

Kurzweil 3000 Workshop Planning Guide

Workshop Title	
Workshop Level	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
Date & Time	
Location	
Presenter(s)	
Target Audience	
Workshop Materials	<input type="checkbox"/> Agenda <input type="checkbox"/> Registration list / Nametags <input type="checkbox"/> Print handouts <input type="checkbox"/> Evaluation form <input type="checkbox"/> Other
Equipment	<input type="checkbox"/> Computers <input type="checkbox"/> Printer <input type="checkbox"/> Scanner <input type="checkbox"/> Software <input type="checkbox"/> Power cords / bars <input type="checkbox"/> Internet access <input type="checkbox"/> Other
Audio visual	<input type="checkbox"/> Presenter's computer <input type="checkbox"/> Presentation system <input type="checkbox"/> Speakers <input type="checkbox"/> Screen <input type="checkbox"/> Microphone <input type="checkbox"/> Chart stand & paper <input type="checkbox"/> Other

Resources for Kurzweil 3000 Workshop

Select	Name of Resource	Source	Format
	SET-BC Kurzweil Overview	SET-BC	PowerPoint Presentation
	SET-BC Kurzweil Manual	SET-BC	Acrobat.pdf
	Kurzweil Activities	SET-BC	Acrobat.pdf
	Botany Lesson	SET-BC	Kurzweil sample file
	Titanic	SET-BC	Kurzweil sample file
	Software Demonstration Clips	SET-BC	.avi files (Win) .mov files (Mac)
	1. Launch		
	2. Window		
	3. Toolbars		
	4. Access		
	5a. ScanPage		
	5b. ScanReorder		
	5c. ScanOptions		
	6. Zones		
	7. OCR		
	8. Import		
	9. Reading		
	10. Reference		
	11. Highlight		
	12a. Notes		
	12b. NotesOptions		
	13. Bookmarks		
	14. Writing		
	15. Forms		
	Kurzweil 3000 Quick Reference Card	Kurzweil	Print
	Kurzweil 3000 Tutorial Booklet	Kurzweil	Print
	Kurzweil Study Skills Guide (Sedita)	Kurzweil	Print
	Kurzweil Classic Literature CD & Guide	Kurzweil	CD