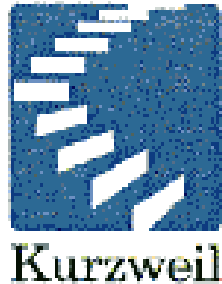
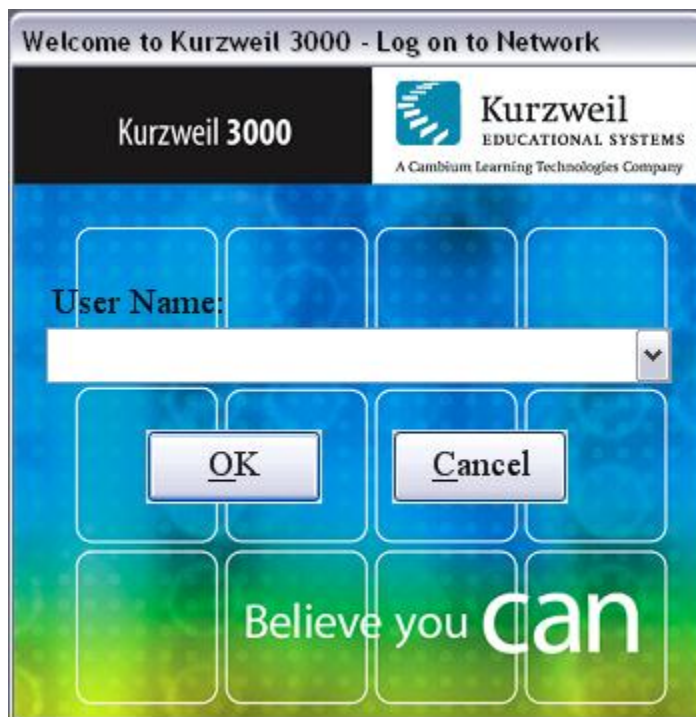


# How to Use Kurzweil 3000 Windows

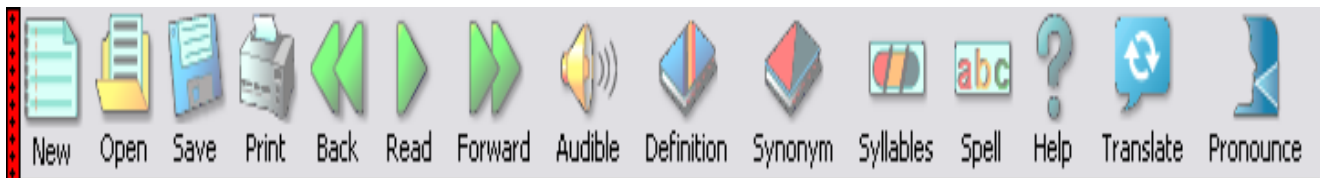
1. Below is the icon that will be on your screen when you first have Kurzweil installed in your computer. Double Click on the Icon to open the program.



2. When you reach the sign in screen below you will click on the drop down list and find your name. Once found click ok



3. Once in Kurzweil, you will want to familiarize yourself with the different icons and features.



a. Red Bar:

- i. **New** – will bring up a new document for you to type in like Microsoft office or Notepad.
- ii. **Open** – This is to open .kes files that you have downloaded from the stori server. You can navigate to your files and click open and the chapter will appear
- iii. **Save** – This will save any highlight/notes you have made in the file.
- iv. **Print** – Prints the document
- v. **Back/Forward** – This will back-up or skip ahead in the reading.
- vi. **Read** – Will begin reading your document.
- vii. **Audible** – Turns sound off and on.
- viii. **Definition** – When a word is highlighted by the user the user can select the definition button to get a definition of that word.
- ix. **Synonym** – When a word is highlighted by the user the user can select the synonym button to get a synonym of that word.
- x. **Syllables** – When a word is highlighted the user can select the syllables button to count the syllables in that word.
- xi. **Spell** – When a word is highlighted the user can select the spell button to have the word spelled out loud to them.
- xii. **Help** – Can direct you with any questions you may have while using the program.
- xiii. **Translate**- When a word is highlighted you will be able to change that word into a different language of your choosing.
- xiv. **Pronounce**- When a word is highlighted the program will pronounce the word.



b. Yellow Bar:

- i. **VW Julie** – This is the person that will be speaking to you. You can change the voice by clicking on the drop down box and selecting another voice.
- ii. **Continuous** – This is how you want the voice to read continuous through the document by a certain pace or word by word.
- iii. **Sentence** – This is how the voice will read to you by sentence, what is highlighted, word by word, etc...
- iv. The first red arrows are the voice rate speed. You can lower or raise the speed to your liking
- v. The second set of arrows is for page size. You can lower or raise the screen size to read.
- vi. The last set of arrows is for pages. You can select up and down to scroll through pages.
- vii. The last two buttons are for personal layout, feel free to play around with these features.



c. Green Bar:

- i. **Erase** – erase's highlighter marks that have been made to a document
- ii. **Yellow/Green/Blue/Pink** – Can be used to highlight a document to show key points.
- iii. **Footnote** – Can be added to any spot in the reading to write key points down or give your own input.
- iv. **Sticky** – adds a note to your document to help you remember things.
- v. **Text** – allows you to put your own text box on the screen and put any notes you would like.
- vi. **Close** – closes Footnote/sticky/text when done with your notes.
- vii. **Voice** – allows you to enter your own voice notes.
- viii. **Delete** – deletes any notes.
- ix. **Bookmark**– puts a book mark on the page you left off on.
- x. **Column Notes**- Clicking this button will bring up a new or saved file where you can keep main/supporting ideas for a paper.
- xi. **Notes Snippets**- This will appear after you have created a column note. It allows you to open/save them.
- xii. **Word Lists**- This will appear after you have created a column note. This will give you the option to select which type of word you are looking for almost like a thesaurus.
- xiii. **Hyperlink**- When a word is selected you can add a document or webpage to this word to use in the future for writing your paper.



d. Blue Bar:

- i. **Arial/12/B/I/U/Left Aligned/Single Spaced**- This will be greyed out until you select a new document, either: New Brainstorm, New Outline, or new Draft. After that you can play with the font type and styles.
- ii. **Abc Check**- This will check the spelling in your new document.
- iii. **Globe**- This will help with word prediction.
- iv. **Start Writing**- When clicking on this button it will bring up a screen asking if you would like to create a New Brainstorm, New Outline, or new Draft.
- v. **Brainstorm**- This will allow you to write freely and help you create an outline from your ideas.
- vi. **Outline** – This will help you create the structure of your document and can help set up further idea's.
- vii. **Split View**- This will show both the Brainstorm and Outline views next to each other.
- viii. **Draft View**- This will help show what your draft looks like after brainstorming and outlining.
- ix. **Review Writing**- This function allows you to Listen to your Writing, Check Spelling, Check Punctuation, Verify Capitalization, and check your word list after your draft is complete.

#### 4. Making your books portable.



- a. In order to make audio files (which could be formatted as MP3 or WAV) do the following: **File → Audio Files → Create Audio Files**
  - i. You will be able to choose the voice and speed in which it will read at.
  - ii. Whether you want to have the entire document created into an audio file or select a page range.
  - iii. Once finished you can load it onto your iPod or MP3 player, or you can listen to it on your computer.