

Kurzweil Tips for Note Taking and How to Read the Web

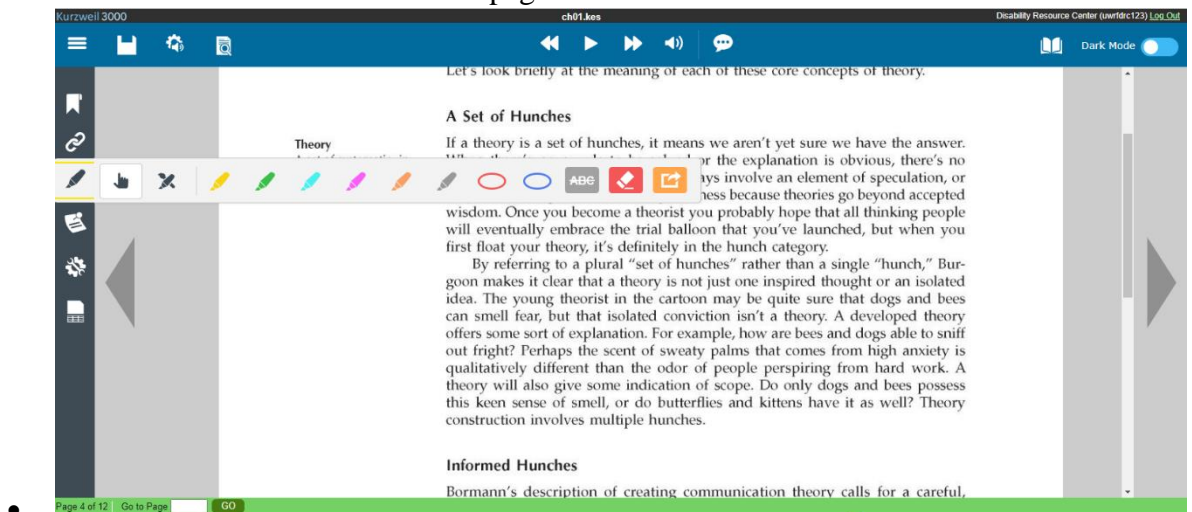
Overview:

This document is a guide for you to utilize when you are using Kurzweil. This document is especially important to keep in mind if you have ever struggled with note taking or if you have had difficulties with reading the web. I know when I was in college, I struggled with both, and I remember it used to take me forever to take notes out of my textbook. If this is you right now, do not worry the Disability Resource Center has tips and tricks to make note taking a breeze!

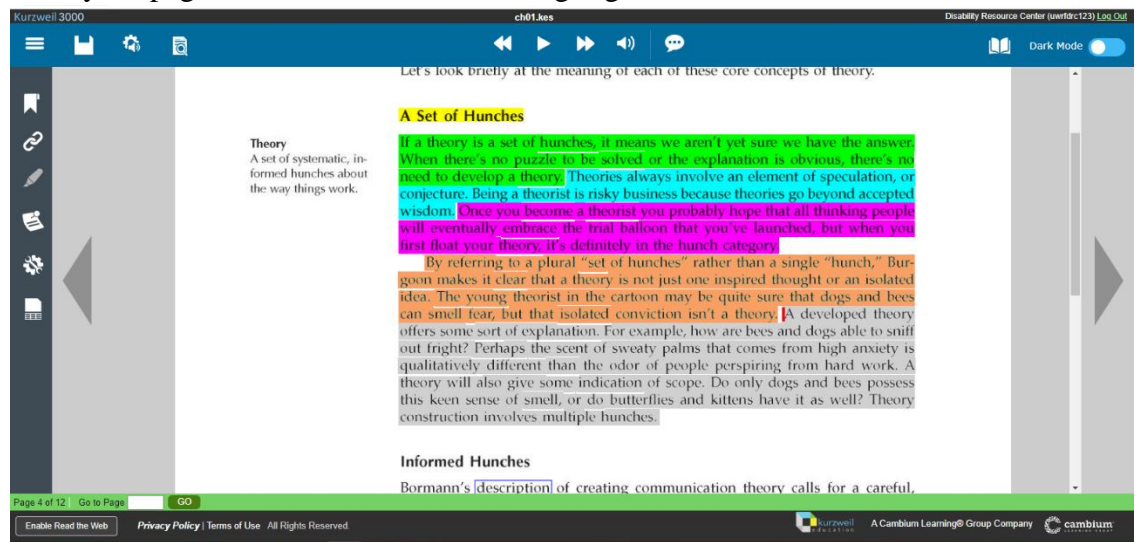
Tips for Note Taking:

Did you know that you can highlight different concepts in your textbook and then export them to make an outline of your notes and write notes in the book? Please see below with how to do this. Throughout this whole example I will be using the book entitled “A First Look at Communication Theory.”

