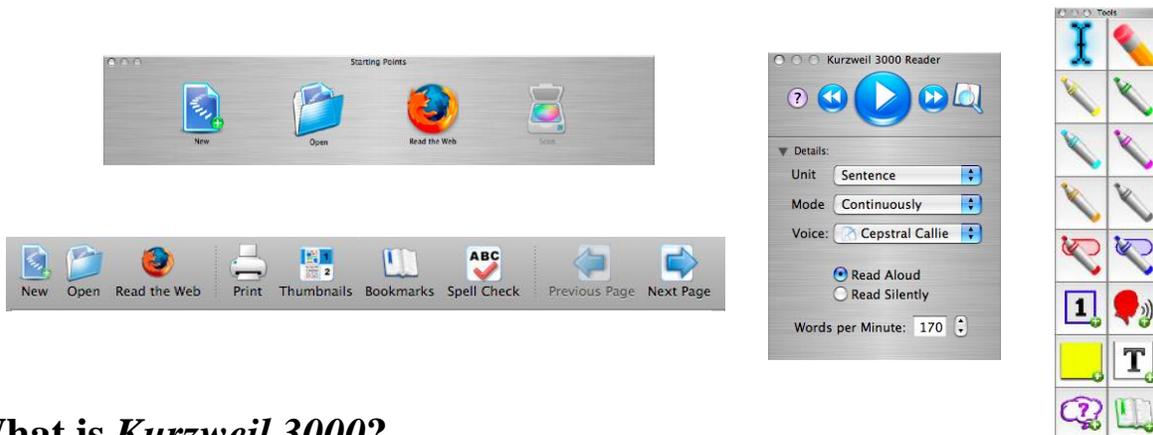`

Getting Started with Kurzweil 3000 for Mac Version 5

What is *Kurzweil 3000*?

- *Kurzweil 3000* is an integrated scan and read software program that provides multisensory access to reading material with powerful tools for *reading, writing, test-taking* and *learning*.

- *Kurzweil 3000* does not *teach* reading and writing, it is a *tool* that provides a digital text-to-speech environment for *implementing* proven reading, writing and learning strategies.

- *Kurzweil 3000* can be used to turn any curriculum material into an interactive digital format that is inherently flexible and accessible to a wide variety of students who need support in accessing the general education curriculum. (Struggling students, students on IEPs, students with Physical Disabilities, English Language Learners, students with attention issues, autism, gifted, and more.)

- Kurzweil 3000 can provide the support needed for *ELL Students* to independently access curriculum material while improving English word recognition.

- *Kurzweil 3000* is designed in accordance with the principles of *Universal Design for Learning*, providing multiple means of representation, expression and engagement in an effort to support all students by providing tools for interacting with text that are *necessary for some*, *beneficial for all*.

- *Kurzweil 3000* can be used to *differentiate instruction* for individual students, for small facilitated groups, or as part of whole-class strategy instruction.

- *Kurzweil 3000* is as powerful as the imagination of the user and can be used by teachers, students and professionals, to complete a wide variety of tasks.

- *Kurzweil 3000* is an integrated literacy solution.

What is *your* goal for using *Kurzweil 3000* Software?

`

What do *you* need to do to begin?

`

General Questions

What would you like to do?	Resources for Help:	Suggested tools to use…
1. **Become part of the** *Kurzweil 3000* **community!**	**www.kurzweiledu.com** **Find and share resources and ideas for using** *Kurzweil 3000*	**LIST SERV** Join the **Kurzweil 3000 Listserv** *www.facebook.com/cambiumtech* #cambiumtech **webex** https://clt.webex.com **You Tube** http://www.youtube.com/user/cambiumtech
2. **Figure out:** what License types to buy, how many, get price quotes, etc.	**Sales Department** **Call: 1-800-547-6747**	Go to: **www.kurzweiledu.com** for product information, overview and how-to videos, customer testimonials, product flyers and MORE…
3. **Get Training** (Curriculum Integration, use with other tech tools, advanced skills, etc.)	**Implementation Services Department** **Call: 1-800-547-6747 x626** **Email: training@kurzweiledu.com**	*Training Offerings:* • Implementation Partnerships for ongoing consultation • Live Online Workshops • Self-Study Online Courses • Private Onsite Trainings (Customizable) • Public Regional Trainings http://www.kurzweiledu.com/support-training.html
4. **PLAN for your** *Kurzweil 3000* **Implementation**	**Steps for Technology Implementation:** 1. Identify shared vision—Get Excited! 2. Identify pioneering members of implementation team. 3. Develop a collaborative master PLAN. 4. Identify measurable goals of district, teachers and students. 5. Create a budget. 6. Acquire materials. 7. Schedule ongoing professional development 8. Evaluate success of the project. 9. Share knowledge and communicate progress	**Implementation Guides & Other Supports:** • Implementation Guidelines • Implementation Checklist • Implementation Tips • Digital Text Organization spreadsheet • And more… **http://www.kurzweiledu.com/implementation-professional-services.html**
5. **Install** *Kurzweil 3000* or get help with other technical issues.	Kurzweil 3000 MUST be installed on your computer. **Technical Support Department:** **Call: 1-800-547-6747** **Email:** tech@cambiumtech.com **Customer Support Portal:** http://support.cambiumtech.com/index.php **Customer Service email:** customerservice@cambiumtech.com **Installation guides are available on website**	**Product Install DVD** NOTE: The install DVD may be copied as many times as needed to assist with installations. Kurzweil 3000 can be pushed out to computers via .msi package **Menu Bar ->Help** **OR** **Kurzweil Reader -> Help** **(Command ?)**

