How-to-Guide for Kurzweil3000.com

Your school or district currently has a subscription to **Kurzweil 3000**, which is a comprehensive literacy, text-to-speech technology that can help students to read, comprehend, study, write, and take tests. This technology can give students access to their literacy supports as well as their documents from virtually any internet-connected device (computer, tablet, phone, Chromebook). The **Kurzweil 3000** Web License Subscription includes all of the following:

- **Kurzweil3000.com;** covered in this handout**; SHORT OVERVIEW VIDEO** (5 min); **MORE COMPREHENSIVE OVERVIEW VIDEO** (25 min)
- **Google Chrome & Mozilla Firefox Read the Web;** covered in this handout; search "K3000 in the Chrome Web Store; **READ THE WEB EXTENSION VIDEO**
- **Kurzweil 3000 Desktop software**; requires installation on a computer and can run in "offline" mode; see download and installation instructions on the last page

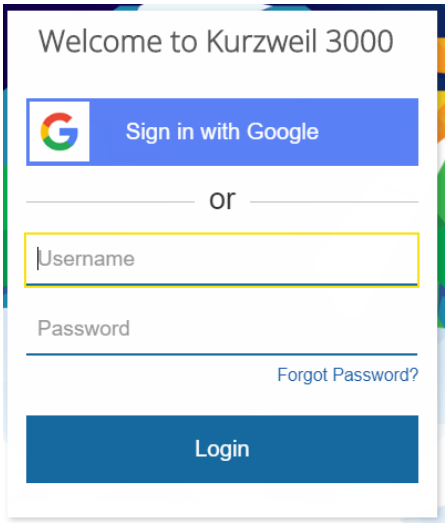
Each user will have her/his own unique user name and password and can login at www.kurzweil3000.com.

Once logged in, users can open files from her/his folders, from their teachers' Public folders, Administrator's Public Folder, Google Drive, One Drive, Local Computer, and Bookshare. Additionally, there are also over 1800 titles in the **Classic Literature** folder, 15 books in the **Nonfiction Bookbag** folder, and 16 titles in the **Samples** folder. Once a file is open, the user can access all of the literacy tools in Kurzweil3000.com described in the following pages.

How-To-Guide for Kurzweil 3000 for Web Browsers

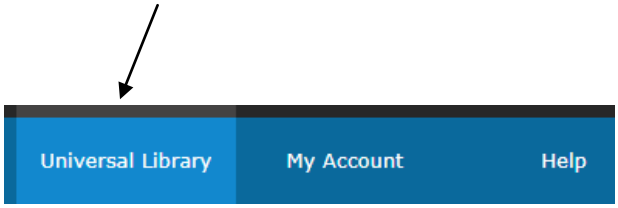
www.kurzweil3000.com

Go to **www.kurzweil3000.com**



Sign in using your Kurzweil 3000 login credentials. If your district has implemented Google Single-Sign On with Kurzweil 3000, you may login using your Google credentials.

Enter your user name and password. When you login, you will be in the Universal Library or Home screen. If you're not, click on the Universal Library Tab.



To Open a File from the Universal Library (Kurzweil 3000 Cloud):

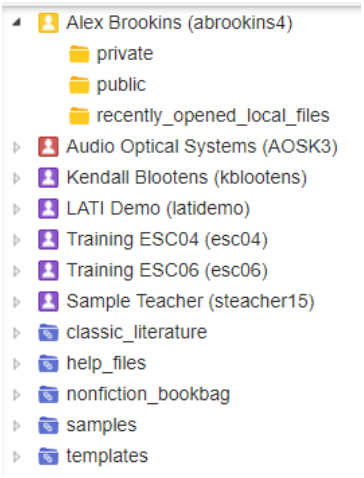
Once logged in, a student can open files that are in her/his folders (Yellow), in her/his teacher's Public folder (Purple), and in the Top Level Coordinator's Public folder (Red).

She/he can also access books from the Blue Folders:

- Classic Literature Folder (1800 books)
- Nonfiction Bookbag (15 books for 3rd-8th grade)
- Sample Files

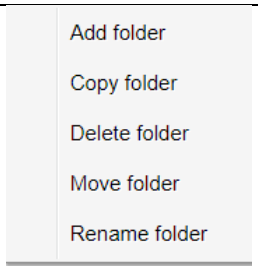
Users can also open files from their computer, Google Drive, One Drive, and Bookshare. (Bookshare.org is a free online book repository for people with print disabilities and requires a membership. Learn more about this resource by visiting their website.)

This is an example of the type of view that the student will see.



To reveal a user's folders, click on the user's name to see the public, private, recently opened local files folders.

To Manage Folders/Organization:
To create a subfolder in Public or Private, right click on either of those folders. To **Add, Copy, Delete, Move or Rename a Subfolder** in your public or private folder, right click on the folder. ***Note**: When naming files/folders, you cannot use special characters or spaces. Use an underscore_ in place of a space.*



Document Types in Kurzweil 3000:

Text Documents: editable document, much like a Word document or Google Doc; the **Writing Toolbar**, shown on page 10 will be visible

Image Documents: exact image of the original and cannot be edited**;** similar to a pdf; the **Main Toolbar**, shown on page 5 will be visible. There are editing tools available in the Tools Menu (**Zone Editor, Edit Underlying Text**) that allow teachers to edit image documents to insure optimal, correct reading. These will be covered on pages 10-12. Editing should be done before adding notes, highlights, etc to a document.

Text documents are those that can be edited and are created by typing in text (such as in a new writing document) or opening a document such as a Word document (.doc, .docx), Rich Text Format, TXT, etc.

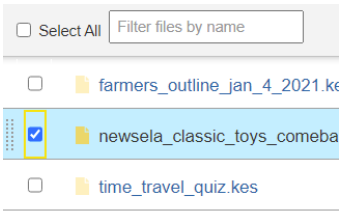
An **Image** document is one that cannot be edited, such as a PDF document. If you wish to bring a document into the web application that you do not wish for students to modify or if it is in a file type not supported by Kurzweil 3000 Web, open it in its original application, go to Files/Save As, and under "save as type," select PDF from the dropdown, then open it in **Kurzweil3000.com**. This is a good option if you are bringing in a test or other doc that you don't want students to modify.

