



Kurzweil 3000 for Macintosh

Getting Started Guide

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,

Web app Help (www.Kurzweil3000.com).

<https://kurzweiledu.com/kurzweil-academy/kurzweil-academy.html>

<https://www.youtube.com/channel/UCUviWXgiuQJc-px3xHp2qDA>

For further information about customized Professional Development, please contact

Customer Success Dept at 800-894-5374.

TABLE OF CONTENTS

CLICK TITLE TO JUMP TO SECTION

KURZWEIL 3000 PRODUCTS.....	3
OPEN KURZWEIL 3000.....	4
Web License.....	4
Desktop Client - Standalone.....	4
Tip Of The Day.....	4
Offline Mode.....	4
ACCESS CONTENT.....	5
File Menu.....	5
Starting Points Menu.....	5
The Universal Library - Web License.....	5
Google Drive.....	5
Images of Printed Material.....	6
From Online File Storage -.....	6
From a Scanner (connected to your computer).....	6
Virtual Print.....	6
STARTING POINTS.....	7
PALETTES.....	8
Reading Palette.....	8
Tools Palette.....	10
TOOLBARS.....	12
Manage Toolbars.....	12
Reading Toolbar.....	12
Studying Toolbar.....	13
Writing Path Toolbar.....	14
Document Prep Tools.....	16
Other Tools.....	17
DON'T FORGET TO SAVE!.....	18
RESOURCES.....	18

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 - <http://www.Kurzweil3000.com/>

- Access from any web browser connected to the internet, including on iOS and Android devices.



Kurzweil 3000 Universal Library

- Store your k3000 documents here
- Share between students and teachers
- Access from the Installed Application and Web 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

Kurzweil 3000 Standalone

Individual licenses

Includes Kurzweil 3000 for Windows and Macintosh Installed Client ONLY

Kurzweil 3000 Read the Web extension

Add to Chrome or Firefox web browsers for TTS access to content on the fly

OPEN KURZWEIL 3000

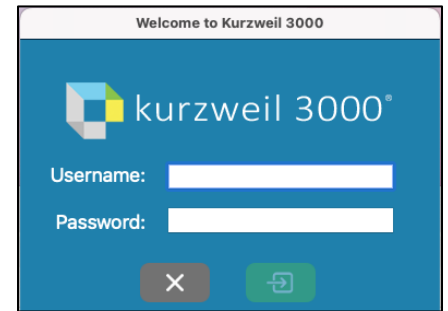
WEB LICENSE

Your username and password are the same for ALL Kurzweil 3000 Web License Subscription components.

If you are the Kurzweil site administrator – login is emailed to you in your welcome package from Kurzweil’s Customer Service team.

If you are a teacher or student – check with your school/district Kurzweil site administrator to obtain your username and password.

Universal Library is accessible in Web, Windows, and Mac versions



DESKTOP CLIENT - STANDALONE

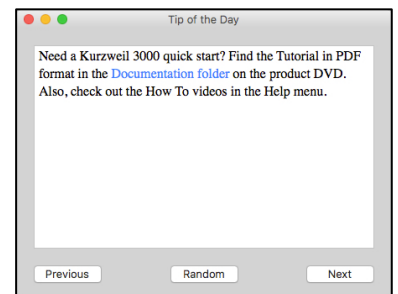
Double Click the Kurzweil 3000 icon on your desktop, dock or Applications folder.



TIP OF THE DAY

The **Tip of the Day** will automatically open with a different tip.

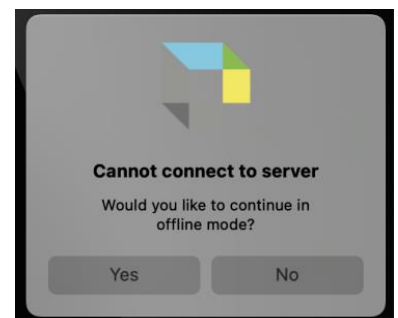
You can click **Previous**, **Next** or **Random** to see other tips.



OFFLINE MODE

If no internet connection is detected when you launch Kurzweil 3000 Web License, you may still be able to use Kurzweil 3000 in Offline Mode.

