



Kurzweil 3000 for Web Browsers (Kurzweil3000.com)

GETTING STARTED GUIDE

for Students

What's included in your Kurzweil 3000 Web Subscription?

- **Kurzweil 3000 (Win & Mac) Installed Application** - installed on your Windows or Mac desktop or laptop.
- **Kurzweil 3000 for Web Browsers - Kurzweil3000.com** - web-based, companion to Kurzweil 3000. It requires no installation and is also used for user management and graphical usage reporting.
- **Read the Web Extension** for Chrome, Firefox, or Edge – use this extension's array of tools to read and study directly in your web browser, then extract that work to kurzweil3000.com
- **Universal Library** - (unlimited, secure cloud storage) which users can access via Kurzweil 3000 or Kurzweil3000.com; contains 1800+ titles, including Classic Literature and Nonfiction Bookbag.

The same login is used for all components.

If you don't know your username and password, please contact your Kurzweil Site Administrator.

Detailed How-to videos are available at:

kurzweil academy (www.kurzweiledu.com)

YouTube channel 'Kurzweil Education'.

**Note: Due to the frequency of updates to the Kurzweil 3000 products,
some images may not match your screen exactly.**

This document is meant only as an introduction to the most basic features. For more detailed information, please visit the the Kurzweil Education website www.Kurzweiledu.com, Kurzweil 3000 Help menu, and the web app Help (www.Kurzweil3000.com).

For further information about customized Professional Development, please contact the Customer Success Dept at 800-894-5374.

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Section names are hyperlinks – press CTRL + click on desired section

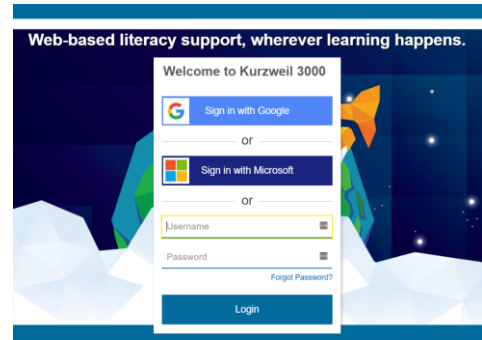
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THE UNIVERSAL LIBRARY

Go to <https://www.kurzweil3000.com> and log into your account
Or **Login** to the Windows or Mac installed application

To login use your Username and Password or click on the appropriate button if your school is set up with Single Sign On.

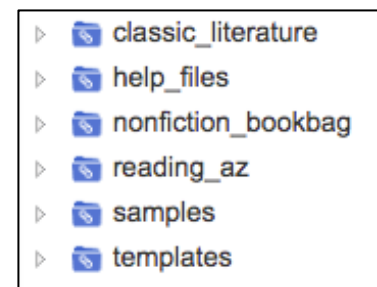
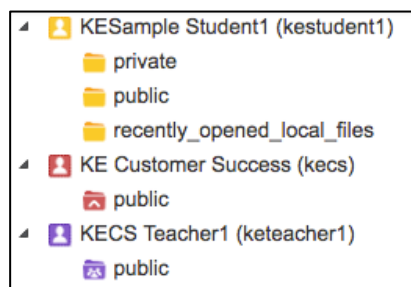
This Universal Library is accessible in Web, Windows and Mac versions



INDIVIDUAL ACCOUNT FOLDERS

Current user – first account in the list (yellow).

- Teachers will see and have access to the Public and Private folders of members of their Team. (See the User Management section to learn about adding members to your team.)
- Students will see the Public folder of their team leader. Students cannot see other student's folders.
- Everyone sees the Public folder of the Top Level Account – second account in the list (red).



GENERAL FOLDERS:

- **Classic Literature** - about 2000 titles
- **Help Files** - support documents and guides to Classic Literature and Nonfiction Bookbag
- **Nonfiction Bookbag** - nonfiction book titles for grade levels 3-8
- **Samples** - sample files from Language Program, Passport Reading Journeys, and Reading A-Z
- **Templates** - Brainstorm templates for both teachers and students

Open a folder by clicking on the folder's name.

The panel to the right will display the files within that folder.

FILE MANAGEMENT

You can manage files in the UL similarly to your local computer.

- Right click on a folder to Add a sub-folder, Delete or Rename.
- Click the check box next to a file name and use the buttons to Copy, Copy to Multiple (teacher only), Move, Delete or Rename.
- Click and drag a file or folder to Move it.
- Hold the CTRL key (Windows) or the Command key (Mac) while dragging a file or folder to copy it.

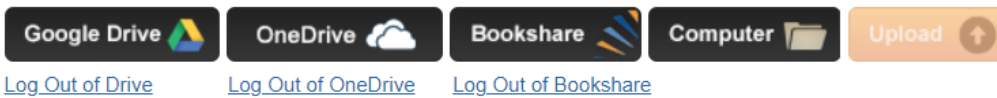
Note: Copying or moving a file between folders or within a folder will retain any annotations within the file (highlights, bookmarks, bubble, sticky and text notes.)

ACCESS CONTENT FROM:

Kurzweil 3000 can open a variety of files and convert them to .kesi files.

