



University Information  
Technology Services

# Kurzweil 3000 for Mac Getting Started

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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**Published by Kennesaw State University – UITS 2016**

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# University Information Technology Services

## Kurzweil 3000 for Mac

### Getting Started

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## Introduction

The *Kurzweil 3000* software program offers features that promote and aid in reading, studying, and writing. It provides users with multiple ways to access information, read aloud a wide variety of supported files, add notes, and draft documents and brainstorm diagrams. With the installation of the KESI Reader, *Kurzweil 3000* can also read web pages from the Chrome web browser.

## Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Install *Kurzweil 3000* and create a user account.
- Understand and navigate the *Kurzweil 3000* interface.
- Open documents and utilize the text to speech feature.
- Take notes and use the look up tool.
- Read web pages aloud (*Read the Web extension and Chrome Web Browser Required*).
- Draft documents, brainstorm diagrams, and outlines.
- Save your work.

## Supported File Types

The following file types can be opened and read in *Kurzweil 3000*:

Text File (.TXT)
Rich Text Format (.RTF)
Microsoft Word files (.DOC, .DOCX)
Portable Document Format (.PDF)
Kurzweil 3000 and Kurzweil 1000 (.KES) text and image
Hyper Text Markup Language (.HTML)

Reference:

[https://www.kurzweiledu.com/files/v14mac/Getting\\_Started\\_with\\_Kurzweil\\_3000\\_firefly\\_Mac\\_04\\_14\\_2015.pdf](https://www.kurzweiledu.com/files/v14mac/Getting_Started_with_Kurzweil_3000_firefly_Mac_04_14_2015.pdf)

For more information on *Supported File Formats*, check the **Help Topics** (F1) within *Kurzweil 3000*.

## Minimum System Requirements:

<b>Processor</b>	Intel processor
<b>System Memory</b>	1 GB RAM.
<b>Hard Disk Space</b>	1 GB hard disk space.
<b>Operating System</b>	Mac OS 10.6 through 10.11.
<b>Bandwidth</b>	Recommend a minimum of 56k
<b>Additional Requirements</b>	DVD drive, keyboard, mouse, speakers, microphone, Internet connection for Read the Web functionality.

Reference: <https://www.kurzweiledu.com/includes/new-mac-system-requirements.html>

## Installing Kurzweil 3000 for Mac

The following will explain how to download and install *Kurzweil 3000* on your Mac:

1. Navigate your web browser to [www.kurzweiledu.com/k3mac](http://www.kurzweiledu.com/k3mac).
2. The *Kurzweil 3000 Downloads* page will open. Click the **latest version** of the *Kurzweil 3000 web license* download.
3. Save the **file** to a location on your computer.

**Note:** The file is a large download. Make sure you are on a wired internet connection to maintain connection and download speed.

4. Open the **file** once it has finished downloading.
5. The installation window will appear. Click and drag the ***Kurzweil 3000*** file on to the *Applications* folder. *Kurzweil 3000* will begin to install on your computer.

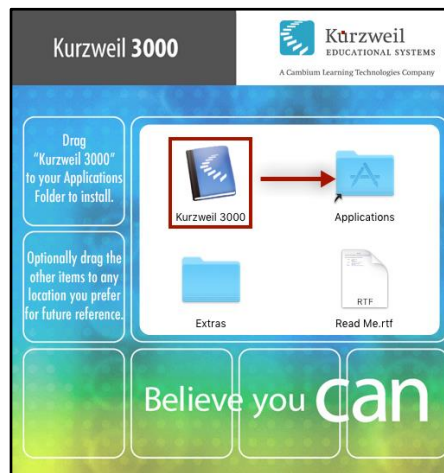


Figure 1 - Install Kurzweil 3000 to Mac

6. After *Kurzweil 3000* has finished installing, you will be able to access the program from your *Launchpad* by clicking on the ***Kurzweil 3000*** icon.



Figure 2 - Kurzweil 3000 Icon

## Installing High Quality Acapela Voices

Extra high quality Acapela text-to-speech voices may be installed for use in *Kurzweil 3000* to improve the quality of text read aloud. This speech pack can be installed after the installation of *Kurzweil 3000*.

**Note:** Make sure *Kurzweil 3000* is closed before installing the voice pack.

1. Open the **Kurzweil 3000** install file if it is not already open.
2. The installation window will appear. Double-click on the **Extras** folder.



Figure 3 - Extras Folder

3. The *Extras* folder will open. Open the **Acapela Voices** folder (see Figure 4).
4. Double-click the **InstallAcapelaVoices.pkg** to run the installer (see Figure 4).

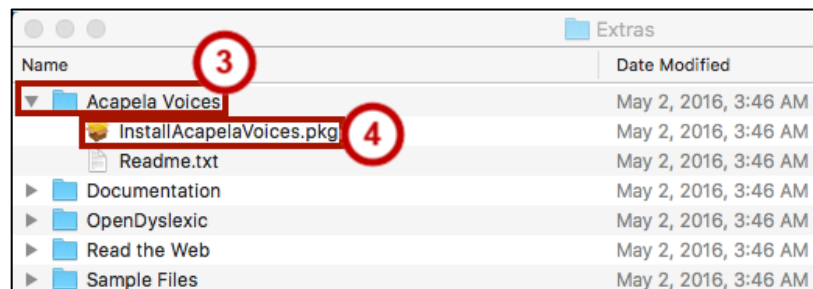


Figure 4 - Run Acapela Voice Installer

5. The installer will open. Follow the onscreen prompts to continue installation.
6. Once the installer is complete, click **close** to close the installer. The voice pack has been installed.

## Creating an Account

Before using the *Kurzweil 3000 Web License* program, you will need to create an account:

1. Access the KSU Software Downloads page at <https://uits.kennesaw.edu/downloads>.
2. Log in with your **netid** and **password**.
3. Click **My Available Downloads**.

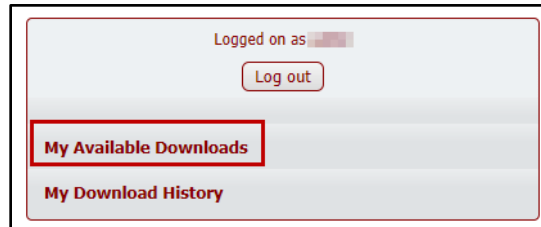


Figure 5 - User Sign-Up

4. A list of your available downloads will appear. Scroll down and click on **View Files** next to *Kurzweil 3000 Account Creation*.



Figure 6 - View Files

5. Click **Download File**. You will be prompted to download a PDF with additional instructions on creating your account, including a link to access the registration page. Follow the instructions in this guide to create your account.

## Running Kurzweil 3000

To run *Kurzweil 3000*:

1. Click the program on your **computer**.

**Note:** If this is your first time running *Kurzweil 3000*, a *security window* will appear and ask if you want to open the file. Click **Open**.

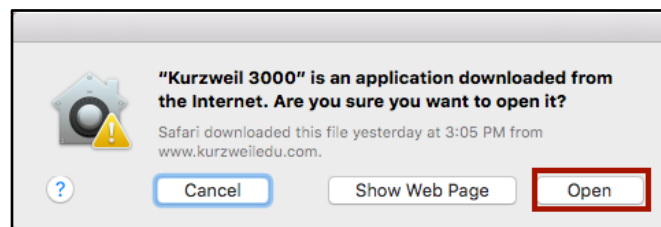


Figure 7 - Open Application

2. A login window will appear. Enter the **username** and **password** received when creating your account (see *Creating an Account* for more information) (see Figure 8).
3. Click **Login** (see Figure 8).



