

Activity 1: Kurzweil Startup and Toolbars (30 minutes)

Start Kurzweil:

- Launch Kurzweil from the shortcut on the desktop.
- Type a name in the User Name Box.
- Read the Tip of the Day and close the Tip window.
- Maximize the Kurzweil Window (upper right hand corner).

Launch Kurzweil Help:

- Click the Help icon on the Main Toolbar.
- Maximize the Help Window.
- Click Kurzweil 3000 Basics in the left pane.
- Note the topics displayed in the right pane.
- Minimize the Help Window and note its location on the Windows Taskbar.
- Click the Help button on the Windows Taskbar to access Help during this activity if you need it.

Customize the Toolbar display and size:

- Click the right mouse button in any blank space on the Toolbar to see the Toolbars pop-up menu.
- Display all four toolbars.
- The student has a visual impairment so Main and Study Skills toolbars need to be large.

Change the Toolbar Buttons:

- Choose Customize Toolbars from the Toolbar pop-up menu.
- Main Toolbar: add the Spell Check, Word Prediction, and Read the Web Buttons.
(Click on the button in the Inactive Buttons window and then click Add.)
- Main Toolbar: move the Read the Web Button to the left of the Audible button.
- Study Skills Toolbar: add the Options Button.

Save as a Toolbar Set:

- In the Customize Toolbar Box, click on Save View.
- Type a name for the Toolbar Set.
- From the pull-down menu under View Toolbar Set, choose Basic, Apply, OK.
- In the Customize Toolbar Box, from the pull-down menu under View Toolbar Set, choose your student's custom Toolbar Set. Your settings should reappear.

Activity 2: Reading with Kurzweil (30 minutes)

Open a document to read:

- Load the Classic Literature CD.
- Use the Open Button on the Kurzweil Main Toolbar and navigate to the CD.
- Choose something to read.
- If you choose Tools/Options/General Tab and click the Speak Messages box, Kurzweil will read the titles for you.

Adjust the Reading Toolbar:

- Set the Reading Mode to Continuous and the Reading Unit to Sentence.
- Click the Read Button on the Main Toolbar. Note that it toggles to a Pause Button.
- Try the Back/Forward/Audible Buttons.
- Experiment with different Reading Modes and Units.
- Adjust the WPM to read faster or slower.
- Adjust the Zoom level up or down.

Customize for reading:

- Experiment with the different background, text, and highlight colours on the Tools/Options/Text Tab. Don't even think about changing all the colours to white.
- Try the Magnifier.
- Use Tools/Pronunciations to correct any pronunciation errors.
- Try different voices on the Tools/Options/Reading Tab.

Read the Web (time and network permitting):

- Click the Web Reading button on the Main Toolbar or choose Read/Read the Web from the Main Menu. Your Internet browser will launch automatically.
- Try reading a web page.

Activity 3: Zone Editor/Correcting OCR (15 minutes)

Open and Test the Document:

- Open the document called Botany Lesson.
- Have Kurzweil read the document and note any errors.

Designate a Secondary Zone:

You don't want the page and chapter title to be read unless the student clicks on them, so you're going to designate Zone 1 as Secondary Text.

- Choose Tools/Zone Editor.
- Click on Zone 1 to select it. (It will turn red when selected).
- Click the right mouse button.
- Choose Properties.
- Click in the radio button opposite Secondary Text and click OK.

The Zone should now be green and its reading order will be 12th.

Reorder the Zones:

You want the picture caption "A Typical Plant and its Parts" to be read first even though it's at the bottom of the page.

- Scroll down to the bottom of the page and select Zone 11 (it will turn red).
- Right click the mouse and choose Properties from the pop-up menu.
- Change the reading order to 1 and click OK. The picture caption should now be Zone 1.

Test the document:

- Choose Tools/Zone Editor to exit the Zone Editor.
- Have Kurzweil read the document again.

Correct the OCR:

The caption in the upper right-hand corner, "Flower (forms fruit and seeds)" is not reading properly. You could have fixed it by adjusting the zone using Zone Editor, but it's just as easy to fix it by correcting the OCR.

