

# Welcome To Kurzweil



Kurzweil

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## How To Use Your Book On CD

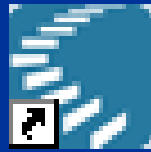
# Step 1

- Insert your CD into the disk drive.



## Step 2

- Double click on the Kurzweil icon on the desktop.



Kurzweil 3000.Ink

\*\* If icon does not appear on the desktop, go to Start menu, select all programs, and then select Kurzweil \*\*

# Kurzweil

- The page will look something like this.



The screenshot displays the Kurzweil 3000 software interface. The main window title is "Kurzweil 3000 - [Legend Of Sleepy Hollow.rtf]". The menu bar includes File, Edit, Scan, Read, View, Tools, Reference, Window, Online, and Help. The toolbar contains icons for New, Open, Save, Print, Scan, Back, Read, Forward, Audible, Definition, Synonym, Syllables, Spell, and Help. The status bar shows "by Word at 170 WPM Zoom: 100% Page: 1 1 1". The font settings are Arial, 14, Regular, Left Aligned, Single Spaced. The main text area contains the following text:

PLEASE WRITE A SHORT ESSAY ON THE FOLLOWING STORY:

The Legend of Sleepy Hollow by Washington Irving

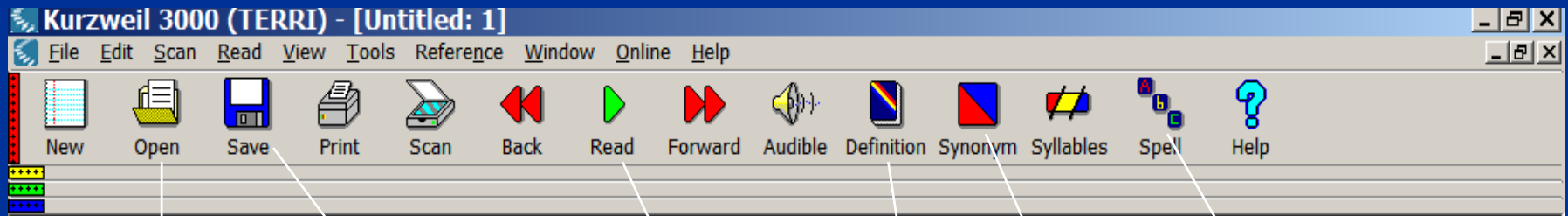
It's a very scary ghost story about a headless |

A "Word Prediction" pop-up window is visible on the right side of the screen. It has a title bar "Word Prediction" and a close button. Below the title bar, there is a "Train" button and a "Use keypad or Ctrl + Num" option. The pop-up contains a list of predicted words:

|   |          |
|---|----------|
| 1 | horseman |
| 2 | a        |
| 3 | ghost    |
| 4 | pumpkin  |
| 5 | rider    |
| 6 | soldier  |
| 7 | The      |

