Kurzweil 3000 (Win) v.20 Navigating Documents: Navigating a Single Page Document

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 page thumbnail tool to navigate single page 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.

Navigating a Single Page Document

Step	Instruction	Visual Depiction
1	If your student uses a large zoom value (like 200% or more) to view his or her document, you may need to use the Page Thumbnail feature to move around the page. You can access this feature by clicking the **Page Thumbnail** tool located on the right side of the Reading Toolbar.	
2	A side area will open up showing you a thumbnail of the current page. You can click and drag the **red box** around the thumbnail to move your viewing window area. You can also click the arrows located at the bottom to move the viewing window area around the page.	
3	Click the **Page Thumbnail** tool again on the toolbar to close this tool. **Note:** You can also access the Page Thumbnail by going to **View -> Thumbnails -> Page Thumbnail.**	