To Open Documents:

To Open a file directly from your computer, click the **Computer** or **Upload** buttons. This allows you to open .pdf, .doc, .docx, .epub, .rtf, .txt, and .kes file types. You can also open files directly from **Google Drive, OneDrive** and from **Bookshare.org**. Free materials from Bookshare can be opened without a Bookshare account.

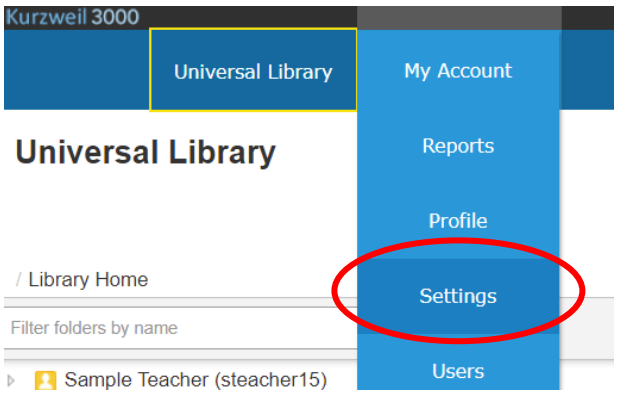
If you wish to place a document in a specific folder (such as the Private or Public folder) select that folder, then click the **Upload** button. Navigate to the document that you wish to upload and it will appear in the folder that you selected.

Note: opening documents from Google Drive, One Drive, Bookshare and the Computer buttons will automatically save the document to the "Recently Opened Local Files Folder." They can then be moved or copied to other folders by using the Move and Copy buttons. Click in the box next to the file name, click the **Move** or **Copy** button, then select the folder that you wish to move it into.

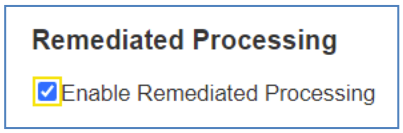


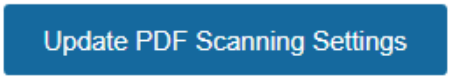
ACCESSING CONTENT (OPENING DOCUMENTS) VIDEO

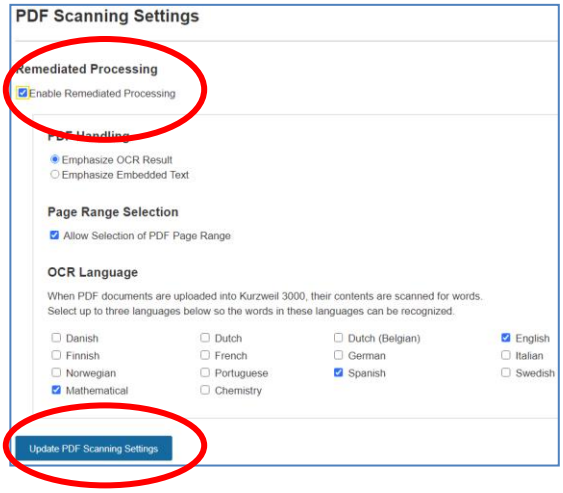
Enhanced PDF Processing Settings.



These settings allow users more flexibility in processing pdf documents. By selecting **"Enable Remediated Processing"** and then **"Update PDF Scanning Settings,"** the users will be allowed to select a page range when opening pdfs, have enhanced math recognition, and more.



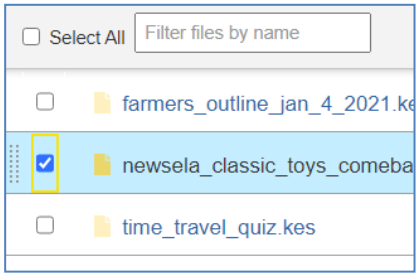




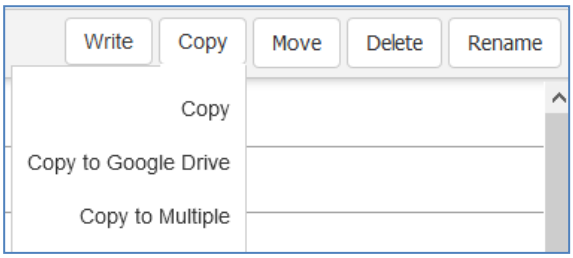
Copy, Move, Delete, Rename and Share Documents with Students

Click in the small check box to the left of the document name, then select Copy or Move. (You can also copy documents by clicking in the check box next to the document, hold down the CTRL key and drag the document to the desired Public or Private folder or a subfolder in either. To move, use the same procedure, but don't hold down the CTRL key.) Documents can be copied to the users Public and Private folders and to sub-users (students) Public and Private Folder, as well as to Google Drive. By selecting "**Copy to Multiple**," teachers can copy a document to multiple student folders at one time. Click in the triangle next to the students name to expand the folder and determine whether to copy to their Public, Private, or subfolders therein.

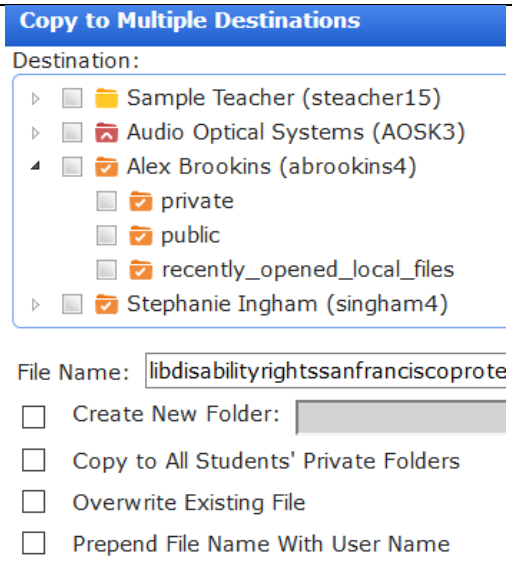
Select the document:



Then select the action:



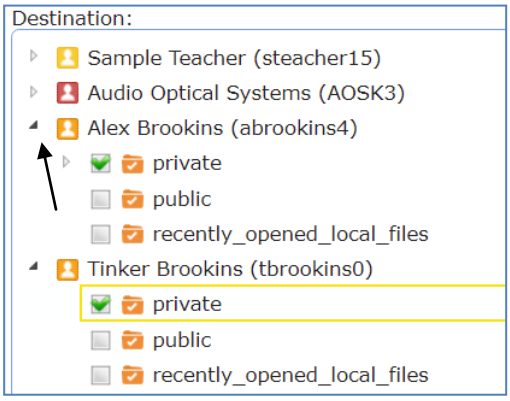
In order to manually select students to copy files to, you **must expand the folder** with the student's name on it to access their public and private folders. Click on the triangle next to the student's name and the subfolders will be revealed. If you try to save to the folder with the student's name, you will receive the message "Click on the triangle to access folders."



