

Kurzweil 3000 (Win) v.20: Adding Custom Instructions to a Document

Introduction

When scanning books or other materials using Kurzweil 3000, the quality of the scanned document varies depending on the quality of the original textual material. To ensure documents are read aloud accurately and to add annotations that will support students' reading comprehension requires some level of document preparation. This tutorial will demonstrate how to prepare documents by adding custom instructions to support students.

Learning Objectives

Completion of this tutorial will provide experience with the following:

- Adding custom instructions using Sticky Notes and Voice Notes
- Saving a .KES file

This tutorial assumes that you have:

- Kurzweil 3000 version 20 for Windows installed on your computer
- A computer that supports audio output either through speakers or a headset

Case Study

Sheila is a Learning Support Teacher who helps the classroom teachers in her middle school support a range of students who have learning difficulties. She has an Educational Assistant, Reena, who helps her prepare student materials. Last year her school installed the network version of Kurzweil 3000 allowing classrooms' mini-labs to access the program throughout the day. Because of the range of students who would be using the program and the variety of curricular materials, Sheila and Reena developed a system for producing and preparing e-text materials for the teachers. Reena has been given preparation time in her schedule which she uses to locate (on the web) or scan texts and novels. She either downloads the material, if available, from one of the many e-text sites, or she scans the requested book using the school's duplex scanner. She takes this file and opens it up in Kurzweil 3000 and saves it as a .kesi file. Once she has done that, she performs the first two steps in Kurzweil document preparation – she zone edits the material to make sure the correct zones are being read and then she randomly checks to make sure the program is reading the material accurately by editing the underlying text. Once finished, she saves the .kesi file on the school server and Sheila takes over. Sheila takes this file and adds the moderate level reading comprehension support – Kurzweil 3000 annotations such as instructions and vocabulary support. She then saves a third version and further adds more significant reading comprehension strategies in the form of comprehension bubble notes. Over the course of several months, Sheila and Reena were able to create a repository of Kurzweil 3000 e-text files of popular classroom-based titles that could be used with a range of students who struggle with reading.

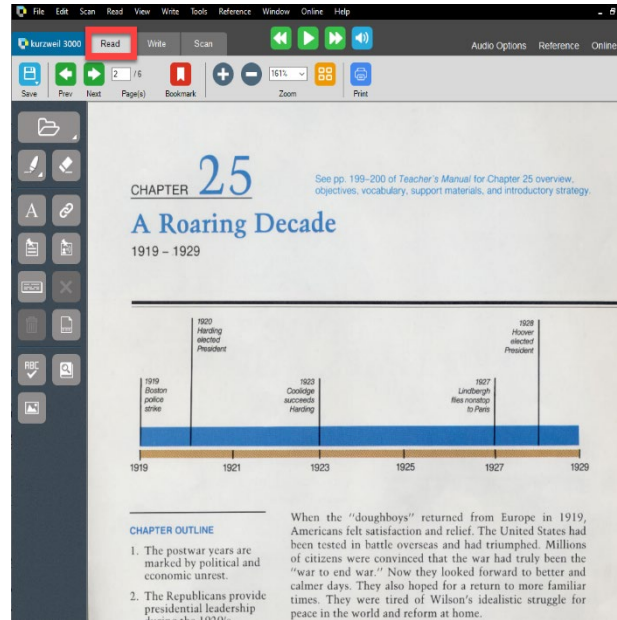
Adding Custom Instructions (Sticky Notes and Voice Notes)

Step	Instruction	Visual Depiction
------	-------------	------------------

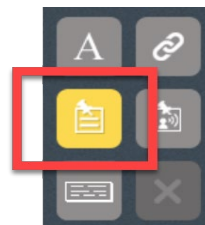
1 For many students, zone editing and correcting text reading problems is all that is required when preparing documents for their use. For those that struggle with reading, additional preparation can help them interact with the text in a more effective manner.

In this tutorial, we are going to add custom instructions to the document so students will know what they should do while reading it.

Go to the second page in the **History Textbook** document and **Click** the **Read Tab** to open the **Reading Ribbon** and **Reading Toolbar**.

