

## All about Sticky Notes and Text Notes.

The **Document Notes** drop-down menu on the toolbar displays the **Sticky Notes** and **Text Notes** options. Footnotes and Voice Notes added in Kurzweil 3000 Windows or Macintosh editions currently cannot be opened or edited in Kurzweil 3000 for the Browser.

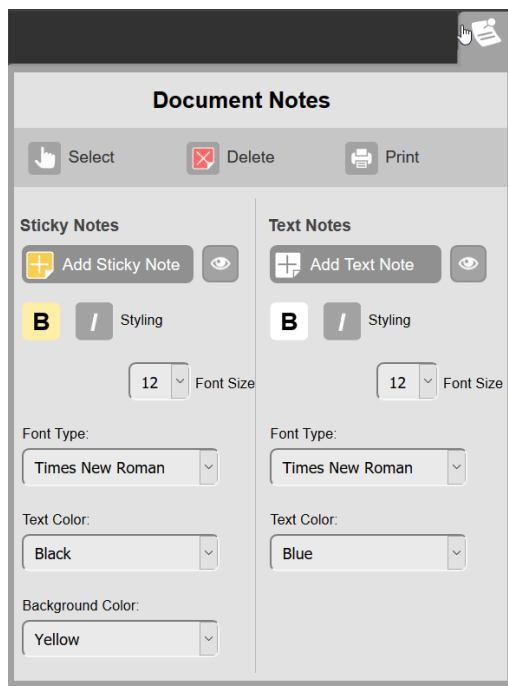
You can add, edit, format, use word prediction, spell checking, translating, viewing, printing, deleting, and reading notes using Kurzweil 3000 for the Browser.

### Notes:





- The **Document Notes** features do not apply to KES files saved to your Universal Library in versions prior to the May 2015 version.
- You can edit Sticky Notes and Text Notes that you add or edit in Kurzweil 3000 for the Browser. They will also be displayed in Kurzweil 3000 and Kurzweil 3000 for the iPad. However, if you add notes to BKS or EPUB documents in the Kurzweil 3000 Browser's Reader, the notes you added are not seen if you open those documents in Kurzweil 3000.
- The **Document Notes** menu and the **Zoom** menu are not available for documents that can be edited.


### Adding a note.

1. Click the **Document Notes** button to display the menu of options.



2. Click the **Add Sticky Note** or **Add Text Note** option, and then click on the document where you want the note placed. Click in another spot to add another note. Click the **Select** button or press **ESC** to end the **Add Sticky Note** or **Text Note** action.
3. Notice the **Show** button (default) next to the **Add Sticky Note** and **Add Text Note** options.

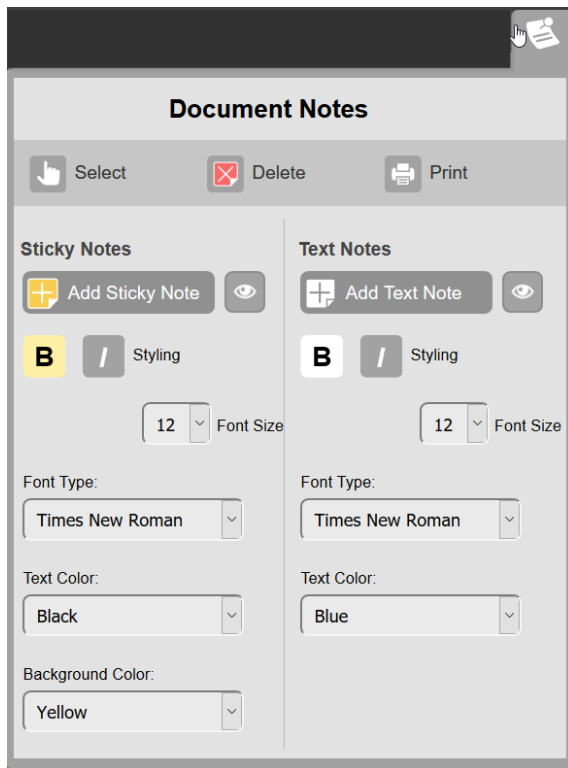
- The **Show** button  indicates that **Sticky Notes** and/or **Text Notes** are visible. Click to display the **Hide** button .
- The **Hide** button  indicates that **Sticky Notes** and/or **Text Notes** are hidden (not visible). Click to display the **Show** button .