Figure 8 - Enter Username and Password

4. You are now logged in to *Kurzweil 3000*.

## Changing Your Password

When first creating an account, you will automatically be assigned a password. Follow the steps below if you wish to create your own password:

1. Open the *Kurzweil 3000* program and login to your account.
2. In the *Menu bar*, click **Kurzweil 3000** (see Figure 9).
3. Click **My Account** (see Figure 9).

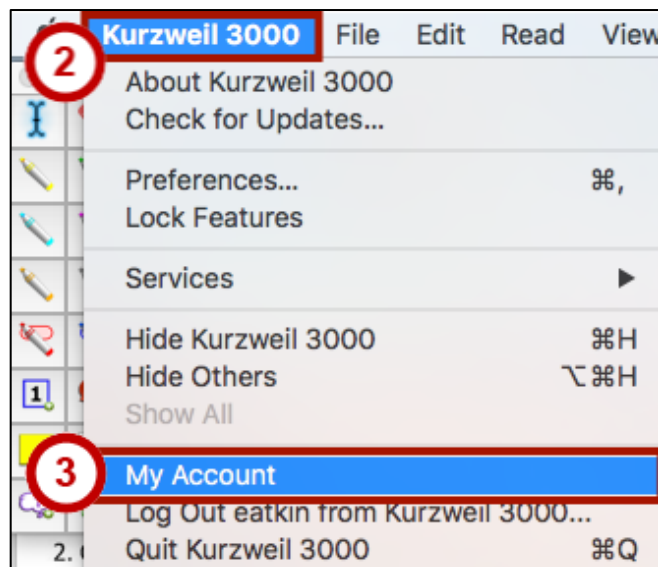


Figure 9 - Access Your Account



**Note:** You can also click the **My Account** icon on the *Exploring* tool bar.



Figure 10 - Exploring Tool bar: My Account

4. Your web browser will open to the *Kurzweil 3000+firefly* website. Log in with your **Username** and **Password**.
5. The *My Account* page will appear. Click **Update Profile**.

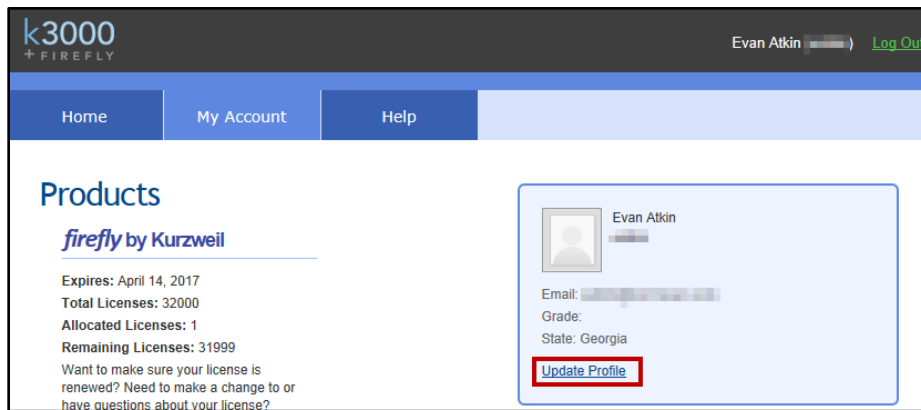


Figure 11 – Update Profile

6. The *Manage Profile* page will appear. Under *Login Information*, enter your **preferred password** in the *password* field (see Figure 12).
7. In the *Retype Password* field, reenter your **preferred password** to confirm (see Figure 12).
8. Click **Update Account Information** (see Figure 12).

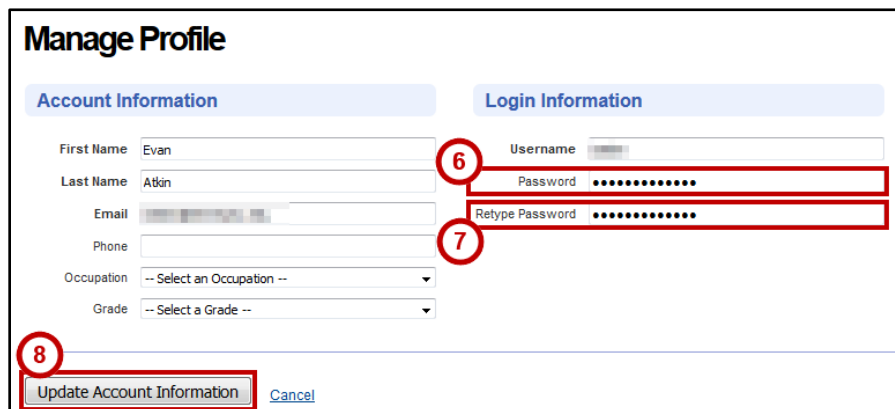


Figure 12 - Manage Profile

9. Your password has been changed, and a reminder will be sent to the email registered with your profile. You will need to use your new password the next time you log-in.

# The Kurzweil 3000 Interface

When first logging into *Kurzweil 3000*, the following windows will appear:

1. **Menu Bar** - Access all *Kurzweil 3000* features and functions (see Figure 13).
2. **Notes Tool Bar** - Contains tools for highlighting, adding/erasing notes, and adding bookmarks (see Figure 13).
3. **Tool Bar (Exploring)** - Contains tools relevant to the current task (e.g. Reading, Writing, Scanning, etc). The screenshot below shows the *Exploring* tool bar, which appears when first opening *Kurzweil 3000* (see Figure 13).
4. **Reading Area** - Contains the current document *Kurzweil 3000* will read. When first opening the program, the *Welcome to Kurzweil 3000 for Macintosh* document will auto-load (see Figure 13).
5. **Reader** - Contains the options for reading text aloud, and provides options for altering the speed, pace, and read-back voice (see Figure 13).
6. **Tip of the Day** - Displays a short tip on using *Kurzweil 3000* (see Figure 13).

