<table>
<thead>
<tr>
<th>What do you want to do?</th>
<th>How can Kurzweil 3000 help?</th>
<th>Suggested tools to use...</th>
</tr>
</thead>
</table>
| **Start Writing**      | • On the Kurzweil 3000 tab, under the section labeled “Write,” you can choose to start  
> o a New Draft,  
> o New Brainstorm or  
> o New Outline document or  
> • Click on the Write tab to begin  
> • Click the New Document button | ![Write tools with Kurzweil 3000](image) |
| **Listen to my written work** | Kurzweil 3000’s talking word processor to read text out loud can be extremely helpful with editing and revising written work. | ![Read button](image) |
| **Change Font, size, style, alignment, etc.** | Basic tools for style are available:  
> • Font  
> • Size  
> • Style  
> • Alignment | Write toolbar: Style Tools  
> Now available: Open Dyslexic font |
| **Check Spelling**     | To check the Spelling of any word you type:  
> • Click on the Spell Check button  
> • Click on each choice to hear your options  
> • Click Change | Write toolbar: Spell Check (Shift F8) |
| **Get help with predicting words as I type** | Word Prediction will Guess words as they are typed based on frequency and recency.  
> • Click on the Word Prediction button  
> • Begin typing your draft  
> • Words will be offered as you type  
> • Click on the Number of the word to insert in to your text. | Write toolbar: Word Prediction (Shift F11) |
| **Use Word Lists to support writing** | Floating Word Lists can prompt students to use content specific words and vary their word choices.  
> • Click on the Floating Word Lists button  
> • Select up to four word lists and  
> • Add as Required or Optional button  
> • Words can be selected, dragged and dropped from a word list to a draft  
> New Word Lists can be created: Tools > Set Up Word Lists | Write toolbar: Floating Word Lists (Shift F8) |