CATS TUTORIALS

Starting Kurzweil 3000

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



If the <u>Tip of the Day</u> appears you may read it and then click on the red " \underline{X} " in the top right corner of the box to close it.



<u>Objective #1: Customizing your Kurzweil 3000 Tool</u> <u>Bar</u>. a. In the Kurzweil 3000 window Menu Bar, click on <u>Tools</u> on the Menu bar



b. Select <u>Customize</u> and then <u>Toolbars</u>.

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c. Here the <u>Customize Toolbars</u> will appear.

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d. Click on the <u>Study Skills</u> tab.

- e. Check the <u>Visible</u> box.
- f. Click on the <u>Apply</u> button when the check mark appears in the checkbox.

g. Then click on the <u>Reading</u> tab.

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Save View OK Cancel Apply Help
h. Check the Visible box.

i. Click on the <u>Apply</u> button when the check mark appears in the checkbox.

j. Click on the Writing tab.

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Main Toolbar Study Skills Reading Writing
Toolbar Details
Name: Writing Visible
Buttons
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Single Spaced
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Defaults Clear
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k. Check the <u>visible</u> box.

l. Click on the <u>Apply</u> button when the check mark appears in the checkbox.

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m. Then click on the <u>OK</u> button to save the changes and close the window.

Objective #2: Visually Explore and Become Familiar with the Kurzweil 3000 User Interface. h **Kurzweil 3000 User Interface** а b **BX**4 d 1 💞 🔒 А **BX**(С e 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! Arise, fair sun, and kill the envious moon, Who is already sick and pale with grief That thou her maid art far more fair than she. Be not her maid, since she is envious. Use wantal livery is but sist and many Page 1 g K3000 scan-read mo / 💀 🛛 🕇 🛃 start

- a. Main Menu Barb. Main Toolbarc. Study Skills Toolbard. Reading Toolbar
- e. Writing Toolbar

f. Document Areag. Status Barh. 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 <u>Scan</u> 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 <u>Scan Menu</u>, then choose <u>Scan Repeatedly</u>.



- 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 <u>End Scanning</u> button on the counter when the last page has been scanned.

<u>Adjusting Countdown time:</u> 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 <u>End Scanning</u> button on the counter.



2. To adjust the countdown time, click on the <u>Tools</u> Menu, and then choose <u>Options</u>.



3. The <u>Options Menu</u> will appear.

🚿 Options	\mathbf{X}
<u>G</u> eneral <u>R</u> eading <u>Text</u> <u>Image</u> <u>M</u> ag	nifier Study Skills <u>S</u> canning <u>L</u> ock Features Speak on Turning /
Main Toolbar	All Characters Whole Words
Study Skills Large	Miscellaneous
 Show Reading Show Writing Show Status Bar Show Ruler Units: Inches 	 Speak Buttons Speak Messages Large Message Boxes Ask for User on Startup Tip of the Day on Startup Drag-Drop Enabled
Recent Files Remember Last 10 File Names	My Zoom Value: 100
<u>Q</u> K <u>C</u> ancel	Apply Help

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).

Options General Reading Text Image Brightness 50 Default 0 100 Image Image Save Setting Image	Magnifier Study Skills Scanning Lock Features eated Scan Delay Default 120 Language: English
General Reading Text Image Brightness 50 Default 0 100 	Magnifier Study Skills Scanning Lock Features Detault OCR Engine: 120 Language: English
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7. To begin scanning again click on the <u>Menu Bar</u> click on <u>Scan</u> and then choose <u>Scan Repeatedly</u>.

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Scan Repeatedly Ctrl+F9 Scanner Setup	

Objective #4: Saving the Scanned Pages a. Click on the <u>File</u> menu.



b. Select Save AS.

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

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



e. Select <u>Desktop</u> from the list.

f. Click on the <u>Create New Folders</u> picture icon.

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

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h. Double click on New Folder.

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i. When the <u>Save As</u> screen comes up click <u>Save</u>.

Objective #5: Choosing a Reader

a. Click on the <u>Tools</u> Menu.b. Click on <u>Options</u>.



c. In the newly opened window, click on the <u>Reading</u> tab.

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Speaker
Language: English
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Test Spee Shelley Shelley-Tel Default Gramps
Auto-Scroll-mages
by: by Lines Pause at Empty Notes Read Footnotes when Opened
Highlight Spoken Word
<u>OK</u> <u>Cancel</u> <u>H</u> elp

d. In this menu the word "<u>Speaker</u>" appears twice in this tab. Go to the second occurrence of the word "<u>Speaker</u>" and click on the down arrow and select the reader you desire.

e. Click on the <u>Test Speech</u> button to test the reader's voice.

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General Reading Text Image Magni Speaker Language: English Speaker: Shelley	ifier Study Skills Scanning Lock Features
Test Speech Text-to-Speech speech spe	Shelley. I'm from the IBM VIaVoice Speech engine. The Kurzweil 3000 uses the latest multimedia.
Auto-Scroll Images by: by Lines	 Silent if Minimized Pause at Bookmarks Pause at Empty Notes Read Footnotes when Opened Highlight Spoken Word
<u>O</u> K <u>C</u> ancel	Apply <u>H</u> elp

f. Choose a reader and click on the <u>Apply</u> button.

g. Click on the <u>OK</u> button to complete.

