Using Kurzweil 3000 for Web Browsers

Revised: January 24, 2021

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Introduction

Kurzweil 3000 for Web Browsers (https://www.Kurzweil3000.com) contains a collection of electronic files that the district, school, teachers and students want to store and/or share. Users can access Kurzweil 3000 for Web Browsers from their favorite browser on the Internet on their computers. (See Using Kurzweil 3000 on mobile devices for information about using the mobile devices to access Kurzweil 3000).

School administrators can upload curriculum material for district- or school-wide distribution, so teachers and students can go to a central location to retrieve documents they need. Teachers can post class work, assignments, extra-curricular reading material for their students to access; they can also share documents and templates with other teachers. Students can upload documents from the Universal Library, from their hard disks, from Google Docs, and Bookshare. Additionally they can create and edit documents using the editing features (see Using the Editor.).

Using Kurzweil 3000 on mobile devices

Users can also access Kurzweil 3000 for Web Browsers on their mobile devices. Note that some features are not available at this time. The User Interface is evolving for these devices, and depending on your device these features may be hidden or easier to use with your desktop browser:

- **Print Button** in Editor and Reader
- **Highlighters** in Editor
- **Document download** in Editor and Reader
- **Reports** from menu
- **Speech to Text on the Chrome Browser** in Editor and Reader on iOS (iPhone /iPad devices)

How Kurzweil 3000 is organized.

The structure of Kurzweil 3000 for Web Browsers is based on a user and sub-user file system concept where each authorized user can set up and manage his or her sub-users.

In addition to sub-user folders, each user also has a Public folder and a Private folder. All users have Read-Write permission to their own and to sub-users' Public and Private Folders.

Sub-users only have Read access to the Public folder of the user who created their account.

Logging in takes you to the Universal Library, in your directory, containing your Public and Private folders and files. Select a folder to see the list of files in that folder.

Note: You can filter folders by name in the text box displayed in the Universal Library at the top of the folders. This is useful when your list is long. In large subscriptions, it can be time consuming to find a particular student or teacher's folder. For subscriptions with over 1,000 licenses, you can filter the list of folders by last name to quickly locate a student or teacher folder. In smaller subscriptions of less than 1,000 licenses, you can filter by folder name. You don't always have to enter the whole name – often entering the first few letters will shorten the list and display the folder you are looking for. This feature is not available on mobile phones.
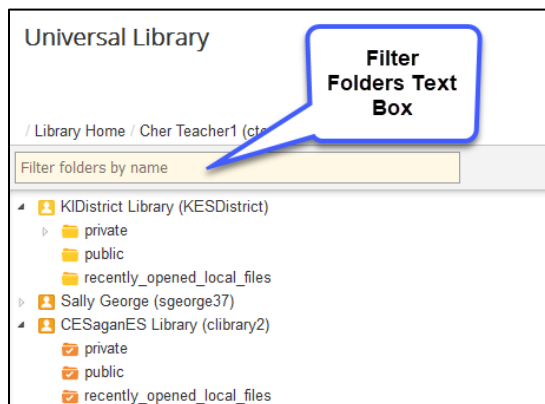
Supported file types

In addition to reading books from the shared collections, you can add files to your own folders for reading and editing. Kurzweil 3000 supports KES, K3C, TXT, DOC, DOCX, RTF, EPUB, BKS, PDF, JPG, JPEG, and PNG files. You can also open files from other sources for reading and editing.

Notice the four buttons, **Google Drive**, **Bookshare**, **Computer**, and **Upload**.

- **Google Drive** allows you to log in to your Google Drive, select documents from your Google Drive, and open in Kurzweil 3000 to read. See Opening local files from your Google Drive.
- **Bookshare** allows you to search for books in the Bookshare library and open in Kurzweil 3000 to read. You can search by Author or by Title. See Opening books from Bookshare.

- **Computer** allows you to open a local file from your computer. See Opening local files from your computer.
- **Upload** allows you to upload files to any folder that you have Read/Write access to. See Uploading files to your Universal Library.

About folder and file icon colors.

The colors of folders and file icons help identify their ownership and type. This chart shows the color of each type. User IDs at the top display a 'face'. Users' folders are beneath this icon (see chart below). Your folder color is always yellow when you are logged in. This is true whether you are a Top Level Coordinator (TLC), a Site Level /Team Coordinator (SLC), or a Team Member. File icons have the same color as the folder in which they reside.

Shared	You	SLC/Team Coordinator	Team Member	TLC
🔗	👤	👤	👤	👤
📄	📁	📁	✅	📁
	📄	📄	📄	📄

Note that the colors in the Universal Library list denote rank, but the folder color can change depending on the place in the user list. The user at the top (You) is always yellow. If You have sub-users (as in the case of TLC and SLC), those folders beneath you may be orange, indicating sub-users (often Team Members).

The folders displayed in the Universal Library are arranged below the logged in user by rank, (1) Top Level Coordinator (TLC), (2) Site Level/Team Coordinator (SLC), and (3) their sub-users. Note that in some cases, the sub-user may be a SLC /Team Coordinator, and in those cases, the color of their icons will be orange, not purple (see Example 3).

In Example 1, the user logged in is a Biology Student Team Member (yellow icon). The KESDistrict is the TLC (Red icon), and the Biology Teacher (SLC/Team Coordinator) purple icon. The blue folders contain files that can be shared by everyone.

In Example 2, the Biology Teacher (SLC/Team Coordinator) is logged in (yellow icon), the KESDistrict is the TLC (Red icon), and the Biology Student (orange) is managed by the Biology Teacher. The blue folders contain files that can be shared by everyone.
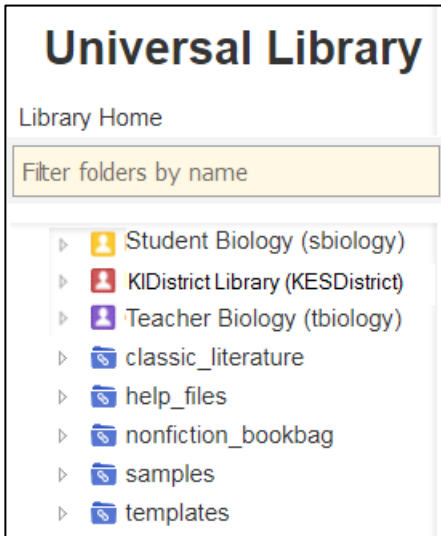
Example 1
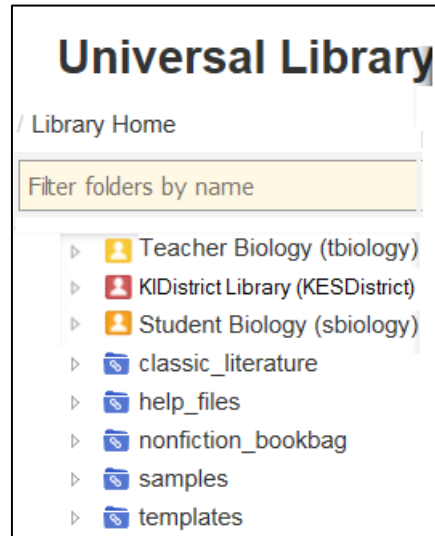
Example 2
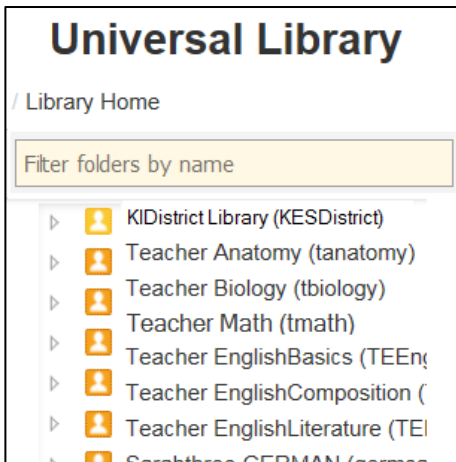
Example 3

In Example 3, the KESDistrict (TLC) is logged in (Yellow icon) and the orange icons are the sub-users the TLC manages, including SLC/Team Coordinators and Team Members managed by the TLC.

Shared collections.

The Universal Library contains electronic files that are accessible and shareable. Those folders are blue. The following collections are shared:

- Classic Literature, a collection of nearly 2000 books, historical documents selected from the public domain.
- Samples, files from Cambium Learning Group's published educational series, LANGUAGE! Live.
- Learning A-Z and Passport Reading Journeys.

- Nonfiction Bookbag with inspiring content for Grade Levels 3-8.
- Templates (Brainstorm for Higher Ed, K12 and Teachers).

Organizing Your Universal Library.

You can add and delete folders that you have Write access to in your Universal Library. Note that if there are multiple folders, you can filter them by name.

Adding a folder.

1. Right click on one of your folders. A menu pops up that allows you to Add, Copy, Delete, Move, and/or Rename a folder. (If you haven't already created any folders, only the Add folder or Copy folder are available.)
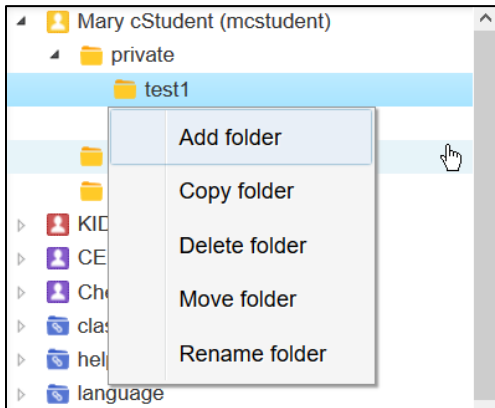
2. Click **Add folder**. A folder name dialog is displayed.
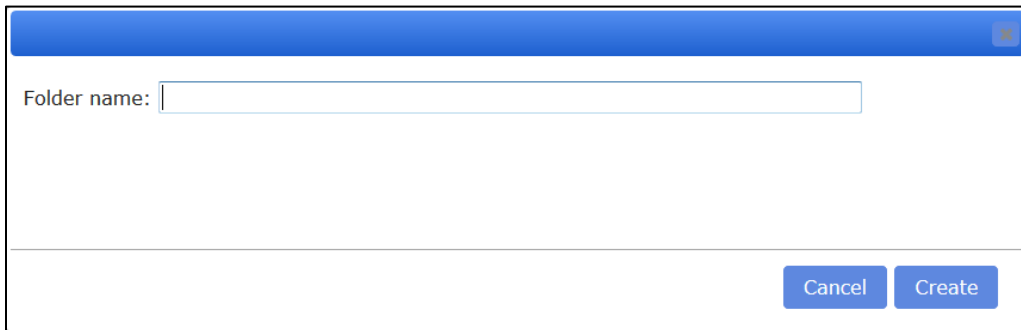
3. Enter a folder name. If there is more than one word in the name, separate the words with an underscore character, as in **recently_opened_local_files**.

4. Click the **Create** button.

Copying a folder.

You can copy folders to other folders by right clicking on the folder you want to copy.

- You can copy a subfolder from your own Private or Public folder. For example, you may have a subfolder "Reading List" in your Private folder that you want to copy to your Public folder.
- You can copy a shared folder (e.g., a folder from the Classic Literature collection) to your Private or Public folder.
- You cannot copy preassigned folders (e.g., Public, Private, or Recently Opened Files).
- If the **Copy Folder** item on the popup menu is grayed out, it means you don't have permission to copy that folder.

1. Right click on the folder you want to copy. The folder options menu pops up.
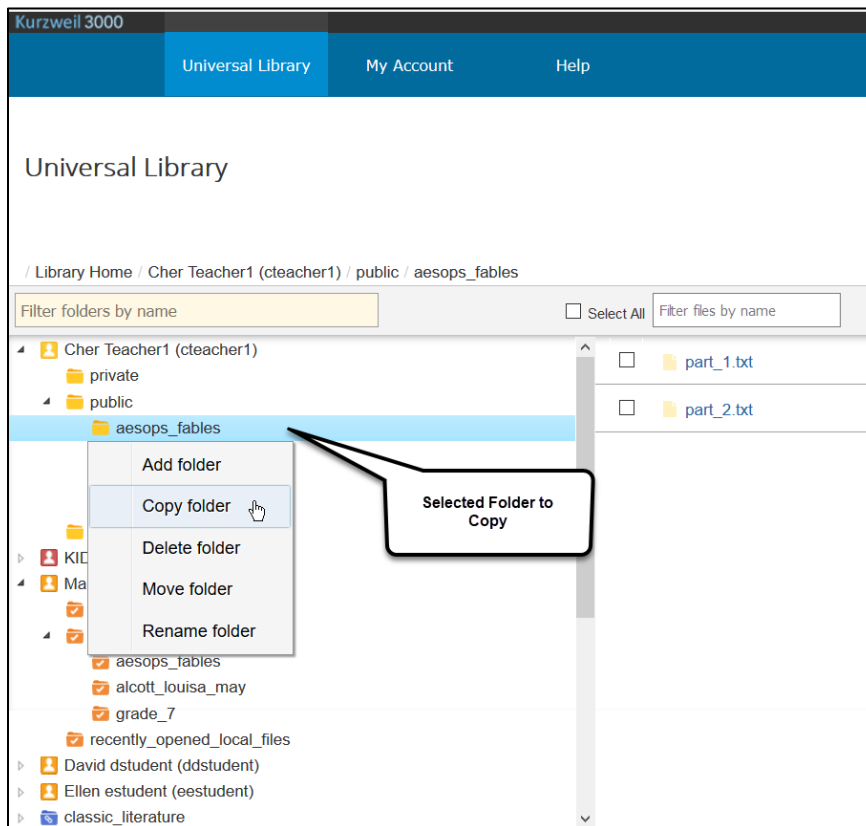
2. Click **Copy folder**. The Copy Folder dialog is displayed.

   Note: If you don't have permission to Copy the selected folder, the **Copy folder** item will be unavailable (grayed out). Select a folder that you have permission to Copy.
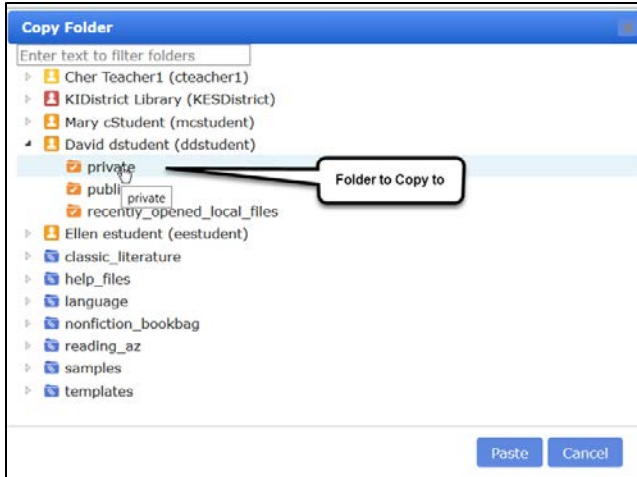
3. Navigate to the folder that you want to copy the folder to, and click **Paste**. If the move is successful you will get an acknowledgement message that the Copy was successful.
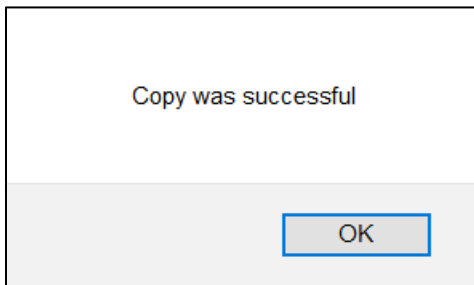
4. Click **OK** to dismiss the acknowledgement.

5. Check the folder you pasted to and you will see the copied folder.
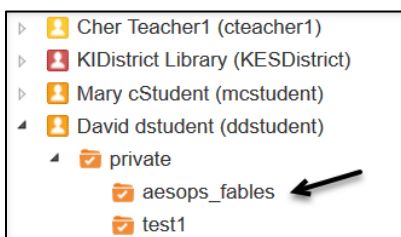
Deleting a folder.

1. Right click on the folder that you want to delete. The folder options menu pops up.

2. Click **Delete folder**. A warning message is displayed.
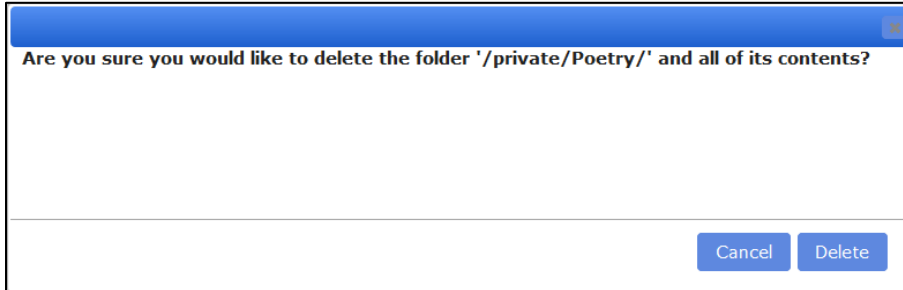
3. Click **Delete** if you are sure that you want to delete the folder and all of its contents.

Moving a folder.

You can move a folder from one of your folders to another. You cannot move preassigned folders (e.g., Public, Private, or Recently Opened Files).

1. Right click on a folder you want to move. The folder options menu pops up.
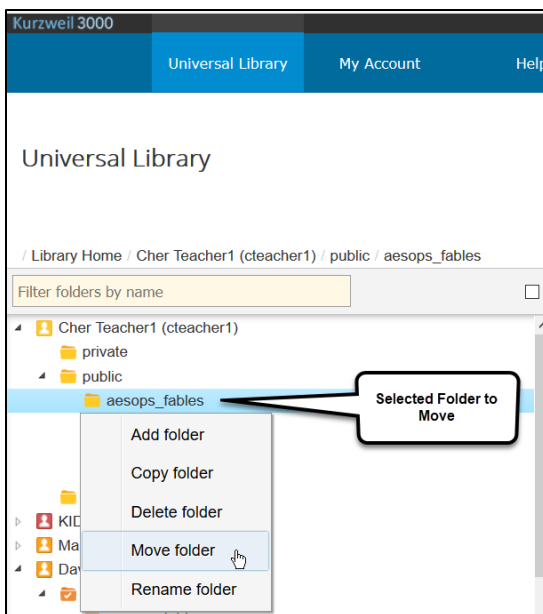
Note: If you don't have permission to Move the selected folder, the **Move folder** item will be unavailable (grayed out). Select a folder that you have permission to Move.

2. Choose **Move** folder. The Move Folder dialog pops up.
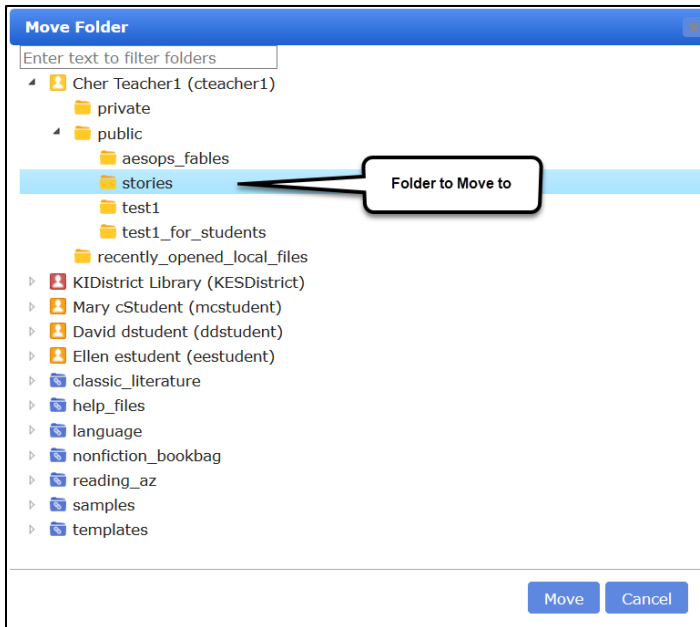
3. Navigate to and select the folder where you want to move the folder to and click **Move**. If the move is successful you will get an acknowledgement message that the Move was successful.
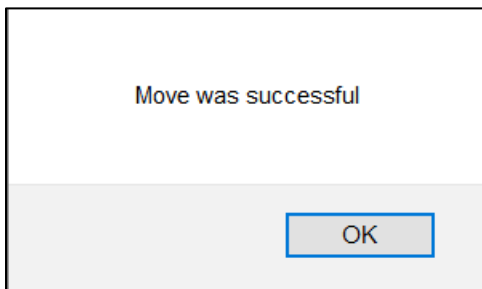
4. Click **OK** to dismiss the acknowledgement.

5. Check the folder you moved the selected folder to and you will see the folder you moved.
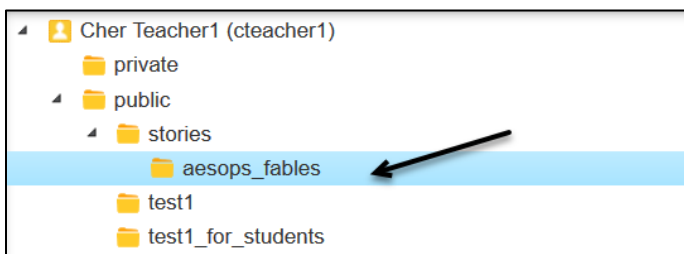
Renaming a folder.

1. Right click on the folder that you want to rename. The folder options menu pops up.

2. Click **Rename folder**. The Rename dialog pops up showing the current name in the Header.
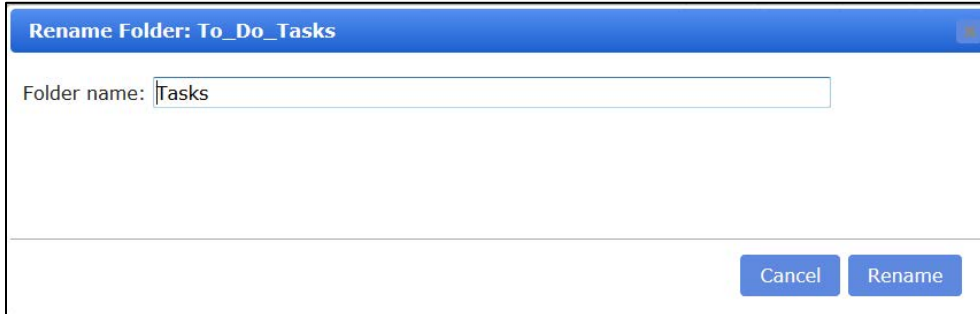
3. Enter a new name in the Folder name field, and then click **Rename**.

Copying files.

You can copy files from another folder to one of your folders or to public folders or folders that you have write access to. If you are a Teacher or SLC, you can also Copy to Multiple Destinations.

1. Click the box to the left of the file you want to copy. A check mark is displayed in the box. (Click **Select All** to copy all the files in the folder to another folder.)
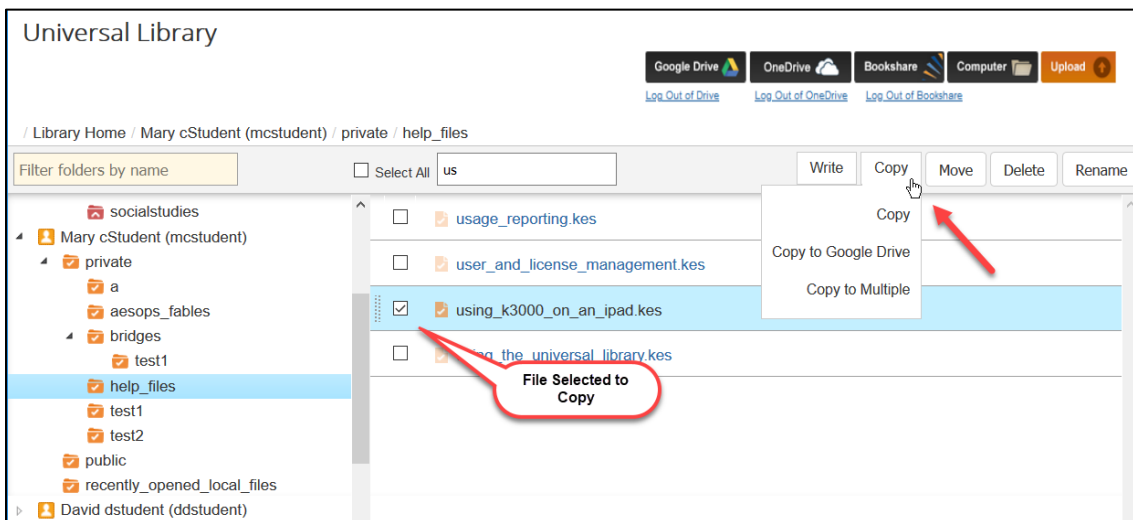
To Copy to a single Destination, from the Copy drop-down menu select **Copy**. A window displaying the folders pops up. Navigate to the folder you want to copy the file or files to. Click the arrow next to the

folder to expand it to view subfolders. If your list of folders is long, you can filter the folders by name in the Text field.
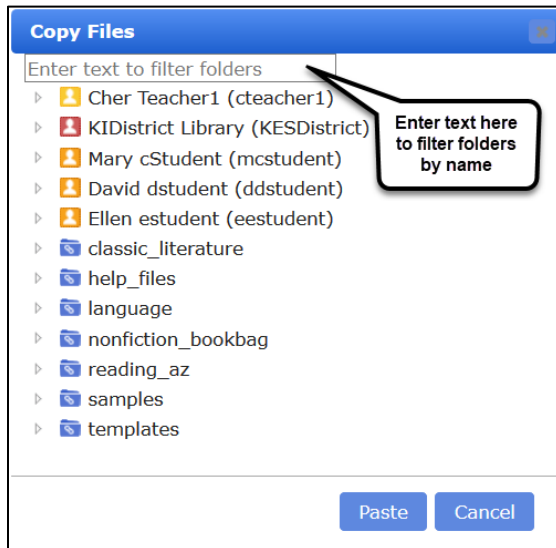
2. Click the **Paste** button.
3. A message will pop up telling you whether the copy was successful.

Note: You can also copy a file by dragging to a single destination:

With a Windows browser: Hold down the **CTRL** key on your keyboard and click on the file with the mouse. Drag the file to and drop it into the new location. IMPORTANT: To drop the file, release the mouse key first and then release the **CTRL** key.

With a Macintosh browser: Hold down the **Option** key on your keyboard and click on the file with the mouse. Drag the file to and drop it into the new location. IMPORTANT: Release the mouse key first and then release the **Option** key.

To copy to multiple destinations.

If you are a Teacher or SLC, you can copy a file to multiple destinations. This is useful for distributing assignments and tests to students.

1. Click the box to the left of the file you want to copy. A check mark is displayed in the box. (Note: you can only select one file at a time to copy to multiple destinations.)
2. From the Copy drop-down menu select **Copy to Multiple**. The Copy to Multiple Destinations dialog is displayed.
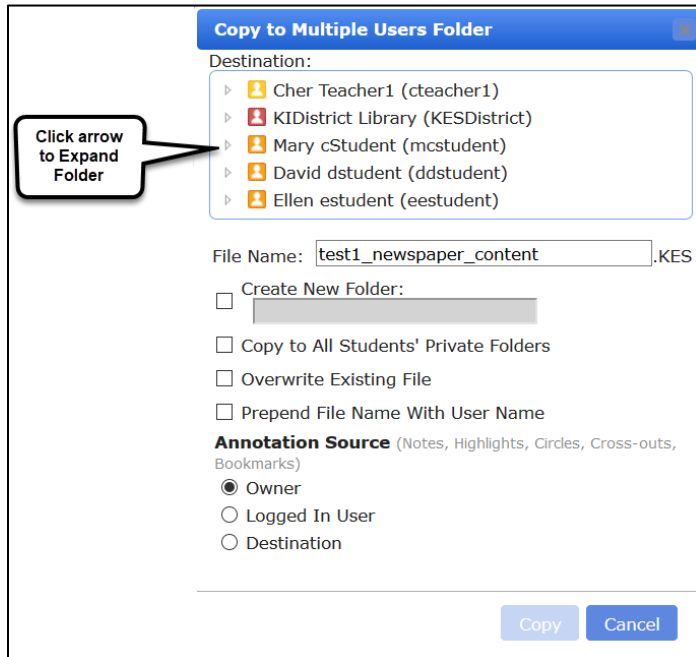
3. You can expand the tree and select users or folders to copy to. (**Note**: If you have selected users or folders in the Destinations area, you cannot also select **Copy to All Students' Private Folder** in the checkboxes below.)
4. Check any checkboxes:
   - **Create New Folder**: creates a new folder for the copied file.
   - **Copy to All Students' Private Folder**: the document will be placed in the private folder of all students on your team. If **Create New Folder** was checked, the document will be placed in a new folder in the student's private folder. **Note**: Do not check this box if you have already selected users or folders to copy to in the Destinations section at the top of the window.

     If you select **Copy to All Students Private Folders,** a list of your students replaces the users and folders displayed at the top of the window in the **Destinations** area.
   - **Overwrite Existing File:** if a document with the same filename already exists, it can be replaced with a new copy**.**
   - **Prepend Filename With User Name:** Your user name will automatically be added to the beginning of the filename**.**

5. Select an Annotation Source. Annotations that are copied can include: notes, highlights, circles, cross-outs, and bookmarks.

- **Owner: The author of the document.** User who created annotations in the desktop client and saved the file to the Universal Library.
- **Logged In User: The user, who is trying to copy file** (e.g. Teacher can copy file from TLC's or other teacher's public folder to student's folder).
- **Destination: Copy the file, but do not override annotations** (e.g. Overwrite existing file from target user).

6. Click **Copy** to complete the task.

Note: See [Copy a file to Google Drive](#). for details about copying files to Google Drive.

Moving files.

You can move files from one of your folders to another.

1. Click the box to the left of the file you want to move. A check mark is displayed in the box. (Click **Select All** to move all the files in the folder to another folder.)
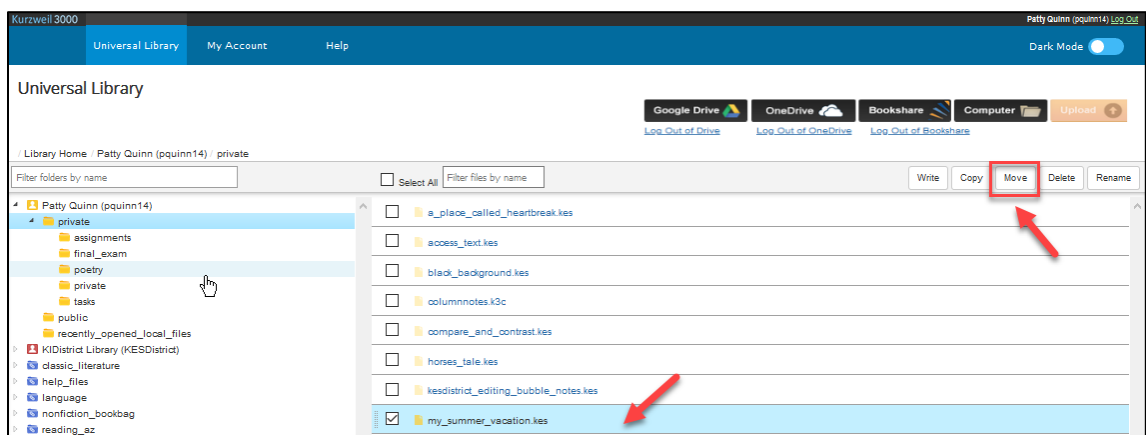
2. Click **Move.** A window displaying the folders pops up. Navigate to the folder that you want to move the file or files to. Click the arrow to the left of the folder name to expand and include subfolders. If your list of folders is long, you can filter the folders by name in the Text field.
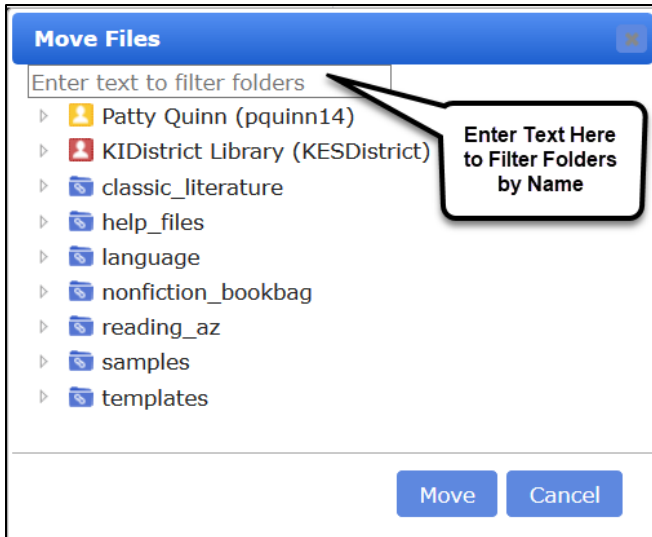
3. Select the folder to move the file (or files) into then click **Move**. A popup message will tell you if the move was successful.

Notes:

- You can only move files to and from folders that you have write access to.
- You can also move a file by dragging: Click on the file with the mouse, and drag it to and drop it into the new location.

Renaming a file.

To rename a file in one of your folders:

1. Click the box to the left of the file you want to rename. A check mark is displayed in the box.
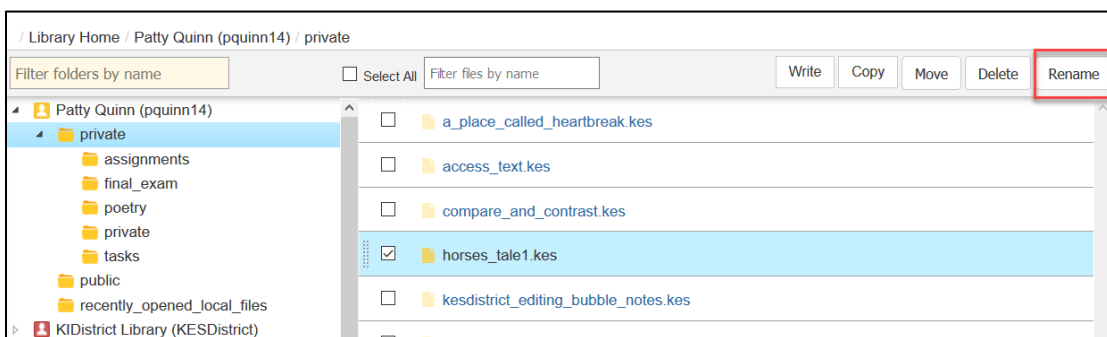
2. Click **Rename**. The Rename dialog pops up showing the current name in the Header.

Rename File: horses_tale1

File name: horses_tale

Cancel   Rename
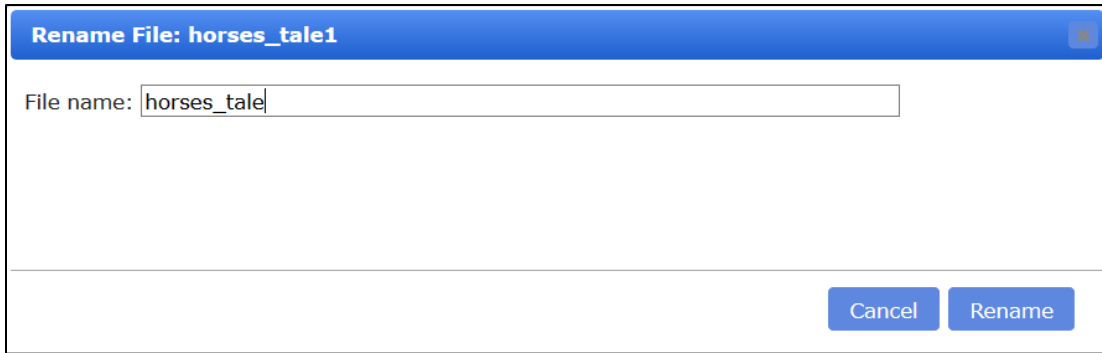
3. Enter a new name in the File name field, and then click **Rename**.

Deleting files.

To delete files from one of your folders:

1. Click the box to the left of the file you want to delete. A check mark is displayed in the box (Check **Select All** to delete all the files in the folder).

/ Library Home / Patty Quinn (pquinn14) / private

| Filter folders by name | | Select All | Filter files by name | Write | Copy | Move | Delete | Rename |

▲ 👤 Patty Quinn (pquinn14)
  ▲ 📁 private
    📁 assignments
    📁 final_exam
    📁 poetry
  ▲ 📁 private
    📁 a_story_of_experience
    📁 history

☐ 📄 a_place_called_heartbreak.kes
☑ 📄 access_text.kes
☐ 📄 compare_and_contrast.kes
☐ 📄 horses_tale1.kes
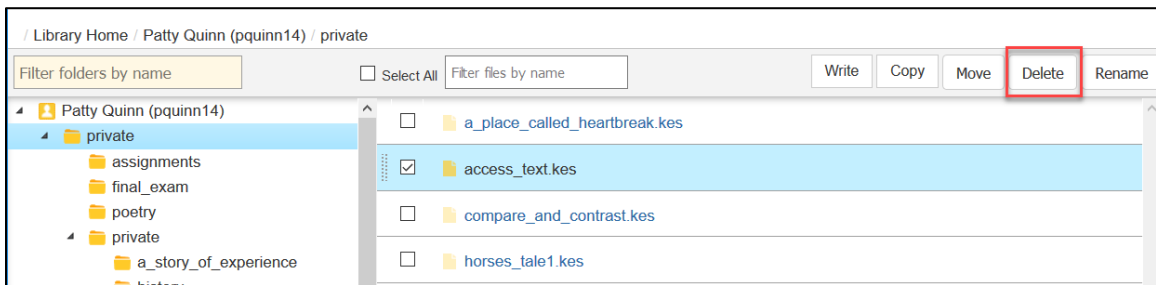
2. Click the **Delete** button. You will be asked if you are sure you want to delete the file (or files). Click **Yes** to delete; click **No** if you changed your mind.

Note: You can only delete files from folders that you have write access to.

Opening files.

You can open these file types for reading: DOC, DOCX, RTF, EPUB, BKS, PDF, TXT, JPG, JPEG, PNG, K3C, and KES image files. (See Using the Reader. for details.)

Click the file to open it; or use the checkbox to the left if you want to copy, move, delete, or rename the file.

Filtering files by name

If your list of files is long, you may want to filter the files by name.

1. Select a folder in the left panel of your Universal Library.
2. Start entering a file name in the **Filter by Name** box. You may only have to enter the first few letters.
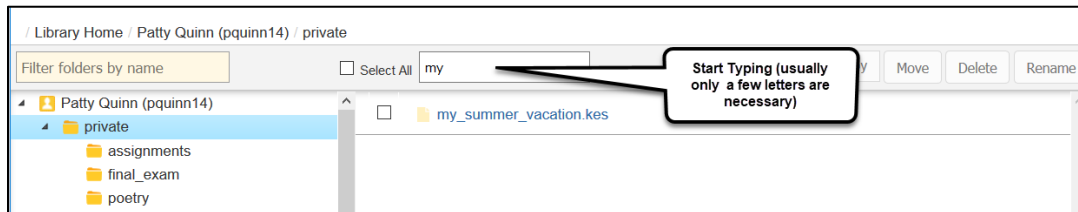
In this example you see the file that matches what you entered in the Filter by Name box.

Reopening a previously opened document

When you close a document, the next time you open that document, Kurzweil 3000 remembers where you left off and will open at that page. This will automatically occur for the last three documents that you read.

The Reader window

If file you select is for reading, it will open in the Reader window toolbar. See Using the Reader.
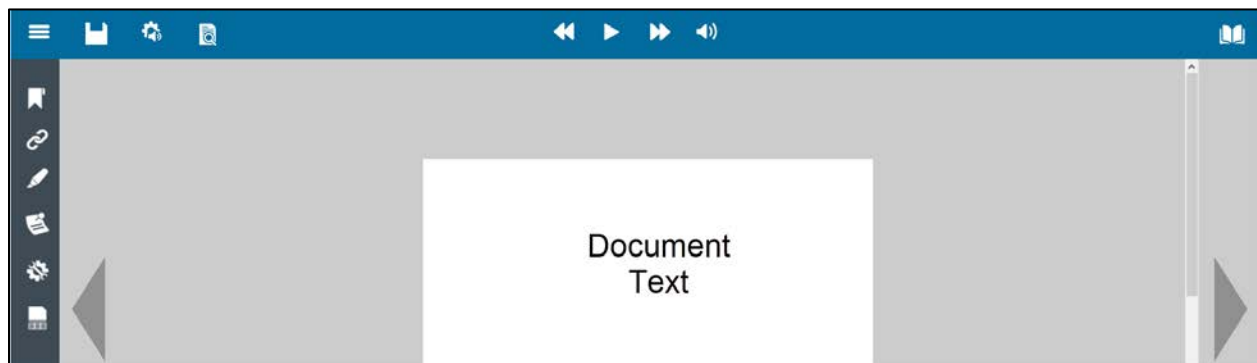
The Editor window

If the file that you open can be edited, you will see editing buttons added to the toolbar for these file types: DOC, DOCX, RTF, TXT, as well as KES typed files created in Kurzweil 3000 for Windows, Kurzweil 3000 for Macintosh, or Kurzweil 3000 in your Browser. For details, see Using the Editor, and Creating a New Draft for details. Note that for these file types the Editor buttons include a **Save** button, and do not include the **Views** or **Document Notes** buttons. The **Views** button will display if a kes typed file created in Kurzweil 3000 is opened.
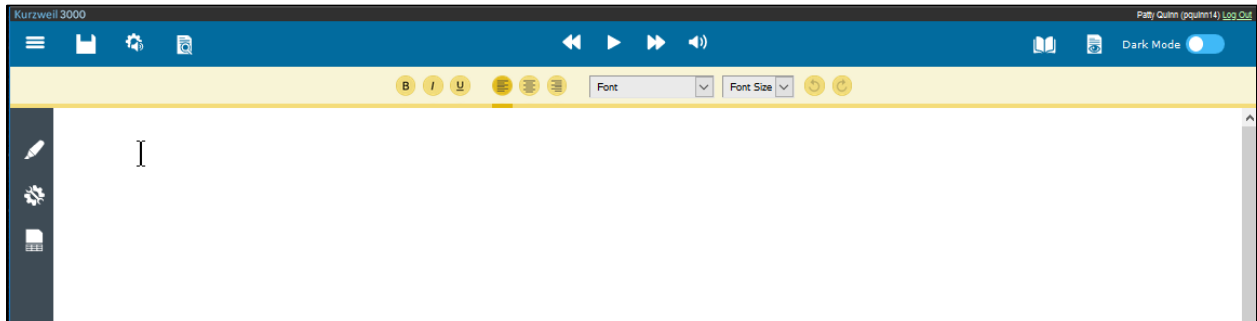
TXT files are also opened in the Editor. Note that the buttons include a **Save** button, and do not include **Views, Highlight,** or **Notes** buttons. The only text edit buttons are the **Undo** and **Redo** buttons.
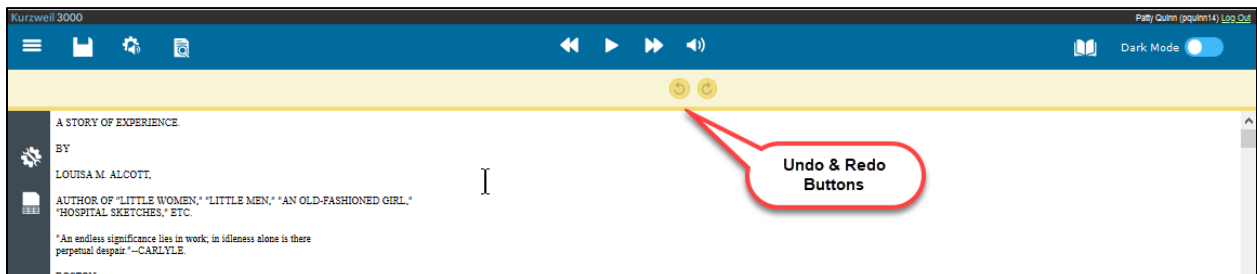
Returning to your Universal Library page.

After you have opened a document and you want to return to your list of documents, the **Universal Library** button in the Navigation drop-down menu takes you back to your Universal Library page.
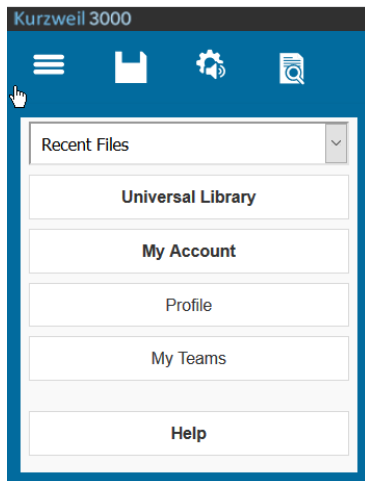
Or, you can use the **Recent Files** drop-down menu to select one of the three previous documents you opened. There's no need to return to the Universal Library.
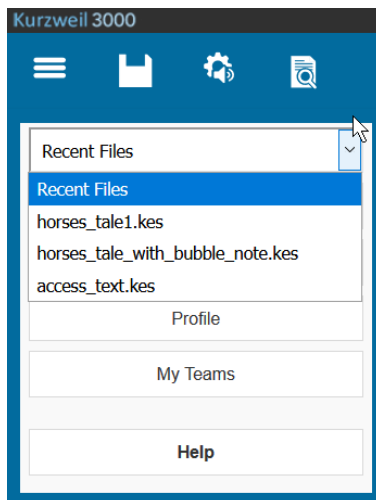
Just select the file and it will open without requiring that you return to the Universal Library.

