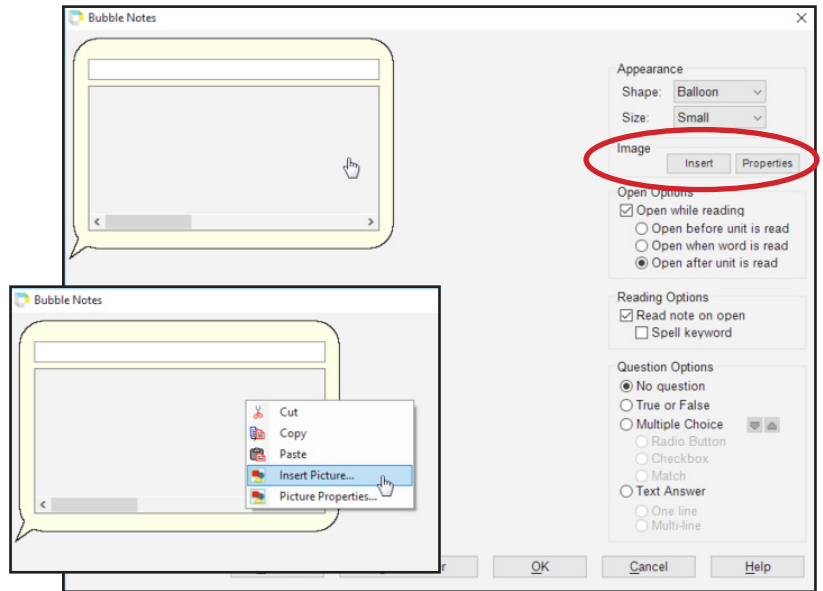
- BMP
- JPG
- JPEG
- WMF
- ICO

Additional ways to add an image:
Right Click in the main text area of the note and choose **Insert Picture...**

Copy an image in another application and **Paste** it into the note.

(See online Help for additional information)

To adjust the image within the note
- Select the image in the note
- Click the **Properties button**
- Adjust Width or Height, Alignment, and Border

When you change one size measurement, the other will automatically adjust to maintain the image proportion in **inches**.

2.

Add images to Bubble Notes in Kurzweil 3000 for Web Browsers (Kurzweil3000.com)
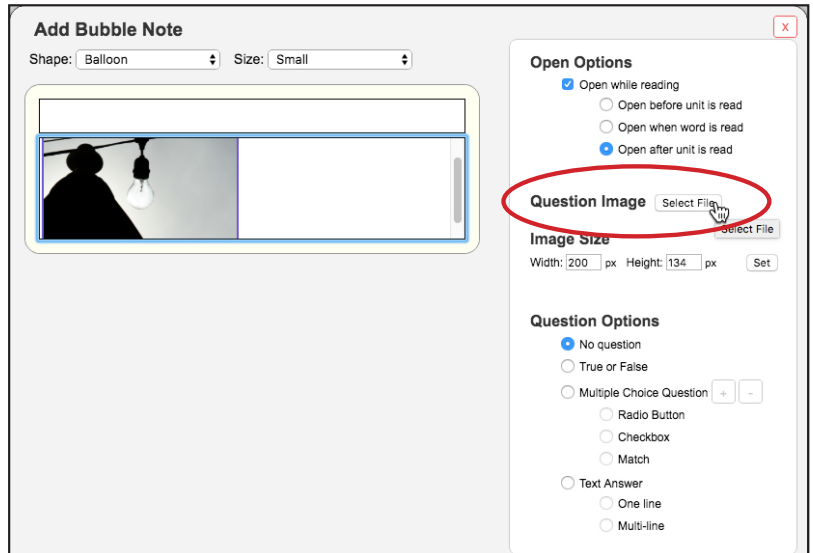
Create a new bubble note or open an existing one.
Place your cursor in the main text area of the note and click the **Select File button.**
Choose the image you would like to insert.
Supported file types are:

- PNG
- JPG
- JPEG
- BMP
- ICO

Additional way to add an image:
Copy an image in another application and **Paste** it into the note.
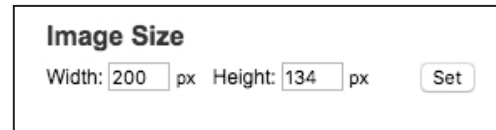
(See online Help for additional information)

To adjust the image size within the note
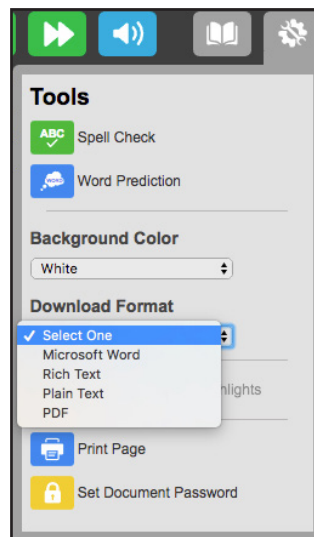- Select the image in the note
- Adjust the **Image Size Width or Height**
- Click **Set**

When you change one measurement, the other will automatically adjust to maintain the image proportion in **pixels**.

