

KURZWEIL ACADEMY: k3000 HANDOUT



Cross-out


What is does: Draws a line through, strikes through, selected text.

What is it used for:


- **Organization Skills:** Use the cross-out feature to mark work that you have completed, such as answering a question or an assignment listed in your syllabus.
- **Study Skills:** When reviewing text, cross-out information that is unimportant or that does not help to answer a question. It will save you time since you'll spend less time re-reading text that does not support an answer you're seeking. It's also a helpful feature for communicating with instructors what you're thinking.
- **Test-taking:** Cross-out is an approved test-taking accommodation. Use this feature to cross-out answers you know are incorrect, using the process of elimination to guide you to the correct answer.



How to use it: Click on  the Highlighter icon, then move your cursor to the end of the list

and click on  the Cross-out icon. Your cursor will now look like a highlighter. Move your cursor to the text you'd like to cross-out, then right-click and hold the mouse button down as you drag your cursor across the text.



To erase cross-outs from text, click on the  Eraser icon. Your cursor will now take the shape of an eraser. Right-click and hold the mouse button down to select the cross-outs you'd like to erase. Let go of the mouse button and watch the cross-outs disappear.

What feature would you recommend the reader/viewer learn about next? Eraser feature or how to add notes.