Kurzweil 3000™ for Windows

Reference Guide

Version 13

Kurzweil 3000™ for Windows Reference Guide

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About Kurzweil 3000

Kurzweil 3000 software program offers integrated features that promote and aid students in Reading, Studying, and Writing. Based on Universal Design for Learning principles, it provides users with multiple ways to access information and curriculum, and with tools to help them accomplish tasks independently, practice active learning skills, and demonstrate acquired knowledge.

For teachers, Kurzweil 3000 offers easy-to-use features that enable them to accommodate a wide range of student learning styles, to quickly respond to intervention requirements, and to follow standardized test taking guidelines.

Kurzweil 3000 is available in the following editions:

- Standalone is for the individual user or for a group of users sharing the same computer.
- Network, with Engine and Clients, is designed for using Kurzweil 3000 on PCs connected over a local area network. A Remote License-to-Go option allows students to check out Kurzweil 3000 for use on any PC for a specified amount of time.
- USB Edition is for portable use of Kurzweil 3000 on any computer that has a USB 2 port.
- Web License allows for the use of Kurzweil 3000 on any computer that has Internet connection.

About this Guide

This Reference is written for students as well as teacher/administrators, and provides information about the Kurzweil 3000 user interface, common tasks, and important options in condensed format. Where a feature is not available for a product, such as the USB Edition, it is noted in the guide. For detailed information on all of Kurzweil 3000 features and functions, go to the Kurzweil 3000 online Help system.

Starting and Stopping Kurzweil 3000

To start Kurzweil 3000:

Kurzweil 3000   Double-click the Kurzweil 3000 icon on the desktop.

To stop Kurzweil 3000:

Do one of the following:

- From the **File** menu, choose **Exit**.
- Or click **Close**.
- Or press **ALT+F+X**.

Automatic Software Updates

Whenever you launch Kurzweil 3000, it checks for available software updates. If an update is found, you can opt to do one of the following:

- Choose **No** to not install the update and have Kurzweil 3000 launch normally.
- Choose **Don't Ask Me Again** to disable future auto update system checks.
- Choose **Yes** to install the update now. Once the install is complete, Kurzweil 3000launches.

If you do not have administrator privileges, you will be prompted to **Continue** or **Cancel**. If choosing Continue does not install the update, you will need system administrator assistance.

The Kurzweil 3000 Window

Along the top of the Kurzweil 3000 window are the Main Menu bar and the Classic toolbar set:
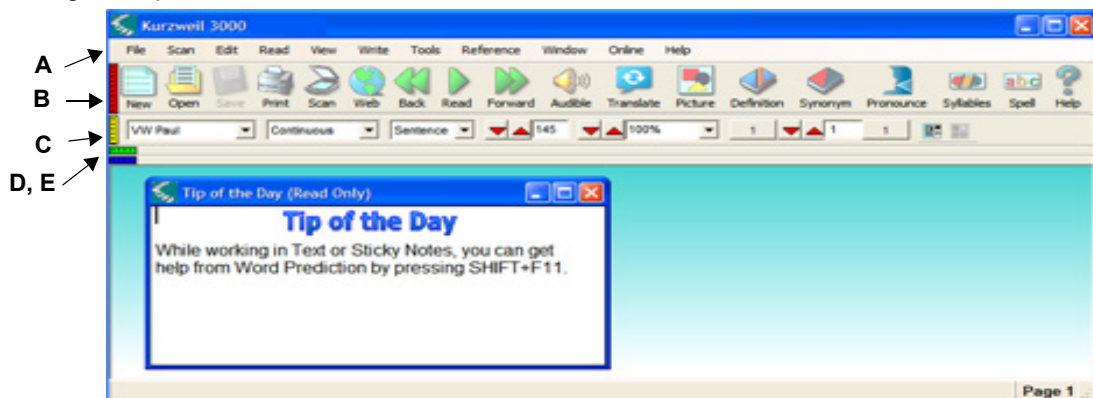
A	Main Menu bar	Access all Kurzweil 3000 features and functions. Many Kurzweil 3000 features and functions, as well as menu items, also have keyboard shortcuts. See "Keyboard Shortcuts and Function Keys" on page 66.
B	Main toolbar	Access frequently used general functions.
C	Reading toolbar	Access frequently used Reading tools.
D	Study Skills toolbar	Access frequently used Study Skills tools. To show/hide toolbar, see "Showing and Hiding Toolbars" on page 5.
E	Writing toolbar	Access frequently use Writing tools, including those in the Writing Path. To show/hide toolbar, see "Showing and Hiding Toolbars" on page 5.

Notes:

- To show or hide a toolbar, see click the color brick at the left edge of the toolbar.
- If this is the first time you are opening the Kurzweil 3000 window, you will see a Tip of the Day window. To hide Tip of the Day, go to the Tools menu, select Options and in the General pane Miscellaneous are, uncheck Tip of the Day.

Toolbars

The Default (Classic) Toolbars

There are four default toolbars (also known as the Classic Toolbar set) in Kurzweil 3000 that let you point and click on buttons to perform frequently used functions.

If this is the first time you are starting Kurzweil 3000 after installing a new version, you will see newly released buttons, if there are any, at the end of a toolbar. To use the toolbar set associated with the new version, **Apply the Classic Toolbar**; see "To apply a toolbar set:" on page 5.

All Kurzweil 3000 toolbars are customizable; see "Customizing Toolbars" on page 45.

The Main Toolbar

(With a document open.)

For more information about using:

- **Reading Tools**, see "Reading" on page 10.
- **Reference Tools**, see "Using Reference Tools" on page 12.
- **Document Management Tools**, see "Managing Documents" on page 41.
- **Scanning**, see page 47.

The Reading Toolbar

(With a document open.)

The Study Skills Toolbar

(With an image document open.)

The Writing Toolbar

(With a Draft/text document open.)

Showing and Hiding Toolbars

Each toolbar has a show/hide *Toggle* (color bar) located along the left-hand side of the toolbar. Click the Toggle to show or hide the toolbar. When the toolbar is showing, the Toggle is in the vertical position; when the toolbar is hidden, the Toggle is in the horizontal position.

Keyboard Shortcuts for Showing and Hiding Toolbars	
Show/hide **Main** toolbar	**CTRL+SHIFT+F9**
Show/hide **Reading** toolbar	**CTRL+SHIFT+F10**
Show/hide **Study Skills** toolbar	**CTRL+SHIFT+F11**
Show/hide **Writing** toolbar	**CTRL+SHIFT+F12**

Toolbars for Specific Sets of Tasks

There are ready-to-use toolbars containing the tools you need to perform a specific set of tasks, such as Document Preparation, Language Learning and Test Taking.

Note: Classic is the default toolbar set.

