Kurzweil 3000® for Macintosh
Web License Guide
Version 16

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Kurzweil 3000® for Macintosh® Web License Edition

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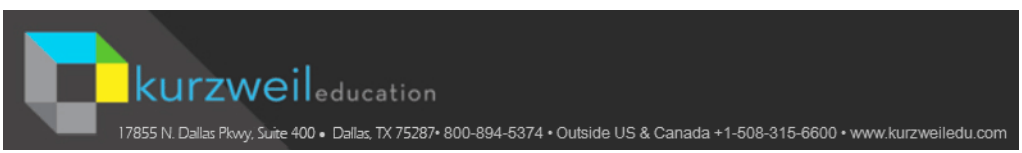

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1 Web License Overview, Set Up and Management

The information in this guide is arranged into the following main topics:

- *Kurzweil 3000 Web License Overview* on page 2.
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- *Installing Additional Acapela Voice Sets* on page 10.
- *Installing the OpenDyslexic Font* on page 11.
- *The Kurzweil 3000 Read the Web Extension* on page 15.
- *Working with User Accounts and License Allocation* on page 19.

Kurzweil 3000 Web License Overview

Licenses for Using Kurzweil 3000 Over the Internet

The Kurzweil 3000 Web License product offers convenient, secure Kurzweil 3000 license check in/out through the Web.

Web licenses are stored and managed by Cambium Learning and delivered to users over the Internet.

In addition to placing less of a burden on a school's technology team, Web Licensing allows users to access licenses and run Kurzweil 3000 from any computer on which the Kurzweil 3000 Web License Client software is installed, and from anywhere on the Internet.

Web License Users

There are three types of users:

- Designated License Coordinator who is set up by Cambium Learning for the organization. This user has the ability to create and manage sub-users and to allot licenses to those sub-users, which can include Student users. When viewing user information, this user can see and change all of his/her sub-users' information. When viewing Universal Library contents, this user can access all of his/her sub-users' folders.
- Site coordinator who could be a teacher, principal, or other school authority. Set up by the organization's license coordinator, this user has the ability to create and manage sub-users, including Student users, and to allot licenses to those sub-users. When viewing user information, the site coordinator/teacher user can see and change all of his/her sub-users' information. When viewing Universal Library contents, this user can access all of his/her sub-users' folders.
- Student users are created and registered by any user who can create sub-users. They cannot, however, have sub-users, nor have access other users' folders in the Universal Library except Public ones created by their teachers or for the organization.

Complemented by Web-Based Universal Library

Included with the Kurzweil 3000 Web License Edition is the Web Universal Library, a robust file repository that provides leveled access to files and documents.

The Web Universal Library enables districts or schools to widely distribute curriculum, and share and reuse material. Any user can upload district-wide curriculum and resource files. Teachers are able to post classwork, and students can access those files and documents from anywhere on the Internet, from any Kurzweil 3000 Web Client computer, at any time.

The Web License Universal Library also includes the Classic Literature collection of nearly 2000 public domain electronic text, from literary classics, factbooks, and references to religious and historical documents.

Roaming Preferences

Once set, Kurzweil 3000 personal preferences, such as reading voice and reading speed, are maintained allowing you to work on Macintosh to Macintosh without having to reset options. (Kurzweil 3000 Macintosh settings are not valid in Kurzweil 3000 Windows systems and vice versa.)

How Does Web License Work?

Once your organization completes the Web License product purchase process, an IT specialist installs the Web License Client Software, and an initial user account is set up by Cambium Learning Customer Service for a designated License Coordinator.

That initial user, who could be a school administrator, IT specialist, even a teacher, then creates sub-user accounts for sub-site coordinators at different schools, teachers and/or students. At the time of user setup, the system generates login information — a username and password — for each user.

Each user, other than Student users, can set up and manage sub-users under his/her account.

To access Kurzweil 3000, log in using the Kurzweil 3000 desktop icon on a computer running Web License Client software.

