k3000 Web Access for Windows
Getting Started Guide

Read
Read any digital text available in spoken word.

Comprehend
Deliver audio and visual Reinforcement.

Demonstrate
Complete assignments and tests independently, with Improved results.
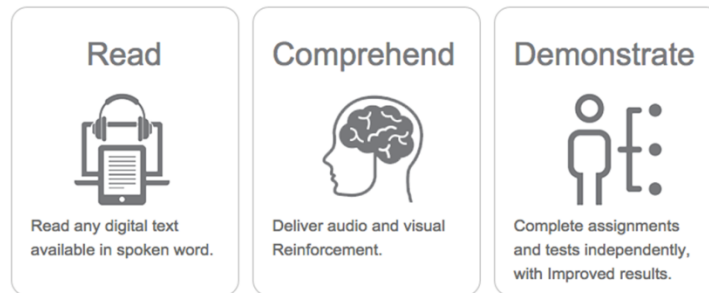
What is k3000 Web Access?

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**, (fireflybykurzweil.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 www.kurzweiledu.com, and the web app Help section (www.fireflybykurzweil.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
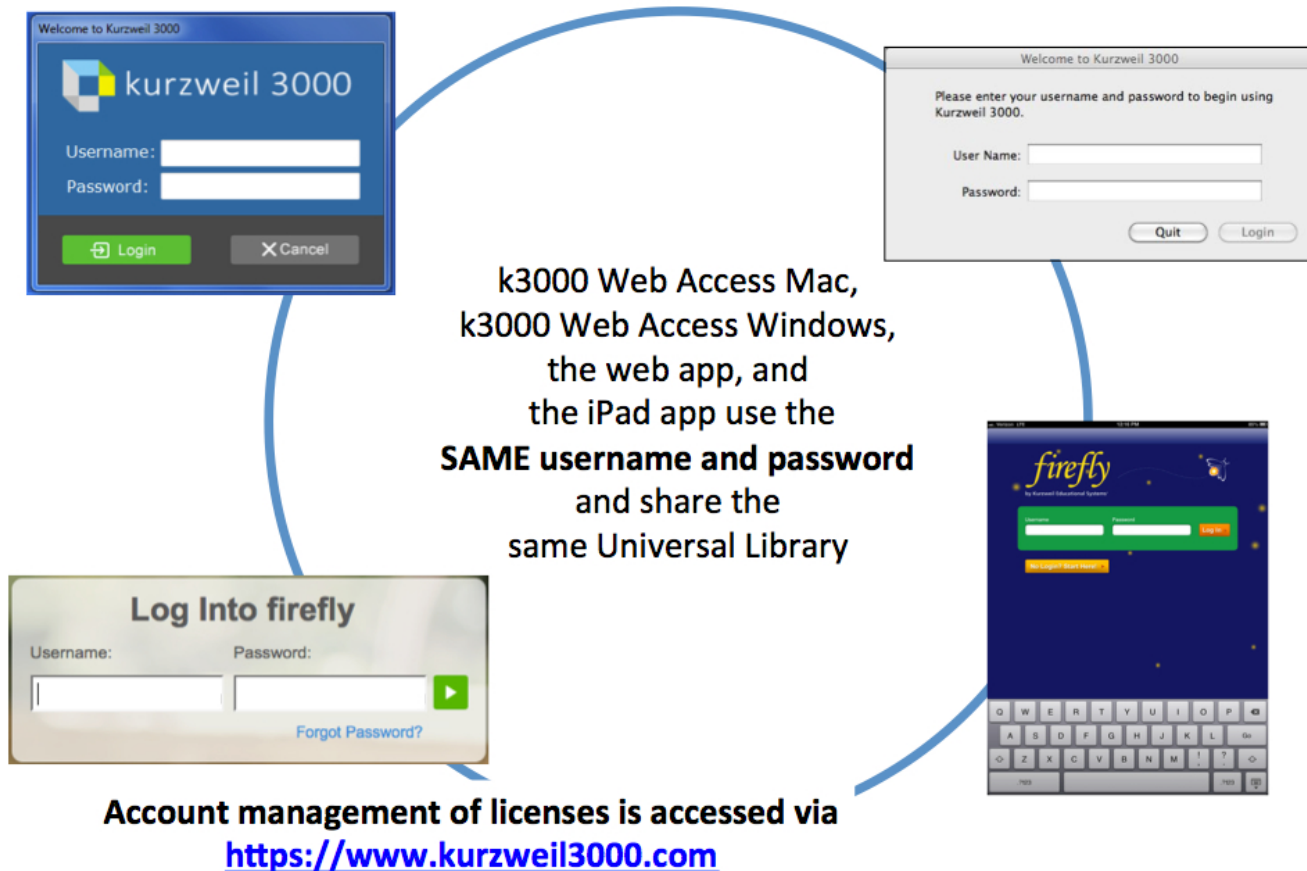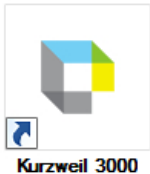
Cloud-based Library with no storage limitations

k3000 Web Access Mac,
k3000 Web Access Windows,
the web app, and
the iPad app use the
SAME username and password
and share the
same Universal Library

