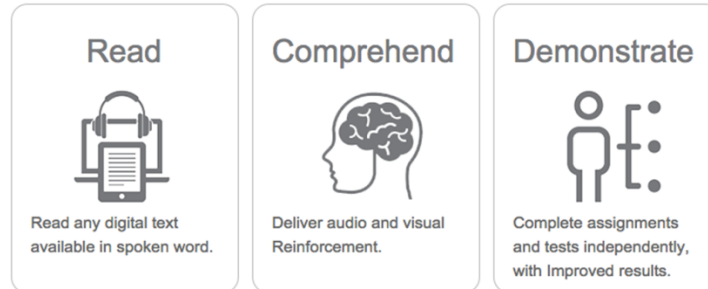


k3000 Web Access for Macintosh Getting Started Guide



What is k3000 Web Access?

k3000 Web Access is a comprehensive literacy solution that provides access to your curricula with a powerful, multisensory approach to learning built on innovative, research-based technology. It provides students with anytime, anywhere access to their literacy supports as well as their content and helps users to Read, Comprehend, and Demonstrate what they've learned.

The k3000 Web Access ecosystem includes all of the following components:

- **k3000 (Win & Mac)** installed **software** is an integrated literacy, text-to-speech software that supports reading, writing, study skills, test taking, research, and more. k3000 can read aloud virtually any text, whether it's in print, in digital format, or on the Web, giving struggling readers independent access to their curriculum materials. It is a [research-based solution](#) that supports [Universal Design for Learning \(UDL\)](#), differentiated instruction, [Common Core State Standards](#) and can be used for individual, small group, and whole class instruction. k3000 software requires installation on a computer or laptop.
- **Web app**, (<https://www.kurzweil3000.com>), is the web-based, text-to-speech literacy companion to k3000. It requires no software installation and offers a very simple, easy to use interface with direct access to the k3000 Universal Library, [Bookshare.org](#), Google Drive, as well as documents on your computer. The web app is also used for user management and graphical usage reporting.
- **iPad App**, which can be downloaded for [free](#) at the iTunes store, provides mobile access and a very simple user interface. Search "k3000" in the App Store.
- k3000 Universal Library (unlimited, secure cloud storage) which users can access via k3000, the Web App and the iPad App; contains 1800+ titles, including Classic Literature and Nonfiction Bookbag.

The same login is used for all 3 components.

If you don't know your username and password, please contact your Kurzweil Site Administrator.



This document is meant only as an introduction to the most basic features. For more detailed information, please visit the k3000 Help menu, the Kurzweil Education website at <https://www.kurzweilededu.com>, and the web app Help section (<https://www.kurzweil3000.com>).

For further information about customized Professional Development, please contact the Customer Success Dept at 800-894-5374.

k3000 Web Access “Ecosystem”

Students can work from any computer including Mac, PC, and iPads—bringing learning wherever they are.

Web-based License Management

-  **Install on Any Computer**
For the most intensive support for all literacy challenges support tools
-  **Web-based Access**
Anytime, anywhere access to the most common literacy support tools
-  **iPad App**
Reading and reading comprehension support on-the-go

Cloud-based Library with no storage limitations

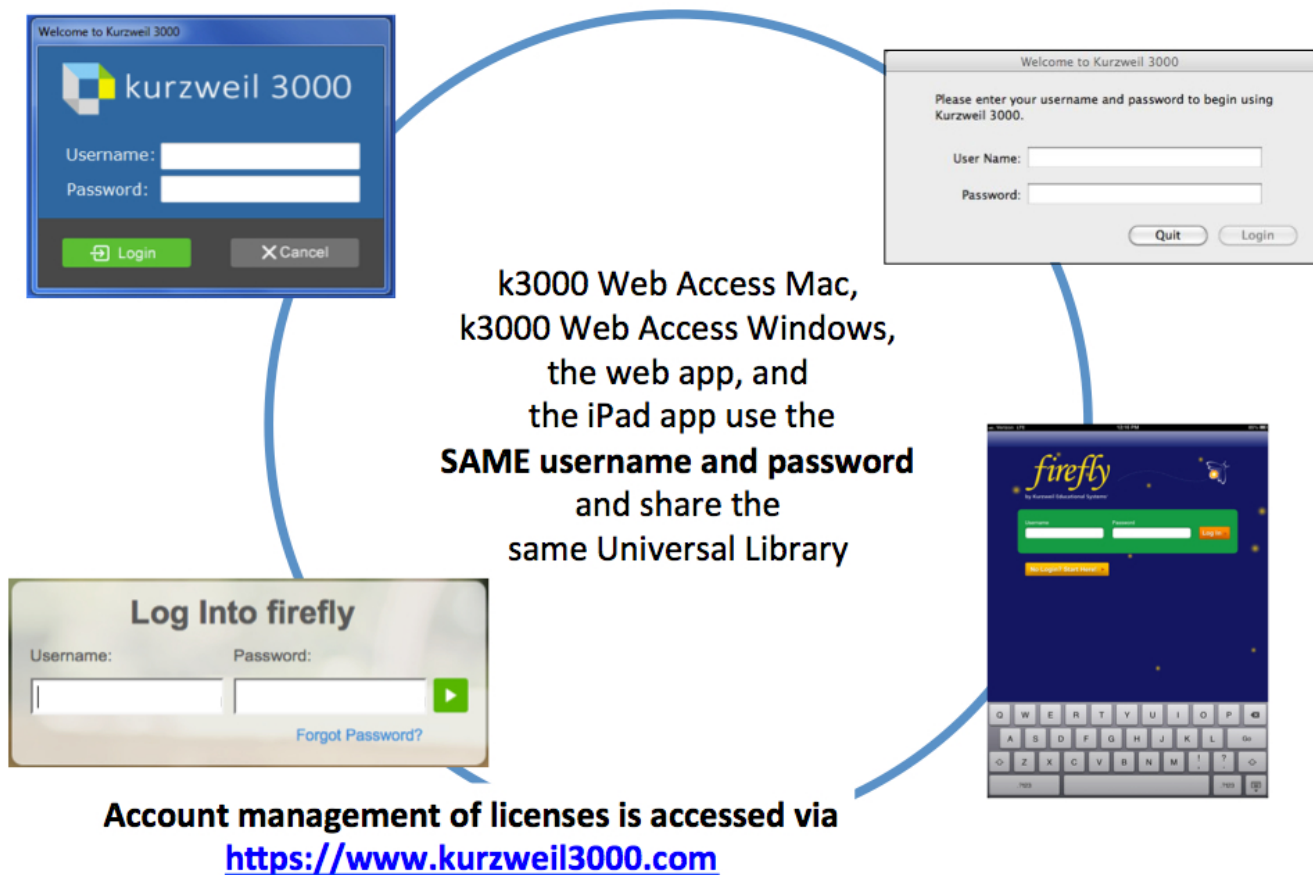


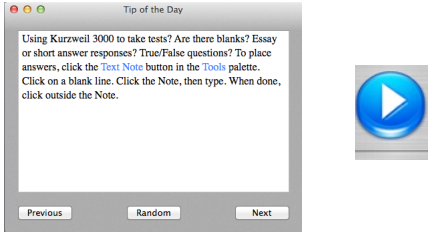

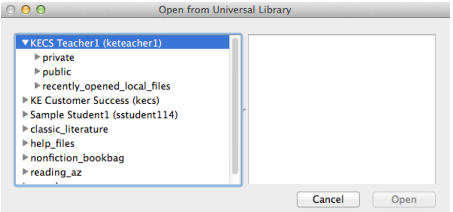




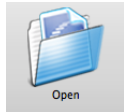

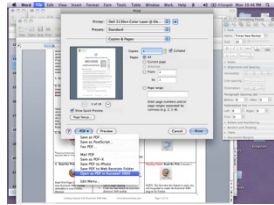

Table of Contents

First Steps	4
Bringing content and files into k3000.....	5
Explore Reading.....	7
Use Chrome to access the k3000 Web App and Read the Web	9
Explore the Vocabulary tools.....	12
Explore Test Taking.....	13
Explore the Writing tools.....	14
Explore the Web app - https://www.kurzweil3000.com	15
Launching and Using the iPad app.....	20
Resources	22



