

Kurzweil 3000™ for Macintosh

Web License Guide

Version 5

Kurzweil 3000™ for Macintosh® Web License Edition

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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.
- [*Web License System Requirements*](#) on page 5.
- [*Installing Web License Client Software*](#) on page 6.
- [*Working with User Accounts and License Allocation*](#) on page 7.

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.

Unlike Network Edition licenses, the storage and management of which are on the local network, 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

Minimum G3 processor, running Mac OS X 10.4 (Tiger) to 10.6 (Snow Leopard).

Minimum 128 MB RAM (512MB RAM for Cepstral voices).

Minimum 300 MB of hard disk space (500 MB for Cepstral voices).

DVD drive, keyboard, mouse, speakers, microphone, Internet connection for Read the Web functionality.

TWAIN- or Image Capture-compatible scanner.

Internet connection required for product use.

Installing Web License Client Software

To install Web License client software:

1. Place the Kurzweil 3000 DVD into the DVD drive.
2. From the DVD window, drag the Kurzweil 3000 application icon to your Applications folder.
3. Start Kurzweil 3000 by double-clicking the Kurzweil 3000 icon.

You are ready to log in to and use Web License Edition by clicking the Kurzweil 3000 icon.

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, and allocating licenses.

Once that is done, any user can log in, set up, manage and distribute licenses to sub-users under their accounts.

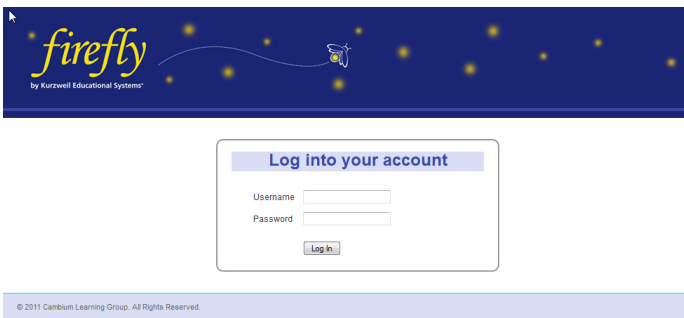
Sub-users are typically teachers who set up their own sub-users, typically students.

Student users, however, do not have User Management access.

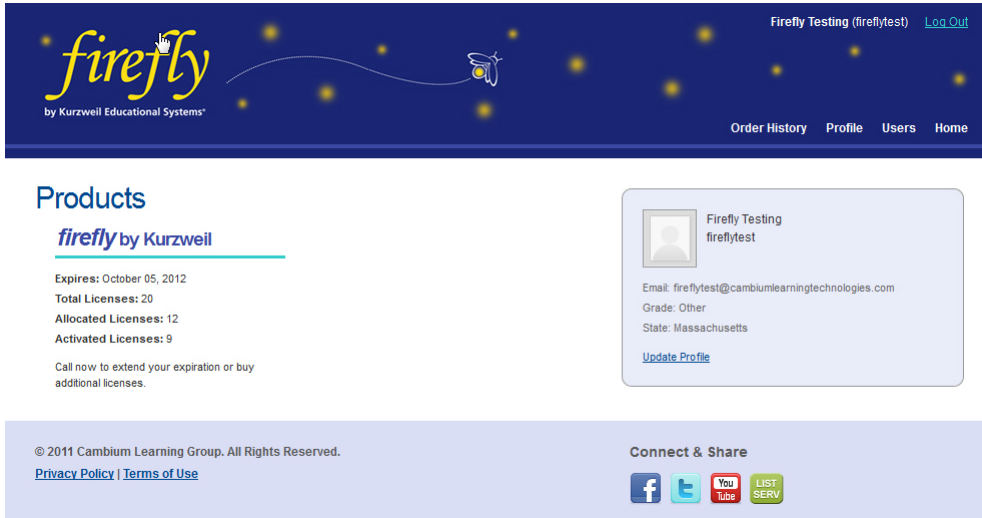
Accessing the User Management System:

Go to <https://accounts.firefly.kurzweiledu.com> and log in.

Note: From Kurzweil 3000, you can access your *firefly* account by choosing **My Account** from the **Kurzweil 3000** menu. If you need frequent access to this link, consider using View > Customize Toolbars to place the My Account button on a toolbar.



The **Home** page opens displaying site account information such as the number of licenses purchased, allocated and activated.



The screenshot shows the Firefly Testing user account page. At the top, there is a navigation bar with the Firefly logo on the left and the text "Firefly Testing (fireflytest) [Log Out](#)" on the right. Below the logo, it says "by Kurzweil Educational Systems". On the right side of the navigation bar, there are four tabs: "Order History", "Profile", "Users", and "Home".

The main content area is divided into two columns. The left column is titled "Products" and features a section for "firefly by Kurzweil". Below this, it lists account details: "Expires: October 05, 2012", "Total Licenses: 20", "Allocated Licenses: 12", and "Activated Licenses: 9". A call to action at the bottom of this section says "Call now to extend your expiration or buy additional licenses."

The right column displays the user's profile information. It includes a placeholder for a profile picture, the name "Firefly Testing" and "fireflytest", the email address "Email: fireflytest@cambiumlearningtechnologies.com", "Grade: Other", and "State: Massachusetts". There is a link to "Update Profile" at the bottom of this section.

At the bottom of the page, there is a footer with the copyright notice "© 2011 Cambium Learning Group. All Rights Reserved." and links to "Privacy Policy" and "Terms of Use". To the right of the footer is a "Connect & Share" section with icons for Facebook, Twitter, YouTube, and a "LIST SERV" button.