`

| | as well as on the Product DVD. | |

General Questions (Continued)

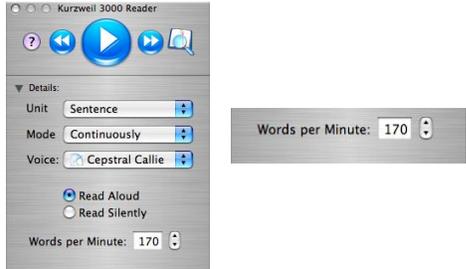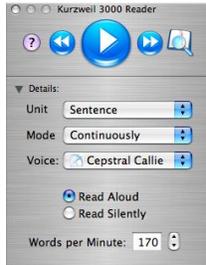| What would you like to do?	Resources for Help:	Suggested tools to use…
6. Open *Kurzweil 3000*	**Double Click** on *Kurzweil 3000* icon on your desktop. **OR** Put the Kurzweil 3000 icon in your Dock by dragging it from the applications folder. Click on the *Kurzweil 3000* icon on your Taskbar to open.	Double Click
7. Open or **Close Kurzweil 3000 windows** • **Reader** • **Tools Palette** • **Starting Points** • **Document**	To **Open/Close windows** • Window->Show/Hide->Reader/Starting Points/Tools • Click on Red "x" button. to close document and windows	**Menu Bar ->Window->select which tools windows to "show" or "hide"** Minimize ⌘M Zoom Bring All to Front Hide Reader Hide Tools Show Starting Points
8. Save a file	*Kurzweil 3000* files are just files with a .kes extension. Save them anywhere: • Any folder on your Computer • Anywhere on your network • On a USB drive • Kurzweil Web Universal Library (Only available with web licenses) • Upload them to a website (Moodle, wiki, etc.)	**Menu Bar ->File ->Save** (Command S) All changes, notes, highlights, circles, etc will be saved.
9. Print a document	You can Print any document you open in Kurzweil 3000. • Click the **Print** icon on your toolbar • OR select File->Print	**Menu Bar ->File-> Print** (Command P) **OR Document Toolbar:** Print
10. Check for Updates	Updates are frequent and free and address bugs or add enhanced features. Search for product updates from within *Kurzweil 3000*. Follow the Prompts.	**Menu Bar ->Kurzweil 3000 ->Check for Updates** **OR – Download from Website** **www.kurzweiledu.com**
11. Learn more about **digital text** and **Universal Design for Learning (UDL)**	Learn about the National Instructional Materials Accessibility Standard (**NIMAS**) Learn more about the Accessible Instructional Materials Consortium (**AIM**) Learn more about www.bookshare.org and how to acquire digital files for students with print-based disabilities Learn more about CAST's **UDL** framework and its core principles that support flexibility and choice: • Multiple means of Representation • Multiple means of Expression • Multiple means of Engagement	NIMAS www.nimas.cast.org AIM www.aim.cast.org Bookshare www.bookshare.org CAST www.cast.org National Center on UDL www.udlcenter.org

