

Kurzweil 3000 (Win) v.20: Adding Vocabulary Supports 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 vocabulary supports for a student.

Learning Objectives

Completion of this tutorial will provide experience with the following:

- Adding vocabulary supports using Footnotes and Bubble Notes
- Saving a .KES file

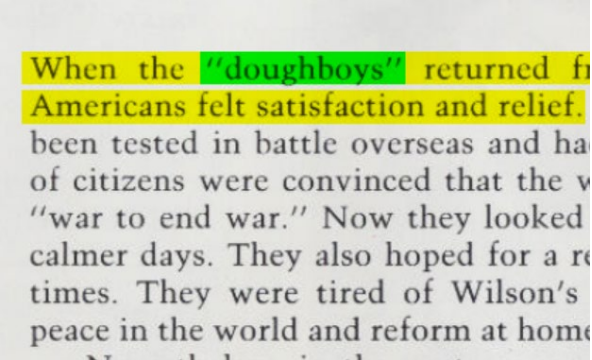

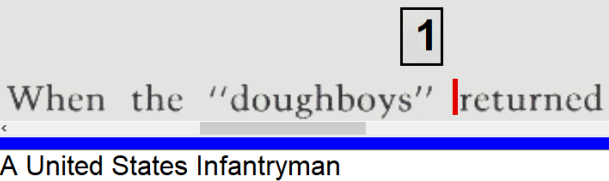
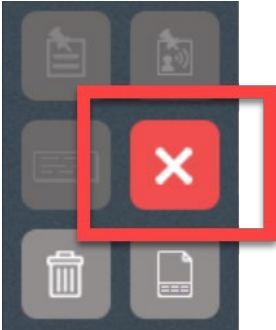
This tutorial assumes that you have:

- 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 Vocabulary Supports (Footnotes and Bubble Notes)

Step	Instruction	Visual Depiction
1	<p>Footnotes and Bubble Notes are helpful for adding vocabulary support for students. These notes are associated with specific text and are inserted directly into the text area of the document.</p> <p>In the first sentence on page two of the History Textbook, find the word “doughboys”.</p>	 <p>A screenshot of a text document. The sentence "When the 'doughboys' returned from the front, Americans felt satisfaction and relief. They had been tested in battle overseas and had seen the faces of citizens who were convinced that the war was the 'war to end war.'" Now they looked for calmer days. They also hoped for a return to normal times. They were tired of Wilson's peace in the world and reform at home." is visible. The word "doughboys" is highlighted in green.</p>
2	<p>Let's add a footnote explaining what that term means.</p> <p>Click to place the cursor behind the word “doughboy” in the sentence. Then click the Footnote Tool on the Read Toolbar to open the Footnote Window.</p>	 <p>A screenshot of the Read Toolbar. The Footnote Tool, represented by a document icon with a speech bubble, is highlighted with a red rectangular box.</p>
3	<p>Type “A United States infantryman” In the Footnote Window.</p>	 <p>A screenshot of the text document showing a footnote window. The word "doughboys" is highlighted in blue. A small box with the number "1" is positioned above the word. Below the word, a blue horizontal line indicates the start of the footnote. The text "A United States Infantryman" is visible below the line.</p>
4	<p>When finished, close the Footnote Window by clicking the Close Tool now visible on the Read Toolbar or click the Footnote Window close (X) box.</p>	 <p>A screenshot of the Read Toolbar. The Close Tool, represented by a red square with a white 'X', is highlighted with a red rectangular box.</p>

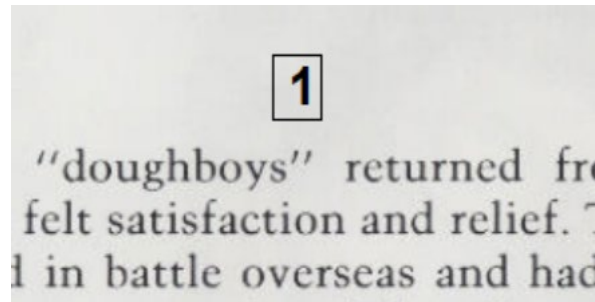
Step	Instruction	Visual Depiction
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5 Footnote number [1] has now been created on the document where the cursor was set.

