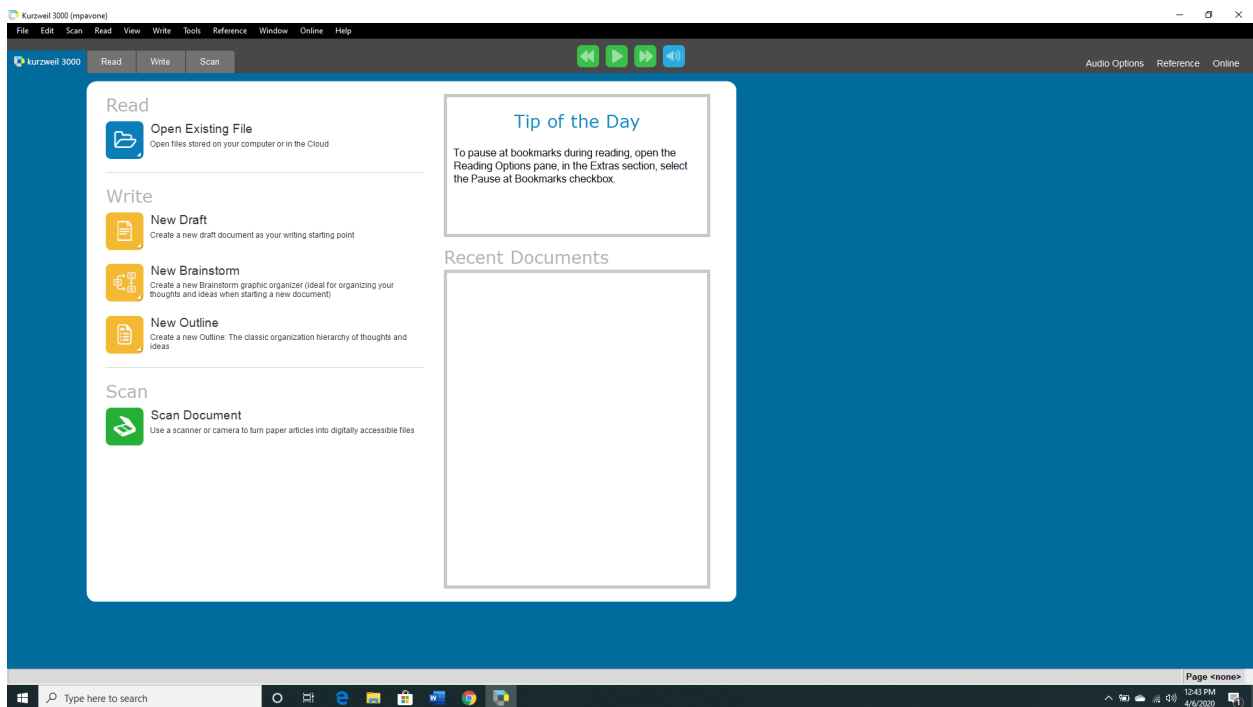


How to Use Kurzweil 3000

This Document was created using the Desktop version of Kurzweil 3000

Getting Started

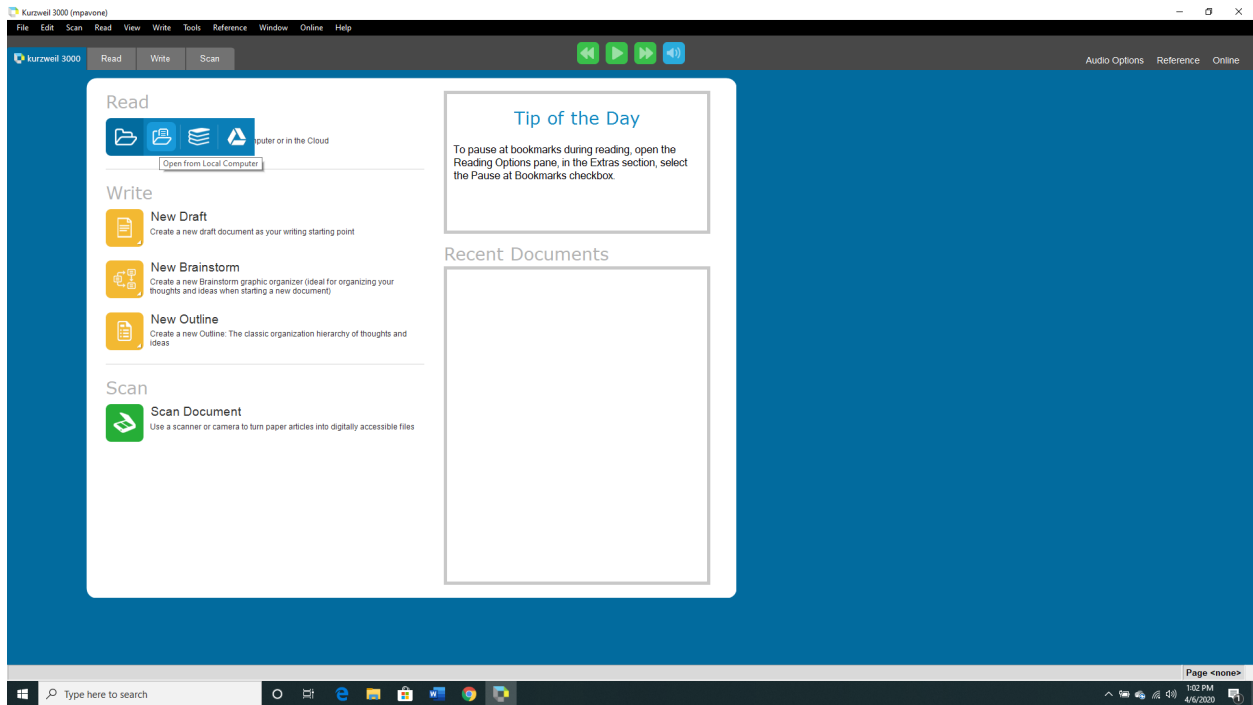
- Open Kurzweil 3000 and enter in your log in information.
- One you are signed-in, you will see a screen like the one pictured below
- Select which of the three options you need be it **Read**, **Write**, or **Scan**.
 - You can choose from the options or by clicking on one of the three tabs.