You’ll need to have previously logged into Kurzweil 3000 Web License on your machine with internet access within your subscription’s Offline Mode duration for this to be available.



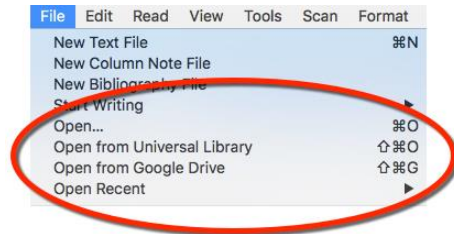
ACCESS CONTENT

FILE MENU

Kurzweil 3000 can open a variety of files and convert them to .kes files.

From your local Computer, the Universal Library, or Google Drive

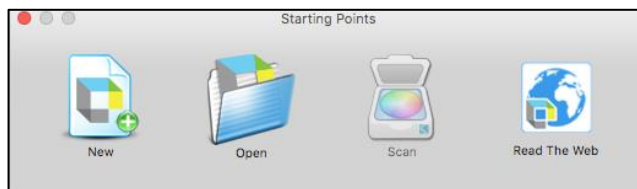
- **File > Open..., Open from Universal Library, or Open from Google Drive**



STARTING POINTS MENU

From here you can:

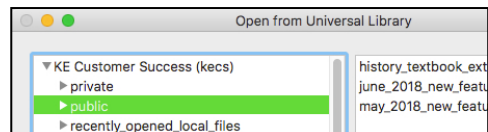
- Open a New draft document
- Open an existing file from your local computer



THE UNIVERSAL LIBRARY - WEB LICENSE

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

- Your Private and Public folders
- Public folders for the Top Level admin and any teachers or students in your team. Students cannot see other student's folders.
- Classic Literature folder (1800+ titles)
- Help files folder
- Non-Fiction Bookbag folder containing 15 titles for grades 3 through 8
- 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, FROM CELL PHONE, 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 -

- SUCH AS DROP BOX, ONE DRIVE, BOX, ETC.
 - Download the file to your computer from the online storage program (such as Dropbox)
 - Use **File > Open**, to locate the file

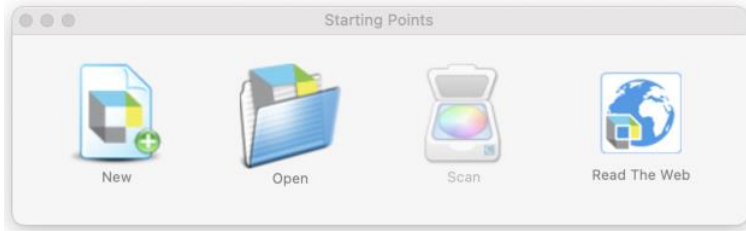
FROM A SCANNER (CONNECTED TO YOUR COMPUTER)





- (CONNECTED TO YOUR COMPUTER)
 - Choose **Scan > Scan New Document**

VIRTUAL PRINT

- BRING FILES FROM ANOTHER APPLICATION INTO KRZWEIL 300 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.

STARTING POINTS

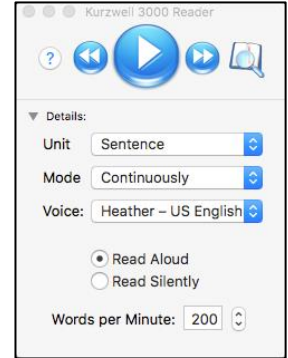





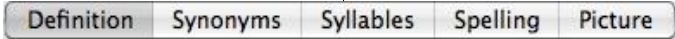
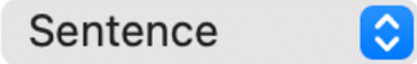
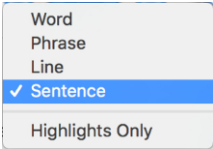
<p>New</p> 	<p>Create a new text document</p>	
<p>Open</p> 	<p>Open an existing document from</p>	
<p>Scan</p> 	<p>Start scanning a document using a linked scanner</p>	
<p>Read the Web</p> 	<p>Use this tool to pull text from the web to the desktop client and read it</p>	

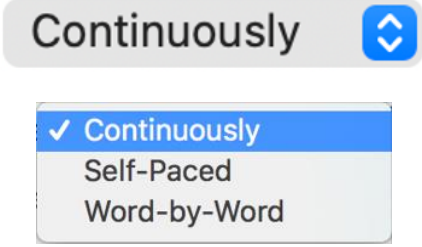
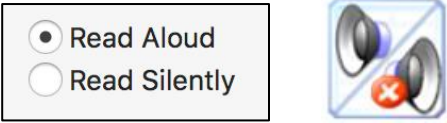

PALETTES

Different toolbars and palettes will be available based on the type of document you are in.