How do teachers share files with students? Several options are available.

- Copy documents to the student folders
- Place the document in the teacher's public folder. The student can access it from there or copy it from there to one of their own folders.
- Place the document in the Administrator's Public folder. From there, the student can copy to one of their own folders.
- Google Classroom Assignment (covered in next section)

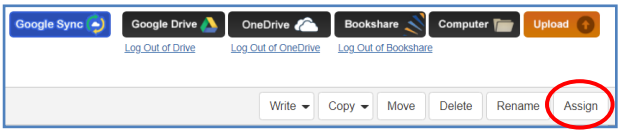
When **Copying to Multiple Destinations**, teachers can manually select the students and their folders, they can create a new subfolder in the students' Public or Private folder, can copy to all students private folders, and more.



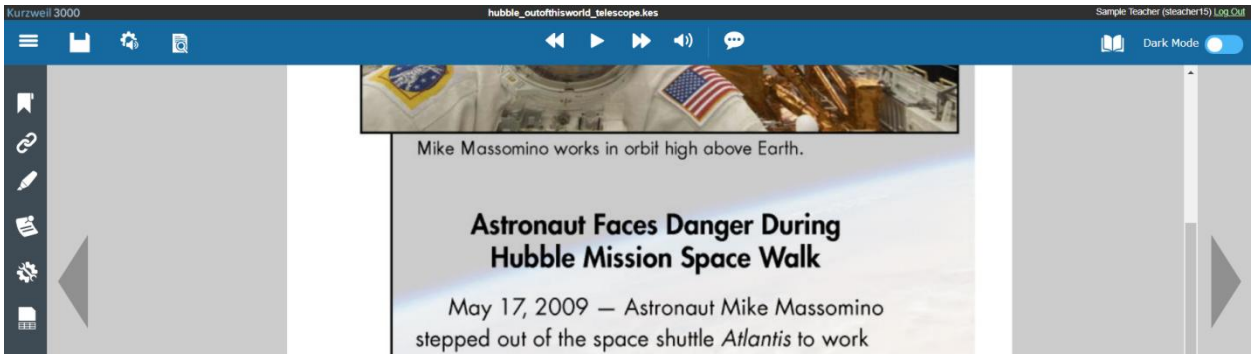
Google Single Sign On for Kurzweil3000: If your school or district has implemented GoogleSSO for Kurzweil 3000, you can also create a Google Classroom Assignment from Kurzweil 3000. This is another way to share documents with students.

First, click on the Google Sync button to sync your Google Classrooms with Kurzweil 3000.

To create a Google Classroom Assignment in Kurzweil3000.com, select a document from your (teacher) Public or Private folder as described above. Then select the **"Assign"** button and create your assignment and assign to entire Goggle Classrooms or specific students.



Using the Main Toolbar/Reader
(visible when an image document is open)



Reading, Audio Options, View an References across the top ribbon, other tools on the side toolbar.

To Read the Document Out Loud:

Once a file is open, click anywhere you wish to start reading, and then click the Read button. **Kurzweil3000.com** will read the document out loud and will highlight as it reads providing the student with visual reinforcement.

The forward and back buttons will take you forward/back one reading unit, i.e. sentence, paragraph, etc. The speaker buttons toggles between audible/silent reading. The "speech bubble" toggles **speech-to-text** on/off. Users can dictate into sticky notes, text notes, and in text documents.

To Adjust Audio Options:

The **Audio Options** allows you to adjust the following settings:

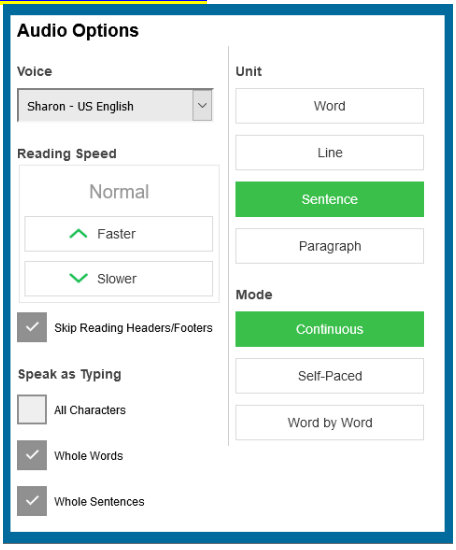
- Voice
- Reading Speed
- Unit
- Mode

This will customize the reading for the student's preference.

Speak as Typing allows users to hear what is typed as they're typing. This option is available in text documents and in sticky/text notes in image documents as well as in text documents.

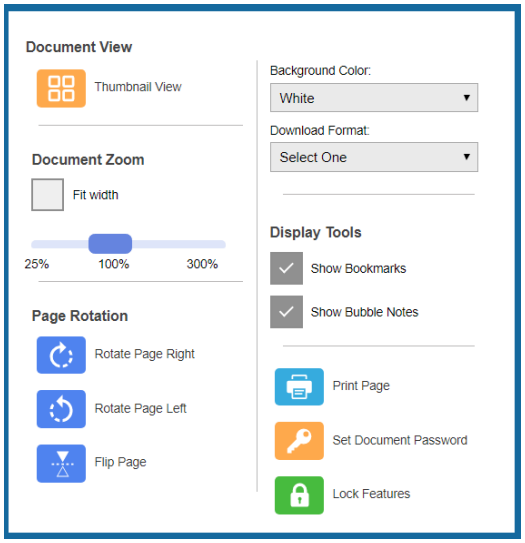
Options: voice, reading speed, reading unit, mode

AUDIO OPTIONS VIDEO



Document View: Allows the user to see a Thumbnail View, adjust zoom setting, change background color, select a download format, and rotate pages.