**Note:** If you upload a KES document that contains either type of notes, and you select the **Show** button  for both of the **Notes Display** options, they will be visible in Kurzweil 3000 on your Browser.

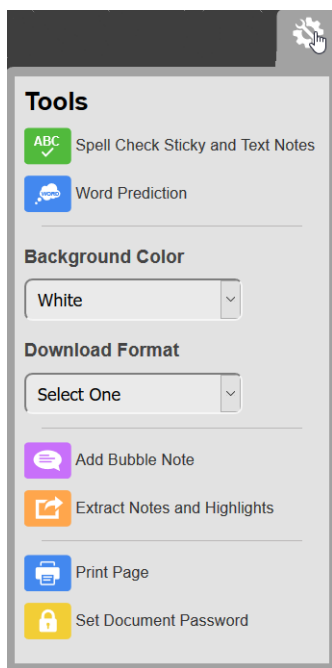
## Using Word Prediction when writing Sticky and Text notes.

Word Prediction can be helpful when you are writing notes. It is especially useful if the word you want to type is long and you are unsure of the spelling. As you type the first few letters, you will see choices and one of the words is likely to be the word you want.

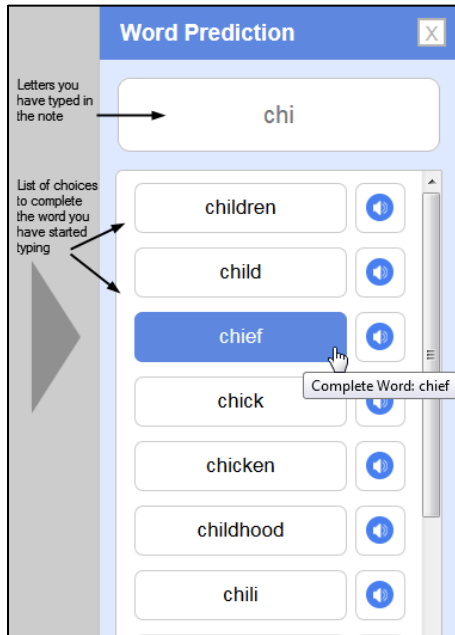
1. Open the **Document Notes** drop-down menu.



2. Click the **Add Sticky Note** or **Add Text Note** to create a new Note.
3. Click the **Select** button to end the **Add Note** option.
4. Open the **Tools** drop-down menu.



5. Select **Word Prediction**. The Word Prediction dialog opens to the right of the document.

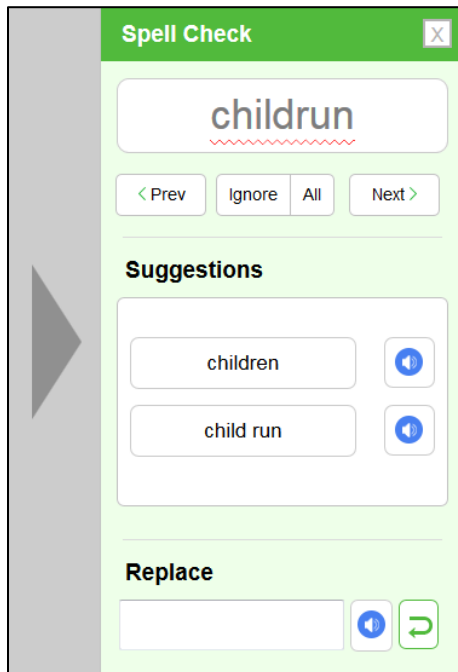


6. Begin typing a word in your note (the letters will also appear in the field at the top of the Word Prediction dialog). Watch the list of choices appear as you type. If there are many, use the scrollbar to scroll the list.
7. Click the word that you want to use. It will complete the word that you started typing in your note.
8. Close the Word Prediction dialog when you have finished.

## Spell checking Sticky and Text notes.

You can spell check your Notes.

1. With your Sticky Note or Text Note open, select **Spell Check Sticky and Text Notes** from the Tools menu. The Spell check dialog pops up to the right of the document.

