

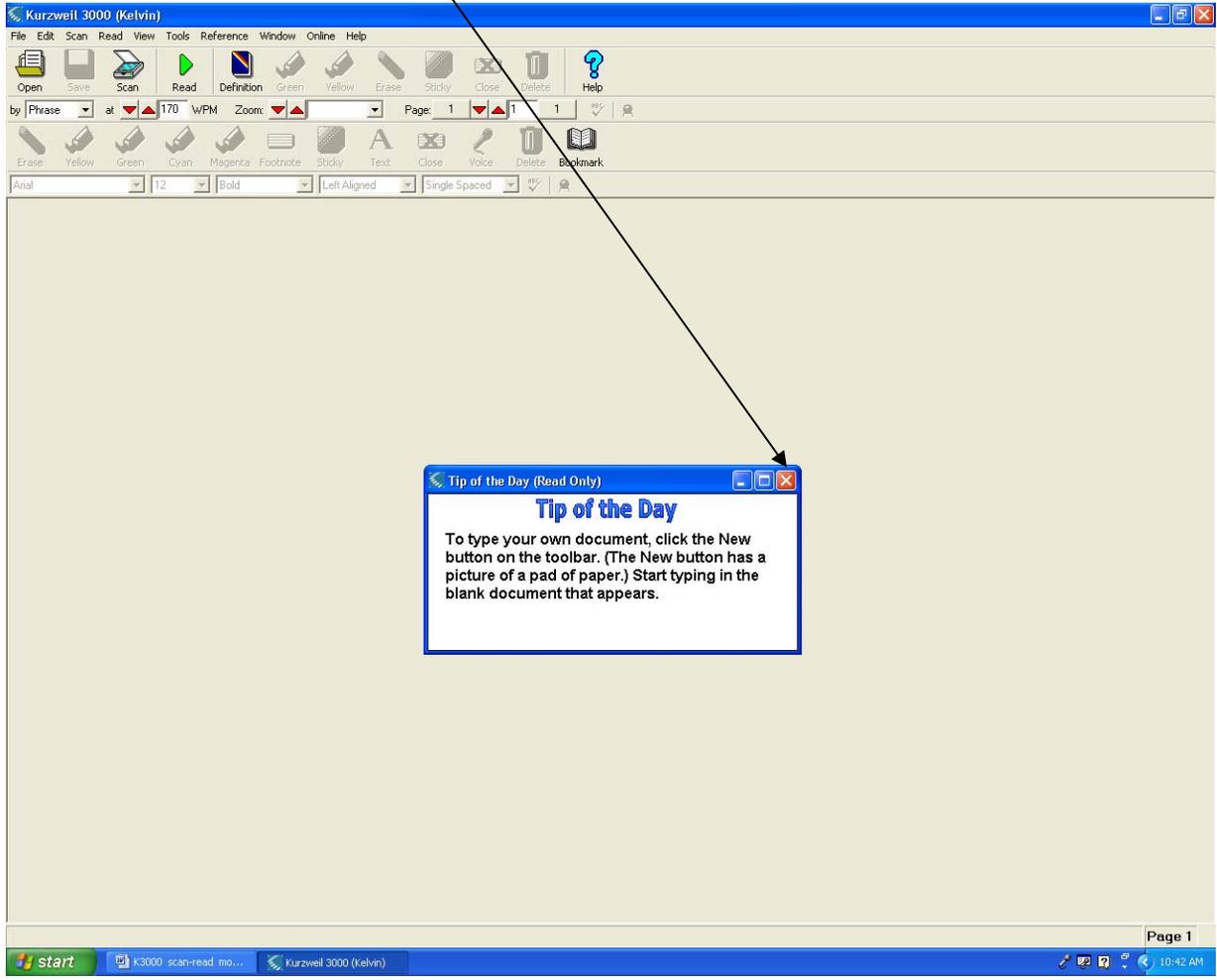
CATS TUTORIALS

Starting Kurzweil 3000

Using the mouse, place the mouse pointer on the Kurzweil 3000 picture icon on the desktop and double click (quickly click two times).

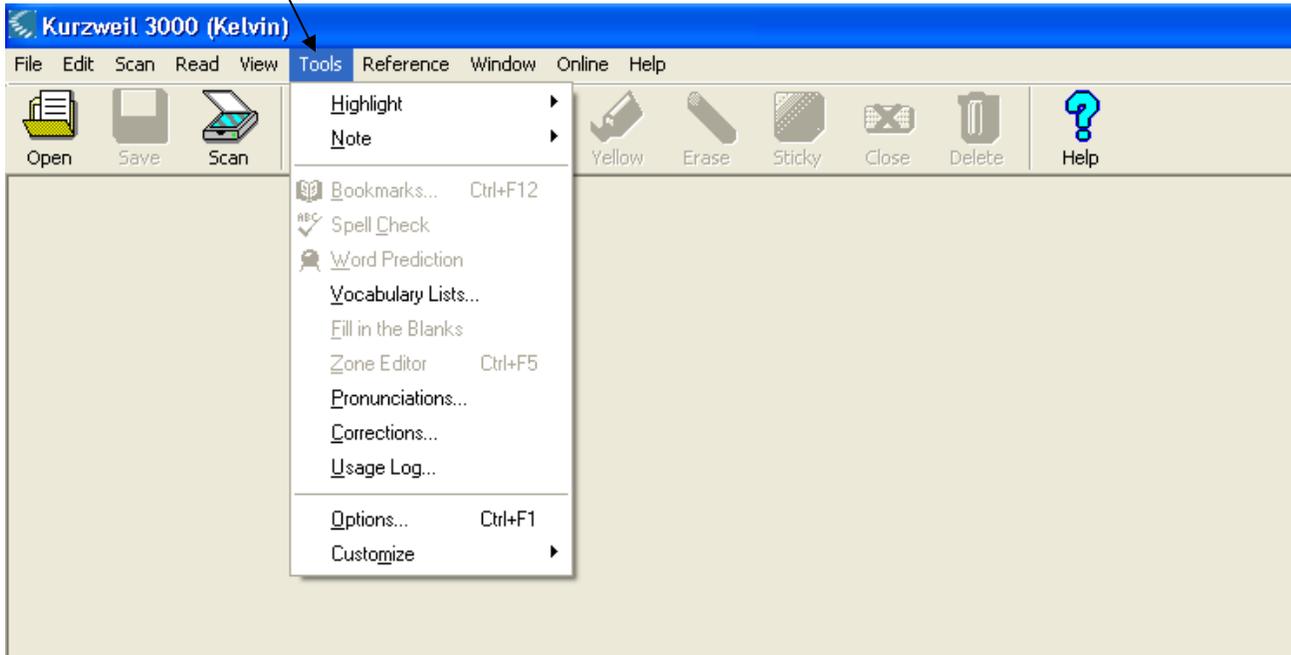


If the Tip of the Day appears you may read it and then click on the red “X” in the top right corner of the box to close it.

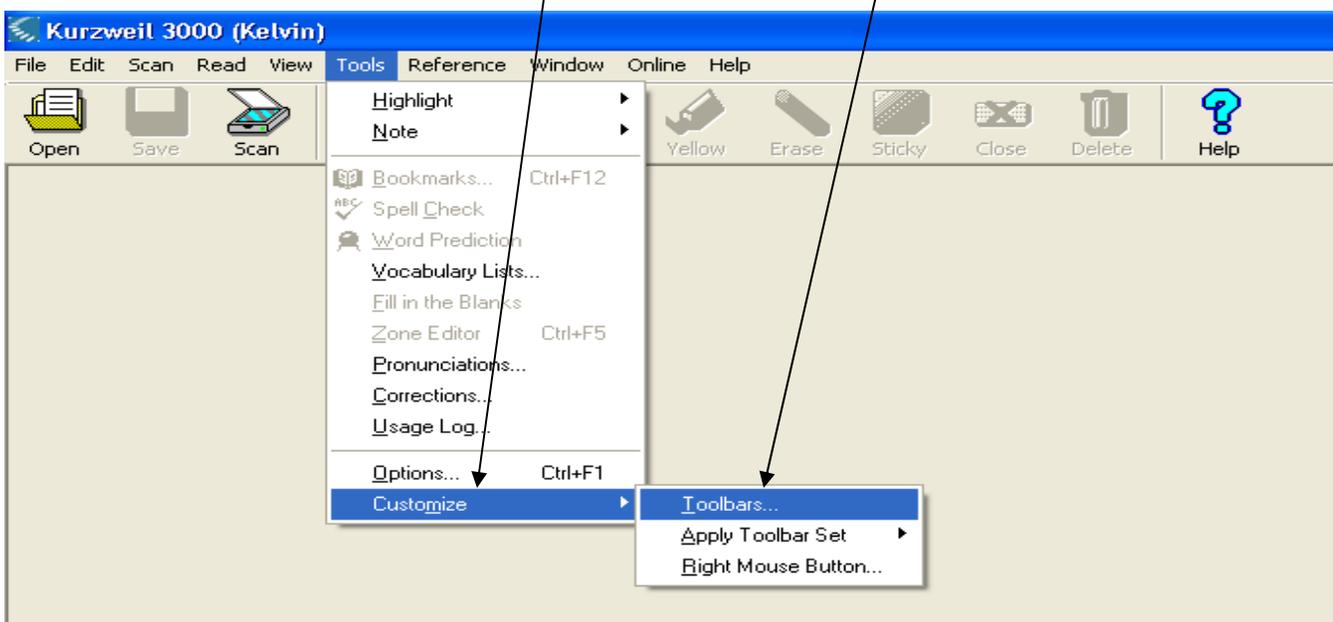


Objective #1: Customizing your Kurzweil 3000 Tool Bar.

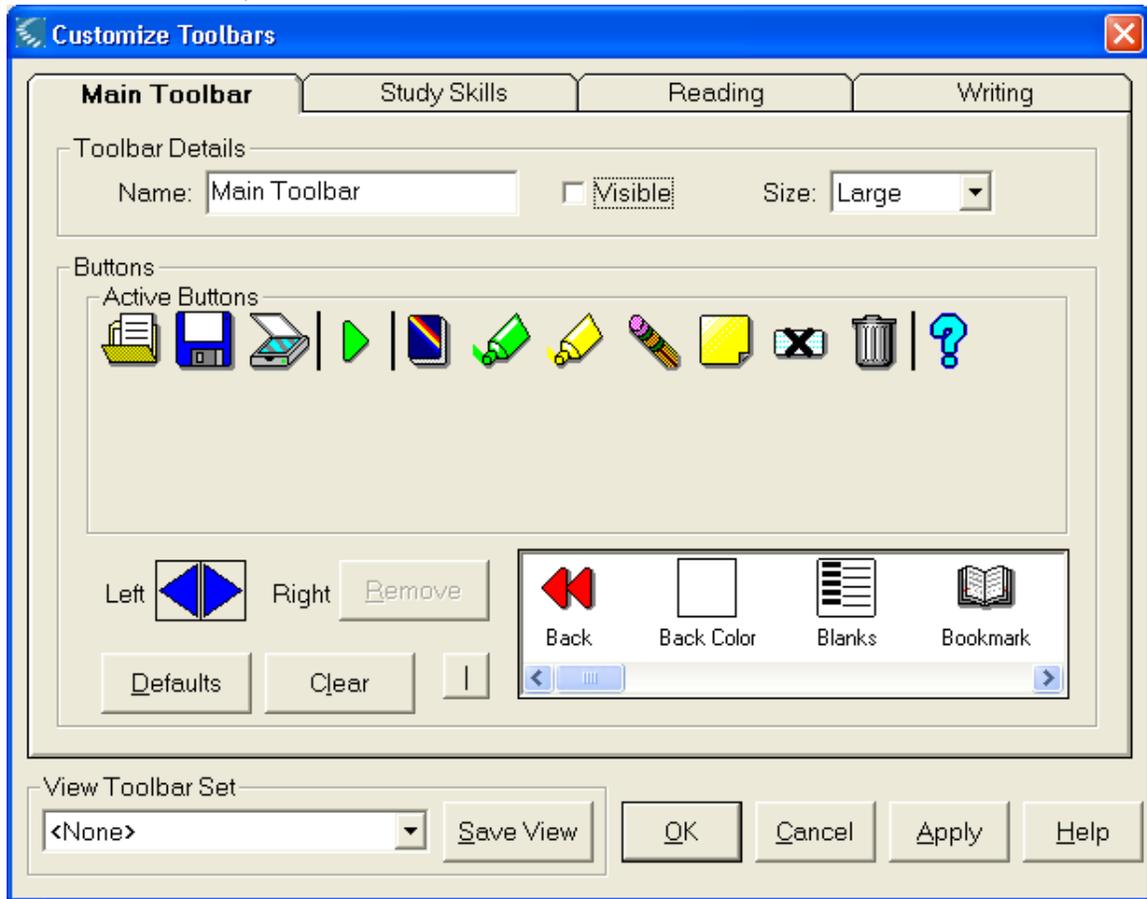
- a. In the Kurzweil 3000 window Menu Bar, click on Tools on the Menu bar



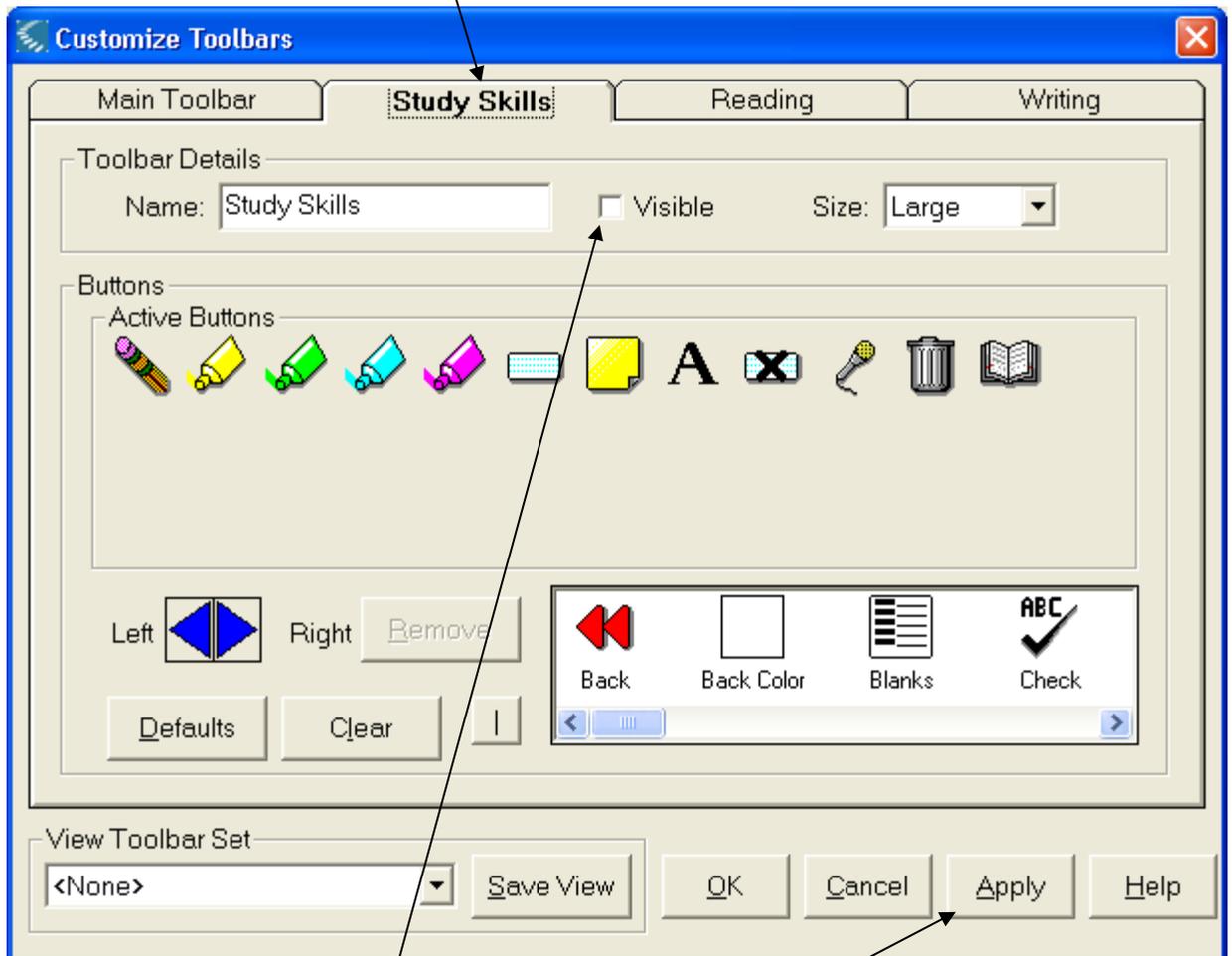
- b. Select Customize and then Toolbars.



c. Here the Customize Toolbars will appear.