# Getting To Know the Kurzweil Toolbars

## Main Toolbar



Open  
Your  
Textbook

Save Your  
Notes,  
Highlights, etc

Begin  
Reading

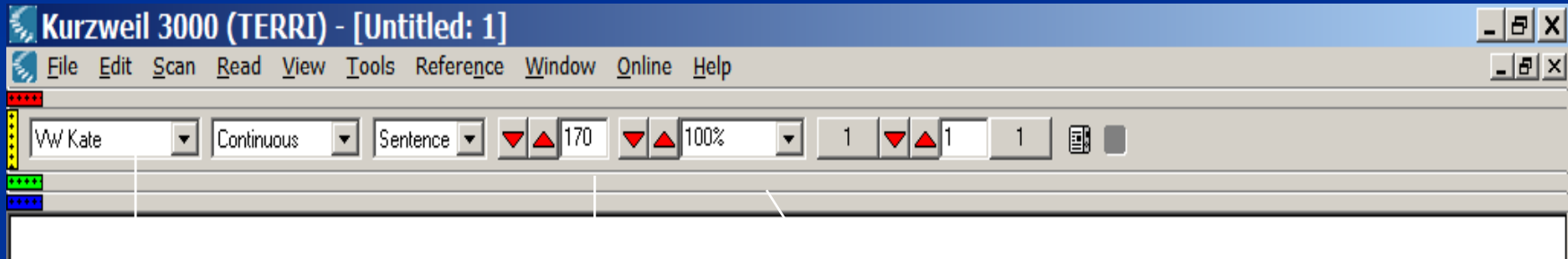
Define  
a word

Give  
synonym

Spell a word

# Getting to Know the Kurzweil Toolbars

## Reading Skills Toolbar



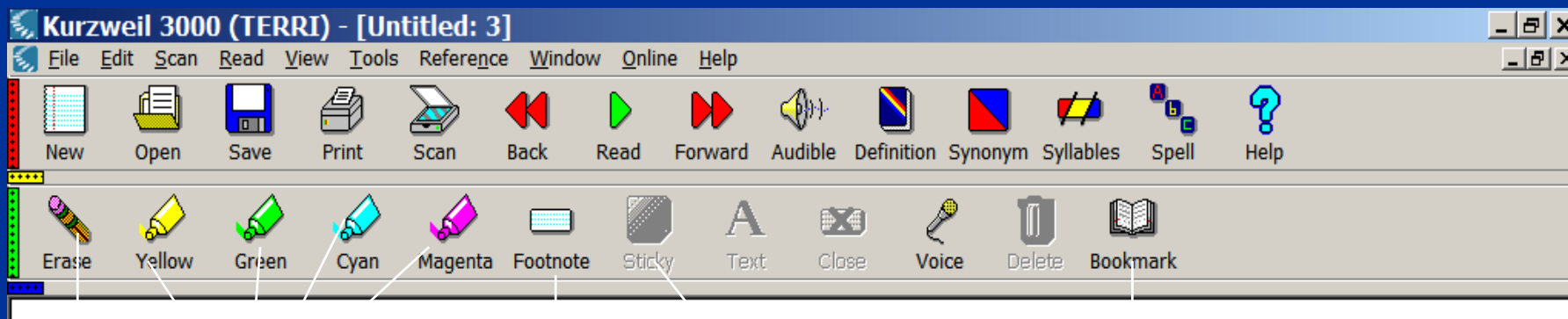
Voice of Reader

Reading Speed

Size of Text (Zoom)