To apply a toolbar set:
> Either go to the **Tools** menu, choose **Customize Apply Toolbar Set**, then select a toolbar;
> Or open the **Toolbar** Right Mouse Button 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 Research
9 Study Skills Training
10 Test Preparation
11 Test Taking
12 Vocabulary Building
13 Writing Path
```
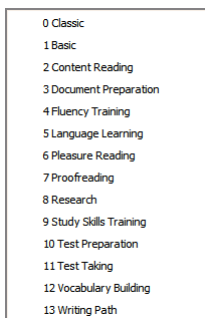
Menus

For mouse users, menus in Kurzweil 3000 are located along the top of the application window. In many instances, Right Mouse Button menus are available by pressing the right mouse button.

Keyboard users can use the following procedure for quick access to menu items, and where available, Kurzweil 3000 offers keyboard shortcuts for performing actions.

Using the Keyboard to Access a Menu and Select a Menu Item

1. Press the **ALT** key, then press the desired menu letter key. For instance, to open the **File** menu, press **ALT+F**.
2. Press the letter key for the menu item you want. For example, in the **File** menu, press **C** to **Close** a file.
3. You can use the **Up/Down** arrow keys to navigate the menu items; use the **Right** arrow key to go to a submenu, and use the **Left** arrow key to go back to a menu item from its submenu. To activate the menu item you want, press **ENTER**.

Note: some menu items open dialog boxes. Use **TAB** and **SHIFT+TAB** to navigate through the items in the dialog. Use the **ENTER** key for **OK** and the **ESC** key to cancel.

To close a menu without making a selection, press **ESC**.

Help at Any Time

To access Kurzweil 3000 comprehensive online Help pages:
Click the **Help** icon on the **Main** toolbar or press the **F1** key.

In dialog boxes, click the **Help** button.

To search Help pages:
Type the search text in the **Search text box** and click **Search**.
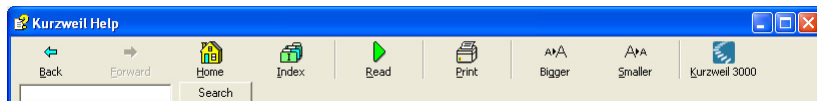
Or click **Index** and then the first letter of your desired topic.

To view How To video clips:
Go to the **Help** menu and select **How To**, then double-click the desired topic from the menu.

To find product documentation in PDF:
Open the **Documentation** folder on the product DVD or go to the Documentation Downloads page at www.kurzweiledu.com.

Opening and Viewing a Document

You can work with virtually any kind of document in Kurzweil 3000: **image** documents that you scan into Kurzweil 3000, documents that you open from another application or open using the KESI Virtual Printer, and **text** documents.

Note:
- In the USB Edition, the KESI Virtual Printer requires a separate install.
- For 64-bit operating systems, you must install the **KESI Virtual Printer x64** file found on the product DVD under the Software folder, or from ftp://ftp.kurzweiledu.com/pub/x64/.

Kurzweil 3000 Supported File Formats

Kurzweil 3000 allows you to open the following file formats:
- Kurzweil 3000 and Kurzweil 1000 (.KES) text and image
- Text File (.TXT)
- Rich Text Format (.RTF)
- Microsoft Word files (.DOC)
- Microsoft Office 2007 (.DOCX)
- Image Files (.TIF, .BMP, .JPG)
- Portable Document Format (.PDF)
- DAISY (.OPF)
- NIMAS (.OPF)

PDF Notes:
- You must select an OCR engine that supports PDF to open PDF files directly in Kurzweil 3000.
- Also, you can specify page range to recognize, start and stop recognition, and interrupt and resume recognition at a later time by saving the PDF file in KES format and reopening it.
- Kurzweil 3000 preserves bookmarks if they exist in the original PDF file.
- Opening a PDF in Kurzweil 3000 requires conversion to KES format, therefore, it may take a bit longer to open.

DAISY Notes:
- Kurzweil 3000 retains DAISY bookmarks in the Bookmarks dialog.
- In Kurzweil 3000, DAISY 2.02 documents provide text and navigation, however, you cannot read them. You can save any file to audio DAISY 2. DAISY 3 documents provide text and navigation and are readable. You can save any file to DAISY 3.

NIMAS Note: When opening NIMAS .OPF files, Kurzweil 3000 uses a converter which saves them as .KES files that you can then read. You will see a separate dialog for indicating input/output files and locations along with several options.

To open a document: Click the **Open** button in the **Main** toolbar. In the **Open** dialog, navigate to and open the desired file.

To view multiple documents at once: From the **Windows** menu, select one of the following: **Cascade**, **Tile Horizontally** or **Tile Vertically**.

Additional Viewing Options from the View Menu

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	Set to **Remember** the page fit and zoom level selections for an image document. 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.

Using the KESI Virtual Printer to Open Documents Created in Another Program

Note:

• In the USB Edition, the KESI Virtual Printer requires a separate install.
• For 64-bit operating systems, you must install the **KESI Virtual Printer x64** file found on the product DVD under the Software folder, or from ftp://ftp.kurzweiledu.com/pub/x64/.

To use the KESI Virtual Printer for file formats not supported by Kurzweil 3000, you must:

• Have the application that can open the file and that application must have the Print function.
• Have the latest version of Adobe Acrobat Reader.

To open other file formats using the KESI Virtual Printer:

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: In the **Print Setup** or **Print** dialog, select **Color**.
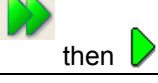
Navigating in a Document

Use the Page buttons in the Reading toolbar to go to a page	Click the **Page** box, and type the page number you want to go to. (1) ▼ ▲ 5 75 Or click the Up/Down arrow to move page by page.
Use the Thumbnail buttons in the Reading toolbar to scroll in a document or to go to a page	Click the **Page Thumbnail** button (left) to display the page navigation arrows. Click the desired arrows to move in its direction. Or click the **Document Thumbnail** button (right) to display thumbnail views of the pages in the document. Click the thumbnail of the page you want to go to.
Use the View menu to go to specific pages	From the **Page** submenu, select a specific page, **First**, **Last**, **Next**, **Previous**. Or choose **Go To** and type the page number.
Use keyboard keys to go to the Next, Previous or specified	Next page: press **CTRL+E**. Previous page: press **CTRL+ R**. Go to page: press **CTRL+G**.
Use Bookmarks	Create Bookmarks, then use **Go to Bookmark**. See "Adding and Working with Bookmarks" on page 17.

Reading

Basic Reading

Click inside an open document, then 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**.

As Kurzweil 3000 reads, it uses "dual highlighting," one color for highlighting the current word and the other color for highlighting the current reading unit.

Note: You can change the dual highlighting colors in the **Tools Options** dialog, under the **Text** pane. See "Changing the Reading Dual Highlighting Color Options" on page 46.

Options on the Reading Toolbar

A	Reading Voice	Specify the voice you want. (In the USB Edition, the voices are limited to the ones on the USB.)
B	Reading Mode	Specify how you want Kurzweil 3000 to read.
C	Reading Unit	Specify how much text to highlight as Kurzweil 3000 is reading.
D	Reading Speed	Specify the speed with which you want to read.
E	Zoom Level	Enlarge or reduce the view.
F	Page	Go forward/backward a page or specify the page number to go to.
G	Page Thumbnail	Show page thumbnail and use the arrows to move to sections on the page.
H	Thumbnail View	Show all page thumbnails in the document. Click the thumbnail of the page you want to go to.

Note: These settings are also available from the **Read** menu, or the **View** menu in the case of Zoom, Page and Thumbnails.

Additional Reading Options

From the View menu:	
Magnify Spoken Word	Display the current word being read in a separate magnifier window.
From the Reading Options pane (see "Setting Options in Kurzweil 3000" on page 46):	
Language list	Select other reading languages.
Speaker list	Change reading voices. (In the USB Edition, the voices are limited to the ones on the USB.)
Pause at Empty Notes	Use in conjunction with Text Notes in Fill in the Blanks tests.
Highlight Spoken Word	Highlight or not highlight words as Kurzweil 3000 reads.
From the Text/Image Options pane (see "Setting Options in Kurzweil 3000" on page 46):	
Change highlight colors	For text documents, click the **Text** icon to open the **Text Options** pane, and select the desired color combination from the **Reading Colors** list. For image documents, click the **Image** icon to open the **Image Options** pane, and select the desired colors from the **Word** and **Unit Colors** lists.

Using Reference Tools

Looking Up a Selected Word

Select a word in a document; next, click the desired reference tool button on the **Main** toolbar:

	to **Translate** text from one language to another. Also on the **Online** menu. You must have Internet connection to use this feature.
	to see a **Picture** for a word. Also on the **Reference** menu.
	to look up a word's **Definition**. Also on the **Reference** menu.
	to find one or more **Synonym**. Also on the **Reference** menu.
	to hear a human **Pronounce** a word. Also on the **Reference** menu as **Human Pronunciation**.
	to see and hear a word's **Syllables**. Also on the **Reference** menu.
	to hear a word **Spelled** aloud. Also on the **Reference** menu.

Looking Up a Word You Type

From the **Reference** menu, choose **Look Up Word I Type**, type the word, then click the desired reference tool button on the **Main** toolbar or use the **Reference** menu.

Looking Up Information in Online Encyclopedias and Reference Sites

You must have Internet connection to look up information from online reference sites.

1. Select a word or phrase.
2. From the **Online** menu, select **Online Reference Lookup**.
3. In the **Online Reference Lookup** dialog, select a **Search Site** from the list, then click **Search**:
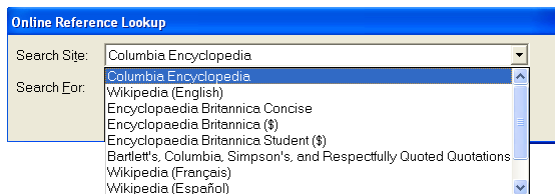
Finding a Picture for a Word

Kurzweil 3000 comes with the K3000 Picture Dictionary, a library of over 1300 illustrations and photos, but it also supports other picture dictionaries such as Mayer-Johnson PCS dictionary and Vcom3D American Sign Language (ASL) animated GIF dictionary that you can set up. See "Setting Up Picture Dictionaries" on page 63.

Translating Text

The Translate feature, with over half a dozen languages, lets you translate text on demand.

1. Click the **Translate** button in the **Main** toolbar to open the **Translation** dialog. If you selected text, it would appear in the left pane.
2. From the **To** list, select the language you want to translate the text to.
3. Click **Translate**. The translated text appears in the right pane.
4. Click **Read**. **Open as a Document** places the translation in a new document.

Reading Web Pages

The **Read the Web** feature lets you read Web sites using Kurzweil 3000 and one of two browsers: the latest version of Internet Explorer, or Mozilla Firefox. While reading the Web, you have access to Kurzweil 3000 reading and reference tools. If you want to use Mozilla Firefox, see online Help or the Installation Guide, (for USB Edition, see the *USB Edition Setup* guide).

Kurzweil 3000 includes Design Science MathPlayer™ to support Mathematical Mark Up Language (MathML). When using Read the Web in Internet Explorer you can read Mathematical notation. **Note:** In the USB Edition, the MathPlayer requires a separate installation.

To read Web site content:

1. Click the **Read the Web** button in the **Main** toolbar, or 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.
2. Click the **Read** button to begin reading.
3. Look up a word by selecting it, then clicking the desired Look Up button in the toolbar. Change **Reading Mode**, **Read By Unit**, and **WPM Reading Speed**.

   Magnify the current word by clicking the button. (Internet Explorer only.)

To read Math and Science notation in Internet Explorer:
Be sure you have Read the Web enabled and you are using Internet Explorer.

Left-click the notation. Kurzweil 3000 reads the notation. At any time, you can click again to reread it or click elsewhere to stop reading it.

A Right Mouse Button menu is also available and includes **Zoom** and **Copy**.

Using Study Skills Tools

Showing the Study Skills Toolbar

To work with Study Skills Tools, Show the Study Skills toolbar by clicking the Green Toggle along the left edge of the Toolbar.
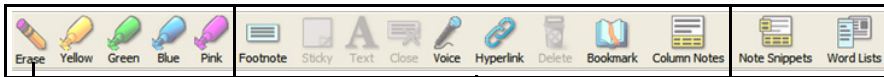
Color Highlighters

Erase color highlighting

Annotation Tools, from left to right:
Add Footnote, Sticky Note, Text Note
Close Footnote
Add Voice Note
Add Hyperlink
Delete
Add Bookmark
Open Column Notes

Note Snippets
Floating Word Lists
(only in text documents)

Note: In Kurzweil 3000, the term "annotations" is used to encompass most of the Study Skill tools.

Using the Color Highlighter Pens and Circle Tools

To:	Do the following:
Highlight or circle text	Select the text to highlight or circle, then click the desired color **Highlighter** pen or **Circle** tool in the **Study Skills** toolbar. Or click the color **Highlighter** or **Circle** tool first then select the text.
Erase highlights or circles	Select the text that has color highlighting or circling, then click the **Eraser** in the **Study Skills** toolbar. Or click the **Eraser** first then select the highlighted or circled text.
Find highlighted or circled text	Open the **Edit** menu, select **Object** from the **Find** submenu. In the **Find Object** dialog, select **Highlight**. Click **Find**.

Creating Notes

To:	Do the following:
Create a Sticky or Text Note	Sticky and Text Notes are available only in image documents. Click the **Sticky Note** or **Text Note** button in the **Study Skills** toolbar. Click in the text where you want to place the note. Type in the note, click outside the note when you are finished.
Create a Footnote	Click in the document where you want to place the Footnote marker. Click the **Footnote** button in the **Study Skills** toolbar. In an image document, a number marker appears in the note location and the Footnote window opens. In a text document, the text closest to the note changes to blue underlined text and a number appears next to the note. Type in the **Footnote** window. When you are finished, click the **Close Footnote** button in the **Study Skills** toolbar.
Create a Voice Note	Click the **Voice Note** button in the **Study Skills** toolbar. Click in the document where you want to place the Voice Note. (In a text document, click in front of the word where you want to place the note.) In the **Voice Note** window, click **Record** (microphone), then begin recording. Click **Stop** when you are done. To attach a pre-recorded WAV file, click **Open**. Navigate to the file and click **Open** again.

Working with Notes

To:	Do the following:
Move a Sticky or Text Note using the mouse	Point to the border of the note to see a four-pointed compass. With the compass cursor showing, click and drag the note to a new location.
Move a Sticky or Text Note using the keyboard	**TAB** to the desired note. Press the **Menu** key to display the **Note** Right Mouse Button menu. Press the **Down Arrow** until **Move Note** is highlighted, then press **ENTER** to select. Use the **Arrow** keys to reposition the note. If you need to cancel, press **ESC** key.
Move a Footnote marker	Works in image documents only. Click and hold on the **Footnote** marker, then slowly drag it to its new location on the same page.
Resize a Sticky or Text Note using the mouse	Point to the right-hand border of the note to see a two-pointed, left-right arrow cursor. With the cursor showing, click and drag the note to a new size.
Resize a Sticky or Text Note using the keyboard	**TAB** to the desired note. Press the **Menu** key to display the **Note** Right Mouse Button menu. Press the **Down Arrow** until **Resize Note** is highlighted, then press **ENTER** to select. Use the **Arrow** keys to reposition the note. If you need to cancel, press **ESC** key.

Edit Sticky or Text Notes or Footnotes	You can cut, copy, drag and drop, and paste text between documents and Notes. Click inside a Sticky or Text Note, or double-click on the Footnote marker to open the Note. Edit the text; word processing functions work in Notes. When finished, click outside the Sticky or Text Note. For a Footnote, click the **Close** button on the toolbar or press **ESC**.
Switch between a Sticky and a Text Note	Click the right mouse button in a Sticky or Text Note to open the Note menu. Select **Sticky Note** or **Text Note.**
Find Notes	Open the **Edit** menu, select **Object** from the **Find** submenu. In the **Find Object** dialog, select the type of Note you are looking for. Click **Find**.
Delete a Note	Click on the Note, **Note** marker or **Note** anchor. Click the **Delete** button in the **Study Skills** toolbar. Click **Yes** to confirm.
Remove multiple Notes from an image document	Applies to Sticky, Text and Voice Notes. From the **Edit** menu, select **Image Selector**. Click and drag the crosshair cursor to draw a box completely enclosing all of the Notes you want to remove. Press the **Delete** key. Click **Yes** to confirm.

Creating and Answering Questions in Bubble Notes

To create a Bubble Note:
1. Click a location in the text where you want to place the Note.
2. From the **Tools** menu, click **Notes**, then choose **Add Bubble Note**.
3. In the **Bubble Note** dialog, type your note in the text area. Click **OK**.

To edit a Bubble Note:
Select the **Bubble Note** marker, right-click to open the Right Mouse Button menu, or from the **Tools Note** submenu, choose **Edit Bubble Note**.

To select or type in answers:

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

Opening, Hearing and Closing Notes

Text or Sticky Note	Click inside the note, then click the **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. You can set up Footnotes to automatically read upon opening, the option must be selected in the Reading Options. See "Setting Options in Kurzweil 3000" on page 46.
Bubble Note	Double-click its purple question mark anchor (image document) or purple underlined text (text document). Kurzweil 3000 automatically reads. To close, click **OK**.
Voice Note	Double-click its anchor, Kurzweil 3000 automatically reads. To close, click **OK**.

Adding and Working with Bookmarks

To:	Do the following:
Open the Bookmark dialog	Click the **Bookmark** button in the **Study Skills** toolbar.
Add a Bookmark	Click in the document where you want to place the bookmark. Open the **Bookmark** dialog, type the description, then click **Add**.
Sort Bookmarks	Open the **Bookmark** dialog, click to sort by **Alphabetic** or **Reading** order.
Go to a Bookmark	Open the **Bookmark** dialog, click on the description of the Bookmark that you want to go to, then click **Go To**.
Delete a Bookmark	Open the **Bookmark** dialog, click on the desired description Bookmark, then click **Delete**.
Search for Bookmarks:	From the **Edit** menu, select **Object** from the **Find** submenu. In the **Find Object** dialog, select **Bookmark**, then click **Find**.

Extracting Notes and Highlights

The Extract Notes and Highlights feature allows you to pull out highlighted or circled text, and contents of Notes and Bookmarks into a new text document.

Notes:

- You can opt to extract all or any combination of notes and highlights.
- Outline Styles allow you to extract highlighted text into outline format. Highlighted text can also be extracted to Column Notes; for more information, go to "Extracting Highlights to Column Notes" on page 22.

To extract notes and/or highlights:

1. With the document containing the annotations you want to extract open, go to the **File** menu, choose **Extract**. From the **Extract** submenu, select **Notes and Highlights**.
2. In the dialog, select the notes and/or highlights you want to extract.
   For Notes, specify the Note types you want: **Footnotes**, **Bubble**, **Sticky** or **Text Notes**.
