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Kurzweil 3000 V. 10-Getting Started

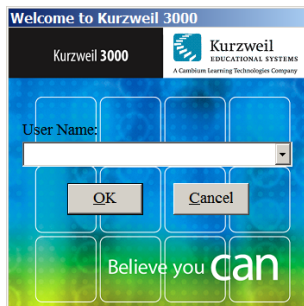
This Guide is designed to get you started with using Kurzweil 3000. For additional information, see the How To Videos in the Help menu

Open Kurzweil From the Desktop: Double click the Kurzweil 3000 (K3000) icon on the Windows desktop.

Open Kurzweil From the Start Menu: Click **Start** on the taskbar, point to **Programs**, point to **Kurzweil Educational Systems**, point to **Kurzweil 3000** on the next menu and click.

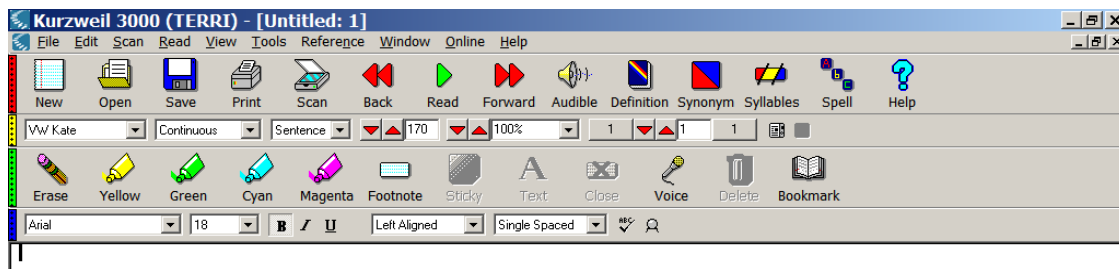
Signing on to Kurzweil 3000

When opening K 3000 you will be asked to create and enter a user name at a pop-up window.



Enter your name, select Yes when prompted to add file. This will create your user account that will save your documents and program settings.

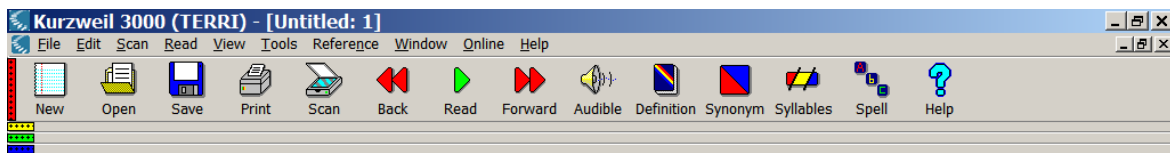
Toolbars



There are four toolbars: **Main (Red)**, **Reading (Yellow)**, **Study Skills (Green)** and **Writing (Blue)**.

You can show or hide a toolbar by clicking the **toolbar toggle**. The toggle is the narrow **coloured bar** running along the left side of each toolbar. When the toggle is vertical, the associated toolbar is visible. When the Toggle is horizontal the toolbar is hidden.

Main Toolbar- (Red) - scanning, reading, file management, reference tools



Scanning a Document

- **Open or scan a document** by placing the document face down on the scanner glass and clicking the Open or Scan button in the Main Tool bar.

Reference Tools

K 3000 comes with the following reference tools: Dictionary, Spell checker, Synonyms, Syllables.

Dictionary

- Go to the **Main** toolbar.
- Select a word that you wish to know the meaning of.
- Click the **Definition** button in the Main toolbar.
- A definition window opens. To hear the definition read aloud, use the **Read/Pause** button.
- Use the **Close** button to close the definition window.

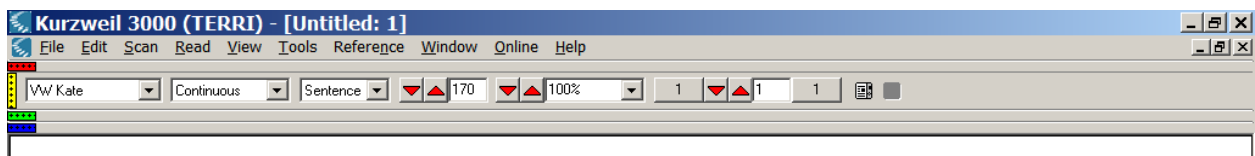
Synonym (Thesaurus)

- Go to the **Main** toolbar.
- Select the word you wish to find a synonym for.
- Click the **Synonym** button.
- A synonym window opens. To hear the synonym entries read aloud, use the **Read/Pause** button.
- Use the **Close box** or Done button to close the syllables window.

Spelling - (Spell out a word)

- Select the word that you wish to have spelled.
- Go to the Main toolbar.
- Click the **spelling** button.
- A spelling window opens. When you click on **Spell** K 3000 speaks each letter of the word.
- Use the close box to close the spelling window

Reading Toolbar – (Yellow)



The Reading Toolbar - controls the speed and location of reading. Look at the Reading Toolbar as you read below. If the reading tool bar is not on the main menu click the **yellow** toggle on the left side of the main menu.

To Start Reading

- In the open document, click at the place where you'd like to start reading.
- A red blinking cursor appears.
- Click the **Read** button in the main tool bar. K 3000 begins to read aloud.

To Stop Reading

- Click the **Pause** button.