READING PALETTE



FEATURE	FUNCTION	DETAILS
<p>Read /Pause</p> 	<p>Use this button to start / stop reading of text.</p>	<p>Place cursor where you want to start reading.</p> <p>Click button to Read/hear the text</p> <p>Click button to pause reading</p>
<p>Previous / Next Unit</p> 	<p>Click appropriate button to move back one reading unit.</p>	
<p>Get Definition of a word</p>  	<p>Find your text reference tools all under one button</p>	<ul style="list-style-type: none"> • 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 tool • Click the Read button on Kurzweil 3000 Reader to read definitions aloud
<p>Reading Unit</p>  	<p>Choose the size of the block of text to be highlighted while reading</p> <ul style="list-style-type: none"> • Word • Phrase • Line • Sentence 	

FEATURE	FUNCTION	DETAILS
<p>Reading Mode</p> 	<p>Choose the continuity of reading</p> <ul style="list-style-type: none"> • 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 	<p>Use continuous reading for basic text like a novel or history book.</p> <p>Use Self-paced to stop and take notes or answer questions in homework or a test.</p>
<p>Toggle Reading Audio</p> 	<p>Turn off speech, but continue to see dual highlighting of words being read</p>	<p>To turn off speech and practice silent reading or oral reading fluency skills with Kurzweil 3000:</p> <p>Select Read Silently</p>
<p>Reading Speed</p> 	<p>The Reading Speed WPM can be increased or decreased to support the needs of the user and the density of the text being read.</p>	<ul style="list-style-type: none"> • Click the UP or DOWN arrows on your Words per Minute button. • Click in the box on your Speed button and type the desired WPM

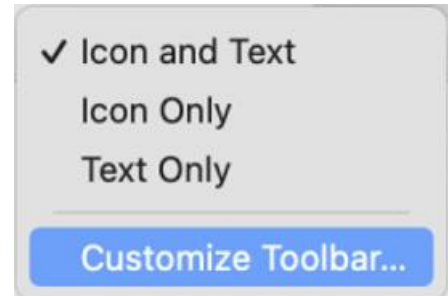
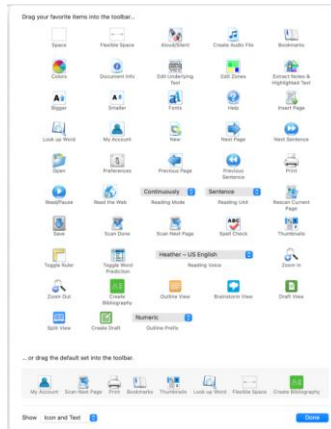
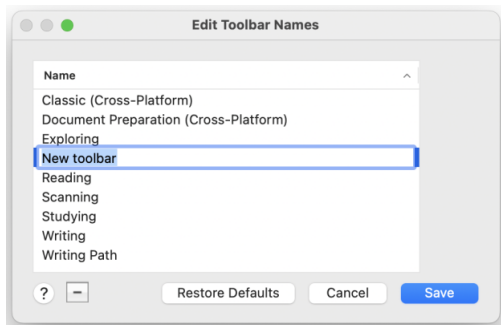


