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Introduction

The Kurzweil 3000 software program offers features that promote and aid in reading, studying, and writing. It provides users with multiple ways to access information, read aloud a wide variety of supported files, add notes, draft documents, brainstorm diagrams, and even scan documents for Kurzweil 3000 to read. With the installation of the KESI Reader, Kurzweil 3000 can also read web pages from a Firefox or Chrome web browser.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Install Kurzweil 3000 and create a user account.
- Understand and navigate the Kurzweil 3000 interface.
- Open documents, use the reference tools, and utilize the text to speech feature.
- Read web pages aloud (special extensions required).
- Draft documents, brainstorm diagrams, and outlines.
- Scan documents into Kurzweil 3000 and designate reading zones.
- Take notes and save your work.

Supported File Types

The following file types can be opened and read in Kurzweil 3000:

<table>
<thead>
<tr>
<th>Text File (.txt)</th>
<th>Kurzweil 3000 Document (.kes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rich Text Format (.rtf)</td>
<td>Kurzweil 3000 Column Notes files (.k3c)</td>
</tr>
<tr>
<td>Microsoft Word files (.doc)</td>
<td>Hyper Text Markup Language (.html)</td>
</tr>
<tr>
<td>Microsoft Office 2007 (.docx)</td>
<td>Microsoft Works Spreadsheet Document Backup (.bks)</td>
</tr>
<tr>
<td>Image Files (.tif, .bmp, .jpg)</td>
<td>National Instructional Materials Accessibility Standard (NIMAS)</td>
</tr>
<tr>
<td>Portable Document Format (.pdf)</td>
<td>Electronic Publication (.ePUB)</td>
</tr>
</tbody>
</table>


For more information on Supported File Formats, check the Help Topics (F1) within Kurzweil 3000.

Minimum System Requirements:

<table>
<thead>
<tr>
<th>Processor</th>
<th>1.3 GHz Pentium 4 or better</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Memory</td>
<td>2 GB</td>
</tr>
<tr>
<td>Hard Disk Space</td>
<td>2 GB of free space</td>
</tr>
<tr>
<td>Operating System</td>
<td>Windows 10, 8.1, 8, 7, Vista with Service Pack 1 or later, or XP with Service Pack 3 or later Windows 10 is supported in Kurzweil 3000 version 14.12 and later, and version 13.33 and later</td>
</tr>
<tr>
<td>Video Memory</td>
<td>4MB or better</td>
</tr>
<tr>
<td>Screen Resolutions</td>
<td>1024x768 24-bit color or better</td>
</tr>
<tr>
<td>Bandwidth</td>
<td>Recommend a minimum of 56k</td>
</tr>
<tr>
<td>Additional Requirements</td>
<td>Speakers, microphone, TWAIN-compatible scanner Internet connection, Mozilla Firefox v3.5 or later for Read the Web functionality</td>
</tr>
</tbody>
</table>

Reference: [https://www.kurzweiledu.com/includes/new-windows-system-requirements.html](https://www.kurzweiledu.com/includes/new-windows-system-requirements.html)
Installing Kurzweil 3000 for PC

The following will explain how to download and install Kurzweil 3000 on your PC:

1. Navigate your web browser to www.kurzweiledu.com/k3win.
2. The Kurzweil 3000 Downloads page will open. Click the latest version of the Kurzweil 3000 web license download.
3. Save the file to a location on your computer.

**Note:** The file is a large download. Make sure you are on a wired internet connection to maintain connection and download speed.

4. Open the file once it has finished downloading.
5. The installation window will appear. Click Install. Kurzweil 3000 will begin to install on your computer.

![Figure 1 - Install Kurzweil 3000 to PC](image1)

6. After the initial install, the Kurzweil 3000 Web Licensing Software window will appear. Click Install Web Licensing Software.

![Figure 2 - Install Web Licensing Software](image2)
7. Kurzweil 3000 will continue installing. When prompted, click Next.