Objective #6: Reading the Scanned Pages

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



b. Click on the Pause button to stop reading.

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Objective #7: Adjusting the Rate of Speech

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

a. Click on the <u>Red</u> vertical (up and down) arrows next to the <u>WPM</u> box on the <u>Reading</u> 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 <u>Read</u> button on the <u>Main Toolbar</u> to continue reading.

Objective #8: Finding Definitions

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



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c. To maximize the screen click on the little <u>"square"</u> to the left of the red "X" in the top right corner of the newly opened window.

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S Definition of 'yonder' from American Heritage Fourth Edition	
yon-der. adverb.	-
In or at that indicated place: the house over yonder.	
adjective.	•1
Being at an indicated distance, usually within sight: "Yonder hills," he said, pointing.	-
pronoun.	
One that is at an indicated place, usually within sight.	
[Middle English, from yond, yond ; see yond.]	
Regional Note: The adverb yonder, from Old English geond, is not exclusively Southern but is more frequently used there than in any other region of the United States, and not only by older or uneducated speakers. <i>Yonder</i> is not merely a Southern synonym for <i>there</i> , which in the South tends to mean "only a few feet from the speaker." <i>Yonder</i> carries with it an inherent sense of distance farther than "there" and is used if the person or thing indicated can be seen: <i>the shed over yonder</i> . Or it might be nearby but completely out of	wound.
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But soft! What light through vonder w	vindow breaks?
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d. Click on the <u>Read</u> button on the <u>Main</u> Toolbar to read the definition(s).



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

📡 Kurzweil 3000 (Administrator) - [Definition of 'yonder' from American Heritage Fourth Edition]
File Edit Scan Read View Tools Reference Window Online Help
New Open Save Print Scan Back Pause Forward Audio Definition Synonym Syllables Spel Heb
Continuous 🔽 by Sentence 🔽 at 🔽 170 ///PM Zoom: 💌 💌 Page: 1 💌 1 1 🔢
yonder. adverb.
adjective.
Being at an indicated distance, usually within sight: "Wonder hills," he said, pointing,
pronoun.
One that is at an indicated place, usually within sight.
[Middle English, from yond, yand; see yond.]
Regional Note: The adverb yonder, from Old English geond, is not exclusively Southern but is more frequently used there than in any other region of the United States, and not only by older or uneducated speakers. <i>Jonder</i> is not merely a Southern synonym for <i>there</i> , which in the South tends to mean "only a few feet from the speaker." <i>Yonder</i> carries with it an inherent sense of distance farther than "there" and is used if the person or thing indicated can be seen: the shed over yonder. Or it might be nearby but completely out of sight, as in the next room.
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 <u>Bookmark</u> button on the <u>Study Skills</u> <u>Tool Bar</u>.



c. The <u>Bookmark</u> dialog box will appear.

	S Bookmarks		
	Description		
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- d. In the <u>Description</u> box, either leave the word that appears or type a simple one or two word description of the bookmark.
- e. Click on the <u>Add</u> button.

f. The bookmark dialog box will disappear and an image of a "<u>book</u>" will appear showing where the bookmark was inserted within the document.



Objective#10: Moving to a Bookmark

a. Click on the <u>Bookmark</u> button on the <u>Study Skills</u> <u>Tool Bar</u>.



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

	Sookmarks		
	Description But	Add	
b	List Bookmarks in C Reading But	g order <u>G</u> o To N <u>D</u> elete	C
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c. Then click the <u>Go To</u> button. The cursor will automatically move to the bookmark you choose.

Objective #11: Deleting a Bookmark

a. Click on the <u>Bookmark</u> button on the <u>Study Skills</u> <u>Tool Bar</u>.



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

S Bookmarks		
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c. Click on the <u>OK</u> button.

Objective #12: Highlighting Important Text

a. Click on one of the "highlighter" buttons on the <u>Study Skills</u> 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 <u>Erase</u> button on the <u>Study Skills</u> Tool Bar.



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



c. Click on the <u>Erase</u> 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 <u>Print</u> button on the <u>Main Tool Bar</u>.



d. Choose "highlighted text".



e. Click on the **<u>Print</u>** 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 <u>Read</u> and choose <u>Read the Web</u>.



b. You will then see the <u>Web browser</u> window.



c. Also you will see the Kurzweil 3000 <u>Read the Web</u> <u>Toolbar</u> at the bottom of your screen. <u>Applying Reference Tools to the Websites</u> 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.



If you click on the <u>Syllables icon</u> this screen will appear.

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Selected Word:	Institutional			
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Pronunciation:	ĭn'stĭ-t oo 'shə- <mark>nəl</mark>			
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Г	Pronunciation Key			

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

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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

