

## KURZWEIL 3000 SOFTWARE USER GUIDE

### Learning Commons Computers

- DESCRIPTION:** Kurzweil 3000 software is a screen reading software that will scan pages or a document and read them out loud. It has the added feature of highlighting the text on the screen while it reads it.
- LOCATION:** Located on the Dell Computers with tabletop scanners, 1<sup>st</sup> Floor West Wing
- USE:** Equipment for use by current UWM students, faculty and staff.
- ACTIVATE KURZWEIL 3000**
- 1) Click on the Kurzweil 3000 icon on the desktop.
  - 2) Click Ok for the license choice – If the license is being used, click on the down arrow to choose another one and click ok.
- HELP:** Press **F1** or click the **?Help** button on the Kurzweil toolbar for help options.
- ADJUSTMENTS:** Use the Reading Tool bar to make the following adjustments to the reading.
- Reading Voice – voice the Kurzweil will read with
  - Reading Mode – how the Kurzweil will read
  - Reading Unit – how much the Kurzweil highlights while it reads
  - Reading Speed – adjust the speed or Press F11 to read faster or F12 to read slower
  - Zoom Level – adjust the magnification level of the text
  - Page – go forward or backward in the document
- SCANNING:** To scan a document for the Kurzweil software to read
- 1) Place the document on the flat bed scanner face down and line up with the scanner guides on the left side.
  - 2) Press the **Scan** icon on the Kurzweil toolbar or **F9** – the scanner will scan the page and it will appear on the screen. The computer will auto correct the page orientation.
  - 3) Click the Read button on the toolbar to read the page. The text that the Kurzweil will be reading will be highlighted in yellow and will change to green as it reads the word.

Use the toolbar controls or the function keys to start and stop the reading:

- Click on **Read** or Press **F3**
- Click on **Pause** or Press **F3**
- Click on **Forward** or Press **F4**
- Click on **Back** or Press **F2**

**READING A  
DOCUMENT:**

Open a document from a USB drive/Pantherfile, etc. for the Kurzweil to read:

- 1) Click **File** on the Kurzweil Toolbar and choose **Open**.
- 2) Use the drop down menu to navigate and open the desired file.
- 3) Click the Read button on the toolbar to read the page. The text that the Kurzweil will be reading will be highlighted in yellow and will change to green as it reads the word.

Use the toolbar controls or the function keys to start and stop the reading:

Click on **Read** or Press **F3**

Click on **Pause** or Press **F3**

Click on **Forward** or Press **F4**

Click on **Back** or Press **F2**

**EXIT:** Exit the Kurzweil 3000 software by closing the software or by pressing [ALT]+[ F ]+[ X ]