Account management of licenses is accessed via
https://www.kurzweil3000.com
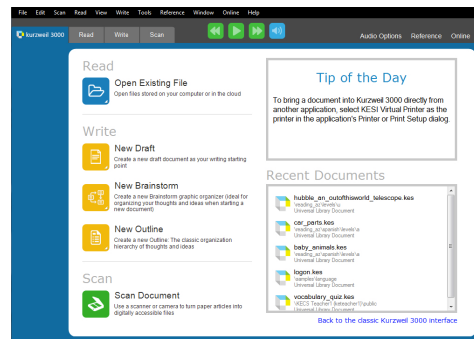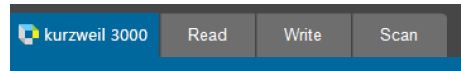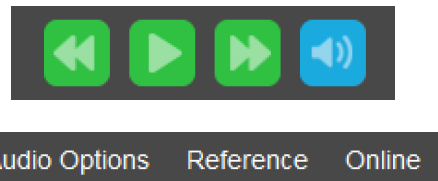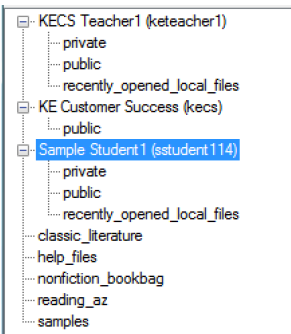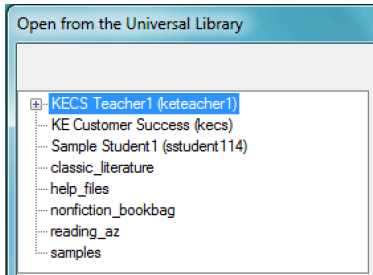
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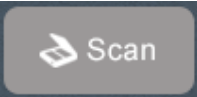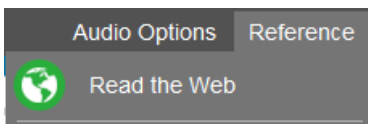
What do you want to do?	How k3000 can help:	Suggested tools to use…
Open k3000	**Double Click** on k3000 icon on your desktop. **Login:** Your username and password is the same for ALL k3000 Web Access components. **If you are the Kurzweil site administrator** – login is emailed to you in your welcome package from Kurzweil's Customer Service team. **If you are a teacher or student** – check with the Kurzweil site administrator for your school/district to obtain your username and password.	**Enter your login information**
k3000 will open to the kurzweil 3000 Home page	From here you can: - Open a file from the Universal Library, your local computer or Google docs - Start a new draft document - Start a new brainstorm document - Start a new outline - Scan a new file - See the Tip of the Day - See a list of the most recent opened docs - Switch to the Classic View of k3000	
Quick Access Tabs	There are 4 quick access tabs in the k3000 screen **kurzweil 3000** – home page **Read** – starting point for reading and highlighting a document **Write** – starting point for the writing path **Scan** – starting point for scanning	
Read buttons and Options menus	k3000 has main navigation buttons for reading and option menus that will be constant on all tabs.	
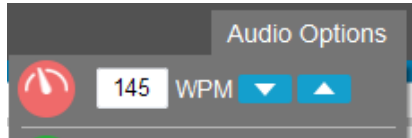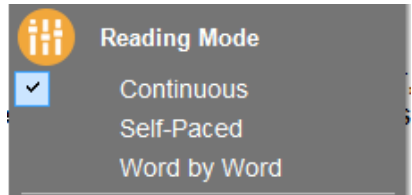
First Steps

What do you want to do?	How k3000 can help:	Suggested tools to use…
Toolbars and Palettes	Each tab has it's own toolbar across the top and palette of tools down the left side. The tools will change depending on the tab you are in.	
Explore the k3000 Web Access Universal Library (cloud storage)	The Universal Library will show • 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 1.	*Note: The Reading A-Z folder will only appear if you own a subscription to Reading A-Z*
Open a File from the Universal Library	Click the **Open from Library button** Or, if you're using a Standalone or Network version, go to **File > Open** and explore the **Sample Documents folder.**	
Save a file to the Universal Library **NOTE: Files saved to the Universal Library can be opened from *any* device with *any* platform of k3000.**	k3000 files are just files with a .kes extension. Save them anywhere: • **Universal Library** (Web license only) • Any folder on your Computer • Anywhere on your network • On a USB drive • Upload them to a website (Edmodo, Moodle, wiki, Google drive, etc.)	**To save to Universal Library:** **File > Save to Library** All changes and annotations will be saved.

Bringing content and files into k3000

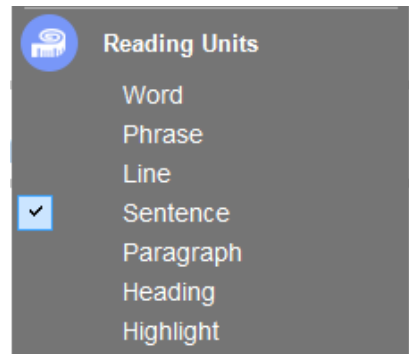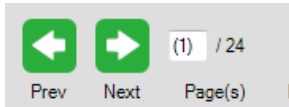| What do you want to do?	How can k3000 help?	Suggested tools to use…
There are a variety of ways to bring documents into k3000. Just a few are described below. Once a document is brought into the k3000 software, it can be saved locally, or saved to the Universal Library (UL). Files saved in the UL are accessible from the k3000 software, web app and iPad app.		
Open a PDF	k3000 can automatically recognize PDF files and turn them in to .kes files. • Click the **Open button** • Browse to your file • Open the file and select the page range you would like converted to k3000 • The file will appear in k3000	**Read pane: Open button (Ctrl O)**
Virtual Print Open digital files you created in *any* other programs (test, worksheets, graphic organizers, etc.) and turn them in to Kurzweil files. NOTE: If you can print the file, you can bring it into k3000.	The *Virtual Print* feature in k3000 allows you to open a file in any other program and "print" it to k3000. • Open the other program • Open the file you created with that program • Select Print and change the Printer choice to **KESI Virtual Printer** • Click **OK** • The new file will appear in k3000	**From within any *non*-k3000 program:** **File > Print** Change Printer to **KESI Virtual Printer >** Click **OK**
Scan Don't be afraid to liberate a book from its binding! NOTE: If you have a large volume of text to scan, consider using: • Scanner with sheet feeder OR Networked copy machine to scan and save files as PDF	k3000 makes it easy for you to scan in new materials. • Open k3000 on a computer connected to an ordinary scanner • Place document(s) on flatbed or in sheet feeder • Click the **Scan Document button**	**k3000 pane**: **Scan Document button (F9)** or **Scan pane: Scan button**
Read the Web *Mozilla Firefox (preferred)*	k3000 can read web pages • **Resources > Read-the-Web** • k3000 automatically opens your default web-browser and provides a mini k3000 toolbar • Click mouse where you would like to begin reading • Click the **Read button** on the mini k3000 toolbar.	**Reference menu**
Is there content already available in k3000 format? **YES!**	• Over 1800 public domain *Classic Literature* titles • *Metro Non-Fiction Bookbag* • *Reading A-Z* leveled readers • *Language!* (Voyager)	**For more information about these and other Content Resources:** **https://www.kurzweiledu.com/content-resources.html**

