Kurzweil 3000® for Macintosh Version 15 Quick Reference

This Quick Reference provides information about the Kurzweil 3000 for Macintosh user interface, common tasks, and important options. It does not present all available features and functions. Please consult the *Kurzweil 3000 for Macintosh* Online Help for full details about Kurzweil 3000 features and functions.

Starting Kurzweil 3000

1. Go to the location where Kurzweil 3000 is installed.
2. Double-click the **Kurzweil 3000** icon.

If the **Select Kurzweil 3000 User** window appears, select your name from the menu. If your name is not in the menu, type it in the text box to create a new user. Click **Log In**.

The initial Kurzweil 3000 user interface appears.

Note: When you start Kurzweil 3000 for the first time, the **Welcome Document** and the **Tip of the Day** display.

These elements display each time you start Kurzweil 3000, unless you turn if off. To turn them off, deselect the **Show Welcome Document** and/or the **Show Tip of the Day** option in the **Kurzweil 3000 General Preferences** pane. See *Setting Preferences* on page 5.

Accessing Kurzweil 3000 Help

Kurzweil 3000 Help is available in multiple forms and places:

Online Help from the **Help** menu enable you to:

- Click through the topics to find the information you need.
- Search for information by typing keyword(s) in the **Ask a Question** box.
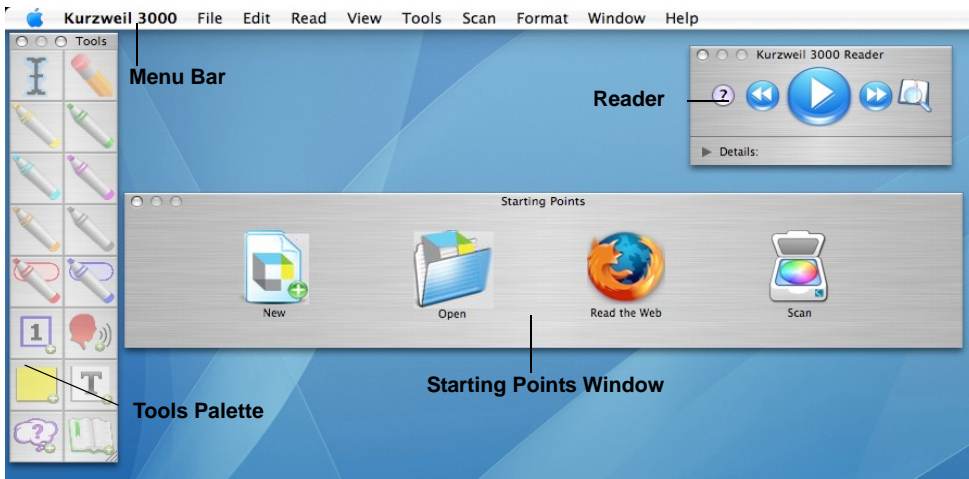
Context Help in certain windows, when you click the question mark button, provide information about the current options.

How To videos from the **Help** menu let you watch short, instructional tutorials.

PDF guides, available on the product DVD and downloadable from https://www.kurzweiledu.com, are another source of information.

The Kurzweil 3000 for Macintosh User Interface

When you first start Kurzweil 3000, you see the **Menu Bar**, **Starting Points** window, the **Reader** and the **Tools** palette.

The Menu Bar and Contextual Menus	The **Menu Bar** lets you access commands that you use to perform tasks in Kurzweil 3000.
	In addition to buttons and menus from the menu bar, there are a few **Contextual Menus** that provide you with relevant functions and features. One contextual menu appears in the standard view for image documents, another in Zone Edit mode, and another in text documents.
	To display a contextual menu, hold down the **Control** key and click.
The Starting Points Window	The **Starting Points** window appears by default when you open Kurzweil 3000 or close the last open Kurzweil 3000 document. It provides a quick way to create **New** text documents, **Open** existing documents, **Read the Web**, or **Scan** documents.
The Kurzweil 3000 Reader	The **Reader** is your main reading control panel, which also provides access to word lookup tools.
The Tools Palette	The re-sizable **Tools** palette puts annotation tools in easy reach.

To show or hide the Starting Points, Reader or Tools palette:

Open the **Window** menu and choose the desired **Show/Hide** selection.

Document Windows

Each document that you create, open, or scan appears in its own **document window**. Document windows consist of a **toolbar** at the top, a **document area** below the toolbar, and, if it is an image document, a **Page Options** bar (see page 11) at the bottom of the document window.

Toolbars

By default, document windows display a toolbar appropriate to the **document type**. **Image documents**, such as TIFF or PDF documents, display the **Exploring** toolbar. **Text documents** display the **Writing** toolbar. Newly scanned documents display the **Scanning** toolbar.

Kurzweil 3000 includes six default toolbars, each containing a group of specialized tools.

The Classic Toolbar
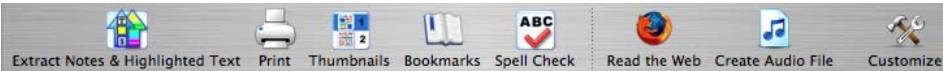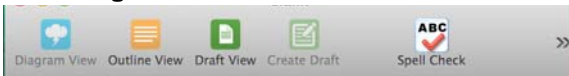

The Document Preparation Toolbar

The Exploring Toolbar

The Scanning Toolbar

The Studying Toolbar

The Writing Path Toolbar

The Writing Toolbar

To change the currently displayed toolbar for the current document:

Choose **View > Current Toolbar**, and select a toolbar from the submenu.

To specify a different default toolbar for new documents:

Open the **Kurzweil 3000 Preferences** window, click **Toolbars**, and specify a new toolbar in the **Initial Toolbars** area.

Customizing or Creating a New Toolbar

1. Choose the toolbar you want to customize. If you want to create a new toolbar, it doesn't matter which toolbar you start with.