`

Getting your content/files into *Kurzweil 3000*

What would you like to do?	*How can Kurzweil 3000 help?*	*Suggested tools to use…*
Where to find files to use in Kurzweil 3000: **FIRST:** Don't be afraid to ask the publisher for an accessible digital version of text. If your content is not available in a digital format directly from the publisher, there are numerous other ways to find it detailed below. If your document is still NOT available digitally, you can easily turn paper curriculum materials into digital content by scanning. **1. Scan***	*Kurzweil 3000* makes it easy for you to scan in new materials. • Open Kurzweil 3000 Professional on a computer connected to an ordinary scanner • Place document(s) on flatbed or in sheet feeder • Press the **scan** button on your **Starting Points** window • OR Select Scan->**Scan New Document** • The file will appear in a new Kurzweil 3000 Window. • Save the file. *NOTE: Use Zone Edit and/or Edit Underlying Text features to correct any text-to-speech mistakes.**	**Starting Points: Scan** button (Command 1) OR: **Menu bar ->Scan->Scan new document** NOTE: If you have a large volume of text to scan, consider: • Scanning to PDF using a scanner with sheet feeder • OR use a Networked copy machine to scan and save files as PDF • Don't be afraid to liberate a book from its binding to make scanning easier! NOTE: Only Epson and Canon Scanners are compatible with *Kurzweil 3000*. Multi-page scanning directly to *Kurzweil 3000* is not available. Scanning to PDF is the best way to scan files for use with *Kurzweil 3000 Mac*.
2. Convert existing digital files (word documents, web pages, PowerPoint slides, etc.) to a Kurzweil 3000 (.kes) format. * Open digital files you created in *any* other programs (test, worksheets, graphic organizers, etc.) and turn them in to Kurzweil files. NOTE: If you can "Print" the file, you can turn it in to a Kurzweil file!	The *Open as PDF* feature in *Kurzweil 3000* allows you to open a file in any other program and "print" it using *Kurzweil 3000* Professional to turn it in to a .kes file. • Open the *other* program • Open the file you created with that program • Select Print • Click **PDF** • Select **Open as PDF in *Kurzweil 3000*** from the pull-down menu**.** • Click *OK* • The new file will appear in *Kurzweil 3000* • **Save** this new .kes file	**From within any *other* non-*Kurzweil 3000* program:** Print->PDF->Open as PDF in *Kurzweil 3000* NOTE: Any tools on your **Tools Palette** can now be used to mark-up this new .kes file. The content of the file cannot be edited.
3. Open a PDF* *Requires Professional Version of Kurzweil 3000 or V5 and above.	*Kurzweil 3000* can automatically recognize PDF files and turn them in to .kes files. • From within *Kurzweil 3000* select *open* • Browse to your file • Open the file and select the page range you would like converted to Kurzweil 3000 • The file will appear in Kurzweil 3000 • Save the file	**Starting Points: Open** button (Command O)
4. Read the Web Read Web Pages directly using a mini Kurzweil 3000 Toolbar embedded in your Firefox Browser	*Kurzweil 3000* can read web pages using *Mozilla Firefox* browser ONLY. • Press the Read-the-Web button • *Kurzweil 3000* automatically opens Mozilla Firefox and provides a mini-*Kurzwei3000* toolbar • Click mouse wherever you would like to begin reading • Click the read button on your mini *Kurzweil 3000* toolbar.	**Starting Points**: **Read the Web** (Command 1) NOTE: The first time this feature is used, you will be guided to install the Kurzweil 3000 plug-in for Firefox.

`

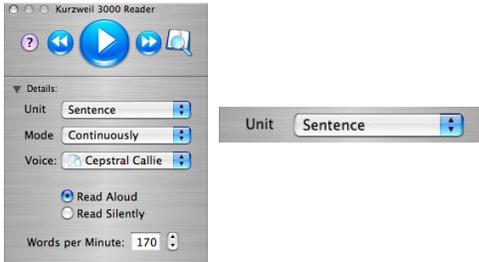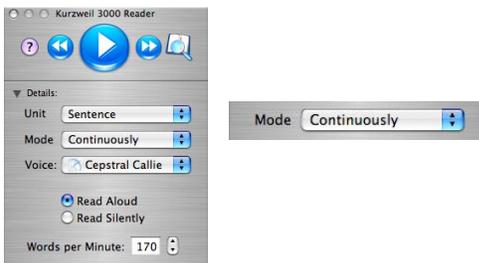# Getting your content/files into *Kurzweil 3000* (continued)

