

Kurzweil 3000 for Windows™

Version 9 Quick Reference

This Quick Reference provides information on the Kurzweil 3000 user interface, common tasks, and important options. It does not provide information on all available features and functions. Please consult either the *Kurzweil 3000 for Windows User's Guide* or online Help for detailed conceptual and procedural information on all Kurzweil 3000 features and functions.

Note: Some functions, features, and procedures, such as scanning, are only available with the Kurzweil 3000 Professional product, and are not available with the Kurzweil 3000 LearnStation™.

Starting Kurzweil 3000

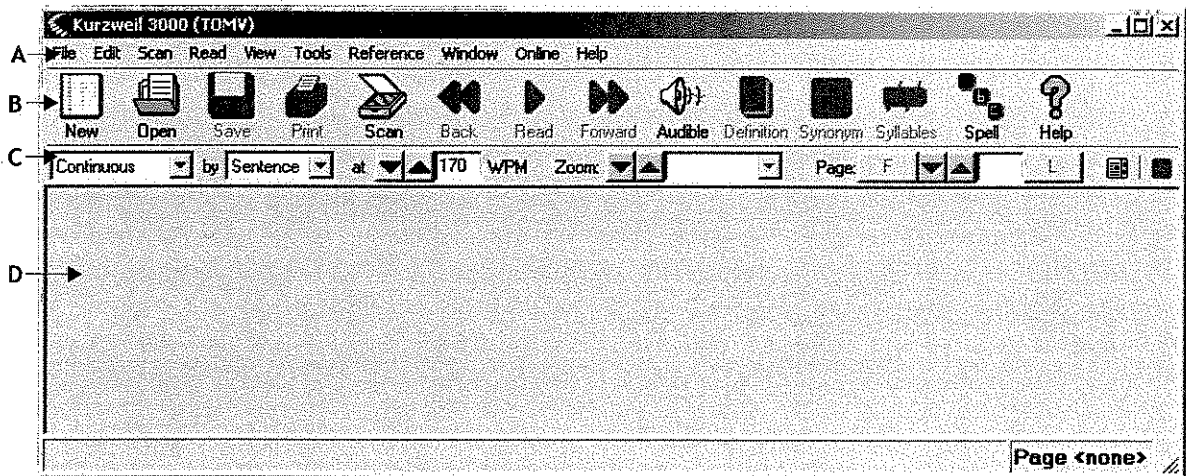


Kurzweil 3000

Double-click the Kurzweil 3000 icon on the desktop.

The Kurzweil 3000 Application Window

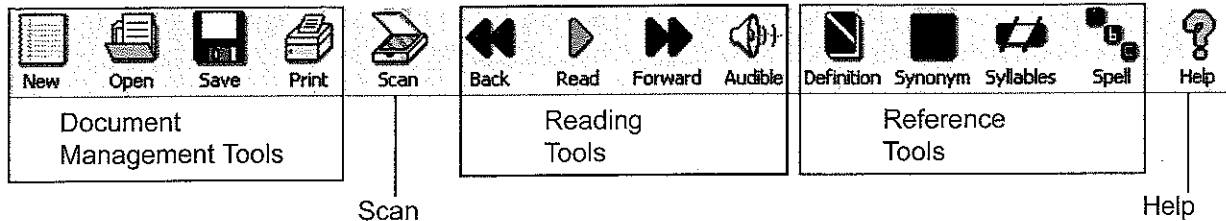
When you start Kurzweil 3000 for the first time, it looks like this:



- A. Main Menu bar:** Access all Kurzweil 3000 features and functions. Many Kurzweil 3000 features and functions, as well as menu items, also have keyboard shortcuts. See "Shortcuts and Function Keys" on page 19.
- B. Main toolbar:** Access the frequently used functions.
- C. Reading toolbar:** Access the frequently used reading functions.
- D. Document area:** View document(s).

The Default Main Toolbar

The default **Main** toolbar provides the following functions and controls. Click on the desired button:



To obtain Kurzweil 3000 online Help pages:

Click the **Help** icon on the Main Toolbar, or for dialog-specific help, click the **Help** button in the dialog.

For more on using:

- **Reading Tools**, see "Reading" on page 3.
- **Reference Tools**, see "Using Reference Tools" on page 4.
- **Document Management Tools**, see "Managing Documents" on page 7.
- **Scanning**, see page 15.

Opening and Viewing a Document

Click: to **Open** a document. In the **Open** dialog navigate to and open the desired file.

Viewing Options

The **View** menu includes the following options:

<div style="border: 1px solid black; padding: 5px;"> <p>View</p> <ul style="list-style-type: none"> Fit To ▶ Zoom ▶ Rotate ▶ Page ▶ Thumbnails ▶ Page View ▶ Annotations ▶ Magnify Spoken Word Ctrl+K </div>	<p>Fit To: Specify how an image file is displayed in the document area.</p> <p>Rotate: Rotate an image file 90° left or right, or turn it upside down.</p> <p>Thumbnails: Display a thumbnail of the current page at the right side of the document area, or display the entire document as thumbnails in various sizes.</p> <p>Page View: Remember the page fit and zoom level selections for an image document. Remember to save the document with the page view settings before closing it.</p> <p>Annotations: Display or hide Notes, including Bubble Notes, Voice Notes, Highlighting, and Bookmarks in image documents.</p> <p>Magnify Spoken Word: Display the current word in a separate magnifier window.</p>
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Viewing Multiple Documents at Once

Use the **Cascade**, **Tile Horizontally** or **Tile Vertically** options on the **Window** menu.



