

Using digital books with
Kurzweil 3000
version 11

Quick-Start Guide
Software Summary
Vendor Support



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1 Quick-Start Guide

1.1 Supported formats

1.1.1 Kurzweil Format (.kes)

Kurzweil has its own proprietary format (.kes), which is automatically used when scanning or opening new documents. All of the tools in Kurzweil are available when using .kes format documents.

1.1.2 Rich Text Format (.RTF)

Books in Rich Text Format are normally displayed in Kurzweil with each chapter as an individual file. Navigation features are not generally available, so each chapter must be located and opened separately. Once opened in Kurzweil, highlighting, column notes and voice notes may be added. Bookmarks will not be saved unless the user saves the RTF file in the proprietary Kurzweil format (.kes).

Note: The FREE TechAdapt tool (<http://www.techadapt.com/>) may be used to convert DAISY or NIMAS books into Rich Text Format (.RTF).

1.1.3 DAISY books using the .opf format

DAISY (.opf) files may be opened and read in Kurzweil one page at a time. Highlighting, bookmarking and note features are NOT available. And books in the .opf format may NOT be saved in the proprietary Kurzweil format (.kes).

1.1.4 DAISY books using the .xml format

DAISY books in the .xml format may be opened and read in Kurzweil one page at a time. But unlike DAISY books in the .opf format, .xml DAISY books **MAY BE** saved in the Kurzweil (.kes) format, and therefore **WILL ALLOW** text highlighting and note taking.

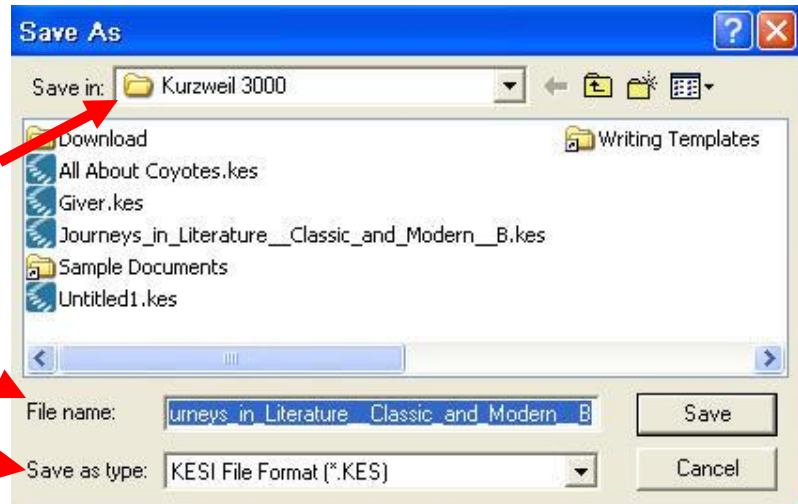
1.1.5 .html books

Kurzweil will open .html files. For example, a NIMAS textbook converted by Bookshare.org will open, however, it is displayed as one large document without navigation features. The .html book does allow bookmarking, highlighting and note-taking, and may be saved as a Kurzweil (.kes) document.

