

Kurzweil 3000 for Macintosh
Standalone Installation and
Administration Guide

Version 3

Kurzweil 3000 for Macintosh Version 3 Standalone Installation and Administration Guide

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Kurzweil 3000 Standalone Installation Package

The Kurzweil 3000 for Macintosh product family includes:

- Kurzweil 3000 Professional Color
- Kurzweil 3000 Professional Black and White
- Kurzweil 3000 LearnStation™

Note: There are also network versions of all Kurzweil 3000 products. Please contact your Kurzweil 3000 reseller or Kurzweil Educational Systems for more information on these products.

All Kurzweil 3000 for Macintosh Standalone products include:

- *Kurzweil 3000 for Macintosh Version 3* CD-ROM. The CD-ROM includes the following files and folders:

Kurzweil 3000 application file.

Installs the product(s) you purchased based on serial number.

Read Me file.

A text file that contains last minute information about Kurzweil 3000 that didn't make it into the documentation.

Sample Files folder.

Contains documents that you can use to try out Kurzweil 3000.

Documentation folder.

Contains *Spellswell User Guide* (spell checker for Mac OS 9 only), *Kurzweil 3000 for Macintosh User's Guide* (PDF) and *Kurzweil 3000 for Macintosh Standalone Installation and Administration Guide* (PDF).

Utilities folder.

Contains **Kurzweil 3000 Unlocker** utility, used to unlock the Lock Features pane in the Kurzweil 3000 Preferences dialog in the event that the current password has been forgotten.

- **Classic Literature CD and Guide.**

A collection of well known literature provided in ASCII text format.

- ***Kurzweil 3000 for Macintosh User's Guide.***
Provides detailed information about Kurzweil 3000 features and functions.
- ***Kurzweil 3000 for Macintosh Quick Reference Guide.***
A handy guide to the most frequently used Kurzweil 3000 features.
- ***Kurzweil 3000 for Macintosh Tutorial.***
A guided series of exercises that introduce you to many of the important features and functions of Kurzweil 3000.

Hardware and Software Requirements

- Macintosh OS 9 version 9.2.2 or Macintosh OS X version 10.2.4 or later.
- A Macintosh with a minimum of a G3 processor^{*}, and that is capable of running Mac OS 9.2.2 or Mac OS X 10.2.4 or later.
- 64MB (128MB recommended) for Mac OS 9.2.2. 128MB for Mac OS X 10.2.4 or later.
- Minimum 100MB of hard disk space available.
- CD-ROM drive.
- A scanner (if using Kurzweil 3000 Professional Color or Black & White).

Some scanners might not be compatible with the operating system versions required by Kurzweil 3000; and some scanners might not work with Kurzweil 3000 because of TWAIN or Image Capture support, speed and/or quality issues.

You can download a current list of compatible and recommended scanners from <http://www.kurzweiledu.com/downloads.asp> or call Kurzweil Technical Support: 800-894-5374.

* “Beige” Macintosh G3’s are not compatible with Kurzweil 3000.

Before You Install Kurzweil 3000

Before installing Kurzweil 3000, you should do the following:

- Uninstall any previous version of Kurzweil 3000 for Macintosh (Mac OS 9 only).
- Read [Upgrading from Kurzweil 3000 for Macintosh Version 1](#) on page 6.
- Read [Installing the Scanner](#) on page 7.
- Install the scanner, if you have a Kurzweil 3000 Professional product.
- Have the Kurzweil 3000 for Macintosh CD available.
- Have serial number(s) available. You can find the serial number on the product box, CD holder, or certificate of ownership.

Uninstalling Older Versions of Kurzweil 3000 (Mac OS 9 only)

If you currently have an older version of Kurzweil 3000 for Macintosh installed *and* you plan to use Kurzweil 3000 for Macintosh Version 3 with Mac OS 9, you should uninstall the older version.

To uninstall an older version of Kurzweil 3000 for Macintosh:

1. Locate the Kurzweil 3000 for Macintosh program icon.



Version 1



Kurzweil 3000

Version 2 or later

2. Drag the icon into the Trash.
3. The Kurzweil 3000 Version 1 installer created an alias on the Desktop. If this alias is still present, you should drag it to the Trash.



4. Empty the Trash.

-
5. Restart the Macintosh and hold down the **Command (⌘)** and **Option** keys as the machine starts up.

