Kurzweil 3000 for Windows

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, and the web app Help (www.Kurzweil3000.com).

For further information about customized Professional Development, please contact the Customer Success Dept at 800-894-5374.

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KURZWEIL 3000 PRODUCTS

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

Kurzweil 3000 Universal Library

- Store your k3000 documents here
- Share between students and teachers
- Access from the Installed Application, Web App and iPad for access anywhere anytime you are connected to the internet.

Kurzweil 3000 Read the Web extension

- Add to Chrome, Edge or Firefox web browsers for Text to Speech (TTS) access to content on the fly

Kurzweil 3000 Network

Concurrent licenses shared across a LAN (local area network)

Includes Kurzweil 3000 for Windows and Macintosh Installed Client ONLY

Kurzweil 3000 Read the Web extension

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

OPEN / SIGN IN

STAND ALONE

Double Click the Kurzweil 3000 icon on your desktop.

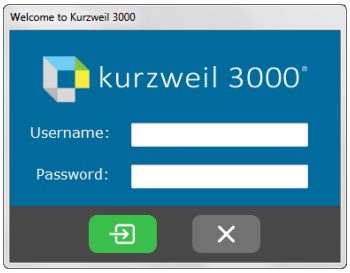
NETWORK

Double Click the Kurzweil 3000 icon on your desktop. If a license is available log in is completed.

If all licenses are in use a message will popup and let you know. (Wait for one to become available.)

LOGIN (Web License Subscription Only):

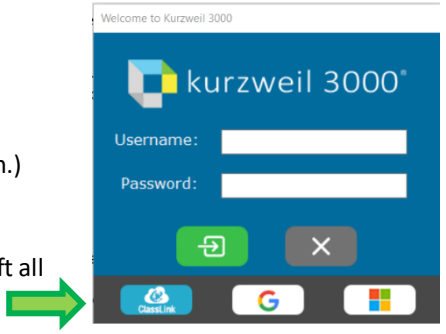
Username and password is the same for ALL Kurzweil 3000 Subscription components.



Kurzweil site administrators – login is emailed to you in your welcome package from Kurzweil's Customer Service team.

Teachers and students – check with your school/district Kurzweil site administrator to have a profile created. They will give you the login information or you will receive it in an email.

SINGLE SIGN ON (SSO)

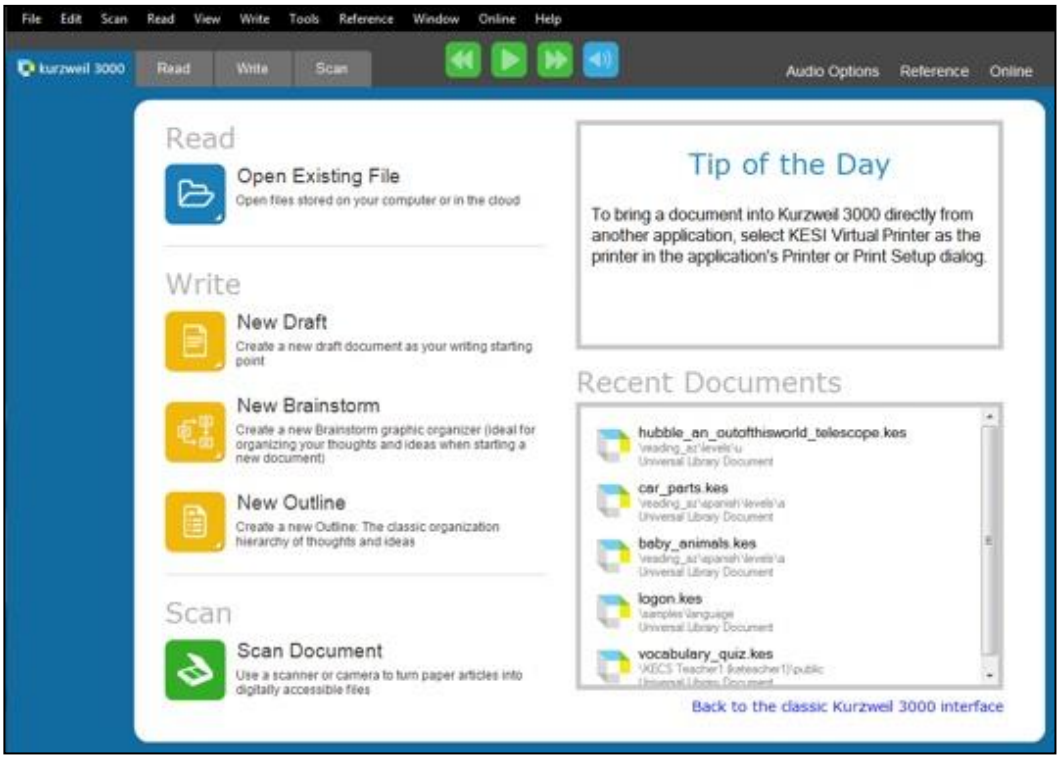


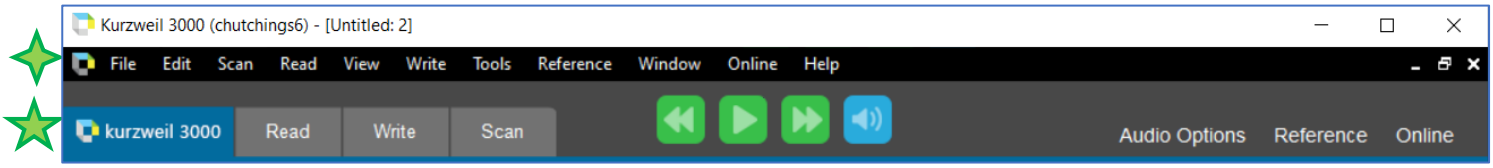
- If your institution has implemented SSO your profile will be created when you click on the appropriate sign in button.
- The first time you may be asked to allow the software access permissions (varies by system.)
- Subsequent logins, click on the same button.

Note: Only the button related to your institution will show. ClassLink, Google and Microsoft all show here for demonstration purposes.

Note: This process can vary both by system used and individual school set up so it may vary some from steps above.

KURZWEIL 3000 – (HOME TAB)





Kurzweil for Windows is designed to feel familiar like a web page.

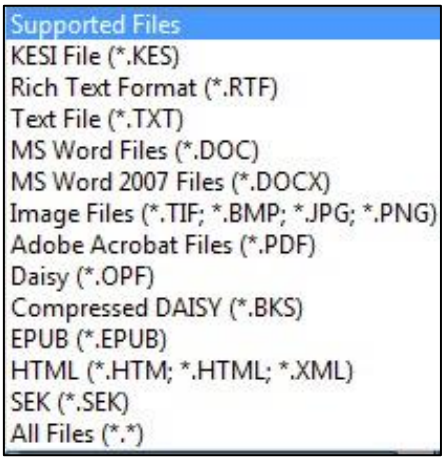
- The program can be used completely from the drop-down menus across the top and with keyboard hot keys
- The Tabs allow you to move between functions while minimizing the number of tools showing on each page.