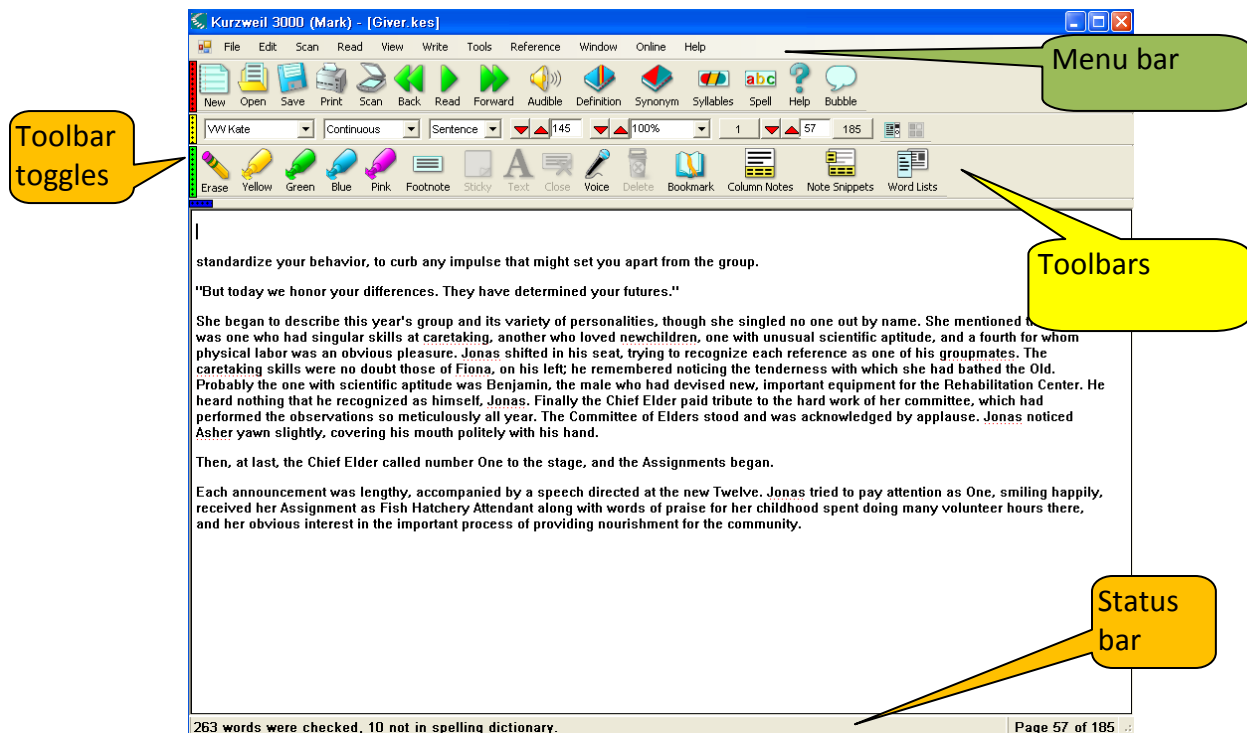
1.2 Saving your book as a .kes file

Once you open a book, it is best to immediately save it in the Kurzweil format (.kes) and then use the Kurzweil version of the book instead of the original. Once converted to .kes, all of the Kurzweil tools (e.g. highlighting, bookmarking, note-taking) will be available.

1. From the **File Menu**, choose **“Save as..”**
2. In the **Save As** window (shown here), choose a location to save your file in the **“Save in”** drop-down box.
3. In the **“File name:”** box, give your book a name
4. In the **“Save as type:”** box, choose KESI (.KES)
5. Click the **Save** button



1.3 Kurzweil 3000 Screen



1.4 Toolbars

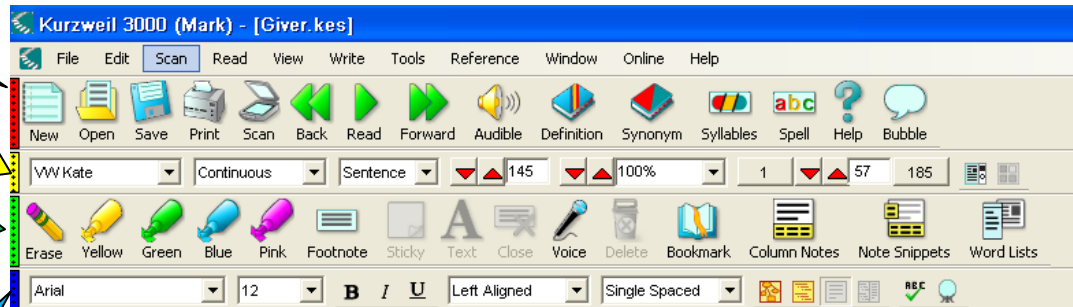
Kurzweil has 4 standard toolbars, shown here:

Red = Main toolbar

Yellow = Reading toolbar

Green = Study toolbar

Blue = Writing toolbar



1.4.1 Toolbar toggles

Look for the small colored bars on the left side of each toolbar. They are called “**toolbar toggles.**” To display or hide any toolbar, click once on the colored toggle.

