

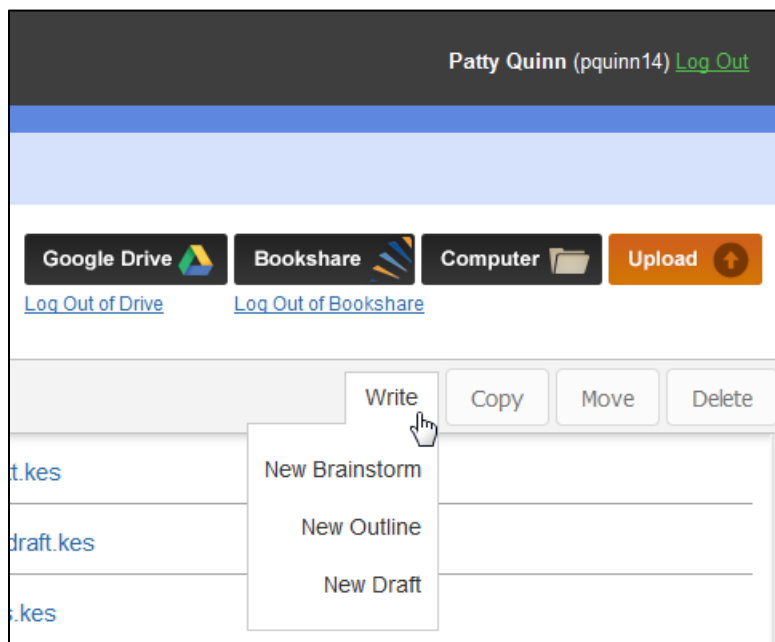
The Writing Path.

In addition to editing existing DOC, DOCX, RTF, TXT and some KES documents, you can create new documents using the **Write** menu options and text editor features.

The Writing Path consists of an integrated set of tools that support and correlate with the stages of the writing process.

Starting points for writing.

There are several starting points for Writing using Kurzweil 3000 in your Web Browser. You can start a *New Brainstorm*, *Outline*, and *Draft* by choosing from the **Write** menu.



All three parts of the Writing Path are views of a single text document. This means you can:

- Go back and forth between the **Brainstorm** and **Outline** views.
- Because **Brainstorm** and **Outline** share the same information, each view preserves the content and organization from the other view, while presenting the information in a different format. Changes in one view are reflected in the other view.
- Go from **Outline** to **Draft**. You can create a Draft from an existing outline.

Use the Starting Points table below to determine the best starting point for your writing style.

| Starting Point for Writing. | Description. | Switching Views. |
|---|---|--|
| <p>Choose New Brainstorm from the Write menu.</p> <p>Brainstorm is a graphic organizer that lets you visually organize your thoughts and create a "diagram" or graphic plan for your writing.</p> | <p>Opens a new Brainstorm, graphic organizer file.</p> <p>This is a good starting point if you like to visualize your thoughts.</p> <p>You can use the Brainstorm tools to quickly get your thoughts out and just as quickly organize them.</p> | <p>Click Outline view and you have an outline ready to use or submit to your instructor. You can even work in both views, switching back and forth.</p> |
| <p>Brainstorm From Template.</p> <p>Kurzweil 3000 for the Browser includes several templates in the Universal Library. The templates contain instructions and organization in graphic format.</p> <p>Choose a template and copy to a folder that you have write access to.</p> | <p>Opening the copied template is a good starting point if you require guidance as you compose your piece, and you like to visualize your thoughts.</p> <p>You can use the Brainstorm tools to edit and reorganize your thoughts.</p> | <p>Click Outline view and you have an outline ready to use or submit to your instructor. You can even work in both views, switching back and forth.</p> |
| <p>Choose New Outline from the Write menu.</p> <p>Outline lets you jot down and organize your thoughts into a text-based, hierarchical writing plan.</p> | <p>Opens a new Outline file.</p> <p>Use this as a starting point if you like to use text-based organization for your thoughts.</p> <p>You can use the tools to move Topics around and restructure the outline as you work.</p> | <p>Click Brainstorm view if you want to see your outline in graphic format. You can work in both views, switching back and forth.</p> |
| <p>Draft from Outline.</p> <p>Opening a draft from the Outline tool opens the draft including the outline.</p> | <p>Opens a draft window including the outline so you can expand your outline with explanatory text.</p> | <p>If you start here, you can switch to Brainstorm and Outline mode.</p> |
| <p>Choose New Draft from the Write menu.</p> <p>Draft is where you go through iterations of your document, writing, revising and editing.</p> | <p>Opens a new/empty .kes text file. If you like to write in free-form or stream-of-consciousness style, this may be a good place to start.</p> <p>To organize/re-organize, use Copy/Cut/Paste.</p> | <p>If you start here, your draft is not connected to the Brainstorm and Outline modes.</p> |

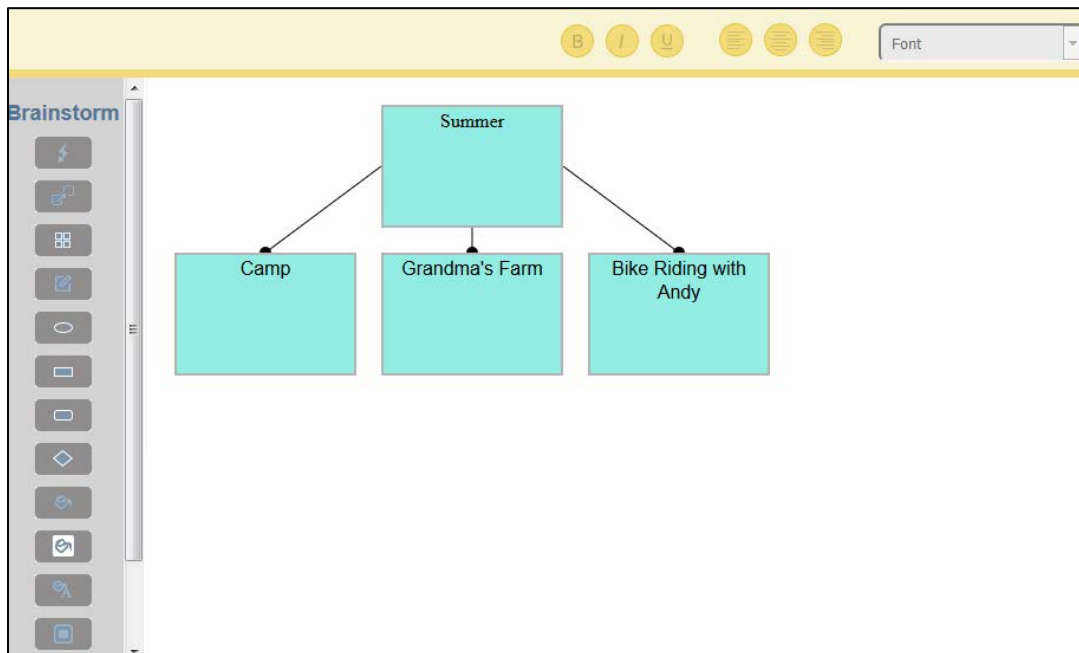
Creating Brainstorm diagrams.

