Kurzweil 3000 for Windows
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

Table of Contents

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.

Open Kurzweil 3000

**Double Click** the Kurzweil 3000 icon on your desktop.

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.
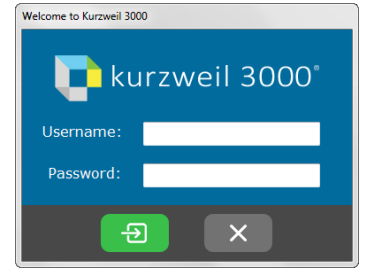
The Kurzweil 3000 Home Tab
From here you can:
- Open a file from the Universal Library, your local computer or Google docs
- Start a new draft document
- Start a new brainstorm document
- Start a new outline
- Scan a new file
- See the Tip of the Day
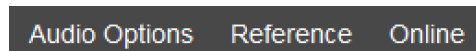- See a list of the most recent opened doc
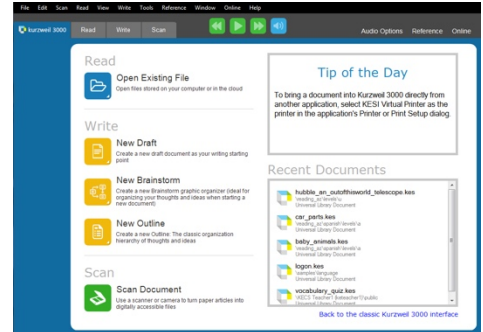
Other Quick Access Tabs
Read – starting point for reading and highlighting a document
Write – starting point for the writing path
Scan – starting point for scanning

Read buttons and Options dropdowns (Audio, Reference, Online) will be constant on all tabs
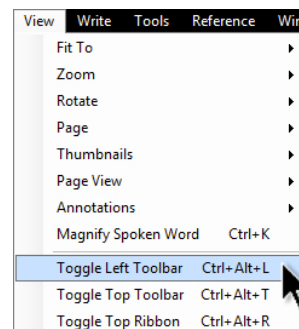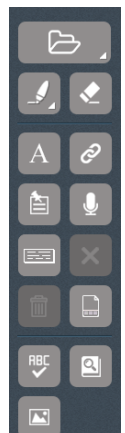
Toolbars and Ribbon

Each tab has its own toolbar and ribbon across the top and toolbar down the left side.
The tools will change depending on the tab you are in.

Use the **View menu** to toggle the toolbars and ribbon on and off. The next time you login, the settings will be remembered.

Two Document Types: Text and Image

Text Document
- Text information
- Open an existing text file or create one in Kurzweil 3000 by typing or extracting text
- Students can edit and format content

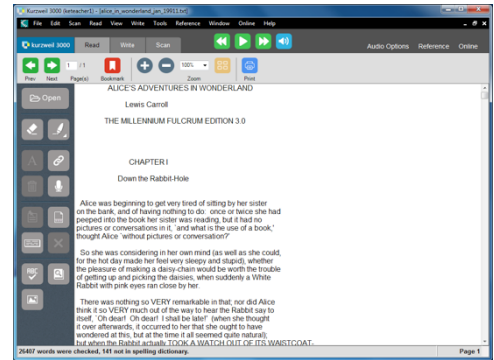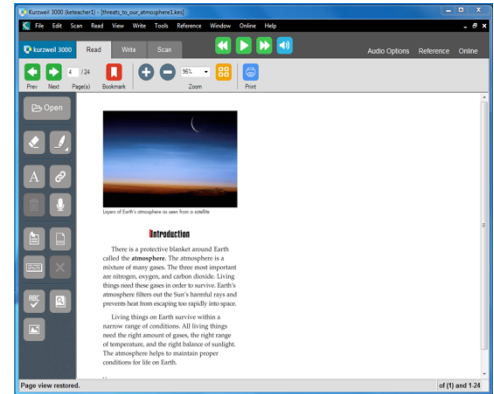Text can be selected, font and font size changed, can be edited.

Image Document
- Exact image of page (text, pictures, graphics) and underlying text
- Created by OCR process by scanning or virtual printer
- Students can't modify image

Text, images and document is locked. Use Zoom feature to enlarge, Text, Sticky or Voice Notes to annotate on document. Importing a PDF file will create an image document.