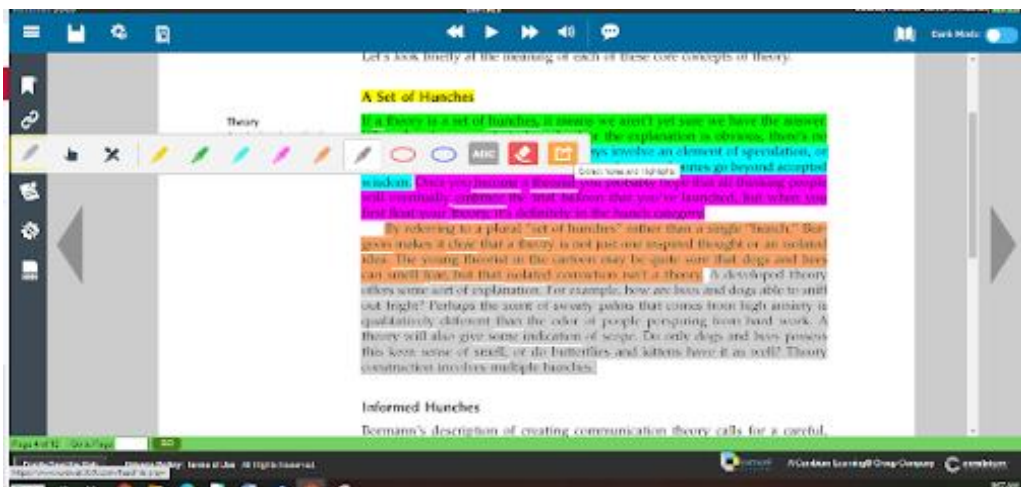
- Here is what your page will look like to get to the highlighters. To do this, you will click the third icon on the left-hand side of the page.



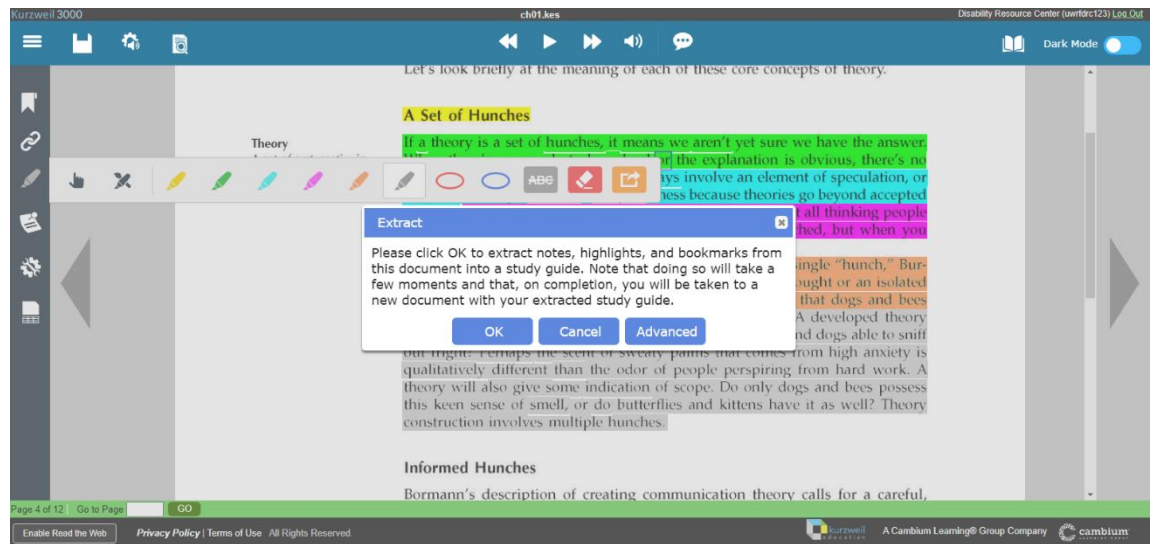
- Here is what your page will look like when it is highlighted.