(A closed toolbar will be indicated by a horizontal toggle)



1.4.2 Main Toolbar – Red

The Main Toolbar is used to Open books or documents, read aloud and look up words:

Red



1.4.3 Reading Toolbar – Yellow

The Yellow Toolbar has voice options, reading options, and page navigation:

Yellow



1.4.4 Study Toolbar – Green

The Study Toolbar has highlighting tools, bookmarking and note tools:

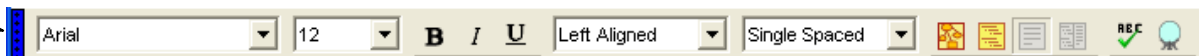
Green



1.4.5 Writing Toolbar – Blue

The Writing toolbar contains font options, spell checking and word prediction.

Blue



1.5 Open a book

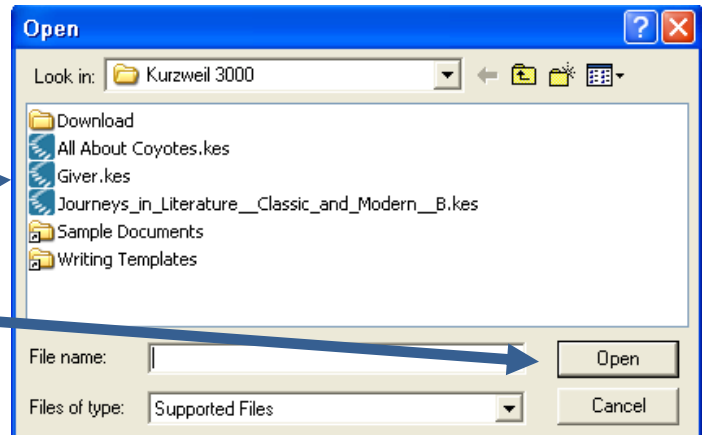
To open a book, go to the Main (red) toolbar and click once on the Open button.



Use the Open dialog box to find the book you are looking for.

Highlight the book title

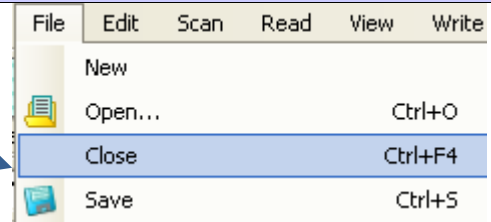
Click the **Open** button



NOTE: Large textbooks may take several minutes to open!

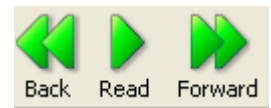
1.6 Close a book

To close a book (or any other document in Kurzweil), go to the **File** Menu and choose **Close**.



1.7 Read a book

With a book open and displayed in the document window, click once on the passage you want to have read aloud, then click the **Read** button in the Main (red) toolbar.



When the reading begins, a **Pause** button will appear in the same location you found the **Read** button. To pause the reading, click the **Pause** button.



To read the previous passage, click the **Back** button, then click the **Read** button again.

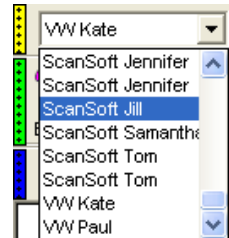
To read the next passage, click the **Forward** button, then click the **Read** button again.

1.8 Read Options (yellow toolbar)



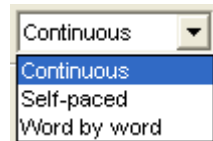
1.8.1 Reading speaker voice

To change the reading speaker voice, use the drop down menu shown here and click once on a new voice.



