



## Reading

### Using the Reading Ribbon and Toolbar

#### Reading Options, Controls, and Tools

When you open the **Read** tabbed page, notice the two sets of tools: The Reading tools on the **Ribbon** and on the **Toolbar**. The **Ribbon** is beneath the Menu Bar. The **Reading Toolbar** is displayed vertically on the left side of the page beneath the **Ribbon**. Reading options are accessible from the **Audio Options** menu on the right side of the ribbon as well as on the **Read** menu on the **Menu Bar** above the Ribbon. The **Ribbon** and **Toolbar** give you easy access to many of the options on the **Menu Bar**, for example the flyout menus from the **Save** button on the **Ribbon** and the **Open** button on the **Toolbar**.

The screenshot displays the Kurzweil 3000 software interface. At the top is the Menu Bar with options: File, Edit, Scan, Read, View, Write, Tools, Reference, Window, Online, Help. Below the Menu Bar is the Ribbon, which includes tabs for 'kurzweil 3000', 'Read', 'Write', and 'Scan'. The 'Read' tab is active, showing a 'Reading Controls' section with buttons for 'Move back', 'Start/Stop', 'Move Forward', and 'Audible Reading/Silent Reading'. Below the Ribbon is the Reading Toolbar, which includes buttons for 'Save', 'Prev', 'Next', 'Page(s)', 'Bookmark', 'Zoom', and 'Print'. The Reading Toolbar is divided into three sections: 'Page Navigation' (Prev, Next, Page(s), Bookmark), 'Zoom Display Options (In, Out, Percent, Thumbnail)' (Zoom in, Zoom out, 100%, Zoom thumbnail), and 'Reading Toolbar' (Save, Highlighters, Add/Edit Hyperlink, Add a Voice Note, Close Current Footnote, Open Column Notes, Define Selected Word, Get Picture of Selected Word). On the right side of the Ribbon is the 'Audio Options' menu, which includes 'Reading Speed' (145 WPM), 'Reading Voice' (Tracy), 'Reading Mode' (Continuous, Self-Paced, Word by Word), 'Reading Units' (Word, Phrase, Line, Sentence, Paragraph, Heading, Highlight), and 'Reading Language' (English). The 'Reading Options' menu is highlighted with a red circle, and an arrow points to it from the label 'Reading Options' below. The 'Reading Toolbar' is also highlighted with a red circle, and an arrow points to it from the label 'Reading Toolbar' to its right.