FEATURE	FUNCTION	DETAILS
Open Existing File 	Open files from multiple locations	Click the **Open File** button Click the desired location Follow appropriate steps for pop-up

FEATURE	FUNCTION	DETAILS
New Draft	Start new Writing document or Open a Template with detailed instructions	For a blank document click: For **Template with detailed instructions** Click: Choose the template from the list.
New Brainstorm	Build a Brainstorm from scratch OR Open a Brainstorm temple	For a blank Brainstorm page click: For a Brainstorm Template click: then choose the template from the list.
New Outline	Build an Outline from scratch OR Open an Outline template	For a blank Outline page click on: For an Outline Template click on: then choose a template from the list.
Scan Document	Scan using an **attached scanner** OR Capture an image using a **web cam**	Click the **Scan** button Click the **Scan** tab to see the image
Tip of Day	Learn to use kurzweil 3000 better	
Recent Documents	See and open last 10 documents viewed	To open a recent document, click on the title

ACCESS CONTENT

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



From your local Computer, the Universal Library, Google Drive

or other programs

LOCAL COMPUTER

Click the **Local Computer** button to open File Explorer and

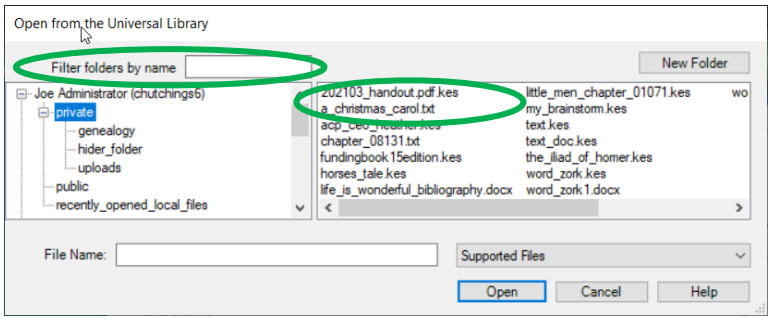
Open a file as you would from your hard drive in any other program.

THE UNIVERSAL LIBRARY (WEB LICENSE SUBSCRIPTION ONLY)

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

See and open:

- 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



Filter folders by last name

Type the file in name in the filter box

Open a file from a folder

- Click on your name to select
- Click the plus (+) button
- Click on the folder where the file is saved
- Choose the file from the list on the right

NOTE: Profile management is done in kurzweil3000.com

FROM DRIVES & OTHER LOCATIONS

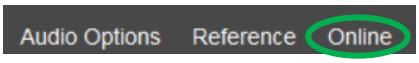
From Google Drive

- Sign in to Google Drive via the web.
- Return to K3000 - the **Open from Google Drive** button will be displayed, click on My Drive to see files.

Bookstores/Online

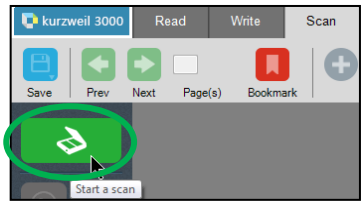
Use the **Online** dropdown menu on the right or other sources such as Project Gutenberg or Access Text.

Download the book as an PDF or ePub file to your computer.



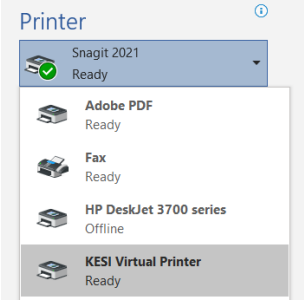
NOTE: Kindle format is not supported.

From a Scanner (connected to your computer)



- Choose the **Scan** tab,
- Choose **Scanner Setup** button and choose scanner
- Place the document or page on the scanner, click the **Start a Scan** button

Virtual Print – convert and import non .kesi supported documents (Power Point, Publisher, etc.)



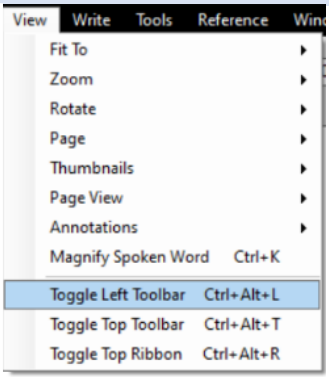
- Open a file in its native application
- **File > Print** and choose the **KESI Virtual Printer**
- The file will appear in K3000 to be read, saved, etc.

From Online File Storage - such as Dropbox, Box, etc.

- Download the file to your computer from the online storage program (such as Dropbox)
- Use the **Open from Local Computer button** or the **File menu > Open**, to locate the file

