Kurzweil 3000™ for Macintosh

Standalone Installation and Administration Guide

Version 4.6

Kurzweil 3000 for Macintosh Version 4.6 Standalone Installation and Administration Guide

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Kurzweil 3000™ Standalone Installation Package

The Kurzweil 3000 for Macintosh product family includes:

- Kurzweil 3000 Professional Color
- Kurzweil 3000 Professional Black and White
- Kurzweil 3000 LearnStation™

Note: There are also network versions of all Kurzweil 3000 products. Please contact your Kurzweil 3000 reseller or Kurzweil Educational Systems for more information on these products.

All Kurzweil 3000 for Macintosh Standalone products include:

- *Kurzweil 3000 for Macintosh Version 4* CD. The CD includes the following files and folders:

  Kurzweil 3000 application file.
  Installs the product(s) you purchased based on serial number.

  Read Me file.
  A text file that contains last minute information about Kurzweil 3000 that didn't make it into the documentation.

  Extras folder, which contains:

    Cepstral folder.
    Contains installer for high-quality speaking voices from Cepstral®.

    Read the Web folder.
    Contains the Mozilla Firefox Web browser version 2.0 or later, and the Kurzweil 3000 Read the Web Firefox extension.

    Sample Files folder.
    Contains documents that you can use to try out Kurzweil 3000.

    Documentation folder.
    Contains PDF versions of the *Kurzweil 3000 for Macintosh Standalone Installation and Administration Guide*, and the *Kurzweil 3000 for Macintosh Quick Reference Guide.*

- ***Classic Literature CD* and Guide**.
  A collection of well known literature provided in text format.
- ***Kurzweil 3000 for Macintosh Quick Reference Guide***.
  A handy guide to the most frequently used Kurzweil 3000 features.
- ***Kurzweil 3000 for Macintosh Tutorial***.
  A guided series of exercises that introduce you to many of the important features and functions of Kurzweil 3000.

Hardware and Software Requirements

- A Macintosh with a minimum of a G3 processor*, and that is capable of running Mac OS X 10.4 (Tiger) to 10.6 (Snow Leopard).
- 128MB RAM. (512MB RAM for Cepstral voices.)
- Minimum 300MB of hard disk space available. (500MB for Cepstral voices.)
- QuickTime 7.1.3 or later, free download from www.apple.com.
- A scanner (if using Kurzweil 3000 Professional Color or Black & White).

  Some scanners might not be compatible with the operating system versions required by Kurzweil 3000; and some scanners might not work with Kurzweil 3000 because of TWAIN or Image Capture support, speed and/or quality issues.

  You can download a current list of compatible and recommended scanners from http://www.kurzweiledu.com/downloads.asp or call Kurzweil Technical Support: 800-894-5374.

* "Beige" Macintosh G3's are not compatible with Kurzweil 3000.

Before You Install Kurzweil 3000

Before installing Kurzweil 3000, you should do the following:

- Read *Installing the Scanner* on page 4.
- Install the scanner, if you have a Kurzweil 3000 Professional product.
- Have the Kurzweil 3000 for Macintosh CD available.
- Have serial number(s) available. You can find the serial number on the product box, CD holder, or certificate of ownership.

Upgrading From Previous Versions of Kurzweil 3000

Consider deleting the currently installed version of the application file by moving it to the Trash, before dragging the new application file to your Macintosh.

Installing the Scanner

Before using Kurzweil 3000 Professional, you must set up the scanner using the manufacturer's software and instructions.

To test the scanner setup, on Mac OS X, use the Macintosh Image Capture application.

You can download a current list of compatible and recommended scanners from http://www.kurzweiledu.com/downloads.asp or call Kurzweil Technical Support: 800-894-5374.

Installing Kurzweil 3000

To install Kurzweil 3000:

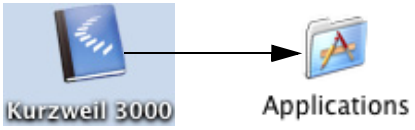
1. Place the Kurzweil 3000 CD in the computer's CD drive.

