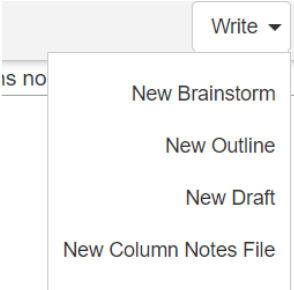
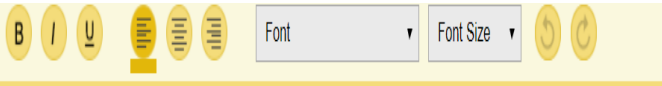
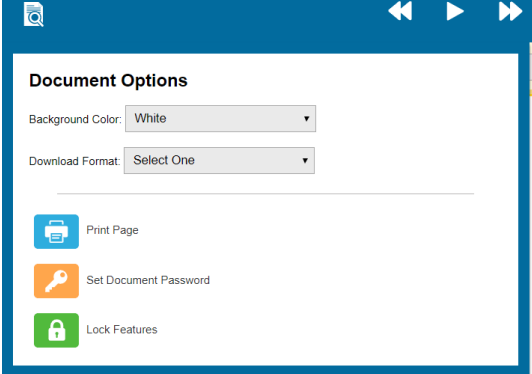
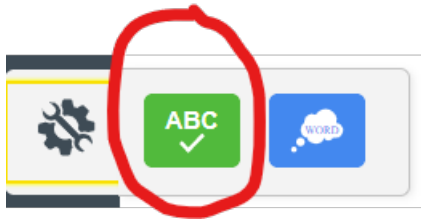
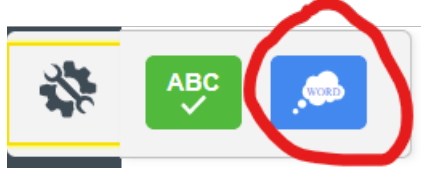
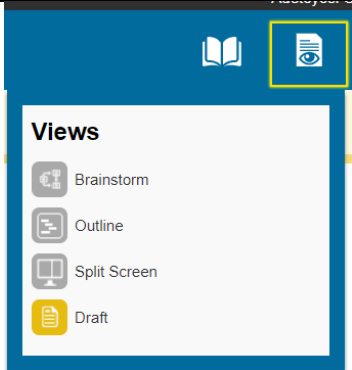
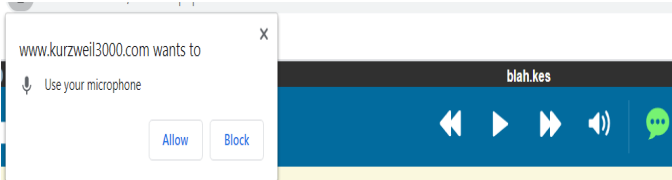
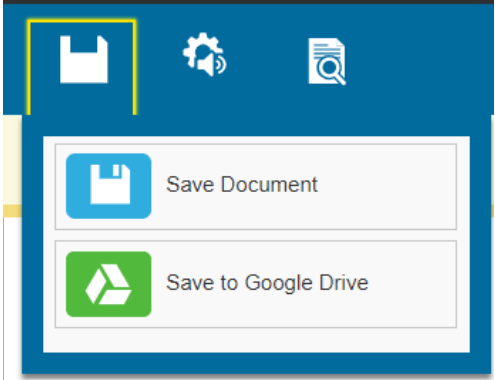


Writing Tools with Kurzweil 3000

What do you want to understand?	How Kurzweil 3000 can help	Screenshots/suggested tools to use
<p>Create a New Draft (writing document), Brainstorm or Outline</p>	<ul style="list-style-type: none"> • Choose the folder in your Universal Library where you want to save the new draft • Choose the “Write” button • Start a New Brainstorm, Outline or Draft 	
<p>Format the Text</p>	<ul style="list-style-type: none"> • Bold, Italic and Underlined text • Left, Center and Right justification • Font and size • Undo and Redo 	
<p>Document Options</p>	<ul style="list-style-type: none"> • Change Background Color • Download your document in multiple formats • Print Page • Set Document Password 	

<p>Talking Spell Check</p>	<ul style="list-style-type: none"> • Place your cursor anywhere in the document • Choose “Tools” menu • Click “Spell Check” • Click the speaker button next to each suggestion to hear it read aloud • Click the correct word to replace the misspelling in your text 	
<p>Word Prediction</p>	<ul style="list-style-type: none"> • Choose “Tools” menu • Click “Word Prediction” • As you type, you will get a list of suggested words • Click the word you would like to use to place it in your document • Click the speaker button next to the word to hear it read aloud 	
<p>Switch between Document Views</p>	<ul style="list-style-type: none"> • The “Views” menu toggles between Brainstorm, Outline, Split Screen and Draft • All three modes are available within the document no matter what option you start with, and toolbars will change to show tools appropriate for that view 	
<p>Speech to Text While Writing</p>	<ul style="list-style-type: none"> • Use “Speech to Text (STT)” to dictate into your writing document • Click the “Speech to Text” button • The button will turn green when it is listening • Place your cursor where you want the text to appear, or highlight text to format • Speak clearly into your device or external microphone (mic) to dictate text, punctuation and 	

	<p>formatting. Click the button again to turn it off</p> <ul style="list-style-type: none">• The first time you use this feature, it will ask permission to use the mic	
<p>Don't Forget to Save!</p>	<ul style="list-style-type: none">• Save to your Universal Library or your Google Drive	 A screenshot of a software interface with a blue header bar. In the header, there are three icons: a white document icon with a blue outline, a white gear icon, and a white magnifying glass icon. Below the header, there is a white panel with two options. The first option is 'Save Document', which has a blue document icon with a white outline. The second option is 'Save to Google Drive', which has a green icon of three white triangles forming a cube. A yellow rectangular box highlights the 'Save Document' option.