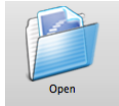

First Steps

What do you want to do?	How can k3000 help?	Suggested tools to use...
<p>1. Open k3000</p> 	<p>Double Click the k3000 icon on your desktop. OR Put the k3000 icon in your Dock by dragging it from the applications folder.</p> <p>Login: Your username and password is the same for ALL k3000 components.</p> <p>If you are the Kurzweil site administrator – login is emailed to you in your welcome package from Kurzweil’s Customer Service team.</p> <p>If you are a teacher or student – check with the Kurzweil site administrator for your school/district to obtain your username and password.</p>	<p>Login Mac:</p> 
<p>2. K3000 will open with a “Tip of the Day”</p>	<p>When you first open k3000 the Tip of the Day window will appear. You can have the tip read to you by clicking the Read button on the Reader palette.</p>	
<p>3. Explore the k3000 Universal Library (cloud storage)</p> 	<p>The Universal Library will show</p> <ul style="list-style-type: none"> • Your Private and Public folders • Folders of your k3000 administrator • Folders of your students • Classic Literature folder (1800+ titles) • Help files folder • Non-Fiction Bookbag folder containing 15 titles for grades 3 through 8 • Sample files folder 	
<p>4. Open a file from the Universal Library</p>	<p>Go to File > Open from Library</p> <p>Or, if you’re using a Standalone or Network version, go to File > Open and explore the Sample Documents folder.</p>	
<p>5. Save a file to the Universal Library</p>  <p>k3000’s “Cloud” storage NOTE: Files saved to the Universal Library can be opened from <i>any</i> device with <i>any</i> platform of k3000.</p>	<p>k3000 files are just files with a .kes extension. Save them anywhere:</p> <ul style="list-style-type: none"> • Kurzweil Web Universal Library (Only available with web license) • Any folder on your Computer • Anywhere on your network • On a USB drive • Upload them to a website (Edmodo, Moodle, wiki, Google drive, etc.) 	<p>To save to Universal Library: File > Save to Library</p> <p>All changes and annotations will be saved.</p>

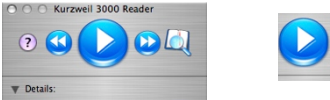
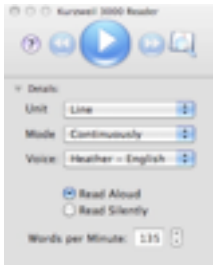
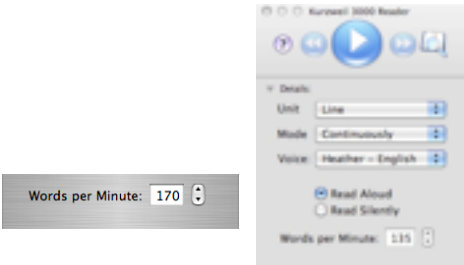

Bringing content and files into k3000

What do you want to do?	How can k3000 help?	Suggested tools to use...
<p>There are a variety of ways to bring documents into k3000. Just a few are described below. Once a document is brought into the k3000 software, it can be saved locally, or saved to the Universal Library (UL). Files saved in the UL are accessible from the k3000 software, the k3000 web app and the k3000 iPad app.</p>		
<p>1. Open a PDF</p> 	<p>k3000 can automatically recognize PDF files and turn them in to .kes files.</p> <ul style="list-style-type: none"> • From within k3000 select <i>open</i> • Browse to your file • Open the file and select the page range you would like converted to k3000 • The file will appear in k3000 • Save the file 	<p>Open button (⌘O)</p> 
<p>2. Convert existing digital files (word documents, web pages, PowerPoint slides, etc.) to a k3000 (.kes) format.</p>  <p>Open digital files you created in <i>any</i> other programs (test, worksheets, graphic organizers, etc.) and turn them in to Kurzweil files.</p> <p>NOTE: If you can print the file, you can turn it in to a Kurzweil file!</p>	<p>The <i>Open as PDF</i> feature in k3000 allows you to open a file in any other program and “print” it using k3000 to turn it in to a .kes file.</p> <ul style="list-style-type: none"> • Open the <i>other</i> program • Open the file you created with that program • File > Print • Click PDF • Select Open as PDF in k3000 from the pull-down menu. • Click OK • The new file will appear in k3000 • Save this new .kes file 	<p>From within any non-k3000 program:</p> <p>File > Print > PDF > Open as PDF in Kurzweil 3000</p>  <p>NOTE: Any tools on your Tools Palette can now be used to mark-up this new .kes file. The content of the file cannot be edited.</p>
<p>3. Scan</p> <p>Where to find files to use in k3000:</p> <p>FIRST: Don’t be afraid to ask the publisher for an accessible digital version of text. If your content is not available in a digital format directly from the publisher, there are numerous other ways to find it detailed below.</p> <p>If your document is still NOT available digitally, you can easily turn paper curriculum materials into digital content by scanning.</p>	<p>k3000 makes it easy for you to scan in new materials.</p> <ul style="list-style-type: none"> • Scan using ANY typical scanner or scanning app and save as a PDF to open in k3000. OR • Open k3000 Professional on a computer connected to an ordinary scanner • Place document(s) on flatbed or in sheet feeder • Click the Scan button on your Starting Points window • OR Select Scan > Scan New Document • The file will appear in a new k3000 Window. • Save the file. <p>NOTE: Use Zone Edit and/or Edit Underlying Text features to correct any text-to-speech mistakes.</p> <p>Step-by steps available in Help or https://www.kurzweilededu.com/TrainingResources.php</p>	<p>Scan button (⌘1)</p>  <p>OR: Scan > Scan new document</p> <p>NOTE: If you have a large volume of text to scan, consider:</p> <ul style="list-style-type: none"> • Scanning to PDF using a scanner with sheet feeder • OR use a Networked copy machine to scan and save files as PDF • Don’t be afraid to liberate a book from its binding to make scanning easier! <p>NOTE: Only Epson and Canon Scanners are compatible with k3000. Multi-page scanning directly to k3000 is not available.</p> <p>Scanning to PDF is the best way to scan files for use with k3000 Mac.</p>

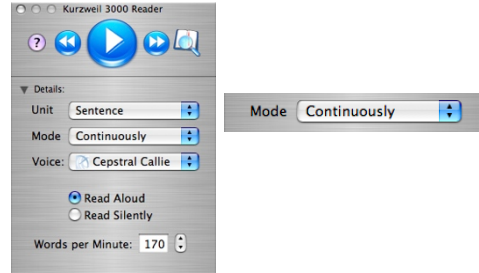
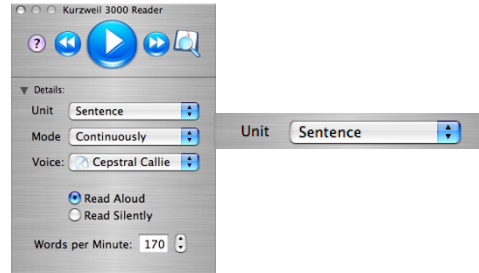
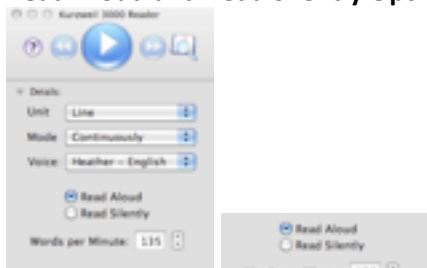
Bringing content and files into k3000

