

A hand is holding a black mug in the foreground, partially obscuring the view of a laptop keyboard in the background. The laptop is silver and sits on a wooden surface. The text is overlaid on the image.

Kurzweil 3000 v 15 Training Manual

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INTRODUCTION TO KURZWEIL 3000

Kurzweil 3000 is a software program that was developed to help students with learning disabilities to read and comprehend text easier and more efficiently than reading on paper.

This training guide is designed to be used to teach students how to use the software. **However, it is recommended that a teacher, educational assistant, teacher's assistant, or other classroom assistant be present while students use the guide.** Students with learning disabilities require specialized instruction, so they will need support while learning how to use the software.

In each section of this guide, there are instructions to **read**, instructions to **follow**, and follow up **exercises** to help to ensure the topics are covered in depth.

This guide can also be used to refer to afterwards in case students forget how to use some features or need to brush up on concepts.

USING THIS TRAINING GUIDE

This guide has things to read, things to try, and practice exercises. Depending on who is using this guide, **teachers may ask you to hand in the practice exercises to include as part of your grade.**

TRY THIS!

This section is where you will follow step-by-step instructions to try a new concept. **It may be a good idea to bookmark the steps, so you can do them later if you need to do so.**

You will notice the icon that appears to the right here.

READ THIS!

In sections where this icon appears, you can read and note information. The **Try This** sections will let you use the features that you are reading about throughout the training guide

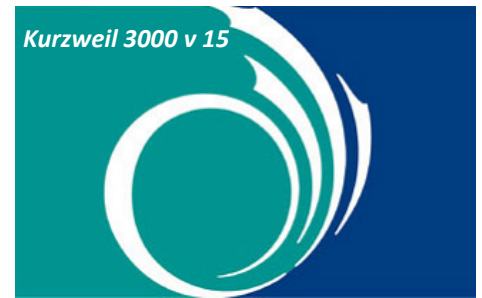
PRACTICE THIS!

In these sections (no icon), you can practice the concepts again. Remember, **your teacher may ask you to complete this section and hand it in for grades.**

WHAT HAPPENED?

In these areas, you can write what happened - what you saw or heard.

NOTE: Although Kurzweil 3000 can be used for writing, this training manual will concentrate on the reading and studying features of the software.



Try This!



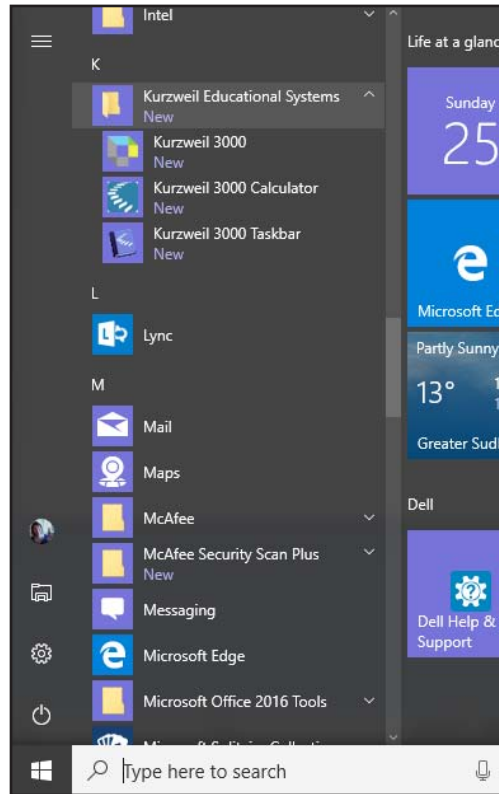


STARTING KURZWEIL 3000

You can start Kurzweil 3000 in the Start Menu *OR* with the icon that is on the desktop. **Start Kurzweil 3000 using one of the methods below.**

USING THE START MENU (WINDOWS 10)

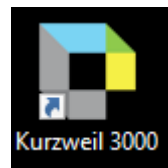
1. Click on the Start Menu button
2. Scroll down to the letter **K** and click on **Kurzweil Educational Systems**.



3. Click on **Kurzweil 3000**.

USING THE SHORTCUT ON THE DESKTOP

1. Double click on the following icon on the desktop



Try This!



