Kurzweil 3000® for Macintosh

Standalone Installation and Administration Guide

Version 15

(Revised April 25, 2017)

Kurzweil 3000® for Macintosh® Standalone Edition

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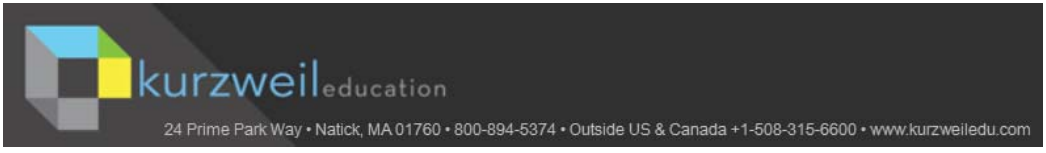

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Kurzweil 3000® Standalone Installation Package

All Kurzweil 3000 Standalone products on the Kurzweil 3000 DVD or in the Download version include the following files and folders:

- **Kurzweil 3000** application file.
  Installs the product(s) you purchased based on serial number.
- **Read Me** file.
  A text file that contains last minute information about Kurzweil 3000 that didn't make it into the documentation.
- **Extras** folder, which contains:

  Acapela Voices folder
  Contains a wizard for installing Acapela Voices.

  Documentation folder.
  Contains PDF versions of the *Kurzweil 3000 for Macintosh Standalone Installation and Administration Guide*, and the *Kurzweil 3000 for Macintosh Quick Reference Guide.*

  OpenDyslexic folder
  Contains The OpenDyslexic font, for increasing readability for readers with dyslexia. The typeface includes Regular, **Bold**, and *Italic* and ***Bold Italic*** styles.

  Read the Web folder.
  Contains the Kurzweil 3000 Read the Web KESI Reader Toolbar extension.

  Sample Files folder.
  Contains documents that you can use to try out Kurzweil 3000.

  ***Classic Literature* and Guide**.
  A collection of well-known literature provided in text format.
- ***Kurzweil 3000 for Macintosh Quick Reference Guide***.
  A handy guide to the most frequently used Kurzweil 3000 features.

Hardware and Software Requirements

- A Macintosh with a minimum of a G3 processor, and that is capable of running Mac OS X 10.7 to 10.11.
- Minimum 1 GB RAM.
- Minimum 1 GB of hard disk space.
- DVD drive, keyboard, mouse, speakers, microphone, Internet connection for Read the Web functionality.
- Image Capture-compatible scanner.

  Some scanners might not be compatible with the operating system versions required by Kurzweil 3000; and some scanners might not work with Kurzweil 3000 because of TWAIN or Image Capture support, speed and/or quality issues.

  For a list of compatible and recommended scanners call Kurzweil Technical Support: 800-894-5374 or **+1-508-315-6600** from outside of the United States.

To ensure that your system meets or exceeds the most recent requirements, refer to the Kurzweil website's system requirements page:

https://www.kurzweiledu.com/includes/new-mac-system-requirements.html

Before You Install Kurzweil 3000

Before installing Kurzweil 3000, you should do the following:

- Read Installing the Scanner (below).
- Install the scanner.
- Have the Kurzweil 3000 DVD available.
- Have serial number(s) available. You can find the serial number on the product box.

Upgrading From Previous Versions of Kurzweil 3000

Consider deleting the currently installed version of the application file by moving it to the Trash, before dragging the new application file to your Macintosh.

Installing the Scanner

Before using Kurzweil 3000, you must set up the scanner using the manufacturer's software and instructions.

To test the scanner setup, on Mac OS X, use the Macintosh Image Capture application.

For a current list of compatible and recommended scanners call Kurzweil Technical Support: 800-894-5374 or **+1-508-315-6600** from outside of the United States.