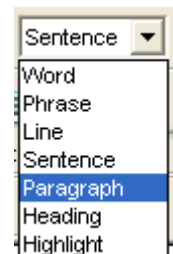
1.8.2 Reading Mode

Three (3) reading modes are available in Kurzweil. Choose Continuous to have the reading voice proceed automatically to the next sentence or paragraph and continue on until you pause it. Choose Self Paced to have the reading voice stop at the end of each sentence or paragraph and wait until you click the Read button again to move on. Or choose word by word to read one word at a time.



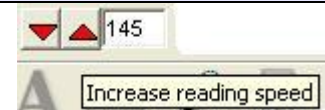
1.8.3 Reading Unit

Kurzweil gives you the option of choosing how much text is highlighted as the book is being read. Choosing "Sentence" as the reading unit would result in a 2-color highlighting scheme where the sentence being read is highlighted in one color, and the word being read is highlighted in another. Choosing Paragraph as the reading unit would result in an entire paragraph being highlighted in one color, and the word being read highlighted in another, etc.



1.8.4 Reading speed

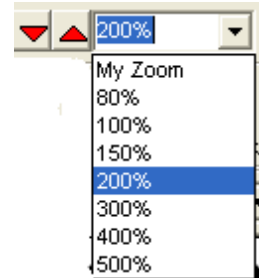
In the WPM (Words Per Minute) box, use the up or down arrows to increase or decrease the reading speed.



1.9 Text View options

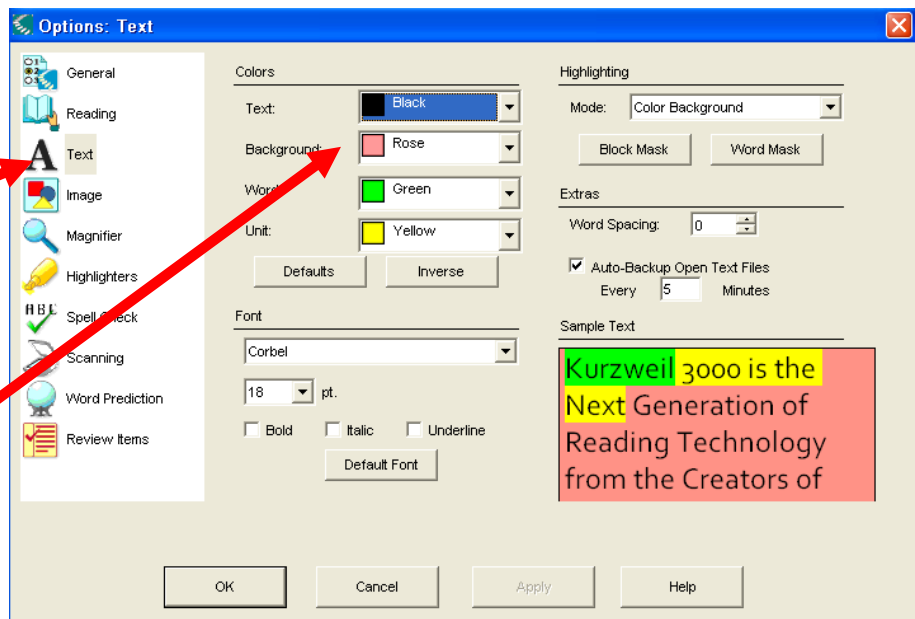
1.9.1 Zoom In and Out – Reading toolbar (yellow)

A quick way to increase or decrease the size of the text is to use the Zoom arrows found in the yellow Reading toolbar. Use the drop-down arrow to choose a zoom level by percentage, or use the red up and down arrow to change the zoom level by steps.



1.9.2 Text Options (in the Tools Menu)

1. From the Tools Menu, choose “Options”
2. In the Options list, choose “Text”
3. Change text and background colors using the drop-down boxes.