   For Bookmarks, select **Bookmarks**.
   For Highlights, select **Highlights**.
3. Select an **Outline Style**: **Numeric**, **Legal**, **Bullets**, **Roman Numerals**, **Alpha Numerals**, **No Prefix**, or **Custom**.
4. Click **OK**.

Additional Annotation Options

Show or Hide Annotations.	In the document, open the **View** menu, select **Annotations**, then from its submenu, click the annotation type to show or hide.
Print highlighted or circled text.	In the document, open the **File** menu and choose **Print**. In the **Print** dialog, click **Highlighted Text**. Click **Highlight Setup** to open the Print Highlighted Text dialog. In the **Print Highlighted Text** dialog, deselect the check box of any color highlight or circle you do not want to print. Select **Insert Blank Lines when Extracting Highlights**. Click **OK** to return to the **Print** dialog. Click **Print**.
Change the captions for the different color highlighters.	From the **Tools** menu, open the **Options** dialog. Click **Highlighters** from the list of Options panes. In the **Highlighters Options** pane, edit captions, then click **OK**.
Change Font properties, Reading order and other options for Sticky and/or Text Notes.	For the current document: From the **File** menu, open the **Properties** dialog. Make the changes you want, then click **OK**. For all default Sticky and Text Notes: From the **Tools** menu, select **Notes**, then from its submenu select **Default Note Options**. Make the changes you want, then click **OK**.
Set up Footnotes to automatically read upon opening.	From the **Tools** menu, open the **Options** dialog. Click **Reading** from the list of Options panes. In the **Reading Options** pane, select **Read Footnotes when Opened**, then click **OK**.
Set up for Kurzweil 3000 to pause at each Bookmark.	From the **Tools** menu, open the **Options** dialog. Click **Reading** from the list of Options panes. In the **Reading Options** pane, select **Pause at Bookmarks**, then click **OK**.

Taking Notes with Column Notes

Based on the Cornell note taking system, Kurzweil 3000 Column Notes is ideal for:
- Taking notes while reading and doing research across documents.
- Taking in-class and lecture notes.
- Reviewing or studying notes.
- Writing: go directly to the Outline feature by using **Extract Column Notes to Outline** from the **File** menu.
- Vocabulary building: place words in Column 1, definitions in Column 2, and create sentences in Column 3.

The default Column Notes file opens at the bottom of the Kurzweil 3000 document window and contains a table with three columns.
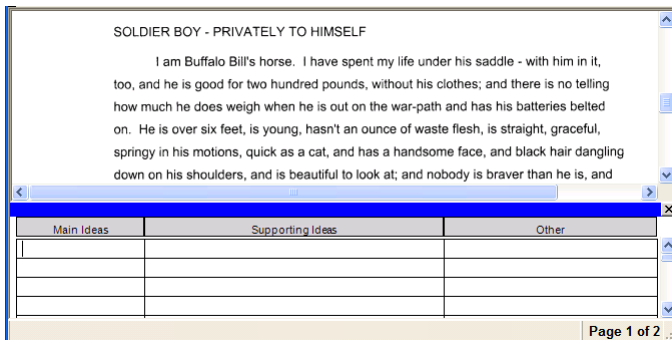
The first column is for "Main Ideas," key words or even questions. The second column is for the details that support each main idea, and the third is for additional thoughts or source information. You can:
- Cover the second column as a way to hide details as you study.
- Hide the third column to make it easier to view and work in two-column mode.

Column Notes files are independent of documents, with its own file extension, .k3c, allowing you to gather and work with one set of notes across multiple documents.

While in Column Notes, you can use:
- Editing features including Undo, Cut/Copy/Paste, Word Prediction and Spell Check.
- All Reading functions including Word lookup and Speak While Typing.

In addition, you can use Color Highlighters or Circles to note important text in a document, then **Extract Highlights to Column Notes** for an easy way to collect your notes. See "Extracting Highlights to Column Notes" on page 22.

Opening, Saving, Replacing and Joining Column Notes Files

Column Notes files are separate files and independent of any document. They have the file extension, .K3C.

To open a New Column Notes file (with/without a document open), do one of the following**:**

Click the **Column Notes** button in the **Study Skills** toolbar, and choose **Open a New Notes File**.

Or from the **Tools** or **File** menu, select **Column Notes**, then choose **New Column Notes**.

To open an existing Column Notes file (with/without a document open) do one of the following**:**
- Click the **Column Notes** button, then choose **Open an Existing Notes File**.
- From the **Tools** menu, select **Column Notes**, then choose **Open Column Notes**.
- Click the **Open** button.
- From the **File** menu, choose **Open**.

In the **File Open** dialog, find and select the Column Notes file you want.

To Save or Replace Column Notes file:

Column Notes are separate files from regular documents, and must be saved separately. When using any of the Save features, first click inside the Column Notes window to ensure that it is the active window, then do one of the following; otherwise, Kurzweil 3000 will save the main document that is in the window.

To:	For new Notes file from Blank:	For Existing Notes file:
Save: Click **Save** button. Or choose **Save Column Notes** from **Tools Column Notes** submenu. Or choose **File Save**.	Opens **Save As** dialog. Name the new file.	Saves changes to the current file.
Save As: Choose **Save Column Notes As** from **Tools Column Notes** submenu. Or choose **File Save As**.	See above.	Opens **Save As** dialog. enter the name for the new file.
Replace: Choose **Save Column Notes As** from **Tools Column Notes** submenu. Or choose **File Save As**.	Opens the **Save As** dialog. 1. In the **Save As** dialog, find and select the name of the Column Notes file you want to replace with the new notes, then click **Save**. 2. In the next **Save** dialog, click **Yes**.	Opens the **Save As** dialog. 1. In the **Save As** dialog, find and select the name of the Column Notes file you want to replace with the new notes, then click **Save**. 2. In the next **Save** dialog, click **Yes**.
Close: Click **Close** button either for document or for Column Notes window.	A message asks if you want to save. Answering **Yes** opens the **Save As** dialog. See any of the above.	A message asks if you want to save. Answering **Yes** opens the **Save As** dialog. See any of the above.

To Join Column Notes files:

As you take notes across different documents and sources, you can combine different Column Notes files into one file. When you join two files, Kurzweil 3000 appends the notes in the open Column Notes to a selected Result File.

1. Open a Column Notes file that you want to append to another Column Notes file.
2. Click inside the Column Notes window to activate it.
3. Do one of the following:
   - From the **Tools** menu, select **Column Notes**, then choose **Join Column Notes**.
   - From the **File** menu, choose **Join**.
4. In the **Join Column Notes** dialog, **Browse** for and select the name of the **Column Notes** file to which you want to append the open Notes. The file name appears in the Result File box.
5. Click **Join**.

Additional Column Notes Features

To:	Do the following:
Move around in Column Notes	**Up** or **Down Arrow** key moves the cursor up or down a cell in a column. **TAB** or **Right Arrow** key moves the cursor to next/right cell. **SHIFT+TAB** or **Left Arrow** key moves the cursor back/left cell.
Enter and edit text	Click in a cell and type and edit. **Cut/Paste** or **drag and drop** text into a cell. **Copy/Paste** or press **CONTROL key while dragging and dropping** text. **CTRL+Z** to Undo changes (does not affect column and window resize).
Show or hide third column	Open the **Column Notes Right Mouse Button** menu. Choose **Hide/Show 3rd Column**.
Cover second column	Open the **Column Notes Right Mouse Button** menu. Choose **Cover/Show 2nd Column**.
Resize column width	Hover on the inside bolded border of the column until the pointer appears as a horizontal arrow, then drag (right/left) and release at the desired width.
Resize Column Notes window	Hover at the top of the Column Notes window until the pointer appears as a vertical arrow, then drag (up/down) and release at the desired height.
Print Column Notes	Click inside the **Column Notes** window, then from the **File** or **Right Mouse Button** menu, choose **Print**. (Contents in Covered 2nd columns and Hidden 3rd columns do not print.)
Zoom, **Edit Headers**, **Insert/Delete Rows**	Open the **Column Notes Right Mouse Button** menu, then choose the option you want.
Bring notes into Outline in the Writing Path	Open the **Column Notes Right Mouse Button** menu. Choose **Extract to Outline**.
Copy Column Notes to Word	Open the **Column Notes Right Mouse Button** menu. Choose **Copy to Clipboard for use in MS Word**.
Copy Column Notes to Excel	Open the **Column Notes Right Mouse Button** menu. Choose **Copy to Clipboard for use in MS Excel**.

Extracting Highlights to Column Notes

1. In a document, use the **Color Highlighter** tools from the **Study Skills** toolbar or from the **Tools** menu to highlight the different types and levels of information you want to collect. For instance, Yellow highlighter for main ideas, Green for sub-ideas, and Blue for details. See "Using the Color Highlighter Pens and Circle Tools" on page 14.

2. Click the **Column Notes** button ☰ or select **Column Notes** from the **Tools** menu.

3. In the **Open Column Notes** dialog, select either to create a **Blank Column Notes** file or to open an **Existing Column Notes** file.

4. From the **File** menu, choose **Extract Highlights to Column Notes**.

5. Specify the column number to which you want the text of a particular color highlight to fill: Column 1, 2 or 3. Other numbers are not valid.
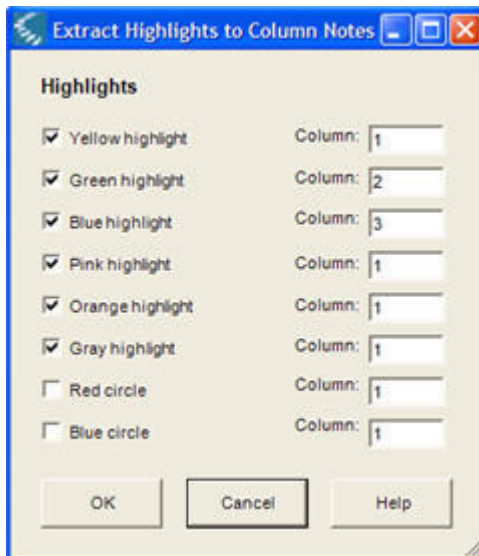
6. Click **OK**.
   Kurzweil 3000 fills the Column Notes cells according to reading order and to the column numbers you specified.

7. **Save** the Column Notes file.
   If you do not want the currently highlighted text to be extracted the next time you use Extract Highlights to Column Notes, Erase the highlights and Save the document.

Using a Single Column Notes File Across Multiple Documents

Use this method to take notes across different documents or chapters in a book.

1. Open the Column Notes file to which you want to place the information. (If the file doesn't already exist, create it.)
2. Open the document from which you want to collect information.
3. Take your notes from this document by typing, Extracting highlighted text, Copying/Pasting and/or dragging/dropping into the Column Notes file.
4. Save the Column Notes file. (You also may close the Column Notes file at any time.)
5. Close (and Save) the current document.
6. Repeat until you have finished your research.
7. If you are going on to write a draft, use **Extract Column Notes to Outline** as a starting point. See "Going from Reading to Writing By Extracting Column Notes" on page 23.

Going from Reading to Writing By Extracting Column Notes

Extract Column Notes to Outline, accessible from the File and the Column Notes Right Mouse Button menus, enables you to bring your notes from your research and reading directly into the Writing Path. To work with the Outline feature, see "Using Outline" on page 31.

1. Take notes using **Column Notes**. Consider using Extract Highlights to Column Notes. (See "Extracting Highlights to Column Notes" on page 22.)
2. Either open the **File** or the **Column Notes Right Mouse Button** menu
3. Choose **Extract Column Notes to Outline**.
   The notes appear in Outline mode.

Working with Note Snippets

A Note Snippet is a floating window that displays the contents of a Column Notes file in read-only mode, and in hierarchical format. Note Snippets are only available when a text document is open, and are not available in Outline. The Note Snippets window is a handy companion when you are writing in Kurzweil 3000 as it keeps main ideas and notes accessible. You can easily Copy/Paste or drag and drop text from the Note Snippets window.

To open Column Notes in Note Snippets:
1. Open a text document - using the **New** button is fine.

2. Click the **Note Snippets** button   in the toolbar or from the **Tools** menu, select **Note Snippets**.
3. In the **Open Note Snippet** dialog, select the name of the **Column Notes** file you want to display, then click **Open**.

To view sub-ideas in the Note Snippet window:

If a Main Idea has sub-ideas and other details, you can:

    Show them by clicking the + (plus) sign.

    Hide them by clicking the – (minus) sign.

    Or by double-clicking on the line of text.

Adding and Editing Hyperlinks

Hyperlinks are handy for keeping references near related topics. When you are studying or writing, you can go back to source material and information. For writing assignments, embedding hyperlinks to source or related information can help your reader understand the material. Kurzweil 3000 provides three types of hyperlinks: Web Page, File and Link within this document.

In text documents, the hyperlinked text is underlined and in blue. In image documents, the hyperlinked text is underlined.

To:	Do the following:
Open the Add/Edit Hyperlinks dialog.	From the **Tools** menu. By clicking the **Hyperlink** button in the Study Skills Toolbar. By opening the Right Mouse Button menu in a document.
Add a hyperlink to a Web page.	If you want to copy the Web page address, copy it from the Web browser. Open the Kurzweil 3000 document in which you want to add the hyperlink. Click where you want to place the hyperlink. Open the **Add/Edit Hyperlink** dialog. The **Description** box should contain the text in the document closest to the location of the cursor where the hyperlink is to be placed. Select the **Web Page** option (the default). In the **Link To** box, type or paste the Web page address. Click **Add**.

Add a hyperlink to a file.	Click where you want to place the hyperlink in the document.
	Open the **Add/Edit Hyperlink** dialog.
	    The **Description** box should contain the text in the document closest to the location of the cursor where the hyperlink is to be placed.
	Select the **File** option. A **Browse** button appears next to the **Link To** box.
	Click **Browse**, navigate to and select the file you want to link to.
	    The file pathname should appear in the **Link To** box.
	Click **Add**.

Add a hyperlink within the same document. This option is not available when adding a hyperlink in Footnotes.	In the document, go to the location where you want to link to, and click. Add a bookmark: from the Right Mouse Button menu choose **Add Bookmark** or press **CTRL+F12**. Specify a Bookmark description. In the same document, go to and click where you want to place the hyperlink. Open the **Add/Edit Hyperlink** dialog. The **Description** box should contain the text in the document closest to the location of the cursor where the hyperlink is to be placed. Select the **Link within this document** option. A **Locate** button appears next to the **Link To** box. Click **Locate**, select the Bookmark description you want to link to. Click **Add**.
Undo.	**CTRL+Z**.
Edit a hyperlink.	Click the hyperlink text or marker, open the Right Mouse Button menu, then choose **Add/Edit Hyperlink**. Make the change(s) you want and click **Modify**.
Save in KES format.	You may lose the hyperlinks if you save the document in other formats.

Writing and Editing

Kurzweil 3000 editing writing and editing features follow the majority of standard word processing functions, such as CTRL+X for Cut, CTRL+V for Paste, double-click to select a word, triple-click to select a sentence.

Showing the Writing Toolbar

When working with a text document, **Show** the **Writing** toolbar for easy access to frequently used text editing and formatting tools. See page 44.

Arial	12	**B** *I* U	Left Aligned	Single Spaced		

Font Face, Font Size, Font Style   Text Alignment   Line Spacing   Writing Path & Views

Spell Check, Word Prediction, Word Lists

Starting Points for Writing

Start Writing.	In the **Writing** toolbar, click the **Start Writing** button.

Create new text/Draft document.	Do one of the following:
	    In the **Main** toolbar, click the **New** button.
	    From **Start Writing**, select **New Draft Blank**.
	    From the **Write** menu or **File** menu, select **New Draft Blank**.
	Begin writing.

Create new document from Template.	From **Start Writing** or from the **Write** menu, select:
	    New from Template.
	    Or **New Outline from Template**.
	    Or **New Draft from Template**.
	Begin writing by replacing the instructions with your own text.
	For details, see:
	    Working with diagrams, "Creating a Diagram" on page 28.
	    Working with Outline documents, "Creating an Outline" on page 31.
	    Working with Draft documents, "Creating a Draft" on page 34.

Start new diagram.	From **Start Writing**, the **Write** menu or the **File** menu, select **New Blank**. Begin writing from a diagram by clicking the **Split Screen** button, and writing in the right-hand **Draft** pane.
Start new Outline document.	From **Start Writing**, the **Write** menu or the **File** menu, select **New Outline Blank**. Begin writing from an Outline document by clicking the **Create Draft** button in the **Outline** palette.

Working with More than One Language within a Document

Select the text, then from the **Writing** toolbar, open the **Language** list and choose the desired language format.

(Kurzweil 3000 includes: English, French, Spanish, German and Italian. For other languages, you must first add the speech engine for the language for that language.)

Adding a Picture to a Document

To insert a picture into a text document:
1. In a text document, click where you want to insert the picture.
2. From the **Edit** menu, choose **Insert Picture**.
3. In the **Open** dialog, navigate to and select the picture file name you want, then click **Open**.
4. **Save** the document in RTF format.

To copy and paste a picture into a text document:
1. Display the picture that you want to copy and paste. The picture may be located in your file system, in an existing Kurzweil 3000 document or in a document from another application.
2. Select the picture.
3. From the **Edit** menu, choose **Copy**.
4. Click in the location in the Kurzweil 3000 document where you want to paste the image.
5. From the **Edit** menu, choose **Paste**.
6. **Save** the document in RTF format.

To copy a part of an image and paste it into any document:
You can copy part of an image from an image document and paste the image into any program that accepts bitmaps.
1. Open the document containing the image you want to copy; and from the **Edit** menu, choose **Image Selector**.
2. In the image, click at the place where you'd like to begin your selection. Drag the frame until the part of the image you want to copy is enclosed.
3. From the **Edit** menu, choose **Copy**.
4. Open the document in which you want to paste the image, and from the **Edit** menu, choose **Paste**.

After adding a picture or image, you can change its properties, such as **Height** and **Width**, **Alignment** and **Border** appearance, by selecting **Picture Properties** from the **Edit** menu.

Dragging and Dropping Image Text

You can drag and drop text from an image document into a text document and vice versa. Image text "drops" into text documents as text. Text from a text document "drops" into an image document as a Text Note. To "drop" the text as a Sticky Note, hold down the **ALT** key while dragging and dropping.

Working with an External Text Editor

From the **File** menu, choose **Open with Editor** and select **Microsoft WordPad** or **Microsoft Word**, then open the file you want to edit.

Editing Options from 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 text documents.
Insert Picture	Insert a picture from any file into a text document.
Picture Properties	Change properties, such as dimension, or add a border 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.

Additional Writing and Editing Options

Change Word Spacing	To increase the readability of text, set this option and other text formatting and viewing options in the **Text Options** pane. See "Setting Options in Kurzweil 3000" on page 46.