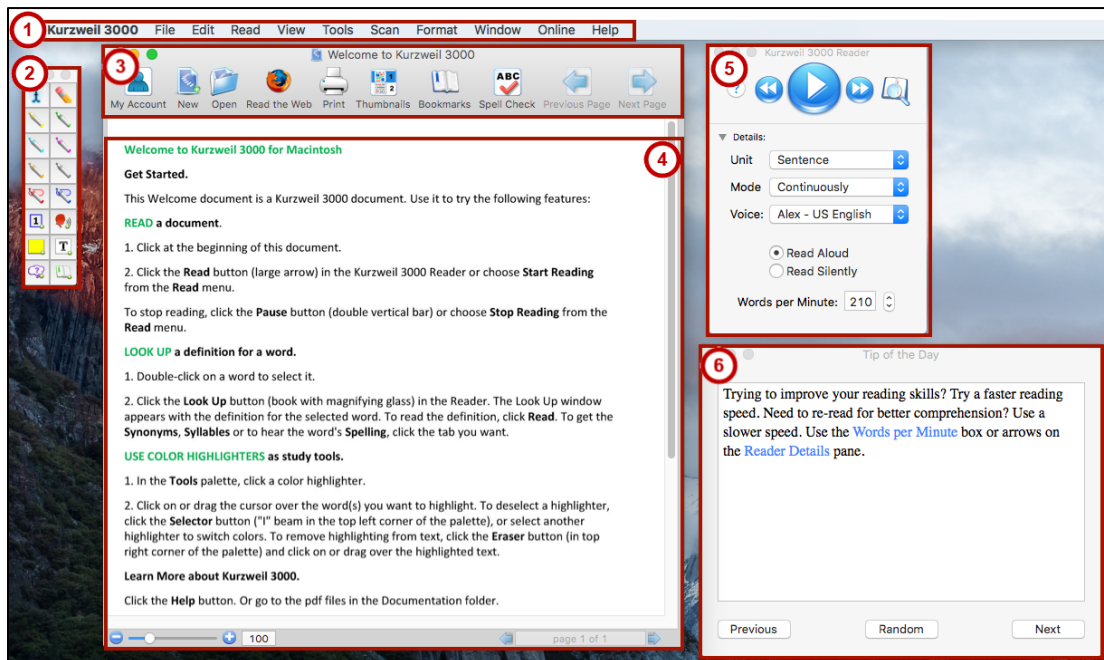


Figure 13 - Kurzweil 3000 Macintosh

**Note:** To change the displayed *Tool Bar*, on the *Menu Bar* click **View**, then **Current Toolbar**. A list of tool bars will be displayed.

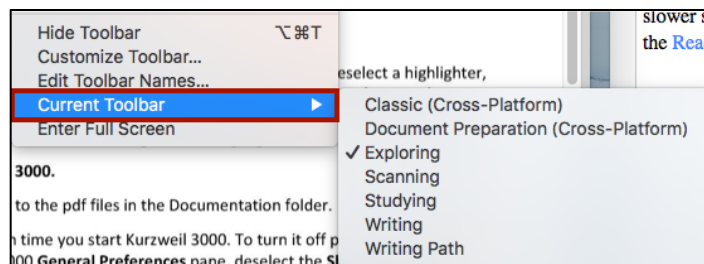


Figure 14 - Change the Current Toolbar

## Opening a Document from your Mac

To open a document from your computer to read in *Kurzweil 3000*:

1. On the *Exploring tool bar*, click the **Open** button.

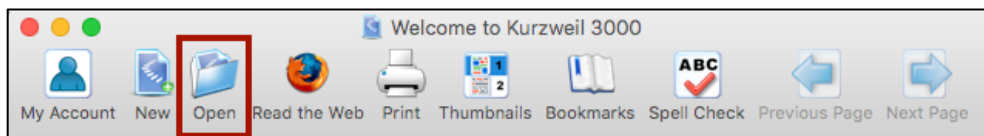


Figure 15 - Open File from Local Computer

2. The *Finder* will appear. Select a **document** from your computer and click **Open**.

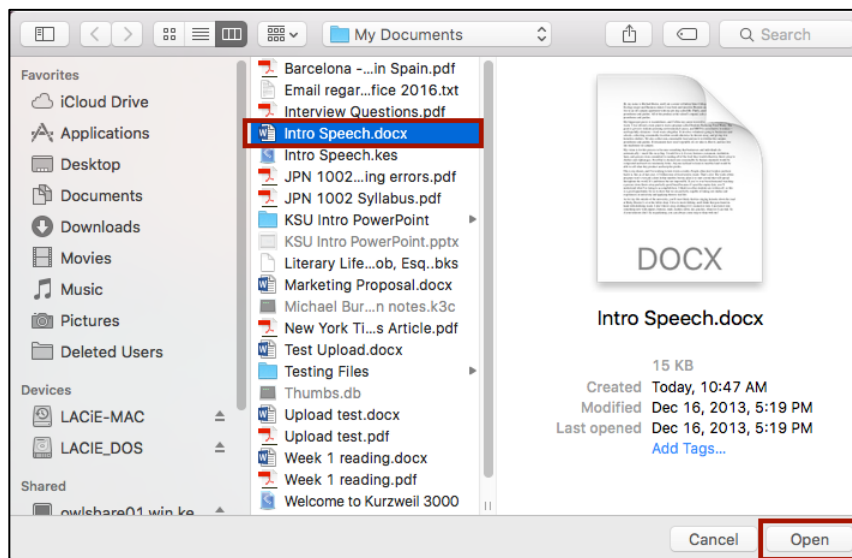


Figure 16 - Select a Document to Open

3. The file will open in a new window within *Kurzweil 3000*. The document will be converted into a text file and the *Writing tool bar* will be displayed.

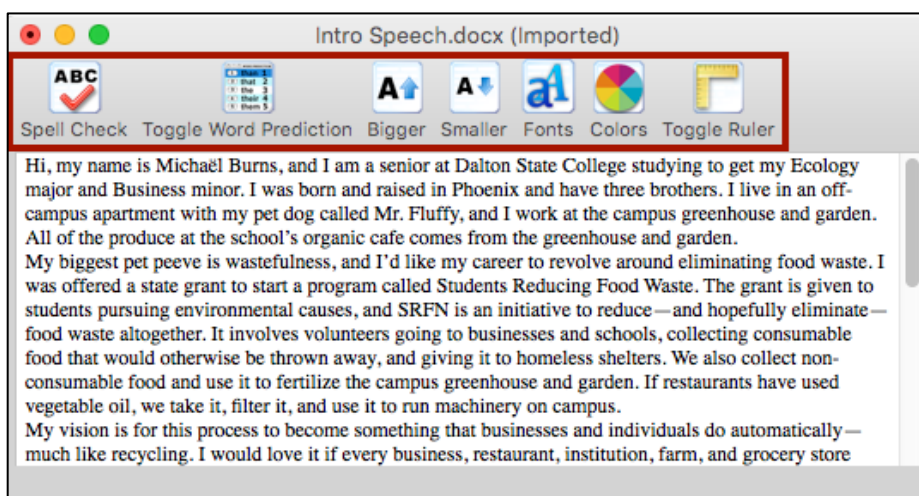


Figure 17 - Writing Tool Bar

## Opening a Document from the Universal Library

The *Universal Library* is an online folder that can be used to store and distribute documents to all users, regardless of their account privileges. To open an existing document from the *Universal Library*:

1. From the *Menu Bar*, click **File** (see Figure 18).
2. Click the **Open from Universal Library** (see Figure 18).

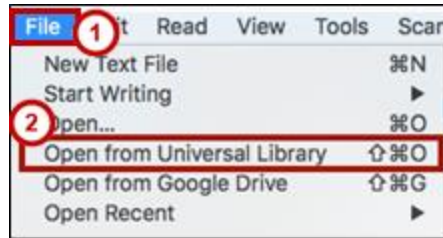


Figure 18 - Open from the Universal Library

3. The *Open from the Universal Library* window will open and display available folders online. Double-click a **folder** to open it and see its contents.

