Kurzweil 3000 for Windows™
Version 10 Quick Reference

This Quick Reference provides information about the Kurzweil 3000 user interface, common tasks, and important options. Please consult either the *Kurzweil 3000 for Windows User's Guide* or online Help for detailed concepts and procedures for all Kurzweil 3000 features and functions.

Note: Some functions, features, and procedures, such as scanning, are only available with the Kurzweil 3000 Professional product, and are not available with the Kurzweil 3000 LearnStation™.
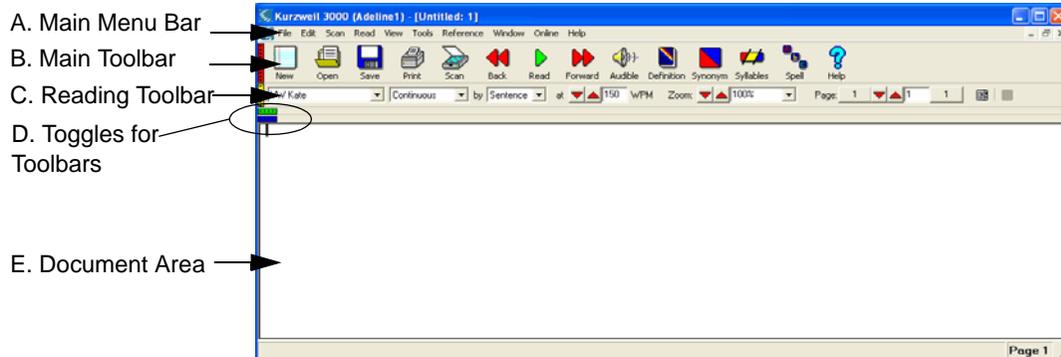
Starting Kurzweil 3000

Double-click the Kurzweil 3000 icon on the desktop.

The Kurzweil 3000 Application Window

When you start Kurzweil 3000 for the first time, it looks like this:

A. Main Menu Bar
B. Main Toolbar
C. Reading Toolbar
D. Toggles for Toolbars
E. Document Area

A. **Main Menu bar:** Access all Kurzweil 3000 features and functions. Many Kurzweil 3000 features and functions, as well as menu items, also have keyboard shortcuts. See also "Shortcuts and Function Keys" on page 22.

B. **Main Toolbar:** Access frequently used functions.

C. **Reading Toolbar:** Access frequently used reading functions.

D. Toggles for Toolbars: Click to show or hide toolbars. Red Toggle for Main toolbar, Yellow Toggle for Reading toolbar; Green Toggle for Study Skills toolbar and Blue Toggle for Writing toolbar. There are also shortcut keys for showing/hiding these toolbars, see "Showing and Hiding Toolbars" on page 12.

E. **Document Area:** View document(s).

The Default Main Toolbar

The default **Main Toolbar** provides the following buttons:

For more on using:
- **Reading Tools**, see "Reading" on page 4.
- **Reference Tools**, see "Using Reference Tools" on page 5.
- **Document Management Tools**, see "Managing Documents" on page 8.
- **Scanning**, see page 18.

Note: All Kurzweil 3000 toolbars are customizable; see "Customizing Toolbars" on page 13.
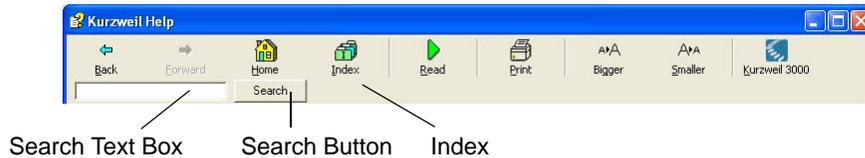
Help at Any Time

To access Kurzweil 3000 comprehensive online Help pages:
Click the **Help** icon on the **Main** toolbar, or for dialog-specific help, click **Help** in the dialog.

To search Help pages:
Type the search text in the **Search text box** and click **Search**.

Or click **Index** and then the letter for the first letter of your desired topic.

To view multimedia How To clips:
From the **Help** menu, select **How To**, and then select the desired video clip.

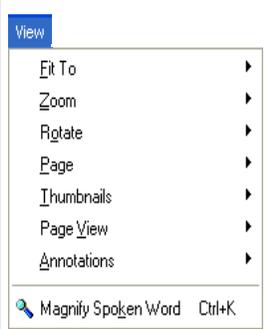**To find product documentation in PDF:**
From the product CD, open the **Documentation** folder.

Opening and Viewing a Document

Click: ▣ to **Open** a document. In the **Open** dialog navigate to and open the desired file.

Viewing Options

The **View** menu includes the following options:

View Fit To ▸ Zoom ▸ Rotate ▸ Page ▸ Thumbnails ▸ Page View ▸ Annotations ▸ 🔍 Magnify Spoken Word Ctrl+K	**Fit To:** Specify how an image file is displayed in the document area. **Rotate:** Rotate an image file 90° left or right, or turn it upside down. **Thumbnails:** Display a thumbnail of the current page at the right side of the document area, or display the entire document as thumbnails in various sizes. **Page View:** Remember the page fit and zoom level selections for the current page. Remember to save the document with the page view settings before closing it. **Annotations:** Display or hide Notes, including Bubble Notes, Voice Notes, Highlighting, and Bookmarks in image documents. **Magnify Spoken Word:** Display the current word in a separate magnifier window.

To view multiple documents at once:

    Use the **Cascade**, **Tile Horizontally** or **Tile Vertically** options from the **Window** menu.

Reading

Basic reading:
1. Click inside an open document.
2. In the **Main** toolbar, click:

   ▶ to **Start Reading**.