Enable Phonetic Spelling	Enable this option to help students find and correct phonetic errors. It can be found in the **Word Prediction Options** pane. See "Setting Options in Kurzweil 3000" on page 46.
Find Homophones	Kurzweil 3000 provides three levels of homophones to help students identify and correct common homophone errors. For information about word lists, see "Using Word Lists" on page 37 and "Setting Up Word Lists" on page 61.
Limit Spelling Suggestions	Too many options may confuse instead of help students. Specify to **Always** or **Never Limit Spelling Suggestions**. This option is in the **Spell Check Options** pane. See "Setting Options in Kurzweil 3000" on page 46. To have students decide for themselves: select **Add option to spelling window** to enable the **Fewer/More Suggestions** button in the **Spelling** dialog.

Using Brainstorm

The writing process begins with thinking of ideas and organizing your thoughts. Part of Kurzweil 3000 integrated Writing Path, is a graphic organizer that lets you quickly collect and organize your thoughts. (For more on the Writing Path, use online Help Search.)

While in the Writing Path, you have access to familiar reading and editing functions, a tools palette, and a comprehensive set of shortcut keys. (See "Shortcuts" on page 67.)

The graphic-based Brainstorm diagram that you create shares information with the text-based Outline. You can switch back and forth between the two views, without losing data.

Creating a Diagram

You can create a New Blank document and start a diagram from scratch or create one from an existing template.

Open the Brainstorm window:	From the **Start Writing** button in the **Writing** toolbar, the **Write** menu or the **File** menu, select **New Brainstorm Blank** or select **New Brainstorm from Template**. For templates, select the one you want from the **Open** dialog. The default view opens with the work area containing a single graphic element – the Main Idea Oval, as a starting point; and a Brainstorm tools palette. Brainstorm templates present a general structure, instructional and sample text that you can edit.
Create and edit thoughts, main ideas, sub-ideas, and details: Use **Quick Takes**.	Keep thoughts to just a few words. Click in an empty area in the Brainstorm window. Select a shape. Ovals can be for main ideas, Rectangles for sub-ideas and Diamonds for details. Begin typing your thought or edit existing text. You can use typical editing functions, **CTRL+A**, **CTRL+C**, **CTRL+V**. To add related thoughts in rapid succession, click the **Quick Takes** button.
Link thoughts: Use **Link Thoughts**.	The Link button is only available when there are multiple thoughts in the diagram and one thought is selected. Select the shape that is to be higher in the hierarchy, typically a topic or key idea. Click the **Link** button. Click the shape to which you want the link to lead, typically a subtopic or supporting detail. A solid black-line with a directional arrow appears; pointing to the last thought you clicked.

Organize and Arrange thoughts: Use **Arrange**.	To change shapes, select the thought and click on the shape button in the palette. To change shape color, select Fill color. To arrange thoughts, click the **Arrange** button.

Selecting and Editing Thoughts

To select a thought, click on its shape.

To select multiple thoughts, do one of the following:
- Select a group of nearby thoughts, click in a wider area than the thoughts you want to select, then drag the selection frame across the area until all the thoughts you want are in the frame, then release the mouse button.
- Add to selected thoughts, hold the **SHIFT** key and click. To deselect thoughts in this group, click on it and press **SPACEBAR**.

To edit the contents of a thought, click on it twice. The text editor box opens for you to make your changes.

Additional Brainstorm Features

To:	Do the following:
Move thoughts	Select the thought or group of thoughts. Drag and drop to the new location or use **Arrow** keys.
Delete thought(s), link(s)	Select thought(s) and/or link(s), then click the **Delete** button in the palette.
Resize a thought	Select it. Four small squares appear, one at each corner, click on the desired one. Drag until the thought is the size you want, then release the mouse button, or press **ALT+Arrow** keys.
Redirect a link See also "Shortcuts" on page 67.	Click on the link line at the end you want to re-direct. Two square "grips" appear, one at each end of the link. Drag the end of the link to another thought, then release the mouse.
Delete a link	Click to select the desired link. Two small square "grips" appear, one at each end of the link arrow. Press **DELETE**.

Adding and Working with Notes

For each thought you create in the diagram, you can attach a Note to add more details, expand on an idea, as well as to keep track of the sources from which your ideas originated. This can be helpful for noting paraphrases and direct quotations, and to add source information, citations, references and bibliographies.

To add a Note to a thought:
1. Select the thought if it isn't selected already.

2. Click the **Note** button to open it, or press **CTRL+T**. A Note marker appears indicating that the thought now has a note attached.
3. Type you notes.

To open/show and close/hide a Note, select the thought that has the note, click the note marker or press **CTRL+T**. You can edit the open note. Whatever state you leave the note (opened or hidden) when your close the diagram, that is the state you see when you re-open the diagram.

Switching from Brainstorm to Other Views

From Brainstorm you can switch to the following views by clicking the desired view button in the **Writing** toolbar or by selecting the desired option from the **Write** or the **Right Mouse Button** menu.

Brainstorm to Outline.	Click the **Outline** button, or select **Outline** from the **Right Mouse Button** menu, or use the shortcut **CTRL+SHIFT+T**.
Brainstorm to Draft.	Click the **Draft** button to begin writing.
Brainstorm to Draft using the Split Screen view.	If no outline exists or if an outline exists for this diagram: Click the **Split Screen** button. In the Split Screen window, the Outline appears in the left-hand pane. Begin writing in the Draft area in the right-hand pane.

Creating a Draft from Brainstorm

From the Brainstorm diagram, click **Outline** view. In Outline view, click the **Create Draft** button

in the tools palette. The outline text appears in the draft, ready for you to expand into prose.

Using Outline

The outline is an alternative way to begin the writing process. Kurzweil 3000 Outline lets you jot down your ideas and organize your thoughts into a writing plan.
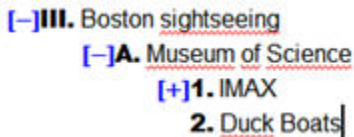
While working in Outline, you have access to familiar reading and editing functions, a tools palette, and a comprehensive set of shortcut keys. (See "Outline Shortcuts" on page 68.)

The text-based outline that you create shares information with the graphic-based Brainstorm diagram, allowing you to switch back and forth between the two views, while preserving your data.

Creating an Outline

You can create a New Blank Outline document and start one from scratch or create one from an existing Outline template.

Open the Outline window: Main Idea| Outline palette	From the **Start Writing** button in the **Writing** toolbar, the **Write** menu or the **File** menu, select **New Outline Blank** or select **New Outline from Template**. For templates, select the one you want from the **Open** dialog. The default Outline view opens with the work area containing a Main Idea; and a tools palette. Outline templates present a general structure, instructional and sample text that you can edit.
Add ideas, sub-ideas and details: Use the **Add Topic/Add Subtopic** stars.	Click in any line. To add ideas at the same level, press the **Return** key or click **Add Topic** (the first star) in the Outline palette. To add ideas one level lower, click **Add Subtopic** (the second star from the left). When you add a sub-topic, its "parent" topic, the one for which it is a sub-topic, shows a blue dash marker, indicating that the topic has sub-topics. Type or edit topics. For details on editing Outline text, see "Selecting and Editing Outline Text and Topics" on page 32.
Organize and re-organize ideas: Use the **Move Topic** arrows.	To promote a topic to a higher level, for example, level A to level I, click in the topic and click the Left arrow. To demote a topic to a lower level, for example, level A to level 1, click in the topic and click the Right arrow. To move a topic higher in the order of same-level topics, for example, topic F to topic B, click in the topic and click the Up arrow until the topic is in its new place. To move a topic further down in the order of same-level topics, for example, topic B to topic F, click in the topic and click the Down arrow until the topic is in its new place.

To show or hide sub-topics:	Click the plus sign or the blue dash.

[−]**III.** Boston sightseeing
    [−]**A.** Museum of Science
        [+]**1.** IMAX
        2. Duck Boats	

Selecting and Editing Outline Text and Topics

There are two types of text selection in Outline view:

- Regular text selection within a topic or note. Text in the Outline view cannot be selected across topics or across topics and notes. Regular text selection applies only to the selected text and does not select any sub-topics that a topic may have.
- Complete selection selects all the text in a topic as well as its associated sub-topics and notes. A complete selection of a Note selects all the note text.

To select and edit regular text:

Double-click to select a word.

Drag-select letter, word or block of text.

You can:

- Edit text using familiar editing functions such as, Cut/Copy/Paste, however, dragging and drop-ping text is not available in Outline.
- Deselect text by clicking elsewhere, however, be aware that if you click to the left of a line of text or in the area before any marker, you are performing a complete selection of the topic.

To select a whole topic or note:

Move the pointer to the area before the topic text or any marker, if it exists, then click, or press **CTRL+SPACE**. This applies to any level of topic in the Outline feature. After you click, the topic is highlighted. You can now Cut/Copy/Paste, delete or drag and drop to move it.

Because it is a complete selection of the entire topic, the operation affects all of the topic's sub-topics and notes.

To delete text in a topic without removing its number:

Select the text or select the topic, then press the **DELETE** key.

To delete a topic and its associated sub-topics and notes:

1. Select the topic. The topic text should highlight indicating that it and all of its associated sub-topics and notes are selected.
2. Click the **Delete** button in the palette or press **DELETE**.

Adding and Working with Outline Notes

For each thought you create in the Outline, you can attach a Note to add more details or to keep track of the sources from which your ideas originated. This can be helpful for noting paraphrases and direct quotations, and to add source information, citations, references and bibliographies.

To add a Note to a topic:
1. Click the topic for which you want to add a note.

2. From the tools palette, click the **Note** button   or press **CTRL+T**.
3. Type your note.

To open/show and close/hide an Outline Note: click the note marker, or press **CTRL+T**. You can edit the open note.

To select, move, copy, or delete an Outline Note:
1. Click the note marker to open the note.
2. Select the whole note by clicking to the left of the note marker, or by pressing **CTRL+SPACE**. The note text is highlighted.
3. Do one of the following:
   • Drag and drop it to a new location.
   • Cut/Copy/Paste in another location.
   • Click the **Delete** button in the palette or press **DELETE**.

Note: When using Extract Text in Outline view, open all notes to show their text before using the command to ensure that the text in notes will be extracted.

Switching from Outline to Other Views

From Outline, you can switch to the following views by clicking the desired view button in the **Writing** toolbar or by selecting the desired option from the **Write** or the **Right Mouse Button** menu.

Outline to Brainstorm.	Click the **Brainstorm** button or select **Brainstorm** from the **Right Mouse Button** menu, or use the shortcut **CTRL+SHIFT+T**.
Outline to Draft.	Click the **Draft** button to begin writing.
Outline to Draft using Split Screen view.	Click **Split Screen** view button to show a read-only, non-editable outline view in the left-hand pane. Begin writing in the Draft area in the right-hand pane.
Outline to Review.	Click the **Review** button. See "Finalizing a Draft Using the Review Checklist" on page 35.

Creating a Draft from Outline

With the Outline open, click the **Create Draft** button   in the tools palette. The outline text appears in the draft, ready for you to expand into prose.

Creating and Working with Drafts

In the writing process, the stage after brainstorming and/or outlining, is the actual "writing" stage, when you create drafts for your own review, for peer-editing, or for teacher approval. In the Kurzweil 3000 Writing Path, this is the Draft stage.

Creating a Draft

You can create a New Blank Draft document to start from scratch, create a draft from an Outline document, or create a draft from an existing Draft template.

To create a Draft from:	Do the following:
Blank	From the **Start Writing** button in the **Writing** toolbar, the **Write** menu or the **File** menu, select **New Draft Blank**. Begin writing.
Writing Template	From the **Start Writing** button in the **Writing** toolbar or from the **Write** menu, select **New Draft from Template**. From the **Open** dialog, select the template you want. Each template includes instructions and tips for writing. The instructions and tips are actually "Field Text." The text you type in the Templates overwrite the Field Text. All writing and editing features are available.
/Outline	This option is only available if you have already created a Brainstorm diagram or an outline using the Outline feature. If you only have the Brainstorm diagram and no outline, Kurzweil 3000 converts the diagram contents and organization into outline format before opening the Draft. Changes you make in the Draft are not reflected in the Outline or Brainstorm views. From Outline, click the **Create Draft** button in the Outline tools palette. From Brainstorm, click **Outline**. In Outline view, click **Create Draft**. The Draft document opens with the Outline text ready for you to expand into prose.

Switching from Draft to Other Views

From Draft, you can switch to the following views by clicking the desired view button in the **Writing** toolbar or by selecting the desired option from the **Write** or the **Right Mouse Button** menu.

Draft to Brainstorm	Click the **Brainstorm** button. This is available if there is or is not a Brainstorm diagram or Outline associated with this draft. If there is no diagram or Outline, the default Brainstorm diagram or Outline appears.
Draft to Outline	Click **Outline**. This is available if there is or is not a Outline associated with this draft, the default Brainstorm diagram or Outline appears.
Draft to Review	Click **Review**. See "Finalizing a Draft Using the Review Checklist" on page 35.

Note: If you want to use Column Notes with a draft document, be aware that when the draft is in Split Screen or Review mode, Kurzweil 3000 hides that view when presenting the Column Notes at the bottom of the document window.

Finalizing a Draft Using the Review Checklist

The actual writing process is a cycle: write, review, rewrite. As part of the Kurzweil 3000 Writing Path, the Review feature is on the Write menu; it opens in the left-hand pane with your draft in the right-hand pane.

The Review checklist is available any time (except when the Brainstorm or Outline View is open) and for any Kurzweil 3000 text document.

The Review checklist comes with a default set of items that you can modify or add to in the Tools Options dialog. You can have a total of 10 items in the checklist.

To review a text document:
1. In the draft document, go to the **Write** menu and select **Review**.
2. Perform each task in the checklist, for instance, run the spell checker, or open the Word List you should be using with your writing assignment.
3. When you are finished with each task, click the appropriate checkbox in the **Review** checklist. If the Speak Buttons option is selected in General Options, Kurzweil 3000 reads the item's description when you roll over its name, and speaks the item name when you check its box.

    It's possible to complete the checklist items over multiple sessions. Kurzweil 3000 saves the current list status for subsequent sessions.
4. To end a review session, **Close** the **Review** pane.

To modify Review Checklist items:
1. From the **Tools** menu, select **Options**, or press **CTRL+F1**.
2. In the **Options** dialog, click **Review Items** to open its dialog.

Add new item	Click **Add**. In the **Add** dialog, type the name of the new item or select one from the default set. The default set list only shows items that are in the default set, but that are not in the current checklist set. (Optional) enter a description for the item. Click **Add**.
Rename item	Select the desired item from the list. Click **Rename**. In the **Rename** dialog, enter the new name, and click **Rename**. Note that you cannot rename a default item.
Select default checklist set	Click **Default**.
Delete, Move item	Select the desired item from the list. Click the desired command button.

3. Click **OK**. Modifications are saved to the document, so you should see them in subsequent sessions.

Using Writing Support Tools

Using Spell Check

Kurzweil 3000 lets you check spelling in image documents to correct scanning errors, as well as in text documents to correct composition errors.

Making spelling corrections in image documents changes the underlying text that Kurzweil 3000 reads; it does not alter the image text on the screen. To see the underlying text, choose **Edit Underlying Text** from the **Edit Correct Recognition** submenu.

To spell check a document:
1. In a document, click the **Spell Check** button in the **Writing** toolbar.
   If Kurzweil 3000 finds a word it thinks is misspelled, it opens the **Spelling Correction** dialog.
2. In the **Spelling Correction** dialog, decide how you want Kurzweil 3000 to handle each possible error.

To:	Do the following:
Ignore the word	Click **Skip**.
Ignore the word throughout the document and not save it to the spelling dictionary	Click **Skip All**.
Correct an error	Select a word from the **Suggestions** list or type your correction into the **Change To** box, then click **Change**.
Correct the error throughout the document	Select a word from the **Suggestions** list or type your correction into the **Change To** box, then click **Change All**.
Hear the contents of the Change All box	Click **Read**.
Add the word to your private dictionary	Click **Add**.

You can control the number of possible corrections the Spell Checker displays by clicking **Fewer Suggestions** or **More Suggestions**. (This button is only available if the **Add option to spelling window** is enabled in the Spell Check Options pane. See "Setting Options in Kurzweil 3000" on page 46.)

3. When you are finished, click **Exit**.

To check spelling as you type:
Enable **Check Spelling as You Type** in the **Tools Options Spell Check** pane.

As you type, possible spelling errors are underscored with red dotted lines. Click the Right Mouse button to see and select from a list of corrections. There are also a couple of options: **Ignore** and **Add to Dictionary**.

To add or delete words in your private spelling dictionary:
1. Click the **Spell Check** button in the **Writing** toolbar to open the **Spelling Correction** dialog.
2. Do one of the following:
   To add the current word, click **Add**.