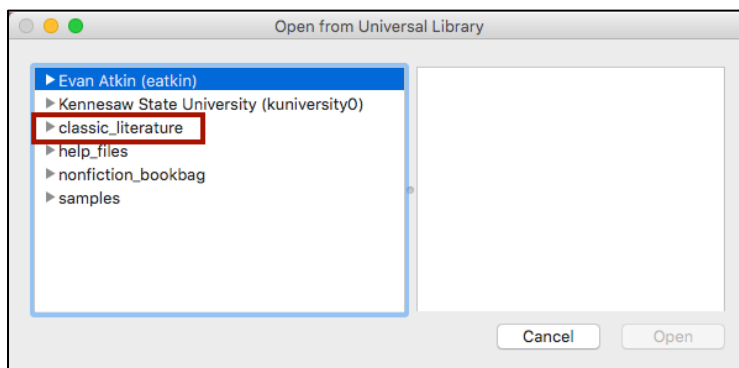


Figure 19 - Open from the Universal Library Window

4. When a folder contains a readable document, it will be displayed in the *right* column. Click the **document** you wish to open.

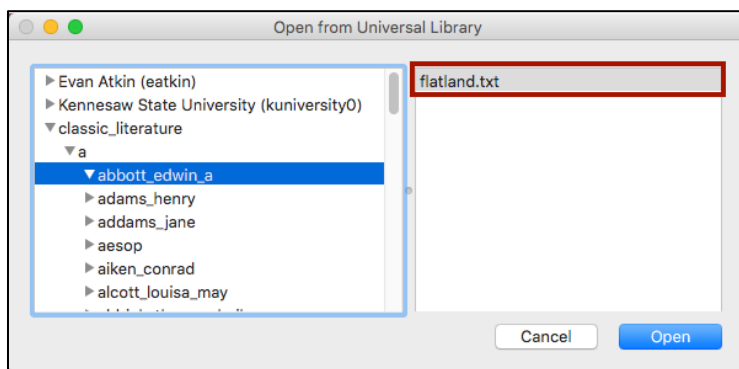


Figure 20 - Readable Documents Available

5. Click **Open**. The document will be displayed as a text file and the *Writing tool bar* will be displayed.

## Reader Interface

1. The following options are available on the *Kurzweil 3000 Reader*:
  - a. To access help on using the *Kurzweil 3000 Reader*, click the **Help** button (see Figure 21).
  - b. To move to the previous/next reading unit, click the **read previous/next** button (see Figure 21).
  - c. Click **Read** to have *Kurzweil 3000* read text aloud (see Figure 21).
  - d. To look up definitions, synonyms, syllables, spellings, and pictures of a selected word, click **Look Up** (see Figure 21).

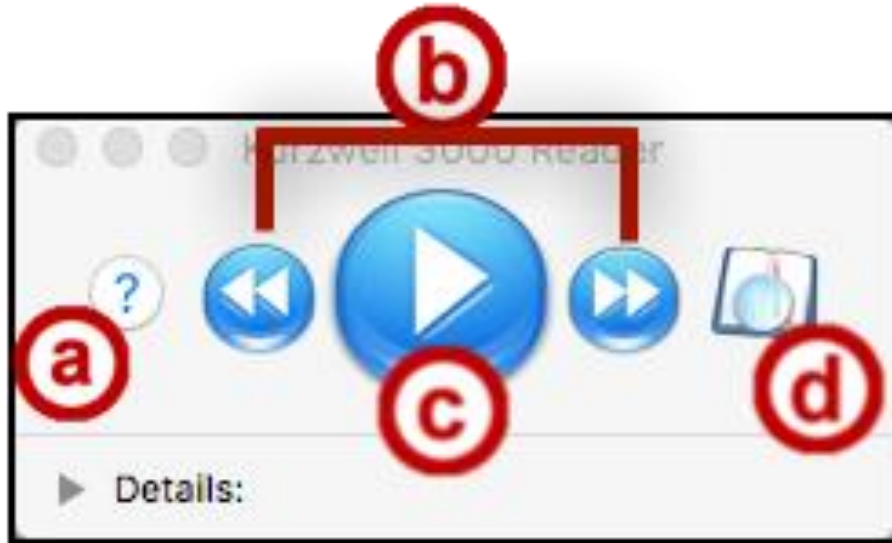


Figure 21 - Reader Options

2. Click the **Details** drop-down arrow to display additional options:
  - a. The *Reading Units* determines how much text *Kurzweil 3000* will highlight to be read (see Figure 22):
    - **Word** - Highlights only the current word being read in green.
    - **Phrase** - Highlights a small section of a sentence.
    - **Line** - Highlights all the text on one line.
    - **Sentence** - Highlights the entire sentence.
    - **Highlight** - Highlights any currently highlighted text within the document
  - b. The *Reading Mode* determines how much *Kurzweil 3000* will read before pausing (see Figure 22):
    - **Continuous** (default) - Will read the entire document.
    - **Self-Paced** - Will pause after reading each reading unit.
    - **Word by Word** - Will pause after reading each word.
  - c. Change the *speaker* to change the voice reading text (see Figure 22).
  - d. Click a **radio button** to have text read aloud, or highlighted in silence (see Figure 22).
  - e. To decrease/increase the reading speed (WPM), click the **down/up** arrows (see Figure 22).

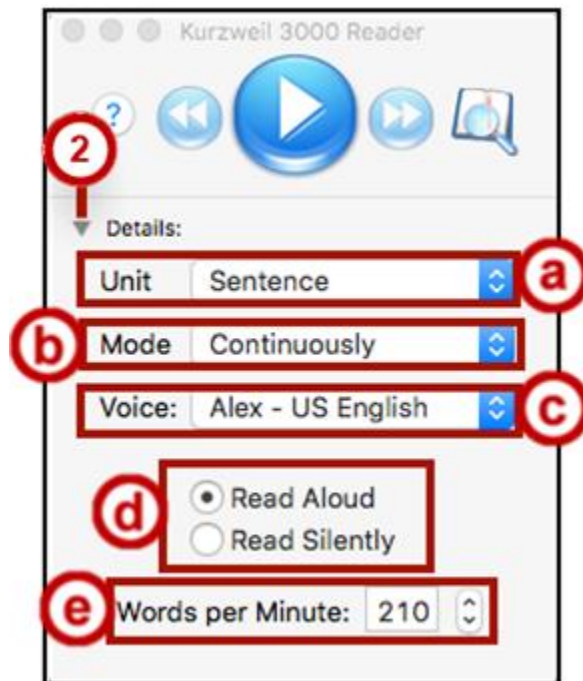


Figure 22 - Reader: Details

## Reading a Document

After opening one of the supported file types (see *Supported File Types* for more information), you can use *Kurzweil 3000* to read text out loud. As text is read, it will be highlighted to help you keep pace with the reading.

1. After opening a document, click the **Read** button on the *Reader*.

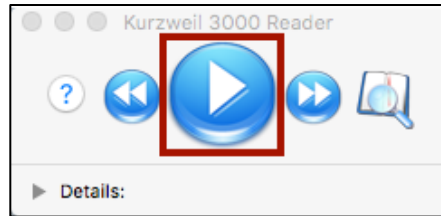


Figure 23 - Reader: Read Button

2. The text to be read will be highlighted in yellow, and text being read will be highlighted green.

Hi, my name is Michael Burns, and I am a senior at Dalton State College studying to get my Ecology major and Business minor. I was born and raised in Phoenix and have three brothers. I live in an off-campus apartment with my pet dog called Mr. Fluffy, and I work at the campus greenhouse and garden. All of the produce at the school's organic cafe comes from the greenhouse and garden.