Explore Reading

What do you want to do?	How can k3000 help?	Suggested tools to use…
Read Text Aloud	k3000's **Text to speech technology** correctly reads text selections aloud, models fluent reading, and supports difficulties with decoding. For text documents only (i.e. not image documents), Open Dyslexic font is now available for easier reading.	**Read button (F3)**
Change Voice	You can change the **speaking voice** to suit your preference. To change the **voice**: • Click the **Audio Options dropdown** • Choose a speaker from the dropdown list Kurzweil will access any speech engines on your computer. When installed, it provides you with a number of voice choices including **20+ High Quality voices from Acapela!**	**Audio Options dropdown** NOTE: NEW For *English Language Learners* and for reading text in foreign languages: **23 new voices and 10 languages supported!**
Change the Reading Speed	The **Reading Speed** WPM can be increased or decreased to support the needs of the user and the density of the text. To change the reading speed: • Click **Audio Options dropdown** • Change the WPM (words per minute) setting up or down	**Audio Options dropdown** **WPM: Words Per Minute** Increase: **(F11)** Decrease: **(F12)**
Change size of Text	To support users with low vision, you can easily **increase** or **decrease** the **size** of an image document viewed in k3000 by changing the **Zoom** value: • Click the Plus or Minus buttons on your **Zoom button** • OR Click the down arrow to select a preset zoom value.	**Zoom button** Zoom in: **(F7)** Zoom out: **(F8)** **Note:** for text documents, just change the font size.
Change the Reading Mode	Adjust the **Reading Mode**. • **Continuous:** continuous reading from page to page. • **Self Paced:** for pausing reading at the end of each unit. • **Word by Word:** for pausing reading at the end of each word Click **Read button** to begin again.	**Audio Options dropdown**

Explore Reading

What do you want to do?	How can k3000 help?	Suggested tools to use...
Change the Reading Unit (block of text that is highlighted when reading)	k3000 highlights a specified **Unit** of text when reading. You can adjust the chunk of text that is highlighted when reading: • Click on **Reading Unit button** • Select one of the following: • Word • Phrase • Line • Sentence • Paragraph • Heading • Highlight	**Audio Options dropdown** Reading Units Word Phrase Line ✓ Sentence Paragraph Heading Highlight
Change the Page	To move from one page to another in k3000: • Click the green LEFT and RIGHT arrows on your **Page buttons**. OR • Click the box and type in the page you would like to go to. • Press the **Return/Enter** Key on your computer keyboard	**Page buttons** (1) / 24 Prev Next Page(s) Next Page **(Ctrl E)** Previous Page **(Ctrl R)**
Turn off speech, but continue to highlight words to keep on task when reading independently	To Practice Silent Reading or Oral reading fluency skills with k3000: • Click **Audible button** to silence the voice but continue highlighting at the set reading speed. It changes to **Silent.** • Click it again to toggle back to audible reading.	**Audible Reading/Silent button**

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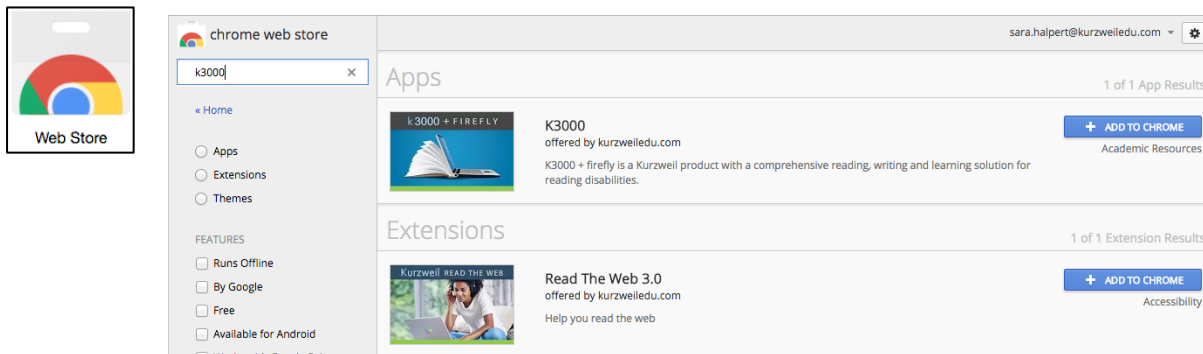
Click **Add to Chrome** for both the k3000 app and the Read the Web extension.

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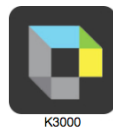
The k3000 Chrome app will be added to your Apps page.