Supported file types:

- Daisy
- TXT
- DOC
- DOCX
- RTF
- EPUB
- BKS
- PDF
- JPG and JPEG
- PNG



YOUR LOCAL COMPUTER

- Click the **Computer button** and choose the file you would like to open
- Click the **Upload button** to copy a file to your Universal Library but not open it.

GOOGLE DRIVE & ONE DRIVE

- When you click the **Google Drive** or **OneDrive button** you will be asked to login in, if not already logged in
- Choose the file and click **Select**

BOOKSHARE.ORG

You can import books directly from Bookshare.org (an account is required for full access)

- Click the Bookshare button and search by author, title or ISBN

BOOKSTORES/ONLINE

You cannot import a Kindle eBook, but can import eBooks from many other sources

- Download the book as an ePub or PDF file to your computer

IMAGES OF PRINTED MATERIAL

- pictures of pages, articles taken with cell phone, iPad, etc.

- Save (or upload) image to your local computer or drive
- Open the image using the appropriate button listed above (the software will pull any text from the image)

FROM ONLINE FILE STORAGE

- such as Dropbox, Box, etc.

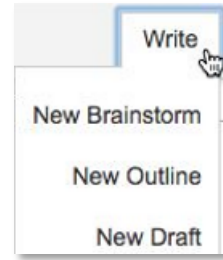
- Download the file to your computer from the online storage program (such as Dropbox)

CREATE NEW CONTENT

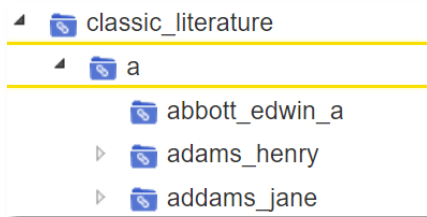
CREATE A NEW DOCUMENT

- New Brainstorm – create a brainstorm (mind map)
- New Outline – write your own outline
- New Draft - Blank writing page

- Choose the folder in your Universal Library where you want to save the new draft
- Choose the Write button
- Start a New Brainstorm, Outline or Draft
- Name and save the document
- Start writing

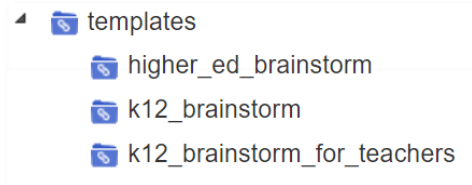


CLASSIC LITERATURE

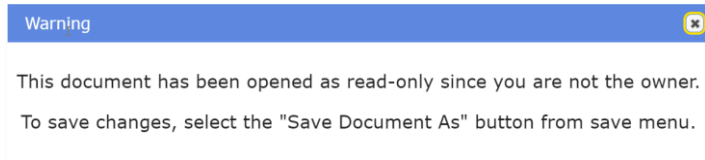


About 2000 classic (open source) books
Arranged alphabetically by Author's last name
Remediated and ready to read
Many books commonly used in high school and early college English courses

TEMPLATES



Premade Brainstorm (changeable to outline) format essay templates
Many k12 templates are also good for higher ed level
Higher ed template include project planning guides etc.



Template folder holds a master copy, changes cannot be saved to this copy.
Copy from Template folder to a personal folder
Open from personal folder to use
Make changes to this copy

When a template is opened in the master folder this warning message will appear.

PAGE NAVIGATION



- The status bar at the bottom of the image tells you what page you are on.
- Type in the Go to Page field and click GO to jump to a specific page.



- Use the Previous and Next arrows to the left and right of the image to change pages

FEATURES MENU

Once you've opened a file, various menus and buttons are available across the top and left side of the screen. The menus will vary by the type of document:

Text Documents

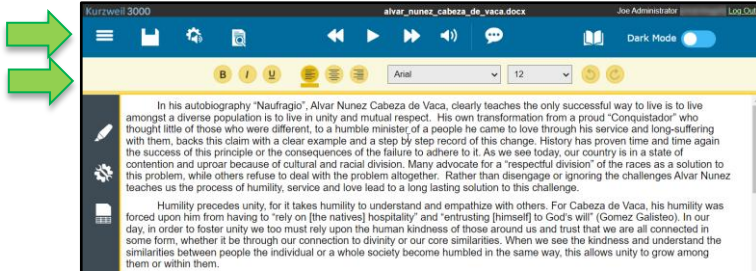
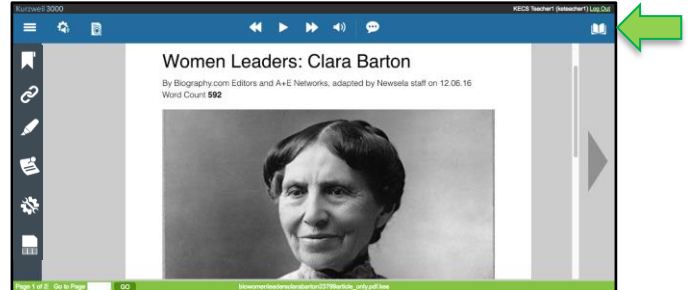


Image Documents



(Hover the mouse over a menu or button to display the tool tip.)