Figure 24 - Highlighted Text During Reading

## Reading a Web Page with Kurzweil 3000

*Kurzweil 3000* can read web pages aloud. It is recommended to use this feature with Chrome.

### Enable Read the Web on Chrome

The Read the Web extension must first be installed to Chrome in order to use this feature.

**Note:** Once installed, you can access *Read The Web* from within Chrome.

1. Access the *Chrome Web Store* at <https://chrome.google.com/webstore/category/apps>.
2. Search the *Chrome Web Store* for **Kurzweil**.
3. In the search results under *Extensions* next to *Read The Web*, click **Add to Chrome**.

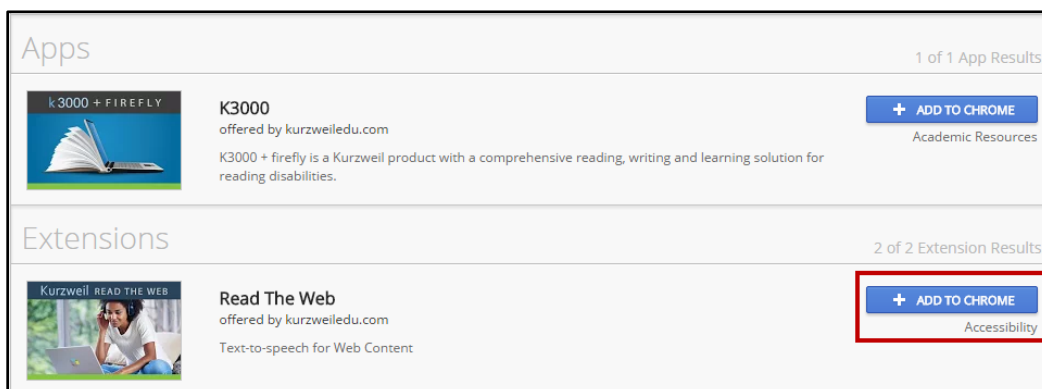


Figure 25 - Add Read The Web to Chrome

4. If asked to add *Read The Web* extension to Chrome, click **Add extension**.

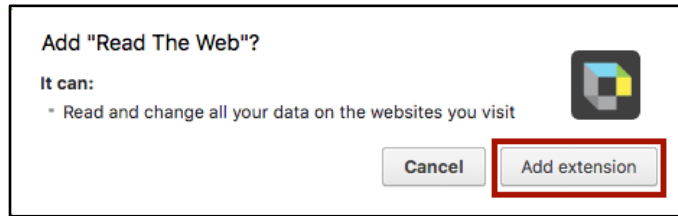


Figure 26 - Add Extension

5. The extension will be installed to Chrome and will appear next to the address bar.

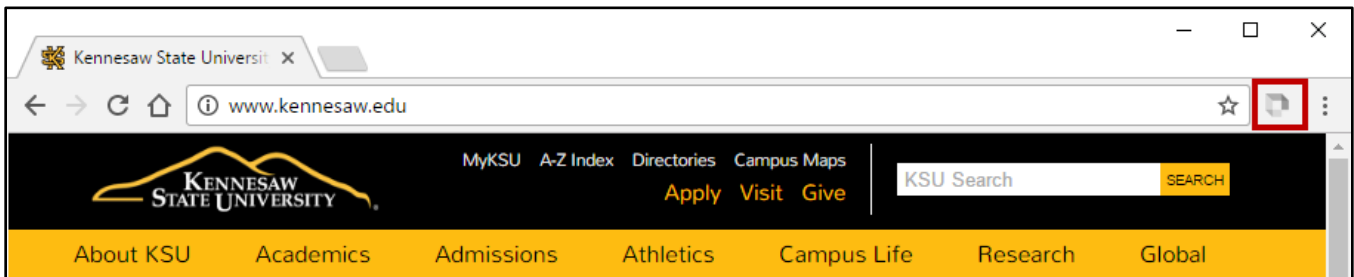


Figure 27 - Read The Web in Chrome

### Using the Read the Web Toolbar in Chrome.

Once the *Read The Web* extension has been installed, you will be able to access *Read the Web* from Chrome and enable a toolbar to read text aloud from websites online. To use the tool bar:

1. Open the **Chrome** browser.
2. Click on the **Read the Web** icon next to the *address bar*.
3. Enter your **username** and **password** for your *Kurzweil 3000* account.
4. Click **Login**.

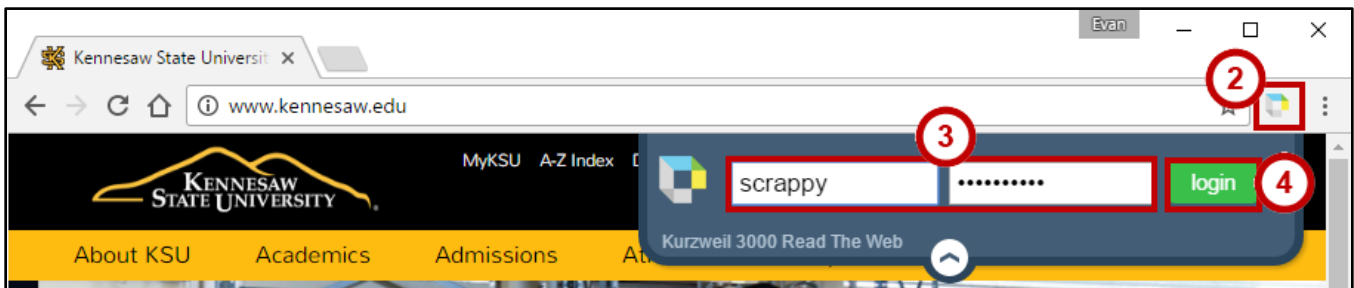


Figure 28 - Access the Read The Web Toolbar



5. After logging in, the *Read the Web* toolbar will display the interface:
  - a. **Kurzweil3000.com**: access the *Kurzweil3000.com* log-in page (see Figure 29).
  - b. **Options**: alter the reading voice, speed, mode, and unit settings (see Figure 29).
  - c. **Go**: allows you to move backwards/forwards throughout text in the website (see Figure 29)
  - d. **Play**: begins reading text on the webpage. To read a specific passage, click your **mouse** on the section where you wish to begin (see Figure 29).
  - e. **Mute**: mute/unmute the sound (see Figure 29).
  - f. **Dictionary**: access the dictionary to define the currently highlighted word (see Figure 29).

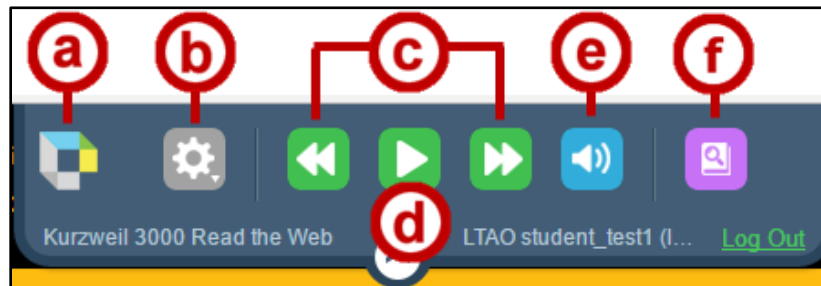


Figure 29 - Chrome Read the Web Toolbar Interface

6. To begin reading a web page, click a **section** of the page where you want the reader to begin, and click **Play** on the toolbar.