	Text Documents	Image Documents
Description and File Creation	Created by typing in text, opening an existing text or word processing file, or extracting text or annotations or highlights within a Kurzweil 3000 image document	Image documents are generated by scanning , virtual printing or opening a PDF. These files contain two layers: The image, which is a picture of the page that you see on the screen and includes pictures, graphics and text The underlying text, which is the set of words that Kurzweil 3000 reads.
Purpose	Students can create, edit and format text documents for study guides and to complete writing assignments.	Used for print-based materials that need to be read aloud; and for curriculum content that includes graphics or images that support the text.
Supported Editing Features	Cut/Paste, insert page breaks, Text formatting - font, size, style, line spacing, word spacing	You cannot change the format of the picture layer of image documents. You can change the underlying reading order and underlying text using Zone Editor and Edit Underlying Text.
Supported Study Skills Features	Highlights, Bookmarks, Voice Notes, Footnotes and Bubble Notes.	Highlights, Bookmarks, Voice Notes, Footnotes, Text Notes, Sticky Notes, Fill in the Blanks Bubble Notes

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
- From the Kurzweil 3000 tab choose Open Existing File

Supported Files
KESI File (*.KES)
Rich Text Format (*.RTF)
Text File (*.TXT)
MS Word Files (*.DOC)
MS Word 2007 Files (*.DOCX)
Image Files (*.TIF; *.BMP; *.JPG; *.PNG)
Adobe Acrobat Files (*.PDF)
Daisy (*.OPF)
Compressed DAISY (*.BKS)
EPUB (*.EPUB)
HTML (*.HTM; *.HTML; *.XML)
SEK (*.SEK)
All Files (*.*)

Stored on computer | Saved in Universal Library | 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
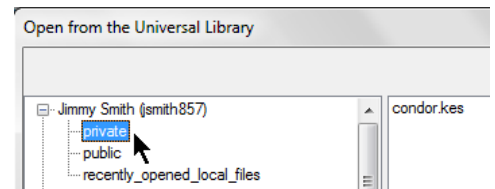
Click on your name to select, and click the plus (+) button
Click on the folder where the file is saved
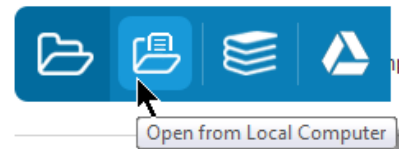Choose the file from the list on the right

From Google Drive
- You will be asked to sign in to Google Drive via the web
- Return to K3000 - the Open from Google Drive folder will be displayed, click on My Drive to see files

Bookstores/Online
You cannot import a Kindle eBook, but can import eBooks from 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 Google Drive or your local computer
- Open the image using the appropriate button listed above

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 the **Open from Local Computer button** or the **File menu > Open**, to locate the file
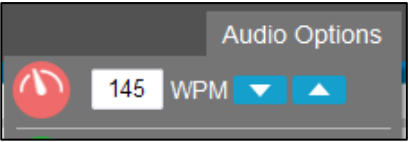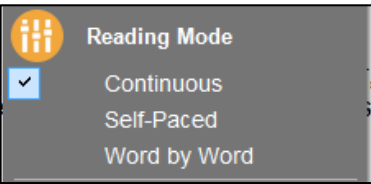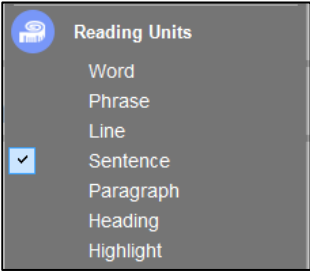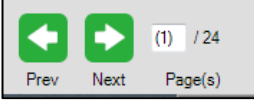
From a Scanner (connected to your computer)
- Choose the **Scan tab**, choose **Scanner Setup button** to the right of the Zoom options and choose your scanner
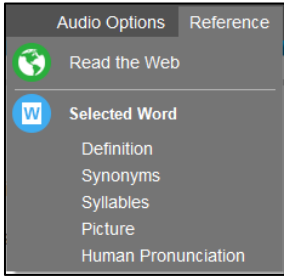- Place the document or page on the scanner, click the **Start a Scan button**
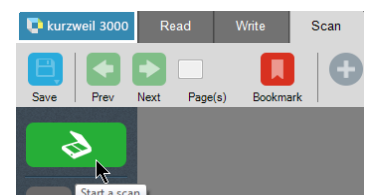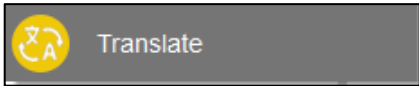
Virtual Print – bring files from another application into K3000 to save as a .kes file
- Open a file in its native application
- **File > Print** and choose the **KESI Virtual Printer**
- The file will appear in K3000 to be read, saved, etc.