2. With a document open, choose **View > Customize Toolbar** or click **Customize** on the toolbar.

3. Drag buttons between the **Customize** sheet and the toolbar, then click **Done**.

4. In the sheet that appears, choose **Name a New Toolbar** or R**eplace Existing Toolbar**. If you are creating a new toolbar, continue to the next step.

5. In the **Edit Toolbar Names** window that opens, with **New Toolbar** highlighted, type a name for the new toolbar and click **Save**. The new toolbar's name now appears on the **View > Current Toolbar** submenu.

Setting Preferences

Preferences represent the defaults that Kurzweil 3000 uses for various tasks and display settings. You can change these default settings in the Kurzweil 3000 Preferences window. The Quick Reference identifies some of these settings where appropriate.

To access a Kurzweil 3000 Preferences pane:

1. Choose **Preferences** from the **Kurzweil 3000 Application** menu (the first menu in the menu bar after the **Apple ( )** menu.)

2. In the **Preferences** window, click the button of the desired category to display the associated preferences pane: **General**, **Highlighters**, **Notes**, **Reading**, **Scanning**, **Text**, and **Toolbars**.
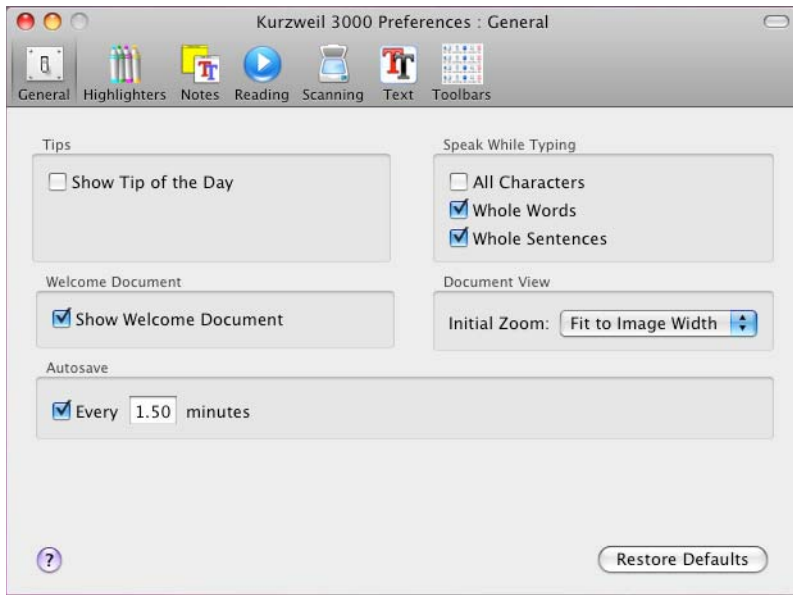
To restore defaults for any category of Preferences: open the desired Preferences pane and click **Restore Defaults**.

Preparing Documents

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

1.	Bring documents into Kurzweil 3000.	Scan or open existing image-based documents such as TIFF or PDF, or use **Open as PDF** to open documents directly from other applications into Kurzweil 3000. See *Changing Reading Order (Edit Zones)* on page 25.
2.	Read the document.	Determine if there are reading order changes you need to make.
3.	Edit reading order.	Use the **Zone Editing** function to change the reading order. See *Changing Reading Order (Edit Zones)* on page 25.
4.	Correct misrecognized words.	After zone editing, use the **Edit Underlying Text** function to edit misrecognized or mispronounced words. See *Correcting Recognition Errors (Edit Underlying Text)* on page 25. You can also use **Find and Replace** and **Spell Check** to correct recognition errors.

Reading

In Kurzweil 3000, the most convenient way to access Reading functions is to use the **Reader**.

To Show or Hide the Reader: Choose **Show/Hide Reader** from the **Window** menu.

To Read:

1. Click inside an open document.

2. In the **Kurzweil 3000 Reader**:

Click:	To:
	Start reading a document from the cursor position. The **Read** button changes to the **Pause** button.
	Pause reading. The **Pause** button changes to the **Read** button.
	Move the cursor backward by one reading unit. To read, click the **Read** button.
	Move the cursor forward by one reading unit. To read, click the **Read** button.
	Look up a word.

Looking Up a Word

1. Select a word in the document, and click the **Look Up Word** button, or click the button without any word selected, and type the word in **Look Up Word** window.

2. In the **Look Up** *your word* window, Click the tab of the desired type of information you want: Definition, Synonyms, Syllables, Spelling, or Picture. The appropriate dictionary (or dictionary choices) is displayed.

   Definition defines the word, **Syllables** breaks the word into syllables, **Synonyms** lists similar words, **Spelling** gives the word's phonetic spelling, Picture shows a picture of the word.
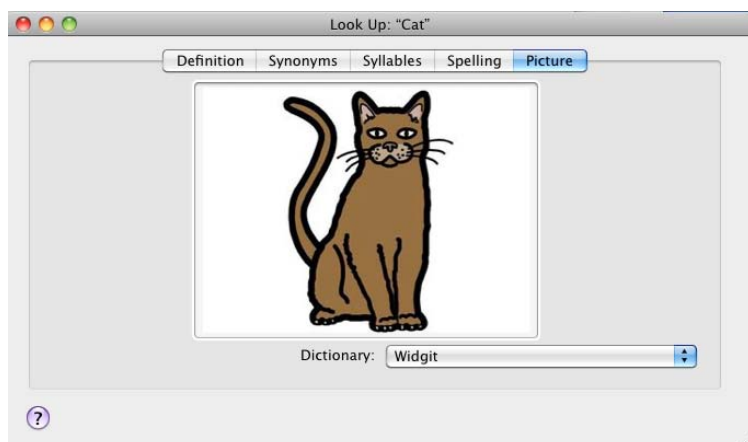
3. Click the **Read** button in the **Reader** to hear the contents of the Look Up windows.

