Kurzweil 3000 for Web Browsers (Kurzweil3000.com)
Getting Started

What's included in your Kurzweil 3000 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 or Firefox – add this extension to Chrome or Firefox to have basic Kurzweil 3000 reading tools at your fingertips in your web browser.

- **iPad App** - downloaded for **free** at the iTunes store, provides mobile access and a very simple user interface. Search "Kurzweil 3000" in the App Store.

- **Universal Library** - (unlimited, secure cloud storage) which users can access via Kurzweil 3000, Kurzweil3000.com, and iPad App; 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.

Table of Contents

Note: Due to the frequency of updates to all of 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).
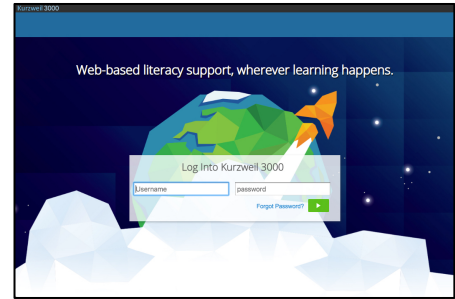
For further information about customized Professional Development, please contact the Customer Success Dept at 800-894-5374.

The Universal Library

Go to https://www.kurzweil3000.com and login to your account

Or click the **Login** link on our web page:
https://www.kurzweiledu.com

Home - The Universal Library (UL)

This is the same library you see in Kurzweil 3000.

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).
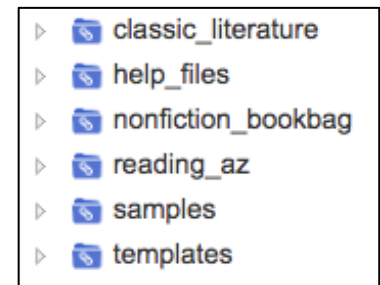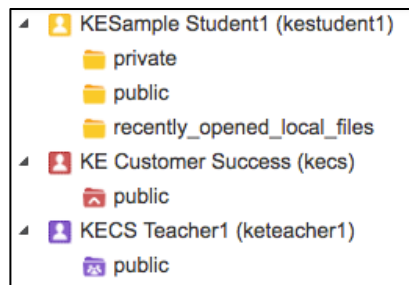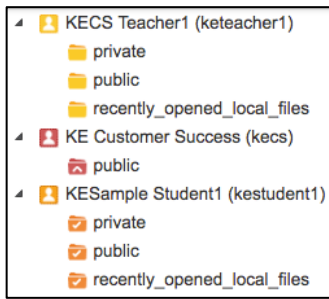
General Folders:

- **Main Subscription Account** (red) – everyone has access to the Public folder of the main subscription.
- **Classic Literature** - over 1800 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, Move, Delete or Rename.

Access Content

Kurzweil 3000 can open a variety of files and convert them to .kes files.
Supported file types:

- Daisy
- TXT
- DOC
- DOCX
- RTF

- EPUB
- BKS
- PDF
- JPG and JPEG
- PNG

The Universal Library
- Select a file within a folder

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
- When you click the **Google Drive button** you will be asked to login in to Google Drive 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)
- Click the Bookshare button and search by author, title or ISBN

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)

Once you've opened a file, various menus and buttons are available across the top and left side of the screen.
(Hover the mouse over a menu or button to display the tool tip.)
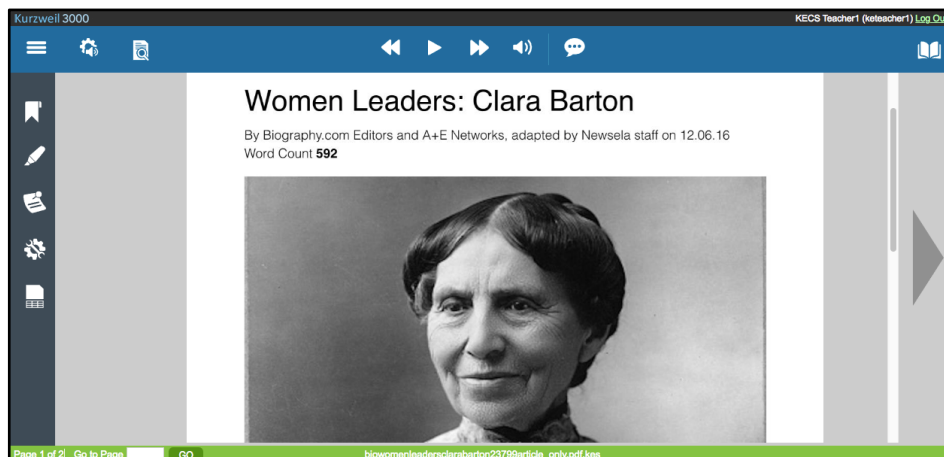
You've Opened it, Now Read it!