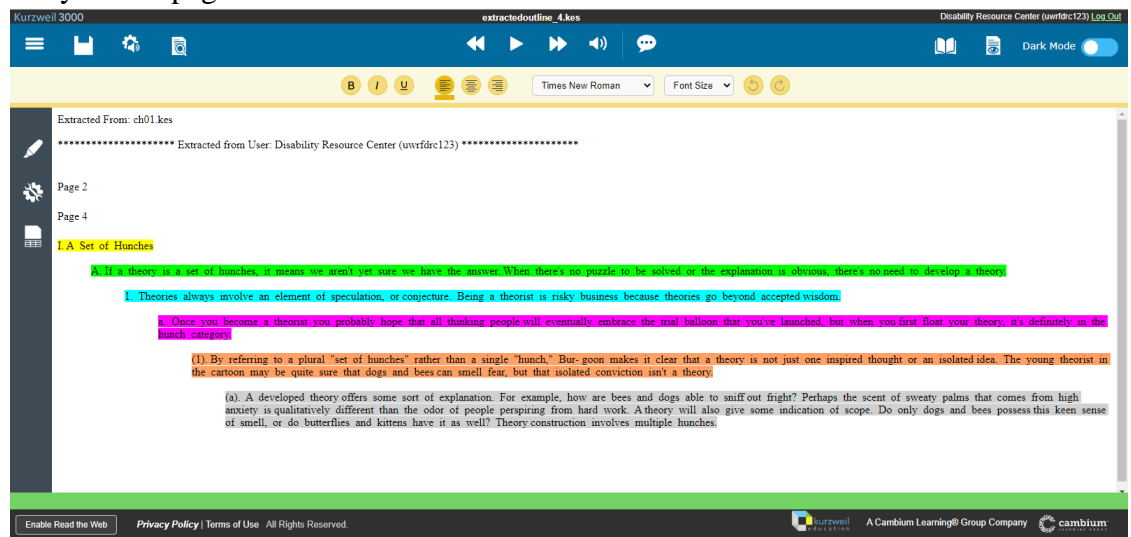
- After you have gone through the whole chapter you will export your highlighted portions to a note outline. To do this, you will click on the orange button that has an arrow on it. When you hover over this button, it will have the text that says, “Extract notes and highlights.”



- After you click the button, it will look like this. You will click the button that says “okay.”

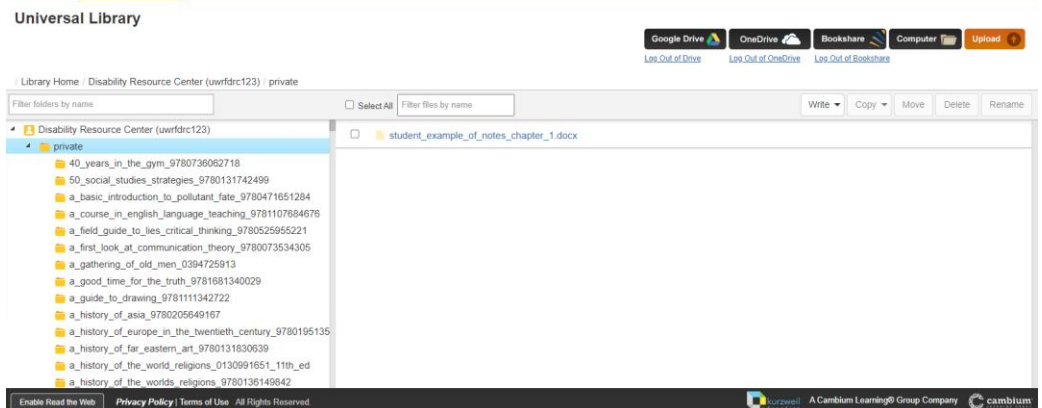
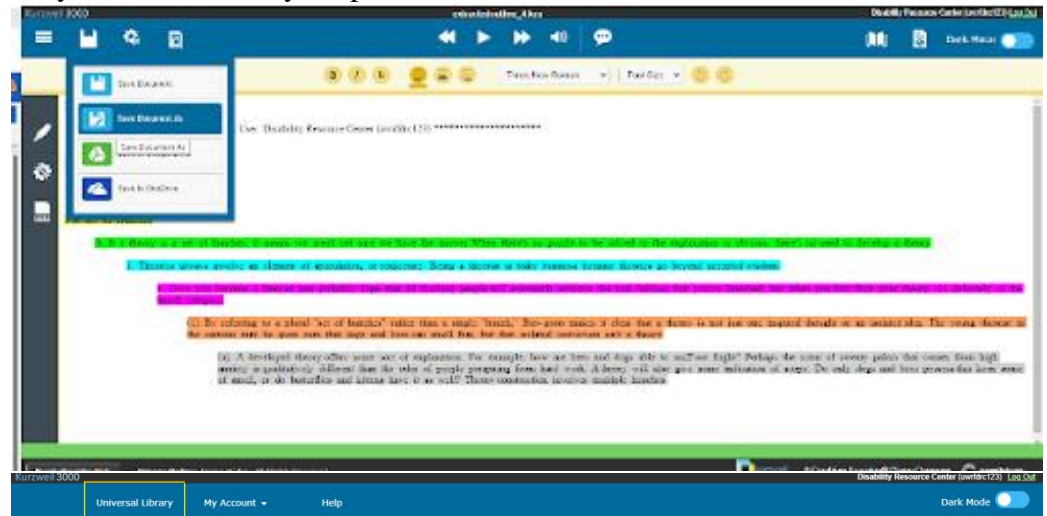


- It will take you to a page that looks like this.