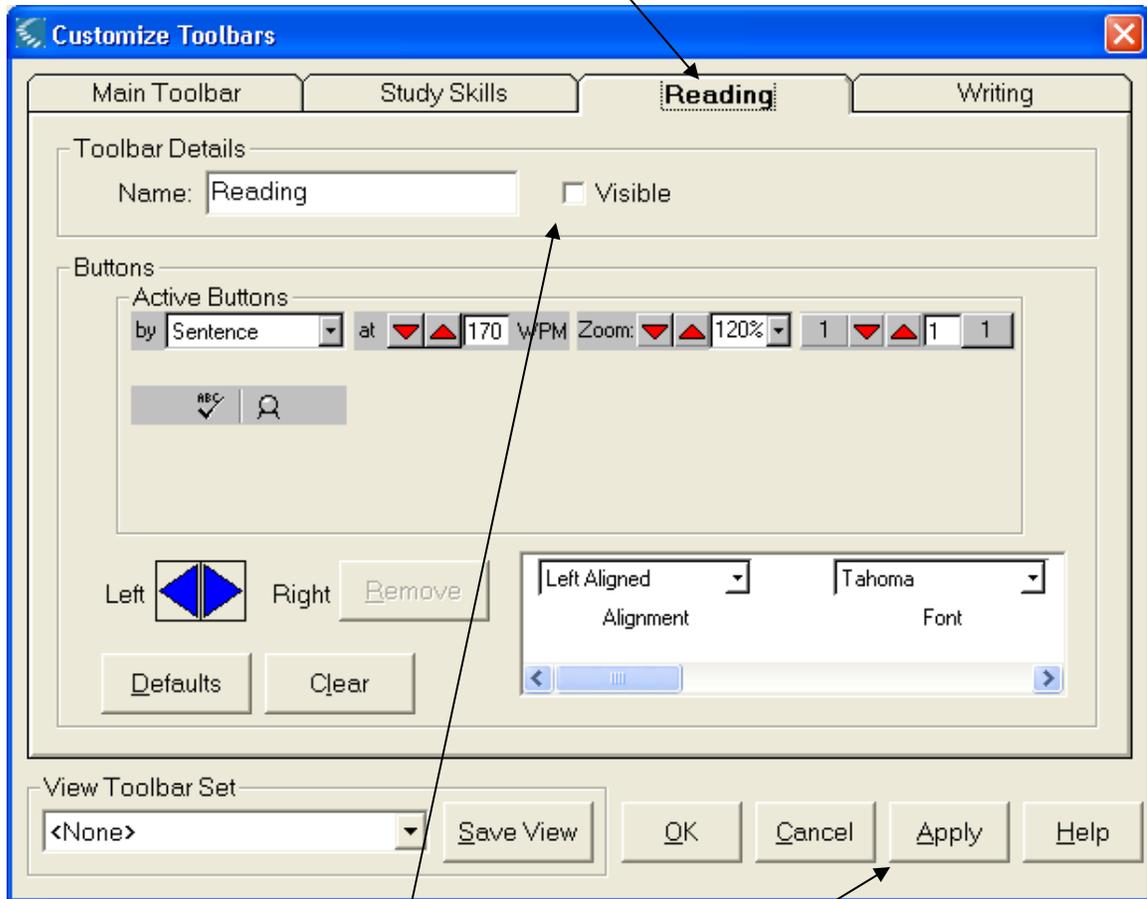
d. Click on the Study Skills tab.



e. Check the Visible box.

f. Click on the Apply button when the check mark appears in the checkbox.

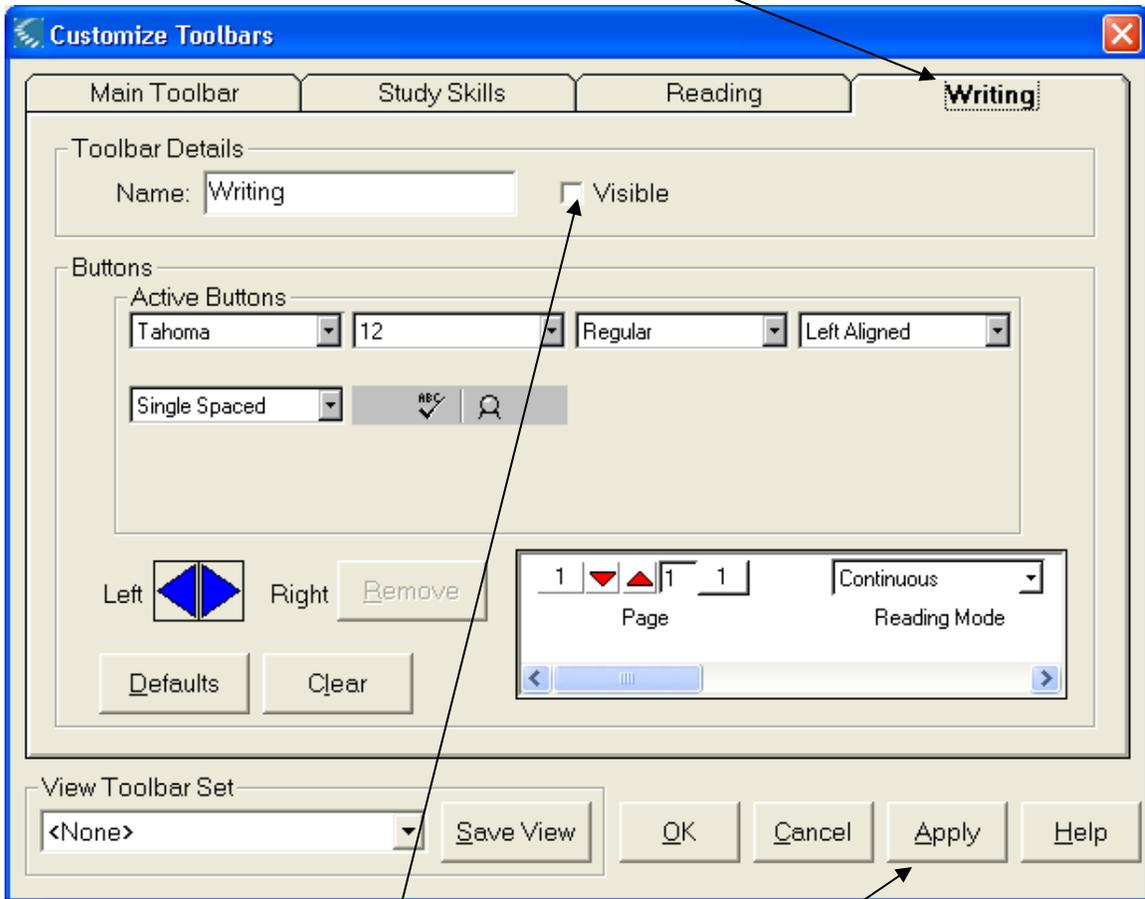
g. Then click on the Reading tab.



h. Check the Visible box.

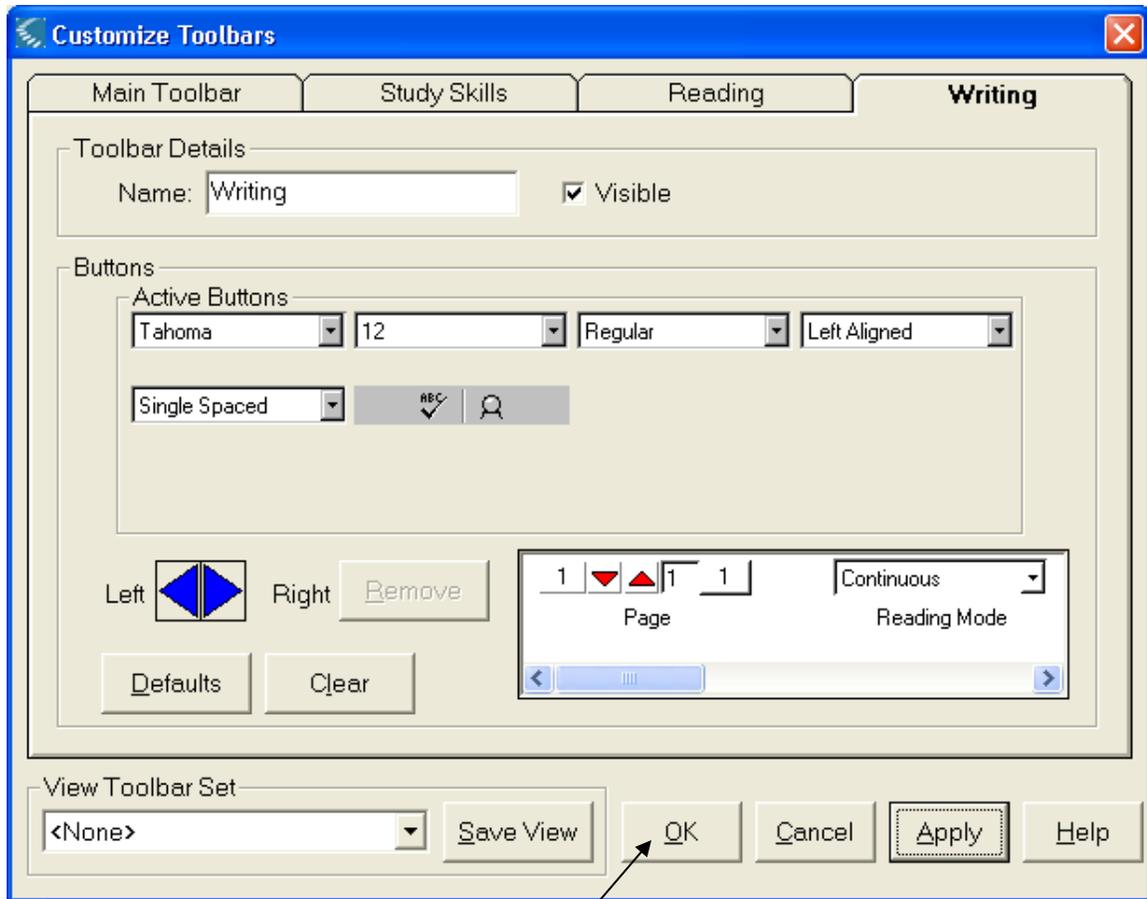
i. Click on the Apply button when the check mark appears in the checkbox.

j. Click on the Writing tab.



k. Check the visible box.

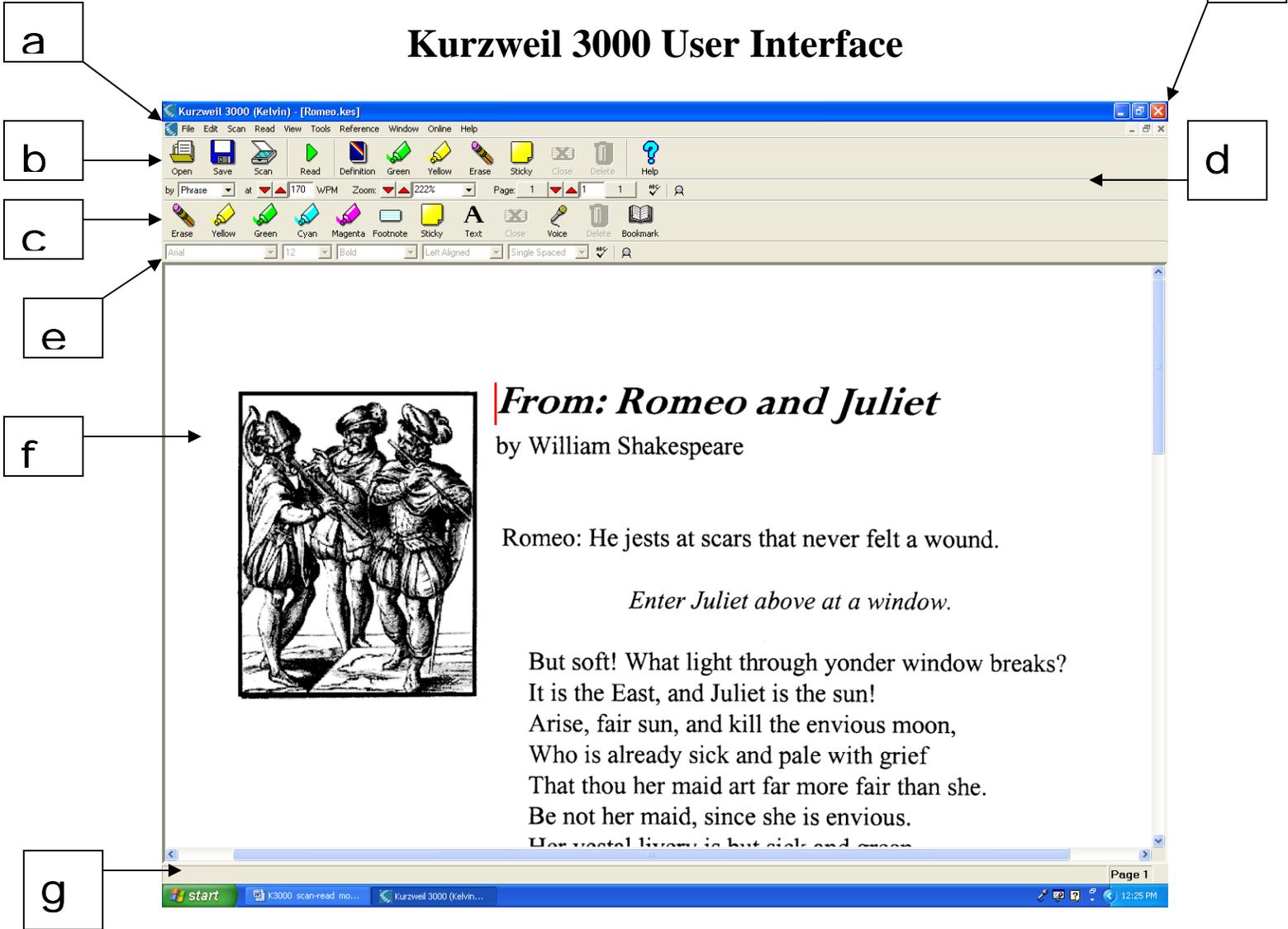
l. Click on the Apply button when the check mark appears in the checkbox.



m. Then click on the **OK** button to save the changes and close the window.

**Objective #2: Visually Explore and Become Familiar
with the Kurzweil 3000 User Interface.**

Kurzweil 3000 User Interface

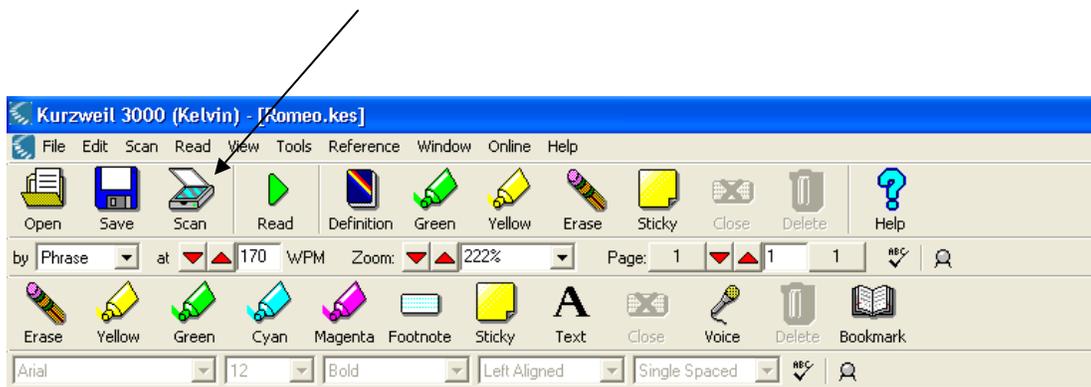


- a. Main Menu Bar**
- b. Main Toolbar**
- c. Study Skills Toolbar**
- d. Reading Toolbar**
- e. Writing Toolbar**

- f. Document Area**
- g. Status Bar**
- h. Close (x) Box**

Objective #3: Scanning a document

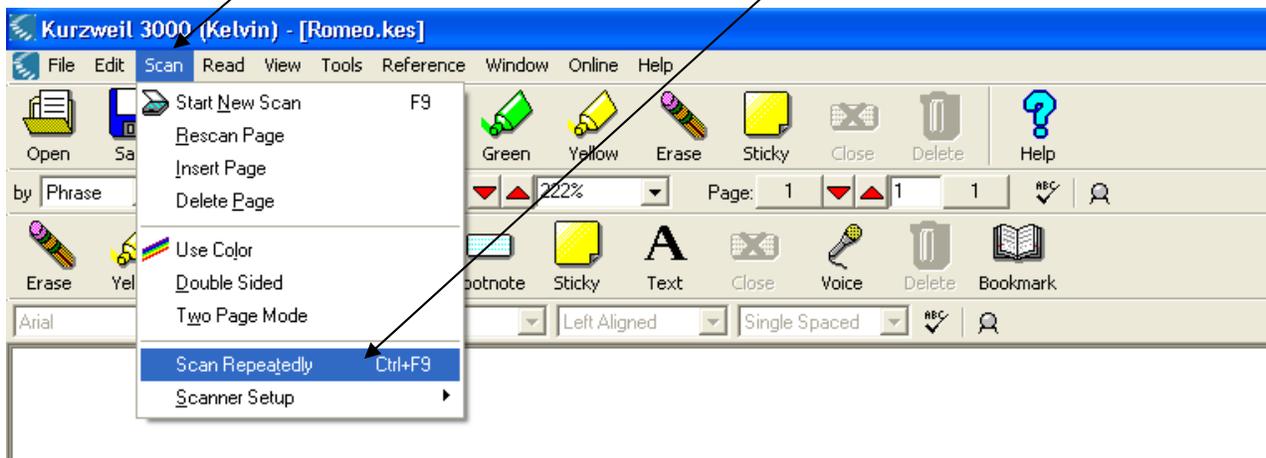
- a. Lift the scanner lid and place the book or page face down on the scanner glass, similar to a Xerox copy machine.**
- b. Close the scanner lid.**
- c. In the Kurzweil 3000 Main Tool Bar, click on the Scan icon (the fifth button from the left). If the scanner is not yet warmed up, it will take a few seconds to do so.**



- d. Wait for the image to appear on the screen.**

Scanning multiple pages

1. Lift the scanner lid and place the book or page face down on the scanner glass, similar to a Xerox copy machine.
2. Close the scanner lid.
3. In the Kurzweil 3000 window Menu Bar, click on the Scan Menu, then choose Scan Repeatedly.



