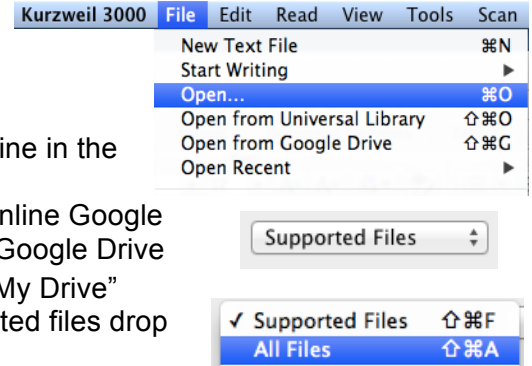


# k3000 Web Access – Begin! Macintosh

## Importing & Opening Files (TXT, RTF, PDF, Word, Google Docs, Daisy, ePUB)

### On your Computer, from the Universal Library or from Google Drive

- From the **File menu** at the top left choose:
  - Open – to open a file stored on your computer
  - Open from Universal Library – to open files stored online in the k3000 Universal Library
  - Open from Google Drive to open files stored in your online Google Drive account (you will be prompted to sign into your Google Drive account) – in the Google Drive window choose your “My Drive” folder, at the bottom of the window click in the Supported files drop down and choose All Files.



**From another application on your computer** - You can open a file in another application and “print” it to k3000 to turn it into a .kes file

- Open your document in it’s native application
- **File > Print**, then click the PDF button
- Choose **Open as PDF in k3000** from the menu to bring the file into k3000

**Bookstores/Online** - You can’t import a Kindle eBook, but can import eBooks from other sources such as Bookshare, Chegg, eCampus, etc.

- Download the book as an ePub or PDF file to your computer
- Choose the File menu, Open (for files stored on your computer) then locate and Open the file

**Using a Copier/Scanner** - Copier/scanners save pages as a PDF file rather than make a copy of them, and usually send the PDF file to your e-mail as a file attachment

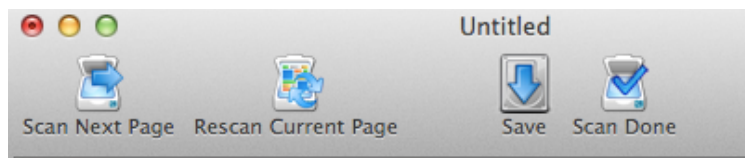
- Download the attachment to your computer, choose the File menu, Open, find on your computer and choose open

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

- Download the file to your computer stored in the online storage program (such as Dropbox)
- In k3000 choose the File menu, Open, search your computer for the downloaded file

**From a Scanner** (first connect the scanner to your computer)

- Place the document or page on the scanner, then from either the:
  - Floating Starting Points toolbar (found under the Window menu) click the Scan button – the page is scanned and processed, to scan another page choose the Scan Next Page button, or choose Scan Done if finished.
  - Scan menu at the top of the screen, choose Scan New Document – the page is scanned and processed, to scan another page choose the Scan Next Page button, or choose Scan Done if finished.
  - Choose Save

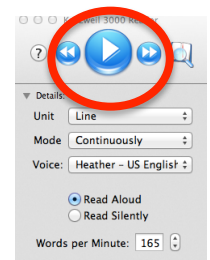


### Copy/Paste

- You can copy text from other sources such as text on a web page, then paste the text into a document

## Reading Documents - in k3000 & Online Textbooks

- Click to place the cursor inside the document where you want reading to begin
- You can either use the:
  - **Reader Toolbar** (under the **Window** menu in k3000) – click the **Read** button
  - From the menu choose **Read > Start Reading**
  - Clicking the **Read** button, if the documents toolbar has one (see Help section, toolbars to add buttons)
  - From the menu choose **Kurzweil 3000 > Preferences > Toolbars**.  
You can change the default toolbar when opening different kinds of documents. The Classic toolbar, for example contains a Read button on it.



- You can change the **Reading Options** (reading voice, speed, mode, etc.) via the floating **Reader toolbar** (**Window > Show Reader**), or by choosing the **Read** menu, where you can change the voice, unit, speed, mode
- To **Translate** text - using the mouse select the text on the page, choose the **Online menu > Translate** (top right).