   The Kurzweil 3000 CD image appears on your desktop.

2. Double-click the Kurzweil 3000 CD image.

3. The install window appears, displaying the contents of the CD.

4. Copy the **Kurzweil 3000** application file to either the **Applications** folder (recommended) or to another preferred location on your Macintosh.



5. Copy the **Documentation** folder and the **Sample Files** folder and the **Read Me** file to any convenient location on your computer or network.

   Tip: If Kurzweil 3000 will be accessed by a number of users, copy the **Sample Files** folder to your Macintosh's **Shared** folder, which is located in the **Users** folder. This will make the sample documents easily accessible to all users.

6. Before you start using Kurzweil 3000, it's a good idea to do the following:

   - If you are using Kurzweil 3000 with multiple users, read *Using a Single Copy of Kurzweil 3000 with Multiple Users* on page 13, to understand your options.
   - Double-click the **Read Me** file for last minute information.

7. To start Kurzweil 3000, go to the **Applications** folder or the location where you installed Kurzweil 3000.

8. Double-click the **Kurzweil 3000** icon.

   Kurzweil 3000 starts and the Registration process begins. See *The Registration Process* on page 8.

Registering Kurzweil 3000

Who should register? Everyone. If you are a new customer or an existing one, you should register. If you are upgrading, you must re-register. If you purchased multiple site licenses, register each copy of Kurzweil 3000, after installing it.

Why register? Because Kurzweil Educational Systems has automated the product manufacturing and distribution processes, having your registration information in our database means you can receive upgrades, replacements or additional material quickly.

The Registration Process

Before you start, you should:

- Install copies of Kurzweil 3000 software on each Mac for which you will submit registration information.
- Have available the serial number of each copy of Kurzweil 3000 that you want to register. You can find the serial number on the product box, CD holder, or certificate of ownership. The serial number corresponds to the version of Kurzweil 3000 (Professional or LearnStation) that you purchased. You need to use a different serial number for each registration.

When you start Kurzweil 3000 for Macintosh for the first time, you see a prompt to accept the Licensing Terms of the Agreement. After accepting the terms, the **Registration** window appears.

Note: If Kurzweil 3000 is currently running, choose **Register** from the **Kurzweil 3000** menu.

The **Registration** window gives you the option of registering online (recommended), or by telephone.

For information about:

- Online registration, see page 9.
- Telephone registration, see page 12.

If you decide that you do not want to register at this time, click **Register Later**. Be aware that if you don't register within 30 days of installation, Kurzweil 3000 disables all features, with the exception of the **Register** option.

Registering Online

If you are registering a copy of Kurzweil 3000 for the first time, use the following procedure. However, see *Registering Multiple Copies of Kurzweil 3000 Online* on page 11, if you have previously completed an *online registration* for one of the following products:

- Kurzweil 3000 for Macintosh Version 2.0 or later.
- Kurzweil 3000 for Windows Version 8 or later.
- Kurzweil 1000 Version 7 or later.

Note: If you are affiliated with a school or other organization, you should always use the same account name and password when you register Kurzweil Educational Systems products online.

To register Kurzweil 3000 online for the first time:

1. In the initial Registration window, select New Online Account, and click Continue.
2. Enter an **Account Name**, a **Password**, and confirm your password by re-typing it. Click **Continue**.

   This information is used to create an account at Kurzweil Educational Systems that contains standard registration information (company, address, e-mail, etc.). You should write down your Account Name and Password and keep it in a secure place.

   Note: Once you click **Continue**, an account is created at Kurzweil Educational Systems, using the Account Name and Password you entered. If for some reason you stop the registration process before completion, when you resume the process, click the **Existing Online Account** button to finish the registration process.
3. Enter the requested registration information, and click **Continue**.
4. Enter the serial number for the copy of Kurzweil 3000 you are registering. You can find the serial number on the product box, CD holder, or certificate of ownership.