What do you want to do?	How can k3000 help?	Suggested tools to use...
4. Read the Web  Read web pages directly using a mini k3000 Toolbar embedded in your Firefox Browser Note: for Chrome, see the "Use Chrome...." section	k3000 can read web pages using <i>Mozilla Firefox</i> browser ONLY. <ul style="list-style-type: none"> Click the Read-the-Web button k3000 automatically opens Mozilla Firefox and provides a mini-<i>Kurzweil3000</i> toolbar Click mouse wherever you would like to begin reading Click the Read button on your mini k3000 toolbar. 	Read the Web (⌘1)  NOTE: The first time this feature is used, you will be guided to install the k3000 plug-in for Firefox.
5. Open an existing Document NOTE: More and more curriculum materials are ALREADY digital and chances are k3000 can read them!	k3000 can open and read most digital files including .doc, .pdf, .txt, .rtf, .kes, .html, file formats. (k3000 cannot read video or audio files.) <ul style="list-style-type: none"> From the Starting Points window select Open OR File > Open Browse to your file Click Open The file will appear in k3000 You can edit the text in these files 	Open button (⌘O) OR File > Open  NOTE: If you do NOT want the text to be editable. Use Open as PDF instead of Open and save as a .kes file.
6. Read text in any application	k3000's Drag to Dock tool can help you read text in any application: <ul style="list-style-type: none"> Make sure you have put the k3000 icon on your Dock by dragging it from your applications folder and placing it on the Dock. Drag and drop selected text from any program onto the Kurzweil icon on your dock. A Dialog box will open and the content will be read to you. 	Select Text and Drag to Dock 
7. Is there content already available in k3000 format? YES!	<ul style="list-style-type: none"> Over 1800 public domain <i>Classic Literature</i> titles <i>Metro Non-Fiction Bookbag</i> <i>Reading A-Z</i> leveled readers (800+ titles) <i>Language!</i> (Voyager) 	For more information about these and other Content Resources: https://www.kurzweilededu.com/content-resources.html

Explore Reading

What do you want to do?	How can k3000 help?	Suggested tools to use...
1. Read Text Aloud	<p>k3000's Text to speech technology correctly reads text selections aloud, models fluent reading, and supports difficulties with decoding. Click anywhere within the text and click on the Read button to start reading.</p> <p>For text documents only (i.e. not image documents), Open Dyslexic font is now available for easier reading.</p>	<p>Reader: Read (⌘R / ⌘.)</p> 
2. Change Voice NEW: Acapela voices available for FREE download: https://www.kurzweilededu.com/k3mac	<p>You can change the reading voice to suit your preference. To change the voice:</p> <ul style="list-style-type: none"> • Make sure the k3000 Reader is showing (Window > Show Reader) • Click on Details to expand Reader Choices • Click on the down arrow on the Voice button • Select a voice <p>K3000 will access the Mac speech engines on your computer. In addition, there is an additional installation of higher quality Acapela Voices.</p>	<p>Reader: Details > Voice button</p>  <p>NOTE: NEW For <i>English Language Learners</i> and for reading text in foreign languages: 23 new voices and 10 languages supported!</p>
3. Change Speed	<p>The Reading Speed WPM can be increased or decreased to support the needs of the user and the density of the text being read</p> <p>To change the reading speed:</p> <ul style="list-style-type: none"> • Make sure the k3000 Reader is showing (Window > Show Reader) • Click on Details to expand Reader Choices • 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 reading rate 	<p>Reader: Words Per Minute Window</p>  <p>Click “up” or “down” arrows to increase or decrease reading speed.</p> <p>Read Faster ⌘] Read Slower ⌘[</p>
4. Change size of text	<p>To support users with low vision, you can easily increase or decrease the size of a document viewed in k3000 by changing the Zoom value:</p> <ul style="list-style-type: none"> • At the bottom of the document use the slider to change text size • 	<p>Document Window: Zoom Slider</p> 

Explore Reading

What do you want to do?	How can k3000 help?	Suggested tools to use...
5. Change the Reading Pace	Adjust the Reading Pace or Mode Show the k3000 Reader (Window > Show Reader) <ul style="list-style-type: none"> Click Details to expand Reader Choices Click the down arrow on the Mode button Select a Mode: Continuous: continuous reading from page to page. Self Paced: for pausing reading at the end of each unit. Click the Read button to begin reading again. Word by Word: for reading a single word at a time. Activate reading to begin reading again. 	Reader: Mode 
6. Change size of Unit Highlighted	k3000 highlights a specified Unit of text when reading. You can adjust the text that is highlighted when reading: <ul style="list-style-type: none"> Make sure the k3000 Reader is showing (Window > Show Reader) Click on Details to expand the Reader Click on Unit button Select one of the following: <ul style="list-style-type: none"> Word Phrase Line Sentence Highlights Only 	Reader: Unit 
7. Turn off speech, but continue to highlight words to keep on task when reading independently.	To turn off speech and practice silent reading or oral reading fluency skills with k3000: <ul style="list-style-type: none"> Make sure the k3000 Reader is showing (Window > Show Reader) Click on Details to expand Reader Select Read Silently 	Reader: Read Aloud and Read Silently Options 

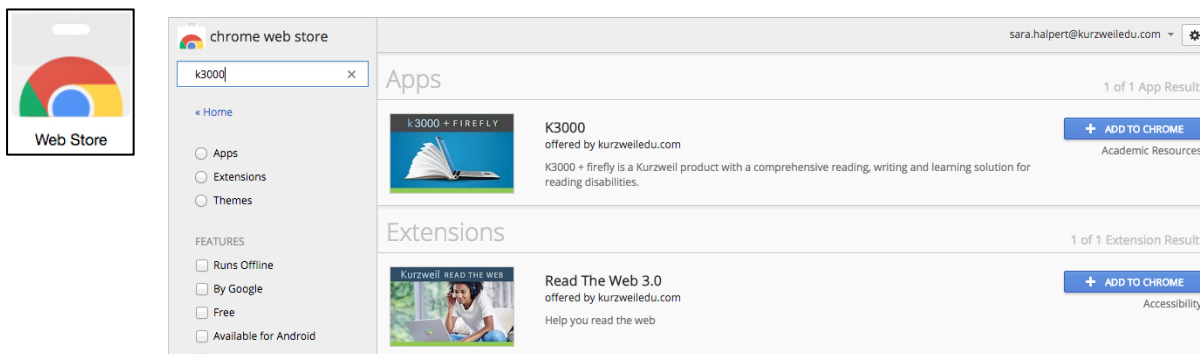
Use Chrome to access the k3000 Web App and Read the Web

If you use Chrome as your default web browser, Kurzweil has both an app and an extension.

Use the **k3000 Chrome app** to quickly access the web app login page.

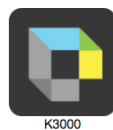
Use the **Kurzweil Read the Web extension** to add a reading toolbar and reading options to your browser.