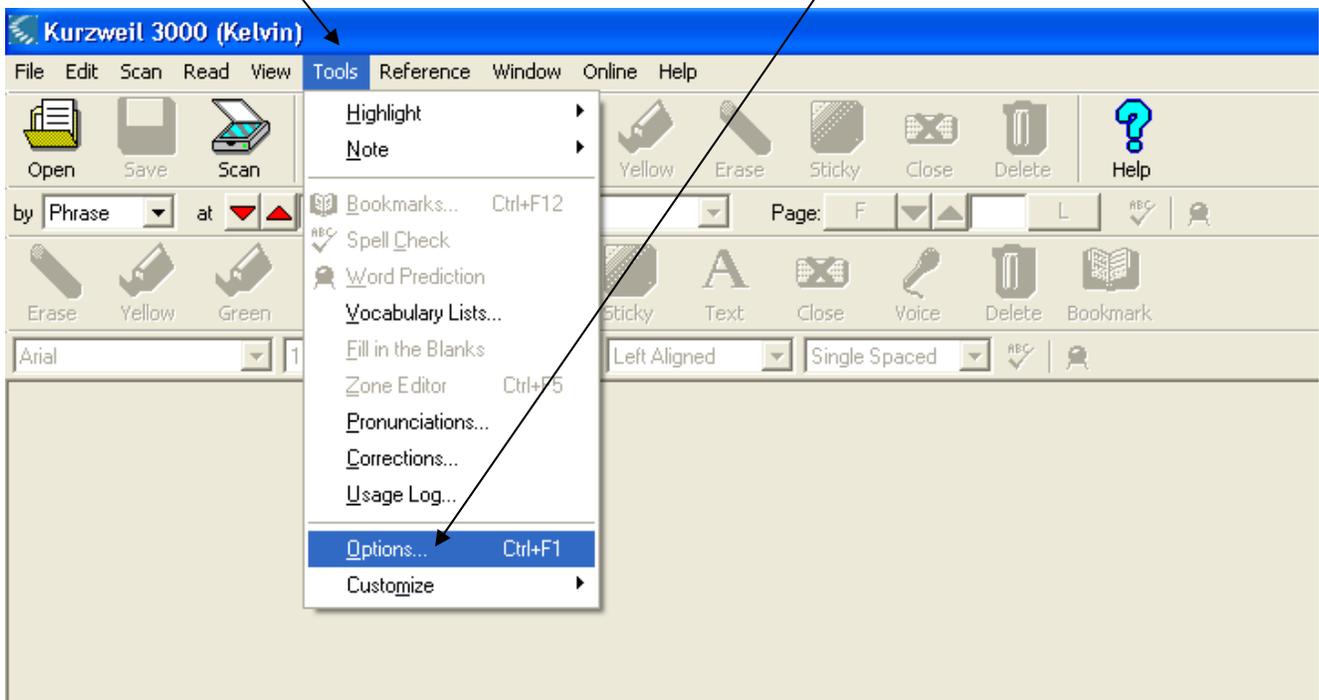
4. Begin to adjust the next page to be scanned when Kurzweil 3000 begins the second countdown. (If the scanner is not yet warmed up, it will take a few seconds to do so, then there will be a countdown from 10 to 1 before scanning the page. There will always be a countdown before each page is scanned.)
5. Click on the End Scanning button on the counter when the last page has been scanned.

Adjusting Countdown time: If the countdown time is too fast, it can be adjusted.

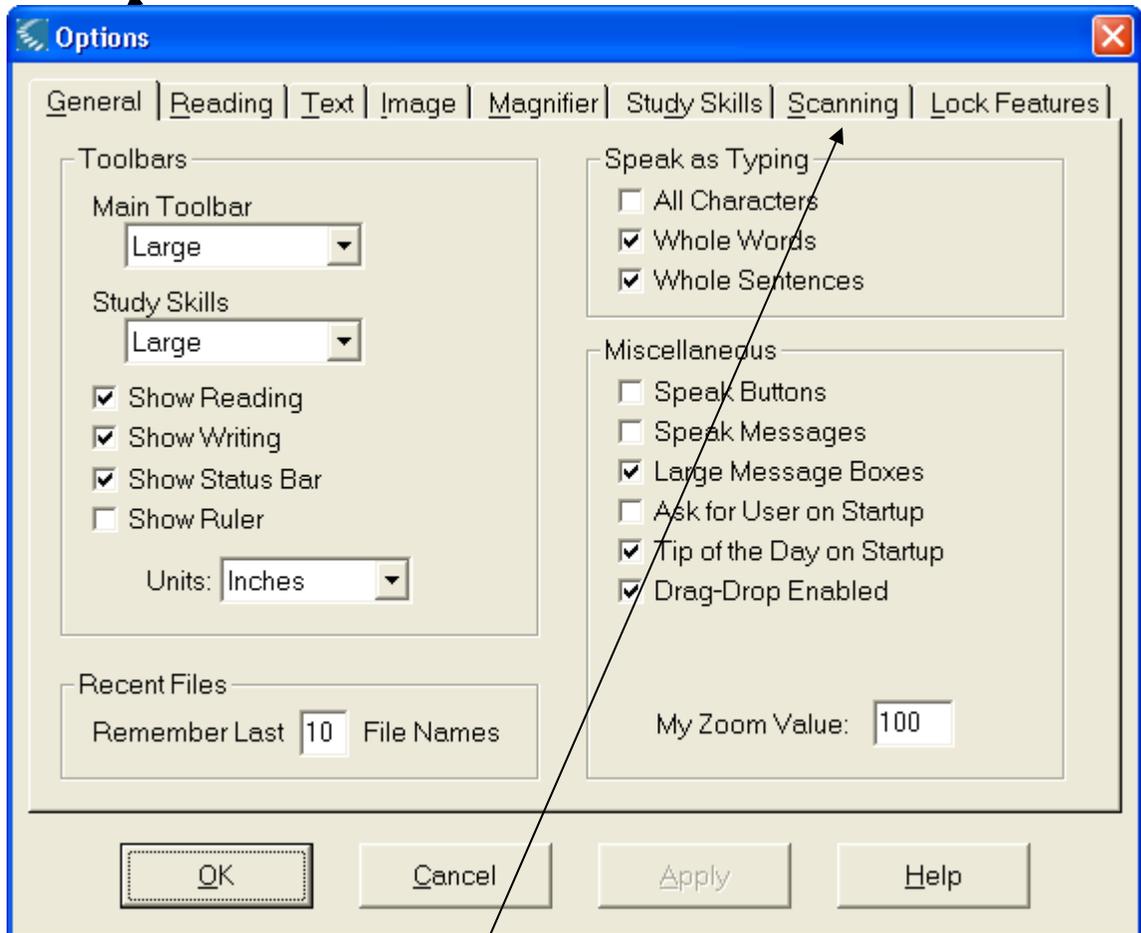
- 1. If scanning is in progress, wait for the page to finish, and then stop the scanning by clicking on the End Scanning button on the counter.**



- 2. To adjust the countdown time, click on the Tools Menu, and then choose Options.**



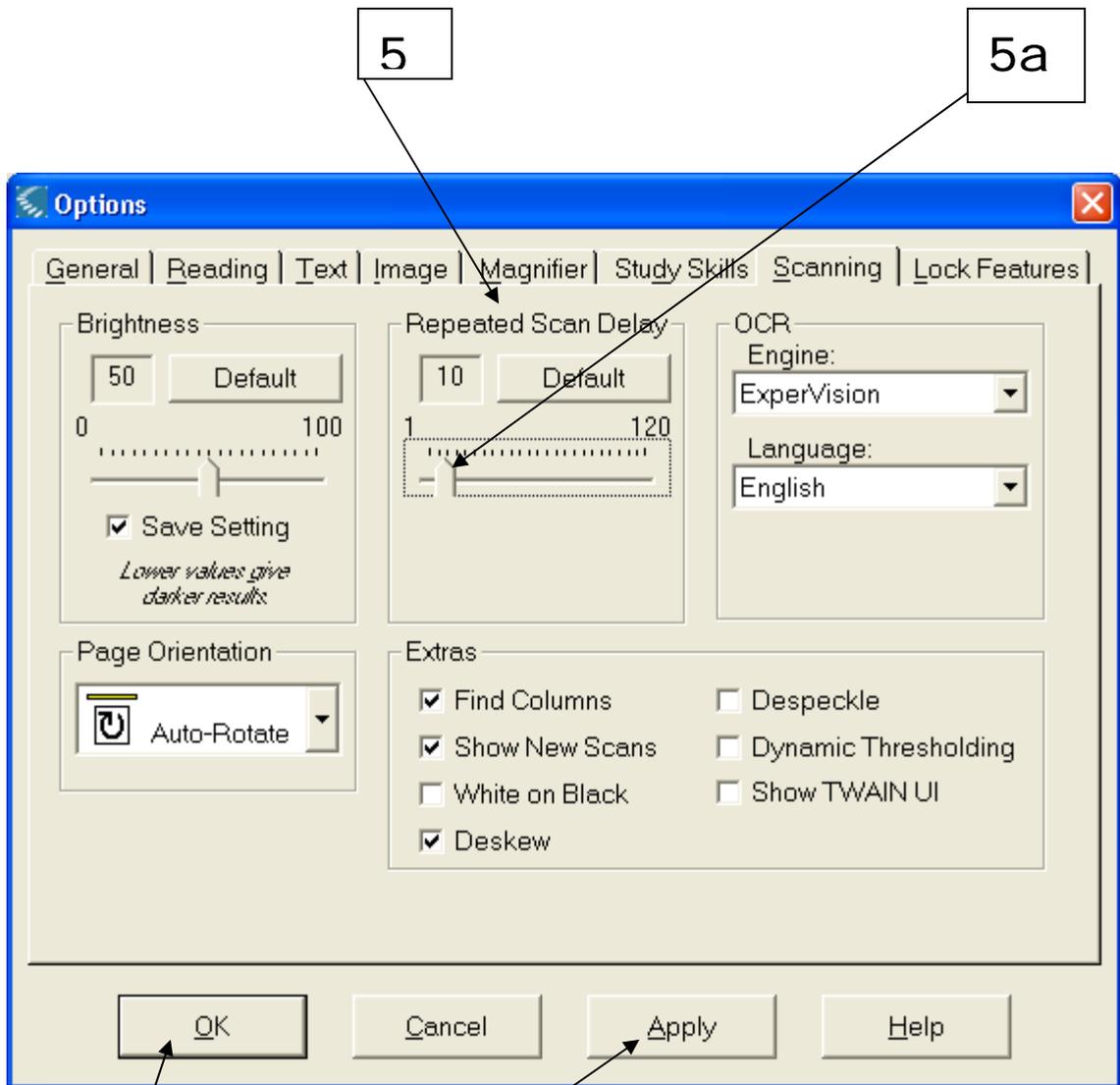
3. The Options Menu will appear.



4. Click on the “Scanning” tab.

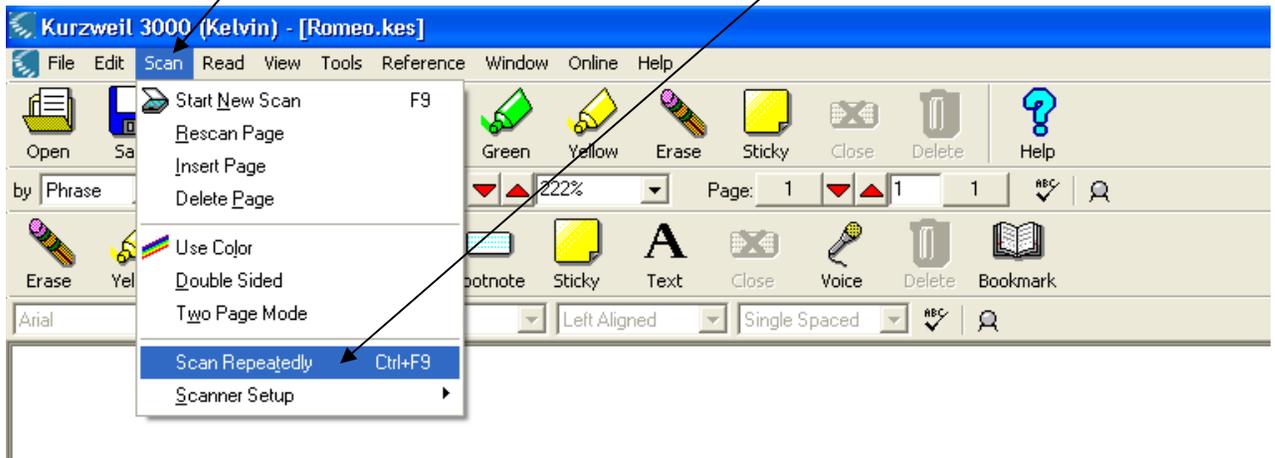
5. In the middle area you will see the section that reads “Repeated Scan Delay”

1. Move the slider bar by clicking it with the mouse pointer and dragging it to the desired number (the higher the number the longer the delay).



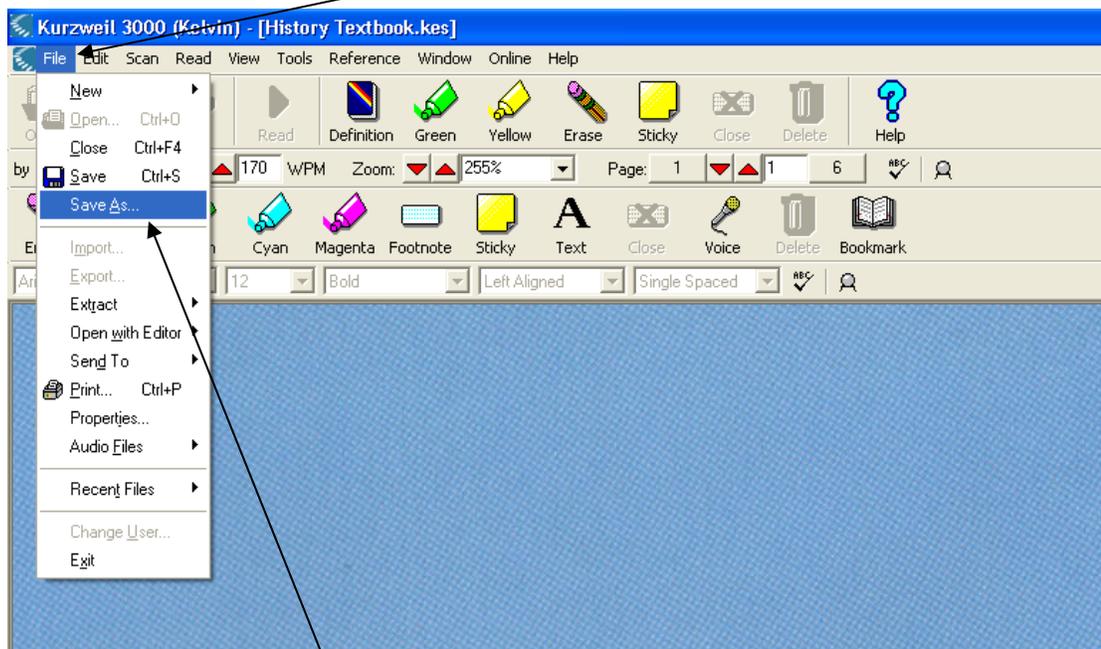
6. Click on the Apply button then click the OK button.