To open and read the Footnote, **double-click** that icon.

Note: Footnotes can also be added from the menu.

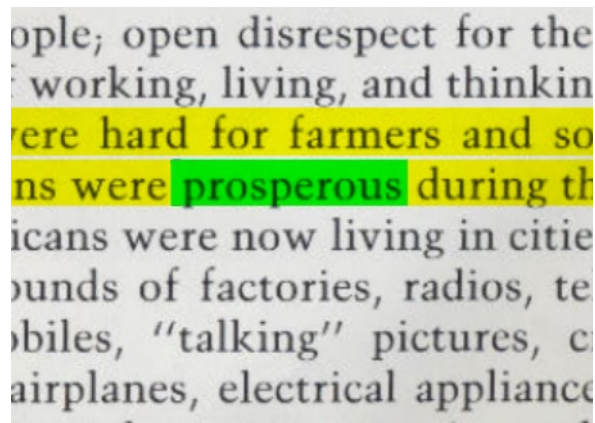
Go to **Tools > Note > Add Footnote**.



6 Vocabulary support can also be added by inserting a **Bubble Note** into the document.

There are different types of Bubble Notes. For this example, we are going to produce a **Vocabulary Bubble Note**.

In the third paragraph on page two of the History Textbook, find the word "prosperous".

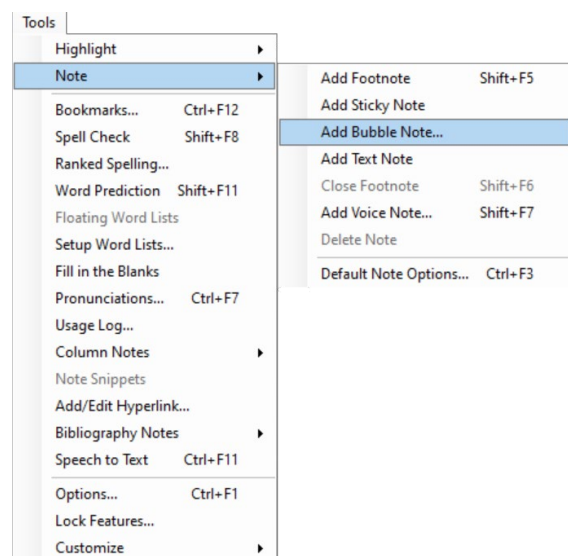


7 Let's add a **Bubble Note** explaining what that term means.

Click to place the cursor behind the word "prosperous" in the sentence.

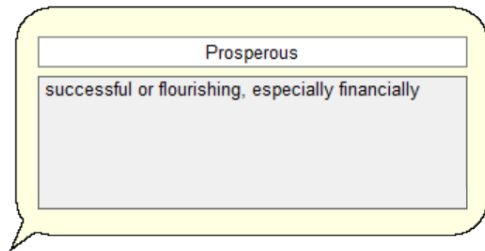
Bubble Notes are added from the menu.

Go to **Tools > Note > Add Bubble Note**.

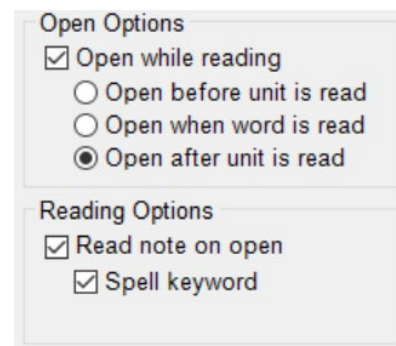


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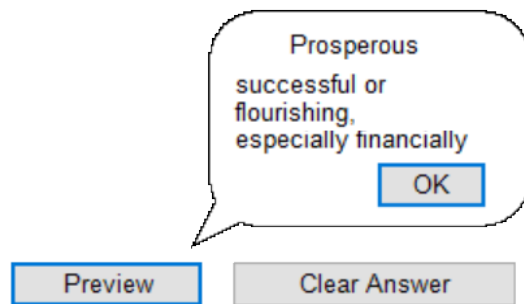
8 In the **Bubble Note Window** that opens, type the word “prosperous” in the **top field** of the bubble, and the definition of the word “successful or flourishing, especially financially” in the larger **text field**.