FEATURE	FUNCTION	DETAILS
<p>Standard cursor</p> 	<p>Use the standard cursor to</p> <p>Place cursor for reading</p> <p>Select text for highlighting, translation etc.</p>	<p>Click the button to select the cursor</p>
<p>Eraser</p> 	<p>Highlights and Circles can be erased</p>	<p>Select the Erase tool and dragging your mouse over the highlighted or circled text.</p>
<p>Highlight, Circle or Cross-out text</p> 	<ul style="list-style-type: none"> • Different colors of highlighters let you associate different concepts with different colors • Select Main idea, Supporting ideas, Details to create a study guide • Highlight quotes for a paper 	<p>Choose a highlighter, click and drag across text to highlight, circle or cross out</p> <ul style="list-style-type: none"> • Highlights can be extracted to an outline. • In the dialog box you can customize the extraction settings.
	<p>Footnote tool can be used to add a footnote to a word within the document.</p>	<p>Select the Footnote tool then click a word in the document. Add text to the footnote window. The footnote can be accessed later by clicking on the word in the document.</p>
<p>Insert a Voice Note</p> 	<p>Voice note tool can be used to insert a recording of your own voice.</p> <ul style="list-style-type: none"> • Voice notes are a great way to support <i>English Language Learners</i> by embedding clarifying notes recorded by native speakers of the language. <p>NOTE: Microphone is needed to record voice notes.</p>	<ul style="list-style-type: none"> • 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. <p>To hear the note: Double click</p>

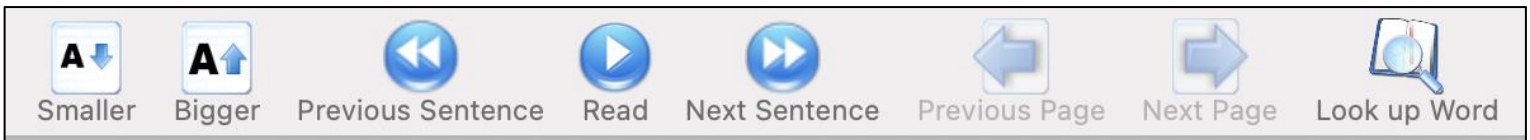
TOOLBARS


MANAGE TOOLBARS

- Select a desired Toolbar
- Double click on a Toolbar to Customize
- Choose from the options in the popup window,
- Choose Toolbar format

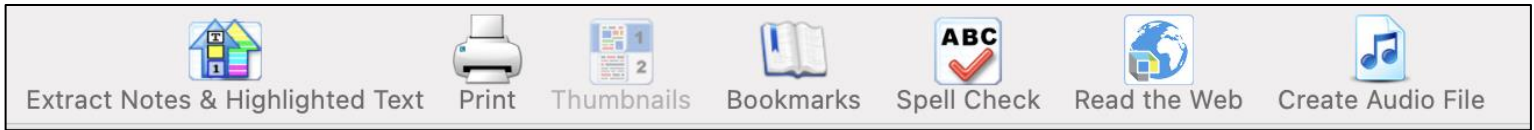







READING TOOLBAR



FEATURE	FUNCTION	DETAILS
Most features in this toolbar have been covered already		
<p>Move Between Pages</p> 	<p>Move between pages</p>	<p>Click on the appropriate button to move one page at a time.</p>


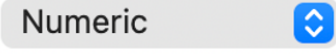

STUDYING TOOLBAR










FEATURE	FUNCTION	DETAILS
<p>Extract Notes & Highlighted Text</p> 	<p>Extract notes and /or highlighted text to a new single document</p>	<p>Use advanced to choose extraction choices and order.</p>
<p>Print</p> 	<p>Print document from Kurzweil 3000 to get a hard copy.</p>	<p>Click Print</p> <p>Choose printer and set print choices.</p>
<p>Thumbnails</p> 	<p>View the document in small thumbnail images to help locate a desired page.</p>	<p>Click button to resize pages to thumbnail size</p> <p>Click on a thumbnail to return to full size</p>
<p>Spell Check</p> 	<p>Spell check a text-based document.</p>	<p>Click button</p> <p>Select options of suggested corrections or type a correction.</p>
<p>Create Audio File</p> 	<p>Convert a zone edited document to a audio file, MP3, WAV...</p>	<p>File Menu > Create Audio File</p> <p>Fill in choices and create file</p>








