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

Contents:

Kurzweil 3000 for Web Browsers (Kurzweil3000.com) - Getting Started* ................................................................. 1
What Can You Access with your Kurzweil 3000 User Name and Password? .............................................................. 2

The Universal Library .......................................................................................................................................................... 2
Home - The Universal Library (UL) .................................................................................................................................. 2
Individual Account Folders .............................................................................................................................................. 3
General Folders: .............................................................................................................................................................. 3
File Management ................................................................................................................................................................ 3

Access Content .................................................................................................................................................................. 3
The Universal Library .......................................................................................................................................................... 3
Your Local Computer ....................................................................................................................................................... 3
Google Drive .................................................................................................................................................................... 4
Bookshare.org ................................................................................................................................................................. 4
Bookstores/Online ........................................................................................................................................................... 4

You’ve Opened it, Now Read it! .......................................................................................................................................... 4
Read Text Aloud or Silent ................................................................................................................................................ 4
Audio Options ................................................................................................................................................................. 4
Voice ................................................................................................................................................................................ 4
Reading speed ................................................................................................................................................................. 5
Unit .................................................................................................................................................................................. 5
Mode ............................................................................................................................................................................... 5
Skip Reading Headers/Footers ........................................................................................................................................ 5
Speak as Typing (can have multiple options selected) .................................................................................................. 5
Document View and Zoom ............................................................................................................................................ 5

Basic Vocabulary Tools .................................................................................................................................................. 5
References drop down menu ........................................................................................................................................ 5

Basic Study Tools ........................................................................................................................................................... 6
Bookmarks ........................................................................................................................................................................ 6
Highlight, Circle or Cross out text .................................................................................................................................. 6
Document Notes menu .................................................................................................................................................... 6
Add .................................................................................................................................................................................. 6
Move ................................................................................................................................................................................. 6

Column Notes ................................................................................................................................................................ 6
New ................................................................................................................................................................................ 6
What Can You Access with your Kurzweil 3000 User Name and Password?

- **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.

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

**The Universal Library**
Go to [https://www.kurzweil3000.com](https://www.kurzweil3000.com) and login to your account

Or click the Login link on our web page:
[https://www.kurzweiledu.com](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 TextNotes.
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
• 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.

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
- Extract Column Notes to Outline
- Save
- Save As
- Close
Extract Highlights to Column Notes

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

<table>
<thead>
<tr>
<th>Main Ideas</th>
<th>Supporting Ideas</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>huge amounts of gasoline</td>
<td>870 million gallons of gasoline</td>
<td></td>
</tr>
<tr>
<td>United States alone,</td>
<td>380 million gallons,</td>
<td></td>
</tr>
</tbody>
</table>

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.

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

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

STT commands in image and text documents:
• Punctuation: period, comma, exclamation point, or question mark
• New Line
• New Paragraph
• Stop listening

STT commands in image and text documents:
• 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”

Underline
Highlight the text, click the STT button and say “Underline”

Superscript
Highlight the text, click the STT button and say “Superscript”

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”

1. Bulleted list
2. Bulleted list
3. 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.

Resources
Help Resources, Kurzweil 3000 for Web Browsers
- See the Help Menu on the Kurzweil 3000 for web browsers site for guides and videos on both Kurzweil 3000 for desktop computers and the Web.

The Kurzweil Academy
Use the following link to access the Kurzweil Academy where you can find new product features, training manuals, videos, downloads, strategies and more!

Live Technical Assistance
Technical Support Department:
Call: 1-800-894-5374, option 3
Email: Tech@KurzweilEdu.com
Kurzweil Customer Support Portal
Customer Service email: CustomerService@KurzweilEdu.com

*This guide has been adapted with permission. This document is meant only as an introduction to the most basic features. For more detailed information, please visit the resources above.