You've Opened it, Now Read it!

Feature	Steps	
Read Text Aloud or Silent	Place your cursor in the text and click the **Read button (F3)** to start 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.	**Read button**
Change the Speaking Voice NOTE: For *English Language Learners* and for reading text in foreign languages: **23 voices and 10 languages supported!**	• Click the **Audio Options dropdown** • Choose a speaker from the dropdown list Kurzweil will access any speech engines on your computer. The install includes **20+ High Quality voices from Acapela!**	**Audio Options dropdown**
Change the Reading Speed (Words per Minute)	• Click **Audio Options dropdown** • Change the WPM (words per minute) setting up or down Increase: **(F11)** Decrease: **(F12)**	**Audio Options dropdown**
Change size of Text **Increase** or **decrease** the **size** of an image document by changing the **Zoom** value.	• Click the **Plus or Minus buttons** on your **Zoom button** • OR Click the down arrow to select a preset zoom value. Zoom in: **(F7)** Zoom out: **(F8)**	**Zoom button**
Change the Reading Mode	• **Continuous:** continuous reading from page to page. • **Self Paced:** pause at the end of each unit. • **Word by Word:** pause at the end of each word • Click **Read button** to begin again.	**Audio Options dropdown**
Change the Reading Unit	• Click on **Reading Unit button** and choose the block of text that is highlighted when reading.	**Audio Options dropdown**
Change the Page	• Click the green LEFT and RIGHT arrows on your **Page buttons**. OR • Click the box and type the page number • Press **Return/Enter** on your keyboard	**Page buttons** Next Page **(Ctrl E)** Previous Page **(Ctrl R)**
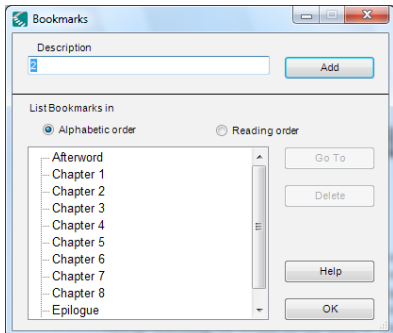
Basic Vocabulary Tools

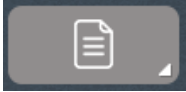| Feature	Steps	
Get **Definition** of a Word	• Place your cursor just before a word or double click on a word to select it • Click on the **Definition button**	**Read or Write toolbar: Dictionary (Ctrl D)**
Find **Synonyms** of a Word to support comprehension or to expand word-choices when writing. A Digital Roget's Thesaurus is built in to Kurzweil 3000.	• Place your cursor just before a word or double click on a word to select it • Go to the Reference dropdown and choose Synonym	**Reference dropdown: Synonym (Ctrl Q)** Audio Options Reference Read the Web **Selected Word** Definition Synonyms Syllables Picture Human Pronunciation
Translate passages of text to another language (powered by Google Translate). **NOTE:** Also great for translating documents to share non-legal documents with students, parents and other members of the team. **NOTE:** You must be connected to the internet to use this feature.	• Highlight the selection of text you would like translated. • In the Online dropdown, click the Translate button • Select the Language From and Language To • Click **Translate** • Click **Read** to hear the text • OR Click **Open** in new document to create a new document of the translation. • Save the new document.	**Online dropdown: Translate** Translate *** 64 Languages supported** **A powerful tool for English Language Learners to translate on the fly and build their knowledge of English.**
Get a **Picture** of a word using the built-in picture dictionary including 12,000 Widgit Symbols	• Place your cursor just before a word or double click on a word to select it • Click on the Picture button • Picture will pop up	**Read or Write toolbar: Get picture of selected word**

