

## Using Kurzweil: Basic Features

### □ **Getting started with Kurzweil**

Sign in as the user with your first name

### □ **Open a Kurzweil file**

File > Open > (locate the Sample Document files such as “Romeo”)

### □ **Screen appearance**

Adjust the highlighting colors and the background color of the screen according to the user’s preference.

Tools > Options > Image tab > then change the background color as well as the line and word tracking colors.

### □ **Selecting a voice for the user**

Tools > Options > Reading/tab

“Reed” is the default voice.

“Jane” has the most inflection but has a British accent

“Jennifer” has the most human sounding voice

### □ **The “Main” Tool bar**

Tools > Options > General (tab)

Click on “Show reading” and “Show status bar”

Check the box for Speak as Typing > Whole words or sentences

(This is also where you can turn off “Tip of the day on start up”

Click apply

### □ **Reading**

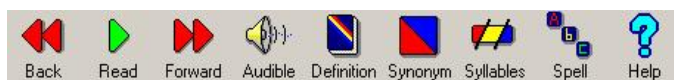
Use the top middle reading toolbar to change reading features.



Select reading mode: Continuous or Self paced by word, phrase, line, sentence, or paragraph

Use up and down arrows to change Word Per Minute (WPM) speed

Select zoom size (increases font size and the space between the lines)



To read text, Point and click on the green “Read” arrow icon to start and stop reading (pause icon) OR F3 key

### □ **Language Tools**

- Definition feature: Double click on a word the student needs to have defined, then click on the Definition icon on the main toolbar. There are several dictionaries, a younger dictionary, a more extensive dictionary and other language dictionaries (Reference > select dictionary)

- Synonyms feature: Click on a word, then click on the Synonyms icon on the main toolbar.
- Syllabication feature: Click on a word, then click on the Syllables icon on the main toolbar.
- Spell: Click on a word to review the letter by letter spelling of that word

□ **Reading the Internet**

On the main toolbar, click on Read > Read the web

(When reading the internet, you cannot highlight text nor add notes, unless you save the page to a text file or copy and paste text from the web page and paste it into a new file.)

□ **Study Skills Support**

Turn on the study skills tool bar by going to Tools > Options > General tab. Set the Study Skills toolbar to “Large”.



Overview of the Study Skills tools:

- Choose the electronic highlighting pens for marking text
- Choose the Note button for inserting notes\*
- Choose the Sticky notes for writing an electronic sticky note
- Choose the Text button for writing onto the text. Click on the Text icon then click where you want the text note to go)
- Choose the Voice note to record a short (up to 2 minutes) voice note
- Choose the Bookmark button for marking your place in the text, e.g., to mark where you stopped reading or to bookmark research material. Click in text, then click Bookmark)

\*Important: When the student is using a text file (rtf or txt) the sticky note and text note features are not available. You can, instead, use footnotes or write directly into the text.

Erasing and deleting study tool features:

Use the eraser icon, to erase highlighters

Use the delete (trash can) icon to erase notes (Sticky, text, voice)

Use the Close icon to close note windows

Suggested Uses of Study Skills Features:

|               | Foot Notes  | Text Notes   | Sticky Notes   | Voice Notes                                    |
|---------------|---|--|--|--|
| Teacher Uses: | Activate prior knowledge<br>Background info<br>Comprehension questions<br>KWLs<br>Summarizing | Vocabulary definitions<br><br>Prediction questions   | Set purpose for reading<br><br>Pre-reading questions | Teacher directions<br><br>Think Abouts         |
| Student Uses: | Answers to comprehension questions<br>Make reading connections                                | Test taking and forms<br><br>Clarification questions | Reflections<br><br>Questions                         | Oral answers<br>Relate to personal experiences |

❑ **Writing Support**

To open a Text file:

File > New > Text > File

Or click on the New file icon (notebook paper)

This is where students can write freely with the added benefit of text-to-speech output and use typical word processing features (e.g., change font style, font size, alignment, spacing and use spell checking).

❑ **Fill in the Blank**

You can automatically insert text fields into a fill-in-the-blanks worksheet on Kurzweil. Scan in a worksheet that has blank spaces (Or even hand draw lines after each question), then go to Tools > Fill in the blanks.

❑ **Viewing Two Documents Side by Side**

This feature allows students to view 2 documents side by side. For example, a student can view extracted vocabulary words, while at the same time viewing the main body of text. Or the student can view pre-reading questions on the left side of the screen, while viewing the text on the right. Open the 2 files you want to view. Then go to Window > Tile Vertically

❑ **File Management**

Saving files: Click on the Save icon and type a name for the file in the dialog box, or use the File menu.

- You can save scanned text as a .kes file that only can be opened in Kurzweil .
- Or you can save as a Rich Text Format (RTF) or Plain Text (TXT) format.

MS Word documents (.doc) or text that is copied and pasted into an MS Word document must be saved as RTF or TXT in order to be read in Kurzweil.

❑ **Printing**

Click on the Print button to print a document, print highlights, or print notes.