Installing Kurzweil 3000

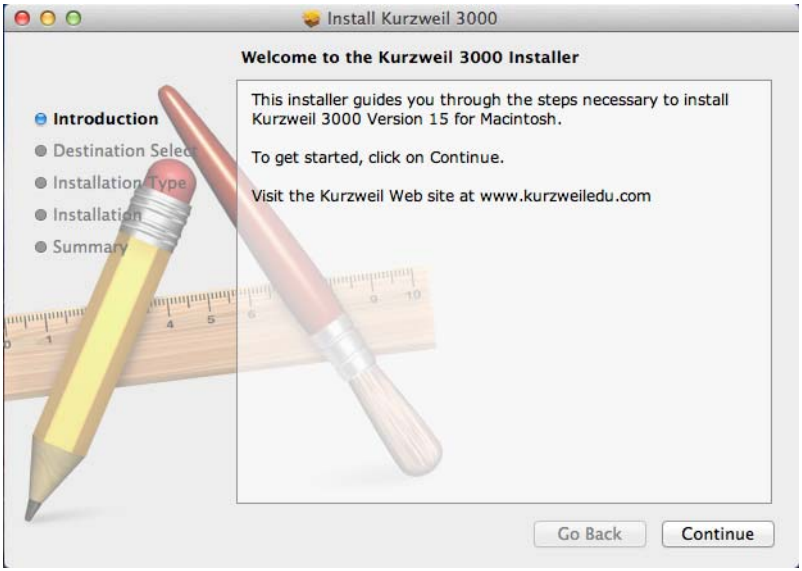
There are two ways to install Kurzweil 3000: from the DVD or by downloading the application from the Kurzweil website: https://www.kurzweiledu.com/k3mac and choosing Standalone from the list.

To install Kurzweil 3000:

1. From the DVD window or the location to where you saved the downloaded file, double click the .DMG file. A window is displayed containing the **Kurzweil 3000 installation package**, the **Acapela Voices installation package**, the **Readme** file, the **Documentation** folder, the **Extras** folder, and the **Sample Files** folder..

2. Double click the **Kurzweil 3000.pkg** icon to start the installation.

   The Install Kurzweil 3000 window is displayed.



3. Click the **Continue** button in the Install Kurzweil 3000 window to start the installation wizard. Follow the instructions in the windows that display until the installation has completed.
4. Before you start using Kurzweil 3000, it's a good idea to do the following:
   - If you are using Kurzweil 3000 with multiple users, read *Using a Single Copy of Kurzweil 3000 with Multiple Users* on page 17, to understand your options.
   - Double-click the **Read Me** file for last minute information.
   - **Tip:** If Kurzweil 3000 will be accessed by a number of users, copy the **Sample Files** folder to your Macintosh's **Shared** folder, which is located in the **Users** folder. This will make the sample documents easily accessible to all users.

5. To start Kurzweil 3000, go to the **Applications** folder or the location where you installed Kurzweil 3000.

6. Double-click the **Kurzweil 3000** icon.

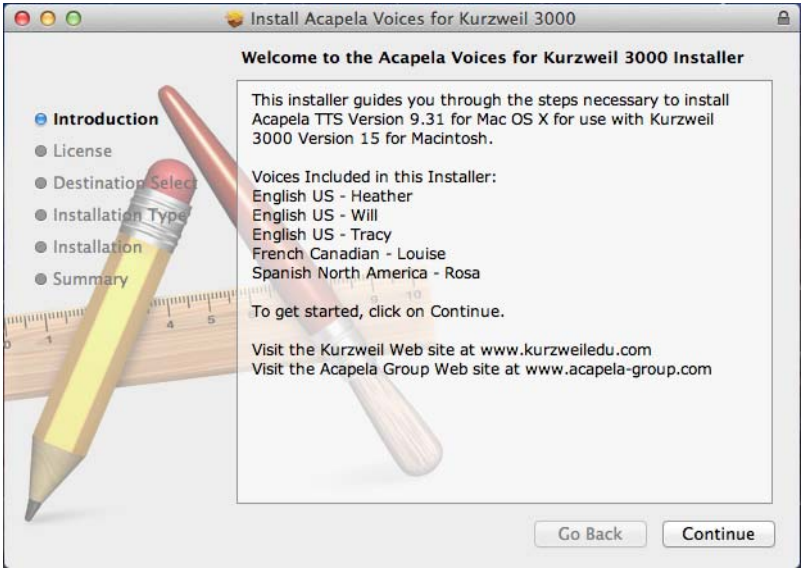
   Kurzweil 3000 starts and the Registration process begins. See *The Registration Process* on page 12.