READ TEXT ALOUD OR SILENTLY



- Place your cursor in the text and click the **Read button** to start reading, click again to pause reading.
- The **Forward** and **Backward** buttons will skip to the previous or next reading unit.
- The **Audible Reading button** toggles between audible and silent reading.

	Navigation shortcut keys				
	Chrome	Edge	Firefox	Internet Explorer	Safari
Zoom In	+	+	CTRL +	+	+
Zoom Out	-	-	CTRL -	-	-
Play/Pause	P	P	P	P	P
Go Back*	V	V	V	V	V
Go Forward*	N	N	N	N	N

*Image files only

AUDIO OPTIONS



Customize and personalize the reading experience.

VOICE

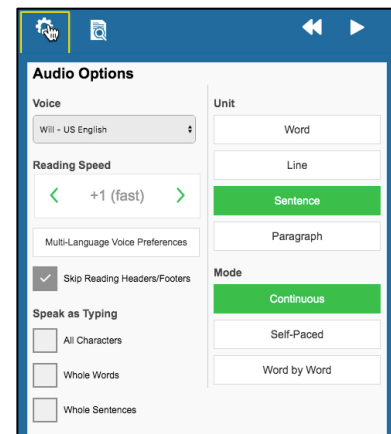
Choose from many different voices and languages.

READING SPEED

Adjust the speed Faster or Slower.

MULTI-LANGUAGE VOICE PREFERENCES

Set the defaults for multiple language voices (See Language Learning section).



UNIT

The block of text that is highlighted when reading.
Choose between word, line, sentence, or paragraph.
The Forward and Backward buttons jump by this unit,

MODE

Continuous: continuous reading from page to page.
Self-Paced: pause reading at the end of each unit.
Word by Word: pause reading at the end of each word.
Click the **Read button** to continue Self-Paced and Word by Word.

SKIP READING HEADERS/FOOTERS

Header/footer zones will not be read when this option is checked.

SPEAK AS TYPING (can have multiple options selected)

All Characters: reads each character as you type it.
Whole Words: reads each word as you complete it by typing a space after it.
Whole Sentences: reads each sentence as you complete it by typing final punctuation after it.

DOCUMENT VIEW AND ZOOM



DOCUMENT VIEW

- View thumbnails of each page of your document. (Image file only)
Click a thumbnail to go to that page. (Image file only)

DOCUMENT ZOOM

- Uncheck **Fit Width** to zoom in or out. (Image file only)
- Change the **Document Zoom** magnification of the page. (Image file only)

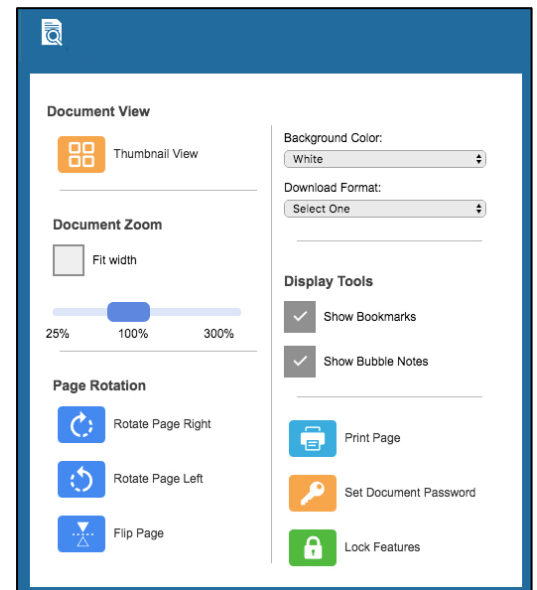
PAGE ROTATION

- **Rotate** or **Flip** the page. (Image file only)
- Customize the **Background Color** of an image or text document. (Note: This color is only for viewing the document. It will print with a white background.)
- Choose a **Download Format** to save the document to your local computer's drive in the selected format.

DISPLAY TOOLS

- Show **Bookmarks** and **Bubble Notes** in the document. (Image file only)
- **Print Page**
- **Set Document Password**
DON'T FORGET YOUR PASSWORD!
- **There are no hints and it cannot be reset or changed if you forget!**

Lock Features – See: **PROFILE AND DOCUMENT FEATURE LOCKS** for details



SAVE



- **Save Document**

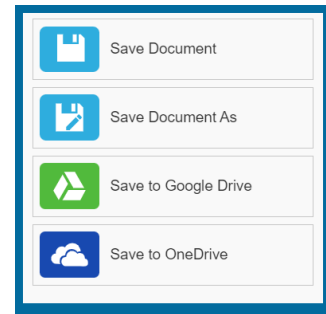
- for documents opened using



saves to recently_opened_local_files

- for documents opened from a UL file, saves to that same file

- **Save Document As** – choose file location in UL, hard drive, Google or OneDrive
- **Save to Google Drive** – saves a new copy to Google Drive
- **Save to OneDrive** – saves a new copy to OneDrive



NOTE: **Text documents** - **DO NOT** autosave, you must click Save to keep work

NOTE: **Image documents** – **DO** autosave **WHEN** using kurzweil3000.com tools to navigate or when annotations are added. If you close the browser window changes **WILL NOT** be saved.