We would also appreciate it if you would answer the purchasing questions that appear in this window, although this is optional.

5. Click **Continue**.

   A registration confirmation window appears, informing you that the registration was successful.

If you are going to register additional copies of Kurzweil 3000, see the following section.

Registering Multiple Copies of Kurzweil 3000 Online

If you are registering multiple copies of Kurzweil 3000, **you must first fully register one copy** as detailed in the previous section, or you must have previously completed an *online registration* for one of the following products:

- Kurzweil 3000 for Macintosh Version 2.0 or later.
- Kurzweil 3000 for Windows Version 8 or later.
- Kurzweil 1000 Version 7 or later.

To register additional copies of Kurzweil 3000:

1. In the initial **Registration** window, select **Existing Online Account**, and click **Continue**.
2. Enter the *same* **Account Name** and **Password** that you entered for a previous online registration. Click **Continue**.

   Note: If you've previously registered a Kurzweil Educational Systems product online, but have forgotten your account information, select **Retrieve Forgotten Online Account Info**. A new window appears. Enter the serial number for the *previously registered product*, and click **Continue** to initiate the information request.

   When Kurzweil 3000 finds your information, it sends the details to the e-mail account that you supplied when the original product was registered. Check your e-mail for your Account name and Password.
3. In the next window, the account information is automatically filled in based on the previous registration. Click **Continue**.
4. Enter the serial number for the copy of Kurzweil 3000 you are currently registering, and click **Continue**.

   A registration confirmation window appears, informing you that the registration was successful.
5. Repeat this procedure for any other copies that you want to register.

Registering by Telephone

You have the option of registering by telephone.

Before you call us. If you plan on registering multiple copies of Kurzweil 3000 over the telephone, please perform **step 1** below for each copy that you want to register, and record the system code on the included **System Code Worksheet**. See the next section for more information about the System Code Worksheet.

To register by telephone:

1. In the initial **Registration** window, select **Phone**, and click **Continue**.

   A window appears displaying the telephone number for Kurzweil Educational Systems Customer Service, the **System Code** for this installation, and a space to enter the Serial Number.

2. Call the telephone number, and give the representative the Serial Number and System Code.

   Note: Customer Service representatives are available to take your registration requests between 8:00 a.m. and 4:00 p.m. Eastern Time. For phone registration, call **(800) 894-5374** within the United States, or **(781) 276-0600** from outside of the United States.

About the System Code Worksheet

If you are installing and registering Kurzweil 3000 on multiple machines, using the System Code Worksheet included at the end of this book to note the System Codes, Serial Numbers and Unlock Codes, can greatly expedite the telephone registration process. See *System Code Worksheet* on page 25.

Locking the Registration Process

If security is an issue at your site, you might want to lock the ability to update the registration information. You can do this in the **Lock Features** window. To access this window, choose **Lock Features** from the **Kurzweil 3000** menu. For detailed information on locking the update process see *Locking and Unlocking Kurzweil 3000 Features* in the *Kurzweil 3000 for Macintosh User's Guide*, or in the Kurzweil 3000 Online Help.

Using a Single Copy of Kurzweil 3000 with Multiple Users

This section explains the use of Kurzweil 3000 with multiple users. If you use Kurzweil 3000 in a single-user setting, that is, Kurzweil 3000 is installed on a computer and is only used by one person, you can skip this section.

In many instances, a single copy of Kurzweil 3000 is used by more than one user (i.e., at different times). If you will be using Kurzweil 3000 with multiple users, it is important to understand the following issues:

- Document organization: where documents are stored.
- Individual user preferences: reading speed, font and font size for text documents, toolbars, etc.
- Document security: who can access individual user's documents.

Kurzweil 3000 provides two methods for administering multiple users:

Method 1 — Using Macintosh user accounts. (Default)

Using this method, users log in to the *computer* with a user name and password.