This procedure rebuilds the Desktop file.

Upgrading from Kurzweil 3000 for Macintosh Version 1

For the most part, there are no upgrade issues when moving from Kurzweil 3000 for Macintosh Version 1 to Version 3. Version 1 documents can be used with Version 3 without restriction.

The only thing you may want to do is move documents to the default folders used by Version 3, as the default folders used by Version 1 are different (see table below). This is entirely optional, since you can open and save documents anywhere on your Macintosh, or for that matter, anywhere on a network if you are connected to one.

The following table shows the old and new default locations:

Mac OS Version	Version 1 Default Open/Save Location	Version 3 Default Open/Save Location	Notes
Mac OS X	N/A	Documents folder in user's Home folder. (Macintosh User Account access method.) Or username folder in Users/Shared/Kurzweil 3000 . (Kurzweil 3000 User Account access method.)	Default location depends on log in method. See Using a Single Copy of Kurzweil 3000 with Multiple Users on page 19.
Mac OS 9	username folder in Applications OS 9/ Kurzweil 3000 Mac V1/Users	Documents folder in user's Home folder. (Macintosh User Account access method). Or username folder in Users/Shared Documents/ Kurzweil 3000 . (Kurzweil 3000 User Account access method.)	Default location depends on access method. See Using a Single Copy of Kurzweil 3000 with Multiple Users on page 19.

Upgrading From Kurzweil 3000 Version 2 or Later

You should encounter no upgrade issues moving from Kurzweil 3000 Version 2 (or later) to Kurzweil 3000 Version 3.

Consider deleting the currently installed version of the application file by moving it to the Trash.

Installing the Scanner

Before using Kurzweil 3000 Professional, you must set up the scanner using the manufacturer's software and instructions.

To test the scanner setup, on Mac OS 9, use a TWAIN-compliant test application, and on Mac OS X, use the Macintosh Image Capture application.

You can download a current list of compatible and recommended scanners from <http://www.kurzweiledu.com/downloads.asp> or call Kurzweil Technical Support: 800-894-5374.

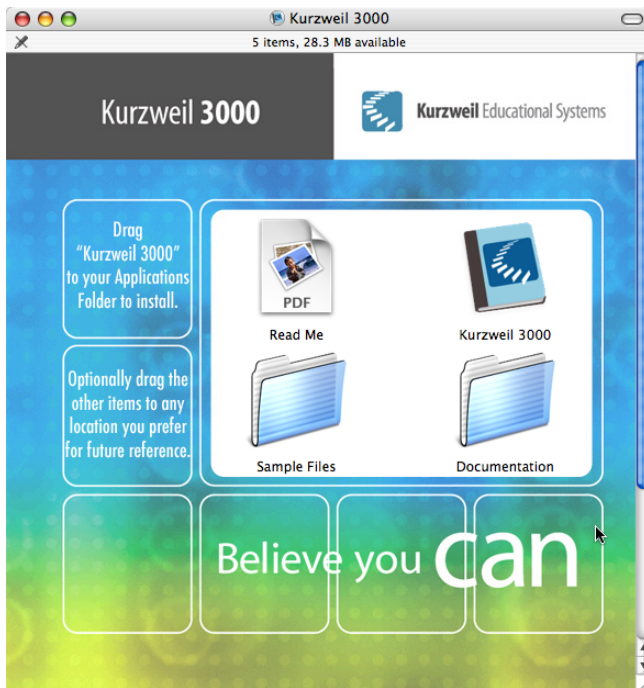
Installing Kurzweil 3000 on Mac OS X

To install Kurzweil 3000 on Mac OS X:

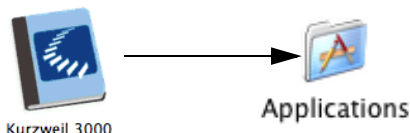
1. Place the Kurzweil 3000 CD-ROM in the computer's CD-ROM drive.
The Kurzweil 3000 CD image appears on your desktop.
2. Double-click the Kurzweil 3000 CD image.



The install window appears, displaying the contents of the CD.



-
3. Copy the **Kurzweil 3000** application file to either the **Applications** folder (recommended) or to another preferred location on your Macintosh.



4. Copy the **Documentation** folder and the **Sample Files** folder and the **Read Me** file to any convenient location on your computer or network.