# Getting to Know the Kurzweil Toolbars

## Study Skills Toolbar



Erase  
Highlights

Highlighters

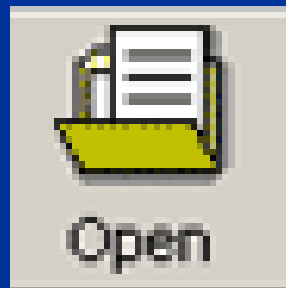
Footnotes

Sticky notes

Bookmark your work

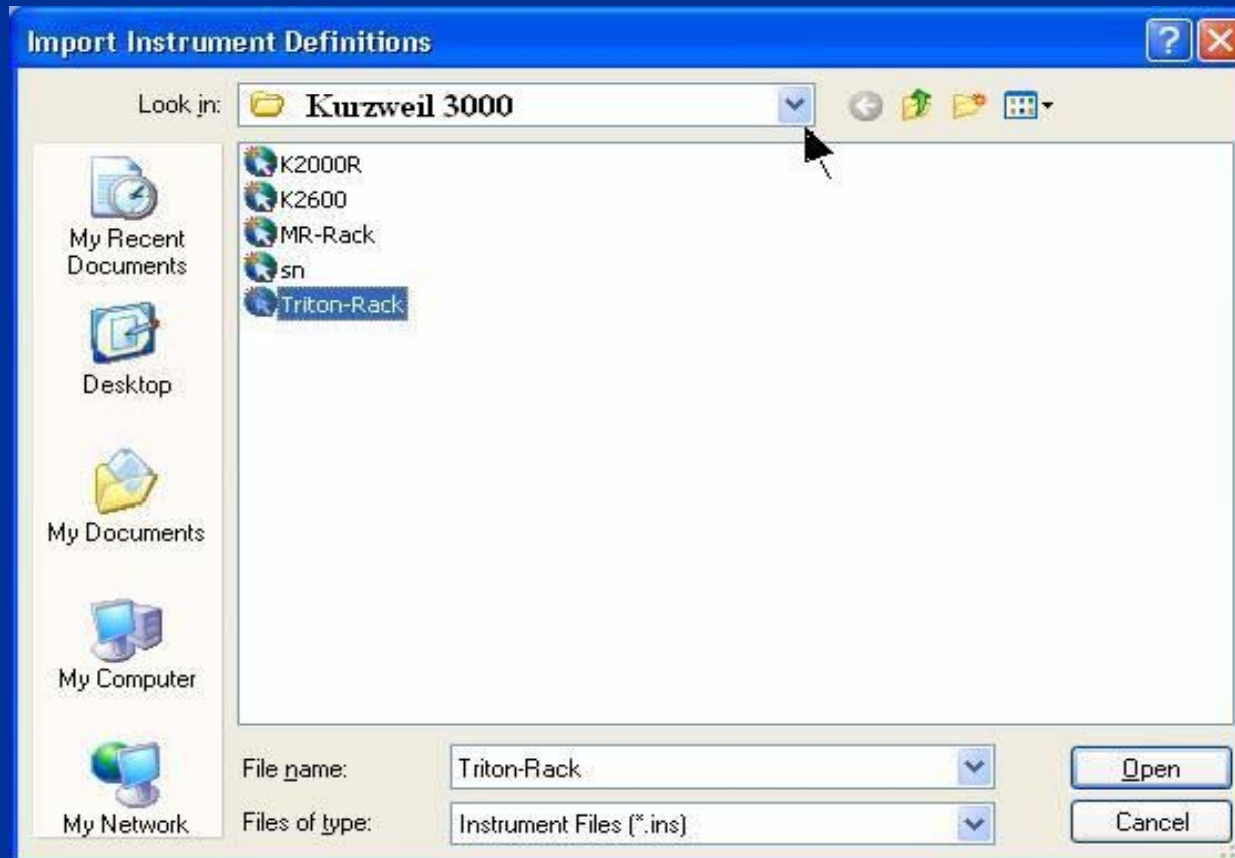
## Step 3

- Click on the **Open** icon at the top left of the screen.



# Step 4

- Click on the drop down logo in the center of the screen.



## Step 5

- Scroll down and select the “D: /” drive.



## Step 6

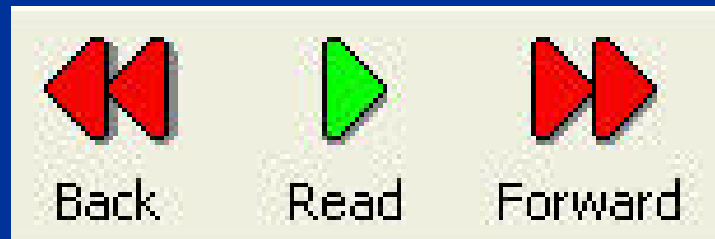
- Click on the **Folder**. The folder will have your book's title listed.



**Your Book Title**

# Step 7

- Then click the green play button to start reading.



# Welcome To Kurzweil



Kurzweil

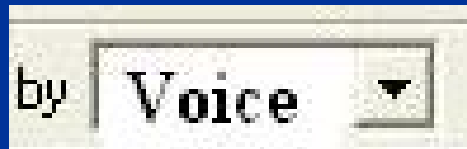
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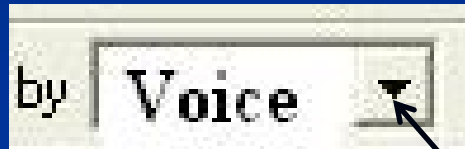
Adjusting the Voice

# Step 1

Find the Voice Drop Down Box on the Reading Skills Toolbar



## Step 2



- Click on the arrow so the list “drops down.” Different choices will appear. Choose one by clicking on the name. We recommend “VW Kate” or “VW Paul”.

## Step 3

- Once you have selected the voice you prefer, simply click “play” to begin reading.
- Please note that voices cannot be changed while Kurzweil is reading.

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Increasing Speed of Voice and Size of Text

# Step 1

## Speed

Find the reading speed buttons on the Reading Skills toolbar. Click the red arrow “up” to speed up the reading speed and “down” to slow down the reading speed. Choose a pace that results in your best reading comprehension and retention.



# Step 1

## Size

- Find the Zoom buttons on the Reading Skills toolbar. Click the red arrow “up” to enlarge the text and “down” to shrink the text. 100% is the default size.