Reading



Basic reading:

1. Click inside an open document.
2. In the **Main** toolbar, click:

 to **Start Reading**.

 to **Pause Reading**.

 then  to **Read previous reading unit**.

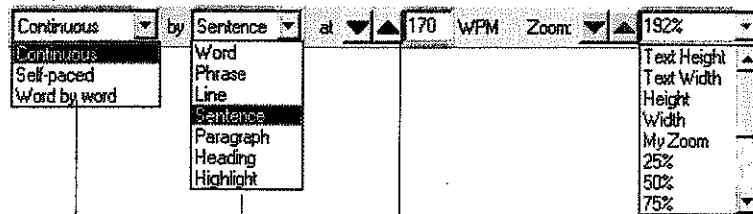
 then  to **Read next reading unit**.

 to switch between **Reading audibly or silently**.

3. To go to a specific page, you can use the keyboard **Page Up/Down** keys or the **Page** controls on the **Reading Toolbar**.



Reading Settings from the Reading Toolbar



Reading Mode Reading Unit Reading Speed Zoom Level

- **Reading Mode:** Specify how you want Kurzweil 3000 to read.
- **Reading Unit:** Specify how much text you want Kurzweil 3000 to highlight while reading.
- **Reading Speed:** Specify the speed with which you want to read.
- **Zoom Level:** Enlarge or reduce the view.

Note: These settings are also available from the **Read** menu.

Additional Reading Options

From the **Reading Options** panel (see "Setting Options in Kurzweil 3000" on page 12), you can use:

- **Language** list to select other reading languages.
- **Speaker** list to change reading voices.
- **Highlight Spoken Word** to highlight or not highlight words as Kurzweil 3000 reads.

From the **View** menu, you can select **Magnify Spoken Word** to display the current word being read in a separate magnifier window.

Using Reference Tools

Select a word in a document and click the desired reference tool, or click the tool and type a word for which you want information. In the **Main** toolbar, click:



to look up a word's **Definition**.



to find one or more **Synonyms**.



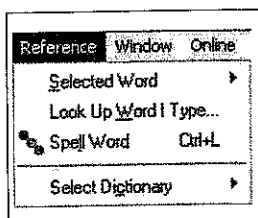
to see and hear a word's **Syllables**.



to hear a word spelled aloud.

Additional Options on the Reference Menu

The **Reference** menu includes the Reference tools available on the **Main** toolbar, as well as these additional options.

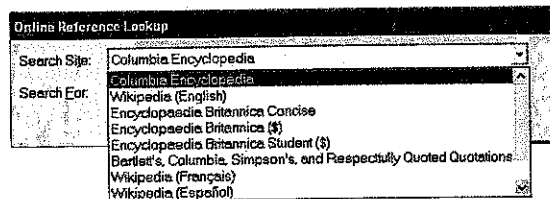


Selected Word: Find the definition, synonyms, or pronunciation of a word. Also, if you have Microsoft Encarta installed on your computer, you can look up a word in that application.

Select Dictionary: Select an English or an available foreign language dictionary. Or set up or select a **Picture Dictionary**.

Looking up Information in Online Encyclopedias:

1. Select a word in a document and choose **Online Reference Lookup** from the **Online** menu.
2. Select the desired online reference site you want:



3. Click **Search**.

Reading Content on the Web

The **Read the Web** feature lets you read Web sites using Kurzweil 3000 and one of two browsers: Internet Explorer or Mozilla Firefox. You have access to a subset of Kurzweil 3000's reading and reference tools while reading the Web.

Note: If you want to use Mozilla Firefox, see the *Kurzweil 3000 for Windows User's Guide* for detailed information about installing and choosing it as the default Read the Web browser. If you have it already installed, Kurzweil 3000, by default, uses that browser.

To read Web site content:

1. From the **Read** menu, select **Read the Web**.
2. The Web browser opens and connects to your home page. The Kurzweil 3000 **Read the Web** toolbar appears at the bottom of the browser.



3. Click:



to begin reading.



to go to the previous reading unit on the Web page.



to go to the next reading unit on the Web page.

To get information about a word:

1. Double-click the word to select it.
2. Click:



to get the definition for the highlighted word.