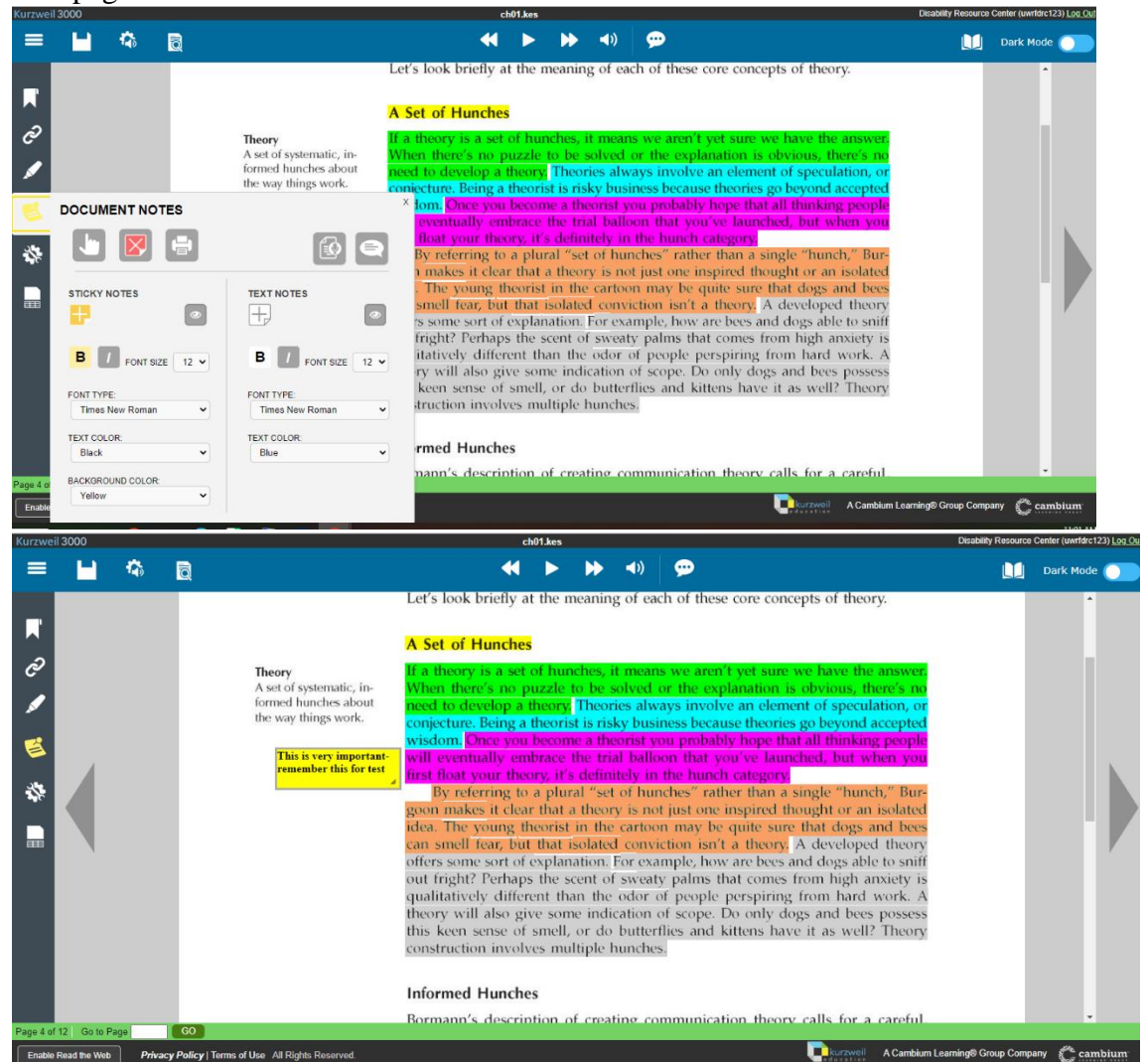
- From there, you have many different options of what you would like to do with this. The easiest option that I have found is simply to highlight everything, copy it, and paste it into a word document. After you have done this, you can save the word document.

- If you do not prefer this option, there are many other ways to save your notes.
 - Option one is to save your notes within Kurzweil. To do this, you click the save icon and then click save as and then save it to your **private folder**. I would recommend that you give the document a title, so it is easier to find. I would also recommend that you save it as a “DOCX” file. Once you have saved the document, you can find it in your private folder.

