

Accessing Functions and Features from the Keyboard

Note: This document is excerpted from the *Kurzweil 3000 for Windows User's Guide Version 10*, where it appears as *Appendix A*.

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.

Accessing Menus, Menu Commands and Dialog Boxes

You can access all Kurzweil 3000 menus, menu commands, dialog boxes and dialog box options using the following standard Windows access keys and other interface navigators:

<i>To</i>	<i>Use Key(s)</i>	<i>Notes</i>
Open a menu or select a command from a menu or dialog box.	ALT + underlined letter	Press the ALT key to display underlined letters. Then press the appropriate underlined letter to display a menu, select a menu command, open a dialog box and/or select a command in a dialog box. Note: In some instances, the underlined letter is hard to see because the underline falls below letters like l or i.
Move between options in dialog boxes. Also select a dialog box button such as OK or Cancel .	TAB	
Move through menu commands, as well as dialog box option lists.	ARROW keys (up, down, left or right)	

<i>To</i>	<i>Use Key(s)</i>	<i>Notes</i>
Select or deselect a check box, or carry out the action of a selected dialog box button, such as OK or Cancel .	SPACEBAR	
Carry out action of a selected dialog box button, such as OK , Apply or Cancel .	ENTER	If a change is made to a dialog box option, pressing ENTER applies the change, even if you have not tabbed to the OK or Apply button. If no change has been made, pressing ENTER closes the dialog box.
Close an open menu or dialog box.	ESC	Pressing the ESC key is the same as selecting Cancel in a dialog box. No changes are made.

Function Keys

The following table lists Kurzweil 3000 commands that you can perform by pressing a function key.

In the **Works in Document Types: Image/Text** column below **Image** indicates that a function key works in an image document. **Text** indicates that a function key works in a text document.

Key(s)	Use to	Works in Document Types: Image/Text
F1	Launch Help.	Image/Text
F2	Move the cursor backward by the currently selected Reading Unit.	Image/Text
F3 or CTRL+SHIFT+Z	Read/pause.	Image/Text Note: In Read the Web , use only CTRL+SHIFT+Z.
F4	Move the cursor forward by the currently selected Reading Unit.	
F5	Fit to Text Width.	Image
F6	Fit to Text Height.	Image
F7	Zoom In 10%.	Image/Text
F8	Zoom Out 10%.	Image/Text
F9	Start New Scan.	Image/Text
F11	Read Faster.	Image/Text
F12	Read Slower.	Image/Text

Shortcut Keys

The following table lists Kurzweil 3000 commands performed by pressing a pair of keys (shortcut keys).

In the **Works in Document Types: Image/Text** column below **Image** indicates that a shortcut works if you're in an image document. **Text** indicates that a shortcut works if you're in a text document.

Reference Shortcuts		Works in Document Types: Image/Text
Definition.	CTRL+D	Image/Text
Synonyms.	CTRL+Q	Image/Text
Syllables.	CTRL+Y	Image/Text
Spell Word.	CTRL+L	Image/Text

Tools Shortcuts		Works in Document Types: Image/Text
Open Options dialog box.	CTRL+F1	Image/Text
With Word Prediction running, toggles focus between the document and the Word Prediction window.	CTRL+' (the key to the left of the 1 key)	Text/Notes in Image document
Open New Pronunciation dialog box.	CTRL+F7	Image/Text
Open Spell Corrections (spell check) dialog box.	SHIFT+F8	Image/Text

<i>Tools Shortcuts (Continued)</i>		<i>Works in Document Types: Image/Text</i>
Open Word Prediction dialog box.	SHIFT+F11	Image/Text
Open Edit Underlying Text mode.	CTRL+F10	Image
Open Magnify Text window.	CTRL+K	Image/Text

<i>File Shortcuts</i>		<i>Works in Document Types: Image/Text</i>
New text file.	CTRL+N	Image/Text
Open.	CTRL+O	Image/Text
Save.	CTRL+S	Image/Text
Print.	CTRL+P	Image/Text
Close.	CTRL+F4	Image/Text
Show next document.	CTRL+TAB	Image/Text
Copy all text from a document open in another application into a new text document in Kurzweil 3000. Note: Kurzweil 3000 must be running.	CTRL+ALT+R	Text

<i>File Shortcuts (Continued)</i>		<i>Works in Document Types: Image/Text</i>
Copy selected text from a document open in another application into a new text document in Kurzweil 3000. Note: Kurzweil 3000 must be running.	CTRL+SHIFT+R	Text

<i>Notes Shortcuts</i>		<i>Works in Document Types: Image/Text</i>
Open Note Options dialog box.	CTRL+F3	Image/Text
Open Bookmarks dialog box.	CTRL+F12	Image/Text
Add Footnote.	SHIFT+F5	Image/Text
Add Voice Note.	SHIFT+F7	Image/Text
Move to next Text Note or Sticky Note.	TAB key	Image
Close Footnote.	SHIFT+F6	Image/Text