3.

Download an outline to multiple file formats from Kurzweil 3000 for Web Browsers
Use the Tools drop down menu in Outline View to download your outline to multiple file formats.
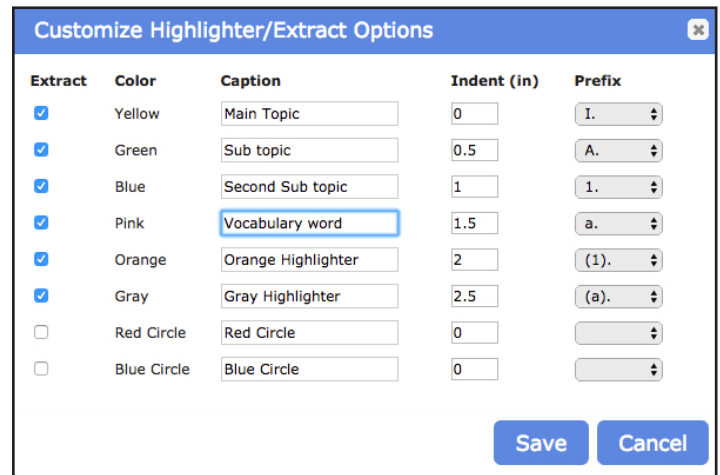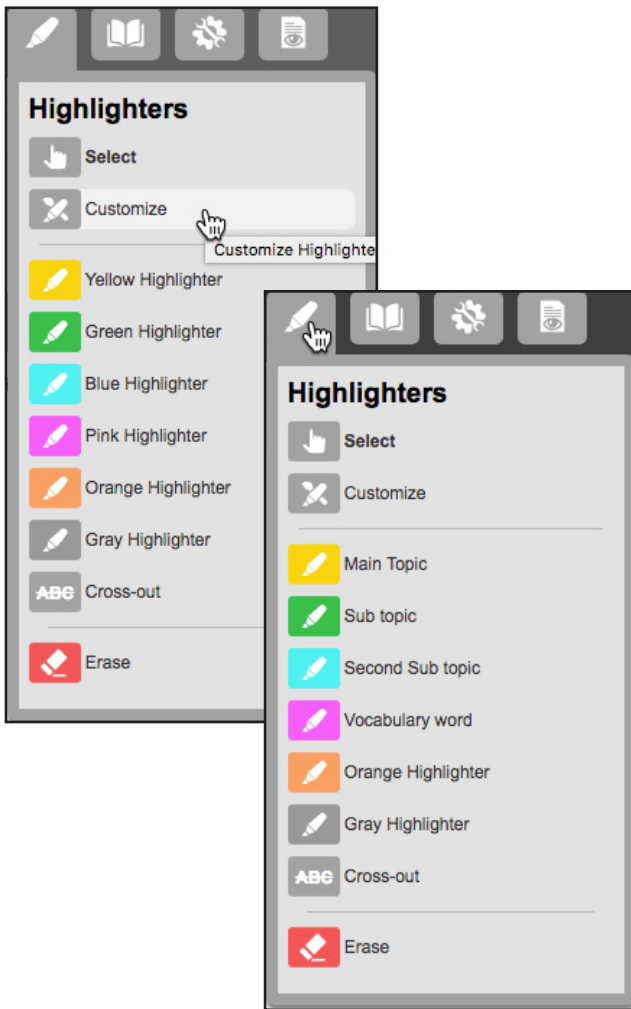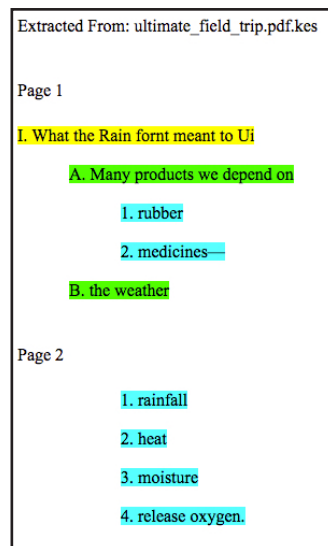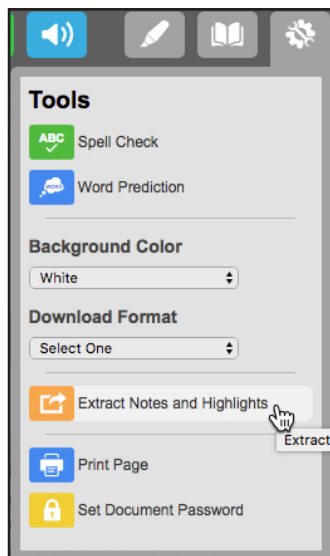
4.

