

# Kurzweil 3000 (Win) v.20 Navigating Documents: Creating and Using Bookmarks

## 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:

- Creating and using bookmarks

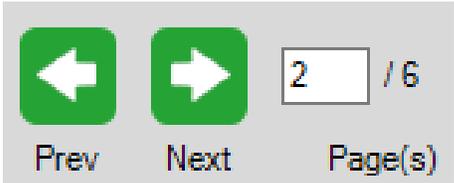
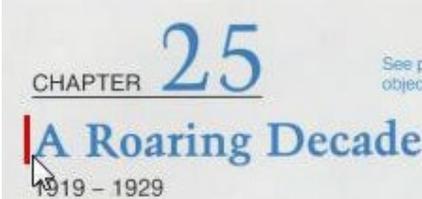
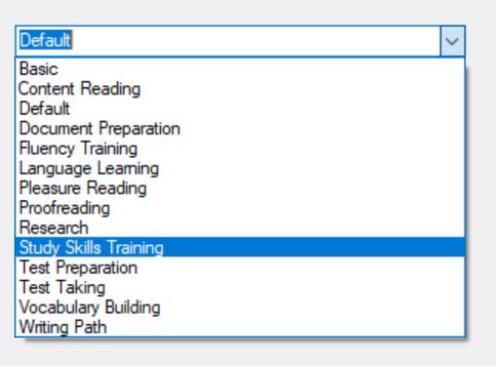
## This tutorial assumes that

- 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.

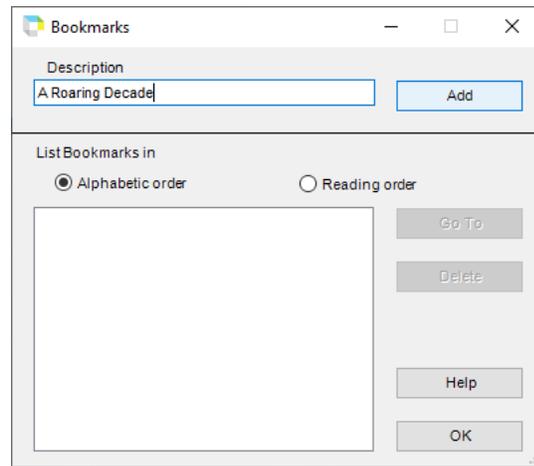
## Creating and Using Bookmarks

Step	Instruction	Visual Depiction
1	<p>One of the tools available in Kurzweil 3000 that is particularly handy for navigating multi- page documents is the Bookmark tool. It can be used to mark significant points in a document like chapter or section headings. Bookmarks are easily created – many students can create and use them independently.</p> <p>On the History Textbook file that you currently have open, go to page 2 of the document.</p>	
2	<p>Click to place your cursor next to the title of the chapter (A Roaring Decade).</p>	
3	<p>If your <b>Study Skills toolbar</b> is not open, right click on the toolbar on the left hand side of the toolbars to load it.</p>	<p>Load a Toolbar Set</p> 
4	<p>You will find the <b>Bookmark tool</b> on the <b>Read</b> ribbon.</p>	

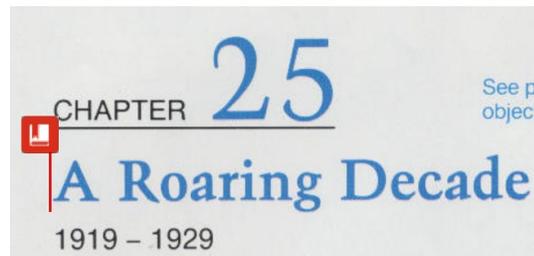
**Step Instruction Visual Depiction**

5 Click the **Bookmark tool** and a window will open up which allows you to add a bookmark where your cursor is placed in the document.

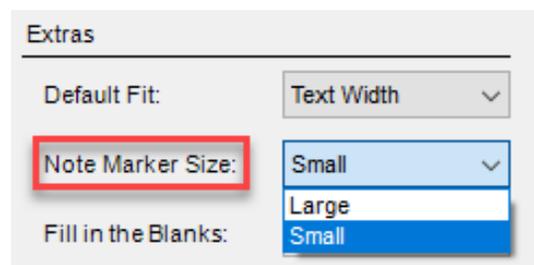
Type in the name of the bookmark in the **Description** field. Click the **Add** button to add your new bookmark.