Click it to go directly to the k3000 Web App login page – https://www.kurzweil3000.com
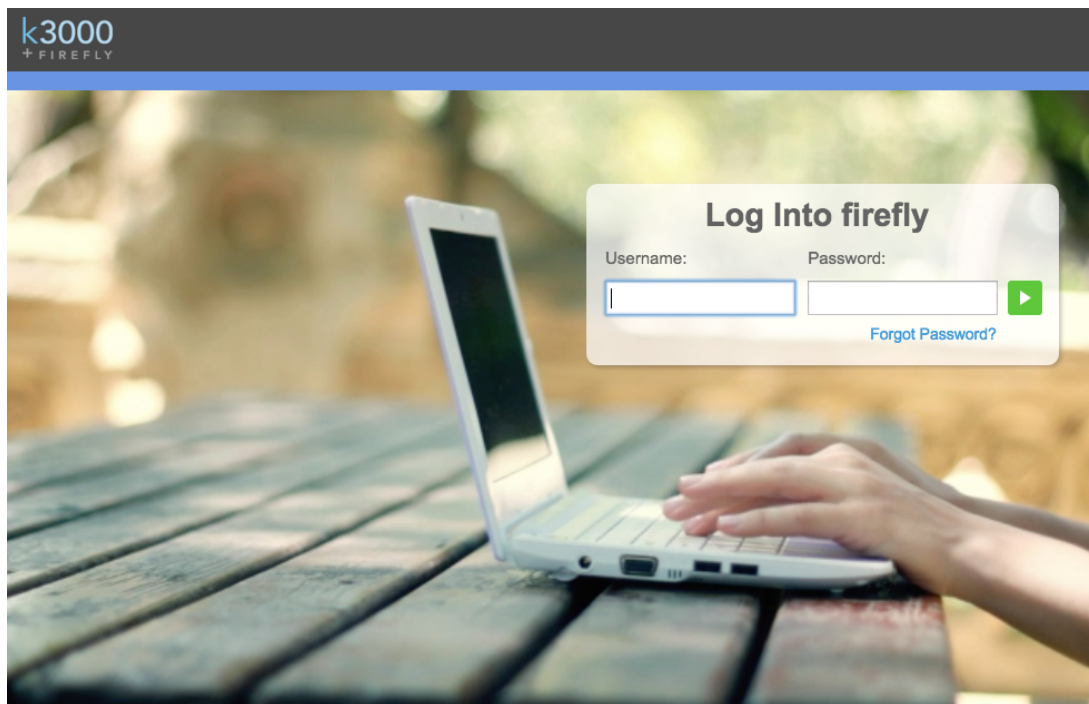
The **Kurzweil Read the Web extension** will add the Kurzweil icon to the upper right corner of Chrome.

Read The Web 3.0 has been added to Chrome.

Use this extension by clicking on this icon.

Manage your extensions by clicking Extensions in the Window menu.
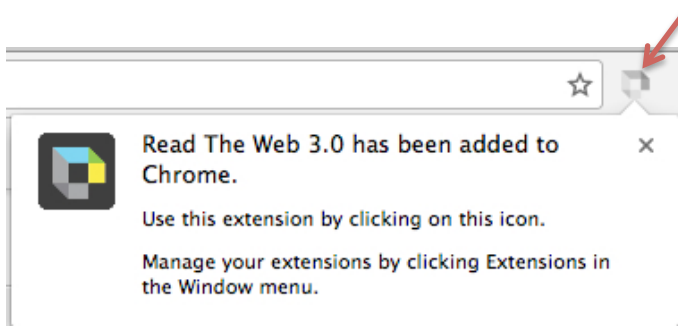
When you browse to a page with readable text, you will be able to click the icon and login using your k3000 username and password.

username   password   login

Kurzweil 3000 Read The Web
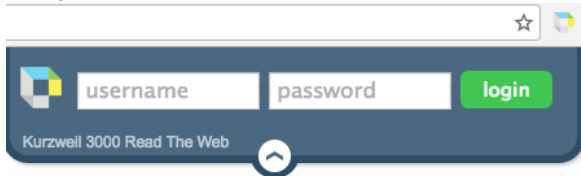
Then you will have access to reading tools

Kurzweil 3000 Read The Web   KECS Teacher1 (kete...   Log Out

and reading options

Audio Options

Voice

Heather – US English

Reading Speed

Normal

Faster

Slower

Unit

Word

Sentence

Paragraph

Mode

Continuous

Self Paced

Word by Word

Click the icon ![icon] and login using your k3000 username and password.
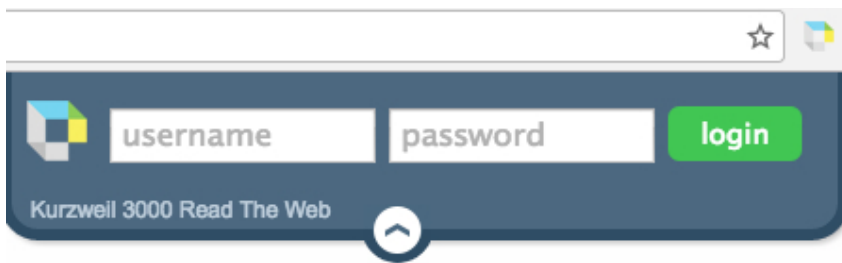
There are now reading buttons for you to use on any web page.
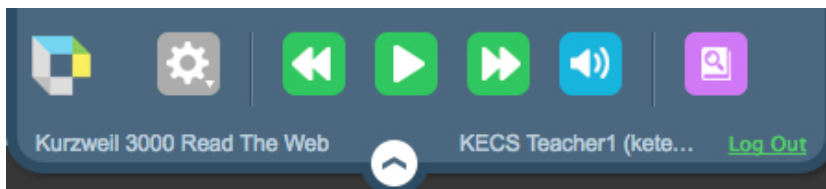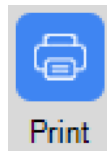
Click the Options button for all of the same reading options you use in k3000, the web app and the iPad app.
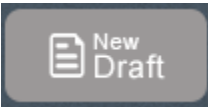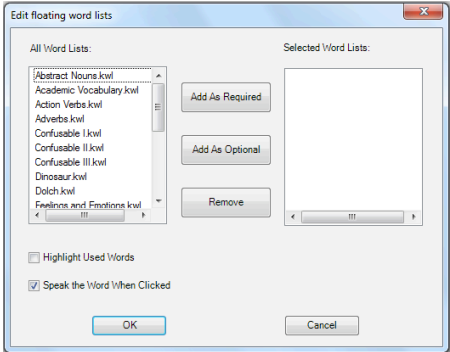
Explore the Vocabulary tools