1.10 Navigation

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1.10.1 Scrolling

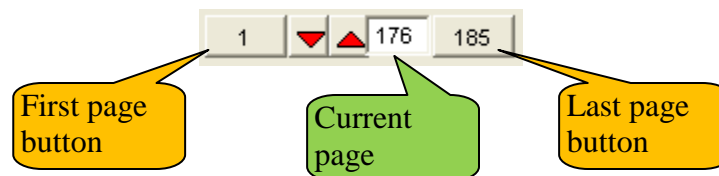
On the right side of the document window is the scroll bar. Using the arrows at the top or bottom of the scroll bar, you may move up or down in the document. Some books may be displayed one page at a time, while others may be displayed as one large continuous page. To move more quickly through a large book, point to the scroll bar, click and hold with your mouse, and drag the bar up or down.

Scroll bar: click-hold-drag

Arrow: click or click and hold to move down in the document

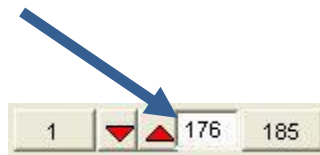
1.10.2 Page by page – reading toolbar (yellow)

If a book is displayed in Kurzweil by pages, you may use the red Page Up and the Page Down arrows (found in the yellow reading toolbar) to move forward or backward in the book by pages.

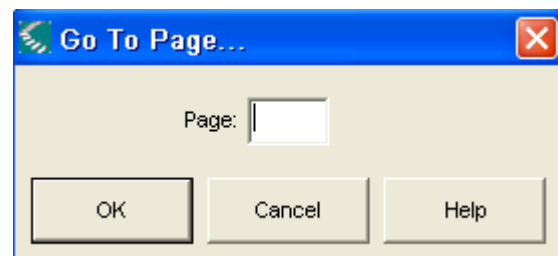


1.10.3 Go To Page – reading toolbar (yellow)

To go to a specific page, click in the current page window shown here and type in the page number you want to navigate to. Hit the **Enter** key to move to that page.



Or, use the keyboard shortcut, **CONTROL-G** to open this dialog box. Type in the page number, then click the **OK** button.



1.11 Highlighting text

Highlighting is not available in all books. In order to highlight text and save it for future studying, your book must be saved in one of these formats: 1) .kes 2) .xml 3) .html 4) .rtf



To highlight a section of text, click once on a highlighting pen in the green study toolbar, then click and drag through a section of text in the document window. Change colors by clicking on a different highlighting pen, then click and drag through another section of text.

NOTE: Use the Erase button to remove text highlighting.

Sample paragraph with highlighted text:

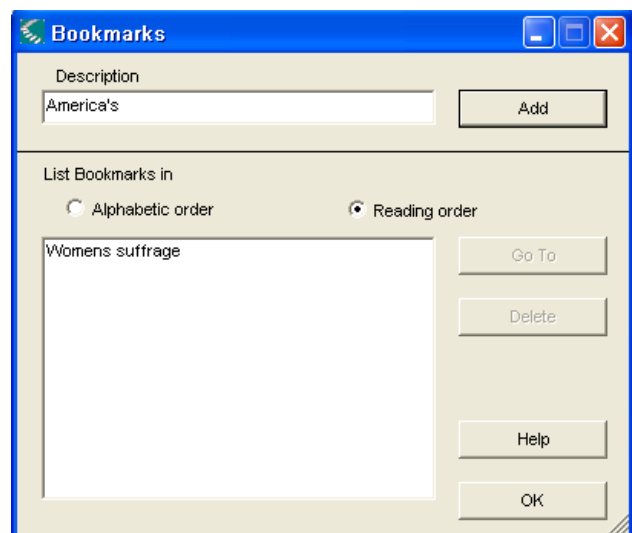
On a chicken farm where hundreds and even thousands of chickens come out of eggs, surprising things sometimes happen. Grotesques are born out of eggs as out of people. The accident does not often occur-perhaps once in a thousand births. A chicken is, you see, born that has four legs, two pairs of wings, two heads or what not. The things do not live. They go quickly back to the hand of their maker that has for a moment trembled. The fact that the poor little things could not live was one of the tragedies of life to father. He had some sort of notion that if he could but bring into henhood or roosterhood a five-legged hen or a two-headed rooster his fortune would be made. He dreamed of taking the wonder about to county fairs and of growing rich by exhibiting it to other farmhands.