Brainstorm is a graphic organizer that is designed to help you collect your ideas quickly, and organize your thoughts visually into a "diagram." You can use all the text editing tools available in the Editor window on selected text. You can hear the selected text using the **Read** button. Note that Brainstorm diagrams that you create and save here can also be viewed in Kurzweil 3000 Web License Edition, but not viewed in Kurzweil 3000 on the iPad.

Many writing and editing features are available to you while you are working in the Brainstorm and Brainstorm Notes:

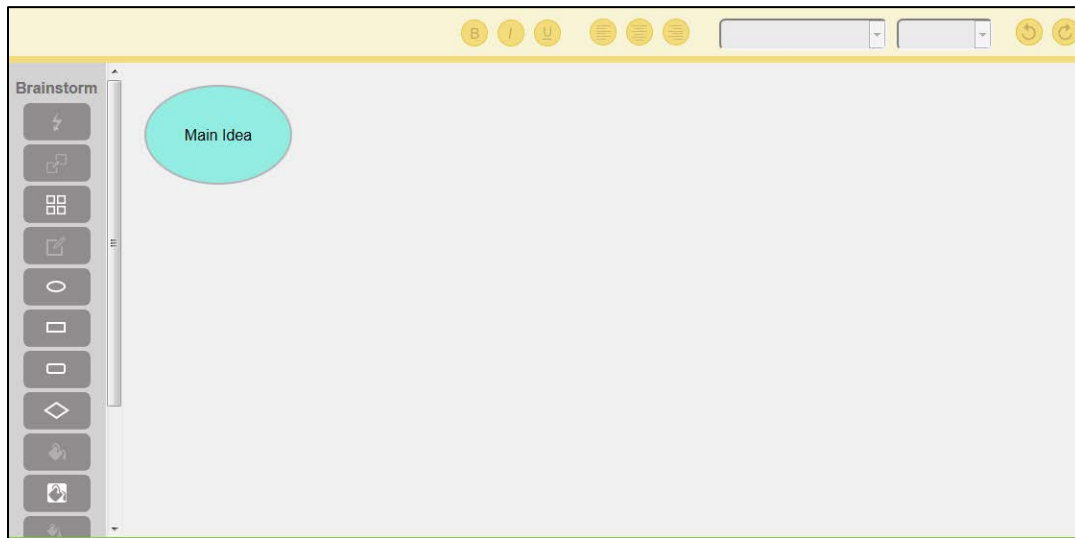
- Text editing functions, including Undo.
- All reading functions, including Speak as Typing.
- Word lookup.
- Translation (translation doesn't automatically replace the selected text; copy and paste the translated text onto the selected text in the Brainstorm to replace it).
- Word Prediction.
- Spell Checking.

Below is an example of a simple Brainstorm diagram.



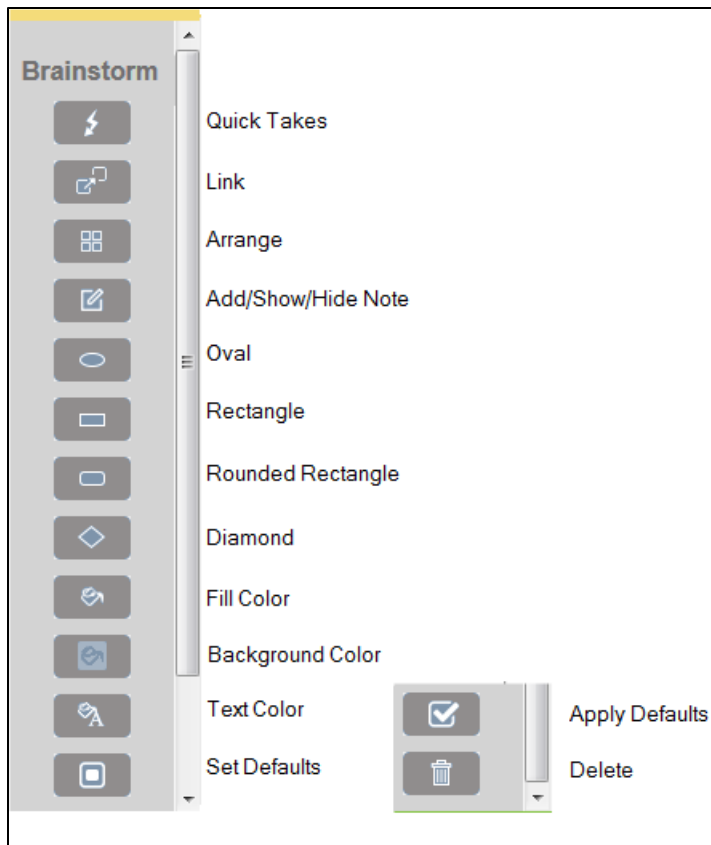
There are two ways to create a Brainstorm diagram:

- Copy a Brainstorm Template from the Library page and paste it in one of your folders that you have write-access to, then open it in the Editor. (See [Copying files](#) for details on using the **Copy** and **Paste** buttons.) The Editor displays the Brainstorm Template and the Brainstorm Palette.
- Select **New Brainstorm** from the **Write** menu. The Editor opens displaying one “thought” and the Brainstorm Palette.