Installing the Acapela Voices

The Kurzweil 3000 DVD contains voices from Acapela. We recommend that you install these voices on each Macintosh that will run Kurzweil 3000.

Installing the Voices

1. From the initial blue window that contains the installation packages, double-click the **InstallAcapelaVoices.pkg** file. The Install Kurzweil 3000 window is displayed.



2. Click **Continue**, then follow the instructions in the screens that follow.

Installing Additional Acapela Voice Sets

The additional Acapela Voice sets include access to more than a dozen voices in a variety of languages. All but the Acapela European Voices Three* are available on both the DVD and the Kurzweil 3000 Website. Following are the additional voice sets and the voices contained in each set.

Acapela English Non US Voices	Acapela European Voices One	Acapela European Voices Two
English Australian – Lisa	Dutch – Femke	German – Klaus
English Australian – Tyler	Dutch Belgian – Jeroen	German – Claudia
English Indian – Deepa	Dutch Belgian – Sofie	Portuguese – Celia
English UK – Lucy	French – Manon	Italian – Fabiana
English UK – Peter	French - Antoine	Italian – Vittorio

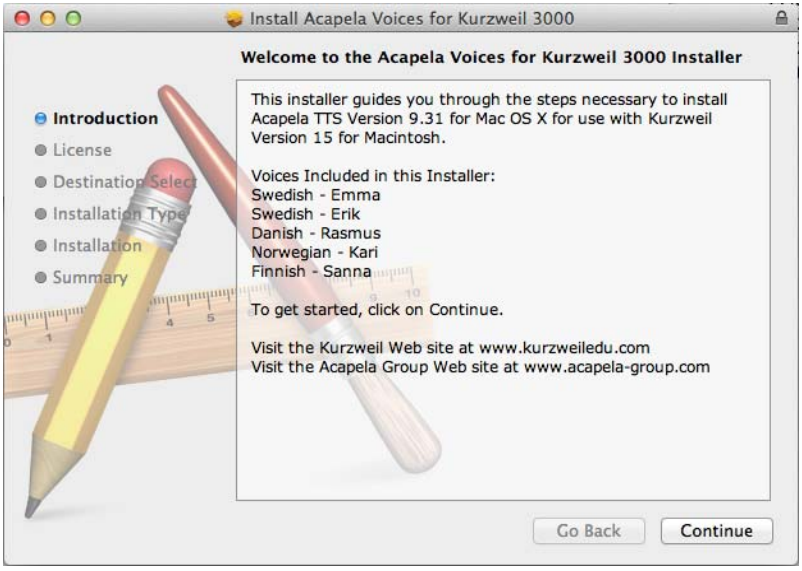
Acapela European Voices Three	Acapela North and South American Voices
Swedish – Emma	English USA – Sharon
Swedish – Erik	English USA – Rod
Danish – Rasmus	English USA – Ryan
Norwegian – Kari	Spanish North America – Rodrigo
Finnish – Sanna	Portuguese Brazil – Marcia

*__Note__: The Acapela European Voices Three is available only on the Kurzweil 3000 website.

Downloading and Installing from the Kurzweil 3000 Website

1. Go to https://www.kurzweiledu.com/k3mac.Use the information shown in the tables above to determine the voice set to download.
2. In the list of Acapela voices, click the link next to the voice set to download. The download begins and will take some time to complete.
3. When the download has completed, double-click the download file (.**dmg**) in the download window. A window is displayed that contains the installation file (.**pkg**) and a **readme.txt** file.

4. Double-click the installation file (.**pkg**). The Welcome screen is displayed. For example:



5. Click **Continue** and follow the instructions to complete the installation.

Installing from the DVD

1. Open the voice set that you want to install (use the information listed above to determine the voice set you need)
2. Double click the installation file (acapela*.pkg) to start the installation
3. Follow the instructions to complete the installation

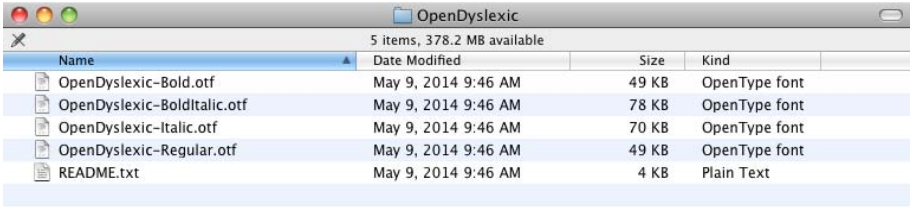
Installing the OpenDyslexic Font

The OpenDyslexic font helps to increase readability for readers with dyslexia. The typeface includes Regular, **Bold**, *Italic* and **Bold Italic** styles.