   To delete the selected word, click **Delete**.
   To hear the selected word, click **Read**.
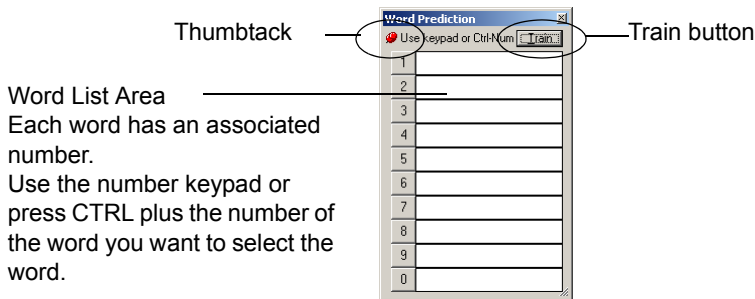3. Click **OK**.

Using Word Prediction

In a document in which you are typing, select **Word Prediction** from the **Tools** menu,

or click the **Word Prediction** button on the **Writing** toolbar.

As you type, Kurzweil 3000 presents possible words in a list in the **Word Prediction** window.

Thumbtack ——— ——— Train button

Word List Area
Each word has an associated
number.
Use the number keypad or
press CTRL plus the number of
the word you want to select the
word.

To select a word, do one of the following:

Click on the word in the list.

Or using the number keypad, press the number of the word in the list.

Or press the **CTRL** key plus the number of the word in the list.

To have the Word Prediction window stay in one place or follow along as you type:

Click the Thumbtack in the upper left-hand corner of the Word Prediction window.

To add all the words in the document into Word Prediction:

Click the Train button.

Using Word Lists

Kurzweil 3000 includes a dozen ready-to-use Word Lists, from Homophones and Confusable words to Transitional Words from Sopris Wets Step Up To Writing program.

For Teachers:

You can create new lists based on subjects or units of study, see "Setting Up Word Lists" on page 61.

For Students:

If the Word List you are using has the associated option selected, you can do the following while you are writing:

Highlight Word List's words in a document (The **Add list to the Highlight menu** option must be selected in the **Word Lists Options**)	In a document, go to the **Tools** menu, choose **Highlight**, then select the desired Word List name. Any words contained in the selected list are highlighted in the document.
Find Word List's words in a document (The **Add list to the Find menu** option must be selected in the **Word Lists Options**)	Place your cursor at the beginning of the document. From the **File** menu, choose **Find**, then select the desired **Word List** name. The **Find** dialog, shows the first word in the document that is on the list. Use any of the functions in the dialog: **Replace**, **Find Next**.

Using Floating Word Lists

The Floating Word List is a handy window that you can have open as a self-correction support while writing and editing in any draft, including a document from other applications such as Microsoft Word. It can remain open even as you work in different documents.

Accessible from the **Tools** menu, it displays words from a selected Word List. If you have the **Highlight Used Words** option selected, you can use Floating Word Lists while:

• Writing - words highlight in the window as soon as you type them in your document.
• Reviewing your draft documents - in any open text document, Kurzweil 3000 highlights words from the selected word list.

It's also possible to do the following:

• Drag and drop words from the Floating Word List window into your document.
• Look up word information in the list by double-clicking on the desired word.
• Show up to four word lists accessible in the window, so you can change lists as you work.

The word lists that are available to the Floating Word List feature are the ones that are in the Word List Setup dialog. For more information on word lists in general and creating them, see "Setting Up Word Lists" on page 61.

Note: The Floating Word List is only available when there is a text file open, if is not the active view, and if the floating window is not already open.

To work with the Floating Word List:

1. Open a text document.
2. From the **Tools** menu, select **Floating Word List** or click its button in the Study Skills toolbar.
3. Select the word list you want by clicking on its tab.
4. What you can do:
   • Write in your draft document. The **Highlight Used Words** option is selected by default, so you should see Kurzweil 3000 highlight list words as soon as you type them.
   • Drag and drop words from the window into your working document.
   • Look up a word in the list by double-clicking it.
   • Keep the window open even if you close and open documents, or if you are using another application such as Microsoft Word.

To add or remove lists to Floating Word Lists:

1. In the Floating Word List window, click **Edit Word Lists** to open the dialog.
2. Do one of the following:

   To add a word list and specify whether it should be required or optional, click the desired word list from the **All Word Lists** list.

   A required list is one from which students must are required to use all the words in the list for a writing assignment. Click **Add as Required**.

   An optional list is one from which students do not have to use all the words. Click **Add as Optional**.

   The list name appears in the **Selected Word Lists** column with a check, indicating that it will appear as a selectable word list tab in the Floating Word List window.

   Note: You can have up to four list name tabs showing in the window.

   To remove a word list, select it and click **Remove**. If only one list is left, avoid removing it. If you do so by accident, you can reopen the Floating Word List and its Edit dialog.
3. Click **OK**.

To review a document for words you used from a word list:

1. Open a text document.
2. From the **Tools** menu, select **Floating Word List** or click its button in the Study Skills toolbar.
3. Select the word list you want by clicking on its tab.

   The **Highlight Used Words** option is selected by default, so Kurzweil 3000 should highlight the words from the word list that you used in the document.

Additional Floating Word List Options

- **Get word information** - In the Floating Word List window, double-click a word to see its definition and other word information.
- **Highlight words used** - It may be beneficial for students to be able to keep track of the list words they have used in their documents. This setting is in the **Edit Word List** dialog, and is on by default.
- **Speak when word is clicked** - This option, available in the **Edit Word List** dialog, is selected by default to have Kurzweil 3000 speak the word when clicked.

Taking Tests Using Kurzweil 3000 Features

If you are a student, the following are Kurzweil 3000 features you can use when answering test questions:

Highlighting	Use highlighters to answer multiple-choice questions.
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.

Managing Documents

Saving and Printing a Document

In the default **Main** toolbar, click:

	to **Save** a document. By default, Kurzweil 3000 automatically saves documents every five minutes.
	to **Print** a document.

To save a document in another name and/or file format, use **Save As** from the **File** menu.

File Format to Save As:	Types of Documents:	Preserves:
.KES (Kurzweil format)	Save from image or typed/text documents, including scanned documents, documents opened with KESI Virtual Printer. Use this format for documents that have Notes, Highlighting, and bookmarks that you want to use in Kurzweil 3000.	Saves text, formatting, Notes, Highlighting, Bookmarks.
.TXT (ASCII text)	Save from image or typed/text documents. This file format is good for documents when you want to share or open them with other applications but are not certain what format to use.	Saves text only, but not Notes, Highlighting, Bookmarks, and images.
.RTF (Rich Text Format)	Save from image or typed/text documents. Use this format for documents that you want to share or open with other applications such as word processors.	(same as above)
.DOC (MS Word)	(same as above)	(same as above)
.DOCX (MS Word 2007)	(same as above)	(same as above)
.OPF (DAISY 3)	Save from image or typed/text documents. DAISY files are portable and shareable.	Saves text, bookmarks, navigation, but not Notes, Highlighting, and images. **NOTES:** Saving to DAISY actually creates a set of files, so it's a good idea to create a folder to receive those files. In the Save As dialog, locate that folder, then save. When opening DAISY files, use the file with the .opf ending.

To save parts of a document, from the **File** menu, choose **Save Page Range**, specify the page range and click **OK**.

Locating Documents and Files

Windows Vista, Windows 7	C:\Users*user name*\Documents\KESI\Kurzweil 3000
Windows XP	C:\Documents and Settings*username*\My Documents\KESI\Kurzweil 3000
Older systems	C:\My Documents\Kurzweil Educational SystemsI\Kurzweil 3000*username*

- To locate Column Notes files, find files that end with the file extension .k3c.
- In the USB Edition, files are saved to the USB device in the "USB Documents" folder.

Sending a Document to a Recipient Through E-mail

1. Open the document you want to send.
2. From the **File** menu, choose **Send To** and either the text or attachment option. Selecting Text places the content of the document into an e-mail; selecting attachment attaches the file.
3. Specify recipient and **Send**.

Creating an Audio File

Any file format can be converted into an audio file in MP3, WAV or DAISY 2 format. If your system does not have an MP3 encoder, and has Internet connection, Kurzweil 3000 downloads one.

The output file is added to iTunes and Windows Media Player under the "Kurzweil 3000" playlist. You can uncheck option(s) you do not want or change the playlist. (Not available in USB Edition.)

To create an audio file:

1. Open the document you want to convert. To convert only an excerpt, select the text you want.
2. From the **File** menu, select **Audio Files**, then choose **Create Audio File**.
3. In the **Create Audio File** dialog, specify the options you want: **Entire Document**, **Page Range** or **Selected Text**, **Reading Voice**, type of **Output**, and file name, then click **OK**.
   If you have selected text in the document, the **Selected Text** option would be the default.
4. Find the file: (XP) C:\Documents and Settings\All Users\Application Data\KESI\Output Audio. (Vista/Windows 7) C:\Program Files\Kurzweil Educational Systems\Kurzweil 3000\Settings. (USB) "Output Audio" folder on the USB device.
   NOTE: If you are outputting to DAISY 2, the output is actually a folder with a set of files.

To track the audio file creation process, select **Audio Spooler Monitor** from **File Audio Files**.

Additional File Options from the File Menu

Open From, Save To Library	See "Using the Universal Library" on page 43.
Extract	Extract Text, Notes, Highlights, and Bookmarks to a new file. Also available in Writing Outline view.
Join	Join two open documents.
Open with Editor	Open a text or RTF document using Microsoft WordPad or Microsoft Word.
Properties	Add security and other properties to a document. See "Setting Document Properties" on page 64.
Recent Files	Open a recently accessed file. (Not available in USB Edition.)
My Account	For Web License-*firefly* users; opens the *firefly* login web page.
Change User	Select an existing user, or create a new user. (Not available in USB Edition.)

Using the Universal Library

LAN (Local Area Network) Universal Library

The Universal Library is a folder that lets you store and share documents with others. If it has been set up, teachers can place tests, materials for assignments or classwork for students to pick up. When students complete the tests or assignments, they can save the documents back to the library. The library can be set up on a Standalone system that serves multiple users or on Local Area Network for Kurzweil 3000 Network users. Note: The Universal Library is not available in the USB Edition.

For details on setting up the Universal Library, see "Setting Up the Universal Library for Sharing Documents" on page 77.

Web Universal Library (available for Web License Edition and *firefly* users)

The Web Universal Library is a virtual library of electronic files that the district, school, teachers and students want to store and/or share. Users can access the Universal Library from computer-to-computer over the Internet. See ***Kurzweil 3000 Web License Guide*** for more information the Web Universal Library.

Currently, the Universal Library supports Kurzweil 3000 KES and TXT text files. It comes with the Classic Literature collection of nearly 2,000 electronic texts. For subscribers to Cambium Learning Group educational products and websites, the Universal Library offers a single location where published material in electronic format can be found.

The structure of the Universal Library is based on user/sub-user file system concept where each authorized user can set up and manage his/her sub-users. In addition to sub-user folders, each user also has a Public folder and a Private folder. All users have Read-Write permission to their own and to sub-users' Public and Private folders. Sub-users only have Read access to the Public folder of the user who created their account.

To open a document from the Universal Library:
1. From the **File** menu, choose **Open from Library** to open the **Kurzweil 3000 Universal Library** folder.
2. Do one of the following:
   LAN Universal Library: Select the desired document from the folder and click **Open**.
   Web Universal Library: Navigate to the desired folder, select the file you want from the file list pane, then click **Open**.

To save a document to the Universal Library:
1. Open the document you want to save.
2. From the **File** menu, choose **Save to Library**; then do one of the following:
   LAN Universal Library: In the **Kurzweil 3000 Universal Library** folder that opens, click **Save**. (Note: if you a document by the same name already exists in the library folder, be sure to rename it before saving.)
   Web Universal Library: In the **Save to the Universal Library** dialog that opens, navigate to the desired folder, then click **Save**. It's possible to create a new folder in which to place the file, and to rename the file.

Searching for and Downloading Electronic Content

You can search for and download:

- Electronic books and material from Web sites such as *Project Guttenberg*, *Bookshare.org* and *Baen Free Library*.
- Text files from the Classic Literature folder which is included on Kurzweil 3000 product DVD.
- Electronic magazines from such sites as *Talking Newspaper UK*.
- News and updates from Kurzweil Educational Systems. (Not available in USB Edition.)

Searching for E-Content from Web sites or Kurzweil 3000 Classic Literature

1. Place the product DVD in the DVD drive.
1. From the **Online** menu, choose **Search for Books**.
2. In the **Online Search** dialog, search by **Author** or **Title** by clicking the Author/Title button and typing in any part of the name or title.
3. Make sure the sites you want to search are checked, then click **OK**.
4. In the **Download Status** dialog that appears, select each desired item from the **Items available for download** list.

You can also use:

- **And** or **Or** to narrow searches.
- Complex Queries. See Online Help for details.

Searching for Online Magazines

1. From the **Online** menu, choose **Search for Magazines**.
2. In the **Online Magazine Search** dialog, type in any part of the magazine's name.
3. Specify the time frame, then click **OK**.
4. In the **Download Status** dialog that appears, select each desired item from the **Items available for download** list.

Opening and Managing Downloaded Files

From the **File** menu, choose **Open**.

It's a good idea to rename downloaded files after opening them and place them in another folder.

Customizing Kurzweil 3000

Showing, Hiding and Applying 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:

1. Move the cursor to an empty spot in the toolbar area.
2. Press the right mouse button to display the **Toolbar Right Mouse Button menu**, then select or deselect the desired toolbar.

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 **Customize Apply Toolbar Set**, then select a toolbar.
>Or open the **Toolbar Right Mouse Button menu**, choose **Apply Toolbar Set**, then select a toolbar.

To return to the default Kurzweil 3000 Main and Reading toolbars:
>From the **Tools** menu, choose **Apply Toolbar Set**, then select **Classic**.

Customizing Toolbars

1. From the **Tools** menu, select **Customize**, then select **Toolbars** to open the **Toolbar Customization** dialog.
2. Select the toolbar you want to customize.
3. In the **Buttons** area, you can:
    - Remove an item from a toolbar: Select it from **Active Buttons** list and click **Remove**.
    - Add an item to a toolbar: Click the item in the inactive buttons list, then click **Add**.
    - Move an item: Select it, then move it by clicking the **Left** or **Right** arrow button.
    - Change the order of Highlighter pen colors. (This also affects the results for Extract Notes and Highlights, and Extract Highlights to Column Notes.)
4. Click **Apply** or **OK**.

For more information about customizing toolbars and creating toolbar sets, see the Kurzweil 3000 online Help.

Customizing the Right Mouse Button Menu

To display the Right Mouse Button 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. Select desired items.
3. Click **OK**.

Changing the Reading Dual Highlighting Color Options

As Kurzweil 3000 reads, it highlights the reading unit in one color and the current word in another color.

To change the highlighting colors:
1. From the **Tools** menu, select **Options**.
2. Click the **Text** button to open the Text Options pane.
3. In the **Colors** area, specify the desired colors for the word and sentence highlighting.
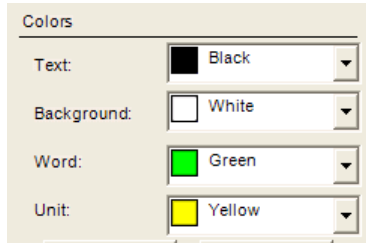
Setting Options in Kurzweil 3000

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.
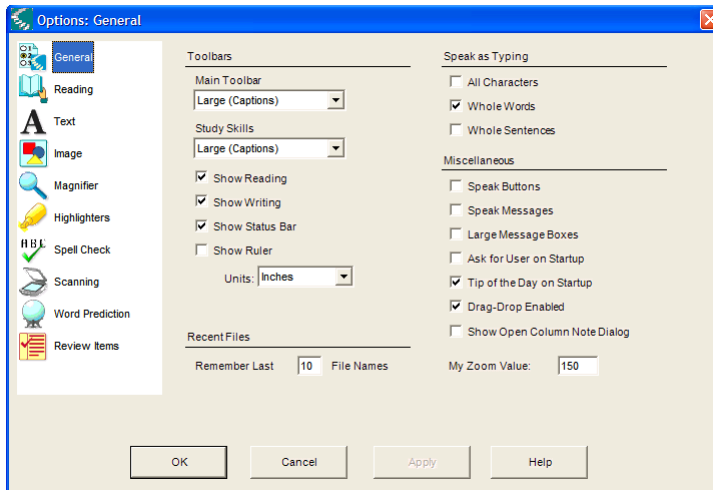
2. Click the icon for the desired option category:
   General, **Reading**, **Text**, **Image**, **Magnify**, **Highlighters**, **Spell Check**, **Scanning**, **Word Prediction**, **Review Items**.

Note: If you tend to access **Options** panels frequently, you can place the **Options** button on a toolbar. See "Customizing Toolbars" on page 45 for more information.

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 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.

High-Speed Scanning

If you are using a high-speed scanner, it is often more efficient to use that scanner's software than to use Kurzweil 3000, then use the Kurzweil 3000 Automater to convert the scanned TIFF files into KES or PDF file format. See online Help for details on using the Automater. Note: This feature is not available in USB Edition.)

Scanning Options from the Scan Menu
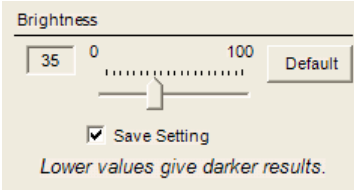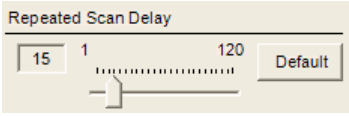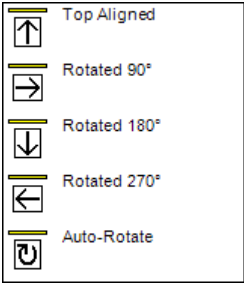
To:	Use:
Scan a page again and replace it for the current page.	**Rescan Page**
Scan a page and insert it before the current page.	**Insert Page**
Insert an image file.	**Insert Image**
Delete the current page.	**Delete Page**
Correct recognition errors found by Kurzweil 3000.	**Corrections**
Re-do the recognition process to see if you can obtain better results.	**Re-Recognize Page**
Scan a color document and display it in color.	**Use Color**
Specify duplex scanner or scanner with an automatic document feeder.	**Double Sided**
Scan facing pages of small format originals such as paperbacks.	**Two Page Mode**
Automatically scan pages one after another, with a delay in between scans. You can specify the delay interval in the Settings Options pane.	**Scan Repeatedly**
Select a scanner. Scan small-sized pages to save scanning time. Set scan page size. Optimize scanning settings.	**Scanner Setup**
Use to clean crease marks, specks and other unwanted blemishes in image documents.	**Image Fill**
Re-order reading zones. See page 51.	**Zone Editor**

Scanning Options from the Scanning Options Pane

To open the Scanning Options pane:
From the **Tools** menu, select **Options**, then click the **Scanning** icon.

The following table presents the options available from the **Scanning Options** pane.

To:	Use this option:	Do this:
