

Kurzweil 3000 (Win) v.20 Customizing Reading and Writing Environment: Customizing the Toolbars

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:

- Customizing the Main, Writing, Study Skills or Reading toolbars

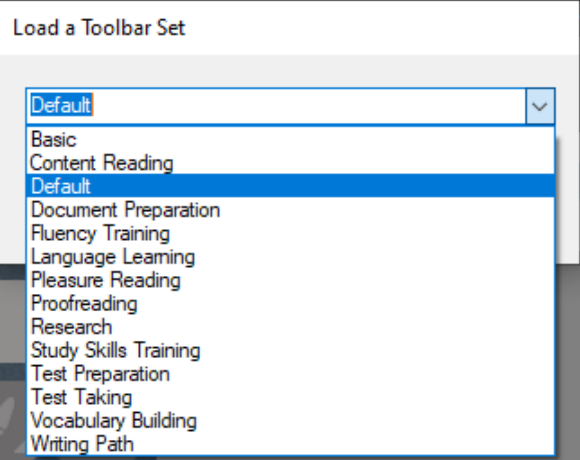
This tutorial assumes that

- 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.

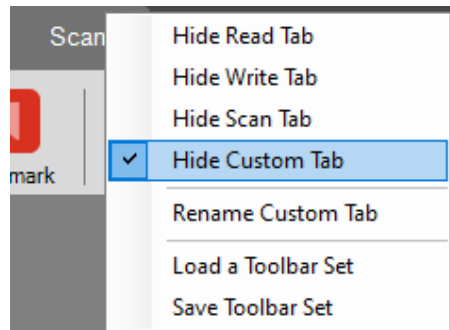
Case Study

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.

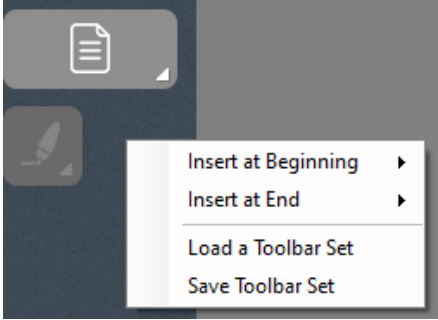
Customizing the Toolbars

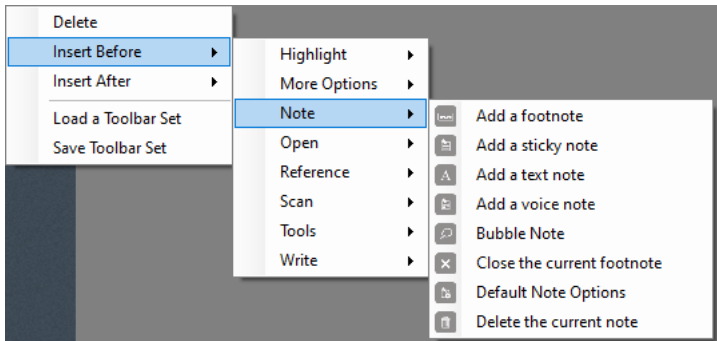
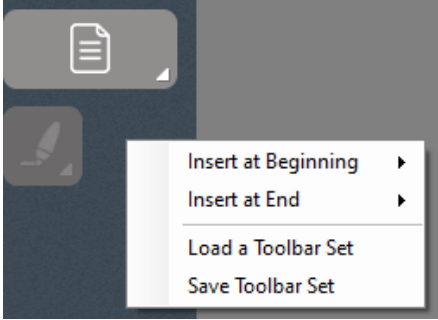
Step	Instruction	Visual Depiction
1	<p>You may find, depending on the students you are supporting, that the onboard toolbar set ups do not meet their specific needs. You can completely customize the toolbar set ups to put the exact tools on the toolbars that they may need.</p> <p>Return to a “Default” toolbar set up (right-click on the toolbar area, select Apply Toolbar Set -> Default).</p>	

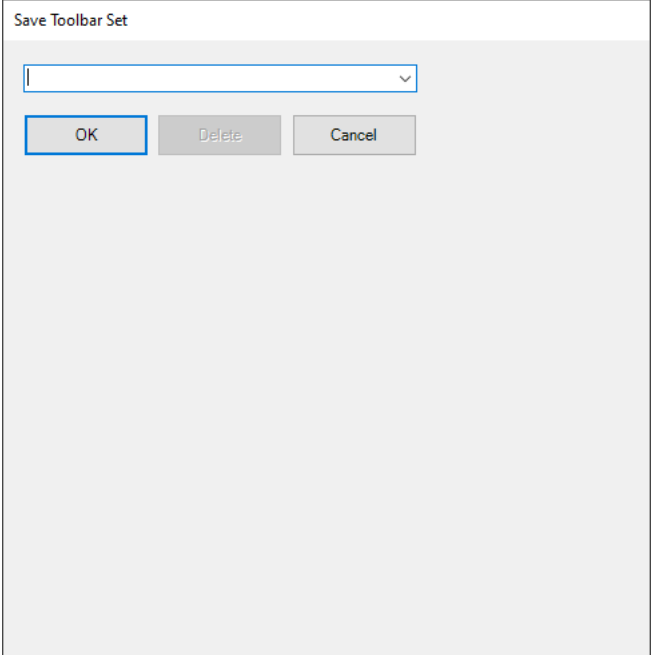
2 **Right-click** on the tab area, this time deselecting “**Hide Custom Tab**” Toolbars... at the bottom of the context specific menu.

