

# Kurzweil 3000 (Win) v.20 Writing Tools: Customizing the Spell Checker and Personal Dictionary

## 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:

- Adjusting the Spell Check options and creating a personal dictionary

## This tutorial assumes that

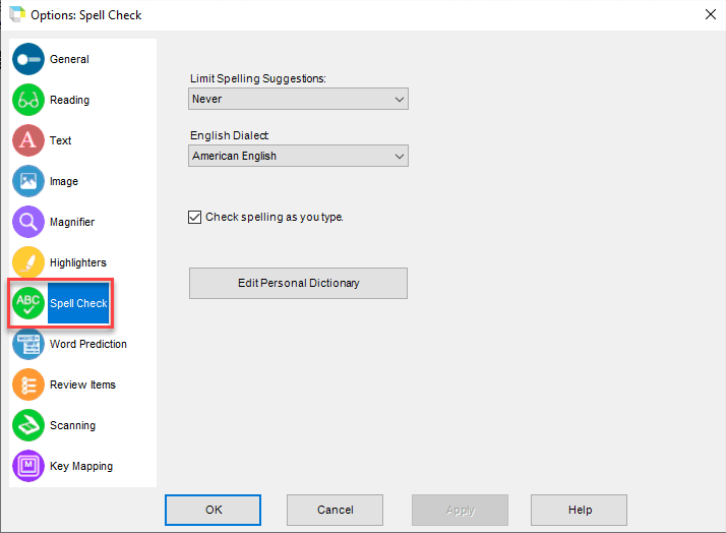
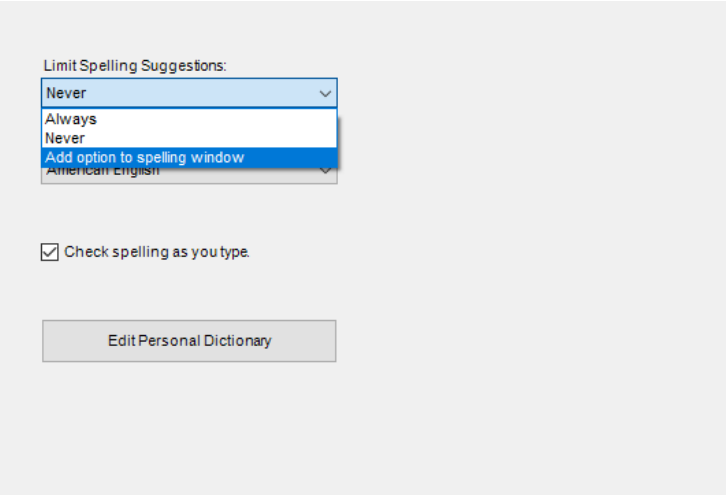

- Kurzweil 3000 version 20 for Windows is installed on your computer. If you do not have the program already installed, please refer to the installation and registration instructions that came with your software.
- Your computer system supports audio output either through speakers or a headset.

## 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.

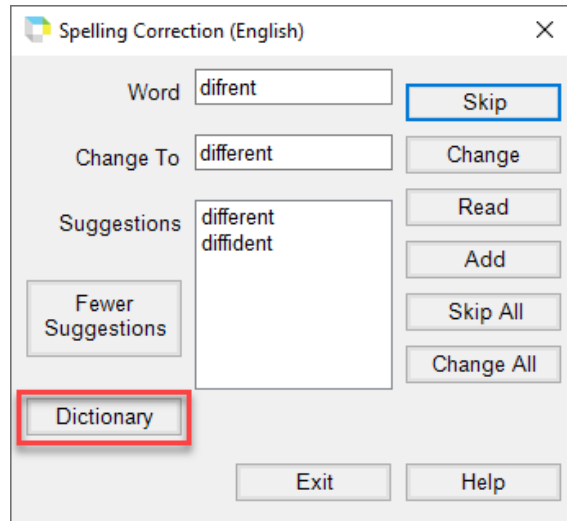
## Customizing the Spell Checker and Personal Dictionary

| Step | Instruction  | Visual Depiction  |
|------|--|---|
| 1    | <p>One of the other areas you can customize for your students to ensure they are getting the best possible writing support is the built in Spell Checker.</p> <p>Go to <b>Tools – Options</b></p> <p>Click on the <b>Spell Check</b> area. In this area you can adjust a few key features.</p>   |     |
| 2    | <p>You can choose to limit a student’s spell check options <b>Always</b> (meaning they would get limited suggestions), <b>Never</b> (meaning they would get as many suggestions as possible) or you can add that particular option to the Spell check tool (student could select More or Fewer suggestions themselves).</p> <p>You can choose between American English or British English dialect.</p> |    |
| 3    | <p>By selecting Check <b>spelling as you type</b>, your student will see a visual clue (red underline) under any misspelled words as he or she types.</p>  |  |

| Step | Instruction | Visual Depiction |
|------|-------------|------------------|
|------|-------------|------------------|

4 You can create a **Personal Dictionary** for your students which contain words or names unique to them. By doing so, they won't show up as misspellings when the spell checker is used.

Click on **Edit Personal Dictionary**. On the window that opens, type a unique word in the text field.

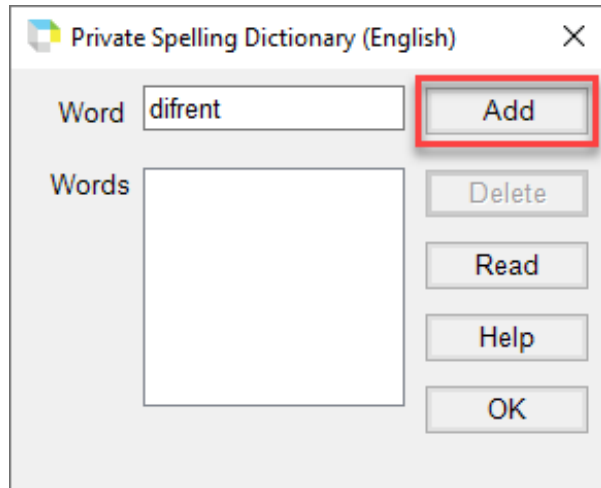


5 Click **Add** to add it to the Personal Dictionary. You will see it appear in the dictionary list

If you want to delete a word from the list, highlight the word and click **Delete**.

Click **OK** to exit this window.

**NOTE:** You can also add words to the Personal Dictionary through the actual Spell Checker. By clicking the Add button, it is added to the Personal Dictionary.



**Tip...**

Personal dictionaries are particularly helpful when using Kurzweil 3000 with multiple students. Each time a student logs into the programs, his or her Personal Dictionary becomes active.