

Essential Kurzweil 3000 Skills **Practice Assignments**

(For use with Version 10)

- **This set of practice exercises has been put together to accompany the “Essential Kurzweil 3000 Skills” guide. The exercises have been designed for use in hands-on workshops. Alternatively, an individual may work through these assignments independently.**
- **The assignments refer directly to the guide for each step. The corresponding page numbers in the guide are identified here in parentheses.**
- **A set of specific practice materials is included. These materials must be scanned into Kurzweil 3000 when completing the assignments. There are two files containing material to be scanned, "Worksheets" and "Scanning". If you are receiving these files electronically, these files will need to be printed before beginning the assignments.**
- **Once it is printed, the file entitled "Scanning" should be stapled together using staples along the left margin. This will make it behave a little more like a book when it is being scanned for Assignment 3.**

ASSIGNMENTS

Assignment 1: Scanning and Working On Screen with Teacher Prepared Materials	2
Assignment 2: Scanning Text Books, Novels and other Publications	3
Assignment 3: Reading Text Books, Novels and other Publications	3
Assignment 4: Zone Editing	4
Assignment 5: Using Study Skills in Kurzweil 3000	4

Assignment 1: Scanning and Working On Screen with Teacher Prepared Materials

- Scan the worksheet entitled “Alphabet Animals” (p 3).
2. Name your file and save it (p 9).
 - Use the Text icon to add text boxes and put your name and today's date at the top of the worksheet. Make sure you position your text boxes so that your work is right on the line (pp 3-4).
 4. Change the Text Note font to **Comic Sans MS**, the font size to **14**, and the font colour to **dark blue**. (pp 7-8)
 5. Use the Fill in the Blanks tool to add text boxes to the remainder of the Alphabet Animals worksheet (p 8) You may need to scroll down the page to see the new text boxes. Alternatively, you may want to use the Zoom function on the Reading Tool bar to allow you to see more of the page.



6. Drag and drop text to complete at least the first three questions (p 6)
7. Scan the worksheet entitled “Vocabulary” (**Suffix -ed words**) (p 3).
8. Click on the Save icon on the Main Tool bar. The “Vocabulary” worksheet will be saved as page 2 of your original document (pp 9-10).
9. Put your name and today's date on the on-screen “Vocabulary” worksheet (pp 3-4). Now choose a different font and font size for your text notes (pp 7-8).
10. Use Kurzweil 3000 to read the directions for the “Vocabulary” worksheet aloud to you (p11).
11. Follow the directions on the “Vocabulary” worksheet and use Kurzweil 3000 to complete at least three of the questions (pp 3-5). [If an answer is too long to fit across the page, press Enter at the end of the line, and a new line will be created inside the text box.]
12. Scan the worksheet entitled “Dangerous Dinosaurs” and complete it. **Hint 1:** if you don't know which dinosaurs are vegetarians, Kurzweil 3000 has a dictionary that may help! **Hint 2:** you might find it helpful to "drag and drop" your answers. (p 6). Don't forget to arrange your answers the way you want them on the page.
13. Close Kurzweil 3000 before proceeding to Assignment 2.

Assignment 2: Scanning Text Books, Novels and other Publications

1. Re-open Kurzweil 3000 and scan the 4-page document entitled "**Scanning**", (Make sure you do not have another file open and on screen in Kurzweil, or the pages you scan now will be added to the file that is open.)
2. Save your work and call it "Scanning". (p 9)
3. Use the Page feature on the reading tool bar to make sure that your new file contains all 4 pages that you scanned. (p 1) Check each page to ensure that the quality of the scan is satisfactory.



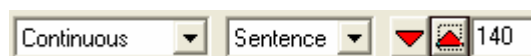
4. If you need to re-scan any pages so that they are clear and easy to read, please do so. It is important to line up your pages carefully on the scanner. (p 10)

Assignment 3: Reading Text Books, Novels and other Publications

1. Go to page 4 of your file.



2. Use the reading tool bar to set Kurzweil 3000 to read continuously, by sentence, at the rate of 140 words per minute. (You may need to adjust the volume setting on your computer to be sure you can hear what is read.)



3. Place the cursor immediately in front of the first word and have Kurzweil 3000 begin reading the page. (p 11) Have Kurzweil 3000 read the first few lines of page 2. Then pause the reading and place the cursor in front of the last line on the page. Have Kurzweil begin reading again and allow it to go on to the next page. You should observe that Kurzweil reads well but that it doesn't read perfectly. Experiment with the settings on the reading bar.

Assignment 5: Zone Editing

1. Go to page 1 of your Kurzweil file entitled "**Scanning**", and have Kurzweil begin reading from the top of the page and continue into the diagram. It would probably be better if Kurzweil did not try to read the picture of the Scan menu. **You can determine what parts of a page are read, and the order in which they are read, by using the Zone Editing tool.**
2. Open the Zone Editor and delete all of the zones on page 1 of "**Scanning**". (pp 18-21)
3. Create new zones on page 1 of "**Scanning**", so that the picture of the Scan menu is not included in any reading zone. You will need to make one reading zone for all of the text that is above the diagram. Then you will have to make a separate zone for the text that is beside the picture of the menu. Do not include the page number in the new zone that you create below the box.
4. Close the Zone Editor and save your file so that Kurzweil will retain the changes that you have made to the reading zones. Try having the page read aloud to see if the zone editing has improved the reading.
5. If you have time, try using the zone editor to change the way text is read on one of the other pages.

Assignment 6: Using Study Skills in Kurzweil 3000

1. Open page 4 of your file entitled "**Scanning**". Place a sticky note on the page to remind yourself that this is important material. Save your work.
2. Place a Text Note at the top of the first page to create a "fancy" title for the set of four pages. Save your work.
3. Go to page 2 of the "**Scanning!**" file. Select one of the highlight pens and highlight several points that you think you might want to remember. Extract this information and save it in a new text file. (pp 14-15). Then close the new file that you have created.
4. Go back to page 2 of "**Scanning!**" and use the erase tool to erase your highlights.