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How to Highlight, Add Footnotes and Sticky Notes

# Step 1

## Highlighter

- Click on the **Color** of highlighter that you want to use on the Study Skills toolbar.



## Step 2

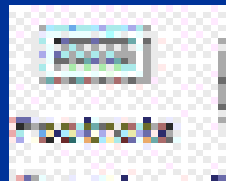
# Highlighter

- Double click on a word or drag the cursor over the words you want to highlight.
- To turn off highlighting, click on the color you have selected.
- To remove highlights, click on the ERASE button on the Study Skills toolbar. Drag the cursor over the highlighted portions. The color disappears but the text remains the same.

# Step 1

## Footnotes

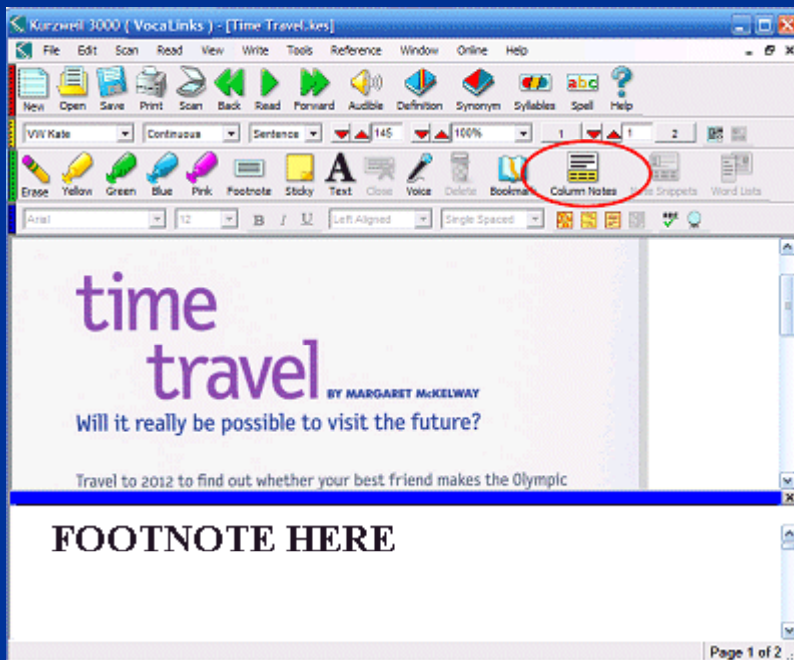
- Click on the **Footnote** button on the Study Skills Toolbar..



# Step 2

## Footnotes

- A space will open at the bottom of the screen
- Type your footnote in that space.
- To close the footnote, click the footnote button again.
- A large number will appear in your textbook where you have placed the footnote.
- You can access the footnote anytime by clicking on that number