   ❚❚ to **Pause Reading**.

   ◀◀ then ▶ to **Read previous reading unit**.

   ▶▶ then ▶ to **Read next reading unit**.

   🔊 to switch between **Reading audibly or silently**.

3. To go to a specific page, you can use the **Page** controls on the **Reading** toolbar.

Page: 1 ▼▲1   2

Reading Settings from the Reading Toolbar

VW Kate ▼ | Continuous ▼ | by Sentence ▼ | at ▼▲150 WPM | Zoom: ▼▲100% ▼

Reading Voice Reading Mode Reading Unit Reading Speed Document View

- **Reading Voice:** Specify the voice you want.
- **Reading Mode:** Specify how you want Kurzweil 3000 to read.
- **Reading Unit:** Specify how much text you want Kurzweil 3000 to highlight while reading.
- **Reading Speed:** Specify the speed with which you want Kurzweil 3000 to read.
- **Zoom Level**: Enlarge or reduce the view.

Note: These settings are also available from the **Read** menu.

Additional Reading Options

From the **Reading Options** pane (see "Setting Options in Kurzweil 3000" on page 15), use:
- **Language** list to select another reading language.
- **Speaker** list to change reading voices.
- **Pause at Empty Notes** in conjunction with Text Notes in Fill in the Blanks tests.
- **Highlight Spoken Word** to highlight or not highlight words as Kurzweil 3000 reads.

Magnify Spoken Word from the **View** menu displays the current word being read in a separate magnifier window.

Using Reference Tools

Select a word in a document and click the desired reference tool on the **Main** toolbar:

to look up a word's **Definition**.
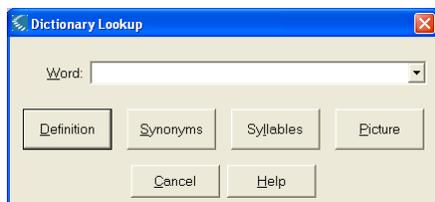
to find one or more **Synonyms**.

to see and hear a word's **Syllables**.

to hear a word spelled aloud.

Or from the **Reference** menu, choose **Look Up Word I Type**, type the word and click the desired reference tool button.

Additional Reference Options

The **Reference** menu includes the Reference tools available on the **Main** toolbar, as well as the **Select Dictionary** option for selecting an English or an available bilingual language dictionary. Or set up or select a **Picture Dictionary**.

Looking up Information in Online Encyclopedias

1. Select a word in a document, then from the **Online** menu, choose **Online Reference Lookup**.
2. Select the desired online reference site from the list.
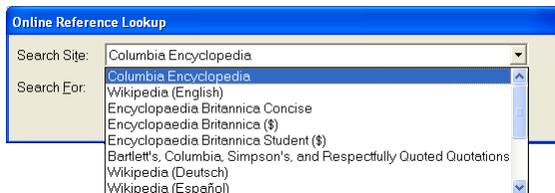
3. Click **Search**.

Reading Content on the Web

The **Read the Web** feature lets you read Web sites using Kurzweil 3000 and one of two browsers: Internet Explorer or Mozilla Firefox. While reading the Web, you have access to Kurzweil 3000 reading and reference tools.

Note: If you want to use Mozilla Firefox, see the *Kurzweil 3000 for Windows User's Guide* for detailed information about installing and choosing it as the default browser. If you have it already installed, Kurzweil 3000, by default, uses that browser.
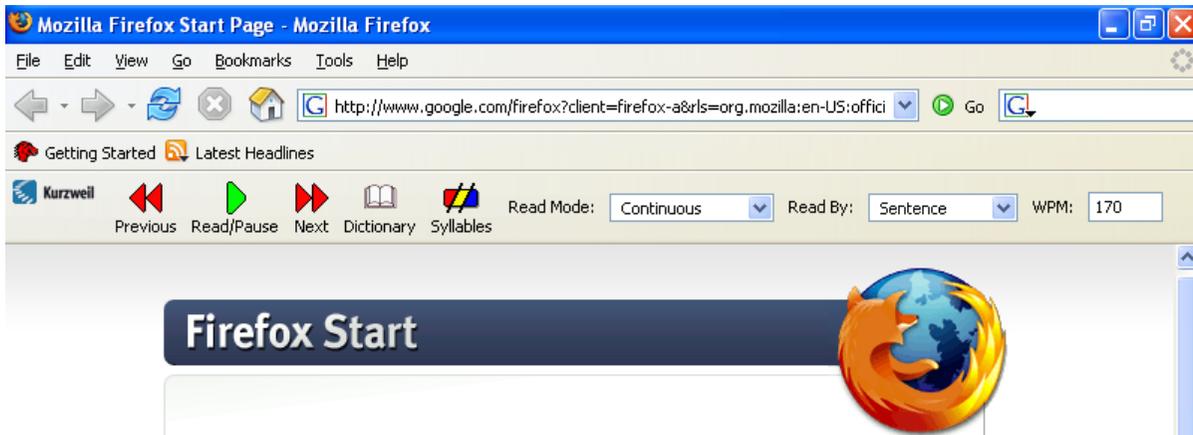
To read Web site content:

From the **Read** menu, select **Read the Web**.