Read Text Aloud or Silent
Place your cursor in the text and click the **Read button** 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.

Audio Options
Customize and personalize the reading experience.

Voice
Choose from many different voices and languages.

Reading speed
Adjust the speed Faster or Slower.

Unit
The block of text that is highlighted when reading.
Choose between word, line, sentence, or paragraph.

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.
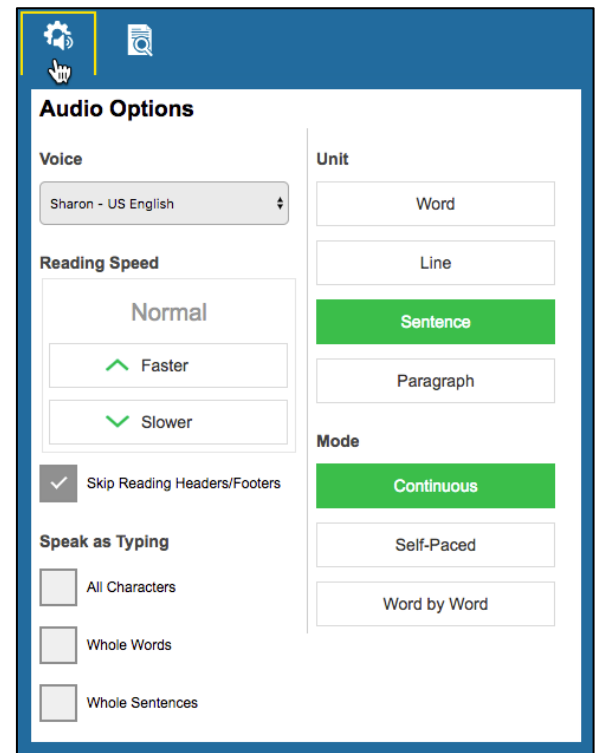
Document View and Zoom
- View thumbnails of each page of your document. (Image file only)
  Click a thumbnail to go to that page. (Image file only)
- Uncheck **Fit Width** to zoom in or out. (Image file only)
- Change the **Document Zoom** magnification of the page.
  (Image file only)
- **Rotate** or **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 as another type of file.
- 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!
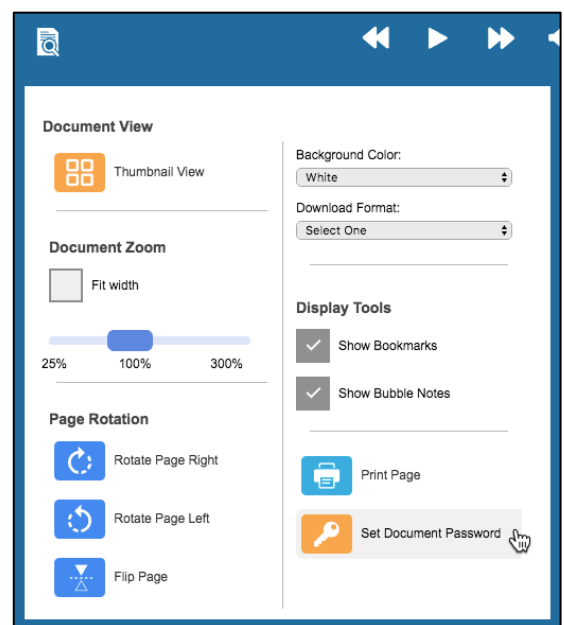
Basic Vocabulary Tools
References drop down menu
Dictionary
- Place cursor before a word
- **References menu > Dictionary button**.
- Choose a dictionary from the dropdown.