Web License System Requirements

- A Macintosh with a minimum of an Intel processor, and that is capable of running Mac OS X 10.10 to 10.15.
- Minimum 4 GB RAM.
- Minimum 1 GB of hard disk space.
- Keyboard, mouse, speakers, microphone.
- Internet connection required for Web License product use and some features (Google Translate, Online Book Search, Read the Web, etc.).
- Image Capture-compatible scanner

  Some scanners might not be compatible with the operating system versions required by Kurzweil 3000; and some scanners might not work with Kurzweil 3000 because of TWAIN or Image Capture support, speed and/or quality issues.

  For a list of compatible and recommended scanners call Kurzweil Technical Support: 800-894-5374 or **+1-508-315-6600** from outside of the United States.

To ensure that your system meets or exceeds the most recent requirements, refer to the Kurzweil website's system requirements page:

https://www.kurzweiledu.com/includes/new-mac-system-requirements.html

Installing Web License Client Software

There are two ways to install Kurzweil 3000: from the DVD or by downloading the application from the Kurzweil website.

Download the Software from Kurzweiledu.com

Before you download Kurzweil 3000 confirm that your Macintosh's security settings allow apps downloaded from the App store and identified developers:

1. Go to System Preferences → Security and Privacy → General.
2. Select the Radio button to allow apps downloaded from "App Store and identified developers."
3. Download the application from the Kurzweil website:

   https://www.kurzweiledu.com/k3mac
4. Select the Web License link.
5. A dialog pops up asking whether to open the file or save it.
6. Choose **Save** to save the file. This will take some time.

To install Web License client software

1. Place the Kurzweil 3000 DVD into the DVD drive or locate the downloaded file.
2. From the DVD window or the location to where you saved the downloaded file, double click the .DMG file. A window is displayed containing the **Kurzweil 3000 installation package**, the **Acapela Voices installation package**, the **Readme** file, the **Documentation** folder, the **Extras** folder, and the **Sample Files** folder.

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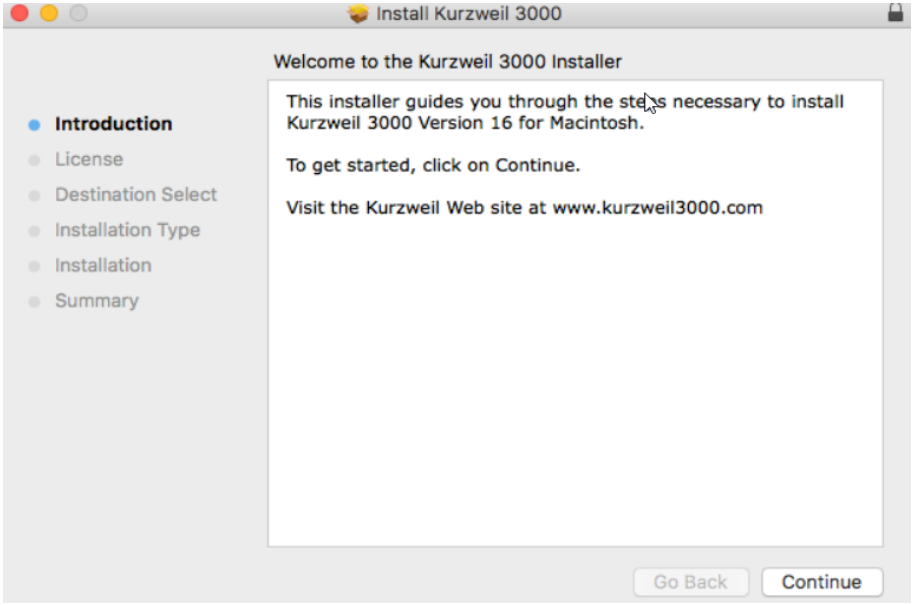
kurzweil
education
kurzweil 3000
Read - Comprehend - Demonstrate
Kurzweil 3000.pkg
Read Me.rtf
Extras
InstallAcapelaVoices.pkg
Documentation
Sample Files