Changing the Reading Unit

There are three reading units you may use:

Continuous – K 3000 reads all the way through without stopping.

Self paced - K 3000 stops after the unit is finished.

Word by word – K 3000 reads one word at a time and stops.

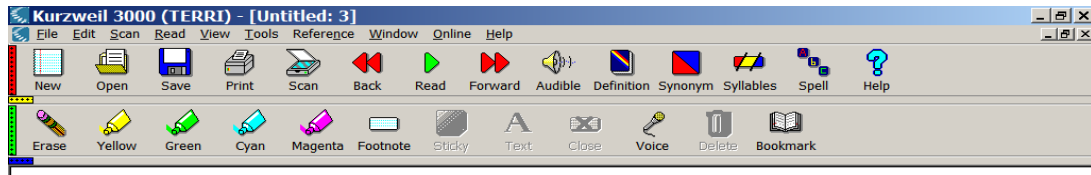
- Go to the **Reading toolbar**.
- Click the **arrow** in the reading box and select the **unit** you wish to use.

Changing the Reading Speed

- Click on the up or down **arrow** in WPM (words per minute) box to increase or decrease the value, or click the **value box** and type the value you want.
- Use the **Read/Pause button** to hear the new Reading Speed.

Study Skills Toolbar (Green)

To display the **Study Skills toolbar** click on the **green toggle** along the left edge of the toolbar area.



Highlighting Text

- In the **Study Skills toolbar**, click a **colour highlighter**.
- **Double click on a word** or **drag the cursor** over the words you want to highlight.
- To deselect a highlighter, click the highlighter again, or select another one..
- To **remove highlights**. Click on the **Erase** button. Hold down the mouse and drag it over the colour. The colour disappears but the text remains.

Footnotes, Text Notes or Sticky Notes

To add footnotes:

- Click on the **footnotes** button on the **Study Skills** tool bar. The screen splits with a window appearing on the bottom. This is where you type the text.
- Type the footnote. **Click the Close** button when done.

Adding Sticky Notes

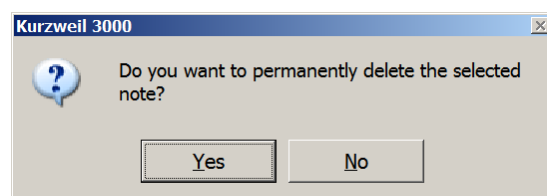
- When you **click the sticky note button** on the **Writing Skills toolbar**, the mouse becomes a crosshair.
- Put the mouse where you would like the sticky note to appear and click once.
- Type what you would like to have in your note. Remember to press the **Enter** key if you want to start a new line.
- Click off to side when you are done.

Adding Text Notes

- Click the **text note** button on the **Study Skills toolbar**.
- Click on the page where you want to start typing.
- Type the text. Remember to press the **Enter** key if you want to start a new line.
- Click off to the side when you are done.

Deleting Notes (sticky notes, text notes, or footnotes)

- Click on the notes
- Click the **Delete** button. The following box appears:
- Click **Yes** to delete the note.



Extracting Highlights, text, notes, bookmarks

Text can be extracted to another file

- After you have used highlights, added notes or bookmarks, click the **File Menu** then Click **Extract**.
- Click highlights, text, notes or bookmarks (whichever of these you wish to extract)
- The text appears in the window.

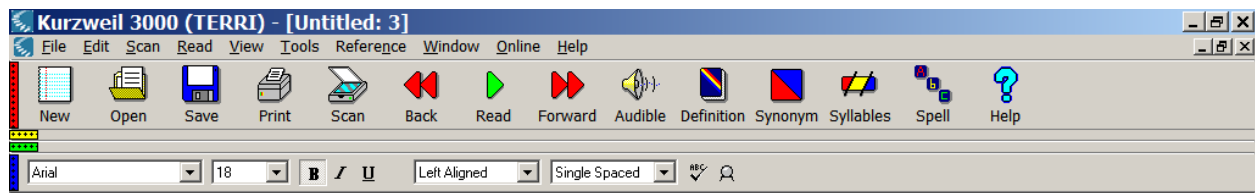
You can have Kurzweil 3000 read it aloud, save it or print it. If you save it you can bring it into a Word document and use it for study notes or in an essay/paper.

Reading the Internet

Kurzweil 3000 can read almost any webpage, PDF documents. To read web pages

- Make sure that the computer is connected to the internet.
- Click the **Read the Web** from the **Read Menu**
- Your tool bar appears on the bottom left side of the screen.
- You can cut, copy, drag and drop, and paste text between documents and notes.

Creating and Editing a Text Document



When you type your own document you are creating a text that K 3000 can read back to you.

1. Click the **New button** in the **Main toolbar** to open an empty document.
2. Begin typing. You can use K 3000 just like any text editor or word processor.

Spell Checking Your Document

1. Click where you want to start spell checking, and then click the **Spell Check** button.
2. Decide how you want K 3000 to handle each error it finds and try the following options.
3. To ignore the possible error, click **Skip**.
4. To correct an error, select a word in the Suggestions list or type your correction into the Change To box. Click **Change**.
5. To hear the contents of the Change to box, click **Read**.
6. When you are done, click **Exit** button in the Spell Check dialog box.

Exiting Kurzweil 3000

To exit the program, Click **File**, and then Click **Exit**.

Or click **Close(X)** button in the upper-right corner of the K3000 window.