The Brainstorm Editor and Tools Palette.

When you open the Brainstorm window, a Brainstorm palette appears along the left side of the window. Use the scrollbar to view all the options. Hover your cursor over each tool. You’ll see a tooltip defining the tool.

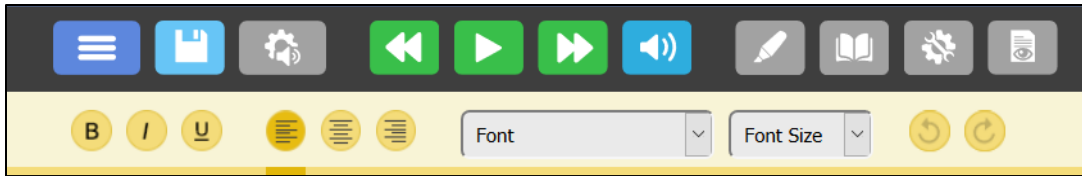


Creating thoughts.

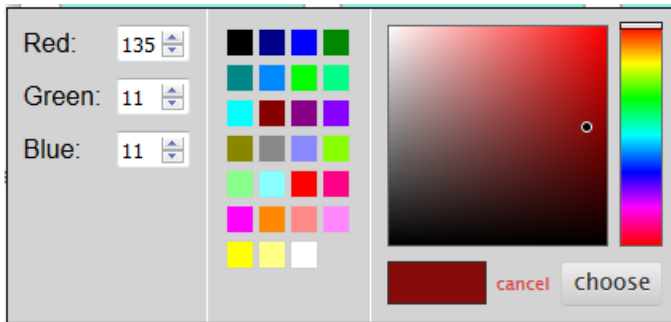
Initially when you first open a **New Brainstorm**, one thought is displayed, titled Main Idea. You can use this as a starting point.



1. Click inside the shape and start typing to add a description to your Thought.
2. Use the text editing buttons to edit the font, font size, and font style of the selected text. Choose OpenDyslexic or OpenDyslexic Mono from the font list to increase readability for readers with dyslexia.



3. Use the Text Color button to change the color of the selected text. A color chooser window is displayed.

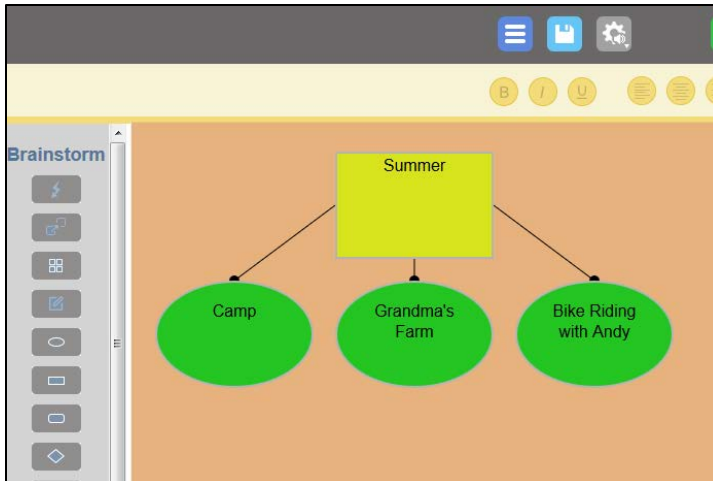


4. Select a color, then click the **choose** button. The selected text will be displayed in the color you chose and the color chooser window is dismissed.

Change the Shape Properties.

You can change the properties of the shapes, including shapes, font, font color, size, and color of the diagram background.

1. **Shape:** Select an existing shape (an oval, for example). Click one of the other shape buttons (rectangle, for example). The selected shape changes.
2. **Shape Color:** Select a shape and click the **Shape Color** button. The color chooser window is displayed. Select a color then click the **choose** button. The shape color changes and the color chooser window is dismissed.
3. **Background Color:** Place your cursor outside the shapes and click the **Background Color** button. The Color Chooser window is displayed. Select a color and then click the **choose** button. The background color changes and the color chooser window is dismissed.
4. **Text:** Select the text. Use the text editing buttons to change the font, font size, and font type. Choose OpenDyslexic or OpenDyslexic Mono from the font list to increase readability for readers with dyslexia.
5. **Text Color:** Select the text and click the **Text Color** button. The Color Chooser window is displayed. Select a color and then click the **choose** button. The selected text is changed to the color you chose.

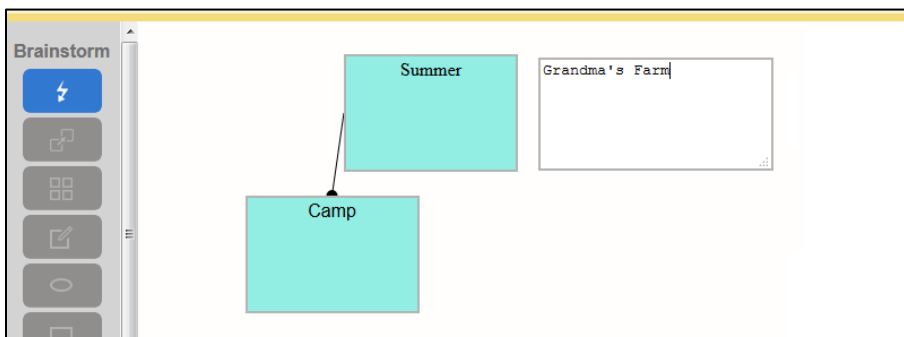


Use Quick Takes to rapidly create sub-thoughts.

1. Select a shape, then click **Quick Take**. A shape is added with Instructions to Add Text and press Return.



2. In the Quick Takes Instruction box, type a name for the sub-thought, then press the **Return** key on your keyboard. A sub-thought is added and linked to the Thought. Another Quick Takes box is displayed.



