Kurzweil 3000 for Macintosh
Getting Started

Kurzweil 3000 Products

Kurzweil 3000 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**   • 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 Client 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 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 (Windows ONLY)**   Add to Chrome 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 (Windows ONLY)**   Add to Chrome or Firefox web browsers for TTS access to content on the fly

Table of Contents

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.

Open Kurzweil 3000

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

Login: Your username and password is the same for ALL Kurzweil 3000 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.

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

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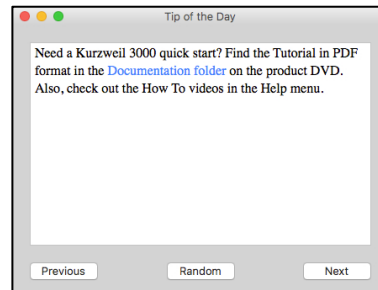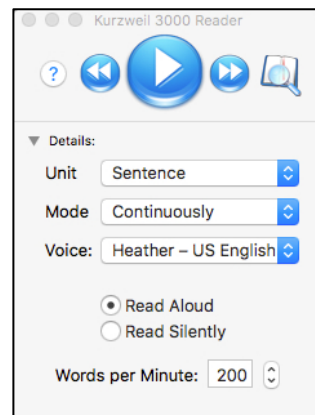
Starting Points

From here you can:

- Open a New draft document
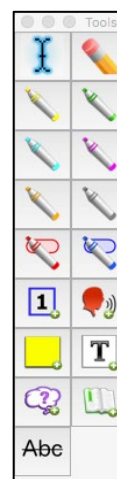- Open an existing file from your local computer
- Scan a document
- Read the Web
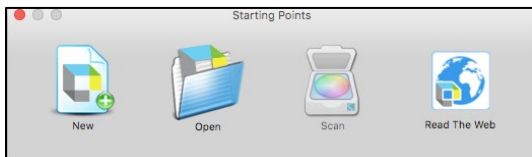
Kurzweil 3000 Reader

Start reading and customize your reading settings

Toolbars and Palettes

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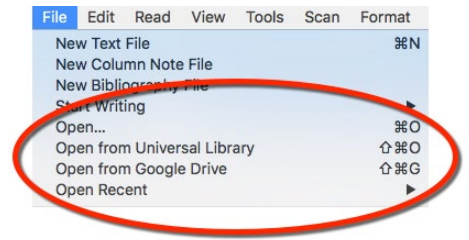
Access Content

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**

The Universal Library
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
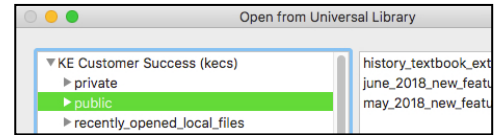
Click on the toggle arrow next to a folder to expand it
Click on the folder where the file is saved
Choose the file from the list on the right

From 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, articles taken with cell phone, iPad, 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 Dropbox, OneDrive, Box, etc.
- Download the file to your computer from the online storage program (such as Dropbox)
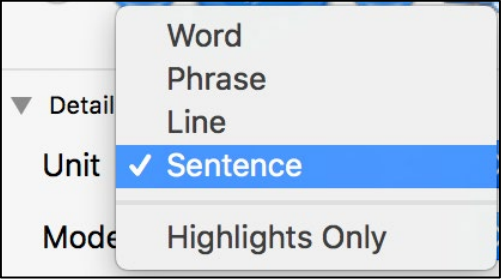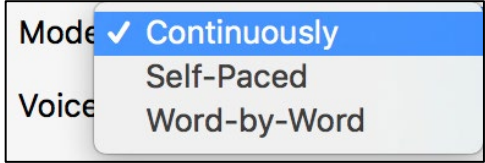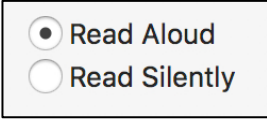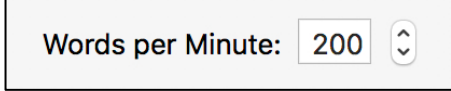- Use **File > Open**, to locate the file

From a Scanner (connected to your computer)
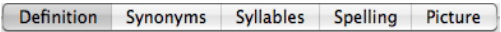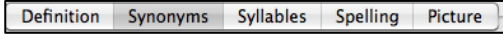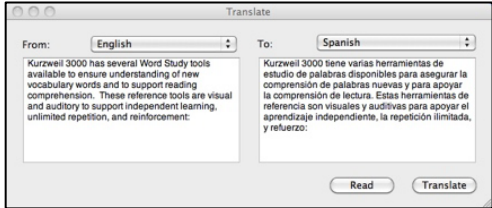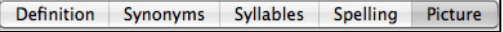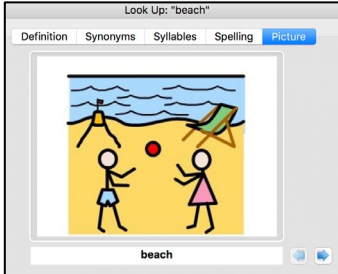- Choose **Scan > Scan New Document**

Virtual Print – bring files from another application into KURZWEIL 3000 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.