The Web browser opens and connects to your home page. In Internet Explorer, the Kurzweil 3000 **Read the Web** toolbar appears at the bottom of the browser.
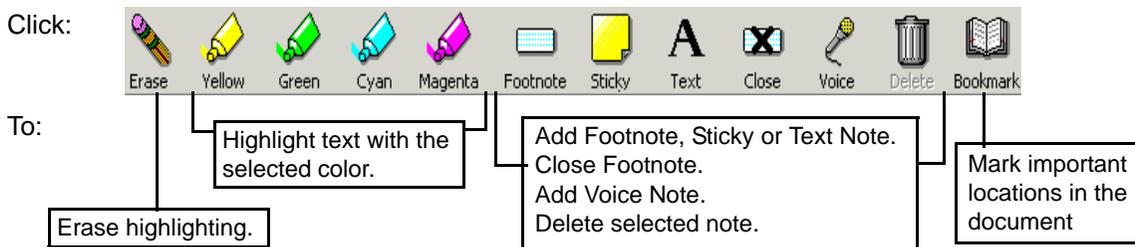

In Firefox, the **Read the Web** toolbar appears below the browser toolbars.

Using Study Skills Tools

To use study skills tools, first show the **Study Skills** toolbar by clicking the **Green Toggle** along the left edge of the Toolbar Area in the Kurzweil 3000 window, and then:

Click:

To:

Highlight text with the selected color.

Erase highlighting.

Add Footnote, Sticky or Text Note.
Close Footnote.
Add Voice Note.
Delete selected note.

Mark important locations in the document

Additional Highlighter, Text Note and Sticky Note Options

To access additional Highlighter colors and color Circles:
Select the desired option from the **Tools Highlight** menu.

To change the captions for the different color Highlighters and Circles:
Use the **Highlighters Options** pane, accessible when you select **Options** from the **Tools** menu. See also "Setting Options in Kurzweil 3000" on page 15.

To change Font properties, Reading order and other options for Sticky and/or Text Notes:
Use the **Default Note Options** dialog, accessible when you select **Note** from the **Tools** menu.

To create Bubble Notes:
See "Adding Instructional Bubble Notes" on page 16.

Working with Notes

To open, hear, and close Notes:

Text or Sticky Note	Click inside and click Read button. To close, click outside the note.
Footnote	Double-click its anchor; Kurzweil 3000 automatically reads. To close, click the Close button in the Footnote window.
Bubble Note	Double-click its anchor or underlined text; Kurzweil 3000 automatically reads. To close, click OK.
Voice Note	Double-click its anchor; Kurzweil 3000 automatically reads. To close, click OK.

Answering Questions in Bubble Notes

Some Bubble Notes may contain questions and several formats for answers.

To select or type in answers:

Multiple Choice Radio Buttons	Click in the circle.
Multiple Choice Check Boxes	Click in the box.
Matching Answers	In the left column click the item you want. A line appears. Drag and drop the line to the correct answer in the right column.
Text Answers	Click inside the Text box, then type.

Managing Documents

In the default **Main** toolbar, click:
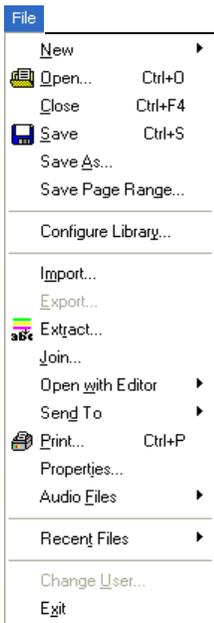
to create a **New** text document.

to **Save** a document.

to **Print** a document.

Additional Options on the File Menu

File menu image	**Save Page Range:** Save the specified part of the document.
New ▸	**Configure Library:** Configure the Universal Library in a desired location. Thereafter, **Open From** and **Save To** the library.
Open... Ctrl+O	**Import:** Import a file created in another program.
Close Ctrl+F4	**Export:** Export a text document to another file format.
Save Ctrl+S	**Extract:** Automatically extract text, notes, highlights, and bookmarks to a new file.
Save As...	
Save Page Range...	**Join:** Join two open documents.
Configure Library...	**Open with Editor:** Open a text or RTF document using Microsoft WordPad or Microsoft Word.
Import...	**Send To:** E-mail a document.
Export...	**Properties:** Add encryption to, prevent printing to/copying from and save toolbars and/or feature locks in a document.
Extract...	
Join...	**Audio Files:** Save a Kurzweil 3000 document as MP3 or WAV file.
Open with Editor ▸	**Recent Files:** Open a recently accessed file.
Send To ▸	**Change User:** Select an existing user, or create a new user.
Print... Ctrl+P	**Exit:** Shut down Kurzweil 3000.
Properties...	
Audio Files ▸	
Recent Files ▸	
Change User...	
Exit	

Opening Documents Created with Another Program

This information applies to Kurzweil 3000 Professional only. DOC, HTML, PDF, RTF, TIFF and TXT files open automatically. Use the following steps to open other file types:
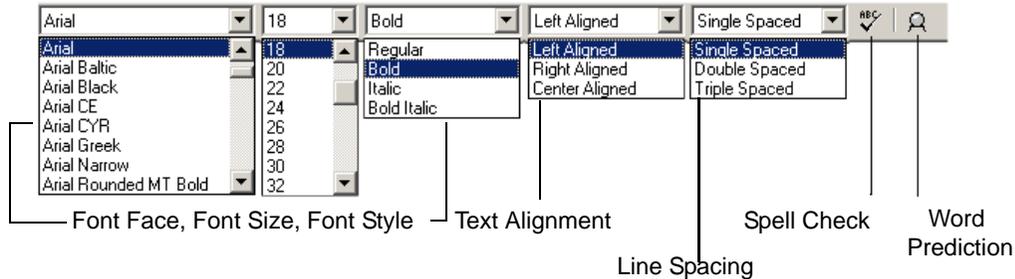1. Open the program that was used to create the document you want to open.
2. Open the document.
3. In the program's **Print Setup** or **Print** dialog, select **KESI Virtual Printer**.
4. Choose **Print**. Kurzweil 3000 launches and displays the image document.