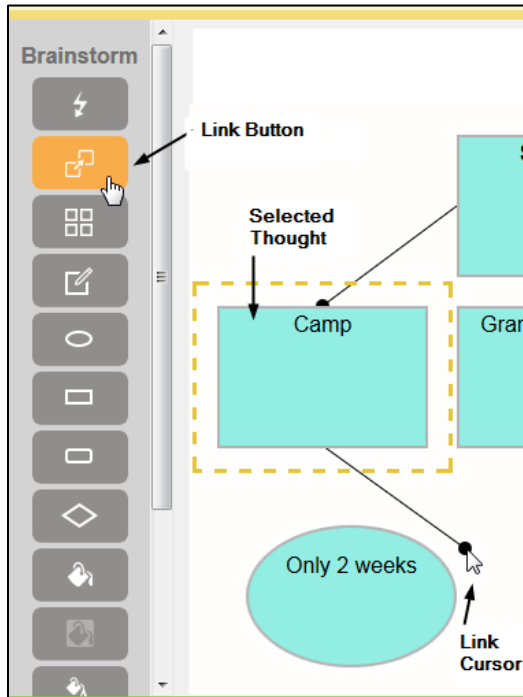
3. To add another sub-thought, type a name and press **Return**. The next sub-thought is added and linked to the Thought. Another Quick Takes box is displayed.

4. Continue adding until you have added all the Sub-thoughts you want. Click outside the Quick Takes box and it is dismissed.

Linking thoughts using the Link button.

If you add a Thought or a sub-thought and want to link it to an existing one use the **Link** button

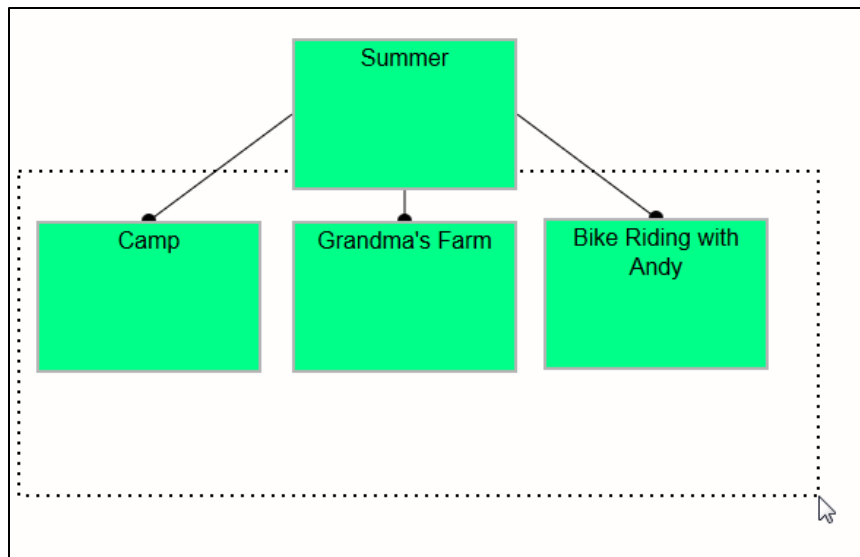
1. First Select the Thought to link from, and click the **Link** button. A link “cursor” is attached to the selected Thought.



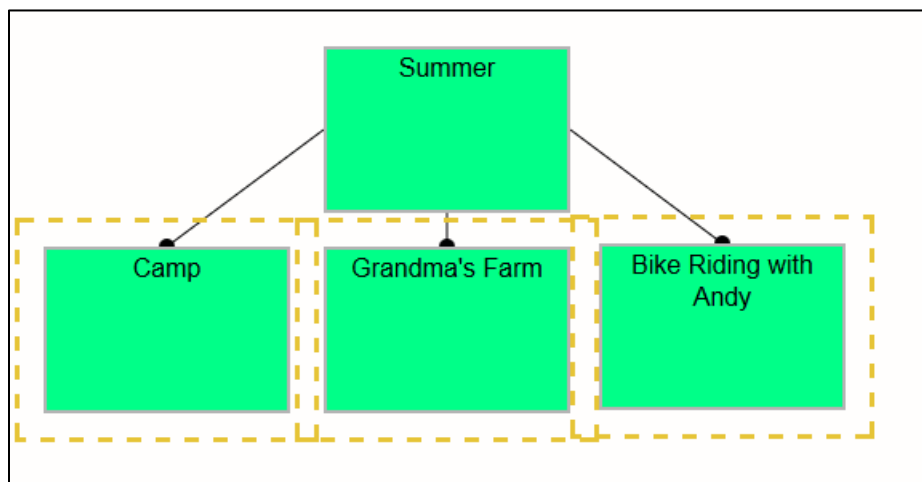
2. Drag the link to a Thought or Sub-thought you want to link to and release. The two are linked.

Selecting one or more shapes.

Select a shape by clicking on it. You can drag and drop it to another spot on the diagram. To select multiple shapes, click and drag around the shapes you want to select. You'll see a dotted line surrounding the shapes as you drag.