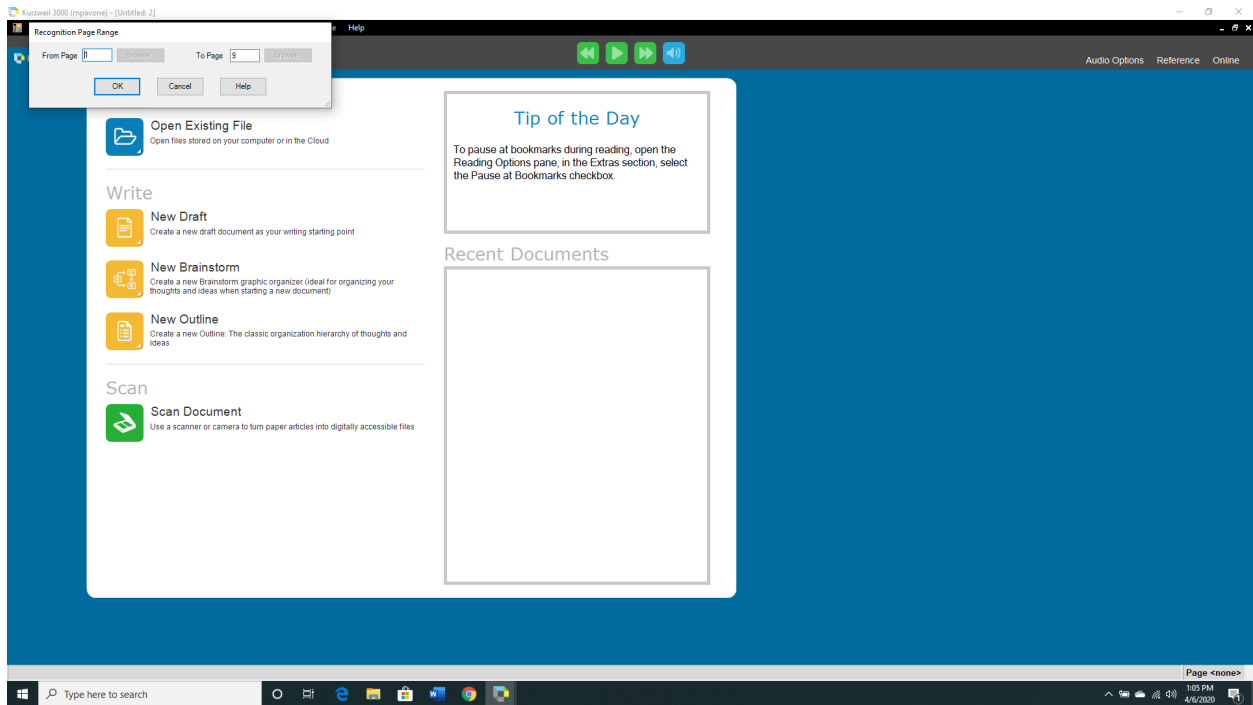
Read

Uploading a Document

- If you desire to use the text-to-speech function, then under **Read**, click on **Open Existing File** and choose from where you would like to upload the text file.

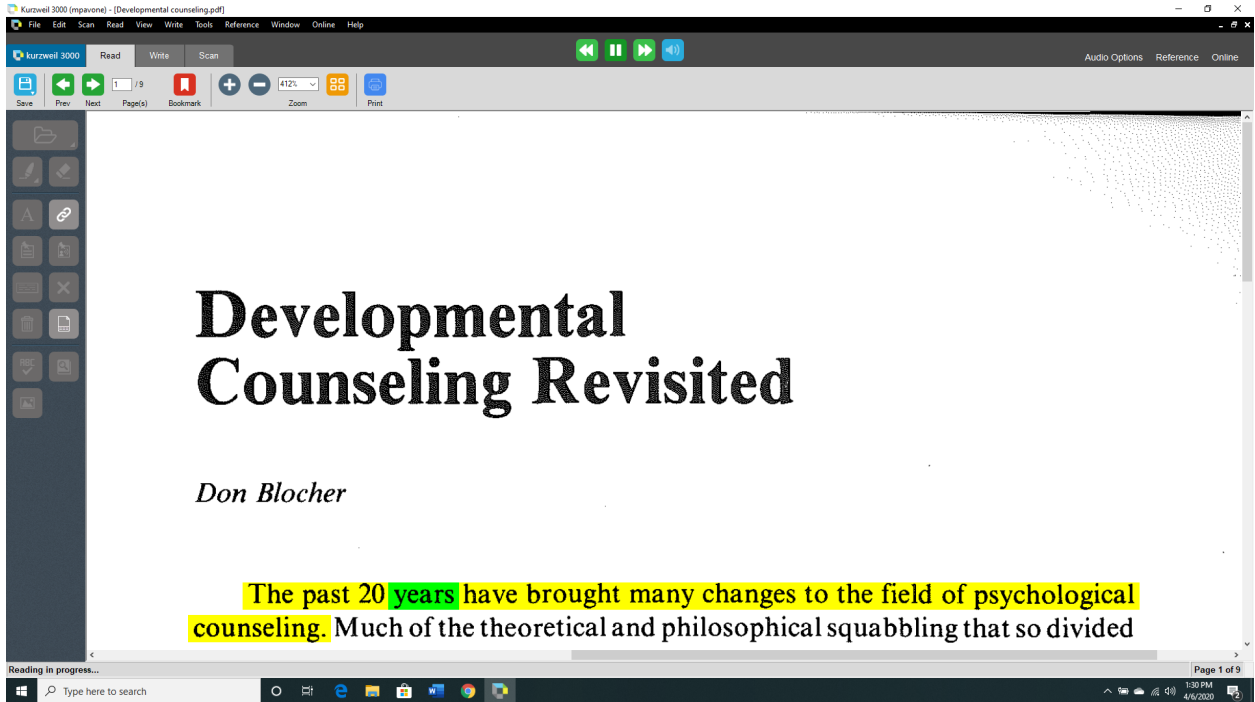


- Once you have selected a file, you can choose to upload it in its entirety or just a select portion of it.
- You will be asked to choose which pages of the document you would like to be uploaded.
- Click **Ok**
- The document will be formatted in such a way that it will be readable by the program. For example, this may include rotating the document to an upright position.