Kurzweil 3000 keeps track of each user's preferences, from session to session, based on the Macintosh login information.

With this method, each user's documents are secure and are not accessible to other users. However, to ensure document security, users must remember to log in and log out of the computer, so that one person's documents are not confused with another person's documents.

Method 2 — Using Kurzweil 3000 multiple user accounts.

Using this method, users access Kurzweil 3000 via a Kurzweil 3000-specific window, using only a user name.

Kurzweil 3000 keeps track of each user's Kurzweil 3000 preferences, from session to session, based on the user name.

Since users log in to the program using a Kurzweil 3000-specific window this may provide a more comfortable experience for certain users. Also, users are likely to quit Kurzweil 3000 after a session, thereby minimizing the chance of one person's files being confused with another person's files.

However, this method provides no security for individual user's documents, because there is no password protection. Without password protection, it is easy for one user to log in as a different user and access that person's personal files.

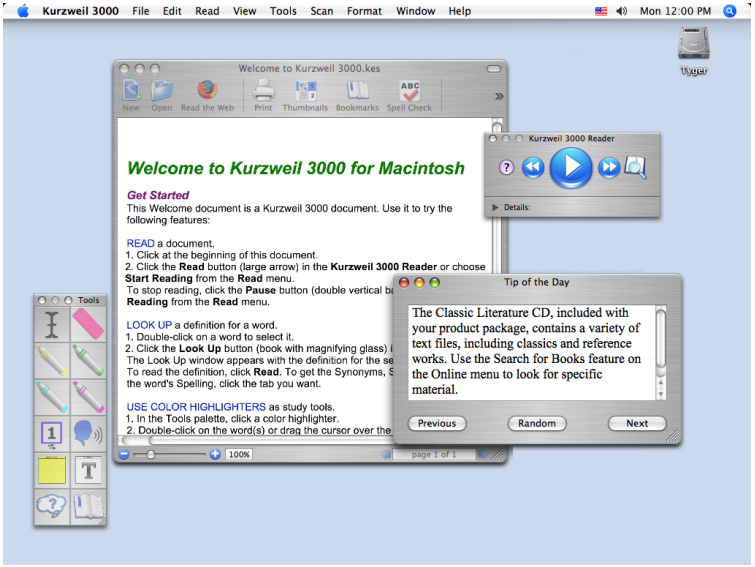
Setting Up Kurzweil 3000 User Accounts

This section shows you how to set up Kurzweil 3000 for multiple users. This scheme is explained in **Method 2** on page 13.

To set up Kurzweil 3000 for access by multiple users

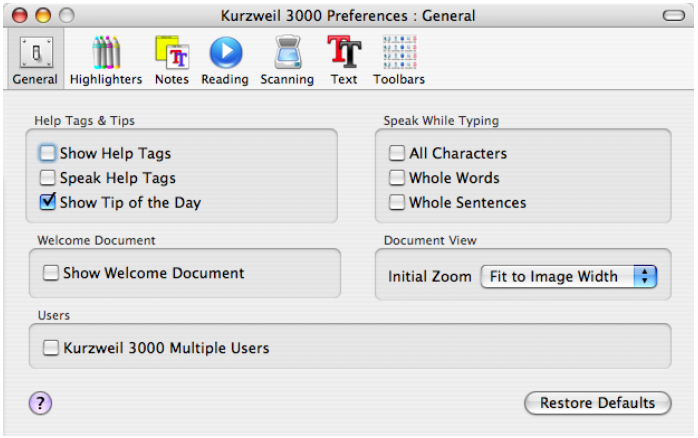
1. Go to the location where Kurzweil 3000 is installed.
2. Double-click the **Kurzweil 3000** icon.

   Kurzweil 3000 starts and the initial interface appears.



3. Choose **Preferences** from the **Kurzweil 3000** application menu. This is the first menu in the menu bar after the Apple menu.

