

# Kurzweil 3000 (Win) v.20: Preparing Tests or Worksheets

## 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 tests or worksheets for students by adding text notes.

## Learning Objectives

Completion of this tutorial will provide experience with the following:

- Preparing test or worksheets by adding Text 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

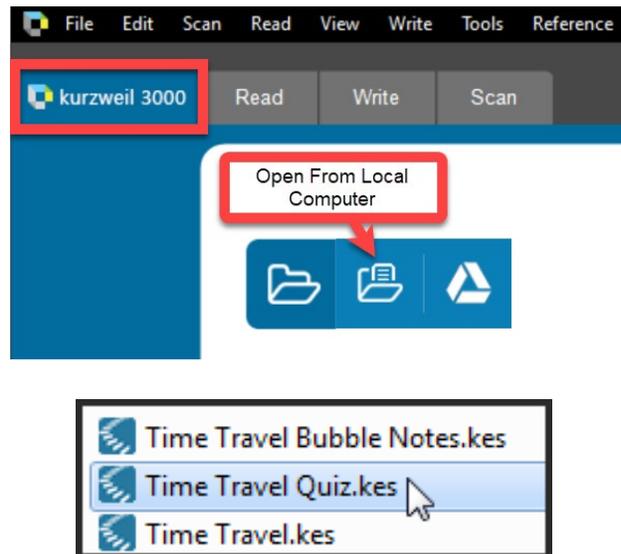
Sheila is a Learning Support Teacher who helps the classroom teachers in her middle school support a range of students who have learning difficulties. She has an Educational Assistant, Reena, who helps her prepare student materials. Last year her school installed the network version of Kurzweil 3000 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.

## Preparing Texts or Worksheets (Text Notes)

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

1 Some students have trouble completing tests or worksheets because of physical and / or cognitive challenges. In this part of the tutorial, we are going to add annotations that will allow students to type directly on a test or worksheet that has been scanned.

Go to the **Kurzweil 3000 Tab** and click **Open Existing File**, then Click **Open from Local Computer**. Locate the **Sample Documents** folder and open the file titled **Time Travel Quiz**  
 (My Documents > KESI > Kurzweil 3000 > Sample Documents > Time Travel Quiz)



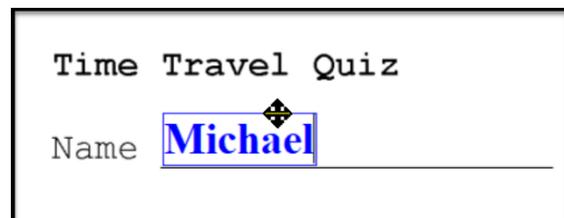
2 This is a scanned quiz that contains a number of blanks that the student will be able to fill in using Kurzweil 3000's Text Notes feature.

To add a single text note to the document, click on the **Text Note tool** on the **Read toolbar**.



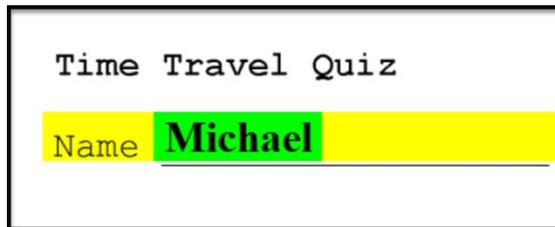
3 Place the cursor in the document and click to place it on the "Name" blank. A blue text box is added – information can now be typed into that box.

The box can be moved by clicking and dragging it by the top or bottom edge. Click anywhere off the box to set the Text Note.

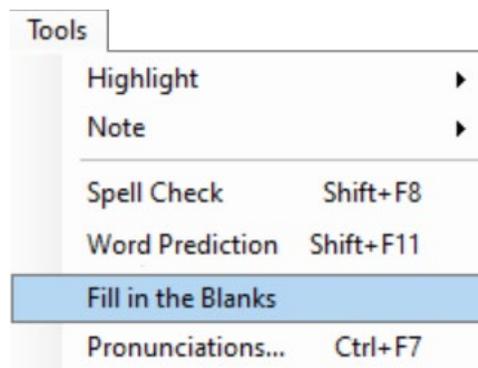


Step Instruction Visual Depiction

4 When the **Read** button is clicked, Kurzweil reads both the scanned text and the text note.  
**Note:** Students can add **Text Notes** to scanned documents as needed.

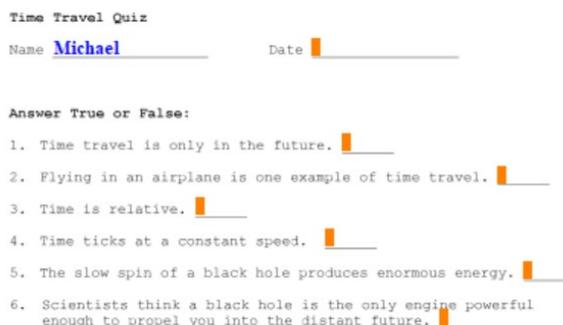


5 **Text Notes** can also be added during document preparation.  
 In addition to adding Text Notes one at a time, **Fill in the Blanks** can be used to automatically place a Text Note everywhere Kurzweil perceives there is a blank.