Opening local files from your Google Drive

If you have files in your Google Drive that aren't in the Universal Library, you can open those files in the Reader.

1. Log in and click the **Google Drive** button. (Note that you can also log out of Google Drive by clicking the link beneath the Google Drive button.)
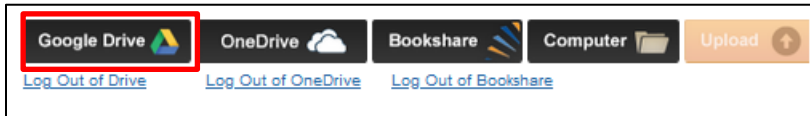
2. If you aren't already logged into your Google account, log in using the Google Login pop-up window that opens.

    Note: most web browsers include a feature to block pop-up windows. You may need to allow pop-ups in your browser to access Google Drive from Kurzweil 3000 in your Web Browser.

3. Your Google Drive opens a Select a file window. Files are organized in **Previously selected**, **PDFs**, **Documents**, **Google Drive**, **Shared drives**, and **Shared with me**. If you have organized your files in folders, you will see your folders. Open the folder that contains the file that you want to open.
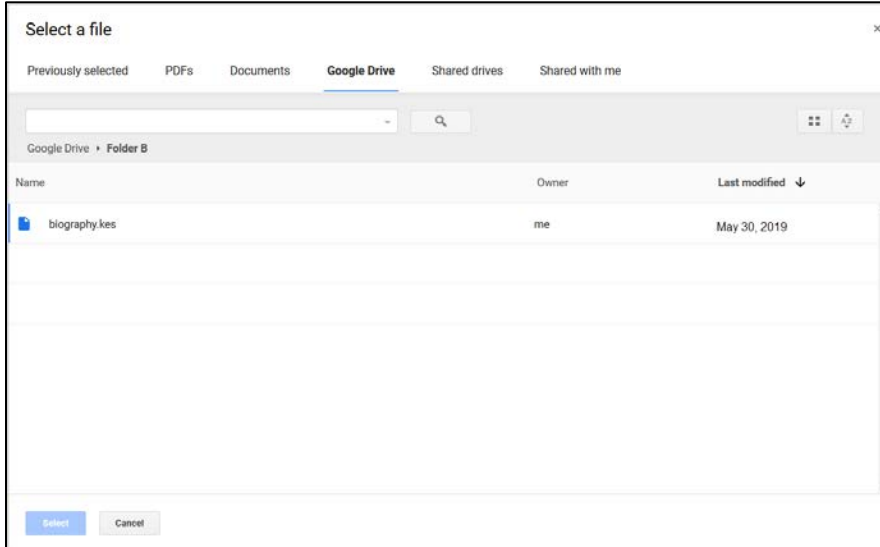
4. Select the file that you want to open and click the **Select** button. The file opens in the Editor.

5. If you close a file and want to reopen it, you will find it in the **recently_opened_local_files** folder.

Note: If you want to save changes to a file you have opened from Google Drive, you can save it to Google Drive or to the Universal Library.

Copy a file to Google Drive

You can copy files from your Library to your Google Drive.

1. Select the file or files in your Library that you want to copy by clicking the checkbox to the left of the file name.
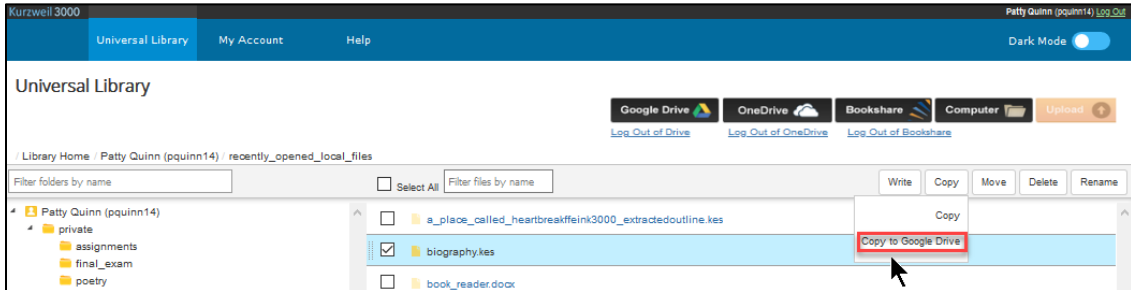
2. From the Copy drop-down menu, select **Copy to Google Drive**.
3. If you aren't already logged into your Google account, log in using the Google Login pop-up window that opens.

   Note: most web browsers include a feature to block pop-up windows. You may need to allow pop-ups in your browser to access Google Drive from Kurzweil 3000 in your Web Browser...

4. In the **Copy to Google Drive** window, click **Paste**. (**Note**: If you have folders, first navigate to the folder into which you want to copy the file.

Opening files from Microsoft OneDrive

This feature requires that you have a OneDrive account and pop-ups must be enabled in your web browser.

1. Click the OneDrive button. (Note that you can also log out of OneDrive by clicking the link beneath the OneDrive button.)
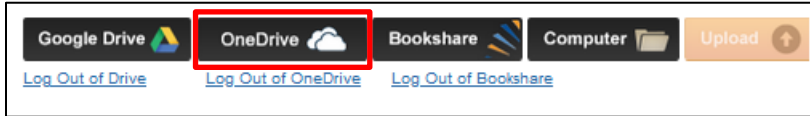
   (The first time you click the OneDrive button you will be asked to login to your Microsoft OneDrive account in the Sign In dialog, then give permission to Kurzweil3000.com to access your account in the Permissions requested dialog.)

2. The OneDrive window opens:
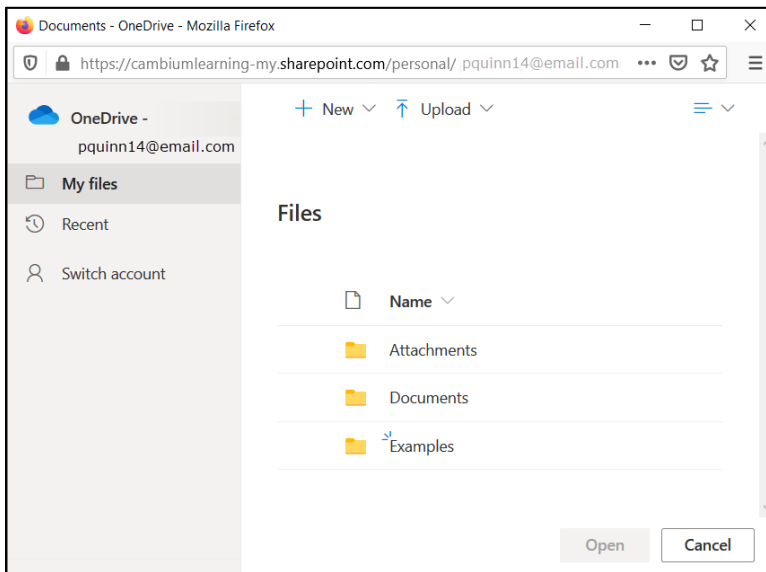
3. Choose My Files, or select Recent to just show your most recent files, or choose Switch Account to log into another account. You can also Add a new folder using the New button, or Upload a file or folder using the Upload button.

4. After you select a folder, only file types that can be opened in Kurzweil3000.com will be visible. Non-supported file types will not appear in the list.
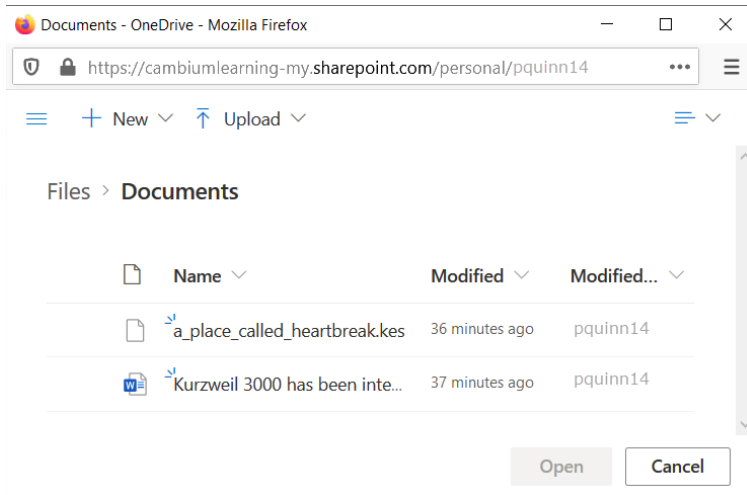
5. You can use the Headers to sort the list. This is useful if your file list is long:
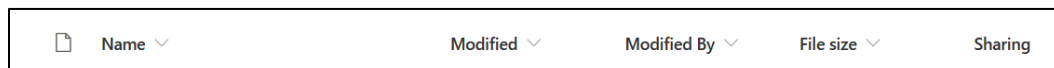
Just click the $\vee$ symbol next to the header title to see the Header's sorting drop-down list. For example, you can sort the Modified date from Older to newer, Newer to older, or Filter by, where you can specify a specific date in a dialog that pops up.
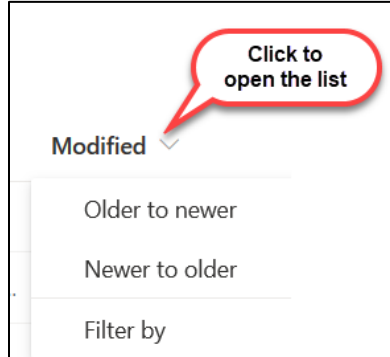
6. When you open a file from OneDrive, it will open in Kurzweil3000.com and you can use all the Kurzweil 3000 tools available.

Note: If you click away from the OneDrive window before you have finished, it may become hidden behind your browser window. Restore down your browser using the controls in the upper right, then click the OneDrive window to bring it forward.
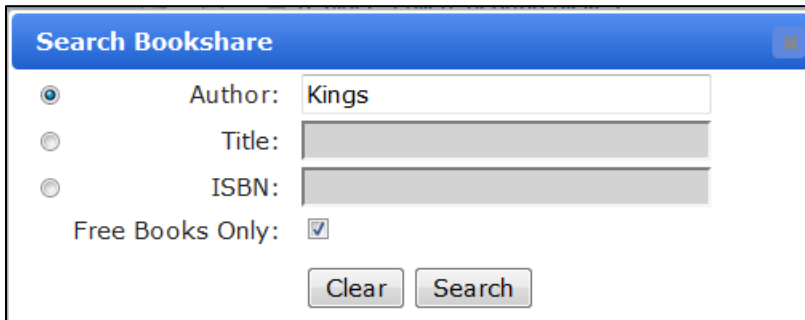
Opening books from Bookshare.

You can search for books to read from the Bookshare library. If the books include images, you can choose to load with or without the images.

1. Click the **Bookshare** button. (Note that you can also log out of Bookshare by clicking the link beneath the Bookshare button.)

2. A search dialog is displayed. You can search by **Author**, **Title** or **ISBN**. You can also specify to search for **Free Books Only.**

3. Enter an Author's last name or the Title of a book or the ISBN and click **Search**. (In this example, the search is by Author.)

The Search Results window is displayed. Books that have images and books that are free are noted by checkmarks in the columns on the right side of the Search Results window.
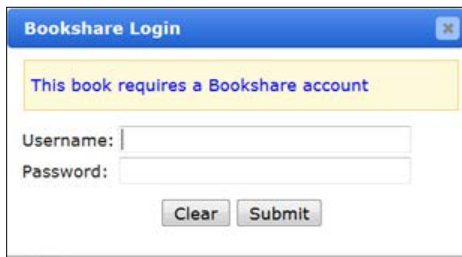
Author(s)	Title	Free	Images
Charles Kingsley	The Water-Babies	✓	
Charles Kingsley	Alexandria and her Schools	✓	
Charles Kingsley	Glaucus; or The Wonders of the Shore	✓	
Charles Kingsley	The Ancien Regime	✓	
Charles Kingsley	Historical Lecturers and Essays	✓	
Charles Kingsley	Madam How and Lady Why	✓	
Charles Kingsley	Sanitary and Social Lectures and Essays	✓	
Charles Kingsley	Roman and the Teuton	✓	
Nick Kingsbury	Image Coding	✓	✓
Charles Kingsley	Westward Ho!	✓	
Charles Kingsley	The Heroes	✓	
Kanakasubbaratnam Alias Bharathidasan	Literary Works of Bharathidaasan: Azhagin Cirippu	✓	
Alex Tribble & Connexions & Mark Husband	Principles of Object-Oriented Programming	✓	✓

4. Make a selection from the list. A dialog is displayed allowing you to choose whether to Load With Images or Load Without Images.

"Image Coding" Options

Load With Images
Load Without Images
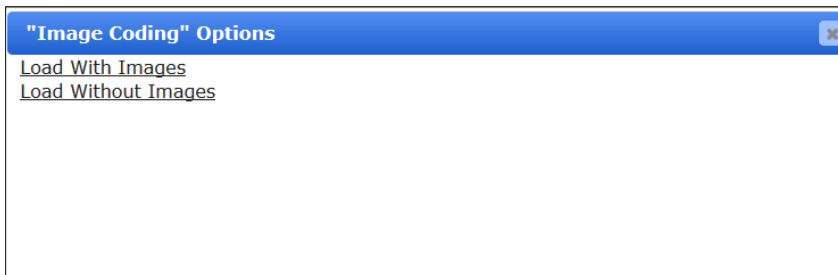
5. Click the Loading option that you want.

6. If it is a free book, and without images, you will get a message that the book is loading. If the book is long, it may take some time to open in the Reader.

7. If the book is not free, or is a book with images, you will be prompted for your Bookshare login credentials.

8. Enter your Username and Password. If the credentials are correct, the book will open in the Reader. If the book is long, it may take some time to open.

   Note: You will only have to enter your Bookshare credentials the first time you use this feature. Your Bookshare credentials will be saved in your Kurzweil 3000 Web Browser account.

9. If you close a book and want to reopen it later, you will find it in the **recently_opened_local_files** folder.

10. Use the link beneath the Bookshare button to log out of Bookshare.

   See https://www.bookshare.org/ for information about Bookshare.

Opening local files from your computer

You may have files on your computer that aren't in the Universal Library. You can open those files in the Reader. These file formats are supported: KES, K3C, TXT, DOC, DOCX, RTF, EPUB, BKS, PDF, JPG, JPEG, and PNG files. PDF files may have been created with embedded text for remediation. See **Setup for PDF files** for instructions on using this feature.

1. Log in and click the **Computer** button.
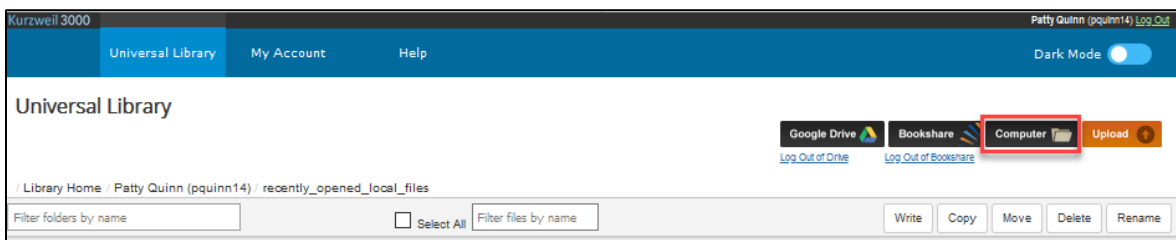
   The File Upload window opens.

2. Navigate to the file on your computer that you want to open and click **Open**. The file opens in the Reader.

3. If you close a file and want to reopen it, you will find it in the **recently_opened_local_files** folder.

Setup for PDF files

Some scanned PDF files may have had sections that were unreadable. Rather than large sections needing Edit Underlying Text, a Layer of embedded text may have been added to the PDF. To process this for reading the PDF correctly, **Kurzweil3000.com** provides a **PDF Scanning Settings** dialog.

1. If you have PDF files that had layers of embedded text for remediation purposes, before opening the PDF file, select **Settings** from the **My Account** menu.
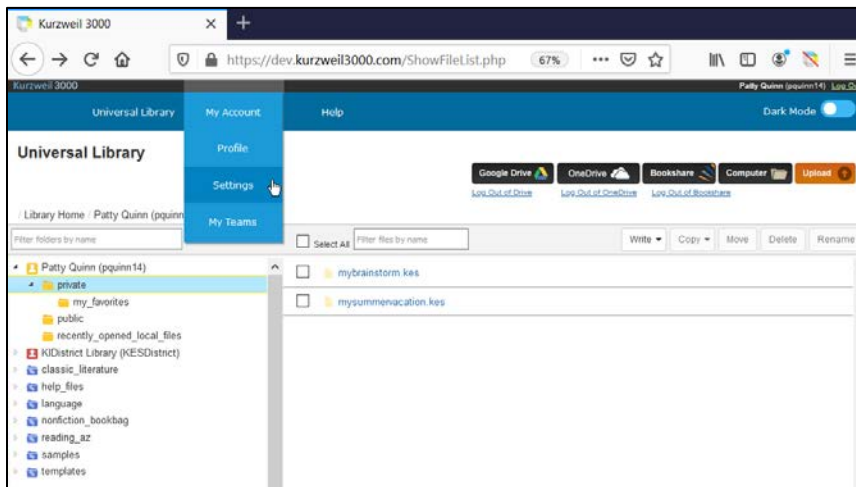
The **Remediated Processing** dialog pops up.
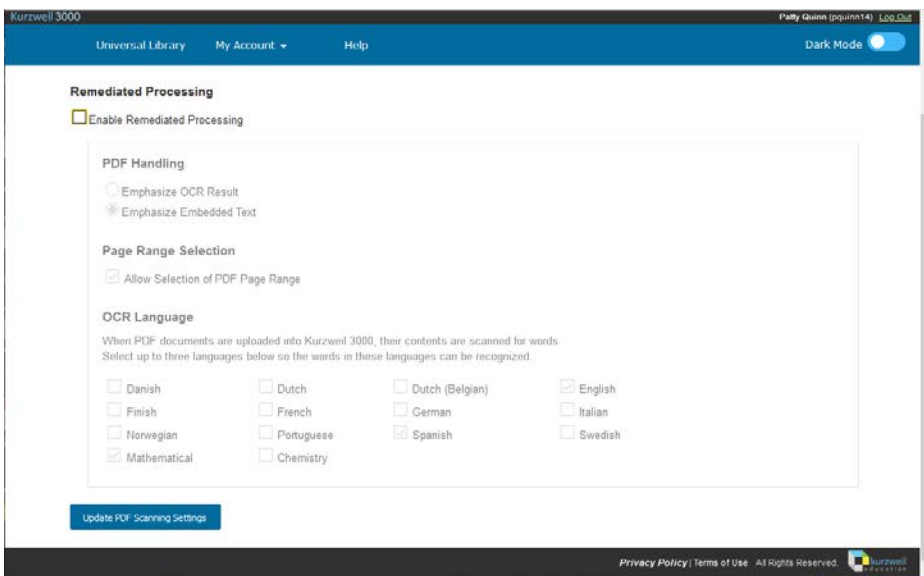
2. Select the **Enable Remediated Processing** checkbox to enable the choices.
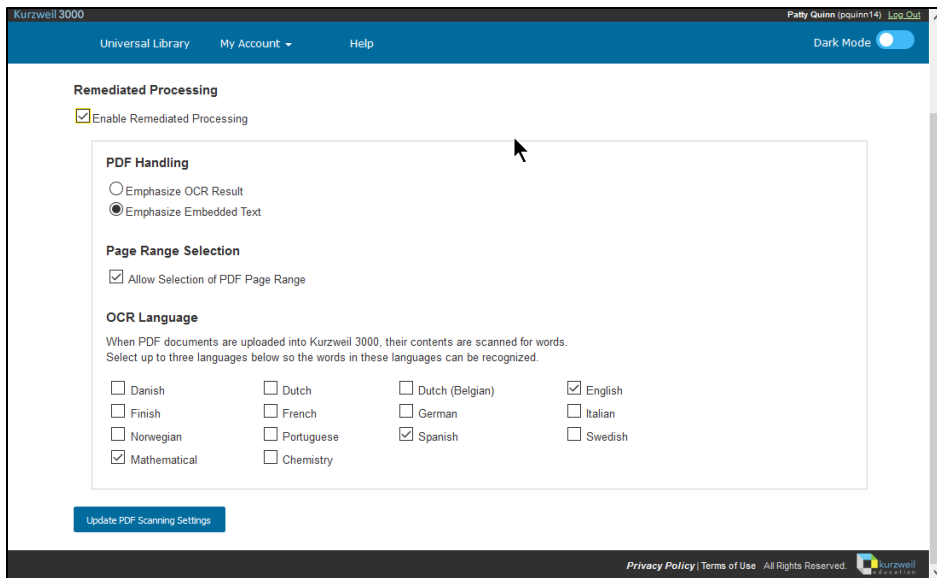
Under PDF Handling

- Select **Emphasize OCR Result** if the PDF file does not need remediation.
- Select **Emphasize Embedded Text** if the PDF files needs remediation.

Under Page Range Selection

- Select the **Allow Selection of PDF Page Range** checkbox. This allows you to select the page range in case, for example, you don't wish to load the entire file.
- Under OCR Language, select the appropriate languages that you want recognized.

3. When you have finished, select the **Update PDF Scanning Settings** button.
4. From the Universal Library, select the PDF file to open. If you chose to select the **PDF Page Range**, a dialog pops up with **From page** and **To page** text fields**.** When you have entered page numbers, select the **Submit** button.
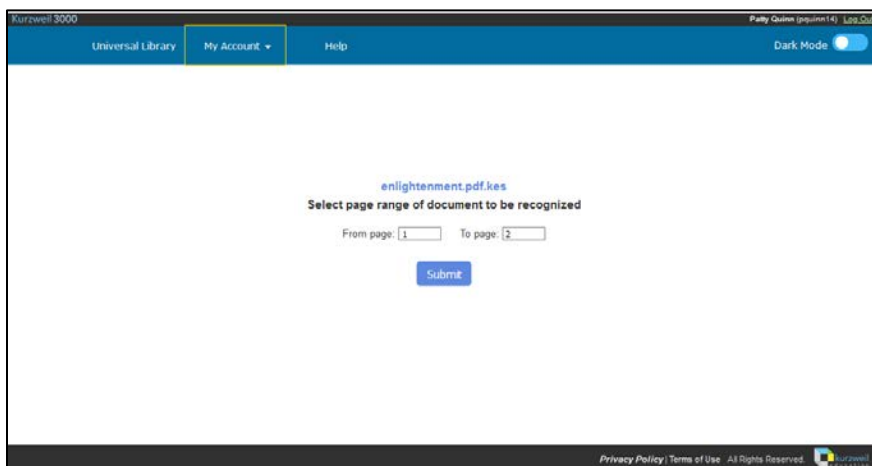
After a short time, the PDF document you selected in the Universal Library will display.

Uploading files to your Universal Library

You can upload KES, K3C, TXT, DOC, DOCX, RTF, EPUB, BKS, JPG, JPEG, PNG, and PDF files to any folder where you have Write Access.

1. Navigate to a folder where you have Write Access. The **Upload** button is enabled.
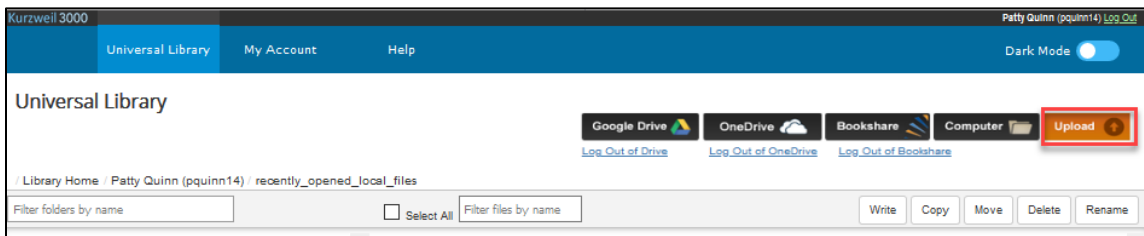
2. Click the button. A **Select file** window appears which lets you navigate to the folder containing your files.
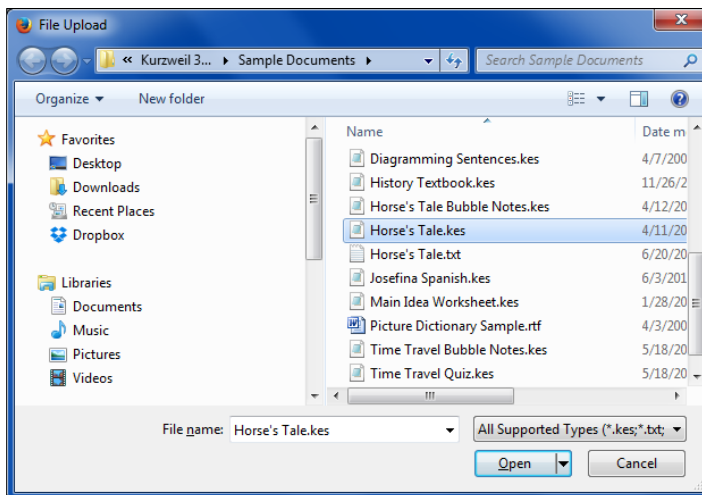
3. Highlight the file you want to upload, and click **Open.** The file is uploaded to your folder.

4. You can then open the file in the Reader.
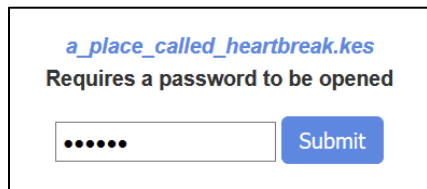
Using the Reader

Navigate to the folder that contains the document you want to open. Click the document name to open it. Note that the check box preceding the document name is used only to select it for copying, moving, deleting, or renaming.

If the document is password protected

If a password has been added to a file in Kurzweil 3000 for Windows, Kurzweil 3000 for Macintosh, or Kurzweil 3000 for Web Browsers, you will be prompted to enter the password before the document is opened.

After you enter the correct password, the document opens.

If the document has been Zone Edited in Kurzweil 3000

Secondary zones

Secondary zones created in Kurzweil 3000 Web License Edition for Windows and Macintosh are recognized in Kurzweil 3000 on your Browser. Secondary Zones are displayed but not read. This is useful for sidebars and other information that are secondary to the main text. The zone can be read aloud if the user clicks in the secondary zone area.

For information about setting Secondary mode in zone editing, refer to the Kurzweil 3000 online help topic: *Setting Zone Properties*.

Silent zones

Silent zones created in Kurzweil 3000 for Windows are recognized in Kurzweil 3000 on your Browser. You will see the reading highlights, but the voice is not heard.

This feature is useful in test taking. For information about setting Silent mode in zone editing, refer to the Kurzweil 3000 for Windows online help topic: "Setting Zone Properties."

The Reader User Interface

The features in the Reader User Interface are accessed with buttons along the left side, the header (top), along with navigation arrows on the left, right, and bottom. If you are new to Kurzweil 3000 for Web Browsers, take a few minutes to explore the features.
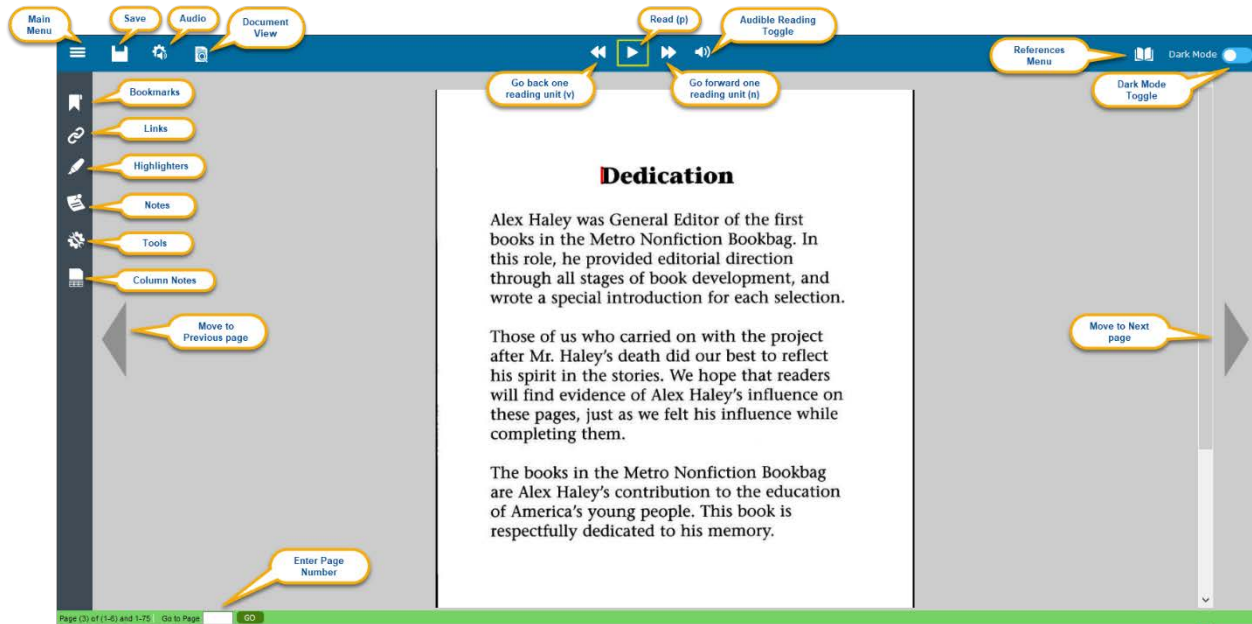
Exploring the Feature Buttons

- Hover your mouse over each button to show the title and the tool tip. For example:
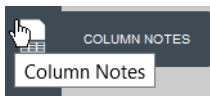
- Click to display a flyout menu of option buttons for that feature.
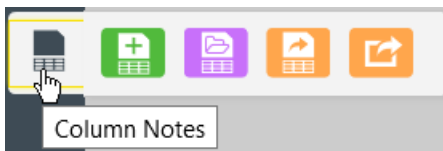
- Hover your mouse over each button to show the tooltip for the options.
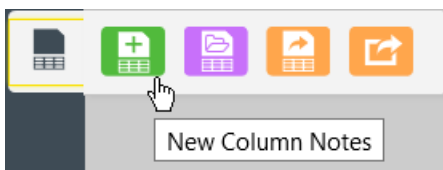
Some features show option buttons (like the New Column Notes feature shown in the example above). Clicking an option will bring up a dialog or begin an action. Some feature buttons will display a dialog with several options. For example, the Document Notes options dialog:
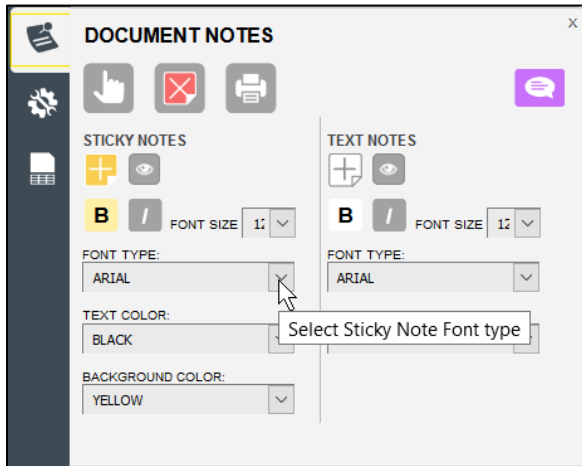
Like the option buttons in the flyout menus, hover your mouse over each option in the dialog for information about that option.

Note: Not all features or options will be available on all mobile devices.

Navigation

Use the big arrow on the right to move to the next page. An arrow appears on the left side of the page to move to a previous page (if the document has several pages and you are not on page 1). At the footer is a small text box for you to enter a page number. Click the **Go** button to jump to that page.

Navigation shortcut keys.

	Chrome	Edge	Firefox	Internet Explorer	Safari
Zoom In	+	+	CTRL +	+	+
Zoom Out	-	-	CTRL -	-	-
Play/Pause*	P	P	P	P	P
Go Back*	V	V	V	V	V
Go Forward*	N	N	N	N	N
*Reader only. Only the Zoom shortcuts work in both the Reader and Editor.					

Main drop-down menu.

The Main drop-down menu lets you move to your Universal Library, your Account destinations, and the Help topics. The items shown on the menu will depend on your user type: Top Level Coordinator (TLC), Teacher (SLC), or Student.

Top Level Coordinator (TLC)	Teacher (SLC)	Student
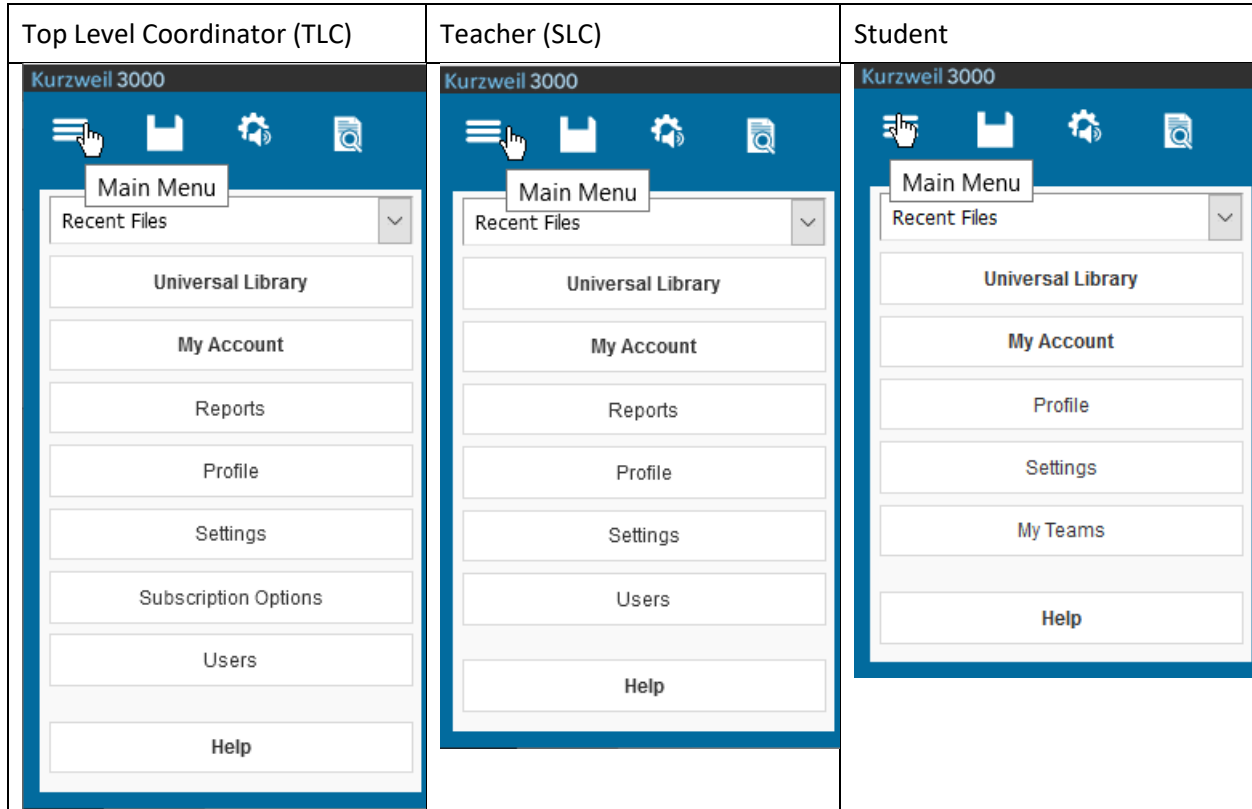
The **Recent Files** drop-down menu is a convenient way to open one of the previous three files you opened. You can select one of the files on the list rather than returning to the Universal Library to select the file.

Changing the reading settings

To change reading settings, click the **Audio Options** button. The settings you choose are saved as your preferences.
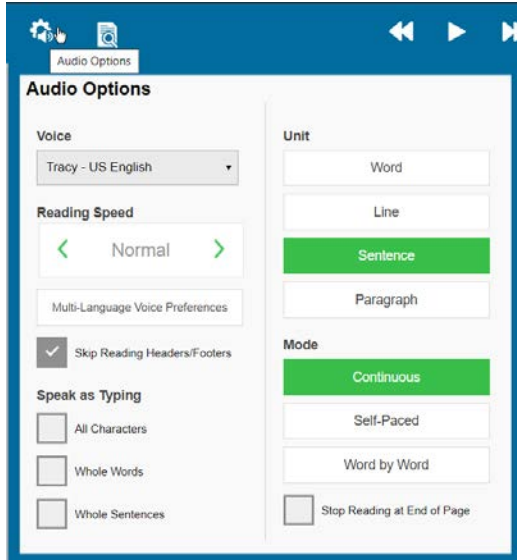
Set options for:

- **Voice**: Use the drop-down menu to select a voice.
- **Reading Speed**: Normal, Faster, Slower.
- **Multi-Language Voice Preferences**. Click to open a dialog of Voice Preferences. This voice preference option is available in the Reader for image-based .kes files.

  When text has been tagged with a language in a .kes image file, the text will be read out loud with the voice you select here.
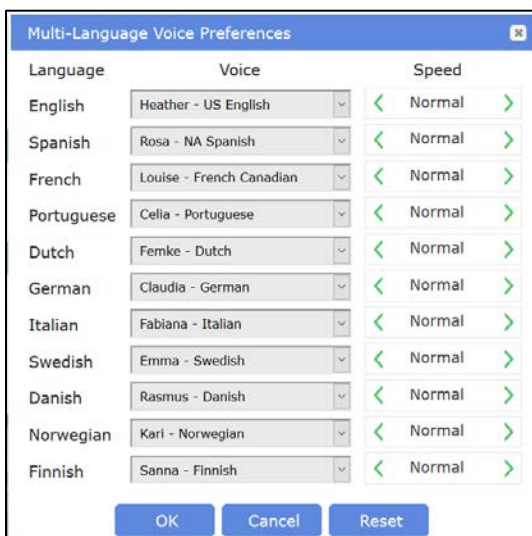
Use the **Voice** drop-down to select the voice for the languages of interest. Use the **Speed** arrows to select the speed. Use the left arrow **<** to slow down the speed; Use the right arrow **>** to speed it up. The default is **Normal**.

- Click the **Reset** button to set the voices and speeds back to default values. Click **OK** when you have finished.
- **Skip Reading Headers/Footers**: Toggle checkmark On/Off. In an image-based .kes file, if it is checked, text marked as a Header/Footer will not be read aloud. See Editing Header/Footers in an Image Document that you own.
- **Speak as Typing**: The Speak as Typing options let you hear characters, words, or sentences spoken aloud as you type in the Documents, Outlines, Brainstorm, and Column Notes in the **Editor** and Sticky Notes, Text Notes, or Column Notes in the **Reader**. Select **All Characters** to hear each character read out loud after being typed; select **Whole Words** to hear the whole word read out loud after the word is typed followed by the space bar or enter key; and select **Whole Sentences** to hear the sentence read out loud when the sentence is typed followed by a period, question mark, or exclamation point and then the space bar or enter key.
- **Unit**: Word, Line, Sentence, and Paragraph.
- **Mode**: Continuous, Self-Paced, and Word-by-Word.
- **Stop Reading at End of Page**: When selected, **Continuous** reading mode used with any **Unit** (Word, Line, Sentence, Paragraph), automatically stops reading at the end of the page.

Language Learning

The Kurzweil 3000 multi-language reading tools are powerful aids to language learning, both for students learning English as a Second Language (ESL) and students learning a European language.

Students studying languages can hear the document read aloud by speakers of that language. They have the advantage of seeing and hearing the language simultaneously, and the visual and auditory senses reinforce each other. And, of course, the translating text, note taking, highlighting, and extracting features in Kurzweil 3000 are particularly useful in language learning, which depends heavily on memory.

Reading language and voice

There are three ways that the language of the text in a document is recognized by Kurzweil3000.com for automatic reading by a voice for the language:

1. When image documents are opened in Kurzweil3000.com -- documents with a file extension of .kes (see note below), .pdf, .jpg/.jpeg,.png .epub, .bks -- Kurzweil 3000 will automatically review each paragraph in the document for the presence of words in three languages: English, French, or Spanish.

A voice for the language with the most words in a paragraph will then automatically be used for reading.

For example, if a paragraph contains 50 words in Spanish, and 10 words in English, the text will automatically be read aloud by a Spanish language voice.

2. Text in image based .kes documents that you own can be "[tagged](#)" as being for a specific language. Kurzweil 3000 then automatically reads the tagged text using a voice in the assigned reading language.

3. When an image document in Kurzweil 3000 for Windows has had text tagged as being for a particular language, and that document is opened in Kurzweil 3000 for Web Browsers, the tagged text will automatically be read by a speaker voice for any language supported by Kurzweil 3000 for web browsers. The speaker voice can be viewed or changed in the Audio Options "Multi-Language Voice Preferences" area.

Notes:

- Kes files created in Kurzweil 3000 for Web Browsers prior to May 2019 will not have French and Spanish language text automatically tagged for reading by those languages. Here are some options to update your document:
  - To re-recognized the entire document to tag French or Spanish text: Go to **Document View** and in **Download Format**, select PDF. Now reopen the resulting PDF in Kurzweil3000.com and the entire document will be re-recognized.
  - To re-recognize a specific page to tag for French or Spanish: Go to **Tools** and open **Zone Editor**. Select the **Re-Recognize** tab and the **Re-recognize Page** button.
  - To tag a specific page or a section of a page for French or Spanish (or other languages): Go to **Tools** and select **Tag Text With a Language**.
- When a document with a .bks or .epub file extension is automatically marked as having French or Spanish text in Kurzweil 3000 for web browsers, the text will not be read out loud in Spanish or French in Kurzweil 3000 for Windows.
- Language tags are not supported in Kurzweil 3000 for Macintosh or Kurzweil 3000 iPad app.

Viewing image documents.

Image Documents can be viewed as a series of thumbnails for easy selection of a page to open. You can also specify the Zoom level of a document, rotate pages within the document, Select a Background

Color, choose a Download Format, display Bookmarks and Bubble notes, Print a page, set a Document Password, and Lock Features.
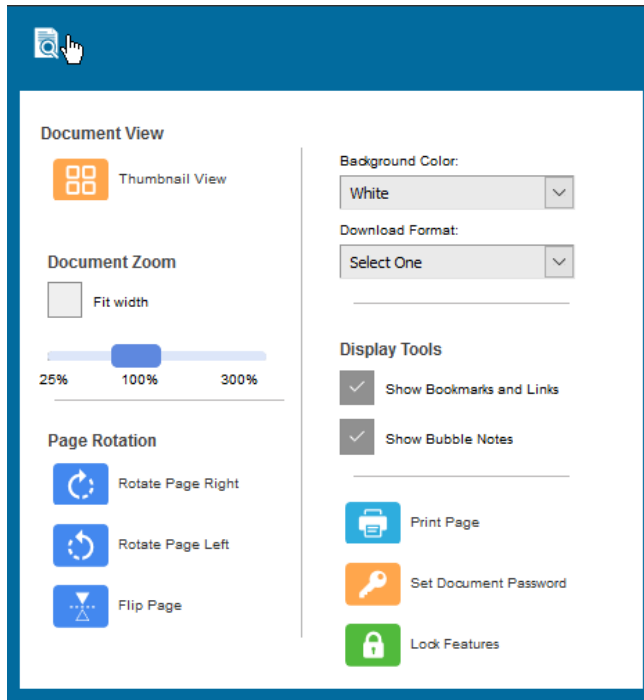
Thumbnail view.

The thumbnail view allows you to see a small image of each page. This makes it easy to quickly and visually identify pages that you want to open.

1. To view the thumbnails of an image document you have opened, just click **Thumbnail View** on the Document View drop-down menu.

