

AT Quick Guide

Using Kurzweil: Study Tools and Writing

□ 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.
- 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 (option A above). If you are using a text file (option B or C above) 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	Yes	Yes	No, KESI only	No, KESI	Yes

text file?				only	
------------	--	--	--	------	--

□ 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**

□ 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.