- Launch Chrome
- Go to the Chrome App Store and search for “Kurzweil” or “k3000”



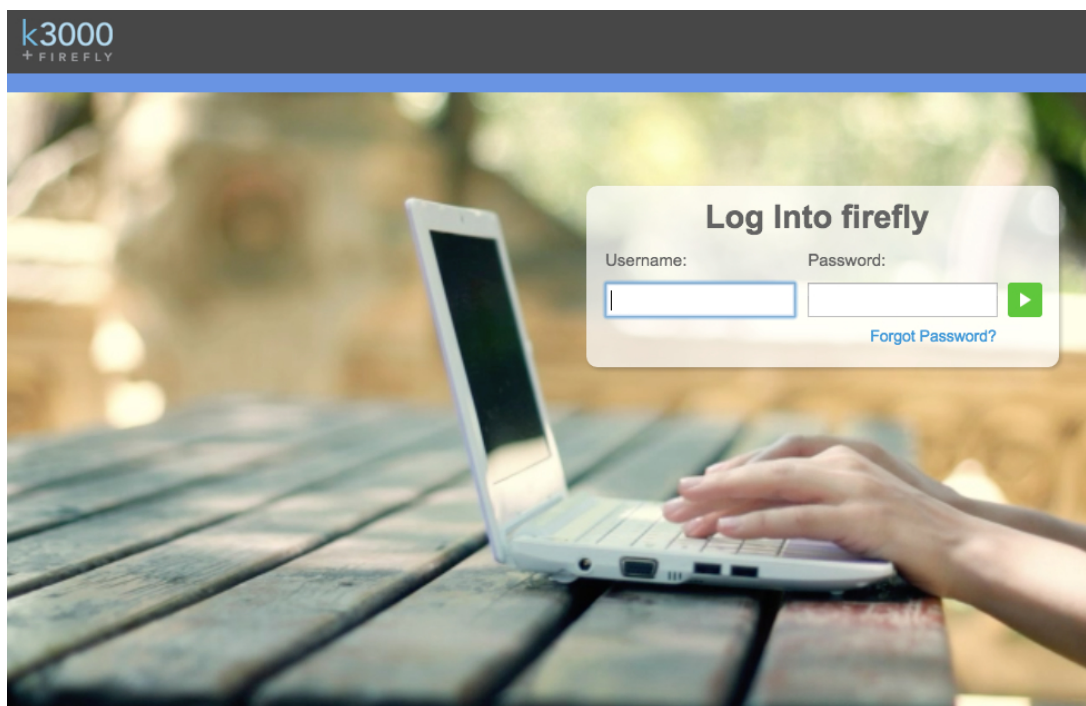
Click **Add to Chrome** for both the k3000 app and the Read the Web extension.

(Note: k3000 does not need to be installed on the computer to use either the app or extension. Just your k3000 login is required.)

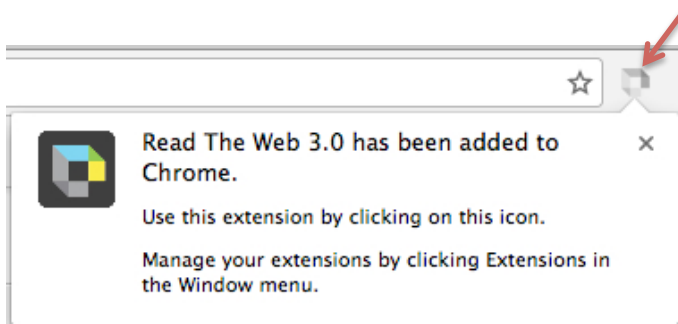


The **k3000 Chrome app** will be added to your Apps page.

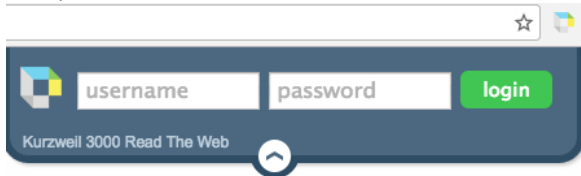
Click it to go directly to the k3000 Web App login page – <https://www.kurzweil3000.com>



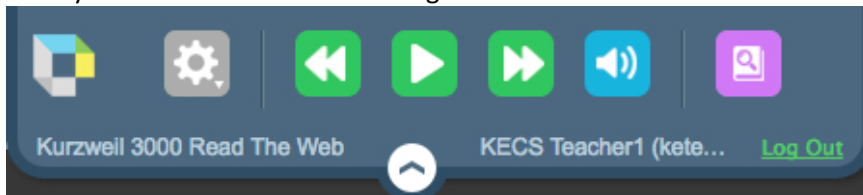
The **Kurzweil Read the Web extension** will add the Kurzweil icon to the upper right corner of Chrome.



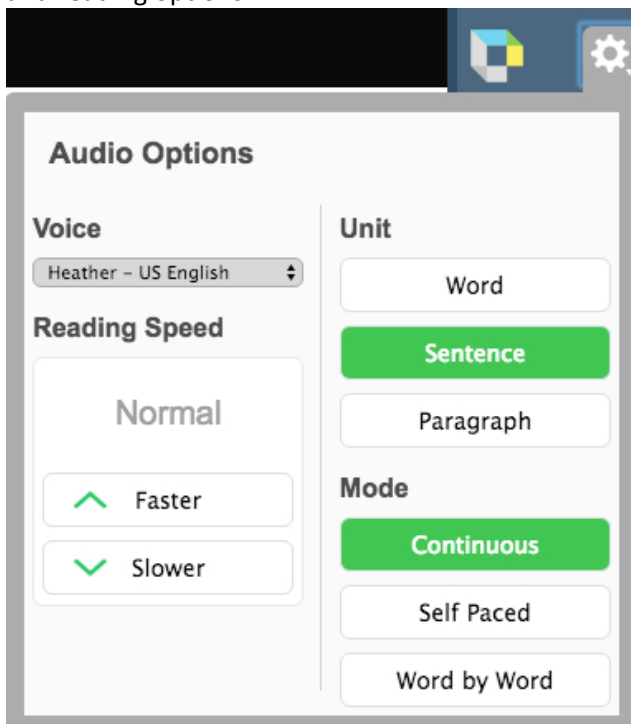
When you browse to a page with readable text, you will be able to click the icon and login using your k3000 username and password.




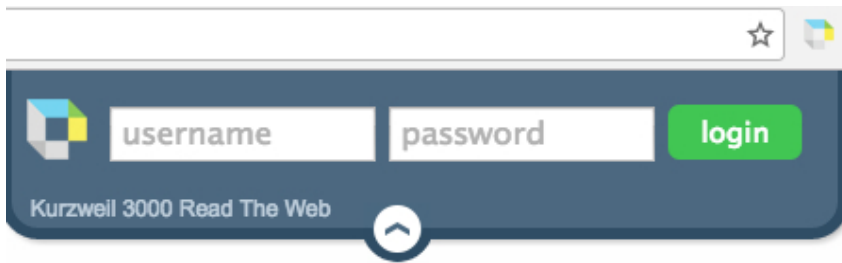
Then you will have access to reading tools



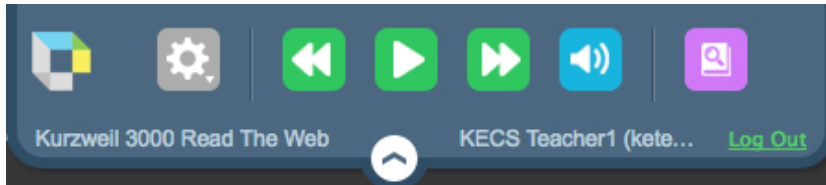
and reading options



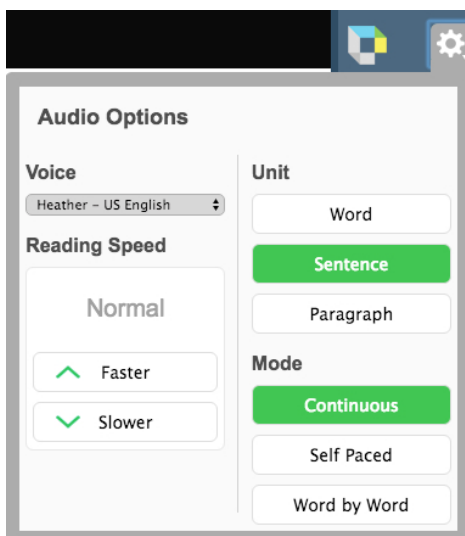
Click the icon  and login using your k3000 username and password.