   Note: If the document is long, or if this is the first time you have opened the document, some of the thumbnail images may display slowly. If there are thumbnail images that don't display, just click **Thumbnail View** again and those pages should display. You can also open the longer document in Kurzweil 3000 and break the document into smaller parts, perhaps by chapter, using the Save Page Range feature. Then re-save the smaller document(s) to the universal library.
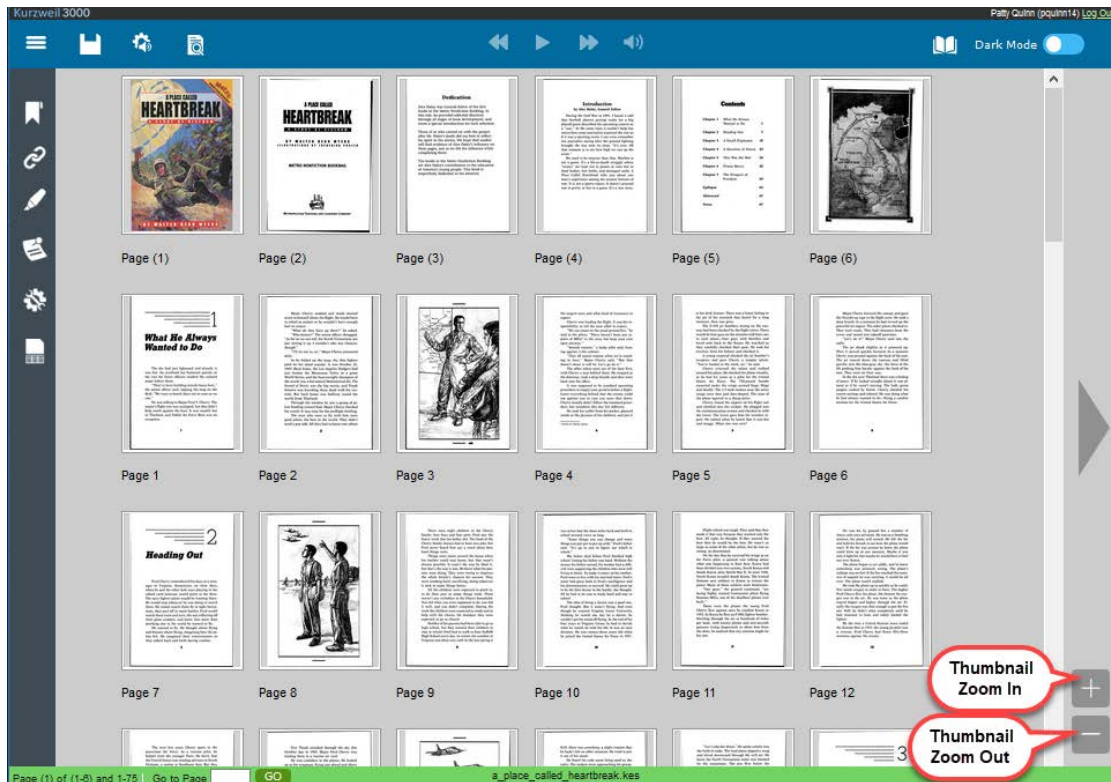
2. To open a page, just click the thumbnail of the page you want to open. For example, you may want to go directly to the first page of a particular chapter. The page opens and replaces the thumbnail view.
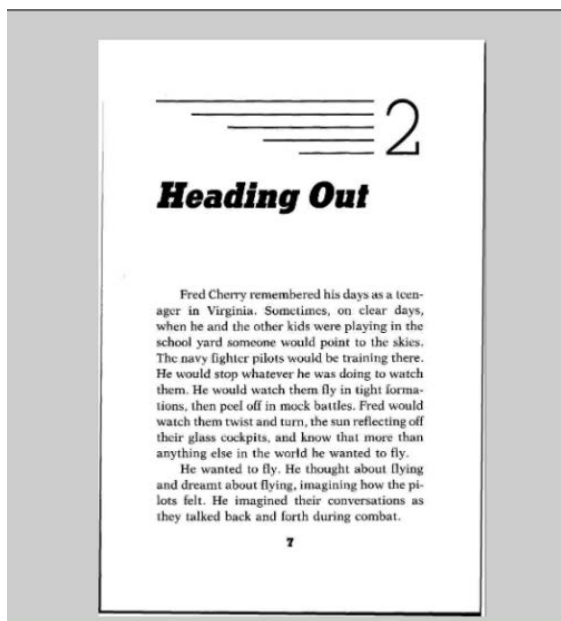
Document zoom.

1. To change the zoom setting of an open image document, click the **Zoom** button. (Note that Document Zoom is grayed out (not available) while the document is in thumbnail view, but is enabled after a page is opened and the thumbnail view closes.)
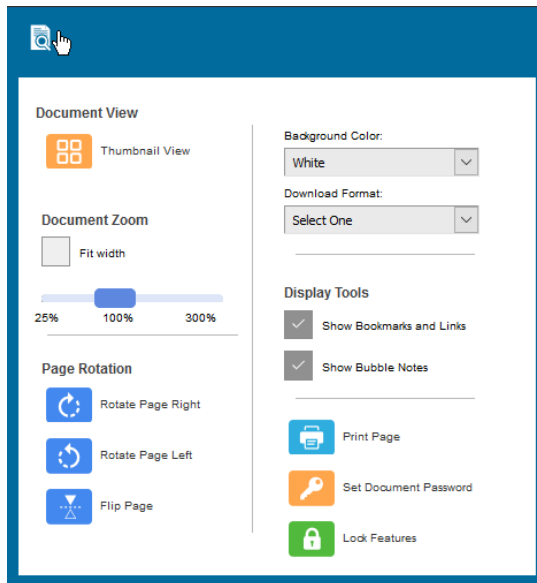
2. Choose a range from **25%** to **300%** or check the **Fit to Width** option to fit the document to the browser window width. Note that the Zoom menu is not available for documents that can be edited. Note that you can also use the zoom shortcut keys (see Navigation shortcut keys).

Rotating a page.

The orientation of an image document page opened in the Reader can be changed with the Rotate Page feature.

1. With the page open that needs rotating, open the **Document View** menu.

2. Click **Rotate Page Right**, **Rotate Page Left** or **Flip Page** depending on how you want to orient the page.

The page orientation will be automatically saved and is visible when the document is opened in Kurzweil 3000 on your Browser, Kurzweil 3000 Windows and Macintosh, and Kurzweil 3000 for the iPad.

Note: Processing page rotation by Kurzweil 3000 for web browsers may take some time on larger image files.

Changing the background color of a document.

When viewing documents in the Reader, you can select a background color from the **Document View** menu in which to view the document. The selected background color view is saved as a preference and seen wherever the user logs into Kurzweil 3000 from their Browser.
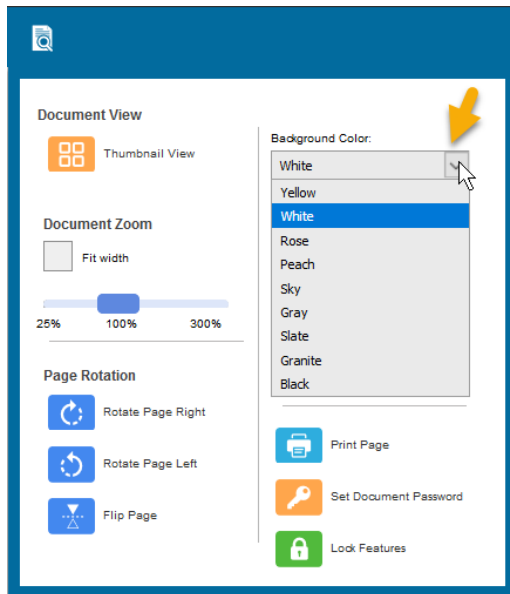
Notes:

- With some browsers if Windows high contrast display themes are being used, the background colors cannot be changed.
- This is a color used to 'view' a document. The actual color of the document is not changed; for example it will print with a white background.
- The background color for viewing documents in the Reader can differ from the color being used in the Editor.
- The black background color is for use only when writing documents using the Editor. However, if you select Black in the Reader and add Column notes or Vocabulary study guides they will display in black.
- If you select Gray, Slate, or Granite as a background color, it's best to choose a contrasting color if using highlighting. Otherwise it may appear that the highlighting is missing.

Using Dark Mode in the Reader

The Dark Mode is a background color used to _view_ Kurzweil3000.com. The Dark Mode toggle button is located in the top menu bar on all pages. You can turn on/turn off Dark Mode at any time, on any page.

When using Dark Mode to view an image file in the Reader, the background and menus will darken, but the actual image you are reading will not. In the example below, notice the image document is white with black text, and the background, menus, and icons are dark.
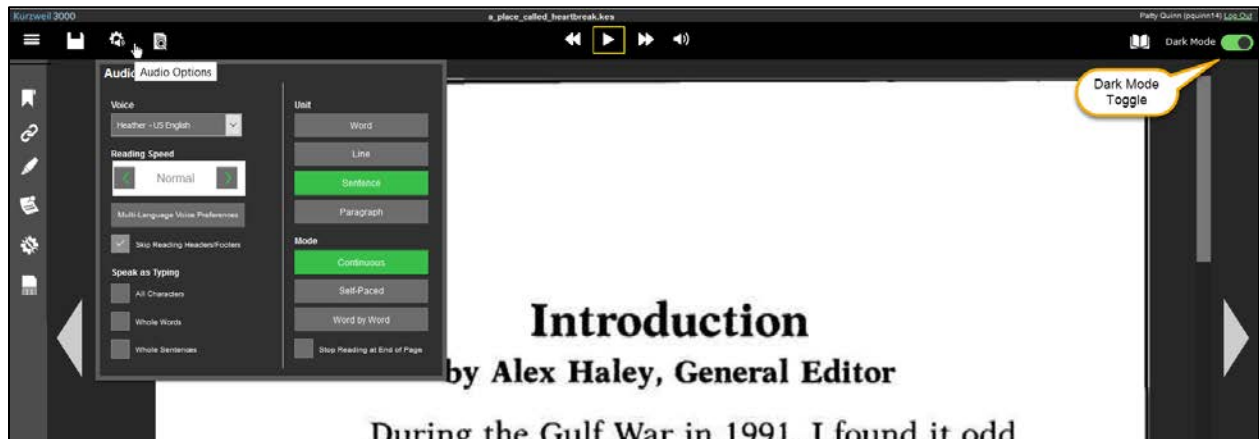
If you add column notes, for example, the column notes, text-based, will be presented with a black background and text you add will be white. If you print the image document it will also be white with black text. See also Using Dark Mode in the Editor.

Using Bookmarks in Image Documents.

The Bookmarks feature in image documents allows you to Add Bookmarks, View Bookmarks, Go to Bookmarked text, and Delete Bookmarks. You can also extract bookmarks along with notes and highlights.
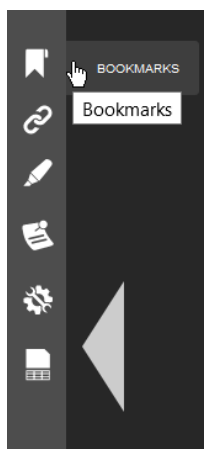
1. Click the **Bookmark** button. The Bookmarks window displays and existing bookmarks are displayed.

Bookmarks

	Page
...1909	3
...A FRAGMENT.	100
...A STORY FROM BOCCACCIO.	43
...ADVERTISEMENT.	19
...AND	17
...AT THE CLARENDON PRESS	3
...AUTHOR OF ENDYMION.	18

Description: | Add

List Bookmarks in
◉ Alphabetic Order ○ Reading Order

Go To   Delete   Ok
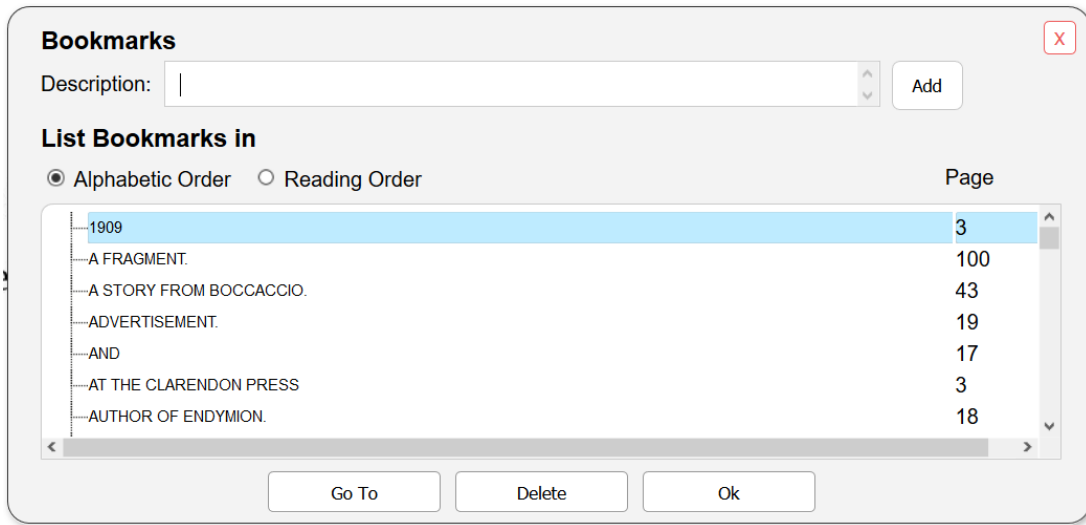
2. Under **List Bookmarks in**, select the order in which to sort the bookmarks:
   - **Alphabetical order.** Bookmarks are displayed in alphabetical order (default).
   - **Reading order.** Bookmarks are displayed in the order in which they appear in the document.
3. If you select **Reading order** the **Expand Bookmarks** checkbox is displayed.

Bookmarks

Description: the   Add

List Bookmarks in
○ Alphabetic Order   ◉ Reading Order   ☐ Expand Bookmarks

	Page
...KEATS	2
...POEMS PUBLISHED IN 1820	2
...THE EVE OF ST. AGNES,	17
...LAMIA,	17
...ISABELLA,	17

Go To   Delete   Ok
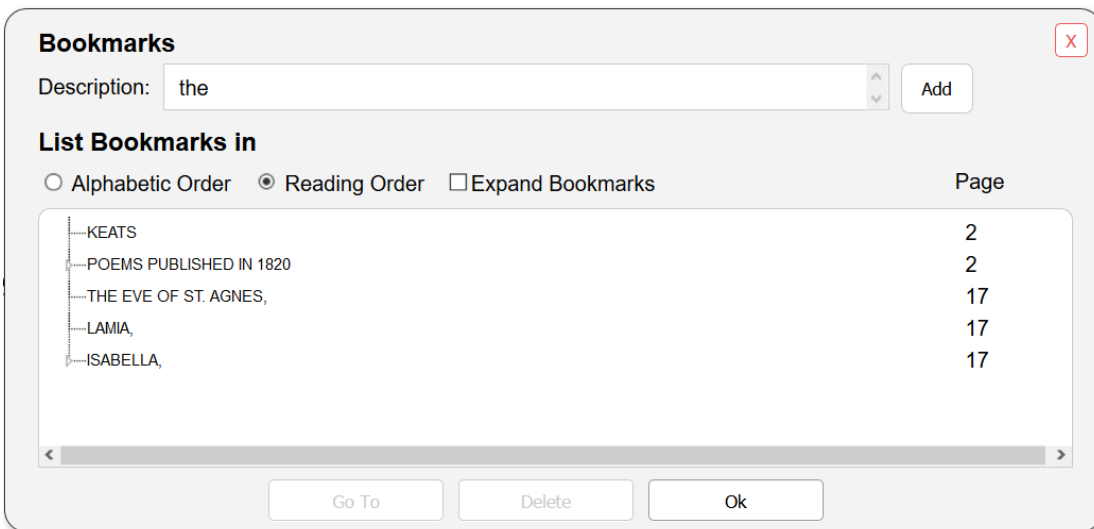
4. Click **Expand Bookmarks** to display subsections that are bookmarked.
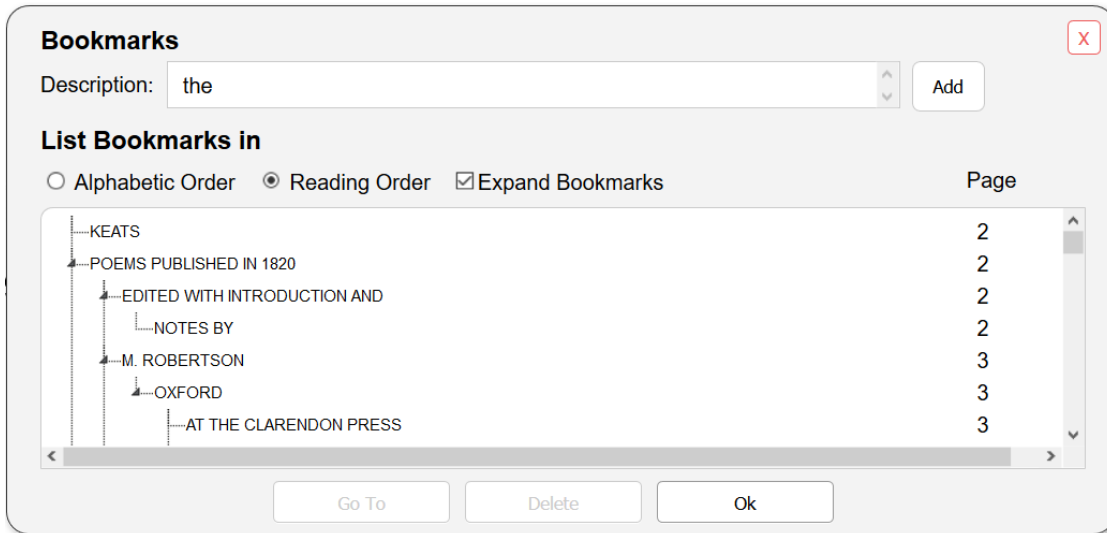
5. If there is more than a screenful of bookmarks, use the scrollbar to view more.
6. To add a Bookmark, select the text in the image file that you want bookmarked, click the Bookmark button. When the selection appears in the Description field, click the **Add** button.
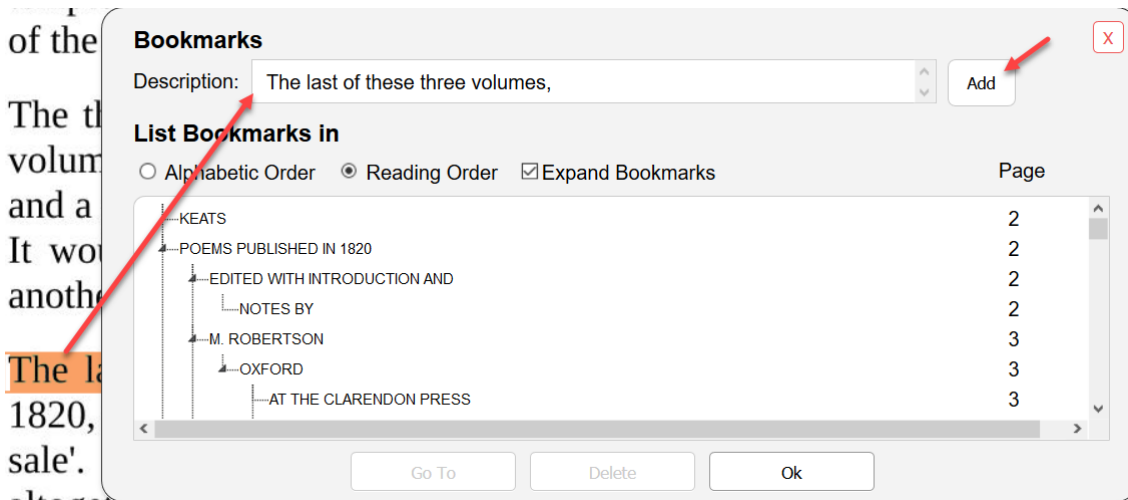
The Bookmark is added to the list and the Bookmark window is closed.

7. To hear a Bookmark read out loud, click the Bookmark Button, select a Bookmark in the list and it will be read out loud. Click **Ok** to close the Bookmark window.
8. To go to a Bookmark in your document, click the Bookmark Button, then select the bookmark in the list.

9. Click the **Go To** button at the bottom of the window.
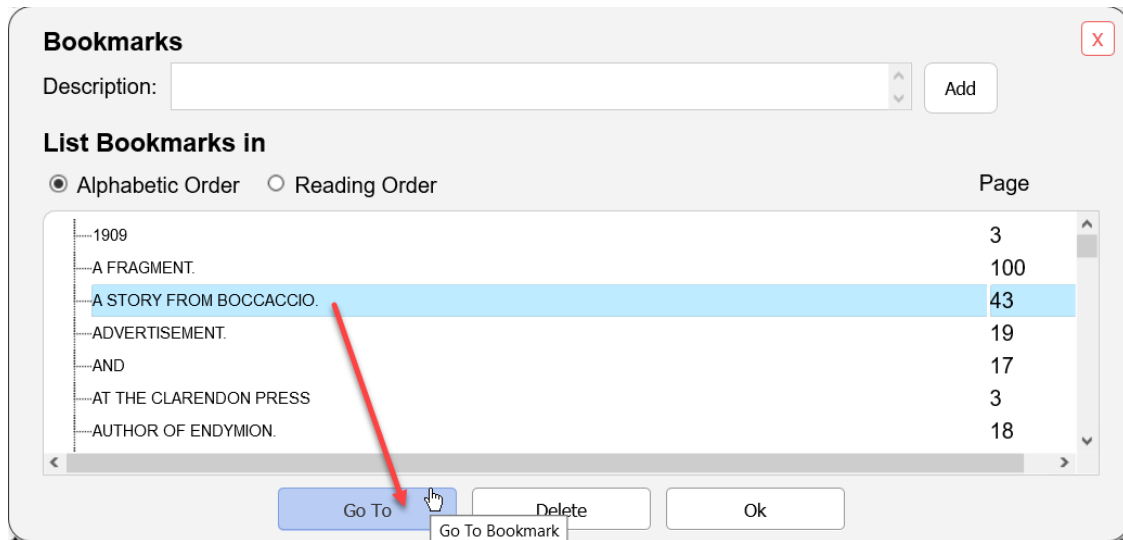
The Bookmark window closes and the cursor jumps to the location of the bookmark.

10. To delete a Bookmark, click the Bookmark Button, select the bookmark in the list, then click the **Delete** button. The Bookmark is deleted and the Bookmark window closes.

Notes:

- It is possible for the Bookmarks window to show no bookmarks while a document is still loading.
- If the document is long and has many bookmarks, the bookmarks may display slowly. Consider opening the document in Kurzweil 3000 for Windows and breaking the document into smaller parts, perhaps by chapter, using the Save Page Range feature. Then re-save the smaller documents to the Universal Library.
- Some .kes files will not display bookmarks. Documents of the .opf, .bks, or .epub file types that were saved as .kes files will not display bookmarks. For example, if "Book about cats.bks" becomes "Book about cats.kes" in Kurzweil 3000 for Windows the bookmarks will not be seen in Kurzweil 3000 for the Browser.
- Bookmark changes (added or deleted) for files with a file extension of .epub and .bks, will not be seen when the .bks and .epub files are opened in Kurzweil 3000 Windows or Macintosh.

Hiding Bookmarks.

To hide Bookmark icons, deselect **Show Bookmarks and Links** in the Document View menu's Display Tools section.

This setting will be in effect while the document is open. The icons will automatically display again when the Bookmarks button is selected in the next document with bookmarks that you open.
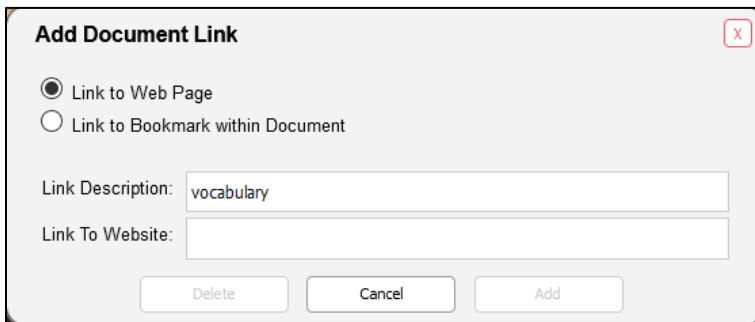
Adding a Link

You can add Hyperlinks to external web sites or to bookmarks within a document in the Reader. These links can be viewed, edited, or deleted. See Opening and Viewing Links. Be sure that Bookmarks and Links are visible in the **Display Tools** section of the **Document View** dialog.
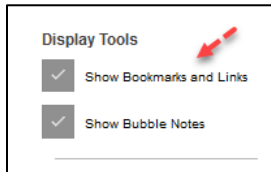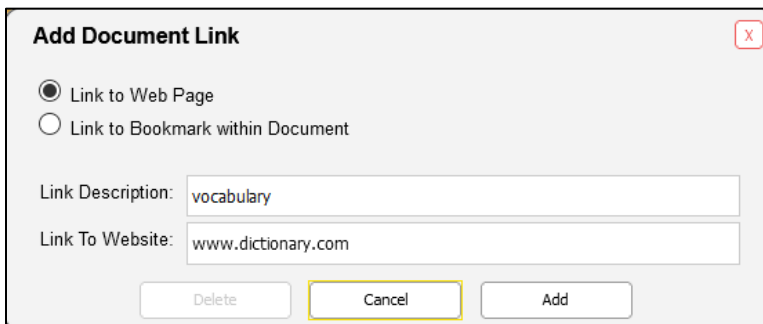
To add a link to an external web site or to a bookmark within your document, position the cursor or select text in the image file at the location where you would like to create a link.

1. Select the **Link** button from the Tools menu and the **Add Document Link** dialog will display.

2. For an External Web Link: Type or paste the web address in the **Link to Web Page** field, and select the **Add** button.

3. To link to a Bookmark within the document: Select **Link to Bookmark within Document** and use the **Link to Bookmark** dropdown arrow to open a list of bookmarks and click on the desired bookmark to select.
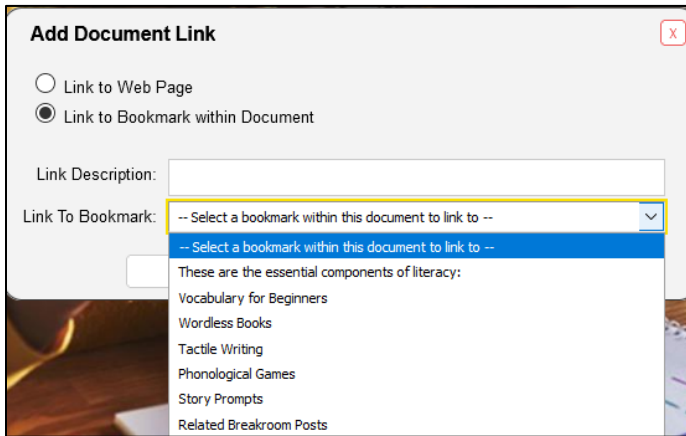
Note: If there are no bookmarks in the document, the bookmarks option will not be available.

4. Select **Add** and the link icon will display in the document.

Opening, Viewing, and Editing Links

When links have been added to a KES image file in Kurzweil 3000 for Windows, the links can be opened and viewed in the Reader in K3000 for web browsers. The links can also be edited and deleted.

Two types of hyperlinks are supported:

- Links to a web page.
- Links to a bookmark within the same document.

1. Hover over the link icon to view the tooltip showing the destination.

2. Click on the link icon to open or be brought to the location specified in the link.

3. To Edit a Link, hover over the Link icon to activate the Edit tab.
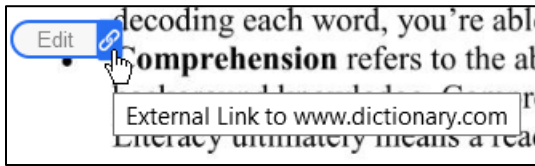
4. Click Edit to display the Edit Document Link dialog.
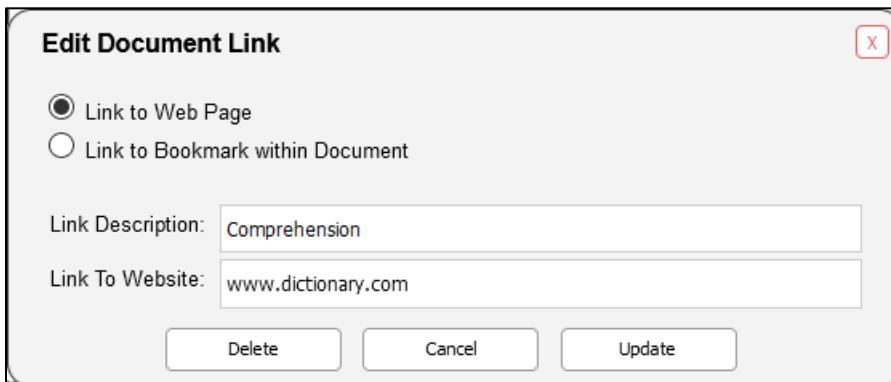
5. Change the information as needed and click **Update**. Or, you can click **Delete** to delete the link.

Notes:

- To hide the link icons, go to the Document View menu and deselect **Show Bookmarks and Links**.
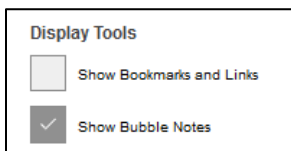
- **Links** are not available or visible in Kurzweil 3000 for Macintosh or the Kurzweil 3000 iPad app.

Reading a document.

- Click the **Play/Pause** toggle to read using dual highlighting. Each word and Reading unit are highlighted in two different colors. The cursor is moved forward by the Reading Unit option selected. By default, the Reading unit is set to sentence.

  Note: If a reading zone has been overridden in a file edited in Kurzweil 3000 for Windows or Mac and saved to the Universal Library, Kurzweil 3000 for Web Browsers is able to read the overridden text in the zone.

- Click the double arrows on the left of the **Play/ Pause** button to go back to Previous Reading Unit; click the double arrows to the right of the **Play/Pause** button to advance to the Next Reading Unit.

Audible Reading

- Click the **Audible Reading** toggle button to turn the sound on or off. (**Note**: If you are using a Mac, see [Reading Audio on Safari](.).)

- Open the **Audio Options** drop-down dialog and check or uncheck **Skip Reading Headers/Footers.** The default is checked (to skip). (Refer to the *Documentation Preparation* section of the Kurzweil 3000 online help and choose *The Header/Footer Editor* for topics on marking text as Header/Footer).

Reading Audio on Safari

When using Safari, if reading audio is not heard after turning your volume up, check your Safari settings for kurzeil3000.com. In Safari, go to the Kurzeil3000 login page, and right click in address bar.
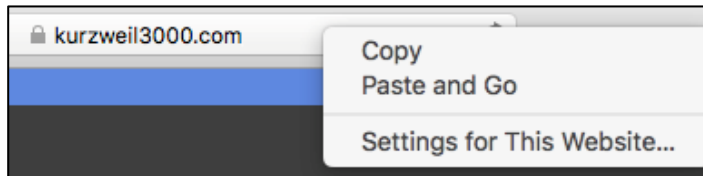
Select "Settings for This Website" and make sure that the Auto-Play setting is "Allow All Auto-Play."
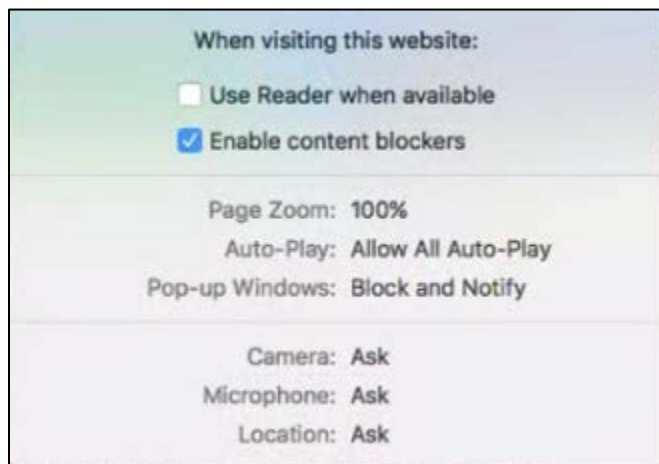
Navigating pages.

- To navigate to the previous page or Next page, click the large **Left Arrow** or **Right Arrow** button on either side of the page display.

- To go to a specific page, enter the page number in the **Go to page** box at the bottom left of the window, and then click the **Go** button or press **Enter**. Some documents have preliminary pages.

If there are preliminary pages, for example, numbered (1-6), and the main document numbered 1-75. To go to page 3 of the preliminary pages, enter (3) in the Go to Page box.

Page (3) of (1-6) and 1-75 | Go to Page | (3) | GO

To go to page 3 of the main document, enter 3 in the Go to Page box.

Page (3) of (1-6) and 1-75 | Go to Page | 3 | GO

Save your document

You can save documents opened in the Reader. Just click the **Save** button on the toolbar to display the drop-down menu.
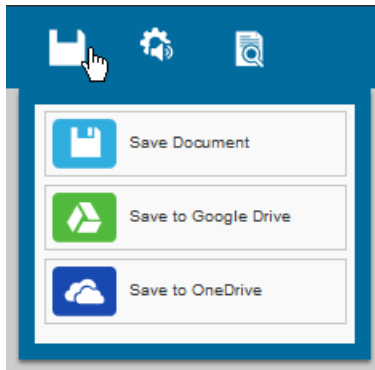
Save Document

Save to Google Drive

Save to OneDrive

- Choose **Save Document** to save the document in the folder from which you opened it.
- Choose **Save to Google Drive** to save the document in your Google Drive.
- Choose **Save to OneDrive** to save the document in OneDrive.

Save your document in Google Drive

You can save your document to Google Drive in varying formats.

1. Click the **Save** button and choose **Save to Google Drive**. The Save As window pops up. (Note: If you aren't already logged into your Google account, log in using the Google Login pop-up window that opens.)
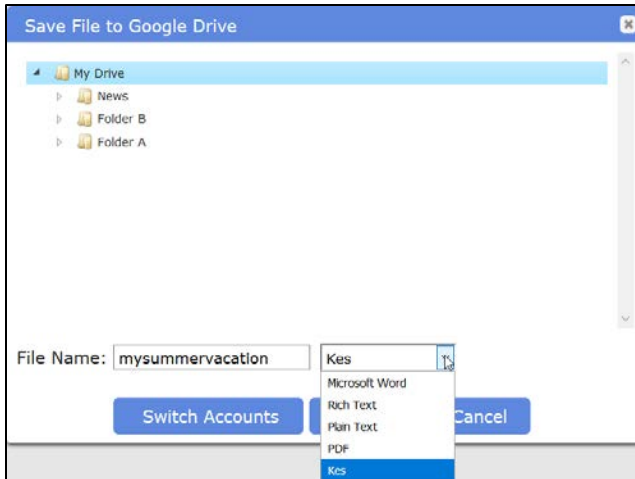
The file type will automatically default to KES. However, if the file has BKS or EPUB extension, the file type will instead default to BKS or EPUB and KES will not be offered as a file type.

2. Click the Arrow to display the file type choices.
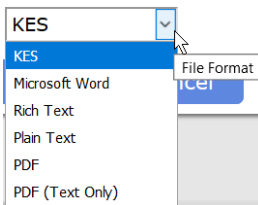
Notes about Highlights and Annotations when saving to Google Drive:

- To include all of your annotations: Use the KES file type.
- To include a subset of your annotations (highlights, sticky notes and text notes): Save as KES or PDF.
- To include text only: Use Microsoft Word, Rich Text, Plain Text, or PDF (Text Only).
- Highlights will not be saved in BKS/EPUB file types saved to Google Drive.

Notes about Long Documents when saving to Google Drive:

- To include more than 50 pages at a time: Use the .Kes file type.
- For non-kes formats (except for BKS/EPUB*), the Save to Google Drive will save up to 50 pages beginning on the page you have displayed . To save more than 50 pages, after you have saved the first 50 pages, display the page following the last page in the file you are saving to Google Drive (page 51, for example), and choose Save to Google Drive again from the menu. Repeat as needed.

You can save more than 50 pages at a time to Google Drive if the format is BKS/EPUB.

Using References – Dictionaries, Synonyms, and Translation.

The References drop-down menu allows you to look up a selected word (**Dictionary**), find **Synonyms**, and translate selected text (**Translation**).
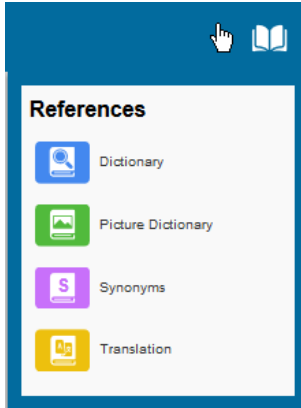
> **Note**: You can also choose **Picture Dictionary**.

Looking up words

1. To look up a word, select a word, then click the **References** button then select **Dictionary**.
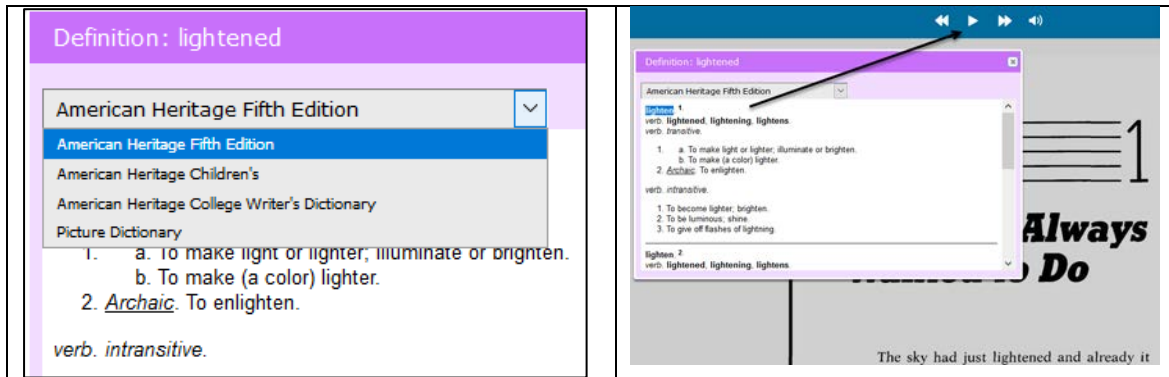
2. In the Definition Window that opens, select a dictionary (American Heritage Fifth Edition, American Heritage Children's, American Heritage College Writer's Dictionary, and Picture Dictionary).

3. To hear the definition read aloud, Select the word in the Dictionary and use the **Play / Pause** button on the toolbar.

Finding Synonyms

1. To look for a synonym, select a word, then click the **References** button and select **Synonyms**.
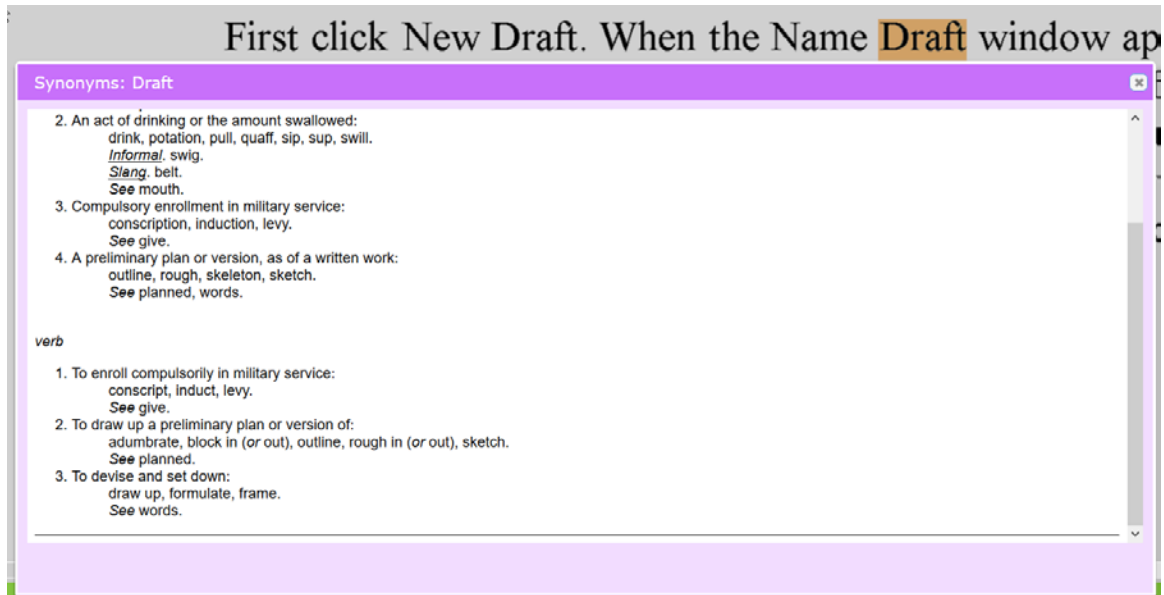
2. To hear the synonyms read aloud, use the Play / Pause button on the toolbar.

Notes:

1. For situations such as test taking, the TLC or teacher may have locked features. They can include **Read**, **Dictionary, Synonyms, Translation, Spell Check, Word Predict, Brainstorm, Outline, Google Drive, Local Drive, Bubble Note Edit** and **Bubble Note Audible Reading, Speech to Text, Zone Editor, and Edit Underlying Text**. In those cases, those buttons are locked for that user wherever Kurzweil 3000 is used.
2. When **Dictionary** or **Translate** is selected on the Feature Lock tab, the buttons will also not display on the Kurzweil 3000 Read the Web toolbar. (See Read the Web on Chrome and Firefox below, and the Kurzweil 3000 online help topic "Using Kurzweil 3000 Read the Web as an Extension on Chrome or Firefox" for more information about Read the Web.)

Translating Text

To find a translation, select a word or text, then click the **References** button and select **Translation**. Choose a language from the drop-down menu. Languages listed in bold have an associated voice.
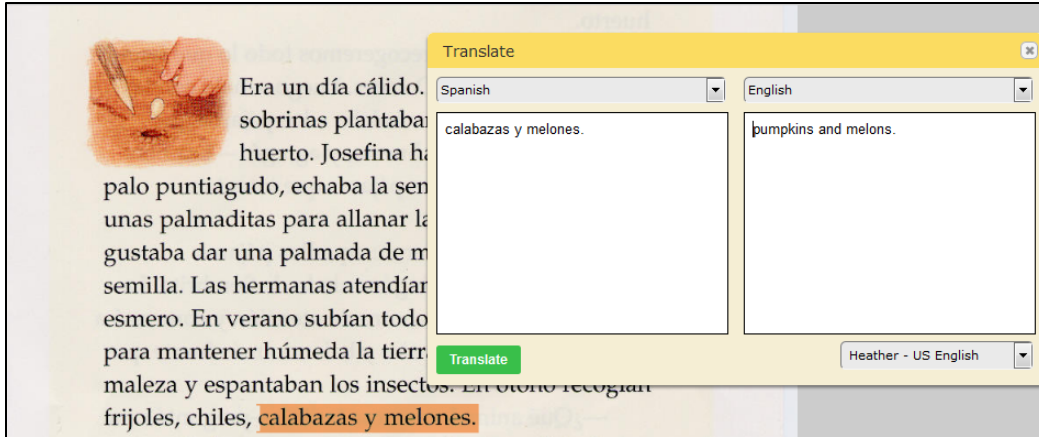
1. Click **Translate**.

2. If the translation is in a language with a voice (shown in bold), click the **Play / Pause** button on the Toolbar to hear the translation.

Notes:

- Kurzweil 3000 for Web Browsers remembers the last language used in Translation during the same session.
- Myanmar (Burmese) translation requires that the fonts, **mmrtext.ttf** and **mmrtextb.ttf** be available on your computer. These fonts are included in Windows 10, but may not be installed on earlier versions of Windows.

Highlighting text in a document

Use the highlighters to highlight selected text. In addition to the colors, you can also circle and cross out text. Use the eraser to erase the highlights, circles, and cross-out marks.

Notes:

- You cannot highlight text in .txt files (text files).
- If you are using the Universal Library interface on mobile devices, Highlighters are not available in the Reader or the Editor.

To highlight text.

1. Open the **Highlighters** dialog and select a color pen, a circle tool, or the cross-out tool from the list.
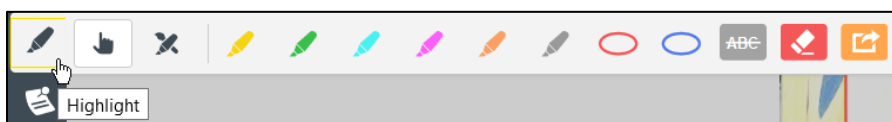
2. In the document, drag-select the text you want to highlight, circle, or cross out.

3. To highlight in a different color, click the **Select** button or press **ESC** to end highlighting in the first color, and then repeat step 1.

4. When you are done, click the **Select** button or press **ESC** to end highlighting.

To erase highlighting.

1. Open the **Highlighter** dialog and click the **Erase** button.

2. In the document, drag-select the highlighted (or crossed out) text you want to erase.

3. When you are done, click the **Select** button or press **ESC** to end the erase function.

To save highlights.

After highlighting, navigate to another page, reopen one of your recent files, or click **Universal Library** in the Main Menu. If you close the browser or leave the website, you may lose the highlights for the session.

Note: If you highlight BKS or EPUB documents in the Reader, the highlights you added are not seen if you open those documents in Kurzweil 3000.

To Customize Highlighter/Extract Options

You can add your own descriptions to the Color Highlighters and Circle tools. This can be useful when, for example, you want to diagram sentences. You can rename the Highlighters and Circle tools to match parts of speech: Noun, Verb, Predicate Adjective, Adverbial Phrase etc. You can also use this dialog to specify Indents (in inches), Prefixes by color, and Column number for Extraction.

(For more information about Extraction, see Extracting Notes, Bookmarks, and Highlights.)

1. To open the Customize Highlighters/Extract Options dialog select the **Customize Highlighters** button.

The dialog opens.

When you specify a description, the caption shows up in three places:

- In the Extract Notes and Highlights dialog.

- As the description for that Highlighter or Circle tool on the Highlighters menu.

- As the Tool Tip for that Highlighter or Circle Tool. The Tool Tip displays when you move the cursor over the Highlighter or Circle tool button and pause for a moment.

To add your own descriptions to each Color Highlighter and Circle tool:

1. Open the Highlighters menu, and click the **Customize Highlighters** button.

2. In the Customize Highlighter/Extract Options dialog Type a new description for one or more of the Highlighters or Circle tools in the associated Caption box.

3. Click **Save** to close the dialog box.

Note:
Each description can be no more than 20 characters.

All about Sticky Notes and Text Notes

The **Document Notes** drop-down menu on the toolbar displays the **Sticky Notes** and **Text Notes** options. Footnotes and Voice Notes added in Kurzweil 3000 Windows or Macintosh editions currently cannot be opened or edited in Kurzweil 3000 for the Browser**.**

You can add, edit, format, use word prediction, spell check, translate, view, print, delete, and read notes using Kurzweil 3000 for the Browser.

