

Kurzweil 3000™ for Windows  
User's Guide

Version 10



## Kurzweil 3000™ for Windows User's Guide Version 10

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# Registering Kurzweil 3000

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Who should register? Everyone. If you are a new customer or an existing one, you should register. If you are upgrading, you must re-register. If you purchased multiple site licenses, must register each user account.

Why register? The following is a list of the most compelling reasons to do so:

- Use of the full product right away. Until you register, Kurzweil 3000 is in Trial Mode. While in Trial Mode, you have 30 days to register from the time of installation. If you do not register the product within that 30-day period, features are automatically disabled, and you'll see messages reminding you to register.
- Because Kurzweil Educational Systems has automated the product manufacturing and distribution processes, having your registration information in our database means our busy support staff can respond in a timely manner and can reduce redundancies. If we have to send replacements or additional material to you, all we have to do is confirm your information to fulfill your request.

## The Registration/Activation Process

Before you start, you should have available the Serial Number of each copy of Kurzweil 3000 that you want to register. You can find the Serial Number in three places: on the product box, affixed to the shrinkwrap surrounding the software in the product box, or on the Certificate of Ownership. The Serial Number corresponds to the version of Kurzweil 3000 Professional or Kurzweil 3000 LearnStation™ that you purchased.

When you start Kurzweil 3000 for Windows for the first time, you are prompted to register (or activate if you are using a Key Disk) the product. Click **Activate Now** to start the process.

**Note:** If Kurzweil 3000 is currently running, choose **Product Registration** from the **Help** menu.

A new dialog box appears, displaying the three methods. Click on the method you want to use:

- Online (see page 2)
- Phone (see page 4)
- Key Disk (see page 4)

### Registering Online

After you click the **Online** button, you are prompted for the following information from a series of dialog boxes:

1. **Account Type:** If this is a new registration, select **Create a New Account** (if it is not already selected). If you have previously registered a different copy of Kurzweil 3000 Version 8 or later or a copy of Kurzweil 1000 (Version 7 or later), click **Use an Existing Account**; it will reduce the amount of information you'll need to enter.

**Note:** If you are upgrading from a version of Kurzweil 3000 previous to Version 8, you will *not* have an existing account, so you should choose **Create a New Account**.

2. **Account Name** and **Password:** This information is used to create an account at Kurzweil Educational Systems that contains standard

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registration information (company, address, e-mail, etc.). You should write down your Account Name and Password and keep it in a secure place.

**Note:** Once you have submitted an Account Name and Password, an account is created at Kurzweil Educational Systems. If for some reason you stop the registration process before completion, when you resume the process, click the **Use an Existing Account** button to finish the registration process.

- 3. Registration Information:** Enter the standard registration information here.
- 4. Serial Number and Optional Purchasing Questions:** Enter the Serial Number for the copy of Kurzweil 3000 you are registering. You can find the Serial Number in three places: on the product box, affixed to the shrinkwrap surrounding the software in the product box, or on the Certificate of Ownership.

## Registering Copies of Kurzweil 3000 Online

If you are registering multiple copies of Kurzweil 3000, **you must first fully register one copy** as detailed in the previous section.

For subsequent registrations, do the following:

1. Start the registration process by either clicking **Activate Now** in the Registration reminder dialog box that appears when Kurzweil 3000 starts up, or if you are currently in Kurzweil 3000, by selecting **Product Registration** from the **Help** menu.
2. In the first registration dialog box, click **Online**.
3. Select **Use an Existing Account**, and enter the *same* **User Name** and **Password** that you entered for the first copy for each additional copy. This causes the registration information to be filled in automatically. You will need to provide only the Serial Number of each additional copy.

**Note:** If you've previously registered a copy but have forgotten your account information, select **I Forgot My Username or Password**, and press **ENTER**. A dialog box appears. Enter the Serial Number for the

copy you are registering, and click the arrow >> button in the dialog box to initiate the information request.

When Kurzweil 3000 finds your information, it sends the details to your e-mail account. Check your e-mail for your User Name and Password.

## Registering by Telephone

After you click the **Phone** button, another dialog box opens, displaying the telephone number for Kurzweil Educational Systems Customer Service, the **System Code** for this installation, and a space to enter the Serial Number. Call the telephone number, and give the representative the Serial Number and system code.

**Note:** Customer Service representatives are available to take your registration requests between 8:00 a.m. and 4:00 p.m. Eastern Time. For phone registration, call **(800) 894-5374** within the North America, or **(781) 276-0600** from outside of the United States.

## *The System Code Worksheet*

If you are installing and registering Kurzweil 3000 on multiple machines, using the System Code Worksheet included at the end of this book to note System Codes, Serial Numbers and Unlock Codes can greatly expedite the registration process.

## Activating Kurzweil 3000 with a Key Disk

In special circumstances, you may also activate Kurzweil 3000 using a Key Disk. However, you must contact Kurzweil Educational Systems Customer Service, to obtain Key Disks as they are not included with the standard product package.

### To activate Kurzweil 3000 with a Key Disk:

1. After clicking **Key Disk** in the initial registration window, a dialog box appears, prompting you to insert the Key Disk.
2. Insert the Key Disk, and click **OK**.

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Activation takes place, and Kurzweil 3000 is taken out of Trial Mode.

**Important:** You should still contact us with your personal registration information so that we can keep you informed of product updates and other news about Kurzweil 3000.

**Note:** You will need the Key Disk if you ever need to uninstall Kurzweil 3000, so keep it in a safe place.

## Updating Registration Information

After you have successfully registered a copy of Kurzweil 3000, the **Update Registration Info** option in the **Help** menu allows you to restart the registration process to update information when necessary. For example, if you move or change your e-mail address or if you are reinstalling Kurzweil 3000 for some reason.

If you go to update your registration information but have forgotten your account information, choose **I Forgot My Username or Password**, and press **ENTER**. In the dialog box that appears, type in the Serial Number. Click the arrow **>>** button in the dialog box to initiate the information request.

When Kurzweil 3000 finds your information, it sends the details to your e-mail account. Check your e-mail for your Account Name and Password.

## Locking the Registration Process

If security is an issue at your site, consider locking the ability to update the registration information. You can do this in the **Lock Features** pane of the **Options** dialog box. For detailed information on locking the update process and other Kurzweil 3000 features, see [Enabling or Disabling Kurzweil 3000 Features](#) on page 339.

# Troubleshooting Registration/Activation Problems

The following table details some common problems users have had when trying to register or activate Kurzweil 3000.

If you cannot solve your particular problem with this information, call **800-894-5374** to reach either Technical Support or Customer Service.

<b>Issue 1: I can't install the software.</b>
<b>Possible Solution(s)</b>
<ul style="list-style-type: none"><li>• You must have Windows Administrator privileges (Windows 2000, XP, and Windows Server 2003 only). On computers that have multiple Windows user accounts this can be an issue, as some accounts may have these privileges, while others do not. By default, computers that have a single Windows user account have Administrator privileges.</li><li>• Make sure the Kurzweil 3000 platform version (Windows or Macintosh) matches the type of computer on which you are trying to install it.</li><li>• Review the <i>Kurzweil 3000 Installation Administration Guide</i>.</li><li>• If the problem is not resolved, call Technical Support.</li></ul>
<b>Issue 2: There is no System Code present.</b>
<b>Possible Solution(s)</b>
<ul style="list-style-type: none"><li>• Uninstall Kurzweil 3000.</li><li>• Restart your computer.</li><li>• Reinstall Kurzweil 3000.</li><li>• Restart your computer.</li><li>• If the problem is not resolved, call Technical Support.</li></ul>

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### Issue 3: The Unlock Code doesn't activate the product.

#### Possible Solution(s)

- Is the Serial Number present in the **Registration** dialog box? If not, re-enter it, and try again.
- Are the Serial Number and System Code entered exactly as repeated to the Kurzweil Customer Service representative?
- Was this software moved to a different computer? You cannot use the Unlock Code you received for software installed on another computer. You must obtain a new Unlock Code.
- Restart Kurzweil 3000, then re-enter the Serial Number and Unlock Code.
- If the problem is not resolved, call Customer Service at (800) 894-5374.

### Issue 4: My software stays in Trial Mode.

#### Possible Solution(s)

- The trial period of Kurzweil 3000 lasts 30 days. It cannot be extended. You must register the product after 30 days. Do you only have a Trial CD? If so, call Customer Service at (800) 894-5374.
- Have you attempted to activate the product? Select **Update Registration Info** from the **Help** menu, to see registration/activation options.
- Was this software moved to a different computer? You cannot use the Unlock Code you received for software installed on another computer. You must obtain a new Unlock Code.
- Uninstall Kurzweil 3000.
- Restart your computer.
- Reinstall Kurzweil 3000. Refer to the *Kurzweil 3000 Installation and Administration Guide* for detailed installation procedures.
- If the problem is not resolved, call Customer Service at (800) 894-5374.

**Issue 5: I can't create a new account.**

**Possible Solution(s)**

There are many reasons for possible failure.

- Call Technical Support at 1-800-894-5374.

**Issue 6: I can't retrieve the Username and Password.**

**Possible Solution(s)**

- Make sure you're entering the correct Serial Number.
- Did you previously create a User Name and Password?
- Verify that the e-mail address used to create the original account is the same e-mail address that you are using to retrieve the account information.
- If the problem is not resolved, call Customer Service at (800) 894-5374.

**Issue 7: My Key Disk doesn't work.**

**Possible Solution(s)**

- Are there any keys remaining on the Key Disk?
- Does the version of the Key Disk match the version of Kurzweil 3000 you are using? The version number printed on the Key Disk must match the version of Kurzweil 3000 that you are currently using. To see the version of Kurzweil 3000, choose **About Kurzweil 3000** from the **Help** menu.

**Issue 8: I can't locate the Serial Number.**

**Possible Solution(s)**

- You can find the Serial Number in three places: on the product box, affixed to the shrinkwrap surrounding the software in the product box, or on the Certificate of Ownership.

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### **Issue 9: I don't know my product type.**

#### **Possible Solution(s)**

- The product type and platform type are printed on labels affixed to the left side of the product box.
- Start Kurzweil 3000. From the **Help** menu, choose **About Kurzweil 3000**. The product type is displayed on the top line of the dialog box.



# Using This Guide

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## What This User's Guide Covers

The *Kurzweil 3000 for Windows User's Guide* is for educators, parents and students. It contains the majority of features in the Kurzweil 3000 software. Use it in conjunction with the Kurzweil online Help pages in the product and the *Quick Reference* booklet as a complete reference system.

The guide is separated into three main sections: Basics, Advanced Topics, and Appendixes.

In this guide, we assume you are familiar with the Microsoft® Windows® user interface concepts, including:

- Using the mouse and keyboard.
- Using menus, toolbars and windows.
- Using the file system.
- Using techniques such as “drag and drop.”



# Section I: Basics

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# 1 Quick Tour

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This chapter includes the following topics:

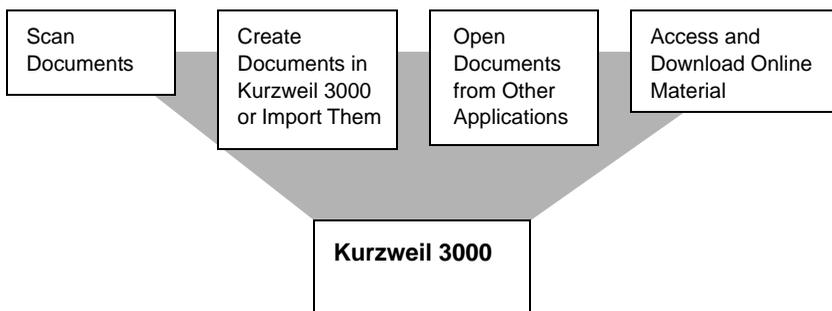
- [Overview of Kurzweil 3000](#) on page 16.
- [Starting and Stopping Kurzweil 3000](#) on page 20.
- [About User Accounts](#) on page 23.
- [The Kurzweil 3000 Window](#) on page 24.
- [Kurzweil 3000 Toolbar Sets and Toolbars](#) on page 25.
- [The Menu System](#) on page 28.
- [Shortcut Keys](#) on page 28.
- [Shortcut or Right Mouse Button Menus](#) on page 29.
- [Keyboard Access to Shortcut Menus](#) on page 29.
- [About Kurzweil 3000 Options and Options Panes](#) on page 30.
- [Kurzweil 3000 Online Help System](#) on page 36.
- [About Kurzweil 3000 “How To” Videos](#) on page 36.
- [About Tip of the Day](#) on page 37.

## Overview of Kurzweil 3000

Kurzweil 3000 for the Windows is a Microsoft® Windows®-based software program that offers a comprehensive set of tools for language learning, study skills, and test taking in one software package. It is highly flexible and customizable to accommodate diverse learning abilities and requirements, from low visual impairments to severe learning disabilities to foreign language learning.

### Access Print and Electronic Material from Kurzweil 3000

Kurzweil 3000 allows you to access a wide range of source material, from scanned documents to Web pages. In addition, you can work with virtually any image or text document in Kurzweil 3000, including Microsoft Word and Adobe PDF.



## Teachers Prepare and Deliver Tailored Material and Tools

If you are an educator, Kurzweil 3000 provides the functionality you need to quickly create, modify, reuse and tailor lesson and test material.

Because Kurzweil 3000 is a comprehensive, integrated and highly customizable program, you can assess what each individual student requires and match and deliver the right learning tools and environment for students.

### Prepare Lessons

Bring scanned and other electronic material into Kurzweil 3000.

Edit pronunciations.

Specify reading order.

Highlight and extract Main Ideas and Details.

Create pre-reading Idea lists, Vocabulary lists, and Questions.

Add instructional Notes for students.

Create Summaries and Outlines.

Reuse material.

### Prepare Tests

Create tests in virtually any application.

Bring tests into Kurzweil 3000 from other applications, or scan them in.

Insert Notes and other aids.

### Assess and Customize

Choose from a variety of toolbar sets to cater to specific requirements.

Customize toolbars to provide students with only the tools needed.

Choose what Kurzweil 3000 reads to students to limit distractions.

Choose language learning options: ESL or bilingual dictionaries.

Control access to features when testing.

## Students Read, Write, Study, and Learn

If you are a student, Kurzweil 3000 enables you to be an independent learner and active classroom participant.

Easy-to-use features help you:

- Hear, see, track and understand what you are reading.
- Correct what you are writing.
- Organize and study lesson material.
- Hear, understand and respond to test material.

### **READ and LEARN LANGUAGE**

Customize how Kurzweil 3000 reads.

Access Reference Tools: Dictionary, Thesaurus and Synonyms.

Use bilingual dictionaries for language learning.

### **STUDY**

Add Notes.

Add bookmarks.

Highlight multiple levels of ideas.

Create Summaries and Outlines.

### **WRITE and EDIT**

Read back.

Word Prediction.

Drag and drop text from image files.

Add Footnotes

Change formatting.

### **TAKE TESTS**

Have tests read aloud.

Enter responses electronically.

Fill in the blanks.

Multiple choice.

Type and edit.

Drag and drop text.

### **RESEARCH**

Search and download online material.

Research and read the Web.

## Kurzweil 3000 Is Highly Customizable

The majority of Kurzweil 3000 features are customizable. Here are just some of the many user settings you can specify:

- Reading Unit, Reading Voice, and Reading Speed.
- Read aloud as you type.
- Font settings and highlighting options.
- Automatic formatting for study documents.

If you are an educator or technology specialist, the following list provides just some of the ways in which you can customize the software to adapt it for a wide range of learning styles and requirements:

- Show or hide toolbars.
- Customize toolbar sets.
- Enable or disable tools and features for test taking.

Throughout this book, we note when features are customizable. See [Chapter 14, Customizing Kurzweil 3000](#), for information on customizing toolbars and menus.

## Starting and Stopping Kurzweil 3000

Kurzweil 3000 is available as a Standalone or a Network license product.

Upon installation of either product, the **Kurzweil 3000** icon appears on the Windows desktop.

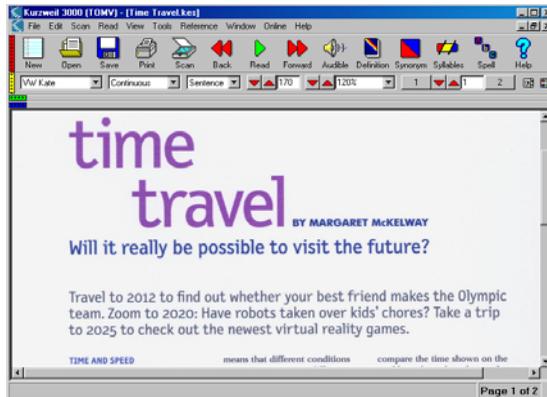
Use the following procedure to start the Kurzweil 3000 Standalone version. For information on starting the Kurzweil 3000 Network version, go to page [21](#).

### To start Kurzweil 3000 (Standalone version):

1. Double-click the **Kurzweil 3000** icon.



Kurzweil 3000 launches. After the Kurzweil 3000 window displays, one of the following appears.



(1) Kurzweil 3000 Window



(2) Kurzweil 3000 Welcome Window

- If you see the **Kurzweil 3000** window (1), you can proceed with the rest of the User's Guide, starting with [The Kurzweil 3000 Window](#) on page 24.
- If you see the Kurzweil 3000 **Welcome** window (2), go to step 2.

**Note:** The Kurzweil 3000 **Welcome** window appears when the **Ask for Users on Startup** check box is selected in the **General** pane of the **Options** dialog box. For more information, see [About User Startup Options](#) on page 420.

2. If this is the first time you are using Kurzweil 3000, type your User Name in the **User Name** box. If you have used Kurzweil 3000 before, click the arrow in the **User Name** box and select your name from the list.

Your User Name can contain uppercase and lowercase letters, numbers, spaces and hyphens. Do not use any other characters. The User Name is not case sensitive, so **jack**, **Jack** and **JACK** are all the same name to the system.

3. Click **Yes** in the next message window to confirm the new User Name.

## To log on to the Kurzweil 3000 Network:

If you are working on a Kurzweil 3000 Network, you can use a Kurzweil 3000 from any computer on which it is installed on the Network.

1. Double-click the **Kurzweil 3000** icon on the computer.



Depending on options specified by the person who administers your Kurzweil 3000 Network, Kurzweil 3000 either launches, in which case you can go to [The Kurzweil 3000 Window](#) on page 24, or it asks you to provide some logon information (proceed to the next step).

2. Enter logon information:

If the **Select Product Type** dialog box appears, select a Kurzweil 3000 product type, and click **OK**. The selected Kurzweil 3000 product type launches. You can now go to [The Kurzweil 3000 Window](#) on page 24

If the **Log On** dialog box appears, you will need to supply a **User Name** and possibly select a **Product Type**:

- **User Name:** If you are a new user, type a name in the **User Name** box, and click **OK**. Kurzweil 3000 adds the name to the **User Name** list.
- **Product Type:** Select a Kurzweil 3000 product from the **Product Type** menu.

The **Log On** dialog box appears when the **Ask for Kurzweil 3000 User Name** checkbox is selected in the **Options** dialog box of the Kurzweil 3000 Network Administrator. For more information see [About User Startup Options](#) on page 420.

**Notes:**

- Your User Name can contain uppercase and lowercase letters, numbers, spaces, and hyphens. Do not use any other characters. The User Name is not case sensitive, so **jack**, **Jack** and **JACK** are all the same name to the system.
- In some cases, you may not be allowed to create a user account from a Kurzweil 3000 Client because your Kurzweil 3000 Network Administrator has disabled this feature.

For information about user accounts, see [Understanding User Accounts](#) on page 421.

- For information about Kurzweil 3000 Network Engine administration and troubleshooting, see the *Kurzweil 3000 for Windows Network Installation and Administration Guide*.

**To stop Kurzweil 3000:**

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

## About User Accounts

Your Kurzweil 3000 user account is made up of all the documents belonging to you, as well as the settings (Reading Speed, Reading Voice, etc.) that you like to use with Kurzweil 3000.

If you are working on a Standalone version of Kurzweil 3000, all of your documents and settings are stored on the computer on which Kurzweil 3000 is installed.

If you are working on a Kurzweil 3000 Network, your user settings are stored on a computer running the Kurzweil 3000 Network Engine and are available to you regardless of the computer you use on the Kurzweil 3000 Network.

By default, any documents you create reside on the computer on which you created them. By default, Kurzweil 300 initially stores your documents in a location dictated by a *startup option* setting. You may, of course, choose to store your documents in another location on either the local computer or, if available, on your network. See [About User Startup Options](#) on page 420

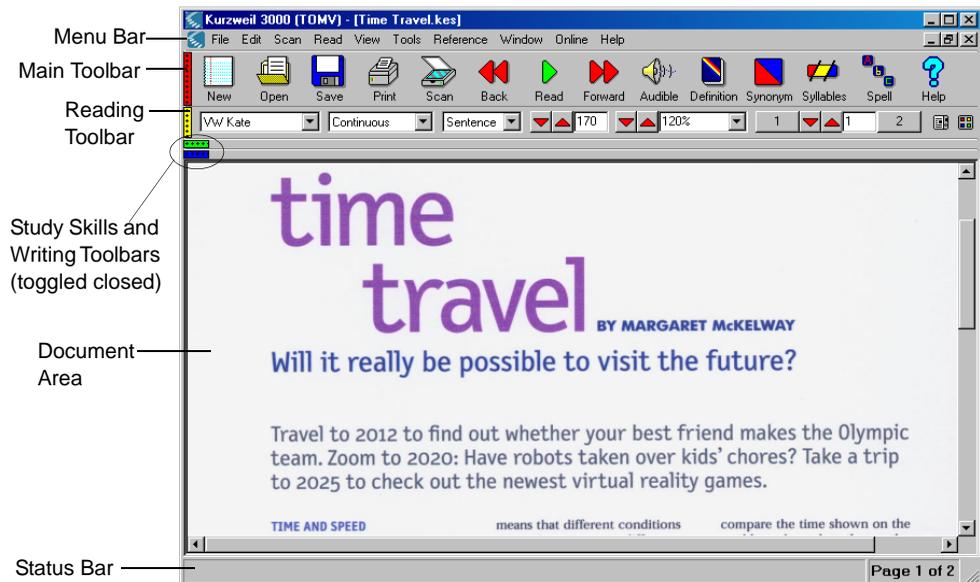
For additional information about maintaining user accounts and other Kurzweil 3000 administrative functions such as student reporting, see [Kurzweil 3000 Administration for Teachers](#) on page 419.

## The Kurzweil 3000 Window

The **Kurzweil 3000** window is designed to provide easy access to the tasks you perform most often.

This book emphasizes the use of **toolbars**, the sets of buttons and lists at the top of the Kurzweil 3000 window. However, all toolbar functions are also available from the Kurzweil 3000 **Menu** bar.

After you log on, the Kurzweil 3000 window appears.



You can move, resize or minimize the Kurzweil 3000 window just like any window in the Windows operating systems.

When a document is open, move the cursor over any toolbar button or list and pause to see the Tool Tip for that control. The Tool Tip gives you a quick idea of the button's purpose.

**Note:** The illustration above shows the Kurzweil 3000 window with an open document so that you can see the toolbar buttons more clearly. When Kurzweil 3000 first opens, only the **New**, **Open**, **Scan**, **Spell** and **Help** buttons are active.

## Kurzweil 3000 Toolbar Sets and Toolbars

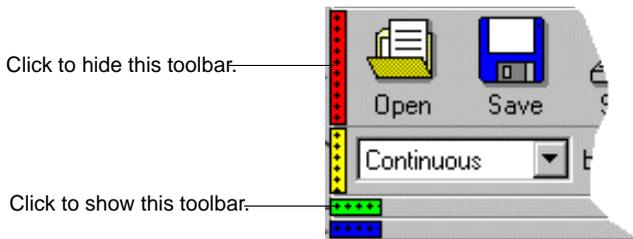
By default, toolbars appear at the top of the Kurzweil 3000 window. In Kurzweil 3000, there are *toolbar sets*, *toolbars* and *toolbar buttons*. Every toolbar set consists of four toolbars, although you can choose to hide any or all of them. The individual toolbars are named **Main**, **Study Skills**, **Reading**, and **Writing**. Each toolbar has a set of toolbar buttons.

By default, Kurzweil 3000 uses the **Classic** toolbar set, with the **Main** and **Reading** toolbars visible and the **Study Skills** and **Writing** toolbars hidden.

Kurzweil 3000 comes with 11 sample toolbar sets. Each set consists of four toolbars with specialized sets of buttons. You can customize these sets, by adding or removing buttons to the toolbars, or you can create your own customized toolbar sets and toolbars. See [Customizing Toolbars](#) on page 218 and [Applying Sample Toolbar Sets](#) on page 223.

### Showing and Hiding Toolbars

Kurzweil 3000 provides a number of ways to show and hide toolbars. By default, all toolbars have a show/hide *Toggle* located along the left side of the toolbar. When you click the Toggle, Kurzweil 3000 either shows or hides the toolbar, depending on its current state.



You can also use keyboard shortcuts to access the Toggles, as follows:

- **CTRL+SHIFT+F9** opens/closes the **Main** toolbar.
- **CTRL+SHIFT+F10** opens/closes the **Reading** toolbar.
- **CTRL+SHIFT+F11** opens/closes the **Study Skills** toolbar.
- **CTRL+SHIFT+F12** opens/closes the **Writing** toolbar.

You can also show and hide toolbars by placing the cursor in the toolbar area and right-clicking. This displays the **Toolbars** shortcut menu. Select **Hidden** to hide a toolbar. This shortcut menu also allows you to choose the size of the button for the **Main** and **Study Skills** toolbars.



Additionally, you can show or hide toolbars by default, using options available from the **General Options** pane by selecting/deselecting **Hidden** from the **Main** and **Study Skills** menu lists, and selecting/deselecting the check boxes for the **Reading** and **Writing** toolbars.

## The Default Main Toolbar

The **Main** toolbar lets you perform common scanning reading, and file management tasks, such as opening and printing documents.



To activate a toolbar button such as the **Scan** button, click it.

Some toolbar buttons change when you click them:

- The **Scan** button changes to a **Cancel** button.
- The **Read** button changes to a **Pause** button.
- The **Audible** button changes to a **Silent** button.

## The Default Reading Toolbar

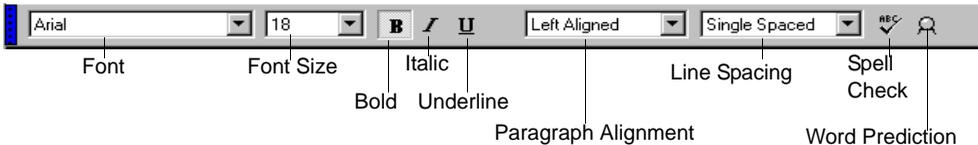
The **Reading** toolbar lets you choose how much text Kurzweil 3000 reads before pausing (Reading Mode), how much text is highlighted (Reading Unit), the reading speed as well as some page view options.



The **Reading** toolbar has a number of options that you can specify through either text boxes or menu lists, and sometimes using up/down arrows.

## The Default Writing Toolbar

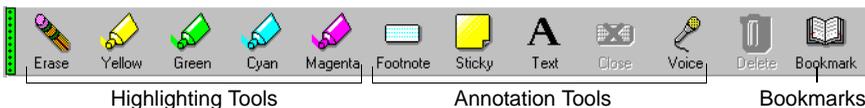
The **Writing** toolbar lets you format text you type yourself.



**Note:** Only Spell Check and Word Prediction are available in image documents.

## The Default Study Skills Toolbar

The **Study Skills** toolbar lets you apply tools like highlighting, bookmarks and annotations to image or text documents. Sticky Notes and Text Notes, however, are available only for image documents.



## The Status Bar

The **Status** bar tells you the status of any process, such as recognition or image processing, and your current page in a document.



## The Menu System

The **Menu** bar is located at the very top of the Kurzweil 3000 window. This book assumes you'll be using the mouse to choose menu items, but you can also use the underlined letters on the menus and the keyboard shortcuts.



### Underlined Letters

There is an underlined letter on each menu name and each menu item. These letters let you use the keyboard instead of the mouse to select menus and items. Many people find they can save time this way.

#### To access a menu and select a menu item using the keyboard:

1. Press the **ALT** key, then press the desired letter key. For example, 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 the letter **C** to **Close** a file.

### Shortcut Keys

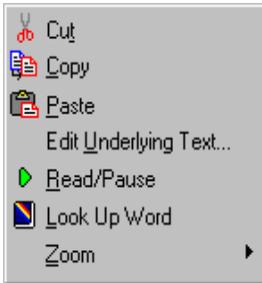
**Shortcut**, or **Hot, keys** are one or two keys that you press to perform some action. For example, **CTRL+X** is the shortcut for the **Cut** command on the **Edit** menu. Whenever a shortcut consists of two keys, press and hold down the first key while you press the second key, then release them both.

There are also 12 function keys, labeled **F1** through **F12**, located along the top of the keyboard, that you can use to perform specific tasks. For example, **F1** displays the Kurzweil 3000 online Help system, and **F9** starts the scanning process.

For a complete list of shortcut keys, see [Accessing Functions and Features from the Keyboard](#) on page 363.

## Shortcut or Right Mouse Button Menus

Shortcut menus are also known as right mouse button menus because you click the right mouse button to access them. They list commands that are specific to the screen region or selection. Kurzweil 3000 displays the right mouse button menu shown below when you click within a document.



To close the menu without selecting anything, move the cursor away from the menu and left-click.

## Keyboard Access to Shortcut Menus

Besides using the right mouse button, you can access any of the Kurzweil 3000 shortcut menus by pressing the **MENU** key, which is to the left of the right-hand **CTRL** key on most keyboards. This provides easier accessibility for users who have difficulty using a mouse.



To close a menu, press either the **ESC** key or the **ENTER** key.

You can customize the items that appear on shortcut menus. See [Chapter 14, Customizing Kurzweil 3000](#).

For an example of how you can use this option, see page [100](#).

See [Accessing Functions and Features from the Keyboard](#) on page 363 for a complete list of keyboard shortcuts.

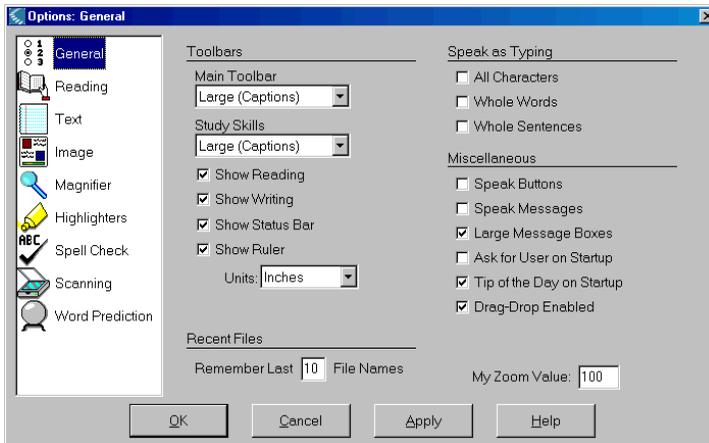
# About Kurzweil 3000 Options and Options Panes

Options represent the defaults that Kurzweil 3000 uses for various tasks and display settings. The **Options** dialog box consists of nine *options panes* that you can use to specify how you want Kurzweil 3000 to look and behave.

## To access the Options dialog box:

1. From the **Tools** menu, select **Options**.

The **Options** dialog box appears.



2. Click an icon along the left to display its associated options pane.

## About the Options Panes

The following pages present each **Options** pane along with brief descriptions of some of its options.

Each chapter in this book contains more information about associated options panes. For example, you can find details and instructions on using the **Reading Options** pane in [Chapter 3, Reading](#).

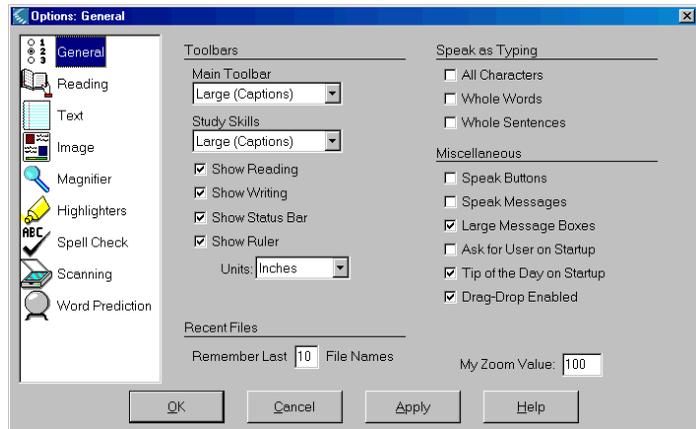
## General Options Pane

**Toolbars:** select toolbars and ruler for display.

**Recent Files:** determine the number of files you want to display from the **Files** menu.

**Speak as Typing:** select how you want Kurzweil 3000 to read back what you type.

**Miscellaneous:** Two of the more important ones are **Speak Buttons** and **Speak Messages**. When checked, **Speak Buttons** reads toolbar button names and menu selections aloud. **Speak Messages** reads messages.



## Reading Options Pane

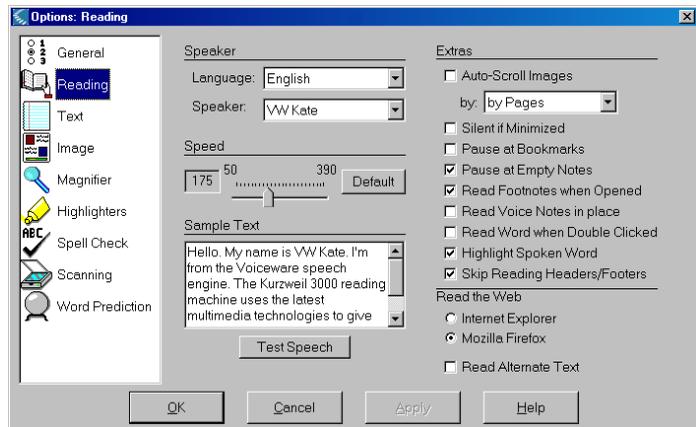
**Language:** select the language that matches the language of your documents.

**Speaker:** select the reading voice for the selected language.

**Speed:** select the reading speed for Kurzweil 3000 to use when reading a document.

**Extras:** specify the default Web browser you want to use with the **Read the Web** feature. **Note:** Mozilla Firefox is recommended.

Other helpful selections include: **Pause at Bookmarks**, **Pause at Empty Notes** and **Read Footnotes when Opened**.



## Text Options Pane

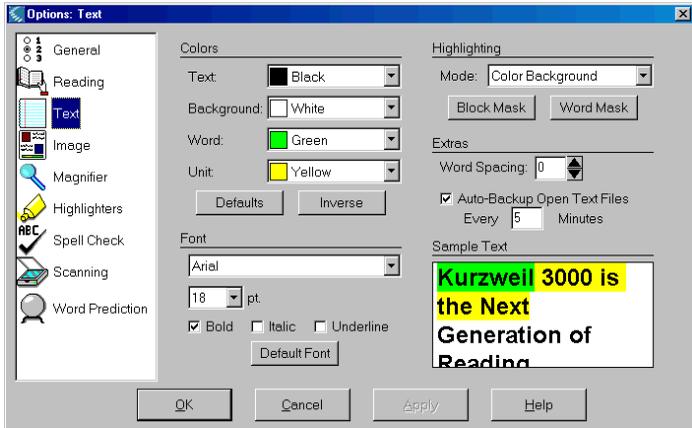
This pane contains options for text documents.

**Colors:** select the text and highlight colors and settings you like.

**Font:** select the font style, size and word spacing you want to use for currently open and new text documents.

**Highlighting Mode:** select the way you want words and Reading Units highlighted during reading.

**Word Spacing:** add *extra* word spacing for text documents. This is on top of the default word spacing, for a particular font.



## Image Options Pane

This pane contains options for image documents.

**Colors:** select the color for dual highlighting and the caret that Kurzweil 3000 uses when reading.

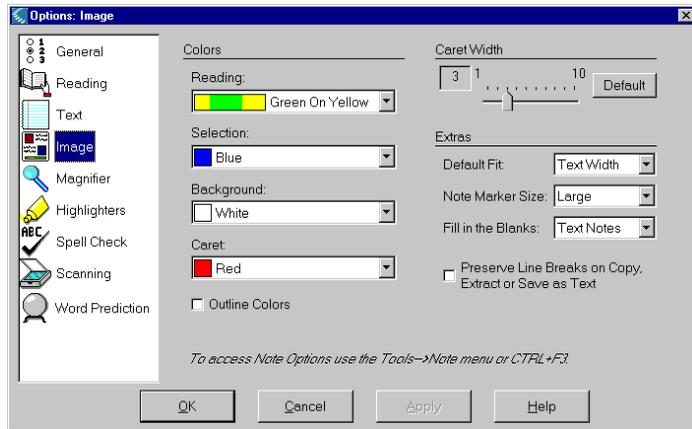
**Outline Colors:** place a dark outline around highlight bars (both reading highlights and text highlights you add yourself).

**Caret Width:** specify the size of the caret (red bar) Kurzweil 3000 uses in image documents.

**Default Fit:** select how image documents fit in the Kurzweil 3000 window.

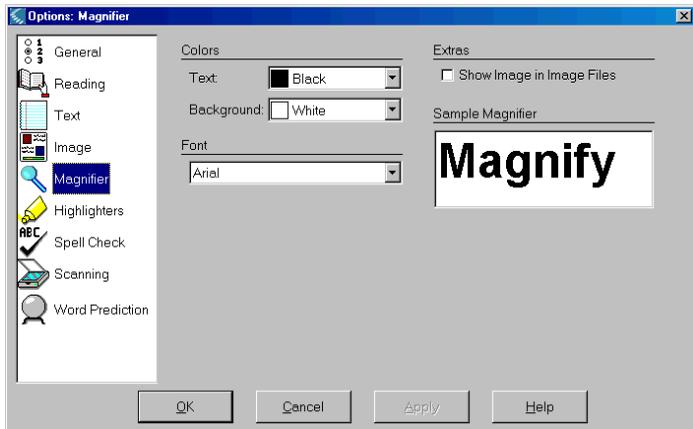
**Note Marker Size:** select a size for Footnote and Voice Note indicators/anchors within a document.

**Preserve Line Breaks:** select to keep line breaks when copying, extracting or saving text from image documents.



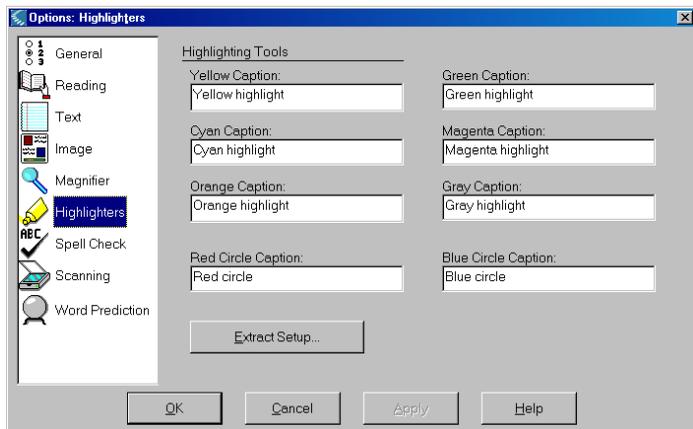
## Magnifier Options Pane

This pane lets you determine how you want Kurzweil 3000 to display magnified text and whether you want to display images in the magnifier.



## Highlighters Options Pane

**Caption boxes:** rename each highlighter or circle color; for example, you can substitute “Main Idea” for Yellow and “Details” for Green. The new names appear in the **Tool Tips** of the Highlighters and Circle tools in toolbars, in the **Tools** menu **Highlight** submenu and in the **Extract Annotations** and **Print Highlighted Text** dialog boxes.



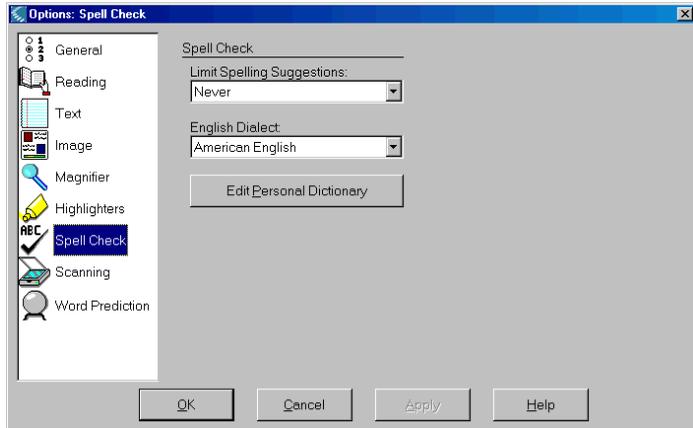
## Spell Check Options Pane

This pane contains options for customizing spell checking.

**Limit Spelling Suggestions:** control the number of spelling suggestions displayed for a misspelled word.

**English Dialect:** choose between American or British English dialects.

**Edit Personal Dictionary:** add words to the spell checker that don't appear in the spell check dictionary (for example proper nouns).

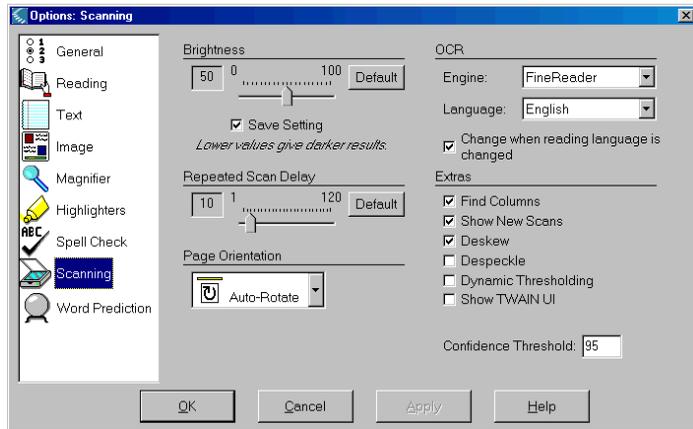


## Scanning Options Pane

From this pane, you can make adjustments for scanning documents, such as **Brightness** and **Page Orientation**.

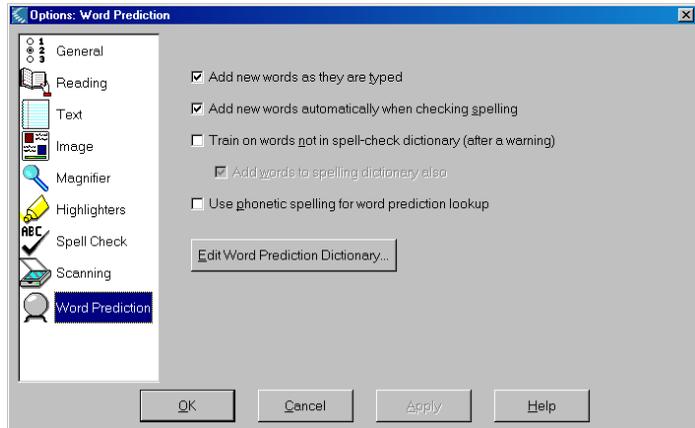
You can also specify the **OCR** Engine you want to use, among other options.

**Show Twain UI:** direct Kurzweil 3000 to display the selected scanner's TWAIN interface during scanning. This can provide access to scanner settings not available with Kurzweil 3000. Not all scanners provide a TWAIN interface.



## Word Prediction Options Pane

This pane lets you control how the **Word Prediction** function adds words to its dictionary. It also allows you to access the Word Prediction dictionary so you can edit it or reload one of the three standard Word Prediction word lists.



## Kurzweil 3000 Online Help System

You can access the Kurzweil 3000 online Help pages at any time by clicking the **Help ?** button on the **Main** toolbar, or by choosing **Help Topics** from the **Help** menu.

### Searching the Online Help

The Kurzweil 3000 online Help includes a full-text search feature. Using this feature, you can find Help topics that contain words or phrases you want to get information about.

#### To search the Kurzweil 3000 online Help:

1. From the **Help** menu, choose **Help Topics**.  
The **Online Help** browser appears.
2. In the browser's toolbar, type a word or phrase into the **Search** text box.
3. Click **Search**.  
A list of topic links that contain your search term(s) appears.
4. Click a link to display a topic.

### About Kurzweil 3000 “How To” Videos

Kurzweil 3000 includes a series of “How To” videos that provide information and guidance on some of the most frequently used functions and features.

#### To watch a “How To” video:

1. From the **Help** menu, choose **How To Videos**.  
The video menu page appears.
2. Double-click on the title of the video that you would like to view.  
The video player appears in the Kurzweil 3000 window, and begins showing the video. You can start, stop, rewind, fast forward, and adjust

the volume of the video using the buttons in the control bar at the bottom of the video player.

## About Tip of the Day

By default, each time you start Kurzweil 3000, it displays a different Tip of the Day. You can choose to turn this feature off by deselecting **Tip of the Day on Startup** in the **General Options** pane.

You can also cycle through the tips after startup by using the **Next Tip of the Day** and **Previous Tip of the Day** commands available on the **Help** menu.



# 2 Document Basics

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This chapter includes the following topics:

- [Document Types](#) on page 40.
- [Document Buttons on the Main Toolbar](#) on page 41.
- [Opening a Document](#) on page 41.
- [Creating a New Document](#) on page 42.
- [Backing Up Text Files Automatically](#) on page 43.
- [Saving a Document](#) on page 44.
- [Working with the Universal Library](#) on page 49.
- [Printing a Document](#) on page 45.
- [Navigating in a Document](#) on page 47.

## Document Types

You can work with virtually any type of document in Kurzweil 3000. The following table provides a quick summary of document terminology used in the Kurzweil 3000 product and in the documentation.

<b><i>Document Type</i></b>	<b><i>Description</i></b>
Image	<p>Any document that you scan into Kurzweil 3000, open directly from the file system (TIFF, PDF, JPEG, BMP, etc.), or open into Kurzweil 3000 from another application, such as an e-mail client, Microsoft Word, using the KESI Virtual Printer. For information about the KESI Virtual Printer, see <a href="#">Importing Documents Using the KESI Virtual Printer</a> on page 355.</p> <p><b>Note:</b> You must select an OCR engine that supports PDF to open PDF files directly into Kurzweil 3000. All engines shipped with Kurzweil 3000 Version 10 support PDF.</p> <p>Once you bring them into the program, they become Kurzweil 3000 documents in which you can use Reading, Reference, Annotation and Study Skills tools, and edit the image text.</p> <p>For information on Kurzweil 3000 image processing, see <a href="#">Chapter 2, Document Basics</a>, and <a href="#">Chapter 20, Test Preparation and Administration</a>.</p>
Typed or Text	<p>Text only documents that you create in Kurzweil 3000 or import. These documents include Word files and files you download using the Online Search for Books feature.</p> <p>In typed or text documents, you can use Kurzweil 3000 Reading, Reference, Annotation, Study Skills and Editing tools.</p> <p>For more information, see <a href="#">Chapter 7, Writing and Editing</a> and <a href="#">Chapter 10, Working with Online Material</a>.</p>

## Document Buttons on the Main Toolbar

Kurzweil 3000 provides document buttons on the **Main** toolbar for quick access to document-related functions you perform most frequently.



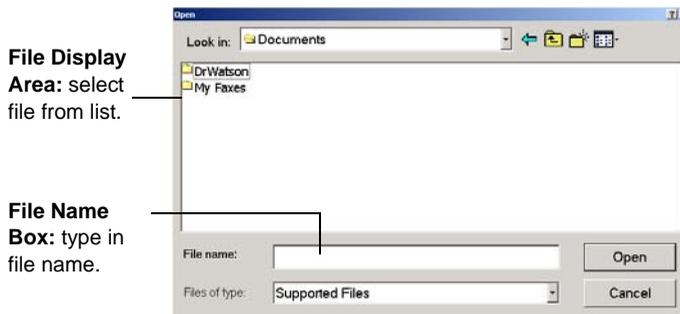
## Opening a Document

Throughout the Kurzweil 3000 product and documentation, a “file” is another name for “document.” See [Chapter 12, File Management](#), for more information about files and folders and navigating through the Kurzweil 3000 file system.

### To open a document:

1. Click the **Open** button in the **Main** toolbar.

The **Open** dialog box appears.



This is a standard Windows file **Open** dialog box, so you can navigate through your file system the same way you would in any other Windows-based program.

2. In the file display area, click on the name of the document you want. You can also type its name in the **File name** box.

3. Click the **Open** button to open the selected file, or click the **Cancel** button to close the dialog box without opening a file.

**Note:** You must select an OCR engine that supports PDF to open PDF files directly into Kurzweil 3000. All engines shipped with Kurzweil 3000 Version 10 support PDF. See [Selecting an OCR Engine and Language](#) on page 276.

## Creating a New Document

When you create a new document, you can have it be an image document or a text document.

### To create a new text document in Kurzweil 3000:

1. Click the **New** button in the **Main** toolbar.



New

An empty document appears in the document display area. A cursor blinks in the upper left corner.

2. Type into the new document.

Your typing appears in the document display area.

Another way to create a document is to open the **File** menu, choose **New**, then **Text File**.

### To create a new image document in Kurzweil 3000:

This feature is useful if you already have an open image document and you want to create a new and different document.

- With no document open, begin scanning.
- Or open the **File** menu, choose **New**, then **Image File**.

## Backing Up Text Files Automatically

By default, Kurzweil 3000 backs up text files automatically, every five minutes. Auto-backup only works with editable, non-copy-protected files. You can disable auto-backup and change the auto-backup interval.

### To enable/disable auto-backup and specify an auto-save time interval:

1. From the **Tools** menu, choose **Options**.  
The **Options** dialog box appears.
2. Click the **Text** icon on the left to display the **Text Options** pane.
3. In the **Extras** area, select or clear the **Auto-Backup Open Text Files** check box.

When the option is enabled, you can specify the number of minutes (between 1 and 60) you would like between saves.

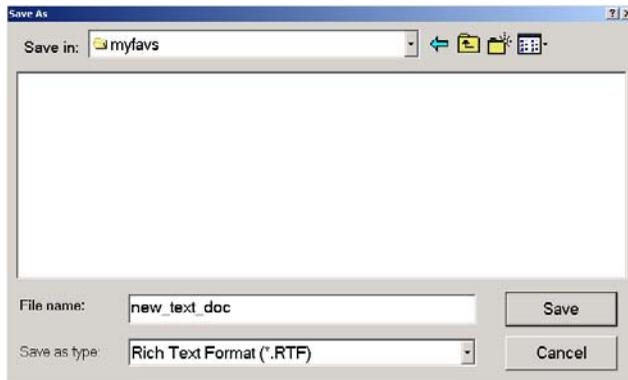
## Saving a Document

When saving a document, you may also want to think about where on your file system you want to save it and in what file format. For more information about navigating in the Kurzweil 3000 file system and choosing a file format, see [Chapter 12, File Management](#).

### To save a document:

1. Click the **Save** button in the **Main** toolbar.

The **Save As** dialog box appears.



2. Choose how Kurzweil 3000 saves the file:

The **Save in** box takes you to another folder.

The **File name** text box lets you enter a new file name.

The **Save as type** box lets you select a file format.

3. Click **Save** or **Cancel**.

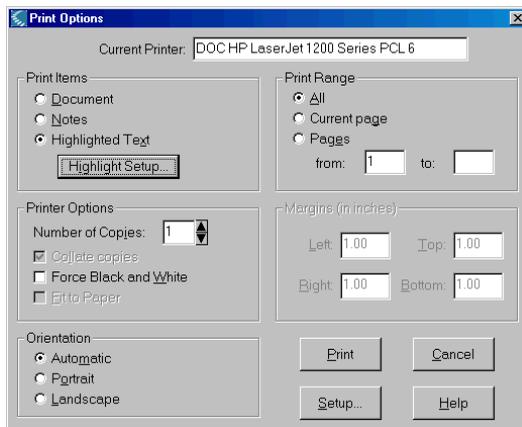
**Note:** Once you've saved a file for the first time in a work session, clicking **Save** automatically saves the file to the specified location in the file system. To save the file with a new name or file type, open the **File** menu and choose **Save As** to open the **Save As** dialog box.

# Printing a Document

To print a document, it must be open.

## To print a document:

1. Click the **Print** button in the toolbar to open the **Print** dialog box.



2. Specify the options you want:

### Print Items area:

- Print the entire **Document**, only its **Notes** or only its **Highlighted Text**.
- **Highlight Setup**: click to open the **Highlight Setup** dialog box, where you can specify the print format options for highlighted and circled text. See [Navigating in a Document](#) on page 47.

### Printer Options area:

- **Number of Copies**: select the number of copies to print.
- **Collate copies**: print copies in page number order instead of separated multiple copies of each page.
- **Force Black and White**: print highlighted or colored text on a black and white printer.

- **Fit to Paper:** shrink an 8½" by 14" scanned document to fit on standard 8½" by 11" paper, for example. This is a useful option when printing a test.

**Orientation** area:

- **Automatic** (default): in image documents, if the document's pages have mixed orientations (portrait or landscape), print them as specified. You can also print the document in appropriate orientation, depending on whether the image is taller than wide or vice versa.

In text documents, print the document based on orientation specified in the **Print Setup** dialog box (click **Setup** to see this dialog box).

- **Portrait:** print all pages in the document in portrait orientation (overrides **Print Setup** dialog box setting).
- **Landscape:** print all pages in the document in landscape orientation (overrides **Print Setup** dialog box setting).

**Print Range** area: print the entire document, the current page or a range of pages.

**Margins** area: adjust the page margins of text files in inches or centimeters.

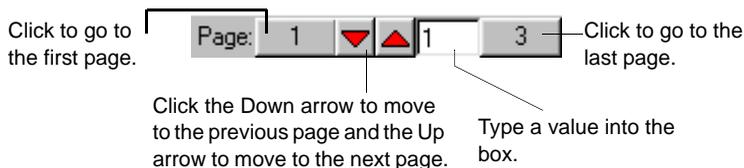
**Setup:** open the **Print Setup** dialog box, where you can change settings specific to the currently selected printer or select a different printer.

## Navigating in a Document

Kurzweil 3000 provides several ways to move in a document. You can use the **Page** box in the **Reading** toolbar, or the **View Page** menu. You can also use the **Thumbnail View** to go to a specific page in a document.

### Using the Page box, View menu, or keyboard:

- Use the **Page** box in the **Reading** toolbar to move to any page in the document.
- From the **View** menu, choose **Page** to go to the first, last, next or previous page, or to access the **Go To Page** dialog box.
- Use the **Page Up** key on the keyboard to move up (toward the beginning) in a document, or **Page Down** to move down (toward the end).



### Using the Thumbnail View for image documents:

1. Click the **Thumbnail** button in the **Reading** toolbar.

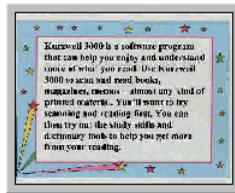


The document switches to Thumbnail View.

2. Click on the thumbnail of the page you'd like to view.



Page 1



Page 2



Page 3

Kurzweil 3000 switches back to Document View, with the page you've chosen displayed in the window.

Another way to view the document thumbnails is to open the **View** menu, choose **Thumbnails**, then **Thumbnail View**.

**Note:** You can change the size of the thumbnails by selecting **Thumbnail Size** from the **View** menu. Size options are **Jumbo**, **Largest**, **Large**, **Medium**, **Small** and **Smallest**.

**Note:** If a page number is displayed in blue, it indicates that the page's recognition quality is below the **Confidence Threshold**. See [Setting the Scanning Confidence Level](#) on page 279.

## Working with the Universal Library

The Kurzweil 3000 **Universal Library** is a special-purpose folder that provides a central location for students to access and save class documents, such as assignments and tests.

You must configure the Universal Library before it can be used with Kurzweil 3000. See [Setting Up and Using the Universal Library](#) on page 391.

### To open a document from the Universal Library:

1. From the **File** menu, choose **Open from Library**.

The **Open** dialog box appears, with the **Kurzweil 3000 Universal Library** folder as its starting point.

2. Select the desired document, and click **Open**.

### To save a document to the Universal Library:

1. From the **File** menu, choose **Save to Library**.

The **Save As** dialog box appears, with the **Kurzweil 3000 Universal Library** folder as its starting point.

2. Either navigate to the location where you want to save the document or click **Save** to save the document in the **Kurzweil 3000 Universal Library** folder.

If you are saving the document in the **Kurzweil 3000 Universal Library** folder and the document that you are saving is one that already exists in the folder, for example *science worksheet*, be sure to rename the document so you don't overwrite this public copy. For example, you might save the document as *jerry smith's science worksheet*.



# 3 Reading

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This chapter includes the following topics:

- [\*Reading a Document\*](#) on page 52.
- [\*Changing the Reading Speed\*](#) on page 54.
- [\*Selecting a Reading Mode and Reading Unit\*](#) on page 55.
- [\*Changing the Reading Voice\*](#) on page 56.
- [\*Changing the Page View\*](#) on page 58.
- [\*Changing Dual Highlighting Colors\*](#) on page 60.
- [\*Magnifying Each Word Kurzweil 3000 Reads\*](#) on page 62.
- [\*Reading Text in Other Applications\*](#) on page 64.
- [\*Troubleshooting Reading\*](#) on page 64.

## Reading a Document

You can open and read the contents of virtually any document. See [Opening a Document](#) on page 41.

**Note:** If you are reading an image document that includes passages of text in different languages, you can use Kurzweil 3000 to mark these passages, so that when Kurzweil 3000 reads them, it reads them using the appropriate language. For details, see [Using Ranked Spelling to Correct Spelling Errors](#) on page 325.

### To start reading a document:

1. Click at the place where you'd like to start reading.
2. Click the **Read** button in the toolbar.



Read

Kurzweil 3000 starts reading. The **Read** button changes to a **Pause** button.



Pause

3. To stop reading at any point, click the **Pause** button.

Other ways to start or pause reading:

- Press **F3** on the keyboard.
- Or open the **Read** menu and choose **Start/Pause Reading**.

## Reading Notes in Place

By default, when reading an image document with Text Notes, Kurzweil 3000 reads them in reading order (that is, when it comes upon one as it reads).

You can also direct Kurzweil 3000 to read Voice Notes in reading order by selecting the **Read Voice Notes in place** option in the **Reading Options** pane.

Kurzweil 3000 reads Sticky Notes after reading through the document.

You can change the order in which Kurzweil 3000 reads Sticky Notes and Text Notes by using the **Reading Order** option in the **Note Options** dialog box. See, [Changing Sticky Note and Text Note Settings](#) on page 103.

## Reading One Word at a Time (Double-Click Reading)

You can direct Kurzweil 3000 to read a word when you double-click on it. This works even when **Silent Reading** is selected in the **Read** menu.

**Note:** You can use the Usage Log to record each instance of double-click reading. The log notes the date and the word read. See [Working with the Usage Log](#) on page 429.

### To enable double-click reading:

1. From the **Tools** menu, choose **Options**.  
The **Options** dialog box appears.
2. Click the **Reading** icon on the left to display the **Reading Options** pane.
3. Select the **Read Word when Double Clicked** check box.
4. Click **OK** to close the **Options** dialog box.