3. Double click the **Kurzweil 3000.pkg** icon. The *Install Kurzweil 3000 window* is displayed.



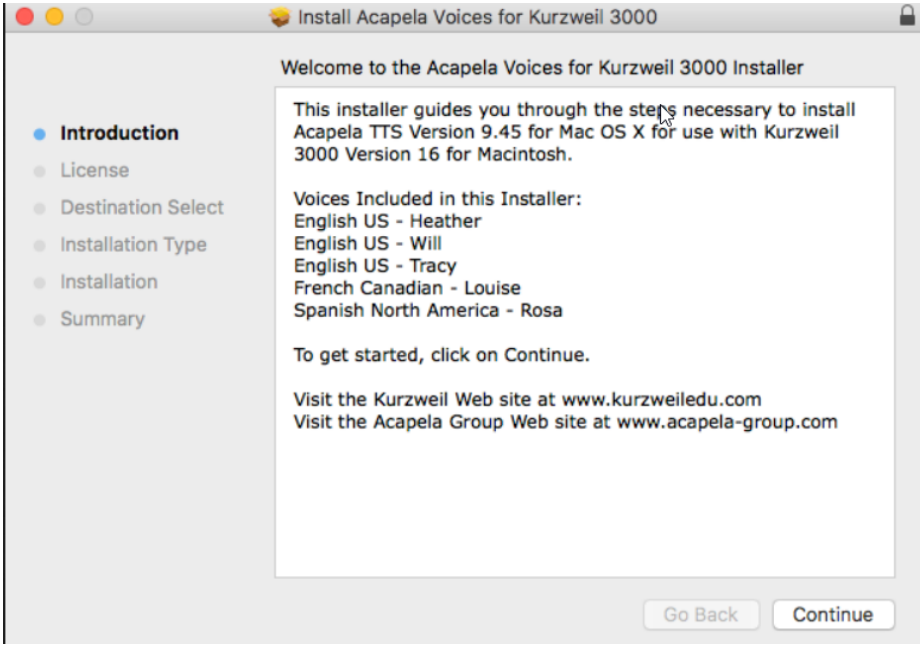
4. Click the **Continue** button in the Install Kurzweil 3000 window to start the installation wizard. Follow the instructions in the windows that display until the installation has completed.

Installing the Acapela Voices

The Kurzweil 3000 DVD contains voices from Acapela. We recommend that you install these voices on each Macintosh that will run Kurzweil 3000.

Installing the Voices

1. From the initial blue window that contains the installation packages, double-click the **InstallAcapelaVoices.pkg** file. The *Install Acapela Voices for Kurzweil 3000* window is displayed.



2. Click the **Continue** button to start the installation wizard. Follow the instructions in the windows that display until the installation has completed.

Installing Additional Acapela Voice Sets

The additional Acapela Voice sets include access to more than a dozen voices in a variety of languages. All but the Acapela European Voices Three* are available on both the DVD and the Kurzweil 3000 Website.Following are the additional voice sets and the voices contained in each set.

Acapela English Non US Voices	Acapela European Voices One	Acapela European Voices Two
English Australian – Lisa	Dutch – Femke	German – Klaus
English Australian – Tyler	Dutch Belgian – Jeroen	German – Claudia
English Indian – Deepa	Dutch Belgian – Sofie	Portuguese – Celia
English UK – Lucy	French – Manon	Italian – Fabiana
English UK – Peter	French - Antoine	Italian – Vittorio

Acapela European Voices Three*	Acapela North and South American Voices
Swedish – Emma	English USA – Sharon
Swedish – Erik	English USA – Rod
Danish – Rasmus	English USA – Ryan
Norwegian – Kari	Spanish North America – Rodrigo
Finnish – Sanna	Portuguese Brazil – Marcia

*__Note__: The Acapela European Voices Three is available only on the Kurzweil 3000 website.

Downloading and Installing from the Kurzweil 3000 Website

Before you download from the Kurzweil 3000 website, confirm that your Macintosh's security settings allow apps downloaded from the App store and identified developers:

1. Go to System Preferences → Security and Privacy → General.
2. Select the Radio button to allow apps downloaded from "App Store and identified developers."

Then download the Acapela voices.

1. Go to https://www.kurzweiledu.com/k3mac. Use the information shown in the tables above to determine the voice set to download.

2. In the list of Acapela voices, click the link next to the voice set to download. The download begins and will take some time to complete.
3. When the download has completed, double-click the download file (.**dmg**) in the download window. A window is displayed that contains the installation file (.**pkg**) and a **readme.txt** file.
4. Double-click the installation file (.pkg). The Welcome screen is displayed.
5. Click **Continue** and follow the instructions to complete the installation.