To change the reference used for lookup:

In the **Definition** and **Synonyms** windows, select a different reference from the Dictionary/Thesaurus menu.

Translating Selected Text to Another Language

Note: This feature is not available in versions previous to Version 5.

The Kurzweil 3000 Translate feature allows you to translate selected text into another language.

1. Select the text you want to translate, then choose **Translate** from the **Online** menu.
2. The **Translate** window is displayed. There are two panes in this window. The left side displays your selection, and the right side will display the translated results.
3. In the **From** drop-down menu on the left pane, choose the language of the selected text. In the **To** drop-down menu on the right pane, choose the language in which to translate the selected text.
4. Click the **Translate** button. The results are displayed in the right side of the window.
5. Click the **Read** button to hear the contents of the translated text.

Downloading Books from Bookshare

Note: This is not available in versions earlier than Version 5.

Access to Bookshare.org provides K3000 users an extensive library of books to download and read. Bookshare is available to eligible students for download and use with Kurzweil 3000.

1. Choose **Search for Books** from the **Online** menu. The Search Bookshare window is displayed.
2. Enter an author name, a title, an ISBN, or text and click the **Search** button. The Bookshare login screen appears.
3. Enter your Bookshare Username and Password and click **Use**. A list of books is displayed
4. Select a book to download and click the **Download** button.

If you checked **Open after downloading**, the book will be opened and displayed for you to read.

Reading Content on the Web

Read the Web requires an Internet connection, the Mozilla Firefox browser and the Kurzweil 3000 KESI Reader installed, or the newer Kurzweil 3000 Read the Web Extension installed for Firefox or Chrome. See the Installation Guide and the online help for details.

To use Read the Web:
1. Click the **Read the Web** button in the **Starting Points** window or, if available, from a toolbar.

2. In the **Read the Web** window, in the address box, specify the desired Web site address, then press **Return**.
3. To read the Web page, click the **Read** button in the **Read the Web** toolbar.
4. To look up a word while reading the Web, click the **Definition** button.
5. To change Reading settings: use the **Read Mode**, **Read By** and **WPM** menus.

Image Reader

The Image Reader is a tool that lets you select an image that you want to read. To select an image:
1. Open the image that you want to read (a web page, for example).
2. Choose **Image Reader** from the Kurzweil 3000 Read menu. The Kurzweil window closes and the cursor changes to crosshairs.
3. Use the crosshairs to select any text, including content that is not usually selectable. Move the crosshair to the top left corner of the area you want to select. Hold down the left mouse button and draw a rectangle around the selection.
4. Release the mouse button when you reach the bottom right of the selected area. The Kurzweil window reopens and displays the text for you to read.
5. Click the **Read** button to read the text. When you are finished, you can Close the text or Save it.

Changing Reading Settings

You can access Reading settings from the **Read** menu, or from the Reader Details pane: click the **Reader** disclosure triangle to display the **Details** pane.
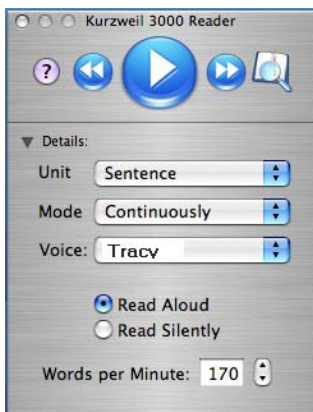
Unit. Specify the amount of text that Kurzweil 3000 highlights at one time. Unit options are Word, Phrase, Line, Sentence and Highlight.

- **Phrase** directs Kurzweil 3000 to highlight grammatically logical blocks of text within a sentence.

- **Highlight** directs Kurzweil 3000 to read only text that you have highlighted with the color highlighters.

Mode. Specify the method by which Kurzweil 3000 reads through a document. Mode options are **Continuously**, **Self-Paced**, and **Word-By-Word**.

Voice. Choose the voice that you want Kurzweil 3000 to use as it reads. The default reading voice is **Tracy**.

Read Aloud/Silently. Specify whether or not you want to hear Kurzweil 3000 read documents aloud. In Read Silently mode, Kurzweil 3000 highlights words, but does not read aloud.
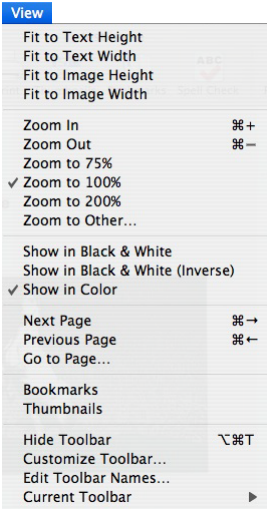
Words per Minute. Specify how fast or slow you want Kurzweil 3000 to read. Use the arrows or type the desired value in the box.

Additional Reading Preferences and Settings

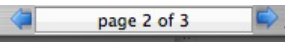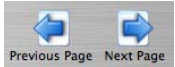|	
To change the color pair that Kurzweil 3000 uses to highlight the reading unit and the current word:	Open the **Reading Preferences** (see page 5). You can use **Standard** sets, or select **Custom** colors from the Color palette. Click the radio button that corresponds to the desired choice.
To display reading words in large type:	Choose **Magnify Spoken Words** from the **Read** menu.