![Figure 3 - Click Next](image)

8. Click the radio button next to I accept the terms in the license agreement (see Figure 4).
9. Click Next (see Figure 4).

![Figure 4 - License Agreement](image)

10. When prompted, enter your netid as your user name and your Organization as Kennesaw State University.

![Figure 5 - Enter User Name and Organization](image)
11. Click **Next**.
12. When prompted to select a setup type, choose **Complete** and click **Next**.

![Select Setup Type](image)

**Figure 6 - Select Setup Type**

13. Click **Install**. The installation process will continue. This process may take several minutes to complete.
14. A window will appear once installation is complete. Click **Finish**.
15. The *Kurzweil 3000 Web License* edition is now installed on your computer.

### Creating an Account

Before using the *Kurzweil 3000 Web License* program, you will need to create an account:

2. Log in with your **netid** and **password**.
3. Click **My Available Downloads**.

![User Sign-Up](image)

**Figure 7 - User Sign-Up**

4. A list of your available downloads will appear. Scroll down and click on **View Files** next to *Kurzweil 3000 Account Creation*.

![View Files](image)

**Figure 8 - View Files**
5. Click **Download File**. You will be prompted to download a PDF with additional instructions on creating your account, including a link to access the registration page. Follow the instructions in this guide to create your account.

**Running Kurzweil 3000**

To run the *Kurzweil 3000*:

1. Click the program on your **computer**.

**Note:** After installation a short-cut will be placed on the desktop for easy access.

2. A login window will appear. Enter the **username** and **password** that you received when creating your account (see *Creating an Account* for more information).

![Figure 9 - Enter Username and Password](image)

3. Click **Login**.

4. You are now logged in to *Kurzweil 3000*.

**Note:** If this is your first time running *Kurzweil 3000*, you will receive a message that *Windows Firewall* has blocked the program. Make sure **Domain network** (for on-campus) and/or **Private network** (for off-campus) is checked, and click **Allow access**.

![Figure 10 - Windows Firewall Prompt: On-Campus Use](image)
Changing Your Password
When first creating an account, you will automatically be assigned a password. Follow the steps below if you wish to create your own password:

1. Open the Kurzweil 3000 program and login to your account.
2. In the Menu bar, click File (see Figure 11).
3. Click My Account (see Figure 11).

![Figure 11 - Access Your Account](image)

4. Your web browser will open to the Kurzweil 3000+firefly website. Log in with your Username and Password.
5. The Account Home page will appear. Click Update Profile.

![Figure 12 – Update Profile](image)
6. The Manage Profile page will appear. Under Login Information, enter your preferred password in the password field (see Figure 13).
7. In the Retype Password field, reenter your preferred password to confirm (see Figure 13).
8. Click Update Account Information (see Figure 13).

![Figure 13 - Manage Profile]

9. Your password has been changed, and a reminder will be sent to the email registered with your profile. You will need to use your new password the next time you log-in.
The Kurzweil 3000 Landing Page Interface

When first accessing Kurzweil 3000, the Landing page will appear:

1. **Menu Bar** – Access all Kurzweil 3000 features and functions (see Figure 14).
2. **Kurzweil 3000 Tab** – Opens the Kurzweil 3000 landing page (see Figure 14).
3. **Read Tab** – Opens the Reading tab for reading documentation (see Figure 14).
4. **Write Tab** – Opens the Writing tab for drafting documentation (see Figure 14).
5. **Scan Tab** – Opens the Scanning tab for scanning documentation (see Figure 14).
6. **Playback Options** – Go back/forward a reading unit, read and silent reading (see Figure 14).
7. **Audio Options** – Increase/decrease WPM, change voice, and reading mode/units (see Figure 14).
8. **Reference** – Read a web page, and look up information on a selected word (see Figure 14).
9. **Online** – Download additional content from online sources (see Figure 14).
10. **Read** – Open an existing file to read within Kurzweil 3000 from the landing page (see Figure 14).
11. **Write** – Open a new document, brainstorm graphic, or outline (see Figure 14).
12. **Scan** – Scan a document from a connected scanner into Kurzweil 3000 (see Figure 14).
13. **Tip of the Day** – Displays helpful tips on how to use Kurzweil 3000 (see Figure 14).
14. **Recent Documents** – Displays recent documents opened which can be accessed (see Figure 14).