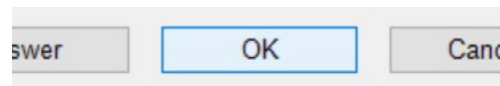
9 The next step determines how the Bubble Note behaves when the student is reading the text.
 Under **Open Options**, select **Open after unit is read**.
 In **Reading Options**, select **Read note on open** and, to spell out prosperous for the student, select **Spell keyword**.



10 Click the **Preview** button located at the bottom of the Bubble Note window to preview the note.
 When done previewing, Click **OK** to close the preview window.
 If needed, make further adjustments to the options, and preview again.

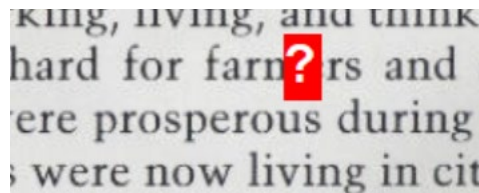


11 When satisfied, Click **OK** at the bottom of the Bubble Note window to set the Bubble Note.

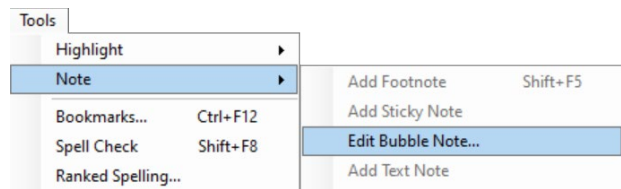


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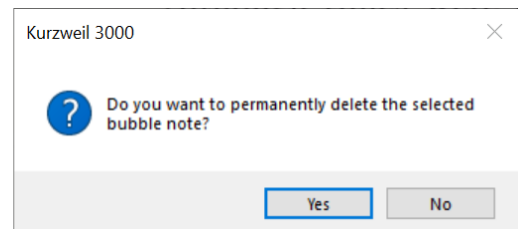
12 Note that a small **question mark icon** has been placed behind the word “prosperous” in the text.
 To **open** the Bubble Note, **double-click** the icon.



13 To **edit** the Bubble Note, **click** it once to select it and then go to **Tools > Note > Edit Bubble Note**.



14 To **delete** an annotation, including a Foot Note or Bubble 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.

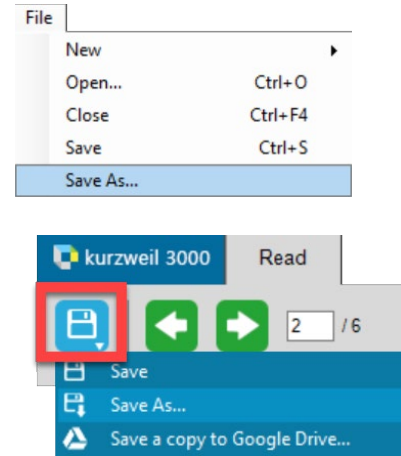
Be very creative with the use of annotations – many of the reading comprehension strategies, accessing background knowledge, predicting, summarizing, and so on, can be embedded into Kurzweil 3000 as annotations.

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.

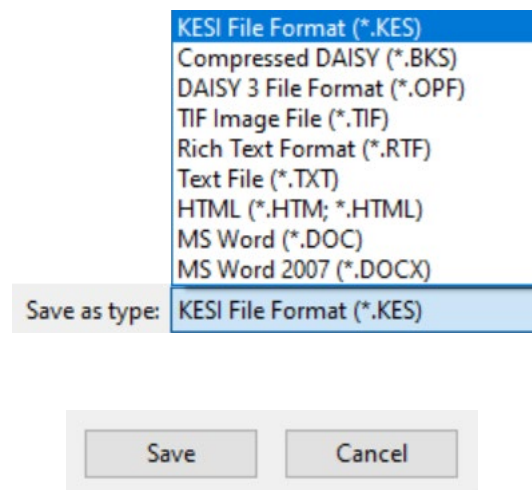
Saving Kurzweil 3000 Image (Scanned) Documents

Step	Instruction	Visual Depiction
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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.