## Changing the Reading Speed

You can change the speed at which Kurzweil 3000 reads documents. Reading speed is measured in words per minute (WPM). The default reading speed is 170 WPM.

### To change the reading speed:

On the **Reading** toolbar, next to the **WPM** box (the fourth box on the toolbar), click the down arrow to decrease the reading speed or the up arrow to increase the reading speed.



Other ways to change reading speed:

- Enter a reading speed value in the WPM box.
- Press **F11** to increase or **F12** to decrease the reading speed by five WPM.

## Selecting a Reading Mode and Reading Unit

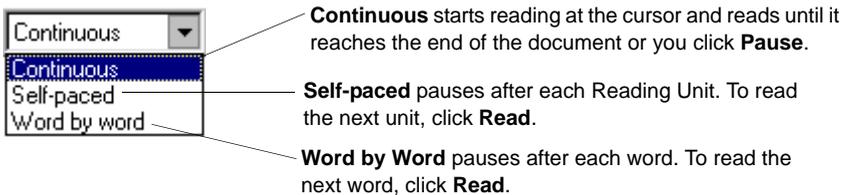
In Kurzweil 3000, you can choose both a Reading Mode and a Reading Unit.

The **Reading Mode** lets you read through a document continuously, or in a self-paced manner.

The **Reading Unit** is the amount of text that Kurzweil 3000 highlights at one time. In self-paced mode, Kurzweil 3000 pauses after each unit. You can choose a Reading Unit of **Word**, **Phrase**, **Line**, **Sentence**, **Paragraph**, **Heading**, or **Highlight**.

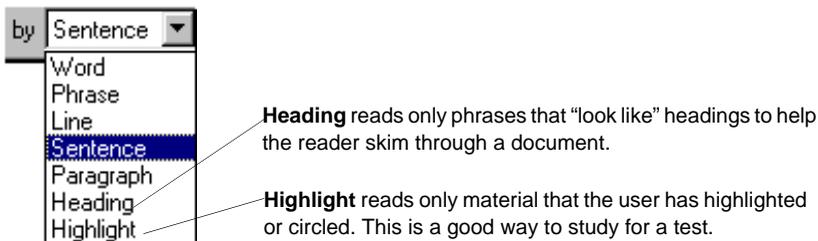
### To choose a Reading Mode:

On the **Reading** toolbar, click the arrow in the **Read Mode** box (the second box on the toolbar) and select a Reading Mode.



### To choose a Reading Unit:

On the **Reading** toolbar, click the arrow in the **Reading Unit** box (the third box on the toolbar) and select a unit from the list.



**Note:** Kurzweil 3000 does not save the **Read by Heading** or **Read by Highlight** setting from session to session. If you are using one of these units and you exit from Kurzweil 3000, the next time you start the program, the unit returns to the default **Read by Sentence**.

## Changing the Reading Voice

You can choose from a number of reading voices. The voices are generated by the speech engines that read the text. Different speech engines provide different voices.

### To change the reading voice:

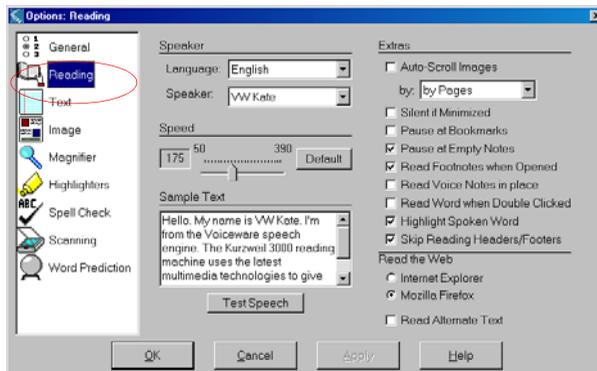
On the **Reading** toolbar, click the **Reading Voice** box (the first box on the toolbar) and select the unit you want.



## Changing the Default Reading Voice

You can also change the default reading voice (and reading language) in the **Reading Options** pane.

1. From the **Tools** menu, choose **Options**.
2. Click the **Reading** icon to display the **Reading Options** pane.



3. Use the **Speaker** list to select a reading voice.

By default, Kurzweil 3000 uses the English speaking voice named **Reed**. However, if you installed the full version of the VoiceText™ speaking voices that came on the separate CD included with your product package, the default voice is **VW Kate**.

4. Click **Test Speech** to hear the text in the text box spoken aloud with the settings you have chosen. You can type your own text into the box, although your text is not saved when you close the tab. Click **Stop Speech** to end a speech test.

Use the **Speed** control to set the speed of the reading voice.

If you want to use Kurzweil 3000 to help you learn a foreign language, see [Language Learning](#) on page 385.

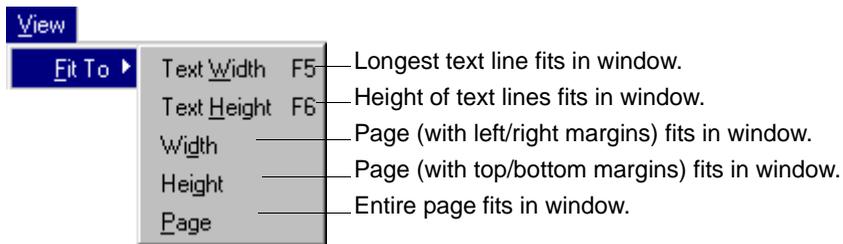
5. Click **Apply** to apply the changes, or click **OK** to apply the changes and close the dialog box.

## Changing the Page View

You can display the Page View in a number of ways: Fit to window, Zoom, Rotate or Scroll.

### To adjust page fit in window:

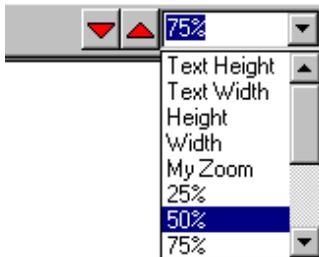
1. Open the **View** menu.
2. Use the **Fit To** submenu to adjust the page fit.



**Note:** The **Fit To** feature works for image documents only.

### To adjust document zoom:

On the **Reading** toolbar, use the **Zoom** box (the fifth box on the toolbar) to make the document larger or smaller.

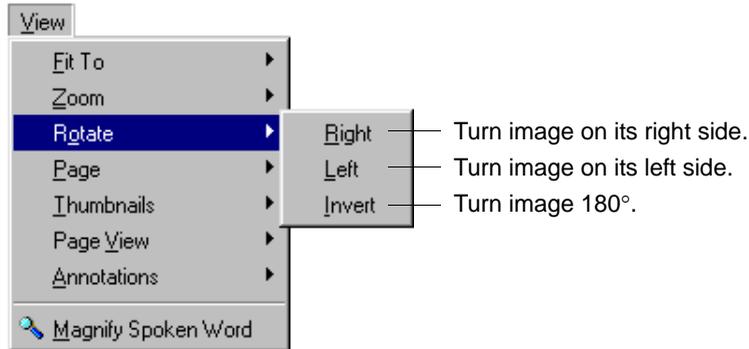


Other ways to adjust zoom:

- Use the **Zoom** menu on the **View** menu.
- Use the **Zoom** menu on the right mouse button menu.

## To rotate a page:

1. Open the **View** menu.
2. Use the **Rotate** submenu to rotate the current page.



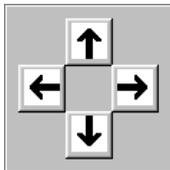
**Note:** The **Rotate** feature works for image documents only.

## To scroll in the window:

- In image documents, use the scrollbars to adjust the placement of the image within the Kurzweil 3000 window.
- You can also use the **SHIFT + PAGE UP** or **SHIFT + PAGE DOWN** keys to move the image horizontally.

Other ways to adjust page placement:

- Click the **Page Thumbnail** button in the **Reading** toolbar, and drag the red viewing rectangle inside the thumbnail.
- Use the compass arrows tool when you select **Page Thumbnail** from the **View** menu.



**Note:** The **Page Thumbnail** and compass arrow features work for image documents only.

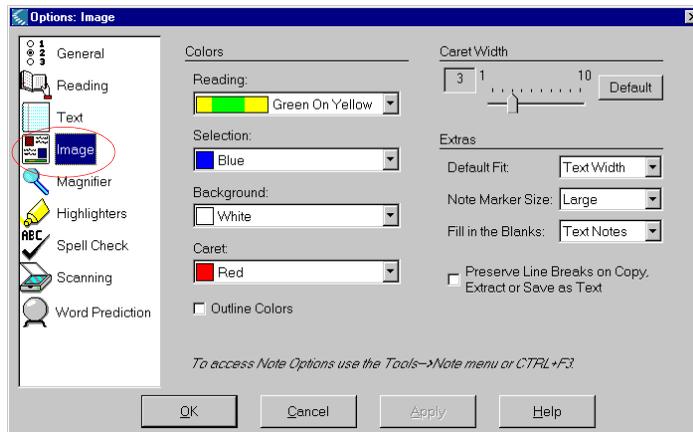
## Changing Dual Highlighting Colors

You can change the colors that Kurzweil 3000 uses to highlight words and units as it reads. This is useful, for instance, in accommodating color blindness.

### To change the highlight colors for image documents:

For best results, make sure the dual highlighting colors you select don't make colored or user-highlighted text difficult to read.

1. From the **Tools** menu, choose **Options**.
2. Click the **Image** icon to display the **Image Options** pane.



3. Use the **Reading** list in the **Colors** area to pick the dual highlighting combination you want.

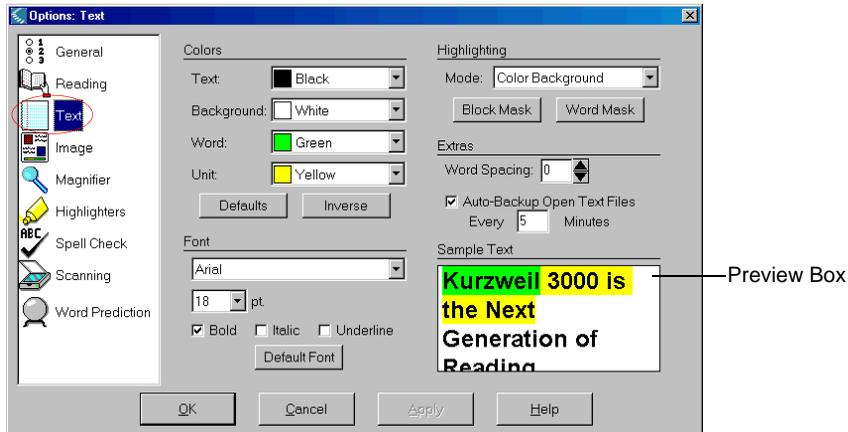
**Notes:** If you select a pastel background color from the **Background** list, be sure your dual highlighting colors are compatible.

Select **Outline Colors** to place a box around the color highlights. This is particularly useful for users who may be color blind.

4. Click **Apply** to apply the changes, or click **OK** to apply and close the dialog box.

## To change the highlight colors for text documents:

1. From the **Tools** menu, choose **Options**.
2. Click the **Text** icon to display the **Text Options** pane.



3. Use the **Colors** section to select the dual highlighting colors you want, as well as alternate text and background colors. If you select a pastel background, for example, be sure the highlighting colors are compatible.

Use the **Word** list to select the color for word highlighting and the **Unit** list to choose the color for unit highlighting.

Under **Highlight Mode**, you can select **Color Words** or **Color Background**.

If you want, click the **Inverse Colors**, **Block Masking** or **Word Masking** buttons and preview alternative types of highlighting that may be preferable for users with different visual challenges.

4. Click **Apply** to apply the changes, or click **OK** to apply and close the tab.

## Magnifying Each Word Kurzweil 3000 Reads

The **Magnifier** window is a special window that displays on top of an open document. It shows each word in large type as Kurzweil 3000 reads.

### To show each word spoken in a Magnifier window:

1. From the **View** menu, choose **Magnify Spoken Word**.

The **Magnify Spoken Word** window appears. When you click **Read**, each word that Kurzweil 3000 speaks appears in large type.

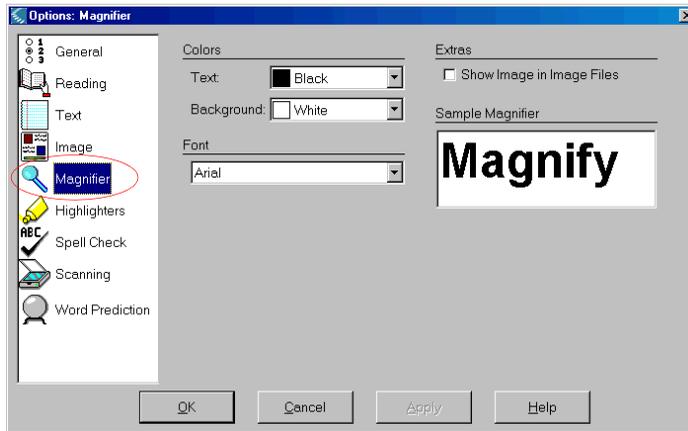


2. To set the number of words visible in the window, use the slider at the right side of the window. Move the slider down to see more words at once or up to see fewer words. Each word in the **Magnify Spoken Word** always appears on a separate line.



## To set text appearance for the Magnifier window:

1. From the **Tools** menu, choose **Options**.
2. Click the **Magnifier** icon to display the **Magnifier Options** pane.



3. Use the **Colors** and **Font** lists to set the text appearance in the **Magnify Spoken Word** window. (Fonts are limited to TrueType fonts.) The **Sample Magnifier** box shows how text will look with your settings.

If you check **Show Image in Image Files**, an enlarged view of the actual image will appear in the **Magnifier** window.

4. Click **Apply** to apply the changes, or click **OK** to apply and close the tab.

## Reading Text in Other Applications

The clipboard reader enables you to extract text from another Windows application.

**Note:** This feature works with many, but not all, Windows applications.

1. Make sure that the application from which to extract text is active (title bar highlighted).
2. Press the **CTRL+ALT+R** keys simultaneously to copy all text from the active application, or press **CTRL+SHIFT+R** to copy selected text from the application.

A new Kurzweil 3000 document opens. The extracted text appears in the new document (it also remains in the application from which it was copied). You can format and edit this document, treating it just like any text document.

## Troubleshooting Reading

### *Speech is inaudible.*

- Make sure that your speakers are connected to a power supply, plugged into the correct port on the computer and turned on. Turn the volume on the speakers to an audible level.
- Make sure that the volume set to an audible level in the **Volume** tab of the **Sounds and Audio Devices** in the Windows **Control Panel**.
- Go to **Sounds and Audio Devices** in the Windows **Control Panel** and see if you can preview a sound. If you can hear one of the sounds provided with your system, the sound card and speakers are working correctly.

# 4 Working with Reference Tools

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This chapter includes the following topics:

- [\*About the Kurzweil 3000 Reference Tools\*](#) on page 66.
- [\*Using Kurzweil 3000 Reference Tools\*](#) on page 67.
- [\*Finding a Picture for a Word\*](#) on page 71.
- [\*Looking Up Words in Encarta\*](#) on page 73.
- [\*Looking Up Words Using Online Reference Lookup\*](#) on page 74.

## About the Kurzweil 3000 Reference Tools

The Kurzweil 3000 reference suite provides a range of tools:

- Definition (dictionary lookup)
- Synonym list (thesaurus)
- Syllable and pronunciation display
- Spelling tool
- Picture Dictionaries
- Microsoft® Encarta® lookup
- Online Reference Lookup (Internet access required)

You can click a word and apply any of these tools to the word or apply many of the tools to words you type yourself.

## Using Kurzweil 3000 Reference Tools

You can look up a word's definition and synonyms using the encyclopedias, dictionary and thesaurus included with Kurzweil 3000.

**Note:** The default dictionary is *American Heritage Fourth Edition*. Other dictionaries are listed in the **Reference** -> **Select Dictionary** submenu.

### To look up a word in a document:

1. Click the word you want to look up, then click the reference tool button you want:

Click **Definition** to see the definition(s) for the word.



Definition

Click **Read** to hear the contents of the **Definition** window.

**Synonym** for a list of words with similar meanings.



Synonym

Click **Read** to hear the contents of the **Synonym** window.

Click **Syllables** to see the word broken into syllables. to see the word's phonetic spelling and to hear the word.



Syllables

Click **Spell** to hear the word spelled out loud.

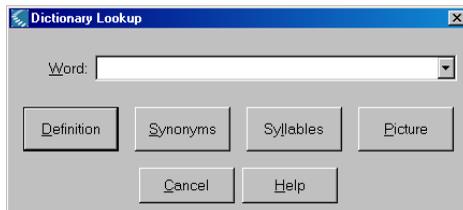


Spell

2. Click the **x** button in the upper-right corner of the reference window to close it.

### To look up any word:

1. From the **Reference** menu, choose **Look Up Word I Type**.  
The **Dictionary Lookup** dialog box appears.



2. Type the word you want to look up into the **Word** box, then click:  
**Definition** to get the definition for a word.

**Synonyms** to see a list of synonyms for a word.

**Syllables** to see the word broken into syllables and the word's phonetic spelling.

**Picture** to get the definition of the word from a picture dictionary.

A window appears with the information for the word, as described on the previous page.

### Using Wildcard Characters to Find the Definition or Synonyms for a Word

Kurzweil 3000 supports two wildcard characters that you can use to construct search strings to help you find the definition or synonyms for a word when you are unsure of its spelling.

The two wildcard characters are the asterisk (\*) and the question mark (?).

- Use the \* to find valid words that can be formed by replacing the \* with *any* number of letters.

- Use the ? to find valid words that can be formed by replacing the ? with a single letter.
- You can use both wildcard characters in a search string.
- You can use more than one wildcard in a search string.
- The wildcard characters can be used in conjunction with the *American Heritage Children's Dictionary* and the *American Heritage Fourth Edition Dictionary*.

## Wildcard Usage Examples

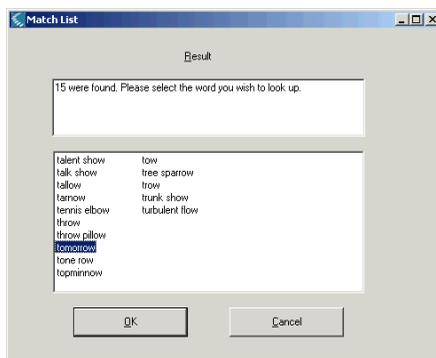
**Example 1.** You aren't sure how to spell *tomorrow*, but you know it starts with **t** and ends with **ow**.

1. In the **Look Up Word I Type** dialog box, you could enter "t\*ow".



2. Click **Definition**.

Kurzweil 3000 returns the following words, including the one you are looking for:



3. Select the word, and click **OK** to display the definition.

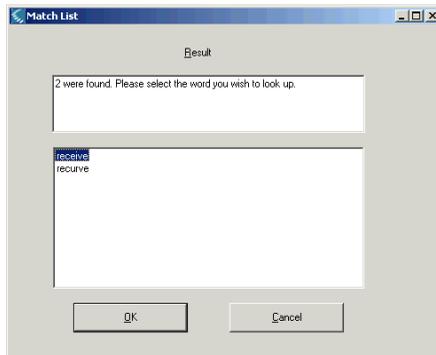
**Example 2.** You want to look up synonyms for the word *receive*, but you can't remember whether *i* comes before *e*.

1. In the **Look Up Word I Type** dialog box, you could enter “rec??ve”.



2. Click **Synonyms**.

Kurzweil 3000 returns the following words, including the one you are looking for:



3. Select the word, and click **OK** to display its synonyms.

## Finding a Picture for a Word

Finding a picture for a word is similar to the way you look up words in word dictionaries: You can select a word or type the word, then look it up.

**Note:** The selected word or word you type must closely match the file name of the image. For example, when using the PCS dictionary, a picture of a house might be presented when the word to look up is “houses,” but the picture of the house would not be presented if the word to look up is “housing.”

### About Animated GIF and American Sign Language Dictionaries

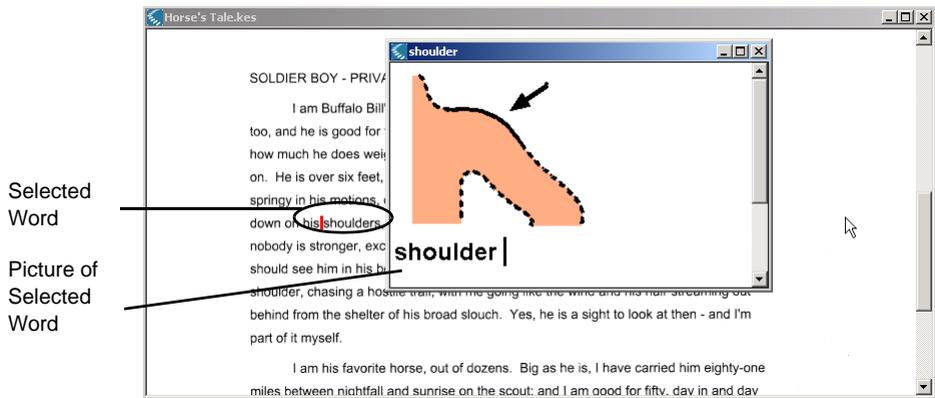
Kurzweil 3000 supports picture dictionaries that contain animated GIF files as well as American Sign Languages (ASL) animation dictionaries. ASL dictionaries contain GIF animations that use “characters” that sign words.

For information about picture dictionaries, including ASL dictionaries, see [Setting Up Picture Dictionaries with Kurzweil 3000](#) on page 395.

### To find a picture for a selected word:

1. Select the word in the document.
2. Do one of the following:
  - If available, click the **Picture** button in the toolbar.
  - From the right mouse button menu, choose **Picture**.
  - Or from the **Reference** menu, choose **Selected Word**, then **Picture**.

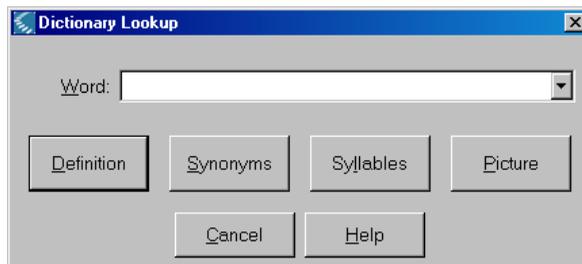
Kurzweil 3000 displays the picture as shown in the illustration below.



3. When you're done, click the **x** button in the picture document window.

### To find a picture for a word you type:

1. From the **Reference** menu, choose **Look Up Word I Type**.
2. In the **Dictionary Lookup** dialog box, type the desired word.



3. Click **Picture**.

## Looking Up Words in Encarta

You can look up words in Microsoft Encarta directly from Kurzweil 3000.

**Note:** To look up a word in Encarta, you must have Microsoft Encarta 1999, 2000, 2001, 2002, 2003, 2004 or 2005 Deluxe installed on your system. Kurzweil 3000 does not include Encarta or Encarta Deluxe.

### To look up a word in Encarta:

1. Double-click the word you want to look up.
2. From the **Reference** menu, choose **Selected Word**, then choose **Encarta Look-up** to open an Encarta entry for the word.
3. Click the **x** button in the upper-right corner of the reference window to close it.

## Looking Up Words Using Online Reference Lookup

Kurzweil 3000 provides a number of ways that you can look up information over the Internet from online encyclopedias and dictionaries. The easiest way to get information about a word or phrase is to use the **Online Reference Lookup** feature.

**Note:** You must have Internet access to use this feature.

With **Online Reference Lookup**, you simply type a word or phrase, select one of the reference sites directly supported by Kurzweil 3000 and initiate the lookup. Kurzweil 3000 accesses the selected site and opens a new (read-only) document containing the information.

This document is fully Web-aware, meaning that all of its links are active, and you can click them to display the linked information. When you click a link, Kurzweil 3000 displays the new page replacing the previous one. You can move back and forth among the pages, using the **Online Reference History** feature. See [Displaying Online Reference Lookup History](#) on page 76.

For information about other ways you can use Kurzweil 3000 to access information on the Web, see [Chapter 10, Working with Online Material](#).

### To look up the information about a word or phrase from an online reference source:

1. In a document, select a word or phrase that you want to look up.

**Note:** You can also start with step 2 and type any word or phrase into the **Search For** box.

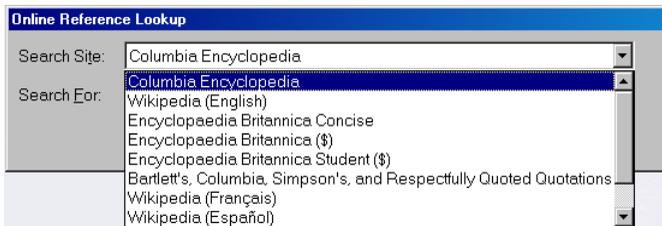
2. From the **Online** menu, choose **Online Reference Lookup**.

The **Online Reference Lookup** dialog box appears.



The text you selected in the document appears in the **Search For** box.

The **Search Site** box contains a list of Web sites from which you can choose to look up information about the word.



**Note:** Sites marked with a dollar sign (\$) require a paid membership. If you choose one of these sites, you will need to supply a User Name and Password.

3. After you have selected a site, click **Search**.

Kurzweil 3000 either:

- Opens a new read-only document containing information about the word.

*or*

- Displays a new dialog box, prompting you to choose from a list of topics related to your search word or phrase. Select the topic most closely related to the information you are looking for, and click **Select**.
4. With the desired information displayed, you can use Kurzweil 3000 to read it.

If you want to search for additional information at another site or about some related topic, simply choose **Online Reference Lookup** from the **Online** menu again, and type a new word and select the same, or a different site.

Don't worry about losing information; as long as you keep the current document open, Kurzweil 3000 keeps track of the pages you've accessed. See the next section for more information on redisplaying information.

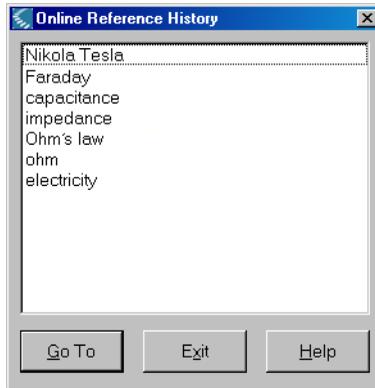
### Displaying Online Reference Lookup History

When you first use the **Online Reference Lookup** feature, Kurzweil 3000 opens a new read-only document in which it displays the retrieved information. This document is considered a *session*. As you click links in content of the session document or search for more information (even from different reference sites), Kurzweil 3000 replaces the current content with newly retrieved content. However, as long as you keep this session document open, you can redisplay previous information using the **Online Reference History** feature.

## To access previously viewed online reference information:

1. From the **Online** menu, choose **Online Reference History**.

The **Online Reference History** dialog box appears, displaying a list of words that correspond to the different pages of information that you have viewed.



The word or phrase at the top of the list corresponds to the currently displayed information, and the word at the bottom corresponds to the first information you viewed.

2. Click the word that corresponds to the information that you want to view again.
3. Click **Go To** to display the information.



# 5 Working with Study Skills Tools

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This chapter includes the following topics:

- *About Study Skills Tools* on page 80.
- *Working with Color Highlighters and Text Circle Tools* on page 81.
- *Adding Notes* on page 87.
- *Working with Notes* on page 97.
- *Changing Sticky Note and Text Note Settings* on page 103.
- *Adding and Working with Bookmarks* on page 106.
- *Extracting Notes, Bookmarks or Highlighted Text* on page 110.
- *Setting Indents and Prefixes for Highlighted and Circled Text* on page 113.
- *Printing Highlighted and Circled Text* on page 116.
- *Extracting Text* on page 118.

## About Study Skills Tools

The Kurzweil 3000 Study Skills tools are designed to help educators and individual readers implement a variety of learning methods.

As a teacher, you can easily create pre-reading material, study notes and prompts, and even test questions for students. As a student, you can create summaries from which to study and write.

Kurzweil 3000 Study Skills tools are:

- **Adaptable.** The Study Skills suite is not an implementation of any one teaching or learning method. You can apply the tools to a variety of educational and individual settings and frameworks.
- **Easy to use.** The highlighting system is designed to work in the same way as a highlighting pen. There are also a variety of annotation tools, including dictated Voice Notes. In addition, you can extract Notes, highlights/circles or Bookmarks into a new document.
- **Integrated with the entire Kurzweil 3000 system.** You can highlight and annotate both image and text documents. All of the reading and reference tools available in a document are available for all Notes except Voice Notes. In addition, you can choose to print a file, its attached Notes (except Voice Notes) or both.

**Note:** Teachers can also use *The Kurzweil 3000 Active Learning and Study Strategies Guide* for information on applying these tools in an educational setting.

### To access Study Skills tools:

You can access all Study Skills features from the default **Study Skills** toolbar.



If this toolbar is not visible, use the **Toolbar** shortcut menu to display it.

1. Move your cursor into the toolbar area, and press the right mouse button.
2. Choose to display **Large** or **Small** toolbar from the **Study Skills** menu.

## Working with Color Highlighters and Text Circle Tools

Kurzweil 3000 provides two types of tools that let you mark text in documents: Color Highlighters and Text Circle tools (Circle tools). The Highlighters, like familiar highlighter pens, allow you to place a transparent band of color over passages of text in both image and text documents. The Circle tools let you draw an oval around passages of text in image documents. There are six Highlighter colors and two Circle tool colors available from the **Tools->Highlight** submenu.

Besides the obvious use of marking important parts of a document for later reference, once you mark the text you can use Kurzweil 3000 to format, extract and print the highlighted and/or circled text, thereby letting you create rich outlines and other study aids.

The Highlighters and Circle tools are also very useful for marking answers on Multiple Choice and other types of tests.

### Adding Color Highlighting to Documents

Highlighting is an important tool for readers. In Kurzweil 3000, multiple highlighting colors let you associate different concepts with different colors. For instance, you could use green for main ideas, yellow for details, and cyan for material you want to re-read, and so on.

Then, to review a document or study for a test, you can click the **Reading Unit** list in the **Reading** toolbar, and choose **Highlight** to hear only the material you highlighted.

Highlighting works for both image and text documents.

### To add highlighting to a document:

1. Click any of the **Color Highlighter** buttons in the **Study Skills** toolbar.



2. Click in the place you'd like to begin highlighting. Drag the highlighter cursor over the text you want to highlight.

A bar of color highlights the text you select. You can change colors by selecting a different **Highlighter** at any time.

3. To stop highlighting, click the **Highlighter** button again.

You can also select the text you want first, then click the **Highlighter** button.

## Circling Text in Image Documents

Similar to the Color Highlighters, the Text Circle tools (Circle tools) are useful for marking both passages of text and answers on tests. Circle tools provide some benefits over the Color Highlighters, in that you can overlap circles, nest circles and circle parts of text that you have highlighted using the Color Highlighters. This is helpful for example, when you want to identify different parts of a sentence.

The Circle tools work only with image documents.

### To circle text in a document:

1. From the **Tools** menu, point to **Highlight**, and select a **Circle** tool (Blue or Red) from the list.

**Note:** None of the toolbars in the default **Classic** toolbar set include a **Circle** tool button. You can add a toolbar button for one or both of the Circle tools using the **Customize Toolbar** feature, or you can select a different toolbar set, for example Test Taking, that includes a Circle tool button. See [Customizing Toolbars](#) on page 218 and [Applying Sample Toolbar Sets](#) on page 223.

2. Click at the beginning of the first word you want to circle. Hold down the left mouse button and drag over all the text you want to circle. When you have finished, release the mouse button.

Kurzweil 3000 draws an oval around the text, using the selected color.

You can circle as much text in a document as you want. To change the circle color, select a new color from the **Highlight** submenu. To turn the Circle tool off, deselect it in the **Highlight** submenu.

**Notes:**

- To use the Circle tool, **Enable Editing** must be selected on the **Edit** menu (it is selected by default).
- Kurzweil 3000 retains your circled text only if you save your document in KESI (.kes) or RTF format.

## Adding Custom Descriptions to Highlighters and Circle Tools

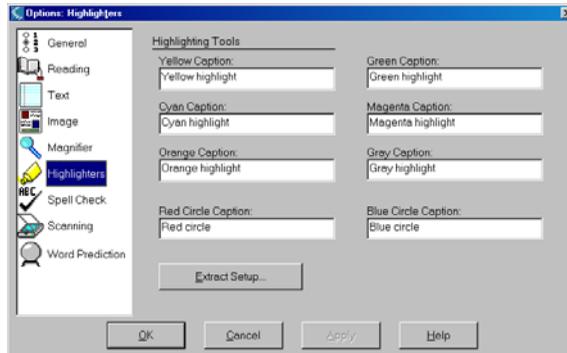
You can add your own descriptions to the Color Highlighters and Circle tools. This can be useful when you want to diagram sentences, for example. You can rename the Highlighters and Circle tools to match parts of speech — Noun, Verb, Predicate Adjective, Prepositional Phrase, etc.

When you specify a description, the description shows up in four places:

- As the Tool Tip for that Highlighter or Circle tool. The Tool Tip displays when you move the cursor over the **Highlighter** or **Circle** tool button and pause for a moment.
- As the description for that **Highlighter** or **Circle** tool on the **Highlight** submenu of the **Tools** menu.
- In the **Extract Annotations** dialog box.
- In the **Print Highlighted Text** dialog box.

## To add custom descriptions to Color Highlighters and Circle tools:

1. From the **Tools** menu, choose **Options**.
2. Click the **Highlighters** icon on the left to display the **Highlighters Options** pane.



3. Type a new description for one or more of the Highlighters or Circle tools in the associated **Caption** box.
4. Click **OK** to close the **Options** dialog box.

### Notes:

- Each description can be no more than 20 characters.
- Kurzweil 3000 also speaks your description when you click a **Highlighter** or **Circle** tool button, provided **Speak Messages** is enabled in the **General Options** pane.
- The toolbars that come with Kurzweil 3000 do not include buttons for the Circle tools. You can add them using the **Customize Toolbar** feature. See [Customizing Toolbars](#) on page 218.
- The **Extract Setup** button allows you to access the **Extract Annotations** dialog box, where you can set indents and prefixes for each Highlighter and Circle color. See [Extracting Text](#) on page 118.

## Removing Color Highlighting and Circles

You can easily remove color highlights and circles from a document using the **Erase** tool.

### To remove a color highlight or circle from text:

1. Click the **Erase** button on the **Study Skills** toolbar.



2. Click and drag over the highlighting or circle you want to remove. As you move the eraser over the text, the highlight color or circle disappears.
3. To stop erasing, click the **Erase** button again.

You can also select the text you want to erase first, then click **Erase**.

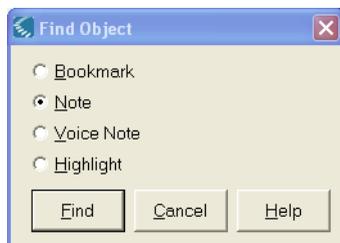
## Searching for Color Highlights and Circles

You can direct Kurzweil 3000 to search for color highlights and circles in your documents.

### To search for color highlighting and circles in a document:

1. From the **Edit** menu, click **Find**, and select **Object**.

The **Find Object** dialog box appears.



2. Select **Highlight**.

3. Click **Find**.

Kurzweil 3000 searches the document and stops at the first highlighted or circled text it encounters.

For information on searching for other objects such as Notes, see page [98](#).

4. Click **Find** again to search for the next specified object.

## Adding Notes

Notes provide a convenient way to keep questions ideas, and references with a document.

Kurzweil 3000 provides five types of Notes. The variety is useful in helping students differentiate, categorize and retrieve different types of information:

- **Sticky Notes** (selectable color, opaque background, good for reminders): available in image documents.
- **Text Notes** (transparent background, good for placing in blank areas of tests to hold answers): available in image documents.
- **Footnotes** (hidden by default, good for holding large amounts of information): available in image and text documents.
- **Voice Notes** (notes that store and play a dictated annotation): available in image and text documents.
- **Bubble Notes**: available in image and text documents. See [Setting Up Bubble Notes](#) on page 253.

All note types are editable. In addition, you can have Kurzweil 3000 read Notes automatically.

By default, when reading a document with Text Notes, Kurzweil 3000 reads them in reading order (that is, when it comes upon one as it reads). It reads Sticky Notes at the end of each page. You can change the reading order for both Text Notes and Sticky Notes. See [Changing Sticky Note and Text Note Settings](#) on page 103.

### Sticky Notes and Text Notes

A Sticky Note can have a colored background and/or colored text. It is opaque, covering the image. Sticky Notes serve as handy reminders.



**sticky note**

A Text Note has a transparent background and can have colored text. It is especially useful for filling in forms and filling in blanks on tests.

4. Answer the que:  
**text note**  
shut down, a

While in a Sticky Note or Text Note, you can use the **Note** shortcut menu to:

- Change the note type.
- Delete a note.
- Change the note from Fixed Width to Auto Width and vice versa.
- Cut, copy or paste text among Notes as well as between Kurzweil 3000 Notes and files in other applications.
- Open the **Note Properties** dialog box to change the default appearance properties for Sticky Notes and Text Notes.
- Move or resize the note. using the mouse or keyboard (see page [101](#)).

There are a number of Sticky Note and Text Note properties that you can set:

- Font type and size.
- Text color.
- Bold or italic text.
- Reading order (to control when Notes are read).
- Initial width (to control the initial size of Notes).
- Background color (for Sticky Notes).

### To add a Sticky Note or Text Note (image documents only):

1. Click the **Sticky Note** or **Text Note** button in the **Study Skills** toolbar.



2. Click on the location where you want to place the note, and type.

Empty Text Notes appear as orange boxes.

To create new text lines, use the **ENTER** key for line breaks.

3. When you are done typing, click outside the note.

Another way to add a Sticky Note or Text Note is to open the **Tools** menu, choose **Notes**, then choose **Add Sticky Note** or **Add Text Note**.

## Footnotes

Footnotes work in either image or text documents. Each one has a numbered anchor and is associated with the text in which you place it.

To open, read or edit a Footnote, double-click its anchor.

### To add a Footnote to a document:

1. Click in the document where you want to add the footnote.
2. Click the **Footnote** button in the **Study Skills** toolbar.



Footnote

A window appears in the bottom half of the Kurzweil 3000 window.

3. Type inside the window. To resize the window, drag the black bar that separates it from the document.
4. When you are done typing, click the **Close Note** button in the **Study Skills** toolbar, press the **ESC** key, or click the close button in the upper-right corner of the **Footnote** window.



Close

When you add a Footnote to an image document, a numbered marker appears at the note location. When you add a Footnote to a text

document, the text closest to the insertion point changes to blue underlined text, and a reference number appears next to the note.



**Tip:** You can change the size of the Footnote markers in your image documents. Open the **Tools** menu, and choose **Options**. Click the **Image** tab, and choose **Small** or **Large** from the **Note Marker Size** menu.

Another way to add a Footnote is to open the **Tools** menu, choose **Notes**, then choose **Add Footnote**.

### **To move a Footnote marker (image documents only):**

After you create a Footnote in an image document, you can move it to a different location on the page.

1. Click and hold on the Footnote marker that you want to move.

The marker turns red.

2. Slowly drag the marker to a new place on the page.

As you drag the marker, the flashing cursor moves to the word where the marker would be placed if you released the mouse button. When the cursor is positioned at the word where you want the marker, release the mouse button. Kurzweil 3000 repositions the marker.

**Note:** You cannot drag Footnote markers to a different page.

## Voice Notes

You can add Voice Notes to either image or text documents. You must have a working system microphone to record Voice Notes. You can also add content to the end of an existing Voice Note. To hear a Voice Note, double-click its marker.

### About Voice Note Markers and Anchors in Image Documents

You can create a Voice Note anywhere in an image document. Each Voice Note has a marker (the loudspeaker icon). Most Voice Notes also have an anchor, which is invisible and always located within the text of the image document. The initial position of the anchor is the place where you create the Voice Note.

You can move a Voice Note marker anywhere on the current page, but when you do, its anchor remains at the position in the text in which you created it. However, you can easily move a Voice Note anchor to another place within the text, using a separate procedure (see page 94).

**Note:** If you click in certain areas of an image document—for example in a margin (or some other blank area) or inside a graphic—it is possible to create a Voice Note that does not have an anchor. When you click on its marker, the Status Bar displays “Voice Note has no anchor.” If you want, you can create an anchor for these Voice Notes with the same procedure that you use to move a Voice Note anchor (see page 94).

### To add a Voice Note to a document:

1. Click the **Voice Note** button in the **Study Skills** toolbar, or open the **Tools** menu, click **Note**, and choose **Add Voice Note**.



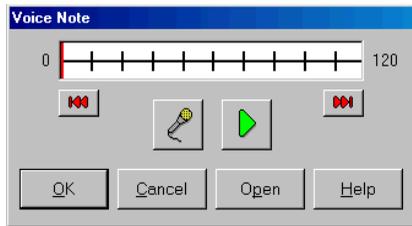
The cursor changes to a crosshair.

2. Click in the document where you want to add the Voice Note.

In image documents, click anywhere you would like, since you can easily move the Voice Note after it's recorded.

In text documents, click in front of the word where you want to place the Voice Note.

After you click, the **Voice Note** window appears.



3. Click the **Record** (microphone) button to start recording.

The **Record** button changes to a **Stop** (sign) icon.

or

Click **Open** to attach a pre-recorded WAV file. Navigate to the file, and click **Open**.

You can record up to two minutes of sound. If you attach a sound file it can be as long as you like.

4. When you've finished recording the note, click the **Stop** button.
5. To hear the Voice Note, click the **Play** (triangle) button.

You can move to the start or the end of a Voice Note by clicking the **Go to Beginning** or **Go to End** buttons.



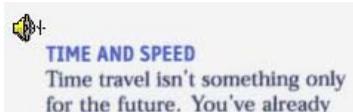
Go to Beginning



Go to End

When you add a Voice Note to an image document, a marker appears at or near the position where you clicked.

When you add a Voice Note to a text document, the text closest to the insertion point changes to red underlined text, and a reference number appears next to the note.



Voice Note in Image Document

Doctor Samuel Howe <sup>2</sup>,

Voice Note in Text Document

**Tip:** You can change the size of Voice Note markers in image documents. From the **Tools** menu, select **Options**, click the **Image** icon, and choose **Small** or **Large** from the **Note Marker Size** menu.

**Note:** You can use the **Fill in the Blanks** feature to add empty Voice Notes to tests or worksheets. See [Preparing Fill in the Blanks and True or False Tests](#) on page 333.

### To add content to an existing Voice Note:

1. Double-click the Voice Note to which you want to add some content.  
The **Voice Note** window appears and begins playing the Voice Note.

2. Click the **Pause** button.

You don't need to wait until the end of the existing Voice Note.

3. Click the **Record** button and speak the new content.

4. Click the **Stop** button.

Kurzweil 3000 adds the new content to the end of the existing Voice Note.

**Note:** You cannot add a sound file to an existing note.

## To move a Voice Note marker in an image document:

Click and hold on the Voice Note marker, then drag the marker to a new place on the page.



You cannot drag Voice Note markers to a different page.

**Note:** To see where the anchor point for a specific Voice Note is, click on the Voice Note marker, and the cursor will move to the anchor's position.

## To move (or create) a Voice Note anchor in an image document:

You can move a Voice Note anchor anywhere within a page's *text*. This differs from your choices for positioning its marker (loudspeaker icon), which you can move anywhere on the page.

You can also use this procedure to create an anchor for a Voice Note that does not have one.

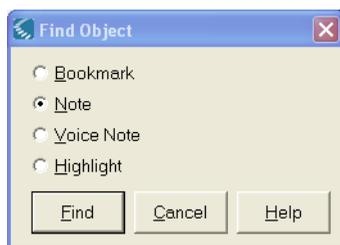
1. Click at the place in the document where you want to move the anchor.
2. Press the **SHIFT** key and click the marker whose anchor you are moving.

A message appears in the Status Bar, confirming the move, or if there was no anchor, one is created.

## To search for Voice Notes:

1. From the **Edit** menu, click **Find**, and select **Object**.

The **Find Object** dialog box appears.



2. Select **Voice Note**.

3. Click **Find**.

Kurzweil 3000 searches the document and stops at the first specified Voice Note it encounters.

Press the **ENTER** key to open the Voice Note.

4. Click **Find** again to search for the next Voice Note.

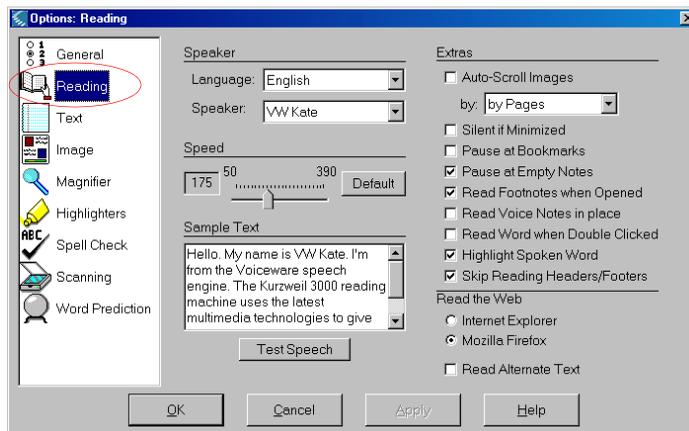
### To read Voice Notes in place:

You can direct Kurzweil 3000 to read Voice Notes as it encounters them.

1. From the **Tools** menu, choose **Options**.

The **Options** dialog box appears.

2. Click the **Reading** icon on the left to display the **Reading Options** pane.



3. In the **Extras** area, select the **Read Voice Notes in place** check box.

4. Click **OK** to exit the **Options** dialog box.

Now when Kurzweil 3000 reads a document that contains Voice Notes, it will read each Voice Note as it comes to it.

### **Notes:**

- If you move a Voice Note marker in an image document, Kurzweil 3000 reads the note when it comes to its anchor. To see where the anchor point for a specific Voice Note marker is, click on the Voice Note marker, and the cursor will move to the anchor's position.
- If a Voice Note does not have an anchor, Kurzweil 3000 will not read it. To create an anchor see the procedure [\*To move \(or create\) a Voice Note anchor in an image document:\*](#) on page 94.

## Working with Notes

After adding annotations to a document, you can:

- Click in Sticky Notes and Text Notes to hear contents.
- Open Footnotes or Voice Notes to hear them.
- Search for Notes.
- Edit the contents of Sticky Notes, Text Notes and Footnotes. This includes cutting, copying, dragging and dropping and pasting text.
- Change between a Sticky Note and Text Note.
- Move and resize Sticky Notes and Text Notes
- Remove Notes from the document.

### To open and hear Notes:

1. Click inside a Sticky Note or Text Note, or double-click on the Footnote or Voice Note marker.

If you are working with a Footnote, the contents appear in a window.

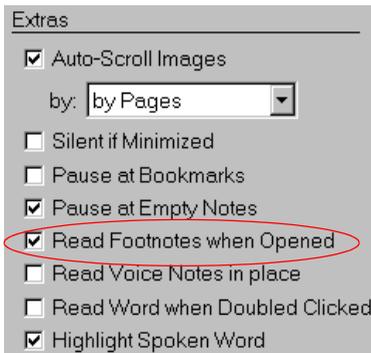
Opening a Voice Note displays the **Voice Note** dialog box and causes the recorded message to be played back.

2. In a Sticky Note or Text Note or in a Footnote window, click the **Read** button to hear the note. You can also set Kurzweil 3000 to read Footnotes automatically, as described below.
3. When you are done, click outside the Sticky Note or Text Note. For a Footnote, click the **Close Footnote** button in the **Study Skills** toolbar, or press the **ESC** key.

### To read Footnotes automatically upon opening:

1. From the **Tools** menu, select **Options**.
2. Click the **Reading** icon.

3. Select the **Read Footnotes when Opened** check box in the **Extras** area.

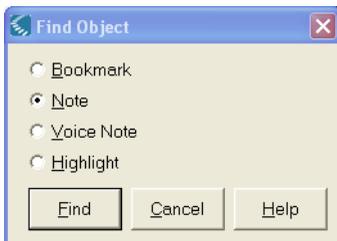


4. Click **OK**.

### To search for Notes:

1. From the **Edit** menu, click **Find**, and select **Object**.

The **Find Object** dialog box appears.



2. Select **Note**.

Selecting **Note** causes Kurzweil 3000 to search for Text Notes, Sticky Notes, Bubble Notes and Footnotes.

3. Click **Find**.

Kurzweil 3000 searches the document and stops at the first specified note it encounters.

4. Click **Find** again, to search for the next note.

## To edit the contents of a Sticky Note, Text Note or Footnote:

You can cut, copy, drag and drop and paste text between documents and Notes.

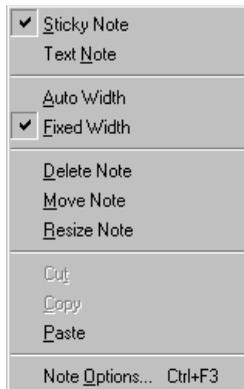
1. Click inside a Sticky Note or Text Note, or double-click on the Footnote anchor.

Footnote contents appear in a window.

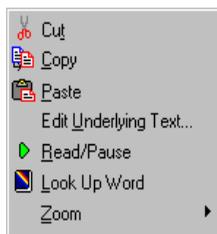
2. Edit the text.

**CTRL+X**, **CTRL+C** and **CTRL+V** keystrokes also work for **Cut**, **Copy** and **Paste**, respectively.

For Sticky Notes and Text Notes, you can also hold down the right mouse button and use the **Note** shortcut menu.



For a Footnote, you can use the **Document** shortcut menu.



3. When you are done, click outside the Sticky Note or Text Note. For a Footnote, click the **Close** Footnote button on the toolbar or press the **ESC** key.

### To move a Sticky Note or Text Note using the mouse:

1. Point to the border of the note to see a four-pointed compass.
2. With the compass cursor showing, click and drag the note to a new location.

### To move a Sticky Note or Text Note using the keyboard:

Users who have difficulty using a mouse can use the following keyboard-based procedure to move Notes.

1. Click inside the Note, or **TAB** to the desired Note.
2. Press the **Menu** key (the key to left of the **CTRL** key on the right-hand side of the keyboard, to display the **Note** shortcut menu.



3. Press the down arrow key until **Move Note** is highlighted, or press the **M** key.
4. Press the **ENTER** key.  
The cursor changes to a four-pointed compass.
5. Use the arrow keys to reposition the note to the desired location. Press the **ESC** key to cancel the move.

### To resize a Sticky Note or Text Note using the mouse:

1. Point to the right-hand border of the Note to see a two-pointed left right arrow cursor.
2. With the left right arrow cursor showing, click and drag to make the note width larger or smaller.

## To resize a Sticky Note or Text Note using the keyboard:

Users who have difficulty using a mouse can use the following keyboard-based procedure to resize Notes.

1. Click inside the note.
2. Press the **MENU** key (the key to left of the **CTRL** key on the right-hand side of the keyboard to display the **Note** shortcut menu.



3. Press the down arrow key until **Resize Note** is highlighted, or press the **R** key.
4. Press the **ENTER** key.

The cursor changes to a two-pointed left right arrow cursor.

5. Use the arrow keys to make the Note's width larger or smaller. Press the **ESC** key to cancel the resize.

## To switch between Sticky Note and Text Note types:

You can convert Sticky Notes to Text Notes and vice versa.

1. Click the right mouse button in a Sticky or Text Note to open the **Note** shortcut menu.
2. Select **Sticky Note** or **Text Note** on the menu.

Kurzweil 3000 converts the note to the desired type.

## To remove a note from a document:

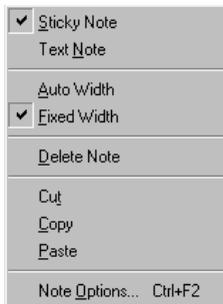
1. Click on the note, note marker or note anchor.
2. Click the **Delete** button in the **Study Skills** tool bar.



Delete

A message appears asking if you are sure you want to permanently delete the note.

For Sticky Notes and Text Notes, you can also use the **Delete Note** command from the **Note** shortcut menu.



**3. Click Yes.**

If you are working in an image document, Footnote anchors automatically renumber when you remove one from the sequence. When you remove a Footnote from a text document, however, the reference numbers do not update.

### To remove multiple Notes from an image document:

Use this procedure to remove multiple Sticky Notes, Text Notes, and/or Voice Notes from a document.

**1. From the Edit menu, choose Image Selector.**

The cursor changes to a crosshair.

**2. Click and drag the crosshair to draw a box completely enclosing all of the Notes that you want to remove.**

**3. Press the DELETE key, or choose Delete Note from the Tools -> Note submenu.**

A message appears, asking you to confirm whether you want to remove the selected Notes.

**4. Click Yes to remove the Notes.**

## Changing Sticky Note and Text Note Settings

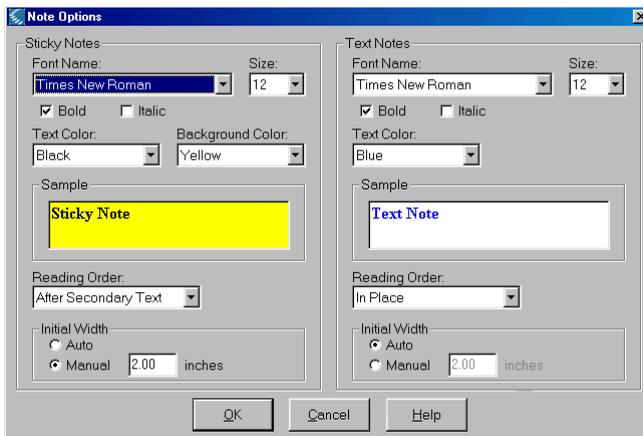
The **Note Options** dialog box lets you make changes to the appearance, reading order, and initial width of Sticky Notes and Text Notes. Changes apply only to the currently active document and any new documents that you create. Changes do not affect other open documents or previously created documents.

**Note:** You can also apply these Note properties on a “per document” basis using the **Document Properties** feature. See [Setting Document Properties](#) on page 344.

### To set Sticky Note or Text Note options:

1. From the **Tools** menu, choose **Note**, then choose **Note Options**.

The **Note Options** dialog box appears.



2. In the **Note Options** dialog box, make the desired changes.

**Font Name, Size, Text Color and Background Color:** change the appearance of Sticky Notes or Text Notes.

**Reading Order:** sets the order in which Sticky Notes or Text Notes are read.

The designation of text as **Primary** or **Secondary** is done using the **Zone Editing** feature (see [Zone Editing Image Documents](#) on page 288). If a page does not contain any zones, Kurzweil 3000 considers all of its text to be Primary Text. Remember, reading order is set independently for Sticky Notes and Text Notes.

The **Reading Order** options are:

**In Place:** Directs Kurzweil 3000 to read Sticky Notes and/or Text Notes when it encounters them in a document.

**Before Primary Text:** Directs Kurzweil 3000 to read all of a document's Sticky and/or Text Notes before reading its Primary Text.

**After Primary Text:** Directs Kurzweil 3000 to read all of a document's Sticky and/or Text Notes after reading its Primary Text.

**Before Secondary Text:** Directs Kurzweil 3000 to read all of the Sticky Notes and/or Text Notes before it reads any Secondary Text.

**After Secondary Text:** Directs Kurzweil 3000 to read all of the Sticky Notes and/or Text Notes after it reads any Secondary Text.

**Never Read:** Directs Kurzweil 3000 to never read Sticky Notes and/or Text Notes. However, you can still click inside a note, and press the **Read** button to hear its content.

See the **Note** at the end of this procedure for information on how reading order affects other Kurzweil 3000 functions.

**Initial Width:** sets the way a Sticky Note or Text Note expands as typed text reaches the right border.

- **Auto Width** Notes expand as a single line to the right as text is entered. To start a new line, you must press **ENTER**. You cannot manually resize Auto Width Notes.
- **Manual Width** Notes have a preset width. Text wraps to a new line when it reaches the preset width. You can resize Manual Width Notes by dragging the right side of the note left or right.

**Notes:**

- The **Initial Width** setting for Text Notes is used by the **Fill in the Blanks** feature. See [Preparing Fill in the Blanks and True or False Tests](#) on page 333.
- The **Reading Order** selection also affects the order in which Kurzweil 3000 extracts text from a document, searches a document and checks for spelling errors. This is especially important to keep in mind if you choose the **Never Read** option, as the content of Sticky Notes or Text Notes will not be checked for spelling errors, for example.

## Adding and Working with Bookmarks

Bookmarks let you mark important parts of a document with descriptive information or other information about the marked text. This is very useful when you need to go back and study the information contained in a document, as you can open the **Bookmarks** dialog box and see all the Bookmark text that you previously entered. From the dialog box, you can choose to jump to any part of the document by double-clicking the Bookmark text.

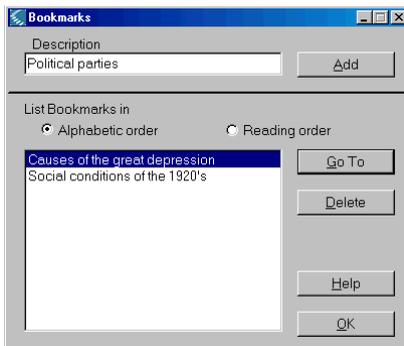
### To add Bookmarks to a document:

1. Click the place you'd like to add the bookmark.
2. Click the **Bookmark** button on the **Study Skills** toolbar.



Bookmark

The **Bookmarks** dialog box appears.



3. Type a description for the Bookmark in the **Description** box, then click **Add**.

If you have text selected, this text appears as the default description. You can edit or replace the description text.

When you add a Bookmark to an image, a marker appears at the current location. When you add a Bookmark to a text document, the text closest to the insertion point is underlined in cyan.

### To jump to a bookmark:

1. Click the **Bookmark** button on the **Study Skills** toolbar.  
The **Bookmarks** dialog box appears.
2. Click on the description of the bookmark to which you'd like to jump, then click **Go To**.  
The **Bookmarks** dialog closes, and the cursor is at the Bookmark you chose.

### To sort Bookmark descriptions:

In the **Bookmarks** dialog box, you can sort the Bookmark list in either alphabetic order or reading order. Reading order is the order in which the Bookmarks appear in the document.

### To pause at Bookmarks during reading:

You can direct Kurzweil 3000 to pause at each Bookmark it encounters during reading.

1. From the **Tools** menu, choose **Options**.  
The **Options** dialog box appears.
2. Click the **Reading** icon on the left.
3. In the **Extras** area of the **Reading Options** pane, select **Pause at Bookmarks**.
4. Click **OK** to close apply the selection and close the dialog box.

### To remove a Bookmark:

1. Click the **Bookmark** button on the **Study Skills** toolbar.  
The **Bookmarks** dialog box appears.

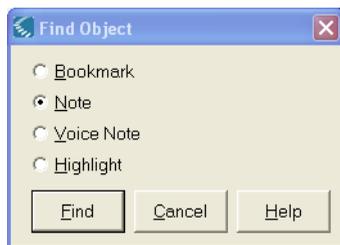
2. Click on the Bookmark description, then click the **Delete** button in the dialog box.

The **Bookmarks** dialog box closes, and the Bookmark is no longer in the document.