Adjust dark or light originals.	**Brightness** Brightness 35 0 100 Default ✓ Save Setting *Lower values give darker results.*	Drag the slider. Use higher values to lighten dark originals and lower values to darken light originals. After you have found the ideal setting for the document or most of the documents you will be scanning, click **Save Setting**.
Adjust the time interval between each scan.	**Repeated Scan Delay** Repeated Scan Delay 15 1 120 Default	Drag the slider.
Specify the top of the page relative to the "Home" position of the light bar on the scanner. Identifying page orientation can speed up scanning.	**Page Orientation list** ⬆ Top Aligned ➡ Rotated 90° ⬇ Rotated 180° ⬅ Rotated 270° ↻ Auto-Rotate	From the list, select the appropriate setting: • Top of Page where the top of page aligns with the scanner Home position. • Or top of page is rotated 90, 180 or 270 degrees from the Home position.
Select OCR settings based on your documents' requirements, including language(s) of the originals. Trade-offs are quality versus speed.	**OCR** engine OCR Engine: FineReader Speed: Accurate Language: ✓ Dutch / ✓ Dutch (Belgian) / ✓ English	Select **Engine**: • **FineReader** for any type of document, especially hard-to-scan faxes, and hard-to-find languages, and for machine and software code. FineReader may be slow. • **Scansoft** tends to be faster than Fine-Reader. Select **Speed**: • **Accurate** for increased accuracy, but scanning speed can be slow. • **Fast** for faster scanning, but decreased accuracy. Select **Language**. If you work with multi-lingual documents or frequently use documents in various languages, you can select all those languages in the list.

Keep the newly added scanned page in the background so that you can read the document while scanning.	**Show New Scans**	In the Extras area, deselect **Show New Scans**. Note: **Two Page Mode** must also be deselected in the **Scan** menu when deselecting **Show New Scans**. In order to select **Two Page Mode**, **Show New Scans** must also be selected.
Scan pages with more than one column of text, or when disabled, to scan tables or documents with blanks.	**Find Columns**	This option is selected by default. Deselect it when scanning tables or documents with blanks such as tests and worksheets.
Ensure that scanned pages do not appear crooked.	**Deskew**	Deskew is selected by default, but try deselecting it if a page continues to appear crooked.
Improve recognition accuracy of documents with text printed on dotted background or speckled paper, like newspapers.	**Despeckle**	Select to improve scans of some colored originals and newspapers.
Scan multi-colored document, such as magazine pages or text books with color images, color text and backgrounds.	**Dynamic Thresholding**	Note: Selecting this option may slow down scanning and limit control over the Brightness setting.
Use the alternate TWAIN scanner driver interface that may be included with your scanner.	**Show TWAIN UI**	Note: Selecting this option may significantly increase scanning time.
Quickly assess pages that were poorly recognized when scanning a large number of pages or opening a large multi-page document.	**Confidence Threshold**	By default, Kurzweil 3000 confidence level is set at 95%. Setting the value lower decreases the recognition quality. To see pages that fall below the confidence level, open the scan document and from the View menu, select Thumbnail View. Look for page numbers in blue.

Note: Kurzweil 3000 automatically scans white text on black.

Preparing Documents

There are a number of ways to get documents into Kurzweil 3000:

Scan original pages into Kurzweil image documents.	See "Scanning" on page 47.
Open any type of file, such as PDF, directly in Kurzweil 3000. The KESI Virtual Printer opens non-supported files.	See "Using the KESI Virtual Printer to Open Documents Created in Another Program" on page 8. For a list of supported file formats, see "Kurzweil 3000 Supported File Formats" on page 7.
Type and create new text documents.	See "Starting Points for Writing" on page 25.
Import documents.	See "Additional File Options from the File Menu" on page 42.
Open downloaded or saved files from the Web in Kurzweil 3000.	See "Adding and Editing Hyperlinks" on page 24.

After bringing the document into Kurzweil 3000, review and have Kurzweil 3000 read through the document to find recognition errors and speech engine mispronunciations. You will often need or want to perform one or more of the document preparation tasks listed below:

Rerecognize pages.	See "Scanning Options from the Scan Menu" on page 47.
Change reading order using the Zone Editor.	See "Changing Reading Order Using the Zone Editor" on page 51.
Check spelling.	See "Using Spell Check" on page 36.
Use Override OCR to convert unrecognized text into readable zones.	See "Using Override OCR to Convert Unrecognized Text into Readable Zones" on page 52.
Correct recognition errors using Edit Underlying Text.	See "Correcting Recognition Errors Using Edit Underlying Text" on page 53.
Correct pronunciations.	See "Correcting Pronunciations" on page 55.
Edit Headers and Footers.	See "Editing Headers and Footers" on page 56.
Fill in the Blanks for worksheets and tests.	See "Preparing Tests" on page 59.
Specify new first page or front matter.	See "Specifying New First Page or Front Matter" on page 57.
Clean up images.	See "Cleaning Up Image Documents" on page 57.
Change the Language Format of image text.	See "Changing the Language Format of Image Text" on page 57.
Add Instructional Notes.	See "Adding Instructional Notes and Bubble Notes" on page 58.
Set Document Properties such as saving toolbars with a document.	See "Setting Document Properties" on page 64.

Displaying the Document Preparation Toolbar Set

When preparing documents, it may be helpful to display the Document Preparation toolbar, giving you quick access to the tools you will be using most often.

To apply the Document Preparation toolbar set:

Open the **Tools** menu, from the **Customize** submenu, choose **Apply Toolbar Set**, then select **Document Preparation**.
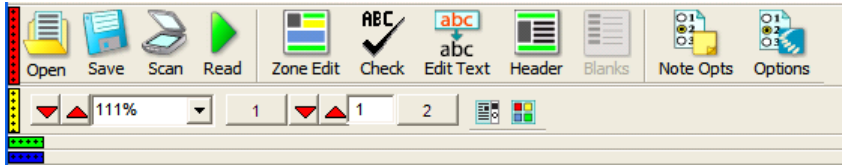
Changing Reading Order Using the Zone Editor

(Image Documents Only) In Kurzweil 3000, the text and images in image documents are treated as separate blocks. When Kurzweil 3000 reads the document, it reads blocks from top-down, left-to-right on the page. This may not be the way you want the material presented, for instance, you may want sidebars, summary text, and/or captions read before the actual text in the section.

Zone Editing allows you to specify the order in which Kurzweil 3000 reads the blocks of text, or "zones." Each zone has its own properties that you can change.

While in Zone Edit mode, you can use familiar navigation functions to move from page to page.

To switch to the Zone Edit mode and access the Zone Editor menu

1. From the **Scan** menu, select **Zone Editor**.

   In Zone Edit mode, text and images appear as zones in numbered blocks with borders.
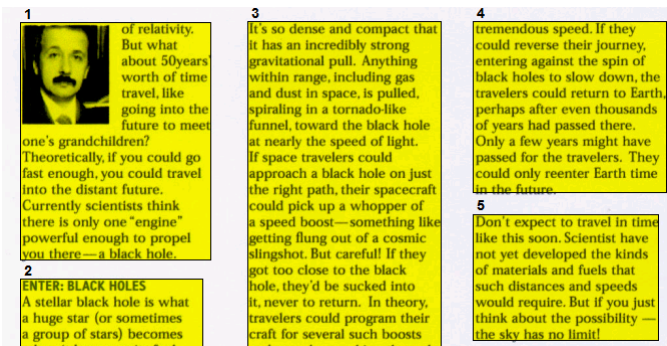
2. Click on a zone to select it, then press the right mouse button to display the **Zone Editor** menu.
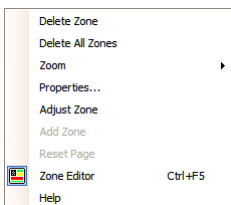
From the **Zone Editor** menu:

- Select **Help** to display a list of Zone Editor shortcut keys.
- Select **Adjust Zone** to move or resize the zone border.
- Select **Delete Zone** or **Delete All Zones** to remove a selected zone or to remove all zones.

To exit the Zone Editor, deselect **Zone Editor** from the **Scan** menu or from the **Zone Editor** Right Mouse Button menu.

To change the reading order and other zone properties:
1. In **Zone Edit** mode, double-click on the zone you want to select it.
2. In the **Zone Properties** dialog that appears, do one of the following:

Click or do this:	To have Kurzweil 3000 do this:
Primary Text	Read zones in the reading order you specify.
Secondary Text	Read the zone only when clicked and the Read button is activated.
Graphic	Never read the zone. You can use this option for actual images or text that you don't want to have read.
Type a Reading Order number	Read the zone in the specified order.

To access additional Zone Editing functions, such as Adding, Deleting and Adjusting Zones: while in **Zone Edit** mode, press the right mouse button to display the **Zone Editor** menu, then select the option you want.

Using Override OCR to Convert Unrecognized Text into Readable Zones

There might be times when the OCR process is unable to recognize certain text, for instance, a heading that uses a large or unusual font, text with wide word spacing, or text on a multi-color or dark background. The Override OCR option lets you convert unrecognized text into zones that Kurzweil 3000 can read.

To override OCR:
1. In **Zone Edit** mode, open the **Zone Editor** Right Mouse Button menu and choose **Add Zone**.
2. Select the word that was not recognized by dragging the crosshair cursor over it.
3. Click outside the new zone, then click back inside it.
4. In the **Zone Properties** dialog that appears, select **Override OCR**, then type the corrected word that you want to be the replacement.
5. Click **OK**.
6. Click outside the zone to deselect it.
7. Repeat until all the desired non-recognized words are converted to readable zones.
8. Exit **Zone Editor**, and click **Yes** to confirm the changes.

Correcting Recognition Errors Using Edit Underlying Text

(Image Documents Only) In Kurzweil 3000, there are two types of text in image documents, the text that you see on the screen, which matches the original document, and the underlying text, which is the text that the OCR process actually recognized. When reading text in image documents, Kurzweil 3000 uses the underlying text. Since the OCR process can produce errors in recognition, Kurzweil 3000 may not read misrecognized words correctly.

Several features, including an editable Corrections List containing corrections for common recognition errors, let you edit the underlying text and correct recognition errors.

To correct a single word, use Change Underlying Word:
1. In the image document, double-click on the word you want to change.
2. From the **Edit** menu, choose **Correct Recognition**, then choose **Change Underlying Word**.
3. In the dialog that appears, type the replacement word in the replace **With** box, and click **OK**.

To correct multiple errors that are not consistent, use the Edit Underlying Editor:
1. In the image document, open the **Edit** menu and choose **Edit Underlying Text** from the **Correct Recognition** submenu.
2. In the **Edit Underlying Text** window that opens, scroll or page to the word you want to correct, and click to select it.
   Kurzweil 3000 highlights the selected word in the document and the Edit windows, and displays it in the **Selected Word** box.
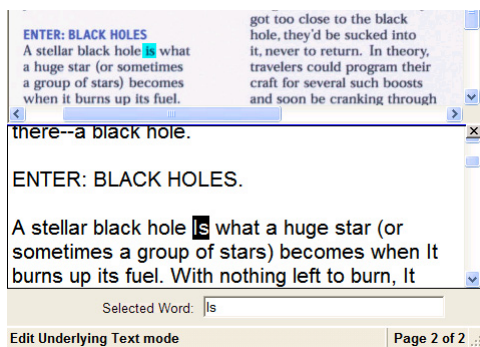
3. Click **Read** to hear the word.
4. Click in the **Selected Word** box and type in the replacement.
5. Click **Read** again to confirm the correction.
6. Repeat for all the words you want to correct.
7. Click the **Close** box to close the **Edit Underlying Text** window and apply the changes.

To correct errors throughout a multi-page document, you can use familiar Editing functions, such as **Find and Replace** and/or **Spell Check,** either in the document view or in the Edit Underlying Text window.

To correct frequently encountered OCR errors/corrections:
From 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**.

To view and/or edit the default Corrections list, select **Corrections** from the **Scan** menu.

Advanced Corrections Operations

Select **Corrections** from the **Scan** menu, then click **Advanced** to display the Advanced options.

To:	Click or do this:
Restore the default Corrections list	**Delete All** to delete the current Corrections list. Click **Defaults** to reload the default Corrections list.
Export the current Corrections list	Click **Export**. In the **Save As** box, navigate to the location where you want to save the list. Type the name for the list and click **Save**. Kurzweil 3000 saves the list as a text file.
Import a Corrections list	Click **Import**. In the **Open** box, navigate to where the list you want is located. Click **Open**. Click **OK**. You can edit the corrections list with a text editor.

Correcting Pronunciations

Every speech engine has its own pronunciation dictionary. While these dictionaries are comprehensive, you can still encounter words, especially proper nouns, that the dictionaries may not pronounce correctly. You can:

- Change the pronunciation for a single instance of a word or phrase, or edit words or phrases in your speech engine pronunciation dictionary.
- Import and export dictionaries to ensure everyone has a consistent list.
- Create a custom pronunciation dictionary, see Online Help for details.

To change the pronunciation of a word or phrase in a document:

1. Be sure you have the desired speech engine selected in the Speaker Area of the Reading Options pane.
2. Select the word or phrase for which you want to change the pronunciation.
3. From the **Tools** menu, select **Pronunciations** to open the **New Pronunciation** dialog.
4. In the **Pronunciation** box, type the new pronunciation, then click **Test** to test it. Creating the best pronunciation may take multiple tries.
5. Click **OK** to set the desired pronunciation.

To edit pronunciation in a speech engine dictionary, use the Pronunciations Editor:

1. Be sure you have the desired speech engine selected in the **Speaker Area** of the **Reading Options** pane.
2. From the **Tools** menu, select **Pronunciations** to open the **New Pronunciation** dialog.
3. Click the **Edit** button to open the **Pronunciations Edito**r dialog.
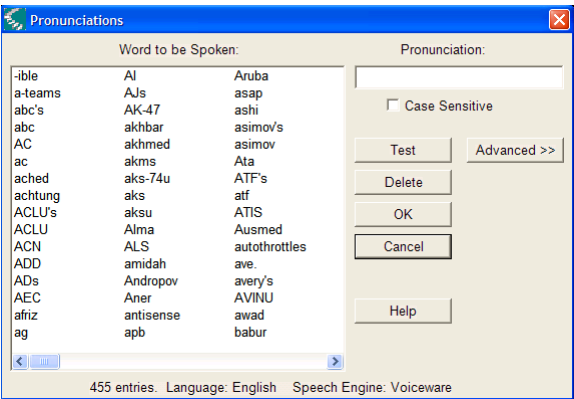
To:	Do this:
Change the pronunciation for a word	In the **Words to be Spoken** list, select the desired word. In the **Pronunciations** box, type the new pronunciation. Click **OK**.
Delete a word from the dictionary	In the **Words to be Spoken** list, select the desired word. Click **Delete**.

Advanced Pronunciation Operations

1. From the **Tools** menu, select **Pronunciations** to open the **New Pronunciation** dialog.
2. Click the **Edit** button to open the **Pronunciations Edito**r dialog.
3. Click **Advanced** to display the Advanced options.

To:	Click or do this:
Hear all the words in a pronunciation dictionary	In the **Words to be Spoken** list, click on the word where you want to start reading, then click the **Test All** button.
Delete the current pronunciation dictionary and restore the default dictionary	Click **Delete All**, then click **Defaults**.
Export the current dictionary	Click **Export**. In the **Save As** dialog, navigate to the location where you want to save the dictionary. Type a name for the new dictionary, and click **Save**.
Import a dictionary, adding its words to the current dictionary	Click **Import**. In the **Open** dialog, navigate to the dictionary file you want. Click Open, then **OK**.

Editing Headers and Footers

(Image Documents Only) Many documents, from books and textbooks to tests and worksheets, have headers and footers that you may not want Kurzweil 3000 to read. The **Header/Footer Editor** lets you mark such text in image documents so Kurzweil 3000 doesn't read them.

To mark headers and footers for all pages in a document:

1. Be sure you have scanned the entire document.
2. In the open image document, select **Header/Footer Editor** from the **Scan** menu.
   Kurzweil 3000 appends "Header/Footer Editor is Active" to the document name at the top of the Kurzweil 3000 window to indicate that the document is now in Header/Footer Edit mode.
3. Open the **Header/Footer Editor** Right Mouse Button menu, and choose **Mark Header/Footer**.
4. Drag the left mouse button over the header/footer area until the frame encloses the area you want to block. The block turns to a green color indicating that it is selected. In this state, you can move the marker by hovering on the green area and dragging it, or resize it by pointing to the perimeter and dragging it.
5. Apply the marker to all of a document's pages by opening the **Header/Footer Editor** Right Mouse Button menu, and choosing **Apply to All Pages**.
6. Click outside the header/footer.
7. From the Right Mouse Button menu, deselect **Header/Footer Editor** to exit the editor.

Specifying New First Page or Front Matter

(Image Documents Only) When scanning a document into Kurzweil 3000, the first page you scan becomes page 1. If, however, you want to maintain the same page number as the original document, you can do so by using the Set Number feature for the first page. For documents that have two numbering schemes, such as preface material and chapter pages, you can use the Front Matter option to make the distinction.

To specify First Page or Front Matter Pages:
1. In the image document, open the **View** menu, select **Page**, then choose **Set Number** from its submenu.
2. In the **Set Page Number** dialog, do one of the following:
   Set a new first page number by clicking in the **Number of First Page**, and typing the desired page number.
   Or set front matter pages by selecting **Document has Front Matter**, and typing the number of pages that are in the front matter.
3. Click **OK**.

Cleaning Up Image Documents

Scanned documents can often contain crease marks, specks or other "dirty" areas that can distract students.

To clean up images using Image Fill:
1. In the document you want to clean up, open the **Edit** menu and select **Image Selector**.
2. Click and drag the crosshair cursor to enclose the desired area in the frame.
3. From the **Scan** menu, click **Image Fill**. If the document is in color, select **Color Picker**.
4. Select the color you want. If the document is in color, you can click on any color in the document to use.
5. Click **OK**.

Changing the Language Format of Image Text

(Image Documents Only) If the document you are preparing contains text in two or more languages, you can change the language format of marked text. Kurzweil 3000 automatically reads the marked text using the specified reading language.

For this feature to work you must have:

- A speech engine installed for the language you want to use. Kurzweil 3000 includes English, French, Spanish, German and Italian. For other languages, you must first add the speech engine for the language. To select the engine that has the language you want to use, go to the Scanning Options pane and select it from the OCR area.
- The Language list accessible from the Language Learning toolbar set. To show the Language Learning toolbar, open the Toolbar Right Mouse Button menu, choose Apply Toolbar set and select Language Learning from its submenu. Click the Writing toolbar Toggle (blue block) to show the Language list.

To change the language format of image text:
1. In the image document, select the text you want to mark.
2. In the **Language Learning** toolbar set, select the desired language from the **Language** list.
3. **Save** the document.

Adding Instructional Notes and Bubble Notes

You can add any type of Notes to a document that you are preparing for students. Adding Instructional Bubble Notes is presented here, see "Working with Notes" on page 15 for information on adding Sticky Notes, Text Notes, Voice Notes, and Footnotes.

To embed instructional Bubble Notes:

You can use Bubble Notes to present students with instructions or questions that they can answer. For instructions on answering questions in Bubble Notes, see "Creating and Answering Questions in Bubble Notes" on page 16.

For instructions on opening and hearing a Bubble Note, see "Opening, Hearing and Closing Notes" on page 17.

1. Click a location in the text where you want to place the Note.
2. From the **Tools** menu, click **Notes**, then choose **Add Bubble Note**.
3. In the **Bubble Note** dialog, select the desired options:

    Appearance: select Balloon or Cloud Shape and Small or Large Size.

    Open option: select to have Note open Before or After a unit is read, or When a word is read.