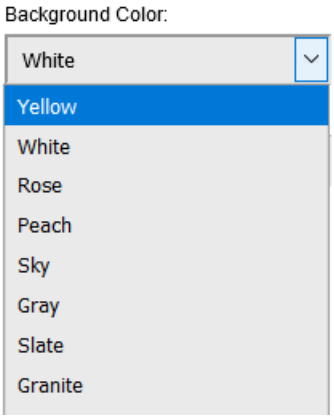
Document View settings also allow users to determine whether or not Bookmarks or Bubble Notes are visible in a document.



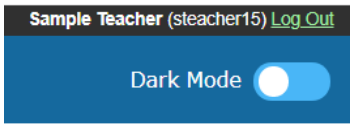
By default, the **zoom** is set to "Fit Width." To manually adjust zoom, uncheck "Fit Width" and manually slide the control between 25% to 300%. **ZOOM VIDEO**

Users also have the option of **setting a document password** as might be advised for a test or quiz.

Users have the option of changing the background color of a document, which can be particularly beneficial for some who have learning disabilities and/or some vision conditions.

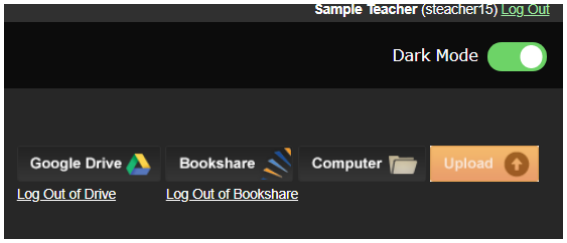


Dark Mode Option



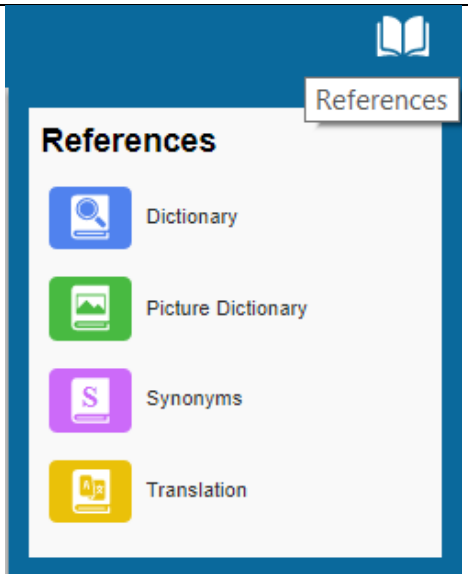
Dark mode is off in the screen shot above and on in the screen shot on the right.

Dark Mode is a user level option that will change the user interface to a more high contrast option.



References: multiple dictionaries, picture dictionary, synonym tool/thesaurus, language translation.

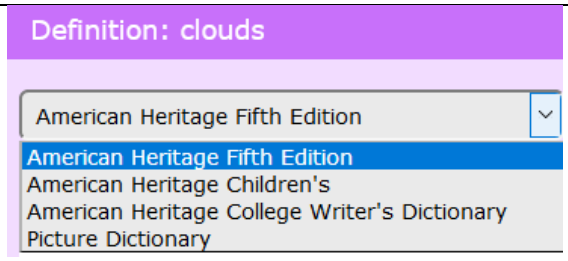
4 Dictionaries (American Heritage 5th Edition, Children's and American Heritage College Writers Dictionaries, and Picture Dictionary)

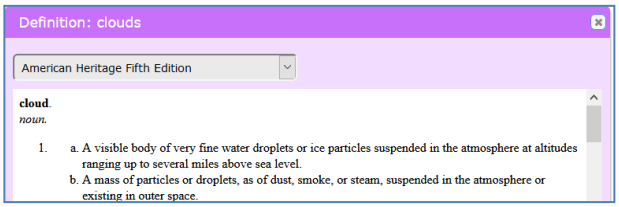


To Look Up **Definitions** for Words:

Click in front of the word that you wish to define, go to the **References** menu, and then click the **Dictionary** button.

A new window containing the definition will open. Users may select different dictionaries by clicking in the drop-down menu. To have a definition read out loud, click the Read/Play button.





A **Picture Dictionary** is available as is a **Synonym** Tool/Thesaurus.

SYNONYM LOOK UP VIDEO

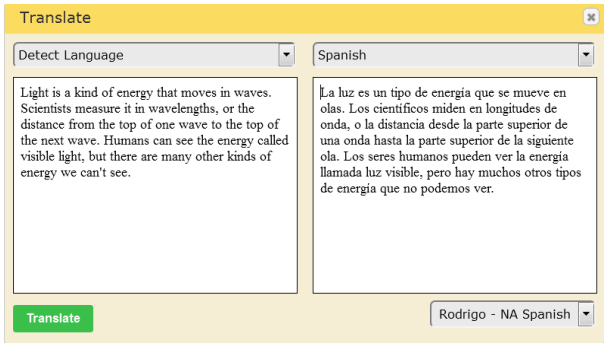
Language Translation:

To **Translate** Text into Other Languages:
Click and drag to select the text you would like to translate, hover over the references button, then select "Translation." From the drop-down menu on the right, select the desired language, then click the Translate button. To have the translation read aloud, select if it is a language that Kurzweil 3000 can read aloud.

LANGUAGE TRANSLATION VIDEO

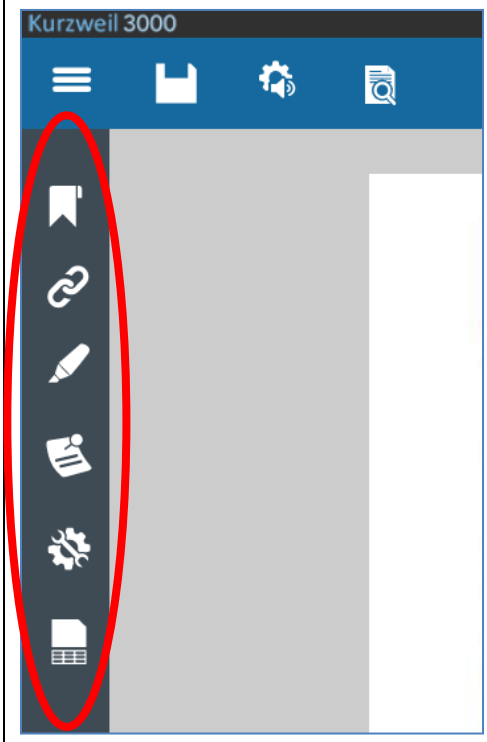
MULTI-LANGUAGE READING VIDEO

Language Translation:



Kurzweil3000.com will tranlate into all languages that Google Tranlate supports. It will read aloud those at the top of the list in **bold**. If the tranlation is in one of the languages that **Kurzweil3000.com** reads out loud, click the Read/Play button.