7. To begin scanning again click on the Menu Bar click on Scan and then choose Scan Repeatedly.



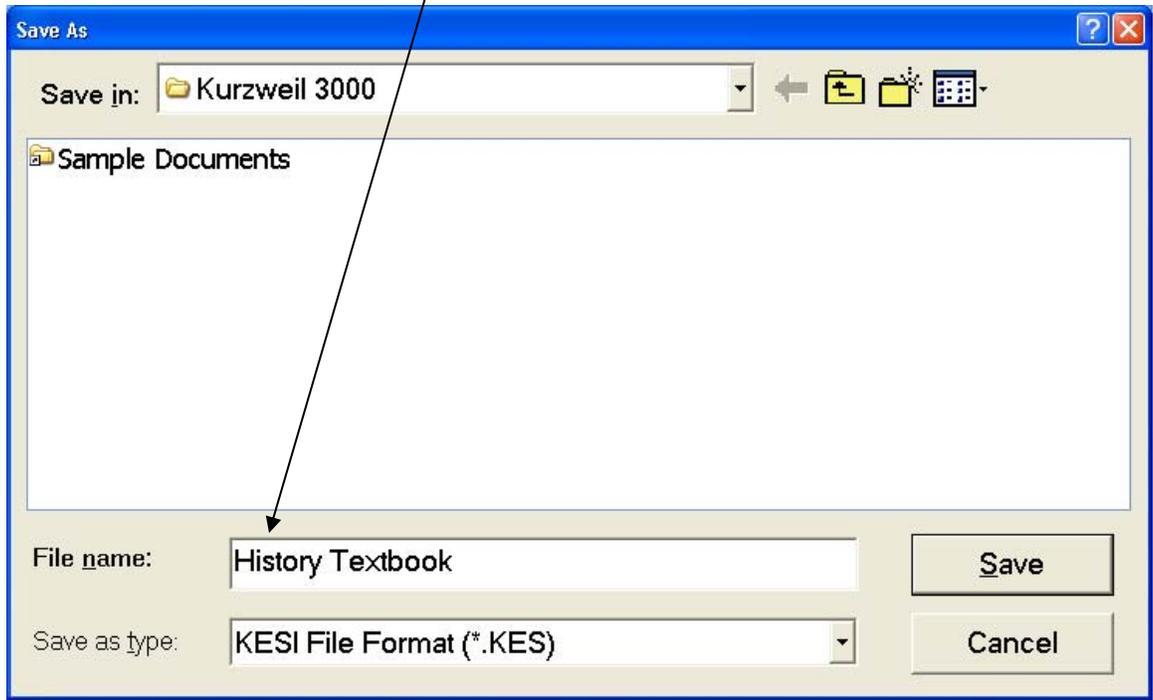
Objective #4: Saving the Scanned Pages

a. Click on the File menu.

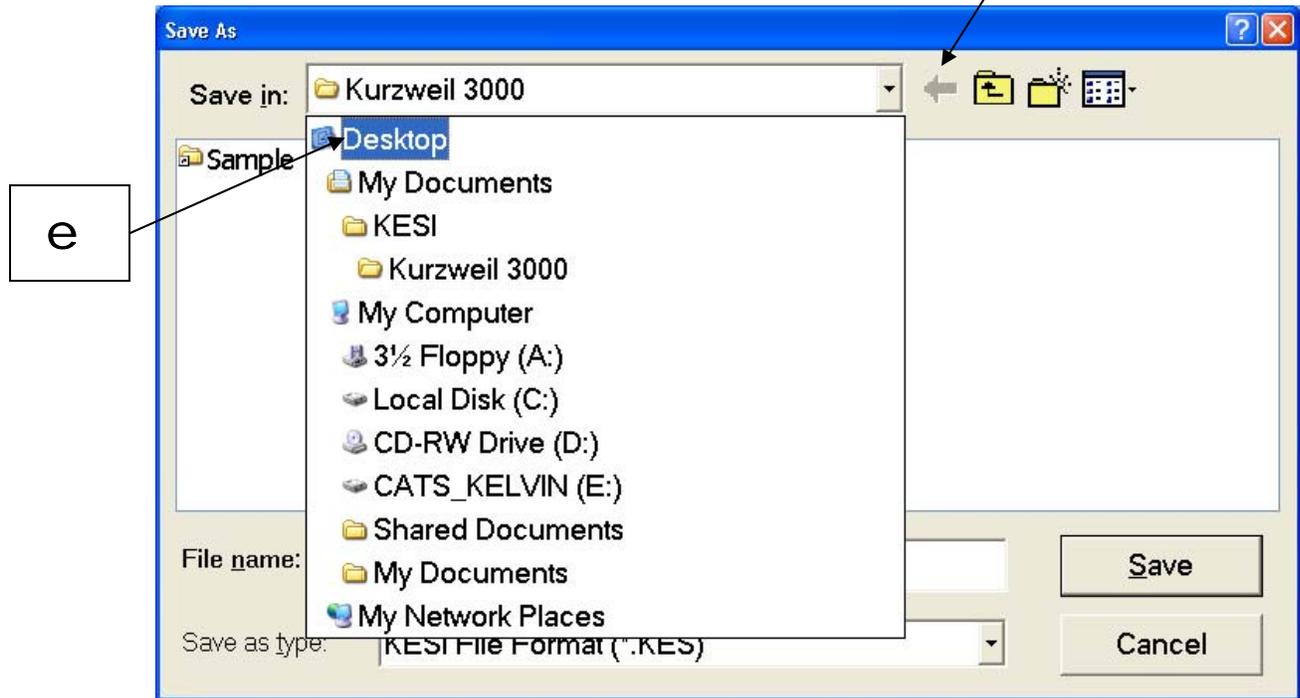


b. Select Save AS.

c. Next to the File name box, type the name of the file you are currently saving.

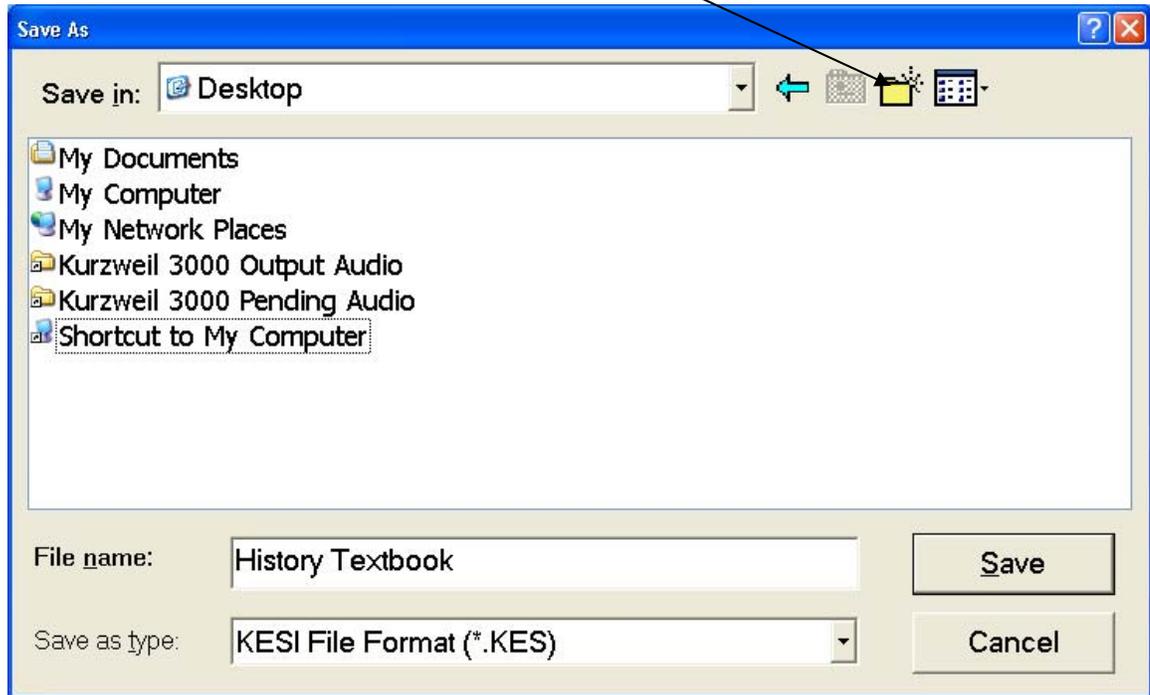


d. Click on the down arrow next to the Save in box, located at the top of the dialog box.



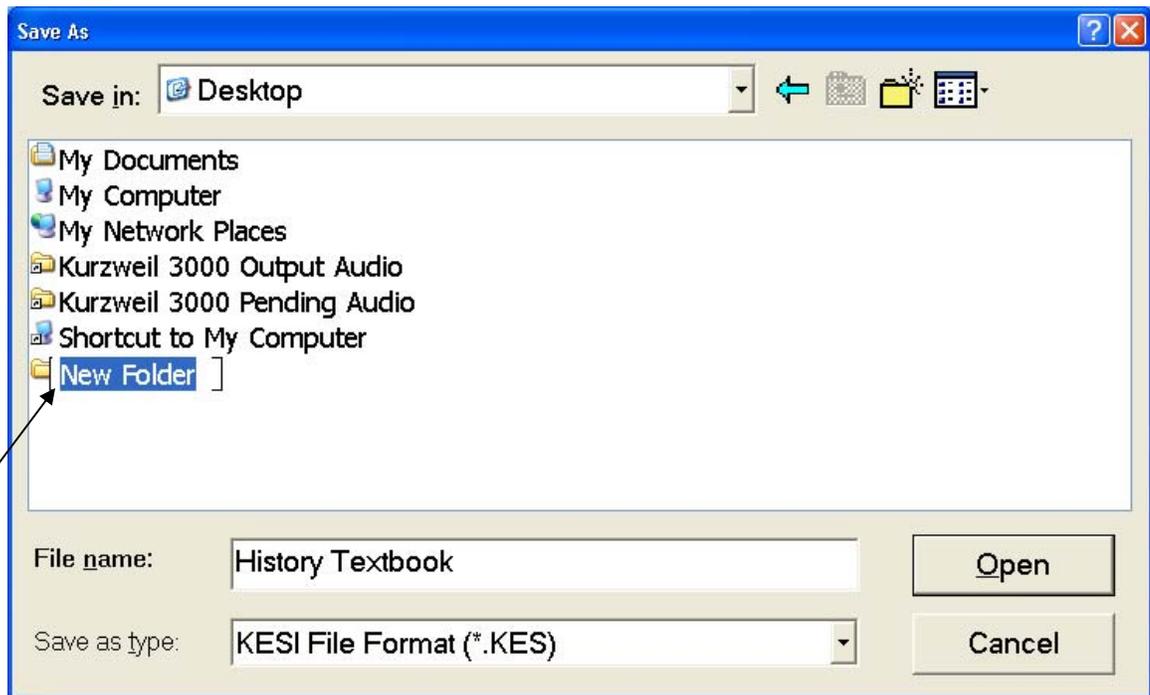
e. Select Desktop from the list.

f. Click on the Create New Folders picture icon.

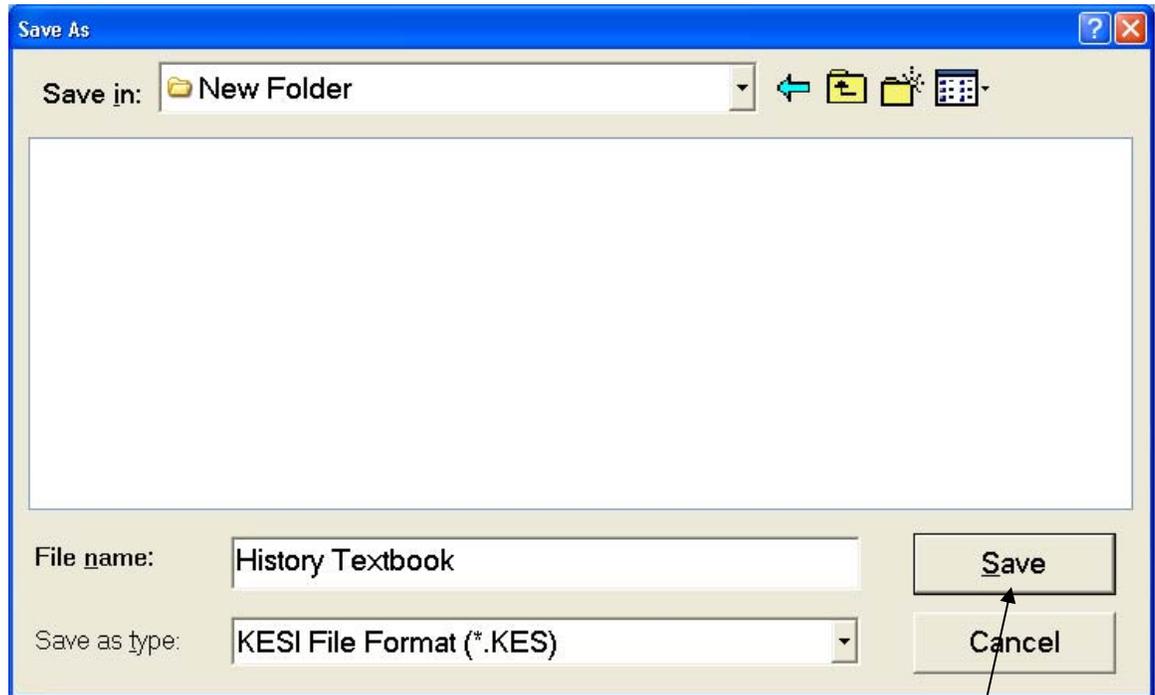


g. Here the New Folder will appear. You can rename the folder to any name you like.

g



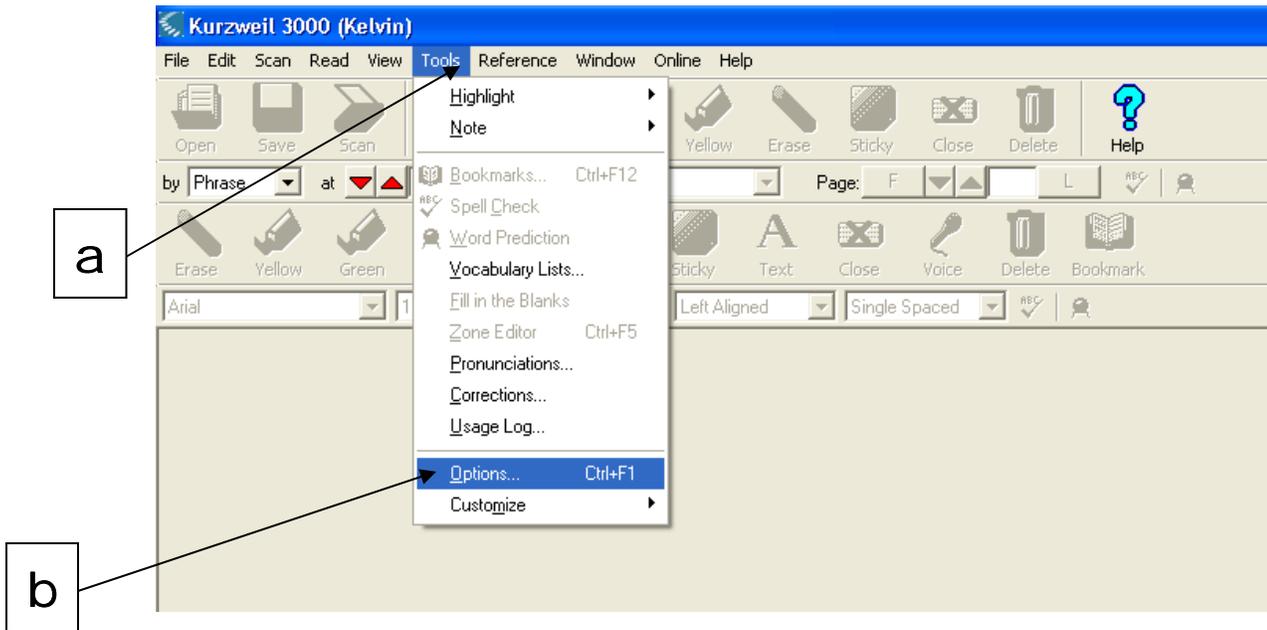
h. Double click on New Folder.