6 A bookmark has been added to the chapter title.



7 If you would like to change the size of the bookmark icon, you can easily do so by going to **Tools -> Options -> Image** and selecting a "Large" or "Small" **Note Marker Size** under the **Extras** list.



You can go ahead and add other Bookmarks to the document – set your cursor, click the Bookmark tool, give it a name and click the 'Add Button'.

8 Once you've added bookmarks to your document, you can quickly move to those spots by clicking the **Bookmark tool** on the Study Skills toolbar.



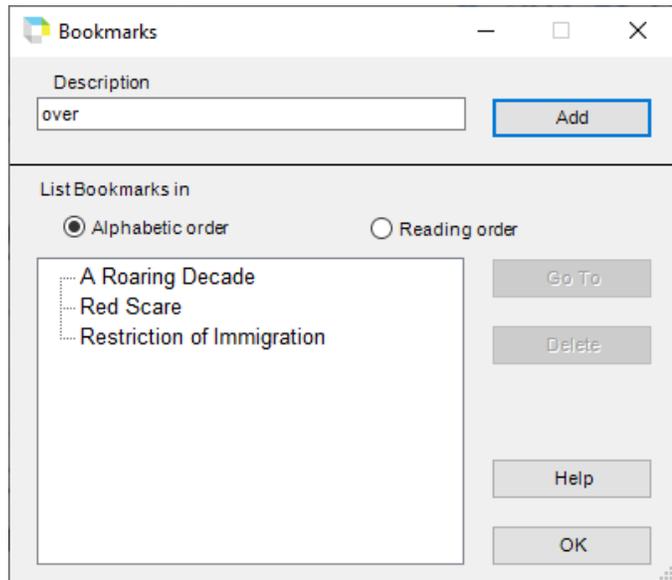
**Step Instruction Visual Depiction**

9 This time, instead of adding a new bookmark, click on any of the existing ones to highlight it (notice Kurzweil 3000 reads the Bookmark aloud) and then click the **Go To** button.  
**Note:** You can also double-click the name of the bookmark to go there.

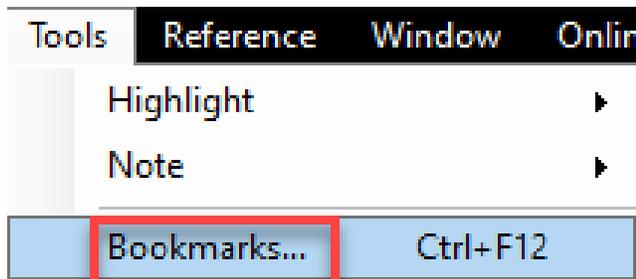
In addition to adding and going to bookmarks on the **Bookmarks** window, you can change the order in which they are listed – either **Alphabetical** or by **Reading order**.

You can also Delete any Bookmark at any time by highlighting it and clicking the **Delete** button.

Click **OK** to exit this window.



10 **Note:** You can also access the Bookmark tool from the Tools menu.  
**Tools > Bookmarks...** or by pressing **Ctrl + F12** on your keyboard.



Tip...

Bookmarks are very versatile and can be used for more than simply marking chapter and section headings. For example, you can set bookmarks at specific areas of the text you want the student to read or text that will answer comprehension questions. Teaching students to use bookmarks will help them develop skills in identifying key concepts or main ideas.

## Checklist of Skills Developed in this Tutorial

- Open sample documents from the Kurzweil 3000 Sample Documents folder
- Zoom in and out of a document using the zoom features on the Reading toolbar
- Set and use the My Zoom feature to customize document viewing
- Use the Page Thumbnail to navigate individual document pages
- Use the Thumbnails of Document tool to navigate multi-page documents
- Adjust the size of the document thumbnails
- Create and use bookmarks to help navigate multi-page documents

Now that you've completed this tutorial on navigating scanned documents, you may want to look at the tutorial that describes how to manage your Kurzweil 3000 files.