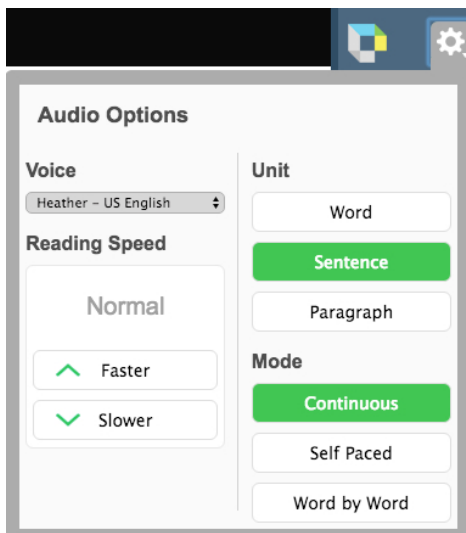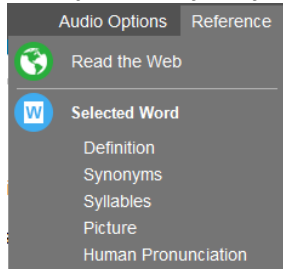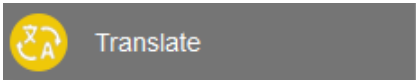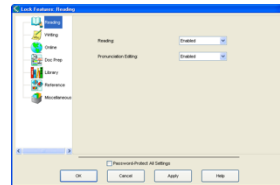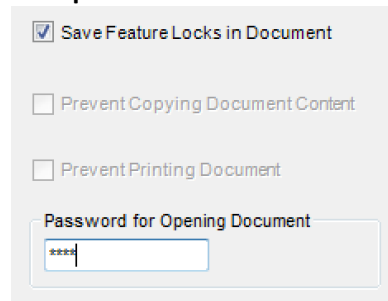| What do you want to do?	How can k3000 help?	Suggested tools to use…
Support Vocabulary Development k3000 has several **Word Study tools** available to ensure understanding of new vocabulary words and to support reading comprehension.	These reference tools are visual and auditory to support independent learning, unlimited repetition, and reinforcement: • Dictionary • Thesaurus • Picture Dictionary • Translate • **File > Extract > Vocabulary Study Guide**	**NEW:** **Extract Vocabulary Study Guide** **NEW:** **CCSS Academic Word List available in Word Prediction and Floating Word Lists.**
Get **Definition** of a Word	To get the definition of any word using your chosen dictionary: • Place your cursor just before a word or double click on a word to select it • Click on the **Definition button**	**Read or Write toolbar:** **Dictionary (Ctrl D)**
Find **Synonyms** of a Word to support comprehension or to expand word-choices when writing.	A Digital Roget's Thesaurus is built in to k3000: • Place your cursor just before a word or double click on a word to select it • Go to the Reference dropdown and choose Synonym	**Reference dropdown: Synonym (Ctrl Q)**
Translate passages of text to another language **NOTE: Also great for translating documents to share non-legal documents with students, parents and other members of the team.**	To use the Translate feature powered by Google Translate: • Highlight the selection of text you would like translated. • In the Online dropdown, click the Translate button • Select the Language From and Language To • Click Translate • Click Read to hear the text • OR Click Open in new document to create a new document of the translation. • Save the new document.	**Online dropdown: Translate** *** 64 Languages supported** **A powerful tool for English Language Learners to translate on the fly and build their knowledge of English.** **NOTE: You must be connected to the internet to use this feature.**
Get a **Picture** of a word **NEW: 12,000 Widgit Symbols**	k3000 has a NEW built-in picture dictionary using 12,000 Widgit Symbols • Place your cursor just before a word or double click on a word to select it • Click on the Picture button • Picture will pop up You can also create your own pic dictionaries!	**Read or Write toolbar: Get picture of selected word** To create your own: **Reference > Select Dictionary > Picture Dictionary > Setup > New** Browse to folder of your images

Explore Test Taking
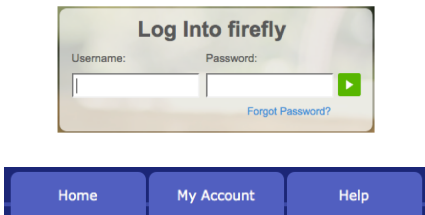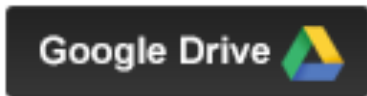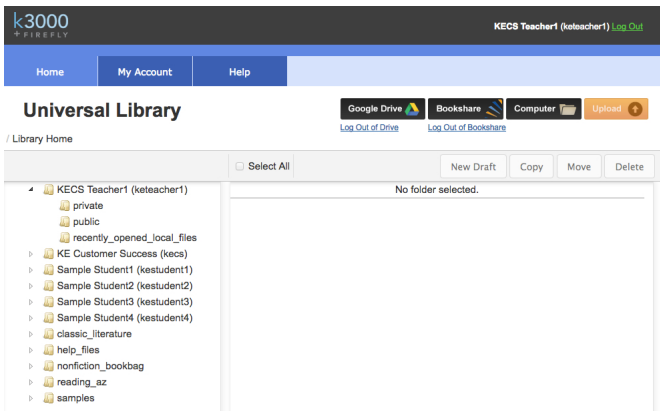
What do you want to do?	How can k3000 help?	Suggested tools to use…
Bring your test, quiz, or worksheet into Kurzweil 3000. *Remember, you can easily bring content into Kurzweil 3000 using Virtual Printing, Open a PDF, or Scan. See the Bringing Content and Files into k3000 page 5.*	Create the test, quiz, worksheet, or other supplementary curriculum material using whatever program you choose. • Open the program in which you created the file • Open the file • Select **Print** • Select the **KESI Virtual Printer** • Select **OK** • File will open in Kurzweil 3000 • Add any needed Text Notes, or other annotations. • Name and Save the file. • It is now a .kes file to be shared	**Virtual Print** **From within any** non-Kurzweil 3000 **program:** **File > Print** Change Printer to **KESI Virtual Printer** Click **OK** **If the file is in pdf, just open it in Kurzweil 3000.** **If you only have the file in a hard copy, scan it.**
Answer Questions on a test or worksheet Most students who use k3000 for testing use it only as a reader. However, for those who need to answer within the digital document, they can do so with some of the study skills tools such as highlighters, circle tools, and notes.	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. • 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.	**Read toolbar**: **Text Note** **NOTE:** not available in text documents TO Quickly insert text notes on every blank line on a page: **Tools > Fill in the Blanks**
Disable features for a test	Features such as Vocabulary supports, spell check and others can be disabled at the computer level. • Select **Tools > Lock Features** • Select the desired features you would like to block • Password protect the locks if desired • Click **OK**	**Tools > Lock Features** Note: you can password protect feature locks
Password Protect a test or other file *Important Note: There is **no way to retrieve a forgotten password** in k3000, so make sure to record it reliably.*	In High Stakes instances, it may be necessary to password protect a file. With this file encryption, the file cannot be opened without the password. Check **Save Feature Locks in Document** to have the locked features stay with the document for any user.	**File > Properties > General**
Print a document	You can Print any document you open in Kurzweil 3000. • Click the **Print button**	**Print (Ctrl P)**