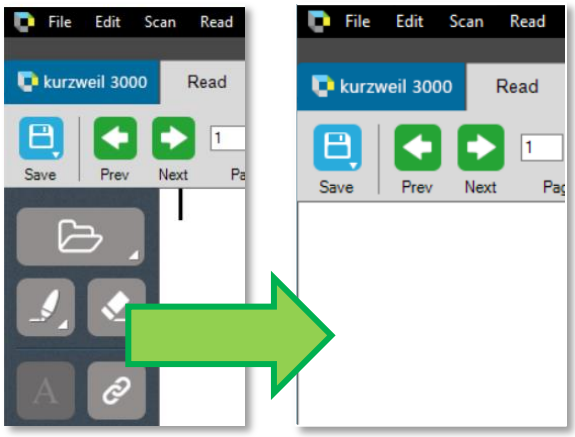
CUSTOMIZE VIEWS AND TOOL BARS

SHOW / HIDE TOOLBARS AND RIBBON

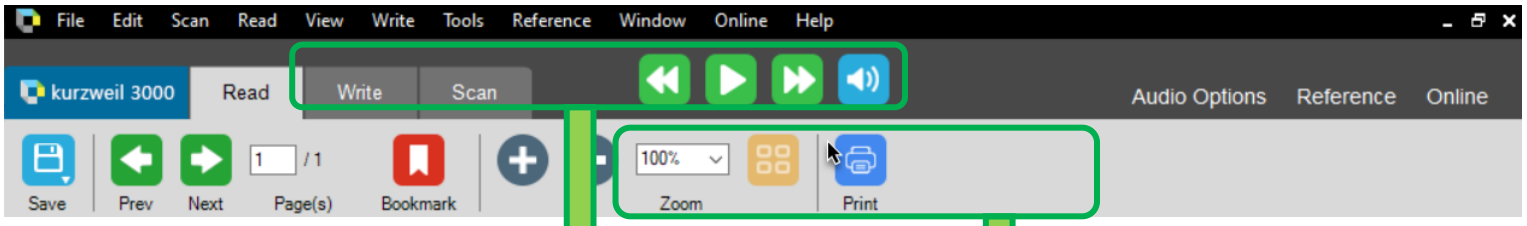


View > Toggle **Left Toolbar**

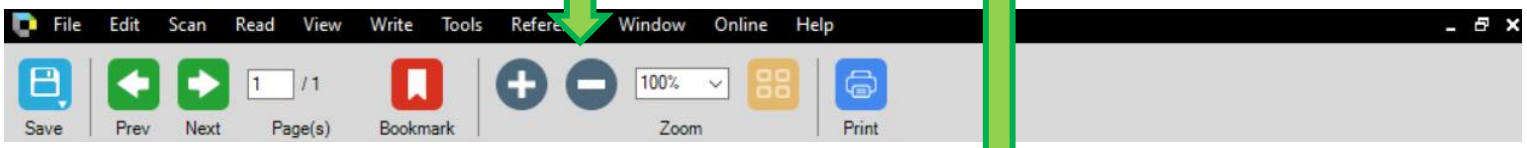
Hide/show Left Toolbar



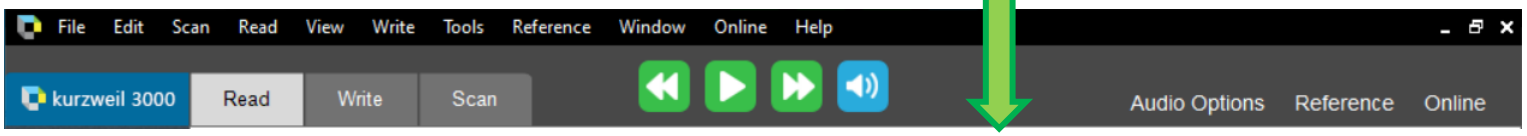
Default



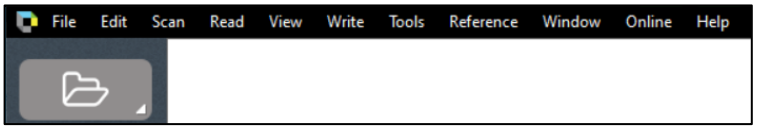
View > Toggle **Top Ribbon**



View > Toggle **Top Toolbar**

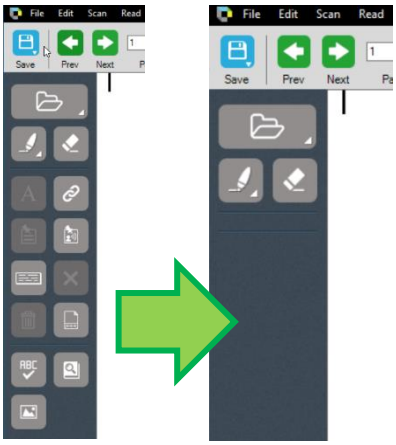


Hide both



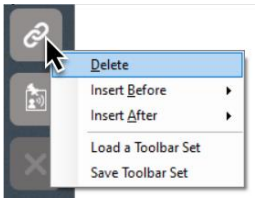
NOTE: If you are running the program using only the drop-down menus and keyboard hot keys this also clears items you don't need.

CUSTOMIZE TOOL BAR



ADD OR REMOVE buttons to only see only what you need.

To **Remove** a button right click on it and click Delete



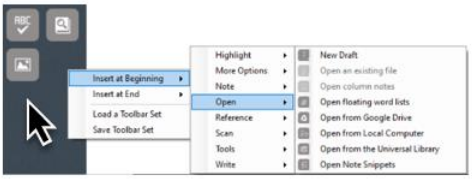
To **ADD** a button,

Right click on the **toolbar**

Select **Insert above** or **Insert Below**

Choose the tool category

Click on the desired tool

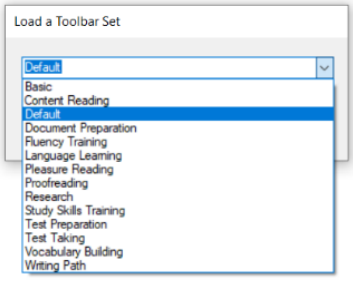


RESTORE DEFAULT TOOLBAR / LOAD A NEW TOOLBAR

Right click on **toolbar**

Choose: Load a Toolbar Set

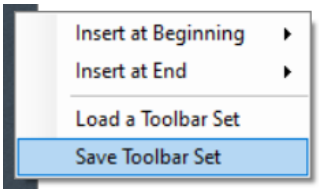
Pick toolbar set you want from dropdown menu



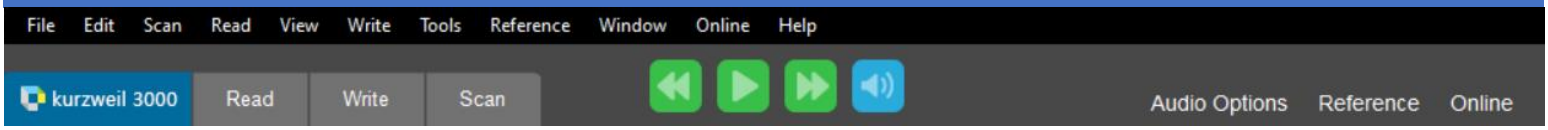
CREATE A CUSTOM TOOLBAR SET

Right click on **toolbar**

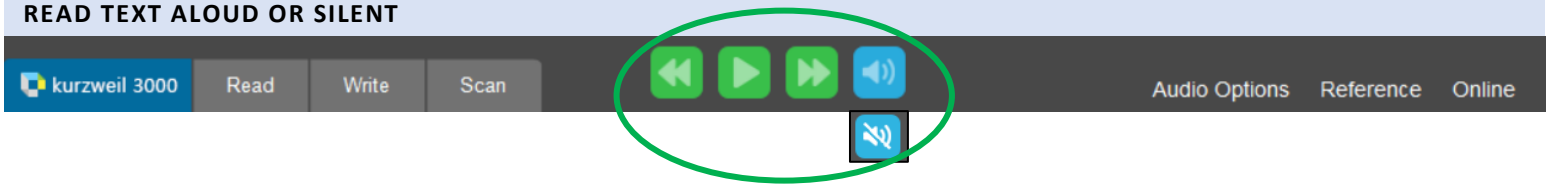
Choose: Save Toolbar Set



YOU'VE OPENED IT, NOW READ IT!

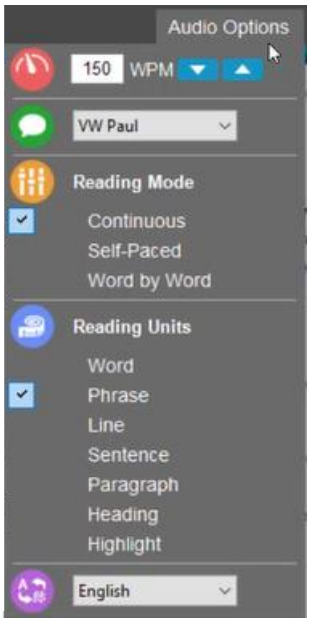


READ TEXT ALOUD OR SILENT



- Place your cursor in the text and click the **Read button (F3)** 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



WORDS PER MINUTE – Match the reading speed to your learning style and the document difficulty.

VOICE – Choose the voice you prefer to listen to.

READING MODE

- **Continuous:** continuous reading from page to page.
- **Self-Paced:** pause at the end of each unit.
- **Word by Word:** pause at the end of each word.
  - Click **Read** button to begin again.