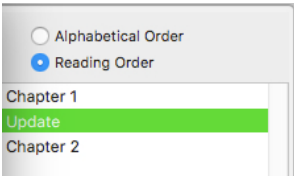# You've Opened it, Now Read it!

Feature	Steps	
Read Text	Make sure the Kurzweil 3000 Reader is showing **Window > Show Reader** Place your cursor in the text and click the **Read button (⌘R)** to start reading. The **Forward** and **Backward buttons** will skip to the previous or next **Reading Unit**.	
Reading Unit	The block of text that is highlighted when reading. - Word - Phrase - Line - Sentence - Highlights Only (the text you have marked with a highlighter tool)	
Reading Mode	**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	
Reading Voice	Kurzweil 3000 installs with several Acapela Voices and includes an **Additional Acapela Voices Install** for foreign languages.	
Turn off speech, but continue to highlight words to keep on task.	To turn off speech and practice silent reading or oral reading fluency skills with Kurzweil 3000: Select Read Silently	
Reading Speed	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**. - OR Click in the box on your **Speed button** and type the desired WPM	
Change size of text	To support users with low vision, you can easily **increase** or **decrease** the **size** of a document viewed in Kurzweil 3000 by changing the **Zoom** value: At the bottom of the document use the slider to change text size	

Basic Vocabulary tools

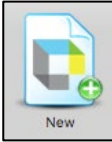| Feature	Steps	
Get **Definition** of a word	• Place your cursor just before a word or double click on a word to select it • Click on the **Word Lookup button** in the Kurzweil 3000 Reader • Select **Definition** • Click the **Read button** on Kurzweil 3000 Reader to read definitions aloud	 Definition Synonyms Syllables Spelling Picture
Find **Synonyms** of a word	A Digital Roget's Thesaurus and Concise Oxford Thesaurus are built in to Kurzweil 3000: • Select a word and click word lookup • From the Word Look Up window select the **Synonyms button** • Click the **Read button** on the Kurzweil 3000 Reader to hear the synonyms	Definition Synonyms Syllables Spelling Picture
Translate text Kurzweil 3000 uses Google Translate **NOTE:** You must be connected to the internet to use this feature.	• Select Text you would like to translate • **Online > Translate** • Select Language From/To • Click **Translate** • Click **Read** • 70+ Languages supported	
Get a **Picture** of a word Built-in picture dictionary using **12,000 Widgit Symbols**	• Place your cursor just before a word or double click on a word to select it • From the Word Look Up window select the P**icture button**	

Basic Study Tools

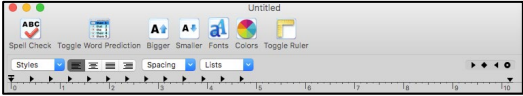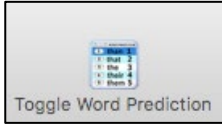| Feature	Steps	
Highlight, Circle or Cross-out text	• Different colors of highlighters let you associate different concepts with different colors • Choose a highlighter, click and drag across text to highlight, circle or cross out	
Erase Highlights or Circles	**Highlights and Circles** can be erased by selecting the **Erase tool** and dragging your mouse over the highlighted or circled text.	

Feature	Steps	
Extract Highlights to an outline	Highlights can be extracted to an outline. In the dialog box you can customize the extraction settings.	**File > Extract > Extract Notes and Highlights...**
Insert a **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. • Click on the **Sticky Note button** • Click anywhere on your open document • Begin Typing	NOTE: not available in text documents
Insert a **Text Note**	**Text Notes** can be used to answer questions in a .kes test or quiz file. • Click on the Text Note button • Click anywhere on your open document • Begin Typing	NOTE: not available in text documents
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.	**Voice note tool** can be used to insert a recording of your own voice. • 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	NOTE: Microphone is needed to record voice notes.
Insert a **Bookmark** to mark important places in the text.	• **View >** Bookmarks to open the Bookmarks pane. • 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	Alphabetical Order Reading Order Chapter 1 Update Chapter 2
Delete a note or bookmark	• Click **Erase button** • Click on the icon in the text for the note you want to erase.	

Basic Writing tools

Feature	Steps	
Start Writing	• Click **New button** on Starting Points • Or **File > New** • A new Blank Document will open with writing tools displayed in the document toolbar • Begin typing	New
Listen to my written work	Using Kurzweil 3000's talking word processor to read text out loud can be extremely helpful with editing and revising written work. • Place your cursor at the beginning of text you would like to read • Click the **Read button**	Kurzweil 3000 Reader

Basic Writing tools

Feature	Steps	
Change Font, size, style, alignment, etc.	Basic text style tools are available: • Font • Size • Style • Alignment • Color	
Check Spelling of a word	To check the Spelling of any word you type: • Click on the **Spell Check button** on your Document Toolbar • A spell check box will open • Click on each choice to hear your options • Select correct option and Click **Change**	
Get help with **predicting words** as I type	• Click on the **Toggle Word Prediction button** • Begin typing your draft • Words will be offered as you type • Click on the Number of the word to insert in to your text.	

Don't Forget to Save!

You can save files to your local computer, the Universal Library, and Save a copy to Google Drive

Resources

The Kurzweil Academy
New product features, videos, downloads, strategies and more!
https://kurzweiledu.com/kurzweil-academy/kurzweil-academy.html

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 Assistance
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 email:
CustomerService@KurzweilEdu.com