    Read option: select to have Note read upon opening.

    Question option: select **True or False**, **Text** or **Multiple Choice** with **Radio Buttons**, **Check Boxes** or **Match**. True or False presents two radio buttons in the text area. Multiple Choice Match presents two columns. To add more choices, use the arrow buttons.
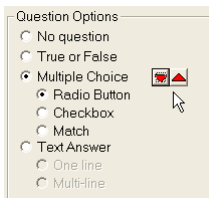
4. Type your instruction/question in the text area. Click **OK** when you are finished.
    Kurzweil 3000 places the Bubble Note anchor at the specified location in text.

To edit or change Bubble Note properties:

1. Select the desired Note's purple underlined text or purple question mark anchor.
2. From the **Tools** menu, click **Notes**, then choose **Edit Bubble Note**.
3. In the **Bubble Note** dialog, make the desired edits and changes.
4. Click **OK**.

Preparing Tests

Preparation task:	How to do it:
Bring a test into Kurzweil 3000.	Scan an existing test. Or use the KESI Virtual Printer to open a test created in another application. (For information about the KESI Virtual Printer, see "Using the KESI Virtual Printer to Open Documents Created in Another Program" on page 8.)
Have all tools handy when pre-paring 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 remove unwanted text. See "Changing Reading Order Using the Zone Editor" on page 51.
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** panel to pause reading after each question is read.
Add Fill in the Blanks.	Select the **Fill In the Blanks** option from the **Tools** menu.
Add Voice Notes to accommo-date test takers who need/pre-fer 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 "Using Study Skills Tools" on page 14.

Customizing Tests

Customization:	Where to set it:
Adjust reading speed.	**Reading Options** pane from the **Tools** menu.
Have buttons/messages spoken.	**General Options** pane from the **Tools** menu.
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.
Select or deselect test taking options.	In the **Lock Features** dialog from the **Tools** menu, **Enable** (unlock) or **Disable** (lock) features from the following categories: **Reading**, **Writing**, **Online**, **Doc Preparation**, **Library**, **Refer-ence**, and under **Miscellaneous**, **Customization**, **Encryption**, **Usage Log**, and **Bubble Note Editing**.
Set up password access to test taking options.	In the **Lock Features** dialog from the **Tools** menu, select **Pass-word Protect All Settings**, then enter the password.
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**.

Setting Up Word Prediction

To set up Word Prediction options:
1. From the **Tools** menu, select **Options**.
2. In the **Options** dialog, click the **Word Prediction** icon.
3. In the **Word Prediction Options** dialog,

Select:	To:
Add new words as they are typed	Add words to the Word Prediction dictionary as you type.
Add new words automatically when spell checking	Automatically add new words to the Word Prediction dictionary as you add them during spell checking.
Train on words not in spell check dictionary	Add words that are not in the Spell Check dictionary.
Use phonetic spelling	Present possible alternative words from the phonetic spelling list.
Add words to Private spelling dictionary	Edit or reload the Word Prediction Dictionary. By default, the Large dictionary set is loaded

To add an entire document to the Word Prediction dictionary:
This option adds all the words from a text or image document to the Word Prediction list.

Note: If you need to add a list of words to the Word Prediction dictionary for students or users who have a specific set of words with which they have difficulty, consider deleting all the words in the current Word Prediction dictionary before performing this procedure.
1. In a document, click the **Spell Check** button to make sure all the words are spelled correctly. If there are any proper nouns, add them to your Spell Check dictionary.
2. From the **Tools** menu, select **Word Prediction**.
3. In the Word Prediction window, do one of the following:
   To add all of the words in the document, click **Train**, then **Yes** to confirm.
   To add words from part of a document, select the desired text, click **Train**, then **Yes** to confirm.

To edit or reload the Word Prediction dictionary:
Note: Reloading a default Word Prediction dictionary, removes any words that were added to the dictionary through training or other Word Prediction "add words" options.
1. From the **Tools** menu, select **Options**.
2. In the **Options** dialog, click the **Word Prediction** icon.
3. In the **Word Prediction Options** dialog, click **Edit Word Prediction Dictionary**.

To:	Do this:
Delete a single word	Select the word, then click **Delete**.
Delete more than one word at a time	Hold down the **CTRL** key and click each word you want to delete, then click **Delete**
Delete all of the words	Click **Delete All**.
Reload one of the default word lists	Click the **Small**, **Medium** or **Large** radio button, then click **Reload** and **Yes** to confirm.

4. Click **OK** to exit the **Edit Word Prediction Dictionary** dialog, then **OK** again to exit the **Options** dialog.

To share a Word Prediction dictionary by importing or exporting it:
1. From the **Tools** menu, select **Options**.
2. In the **Options** dialog, click the **Word Prediction** icon.
3. In the **Word Prediction Options** pane, click Word Prediction Dictionary.
4. In the **Word Prediction Dictionary** dialog, do one of the following:

To export a copy of your current Word Prediction dictionary to a file so that others may import it.	Click **Export**. In the **Save As** dialog, type a name for your dictionary. Navigate to the location on your system where you want to save the file. Click **Save**.
To import a Word Prediction dictionary.	Click **Import**. In the **Open** dialog, navigate to the location on your system where the file is located, and select it. Click **Open**.

Setting Up Word Lists

The Word List feature is ideal for special, individualized, class, or study unit word lists. Kurzweil 3000 provides two ready-to-use sets of Word Lists: **Homophones** and **Confusables**. By default, the Homophones II and Confusables II lists are enabled. For the majority of Word List tasks in Kurzweil 3000, you use the Word List dialog.

To:	Do This:
Open the Word Lists dialog.	From the **Tools** menu, select **Word Lists**.
Enable or disable a list.	In the **Word Lists** dialog, click the desired list name's checkbox to enable (check)/disable (uncheck) it. Then click **Apply** or **OK**.
Create a list.	In the **Word Lists** dialog, click **New**. Create the list from scratch or from words in an open document.
Add a list to the **Find** and/or **Highlight** menus, and/or to **Word Prediction**.	In the **Word Lists** dialog, click the desired list name, then click **Options**. In the list's options dialog, click the desired option checkbox. Click **OK** to apply, and **OK** to close the dialog.
Edit a list.	In the **Word Lists** dialog, click the desired list name, then click **Options**. 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**. Click **OK** to apply, and **OK** to close the dialog.
Add a definition or related word(s) for a word in the Word List.	In the Word Lists dialog, click the desired list name, then click Options. 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). Click **OK** to apply, and **OK** to close the dialog.

Setting Up Kurzweil 3000 for Language Learning

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

To set the language for scanning:

1. From 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, in the **Language** list, select the desired language. If you frequently use multi-languages, you can select all the languages in the Language list. Find the language(s) and click the checkbox(es).
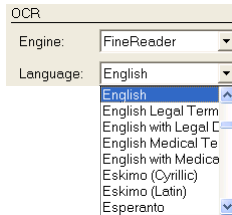
4. Click **Apply**, then **OK**.
5. When you are ready to read a document with a different language, be sure to select the Reading language. See the next procedure.

To select the language and speaker for reading:

1. From the **Tools** menu, select **Options** to open the **Options** dialog.
2. Click the **Reading** icon to open the **Reading Options** pane.
3. In the **Speaker** area, in the **Language** list, select the desired language.
4. In the **Speaker** list, select the desired speaker for the selected language.

Setting Up Picture Dictionaries

Picture dictionaries, whether electronic or print, can aid in language learning, particularly when they are part of curriculum work for students in ELL or reading programs. Kurzweil 3000 comes with the K3000 Picture Dictionary, as well as a sample set from the Mayer-Johnson PCS library, but it can also support other picture dictionary libraries. It's also possible to set up multiple picture dictionaries as well as clip art or image libraries.

All picture dictionary operations can be found in the **Picture Dictionaries** dialog.

To open the Picture Dictionary dialog:
From the **Reference** menu, choose **Select Dictionary**, then from the **Picture Dictionary** sub-menu, choose **Setup**.

Select options:
Show all matches to present all matches.
Stop after first dictionary match to limit matches presented. (Recommended if there are many picture dictionaries added.)
Up/Down Arrows to move the order of dictionaries in the list. When searching for a definition, Kurzweil 3000 looks in each dictionary in the order that they appear in the list.
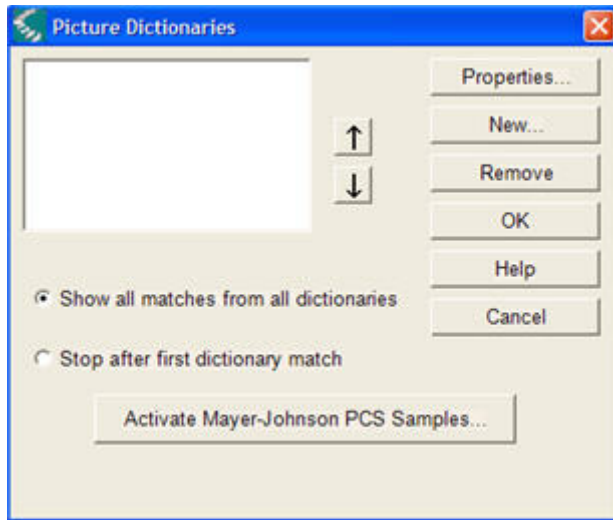
To add a picture dictionary:
1. Ensure that the software is installed on your computer and you know its location.
2. In the **Picture Dictionaries** dialog, click **New**.
3. In the **New Picture Dictionary** dialog, find and double-click the name of the folder that contains the actual images.
4. Click the **Name** box and type the name that you want to have appear in the **Select Dictionary** submenu.
5. Click **OK**, then click **OK** again.

To add the Vcom ASL dictionary, first copy the program from the Kurzweil 3000 product DVD to your computer, then follow the steps for adding a picture dictionary.

To manage picture dictionaries:

Change picture dictionary's name or location	In the **Picture Dictionaries** dialog, click **Properties**. In the **Properties** dialog, type a new name or find and double-click a new location.
Change the order of a picture dictionary name in the Select Dictionary submenu	In the **Picture Dictionaries** dialog, select the name of the dictionary you want to move, then click the Up or Down arrow button.
Select or deselect a dictionary	Click the name of the dictionary in the **Select Dictionary** menu.
Remove a picture dictionary	In the **Picture Dictionaries** dialog, select the name of the dictionary you want to remove, then click **Remove**. Note: This procedure does not remove the dictionary software from the system.

For information on using picture dictionaries, see "Finding a Picture for a Word" on page 13.

Setting Document Properties

Kurzweil 3000 enables you to set a number of properties for individual Kurzweil 3000 (.kes) documents. These "document level" properties apply only to the document on which they are set.

To:	Do this in the Document Properties dialog from the File menu:
Save the current toolbar set with the current Kurzweil 3000 (.kes) document	Click **General**, select **Save Toolbars in Document**, then click **OK**. Notes: The Save Toolbars in Document option stays selected until you deselect it. Any time you make a change to a toolbar and save the document, Kurzweil 3000 updates the saved toolbar information. This option is not available if the Customization option is disabled in the Lock Features dialog. Deselecting this option discards any stored toolbar information.
Save the current settings in the Lock Features dialog box with a document	Click **General**, select **Save Feature Locks in Document**, then click **OK**. Notes: When you open a document containing locked features, the Lock Features dialog is still accessible so that you can see review feature locks, but you cannot change the settings. If you are opening and closing documents with different sets of feature locks, a feature that is locked in one document remains locked even if it is not locked in a subsequently opened document. If you are on a Kurzweil 3000 Network and the Network's Broadcast Feature Locks option is active, the feature locks contained in a document override the Broadcast locks. To reapply the Broadcast locks, you must restart Kurzweil 3000.

Prevent the current document from being copied/printed
 	
Note: These options are permanent; they cannot be reset. Save a copy of the document first.
	Click **General**, select the desired prevent copy and/or print options:
	  • **Prevent Copying Document Content** - stops anyone from copying content from the document or saving the document to any format other than Kurzweil 3000 (.kes) format.
	  • **Prevent Printing Document** - stops attempts to print the document.
	Click **OK**.

Change the Sticky/Text Note formatting of the current document
 	
Note: This option only affects the current document, leaving the default program options intact.
	Click **Sticky Notes** or **Text Notes**, and change the settings:
	  • **Font Name**
	  • **Style** (Bold, Italic)
	  • **Size**
	  • **Text Color, Background Color** (Sticky Notes only)
	  • **Reading Order**
	Click **OK**.

Encrypt the document Note: Jot down the password. There is no way to recover the password or the contents of the file.	Click **General**, then click the **File Encryption** button. Specify the **Password** to open file. Select the **Encryption type**. Only RC4-based encryption types are supported and displayed. Select a **Key Length** (if available) to disguise your password. Click **OK**. Confirm **Password** and click **OK**. Click **OK** to close the **Document Properties** dialog.

Keyboard Shortcuts and Function Keys

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

Function Keys

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

Viewing Shortcuts

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

File Shortcuts

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

Reading Shortcuts

Read/Pause	**F3**	Read Faster	**F11**
Read Back	**F2**	Read Slower	**F12**
Read Forward	**F4**		

Reference Shortcuts

Definition	**CTRL+D**	Syllables	**CTRL+Y**
Synonyms	**CTRL+Q**	Spell Word	**CTRL+L**

Notes Shortcuts

Note Options	**CTRL+F3**	Add Voice Note	**SHIFT+F7**
Add Footnote	**SHIFT+F5**	Bookmarks	**CTRL+F12**
Close Footnote	**SHIFT+F6**	Move to next Text or Sticky Note in image document	**TAB key**

Column Notes Shortcuts

Move up a cell in a column	**Up Arrow**	Move down a cell in a column	**Down Arrow**
Move to next/right cell	**TAB** or **Right Arrow**	Move to previous/left cell	**SHIFT+TAB** or **Left Arrow**

Writing and Editing Shortcuts

Undo	**CTRL+Z**	Select All	**CTRL+A**
Cut	**CTRL+X**	Find Text	**CTRL+F**
Copy	**CTRL+C**	Replace Text	**CTRL+H**
Paste	**CTRL+V**		

Shortcuts

Create or Change Thought to:			
Ellipse	**CTRL+1**	Rectangle	**CTRL+2**
Rounded Rectangle	**CTRL+3**	Diamond	**CTRL+4**
Create a New Linked Thought:			
To Left of Selected Thought	**CTRL+Left Arrow**	To Right of Selected Thought	**CTRL+Right Arrow**
Above Selected Thought	**CTRL+Up Arrow**	Below Selected Thought	**CTRL+Down Arrow**
Quick Takes Mode			
Turn on "Quick Takes" for a Selected Thought	**CTRL+SHIFT+Q**	End "Quick Takes" Mode	**ESC**
Link Mode and Auto Arrange Diagram			
Turn On, or Off, Link Mode	**CTRL+**	Move Link Pointer when Link Mode is On	**Arrow Keys**
Select Parent or Child Thought when Link Mode is On	**ENTER**	Arrange Diagram	**CTRL+7**
Resize Thoughts			
Make Wider or Narrower	**ALT+Right or Left Arrow**	Make Taller or Shorter	**ALT+Down or Up Arrow**
Change Font Styles and Size			
Bold	**CTRL+B**	Italic	**CTRL+I**
Underline	**CTRL+U**	Increase or Decrease Font Size	**CTRL+SHIFT+> or +<**
Move Selector			
To the Left or Right	**CTRL+SHIFT +Left or Right Arrow**	Up or Down	**CTRL+SHIFT +Up or Down Arrow**
Select Thoughts and Notes			
Select All Thoughts	**CTRL+A**	Select All Thoughts at the Current Level	**CTRL+SHIFT+A**
Select First Main Thought	**Home**	Select Nearest Thought to the Left or Right	**SHIFT+LEFT or Right Arrow**
Select Nearest Thought Up or down	**SHIFT+Up or Down Arrow**	Select or Deselect a Note	**SPACE**
Move Selected Thought:			
To Left/Right	**Left/Right Arrow**	Up/Down	**Up/Down Arrow**

Shortcuts (cont.) Set and Apply Defaults			
Set Defaults from the Selected Thought	**Command +Shift+8**	Apply Defaults to the Selected Thought	**CTRL+8**
Move Around the Diagram; Scroll:			
To Top Left Corner	**CTRL+Home**	To Bottom Right Corner	**CTRL+End**
Up One Page	**Page Up**	Down One Page	**Page Down**
Left One Page	**CTRL+Page Up**	Right One Page	**CTRL+Page Down**
View			
Zoom In 10%	**CTRL++**	Fit Diagram Width to Window	**CTRL+W**
Zoom Out 10%	**CTRL+-**	Show or Hide Subtopics	**CTRL+H**
Work with Notes			
Create, Show, or Hide a Note	**CTRL+T**	Start Editing a Caption in a Selected Note; End	**ENTER** **ESCAPE**

Outline Shortcuts

Add a Topic	**CTRL+G**	Add a Subtopic	**CTRL+K**
Demote Topic (like palette Right button)	**TAB**	Promote Topic (like Palette Left button)	**SHIFT+TAB**
Show or Hide Subtopics	**CTRL+H**	Change to Next Prefix Label Style	**CTRL+1**
Create, Show, or Hide a Note	**CTRL+T**	Select/Deselect Topic or Note	**CTRL+Space**
Undo	**CTRL+Z**	Delete selected Topic or Note	**DELETE**
Bold, Italic, or Underline	**CTRL+B, CTRL+I, or CTRL+U**	Increase/Decrease Font Size	**CTRL+SHIFT+> or CTRL+SHIFT+<**

Tools Shortcuts

Spell Check	**SHIFT+F8**	Pronunciation editor	**CTRL+F7**
Word Prediction	**SHIFT+F11**	Options	**CTRL+F1**

Scanning Shortcuts

Start New Scan	**F9**	Scan Repeatedly	**CTRL+F9**
Cancel Scan	**SHIFT+F9**		

Zone Editing Shortcuts in image documents

Open Zone Editor	**CTRL+F5**	Change selected zone to OCR Override	**CTRL+4**
Move to next zone and select it	**TAB**	Change selected zone to OCR Override and type text	**Letter "T" key**
Move to previous zone and select it	**SHIFT+TAB**	Delete selected zone	**DELETE**
Change selected zone to Primary	**CTRL+1**	Delete all zones	**SHIFT+DELETE**
Change selected zone to Secondary and put it last	**CTRL+2**	Open Properties dialog	**Letter "P" key**
Change selected zone to Graphic	**CTRL+3**		

Editing Underlying Text Shortcuts in image documents

Change Underlying Word when in document: **CTRL+W**			
Open Underlying Text Editor: **CTRL+F10**			
Exit Editor: **ESC**			
The following shortcuts are for use while in the Editor:			
Move back a word or unit	**F9**	Move up a line	**F11**
Move forward a word or unit	**F10**	Move down a line	**F12**

Miscellaneous

Show Shortcut (Right Mouse Button) menu	**Menu key (left of right-handed CTRL key)**	Extract selected text from another application	**CTRL+SHIFT+R**
Extract text from another application	**CTRL+ALT+R**	With Kurzweil running, start a scan from another application	**CTRL+ALT+S**

Kurzweil 3000 System Default Settings

General Options

Toolbars Area			
Main Toolbar:	Large	**Show Status Bar:**	Enabled
Study Skills Toolbar:	None	**Show Ruler:**	Disabled
Show Reading toolbar:	Enabled	**Ruler Units:**	Inches
Show Writing toolbar:	Disabled	**Recent Files:**	10

Speak as Typing Area			
All Characters:	Disabled	**Whole Sentences:**	Enabled
Whole Words:	Enabled		

Miscellaneous Area			
Speak Buttons:	Disabled	**Tip of the Day on Start up:**	Enabled
Speak Messages:	Disabled	**Drag-Drop:**	Enabled
Large Message Boxes:	Enabled	**My Zoom Value:**	100
Ask for User on Start up:	Enabled		

Reading Options

Speaker Area			
Language:	English	**Speaker:**	VW Julie

Speed Area	
Reading Speed:	145 words per minute

Read the Web Area
No default; you must select a default Web browser.

Extras Area			
Auto-Scroll Images:	Disabled. When enabled, scrolling is by Pages.	**Read Voice Notes in place:**	Disabled
Silent if Minimized:	Disabled	**Read Word when Double Clicked:**	Disabled
Pause at Bookmarks:	Disabled	**Highlight Spoken Word:**	Enabled
