

Starting Kurzweil 3000

Upon installation Kurzweil 3000 places an icon on your desktop.

1. Double-click the Kurzweil 3000 icon.



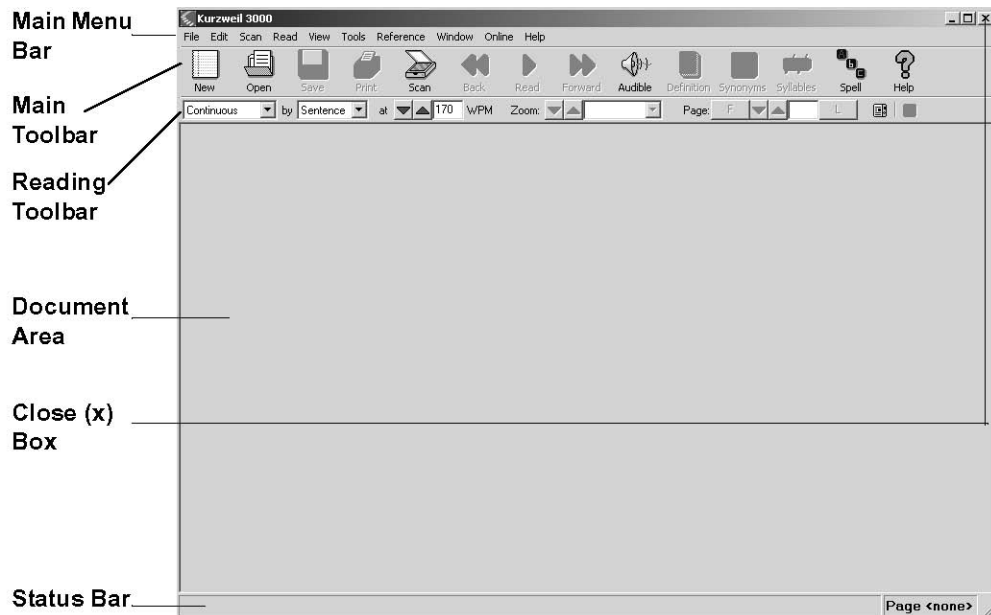
What You See: The open Kurzweil 3000 window.

- 1 Type your user name in the **User Name** box or click the list arrow and select your name. (If you cannot do either, see your Technology Specialist, who can add your name for you.)
- 2 Click **OK**.
- 3 Click **Yes** in the message window to confirm your login.



Exploring the Kurzweil 3000 Window

Take note of the main parts of the Kurzweil 3000 window:



You may also see the Tip of the Day window, such as the one below.

Stopping Kurzweil 3000

At any time you can exit Kurzweil 3000 by doing one of the following:

- From the **File** menu in the **Main** menu bar, choose **Exit**.
- Click the **Close (x)** button in the upper-right corner of the Kurzweil 3000 window.
- Press the **Ctrl** and letter **x** keys.

Exploring the Kurzweil 3000 Toolbars

The most important part of the Kurzweil 3000 window is the Toolbar area because this is where you access the majority of the functions in Kurzweil 3000.

There are four standard toolbars and a set of specialized “Sample” toolbars, all of which you can show, hide or customize.

The default Kurzweil 3000 window displays the **Main** and **Reading** toolbars.

- The **Main toolbar** lets you access the tasks you perform most often such as reading, opening, saving and printing documents, and word lookup.



- The **Reading toolbar** lets you control how Kurzweil 3000 reads: when to pause (reading mode), how much text to highlight (reading unit), the reading speed, as well as some page view options.



This toolbar has function buttons, as well as control buttons and “dropdown” lists. To show a list, click on the arrow button. To increase or decrease the value of a setting, click the up or down control button.

Finding Online Help

In this exercise, you’ll use the **Help** button in the **Main** toolbar. Keep in mind that you can find related Help in dialog boxes as well.

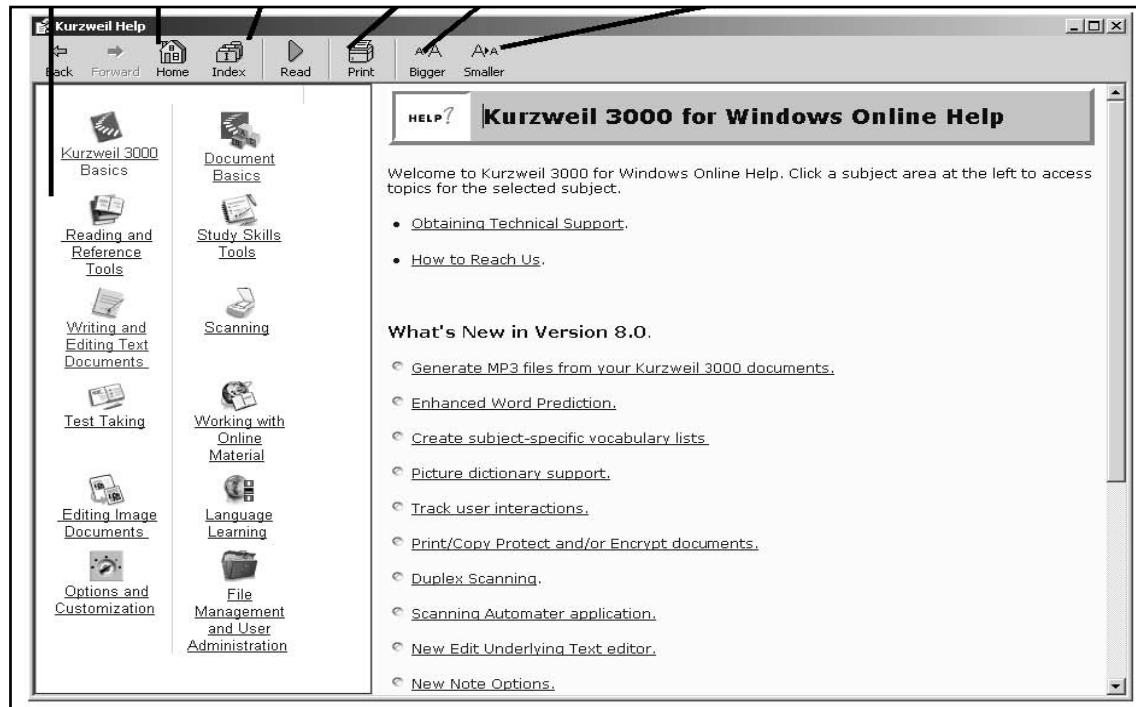
How to....

Quick Start Kurzweil 3000

1. Click on the **Help** button in the **Main** toolbar to open the Help Topics page.



What You See: The Help Home page.



2. Help pages work like web links. Click a topic that is underlined in blue.

3. Try any of the following. To:

- Go to the Help home page, click **Home**.
- Use the letter Index, click the **Index** button, then click the first letter of the topic you want.
- Read the contents of a page, click the **Read** button.
- Enlarge text, click the **Bigger** button.

4. When you're done, close the Help pages by clicking the **Close** button.