Viewing Image Documents
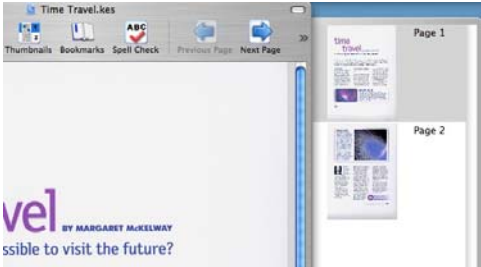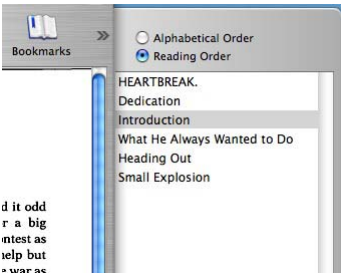
To tailor how Kurzweil 3000 displays the current image document, use one of the following:

The **View** menu.	**Fit To.** Specify how an image file displays in the document area.
	• **Text Height** or **Width** causes Kurzweil 3000 to display the document based on the height or width of the document's content (text and graphics) without margins.
	• **Image Width** or **Height** causes Kurzweil 3000 to display the document based on the height or width of the content including any left and right or top and bottom margin area.
	Zoom. Enlarge or shrink the image document. You can also zoom using the *zoom slider* in the Page Options bar. (See below).
	Show in Black & White *or* **Color.** Specify whether to display a *color* image in color or in black and white. If the document does not contain color this option is unavailable.
The **Zoom** controls in the **Page Options bar** at the bottom of the document window:	**Plus** or **Minus** button. Click to zoom up or down.
	Zoom slider. Drag the control to the left to zoom down; to the right to zoom up.
	Percent box. Click and type a desired value.

To change the initial document zoom for all documents that you open in Kurzweil 3000:

Open the **General Preferences** pane, (see page 5), and select the desired option from the **Document View** area.

Navigating in Image Documents

There are a number of ways to navigate in an image document; use one of the following methods:

The **Page** box and arrows in the **Page Options** bar at the bottom of the document window.	page 2 of 3
The **Page Arrows** in a toolbar.	Previous Page Next Page
The **Next Page** and **Previous Page** from the **View** menu, or shortcut keys: **Command Right Arrow** or **Command Left Arrow**.	Next Page ⌘→ Previous Page ⌘← Go to Page…
The **Go to Page** sheet from the **View** menu.	Go to page 1 of 2 (First Page) (Last Page) (Cancel) (Go)
The **Thumbnails** view. **Thumbnails** are accessible from the **View** menu and through a button in certain default toolbars. Click the thumbnail of the page you want to go to.	Time Travel.kes — Thumbnails Bookmarks Spell Check Previous Page Next Page — Page 1, Page 2
The **Bookmarks** drawer, containing bookmark descriptions; simply click the description you want. **Bookmarks** are accessible from the **View** menu and through a button in certain default toolbars.	Bookmarks — Alphabetical Order / Reading Order — HEARTBREAK. / Dedication / Introduction / What He Always Wanted to Do / Heading Out / Small Explosion

Note: You can also add the Thumbnails and/or Bookmarks button to any toolbar. See *Customizing or Creating a New Toolbar* on page 3.

Managing Documents

The Starting Points window, and most Kurzweil 3000 toolbars provide the following document management functions.

Click:	To:
	Open an existing document. Use the **Open** window to navigate to and open the desired document.
	Create a **New** text document.
	Save a document.
	Print a document.

Additional Document-Related Features from the File Menu

All document management functions can be found on the **File** menu. Some features of interest are highlighted below.

Open Recent	Open a document from a list of ten recently opened ones.
Document Info	Set options for the current document. Options include: Lock printing or copying, author's name, color for Sticky Notes, custom size and opacity for Note markers.
Open a File from Google Drive	Open a document from your Google Drive.
Extract Text	Automatically extract text from an image document, and display it in a new Kurzweil 3000 text document.
Extract Notes & Highlighted Text	Select the types of annotations and/or highlighted text to extract to a new text document.
Create Audio File	Save a text or image document as either AAC, Apple Lossless, or MP3 audio files for use on iPods, some other type of portable audio player, or with software such as iTunes.

Using Your Google Drive to Bring Documents into Kurzweil 3000

If you have a Google account and have set up a Google Drive, you can open files from Google Drive and save them to your Universal Library or to a folder on your computer.

1. From the File menu, choose **Open from Google Drive**. If you are not already logged in to your Google Drive, you will be prompted to log in.

2. Next, the Open from Google Drive dialog is displayed. Navigate to a file from the list or from one of the folders and click **Open**. The file opens in K3000 and is converted to KES format for you to read.

Saving the document you opened from Google Drive

If you want to save the document, You can save a copy to Google Drive using **Save a Copy to Google Drive** from the File menu. You can also save it to a folder on your computer by using **Save** or **Save as** from the File menu, and if you are using the Web License Edition you can save it to your Universal Library by choosing **Save to Universal Library** from the File menu.

Using Open As PDF to Bring Documents into Kurzweil 3000

You can open documents created in many other applications directly into Kurzweil 3000, using the **Open As PDF** command.

1. Open the desired document in its native application (e.g., AppleWorks, Microsoft Word).

2. Choose **Print** (usually on the **File** menu).

   At the bottom of the **Print** window, click the **PDF** icon, then select **Open as PDF in Kurzweil 3000** from the menu.
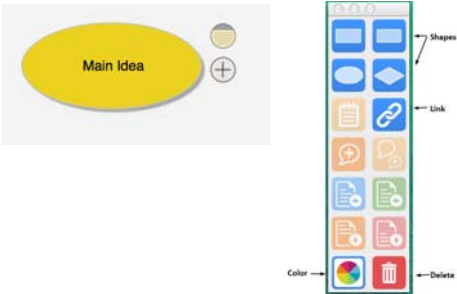
The Writing Path and Views

The writing process begins with thinking of ideas and organizing your thoughts. There are three parts to the Kurzweil 3000 integrated Writing Path: (1) Brainstorm Diagram, a graphic organizer that lets you quickly collect and organize your thoughts, (2) Outline, for organizing your ideas in standard outline format, and (3) Draft, the stage after brainstorm diagramming and/or outlining, where you turn your thoughts into prose. (For more on the Writing Path, refer to the online help topic "About the Writing Path and Views".)
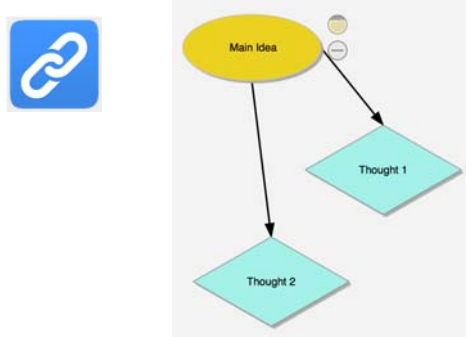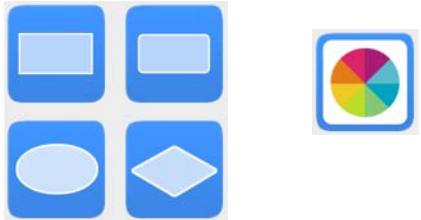
While in the Writing Path, you have access to familiar reading and editing functions and a tools palette.