Pause at Empty Notes:	Enabled	**Skip Reading Headers and Footers**	Enabled
Read Footnotes when Opened:	Enabled		

Text Options (applies to typed/text documents)

Colors Area			
Color:	Black	**Word:**	Green
Background:	White	**Reading Unit:**	Yellow

Font Area			
Font:	Arial	**Italic:**	Disabled
Size:	18 points	**Underline:**	Disabled
Bold:	Enabled		

Highlighting Area			
Mode:	Color Background	**Background:**	Light Gray/Light Gray
Block Mark/Word Mask:	Colors	**Word:**	Green/Blue
Text:	Black/Black	**Unit:**	White/White

Extras Area			
Word Spacing:	0	**Auto-Backup Open Text:**	Enabled, set to five minutes

Image Options (applies to image documents)

Colors Area			
Reading:	Green on Yellow	**Caret:**	Current word marker
Selection:	Blue	**Outline Colors:**	Disabled
Background:	White	**Caret Width:**	3 pixels

Extras Area			
Default Fit:	Text Width	**Fill in the Blanks:**	Text Notes
Note Marker Size:	Large	**Preserve Line Breaks:**	Disabled

Magnifier Options (applies to text that appears in the Magnify Spoken Word window)

Text Color:	Black	**Font:**	Arial
Background Color:	White	**Show Image in Image Files:**	Disabled

Highlighters Options

Highlighting Tools Captions:	You can change the caption to suit your requirements.
Extract Setup:	All Highlight colors are enabled. All **Indent** values are set to 0.00. No **Prefix** values. **Insert Blank Lines When Extracting Highlights** is enabled.

Spell Check Options

Limit Spelling Suggestions:	Never
English Dialect:	American English
Check spelling as you type:	Enabled

Scanning Options

Main Area			
Brightness:	50 for most scanners	**Repeated Scan Delay:**	15 seconds
Save Settings:	Enabled	**Page Orientation:**	Auto-Rotation

OCR Area			
Engine:	FineReader	**Language:**	English
Change When Reading Language is Changed:	Enabled		

Extras Area			
Find Columns:	Enabled	**Dynamic Threshold-ing:**	Disabled
Show New Scans:	Enabled	**Show TWAIN UI:**	Disabled
Deskew:	Enabled	**Confidence Threshold:**	95
Despeckle:	Disabled	**White on Black:**	Disabled. This option is only visible with some third-party OCR engines.

Word Prediction Options

Add new words as they are typed:	Enabled	**Use Phonetic spelling for word prediction lookup:**	Enabled
Add new words auto-matically when check-ing spelling:	Enabled	**Edit Word Prediction Dictionary Word Prediction Starter List (diction-ary) size:**	Large
Train on words not in spell-check dictionary (after warning):	Disabled		

Review Items Options

Listen to Your Written Work:	In list	**Check Punctuation:**	In list
Check Spelling:	In list	**Check Word List:**	In list
Verify Capitalization:	In list		

Lock Features dialog box

All features:	Enabled
Password-Protect:	Not selected

Note Options dialog box

The defaults listed in this section are all located in the **Note Options** dialog box, accessible by selecting **Note Options** from the **Note** submenu of the **Tools** menu. All defaults apply to both Sticky Notes and Text Notes unless otherwise specified.

Font Name:	Times New Roman	Text Color:	Black (Sticky Notes), Blue (Text Notes)
Font Size:	12 Points	Background Color:	Yellow (Sticky Notes only)
Bold:	Enabled	Reading Order:	After Secondary Text (Sticky Notes), In Place (Text Notes)
Italic:	Disabled	Initial Width:	Manual -2.0 inches wide (Sticky Notes), Auto (Text Notes)

Other Defaults

Option:	Default:	Set from:
Reading Mode	Continuous	Reading toolbar or the Read menu.
Reading Unit	Sentence	Reading toolbar or the Read menu
Reading Language	English	Read menu or the Reading Options pane.
Thumbnail Size	Medium	The View menu. Select the size from the Thumbnail submenu.
Line Spacing	Single	Writing toolbar or the Edit menu.
Text Alignment	Left	Writing toolbar or the Edit menu
Enable Editing	Enabled	Edit menu.
Magnify Spoken Word	Disabled	View menu.
Homophones II and Confus-ables II Word Lists	Enabled	Word Lists dialog box. Select Word Lists from the Tools menu.
Dictionary	American Heritage, Fourth Edition	Select from the Reference menu's Dictionary submenu.
Scanning	Black and White	Scan menu.
Usage Log Log Limit Size Save (logged data for)	Disabled Enabled 5 days	Tools menu.
Default Save Locations for User Documents		

Using Kurzweil 3000 Applets

Kurzweil 3000 for Windows includes two applets: The Kurzweil Taskbar and the Talking Calculator. Note: the Kurzweil Taskbar is not available in the USB Edition.

The Kurzweil 3000 Taskbar

The Kurzweil Taskbar, which appears as a small bar in the Windows Taskbar, provides quick access to a subset of Kurzweil 3000 features, Read, Dictionary Lookup and Spell Check, even without Kurzweil 3000 running. It automatically installs with Kurzweil 3000, with the following exceptions:

- On Vista systems, you must show the Taskbar. See "Show or hide the Kurzweil Taskbar" on page 75.
- In the Network, Web License or Remote License Edition, you must have a valid license.
- For 64-bit operating systems, you must install the **KESI Taskbar x64** file found on the product DVD under the Software folder, or from ftp://ftp.kurzweiledu.com/pub/x64/.

Drag, Drop and Click

Drag and drop (or Copy/Paste) a single word or a large selection of text from any application, including e-mail and Web, directly onto the Text box and click the desired Taskbar button.

Text Box ——— ——— Spell Check Button

Read Button   Lookup Button

Spell Check

When there is a misspelled word in the text, clicking the Spell Check button opens the Spell Check window, in which you can edit text, select a suggestion from the Suggestions list, Replace the misspelling, as well as drag and drop the corrected text back into the original application.

Look Up Word

Clicking the Lookup button for a word or placing multiple words in the Text box opens the **Taskbar Main** window, which consists of a Text display area, and a set of buttons for reading, looking up words, saving and viewing vocabulary, and setting optoins.

Text display area

Along the bottom, from left to right, are the following buttons:
- Lookup
- **Go Back/Forward** to previous/next lookup word
- Start/Stop Reading
- Options
- **View** saved vocabulary words
- **Save** lookup word in Word List
- **Close**

There are four standard toolbars as well as a set of specialized "Sample" toolbars, which you can show, hide, apply or customize. This chapter contains exercises for showing, hiding and applying toolbars. For information about customizing toolbars, see Kurzweil 3000 online Help or the Kurzweil 3000 for Windows User's Guide.

Additional Kurzweil Taskbar Functions

Set or change options	Click the **Options** button in the Kurzweil Taskbar **Main window**. In the **Options** dialog, select the desired options. Settings include: Voice, reading Speed, Dictionary, Font Size, Edit Word List, and Show Word of the Day.
Save and view Vocabulary Words	In the Kurzweil Taskbar **Main window**, as you look up a word, you can click the **Save** button to save it to a Word List. Click **View** to view the list.
Set up Word of the Day	Once you have saved words to the Kurzweil Taskbar Word List, you can enable Word of the Day to automatically display a different word from the list every day. Click the **Options** button in the Kurzweil Taskbar **Main window**. In the **Options** dialog, select **Show Word of the Day**.
Resize the Kurzweil Taskbar	Drag the dotted bar on the left-hand edge of the Taskbar.
Show or hide the Kurzweil Taskbar	In an empty area of the Windows Taskbar, click the right mouse button to display the **Windows Taskbar** Right Mouse Button menu, From the **Toolbars** submenu, click **Kurzweil Taskbar**. A check mark indicates that the Kurzweil Taskbar is showing.

Notes:
- If you do not want the Kurzweil Taskbar automatically installed, during Kurzweil 3000 installation, choose **Custom Install** and deselect **Kurzweil Taskbar**.
- Document-based locks and Network-broadcasted locks apply to the Kurzweil Taskbar. For example, if you lock Spell Check, that feature will not be available in the Taskbar.

The Kurzweil 3000 Calculator

This application provides: Scientific, Statistics, Standard and Business calculator views. Before using any calculator, review its online Help for specific instructions. By default, the Calculator provides speech.

To launch the Calculator applet, go to Windows Start, All Programs, Kurzweil Educational Systems, and select **Kurzweil 3000 Calculator**.

To display a calculator:	Press:	To display a calculator:	Press:
Scientific Calculator	**F5 key**	Standard Calculator	**F8 key**
Statistics Calculator	**F6 key**	Business Calculator	**F9 key**

Note: In the Standard Calculator, there is a History box that tracks your work.

Additional Calculator Features

Enable/Disable **Speech**	Click Speech checkbox.
Hear Calculator **Help**	Go to the **Help** menu and select **About Talking Calculator**.
Hear the **current value**	Press **CTRL+V**.
Show the **list of hot keys**	Press **F3**.
Exit the Calculator	Go to the **File** menu and choose **Exit**.

Using Kurzweil 3000 Remotely

There are a number of ways to use Kurzweil 3000 from home or remotely; contact your Kurzweil Educational Sales Representative for more information. Types of licenses and remote products include:

- License-to-Go where licenses can be checked out/checked in and renewed from the Kurzweil 3000 Network.
- Web Licenses that can be used and renewed through the Internet.
- Kurzweil 3000 for Windows USB Edition that provides access to virtually all the features in Kurzweil 3000 Standalone product.

Working with a Network License-to-Go (Student)

If your organization has purchased and set up Kurzweil 3000 License-to-Go, follow the steps below to return licenses. Licenses are activated by a teacher or System Administrator. See "Managing Network Licenses" on page 80.

To:	Do this:
Return Granted License-to-Go to the Network Engine A Granted license is valid for a specified period of time, and is transferred from the Kurzweil 3000 Network Engine to a Client computer that is connected to the Kurzweil 3000 Network.	Connect the computer that has the granted license to the computer that is running the Network Engine program. Start **Kurzweil 3000**. From the **File** menu, choose **Check in License-to-Go**.
Return Remote License-to-Go A Remote license is valid for a specified period of time, and is transferred to a Client computer that is **not** connected to the Kurzweil 3000 Network.	Start **Kurzweil 3000**. From the **File** menu, choose **Check in License-to-Go**. In the dialog that appears, click **Yes** to confirm that there is no Network Engine connection. In the next dialog, click **Yes** to confirm that you want to generate a **Return Code**. Write down the **Return Code** and give it to your System Administrator.

Administration Tasks for Teachers

Setting Up the Universal Library for Sharing Documents

The Universal Library is a folder in which students and teachers can store and share documents. Note: This feature is not available in USB Edition.) The Universal Library folder may be set up on:

- A local non-networked computer that has multiple user accounts.
- A networked system, allowing users to access the library from multiple computers.

Step 1: Create the Universal Library folder
1. Insert the **Kurzweil 3000 product DVD**.   2. Open the **Utilities** folder and double-click the **HostLibraryWizard** icon. (If you are installing on a Kurzweil 3000 network, the Utilities folder is in the **K3000Client** folder.)   3. In the **Universal Library Wizard** screen, click **Create**.   4. In the **Universal Library Created** screen, click **OK**. A message appears telling you the location of the Kurzweil 3000 Universal Library folder.   5. Continue to Step 2
Step 2: Configure the Universal Library on each computer that is to have access to the folder
1. Start **Kurzweil 3000** on the computer.   2. From the **File** menu, select **Configure Library**.   3. In the **Configure Library** dialog, click **Change**.   4. In the **Browse for Folder** dialog, find and select the **Kurzweil 3000 Universal Library** folder.   5. Click **OK**.   6. Go to the **File** menu, and check to see that the commands **Open from Library** and **Save to Library** have been added. A shortcut to the folder also appears in the Open dialog in the left Places pane.

Adding and Deleting Users and User Files (Standalone)

Task:	Notes:	Do the following:
Add New Users	Add at startup if User Startup option is enabled.	Double-click the **Kurzweil 3000 icon**. In the **Welcome** window, type the user's name, then click **Yes** to confirm
Change to a Different User	Switch users without having to quit and restart Kurzweil 3000.	From the **File** menu, choose **Change User** to open the **Change User Name** dialog. Type the new user name or select one from the **User Name** list. Click **OK**.
Delete User Files	The location of the files depends on the User Startup setting. See the table, "Locating User Files."	Navigate to the location of the user's files. Select the file(s) to delete. In the dialog that opens, click **Yes**.
Delete User Account and Associated Files	The location of the files depends on the User Startup setting.	Navigate to the location of the user's files. Delete the folder with the name of the user you want to remove. Navigate to the location of the user's preference files, select and delete them.

Locating User Files

User Documents that users create, import and work with in Kurzweil 3000 are stored in*:	
Windows Vista, Windows 7	C:\Users*user name*\Documents\KESI\Kurzweil 3000
Windows XP	C:\Documents and Settings*username*\My Documents\KESI\Kurzweil 3000
Older systems	C:\My Documents\Kurzweil Educational SystemsI\Kurzweil 3000*username*
User Preference Files that include Kurzweil 3000 settings, Word Lists, and personal dictionary files are stored in:	
Windows Vista, Windows 7	C:\Program Files\Kurzweil Educational Systems\Kurzweil 3000\Settings
Windows XP	C:\Documents and Settings*username*\Application Data\KESI\Kurzweil 3000
Older systems	C:\Program Files\Kurzweil Educational SystemsI\Kurzweil 3000\Settings
*In the Network Edition, the files are stored on the Client computer.	

Obtaining Student Usage Reports (Standalone)

You can track and monitor students' Kurzweil 3000 usage to ensure that they are using the appro-priate tool for a task, or to see how long it took them to perform a task.

By default, the Usage Log is disabled. You must enable it for each user separately.

There are two different logs that you can view:

- Word Help Log - keeps track of events, such as Double-click reading, Definition Lookup, Spell word, along with the date that each event occurred:
- Complete Log - keeps track of events, such as User Login, file-related tasks, Reading, High-lighting, Word Help, along with the date and time that each event occurred.

The resulting report is a viewable, read-only RTF document.

To enable the Usage Log:

In the user's Kurzweil 3000 window, from the **Tools** menu, choose **Usage Log**.

In the **Usage** dialog, select the **Enable Logging** checkbox.

To create and view Usage Log for a user:

In the user's Kurzweil 3000 window, from the **Tools** menu, choose **Usage Log**.

In the **Usage** dialog, select either the **Word Help Log** or **Complete Log**, specify **Log Options**, then click **OK**.

Managing Network User Accounts

The following tasks are primarily based on Client computer access. Additional tasks such as deleting users, sending messages, forcing toolbar sets and broadcasting feature Locks can only be performed using an Administrator account on the same computer that is running the Kurzweil 3000 Network Engine program. See the *Kurzweil 3000 for Windows Network Installation and Administration Guide for complete details.*

Task:	Notes:	Do the following:
Log on to the Kurzweil 3000 Network	The dialog you see upon logging in depends on the Network Options selected at installation.	From the Client computer, double-click the **Kurzweil 3000** icon. Enter the information the dialog requests: product type and/or user name. Click **OK**.
Add New Users	You can create new user accounts from either the Client computer or the Engine computer.	Double-click the **Kurzweil 3000** icon. In the **Log On** window, type the desired user name; click **Yes** to confirm. Click **OK**.
Disable the Ability to Create New Accounts on a Client computer.		Open the **Network Options** dialog, and deselect **Allow Clients to Create New Account**.

Managing Network Licenses

The following tasks are primarily based on Kurzweil 3000 Network Client computer access, and may be performed by students/end users as well as teachers. Tasks such as granting or generating licenses, however, can only be performed using an Administrator account on the same computer that is running the Kurzweil 3000 Network Engine program. See the *Kurzweil 3000 for Windows Network Installation and Administration Guide for complete details*

Task:	Notes:	Do this:
Return Granted License-to-Go to the Network Engine	Granted Licenses-to-Go are valid for a specified period of time, and are transferred from the Kurzweil 3000 Network Engine to a Client computer that is connected to the Kurzweil 3000 Network. Granted Licenses-to-Go are ideal for students with laptops. This procedure returns a license from the Client computer to the Network Engine computer.	Connect the computer that has the granted license to the computer that is running the Network Engine program. Start **Kurzweil 3000**. From the **File** menu, choose **Check in License-to-Go**.
Return Remote License-to-Go	Remote Licenses-to-Go are valid for a specified period of time, and are transferred to a Client computer that is not connected to the Kurzweil 3000 Network. Remote Licenses-to-Go are ideal for students who use Kurzweil 3000 on a non-portable home computer that is not connected to the Kurzweil 3000 Network. This procedure returns a license remotely by using a return code.	Start **Kurzweil 3000**. From the **File** menu, choose **Check in License-to-Go**. In the dialog that appears, click **Yes** to confirm that there is no Network Engine connection. In the next dialog, click **Yes** to confirm that you want to generate a **Return Code**. Jot down the **Return Code** and give it to your System Administrator.
Ensuring License Availability	This procedure displays information about checked-out licenses.	From the **Licenses** menu, select **License-to-Go Status**.
Checking License Overruns	From time to time, you should check to see if and when your organization may need to purchase additional licenses.	From the **Licenses** menu, select **License Overruns**.

Obtaining Student Usage Reports (Network)

Usage Logs enable you to track and monitor students' performance, progress and usage of Kurzweil 3000 tools.

To:	Do the following:
Open the Usage Dialog	In the user's Kurzweil 3000 window, open the **Tools** menu and select **Usage**.
Enable Usage Log for a User	In the **Usage** dialog, select **Enable Logging**, then click **OK**.

View Usage Log
Word Help Log tracks:
  • Reading single word
  • Looking up words
  • Use of Spell Word
Complete Log tracks Word Help Log events plus:
  • User log in/out
  • File-related tasks
  • Start/Stop Reading
  • Highlighting
  • Vocabulary- and Word Prediction-related tasks
	In the **Usage** dialog, select **Word Help Log** or **Complete Log**, then click **OK**.

Additional Reports from the Kurzweil 3000 Network Activity Database

The Network Activity Database, available only with the Kurzweil 3000 Network Edition, enables you to generate reports and create form letters from the data log. You can only access the database features by using the **Kurzweil 3000 Administrator** program, which is on the Kurzweil 3000 Network Engine computer. If you do not have access to the Kurzweil 3000 Administrator, you must work with your organization's System Administrator or IT specialist to create the reports.

For complete details about the Activity Database, enabling Activity Logging, and using the Kurzweil 3000 Administrator, see the *Kurzweil 3000 for Windows Network Installation and Administration Guide*.

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