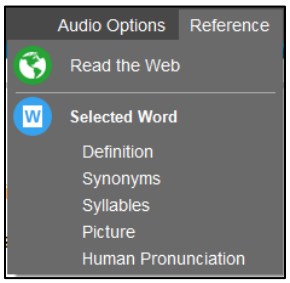
READING UNIT

- What is highlighted
- Backward and Forward buttons move by 1 Unit

LANGUAGES

English	Spanish	French	Portuguese
Dutch	German	Italian	Swedish
Danish	Norwegian	Finnish	Catalan

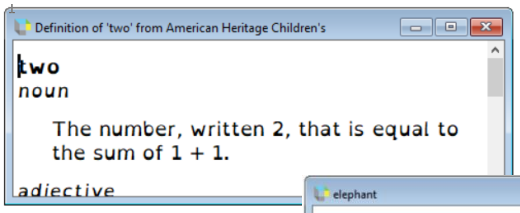
REFERENCE TOOLS

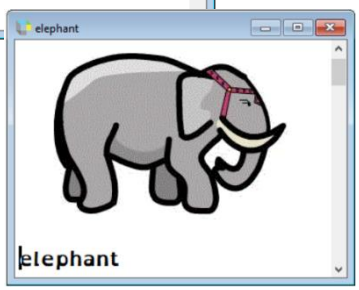


Click the Read button to hear any of the reference materials.

DEFINITION, SYNONYMS, SYLLABLES

- Click the word
- Click **Reference**
- Click desired tool
- Click to close when done





PICTURE (dictionary)

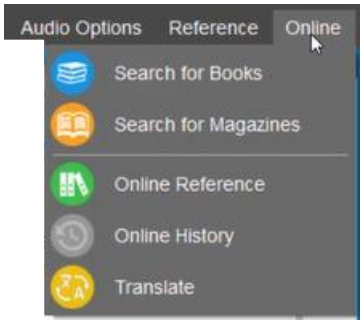
Same steps

Shows pictures of the chosen word

HUMAN PRONUNCIATION

Hear the word pronounced by a human not the computer voice

ONLINE TOOLS

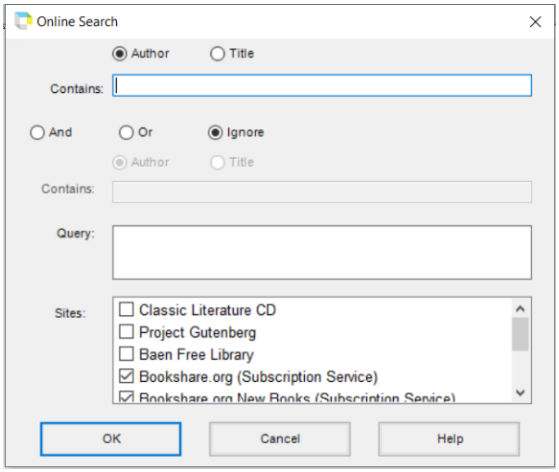


When connected to the internet you can use these tools

SEARCH FOR BOOKS

Find digital books from various online libraries, (both free and subscription)

- Search Author or Title
- Select desired libraries
- Select desired book from results
- Click 'OK'
- **Use File > Open** to open book



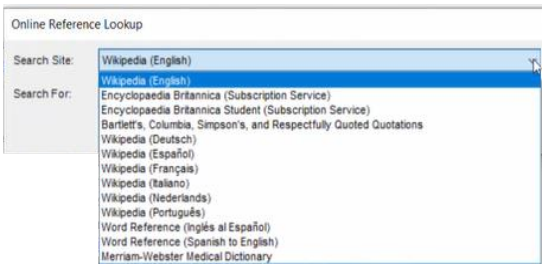
SEARCH FOR MAGAZINES

Same steps as books

ONLINE REFRENCE

- Click word to lookup
- Click **Online**
- Click **Online Reference**
- Choose source to search (Wikipedia, Medical dictionary, etc.)
- Click Search

Article will open in a new window in kurzweil



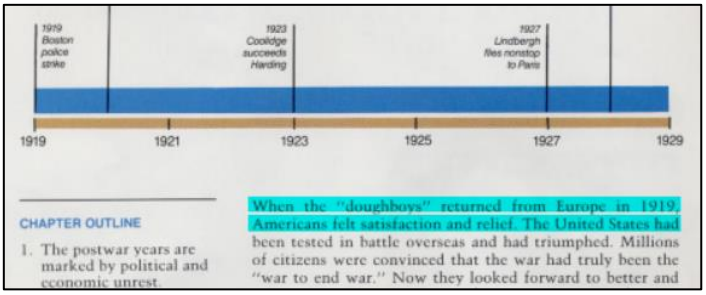
ONLINE HISTORY

See list of searched words

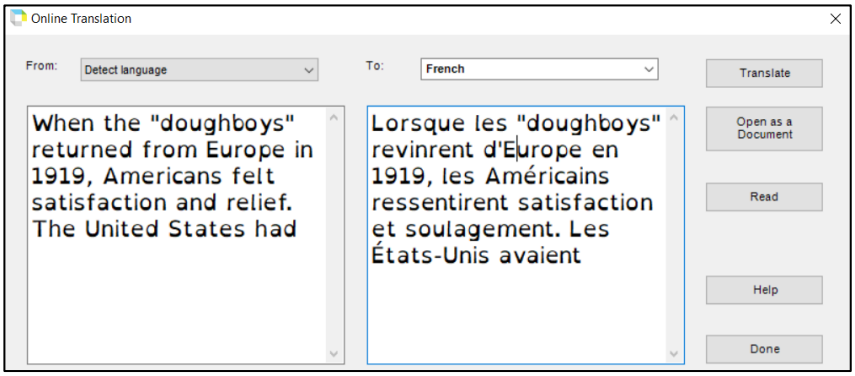
TRANSLATE

Powered by Google Translate with some kurzweil magic.

- Highlight the selection of text you would like translated.
- In the **Online** dropdown click the **Translate** button
- Select 'From' language (if needed) and 'To' language
- Click **Translate**
- Click **Read** to hear the text (12 languages)
- or Click **Open as new Document** to create a new document of the translation.
  - Save the new document.



NOTE: Also great for translating documents to share non-legal documents with students, parents and other members of the team.



WRITTEN TRANSLATION IN OVER 100 LANUGAGES

TWO DOCUMENT TYPES: TEXT AND IMAGE

TEXT DOCUMENT

- Contains text data (think MS Word or Google Docs)
- Open an existing text file or create one in Kurzweil 3000 by typing or extracting text
- Create Brainstorms and Outlines
- Use Speech to Text
- Students can edit and format content

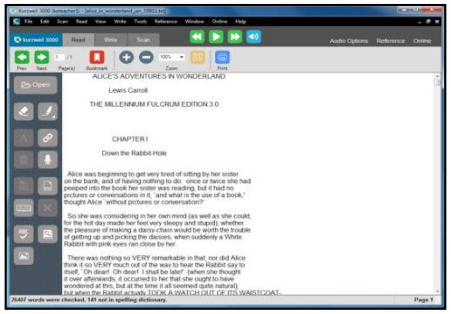
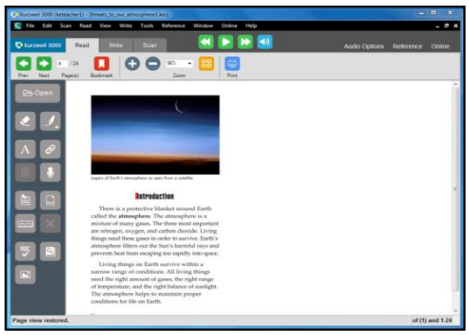


