

# Kurzweil 3000 (Win) v.20 Overview and Introduction

## Introduction

This tutorial provides a basic introduction to the Kurzweil 3000 v.20 program.

## Learning Objectives

Completion of this tutorial will provide experience with the following:

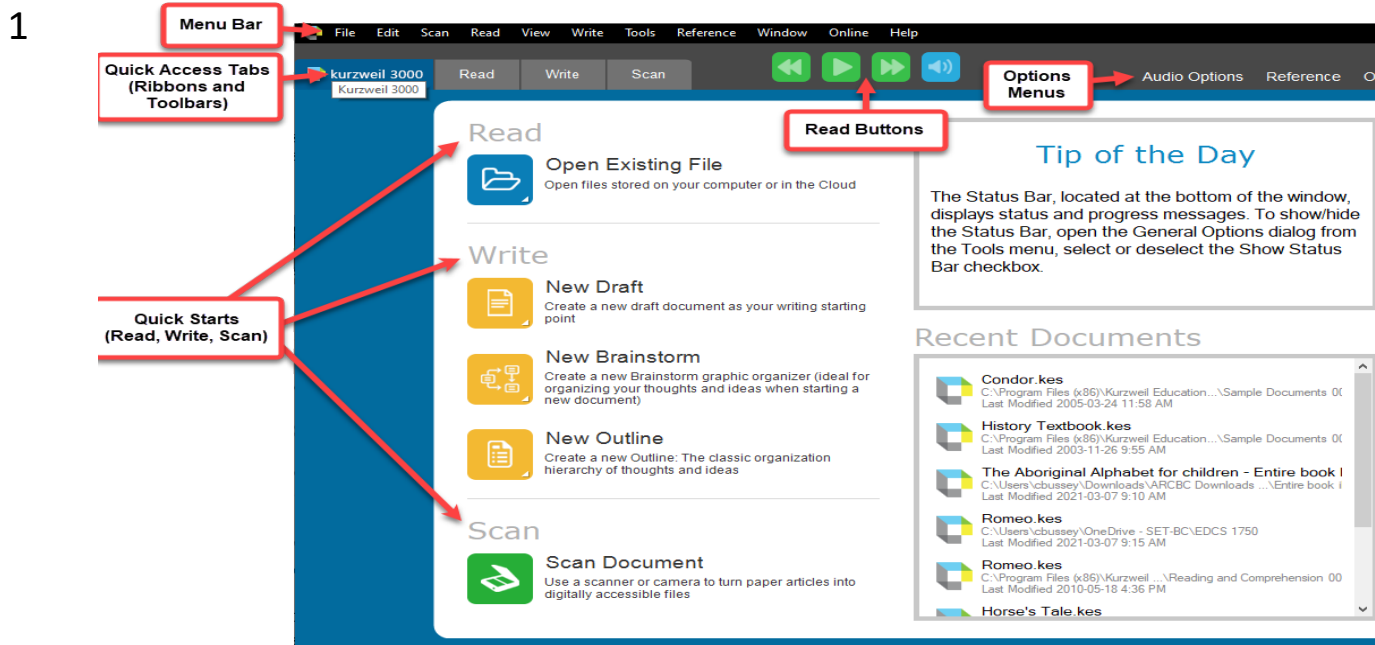
- An introduction to basic navigation within the Kurzweil program
- Familiarization with the locations of the various Ribbons, Toolbars and Menus
- Familiarization with the location of and accessing the Online Help Menu

## This tutorial assumes that you have

- Kurzweil 3000 version v.20 for Windows installed on your computer
- Computer audio output either through speakers or a headset

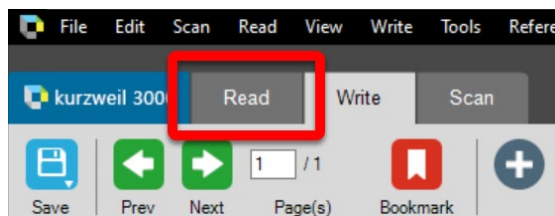
# The Kurzweil 3000 Program Window

Step Instruction



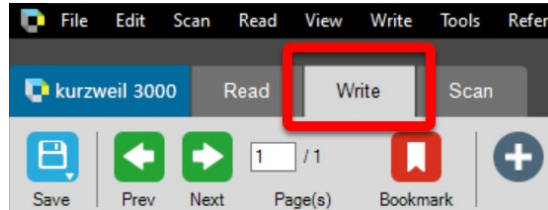
When Kurzweil 3000 is first opened, the **Kurzweil 3000 Home Page** is shown. Here users can access menu bar and ribbon features, the **Read Buttons**, the **Audio Toggle**, and the quick access **Option Menus**. Additionally, users can read the Tip of the Day, open Recent Documents, open an existing file from the Library, Create a New Draft, a New Brainstorm, or a New Outline, and Scan Documents. Along the top you'll see the **Menu Bar**. Beneath the Menu Bar is a ribbon of quick access tabbed pages: **Kurzweil 3000**, **Read**, **Write**, and **Scan**. The **Menu Bar**, **Ribbon**, and **Option Menus** are available on all the tabbed page

2 Click the **Read Tab** to access frequently used Reading tools.

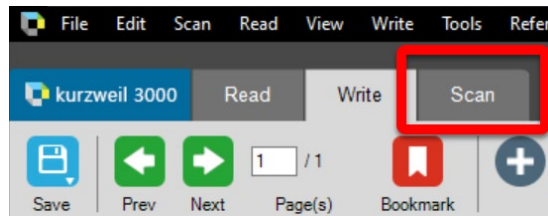


Step Instruction

- 3 Click the **Write Tab** to access frequently used Writing tools, including those in the Writing Path.