Kurzweil 3000 includes the OpenDyslexic fonts in the Extras folder.

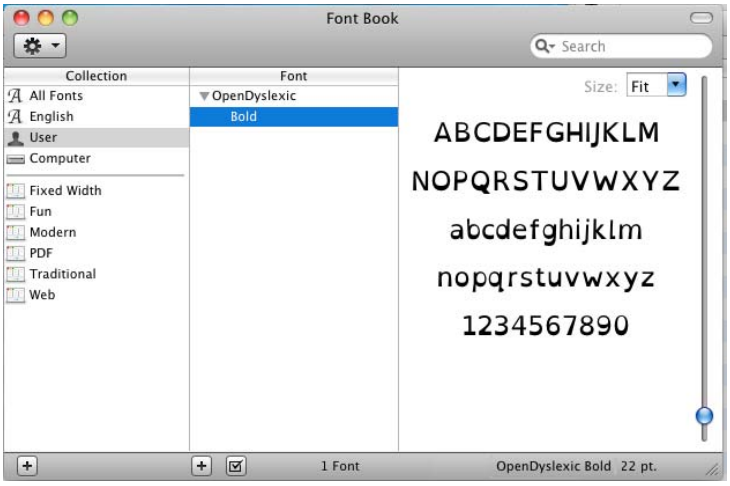
Installing the Font

1. From the initial Blue installation window, open the **Extras** folder.
2. Double click the **OpenDyslexic** folder. The list of OpenDyslexic fonts is displayed.

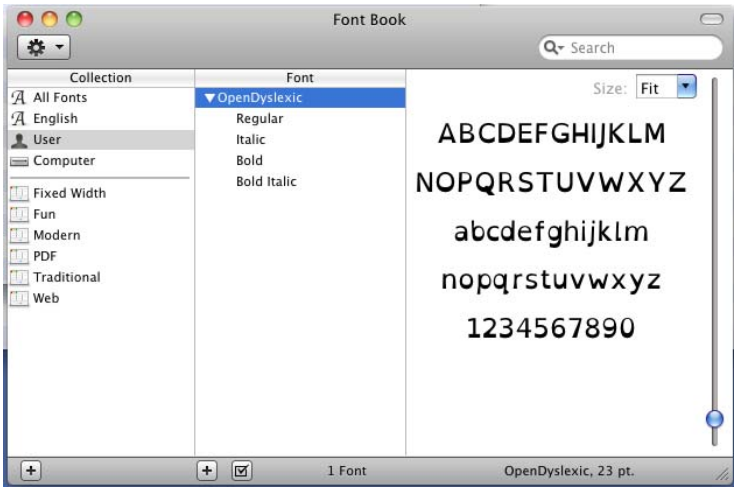


3. Double click the font to install, for example **OpenDyslexic-Bold.otf**. The font is displayed.

4. Click **Install Font**. When it has been installed, the Font book opens showing the installed font style.



5. With the Font Book open, you can drag the remaining fonts from the OpenDyslexic folder into the Font Book.



6. Close the Font Book.

Registering Kurzweil 3000

Who should register? Everyone. If you are a new customer or an existing one, you should register. If you are upgrading, you must re-register. If you purchased multiple site licenses, register each copy of Kurzweil 3000, after installing it.

Why register? Because Kurzweil Education has automated the product manufacturing and distribution processes, having your registration information in our database means you can receive upgrades, replacements or additional material quickly.

The Registration Process

Before you start, you should:

- Install copies of Kurzweil 3000 software on each Mac for which you will submit registration information.
- Have available the serial number of each copy of Kurzweil 3000 that you want to register. You can find the serial number on the product box. You need to use a different serial number for each registration.

When you start Kurzweil 3000 for Macintosh for the first time, you see a prompt to accept the Licensing Terms of the Agreement. After accepting the terms, the **Registration** window appears.