IMAGE DOCUMENT

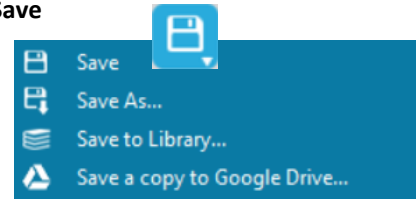
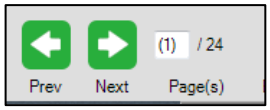
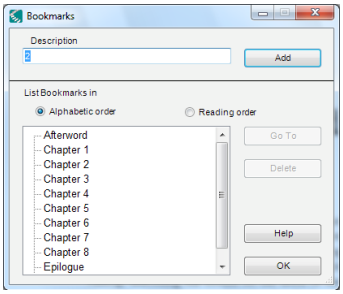
- Exact image of page (text, pictures, graphics) and underlying text
- Load documents from scanning, virtual printer, downloads or your phone
- Examples include PDF, JPEG, HTML, screenshots
- Image is not changeable
- Add notes and bookmarks
- Zoom in and out for easy reading



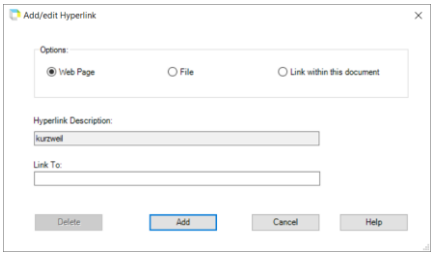
	TEXT DOCUMENTS	IMAGE DOCUMENTS
Description **and** **File Creation**	Created by typing in text, opening an existing text or word processing file, or extracting text or annotations or highlights within a Kurzweil 3000 image document	Image documents are generated by scanning, virtual printing or opening a PDF. These files contain two layers: The **image**, is a picture of the page that you see on the screen can include text, pictures, and graphics The **underlying text**, which is the set of words that Kurzweil 3000 reads. (You do not see this data)
Purpose	Students can create, edit and format text documents for study guides and to complete writing assignments.	Used for print-based materials that need to be read aloud; and for curriculum content that includes graphics or images that support the text.
Supported Editing Features	Cut/Paste, insert page breaks, Text formatting - font, size, style, line spacing, word spacing	You cannot change the format of the picture layer of image documents. You can change the underlying reading order and underlying text using Zone Editor and Edit Underlying Text.
Supported Study Skills Features	Highlights, Bookmarks, Voice Notes, Footnotes and Bubble Notes.	Highlights, Bookmarks, Voice Notes, Footnotes, Text Notes, Sticky Notes, Fill in the Blanks Bubble Notes

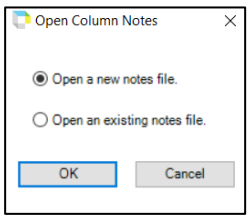
READ TAB

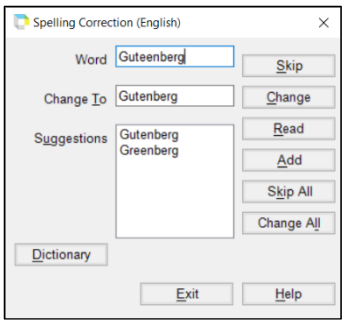
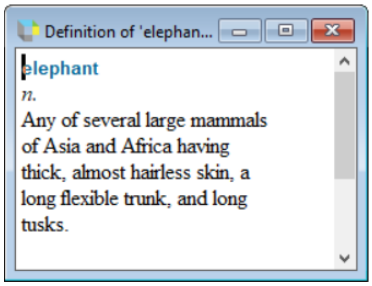
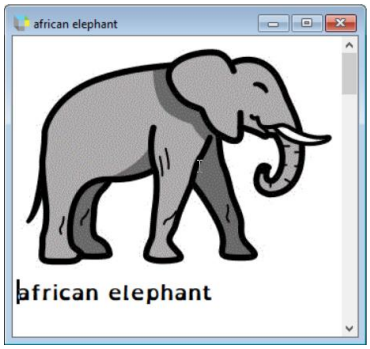
TOP TOOLBAR

FEATURE	FUNCTION	DETAILS
Save 	**Save changes to document**	• Click Save button • Choose Format from drop down • Follow steps in pop up window
Change Pages 	**Change the page** • Move page by page • Jump to a specific page Next Page **(Ctrl E)** Previous Page **(Ctrl R)**	• Click the green **Left** and **Right** page arrow buttons. OR • Click the box and type the page number • Press **Return/Enter** on your keyboard
Zoom 	Change size of text Increase or decrease the size of an image document by changing the Zoom value. Zoom in: **(F7)** Zoom out: **(F8)**	• Click the Plus or Minus buttons OR • Click the down arrow to select a preset zoom value.
Bookmark 	Add bookmarks to aid in text navigation 	• Click where you want the bookmark to be • Click Bookmark button • Type in a description and click Add • To view Bookmarks in a document, click on the bookmark tool to view them all. • Click on the Bookmark you want and Go To.
Thumbnail View 	View document in Thumbnail size to help find specific pages, such as beginning of chapters.	• Click on Thumbnail button • Click desired page
Print Document 	**Print** document showing in window	• Click Print button • Follow prompts in pop up window

LEFT TOOLBAR

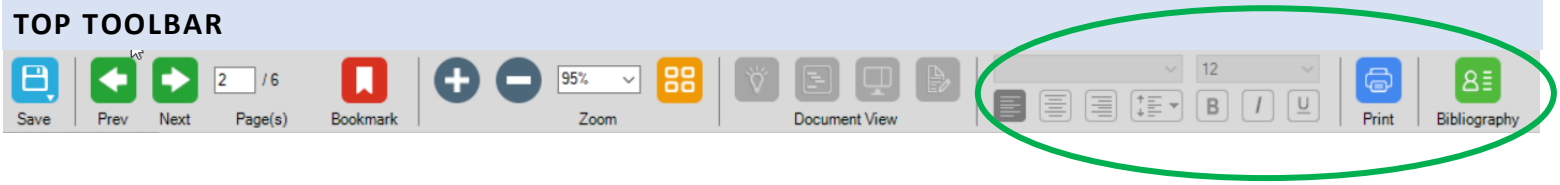
FEATURE	FUNCTION	DETAILS
Open An Existing File 	**Open document to use**	• Click Open Existing File Button • Choose where to open from expanded menu
Highlighter 	**Highlight, Circle** or **Cross out text** **Extract** Highlights to an outline **File > Extract > Extract Notes and Highlights…**	Choose a highlighter, click and drag across text to highlight, circle or cross out • Different colors of highlighters let you associate different concepts with different colors • Highlights can be extracted to an outline. • In the dialog box you can customize the extraction settings.
Highlight Eraser 	**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.
Text Note 	Insert a **Text Note** To quickly insert text notes on every blank line on a page: **Tools > Fill-in-the-blanks**	**Text Notes** can be used to answer questions in a .kes test or quiz file. They have a transparent background – great for fill-in-the-blanks or labeling graphics. • Click on the Text Note button • Click anywhere on your open document • Begin Typing
Hyperlinks 	Add a link to another place in the document or to a website.	Click **hyperlink** button Fill in fields in popup 