- 4 Click the **Scan Tab** to access frequently used Scanning tools.



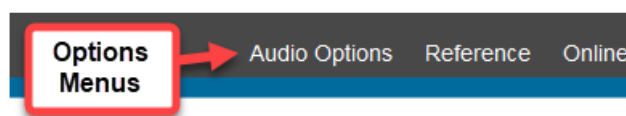
- 5 Use the **Read Buttons** for reading (start, stop, forward, and backward)



- 6 Click the **Audio Toggle** button to toggle between audible and silent.



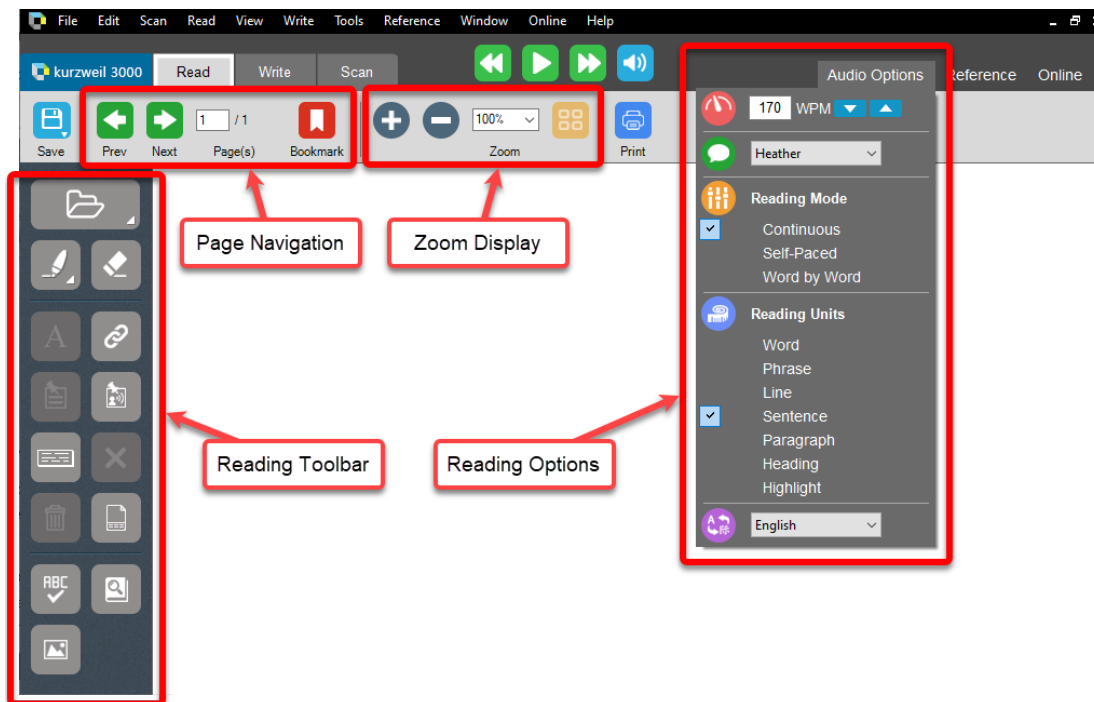
- 7 The **Options Menus** provide quick access menus for Audio Options, Reference, and Online features.



## Kurzweil Ribbons and Toolbars

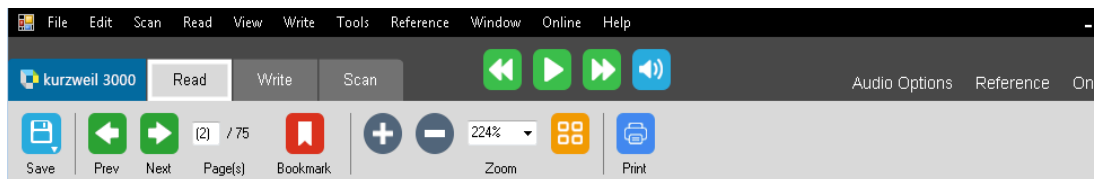
### Step Instruction

1



Kurzweil 3000 **Ribbons** appear horizontally beneath the menu bar at the top of the Kurzweil Window. The individual Tabbed pages are named **Kurzweil 3000**, **Read**, **Write**, and **Scan**. The Kurzweil 3000 tab is the Home Page and has several quick access features. The Read, Write, and Scan Tabbed Pages each have a set of tools in a **Toolbar** along the left side of the window where users can click on toolbar buttons to perform frequently used functions. The **Reading (Audio) Options** are located in the drop-down menu on the right side of the Kurzweil 3000 Window.