Scanning Shortcuts		Works in Document Types: Image/Text
Zoom (My Zoom).	CTRL+M	Image/Text
First Page.	CTRL+I	Image
Cancel Scan.	SHIFT+F9	Image/Text
Scan Repeatedly.	CTRL+F9	Image/Text
Start Kurzweil 3000 scanning, even if you are in another application. Note: Kurzweil 3000 must be running.	CTRL+ALT+S	
Turn on/off Zone Editing.	CTRL+F5	Image
Turn on/off Header/Footer Editor.	CTRL+F8	

View Shortcuts		Works in Document Types: Image/Text
Zoom (My Zoom).	CTRL+M	Image/Text
Next Page.	CTRL+E	Image
Previous Page.	CTRL+R	Image
Go To Page.	CTRL+G	Image
Magnify Spoken Word dialog box.	CTRL+K	Image/Text

<i>Edit Shortcuts</i>		<i>Works in Document Types: Image/Text</i>
Undo.	CTRL+Z	Image/Text
Cut.	CTRL+X	Image
Copy.	CTRL+C	Image/Text
Paste.	CTRL+V	Image
Select All.	CTRL+A	Image/Text
Find. (Open Find Bar)	CTRL+F	Image/Text
Replace.	CTRL+H	Image/Text
Change Underlying Word.	CTRL+W	Image
Increase font size by one point.	CTRL+[Text
Decrease font size by one point.	CTRL+]	Text
Make selected text superscript.	CTRL+ SHIFT+ the plus key (+)	Text
Make selected text subscript.	CTRL+ the plus key (+)	Text

Miscellaneous Shortcuts		Works in Document Types: Image/Text
Insert tab space.	TAB key in text document.	Text
Show Shortcut (Right Mouse Button) menu.	MENU key (to the left of right-hand CTRL key)	Image/Text
Open/Close Toolbar Toggles.	CRTL+SHIFT+F9 (Main) CRTL+SHIFT+F10 (Reading) CRTL+SHIFT+F11 (Study Skills) CRTL+SHIFT+F12 (Writing)	Image/Text

Zone Editing Shortcuts	
Note: Zone Editing shortcuts apply only to image documents.	
Move to next zone and select it.	TAB
Move to previous zone and select it.	SHIFT+TAB
Make selected zone Primary.	CTRL+1
Make selected zone Secondary and put it last.	CTRL+2
Make selected zone Graphic.	CTRL+3
Delete selected zone.	DELETE
Delete all zones.	SHIFT+DELETE
Set reading order of selected zone to 1 through 9.	1–9

Zone Editing Shortcuts (Continued)	
Note: Zone Editing shortcuts apply only to image documents.	
Help.	H
Open Properties dialog box.	P
Reset page to original state.	R
Add Zone. (Press any key to exit adjust mode).	+
Adjust Zone. (Press any key to exit adjust mode).	A

Using the Keyboard to Move the Cursor

The following table details keyboard shortcuts for moving the cursor within image and text documents.

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

<i>To Move the Cursor...</i>	<i>Use Key(s)</i>
To the left one character at a time in text documents. To the left one word at a time in image documents.	LEFT ARROW
To the right one character at a time in text documents. To the right one word at a time in image documents.	RIGHT ARROW
Up one line at a time.	UP ARROW
Down one line at a time.	DOWN ARROW
Backward by the currently selected Reading Unit.	F2
Forward by the currently selected Reading Unit.	F4
Backward by, and highlight, the currently selected Reading Unit.	SHIFT+F2
Forward by, and highlight, the currently selected Reading Unit.	SHIFT+F4
To the beginning of the current line.	HOME
To the end of the current line.	END
Up one window's worth of text in text documents. Up one screenful or to the previous page depending on the Zoom level, in image documents.	PAGE UP

<i>To Move the Cursor... (Continued)</i>	<i>Use Key(s)</i>
Down one window's worth of text in text documents. Down one screenful, or to the next page (depending on the Zoom level) in image documents.	PAGE DOWN
To the left one word at a time in text documents only.	CTRL+LEFT ARROW
To the right one word at a time in text documents only.	CTRL+ RIGHT ARROW
Up one paragraph at a time in text documents. Up one line at a time in image documents.	CTRL+ UP ARROW
Down one paragraph at a time in text documents. Down one line at a time in image documents.	CTRL+ DOWN ARROW
To the end of a text document. To the end of the current page of an image document.	CTRL+END
To the beginning of text document. To the left one word at a time in image documents.	CTRL+HOME