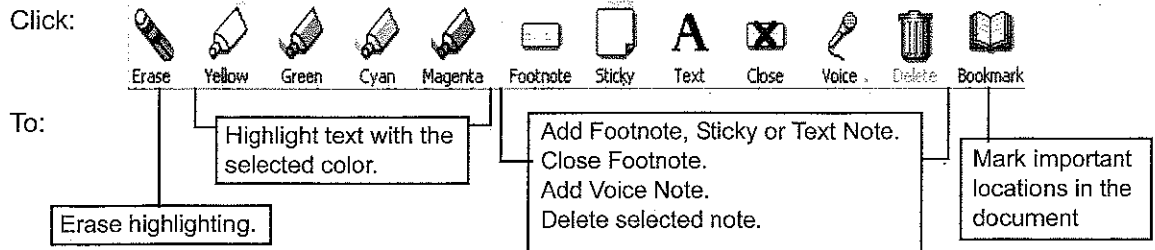


to see and hear a word broken into syllables.

To magnify the current word in a separate window: Click the  button.

Using Study Skills Tools

To use study skills tools **Show** the **Study Skills** toolbar; see "Showing, Hiding and Applying Toolbars" on page 11.



Note: Highlighters, Notes, Note Options and Bookmarks are also available from the **Tools** menu.

Additional Highlighter, Text Note and Sticky Note Options

To change the captions for the different color highlighters:

Use the **Highlighters Options** panel. See "Setting Options in Kurzweil 3000" on page 12.

To change Font properties, Reading order and other options for Sticky and/or Text Notes:

Use the **Notes Options** dialog, accessible when you select **Notes** on the **Tools** menu.

Managing Documents

In the default **Main** toolbar, click:



to create a **New** text document.



to **Save** a document.



to **Print** a document.

Additional Options on the File Menu

	<p>Save Page Range: Save the specified part of the document.</p> <p>Import: Import a file created in another program.</p> <p>Export: Export a text document to another file format.</p> <p>Extract: Automatically extract text, notes, highlights, and bookmarks to a new file.</p> <p>Join: Join two open documents.</p> <p>Open with Editor: Open a text or RTF document using Microsoft WordPad or Microsoft Word.</p> <p>Send To: E-mail a document.</p> <p>Properties: Add security (no print/copy and/or encryption to a document).</p> <p>Audio Files: Save a Kurzweil 3000 document as MP3 or WAV file.</p> <p>Recent Files: Open a recently accessed file.</p> <p>Change User: Select an existing user, or create a new user.</p> <p>Exit: Shut down Kurzweil 3000.</p>
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Opening Documents Created with Another Program

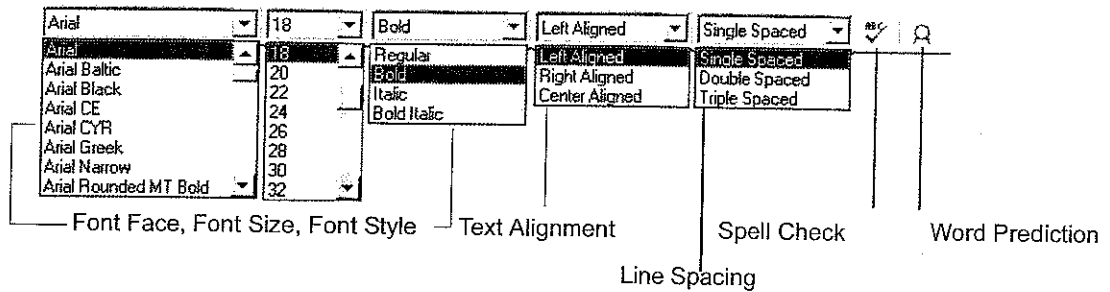
Note: The following information applies to Kurzweil 3000 Professional only. DOC, HTML, PDF, RTF, TIFF and TXT files open automatically. Use the following steps to open other file types:

1. Open the program that was used to create the document you want to open.
2. Open the document.
3. In the program's **Print Setup** or **Print** dialog, select **KESI Virtual Printer**.
4. Choose **Print**. Kurzweil 3000 launches and displays the image document.

To reproduce a document in color when using the KESI Virtual Printer (Kurzweil 3000 Professional Color only): In the **Print Setup** or **Print** dialog, select **Color**.

Creating and Editing Text Documents

When creating or editing a typed document, **Show the Writing toolbar** for easy access to frequently used text formatting tools. See page 11.



Additional Editing Options

The following options are available on the **Edit** menu. The options you see depend on whether you are working in an image or a text document.