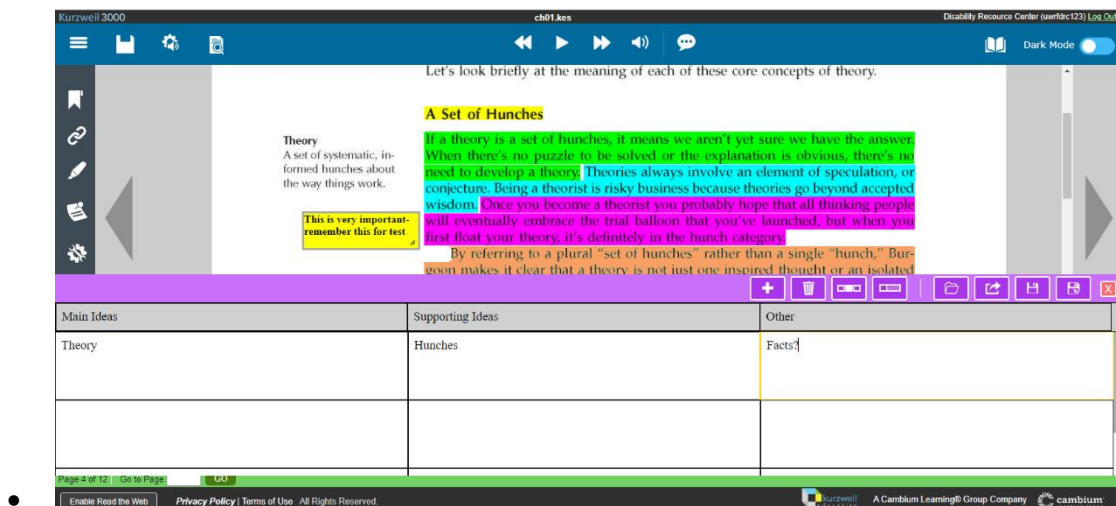
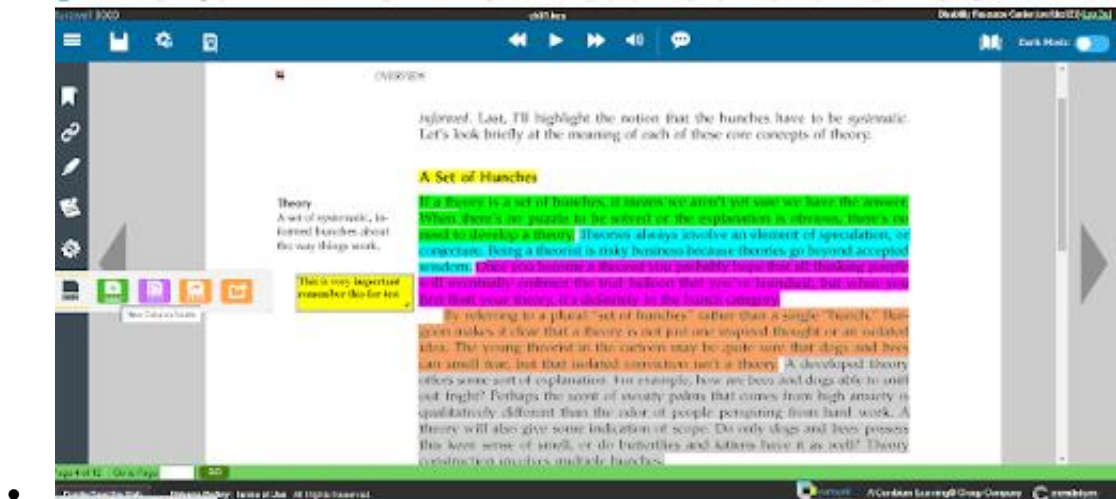


