

Condensed Kurzweil 3000 Guide for Mac
Created by Student Success Alumni Fellow Sasha Conley through the



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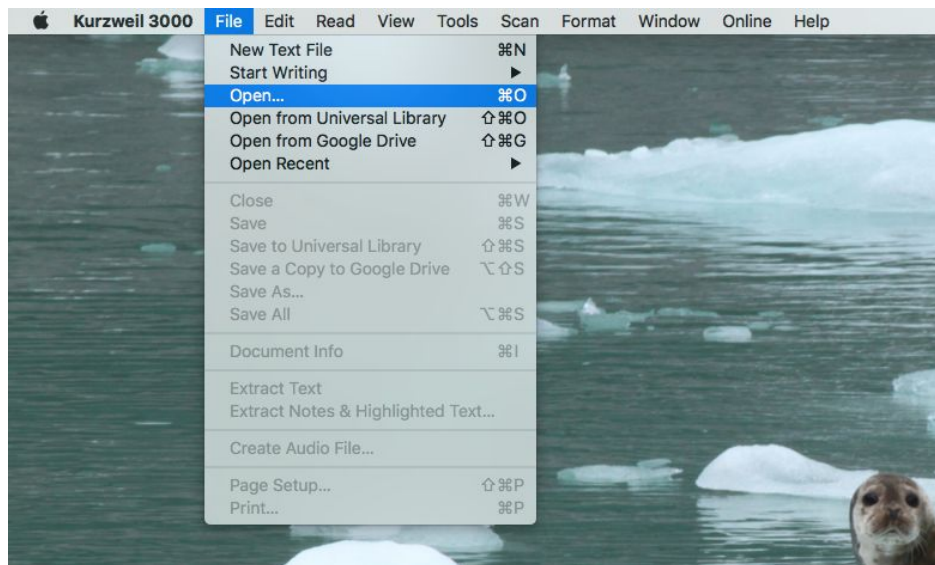
Kurzweil 3000 Guide for Mac

What is it?

- Kurzweil 3000 is a text-to-speech software and study aid package. This guide is only for the Mac program, and highlights just some of the program's features. More extensive guides can be found on Kurzweil's website.
- Hampshire has an institutional license for Kurzweil 3000, which means as long as you are a student, staff, or faculty member, you can download and use this program for free! To register an account and install Kurzweil 3000 follow [this tutorial](#).
- What can I use Kurzweil for?
 - When you want a document read to you, either from the document or to create an mp3 of the text being read that you could listen to anywhere.
 - To turn an inaccessible PDF (a scan that is essentially just a picture of text, not text you can highlight like in a doc or docx file) into an accessible one, with searchable text.
 - To outline/brainstorm/draft using templates to help you structure your thoughts and work. You can then dual screen your outline and your draft if you want.
 - To create study guides: You can highlight and annotate a document in Kurzweil, and then pull all of your highlights and annotations into a separate document. You can also dual screen the study guide beside the original reading, or your class notes.

Reading

Opening a file: To start working on a new document, go to “File” in the top toolbar, and select “Open”, “Open from Google Drive”, or “Open from Universal Library” which contains certain “classic texts” that are open source.



So if you're looking to work on a text for class, you would select the PDF you had saved to your desktop or documents or downloads and use “Open” to locate it and open it from there. You can also start a new blank page.

Processing: The text will take a few seconds to a few minutes to process, depending on how lengthy it is. Processing entails configuring the PDF or doc into a Kurzweil compatible file, making the text selectable and readable by the text-to-speech feature.

Saving: When it comes to saving these files, the file format options are as follows:

- a. Kurzweil 3000: saves your file in the Kurzweil 3000-compatible processed state of selectable, speakable texts with the program's specific annotations and highlights.
- b. If you save in RTF (Rich Text Format), Plain Text, or you will lose the document's formatting, as well as varying combinations of your highlights, text notes, sticky notes, and bubble notes, as well as potentially the fonts and text colors depending on your document.

- c. So essentially, if you're going to use Kurzweil, it makes sense to have a folder specifically for Kurzweil files and save your Kurzweil files as Kurzweil files.

Reading Tools: Your reading tools can be accessed via the "Tools" sidebar and "Reader". If you don't see these, select "Window" in the top toolbar and select "Show Tools" and "Show reader" respectively.

The **Tools** bar contains a cursor button, an eraser, six highlighters, two circle tools, and footnote, voice note, sticky note, text note, bookmark, bubble note, and strikethrough tools.