Installing from the DVD

1. Open the voice set that you want to install (use the information listed above to determine the voice set you need)
2. Double click the installation file (acapela*.pkg) to start the installation
3. Follow the instructions to complete the installation

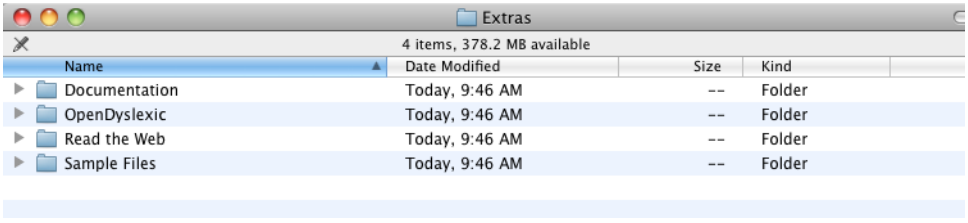
Installing the OpenDyslexic Font

The OpenDyslexic font helps to increase readability for readers with dyslexia. The typeface includes Regular, **Bold**, and *Italic* styles.

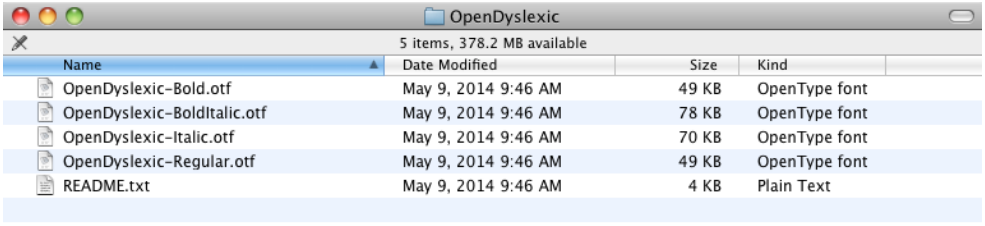
Kurzweil 3000 includes the OpenDyslexic fonts in the Extras folder.

