

The Extraction file will be named by the book or file name, ending with *_extractedoutline.kes*, for example *author_title_extractedoutline.kes*. It will be located in your **recently_opened_local_files** folder. If you later add more bookmarks, notes and highlights to the same document, the extraction file will add a number, for example *author_title_extractedoutline_1.kes*, and *author_title_extractedoutline_2.kes*, etc.

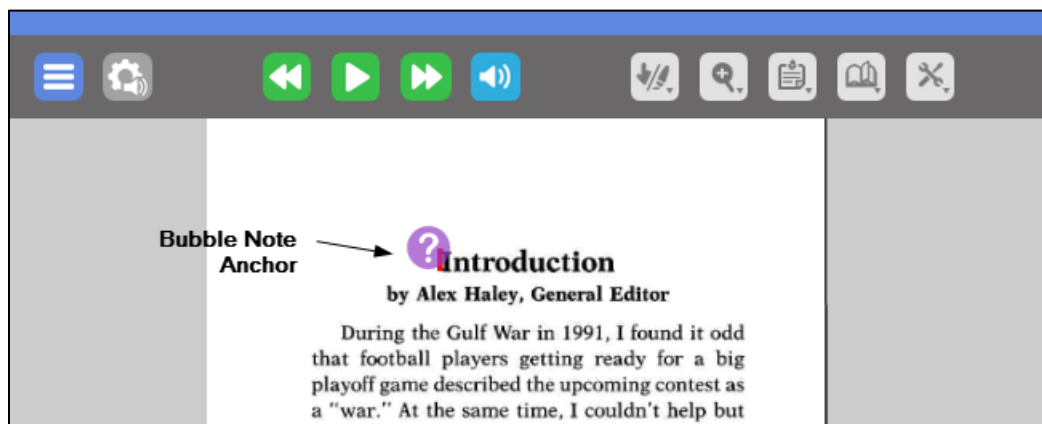
Notes:

- When annotations are extracted in the Editor or the Reader, the name of the document that the annotations were extracted from will appear at the top of the resulting extraction document.
- Footnotes that are added to an image document or text based KES files in Kurzweil 3000 Windows or Kurzweil 3000 Macintosh are not visible when that document is opened in Kurzweil 3000 on your Browser. However, they can be extracted along with Sticky Notes, Text notes, Highlights and Bubble Notes. Footnotes can be edited in Kurzweil 3000 Windows or Kurzweil 3000 Macintosh, but not in the Kurzweil 3000 Reader on your Browser.
- Highlights can also be added and extracted from text based documents that are created or opened in the Editor.

All about Bubble Notes.

Bubble Notes are typically created by a teacher. They can contain comments, directions for a task, or questions in a variety of formats: True or False, Radio Button, Checkbox, Match pairs or Text Answer.

Bubble notes are anchored to words in image documents and appear as a purple question mark. Bubble Notes typically appear automatically when you come across them in a document.



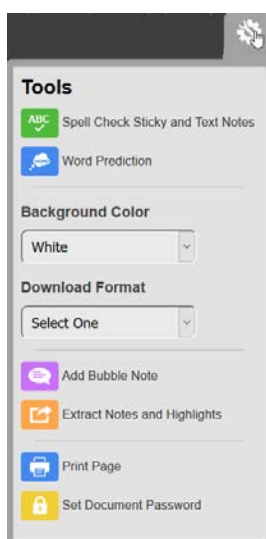
When opened, they may have a cloud shape or a balloon shape.

Bubble Notes can be created, edited, viewed, and answered in image documents. Bubble notes added to KES image documents in Kurzweil 3000 Windows and Macintosh can also be edited, read, and answered in Kurzweil 3000 in your Browser. Bubble notes are not visible when using Kurzweil 3000 for the iPad.

Note: During test-taking situations, a Teacher may lock **Bubble Note Edit** and **Bubble Note Audible Reading**.

Adding a Bubble Note.

1. In the open image document, click near or on a word where you want the Note to open.
2. From the **Tools** menu, choose **Add Bubble Note**.



3. The **Bubble Note** dialog appears. By default, the selected note's **Appearance** is **Balloon** and the Size is **Small**.