What would you like to do?	*How can Kurzweil 3000 help?*	*Suggested tools to use…*
5. Open a new **blank document** to write	Kurzweil 3000 is a talking word processor. Click "NEW" on the *Kurzweil 3000* Starting Points Window to begin a new blank writing document.	**Starting Points: New** button (Command N) **OR Menu Bar ->File-> New**
6. Open an existing Document NOTE: More and more curriculum materials are ALREADY digital and chances are Kurzweil 3000 can read them!	*Kurzweil 3000* can open and read most digital files including .doc, .txt, .rtf, .kes, .html, file formats. (Kurzweil 3000 cannot read video or audio files.) • From the Starting Points window select *open* • **OR** *File->Open* • Browse to your file • Click *Open* • The file will appear in Kurzweil 3000 • You can **edit the text** in these files	**Starting Points: Open** button (Command O) OR Menu Bar -> File -> Open NOTE: If you do NOT want the text to be editable. Use the "Open as PDF" feature instead of "Open" and save as a .kes file.
7. Get Books from www.Bookshare.org	*Kurzweil 3000* can open and read files from **www.Bookshare.org,** a digital text repository with over 125,000 titles. • You need to be qualified with a print-based disability and receive a Bookshare username and password to download books. • Download Book(s) from Bookshare.org and unzip the files package. • Open the .xml file • Print->PDF->Open as PDF in Kurzweil 3000 • Save the File.	**Download daisy books from www.bookshare.org directly.** **Note:** Detailed instructions for working with Bookshare files can be downloaded from the Training Resources page at **www.kurzweiledu.com/training-resources.html** **Note: You can now download books from bookshare.org directly to Kurzweil 3000 with the Version 5 update!**
8. Read text in any application	*Kurzweil 3000's Drag to Dock* tool can help you read text in any application: • Make sure you have put the *Kurzweil 3000* icon on your Dock by dragging it from your applications folder and placing it on the Dock. • Drag and drop selected text from any program onto the Kurzweil icon on your dock. • A Dialog box will open and the content will be read to you.	**Select Text and Drag to Dock**
9. Is there content already available in *Kurzweil 3000* format? **YES!**	• Over 1800 public domain *Classic Literature* titles are on the *Kurzweil 3000* DVD and in the "Shared Collections" folder in the Web Universal Library, • *Metro Non-Fiction Bookbag* • *ReadingA-Z* leveled readers (800+ titles) • *Passport Reading Journeys* (Voyager) • *Language!* (Voyager)	**For more information about these and other Content Resources:** **http://www.kurzweiledu.com/content-resources.html**

`

Reading

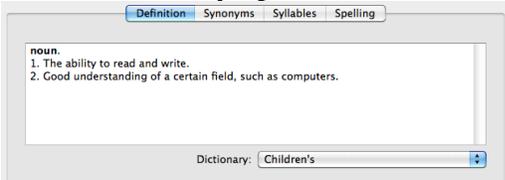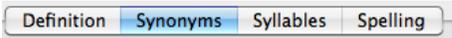| *What would you like to do?*	*How can Kurzweil 3000 help?*	*Suggested tools to use…*
1. Read Text Aloud	*Kurzweil 3000's* **Text to speech technology** correctly read s text selections aloud, models fluent reading, and supports difficulties with decoding. Click anywhere within the text and click on the read button to start reading.	<mark>Reader:</mark> **Read** (Command R/Command .)
2. Change Voice	You can change the **reading voice** to suit your preference. To change the **voice**: • Make sure the Kurzweil 3000 Reader is showing (Menu Bar ->Window->Show Reader) • Click on "Details" to expand Reader Choices • Click on the down arrow on the **Voice button** • Select a voice Kurzweil will access the Mac speech engines on your computer. In addition, there is an additional installation of higher quality voices by Cepstral: • David • Callie	<mark>Reader: Details ->Voice Button</mark> Voice: Cepstral Callie NOTE: You will find the additional high quality voices to install in the "Extras" folder on your product DVD.
3. Change Speed	The **Reading Speed** WPM can be increased or decreased to support the needs of the user and the density of the text being read To change the reading speed: • Make sure the Kurzweil 3000 Reader is showing (Menu Bar ->Window->Show Reader) • Click on "Details" to expand Reader Choices • Click the UP or DOWN arrows on your Words per Minute button. • OR Click in the box on your Speed button and type in the desired reading rate	<mark>Reader: Words Per Minute Window</mark> Words per Minute: 170 **Click "up" or "down" arrows to increase or decrease reading speed.** Read Faster ⌘] Read Slower ⌘[
4. Turn off speech, but continue to highlight words to keep on task when reading independently	To Practice Silent Reading or Oral reading fluency skills with *Kurzweil 3000*: • Make sure the *Kurzweil 3000* Reader is showing (Menu Bar ->Window->Show Reader) • Click on "Details" to expand Reader Choices • Click **Read Silently** to silence the voice but continue highlighting at the set reading speed. • Click **Read Aloud** to toggle back to	<mark>Reader:</mark> **Read Aloud** and **Read Silently Buttons**