### To search for Bookmarks:

1. From the **Edit** menu, click **Find**, and select **Object**.

The **Find Object** dialog box appears.



2. Select **Bookmark**.
3. Click **Find**.

Kurzweil 3000 searches the document and stops at the first specified Bookmark it encounters.

Click **Find** again to search for the next Bookmark.

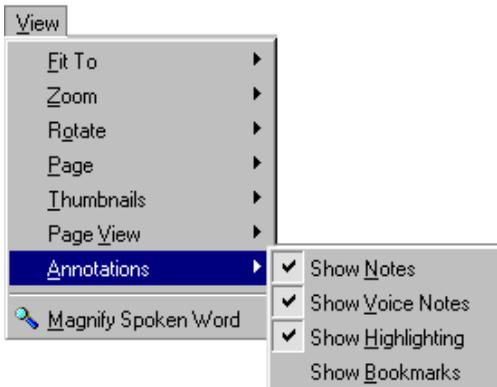
## Showing and Hiding Annotations

You can selectively show or hide a document's **Notes** (Sticky Notes Text Notes and Bubble Notes), **Voice Notes** (markers), **Highlighting**, and **Bookmark** (markers). Hiding these annotations does not remove them from the document but provides a clear view of the scanned image or typed document.

By default, all annotations are visible.

### To show or hide Notes:

1. From the **View** menu, click **Annotations**.
2. From the **Annotations** submenu, select the annotations you'd like to be visible, and clear those you'd like to be hidden.

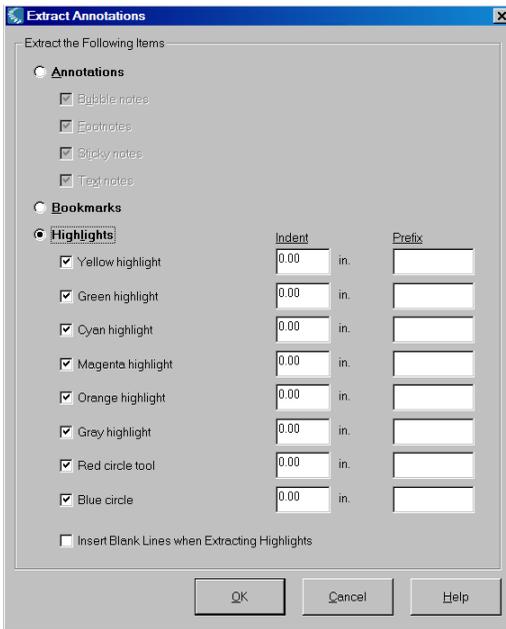


# Extracting Notes, Bookmarks or Highlighted Text

The **Extract Annotations** feature is useful for creating study notes, outlines, summaries and tests.

## About the Extract Annotations Dialog Box

To open the **Extract Annotations** dialog box, choose **Extract** from the **File** menu.



Using the **Extract Annotations** dialog box, you can direct Kurzweil 3000 to create a new “extract” document (always a text document) that contains the Sticky Notes, Text, Footnotes, Bookmarks, or Highlighted and Circled Text contained in a “source” document. You can then edit this file, rename it and save it.

## Extracting Notes and Bookmarks

The **Extract Notes** and/or **Bookmarks** feature allows you to copy the content of Notes or Bookmarks to a new text document.

### To extract Notes or Bookmarks:

1. From the **File** menu, choose **Extract** to open the **Extract Annotations** dialog box.

2. Click:

**Notes** to create a new text document containing all the Notes you added to the document. This includes Text Notes, Sticky Notes, Footnotes, and Bubble Notes.

**Bookmarks** to create a new text document containing the Bookmark descriptions in the current document.

3. Click **OK** to extract the Notes or Bookmarks to a new text document.

For **Notes**, the new document lists the kind of note, the page on which it appears, and its contents.

For **Bookmarks**, the new document lists the Bookmarks in the order you select in the **Bookmarks** dialog box.

## Extracting Highlighted and Circled Text

Kurzweil 3000 gives you the ability to extract the text marked with one or more of the Color Highlighters and Circle tools.

You can also specify indent values and/or prefixes (such as auto-numbers or or auto-letters or other text) for the text associated with each highlight and circle color. See [Extracting Text](#) on page 118.

Teachers can use the **Extract Highlights** feature to mark unfamiliar words in a document and extract them for use as a pre-reading exercise for their students. They can also highlight main ideas and supporting details in separate colors, set separate indentations for each highlighting level and extract the highlights into an outline that students can use as an overview of the material before they begin actual reading.

**Note:** Besides extracting text that you mark with the Highlighters and Circle tools, you can automatically highlight vocabulary list words and then extract them. See the procedure [To highlight a Vocabulary List's words in a document](#): on page 161.

### To extract specific highlighting colors:

1. Open the desired document.
2. From the **File** menu, choose **Extract** to open the **Extract Annotations** dialog box.
3. Click the **Highlights** radio button.

	Indent	Prefix
<input checked="" type="checkbox"/> Yellow highlight	0.00 in.	
<input checked="" type="checkbox"/> Green highlight	0.00 in.	
<input checked="" type="checkbox"/> Cyan highlight	0.00 in.	
<input checked="" type="checkbox"/> Magenta highlight	0.00 in.	
<input checked="" type="checkbox"/> Orange highlight	0.00 in.	
<input checked="" type="checkbox"/> Gray highlight	0.00 in.	
<input checked="" type="checkbox"/> Red circle tool	0.00 in.	
<input checked="" type="checkbox"/> Blue circle	0.00 in.	
<input type="checkbox"/> Insert Blank Lines when Extracting Highlights		

By default, all of the highlight circle colors are checked.

4. Clear the check box of any color that you do not want to include in the extract document.
5. Optionally, select the **Insert Blank Lines when Extracting Highlights** check box to increase the spacing between each highlighted word or passage in the extract document.
6. Optionally, specify indents and/or prefixes for each highlight and circle color you are extracting. See [Extracting Text](#) on page 118.

- Click **OK** to extract the text for the selected color(s) to a new text document.

**Notes:**

- You can specify the font, font size, and font style (bold and/or italic, not underline) of the extracted text using the settings in the **Text Options** pane. See page 136.
- If you added custom descriptions for your Color Highlighters or Circle tools, those descriptions appear in the **Annotations** dialog box. See [Adding Custom Descriptions to Highlighters and Circle Tools](#) on page 83.

## Setting Indents and Prefixes for Highlighted and Circled Text

If you are creating an outline or want to create a hierarchy of ideas in your summary Notes, you can do so by setting indents and prefixes for each of the highlight and circle colors. You can set indents and prefixes for both extracted and printed highlighted text.

### To set indent values for highlighted and circled text:

Use the **Indent** fields to set indent values for any of the highlight and circle colors. When you extract or print the highlighted text, the text corresponding to each color is indented by the amount you specified.

### To add a prefix to the printed highlighted and circled text:

Use the **Prefix** fields to specify auto-number or letter formatting for the text of each highlight color.

Alternatively, you can add text to the beginning of the highlighted or circled text in the extract document. For example, you might want to add **Main Idea** to mark the extracted or printed text as such.

The auto-number or letter format specifiers are as follows:

<b>For</b>	<b>Type</b>
Arabic Numbered Lists	%1 (or just %)
Roman Numeral Lists (Lower Case)	%i

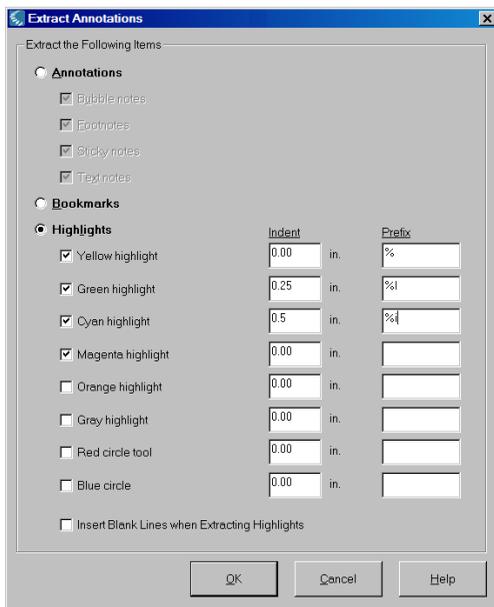
<b>For</b>	<b>Type</b>
Roman Numeral Lists (Uppercase)	%I (uppercase i)
Lettered Lists (Lowercase)	%a
Lettered Lists (Uppercase)	%A

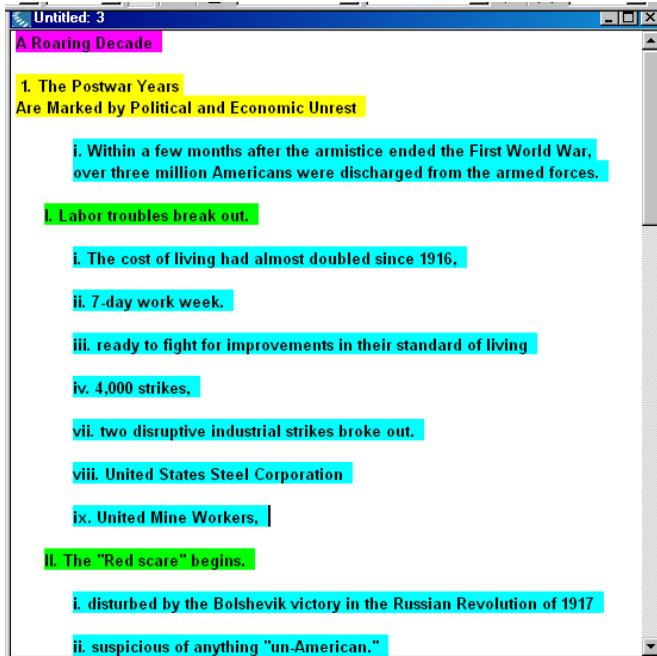
**Notes:**

If you use the percent sign (%) as a prefix, type %% in the **Prefix** field.

You should place a period and then a space after each prefix so it doesn't conflict with the beginning of each line of extracted text.

The illustrations on the following page show the **Extract Annotations** dialog box with some example settings, as well as the extracted file produced by these settings. These settings would produce the same results if you were printing the highlighted text.





## Printing Highlighted and Circled Text

Kurzweil 3000 gives you the ability to print text marked with one or more of the Color Highlighters and Circle tools.

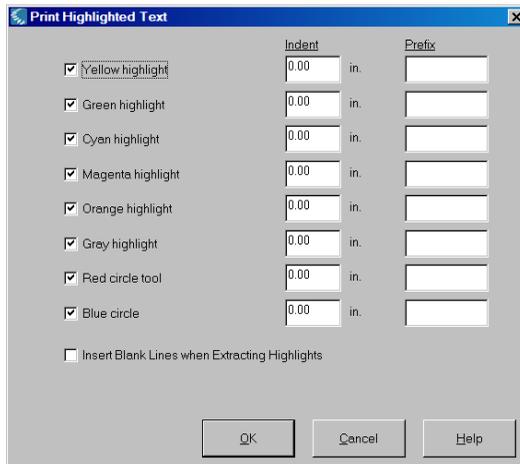
You can also specify indent values and/or prefixes (such as auto-numbers or or auto-letters or other text) for the text associated with each highlight and circle color. See [Extracting Text](#) on page 118.

Besides printing text that you mark with the Highlighters, you can also automatically highlight Vocabulary List words and then print them. See the procedure [To find a Vocabulary List's words in a document:](#) on page 161.

### To print specific highlight or circle colors:

1. Open the desired document.
2. From the **File** menu, choose **Print**.
3. In the **Print** dialog box, click the **Highlighted Text** radio button.
4. Click **Highlight Setup**.

The **Print Highlighted Text** dialog box appears.



By default, all of the highlight colors are checked.

5. Clear the check box of any color whose text you don't want to print.
6. Select the **Insert Blank Lines when Extracting Highlights** check box to increase the spacing between each highlighted word or passage in the extract document.
7. Optionally, you can specify indents and/or prefixes for each highlight color you are printing. See [Extracting Text](#) on page 118.
8. Click **OK** to return to the **Print** dialog box.
9. Click **Print** to print the text for the selected color(s).

**Notes:**

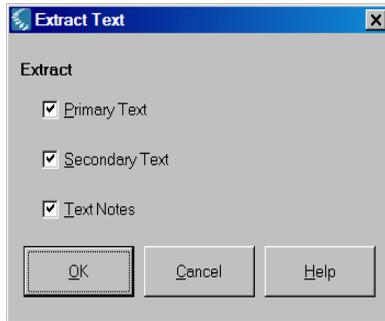
- You can specify the font, font size, and font style (bold and/or italic, not underline) of the printed text using the settings in the **Text Options** pane. See page [136](#).
- If you added custom descriptions for your Color Highlighters or Circle tools, those descriptions appear in the **Annotations** dialog box. See [Adding Custom Descriptions to Highlighters and Circle Tools](#) on page 83.

## Extracting Text

The **Extract Text** feature allows you to copy the text of an image document and place it in a new text document. Once in the text document, you can edit and reformat the text as desired.

### To extract text from an image document:

1. From the **File** menu, choose **Extract Text** to open the **Extract Text** dialog box.
2. Click the **Text** radio button.
3. Choose one or more text extraction options:



**Primary Text** extracts any text contained in Primary Text zones. Primary text is usually the main body of text in a document.

**Secondary Text** extracts any text contained in Secondary Text zones. Secondary Text zones are usually sidebars or other text blocks that are not part of the main body of text.

**Text Notes** extracts content contained in Text Notes. This can be useful with test documents in which the answers are contained in Text Notes, and you want to extract just the answers to a different document.

**Tip:** If you want to see which text in a document is Primary and which is Secondary, choose **Zone Editor** from the **Tools** menu. Primary Text appears in yellow boxes, and Secondary Text appears in green boxes.

For more information about text zones, see [Zone Editing Image Documents](#) on page 288.

4. Click **OK**.

The specified text is extracted to a new text document.



# 6 Working with Bubble Notes

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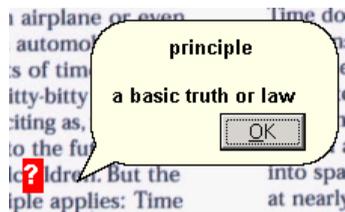
---

This chapter contains information on Bubble Notes and instructions for general users or students on working with and responding in Bubble Notes.

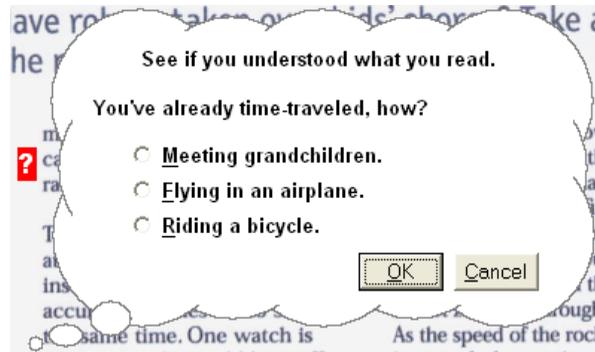
- [About Bubble Notes](#) on page 122.
- [Opening and Hearing a Bubble Note](#) on page 124.
- [Responding to Questions in Bubble Notes](#) on page 125.
- [Moving a Bubble Note](#) on page 130.

## About Bubble Notes

Bubble Notes are either balloon- or cloud-shaped Notes that typically open while you are reading in Continuous Mode.



Sample Balloon Bubble Note



Sample Cloud Bubble Note

Bubble Notes are anchored to words. In an image document, the anchor is a question mark in a purple box.



In a text document, the word in which the Bubble Note is anchored appears in purple and is underlined.



Bubble Notes are typically created by a teacher to give students additional instructions or quick questions to assess comprehension. Depending on the options selected for a Bubble Note, it may:

- Either open or not open; read or not read when opened.
- Be read before or after a unit, or after a word is read.
- Spell a keyword.
- Contain questions in a number of different formats, including True or False, Multiple Choice with check boxes, or Text Answer.

In addition, you can use the **File Extract** feature to extract Notes, including Bubble Notes, and you can print Notes from the **Print Options** dialog box.

## Opening and Hearing a Bubble Note

There are two ways to see and hear the contents of a Bubble Note. If the Bubble Note is set to open when reading and to be read aloud when open, it opens automatically when Kurzweil 3000 reaches it in the text while reading.

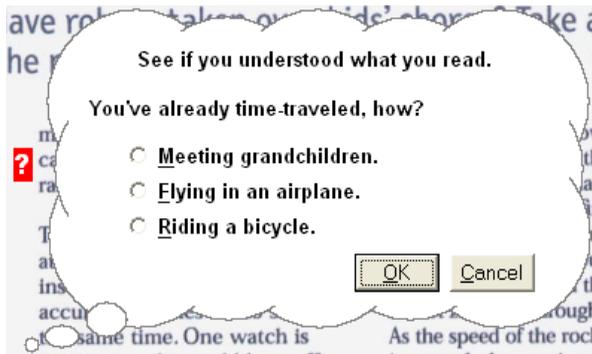
If Kurzweil 3000 is not reading, you can double-click the anchor or underlined text to open it. If it is set to read when open, Kurzweil 3000 automatically begins reading the content.

**Note:** In any Bubble Note, you can stop Kurzweil 3000 from reading the contents by clicking on the main text of the Bubble Note or by pressing the **F3** key.

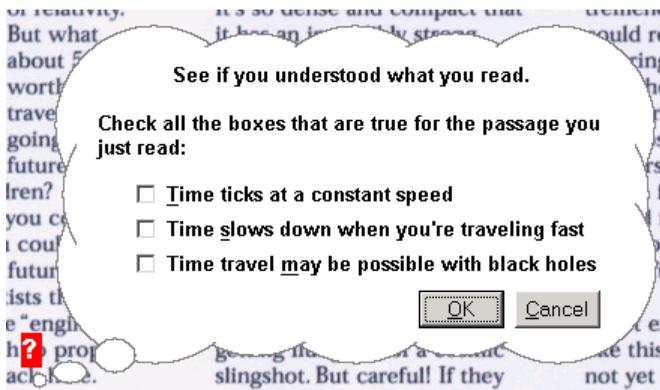
## Responding to Questions in Bubble Notes

Some Bubble Notes contain questions and several formats for answers. True or False questions have two radio buttons. Multiple-Choice questions can contain:

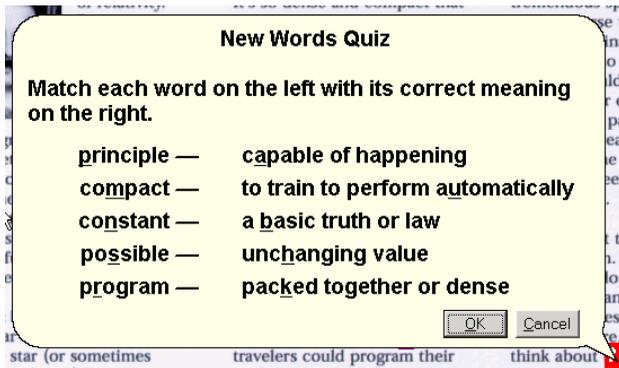
- **Radio buttons** where you select only one answer. The following is a sample Bubble with radio buttons.



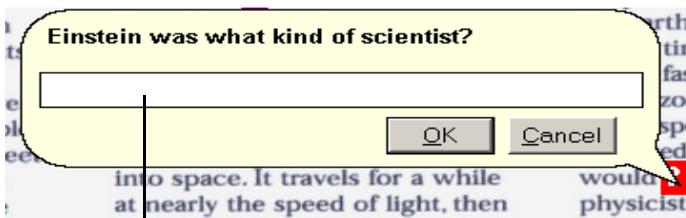
- **Check boxes** where you select multiple correct answers. The following is a sample Bubble Note with check boxes.



- **Match** where you match information from the left column with the correct answer in the right column.



Some Bubble Notes provide a text box for you to type in your answer. For longer answers, the text box would be larger.



Type your answer into the text box.

## To select an answer:

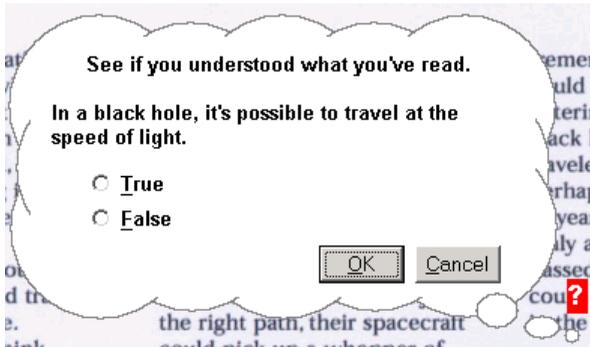
Using the mouse button:

In True or False, radio button-, or check box-type questions, simply click the button or check box(es) you want, then click **OK** to confirm your answer and close the Bubble Note.

Using keyboard keys:

If the list of choices contains underlined letters, as True or False questions by default do, you can press the **ALT** key and the character key for the underlined letter to make your selection, and press **ALT+O** to OK your answer and close the Bubble Note.

For instance, in the example below, to select **True**, you would press **ALT+T**. A dot appears inside the button next to **True**.



### Notes:

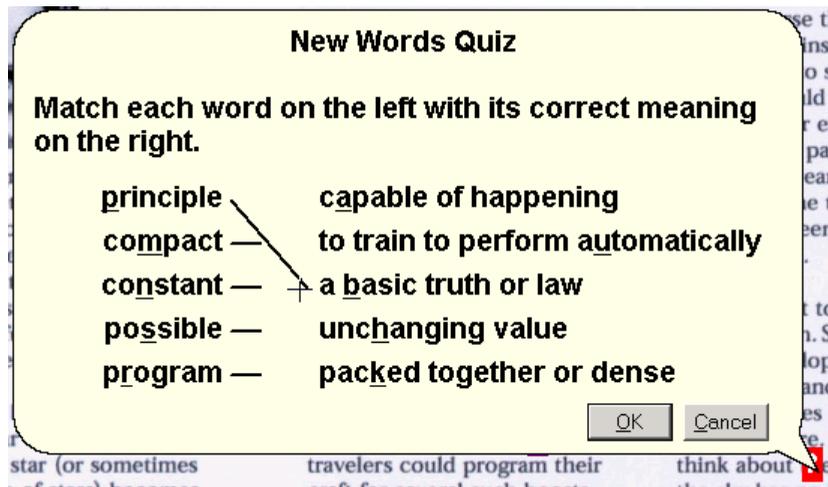
- You can use the **TAB** or **SHIFT TAB** keys to move forward or backward, one item at a time, in a Bubble Note.
- If you think you may have selected an incorrect answer, simply select a different answer or click **Cancel** or press **ALT+C**.

### To match answers:

Using the mouse button:

1. In the left column, click the item you want.  
The text and line turn red and the cursor changes to a cross-hair.

2. Drag and drop the line to the correct answer in the right column.



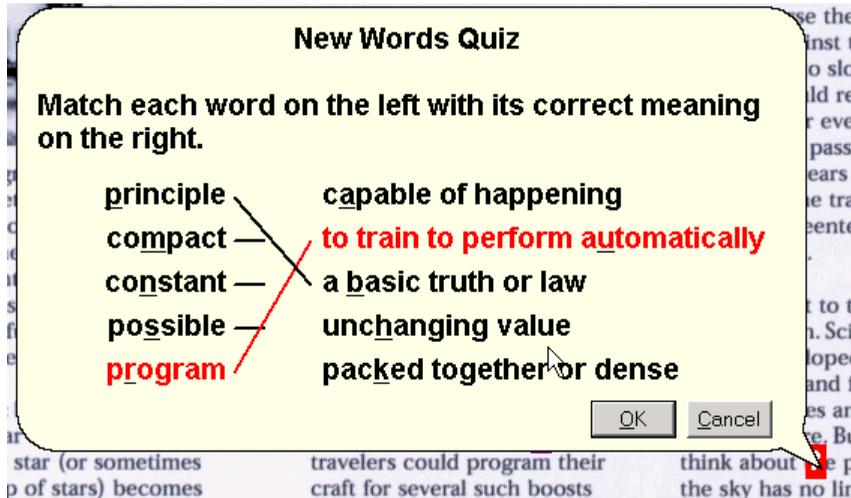
3. Repeat until all pairs are matched.
4. Then click **OK** to OK your answer and close the Bubble Note.

Using keyboard keys:

If the list of choices contain underlined letters, you can do the following:

1. Select an item from the left column by pressing **ALT+** the letter you want. In the example above, **ALT+R** selects “program.”  
The text and line turn red.
2. Select its match from the right column by doing one of the following:  
Pressing **ALT+** the letter you want. In this example, ALT+U to select “to train to perform automatically.”

You can also use the arrow keys. Kurzweil 3000 creates a line that connects the two items.



3. Repeat until all pairs are matched.
4. Then press **ALT+O** to OK your answer and close the Bubble Note.

### To save the document with your responses:

When you are finished responding to Bubbles in a document, be sure to **Save** the document.

## Moving a Bubble Note

There may be times when you want to move an open Bubble Note in order to view information in the document.

1. Move the cursor to any of the Bubble Note borders.

The cursor changes to a compass.



2. Drag and drop the Bubble Note to another location.

# 7 Writing and Editing

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This chapter includes the following topics:

- [About Writing](#) on page 132.
- [About Editing](#) on page 133.
- [Enabling/Disabling Editing](#) on page 133.
- [Creating a Document](#) on page 134.
- [Changing Fonts, Styles and Colors](#) on page 135.
- [Setting Text Alignment and Line Spacing](#) on page 137.
- [Setting Tabs and Margins](#) on page 137.
- [Spell Checking a Document](#) on page 139.
- [Finding and Replacing Text](#) on page 144.
- [Changing the Language Format of Text](#) on page 146.
- [Inserting Pictures into Text Documents](#) on page 147.
- [Working with Image Text](#) on page 149.
- [Using an External Text Editor in Kurzweil 3000](#) on page 152.

## About Writing

There are multiple steps in the writing process:

- Reading and research.
- Brainstorming.
- Creating summaries.
- Creating, editing and proofreading the document.

Kurzweil 3000 provides a range of features to help you with your writing tasks:

- **Annotations** and **Highlighting** let you take notes as you read and do your research.
- The **Extract** command lets you create summaries and outlines from which you can write.
- A comprehensive set of word processing tools including **Word Prediction** speeds up the writing process.
- Self-correction is easy with reference tools and features such as **Speak as Typing**, **Word Prediction** and **Homophone** and **Confusables** support.

In addition, the ability to add and manage **Vocabulary Lists** makes it easy to accommodate new or curriculum-based vocabulary learning.

See [Chapter 5, Working with Study Skills Tools](#), for more information on Notes, highlighting and the **Extract** feature.

**Note:** For brainstorming, many teachers and students use a software program called **Inspiration**, which you can use in conjunction with Kurzweil 3000. You can find out more by contacting Inspiration Software at 800-877-4292 or at [www.inspiration.com](http://www.inspiration.com).

## About Editing

When you create a typed (also referred to as a “text”) document in Kurzweil 3000, you can use some of the same editing functions as you would in a word processing program: Copy, Cut, Paste, Change Fonts and Styles, Add Page Breaks, and Find and Replace. In addition, you can use Kurzweil 3000 Voice Notes and Footnotes, Color Highlighting and Bookmarks.

Editing an image document is a bit different because what you see is an electronic image of the original. When you scan pages, Kurzweil 3000 displays the image but keeps its underlying text. While you can’t change the fonts or formatting of underlying text, you can edit a Kurzweil 3000 image document in the following ways:

- Change the underlying text so that the system can pronounce or read it correctly.
- Insert scanned pages or replace a scanned page with a new scan.
- Cut, copy and paste image text into Notes.
- Highlight, annotate and bookmark.
- Use the Zone Editor to set the order in which Kurzweil 3000 reads the contents.

For more information on scanning and editing image documents, see [Chapter 13, Scanning](#), and [Chapter 19, Document Preparation](#).

**Note:** It’s always a good idea to **Save** your changes regularly, not just when you are done. For information on saving and printing your documents, see [Chapter 2, Document Basics](#).

## Enabling/Disabling Editing

By default, Kurzweil 3000 is set to allow you to edit documents, but if you find that you are unable to make changes in a file, the file may be a read-only file or you may have to enable editing.

### To enable editing:

Open the **Edit** menu and make sure that **Enable Editing** is selected.

## Creating a Document

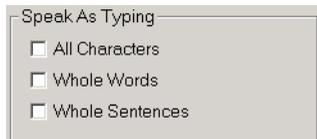
When you type your own document in Kurzweil 3000, you are creating text that Kurzweil 3000 can read back to you.

### To create your own document in Kurzweil 3000:

1. Click the **New** button in the toolbar.  
An empty document appears in the document display area. A cursor blinks in the upper-left corner.
2. Type into the new document.  
Your typing appears in the document display area.
3. When you are done, you can save your document using the **Save** toolbar button.

### To hear what you type:

1. From the **Tools** menu, select **Options**.  
The **Options** dialog box appears.
2. Click the **General** icon on the left to display the **General Options** pane.
3. Select one or more options under **Speak As Typing** to choose how you want Kurzweil 3000 to read back what you type.



If you are a fast typist, you may not hear all of your typing spoken aloud.

## Changing Fonts, Styles and Colors

The **Writing** toolbar and **Text Options** pane enable you to format text you type. You can set the font options from the **Writing** toolbar only when a text document is open. The **Text Options** pane, however, is available whether you have a document open or not.

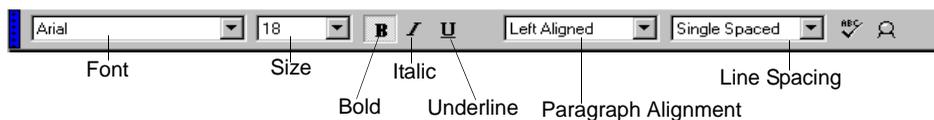
When you change the font, size, style or color, the changes apply only to text that you have selected. If no text is selected, changes apply to text typed after the current cursor position. By default, typed text takes on the formatting of the text immediately before it.

To apply changes throughout a document, open the **Edit** menu, and choose **Select All**. Make your formatting selections while the entire document is selected.

**Note:** If you save your document as a text format file with the .TXT extension, you can lose formatting you've added. To keep any font, size and style information, be sure to save the file in RTF format. See [Chapter 2, Document Basics](#), and [Chapter 12, File Management](#), for more on saving documents and file formats.

### To change text formatting as you compose:

1. Select text you want to format or click at the place where you want to start typing in the new format.
2. Use the **Writing** toolbar to select formatting options



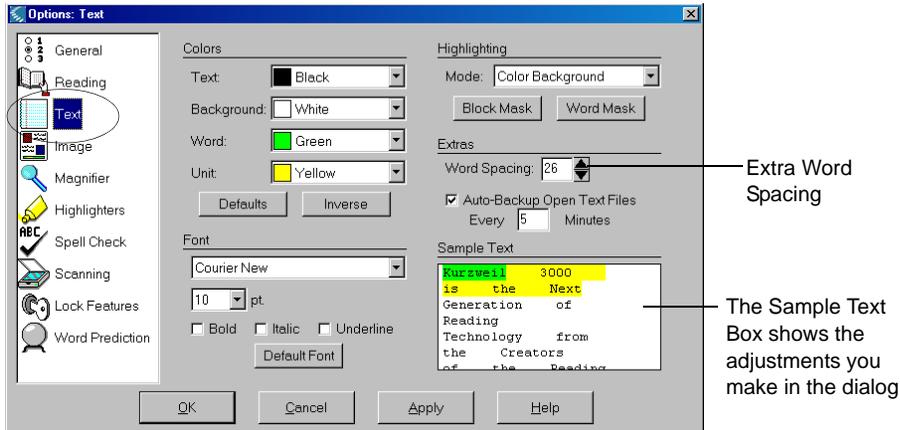
#### Notes:

- Besides the style options provided in the toolbar, you can also make text superscript or subscript. To change text to superscript, select the text and press **CTRL + SHIFT + the plus key (+)**. For subscript, press **CTRL + the plus key (+)**. To return text to normal, select it and reapply the associated key group.

- If the **Writing** toolbar is not visible, use the **General Options** pane (from the **Tools** menu, choose **Options**, then click the **General** icon on the left) or use the **Toolbar** right mouse button menu to display it.

## To change text formatting options:

Another way to select formatting options is to use the **Text Options** pane. From the **Tools** menu, select **Options**, then click the **Text** icon.



You can change the font, style, size and color as well as adjust spacing between words and background colors. The illustration above shows word spacing set to 26 pixel units and the resulting (rather exaggerated) word spacing in the **Sample Text** box.

### Notes:

- You can type in or click to a number between -5 and 100, inclusive, for the word spacing value. Kurzweil 3000 saves the Word Spacing setting. So, in addition to text in all text documents, word spacing affects text-oriented **Footnote** windows as well as Kurzweil 3000 Tip of the Day windows. It does not affect Sticky Notes and Text Notes.
- Changes you make in the **Text Options** pane remain in effect until the next time you modify the settings. For example, if you select a gray background, all documents you create or open subsequently open with the gray background.

- The font, font size, and font style (bold and/or italic, not underlined) settings are also used by the **Extract Notes and Highlighted Text** and **Print Highlighted Text** features. See pages [110](#) and [113](#).

## Setting Text Alignment and Line Spacing

You can use the **Writing** toolbar to set the text alignment or line spacing for your paragraphs. These settings apply to the paragraph in which you have the cursor or to any paragraphs included in text you have selected. When you press the **ENTER** key, the new paragraph has the same alignment and line spacing as the previous paragraph.

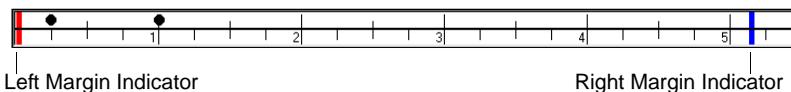
1. Select paragraphs you want to format, or click in the paragraph you want to change.
2. Use the **Writing** toolbar to set the alignment and spacing.
3. Another way to set alignment and spacing is to use the **Line Spacing** and **Text Alignment** selections from the **Edit** menu.

## Setting Tabs and Margins

The ruler sets tabs and margins for a typed document.

### To use the ruler:

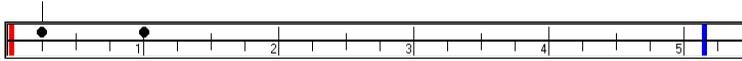
1. Select paragraphs for which you want to set margins, or click in the paragraph to change.
2. Use the ruler to set the margins. If the ruler is hidden, display it using the **General Options** pane.



Drag the left margin indicator (red bar) to the setting you'd like for the left margin. Drag the right margin indicator (blue bar) for the right margin.

### 3. Use the ruler to set the tabs.

Tab Indicator



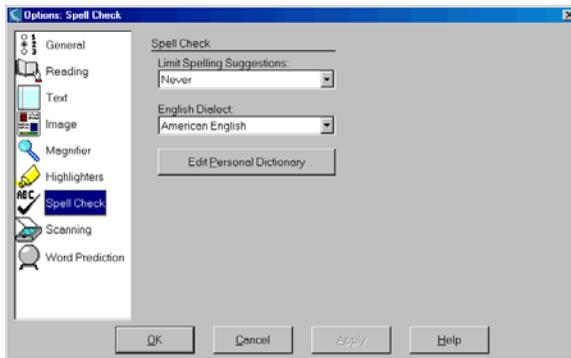
Double-click at the location for the tab. A black dot appears, representing the tab. To remove a tab setting, double-click on the black dot.

## Spell Checking a Document

Kurzweil 3000 lets you check spelling in image documents to correct scanning errors, as well as in text documents to correct composition errors. You can also use the Spell Checker in **Edit Underlying Text** mode. See [Editing Underlying Text](#) on page 304.

## Setting Spell Check Options

There are a number of spelling-associated options. These options are all accessible from the **Spell Check Options** pane.



The **Spell Check Options** are:

- **Limit Spelling Suggestions:** Specify whether to **Always** limit suggestions to what is in the *American Heritage Children's Dictionary* or to **Never** limit the suggestions, in which case Kurzweil 3000 presents all of the suggestions from the Spell Check database. Always limiting the suggestions is useful for users who may find long lists of choices distracting.

You can also add the option to see **Fewer** or **More Suggestions** to the **Spelling** window, leaving the decision to the user.

**Note:** There may not always be more suggestions because there are no other possibilities contained in the selected dictionary.

For more information on this option, see page [143](#).

- **English Dialect:** Specify the dialect Kurzweil 3000 uses to check English documents. The default dialect is American English, which you can change to British English.

**Note:** This option is not available with non-English versions of Kurzweil 3000.

- **Edit Personal Dictionary:** Add words to and edit your personal spelling dictionary. The personal dictionary is especially handy for adding proper nouns, which Kurzweil 3000 might identify as being misspelled.

Kurzweil 3000 automatically skips the words in your personal dictionary when you spell check.

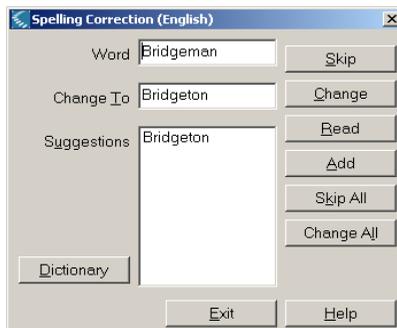
**Note:** Kurzweil 3000 spell checks text based on the selected reading language. Supported languages include English, Spanish, French, German, and Italian. Additionally, Kurzweil 3000 supports spell checking for Dutch, Portuguese and Swedish if you have third-party speech engines for these languages.

### To spell check a document:

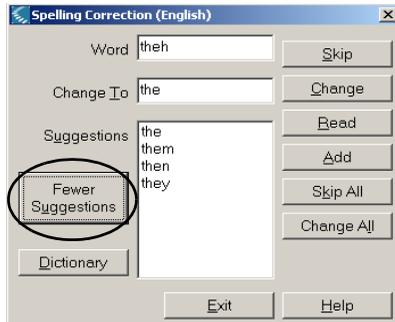
1. In a document, click the **Spell Check** button in the **Writing** toolbar.



If Kurzweil 3000 finds a word it thinks is misspelled, it displays the **Spelling Correction** dialog box.



**Note:** The number of suggestions Kurzweil 3000 presents depends on the **Limit Spelling Suggestions** setting, accessible on the **Spell Check Options** pane (see page 139). If this option is set to **Add option to spelling window**, the **Spelling Correction** dialog box displays the **Fewer Suggestions/More Suggestions** toggling button, as shown below.



2. In the **Spelling Correction** dialog box, decide how you want Kurzweil 3000 to handle each possible error.

Use the **Fewer Suggestions** or **More Suggestions** button to control the number of possible corrections the Spell Checker displays.

To ignore the word, click **Skip**.

To ignore the word throughout the document and not save it to the spelling dictionary, click **Skip All**.

To correct an error, select a word from the **Suggestions** list or type your correction into the **Change To** box, then click **Change**.

To correct all instances of an error, select a word from the **Suggestions** list or type your correction into the **Change To** box, then click **Change All**.

**Note:** If you cancel the spell check process, all “change all” changes may not be completed.

To hear the contents of the **Change To** box, click **Read**.

To add the word to your private dictionary, click **Add**.

To add the word to or to edit your private dictionary, click **Dictionary**. See the procedure entitled *To add or delete words in your private dictionary:* below.

3. When you are done checking spelling, click **Exit**.

**Note:** Making spelling corrections in image documents changes the underlying text that Kurzweil 3000 reads; it does not alter the image text on the screen, so as you correct spelling, changes are not reflected in the displayed document. To see the underlying text, choose the **Edit Underlying Text** command from the **Edit->Correct Recognition** submenu.

### To add or delete words in your private dictionary:

1. In the **Spelling Correction** dialog box, click **Dictionary**.

A **Private Spelling Dictionary** dialog box, similar to the one below, appears.



2. Do one of the following:

To add the current word, click **Add**.

To delete a word, select it in the **Words** area, then click **Delete**.

To hear a word, select it, then click **Read**.

3. When you are done, click **OK**.

**Note:** You can also access the **Personal Spelling Dictionary** dialog box, by clicking **Edit Personal Dictionary** in the **Spell Check Options** pane.

## To limit spelling suggestions or to place the option in the Spelling dialog box:

1. From the **Tools** menu, select **Options**.
2. Click the **Spell Check** icon.
3. In the **Limit Spelling Suggestions** list, choose one of the following options:

**Always** limit spelling suggestions, where Kurzweil 3000 presents the most relevant suggestions.

**Never** limit spelling suggestions, where Kurzweil 3000 suggests all possible spellings. This is the system default.

**Add option to spelling window** to add the **Fewer/More Suggestions** button to the **Spelling** dialog box.

4. Click **OK** when you are done.

## Finding and Replacing Text

You can search for any text string in an image or text document. You can also use the **Replace** feature to replace text in either kind of document, although for an image document only the underlying text, not the displayed image, changes.

### To find text in a document using the Find bar:

1. Place the cursor at the beginning of the document.
2. Open the **Edit** menu, point to **Find**, and then choose **Text**, or press **CTRL+F**.

The **Find** bar appears at the bottom of the Kurzweil 3000 window, between the document area and the status bar.

3. In the **Find** text box, type the text you want to search for.
4. Press **ENTER**, click **Find Next**, or press **ALT+N** to find the first occurrence of the typed word in the document.

Kurzweil 3000 searches forward through the document for the word, starting at the current position of the cursor and onto successive pages if necessary.

This “quick” search function does not provide search features such as backward searching, and case and whole word matching. For these options, you must use the **Find** dialog box (see the following procedure).

5. Click **Find Next** or press **ALT+N** to find the next match.

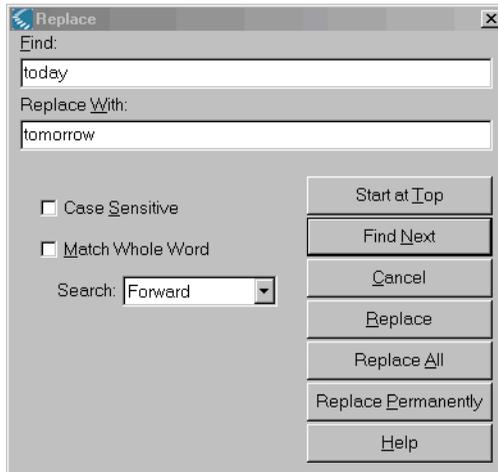
When you reach the end of the document, click **Hide** to close the **Find** bar. You can also press **ESC** or **CTRL+F**.

### To find and replace text:

1. From the **Edit** menu, choose **Find**, then click **Text** to open the **Text** dialog box.
2. In the **Text** dialog box, specify what you want Kurzweil 3000 to look for and how to search.

3. Click the **Replace** button to access the **Replace** dialog box.

You can also access the **Replace** dialog box by choosing **Replace** from the **Edit** menu.



4. Click in the **Replace With** box and type the replacement text.
5. If you want, choose an option: **Case Sensitive** or **Match Whole Word**, and/or **Search Forward** or **Backward**.

6. Decide what you want to do next:

To move the starting point for the next search, click **Start at Top/End**.

To find the next instance, click **Find Next**.

To replace just the current word, click **Replace**.

To replace all instances of the word throughout the document, click **Replace All**.

To replace the word whenever Kurzweil 3000 comes across it, click **Replace Permanently**. This is especially useful for replacing scanning errors.

7. When you're done, click the **x** box to close the dialog box. Clicking the **Cancel** button closes the dialog box without applying your changes.

## Changing the Language Format of Text

If you're working with more than one language within a text document, you can change the language format of selected text by marking it as being in a particular language. When marked, Kurzweil 3000 automatically reads the text using the appropriate reading language.

To mark text as a particular language, you must have a speech engine for that language. Out of the box, Kurzweil 3000 lets you mark text as either English, French, Spanish, German or Italian. If you add a third-party speech engine for a different language, Kurzweil 3000 will recognize it and allow you to mark text with the new language.

### *The Language List*

In order to actually mark text, the **Language** list must be available on a toolbar. By default, the **Language** list is included with the **Writing** toolbar set. It is also included with the **Language Learning** toolbar set. See [Applying Sample Toolbar Sets](#) on page 223.

You can also change the language format of text in image documents. See [Reading Text in Other Applications](#) on page 64.

### **To change the language format of text:**

1. In a text document, select some text that you want to mark.
2. In the toolbar, choose the desired language from the **Language** list (see The Language List above).  
Kurzweil 3000 marks the text (invisibly) with the selected language.
3. If you click in parts of the document that have different language formats, the **Language** list updates, showing the format of the current text.

## Inserting Pictures into Text Documents

You can insert and copy/paste pictures into text documents.

Kurzweil 3000 supports the following graphics formats: BMP (.bmp), JPEG (.jpg, .jpeg), Windows Meta File (.wmf), GIF (.gif), and ICO (.ico).

### To insert a picture into a text document:

1. Open or create a new text document.
2. Click at the location in the document where you want to insert the image.
3. From the **Edit** menu, choose **Insert Picture**.
4. In the **Open** dialog box, navigate to the file that you want to insert, select the file, and click **Open**.

Kurzweil 3000 inserts the picture at the cursor position.

5. Save the document as RTF.

**Note:** If you save the document as a text (.txt) file, images are not saved.

### To copy and paste a picture in a text document:

1. Display the picture that you want to copy and paste.

The picture may be located in the file system, in an existing Kurzweil 3000 document or in a document from another application.

2. Select the picture.
3. Choose **Copy** from the **Edit** or right mouse button menu.
4. Click at the location in the Kurzweil 3000 document where you want to paste the image.
5. From the **Edit** menu, choose **Paste**.

Kurzweil 3000 pastes the picture at the cursor position.

6. Save the document.

**Note:** If you save the document as a text (.txt) file, images are not saved.

## Specifying Picture Properties

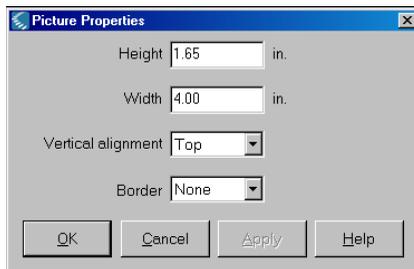
After you have inserted a picture into a document, you can change the following picture properties:

- **Height and Width:** Change the picture's dimensions.
- **Vertical Alignment:** Align the picture above the line of text (**Top**), centered on the line text (**Middle**) or below the line of text (**Bottom**). The default is **Top**.
- **Border:** Add a graphical border around the picture. Choices are **None**, **Shadow**, **3D** (up or down) and **Single** (line). The default is **None**.

### To change a picture's properties:

1. Place the cursor to the left of the picture.
2. From the **Edit** menu, choose **Picture Properties**.

The **Picture Properties** dialog box appears, displaying the current properties for the picture.



The height and width units correspond to the units (inches or centimeters) specified in the **Units** menu in the **General Options** pane.

3. Make the desired changes.  
**Note:** You cannot undo your changes with the **Undo** command.
4. Click **Apply** to see your change(s) and leave the dialog box open, or click **OK** to apply the changes and close the dialog box.

## Working with Image Text

While writing and editing in Kurzweil 3000, you may find that there is text you need from an image file. For example:

- You may want to incorporate a direct but lengthy quote or excerpt from a book into a research paper (if you are a student) or into a test (if you are a teacher). Being able to bring that text in electronically can save time.
- When taking a test, you can drag text from elsewhere on the test as part of an answer.

With Kurzweil 3000, you can drag image text from an image document into a text document. In addition, you can tell Kurzweil 3000 to keep the line breaks.

### Dragging and Dropping Image Text

To “drag” an object, first select it and position the mouse cursor over it. Press and hold down the left mouse button while moving the object to the new location, then release the button.

To “drag-select,” place the cursor at the beginning of the desired text, press and hold down the left-mouse button while moving the mouse to the end of it.

**Note:** Users with motor skills challenges may benefit if the drag-and-drop function is disabled. To disable drag-and-drop, open the **Tools** menu, and select **Options**. Click the **General** icon. In the **General Options** pane, deselect **Drag and Drop Enabled**.

### To drag text from an image document into a text document and vice versa:

1. Open the text and image documents.
2. From the **Window** menu, choose **Tile Vertically** to display the documents side by side.
3. From the one document, drag-select the text you want.

4. With the cursor in the selected text area, drag the text to the other document. Release the button at the location where you want to place the text.

Image text “drops” into text documents as text.

Text from a text document “drops” into the image document as a Text Note. If you want it to “drop” as a Sticky Note, simply press the **ALT** key while dragging and dropping.

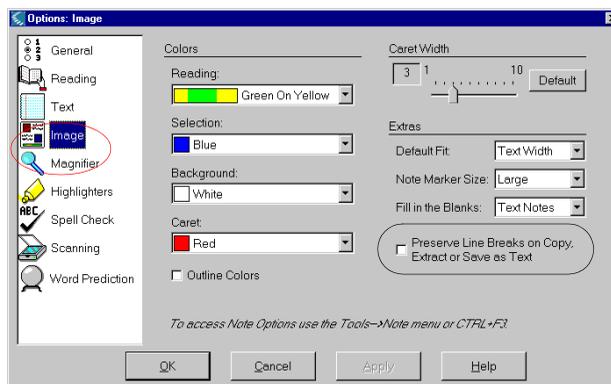
**Note:** If you are working with Notes, be sure to drop the text in a blank line or area on the page.

## Preserving Line Breaks for Image Text

There may be times when it’s important to preserve line breaks in text. This is helpful or necessary when working with poetry or tabular material. The **Preserve Line Breaks on Copy...** feature, available as an Image option, lets you preserve the line breaks in an image when you **Copy** or drag copy text, or when you use **Extract Text** or **Save as** a TXT file.

### To set the Preserve Line Breaks option:

1. From the **Tools** menu, select **Options** to open the **Options** dialog box.
2. Click the **Image** icon to display the **Image Options** pane.



3. In the **Extras** area, click the **Preserve Line Breaks on Copy...** check box.

Now, when you copy drag copy, or use the **Extract Text** or **Save as** text command, Kurzweil 3000 preserves the line breaks from the original image file.

## Copying an Image

You can copy part of an image if you are working in any image document. When you copy an image, you are copying the bitmap that is displayed on screen. You can then paste this image into any program that accepts an image from the clipboard.

### To copy an image:

1. From the **Edit** menu, choose **Image Selector**. The cursor changes to a crosshair.
2. In the image, click at the place you'd like to begin your selection. Drag the rectangle that appears until it encloses the part of the image you'd like to copy, then release the mouse button.
3. Press **CTRL+C**, or open the **Edit** menu and choose **Copy**. You can now paste the image into another document or application that can handle images.

After you have placed the image selection rectangle, clicking in any other part of the image or performing another mouse action (like clicking a button) causes the rectangle to disappear.

If you do not have a rectangle on screen but have selected some words, the **Copy** command copies the words that Kurzweil 3000 reads rather than the image. You can then paste these words into any text-based application.

## Using an External Text Editor in Kurzweil 3000

Kurzweil 3000 lets you open a text or RTF document in the Microsoft WordPad editor or in Microsoft Word. When you use the **Open With Editor** feature, Kurzweil 3000 remains active. The editor you select starts up with the document you've chosen.

**Note:** To use Microsoft Word, you must have it installed on your system.

### To open a document in a text editor:

1. Open the **File** menu and use the **Open With Editor** menu to select **Microsoft WordPad** or **Microsoft Word**.

The **Open** dialog box appears. You may have to navigate to the folder where the file you want is located.

2. Select the file you want to open.

The editor you selected starts up and opens the file. You can now use any of the editor's features to format the file.

### Tips for Working with Kurzweil 3000 and an Editor

- Cut and paste text or drag and drop between Kurzweil 3000 and the document in the editor. This is helpful if, for example, you've scanned a document into Kurzweil 3000 and want to include a quote in a school report. Copy the text from the scanned document and paste it into the document in the editor.
- Use Microsoft Word to add more advanced formatting to a document you've typed in Kurzweil 3000. You can then save the document in RTF format and open it in Kurzweil 3000. Your formatting will be preserved.
- Use Microsoft Word drawing tools to add illustrations to a document you've typed in Kurzweil 3000. If you save the file in RTF format and re-open it in Kurzweil 3000, your graphics are no longer present.

# 8 Working with Word Prediction

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This chapter includes the following topics:

- [Using Word Prediction](#) on page 154.
- [About the Word Prediction Dialog Box](#) on page 154.
- [Completing Words with Word Prediction](#) on page 156.
- [Displaying a Word's Definition While in Word Prediction](#) on page 157.

## Using Word Prediction

As you type, **Word Prediction** helps you to complete words or to select the next word from a list of possibilities. It is available in both text and image documents, although in image documents, you use the feature only when creating or editing Footnotes, Text Notes or Sticky Notes.

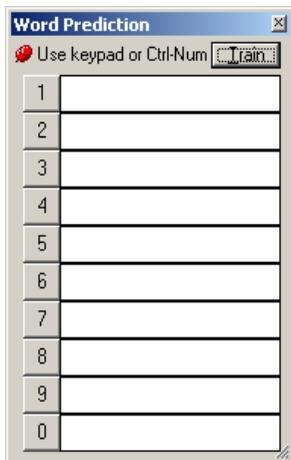
Kurzweil 3000 uses a Word Prediction dictionary to provide word completion and “next word” suggestions. Kurzweil 3000 comes with three base word lists (Small, Medium, Large) that you can use to populate the Word Prediction dictionary. See [Working with the Word Prediction Dictionary](#) on page 234.

Word Prediction also learns associated words. For example, if you type “test taking,” The next time you type “test” and press the spacebar, Word Prediction offers “taking” as a suggestion.

You can easily add more words to Word Prediction by using the **Train**, and **Vocabulary List** and **Phonetic Spelling** options. See [Chapter 9, Working with Vocabulary Lists](#), and [About the Homophones Vocabulary Lists](#) on page 240.

## About the Word Prediction Dialog Box

When you choose **Word Prediction** from the **Tools** menu or from the **Writing** toolbar, its dialog box appears.

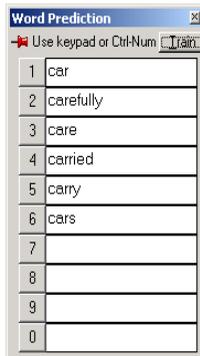


This dialog box has some unique features:

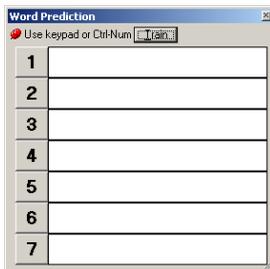
- **It can follow the cursor.** By default, and like other dialog boxes, this dialog box displays and remains in a certain area of the screen until you move it. If, however, you click the pushpin to display the pin point, you can have the dialog box move with the cursor, providing instant Word Prediction feedback as you work.

## Magellan's Many Voyages

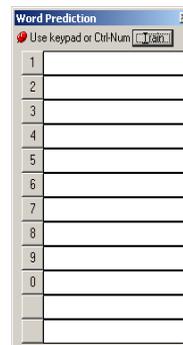
By Car



- **It is resizable.** Widen the box from either the right or left side; as a result, the contents of the box display in a larger-size font for improved readability, or display in a smaller-size font to help minimize distraction. You can lengthen the box from the top or bottom to view or hide words, or you can size diagonally by dragging any of the corners.



You can widen, lengthen or resize the box by dragging the sides or corners.



- **It provides a selectable numbered list.** You can select a word in a number of ways: by clicking it, by pressing the **CTRL** key plus the word number, or by pressing the number on the numeric keypad.

**Note:** By default, Kurzweil 3000 presents 10 words. If there are more and you want to view them, resize the box vertically. For any words that have no associated number, click the desired word or the box next to it to select it.

- **It highlights words.** In Kurzweil 3000, there is a relationship among Word Prediction, Homophones/Confusables, and Vocabulary Lists features. You can have homophones and words you place in any Vocabulary List be part of the **Word Prediction** dictionary, and have them display in the highlight color of your choice in the Word Prediction dialog box. For example, you could have homophones display in yellow and weekly vocabulary in magenta. See [About Vocabulary Lists](#) on page 160.
- **It reads and spells highlighted words.** Click a highlighted word to hear Kurzweil 3000 read it. If it is a word from a Vocabulary List and it has a definition, Kurzweil 3000 offers the definition as well. Double-clicking the word displays a dialog box. Kurzweil 3000 spells the word and reads the definition as it highlights, based on your **Reading** options. If there are related words, they are included in this dialog box.

## Completing Words with Word Prediction

The primary function of the **Word Prediction** feature is to help you use the correct words, either in terms of spelling or usage, as you write.

### To choose and complete words using Word Prediction:

1. In a text document or in a note in an image document, click the **Word Prediction** button.



As you type, the **Word Prediction** dialog box updates with some possibilities for the word you're typing.

2. Do one of the following:

- To insert one of its suggestions into your document, click the number or box next to the word, or press the **CTRL** key plus the number you want, or press the number on the numeric keypad.
- For entries without a number, click the box next to the word.

To see suggestions for the next word you might want to type, press the spacebar key after you complete the current word.

## Displaying a Word's Definition While in Word Prediction

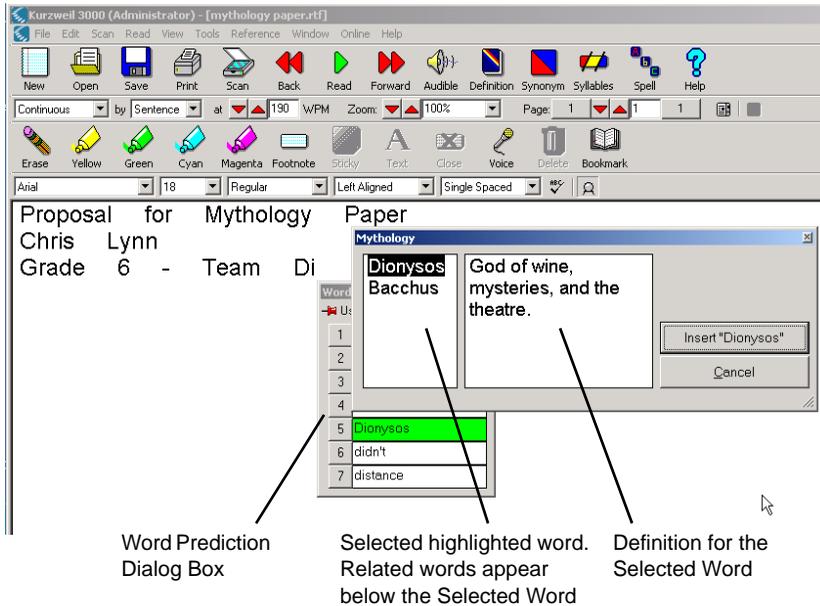
When a word is highlighted in the **Word Prediction** dialog box, you can hear it spoken and display its definition, if one exists, by clicking on it.

### To see a highlighted word's definition while in Word Prediction:

To view and hear the definition, simply double-click on the word.

Another dialog box appears, and Kurzweil 3000 reads and spells the word, then reads the definition while highlighting the words. If there are words that are related to the selected word, they are included on the list.

The highlighting that you see in the dialog box as Kurzweil 3000 reads is based on the **Reading** options you have set in the **Reading Options** pane.