WRITING PATH TOOLBAR



FEATURE	FUNCTION	DETAILS
<p>Brainstorm View</p> 	<p>View the Brainstorm/Outline section of a document in Brainstorm format</p>	<p>Any changes made to a Brainstorm will be reflected in the Outline</p>
<p>Outline View</p> 	<p>View the Brainstorm/Outline section of a document in Outline format</p>	<p>Any changes made to an Outline will be reflected in the Brainstorm</p>
<p>Draft View</p> 	<p>Use this pane to write or dictate a document</p> <p>Set formatting of document</p>	<p>Use Speak while typing to hear what is typed.</p>
<p>Split View</p> 	<p>Stay organized with your thoughts, by viewing your outline while writing your document.</p>	<p>Click button to split the screen, pulling up a created outline on the left and to begin typing or dictating your document on the left.</p>
<p>Create Draft</p> 	<p>Create a blank text document</p>	
<p>Outline Prefix</p> 	<p>Customize an outline using the numbering system of your choice.</p>	
<p>Toggle Word Prediction</p> 	<p>Word Prediction uses</p> <p>First letters typed and frequency to make suggestions</p> <p>For homophones you will see definitions of each word</p>	<p>Click on the word to hear it</p> <p>Click on the number to select the word</p> 

<p>Fonts</p> 	<p>Select desired font</p>	<p>Click button</p> <p>Choose font</p>
<p>Colors (Text)</p> 	<p>Change font color</p>	<p>Click button</p> <p>Choose color from palette or color wheel</p>
<p>Toggle Ruler</p> 	<p>Show or hide word processor ruler.</p>	

FEATURE	FUNCTION	DETAILS
<p>Rescan Current Page</p> 	<p>If a page does not seem to be well scanned or the software is not reading the text well, you can rescan the page to seek better resolution</p>	
<p>Insert Page</p> 	<p>If a page is missed in scanning insert a new scanned page</p>	
<p>Edit Zones</p> 	<p>Make sure that text is read in the correct order and only the desired sections are read</p>	<p>Click on the button, Choose the options in the menus to create modify or delete zones</p>
<p>Edit Underlying Text</p> 	<p>Ensure exact reading of an OCR derived text by editing the computer derived text in detail.</p>	
<p>Set First Page Number</p>	<p>Be sure the page number of your scanned document matches the page number of your original text.</p>	

FEATURE	FUNCTION	DETAILS
<p>Page Zoom</p> 	<p>Zoom in and out on an image document using the zoom function</p>	
<p>Save</p> 	<p>Save your document back to where it was opened from</p>	
<p>Create Bibliography</p> 	<p>Create and store source information to create a bibliography as needed.</p>	
<p>Preferences</p> 	<p>Customize your settings using this tool.</p> 	<p>Click the Preferences button</p> <p>Click the desired category</p> <p>Choose amongst options</p>
<p>Document Info</p> 	<p>See document information including the author and notes.</p>	
<p>Space & Flexible Space</p> 	<p>Space the icons in your menu using these space tools</p>	
<p>Start Dictation</p>	<p>Use IOS speech-to-text software to dictate your paper.</p>	<p>Edit Menu > click Start Dictation</p> <p>Start speaking</p>
<p>Magnify Spoken Words</p>	<p>See the word being read I large font size in a popup window</p>	

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

The Kurzweil Academy

New product features, videos, downloads, strategies and more!

<https://kurzweiledu.com/kurzweil-academy/kurzweil-academy.html>

YouTube – How to

<https://www.youtube.com/channel/UCUviWXqiuQJc-px3xHp2qDA>

<p>Customized Training</p> <p>Customer Success Department</p> <p>Call: 1-800-894-5374 x626</p> <p>Email: CustomerSuccess@KurzweilEdu.com</p> <ul style="list-style-type: none">• Implementation Partnerships for ongoing consultation• Live Online Workshops• On-site Trainings <p>In-classroom coaching</p>	<p>Live Technical Support</p> <p>Technical Support Department:</p> <p>Call: 1-800-894-5374, option 3</p> <p>Email: Tech@KurzweilEdu.com</p>
<p>Customer Support Portal:</p> <p>https://support.cambiumtech.com/index.php</p>	<p>Customer Service</p> <p>Call: 1-800-894-5374</p> <p>Email: CustomerService@KurzweilEdu.com</p>