Add Bubble Note

Shape: **Balloon** Size: **Small**

Open Options

- ☒ Open while reading
- ☐ Open before unit is read
- ☐ Open when word is read
- ☒ Open after unit is read

Question Image **Select File**

Image Size

Width: **0** px Height: **0** px **Set**

Question Options

- ☒ No question
- ☐ True or False
- ☐ Multiple Choice Question **+** **-**
 - ☐ Radio Button
 - ☐ Checkbox
 - ☐ Match
- ☐ Text Answer
 - ☐ One line
 - ☐ Multi-line

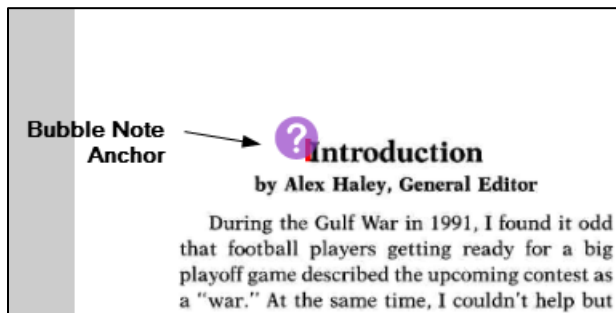
Clear Answer **Delete Bubble Note** **Cancel** **Save**

4. Select the desired **Appearance** option from the **Shape** drop-down menu: **Balloon** or **Cloud**, and select the size from the **Size** drop-down menu, **Small** or **Large**.
5. Select the **Open Options**. You can choose:
- **Open while reading.** Enabled by default; opens and reads Bubble Notes as students read the document. Deselect this if you want to provide students with an uninterrupted reading session in which the Bubbles do not open and read.
 - **Open before unit is read.** Opens Bubbles before it reaches the reading unit in which you've anchored a Bubble. For example, suppose the reading unit is set to Line, the Bubble embedded in the line would be opened before reading the line.
 - **Open when word is read.** Opens Bubbles after it reads the word near the anchor.
 - **Open after unit is read.** Opens Bubbles after it reaches the reading unit in which you've anchored a Bubble. For example, suppose the reading unit is set to Paragraph, the embedded Bubble would open after reading the paragraph.

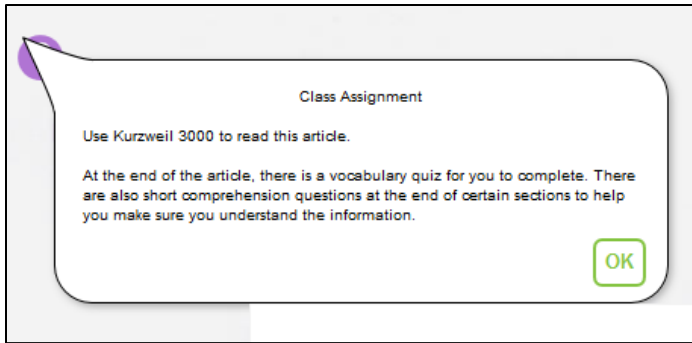
6. If you want to add an image to illustrate the question, place the cursor where you want the picture to appear in the Bubble Note text, then click the **Select File** button in the **Question Image** section to navigate to the image you want to add. (You can also copy an image and paste it in the Bubble Note.) Use the **Width** and **Height** box to adjust the image size, then click **Set**.

Notes:

- Kurzweil 3000 supports the following image file types: BMP (.bmp), PNG (.png), JPEG (.jpg, .jpeg), and ICO (.ico).
 - The images will also be present when bubble notes are extracted.
 - Images added to bubble notes in K3000 for web browsers will not display in Kurzweil 3000 for Macintosh or in Kurzweil 3000 for the iPad.
7. Select the **Question Options**. You can choose:
- **No Question** (informational/instructional, for reading only).
 - **True or False** (radio buttons where only one answer can be selected from two choices).
 - **Multiple Choice** (check boxes where more than one answer can be selected, or radio buttons where only one answer can be selected from several choices).
 - **Match** (two lists of items where items are paired from one list with items on the other list).
 - **Text Answer** (one-line text box for shorter answers or multi-line text box for more detailed answers).
8. When you have finished, click **Save**. You will see the Bubble Note anchor.