Notes:

- The **Document Notes** features do not apply to KES files saved to your Universal Library in versions prior to the May 2015 version.

- You can edit Sticky Notes and Text Notes that you add or edit in Kurzweil 3000 for the Browser*. They will also be displayed in Kurzweil 3000 and Kurzweil 3000 for the iPad. However, if you add notes to BKS or EPUB documents in the Kurzweil 3000 Browser's Reader, the notes you added are not seen if you open those documents in Kurzweil 3000.

- The **Document Notes** menu and the **Zoom** menu are not available for documents that can be edited.

- If you are using a Chrome Browser, the Speech to Text feature is available. See Using Speech to Text in the Chrome Browser for information about using this feature.

Adding a note.

1. Click the **Document Notes** button to display the menu of options.
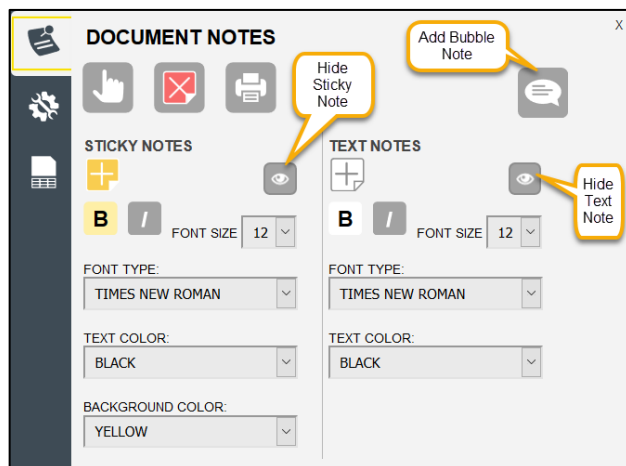
2. Click the **Add Bubble Note** (on the far right of the dialog), **Add Sticky Note** or **Add Text Note** option, and then click on the document where you want the note placed. Click in another spot to add another note. Click the **Select** button or press **ESC** to end the **Add Bubble Note**, **Add Sticky Note** or **Text Note** action.

3. Notice the **Show** button (default) next to the **Add Sticky Note** and **Add Text Note** options.

- The **Show** button indicates that **Sticky Notes** and/or **Text Notes** are visible. Click to display the Hide button .

- The **Hide** button indicates that **Sticky Notes** and/or **Text Notes** are hidden (not visible). Click to display the **Show** button .

Note: If you upload a KES document that contains either type of notes, and you select the **Show** button for both of the **Notes Display** options, they will be visible in Kurzweil 3000 on your Browser.

Using Word Prediction when writing Sticky and Text notes.

Word Prediction can be helpful when you are writing notes. It is especially useful if the word you want to type is long and you are unsure of the spelling. As you type the first few letters, you will see choices and one of the words is likely to be the word you want.

1. Open the **Document Notes** drop-down menu.
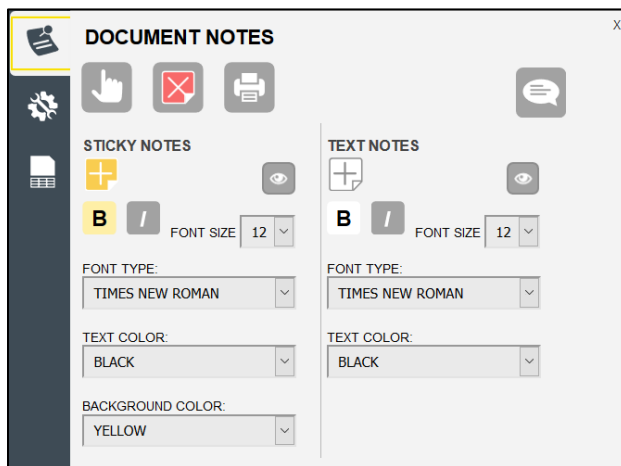
2. Click the **Add Bubble Note**, **Add Sticky Note** or **Add Text Note** to create a new Note.

3. Click the **Select** button to end the **Add Note** option.

4. Open the **Tools** menu.
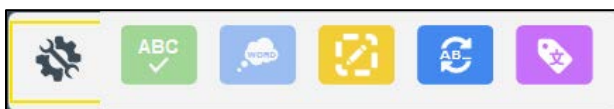
5. Select **Word Prediction**. The Word Prediction dialog opens to the right of the document.

6. Begin typing a word in your note (the letters will also appear in the field at the top of the Word Prediction dialog). Watch the list of choices appear as you type. If there are many, use the scrollbar to scroll the list.
7. Click the word that you want to use. It will complete the word that you started typing in your note.
8. Close the Word Prediction dialog when you have finished.

Spell checking Sticky and Text notes.

You can spell check your Notes.

1. With your Sticky Note or Text Note open, select **Spell Check Sticky and Text Notes** from the Tools menu. The Spell check dialog pops up to the right of the document.
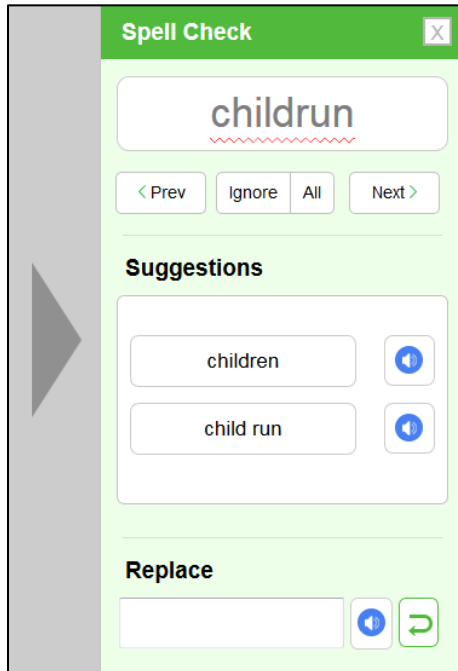
2. If it finds a questionable spelling, the word is displayed at the top (in this example, "childrun"). In the **Suggestions** section, you may see several choices.

3. Select the word that you want as a replacement of the misspelled word, it immediately replaces the word.

4. If you don't see the correct word, type a word in the Replace field at the bottom of the dialog, then click the

The word you select in the **Suggestion** list or enter in the **Replace** field replaces the misspelled word in the note.

Formatting a note.

1. Open the Document Note menu and notice the formatting options at the bottom of the menu.
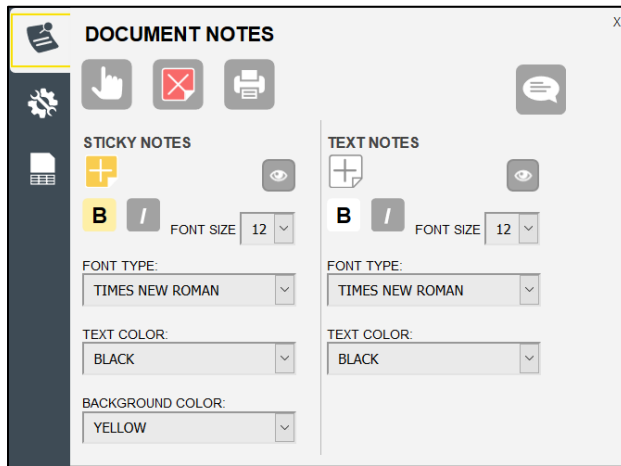
2. Select the **Styling** button (**B**old and/or **I**talic).

3. Select the **Font Size** from the drop-down menu.

4. Select the **Font Type** from the drop-down menu. Choose OpenDyslexic or OpenDyslexic Mono from the font list to increase readability for readers with dyslexia.

5. Select the **Text Color** from the drop-down menu.

6. For sticky notes, select the **Background Color** from the drop-down menu (the default is yellow). Note that the background color for Text notes cannot be changed.

Note: These formatting options do not apply to Kurzweil 3000 on the iPad. Formatting that you apply will not be shown when viewing notes on the iPad.

Moving notes.

To move a note, click any edge of the note (top, side, or bottom) and drag the note to the location you want to move the note to, then release the cursor. The note will remain in the new location. Only one note can be selected at a time.
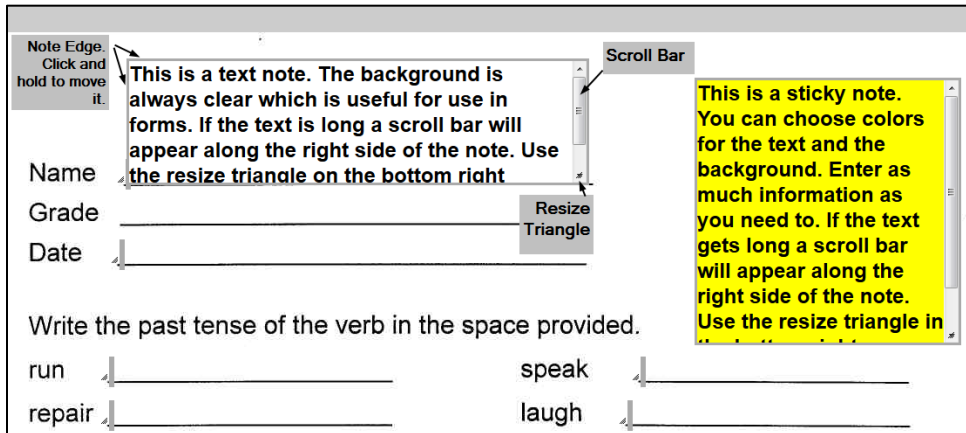
Resizing notes.

You can resize the note by grabbing the triangle in the lower right corner and dragging it to the desired shape.

Translating a note.

1. Select the text in the note that you want translated.

2. Click the **References** button and select **Translation**. The Translate dialog opens with the text you selected in the note displayed on the left side of the dialog.
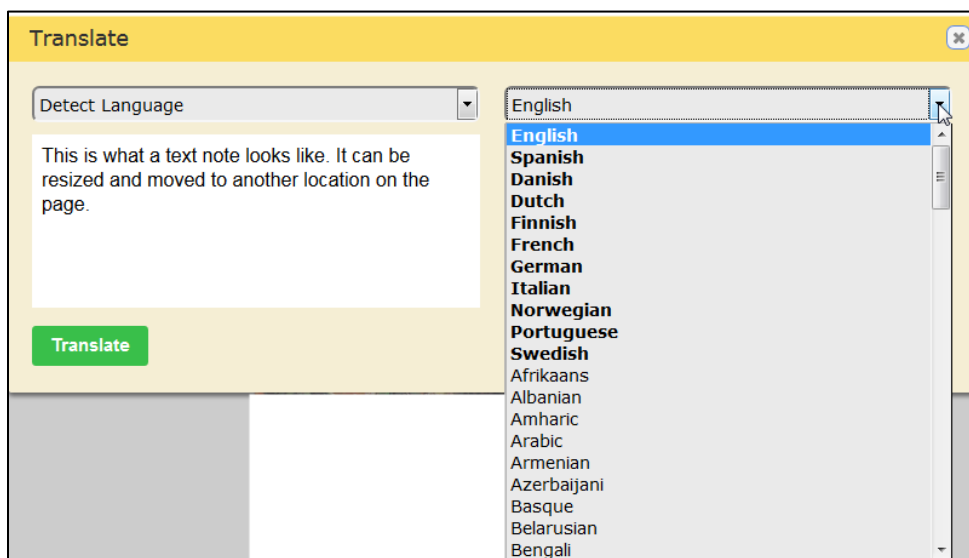
3. From the drop-down list on the right side of the dialog, select the language to use for translation. The languages in bold indicate that there is a voice associated with the language.

4. Click the **Translate** button. The Translation is displayed on the right side of the Translate dialog.
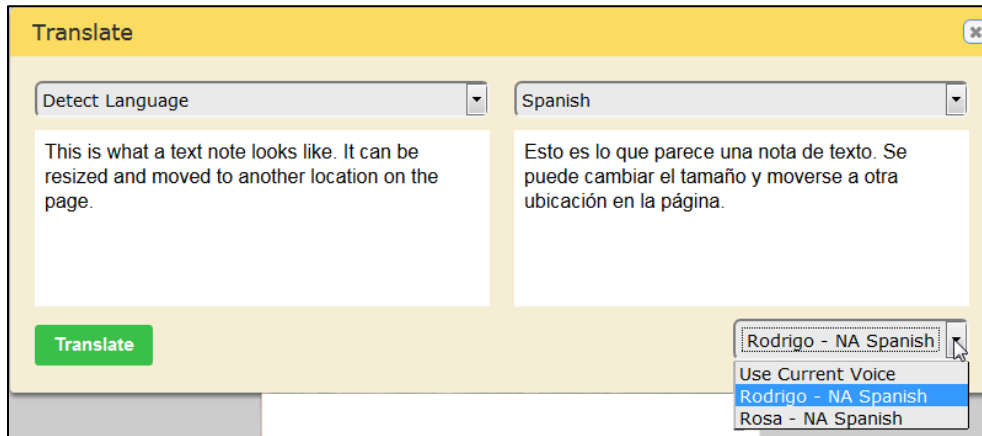
In this example, the translation is Spanish, and the default Spanish speaker voice is Rodrigo. Use the drop-down list to display other choices. Note that not all languages have more than one speaker.

5. If you want to replace the text in the note with the translation, select the translated text, copy it (CTRL+C) and paste it over the text in your note (CTRL+V).

6. Close the Translate dialog when you have finished.

Reading a note.

If you click on a note, you can read the contents of that note. They are not read as part of the page, so you must explicitly click on them and use the **Read / Pause** button in the toolbar to hear their contents. If the note has a scroll bar, you can use it to scroll through the contents of the note.

Printing a note.

To print a Note:

1. Select the note, then open the Notes window and click **Print**.

2. Select your printer and click **OK**. Click on another note to print or click the **Select** button or press **ESC** to end the **Print Note** option.

   Note: If you are using the Edge browser, and you want to include Headers and Footers in your printed note, be sure to select **ON** for Headers and Footers in the Edge Print dialog.

Deleting a note.

1. Open the **Document Notes** menu and click **Delete**, then click anywhere in the Sticky note or Text note to delete it.
2. Click the **Select** button or press **ESC** to stop the Delete Note action.

Extracting Notes, Bookmarks, and Highlights

You can create rich outlines by assigning different indent values and prefixes to each of the Highlighter or Circle tool colors. For example, if you use the yellow Highlighter for main ideas and the green highlighter for supporting ideas, you might always want the green text to be indented when you extract it or print it. At the same time, you can extract Bubble Notes, Footnotes, Sticky Notes, and Text Notes, highlights, and bookmarks.

1. Choose **Extract Notes and Highlights** from the **Highlighters** menu.
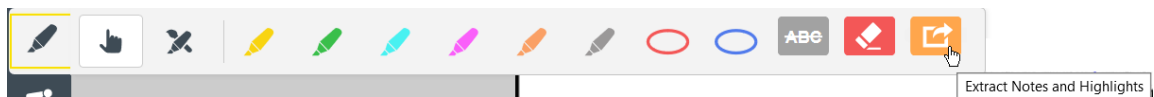
2. The Extract message is displayed.

3. Click the **OK** button. Or, if you want to change the prefix and the indent level for any of the highlight colors, click the **Advanced** button. The Advanced button displays a dialog that specifies Indents (in inches) and Prefixes by color. You can edit these fields.

- Check **Arrange Annotations by Page** (default) to extract annotations by page; deselect to group annotations by type.

- If you are creating an outline or want to create a hierarchy of ideas in your summary notes, you can do so by customizing indents. Use the **Indent** fields to set indent values for any of the highlight colors. The text corresponding to each color is indented by the amount you specify.

- Use the **Prefix** fields to specify auto-number or letter formatting for the text of each highlight color.

Note: the default settings produce standard outline numbering and formatting:

Highlight	Indent	Prefix	Resulting Prefix
Yellow	0	I.	Uppercase Roman Numeral
Green	0.5	A.	Uppercase letter
Blue	1	1.	Arabic numeral
Pink	1.5	a.	Lowercase letter
Orange	2	(1)	Arabic numeral in parentheses
Gray	2.5	(a)	Lowercase letter in parentheses
Red Circle	0		
Blue Circle	0		

4. Accept the defaults or make desired changes, then click the **OK** button.

In a short time the extraction file is displayed in the Editor. The extraction file will identify Notes by the kind of note: Bubble Notes, Footnotes, Sticky Notes, and Text Notes; Bookmarks; and Highlights which will be displayed in outline form in the outline color used in the document.

What you should see in the extracted document:

- **If you only extracted notes**: the new document lists each note by type, the page on which it appears, followed by its contents. If there are multiple types of notes, they are presented in reading order.
- **If you only extracted Bookmarks**: the new document lists each bookmark's description, in the order in which you specified in the Bookmark's dialog order.
- **If you only extracted highlighted text**: the new document presents the text based on the default Custom settings: Yellow highlight as the main ideas with no indent or prefix, Green highlight as the sub-ideas, indented by .25 inches with no prefix.
- **If you had a combination of annotations**: the new document lists the Page Number, followed by Notes, Bookmarks and Highlighted Text in reading order. If you checked **Arrange Annotations by Page,** annotations will be grouped by page.

Page 1

Page 2

Page 3

Sticky Note 1: Alex Haley wrote introductions to each selection in this book.

I. Alex Haley was General Editor of the first books in the Metro Nonfiction Bookbag.

    A. he provided editorial direction

    B. This book is respectfully dedicated to his memory.
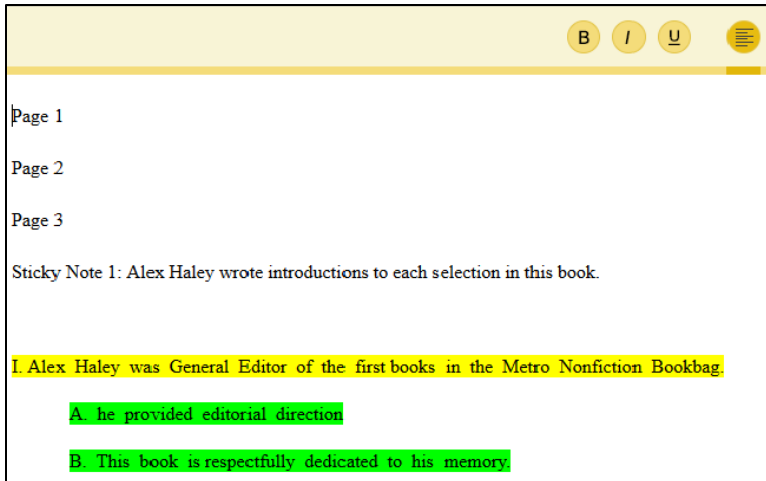
The Extraction file will be named by the book or file name, ending with *_extractedoutline.kes,* for example *author_title_extractedoutline.kes*. It will be located in your **recently_opened_local_files** folder. If you later add more bookmarks, notes and highlights to the same document, the extraction file will add a number, for example *author_title_extractedoutline_1.kes,* and *author_title_extractedoutline_2.kes,* etc.

Notes:

- When annotations are extracted in the Editor or the Reader, the name of the document that the annotations were extracted from will appear at the top of the resulting extraction document.

- Footnotes that are added to an image document or text based KES files in Kurzweil 3000 Windows or Kurzweil 3000 Macintosh are not visible when that document is opened in Kurzweil 3000 on your Browser. However, they can be extracted along with Sticky Notes, Text notes, Highlights and Bubble Notes. Footnotes can be edited in Kurzweil 3000 Windows or Kurzweil 3000 Macintosh, but not in the Kurzweil 3000 Reader on your Browser.

- Highlights can also be added and extracted from text based documents that are created or opened in the Editor.

All about Bubble Notes.

Bubble Notes are typically created by a teacher. They can contain comments, directions for a task, or questions in a variety of formats: True or False, Radio Button, Checkbox, Match pairs or Text Answer.

Bubble notes are anchored to words in image documents and appear as a purple question mark. Bubble Notes typically appear automatically when you come across them in a document.

When opened, they may have a cloud shape or a balloon shape.

Bubble Notes can be created, edited, viewed, and answered in image documents. Bubble notes added to KES image documents in Kurzweil 3000 Windows and Macintosh can also be edited, read, and answered in Kurzweil 3000 in your Browser. Bubble notes are not visible when using Kurzweil 3000 for the iPad.

Note: During test-taking situations, a Teacher may lock **Bubble Note Edit** and **Bubble Note Audible Reading**.

Adding a Bubble Note.

1. In the open image document, click near or on a word where you want the Note to open.
2. From the **Document Notes** menu, choose **Add Bubble Note**.
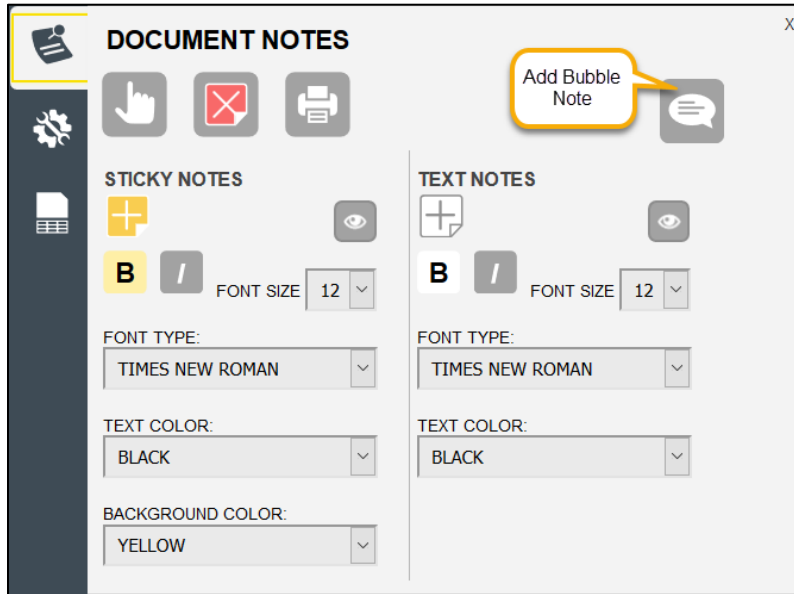
3. The **Bubble Note** dialog appears. By default, the selected note's **Appearance** is **Balloon** and the Size is **Small**.

4. Select the desired **Appearance** option from the **Shape** drop-down menu: **Balloon** or **Cloud**, and select the size from the **Size** drop-down menu, **Small** or **Large**.

5. Select the **Open / Read Options**. You can choose:

- **Open while reading**. Enabled by default; opens and reads Bubble Notes as students read the document. Deselect this if you want to provide students with an uninterrupted reading session in which the Bubbles do not open and read.
- **Open before unit is read**. Opens Bubbles before it reaches the reading unit in which you've anchored a Bubble. For example, suppose the reading unit is set to Line, the Bubble embedded in the line would be opened before reading the line.
- **Open when word is read**. Opens Bubbles after it reads the word near the anchor.
- **Open after unit is read**. Opens Bubbles after it reaches the reading unit in which you've anchored a Bubble. For example, suppose the reading unit is set to Paragraph, the embedded Bubble would open after reading the paragraph.

- **Read Note on Open**. Reads Bubble Notes upon opening them. Deselect this if you want the Notes to open, but not read.

6. Select the **Question Options**. You can choose:

   - **No Question** (informational/instructional, for reading only).
   - **True or False** (radio buttons where only one answer can be selected from two choices).
   - **Multiple Choice** (check boxes where more than one answer can be selected, or radio buttons where only one answer can be selected from several choices).
   - **Match** (two lists of items where items are paired from one list with items on the other list).
   - **Text Answer** (one-line text box for shorter answers or multi-line text box for more detailed answers).

7. If you want to add an image to illustrate the question, place the cursor where you want the picture to appear in the Bubble Note text, then click the **Select File** button in the **Question Image** section to navigate to the image you want to add. (You can also copy an image and paste it in the Bubble Note.) Use the **Width** and **Height** box to adjust the image size. You can add a caption for one image. When you have finished, click **Set Image Properties**. (Note that when the Bubble Note is read aloud, the text of the caption will be heard, but will not show on the screen.)

Notes:

- Kurzweil 3000 supports the following image file types: BMP (.bmp), PNG (.png), JPEG (.jpg, .jpeg), and ICO (.ico).
- If you are using a Chrome Browser, the Speech to Text feature is available. See Using Speech to Text in the Chrome Browser for information about using this feature.
- The images will also be present when bubble notes are extracted.
- If more than one image is present, a caption cannot be added.
- If a caption exists for an image, another image cannot be added.
- Images added to bubble notes in K3000 for web browsers will not display in Kurzweil 3000 for Macintosh or in Kurzweil 3000 for the iPad.

8. When you have finished, click **Save**. You will see the Bubble Note anchor.
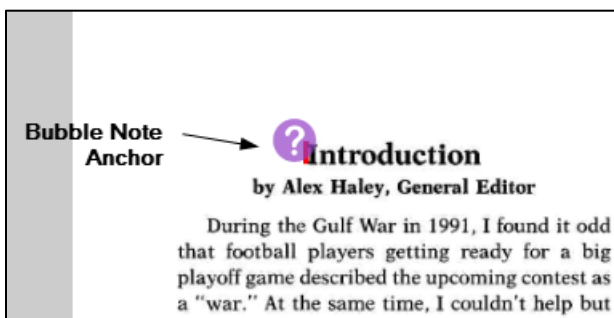
9. Click the question mark and the Bubble Note will open and automatically be read aloud.
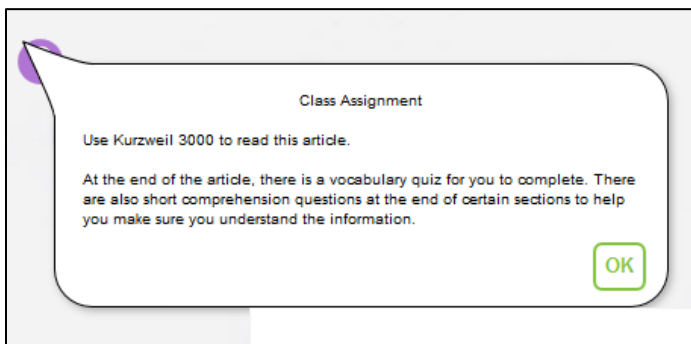
Using Word prediction.

You can use Word Prediction when working in a Bubble Note.

- Add or open a Bubble Note.
- Open the Tools menu and click **Word Prediction**.
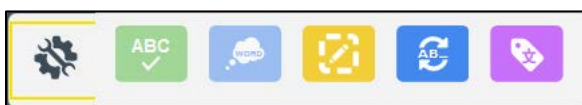
- Start typing in your Bubble Note. Word Prediction works just like it does with Sticky Notes and Text Notes. See Using Word Prediction when writing Sticky and Text notes.

Note: Word Prediction works for students who are writing their answers in a Bubble Note. It is not available when creating a Bubble Note, a task usually for Teachers.

Spell checking a Bubble Note

A student can spell check a Bubble Note in an image based document when writing an answer in a bubble note. Spell check is not available when creating or editing a Bubble Note, a task usually for Teachers.

To spell check an answer in a Bubble Note test, for example, open the Tools menu and click the pink **Spell Check Bubble Note** icon. **Note**: The green icon is for spell checking text and sticky notes and is not active when you are spell checking a Bubble Note.
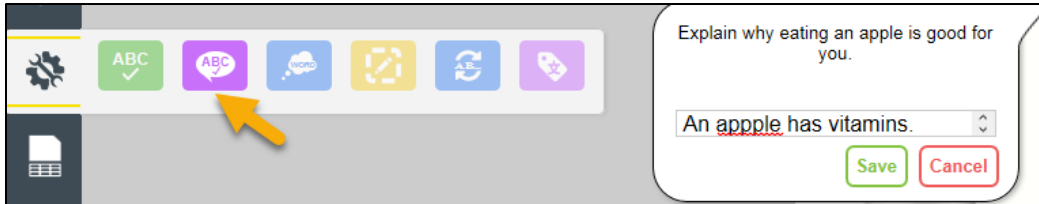
The Spell Check dialog opens. It works the same way as it does for Sticky and Text Notes. See Spell checking Sticky and Text notes.

Editing a Bubble Note.

Teachers may lock the **Bubble Note Edit** feature for students before a test to prevent students from editing a bubble note's contents. See the section **To Use Feature Locks to Disable Features** in "User and License Management" for instructions. If Bubble Note Editing is locked, students will not see **Edit** in the Bubble Note Anchor; only the question mark is visible. They will, however, be able to read the note* and answer any questions and save answers, but won't be able to edit the note.

*If Teachers also locked **Bubble Note Audible Reading**, the student will be able to see and read the note to themselves, but it won't be read aloud.

To edit a Bubble Note:

1. Hover your cursor over the Bubble Note Anchor to display the Edit command.

2. Click **Edit**. The Edit Bubble Note dialog opens.

3. Make any changes to the Bubble Note: You can change **Shape**, **Size**, **Bubble Note Text**, **Open Options**, **Question Image**, and **Question Options**. When you have finished, click **Save**. Note that you can also use this dialog to **Delete** the Bubble Note.

A Note about the ampersand character (&) and key accelerators: While creating multiple choice items in the Bubble Note dialog, the ampersand character (&) may be inserted before the letter you want for a key accelerator. In the example above, there is an & before the letter "A" in "Astronomer," the letter "M" in "Meteorologist," and the letter "P" in "Physicist." A student taking a test in Kurzweil 3000 can press the **ALT** plus the character key for the underlined letter in the desired item to select it. For instance, pressing **ALT+P** would select the radio button for "Physicist." This is useful for students who have special needs or who prefer to use the keyboard.

Although ampersands preceding multiple choice questions can be added and edited in Kurzweil 3000 on your Browser, they do not create the underlined letter for keyboard selection use in Kurzweil 3000 for

the Browser, Kurzweil 3000 for the iPad, or Kurzweil 3000 Mac Edition; they only work in the Kurzweil 3000 Windows Edition. See the Kurzweil 3000 Windows Edition online help topic "*Adding Optional Accelerator Keys for Multiple Choice Items*" for more details on how this feature works.

Hiding Bubble Notes.

Bubble note icons can be hidden in a document by deselecting **Show Bubble Notes** in the **Display Tools** section of the **Document View** menu.
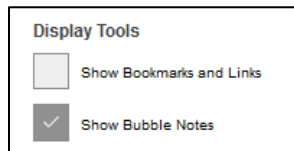
This setting will be in effect while the document is open. The icons will automatically display again when the next document with bubble notes is opened.

Printing a Page.

To print a specific page, go to that page and click **Print Page** from the **Document View** choices.
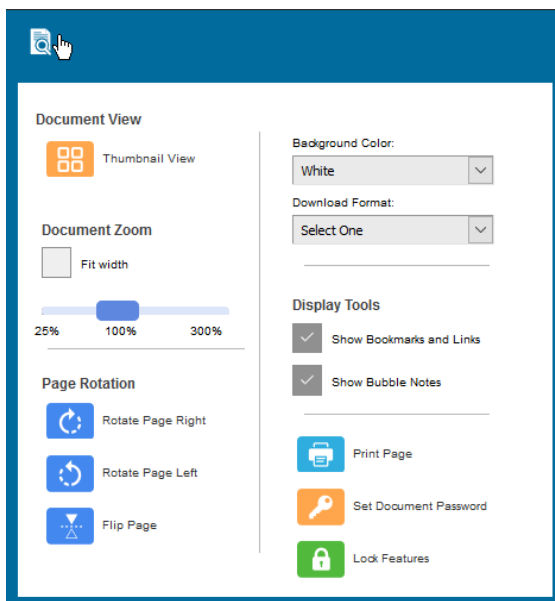
Your print dialog will pop up. Select your printer, edit the property settings if necessary, and click **OK** to print.

Notes:

- If you are using the Edge browser, and you want to include Headers and Footers, be sure to select **ON** for Headers and Footers in the Edge Print dialog.

- Some browsers may print the selected page onto two pages. To print the information on one page, adjust the zoom setting to a value below 100%, and then select **Print Page** again.

Downloading documents in other formats

You can download documents from the Reader and the Editor in various formats, KES, Microsoft Word, Rich Text, Plain Text, PDF, and PDF (Text Only). When selecting a format, consider:

- To include all of your annotations: Use the .kes file type.
- To include a subset of your annotations (highlights, sticky notes and text notes): Use the .kes or .pdf file type.
- To include text only: Use Microsoft Word, Rich Text, Plain Text, PDF (text only).

If you are using Kurzweil 3000 in a Safari Browser, downloading a KES document requires Version 11 or greater.

To Download a Document:

With the file open in the Reader, open the **Document View** menu.
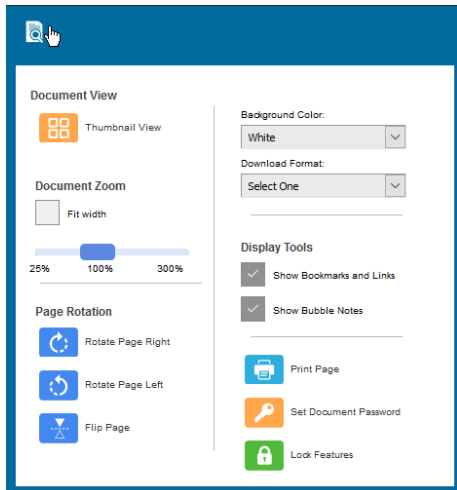
1. From the **Download Format** drop-down menu, select a format, for example **Microsoft Word**. A dialog pops up with choices for opening or saving the file.
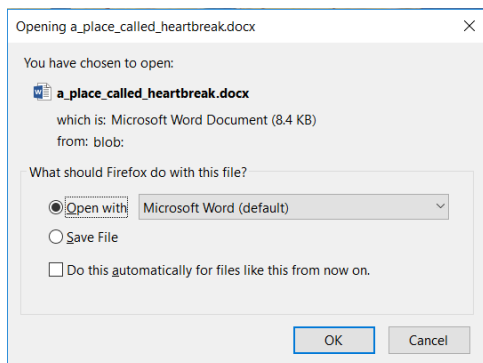
2. Select whether to **Open** the file or **Save** it. The **Open with** dropdown menu lets you choose the program in which to open the file.
3. If you select **Save File** the file is saved in your default folder for downloads (usually *Download*).
4. Click **OK** when you have finished.

Notes:

- There are two PDF choices in the Reader. The **PDF (Text Only)** version will omit pictures; it is available from the Reader but not the editor.
- If your document is longer than 50 pages, after you have saved the first 50 pages, display the page following the last page in the file you are downloading (page 51, for example), and choose **Download Format** again from the **Document View** menu. Repeat as needed. The Download will always begin on the page you have displayed.
- If you choose to **Open** a PDF file, it may appear in a PDF reader in your browser. When your file is ready, a notification will appear in your browser where you can open or save your file.

Read the Web on Chrome and Firefox

You can also use the Kurzweil 3000 Reading tools on websites other than Kurzweil3000.com. This can be useful, for example, when you are researching topics on the web for a paper you may be writing.

Installing Read the Web

Add the Kurzweil 3000 Read the Web feature to have web content read aloud. If you haven't already installed Read the Web, go to https://www.kurzweiledu.com/products/software-updates.html and under the OTHER TOOLS heading click the link for **Chrome Extension for Read the Web** or the link for **Firefox Extension for Read the Web** and follow the installation instructions.

Note: If you have previously installed Read the Web, be sure you have the most recent version. Check the link above for the date of the latest version.

Read the Web on Chrome

In the Chrome browser, an **Enable Read the Web** button is displayed at the bottom left in the footer of all pages in kurzweil3000.com (the Universal Library, Reader, Editor, Account Management, and Help).
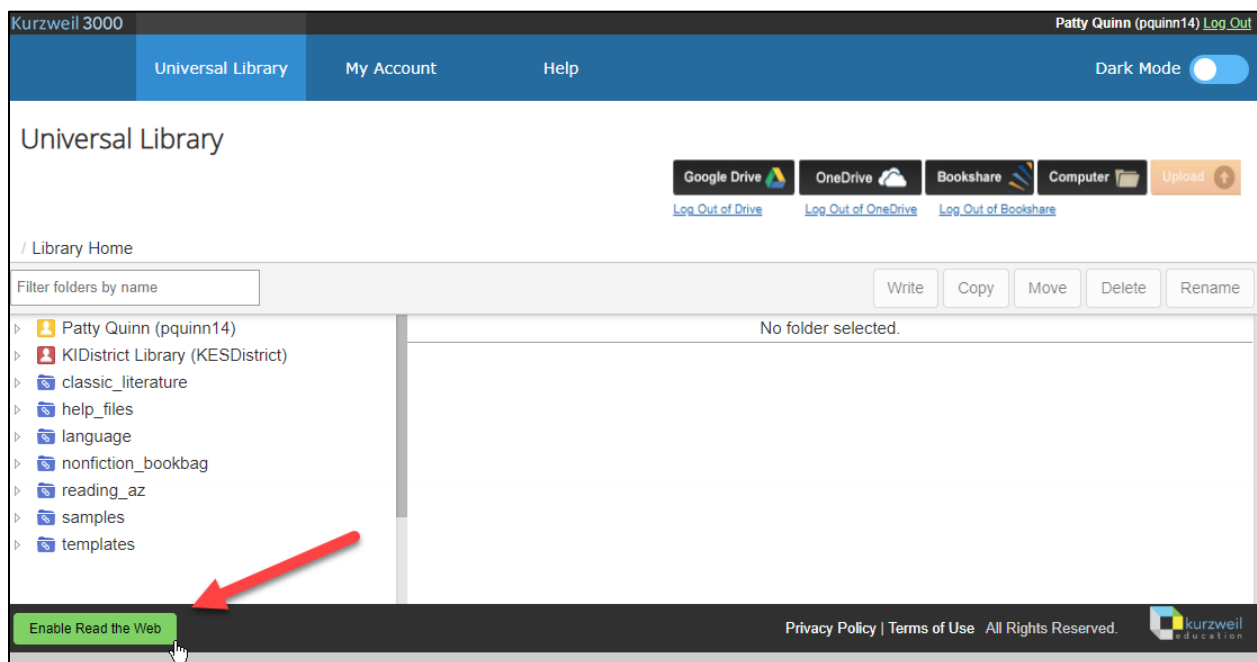
1. Just click the **Enable Read the Web** button. You should get a message that Read the Web is enabled.
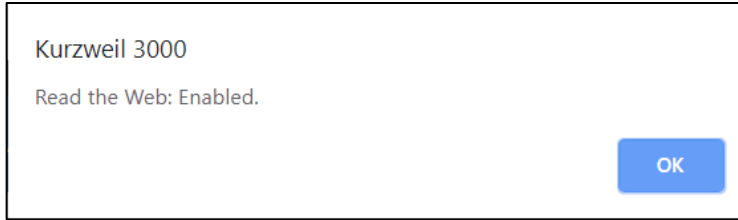
Note: If you get an error message instead, you may have an outdated version of Read the Web Extension. Go to https://www.kurzweiledu.com/products/software-updates.html and under the OTHER TOOLS heading click the link for **Chrome Extension for Read the Web** and follow the installation instructions.

2. Click **OK** to acknowledge the Read the Web Enabled message. Then open any web page (other than Kurzweil3000.com pages) and if the Kurzweil 3000 Icon in the upper right is available and enabled 🟦 (see Kurzweil 3000 Icon for the three display states of the icon), you will see the Read the Web window of controls at the top center of the page.

Read the Web on Firefox

On Firefox, after you install the **Firefox Extension for Read the Web**, you will see the Kurzweil 3000 icon on the upper right side of the window (see Kurzweil 3000 Icon below). There is no **Enable Read the Web** button on the Kurzweil3000.com pages in the Firefox browser or any browser other than Chrome. When you open a web page (other than Kurzweil3000.com), the Read the Web login window is displayed in the center of the page.
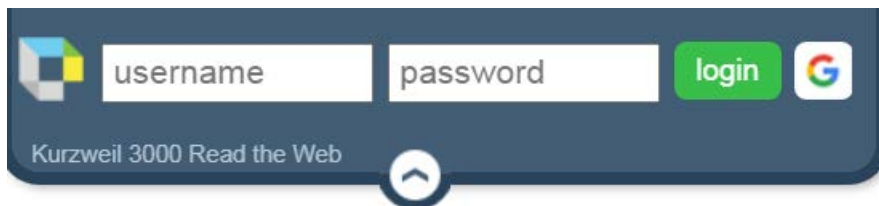
Log in with your Kurzweil 3000 username and password and click login, or select the Google button to sign in with your Google classroom credentials if your school district allows it.

Using Read the Web on Chrome and Firefox

Using Read the Web works the same on both Chrome and Firefox with the exception of an additional button (PDF) if you are using the Chrome browser and have opened a PDF file on the internet. It is not available on Firefox.

Kurzweil 3000 Icon

After you have installed Read the Web, the Kurzweil 3000 icon appears in the upper right area of the browser.

The icon is displayed in one of three states, available and enabled   , installed but not available on this page   , and installed but turned off   . On the Kurzweil3000.com pages, all browsers will display the icon in the "unavailable" position with a line through it   and on most other web pages it will be in the "available" position   . If you want to turn Read the Web off (but not uninstall it), click the Kurzweil 3000 icon and Read the Web will go to sleep   and the Read the Web window of controls will be hidden from the page. Click the icon again to turn it back on and the icon will change to be "available" and the Read the Web window of controls will be redisplayed.

Logging in to Read the Web

After you have installed Read the Web, you do not need to be logged into Kurzweil3000.com to use it. If you are not the only person using your computer, you should log out of Read the Web using the *Log Out* link on the Read the Web window before closing your browser.

The Read the Web Toolbar

The Read the Web Toolbar has 9 buttons (plus Open PDF button for Chrome Browsers only).

Read

1. **Kurzweil** button: Select to open Kurzweil3000.com
2. **Options** button: Select to open the Options menu
3. **Double Arrow Left:** Select to go back one reading unit
4. **Arrow**: Read/Pause toggle: Select to Pause; select again to Read
5. **Double Arrow Forward**: select to go forward one reading unit
6. **Audible /Silent** Reading toggle: Select to mute sound; select again to hear sound
7. **Dictionary** button: Select to open the Dictionary dialog
8. **Translate** button: Select to open the Translate dialog
9. **Screenshot Reader** button: Drag select from upper left corner to bottom right corner of text or images. It will open Kurzweil 3000 for Web Browsers where you can read it aloud and use all the tools available for KES image and text files.
10. (**CHROME BROWSER ONLY) Open PDF Reader** button: Select the button to open a PDF document displayed on the web. The PDF will open in Kurzweil 3000 for Web Browsers where you can read it aloud and use all the tools available for KES image and text files.

Repositioning the Read the Web Toolbar

Initially, the Read the Web toolbar of controls will be displayed in the top center of the page. It can be moved from the center to the right or left. Just open the Read the Web **Options** button, and beneath the Position heading, click **Left** or **Right** to change the position from Center.
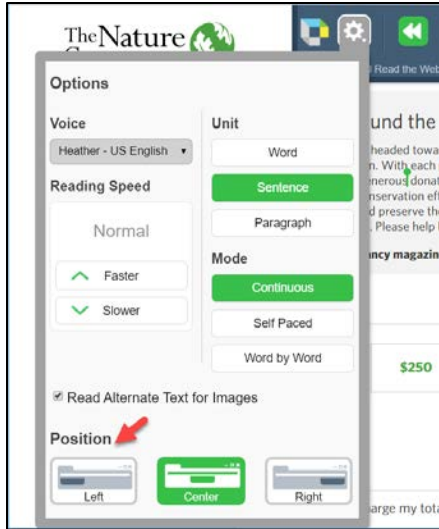
Using the Editor

In addition to reading documents in the Reader, you can edit existing DOC, DOCX, RTF, TXT, and some KES documents using the Editor features. You can also create new documents using the **Brainstorm**, **Outline**, and **Draft** features on the **Write menu** combined with the editing features.

Editing

1. Navigate to the folder where the RTF, DOC, DOCX, or TXT document is located. Be sure that you have write access to that folder. If you created a KES file using the **New Draft** feature or the **Write** features in Kurzweil 3000 on your Browser, it also can be edited. KES Image files cannot be edited.

2. Click the document name. The document is opened in the Editor in the blank area beneath the buttons. The Editing window displays formatting options as well as drop-down menus.

The editor works like most editors. You can use the buttons and drop-down menus to format the text as well as using keyboard shortcuts (e.g., **CTRL+B** for bold). Note that the buttons available depend on the file type.

3. To hear your text read out loud, use the **Speak as Typing** options in the Audio Options window. See Changing the reading settings for details.

4. If you are using the Chrome Browser, you can use the Speech to Text feature. See <u>Using Speech to Text in the Chrome Browser</u> for information on using this feature.

Character and paragraph formatting

- The first three buttons are the **Font Style** buttons. Select a word or words and click **B** for bold, *I* for Italic, <u>U</u> for Underline.

- The second three buttons are the **Paragraph Alignment** buttons: Align **Left**, Align **Center**, and Align **Right**.

- Next are the **Font** choices, and **Font size** drop-down menus. Click the down arrow to display the choices. Choose OpenDyslexic or OpenDyslexic Mono from the font list to increase readability for readers with dyslexia.

- To the right of the drop-down menus are the **Undo** and **Redo** buttons. If you haven't used the **Undo** button, the **Redo** button is grayed out.

The Highlighting menu

Highlighting works much the same in the Editor as it does in the Reader. See <u>Highlighting text in a document</u>. Note, however, that the Circle options are not available in the Editor.