   The **Kurzweil 3000 Preferences** window appears.



4. If it is not already selected, click **General** to display the **Kurzweil 3000 General Preferences** pane.

5. In the **Users** area at the bottom of the General preferences pane, click the **Kurzweil 3000 Multiple Users** checkbox.

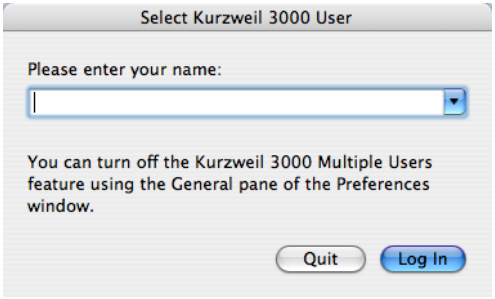
   A message appears explaining the consequences of choosing this option. You should review this information, and, if necessary, the more detailed information in *Using a Single Copy of Kurzweil 3000 with Multiple Users* on page 13.

6. Click the **Close** button to exit the **Kurzweil 3000 Preferences** window.

7. Choose **Quit Kurzweil 3000** from the **Kurzweil 3000** application menu.

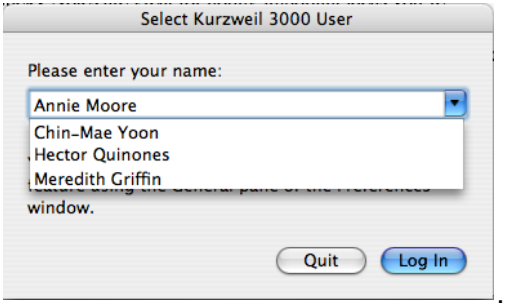
8. Double-click the **Kurzweil 3000** icon to restart Kurzweil 3000.

When Kurzweil 3000 starts, the **Select Kurzweil 3000 User** window appears.



If you are a new user, type your user name. User names are not case-sensitive. Then click **Log In**. The **Select User** sheet appears asking you if you want to create a new user. Click **Create**.

If you are a returning user, choose your user name from the menu. Then click **Log In**.



Installing the Cepstral Speaking Voices

The Kurzweil 3000 CD contains the additional Cepstral David and Cepstral Diane English-speaking voices from Cepstral. Although it is optional, we recommend that you install these voices on each Macintosh that will run Kurzweil 3000, as they produce excellent results.

To install the voices:

1. Log in to the Macintosh using an **Admin** account.
2. Insert the Kurzweil 3000 CD into the drive.
3. Double-click the **Extras** folder.
4. Double-click the **Cepstral** folder.
5. Double-click a Voice package.

   The installer launches.
6. Follow the installer prompts.
7. Repeat steps 4 to 6 for the second Voice package.
8. When the installation has finished, restart the Macintosh.

Installing and Configuring the Firefox Browser

The Kurzweil 3000 **Read the Web** feature lets you use Kurzweil 3000's reading and lookup tools with content you view in a web browser. If you want to use this feature, you must install the Mozilla Firefox (Firefox) Web browser version 1.0.7 or later. Currently, Kurzweil 3000 for the Macintosh only supports the Firefox web browser.

If you do not have Firefox you can either install it from the Mozilla web site or from the Kurzweil 3000 CD. We recommend that you install it from the Mozilla web site, as that ensures that you get the latest version.

If you already have a supported version of Firefox on your Macintosh, go to *Installing the Kurzweil 3000 Read the Web Extension* on page 20.

Installing the Firefox Browser

If you do not have Firefox you can install it from either the Mozilla web site or from the Kurzweil 3000 CD. We recommend that you install it from the Mozilla web site, as that ensures that you get the latest version.

If you already have Firefox on your Macintosh, go to *Installing the Kurzweil 3000 Read the Web Extension* on page 20.