Customize highlighter names and outline extract options in Kurzweil 3000 for Web Browsers
In the Highlighter drop down menu, choose Customize
You can change the names of each highlighter and adjust the indents and numbering convention for extracting to an outline.

Highlighters

- Select
- Customize — *Customize Highlighter*
- Yellow Highlighter
- Green Highlighter
- Blue Highlighter
- Pink Highlighter
- Orange Highlighter
- Gray Highlighter
- Cross-out
- Erase

Highlighters

- Select
- Customize
- Main Topic
- Sub topic
- Second Sub topic
- Vocabulary word
- Orange Highlighter
- Gray Highlighter
- Cross-out
- Erase

Customize Highlighter/Extract Options

Extract	Color	Caption	Indent (in)	Prefix
☑	Yellow	Main Topic	0	I.
☑	Green	Sub topic	0.5	A.
☑	Blue	Second Sub topic	1	1.
☑	Pink	Vocabulary word	1.5	a.
☑	Orange	Orange Highlighter	2	(1).
☑	Gray	Gray Highlighter	2.5	(a).
☐	Red Circle	Red Circle	0	
☐	Blue Circle	Blue Circle	0	

Save   Cancel

Use the Tools drop down menu to Extract Notes and Highlights to an outline.

Tools

- Spell Check
- Word Prediction

Background Color
White

Download Format
Select One

- Extract Notes and Highlights — *Extract*
- Print Page
- Set Document Password

Extracted From: ultimate_field_trip.pdf.kes

Page 1

I. What the Rain fornt meant to Ui

    A. Many products we depend on

        1. rubber

        2. medicines—

    B. the weather

Page 2

        1. rainfall

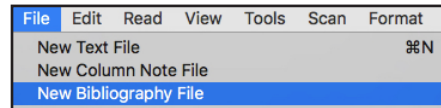   2. heat

        3. moisture

        4. release oxygen.

Bibliography creation in Kurzweil 3000 for Macintosh
Create a bibliography in either ML8 or APA format.

File > New Bibliography File

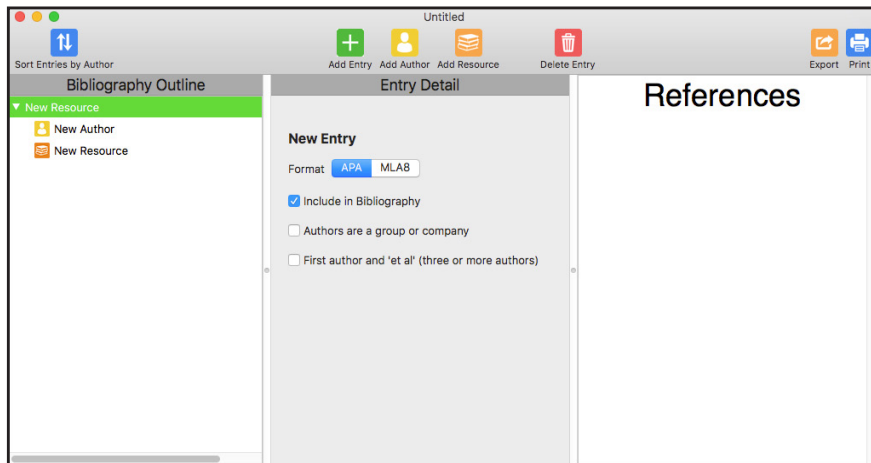| File	Edit	Read	View	Tools	Scan	Format
New Text File						⌘N
New Column Note File						
New Bibliography File						

The new bibliography file has 3 columns:

Bibliography Outline - the list of entries you create

Entry Details - where you enter the details for each author and entry

References (MLA8) or **Works Cited** (APA) - the list as it will appear in your bibliography
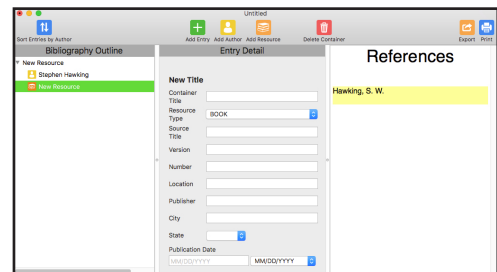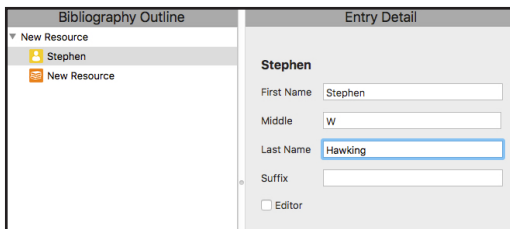
Across the top are buttons for sorting the outline, adding an entry, author or resource, deleting an entry, exporting, and printing the bibliography.
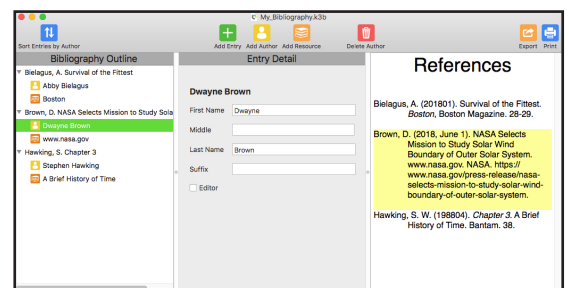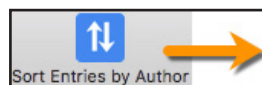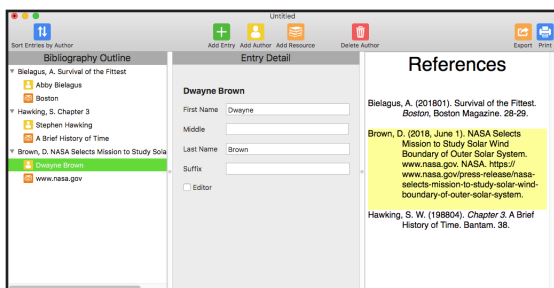
Choose from either APA or MLA8 format.

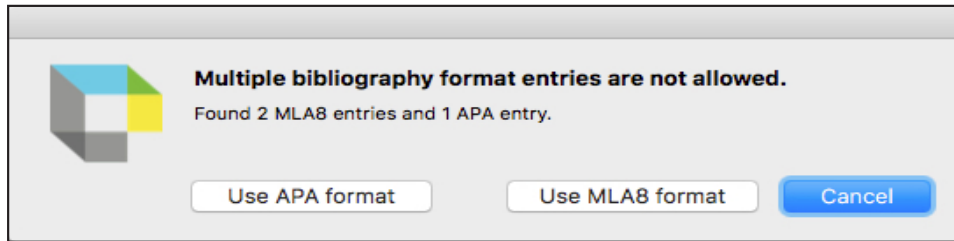Click **New Author** to enter the author's information.   Click **New Reference** to enter the details.

As you add entries, the Outline will appear in the order you entered them, the References will appear in order by author. You can sort the Outline by author by clicking the **Sort Entries By Author button**.

When creating your entries, keep in mind that all of them need to be the same format. You can change them from APA to MLA8 and back, but all entries will be the same format. When you change one you will be asked to change all.
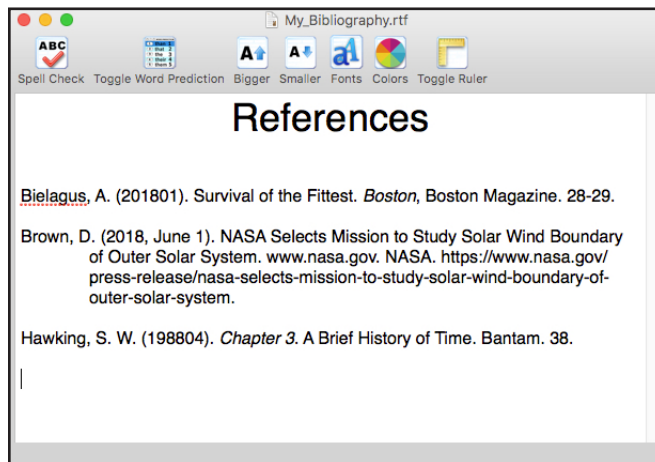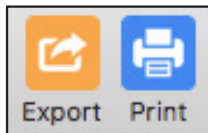
Multiple bibliography format entries are not allowed.
Found 2 MLA8 entries and 1 APA entry.