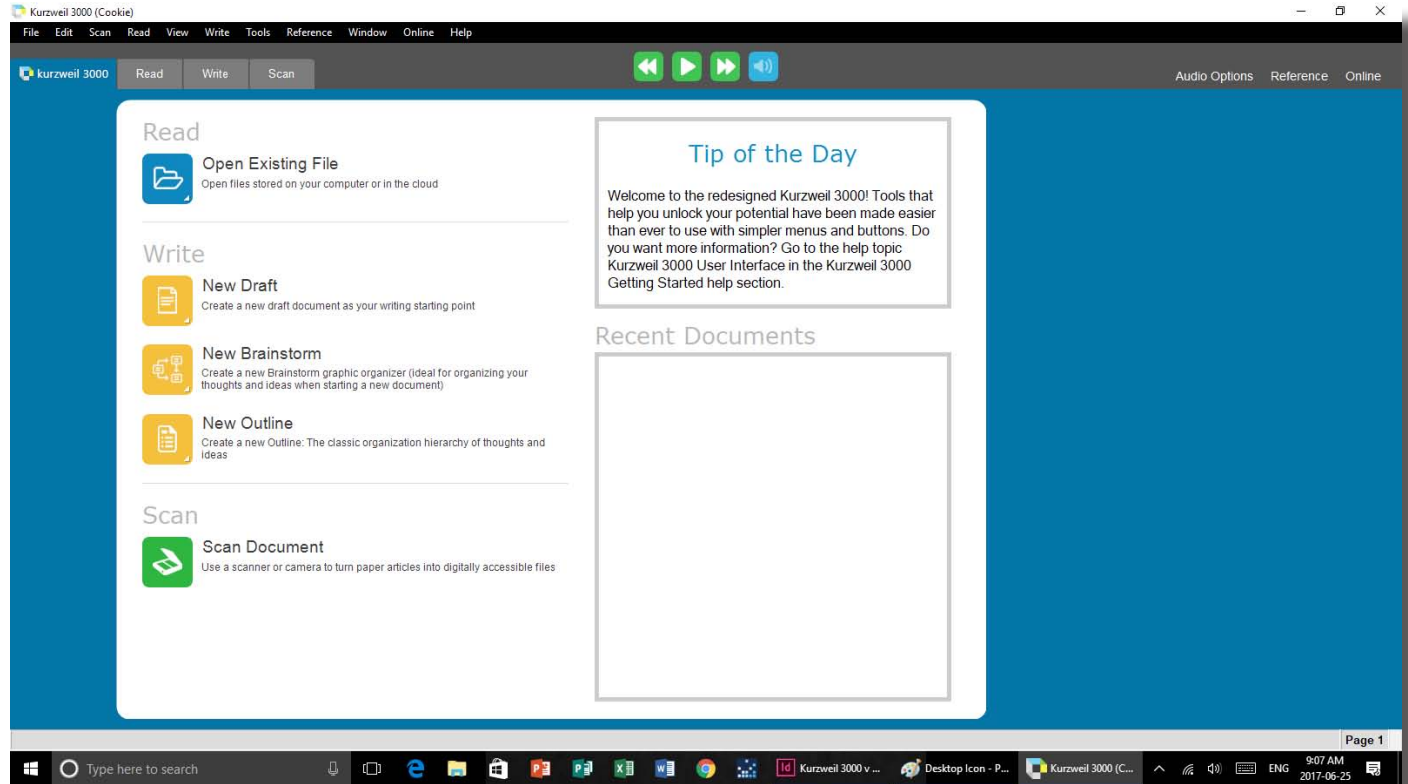
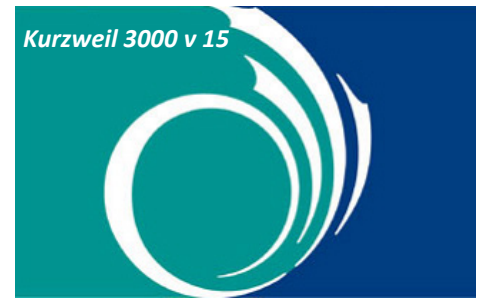
TRY THIS!

Using one of the 2 ways above, start Kurzweil 3000.

THE MAIN SCREEN

Kurzweil 3000 gives you 3 options

- a. Open an existing file
- b. Write a new document
- c. Scan a document



There are also 3 tabs at the top

- a. Read
- b. Write
- c. Scan

TRY THIS!

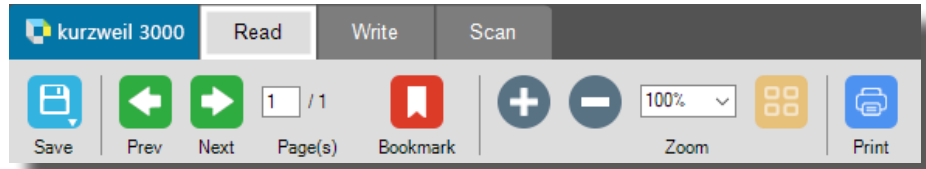
- 1. Click on the **Read** tab.