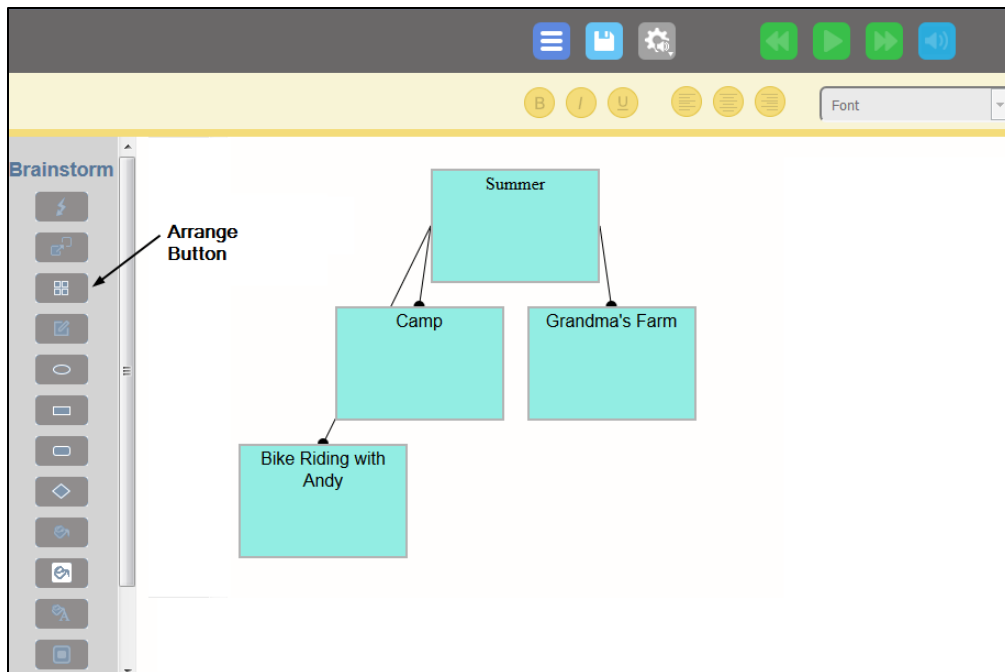
When they are all inside dotted line, release the cursor and each of the shapes will be selected.



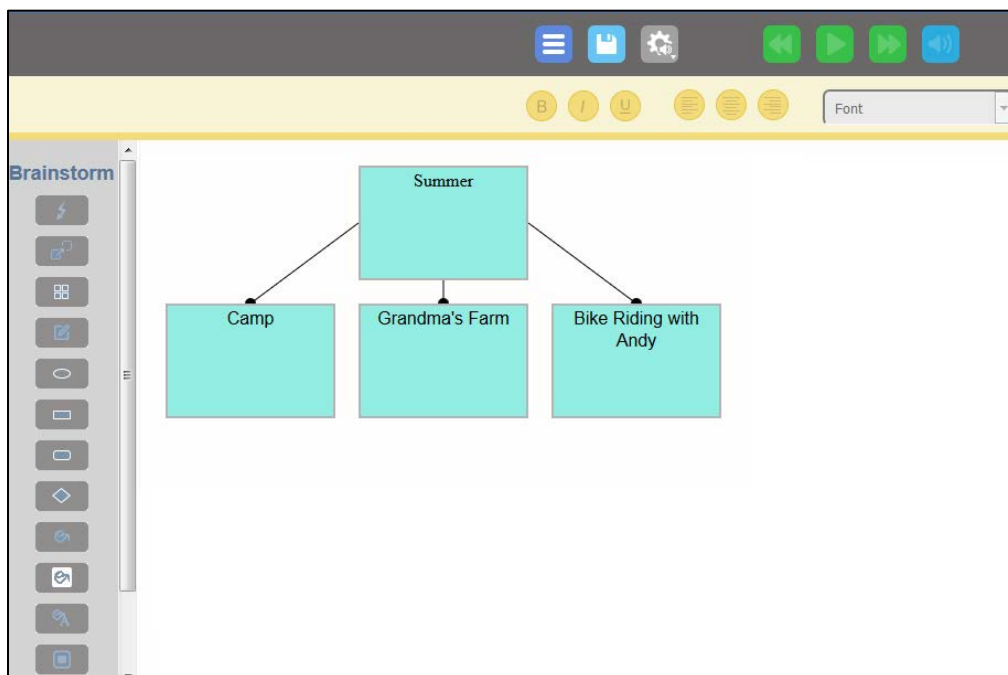
Now that they're selected, you can change the shapes or colors of the selected Thoughts

Arrange your Thoughts and Sub-thoughts.

After you have created several Thoughts and Sub-thoughts you may want to rearrange them. The quickest way is to use the Arrange button.

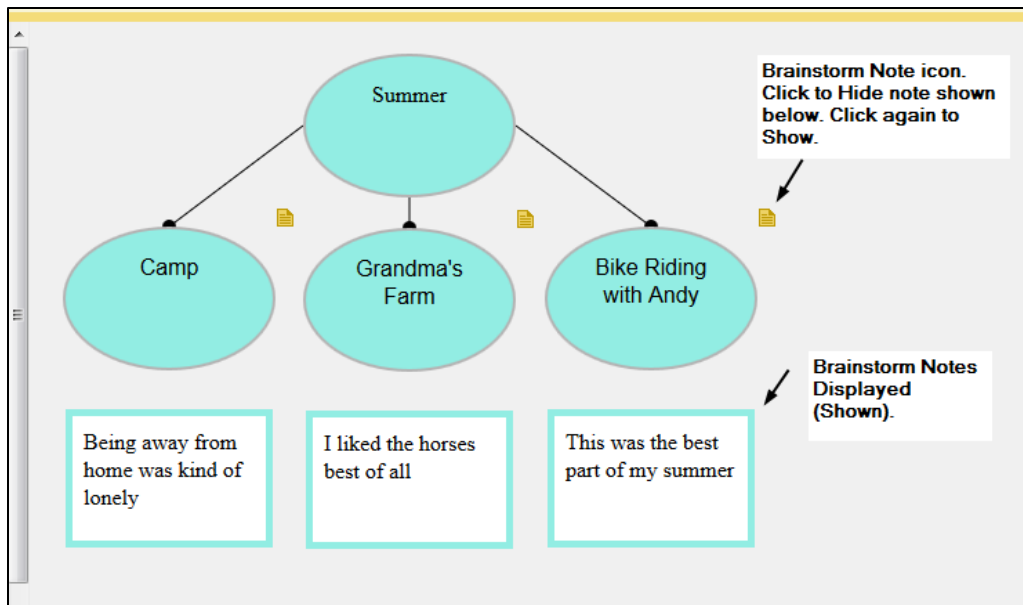


1. Click the **Arrange** button. Your Thoughts and Sub-thoughts are aligned and arranged.



Adding a Note to a Thought.

1. Select a Thought, then click the **Show/Hide Notes** button. A box is displayed in which you can write a note. Additionally, a Brainstorm Note icon will appear in the upper right corner of the Thought it is attached to.