`

	audible reading.	Read Aloud / Read Silently

Reading (Continued)

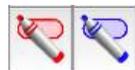| *What would you like to do?*	*How can Kurzweil 3000 help?*	*Suggested tools to use…*

5. **Change size of Unit Highlighted**	*Kurzweil 3000* highlights a specified **Unit** of text when reading. You can adjust the chunk of text that is highlighted when reading:
	• Make sure the Kurzweil 3000 Reader is showing (Menu Bar ->Window->Show Reader)
	• Click on "Details" to expand Reader Choices
	• Click on **Unit** Button
	• Select one of the following:
	  • Word
	  • Phrase
	  • Line
	  • Sentence
	  • Highlights Only
		Reader: **Unit**

6. **Change the Pace that Kurzweil is Reading**	The **Reading Pace** or **Mode** can be adjusted • Make sure the Kurzweil 3000 Reader is showing (Menu Bar ->Window->Show Reader) • Click on "Details" to expand Reader Choices • Click on the down arrow on the **Mode button** • Select a Mode: **Continuous:** continuous reading from page to page. **Self Paced:** for pausing reading at the end of each unit. Click reading button to begin reading again. **Word by Word:** for reading a single word at a time. Activate reading to begin reading again.	**Reader:** **Mode**
7. **Change size of text**	To support users with low vision, you can easily **increase** or **decrease** the **size** of a document viewed in Kurzweil 3000 by changing the **Zoom** value: • At the bottom of the document use the slider to change the size of text.	**Document Window: Zoom Slider**

8. **Open** or **Close Kurzweil 3000 windows**
  • **Reader**
  • **Tools Palette**
  • **Starting Points**
  • **Document**
	To **Open/Close windows**
	• Window->Show/Hide->Reader/Starting Points/Tools
	• Click on Red "x" button. to close
		Menu Bar ->Window->select which tools windows to "show" or "hide"

9. **Customize toolbars**	Tools on each toolbar can be added, removed or rearranged. Specific toolbar sets can be saved.	**Document Toolbar: Customize**
10. **Make other customizations to the reading**	*Kurzweil 3000* has numerous other options/preferences that can be adjusted to suit the individual learning needs of the user.	**Menu Bar ->Kurzweil 3000 -> Preferences** **And** **Help -> List of Keyboard Equivalents**

environment	**Keyboard Equivalents** are also available for most tools and features in *Kurzweil 3000*.	

Vocabulary

What would you like to do?	*How can Kurzweil 3000 help?*	*Suggested tools to use…*
1. Support **Vocabulary Development**	*Kurzweil 3000* has several **Word Study tools** available to ensure understanding of new vocabulary words and to support reading comprehension. These reference tools are visual and auditory to support independent learning, unlimited repetition, and reinforcement: • Dictionaries • Thesaurus • Syllables • Spell NOTE: Any word study tool content can be copied and pasted in to other documents to create vocabulary journals, support note-taking, etc	==Reader:== **Word Lookup Button** (Command L) **Lookup Window Appears With Word Study Options:**
2. Get **Definition** of a Word	To get the definition of any word: • **Place your cursor just before a word or double click on a word to select it** • Click on the Word Lookup Button in the *Kurzweil 3000* Reader • Word Lookup Window will appear • Click Read Button on *Kurzweil 3000* Reader to read definitions aloud	==Reader:== **Word Lookup Button -> Word Lookup Window ->Definition** (Command L)
3. **Change** the Digital **Dictionary**	*Kurzweil 3000* offers the following dictionaries to choose from: • American Heritage • American Heritage Children's • Concise Oxford English Dictionary To change your Dictionary: • In the Look Up Window pull down the Dictionary menu • Click on your dictionary choice	==Reader:== **Word Lookup Window -> Dictionary** (Command L) Dictionary: Children's
4. Find **synonyms** of a Word to support comprehension or to expand word-choices when writing.	A Digital Roget's Thesaurus and Concise Oxford Thesaurus are built in to *Kurzweil 3000*: • Select a word and click word lookup • From the Word Look Up window select the **Synonyms** Button	==Reader:== **Word Lookup Window -> Synonyms** (Command L) Definition Synonyms Syllables Spelling
6. Learn how a word breaks down in to **syllables**	To get the Syllabication of any word: • Select a word and click word lookup • From the Word Look Up window select the **Syllables** button	==Reader:== **Syllables** Definition Synonyms Syllables Spelling
7. Practice **Spelling** a	To practice the correct Spelling of a word:	==Reader:== **Spell** (Command :)

word	• Select a word and click word lookup • From the Word Look Up window select the **Spell** button	Definition Synonyms Syllables Spelling NOTE: This is NOT Spell Check