# Step 1

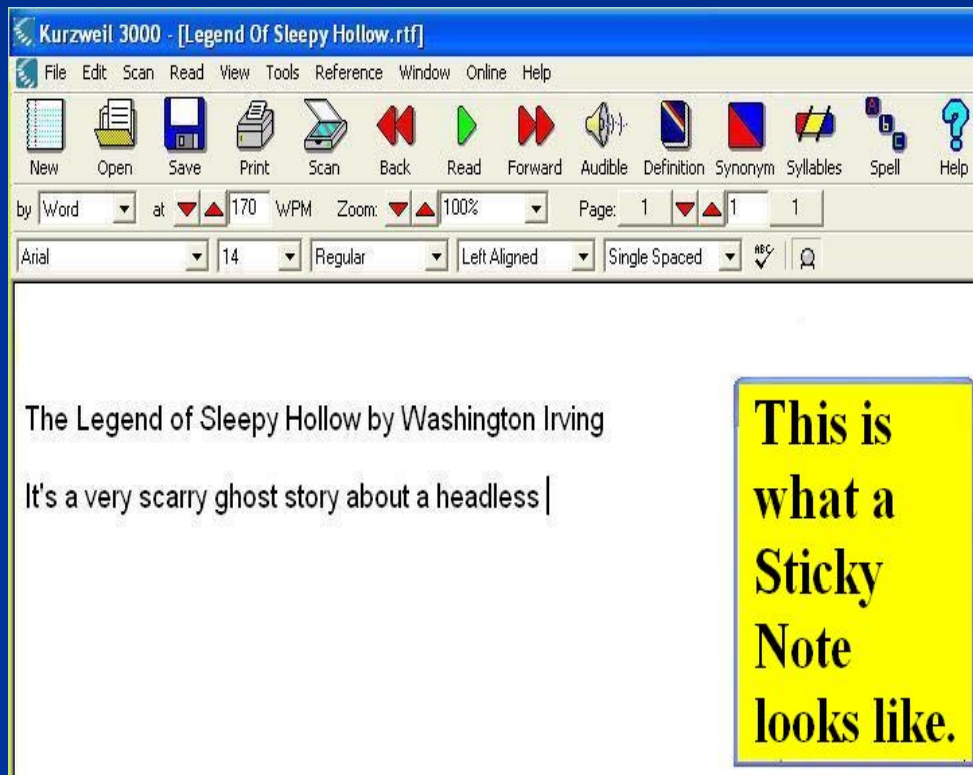
## Sticky Notes



- Click on the **Sticky** icon located on the Study Skills toolbar.

# Step 2

## Sticky Notes



- The mouse will become a “crosshair” (it will look like a “+” sign)
- 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 **ENTER** to start a new line.
- Click off to the side when you are done.

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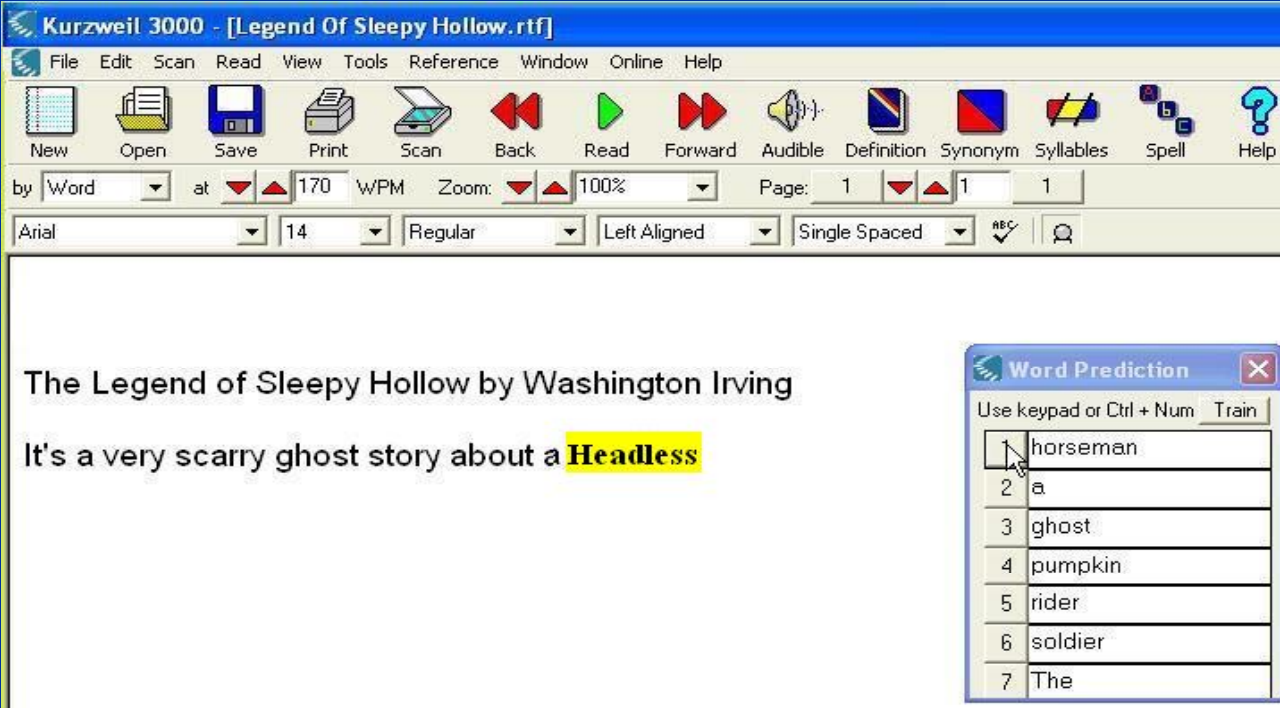
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Using the dictionary

# Step 1

## Dictionary

- Highlight the word that you want to define.



