



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

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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

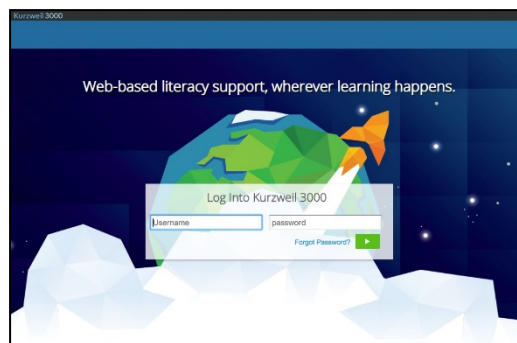
Go to <https://www.kurzweil3000.com> and login to your account

Or click the **Login** link on our web page:


<https://www.kurzweiledu.com>


Home - The Universal Library (UL)

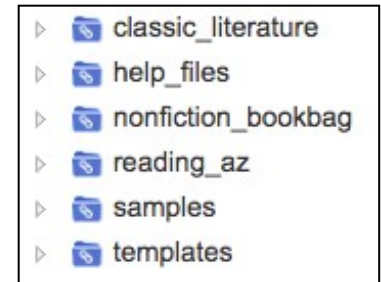
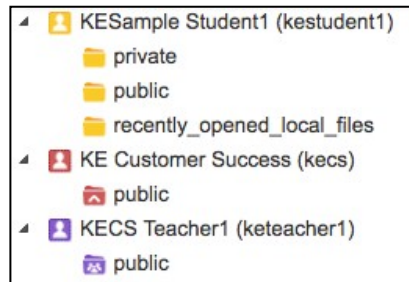
This is the same library you see in Kurzweil 3000.



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

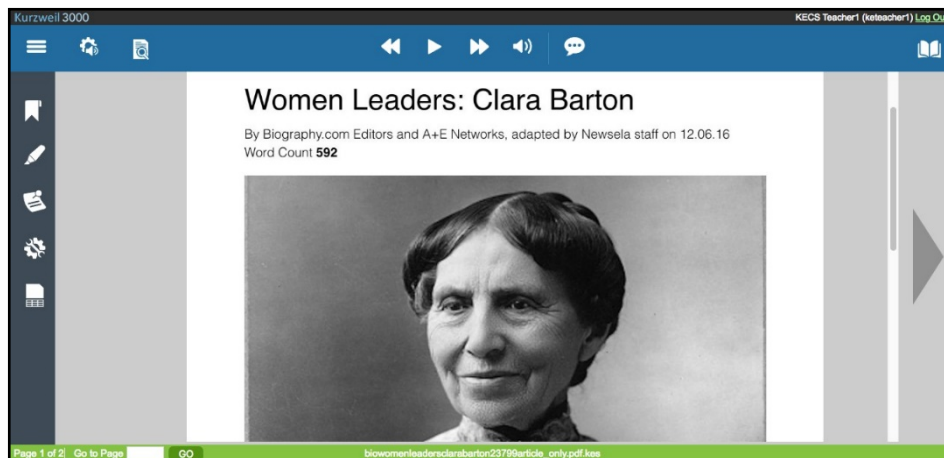
Images of Printed Material - pictures of pages, articles taken with cell phone, iPad, etc.

- 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.

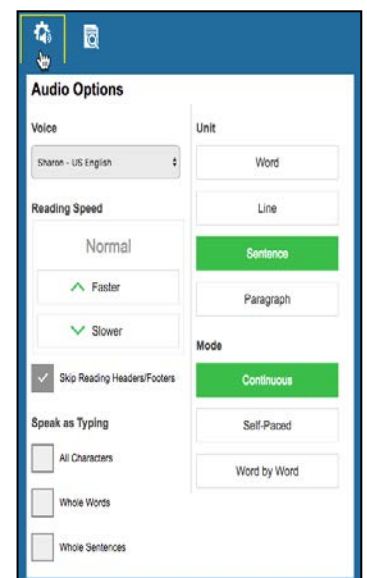
The **Forward** and **Backward** buttons will skip to the previous or next reading unit. The **Audible Reading** button toggles between audible and silent reading.