Study Strategies

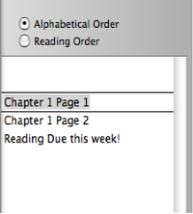| *What would you like to do?*	*How can Kurzweil 3000 help?*	*Suggested tools to use…*
1. Enhance my existing off-computer study strategies or **innovate** new ways of teaching **study strategies** using *Kurzweil 3000*.	Study strategies need to be explicitly taught, modeled and practiced. Study strategies help students go *beyond* reading to organizing, synthesizing, and analyzing information so that they can comprehend and retain new information. Common strategies include: • Activating prior knowledge • Actively monitoring comprehension • Organizing main ideas and concepts • Generating and answering questions • Summarizing important information As you explore the various tools available in *Kurzweil 3000*, consider all of the great strategies you are already using, explore new ones, and innovate ways of using *Kurzweil 3000* to help gain meaning from reading.	**Tools Palette: All Tools** **Click on a tool to select it and use it in a document.** **When finished, to** *return to cursor* **click on:** **NOTE:** If your Tools Palette is not visible, select Menu Bar ->Window-> Show Tools
2. Use *Kurzweil 3000* with an **Interactive White Board (IWB)**	Excellent idea! Using *Kurzweil 3000* with an IWB is a great way to get students to actively and collaboratively engage in text . It is also a powerful way to model and explicitly teach good study strategies.	***Kurzweil 3000* installed on the Computer that is connected to your IWB and Projector.**
3. Highlight important information	**Highlighter*s* Tools** for highlighting key text structures before thoroughly reading the text or to mark up key information during reading. • From Tools Palette, Click on a highlighter • Click on desired text and drag your mouse over the text you would like to highlight. Different colors of highlighters let you associate different concepts with different colors (Parts of speech, vocabulary words, causes and effects, main ideas and supporting details, notes for a writing assignment, etc. (e.g. Green-Topic and concluding sentences, Yellow=Key Ideas, Pink=examples, evidence and elaborations, Blue=new vocabulary,)	**Tools Palette**: **Highlighter**s NOTE: To Return to Cursor Select: To Erase: select: and drag over your highlighted text.
4. Circle important information	**Circle Tools** for circling key text structures before thoroughly reading the text or to mark up key information during reading. • From Tools Palette, Click on a Circle Tool • Click on desired text and drag your mouse over the text you would like to circle	**Tools palette: Circle** NOTE:

`

| | Different circle colors can be used to indicate specific text structures, , parts of speech, answer questions, etc | To Return to Cursor Select:

To Erase: select and drag over your circled text. |

Study Strategies (Continued)

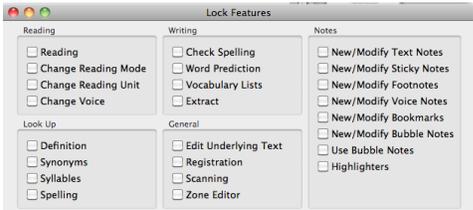| *What would you like to do?*	*How can Kurzweil 3000 help?*	*Suggested tools to use…*
5. Insert a **Foot Note**	**Foot Notes** can be used for writing answers to your self-generated questions, providing clarifying information, inserting questions, etc. The content of Footnotes is hidden until the footnote is opened with a *double click*. Footnotes appear as numbered boxes within the text. • Click on text in your open document • Click on the **Foot Note** tool on your Tools Palette. • A numbered anchor appears where you had your cursor and a **Foot Note** window opens. • Type your question, answer, clarifying info, etc. in the window • Close the note • To see the contents of the note, just click on the note icon in your text.	**Tools Palette**: **Foot Note** tool (^CommandF) **NOTE:** To Erase: select eraser and click on note in text to erase/delete it. To Return to Cursor Select:
6. Insert a **Voice Note**	**Voice note** tool can be used to insert a recording of your own voice noting your thoughts about the text being read. It relieves the user of the mechanics of typing. • Click on the **Voice Note** Button • Click anywhere on your open document • A dialog box will open • Click on the microphone to record or import a message up to 120 seconds. • Click okay • To hear the note: Double click	**Tools Palette**: **Voice** tool (^CommandV) **NOTE:** A microphone is needed to record voice notes. Voice notes are a great way to support *English Language Learners* by embedding clarifying notes recorded by native speakers of the language.
7. Insert a **Sticky Note**	**Sticky Notes** can be used to insert questions/notes about the text or provide instructions. They are brightly colored and standout when reading the text. • Click on the **Sticky Note** Tool • Click anywhere on your open document • Begin Typing • Click and drag on **Sticky Note** to move it to another place on the document. • **Sticky notes** can be put in front of text.	**Tools Palette**: **Sticky Note** tool (^CommandN) To change the color of a sticky: Menu Bar -> Kurzweil 3000 -> Preferences -> Notes NOTE: not available in text documents
8. Insert a **Text Note**	**Text Notes** can be used to answer questions in a .kes test/file or worksheet. They have a transparent background – great for fill-in-the-blanks or labeling graphics. • Click on the **Text Note** Button	**Tools Palette**: **Text Note** tool (^CommandT)