SPEECH TO TEXT / DICTATION



- Click icon to activate (green) or deactivate (white)
- Dictate text into Image or Text files

REFERENCE TOOLS



DICTIONARY

- Place cursor before a word
- References menu > Dictionary button.
- Choose a dictionary from the dropdown.

PICTURE DICTIONARY

- Place cursor before a word
- References **menu** > **Picture Dictionary** button.

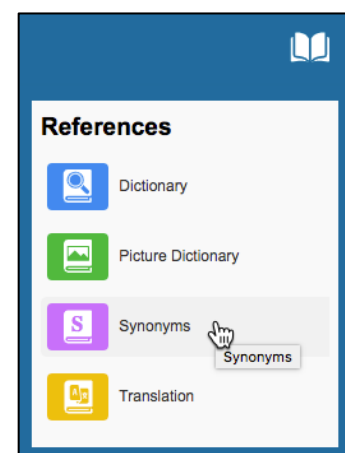
SYNONYMNS

- Select a word or phrase in the text
- References **menu** > **Synonyms** button.

TRANSLATION

(Powered by Google Translate)

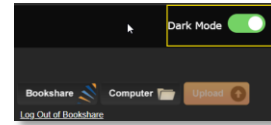
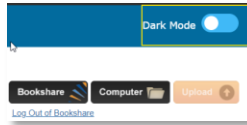
- Select a word or phrase in the text
- References menu > Translation button.
- A readable dialog box will pop up allowing you to select the desired language for detection and translation.



DARK MODE



- Darken the page background and menu bars
- Darken the background of a text document
- Darken the background of some PDF documents

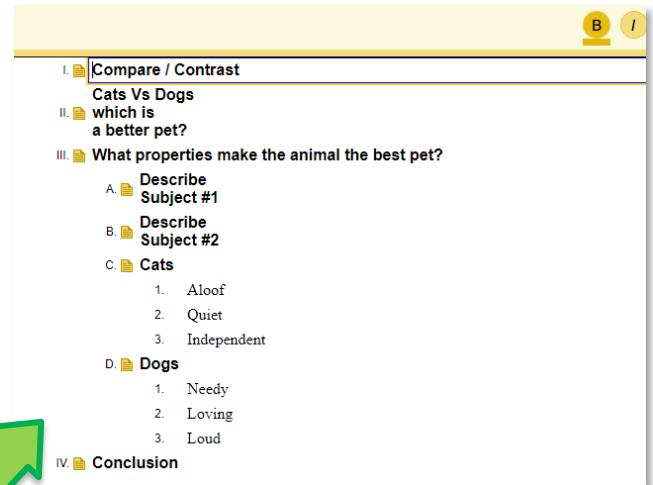
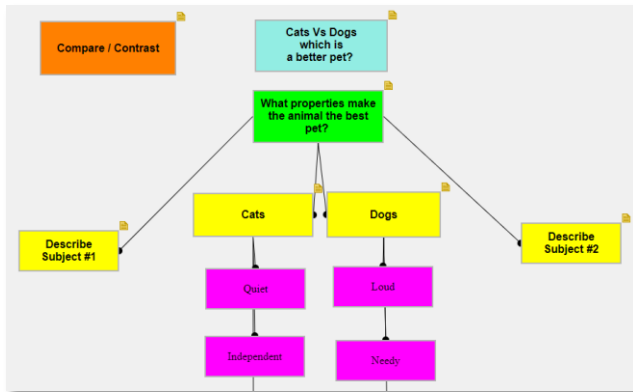


DOCUMENT VIEW - FOR TEXT DOCUMENTS

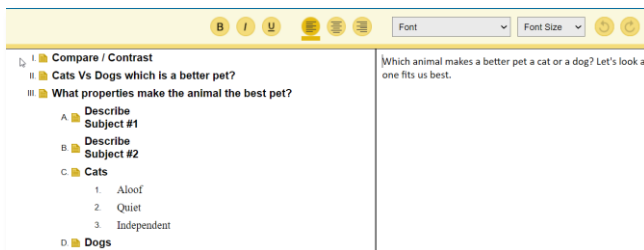


- Switch between Brainstorm, Outline, Split screen and Draft mode.
- Any change to a brainstorm or outline will automatically update the other view
- In split screen keep an outline open on the left while typing or dictating on the right.

