Kurzweil 3000 (Win) v.20 Study Skills:
Using the Highlighting Tools

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. Students who have difficulty reading and understanding textual material can be supported with several program features. In this tutorial, you will learn about the various features and tools students can use to learn and develop their reading comprehension and study skills.

Learning Objectives

Completing this tutorial will give you experience:

- Using the tools on the Study Skills Toolbar
- Using the Highlight and Note tools under the Tools menu

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

Rebecca is a Grade 8 student who has language processing issues. She has difficulty focusing on textual material and cannot identify or remember the main ideas that are presented in content areas. She frequently re-reads paragraphs over and over but still cannot recall information for written assignments or tests. She uses Kurzweil 3000's highlighting and extraction feature to identify main and supporting ideas and to create study notes and outlines for written assignments.

Bryce has very few reading comprehension strategies – he is not reading at grade level and needs constant support to understand content material. His team prepares his curricular content by scanning books and textbooks and then adding notes or annotations to help guide him when reading the text. They also put comprehension questions right into the text which Bryce answers and then extracts. These questions and answers are then printed and submitted for assessment.
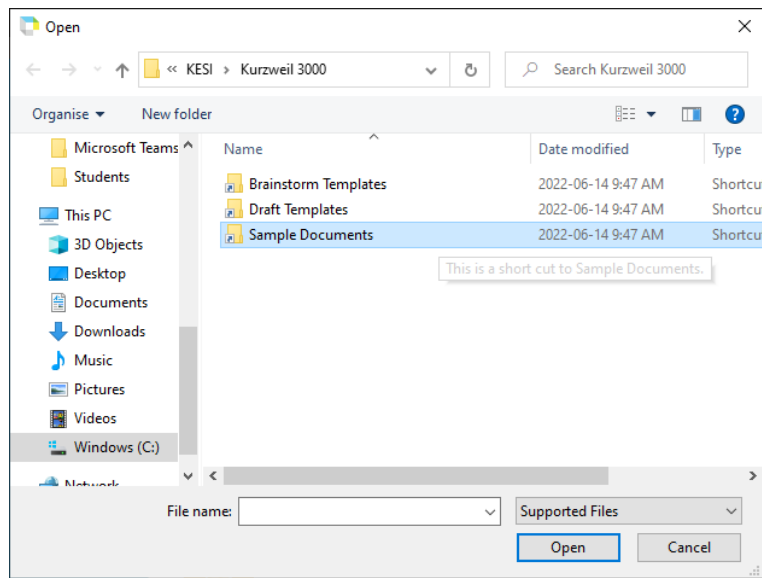
Using the Highlighting Tools

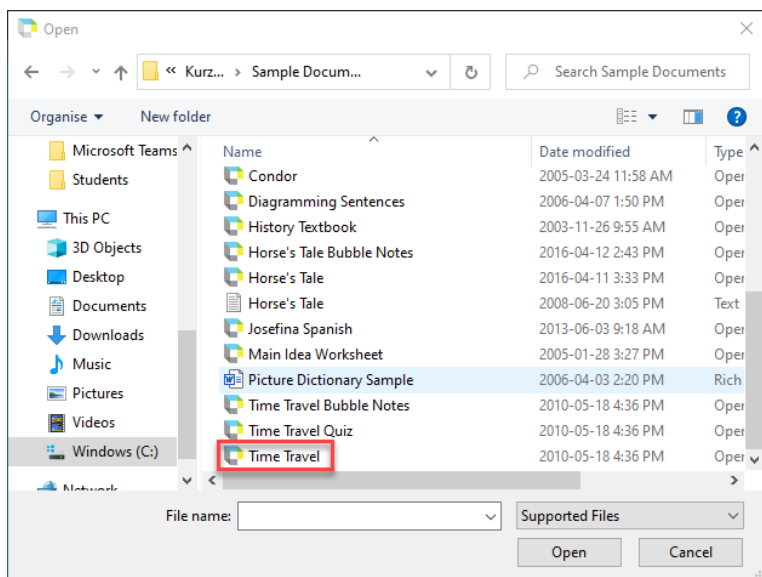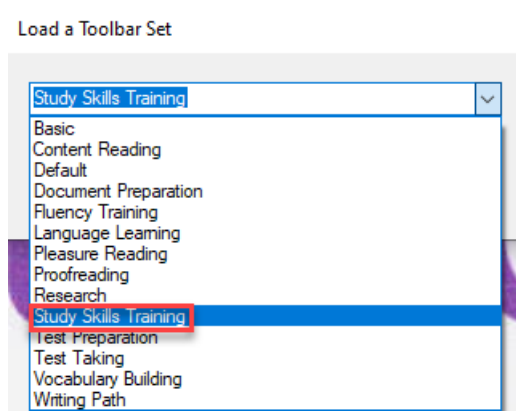| Step	Instruction	Visual Depiction
1	Launch Kurzweil 3000. Click on the **Open** button on the Main toolbar to open an existing file.	
2	The Kurzweil 3000 folder window should open and you should see a folder called "Sample Documents". This folder contains a large number of sample files that you can open to use when learning about Kurzweil 3000. **Double-click** the **Sample Documents** folder to open it.	
3	Locate the "Time Travel" file and **double-click** to open it.	

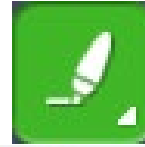| Step	Instruction	Visual Depiction
4	Right click the toolbar area to load the **Study Skills toolbar**.	
5	On the Study Skills toolbar, you will see coloured highlighting tools and an eraser. These function as virtual highlighter pens.	
6	Click on the **Yellow highlighter** tool. Reading some of the content of the Time Travel document, locate a main idea. **Click and drag** through the text to highlight it in yellow. Click and drag through other areas of text showing main ideas.	

Step	Instruction	Visual Depiction
7	Once you have some main ideas highlighted, click on the **Green highlighter** tool and go back to the text to identify supporting details. Highlight this text by **clicking and dragging**. When you have supporting details highlighted, click in the **Cyan highlighter** and highlight important vocabulary in the text.	**TIME AND SPEED** Time travel isn't something only for the future. You've already time-traveled often yourself. Flying in an airplane or even riding in an automobile results in teeny bits of time travel. Sure, those itty-bitty time travels aren't as exciting as, for example, traveling into the future to meet one's grandchildren. But the same principle applies: Time is relative. That principle just
8	If you make a mistake highlighting, use the Erase tool. Click on the **Erase tool** then **click and drag** through the highlight in the text you want to erase. Choose a highlight tool to re-highlight the correct text.	Flying in an airplane or even riding in an automobile results in teeny bits of time travel.

Tip…

Highlights can also be used on text files and the colours can be assigned different roles (not just main ideas, supporting details). Depending on the assignment, the different colours can be used to identify nouns, verbs, and adjectives, or to mark text for removal when peer editing, or to show correct answers on a multiple-choice comprehension worksheet. Later in the tutorial you will learn how you can give each colour a name to help students remember what each colour represents.