Explore the Writing tools

What do you want to do?	How can k3000 help?	Suggested tools to use…
Start Writing	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. • On the k3000 tab you can choose to start a New Draft, New Brainstorm or New Outline document or • Click on the **Write tab** to begin • Click the **Draft button**	Write **New Draft** Create a new, blank draft document as your writing starting point **New Brainstorm** Create a new Brainstorm graphic organizer (ideal for organizing your thoughts and ideas when starting a new document) **New Outline** Create a new Outline: The classic organization hierarchy of thoughts and ideas New Draft
Listen to my written work	k3000's talking word processor to read text out loud can be extremely helpful with editing and revising written work.	**Read button (F3)**
Change Font, size, style, alignment, etc.	Basic tools for style are available: • Font • Size • Style • Alignment	**Write toolbar: Style Tools** Arial 12 B I U **Now available: Open Dyslexic font**
Check Spelling	To check the Spelling of any word you type: • Click on the **Spell Check button** • Click on each choice to hear your options • Click **Change**	**Write toolbar: Spell Check (Shift F8)**
Get help with **predicting words** as I type	Word Prediction will Guess words as they are typed based on frequency and recency. • Click on the **Word Prediction button** • Begin typing your draft • Words will be offered as you type • Click on the Number of the word to insert in to your text.	**Write toolbar: Word prediction (Shift F11)**
Use Word Lists to support writing **NEW: CCSS aligned academic ord list now available!**	**Floating Word Lists** can prompt students to use content specific words and vary their word choices. • Click on the **Floating Word Lists button** • Select up to four word lists and **Add as Required** or **Optional** • Words can be selected, dragged and dropped from a word list to a draft New Word Lists can be created: **Tools > Set Up Word Lists**	**Write toolbar: Floating Word Lists** Edit floating word lists All Word Lists: Selected Word Lists: [Abstract Nouns.kwl Academic Vocabulary.kwl Action Verbs.kwl Adverbs.kwl Confusable I.kwl Add As Required Confusable II.kwl Confusable III.kwl Dinosaur.kwl Add As Optional Dolch.kwl Feelings and Emotions.kwl Remove Highlight Used Words Speak the Word When Clicked OK Cancel

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

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

Go to https://www.kurzweil3000.com • 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	Log Into firefly Username: Password: Forgot Password? Home My Account Help
Open a file from your computer • 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.	Computer 📁
Upload a File from your computer • 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.	Upload ⬆
Upload a file from www.Bookshare.org • 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!	Bookshare
Upload a file from Google Drive • Have Google drive login ready • Click the icon and search your Google Drive • Click to select desired tile	Google Drive

The Universal Library
Your Universal Library contains 3 default folders:
• Private (not accessible by students)
• Public (students can access the content)
• Recently_opened_local_files (not accessible by students)
 	
It also contains several pre-loaded folders:
• Classic Literature
• Nonfiction bookbag
• Reading A-Z (only if you own a subscription to Learning A-Z)
• Samples
 	
Navigate to any document you wish to open.
	k3000
	FIREFLY KECS Teacher1 (keteacher1) Log Out
	Home My Account Help
	Universal Library Google Drive Bookshare Computer Upload
	/ Library Home Log Out of Drive Log Out of Bookshare
	Select All New Draft Copy Move Delete
	▲ KECS Teacher1 (keteacher1) No folder selected.
	  private
	  public
	  recently_opened_local_files
	▶ KE Customer Success (kecs)
	▶ Sample Student1 (kestudent1)
	▶ Sample Student2 (kestudent2)
	▶ Sample Student3 (kestudent3)
	▶ Sample Student4 (kestudent4)
	▶ classic_literature
	▶ help_files
	▶ nonfiction_bookbag
	▶ reading_az
	▶ samples