To hear the related word and its definition, if there is one, click on the word.

To insert a word into your document directly from this dialog, select the word, then click **Insert**.

# 9 Working with Vocabulary Lists

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This chapter includes the following topics:

- [About Vocabulary Lists](#) on page 160.
- [Highlighting Vocabulary List Words](#) on page 160.
- [Searching for Words Contained in a Vocabulary List](#) on page 161.

## About Vocabulary Lists

Weekly vocabulary-building lists and vocabulary lists based on subjects or units of study are integral parts of a school curriculum.

After you have set up one or more Vocabulary Lists, you can use Kurzweil 3000 to either highlight or search for a list's words in a document. Additionally, you can make any Vocabulary List available to the Kurzweil 3000 **Word Prediction** feature.

For details on creating and setting up Vocabulary Lists, see [Chapter 16, Setting Up Vocabulary Lists](#).

## Kurzweil 3000 Homophones Vocabulary Lists

Kurzweil 3000 includes three Homophones vocabulary lists: **Homophone I**, **Homophone II** and **Homophone III**. These three vocabulary lists contain common homophone errors, such as *to*, *too*, and *two*, and *ate* and *eight*. Kurzweil 3000 uses the **Homophone II** list by default. For more information about the Homophones Vocabulary Lists as well as other vocabulary lists included with Kurzweil 3000, see [About Vocabulary Lists](#) on page 240.

## Highlighting Vocabulary List Words

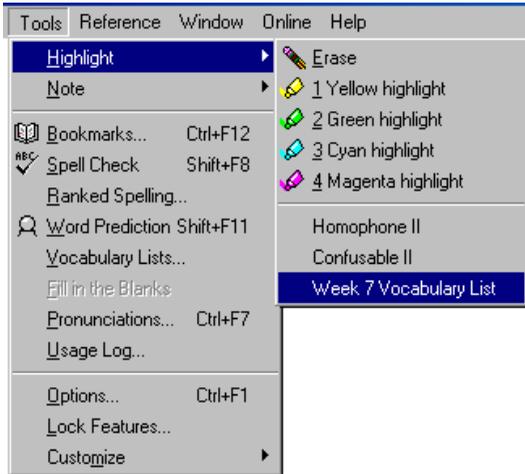
You can highlight words contained in a selected Vocabulary List in an image or text document. This feature is available when the **Add list to the Highlight menu** is checked in the Vocabulary List's **Options** dialog box.

Highlighting Vocabulary List words is a useful way to check and see if students are using assigned vocabulary words. Also, once highlighted, you can extract the words to a separate document.

In the case of the special Homophones and Confusables lists, students can check to see whether they are using these words correctly. See [About the Homophones Vocabulary Lists](#) on page 240.

## To highlight a Vocabulary List's words in a document:

From the **Tools** menu, choose **Highlight**, then select the desired Vocabulary List.



By default, the **Homophones II** and **Confusables II** vocabulary lists appear in the submenu.

Any words contained in the selected Vocabulary List are highlighted in the document.

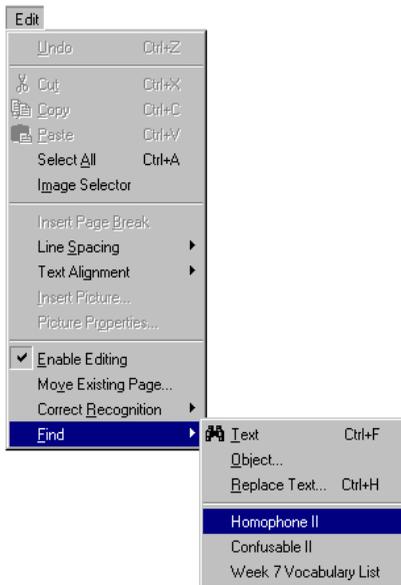
## Searching for Words Contained in a Vocabulary List

This feature is available if the **Add list to the Find menu** is checked in the Vocabulary List's **Options** dialog box.

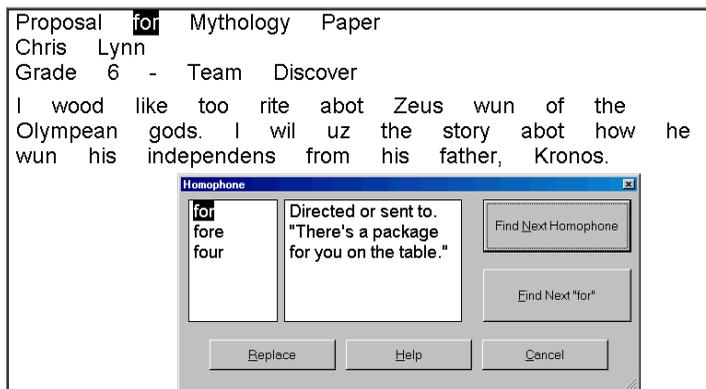
## To find a Vocabulary List's words in a document:

1. In the desired document, place your cursor at the beginning of the document.

2. From the **Edit**, choose **Find** then choose the list name.



The selected Vocabulary List's **Find** dialog box opens, highlighting the first word in the document that is also on the list.



3. Choose an option:

To replace a word, select the alternative you want, then click **Replace**.

To skip this word and find the next word in the list, click **Find Next <list name>**.

To find the next instance of the selected word, click **Find Next <word>**.

**Note:** A faster way to find and replace multiple words in succession is to press the **Shift** key while clicking the **Replace** button.

4. When you are done with this dialog box, click the close box or click **Cancel**.



# 10 Working with Online Material

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This chapter includes the following topics:

- [\*Working with Online Material\*](#) on page 166.
- [\*Using Read the Web\*](#) on page 167.
- [\*Reading Web Sites\*](#) on page 169.
- [\*Applying Reference Tools to Web Sites\*](#) on page 170.
- [\*Saving Files from the Web\*](#) on page 171.
- [\*Searching for and Retrieving Online Material\*](#) on page 172.
- [\*Using Simple Search and Download\*](#) on page 173.
- [\*Opening Downloaded Files\*](#) on page 175.
- [\*Exiting Kurzweil 3000 During a Download\*](#) on page 175.
- [\*Using Complex Searches\*](#) on page 176.
- [\*Searching for and Retrieving Online Magazines\*](#) on page 179
- [\*Downloading from Kurzweil Educational Systems\*](#) on page 181.

## Working with Online Material

The ability to access and work with online material means you have a broader range of research and resource material that you can use with Kurzweil 3000.

The **Read the Web** feature from the **Read** menu lets you access and read Web pages using a Web browser. See [Using Read the Web](#) on page 167.

Additionally, the features available from the **Online** menu enable you to directly search for and download files from a variety of reference-oriented Web sites and from the Kurzweil Classic Literature CD Version 4. You can also get news and product updates from Kurzweil Educational Systems using the **Online** menu. See [Searching for and Retrieving Online Material](#) on page 172.

Kurzweil 3000 provides a variety of features for working with online material:

- Search and download features.
- Reading and reference tools.
- Study Skills tools.
- Edit and save.

## Requirements

Before you can access online material, you must have:

- An Internet connection.
- **Microsoft Internet Explorer** or **Mozilla Firefox** installed on your PC. See [Choosing a Default Browser for Read the Web](#) on page 377.

If you plan on using **Search for Books** to search for titles on the Classic Literature CD, you can find the CD in the product packaging.

## Using Read the Web

The **Read the Web** feature lets you use Kurzweil 3000 reading and reference tools with content you view in a Web browser.

When you use Kurzweil 3000 to read a Web site, you view the site in Internet Explorer or Firefox as usual. When you click the **Read** button in the Kurzweil 3000 Web toolbar, however, Kurzweil 3000 reads the text of the site aloud as dual highlighting tracks the reading. You can also use Kurzweil 3000 reference tools while reading Web sites.

There are two ways to access the Web from Kurzweil 3000:

- By choosing **Read the Web** from the **Read** menu.
- By clicking the **Read the Web** button (if available) on the **Main** or **Study Skills** toolbar.

### To access the Web using the Read menu:

Open the **Read** menu and choose **Read the Web**.

or

If it is available, click the **Read the Web** toolbar button.



Web

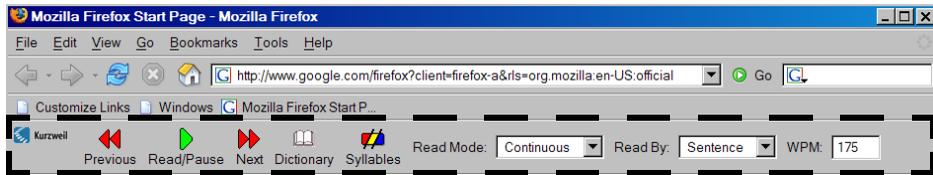
**Note:** To add the **Read the Web** button, use the **Customize Toolbars** feature. See [Customizing Toolbars](#) on page 218.

The Internet browser that you selected in the **Reading Options** pane appears. If you are using Internet Explorer, the **Read the Web** toolbar appears along the bottom of your monitor. If you are using Firefox, the **Read the Web** toolbar is integrated into the browser's toolbar area.

Internet Explorer **Read the Web** toolbar:



### Mozilla Firefox **Read the Web** toolbar:



You can hide the Kurzweil 3000 Firefox Read the Web toolbar by right-clicking on the **Read the Web** toolbar and deselecting **KESI Reader Toolbar**. To redisplay the toolbar, right-click in the **Firefox** menu bar, and select **KESI Reader Toolbar**.

**Note:** Kurzweil 3000 always favors the use of the Mozilla Firefox browser. If it detects Firefox on your computer, and you haven't selected a default browser as discussed in [Choosing a Default Browser for Read the Web](#) on page 377, it will prompt you to install the **KESIReader** extension as detailed in [Installing the KESIReader Firefox Extension](#) on page 381.

## Reading Web Sites

When you read the Web from Kurzweil 3000, you still have access to Internet Explorer and Firefox features. You can access other Web sites, search the Web, and so on.

### To hear Web sites read aloud:

With a Web site open in your Web browser, click the **Read** button in the Kurzweil 3000 **Read the Web** toolbar.



Kurzweil 3000 begins reading the site, with dual highlighting overlaying the text. To stop reading at any time, click the **Pause** button.



Just as in a Kurzweil 3000 document, you can use the **Read Mode**, **Reading Unit**, and **WPM** features available from the Web toolbar to control the reading pace. You can also use the **Forward** and **Back** buttons in the **Web** toolbar to move by the current unit.

**Note:** The **Read By Line** option is not available with the Firefox browser.

### To magnify each word as you read (Internet Explorer only):

Click the **Magnifier** button in the Kurzweil 3000 **Web** toolbar.



The **Magnifier** window appears over the browser window.

### To refresh a Web page's display (Internet Explorer only):

If you receive a message saying there is no text to read, or if the dual highlighting isn't properly aligned during Web page reading, click the

**Refresh** button in the Kurzweil 3000 **Read the Web** toolbar. Then try reading again.



### **To exit from Kurzweil 3000 but remain in Internet Explorer:**

Click the **X** button at the far right side of the **Web** toolbar.

### **To exit from Kurzweil 3000 but remain in Firefox:**

In Kurzweil 3000, choose **Exit** from the **File** menu.

## **Applying Reference Tools to Web Sites**

You can use Kurzweil 3000 reference tools to get information about words you read on Web pages.

### **To apply reference tools to Web sites:**

1. Open a Web site in your Web browser.
2. In Internet Explorer or Firefox, double-click the word you want to look up, then in the **Web** toolbar, click one of the following:

**Definition** button to see the definition(s) for the word. Click the **Read** button in the Kurzweil 3000 **Web** toolbar to hear the contents of the **Definition** window read aloud



**Syllables** button to display the **Word Pronunciation** dialog box, see the word broken into syllables and hear it pronounced phonetically. If there is more than one pronunciation, click the **Next** button to hear alternative pronunciations.



**Note:** Exiting Kurzweil 3000 shuts down the **Read the Web** feature.

## Saving Files from the Web

### To save the text of a Web site:

1. Be sure you are in **Read the Web** mode.
2. In your Web browser, open the Web page you want to save.
3. Maximize the Kurzweil 3000 window by clicking **Kurzweil 3000** in the Windows taskbar.
4. Open the Kurzweil 3000 **File** menu and choose **Save As**. Save the current Web document as a TXT file.

### To save an entire Web page to your hard drive:

This feature is handy when you want to be able to read Web pages offline. It also saves all the associated graphics.

1. In your Web browser, open the **File** menu and choose **Save As**.  
The **Save Web Page** dialog box appears. The **File Name** box contains the default name for the page. You can type in another name if you want.
2. In the **Save Web Page** dialog box, in the **Save as type** box, choose **Web Page, complete**.

When you save a Web page in this way from a Web browser, the system saves the page as **<filename>.htm**, where “filename” is the name you specified. The system also creates a folder of the same name, which contains all the graphics on the Web page. This makes it possible for you to view the complete Web page from Kurzweil 3000, even if you are not connected to the Internet. As always, Kurzweil 3000 reads only the text.

## Searching for and Retrieving Online Material

Kurzweil 3000 online options enable you to search for and download:

- Electronic books and material from Web sites, such as Project Gutenberg, Bookshare.org and Baen Free Library.
- Electronic magazines. You can search and retrieve magazine articles from the *Talking Newspaper UK* magazine Web site.
- Text files from the Classic Literature CD Version 4.
- News and Kurzweil 3000 product updates from Kurzweil Educational Systems.

You can search for books by author and/or title, or by a specific query. Your searches can be simple or complex to help you narrow down the result.

You can download multiple files and find anything you download in the **Download** folder in the Kurzweil Educational Systems folder, or you can automatically open files you have recently downloaded.

You can also look up words or phrases that you select in a document using the **Online Reference Lookup** feature. For more information, see the procedure [To look up the information about a word or phrase from an online reference source](#): on page 74.

**Note:** Keep in mind that the Web sites that Kurzweil 3000 searches are live, can change and sometimes cause unexpected results. If you repeatedly encounter problems, please contact Kurzweil Educational Systems Technical Support at 800-894-5374.

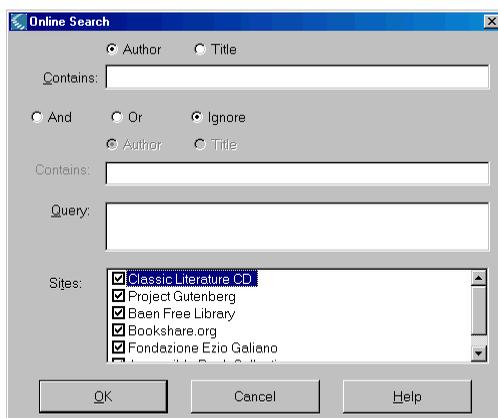
## Using Simple Search and Download

### To do a simple book search and download:

**Note:** If you are planning on searching for files on the Classic Literature CD, be sure you place it in the CD-ROM drive.

1. From the **Online** menu, choose **Search for Books**.

The **Online Search** dialog box opens.

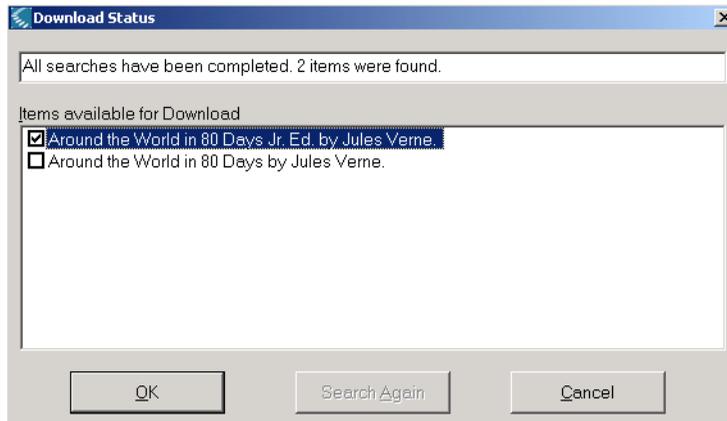


2. Click the **Author** button to search by author name. In the **Contains** box, type any part of the author name.

You can also click **Title** to search by title, and type any part of the title.

3. Make sure the sites you want to search are checked.
4. Click **OK**.

The **Download Status** dialog box appears. When the search is finished, available books you can download appear in the **Items available for Download** check list.



5. Select each desired item, and click **OK**.

Kurzweil 3000 downloads the materials in the background and lets you know when the download is complete.

If the book you selected to download is from the Bookshare.org Web site, and it is copyrighted, and this is the first time you are requesting to download from the site during this Kurzweil 3000 session, the site may request your Password. If you are not a member of Bookshare.org, you will not be able to download copyrighted books.

### To search again:

Click the **Search Again** button to get back to the **Search for Books** dialog box.

## Opening Downloaded Files

### To open downloaded files:

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

Kurzweil 3000 asks if you want to open the recently downloaded file or files.

2. Click **OK**.

Depending on the size of the book, it may take a few minutes to open.

If you are opening an encrypted Bookshare.org document, the system asks you to enter your Password again.

3. You can **Read** and use the **Reading** tools.

Kurzweil 3000 saves downloaded documents by default file names. After opening the document, it may be a good time to use the **Save As** command from the **File** menu to save the file with another name.

**Note:** If you want to open an older downloaded file, you can find it in the **Download** folder.

### Exiting Kurzweil 3000 During a Download

If you try to exit from Kurzweil 3000 while a download is in progress, you'll get a warning. If you continue, Kurzweil 3000 stops the download.

### Managing Your Downloaded Files

It's a good idea to rename the downloaded files after you open them, and place them in another folder. Consistently organizing your files can help you find them quickly at a later time.

## Using Complex Searches

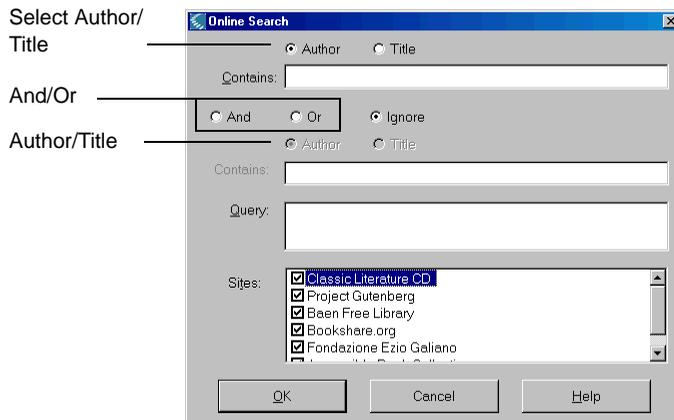
Performing searches can be a bit of an art. To get the results you want, you may have to refine your search. There are two ways you can do this:

- Use combined conditions and/or
- Specify a complex query

Both are on the **Online Search** dialog box, accessible by choosing **Search for Books** from the **Online** menu.

### Using Combined Search Conditions

In the **Online Search** dialog box, you can select **And** or **Or** to narrow down searches.



Here are examples of combinations of search parameters you can use:

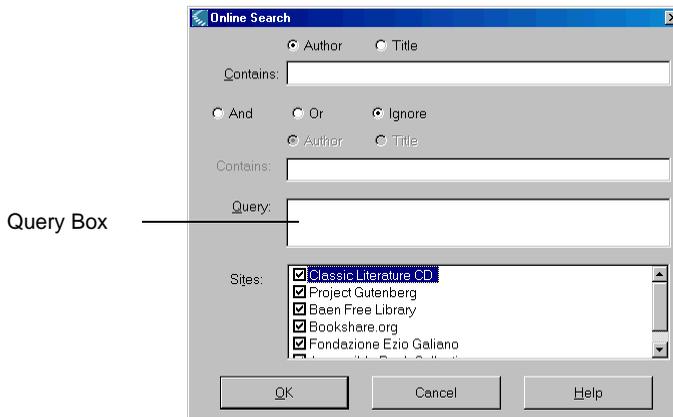
- Suppose you're not certain of the spelling of the author's name. You can search by one variation of the **Author** name, **And** another variation of the **Author** name: "Jules Vern" and "Jules Verne" (with an "e" at the end).
- Suppose all you remember are the words "adventures" and "Crusoe" in the title and cannot recall the author. You can search by **Title**, "adventures," **Or, Title** "Crusoe" to get results with "The Further Adventures of Robinson Crusoe by Daniel DeFoe" in the list.

- What if you remember a book by Oliver Wendell Holmes and its title contains the word “breakfast?” You can search by **Title** “breakfast,” **And/Or, Author** “Oliver.”

## Using Complex Queries

The **Online Search** dialog box also contains the **Query** box. Whatever you specified in the simple or combined conditions in the **Online Search** dialog box appears in the **Query** box.

You can edit the text already in the **Query** box or bypass the simple search techniques and type a complex query directly into the **Query** box.



This query syntax is subject-verb-object. The subject is either “title” or “author.” The verb is always “contains.” The object is the text string you provide. Kurzweil 3000 presents the object within quotation marks.

Complex queries are strings of combined conditions in this syntax. To combine the conditions, use the conjunction “and,” which you denote with an ampersand character (**SHIFT+7** keys), and the conjunction “or,” which you denote with the vertical line (**SHIFT+\** keys).

An example of a complex query is:

title contains "A" & title contains "B" & author contains "X" | author contains "Y"

Translated, the query says: find material with “A” and “B” in the title and that is by author “X” or “Y.”

## **If Results Still Are Not What You Expected**

If you don't get the results you expected, or no books are found, check your search parameters and try another search strategy. It could also be that the book(s) you are looking for are not available at the site(s) you specified. Because the Web sites are live, you may not find what you want because they have changed their content.

If after multiple tries you still are unable to obtain the desired results, call Kurzweil Educational Systems Technical Support at 800-894-5374.

# Searching for and Retrieving Online Magazines

You can search specialized magazine Web sites. These sites provide access to a library of magazines.

## To search for magazines:

1. From the **Online** menu, choose **Search for Magazines**.

The **Online Magazine Search** dialog box appears.

The **Sites** area of the dialog box displays the magazine sites supported by Kurzweil 3000.

**Note:** Currently, Kurzweil 3000 supports searches in the *Talking Newspaper UK* Web site. This magazine site requires that you have an existing account. You will be prompted for your User Name and Password when you initiate a search.

2. In the **Title Contains** box, type in all or part of a magazine's name.  
If you leave the box blank, Kurzweil 3000 returns a list of all of the magazines archived at the selected site.
3. In the **From** boxes, specify the starting month and year for the search.

4. In the **To** boxes, specify the ending month and year for the search.

Online Magazine Search

Title Contains:

From: Month:  Year (e.g. 2004):

To: Month:  Year (e.g. 2004):

Query:

Sites:  Talking Newspaper UK

5. Click **OK** to initiate the search.
6. If prompted, enter a **User Name** and **Password** for the selected site.

The **Download Status** dialog box appears, displaying a list of magazines.

Download Status

All searches have been completed. 62 items were found.

Items available for Download

- Take a Break January 27 2005 issue
- Chess Moves January 01 2005 issue
- Gardening Which? January 01 2005 issue
- BBC Good Food Magazine January 01 2005 issue
- Reader's Digest January 01 2005 issue
- BBC Homes & Antiques January 01 2005 issue
- Which? January 01 2005 issue
- BBC Music January 01 2005 issue
- BBC Top Gear Magazine January 01 2005 issue
- SongLines January 01 2005 issue

7. Select the item(s) you want to download, and click **OK**.

Kurzweil 3000 downloads the materials in the background and lets you know when the download is complete.

## Downloading from Kurzweil Educational Systems

**News from KESI** and **Updates** give you direct access to Kurzweil Educational Systems corporate news and product information and updates that may be available.

### To obtain Kurzweil Educational news and updates items:

1. Select **News from KESI** or **Updates** from the **Online** menu.  
The **Download Status** dialog box opens.
2. Click the check box(es) of the item(s) you want.  
If no new items are available, you can opt to read or download older items, sorted by date.
3. Click **OK** to close the dialog box and download the materials.



# 11 Test Taking

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This chapter is primarily for students who use Kurzweil 3000 to take tests. For information about preparing tests for use on Kurzweil 3000, see [Chapter 20, Test Preparation and Administration](#).

The topics in this chapter are:

- [About Test Taking](#) on page 184.
- [Using Kurzweil 3000 to Take a Test](#) on page 184.

## About Test Taking

Kurzweil 3000 offers a variety of ways to make test taking a comfortable and successful experience. You can:

- Adjust reading speed.
- Answer questions using either text or spoken Notes.
- Proofread by hearing the test read back.
- Drag and drop answers.

## Using Kurzweil 3000 to Take a Test

How can you do well on a test? The most important key to taking tests is preparation.

### Prepare for Success

Here are some suggestions for preparing for tests:

- Use Kurzweil 3000 Notes or highlighting features as you read.
- Explain the topic and its details to a friend.
- Change a fact into a question the teacher might ask on a test, then use Kurzweil 3000 Notes to write and insert the questions into the material.
- Use the Kurzweil 3000 reference tools to look up words, then drag and drop them into Notes.
- Pull your Notes and color highlighting together, using the **Extract** feature, to create study aids such as summaries, outlines, flash cards, spelling and vocabulary lists, and/or fact sheets.
- Review by having Kurzweil 3000 read these study aids.
- If you know that there will be an essay question, practice. Create some questions and answer them. Use Kurzweil 3000 to write. Word Prediction can help you with spelling. Have Kurzweil 3000 read back what you write so you can self-correct.

## Practice Using Kurzweil 3000 Test Taking Features

If you know that you will be allowed to use Kurzweil 3000 to take your test, ask your teacher what Kurzweil 3000 tools and features will be made available to you. Then practice using those features. In addition to the features listed in this section, you may need to be able to open, save and/or print documents in Kurzweil 3000.

In the Kurzweil 3000 **Samples** folder, you'll find several tests you can use to practice using test taking features.

## Different Types of Tests

There are a number of typical elements that can appear in tests:

- Multiple Choice
- True or False
- Fill in the Blanks
- Essay

The following are the main features in Kurzweil 3000 that are designed to help you take these tests. Because there are a few features that can help you achieve similar results, check with your teacher ahead of time to determine which one he or she wants you to use.

## Highlighting or Circling the Answer

Highlighting or circling answers work best for Multiple Choice tests. Simply select a **Color Highlighter** or **Circle** tool, and mark the correct answer.

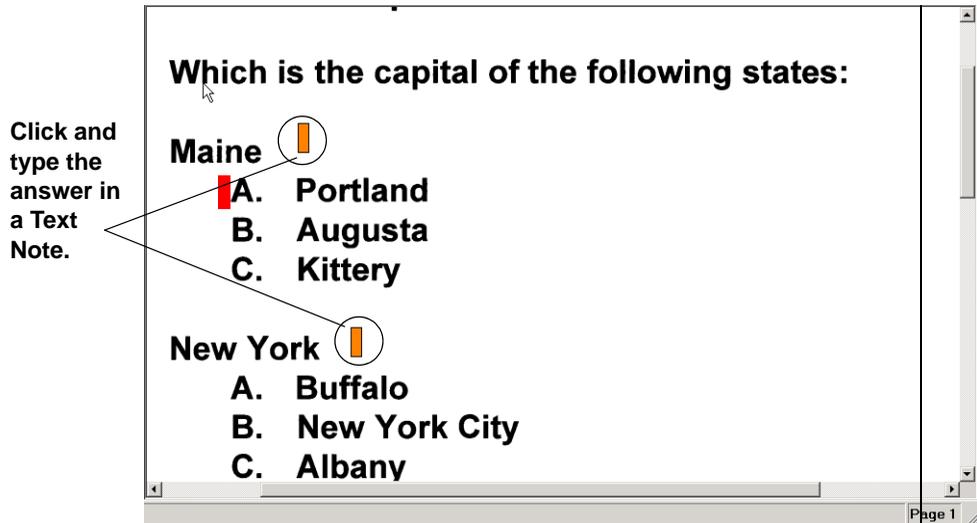


**Note:** None of the toolbars in the default **Classic** toolbar set include a **Circle** tool button. You can add a toolbar button for one or both of the Circle tools using the **Customize Toolbar** feature, or you can select a different toolbar set, for example **Test Taking**, that includes a Circle tool button. See [Customizing Toolbars](#) on page 218 and [Applying Sample Toolbar Sets](#) on page 223.

## Typing the Answer into a Text Note

A Text Note is the most versatile test taking feature. It works for Multiple Choice, Fill in the Blanks as well as Essay tests.

Your teacher may have Text Notes inserted already. Then all you have to do is click on the Text Note box and type your choice.



You can create your own Text Note box by using the **Text Note** button.



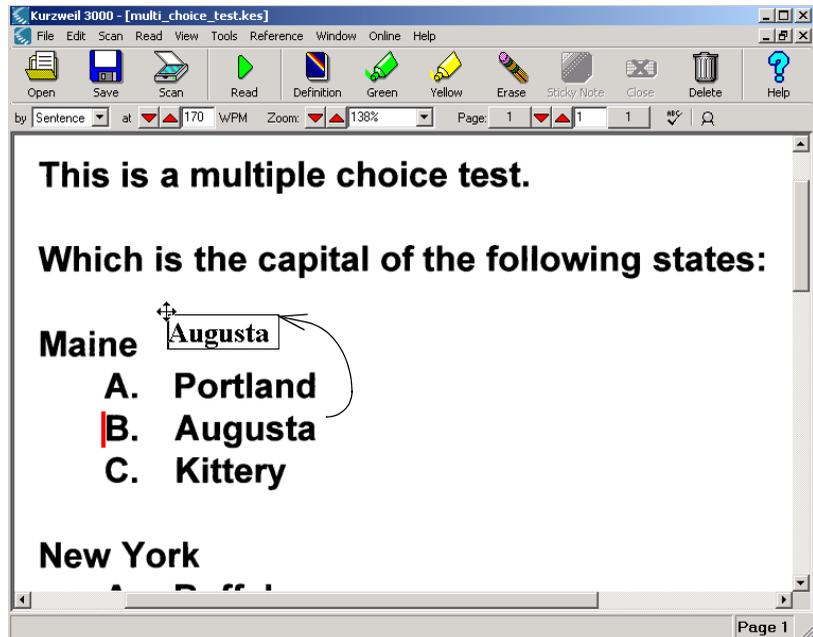
For essay responses, remember that you can use familiar word processing editing functions, such as the **ENTER** key to go to another line, **CTRL+X** to cut, **CTRL+C** to copy and **CTRL+V** to paste, as well as drag and drop text in Kurzweil 3000 Text Notes.

In addition, you can have Kurzweil 3000 read Notes. You can also use other Kurzweil 3000 tools such, as Word Prediction and Spell Checking, if your teacher makes them available during testing.

## Dragging and Dropping the Answer

You can drag and drop your answers in Multiple Choice tests. Double-click on the answer you want, and with the cursor over the selected text, hold down the left mouse button and “drag” the text to where you want to place it (usually next to the question), then release the mouse button.

Select the answer, and drag and drop it next to the question.



Dragging and dropping also works for Fill in the Blanks and Essay responses if part of the answer is on the test.



# 12 File Management

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This chapter includes the following topics:

- [\*File Management and Windows\*](#) on page 190.
- [\*Working with Documents\*](#) on page 191.
- [\*Choosing a File Format\*](#) on page 193.
- [\*Locating Documents\*](#) on page 195.
- [\*Opening and Arranging Multiple Documents\*](#) on page 197.
- [\*Saving Documents as Audio Files\*](#) on page 199.

## File Management and Windows

Kurzweil 3000 is a Microsoft Windows -based application. If you are already familiar with Windows, it will be easy for you to manage your Kurzweil 3000 files and folders.

**Files** are the electronic form of your documents. Every file has a name and an extension. The filename should give you an idea of what the file contains. The file extension tells you what format the file uses.

**Folders** work just like the paper folders in an office. You can name them and place related files inside them. You can also place folders within other folders. This ability to put files within folders, and folders within other folders, is the basis for a hierarchical file system.

**File Management** in Kurzweil 3000 consists of two dialog boxes. To access and/or open your documents, use the **File Open** dialog box. To save your document, use the **Save As** dialog box.

You can select a file or folder, then click the right mouse button to use the shortcut menu. For example, in the **File Open** dialog box, the right-mouse menu lets you open the selected item, rename it, change its properties, and cut, copy, paste, delete, among other actions.

If you right-click in these windows with no item selected, a menu appears that lets you do things like change the view, arrange the icons in the window and create a new file or folder.

## Working with Documents

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

- By scanning the original pages.
- By opening them directly. See [Supported File Formats](#) on page 360.
- By typing and creating new text documents.
- By importing them.
- By opening previously scanned or previously created text documents.
- By opening documents from other applications directly in Kurzweil 3000 using the Virtual Printer.
- By downloading them from the Web.

### Text Documents

Text documents do not contain graphics and may be in the following formats:

- **RTF** formatted text, which may contain different fonts and styles. When you create a document in Kurzweil 3000, RTF is the default file format.
- **TXT** plain text or **DOC**, which have no formatting.

### Imported Documents

When you import a file into Kurzweil 3000, it acts in the same way as a text document. That is, you can edit the document and apply formatting using the **Writing** toolbar. If you imported a document that already had formatting, such as a word processor document, you should still see the formatting in Kurzweil 3000. To keep any formatting you apply, save the document as an RTF file.

### Documents Opened by the KESI Virtual Printer

The KESI Virtual Printer is a print driver. Instead of printing a file, it creates a Kurzweil 3000 image file, or a “virtual” print, directly from other applications. If you have an application on your system that displays and prints a file format

that Kurzweil 3000 does not, then by using the Virtual Printer you may be able to open the file in Kurzweil 3000.

**Note:** Kurzweil 3000 considers documents from the KESI Virtual Printer as image files. If you want to keep the document in Kurzweil 3000, be sure to save it with the **.KES** (Kurzweil) file extension. For more information, see [Importing Documents Using the KESI Virtual Printer](#) on page 355.

## Image Documents

Image documents have two parts: the image (graphics and text), which is the picture of the page that you see on the screen, and the underlying text, which is the set of words that Kurzweil 3000 reads and that you can edit.

When you scan a document in Kurzweil 3000, you will usually save it with the .KES file extension. You can also save KES scanned documents in the following formats:

- **TIFF** (Tagged Image File Format): keeps the image. When you open TIFF files, Kurzweil 3000 automatically converts them to KES format.
- **RTF** (Rich Text Format): retains the text and any formatting, but not the graphics.
- **DOC** (Microsoft Word): retains the text and any formatting, but not the graphics.
- **TXT** (ASCII Text Format): keeps only the underlying text without formatting or graphics.

When you open a document using the KESI Virtual Printer, it, too, is an image document that you can save in all the file formats mentioned above.

## Choosing a File Format

Choosing a file format is most important when:

- When you are saving a document. See [Chapter 2, Document Basics](#) for instructions on saving a document.
- Before you send the document through e-mail.
- When you want to export a file.

If you are unsure how to choose a file format, consider how you'll be using the documents you create in Kurzweil 3000. You can usually pick the best format based on the kinds of programs you use to open and edit documents. The guidelines here describe three formats, although many others are available through the Kurzweil 3000 **Export** feature.

See [Supported File Formats](#) on page 360 for a complete list of file formats that you can open directly into Kurzweil 3000.

### KES Format

You can save image and text documents in the **KES** format.

When you save an image document in the KES format, Kurzweil 3000 retains both the image text as well as the underlying text that it reads. It also preserves any highlighting, annotations and Bookmarks that you added. A KES file has a file name followed by a period and the letters KES (for example, **report.kes**).

Use the KES format when saving scanned documents, documents you opened using the KESI Virtual Printer and documents that have Footnotes or Voice Notes so you can reopen them in Kurzweil 3000 to read and edit the underlying text.

### Rich Text Format

If you are using Kurzweil 3000 to type documents, a good choice is **RTF**. RTF files have information about fonts, styles, and paragraphs. Most kinds of word processing programs can also open RTF files. An RTF file has a name followed by a period and the letters RTF (for example, **memo.rtf**).

**Note:** When you use the .RTF extension to save a document that contains Kurzweil 3000 annotations and Bookmarks, Kurzweil 3000 does not save the annotations and Bookmarks.

### Text Format

If you want to open your documents in other applications but aren't sure what format to use, the best choice may be plain **ASCII text**. An ASCII text file contains just characters. You can also open text files in most word processing programs, although such files do not have any formatting or graphics. An ASCII text file has a name followed by a period and the letters TXT, such as **list.txt**. You can save any type of document as an ASCII text file, but keep in mind that for an image document this saves only the underlying text. It does not save the image, Notes, Bookmarks or highlighting.

## Locating Documents

Kurzweil 3000 stores the documents you create, scan and import in a folder with your name on it in one of two locations on your Windows system:

- **C:\Documents and Settings\*your user name*\My Documents\KESI\Kurzweil 3000.**
- If you have older versions of Kurzweil 3000, you can find those files in **C:\My Documents\Kurzweil Educational Systems\Kurzweil 3000\*your user name*.**

There are two ways to locate an existing document:

- Use the **File Open** dialog box.
- Use Windows Explorer.

### To locate and open an existing document:

1. Click the **Open** button in the toolbar, or from the **File** menu, choose **Open**.



Open

The **Open** dialog box appears.

The **Look in** box shows the current open folder.

The file display area lists the files in the current folder.

The **Files of type** list specifies the kinds of files you see. The last item on this list, **All files (\*.\*)**, shows all the files in the current folder.

2. Click on the name of the file you want. You can also type its name in the **File Name** box.
3. If you need to locate the file elsewhere on your system, click the folder next to the **Look in** box.

4. Click the **Open** button to open the selected file. Click the **Cancel** button to close the **Open** dialog box without opening a file.

## Opening and Arranging Multiple Documents

You can open multiple Kurzweil 3000 documents and windows at one time. This is useful if you want to copy text from one document to another, or use the formatting in one typed document as a model for another document.

Documents, reference windows, **Tip of the Day** windows and **Help** topic windows all count toward the 10 documents you can have open at one time.

**Note:** Kurzweil 3000 commands apply only to the active document (the document in which your cursor is positioned). You can also tell which is the active document by looking in the title bar for the document name that is highlighted.

### To open multiple documents:

1. Open a document by using the **Open** button in the toolbar or by choosing **Open** from the **File** menu.

The first document appears in the document display area in the Kurzweil 3000 window.

2. Open the next document in the same way.

The second document hides the first. You can keep opening documents in this way.

3. Move through the open documents by pressing the **CTRL+TAB** keys on the keyboard, or open the **Window** menu and choose the file you want to make visible.

### To arrange multiple documents:

1. Open the **Window** menu and select an option.
2. Choose:

**Cascade** to overlap the documents diagonally. Only the top document is fully visible, but you can see the title bars of all the open documents underneath it.

**Tile Horizontally** to stack the documents on top of each other.

**Tile Vertically** to show the documents side by side.

3. To close all open documents, open the **Window** menu and choose **Close All Windows**.

To close just dictionary and thesaurus windows, open the **Window** menu and choose **Close Reference Windows**.

## Saving Documents as Audio Files

Kurzweil 3000 lets you save text and image documents as either MP3 or WAV audio files.

You can listen to documents saved as audio files with either portable MP3 players or software that supports these formats. Kurzweil 3000 enables you to conveniently create either type of file. The output file can contain either all of the selected document or portions of it.

By default, if your document includes Sticky Notes or Text Notes, they will be included in the audio file. Text Notes are played back in the order that they appear in the original document, and Sticky Notes are played back at the end of the file. You can use the **Reading Order** options in the **Note Options** dialog box to change the reading order of the Notes, or to leave them out of the audio file altogether. See [Changing Sticky Note and Text Note Settings](#) on page 103.

Footnotes and Voice Notes are not included in the audio file.

**Note:** Kurzweil 3000 uses a separate program named **AudioSpooler.exe** to create audio files. As this program does not automatically start up when you reboot your computer or launch Kurzweil 3000, you must manually restart the program (or send a new file to the program) to process any jobs that might be in the pending queue. See [Monitoring Audio File Creation](#) on page 447.

### Audio File Output Folders

By default, the Kurzweil 3000 installation process creates two shortcuts on the desktop related to the creation of audio files. These shortcuts are named **Kurzweil 3000 Pending Audio** and **Kurzweil 3000 Output Audio**.

The shortcuts are provided primarily to allow Windows Restricted Users to easily access (although in practice it makes it easier for all users) the locations Kurzweil 3000 uses to process and save audio files. By default, Windows hides these locations from Restricted users.

The actual file system locations of these folders are as follows.

For Windows 98

**C:\Windows\All Users\Application Data\KESI\**

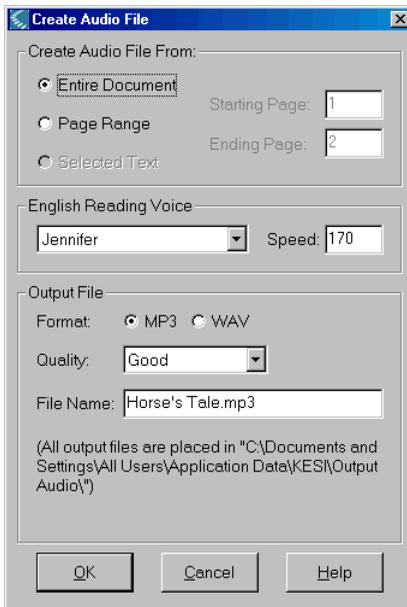
For Windows NT, 2000 and XP

**C:\Documents and Settings\All Users\Application Data\KESI\**

### To save a document as an audio file:

1. From the **File** menu, choose **Create Audio File**.

The **Create Audio File** dialog box appears.



2. Specify the options you want:

**Create an Audio File From:** select the portion of the document you want to save in the audio file. You can save the entire document, a range of pages or selected text.

**English Reading Voice:** select the reading voice and reading speed that you want to use for the audio file. The default **Voice** and **Speed** settings are whatever is currently set in the **Reading Options** pane.

**Output File:** select either MP3 (the default) or WAV as the output file format, and enter a **file name**.

- **WAV** files are higher quality but they are very large, consuming more hard disk space, and making them harder to send by e-mail or transfer over the Internet. Also, you cannot play back WAV files on many portable MP3 players. You might choose WAV if you are going to listen to the file only on a laptop while traveling.
  - **MP3** files are smaller in size and in most instances provide more than acceptable sound quality. Also, the MP3 format offers three quality levels: **Good**, **Better** and **Best**. **Good** is the default and provides the best mix of sound quality and compact file size. The **Best** quality setting provides the highest sound quality but at the expense of a larger file size—roughly twice as large as files produced with the **Good** setting.
  - By default, the name of your document, along with the selected file format extension, appears in the **File Name** text box. You can accept the name or type in a different name.
3. Click **OK** to create the audio file. Kurzweil 3000 creates the file and places it in the location identified at the bottom of the dialog box.



# 13 Scanning

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This chapter includes the following topics:

- [About Scanning](#) on page 204.
- [Basic Scanning Operations](#) on page 206.
- [Troubleshooting Scanning](#) on page 212.

## About Scanning

With Kurzweil 3000, you can scan virtually any type of document.

When you scan a page, Kurzweil 3000 creates an image of the page to display on screen, and recognizes the underlying text on the page. You can edit this text. [Chapter 19, Document Preparation](#)

By default, Kurzweil 3000 scans black text on white background and can recognize columns in newspapers and magazines. To learn how to handle the following types of text and documents and to find additional settings, go to the referenced pages.

- Tables, see [Setting Column Recognition](#) on page 272.
- White on black text, see [Scanning White on Black Text](#) on page 273.
- Text on dotted or speckled paper, see [Recognizing Text on Dotted or Speckled Paper \(Despeckle\)](#) on page 273.

## The Scanning and OCR Process

Each time you scan a page in Kurzweil 3000, a complex OCR (Optical Character Recognition) process makes sense of the data from the scanner.

Each scan generates an **image** and some data of the page. Once the page is scanned, the OCR software performs a thresholding process.

**Note:** The scanning and recognition process for color documents takes longer than the process for black and white documents.

**Thresholding** determines if each pixel (or dot) falls above or below a certain gray level. Very light values are considered white (background) values. Darker values are considered black pixels, and are possibly part of a recognizable character.

After thresholding, the OCR software **orients** the page so it's right side up. It also **deskews** the page to ensure that the image on screen is straight.

After these steps, the OCR software begins actual character recognition by finding black shapes (groups of pixels) that may be recognizable as characters. Because character shape plays a key role in recognition, when

you scan highly decorative fonts (particularly those in which characters are connected), you can produce poor results.

Further processing helps clarify ambiguous characters (for example, distinguishing the L's and I's in Illinois). The OCR software uses both the word's context and an internal dictionary. When recognition is complete, the software creates the **underlying text**, the characters that Kurzweil 3000 reads while a page image is shown on screen. You can edit the underlying text. See [Zone Editing Image Documents](#) on page 288.

## Basic Scanning Operations

The procedures in this section detail the most frequently used scanning operations.

### For Best Scanning Results

- Use documents that are clean and free from wrinkles.
- Avoid photocopies or documents with text color that is similar to the background.
- Use documents with fairly standard typefaces. Avoid decorative fonts or handwriting.
- Avoid very thin paper. If you need to scan paper that light shines through, place a sheet of construction paper behind it.
- When scanning a hardbound book, remove its jacket cover. The inside of the cover often contains text that is visible during scanning.
- If you are scanning a test or worksheet that may have blanks in it, you may want to de-select the **Find Columns** setting.
- If text is distorted near the edge of the page when scanning a book, you may need to press down on the book to flatten it.

### Basic Scanning

In a typical scanning session, you place a document on the scanner and issue the scan command. The scanning process then proceeds, and the image of the document appears in the Kurzweil 3000 window.

### To scan a document into Kurzweil 3000:

1. Place the document face down on the scanner glass.  
*or*  
If you are scanning multiple single-sided pages using an automatic document feeder, place the stack of pages on the feeder as recommended by your scanner documentation.

**Note:** If you want to scan double-sided documents using an automatic document feeder, see [Scanning Double-Sided Pages](#) on page 210.

2. Click the **Scan** button in the toolbar.



An image of the page appears. As you scan more pages, Kurzweil 3000 adds them to the end of the current file.

Other ways to scan:

- Press **F9** on the keyboard.
- From the **Scan** menu, choose **Start New Scan**.
- Press **CTRL+ALT+S**, even if Kurzweil 3000 is minimized or you are working in another application.

## Scanning Two Pages at the Same Time

The following helps to speed up multiple-page scanning tasks by letting you scan two pages at a time.

### To scan two small pages at the same time:

From the **Scan** menu, select **Two Page Mode**.

Kurzweil 3000 scans two facing pages, displays them briefly as a single image, automatically locates the center of the image and then separates it into two pages.

**Note:** Color scanning and automatic document feeding are not available with **Two Page Mode**.

## Scanning Color Documents

By default, Kurzweil 3000 scans in black and white. If all of your documents are black and white, it's best to leave the software in this mode to speed up scanning. You can set color scanning and all color image file options on the **Scanning Options** pane.

**Note:** The following features are not available with color scanned documents: **Fill in the Blanks**, background color changes, and enhanced B&W.

### To enable color scanning:

From the **Scan** menu, select **Use Color**.

The **Scan** button changes to show rainbow colors.

If you place a color page on the scanner and click the **Scan** button, you'll see a full-color image on your screen when the scanning process completes.

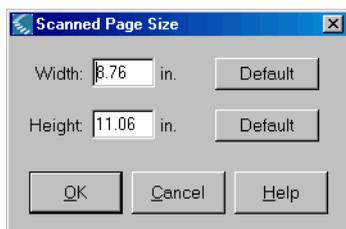
### Specifying the Scan Area

The **Scan Area** feature lets you specify how much of the scanner glass, to scan. For small-sized pages you can scan a smaller area, resulting in faster scanning and smaller image files.

### To set the scan area:

1. From the **Scan** menu, choose **Scanner Setup**, then **Scanned Page Size**.

The **Scanned Page Size** dialog box appears.



2. Use the **Width** and **Height** boxes to specify how much of the scanner window Kurzweil 3000 should scan. Click **Default** to return to the default size for your scanner glass.
3. Click **OK** to accept your settings, or **Cancel** to forget them.

**Note:** These settings apply only to the current Kurzweil 3000 session. They return to the default when you exit and restart the program.

## Using Repeated Scanning

The **Repeated Scanning** feature lets you place pages on the scanner at timed intervals. Scanning takes place automatically, without having to click the **Scan** button. You can set the time interval using the **Repeated Scan Delay**, see [Chapter 18, Advanced Scanning](#).

### To use repeated scanning:

1. From the **Scan** menu, select **Scan Repeatedly**.
2. Place a page on the scanner.

A timer counts down the number of seconds until Kurzweil 3000 scans the page.



3. Continue placing pages on the scanner. Kurzweil 3000 scans each one automatically.
4. Kurzweil 3000 remains in this mode. To end the process, choose **Scan Repeatedly** again or click **End Scanning** on the timer. To cancel just the current scan, click the **Cancel Scan** button in the toolbar.

### ***About the Kurzweil 3000 Automater***

If you have a high-speed scanner and anticipate heavy scanning loads, it is often more efficient to use that scanner's software to scan your material rather than use Kurzweil 3000. The result of the scanning process is a set of TIFF files.

**Kurzweil 3000 Automater** simplifies the process of converting those scanned TIFF files to KES files. The Automater can also be used to convert PDF files.

For detailed information about installing and using the Automater, refer to the *Advanced Scanning* section of the Kurzweil 3000 online Help pages.

## Scanning Double-Sided Pages

Kurzweil 3000 lets you scan double-sided pages. This option is most appropriate for use with scanners that have automatic document feeders.

**Note:** If you are scanning single-sided documents with a scanner equipped with an automatic document feeder, see the general scanning procedure on page [206](#).

### To scan double-sided documents using a non-duplex scanner equipped with an automatic document feeder:

A non-duplex scanner can scan only one side of a page at a time.

1. Load the double-sided pages into the scanner as directed by your scanner documentation.
2. From the **Scan** menu, select **Double Sided**.
3. Click the **Scan** button, or choose **Start New Scan** from the **Scan** menu.

Scanning begins. After the stack of pages has been scanned, Kurzweil 3000 prompts you to flip the stack over.

4. Flip the stack of pages over, and place it back on the feeder with the last page on top, then click **OK**.

When all the pages have been scanned, Kurzweil 3000 collates the pages and adds them to either a new file or a file that you have previously opened.

### To scan double-sided documents using a duplex scanner:

Duplex scanners can scan both sides of a page at one time.

1. Load the double-sided pages into the scanner as directed by your scanner documentation.
2. From the **Scan** menu, select **Double Sided**.

3. Click the **Scan** button, or select **Start New Scan** from the **Scan** menu.  
Scanning begins, and the pages are added to either a new file or a file that you have previously opened.

## Inserting or Rescanning Pages

You can add (insert) or replace (rescan) pages in a scanned document.

### To insert a page into a scanned document:

1. Make sure your cursor is in the place where you'd like to insert the page in the document. The new scan will appear immediately *before* the current page.
2. From the **Scan** menu, choose **Insert Page**.
3. The new page appears in your document. Kurzweil 3000 automatically renumbers the document to include the new page.

### To replace a page in a scanned document:

1. Make sure the page you want to replace is your current page (your cursor should be positioned in it).
2. From the **Scan** menu, choose **Rescan Page**.
3. The new page appears in your document.

**Note:** If you are rescanning a page because you feel it has too many pronunciation errors (determined by having Kurzweil 3000 read the document), you should try using a different OCR engine when you rescan. A different engine may produce fewer errors. See [Selecting an OCR Engine and Language](#) on page 276.

## Troubleshooting Scanning

**Message: There are no installed scanners available.** Make sure the scanner is powered on and connected to the system correctly.

**The image is sideways or upside down on the screen.** Rotate the image using the **Page Orientation** setting.

**The image is too dark or too light.** Adjust the **Brightness** setting.

**There are numerous OCR errors.** Make sure that the document being scanned has clear, easy-to-read text. If the document seems OK, try adjusting the Brightness setting. You can also try to rescan the page using a different OCR engine. See [Inserting or Rescanning Pages](#) on page 211.

**There are crease marks or other unwanted marks on the page.** Use the **Image Fill** feature to cover up these areas. See [Cleaning Up Image Documents](#) on page 322.

**Note:** If you frequently scan documents that have the same page texture, for example matte or shiny, text, color, and graphical characteristics, you might want to try the Kurzweil 3000 **Optimize Scanning** feature. See page [280](#).

# Section II: Advanced

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# 14 Customizing Kurzweil 3000

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This chapter includes the following topics:

- [About Customizing Kurzweil 3000](#) on page 216.
- [Customizing Toolbars](#) on page 218.
- [Applying Sample Toolbar Sets](#) on page 223.
- [Customizing the Right Mouse Button Menu](#) on page 227.

## About Customizing Kurzweil 3000

Kurzweil 3000 provides many ways for you to customize its user interface and features to suit personal preferences or to accommodate a variety of learning abilities.

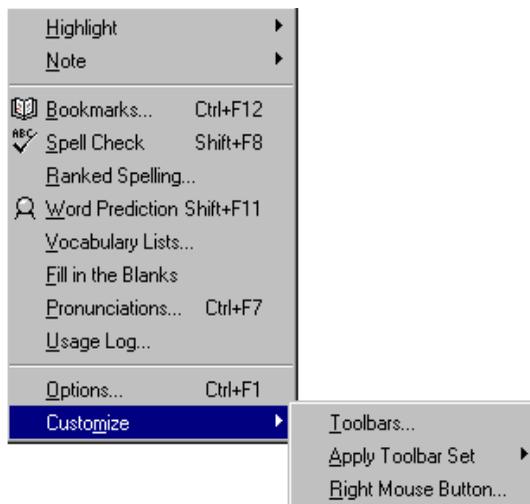
The ability to customize Kurzweil 3000 also enables you to quickly tailor tool sets for students with special requirements, and to select specific tools that you want students to use.

Some examples of customization include:

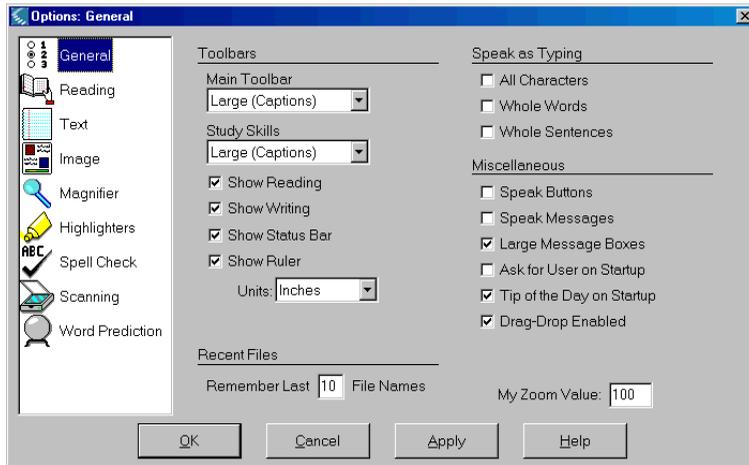
- Showing or hiding toolbars.
- Customizing toolbars.
- Applying certain settings and options.

Depending on the feature, there are two main places where you can start to customize Kurzweil 3000:

- From the **Tools -> Customize** submenu.



- Or from the **Options** panes, which you can access from the **Tools Options** menu.



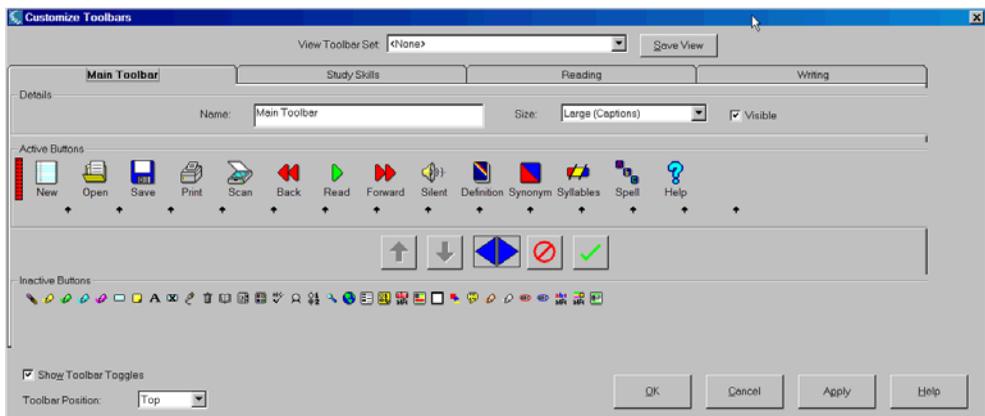
You can see all the **Options** panes and highlights of their settings in [About Kurzweil 3000 Options and Options Panes](#) on page 30. For details on specific settings, refer to the specific chapter or topic. For example, to find **Spell Check** options, go to [Setting Spell Check Options](#) on page 139; for most **Reading** options, go to [Chapter 3, Reading](#). You can also click the **Help** button in each Options pane to display a brief explanation of each of its associated options.

## Customizing Toolbars

Kurzweil 3000 provides a set of four standard toolbars: **Main**, **Study Skills**, **Reading**, and **Writing**, as well as a set of sample toolbar sets. You can apply a sample toolbar set, modify the contents of the standard toolbar set or create a new set of four toolbars by using the **Customize Toolbars** dialog box.

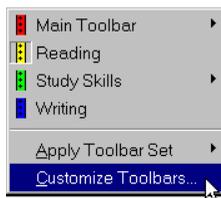
### To open the **Customize Toolbars** dialog box:

From the **Tools** menu, choose **Customize**, and select **Toolbars**.



Another way to access the **Customize Toolbars** dialog box is through the **Toolbar** shortcut menu.

1. Point to an open space in a toolbar and click the right mouse button.



2. From the **Toolbar** shortcut menu, choose **Customize Toolbars**.

## To customize toolbars:

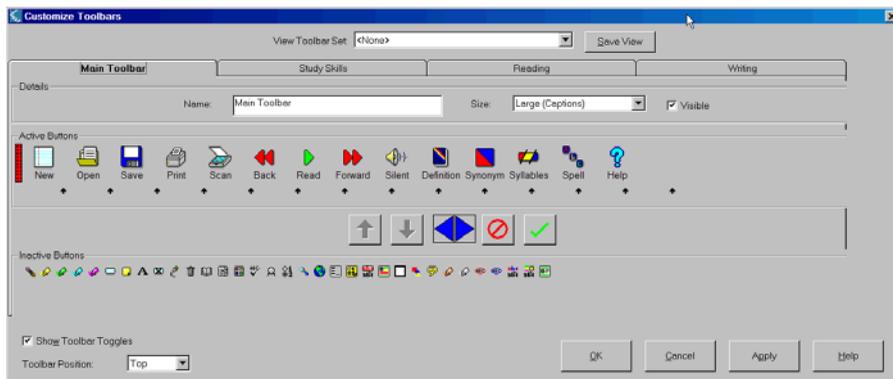
1. From the **Tools** menu, select **Customize**, then **Toolbars**.

*or*

- a. Point to an open space in a toolbar and click the right mouse button.
- b. From the **Toolbar** shortcut menu, choose **Customize Toolbars**.