- Click on the caption to be corrected.
- Choose Edit/Correct OCR, Edit Underlying Text.
- Find the mistake and click on the underlying text "rms".
- Change it to "(forms" and click OK.
- Read the document again.

Activity 4: Creating and Importing E-Text (30 minutes)

Writing Text with Kurzweil:

- Click New on the Main Toolbar to create a blank document.
- Adjust the font, size, spacing, etc. on the Writing Toolbar.
- Choose Tools/Options/General Tab. Experiment with different typing echo options.
- Click the Word Prediction Button on the Writing Toolbar and try it.
- Compose an email telling me how your Kurzweil training is going. Incorporate a few misspelled words.
- Click the talking Spellcheck Button on the Writing Toolbar and try it.
- Choose File/Send To and send your email to mburton@setbc.org.
- Or just discard your file and quit Kurzweil.

Using the KESI Virtual Printer:

- Quit Kurzweil if you haven't already done so.
- Load the Classic Literature CD.
- Open the first chapter of Frank Baum's *The Wonderful Wizard of Oz*.
- Choose File/Print. In the Print Dialogue Box, select the KESI Virtual Printer.
- Kurzweil should launch; choose your User account.
- The chapter will be created as a Kurzweil document, and you will be on the last page of the chapter.

Importing Web Documents (time and network permitting):

- Choose Online/Search for Books and experiment with downloading text from the Internet.
- Launch Kurzweil Help and choose Working with Online Material in the left pane.
- Try opening a web page and saving a text only version, referring to Help for instructions.

Activity 5: Kurzweil Study Tools (30 minutes)

- Open the KESI document Titanic.

Comparing Dictionaries:

In this exercise, you are going to choose a word and compare two definitions.

- Choose Reference/Select Dictionary/American Heritage Third Edition.
- Highlight a word in the Titanic document and click the Definition Button. Leave the Definition Window open.
- Choose Reference/Select Dictionary/American Heritage Children's and click the Definition Button again.
- Choose Window/Tile Horizontally to see all three windows and compare the definitions.
- Close the definition windows and set your dictionary to your preference.
- Try the Synonym, Syllables, and Spell Tools.

Annotating the Text:

In this exercise you will use the Sticky Note Tool to structure a Know/Wonder/Learn activity.

- Click the Sticky Note Button on the Study Skills Toolbar and then click anywhere in the empty space above the title. Type the heading "KWL" and press enter. Type a few sentences describing what you already know about the Titanic. Type a few sentences describing what you wonder about the Titanic. Use the enter key to create new lines if your note gets too wide.
- Click on the Voice Note icon on page 1 just to the left of the title "Sinking of the Titanic" to hear a message about how the document was created.
- Record your version of "My Heart Will Go On" in a Voice Note. Or not. Try adding a Voice Note with instructions for pre-reading.
- Try creating a Text Note or Sticky Note by dragging and dropping a definition onto the page. See drag and drop in the Help index for instructions.

Creating Bookmarks:

- Go to the Facts Sections on page 7.
- Highlight the words "Facts about the Wreck".
- Click the Bookmark Button on the Study Skills Toolbar.
- Click Add and then OK in the Bookmarks Dialogue Box.
- Go to the beginning of Chapter I on page 7.
- Highlight the words "Chapter I First News" and add another bookmark.
- Choose Edit/Find/Text in the main menu.
- Enter the word "Chapter" in the edit field and click Find Next.
- Add Chapter II to the Bookmarks list.
- Repeat for Chapters III, IV, V.

Creating Study Notes:

You are going to create study notes on the sinking of the Titanic by highlighting text and extracting those highlights.

Click on the Bookmark Button to take you to the “Facts about the Wreck” Bookmark.

Click on the Yellow Highlight Button and select some text.

Repeat for Chapters I through V until you have about half a page of highlights.

Choose File/Extract/Highlights.

In the extracted file, press Ctrl-A to select all of the text.

Click the Erase Button on the Study Skills Toolbar to remove all the highlights.

Add a Footnote to the extracted document, citing the source.

Save the document as a Word file.