

Kurzweil 3000 for Macintosh Getting Started

Kurzweil 3000 Products

Kurzweil 3000 Web License Subscription

A yearly subscription to licenses that includes several components working together to support students wherever they are and on whatever device they are using.

One Login to Access Everything



Kurzweil 3000 for Windows and Macintosh Installed Application

- Install on your Windows or Mac desktop or laptop



Kurzweil 3000 for Web Browsers - <http://www.Kurzweil3000.com/>

- Access from any web browser connected to the internet



Kurzweil 3000 iPad App



Kurzweil 3000 Universal Library

- Store your k3000 documents here
- Share between students and teachers
- Access from the Installed Application, Web App and iPad app for access anywhere anytime you are connected to the internet.



Kurzweil 3000 Read the Web extension

- Add to Chrome or Firefox web browsers for Text to Speech (TTS) access to content on the fly

Kurzweil 3000 Network

Concurrent licenses shared across a LAN (local area network)

Includes Kurzweil 3000 for Windows and Macintosh Installed Client ONLY

Kurzweil 3000 Read the Web extension

Add to Chrome or Firefox web browsers for TTS access to content on the fly

Kurzweil 3000 Standalone

Individual licenses

Includes Kurzweil 3000 for Windows and Macintosh Installed Client ONLY

Kurzweil 3000 Read the Web extension

Add to Chrome or Firefox web browsers for TTS access to content on the fly

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This document is meant only as an introduction to the most basic features. For more detailed information, please visit 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.

Open Kurzweil 3000

Double Click the Kurzweil 3000 icon on your desktop, dock or Applications folder.



Login (Web License Subscription Only):

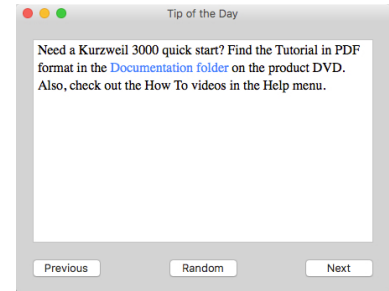
Your username and password is the same for ALL Kurzweil 3000 Subscription components.

If you are the Kurzweil site administrator – login is emailed to you in your welcome package from Kurzweil’s Customer Service team.

If you are a teacher or student – check with your school/district Kurzweil site administrator to obtain your username and password.

The **Tip of the Day** will automatically open with a different tip.

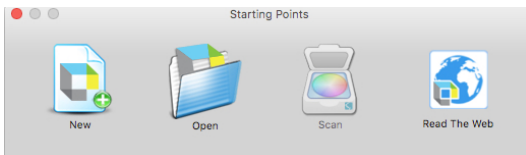
You can click **Previous**, **Next** or **Random** to see other tips.



Starting Points

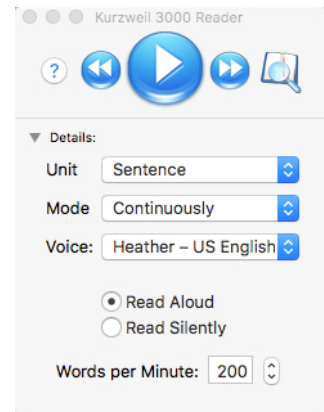
From here you can:

- Open a New draft document
- Open an existing file from your local computer
- Scan a document
- Read the Web (Subscription licenses only)



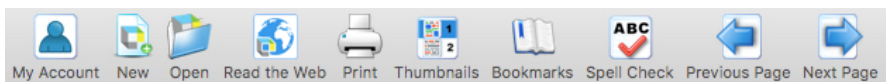
Kurzweil 3000 Reader

Start reading and customize your reading settings



Toolbars and Palettes

Different toolbars and palettes will be available based on the type of document you are in.