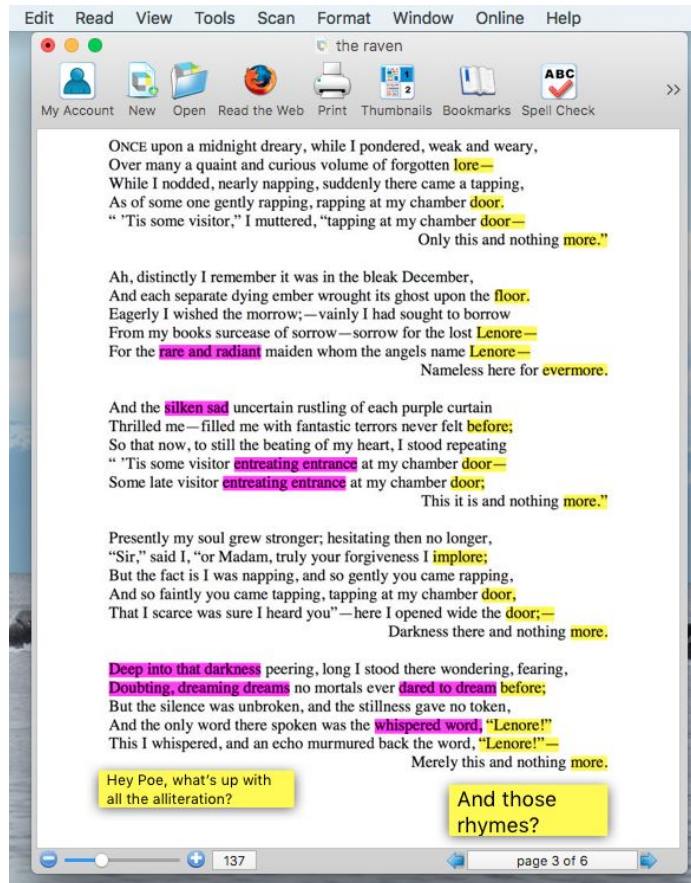
The **Reader** is where you control the text-to-speech function. You can choose between different voices with different accents (I like Daniel-UK English). [There are accents, because Kurzweil can read a variety of languages.] The reader also controls the words per minute read aloud, whether the highlighting text is also spoken aloud or not, and in what way the sentences are spoken (by the sentence, by the word, or continuously).



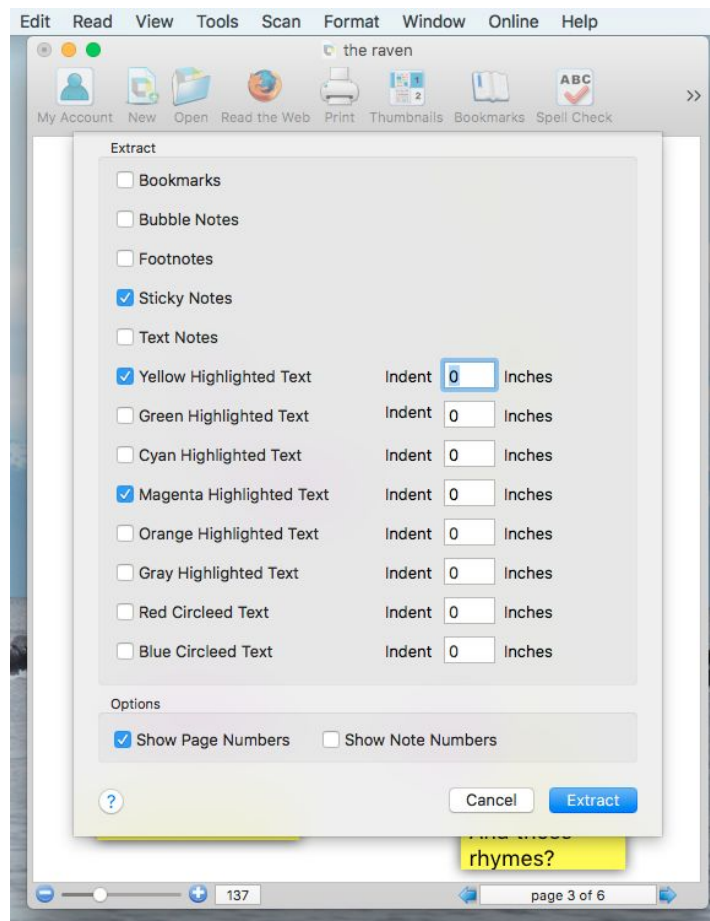
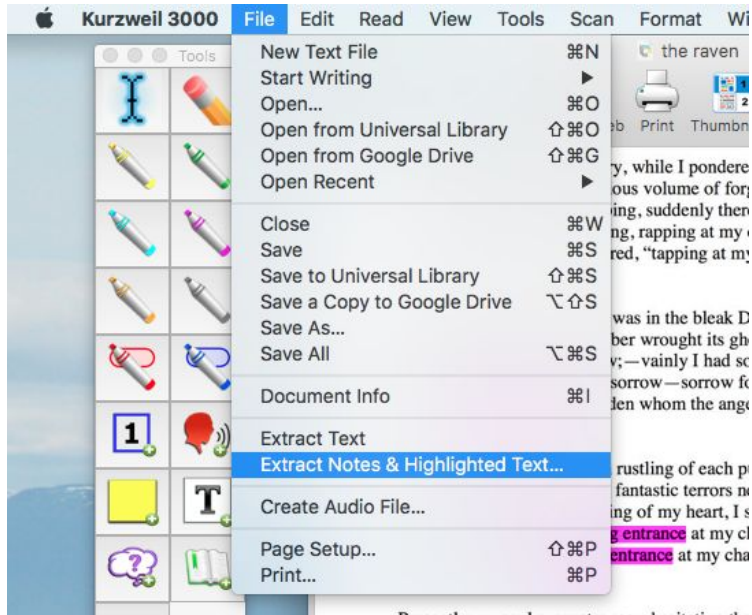
Studying

