

Kurzweil 3000 (Win) v.20 Writing Tools: Using the Writing Toolbar and Spell Check Feature

Introduction

Kurzweil 3000 is reading and writing software that has many features designed to support students who are struggling with reading comprehension and written output. The program can be used as a word processor or it can be used to scan documents, like textbooks or worksheets, which can then be read aloud or completed within the program. The program provides a supportive environment for those students who need help with written output. In this tutorial you will learn to use the various writing tools to support students who struggle with this aspect of literacy.

Learning Objectives

Completing this tutorial will give you experience:

- Creating a text file
- Using the writing toolbar to format text and spell check a document

This tutorial assumes that

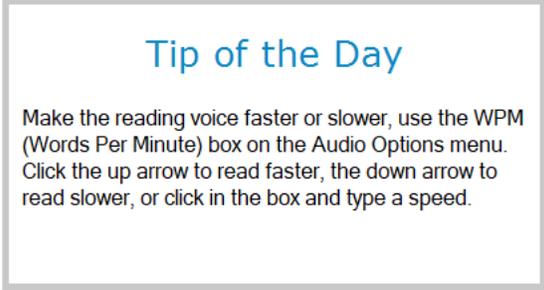
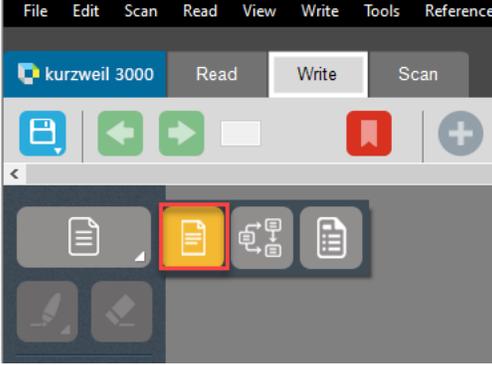
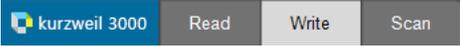
- Kurzweil 3000 version 20 for Windows is installed on your computer. If you do not have the program already installed, please refer to the installation and registration instructions that came with your software.
- Your computer system supports audio output either through speakers or a headset.

Case Study

Cody is a Grade 4 student who is writing 2 or 3 grade levels below average. He is not motivated to write and has difficulty catching errors as he is writing. He does not like to edit his work. He uses Kurzweil 3000 as his main word processor, utilizing the Speak as Typing feature to help him catch mistakes and improve his overall written output.

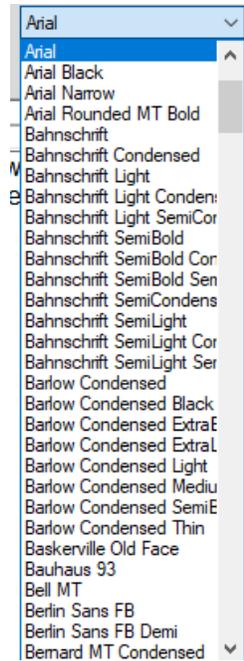
Nick is a Grade 7 student but is writing at a Grade 2 level. He has many writing challenges and needs a great deal of support to write even the simplest assignments. He struggles to find words and often loses focus on what he is writing. He uses the word prediction feature with custom vocabulary lists created around themes of personal interest as well as classroom curricular units.

Using the Writing Toolbar and Spell Check Feature

Step	Instruction	Visual Depiction
1	<p>Launch Kurzweil 3000</p> <p>Check the Tip of the Day window for useful information when the program opens.</p>	 <p>A white rectangular window with a grey border. The title 'Tip of the Day' is in blue. The text below reads: 'Make the reading voice faster or slower, use the WPM (Words Per Minute) box on the Audio Options menu. Click the up arrow to read faster, the down arrow to read slower, or click in the box and type a speed.'</p>
2	<p>Select the Write tab then click the New Button located on the Write Toolbar to create a new empty text file or draft.</p>	 <p>A screenshot of the Kurzweil 3000 software interface. The 'Write' tab is selected and highlighted in white. Below it, a toolbar contains several icons. A red box highlights the 'New' button, which is a document icon with a plus sign.</p>
3	<p>Type a few lines of text...</p>	 <p>A screenshot of the Kurzweil 3000 software interface showing a text entry area. The 'Write' tab is selected. The text area contains a paragraph of text about cats: 'As of 2021, there were an estimated 220 million owned and 480 million stray cats in the world. As of 2017, the domestic cat was the second most popular pet in the United States, with 95.6 million cats owned and around 12 million households own at least one cat (11% in the United Kingdom, 20% of adults have a cat with an estimated population of 10.9 million per cats as of 2020)'. The text is highlighted in blue.</p>
4	<p>If the Writing Toolbar is not visible, make sure the tab is selected.</p>	 <p>A close-up screenshot of the software's tab bar. The 'Write' tab is selected and highlighted in white, while the 'Read' and 'Scan' tabs are greyed out.</p>

Step	Instruction	Visual Depiction
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5 You can change the font by clicking the **Writing font** drop down menu on the toolbar and selecting a different font.