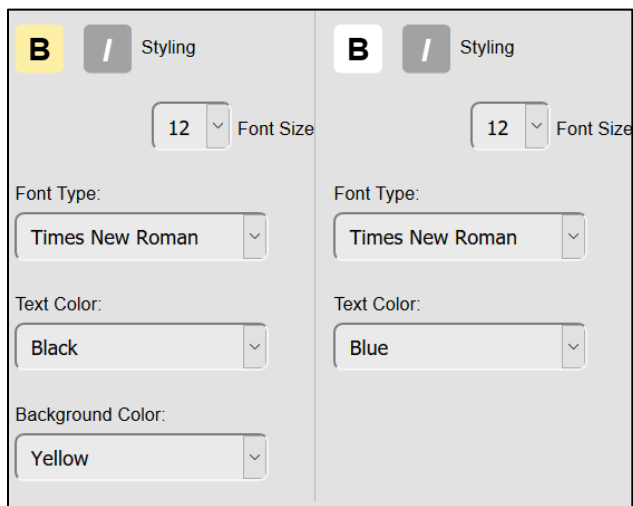


2. If it finds a questionable spelling, the word is displayed at the top (in this example, “childrun”). In the **Suggestions** section, you may see several choices.
3. Select the word that you want as a replacement of the misspelled word, it immediately replaces the word.
4. If you don't see the correct word, type a word in the Replace field at the bottom of the dialog, then click the

The word you select in the **Suggestion** list or enter in the **Replace** field replaces the misspelled word in the note.

## Formatting a note.

1. Open the Document Note menu and notice the formatting options at the bottom of the menu.

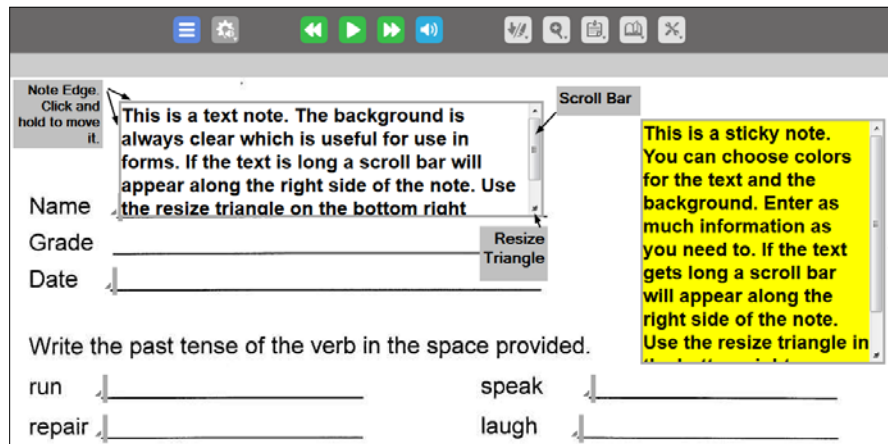


2. Select the **Styling** button (Bold and/or Italic).
3. Select the **Font Size** from the drop-down menu.
4. Select the **Font Type** from the drop-down menu. Choose OpenDyslexic or OpenDyslexic Mono from the font list to increase readability for readers with dyslexia.
5. Select the **Text Color** from the drop-down menu.
6. For sticky notes, select the **Background Color** from the drop-down menu (the default is yellow). Note that the background color for Text notes cannot be changed.

**Note:** These formatting options do not apply to Kurzweil 3000 on the iPad. Formatting that you apply will not be shown when viewing notes on the iPad.

## Moving notes.

To move a note, click any edge of the note (top, side, or bottom) and drag the note to the location you want to move the note to, then release the cursor. The note will remain in the new location. Only one note can be selected at a time.