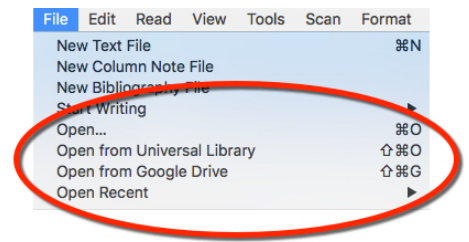


Access Content

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

From your local Computer, the Universal Library, or Google Drive

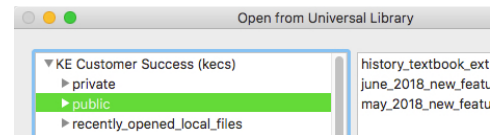
- **File > Open..., Open from Universal Library, or Open from Google Drive**



The Universal Library (Web License Subscription Only)

Unlimited cloud storage for your Kurzweil 3000 files in addition to some pre-loaded content:

- Your Private and Public folders
- Public folders for the Top Level admin and any teachers or students in your team. Students cannot see other student's folders.
- Classic Literature folder (1800+ titles)
- Help files folder
- Non-Fiction Bookbag folder containing 15 titles for grades 3 through 8
- Sample files folder
- Templates



Click on the toggle arrow next to a folder to expand it
Click on the folder where the file is saved
Choose the file from the list on the right

From Google Drive

- **File > Open from Google Drive**
- Click the **Sign In button** if you are not already signed into Google Drive
- Locate your file and click **Open**

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

- Save (or upload) image to Google Drive or your local computer
- Open the image using **File > Open...** or **Open from Google Drive**

From Online File Storage - such as Dropbox, OneDrive, Box, etc.

- Download the file to your computer from the online storage program (such as Dropbox)
- Use **File > Open**, to locate the file

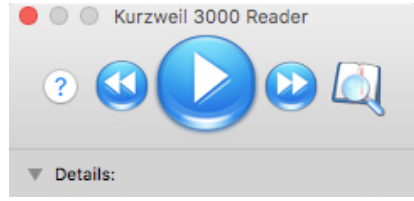
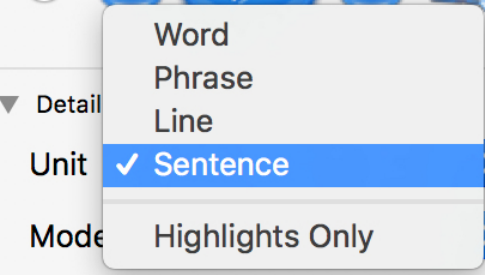
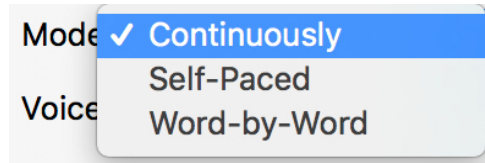
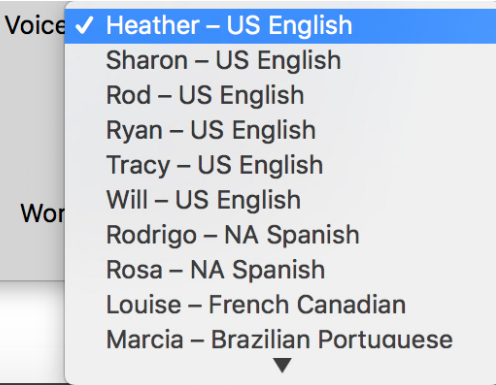
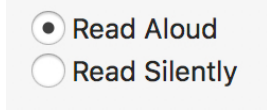


From a Scanner (connected to your computer)