Tip: If Kurzweil 3000 will be accessed by a number of users, copy the **Sample Files** folder to your Macintosh's **Shared** folder, which is located in the **Users** folder. This will make the sample documents easily accessible to all users.

5. You can copy the **Utilities** folder to your computer. However, it is better to leave it on the Kurzweil 3000 CD, where it is only accessible to administrators.
Note: To see the **Utilities** folder, you must scroll the window down.
6. Before you start using Kurzweil 3000, it's a good idea to do the following:
 - If you are using Kurzweil 3000 with multiple users, read [Using a Single Copy of Kurzweil 3000 with Multiple Users](#) on page 19, to understand your options.
 - Double-click the **Read Me** file for last minute information.
7. To start Kurzweil 3000, go to the **Applications** folder or the location where you installed Kurzweil 3000.
8. Double-click the **Kurzweil 3000** icon.
Kurzweil 3000 starts and the Registration process begins. See [The Registration Process](#) on page 13.

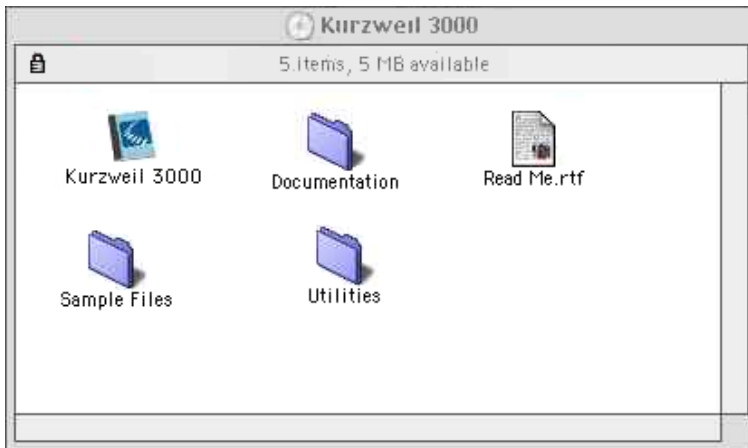
Installing Kurzweil 3000 on Mac OS 9

To install Kurzweil 3000 on Mac OS 9:

1. Place the Kurzweil 3000 CD-ROM in the computer's CD-ROM drive.
The Kurzweil 3000 CD image appears on your desktop.
2. Double-click the Kurzweil 3000 CD image.



The contents of the CD appears.



3. Copy the **Kurzweil 3000** application file to either the **Applications** folder (recommended) or to another preferred location on your Macintosh.



-
4. Copy the **Documentation** folder and the **Sample Files** folder and the **Read Me** file to any convenient location on your computer or network.

Tip: If Kurzweil 3000 will be accessed by a number of users, copy the **Sample Files** folder to your Macintosh's **Shared** folder, which is located in the **Users** folder. This will make the sample documents easily accessible to all users.

5. You can copy the **Utilities** folder to your computer. However, it is probably better to leave it on the Kurzweil 3000 CD, where it is only accessible to administrators.
6. Before you start using Kurzweil 3000, it's a good idea to do the following:
 - If you are using Kurzweil 3000 with multiple users, read the next section, *Using a Single Copy of Kurzweil 3000 with Multiple Users*, to understand your options.
 - Double-click the **Read Me** file for last minute information.
7. To start Kurzweil 3000, go to the **Applications** folder or the location where you installed Kurzweil 3000.
8. Double-click the **Kurzweil 3000** icon.

Kurzweil 3000 starts and the Registration process begins. See *Registering Kurzweil 3000* on page 12.

Registering Kurzweil 3000

Who should register? Everyone. If you are a new customer or an existing one, you should register. If you are upgrading, you must re-register. If you purchased multiple site licenses, register each copy of Kurzweil 3000, after installing it.

Why register? The following is a list of the most compelling reasons to do so:

- Use of the full product right away. Until you register, Kurzweil 3000 is in Trial mode. While in Trial mode, you have 30 days to register from the time of installation. If you do not register the product within that 30-day period, features are automatically disabled and you'll see messages reminding you to register.
- Because Kurzweil Educational Systems has automated the product manufacturing and distribution processes, having your registration information in our database means our busy support staff can respond in a timely manner and can reduce redundancies. If we have to send replacements or additional material to you, all we have to do is confirm your information to fulfill your request.