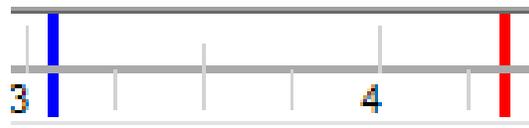


6 You can also change the font size, the **style**, the **text alignment**, and the **paragraph spacing** on the Writing Ribbon by clicking the appropriate choices or menus.



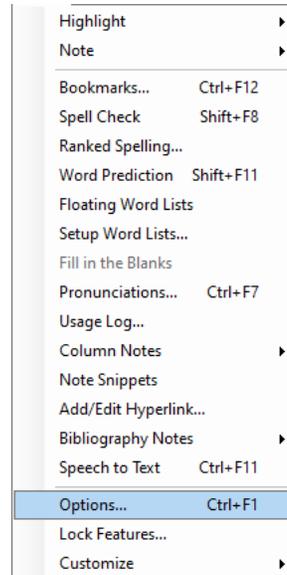
You must click and highlight the text to which you are making these changes FIRST.

7 When working in a text file you may find your margins aren't set up properly for printing. To adjust the margins of your text, you may want to show the rulers at the top of your work.



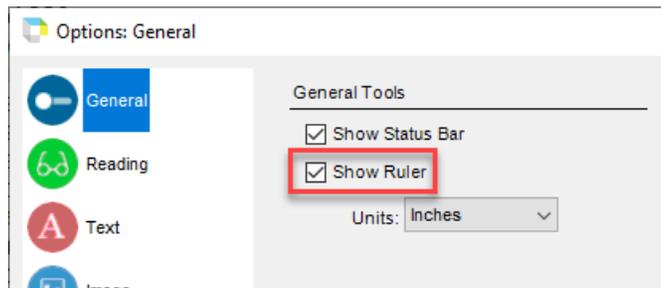
Step	Instruction	Visual Depiction
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8 Go to **Tools** → **Options**.



9 On the list of available options, click the **General** icon and locate the option to **Show Ruler**.

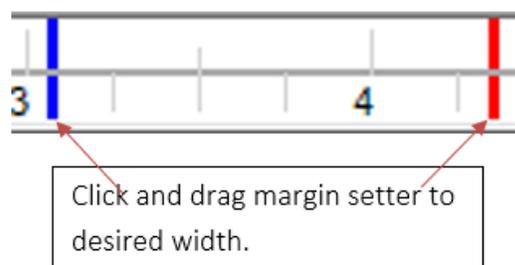
You can change the ruler units in the drop-down menu just below Show Ruler.



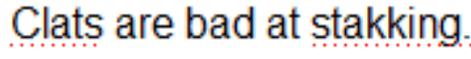
Click the **Apply** button to save that option change and **OK** to exit the Options window.

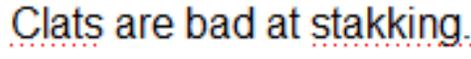
10 You should now see the ruler at the top of your text file. You may notice that your typing is extending beyond the width of a normal printed page.

To change that margin, click and drag the blue margin setter on the ruler to sit at about 7¾ or 8 inches. Your text will adjust to that new width.



Step	Instruction	Visual Depiction
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11	<p>Near the right side of the Writing ribbon there is a button for the Spell Check.</p> <p>Type another sentence in your document making sure you put in one or more spelling errors.</p>	
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12	<p>Click the Spell Check button on the Writing Toolbar.</p>	
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NOTE: The Spell checker is also accessible under the **Tools** menu.



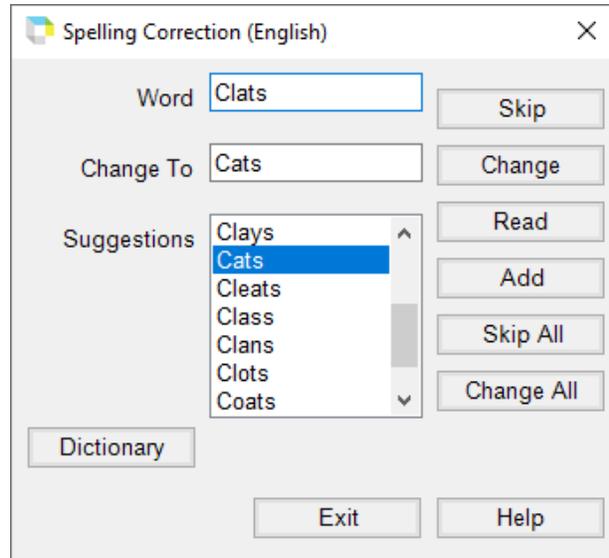
Step	Instruction	Visual Depiction
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13 On the Spelling Correction window that opens up, you can click on the words in the **Suggestions** list to hear them read aloud.

You can **Skip** the word if you know it is spelled correctly. You can **Read** any highlighted word by clicking the **Read** button. You can **Add** a new word to the dictionary by clicking **Add** and ...

You can **Change** your typed word to one you've selected by clicking **Change**.

Once you have finished spell checking, click **Exit** to leave the Spelling Correction window.



Tip...

Once you've set the ruler margins, each time you create an empty text file, those margins may or may not be established. Most users keep the ruler visible in case they need to set the margins in new documents.