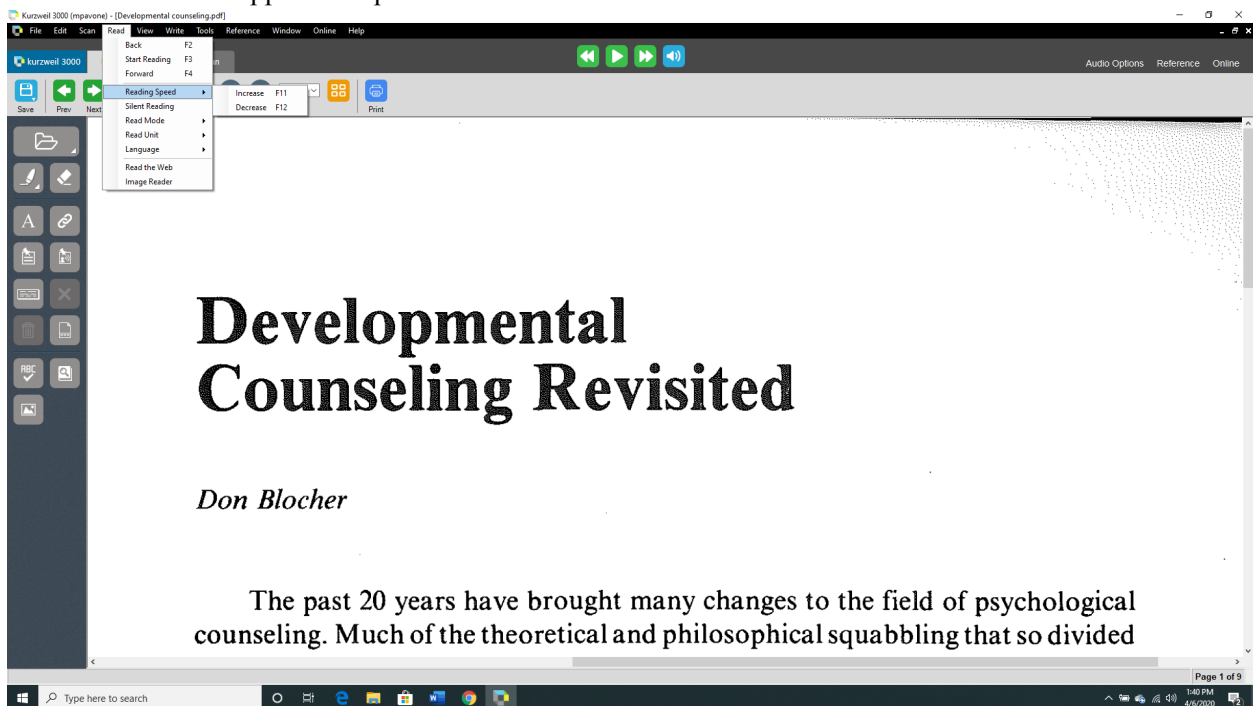
Begin Reading

- Now that your document is loaded, you can begin having Kurzweil read document. To do so, click the **Read** (play) button in top the middle of the screen.
 - This can also be done by right clicking and selecting **Read/Pause**.
- As the document is being read, the section it is on is highlighted in yellow, while the word it is currently reading is in green.
- You can start at different parts of the document by putting your cursor before the desired start point and clicking **Read**.
- To stop the reading, click on the **Pause** Button in the top center of the screen
 - Or you can right click and select **Read/Pause**
- To go between pages, just click the green arrows with **Prev.** and **Next** located in the task bar above the document.
- There is a built-in zoom feature as well, allowing you to get the document text to a visible size.



