

**The Chinese University of Hong Kong  
Office of Student Affairs  
Wellness and Counselling Centre  
SEN Service**

**User Guide for Kurzweil 3000**

**Kurzweil 3000** is toolkit with a variety of assistive features that enhances reading and writing of digital files, printed materials or webpages (e.g. Text-to-speech, magnification, changing fonts and background colors, dictionary etc.)

**Reading Support:** Kurzweil 3000 provides text-to-speech capabilities, allowing students to listen to digital text read aloud, which can help with reading comprehension and retention.

**Writing Assistance:** The software includes tools for writing, such as word prediction, spell check, and grammar check, to help students improve their writing skills.

**Study Tools:** It offers various study aids, including highlighting, note-taking, and the ability to create study guides, which can help students organize and review their learning materials.

**Test-Taking Support:** Kurzweil 3000 includes features that assist with test-taking, such as the ability to read test questions aloud and provide definitions for difficult words.

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## How can I get started with Kurzweil 3000?

1. Contact SEN Service Manager for registration.
2. Access Kurzweil 3000 at [kurzweil3000.com](http://kurzweil3000.com) or download to your device of choice:  
Windows: [www.kurzweilededu.com/install\\_win\\_wl](http://www.kurzweilededu.com/install_win_wl)  
Macintosh: [www.kurzweilededu.com/install\\_mac\\_wl](http://www.kurzweilededu.com/install_mac_wl)
3. Complete a simple tutorial to learn the basic features, this only takes a couple of minutes. Then you can enhance your learning through Kurzweil 3000 to support your academic success.

## Enquiry

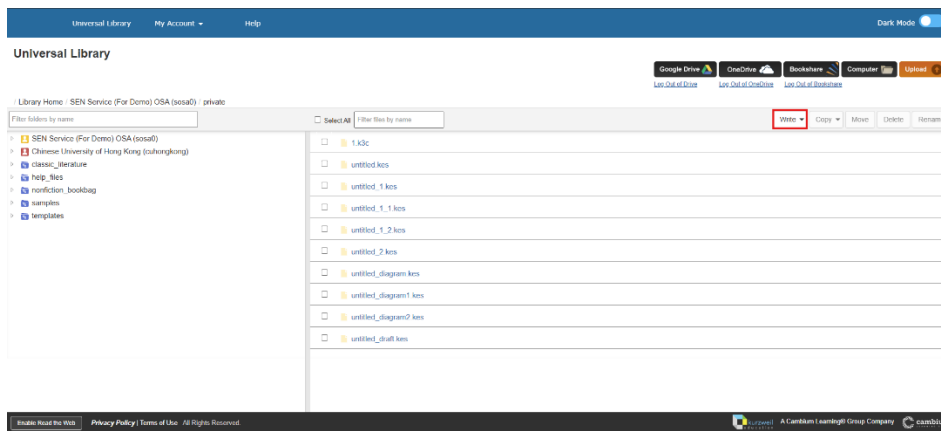
SEN Service (SENS), Wellness and Counselling Centre, Office of Student Affairs

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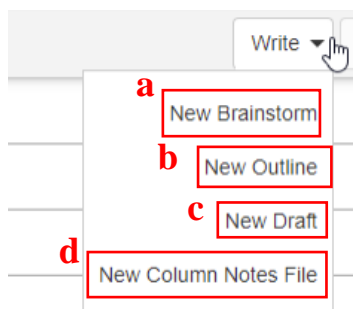
## 1. Universal Library

Once you login to your account, you will see a universal library on your homepage.

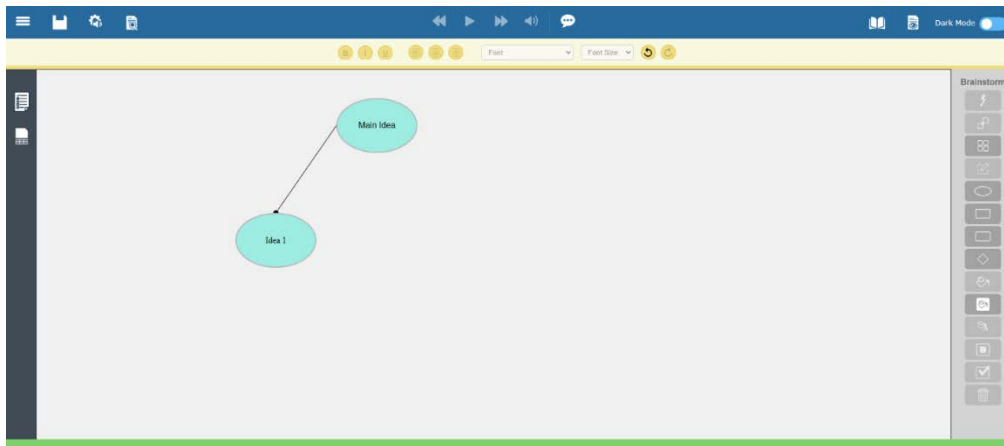


## 2. Create New Content

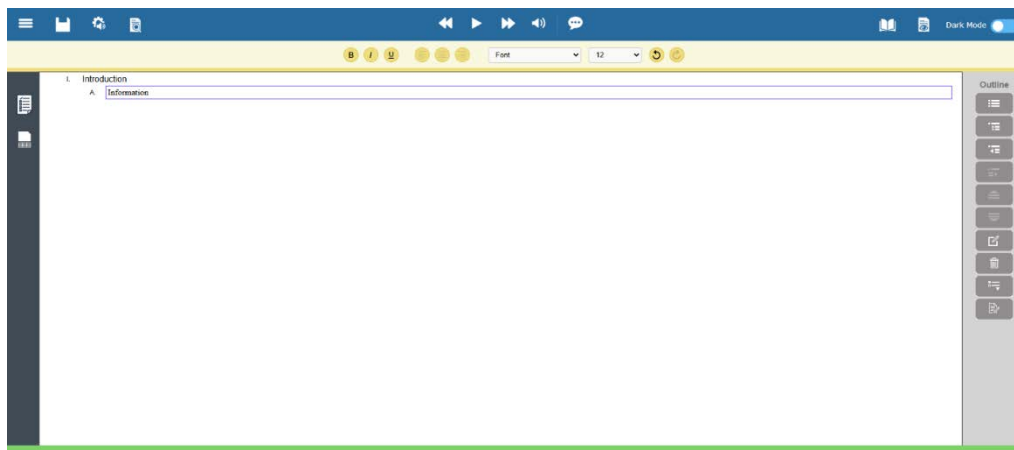
- Use a writing tool by selecting a **Write button** to organize information, thoughts, or ideas around a central concept.



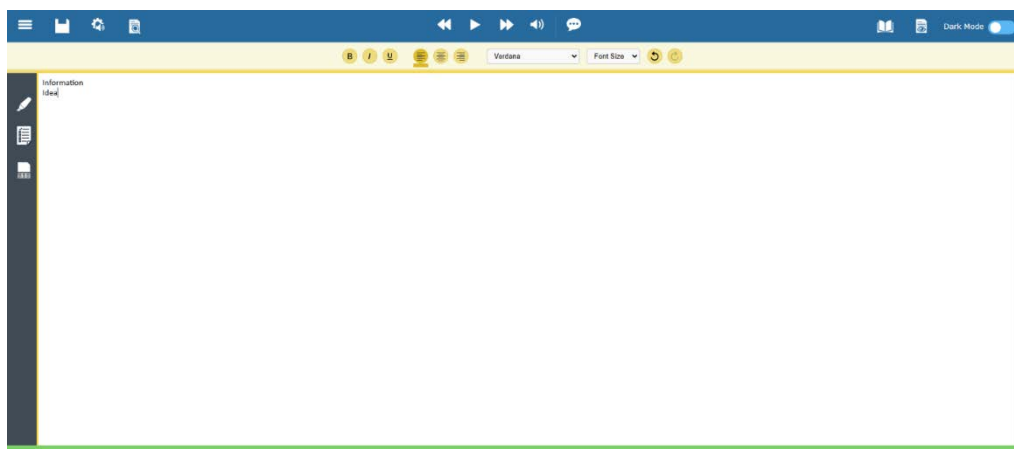
- a) **New Brainstorm** – create a mind map to brainstorm some new idea by using visual diagram



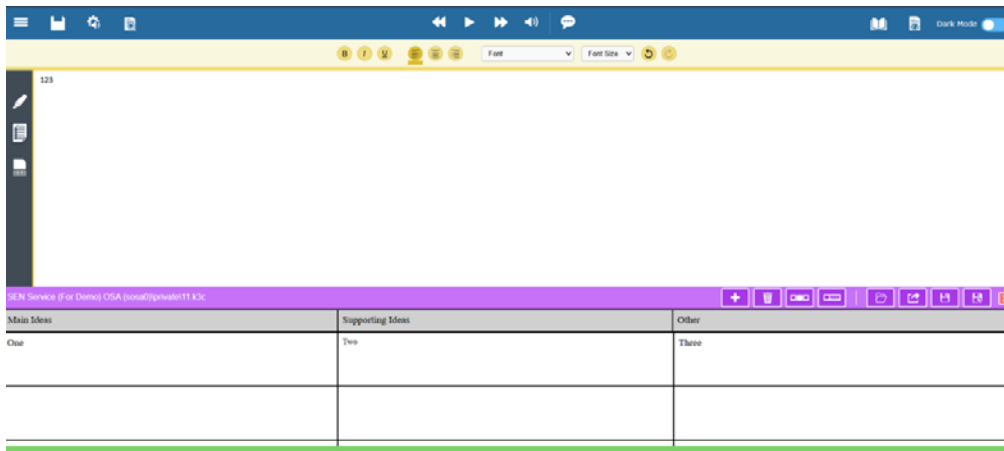
- b) **New Outline** – arrange the main points and subpoints in a structured format.



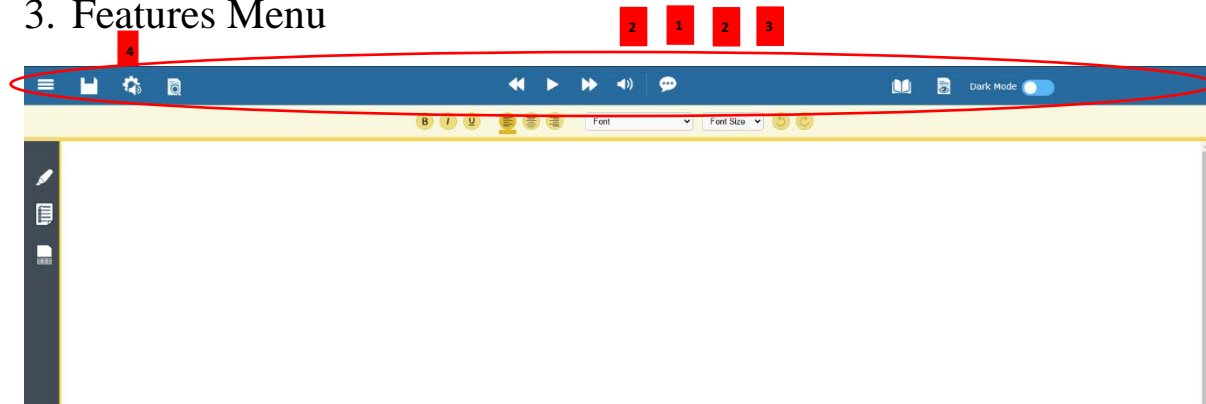
- c) **New Draft** – write down the idea in an initial version



- d) **New Column Notes File** – organize and summarize information effectively by divided the notes into three main sections



### 3. Features Menu

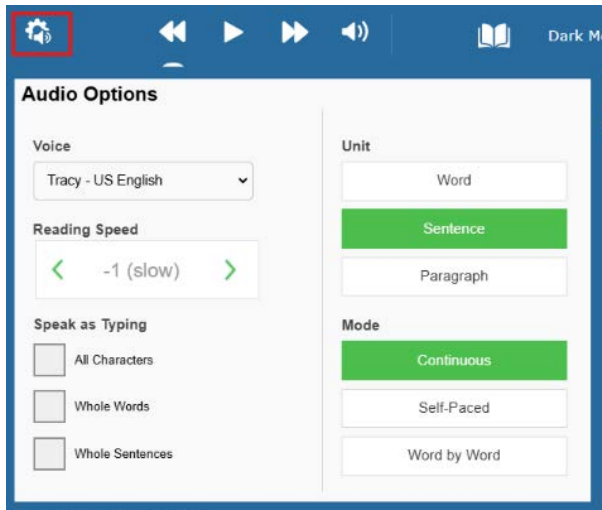


#### 3.1. Text to speech function

##### Function detail



1. Click the **Read button** to start reading, click again to pause reading.
2. Click the **Forward** and **Backward buttons** to skip the previous or next reading unit.
3. Click the **Audible Reading button** to mute reading.
4. Click the **Audio Options button** to customize your own reading experience.
  - a. **Voice** – select different voices and languages.
  - b. **Reading Speed** – adjust the speed of reading.



### 3.2. Speech to text function

Convert the writing document to speech by using the speech to text function



- Click the **icon** to activate (green) or deactivate (white) the speech to text function.
- Select the **Speech to Text button**. The button will turn green when it is recording.
- Speak clearly into your device or external microphone (mic) to dictate the text, punctuation and formatting. Click the button again to turn it off.
- The system will ask you for permission of the mic when you first use this feature.



### 3.3. Reference Tools

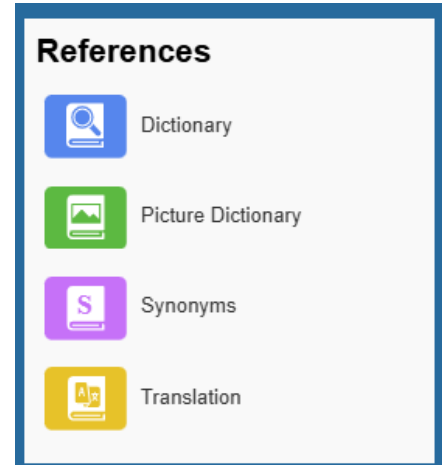


How to use?

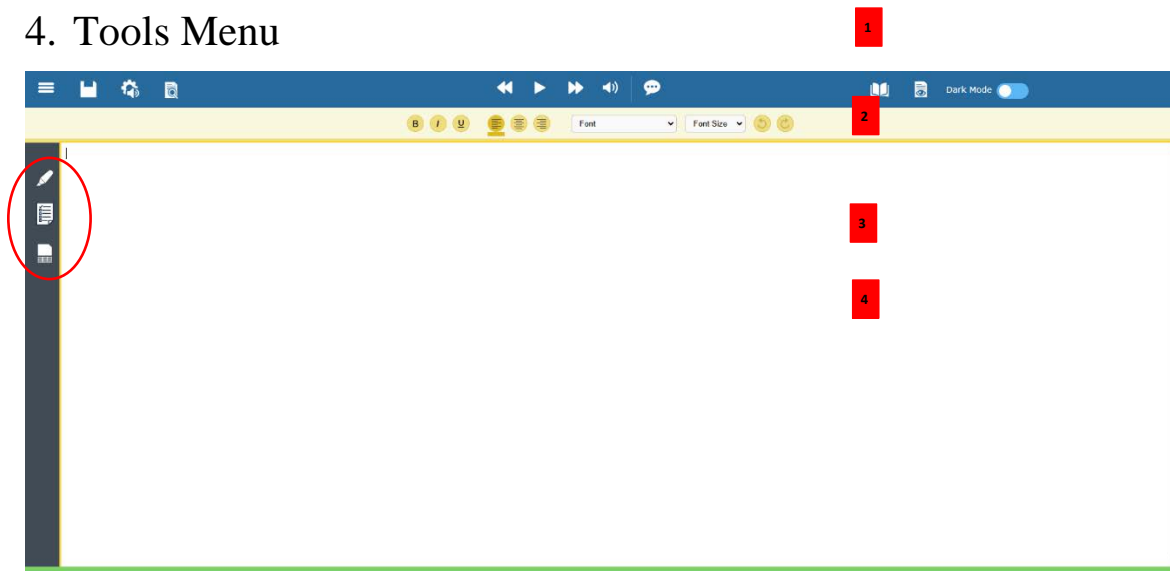


Click the **References** button to open the menu:

1. **Dictionary**
  - Highlight the word you want to look up.
  - Click on the **Dictionary** button.
  - A window will appear with the definition, synonyms, and antonyms of the word.
2. **Picture dictionary**
  - Highlight a word in the text.
  - Click on the **Picture Dictionary** button.
  - A window will appear showing a picture along with the synonyms of the word.
3. **Synonyms**
  - Highlight a word or phrase in the text.
  - Click on **Synonyms** button.
  - A window will appear displaying a list of synonyms for the selected word. You can choose the most appropriate synonym to replace the original word.
4. **Translation**
  - Highlight a word or phrase in the text.
  - Click on **Translation** button.
  - There will pop up a dialog box to let you select the specific language for translation.

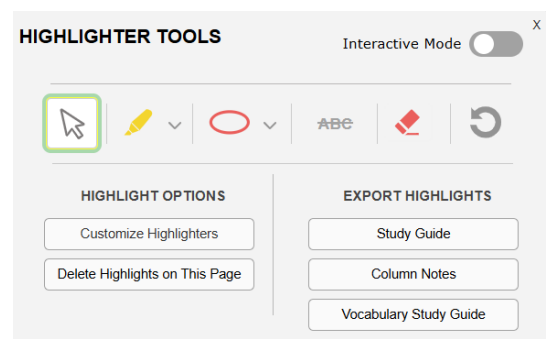


## 4. Tools Menu

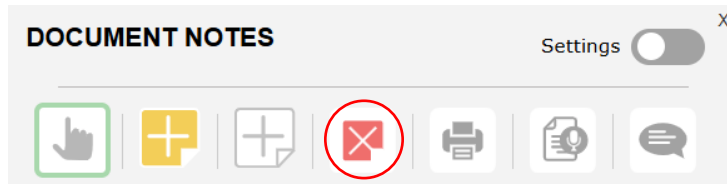


### 4.1. Highlight, circle or cross out text

- Highlight the important points though **Highlight** button.
- Select your own highlighter though **Highlighter Tools** menu.



- Use different types of notes though **Document Notes button**.



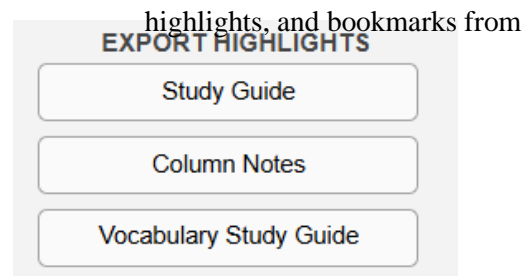
Add **sticky note**, **text note**, **voice note**, or **bubble note**

- **Delete Note button** – select the **Red X button** and click the notes on the document that you want to delete.



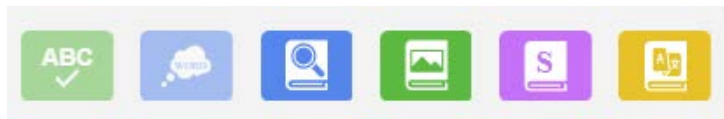
#### 4.2. Extract Notes/Highlights

- Extract the highlights or note to an outline by **Extract Notes/Highlights Button**.
- **Study Guide button** – extract the notes, the document into a study guide
- You can also customize your export highlights document into different style such as column notes or vocabulary study guide.



#### 4.3. Study Tools

- **Study Tools button** – help you interact with the text more effectively and improve your study skills.



- **Spell Check Sticky/Text and Column Notes** – check your sticky/text and column note spelling in the document.
- **Word Prediction** – highlight a word you would like to replace in your document. You will get a list of suggested words.



- **Dictionary, Picture Dictionary, Synonyms and Translation button** – see [3.3 reference tools](#).

#### 4.4. Advanced Editing Tools

- Access additional tools through **Advanced Editing Tools**



- **Zone Editor** – change zone reading type: Primary, Secondary, Graphic, Silent, OCR override
- **Edit Underlying Text** – correct errors in OCR results or change pronunciations of words.
- **Language Tags** – tag paragraphs of different languages to read in the languages to read in the language of that paragraph.

#### 4.5. Column Notes

- Insert the column notes to the document through **Column Notes button**.



#### Extract highlights to Column Notes

- Extract 2 colors and add your own notes in column 3
- Customize the column and color before you extract highlights.



##### Introduction

Kurzweil Education is pleased to release the Classic Literature Collection.

The Classic Literature Collection is a portable library of approximately 1,800 electronic texts, selected from public domain material available from Web sites such as [www.gutenberg.net](http://www.gutenberg.net). You can easily access the contents from any of Kurzweil Education products: Kurzweil 1000™, Kurzweil 3000™ for the Apple® Macintosh® and Kurzweil 3000 for Microsoft® Windows®. The collection is also available from the Universal Library for Web License users on [kurzweil3000.com](http://kurzweil3000.com).

Some examples of the contents are:

- Literary classics by Jane Austen, Geoffrey Chaucer, Joseph Conrad, Charles Dickens, Fyodor Dostoyevsky, Hermann Hesse, Henry James, William Shakespeare, George Bernard Shaw, Leo Tolstoy and Oscar Wilde.
- Children's classics by L. Frank Baum, Brothers Grimm, Rudyard Kipling, Jack London, and Mark Twain.
- Classic texts from Aristotle and Plato.
- Scientific works such as Einstein's "Relativity: The Special and General Theory."
- Reference materials, including world factbooks, famous speeches, history resources, and United States law.
- Religious texts.

##### Extract Highlights To Column Notes

##### Highlights

<input checked="" type="checkbox"/>	Yellow Highlighter	1
<input checked="" type="checkbox"/>	Green Highlighter	2
<input checked="" type="checkbox"/>	Blue Highlighter	3
<input checked="" type="checkbox"/>	Pink Highlighter	1
<input checked="" type="checkbox"/>	Orange Highlighter	1
<input checked="" type="checkbox"/>	Gray Highlighter	1
<input type="checkbox"/>	Red Circle	1
<input type="checkbox"/>	Blue Circle	1

Ok

Cancel

The highlights will be extracted from the column note

Main Ideas		
Reference	materials,	- including

This user guide only let you to learn the basic features of Kurzweil 3000. For more detailed user guide, please visit the Kurzweil Education website <http://www.kurzweiledu.com/>, Kurzweil 3000 Help menu to get more information.

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