The screenshot displays the Kurzweil 3000 software interface. The title bar reads "Kurzweil 3000 - [Legend Of Sleepy Hollow.rtf]". The menu bar includes File, Edit, Scan, Read, View, Tools, Reference, Window, Online, and Help. The toolbar contains icons for New, Open, Save, Print, Scan, Back, Read, Forward, Audible, Definition, Synonym, Syllables, Spell, and Help. The status bar shows "by Word at 170 WPM Zoom: 100% Page: 1 1 1". The font settings are Arial, 14, Regular, Left Aligned, Single Spaced. The main text area contains the following text:

The Legend of Sleepy Hollow by Washington Irving  
It's a very scary ghost story about a **Headless**

A "Word Prediction" window is open on the right side of the screen, showing a list of suggestions:

| Word Prediction                |          |
|--------------------------------|----------|
| Use keypad or Ctrl + Num Train |          |
| 1                              | horseman |
| 2                              | a        |
| 3                              | ghost    |
| 4                              | pumpkin  |
| 5                              | rider    |
| 6                              | soldier  |
| 7                              | The      |

# Step 2

# Dictionary



- Click on the **Definition** button on the Main Toolbar .

## Step 3

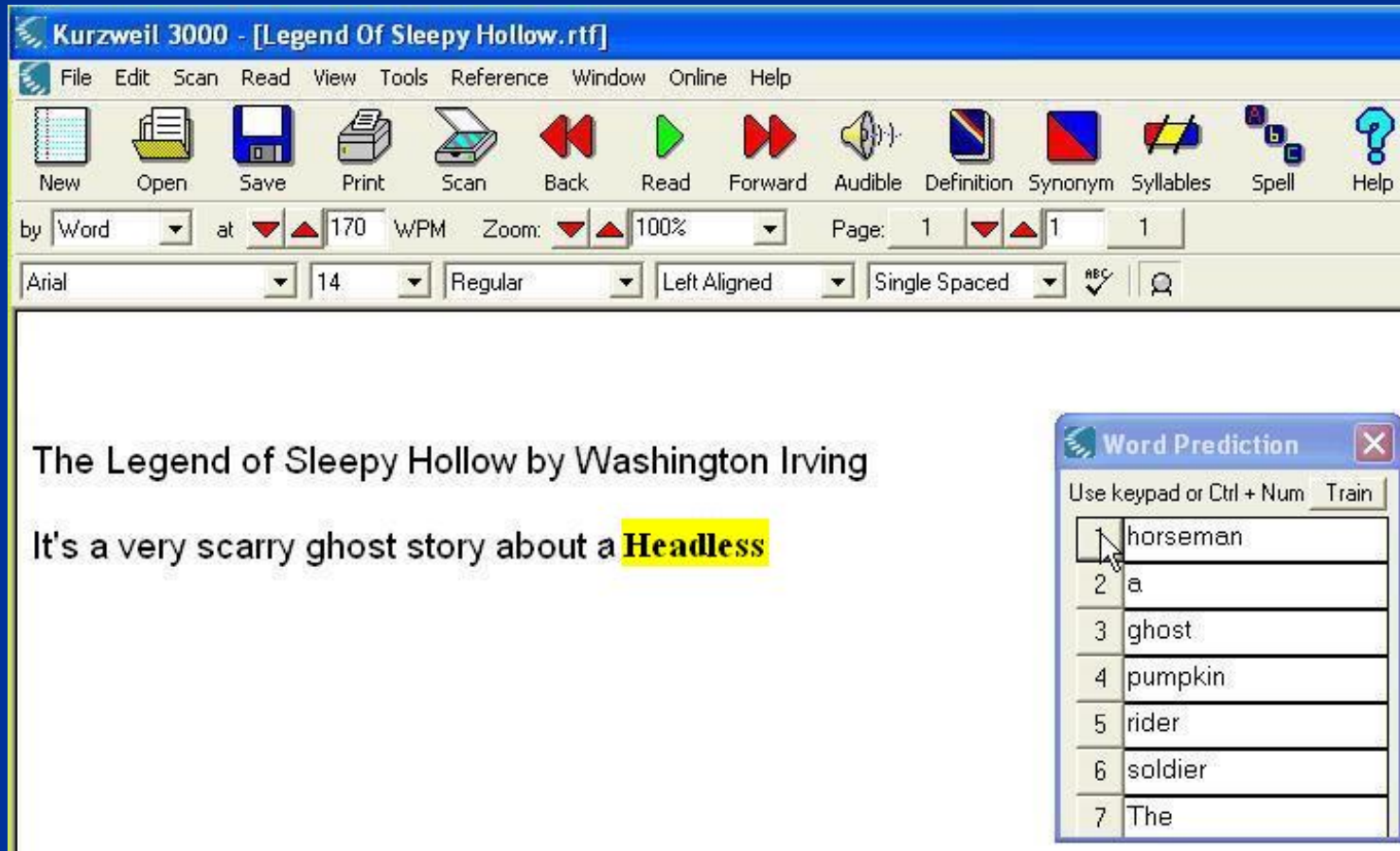
# Dictionary

- A definition window opens. To hear the definition read aloud, use the Read/Pause button.