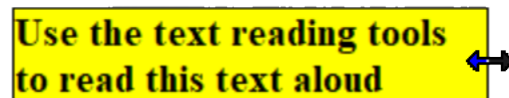


2 On the **Reading Toolbar**, click the **“Add a Sticky Note”** tool to select it.



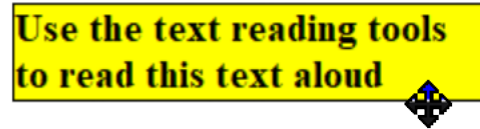
3 Move the cursor to the document area and click to set the **Sticky Note** in place. A yellow box will appear – type **“Use the text reading tools to read this text aloud”** into that box.

The Sticky Note expands to accept the text. You can type whatever instructions you want into Sticky Notes.

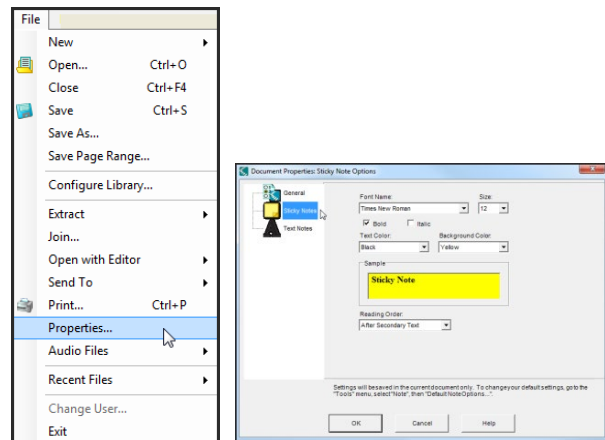


Step Instruction Visual Depiction

4 The **Sticky Note** can be **resized** by clicking on the sides and click-dragging it larger or smaller. The Note can be moved by click-dragging it by the bottom or top edge.

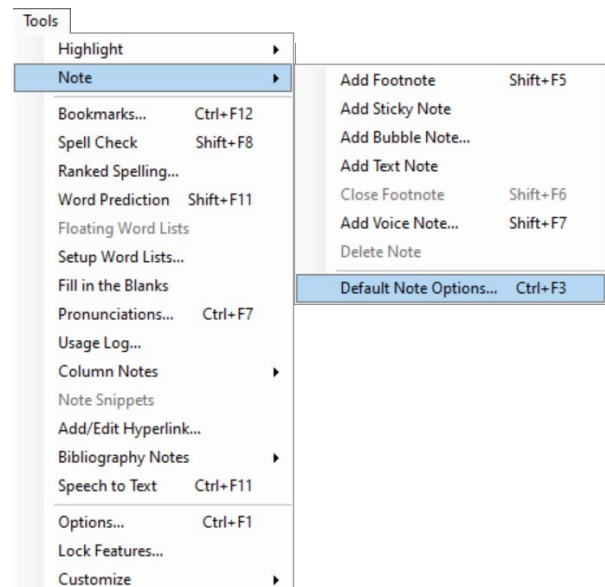


5 The appearance of your **Sticky Notes** can be changed in two ways...
 For **This** document only...
 Go to **File > Properties > Sticky Notes**
 Choose parameters and click **OK**



6 As the **default** appearance for Sticky Notes in any document...
 Go to **Tools > Note > Default Note Options**

Note: Default Sticky Note options will be in effect for any document that does not specify specific preferences in the **File Properties**.

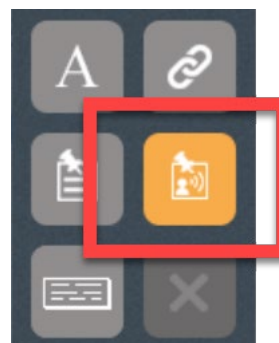


Step	Instruction	Visual Depiction
------	-------------	------------------

7 If preferred, or if space is tight on the document, **Voice Notes** can be used for instructions instead of **Sticky Notes**.

On the **Reading Toolbar**, click the “**Add a Voice Note**” tool to select it.

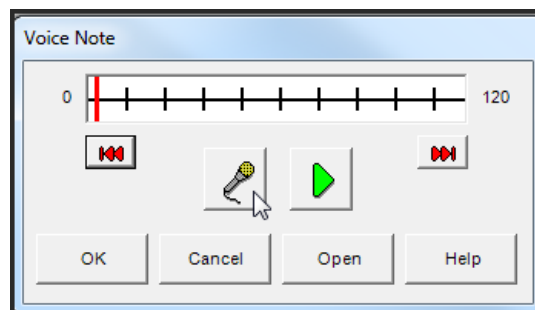
Note: A microphone is required to use this feature.



