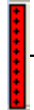








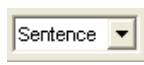






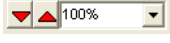























## Managing Your Files

-  → **Display/Hide Main Toolbar** - Use this option to display or hide the main toolbar
-  → **New** - Use this to create a new text document
-  → **Open** - Use this when you open a KESI or a text document
-  → **Save** - Use this to save your document
-  → **Print** - Use this to print your document
-  → **Scan** - Use this to scan new pages into your document (new pages go after the page you are on)

## Controlling Speech

-  → **Display/Hide Reading Toolbar** - Use this to display or hide the reading toolbar
-  → **Change Voice** - Change the voice using this option
-  → **Reading Mode** - Use this to set Kurzweil 3000 to read **continuously**, **self-paced** (stop automatically), or **word-by-word**.
-  → **Reading Unit** - Use this to set Kurzweil 3000 to read by **word**, **line**, **sentence**, **paragraph**, **headings**, or **highlights**.
-  → **Increase/Decrease Reading Speed** - Use this when you increase or decrease the reading speed
-  → **Read** - Start reading
-  → **Back** - Read the previous reading unit (see reading unit above)
-  → **Forward** - Read the next reading unit (see reading unit above)
-  → **Pause** - Pause/Stop reading
-  → **Audible** - Change between **silent** reading and reading **aloud**
-  → **Zoom** - Use this to zoom in or out of the page
-  → **Go To Page** - Use this to go to a specific page in your document

## Advanced Tools

-  → **Display/Hide Study Skills Toolbar** - Use this option to display or hide the study skills toolbar
-  → **Display/Hide Writing Toolbar** - Use this to display or hide the writing toolbar
-  → **Highlighters** - Use one of the four colours to highlight important text
-  → **Erase** - Use this when you want to erase highlighting
-  → **Footnote** - Use this to create a hidden footnote in your document
-  → **Sticky Note** - Use this to add a printable sticky note to your document
-  → **Text Note** - Use this to add a printable text note to your document
-  → **Voice Note** - Use this to record a voice note in your document
-  → **Close** - Use this to close an open footnote
-  → **Delete** - Use this to delete any note
-  → **Bookmark** - Use this to mark or go to any place in your document
-  → **Column Notes** - Use this to create or open column notes
-  → **Note Snippets** - Use this to open note snippets
-  → **Word Lists** - Use this to open floating word lists
-  → **Definition** - Use this to display and read the definition of a word
-  → **Synonym** - Use this to display and read the synonyms (words that mean the same) of a word
-  → **Syllables** - Use this to listen to the selected word by syllable
-  → **Spell** - Use this to listen to the spelling of a word
-  → **Spell Check** - Use this to check the spelling in the document
-  → **Word Prediction** - Use this to start word prediction to write with