Installing the Font

1. From the initial Blue installation window, open the **Extras** folder. .

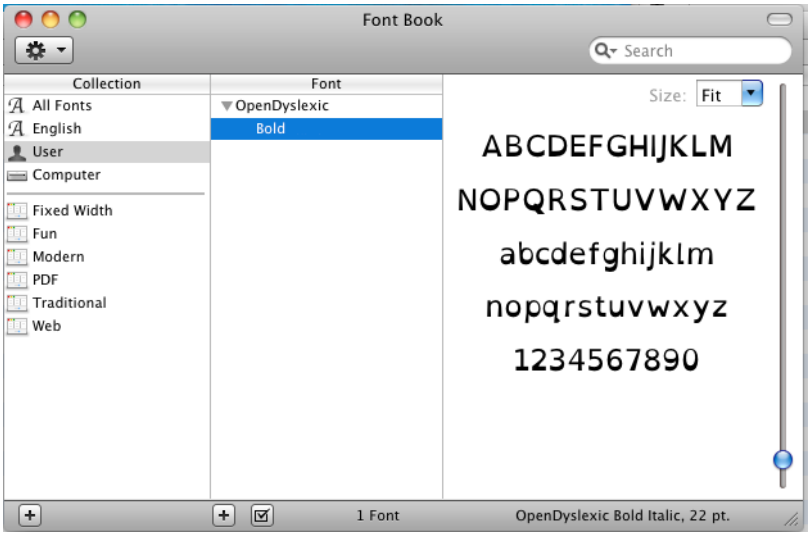


2. Double click the **OpenDyslexic** folder. The list of OpenDyslexic fonts is displayed.

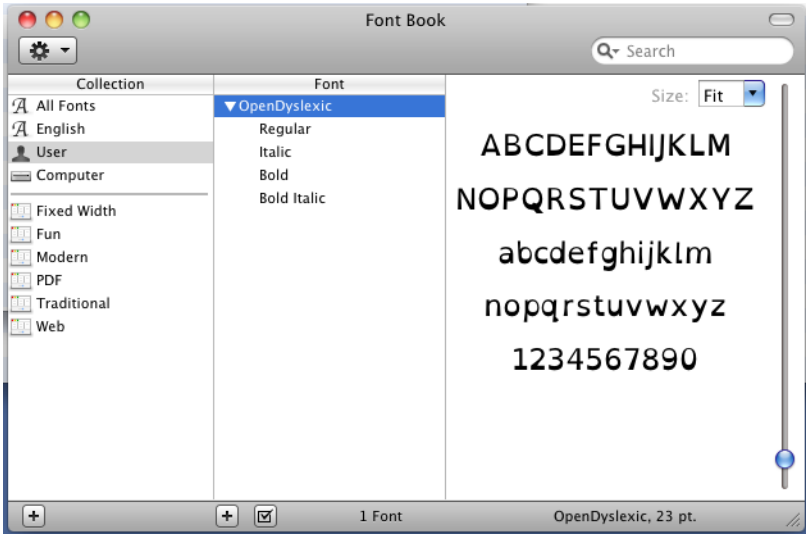


3. Double click the font to install, for example **OpenDyslexic-Bold.otf**. The font is displayed.

4. Click **Install Font**. When it has been installed, the Font book opens showing the installed font style.



5. With the Font Book open, you can drag the remaining fonts from the OpenDyslexic folder into the Font Book.



6. Close the Font Book.

The Kurzweil 3000 Read the Web Extension

The Kurzweil 3000 Read the Web extension enables the Kurzweil 3000 Read the Web application to work with Firefox and Chrome. This extension works with Kurzweil 3000 Web License Edition only.

Adding Kurzweil 3000 Read the Web as an Extension on Firefox

1. Open Firefox (Version 50 or greater).
2. Open Kurzweiledu.com download page:

   https://www.kurzweiledu.com/products/software-updates.html.

3. Scroll down to **Other Tools** and click **Firefox Extension for Read the Web**. The Read the Web Instruction page opens.
4. Click the link at the bottom of the Read the Web instructions. **Note**: You may get a warning about Firefox blocking installation.
5. Click **Allow**. A message appears about installing an add-on.
6. Click **Install**. You will get a message that it has been installed successfully.
7. Close the message. Open a web page (e.g., https://www.kurzweiledu.com).

You should see the Read the Web window in the upper right of your Firefox browser.

Click the down arrow in the white circle to open the login window. After you log in you can use the Read the Web feature. It works the same on Firefox as it does on Chrome.

Adding Kurzweil 3000 Read the Web as an Extension on Chrome

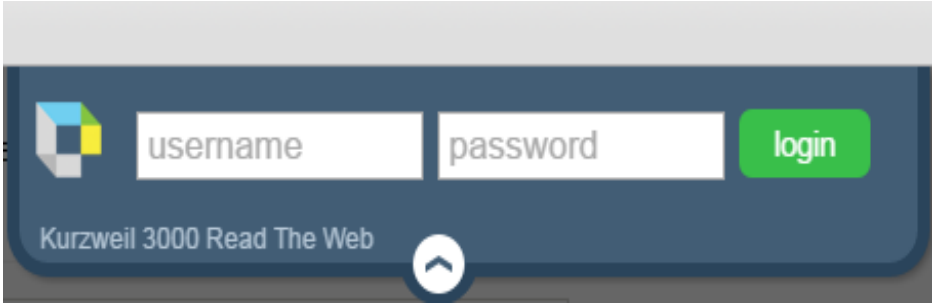
1. Be sure you have the Chrome browser installed.
2. Locate the Google Search field on the Chrome browser and search for Chrome Web Store.
3. Click the Chrome Web Store link. The Web Store is displayed.
4. Click **Extensions**. In the **Search** box type **Kurzweil 3000**. The results window displays Kurzweil 3000 Read the Web.
5. Click the blue +ADD TO CHROME button. A confirmation window is displayed.
6. Click the Add extension button. An instruction window is displayed.

Using the Kurzweil 3000 Read the Web Extension

After you have installed The Read The Web extension you can open and use the Read the Web feature. It works the same on Firefox as it does on Chrome.

