

# Kurzweil 3000 (Win) v.20 Study Skills: Extracting Highlights to a Separate Document

## 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:

- Extracting highlights and notes to a separate document

## This tutorial assumes that

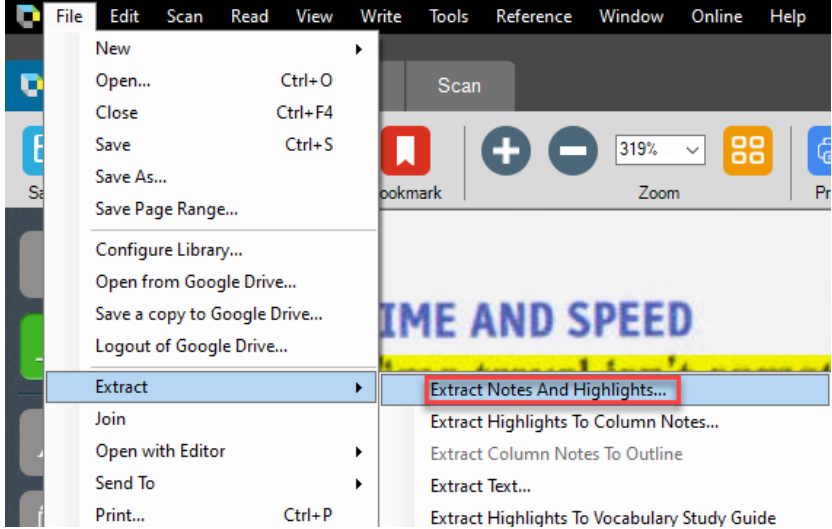
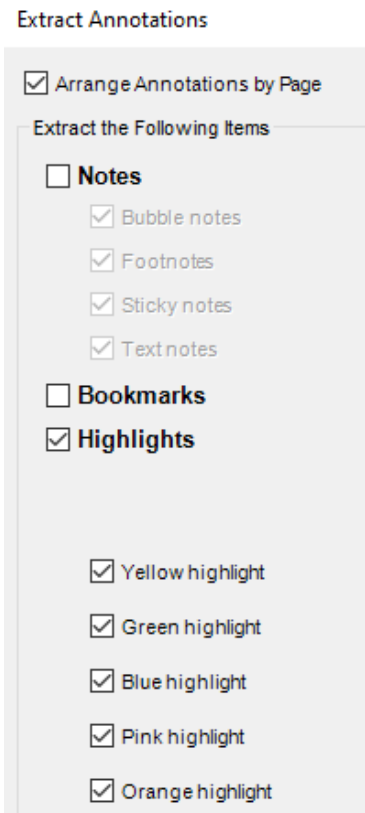
- Kurzweil 3000 version 20 for Windows is installed on your computer. If you do not have the program already installed, please refer to the installation and registration instructions that came with your software.
- Your computer system supports audio output either through speakers or a headset.

## Case Study

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.

## Extracting Highlights to a Separate Document

Step	Instruction	Visual Depiction
1	<p>Once highlights have been added to a document, they can be extracted to a separate text file to be used for different purposes.</p> <p>To extract your highlights, go to <b>File -&gt; Extract -&gt; Notes And Highlights.</b></p>	 <p>The screenshot shows the 'File' menu with 'Extract' selected. The sub-menu includes 'Extract Notes And Highlights...' (highlighted with a red box), 'Extract Highlights To Column Notes...', 'Extract Column Notes To Outline', 'Extract Text...', and 'Extract Highlights To Vocabulary Study Guide'.</p>
2	<p>On the Extract Notes and Highlights window you can:</p> <ul style="list-style-type: none"> <li>Choose <b>which highlights</b> you want to extract (click in the select box beside each colour)</li> </ul>	 <p>The 'Extract Annotations' dialog box has 'Arrange Annotations by Page' checked. Under 'Extract the Following Items', 'Notes' is unchecked, 'Bookmarks' is unchecked, and 'Highlights' is checked. Under 'Highlights', 'Yellow highlight', 'Green highlight', 'Blue highlight', 'Pink highlight', and 'Orange highlight' are all checked.</p>

Step	Instruction	Visual Depiction
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|---|--|--|
| 3 | <p>You can also</p> <ul style="list-style-type: none"> <li>Choose the amount to <b>indent</b> the highlighted text (for example, yellow Main ideas would have “0” indent, green supporting details might have “0.5 inch” indent).</li> <li>Choose a numbering system or <b>Prefix</b> for your highlights (for example, if you want yellow Main ideas to be identified with capital letters and green Supporting details to be identified with lower case letters). To add a numbering system, you must type the following into the Prefix box: “%A. “ (percent – A – period – space)</li> </ul> |  |
|---|--|--|

	Indent	Prefix
<input checked="" type="checkbox"/> Yellow highlight	0.00 in.	%I.
<input checked="" type="checkbox"/> Green highlight	0.50 in.	%A.
<input checked="" type="checkbox"/> Blue highlight	1.00 in.	%1.

- |   |  |  |
|---|--|--|
| 4 | <p>Also, you can</p> <ul style="list-style-type: none"> <li>Choose to add blank lines between the highlights by selecting that option</li> </ul> |  |
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<input checked="" type="checkbox"/> Insert Blank Lines when Extracting Highlights
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Step	Instruction	Visual Depiction
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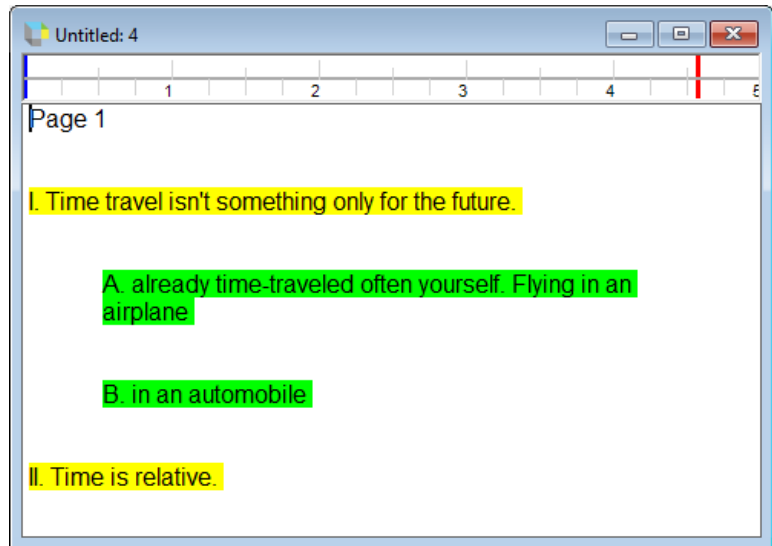
5 When you've selected your options, click **OK** to extract the highlights.

A new text file opens up with the highlights listed.

At this point you can use the **Erase** tool to erase the highlight colours if you wish.

This text document can be edited (add more text), saved and / or printed depending on the student's assignment or needs.

To close the highlight text file, click the **red close box** in the upper right corner.



**Tip...**

The extraction feature is easy to use and a very powerful tool for students who struggle with reading comprehension. By extracting the highlights, students can create study guides, outlines for written summaries, lists of new vocabulary and other useful documents.