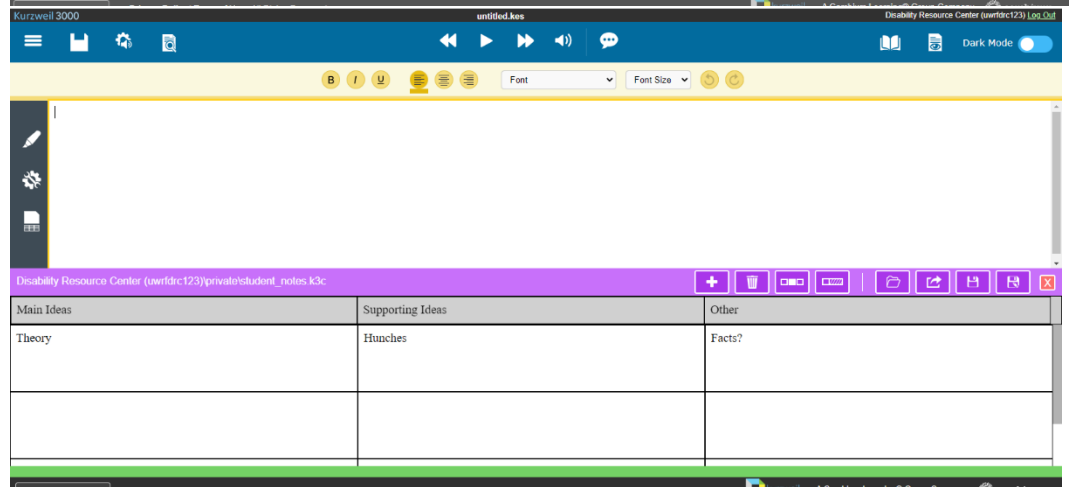
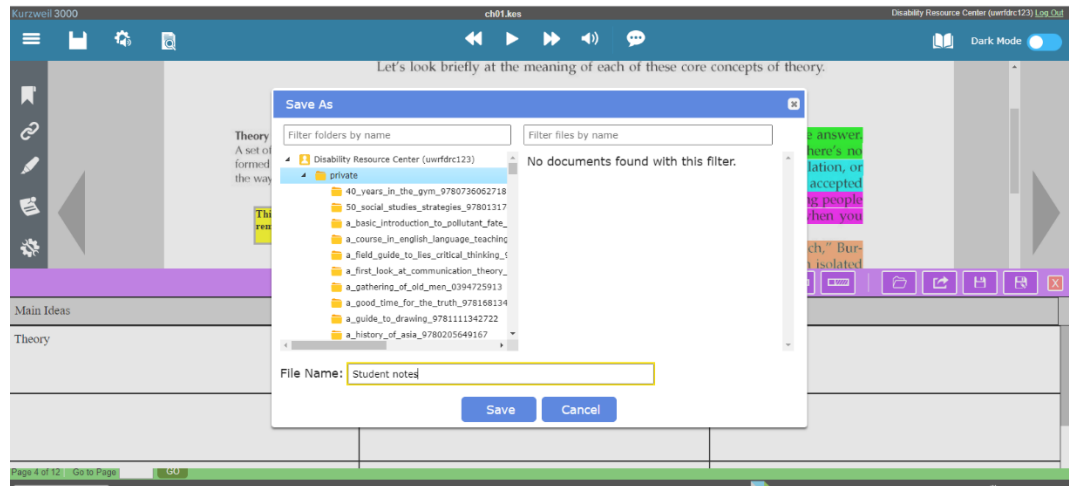
- The other options are to save your notes to Google Drive or OneDrive. You will have to sign into your designated choice and follow the steps.

- Although it will not show up in your outline, you can also add notes to the pages and write on them. This might be helpful if you want to connect a memory to what you already must remember. This may help you remember for the test. To do this, you will click the fourth icon on the left-hand side of the page. Click on the yellow post-it note or the white post-it note and then type in the post-it note. You can move it to wherever you want on the page.



- Lastly, you can write your notes in column form. To do this, you will click the last icon on the left-hand side of the page. Then you will click on the green icon that says, “New column note” After that you can type your notes and then export them and save them just as you did the highlighted notes.