- Use the **Close** button to close the definition window.

# Step 1

## Synonyms

- Click on the word that you want a synonym for.



The screenshot shows the Kurzweil 3000 software interface. The main window displays the text "The Legend of Sleepy Hollow by Washington Irving" and "It's a very scary ghost story about a **Headless**". A "Word Prediction" pop-up window is open over the word "Headless", showing a list of suggestions: 1. horseman, 2. a, 3. ghost, 4. pumpkin, 5. rider, 6. soldier, 7. The.

Kurzweil 3000 - [Legend Of Sleepy Hollow.rtf]

File Edit Scan Read View Tools Reference Window Online Help

New Open Save Print Scan Back Read Forward Audible Definition Synonym Syllables Spell Help

by Word at 170 WPM Zoom: 100% Page: 1 1 1

Arial 14 Regular Left Aligned Single Spaced

The Legend of Sleepy Hollow by Washington Irving

It's a very scary ghost story about a **Headless**

Word Prediction

Use keypad or Ctrl + Num Train

|   |          |
|---|----------|
| 1 | horseman |
| 2 | a        |
| 3 | ghost    |
| 4 | pumpkin  |
| 5 | rider    |
| 6 | soldier  |
| 7 | The      |

# Step 2

## Synonyms



- Then click on the **Synonym** button on the Main Toolbar.

## Step 3

# Synonyms

- A synonym window opens. To hear the synonym entries read aloud, use the **Read/Pause** button.
- Use the **Close** button to close the window.