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

Synonyms
- 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.
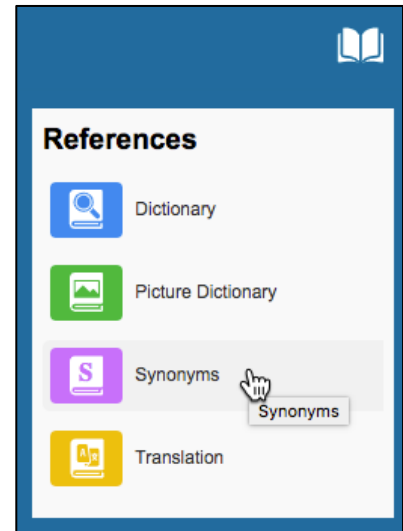
Basic Study Tools

Bookmarks

Add a bookmark or go to a specific bookmark in the document
- 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.
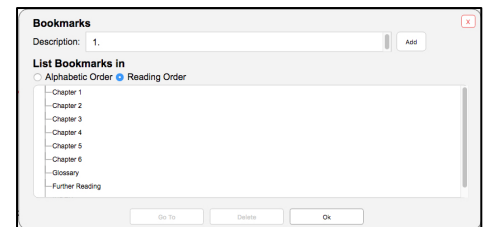
Highlight, Circle or Cross out text

Any highlights you add within the web app
will also be visible when you open the document in Kurzweil 3000 for Windows or Mac.
- Different concepts can be marked with different color highlights
- Choose a highlighter, click and drag across text to highlight, circle or cross out
- Hit the **Esc key** to return to Select mode.
- Extract your highlights to an outline
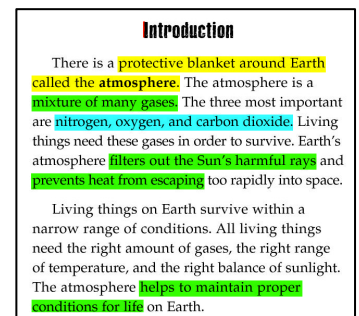
Document Notes menu

Add, select or delete Bubble, Sticky and Text notes in your documents.
- Choose to show only one or both types of notes.
- Options for Font, Font Size, Styling, and Color of Sticky or Text Notes.

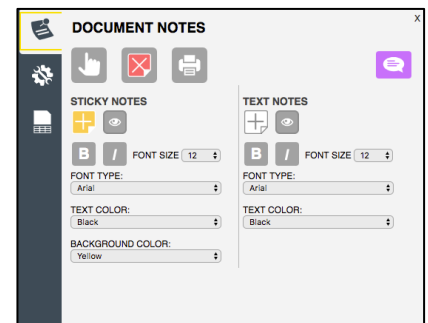**Add**
- Click Add Bubble Note, Add Text Note or Add Sticky Note.
- Click on the screen to add the note.

Move
- 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 Select mode.

Column Notes

New   Open   Extract   Extract
Highlights   Highlights
to Column   to
Notes   Vocabulary
Guide

New

- **Column Notes menu > New Column Note button**
- Default columns - Main Idea, Supporting Ideas, Other
  Click in the column header to edit it.

Open

Open an existing notes file from your Universal Library.

Column notes have a .k3c file extension.

Main Ideas	Supporting Ideas	Other

Type directly into the notes, or drag and drop text **from a text or image document** into the column notes. You can also drag and drop text from the column notes **into a writing document**.

Note: In IE or Edge, hold the Ctrl key to copy to/from column notes.

