

Kurzweil 3000 (Win) v.20 Navigating Documents: Navigating a Multi-Page 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 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 document thumbnail and previous/next page tools to navigate multiple 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

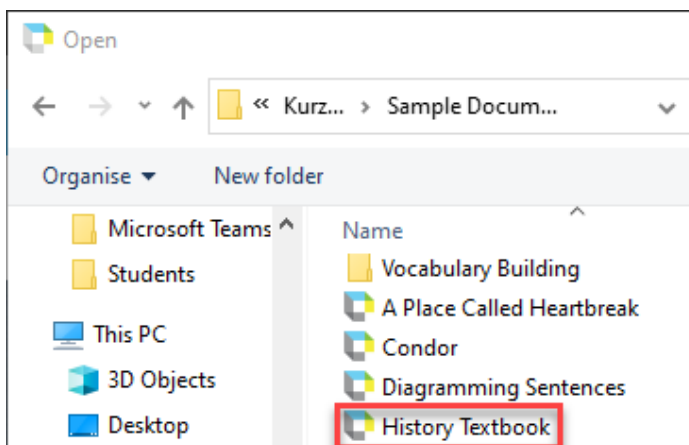
Cindi is a Grade 7 student who has a visual impairment making it difficult for her to read regular font sized on the computer. Together with her Special Education Assistant, she scans her textbooks and novels and uses the various text reading tools in Kurzweil 3000 to have her materials read aloud. This 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 Multi-Page Document

Step	Instruction	Visual Depiction
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1 Many of your student’s scanned documents will contain more than one page. There are several ways to efficiently navigate multi-page documents.

Open the “History Textbook” sample document. Click the Open tool on the main toolbar and locate the Sample Documents folder. (Open -> My Documents -> KESI -> Kurzweil 3000 -> Sample Documents)



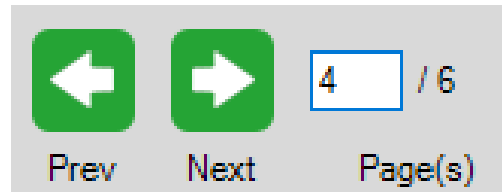
2 This document has six pages. On the **Reading ribbon** there is a quick navigational area that allows you to move up and down page by page or jump to the first or last page in the document.

Click the Next arrow to move to the next page. Click the Previous arrow to move to the previous page. Click the “1” button to move to the first page in the document and the “6” button to move to the last page.

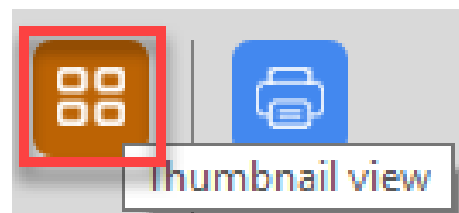


Step	Instruction	Visual Depiction
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3 If you know the page number you want to jump to directly, you can type it into the page number field and click **Enter** on your keyboard.

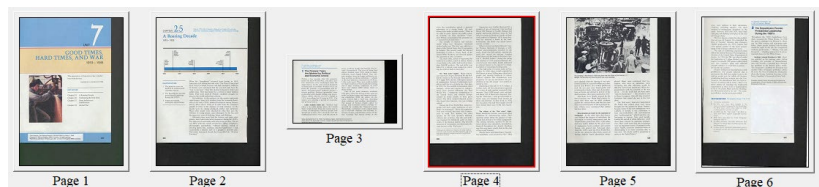


4 In the previous section, you used the Page Thumbnail tool to navigate around on a single page. Kurzweil 3000 also has a **Thumbnail view of document** tool. It is located right next to the Page Thumbnail tool on the **Reading Ribbon**.

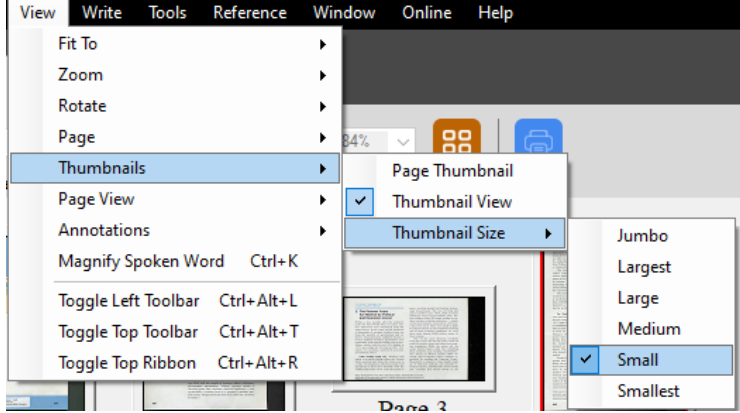


5 Click this button and a window opens up showing you thumbnail views of all pages in the document.

Click on any page to jump to that page. If you are viewing the thumbnails, you can also return to your document by clicking the **Thumbnail view of document** button to close the thumbnail window.



Step	Instruction	Visual Depiction
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6	<p>You can adjust the size of the thumbnails – this is handy if you have a very large document or are working with a student who has a visual impairment.</p>	
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Go to **View** > **Thumbnails** > **Thumbnail Size** and select an appropriate size.

Note: You can also go to **Thumbnail View** from the **View** menu as well.

Tip...

If you are working with a “complicated” document, like many of today’s textbooks, you may also want to use the **Page View** option under the **View** menu to “Remember” your preferred page view. That way, each time you jump to that page, it will open to the view that you want. This removes the need to constantly use the My Zoom option each time a page is opened.