Left Toolbar



Bookmark Tool: allows users to mark specific areas in the text for easy navigation

Hyperlink: users can add hyperlinks to web pages and bookmarks.

Highlighters: covered in section below

Notes: Sticky Notes, Text Notes, Bubble Notes; covered on page 9.

Tools: Spell Check and Word Prediction (for use in notes), Zone Editor & Edit Underlying Text (covered in detail on pages 10-12), Language Tagging (allows for multiple languages to be read in a document.

Column Notes: note taking tool based on the Cornell Note Taking System. Covered on p. 10.

Highlighters, Circle Tools, Cross-out, Extract

Under the **Highlight** button, there are tools that allow you to **Highlight** important points, key words, parts of speech, etc., Circle text such as multiple choice answers, and a Cross-out tool to eliminate incorrect answers, for example.
Tip: use the Escape key on your keyboard to easily toggle these tools off without having to select the "Select" tool. That works with sticky and text notes too!
HIGHLIGHTER BASICS VIDEO

HIGHLIGHER MORE ADVANCED VIDEO

The last button in the menu is the **"Extract Notes and Highlights"** option. This allows you to extract your notes and highlights into a separate text document. Great way to create a study guides, check responses to questions in bubble notes, and more.

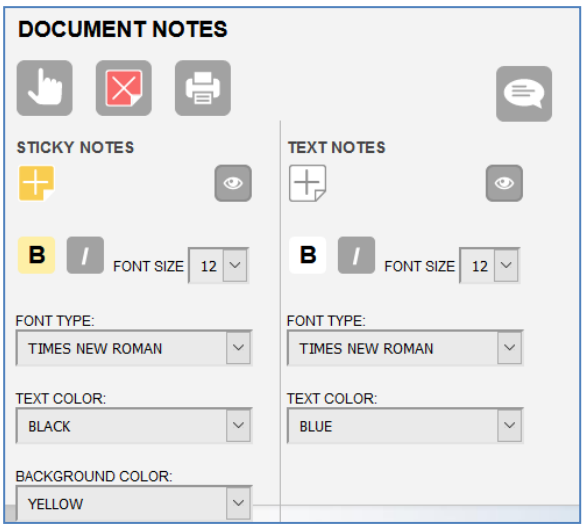
Note: If a teacher places a document in her/his public folder and has students access that document and add highlights, notes, marks answers in bubble notes, the teacher can then extract all of the students' annotations into a separate document.

Note tool allows users to insert **Sticky Notes** and **Text Notes** into image documents, delete notes, and determine whether the notes are visible or hidden. Users can also print their notes.

Users can also change settings for Sticky Notes and Text Notes including font, font size, background color, text color and more.

Tip: when adding notes, add one at a time, then hit the Escape key on your keyboard (or select the "Select" button) to prevent accidentally adding notes to your document. So, for example, click "Add Sticky Note," click in the document where you wish to add it, then hit Escape.

Bubble Notes are addressed in the next section.
NOTES VIDEO



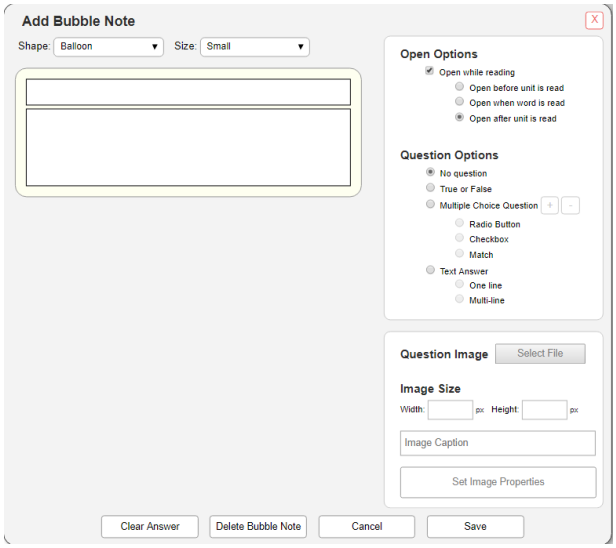
Users can type into sticky and text notes or use "speech-to-text" to dictate into sticky and text notes. **SPEECH-TO-TEXT VIDEO**

Bubble Notes can contain comments, directions for a task, or questions in a variety of formats: True or False, Radio Button, Checkbox, Match pairs or Text Answer. Images can even be embedded in Bubble Notes

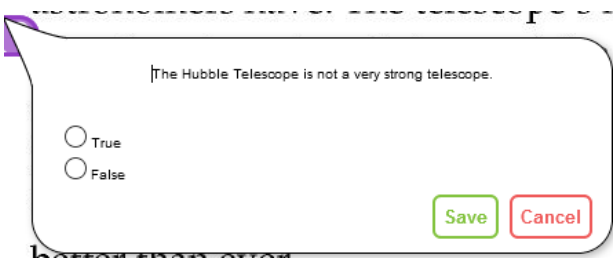
If a teacher places a document that contains bubble notes in her/his Public folder, students can access that document, record their answers and the Bubble notes (along with the student responses) can be extracted into a separate document using the Extract Notes & Highlights function under the Highlight menu. Students can also access Spell Check in Bubble Notes.

Note to Teachers: If you do not wish for students to be able to edit your bubble notes, go to My Account/Users/My Team/Miscellaneous Feature Locks and lock Bubble Note Edit for your students. They will still be able to answer questions.