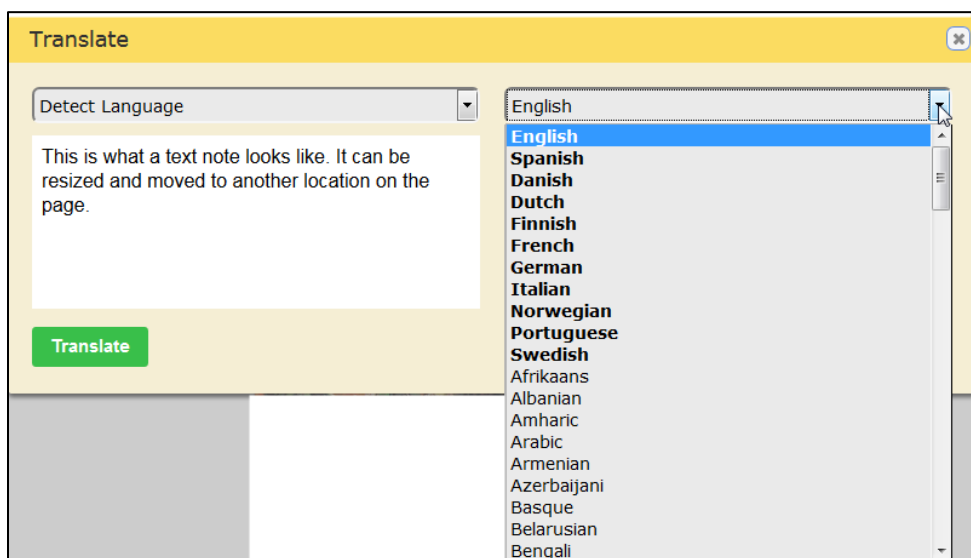


## Resizing notes.

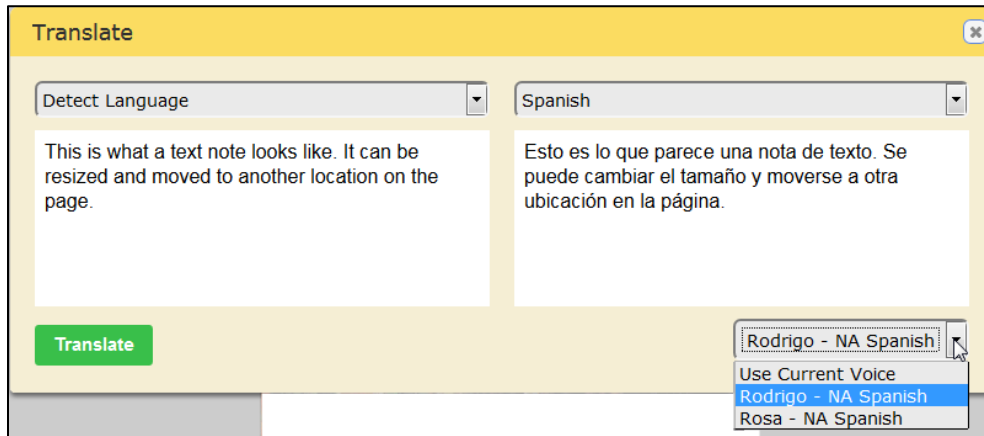
You can resize the note by grabbing the triangle in the lower right corner and dragging it to the desired shape.

## Translating a note.

1. Select the text in the note that you want translated.
2. Click the **References** button and select **Translation**. The Translate dialog opens with the text you selected in the note displayed on the left side of the dialog.



3. From the drop-down list on the right side of the dialog, select the language to use for translation. The languages in bold indicate that there is a voice associated with the language.
4. Click the **Translate** button. The Translation is displayed on the right side of the Translate dialog.



In this example, the translation is Spanish, and the default Spanish speaker voice is Rodrigo. Use the drop-down list to display other choices. Note that not all languages have more than one speaker.


5. If you want to replace the text in the note with the translation, select the translated text, copy it (CTRL+C) and paste it over the text in your note (CTRL+V).
6. Close the Translate dialog when you have finished.

## Reading a note.

If you click on a note, you can read the contents of that note. They are not read as part of the page, so you must explicitly click on them and use the **Read / Pause** button in the toolbar to hear their contents. If the note has a scroll bar, you can use it to scroll through the contents of the note.

## Printing a note.

To print a Note:

1. Open the **Document Notes** menu and click **Print**. The cursor changes to a print selection icon .
2. Move the cursor to the note that you want to print and click on the note. Your print dialog will pop up.
3. Select your printer and click **OK**. Click on another note to print or click the **Select** button or press **ESC** to end the **Print Note** option.

**Note:** If you are using the Edge browser, and you want to include Headers and Footers in your printed note, be sure to select **ON** for Headers and Footers in the Edge Print dialog.

### Deleting a note.

1. Open the **Document Notes** menu and click **Delete**, then click anywhere in the Sticky note or Text note to delete it.
2. Click the **Select** button or press **ESC** to stop the Delete Note action.

### Extracting Notes, Bookmarks, and Highlights.

You can create rich outlines by assigning different indent values and prefixes to each of the Highlighter or Circle tool colors. For example, if you use the yellow Highlighter for main ideas and the green highlighter for supporting ideas, you might always want the green text to be indented when you extract it or print it. At the same time, you can extract Bubble Notes, Footnotes, Sticky Notes, and Text Notes, highlights, and bookmarks.

1. Choose **Extract** from the **Tools** menu. The Extract dialog is displayed.