To reproduce a document in color when using the KESI Virtual Printer (Kurzweil 3000 Professional Color only):
    In the Print Setup or Print dialog, select Color.

Creating and Editing Text Documents

When creating or editing a typed document, first show the **Writing** toolbar by clicking the **Blue Toggle** along the left edge of the Toolbar Area, and then use the following lists and buttons:

Font Face, Font Size, Font Style — Text Alignment — Line Spacing — Spell Check — Word Prediction

Additional Editing Options

The following options are available on the **Edit** menu. The options you see depend on whether you are working in an image or a text document.

	Undo: Undo your previous action.
	Cut: Cut selected text from a text document.
	Copy: Copy selected text from a document.
	Paste: Paste cut or copied text into a text document or into Notes. Or paste an image into a text file.
	Select All: Select all of the text in a document.
	Image Selector: Select part of an image document for copying.
	Insert Page Break: Place a page break at the current cursor position in a text document.
	Insert Picture: Add BMP, GIF, ICO, JPEG, WMF files into text documents.
	Picture Properties: Change properties, such as dimension, or add a frame for selected picture.
	Enable Editing: Allow or prevent document editing.
	Move Existing Page: Reorder pages in image documents.
	Correct Recognition: Correct underlying text in image documents.
	Find: Find and replace text and find highlights in typed documents. Find text, notes, highlights, or bookmarks in image documents.

Kurzweil 3000 also provides options for accommodating students' needs and for self-correction:
- Set **Word Spacing** and other text formatting and viewing options in the **Text Options** pane. See also "Setting Options in Kurzweil 3000" on page 15.
- Use **Phonetic Spelling** for finding and correcting phonetic errors in the **Word Prediction Options** pane. See also "Setting Options in Kurzweil 3000" on page 15.
- Find **Homophones**. See page 10.

Using Word Prediction

To open the Word Prediction dialog:
> In a document you are typing, select **Word Prediction** from the **Tools** menu, or click the **Word**
>
> **Prediction** button [icon] on the **Writing** toolbar. As you type, Kurzweil 3000 presents possible words in a list in the **Word Prediction** dialog.

To select a word:
> Click the word in the list, press a number key on the keypad, or press **CTRL** plus the number.

To use Phonetic Spelling in Word Prediction:
> Select **Phonetic Spelling** in the **Word Prediction Options** pane. See also "Setting Options in Kurzweil 3000" on page 15.

To Export or Import a Word Prediction dictionary:
> From the **Word Prediction Options** pane, click **Edit Word Prediction Dictionary**, then click:
> * **Export**. In the **Save As** dialog, type the name of the dictionary followed by ".kwp" and specify the desired location to save the file.
> * **Import**. In the **Open** dialog, navigate to the location of the dictionary, select and open it.

Using Vocabulary Lists

The Vocabulary List feature is ideal for special, individualized, class, or study unit word lists. For the majority of vocabulary list tasks in Kurzweil 3000, you use the **Vocabulary List** dialog.

To open the Vocabulary Lists dialog:
> From the **Tools** menu, select **Vocabulary Lists**.

To create a list:
> In the **Vocabulary Lists** dialog, click **New**. Create the list from scratch or from words in an open document.

To enable or disable a list:
> In the **Vocabulary Lists** dialog, click the desired list name's check box to enable (check)/disable (uncheck) it. Then click **Apply** or **OK**.

To add a list to the Find and/or Highlight menus, and/or to Word Prediction:
1. In the **Vocabulary Lists** dialog, click the desired list name, then click **Options**.
2. In the list's **Options** dialog, click the desired option check box.
3. Click **OK** to apply, and **OK** to close the dialog.

To edit a list:
1. In the **Vocabulary Lists** dialog, click the desired list name, then click **Options**.
2. In the list's **Options** dialog, you can add a new word to the list by typing it into the **Word** box. Or you can delete an entry by selecting it in the **List** box and clicking **Delete Entry**.
3. Click **OK** to apply, and **OK** to close the dialog.

To add a definition or related word(s) for a word in the vocabulary list:
1. In the **Vocabulary Lists** dialog, click the desired list name, then click **Options**.
2. In the list's **Options** dialog, select the desired word, and type the definition in the **Definition** box, or enter related word(s) in the **Related Words box**(es).
3. Click **OK** to apply, and **OK** to close the dialog.

Finding Homophones and Confusable Words

Kurzweil 3000 provides two ready-to-use sets of vocabulary lists: **Homophones** and **Confusables**. By default, the Homophones II and Confusables II lists are enabled.

To find homophones or confusable words in a document:
   From the **Edit** menu choose **Find**, then select **Homophones** or **Confusables**.

**To Export or Import a Vocabulary List:**
   From the **Tools** menu, select **Vocabulary Lists**. In the **Vocabulary Lists** dialog, click:
   • The name of the list you want. Click **Export**. In the **Save As** dialog, specify a different name for the list and/or a different location, then click **Save**.
   • **Import**. In the **Open** dialog, navigate to the location of the list, select and open it.

