

# AT Quick Guide

## Using Kurzweil: Overview

The purpose of this quick guide is to provide an overview of the features of Kurzweil as a reference.

❑ **Getting started with Kurzweil**

Sign in with your name

❑ **Open a Kurzweil file**

**File > Open >** Navigate to the file you want to open. Kurzweil can open its own files (KESI), and Word files (DOC or RTF) and Internet files (HTML or XML). You can also use Kurzweil to read directly from the Internet (Read→Read the Web).

❑ **Screen appearance**

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

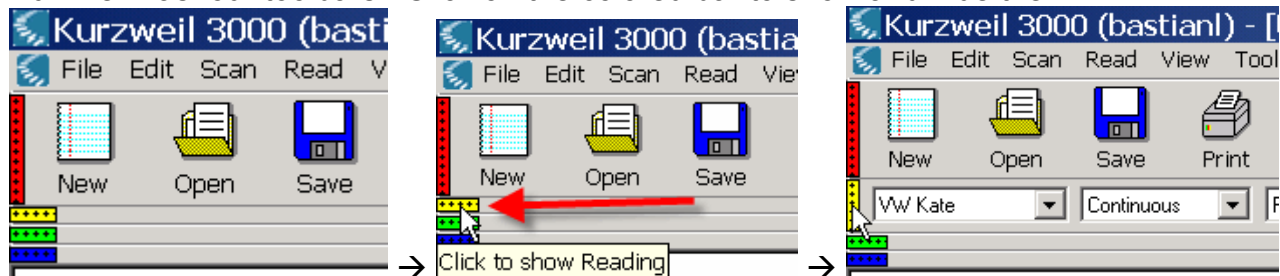
**Tools > Options > Image** (tab) then change the background color as well as the line and word tracking colors.

❑ **Selecting a voice for the user**

**Tools > Options > Reading** (tab)

❑ **The tool bars**

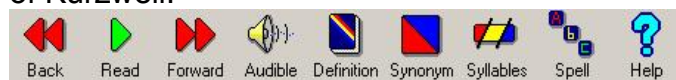
Kurzweil has four toolbars. Click on the colored bar to show and hide them



- Main
- Reading
- Study Tools
- Writing

❑ **Main Toolbar (Red)**

Here is where you find usual file functions like save and print as well as the basic functions of Kurzweil.



To read text, Click on the green "Read" arrow icon to start and stop reading

**Language Tools on the Main Toolbar**

- 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 Toolbar (Yellow)**

Use the reading toolbar to change reading features.



**Continuous** reading mode will read the entire document from where the cursor is to the end of the document. Change this to **Self Paced** allows you to set how much will be read before Kurzweil stops and the user has to click the read button to continue.

Use up and down arrows next to Words Per Minute (WPM) to adjust the speed of reading

#### □ **Writing Support**

Open a Text file: **File > New > Text > File** or click on the **New file icon** ()

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).

Turn Speech ON: **Tools > Options > Speak as Typing** (put a check mark next to what you want to speak)

Turn on Word Prediction:

1. First check the settings by going to **Tools > Options > Word Prediction** and make sure all boxes are checked
2. then turn on word prediction by going to **Tools > Word Prediction**

#### □ **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**

#### □ **Study Skills Toolbar (Green)**



- Choose the electronic highlighting pens for marking text.
- Refer to the following chart for a comparison of the various types of notes.
- Some types of notes do not appear by default on the study skills tool bar. You can access them from Tools→Note→... or add them to your toolbar manually.

- 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.
- Be aware that some types of notes are only available in KESI files. If you are using a text file then you can only use footnotes, bubble notes, and voice notes.

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

Comparison and Uses of Notes in Kurzweil:

	Footnotes	Bubble Notes	Text Notes	Sticky Notes	Voice Notes
Characteristics:	Displays at the bottom of the screen and reads automatically when the student clicks on the footnote number.	Pops up and automatically reads out loud when double clicked on.	Displays like a text box on the page in a different color.	Looks just like a sticky note that can be resized and moved around on the screen.	Record your own voice. Voice file is played when you double-click on the icon.
Teacher Uses:	Activate prior knowledge Background info Comprehension questions KWLs Summarizing	Vocabulary definitions  Teacher directions  Think abouts	Vocabulary definitions  Prediction questions	Set purpose for reading  Pre-reading questions	Teacher directions  Think abouts
Student Uses:	Answers to comprehension questions Make reading connections	Reflections  Questions	Test taking and forms  Clarification questions	Reflections  Questions	Oral answers Relate to personal experiences
Available in a text file?	Yes	Yes	No, KESI only	No, KESI only	Yes

□ **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.

□ **Printing**

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