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

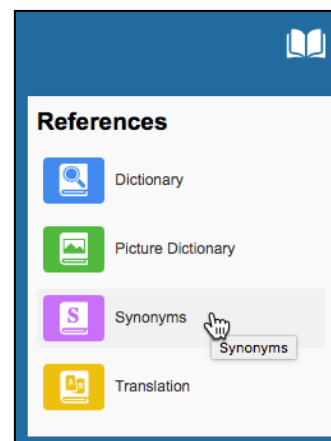
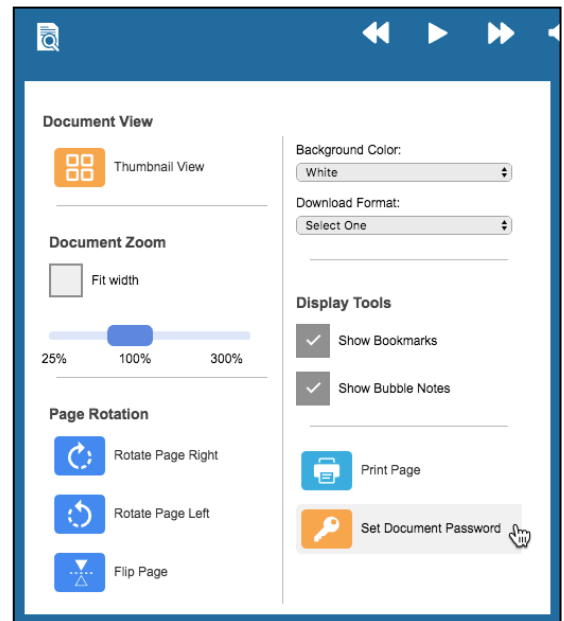
References drop down menu

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)

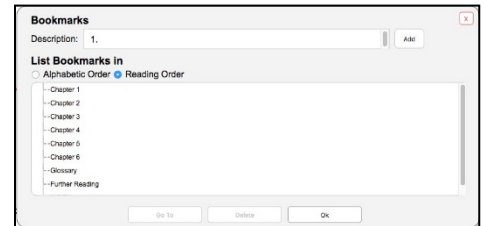
- Select a word or phrase in the text
- **References menu > Translation button.**
- A readable dialog box will pop up allowing you to select the desired language for detection and translation.

Basic Study Tools

Bookmarks

Add a bookmark or go to a specific bookmark in the document

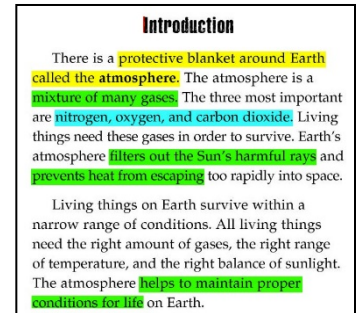
- Click in the text where you want to place the bookmark
- Click the **Bookmark button**
- Use **Description** to add a bookmark
- Choose a bookmark in the list to **Go To** that place in the document or **Delete** a bookmark.



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 TextNotes.

Add

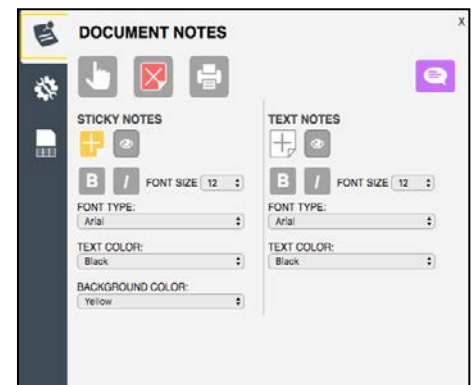
- Click Add Bubble Note, Add Text Note or Add Sticky Note.
- Click on the screen to add the note.

Move

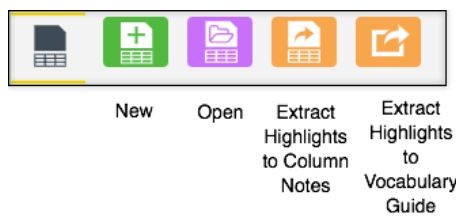
- Click and drag the top or left side of the note to move it.

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 Open Extract Highlights to Column Notes Extract Highlights to 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.

Main Ideas	Supporting Ideas	Other

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

Vocabulary	Definition 1	Definition 2
Ethanol		Origin: ethan(e) + -ol
alternative		alternative, adjective. Being one of a number of possible choices or courses of action: The



Hide Third Column

Vocabulary	Definition 1
Ethanol	ethanol. noun.
alternative	alternative. noun. One of a number of possible choices or courses of action: There are plenty of alternatives to conventional advertising.