To install Firefox from the Mozilla Web site:

1. Open your current Internet browser.
2. Type in the URL for the Firefox download page **http://www.getfirefox.com**.
3. Click the **Free Download** link.

   The download starts.
4. In the window that appears, click **Continue**.
5. When the download is complete, copy the Firefox application icon from the Firefox disk image on your Desktop to the desired location on your Macintosh, for example, the **Applications** folder.

Now go to *Installing the Kurzweil 3000 Read the Web Extension* on page 20.

To install Firefox from the Kurzweil 3000 product CD:

1. Insert the **Kurzweil 3000** CD into the CD drive.
2. Double-click the **Extras** folder.
3. Double-click the **Read the Web** folder.
4. Drag the **Firefox** application icon to the desired location on your Macintosh.

Now go to *Installing the Kurzweil 3000 Read the Web Extension* on page 20.

Installing the Kurzweil 3000 Read the Web Extension

The **Kurzweil 3000 Read the Web** extension enables the **Read the Web** feature to work with Firefox.

To install the extension:

1. Log in to the Macintosh using an **Admin** account.
2. Launch **Firefox**.

   If this is the very first time you have ever run Firefox, you are asked some questions related to making Firefox your default system browser. How you answer these questions has no effect on the functionality of the Read the Web feature.
3. Insert the **Kurzweil 3000** CD into the CD drive.
4. Double-click the **Extras** folder.
5. Double click the **Read the Web** folder.
6. Drag the **Kurzweil 3000 Read the Web.xpi** file onto a Firefox window.

   The **Extension Installer** window opens, prompting you to install the extension.
7. Click **Install Now**.

   The **Extensions** window appears.
8. Click the **Close** button.
9. **Quit** Firefox.
10. Restart and **Quit** Firefox again to complete the installation of the extension.

Updating Firefox and the Read the Web Extension

As with most applications, Firefox is updated from time to time. If you update Firefox, you might also need to update the **Kurzweil 3000 Read the Web** extension. However, even if you don't need to update the extension, you must still perform the following update procedure for the new version of Firefox.

To update Firefox for use with Read the Web:

1. Log in to the Macintosh using an **Admin** account.
2. Install the new version of **Firefox**.
3. Launch **Firefox**.
4. From the **Tools** menu, choose **Extensions**.
5. In the **Extensions** window box, select the **Kurzweil 3000 Read the Web** extension.
6. Click **Uninstall**.
7. **Quit** and restart **Firefox**. Then **Quit** it again.
8. Start **Kurzweil 3000**.
9. From the **Kurzweil 3000** menu choose **Check for Updates**.

   Determine whether or not there is a new version of the **Kurzweil 3000 Read the Web** extension. The updated extension might either be part of a general Kurzweil 3000 patch or as a specific Read the Web update.
10. If *there is* an update available, download it, and then launch Firefox. Then perform steps **6**-**10** as detailed in the procedure *To install the extension:* on page 20.

    If *there isn't* an update, perform the entire Kurzweil 3000 Read the Web installation procedure detailed on page 20.

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System Code Worksheet

If you are installing and registering Kurzweil 3000 on multiple machines, and are using the phone registration option, completing the worksheet provided on the next page before calling Customer Service can help to expedite the process.

As you go through the installation process note the Kurzweil 3000 product serial number and system code for each machine. They are necessary for obtaining a corresponding unlock code, which you will then need to activate each installation of the software.

Space is also provided on the worksheet for the location of each machine, and for the corresponding unlock code which the Customer Service representative will provide to you.

Note: You can display a machine's system code by clicking the **Phone** button in the initial registration window box.

For complete details and instructions on product registration, and specifically, Registering by Phone, see *The Registration Process* on page 8.

System Code Worksheet

Machine Location	Product Serial Number	System Code for Machine	Unlock Code (provided by Kurzweil Customer Support)

System Code Worksheet

Machine Location	Product Serial Number	System Code for Machine	Unlock Code (provided by Kurzweil Customer Support)