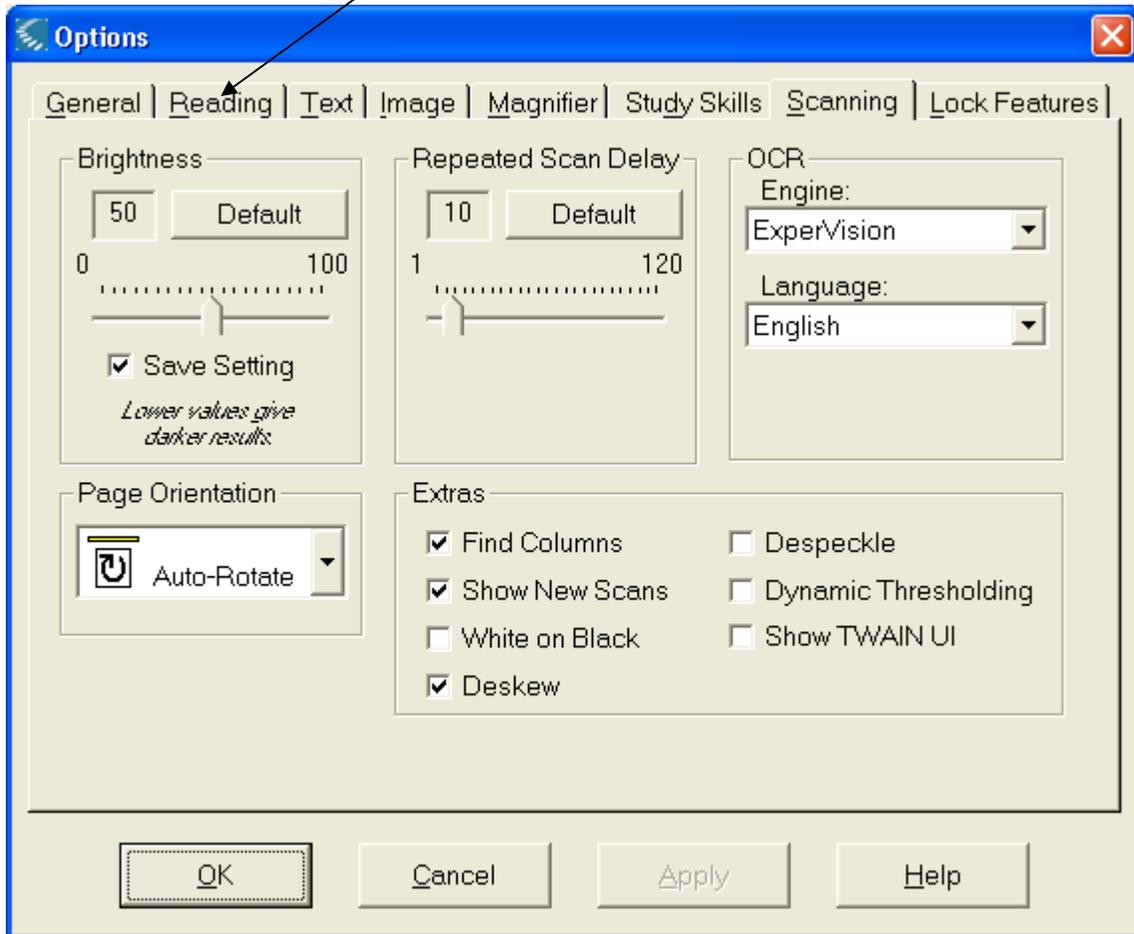
i. When the Save As screen comes up click Save.

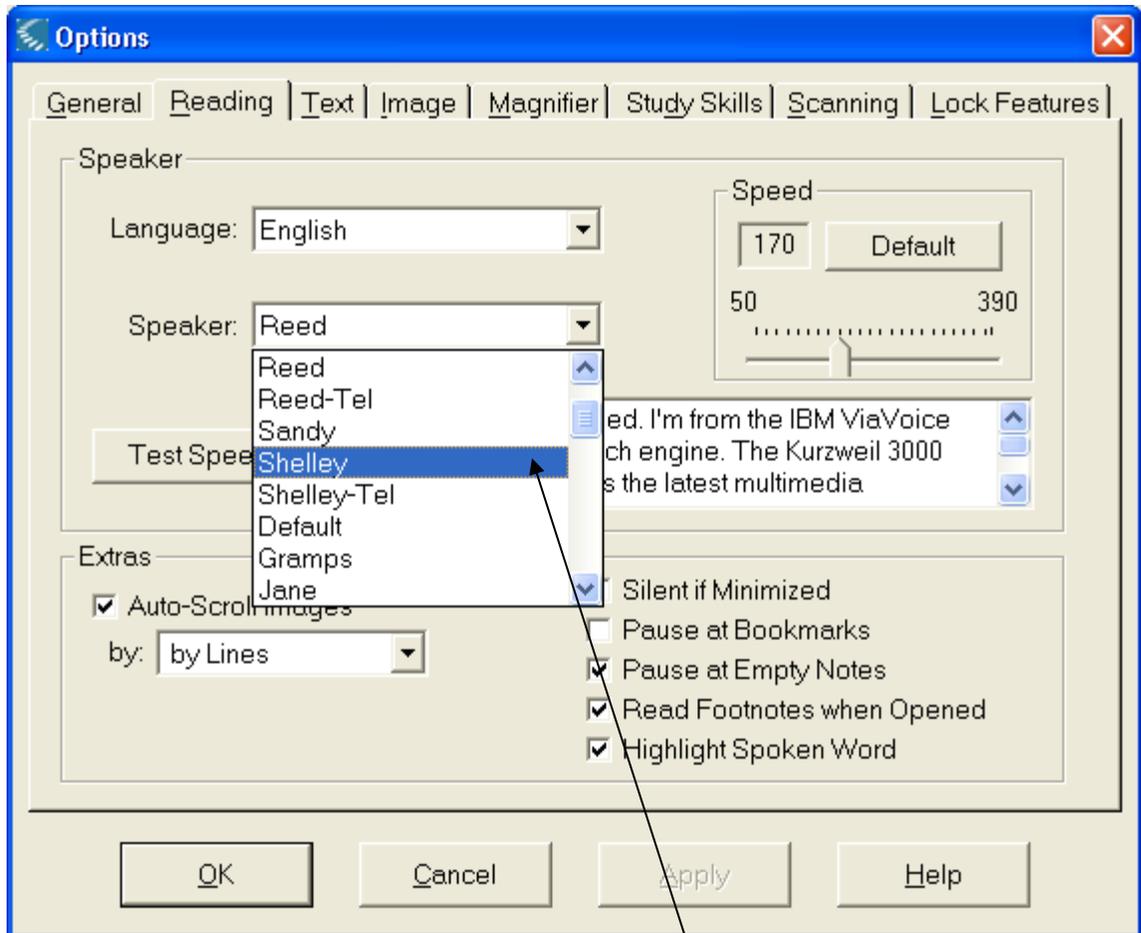
Objective #5: Choosing a Reader

- a. Click on the Tools Menu.
- b. Click on Options.



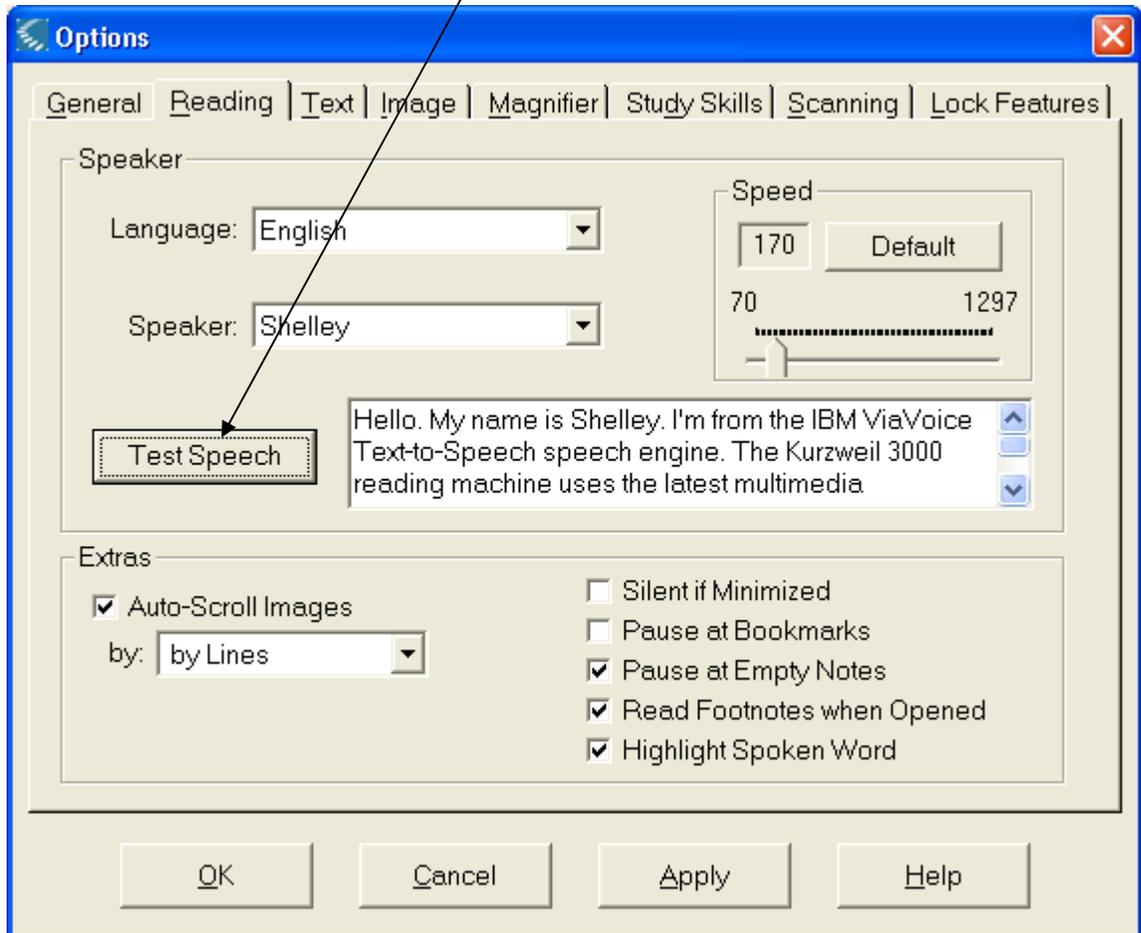
c. In the newly opened window, click on the Reading tab.





d. In this menu the word “Speaker” appears twice in this tab. Go to the second occurrence of the word “Speaker” and click on the down arrow and select the reader you desire.

e. Click on the **Test Speech** button to test the reader's voice.

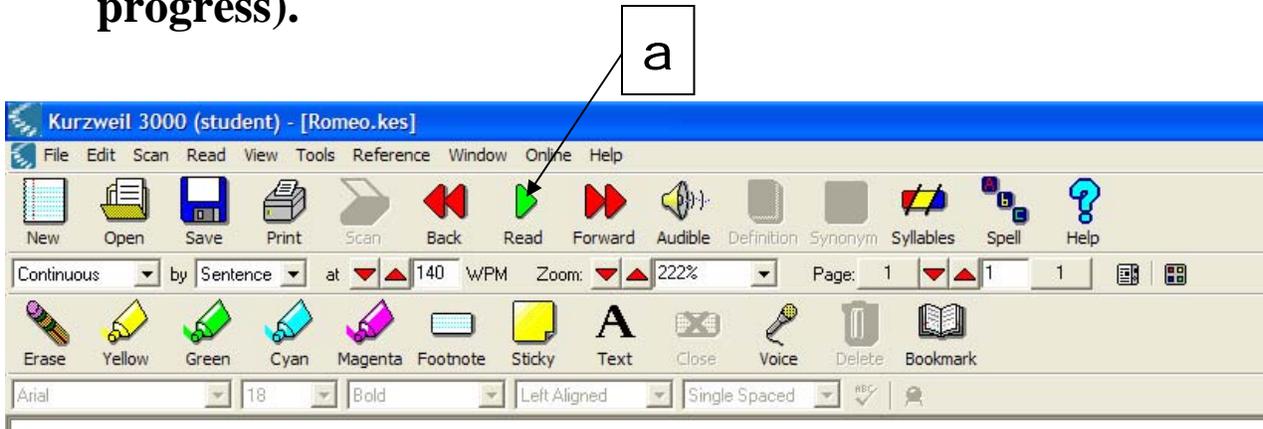


f. Choose a reader and click on the **Apply** button.

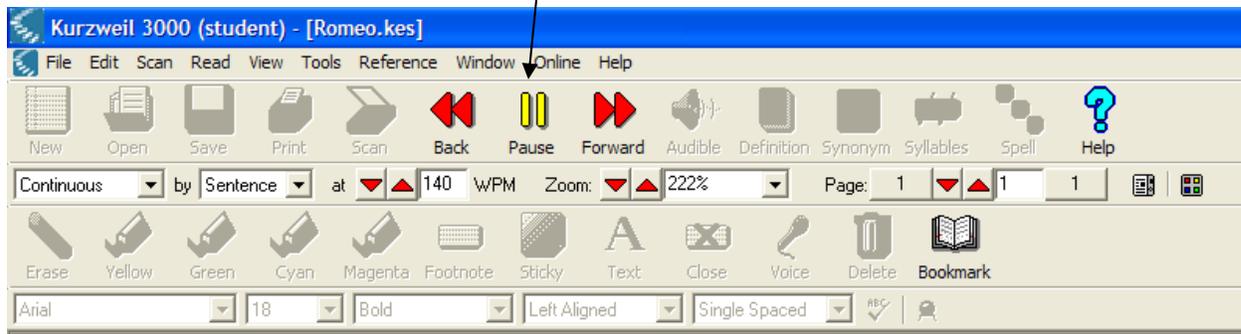
g. Click on the **OK** button to complete.

Objective #6: Reading the Scanned Pages

a. Click on the Read button, the green triangle, the seventh button from the left on the Main Toolbar. (This button will change and become the Pause button, with two yellow lines, while reading is in progress).



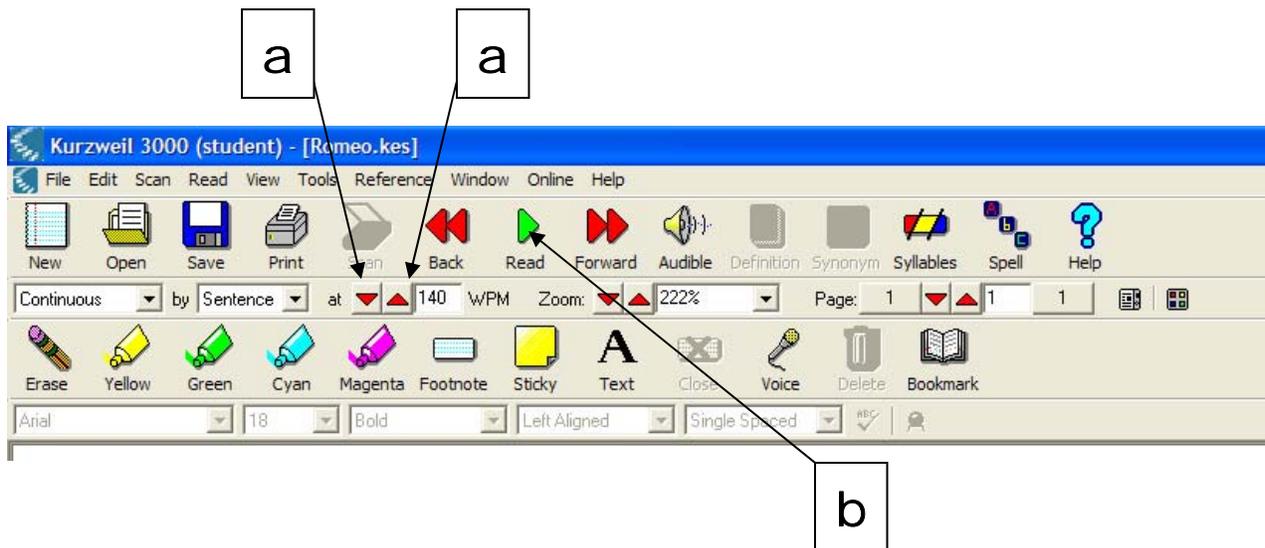
b. Click on the Pause button to stop reading.



Objective #7: Adjusting the Rate of Speech

(Before you adjust the rate of speech, reading must be stopped).

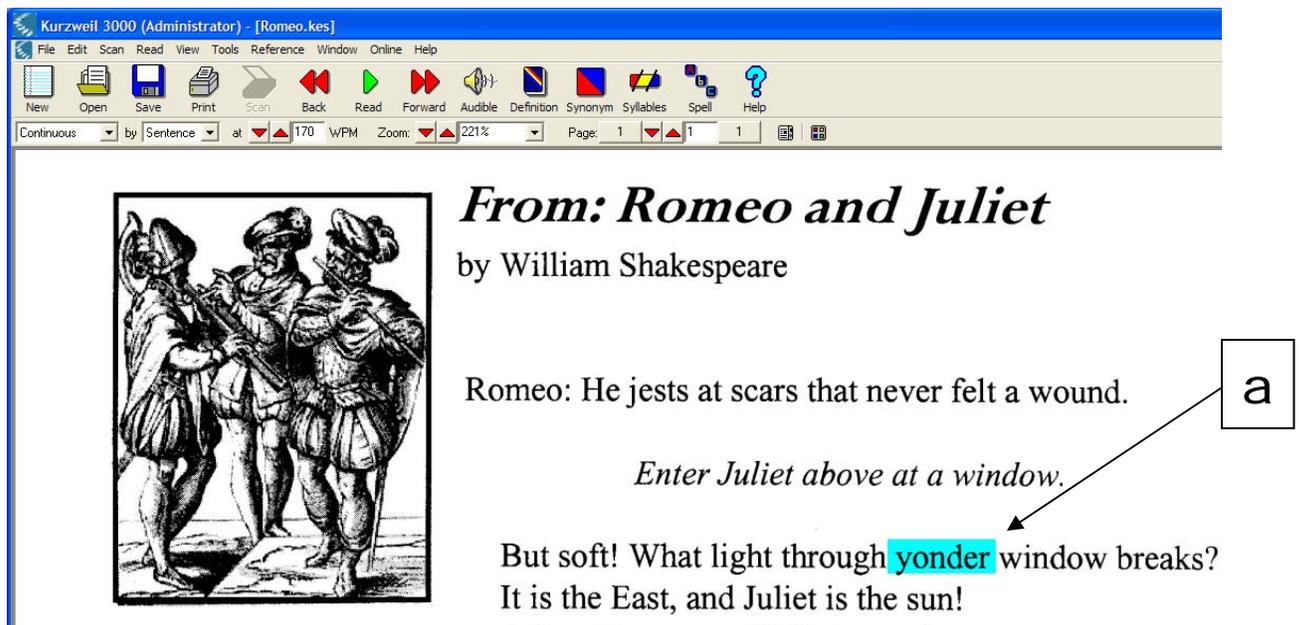
- a. Click on the Red vertical (up and down) arrows next to the WPM box on the Reading Toolbar. (These arrows increase and decrease the number in the box which, in turn, adjusts the rate of speech. The higher the number the quicker the reader will read).