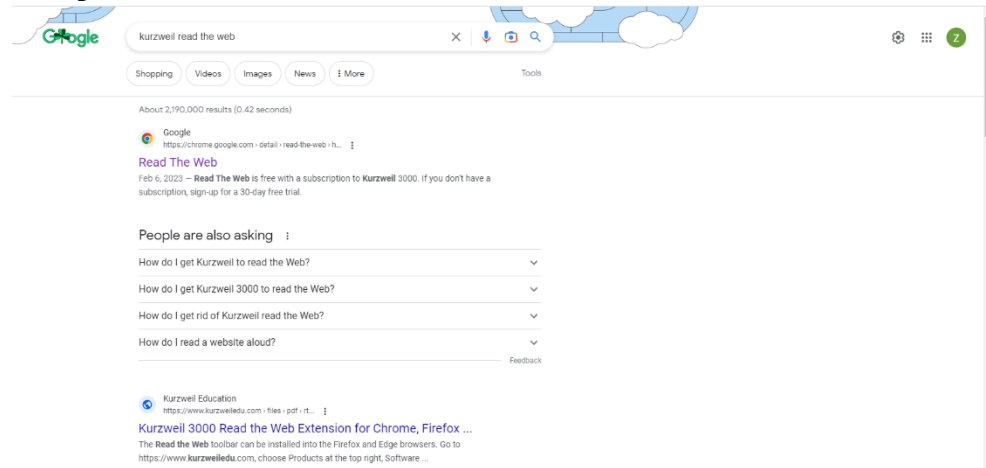




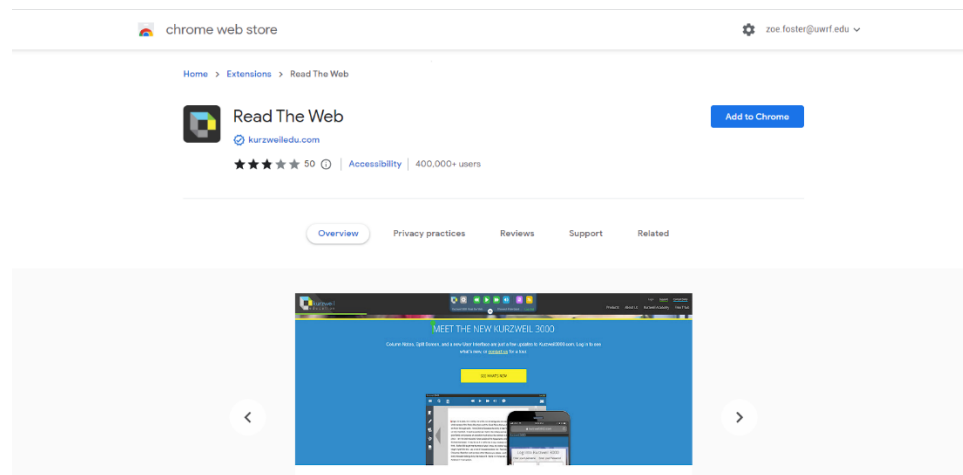
Tips for Reading the Web

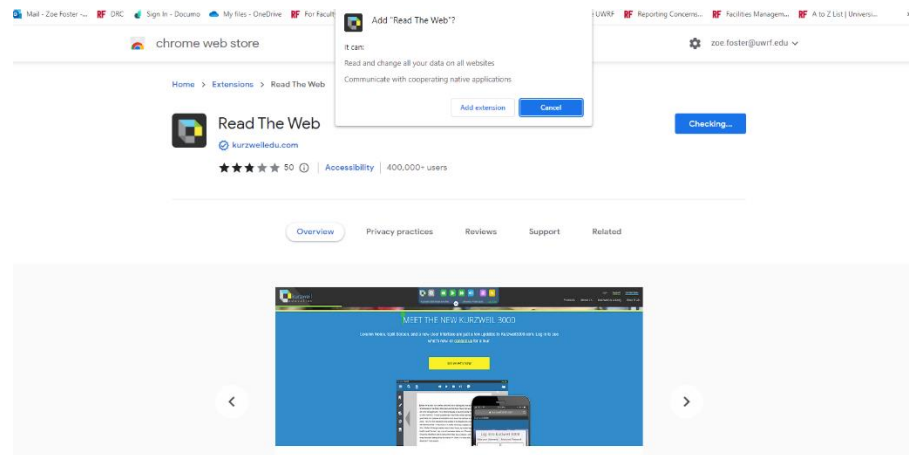
Have you ever got sick of reading emails or reading web pages? I know I have!! Please see the steps below on how to install Kurzweil on your internet browser.

- Go to Google and type in “Kurzweil read the web.” You will then click on the first page that comes up.

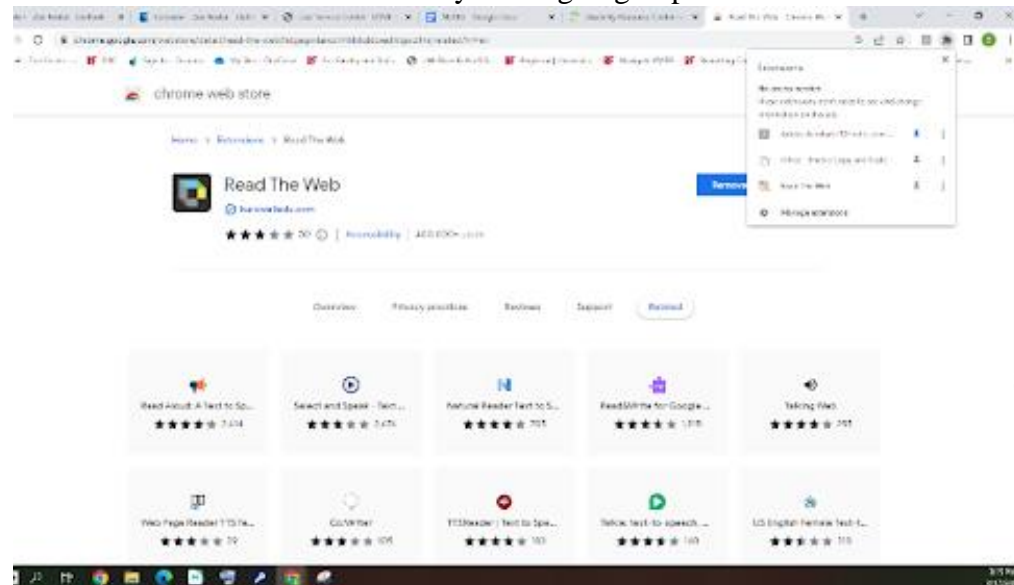


- This is what it should look like when you click on the web page. Click the button that says “Add to Chrome”