1.12 Using Bookmarks

To use bookmarking, you should first **save the book** as a Kurzweil file (**.kes file format**.) Bookmarking is not available in many of the other formats Kurzweil uses, even though the book may open and read aloud.

To use bookmarks:

1. Save your book as a .kes file (File menu – Save as – Save as type – Kesi format)
2. **Click anywhere in the book** at the place to be bookmarked
3. **Click the bookmark tool** in the green study toolbar
4. In the bookmark dialog box, fill in the Description box, then click **Add**
5. Choose whether to list your bookmarks as they appear or alphabetically



To find a bookmark, click on the **bookmark tool button**, highlight the bookmark you are looking for in the bookmark list, then click the **Go To** button.

1.13 Note-taking

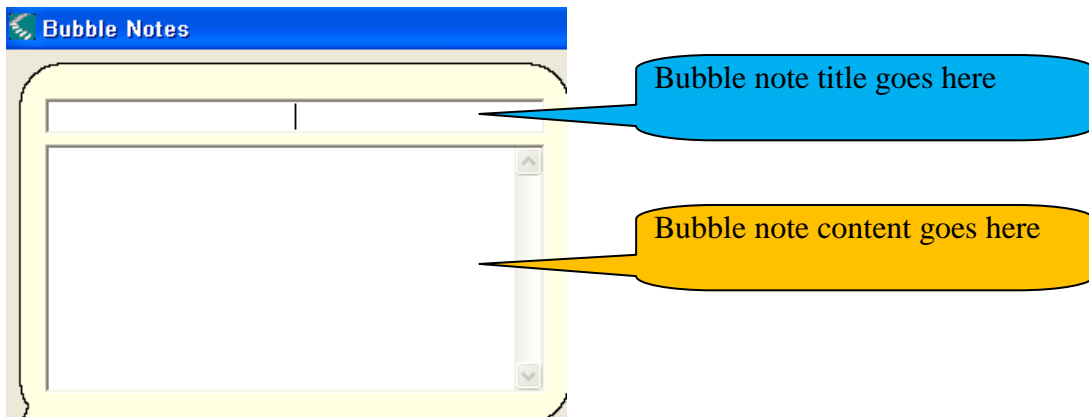
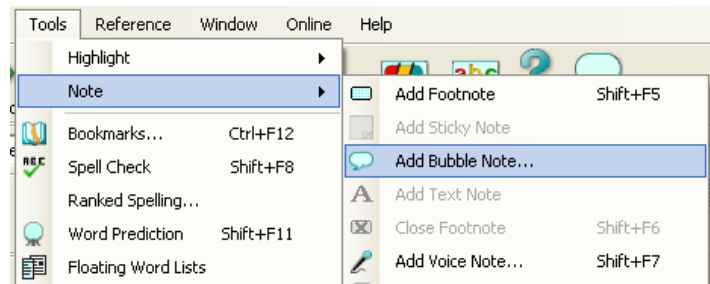
To add notes to the book, you should first **save the book** as a Kurzweil file (.kes file format.) Note features may not be available in many of the other formats Kurzweil uses, even though the book may open and read aloud.

1.13.1 Bubble notes

Bubble notes may be added by the teacher or student. A bubble note may contain additional information about a passage of text, or may even contain questions (true/false, multiple choice or text answer) put there by the teacher to test a student's comprehension of the passage.