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

Creating a Brainstorm Diagram

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

Open the Brainstorm window:	From the **File** menu, select **Start Writing -> Writing Path -> New Brainstorm Blank** or **New Brainstorm from Template**.
	The default view opens with the work area containing a single graphic element – the Main Idea Oval, as a starting point; and a Brainstorm tools palette. Brainstorm templates present a general structure, instructional and sample text that you can edit.

Link thoughts: Use **Link Thoughts**.	The Link button is available when there are multiple thoughts in the diagram and one thought is selected.
	Select the shape that is to be higher in the hierarchy, typically a topic or key idea. Click the **Link** button. The pointer changes to an directional arrow. Drag the arrow into the subtopic or supporting detail to link to. Click to release the arrow. Repeat to link to additional subtopics.
Organize and Arrange thoughts 	To change shapes, select the thought and click on the shape button in the palette. Or use the keyboard shortcuts: Oval (CTRL-O), Rectangle (CTRL-S), Rounded Rectangle (CTRL+R), or Diamond (CTRL+D). To change shape color, select Fill color. To arrange thoughts, select, drag, and drop.

Selecting and Editing Thoughts

To select a thought, click on its shape.

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

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

Additional Brainstorm Features

To:	Do the following:
Move thoughts	Select the thought or group of thoughts. Drag and drop to the new location.
Delete thought(s), link(s)	Select thought(s) and/or link(s), then click the **Delete** button in the palette.
Resize a thought	Select it. Small selection circles appear, one at each corner and one on the center of each side. Click on the desired one. Drag until the thought is the size you want, then release the mouse button.
Redirect a link	Click on the link line. Two "grips" appear, one at each end of the link. Drag the end of the link to another thought, then release the mouse.
Delete a link	Click to select the desired link. Two small selection circles appear, one at each end of the link arrow. Press **DELETE**.

Adding and Working with Notes

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

To add a Note to a thought:

1. Select the thought if it isn't selected already.

2. Click the **Note** button 📋 on the palette to open it. A Note marker ⊖ appears indicating that the thought now has a note attached.

3. Type your notes.

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

Switching from Brainstorm View to Other Views

From Brainstorm you can switch to the following views by clicking the desired view button at the top of the **Writing** toolbar. The choices are **Outline**, **Draft**, and **Split View**.
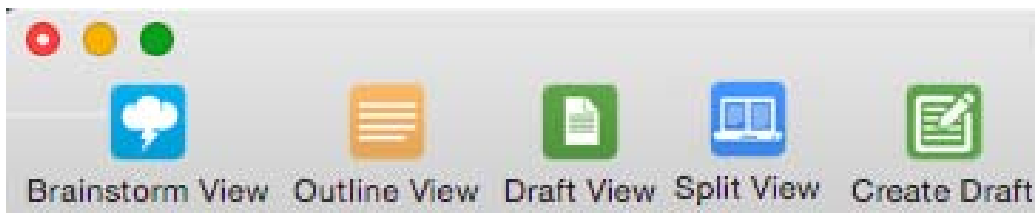
You can also select the desired option from the **View->Writing Path submenu**.

Brainstorm to Outline View	Click the **Outline** button.
≡	

Brainstorm to Draft View	Click the **Draft** button to begin writing.
Brainstorm to Split View	Click the **Split View** button to display the outline and the draft.
Back to Brainstorm View.	Click the **Brainstorm** button.

Creating an Outline from Brainstorm

The Kurzweil 3000 Outline feature lets you organize your ideas into a standard outline format that you can follow as you write. From the Brainstorm view, click the **Outline** button. Once you have opened the Outline view, use the Outline buttons on the Palette to create the outline. For more information, refer to "Creating an Outline" in the online help.

Creating a Draft from Brainstorm

From the Brainstorm view, click the **Outline** button. In Outline view, click the **Create Draft** button on the Writing Path toolbar. The outline text appears in the draft, ready for you to expand into prose. You can also use the Split View to display the outline in the left pane and the draft in the right pane.

For more information, refer to "Creating and Working with a Draft" in the online help.

The draft file you create functions like a KES text file; you can edit, and use writing supports such as Word Lookup, Word Prediction, Spell Check, and Word Lists. See for more information.

Writing and Editing

When writing or editing a text document, the primary place to look for tools and commands is the **Writing** toolbar. The **Writing** toolbar includes font selection, color and sizing buttons, as well as Spell Check, Word Prediction, and a Ruler for access to style, text alignment, line spacing and list and table formatting tools.

All of the writing and editing options, with the exception of editing underlying text, apply to text documents. In image documents, you can edit the underlying text, copy (or drag and drop) text to a text document or another image document, and use **Find** and **Replace** and **Spell Checking**.

Changing Font Appearance

Size	Click the **Bigger** or **Smaller** button on the **Writing** toolbar. To specify a value, use **Fonts** on the **Writing** toolbar.
Font Family, Typeface, Color	Use the **Fonts** and **Colors** buttons on the **Writing** toolbar.
Styles, such as Bold, Italic, Outline	With the **Ruler** enabled from the **Writing** toolbar, use the **Styles** menu.
Note:	All of the features mentioned above are also available in the **Format > Font** submenu, or in the **Text Document** contextual menu.)