1. To Extract Notes and Highlights, choose Extract Notes and Highlights from the highlights menu.
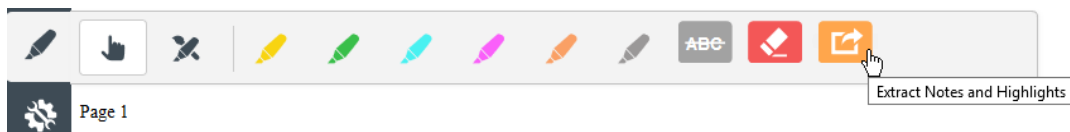
The Extract dialog is displayed.
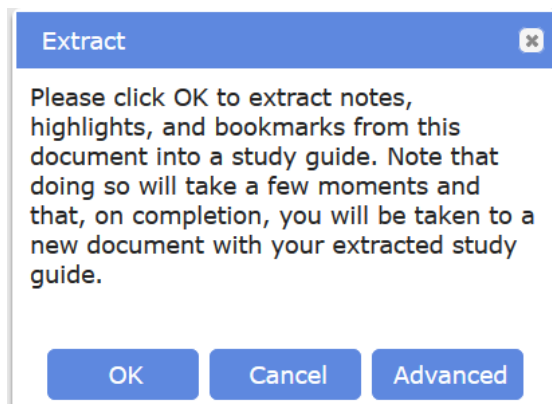
2. Click the **OK** button. Or, if you want to change the prefix and the indent level for any of the highlight colors, click the **Advanced** button. The Advanced button displays a dialog that specifies Indents (in inches) and Prefixes by color. You can edit these fields.
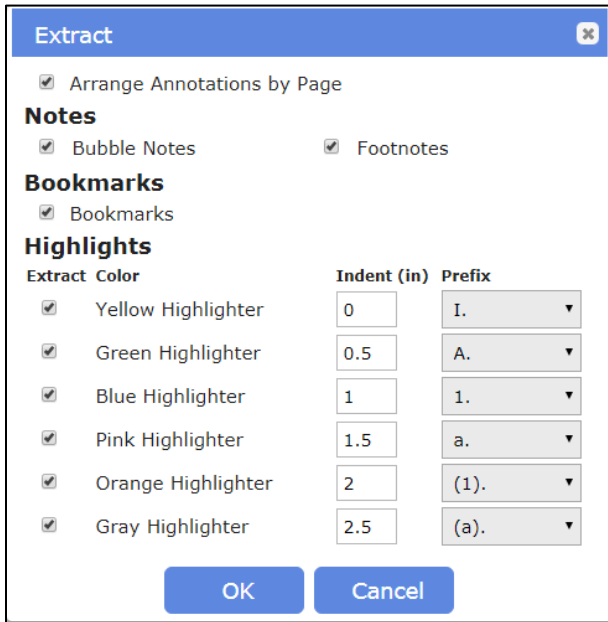
3. Click **OK** after you have reviewed or made edits to these fields. Your Extraction file is displayed in the Editor.

The Tools menu

The Tools fly-out menu displays the features available when you are creating or editing a document.

Spell checking

1. To spell check your document, choose **Spell Check** from the Tools fly-out menu. The Spell Check dialog is displayed.
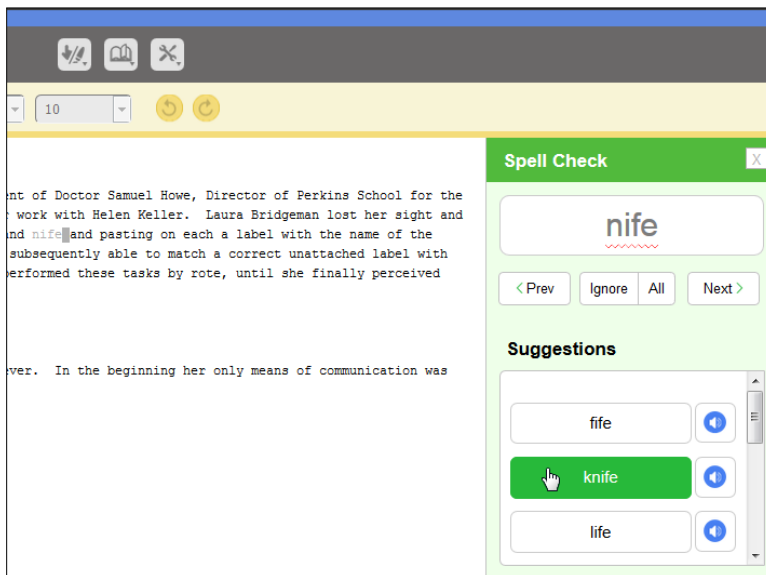
   If it finds a questionable spelling, the word is displayed at the top (in this example, "nife"). In the **Suggestions** section, you may see several choices.

2. Select the correct spelling of the word (in this example, "knife"). The word you select replaces the misspelled word in the document. **Note**: You can also click the sound button to hear the word pronounced.

3. When you have finished, click the **X** at the top right corner of the Spell Check dialog to close it.

Word prediction

The Word Prediction feature is helpful for completing words that you may not know the spelling for, or for speeding up typing a long word.

1. Choose **Word Prediction** from the Tools fly-out menu. The Word Prediction dialog is displayed.

2. Start typing. As you type, the letters are displayed in a field at the top of the Word Prediction dialog and word predictions are listed below that field.
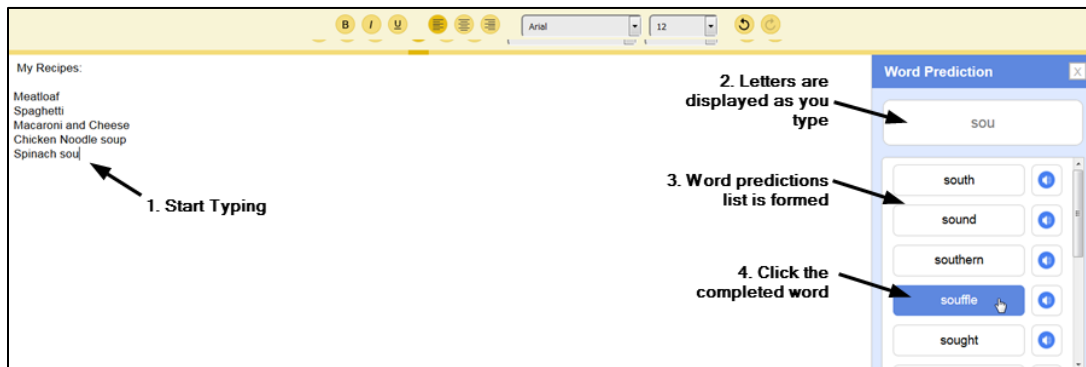
3. Click the predicted word that best completes what you started typing. The word you select in the list replaces the partially typed word in your document.

4. To end Word Prediction, click the **X** at the top right corner of the Word Prediction dialog.

Background color

You can select a background color for viewing documents in the Document Options window in the Editor.
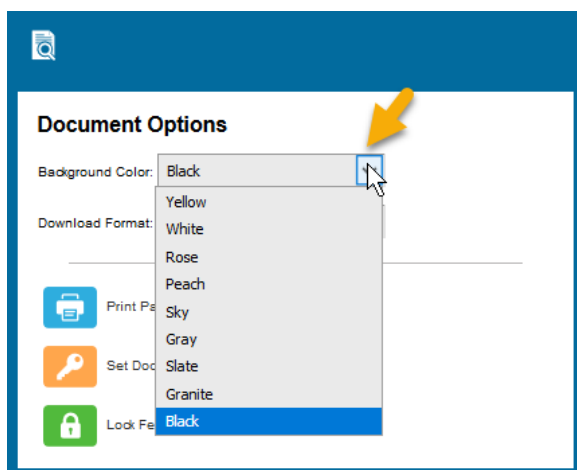
This includes New Drafts created in Kurzweil 3000 or Kurzweil 3000 on your Browser, or when a RTF, TXT, DOC or DOCX is opened. This feature is useful in test-taking situations. The background color you

select is saved as a preference for Kurzweil 3000 on your Browser. Note that a separate preference is saved for Kurzweil 3000.

Changing the background color view does not change the actual color of the document. If you print the document, it will print on a white background.

The black background color is for use only when writing documents, column notes, or vocabulary study guides using the Editor. When you open the document in the Reader, the document will display in white. If you select Black in the Reader and add or open Column notes or Vocabulary study guides they will display in black. **Note**: This is different than Dark Mode which also displays the background, menus, and icons as dark with light text.

If you select Gray, Slate, or Granite as a background color, it's best to choose a contrasting color if using highlighting. Otherwise it may appear that the highlighting is missing

With some browsers if Windows high contrast display themes are being used, the background colors in the Editor window cannot be changed.

Using Dark Mode in the Editor

The Dark Mode is a background color used to _view_ Kurzweil3000.com. The Dark Mode toggle is displayed at the top of all pages in Kurzweil3000.com and can be turned on or off at any time on any page.
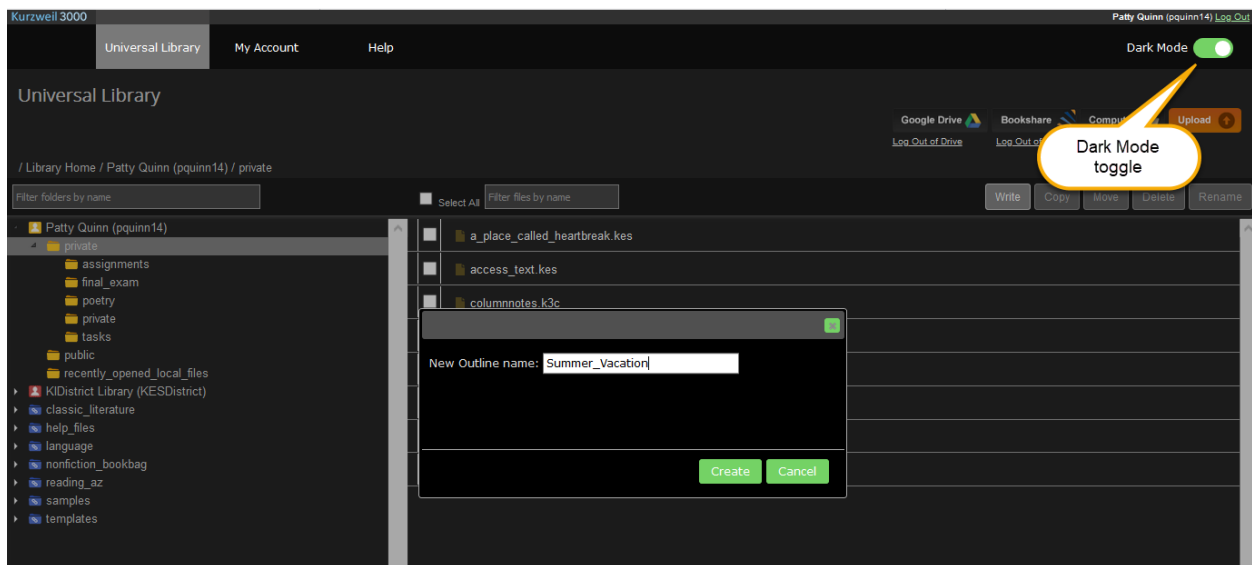
When Dark Mode is selected, the background will darken throughout Kurzweil3000.com so that you will see light text on a dark background, instead of on a white background.

When using Dark Mode to view a text based file in the Editor, the background view will change to black and the text to white. If you print the text, however, the printed document will display black text on white background.

Your view selection of Dark Mode, or regular mode, is automatically saved with your preferences so that it will be in effect the next time you log in. See also Using Dark Mode in the Reader.

Using Speech to Text in the Chrome Browser

If you are using the Chrome Browser on your PC or Macintosh, you can use the **Speech to Text** dictation feature in the K3000 Web Reader and Editor.

Before you begin

- Make sure your computer microphone is turned on and working.
- Microphone settings for a Windows PC are in your computer's Control Panel (type Control Panel in the search box on the task bar), and select Hardware and Sound. In Sound, select the Recording tab, and make sure your microphone is enabled (it can be the microphone built into your computer, or one that you have plugged into your computer).
- Microphone settings for a Macintosh are in your computer's System Preferences in Sound. Select the Input tab and make sure your microphone is enabled (it can be the microphone built into your computer, or one that you have plugged into your computer).

To Use Speech to Text

1. Select the **Speech to Text** button from the top menu bar.
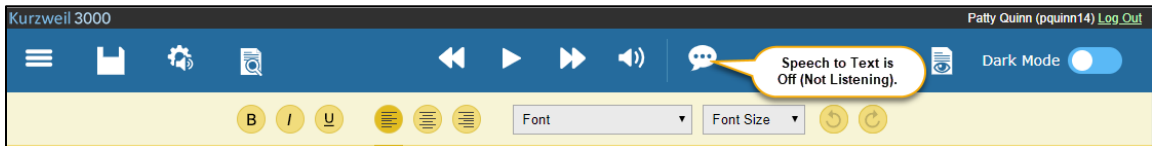
2. If this is the first time you are using Speech to Text, a dialog will pop up asking you to "Allow" or "Block" use of your microphone.
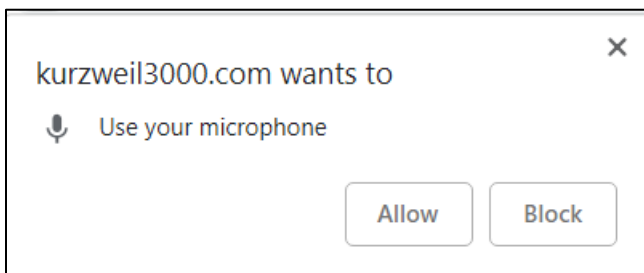
3. Select **Allow**. The button will change from white to green indicating Speech to Text is On (Listening).
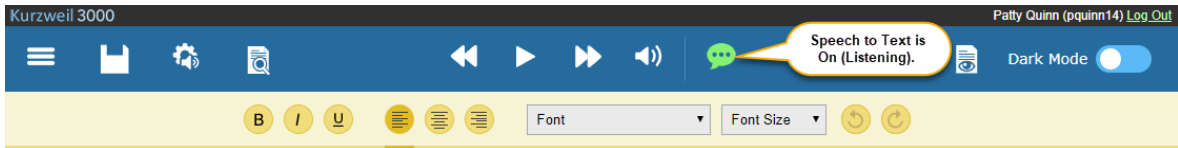
Note: If you previously blocked the microphone in the Chrome Browser:

1) In Chrome, go to "Customize and control Google Chrome", and select **Settings**.
2) In settings, open **Advanced**.
3) In Privacy and Security, select **Content settings.**
4) Select **Microphone.**
5) In the **Block** section, **remove Kurzweil3000.com.**

4. Position the mouse cursor in an editable area of your document and speak into your microphone. The spoken text will be inserted where you place the cursor. If you select text, the spoken words will overwrite that selected text.

   In **image documents opened in the Reader**, Speech to Text can be used when:
   - Creating or editing sticky notes, text notes, bubble notes, and column notes, and by students when answering a text answer bubble note.
   - Creating bookmark descriptions, editing underlying text, and zone editing.

   In **text documents opened in the Editor** (e.g., KES, TXT, RTF, DOCX files), Speech to Text can be used when:

   - Creating and editing a document
   - Creating and editing an outline, brainstorm, and column notes.

5. When you stop speaking, your text will appear in the document in the location you had selected (or will overwrite the text you had selected).

6. To add punctuation, say: period, comma, exclamation point, or question mark.

7. To add text on a new row, say: new line or new paragraph.

8. To format text using a voice command, select the desired text and then dictate the command.

You can use these commands:

Formatting Commands	
Align Center (toggle)	Italic (toggle)
Align Left (toggle)	Subscript (toggle)
Align Right (toggle)	Superscript (toggle)
Underline (toggle)	Strike (toggle)
Bulleted List (toggle)	Numbered List (toggle)
New Line	New Paragraph

Punctuation Commands	
Comma	Period
Exclamation Point	Question Mark

Notes:

- To use the commands labeled "**toggle**," e.g., formatting commands, select the word or phrase and then say "Italic" or "Underline". To undo Italic or Underline, select the word and say "Italic" or "Underline" again. To Strike a word or phrase, select the word or phrase then say "Strike". Say "Strike" again to stop from continuing to strike spoken words.

Hints for better dictation

- Move to a quiet room.
- Plug in an external microphone.
- Adjust the input volume on your microphone.
- Carefully and clearly pronounce words in your dictation.
- If you have a headset microphone, position the boom one inch away from your mouth.

Save your document

Be sure to save your document frequently. Just click the **Save** button on the toolbar to display the drop-down menu.
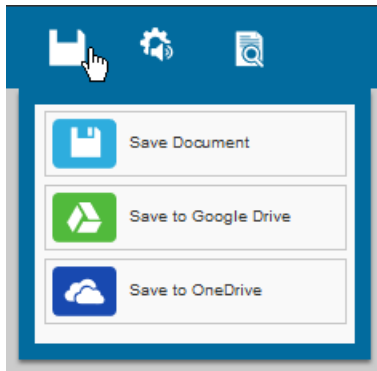
- Choose **Save Document** to save the document in the folder from which you opened it.
- Choose **Save to Google Drive** to save the document in your Google Drive.
- Choose Save to **OneDrive** to save the document in OneDrive.

Save your document in Google Drive

You can save your document to Google Drive in varying formats.

1. Click the **Save** button and choose **Save to Google Drive**. The Save As window pops up. (Note: If you aren't already logged into your Google account, log in using the Google Login pop-up window that opens.)
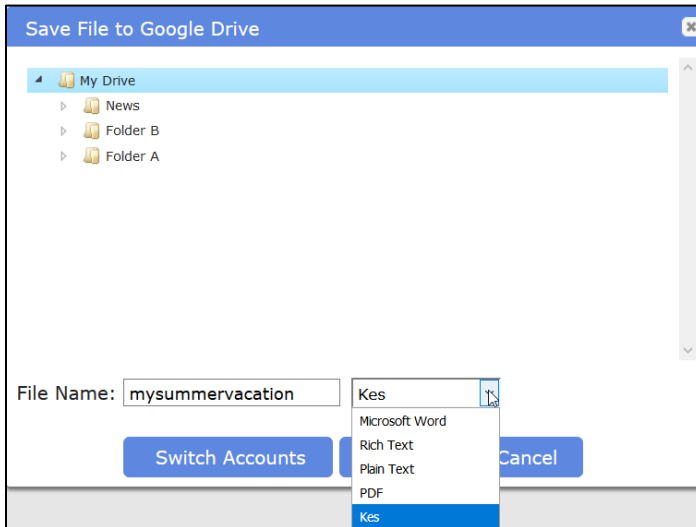
The File type will automatically default to save the same file type as the document that is open. For example, if a Microsoft Word document is opened in the Editor, the Save to Google Drive file type will default to Word.

2. Click the Arrow to display the file type choices:
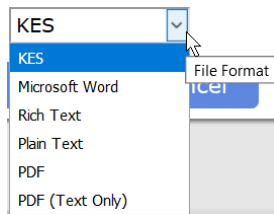
- **When the document is a KES file (i.e. a new draft created in Kurzweil 3000)**: The document can be saved to Google Drive as a Kurzweil (KES), Microsoft Word (DOCX), Rich Text (RTF), Plain Text (TXT), Adobe (PDF), Adobe (PDF Text Only).
- **When the document is a Brainstorm**: The document can only be saved to Google Drive as a KES file.

Save your document in OneDrive

You will need a OneDrive account to save your document in OneDrive.

1. Click the **Save** button and choose **Save to OneDrive**.
2. When the OneDrive window opens, you can:
    - Select the folder where you would like to save the file

- Add a new folder
- Sort by Name, Modified date, Modified by, or File Size
- Switch Accounts

Note that the selected folder status will always show as empty, even when it isn't.

3. Select the **Save** button to name the file and choose the file type.

Downloading your document in another format

While your document is open, you can choose from the **Document Format** drop-down list in the **Document Options** window. You can download documents from the Editor in various formats, KES, Microsoft Word, Rich Text, Plain Text, and PDF. Documents you can download include Outlines and Brainstorms.

Notes:

- If you are using Kurzweil 3000 in a Safari Browser, downloading a KES document requires Version 11 or greater.
- Brainstorm documents can be downloaded as kes files.
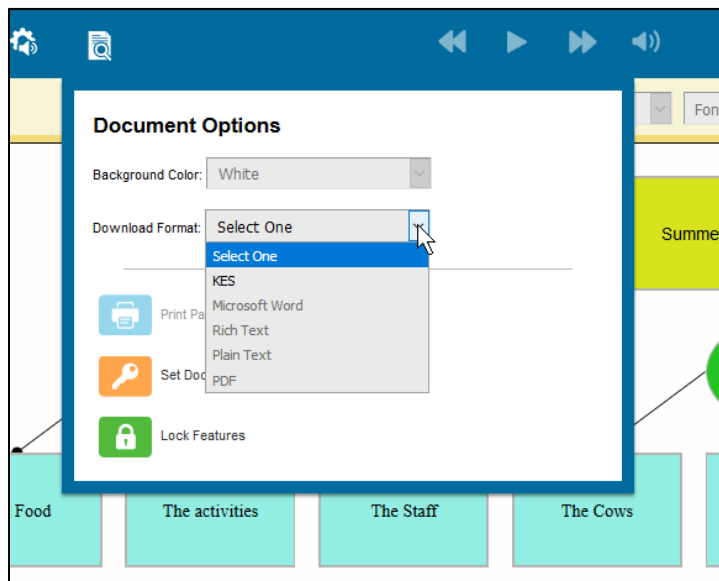
- Outline documents, including Outlines in split screen view, can be downloaded as kes, MS Word, Rich Text (RTF), Plain Text (TXT) and PDF.
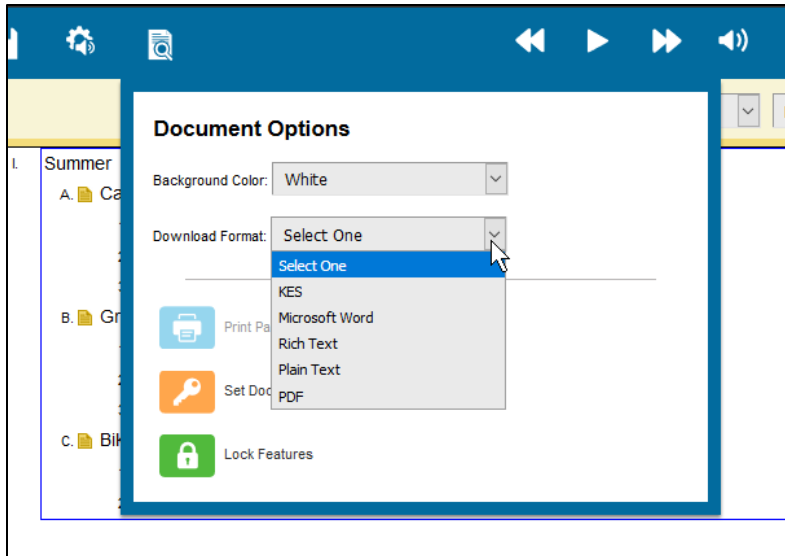
- When Outlines or the split screen view are downloaded as non-kes files (MS Word, RTF, TXT, PDF), the draft portion of the document will appear first in the document followed by the outline.
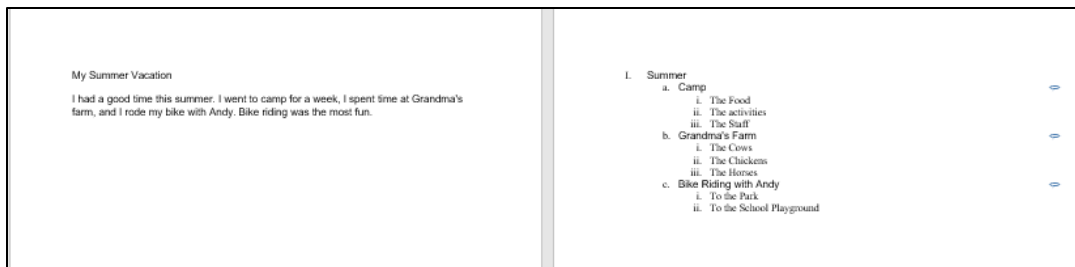
Notes:

- To include your annotations (Highlights): Use the .kes file type or .pdf file type
- To include text only: Use Microsoft Word, Rich Text, Plain Text, PDF(text only)

The Writing Path.

In addition to editing existing DOC, DOCX, RTF, TXT and some KES documents, you can create new documents using the **Write** menu options and text editor features.

The Writing Path consists of an integrated set of tools that support and correlate with the stages of the writing process.

If you are using the Chrome Browser, you can use the Speech to Text feature. See Using Speech to Text in the Chrome Browser for information on using this feature.

Starting points for writing.

There are several starting points for Writing using Kurzweil 3000 in your Web Browser. You can start a *New* Brainstorm, Outline, Draft, and Column Notes File by choosing from the **Write** menu.
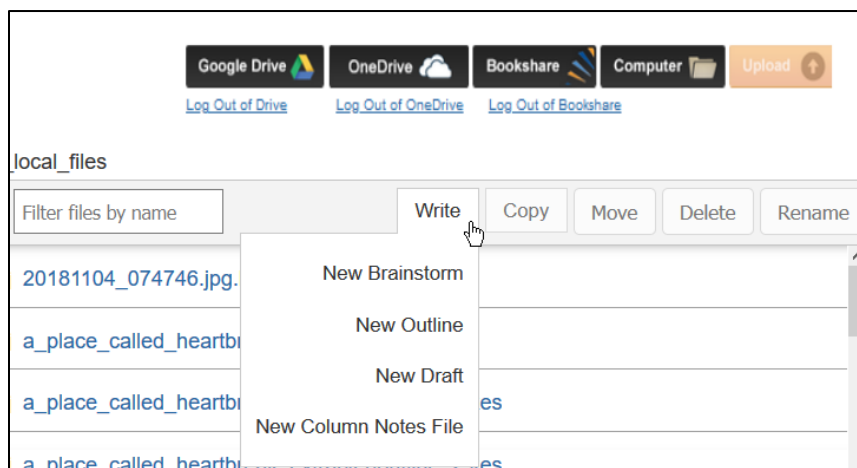
All three parts of the Writing Path (Brainstorm, Outline, and Draft) are views of a single text document. This means you can:

- Go back and forth between the **Brainstorm** and **Outline** views.
- Because **Brainstorm** and **Outline** share the same information, each view preserves the content and organization from the other view, while presenting the information in a different format. Changes in one view are reflected in the other view.
- Go from **Outline** to **Draft**. You can create a Draft from an existing outline.
- Outline and Draft can be viewed in split screen mode.

Use the Starting Points table below to determine the best starting point for your writing style.

Starting Point for Writing.	Description.	Switching Views.
Choose **New Brainstorm** from the Write menu. **Brainstorm** is a graphic organizer that lets you visually organize your thoughts and create a "diagram" or graphic plan for your writing.	Opens a new Brainstorm, graphic organizer file. This is a good starting point if you like to visualize your thoughts. You can use the Brainstorm tools to quickly get your thoughts out and just as quickly organize them.	Click **Outline** view and you have an outline ready to use or submit to your instructor. You can even work in both views, switching back and forth.
Brainstorm From Template. Kurzweil 3000 for the Browser includes several templates in the Universal Library. The templates contain instructions and organization in graphic format. Choose a template and copy to a folder that you have write access to.	Opening the copied template is a good starting point if you require guidance as you compose your piece, and you like to visualize your thoughts. You can use the Brainstorm tools to edit and reorganize your thoughts.	Click **Outline** view and you have an outline ready to use or submit to your instructor. You can even work in both views, switching back and forth.
Choose **New Outline** from the **Write** menu. **Outline** lets you jot down and organize your thoughts into a text-based, hierarchical writing plan.	Opens a new Outline file. Use this as a starting point if you like to use text-based organization for your thoughts. You can use the tools to move Topics around and restructure the outline as you work.	Click **Brainstorm** view if you want to see your outline in graphic format. You can work in both views, switching back and forth.
Draft from Outline. Opening a draft from the Outline tool opens the draft including the outline.	Opens a draft window including the outline so you can expand your outline with explanatory text.	If you start here, you can switch to **Brainstorm** and **Outline** mode.
Choose **New Draft** from the **Write** menu**.** **Draft** is where you go through iterations of your document, writing, revising and editing.	Opens a new/empty .kes text file. If you like to write in free-form or stream-of-consciousness style, this may be a good place to start. To organize/re-organize, use Copy/Cut/Paste.	If you start here, your draft is not connected to the Brainstorm and Outline modes.

Creating Brainstorm diagrams

Brainstorm is a graphic organizer that is designed to help you collect your ideas quickly, and organize your thoughts visually into a "diagram." You can use all the text editing tools available in the Editor window on selected text. You can hear the selected text using the **Read** button. Note that Brainstorm diagrams that you create and save here can also be viewed in Kurzweil 3000 Web License Edition, but not viewed in Kurzweil 3000 on the iPad.

Many writing and editing features are available to you while you are working in the Brainstorm and Brainstorm Notes:

- Text editing functions, including Undo.
- All reading functions, including Speak as Typing.
- Word lookup.
- Translation (translation doesn't automatically replace the selected text; copy and paste the translated text onto the selected text in the Brainstorm to replace it).
- Word Prediction.
- Spell Checking.

Below is an example of a simple Brainstorm diagram.
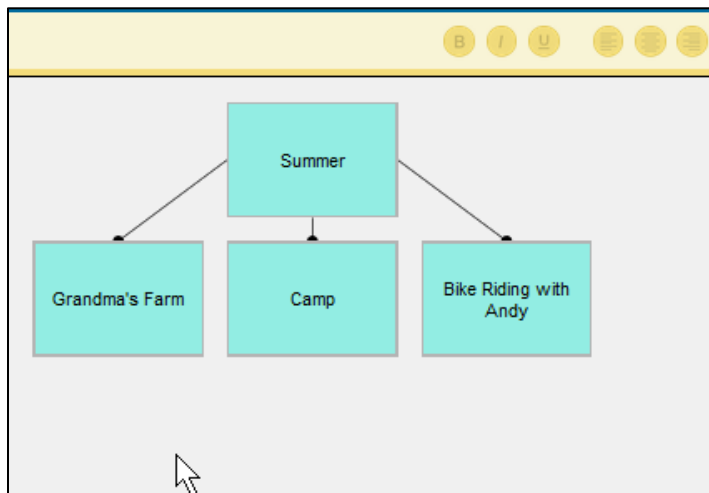
There are two ways to create a Brainstorm diagram:

- Copy a Brainstorm Template from the Library page and paste it in one of your folders that you have write-access to, then open it in the Editor. (See Copying files. for details on using the **Copy** and **Paste** buttons.) The Editor displays the Brainstorm Template and the Brainstorm Palette.
- Select **New Brainstorm** from the **Write** menu. The Editor opens displaying one "thought" and the Brainstorm Palette.
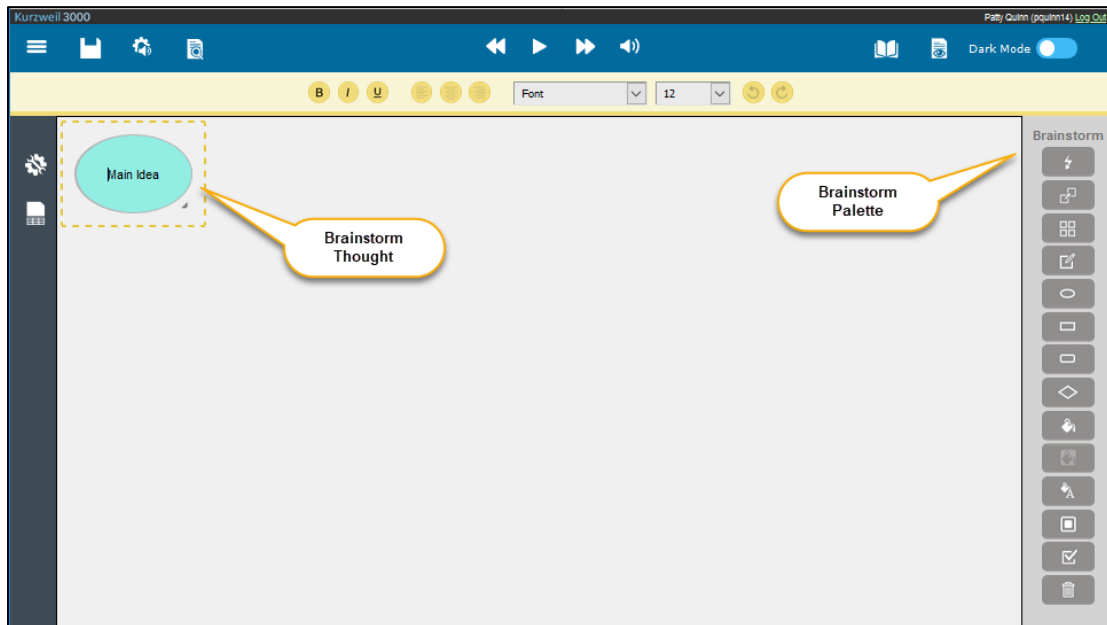
The Brainstorm Editor and Tools Palette

When you open the Brainstorm window, a Brainstorm Palette appears along the right side of the window. Use the scrollbar to view all the options. Hover your cursor over each tool. You'll see a tooltip defining the tool.
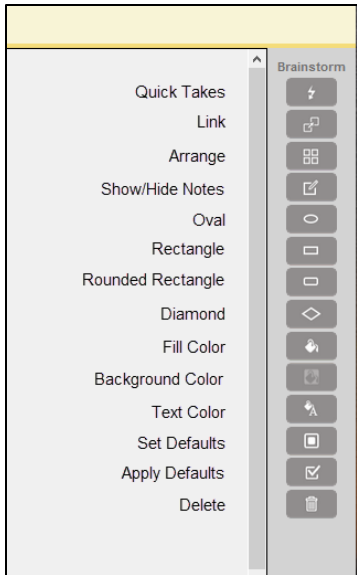
Creating thoughts

Initially when you first open a **New Brainstorm**, one thought is displayed, titled Main Idea. You can use this as a starting point.
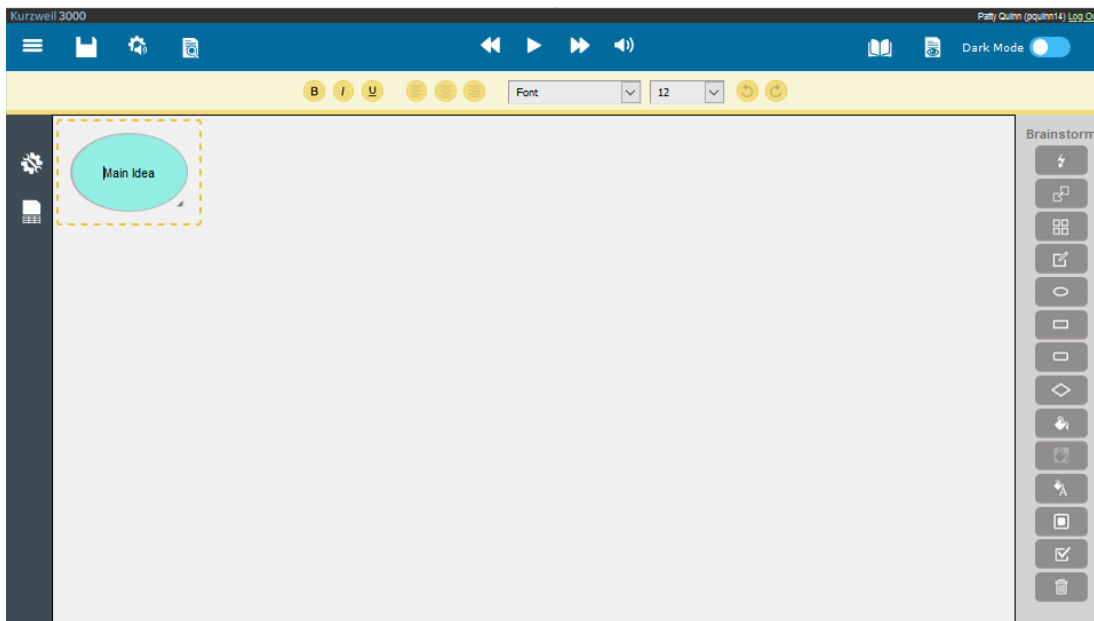
1. Click inside the shape and start typing to add a description to your Thought.

2. Use the text editing buttons to edit the font, font size, and font style of the selected text. Choose OpenDyslexic or OpenDyslexic Mono from the font list to increase readability for readers with dyslexia.
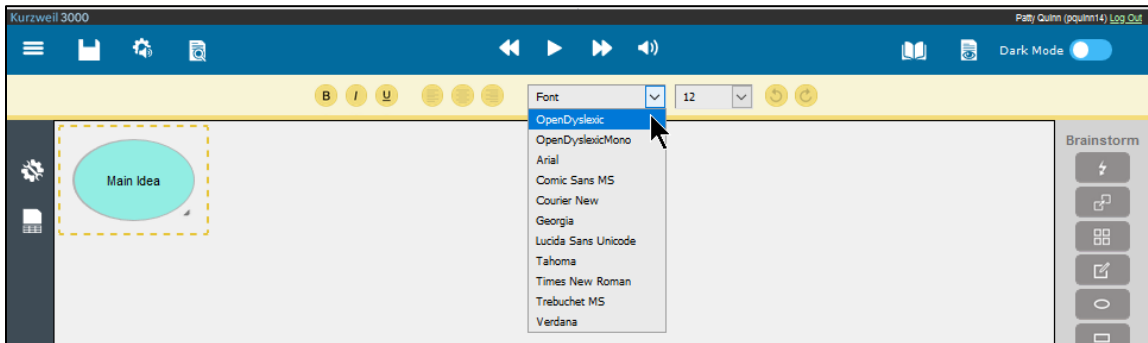
3. Use the Text Color button in the Brainstorm Palette to change the color of the selected text. A color chooser window is displayed.
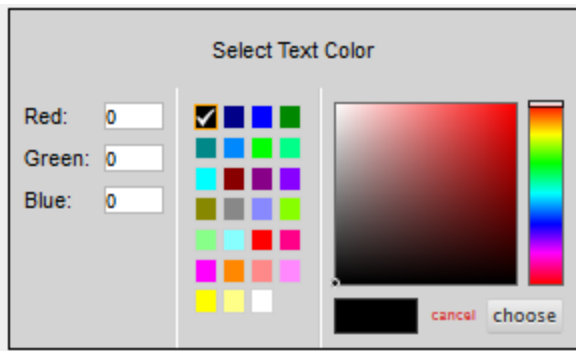
4. Select a color, then click the **choose** button. The selected text will be displayed in the color you chose and the color chooser window is dismissed.

Change the Shape Properties

You can change the properties of the shapes, including shapes, font, font color, size, and color of the diagram background.

1. **Shape**: Select an existing shape (an oval, for example). Click one of the other shape buttons (rectangle, for example). The selected shape changes.
2. **Shape Color**: Select a shape and click the **Shape Color** button. The color chooser window is displayed. Select a color then click the **choose** button. The shape color changes and the color chooser window is dismissed.
3. **Background Color**: Place your cursor outside the shapes and click the **Background Color** button. The Color Chooser window is displayed. Select a color and then click the **choose** button. The background color changes and the color chooser window is dismissed.

4. **Text**: Select the text. Use the text editing buttons to change the font, font size, and font type. Choose OpenDyslexic or OpenDyslexic Mono from the font list to increase readability for readers with dyslexia.

5. **Text Color**: Select the text and click the **Text Color** button. The Color Chooser window is displayed. Select a color and then click the **choose** button. The selected text is changed to the color you chose.
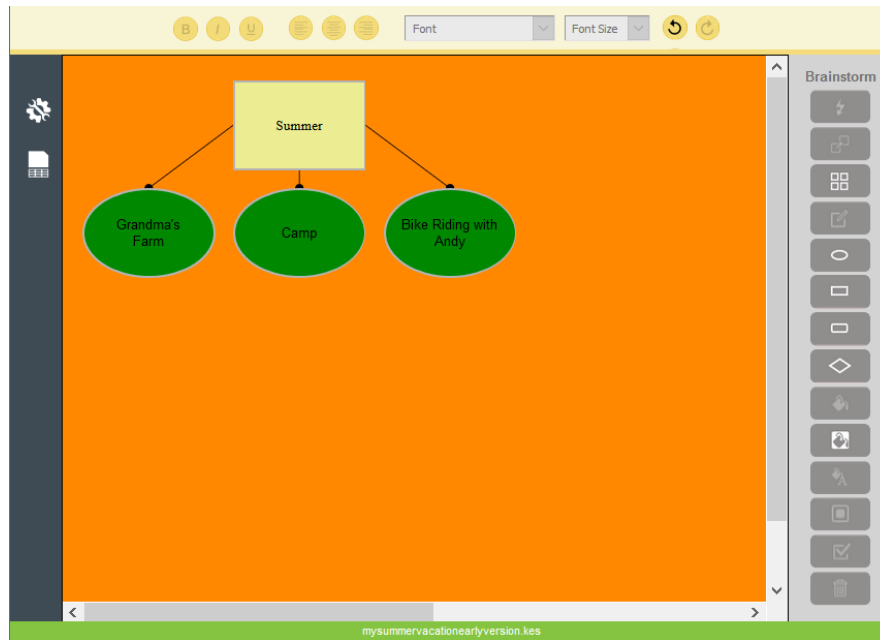
Use Quick Takes to rapidly create sub-thoughts

1. Select a shape, then click **Quick Take**. A shape is added with Instructions to Add Text and press Return.
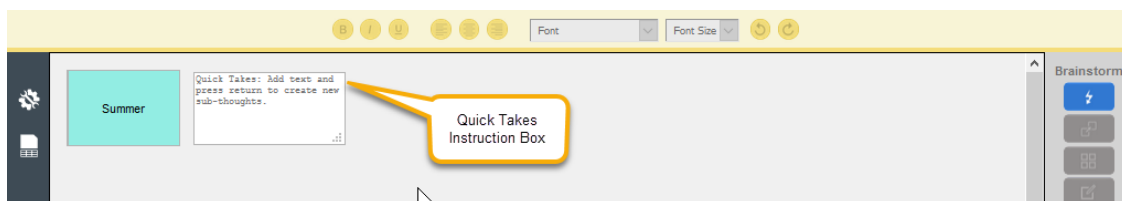
2. In the Quick Takes Instruction box, type a name for the sub-thought, then press the **Return** key on your keyboard. A sub-thought is added and linked to the Thought. Another Quick Takes box is displayed.
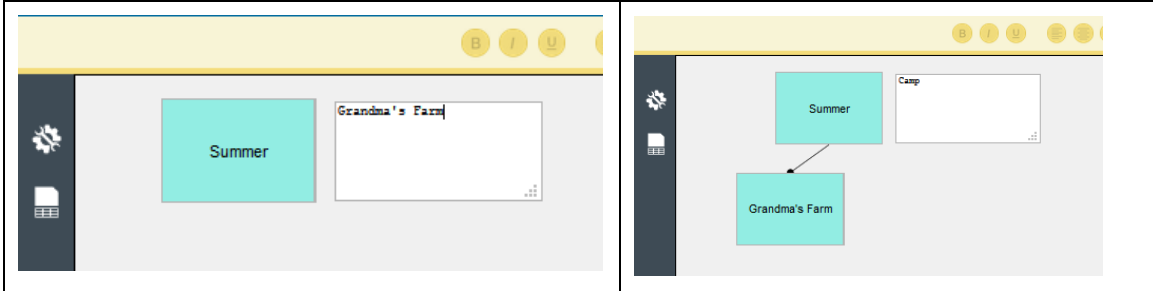
3. To add another sub-thought, type a name and press **Return**. The next sub-thought is added and linked to the Thought. Another Quick Takes box is displayed.
4. Continue adding until you have added all the Sub-thoughts you want. Click outside the Quick Takes box and it is dismissed.

Linking thoughts using the Link button

If you add a Thought or a sub-thought and want to link it to an existing one use the **Link** button

1. First Select the Thought to link from, and click the **Link** button. A link "cursor" is attached to the selected Thought.
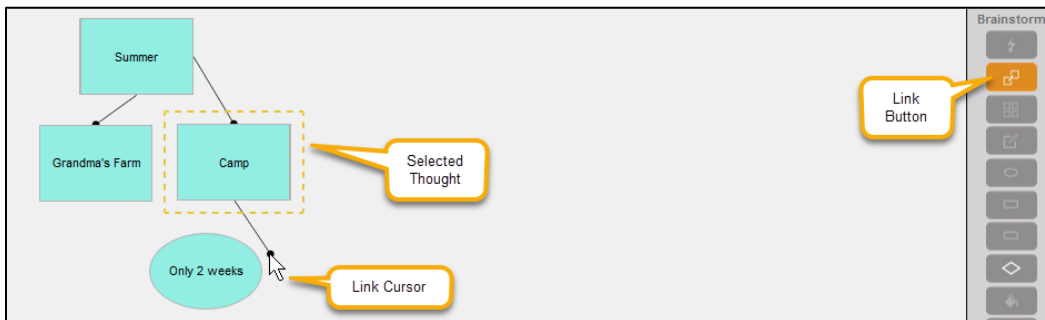
2. Drag the link to a Thought or Sub-thought you want to link to and release. The two are linked.

