

# Kurzweil 3000 (Win) v.20 Customizing Reading and Writing Environment: Applying Different Toolbar Setups

## 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 with a wide variety of abilities and challenges can use Kurzweil 3000 effectively. The variety of learning needs can be best accommodated by customizing the program's reading and writing environment. While completing this tutorial, you will learn how to customize the toolbars, the right mouse button menu, and the Tools Options.

## Learning Objectives

Completing this tutorial will give you experience:

- Applying different Kurzweil 3000 toolbar set ups

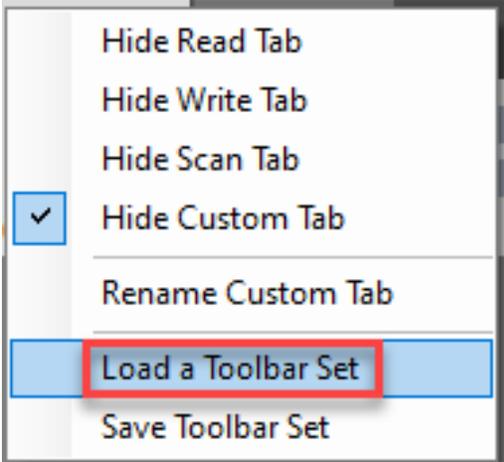
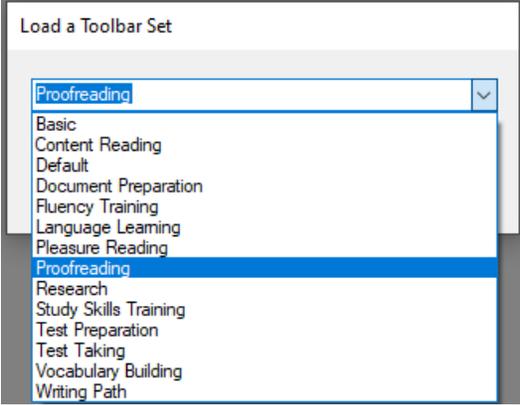
## This tutorial assumes that

- 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

Ms. Franklin is supporting five different students who struggle with reading and writing. The students range in grade from Grade 3 to Grade 7. Each student has his or her unique profile of literacy strengths and challenges. For example, her Grade 4 student is a high functioning student with Autism Spectrum Disorder. He uses the program for written output. Since he often perseverates on setting options such as font type and size, she has customized his toolbar set up to give him access to only those tools he absolutely needs. She also works with a Grade 6 student who has a physical handicap limiting her ability to complete tests and worksheets. This student is able to scan her own materials but found using the toolbars tiring, so Ms. Franklin customized the right mouse button menu to put features she needed right where she needed them in the document. She also added some additional tools to her test taking toolbar set up (e.g. the red circle tool) so she could complete multiple choice questions without having to add text boxes or use the highlighters. In this way, when her students sign into Kurzweil 3000, each has his or her own user settings.

## Applying Different Toolbar Set Ups

Step	Instruction	Visual Depiction
1	<p>Kurzweil 3000 comes with a number of toolbar setups that have been designed for specific reading and writing tasks.</p> <p>When you start Kurzweil 3000 for the first time, the “Classic” toolbar set up is active.</p> <p>To apply a different toolbar set up, <b>right-click</b> somewhere on the toolbar area (not on a button). A context specific menu opens up and allows you to select <b>Apply Toolbar Set</b> and then specify which set up you want.</p>	 <p>A screenshot of a context menu. The menu items are: Hide Read Tab, Hide Write Tab, Hide Scan Tab, Hide Custom Tab (with a checkmark), Rename Custom Tab, Load a Toolbar Set (highlighted with a red rectangle), and Save Toolbar Set.</p>
2	<p>From the drop-down menu that appears, select “Proofreading”. You’ll see that the Main toolbar and left toolbar are still visible, but the tools on each have changed.</p> <p><b>Right-click</b> on the toolbar area (not on a button) to apply a different toolbar set (for example, “Study Skills Training”) to see what tools are provided with that particular set up.</p> <p><b>NOTE:</b> While looking at toolbar sets, you may notice that some tools are greyed out or inactive. This means they are not available for the type of document you have open.</p>	 <p>A screenshot of a dialog box titled 'Load a Toolbar Set'. It contains a list of toolbar sets: Basic, Content Reading, Default, Document Preparation, Fluency Training, Language Learning, Pleasure Reading, Proofreading (highlighted in blue), Research, Study Skills Training, Test Preparation, Test Taking, Vocabulary Building, and Writing Path.</p>