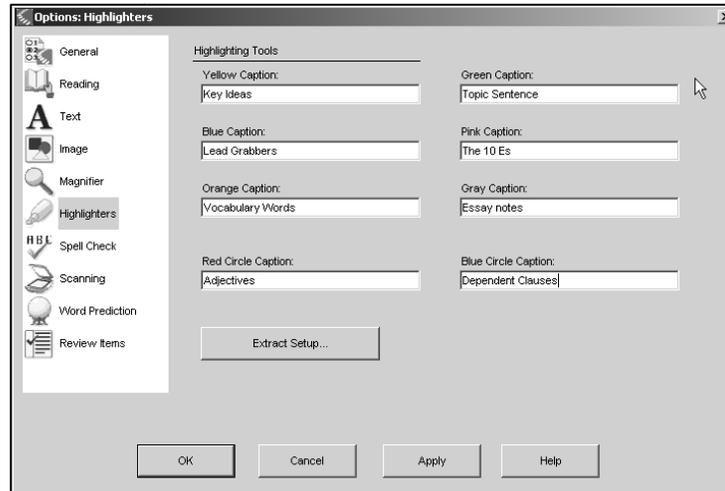
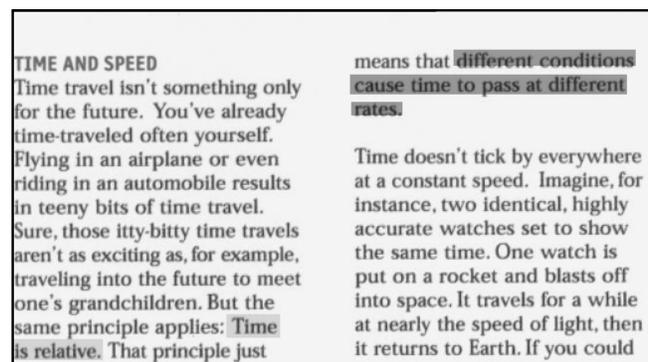


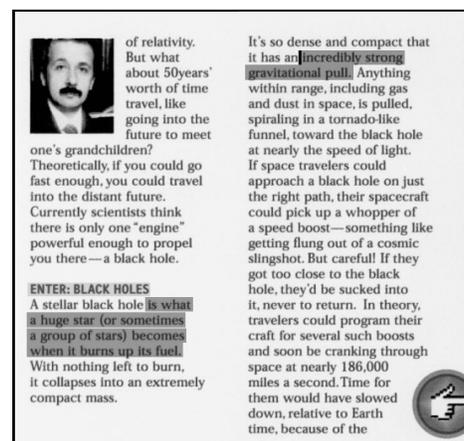
## Hands-On Walk-Through with Instructor: Extract Highlighted Information to Outline



1. **Erase** any highlights that are currently in your **Time Travel.kes** document.
2. Use the **Yellow** highlighter to highlight a main idea **“Time is relative”** (under the heading Time and Speed).
3. Switch to the **Green** highlighter, and highlight a supporting detail such as **“different conditions cause time to pass at different rates.”**



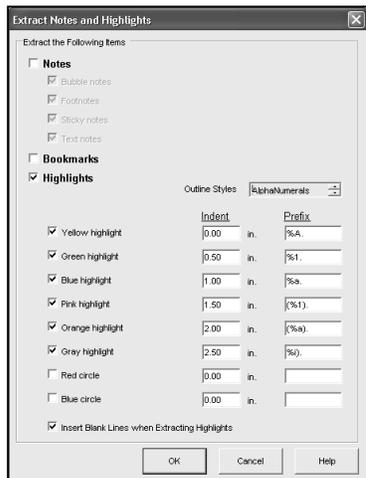
4. Move to **page 2**.
5. Use the **Yellow** highlight pen and highlight another main idea which is **“black hole”** (under the heading *Enter: Black Holes*).
6. Now, use the **Green** highlight pen and highlight a supporting detail such as the definition of black holes **“is what a huge star (or sometimes a group of stars) becomes when it burns up its fuel”**.
7. Highlight a second supporting detail such as **“incredibly strong gravitational pull”**.