**Note:** Number 1 – 9 are available throughout all tabs within Kurzweil 3000 (see Figure 14).
The Read Tab

The Read tab contains tools to assist with reading documents and taking notes during readings.

The Read Tab Interface – Tool Bar

1. **Save** – Saves the current document with changes (e.g. notes, highlights, etc) (see Figure 15).
2. **Page Navigation** – Move forward/backwards throughout the document (see Figure 15).
3. **Bookmark** – Marks a selection of text that can be referenced later (see Figure 15).
4. **Zoom Controls** – Increase/Decrease the zoom level of the current document (see Figure 15).
5. **Thumbnail View** – Displays all pages in the document as thumbnails (see Figure 15).
6. **Print** – Accesses the print options for the current document (see Figure 15).

**Note**: Buttons described in numbers 1-5 can be seen across the Read, Write, and Scan tabs and function the same.

![Image of Read Tab Interface](Figure 15 - Read Tab: Tool Bar Interface)
The Read Tab Interface – Side Bar

1. **Open an Existing File** – Open a document from your computer, or from the *University Library* (see Figure 16).

2. **Highlight Tools** – Mark documents with highlights, circles, and strikeouts and delete markings with the eraser (see Figure 16).

3. **Insert Tools** – A group of tools that are used to insert notes (in order from the upper-left across to lower-right) (see Figure 16).
   - **Add Text Note** – Adds a transparent text note to the document (see Figure 16).
   - **Add/Edit Hyperlink** – Inserts a hyperlink on a selected word (see Figure 16).
   - **Add Sticky Note** – Adds a text note with a yellow background (see Figure 16).
   - **Add Voice Note** – Record a voice note into the document (see Figure 16).
   - **Add Footnote** – Adds a footnote to the currently selected location (see Figure 16).
   - **Close Footnote** – Closes the currently open footnote (see Figure 16).
   - **Delete Note** – Delete the selected footnote (see Figure 16).
   - **Open Column Notes** – Open/create a column note for the document to organize main ideas, supporting ideas, and other notes from within the documentation (see Figure 16).

4. **Reference Tools** – A group of tools used for reference (in order from the upper-left across to lower-right) (see Figure 16).
   - **Spellcheck** - Checks the document for spelling errors (see Figure 16).
   - **Define** – Defines the selected word (see Figure 16).
   - **Get Picture** – Displays a picture of the selected word (see Figure 16).

![Figure 16 - Read Tab: Tool Bar Interface](image)
Opening a Document from your PC
To open a document from your computer to read in Kurzweil 3000:

1. From the Read tab, click the Open an Existing File button.
2. A menu will appear. Click the Open from Local Computer button.

Note: If on the Kurzweil 3000 Landing page, you can also click Open Existing File (see Figure 14).

3. The File Explorer will appear. Select a document from your computer and click open.

4. The file will open in Kurzweil 3000.

Note: If the file is a PDF, Kurzweil 3000 will ask which pages you wish to open. You can choose a specific page range, or just open all pages at once by clicking OK.
Opening a Document from the Universal Library

The Universal Library is an online folder that can be used to store and distribute documents to all users, regardless of their account privileges. To open an existing document from the Universal Library:

1. From the Read tab, click the Open an Existing File button.

Note: If on the Kurzweil 3000 Landing page, you can also click Open Existing File (see Figure 14).

2. A menu will appear. Click the Open from the Universal Library button.

![Figure 20 - Open from the Universal Library](image)

3. The Open from the Universal Library window will open and display available folders online. Double-click a folder to open it and see its contents.