Note: If Kurzweil 3000 is currently running, choose **Register** from the **Kurzweil 3000** menu.

The **Registration** window gives you the option of registering online (recommended), or by telephone.

For information about:

- Online registration, see page 13.
- Telephone registration, see page 16.

If you decide that you do not want to register at this time, click **Register Later**. Be aware that if you don't register within 30 days of installation, Kurzweil 3000 disables all features, with the exception of the **Register** option.

Registering Online

If you are registering a copy of Kurzweil 3000 for the first time, use the following procedure. However, see *Registering Multiple Copies of Kurzweil 3000 Online* on page 15, if you have previously completed an *online registration* for one of the following products:

- Kurzweil 3000 for Macintosh Version 2.0 or later.
- Kurzweil 3000 for Windows Version 8 or later.
- Kurzweil 1000 Version 7 or later.

Note: If you are affiliated with a school or other organization, you should always use the same account name and password when you register Kurzweil Education products online.

To register Kurzweil 3000 online for the first time:

1. In the initial Registration window, select New Online Account, and click Continue.
2. Enter an **Account Name**, a **Password**, and confirm your password by re-typing it. Click **Continue**.

   This information is used to create an account at Kurzweil Education that contains standard registration information (company, address, e-mail, etc.). You should write down your Account Name and Password and keep it in a secure place.

   Note: Once you click **Continue**, an account is created at Kurzweil Education, using the Account Name and Password you entered. If for some reason you stop the registration process before completion, when you resume the process, click the **Existing Online Account** button to finish the registration process.
3. Enter the requested registration information, and click **Continue**.
4. Enter the serial number for the copy of Kurzweil 3000 you are registering. You can find the serial number on the product box.

   We would also appreciate it if you would answer the purchasing questions that appear in this window, although this is optional.

5. Click **Continue**.

   A registration confirmation window appears, informing you that the registration was successful.

If you are going to register additional copies of Kurzweil 3000, see the following section.

Registering Multiple Copies of Kurzweil 3000 Online

If you are registering multiple copies of Kurzweil 3000, **you must first fully register one copy** as detailed in the previous section, or you must have previously completed an *online registration* for one of the following products:

- Kurzweil 3000 for Macintosh Version 2.0 or later.
- Kurzweil 3000 for Windows Version 8 or later.
- Kurzweil 1000 Version 7 or later.

To register additional copies of Kurzweil 3000:

1. In the initial **Registration** window, select **Existing Online Account**, and click **Continue**.
2. Enter the *same* **Account Name** and **Password** that you entered for a previous online registration. Click **Continue**.

   Note: If you've previously registered a Kurzweil Education product online, but have forgotten your account information, select **Retrieve Forgotten Online Account Info**. A new window appears. Enter the serial number for the *previously registered product*, and click **Continue** to initiate the information request.

   When Kurzweil 3000 finds your information, it sends the details to the e-mail account that you supplied when the original product was registered. Check your e-mail for your Account name and Password.
3. In the next window, the account information is automatically filled in based on the previous registration. Click **Continue**.
4. Enter the serial number for the copy of Kurzweil 3000 you are currently registering, and click **Continue**.

   A registration confirmation window appears, informing you that the registration was successful.
5. Repeat this procedure for any other copies that you want to register.

Registering by Telephone

You have the option of registering by telephone.

Before you call us. If you plan on registering multiple copies of Kurzweil 3000 over the telephone, please perform **step 1** below for each copy that you want to register, and record the system code on the included **System Code Worksheet**. See the next section for more information about the System Code Worksheet.

To register by telephone:

1. In the initial **Registration** window, select **Phone**, and click **Continue**.

   A window appears displaying the telephone number for Kurzweil Education Customer Service, the **System Code** for this installation, and a space to enter the Serial Number.

2. Call the telephone number, and give the representative the Serial Number and System Code.

   Note: For phone registration, call **800-894-5374** within the United States, or **+1-508-315-6600** from outside of the United States.

About the System Code Worksheet

If you are installing and registering Kurzweil 3000 on multiple machines, using the System Code Worksheet included at the end of this book to note the System Codes, Serial Numbers and Unlock Codes, can greatly expedite the telephone registration process. See *System Code Worksheet* on page 26.