<table border="1"> <thead> <tr> <th colspan="2">Edit</th> </tr> </thead> <tbody> <tr> <td>Undo</td> <td>Ctrl+Z</td> </tr> <tr> <td> Cut</td> <td>Ctrl+X</td> </tr> <tr> <td> Copy</td> <td>Ctrl+C</td> </tr> <tr> <td> Paste</td> <td>Ctrl+V</td> </tr> <tr> <td>Select All</td> <td>Ctrl+A</td> </tr> <tr> <td colspan="2">Image Selector</td> </tr> <tr> <td colspan="2">Insert Page Break</td> </tr> <tr> <td>Line Spacing</td> <td>▶</td> </tr> <tr> <td>Text Alignment</td> <td>▶</td> </tr> <tr> <td>Insert Picture...</td> <td></td> </tr> <tr> <td>Picture properties...</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Enable Editing</td> <td></td> </tr> <tr> <td>Move Existing Page...</td> <td></td> </tr> <tr> <td>Correct Recognition</td> <td>▶</td> </tr> <tr> <td>Find</td> <td>▶</td> </tr> </tbody> </table>	Edit		Undo	Ctrl+Z	Cut	Ctrl+X	Copy	Ctrl+C	Paste	Ctrl+V	Select All	Ctrl+A	Image Selector		Insert Page Break		Line Spacing	▶	Text Alignment	▶	Insert Picture...		Picture properties...		<input checked="" type="checkbox"/> Enable Editing		Move Existing Page...		Correct Recognition	▶	Find	▶	<p>Undo: Undo your previous action.</p> <p>Cut: Cut selected text from a text document.</p> <p>Copy: Copy selected text from a document.</p> <p>Paste: Paste cut or copied text into a text document or into Notes. Or paste an image into a text file.</p> <p>Select All: Select all of the text in a document.</p> <p>Image Selector: Select part of an image document for copying.</p> <p>Insert Page Break: Place a page break at the current cursor position in text documents.</p> <p>Insert Picture: Insert a picture from any file into a text document.</p> <p>Picture Properties: Change properties, such as dimension, or add a frame for selected picture.</p> <p>Enable Editing: Allow or prevent document editing.</p> <p>Move Existing Page: Reorder pages in image documents.</p> <p>Correct Recognition: Correct underlying text in image documents.</p> <p>Find: Find and replace text and find highlights in typed documents. Find text, notes, highlights, or bookmarks in image documents.</p>
Edit																																	
Undo	Ctrl+Z																																
Cut	Ctrl+X																																
Copy	Ctrl+C																																
Paste	Ctrl+V																																
Select All	Ctrl+A																																
Image Selector																																	
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- Kurzweil 3000 also provides options for accommodating students' needs and for self-correction:
- Set **Word Spacing** and other text formatting and viewing options in the **Text Options** panel. See "Setting Options in Kurzweil 3000" on page 12.
 - Enable **Phonetic Spelling** for finding and correcting phonetic errors in the **Word Prediction Options** panel. See "Setting Options in Kurzweil 3000" on page 12.
 - Find **Homophones**. See page 9.

Using Word Prediction

In a document you are typing, select **Word Prediction** from the **Tools** menu, or click the **Word Prediction** button on the **Writing** toolbar. As you type, Kurzweil 3000 presents possible words in a list in the **Word Prediction** dialog.

To select a word:

Click the word in the list, press a number key on the keypad, or press **CTRL** plus the number.

To use Phonetic Spelling in Word Prediction:

Select **Phonetic Spelling** in the **Word Prediction Options** panel.

See "Setting Options in Kurzweil 3000" on page 12.

Using Vocabulary Lists

The Vocabulary List feature is ideal for special, individualized, class, or study unit word lists. For the majority of vocabulary list tasks in Kurzweil 3000, you use the Vocabulary List dialog.

To open the Vocabulary Lists dialog:

On the **Tools** menu, select **Vocabulary Lists**.

To create a list:

In the **Vocabulary Lists** dialog, click **New**. Create the list from scratch or from words in an open document.

To enable or disable a list:

In the **Vocabulary Lists** dialog, click the desired list name's checkbox to enable (check)/disable (uncheck) it. Then click **Apply** or **OK**.

To add a list to the Find and/or Highlight menus, and/or to Word Prediction:

In the **Vocabulary Lists** dialog, click the desired list name, then click **Options**.

In the list's options dialog, click the desired option checkbox.

Click **OK** to apply, and **OK** to close the dialog.

To edit a list:

In the **Vocabulary Lists** dialog, click the desired list name, then click **Options**.

In the list's options dialog, you can add a new word to the list by typing it into the **Word** box.

Or you can delete an entry by selecting it in the **List** box and clicking **Delete Entry**.

Click **OK** to apply, and **OK** to close the dialog.

To add a definition or related word(s) for a word in the vocabulary list:

In the **Vocabulary Lists** dialog, click the desired list name, then click **Options**.

In the list's options dialog, select the desired word, and type the definition in the **Definition** box, or enter related word(s) in the **Related Words** box(es).

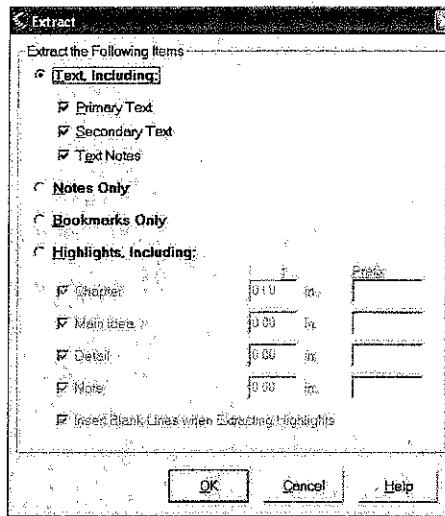
Click **OK** to apply, and **OK** to close the dialog.

Note: Kurzweil 3000 provides two ready-to-use sets of vocabulary lists: **Homophones** and **Confusables**. By default, the Homophones II and Confusables II lists are enabled. Use the **Edit** menu to **Find** homophones in a document.

