Kurzweil 3000 (Win) v.20:
Locking Program/Document Features

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 locking specific features of the program. This can be useful assessment or test taking purposes.

Learning Objectives

Completion of this tutorial will provide experience with the following:
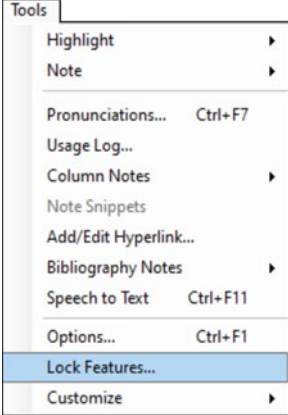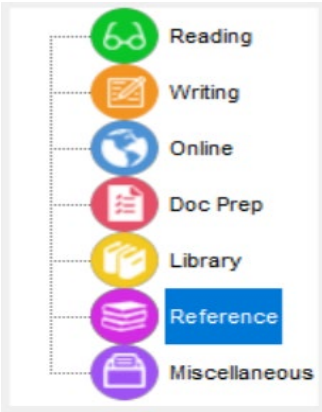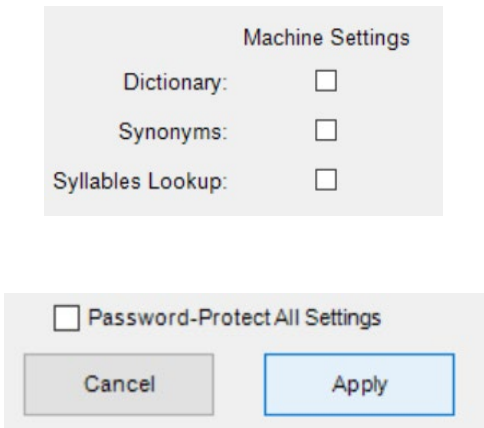
- Locking program and/or document features

This tutorial assumes that you have:

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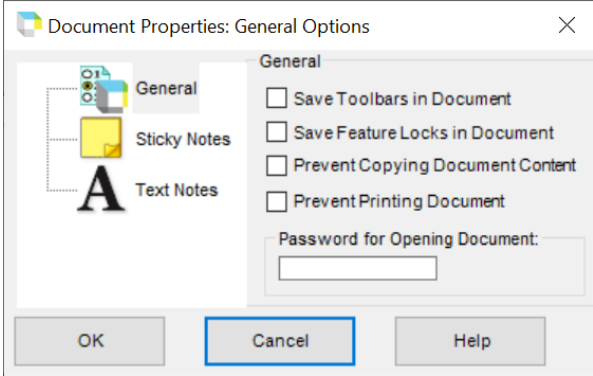- A computer that supports audio output either through speakers or a headset

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.

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Locking Program Features

Step	Instruction	Visual Depiction
1	Kurzweil 3000 gives you the ability to enable or disable certain program features (regardless of which document is open). Alternatively, certain program features can be enabled or disabled for a specific document only (good for tests!).	
2	To disable program features for all documents… Go to **Tools > Lock Features** On the window that opens up, there are seven categories of features that can be enabled or disabled. **Click** each category to see the available features.	
3	To disable a feature, **Click** the **Machine Settings** check box next to it. Then click **Apply** at the bottom of the window. The option to **Password-Protect All Settings** allows a password to be set so that students can't re-enable features on their own. **CAUTION**: If you use Password Protect DON'T forget your password! Click **Apply** to save your settings and **OK** to exit the Lock features window.	

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Locking Document Features

Step	Instruction	Visual Depiction
4	To save current program features settings to a specific document… Go to **File > Properties > General** When the window opens, select **Save Feature Locks in Document.** This will apply the current locked program features to the current document. **Warning**: This cannot be undone! Click **OK** to exit the Properties window.	Document Properties: General Options General Sticky Notes Text Notes **General** ☐ Save Toolbars in Document ☐ Save Feature Locks in Document ☐ Prevent Copying Document Content ☐ Prevent Printing Document Password for Opening Document: OK Cancel Help

Tip…

Typically, program features are left unlocked unless otherwise required.

For example, when a student is using Kurzweil to complete a test, access to certain features such as the dictionary or spell check might need to be disabled.

In addition, locking features such as Zone Editing, and Edit Underlying Text prevents students from editing documents (and potentially causing problems).

Remember: If feature locking is required, a password must be used to prevent the student from re-enabling the program settings.