Locking the Registration Process

If security is an issue at your site, you might want to lock the ability to update the registration information. You can do this in the **Lock Features** window. To access this window, choose **Lock Features** from the **Kurzweil 3000** menu. For detailed information on locking the update process see *Locking and Unlocking Kurzweil 3000 Features* in the Kurzweil 3000 Online Help.

Using a Single Copy of Kurzweil 3000 with Multiple Users

This section explains the use of Kurzweil 3000 with multiple users. If you use Kurzweil 3000 in a single-user setting, that is, Kurzweil 3000 is installed on a computer and is only used by one person, you can skip this section.

In many instances, a single copy of Kurzweil 3000 is used by more than one user (i.e., at different times). If you will be using Kurzweil 3000 with multiple users, it is important to understand the following issues:

- Document organization: where documents are stored.
- Individual user preferences: reading speed, font and font size for text documents, toolbars, etc.
- Document security: who can access individual user's documents.

Kurzweil 3000 provides two methods for administering multiple users:

Method 1 — Using Macintosh user accounts. (Default)

Using this method, users log in to the *computer* with a user name and password.

Kurzweil 3000 keeps track of each user's preferences, from session to session, based on the Macintosh login information.

With this method, each user's documents are secure and are not accessible to other users. However, to ensure document security, users must remember to log in and log out of the computer, so that one person's documents are not confused with another person's documents.

Method 2 — Using Kurzweil 3000 multiple user accounts.

Using this method, users access Kurzweil 3000 via a Kurzweil 3000-specific window, using only a user name.

Kurzweil 3000 keeps track of each user's Kurzweil 3000 preferences, from session to session, based on the user name.

Since users log in to the program using a Kurzweil 3000-specific window this may provide a more comfortable experience for certain users. Also, users are likely to quit Kurzweil 3000 after a session, thereby minimizing the chance of one person's files being confused with another person's files.

However, this method provides no security for individual user's documents, because there is no password protection. Without password protection, it is easy for one user to log in as a different user and access that person's personal files.

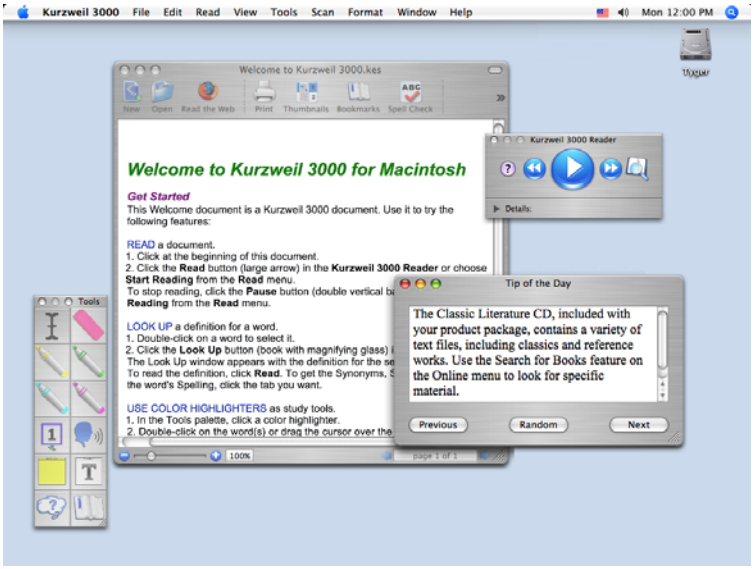
Setting Up Kurzweil 3000 User Accounts

This section shows you how to set up Kurzweil 3000 for multiple users. This scheme is explained in **Method 2** on page 17.

To set up Kurzweil 3000 for access by multiple users

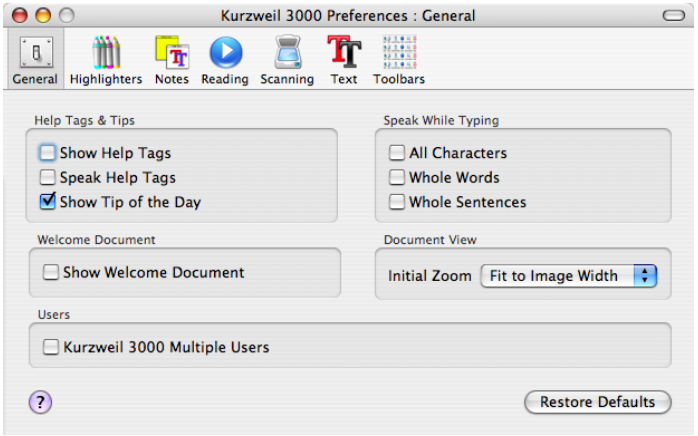
1. Go to the location where Kurzweil 3000 is installed.
2. Double-click the **Kurzweil 3000** icon.