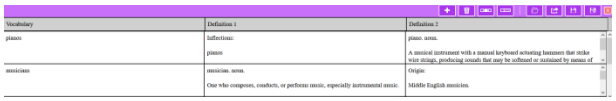
BUBBLE NOTE VIDEO: shows how to add an image and a caption to a bubble note

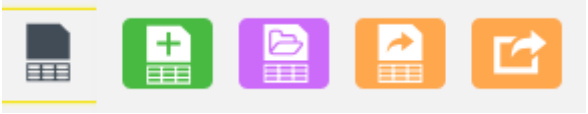


Below is an example of a True/False Bubble Note:



Column Notes (also known as split page notes) are based on the Cornell Note Taking System. Column notes are an excellent organizational tool for students. Users can use Column Notes for notetaking, can extract highlights into them to create a study guide, and can highlight individual words and have them extracted to a **Vocabular Study Guide** which will include the definition.





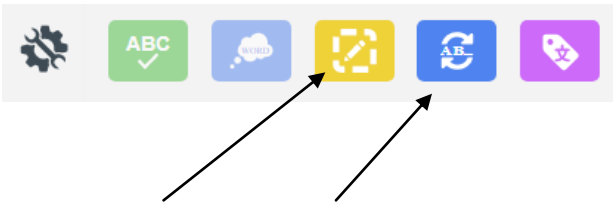
Users can create a New Column Note, Open an Existing Column Note, Extract Highlights to Column Notes, and Extract Highlights to a Vocabulary Study Guide.

Column Notes Toolbar

Content can also be typed and dragged/dropped into Column Notes.

Tools menu offers options such as **Spell Check** Sticky/Text / Column Notes, as well as **Word Prediction** in those notes.

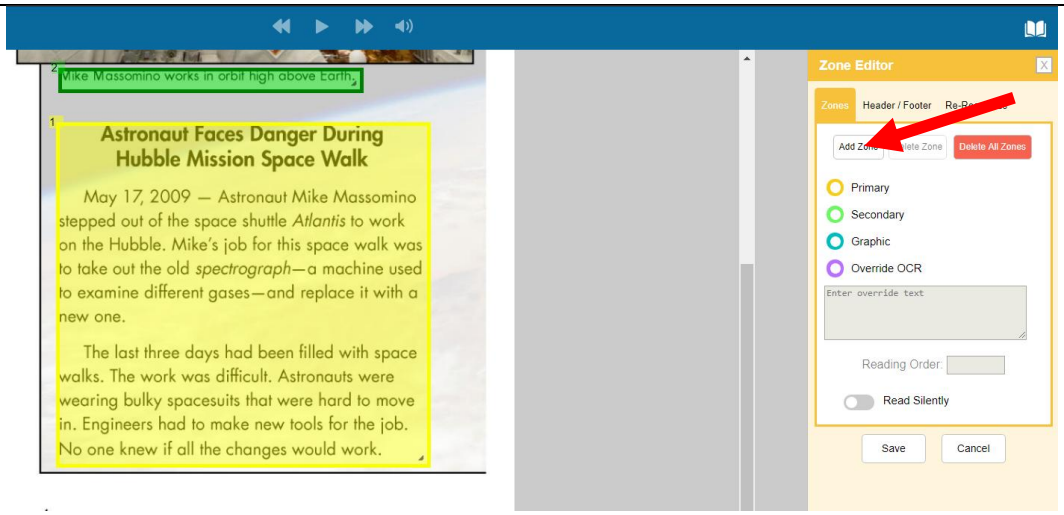
The **Zone Editor** and **Edit Underlying Text** features allow for editing to insure optimal reading. The zone editor determine what will be read and in what order. Edit Underlying Text allows for pronunciation corrections.



The **Zone Editor** and **Edit Underlying Text** are covered in the following sections.

Language Tagging allows users to tag and read multiple languages within a document.

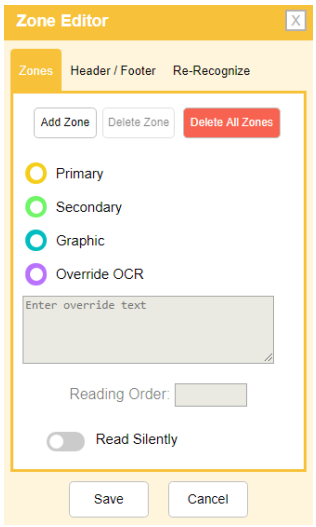
Zone Editor: Zones determine what is read and reading order in an image document. The **Zone Editor** allows you to change the properties and reading order of zones, adjust the size of a zone to determine how much text it encloses, add new zones, delete zones, or designate silent zones. Hovering over a selected zone provides the user with information regarding the properties of that zone. Likewise, hovering over the list of the types of zones (primary, secondary, graphic, override OCR) in the zone editor on the right, will also produce a tooltip. Zones can be moved and resized as needed. **Tip:** The Zone Editor can be locked for students that a teacher has on her/his team. Go to My Account/Users/My Team/Miscellaneous Features Locks/Zone Editor. Click in the check box at the top of your student list, then Save. The document must be in one of your folders in order for you to edit with either the Zone Editor or Edit Underlying Text. In the case that Kurzweil3000 fails to recognize a zone, it may be necessary to use the Re-Recognize option.



Primary Zone: reads in the order you have specified.
Secondary Zone: reads only when you choose to hear it by selecting the beginning of text
Graphic: a zone that you never want read out loud, such as a picture
Override OCR: change unrecognized text to text that Kurzweil 3000 can read, usually for images or pictures.