The Column Notes Toolbar

Insert Row After Current Row

Delete Current Row

Cover Second Column

Hide Third Column

Open Existing Column Notes

Save

Extract Column Notes to Outline

Save As

Close

Extract Highlights to Column Notes

- Highlight your document with different highlighters.
- **Column Notes menu > Extract Highlights to Column Notes**

Every day, people around th
huge amounts of gasoline as the
and trucks. As a matter of fact,
870 million gallons of gasoline
the United States alone, people
380 million gallons, or 44 perce
of gasoline burned in the world
the amount of gasoline people
keeps increasing.

But this gas-guzzling appetite can't last

Extract Highlights To Column Notes

Highlights
- ☑ Yellow Highlighter — 1
- ☑ Green Highlighter — 2
- ☑ Blue Highlighter — 3
- ☐ Pink Highlighter — 1
- ☐ Orange Highlighter — 2
- ☐ Gray Highlighter — 3
- ☐ Red Circle — 1
- ☐ Blue Circle — 2

[Ok] [Cancel] [Open Existing]

Main Ideas	Supporting Ideas	Other
huge amounts of gasoline	870 million gallons of gasoline	
	United States alone,	- 380 million gallons,

Extract Column Notes to Outline

If you have a writing assignment based on the reading you can then extract those column notes into an Outline file to start writing.

Extract Highlights to Vocabulary Study Guide

- Highlight specific words in your document.
- **Column Notes menu > Extract Highlights to Vocabulary Study Guide**
- Choose from multiple dictionaries.
- Definitions will automatically appear in the Definition 1 & 2 columns.
- Cover or show the second column.
- Hide or show the third column.

Ethanol-Powered Cars

Ethanol is an alternative fuel that is gaining
pop   he world. What
ma   is a renewable
res   not be renewed.
On   ne forever.

ma   and animal
like   n grain crops
anol is also
ma   . But it can also
be   nt
and   ce
mo   more crops like
cor   months, the

Extract Highlights To Vocabulary Study ...

Extract Highlights To Vocabulary Study Guide
- ☐ Yellow Highlighter
- ☐ Green Highlighter
- ☐ Blue Highlighter
- ☑ Pink Highlighter
- ☐ Orange Highlighter
- ☐ Gray Highlighter
- ☐ Red Circle
- ☐ Blue Circle

Select Dictionary
American Heritage Fifth Edition

- American Heritage Fifth Edition
- ✓ American Heritage Children's
- American Heritage College Writer's

[Ok] [Cancel] [Open Existing]
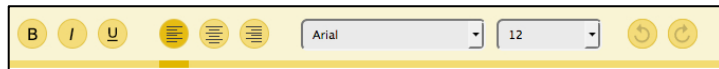
Basic Writing Tools

Create a New Draft (writing document), **Brainstorm or Outline**

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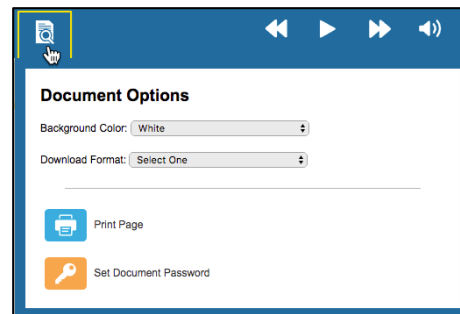- Start a New Brainstorm, Outline or Draft
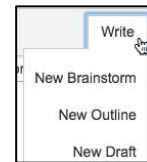
Format the text

- Bold, Italic and Underlined text
- Left, Center and Right justification
- Font and size
- Undo and Redo

Additional Writing Tools

Document Options

- Change Background Color
- Format to download the draft to your default download location.
- Print Page
- Set Document Password

Tools menu

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
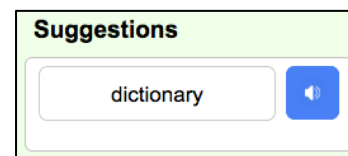
Word Prediction

- 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
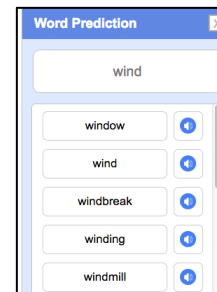
Switch between Document Views

The **Views menu** toggles between Brainstorm, Outline, Split Screen and Draft.