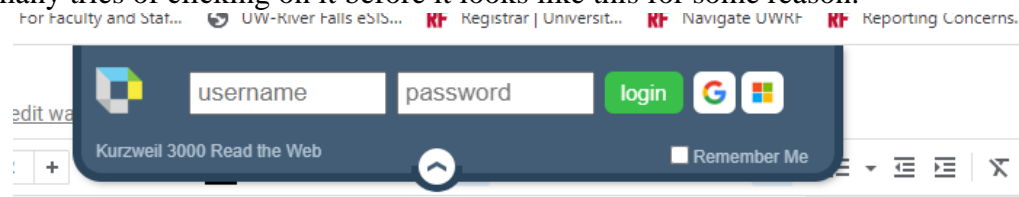
- After you have added it to Chrome, then click the little puzzle piece icon on the top right-hand corner next to the address bar. Then you are going to pin it.



- After you pin it, the icon should look like this.



- Click on this icon and put in your username and password. Please note that it sometimes takes many tries of clicking on it before it looks like this for some reason.



- It acts pretty much the same as the textbook version of it.

The screenshot displays the Kurzweil 3000 software interface over a web browser showing the Wikipedia article "Puppy". The interface includes a top navigation bar with icons for settings, navigation, and other functions. A sidebar on the left lists article contents. The main text area shows the beginning of the "Puppy" article. Two overlays are visible: an "Options" menu and a "Highlighter Tools" menu.

Options Menu:

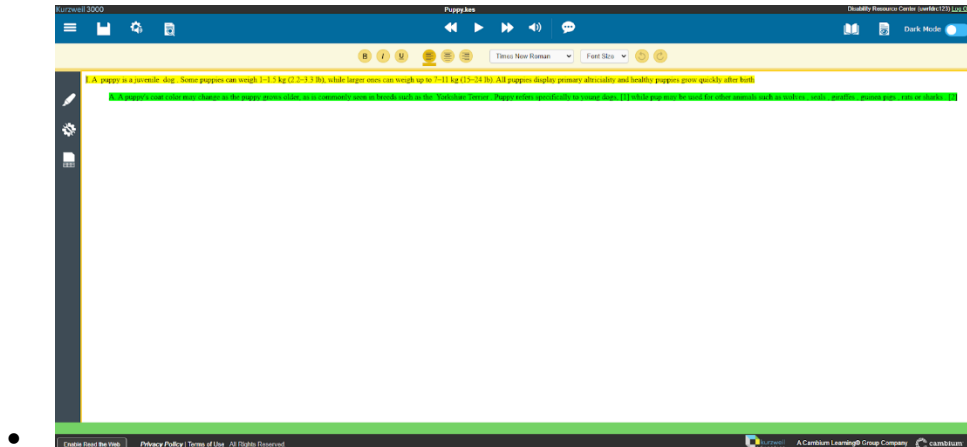
- Voice:** Heather - US English
- Unit:** Word
- Reading Speed:** Normal (Faster, Slower buttons)
- Mode:** Continuous (Sentence, Paragraph, Self Paced, Word by Word buttons)
- ☒ Read Alternate Text for Images
- Position:** Left, Center, Right (radio buttons)

Highlighter Tools Menu:

- Interactive Mode:** Toggle switch (currently off)
- Display Highlights:** Show, Hide buttons
- Export Highlights:** Outline, Column Notes buttons
- Delete All Highlights on This Page** button

The background text from the Wikipedia article is partially visible, discussing puppy development and care.

- [1] while *pup* may be used for other animals such as wolves, seals, giraffes
- When you highlight a page and you want to have them as your notes, you will click the button that says "Outline." This will export it into Kurzweil, and it will have the same options to save it



Need more guidance?

Please note, if you need more guidance, do not hesitate to make an appointment with us as we can walk you through it. To schedule an appointment, please follow through the process listed below or call our office at **715-425-0740**.

Schedule an Appointment

1. Login to [DRC Connect](#) using the student Falcon ID (w3xxxxxx) and password
2. Choose **Request for Appointment**, left column, and click the designated button
3. Select **Type of Appointment: Technology Training**
4. Specify if you prefer to meet **In-Person or Virtually**
5. Select three available time slots. Appointments typically range from 45 minutes to 1 hour. The time slots you choose give the office a general range when you are available.
6. Click the **Submit Request** button.
7. This process will notify the DRC Office of your request for an appointment.

Happy reading!!