Selecting one or more shapes

Select a shape by clicking on it. You can drag and drop it to another spot on the diagram. To select multiple shapes, click and drag around the shapes you want to select. You'll see a dotted line surrounding the shapes as you drag.
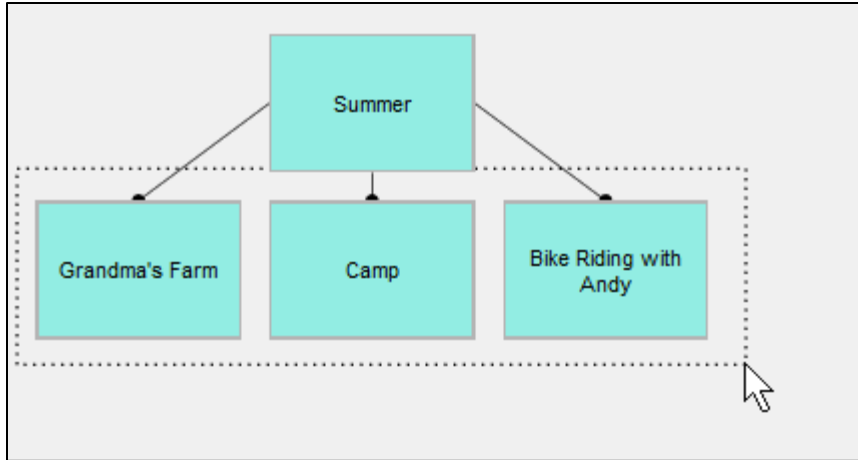
When they are all inside dotted line, release the cursor and each of the shapes will be selected.
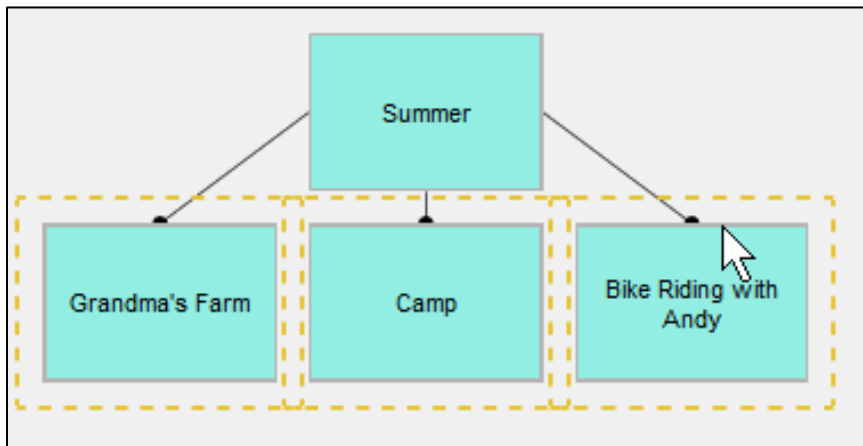
Now that they're selected, you can change the shapes or colors of the selected Thoughts

Arrange your Thoughts and Sub-thoughts

After you have created several Thoughts and Sub-thoughts you may want to rearrange them. The quickest way is to use the Arrange button.
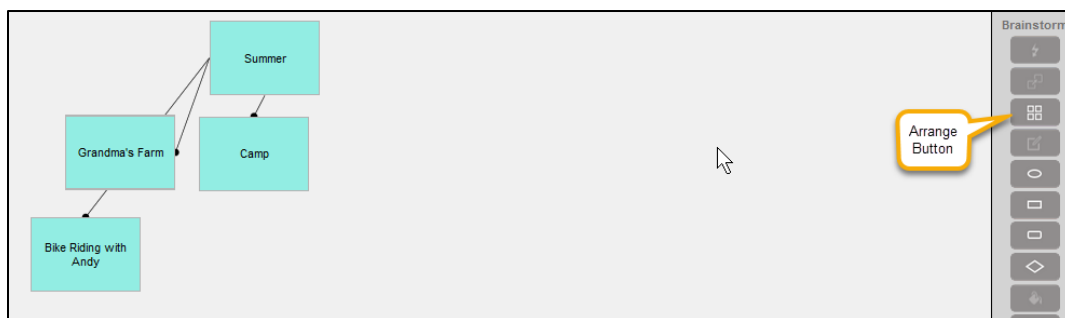
1. Click the **Arrange** button. Your Thoughts and Sub-thoughts are aligned and arranged.
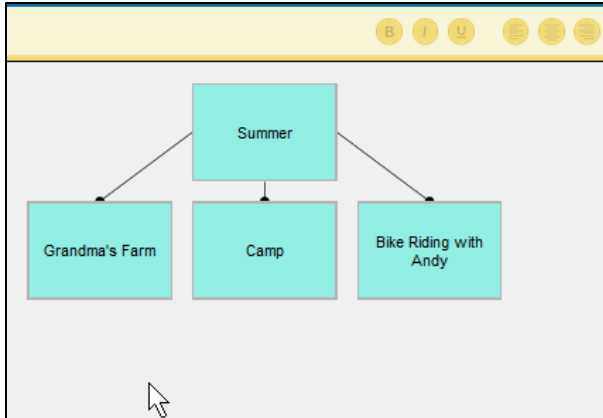
Adding a Note to a Thought

1. Select a Thought, then click the **Show/Hide Notes** button. A box is displayed in which you can write a note. Additionally, a Brainstorm Note icon will appear in the upper right corner of the Thought it is attached to.
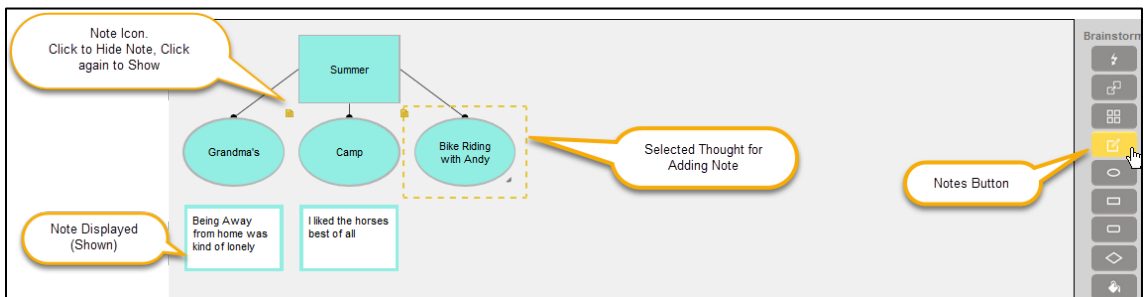
2. To hide a note, select the Note icon (or click the Note icon). The note is hidden. To show the note, click the Note icon again.
3. You can edit the note text by selecting the text and using the text tools.
4. To delete a note, select the text in the note, and press the **delete** key on your keyboard (or **CTRL+X**), then click the Note icon. The note is deleted.

Setting and applying defaults

If you like a shape, a fill color, or text color (for example a green oval with black text) you can make those settings be a default for this Brainstorm diagram by selecting the shape and clicking the **Set Default** button. You can then select other shapes and click the **Apply Default** button, and the shape, color, and text color will change to the default you set (in the example shown above, a green oval with black text). Note that the default you select will only apply to the current Brainstorm diagram.

Creating a New Outline.

The Outline feature lets you organize your ideas into a standard outline format that you can follow as you write. You can use all the text editing tools available in the Editor window on selected text. You can

hear the selected text using the **Read** button. Note that Outlines you create and save here can also be viewed in Kurzweil 3000 Web License Edition, but not viewed in Kurzweil 3000 on the iPad.

Many writing and editing features are available to you while you are working in the Outline and Outline Notes:

- Text editing functions, including Undo.
- All reading functions, including Speak as Typing.
- Word lookup.
- Translation (translation doesn't automatically replace the selected text; copy and paste the translated text onto the selected text in the Outline to replace it).
- Change background color.
- Word Prediction.
- Spell Checking.

The Outline Editor and Tools Palette

Initially when you first open a **New Outline**, one thought is displayed, titled Main Idea. You can use this as a starting point.
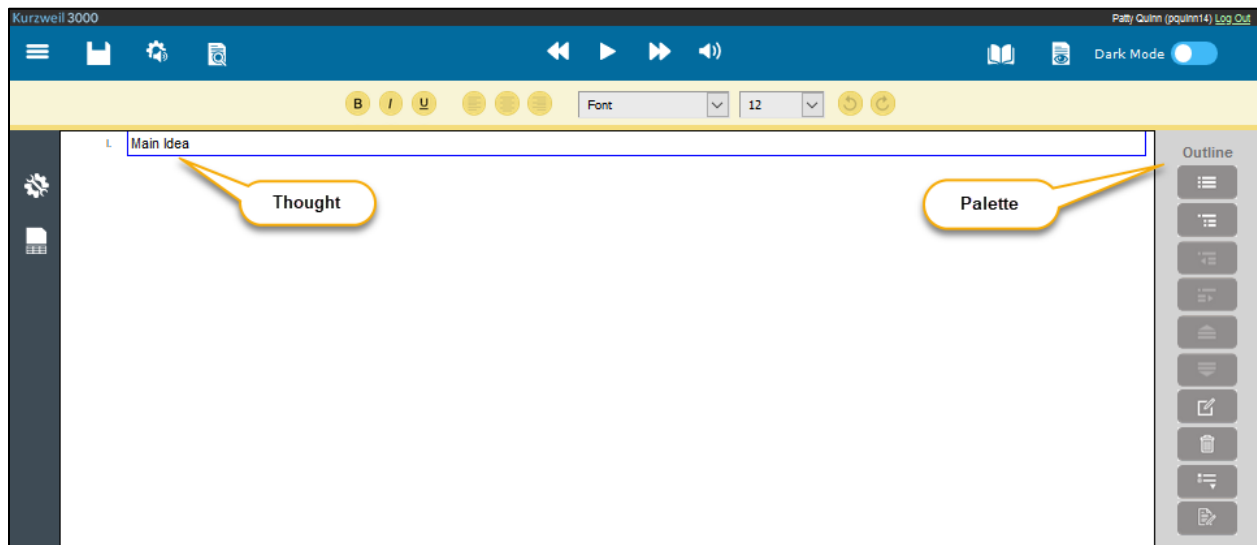
You will also see the Outline tools palette along the right side of the Editor. The palette allows you to:

- Create Topics or key ideas, Sub-topics as well as supporting details.
- Quickly re-organize the Topics and Sub-topics.
- Switch from a variety of different prefix labels, such as Roman Numerals and Legal.
- Add Notes to hold additional information and elaboration, such as quotes and source information.

Hover your cursor over each tool. You'll see a tooltip defining the tool.

Outline	
☰	**Add Topic**
☷	**Add Subtopic**
⊣	**Move to Left / Promote**
⊢	**Move to Right / Demote**
⏫	**Move Up**
⏬	**Move Down**
✎	**Note**
🗑	**Delete**
⊟	**Prefix Label**
🖋	**Create Draft**
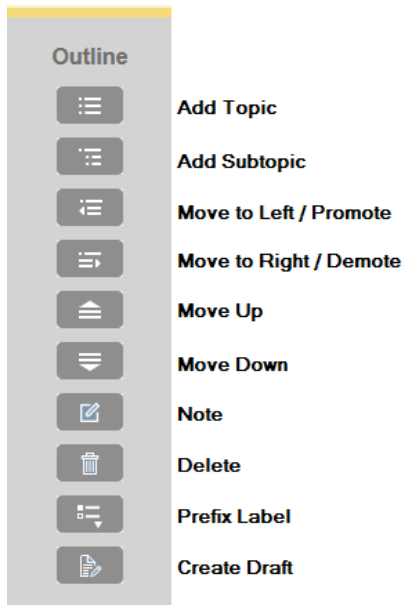
Adding Topics and Sub-topics

To add a Topic:

1. Select the Topic.
2. Click the **Add Topic** button.

    A Topic is added beneath the selected Topic.

To add a Sub-topic to a Topic:

1. Select the Topic you want to add a Sub-topic to.
2. Click the **Add Sub-topic** button.

    A Sub-topic is added beneath the selected Topic.

To add another Sub-topic to a Sub-topic:

1. Select the Topic you want to add another Sub-topic to.
2. Click the **Sub-topic** button.

    Another Sub-topic is added to the selected Topic.

Note: You can also:

1. Select the Sub-topic you want to add a Sub-topic to.
2. Click the **Add Topic** button.

    Another Sub-topic is added beneath the selected Sub-topic.

Reorganizing outline topics.

There are a number of ways to re-organize Topics in Outline view:

- Move a Topic anywhere by Cutting/Copying and Pasting.
- Move a Topic up or down in the order by using the **Move Up** or **Move Down** buttons.
- Change the Topic level up or down by using the **Promote** or **Demote** buttons.

At any time, you can undo an action by pressing **CTRL+Z**.

Adding a Note to a Topic.

1. Select the Topic or Sub-topic that you want to attach a note to.
2. Click the **Note** button. A Note icon is displayed beneath the selected Topic or Sub-topic.
3. Type the note text in the space provided after the note icon.
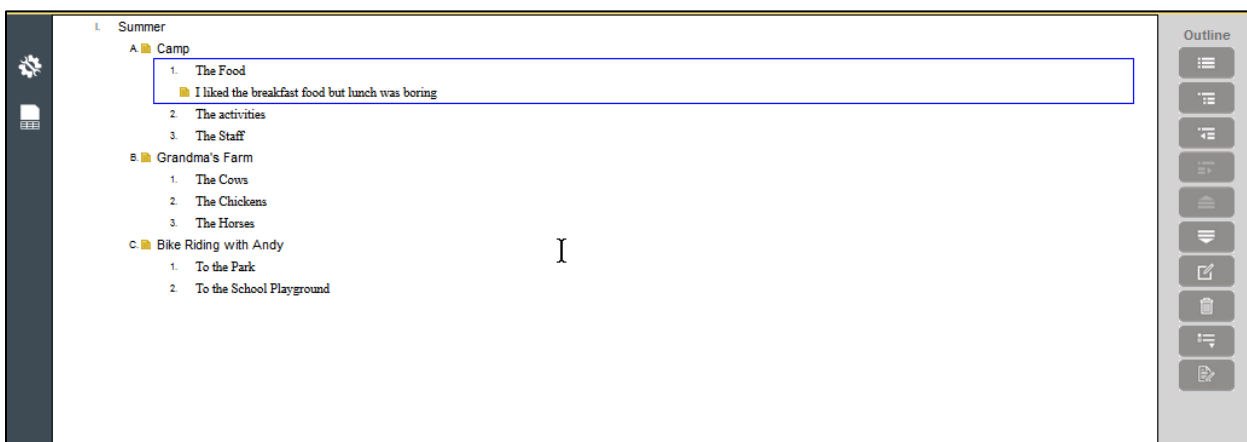
4. Click the Note icon to hide the text.
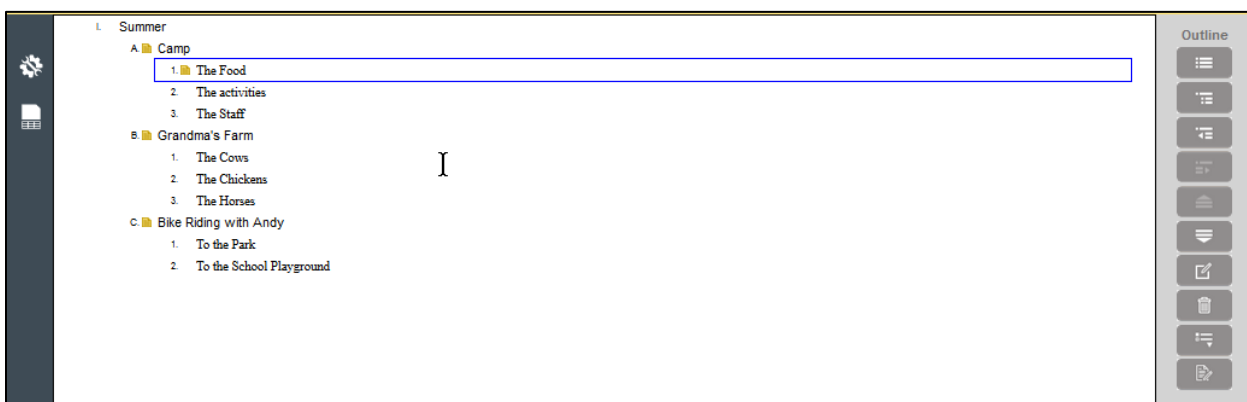
Deleting Topics and Sub-topics.

1. To delete a Topic or Sub-topic, select it.
2. Click the **Delete** button (trash can icon).

Note: If the Topic or Sub-topic contains a note, the note will also be deleted.

Switching the Outline view to its Brainstorm view.

1. To see your Outline View as a Brainstorm Diagram, choose **Brainstorm** from the **Views** menu.
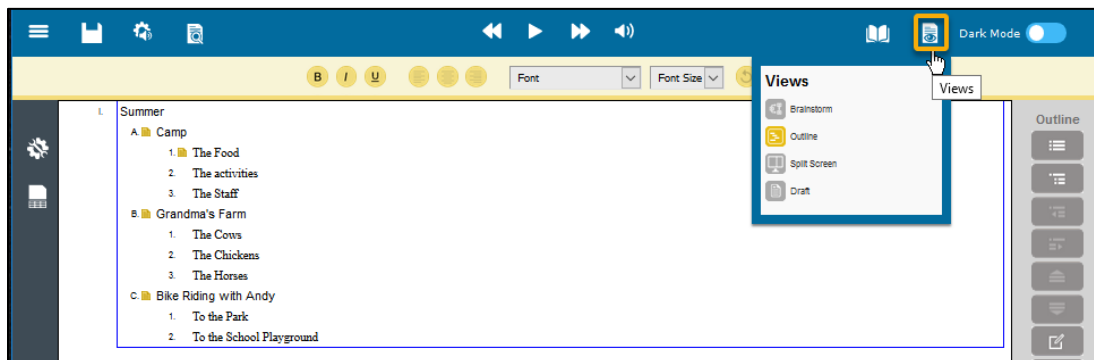
The Outline View is now displayed as the Brainstorm:
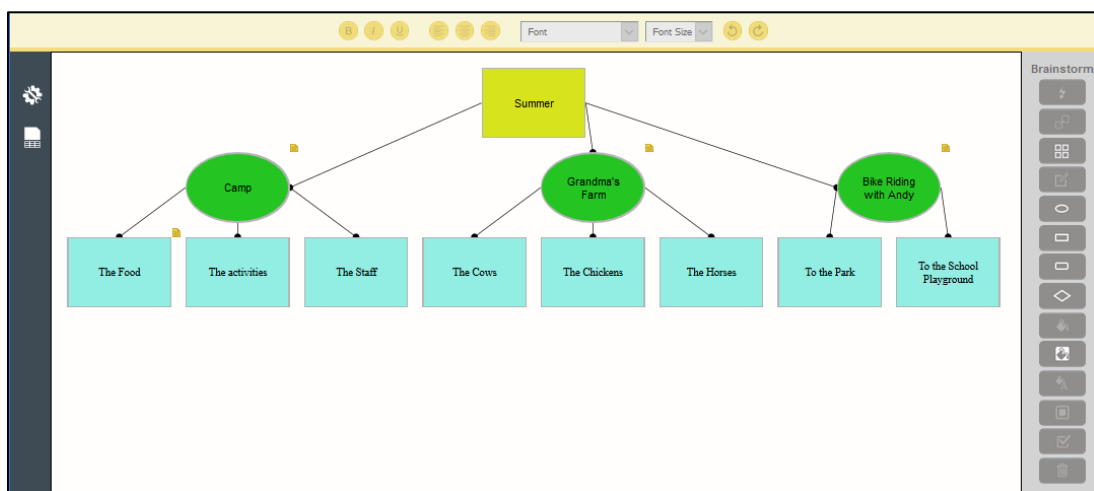
2. Click the **Arrange** button, if necessary.

Notice the **Note** icons. You can click them to display the text. Click again to close.

Creating an Outline from a Brainstorm diagram

Because Outline and Brainstorm are both views of the same Kurzweil 3000 text file, and share the same information, you can go back and forth between the text-based outline and the graphics-based Brainstorm diagram using the **Views** menu.

To create an Outline from a Brainstorm Diagram:

1. Open your Brainstorm Diagram (if it is not already open).
2. Click **Outline** from the **Views** menu.

Your Brainstorm Diagram is displayed in Outline form:
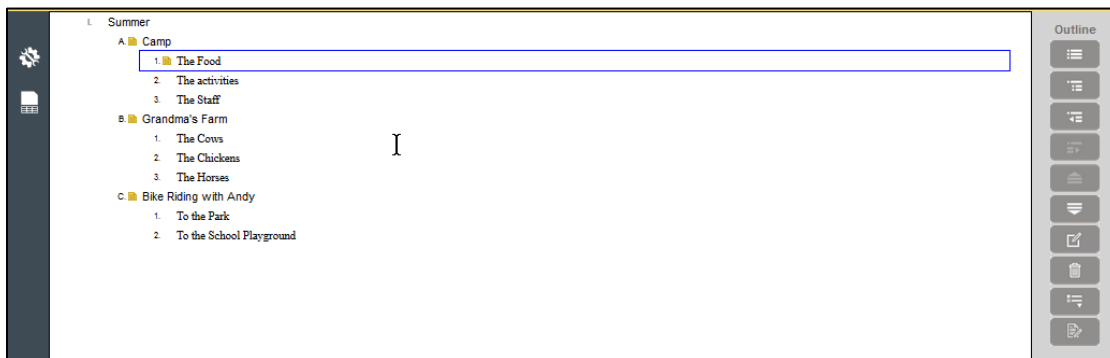
The hierarchy you created in the **Brainstorm** view is preserved in the **Outline** view.

Any changes you make in this view will be reflected in the Brainstorm view. You can easily switch back and forth using the **Views** menu.
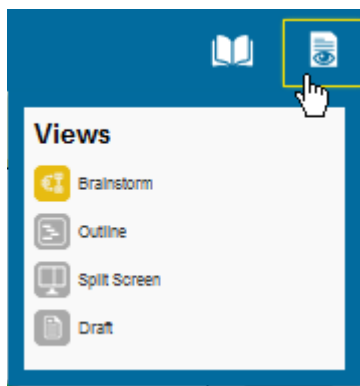
Going from Outline to Draft

Once you have your outline, you're ready to go to the draft stage in the writing process.

When you are ready to go from Outline to start writing in a Draft, click the **Create Draft** button in the Outline Palette. The Outline view changes to Draft view with the outline text as content, ready for you to begin editing and turning into full sentences and paragraphs. To keep both the Outline and Draft View visible, use the Split Screen option.

Using Split **Screen** to Display Outline and Draft Views

The Split Screen option enables you to work with a Draft and the draft's associated Outline in two panes. With your Outline open, select **Split Screen** from the **Views** drop-down menu. The screen splits and shows both views, the Outline on the left side and the Draft View on the right side.
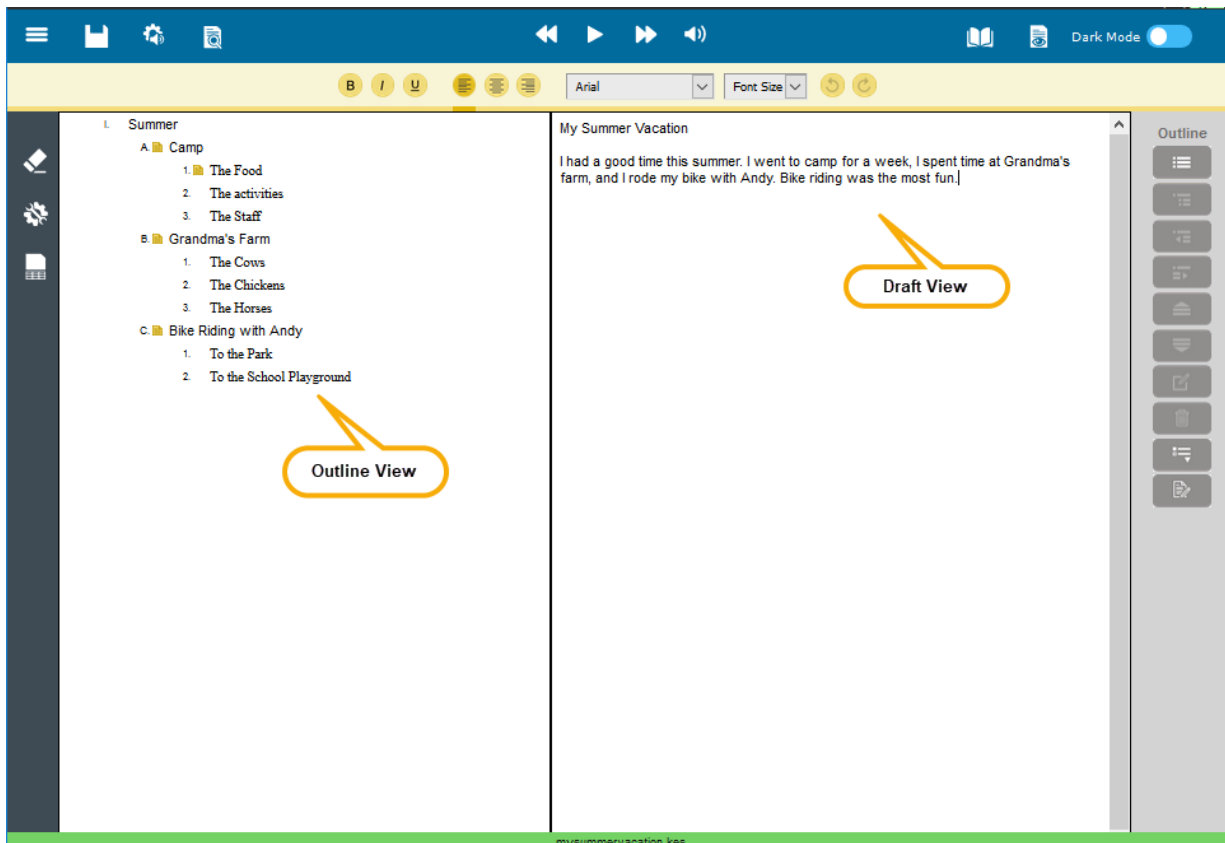
Note that no matter whether you have Brainstorm or Outline views open, selecting Split Screen will always display Outline and Draft.

Creating a New Draft

In addition to editing existing DOC, DOCX, RTF, TXT and some KES documents, you can create a new document using the **Write** menu and features of the Editor. (See Using the Editor. for details about using the Editor.)

1. To create a new draft document, navigate to a folder that you have write access to and click the **New Draft** from the Write menu.
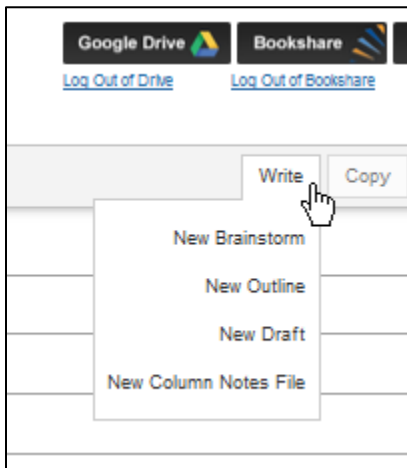
2. A New Draft name dialog is displayed. Give the draft a unique name. If the name is more than one word, separate the words with an underscore.
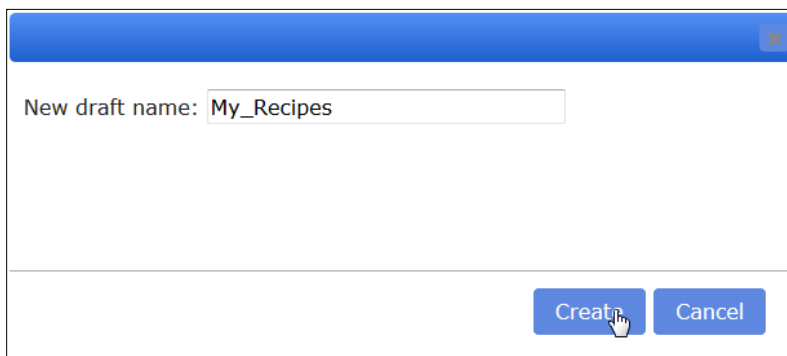
3. Click **Create**. The Reader / Editor page will open showing the Edit Toolbar beneath the Reader Toolbar.

4. Create your document in the blank space beneath the toolbar.

5. Use the Character and Paragraph formatting tools to format your document.

6. To enable **Word Prediction** and **Spell Check**, select from the **Tools** Fly-out menu.

7. To hear your text read aloud while typing, use the **Speak as Typing** options in the Audio Options window. See Changing the reading settings for details.

8. Be sure to save your changes frequently. (See Save your document.)

9. The document is saved as a KES file. You can open this file again if you want to edit further.

Note that when you create a **New Draft**, there won't be associated Brainstorm Diagrams or an Outline.

Study skills tools

There are several tools available to help improve study skills.

- [Color Highlighters](#) let you add your own highlighting to the words in a typed or scanned document.
- [Sticky Notes and Text Notes](#) let you attach notes to an image document.
- Column Notes opens a window in which you can take notes as you read and do research across documents.

This section focuses on Column Notes.
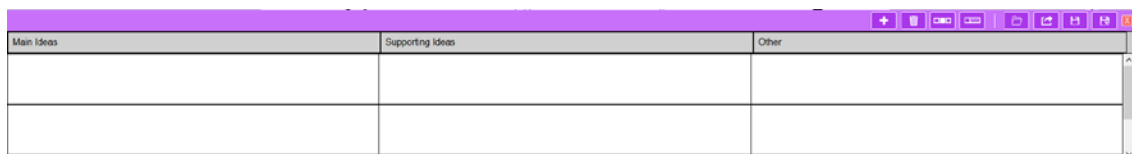
About Column Notes

One of the prime benefits of the Column Notes feature is its use as a study tool. As in the Cornell note taking method, you can cover the second column and review the main ideas in the left column, quizzing yourself on the details.

The Kurzweil 3000 Column Notes feature is ideal for the following tasks:

- Taking notes while reading and doing research across documents.
- Taking in-class and lecture notes.
- Reviewing or studying notes, especially when using the [Cover Second Column](#) feature.
- Writing, when you Extract Column Notes to Outline and use the notes as a starting point.

Column Notes is a 3-column table and displays the following:

- The first column is for "Main Ideas," key words, or even questions for self-quizzing.
- The second column, which you can show or cover, is for the details that support a main idea.
- The third column, which you can show or hide, is convenient for noting additional thoughts and ideas, or for source information that can be helpful in creating citations, references and bibliographies.
- The menu bar (top right) contains commands to Insert Row after Current Row, Delete Current Row, Cover Second Column, Hide Third Column, Open Existing Notes File, Extract Column Notes to Outline, Save, and Save As. Hover the cursor over the button to see the tooltip.
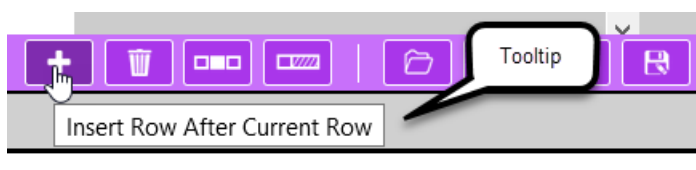
- The scroll bar is along the far right side. Use it to scroll up or down in your notes file.

Column Notes Files

Column Notes files are independent of documents, allowing you to gather and work with one set of notes across multiple documents.

Column Notes files are xml-based and have the file extension *.K3C*. You can save these files anywhere on your system; because they have a unique file extension, you can find them easily.

Reading and Editing Features in Column Notes

While in Column Notes, you can use:

- All reading functions.
- Word lookup.
- Word Prediction.
- Spell Checking.
- Text editing functions. (You can also use the commands on the pop-up menu – right-click to display).
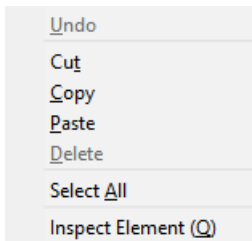
Common shortcuts such as Cut (CTRL+X), Copy (CTRL+C), and Paste (CTRL+V) are also available.

Creating and Using Column Notes

Opening a New or Existing Column Note

To create a new or open an Existing Column Note file click the Column Notes button to display the menu.
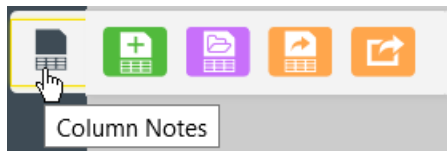
Hover the cursor over each option to display the tooltip.

- Click **New Column Notes** to create a new column note file.
- Click **Open Column Notes** to open an existing column note file.

- With an open document containing highlights, choose **Extract Highlights to Column Notes**
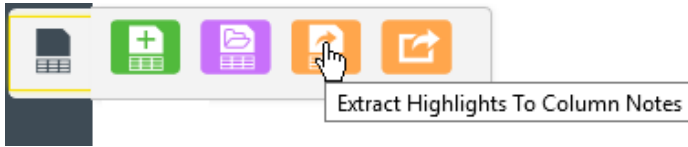
- The Column Notes file is opened beneath the page of highlights.
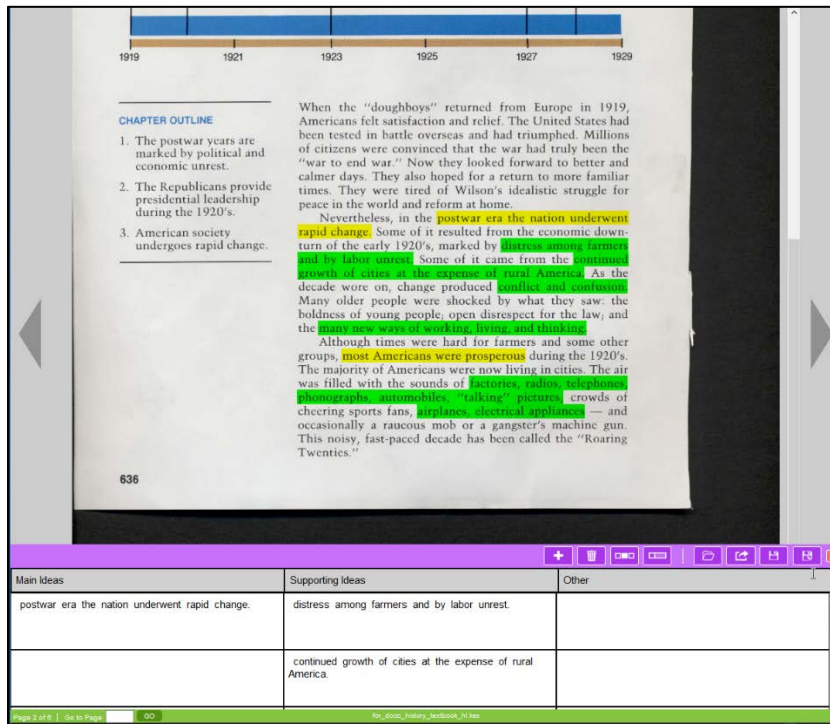
- With an open document containing highlights choose **Extract Highlights to Vocabulary Study Guide**
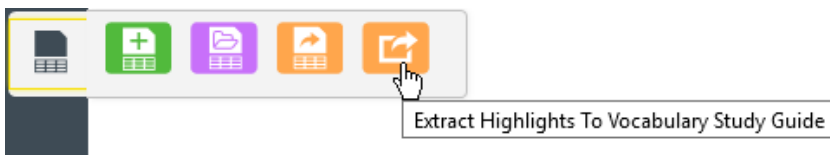
The Column Notes file is opened beneath the page of highlights, with definitions.
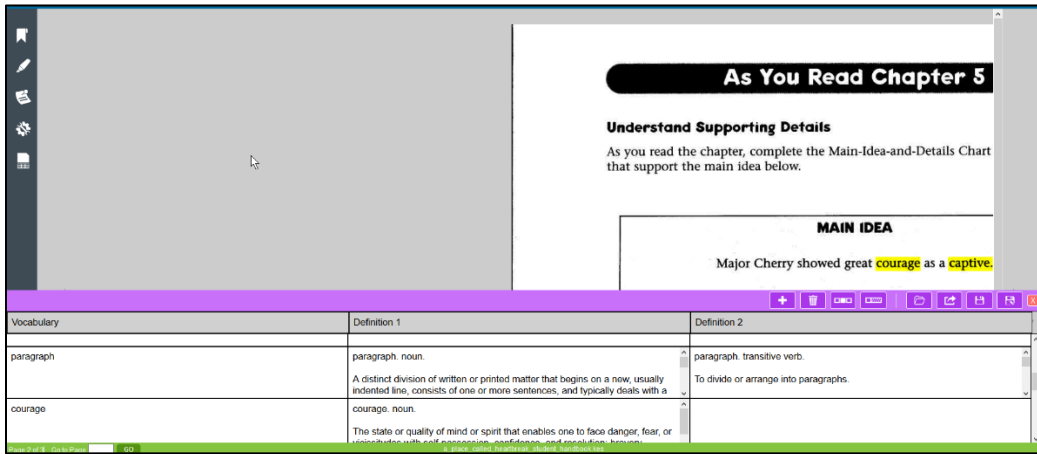
To enter text, just click in a cell and type, copy and paste, or drag and drop from:

- Currently open document.
- Other types of Kurzweil 3000 Note features such as Sticky, Text and Bubble Notes.
- Or from other applications, including Microsoft Word and Web pages.

You can also bring content into Column Notes by using the <u>Extract Highlights to Column Notes</u> feature.

Moving Around in the Column Notes Table

Navigation keys are the easiest way to navigate the Column Notes columns and rows:

- To move within a cell in a column – Use the Up/Down, Left/Right Arrow keys.
- To go to next/right cell – Use the TAB key. If your cursor is in the last cell of a row, TAB inserts a new row and places the cursor in the first cell in that new row.
- To go back one/left cell – Use SHIFT+TAB.
- Use the Scroll bar to scroll up and down in the note.

Working with Columns and Rows

The following features are accessible from the **Column Notes** menu bar at the top of the window.

To edit column header text

1. Place the cursor on the Column Notes Header and select the Title that you want to rename.
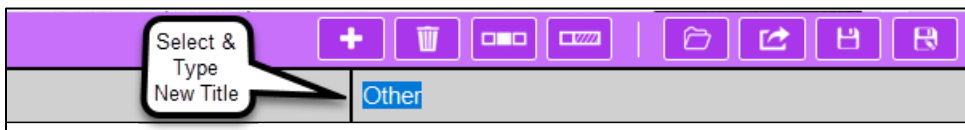
2. Type a New Title. For example, you may want to change the title "Other" to "Notes." You can rename any of the titles.

3. Click **Save** to save the change.

To add a row

In the Column Notes place your cursor in the row you want to add a row to and in the menu bar, click the Plus sign **(+)** button.
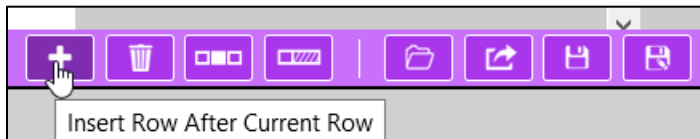
Note: To add a row above the first row in the Column Note, place your cursor in the Header (where the Titles are) and click the Plus sign. A new row is placed above the first row in the Column Note and below the titles.

To delete a row

In the Column Notes place your cursor in the row you want to delete and click the **Delete Current Row** button**.**
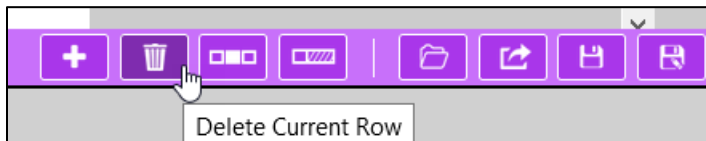
To Cover/Show the Second Column

The Cover Second Column feature is useful for covering the definitions so that you can test yourself on the meaning of the vocabulary words in the first column (see Extracting Highlights to Vocabulary Study Guide).

With the cursor in the first column of the Column Notes window, Click **Cover Second Column**. The second column covered in gray.

Note that you can later show the second column by opening the Context menu and choosing **Show Second Column**.

To Hide/Show the Third Column

You may not always need a third column when taking notes. By hiding the third column you also gain window space as first and second columns resize to fit the window.
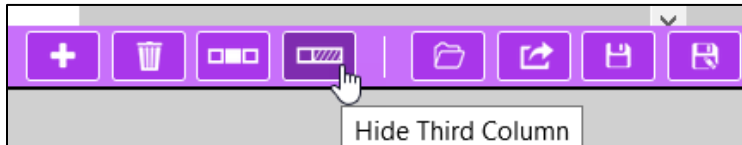
With the cursor in the first or second Column Notes column, click **Hide Third Column**. The Column Notes shows only the first and second columns.

You can later show the 3rd column by opening the Column Notes menu and choosing **Show Third Column.**
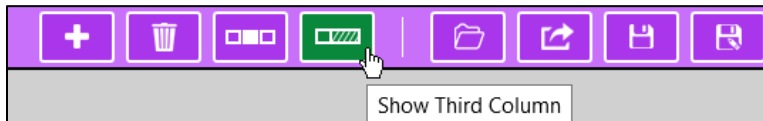
To Save the Column Notes file

If you have not previously saved the Column Notes file, click the **Save As** button and give the file a meaningful name, for example *My_Study_Guide*. Kurzweil 3000 will save the file as *My_Study_Guide.k3c*. Note that file names can only contain letters, numbers, and underscores.

Use the **Save** button after you have "Saved as" and continue to work on the file

Extracting Highlights to Column Notes

There are a number of ways to populate Column Notes, including typing into the cells, copying and pasting, and dragging and dropping text into the cells. Another, very quick way to enter material into Column Notes, is to use **Extract Highlights to Column Notes** from the Column Notes menu.

1. In a document, use the Color Highlighter tools from the **Highlighters** fly-out menu. To view or change the different types and levels of information you want to collect, click the **Customize** button in the **Highlighters** menu. See To Customize Highlighter/Extract Options for details.

   For instance, a typical way to distinguish different levels of information, such as Main Ideas, Sub-Ideas or Sub-Topics, and Details, is to use the Yellow highlighter for main ideas and Green for sub-ideas, and Blue for details.

2. Choose **Extract Highlights to Column Notes**. A dialog is displayed for opening a new or existing Column Notes file, and the highlight colors and columns in which to place the text.
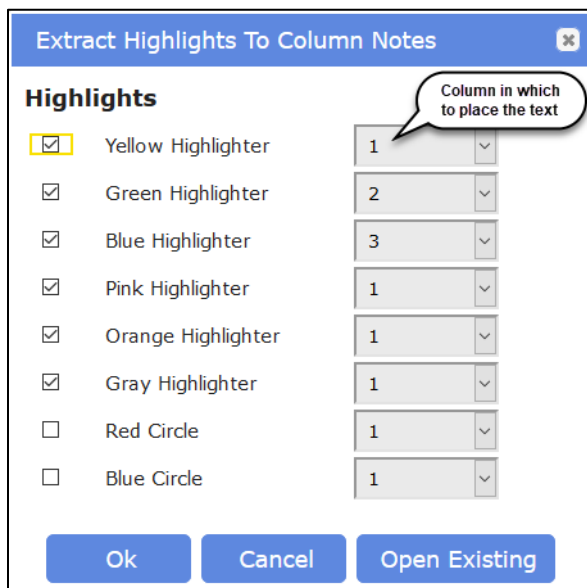
3. Click **OK** to open a new notes file or click **Open Existing** to append the highlighted text at the end of an existing notes file.

   - If you select **Open Existing**, a selection dialog is displayed for you to select the existing file to open. After you select the file, the *Extract Highlights to Column Notes* dialog is redisplayed.
   - Click **OK** to append the highlighted text to the existing notes file.

   Kurzweil 3000 fills the Column Notes cells according to reading order and to the column numbers you specified.

4. Save the Column Notes. (See To Save the Column Notes file).

Note: If you do not want the currently highlighted text to be extracted the next time you use Extract Highlights, be sure to Erase the highlights in the document from which you extracted the highlights and then Save the document.

Extracting Highlights to Vocabulary Study Guides

This feature allows you to highlight words in a document then extract those words to create a [Column Notes file](#) or a [New Text File](#) to use as vocabulary study guides. You can also open an existing Column Notes file (.k3c file) to include in your Column Notes or New Text File vocabulary study guide. (See [Appending your Vocabulary Study Guide to an Existing Column Notes File](#) for details.)

Creating a Column Notes Study Guide

1. Open a Document.
2. From the Highlighters fly-out menu, click any Color Highlighter. The current cursor changes to a highlighter cursor with the color you selected.
3. Click on the word where you'd like to begin highlighting, and drag the cursor over the text you want to highlight. A bar of color highlights the text you select. You can change to another highlighter by clicking on a different Highlighter button at any time.
4. To stop highlighting, click another button in the toolbar, such as the **Selector** button or press **ESC** on your keyboard.
5. From the Column Notes menu, choose **Extract Highlights to Vocabulary Study Guide**. A dialog pops up.