- Choose **Scan > Scan New Document**

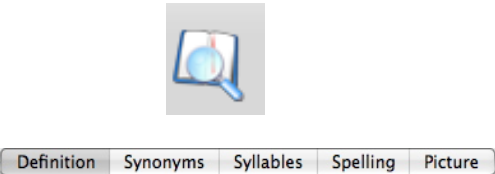
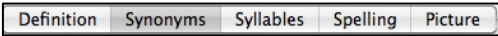
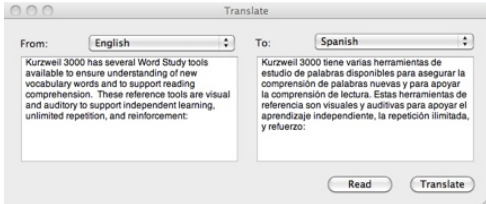
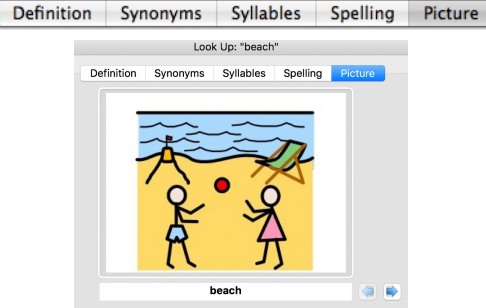
Virtual Print – bring files from another application into KURZWEIL 3000 to save as a .kes file

- Open a file in its native application
- **File > Print**
- In the **PDF dropdown**, choose **Open as a PDF in Kurzweil 3000**
- The file will appear in KURZWEIL 3000 to be read, saved, etc.



You've Opened it, Now Read it!





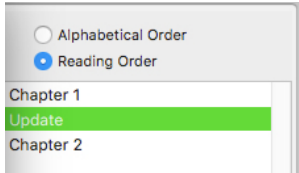

Feature	Steps	
Read Text	Make sure the Kurzweil 3000 Reader is showing Window > Show Reader Place your cursor in the text and click the Read button (⌘R) to start reading. The Forward and Backward buttons will skip to the previous or next Reading Unit .	
Reading Unit	The block of text that is highlighted when reading. <ul style="list-style-type: none"> • Word • Phrase • Line • Sentence • Highlights Only (the text you have marked with a highlighter tool) 	
Reading Mode	<ul style="list-style-type: none"> • Continuous: continuous reading from unit to unit and page to page. • Self Paced: pause at the end of each unit. • Word by Word: pause at the end of each word 	
Reading Voice	Kurzweil 3000 installs with several Acapela Voices and includes an Additional Acapela Voices Install for foreign languages.	
Turn off speech , but continue to highlight words to keep on task.	To turn off speech and practice silent reading or oral reading fluency skills with Kurzweil 3000: <ul style="list-style-type: none"> • Select Read Silently 	
Reading Speed	The Reading Speed WPM can be increased or decreased to support the needs of the user and the density of the text being read. <ul style="list-style-type: none"> • Click the UP or DOWN arrows on your Words per Minute button. • OR Click in the box on your Speed button and type the desired WPM 	
Change size of text	To support users with low vision, you can easily increase or decrease the size of a document viewed in Kurzweil 3000 by changing the Zoom value: <ul style="list-style-type: none"> • At the bottom of the document use the slider to change text size 	

Basic Vocabulary tools

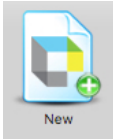

Feature	Steps	
Get Definition of a word	<ul style="list-style-type: none"> Place your cursor just before a word or double click on a word to select it Click on the Word Lookup button in the Kurzweil 3000 Reader Select Definition Click the Read button on Kurzweil 3000 Reader to read definitions aloud 	
Find Synonyms of a word	<p>A Digital Roget's Thesaurus and Concise Oxford Thesaurus are built in to Kurzweil 3000:</p> <ul style="list-style-type: none"> Select a word and click word lookup From the Word Look Up window select the Synonyms button Click the Read button on the Kurzweil 3000 Reader to hear the synonyms 	
Translate text Kurzweil 3000 uses Google Translate NOTE: You must be connected to the internet to use this feature.	<ul style="list-style-type: none"> Select Text you would like to translate Online > Translate Select Language From/To Click Translate Click Read 70+ Languages supported 	
Get a Picture of a word Built-in picture dictionary using 12,000 Widgit Symbols	<ul style="list-style-type: none"> Place your cursor just before a word or double click on a word to select it From the Word Look Up window select the Picture button 	