The Registration Process

Before you start, you should:

- Install copies of Kurzweil 3000 software on each Mac for which you will submit registration information.
- Have available the serial number of each copy of Kurzweil 3000 that you want to register. You can find the serial number on the product box, CD holder, or certificate of ownership. The serial number corresponds to the version of Kurzweil 3000 (Professional or LearnStation) that you purchased. You need to use a different serial number for each registration.

When you start Kurzweil 3000 for Macintosh for the first time, you see a prompt to accept the Licensing Terms of the Agreement. After accepting the terms, the **Registration** dialog appears.

Note: If Kurzweil 3000 is currently running, choose **Register** in the **Kurzweil 3000** menu if you are using Mac OS X, or if you are using Mac OS 9, choose **Register** from the **Apple** menu.

The **Registration** dialog gives you the option of registering online (recommended), or by telephone.

For information about:

- **Online** registration, see page [14](#).
- **Telephone** registration, see page [17](#).

If you decide that you do not want to register at this time, click **Register Later**. Be aware that if you don't register within 30 days of installation, Kurzweil 3000 disables all features, with the exception of the **Register** option.

Registering Online

If you are registering a copy of Kurzweil 3000 for the first time, use the following procedure. However, see [Registering Multiple Copies of Kurzweil 3000 Online](#) on page 16, if you have previously completed an *online registration* for one of the following products:

- Kurzweil 3000 for Macintosh Version 2.0 or later.
- Kurzweil 3000 for Windows Version 8 or later.
- Kurzweil 1000 Version 7 or later.

Note: If you are affiliated with a school or other organization, you should always use the same account name and password when you register Kurzweil Educational Systems products online.

To register Kurzweil 3000 online for the first time:

1. In the initial **Registration** dialog, select **New Online Account**, and click **Continue**.
2. Enter an **Account Name**, a **Password**, and confirm your password by re-typing it. Click **Continue**.

This information is used to create an account at Kurzweil Educational Systems that contains standard registration information (company, address, e-mail, etc.). You should write down your Account Name and Password and keep it in a secure place.

Note: Once you click **Continue**, an account is created at Kurzweil Educational Systems, using the Account Name and Password you entered. If for some reason you stop the registration process before completion, when you resume the process, click the **Existing Account** button to finish the registration process.

3. Enter the requested registration information, and click **Continue**.

-
4. Enter the serial number for the copy of Kurzweil 3000 you are registering. You can find the serial number on the product box, CD holder, or certificate of ownership.

We would also appreciate it if you would answer the purchasing questions that appear in this dialog, although this is optional.

5. Click **Continue**.

A registration confirmation dialog appears, informing you that the registration was successful.

If you are going to register additional copies of Kurzweil 3000, see the following section.

Registering Multiple Copies of Kurzweil 3000 Online

If you are registering multiple copies of Kurzweil 3000, **you must first fully register one copy** as detailed in the previous section, or you must have previously completed an *online registration* for one of the following products:

- Kurzweil 3000 for Macintosh Version 2.0 or later.
- Kurzweil 3000 for Windows Version 8 or later.
- Kurzweil 1000 Version 7 or later.

To register additional copies of Kurzweil 3000:

1. In the initial **Registration** dialog, select **Existing Online Account**, and click **Continue**.
2. Enter the *same* **Account Name** and **Password** that you entered for a previous online registration. Click **Continue**.

Note: If you've previously registered a Kurzweil Educational Systems product online, but have forgotten your account information, select **Retrieve Forgotten Account Info**. A new dialog appears. Enter the serial number for the *previously registered product*, and click **Continue** to initiate the information request.

When Kurzweil 3000 finds your information, it sends the details to your e-mail account. Check your e-mail for your Account name and Password.

3. In the next dialog, the account information is automatically filled in based on the previous registration. Click **Continue**.
4. Enter the serial number for the copy of Kurzweil 3000 you are currently registering, and click **Continue**.

A registration confirmation dialog appears, informing you that the registration was successful.

5. Repeat this procedure for any other copies that you want to register.

Registering by Telephone

You have the option of registering by telephone.

Before you call us. If you plan on registering multiple copies of Kurzweil 3000 over the telephone, please perform **step 1** below for each copy that you want to register, and record the system code on the included **System Code Worksheet**. See the next section for more information about the System Code Worksheet.