Open Existing Column Notes



Save



Extract Column Notes to Outline



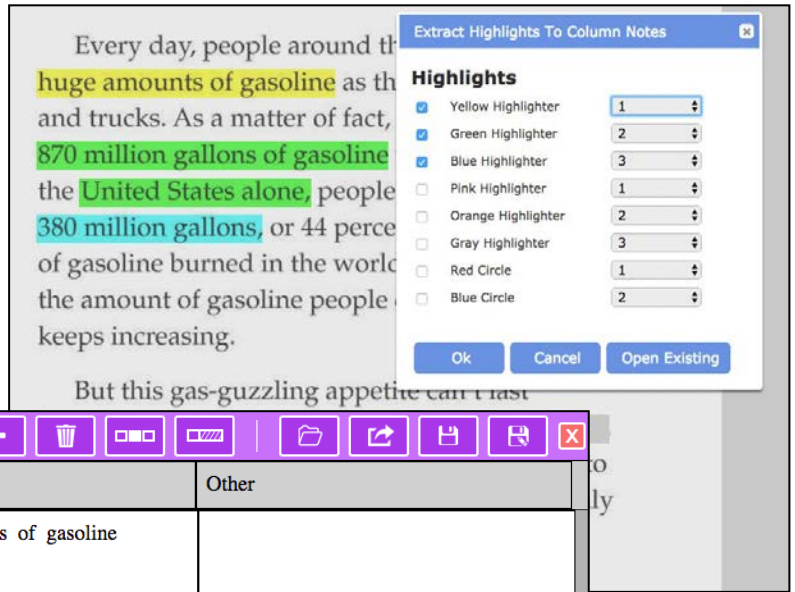
Save As



Close

Extract Highlights to Column Notes

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



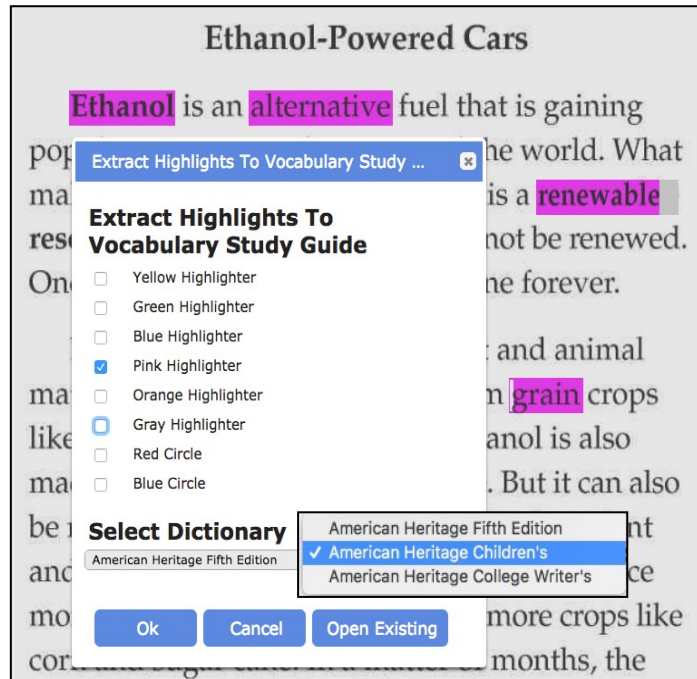
Main Ideas	Supporting Ideas	Other
huge amounts of gasoline	870 million gallons of gasoline	
	United States alone,	- 380 million gallons,

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

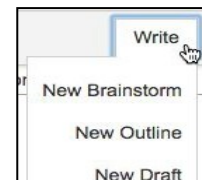
- Highlight specific words in your document.
- **Column Notes menu > Extract Highlights to Vocabulary Study Guide**
- Choose from multiple dictionaries.
- Definitions will automatically appear in the Definition 1 & 2 columns.
- Cover or show the second column.
- Hide or show the third column.



Basic Writing Tools

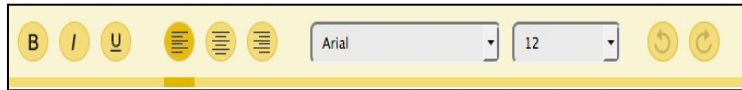
Create a New Draft Writing Document, Brainstorm or Outline

- 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



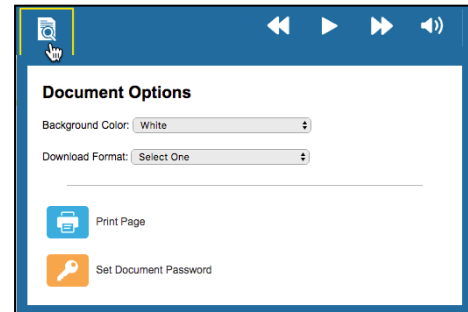
Format the text

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



Additional Writing Tools Document Options

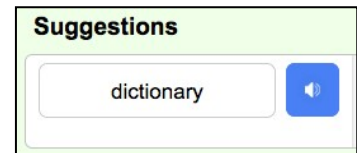
- Change Background Color
- Format to download the draft to your default download location.
- Print Page
- Set Document Password



Tools menu

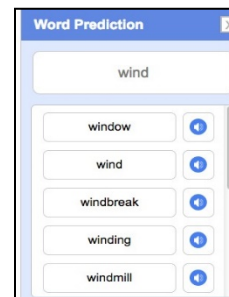
Talking Spell check

- 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.