## Hands – On Walk-Through: Extract Highlighted Information to Outline (Continued)

8. Select **File/Extract/Extract Notes and Highlights**

9. This dialog box will appear:



10. Choose an **Outline Style**. (AlphaNumerals, Roman Numerals, Bullets, Legal, Numeric, Custom, No Prefix)

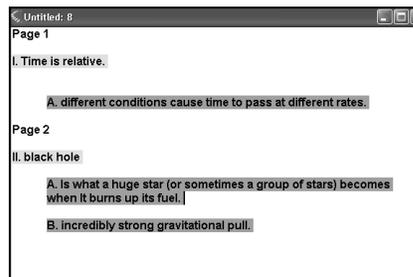
11. **Indent defaults** can be changed.

12. **Insert Blank Lines when Extracting Highlights** is already selected.

13. You can select or deselect any highlight or circle colors before extracting.

14. Click **OK**.

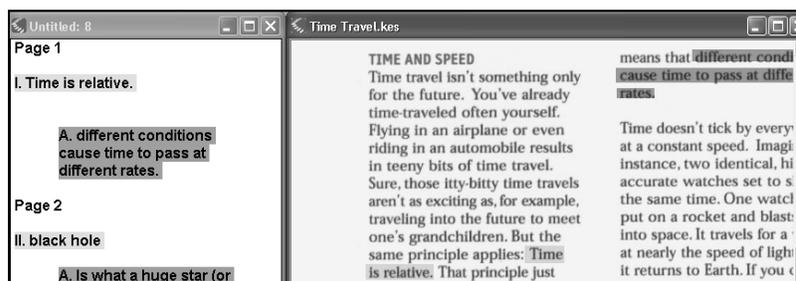
15. A new document, in outline format, will open with your highlighted text extracted



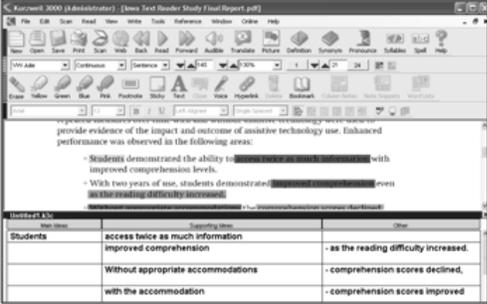
16. Select **Window/Tile Vertically** menu to display the two open files side by side in the document area.

A) Click on one document to make it the active document.

B) Experiment with resizing and moving the active document.



 **Column Notes: Two or Three Columns**



- Column Notes are used to *organize* text into meaningful categories
- Column Headings can vary based on task/purpose
- Ways to take Column Notes in Kurzweil 3000:
  - Type directly into column cells
  - Drag and Drop
  - Extract Highlights into Column Notes

## Hands-On Walk-Through with Instructor: Column Notes

1. Open **Time Travel** document
2. Click on the **Column Notes** button on your Study Skills toolbar, select **Open a new notes file**.
3. Enter notes into cells under proper headings – ways to get text into the columns:
  - a. Type text in the cells
  - b. Drag and drop text from file into text box
  - c. Extract highlighted words in document into column notes: File/Extract Highlights to Column Notes
4. Headings can be changed by right-clicking on the heading bar and typing in a new value in the dialog box.
5. **Right click** anywhere in the **cells** to Show or Hide second and third columns
6. **SAVE** and name your column notes (.K3C is the extension.) They are automatically saved into your User Folder
7. These notes can be saved and opened with other files, adding notes from multiple sources into a single file – great for research! You can **click** on the **Column Note** button on the Toolbar to retrieve your file or open from the folder you saved them in.
8. You can copy and paste or drag and drop **images** into Column Notes

**Note:** *Column Notes can be retrieved later and used to create an outline or note snippet for Writing. When you “save” a Column Note, a Note Snippet is automatically available. At this time, this is the only way to create a note snippet.*

Column 1	Column 2	Column 3
Main Ideas	Supporting Ideas	Other information
Vocabulary Word	Definition	Sentence from text
Character	Character Traits	Character Quotes from text
Topic	Key Ideas	Elaborations, Evidence, Examples,
Facts	Opinions	
Causes	Effects	
What I predict will happen	What actually happened	

Can you Brainstorm other ideas?

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