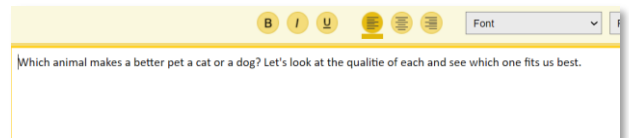
Organize thought in the format that works best



Keep outline visible while writing



View print ready document for final formatting



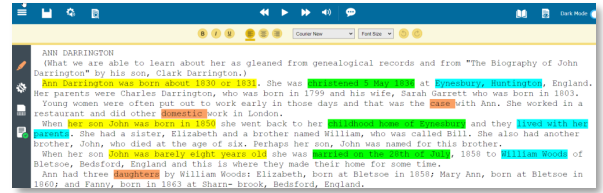
TOOLS MENU – TEXT DOCUMENTS

Hover over icons to see expanded menus

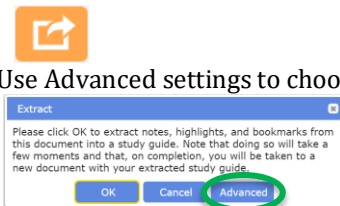
HIGHLIGHT, CIRCLE OR CROSS OUT TEXT



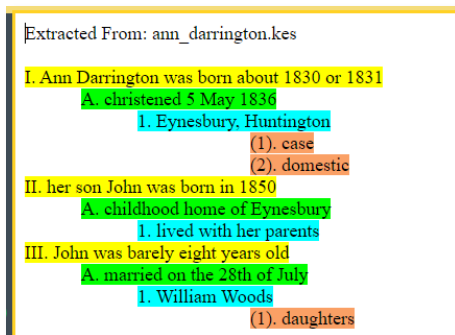
- Highlight idea with colors
- Highlight answers on a test with a circle
- Create study guides, note sheets & vocabulary study guides
- Gather quotes for a paper
- To choose a color or tool: click it and drag cursor across text



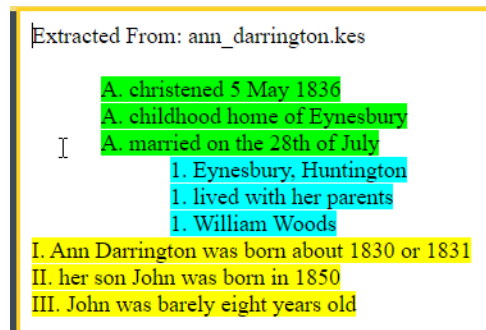
- Extract your highlights to an outline.
- Use Advanced settings to choose what to extract and to order highlights by book order or group by color



Text Order



Grouped by Color



- Customize the highlighter names and extraction settings.



Customize Highlighter/Extract Options				
Extract Color	Caption	Indent (in)	Prefix	Column
<input checked="" type="checkbox"/> Yellow	Main Idea	0	I.	1
<input checked="" type="checkbox"/> Green	Secondary Idea	0.5	A.	2
<input checked="" type="checkbox"/> Blue	Details	1	1.	3

- Use the Eraser to remove highlights
- Press Escape to return to Selection Menu

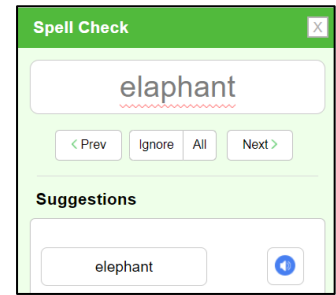
NOTE: Any highlights you add within the web app will also be visible when you open the document in Kurzweil 3000 for Windows or Mac

WORD PREDICTION AND SPELL CHECK



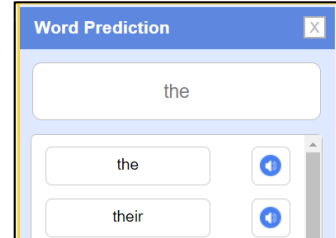
Talking Spell check

- Place your cursor anywhere in the document
- Choose Tools menu > Spell Check
- Click the speaker button next to each suggestion to hear it read aloud
- Click the correct word to replace the misspelling in your text

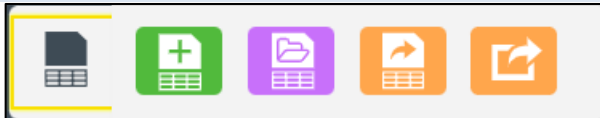


Word Prediction

- Choose Tools menu > Word Prediction
- As you type, you will get a list of suggested words
- Click the word you would like to use to place it in your document
- Click the speaker button next to the word to hear it read aloud



COLUMN NOTES



- Extract highlights to Column Notes
- Extract 2 colors and add your own notes in column 3
- Hide column 2 or 3 to study
- Extract Column Notes to outline for paper writing
- Drag and drop text into or from Column Notes
- Column notes have a .k3c file extension.