- b. After adjusting the rate of speech, click on the Read button on the Main Toolbar to continue reading.

Objective #8: Finding Definitions

- a. Select a word by dragging the mouse pointer over it.



Kurzweil 3000 (Administrator) - [Romeo.kes]

File Edit Scan Read View Tools Reference Window Online Help

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

Continuous by Sentence at 170 WPM Zoom: 221% Page: 1 1 1



From: Romeo and Juliet
by William Shakespeare

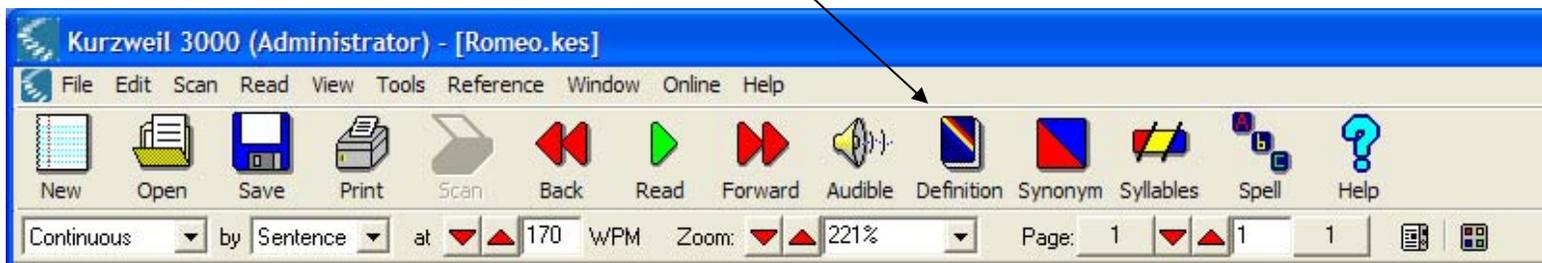
Romeo: He jests at scars that never felt a wound.

Enter Juliet above at a window.

But soft! What light through **yonder** window breaks?
It is the East, and Juliet is the sun!

a

- b. Click on the Definition button on the Main Tool Bar.



Kurzweil 3000 (Administrator) - [Romeo.kes]

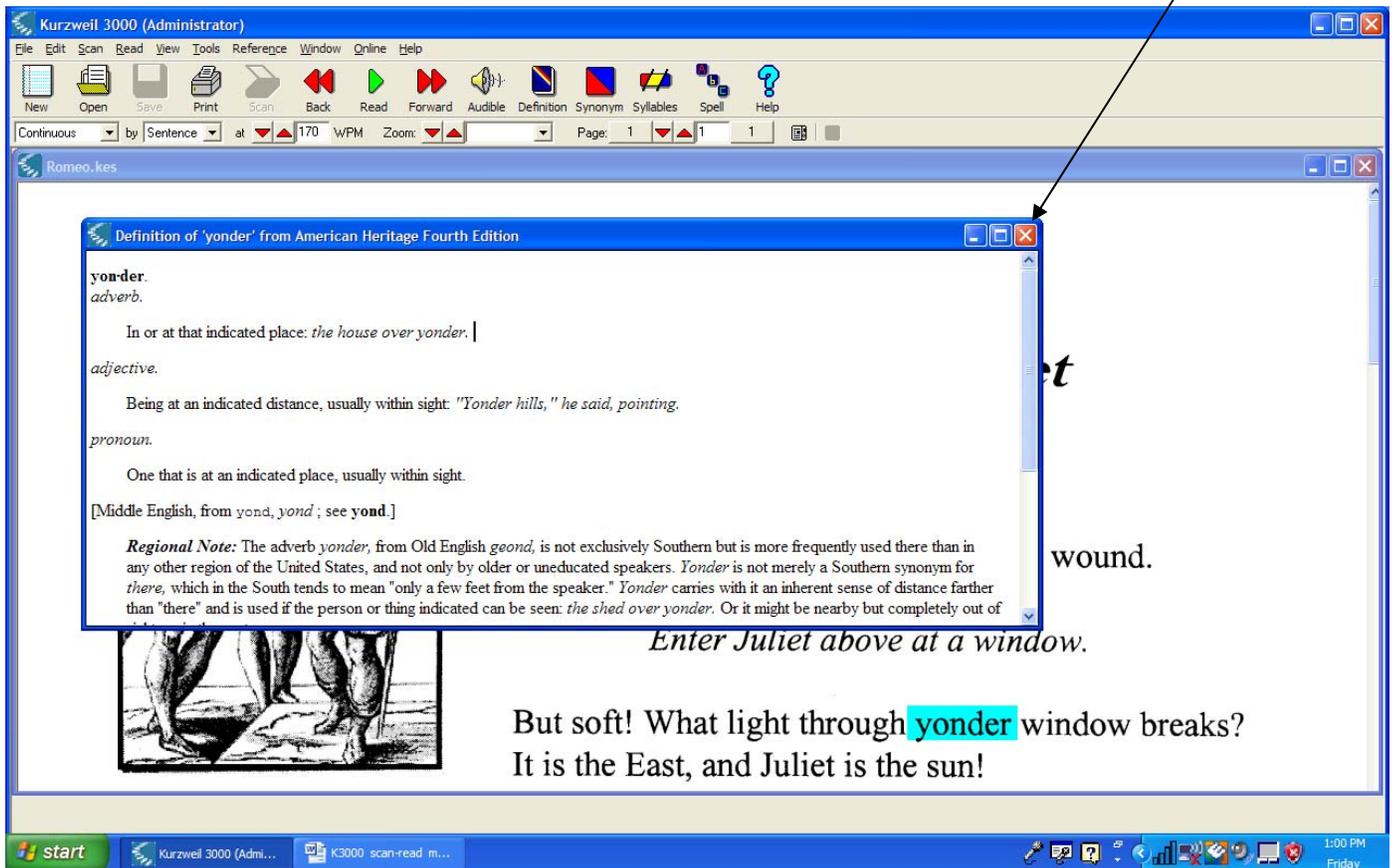
File Edit Scan Read View Tools Reference Window Online Help

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

Continuous by Sentence at 170 WPM Zoom: 221% Page: 1 1 1

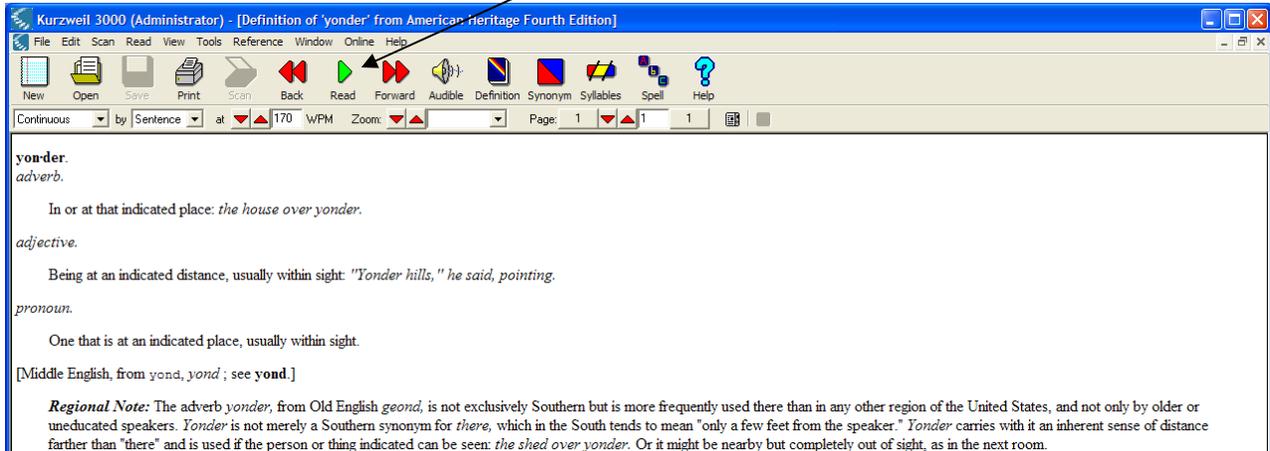
c. To maximize the screen click on the little “square” to the left of the red “X” in the top right corner of the newly opened window.

C

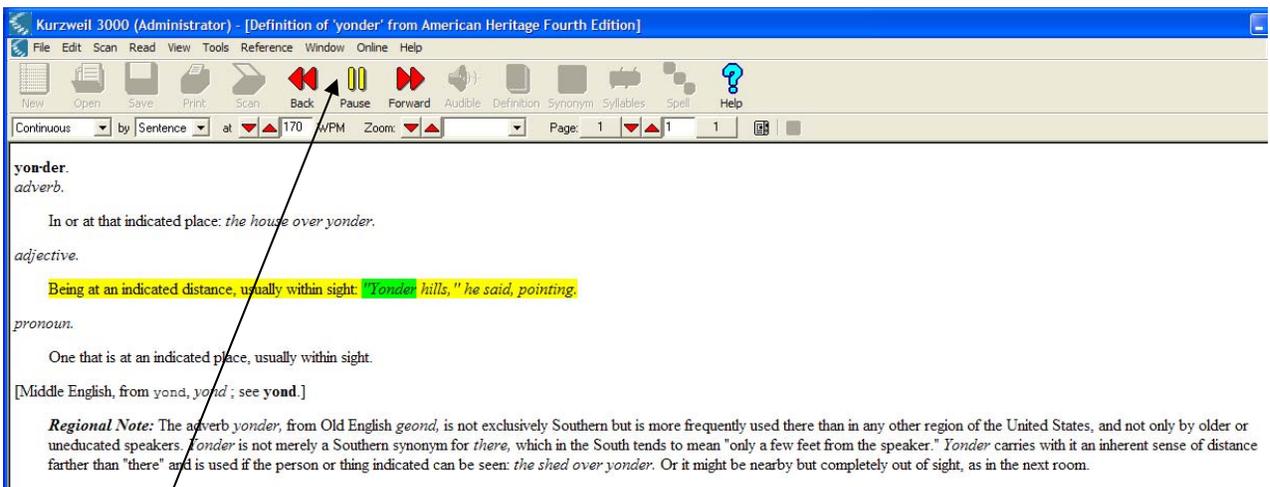


d. Click on the Read button on the Main Toolbar to read the definition(s).

d

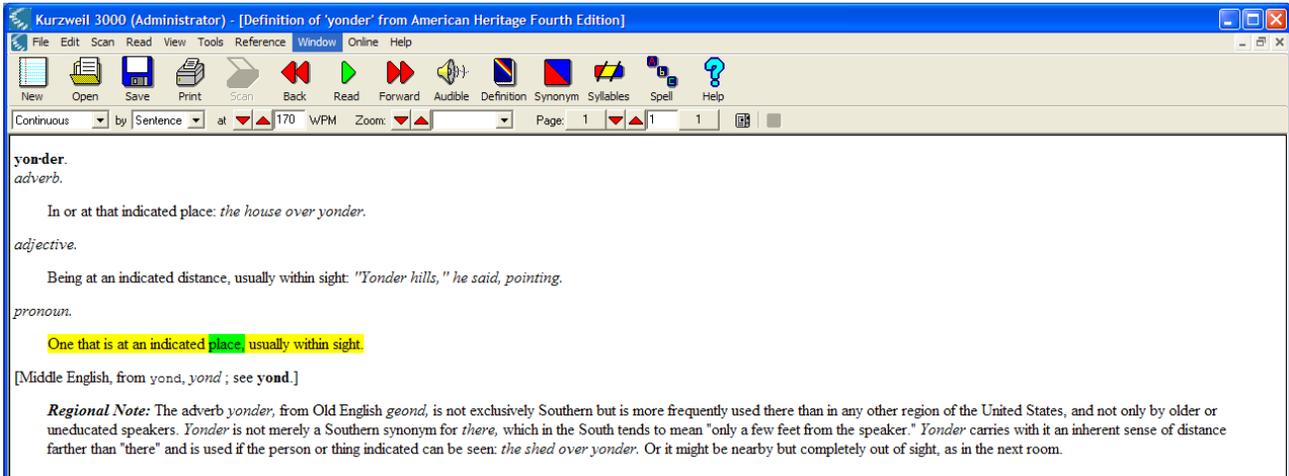


e. Click on the Pause button on the Main Toolbar to stop reading the definition(s). Reading will also stop when the entire definition has been read out loud.



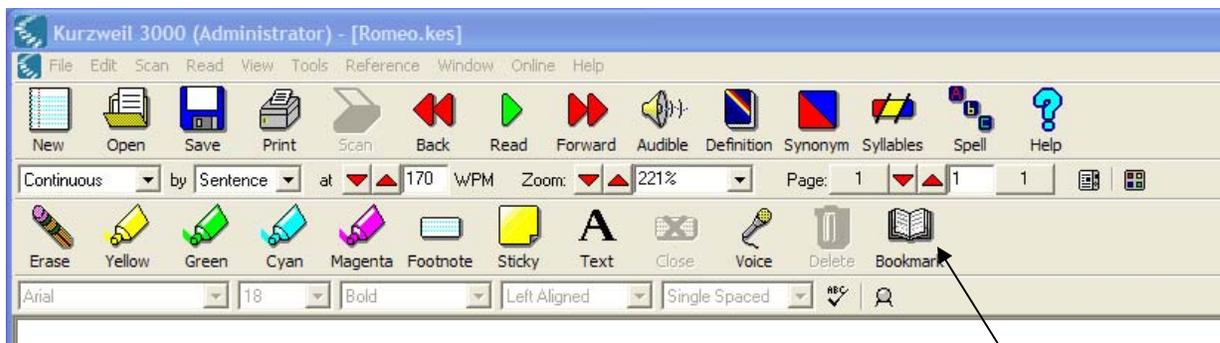
e

- f. Click on the bottom “X” in the grey box at the top right corner of the screen to close the definitions window.

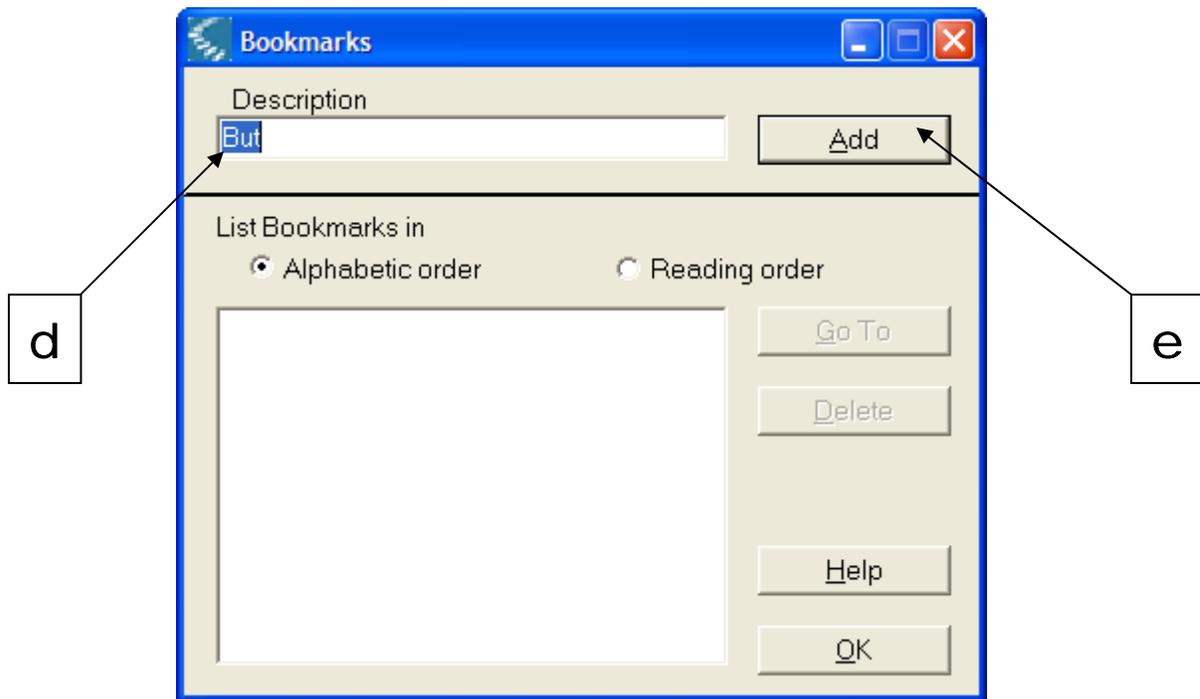


Objective #9: Adding Bookmarks within the Document

- a. Click on the place in the document where you would like to add the bookmark.
- b. Click on the Bookmark button on the Study Skills Tool Bar.