To Open and Use the Read the Web Extension

1. Open a web page, and log in to the Read the Web window.

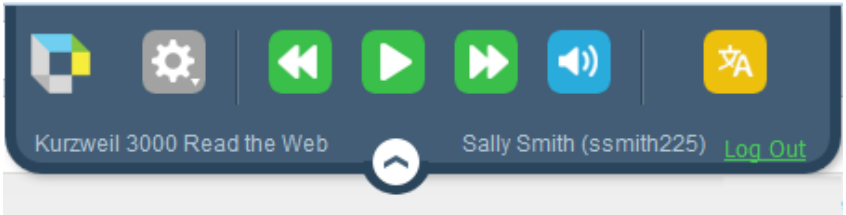


2. Enter your Kurzweil 3000 username and password and log in.
3. The Read the Web Toolbar is opened and ready for you to use.

4. To open kurzweil3000.com, click the Kurzweil logo.
5. Click the **Options** button to view or change the settings. Note that these options are in effect for the current session only and will need to be re-selected the next time you log in. The options you select here do not change any audio options in Kurzweil 3000.

   The default reading voice is Heather.

   You can change the position of the Read the Web window using the Position choices at the bottom of the Options window. You can position the window to be displayed at the Left, Center, or Right side at the top of the Firefox Browser.
6. Use the **Read Navigation** buttons just as you do in Kurzweil 3000.
7. Use the **Audio Reading** Toggle button to turn sound on or off.
8. Use the **Dictionary** button to look up a selected word. **Note**: The Dictionary button may be locked from use by the TLC or Teacher. For example, Teachers might want to disable use of the dictionary in test taking situations. When the Dictionary button is locked from use, it is not shown on the Read the Web toolbar:



9. Use the Translate button to translate selected text. Use the drop-down menu to select a language. Note: With the Web License Edition, the Translate button may be locked from use by the TLC or Teacher. For example, Teachers might want to disable use of Translate in test taking situations. When the Translate button is locked from use, it is not shown on the Read the Web Toolbar..
10. To shrink the Read the Web window hiding the windows, click the **Toggle Display** button at the bottom. Click it again to expand the Read the Web window.

Working with User Accounts and License Allocation

After your organization purchases a number of Web Licenses, Cambium Learning Customer Service sets up the initial user (typically, this is a designated site coordinator who could be teacher, school administrator or IT specialist). He/she is given username and password for login.

The site coordinator/initial user can then set up the site users, providing them with their system-generated usernames and passwords. Once that is done, any user can log in, set up and manage sub-users under their directory.

Sub-users are typically teachers who set up their own sub-users, typically students. Student users, however, do not have User Management access.

For detailed information about Accessing the User Management System, Registering Users,Viewing and Managing Licenses, Managing Users, and more, refer to the Product Guide, "User and License Management":

https://www.kurzweiledu.com/news-resources/product-guides.html.

2 Web Universal Library

This chapter contains four main sections.

- *The Web Universal Library Overview* on page 21 has the following subsections:
- *Web Universal Library Structure* on page 21.
- *Using the Web Universal Library* on page 23 has the following subsections:
- *To open a document from the Library:* on page 23.
- *To save an open document to the Library:* on page 24.
- *To create a new folder in the Universal Library:* on page 25.
- *To rename a file or folder in the Universal Library:* on page 26.
- *To delete a file or directory in the Universal Library:* on page 26.
- *To cut or copy, and paste a file or folder in the Universal Library* on page 26.

The Web Universal Library Overview

Kurzweil 3000 Web License Edition includes the Web Universal Library. If your school uses the Kurzweil 3000 Local Area Network (LAN) Universal Library, you are already aware of the benefits of central file storage and sharing.

The Kurzweil 3000 Web Universal Library, however, is an expanded version of the LAN Universal Library. Because the Web Universal Library is Internet-based, it allows students and teachers, or any authorized users, using any computer running Web License Client software from anywhere on the World Wide Web, to access and share files.

For districts and schools, the Web Universal Library is ideal for placing standardized curriculum material and print resources in electronic form for all or for specific groups to access. Teachers can make class files available wherever, whenever students need them.

Included in each Web Universal Library are the following folders:

- 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).

Web Universal Library Structure

The structure of the Universal Library is based on user/sub-user file system concept where each authorized user can set up and manage his/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 his/her 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.

For example, a district could set up folders for each school. In a school's folder, there could be folders for teachers as well as a Public and a Private folder. All teachers and students in the school could access the school’s Public folder. Teachers would not be able to access one another’s folders.