![Figure 21 - Open from the Universal Library Window](image)

4. When a folder contains a readable document, it will be displayed in the right column. Click the document you wish to open.

![Figure 22 - Readable Documents Available](image)

5. Click Open. The document will be displayed.
Reading a Document

After opening one of the supported file types (see Supported File Types for more information), you can use Kurzweil 3000 to read text out loud. As text is read, it will be highlighted to help you keep pace with the reading.

1. After opening a document, click the Read button.

![Read Button](image)

2. The text to be read will be highlighted in yellow, and text being read will be highlighted green.

![Highlighted Text During Reading](image)

3. To change the reading options, click Audio Options in the Tool Bar (see Figure 25).
   a. To decrease/increase the reading speed, click the down/up arrows (see Figure 25).
   b. Change the speaker to change the voice reading text (see Figure 25).
   c. The Reading Mode determines how much Kurzweil 3000 will read before pausing (see Figure 25):
      - Continuous (default) - Will read the entire document.
      - Self-Paced - Will pause after reading each reading unit.
      - Word by Word - Will pause after reading each word.
   d. The Reading Units determines how much text Kurzweil 3000 will highlight to be read (see Figure 25):
      - Word – Highlights only the current word being read in green.
      - Phrase – Highlights a small section of a sentence.
      - Line – Highlights all the text on one line.
      - Sentence – Highlights the entire sentence.
      - Paragraph – Highlights the entire paragraph.
      - Heading – Highlights any headings within the document.
      - Highlight – Highlights any currently highlighted text within the document.
   e. Change the language to pronounce words in French or Spanish (see Figure 25).
Taking Notes

*Kurzweil 3000* contains tools on the *Side Bar* that can be used to mark ideas within your document. Some examples are making notes and highlighting key ideas:

**Highlight Text**

1. To highlight an area of text within your document, click the **Highlight** tool.
2. A menu will appear displaying highlighter colors, circles, and strike-out tools. Click on a *highlighter color*.

![Figure 26 - Highlighter Options](image)

3. The cursor will change to a highlighter. Left-click and select the *text* and it will be automatically highlighted.

![Figure 27 - Highlight Text](image)

4. To deselect the highlighter, click the **Highlight** tool again, then click on your *document*.
5. To erase highlighted text, click the **Highlight Eraser** tool.
6. The cursor will change to an eraser. Left-click and select the *highlighted text* and the highlights will be erased when the left-mouse button is released.
7. To deselect the eraser, click the **Highlight Eraser** tool again.

**Add Notes**

1. To enter a text note or sticky note to your document, click the **Add a Text Note/Add Sticky Note** button.

![Figure 28 – Text Note and Sticky Note](image)

2. Click a *location* on your document to add the note.
3. The note will be added. Begin *typing* to add your note.

![An example of a text note. An example of a sticky note.](image)

**Note:** A *Text Note* is transparent, while a *Sticky Note* is solid and highlighted in yellow.
4. When finished, click **anywhere** outside the note to deselect it.
5. To edit the note, click the **text** within the note to edit it.
6. Left-click on the **top-border** of a note to drag it to a new location, or left-click on the **side-border** of a note to resize it.
7. To delete a note, selected the note to be deleted, and click the **Delete the Current Note** button.

Reference Tools
Reference tools within *Kurzweil 3000* include a spellchecker, dictionary, and image search.

**Spellcheck a Document**
The spellchecker will search the current document for any spelling errors. Any errors found will be corrected on the reading script that *Kurzweil 3000* uses for text to speech (so spelling errors will not be fixed on the document, only when read aloud).

1. Click the **Spellchecker** tool.

2. *Kurzweil 3000* will begin to check the document for spelling errors. When a misspelling is found, the **Spelling Correction** window will appear.
3. Select the **correct spelling** from the **Suggestion** list and click **Change**.

4. *Kurzweil 3000* will continue checking the document until there are no more spelling errors found.
Find the Definition of a Selected Word
1. In the document, click on the word you wish to define.
2. Click the Definition tool.

