

Kurzweil 3000 (Win) v.20: Saving Text Files

Introduction

Kurzweil 3000 can save text and image files in a number of file formats which can be read by other software programs. It can also open a variety of file formats that have been created by other programs. Its ability to handle different file formats makes it easy to integrate its use with other software programs typically found in schools.

Learning Objectives

Completion of This Tutorial will provide experience with the following:

- Saving text files in Kurzweil 3000



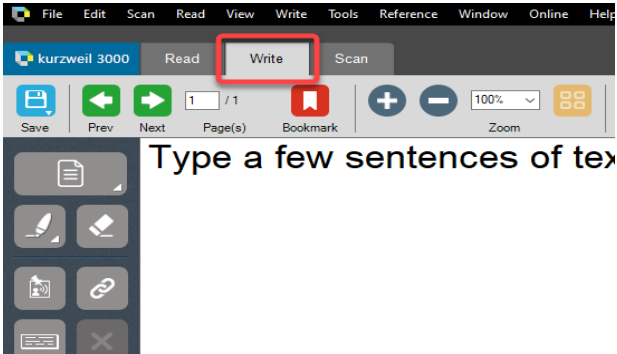
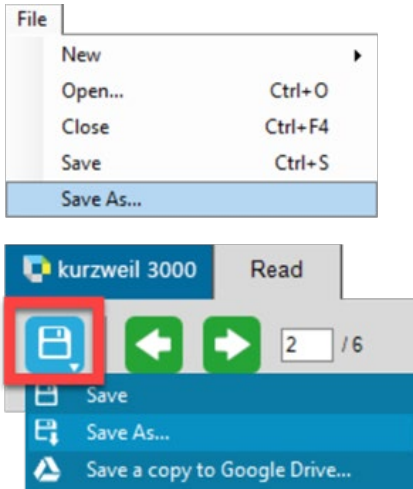
This tutorial assumes that you have

- Kurzweil 3000 version 20 for Windows installed on your computer
- Access to Kurzweil 3000 (KESI) files and other files (like DOCX and PDF)

Case Study

Jayne is a Grade 10 student who regularly uses Kurzweil 3000 to support her literacy program. She has the software program installed on her laptop and she has access to a portable scanner to scan her books and worksheets. She is also given notes, worksheets and tests in the form of Microsoft Word (.doc) and Adobe Acrobat (.pdf) files from her teachers. Jayne is able to open these files directly into Kurzweil 3000, use the program's features to read and complete the assignments and then save the documents in a format that the teachers can open on their computers. Jayne transfers files back and forth from her laptop to her teachers' computers by either saving the files to her folder on the school network or Google Drive, or by directly transferring the files using a USB flash drive. The ability of Kurzweil 3000 to open and save a variety of file formats has made it easier for Jayne to integrate the software into her educational program on a daily basis..

Saving Kurzweil 3000 Text Files

Step	Instruction	Visual Depiction
1	<p>Launch Kurzweil 3000</p> <p>Click the New Draft button in the Quick Start Window.</p>	
2	<p>Click New Blank Draft to create a new empty text file.</p>	
3	<p>The Write Tab will open</p> <p>Click into the document area and Type a few sentences of text...</p>	
4	<p>To save this file...</p> <p>Go to File > Save / Save As</p> <p>OR</p> <p>Click the Save button on the toolbar.</p>	

Step	Instruction	Visual Depiction
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5 Most Kurzweil documents can be saved in a variety of formats. The choice of which format to use will depend on the desired end use of the document. If the file will only be accessed from Kurzweil then it is best to leave as a KESI file. However if documents are going to be opened with a different program, then choose the appropriate file type for compatibility.

To change the file type, click the **Save as type** menu and select the desired file type from the list. Then click the **Save** button at the bottom of the window.

Note: Documents **MUST** saved as a **KESI (.KES)** file if annotations have been added.