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**	☑ 📄 vocabulary_quiz.kes Copy Move ▷ 📁 KECS Teacher1 (keteacher1) ▷ 📁 KE Customer Success (kecs) ▷ 📁 Sample Student1 (sstudent11... ▷ 📁 classic_literature ▷ 📁 help_files ▽ 📁 nonfiction_bookbag 　　📁 grade_3 　　📁 grade_4 　　📁 grade_5 　　📁 grade_6 　　📁 grade_7 　　📁 grade_8 ▷ 📁 reading_az ▷ 📁 samples Move Cancel
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	☑ 📄 vocabulary_quiz.kes Delete Are you sure you would like to delete the following files: /public/vocabulary_quiz.kes Cancel Delete
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:** Audio Options Voice	Unit Heather – US English	Word Reading Speed	Line Normal	Sentence Faster	Paragraph Slower	Mode | Continuous | Self-Paced | Word by Word
Zoom tool • Uncheck **Fit Width** to zoom in or out	**Zoom:** Zoom ☑ Fit width 100%　　300%
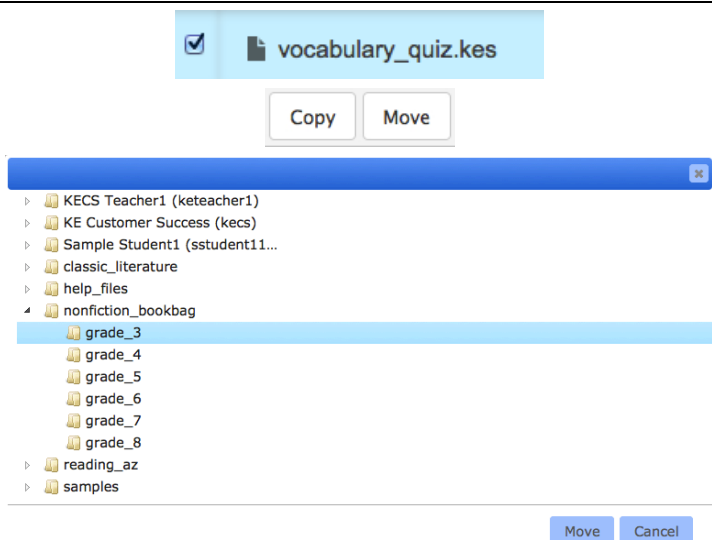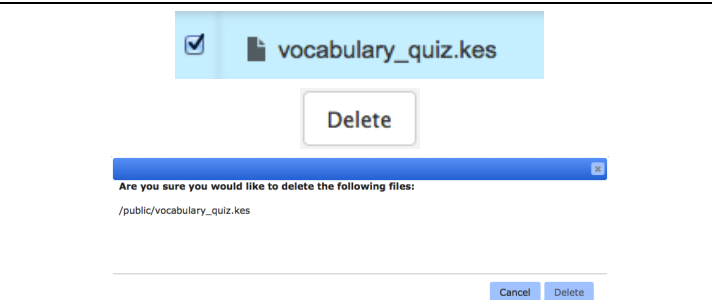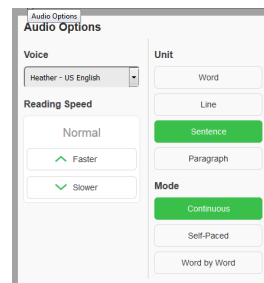
Explore the Web app - https://www.kurzweil3000.com

Online access to your k3000 Files: Open, Upload, Organize, Read and Write
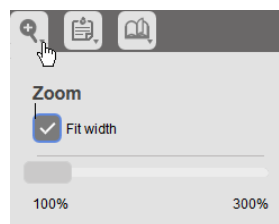
Highlight text
- Choose a highlighter and mark up the document
- Any highlights you add within the web app will also be visible when you open the document in the k3000 web client, and vice-versa.
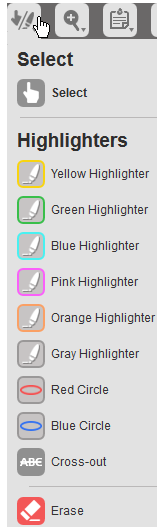
Select
- Select

Highlighters
- Yellow Highlighter
- Green Highlighter
- Blue Highlighter
- Pink Highlighter
- Orange Highlighter
- Gray Highlighter
- Red Circle
- Blue Circle
- Cross-out
- Erase

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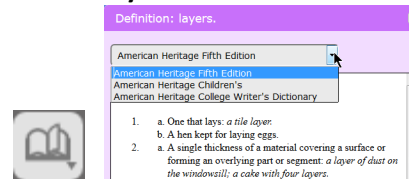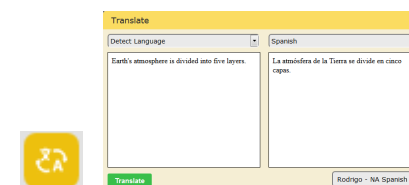
Click the **Library button** to return to main menus.

Dictionary:

Definition: layers.

American Heritage Fifth Edition
American Heritage Children's
American Heritage College Writer's Dictionary

1. a. One that lays: *a tile layer.*
   b. A hen kept for laying eggs.
2. a. A single thickness of a material covering a surface or forming an overlying part or segment: *a layer of dust on the windowsill; a cake with four layers.*

Translation:

Translate

Detect Language / Spanish

Earth's atmosphere is divided into five layers.

La atmósfera de la Tierra se divide en cinco capas.

Translate / Rodrigo - NA Spanish

Library

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

Notes
- Select
- Add Sticky Note
- Add Text Note
- Delete Note
- ✓ Show Sticky Note
- ✓ Show Text Note

Layers of Earth's atmosphere as seen from a satellite

This might be on the quiz...

make sure to study this information

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

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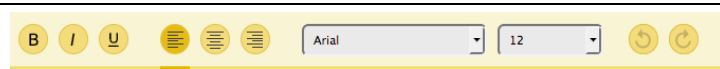|	

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.
	Extract Notes and Highlights
	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.
	
	OK Cancel Advanced
	
	Tools
	Extract
	
	I. protective blanket around Earth called the atmosphere.
	   A. mixture of many gases.
	      1. nitrogen, oxygen, and carbon dioxide.
	   B. filters out the Sun's harmful rays
	   C. prevents heat from escaping
	   D. helps to maintain proper conditions for life
	
	KECS Teacher1 (keteacher1) from_a_to_z_extractedoutline.kes
	  private
	  public scan.pdf.kes
	  recently_opened_local_files
	KE Customer Success (kecs) threats_to_our_atmosphere_extractedoutline.kes
	Sample Student1 (kestudent1)

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	**Extract Notes and Highlights** **Extract Notes:** ☑ Text Notes ☑ Sticky Notes **Extract Highlights:** **Extract Color Indent (in) Prefix** ☑ Yellow 0 I. ☑ Green 0.5 A. ☑ Blue 1 1. ☑ Pink 1.5 a. ☑ Orange 2 (1). ☑ Gray 2.5 (a). OK Cancel

Extract Notes
When you choose to extract both notes and highlights your notes are included with the outline.
	Text Note: This might be on the quiz...
	Sticky Note: make sure to study this information
	I. protective blanket around Earth called the atmosphere.
	   A. mixture of many gases.
	      1. nitrogen, oxygen, and carbon dioxide.
	   B. filters out the Sun's harmful rays
	   C. prevents heat from escaping
	   D. helps to maintain proper conditions for life

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
	☐ Select All New Draft
	KECS Teacher1 (keteacher1) This folder contains no files.
	  private
	  public