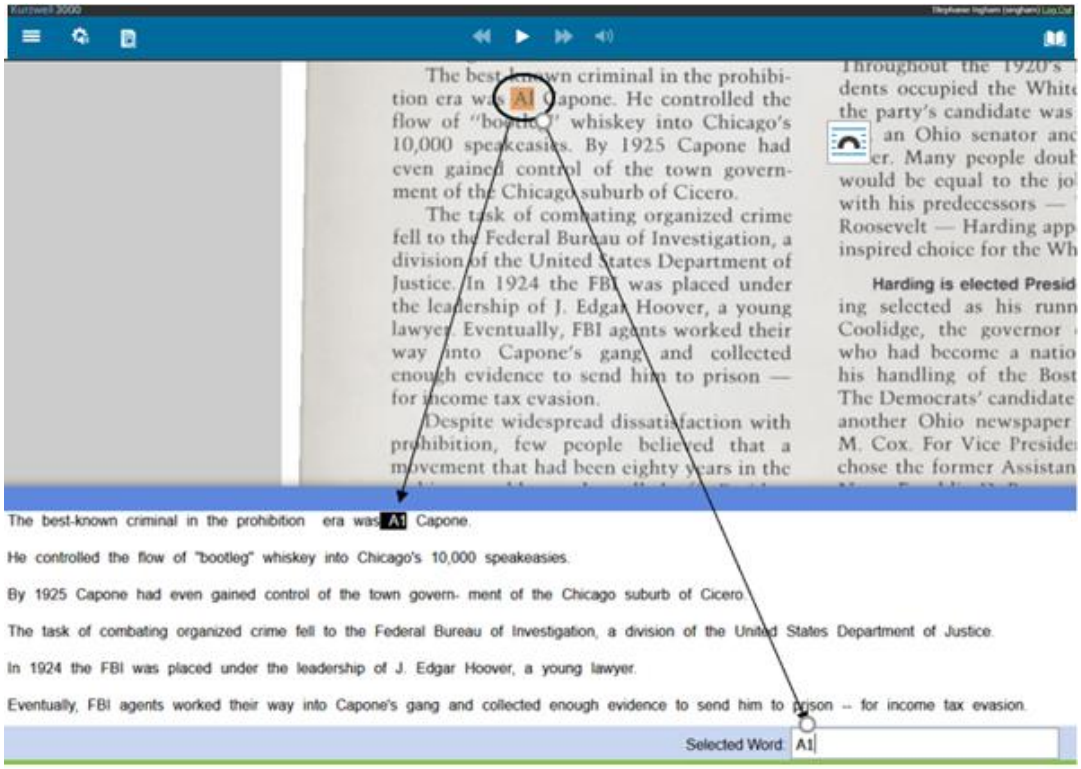
Hovering over a zone or hovering over the names of the zones will provide you with a description of the zone.

Reading Order of a zone can be changed in the Reading Order field, after selecting a zone in the document.



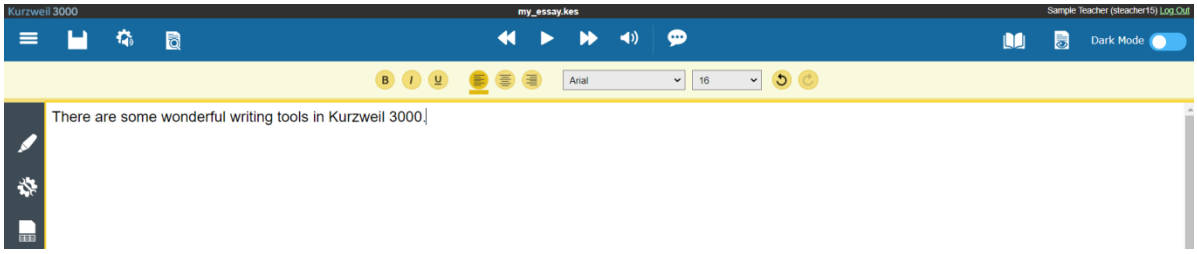
ZONE EDITOR AND UNDERLYING TEXT EDITOR VIDEO

Edit Underlying Text: allows users to correct pronunciation errors in image files. When activated, the underlying text file that Kurzweil 3000 is actually reading will show at the bottom of the screen. The user selects the word that is being mispronounced in the document and then spells out the correct pronunciation in the "selected word" field at the bottom.



In the example above, the name "Al" (as in Al Capone) was recognized and pronounced as "A1." To correct, simply type the correct spelling (or, in some cases, the phonetic spelling) in the "Selected Word" field at the bottom. Once changes have been made, close the Underlying Text Window and Save.

The Writing Toolbar/Text Editor
(visible when an editable text document is open)



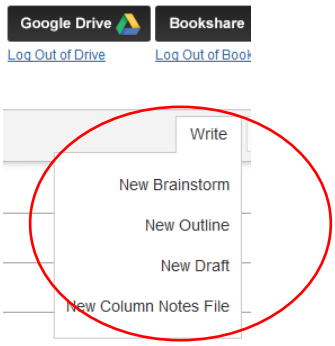
To start writing from a new Brainstorm, Outline, Draft, or Column Note: navigate to the folder (Public, Private or a subfolder of either) where you wish to save the new document, go to the **Write** Button, and select your starting point. Once the new document is given a name, it will open. (**Note**: when naming documents and folders, you cannot use spaces or special characters. To create a space, use the underscore key.)

Users can adjust font, font size, style, alignment. If a user opens a text document from Google Drive, One Drive, or their computer, it will also open as an editable text file in the Text Editor.

To have the document read, put your cursor where you wish to begin reading and click on the green "Read" button.

WRITING BASICS VIDEO

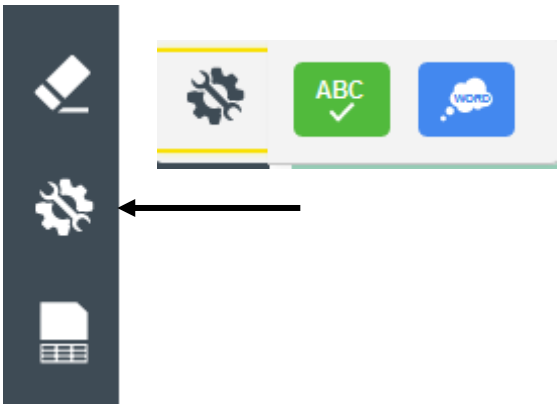
Speak As Typing allows users can also hear what they type as they type it. To enable that, go to **Audio Options** and under "**Speak as Typing**," select character, word, sentence or any combination of the three.