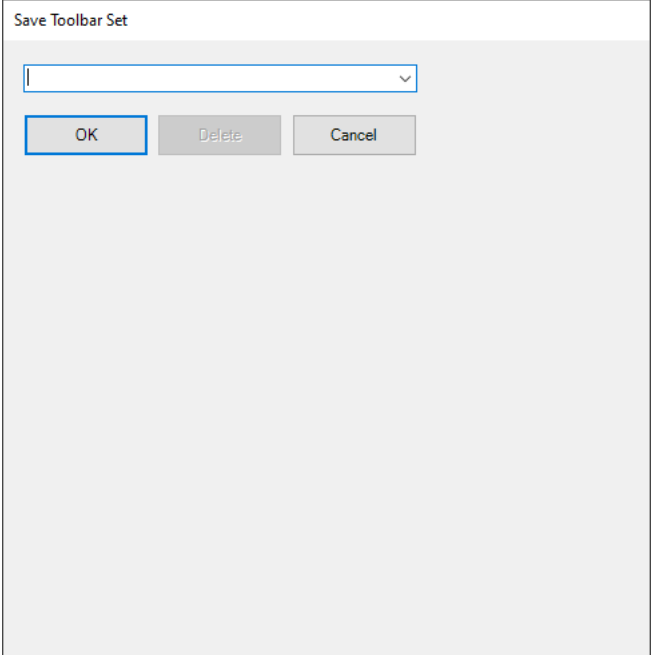


Step	Instruction	Visual Depiction
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3	<p>Now on the toolbar you can add or delete any tools that you want on the toolbar. In this case it is for the “Custom” tab, but you can customize any toolbar in this way.</p>	
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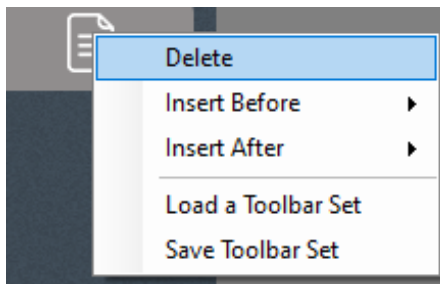


4	<p>You can change the name of the toolbar by typing in a new name in the Name: field. After you click on</p>	
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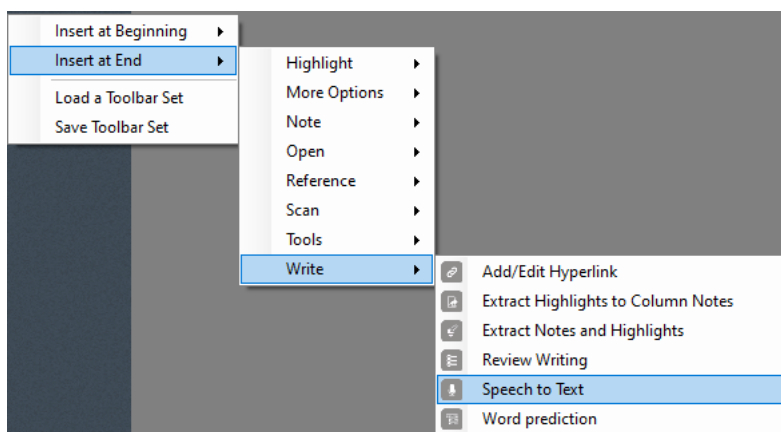


Step Instruction Visual Depiction

5 To **remove** a button from the Active Buttons, click on the button icon (e.g. Help) and click the **Remove Selected Button** red arrow OR simply **double-click** the button. It is then placed in the Inactive Button row.



6 To **add** a button to the toolbar, locate it on the Inactive Button list, click on it (e.g. Read the Web) to select it and then click on it. It will be added to the Active Button row.



Tip...

There are many different types of Toolbar Sets you can create. You could make toolbar sets to meet specific student needs or you could make sets to suit specific tasks. It is a good idea to start with limited toolbar sets for students – you can always add tools as they learn the program or need the particular tool.

If you need to delete a toolbar set at any time, you can do so by finding the toolbar set file and deleting it from your hard drive. The toolbar set ups can be located following this path:

C:\Program Files\Kurzweil Educational Systems\Kurzweil 3000\Settings