**Online Textbooks or Web Articles** (textbooks and articles posted online) The Read the Web option (from the Starting Points toolbar – see Window menu) or from the Read menu will read text on many websites. If the Read the Web toolbar is not present in your Firefox browser you can install it by launching the browser and going to:

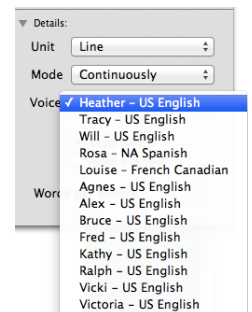
<https://www.kurzweiledu.com/downloads/currentversion/KESIReader.xpi>

This will then prompt you for installing. K3000 needs to be running to use this feature. Some text, such as text displayed as a “Flash File” as some online textbooks are displayed, cannot be read using the reading toolbar.

**More Voices** - Download (free) from:

<https://kurzweiledu.com/news-resources/software-updates.html>

- Choose the latest k3000 for Macintosh version, scroll to the bottom of the screen for the voices. Click the "Macintosh" link just to the right of each set of voices to download the installer for each set. Run the installer, voices will now be added and can be selected in the Voice dropdown menu on the Reader toolbar, or from the Read menu, Reading Voice.



## Saving files

### Onto your computer

- Choose File menu, Save or Save As, name your document (top of window) and choose a file format for your document if you need to save it other than a KESI file by clicking the drop down menu under File Format at the bottom of the window.
- Choose where on your computer to save it to and click Save. Saving other than a KESI file will lose any Outline or Brainstorm created in it. Files saved to the computer can later be uploaded to Dropbox, Google Drive, etc.

**To the Universal Library** - this allows you to access your files from anywhere using k3000, the web app or the iPad app

- Choose the File menu, Save to Universal Library
- Choose the folder with your name, click the + button
- Choose either your Private or Public folder, choose Save. (name the file if needed before saving)

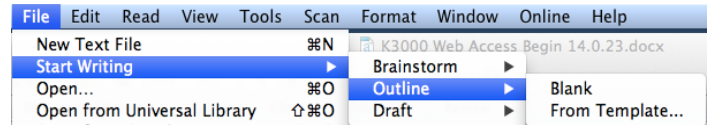
### In the web app

- Notes, Stick Notes, highlighted text and text crossed out using the cross-out tool are automatically saved on locked documents (PDF, scanned documents, image files) when choosing Back to Library

## Writing

### New Documents

- Choose the **File** menu > **Start Writing**
- Choose **Brainstorm**, **Outline** or **Draft**



### Draft

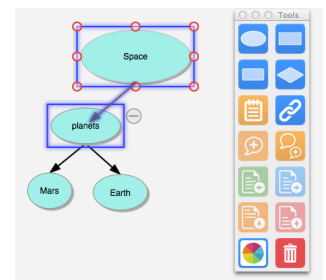
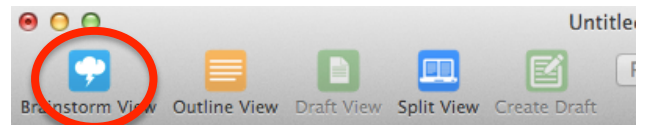
- Choose Draft, Blank to create a blank word processing document with writing support tools in the floating Tools toolbar (toolbar will change depending on the writing environment – draft, outline or brainstorm)
- To display/set margins - choose the Format menu, Text, Show Ruler

### Brainstorm

Choosing either a Blank document or Brainstorm – Blank, allows you to utilize brainstorm tools to get your ideas down using a graphic organizer

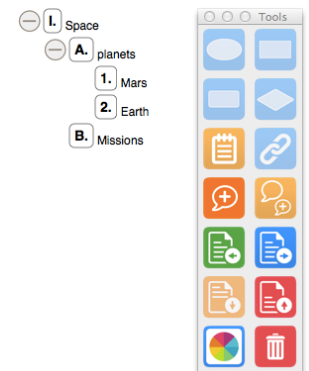
In a blank draft choose the Brainstorm View button in the toolbar at the top to toggle to brainstorm view

- Choose a thought bubble from the floating Tools palette. A new idea bubble is generated – double click inside to type
- Repeat to add more
- Use the Link tool on the floating Tools palette to connect ideas in a top down hierarchy, etc. – if the toolbar is not displayed choose the Window menu, Show Tools
- Choose Outline View button to convert to an outline