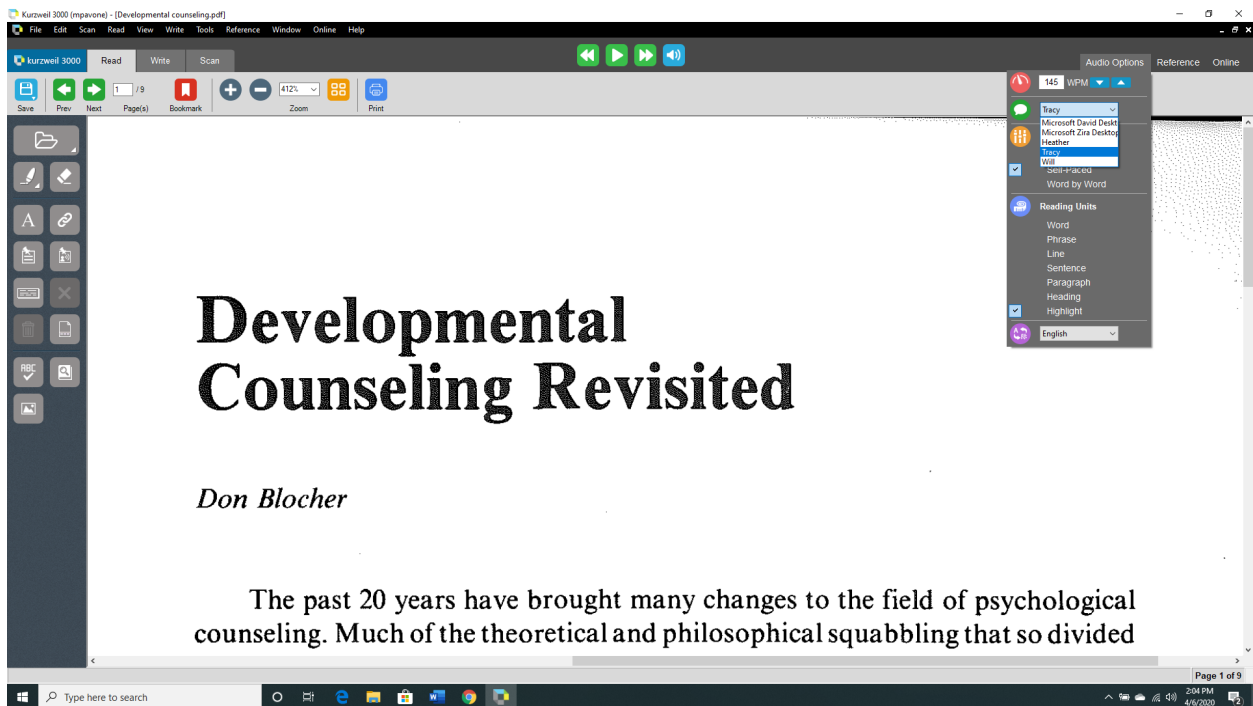
Customizing Your Experience

- The reading experience is also customizable and settings for it can be found under the **Reading** Tab on the upper most part of the screen.



- Under this tab, you will be able to adjust the reading speed and the method in which the text is read

- **Reading Speed:** Increase or Decrease as desired
- **Silent Reading:** Will read the document without sound, allowing you to just follow the highlighted sections and read along.
- **Read Mode**
 - Continuous: Will read the entire document from where you start it until you pause it
 - Self-Paced: Will read only the desired section be it sentence, paragraph, etc. It will pause after each section but will move on to the next one if you hit **Read** again.
 - Word by Word: Will read each word one at a time with you needing to hit play after each one.
- **Read Unit:** Allows you to customize how Kurzweil defines a section.
 - For example, sentence is the default and, as shown before, if it is selected then while the document is being read the whole sentence will be highlighted yellow with the word currently being read as green. If you were to change it to only word then just the word being read will be highlighted and the rest of the sentence will be unhighlighted.
- These options can also be changed by clicking on **Audio Options**, which is located near the upper right of the screen.
- **Audio Options** will also allow you to change the reader's voice.



- It is also possible to highlight important sections or take notes. These can be accessed on the toolbar on the left-hand side of the screen. This box includes **Highlights**, **Add Text Note**, **Add Sticky Note**, and **Add Voice Note**

- The software can also provide definitions of words. To do this, highlight the word in question and select the **Get Definition of selected word**, which is also located in the toolbar on the left side.

Saving A Document

- To save the edits and notes you have made to the document, you can click **File**, located in the top left corner of the screen, and select **Save As**.
- Save the file as a KESI (*.KES)
 - You can also save the file directly to the Kurzweil library by clicking **Save to Library**, which is also under **File**