FEATURE	FUNCTION	DETAILS
Sticky Notes **Available in Image documents**	Add notes to any location on the document.	• Click **Sticky Notes** button • Place cursor where you want the top left corner of the note. Note will expand as you type.
Voice Note 	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. Use instead of typing for mobility limited individuals	**Voice note tool** can be used to insert a recording of your own voice. • Click on the Voice Note button • Click where you want the note • A dialog box will open • Click on the microphone to record a message up to 120 seconds long. • Click OK • To hear the note: Double click
Foot Note 	Add a Footnote	• Click in document where you want to link to be • Click Footnote button • Type footnote in popup window. • Close window by clicking on X • To reopen, click note number
Delete 	Delete a note	• Click on the note ONE time • Click Delete button OR • Right Click on a note and select Delete note
Column Notes 	Open a new or existing Column Notes.	• Click on the button • Choose option in pop up 

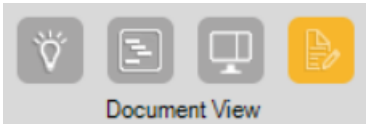
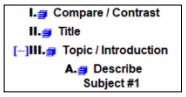
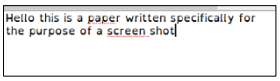
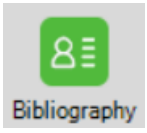
FEATURE	FUNCTION	DETAILS
Spell Check	Spell check and correct the spelling in a document	
Dictionary	Choose default dictionary • Children's • Intermediate • Collegiate • Foreign Language	
Picture Dictionary	Learn the meaning of a word through pictures	

WRITE TAB

TOP TOOLBAR

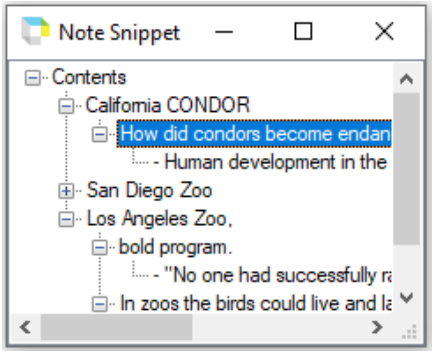
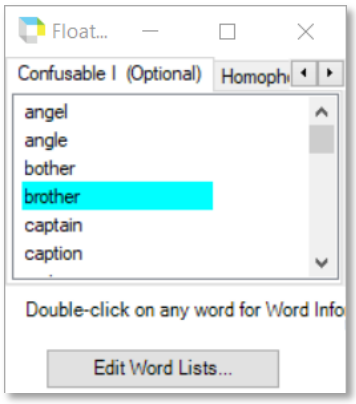
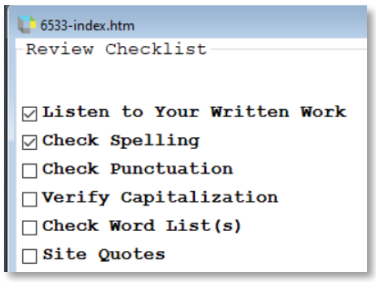


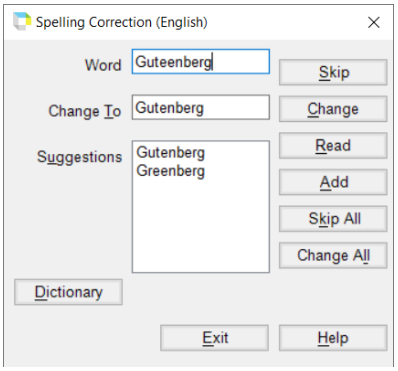
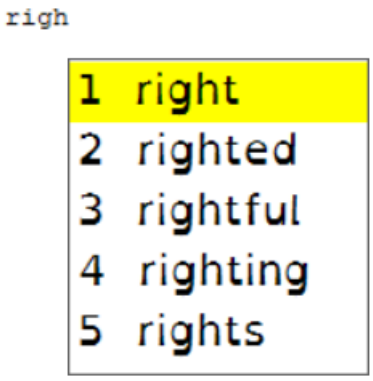
For buttons not listed below see: **READ TAB – TOP TOOLBAR**

FEATURE	FUNCTION	DETAILS
Document View 	Change views to follow the writing process Any changes made in a Brainstorm or an Outline will show in the other when changing view	**Click the button for the desired view** **Brainstorm** **Outline**  **Split Screen** **Draft** 
Text Formatting 	Basic tools for style are available: • Font • Text Size • Alignment • Style	• Click to Draft view and format document as you want it for printing. • If advanced formatting is required, download as a Word Document, and continue formatting there.
Bibliography Tool 	Create a Bibliography / Work Cited Enter data in fields and all formatting is done for you	• Choose Format • Enter Data • Create a List of works cited • Create a Work Cited page from that list

LEFT TOOLBAR

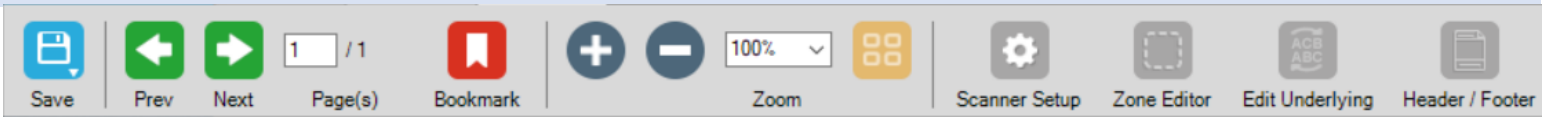
For tools not listed below see: **READ TAB – LEFT TOOLBAR**

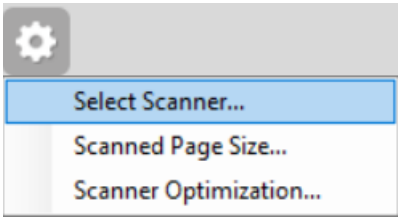
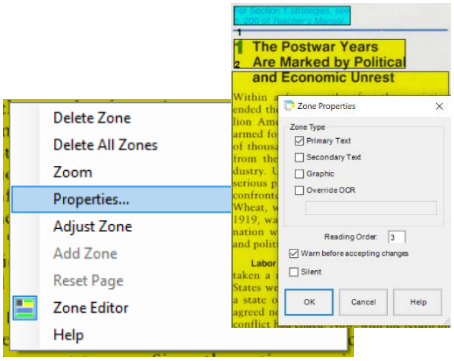
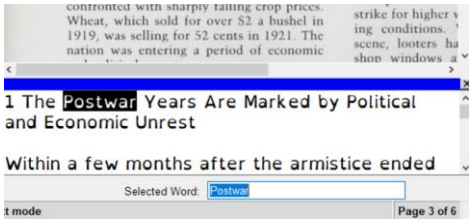
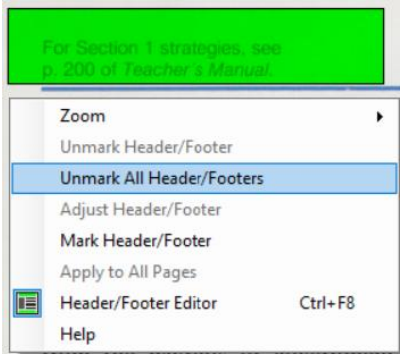
FEATURE	FUNCTION	DETAILS
New Document	Create a new blank document • Draft • Brainstorm • Outline	Click **New Document** button Choose type from sub menu
Note Snippets	Note Snippets is a floating window that shows the contents of a Column Notes file in an easily accessible popup. Use to quickly review Column Notes taken from a different document. Click and drag notes from the popup to place them directly in your document.	
Floating Word Lists	Improve writing with help of prompt words Practice vocabulary words Words appearing in the document are highlighted	
Writing Review	Use the checklist to make sure you have thoroughly reviewed your document before turning it in. Customize list to your needs.	

