

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 <u>www.Kurzweiledu.com</u>,

Kurzweil 3000 Help menu,

Web app Help (<u>www.Kurzweil3000.com</u>).

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

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

For further information about customized Professional Development, please contact

Customer Success Dept at 800-894-5374.

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KURZWEIL 3000 PRODUCTS



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 KRUZWEL 300 TO SAVE AS A .KES FILE
 - o 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



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

PALETTES

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

READING PALETTE



FEATURE	FUNCTION	DETAILS
Read /Pause	Use this button to start / stop reading of text.	Place cursor where you want to start reading. Click button to Read/hear the text Click button to pause reading
Previous / Next Unit	Click appropriate button to move back one reading unit.	
Get Definition of a word	Find your text reference tools all under one button yllables Spelling Picture	 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
Reading Unit Sentence	Choose the size of the block of text to be highlighted while reading Word Phrase Line Sentence 	

FEATURE	FUNCTION	DETAILS
Reading Mode Continuously Continuously Self-Paced Word-by-Word	 Choose the continuity of reading 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 	Use continuous reading for basic text like a novel or history book. Use Self-paced to stop and take notes or answer questions in homework or a test.
• Read Aloud • Read Silently	Turn off speech, but continue to see dual highlighting of words being read	To turn off speech and practice silent reading or oral reading fluency skills with Kurzweil 3000: Select Read Silently
Reading Speed Words per Minute: 200 🗘	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. Click in the box on your Speed button and type the desired WPM

TOOLS PALETTE

Tools	FEATURE	FUNCTION	DETAILS
→ → → → → → → → → → ↓ → ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓	Standard cursor	Use the standard cursor to Place cursor for reading Select text for highlighting, translation etc.	Click the button to select the cursor
Image: Constraint of the second sec	Eraser	Highlights and Circles can be erased	Select the Erase tool and dragging your mouse over the highlighted or circled text.
	Highlight, Circle or Cross-out text	 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 Footnote tool can be used to add a footnote to a word within the document.	 Choose a highlighter, click and drag across text to highlight, circle or cross out Highlights can be extracted to an outline. In the dialog box you can customize the extraction settings. 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.
	Insert a Voice Note	 Voice note tool can be used to insert a recording of your own voice. Voice notes are a great way to support <i>English Language</i> <i>Learners</i> by embedding clarifying notes recorded by native speakers of the language. NOTE: Microphone is needed to record voice notes. 	 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

	FEATURE	FUNCTION	DETAILS
Sticky Note	Sticky Note	Sticky Notes can be used to insert questions/notes about the text or provide instructions. They are brightly colored and standout when reading the text. NOTE: Only available in Image documents	 Click on the Sticky Note button Click anywhere on your open document Begin Typing or dictating in the note
	Text Notes can be used to answer questions in a .kes test or quiz file. NOTE: Only available in Image documents	 Click on the Text Note button Click where you want to note to be created Begin Typing or dictating in the note 	
	Bubble note	Bubble Notes can be used to create a wide range of notes stored by a small icon.	 Click on the Bubble Note button Click where you want to note to be created Choose the type and format of note you want Enter the note information
	Bookmark	Insert a Bookmark to mark important places in the text.	 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
	Cross Out	Cross out wrong answers or circle correct answers in a multiple-choice test.	 Select the Cross Out tool Highlight the text to be crossed off

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 feat	ures in this toolbar have been covered alre	ady
Move Between Pages	Move between pages	Click on the appropriate button to move one page at a time.

STUDYING TOOLBAR



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



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

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

FEATURE	FUNCTION	DETAILS
Rescan Current Page	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	
Insert Page	If a page is missed in scanning insert a new scanned page	
Edit Zones	Make sure that text is read in the correct order and only the desired sections are read	Click on the button, Choose the options in the menus to create modify or delete zones
Edit Underlying Text	Ensure exact reading of an OCR derived text by editing the computer derived text in detail.	
Set First Page Number	Be sure the page number of your scanned document matches the page number of your original text.	

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

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

Customized Training	Live Technical Support
Customer Success Department	Technical Support Department:
Call: 1-800-894-5374 x626	Call: 1-800-894-5374, option 3
Email: CustomerSuccess@KurzweilEdu.com	Email: <u>Tech@KurzweilEdu.com</u>
 Implementation Partnerships for ongoing consultation Live Online Workshops On-site Trainings In-classroom coaching 	
Customer Support Portal:	Customer Service
https://support.cambiumtech.com/index.php	Call: 1-800-894-5374
	Email: <u>CustomerService@KurzweilEdu.com</u>