Creating an Outline

You can also use part or all of the following procedure to create a summary or study document.
1. Use the color highlighters to highlight the desired text in the document.
2. From the **File** menu, choose **Extract Annotations** to open the **Extract** dialog.
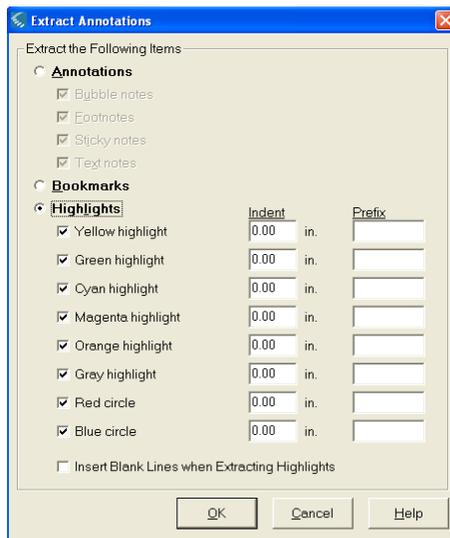
3. Ensure that **Highlights** is selected and specify the desired options, including **Indent** and **Prefix** for standard outline format.

Showing and Hiding Toolbars

In addition to the Main and Reading toolbars, Kurzweil 3000 provides two other standard toolbars that you can show and hide:

• **Study Skills** toolbar
• **Writing** toolbar

To show or hide a toolbar:

Click a Toggle along the left edge of the Toolbar Area or use their shortcut keys:

Red Toggle for Main Toolbar; **CTRL+SHFIFT+F9**
Yellow for Reading Toolbar, **CTRL+SHFIFT+F10**
Green for Study Skills Toolbar, **CTRL+SHFIFT+F11**
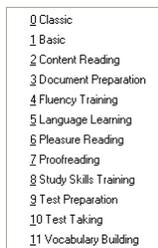Blue for Writing Toolbar, **CTRL+SHFIFT+F12**

Note: You can also use the **Toolbar** menu to change the **Study Skills** or **Main** toolbar size and opt for toolbar captions.

Applying Sample Toolbars

Kurzweil 3000 also provides a number of sample toolbars for specialized tasks such as document preparation and test taking.

To apply a sample toolbar set:

From the **Tools** menu, choose **Apply Toolbar Set**, then select a toolbar.

```
0 Classic
1 Basic
2 Content Reading
3 Document Preparation
4 Fluency Training
5 Language Learning
6 Pleasure Reading
7 Proofreading
8 Study Skills Training
9 Test Preparation
10 Test Taking
11 Vocabulary Building
```

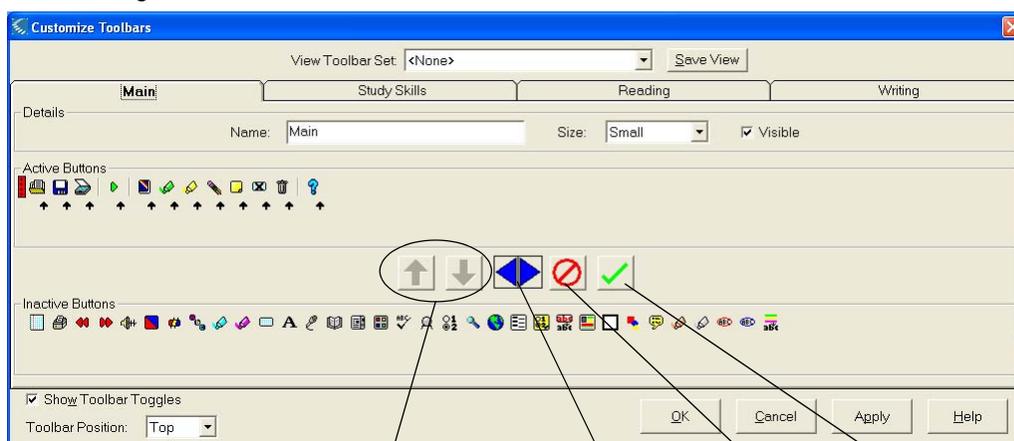**To return to the default Kurzweil 3000 Main and Reading toolbars:**

From the **Tools** menu, choose **Apply Toolbar Set**, then select **Classic**.

Customizing Toolbars

Kurzweil 3000 toolbars are customizable.

To customize a toolbar using the Customize Toolbars dialog:

1. From the **Tools** menu, select **Customize**, then select **Toolbars** to open the **Customize Tool-bars** dialog.

| Make a button Active or Inactive | Move a button to the left or the right | Remove all buttons | Load default buttons |

2. Select the toolbar you want to customize by clicking a toolbar tab.
3. In the **Buttons** area, you can:
   • Remove an item from a toolbar by selecting it from **Active Buttons** area and clicking the **Down red arrow** button.
   • Add an item to a toolbar by selecting it from **Inactive Buttons** area and clicking the **Up green arrow** button.
   • Change the order of a button by selecting it and clicking the **Left** or **Right arrow** button.
4. Click **Apply** or **OK**.

For expanded information about customizing toolbars and creating toolbar sets, see the *Kurzweil 3000 for Windows User's Guide* or online Help.

To hide Toolbar Toggles:

Deselect **Show Toolbar Toggles** in the **Customize Toolbars** dialog. Click **Apply** or **OK**.

To position toolbars in the Kurzweil 3000 window:

Select **Top** or **Bottom** from the **Toolbar Position** list in the **Customize Toolbars** dialog. Click **Apply** or **OK**.

Customizing the Right Mouse Button/Shortcut Menu

To display the Right Mouse Button/Shortcut menu:

Right-click while the cursor is over a document. Depending on the context, some right mouse button menu options may not be available. For example, Edit Underlying Text is only available when you are in an image document.