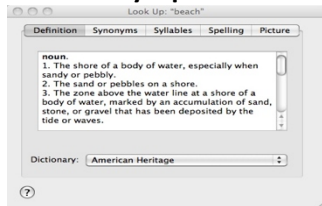

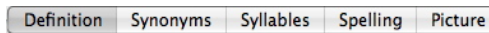
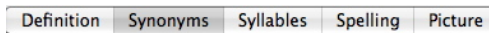
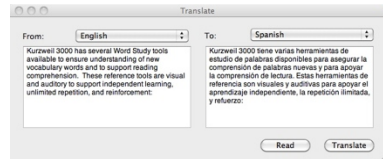
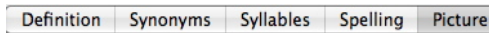

There are now reading buttons for you to use on any web page.





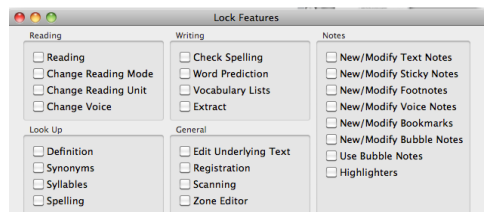
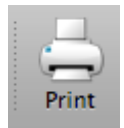
Click the Options button for all of the same reading options you use in k3000, the web app and the iPad app.



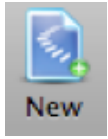
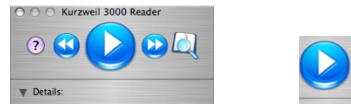
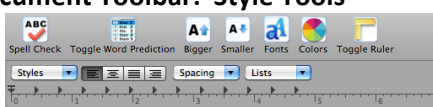

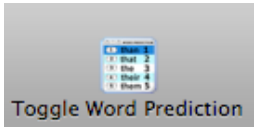
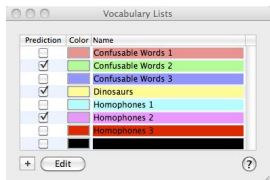
Explore the Vocabulary tools

What do you want to do?	How can k3000 help?	Suggested tools to use...
1. Support Vocabulary Development NOTE: Any word study tool content can be copied and pasted in to other documents to create vocabulary journals, support note-taking, etc.	k3000 has several Word Study tools available to ensure understanding of new vocabulary words and to support reading comprehension. These reference tools are visual and auditory to support independent learning, unlimited repetition, and reinforcement: <ul style="list-style-type: none"> • Dictionaries • Thesaurus • Syllables • Spell • NEW Picture Dictionary <ul style="list-style-type: none"> ○ 12,000 Widgit Symbols • Online > Translate • NEW CCSS Academic Vocab List • 	Reader: Word Lookup button (⌘L)   Lookup Window Appears With Word Study Options: 
2. Get Definition of a Word NEW updated American Heritage Dictionaries.	To get the definition of any word: <ul style="list-style-type: none"> • Place your cursor just before a word or double click on a word to select it • Click on the Word Lookup button in the k3000 Reader • Word Lookup Window will appear • Click Read button on k3000 Reader to read definitions aloud • 	Reader: Word Lookup button > Word Lookup Window > Definition (⌘L)  
3. Find synonyms of a Word to support comprehension or to expand word-choices when writing.	A Digital Roget's Thesaurus and Concise Oxford Thesaurus are built in to k3000: <ul style="list-style-type: none"> • Select a word and click word lookup • From the Word Look Up window select the Synonyms button • 	Reader: Word Lookup Window > Synonyms (⌘L) 
4. Translate text	k3000 uses Google Translate <ul style="list-style-type: none"> • Select Text you would like to translate • Online > Translate • Select Language From/To • Click Translate • Click Read • NEW 70+ Languages supported 	Online > Translate 
5. Get a Picture of a word NEW built-in picture dictionary using 12,000 Widgit Symbols	k3000 Mac now has Picture support <ul style="list-style-type: none"> • Place your cursor just before a word or double click on a word to select it • From the Word Look Up window select the Picture button • 	Reader: Picture  

Explore Test Taking

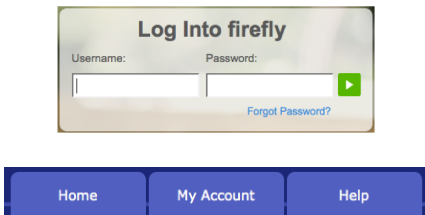



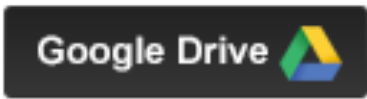
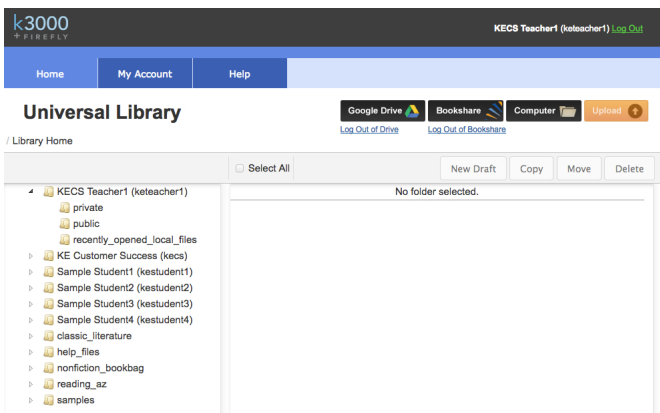
What do you want to do?	How can k3000 help?	Suggested tools to use...
1. Create a Test, Quiz, Worksheet <i>After you have created your test, quiz or worksheet in any other program: you can send it to k3000.</i>	Create the test, quiz, worksheet, or other supplementary curriculum material using whatever program you normally use. <ul style="list-style-type: none"> • Open the program in which you created the file • Open the file • Select Print • Select PDF • Select Open as PDF in k3000 • File will open in k3000 • Add any needed Text Notes, or other annotations. • Name and Save the file. • It is now a .kes file to be shared 	Create or open your file in any <i>other</i> non-k3000 program. Send to k3000 by selecting: Print > PDF > Open as PDF in Kurzweil 3000. NOTE: Any tools on your Tools Palette can now be used to mark-up this new .kes file. The content of the file cannot be edited.
2. Answer Questions on a test or worksheet	Any Study Skills Tools can be used to mark answers to a test or quiz. Text Notes are the most popular for answering questions in a .kes test or quiz file. They have a transparent background – great for fill-in-the-blanks. <ul style="list-style-type: none"> • Click on the Text Note button • Click anywhere on your open document • Begin Typing • OR use Highlights, Circles, Voice Notes or other note tools to indicate an answer. 	Tools Palette: Text Note tool (^⌘T)  NOTE: not available in text documents OR 
3. Disable features for a test	Features such as Vocabulary supports, spell check and others can be disabled at the computer level. <ul style="list-style-type: none"> • Select Kurzweil 3000 > Lock Features • Select the desired features you would like to block • Click on the Lock button to password protect locks • Close Window 	Kurzweil 3000 > Lock Features 
4. Print a document	You can Print any document you open in k3000. <ul style="list-style-type: none"> • Click the Print button on your Document toolbar • OR select File > Print 	File > Print (⌘P) OR Document Toolbar: 