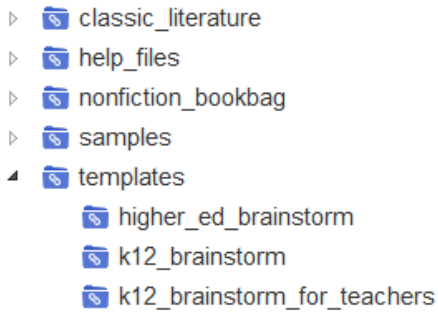
To dictate into the document, select "**Speech to Text.**" When activated, the button will turn green and users can dictate into the document. This feature requires a microphone and the Chrome browser. (Note: Speech to text is also available in image documents in Sticky & Text notes.) **SPEECH-TO-TEXT VIDEO**

Word Prediction and Spell Check

Word Prediction and Spell Check are found in the **Tools** menu and can be used in a writing document (any view) as well as in text notes and sticky notes in image documents.
Both Spell Check and Word Predication are audible, so users can hear the list of suggestions before making a selection.



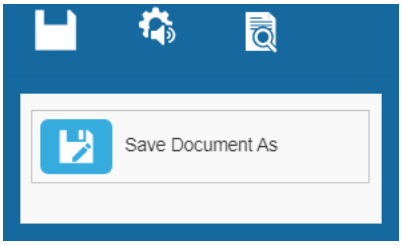
To start writing from a template: navigate to the templates as shown below. Open a template to preview it. Then select "Save As" to save a copy to your folder or student folders for use.



There are 64 student templates and 5 teacher templates.

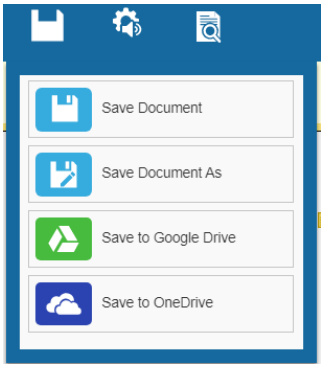
When opening a template to preview, users will see the following message:

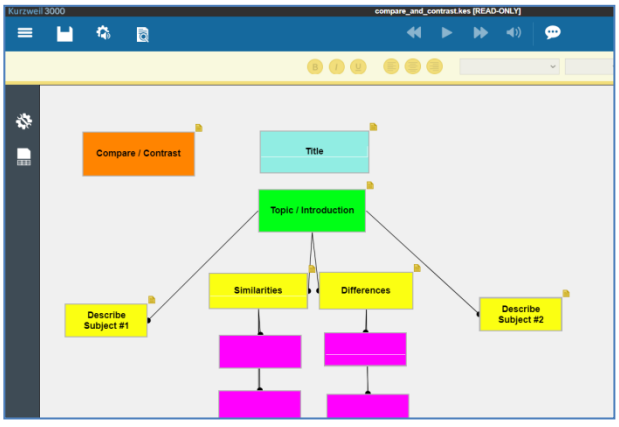
"The document has been opened as read-only since you are not the owner. To save changes, select the "Save Document As" button from the save menu.



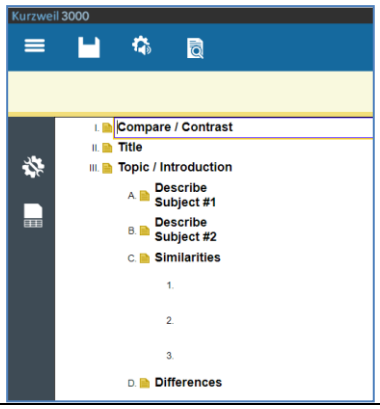
Save it to the desired location and start writing!

Students can use the templates to go from planning/brainstorming to their final draft. They have a variety of options for saving the document.

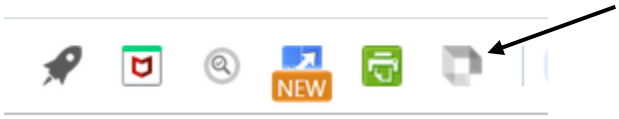


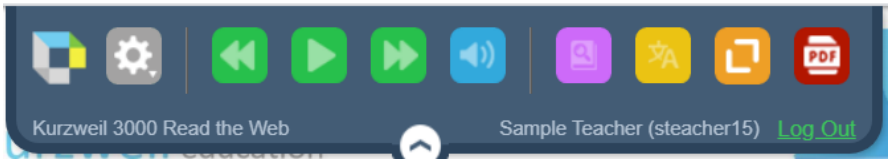


Template in Brainstorm View.

Views Button allows users to toggle between Brainstorm, Outline, Split Screen and Draft Views.	Outline View: 

Google Chrome Read the Web Extension and the Firefox Read the Web Extension. This allows users of Kurzweil 3000 to read web pages in the Chrome and Firefox Web Browsers. To add the Chrome Extension, go to the Google Chrome Web Store and search "K3000" or "Kurzweil." Add the "Read the Web" extension. Then navigate to a web page with text on it, click on the Kurzweil3000 icon in the Chrome toolbar, login, and start reading. (If the icon has a red line through it, you're on a page with no readable text.





The Image Reader allows users to select text on a web page, take a screen shot and open it into Kurzweil3000.com. The PDF Reader will be displayed when a web-based PDF is opened. Click on the PDF button to open the document in Kurzweil3000.com.

READ THE WEB EXTENSION VIDEO

RTW EXTENSION VIDEO SHOWING IMAGE READER AND PDF READER

Kurzweil 3000 Resources

Kurzweil Education Technical Support: https://kurzweiledu.com/help/help.html
Hours: 9:00 AM to 7:00 PM Eastern Time; Phone: 800-894-5374; E-mail: tech@kurzweiledu.com

Kurzweil Education website: www.kurzweiledu.com

Using Kurzweil 3000 for Web Browsers (Comprehensive Guide)
https://www.kurzweiledu.com/files/pdf/kurzweil3000com/using_kurzweil_3000_for_web_browsers.pdf

Kurzweil Academy: includes videos of Kurzweil 3000 for Web, Windows and Mac; new features, and more: https://www.kurzweiledu.com/kurzweil-academy/kurzweil-academy.html

Audio Optical System of Austin Support: http://www.kurzweilaustin.com/videossupport1.html

Chrome Read the Web Extension: Under Other Tools/Chrome Extension for Read the Web
Firefox Read the Web Extension: Under Other Tools/Other Tools for Version 15
https://kurzweiledu.com/news-resources/software-updates.html

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Win: https://www.kurzweiledu.com/files/pdf/version20/win_web_license_install_guide.pdf
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Kurzweil 3000 Updates: https://kurzweiledu.com/news-resources/software-updates.html