To register by telephone:

1. In the initial **Registration** dialog, select **Phone**, and click **Continue**.

A dialog appears displaying the telephone number for Kurzweil Educational Systems Customer Service, the **System Code** for this installation, and a space to enter the Serial Number.

2. Call the telephone number, and give the representative the Serial Number and System Code.

Note: Customer Service representatives are available to take your registration requests between 8:00 a.m. and 4:00 p.m. Eastern Time. For phone registration, call **(800) 894-5374** within the United States, or **(781) 276-0600** from outside of the United States.

About the System Code Worksheet

If you are installing and registering Kurzweil 3000 on multiple machines, using the System Code Worksheet included at the end of this book to note the System Codes, Serial Numbers and Unlock Codes, can greatly expedite the telephone registration process. See [System Code Worksheet](#) on page 27.

Locking the Registration Process

If security is an issue at your site, you might want to lock the ability to update the registration information. You can do this in the **Lock Features** pane of the **Kurzweil 3000 Preferences** dialog. For detailed information on locking the update process see *Locking and Unlocking Kurzweil 3000 Features* in the *Kurzweil 3000 for Macintosh User's Guide*, or in the Kurzweil 3000 Online Help.

Using a Single Copy of Kurzweil 3000 with Multiple Users

This section explains the use of Kurzweil 3000 with multiple users. If you use Kurzweil 3000 in a single-user setting, that is, Kurzweil 3000 is installed on a computer and is only used by one person, you can skip this section.

In many instances, a single copy of Kurzweil 3000 is used by more than one user (i.e., at different times). If you will be using Kurzweil 3000 with multiple users, it is important to understand the following issues:

- Document organization: where documents are stored.
- Individual user preferences: reading speed, font and font size for text documents, toolbars, etc.
- Document security: who can access individual user's documents.

Kurzweil 3000 provides two methods for administering multiple users:

Method 1 — Using Macintosh user accounts. (Default)

Using this method, users log in to the *computer* with a user name and password.

Kurzweil 3000 keeps track of each user's preferences, from session to session, based on the Macintosh login information.

With this method, each user's documents are secure and are not accessible to other users. However, to ensure document security, users must remember to log in and log out of the computer, so that one person's documents are not confused with another person's documents.

Method 2 — Using Kurzweil 3000 multiple user accounts.

Using this method, users access Kurzweil 3000 via a Kurzweil 3000-specific dialog, using only a user name.

Kurzweil 3000 keeps track of each user's Kurzweil 3000 preferences, from session to session, based on the user name.

Since users log in to the program using a Kurzweil 3000-specific dialog this may provide a more comfortable experience for certain users. Also, users are

Using a Single Copy of Kurzweil 3000 with Multiple Users

likely to quit Kurzweil 3000 after a session, thereby minimizing the chance of one person's files being confused with another person's files.

However, this method provides no security for individual user's documents, because there is no password protection. Without password protection, it is easy for one user to log in as a different user and access that person's personal files.

Setting Up Kurzweil 3000 User Accounts

This section shows you how to set up Kurzweil 3000 for multiple users. This scheme is explained in **Method 2** on page 19.

To set up Kurzweil 3000 for access by multiple users:

1. Go to the location where Kurzweil 3000 is installed.
2. Double-click the Kurzweil 3000 icon.

Kurzweil 3000 starts and the initial interface appears.

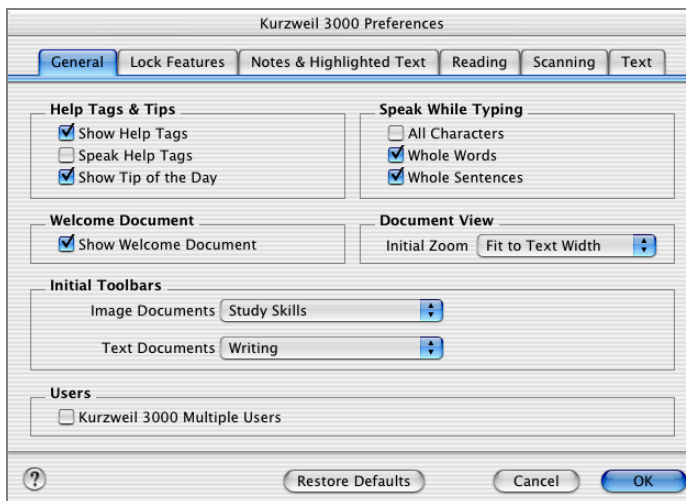


Note: The illustration above shows the Kurzweil 3000 Professional running in Mac OS X. If you are using Mac OS 9, it will look almost identical. Also, if you are running the Kurzweil 3000 LearnStation, the **Scan** button and **Scan** menu will not be present.