Try This!





THE READ TOOLBAR

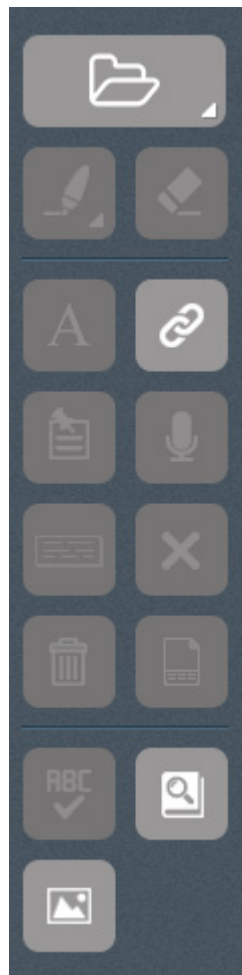


The toolbar allows you to

- a. Scan a new document
- b. Move to the previous or next page
- c. Show you the number of pages in your document
- d. Allow you to create bookmarks
- e. Zoom in or out or to a specific percentage
- f. Display the document in thumbnail versions
- g. Print

THE READ TOOLS

On the left of the screen, you can see the tools that are available when you are reading.



The tools here (from top to bottom)

- a. Open a file
- b. Highlight text
- c. Erase highlights
- d. Add a text note
- e. Add a hyperlink
- f. Add a sticky note
- g. Add a voice note
- h. Add a footnote
- i. Close the footnote
- j. Delete a note
- k. Open column notes
- l. Check spelling
- m. Get the definition of a word
- n. Get a picture of the current word

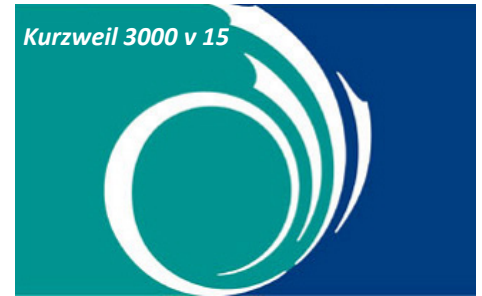
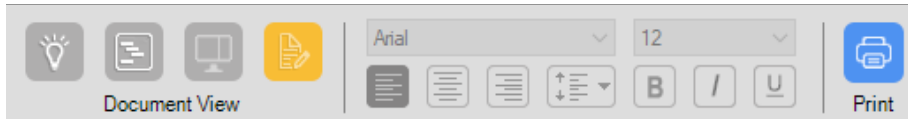
In addition, there are 4 tools at the top of the screen



These buttons will start the text-to-speech options by (left to right)

- a. Reading the previous part
- b. Start reading from where you are
- c. Fast forward to the next part
- d. Turn on or off the audible reading

THE WRITE TOOLBAR



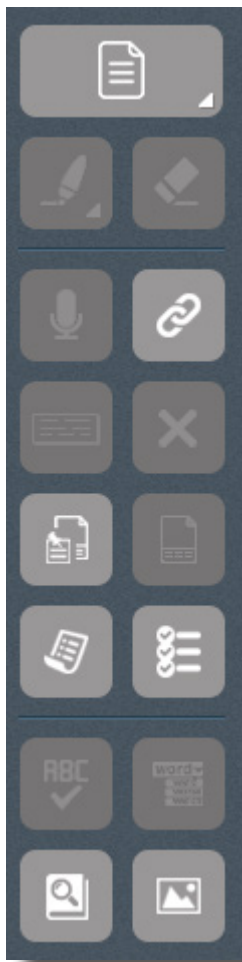
In addition to the tools on the Read toolbar, these new tools appear

- Brainstorm View
- Outline View
- Splitscreen View
- Draft View
- Change fonts, sizes, alignments, bold, italic, underline



THE WRITE TOOLS

On the left of the screen, you can see the tools that are available when you are writing.



The tools here (from top to bottom)

- Create a new document
- Highlight text
- Erase highlights
- Add voice notes
- Add hyperlink
- Add footnote
- Close footnote
- Open note snippets
- Open column notes
- Open floating word lists
- Review writing
- Run spell check
- Open word prediction
- Get definition of word
- Get picture of selected word