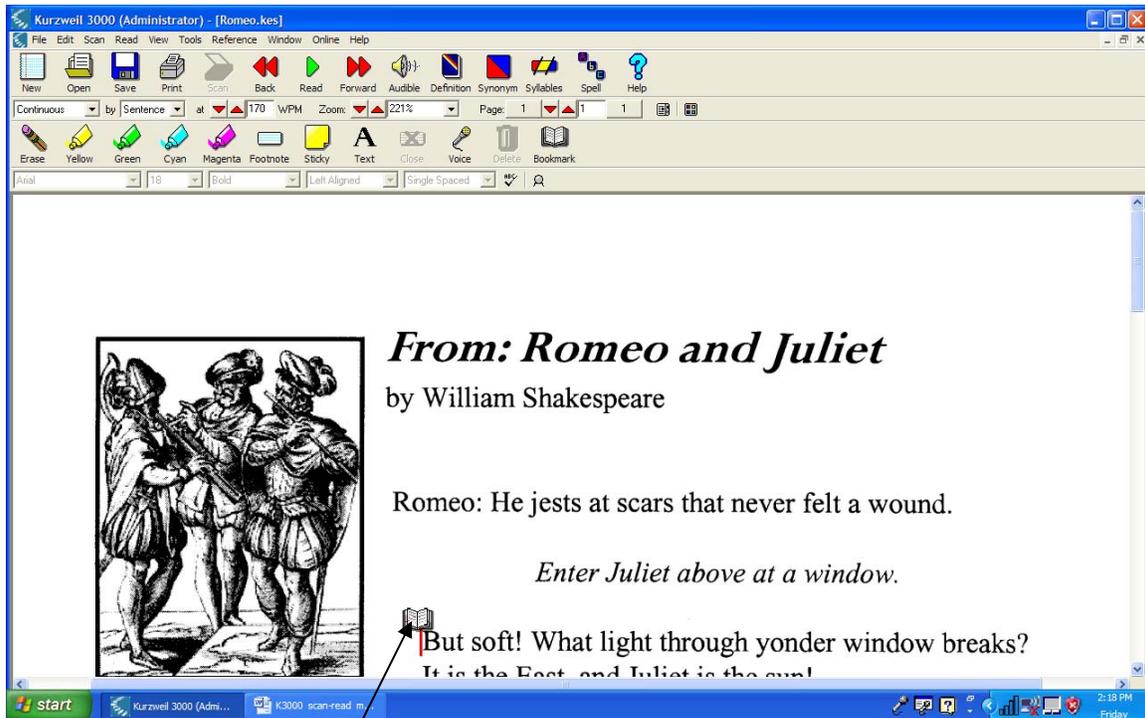
c. The Bookmark dialog box will appear.



d. In the Description box, either leave the word that appears or type a simple one or two word description of the bookmark.

e. Click on the Add button.

- f. The bookmark dialog box will disappear and an image of a “book” will appear showing where the bookmark was inserted within the document.



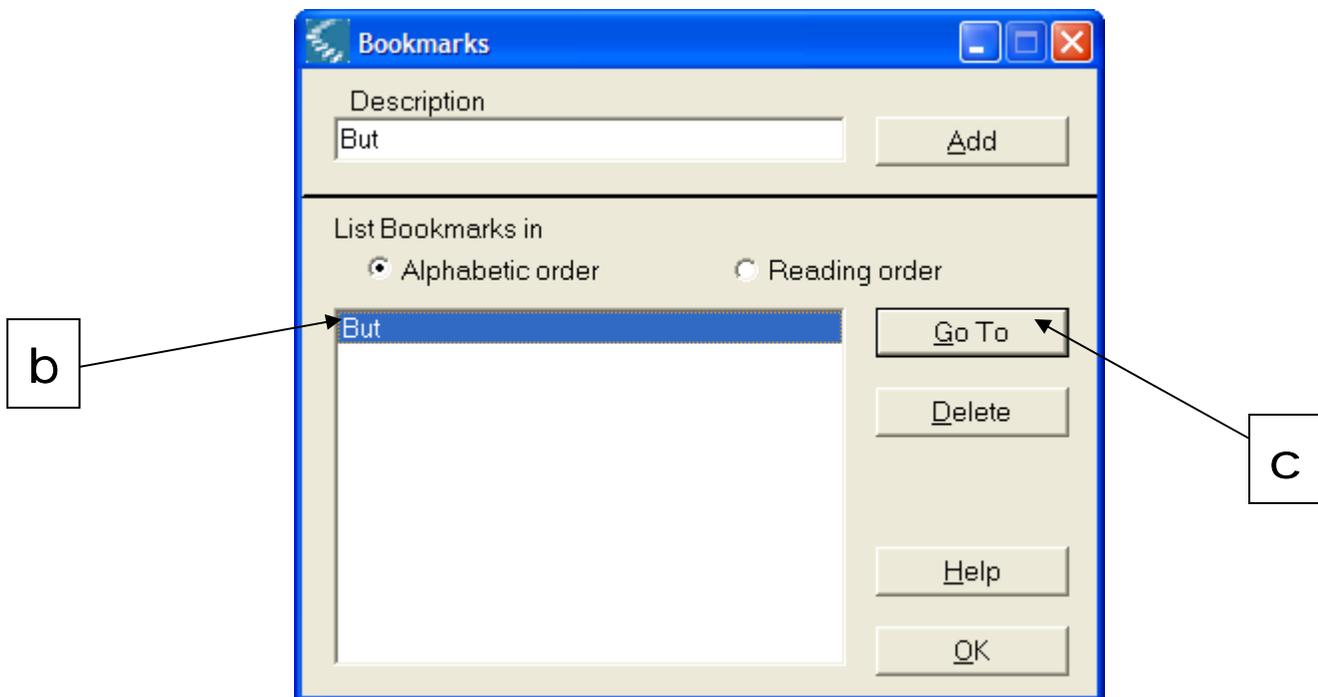
f

Objective#10: Moving to a Bookmark

a. Click on the Bookmark button on the Study Skills Tool Bar.



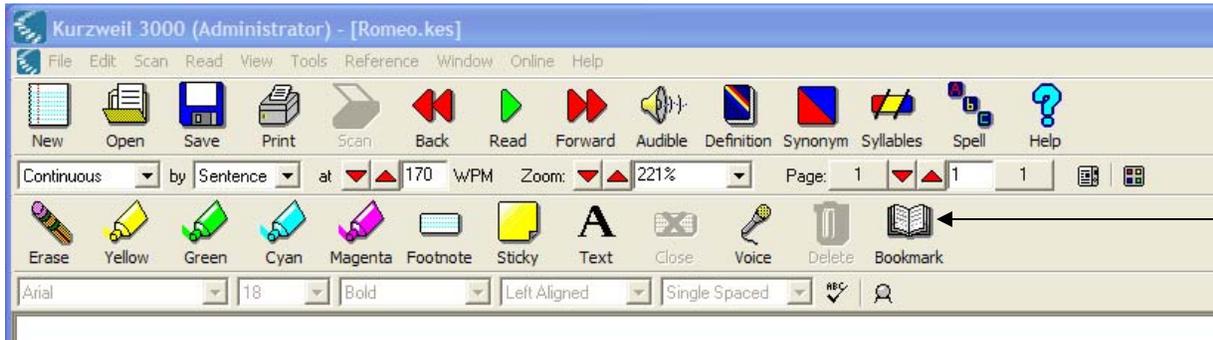
b. From the bookmark list, choose the bookmark you want to return to and click on it.



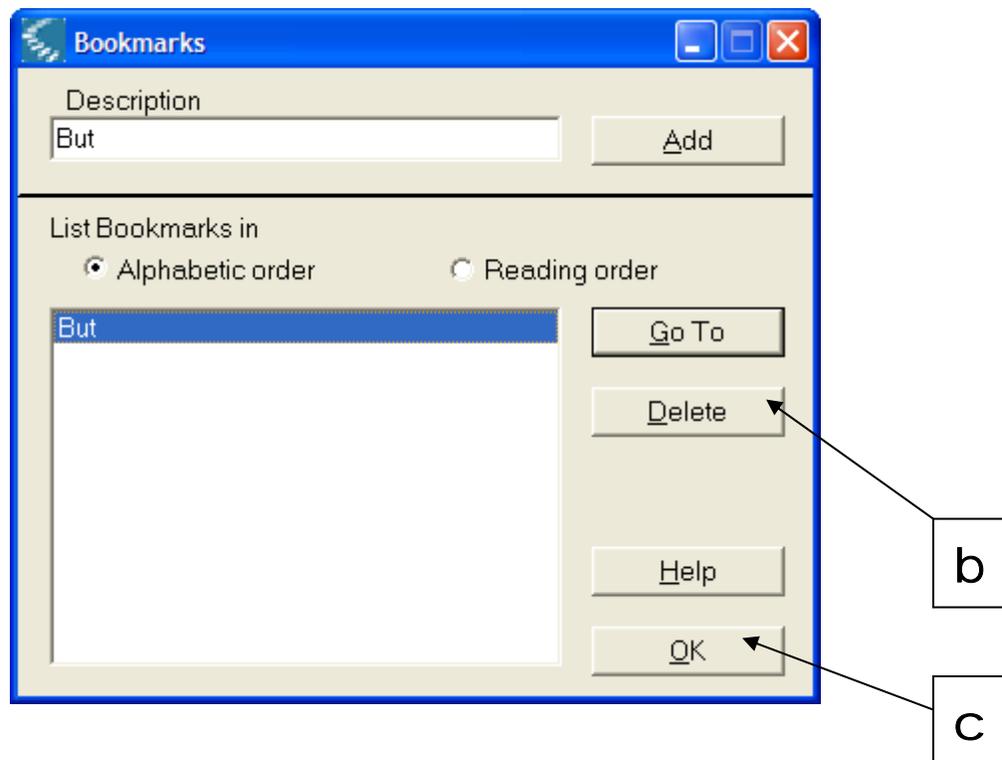
c. Then click the Go To button. The cursor will automatically move to the bookmark you choose.

Objective #11: Deleting a Bookmark

a. Click on the Bookmark button on the Study Skills Tool Bar.



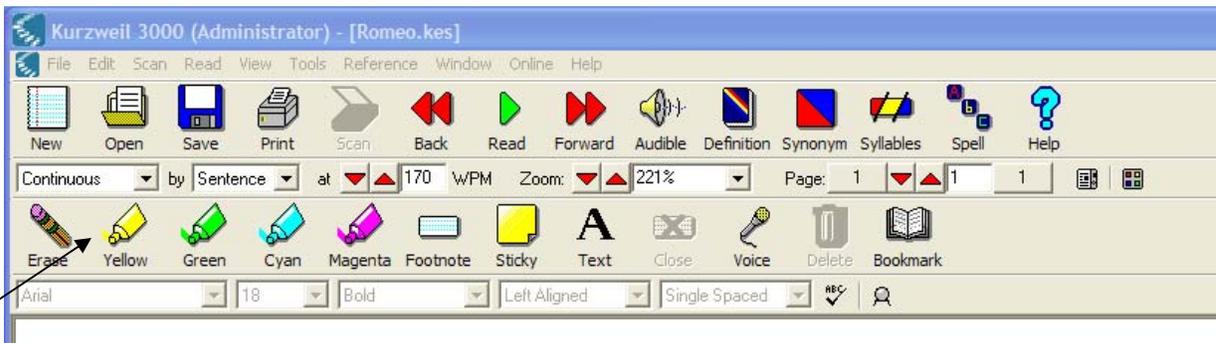
b. From the bookmark list, choose the bookmark you wish to delete and click on the Delete button.



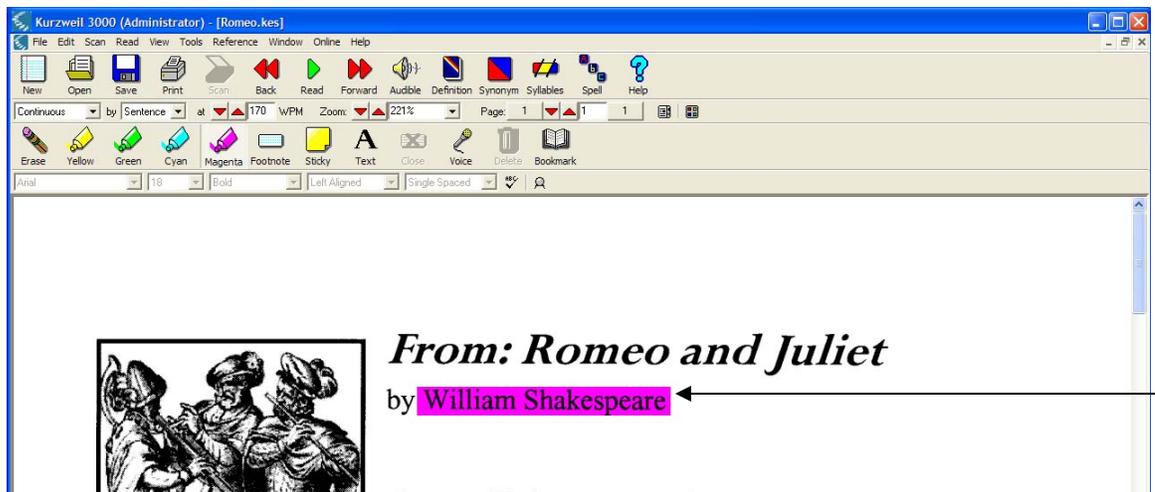
c. Click on the OK button.

Objective #12: Highlighting Important Text

- a. Click on one of the “highlighter” buttons on the Study Skills Tool Bar (you can choose Yellow, Green, Cyan, or Magenta).



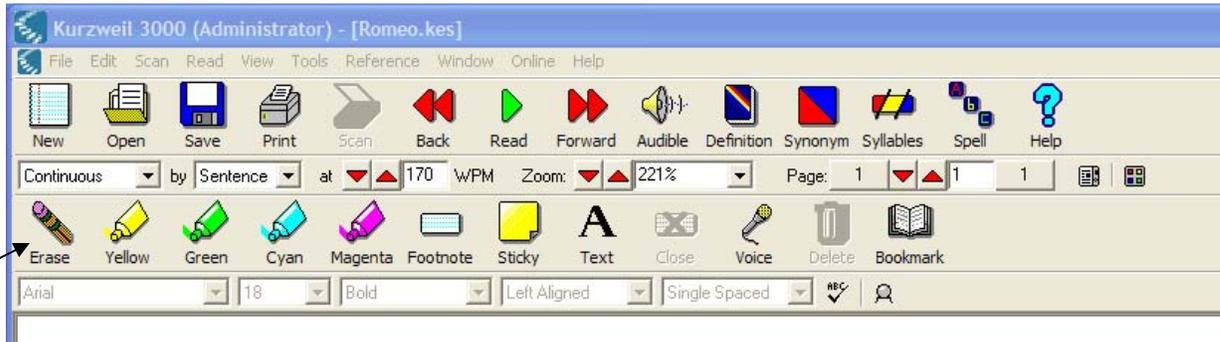
- b. Drag the mouse pointer over an area of text in order to highlight it.