Explore the Writing tools

What do you want to do?	How can k3000 help?	Suggested tools to use...
1. Start Writing	<p>k3000 has tools to support all stages of the Writing Process. No matter what type of learning style, there are multiple entry points into and through the writing path as part of the multi-draft cyclical process of writing.</p> <ul style="list-style-type: none"> 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 	<p>Starting Points: New button (⌘N) OR File > New to start a new blank Draft.</p> 
2. Listen to my written work	<p>Using k3000's talking word processor to read text out loud can be extremely helpful with editing and revising written work.</p> <ul style="list-style-type: none"> Place your cursor at the beginning of text you would like to read Click the Read button OR Read > Start Reading 	<p>Reader: Read (⌘R)</p> 
3. Change Font, size, style, alignment, etc.	<p>Basic tools for style are available:</p> <ul style="list-style-type: none"> Font – NEW Open Dyslexic Size Style Alignment Color 	<p>Document Toolbar: Style Tools</p>  <p>OR Format > Font/Text</p>
4. Check Spelling of a word	<p>To check the Spelling of any word you type:</p> <ul style="list-style-type: none"> 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 	<p>Document toolbar: Spell Check (⌘;)</p> 
5. Get help with predicting words as I type	<p>Word Prediction will guess words as they are typed based on frequency and recency.</p> <ul style="list-style-type: none"> Click on the Word Prediction button in Document Toolbar Begin typing your draft Words will be offered as you type Click on the Number of the word to insert in to your text. 	<p>Document Toolbar: Word Prediction (⌘Y)</p> 
6. Create custom word lists for word prediction NEW CCSS aligned Academic Vocab List added	<p>Word Lists can prompt students to use content specific words and vary their word choices.</p> <ul style="list-style-type: none"> -Edit > Vocabulary Lists Click + to create and name word list Click Edit to add words to list Click + to add new words 	<p>Edit > Vocabulary Lists:</p> 

Explore the Web app - <https://www.kurzweil3000.com>

Online access to your k3000 Files: Open, Upload, Organize, Read and Write

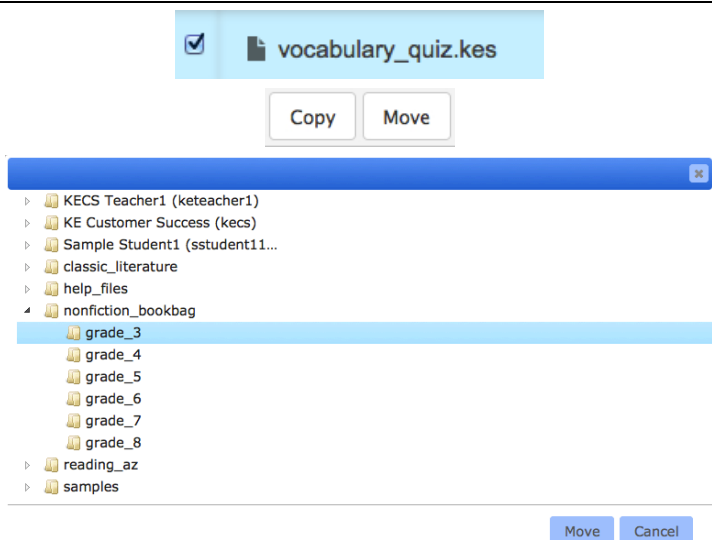
<p>Go to https://www.kurzweil3000.com</p> <ul style="list-style-type: none"> Enter your k3000 username and password Use the same password for k3000, the iPad app and the web app From here you can navigate to your Universal Library (Home), Account Management or Help 	
<p>Open a file from your computer</p> <ul style="list-style-type: none"> Click the icon and browse for any file on your computer that you would like to convert to .kes format. File will be saved automatically to the Recently Opened Files folder in your Universal Library. 	
<p>Upload a File from your computer</p> <ul style="list-style-type: none"> Open your public or private folders (or folders within) Select the folder where you want to save the file Click the orange Upload A File button Browse for your file Upload a .pdf, .doc, .docx, .rtf .txt, or a .kes file to the Universal Library. 	
<p>Upload a file from www.Bookshare.org</p> <ul style="list-style-type: none"> Have your Bookshare.org login ready Click the icon and search Bookshare files by author or title Click to select desired tile File will be ready to read! 	
<p>Upload a file from Google Drive</p> <ul style="list-style-type: none"> Have Google drive login ready Click the icon and search your Google Drive Click to select desired tile 	
<p>The Universal Library</p> <p>Your Universal Library contains 3 default folders:</p> <ul style="list-style-type: none"> Private (not accessible by students) Public (students can access the content) Recently_opened_local_files (not accessible by students) <p>It also contains several pre-loaded folders:</p> <ul style="list-style-type: none"> Classic Literature Nonfiction bookbag Reading A-Z (only if you own a subscription to Learning A-Z) Samples <p>Navigate to any document you wish to open.</p>	

Explore the Web app - <https://www.kurzweil3000.com>

Online access to your k3000 Files: Open, Upload, Organize, Read and Write

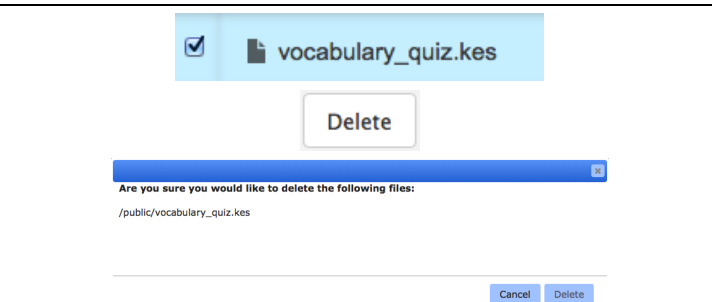
Copy or Move a Document between folders in the Universal Library

- Select a folder in your Library
- Click the check box to the left of the document name
- Click the **Copy** or **Move** button
- Select the folder you are copying or moving it to and click **Copy** or **Move**



Delete a Document from the Universal Library

- Select a folder in your Library
- Click the check box to the left of the document name
- Click the **Delete** button
- Confirm that you want to delete the document

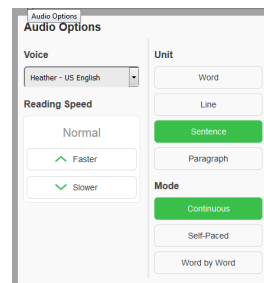


Audio Options:

Open a file to explore the Audio Options available to modify and personalize the reading experience.

- Reading speed
 - Unit (Word, line, sentence, paragraph)
 - Mode (Continuous, self-paced, word-by-word)
 - Voice
- Toolbar location (top or bottom of screen)

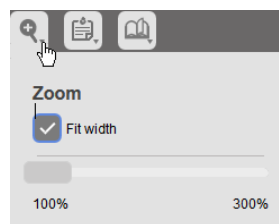
Audio Options:



Zoom tool

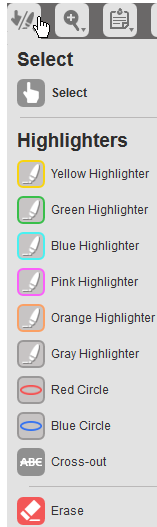
- Uncheck **Fit Width** to zoom in or out

Zoom:



Highlight text

- Choose a highlighter and mark up the document
- Any highlights you add within the web app will also be visible when you open the document in the k3000 web client, and vice-versa.



Introduction

There is a protective blanket around Earth called the atmosphere. The atmosphere is a mixture of many gases. The three most important are nitrogen, oxygen, and carbon dioxide. Living things need these gases in order to survive. Earth's atmosphere filters out the Sun's harmful rays and prevents heat from escaping too rapidly into space.

Living things on Earth survive within a narrow range of conditions. All living things need the right amount of gases, the right range of temperature, and the right balance of sunlight. The atmosphere helps to maintain proper conditions for life on Earth.

Dictionary and Translate tools.

