

### How to get worksheets into Kurzweil.

1. Scan the worksheet into Kurzweil (Using Professional Scan/Read version)
  - a. Put the worksheet on the scanner.
  - b. Click on scan in the tool bar or select start scan from the menu or press F9 key.
  - c. The task bar on the bottom left of the Kurzweil screen will tell you the progress of process.
2. Create the worksheet in Microsoft Word and save.
  - a. File- Open
  - b. Browse to where your MS Word file is located and open it.
  - c. You may need to use the **Types of Files** drop down window to see your MS Word files.
  - d. This file will not have locked text. The students will be able to edit.
3. Open Adobe Acrobat PDF
  - a. Follow the direction above locating your file.
  - b. This will be locked text. The students will not be able to edit.
4. Type the worksheet directly into Kurzweil.
  - a. File-New Text File.
  - b. This file will not have locked text. The students will be able to edit this file

### Working with Worksheets

5. Make sure the *Writing* and *Study Skills* toolbars are active.
  - a. Right-click in an empty space on the main toolbar. Choose the toolbar from the pop-up menu.

### Fill in the blanks

**This information applies to black and white scanned documents only.**

The **Fill in The Blanks** feature quickly locates the blanks on a test or other form so you do not have to insert a text note manually at each blank.

#### To automatically find answer blanks on a worksheet or test:

1. Open an image document.
2. On the **Tools** menu, click **Fill In The Blanks**.

Kurzweil 3000 searches the current page and inserts an empty Text Note at every blank line.

You can also choose to have Kurzweil 3000 insert empty Voice Notes. Select **Voice Notes** in the **Fill in the Blanks** menu, in the [Image Options pane](#).

3. Click in the Text Note and type in your answer. As you type your answer, Kurzweil 3000 enters the answer inside the Text Note you selected.

#### Notes:

## Kurzweil 3000

### Writing and Editing: Worksheets

- Fill In the Blanks works on one page at a time. If you have a multiple page test or worksheet, follow steps 1-3 for each page.
- Though **Auto Width** is often the best, you can set the size of the **Text Notes** created by the Fill in the Blanks command using the [Initial Width](#) setting in the Note Options dialog box. You may want to do this if all the blanks are the same size.