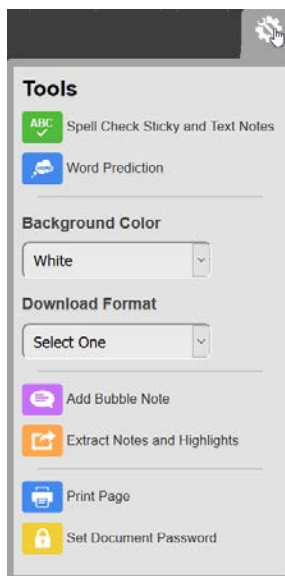
9. Click the question mark and the Bubble Note will open and automatically be read aloud.



Using Word prediction.

You can use Word Prediction when working in a Bubble Note.

1. Add or open a Bubble Note.
2. Open the Tools menu and click **Word Prediction**.



3. Start typing in your Bubble Note. Word Prediction works just like it does with Sticky Notes and Text Notes. See [Using Word Prediction when writing Sticky and Text notes](#) for details.

Spell checking a Bubble Note.

When you have finished writing or editing a Bubble Note, you can Spell Check the note. With your Bubble Note open, open the Tools menu and click **Spell Check Bubble Note**. The Spell Check dialog opens. It works the same way as it does for Sticky and Text Notes. See [Spell checking Sticky and Text notes](#) for details.

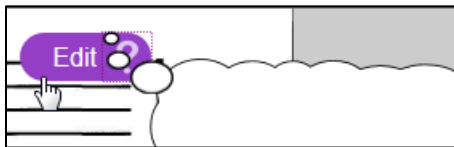
Editing a Bubble Note.

Teachers may lock the **Bubble Note Edit** feature for students before a test to prevent students from editing a bubble note's contents. See the section **To Use Feature Locks to Disable Features** in “User and License Management” for instructions. If Bubble Note Editing is locked, students will not see **Edit** in the Bubble Note Anchor; only the question mark is visible. They will, however, be able to read the note* and answer any questions and save answers, but won't be able to edit the note.

*If Teachers also locked **Bubble Note Audible Reading**, the student will be able to see and read the note to themselves, but it won't be read aloud.

To edit a Bubble Note:

1. Hover your cursor over the Bubble Note Anchor to display the Edit command.



2. Click **Edit**. The Edit Bubble Note dialog opens.

3. Make any changes to the Bubble Note: You can change **Shape**, **Size**, **Bubble Note Text**, **Open Options**, **Question Image**, and **Question Options**. When you have finished, click **Save**. Note that you can also use this dialog to **Delete** the Bubble Note.

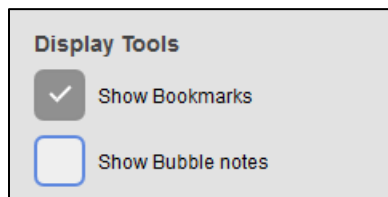
4. Note that you can use Word Prediction when you are editing a Bubble Note, and you can Spell Check it when you have finished.

A Note about the ampersand character (&) and key accelerators: While creating multiple choice items in the Bubble Note dialog, the ampersand character (&) may be inserted before the letter you want for a key accelerator. In the example above, there is an & before the letter “A” in “Astronomer,” the letter “M” in “Meteorologist,” and the letter “P” in “Physicist.” A student taking a test in Kurzweil 3000 can press the **ALT** plus the character key for the underlined letter in the desired item to select it. For instance, pressing **ALT+P** would select the radio button for “Physicist.” This is useful for students who have special needs or who prefer to use the keyboard.

Although ampersands preceding multiple choice questions can be added and edited in Kurzweil 3000 on your Browser, they do not create the underlined letter for keyboard selection use in Kurzweil 3000 for the Browser, Kurzweil 3000 for the iPad, or Kurzweil 3000 Mac Edition; they only work in the Kurzweil 3000 Windows Edition. See the Kurzweil 3000 Windows Edition online help topic *“Adding Optional Accelerator Keys for Multiple Choice Items”* for more details on how this feature works.

Hiding Bubble Notes.

Bubble note icons can be hidden in a document by deselecting **Show Bubble Notes** in the **Display Tools** section of the **Document View** menu.



This setting will be in effect while the document is open. The icons will automatically display again when the next document with bubble notes is opened.