To add or remove menu items:

1. From the **Tools** menu, choose **Customize**, then select **Right Mouse Button**.
2. In the **Customize Right Mouse Button** dialog, select desired items.
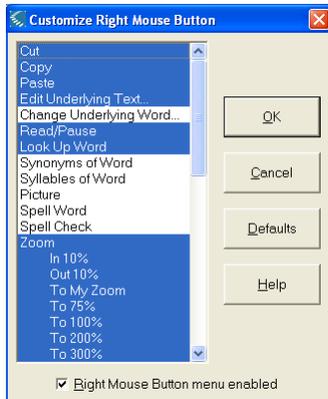
3. Click **OK**.

Setting Options in Kurzweil 3000

Most of the features in Kurzweil 3000 have additional options, the majority of which are in the **Options** panes.

To access an Options pane:

1. From the **Tools** menu, select **Options** to open the **Options** dialog. By default, the **General** pane displays.

Click a category icon to open its pane.
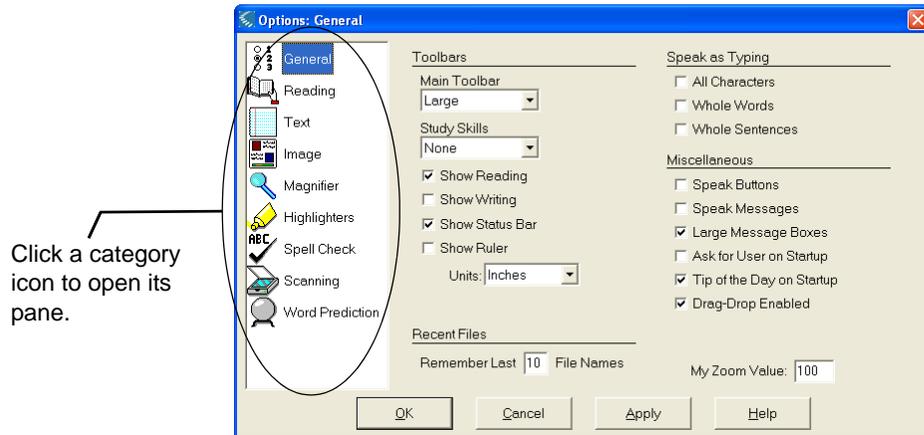
2. Click the icon for the desired option category: **General**, **Reading**, **Text**, **Image**, **Magnifier**, **Highlighters**, **Spell Check**, **Scanning**, or **Word Prediction**.

Adding Instructional Bubble Notes

To embed instructional and/or interactive notes:
1. Click in the text where you want to place the Note.
2. On the **Tools** menu, click **Notes**, then choose **Add Bubble Note**.
3. In the **Bubble Note** dialog, select the desired options.
4. Click **OK**.

To open and read Bubble Notes:
By default, Kurzweil 3000 automatically opens and reads a Bubble Note when it encounters one while reading continuously. To open and read a specific Bubble Note:
- In a text document, double-click the desired Note's underlined purple text.
- In an image document, double-click the desired Note's purple question mark anchor.

To edit or change a property for a Bubble Note:
1. Select the desired Note's underlined purple text or purple question mark anchor.
2. On the **Tools** menu, click **Notes**, then choose **Edit Bubble Note**.
3. In the **Bubble Note** dialog, make the desired edits and changes.

For additional information on implementing and using Bubble Notes, see the *Kurzweil 3000 for Windows User's Guide.*

Accommodating Language Learning

Kurzweil 3000 lets you scan and read documents in other languages.

To set the language for scanning:
1. On the **Tools** menu, select **Options** to open the **Options** dialog.
2. Click the **Scanning** icon to open the **Scanning Options** pane.
3. In the **OCR** area, select the language of the document(s) you are scanning from the **Language** list.
4. Click **Apply**, then **OK**.

To set the language and speaker for reading:
1. In the **Options** dialog, click the **Reading** icon to open the **Reading Options** pane.
2. In the **Speaker** area, select the desired **Language**. It should match the language you chose in the **Scanning** pane. Kurzweil 3000 automatically changes the **Speaker** list to match the selected language.
3. If you want, select a different reading voice from the **Speaker** list.
4. Click **Test Speech** to hear a passage of text read in the selected reading voice.
5. Click **Apply**, then **OK**.

Preparing Documents

If you are preparing documents for students to read and use, do the following steps to ensure that the documents read the way you want them to and that there are no "recognition" errors:

1. Bring the document into Kurzweil 3000 by scanning. See page 18. Or by using the KESI Virtual Printer. See page 8. (It may be possible to find the book or material you need without having to scan it. You can try to use Online Search to find what you need; see the next section, "Accessing Electronic Books and Material.")
2. Click **Read** to hear if there are reading order changes you need to make, if there are pronunciation or other recognition errors.
3. Edit reading order by choosing **Zone Editor** from the **Scan** menu. See page 19.
4. Edit recognition and pronunciation errors by using any of the following methods:
    *   **Spell Check** from the **Tools** menu.
    *   **Find** and **Replace** from the **Edit** menu.
    *   **Corrections** from the **Scan** menu. Lets you add new corrections to the list.
    *   **Pronunciations** from the **Tools** menu. Lets you add new pronunciations and Import and Export the list for sharing with other users.
    *   **Edit Underlying Text** from the **Edit Correct Recognition** submenu. See page 19.

For easy access to document preparation functions, **Apply the Document Preparation Toolbar**. See page 12.

Accessing Electronic Books and Material

Kurzweil 3000 lets you search for electronic text from a variety of Web sites, including Project Gutenberg and Bookshare.org, and other free and subscription-based online book and magazine sites. In addition, you can search the Classic Literature CD which is included in your Kurzweil 3000 product package.