   Kurzweil 3000 starts and the initial interface appears.



3. Choose **Preferences** from the **Kurzweil 3000** application menu. This is the first menu in the menu bar after the Apple menu.

   The **Kurzweil 3000 Preferences** window appears.



4. If it is not already selected, click **General** to display the **Kurzweil 3000 General Preferences** pane.

5. In the **Users** area at the bottom of the General preferences pane, click the **Kurzweil 3000 Multiple Users** checkbox.

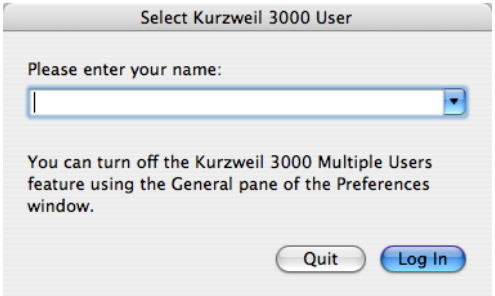
   A message appears explaining the consequences of choosing this option. You should review this information, and, if necessary, the more detailed information in *Using a Single Copy of Kurzweil 3000 with Multiple Users* on page 17.

6. Click the **Close** button to exit the **Kurzweil 3000 Preferences** window.

7. Choose **Quit Kurzweil 3000** from the **Kurzweil 3000** application menu.

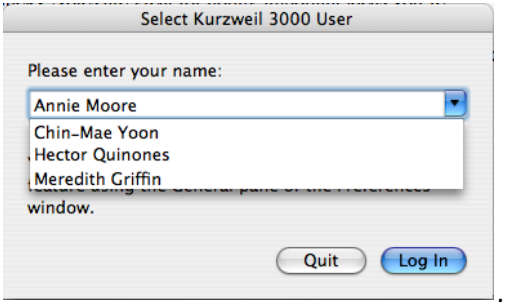
8. Double-click the **Kurzweil 3000** icon to restart Kurzweil 3000.

   When Kurzweil 3000 starts, the **Select Kurzweil 3000 User** window appears.



If you are a new user, type your user name. User names are not case-sensitive. Then click **Log In**. The **Select User** sheet appears asking you if you want to create a new user. Click **Create**.

If you are a returning user, choose your user name from the menu. Then click **Log In**.



The Kurzweil 3000 Read the Web Extension

The Kurzweil 3000 Read the Web extension enables the Kurzweil 3000 Read the Web application to work with Firefox and Chrome. This extension works with Kurzweil 3000 Standalone and Web License Editions, version 15.08 or greater.

The older Classic KESI Reader is the version that is launched when you click **Read the Web** in Kurzweil 3000. Installing the Firefox extension for the Kurzweil 3000 Read the Web doesn't replace the Classic KESI Reader version for Firefox. The newer version is not launched from Kurzweil 3000, but is always available when you open your Firefox or Chrome browser. The instructions below are for adding and using the newer Kurzweil 3000 Read the Web extension.

Note: See the online help for instructions on removing the older KESI Reader toolbar.

Adding Kurzweil 3000 Read the Web as an Extension on Firefox

1. Open Firefox (Version 50 or greater).
2. Open Kurzweiledu.com download page (https://www.kurzweiledu.com/news-resources/software-updates/misc-updates_v15.html). The Other Tools for Version 15 page opens.
3. Click the link at the bottom of the Read the Web instructions. **Note**: You may get a warning about Firefox blocking installation.
4. Click **Allow**. A message appears about installing an add-on.
5. Click **Install**. You will get a message that it has been installed successfully.
6. Close the message. Open a web page (e.g., https://www.kurzweiledu.com)

You should see the Read the Web icon in the upper right of your Firefox browser.