All three modes are available within the document no matter what option you start with, and toolbars will change to show tools appropriate for that view.
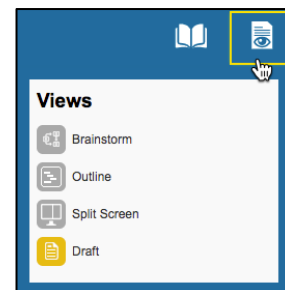
Speech to Text While Writing

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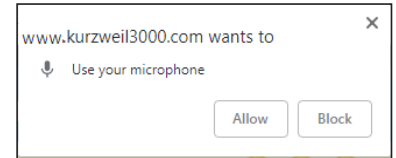
If you are not using the Chrome browser, the STT button will not appear.

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

Use the existing feature lock for this new feature. (Teacher or Admin logins only)
Go to **Users > My Team > Miscellaneous Feature Locks**
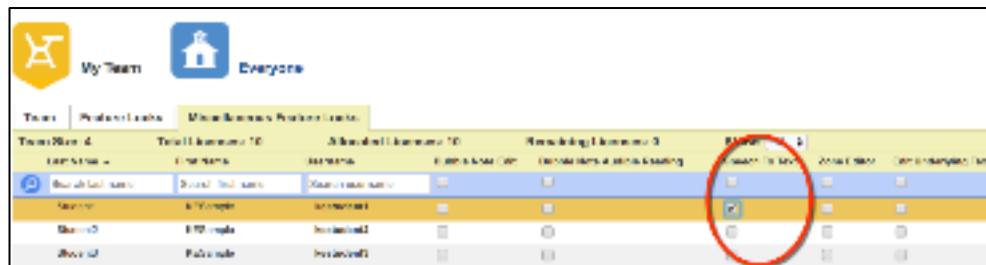
Format text by command
- Highlight the text you want to change
- Click the STT button
- Speak the command to change the text formatting

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

STT commands in text-based documents only:
- Align left
- Align center
- Align right
- Italic
- Strike
- Underline
- Superscript
- Subscript
- Numbered list
- Bulleted list

Kurzweil 3000   KECS Teacher1 (keteacher1) Log Ou

Font   Font Size

Add Formatting to Text

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

Remove Formatting from Text - Formatting can be toggled on and off.

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

Say "Stop Listening" to turn off STT, or click the STT button to turn it off.

Align Left
Highlight the text, click the STT button and say "Align Left"

Align Center
Highlight the text, click the STT button and say "Align Center"

Align Right
Highlight the text, click the STT button and say "Align Right"

Italic
Highlight the text, click the STT button and say "Italic"

~~Strike~~
~~Highlight the text, click the STT button and say "Strike"~~

<u>Underline</u>
<u>Highlight the text, click the STT button and say "Underline"</u>

Superscript ^{Superscript}
Highlight the text, click the STT button and say "Superscript"

Subscript $_{Subscript}$
Highlight the text, click the STT button and say "Subscript"
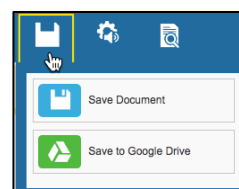
1. Numbered list
2. Numbered list
3. Highlight the text, click the STT button and say "Numbered List"

- Bulleted list
- Bulleted list
- Highlight the text, click the STT button and say "Bulleted List"

Don't Forget to Save!
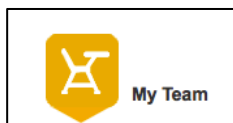Save to your Universal Library or your Google Drive.

Save Document

Save to Google Drive

User Management

Hover the mouse over the **My Account** tab and select **Users** from the drop-down menu.

You will see two buttons: **My Team** and **Everyone**.

My Team - All users that you select from the **Everyone** page to be on your team.

Everyone - All users in the subscription. User accounts are added by your subscription Top Level Coordinator or rostered by Kurzweil Technical Support.

The one that is active will be yellow.