8 Move the cursor to the document area and click to set the **Voice Note** in place.

The **Voice Note** window opens. Click the **microphone** button to begin recording. Click the **Stop** button to stop recording and click the **Play** button to hear the recording.

To change the **Voice Note**, click **Record** again.



9 To save the Voice Note, click **OK**.

A **speaker icon** is placed on the document marking the **Voice Note**.

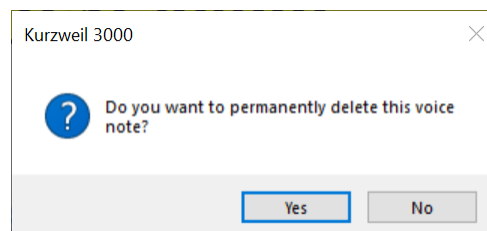
Double-click the speaker icon to hear the Voice Note played back.



10 To **delete** an annotation, including a Sticky Note or Voice Note, click it once to select it.

Then click the **Delete Tool** located on the **Read Toolbar**.

Confirm deletion by clicking **Yes** to permanently delete the selected note.



Tip...

The various types of annotations, Sticky Notes, Voice Notes, Footnotes and Bubble Notes are interchangeable and can be used for a variety of purposes. Footnotes can be used for reading instructions, Sticky Notes for vocabulary development and Voice Notes to ask comprehension questions.

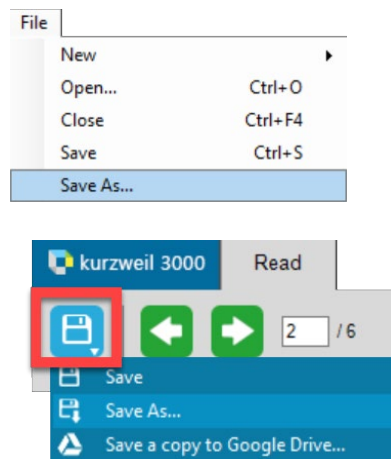
Be very creative with the use of annotations – many of the reading comprehension strategies, accessing background knowledge, predicting, summarizing, and so on, can be embedded into Kurzweil 3000 as annotations.

When preparing documents, it is important to be consistent in the use of annotations. Annotations should follow a pattern – always use Sticky Notes for instructions and Footnotes for vocabulary development, for example. Once students understand the pattern, they won't have to spend time locating annotations each time they open a new document.

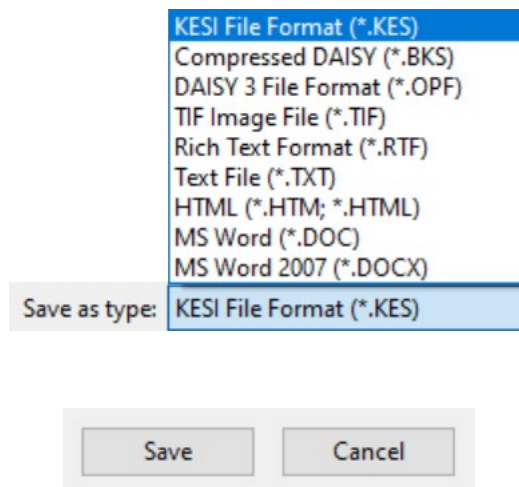
Saving Kurzweil 3000 Image (Scanned) Documents

Step	Instruction	Visual Depiction
------	-------------	------------------

1 Once zone editing is completed, documents need to be **saved**.
 To save Kurzweil image documents...
 Go to **File > Save / Save As**
 OR
 Click the **Save** button on the toolbar.



2 While documents can be saved in a variety of formats, they **MUST** saved as a **KESI (.KES)** file if annotations have been added.
 If saved as a .doc or .rtf for example, a warning will appear that the annotations will be lost.
 Documents can be saved in any format if they do not contain annotations.
 To change the file type, click the **Save as type** menu and select the desired file type from the list. Then click the **Save** button at the bottom of the window.



Tip...

File organization can sometimes be challenging for students to manage. Consider setting up individual file folders for each subject area in Documents > KESI > Kurzweil 3000 to help keep files organized and easy to find. Also consider using a naming convention for files so that the file names are easy to understand e.g. Socials10 Chapter 4 quiz Sep 30 2022.