To search for books and material from book sites and the Classic Literature CD:

1. From the **Online** menu, choose **Search for Books** or **Search for Magazines**.
2. Set the search criteria.
3. Select the **Sites**, then click **OK**.
4. If successful, in the **Download Status** dialog, you should see all the items Kurzweil 3000 found. Click the check box(es) of the desired titles. Then click **OK** to download the file(s).
5. From the **File** menu, choose **Open** to open the file(s).

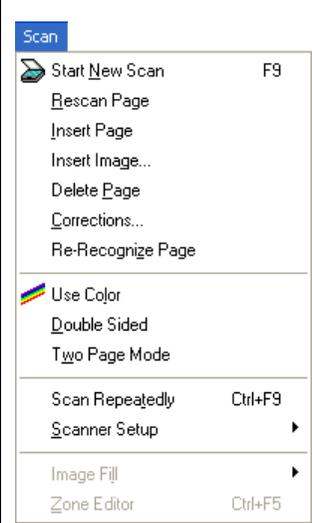**Note:** For subscription-based sites, you must provide a user name and password.

Scanning

Basic scanning:
1. Make sure your scanner is turned on.
2. Place the material to be scanned on the scanner glass.

3. Click the **Scan** button ![scanner icon] in the **Main** toolbar.
    Progress messages appear as Kurzweil 3000 captures the image and "recognizes" the text.
    When the scan is complete the page image appears in the Kurzweil 3000 document area.
    Each new page you scan is added to the end of the document.

To cancel scanning: Click the **Cancel Scan** button ![cancel scan icon] .

Additional Scanning Options

On the **Scan** menu, you can find the following options:

Scan Start New Scan F9 Rescan Page Insert Page Insert Image... Delete Page Corrections... Re-Recognize Page Use Color Double Sided Two Page Mode Scan Repeatedly Ctrl+F9 Scanner Setup Image Fill Zone Editor Ctrl+F5	**Rescan Page:** Scan a page again and replace it for the current page. **Insert Page:** Scan a page and insert it before the current page. **Insert Image:** Insert an image file. **Delete Page:** Delete the current page. **Corrections:** Correct recognition errors found by Kurzweil 3000. **Re-Recognize Page:** Re-do the recognition process to see if you can obtain better results. **Use Color:** Scan a color document and display it in color. **Double Sided:** Specify duplex scanner or scanner with an automatic document feeder. **Two Page Mode:** Scan facing pages of small format originals such as paperbacks. **Scan Repeatedly:** Automatically scan pages one after another, with a delay in between scans. **Scanner Setup:** Select a scanner. Set scanned page size. **Image Fill:** Use to clean crease marks, specks and other unwanted blemishes in image documents. **Zone Editor:** Re-order reading zones. See page 19.

In the **Scanning Options** pane, accessible from the **Tools Options** menu, you can:
*   Adjust brightness (lighten or darken scanned image)
*   Specify the orientation of a page on the scanner glass (can speed up scanning).
*   Select Despeckle option to improve scans of some colored originals and newspaper.

Changing Reading Order in a Document

Part of the Document Preparation process, Zone Editing allows you to specify how Kurzweil 3000 reads blocks of text, or *zones*, in a scanned or virtually printed document.

To edit zones:

1. With the document open and active in Kurzweil 3000, open the **Scan** menu and choose **Zone Editor**.
   The document appears in **Zone Edit** mode. Zones appear in numbered outlined blocks.
2. Click on a zone to select it.
3. Press the right mouse button to display the **Zone Editor** menu.
4. Select **Properties**.
5. In the **Zone Properties** dialog, specify desired properties for the selected zone:
   - **Primary** to have Kurzweil 3000 read zones in the reading order you specify.
   - **Secondary** to read the zone only when clicked.
   - **Graphic** to not have Kurzweil 3000 read the zone.
   - **Override OCR** to edit an Added zone.
   - **Reading Order** (the order in which Kurzweil 3000 reads the zones. Zone 1 is read first, zone 2 second, and so on).

To access additional Zone Editing functions, such as Adding and Deleting Zones:
   While in Zone Editor, press the right mouse button to display the **Zone Editor** menu.
Note: While using Zone Editor, there are a number of shortcut keys available. See "Zone Edit Shortcuts in image documents" on page 23

Correcting Recognition Errors

The Optical Character Recognition (OCR) process, part of the scanning and the KESI Virtual Printer process, sometimes produces errors in documents. If, as Kurzweil 3000 reads your document, you hear mispronunciations, you may need to correct the OCR generated "underlying text." First, try common editing functions such as Spell Check and Find and Replace. For errors common editing functions could not remedy, use **Edit Underlying Text**.

To edit the underlying text of an image document:

1. Open the image document you want to edit.
2. On the **Edit** menu, choose **Correct Recognition**, and then **Edit Underlying Text**.
   The **Underlying Text** editor window appears at the bottom of the document.
3. In the Underlying Text area, click on a word that you want to correct.
   The selected word displays in the **Selected Word** box.
4. Click in the text box and edit the word to correct the misrecognition.

To correct frequently encountered OCR errors/corrections:

On the **Scan** menu, choose **Corrections**, then do one of the following:
   - Click the word you want to change in the **Find** box, and type its replacement in the **Replace With** box, then click **OK**
   - Or, click **Add New**, and in the **Add Correction** dialog, type the word or error in the **Replace** box, type the replacement in the **With** box, then click **OK**.