Creating an Outline

It's possible to use part or all of this procedure for creating a summary or study document as well.

1. Use the color highlighters to highlight the desired text in the document.
2. On the **File** menu, choose **Extract** to open the **Extract** dialog.



3. Click **Highlights**, then select and specify the desired options, including **Indent** and **Prefix** for standard outline format.

Showing, Hiding and Applying Toolbars

In addition to the Main and Reading toolbars, Kurzweil 3000 provides two other standard toolbars that you can show and hide:

- **Study Skills** toolbar
- **Writing** toolbar

To show or hide a toolbar:

1. Move the cursor to an empty spot in the toolbar area.
2. Press the right mouse button to display the **Toolbar Shortcut** menu, then select or deselect the desired toolbar.

Kurzweil 3000 also provides a number of sample toolbars for specialized tasks such as document preparation and test taking.

To apply a sample toolbar set:

On the **Tools** menu, choose **Apply Toolbar Set**, then select a toolbar.

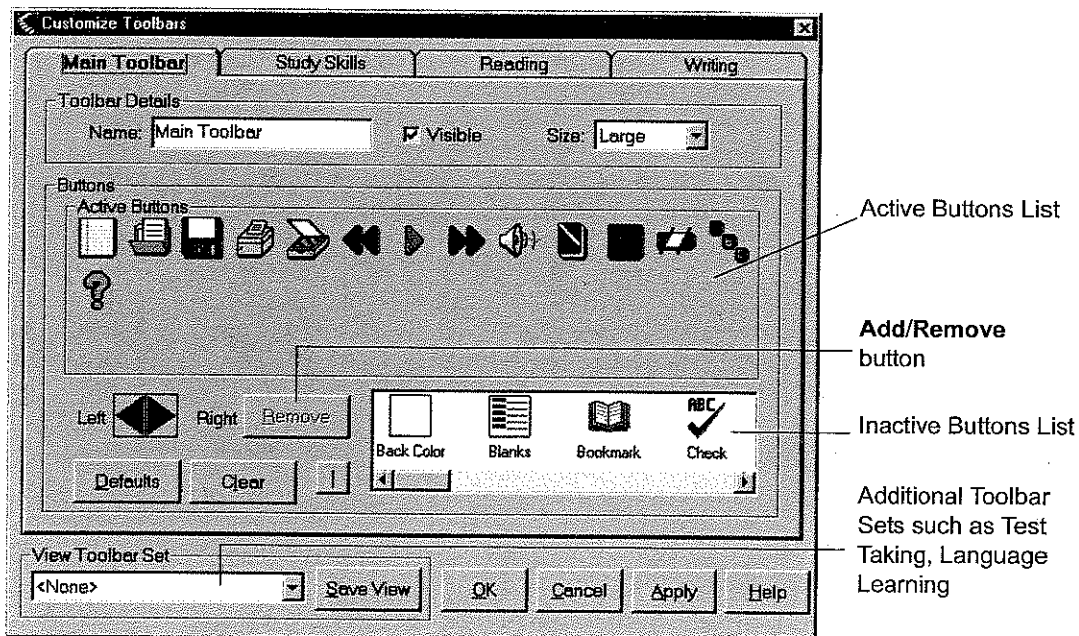
To return to the default Kurzweil 3000 Main and Reading toolbars:

On the **Tools** menu, choose **Apply Toolbar Set**, then select **Classic**.

Customizing Toolbars

It's also possible to customize toolbars.

1. On the **Tools** menu, select **Customize**, then select **Toolbars** to open the **Toolbar Customization** dialog.



2. Select the toolbar you want to customize.

3. In the **Buttons** area, you can:
 - Remove an item from a toolbar: Select it from **Active Buttons** list and click **Remove**.
 - Add an item to a toolbar: Click the item in the inactive buttons list, then click **Add**.
 - Move an item: Select it, then move it by clicking the **Left** or **Right** arrow button.
4. Click **Apply** or **OK**.

For expanded information about customizing toolbars and creating toolbar sets, see the *Kurzweil 3000 for Windows User's Guide* or online Help.

Customizing the Right Mouse Button/Shortcut Menu

To display the Right Mouse Button/Shortcut menu:

Right-click while the cursor is over a document. Depending on the context, some right mouse button menu options may not be available. For example, Edit Underlying Text is only available when you are in an image document.

To add or remove menu items:

1. On the **Tools** menu, choose **Customize**, then select **Right Mouse Button**.
2. Select desired items.
3. Click **OK**.

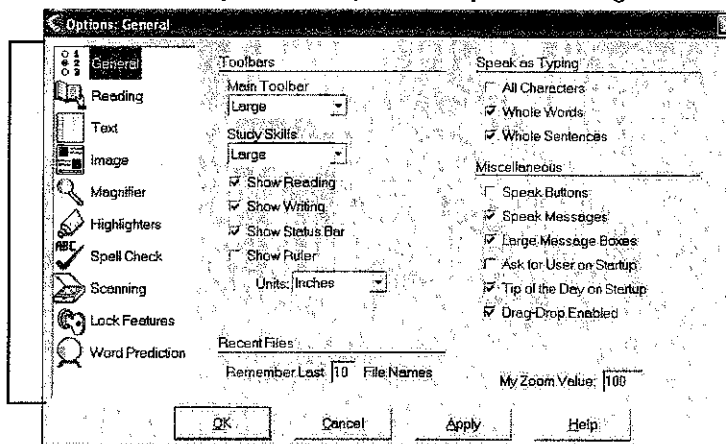
Setting Options in Kurzweil 3000

Most of the features in Kurzweil 3000 have additional options, the majority of which are in the **Options** panels.