The **Customize Toolbars** dialog box appears.



2. Click one of the four tabs to select a toolbar.

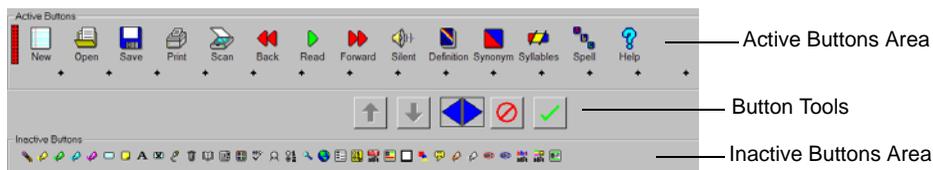


3. Specify the changes you want to make:

**Size:** lets you select **Large** or **Small** display for the **Main** and **Study Skills** toolbars only, as well as whether these toolbars' buttons display captions.

**Visible:** lets you show or hide the toolbar.

**Buttons area:**



The **Active Buttons** area displays the selected toolbar’s buttons and/or menu lists.

The **Inactive Buttons** area displays all of the buttons and/or menu lists available for use with the selected toolbar.

The **Button Tools** enable you to add, remove, and reorder buttons and menu lists.

<i>To</i>	<i>Do this...</i>	
Add a button or menu list.	Select it in the <b>Inactive Buttons</b> area, then click the green up arrow button. The button is added to the end of the <b>Active Buttons</b> area.	
Remove a button or menu list.	Select it in the <b>Active Buttons</b> area, then click the red down arrow button. The newly removed button appears in the <b>Inactive Button</b> area.	
Reorder a button or menu list.	Select it in the <b>Active Buttons</b> area, then click the blue left or right arrow button.	
Restore a toolbar’s default buttons and/or menu lists.	Click the green <b>checkmark</b> button.	
Remove all of a toolbar’s buttons or menu lists.	Click the <b>Remove All</b> button.	

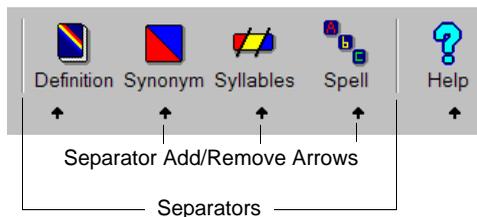
**Group buttons:**

You might want to place separators (light gray bars) between groups of buttons or menu lists with similar functions for example, you might want to group editing buttons together.

To create a group, click one of the small arrows that are displayed between each button in the **Active Buttons** area to place a separator at the beginning of your button group.

Note that Kurzweil 3000 always places the separator to the left of the arrow you click.

Now click the arrow that marks the end of the button group.



To remove a separator, click the arrow below and to its right.

4. To save your changes and continue to modify other toolbars in the **Customize Toolbars** window, click **Apply**.

To save all your changes and close the **Customize Toolbars** window, click **OK**.

**To create a toolbar set:**

A set consists of four toolbars: two button toolbars and two combination toolbars. You can create toolbar sets with new names, or you can overwrite the existing toolbar set name.

1. Open the **Customize Toolbars** window.
2. You can start with the current toolbar, a sample toolbar or another existing one. To display sample and existing toolbars, click the **View Toolbar Set** box and select the desired one from the list.



3. You can now customize each toolbar. See the previous procedure.
4. Specify whether you want the toolbar set Toggles to be visible by selecting or deselecting **Show Toolbar Toggles**.
5. Specify the **Toolbar Position**.

This determines where (**Top** or **Bottom**) Kurzweil 3000 displays the toolbar set in the Kurzweil 3000 window.
6. When you are done, click the **Save View** button.
7. In the **Save Toolbar View** window that appears, type a new name or select one from the list, then click **OK**.
8. Click **Yes** at the “Create?” or “Overwrite?” prompt, and then click **OK** to close the **Customize Toolbar** window.

Kurzweil 3000 adds the new toolbar set to the **Apply Toolbar Set** submenu in the **Customize** submenu of the **Tools** menu.

## Applying Sample Toolbar Sets

The sample toolbar sets are designed for specific learning tasks. You can apply one (display it at the top of the Kurzweil 3000 window) just as it is, or you can open one in the **Customize Toolbar** dialog box and make minor changes to suit your particular needs.

### To apply a toolbar set:

From the **Tools** menu, choose **Customize**, then **Apply Toolbar Set**, and select a name from the list. You can also click the right mouse button on any toolbar, click **Apply Toolbar Set**, and select a name from the list.

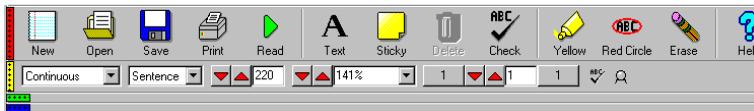
**Note:** The list also includes any toolbar sets that you have created, and any sets created by someone else.

### Classic

This is the Kurzweil 3000 default toolbar set.

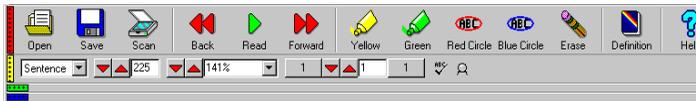


### Basic



The **Basic** toolbar set is for the primary and elementary grades and for beginning users at all grade levels. It is purposely uncomplicated, and designed for teaching students essential skills in scanning, adjusting reading speed, enlarging text, finding definitions and managing documents.

## Content Reading



The Content Reading toolbar set is for students who are reading for information. It includes highlighting pens for marking main ideas and supporting details, an eraser, and the Definition button for creating vocabulary lists.

## Fluency Training



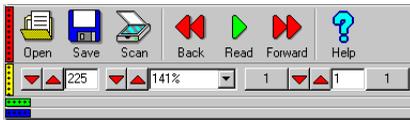
The **Fluency Training** toolbar set is for students who are training themselves to increase their speed and accuracy by reading a passage over and over. It includes Definition and Syllables buttons for use early in the training, and the Audible button for use when students no longer need audible reinforcement.

## Language Learning



The **Language Learning** toolbar set is for students learning English as a Second Language or for anyone learning a foreign language. This toolbar set is an aid to vocabulary building. It includes Reference tool buttons, and a Highlighter for marking challenging words. Students can then extract the highlighted text to create vocabulary lists.

## Pleasure Reading



The **Pleasure Reading** toolbar set includes only the tools necessary to scan, read for fun and save a document for re-reading later on.

## Proofreading



The **Proofreading** toolbar set is designed to help students create and edit their own documents. It includes Word Prediction, Spell Check, Definition and Synonym buttons, as well as basic reading and writing tools.

## Study Skills Training



The **Study Skills** toolbar set includes Definition, Highlighting, and Sticky Notes buttons to help students learn new words, organize information and take notes on their reading.

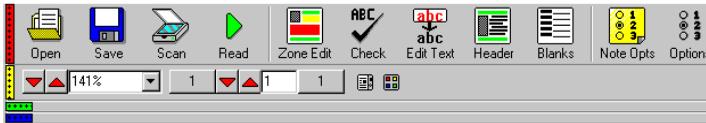
## Test Taking



The **Test Taking** toolbar set provides the tools necessary to complete a scanned test or worksheet. It includes Text Notes for filling in blanks, Sticky Notes for written answers and short essays, a Color Highlighter and Circle tool for Multiple Choice questions, Spell Check for proofreading, and Save

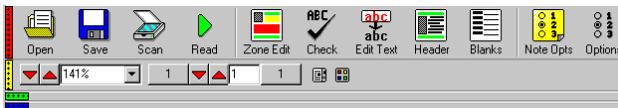
and Print buttons for saving both electronic and printed versions of the completed test.

### Document Preparation



The **Document Preparation** toolbar set provides the tools necessary to prepare new image documents. It includes Zone Edit for designating when special text areas—for example sidebars—are read, Spell Check for proofreading, Edit Underlying Text to correct OCR errors, Fill in the Blanks to automatically add Text Notes to answer lines in tests or worksheets, Note Options to specify Sticky Note and Text Note characteristics (such as initial size, text color, background color, etc.) and Options for quick access to the Options dialog box.

### Vocabulary Building



The Vocabulary Building toolbar set includes Definition and Synonym buttons for looking up the meaning of a word, and the Footnote button for adding definitions to a Vocabulary List. Students can use the Bookmark button to create a personalized, searchable list of definitions, which they can use to check their knowledge as they study for a test.

## Customizing the Right Mouse Button Menu

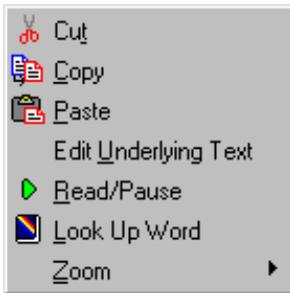
Right mouse button menus (also known as “shortcut” menus) list commands that are specific to a screen region or selection. To see a shortcut menu, hold down the right mouse button.

There are two main right mouse button menus in Kurzweil 3000:

The **Toolbar** right mouse button menu. Kurzweil 3000 displays this menu when you right-click in the toolbar area of the Kurzweil 3000 window.



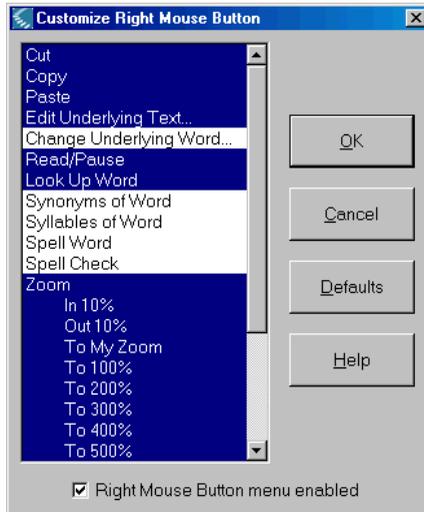
The **Document** right mouse button menu. Kurzweil 3000 displays this menu when you right-click in the document area of the Kurzweil 3000 window.



You can show or hide the items or add other items to the document menu by using the Customize Right Mouse Button dialog box. Do this to make it easier for students to access frequently used functions.

## To customize the Document right mouse button menu:

1. From the **Tools** menu, choose **Customize**, and select **Right Mouse Button** to open the **Customize Right Mouse Button** dialog box.



Use the scrollbar to view other options.

Highlighted items indicate options that are available on various right mouse button menus.

**Tip:** If you customize a right mouse button menu so that there is only one item/action on it, when you click the right mouse button, that action is performed without having the menu popup displayed. For example, say you just add **Look Up Word** to the right mouse button menu. When you are in a document, if you highlight a word and click the right mouse button, the Dictionary will automatically open and display the definition for the highlighted word.

2. Click on the desired highlighted items to remove them from the menu(s). Click on the desired non-highlighted items to add them onto the menu(s).
3. Click **OK** to apply your changes, click **Defaults** to return the menu to its factory defaults, or click **Cancel** to close the dialog box without applying your changes.

**Example:** Suppose you want to make a few more reference tools available. In the **Customize Right Mouse Button** dialog box, select **Synonyms**, **Syllables** and **Spell Check**. The **Document** right mouse button menu now displays the selections.





# 15 Setting Up Word Prediction

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This chapter includes the following topics:

- [\*About Setting Up Word Prediction\*](#) on page 232.
- [\*About Word Prediction Options\*](#) on page 232.
- [\*Working with the Word Prediction Dictionary\*](#) on page 234.
- [\*Editing the Word Prediction Dictionary\*](#) on page 235.
- [\*Importing and Exporting Word Prediction Dictionaries\*](#) on page 237.

## About Setting Up Word Prediction

Word Prediction helps students to complete words or to select the next word from a list of possibilities. It is available in both text and image documents, although in image documents, you use the feature only when creating or editing Footnotes, Text Notes or Sticky Notes.

By default, Word Prediction uses the **Small** Word Prediction dictionary and adds words to it using the **Add new words as they are typed** option.

### About Word Prediction Options

It's possible to add more words to Word Prediction by using the following features or options:

- The **Vocabulary Lists** feature enables you to add, delete and edit special word lists, such as lists of science terms from a unit of study, and homophones. It's also ideal for managing weekly vocabulary lists. For more information about using the **Vocabulary Lists** feature, see [Chapter 9, Working with Vocabulary Lists](#), and [About the Homophones Vocabulary Lists](#) on page 240.
- The **Train** option available from the **Word Prediction Options** pane enables Word Prediction to “learn” words and add them to the Word Prediction dictionary. You can train Word Prediction on all words in an existing text document, have Kurzweil 3000 add words automatically from the Spell Checker as you spell check your documents or train on selected words or passages of text.
- The **Add new words as they are typed** option, available from the **Word Prediction Options** pane, directs Kurzweil 3000 to add words to the Word Prediction dictionary as you type them.

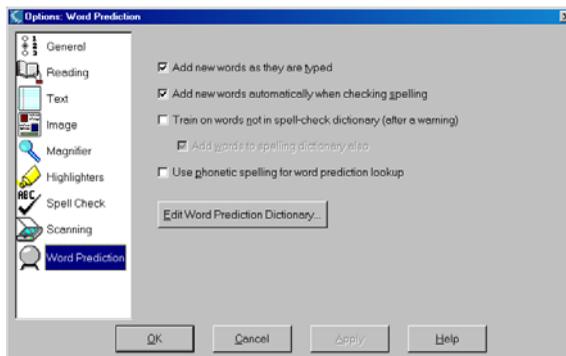
In conjunction with this feature, Word Prediction also learns associated words. For example, if you type “test taking,” the next time you type “test” and press the spacebar, Word Prediction offers “taking” as a suggestion.

- The **Phonetic Spelling** option, available from the **Word Prediction Options** pane, lets you use a basic list of common phonetic spelling errors and their correct spelling, such as “f” and “ph.” You can enable or

disable this option for Word Prediction. Enabling this option is ideal for helping students “un-learn” the intuitive, yet often incorrect, phonetic spelling of words, and to reinforce the correct spelling of the words.

## To set Word Prediction options:

1. From the **Tools** menu, select **Options**.
2. In the **Options** dialog box, click the **Word Prediction** icon on the left to display the **Word Prediction Options** pane.



3. Select one or more of the following check boxes:

**Add new words as they are typed** to add words to the Word Prediction dictionary as you type them. This is checked by default.

**Add new words automatically when spell checking** to automatically add new words to the Word Prediction dictionary as you add them during spell checking. This is checked by default.

**Train on words not in spell-check dictionary (after a warning)** to add words that are not in the Spelling dictionary when using the **Train** function. Also, select the **Add words to Private spelling dictionary also** check box to add words, such as proper nouns, that are spelled correctly but are not in the main Spell Check dictionary.

**Use phonetic spelling for word prediction lookup** to present possible alternative words from the phonetic spelling list.

4. Click **OK** to close the **Options** dialog box.

## Working with the Word Prediction Dictionary

Kurzweil 3000 uses a Word Prediction dictionary to provide word completion and “next word” suggestions. Kurzweil 3000 comes with three base word lists (Small, Medium, Large) that you can use to populate the Word Prediction dictionary. Kurzweil 3000 uses the Small word list by default. You can also edit the dictionary’s word list and import and export dictionaries.

Some reasons you might want to change or edit a Word Prediction Dictionary:

- You want to create a new dictionary based only on the words in a single document or documents.
- There might be inappropriate words in the current dictionary.
- You want to reload the dictionary with one of the default Word Prediction starter dictionaries. (This action removes any words that were added to the current dictionary through training or other Word Prediction “add words” options.)

### To add an entire document to the Word Prediction dictionary:

This option allows you to add 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 dictionary for students or users who have a specific set of words with which they have difficulty, you might want to delete 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 you have any proper nouns, add them to your Spell Check dictionary.

2. From the **Tools** menu, choose **Word Prediction**.

The **Word Prediction** dialog box appears.

3. Do one of the following:

To add all of the words in the document into your Word Prediction dictionary, click **Train**. At the confirmation prompt, click **Yes**.

To add part of a document, select the desired text, then click **Train**. At the confirmation prompt, click **Yes**.

**Note:** When Kurzweil 3000 encounters words that are not found in the Spell Check dictionary, including proper nouns, it does not add them to the Word Prediction list. This prevents misspelled words from being included in the Word Prediction dictionary.

If you have proper nouns, you can also use the **Train on Words** option described in the next section to add them to the Word Prediction dictionary.

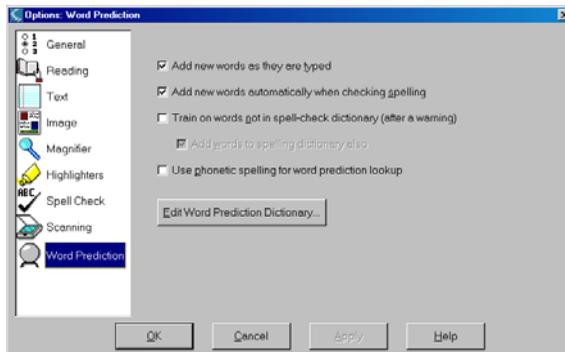
## Editing the Word Prediction Dictionary

Using the **Edit Word Prediction Dictionary** feature, you can delete individual words or all the words in the Word Prediction dictionary. Some of the reasons that you might want to do this are:

- You want to create a new dictionary based only on the words in a single document or documents.
- There might be inappropriate words in the current dictionary.
- You want to reload the dictionary with one of the default Word Prediction starter lists. (This action removes any words that were added to the dictionary through training or other Word Prediction “add words” options.)

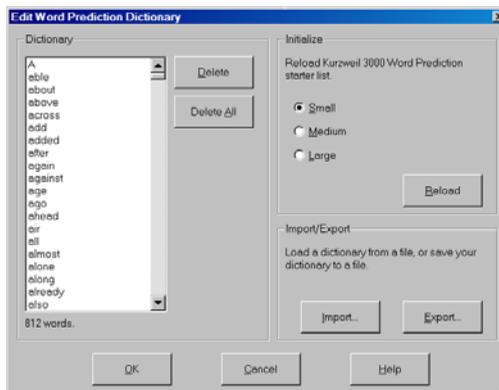
## To edit or reload the Word Prediction dictionary:

1. From the **Tools** menu, choose **Options**.
2. In the **Options** dialog box, click the **Word Prediction** icon on the left to display the **Word Prediction Options** pane.



3. Click **Edit Word Prediction Dictionary**.

The **Edit Word Prediction Dictionary** dialog box appears.



4. Do one of the following:

To delete a single word, click it, and then click **Delete**. To delete more than one word at a time, hold down the **CTRL** key and click each word you want to delete, then click **Delete**.

To delete all of the words in the dictionary, click **Delete All**.

To reload one of the default word lists, click the **Small**, **Medium** or **Large** radio button, and click **Reload**. At the confirmation prompt, click **Yes**.

5. Click **OK** to exit the **Edit Word Prediction Dictionary** dialog box. Click **OK** again to exit the **Options** dialog box.

## Importing and Exporting Word Prediction Dictionaries

Use the **Import** and **Export** features to share and distribute Word Prediction dictionaries.

### To export a Word Prediction dictionary:

1. From the **Tools** menu, choose **Options**.
2. In the **Options** dialog box, click the **Word Prediction** icon on the left.
3. Click **Edit Word Prediction Dictionary**.
4. In the **Edit Word Prediction Dictionary** dialog box, click **Export** to copy your current dictionary to a file so that others may import it.
5. In the **Save As** dialog box, type a name for your dictionary.  
Navigate to the location where you want to save the file.
6. Click **Save**.

### To import a Word Prediction dictionary:

1. From the **Tools** menu, choose **Options**.
2. In the **Options** dialog box, click the **Word Prediction** icon on the left.
3. Click **Edit Word Prediction Dictionary**.
4. In the **Edit Word Prediction Dictionary** dialog box, click **Import** to open another dictionary into Kurzweil 3000.
5. In the **Open** dialog box, navigate to the location of the dictionary you want to open, and select it.
6. Click **Open**.

The new dictionary replaces the current one.



# 16 Setting Up Vocabulary Lists

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This chapter includes the following topics:

- [About Vocabulary Lists](#) on page 240.
- [About the Homophones Vocabulary Lists](#) on page 240.
- [Enabling Vocabulary Lists](#) on page 242.
- [Creating Vocabulary Lists](#) on page 243.
- [Editing Vocabulary Lists](#) on page 249.
- [Deleting Vocabulary Lists](#) on page 251.
- [Importing and Exporting Vocabulary Lists](#) on page 252.

## About Vocabulary Lists

Weekly vocabulary-building lists and vocabulary lists based on subjects or units of study are integral parts of a school curriculum. The **Vocabulary List** feature on the **Tools** menu enables you to integrate vocabulary lists into Kurzweil 3000. With this feature, you can:

- Enable or disable lists.
- Create new lists either by typing the words or by extracting words from a document.
- Edit list entries.
- Add lists to the **Find** and/or **Highlight** menus, allowing you to find or highlight words from a list while working in a document.
- Add lists to Word Prediction with or without highlights. Highlight different types of lists with different color highlights.
- Import and export vocabulary lists.
- Use Kurzweil 3000-provided lists.

## About the Homophones Vocabulary Lists

Kurzweil 3000 includes three Homophones vocabulary lists: **Homophone I**, **Homophone II** and **Homophone III**. These three vocabulary lists contain common homophone errors, such as *to*, *too*, and *two*, and *ate* and *eight*. Kurzweil 3000 uses the **Homophone II** list by default.

The Homophone lists are built according to an elementary, middle, and high school model, where the Homophone I list contains errors that are more frequently found with elementary school students, the Homophone II list contains errors often made by middle school students, and the Homophone III list contains errors often made by high school students. Each list contains the previous lists' errors, with the addition of the corresponding grade-level-specific errors.

You will probably want to create a single list appropriate for your users since identifying homophones such as *to*, *too*, and *two* might not be appropriate for high school students, for example.

To make a single list, open the most appropriate grade-level list and add and remove words as necessary.

After you have edited the list to your satisfaction, rename it to something more specific to your situation, such as Homophones, Tom's Homophones, or 2nd Period Homophones.

## Other Kurzweil 3000-Provided Vocabulary Lists

Besides the Homophones vocabulary lists, Kurzweil 3000 also includes the following additional lists:

- **Confusable I, Confusable II** and **Confusable III**: Similar to the Homophones lists, these three vocabulary lists contain commonly confused words, such as *edition/addition* and *desert/dessert*. Kurzweil 3000 uses the **Confusable II** list by default.
- **Dinosaurs**: This is a sample topic-specific Vocabulary List, that contains dinosaur names.

## Enabling Vocabulary Lists

The following procedures provide details on enabling, creating, editing and deleting vocabulary lists.

### To enable or disable a Vocabulary List:

1. From the **Tools** menu, choose **Vocabulary Lists**.

The **Vocabulary Lists** dialog box opens, with the Homophone II and Confusable II lists enabled (that is, its box is checked).

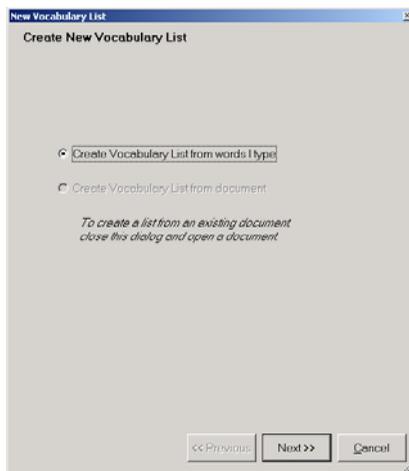


2. Click a check box to select or deselect a list.
3. Click **Apply**, then click **OK** to close the dialog box.

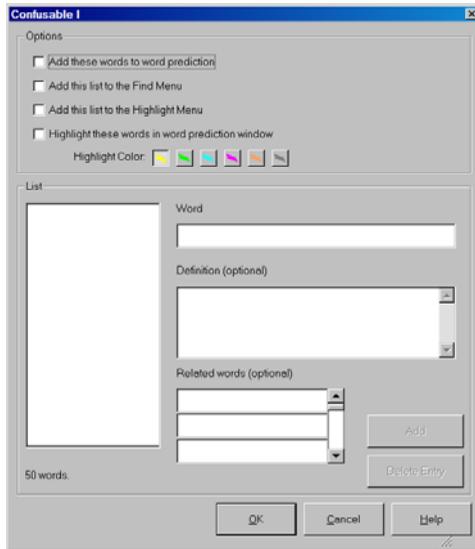
## Creating Vocabulary Lists

To create a new Vocabulary List from scratch:

1. From the **Tools** menu, choose **Vocabulary Lists**.
2. In the **Vocabulary Lists** dialog box, click **New**.
3. In the **Create New Vocabulary List** dialog box, click **Create Vocabulary List from words I type**.

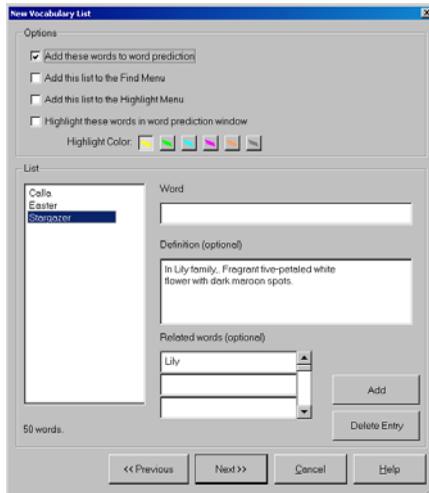


4. Click **Next** to open the **Vocabulary List Options** dialog box.



5. Click in the **Word** text box and type the desired word.
6. If you want to add a definition for the current word, click in the **Definition** text box and type.
7. If you want to add related words to the current entry, click a **Related words** text box and type the desired word. To add another related word, click in the next text box, type the word, and so on.

8. Click **Add**. The word appears in the **List** area.



9. To add more words, repeat steps 5–8.

**Note:** If you want to correct the spelling of a word on the list, scroll to and click the word to display it in the **Word** text box. In the **Word** text box, correct the spelling, and click **Add**. The corrected word is *added* to the list, along with any existing definition and related words. Now click the misspelled word and click **Delete Entry**.

10. When you are done adding words to your list, click **Next** to open the **Save As** dialog box.
11. In the **Save As** dialog box, type a name for the new list.
12. Click **Save**.

The **Vocabulary Lists** dialog box redisplay, with the new list added and enabled.



13. Click **Apply**, then click **OK** to close the dialog box.

### To create a new Vocabulary List by extracting words:

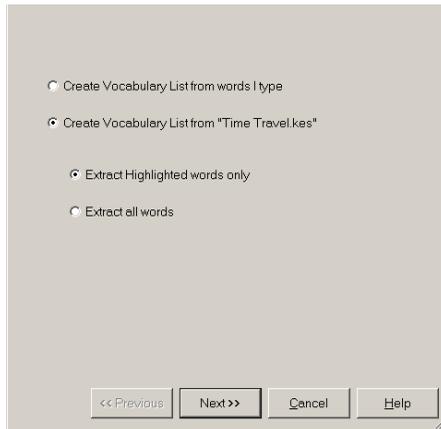
When extracting words from a document for a new Vocabulary List, use the following methods:

**Extract Highlighted words** from the document, is an ideal option for reading through either an image document or text document and highlighting vocabulary words.

**Extract all words** from the document works well if you already have a document with the list of words.

1. Open the document from which you want to extract words for a new list.  
If you intend to extract highlighted words for the Vocabulary List, then first highlight words you want to include in the list. When you're done, **Save** the document.
2. From the **Tools** menu, choose **Vocabulary Lists**.
3. In the **Vocabulary Lists** dialog box, click **New**.

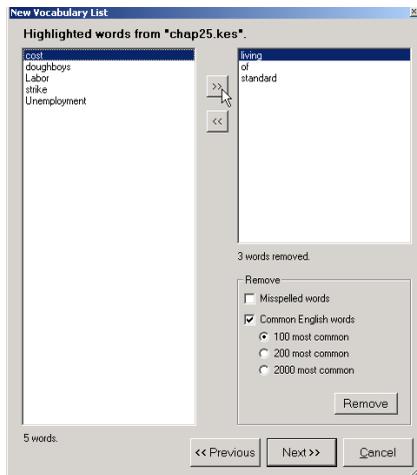
4. In the **Create New Vocabulary List** dialog box, click **Create Vocabulary List from <document name>**.



5. Select the desired option: **Extract highlighted words only** or **Extract all words**.
6. Click **Next**.

The **New Vocabulary List** dialog appears, displaying words a list of words, based on the option selected in step five.

The following version of the **New Vocabulary List** dialog box shows how it appears when you select the **Extract Highlighted Word** option. The dialog box contains the same options if you select the **Extract All Words** option.



**7.** Do any of the following:

To remove a word from the list, select it and click the right arrow.

To place a removed word back into the list, select it and click the left arrow.

To remove misspelled words, or common english words (100, 200 or 2000 most common words), click the associated box(es), then click **Remove**.

**8.** When you are done creating your list, click **Next** to display the **Save As** dialog box.

**9.** In the **Save As** dialog box, type a name for the new list.

**10.** Click **Save**.

The **Vocabulary Lists** dialog box redisplay with the new list added and enabled.

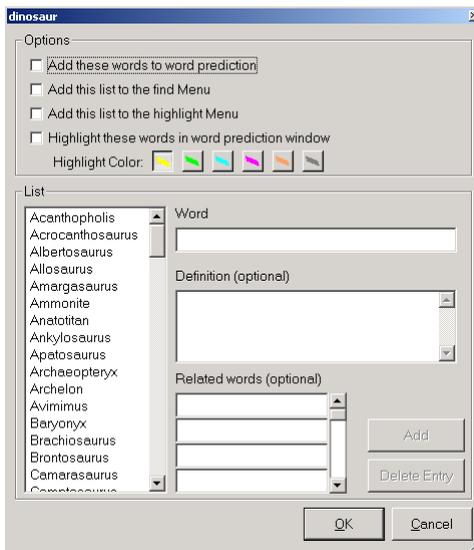
**11.** Click **Apply**, then click **OK** to close the dialog box.

After creating the list you might want to review and edit the list's options. See the next procedure for details on how to do this.

## Editing Vocabulary Lists

To edit a Vocabulary List or to change its options:

1. From the **Tools** menu, choose **Vocabulary Lists**.
2. In the **Vocabulary Lists** dialog box, click the desired list name.
3. Click **Options**.



4. In the **Options** dialog box, select any of the following options:  
Add this list to the **Find** menu to place the list name on the **Find** menu.

**Note:** Because the Homophones and Confusables lists are a type of vocabulary list, using the **Find** function to identify these types of words can be helpful in performing self-editing tasks.

Add this list to the **Highlight** menu to place the list name on the Highlight menu. Later, when you select the list from the **Highlight** menu, Kurzweil 3000 highlights the words and tells you how many it found. Use the highlighted list words in the same way as you would other highlighted words. You can extract them into a study document, for instance. For

more on highlighting and how to extract highlighted words, see [Extracting Notes, Bookmarks or Highlighted Text](#) on page 110.

Add these words to Word Prediction to have the words appear when you use the **Word Prediction** feature.

**Highlight these words in Word Prediction window** causes the words from a list to be highlighted in the **Word Prediction** window. You can apply different highlighting colors to lists, so words from different lists can be distinguished from each other. For instance, you could set weekly language lists to highlight in yellow and history unit lists to highlight in magenta.

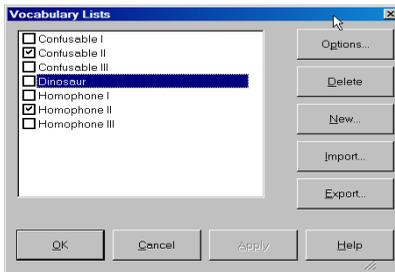
Besides highlighting the words, when you click on a word, Kurzweil 3000 reads it and its definition aloud. Also, when you double-click a word, it causes Kurzweil 3000 to open a dialog, that lets you see the word and its related words, hear the spelling of the word and hear and see the definition.

5. To edit the list entries, select the word from the **List** area, click in the **Word** or **Definition** box to make the desired changes. To delete an entry, select the word, then click **Delete Entry**.
6. When you're done, click **OK** to close the **Options** dialog box; then click **OK** again to close the **Vocabulary Lists** dialog box.

## Deleting Vocabulary Lists

### To delete a Vocabulary List:

1. From the **Tools** menu, choose **Vocabulary Lists**.  
The **Vocabulary Lists** dialog box appears.
2. Click the name of the Vocabulary List that you want to delete.



3. Click **Delete**.  
A confirmation message appears.
4. Click **Yes** to delete the list, or click **No** to cancel the operation.
5. Click **OK** to close the **Vocabulary Lists** dialog box.

## Importing and Exporting Vocabulary Lists

Use the **Import** and **Export** features to share and distribute vocabulary lists.

### To export a Vocabulary List:

1. From the **Tools** menu, choose **Vocabulary Lists**.
2. In the **Vocabulary Lists** dialog box, click on the name of the Vocabulary List that you want to export.

**Note:** The check box associated with the list that you want to export does not have to be enabled.

3. Click **Export**.

The **Save As** dialog box appears with the name of the selected list displayed in the **File Name** text box.

4. Navigate to the location where you want to save the file.
5. Click **Save**.

### To import a Vocabulary List:

1. From the **Tools** menu, choose **Vocabulary Lists**.
2. Click **Import**.
3. In the **Open** dialog box, navigate to the location of the Vocabulary List you want to open and select it.
4. Click **Open**.

The new list now appears in the **Vocabulary Lists** dialog box. It is enabled, by default.

# 17 Setting Up Bubble Notes

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This chapter contains information on Bubble Notes as well as instructions, typically for teachers, on how to implement and create Bubble Notes.

- [About Bubble Notes](#) on page 254.
- [Pre-Planning for Bubble Notes](#) on page 258.
- [Creating a Bubble Note](#) on page 260.
- [Editing an Existing Bubble Note](#) on page 265.
- [Moving Bubble Note Markers](#) on page 266.
- [Deleting a Bubble Note](#) on page 266.
- [Enabling and Disabling Bubble Notes](#) on page 266.

## About Bubble Notes

Bubble Notes typically appear automatically when a reader comes across them in a document. They can be anchored to words in text documents as well as in image documents. They can contain comments, directions for a task or questions in a variety of formats: True or False, Radio Button, Check Box, Match Pairs or Text Answer. You can also determine when and how a Bubble Note is opened and read.

### The Benefits of Bubble Notes

Bubble Notes are ideal when you want to:

- Teach students specific skills.
- Guide students through tasks and keep them on task.
- Provide students with direct instructions on curriculum and class work.
- Accommodate larger educational strategies and goals.

Bubble Notes enable you to help your LD or special needs students to achieve the goals set in their Individual Educational Program and to keep pace with their academic peers.

### The Advantages of Bubble Notes

What distinguishes Bubble Notes from other kinds of Kurzweil 3000 Notes, such as Sticky Notes, Text Notes, Voice Notes and Footnotes? The major differences are that:

- Bubble Notes appear automatically when reading.
- Like Footnotes, they do not take up page real estate.
- They can be interactive, allowing a student to respond to the teacher's prompts and instructions.
- They can contain a wide range of content, making them versatile enough to accommodate a one line note or a Multiple Choice quiz.

- And, if you create question-style Bubble Notes that require student responses, they can provide a quick snapshot of how the student is progressing and what areas they need to focus on.

## How Bubble Notes Work

In general, here's how Bubble Notes work:

- You anchor Bubble Notes to words in text. This enables readers to see and hear them in context as they read.
- You then create and set options for the Bubble Note(s).
- You then save the document.
- Students open and read the document containing the Bubble Note(s). In an image document, they see a small purple box with a question mark wherever there is a Bubble Note. In a text document, the word to which the Bubble Note is anchored is underlined in purple and has a superscript question mark.
- Depending on the options you set, the Bubble Notes open and are read as Kurzweil 3000 reads the document.
- Also depending on the options you set, students can respond to the questions you have created in the Bubble Notes directly in the Bubble Notes themselves.

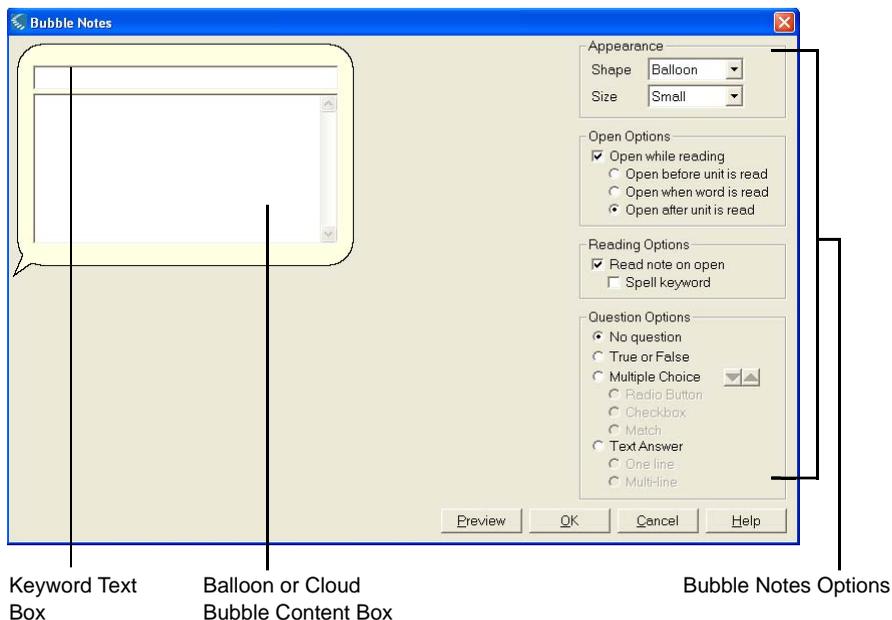
### Notes:

- Bubble Notes work only when the **Reading Mode** is set to **Continuous**, and the **Reading Unit** is set to **Phrase, Line, Sentence** or **Paragraph**.
- Ensure that the **Show Notes** feature is enabled before students use the document containing Bubble Notes. **Show Notes** is on the **Annotations** submenu of the **View** menu.

For more information on how students work with Bubble Notes, see [Chapter 6, Working with Bubble Notes](#).

## The Bubble Note Dialog Box

In creating Bubble Notes, you use the **Bubble Notes** dialog box, which appears when you choose **Add Bubble Note** from the **Note** submenu of the **Tools** menu.



## Bubble Notes Options

The Bubble Notes options enable you to do the following:

- Use one of two appearances for Bubble Notes: a balloon or a cloud. This is a convenient way to distinguish between different types of information.
- Select when and where you want the Bubble Note to open: before or after a unit, or after a word is read.
- Have the Bubble Note open or not open while reading.
- Have the Bubble Note read or not read upon opening.
- Have the Bubble Note spell a specific keyword.

- Use one of many question formats, including True or False, Check boxes, and Match pairs.

The options you select depend on what you are trying to accomplish. See [Pre-Planning for Bubble Notes](#) on page 258.

## The Bubble Note Button

If you plan on frequently creating and editing Bubble Notes, you can place the **Bubble** icon on either the **Main** or **Study Skills** toolbar by using the **Customize Toolbars** dialog box, accessible from the **Tools** menu.



Bubble

When you click the **Bubble** button, the **Bubble Note** dialog box appears, enabling you to create a new or edit an existing Bubble Note.

## Pre-Planning for Bubble Notes

As was the case with Sticky Notes, Text Notes, Voice Notes and Footnotes, you can begin reading the document in which you want to embed Bubble Notes and insert them as you go, but it's better to plan where, how and when you want the student(s) to encounter them, and to first develop the instructions or notes.

Once you have an idea of the strategies you want to present and enforce, and you know the questions and/or tasks you want to give students, you can then decide on the Bubble Notes options that you might use to best achieve your goals.

The following is a table of sample implementation goals and the Bubble Notes options that you might consider using.

<b>Goal(s):</b>	<b>Use this/these option(s):</b>
Include a mix of different types of information: some instructional, some for assessment.	In the <b>Bubble Note</b> dialog box, select <b>Balloon</b> for one type of information, perhaps for instructions or tasks you want students to complete; select <b>Cloud</b> for things you want them to think about.
Provide students with uninterrupted reading for some sessions and with Bubble Notes opening for other sessions.	In the <b>Bubble Note</b> dialog box, deselect or select <b>Open while reading</b> option. Deselecting this option displays the Bubble Note anchors in the document but does not open the Bubble Notes. However, readers can double-click on any note anchor to open and read it.  You can also disable <b>Show Notes</b> from the <b>View Annotations</b> menu. With this option, the Bubble anchors do not display at all.

<b>Goal(s):</b>	<b>Use this/these option(s):</b>
Provide students with pre-reading instructions and/or things to think about.	Set the Bubble Note options to <b>Open while reading</b> and <b>Open before unit is read</b> .
Promote and enforce reading comprehension strategies.	In the <b>Bubble Note</b> dialog box, select <b>Open while reading</b> and <b>Open after unit is read</b> .
Call out words and teach new vocabulary.	In the <b>Bubble Note</b> dialog box, type the word into the <b>Keyword Text Box</b> and select <b>Spell keyword</b> under <b>Reading Options</b> .
Help students who may prefer or require the use of the keyboard when working with Bubble Notes.	Tell students that they can use the <b>TAB</b> and <b>SHIFT TAB</b> keys for navigating and working in Bubble Notes.  Add key accelerators for items in question-style Bubble Notes for a quick and easy way to select an option. See the procedure, <a href="#">To add optional key accelerators for Multiple Choice items:</a> on page 263
Use student responses to assess progress.	In the <b>Bubble Note</b> dialog box, select any of the <b>Question</b> options for your Bubble Notes. Have students respond in the Bubble Notes and <b>Save</b> the document for you to review.

## Creating a Bubble Note

While it's possible to create Bubble Notes on the fly, you can improve the results by pre-planning. See [Pre-Planning for Bubble Notes](#) on page 258 for information that will make it easier to create effective Bubble Notes.

### To create a Bubble Note:

1. In the open document, click near or on a word where you want the Bubble Note to open.
2. From the **Tools** menu, select **Note**, then choose **Add Bubble Note**.

The **Bubble Note** dialog box appears. By default, the selected note appearance is **Balloon Note**.

Meanwhile, a Bubble Note anchor icon appears in the text of the document where you clicked. In an image document, the anchor is a question mark in a purple box.



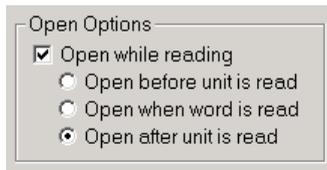
In a text document, the word nearest where you clicked appears in purple and is underlined.



3. Select the desired **Appearance** option: **Balloon** or **Cloud** in either **Small** or **Large**.



#### 4. Select the desired **Open Options**.



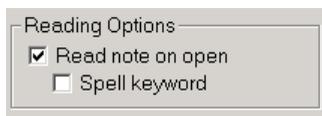
**Open while reading:** Enabled by default, this option opens and reads Bubble Notes as students read the document. Deselect this if you want to provide students with an uninterrupted reading session in which the Bubbles do not open and read.

**Open before unit is read:** Opens Bubble Notes before it reaches the Reading Unit in which you've anchored a Bubble. For example, suppose the Reading Unit is set to **Line**, Kurzweil 3000 would open the Bubble Notes embedded in the line before reading the line.

**Open when word is read:** Opens Bubble Notes after it reads the word near the anchor.

**Open after unit is read:** Opens Bubble Notes after it reaches the Reading Unit in which you've anchored a Bubble Note. For example, suppose the reading unit is set to Paragraph, Kurzweil 3000 would open the embedded Bubble after reading the paragraph.

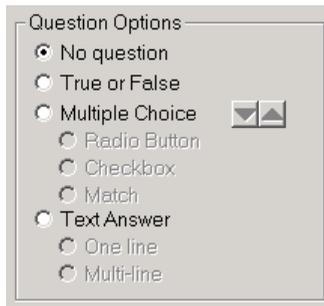
#### 5. Select the desired **Reading Options**.



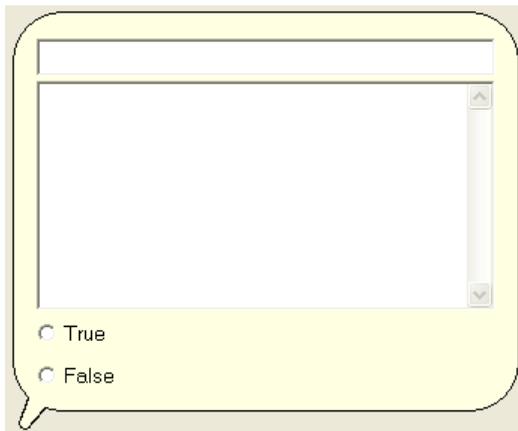
**Read note on open:** By default, Kurzweil 3000 reads Bubble Notes upon opening them. Deselect this if you want the Bubble Notes to open but not read.

**Spell keyword:** Ideal for new vocabulary learning and spelling. Select this option if you want Kurzweil 3000 to read and spell the word you entered in the **Keyword** text box when the Bubble Note opens. Kurzweil 3000 also highlights each letter in the word as it spells.

**6. Select the desired Question Options.**



**Note:** When you select any of the **Questions Options**, the balloon or cloud in the **Bubble Note** dialog box changes. For example, the True or False balloon would display two radio buttons below the content box.



**True or False:** Sets up a True or False question in which students can click the desired radio box.

**Multiple Choice:** Sets up a question with Multiple Choice answers in the following formats.

**Radio Buttons:** Sets up a question where users can select only one correct answer.

**Check Boxes:** Sets up a question where users can select more than one answer.

**Match Style:** Sets up a question where users select an entry in the left column and select its match in the column on the right.

When you select a Multiple Choice option, the two arrow buttons to the right are enabled, allowing you to increase (down arrow) or decrease (up arrow) the number of answers. You can have up to eight Multiple Choice items.

**Text Answer:** Sets up a **One line** or **Multi-line** answer. A multi-line answer can accommodate up to 12 lines of text.

7. Enter the content.

If you are creating a Multiple Choice question, type content in the appropriate text boxes. You can set up key accelerators for Multiple Choice items; see the next subsection for instructions.

You can use editing functions such as copy, cut and paste and the BACKSPACE key.

8. To preview the Bubble Note as the user would see and hear it, click the **Preview** button.

The preview version of the Bubble Note appears, and Kurzweil 3000 begins reading its contents.

9. Click **OK** in the preview version to close it.

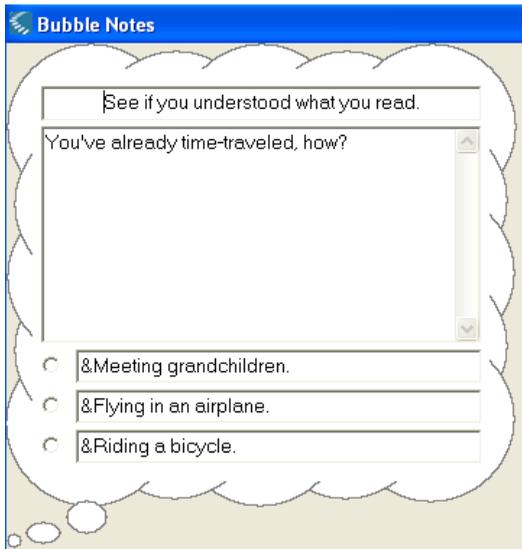
10. Click **OK** in the **Bubble Note** dialog box to exit it.

### To add optional key accelerators for Multiple Choice items:

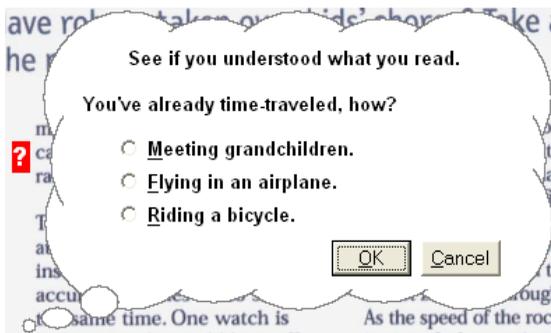
Key accelerators are letter keys you can use for navigating, selecting items or executing commands in menus and dialog boxes. You can set this up in Bubble Notes for students who have special needs or who prefer to use the keyboard.

While creating Multiple Choice items, in the **Bubble Note** dialog box, insert the “&,” ampersand, character before the letter you want for the accelerator

key. In the following example, there is an & before the letter “M” in “Meeting,” the letter “F” in “Flying” and the letter “R” in “Riding.”



Users would see the following Bubble Note and press the **ALT** key plus the character key for the underlined letter in the desired item to select it. For instance, pressing **ALT+F** selects the radio button for “Flying in an airplane.”

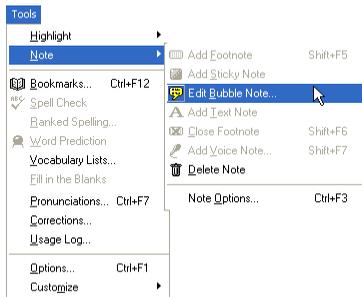


**Note:** Try to make all the accelerator keys unique for a given Bubble Note, and avoid using “&O” and “&C” as they are reserved for the **OK** and **Cancel** buttons that are in the Bubble Note.

## Editing an Existing Bubble Note

Once you have created a Bubble Note, you can always edit it.

1. Click on the desired Bubble Note's anchor. (In an image document the anchor is a purple box containing a question mark. In a text document, it's the purple underlined word.)
2. From the **Tools** menu, select **Note**, then choose **Edit Bubble Note**.



Note that **Edit Bubble Note** replaces the **Add Bubble Note** item on this menu because you have the anchor selected.

3. Make the desired edits or changes to the options.
4. Click **OK** when you're done.

## Moving Bubble Note Markers

You might want to move a Bubble Note marker so that Kurzweil 3000 opens it at a different point in the document.

### To move a Bubble Note marker in an image document:

1. Click and hold on the Bubble Note marker that you want to move.

The marker turns red.

2. Slowly drag the marker to a new place on the page.

As you drag, the flashing cursor moves to the word where the marker would be placed if you released the mouse button. When the cursor is positioned at the word where you want the marker, release the mouse button. Kurzweil 3000 repositions the marker.

**Note:** You cannot drag Bubble Note markers to a different page.

## Deleting a Bubble Note

You can delete a Bubble Note you no longer want or need:

1. Click on the desired Bubble Note marker.
2. From the **Tools** menu, select **Note**, then choose **Delete Note**.

## Enabling and Disabling Bubble Notes

By default, the Bubble Notes editing and creation feature is enabled. To lock or disable this feature, use the **Lock Features** dialog box under **Tools Options**. See [Enabling or Disabling Kurzweil 3000 Features](#) on page 339.

# 18 Advanced Scanning

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This chapter includes the following topics:

- [About Advanced Scanning Features](#) on page 268.
- [Setting Scanning Options](#) on page 268.

## About Advanced Scanning Features

This chapter provides detailed information on the various advanced scanning functions and features available with Kurzweil 3000. We call them advanced because you will probably not need to use them often, if at all. This is not because they are difficult to understand or use. Many of the functions are useful for making good scans better, such as brightness, or for scanning pages that have unique characteristics, such as reversed text colors, or pages with a lot of colors.

## Setting Scanning Options

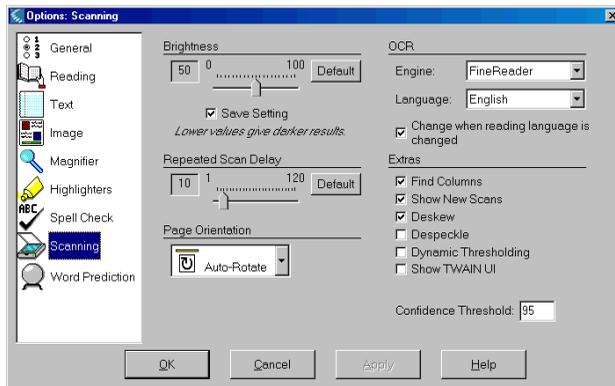
You can control a number of scanning functions directly from the **Scanning** pane in the **Options** dialog box. Settings in the **Scanning Options** pane (as well as those in the other panes) represent the default values that Kurzweil 3000 uses from session to session. Also, you will find that a number of options, such as **Brightness**, **Column Recognition**, **Despeckling**, and **Dynamic Thresholding**, can, in some cases, help you produce better scans.

You can let Kurzweil 3000 optimize many of the scanning options using the **Scanning Optimization** feature. This feature is especially useful if you are scanning many pages that have the same general characteristics in terms of text and graphics. See [Optimizing Scanning Settings](#) on page 280.

### To display the Scanning Options pane:

1. From the **Tools** menu, select **Options**.

2. Click the **Scanning** icon to display the **Scanning Options** pane.



3. Specify the desired setting or settings.
4. Click **Apply** to apply the changes, or click **OK** to apply and close the **Options** dialog box.

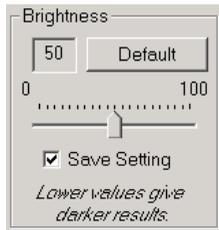
## Adjusting Brightness and Saving the Setting

The scanner brightness setting determines how light or dark scanned images appear. It is useful when you are scanning a document that is either too light or too dark.

## To adjust Brightness:

**Note:** If you have the **Dynamic Thresholding** option selected in the **Scanning** pane, the control you have with the Brightness setting may be limited.

1. Open the **Scanning** pane.
2. Use the **Brightness** slider to set the brightness value.



Use higher values to lighten dark originals and lower values to darken light originals.

3. Click **Apply** or **OK**.

## Saving the Brightness Setting

Finding the right brightness setting for a document sometimes requires some experimentation. When you have found the ideal setting that seems to work with most of your documents, or if you have multiple pages to scan and they all can use the same brightness setting, it's helpful to save that setting.

Kurzweil 3000, by default, saves your brightness setting until the next time you change it, even if you've exited and restarted Kurzweil 3000.

For example, if in a Kurzweil 3000 session you set the brightness to 88 and saved the setting, the next time you run Kurzweil 3000, this setting is still in effect.

You may choose not to save the setting when you have a document that is different from most of the documents you scan. When you choose not to save the brightness setting, the value you apply affects only the current session of Kurzweil 3000. When you restart Kurzweil 3000, the setting returns to the last saved value.

The **Save Setting** option is in the **Scanning Options** pane.

## For Best Results with the Brightness Setting

The brightness setting may be too high if you notice scanning errors in which parts of characters are missing. For example:

**b** misrecognized as **he** **misrecognized as ch**

**h** misrecognized as **liu** **misrecognized as ii**

**g** misrecognized as **oy** **misrecognized as v**

**m** misrecognized as **rn, nn, nii** or a similar combination

**w** misrecognized as **iu, ui, vi** or a similar combination

The brightness setting may be too low if you notice characters that aren't part of a word showing up at the start or end of a page. Other indicators are characters misrecognized in groups. For example:

**no** misrecognized as **main** **misrecognized as m**

**ci** misrecognized as **d**

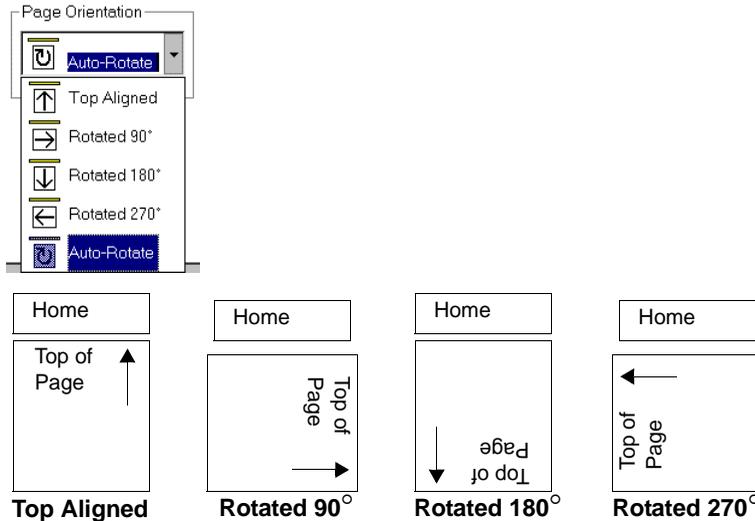
## Setting Page Orientation

**Page orientation** refers to the direction of the text on a page you are scanning. That is, the top of the page can be at the light bar's home position or the page can be rotated 90°, 180° or 270°. You can have Kurzweil 3000 identify page orientation automatically or make recognition faster by identifying the page orientation yourself.

**Note:** Home position may be different for different scanners. Typically, it is the end of the scanner from where the light bar starts moving and where the hinge is. For other scanners, however, the home position, and all other page orientation positions, are reversed.

## To set the page orientation:

1. In the **Scanning** pane, use the **Page Orientation** menu list to select a setting.



2. Click **Apply** or **OK**.

## Setting Column Recognition

By default, Kurzweil 3000 uses the **Find Columns** option to scan pages that have more than one column of text, like newspapers and magazines.

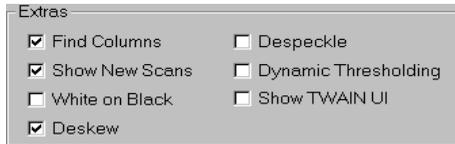
However, when scanning tables or documents with blanks (a test or a worksheet, perhaps), you may want to disable this feature. This will prevent Kurzweil 3000 from separating the table columns or from being confused by blank fields.

## To set Column Recognition:

1. From the **Tools** menu, select **Options**.
2. Click the **Scanning** icon to display the **Scanning Options** pane.

3. In the **Extras** section, check **Find Columns** to recognize multicolumn text.

Uncheck it to enable Kurzweil 3000 to recognize table columns or to prevent it from recognizing unwanted blanks.



4. Click **Apply** or **OK**.

## Recognizing Text on Dotted or Speckled Paper (Despeckle)

**Despeckling** helps Kurzweil 3000 recognize text printed on a background of colored dots, or text printed on speckled paper, like newspaper. This option does not change the appearance of the scanned document, but it can improve recognition accuracy.

### To use the despeckling filter:

In the **Scanning Options** pane, check **Despeckle** in the **Extras** section.

## Scanning White on Black Text

Most of the documents you'll scan have dark-colored text on a lighter background. In some cases, however, special layouts have some or all light text on a dark background. Kurzweil 3000 provides a scanner setting, **White on Black**, that lets the system recognize text in this format.

**Note:** This option is not visible with some OCR engines, including the default FineReader engine.

### To recognize light text on a dark background:

1. Open the **Scanning Options** pane.
2. In the **Extras** section, check **White on Black** to enable it.

If you scan pages with regions of white-on-black text, Kurzweil 3000 will recognize both this text and standard (black on white) text on the page.

When **White on Black** is disabled, Kurzweil 3000 sees regions of white-on-black text as graphics.

When **White on Black** is enabled, it typically does not interfere with standard character recognition. However, this option does slow down the OCR process, and it can occasionally cause recognition problems. It's best to disable this option when it's not needed.

3. Click **Apply** or **OK**.

## Showing/Not Showing New Scans

There might be times when you want to read a document and scan at the same time. However, by default, each time Kurzweil 3000 scans a new page, that page is automatically displayed in the Kurzweil 3000 window, moving the current page out of view.

