# Kurzweil 3000 (Win) v.20 Navigating Documents: Using the Zoom In and Zoom Out Feature

## Introduction

Kurzweil 3000 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.  Kurzweil 3000 has several built in options for navigating single or multiple page documents. The ability to navigate documents is an important skill for both students and those who prepare documents for their use. While completing this tutorial, you will learn how to use the various document navigational options.

## Learning Objectives

Completing this tutorial will give you experience:

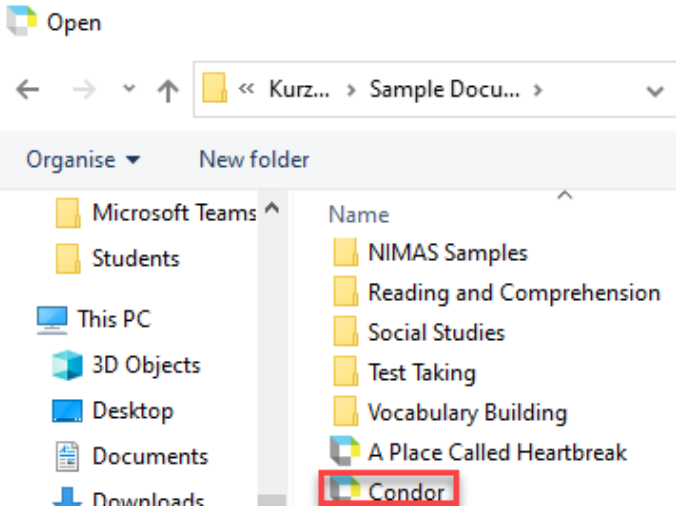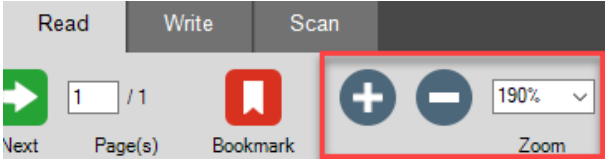- Using the zoom feature to zoom in or out of documents

## 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

Cindi is a Grade 7 student who has a visual impairment making it difficult for her to read regular font sized on the computer. Together with her Special Education Assistant, she scans her textbooks and novels and uses the various text reading tools in Kurzweil 3000 to have her materials read aloud. This supports her reading comprehension and also decreases her eye strain.  Since she is dealing with large, multi-page documents, she has been taught how to use the various tools to help with navigation. She has set the My Zoom value to 150% which allows her to quickly jump to that level on any document. She also makes extensive use of bookmarks which she places, with help from her SEA, into textbook and novel documents. In textbooks, the bookmarks identify major chapter sections; in novels they identify chapters.  Cindi's SEA spent time with her when she first began using Kurzweil 3000 to ensure she clearly understood how to use the navigational features of the program, so she has become very independent and is free to concentrate on the content of her documents.
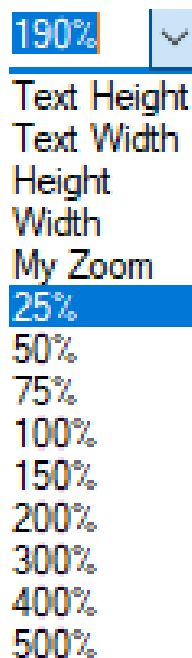
# Using the Zoom In and Zoom Out Feature

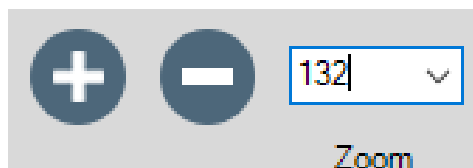| Step | Instruction | Visual Depiction |
|------|-------------|------------------|
| 1 | Kurzweil 3000 was originally designed for students with visual impairments, so it has excellent support for those who require larger font sizes or enlarged images.  Students can quickly zoom in or out of documents to suit their visual or cognitive needs.<br><br>To see how to use zoom in and out, open an image document. Go to **File -> Open** and locate the Sample Documents folder (it is in **My Documents -> KESI -> Kurzweil 3000)**. In this folder you will see a document called "Condor". **Double-click** to open it. |  |
| 2 | On the Reading ribbon, you will find the Zoom in and Zoom out arrows.  Click the **Zoom in arrow** to increase the zoom level. Clicking the Zoom out arrow decreases the zoom level. |  |

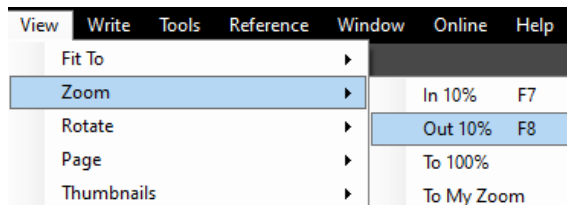| Step | Instruction | Visual Depiction |
|---|---|---|
| 3 | You can also select from a list of zoom values by clicking the down arrow next to the current zoom value.<br><br>In addition to the standard zoom values, you can also select a value based on the individual page height, width or the text height and width.  This allows you to quickly see the entire page or text portion of the page in the Kurzweil window. | 190%<br>Text Height<br>Text Width<br>Height<br>Width<br>My Zoom<br>25%<br>50%<br>75%<br>100%<br>150%<br>200%<br>300%<br>400%<br>500% |
| 4 | If you want to set a very specific zoom level, you can type in the value in the zoom field and then click **Enter** on your keyboard to set that value. | + − 132  Zoom |
| 5 | Another way to access the zoom values is through the View menu. Go to **View -> Zoom** and notice that you can choose to zoom in and out by 10%, go to 100% or go to your My Zoom value. | View Write Tools Reference Window Online Help<br>Fit To<br>Zoom ▶ In 10% F7<br>Rotate ▶ Out 10% F8<br>Page ▶ To 100%<br>Thumbnails ▶ To My Zoom |

**Tip…**

Keyboard shortcuts are a great way to increase your student's efficiency when using the Kurzweil 3000 program.  Notice there are keyboard shortcuts to quickly zoom in and out of the document.  Once you've set the My Zoom value, described in the next section, teaching your student to press **Control-M** on the keyboard jumps them to that value immediately.