Use APA format   Use MLA8 format   Cancel

Don't forget to Save!
When you save your bibliography file it will have a .k3b extension.

My_Bibliography.k3b

Once you have saved the file, you can then **Export** it to an .rtf file to be used anywhere you need it. You can also **Print** it or **Copy and Paste** the text in the References column into another application.
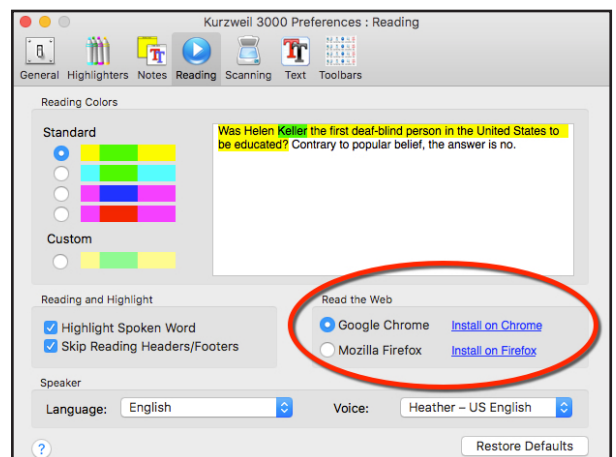
Export   Print

My_Bibliography.rtf

ABC
Spell Check Toggle Word Prediction Bigger Smaller Fonts Colors Toggle Ruler

References

Bielagus, A. (201801). Survival of the Fittest. *Boston*, Boston Magazine. 28-29.

Brown, D. (2018, June 1). NASA Selects Mission to Study Solar Wind Boundary of Outer Solar System. www.nasa.gov. NASA. https://www.nasa.gov/press-release/nasa-selects-mission-to-study-solar-wind-boundary-of-outer-solar-system.

Hawking, S. W. (198804). *Chapter 3*. A Brief History of Time. Bantam. 38.

6.

Read the Web reading preference in Kurzweil 3000 for Mac Subscription only
Set the default browser for the Read the Web feature.
Kurzweil 3000 > Preferences > Reading
- Make sure Chrome or Firefox is installed on your computer, and that Safari is not your default browser.
- Choose the default browser in the Read the Web preferences.
- Click the **Install on Chrome** or **Install on Firefox** link to add the Read the Web extension to your browser.
- Close the Preferences window.

Kurzweil 3000 Preferences : Reading

General Highlighters Notes Reading Scanning Text Toolbars

Reading Colors

Standard

Was Helen Keller the first deaf-blind person in the United States to be educated? Contrary to popular belief, the answer is no.

Custom

Reading and Highlight
☑ Highlight Spoken Word
☑ Skip Reading Headers/Footers

Read the Web
⦿ Google Chrome   Install on Chrome
○ Mozilla Firefox   Install on Firefox

Speaker
Language: English   Voice: Heather – US English

Restore Defaults

All New Features with Kurzweil 3000 V16.00

Kurzweil 3000 for Web Browsers
- Ability to Embed Picture in Bubble Note
- Download an Outline to multiple formats
- Customize Highlighters and Extract Notes Preferences

Windows and Macintosh All Editions
- Updated OCR engine
- Updated Voices

Kurzweil 3000 for Windows Subscription, Standalone & Network
- Embed a Picture in a Bubble Note

Kurzweil 3000 for Macintosh Subscription & Standalone
- Bibliography
- 64bit architecture

Kurzweil 3000 for Windows Standalone & Network
- Silent/Secondary zone reading
- Support for Bookshare EPUB 3 file format
- Save Copy to Google Drive
- Higher Ed Brainstorm templates
- Bibliography (MLA8 and APA format)
- Speech to Text
- Additional feature locks

Kurzweil 3000 for Macintosh Subscription
- Read the Web reading preference

Kurzweil 3000 for Macintosh Standalone
- Silent/Secondary zone recognition
- Spell Check / Word Prediction in Brainstorm/Outline
- Skip Header/Footer Reading
- Selection of PDF Page Ranges
- Speech to Text
- Save Copy to Google Drive
- Additional feature locks
- Column notes