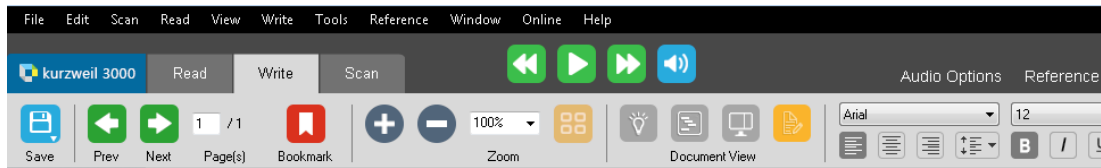
2



The **Reading Ribbon** is displayed by clicking the **Read** tab. Page navigation buttons are on the left: go to the previous and next page, as well as any specific page (type in a page number to jump to that page). The Reading Tollbar also contains an Add/Go to Bookmark button, page Zoom controls, Thumbnail view, and Print. See “Using the Reading Ribbon and Toolbar” in the online help for details.

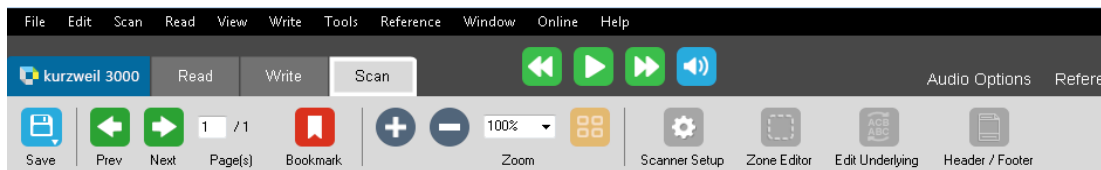
Step Instruction

3



The **Writing Ribbon** lets you format text you type yourself. Click on the **Document View** buttons to go to any of the Writing Path views (Brainstorm, Outline, Split Screen, Draft). When you open the Write Tab, it will also display a Toolbar below the Ribbon on the left side of the page. See “Using the Writing Ribbon and Toolbar” in the online help for details.

4

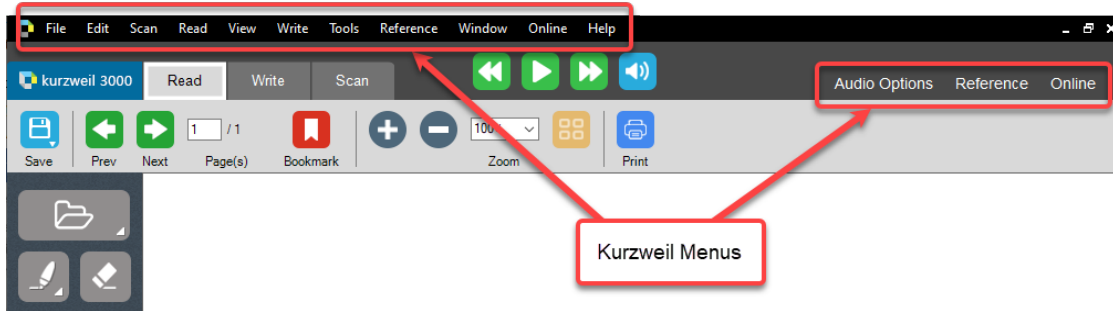


The **Scanning Ribbon** includes buttons to open the Scanner Setup dialog, Zone Editor dialog, and Header/Footer dialog. When you open the Scan tab, it will also display a Toolbar below the Ribbon on the left side of the page. See “Using the Scanning Ribbon and Toolbar” in the online help for details.

## Kurzweil Menus

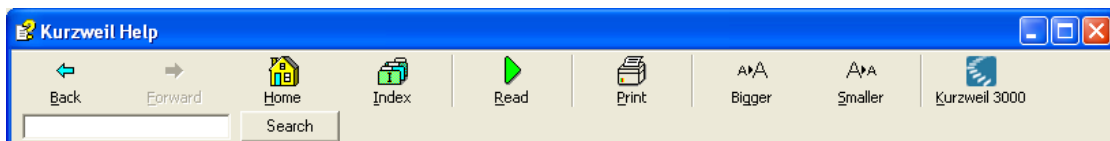
### Step Instruction

1



The **Kurzweil 3000 Menus** are located along the top of the application window and at the right side of the **Ribbon**. Users are able to access the menus by left-clicking. In addition, in many instances, Right Mouse Button Context menus are also available by right-clicking the mouse.

2



Kurzweil provides a comprehensive **Help Menu** online. To access Kurzweil’s online Help pages: Click the **Help** button on the menu bar or press the **F1** key. In dialog boxes, click the Help button. To search the Help pages, type the search text in the Search text box and click the Search button.

### Tip...

Kurzweil 3000 offers comprehensive literacy support for students. However, due to its comprehensiveness, the Kurzweil program is quite complex, and it is easy to become overwhelmed with all of the features and options available. It is suggested to focus on only one type of learning task to start (reading or writing) and build on tasks as the student becomes more familiar with the program.