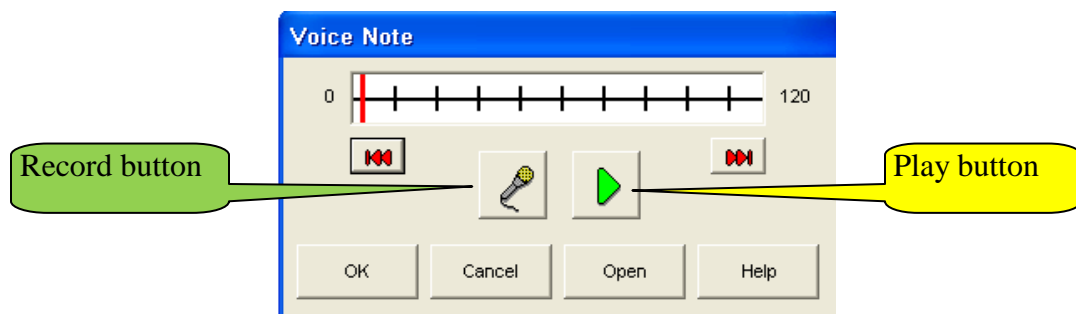
To add a simple bubble note:

1. Click on a passage of text
2. Tools menu, Note, then choose Add Bubble Note
3. Fill in the bubble note dialog box (shown below)



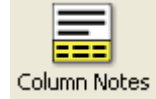
1.13.2 Voice notes

With a microphone set up on your computer, it is easy to add voice notes to the text. To add a voice note, click the Voice tool in the green study toolbar, then use the Record button to record a note. Use the Play button to listen to your note.



1.13.3 Column notes

Student note-taking may be best accomplished by using column notes. From any place in the book, click the column notes tool button (green toolbar).



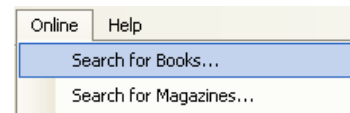
Then fill in the appropriate columns. A series of notes may be created for each chapter or segment of the book, then recalled and read aloud for studying. The column notes window appears at the bottom of the screen and looks like this:

Main Ideas	Supporting Ideas	Other

1.14 Find a book feature

Kurzweil 3000 has a feature that allows you to do an internet search for books. Found books may then be downloaded and opened directly into the Kurzweil program. To search for books:

1. Go to the Online menu and choose Search for Books



2. Fill in the **Online Search** dialog box, indicating some key words from the title or author, then choosing which online book directory you want to search. Remember that some directories require a membership (e.g. Bookshare.org).

3. Click OK
4. Download any found books.
5. Use the Open tool in the red toolbar to display the book you downloaded.
6. Save the book as a .kes file

1.15 Keyboard Shortcuts

There are keyboard shortcuts for most commands and tools in Kurzweil 3000. A few are:

F3: Read/Pause

F7: Zoom in

F8: Zoom out

F11: Read faster

F12: Read slower

CTRL+F4: Close book

CTRL+E: Next page

CTRL+G: Go To Page

CTRL+F12: Bookmarks

Shift+F7: Voice note

2 Software Summary

2.1 Publisher

Kurzweil Educational Systems, Inc. | phone: (800) 894-5374 | fax: (781) 276-0650

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<http://www.kurzweiledu.com>

2.2 Description

Kurzweil 3000™ is a comprehensive reading, writing and learning software solution for struggling readers, including individuals with learning difficulties, such as dyslexia, attention deficit disorder or those who are English Language Learners.

2.3 System Requirements

Windows: 1GHz Processor or faster, 512MB memory, Win2000, XP or Vista

Macintosh: OSX version 10.4 or higher, G3 or higher processor, 512MB memory

3 Vendor Information

3.1 Software Help Menu

Contains Help topics, Tip of the Day, and How-to videos

3.2 Included with purchased software

Hard copy tutorial

Hard copy Quick Reference manual

High Quality NeoSpeech CD

Documentation files CD

Text to Speech Spanish CD

Guide to Classic Literature CD

3.3 Training Resources

Fee-based Implementation Partnerships: <http://www.kurzweiledu.com/partnerships.aspx>

Fee-based On-site training

Fee-based Regional workshops

Fee-based Online workshops

Free Implementation Guides: <http://www.kurzweiledu.com/resources.aspx>

Free 1-hour online webinars: <http://www.kurzweiledu.com/webinars.aspx>

3.4 Online training videos

Online training videos available: <http://www.kurzweiledu.com/v11overviewvideos.aspx>

4 Credits

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