Figure 33 – Get Definition of Selected Word

3. The Definition window will appear and display the definition of the selected word. Click Read to have the definition read aloud.

Figure 34 - Definition Window

4. When finished with the Definition window, click the red X in the upper-right corner to close the window.

Display an Image of the Current Word
1. In the document, click on the word you wish to display an image of.
2. Click the Get Picture tool.

Figure 35 - Get Picture of the Selected Word

3. The Image window will appear and display a picture of the selected word. When finished, click the red X in the upper-right corner to close the window.

Figure 36 - Image Window
Saving Notes in a Document
You can save the document as a .KES file to retain any highlights or notes that have been added to it.

1. In the Tool bar, click on Save.

![Figure 37 – Tool Bar: Save](image)

2. From the drop-down menu, click Save as.

![Figure 38 – Save](image)

3. The Save As window will appear. Next to File name, type in a name for your file (see Figure 39).
4. Next to Save as type, select a file format (default is a Kurzweil 3000 .KES file) (see Figure 39).
5. Click Save (see Figure 39).

![Figure 39 - Save File As](image)

6. The document will be saved to your computer. It can be opened again using Kurzweil 3000.
Reading a Web Page Aloud with Kurzweil 3000

*Kurzweil 3000* can read web pages aloud using Firefox or Chrome on Windows computers, but an extension will be needed in order to enable this feature. The following will explain how to enable Read the Web on Firefox and Chrome.

Enable Read the Web on Firefox

The KESI Reader extension must first be installed to Firefox in order to use this feature. Once enabled, you will be able to access this feature from within the Kurzweil 3000 program. Before installing the extension, make sure Firefox is closed.

1. In the Menu Bar, click Read (see Figure 40).
2. From the drop-down, click Read the Web (see Figure 40).

![Figure 40 - Read the Web](image)

3. A notification window will appear asking if you would like to install the *KESI Reader*. Click Yes.
4. A message will display saying that the extension will be installed and remind you to close Firefox. Click OK.
5. *Kurzweil 3000* will open Firefox and prompt you to install the *KESI Reader*. Click Install.

![Figure 41 - Install KESI Reader](image)

6. A message will display saying the *KESI Reader* will be installed after you restart Firefox. Click Restart.

**Note**: You can also close the Firefox browser, then reopen it at this point.

7. After Firefox reopens, the *KESI Reader* will be installed and the *Kurzweil 3000 Read the Web* toolbar will be visible under the address bar.

![Figure 42 - Kurzweil 3000 Read the Web Toolbar](image)
Using the Read the Web Tool Bar in Firefox

Once the KESI Reader has been installed, you will be able to use the Read the Web tool bar to read text aloud from websites online. To use the tool bar:

1. Open Kurzweil 3000 and log-in to your account.
2. Open a website within Firefox, and click in-front of the text you wish to have read aloud.
3. On the Read the Web toolbar, click the Read/Pause button (see Figure 43).
4. The text will be read from the website. Use the Previous/Next buttons to move through the text on the web page (see Figure 43).
5. To look up a definition of a word, select the word, then click Definition on the Read the Web tool bar (see Figure 43).
6. To have Kurzweil 3000 pronounce a word using its syllables, select the word, then click Syllables on the Read the Web tool bar (see Figure 43).
7. To change the read mode from continuous, self-paced, or word-by-word, select an option from the drop-down (see Figure 43).
8. To change whether Kurzweil 3000 highlights by word, phrase, sentence, or paragraph when reading, select an option from the read by drop-down (see Figure 43).
9. To alter the speed at which text is read, enter a number in the WPM field (see Figure 43).

![Figure 43 – Read the Web Tool Bar](image)

Note: Kurzweil 3000 will grab the text from the website and store it under the Write tab within the program. From here you can edit the text, or save it as a .KES file to access the reading later.

Enable Read the Web on Chrome

The Read the Web extension must first be installed to Chrome in order to use this feature.

Note: Once installed, you can access Read The Web from within Chrome.