To access an Options panel:

1. Open the **Tools** menu and select **Options** to open the **Options** dialog.

Click a category icon to open its panel.



2. Click the icon for the desired option category: **General**, **Reading**, **Text**, **Image**, **Magnify**, **Highlighters**, **Spell Check**, **Scanning**, **Lock Features**, or **Word Prediction**.

Note: If you tend to access **Options** panels frequently, you can place the **Options** button on a toolbar. See "Customizing Toolbars" on page 11 for more information.

Adding Instructional Bubble Notes

To embed instructional and/or interactive notes:

1. Click in the text where you want to place the Note.
2. On the **Tools** menu, click **Notes**, then choose **Add Bubble Note**.
3. In the Bubble Note dialog, select the desired options.
4. Click **OK**.

To open and read Bubble Notes:

By default, Kurzweil 3000 automatically opens and reads a Bubble Note when it encounters one while reading continuously. To open and read a specific Bubble Note:

- In a text document, double-click the desired Note's underlined purple text.
- Or in an image document, double-click the desired Note's purple question mark anchor.

To edit or change a property for a Bubble Note:

1. Select the desired Note's underlined purple text or purple question mark anchor.
2. On the **Tools** menu, click **Notes**, then choose **Edit Bubble Note**.
3. In the Bubble Note dialog, make the desired edits and changes.

For additional information on implementing and using Bubble Notes, see the *Kurzweil 3000 for Windows User's Guide*.

Accommodating Language Learning

Kurzweil 3000 lets you scan and read documents in foreign languages.

To set the language for scanning:

1. On the **Tools** menu, select **Options** to open the **Options** dialog.
2. Click the **Scanning** icon to open the **Scanning Options** panel.
3. In the **OCR** area, select the language of the document(s) you are scanning from the **Language** list.
4. Click **Apply**, then **OK**.

To set the language and speaker for reading:

1. In the **Options** dialog, click the **Reading** icon to open the **Reading Options** panel.
2. In the **Speaker** area, select the desired **Language**. It should match the language you chose in the **Scanning** panel. Kurzweil 3000 automatically changes the Speaker list to match the selected language.
3. If you want, select a different reading voice from the **Speaker** list.
4. Click **Test Speech** to hear a passage of text read in the selected reading voice.
5. Click **Apply**, then **OK**.

Preparing Documents

If you are preparing documents for students to read and use, do the following steps to ensure that the documents read the way you want them to and that there are no "recognition" errors:

1. Bring the document into Kurzweil 3000 by scanning. See page 15. Or by using the KESI Virtual Printer. See page 7. (It may be possible to find the book or material you need without having to scan it. You can try to use Online Search to find what you need; see the next section, "Accessing Electronic Books and Material.")
2. Click **Read** to hear if there are reading order changes you need to make or if there are pronunciation errors.
3. Edit reading order by choosing **Zone Editor** from the **Scan** menu. See page 16.
4. After zone editing, edit the underlying text by using **Spell Check** from the **Tools** menu, **Find** and **Replace** from the **Edit** menu, **Corrections** from the **Scan** menu, and/or **Edit Underlying Text** from the **Edit Correct Recognition** submenu. See page 16.

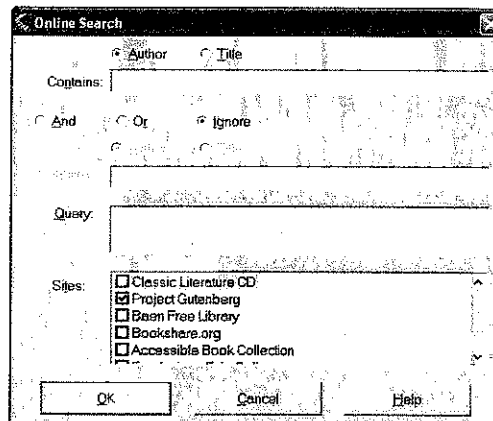
For easy access to document preparation functions, **Apply the Document Preparation Toolbar**. See page 11.

Accessing Electronic Books and Material

Kurzweil 3000 lets you search for electronic text from a variety of Web sites, including Project Gutenberg and Bookshare.org, and other free and subscription-based online book and magazine sites. In addition, you can search the Classic Literature CD which is included in your Kurzweil 3000 product package.

To search for books and material from book sites and the Classic Literature CD:


1. On the **Online** menu, choose **Search for Books** to open the **Online Search** dialog.



2. Set the search criteria such as Author and/or Title.
3. Select the **Sites**, then click **OK**.
4. If successful, in the **Download Status** dialog, you should see all the items Kurzweil 3000 found. Click the checkbox(es) of the desired titles. Then click **OK** to download the file(s).
5. On the **File** menu, choose **Open** to open the file(s).