To create a study guide, use different study tools to distinguish between say, questions and key themes. You can use the “extract text” feature to pull out the segments of the document you have annotated into a separate document.

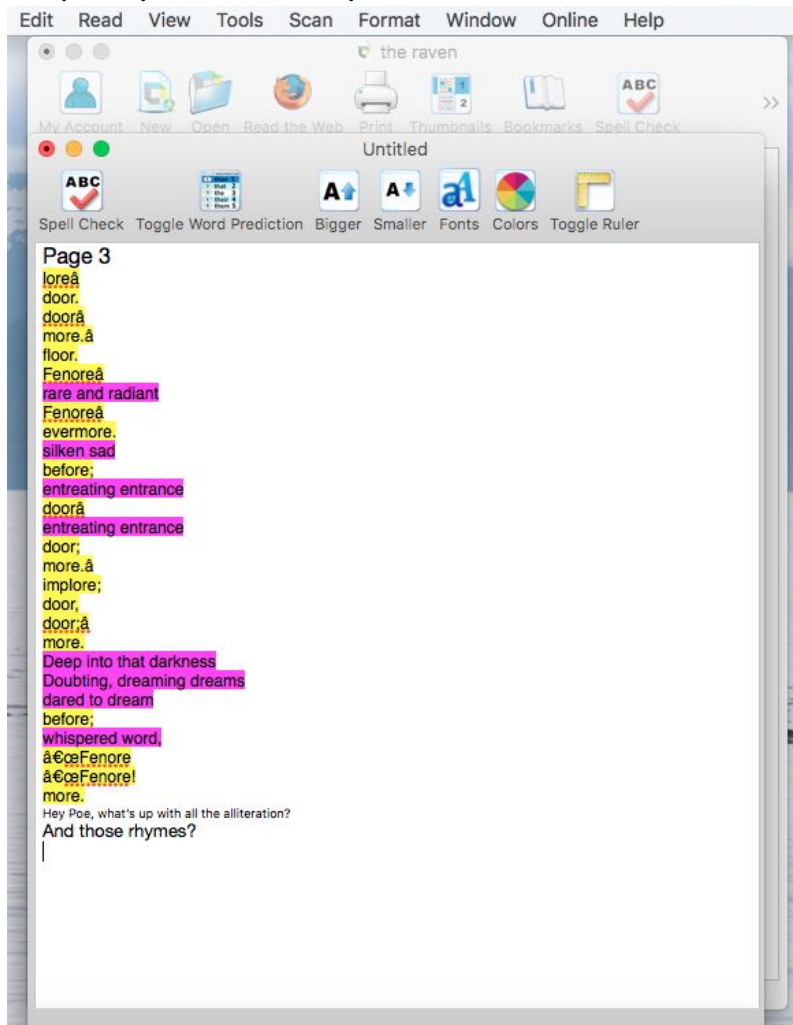
- Say for example, your assignment is to read an article, and come to class ready to discuss the reading.
- As you’re reading, you might choose to highlight different points you want to make in different colors, and ask questions on sticky notes.