1. Access the Chrome Web Store at [https://chrome.google.com/webstore/category/apps](https://chrome.google.com/webstore/category/apps).
2. Search the Chrome Web Store for Kurzweil.
3. In the search results under *Extensions* next to *Read The Web*, click **Add to Chrome**.

![Add Read The Web to Chrome](image)

**Figure 44 - Add Read The Web to Chrome**

4. If asked to add *Read The Web* extension to Chrome, click **Add extension**.

![Add Extension](image)

**Figure 45 - Add Extension**

5. The extension will be installed to Chrome and will appear next to the address bar.

![Read The Web in Chrome](image)

**Figure 46 - Read The Web in Chrome**
Using the Read the Web Toolbar in Chrome.
Once the Read The Web extension has been installed, you will be able to access Read the Web from Chrome and enable a toolbar to read text aloud from websites online. To use the tool bar:

1. Open the Chrome browser.
2. Click on the Read the Web icon next to the address bar.
3. Enter your username and password for your Kurzweil 3000 account.
4. Click Login.

5. After logging in, the Read the Web toolbar will display the interface:
   a. Kurzweil3000.com: access the Kurzweil3000.com log-in page (see Figure 48).
   b. Options: alter the reading voice, speed, mode, and unit settings (see Figure 48).
   c. Go: allows you to move backwards/forwards throughout text in the website (see Figure 48)
   d. Play: begins reading text on the webpage. To read a specific passage, click your mouse on the section where you wish to begin (see Figure 48).
   e. Mute: mute/unmute the sound (see Figure 48).
   f. Dictionary: access the dictionary to define the currently highlighted word (see Figure 48).

6. To begin reading a web page, click a section of the page where you want the reader to begin, and click Play on the toolbar.
The Write Tab

The Write tab contains tools for drafting documents, brainstorming, and creating outlines:

The Write Tab Interface – Tool Bar

1. **Document Views** – Allows you to switch between Brainstorm, Outline, Split Screen, and Draft (currently shown) view (see Figure 50).
2. **Font Settings** – Options for adjusting the style, size position, and bold/italics/underline of fonts (see Figure 50).
3. **Print** – Prints the current document (see Figure 50).
4. **Drafting Area** – Here is where you create your document/brainstorming session (see Figure 50).

![Figure 50 - Write Tab: Tool Bar Interface](image-url)
The Write Tab Interface – Side Bar

1. **New Document** – Create a new document, brainstorm, or outline (see Figure 51).

2. **Highlight Tools** – Mark text with highlights and strikeouts and delete markings with the eraser (see Figure 50).

3. **Insert Tools** – A group of tools that are used to insert notes (in order from the upper-left across to lower-right) (see Figure 50).
   - **Add Voice Note** – Record a voice note that can be added into the document.
   - **Add/Edit Hyperlink** – Inserts a hyperlink on a selected word.
   - **Add Footnote** – Adds a footnote to the currently selected location in the document.
   - **Close Footnote** – Closes the currently open footnote.
   - **Open Note Snippets** – Opens an existing column notes file (.K3C).
   - **Open Column Notes** – Open/create a column note for the document to organize main ideas, supporting ideas, and other notes from within the documentation.
   - **Open Floating Word List** – Brings up a floating list of words to facilitate writing.
   - **Review Writing** – Opens a checklist to assist with proofing your document.

4. **Reference Tools** – A group of tools used for reference (in order from the upper-left across to lower-right) (see Figure 50).
   - **Spellcheck** - Checks the document for spelling errors.
   - **Word Prediction** – Displays words as you type.
   - **Define** – Defines the selected word.
   - **Get Picture** – Displays a picture of the selected word.

![Figure 51 - Write Tab: Side Bar Interface](image-url)
Creating a New Draft Document
To write a new draft:
1. From the Write tab, click the New Document button.
2. A menu will appear. Click the New Draft button.

