

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

Step	Instruction	Visual Depiction
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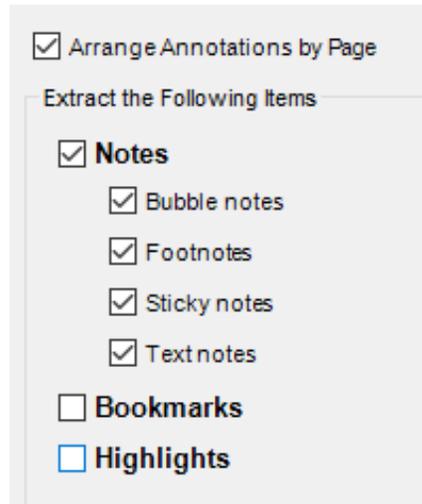
**1** In an earlier tutorial, we extracted highlights to a separate document. You may have noticed that you can also extract any or all annotations as well.

To extract the notes in the document, go to **File -> Extract -> Extract Notes and Highlights**

This time, choose to extract Notes and select which notes you want to extract.

Click **OK** and a separate, text file will open with the notes you've selected extracted.

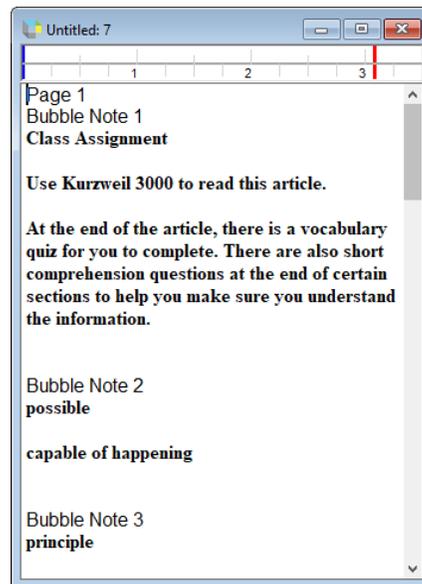
### Extract Annotations



**2** In this example, the Bubble notes were extracted.

You can choose to extract any or all of the notes at one time.

This text file can now be edited, saved, or printed like any text file.



### Tip...

The ability of Kurzweil 3000 to extract Bubble notes separately makes it very useful when preparing documents for students who need help with reading comprehension. By placing questioning Bubble notes throughout the document, the student can read the text, complete the questions *in situ*, extract the Bubble notes and submit a comprehension assignment so you can determine what he or she has learned from the content material. There are so many ways to use the various annotations!