Each teacher folder in turn would have the teacher’s students' folders, plus a Public and Private folder. All students whose accounts a teacher creates would be able to access their teacher’s Public folder. Students would not be able to access one another’s folders.

Using the Web Universal Library

You can open and save to the Universal Library and manage folders and files by using either the Open from the Universal Library or Save to the Universal Library.

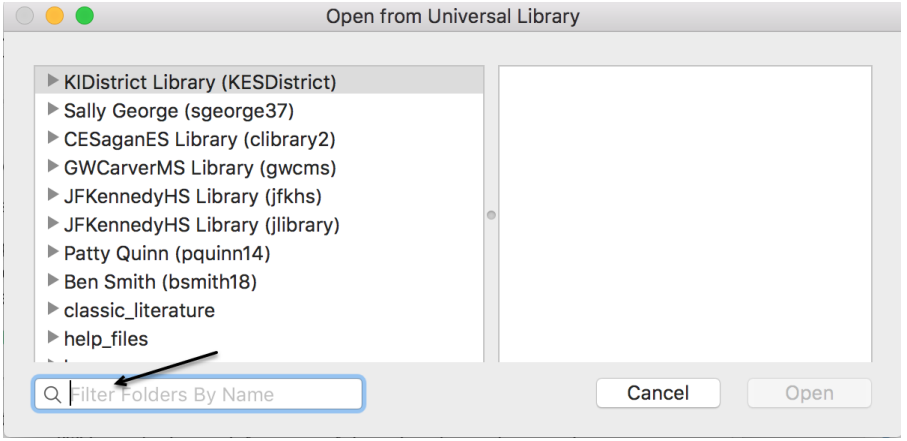
The Web Universal Library currently supports KES, TXT, DOC, DOCX, RTF, EPUB, BKS, PDF file formats.

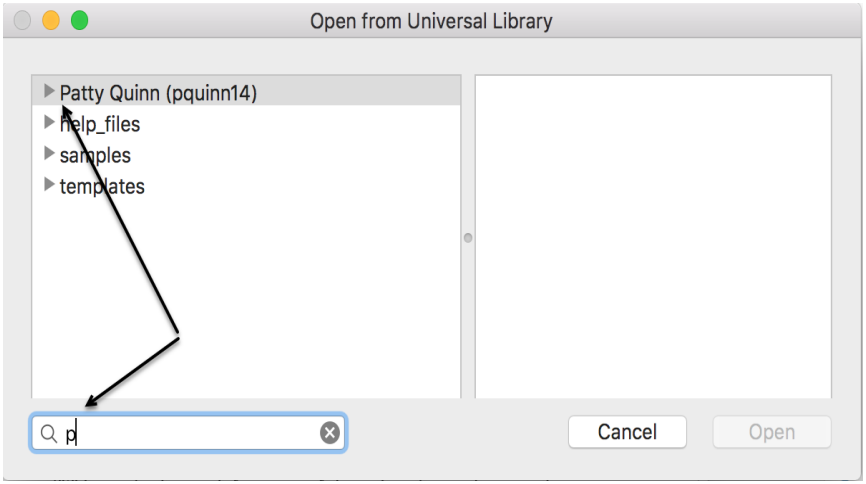
To open a document from the Library:

1. From the **File** menu, choose **Open from Library** to open the Universal Library.

   If your list is long, you can use the **Filter by Name** field, in bottom left of the dialog to quickly find the folder you want to open. Start typing the name of the folder. You may only have to enter a few letters to narrow the search.

Note: if your site has 1000 or more users, you will see **Filter Folders by Last Name**.