Basic Study Tools

Feature	Steps	
Highlight, Circle or **Cross out text**	• 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	**Read or Write toolbars: Highlighter**
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.	**Read or Write toolbars: Highlight Eraser**
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…**

Basic Study Tools

| Feature	Steps	
Insert a **Sticky Note**	**Sticky Notes** can be used to insert questions/notes about the text or provide instructions. They are brightly colored and standout when reading the text. • Click on the **Sticky Note button** • Click anywhere on your open document • Begin Typing	**Read or Write toolbar: Sticky Note** NOTE: not available in text documents
Insert a **Text Note**	**Text Notes** can be used to answer questions in a .kes test or quiz file. They have a transparent background – great for fill-in-the-blanks or labeling graphics. • Click on the **Text Note button** • Click anywhere on your open document • Begin Typing	**Read or Write toolbar: Text Note** NOTE: not available in text documents To quickly insert text notes on every blank line on a page: **Tools > Fill-in-the-blanks**
Insert a **Voice Note** Voice notes are a great way to support *English Language Learners* 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. • Click on the **Voice Note button** • Click anywhere on your open document • A dialog box will open • Click on the microphone to record a message up to 120 seconds long. • Click **OK** • To hear the note: Double click	**Study skills toolbar: Voice button** NOTE: Microphone is needed to record voice notes.
Delete a note	• Click on the note ONE time • Click **Delete button** OR • Right Click on a note and select **Delete note**	**Read toolbar: Delete**
Insert a **Bookmark** to mark important places in the text.	• Click anywhere on your open file. • Click on the **Bookmark button** • Type in a description and click **Add** • To view Bookmarks in a document, click on the bookmark tool to view them all. • Click on the Bookmark you would like to **Go To**.	**Bookmark button**

Basic Writing Tools

Feature	Steps	
Start Writing	• On the **Kurzweil 3000 tab** you can choose to start a **New Draft**, **New Brainstorm** or **New Outline** document or • Click on the **Write tab** to begin • Click the **New Document button**	**Write** **New Draft** Create a new, blank draft document as your writing starting point **New Brainstorm** Create a new Brainstorm graphic organizer (ideal for organizing your thoughts and ideas when starting a new document) **New Outline** Create a new Outline: The classic organization hierarchy of thoughts and ideas
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.	**Read button (F3)**
Format the text	Basic tools for style are available: • Font • Size • Style • Alignment	**Write toolbar: Style Tools** Arial 12 B I U **Now available: Open Dyslexic font**
Check Spelling	To check the Spelling of any word you type: • Click on the **Spell Check button** • Click on each choice to hear your options • Click **Change**	**Write toolbar: Spell Check (Shift F8)**
Word Prediction as you type	Word Prediction will guess words as they are typed based on frequency and recency. • Click on the **Word Prediction button** • Begin typing your draft • Words will be offered as you type • Click on the Number of the word to insert	**Write toolbar: Word prediction (Shift F11)**

Don't Forget to Save!

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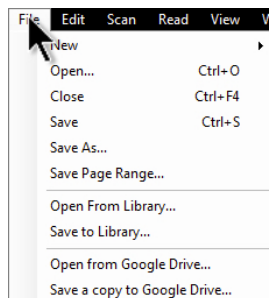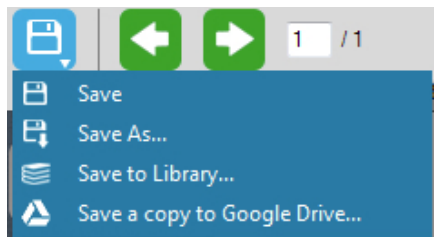
Resources

The Kurzweil Academy
New product features, videos, downloads, strategies and more!
https://kurzweiledu.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