

Setting Up and Using the Universal Library

Notes:

- This document is excerpted from the *Kurzweil 3000 for Windows User's Guide Version 10*. The content appears in Chapter 2 and Appendix D.

This document includes the following topics:

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About the Universal Library

The **Universal Library** is a special-purpose folder that enables you to store documents that are accessible to all users, regardless of their account privileges.

This feature provides an ideal method for distributing test or other types of classroom material. If you are a teacher, once the Universal Library is set up, you can simply place the test or class assignment material in it and have the students open the document(s) electronically. When students complete an assignment, they can save it back to the Universal Library folder using a single command.

Tip: When you place documents in the **Universal Library** folder, you should set them to be **Read-only**. This will prevent the original documents from being accidentally overwritten.

Universal Library Setup Overview

The **Universal Library** folder can exist on:

- A local, non-networked computer that has multiple user accounts.
- A networked system, allowing users to access the library from multiple computers.

Note: You do not need to be running the Kurzweil 3000 Network version in order to use the Universal Library.

Setting up a Universal Library consists of the following steps:

- Install the Universal Library using the procedures found in either the *Kurzweil 3000 from Windows Standalone Installation and Administration Guide*, or the *Kurzweil 3000 from Windows Network Installation and Administration Guide*.
- From Kurzweil 3000, configure each computer that you want to have access to the **Universal Library** folder. See [Configuring Access to a Universal Library](#) on page 4.

Configuring Access to a Universal Library

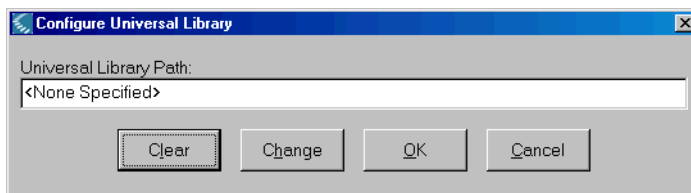
Once you have installed the **Universal Library** folder, you need to provide access to it from each computer that will use it.

By default, the folder is named **Kurzweil 3000 Universal Library**, and it is installed at the top-level of the C drive during the Universal Library installation process.

To set up access to a Universal Library folder:

1. Start Kurzweil 3000 on a computer on which you want to set up library access.
2. From the **File** menu, select **Configure Library**.

The **Configure Universal Library** dialog box appears.



3. Click **Change**.
4. In the **Browse for Folder** dialog box, navigate to and select the **Kurzweil 3000 Universal Library** folder.
5. Click **OK**.

You should now see that the commands **Open from Library** and **Save to Library** have been added to the **File** menu.

Working with the Universal Library

The Kurzweil 3000 **Universal Library** is a special-purpose folder that provides a central location for students to access and save class documents, such as assignments and tests.

You must configure the Universal Library before it can be used with Kurzweil 3000. See [Setting Up and Using the Universal Library](#) on page 1.

To open a document from the Universal Library:

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

The **Open** dialog box appears, with the **Kurzweil 3000 Universal Library** folder as its starting point.

2. Select the desired document, and click **Open**.

To save a document to the Universal Library:

1. From the **File** menu, choose **Save to Library**.

The **Save As** dialog box appears, with the **Kurzweil 3000 Universal Library** folder as its starting point.

2. Either navigate to the location where you want to save the document or click **Save** to save the document in the **Kurzweil 3000 Universal Library** folder.

If you are saving the document in the **Kurzweil 3000 Universal Library** folder and the document that you are saving is one that already exists in the folder, for example *science worksheet*, be sure to rename the document so you don't overwrite this public copy. For example, you might save the document as *jerry smith's science worksheet*.