New Column Notes



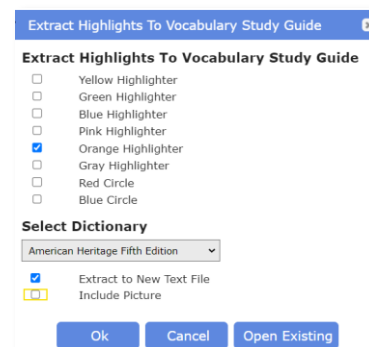
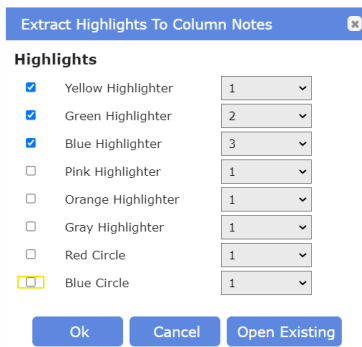
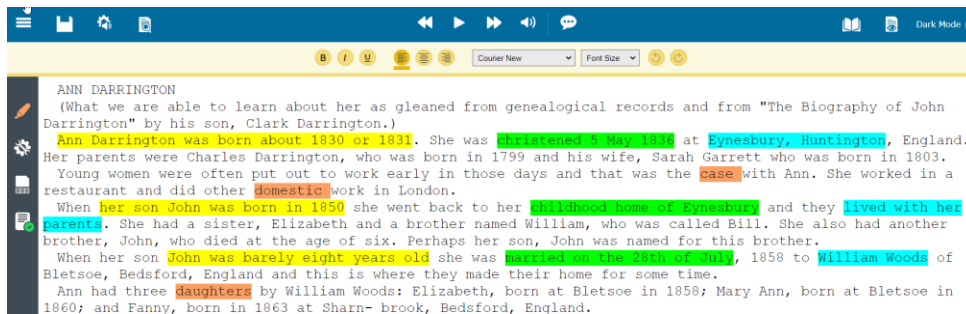
Open existing Column Notes



Extract highlights to Column Notes



Extract highlights to Vocabulary study guide



Main Ideas	Supporting Ideas	Other
Ann Darrington was born about 1830 or 1831	christened 5 May 1836	- Eynesbury, Huntington
her son John was born in 1850	childhood home of Eynesbury	- lived with her parents

Word	Definition 1	Definition 2	Picture	Notes
case	noun.	case transitive verb.		
	An instance or occurrence of a particular kind or category: a case of mistaken identity.	To put into or cover with a case; encase.		
	An occurrence of a disease or disorder: a mild case of flu.			

USE COLUMN NOTES TO STUDY

Main Ideas	Supporting Ideas	Other
Ann Darrington was born about 1830 or 1831	christened 5 May 1836	- Eynesbury, Huntington



Insert row after current row



Delete Current Row



Cover 2nd Column

Main Ideas	Supporting Ideas	Other
Ann Darrington was born about 1830 or 1831		- Eynesbury, Huntington



Hide 3rd Column

Main Ideas	Supporting Ideas
Ann Darrington was born about 1830 or 1831	christened 5 May 1836



Open Existing Column Notes



Extract Column Notes to Outline



Save

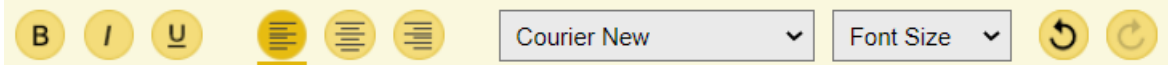


Save As



Close Column Notes window

TEXT FORMATTING TOOLS



FORMAT TEXT STYLE

- Bold
- Italics
- Underline

FORMAT TEXT ALIGNMENT

- Left justify
- Center
- Right justify

SET FONT

SET FONT SIZE

UNDO

REDO

TOOLS MENU – IMAGE DOCUMENTS

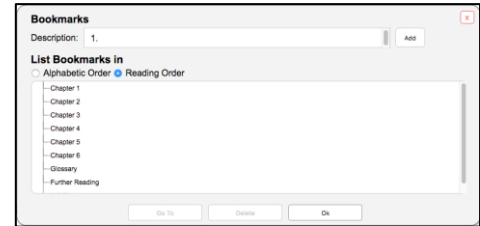


BOOKMARKS



Add a bookmark or go to a specific bookmark in the document
Match bookmarks to your syllabus for easy navigation

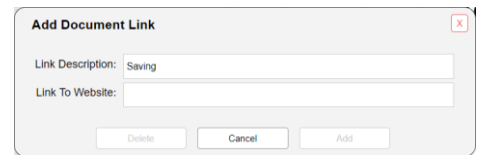
- Click in the text where you want to place the bookmark
- Click the Bookmark button
- Use Description to add a bookmark
- Choose a bookmark in the list to **Go To** that place in the document or **Delete** a bookmark.



LINKS



- Add Links to another location in your document for quick reference
- Add Links to a website you are referencing



HIGHLIGHTS – See; TOOLS MENU – TEXT DOCUMENTS

DOCUMENT NOTES



Use notes to

- Write ideas for papers
- Write questions from a text or lecture
- Fill in the blank tests
- Increase understanding & involvement with a document
- Create an open book test
- Communicate with your teacher

Add, select edit, delete or print

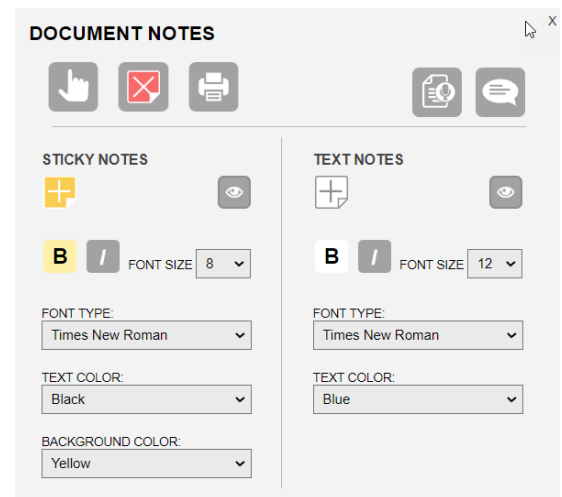


Choose

- Choose to show only one or both types of notes.
- Options for Font, Font Size, Styling, and Color of Sticky or Text Notes.