FEATURE	FUNCTION	DETAILS
Spell Check	Check and correct spelling in the document.	
Word Prediction **(Shift F11)**	Word Prediction will guess words as they are typed based on frequency and recency. • Click on the Word Prediction button • Begin typing • Words will be offered as you type • Click on homophones to hear definitions • Click on the Number of the word to insert	
Speech to Text	Dictate the text of your paper with some basic punctuation and formatting options.	

SCAN TAB

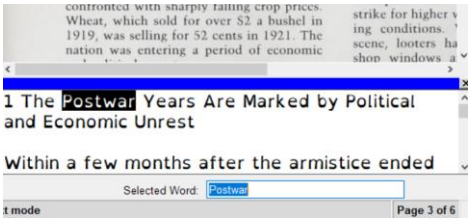
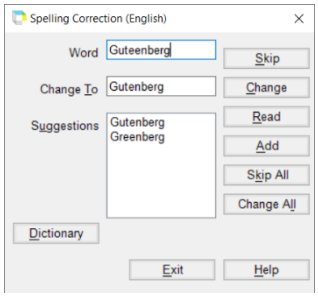
TOP TOOLBAR



FEATURE	FUNCTION	DETAILS
Scanner Setup	• Select Scanner • Set page size • Choose what to optimize scan for	
Zone Editor	Edit all zone properties • Add • Delete • Change reading order • Change zone type • Set silent reading	
Edit Underlying (Text)	Fine tune editing of what the OCR thinks the page said. • Correct misunderstood words • Adjust pronunciation • Correct errors	
Header / Footer	Mark / Unmark headers and footers and designate them to be read or unread. Keeps reading of document clean and streamlined. • Set one zone per page • Apply to all pages if desired	

LEFT TOOLBAR

FEATURE	FUNCTION	DETAILS
Start a Scan		
Rescan Page	Make sure all pages are readable with clear scans If a scan is too light, dark crooked etc. You can rescan a page without redoing whole document.	Have the document to scan in place Click **Rescan** button
Insert Page	Inset a missing page If you missed a page while scanning insert it without redoing whole document	• Navigate to location of missing page in digital document. • Put missing page on scanner • Click insert button
Preview	See a quick preview of the page before the detailed scan is completed	• Click Preview button • View in popup window • Click **Acquire** to complete scan
Insert Image	Select a file from an image	• Click Insert Image button • Use File Explorer to find image • Click **Open**
Scan in Color	Select Scan in Color or leave to default black and white	• Click button to activate • Scan document
Double-Sided Scanning	The computer will process the document from a double sided original to the correct order.	• Click button to activate • Scan document
Two Page Mode	Allows for scanning of 2 pages of a book simultaneously. The software splits the pages and creates 2 images for reading.	• Click button to activate • Place open book on scanner • Be sure binding is flat enough to get a good scan

FEATURE	FUNCTION	DETAILS
Scan Repeatedly	Scans repeatedly with pauses between scans. Process a multiple page document without having to hit scan each time,	• Click button to activate • Change page while timer to next scan is counting down.
Edit Underlying Text	Fine tune editing of what the OCR thinks the page said. • Correct misunderstood words • Adjust pronunciation • Correct errors	
Spell Check	Check and correct spelling in the document.	
Rerecognize Page	If the page has a lot of errors rerun the OCR software	• Click Rerecognize button. • Verify action in popup.
Delete Page	Remove a page from the Scan sequence (such as duplicated or poorly scanned pages)	• Click Delete Page button. • Verify action in popup.

OTHER COOL TOOLS

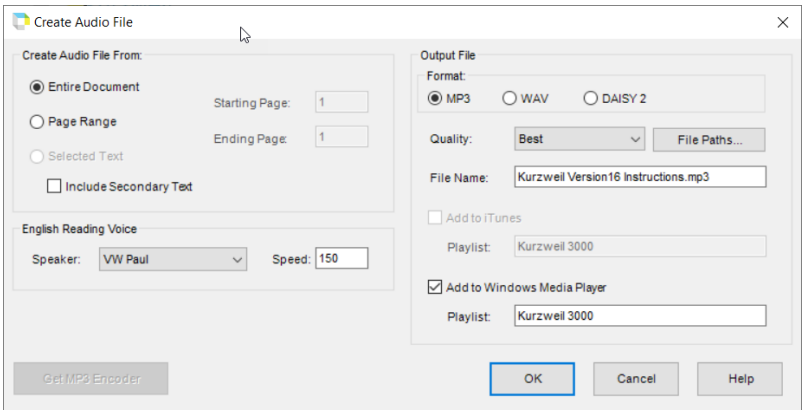
CREATE AUDIO FILES

File > Audio Files > Create Audio File

Open a Zoned book,

Open the Audio File Creator

Primary zones only or Primary and Secondary



SPEAK BUTTONS

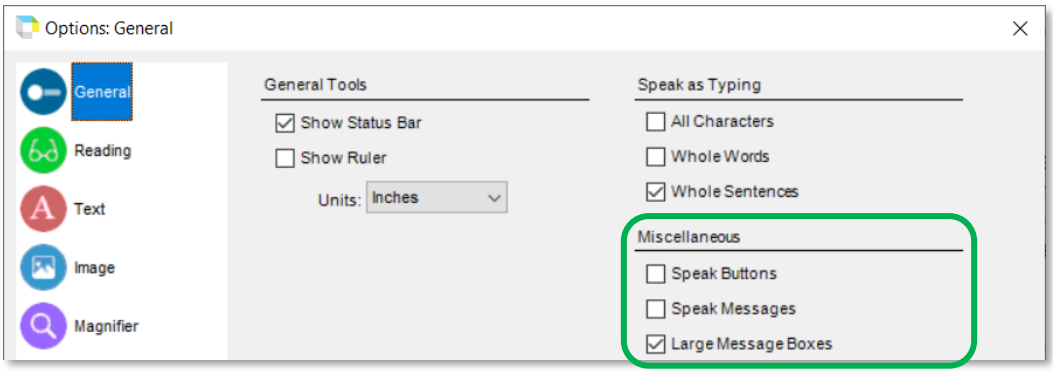
Tools > Options > Options General

Great tool to help those who are visually impaired or blind.