6. Select the highlighters to include. (**Note**: The Red and Blue Circles only apply to image-based documents in the Reader, not text-based documents open in the Editor.)
7. Select a **Dictionary** from the drop-down menu.
8. Click **Ok**. The Column Notes Vocabulary Study Guide is displayed. (See [Appending your Vocabulary Study Guide to an Existing Column Notes File](#) for details on using the **Open Existing** button.)
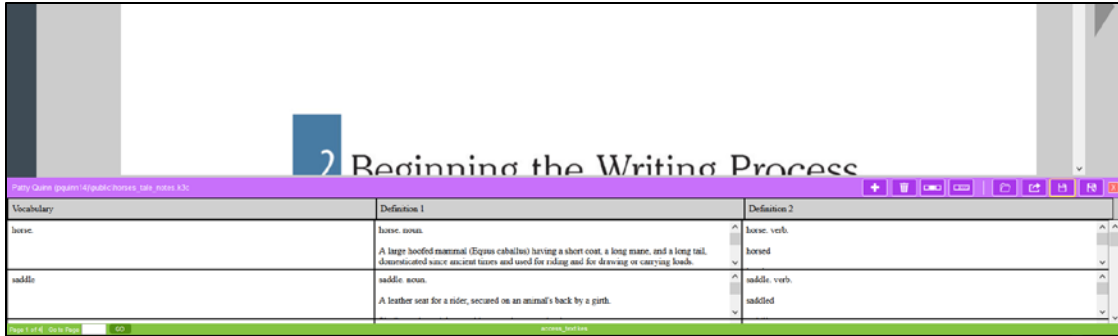
The Column Notes Vocabulary study guide works the same as any [Column Notes file](#), including the navigation and editing features, and saving the file. The only differences are the column headers. They are: **Vocabulary**, **Definition 1**, and **Definition 2.**

9. Click the **Save** or **Save as** button to save your Column Notes Vocabulary Study Guide.

Creating a New Text Vocabulary Guide

1. Open a Document.
2. From the Highlighters fly-out menu, click any Color Highlighter. The current cursor changes to a highlighter cursor with the color you selected.
3. Click on the word where you'd like to begin highlighting, and drag the cursor over the text you want to highlight. A bar of color highlights the text you select. You can change to another highlighter by clicking on a different Highlighter button at any time.
4. To stop highlighting, click another button in the toolbar, such as the **Selector** button or press **ESC** on your keyboard.
5. From the Column Notes menu, choose **Extract Highlights to Vocabulary Study Guide**. A dialog pops up.

6. Select the highlighters to include. (**Note**: The Red and Blue Circles only apply to image-based documents in the Reader, not text-based documents open in the Editor.)

7. Select a **Dictionary** from the drop-down menu.

8. Click the **Extract to New Text File** checkbox. The **Include Picture** checkbox is enabled. When checked, **Include Picture** automatically includes the first picture found in the Picture Dictionary in your new text-based study guide.

9. Click **Ok**. The new Text File Study Guide is displayed. (See Appending your Vocabulary Study Guide to an Existing Column Notes File for details on using the **Open Existing** button.)
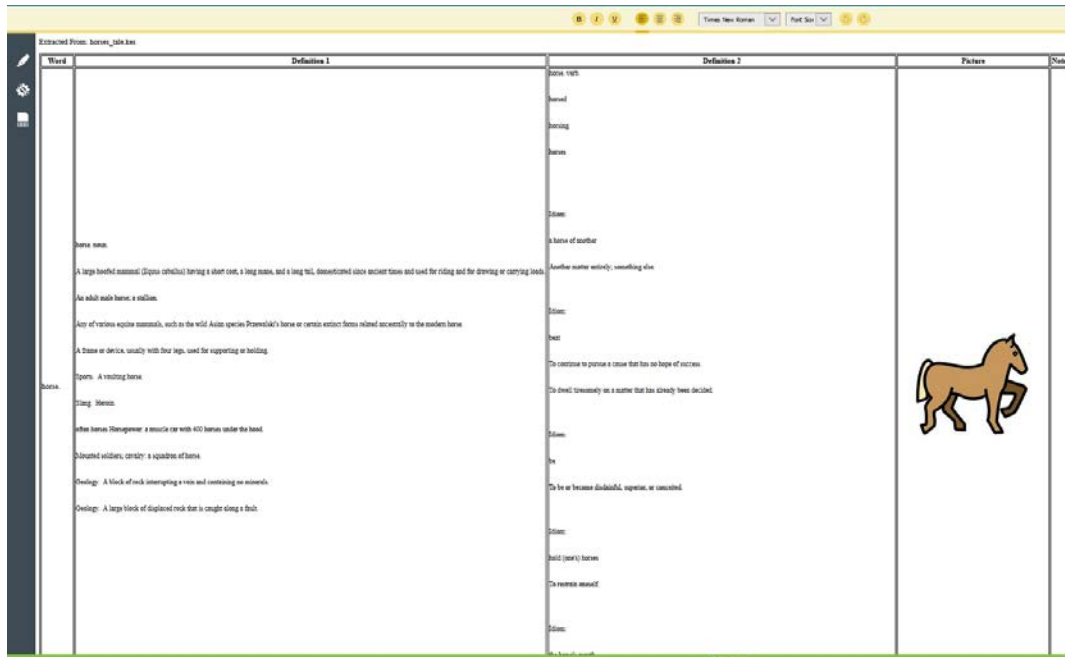
The headings of your text file study guide are: **Word**, **Definition 1**, **Definition 2, Picture, and Notes.** All can be edited.

The file is automatically saved as *studyguide.kes* in your recently opened local files folder. Any follow-on study guide will be named with a number appended to the end (e.g., *studyguide_1.kes*, *studyguide_2.kes*, etc.). If you make edits, be sure to **Save** the file.

Note: Pictures added to vocabulary study guides are not supported in Kurzweil 3000 for Macintosh.

Appending your Vocabulary Study Guide to an Existing Column Notes File

If you have a column notes file that you want to include, you can append your new column notes or text file study guide to a previously existing column notes file (.k3c file), using the **Open Existing** button.

1. In the **Extract Highlights to Vocabulary Study Guide** dialog (whether you checked or unchecked **Extract to New Text File),** click **Open Existing** to select an existing column notes .k3c file (e.g., *filename.k3c*).

   - A dialog pops up for you to select the *.k3c* file.
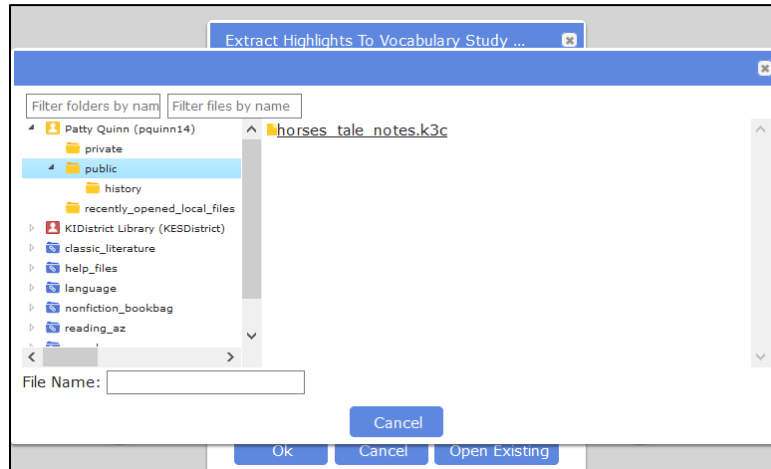
   - Navigate to the .k3c file that you want to include in your column notes vocabulary study guide or new text file vocabulary study guide, and select it. The dialog is closed and you are returned to the Extract Highlights to Vocabulary Study dialog.

2. Select **OK**. The Column Notes or Text File Vocabulary Study Guide is displayed. The information from your new column notes or text based study guides is appended to the information from your existing column notes file that you included.

Preparing for tests.

How can you do well on a test? The most important key to taking tests is preparation.

Here are some suggestions for preparing for tests:

- Open the material that you will be tested on.
- Use Notes, Color Highlighters or Circle tools as you read.
- Explain the topic and its details to a friend.
- Change a fact into a question the teacher might ask on a test, then use Notes to write and insert the questions into the material.
- Use the Reference tools to look up words.
- Pull your Notes and highlights together using the Extract feature to create study aids (see Extracting Notes, Bookmarks, and Highlights. for details).
- If you know that there will be an essay question, practice. Create some questions and answer them. Use the Editor to write. Word prediction can help you with spelling. Have what you write read back to you so you can self-correct.

- Practice using Kurzweil 3000 test-taking features.
- If you know that you will be allowed to use Kurzweil 3000 on your Web Browser to take your test, ask your teacher what tools and features will be made available to you. Then practice using those features.

In the *Kurzweil 3000 Sample Documents* folder, there are several tests that you can open in the Universal Library and then use to practice using test taking features. See Opening local files from your computer.

This example shows the *Language_Arts.kes.* Fill in the Blank test in the *Test Taking* subfolder *of Kurzweil 3000 Sample Documents*.

Name _____
Grade _____
Date _____

Write the past tense of the verb in the space provided.

run	_____	speak	_____
repair	_____	laugh	_____
become	_____	stop	_____
ridicule	_____	buy	_____
bring	_____	write	_____
eat	_____	look	_____
climb	_____	ride	_____
listen	_____	drive	_____
teach	_____	smile	_____
study	_____	understand	_____

Fill in each blank with the past tense of a vocabulary word.

1. Janice _____ some candy at the store.
2. The small acorn eventually _____ a tall oak tree.
3. I _____ to John about our favorite movie.
4. Ann knew that she would do well on the test because she _____ all weekend.
5. We had a lot of fun at the beach. Dan's mother _____ water toys and a picnic lunch.
6. Our teacher _____ us long division.
7. We _____ lunch in the cafeteria.
8. The new girl was nervous until I _____ at her.

language_arts_test.kes

In the Kurzweil 3000 Universal Library **Samples** folder, there are subfolders with several documents that have test questions. This example shows Bubble Note questions on the last page in *It_takes_a_world_to_make_a_shoe* from the *passport_reading_journeys* subfolder.
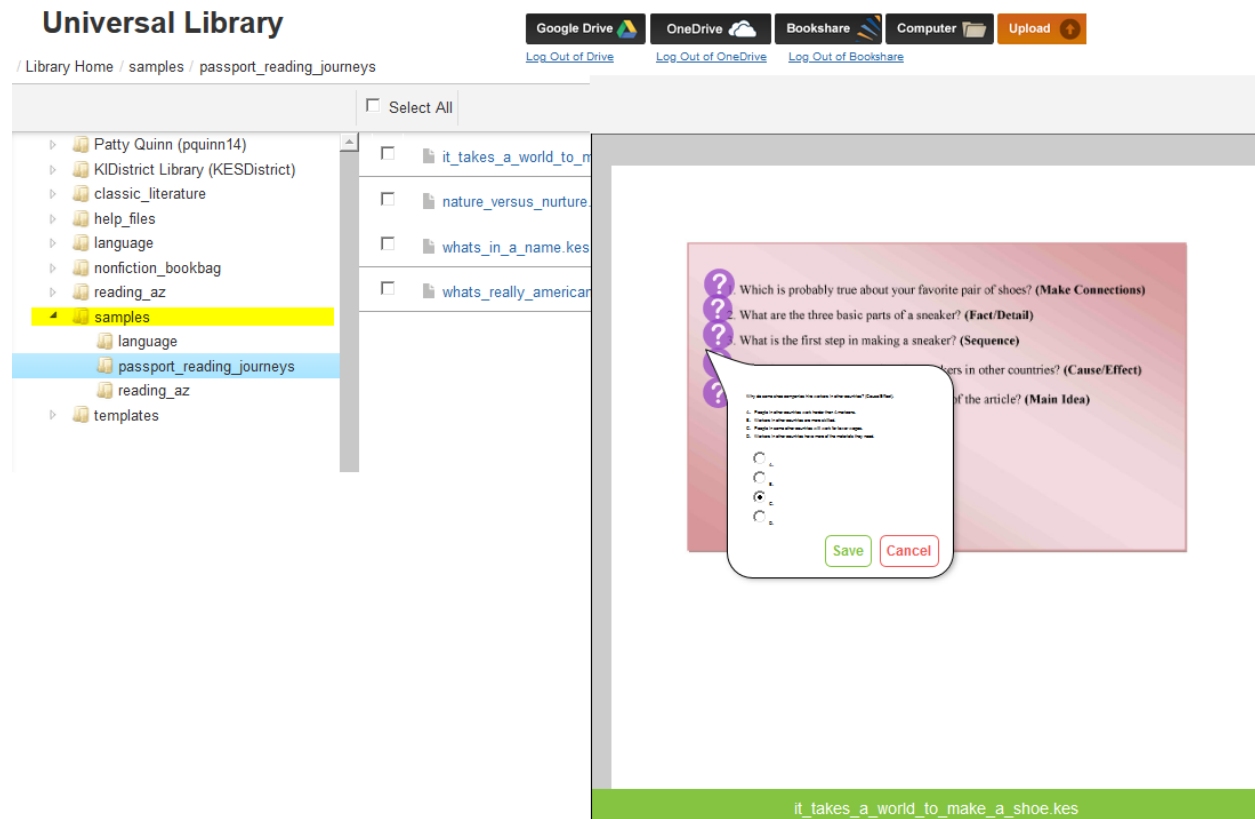
You can copy any of these documents to your Universal Library folder, read them, and practice answering the questions. See Copying files.

Test taking for students.

There are a variety of ways to make test taking a comfortable and successful experience. You can:

- Adjust reading speed.
- Mark answers using either Color Highlighters or Circle Tools.
- Proofread by hearing the test read back aloud.
- Respond to Bubble Note questions.
- Use the tools available for preparing for tests, such as Column Notes.

Location of tests.

If you will be taking the tests online using Kurzweil 3000 for Web Browsers, your teacher will let you know where the tests are located. In this example, the test is located in the Teacher's public folder in a subfolder named *test1_for_students*.
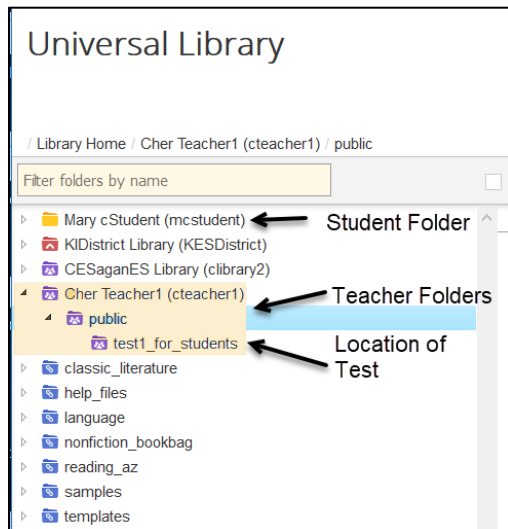
Example Test Location

In this example, you as the student, would navigate to the Teacher's public subfolder *test1_for_students* and open the test document. When you have finished with the test, you would leave the test in that folder and simply return to your Library to close the file.

Different types of test questions.

There are a number of typical elements that can appear in tests:

- Multiple Choice.
- Fill in the Blanks.
- True or False.
- Match.
- Essay Response.

Tests using Bubble Notes.

- Some Bubble Notes provide a Text Box for you to type your answer. For longer answers, the Text box would be larger.
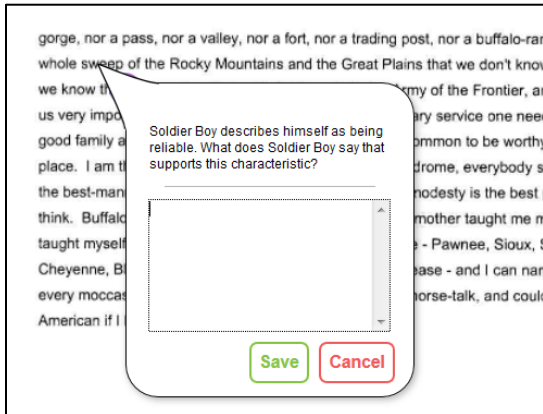
- To select an answer in a True or False note, simply click True or False. When only one answer can be selected the answers will use radio buttons.
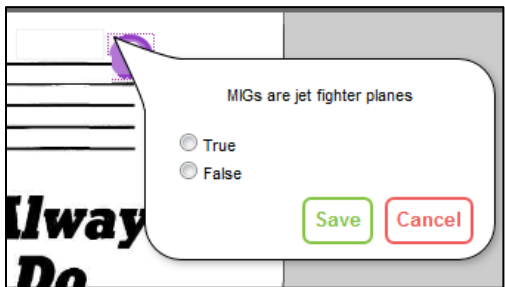
- Multiple Choice also use radio buttons. Choose the correct answer from the list.

3. Another Bubble Note type asks you to match answers:
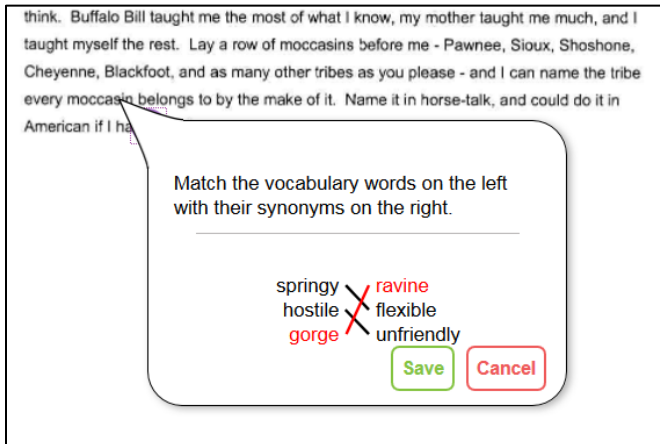
1. In the left column, click the item you want.
2. Then click on the correct match in the right column.
3. Repeat until all pairs are matched.
4. Then click **Save** to accept your answer and close the Bubble Note.

Note that answers added in bubble notes in Kurzweil 3000 on your Browser can also be viewed in Kurzweil 3000 Windows and Macintosh. They are not visible in Kurzweil 3000 for the iPad.

Using Kurzweil 3000 to open and submit assignments for Google Classroom

If your school is using Google Classroom, your teacher may send you an assignment link. When you select the assignment link in Google Classroom, the assigned document opens in Kurzweil 3000 for Web Browsers with a button in the left menu bar, TURN IN ASSIGNMENT.

If you hover over the button you will see the tooltip explaining what to do.

1. When you have completed your assignment, in this example a story about your summer vacation, select the **TURN IN ASSIGNMENT** button. You will see a confirmation message.
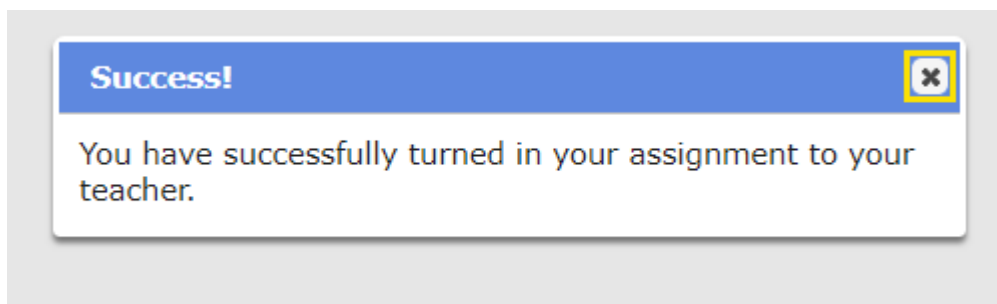
2. In Google Classroom, you and your teacher will see the "Turned in" status for the Kurzweil 3000 assignment.

   Note: If you select the TURN IN ASSIGNMENT button again in Kurzweil 3000, you will get a warning message:
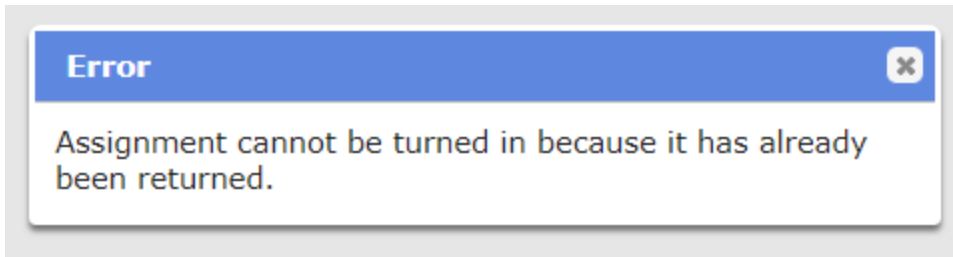
Revising an assignment after you've turned it in

If you want to make more changes after you turned in your assignment, in Google Classroom your teacher can select a "Return" status and you will see an "Unsubmit" button. This changes an assignment status from "Turned In" to "Returned" or "Assigned."

When the assignment status is active again in your Kurzweil 3000 document you will see the TURN IN ASSIGNMENT button again and you can then turn in your revised assignment.

If there is more than one assignment from the same location

If your teacher assigned the same document (from the same location) to more than one assignment, you will see a pop-up to select which assignment to turn in. Select the appropriate assignment and select Turn in Assignment.

For Teachers

Setting Feature Locks

Features can be locked for user accounts or Kurzweil documents.

Setting User Account Locks.

Features can be locked for the users you select with Kurzweil 3000 for Web Browsers. The feature will then be locked for those users on Kurzweil 3000 for Web Browsers as well as in Kurzweil 3000 Windows and Kurzweil Macintosh Editions. See "User and License Management" for details about setting Feature Locks for user accounts.

Note: Users of Kurzweil 3000 for iPad are not affected by user account locks.

Setting Document Locks.

Document locks are feature locks that you apply to a particular .kes image or text document that you own. These locks stay with the document whether opened in Kurzweil 3000 for Web Browsers or Kurzweil 3000 Windows Edition. This option is useful for preparing test documents in standardized testing situations, where you need to ensure that test-takers do not have access to functions that could give them an unfair advantage. See Feature Locks for Documents: A Summary of Actions for information on how these locks affect the document.

Notes:

- Document feature locks are not supported in Kurzweil 3000 for iPad or Kurzweil 3000 for Macintosh. If a document with locks is opened in Kurzweil 3000 for iPad or Kurzweil 3000 for Macintosh, the document's features will not be locked.
- Teachers can edit document locks if allowed within their school's subscription. TLC can select **Allow SLC users to edit document feature locks** in the Subscription Options form. The next time a SLC/Teacher logs in, they will be able to edit document locks.
- Students cannot change document locks.

To save feature locks with a document:

1. Open a document that you are the owner of, and go to the Document Options menu (in the Editor) or the Document Views menu (in the Reader).

2. From the **Document Options** or **Document View** menu select **Lock Features**.
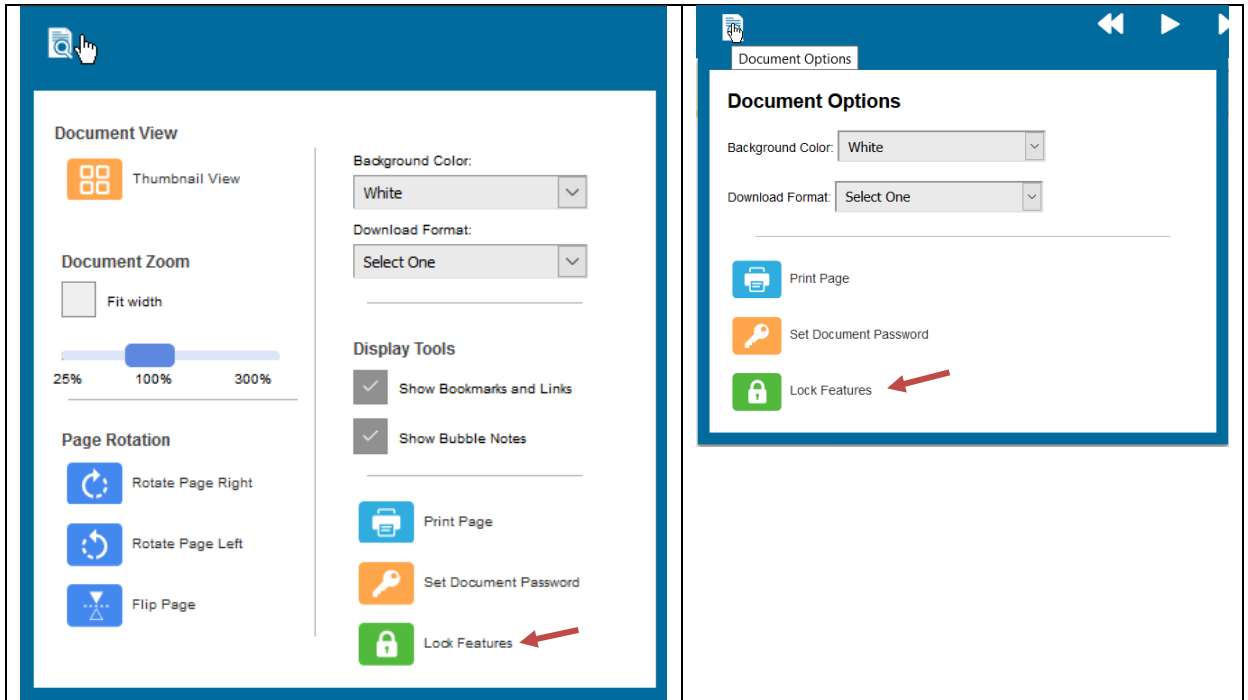
The Lock Features dialog is displayed.
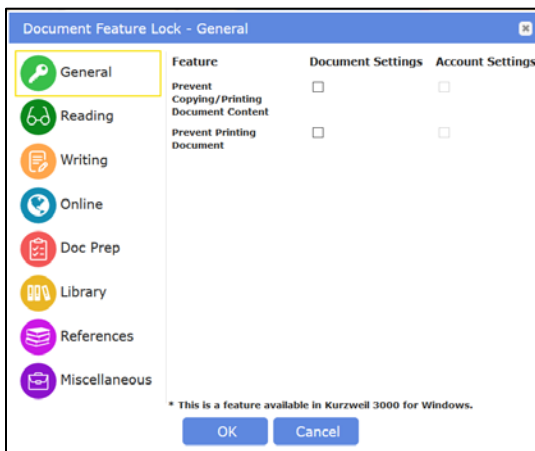
3. From the list of icons on the left click an icon that has the feature you want to lock (e.g., **Reading**).
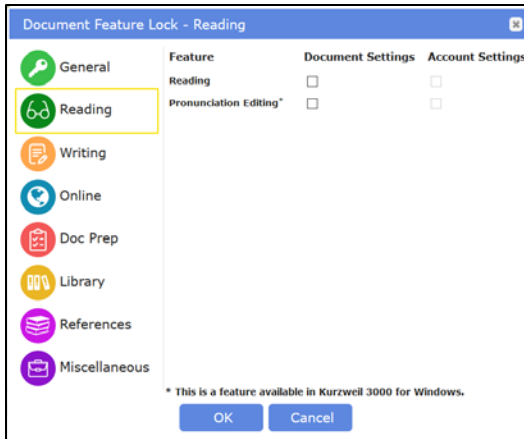
4. Select check boxes to the right of the features you wish to disable in the document.
5. If any features have been locked for your account, those locks will be indicated in the Account Settings column with a check mark.
6. Repeat the process with other settings, if desired, by clicking another icon to lock settings from that page of the dialog.
7. Click **OK** when to save all the features that you want locked. You will get a warning: "You have selected to save Feature Locks in this document. This cannot be undone. Are you sure you wish to continue?"

- Select **Cancel** in the message box to close the Feature locks window with no changes saved.
- When you are sure you have selected all the locks you desire on the document, select **OK** in the message box. The selected features will immediately be disabled and cannot be changed. (TLC Users have the ability to change locks that have been saved to a document, and SLC/Teachers can edit locks if the school's subscription allows it and TLC selects **Allow SLC users to edit document feature locks** in **Subscription Options**.)

Notes:

- Locks remain in a document when the document is provided to another user by using the copy, copy to multiple, or move feature. Or, if the document is contained in a folder being copied or moved. Or if the document had been saved to Google Drive and reopened.
- Saved document lock changes are immediate, and cannot be undone (see note below for exception). We suggest that you make a copy of the document before applying Document Feature Locks. You can assign a password to the copied document to add security.
- TLC Users have the ability to change locks that have been saved to a document. If for example, a teacher needs to remove a lock, the teacher can provide a copy of the document to the TLC. The TLC can remove the lock, and then return a copy or move the changed document back to the teacher. Or, if the document is an image based kes file, the TLC should access the document from a teacher's folder.
- If the school's subscription allows it, SLC/Teachers can edit locks if TLC selects **Allow SLC users to edit document feature locks** in **Subscription Options**.)

- When applying Feature locks to a document, please keep in mind that the "Prevent Copying/Printing Document Content" lock includes blocking the extracting of document contents, including highlights, notes, bookmarks. When a document has a "Prevent Copying/Printing Document Content" lock, a teacher would not be able to use the feature where a student's work/test answers are viewed/retrieved using the Extract Notes and Highlights feature (unless they have been given permission by the TLC – see previous note.)

Feature Locks for Documents: A Summary of Actions.

CATEGORY	LOCK	RESULT
General	Prevent Copying/Printing Document Content	Prevents copying a document's content, including extraction of highlights or notes, and saving the document to any format other than Kurzweil 3000 (kes) format. In addition, the print button is disabled or blank document printed.
Reading	Reading	Reading out loud and highlights seen while reading are disabled.
	Pronunciation Editing*	Cannot edit word pronunciations in Kurzweil 3000 for Windows.*
Writing	Word Prediction	Word Prediction is disabled.
	Setup Word Lists*	Cannot setup or edit word lists in Kurzweil 3000 for Windows.*
	Spell Check	Spell Check is disabled.
	Spell Check As You Type*	An indicator does not appear for misspelled words while typing in Kurzweil 3000 for Windows.*
	Brainstorm	Cannot create or open a Brainstorm document.
	Outline	Cannot create or open an Outline document.
	Speech to Text	Speech to Text is disabled.
Online	Online Content*	Cannot use the Online menu in Kurzweil 3000 for Windows.*
	Add/Edit Registration*	No effect.*
	Google Drive	Cannot open from or save to Google Drive.
	One Drive	Files cannot be opened from or saved to Microsoft OneDrive.
Doc Prep	Zone Editor	Adding, Deleting, Editing of zones is disabled.
	Underlying Text Editing	Editing of underlying text is disabled.

CATEGORY	LOCK	RESULT
Library	Open from Universal Library*	Files cannot be opened from the Universal Library in Kurzweil 3000 for Windows.*
	Prevent Rename/Copy/Move of Document	Cannot rename, copy or move the document by itself, or in a folder being copied or moved, or when using the feature to copy a file to multiple users.
	Configure Universal Library*	With Kurzweil 3000 for Windows Standalone or Network editions, configuration changes for a LAN Universal Library are blocked*
References	Dictionary	Dictionaries are disabled.
	Synonyms	Synonyms are disabled.
	Syllables Lookup*	Syllable lookup is disabled in Kurzweil 3000 for Windows.*
	Translation	Translation is disabled.
Miscellaneous	Customization*	Cannot customize Toolbar or Tab contents, or right mouse button use in Kurzweil 3000 for Windows.*
	Usage Log Access*	Unable to enable/disable usage logging, view or delete logs in Kurzweil 3000 for Windows.*
	Set Document Password	Cannot set or remove a password for opening a document.
	Bubble Note Editing	Cannot change a bubble note's text, except for adding/changing answers.
	Bubble Note Audible Reading	Cannot read a bubble note out loud.
	Local Drive	Cannot save documents locally.

*This lock is for a feature available in the Kurzweil 3000 for Windows edition and therefore will have no effect on an account or document used in Kurzweil 3000 for Web Browsers. The lock will however be in effect for the Kurzweil 3000 for Windows Web License Edition.

Viewing and Editing Annotations in Student Documents

If your school allows it you can view and edit annotations in your student's documents. When the feature is selected in Subscription Options, at next login to Kurzweil 3000 for web browsers, a teacher can view a student's annotations in KES image files and also add/delete/edit annotations (highlights, sticky/text/bubble notes, links, and bookmarks).

Note: You should confirm that the student has completed their editing prior to making changes to avoid loss of data.

Distributing a document.

Kurzweil 3000 for Web Browsers lets you send a document to multiple destinations. For example, you may have an announcement you want to send to everyone on your team. To do this, select the

document and use **Copy to Multiple**. In the dialog displayed, select the users you want to receive the document.

Copy to Multiple can also **Copy a document with Annotations** – for example, a Test with sticky or text notes for instructions, bubble notes with questions, fill in the blanks, and Document Locks (if any).

Steps for creating and distributing a test to your students.

In this simple example, a teacher has three students and has prepared a test for the students, an Image document with instructions on a Sticky Note, and test questions within Bubble Notes. Following are the steps.

1. In one of your *private* folders, prepare the test, adding annotation (instructions, and questions to be answered).
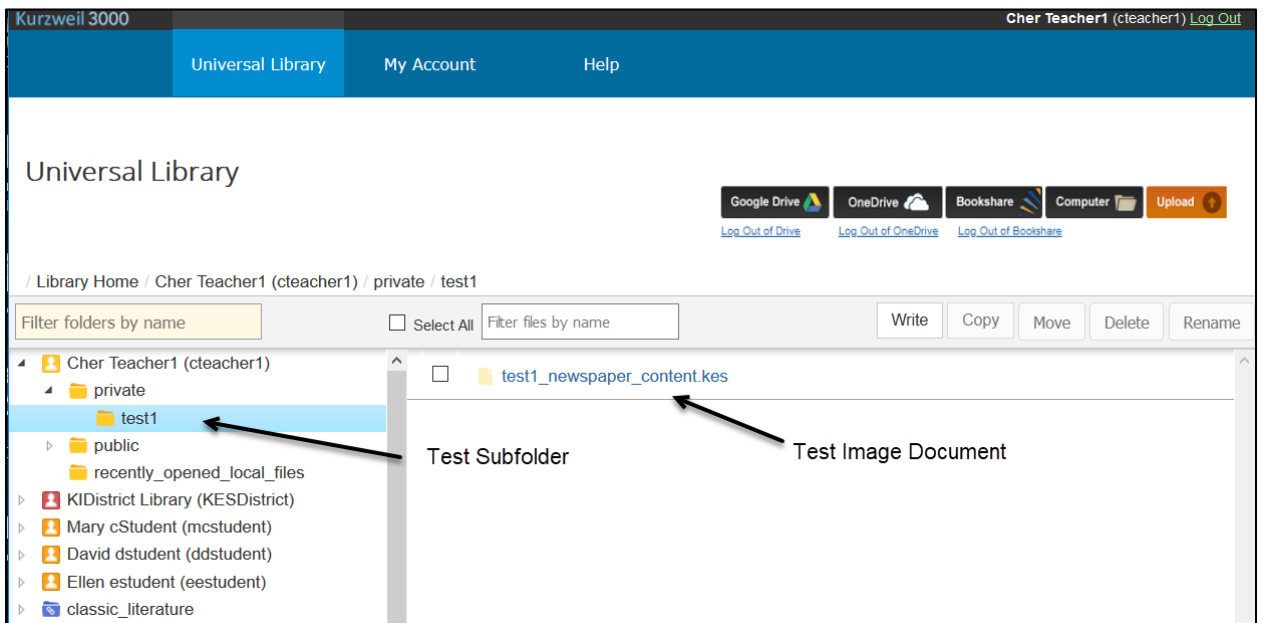
Example private subfolder and test document
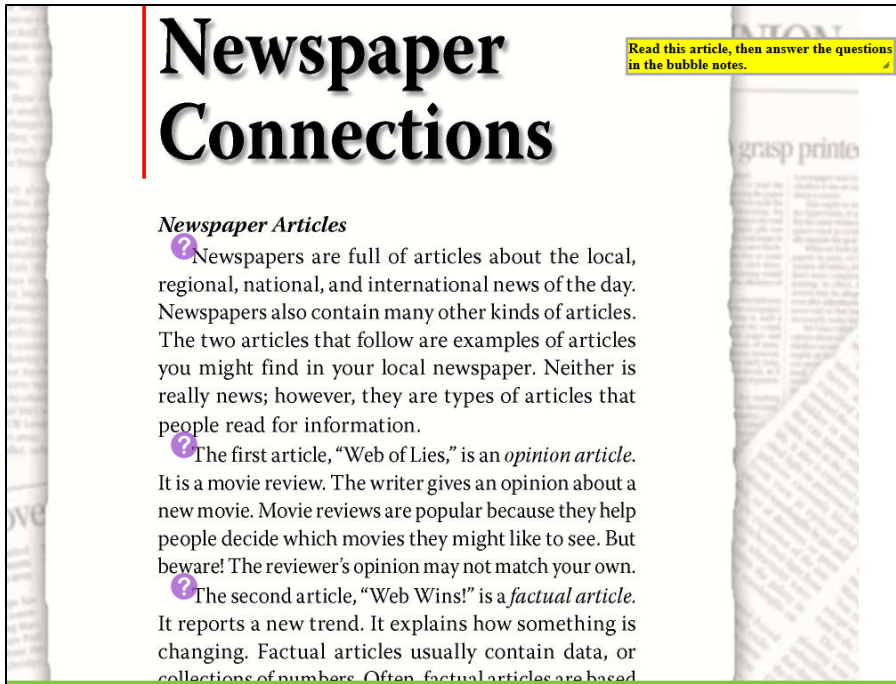
Example test with Sticky Notes and Bubble Notes.

2. [Password protect](#) the document.

3. Return to the Library to close the document.

4. Right click on your *public* folder, select **Create Folder** and give it a meaningful name (e.g., *Test1_For_Students*). This is the folder from which the students will access the test.
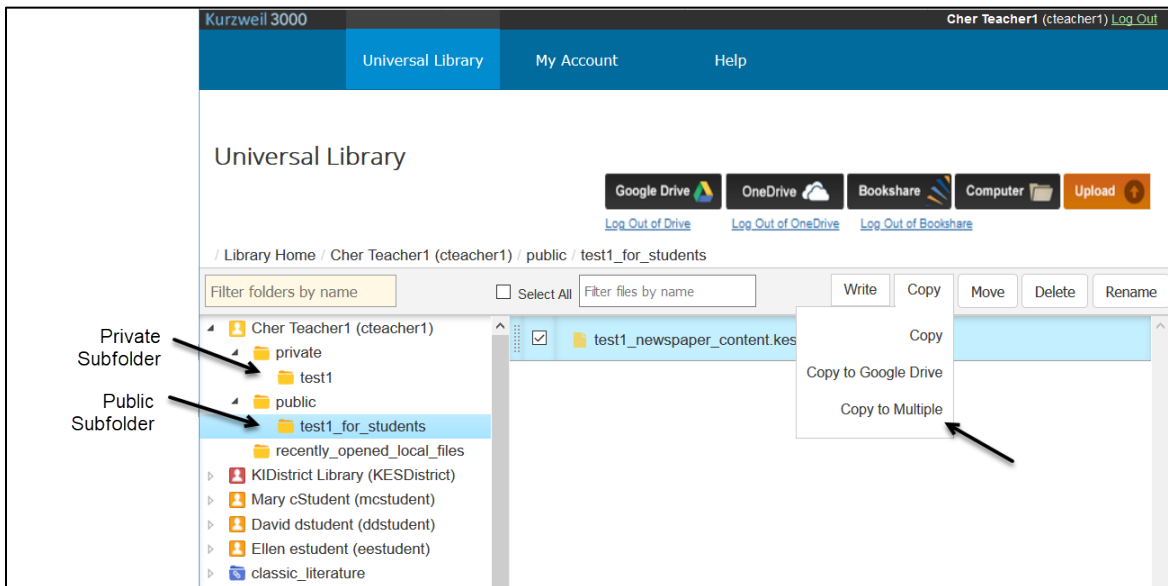
5. Select the file in your private subfolder and choose **Copy to Multiple**. A dialog is displayed.
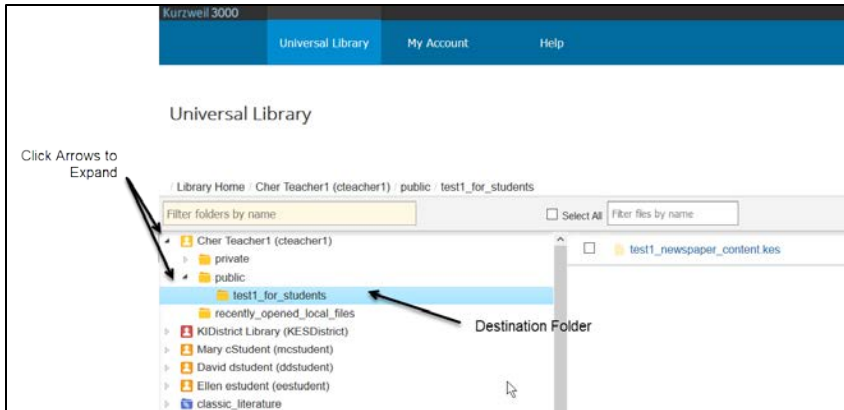
6. Under **Destination**, navigate to your Public subfolder you created in Step 4 and select it (*test1_for_students* in this example).

7. Under **Annotation Source**, select **Owner**.

8. Click **Copy**.

   Note that in this case **Copy to Multiple** serves as Copy with Annotation and insures your annotations are copied along with your file. Multiple students now can access that file, answer the questions, and return to their Library.

   Note: *Be sure to leave the test file in this folder*; if you move this file to another folder, you will lose all of the student's responses.

9. In the Manage Users section of Kurzweil3000.com, be sure to set the appropriate feature locks. In this example, you would want to at least lock the Edit Bubble Notes feature.

10. When you are ready to notify your students that the test is available and where it is located, be sure to remove the password from the document. Another option is to wait until the test is about to begin and give the students the password.

11. Instruct the students to open the test file in *your public subfolder*, answer the questions, then close the file by selecting **Universal Library** from the Main Menu.
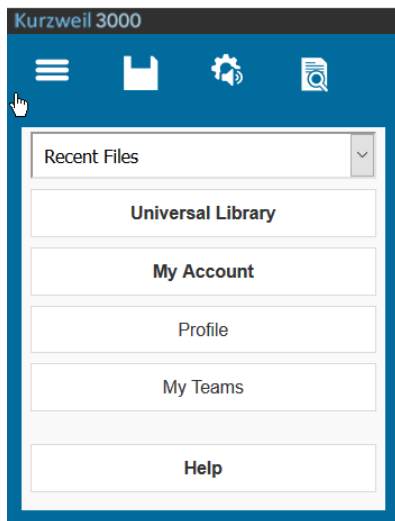
12. Ask them to leave the file *in your public subfolder* and to let you know when they have finished.

Note: When applying document locks, please keep in mind that the "Prevent Copying/Printing Document Content" lock includes blocking the extracting of document contents, including highlights, notes, bookmarks. When a document has a "Prevent Copying/Printing Document Content" lock, a teacher would not be able to use the feature where a student's work/test answers are viewed/retrieved using the Extract Notes and Highlights feature. Only TLC Users have the ability to change locks that have been saved to a document.

Steps for viewing the test answers

After your students have completed the test, you can view and save their answers.

1. In the test subfolder in your public folder, open the test document. From the Highlight fly-out menu, choose **Extract Highlights to Outline**.