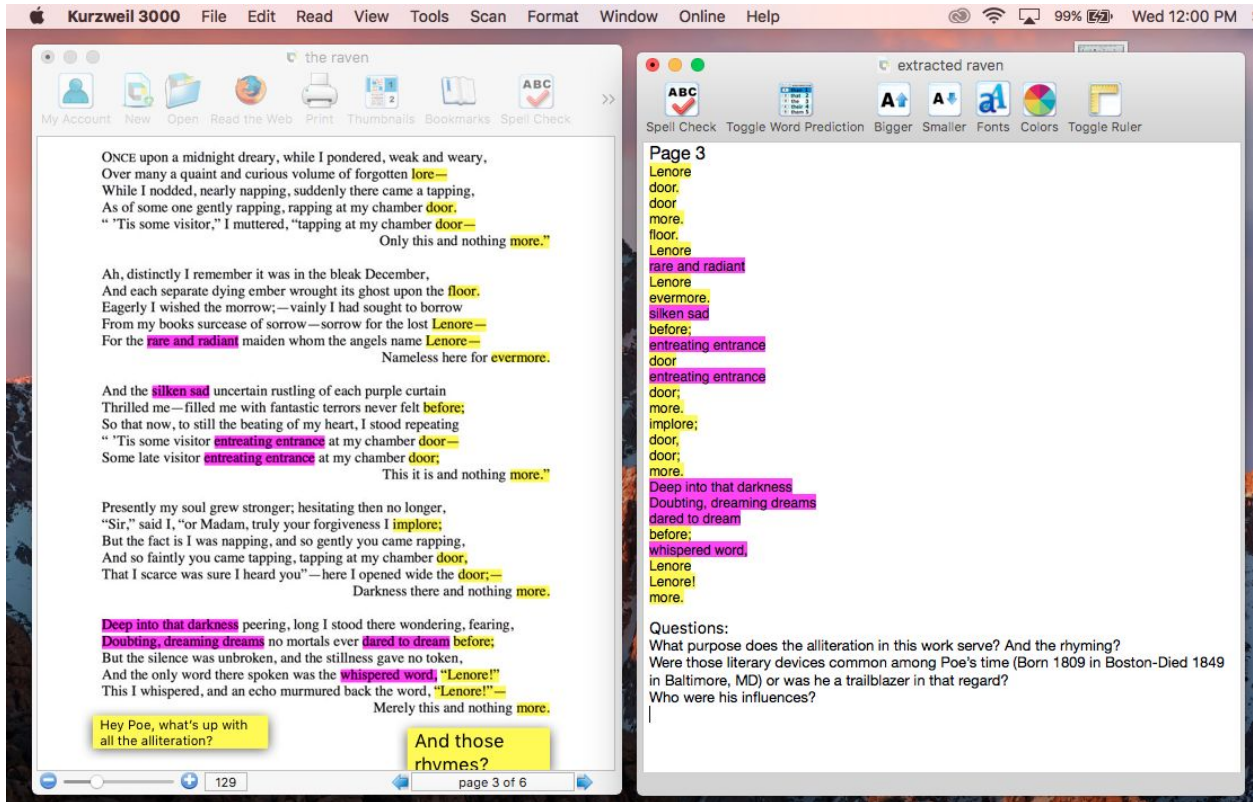
- Then, you could extract those notes into a separate document, so that you're able to skim through your key points and notes easily.
- To extract text, go to File > Extract Notes & Highlighted Text > select add page numbers, and ensure all the indents are set to 0.



- Sometimes Kurzweil struggles to understand certain symbols, like dashes (-) and quotation marks (""), so it may register as unknown characters. A little cleanup may be necessary.



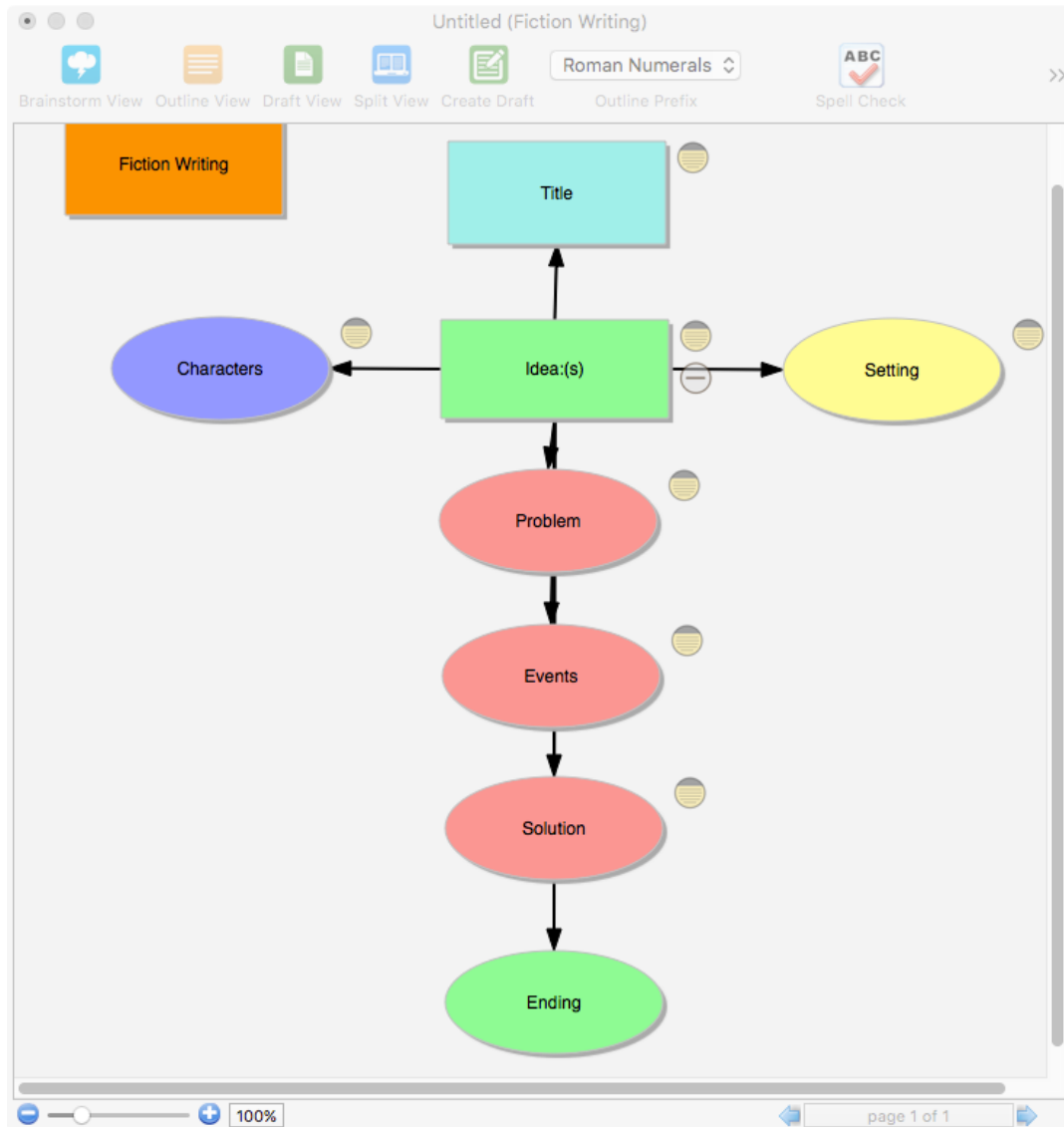
- After cleanup, your text is ready to be turned into notes, and you can position it beside the original text to reference the source and your notes as you sit in class and participate in a dialogue.



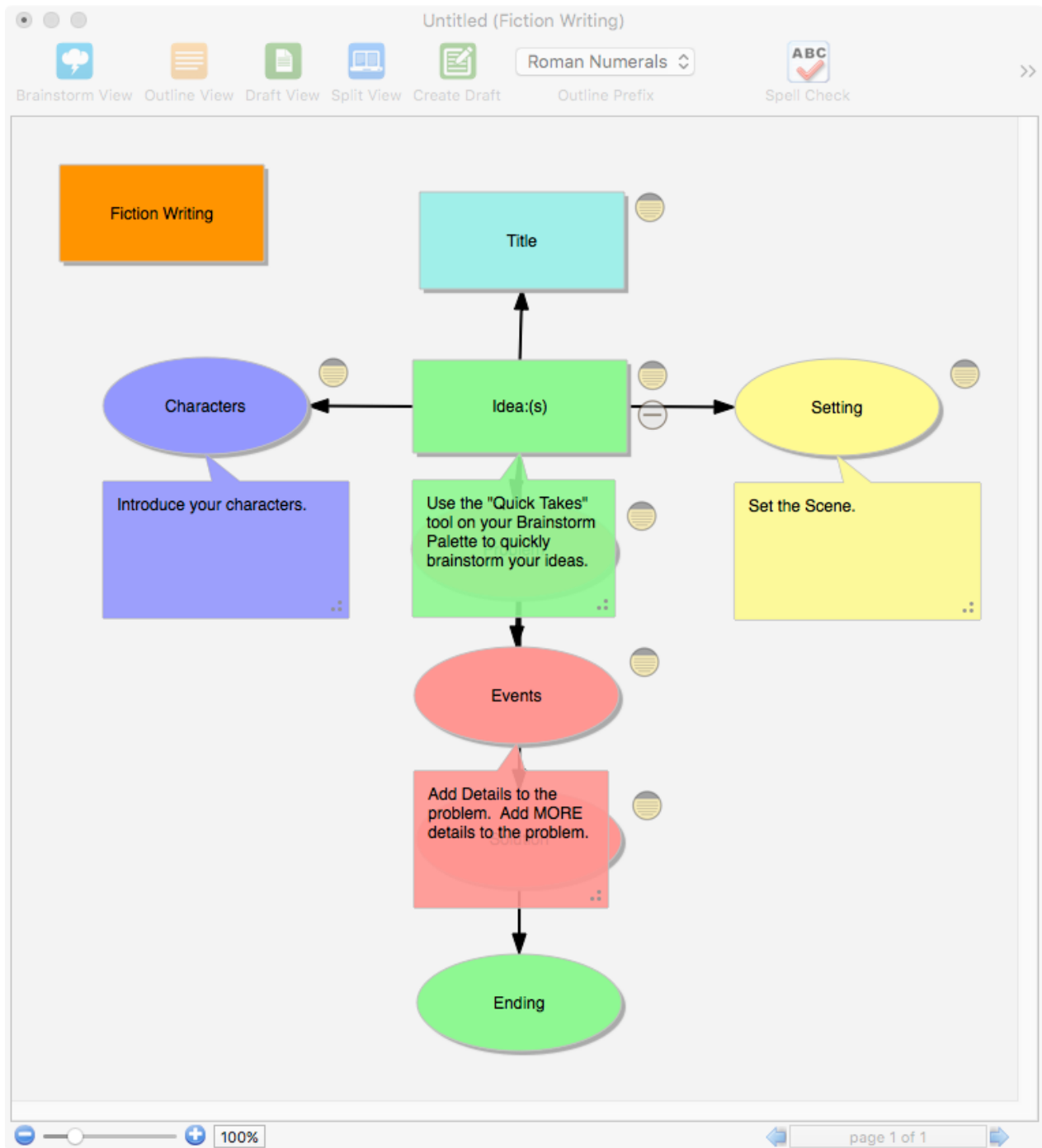
Writing: Brainstorming, Drafting & Outlining

While most students focus on using Kurzweil for reading, it also has great tools to support the writing process. There are 3 different kinds of templates. Brainstorm, Draft, and Outline.

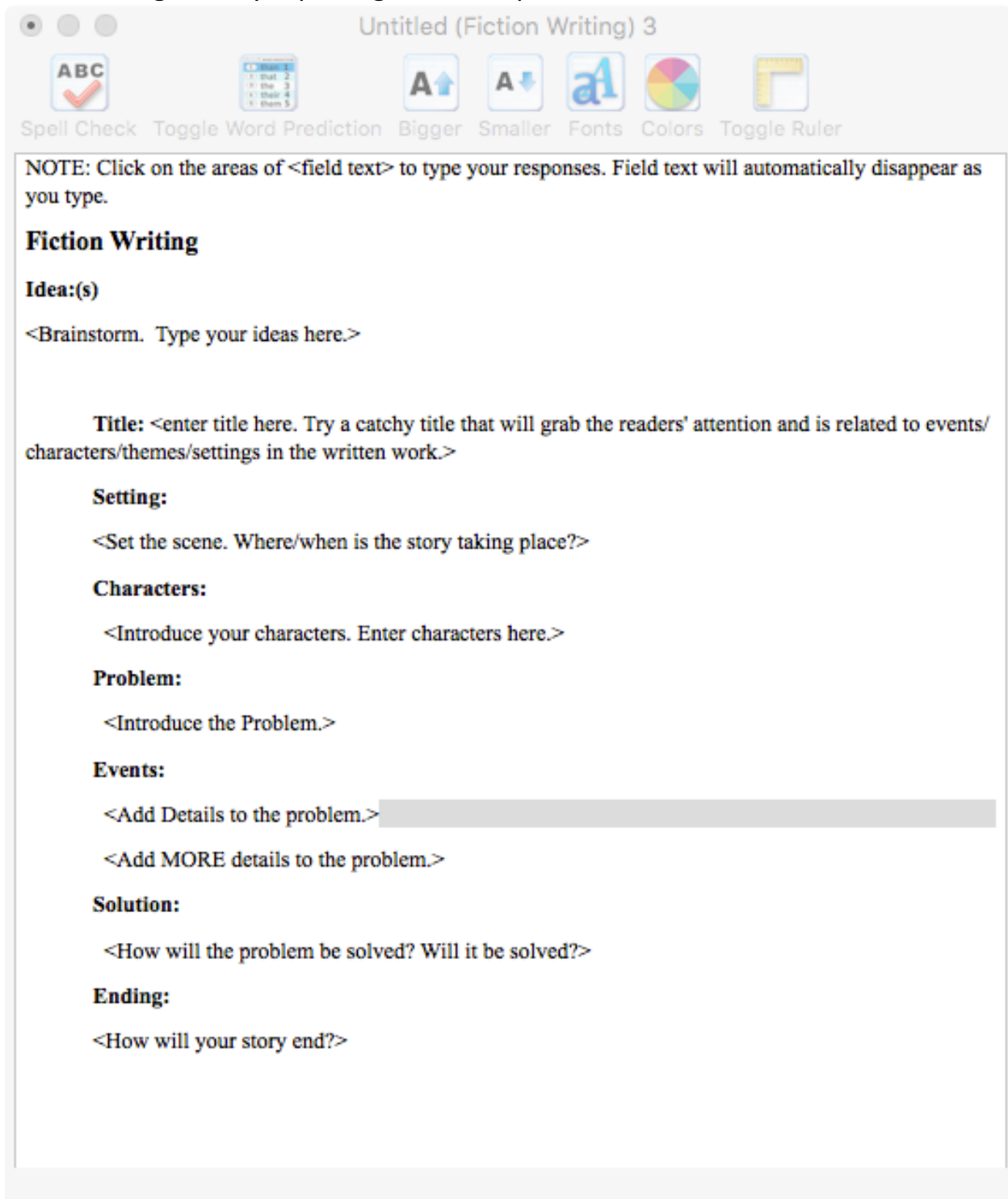
This is an example of **brainstorm**. It organizes your work into a flow chart using colored shapes and arrows:



- It contains notes that you can show or hide by clicking on the little circle that looks like a yellow legal pad.



The following is an example of a **Draft** template. It prompts you to write your draft in categories by replacing the descriptive field text:



NOTE: Click on the areas of <field text> to type your responses. Field text will automatically disappear as you type.

Fiction Writing

Idea:(s)
<Brainstorm. Type your ideas here.>

Title: <enter title here. Try a catchy title that will grab the readers' attention and is related to events/characters/themes/settings in the written work.>

Setting:
<Set the scene. Where/when is the story taking place?>

Characters:
<Introduce your characters. Enter characters here.>

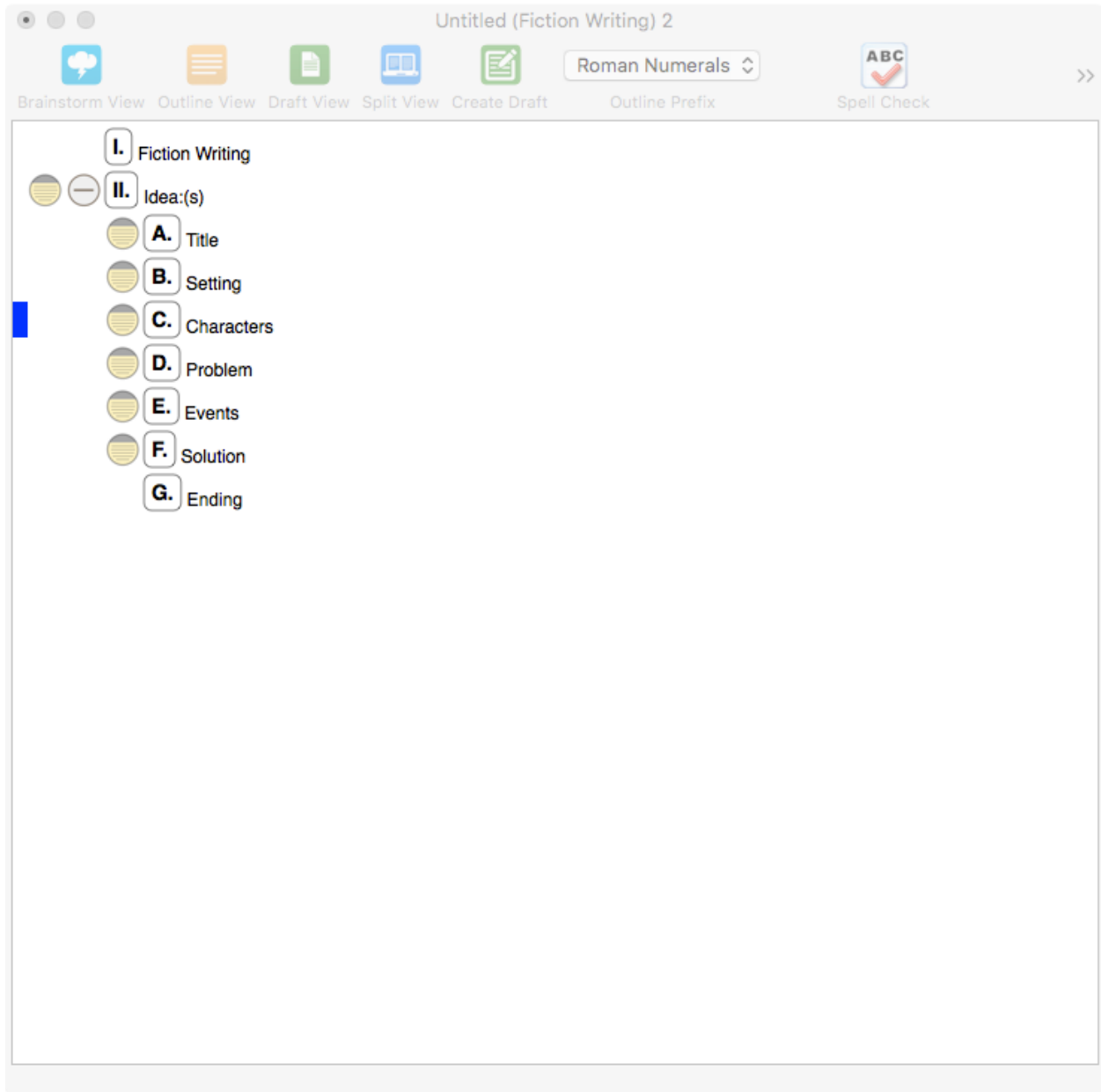
Problem:
<Introduce the Problem.>

Events:
<Add Details to the problem.>
<Add MORE details to the problem.>

Solution:
<How will the problem be solved? Will it be solved?>

Ending:
<How will your story end?>

Then there are **Outline** templates. Outlines are more like lists with the same show/hide feature as the Brainstorm templates.



Outline Fiction Writing

Brainstorm View Outline View Draft View Split View Create Draft Outline Prefix Roman Numerals Spell Check

- I. Fiction Writing
 - II. Idea:(s)
 - Use the "Quick Takes" tool on your Brainstorm Palette to quickly brainstorm your ideas.
 - A. Title
 - Try a catchy title that will grab the readers' attention and is related to events/characters/themes/settings in the write
 - B. Setting
 - Set the Scene.
 - C. Characters
 - Introduce your characters.
 - D. Problem
 - Introduce the Problem.
 - E. Events
 - Add Details to the problem. Add MORE details to the problem.
 - F. Solution
 - How will the problem be solved? Will it be solved?
 - G. Ending

Brainstorming: To access the templates, go to **File > Start Writing > Select Brainstorm, Outline, or Draft > From Template >** and select the one that seems most appropriate for your task.

