1. To access the Kurzweil 3000 Taskbar, right-click on the taskbar and choose Kurzweil 3000 Taskbar from the shortcut menu. **Important Note:** In Kurzweil 3000 Standalone edition, you can use Kurzweil 3000 Taskbar without having to run Kurzweil 3000. For the Network edition (in the Library or on other public access computers), Kurzweil 3000 must be running.

2. To lengthen the dictation box, left click on the edge of the box and drag it to the left.

3. **Next,** drag text from any application window and drop it on the Kurzweil 3000 Taskbar icon (dictation box). A new window will open up for you to hear the word spoken, to look up words in the dictionary, or to check spelling.
4. You can also edit what you see in the text box, then highlight it and drag the edited text into another application, such as Word.

5. If you'd like to change the voice, speed of the voice, the font, or edit the dictionary (vocabulary), right-click on the taskbar and choose options.

6. You may also use the taskbar for quickly looking up the spelling or definition of a word or have it read to you. Just drag or type a word into the dictation box, then either click one of the taskbar icons or right-click for more options.