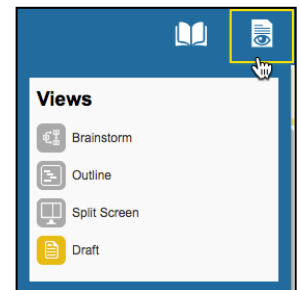
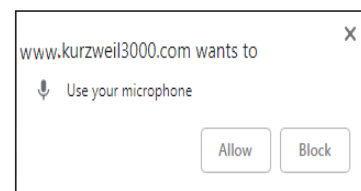


The first time you use this feature, it will ask permission to use the mic.

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:

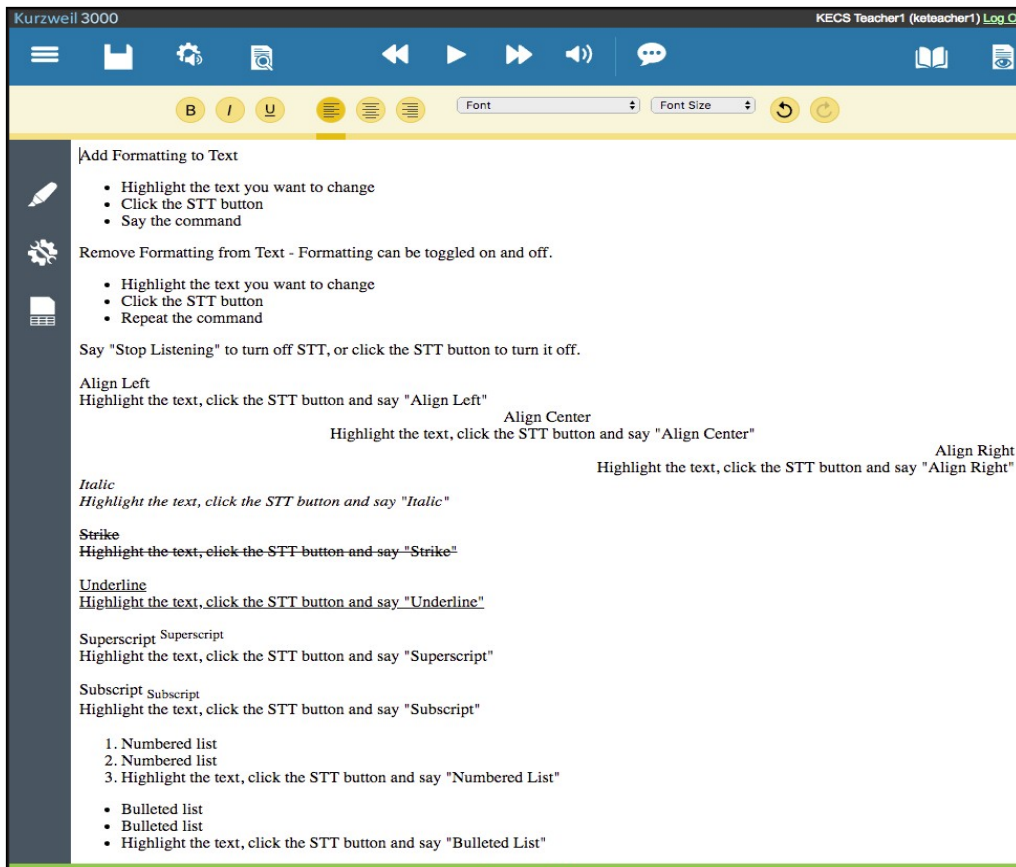
- Highlight the text you want to change
- Click the STT button
- Repeat the command to change the text formatting back

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



Don't Forget to Save!

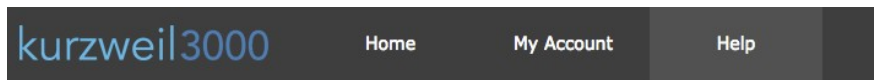
Save to your Universal Library or your Google Drive.



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.



Help Documents

Getting Started Guides

- [Kurzweil 3000 for Windows](#)
- [Kurzweil 3000 for Macintosh](#)
- [Kurzweil 3000 for Web Browsers](#)
- [Read the Web](#)

Using Kurzweil 3000 for Web Browsers

- [Overview](#)
- [My Account](#)
- [User and License Management](#)
- [Using Kurzweil 3000 for Web Browsers](#)
- [Usage Reporting](#)
- [iPad app User Guide](#)
- [Classic Literature Guide](#)
- [Non-Fiction Bookbag Guide](#)

Kurzweil 3000 Web License Installation

- [Kurzweil 3000 for Windows](#)
- [Kurzweil 3000 for Macintosh](#)

Videos

- [Installing Kurzweil 3000](#)
- [Managing Kurzweil 3000](#)
- [Kurzweil Academy](#)

Additional Support

- [Customer Service](#)
- [Customer Success and Training](#)
- [Technical Support](#)

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.