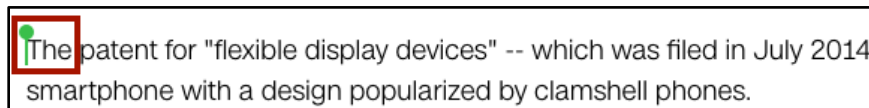


Figure 30 - Selection Cursor

## Look Up Tool

The look up tool provides access to definitions, synonyms, syllables, spellings, and pictures of selected words within a document. To activate the look up feature:

1. Select a word within your document you wish to look up.
2. On the *Kurzweil 3000 Reader*, click the **Look Up** tool.

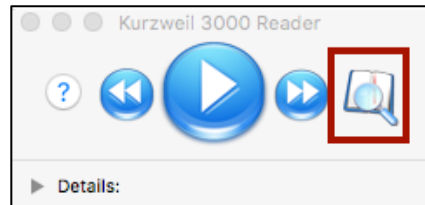


Figure 31 - Look Up Tool

3. The *Look Up* window will open and display results for a word's definition, synonyms, syllables, spelling, and pictures.

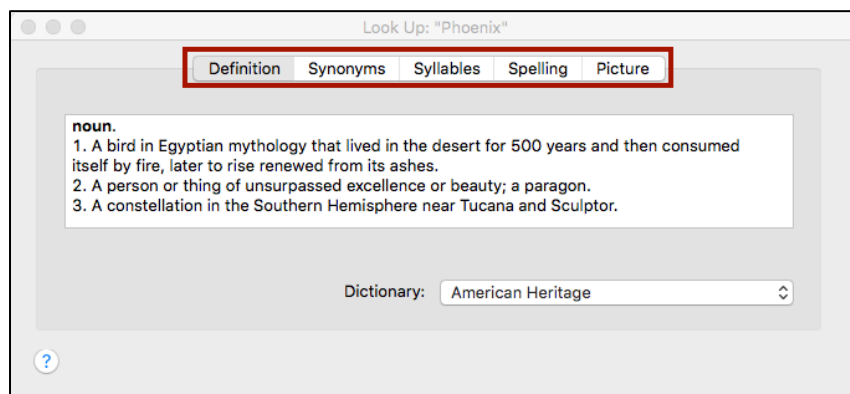


Figure 32 - Look Up Results

4. Click on a **tab** to display the results.
5. When finished, click the **red x** in the upper-left corner to close the window.

## Notes Tool Bar Interface

The *Notes Tool Bar* contains several tools that can be useful for making notations on an opened document. Clicking a tool will select it and make your mouse cursor perform one of the following actions:

1. **Selector** - Allows cursor to select areas of text within a document to be read (see Figure 33).
2. **Eraser** - Erases highlights, circles, or notes (see Figure 33).
3. **Highlighters** - Mark documents with highlights and circles (see Figure 33).
4. **Add Footnote** - Adds a footnote to the selected location in the document (see Figure 33).
5. **Add Voice Note** - Record a voice note that can be added into the document (see Figure 33).
6. **Add Sticky Note** - Adds a text note with a yellow background to the document (see Figure 33).
7. **Add Text Note** - Adds a transparent text note to the document (see Figure 33).
8. **Bubble Note** - Adds a bubble note that can be used to ask a question and input an answer (see Figure 33).
9. **Bookmark** - Adds a bookmark within the text (see Figure 33).

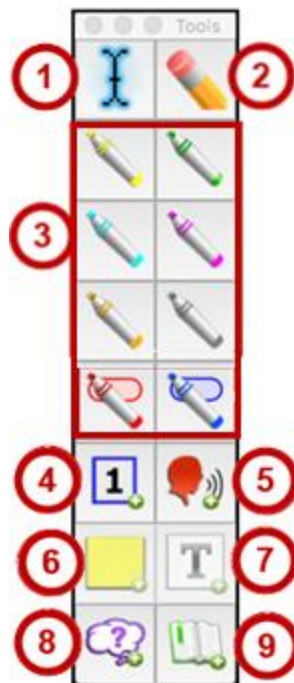


Figure 33 - Notes Tool Bar

## Taking Notes

*Kurzweil 3000* contains tools on the *Notes Tool Bar* that can be used to mark ideas within your document. Some examples are making notes and highlighting key ideas:

### Highlight Text

1. To highlight an area of text within your document, select a **Highlight** tool from the *Notes Tool Bar*.

2. The cursor will change to a highlighter. Click and select the **text** and it will be automatically highlighted.

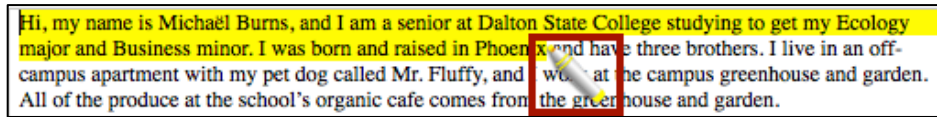


Figure 34 - Highlight Text

3. To deselect the highlighter, click the **Selector** tool.
4. To erase highlighted text, click the **Eraser** tool.
5. The cursor will change to an eraser. Click and drag across the **highlighted text** and the highlights will be erased.
6. To deselect the eraser, click the **Selector** tool.

## Add Notes

1. To enter a sticky note or text note to your document, click the **Sticky Note/Text Note** button.



Figure 35 - Sticky Note and Text Note

2. Click a **location** on your document to add the note.
3. The note will be added. Begin **typing** to add your note.

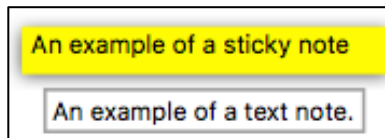


Figure 36 - Sticky Notes and Text Notes

**Note:** A *Sticky Note* is solid and highlighted in yellow, while a *Text Note* is transparent.

4. When finished, click **anywhere** outside the note to deselect it.
5. To edit the note, click the **text** within the note to edit it.
6. **Click and hold** on a note to drag it to a new location.
7. Sticky notes can be resized. **Click and hold** the corner of a sticky note to resize it.
8. To delete a note, select the **eraser** tool, and click the **Note** to be deleted.



Figure 37 - Delete the Current Note

## Spell Check a Document

While writing a document within *Kurzweil 3000* (or after opening a document), the *Writing* tool bar will be displayed by default. Selecting the spellchecker will search the current document for any spelling errors, and allow you to make changes to the document within *Kurzweil 3000*.

1. From the *Writing* tool bar, click the **Spell Check** tool.



Figure 38 - Spell Check the Current Document

2. *Kurzweil 3000* will begin to check the document for spelling errors. When a misspelling is found, the *Spelling and Grammar* window will appear.
3. Select the **correct spelling** from the *Suggestion* list and click **Change**.

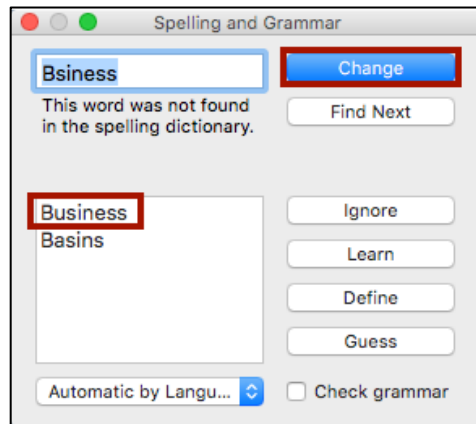


Figure 39 - Spelling Correction

4. *Kurzweil 3000* will continue checking the document until there are no more spelling errors found.