Find Users in Your Subscription
To determine if a user account is already added to your subscription, click the **Everyone button** and use the blue search bar to search by any of the criteria.

Adding Students to Your Team
Find the student in Everyone and check the box in the **My Team column** on the right to add them to your team.
Click the **My Team button** to see the users on your team.

Adding Users to the Subscription

If you don't find the user you are looking for or need to add a new user, click the **Everyone button** then click **Add Users tab** to add new users.

Enter **Last Name**, **First Name**, **Password** (or leave it blank and the system will create one), Email address, School/Organization, and External ID (use something unique, like the student id number).
The default is to add a student. If the new user is a Teacher, uncheck the box in the Student column.
New users will be added to the **Everyone** page. You can then choose to add them to your Team.

Removing Users from Your Team
To remove a user from **My Team**, click the **Remove button** on the right side to remove them from your team.
Note: This only removes them from My Team, not from the subscription.

Only the subscription Top Level Coordinator can delete a user completely from the subscription.

Reporting

Reporting

Hover your mouse over the **My Account tab** and choose **Reports.**
(Students do not have access to the Reports)

In the **Usage Dashboard** enter the date range for your report and click **Run.**
- **Remove Empty Rows** - hide any users with 0 usage.
- **Download** - saves a .csv file of the report to your default download location.
- **Print** (upper right corner) - prints the reports as you see it with the bar charts.
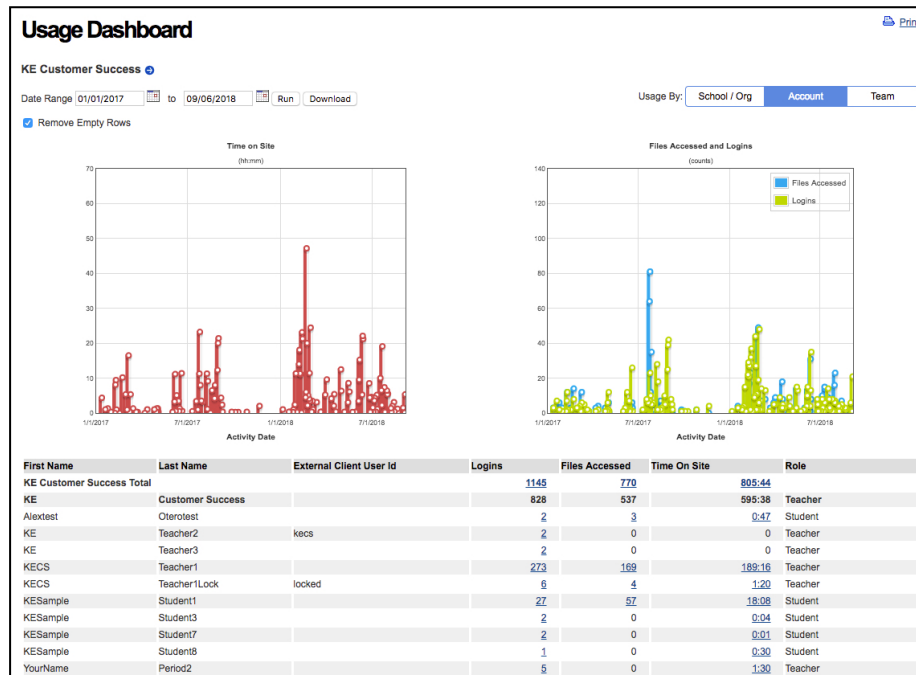
Bar Charts:
- Amount of Time Logged In (red graph)
- Number of Logins (green graph)
- Number of Downloads (blue graph)

Usage Tables
- School usage
  - Shows total usage for each school in the subscription
  - This report option is only available to the Top Level Coordinator account
- Individual Account usage
  - Shows usage for each individual account in the subscription
- Team usage
  - Shows total usage for each individual account on your team
  - If a student is a member of more than one team, the data shown are for the student's total usage. It does not distinguish usage for different teams.

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 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
CustomerService@KurzweilEdu.com

Help