2. In the Extract message, click **Advanced**. The Extract dialog is displayed.
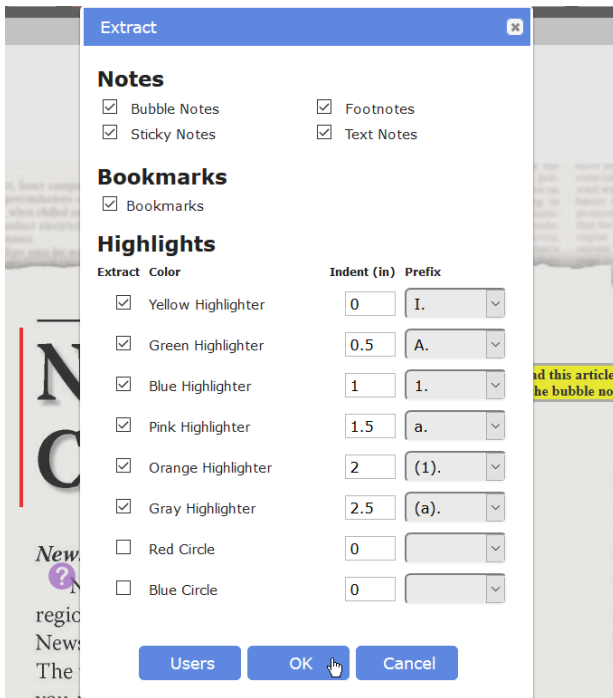
3. Click **Users**. The Extract Note and Highlights to Outline from Users dialog is displayed.
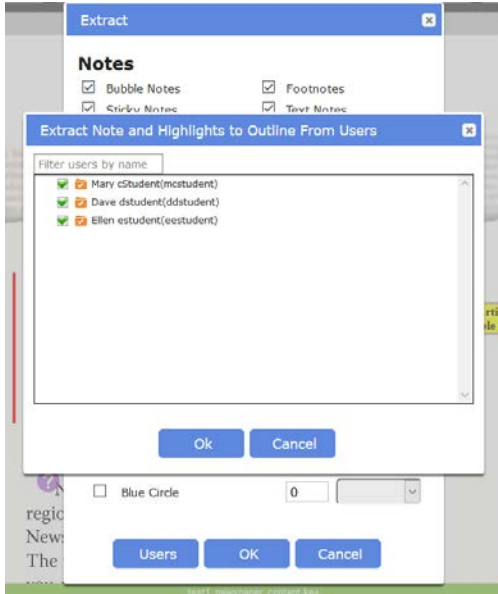
4. Select up to 10 students who took the test and click **OK**. Note you can only select 10 students at one time; if you have more than 10 students, you will have to run the report for each group of 10. An extraction report is displayed showing the notes and the answers provided by each student. Your own annotations will be displayed at the top of the report above your students'

annotations. In this screenshot example, only one student's responses are shown. Scroll down through the report to see all the results.


```
*********************** Extracted from User: Mary cStudent (mcstudent) ***********************


Page 1

Sticky Note 1: Read this article, then answer the questions in the bubble notes.


Bubble Note 1
Question 1 about Newspapers

Newspapers only contain Facts

( )   True
(x)   False


Bubble Note 2
Question 2 about Newspapers

Check the correct box or boxes (there may be more than one answer)

[x]   Newspapers contain Opinions
[x]   Newspapers contain Facts
[x]   Newspapers contain Ads


Bubble Note 3
Question 3 about Newspapers

Opinions may contain facts

(x)   True
( )   False


*********************** Extracted from User: Dave dstudent (ddstudent) ***********************
```

5. When you have finished running the reports, return to the Library to close the test file. You will find the report or reports in the *recently_opened_local_files* folder with "extractedoutline.kes" appended to the file name. If you had more than 10 students and ran the report for each group of 10 students, each report would also have a number appended: "extractedoutline_1.kes", "extractedoutline_2.kes," etc.
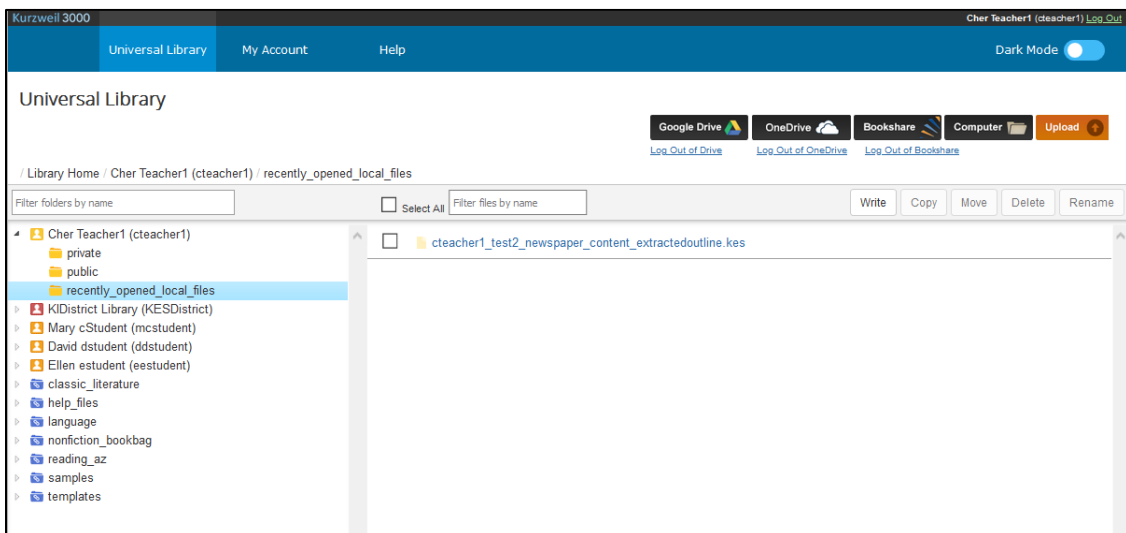
Using Google Classroom Assignment Features

If your school district allows it, you can assign Kurzweil 3000 documents to your Google Classroom students. Create the assignment in Kurzweil 3000, then either have the document copied from your Kurzweil 3000 folder to student private folders or provide a link to students for a document in your Kurzweil 3000 Public folder. Either way, you and your students will be able to link directly from the assignment in Google Classroom to the documents in Kurzweil 3000, using the Google Classroom structure as well as all the tools offered by Kurzweil 3000.

1. Log in to Kurzweil 3000 using your Google Credentials by selecting the Sign in with Google button.
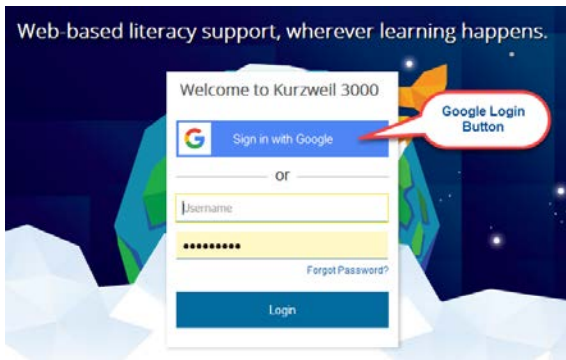
Note: If this is your first time logging in, you will be asked to answer security questions.

2. Use the **Google Sync** button to sync your list of Kurzweil 3000 students with your list of students in Google Classroom.
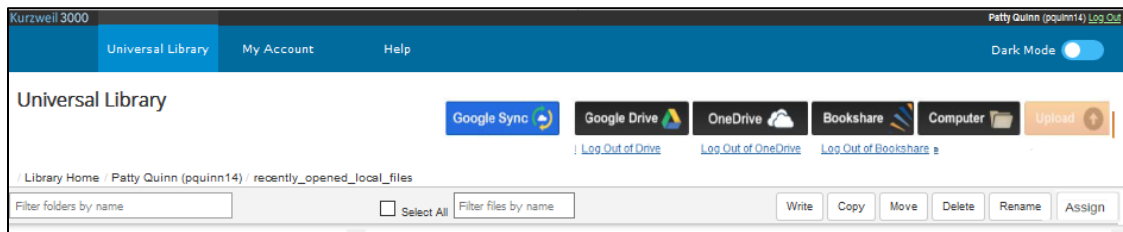
3. After you select **Google Sync**. You will get a confirmation message.
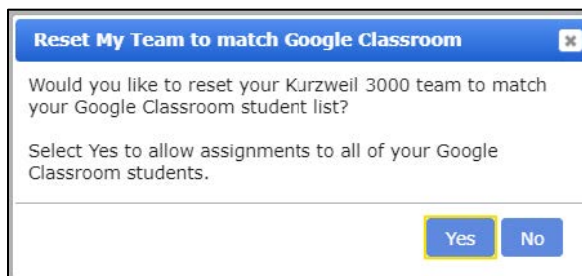
4. Select **Yes** to allow assignments to all of your Google Classroom students.
   - A student will be created for each new student in all the teacher's Google Classrooms.
   - Each new kurzweil student will be added to the My Team list of the teacher.

To create Kurzweil document assignments for Google Classroom

1. After students have been added to your classes in Google Classroom, in Kurzweil 3000 for Web Browsers (Kurzweil3000.com) select a KES document for assignment from your public or private folder by checking the box to the left of the document on the Universal Library Home page, then select the **Assign** button.
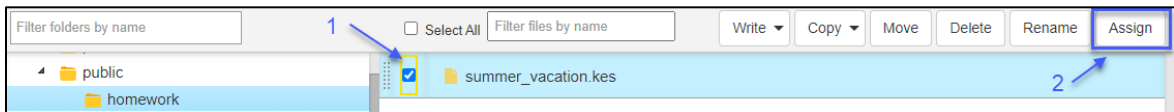
Or, Open the file in the Reader or Editor and select the **Assign** button on the toolbar.
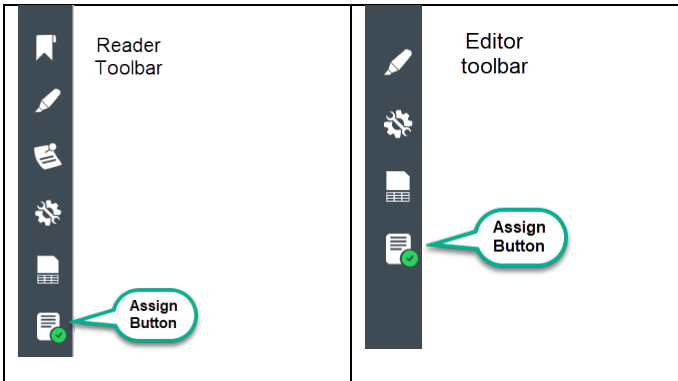
2. Kurzweil 3000 will then check to see if the students on your team match those in Google Classroom and if not, will ask if you would like to add the students to your Kurzweil team.
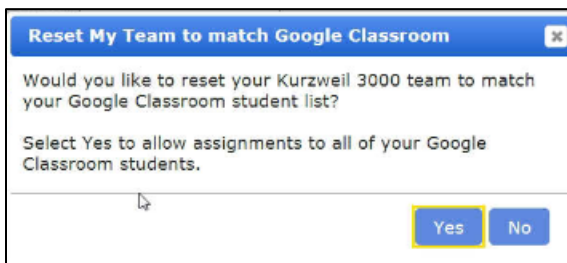
3. Select **Yes** to make sure all of your students can be listed in the student assignment selection list. The Kurzweil 3000 assignment dialog will then open with the name of the document to be assigned.

Create Kurzweil 3000 Assignment in Google Classroom

Assigning: Summer_Activities.kes — Name of Document

- ⦿ Create a copy of the document in each selected students' private folder
  - ☑ Overwrite Existing File
- ○ Provide a link to this document in your public folder

Title
Summer Activities

Instructions (optional)
Please open Summer Activities in Kurzweil 3000 and fill in the blanks.

Choose Students

Google Classroom: Writing Class [Clear]
- ⦿ Assign to all students
- ○ Choose which students receive this assignment

Google Classroom: English Lit [Clear]
- ○ Assign to all students
- ○ Choose which students receive this assignment

[Create Assignment] [Cancel]

4. Notice that **Create a copy of the document in each selected student's private folder** is automatically selected for you as well as the checkbox to **Overwrite Existing File**. If the document you have assigned is an image-based KES file and is in your public folder, you could select the option to **Provide a link to this document in your public folder**.

5. Enter the **Title** (required) that you want to see as the assignment named displayed in Google Classroom.

6. Enter **Instructions** (optional) you want displayed as instructions in Google Classroom.

7. Choose Students for the class that your student is in. You can **Assign to all students** in that Google Classroom, or you can **Choose which students receive this assignment**. Note that you can use the **Clear** button to clear students from a classroom – for example, you have may have more than one classroom and only want to send to one of them.

8. When you have finished, click **Create Assignment** (or if you want to make changes first, select Cancel.)

   After you have selected the **Create Assignment** button, both you and your students will see an assignment in Google Classroom with the title you entered and a link to the Kurzweil 3000 document.

9. Select the link in Google Classroom.

10. Log in to Kurzweil 3000 with your Google credentials, and the assigned document will open for use in Kurzweil 3000.

To edit the assignment

From Google Classroom you can change the assignment title or instructions or remove the link to a Kurzweil document. Just select the assignment and select **Edit**.

When an assignment is opened by students

When the assignment is opened a "Turn In Assignment" button will show in the left tool bar. When the student completes their work they will click the "Turn In Assignment" button to change the status of their assignment in Google Classroom to "Turned In."

For Teachers and Document Owners

Setting, Editing, and Removing Passwords

There may be times when you want to password-protect a document – other times, you may want to change or remove a password. From the Reader or Editor, the owner of a document can add, edit, and remove passwords for image or text based kes files using **Set Document Password** on the Document View menu in the Reader or Document Options menu in the Editor.

Document View menu

Document Options menu
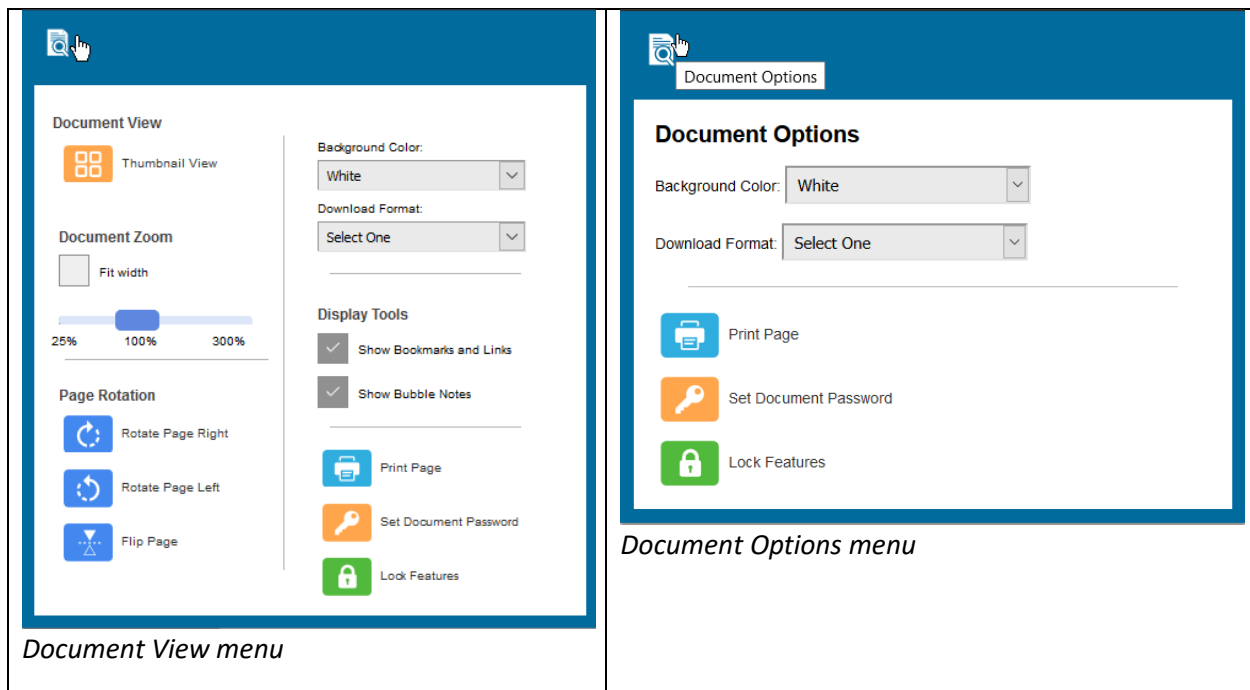
Note: Students may be prevented from adding, editing, or removing passwords depending on your organization's Subscription's options. If these actions are prevented, **Set Document Password** in the Document View and Document Options will be grayed out (unavailable).

To add a Password

1. Click the **Document View** or **Document Options** button and choose **Set Document Password**. The *Set Password for Opening KES File* dialog appears.

2. Enter a password in the Password and Confirm fields. The information entered in the two fields must match to enable the **Set Password** button.
3. Click **Set Password**. The Password that you set will then be needed to open the document with Kurzweil 3000 for Web Browsers, Kurzweil 3000 for Windows, and Kurzweil 3000 for Macintosh. Documents that are password protected cannot be opened with the iPad client.

To change a Password

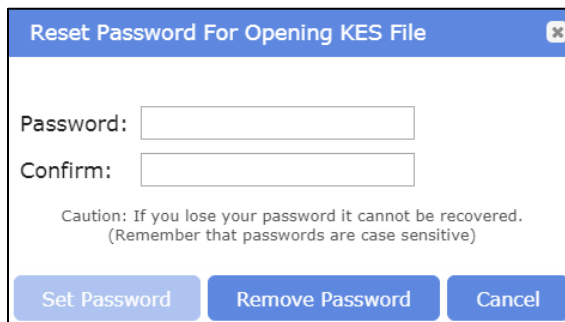1. In a document you own and had previously set a Password for, click the **Document View** or **Document Options** button and choose **Set Password**. The *Reset Password for Opening KES File* dialog appears.

2. Enter a new password in the **Password** and **Confirm** fields. The information entered in the two fields must match to enable the **Remove Password** and **Set Password** buttons.

3. Click **Set Password** to change the password to the new password you entered in the Password and Confirm fields. The password is changed.

To remove a Password

1. In a document you own and had previously set a Password for, click the **Tools** button and choose **Set Password**. The *Reset Password for Opening KES File* dialog appears.
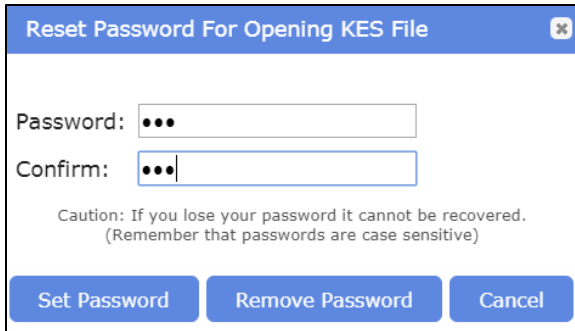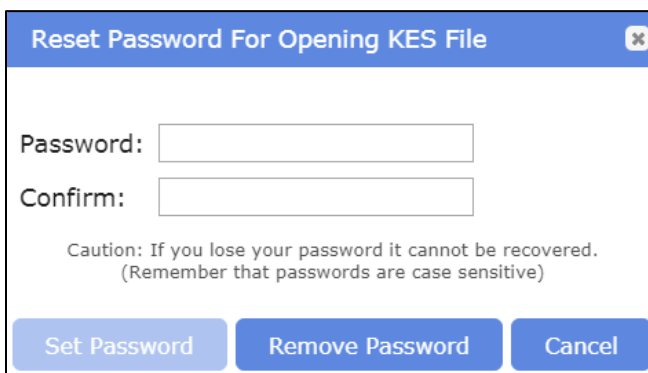

2. Enter the password in the **Password** and **Confirm** fields. The information entered in the two fields must match to enable the **Remove Password** and **Set Password** buttons.
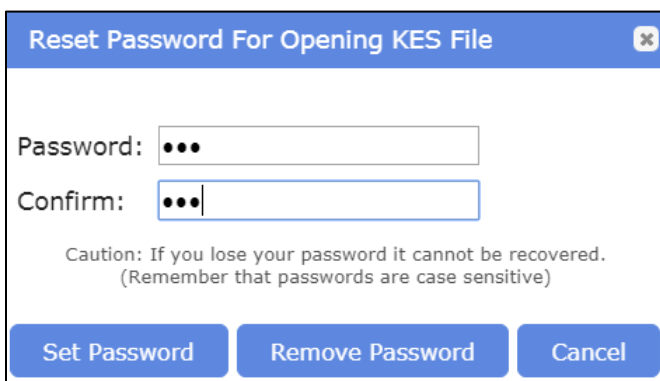
3. Click **Remove Password**. The Password is removed and the document will no longer be password-protected in Kurzweil 3000 for Web Browsers, Kurzweil 3000 for Windows, or Kurzweil 3000 for Macintosh.

Notes:

4. If you lose your password, it cannot be recovered.
5. Passwords are case sensitive. (For example, a password created as Ilovedogs cannot be re-entered as iLoveDogs.)
6. Processing password additions and/or changes by Kurzweil 3000 for web browsers can take some time on larger image files. An option in this situation is to instead use the Kurzweil 3000 for Windows desktop version for adding or editing a document password.

Document Preparation

After you have brought a document into Kurzweil 3000, you will often need or want to perform some document preparation tasks. Document preparation consists of editing a document for optimum reading by Kurzweil 3000. This includes Zone Editing, Header/Footer editing, Editing Underlying Text, and Re-recognizing a page. If you are preparing a test, you can enable or disable many Kurzweil 3000 features using Feature Locks.

Zone Editing

Zone editing allows you to specify how Kurzweil 3000 handles blocks of text, or zones, in an image document.

If you are a teacher, you can use zone editing to change the order in which portions of text are read or to eliminate some portions. For example, it may be helpful to your students if you designate photo captions, graphs, sidebars and page numbers as secondary text, which Kurzweil 3000 reads only when a reader clicks on it.
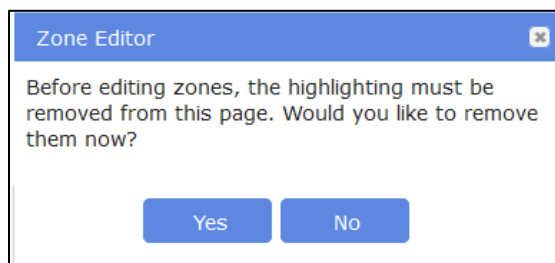
Using the Zone Editor, you can:

- Change the properties and reading order of zones, including Silent zones.

- Adjust the size of a zone to determine how much text it encloses.

- Add new zones.

- Delete zones (removes the zone definition and the underlying text, but not the image you see on the screen).

- Delete all zones.

When to Zone Edit?

It is highly recommended that you zone edit your documents as the first step in document preparation. This provides the most efficient workflow.

You should not add bookmarks, footnotes (available in Kurzweil 3000 for Windows and Macintosh), highlighting, text circles, bubble notes or voice notes (available in Kurzweil 3000 for Windows and Macintosh) to a document you plan on zone editing as you cannot open the Zone Editor if any of these annotations are present. You may however add Sticky Notes or Text Notes before zone editing.

In the example below, the document has highlighting and a Zone Editor dialog displays asking the user to confirm removing the highlighting. If the user responds "Yes", the highlighting is removed and the Zone Editor is opened. If the user responds "No" the Zone Editor does not open.

Zone Editing an Image Document that you own

1. Open the document in the Reader.

2. Go to the page of the document you would like to edit, and select the **Zone Editor** button from the **Tools** menu.
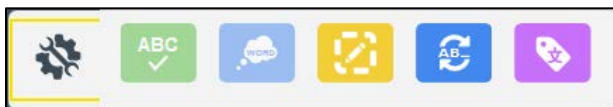
    Note: You can only zone edit one page at a time.

3. The Zone Editor dialog opens to the right of the document's page. Zones that already exist on the page will be displayed, and can be edited.

4. Under **Zones**, select an option to determine how Kurzweil 3000 treats the zone during reading:

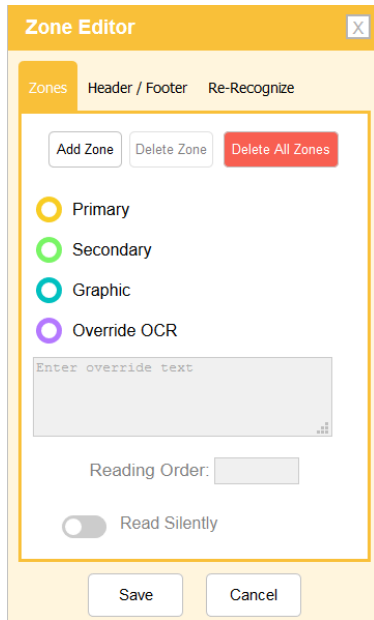- **Primary Text.** Text that Kurzweil 3000 reads in the order you have specified. During continuous reading, Kurzweil 3000 does not pause between zones of Primary Text.

- **Secondary Text.** Text that Kurzweil 3000 reads only when you choose to hear it. To hear Secondary Text, you must click at the beginning of the text and then click the **Read** button. Secondary Text is useful for areas like sidebars, figure captions, page headers and footers, and footnotes.

- **Graphic.** Specifies a zone that you never want read aloud, such as pictures. **Note.** If you don't want Kurzweil 3000 to read parts of a page that repeat from page to page, such as headers and footers, you should use the Header/Footer Editor which lets you mark these areas more quickly.

- **Override OCR.** Lets you correct or add text that Kurzweil 3000 did not recognize during the OCR process. Enter the correction in the text box beneath the Override OCR option.

5. In the **Reading Order** box, enter the order in which you want Kurzweil 3000 to read the zones. If you change the reading order, Kurzweil 3000 automatically renumbers the zones. Secondary Text always appears after Primary Text in reading order.

6. Beneath the Reading Order box:

   Read Silently. You can mark individual zones to be Silent. Reading highlights continue through the zone, but silently. However, all notes added to silent zones can be read out loud (Text, Sticky, Voice, Footnote, and Bubble Note) when the reader clicks on them.

7. When you have finished, click **OK** to accept your changes, or **Cancel** to cancel your changes.

Viewing and Editing Zone Properties

1. To view/edit Zone properties, select a zone and see the zone type, reading order, and silent reading properties displayed on the right. You can change the properties as desired.
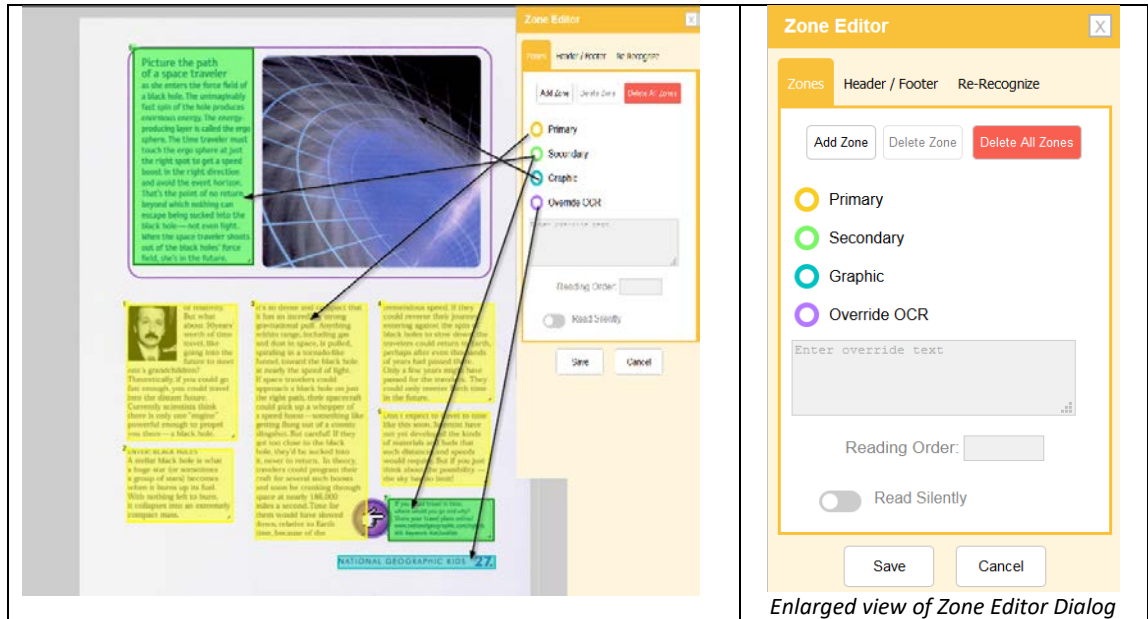
Example document that has been zone edited using the Zone Editor settings: Primary, Secondary, Graphic, and Reading Order.

2. To add a Zone, select the **Add Zone** button. The mouse cursor will change to a crosshair. Use it to drag a box around the area of the document where a zone will be added.
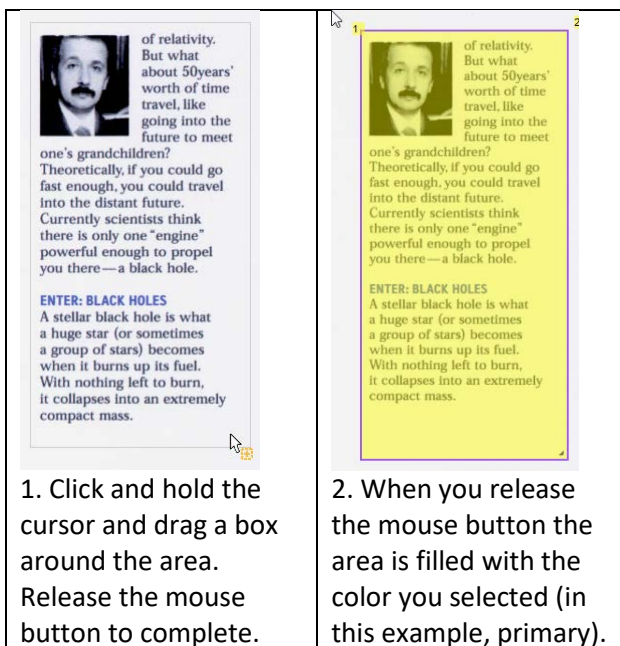
1. Click and hold the cursor and drag a box around the area. Release the mouse button to complete.	2. When you release the mouse button the area is filled with the color you selected (in this example, primary).

3. To adjust the size/location of a zone, click on the zone and move it with the top gray handle, or change the size by dragging out or in from the bottom right of the zone.

4. To delete a Zone, select the desired zone and select the **Delete Zone** button. You can also delete the selected zone using the Delete key on your keyboard.

5. To delete all zones, select the **Delete All Zones** button. If you delete all zones, the page will still be read, but it will be read as though the entire page is one primary zone that starts at the top of the page.

   (**Note**: If you delete all zones on the page and have saved the changes, and then decide you don't want the page read as one zone, you can use the Zone Editor to add the zones individually using the **Add Zone** button.)

6. Click **Save** when you have finished with the page.

7. Use the document's navigation buttons to move to the next page you want to Zone Edit.

Editing Header/Footers in an Image Document that you own

Many documents, from books and textbooks to reports and even worksheets and tests, have headers and footers that you may not want Kurzweil 3000 to read aloud. Using the Header/Footer Editor, it's easy to mark such text in an image document as being a header or footer. Then check the **Skip Reading Headers/Footers** checkbox in the Audio Options window. (See Changing the reading settings.) This is particularly helpful when preparing documents with many pages that have consistent areas that do not need to be read aloud.

To Mark Header/Footers

1. Open the image document you own that contains headers or footers you don't want read aloud.
2. Open the Zone Editor.
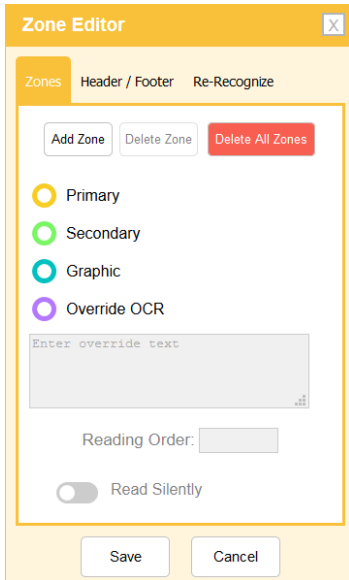
3. Click the **Header/Footer** tab.
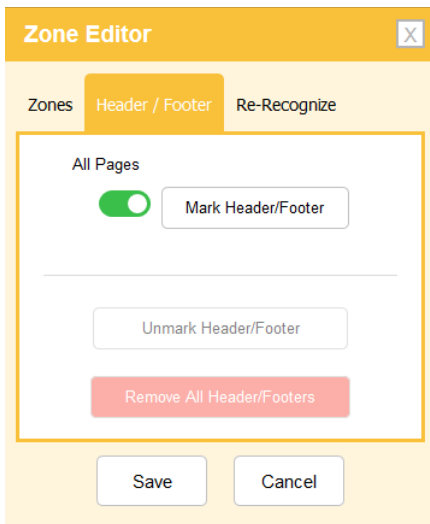
4. If you want the Header or Footer to apply to all the pages, be sure the **All Pages** toggle is on (green).

5. Click **Mark Header/Footer**. The cursor changes to a crosshair.

6. Draw (drag) a box around the Header or Footer you want to Mark. Release the mouse button when you have completed the selection.
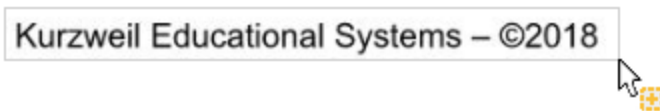
   Note: If you plan on applying a header/footer marker to all of a document's pages, consider adding extra room around the header/footer when drawing the frame. This allows you to accommodate headers/footers on other pages that may be higher/lower or off to the side a bit more than the header/footer you are marking.
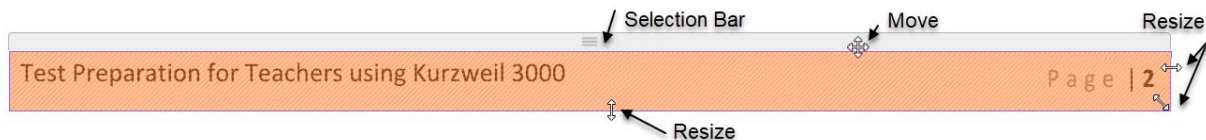
   Kurzweil Educational Systems – ©2018

   The Header or Footer is displayed in orange. It will show diagonal lines if it will be applied to all pages; it will display in orange with no diagonal lines if it is applied to a single page.
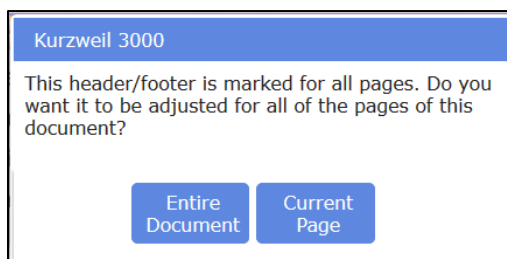
7. Click **Save**.

Selecting a Header or Footer to move it or resize it

Sometimes when you create the Header/Footer box it may be not quite long or deep enough to completely surround the text. When you select a Header Footer it will display a gray box at the top. When it is selected, you can move it or change the size vertically or horizontally. Depending where you click, an arrow will display for dragging up or down, or left or right. The bottom right corner will display a double-headed arrow for resizing both vertically and horizontally at once.

Selection Bar   Move   Resize

Test Preparation for Teachers using Kurzweil 3000   P a g e | 2

Resize

To Unmark Header/Footer

1. Select the Header or Footer you want to Unmark.

2. Click **Unmark Header/Footer**. If the Header/Footer was applied to all pages, you will get a warning dialog.

   Kurzweil 3000

   This header/footer is marked for all pages. Do you want it to be adjusted for all of the pages of this document?

   Entire Document   Current Page

3. Select the appropriate button (**Entire Document** or **Current Page**).

- If you select **Current Page**, the Header or Footer is removed and a Zone is assigned to the Header or Footer you removed.
- If you select **Entire Document**, the Header or Footer is removed from all of the pages, and when you open the Zone Editor, what was previously a Header or Footer is now recognized as a Zone and will be read aloud.

Re-recognizing a page

Use Re-recognize Page to reapply the character recognition phase to an image document, without the need of a scanner.

It is always best to re-recognize pages, if necessary, as the first step in document preparation, for the following reasons:

- The process removes any zone editing that you may have done and Language Tags will be removed. Also, if the document contains any annotations or text highlights they will be removed before you can re-recognize the page.

- Although the re-recognition process does not discard underlying text editing, Kurzweil 3000 prompts you to confirm each instance of editing that it encounters. If you have a large number of edits, this process can be lengthy.
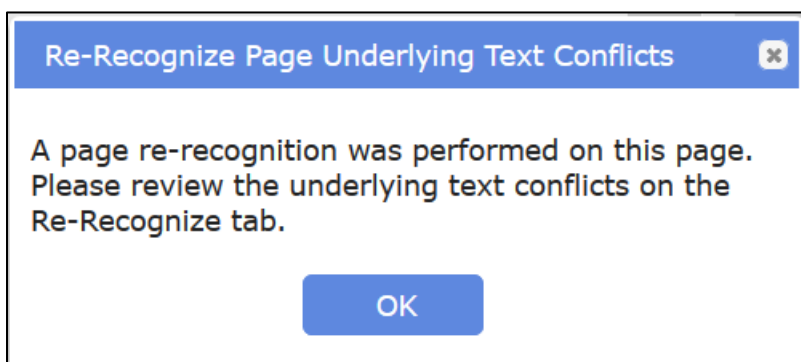
To re-recognize a page:

1. In the **Tools** menu click **Zone Editor | Header-Footer | Re-Recognize**.

2. In the Zone Editing Window click the Re-Recognize Tab. The Re-Recognize dialog is displayed.
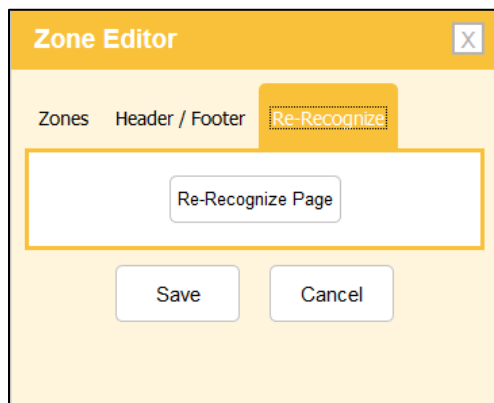
3. Click **Re-Recognize Page**. A Warning message is displayed.
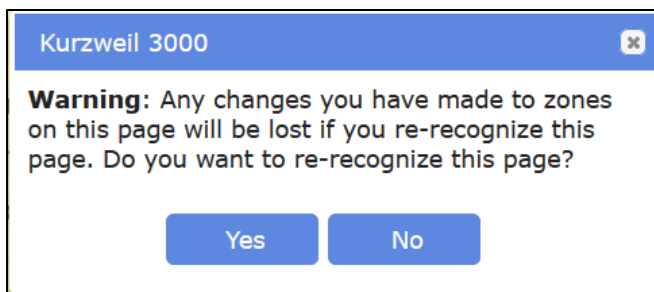
4. Click **Yes** to continue. If there were any conflicts you will get a warning.

5. Click **OK**.

6. Review the underlying text conflicts on the Re-Recognize tab.
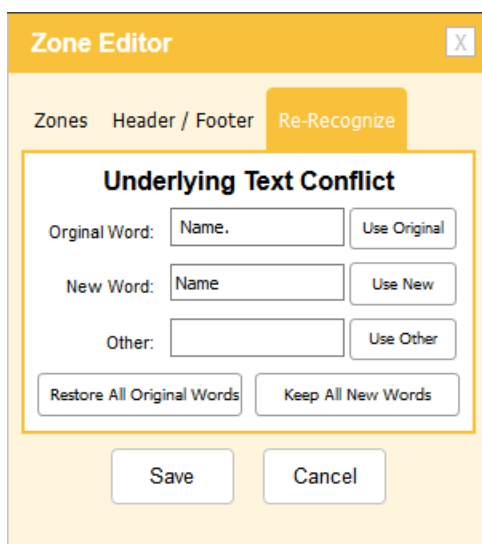
7. Choose whether to Use **Original**, **Use New**, or enter other text in the **Use Other** text field.

8. You can also **Restore All Original Words** (these would be words you corrected in edit underlying text) or **Keep All New Words** (these are words that Re-Recognize changed).

9. Click **Save** when the Text Conflicts have been resolved. An acknowledgment is displayed.

10. Click **Save**.

Editing Underlying Text

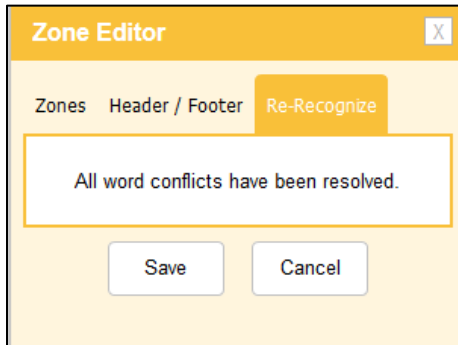Documents you open using the Kurzweil 3000 Reader are image files. The software recognizes text in these documents and saves it as *underlying text*. In some instances text can be misrecognized, causing Kurzweil 3000 for Web Browsers to read words improperly. When this happens, you can edit the underlying text to correct the mistake.

This feature is useful for preparing tests.

To edit the underlying text of an image document:

1. Open an image document that you want to edit.
2. In the **Tools** menu, click **Edit Underlying Text**.
3. The **Edit Underlying Text** window opens below the current document.
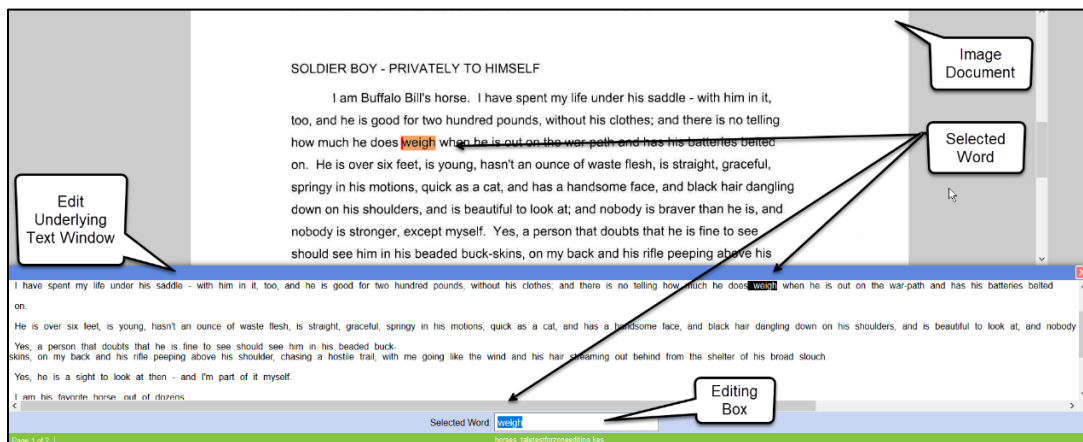
The scrollable editing window displays one page of an image document's underlying text at a time. When you click on a word in the editing window, Kurzweil 3000 highlights the word in both the window and in the document. Likewise, if you click on a word in the document,

Kurzweil 3000 highlights it in both places. Also, the word you click on appears in the Selected Word editing box at the bottom of the editing window. Make corrections in the Selected Word editing box.

4. Click on a word that you want to edit.
5. Click the **Read** button to hear the word read and confirm that this is the word you want to correct.
6. Click in the **Selected Word** box and edit the word to correct the misrecognition.
7. Click **Read** to confirm your correction.
8. In the **Tools** menu, click **Edit Underlying Text** to leave **Edit Underlying Text** mode. You will be asked whether to save your changes.
9. Click **Yes** to save.
10. To move to a different page, close the Underlying Text Editing window and use the Page navigation controls to move to the desired page. Click **Edit Underlying Text** in the **Tools** menu to make edits to that page, if necessary.

Notes:

- It is possible to copy text from the Edit Underlying Text window for pasting elsewhere. Select consecutive words and use **CTRL+C** to copy. Close the Edit Underlying Text window, and you are ready to paste the copied text.
- If you click in an area of text that has been specified as an OCR Override zone in Kurzweil 3000 for Windows, the overridden text will appear in light blue and can be edited in the Edit Underlying Text window.
- Documents of the .opf, .bks, or .epub file types that were saved as .kes files that open in the Reader do not have underlying text that can be edited.

Tagging Text for Language Reading

You can Tag text with a language in a .kes image-based file if you are the owner of the document. Kurzweil 3000 for Web Browsers and Kurzweil 3000 for Windows will automatically read the text with a voice for the language you have selected. (See **Multi-Language Voice Preferences** in Changing the reading settings for information about setting language voices in the Audio Options window.)

It is highly recommended that you zone edit your documents as the first step in document preparation because the Zone Editor will remove any Language Tags that you add. Note that French and English language text tags that are added automatically by Kurzweil 3000 for Web Browsers will automatically be added back during zone editing and re-recognition, but language tags that you add cannot be added back automatically.
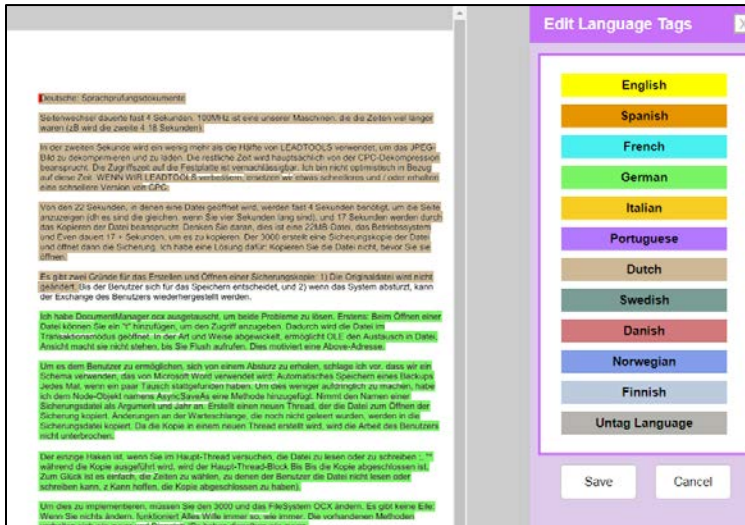
To Tag Text with a Language:

1. Open the Tools menu and click the **Tag Text with a Language** button.

The **Edit Language Tags** dialog opens next to your document with a language color key.

2. To add or change language tagging, select a language in the **Edit Language Tags** dialog in the color for the desired language, then in the document, click and drag the color across the text you want to tag. Repeat if there is more than one language in the document.

   Text that was tagged with a language previously will display with the language's corresponding color when you click the **Tag Text with a Language** button on the Tools menu. Notice that the color of the highlight matches the color of the Language in the dialog. In the example above, the Green highlighted text will be read in a German voice.

3. To remove a language tag, select **Untag Language** from the **Edit Language Tags** dialog, then click and drag across the colored text in the document to remove the Language Tag.

4. When you have finished tagging (or untagging) the text, click **Save**. Kurzweil 3000 for Web Browsers marks the text (invisibly) with the selected language or languages.

5. Test the reading of the tagged text to hear the reading voice automatically change to a one matching the language. **Hint**: If you select the reading unit to be Sentence or Paragraph, you may find that the voice is not automatically changing to the selected language if the tagged text is not in a sentence. Use the Edit Underlying Text feature to add a period before the tagged text.

Notes:

- Language tags cannot be added to documents of the .opf, .bks, or epub file types that were saved as .kes files.
- Language tags are not supported in Kurzweil 3000 for Macintosh or the Kurzweil 3000 iPad app.