Preparing Tests

Preparation Task	How to do it
Bring a test into Kurzweil 3000.	There are a number of ways: Scan an existing test. Open the file directly in Kurzweil 3000. Or use the KESI Virtual Printer to open a test created in another application. See page 8.
Have all tools handy when preparing a test.	Open the **Tools Customize** submenu**,** choose **Apply Toolbar Set**, then select **Test Preparation**.
Optimize reading order.	Use the **Zone Editor** to set reading order, and to add, edit or remove text. See page 19.
Correct recognition errors.	See also "Correcting Recognition Errors" on page 19.
Add Fill in the Blanks.	Select the **Fill In the Blanks** option from the **Tools** menu.
Pause reading at each question.	Add bookmarks or empty Text Notes to each question and select **Pause At Bookmarks** or **Pause at Empty Notes** from the **General Options** pane to pause reading after each question is read.
Add Voice Notes to accommodate test takers who need/prefer to respond with audio answers.	Choose **Add Voice Notes** from the **Tools Notes** submenu.
Add special instructions to a test.	Add any type of **Note** to provide additional instructions or guidance where appropriate. See page 7.

Customizing Tests

Customization	Where to set it
Adjust reading speed.	**Reading Options** pane.
Have buttons/messages spoken.	**General Options** pane.
Show the **Test Taking** toolbar.	From the **Tools Customize** submenu**,** choose **Apply Toolbar Set**, then select **Test Preparation**.
Show or hide other tools or toolbars.	**General Options** pane.
Turn **Speak as Typing** on or off.	**General Options** pane.
Lock features/select or deselect test taking options.	**Lock Features** dialog from the **Tools** menu.
Set up password access to test taking options.	**Lock Features** dialog from the **Tools** menu.
Set up password for file access.	From the **File** menu, click **Properties**. In the **Properties** dialog, click **File Encryption**. Enter the password, select the desired **Encryption Type**, then click **OK**.

Taking Tests Using Kurzweil 3000 Features

In general, students input or respond to test answers as follows:

Highlighting	Use highlighters to answer multiple-choice questions.
Circling answers	Use **Red Circle** or **Blue Circle** from the **Tools Highlight** menu.
Typing	Type answers into a **Text Note** box. Text Notes may be pre-inserted using **Fill In the Blanks** or students can add the boxes.
Navigating among Text Notes	Use the **TAB** key to go to the next Text Note. Use **SHIFT+TAB** to go to the previous Text Note.
Recording	Create **Voice Notes** or if they are already embedded in the document, click on a **Voice Note** anchor and record an answer.
Dragging and Dropping	Open scanned curriculum and drag information from it into the test. Ideal for "open book" tests.
Printing	If needed, use the **Fit to Paper** option in the **Print** dialog to ensure that a test prints without any information being cut off.

Shortcuts and Function Keys

Note: For more comprehensive and most up-to-date lists of keyboard shortcuts, go to Online Help pages or the Downloadable file, *Accessing Functions and Features from the Keyboard*, from www.kurzweiledu.com.

Function Keys	
F1	Launch Help
F2	Read Back
F3	Read/Pause
F4	Read Forward
F5	Fit to Text Width
F6	Fit to Text Height
F7	Zoom In 10%
F8	Zoom Out 10%
F9	Start New Scan
F11	Read Faster
F12	Read Slower

Scanning Shortcuts	
Start New Scan	F9
Cancel Scan	SHIFT+F9
Scan Repeatedly	CTRL+F9
Zone Editor; see also "Zone Edit Shortcuts in image documents" on page 23.	CTRL+F5
Header/Footer Editor	CTRL+F8

Reading Shortcuts	
Read/Pause	F3
Read Back	F2
Read Forward	F4
Read Faster	F11
Read Slower	F12
Read/Pause in Read the Web mode	CTRL+ SHIFT+Z

Reference Shortcuts	
Definition	CTRL+D
Synonyms	CTRL+Q
Syllables	CTRL+Y
Spell Word	CTRL+L

Notes Shortcuts	
Default Note Options	CTRL+F3
Add Footnote	SHIFT+F5
Close Footnote	SHIFT+F6
Add Voice Note	SHIFT+F7
Bookmarks	CTRL+F12
Move to next/previous Note in image document	TAB/ SHIFT+TAB
Exit Text or Sticky Note	ESC key

Tools Shortcuts	
Bookmarks	CTRL+F12
Spell Check	SHIFT+F8
Word Prediction	SHIFT+F11
Pronunciations editor	CTRL+F7
Options	CTRL+F1

Edit Shortcuts	
Undo	CTRL+Z
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Select All	CTRL+A
Find Text: display the Find bar.	CTRL+F
Replace Text	CTRL+H
Change Underlying Word	CTRL+W
Edit Underlying Text	CTRL+F10

View Shortcuts	
Fit to Text Width	F5
Fit to Text Height	F6
Zoom In 10%	F7
Zoom Out 10%	F8
Zoom (My Zoom)	CTRL+M
Next Page	CTRL+E
Previous Page	CTRL+R
Go To Page	CTRL+G
Magnify Spoken Word	CTRL+K

File Shortcuts	
Open	CTRL+O
Save	CTRL+S
Print	CTRL+P
Close	CTRL+F4
Next Document	CTRL+TAB
New Text File	CTRL+N

Zone Edit Shortcuts in 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
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.	P

Edit Underlying Text Shortcuts in image documents	
Move back a word/unit.	F9
Move forward a word/ unit.	F10
Move up a line.	F11
Move down a line.	F12
Exit Edit Underlying Text Editor.	ESC

Miscellaneous	
Show Shortcut (Right Mouse Button) menu	Menu key (left of right-handed CTRL key)
Move focus between document window and Word Prediction window.	CTRL+the open single quote key (left of the number 1 key)
Extract text from another application.	CTRL+ALT+R
Extract selected text from another application.	CTRL+SHIFT+R
With Kurzweil 3000 running, start a scan from another application.	CTRL+ALT+S