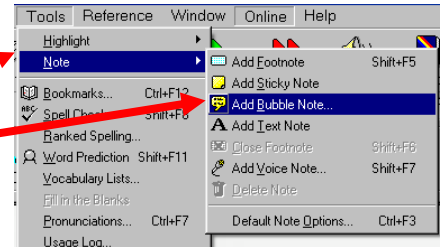


Adding Bubble Notes In Kurzweil

The bubble notes feature in Kurzweil allows you to embed instructional or interactive notes. It also allows you to embed formative assessment using true/false, multiple choice, or answer field options.

1. Open Kurzweil. Open a “.kes”, “.doc” or “.txt” file.
2. Place your cursor where you want your note to go in the text of your Kurzweil file.
3. Go to Tools > Note >> Add Bubble Note
4. Use the **Bubble Notes** dialog box to build Bubble Notes



Appearance Area- To select the size and shape of the bubble note

Shape. Select a shape for the Bubble Note..

Size. Select a size for the Bubble Note.

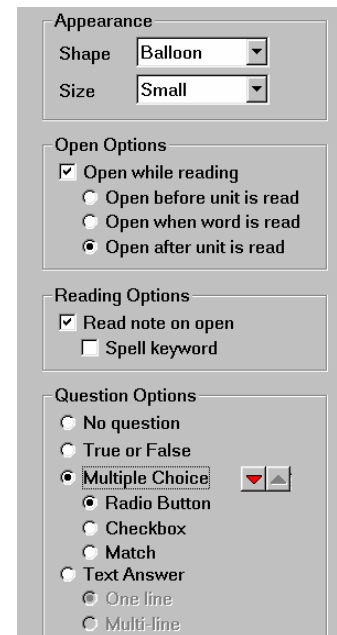
Open Options Area- Defines the way the bubble note will open.

Open while reading. Select to direct Kurzweil 3000 to open and read Bubble Notes as they are encountered.

Open before unit is read. Select to open Bubbles before Kurzweil 3000 reaches the reading unit in which you’ve anchored a Bubble.

Open when word is read. Select to open Bubbles after Kurzweil 3000 reads the word near the anchor.

Open after unit is read. Select to open Bubbles after Kurzweil 3000 reaches the reading unit in which you’ve anchored a Bubble.



Reading Options Area- To select a reading option

Read note on open. Select to direct Kurzweil 3000 to read Bubble Notes upon opening them.


Spell keyword. Select this option if you want Kurzweil 3000 to read and spell the word you entered in the Bubble's Keyword Text box.

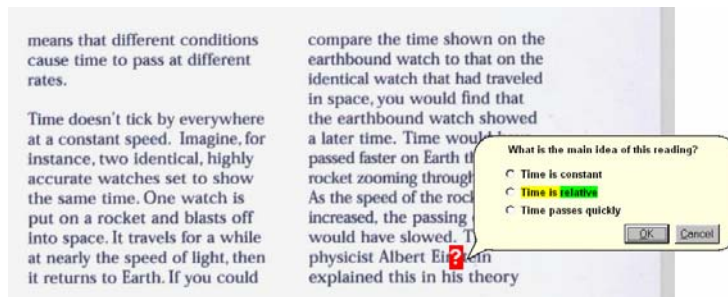
Question Options Area- To create various types of question

No question. Select to specify a Bubble with no question controls (e.g., to embed a “think aloud”)

True or False. Select to specify a True/False style question Bubble.

Multiple Choice. Select to specify a Multiple Choice style question Bubble.

Use the arrows  to add or delete choices

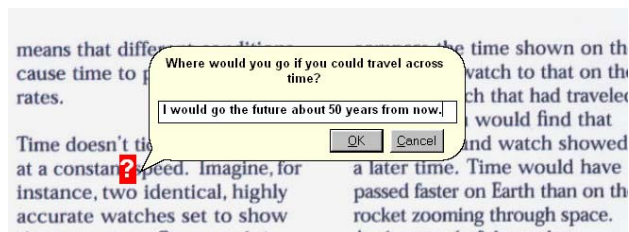


Radio Button. Select to specify a Multiple Choice question in which users can select only one correct answer.

Checkbox. Select to specify a Multiple Choice question in which users can select more than one answer.

Match. Select to specify a Multiple Choice question in which users select an entry in the left column and select its match in the column on the right.

Text Answer. Select to specify a question Bubble that requires a written answer.



One Line. Sets up a One line answer.

Multi-line. Sets up a multi-line answer that can accommodate up to 12 lines of text.

Editing or deleting a bubble:

To edit a bubble note, go to Tools >> Notes >> Edit bubble note

To delete a bubble note from within a Kurzweil document, highlight the bubble note marker (a question mark or an underline in the document) and click on Delete (trash can icon) on the Study Tools toolbar.