The software will read

names of buttons the mouse hovers over

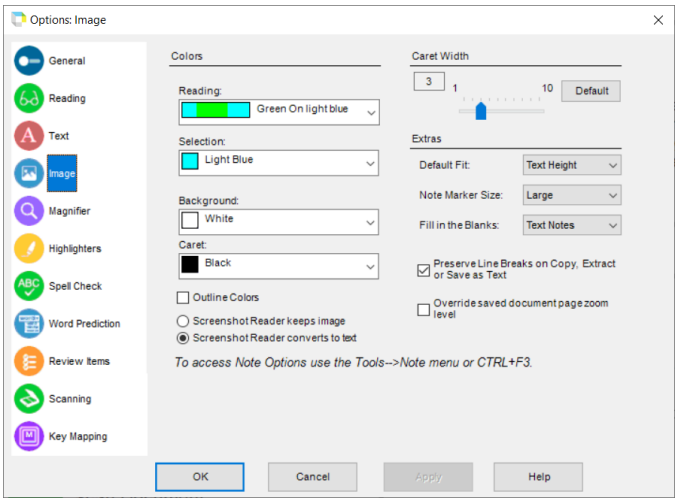
Menu names and items, sub-menu items

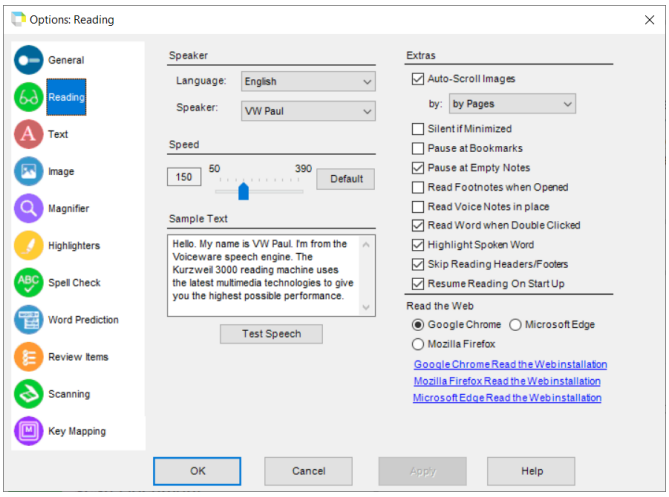


EXTREME CUSTOMIZATION

Tools > Options

Customize dozens of items in kurzweil to make it truly match your learning style and needs.



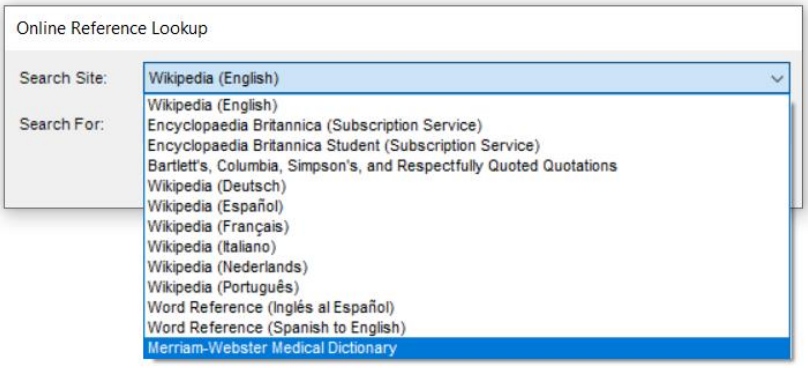


MEDICAL DICTIONARY

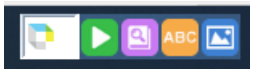
Online > Online Reference > Dropdown

- Click on word to lookup
- Click 'Online' menu
- Click 'Online Reference'
- From dropdown check Medical Dictionary.

After each use the last reference material will move to



KURZWEIL TASK BAR



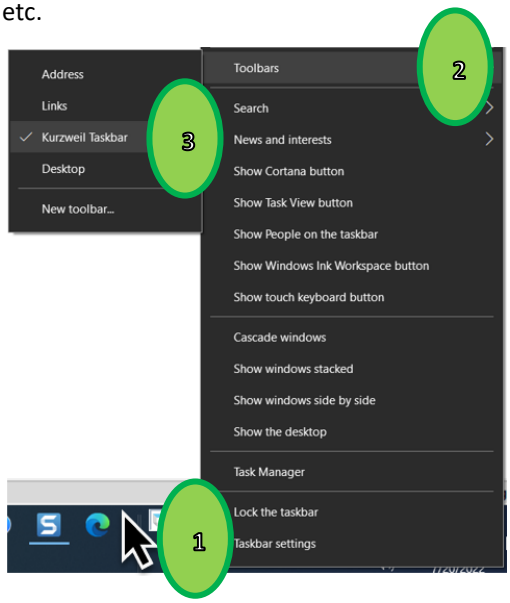
The taskbar is desktop based and is great for reading text from any program.

For any text showing on the screen, if it can be highlighted and dragged drop it in the read box.

If the text will not drag, use the image capture to read it.

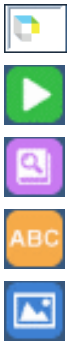
In in programs like, PowerPoint, email, Google Docs, Excel etc.

TO ACTIVATE



1. Right click on program toolbar at the bottom (side) of your screen
2. In popup menu select Toolbars
3. In secondary menu click on Kurzweil Taskbar

If you see a check the taskbar is activated. Taskbar image will appear in the program toolbar.



Drag and drop text to this box to read

Read text placed in box (can repeat if desired)

Drop a word in the read box, then look up definition

Spellcheck words dropped in box

Image capture – click image to get crosshairs, draw rectangle around text to be read, software will scan the section and use OCR to pull the text from the area.

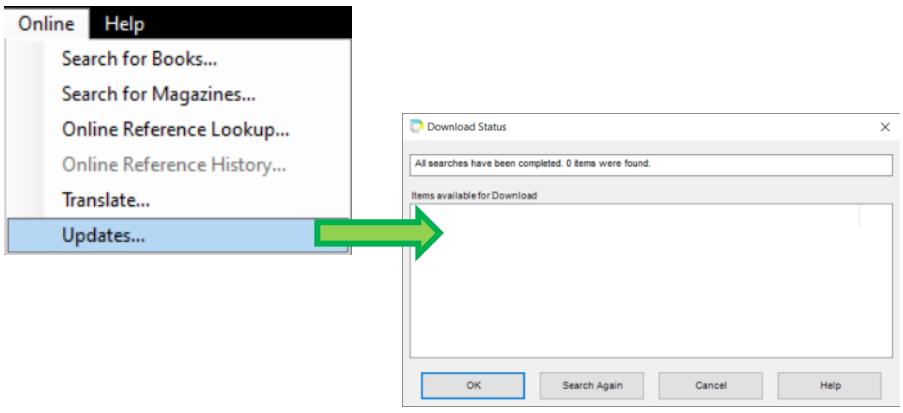
Note: Image Capture can be used on anything that shows on your screen.

UPDATES

Online > Updates

To update your software the latest version

Click ‘Online’ Menu
Click “Updates’
If an update shows in the window where the arrow is pointing, there is one available.
Click ‘OK’



RESOURCES

The Kurzweil Academy

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

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

YouTube Channel – kurzweil education

https://www.youtube.com/results?search_query=kurzweil+education

Customized Training

Customer Success Department

Call: 1-800-894-5374 x626

Email: CustomerSuccess@KurzweilEdu.com

- Implementation Partnerships for ongoing consultation
- Live Online Workshops
- On-site Trainings
- In-classroom coaching

Live Technical Support

Technical Support Department:

Call: 1-800-894-5374, option 3

Email: Tech@KurzweilEdu.com

Customer Support Portal:

https://support.cambiumtech.com/index.php

CUSTOMER SERVICE

Call: 1-800-894-5374

Email: CustomerService@KurzweilEdu.com