2. To hide a note, select the Note icon. The note is hidden. To show the note, click the Note icon again.
3. You can edit the note text by selecting the text and using the text tools.



4. To delete a note, select the text in the note, and press the **delete** key on your keyboard (or **CTRL+X**), then click the Note icon. The note is deleted.

Setting and applying defaults.

If you like a shape, a fill color, or text color (for example a green oval with black text) you can make those settings be a default for this Brainstorm diagram by selecting the shape and clicking the **Set Default** button. You can then select other shapes and click the **Apply Default** button, and the shape, color, and text color will change to the default you set (in the example shown above, a green oval with black text). Note that the default you select will only apply to the current Brainstorm diagram.

Creating a New Outline.

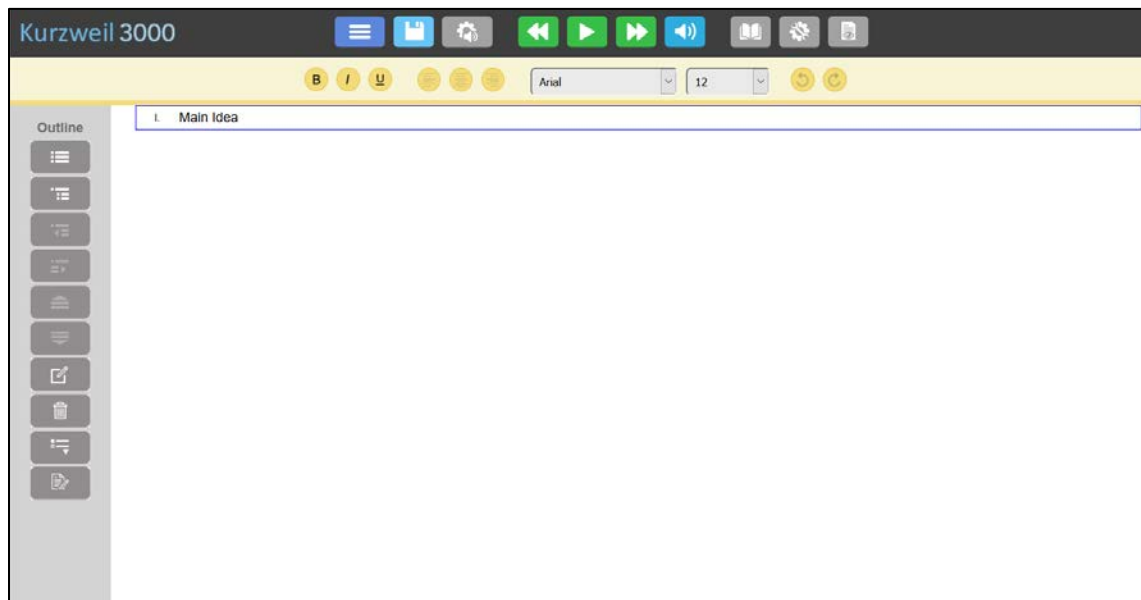
The Outline feature lets you organize your ideas into a standard outline format that you can follow as you write. You can use all the text editing tools available in the Editor window on selected text. You can hear the selected text using the **Read** button. Note that Outlines you create and save here can also be viewed in Kurzweil 3000 Web License Edition, but not viewed in Kurzweil 3000 on the iPad.

Many writing and editing features are available to you while you are working in the Outline and Outline Notes:

- Text editing functions, including Undo.
- All reading functions, including Speak as Typing.
- Word lookup.
- Translation (translation doesn't automatically replace the selected text; copy and paste the translated text onto the selected text in the Outline to replace it).
- Change background color.
- Word Prediction.
- Spell Checking.

The Outline Editor and Tools Palette.

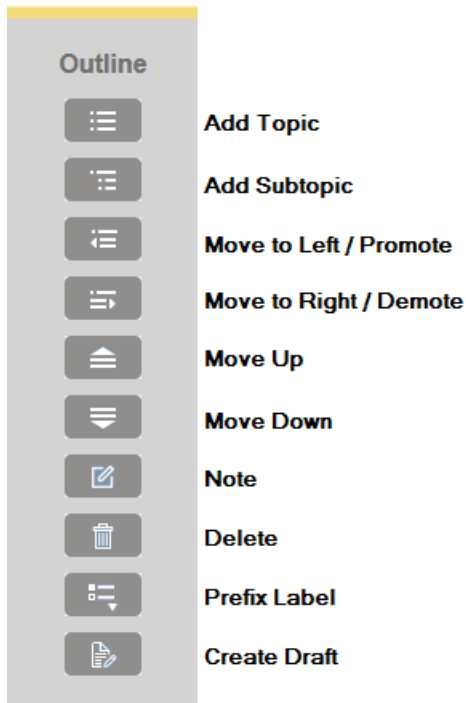
Initially when you first open a **New Outline**, one thought is displayed, titled Main Idea. You can use this as a starting point.



You will also see the Outline tools palette along the side of the Editor. The palette allows you to:

- Create Topics or key ideas, Sub-topics as well as supporting details.
- Quickly re-organize the Topics and Sub-topics.
- Switch from a variety of different prefix labels, such as Roman Numerals and Legal.
- Add Notes to hold additional information and elaboration, such as quotes and source information.

Hover your cursor over each tool. You'll see a tooltip defining the tool.



Adding Topics and Sub-topics.

To add a Topic:

1. Select the Topic.
2. Click the **Add Topic** button.

A Topic is added beneath the selected Topic.

To add a Sub-topic to a Topic:

1. Select the Topic you want to add a Sub-topic to.
2. Click the **Add Sub-topic** button.

A Sub-topic is added beneath the selected Topic.

To add another Sub-topic to a Sub-topic:

1. Select the Topic you want to add another Sub-topic to.
2. Click the **Sub-topic** button.

Another Sub-topic is added to the selected Topic.

Note: You can also:

1. Select the Sub-topic you want to add a Sub-topic to.
2. Click the **Add Topic** button.

Another Sub-topic is added beneath the selected Sub-topic.

