

Kurzweil 3000 for Macintosh - Getting Started*

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The 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

- Access [Kurzweil 3000 for Web Browsers](#) 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

Open Kurzweil 3000:

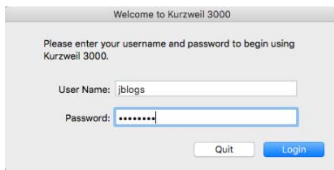
Double Click the Kurzweil 3000 icon on your desktop, dock or Applications folder.



Kurzweil 3000.app

Login

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



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

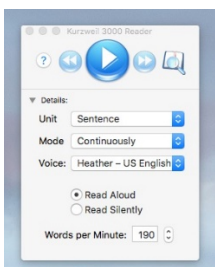


From here you can:

- Open a New draft document
- Open an existing file from your local computer
- Scan a document
- Read the Web

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.

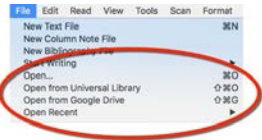


Accessing Content

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

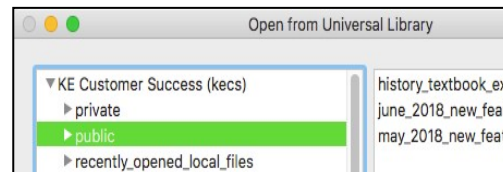
Unlimited cloud storage for your Kurzweil 3000 files, in addition to the following pre-loaded content:

- Your Private and Public folders
- Students cannot see other student's folders.
- Classic Literature folder (1800+ titles)
- Help files folder
- 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



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

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!

Reading Text:

Make sure the Kurzweil 3000 Reader is showing **Window > Show Reader**

Place your cursor in the text and click the

Read button (Command R) to start reading.

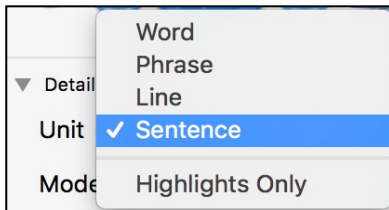
The **Forward** and **Backward buttons** will skip to the previous or next **Reading Unit**.



Reading Unit

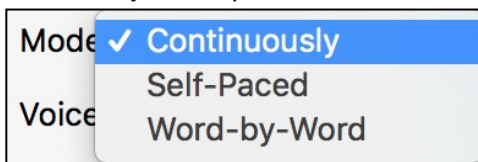
The block of text that is highlighted when reading.

- Word
- Phrase
- Line
- Sentence
- Highlights Only (the text you have marked with a highlighter tool)



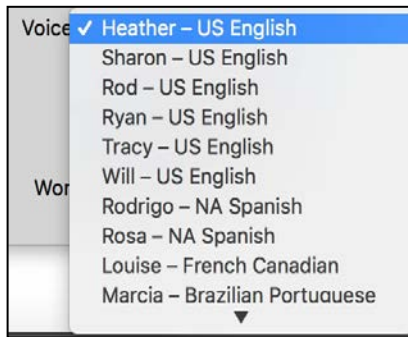
Reading Mode

- **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.

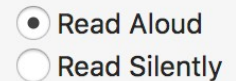


Turn off speech

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:

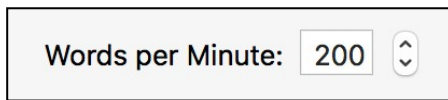
- Select Read Silently



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.

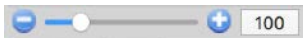
- Click the UP or DOWN arrows on your **Words per Minute** button.
- OR Click in the box on your **Speed** button and type the desired WPM



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:

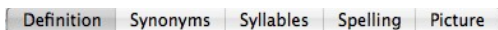
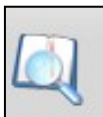
- At the bottom of the document use the slider to change text size



Basic Vocabulary tools

Get the Definition of a word

- 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



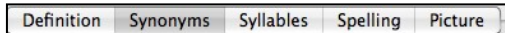
Find Synonyms of a word

A Digital Roget's Thesaurus and Concise Oxford Thesaurus are built in to Kurzweil 3000:

- 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

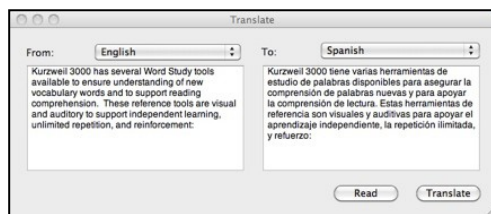


Translate text

Kurzweil 3000 uses Google Translate

NOTE: You must be connected to the internet to use this feature.

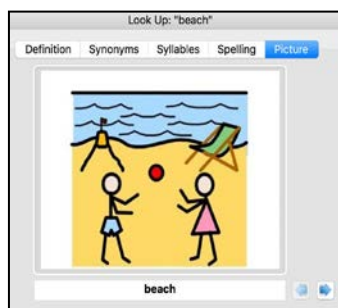
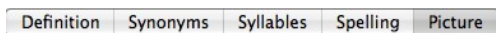
- Select Text you would like to translate
- **Online > Translate**
- Select Language From/To
- Click **Translate**
- Click **Read**
- 70+ Languages supported



Get a Picture of a word

Built-in picture dictionary using **12,000 Widgit Symbols**

- 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

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



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.



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.

- Click on the **Sticky Note button**
- Click anywhere on your open document
- Begin Typing



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.

- Click on the Text Note button
- Click anywhere on your open document
- Begin Typing



NOTE: not available in text documents

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.

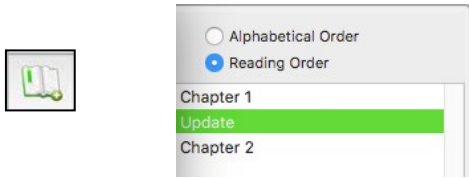
- Click on the **Voice Note button**
- Click anywhere on your open document
- Click the **Record button** to record a message up to 120 seconds long.
- To hear the note: Double click



NOTE: Microphone is needed to record voice notes.

Insert a Bookmark to mark important places in the text.

- **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

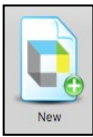
- Click **Erase button**
- Click on the icon in the text for the note you want to erase.



Basic Writing tools

Start Writing

- 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.

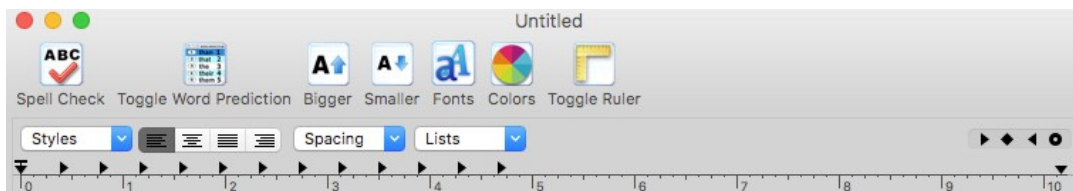
- Place your cursor at the beginning of text you would like to read
- Click the **Read button**



Change Font, size, style, alignment, etc.

Basic text style tools are available:

- Font
- Size
- Style
- Alignment
- Color



Check the Spelling of a word

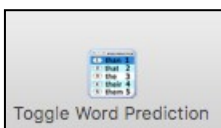
To check the Spelling of any word you type:

- 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

- 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.



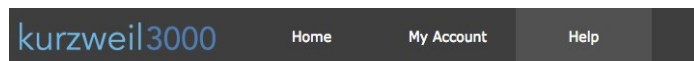
Don't Forget to Save!

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

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.