Basic Study Tools

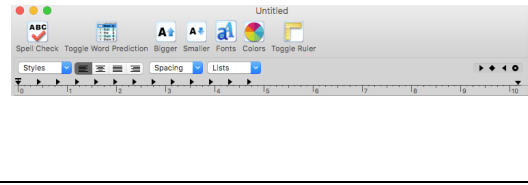
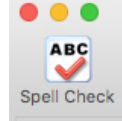
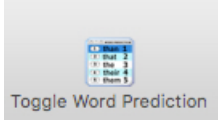
Feature	Steps	
Highlight, Circle or Cross-out text	<ul style="list-style-type: none"> Different colors of highlighters let you associate different concepts with different colors Choose a highlighter, click and drag across text to highlight, circle or cross out 	
Erase Highlights or Circles	Highlights and Circles can be erased by selecting the Erase tool and dragging your mouse over the highlighted or circled text.	

Feature	Steps	
Extract Highlights to an outline	Highlights can be extracted to an outline. In the dialog box you can customize the extraction settings.	File > Extract > Extract Notes and Highlights...
Insert a Sticky Note	Sticky Notes can be used to insert questions/notes about the text or provide instructions. They are brightly colored and stand out when reading the text. <ul style="list-style-type: none"> Click on the Sticky Note button Click anywhere on your open document Begin Typing 	 <p>NOTE: not available in text documents</p>
Insert a Text Note	Text Notes can be used to answer questions in a .kes test or quiz file. <ul style="list-style-type: none"> Click on the Text Note button Click anywhere on your open document Begin Typing 	 <p>NOTE: not available in text documents</p>
Insert a Voice Note Voice notes are a great way to support <i>English Language Learners</i> by embedding clarifying notes recorded by native speakers of the language.	Voice note tool can be used to insert a recording of your own voice. <ul style="list-style-type: none"> Click on the Voice Note button Click anywhere on your open document Click the Record button to record a message up to 120 seconds long. To hear the note: Double click 	 <p>NOTE: Microphone is needed to record voice notes.</p>
Insert a Bookmark to mark important places in the text.	<ul style="list-style-type: none"> View > Bookmarks to open the Bookmarks pane. Place your cursor in your file. Click on the Bookmark button In the Bookmarks pane, type the name of your bookmark and hit Enter. To go to a specific bookmark, double-click it in the list 	 
Delete a note or bookmark	<ul style="list-style-type: none"> Click Erase button Click on the icon in the text for the note you want to erase. 	

Basic Writing tools

Feature	Steps	
Start Writing	<ul style="list-style-type: none"> Click New button on Starting Points Or File > New A new Blank Document will open with writing tools displayed in the document toolbar Begin typing 	
Listen to my written work	Using Kurzweil 3000's talking word processor to read text out loud can be extremely helpful with editing and revising written work. <ul style="list-style-type: none"> Place your cursor at the beginning of text you would like to read Click the Read button 	

Basic Writing tools

Feature	Steps	
Change Font, size, style, alignment, etc.	<p>Basic text style tools are available:</p> <ul style="list-style-type: none"> • Font • Size • Style • Alignment • Color 	
Check Spelling of a word	<p>To check the Spelling of any word you type:</p> <ul style="list-style-type: none"> • Click on the Spell Check button on your Document Toolbar • A spell check box will open • Click on each choice to hear your options • Select correct option and Click Change 	
Get help with predicting words as I type	<ul style="list-style-type: none"> • Click on the Toggle Word Prediction button • Begin typing your draft • Words will be offered as you type • Click on the Number of the word to insert in to your text. 	

Don't Forget to Save!

You can save files to your local computer, a local network folder, Save a copy to Google Drive, and the Universal Library (Web License Subscription Only).

Resources

The Kurzweil Academy

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

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

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 Support

Technical Support Department:

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

Email: Tech@KurzweilEdu.com

Customer Support Portal:

<https://support.cambiumtech.com/index.php>

Customer Service email:

CustomerService@KurzweilEdu.com