Reorganizing outline topics.

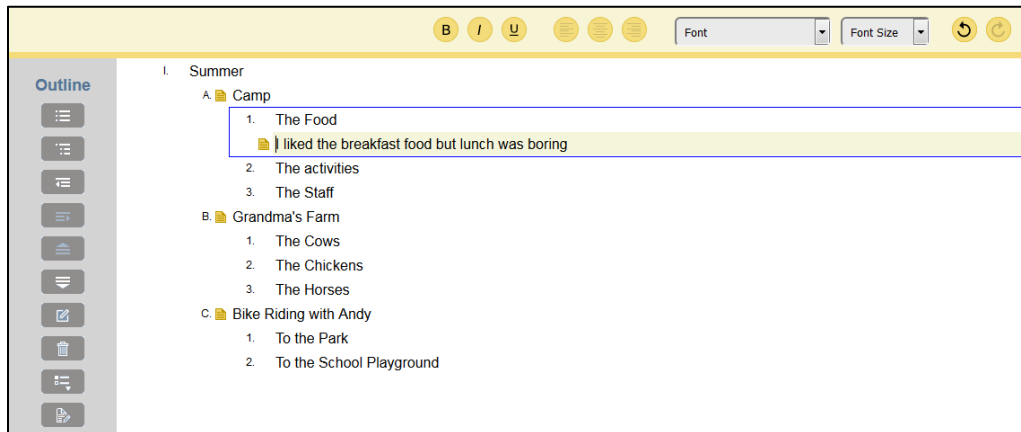
There are a number of ways to re-organize Topics in Outline view:

- Move a Topic anywhere by Cutting/Copying and Pasting.
- Move a Topic up or down in the order by using the **Move Up** or **Move Down** buttons.
- Change the Topic level up or down by using the **Promote** or **Demote** buttons.

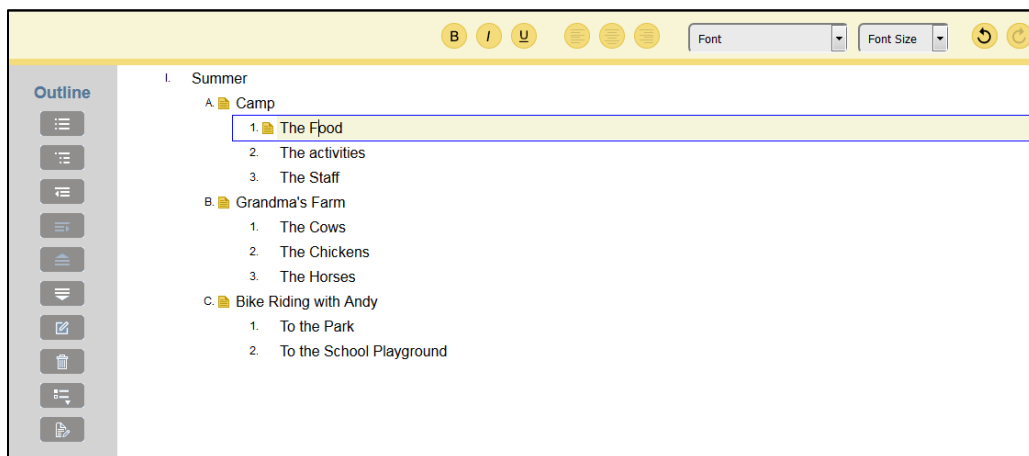
At any time, you can undo an action by pressing **CTRL+Z**.

Adding a Note to a Topic.

1. Select the Topic or Sub-topic that you want to attach a note to.
2. Click the **Note** button. A Note icon is displayed beneath the selected Topic or Sub-topic.
3. Type the note text in the space provided after the note icon.



4. Click the Note icon to hide the text.



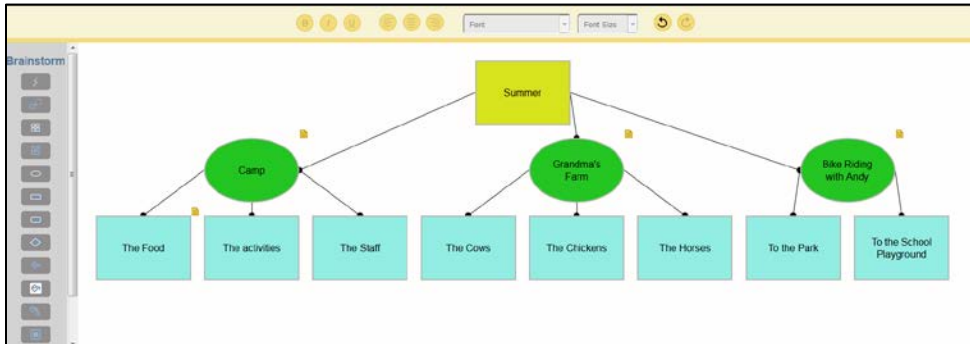
Deleting Topics and Sub-topics.

1. To delete a Topic or Sub-topic, select it.
2. Click the **Delete** button (trash can icon).

Note: If the Topic or Sub-topic contains a note, the note will also be deleted.

Switching the Outline view to its Brainstorm view.

1. To see your Outline View as a Brainstorm Diagram, choose Brainstorm from the Views menu.

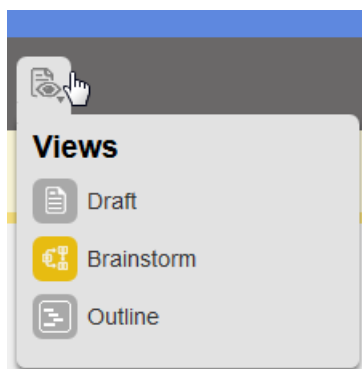


2. Click the **Arrange** button, if necessary.

Notice the **Note** icons. You can click them to display the text. Click again to close.

Creating an Outline from a Brainstorm diagram.