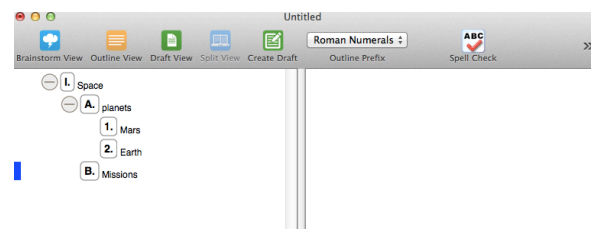
### Outline

- Choose the Outline View button on the toolbar on top to change to an outline or choose the File menu, Start Writing, Outline – Blank to create an outline, use tools on the floating Tools palette to rearrange the outline, add to it, etc. Choosing Outline View from within a brainstorm will automatically convert it to an outline – and vice-versa.



### Split Screen & Draft View

- Choose the Split View button in the toolbar on top to view your outline on the left side of the screen and a blank document for writing on the right side (if you have created a Brainstorm document it will automatically convert to an outline). To view the document full screen choose the Draft View button to the right of Split View.

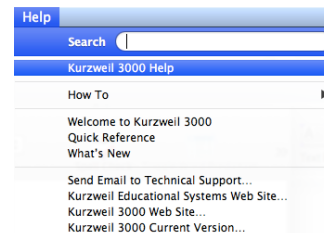


**Note:** If you toggle to an outline or brainstorm (by choosing the Outline or Brainstorm View button) while typing in a draft document you will not see what you have written in the draft, but you haven't lost it! Choosing either the Draft View or Split View button will display the text you have written.

## Help & Customizing - Anything

### Help

- Choose the **Help menu > Kurzweil 3000 Help** (top right). This brings up a window on using any of the main features in k3000, other options will bring you to the Kurzweil website or a Quick Reference listing.

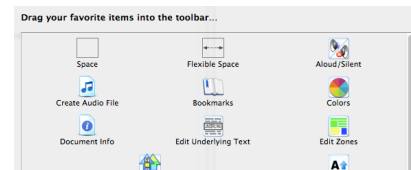


### Customizing - User Preferences

- Choose the **Kurzweil 3000 menu > Preferences** - Select a category at the top of the floating window to view and customize options. These are your personal preferences

### Toolbars – Changing, Adding/Deleting buttons

- Choose the **View menu > Current Toolbar** to change the main toolbar currently displayed in any document
- Control – click with your mouse on any toolbar to delete or add more buttons to the currently displayed toolbar



### Online Help

- [www.kurzweiledu.com](http://www.kurzweiledu.com) - choose Site Map to scroll through help, technical support, help videos

## Using the web app - accessible from any web browser - go to [www.kurzweil3000.com](http://www.kurzweil3000.com)

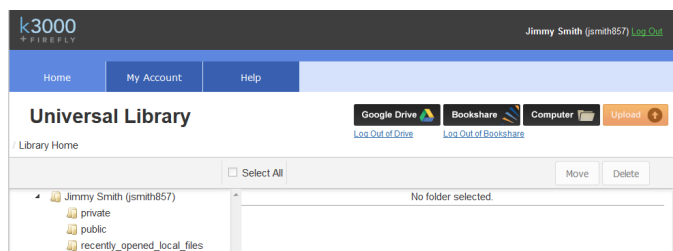
- Use your k3000 username and password to log in
- **For iPad**
  - Download the free iPad app from the App store (search for “k3000”) to login and access many of the reading features
  - Or **use the Puffin Browser Pro web browser** (found on the App store or Google Play Store for Android devices - \$3.99) and go to [www.kurzweil3000.com](http://www.kurzweil3000.com) to access and utilize ALL the web app features.
- The web app provides anywhere access to the most common features

### The web app allows you to

- **Open files** you have saved in the Universal Library, upload from or open files stored on a computer or Chromebook
- Have **text read aloud** choosing from a variety of high quality voices, customize reading settings, Highlight text, add Notes onto documents, Translate text
- **Open files from Google Drive**
- Access and download books from Bookshare (account required)

### The web app Log-in window

- Access to Universal Library files, Google Drive, files downloaded onto computer
- **Help tab** - contains help files and videos on using k3000 Web Access



### Document opened in the web app

- Modified tools for reading, highlighting text, screen magnification, dictionaries, language translation, Text Notes, Sticky Notes

### For more free resources go to:

<http://www.KurzweilEdu.com>