Scanning

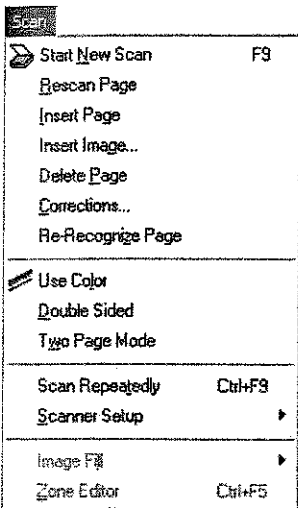
Basic scanning:

1. Make sure your scanner is turned on.
2. Place the material to be scanned on the scanner glass.
3. Click the **Scan** button  in the **Main** toolbar.
Progress messages appear as Kurzweil 3000 captures the image and "recognizes" the text. When the scan is complete the page image appears in the Kurzweil 3000 document area. Each new page you scan is added to the end of the document.

To cancel scanning: Click the **Cancel Scan** button .

Additional Scanning Options

On the **Scan** menu, you can find the following options:

 <p>The screenshot shows the Scan menu with the following items: Start New Scan (F9), Rescan Page, Insert Page, Insert Image..., Delete Page, Corrections..., Re-Recognize Page, Use Color, Double Sided, Two Page Mode, Scan Repeatedly (Ctrl+F9), Scanner Setup, Image Fill, and Zone Editor (Ctrl+F5).</p>	<p>Rescan Page: Scan a page again and replace it for the current page.</p> <p>Insert Page: Scan a page and insert it before the current page.</p> <p>Insert Image: Insert an image file.</p> <p>Delete Page: Delete the current page.</p> <p>Corrections: Correct recognition errors found by Kurzweil 3000.</p> <p>Re-Recognize Page: Re-do the recognition process to see if you can obtain better results.</p> <p>Use Color: Scan a color document and display it in color.</p> <p>Double Sided: Specify duplex scanner or scanner with an automatic document feeder.</p> <p>Two Page Mode: Scan facing pages of small format originals such as paperbacks.</p> <p>Scan Repeatedly: Automatically scan pages one after another, with a delay in between scans.</p> <p>Scanner Setup: Select a scanner. Set scanned page size.</p> <p>Image Fill: Use to clean crease marks, specks and other unwanted blemishes in image documents.</p> <p>Zone Editor: Re-order reading zones. See page 16.</p>
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In the **Scanning Options** panel, you can do the following:

- Adjust brightness (lighten or darken scanned image)
- Specify the orientation of a page on the scanner glass (can speed up scanning).
- Select an OCR engine (Kurzweil 3000 includes two OCR engines).
- Select Despeckle option to improve scans of some colored originals and newspaper.

Changing Reading Order in a Document

Part of the Document Preparation process, Zone Editing allows you to specify how Kurzweil 3000 reads blocks of text, or *zones*, in a scanned or virtually printed document.

To edit zones:

1. With the document open and active in Kurzweil 3000, open the **Scan** menu and choose **Zone Editor**.
The document appears in **Zone Edit** mode. Zones appear in numbered outlined blocks.
2. Click on a zone to select it.
3. Press the right mouse button to display the **Zone Editor** menu.
4. Select **Properties**.
5. In the **Zone Properties** dialog, specify desired properties for the selected zone:
 - **Primary** to have Kurzweil 3000 read zones in the reading order you specify.
 - **Secondary** to read the zone only when clicked.
 - **Graphic** to not have Kurzweil 3000 read the zone.
 - **Reading Order** (the order in which Kurzweil 3000 reads the zones. Zone 1 is read first, zone 2 second, and so on).

To access additional Zone Editing functions, such as Adding and Deleting Zones:

While in Zone Editor, press the right mouse button to display the Zone Editor menu.

Correcting Recognition Errors

The Optical Character Recognition (OCR) process, part of the scanning and the KESI Virtual Printer process, sometimes produces errors in documents. If, as Kurzweil 3000 reads your document, you hear mispronunciations, you will need to correct the OCR generated text.

To edit the underlying text of an image document:

1. Open the image document you want to edit.
2. On the **Edit** menu, choose **Correct Recognition**, and then **Edit Underlying Text**.
The **Underlying Text** editor window appears at the bottom of the document.
3. In the Underlying Text area, click on a word that you want to correct.
The selected word displays in the **Selected Word** box.
4. Click in the text box and edit the word to correct the misrecognition.

To correct frequently encountered OCR errors/corrections:

On the **Scan** menu, choose **Corrections**, then do one of the following:

- Click the word you want to change in the **Find** box, and type its replacement in the **Replace With** box, then click **OK**
- Or, click **Add New**, and in the **Add Correction** dialog, type the word or error in the **Replace** box, type the replacement in the **With** box, then click **OK**.