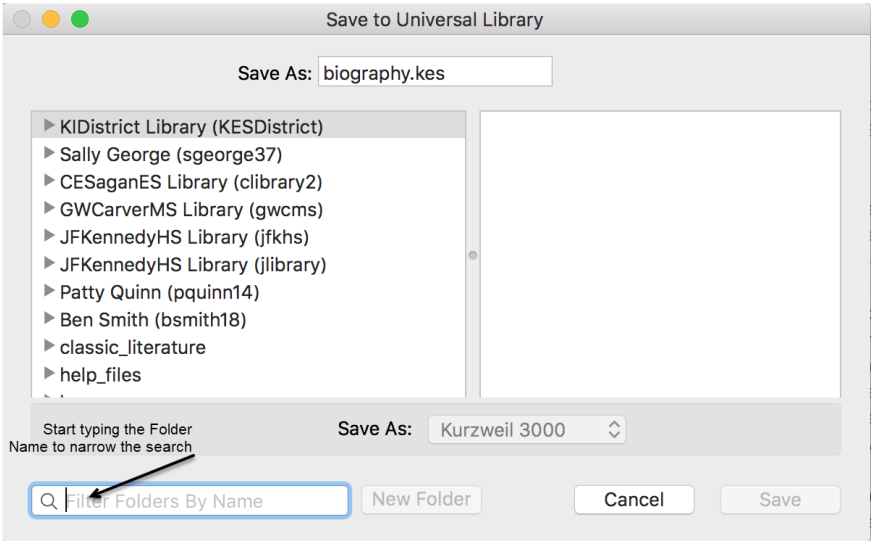


2. Select the desired folder, then click **Open**.
3. Select the file from the list displayed in the right pane of the Open from Universal Library.
4. Use the Kurzweil 3000 Reader to read the file.

To save an open document to the Library:

1. Open the document you want to save to the library.
2. From the **File** menu, choose **Save to Universal Library**.

Note: If your list of folders is long, to narrow your search you can use the **Filter Folders by Name** field (or **Filter Folders by Last Name** if your site has more than 1000 users).



3. In the dialog, specify where you want to place the file by clicking the desired folder in the left-hand pane.
4. Click **Save**.

Notes:

- When saving a file, you are uploading it to the Web server, and the time and speed by which a file is uploaded depend on the Internet line and service at your site. We recommend 50 pages or fewer per file, so it's a good idea to separate chapters and save a chapter at a time.
- You can only save to the directories for which you have access privileges.
- No user can save files to the Classic Literature folder.

To create a new folder in the Universal Library:

You can create a new folder in the following places:

- Under your own user directory, in the Private and Public folders.
- In the Public folders of directories belonging to sub-users whose accounts you created.

1. From the **File** menu, choose **Save to Universal Library**.
2. In the dialog, in the left-hand pane, select the directory under which you want to create the new folder.
3. Click the **New Folder** button.
4. Rename the folder.

To rename a file or folder in the Universal Library:

1. Select the file or folder.
2. Click again or press Return to begin editing.
3. Type the new name, then press Return.

To delete a file or directory in the Universal Library:

1. From the **File** menu, choose either **Open from** or **Save to Universal Library**.
2. In the dialog, do one of the following:

   In the left-hand pane, select the directory you want to delete.

   In the right-hand pane, select the file you want to delete.
3. Do one of the following:

   Control-click and in the context menu, choose **Delete**.

   Use the **Forward-Delete** or **Backward-Delete** shortcuts.

Notes:

- If you use the **Delete** command in the Save to Universal Library dialog, you have to click **Save** to close the dialog when you are done.
- You can only delete from the directories for which you have access privileges.
- No user can delete files from the Classic Literature folder.

To cut or copy, and paste a file or folder in the Universal Library

1. From the **File** menu, choose **Open from Universal Library**.

2. In the dialog, do the following:

   In the left-hand pane, navigate to and select the folder you want to cut or copy, or the folder that contains the file you want to cut or copy. You can only cut or copy folders that are inside your public or private folder.

   In the right-hand pane, select the file you want to cut or copy.

3. Control-click to show the context menu, choose **Cut** or **Copy**.

4. Do one of the following:

   To paste a file into another folder in the Universal Library, navigate to the desired folder in the left-hand pane, click in the right-hand pane, control-click to show the context menu, and then choose **Paste**.

   To paste a folder into another folder in the Universal Library, navigate to the desired folder in the left-hand pane, control-click to show the context menu, and then choose **Paste**.

   To paste a file or folder elsewhere on your desktop or system, navigate to that location, control-click to show the context menu, and then choose **Paste**.

Notes:

- Note that you can only paste if you have **Copy To** privileges.
- It is possible to Copy-Paste files and folders from the Universal Library to the Finder, and files (not folders) from the Finder to the Universal Library.
- No user can cut files from or paste files into the Classic Literature folder.

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