Go to **Tools > Fill in the Blanks**

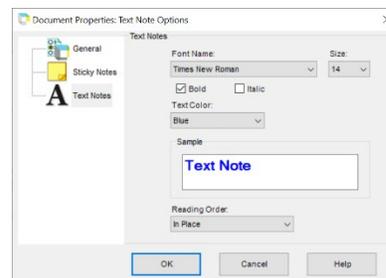
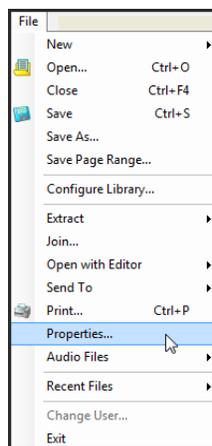
6 Text Notes appearing organ rectangles as will appear on all the blanks in the document.



The student can click on any of the text notes to add their answers.

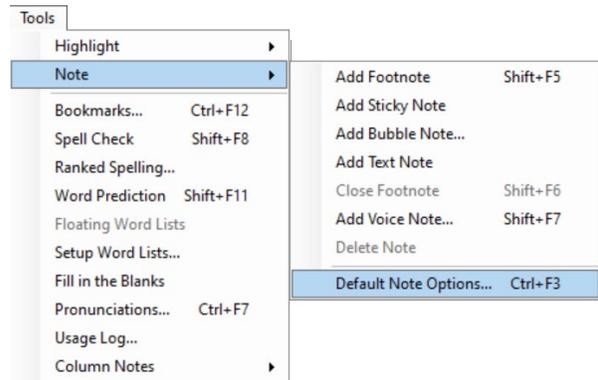
**Note:** Move sequentially from text note to text note by clicking the **Tab** key on the keyboard.

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

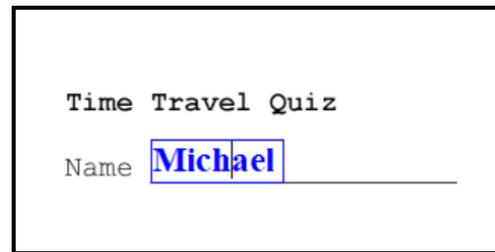


Step Instruction Visual Depiction

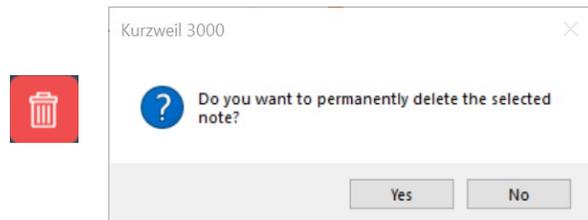
8 As the **default** appearance for **Text Notes** in any document...  
 Go to **Tools > Note > Default Note Options**  
**Note:** Default **Text Note** options will be in effect for any document that does not specify specific preferences in the **File Properties**.



9 To **edit** a Text Note, **click** it once to select it and then use the keyboard and mouse to edit the note's contents.



10 To **delete** a Text 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.



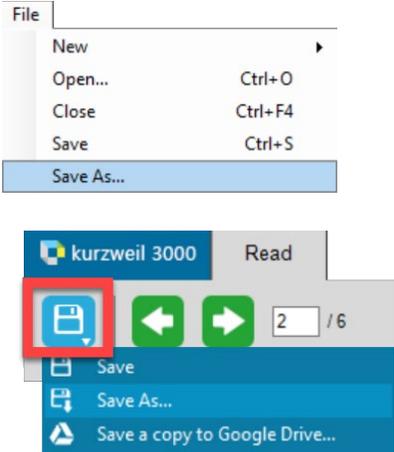
**Tip...**

Students who are completing tests or worksheets using Kurzweil should be taught how to use the various features of the program to complete them efficiently. The Read Ribbon and Toolbar provide the basic tools a student may need for this task. Consider customizing the program environment to remove access to any tools that they student should not use during testing or worksheet completion.

In addition to customizing the program environment, consider teaching your students specific skills like click-drag-dropping words (like True and False) to quickly answer questions, using specific tools for certain types of questions and so on to make sure they focus on the content of the test or worksheet and not worry that each one may have quite different formats.

Kurzweil's Help menu has an excellent section on Test Taking that provides hints and ideas for using the program for this type of task.

## Saving Kurzweil 3000 Image (Scanned) Documents

Step	Instruction	Visual Depiction
1	<p>Once zone editing is completed, documents need to be <b>saved</b>.</p> <p>To save Kurzweil image documents...</p> <p>Go to <b>File &gt; Save / Save As</b></p> <p>OR</p> <p>Click the <b>Save</b> button on the toolbar.</p>	

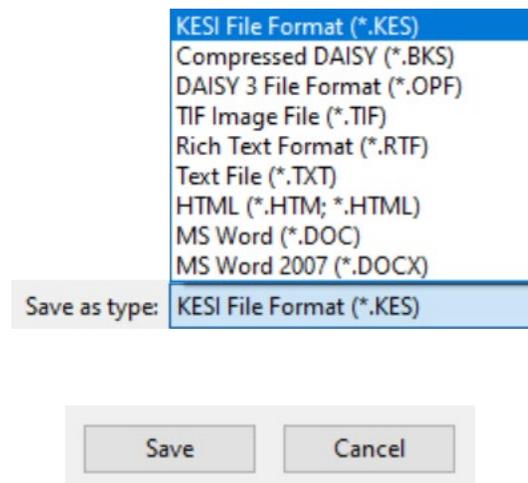
2

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.