## Creating a New Text File

You can create a new text document within *Kurzweil 3000*. To create a text file:

1. On the *Exploring Toolbar*, click **New**.



Figure 40 - Exploring Toolbar: New

2. A new, blank text document will open and you can begin writing.

## Creating a New Draft Document

Draft documents are similar to text files, but can also be created from an existing outline. There are also templates available when working with a draft. The following will explain how to create a new blank draft document:

1. From the *Menu bar*, click **File** (see Figure 41).
2. Hover the mouse cursor over **Start Writing**. A new menu will appear (see Figure 41).
3. Hover the mouse cursor over **Draft**. A new menu will appear (see Figure 41).
4. Click **Blank** (see Figure 41).

**Note:** You can also open a new draft from an existing template by selecting **From Template**.

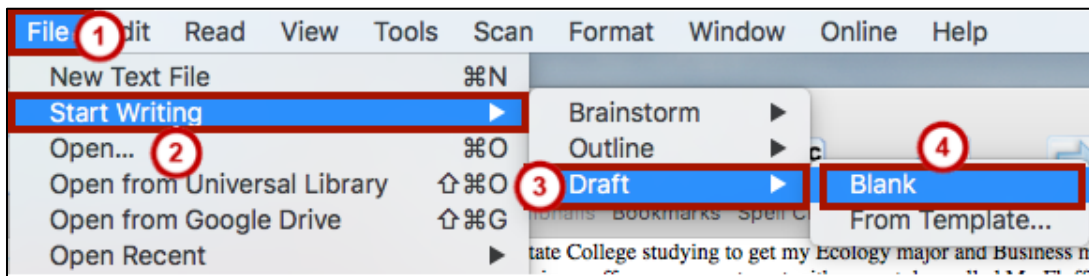


Figure 41 - New Draft

5. The new draft document will open, and you can begin typing your document.

## Creating a New Brainstorm Document

A *Brainstorm* document can be useful when you need to generate topics to write about, or points to make during your topic; acting as a good way to structure a paper before you begin writing. To begin a new brainstorm document:

1. From the *Menu bar*, click **File** (see Figure 42).
2. Hover the mouse cursor over **Start Writing**. A new menu will appear (see Figure 42).
3. Hover the mouse cursor over **Brainstorm**. A new menu will appear (see Figure 42).
4. Click **Blank** (see Figure 42).

**Note:** You can also open a new brainstorm from an existing template by selecting **From Template**.

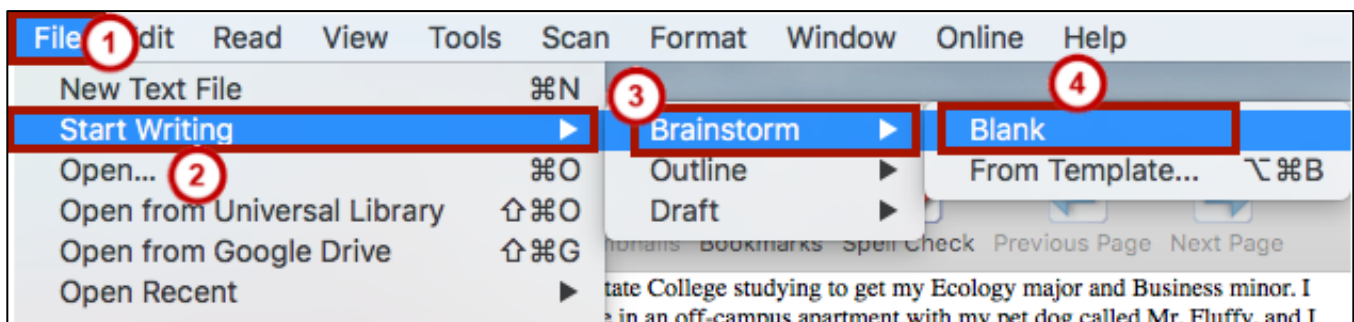


Figure 42 - New Brainstorm

- The new brainstorm document will open and display a toolbar with different tools you can use for brainstorming.

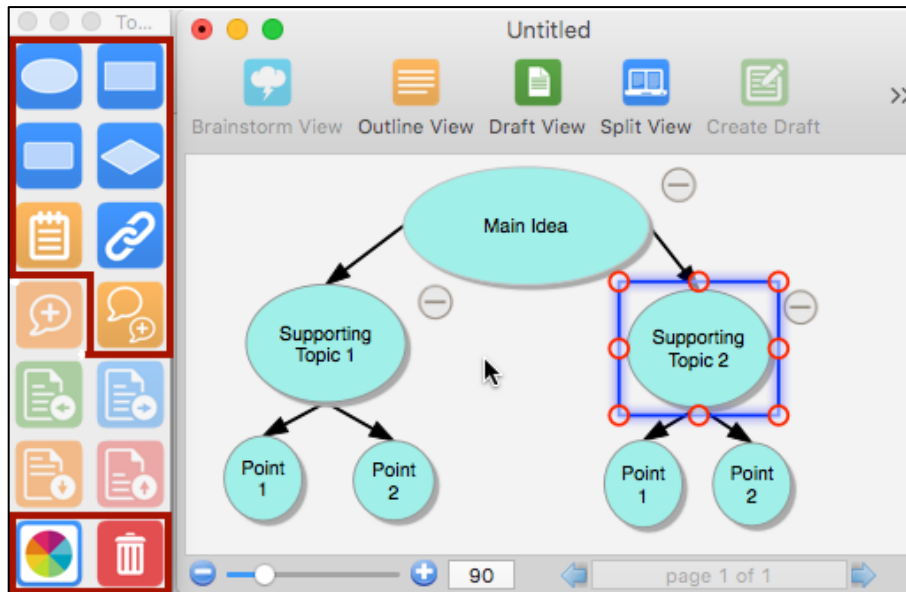


Figure 43 - New Brainstorm Document and Palette

- To add an object from the *Toolbar*, click on the **drafting area** where you want the object to go, then click the **object** from the *Brainstorm Palette*.

## Creating a New Outline Document

An *Outline* document can also be useful when you need to keep track of ideas and flesh out a main idea. To begin a new outline document:

- From the *Menu bar*, click **File** (see Figure 44).
- Hover the mouse cursor over **Start Writing**. A new menu will appear (see Figure 44).
- Hover the mouse cursor over **Outline**. A new menu will appear (see Figure 44).
- Click **Blank** (see Figure 44).