Add

- Click Add Bubble Note, Add Text Note or Add Sticky Note.
- Click on the screen to add the note.





Click and drag the top or left side of the note to move it.

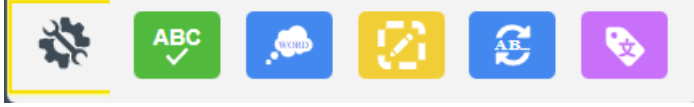


Resize (Sticky and Text notes only)

Hold the mouse button down on the lower right corner and drag.
Hit the Esc key to return to the select mode.



IN DOCUMENT TOOLS



SPELL CHECK & WORD PREDICTION – SEE: TOOLS MENU - TEXT DOCUMENTS



ZONE EDITOR



- Make sure a PDF reads the way it should
- Change zone order
- Change zone reading type: Primary, Secondary, Graphic, Silent, OCR override (may it say whatever you want)



EDIT UNDERLYING TEXT



- Check what the software thinks the original document says
- Correct errors in OCR results
- Change pronunciations of words



LANGUAGE TAGS



Also see – LANGUAGE LEARNING FOR DETAILED INFORMATION

- Tag paragraphs of different languages to read in the language of that paragraph
- Use for quotes in foreign languages
- Use bilingual texts



Column Notes - See: TOOLS MENU – TEXT DOCUMENTS



SPEECH TO TEXT – ADDITIONAL DETAILS

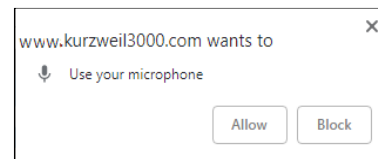
Use Speech to Text (STT) to dictate into your writing document.

- Click the Speech to Text button.
The button will turn green when it is listening.
- Place your cursor where you want the text to appear, or highlight text to format.
- Speak clearly into your device or external microphone (mic) to dictate text, punctuation and formatting. Click the button again to turn it off.
- The first time you use this feature, it will ask permission to use the mic.



To allow access to the mic for Kurzweil 3000 if you previously blocked it:

- In Chrome, go to “Customize and control Google Chrome”
- Select Settings
- Open Advanced
- In Privacy and Security, select Content settings
- Select Microphone
- In the Block section, remove Kurzweil3000.com



If you are not using the Chrome browser, the STT button will not appear.

Use STT to dictate into:

- Text documents including: .kes, .rtf, and .docx
- Outline view
- Brainstorm view
- Column Notes
- Sticky Note
- Text Note
- Bubble Note (text portions only)
- Bookmark Descriptions
- Edit Underlying Text corrections
- Zone Editor OCR override text

Format text by command

- Highlight the text you want to change
- Click the STT button
- Speak the command to change the text formatting

STT commands in image and text documents:

- Punctuation: period, comma, exclamation point, or question mark
- New Line
- New Paragraph
- Stop listening

Formatting can be toggled on and off by repeating the same command.

To remove formatting

- Highlight the text you want to change
- Click the STT button
- Repeat the command to change the text formatting back

STT commands in text-based documents only:

- Align left
- Align center
- Align right
- Italic
- Strike
- Underline
- Superscript
- Subscript
- Numbered list
- Bulleted list

LANGUAGE LEARNING HELPS

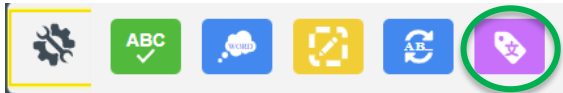
CHANGE READING VOICE TO MATCH THE DOCUMENT

Kurzweil 3000 includes reading voices for 12 different languages and various accents

English,	Spanish,	French,	German,
Italian,	Portuguese,	Dutch,	Swedish,
Danish,	Norwegian,	Finnish	Catalan

1. Open a document
2. In the **Audio Options menu** change the **Voice** to one that matches the text of the file

ADD LANGUAGE TAGS TO MULTI-LANGUAGE IMAGE DOCUMENTS



When tagged a voice language you have assigned will automatically read the text when the document is read in Kurzweil3000.com or Kurzweil 3000 for Windows.

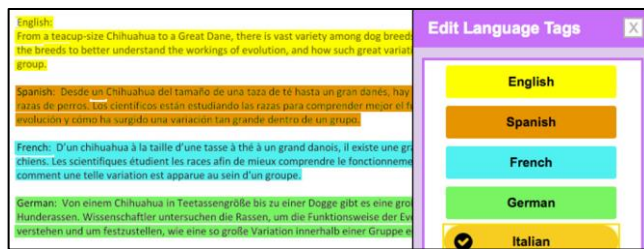
Click the **Tools menu** and choose the **Language button**.