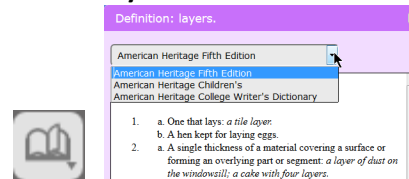
For Definition:

- Simply place cursor before the word you would like defined and click the Definition button.
- A readable dialog box will pop-up

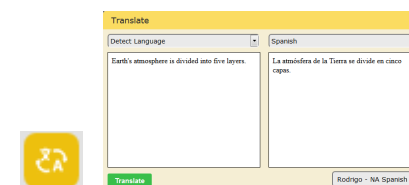
For Translation:

- Select the text you would like translated and click on the Translate button.
- A dialog box will pop up allowing you to select the desired language for detection and translation.

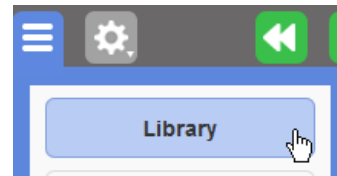
Dictionary:



Translation:



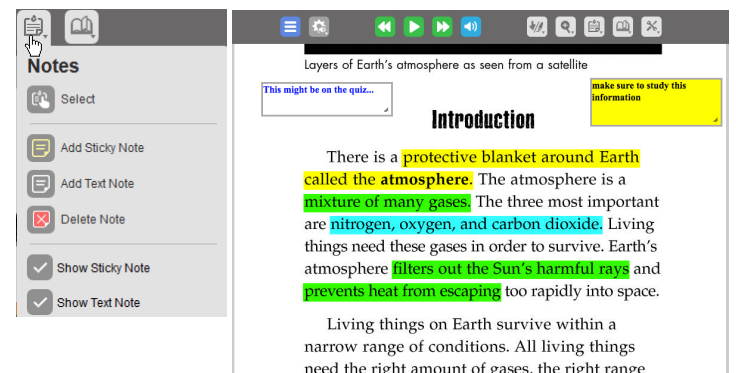
Click the **Library** button to return to main menus.



Notes Tools

Create, select or delete Sticky and Text notes in your documents.

- You can choose to display only one or both types of notes
- To move a Note hold the mouse button down anywhere inside and drag on screen, to resize, hold the mouse button down on the lower right corner and drag



Online access to your k3000 Files: Open, Upload, Organize, Read and Write

Extract Highlights

You can extract your highlights into a draft document in outline form.

- Highlight text in your document using the different highlighter tools
- Click the **Tools** button and choose **Extract**
- Click **OK** to simply extract they highlights into a text document in outline form or click the Advanced button for more options

Note: The web app will automatically save your outline to your Recently_Opened_Local_Files folder and name it the same as the original document with "extractedoutline" tacked on the end of the file name.

The screenshot shows the 'Extract Notes and Highlights' dialog box with a message: 'Please click OK to extract notes and highlights from this document into a study guide. Note that doing so will take a few moments and that, on completion, you will be taken to a new document with your extracted study guide.' Below the message are 'OK', 'Cancel', and 'Advanced' buttons. To the left is a 'Tools' panel with an 'Extract' button. Below the dialog is a screenshot of the k3000 interface showing a document with text about the atmosphere. The interface includes a toolbar with various icons and a file explorer on the left showing the 'recently_opened_local_files' folder.

Advanced Options for Extracting

Click the Advanced button. Here you can:

- Choose to extract Text Notes and/or Sticky Notes
- Change the outline indent for each highlighter color
- Change the outline prefix for each highlighter color

The screenshot shows the 'Extract Notes and Highlights' dialog box with the 'Advanced' tab selected. Under 'Extract Notes:', 'Text Notes' and 'Sticky Notes' are checked. Under 'Extract Highlights:', there is a table with columns 'Extract', 'Color', 'Indent (in)', and 'Prefix'. The table has six rows for different colors: Yellow, Green, Blue, Pink, Orange, and Gray. Each row has a checkbox, a color swatch, an indent value, and a prefix dropdown menu. Below the table are 'OK' and 'Cancel' buttons.

Extract	Color	Indent (in)	Prefix
<input checked="" type="checkbox"/>	Yellow	0	I.
<input checked="" type="checkbox"/>	Green	0.5	A.
<input checked="" type="checkbox"/>	Blue	1	1.
<input checked="" type="checkbox"/>	Pink	1.5	a.
<input checked="" type="checkbox"/>	Orange	2	(1).
<input checked="" type="checkbox"/>	Gray	2.5	(a).

Extract Notes

When you choose to extract both notes and highlights your notes are included with the outline.

The screenshot shows the k3000 interface with the extracted notes and highlights. The text is displayed in an outline form, with notes and highlights clearly marked. The interface includes a toolbar with various icons and a file explorer on the left.

Create a New Draft (writing document)

- Choose the folder in your Universal Library where you want to save the new draft
- Click the New Draft button
- Name it, choose Create

The screenshot shows the 'New Draft' dialog box. It has a text input field for the name, a 'Select All' button, and a 'New Draft' button. Below the input field is a file explorer showing the 'KECS Teacher1 (keteacher1)' folder, which contains 'private' and 'public' subfolders. A message at the bottom says 'This folder contains no files.'

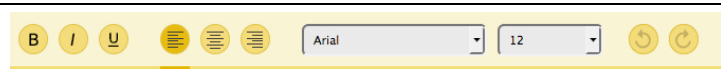
Explore the Web app - <https://www.kurzweil3000.com>

Online access to your k3000 Files: Open, Upload, Organize, Read and Write

Writing in the web app

In your new Draft document, you have a toolbar with writing and formatting tools:

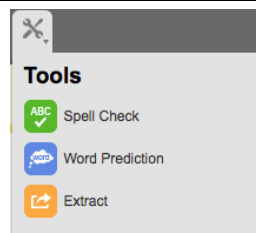
- Bold, Italic and Underlined text
- Left, Center and Right justification
- Font and size
- Undo and Redo



Tools

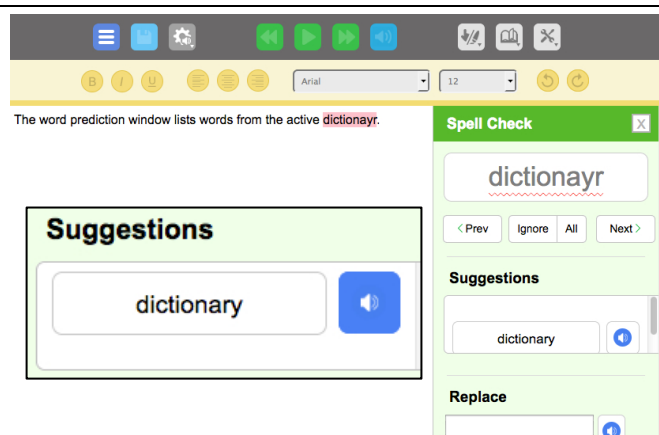
In a draft document, along with **Extract**, there are 2 additional tools:

Spell Check and **Word Prediction**



Talking Spell check

- Place your cursor anywhere in the document
- Go to the **Tools dropdown** and choose **Spell Check**
- Click the speaker button next to each suggestion to hear it read aloud
- Click the correct word to replace the misspelling in your text



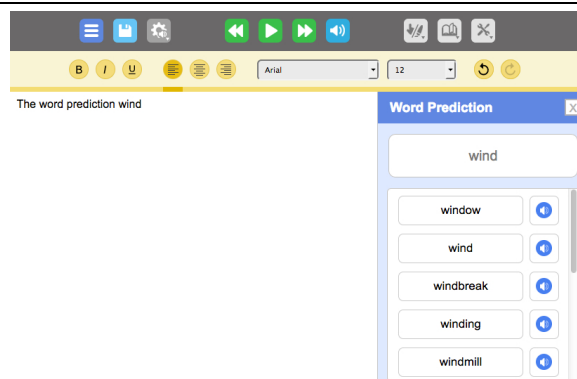
Word Prediction

For suggestions as you type, choose **Word Prediction** from the **Tools dropdown**