3. Do one of the following:

- If you're using Mac OS X, choose **Preferences** from the **Kurzweil 3000** application menu. This is the first menu in the menu bar after the Apple menu.
- If you're using Mac OS 9, choose **Preferences** from the **Edit** menu.

The **Kurzweil 3000 Preferences** dialog appears.



4. If it is not already selected, click the **General** tab to display the Kurzweil 3000 General Preferences pane.

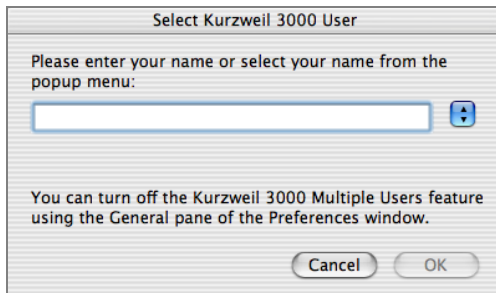
5. In the **Users** area at the bottom of the General preferences pane, select the **Kurzweil 3000 Multiple Users** checkbox.



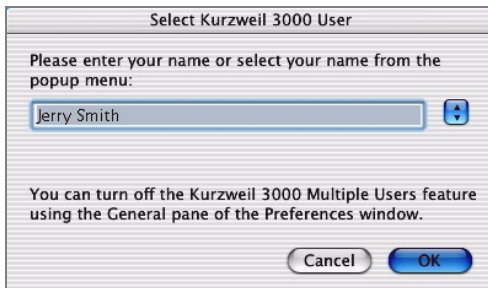
A dialog appears explaining the consequences of choosing this option. You should review this information, and, if necessary, the more detailed information in [Using a Single Copy of Kurzweil 3000 with Multiple Users](#) on page 19.

6. Click **Kurzweil 3000 Multiple Users**.
7. Click **OK** to close the **Kurzweil 3000 Preferences** dialog.
8. Choose **Quit Kurzweil 3000** from the **Kurzweil 3000** application menu.
9. Double-click the Kurzweil 3000 icon to restart Kurzweil 3000.

When Kurzweil 3000 starts, the Kurzweil 3000 User dialog appears.



When new users start Kurzweil 3000, they type user names in the text box. User names are not case-sensitive.



Returning users choose their user name from the popup menu.



10. Click **OK** to begin working with Kurzweil 3000.

Using the Unlocker Utility

The Kurzweil 3000 Unlocker utility lets you unlock the Lock Features pane in the Kurzweil 3000 Preferences dialog in the event that a user has forgotten the password.

The utility is located in the **Utilities** folder on the Kurzweil 3000 for Macintosh CD.

You run the utility directly from the CD. There is no need to copy it to the Macintosh.

To unlock the Lock Features Preferences pane:

1. Quit Kurzweil 3000.
2. Insert the Kurzweil 3000 CD into the computer.
3. Double-click the CD icon.
4. In the CD window, scroll down to display the **Utilities** folder.
5. Double-click the **Utilities** folder.
6. Double-click the **Kurzweil 3000 Unlocker**.
7. In the dialog, click **Unlock**.

A message appears confirming that the pane has been successfully unlocked.

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System Code Worksheet

If you are installing and registering Kurzweil 3000 on multiple machines, and are using the phone registration option, completing the worksheet provided on the next page before calling Customer Service can help to expedite the process.

As you go through the installation process note the Kurzweil 3000 product serial number and system code for each machine. They are necessary for obtaining a corresponding unlock code, which you will then need to activate each installation of the software.

Space is also provided on the worksheet for the location of each machine, and for the corresponding unlock code which the Customer Service representative will provide to you.

Note: You can display a machine's system code by clicking the **Phone** button in the initial registration dialog box.

For complete details and instructions on product registration, and specifically, Registering by Phone, see [The Registration Process](#) on page 13.

System Code Worksheet

Machine Location	Product Serial Number	System Code for Machine	Unlock Code (provided by Kurzweil Customer Support)

System Code Worksheet

Machine Location	Product Serial Number	System Code for Machine	Unlock Code (provided by Kurzweil Customer Support)