Preparing Tests

Preparation Task	How to do it
Bring a test into Kurzweil 3000.	Scan an existing test. Or use the KESI Virtual Printer to open a test created in another application. See page 7.
Have all tools handy when preparing a test.	Open the Tools Customize submenu, choose Apply Toolbar Set , then select Test Preparation .
Optimize reading order.	Use the Zone Editor to set reading order and to remove unwanted text. See page 16.
Pause reading at each question.	Add bookmarks or empty Text Notes to each question and select Pause At Bookmarks or Pause at Empty Notes from the General Options panel to pause reading after each question is read.
Add Fill in the Blanks.	Select the Fill In the Blanks option from the Tools menu.
Add Voice Notes to accommodate test takers who need/prefer to respond with audio answers.	Choose Add Voice Notes from the Tools Notes submenu.
Add special instructions to a test.	Add any type of Note to provide additional instructions or guidance where appropriate. See page 6.

Customizing Tests

Customization	Where to set it
Adjust reading speed.	Reading Options panel.
Have buttons/messages spoken.	General Options panel.
Show the Test Taking toolbar.	From the Tools Customize submenu, choose Apply Toolbar Set , then select Test Preparation .
Show or hide other tools or toolbars.	General Options panel.
Turn Speak as Typing on or off.	General Options panel.
Select or deselect test taking options.	Lock Features Options panel.
Set up password access to test taking options.	Lock Features Options panel.
Set up password for file access.	From the File menu, click Properties . In the Properties dialog, click File Encryption . Enter the password, select the desired Encryption Type , then click OK .

Taking Tests Using Kurzweil 3000 Features

In general, students input or respond to test answers as follows:

Highlighting	Use highlighters to answer multiple-choice questions.
Typing	Type answers into a Text Note box. Text Notes may be pre-inserted using Fill In the Blanks or students can add the boxes.
Navigating among Text Notes	Use the TAB key to go to the next Text Note. Use SHIFT+TAB to go to the previous Text Note.
Recording	Create Voice Notes or if they are already embedded in the document, click on a Voice Note anchor and record an answer.
Dragging and Dropping	Open scanned curriculum and drag information from it into the test. Ideal for "open book" tests.
Printing	If needed, use the Fit to Paper option in the Print dialog to ensure that a test prints without any information being cut off.

Shortcuts and Function Keys

Note: For more comprehensive and most up-to-date lists of keyboard shortcuts, go to Online Help pages or the Downloadable file, *Accessing Functions and Features from the Keyboard*, from www.kurzweiledu.com.

Function Keys	
F1	Launch Help
F2	Read Back
F3	Read/Pause
F4	Read Forward
F5	Fit to Text Width
F6	Fit to Text Height
F7	Zoom In 10%
F8	Zoom Out 10%
F9	Start New Scan
F11	Read Faster
F12	Read Slower

Scanning Shortcuts	
Start New Scan	F9
Cancel Scan	SHIFT+F9
Scan Repeatedly	CTRL+F9
Zone Editor	CTRL+F5

Reading Shortcuts	
Read/Pause	F3
Read Back	F2
Read Forward	F4
Read Faster	F11
Read Slower	F12

Reference Shortcuts	
Definition	CTRL+D
Synonyms	CTRL+Q
Syllables	CTRL+Y
Spell Word	CTRL+L

Notes Shortcuts	
Note Options	CTRL+F3
Add Footnote	SHIFT+F5

Close Footnote	SHIFT+F6
Add Voice Note	SHIFT+F7
Bookmarks	CTRL+F12
Move to next Text or Sticky Note in image document	TAB key
Tools Shortcuts	
Spell Check	SHIFT+F8
Word Prediction	SHIFT+F11
Pronunciation editor	CTRL+F7
Options	CTRL+F1

Edit Shortcuts	
Undo	CTRL+Z
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Select All	CTRL+A
Find Text	CTRL+F
Replace Text	CTRL+H
Change Underlying Word	CTRL+W
Edit Underlying Text	CTRL+F10

View Shortcuts	
Fit to Text Width	F5
Fit to Text Height	F6
Zoom In 10%	F7
Zoom Out 10%	F8
Zoom (My Zoom)	CTRL+M
Next Page	CTRL+E
Previous Page	CTRL+R
Go To Page	CTRL+G
Magnify Spoken Word	CTRL+K

File Shortcuts	
Open	CTRL+O
Save	CTRL+S
Print	CTRL+P
Close	CTRL+F4
Next Document	CTRL+TAB
New Text File	CTRL+N

Zone Edit Shortcuts in image documents	
Move to next zone and select it.	TAB
Move to previous zone and select it.	SHIFT+TAB
Make selected zone Primary.	CTRL+1
Make selected zone Secondary and put it last.	CTRL+2

Make selected zone Graphic.	CTRL+3
Delete selected zone.	DELETE
Delete all zones.	SHIFT+DELETE
Open Properties dialog.	P

Miscellaneous	
Show Shortcut (Right Mouse Button) menu	Menu key (left of right-handed CTRL key)
Extract text from another application.	CTRL+ALT+R
Extract selected text from another application.	CTRL+SHIFT+R
With Kurzweil running, start a scan from another application.	CTRL+ALT+S



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