Note: If on the Kurzweil 3000 Landing page, you can also click New Draft (see Figure 14)
3. The new draft document will open. You can begin typing your document in the drafting area.

Creating a New Brainstorm Document
A Brainstorm document can be useful when you need to generate topics to write about or points to make during your topic. This acts as a good way to structure a paper before you begin writing. To begin a new brainstorm document:
1. From the Write tab, click the New Document button.
2. A menu will appear. Click the New Brainstorm button.

Note: If on the Kurzweil 3000 Landing page, you can also click New Brainstorm (see Figure 14)
3. The new brainstorm document will open and display a palette with different brainstorming tools.
4. To add an object from the Brainstorm Palette, click on the drafting area where you want the object to go, then click the object from the Brainstorm Palette.
Creating a New Outline Document

An Outline document can also be useful when you need to keep track of ideas and flesh out a main idea. To begin a new outline document:

1. From the Write tab, click the **New Document** button.
2. A menu will appear. Click the **New Outline** button.

![Figure 55 - New Outline](image)

**Note:** If on the Kurzweil 3000 Landing page, you can also click **New Outline** (see Figure 14)

3. The new outline document will open and display a palette with different outline tools.

![Figure 56 - New Outline Document and Palette](image)

4. As you are typing your outline, you can click on tools within the **Outline Palette** to add them to your outline (e.g. Add Subtopic, Increase/decrease indent).

Saving Your Drafts as a Document

You can save your drafts (text, brainstorm, outline) document as a .KES file to access at a later time.

1. In the Tool bar, click on **Save**.

![Figure 57 – Tool Bar: Save](image)

2. From the drop-down menu, click **Save As**.

![Figure 58 – Save](image)
3. The Save As window will appear. Next to File name, type in a name for your file (see Figure 59).
4. Next to Save as type, select a file format (default is a Kurzweil 3000 .KES file) (see Figure 59).
5. Click Save (see Figure 59).

![Figure 59 - Save File As](image)

6. The document will be saved to your computer. It can be opened again using Kurzweil 3000.
The Scan Tab

The *Scan* tab contains tools for scanning documents into *Kurzweil 3000* and designating reading zones that *Kurzweil 3000* will use to identify text to read.

**The Scan Tab Interface – Tool Bar**

1. **Scanner Setup** – Select which connected scanner you wish to use (see Figure 60).
2. **Zone Editor** – Enable to edit reading zones within a scanned document (see Figure 60).
3. **Edit Underlying** – Presents a separate dialog of what *Kurzweil 3000* reads that can be edited (see Figure 60).
4. **Header/Footer** – Add a header/footer to the scanned document (see Figure 60).

![Figure 60 - Scan Tab: Tool Bar Interface](image-url)
The Scan Tab Interface – Side Bar

1. **Start a Scan** – Starts scanning a document using current settings (see Figure 61).
2. **Insert and Preview Options** - (in order from the upper-left across to lower-right)(see Figure 61):
   - **Rescan Page** – Scanner will rescan the page.
   - **Insert Page** – Adds another page to the existing scan document. Useful if you have multiple sources you wish to scan into one document.
   - **Preview** – Displays a preview of what the scanned document will look like.
   - **Insert Image** – Inserts a preview of what the scanned document will look like.
3. **Scan Settings** - (in order from the upper-left across to lower-right) (see Figure 61)
   - **Scan in Color** – Scans the document in color.
   - **Double-Sided Scanning** – The scanner will pause after scanning the first page so you can flip the document to continue scanning.
   - **Two-Page Mode** – The scanner will scan two pages (e.g. open book).
   - **Scan Repeatedly** – The scanner will continue scanning, prompting you to continue after each scan until canceled.
4. **Proofing Options** - (in order from the upper-left across to lower-right) (see Figure 61)
   - **Edit Underlying Text** – Presents a separate dialog of what Kurzweil 3000 reads that can be edited.
   - **Spellcheck Document** – Checks the recognized text for spelling errors.
   - **Re-Recognize Page** – *Kurzweil 3000* checks the page again for text and assigns reading zones.
   - **Delete Page** – Deletes the current page.