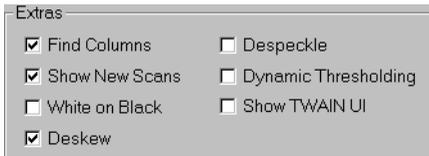
In order to keep the current page in view and add newly scanned pages in the background, you must deselect the **Show New Scans** option.

**Note:** The **Show New Scans** option must be selected in order to turn on **Two Page Mode** in the **Scan** menu. Likewise, **Two Page Mode** must be turned off in order to deselect **Show New Scans**.

### To set Show New Scans:

1. From the **Tools** menu, select **Options**.
2. In the **Options** dialog box, click the **Scanning** icon.
3. In the **Extras** section of the **Scanning Options** pane, check **Show New Scans** to automatically display newly scanned pages.

Uncheck it to add newly scanned pages to the end of the current document but leave the current page displayed.



4. Click **Apply** or **OK**.

## Scanning with Dynamic Thresholding

By default, Kurzweil 3000 scans using static thresholding. That is, it processes an image based on one predetermined thresholding level. Dots on your document are either black or white. This is fine if you are scanning a black and white document.

If you are scanning a multi-colored document, such as a magazine page or a text book with color images, colored text and backgrounds, you may want or need to use the **Dynamic Thresholding** setting.

Dynamic thresholding breaks up each page into regions and automatically sets a thresholding level that suits each region. One page can end up having several different thresholds.

**Note:** Because dynamic thresholding is a complicated process, using this setting can slow down scanning. In addition, using this setting may limit the control you have over the brightness setting.

### To select the Dynamic Thresholding option:

In the **Scanning** pane, select the **Dynamic Thresholding** check box in the **Extras** section.

## Selecting/Deselecting the Deskewing Option

Deskewing is a process that ensures that a scanned page does not appear crooked. Kurzweil 3000 deskews pages by default. In some cases, a page may still appear crooked or *skewed*. If this happens, you can try to deselect deskewing.

### To select or deselect the Deskew option:

1. From the **Tools** menu, select **Options**.
2. Click the **Scanning** icon to display the **Scanning Options** pane.
3. In the **Extras** area, deselect the **Deskewing** check box.
4. Now when you scan a document, Kurzweil 3000 will not attempt to deskew the page.

## Selecting an OCR Engine and Language

Kurzweil 3000 comes with three OCR engines. Each engine provides a different level of recognition accuracy and speed. Each engine also provides a different group of recognition languages.

You can choose an OCR engine that best suits the kinds of documents you are scanning. **FineReader** is the default OCR engine; it is ideally suited for all types of documents, especially hard-to-scan documents such as faxes. However, it is somewhat slower than the other engines. The **ScanSoft Fast** and **ScanSoft Accurate** engines perform as their names suggest.

### To select an OCR engine and an associated scanning language:

1. From the **Tools** menu, select **Options**.
2. Click the **Scanning** icon to display the **Scanning Options** pane.

3. Select the desired engine from the **OCR Engine** list.

OCR

Engine: FineReader

Language: English

Change when reading language is changed

## Selecting an OCR Language

You can select from any of the OCR languages that are installed with the OCR engine you select. For instance, if you select the FineReader engine, the languages would range from Afrikaans to Tahitian. Other engines support different groups of languages.

### To select an OCR language:

1. From the **Tools** menu, select **Options**.
2. Click the **Scanning** icon to display the **Scanning Options** pane.
3. Select a language from the **Language** menu list.

OCR

Engine: FineReader

Language: English

Change when reading language is changed

4. Click **Apply** or **OK**.

**Note:** The **Change when reading language is changed** option directs Kurzweil 3000 to automatically change the OCR language to match a change made to the **Language** option in the **Reading Options** pane, or in the **Language** submenu of the **Read** menu.

## Displaying a Scanner's TWAIN Interface

The TWAIN scanner driver included with some scanners provides an alternate scanning interface from that provided by the Kurzweil 3000 Scanning Options pane. The **Show Twain UI** option lets you display this interface when you scan a document.

You might want to use this option in the following cases:

- Some scanning adjustments provided by TWAIN interface are not available from the Kurzweil 3000 Scanning Options pane.
- A setting provided through the Kurzweil 3000 Scanning Options pane, for example **Brightness**, might not work correctly while it might through the TWAIN interface.

### Notes:

- Selecting the **Show TWAIN UI** option can significantly increase scanning times.
- This option is not available if the **Scan Repeatedly** function is selected in the **Scan** menu or you are scanning with a document feeder.

### To select the Show TWAIN UI option:

1. From the **Tools** menu, select **Options**.
2. Click the **Scanning** icon to display the **Scanning Options** pane.
3. In the **Extras** area, select the **Show TWAIN UI** check box.

Now when you scan a document, Kurzweil 3000 displays the scanner manufacturer's TWAIN interface.

## Setting the Scanning Confidence Level

Kurzweil 3000 uses the **Confidence Level** option's value to visually identify image documents that have been poorly recognized. When a page's recognition quality falls below the value, which is set to 95 by default, Kurzweil 3000 displays the page number in blue when you view the document using the **Thumbnail View** option available from the **Thumbnail** submenu of the **View** menu. You can also see the actual confidence level value of any page by hovering the mouse cursor over its thumbnail.

This option is useful if you are scanning a large number of pages or opening a large multi-page document, as you can view all of the pages of the document as thumbnails and quickly identify which pages fell below the confidence level, and by how much. You can then further examine the marked pages and determine which pages you might need to rescan or rerecognize, using different brightness or despeckling settings for example, or even a different OCR engine.

### To set the confidence level value:

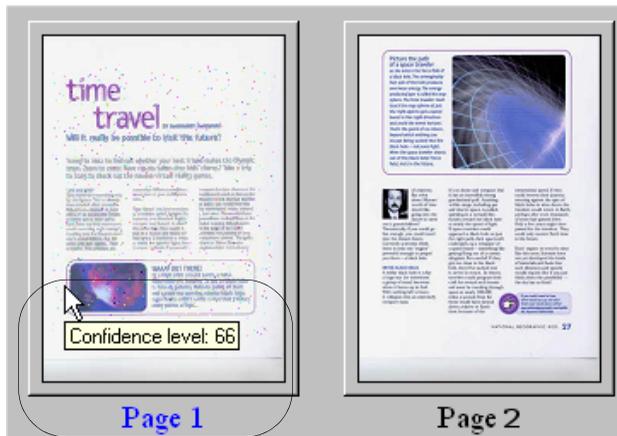
1. From the **Tools** menu, select **Options**.
2. Click the **Scanning** icon to display the **Scanning Options** pane.
3. Type a new value into the **Confidence Level** box.

The value can be between 1 and 100. The lower the value, the more "forgiving" Kurzweil 3000 is of the recognition quality, while higher values cause Kurzweil 3000 to identify more pages as poorly recognized.

### To see pages that fall below the confidence level:

1. Open or scan the document.
2. From the **View** menu, click **Thumbnails**, and choose **Thumbnail View**.

The document appears in **Thumbnail View**.



In the example above, Kurzweil 3000 has identified Page 1 as not reaching the confidence level (in this case, 95) by displaying the page number in blue. Additionally, when you hover the cursor above Page 1, you can see the actual confidence level, which in this case is 66.

## Optimizing Scanning Settings

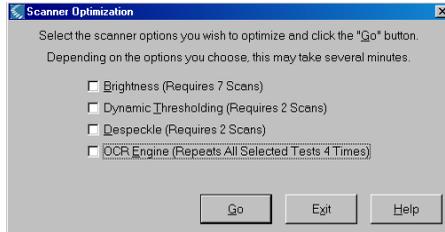
A lot of different settings can improve recognition results. You can experiment with scanning settings such as Brightness and Thresholding or you can opt to have Kurzweil 3000 optimize scanning automatically. This is particularly convenient if you are about to scan and recognize a large number of pages that you have reason to expect will have consistent characteristics.

Kurzweil 3000 can automatically optimize thresholding, brightness, resolution, speckle removal, text quality and the choice of recognition engines based on the information it receives from the document you are scanning to produce the best results possible. It begins with your existing values for each of those settings, and lets you select which of those values it should optimize.

## To optimize scanner settings:

1. From the **Scan** menu, click **Scanner Setup**, and choose **Scanner Optimization**.

The **Scanner Optimization** dialog box appears.



2. Select the settings you wish to optimize.

For each setting that you wish to optimize, Kurzweil 3000 needs to perform from two to seven individual scans.

**Note:** The **OCR Engine** option requires four scans to optimize each OCR engine. Kurzweil 3000 comes with three OCR engines, so this option requires 12 scans.

3. Click **Go**.

A confirmation message appears, displaying the total number of scans that will be needed to optimize the settings you selected.

4. Click **OK** to begin the optimization process.

You can interrupt the process at any time by clicking **CANCEL** or the **ESC** key.

When the process is complete, a confirmation message appears.

**Note:** Since the process involves numerous scans, you might need to increase the **Scan Delay**. You can increase the **Scan Delay** in the **Scanning Options** pane.



# 19 Document Preparation

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This chapter includes the following topics:

- [\*About Document Preparation\*](#) on page 284.
- [\*Editing Image Documents\*](#) on page 286.
- [\*Enabling Editing in Image Documents\*](#) on page 287.
- [\*Zone Editing Image Documents\*](#) on page 288.
- [\*Re-Recognizing Pages\*](#) on page 298.
- [\*Correcting Recognition \(OCR\) Errors\*](#) on page 299.
- [\*Editing Underlying Text\*](#) on page 304.
- [\*Working with Pronunciations Dictionaries\*](#) on page 307
- [\*Working with the Header/Footer Editor\*](#) on page 314.
- [\*Specifying a New First Page Number\*](#) on page 320.
- [\*Specifying Front Matter Page Numbers\*](#) on page 321
- [\*Cleaning Up Image Documents\*](#) on page 322.
- [\*Using Ranked Spelling to Correct Spelling Errors\*](#) on page 325.
- [\*Changing the Language Format of Image Text\*](#) on page 328.

## About Document Preparation

After you have brought a document into Kurzweil 3000 by scanning it, by opening it using the KESI Virtual Printer or by opening an existing image file, you will often need or want to perform some document preparation tasks. Document preparation consists of editing a document for optimum reading by Kurzweil 3000.

Document preparation includes one or more of the following tasks:

- Re-recognizing pages.
- Editing zones.
- Editing headers and footers.
- Specifying a new first page number or front matter.
- Correcting recognition errors.
- Editing underlying text.
- Correcting pronunciation.
- Cleaning up images.
- Correcting spelling errors.

## Preparing Tests and Worksheets

Frequently, the document you are preparing is a test or worksheet. With these types of documents, you will often want to add Notes and other types of guidance to help students complete the assigned task(s). For details on additional preparatory steps for test and worksheets. See [Chapter 20, Test Preparation and Administration](#).

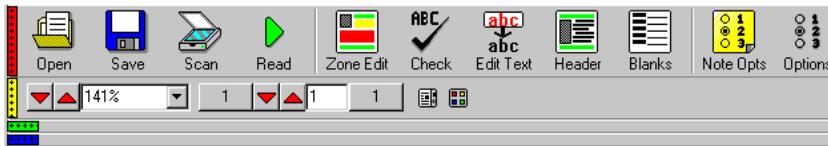
**Note:** If you plan to use annotations such as Sticky Notes, Text Notes, and Footnotes, in any document, you should always re-recognize pages and zone edit documents first, as annotations are discarded by the zone editing process.

## Using the Document Preparation Toolbar

If you are planning on doing a lot of document preparation, it can be helpful to use the **Document Preparation** toolbar. This toolbar contains the most commonly used tools for scanning and for preparing documents for proper reading.

### To display the Document Preparation toolbar set:

From the **Tools** menu, choose **Customize**, then **Apply Toolbar Set**, and select **Document Preparation** from the submenu.



This customized toolbar set provides the tools necessary to prepare new image documents:

- **Zone Edit** to designate when special text areas (for example, sidebars) are read.
- **Spell Check**.
- **Edit (Underlying) Text** to correct OCR errors.
- **Header/Footer Editor** to mark headers and footers so that Kurzweil 3000 doesn't read them.
- **Fill in the Blanks** to automatically add Text Notes to answer lines in tests or worksheets.
- **Note Options** to specify Sticky Note and Text Note characteristics, such as initial size, text color, background color, etc.
- **Options** for quick access to the **Options** dialog box.
- **Reading Toolbar** to display only page navigation and viewing options.

## Editing Image Documents

If you are preparing material for students, once you've brought it into Kurzweil 3000, you should have Kurzweil 3000 read the document aloud to determine the following:

- If there are errors produced during the recognition process.

This could include misspellings and disconnected words. Correcting recognition errors is especially important when preparing the material for reading and studying by poor readers and spellers, and for testing purposes.

If there are errors, one of the first things to try is to select a different OCR engine, and use the **Re-Recognize Page** command and see if the new OCR engine produces fewer errors. The **Re-Recognize Page** command essentially allows you to “rescan” the page without having to use a scanner. See [Re-Recognizing Pages](#) on page 298.

Kurzweil 3000 automatically checks and replaces common recognition errors based on an internal Corrections list. You can view and edit this list as well as correct errors individually by using the following methods:

Edit the underlying text using the **Edit Underlying Text** feature. See [Editing Underlying Text](#) on page 304.

Add new global automatic corrections to the Corrections list. See [Correcting Recognition \(OCR\) Errors](#) on page 299.

- If there are pronunciation errors.

The way Kurzweil 3000 pronounces words is determined by a Pronunciations Dictionary. Each speaking voice has its own Pronunciation Dictionary. You can change the pronunciation of a word using the **Pronunciation Editor**. See [Using the Pronunciation Editor](#) on page 308.

- If the reading order is how you want the material presented to the students.

For example, are there parts of the document, sidebars and captions that you want read after the students have read the main text? Is there an advertisement or some other text that is not relevant and therefore should not be read aloud?

To change the reading order of an image document, Kurzweil 3000 provides you with a Zone Editor. See [Zone Editing Image Documents](#) on page 288.

## Enabling Editing in Image Documents

By default, Kurzweil 3000 is set to enable editing. If you find, however, that you are unable to make changes in image documents, open the **Edit** menu and make sure that **Enable Editing** is selected.

When editing is enabled you can:

- Move existing pages.
- Replace or change underlying words.
- Edit underlying text.
- Scan, rescan, delete, insert or renumber pages.
- Drag and drop text between image and text documents.
- Zone edit documents.
- Use highlighting, annotations, Voice Notes and Bookmarks.
- Save or discard a page view.

## Zone Editing Image Documents

**Zone editing** allows you to specify how Kurzweil 3000 handles blocks of text, or **zones**, in an image document.

If you are a teacher, you can use zone editing to change the order in which portions of text are read or to eliminate some portions. For example, it may be helpful to your students if you designate photo captions, graphs, sidebars and page numbers as Secondary Text, which Kurzweil 3000 reads only when a reader clicks on it.

Using the Zone Editor, you can:

- Change the properties and reading order of zones.
- Adjust the size of a zone to determine how much text it encloses.
- Add new zones.
- Delete specific zones (removes the zone definition and the underlying text, but not the image you see on the screen).
- Delete All Zones.

To perform zone editing functions, first switch to *zone edit view*, then use the **Zone Editor** from the right mouse button menu to perform the tasks you want.

### When to Zone Edit?

It is highly recommended that you zone edit your documents as the first step in document preparation. This provides the most efficient workflow. However, you can perform most document preparation tasks, such as editing underlying text, moving pages and changing word pronunciations, before you zone edit.

You should not add Bookmarks, Footnotes, Color Highlighting or Text Circles, Bubble Notes, or Voice Notes to a document you plan on zone editing, as you cannot open the Zone Editor if any of these annotations are present. You may, however, add Sticky Notes or Text Notes before zone editing.

**Note:** When you zone edit a document whose underlying text has been previously edited, the Zone Editor prompts you to confirm each underlying text change it encounters before it applies any zone edits.

## To switch to zone edit view and access the Zone Edit menu:

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

The document appears in zone edit view, and **Zone Editor Active** appears in the title bar of the Kurzweil 3000 window.

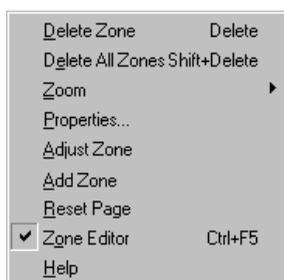
<sup>1</sup>  Zones appear in numbered, outlined blocks of text.

<sup>2</sup> 

<sup>3</sup> 

<sup>4</sup> 

2. Click on a zone to select it.
3. Press the right mouse button to see the **Zone Editor** shortcut menu.



**Note:** The **Zone Editor** shortcut menu's **Help** command displays a list of all the Zone Editor shortcut keys, which can help you zone edit your documents more easily.

4. To exit zone edit view, open the **Scan** menu and click **Zone Editor** again to clear the check box, or press the right mouse button and deselect **Zone Editor**.

5. If you made any changes, a confirmation message appears. Click **Yes**.

**Note:** When you zone edit a document whose underlying text has been previously edited, the Zone Editor prompts you to confirm each underlying text change it encounters before it applies the zones.

## Navigation, Views and Custom Pagination in Zone Editor

While in the Zone Editor, you can:

- Move from page to page in a multi-page image document.
- View the page at different sizes.
- Set the first page number.

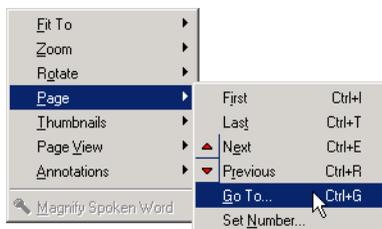
### To move from page to page in Zone Edit mode:

There are three ways you can do this. Be sure you are in **Zone Edit** mode.

- Use the **Page Up/Page Down** keys.
- Click the **Page Number** box and buttons in the toolbar.



- Use the **View->Page** submenu.



## To change views in Zone Edit mode:

There are a few view options when you are zone editing:

- **Zoom** on the Zone Editor right mouse button menu.
- **Zoom** from the **View** menu.
- **Zoom** buttons on the toolbar.
- You can use the **Fit To** feature, which is also accessible from the **View** menu.

**Note:** If you made any changes on a page and go to another page, a confirmation message appears to ensure that you intended the changes.

## Adding Zones

You can add a new zone to a document. You may want to do this, for example, if you have adjusted an existing zone to a smaller size and want to create a new zone for the remaining text. By default, new zones are primary text, and they take the next available reading order.

### To add a zone:

1. Open the **Tools** menu, and choose **Zone Editor**.  
The document appears in zone edit view.
2. With no zone selected, press the right mouse button to see the **Zone Editor** shortcut menu.
3. Choose **Add Zone**.  
The cursor changes to a crosshair.
4. Hold down the left mouse button and drag to define the zone. As you drag, a red rectangle shows the area you've defined.
5. Adjust the new zone, if needed.

When you add a zone and release the mouse button, the rectangle remains on screen. This means that you are in adjustment mode, so you

can easily resize or move the new zone. After adjusting the rectangle, click elsewhere in the image to leave adjustment mode.

## Setting Zone Properties

Each zone has two properties: **Zone Type** and **Reading Order**.

- **Zone Type** determines how Kurzweil 3000 treats the text during reading.

**Primary Text** is text that Kurzweil 3000 reads in the order you have specified.

**Secondary Text** is text that Kurzweil 3000 reads only when you choose to hear it. To hear Secondary Text, you must click at the beginning of the text block, then click the **Read** button or press **F3**. Secondary text is useful for areas like sidebars.

**Graphic** specifies a zone that you never want read aloud. This may be an actual graphic or some other part of a page you don't want Kurzweil 3000 to read.

**Note:** If you don't want Kurzweil 3000 to read parts of a page that repeat from page to page, such as headers and footers, you should use the **Header/Footer Editor**, which lets you mark these areas more quickly. See [Working with the Header/Footer Editor](#) on page 314.

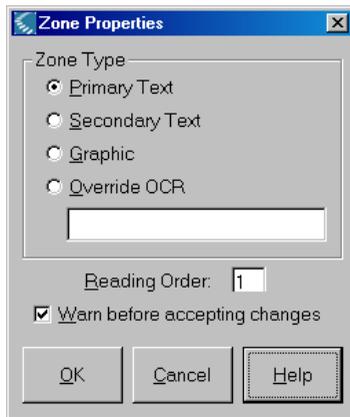
**Override OCR** lets you fix text that Kurzweil 3000 did not recognize during the OCR process. For detailed information see [Using the Override OCR Zone Property on page 293](#).

- **Reading Order** is the order in which Kurzweil 3000 reads the Primary Zones. If you change the reading order for a given zone, Kurzweil 3000 automatically renumbers the zones.

**Note:** By default, when you create a zone, Kurzweil 3000 sets its **Zone Type** to whatever is currently selected in the **Zone Properties** dialog box. The default Zone Type is **Primary Text**. If you select, for example, **Graphic**, Kurzweil 3000 will then create Graphic zones until you select a different Zone Type.

## To specify zone properties:

1. Open the **Tools** menu, and choose **Zone Editor**.  
The document appears in zone edit view.
2. Double-click the zone for which you want to set properties.  
The **Zone Properties** dialog box appears.



The dialog box displays the current zone's **Zone Type** and **Reading Order**.

3. Set the properties for the current zone.
4. Click **OK** to accept your changes, or click **Cancel** to forget them.

## Using the Override OCR Zone Property

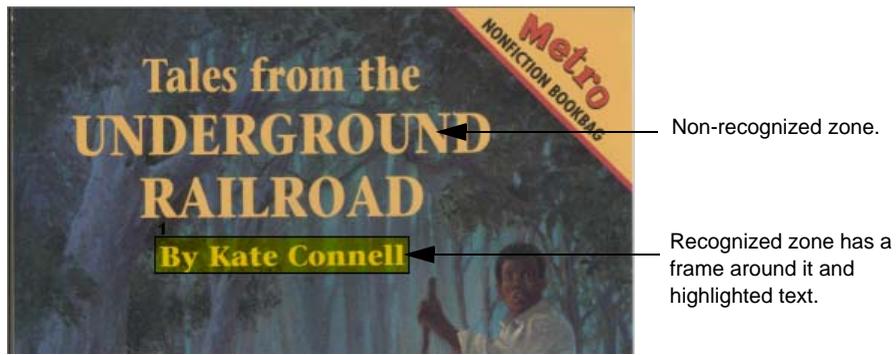
There might be times when the OCR process is unable to recognize certain text. This may occur, for example, in a heading that uses a large or unusual font or text with wide word spacing. It may also happen when a document is composed of many colors or particularly dark backgrounds.

The **Override OCR** feature, available in Kurzweil 3000 Professional, enables you to convert unrecognized text into zones that Kurzweil 3000 can read.

## To override OCR:

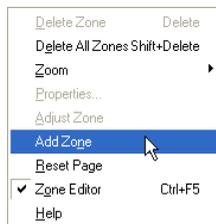
1. Once you've determined that there is text that the OCR process did not successfully recognize, choose **Zone Editor** from the **Scan** menu, or press **CTRL+F5**.

The example below shows a document in **Zone Edit** mode. Notice that the OCR recognized the "By" line and shows it as a zone, but it did not recognize the title.



**Note:** There also may be extra non-essential zones on the page. If this is the case, you should first **Delete** those zones.

2. Choose **Add Zone** from the **Zone Editor** right mouse button menu.



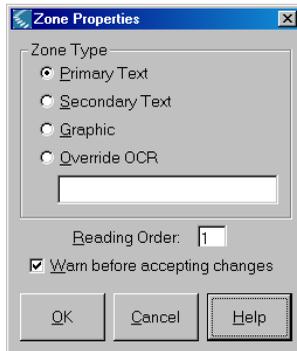
The cursor changes to a crosshair.

3. Select the word you want by dragging the cursor over it.

**Note:** It's possible to select a group of words; however, Kurzweil 3000 will highlight the group, not each word as it reads.

4. Click once outside the new zone. The new zone remains selected.
5. Click back inside the zone.

The **Zone Properties** dialog box appears.



6. Select **Override OCR**, then type the word in the text box.  
So, for example, if Kurzweil 3000 did not recognize the word “Underground” type “Underground” in the text box.
7. Click **OK**.
8. Click outside the zone to deselect it.
9. Repeat steps 2 through 8 until all the desired words are converted to readable zones.
10. Exit Zone Edit by clicking **Zone Editor** from the **Zone Editor** right mouse button menu, or by pressing **CTRL+F5**
11. Click **Yes** to confirm and apply the zone editor changes.

## Adjusting Zones

You can adjust the size of any zone to change the amount of text it encompasses.

### To adjust a zone:

1. From the **Tools** menu, choose **Zone Editor**.

The document appears in zone edit view.

2. Click on a zone to select it.
3. Press the right mouse button to see the **Zone Editor** menu.
4. Choose **Adjust Zone**.
5. Move or resize the zone border.

To resize the zone, move the cursor until it is near the zone border, then hold down the left mouse button and drag the border to its new size.

To move the zone, move the cursor toward the middle of the zone, then hold down the left mouse button and drag it to the new location.

6. When you've adjusted the zone release the left mouse button. Click elsewhere in the image to leave adjustment mode.

## Removing Zones

You have the option of deleting a single zone, or all zones. When you delete a zone, the image remains in the displayed document.

### To remove a zone:

1. From the **Tools** menu, choose **Zone Editor**.  
The document appears in zone edit view.
2. Select the zone you want to cut by clicking on it.  
The zone changes color to show that it is selected.
3. Press the right mouse button to see the **Zone Editor** shortcut menu.
4. Choose **Delete Zone**.  
The zone box disappears.

### To remove all zones:

1. From the **Tools** menu, choose **Zone Editor**.  
The document appears in zone edit view.

2. Click anywhere in the document.
3. Press the right mouse button to see the **Zone Editor** menu.
4. Choose **Delete All Zones**.

All of the zones disappear.

If you remove all zones and then exit from the Zone Editor, all of the deleted zones are regenerated. You must leave one “dummy” zone (a Graphic zone would be a good choice) in order to ensure that the other deleted zones stay deleted.

## Re-Recognizing Pages

Use the **Re-Recognize Page** command to reapply the character recognition phase of the scanning process to an image document, without the need of a scanner. This is most helpful if you have a document that exhibits a large number of pronunciation errors, and you want to try a different OCR engine, with the goal of decreasing the errors.

**Note:** It is always best to re-recognize pages, if necessary, as the first step in document preparation, for the following reasons:

- The process removes any zone editing that you may have done. Also, if the document contains any Notes or color highlights you must remove them before you can re-recognize the page.
- Although the re-recognition process does not discard underlying text editing, Kurzweil 3000 prompts you to confirm each instance of editing that it encounters. If you have a large number of edits, this process can be lengthy.

### To re-recognize a page:

1. If desired, select a different OCR engine. See [Selecting an OCR Engine and Language](#) on page 276.

If you are going to re-recognize a document using a different OCR engine, you must close the document, then select the desired OCR engine, and then re-open the document.

2. From the **Scan** menu, select **Re-Recognize Page**.

Kurzweil 3000 re-recognizes the page using the newly selected OCR engine.

**Note:** The re-recognize option does not allow you to change scanning options such as **Brightness** or any of the options listed in the **Extras** area of the **Scanning Options** pane. See [Setting Scanning Options](#) on page 268.

## Correcting Recognition (OCR) Errors

The Optical Character Recognition (OCR) process, which takes place whenever you either scan a document or open an image-based document, such as a PDF or TIFF file, is both convenient and effective, but it can't provide completely error-proof text recognition. Therefore, Kurzweil 3000 provides the following methods for correcting recognition errors:

- You can correct errors in individual documents using either the **Edit Underlying Text Editor** or the **Change Underlying Word** feature. When you make changes using either of these methods, your changes are not applied to any other documents. See [Editing Underlying Text](#) on page 304.
- You can add corrections to the Corrections list. If you find that you are frequently correcting one or more words in your documents, you can add a correction for this word to the global Corrections list. Kurzweil 3000 uses this list when it recognizes a new document, and automatically applies corrections. See the following section.

### Working with the Corrections List

Since correcting recognized text requires you to edit the underlying text, which can be time-consuming, Kurzweil 3000 provides a default set of corrections for common OCR errors. The software finds and automatically corrects the errors to significantly reduce your editing time.

In some instances, the Corrections list might not contain a correction for a particular word. In such cases, you can view and edit this set, as well as add corrections of your own.

**Note:** Any changes you make to the Corrections list will not apply to the current document or any existing image documents. In order for new corrections to be applied to existing image documents, you must either rescan them or open each one and apply the **Re-Recognize** command from the **Scan** menu. See [Re-Recognizing Pages](#) on page 298.

## To add a new OCR correction using Find and Replace:

1. From the **Edit** menu, choose **Find**, then **Replace Text**.
2. In the **Replace** dialog box, click in the **Find** box, and type the OCR error you want to replace. In the **Replace with** box, type the correction.

If you want the search and replace to be case sensitive, check the **Case Sensitive** box.

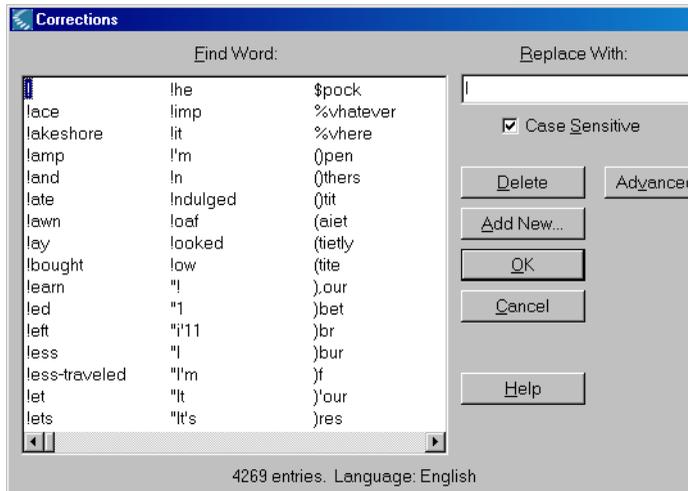
3. Click **Replace Permanently**.

You can now see the new correction in the **OCR Corrections** dialog box, by selecting **Corrections** from the **Scan** menu.

## To view and/or edit the default OCR error set:

1. From the **Scan** menu, choose **Corrections**.

The **Corrections** dialog box appears. The **Find Word** box contains the default text errors that Kurzweil 3000 automatically checks for and corrects.



2. Select the desired error. (Scroll to see errors not in view.)
3. Type the desired new correction in the **Replace With** box, then click **OK**.

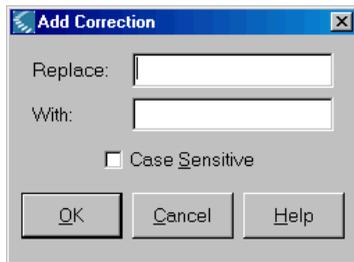
## To add a new word to the Automatic Corrections list:

1. From the **Scan** menu, choose **Corrections**.

The **Corrections** dialog box appears.

2. Click **Add New**.

The **Add Correction** dialog box appears.



3. In the **Replace** text box, type the new word.
4. In the **With** text box, type the word that you want the word in the **Replace** text box to be replaced with during recognition.
5. Enable **Case Sensitive** if you only want the replacement to occur when the case of the word in the document matches the case of the word in the **Replace** text box.
6. Click **OK** to add the new correction to the list.

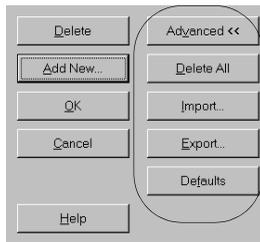
## *Deleting and Restoring the Corrections List*

If over time you have added many corrections to the Corrections list, you might, for some reason, want to restore the default Corrections list.

### To restore a Corrections list:

1. From the **Scan** menu, choose **Corrections**.
2. In the **Corrections** dialog box, click **Advanced**.

The **Advanced** options appear.



3. Optionally, save the current list for future use by exporting it.  
Any corrections that you added to the original list are lost when you restore the default Corrections list.
4. Click **Delete All**.  
Kurzweil 3000 deletes the Corrections list.
5. Click **Defaults**.  
Kurzweil 3000 reloads the default Corrections list.

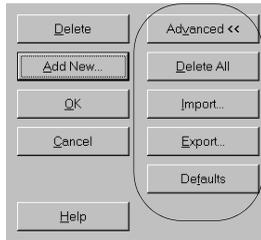
### ***Importing and Exporting Corrections Lists***

The **Import** and **Export Corrections** options allow you to distribute Corrections lists among Kurzweil 3000 users. This comes in handy in situations where there are typically one or two people who perform document preparation tasks, and where, as one of their tasks, they are responsible for adding corrections to a master list. They can periodically export the master list so other Kurzweil 3000 users can import it. This ensures that when newly prepared documents are distributed, each Kurzweil 3000 user will have the most up-to-date Corrections list.

#### **To export a Corrections list:**

1. From the **Scan** menu, choose **Corrections**.
2. In the **Corrections** dialog box, click **Advanced**.

The **Advanced** options appear.



3. Click **Export**.
  4. In the **Save As** dialog box, navigate to the location where you want to save the list.
  5. Type a file name for the list, and click **Save**.
- Kurzweil 3000 saves the list as a text file.

### To import a Corrections list:

1. From the **Scan** menu, choose **Corrections**.
  2. In the **Corrections** dialog box, click **Advanced**.
- The **Advanced** options appear.
3. Click **Import**.
  4. In the **Open** dialog box, navigate to the location where the list you want is located.
  5. Click **Open**.
  6. Click **OK**.

Kurzweil 3000 imports the new Corrections list, adding the words to the currently loaded list and replacing any words that match. If you click **Cancel**, nothing changes.

**Note:** You can edit corrections lists with a text editor, such as Notepad.

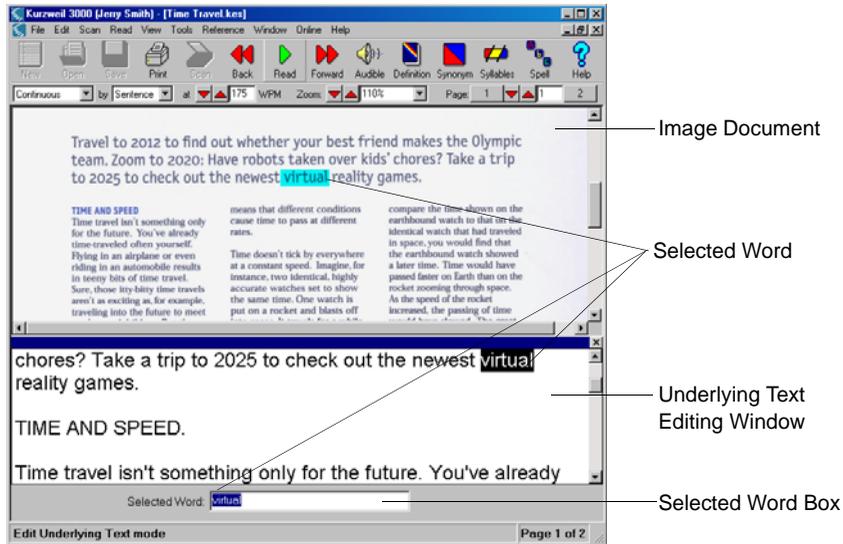
## Editing Underlying Text

Scanned documents, files such as PDF and TIFF files and documents you open using the KESI Virtual Printer, are all image documents. The OCR software recognizes text in these documents and saves it as *underlying text*. In some instances, text can be misrecognized, causing Kurzweil 3000 to read words improperly. When this happens, you can edit the underlying text to correct the mistake.

### To edit the underlying text of an image document:

1. Open an image document that you want to edit.
2. From the **Edit** menu, choose **Correct Recognition**, then **Edit Underlying Text**.

Kurzweil 3000 enters **Edit Underlying Text** mode and the underlying text editing window opens below the current document.



The scrollable editing window displays one page of an image document's underlying text at a time. When you click on a word in the editing window, Kurzweil 3000 highlights the word in both the window and in the document. Likewise, if you click on a word in the document, it becomes

highlighted in both places. Also, the word you click appears in the **Selected Word** box at the bottom of the editing window.

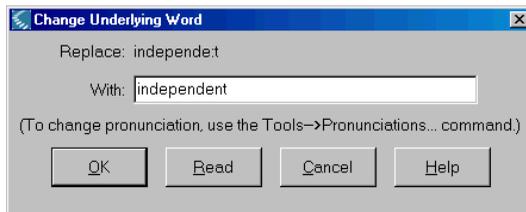
To move to a different page, use the **Page** navigation control in the **Reading** toolbar, or the commands in the **View** menu's **Page** submenu.

You can also move through the document using shortcut keys. See [Accessing Functions and Features from the Keyboard](#) on page 363.

3. Click on a word that you want to edit.  
Click the **Read** button to hear the word read and confirm that this is the word you want to correct.
4. Click in the **Selected Word** box, and edit the word to correct the misrecognition.
5. Click **Read** to confirm your correction.
6. Click **OK** to leave **Edit Underlying Text** mode and apply your corrections.

### To change a single underlying word in an image document:

1. Double-click on the word you want to change.
2. From the **Edit** menu, choose **Correct Recognition**, then **Change Underlying Word**.
3. In the **With** text box of the **Change Underlying Word** dialog box, type the replacement.



4. Click **OK**.

**Note:** If you click on a word that is within an OCR Override zone, the zone's override text appears in the **Change Underlying Word** dialog box. See [Using the Override OCR Zone Property](#) on page 293.

## Using Editing Functions to Correct Underlying Text Errors

If you have a multi-page image document, you can also use the following editing functions to automatically correct recognition errors in it:

- **Find and Replace** words. Access these functions from the **Edit** menu's **Find** submenu.

Find and Replace can also be used to add words to the global corrections list. See page [300](#).

- **Spell Check**. You can find this function under the **Tools** menu, or use the **Spell Check** button on the **Writing** toolbar.

You can use both Find and Replace and Spell Check in both normal document view and **Edit Underlying Text** mode to correct underlying text problems.

These functions work the same as when you use them to edit text documents. For details, see [Chapter 7, Writing and Editing](#).

## Working with Pronunciations Dictionaries

Pronunciation is the way a word sounds when it is spoken. When Kurzweil 3000 reads, you are actually hearing the document's underlying text as it's read by a speech engine. Each speech engine has its own pronunciations dictionary.

Kurzweil 3000 comes with a number of speech engines, each of which has an associated pronunciations dictionary. When you use Kurzweil 3000 to read a document, the speech engine references the pronunciation dictionary to speak words correctly.

While the dictionaries are very comprehensive, there are times when Kurzweil 3000 encounters a word that the speech engine is unable to pronounce correctly. You will typically find that this happens with words such as proper names. For example, in a document about Greek mythology, the names of gods and goddesses might be pronounced incorrectly.

Kurzweil 3000 lets you add words to a speech engine dictionary, as well as change the pronunciation of any word already in the dictionary. After changing the pronunciation for a word, you can test it to hear what it sounds like. You can also view and edit the entire pronunciation dictionary.

The pronunciation editing features also allow you to import and export dictionaries to other Kurzweil 3000 users, ensuring that everyone has a consistent list.

### *Which Speech Engine Am I Using?*

When you select a **Language** and a **Speaker** in the **Reading Options** pane, you're actually selecting a speech engine. Each speech engine includes its own set of speaking voices for a given language. For example, when you select English, the **Speaker** list contains a different set of voices than when you select French. Also, the speaking voices are associated with different speech engines. The VWKate English speaking voice is associated with the Voiceware speech engine, whereas the English speaking voice Reed is associated with the ETI-Eloquence Text-to-Speech speech engine.

You can see which speech engine you're using by looking in the **Sample Text** window in the **Reading Options** pane. The selected speech engine is

also displayed at the bottom of the **New Pronunciation** dialog box and the **Pronunciation** dialog box.

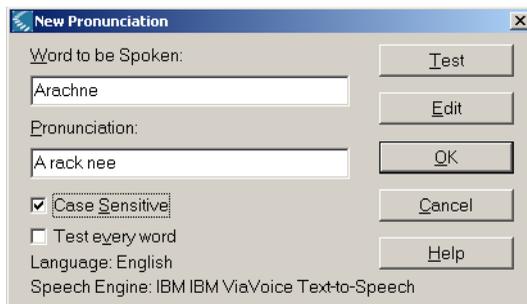
## Using the Pronunciation Editor

Kurzweil 3000 lets you change the pronunciation of any word in a speech engine pronunciation dictionary, allowing you to hear the pronunciation you want whenever you read.

Ensure that you have the desired speech engine selected because the pronunciation changes you make affect the dictionary of the current speech engine.

### To change the pronunciation of a word in a document:

1. From the **Tools** menu, choose **Pronunciations** to open the **New Pronunciation** dialog box (or select the desired word before selecting **Pronunciations**).
2. In the **Word to be Spoken** box, type the word for which you want to change the pronunciation.
3. Click in the **New Pronunciation** box. Type the new pronunciation you want.



4. Click **Test** to hear the new pronunciation. Click **OK** to set the new pronunciation.

Creating the best pronunciation can take multiple tries.

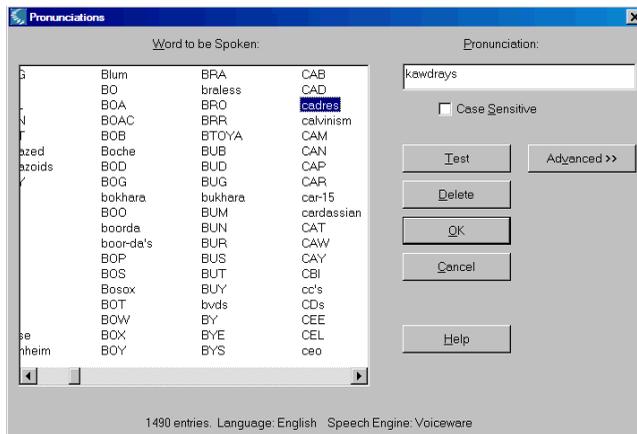
Select the **Test every word** check box to direct Kurzweil 3000 to automatically pronounce a selected word when you open the **Pronunciation** dialog box. This option must be reselected each time you start Kurzweil 3000.

Select **Case Sensitive** to apply the **Pronunciation** only when the word matches the pronunciation's specified case. This is useful for distinguishing, for example, the word "sat" from the acronym "S.A.T."

### To edit pronunciation in a speech engine dictionary:

1. If necessary, select the desired speech engine in the **Reading Options** pane.
2. From the **Tools** menu, choose **Pronunciations**.
3. In the **New Pronunciation** dialog box, click the **Edit** button.

The **Pronunciations Editor** appears.



4. Scroll through the **Word to be Spoken** list and select the desired word.
5. Click in the **Pronunciation** box. Type the new pronunciation, or click **Delete** to delete the word.
6. Click **OK** when you're done.

**Note:** You can lock the ability to edit pronunciations in the **Lock Features Options** pane. See [Enabling or Disabling Kurzweil 3000 Features](#) on page 339.

### **To hear all of the words in a pronunciations dictionary:**

The **Test All** option is a handy way to review all of the pronunciations in a dictionary. Selecting this option directs Kurzweil 3000 to read all the pronunciations in a dictionary, starting from the currently selected word.

1. From the **Tools** menu, choose **Pronunciations**.
2. In the **New Pronunciations** dialog box, click **Edit**.  
The **Pronunciations Editor** box appears.
3. In the **Pronunciations** dialog box, click **Advanced**.  
The **Advanced** options appear.
4. In the **Word to be Spoken** window, click on the word where you want to start reading.
5. Click **Test All**.  
Kurzweil 3000 begins reading the pronunciation dictionary.

### ***Deleting and Restoring Pronunciations Dictionaries***

If over time you have added many pronunciations to a particular dictionary, you might, for some reason, want to restore the default dictionary for this speech engine.

### **To delete the current pronunciations dictionary:**

1. From the **Tools** menu, choose **Pronunciations**.
2. In the **New Pronunciations** dialog box, click **Edit**.  
The **Pronunciations Editor** appears.
3. In the **Pronunciations Editor** dialog box, click **Advanced**.  
The **Advanced** options appear.

Optionally, save the current dictionary for future use by exporting it, as any pronunciations that you added to the original dictionary are discarded when you restore the default dictionary. See *Importing and Exporting Pronunciations Dictionaries* on page 311.

**4. Click **Delete All**.**

Kurzweil 3000 deletes all the of the pronunciations.

**5. Click **Defaults**.**

Kurzweil 3000 reloads the current speech engine's default pronunciation dictionary.

## ***Importing and Exporting Pronunciations Dictionaries***

The **Import** and **Export** pronunciations options allow you to distribute pronunciations dictionaries among Kurzweil 3000 users. This comes in handy in situations where there are typically one or two people who perform document preparation tasks, and where, as one of their tasks they are responsible for adding new pronunciations to a master dictionary. They can periodically export the master list and then have other Kurzweil 3000 users import it. This ensures that when newly prepared documents are distributed, each Kurzweil 3000 user has the most up-to-date pronunciations dictionary.

### **To export a pronunciations dictionary:**

**1. From the **Tools** menu, choose **Pronunciations**.**

**2. In the **New Pronunciations** dialog box, click **Edit**.**

The **Pronunciations Editor** appears.

**3. In the **Pronunciations Editor**, click **Advanced**.**

The **Advanced** options appear.

**4. Click **Export**.**

**5. In the **Save As** dialog box, navigate to the location where you want to save the dictionary.**

**6. Type a file name for the list, and click **Save**.**

Kurzweil 3000 saves the list as a text file.

### **To import a pronunciations dictionary:**

1. From the **Tools** menu, choose **Pronunciations**.
2. In the **New Pronunciations** dialog box, click **Edit**.  
The **Pronunciations Editor** appears.
3. In the **Pronunciations Editor**, click **Advanced**.  
The **Advanced** options appear.
4. Click **Import**.
5. In the **Open** dialog box, navigate to the location where the dictionary you want is located.
6. Click **Open**.
7. Click **OK**.

Kurzweil 3000 imports the new pronunciations dictionary, adding its words to the currently loaded dictionary and replacing any words that match.

### ***Creating Custom Pronunciations Dictionaries***

Document-specific pronunciation dictionaries let book producers provide a set of pronunciation corrections specific to a set of documents. For example, if you have a book on dinosaurs with 20 chapters, each a KES file, you can drop one pronunciation file into the folder containing the chapters and correct the pronunciations of all of the dinosaur names.

When Kurzweil 3000 opens a document, it will now look into the folder that contains the document for a file named **pronunciations.srp**. That file can contain a set of pronunciations that are used in addition to (and logically “before”) any pronunciation corrections that the user has in effect.

Note that this file will be used for any language that the user happens to be using, and for any speech engine. (This is unlike the global pronunciation files, which are language and speech- engine-specific.)

## To create a pronunciations.srp file:

1. From the **Tools** menu, choose **Pronunciations**.
2. In the **New Pronunciations** dialog box, click **Edit**.  
The **Pronunciations** dialog box appears.
3. Set up the exact set of pronunciations desired, then click **OK**.
4. Exit Kurzweil 3000.
5. In your file system, navigate to **Documents and Settings\user name\ApplicationData\KESII\Kurzweil 3000**.
6. Make a copy of the relevant **.srp** file.  
That file is named according to the language and speech engine that were selected in the **Reading Options** pane when you created the pronunciations dictionary in step 3.
7. Rename the copy to **pronunciations.srp**.
8. Place the file in the folder with the **.kes** files to which you want it to apply.  
You should test this file with several speech engines to make sure that it is correct for all of them.

## Working with the Header/Footer Editor

Many documents, from books and textbooks to reports, and even worksheets and tests, have headers and footers that you may not want Kurzweil 3000 to read aloud. Using the **Header/Footer Editor**, it's easy to mark such text in an image document so that Kurzweil 3000 does not read it. This is particularly helpful when you are preparing documents with many pages that have consistent areas that do not need to be read.

### Notes:

- The Header/Footer Editor is only available with Kurzweil 3000 Professional.
- Any change you make in this editor will be saved only if you save the file after exiting the editor.
- It's possible to read headers/footers in a document in which they have been marked to not read. In the **Reading Options** pane, click **Skip Headers/Footers** to deselect it. This enables you to retain the marked headers/footers while temporarily allowing you to read them.
- You can add header/footer markers at any time during the document preparation process. Kurzweil 3000 does not re-recognize the page as it does during zone editing, so things like Sticky Notes and Highlighting will not be lost.

## To enter and exit Header/Footer Edit mode:

1. With an image document open, select **Header/Footer Editor** from the **Scan** menu, or press **CTRL+F8**.



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 Editor** mode.

**(Header/Footer Editor is Active)**

2. When you are done, select **Header/Footer Editor** from either the **Scan** menu or the **Header/Footer Editor** right mouse button menu, or press **CTRL+F8** again to exit **Header/Footer Editor** mode.



## Marking Headers/Footers So They Aren't Read

Use this procedure to mark a header or footer so that Kurzweil 3000 doesn't read it.

### To mark a header/footer for Kurzweil 3000 not to read:

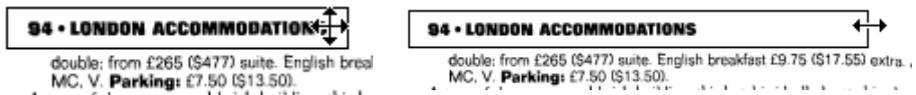
1. In **Header/Footer Edit** mode, ensure that there are no headers/footers selected.
2. Open the **Header/Footer Editor** right mouse button menu, and choose **Mark Header/Footer**.

The cursor changes to a crosshair.

3. Use the left mouse button to draw a frame around the header/footer area you want to block.



When you release the mouse button, the cursor changes to a compass, allowing you to move the frame. If you point to the frame's perimeter, the cursor changes to a double arrow, allowing you to adjust its size.



**Tip:** If you plan on applying a header/footer marker to all of a document's pages, consider adding extra room around the header/footer when drawing the frame. This allows you to accommodate headers/footers on other pages that may be higher/lower or off to the side a bit more than the header/footer you are marking.

4. Click outside the frame. You can mark additional header(s)/footer(s).  
The header/footer marker appears as a green block.

5. If you want, you can, now apply this block to all the pages throughout the document; see the following procedure.
6. When you are done, open the **Header/Footer Editor** right mouse button menu, and choose **Header/Footer Editor** to exit the editor.

## Applying a Header/Footer Marker to All Pages

Use this procedure to apply a header/footer marker to all pages in a document so that Kurzweil 3000 doesn't read them.

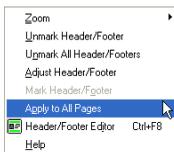
**Tip:** If you plan on applying a header/footer marker to all of a document's pages, consider adding extra room around the header/footer when drawing the frame. This allows you to accommodate headers/footers on other pages that may be higher/lower or off to the side a bit more than the header/footer you are marking.

**Note:** The Header/Footer Editor is available only with Kurzweil 3000 Professional.

### To apply a header/footer marker to all of a document's pages:

**Important Note:** Before applying a header/footer to all pages, ensure that all pages have been scanned.

1. Enter **Header/Footer Edit** mode.
2. Click the desired header/footer to select it.
3. Open the **Header/Footer Editor** right mouse button menu, and choose **Apply to All Pages**.



4. Click outside the header/footer.
5. When you are done, open the **Header/Footer Editor** right mouse button menu, and choose **Header/Footer Editor** to exit the editor.

## Moving or Adjusting the Size of a Header/Footer Marker

You can move or adjust the size of a header/footer marker after you've created it. You might need to do this, for example, when you are applying a header/footer marker to all of the pages in a document. This allows you to accommodate headers/footers on other pages that may be higher/lower or off to the side a bit more than the header/footer you are marking.

### To move or adjust the size of the header/footer marker:

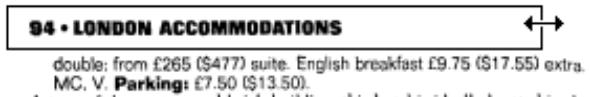
1. In **Header/Footer Edit** mode, click the desired header/footer to select it.
2. Open the **Header/Footer Editor** right mouse button menu, and choose **Adjust Header/Footer**.

The green header/footer marker changes to a frame.

3. Use the compass cursor to move the frame.



You can also point to the perimeter of the frame and use the double-arrow cursor to resize it.



4. Click outside the frame when you are done.  
If a header/footer was previously applied to all pages, a prompt appears, giving you the option to also apply the new change to all pages.

5. Press **OK** to apply the marker to other pages.

The header/footer frame changes to the green header/footer block.

6. When you are done, open the **Header/Footer Editor** right mouse button menu, and choose **Header/Footer Editor** to exit the editor.

## Unmarking Header and Footers

Use this procedure to unmark headers or footers so that Kurzweil 3000 will read them.

### To unmark header(s)/footer(s):

There are a few options for unmarking headers and footers.

- Select a single header/footer and choose **Unmark Header/Footer** from the **Header/Footer Editor** right mouse button menu.  
If a header/footer was previously applied to all pages, a prompt appears giving you the option to also apply the new change to all pages.
- You can also choose **Unmark All Headers/Footers** throughout the document. This option is available on the **Header/Footer Editor** right mouse button menu regardless of whether a header/footer is selected. In the prompt that appears, click **OK**.

## Enabling or Disabling Header/Footer Reading

By default, Kurzweil 3000 reads headers and footers. You can direct Kurzweil 3000 to not read header/footers without actually unmarking a document's header and footer areas as detailed in the previous procedure.

### To enable or disable header/footer reading:

1. From the **Tools** menu, choose **Options**.  
The **Options** dialog box appears.
2. Click the **Reading** icon.
3. Select or deselect the **Skip Reading Headers/Footers** option.

## Specifying a New First Page Number

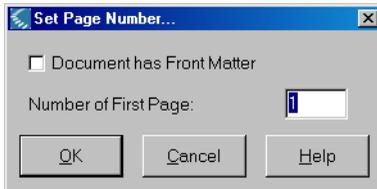
You can designate a number other than one (1) for the first page of an image document. All subsequent pages in the set will then follow the newly set first page number.

This is a useful feature when you want your scanned document's page numbers to correspond to the actual document's pagination.

### To set the first page number:

1. From the **View** menu, choose **Page**, then **Set Number**.

The **Set Number** dialog box appears.



2. Type the number with which you want to begin this set, then click **OK**.  
The page numbers in the status bar and in the toolbar reflect the new page numbering.

## Specifying Front Matter Page Numbers

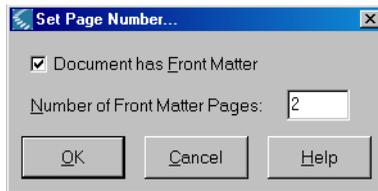
This feature comes in handy when you want to have two distinct page numbering schemes in a scanned document, such as when you are distinguishing preface material from actual chapter pages or when accommodating a Table of Contents.

When you select the **Document has Front Matter** option in the **Set Page Number** dialog box and specify the number of pages in the front matter, Kurzweil 3000 places front matter page numbers within parentheses. For example, if in a nine-page document, you specify that there are three front matter pages, the pages are renumbered as follows: “(1–3) and 1–6.”

**Note:** You can also use the **Set Page Number** feature to set the first page number to any number greater than zero. See [Specifying a New First Page Number](#) on page 320.

### To set front matter pagination:

1. Place the cursor in the desired document.
2. From the **View** menu, choose **Page**, then **Set Number**.
3. In the **Set Page Number** dialog box, click the check box for **Document has Front Matter**.



4. Type the number of front matter pages.
5. Click **OK**.

## Cleaning Up Image Documents

Scanned documents can often contain crease marks, specks or other “dirty” areas. You can use the **Image Fill** feature to remove these types of blemishes. For image documents in general, you can also use this feature to remove potentially distracting images for students with attention issues.

Using **Image Fill**, you specify an area, and then fill the area with a color you select. For crease marks and other blemishes, you will probably want to choose a color that matches the surrounding “page” color. To remove images from a page, you can choose from a list of suggested colors, or use the color picker.

### To clean up images using a suggested color:

1. Open the document you want to clean up.
2. From the **Edit** menu, choose **Image Selector**.  
The cursor changes to a crosshair.
3. Click and drag to create a box around the area you want to clean up.
4. From the **Scan** menu, click **Image Fill** to see a list of possible fill colors.  
Your choices are **Black** and **White** if it is a black and white document (scan or existing image document). If your document is in color, you can choose between a range of colors, or use the color picker (see the following procedure).
5. Click a color. You cannot undo this operation.

Kurzweil 3000 fills the specified area, removing the marks or image from the page.

When you fill an area that contains recognized text, only the image of the text is removed, leaving the underlying text undisturbed. In this situation, Kurzweil 3000 prompts you as to whether you want to re-recognize the page in order to remove the underlying text under the filled area. If you click **No**, Kurzweil 3000 reads and highlights the words, but you will not see them on the page, which could be confusing.

**To clean up images with the color picker (color documents only):**

1. Open the document you want to clean up.
2. From the **Edit** menu, choose **Image Selector**.  
The cursor changes to a crosshair.
3. Click and drag to create a box around the area you want to clean up.
4. From the **Scan** menu, click **Image Fill**, and select **Color Picker**.  
The Color Picker lets you choose a fill color by clicking on any color in the document.
5. In the document, click the color you want to use as the fill color.  
The **Color Picker** dialog box appears, displaying the color you picked.
6. Click **OK** accept the fill color, or **No** to cancel the operation.  
If you accepted the color, Kurzweil 3000 fills the specified area with it. If you cancelled, you can go back to the **Scan** menu, and choose **Image Fill** again to pick another color.

When you fill an area that contains underlying text, the image of the text is removed, but the underlying text remains undisturbed. In this situation, Kurzweil 3000 prompts you as to whether you want to re-recognize the page in order to remove the underlying text under filled area. Click **Yes** to remove the text. If you click **No**, Kurzweil 3000 reads and highlights the words, but you will not see them on the page, which could be confusing.

**Note:** You can add the **Image Fill** command to the right mouse button menu, as well as the number of colors it displays. Keep in mind that if you do not include black and/or white as two of the colors, the menu will not display anything when you are in a black and white document.

## Inserting Images into Your Documents

You can use the **Insert Image** command to insert a BMP, TIFF or JPEG image file into either an image or text document.

If you are inserting the image into an existing document, Kurzweil 3000 inserts the image as a new page in front of the current page.

### To insert an image into an image document:

1. Open an existing image document.

*or*

From the **File** menu, click **New**, and choose **Image File**.

2. If you're inserting the image into an existing image document, go to the page that you want to insert the image in front of.
3. From the **Scan** menu, choose **Insert Image**.
4. Navigate to the image file that you want to insert, select it, and choose **Open**.

Kurzweil 3000 creates a new page, and inserts the file into it.

## Using Ranked Spelling to Correct Spelling Errors

The **Ranked Spelling** feature provides useful statistics such as the percentage of correctly spelled words in a document and the number of words misspelled. It lists misspelled words by the frequency of their occurrence and provides the commands for correcting them in the same dialog box.