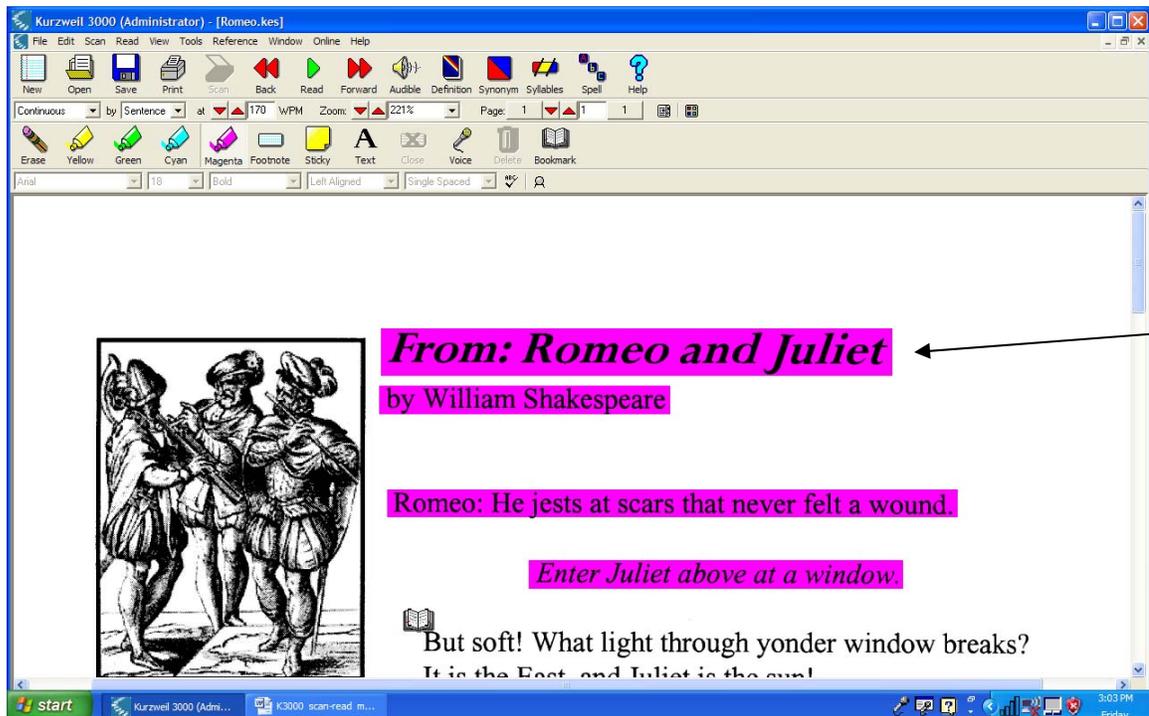
- c. Click on the same “highlighter” button chosen in order to turn the highlighter off.

Objective #13: Erasing Highlighting from Text

a. Click on the Erase button on the Study Skills Tool Bar.



b. Drag the mouse pointer over the area of text you no longer want highlighted.



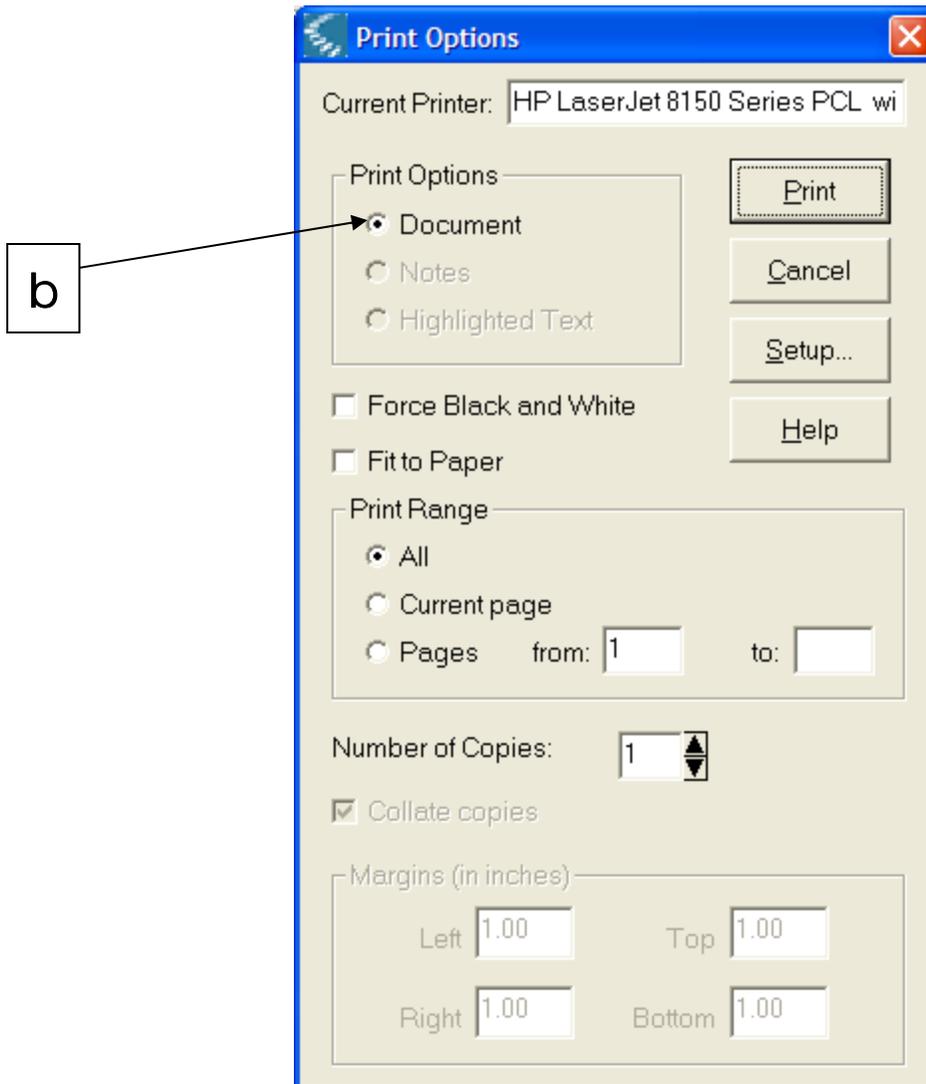
c. Click on the Erase button to turn off the erase feature.

Objective #14: Printing a document

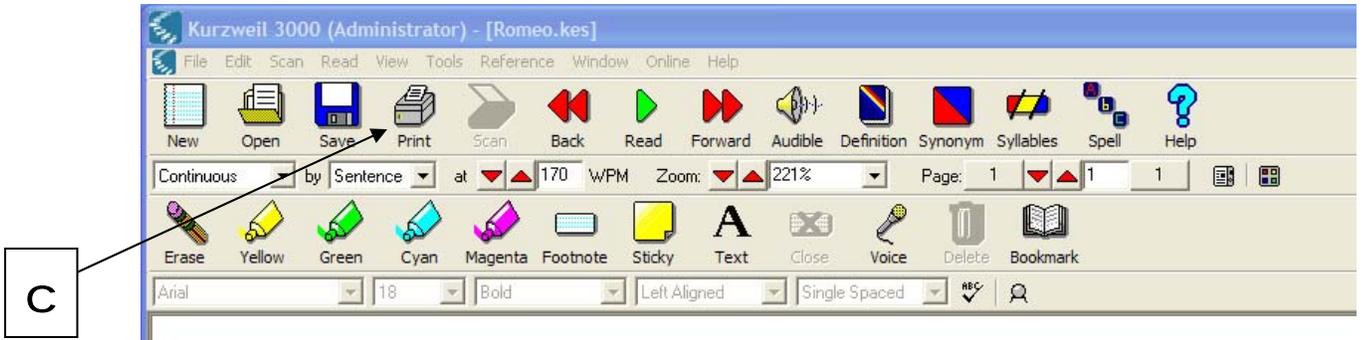
a. Click the Print button on the Main Tool Bar.



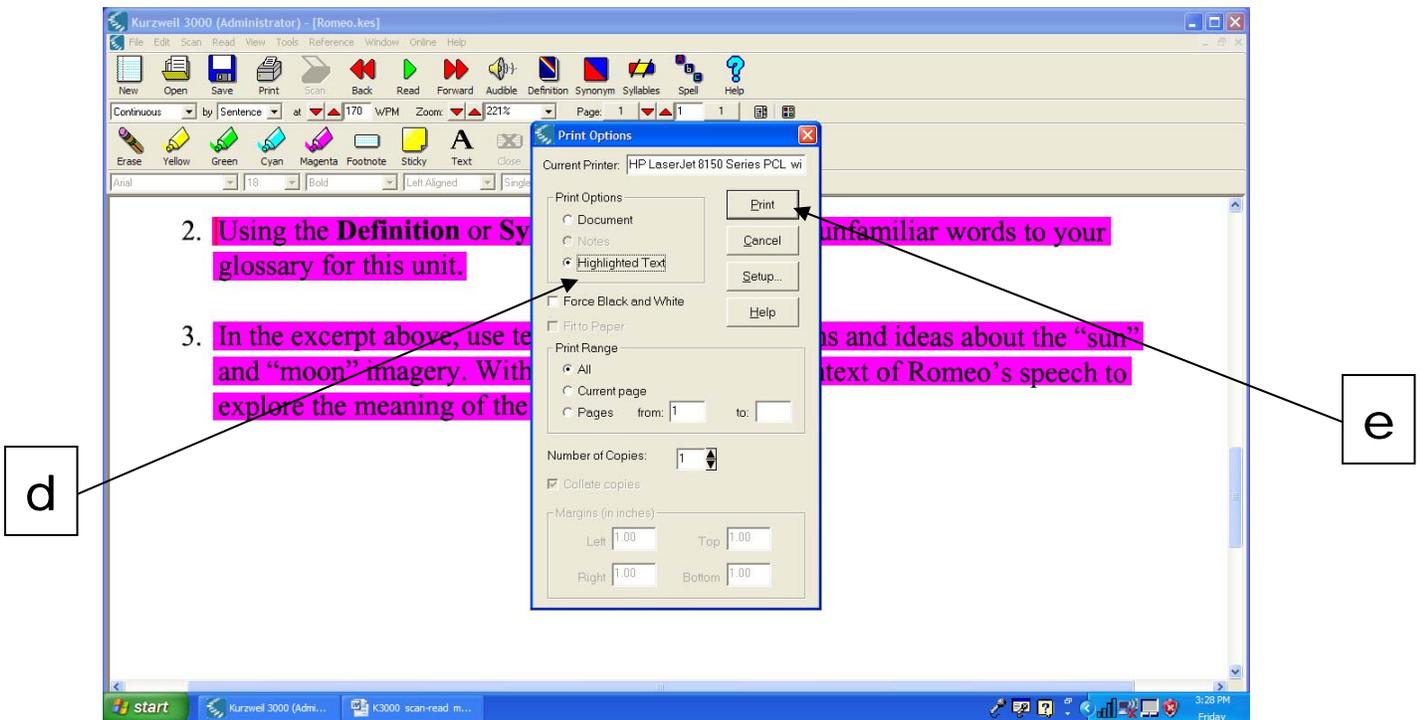
b. Choose “Document” and then click Print



c. To print highlighted text click on the Print button on the Main Tool Bar.



d. Choose “highlighted text”.



e. Click on the Print button.

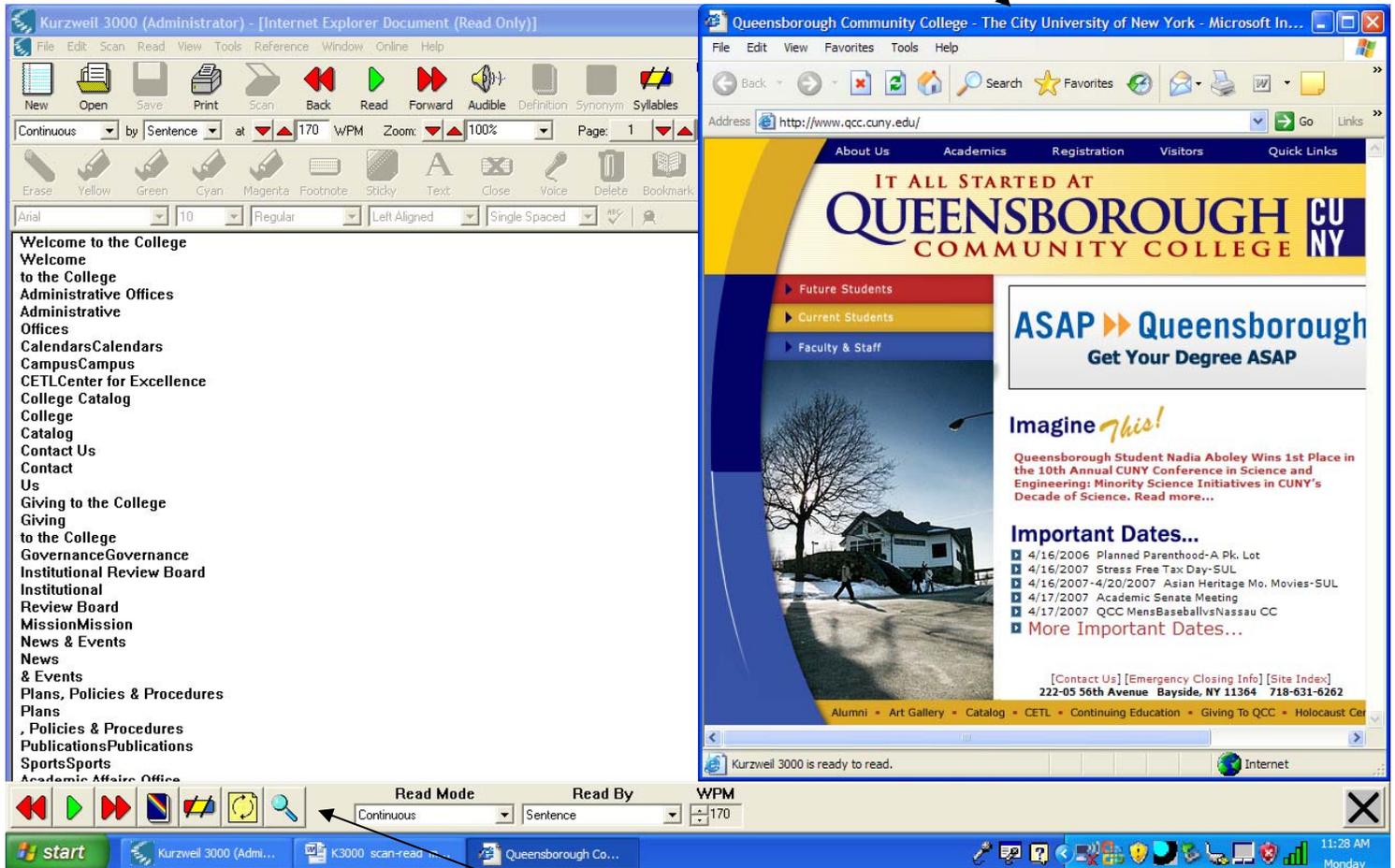
Objective #16: Reading Web Sites

In Kurzweil 3000, when reading from the web users can still access Internet Explorer, other Web sites as well as search the Web.

- a. On the Menu Tool Bar click on Read and choose Read the Web.



b. You will then see the Web browser window.



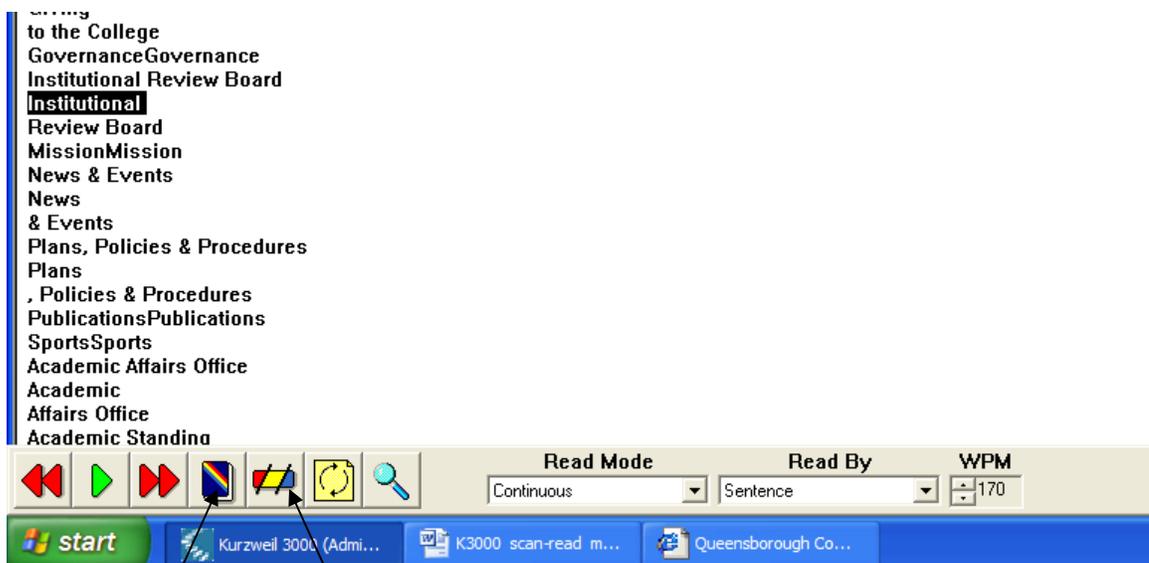
c. Also you will see the Kurzweil 3000 Read the Web Toolbar at the bottom of your screen.

Applying Reference Tools to the Websites

In the Internet Explorer window double click on the word you want to look up.

d. In the Read the Web toolbar, click on the Definition icon for the word you selected.

e. You can also click on the Syllables icon for the word you selected.



d

e

If you click on the Syllables icon this screen will appear.



f. To exit the Read the Web mode, click the X on the lower right-hand corner of the screen.



Objective #15: Exiting Kurzweil 3000

a. To exit Kurzweil 3000 click on the Red “X” button in the top right corner of the screen. (Remember to save your work before you exit Kurzweil 3000).

a