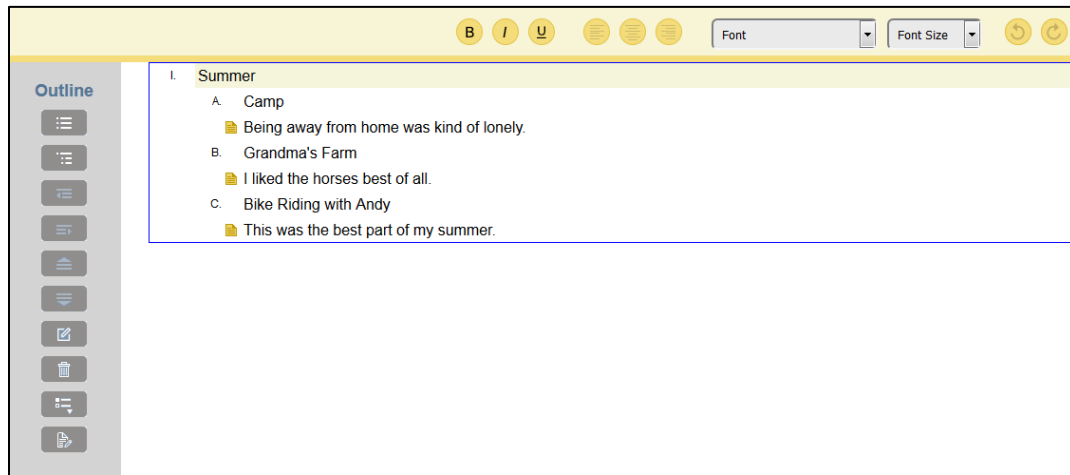
Because Outline and Brainstorm are both views of the same Kurzweil 3000 text file, and share the same information, you can go back and forth between the text-based outline and the graphics-based Brainstorm diagram using the **Views** menu.



To create an Outline from a Brainstorm Diagram:

1. Open your Brainstorm Diagram (if it is not already open).
2. Click **Outline** from the **Views** menu.

Your Brainstorm Diagram is displayed in Outline form:



The hierarchy you created in the **Brainstorm** view is preserved in the **Outline** view.

Any changes you make in this view will be reflected in the Brainstorm view. You can easily switch back and forth using the **Views** menu.

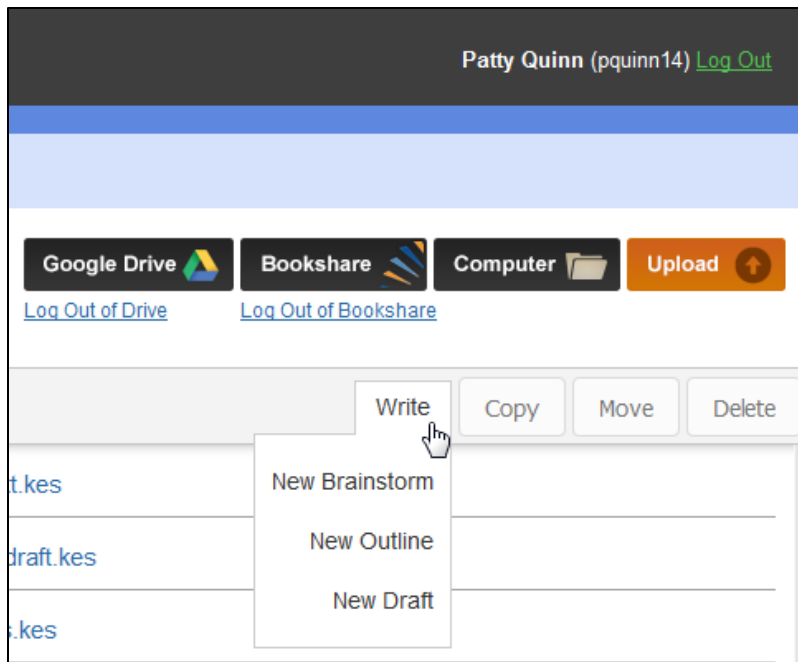
Going from Outline to Draft.

When you are ready to go from Outline to start writing in a Draft, click the **Create Draft** button in the Outline Palette. The Outline view changes to Draft view with the outline text as content, ready for you to begin editing and turning into full sentences and paragraphs. Also, the Outline Palette is no longer showing in Draft view.

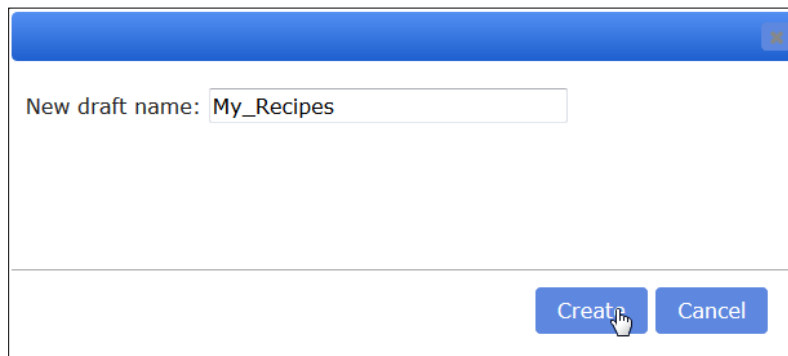
Creating a New Draft.

In addition to editing existing DOC, DOCX, RTF, TXT and some KES documents, you can create a new document using the **Write** menu and features of the Editor. (See [Using the Editor](#) for details about using the Editor.)

1. To create a new document, navigate to a folder that you have write access to and click the **New Draft** from the Write menu.



2. A New Draft name dialog is displayed. Give the draft a unique name. If the name is more than one word, separate the words with an underscore.



3. Click **Create**. The Reader / Editor page will open showing the Edit Toolbar beneath the Reader Toolbar.
4. Create your document in the blank space beneath the toolbar.
5. Use the Character and Paragraph formatting tools to format your document.
6. To enable **Word Prediction** and **Spell Check**, select from the **Tools** drop-down menu.
7. Be sure to save your changes frequently. (See [Save your document.](#))

8. The document is saved as a KES file. You can open this file again if you want to edit further.

Note that when you create a **New Draft**, there won't be associated Brainstorm Diagrams or an Outline.