


Creating and Editing Documents in *Kurzweil 3000*

1. Log in to the network using your Davidson username and password.
Note: Only students with learning differences previously identified by the Dean of Students office can log on to this PC.

2. Open the *Kurzweil 3000* software by clicking on the **Kurzweil 3000** icon 

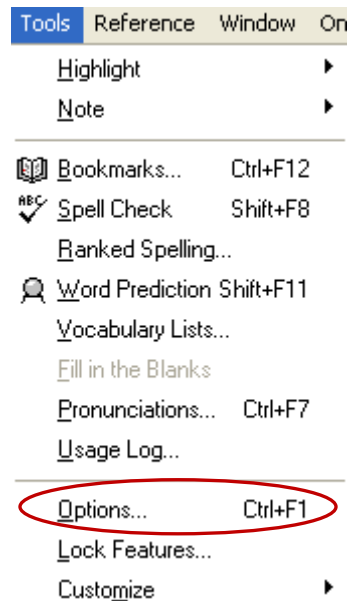
3. Click on the **New** icon  in the **Main** toolbar.

4. A blank document with a flashing cursor will appear in the document display area.

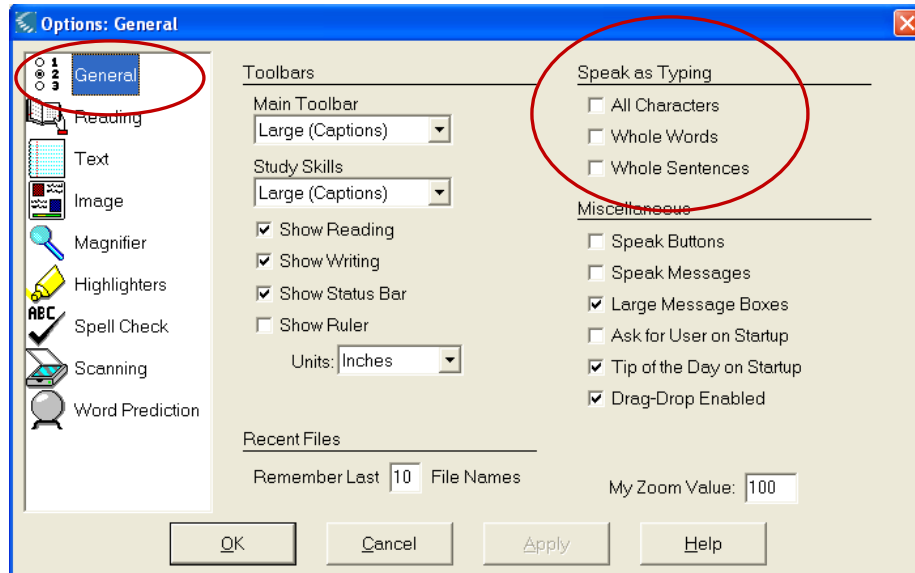
5. Begin typing into your new document.

6. If you'd like to hear what you type, complete the following steps:

- a. Select **Options** from the **Tools** menu at the top of the screen.



- b. In the **Options** dialog box, click on the **General** icon to display the **General Options** pane.

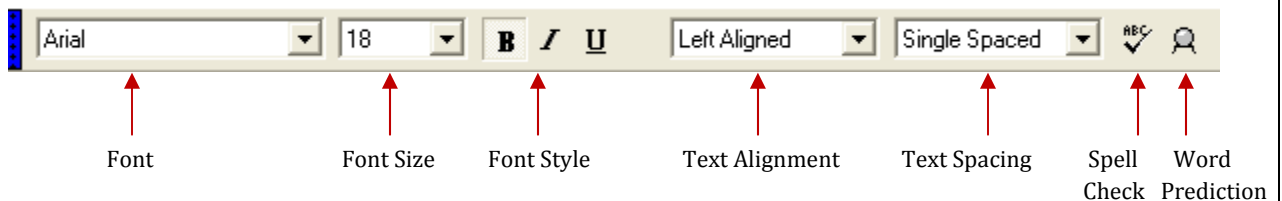


- c. Under **Speak as Typing**, choose how you want *Kurzweil 3000* to read what you type.

7. To format your text, open the **Writing** toolbar by clicking on the blue toggle at the left side of the Toolbar area.



8. Use the **Writing** toolbar options to format your text.



Font: Choose the font for your text.

Font Size: Specify what size your text should be.

Font Style: Indicate whether you'd like selected text in **bold**, *italics*, or underlined.

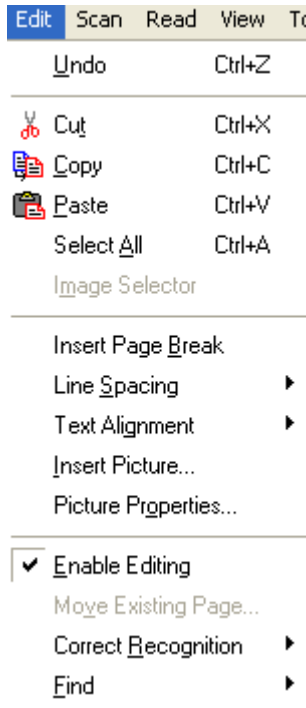
Text Alignment: Choose whether you'd like your text aligned left, right, or center.

Text Spacing: Your text may be single-, double-, or triple-spaced.

Spell Check: Use the spell check option to check for spelling errors in your document.

Word Prediction: Use this option to have *Kurzweil 3000* present possible words as you type.

9. For additional editing options, use the **Edit** menu.



Undo: Undo your previous action.

Cut: Remove selected text from your document.

Copy: Copy text from your document.

Paste: Paste copied text or an image into your document.

Select All: Highlight all of the text in your document.


Insert Page Break: Create a new page break.

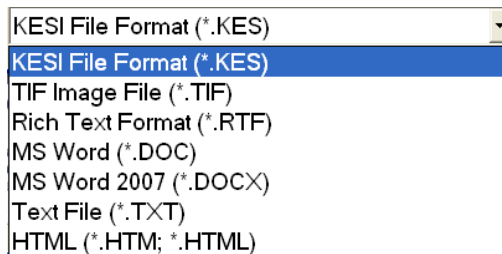
Insert Picture: Add an image (in BMP, GIF, ICO, JPEG, WMF format) to your document.

Picture Properties: Choose how you'd like your picture to be formatted.

Move Existing Page: Reorder the pages in your document.

Find: Find and replace text in your document.

10. Don't forget to save the document! Click on the **Save** icon  on the **Main** toolbar and choose where you would like to save your document. You may also choose in what format you'd like to save it:



11. Questions? Please ask a librarian; we'll be happy to assist you.