Changing Text and Writing Preferences
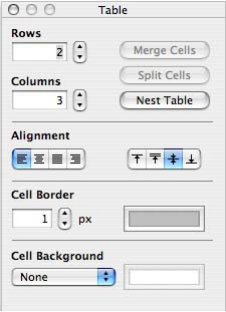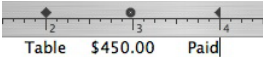
There are two additional places where you can set Font and Writing Preferences, as listed below. For more information about preferences, see .

Set Font Family, Typeface, Colors, and Size for Text window and for Magnify Spoken Words window.	Click **Text** in **Kurzweil 3000 > Preferences**. Changes made to Preferences become the default for all documents that you create in Kurzweil 3000.

Set Speak While Typing preferences.	By default, as you type in Kurzweil 3000, it reads back **Whole Words** and **Whole Sentences**. There is a third option to read **All Characters**. To enable or disable these features, click **General** in **Kurzweil 3000 > Preferences**.

Formatting

Most of the formatting features are available from the **Format >Text** submenu, or from the **Ruler**, which you can enable by clicking **Toggle Ruler** in the **Writing** toolbar, see *Toolbars* on page 3.

Text Alignment.	From the **Ruler**, click the **Alignment** buttons.
Line Spacing.	From the **Ruler**, use the **Spacing** menu.
Lists such as bullet, number, or Roman numeral.	From the **Ruler**, use the **Lists** menu.
Tables.	Choose **Table** from the **Format >Text** submenu.
Margins.	From the **Ruler**, drag and drop a **Margin marker** (downward-facing arrow) to a new location.
Tabs.	From the **Ruler**, use the **Tab** palette to drag and drop the desired **Tab** type onto the Ruler. The example below shows the Centered, Decimal and Right Justified tabs.
Indentations.	From the **Ruler**, drag and drop the **Indent marker** (T-shaped) to the desired location.

Additional Formatting Features for Text Documents

The **Format** menu includes an expanded group of formatting options.

From the **Format > Font** submenu.	**Copy/Paste Style** of one text selection to another text selection.
From the **Format > Text** submenu.	**Copy/Paste Ruler** from the current document to the ruler in another document.
	Link selected text to a link destination, such as a Web site.
Format > Wrap	Remove hard returns in text file.

Additional Editing Features

The **Edit** menu includes standard editing options along with Kurzweil 3000-specific ones, some of which are highlighted below. The availability of certain options depends on whether you are working in an image or text document.

To:	Choose:
Editing text in an image document:	**Edit Underlying Text.** See *Changing Reading Order (Edit Zones)* on page 25.
Set a different first page number, or a different numbering scheme for front matter pages.	**Set First Page Number.**
Change the pagination in an image document:	**Delete Current Page**.
	Move Page. Specify the page number of the page you want to insert before the current page.
Enable Word Prediction in a text document:	**Word Prediction.** See *Using Word Prediction* on page 20.
Enable/edit Vocabulary List in a text document:	**Vocabulary Lists.** See *Changing Reading Order (Edit Zones)* **on page 25**.
Find and replace words in either text or image document:	**Find.** May be used to edit underlying text in an image document. See *Correcting Recognition Errors (Edit Underlying Text)* on page 25.
Spell check a text or image document:	**Spelling** using the **Spelling** window.
Enable spell checking of words you type in a text document:	**Spelling > Check Spelling While You Type.**
Insert a special character or symbols, such as Math signs:	**Special Characters.**

Working with Vocabulary Lists

Kurzweil 3000 Vocabulary Lists are ideal for special, individualized, class, or study unit word lists.

To create a list:

1. Choose **Vocabulary Lists** from the **Edit** menu.

2. In the **Vocabulary Lists** window, click the **New** (+, plus sign) button to add a "New List."

3. Type a name for the new vocabulary list.

4. Click **Edit**.

5. In the window that appears, type the words you want for the list. You can also provide a definition and/or related words.

6. When you finish, click the **Close** button to return to the **Vocabulary Lists** window.

   The new list now appears in the Vocabulary Lists window. It is enabled by default, making it available to Word Prediction.

To enable or disable a vocabulary list:

In the **Vocabulary Lists** window, click the desired list name, and click its check box.

Enabling a list makes its word available in the Word Prediction Window. The words are highlighted using the color associated with it in the window. You can change the color by clicking the color bar and choosing a new color.

Note: Kurzweil 3000 includes two specialized grammar-oriented vocabulary list types: **Homophones** and **Confusable Words**. There are three grade-level specific versions of each of these lists. Kurzweil also contains an **Academic Words** list and a **Language of Literature** words list.

Using Word Prediction

In a document you are typing, choose **Predict As You Type** from the **Edit > Word Prediction** submenu. As you type, Kurzweil 3000 presents possible words in the **Word Prediction** window. If there are words from a Kurzweil 3000 Vocabulary List, they are highlighted.

To read a word in the list: click it.

To select a word:

Click the number button associated with the word you want, to insert the word into your text at the insertion point.

To see a word's additional information (such as definitions or related words):

Double-click it. The **Word Prediction** window expands. To have Kurzweil 3000 read the contents, click **Read** from the **Reader**.

Word Prediction Options from the Word Prediction Submenu

To:	Choose this from the Word Prediction submenu:
Have the Word Prediction window move as you type:	**Follow Cursor**
Have Word Prediction present words based on phonetic spelling:	**Use Phonetic Prediction**
Add words to the Word Prediction database based on the words you use:	**Learn as You Type**
Add words from a file into the Word Prediction database:	**Train from...**
Save a database for use on another machine running Kurzweil 3000 or to make them available to other Kurzweil 3000 users:	**Save Current Database**
Use a default, starter Word Prediction database:	**Reset Database** Resetting to **Empty** lets you start with a new and empty database.
Restore a saved database:	**Restore Saved Database**

Using the Study Skills Tools

Use the Study Skills tools to add annotations or to highlight passages of text in your documents. The Study Skills tools are on the **Tools** palette, and consist of the color Highlighters, Notes and Bookmarks as well as the Selector, and the Eraser.