Ranked Spelling is an ideal tool for quickly assessing how much of a document, particularly a large book, is correctly spelled, and prioritizing the corrections you want to make. As you correct errors, Kurzweil 3000 continues to update the statistics, enabling you to make further assessments.

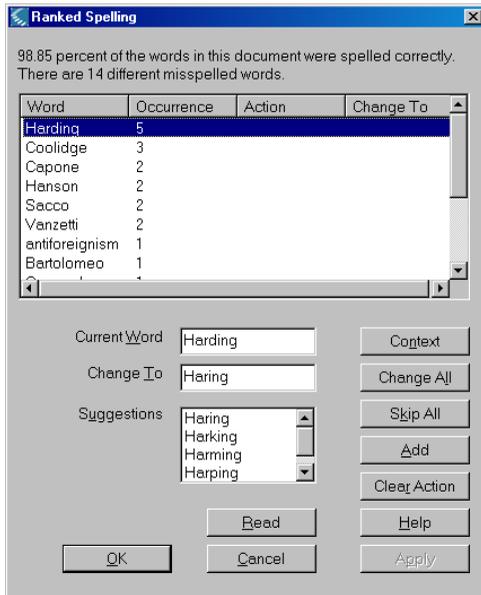
Here's an example of how you might use Ranked Spelling. Let's say you start out with a document that has 95 percent of its words spelled correctly, and you'd like to improve that rate to a respectable 98 percent. By using Ranked Spelling, you find that only three misspelled words have the highest number of occurrences, and therefore are causing the greatest number of errors. By applying the **Change All** command for each of these three misspellings, you can significantly, and quickly, improve the file's accuracy rate, without having to go through the document, correcting one misspelled word at a time.

### To make corrections with Ranked Spelling:

1. Open an image or text document.
2. From the **Tools** menu, choose **Ranked Spelling**.

The **Ranked Spelling** dialog box appears. At the top, the dialog box displays the percentage of the words in the file that are spelled correctly and the number of misspelled words. Each misspelled word is displayed

in the **Word** column, with number of times it appears in the document displayed in the **Occurrence** column.



3. Click on a word in the **Word** column.
4. Decide how you want Kurzweil 3000 to handle the possible error.

In cases where a word appears multiple times in the document, click **Context** to move through the document and highlight each occurrence.

To:

- Correct the error and change all instances of the misspelling in the document, select a word from the **Suggestions** list or type your correction into the **Change To** box, then click **Change All**.
- Ignore the word throughout the document and not save it to the spelling dictionary, click **Skip All**.
- Add the word to your personal spelling dictionary, click **Add**.

When you select an action (**Skip All**, **Change All**, **Add**) it appears in the **Action** column, but it has not been applied yet. If you want to change or cancel an action, select the word and click **Clear Action**.

5. Click **Apply** or **OK** to direct Kurzweil 3000 to perform the selected action for each word.

## Changing the Language Format of Image Text

If the document you are preparing contains text in two or more languages, you can change the language format of selected text by marking it as being in a particular language. When marked, Kurzweil 3000 automatically reads the text using the appropriate reading language.

To mark text as a particular language you must have a speech engine for that language. Out of the box, Kurzweil 3000 lets you mark text as English, French, Spanish, German or Italian. If you add a third-party speech engine for a different language, Kurzweil 3000 will recognize it and allow you to mark text with the new language.

### ***The Language List***

In order to actually mark text, the **Language** list must be available on a toolbar. By default, the **Language** list is included with the **Writing** toolbar set. It is also included with the **Language Learning** toolbar set. See [Applying Sample Toolbar Sets](#) on page 223.

Alternatively, you might want to customize the **Reading** toolbar set by adding the **Language** list to it. See [Customizing Toolbars](#) on page 218.

You can also change the language format of text in text documents. See [Changing the Language Format of Text](#) on page 146.

### **To change the language format of image text:**

1. In an image document, select text that you want to mark.
2. In the toolbar, choose the desired language from the **Language** list.  
Kurzweil 3000 marks the text with the selected language.
3. If you click in the portions of the document that have different language formats, the **Language** list updates, showing the format of the current text.

# 20 Test Preparation and Administration

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This chapter includes the following topics:

- [\*About Test and Worksheet Preparation\*](#) on page 330.
- [\*Preparing Tests and Worksheets\*](#) on page 331.
- [\*Preparing Secure Tests\*](#) on page 335.
- [\*Customizing Kurzweil 3000 for Test Taking\*](#) on page 337.
- [\*Inserting Images into Your Documents\*](#) on page 324
- [\*Enabling or Disabling Kurzweil 3000 Features\*](#) on page 339.
- [\*Administering a Test\*](#) on page 342.

## About Test and Worksheet Preparation

Frequently, the document you are preparing is a test or worksheet. As a teacher you will find that Kurzweil 3000 makes it easy to:

Prepare and administer tests and worksheets.

- Have all students take the same test, without the assistance of human reading aides.
- Specify points at which the system automatically pauses in reading, cuing the student to provide an answer.
- Customize the reading order of material using zone editing.

Accommodate a wide range of student abilities in testing situations.

- Customize Kurzweil 3000 tools for individual students.
- Control access to reference aids such as the dictionary and Spell Checker.
- Provide reminders and/or memory joggers through electronic notes.

Provide performance feedback.

Choose from a number of ways to evaluate tests and provide feedback. For example, you can print out the completed test or worksheet, correct it, and hand it back or use Notes within the Kurzweil 3000 version of a test.

## Preparing Tests and Worksheets

Kurzweil 3000 provides a number of features to help you prepare different types of test documents and worksheets.

Kurzweil 3000 can handle many types of tests and worksheets, including:

- Multiple Choice
- Fill in the Blanks
- True or False
- Essay

After you have brought the test or worksheet into Kurzweil 3000 and prepared it for optimum reading using the document preparation tasks detailed in [Chapter 19, Document Preparation](#), you will often want to do the following:

- Add Sticky Notes, Voice Notes or Bubble Notes that provide instructions or other guidance to test takers.
- Use the **Fill in the Blanks** feature to add empty Text Notes or Voice Notes to hold answers.
- Insert images on which test questions are based.
- Add security features. Kurzweil 3000 provides a number of features that let you create secure test documents, which may be a requirement for standardized tests. See [Preparing Secure Tests](#) on page 335.

**Note:** If you plan to use annotations such as Sticky Notes, Text Notes, and Footnotes in a document, you should always complete any re-recognition of pages or zone editing first, as annotations are discarded by these processes. See [Re-Recognizing Pages](#) on page 298 and [Zone Editing Image Documents](#) on page 288 for more information on these procedures.

## Test Preparation Tools

Depending on the format, you might use one or more of the following Kurzweil 3000 tools to prepare your test or worksheet.

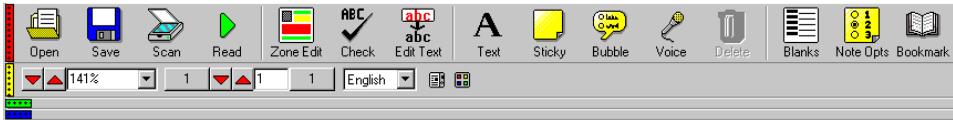
Use:

- **Zone Editing** to optimize the reading order or to not have Kurzweil 3000 read unwanted text. See [Zone Editing Image Documents](#) on page 288.
- **Pause at Bookmarks** to direct Kurzweil 3000 to stop at places in a test where you have added a Bookmark. This can be useful if you want to add an instruction or some other information but you don't want it to be visible unless a student opens the Bookmark. See the procedure [To pause at Bookmarks during reading](#): on page 107 to select **Pause at Bookmarks**.
- **Pause at Empty Notes** in conjunction with the **Fill in the Blanks** feature to direct Kurzweil 3000 to pause reading when it comes to an empty Text Note or Voice Note. This ensures that Kurzweil 3000 stops reading at each place a student needs to type or record an answer. See [Preparing Fill in the Blanks and True or False Tests](#) on page 333, and the [Reading Options Pane](#) on page 31 to select the **Pause at Empty Notes** option.
- **Sticky Notes, Text Notes** and **Bubble Notes** to insert instructions or questions. See [Working with Notes](#) on page 97, and [Chapter 17, Setting Up Bubble Notes](#).
- **Highlighting** or **Circles** to highlight vocabulary words or other areas of special interest. See [Working with Color Highlighters and Text Circle Tools](#) on page 81.
- **Find Columns** (deselect) to help Kurzweil 3000 to properly recognize text when there are no columns. See [Setting Column Recognition](#) on page 272.

After preparing the test, check the text and annotations for clarity and ease of use by using the **Read** function.

## The Test Preparation Toolbar Set

To make preparing tests and worksheets easier, Kurzweil 3000 includes the **Test Preparation** toolbar set, which provides quick access to most of the tools listed above, as well as the **Reading** toolbar.



See [Applying Sample Toolbar Sets](#) on page 223 for information on displaying the **Test Preparation** toolbar set.

## Preparing Multiple Choice Tests

Create the test in any word processor, and bring it into Kurzweil 3000, either by scanning it or by using the KESI Virtual Printer to open it.

Students can use the Highlighters or Circle tools to identify the correct answer. If the test is an image document, you can insert empty Text Notes next to each question. Students can then enter the answer in the Text Notes.

## Preparing Fill in the Blanks and True or False Tests

Fill in the Blanks and True or False tests typically present a question along with a blank line where students can write an answer. For example:

The longest river in the world is the \_\_\_\_\_ River.

You can use the Kurzweil 3000 **Fill in the Blanks** feature to automatically place a Text Note at the beginning of the blank(s) of each question in the test or worksheet.

The **Fill in the Blanks** feature places Text Notes by default, but you can also choose to have it place empty Voice Notes instead. In this case, a student would click on the Voice Note marker and use the system microphone to record his or her answer.

To insert Voice Notes instead of Text Notes, open the **Tools** menu, and choose **Options**. In the **Options** dialog box, click the **Image** button. In the

**Image Options** pane, choose **Voice Notes** from the **Fill in the Blanks** menu. For more information about Voice Notes, see page 91.

Create the test in any word processor, and bring it into Kurzweil 3000 either by scanning it, opening it into Kurzweil 3000 or using the KESI Virtual Printer. Then, from the **Tools** menu, choose **Fill in the Blanks**.

Kurzweil 3000 searches the current page and automatically inserts either a Text Note or a Voice Note at every blank. Students simply click on (or tab to) the Text Note or click on the Voice Note, and type or record the answer. For Text Notes, if the answer is elsewhere in the test material, students can also drag and drop it into the Text Note.

You can also use this feature for True or False tests, worksheets and forms.

**Note:** This feature works with black and white documents, but not with color documents, and on only one page at a time; you must apply the **Fill in the Blanks** command to each page of a test.

If there are unwanted Text Notes or Voice Notes created, click inside one and select **Delete Note** from the right mouse button menu, or open the **Tools** menu, click **Note**, and select **Delete Note**. You can also remove multiple Notes at one time. See the procedure [To remove multiple Notes from an image document](#): on page 102.

**Tip:** Though **Auto Width** is often the best, you can set a specific size for the Text Notes created with **Fill in the Blanks** by using the **Initial Width** setting in the **Note Options** dialog box. You may want to do this if all the blanks are the same size. See [Changing Sticky Note and Text Note Settings](#) on page 103.

## Preparing Prose or Essay Response Tests

For best results, avoid including lines for essay responses on the test. If your test has lines for other students, consider editing them out for students who will be using Kurzweil 3000. Have the students use Text Notes to compose their responses. They can use standard word processing/editing functions in Text Notes.

You could put an empty Text Note in the test as a starting place for the students, eliminating the need for them to create one themselves.

## Preparing Secure Tests

Kurzweil 3000 provides a number of features that let you create both secure tests and secure testing environments. The kind of control these features provide is especially important when you are administering standardized tests, as they ensure that test takers cannot use Kurzweil 3000 functions (Spell Check, Dictionary lookup, etc.) that might compromise test results.

Use the following Kurzweil 3000 features to create secure test documents:

**Custom Toolbars:** Use the **Customize Toolbars** dialog box to create a toolbar set that provides only the necessary functions, such as **Read** (and the **Reading** toolbar), Highlighters/Circle tools for completing the test. See [Customizing Toolbars](#) on page 218.

**Document Properties:** Use the **Document Properties** dialog box options to secure a document as follows:

- Select the **Prevent Printing** and **Prevent Copying** options to prevent these operations from within Kurzweil 3000.
- Set **encryption** on the document so that unauthorized copies cannot be easily accessed.
- Select the **Save Toolbars with Document** option to ensure that each copy of the test document includes only authorized toolbars.
- Select **Save Feature Locks in Document** to save the current settings in the **Lock Features** dialog box with the document. This ensures that whenever this document is opened with Kurzweil 3000, only authorized features are available.

**Note:** These “document-level” feature locks override both machine-level feature locks and feature locks that are broadcast by the Kurzweil 3000 Network Engine. See [Lock Features](#) on page 336.

See [Setting Document Properties](#) on page 344, for detailed information.

Use the following Kurzweil 3000 features to create secure test-taking environments:

**Lock Features:** Use the **Lock Features** dialog box to disable Kurzweil 3000 features on each PC on which students will take the test. These locks are considered to be “machine-level” feature locks in that they affect all Kurzweil 3000 user accounts on a given PC, regardless of the account they were set from.

Some of the features you should consider locking/disabling are:

- Features that might give students an unfair advantage, such as **Spell Check**, **Dictionary Lookup** and **Word Prediction**.
- Features such as **Customization**, **Zone Editing** and **Edit Underlying Text** that prevent students from changing custom toolbars and the content of the test document.

For more information about locking features during testing, see [Enabling or Disabling Kurzweil 3000 Features](#) on page 339.

**Note for Kurzweil 3000 Network edition:** If you are on a Kurzweil 3000 Network, you can use the **Broadcast Feature Locks** function to disable features for all Clients that connect to the Kurzweil 3000 Network Engine. Remember that the locks do not affect currently logged in users. See the *Kurzweil 3000 for Windows Network Installation and Administration Guide* for more information on broadcasting feature locks.

## Customizing Kurzweil 3000 for Test Taking

There are two main reasons why you would want to customize Kurzweil 3000 features for test taking:

- To turn off certain features that students will not need or that will distract them.
- To accommodate students who have special challenges.

You or your student(s) may have already set up the Kurzweil 3000 features and environment to work the way they prefer or need. If so, you may only need to skim this section as many of the features mentioned here are explained in [Chapter 14, Customizing Kurzweil 3000](#).

Once you've made some of these changes, only minor tweaks are necessary when you're ready to administer a test. The beauty of Kurzweil 3000 is its versatility. You can create one test, but personalize it and customize the Kurzweil 3000 test environment for individual students.

The following is a list of features that you can use to customize Kurzweil 3000 to easily accommodate students' requirements for regular use as well as for test taking. The majority of these settings are in the **Options** panes, accessible from the **Tools** menu.

- Change the reading speed. If a student is accustomed to a faster reading speed, a slower one may be in order when taking tests. Find this setting in the **Reading Options** pane.
- Set the **Pause at Bookmarks** and/or the **Pause at Empty Notes** feature in the **Reading Options** pane to insert pauses while Kurzweil 3000 reads the test. This provides students with audible cues to answer questions.
- Turn the **Read Footnotes When Opened** option on or off in the **Reading Options** pane. You could create one test for all the students, embed footnotes for and turn reading footnotes on for those who need it.
- Turn **Speak as Typing** on or off as a proofreading tool. Find this setting in the **General Options** pane.
- Have Kurzweil 3000 read buttons, messages and menus aloud. See **Speak Buttons** and **Speak Messages** in the **General Options** pane.

- Create a special toolbar set by using **Customize Toolbars**. Access this feature from the **Tools** menu or from the **Toolbar** shortcut menu.
- Show or hide certain toolbars. You can do this in the **General Options** pane or from the **Toolbar** shortcut menu.

## Enabling or Disabling Kurzweil 3000 Features

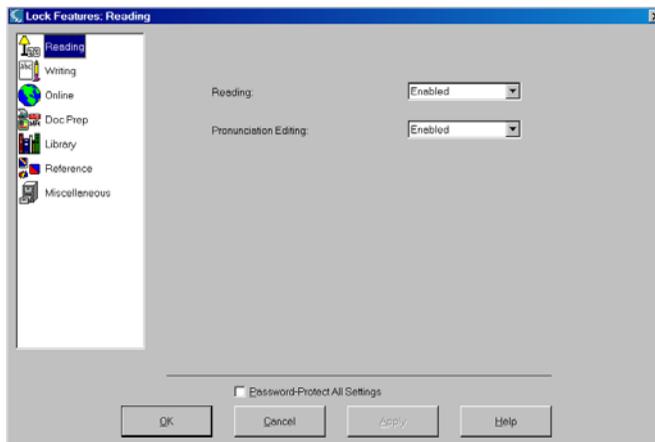
In addition to the customization mentioned in *Customizing Kurzweil 3000 for Test Taking* on page 337, you can choose to disable many Kurzweil 3000 features using the settings in the **Lock Features** dialog box. Outside of test taking, you might want to lock a feature like **File Encryption**, to limit the ability of students to encrypt files. See *Setting Document Properties* on page 344.

**Note:** **Lock Features** settings cannot be changed by restricted users on Windows 2000 or Windows XP.

### To enable or disable a setting:

1. From the **Tools** menu, choose **Lock Features**.

The **Lock Features** dialog box appears.



A list of icons appears on the left. When you click an icon, Kurzweil 3000 displays a group of associated features. Each feature has a menu list that contains two options: **Enabled** and **Disabled**.

By default, all of the features except for **Add/Edit Registration** in the **Online** pane and **Password-Protect Features** are enabled and available.

2. Lock or unlock features as desired. Click on an icon, and from each features menu list, select either **Enable** to unlock a feature or **Disable** to lock it.
3. Now you can either set a password or click **OK** to apply the changes and close the dialog box. See [Specifying a Password for Lock Features Settings](#) on page 341.

## Some Features You Might Want to Disable

The following are a few Kurzweil 3000 features you might want to disable.

**Customize.** You may want to disable customization so that students cannot modify any settings. When **Customization** is disabled, the following items are not available:

- **Customize** from the **Tools** menu.
- The **Customize Toolbars** command from the **Toolbar** right mouse button menu.

**Edit Underlying Text.** Since the majority of the time, Kurzweil 3000 documents are image documents, it's wise not to provide students with the ability to edit the underlying text of a document. When **Underlying Text Editing** is disabled, the following functions are also disabled:

- **Change** and **Read** in the **Spell Check** dialog box.
- **Replace** and **Replace All** in the **Replace** dialog box.

**Online Access.** This disables **Read the Web** and the features on the **Online** menu, preventing students from accessing online material from Kurzweil 3000.

### Notes:

- **Lock Features** settings can't be modified by restricted users on Windows 2000 or Windows XP.
- Options in the **Lock Features** dialog box are specific to the computer on which they are set. This means that you must enable or disable test taking options on every machine on which the test is administered.

- It is important to remember that feature locks are applied at the “machine-level”, that is, any locks you set while logged on to one Kurzweil 3000 user account apply to all other Kurzweil 3000 user accounts on a particular computer. For example, if you are logged on to Jane's user account and you lock **Reading**, and then you exit from Kurzweil 3000, when Steve, Mark, or Nancy log on, the **Reading** function is also locked for them.
- If you are on a Kurzweil 3000 Network, and the Network's **Broadcast Feature Locks** option is active, you can view the **Lock Features** dialog box but you cannot make changes.

For information on the **Broadcast Feature Locks** option, see the *Kurzweil 3000 for Windows Network Installation and Administration Guide*, or the Kurzweil 3000 Network Administrator online Help.

## Specifying a Password for Lock Features Settings

Typically, when you disable features in the **Lock Features** dialog box, you do it to prevent students from using certain features during tests. Therefore, you should create a password so that only you can re-enable locked features.

When you set a password, none of the features in the dialog box can be enabled or disabled without first entering a valid password.

### To set a password for the Lock Features dialog box:

1. At the bottom of the **Lock Features** dialog box, select the **Password-Protect Features** check box.  
The **Create Password** dialog box appears.
2. Type a password in the **Password** text box and retype it in the **Confirm** text box, then click **OK**.

If you set up a password, you are prompted to enter the password each time you attempt to enable or disable a feature's check boxes. If you are planning on making multiple changes, you should remove the password first.

### To remove the password:

1. In the **Lock Features** dialog box, clear the **Password-Protect Features** check box.
2. In the **Enter Password** dialog box, enter your password, and click **OK**.  
Kurzweil 3000 removes the password. You can now enable and disable features without having to enter a password.

## Administering a Test

When you administer a test, it's important to work with students to understand how they can best interact with the material. For example, some may be able to fill in answers on a printed copy of the test if Kurzweil 3000 reads the questions out loud. Others might need to provide verbal answers (using Voice Notes) within Kurzweil 3000 itself.

Other tips for successfully administering a test:

- Provide sufficient training on the system before using it to administer tests. Help students determine personal settings that work best. Make sure they can adjust reading speed and dual highlighting colors.
- Make sure students are familiar with the specifics of test taking using Kurzweil 3000. For example, tell them how to use Fill in the Blanks and Text Notes to complete a scanned test.
- Tell students how to submit the test. In some cases, it's appropriate for them to print the test; in other cases, they may need to save the completed test file and provide it on a diskette or save it to a given directory.

If you want students to print their test documents, for best results, advise them to use the **Fit to Paper** setting on the **Print** dialog box.

# 21 Advanced File Management

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This chapter includes the following topics:

- [\*Setting Document Properties\*](#) on page 344.
- [\*Importing and Exporting Files\*](#) on page 353.
- [\*Importing Documents Using the KESI Virtual Printer\*](#) on page 355.
- [\*Saving Part of a Document\*](#) on page 357.
- [\*Joining One Document to Another Document\*](#) on page 357.
- [\*Sending Files through E-Mail\*](#) on page 359.
- [\*Supported File Formats\*](#) on page 360.

## Setting Document Properties

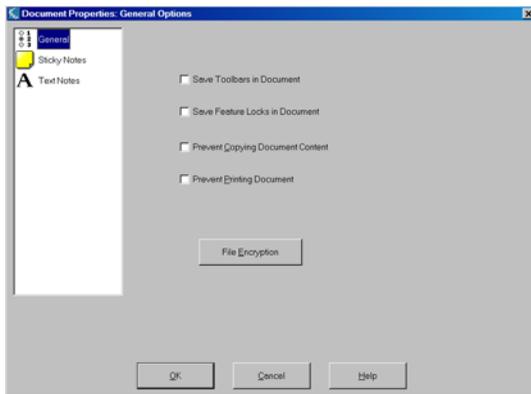
Kurzweil 3000 enables you to set a number of properties for individual Kurzweil 3000 (.kes) documents. These “document-level” properties apply only to the document on which they are set.

You can set the following document properties:

- Save toolbars with a document.
- Save feature locks with a document.
- Prevent copying and/or printing of a document.
- Encrypt documents.
- Change the Sticky Note properties of a document.
- Change the Text Note properties of a document.

### About the Document Properties Dialog Box

You access the **Document Properties** dialog box by choosing **Properties** from the **File** menu.



The dialog box consists of three panes: General, Sticky Notes and Text Notes. Each pane contains a group of associated settings. To display a pane, click an icon on the left.

## Saving Toolbars with a Document

The **Save Toolbars in Document** option lets you save the current toolbar set with the current Kurzweil 3000 (.kes) document.

When you open a document with saved toolbars, Kurzweil 3000 applies the toolbar information. The saved toolbar set remains displayed until you restart Kurzweil 3000 or open another document that has a different set of saved toolbars.

After you restart Kurzweil 3000, the toolbars will revert to the state they were in before you opened the document with the saved toolbars.

This option is useful if you are distributing a document (for example, a test) and want to provide a consistent set of toolbars/buttons for each person taking it. For more information, see [Preparing Secure Tests](#) on page 335.

### To save toolbars with a document:

1. With a Kurzweil 3000 document open, choose **Properties** from the **File** menu.  
The **Document Properties** dialog box appears.
2. Click the **General** icon.
3. Select **Save Toolbars in Document**.
4. Click **OK** to apply the setting and close the dialog box.

#### Notes:

- The **Save Toolbars in Document** option stays selected until you deselect it. This means that 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 **Miscellaneous** pane of the **Lock Features** dialog box. See [Enabling or Disabling Kurzweil 3000 Features](#) on page 339.
- When you deselect this option, any stored toolbar information is discarded.

## Saving Feature Locks with a Document

The Kurzweil 3000 **Lock Features** dialog box lets you selectively enable and disable many Kurzweil 3000 features. The **Save Feature Locks in Document** option lets you save the current settings in the **Lock Features** dialog box with a document. Thereafter, whenever this document is opened, the lock features settings saved with it are applied to Kurzweil 3000.

**Important Note:** Once you open a document with saved locks, the locks are in force until you restart Kurzweil 3000 or open another document with a different set of saved feature locks.

This option is useful for preparing test documents in standardized testing situations, where you need to ensure that test takers do not have access to functions that could give them an unfair advantage. For more information, see [Preparing Secure Tests](#) on page 335.

### To save feature locks with a document:

1. With a Kurzweil 3000 document open, choose **Properties** from the **File** menu.
2. In the **Document Properties** dialog box, click the **General** icon.
3. Select **Save Feature Locks in Document**.
4. Click **OK** to apply the setting and close the dialog box.

### Notes:

- When you open a document containing saved feature locks, the **Lock Features** dialog box is still accessible so that you can see which features are locked. However, 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 will remain 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. In order to reapply the broadcast locks, you must restart Kurzweil 3000.

## Preventing Copying and Printing of Documents

Kurzweil 3000 enables you to specify whether Kurzweil 3000 documents (.kes) can be copied and/or printed. Use these properties when you need to secure the content of, for example, test documents.

### To prevent a document from being copied and/or printed:

1. With a Kurzweil 3000 document open, choose **Properties** from the **File** menu.
2. In the **Document Properties** dialog box, click the **General** icon.
3. 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 anyone from printing the document.

**Important Note:** Selecting either of the above options is permanent. The options cannot be reset. Therefore, you may want to save a copy of the document first.

4. Click **OK** to apply the selected options and close the dialog box, or if you desire, you can set encryption for the document to provide a greater level of security. See the next section.

## Setting Document Encryption

Kurzweil 3000 enables you to encrypt Kurzweil 3000 documents (.kes). Encryption provides a moderate level of security for your important documents.

### To encrypt a Kurzweil 3000 document:

1. With a Kurzweil 3000 document open, choose **Properties** from the **File** menu.
2. In the **Document Properties** dialog box, click the **General** icon.

### 3. Click **File Encryption**.

The **File Encryption** dialog box appears.



**Password to open file:** Type a password that you and others will need to use to open the file on subsequent occasions. The password can be any length, and it is case sensitive.

**Encryption type:** Select an encryption type. With the exception of the KESI Encrypter, which comes with Kurzweil 3000, the encryption types and providers listed here are based on the encryption types available on your system. Only RC4-based encryption types are supported.

**Key Length:** Select a key length. A *key* is a disguised version of your password. Longer key lengths make a document more secure. Key lengths are specific to the encryption type. Not all encryption types, for example the KESI Encrypter, support the ability to alter key length. Depending on the encryption type, you can increase or decrease the key length incrementally; for example, an increment of 8 is frequently used.

**Important Note:** If you forget the password, there is **no way** to recover the password or the contents of the file.

## Disabling File Encryption

In some settings, such as classrooms, you might want to limit the ability of users to encrypt documents. You can disable file encryption using the Kurzweil 3000 **Lock Features** function. See [Enabling or Disabling Kurzweil 3000 Features](#) on page 339.

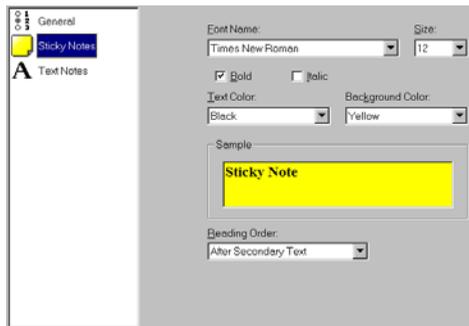
## Changing the Sticky Note Properties of a Document

By default, when you add Sticky Notes to a document, they use the formatting and settings specified in the **Note Options** dialog box. The **Document Properties** dialog box lets you override the **Note Options** settings and apply different formatting to the current document, leaving the default options intact. See [Changing Sticky Note and Text Note Settings](#) on page 103.

### To change the Sticky Note formatting of the current document:

1. From the **File** menu, choose **Properties**.
2. In the **Document Properties** dialog box, click **Sticky Notes**.

The **Sticky Notes** settings pane appears.



3. Change the settings as desired.

**Font Name, Style (Bold, Italic), Size, Text Color and Background Color:** Change the appearance of Sticky Notes.

**Reading Order:** Sets the order in which Kurzweil 3000 reads Sticky Notes. The designation of text as Primary or Secondary is done using the **Zone Editing** feature. If a page does not contain any zones, Kurzweil 3000 considers all of its text to be Primary Text. See [Zone Editing Image Documents](#) on page 288.

The **Reading Order** options are:

**In Place:** Directs Kurzweil 3000 to read Sticky Notes when it encounters them in a document.

**Before Primary Text:** Directs Kurzweil 3000 to read all of a document's Sticky Notes before reading its Primary Text.

**After Primary Text:** Directs Kurzweil 3000 to read all of a document's Sticky Notes after reading its Primary Text.

**Before Secondary Text:** Directs Kurzweil 3000 to read all of the Sticky Notes before it reads any Secondary Text.

**After Secondary Text** (the default): Directs Kurzweil 3000 to read all of the Sticky Notes after it reads any Secondary Text.

**Never Read:** Directs Kurzweil 3000 to never read Sticky Notes. However, you can still click inside a Note and press the **Read** button to hear its content.

4. Click **OK** to apply the selected options and close the **Document Properties** dialog box.

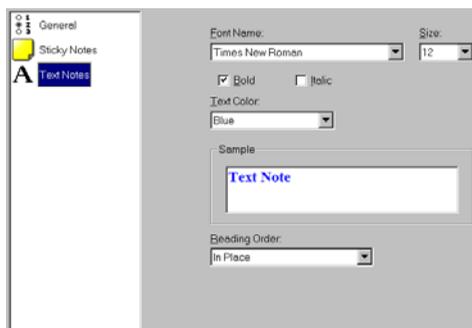
## Changing the Text Note Properties of a Document

By default, when you add Text Notes to a document, they use the formatting and settings specified in the **Note Options** dialog box. The **Document Properties** dialog box lets you override the **Note Options** settings and apply different formatting to the current document, leaving the default options intact. See [Changing Sticky Note and Text Note Settings](#) on page 103.

### To change the Text Note formatting of the current document:

1. From the **File** menu, choose **Properties**.
2. In the **Document Properties** dialog box, click **Text Notes**.

The **Text Notes** settings pane appears.



3. Change the settings as desired.

**Font Name, Style (Bold, Italic), Size, and Text Color:** Change the appearance of Text Notes.

**Reading Order:** Sets the order in which Kurzweil 3000 reads Text Notes. The designation of text as Primary or Secondary is done using the **Zone Editing** feature. If a page does not contain any zones, Kurzweil 3000 considers all of its text to be Primary Text. See [Zone Editing Image Documents](#) on page 288.

The **Reading Order** options are:

**In Place:** Directs Kurzweil 3000 to read Text Notes when it encounters them in a document.

**Before Primary Text:** Directs Kurzweil 3000 to read all of a document's Text Notes before reading its Primary Text.

**After Primary Text:** Directs Kurzweil 3000 to read all of a document's Text Notes after reading its Primary Text.

**Before Secondary Text:** Directs Kurzweil 3000 to read all of the Text Notes before it reads any Secondary Text.

**After Secondary Text** (the default): Directs Kurzweil 3000 to read all of the Text Notes after it reads any Secondary Text.

**Never Read:** Directs Kurzweil 3000 to never read Text Notes. However, you can still click inside a Note, and press the B button to hear its content.

4. Click **OK** to apply the selected options and close the **Document Properties** dialog box.

## Importing and Exporting Files

The Kurzweil 3000 **Import** feature lets you open documents with formats other than KES, RTF, TIF or text. It's important to be able to open other formats if, for example, you have documents that were created in a word processing program. No matter what the original file format is, Kurzweil 3000 always opens the imported document as an RTF file. Once the document is in Kurzweil 3000, you can save it in other formats.

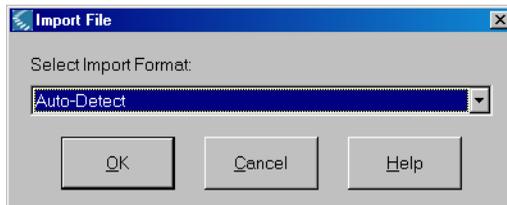
The **Export** feature lets you save files in a format that other applications can open. This lets you take documents you have created in Kurzweil 3000 and work with them in editors, word processing programs and spreadsheet programs.

**Important:** You can only export RTF documents. This means you must save documents as RTF before exporting. Saving image documents in this format causes the document to lose its graphics, formatting and whatever Notes and Bookmarks you may have created in them.

### To import a file:

1. From the **File** menu, choose **Import**.

The **Import File** dialog box appears.



2. Select the format of the file to open, then click **OK**. If you are not sure of the format, select **Auto-Detect**, then click **OK**.

The **Open** dialog box appears.

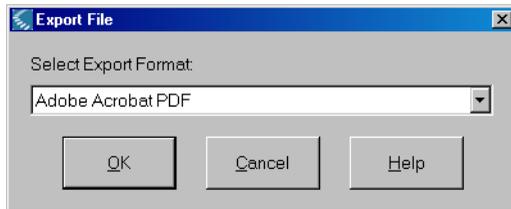
3. Select the file you want to import, then click **OK**.

The document appears in the Kurzweil 3000 window as an RTF document that you can edit.

## To export a file:

1. Make sure the file you want to export is open in Kurzweil 3000 and is in RTF format.
2. From the **File** menu, choose **Export**.

The **Export** dialog box appears.



3. Select the export format you want from the list, then click **OK**.

The **Save As** dialog box appears.

4. Select the directory for the exported file, then type a name with an extension in the **File Name** box. Click **OK**.

# Importing Documents Using the KESI Virtual Printer

The KESI Virtual Printer is an invaluable tool for quickly generating a Kurzweil 3000 image document from within another application (for example Microsoft Word or an e-mail client), and then automatically opening it into Kurzweil 3000.

You can use this feature if:

- You have the Kurzweil 3000 Professional edition (you must have the Kurzweil 3000 Professional Color edition to open files in color).
- You have an application that can open the file that you want to bring into Kurzweil 3000, and that application has a **Print** function.
- You have Adobe Acrobat Reader installed (recommended versions 4.05, 6.0 or 7.0).

**Note:** Color reproduction with the KESI Virtual Printer is available only with Windows 2000 and XP.

## To bring in a document from another application:

1. Open the application (for example, Microsoft Word).  
Ensure that the application has a **Print** command.
2. Select **KESI Virtual Printer** from the **Print Setup**, **Print Properties** or **Print Name** list.
3. If your document contains color and you want Kurzweil 3000 Professional Color to reproduce it, click **Properties** or **Printer Properties**, click the **Paper/Quality** tab, and then select **Color**.

**Note:** If you cannot access the **Paper/Quality** tab from your application, try using the procedure detailed in [Reproducing Color in Documents Opened with the Virtual Printer](#) on page 356.

4. Click **Print**.

Kurzweil 3000 launches if it isn't already running and opens the file.

If you want to add Kurzweil 3000 features such as annotations to the document, be sure to save it with the **.kes** extension.

## Reproducing Color in Documents Opened with the Virtual Printer

By default, the KESI Virtual Printer creates documents in black and white, even when they contain color. If you are using Kurzweil 3000 Professional Color, you can set the default so that the KESI Virtual Printer reproduces documents in color.

If you are opening a PDF document with the Virtual Printer from Kurzweil 3000, the following procedure is required to reproduce color. However, if you are opening a document from its originating application, this procedure is not required as you should be able to choose color output at print time in the **Properties** dialog box available from the **Print** dialog box.

**Note:** You can open PDF files directly from the file system using the Kurzweil 3000 **Open** command. You do not have to use the Virtual Printer.

### To set the Virtual Printer for color reproduction:

1. Open the **Printers** Control Panel (Windows 2000), or **Printers and Faxes** (Windows XP).
2. In the Control Panel, click the **KESI Virtual Printer** icon.



3. From the **File** menu, choose **Properties**.
4. In the **Properties** dialog box, click the **Printing Preferences** button.
5. In the **Printing Preferences** dialog box, click the **Paper/Quality** tab.
6. In the **Color** area of the **Paper/Quality** tab page, choose **Color**, and click **OK**.
7. Click **OK** to close the **Properties** dialog box. Then close the Control Panel.

## Saving Part of a Document

Use the **Save Page Range** feature to save a range of pages in a text or image document to a new document.

### To save part of a document:

1. Open a document.
2. From the **File** menu, choose **Save Page Range**.  
The **Save Page Range** dialog box appears.
3. Type the page number of the beginning page in the range in the **From** box.
4. Type the page number of the last page in the range in the **To** box.
5. Click **OK**.  
The standard Windows **Save** dialog box appears.
6. Type a file name for the new document.
7. Click **Save**.  
Kurzweil 3000 saves the new document.

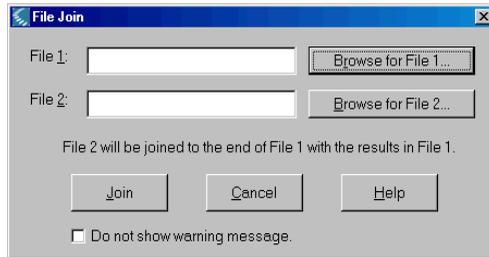
## Joining One Document to Another Document

Use the **File Join** feature to add one document to the end of another document. The documents must be either Kurzweil (.kes) or text (.txt) files.

### To join two documents:

1. From the **File** menu, choose **Join**.

The **File Join** dialog box appears.



2. Click **Browse for File 1**.
3. In the **Open** dialog box, navigate to the **.kes** or **.txt** file into which you want to insert the contents of **File 2**.

The selected file's name appears in the **File 1** box.

4. Click **Browse for File 2**.
5. In the **Open** dialog box, navigate to the **.kes** or **.txt** file that you want to insert at the end of **File 1**, and click **Open**.

The selected file's name appears in the **File 2** box.

6. Click **Join**.

After a warning, Kurzweil 3000 adds the contents of **File 2** to the end of **File 1**. A message in the Status Bar confirms the operation.

### Notes:

- The join process does not create a third “joined document.” The original contents of File 1 is overwritten with the combined contents of Files 1 and 2.
- Any Bookmarks and Footnotes in File 2 are discarded by the join process.

## Sending Files through E-Mail

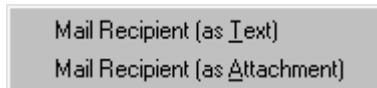
The **Send to Mail Recipient** feature lets you e-mail files directly from Kurzweil 3000 to your list of recipients. Kurzweil 3000 prepares your subject line, message body, and attachment pathname, if appropriate.

There are two **Send to Mail Recipient** options:

- Send the file as e-mail text. When you send the file as e-mail text, all text in the file appears in the message body.
- Send the file as an attached file. If you're sending the file as an attachment, the pathname to the file appears in the **Attachment** line, and the name of the file appears in the message.

### To send a file to your e-mail program:

1. Open the file you want to send.
2. Open the **File** menu, choose **Send to**, then select **Mail Recipient (as Text)** or **Mail Recipient (as Attachment)**.



Kurzweil 3000 finds your default e-mail program (for example, Outlook, Outlook Express, Eudora or Netscape Mail) and opens it with the message ready for you to edit and send.

## Supported File Formats

Kurzweil 3000 allows you to open the following file formats:

- Rich Text Format (.RTF).
- Text File (.TXT).
- PDF.
- Microsoft Word files (.DOC).
- Image Files (.TIF, .BMP, .JPG).
- Daisy (.OPF).

# Section III: Appendices

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# A Accessing Functions and Features from the Keyboard

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For many users, using a mouse to interact with Kurzweil 3000 can be a challenge. In order to make the Kurzweil 3000 experience positive for all users, most (but not all) functions and features are accessible using a variety of keyboard commands.

This document provides information on accessing Kurzweil 3000 functions and features using access keys (also known as accelerators), function keys and shortcut keys.

## Accessing Menus, Menu Commands and Dialog Boxes

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

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

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

## Function Keys

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

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

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

## Shortcut Keys

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Using the Keyboard to Move the Cursor

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

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

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

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



# B Choosing a Default Browser for Read the Web

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When you first install Kurzweil 3000 there is no default browser selected to use with the **Read the Web** feature. You have the choice of using either Microsoft Internet Explorer or Mozilla Firefox (Firefox).

We recommend that you use Firefox. Our testing has found that Firefox provides all-around better performance when reading Web-based content with Kurzweil 3000.

Additionally, Firefox lets you choose to read alternate text for Web-based graphics, which can be important for users with visual challenges. See [Enabling Read Alternate Text for Firefox](#) on page 383.

Use one of the following scenarios to select a default browser:

- If you have only Internet Explorer on your PC and you don't want to use Firefox, go to [Selecting Internet Explorer as the Default Browser](#) on page 378.
- If you have both Internet Explorer and Firefox already installed on your computer and you want to use Firefox, go to [Installing the KESIReader Firefox Extension](#) on page 381.
- If you don't have Firefox on your PC but want to use it, go to [Installing the Firefox Browser](#) on page 379.

**Note:** Kurzweil 3000 always favors the use of Firefox. If it detects Firefox on your computer and you choose **Read the Web** from the **Read** menu before

following one of the selection scenarios above, Kurzweil 3000 will prompt you towards installing the **KESIReader** extension as detailed in [Installing the KESIReader Firefox Extension](#) on page 381.

## Selecting Internet Explorer as the Default Browser

If you want to specify Internet Explorer as the default browser used by **Read the Web**, do the following:

1. From the **Tools** menu, select **Options**.
2. In the **Options** dialog box, click the **Reading** icon on the left to display the **Reading Options** pane.
3. In the **Read the Web** area, select Internet Explorer.



**Note:** If Firefox is also installed on your computer, both radio buttons are available, and the **Get Firefox** button is not visible.

4. Click **OK** to close the **Options** dialog box.

Now go to [Using Read the Web](#) on page 167.

## Selecting Firefox as the Default Browser

To select Firefox as the default browser for Read the Web, you must first install it. After you install Firefox, you must then install the **KESIReader** Firefox extension. Both procedures can be done from within Kurzweil 3000.

### Installing the Firefox Browser

If you do not have Firefox, you can install it from either the Mozilla.com Web site or from the Kurzweil 3000 CD. We recommend that you install it from the Mozilla.com Web site as that ensures that you get the latest version.

If you already have Firefox on your computer, go to [Installing the KESIReader Firefox Extension](#) on page 381.

**Note:** If you are installing/updating Firefox for use with Limited/Restricted or Guest accounts, Firefox must be run once *outside of Kurzweil 3000* for each account, in order for Read the Web to operate properly with a given account.

### To install Firefox from the Mozilla.org Web site:

1. Log in as an Administrator.
2. From the **Tools** menu, select **Options**.
3. Click the **Reading** icon on the left to display the **Reading Options** pane.
4. In the **Read the Web** area, click the **Get Firefox** button.



Internet Explorer launches and opens the Firefox download page.

**Note:** The URL for the Firefox download page is <http://www.mozilla.com>

5. Click the **Download Firefox** link.
6. In the **File Download** dialog box, click **Run**.

The download starts, and the setup files are copied to your PC. When the download is complete, the **Security** dialog box appears.

7. Click **Run**.
8. Follow the instructions in the **Setup** wizard.
9. Click **Finish** to exit from the wizard, and launch Firefox.

If this is the very first time you have ever installed Firefox, you are asked some questions related to making Firefox your default system browser. How you answer these questions has no effect on the functionality of the **Read the Web** feature.

10. Exit Firefox.
11. Exit Internet Explorer.
12. In Kurzweil 3000, click **OK** to close the **Options** dialog box.

Now go to [Installing the KESIREader Firefox Extension](#) on page 381.

### To install Firefox from the Kurzweil 3000 product CD:

1. Log in as an Administrator.
2. Insert the Kurzweil 3000 CD into the CD drive.
3. If the installation process starts, click **Cancel**.
4. Double-click **My Computer**.
5. Click **Kurzweil 3000**, and choose **Open** from the **File** menu.
6. Double-click **Extras**.
7. Double-click **Firefox Setup**.
8. Follow the instructions in the **Setup** wizard.
9. Click **Finish** to exit from the wizard, and launch Firefox.

If this is the very first time you have ever installed Firefox, you are asked some questions related to making Firefox your default system browser. How you answer these questions has no effect on the functionality of the **Read the Web** feature.

**10.** Exit from Firefox.

Now go to [Installing the KESIReader Firefox Extension](#) below.

## Installing the KESIReader Firefox Extension

The **KESIReader** extension enables **Read the Web** to work with Firefox.

### To install the KESIReader extension:

**1.** From the **Tools** menu, select **Options**.

The **Options** dialog box appears.

**2.** Click the **Reading** icon on the left to display the **Reading Options** pane.

If you installed Firefox successfully, the **Read the Web** area should look as follows:



**3.** Select **Mozilla Firefox**.

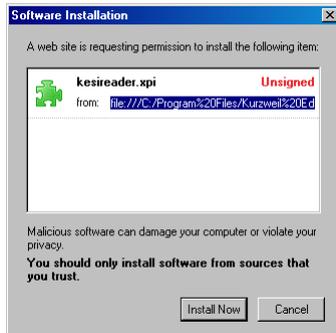
A message appears, asking for permission to install the **KESIReader** extension.

**4.** Click **Yes**.

A second, similar install message appears.

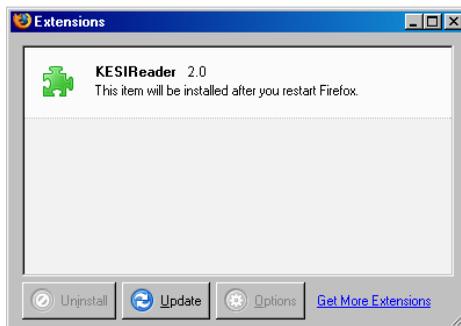
**5.** Click **OK**.

Firefox launches and displays the **Software Installation** dialog box.



6. Click **Install Now**.

The **Extensions** dialog box appears, displaying the **KESIReader** extension, confirming a successful installation.



7. Close the **Extensions** dialog box.

8. Exit **Firefox**.

9. Click **OK** to close the Kurzweil 3000 **Options** dialog box.

## Updating the Firefox Extension

As with most applications, the Mozilla Foundation will update Firefox from time to time.

When you update Firefox, you should also update the **KESIReader** extension.

### To update Firefox for use with Read the Web:

1. Log in as an Administrator.
2. Install the new version of Firefox.
3. Launch **Firefox**.
4. From the **Tools** menu, choose **Extensions**.
5. In the **Extensions** dialog box, select the **KESIReader** extension.
6. Click **Uninstall**.
7. Exit and restart **Firefox**. Then exit it again.
8. Start **Kurzweil 3000**.
9. From the **Online** menu, choose **Updates**.
10. Download and install the latest update(s).
11. Perform the **KESIReader** installation procedure detailed on page [381](#).

## Enabling Read Alternate Text for Firefox

If you use Firefox with Read the Web, you can direct Kurzweil 3000 to read the alternate text embedded in the graphics on Web pages.

Alternate text is text that describes the graphic or picture that it is associated with. You would want to select this option for users with visual challenges.

### To enable the Read Alternate Text option for Firefox:

1. From the **Tools** menu, select **Options**.
2. Click the **Reading** icon on the left to display the **Reading Options** pane.

The **Options** dialog box appears.

3. In the **Read the Web** area, select the **Read Alternate Text** check box.
4. Click **OK** to close the **Options** dialog box.

# C Language Learning

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This appendix includes the following topics:

- [Language Learning with Kurzweil 3000](#) on page 386.
- [Selecting a Second Language](#) on page 387.
- [Selecting a Language Learning Dictionary](#) on page 389.

## Language Learning with Kurzweil 3000

The multi-language scanning and reading tools are powerful aids to language learning, both for students learning English as a Second Language (ESL) and students learning a European language.

Students whose first language is not English can hear words defined in their native language. For example, a Spanish-speaking student can scan and read English language documents but get definitions displayed and read aloud in Spanish.

Students studying Spanish, French, German, Italian or Dutch (if you have the optional Dutch TTS installed) can scan documents in the second language and hear them read aloud by male or female speakers of that language. They have the advantage of seeing and hearing the language simultaneously, and the visual and auditory senses reinforce each other. Students can also get English definitions of unknown vocabulary words. And, of course, the note-taking, highlighting and extracting features in Kurzweil 3000 are particularly useful in language learning, which depends heavily on memory.

To use the **Language Learning** features, you need to select a second language and a dictionary.

## Selecting a Second Language

There are three separate choices for you to make:

- Scanning language.
- Reading language.
- Reading voice.

1. From the **Tools** menu, select **Options**.

2. Click the **Scanning** icon to display the **Scanning Options** pane. In the **OCR** area, open the **Language** list and select the language of the documents you are scanning.

The language you choose here should match the language you choose in the **Language** menu on the **Reading** pane.

**Note:** By default, the **Change when reading language is changed** option is selected. This option directs Kurzweil 3000 to automatically change the **Language** selection to whatever is chosen in the **Speaker** area's **Language** menu in the **Reading Options** pane.

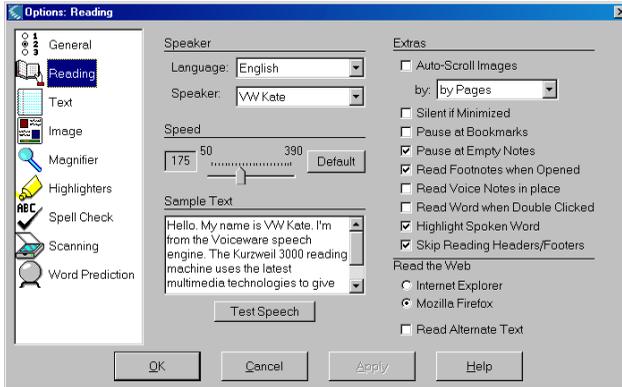
3. Click the **Reading** icon to display the **Reading Options** pane.

The **Reading Options** pane displays the currently selected speaker. The default language is **English**, and the default reading voice is **Reed**, or if you are using the VoiceText voices, **VW Kate**.

4. Choose the desired language from the **Language** menu.

The language you choose here should match the language in the **Language** menu on the **Scanning Options** pane. By default, this happens automatically. Review the **Note** in step 2.

The **Speaker** menu updates and displays the default speaker for the selected language.



Kurzweil 3000 supports reading in English, French, German, Italian and Spanish; these are the languages included with Kurzweil 3000. Dutch is also available if you have purchased the Dutch version of Kurzweil 3000 or have acquired a Dutch speech engine and dictionary.

**Note:** Kurzweil 3000 supports any languages supported by Windows that you may have installed. The Windows-supported languages are for reading only they are not supported for scanning operations.

5. If desired, choose a different reading voice from the **Speaker** menu.

Click **Test Speech** to hear a passage of text read by the currently chosen speaker.

**Note:** You can also select the reading language from the **Reading** menu.

## Selecting a Language Learning Dictionary

Open the **Reference** menu, choose **Select Dictionary**, then select the appropriate dictionary from the list. The list includes dictionaries relevant to the currently selected reading language.

For example, if you are an English-speaking student studying French, you would select the French-to-English dictionary to get English definitions of French vocabulary words.

When there are multiple dictionaries available for a given language, try them all. Experiment with some typical English or European-language text, and find the dictionary that works best for you.



# D Setting Up and Using the Universal Library

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The **Universal Library** is a special-purpose folder that enables you to store documents that are accessible to all users, regardless of their account privileges.

This feature provides an ideal method for distributing test or other types of classroom material. If you are a teacher, once the Universal Library is set up, you can simply place the test or class assignment material in it and have the students open the document(s) electronically. When students complete an assignment, they can save it back to the Universal Library folder using a single command.

**Tip:** When you place documents in the **Universal Library** folder, you should set them to be **Read-only**. This will prevent the original documents from being accidentally overwritten.

## Universal Library Setup Overview

The **Universal Library** folder can exist on:

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

**Note:** You do not need to be running the Kurzweil 3000 Network version in order to use the Universal Library.

Setting up a Universal Library consists of the following steps:

- Install the Universal Library using the procedures found in either the *Kurzweil 3000 from Windows Standalone Installation and Administration Guide*, or the *Kurzweil 3000 from Windows Network Installation and Administration Guide*.
- From Kurzweil 3000, configure each computer that you want to have access to the **Universal Library** folder. See [Configuring Access to a Universal Library](#) on page 393.

## Configuring Access to a Universal Library

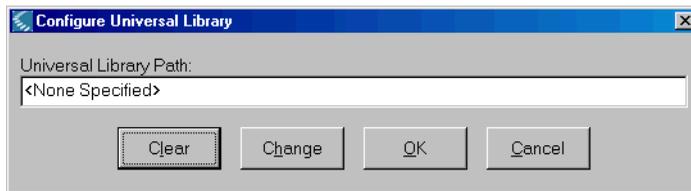
Once you have installed the **Universal Library** folder, you need to provide access to it from each computer that will use it.

By default, the folder is named **Kurzweil 3000 Universal Library**, and it is installed at the top-level of the C drive during the Universal Library installation process.

### To set up access to a Universal Library folder:

1. Start Kurzweil 3000 on a computer on which you want to set up library access.
2. From the **File** menu, select **Configure Library**.

The **Configure Universal Library** dialog box appears.



3. Click **Change**.
4. In the **Browse for Folder** dialog box, navigate to and select the **Kurzweil 3000 Universal Library** folder.
5. Click **OK**.

You should now see that the commands **Open from Library** and **Save to Library** have been added to the **File** menu.

## Using the Universal Library

Once configured, students can access the Universal Library directly from the Kurzweil 3000 **File** menu.

### To open documents from the Universal Library:

1. From the **File** menu, choose **Open from Library**.

The **Open** dialog box appears, with the **Kurzweil 3000 Universal Library** folder as its starting point.

2. Open any document as usual.

### To save documents to the Universal Library:

1. From the **File** menu, choose **Save to Library**.

The **Save As** dialog box appears, with the **Kurzweil 3000 Universal Library** folder as its starting point.

2. Type a new name for the document, and click **Save**.

# E Setting Up Picture Dictionaries with Kurzweil 3000

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Picture dictionaries, whether electronic or print, can aid in language learning, particularly when they are part of curriculum work for students in ESL or reading programs.

Kurzweil 3000 supports picture dictionary software. It's also possible to set up multiple picture dictionaries as well as clip art or image libraries. The general procedure for using a picture dictionary is as follows:

1. Install the dictionary.
2. In Kurzweil 3000, use the **Picture Dictionary Setup** to add the dictionary to the **Select Dictionary** submenu.
3. You're ready to find pictures for words.

## About Mayer Johnson PCS Dictionaries

If you have the Mayer-Johnson PCS (Picture Communication Symbols) library installed (it is installed as part of the default installation), Kurzweil 3000 automatically finds and places an item called **PCS Symbols** in the **Select Dictionary** menu.

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## About Animated GIF and American Sign Language Dictionaries

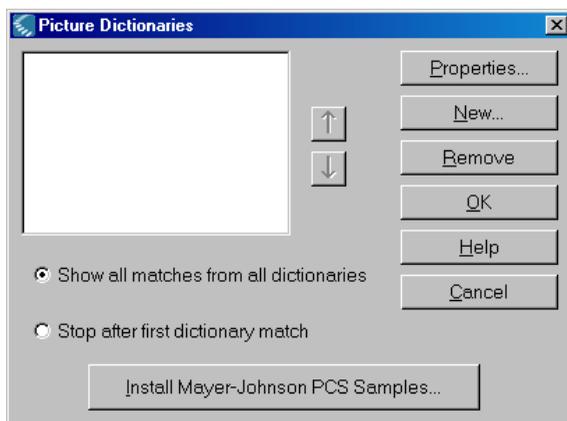
Kurzweil 3000 supports picture dictionaries that contain animated GIF files as well as American Sign Language (ASL) animation dictionaries. ASL dictionaries contain GIF animations that use “characters” that sign words.

The Kurzweil 3000 CD includes samples from the Vcom3D American Sign Language Dictionary animated GIF picture dictionary.

For information about picture dictionaries including ASL dictionaries, see [Adding a Picture Dictionary](#) on page 399.

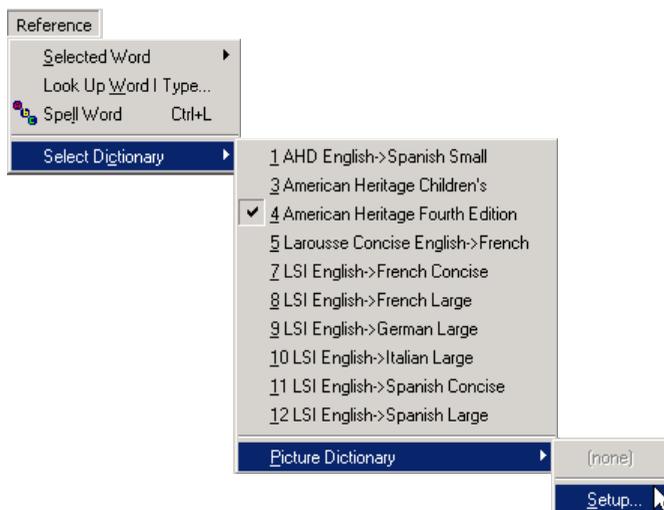
## Opening the Picture Dictionaries Dialog Box

Most of the functions and options associated with the picture dictionary are found in the **Picture Dictionaries** dialog box.



To open the **Picture Dictionaries** dialog box:

1. From the **Reference** menu, choose **Select Dictionary**.
2. Select **Picture Dictionary**, then **Setup**.



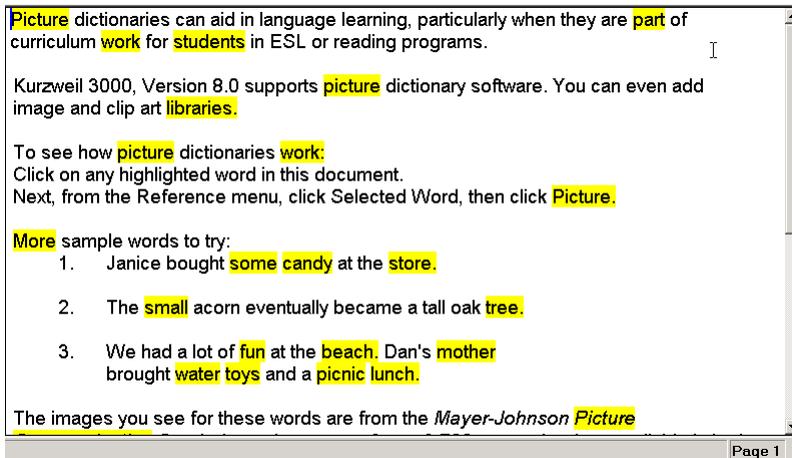
## Trying a Sample Picture Dictionary

Kurzweil 3000 provides a sample set of images from the Mayer-Johnson PCS library, and another set from the Vcom3D American Sign Language (ASL) Dictionary.