	• Click anywhere on your open document • Begin Typing	NOTE: not documents [T] available in text

Study Strategies (Continued)

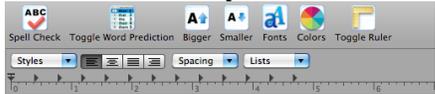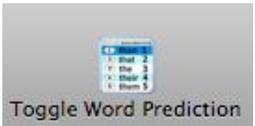| *What would you like to do?*	*How can Kurzweil 3000 help?*	*Suggested tools to use…*
9. Insert a **Bookmark** to mark important places in the text.	**Bookmarks** can be used to digitally mark key points in the text. • Click anywhere on your open file. • Click on the **Bookmark** tool • A dialog box will open to the side of your document • Type a description in the box • To view all Bookmarks in a document, click on the bookmark button on your Document toolbar. • Click on the Bookmark you would like to *go to*.	**Tools Palette**: **Bookmark** tool (^CommandB) ○ Alphabetical Order ○ Reading Order Chapter 1 Page 1 Chapter 1 Page 2 Reading Due this week! **NOTE:** To Erase: select eraser and click on note in text to erase/delete it. To Return to Cursor Select:

10. Insert a **Bubble Note** to embed comprehension questions.	**Bubble Notes** are used to embed comprehension questions, clarify information, etc. *They "pop up" when reading.*
	• Put cursor in front of or in middle of text.
	• Select Bubble Note tool
	• Select type of question
	    o No Question
	    o Short text Answer
	    o Long Text Answer
	    o Choose One
	    o Choose Multiple
	    o Matches
	• Fill in Title Bar, question box and add choices
	• Preview and Click OK
		Tools Palette: **Bubble Note** tool (^CommandP)
		  OR Tools-> Bubble Note
		
		NOTE: Answers to notes can be extracted and saved or printed: **File->extract->Notes & Highlighted text -> check Bubble notes**

11. **Delete a note**	Any notes can be deleted: • From tools Palette, Click on the Erase Button • Click on each note you would like to delete.	**Tools Palette**: **Eraser** tool (^CommandE) **OR Tools ->Eraser**
12. **Collect answers, notes, highlights, circles, etc into a NEW separate document.**	**Extract** feature can be used to extract any/all of your notes and highlights and create a new text document that can be used later to record answers or study for tests. • File->extract->notes & highlighted text • Check to Select the highlight(s) and or notes you want to collect. • Click Extract button • A new file will open with only the selected notes/highlights • Name and save the new file	**Menu Bar->File->Extract Notes & Highlighted Text**

`

13. Create Mp3/Audio file	Any file you open in Kurzweil 3000 can be turned in to an *audio file* that can be played on an mp3 player. Great for Studying on the bus! • File->Create Audio file • Saves to Kurzweil folder in iTunes	**Menu Bar ->File->Audio File ->Create Audio File**