The Tools Palette

From left to right: **Selector** allows you to deselect active tool. **Eraser** lets you remove highlighting, Notes and Bookmarks.

Color Highlighters for highlighting important passages, for indicating multiple levels and types of information, and for highlighting test answers.

Circle Tools for circling important words and passages. May be used for circling test answers.

Annotation Tools from left to right/top to bottom:

Footnote, **Voice Note**
Sticky Note, **Text Note**
Bubble Note, Bookmark
For information about Bubble Notes, see see *Working with Bubble Notes* on page 23.

To:	Do this:
Use a tool:	Select the desired tool in the **Tools** palette. Its background changes color, and the mouse cursor changes to a miniature image of the selected tool. The tool remains selected until you select another tool or the **Selector**.
Highlight or Circle text:	Select the desired tool. Click on a word or where you want to begin, then drag to highlight or circle text.
Create a Note:	Select the desired Note tool. In the document, click to place the Note marker or Note. (Footnotes have numbered markers.) For Sticky and Text Notes, click inside the Note, and type. For Voice Notes, record. For Bookmarks, type the description in the drawer that opens.
Open and read a Note:	Click the Note marker or Note to open it; click **Read** from the **Reader** to hear the note, or in the case of the Voice Note, click **Play**. (Bookmarks open a drawer with descriptions; you can use the descriptions for document navigation.)
Move a Note:	Select the desired tool. In the document, move the cursor over the Note marker or Note (in a Note, the Hand cursor appears), then drag the Note marker or Note to a new location.
Resize the **Tools** palette:	Drag the lower right-hand corner of the palette to the desired size.

Working with Bubble Notes

Bubble Notes are typically created by a teacher to give students instructions or to assess comprehension by creating quick questions. Depending on the selected options, a Bubble Note may either open or not open, read or not read when opened, read before or after a unit or word.

To:	Do this:
Open and Hear a Bubble Note:	By default, Bubble Notes open automatically and read. To open and hear a specific Bubble Note, click its marker in the document, and click **Read**.
Respond with text answer:	In the Bubble Note, click in the text area and type.
Select a choice(s):	In the Bubble Note, click the desired radio button(s).
Match answers:	In the Bubble Note, click the line associated with an item, drag and drop the line to an item in the right-hand column.
Create a Bubble Note:	Select **Bubble Note** from the **Tools** palette and click in the text where you want to place it. The **Edit** window opens.
Edit a Bubble Note:	Select **Bubble Note** from **Tools**, align the cursor with the desired marker in the document and click. The **Edit** window opens.
Not have a Bubble Note read:	In the Bubble Note **Edit** window, deselect **Read Note**.
Specify reading options:	In the Bubble Note **Edit** window, use the **Open** menu.
Design answer methods:	In the Bubble Note **Edit** window, use the **Question** menu.

Additional Study Skills Options and Preferences

To:	Do this:
Create an outline, summary or study notes document. Also ideal for creating a brainstorming document for writing assignments.	Use color highlighters to highlight important information, then choose **Extract Note and Highlighted Text** from the **Edit** menu. Options include: **Indentations** and **Show/Hide Note Numbers**.
Read only highlighted text. Ideal for reading through important text in a document.	With information in the document color highlighted, choose **Highlights Only** from the **Read > Reading Unit** submenu or **Highlight** from the **Reading Units** list in the **Reader Details**.
Assign labels for the different colored text highlighters and circles. Ideal for distinguishing different types of information.	Click **Highlighters** in the **Kurzweil 3000 Preferences** window. In the desired highlighter box, type a new name.
Hide highlights and circles in document to view it in its original state.	Click **Highlighters** in the **Kurzweil 3000 Preferences** window. Click the **Hide** checkbox for the desired highlighter or circle color.
Hide annotations to view the document in its original state, and/or change various aspects of note appearance.	Use the **Notes** pane from the **Kurzweil 3000 Preferences** window. Options include: Sticky Notes color, Text Note borders, and note marker opacity and size.

Scanning

The general procedure for scanning documents into Kurzweil 3000 is:

1. Make sure your scanner is turned on.

2. Place the page on the scanner glass.

3. Click the **Scan** button in the **Starting Points** window, or select **Scan New Document** from the **Scan** menu.

   Scanning proceeds. When the scan is complete the page image appears in a Kurzweil 3000 document window, displaying the default Scanning toolbar.

   • Click **Rescan Page** to scan a page again. Replaces the current page.

   • Click **Scan Next Page** to scan a page and add it to the end of the current document.

4. Click the **End Scanning Session** button when you are finished scanning pages.

Scanning Options and Preferences

To:	Do this:
Retain the colors of a document in the scanned file:	Choose **Scan > Scan in Color**.
Scan more quickly and produce a smaller file:	Choose **Scan > Scan in Black & White**.
Rotate or invert the scanned page:	Use the **Scan > Rotate** submenu.
Optimize scanning of documents that contain frequent tables:	In the **Scanning Preferences** window, uncheck the **Find Columns** checkbox.
Scan at a specific width and height for originals that are non-standard size:	In the **Scanning Preferences** window. Specify the desired **Width** and **Height** in the **Scan Area**.
Specify the orientation of a page on the scanner glass (can speed up scanning):	In the **Scanning Preferences** window, click the desired **Orientation** setting.
Scan an original that has light text on a dark background, or both Black and White text:	In the **Scanning Preferences** window, click the desired setting in the **Text Color** area.

Changing Reading Order (Edit Zones)

Part of the Document Preparation process, Zone Editing allows you to specify how Kurzweil 3000 reads blocks of text, or *zones*, in a scanned or image-based documents, such as PDF or TIFF.