# Welcome to Kurzweil

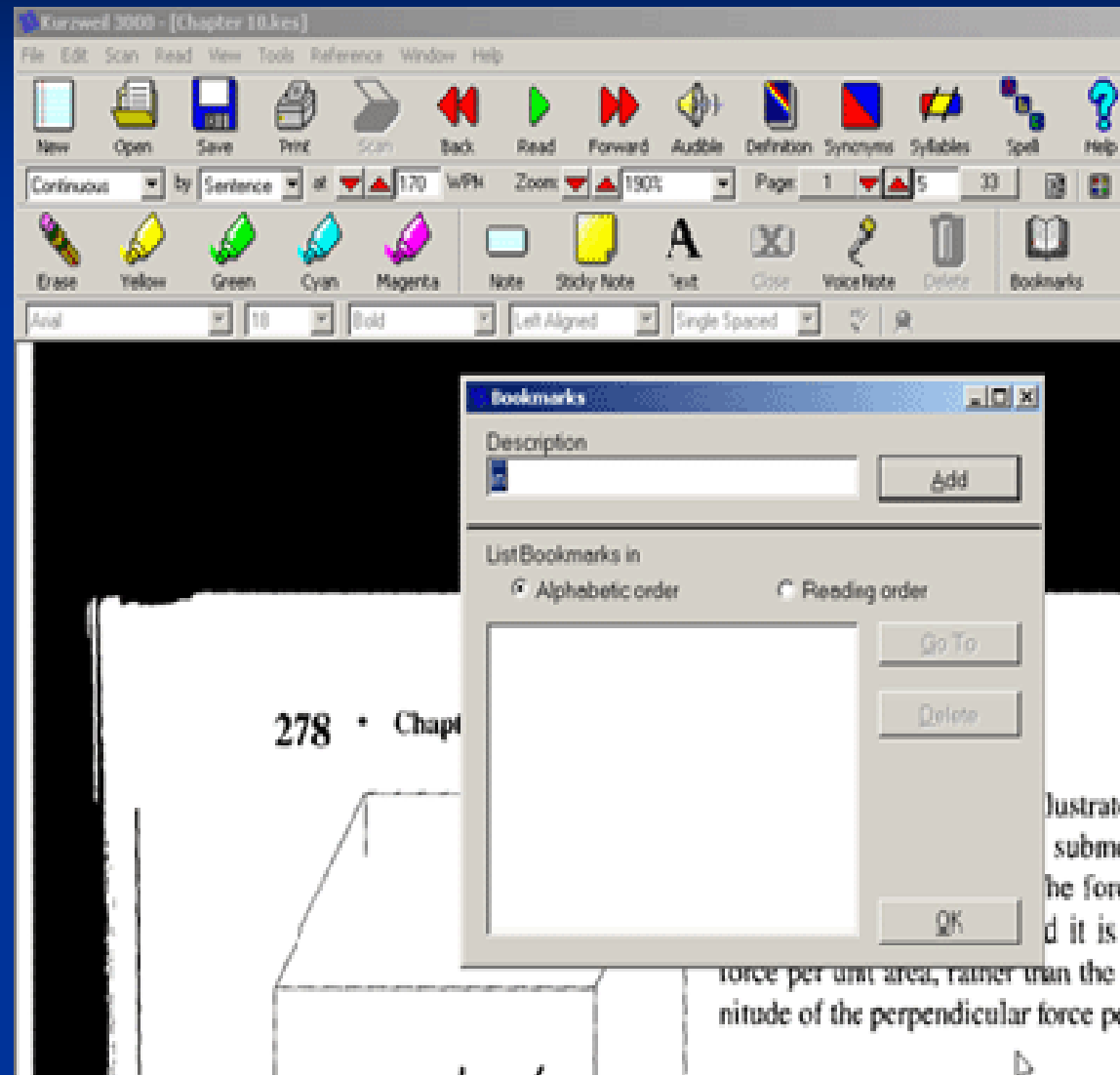


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Using the Bookmark Tool

# Using the Bookmark



If you find you cannot read anymore, and want to stop but not lose your place, use the bookmark function.

\* When you click on the “bookmark” button on the Study Skills toolbar, a box will appear (see left).

\* For best results, put the date as the “description.” This will help you identify when you left off. Click ADD. A bookmark symbol will appear where you left off.

\* When you open the document the next time, click on the bookmark button. A similar box will appear. Select your entry, and the program will bring you right where you last left off.

# Welcome To Kurzweil



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Using Kurzweil as  
a Study Tool

# Study Tools

## Highlighting

- Use the highlighter to highlight words, phrases or passages that you believe are important.
- Color code your highlighting. For example, use green for terms you think will be on the test, pink for quotes you might use in a paper, etc.
- You can add footnotes or sticky notes to highlighted passages so that you can make notes as to why that information is important.

# Study Tools:

## Copying and Pasting

- To make a study guide, use the Copy and Paste function.
- You can copy passages from your textbook and paste them into a Microsoft Word document to put together a study guide of important facts.
- To do this, first highlight a passage you want in your study guide.

# Study Tool:

## Copying and Pasting

- Once the text is highlighted, hold down the **CTRL** button. With the **CTRL** held down, press the **C** button..



# Study Tool:

## Copying and Pasting



- Open a Microsoft Word blank document. Click on the document.
- Hold down the **Ctrl** button. As you hold that down, press the **V** button. The text you highlighted should appear.

# Study Tool:

## Research Papers

- Kurzweil is a great program to use when assembling quotes you'd like to use a paper.
- Simply use the Copy/Paste function demonstrated before. For best results, paste the quotes into a separate Microsoft Word document where you can organize them before adding them to your paper.

Study Tool:  
Research Papers



**DO NOT FORGET TO CITE YOUR  
SOURCES AND QUOTES! WITHOUT  
PROPER CITATION, YOU ARE  
COMMITTING PLAGARISM!!**

# Any other questions?

- Stop by AccessAbility Services Student Center 207 M-F 9-4:30 for any further questions about Kurzweil.
- Call AccessAbility Services at 203-837-8225 or 8221 to inquire about setting up an appointment with one of our Assistive Technology Specialists.