- Click the word you would like to use to place it in your document

Or

- Click the speaker button next to the word to hear it read aloud



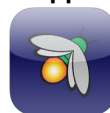
Launching and Using the iPad app

Download the FREE k3000 App:

- Select the App Store icon on your iPad
Or
- Got to the App Store via iTunes on your computer and sync your iPad later
- Search for “k3000”
- Select Install

(Your k3000 username and password are required to login to the app.)

iPad app logo



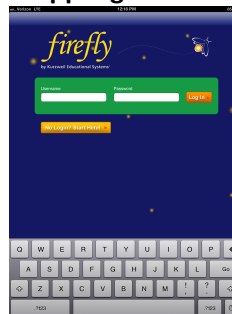
Login

Enter your k3000 username and password

Note: the SAME login is used for ALL k3000 platforms (Windows, Mac, web app and iPad)

- If you are the Kurzweil site administrator – it is emailed to you in your welcome package from the Kurzweil Customer Service team.
- If you are a teacher or student – check with the Kurzweil site administrator for your school/district to obtain your username and password.

iPad app login



Open a file from you Universal Library

- Opening the app will take you to your Universal Library to select and open a file
- Browse through files by selecting folders, files and swiping through.

Notice folders for:

- Users
- Classic Literature
- Nonfiction Bookbag
- Samples (Reading AtoZ and others)

At this time you cannot add files to the Universal Library from the iPad app.

Universal Library

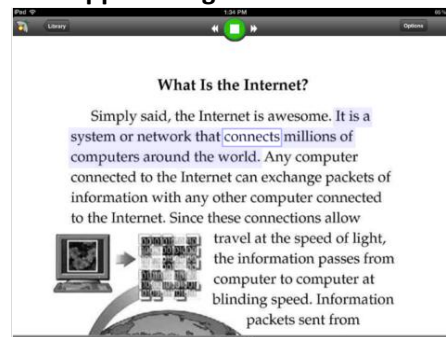


Note: Any files (pdf, doc, docx, rft, txt or kes) that are saved in your Universal Library through k3000 desktop version or via the web app will automatically be available in your Universal Library and accessible via your iPad app.

Read a file

- Tap the **Green button** to begin/pause reading.
Notice words are highlighted as they are read.
- Typical iPad conventions will work within the k3000 iPad app:
 - **Swipe** through pages
 - **Two finger pinch** to zoom in
 - **Two finger spread** to zoom out
 - Use **Library button** to return to your Universal Library files

iPad app reading



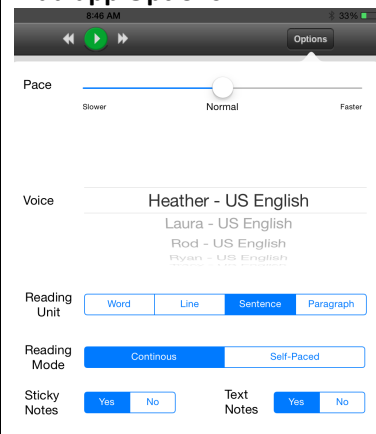
Launching and Using the iPad app

Explore the Reading Option

Tap the **Options** button to explore the k3000 iPad app interface and tools to modify the reading experience:

- Reading Pace
- Reading Voice
- Reading Unit/Highlight
- Reading Mode
- View Sticky and Text notes

iPad app Options



Select Text for Translation, Highlight, or Definition Support

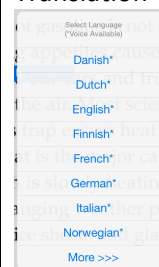
Press and hold on the screen until the **Translate-Highlight-Define bar** is displayed

(You can drag the handles to select more than one word)

- Choose **Translate** from the options displayed
 - Select desired language
 - The translation is displayed alongside the original text
(There are many languages available for reading out loud)
 - Or
 - Choose **Highlight** from the options displayed
 - Select a pen color
 - Or
 - Choose **Define** from the options displayed
 - A readable page will display the definition
- Touch **Back** to return to the page



Translation



Definition




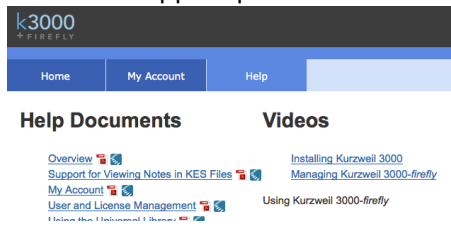

Activity: Practice opening and saving files to the Universal Library

- Login to k3000 for Windows or Mac
- Save a file to your Universal Library
File > Save to Library
- Go to your iPad app and open and read the file you saved.





Students can work from any computer including Mac, PC, and iPads—bringing learning wherever they are.



Resources

What do you want to do?	Resources for Help:	Suggested tools to use...
Visit the Kurzweil Education website	For product information, overview and how-to videos, customer testimonials, product flyers and MORE...	https://www.KurzweilEdu.com
Get Training Curriculum Integration, use with other tech tools, advanced skills, etc.	Customer Success Department Call: 1-800-894-5374 x626 Email: CustomerSuccess@KurzweilEdu.com <i>Training Offerings:</i> <ul style="list-style-type: none"> Implementation Partnerships for ongoing consultation Live Online Workshops Private Onsite Trainings In-classroom coaching 	https://www.kurzweiledu.com/help/customer-success-services.html
PLAN for your k3000 Implementation	Steps for Technology Implementation: Identify shared vision—Get Excited! Identify pioneering members of implementation team Develop a collaborative master PLAN Identify measurable goals of district, teachers and students. Create a budget Acquire materials Schedule ongoing professional development Evaluate success of the project Share knowledge and communicate progress	Implementation Guides & Other Supports: Implementation Guidelines Implementation Checklist Implementation Tips Digital Text Organization spreadsheet And more... https://www.kurzweiledu.com/training-resources.html
Technical Assistance	k3000 MUST be installed on your computer. Technical Support Department: Call: 1-800-894-5374 Email: Tech@KurzweilEdu.com Customer Support Portal: http://support.cambiumtech.com/index.php Customer Service email: CustomerService@KurzweilEdu.com Installation guides are available on website as well as on the Product DVD. NOTE: You MAY make copies of the install DVD. k3000 can be pushed out to computers via .msi package	Product Guides: https://kurzweiledu.com/news-resources/product-guides.html Product Install installation guide: https://kurzweiledu.com/files/v14win/kurzweil_3000_wl_win_install.pdf  Main toolbar: Help (F1) k3000 web app: https://www.kurzweil3000.com k3000 web app Help:  k3000 iPad app:  Search “K3000” in the App Store.

Resources

What do you want to do?	Resources for Help:	Suggested tools to use...
Check for Updates NEW: Automatic monthly updates.	Updates are frequent and free and address bugs or add enhanced features. Search for product updates from within k3000. Follow the Prompts.	Menu bar > Online > Updates OR – Download from Website https://www.kurzweilededu.com/software-updates.html
Sales Assistance License types, Site licensing, price quotes, etc.	Sales Department Call: 1-800-894-5374 Email: Sales@KurzweilEdu.com	https://www.KurzweilEdu.com
Become part of the k3000 community!	https://www.KurzweilEdu.com Find and share resources and ideas Marketing Department Call: 1-800-894-5374 Email: Marketing@KurzweilEdu.com	Free Webinars http://blog.kurzweilededu.com/free-webinars/  Kurzweil Educational Systems https://www.kurzweilededu.com/facebook  @KurzweilEdu http://twitter.com/CambiumTech  YouTube http://www.youtube.com/user/CambiumTech  http://blog.kurzweilededu.com/blog/