### To install the Mayer-Johnson PCS Samples:

Open the **Picture Dictionaries** dialog box and click **Install Mayer-Johnson PCS Samples**.

A document containing highlighted text opens.



### To find the picture for a word:

Click any highlighted word, then do one of the following:

- From the right mouse button menu, choose **Picture**.
- From the **Reference** menu, choose **Selected Word**, then **Picture**.

## Adding a Picture Dictionary

In addition to picture dictionaries, you can add clip art or image libraries that are in Kurzweil 3000-supported image formats, including .bmp, .gif, .ico, .jpg or .jpeg, and .wmf.

You can also add picture dictionaries that contain animated GIF files. An example of an animated GIF picture dictionary is the Vcom3D American Sign Language dictionary sample that come with Kurzweil 3000. This sample shows "characters" signing some common words.

**Note:** By default, the Vcom3D American Sign Language sample is not installed during the initial installation process. You must copy it from the Kurzweil 3000 product CD to your computer.

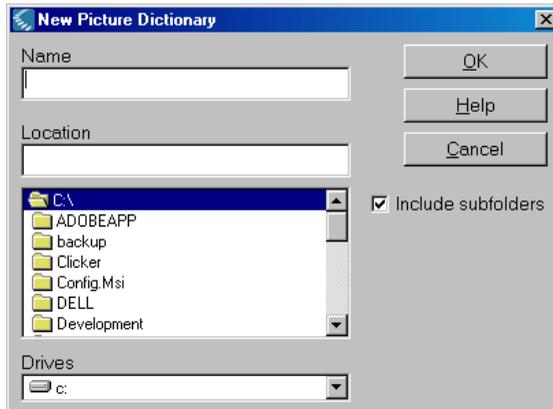
The sample is located in the **Vcom3D** folder, which is located in the **Picture Dictionary** folder on the CD. Copy the **Vcom3D** folder to your computer.

When you add a picture dictionary, its name appears in the **Select Dictionary** submenu.

### To add a picture dictionary:

1. Be sure that the software is installed on your system and that you know its location. Most programs install in your main hard drive, such as C:\.
2. Open the **Picture Dictionaries** dialog box and click **New**.

3. In the **New Picture Dictionary** dialog box, find and double-click the name of the folder that contains the actual images.



4. To switch to a different drive, select the desired drive from the **Drives** list.
5. If you do not want to include subfolders, click the **Include subfolders** check box to deselect the option.
6. Click in the **Name** box and type the desired name for this new addition.
7. Click **OK**, then click **OK** again.

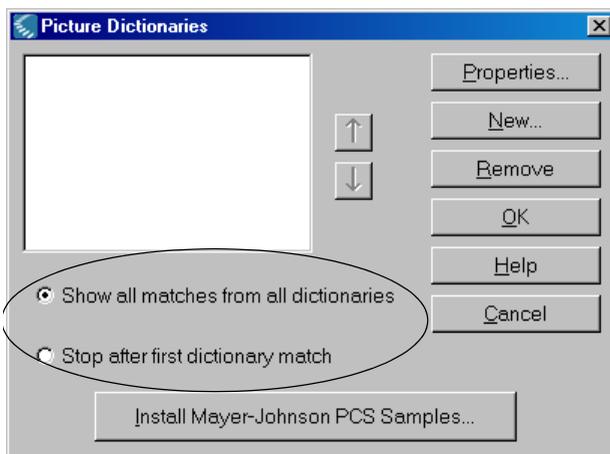
## Limiting Matches Presented

By default, Kurzweil 3000 shows all matches from all dictionaries. This is fine if you have only one or very few picture dictionaries.

If you have many dictionaries, however, it may be a good idea to limit the matches to the first picture Kurzweil 3000 encounters. You might also consider limiting the presentation of matches because having many matches may be more of a hindrance than a help.

### To show all matches or to limit them:

In the **Picture Dictionaries** dialog box, click the desired option, then click **OK**.



## Managing Picture Dictionaries

There are other changes you can make, including changing a picture dictionary's name, changing the order in which it appears in the **Select Dictionary** menu, removing it from the menu and selecting or deselecting it.

### To change a picture dictionary's name or location:

In order to have Kurzweil 3000 find a picture dictionary, it must know the location of that dictionary in your file system. If you happen to move the dictionary program from its original location, you must use the following procedure to update Kurzweil 3000 on the new location.

1. Open the **Picture Dictionaries** dialog box and click **Properties**.
2. In the **Properties** dialog box, make the desired changes: type a new name or find and double-click the new location.
3. Click **OK**.

### To change the order of a picture dictionary as it appears in the **Select Dictionary** menu:

1. Open the **Picture Dictionaries** dialog box and click the name of the dictionary you want to move.
2. Click the **Up** or **Down** arrow button.
3. Click **OK**.

### To remove a picture dictionary:

Removing a picture dictionary permanently disconnects Kurzweil 3000 from the picture dictionary. This is a good idea if you no longer need or do not foresee using a particular dictionary.

**Note:** Removing a dictionary does not uninstall it from your system. You can always re-add it to Kurzweil 3000 at any time.

1. Open the **Picture Dictionaries** dialog box and click the name of the dictionary you want to remove.

2. Click **Remove**, and then click **OK**.

### To select or deselect a picture dictionary:

By default, all picture dictionaries you add are in the selected state. In this state, you see a check box next to the dictionary's name in the **Picture Dictionary** menu.

For times when you do not want Kurzweil 3000 to search a particular picture dictionary, simply click its name in the **Select Dictionary** menu to deselect it.

**Note:** Kurzweil 3000 maintains its connection to the picture dictionary so you can select it again any time by clicking its name in the menu.

## Adding the Picture Button to the Toolbar

Kurzweil 3000 provides a picture button, which you can add to a toolbar for easy one-click access when finding a picture for a word.



To add the **Picture** button to a toolbar, use the **Customize Toolbars** dialog box, available from the **Customize** menu under the **Tools** menu or from the **Toolbar** right mouse button menu. For more information, see [Customizing Toolbars](#) on page 218.



# F The Kurzweil 3000 Talking Calculator

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To launch the **Kurzweil 3000 Talking Calculator** application go to

**Start->All Programs->Kurzweil Educational Systems->Kurzweil 3000 Calculator.**

This application provides several types of calculators: **Scientific, Statistics, Standard,** and **Business.**

**Important:** Before using any calculator, please read its **Help** file (**Help->About Talking Calculator**) for in-depth information about its usage and, in the case of the Business Calculator, for example problems with extensive step-by-step procedures. You can obtain details about any function or button in a calculator by pressing the **F1** key.

## Working with the General Calculator Window

All Calculator windows consist of the **File**, **View** and **Help** menus. They also contain a number of controls, as well as operation and number buttons.

- The **File** menu allows you to **Exit** from the application and return to the main Kurzweil 3000 window.
- The **View** menu lets you select the calculator you want: **Scientific**, **Statistics**, **Standard**, which is the system default view, or **Business**.
- From the **Help** menu, you can access **About KESI Calculator Application**. Select **Calculator hot keys** for a list of hot keys you can use within the application. When you are using the Scientific Calculator, there is a third option in the Help menu, **Calculator Inverse Functions**, which lists inverse functions.

When you first access a Calculator window, Kurzweil 3000 tells you which calculator is open. The cursor is in the **Current Value** box, and Kurzweil 3000 announces the current value. This could be the last number entered, or the result of a calculation or an operation.

Below the Current Value box, each calculator has its own set of functions, buttons and number buttons, and each control has a hot key. However, the Scientific, Standard and Business calculators contain the following standard functions:

- **Backspace**. Its hot key is **BACKSPACE**.
- **CE** for Clear Entry. Hot key is **DELETE**.
- **C** for Clear All. Hot key is **ESC**.
- **MC** for Clear Memory. **CTRL+L**.
- **MR** for Return Memory. **CTRL+R**.
- **MS** for Store Memory. **CTRL+M**.
- **M+** for Add to Memory. **CTRL+P**.

**Note:** Settings, such as Reading Speed, are not adjustable in the Calculator application.

## General Procedures

### To display a calculator:

Do one of the following:

Press **ALT+V** for the **View** menu, then select **Scientific**, **Statistics**, **Standard**, or **Business**.

Or use the shortcut key for the desired calculator:

**F5** for Scientific.

**F6** for Statistics.

**F8** for Standard.

**F9** for Business.

**Note:** The calculator you last displayed is the calculator that opens when you next launch the application.

### To obtain Help, use the following shortcuts:

**ALT+H+A** for **About KESI Calculator Application**.

**F3** for a list of all the hot keys.

In the case of the Scientific Calculator, **F4** for a list of **Inverse Functions**.

**F1** with your cursor on a control to hear its function or operation.

### To hear the Current Value:

Press **CTRL+V**.

### To execute an operation:

**TAB** to its button and press **ENTER** or press its hot key.

## Working with the Standard Calculator

With the Standard Calculator, you can perform basic arithmetic operations. In addition to the Current Value box and operations buttons, its window contains buttons for standard functions. For a list of standard functions, go to the section, [Working with the General Calculator Window](#) on page 406.

### Procedures for the Standard Calculator

You can use the following Standard Calculator procedures in the Business and Scientific Calculators as well.

#### To perform a unary operation:

Enter the number to be acted on followed by the operator. Unary operators include: square root, percentage and plus/minus.

#### To perform a binary operation:

Enter the first number, the operator, and then the second number. Binary operators include: plus, minus, multiply, and divide.

#### To choose a memory function:

To **Clear Memory** press **CTRL+L**.

To **Return Memory** press **CTRL+R**.

To **Store Memory** press **CTRL+M**.

To **Add to Memory** press **CTRL+P**.

#### To Clear All:

Press the **ESC** key. **Note:** This function is not available in the **Statistics** calculator.

## To modify entries or operations:

To remove the most recently entered numbers digit by digit, use the **BACKSPACE** key.

To **Clear Entry** use the **DELETE** key.

To **Clear All** use **CTRL+DELETE** or the **ESC** key. This clears all the operations except the value in memory. **Note:** In the Statistics Calculator, these two shortcut keys are not available; use the **Clear** button to clear the data list.

## Working with the Scientific Calculator

The Scientific Calculator enables you to perform basic scientific, inverse, hyperbolic and trigonometric functions, as well as number-base calculations.

In addition to the Current Value box, the Scientific Calculator window contains the following items, presented in the order in which Kurzweil 3000 announces them when using the **TAB** key.

**Inverse** function check box. Its hot key is **CTRL +I**.

**Hyperbolic** function check box (**CTRL +H**).

**Number Base** list (**CTRL +B**). Select a number base of **Binary**, **Octal**, **Decimal**, or **Hexadecimal**. When you change the Number Base, the number in the Current Value box immediately reflects the new-base value. The default Number Base is Decimal.

**Trig Mode** list (**CTRL +T**). Select a mode of **Degrees**, **Radians**, or **Gradiens**. The mode affects the calculation of the trigonometric functions: sine, cosine, and tangent. The default is Degrees.

The remaining buttons are Scientific functions, and standard memory and arithmetic functions.

## Procedures for the Scientific Calculator

The Scientific and the Standard calculators share a number of procedures. To find the steps for choosing a memory function or modifying entries or operations in the Scientific Calculator, go to *Procedures for the Standard Calculator*.

### To perform a unary operation:

Enter the number to be acted on followed by the operator. Unary operators include: square root, plus/minus, reciprocal, int, sine, cosine, tangent, not, factorial, x squared, x cubed, log, natural log, scientific notation, e to the x, exponent and rand.

### To perform a binary operation:

Enter the first number, the operator, and then the second number. Binary operators include: plus, minus, multiply, divide, and, or, x or, modulo, x to the y and left shift.

## Working with the Statistics Calculator

The Statistics Calculator allows you to run statistics, such as **Count**, **Sample Standard Deviation**, and **Population Variance**, on a set of data that you either enter or import.

In the Statistics Calculator window, you'll find below the Current Value box, the following items presented in the order in which Kurzweil 3000 announces them when using the **TAB** key.

**Data List** box. Hot key **CTRL +D**. Store and display the numbers in a data set.

**Ignore** check box (**Control +Z**). Ignore or use data points of zero.

**Add**. Hot key **A**. Add a number to the Data List.

**Remove**. Hot key **R**. Remove a selected number from the Data List.

**Clear**. Hot key **L**. Remove all the data list entries.

**Run.** Hot key **U**. Hear the statistical results of the current data set. The statistics results include the **Count, Sum, Mean, Median, Maximum, Minimum, Range, Mode, Sample Variance, Sample Standard Deviation, Population Variance,** and **Population Standard Deviation.**

Next are the standard **Backspace** and **Clear Entry**.

Number buttons follow **Clear Entry**.

## Procedures for the Statistics Calculator

1. To enter data:
2. Place your cursor in the **Current Value** box.
3. Enter a number.
4. Press **A** to add the number to the **Data List**.
5. Continue until you have entered the complete data set.

### To import a data set:

The file format for data you want to import should be text (.txt) format. The file should contain numbers only and each data point should be separated by a carriage return.

1. Open the **File** menu and choose **Import Data List**.
2. In the **File** dialog box, navigate to and select the desired text file.
3. Press **ENTER**.

The data set is now in the **Data List** box in the Statistics Calculator window.

### To move from one data list item to another:

Use the **UP** or **DOWN** key.

### To remove any item in the list:

Select the item in the list, then press **R**.

## To run the data set you just entered:

Press **U**.

A Statistics Result window appears and Kurzweil 3000 immediately begins reading the results. Use the **HOME**, **END**, **PAGE UP** and **PAGE DOWN** keys to navigate among the results. Press the **F5** key to read from the current cursor position.

## To Clear a data set:

Press **L**.

# Working with the Business Calculator

With the Business Calculator you can find answers to a variety of financial problems such as monthly loan payments, annuity rates, amortization schedules, and discounted cash flows.

This calculator offers five basic financial registers: **Number of Periods**, **Interest Rate**, **Present Value**, **Payment Per Period**, and **Future Value**.

In the Business Calculator window, you'll find the Current Value box. Numbers are formatted using two decimal places.

Listed below are items that follow the Current Value box and are presented in the order in which Kurzweil 3000 announces them when you use the **TAB** key.

**Simple Interest Basis** list box. Hot key **CTRL+B**. Select **360** or **365** days.

**Payment Mode** list box (**CTRL+T**). Select **End** or **Begin**.

**Odd Period Interest** list box (**CTRL+D**). Select **Compound** or **Simple**.

The Five Basic Registers follow: **Number of Periods**, hot key **N**. **Interest Rate**, hot key **I**. **Present Value**, hot key **P**. **Payment Per Period**, hot key **T** and **Future Value**, hot key **F**. Entering number(s) and pressing one of these register keys stores the number in that register. To calculate the numbers you enter, you must press hot key **K**.

Additional Registers and calculation functions follow:

**Begin Date.** Hot key **G**. Store a calendar date as the beginning of a period. Enter Month followed by a decimal, then day and year.

**End Date.** Hot key **E**. Store a calendar date as the end of a period. Enter Month followed by a decimal, then day and year.

**Days in Between.** Hot key **W**. Calculate the number of days between two given dates.

**Bond Price.** Hot key is the dollar sign. Calculate bond price.

**Yield to Maturity.** Hot key **Y**. Calculate yield to maturity.

**Cash Flow Index.** Hot key **J**. Recall the index of the cash flows entered.

**Number of Consecutive Cash Flows.** Hot key **Q**. Store the number of consecutive cash flows.

**Cash Flow Zero.** Hot key **O**. Store initial investment as a negative number.

**Cash Flow J.** Hot key **H**. Store cash flows occurring at regular intervals.

**Net Present Value.** Hot key **V**. Calculate net present value.

**Internal Rate of Return.** Hot key **U**. Calculate internal rate of return.

**Simple Interest.** Hot key **S**. Calculate simple interest.

**Date.** Hot key **D**. Calculate past or future date.

**Percent of Total.** Hot key is the exclamation point. Calculate percent.

**Percent Difference.** Hot key is the pound sign. Calculate percent difference between two numbers.

**Declining-Balance Depreciation.** Hot key **B**. Calculate depreciation using the declining-balance method.

**Straight-Line Depreciation.** Hot key **A**. Calculate depreciation based on straight-line method.

**Sum-of-the-Years Depreciation.** Hot key **C**. Calculate depreciation using the sum-of-the-years method.

**Amortization.** Hot key **Z**. Calculate amount applied toward principal and toward interest from a single or multiple loan payment(s).

**Exchange.** Hot key **X**. Hear associated values for a certain financial operation.

**Multiply by Twelve (CTRL+N).** Multiply a given number by twelve.

**Divide by Twelve (CTRL+I).** Divide a given number by twelve.

**Store (CTRL+O).** Modify a cash flow amount in the Cash Flow J index.

**Recall.** Hot key **L**. Recall any value in any register.

**Calculate.** Hot key **K**. Calculate the value of any of the Five Basic Registers.

**Clear Financial (CTRL+F).** Clear values in a financial register.

## General Procedures for the Business Calculator

In the Business Calculator, there are a number of Standard Calculator procedures you can perform. To find the steps for choosing a memory function or modifying entries or operations, go to [Procedures for the Standard Calculator](#) on page 408.

### The general procedure for using the Business Calculator:

1. Clear the Register by pressing **CTRL+F**.
2. Enter or store a number.
3. Specify the desired Register.
4. Repeat Steps 2 and 3, where appropriate.
5. Calculate. You can do this in one of two ways:

If you are using one of the five basic registers, press the hot key **K**, followed by the desired Register hot key.

Otherwise, press a desired calculation-based hot key.

### To recall the number(s) stored in a register:

Press **L** for Recall, then press the hot key for the desired register.

### **To enter consecutive cash flows of equal amounts:**

1. Enter the cash flow, press the cash flow hot key **J**.
2. Enter the number of times to repeat this amount.
3. Press Consecutive Cash Flow hot key **Q**.

### **To store cash flows occurring at regular intervals:**

Enter the amount of a cash flow followed by the hot key **H**. Repeat until the last cash flow.

### **To modify a cash flow amount in the Cash Flow index:**

1. Enter the desired index by pressing hot key **O**.
2. Enter the new amount.
3. Press **CTRL+O**, followed by **O**.



# G The Kurzweil 3000 Taskbar

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The Kurzweil 3000 Taskbar, an application that appears as a small bar in the Windows Taskbar, automatically installs with Kurzweil 3000 Version 10 on Windows XP. (On Windows 98 and ME systems, you must show the taskbar; for instructions, see *To show or hide the Kurzweil 3000 Taskbar*.)



The Kurzweil 3000 Taskbar in the Windows Taskbar.

The Kurzweil 3000 Taskbar offers fingertip access to a subset of Kurzweil 3000 features: Read, Look Up and Spell Check. You can use it for a single word or for a large selection of text from any application, including e-mail and Web browser, that you may have on your system. Simply drag and drop the text directly into the Kurzweil 3000 Taskbar.

**Note:** In Kurzweil 3000 Standalone edition, you can use Kurzweil 3000 Taskbar without having to run Kurzweil 3000. For the Network edition, you must have a valid user license or Kurzweil 3000 must be running.

For complete and detailed information on using Kurzweil 3000 Taskbar, place your cursor anywhere on the Kurzweil 3000 Taskbar and right-click to display its shortcut menu, and select Help.

## To show or hide the Kurzweil 3000 Taskbar:

1. Click the right mouse button in an empty area of the Windows Taskbar to display the **Windows Taskbar Shortcut** menu.
2. From the **Toolbars** menu, click the **Kurzweil 3000 Taskbar** item.

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To use Kurzweil 3000 Taskbar, type a word or phrase in the box or drag and drop, or copy and paste text into the box from any program; Kurzweil 3000 Taskbar automatically reads the text to you. You can also display a dictionary entry for a word and perform a spell check on text.

# H Kurzweil 3000 Administration for Teachers

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This appendix includes the following topics:

User account administration topics:

- [About User Startup Options](#) on page 420.
- [Understanding User Accounts](#) on page 421.
- [Preference Files Locations](#) on page 422.
- [User Administration with Kurzweil 3000 Standalone](#) on page 424.
- [User Administration with Kurzweil 3000 Network](#) on page 426.

Student reporting topics:

- [Working with the Usage Log](#) on page 429.
- [The Usage Log Dialog Box](#) on page 430.

Reporting features available only with Kurzweil 3000 Network edition:

- [Administering the Activity Database](#) on page 433.
- [Creating Database Reports and Form Letters](#) on page 437.

## About User Startup Options

How users log on to Kurzweil 3000 and the default location for storing users' working documents is controlled by the **Ask for User at Startup** option on Kurzweil 3000 Standalone, or the **Ask for Kurzweil 3000 User Name** option on Kurzweil 3000 Network.

For Kurzweil 3000 Standalone, you set the **Ask for User at Startup** option in the **General** pane of the **Kurzweil 3000 Options** dialog box.

For Kurzweil 3000 Network, you set the **Ask for Kurzweil 3000 User Name** option in the **Options** dialog box in the Kurzweil 3000 Administrator.

**Important Note:** Whichever way you decide to set the option, you should do it when you first install Kurzweil 3000, because changing it afterwards can cause confusion as to where user files are stored.

If the option is selected/enabled, Kurzweil 3000 displays the User Name box in the **Welcome** window at startup.

You can enter a new User Name, or select an existing User Name from the **User Name** box. When you enter a new name, Kurzweil 3000 creates an account using the name you type.

If the option is deselected/disabled, Kurzweil 3000 uses the current Windows user account information to create the Kurzweil 3000 user account.

### Notes:

- Windows 2000 or Windows XP Restricted users cannot change the **Ask for Users on Startup** option.
- For more information about the **Ask for Users on Startup** option, refer to the *Kurzweil 3000 for Windows Standalone Installation and Administration Guide*.
- For more information about the **Ask for Kurzweil 3000 User Name** option, refer to the *Kurzweil 3000 for Windows Network Installation and Administration Guide*.

## Understanding User Accounts

A Kurzweil 3000 user account consists of all the documents belonging to a user together with the user's personal Kurzweil 3000 preference files. When Kurzweil 3000 adds a new user, it creates two folders: one for the user's documents, and one for the user's preference files. Depending on the startup option setting, the documents and preference files are stored in different locations.

### Default Save Locations for Users Documents

The following locations represent the default location that Kurzweil 3000 uses to store a user's documents. Users may, of course, store their documents anywhere on the local computer, or in another place on the network, if available.

Depending on the startup option setting, the folder locations are as follows:

When **Ask for User at Startup** is deselected on Kurzweil 3000 Standalone or **Ask for Kurzweil 3000 User Name** is deselected on Kurzweil 3000 Network, the default save location for a user's documents is:

**C:\Documents and Settings\Windows account name\My Documents  
 \KESI\Kurzweil 3000**

When **Ask for User at Startup** is selected on Kurzweil 3000 Standalone or **Ask for Kurzweil 3000 User Name** is selected on Kurzweil 3000 Network, the default save location for a user's documents is:

**C:\Documents and Settings\Windows account name\My Documents  
 \KESI\Kurzweil 3000\user\_name1, user\_name2, user\_name3, etc.**

Where **user\_name1**, **user\_name2**, **user\_name3** are folders with the names of individual users.

**Note:** User files for older versions of Kurzweil 3000 may be in:

**C:\My Documents\Kurzweil Educational Systems\Kurzweil  
 3000\username**

## Preference Files Locations

User preference files include the Kurzweil 3000 settings file **K3000Settings.k3s** as well as files for Vocabulary Lists, the Word Prediction Dictionary, and the Personal Spelling Dictionary.

The **K3000Settings.k3s** file includes the settings for each of the options in the Kurzweil 3000 **Options** panes. When you make a change to any of these options—for example reading speed or reading highlight colors—Kurzweil 3000 updates the settings file to reflect your changes.

### Kurzweil 3000 Standalone

All preference files are stored in:

On Windows 98 and 2000:

**C:\Program Files\Kurzweil Educational Systems\Kurzweil 3000\Settings**

On Windows XP:

The location of the files depends on whether the **Ask for User at Startup** option is selected.

When the option is deselected (the default), the files are in:

**C:\Documents and Settings\Windows account name\Application Data\KESI\Kurzweil 3000**

When the option selected, the files are in:

**C:\Documents and Settings\Windows account name\Application Data\KESI\Kurzweil 3000\user\_name1, user\_name2, user\_name3, etc.**

Where **user\_name1**, **user\_name2**, **user\_name3** are folders with the names of individual users.

## Kurzweil 3000 Network

User preferences files are stored on the PC running the Kurzweil 3000 Network Engine.

The files reside in:

**C:\Documents and Settings\All Users\Application Data\KESI\Kurzweil 3000 Server\Users\user\_name1, user\_name2, user\_name3, etc.**

Where **user\_name1**, **user\_name2**, **user\_name3** are folders with the names of individual users.

**Important Note:** With Kurzweil 3000 Network, only the **K3000Settings.k3s** preference file is stored on the computer running the Kurzweil 3000 Network Engine. Other preference files, such as Vocabulary Lists and a user's personal spelling dictionary, are stored on the Client computer.

When the **Ask for Kurzweil 3000 User Name** option is not selected in the Kurzweil 3000 Administrator **Network Options** dialog box, the files reside in:

**C:\Documents and Settings\Windows account name\Application Data\KESI\Kurzweil 3000**

When the **Ask for Kurzweil 3000 User Name** option is selected in the Kurzweil 3000 Administrator **Network Options** dialog box, the files reside in:

**C:\Documents and Settings\Windows account name\Application Data\KESI\Kurzweil 3000\user\_name1, user\_name2, user\_name3, etc.**

For more information about administering Kurzweil 3000 Networks, see the Online Help available from the Kurzweil Network Administrator application, or see the *Kurzweil 3000 for Windows Network Installation and Administration Guide*.

# User Administration with Kurzweil 3000 Standalone

Use the following procedures to maintain Kurzweil 3000 user accounts.

## Adding New Users

You can manually add new users at startup if the **Ask for Users at Startup** option is enabled. If this option is enabled, Kurzweil 3000 displays the **Welcome/Login** window. Otherwise, Kurzweil 3000 automatically creates new users based on their Windows user account.

### To add a new user:

1. Double-click the **Kurzweil 3000** icon on the desktop to start Kurzweil 3000.
2. In the **Welcome** window, type the user's name in the **User Name** box, then click **Yes** to confirm.

## Changing to a Different User

You can switch to another user without having to quit and restart Kurzweil 3000.

### To switch to another user without restarting Kurzweil 3000:

1. On the **File** menu, click **Change User** to display the **Change User Name** dialog box.
2. Type the new user name in the **User Name** text box.  
*or*  
Click the **User Name** arrow and select a user name from the list.
3. Click **OK** to effect the change, or click **Cancel** to keep the original user.

## Deleting User Files

### To delete a user's files:

1. Navigate to the location where Kurzweil 3000 stores the user's files.  
The location of the files depends on the user startup option setting. See [About User Startup Options](#) on page 420.
2. Click the first file you want to delete. Hold down the **CTRL** key, and then click any other files you want to delete.  
A dialog box appears asking if you are sure you want to remove the items.
3. Click **Yes**.

## Deleting User Accounts

### To delete a user account and all the user's files:

1. Navigate to the location where Kurzweil 3000 stores the user's files.  
The location of the files depends on the user startup option setting. See [About User Startup Options](#) on page 420.
2. Delete the folder with the name of the user you want to remove.
3. Navigate to the location where Kurzweil 3000 stores the user's files. See [Preference Files Locations](#) on page 422.
4. Delete the preference files for the user you are removing.

#### Notes:

- If you want to save some of the files from a user account you are deleting, first move the files to a different location.
- If you are on a Kurzweil 3000 Network, consult the *Kurzweil 3000 for Windows Network Installation and Administration Guide*.

# User Administration with Kurzweil 3000 Network

Most administration tasks, such as adding and deleting users, are covered in detail in the *Kurzweil 3000 for Windows Network Installation and Administration Guide*. This section provides a brief overview of a Kurzweil 3000 Network and information on the Kurzweil 3000 License-to-Go™ feature, as well as information on how to return licenses to the Kurzweil 3000 Network Engine.

## Kurzweil 3000 Network Overview

The Kurzweil 3000 Network consists of one or more (usually many more) computers running Kurzweil 3000 Client software and a smaller number of computers running the Kurzweil 3000 Network Engine software. The Client computers access the computer(s) running the Network Engine software over a TCP/IP network.

If you are on a Kurzweil 3000 Network, there will be no difference in the interface or functionality of Kurzweil 3000. The only difference is that your user preferences are stored on the Kurzweil 3000 Network Engine, and they are available to you regardless of which Kurzweil Network Client computer you are logged on to. See [Understanding User Accounts](#) on page 421.

## About Kurzweil 3000 License-to-Go

The Kurzweil 3000 License-to-Go feature allows students to use Kurzweil 3000 Client software without having to be connected to the Network.

A License-to-Go may be issued using the following methods:

**Granting a License-to-Go.** Use this method to transfer a license from the Kurzweil 3000 Server to a Kurzweil 3000 Client computer that is connected to the Kurzweil 3000 Network. After you grant the license, the Client can then be disconnected from the Network and used outside of the Network.

This method is useful for students with laptops who need to use Kurzweil 3000 both in school and at home. It also allows students to use Kurzweil 3000 in areas of the school that do not have access to the Kurzweil 3000 Network.

**Generating a Remote License-to-Go Code.** Use this method to create a Remote License-to-Go Code which a student can use to activate Kurzweil 3000 Client software installed on a computer that is not connected to a Kurzweil 3000 Network.

This method is useful for students who need to use Kurzweil 3000 on a home computer that cannot be transported to school.

Both granted and generated licenses are valid for a specified period of time. When the time expires, the license automatically becomes available again on the Server and unavailable to the user to whom the license was transferred.

## Returning Granted Licenses to the Network Engine

If you are using the Network version of Kurzweil 3000, you may have been issued a license using the License-to-Go license granting feature.

There might be a time when your System Administrator will ask you to return your License-to-Go before it is due to expire.

### To return a granted license to the Network Engine:

1. Connect the computer on which the granted license resides back to your Network.
2. Launch Kurzweil 3000.
3. From the **File** menu, choose **Check In License-to-Go**.

## Returning a Remote License-to-Go to the Network Engine

If you are using the Network version of Kurzweil 3000, you may have been issued a license using the **Remote License-to-Go** option.

There might be a time when your System Administrator will ask you to return your License-to-Go before it is due to expire.

## To generate a Remote License-to-Go Return Code:

1. Start Kurzweil 3000.
2. From the **File** menu, choose **Check In License-to-Go**.  
A dialog box appears, prompting you to confirm that you want to check in the license.
3. Click **Yes** to continue.  
Another dialog box appears, informing you that there is no Kurzweil 3000 Network Engine available and asking if you want to generate a Return Code.
4. If you are sure you want to continue, click **Yes**. Once you click **Yes**, your copy of Kurzweil 3000 will be deactivated.  
Kurzweil 3000 generates a return code and displays it to you.
5. Contact your System Administrator and supply him or her with the **Return Code**.

## Working with the Usage Log

There may be times when it is important to track and monitor students' Kurzweil 3000 usage. You may want to ensure that a student is using the appropriate tool for a task. You may want to see how long it took a student to perform a task. Running a log periodically, say once at the start of a semester and again mid-term, enables you to note progress and spot problem areas.

The **Usage Log** feature provides data you can use to adjust your curriculum or learning plans for your students as their learning abilities evolve.

There are two different logs that you can view: **Word Help Log** and **Complete Log**.

The **Word Help Log** keeps track of the following events, along with the date that each event occurred:

- Read single word (double-click reading). See [Reading One Word at a Time \(Double-Click Reading\)](#) on page 53.
- Definition lookup.
- Spell word.
- Syllable usage.
- Picture dictionary lookup.

The **Complete Log** keeps track of the following events, along with the date and time that each event occurred:

- User login/logout.
- Usage Log enabled/disabled.
- File-related tasks such as open/close, creating new file, saving and saving as.
- Start/Stop Reading.
- Definition and Synonym usage.
- Spell Check and spelling error correction.
- Read single word (double-click reading).

- Highlighting on/off.
- Vocabulary word-related tasks such as highlighting, searching and replacing words.
- Word Prediction-related tasks such as turning Word Prediction on/off, inserting words from Word Prediction and/or Vocabulary Lists.
- Picture Dictionary lookup.

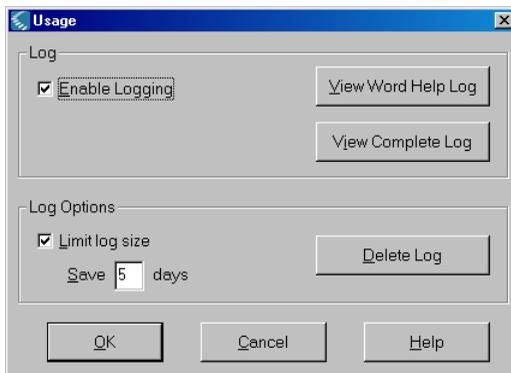
By default, the Usage Log is disabled. You must enable it for each user separately.

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

**Note:** The Kurzweil 3000 Network edition has additional, more advanced, logging features. See [Administering the Activity Database](#) on page 433 and [Creating Database Reports and Form Letters](#) on page 437.

## The Usage Log Dialog Box

All commands and options for the Usage Log feature are in the **Usage** dialog box.



### To enable the Usage Log for a user:

1. In the user's Kurzweil 3000 window, open the **Tools** menu, and choose **Usage**.
2. In the **Usage** dialog box, click the **Enable Logging** box.

3. You can limit the number of days you want the log to track. Click in the **Save Days** box and type a number between 1 and 99 inclusive. The default is 5.

If you want a continuous log with no limit, click the **Limit log size** box to disable limiting.

4. Click **OK**.

### To view a usage log:

In the **Usage** dialog box, click **View Word Help Log**. The following is a sample of a portion of a **Word Help** log page.

Word Help For TomV		
Friday, 1/14/2005	Definitions: 3	<b>condors</b> , condor, tactic
	Read word: 7	hazards, successfully, successfully, incubator, increase, increase, species
	Syllables: 1	Pesticide

Words in **bold** were not found in the Reference.

In the **Usage** dialog box, click **View Complete Log**. The following is a sample of a portion of a **Complete** log page.

<b>Log for Lucinda</b>	
<b>Tuesday, 10/21/2003</b> <b>3:55:08 PM</b>	Logging turned on for Lucinda
3:56:06 PM	Open C:\Documents and Settings\Lucinda\My Documents\KESI\Kurzweil 3000\Dictionary Work.kes
3:56:43 PM	Save as: Dictionary Work.kes -> C:\Documents and Settings\Lucinda\My Documents\KESI\Kurzweil 3000\my Dictionary Work.kes
3:56:58 PM	Lookup definition: baking powder
3:57:08 PM	Close Definition of 'baking powder' from American Heritage Fourth Edition
3:57:18 PM	Lookup definition: baking powder
3:57:44 PM	Close Definition of 'baking powder' from American Heritage Fourth Edition
3:58:17 PM	Lookup definition: bandanna
3:58:33 PM	Lookup definition: bandanna
3:58:54 PM	Lookup definition: grackle
3:59:16 PM	Close Definition of 'grackle' from American Heritage Fourth Edition
3:59:35 PM	Lookup definition: sovereign
3:59:47 PM	Close Definition of 'sovereign' from American Heritage Fourth Edition
4:00:04 PM	Lookup definition: gecko
4:01:13 PM	Save: C:\Documents and Settings\Lucinda\My Documents\KESI\Kurzweil 3000\Dictionary Work.kes
4:01:36 PM	Close C:\Documents and Settings\Lucinda\My Documents\KESI\Kurzweil 3000\Dictionary Work.kes
4:01:36 PM	Close Definition of 'bandanna' from American Heritage Fourth Edition
4:01:36 PM	Close Definition of 'bandanna' from American Heritage Fourth Edition
4:01:36 PM	Close Definition of 'gecko' from American Heritage Fourth Edition

## About the Following Sections

The information in the following sections details features and functions that are available only with the Kurzweil 3000 Network edition and can only be accomplished using the **Kurzweil 3000 Administrator** application, which is located on the Kurzweil 3000 Server computer.

This information is provided here for you, the teacher, so that you are aware of these important tools. If you do not have access to the Kurzweil 3000 Administrator, you will have to work with your Network or System Administrator in order to make use of these tools.

For complete details about the Kurzweil 3000 Administrator, refer to the *Kurzweil 3000 for Windows Network Installation and Administration Guide*.

## Administering the Activity Database

You can configure the Kurzweil 3000 Server to keep a record of students' activities as they work. The Server can record such actions as looking up definitions, synonyms or syllables running a Spell Check or changing the reading speed.

Using the Server Administrator, you can perform the following database administration tasks:

- Update the database.
- Clean up the database.

After you have collected user activity data, you use it to generate reports and letters that incorporate selected data, similar to a mail merge. See [Creating Database Reports and Form Letters](#) on page 437.

## Setting Up Activity Logging

By default, the Server *does not* log user activity; you must turn on this function. Be aware that activity logging can require large amounts of disk space since the activity of *all* users is recorded. Therefore, you need to ensure that there is adequate free disk space available on the Kurzweil 3000 Server machine. It is not possible to provide specific disk space requirements because of the variability of individual Kurzweil 3000 Network installations.

However, space on the order of tens of megabytes is certainly a suggested starting point. You will need to experiment.

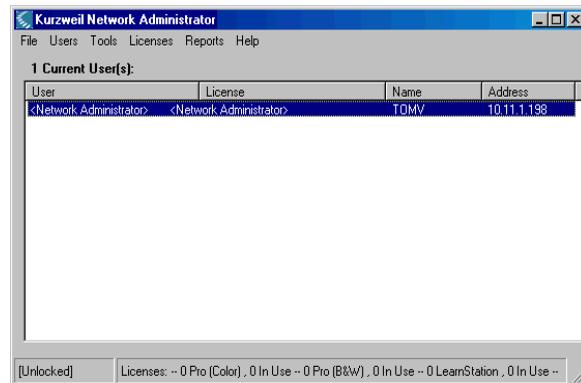
**Note:** Statistics are not logged for users who are using Kurzweil 3000 with the License-to-Go license granting feature.

### To enable activity logging:

1. Double-click the **Kurzweil 3000 Network Administrator** shortcut icon.

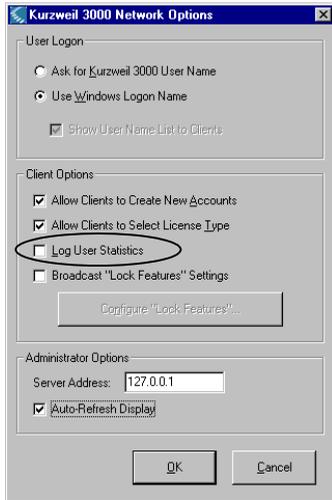


The **Kurzweil 3000 Network Administrator** window appears.



2. From the **Tools** menu, select **Options**.

3. In the **Kurzweil 3000 Network Options** dialog box, select **Log User Statistics**.



4. Click **OK** to close the dialog box.

## What Activities Get Logged?

The following is list of Kurzweil 3000 activities and/or events that are logged in the activity database:

File opened	Read Unit changed
File saved	User logged in
File closed	User logged out
Page scanned	New Text File created
Reading started	New Image File created
Reading stopped	File "Saved As"
Look up definition	Definition not found
Look up synonyms	Look Up in Encarta
Look up syllables	Synonym not found
Spell a word	Spell Check error replaced
Spell check a document	Spell Check error skipped
Word Prediction enabled	Spell Check no suggestions for word
Word Prediction disabled	Spell Check report
Word inserted from Word Prediction	Highlighter used on text
Reading Speed changed	Highlight words in Vocabulary List
Read Mode changed	Search for words in Vocabulary List
	Word inserted from Vocabulary List

## Creating Database Reports and Form Letters

You can output the activity data you collect as either a report or as form letters. You generate form letters from a form letter template. Form letter templates consist of text that you type in manually and predefined database field tags that you embed inside the text. See [Creating and Generating Form Letters from the Database](#) on page 440.

### Generating Reports

The Kurzweil 3000 Network Engine includes several predefined reports that you can use to chart student progress. You can generate reports for individual students or for all students in the database.

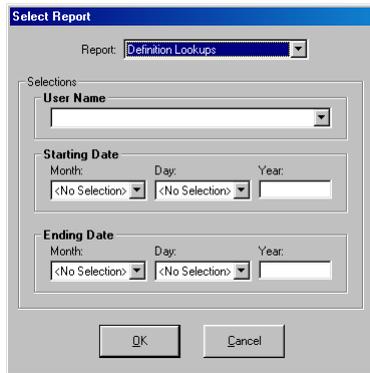
<b>Report</b>	<b>Contents</b>
<b>Definition Lookups</b>	Specific words looked up.
<b>Synonym Lookups</b>	Specific words for which synonyms were found.
<b>Syllable Lookups</b>	Specific words broken into syllables.
<b>Spell Check Errors</b>	Specific words misspelled.
<b>Reading Speed by User</b>	Changes to reading speed.
<b>Student Summary</b>	Average reading speed, number of words looked up.
<b>Full Database</b>	All activity.

Also, if your school has Microsoft Access 97 or another database management application that is compatible with the Microsoft Jet database format, you can create your own customized reports. Consult your database software documentation for instructions.

#### To generate a Kurzweil 3000 report:

1. Double-click the **Kurzweil 3000 Network Administrator** shortcut icon.
2. From the **Reports** menu, choose **Run Report**.

3. In the **Select Report** dialog box, choose the report you want from the **Report** menu.



The image shows a dialog box titled "Select Report". At the top, there is a "Report:" dropdown menu currently showing "Definition Lookups". Below this is a section labeled "Selections" containing a "User Name" dropdown menu which is currently blank. Underneath are two date selection sections: "Starting Date" and "Ending Date". Each of these sections has three input fields: "Month:" with a dropdown menu showing "<No Selection>", "Day:" with a dropdown menu showing "<No Selection>", and "Year:" with a text input box. At the bottom of the dialog box are two buttons: "OK" and "Cancel".

4. For a report on a single student, type the name in the **User Name** box. For a report on all students, leave the **User Name** box blank.
5. For a report covering a specific time period, scroll to select month and day, then type in the year for both **Starting Date** and **Ending Date**. For a report covering the entire time span in the database, leave these boxes blank.
6. Click **OK**.
7. When the report appears, click **Print** to send it to your printer or **Exit Report** to return to the **Select Report** window.

By default, the data in a report is in ascending chronological order (earliest to latest). To reverse the order, click the **Date/Time** column head. To resize the columns, click and drag the dividers between column heads.

Below are examples of a **Definitions Lookup** report for one student and a **Spell Check** report for a group of students:

The screenshot shows a window titled "Kurzweil 3000 Server Report" with a table containing the following data:

Date/Time	User Name	Definition of
10/31/00 10:18:34 AM	Caroline	jests
10/31/00 10:18:45 AM	Caroline	wound
10/31/00 10:18:52 AM	Caroline	yonder
10/31/00 10:19:05 AM	Caroline	art
10/31/00 10:19:16 AM	Caroline	vestal
10/31/00 10:19:28 AM	Caroline	Chaste
10/31/00 10:19:41 AM	Caroline	Cast
10/31/00 10:19:54 AM	Caroline	hurl
10/31/00 10:20:55 AM	Caroline	embossed
10/31/00 10:23:05 AM	Caroline	landmark
10/31/00 10:23:20 AM	Caroline	ill-starred
10/31/00 10:23:31 AM	Caroline	doleful
10/31/00 10:24:01 AM	Caroline	lamentations
10/31/00 10:24:01 AM	Caroline	lamentations

At the bottom of the window are two buttons: "Print..." and "Exit Report".

The screenshot shows a window titled "Kurzweil 3000 Server Report" with a table containing the following data:

Date/Time	User Name	Misspelled
10/31/00 10:27:12 AM	Caitlin	Floorida
10/31/00 10:27:21 AM	Caitlin	frend
10/31/00 10:27:23 AM	Caitlin	Dizneland
10/31/00 10:27:28 AM	Caitlin	hurycane
10/31/00 10:54:04 AM	David	Haloween
10/31/00 10:54:09 AM	David	faverit
10/31/00 10:54:11 AM	David	holliday
10/31/00 10:54:13 AM	David	realy
10/31/00 10:54:23 AM	David	beleive
10/31/00 10:54:25 AM	David	gosts
10/31/00 10:54:52 AM	David	gosts
10/31/00 10:56:57 AM	Micah	writing
10/31/00 10:57:00 AM	Micah	gosts
10/31/00 10:57:05 AM	Micah	peple
10/31/00 10:57:07 AM	Micah	dont
10/31/00 10:57:12 AM	Micah	beleive
10/31/00 10:57:14 AM	Micah	gosts
10/31/00 10:57:16 AM	Micah	proibly
10/31/00 10:57:22 AM	Micah	gosts

At the bottom of the window are two buttons: "Print..." and "Exit Report".

## Creating and Generating Form Letters from the Database

The **Generate Form Letters** feature gives you the ability to produce form letters from a form letter template that you have previously created.

A form letter template consists of manually entered “boilerplate” text merged with numeric data from the activity database, viewed over a specified time period. The numeric data corresponds to the number of times students used Kurzweil 3000 features such as Definition lookup or Word Prediction, and in the case of Reading Speed, the average reading speed.

This feature, which is similar to a mail merge, allows you to create, for example, weekly parent letters that detail a student’s interactions with Kurzweil 3000.

### To create a form letter template:

The general method for creating a letter is to type “boilerplate” text that is appropriate for everyone who will receive the letter, insert database field tags, type labels for the inserted fields and type any desired explanatory text.

1. Double-click the **Kurzweil 3000 Network Administrator** shortcut icon.



The **Network Administrator** appears.

2. From the **Reports** menu, choose **Create/Edit Form Letter Template**.

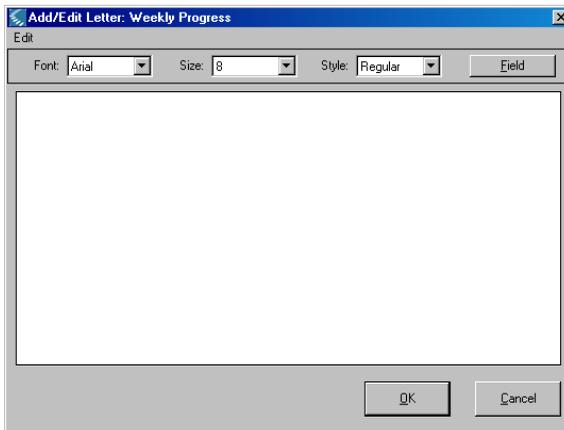
The **Select Form Letter Template** dialog box appears.



3. Type a name for the template in the **Letter Name** box and click **OK**.



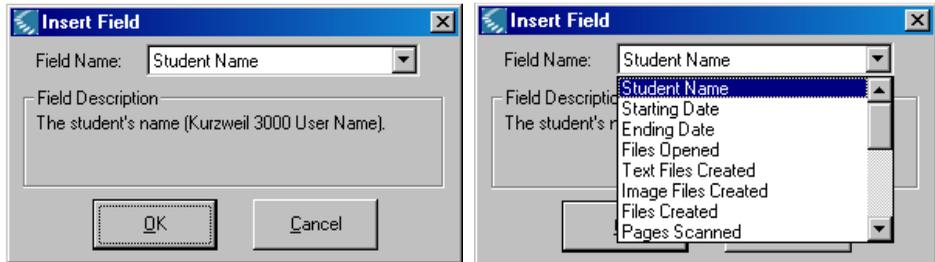
The Network Engine creates the new form letter template, and saves the template's name to the **Letter Name** list for future use, and the **Add/Edit Form Letter: *Template Name*** dialog box appears.



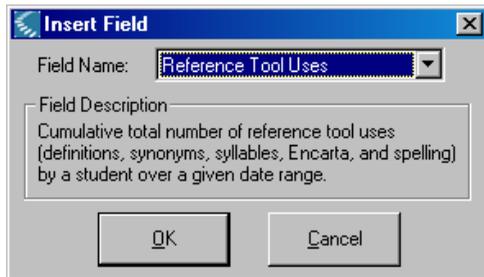
The **Add/Edit Form Letter: *Template Name*** dialog box provides simple **Font**, [Font] **Size** and [Font] **Style** formatting tools. The **Fields** button provides access to the **Insert Field** dialog box.

**4. Click Fields.**

The **Insert Field** dialog box appears. The **Field Name** list contains a list of all the interactions stored by the database.



When you choose a field name, a description of the information it contains appears in the **Field Description** area.

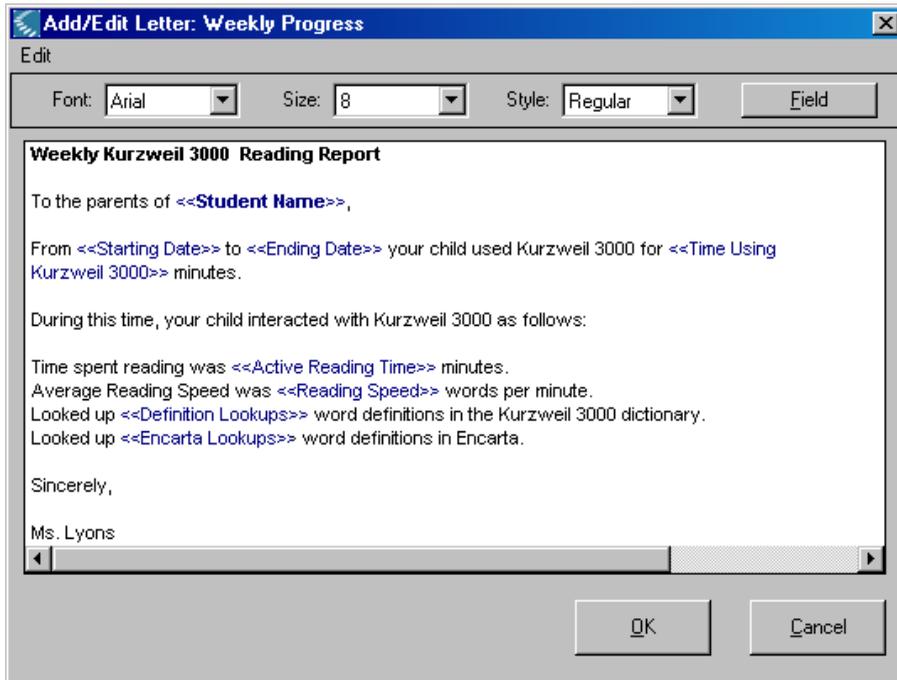


**5. Add field labels and any other desired text.**

**6. Click Close.**

For a sample form letter template, see the next page.

**Form letter template sample.** Inserted database fields are enclosed by double angle brackets (<< >>), all other text is typed in manually.



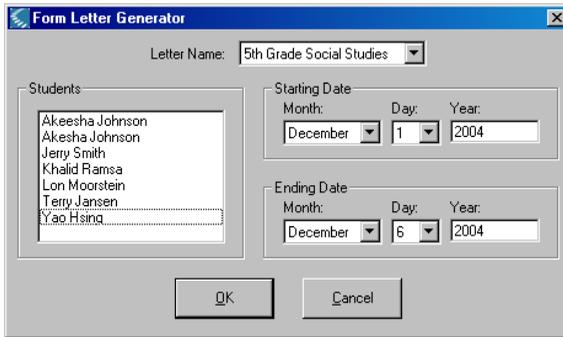
## Generating a Form Letter

After you have created a form letter template, you can direct the Network Engine to generate one or more form letters, each of which will contain the selected user's individual usage information.

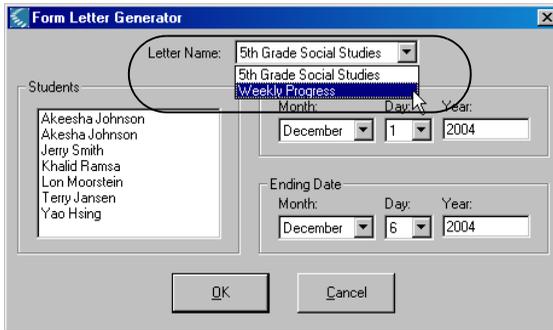
### To generate a form letter:

1. From the **Reports** menu, choose **Generate Letters**.

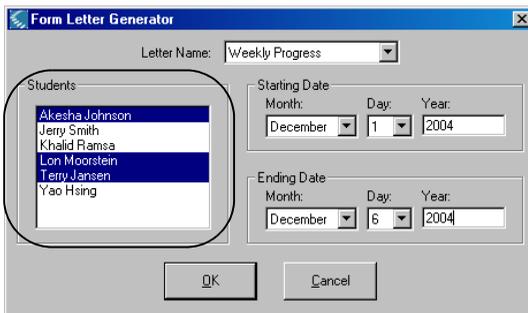
The **Form Letter Generator** dialog box appears.



2. Choose a letter from the **Letter Name** menu.



3. In the **Students** area, choose the name of each student for whom you want to generate a letter. To choose multiple names, hold down the **CTRL** key and click the desired names.



- Specify a **Starting Date** and an **Ending Date**. This range will appear on the cover sheet when you print the generated letters, and, within the letters themselves, if they contain the <<Starting Date>> and <<Ending Date>> database fields.

The screenshot shows the 'Form Letter Generator' dialog box. At the top, 'Letter Name' is set to 'Weekly Progress'. On the left, a list of students is shown: Akesha Johnson, Jerry Smith, Khalid Ramsa, Lon Moorstein, Terry Jansen, and Yao Hsing. On the right, there are two date selection sections. The 'Starting Date' section has 'Month' set to 'December', 'Day' set to '1', and 'Year' set to '2004'. The 'Ending Date' section has 'Month' set to 'December', 'Day' set to '6', and 'Year' set to '2004'. Both date sections are circled in red. At the bottom, there are 'OK' and 'Cancel' buttons.

- Click **OK**.

The **Form Letter Display** dialog box appears. The dialog box contains a header, which displays the name of the form letter followed by the specified date range. Following the header, the form letter is reproduced, now with the specified data replacing the field tags, one letter for each student you selected. A red line indicates the end of one letter and the beginning of the next.

- Click **Print** to print all of the letters.



# I Monitoring Audio File Creation

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Kurzweil 3000 lets you save text and image documents as either MP3 or WAV audio files.

When you choose to create an audio file, Kurzweil 3000 places the designated document in a queue along with other documents that are waiting to be transformed to audio files. As it works through the queue, Kurzweil 3000 creates an interim file type **my\_audio\_file.kmd** in the **Pending Audio** folder, transforms the .kmd file into the final .mp3 or .wav file and places it in the **Output Audio** folder.

You can track this process using the Audio Spooler Monitor. Also, if you have a number of documents queued, you can change the order in which they will be converted to audio files.

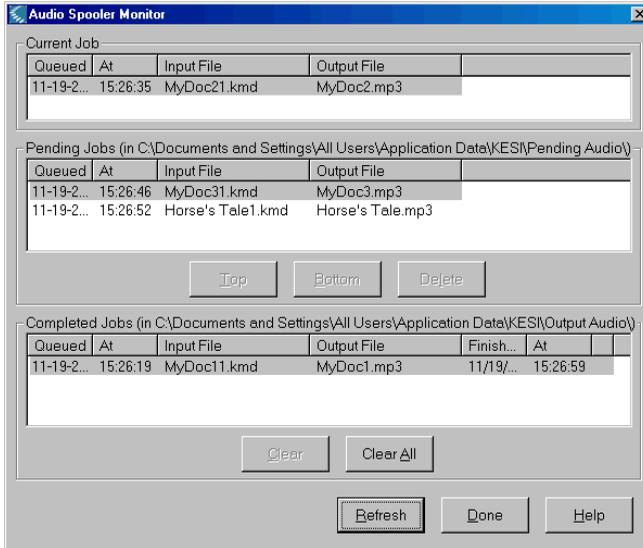
For information on creating audio files, see [Saving Documents as Audio Files](#) on page 199.

## To access the Audio Spooler Monitor:

1. From the **File** menu, choose **Audio Files**, and then choose **Audio Spooler Monitor** from the submenu.

---

The **Audio Spooler Monitor** appears.



The Audio Spooler Monitor lets you view and perform the following processes and tasks:

**Current Job:** shows the name of the current document being converted to an audio file along with its output file name.

**Pending Jobs:** lists documents queued for conversion. You can change the conversion order by clicking a document name and using the **Top** and **Bottom** buttons to change its position in the queue. To remove a document from the queue, use the **Delete** button.

**Completed Jobs:** lists the documents that have been converted. Use the **Clear** button to remove a selected file from the list. Click **Clear All** to remove all of the files from the list.

**Refresh:** lets you update the Audio Spooler Monitor window to show the most recent spooler activity.

## Enabling Audio File Creation for Windows 2000 Restricted Users

This procedure only applies if you are running Kurzweil 3000 on Windows 2000.

Kurzweil 3000 allows users to save Kurzweil 3000 documents as audio files (MP3 or WAV).

The Kurzweil 3000 installation process creates two folders (**Pending Audio** and **Output Audio**) that Kurzweil 3000 requires in order to generate audio files. These folders are created in **Documents and Settings\All Users\Application Data\KESI**.

By default Windows 2000 Restricted users do not have write access to these folders. Therefore, in order for Windows 2000 Restricted users to create audio files you must change the Security Properties so that **User (Everyone)** can write to **Documents and Settings\All Users\Application Data\KESI**.

## Restarting the Audio File Creation Application

Kurzweil 3000 uses a separate application named **AudioSpooler.exe** to create audio files. As this program does not automatically start up when you reboot your computer or launch Kurzweil 3000, any file in the pending queue will not be processed automatically.

To restart the application (and process any pending files), simply send a new file to be processed by selecting the **Create Audio File** command from the **Audio File** submenu in the **File** menu.

You can also start the AudioSpooler.exe application manually.

### To manually restart the AudioSpooler.exe application:

1. From the Windows **Start** menu, choose **Run**.

The **Run** dialog box appears.

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In the **Open** box, type:

**C:\Program Files\Kurzweil Educational Systems\Audiospooler\  
Audiospooler.exe**

## **Troubleshooting Audio File Creation**

If you have problems creating an audio file, you can check the log file that is created each time you use this feature. You can find the log file, named **Error Log**, in the following locations:

For Windows 98

**C:\Windows\All Users\Application Data\KESI\Pending Audio**

For Windows NT, 2000 and XP

**C:\Documents and Settings\All Users\Application Data\ KESI\Pending  
Audio**

**Note:** When you first attempt to generate an MP3 file, you may find that there is no MP3 encoder installed on your PC. You can get an encoder by either installing the current version of Microsoft Windows Media Player, or, if you would rather not install that software, installing a standalone encoder such as **lame\_enc.dll**. This encoder is available for free on the Internet. It includes easy installation instructions.

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