**Note:** You can also open a new outline from an existing template by selecting **From Template**.

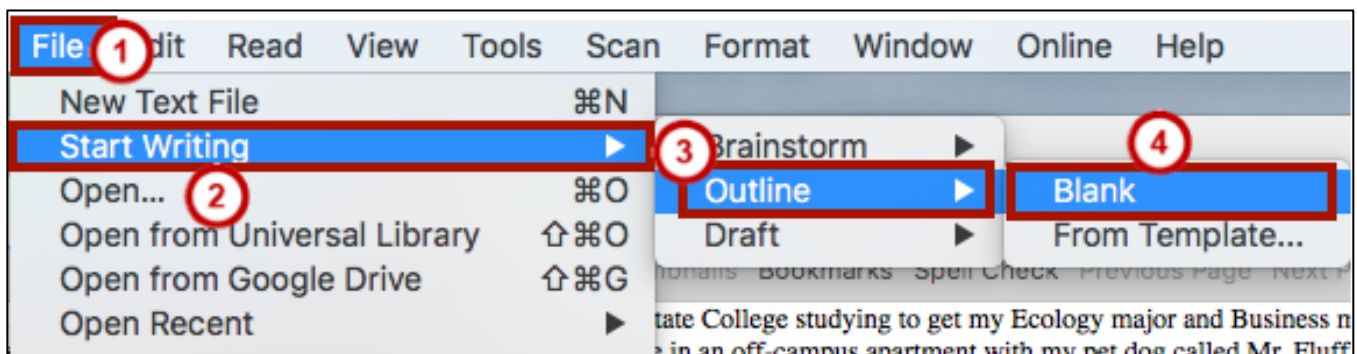


Figure 44 - New Outline

- The new outline document will open and display a toolbar with different tools you can use when creating your outline.

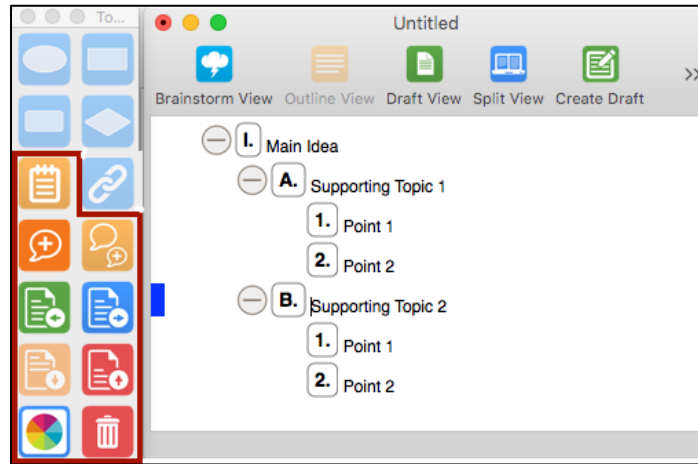


Figure 45 - New Outline Document and Tools

- As you are typing your outline, you can click on tools within the *Outline Palette* to add them to your outline (e.g. Add Subtopic, Increase/decrease indent).

### Creating a New Draft Document from an Existing Brainstorm Document

After creating a brainstorming document, you can use it to create a draft to write from. First you will need to change the brainstorming document into an outline, and then a draft:

- After creating your brainstorming document, click **Outline View** on the *Writing Path* toolbar.

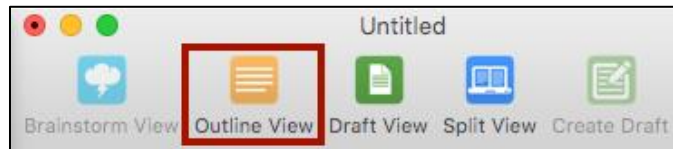


Figure 46 - Writing Path Toolbar: Outline View

- The *Outline View* will open and display your outline based off of your brainstorming document. On the *Writing Path* toolbar, click **Create Draft**.

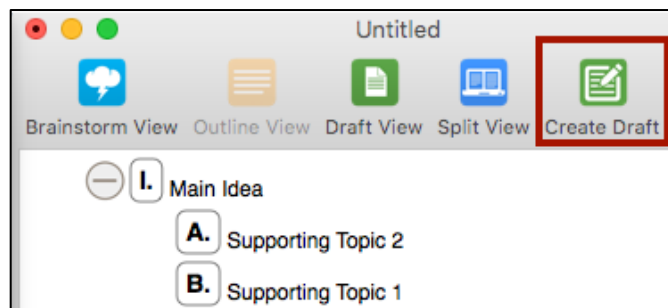


Figure 47 - Writing Path: Create Draft

- The *Draft View* will open and your outline will be converted into draft form.



## Saving Your Document

You can save your drafts (text, brainstorm, outline) document as a .KES file to access at a later time.

1. From the *Menu Bar*, click **File** (see Figure 48).
2. From the drop-down menu, click **Save As** (see Figure 48).

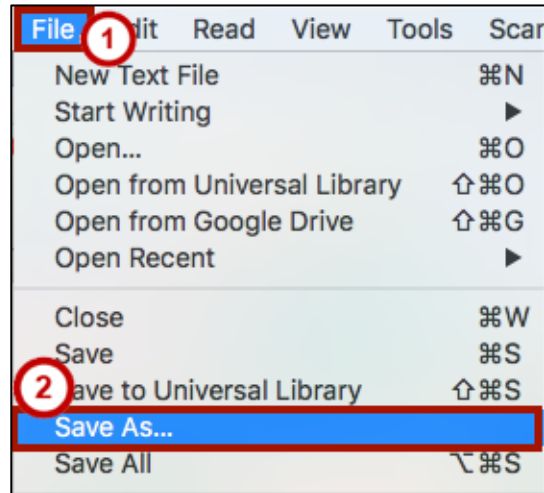


Figure 48 – Save As

3. The *Save As* window will appear. Next to *Save As*, type in a **name** for your file (see Figure 49).
4. Next to *File Format*, select a **file format** (default is a *Kurzweil 3000* .KES file) (see Figure 49).
5. Click **Save** (see Figure 49).

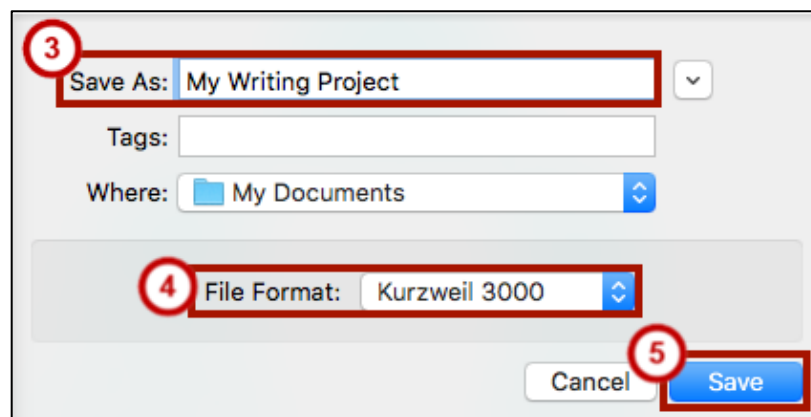


Figure 49 - Save File As

6. The document will be saved to your computer. It can be opened again using *Kurzweil 3000*.

## Additional Help

For additional support, please contact the KSU Service Desk:

**KSU Service Desk for Faculty & Staff**

**Phone:** 470-578-6999

**Email:** [service@kennesaw.edu](mailto:service@kennesaw.edu)

**Website:** <http://uits.kennesaw.edu>

**KSU Student Helpdesk**

**Phone:** 470-578-3555

**Email:** [studenthelpdesk@kennesaw.edu](mailto:studenthelpdesk@kennesaw.edu)

**Website:** <http://uits.kennesaw.edu>