After you have installed The Read The Web extension you can open and use the Read the Web feature. It works the same on Firefox as it does on Chrome.

Adding Kurzweil 3000 Read the Web as an Extension on Chrome

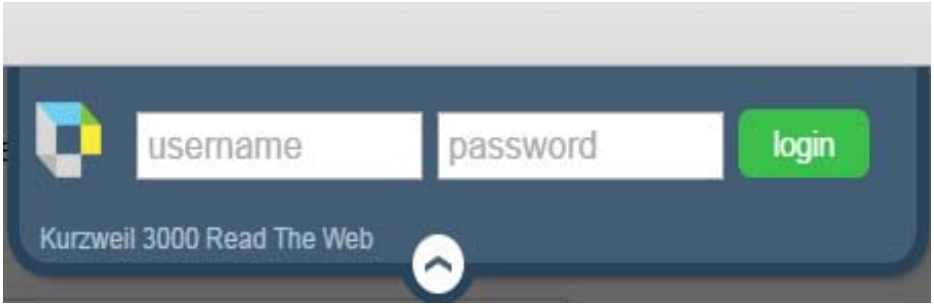
1. Be sure you have the Chrome browser installed.
2. Locate the Google Search field on the Chrome browser and search for Chrome Web Store.
3. Click the Chrome Web Store link. The Web Store is displayed.
4. Click **Extensions**. In the **Search** box type **k3000**. The results window displays K3000 Read the Web.
5. Click the blue +ADD TO CHROME button. A confirmation window is displayed.
6. Click the Add extension button. An instruction window is displayed.

Using the Kurzweil 3000 Read the Web Extension

After you have installed The Read The Web extension you can open and use the Read the Web feature. It works the same on Firefox as it does on Chrome.

To Open and Use the Read the Web Extension

1. Open a web page, then click the k3000 icon in the top right corner of the Firefox or Chrome browser. The Read the Web extension is displayed.



2. In the Standalone version if you usually sign in, enter your k3000 username.
3. The Read the Web Toolbar is opened and ready for you to use.

4. To open k3000+***firefly***, click the Kurzweil logo.
5. Click the **Options** button to view or change the settings. Note that these options are in effect for the current session only and will need to be re-selected the next time you log in. The options you select here do not change any audio options in k3000. The reading voice that you are using in k3000 will also be used in RTW.

   You can change the position of the Read the Web window using the Position choices at the bottom of the Options window. You can position

the window to be displayed at the Left, Center, or Right side at the top of the Firefox Browser.

6. Use the **Read Navigation** buttons just as you do in k3000.
7. Use the **Audio Reading** Toggle button to turn sound on or off.
8. Use the **Dictionary** button to look up a selected word.
9. Use the **Translate** button to translate selected text. Use the drop-down menu to select a language. **Note**: The Translate button is only available in the Web License Edition.
10. To shrink the Read the Web window hiding the windows, click the **Toggle Display** button at the bottom. Click it again to expand the Read the Web window.

Installing the Kurzweil 3000 Read the Web KESI Reader Toolbar

The older Kurzweil 3000 KESI Reader Toolbar enables the Read the Web feature to launch from Kurzweil 3000. If you prefer to use this version, see the online help for instructions on installing this version of Read the Web.

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System Code Worksheet

If you are installing and registering Kurzweil 3000 on multiple machines, and are using the phone registration option, completing the worksheet provided on the next page before calling Customer Service can help to expedite the process.

As you go through the installation process note the Kurzweil 3000 product serial number and system code for each machine. They are necessary for obtaining a corresponding unlock code, which you will then need to activate each installation of the software.

Space is also provided on the worksheet for the location of each machine, and for the corresponding unlock code which the Customer Service representative will provide to you.

Note: You can display a machine's system code by clicking the **Phone** button in the initial registration window box.

For complete details and instructions on product registration, and specifically, Registering by Phone, see *The Registration Process* on page 12.

System Code Worksheet

Machine Location	Product Serial Number	System Code for Machine	Unlock Code (provided by Kurzweil Customer Support)

System Code Worksheet

Machine Location	Product Serial Number	System Code for Machine	Unlock Code (provided by Kurzweil Customer Support)