Note: Always Zone Edit before correcting underlying text.

To edit zones:

1. In the desired document, choose **Edit Zones**, from the **Scan > Zones** submenu.

   The document appears in zone edit view. Zones appear in numbered, colored frames.

2. Click on a zone to select it.

3. Hold down the **Control** key and click in the zone to display the **Zone Edit** contextual menu.

4. Select the desired option:

   • **Primary Text** to have Kurzweil 3000 read zones in the order you specify.

   • **Secondary Text** to read zones only when clicked.

   • **Graphic** to not have Kurzweil 3000 read a zone.

   • **Set Reading Order** (Primary and Secondary zones only) to display the **Reading Order** window and designate the order in which Kurzweil 3000 reads zones. Zone 1 is read first, zone 2 second, and so on. (Secondary zones are always assigned the highest numbers on a page.)

   • **Read One Zone Earlier, or Later** to have Kurzweil 3000 read the selected zone before or after the its neighbor.

   • **Read as First Primary Text Zone or Last Primary Text Zone** to have Kurzweil 3000 read the selected zone before the zone that is currently designated as the first Primary Zone or after the Last Primary Zone.

   To add a zone, click and drag in the document. You can resize and move the new zone frame using the mouse cursor. To delete a zone, click the **Eraser** button then click inside the zone you want to delete.

   Note: Silent zones created in Kurzweil 3000 Web License Edition for Windows are recognized in Kurzweil 3000 Macintosh Editions. You will see the reading highlights, but the voice is not heard.

Correcting Recognition Errors (Edit Underlying Text)

The Optical Character Recognition (OCR) part of the scanning process does not provide error-proof scanning. If, as Kurzweil 3000 reads your document, you hear mistaken pronunciations, you will need edit underlying text. You can also use Find and Replace to correct recognition errors.

Note: You should always Zone Edit before correcting scan errors.

To edit the text under an image document:

1. Click in the area you want to edit, or select a region of text.

2. Choose **Edit Underlying Text** from the **Edit** menu.

   The **Edit Underlying Text** window appears. The text in the top row displays the image of the text. The bottom row displays the text as recognized by Kurzweil 3000.

3. Click a word in the top row that you want to edit.
4. Change the text to correct the error. Continue this procedure for each mis-recognized word in the document.

Test Taking (for teachers)

Preparing Tests

Task:	How to do it:
Bring the test into Kurzweil 3000.	Scan an existing test. Open a test created in another application.
Add "type in" boxes to questions.	Add empty Text Notes to the "answer line" of each question.
Add special instructions to test.	Add **Sticky Notes**, **Text Notes**, or **Voice Notes** to provide additional instructions or guidance where appropriate.

Customizing Tests

Customization:	Where to set it:
Adjust reading speed.	**Read** menu.
Have the **Help Tags** for toolbar buttons spoken.	**General** Preferences.
Turn **Speak as Typing** on or off.	**General** Preferences.
Select or deselect features.	**Lock Features** Preferences.

Locking Features:

You can lock most Kurzweil 3000 features during testing or other controlled activities.

1. Choose **Lock Features** from the **Kurzweil 3000** menu.
2. In the **Lock Features** window, click the checkbox(es) of the feature(s) you want to lock.
3. Click the **Lock** button.
4. In the **Password** window, enter a password, and click **OK**.

   You will need to reenter the password to re-enable any features you locked.

Unlocking Features:

1. In the **Lock Features** window, click the **Lock** button.
2. In the **Password** window, enter the same password that you used to lock the features, and click **OK**.
3. Make the desired changes.

   If you simply want to unlock all of the currently locked features, click **Uncheck All**, and then click **OK**.

Test Taking (for students)

Highlight answers.	Use **Color Highlighters** from the **Tools** palette to indicate correct answers for multiple-choice type questions.
Type answers.	Type answers into a Text Note box. Text Notes may be pre-inserted or students can add them using the **Text Note** tool from the **Tools** palette.
Drag and drop answers.	Ideal for "open book" tests. Students open scanned curriculum and drag information from it into the test.
Circle answers.	Use the **Circle** tools from the **Tools** palette.

Keyboard Equivalent

Reading	
Start Reading	⌘ + R
Stop Reading	⌘ + period
Read Faster	⌘ +]
Read Slower	⌘ + [
Look Up Word	⌘ + L

File	
New Text Document	⌘ + N
Open	⌘ + O
Save	⌘ + S
Save As	Shift + ⌘ + S
Page Setup	Shift + ⌘ + P
Print	⌘ + P
Close	⌘ + W
Kurzweil Writing Path	
Create Shape	
Oval	Option+1
Rectangle	Option+2
Rounded Rectangle	Option+3
Diamond	Option+4
Notes Create/Show/Hide Delete	Option+T Shift+Option+T
Link Create	Option+L
Topics	
Add Topic	Option+A
Add Sub-Topic	Shift+Option+A
Move to Left/Promote	Option+Left Arrow
Move to Right/Demote	Option+Right Arrow
Move Up	Option+Up Arrow
Move Down	Option+Down Arrow
Color	Option+C
Delete	Delete or Backspace

Editing	
Cut	⌘ + X
Copy	⌘ + C
Paste	⌘ + V
Select All	⌘ + A
Find	⌘ + F
Edit Underlying Text	⌘ + E
Undo	⌘ + Z
Spelling	⌘ + :
Check Spelling	⌘ + ;

Navigation	
Next page	⌘ + Right Arrow
Previous Page	⌘ + Left Arrow

Kurzweil 3000 Help	⌘ + question mark

Zone Editing	
Make Primary Text	⌘ + 1
Make Secondary Text	⌘ + 2
Make Graphic	⌘ + 3
Read One Zone (Primary/Secondary) Earlier	⌘ + Up Arrow
Read One Zone (Primary/Secondary) Later	⌘ + Down Arrow