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

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

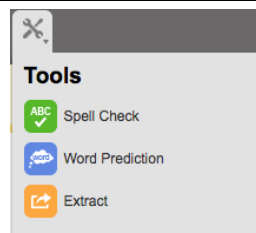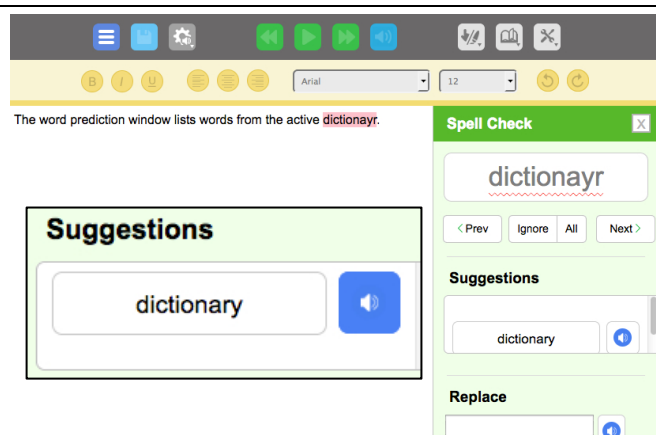|	
Writing in the web app In your new Draft document, you have a toolbar with writing and formatting tools: • Bold, Italic and Underlined text • Left, Center and Right justification • Font and size • Undo and Redo	
Tools In a draft document, along with **Extract**, there are 2 additional tools: **Spell 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	
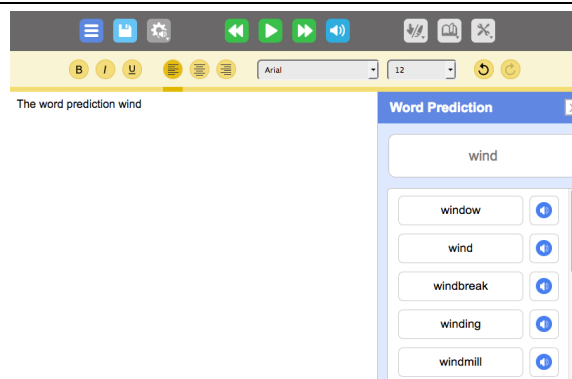
Launching and Using the iPad app

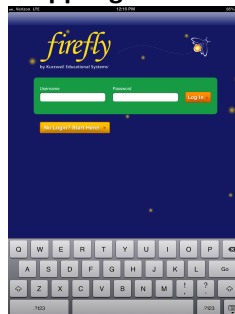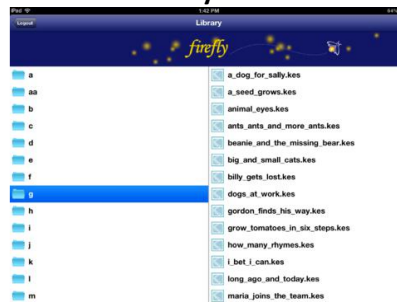|	
Download the FREE k3000 App: • Select the App Store icon on your iPad Or • Got to the App Store via iTunes on your computer and sync your iPad later • Search for "k3000" • Select Install *(Your k3000 username and password are required to login to the app.)*	**iPad app logo**
Login **Enter your k3000 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 be 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:
   o **Swipe** through pages
   o **Two finger pinch** to zoom in
   o **Two finger spread** to zoom out
   o Use **Library button** to return to your Universal Library files
	iPad app reading
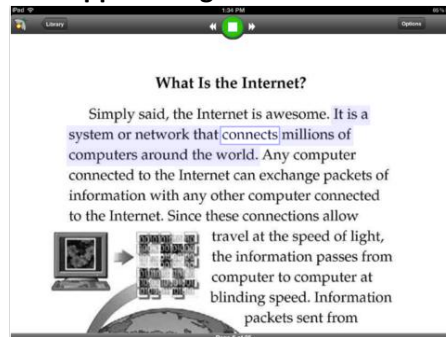
Launching and Using the iPad app

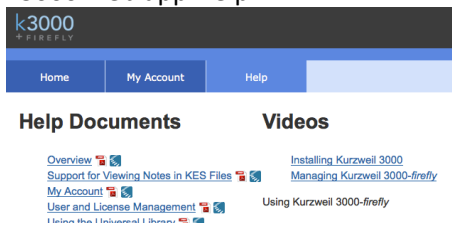|	
Explore the Reading Option Tap the **Options button** to explore the k3000 iPad app interface and tools to modify the reading experience: • Reading Pace • Reading Voice • Reading Unit/Highlight • Reading Mode • View Sticky and Text notes	**iPad app Options**
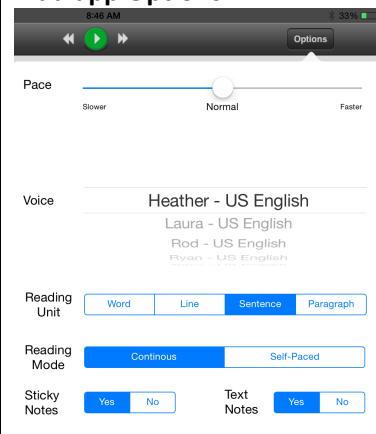
Select Text for Translation, Highlight, or Definition Support
 	
Press and hold on the screen until the **Translate-Highlight-Define bar** is displayed
    (You can drag the handles to select more than one word)
• Choose **Translate** from the options displayed
• Select desired language
• The translation is displayed alongside the original text
    (There are many languages available for reading out loud)
 	
    Or
• Choose **Highlight** fro 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
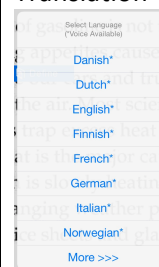	
	Definition

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.	

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 *Training Offerings:* • 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: https://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.fireflybykurzweil.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.	**Online > Updates** **OR – Download from Website** https://www.kurzweiledu.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** https://blog.kurzweiledu.com/free-webinars/ Kurzweil Educational Systems https://www.kurzweiledu.com/facebook @KurzweilEdu https://twitter.com/CambiumTech https://www.youtube.com/user/CambiumTech https://blog.kurzweiledu.com/blog/