Each reading language has a designated color.

Click on a language on the right, then **click and drag** across the text you want to tag.

The one you have selected will be marked with a check and an oval outline.

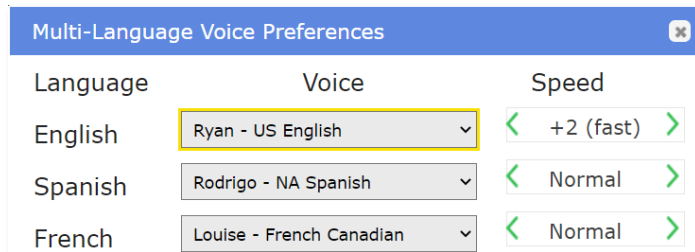
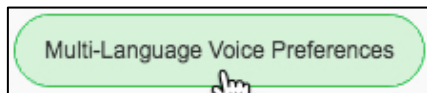
When you are done tagging, click **Save**.



SET DEFAULT VOICES FOR LANGUAGE TAGS

In the **Audio Options menu**, choose **Multi-Language Voice Preferences**

For each language, set your preferred voice and adjust the reading speed.



Note: These settings will be saved with your login for www.Kurzweil3000.com.

Kurzweil 3000 for Windows has its own set of language voice settings

Audio Options

Voice

- ✓ Heather - US English
- Sharon - US English
- Rod - US English
- Ryan - US English
- Tracy - US English
- Will - US English
- Rodrigo - NA Spanish
- Rosa - NA Spanish
- Louise - French Canadian
- Marcia - Brazilian Portuguese
- Celia - Portuguese
- Lisa - Australian English
- Tyler - Australian English
- Lucy - UK English
- Peter - UK English
- Deepa - Indian English
- Femke - Dutch
- Jeroen - Belgian Dutch
- Sofie - Belgian Dutch
- Daan - Netherlands Dutch
- Jasmijn - Netherlands Dutch
- Manon - French
- Antoine - French
- Klaus - German
- Claudia - German
- Fabiana - Italian
- Vittorio - Italian
- Emma - Swedish
- Erik - Swedish
- Rasmus - Danish
- Kari - Norwegian
- Sanna - Finnish

TEST TAKING HELPS

Create Testing profiles managed by the test administrator

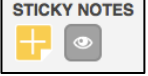
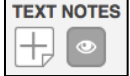


Tests can be prepped in advance and stored in a private folder then moved to a public folder when ready

Password protect a test – send it to the student early and then give them the password when test starts

Change the password after the test to prevent reentry

Use Test Prep tool pallet in kurzweil for Windows or Mac

Use a phone & Google or One Drives to quickly scan and load a hard copy test

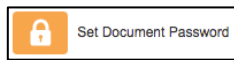
 Sticky Notes <ul style="list-style-type: none">• Comments• Instructions	 Text Notes <ul style="list-style-type: none">• Fill in the blank• Essay questions	 Bubble Notes <ul style="list-style-type: none">• True/False• Essay question• Matching question	 Highlighters, Cross-out and Circle Tools <ul style="list-style-type: none">• Highlight and circle answers• Cross out to eliminate answers
Extract the Highlights, Sticky, Text and Bubble Notes to collect the answers			

SET A PASSWORD

Under the Document View



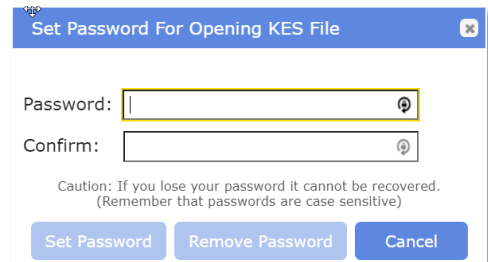
Menu find



Type and confirm Password

Click Set Password to store

Password stays with document when shared



Set Password For Opening KES File

Password:

Confirm:

Caution: If you lose your password it cannot be recovered.
(Remember that passwords are case sensitive)

Set Password Remove Password Cancel

DON'T FORGET YOUR PASSWORD!

There are no hints, and it cannot be reset or changed if you forget!

RESOURCES

THE KURZWEIL ACADEMY

New product features, videos, downloads, strategies and more!

<https://kurzweiledu.com/kurzweil-academy/kurzweil-academy.html>

YOUTUBE CHANNEL

Kurzweil education

CUSTOMIZED TRAINING

Customer Success Department

Call: 1-800-894-5374 x626

Email: CustomerSuccess@KurzweilEdu.com

- Implementation Partnerships for ongoing consultation
- Live Online Workshops
- On-site Trainings
- In-classroom coaching

LIVE TECHNICAL ASSISTANCE

Technical Support Department:

Call: 1-800-894-5374, option 3

Email: Tech@KurzweilEdu.com

CUSTOMER SUPPORT PORTAL

support.cambiumtech.com

Download Center - Software Updates and Product Guides

<https://www.kurzweiledu.com/products/download-center.html>

CUSTOMER SERVICE

Call: 1-800-894-5374

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