Test Taking

What would you like to do?	*How can Kurzweil 3000 Help?*	*Suggested tools to use…*
1. Create a Test, Quiz, Worksheet *After* you have created your test, quiz or worksheet in any other program: you can send it to *Kurzweil 3000*.	Create the test, quiz, worksheet, or other supplementary curriculum material using whatever program you normally use. • Open the program in which you created the file • Open the file • Select Print • Select PDF • Select **Open as PDF in *Kurzweil 3000*** • File will open in *Kurzweil 3000* • Add any needed Text Notes, or other annotations. • Name and Save the file. • It is now a .kes file to be shared	**Create or open your file in any *other* non-*Kurzweil 3000* program.** **Send to Kurzweil 3000 by selecting:** **Print ->PDF -> Open as PDF in Kurzweil 3000.** NOTE: Any tools on your **Tools Palette** can now be used to mark-up this new .kes file. The content of the file cannot be edited.
2. Answer Questions on a test or worksheet	Any **Study Skills Tools** can be used to mark answers to a test or quiz. **Text Notes** are the most popular for answering questions in a .kes test or quiz file. They have a transparent background – great for fill-in-the-blanks. • Click on the **Text Note** Button • Click anywhere on your open document • Begin Typing • OR use **Highlights, Circles**, **Voice Notes** or other note tools to indicate an answer.	**Tools Palette**: **Text Note** tool (^CommandT) **NOTE:** not available in text documents **OR**
3. Disable features for a test	Features such as Vocabulary supports, spell check and others can be disabled at the computer level. • Select Menu Bar ->Kurzweil 3000 ->Lock Features • Select the desired features you would like to block • Click on the "Lock" button to password protect locks • Close Window	**Menu bar -> Kurzweil 3000 -> Lock Features**
8. Print a document	You can Print any document you open in Kurzweil 3000. • Click the **Print** icon on your	**Menu Bar ->File-> Print** (Command P) **OR Document Toolbar:**

	Document toolbar • OR select File->Print	

Writing

What would you like to do?	*How can Kurzweil 3000 Help?*	*Suggested tools to use…*
1. Start Writing	*Kurzweil 3000* has tools to support all stages of the Writing Process. No matter what type of learning style, there are multiple entry points into and through the writing path as part of the multi-draft cyclical process of writing. • Click NEW button on Starting Points • OR Menu bar ->File->New • A new Blank Document will open with writing tools displayed in the document toolbar • Begin Typing	**Starting Points**: **NEW** button (Command N) **OR Menu bar ->File ->New** **to start a new blank Draft.**
2. Listen to my written work	Using *Kurzweil 3000'*s talking word processor to read text out loud can be extremely helpful with editing and revising written work. • Place your cursor at the beginning of text you would like to read • Select the read button on the Reader • OR Menu bar ->Read ->Start Reading	**Reader: Read** (Command R)
3. Change Font, size, style, alignment, etc.	Basic tools for style are available: • Font • Size • Style • Alignment • Color	**Document Toolbar: Style Tools** **OR Menu bar ->Format ->Font/Text**
4. Check Spelling of a word	To check the Spelling of any word you type: • Click on the **Spell Check** Button on your Document Toolbar • A spell check box will open • Click on each choice to hear your options • Select correct option and Click **Change**	**Document toolbar**: **Spell Check** (Command ;)
5. Get help with **predicting words** as I type	Word Prediction will Guess words as they are typed based on frequency and recency. • Click on the **Word Prediction** button in Document Toolbar • Begin typing your draft • Words will be offered as you type • Click on the Number of the word to insert in to your text.	**Document Toolbar: Word Prediction** (Command Y)
6. Create custom word lists for word prediction	**Word Lists** can prompt students to use content specific words and vary their word	**Menu bar ->Edit->Vocabulary Lists:**

	choices. • Menu bar-.>-Edit-> Vocabulary Lists • Click + to create and name word list • Click "edit" to add words to list • Click + to add new words	

How do you begin implementing *Kurzweil 3000*?

1. **LEARN** about Kurzweil 3000 and expand your personal learning network by receiving quality professional development and joining the Kurzweil 3000 community:

   CLT Implementation Services Department

   www.facebook.com/cambiumtech   **#cambiumtech**   **Kurzweil 3000 Listserv**

   webex https://clt.webex.com   www.youtube.com/cambiumtech

2. **PLAN** ways to use *Kurzweil 3000* as a tool to *extend your reach* as a teacher or *increase your independence* as a student.

   What is your main goal for using *Kurzweil 3000* software?

   _____

   Are there any obstacles you need to consider?

   _____

3. **APPLY** what you have learned about *Kurzweil 3000* by incorporating it into your *existing teaching and learning strategies* using *your* curriculum content.

   1. **One thing I can try tomorrow:**

   _____

   2. **One thing I can teach someone else to do:**

   _____

   3. **One thing I would like to explore further:**

   _____

Get Started using *Kurzweil 3000* TODAY!

`

Notes/Action Items/Ideas: