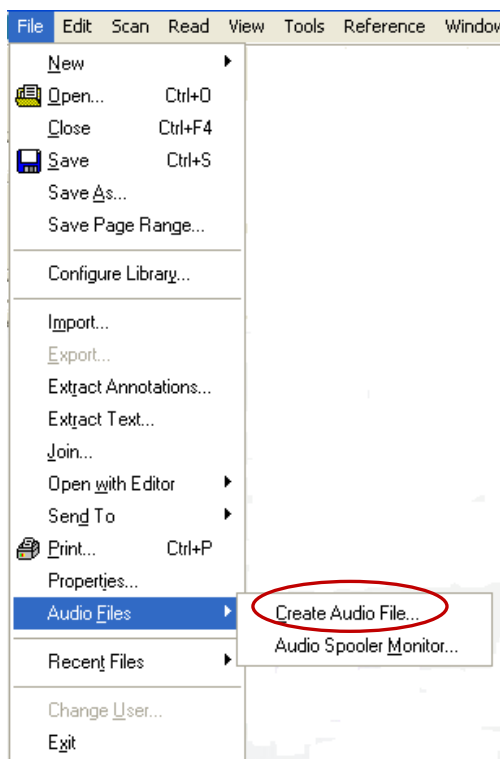


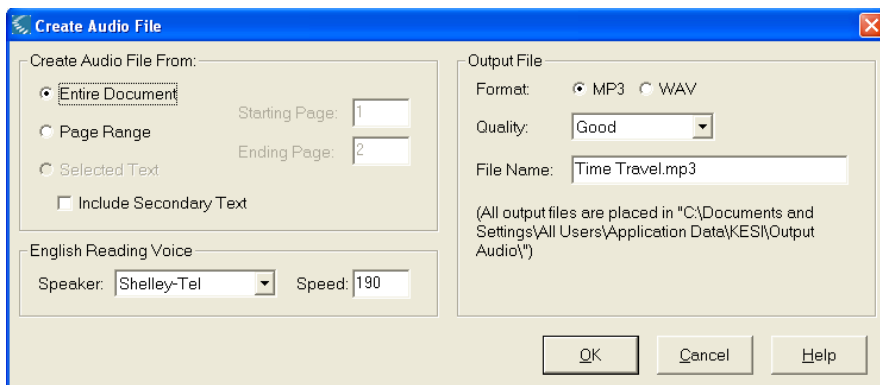
# Creating Audio Files in *Kurzweil 3000*

*Want to hear your document read on a portable MP3 player? Save it as an audio file!*

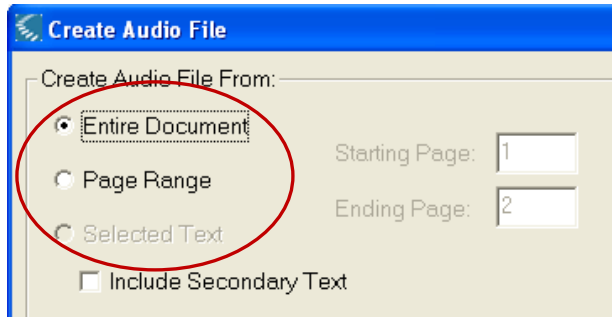
1. In *Kurzweil 3000*, open the document you wish to convert to an audio file. (For more information about how to open documents, see the ***Reading Documents with Kurzweil 3000*** guide.)
2. Click on the **File** menu at the top of the page and scroll down to **Audio Files**. Choose **Create Audio File**.



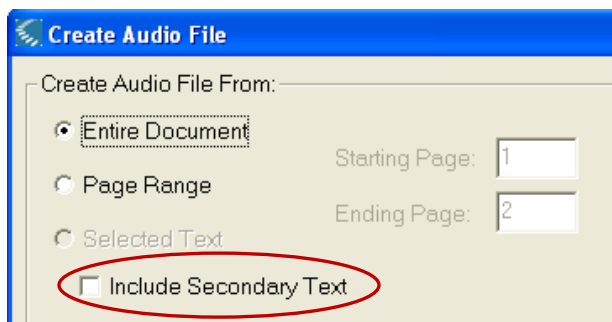
3. The **Create Audio File** dialog box will appear on your screen:



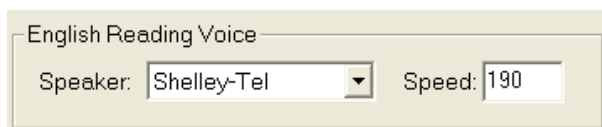
4. Indicate which pages of the document you would like to convert to audio. You may choose to convert your entire document, a range of pages, or text which has been highlighted in the document pane. If you have a large document, you may wish to create several smaller audio files.



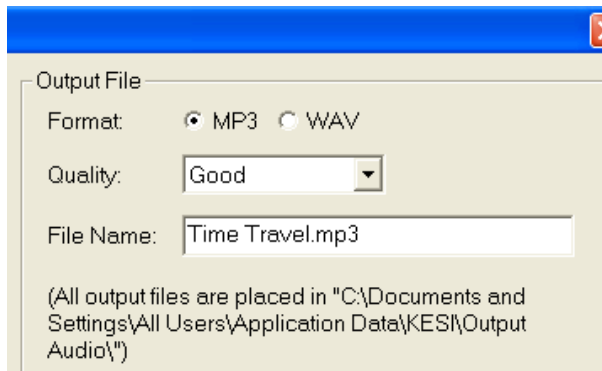
5. If your document has secondary text (e.g., page numbers, charts and graphs, captions), you may include them in your audio file by checking the box next to **Include Secondary Text**.



6. Choose the reading voice and reading speed for your audio file. The default settings are the ones you currently have set in the **Reading Options** pane.



7. Select which audio format you would like to create: **WAV** or **MP3**.  
*Note:* WAV files are higher quality, but take up more disc space and usually cannot be played on portable MP3 players. Most *Kurzweil 3000* users choose to create MP3 files.



8. If you have chosen to create an MP3 file, choose the quality level. You have three choices:

- **Good:** This setting offers a good mix of reliable sound quality and compact file size.
- **Better:** If you prefer to have better sound quality and don't mind a bigger file size, choose this option.
- **Best:** This setting provides the best sound quality, but creates a much larger file (approximately twice as large as files made with the **Good** setting).

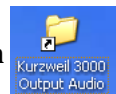
9. Choose the **File Name** for your new audio file. You may keep the default name or create your own.

*Tip:* If you have chosen to create several smaller MP3 files from a large document, you may wish to add the relevant page numbers to the document name.

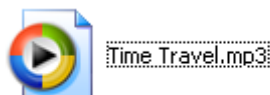
10. Click **OK** to create your audio file.

11. To open your audio file or to save it for later use:

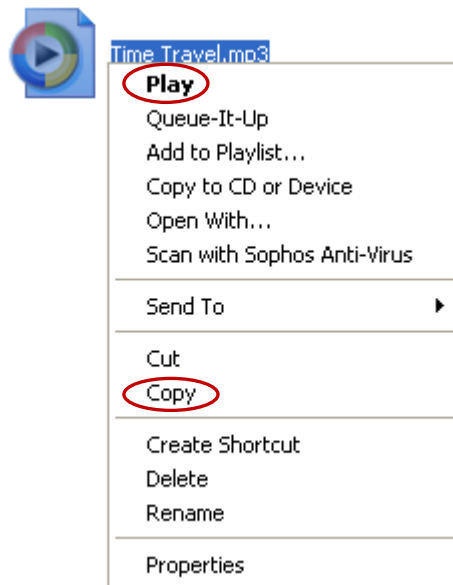
a. Minimize *Kurzweil 3000* and click on the **Kurzweil 3000 Output Audio** icon on the desktop.



b. When the folder has opened, locate the audio file you just created:



c. Right-click on the file name:



- d. To listen to your audio file, choose **Play**. The file will open in Windows Media Player and will automatically begin playing.
- e. To save your audio file, select **Copy**. You can then paste it into your folder on the Z-drive or a memory card.

12. Questions? Please ask a librarian. We're happy to help!