![Figure 61 - The Scan Tab: Side Bar Interface](image-url)
Scanning a Document into Kurzweil 3000

The following will explain how to create a black and white scan of a document into Kurzweil 3000.

**Selecting Your Scanner**

Before scanning a document, it is recommended your scanner is installed with the latest drivers. Once installed, make sure your scanner is the currently selected scanner from the *Scanner Setup* option:

1. From the *Scan tab*, click **Scanner Setup**.

![Figure 62 - Scanner Setup](image)

2. From the drop-down, click **Select Scanner**.
3. The *Select Scanner* window will appear. From the drop-down menu, select your **scanner** and click **OK**.

![Figure 63 - Select Scanner](image)
Scanning a Single Page

1. From the *Scan* tab, click the *Scan* button.

![Figure 64 - Scan a Document](image)

2. The scanner will begin scanning your document. When finished, it will display the scanned page.

![Figure 65 - Document Scanned](image)

3. If you wish to rescan the document, click the *Rescan* button from the *Scanning Sidebar.*

![Figure 66 – Rescan](image)
Adjusting Reading Zones

When a document is scanned, *Kurzweil 3000* automatically checks the document for text and assigns zones to sections of the document. When reading the document, *Kurzweil 3000* will go from zone to zone in order. You can add, delete, and reorder zones as needed:

1. After scanning a document, click the **Zone Editor**.

2. The **reading zones** within the document will be highlighted in yellow, with numbers next to them to indicate the read order of the zones.
Deleting Zones

1. To delete an existing zone, right-click on the zone you wish to delete.
2. A menu will appear. Click on Delete Zone.

![Delete Zone](image)

3. The selected reading zone will be deleted.

Adding Zones

1. To add a zone, right-click on the document.
2. A menu will appear. Click on Add Zone.

![Add Zone](image)

3. The cursor will turn into a crosshair. Left-click and drag to draw a box over the text you wish to include in the new reading zone.

![Draw New Zone Over Text](image)
4. Release the **left-mouse button** once you are finished selecting your text.
5. To confirm your selection, press **enter**.
6. The new reading zone will be added and displayed in yellow.

Figure 72 - Reading Zone Added

Reassign the Read Order of Reading Zones

1. Double-click on a reading zone that you wish to reassign.

Figure 73 - Double-Click the Reading Zone
2. The Zone Properties window will appear. In the Reading Order field, enter the reading order you wish to assign to the selected zone.

![Zone Properties Window](image)

Figure 74 - Change Reading Order

3. Click OK.
4. The new reading order will be assigned to the selected zone.

**Saving Zone Editor Changes**

After setting up the zones in your scanned document, you can save your changes:

1. Click the Zone Editor button.

![Zone Editor Window](image)

Figure 75 - Zone Editor

2. A window will open asking if you wish to save your Zone Editor changes. Click Yes.
3. The changes will be saved.

**Saving Your Scanned Document**

1. In the Tool bar, click on Save.

![Tool Bar: Save](image)

Figure 76 – Tool Bar: Save
2. From the drop-down menu, click **Save**.

![Figure 77 – Save](image)

3. The **Save As** window will appear. Next to **File name**, type in a **name** for your file (see Figure 78).
4. Next to **Save as type**, select a **file format** (default is a *Kurzweil 3000*.KES file) (see Figure 78).
5. Click **Save** (see Figure 78).

![Figure 78 - Save File As](image)

6. The scan will be saved to your computer. It can be opened again using *Kurzweil 3000*.

**Additional Help**

For additional support, please contact the KSU Service Desk:

**KSU Service Desk for Faculty & Staff**
- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: [http://uits.kennesaw.edu](http://uits.kennesaw.edu)

**KSU Student Helpdesk**
- Phone: 470-578-3555
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- Website: [http://uits.kennesaw.edu](http://uits.kennesaw.edu)