Along the top, right-hand area are four tabs: **Order History**, **Profile**, **Users** and **Home**. **Log Out** is in the upper-right-hand corner of the firefly window. To create a user:

Registering Users

There are two ways to register sub-users under your account:

- You can register each user yourself
- Or set up self-registration so users may self-register

To register a user:

1. Click **Users** to open the main Users page. Note that you also can open this page by clicking **Register and View Allocated Users**.

Register & View Allocated Users **+** [User Self-Registration](#) **+** [Manage Removed Users](#) **+**

Manage User Information

First Name Last Name Email School/Org Is Student

Allocated Users

Total Licenses: 20		Allocated Licenses: 12			Activated Licenses: 9		Remaining Licenses: 8		
Username	Password	First Name	Last Name	Email	Teacher Limit	Active Teachers	Active Students	Is Student	Delete
mlopezaaaa	pwont527	Mark	Lopez	mlopez@washington.sch.lexington.ma	1	1	0	false	✗
lkingaaf	vogro742	Lily	King	lking@washington.sch.lexington.ma	5	4	0	false	✗
fireflytest	fireflytest	Firefly	Testing	fireflytest@cambiumlearningtechnologies.com	20	9	0	false	
ctrana	pkra827	Cathy	Tran	ctrana@washington.sch.lexington.ma	5	3	0	false	✗

2. Enter the requested user information. If the user is a student, click the Is Student box. Then click **Add New**.

The user information then appears in the Allocated Users list, along with the system-generated username and password. Provide users with their login information.

To set up for users to self-register:

If you have the proper permissions, you may set up self-registration for your sub-users.

1. Click the **Users** tab (in the top, right-hand corner of the *firefly* window) to open the main **Users** page.



Register & View Allocated Users **+** [User Self-Registration **+**](#) [Manage Removed Users **+**](#)

Manage User Information

First Name Last Name Email School/Org Is Student

[Add New](#)

Allocated Users

Total Licenses: 20 Allocated Licenses: 12 Activated Licenses: 9 Remaining Licenses: 8

Username	Password	First Name	Last Name	Email	Teacher Limit	Active Teachers	Active Students	Is Student	Delete
mlopezaaas	pwont527	Mark	Lopez	mlopez@washington.sch.lexington.ma	1	1	0	false	✗
lkinqaaf	vogro742	Lily	King	lking@washington.sch.lexington.ma	5	4	0	false	✗
fireflytest	fireflytest	Firefly	Testing	fireflytest@cambiumlearningtechnologies.com	20	9	0	false	
ctrana	pokra827	Cathy	Tran	ctran@washington.sch.lexington.ma	5	3	0	false	✗

2. Click **User Self-Registration** to open the **User Self-Registration** page.

[Register & View Allocated Users **+**](#) [User Self-Registration **+**](#) [Manage Removed Users **+**](#)

User Self-Registration

 Number of Licenses for Registration: [Update](#) [What is this? **?**](#)

Copy and paste your unique product link

3. Enter the **Number of Licenses for Registration** that you want to allot for your sub-users.

4. Click **Update**.
5. Copy the unique product link and distribute it to your sub-users. This is the Internet address that your sub-users can use for self-registration.

To self-register:

1. Obtain the unique product link from your organization's license coordinator.
2. Paste that link into a Web browser to open the **User Self-Registration** page.

firefly
by Kurzweil Educational Systems

User Sign-up

User Self Registration

First Name	Last Name	Email	School/Org
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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[Privacy Policy](#) | [Terms of Use](#)

Connect & Share

[f](#) [t](#) [You Tube](#) [LIST SERV](#)

3. Enter your user information.
4. Click **Add New**.

Viewing and Managing Licenses

To view license information:

1. Click **Users** to open the main Users page. Note that you also can open this page by clicking **Register and View Allocated Users**.

Total Licenses: 20		Allocated Licenses: 12		Activated Licenses: 9		Remaining Licenses: 8			
Username	Password	First Name	Last Name	Email	Teacher Limit	Active Teachers	Active Students	Is Student	Delete
mlopezaaa	pwont527	Mark	Lopez	mlopez@washington.sch.lexington.ma	1	1	0	false	✗
lkingaaf	vogro742	Lily	King	lking@washington.sch.lexington.ma	5	4	0	false	✗
fireflytest	fireflytest	Firefly	Testing	fireflytest@cambiumlearningtechnologies.com	20	9	0	false	
ctrana	pokra827	Cathy	Tran	ctran@washington.sch.lexington.ma	5	3	0	false	✗

2. In the **Allocated Users** area, you can find:
 - **Total Licenses:** the total number of licenses for your site.
 - **Allocated Licenses:** the number of licenses distributed among users.
 - **Activated Licenses:** the number of licenses in use.
 - **Remaining Licenses:** the number of licenses remaining; that is the Total Licenses minus the Allocated Licenses.
3. In the list, you can find each user's limit of licenses allotted, how many of those licenses are actively being used by teachers and students.

To set the default number of licenses to allocate to new users:

This is the default number of licenses you want to allocate to each of the sub-users you add.

1. Click the **Users** tab to open the main **Users** page.



Register & View Allocated Users **+** [User Self-Registration](#) **+** [Manage Removed Users](#) **+**

Manage User Information

First Name Last Name Email School/Org Is Student

[Add New](#)

Allocated Users

Total Licenses: 20 Allocated Licenses: 12 Activated Licenses: 9 Remaining Licenses: 8

Username	Password	First Name	Last Name	Email	Teacher Limit	Active Teachers	Active Students	Is Student	Delete
mlopezaaas	pwont527	Mark	Lopez	mlopez@washington.sch.lexington.ma	1	1	0	false	✗
lkingaaf	vogro742	Lily	King	lking@washington.sch.lexington.ma	5	4	0	false	✗
fireflytest	fireflytest	Firefly	Testing	fireflytest@cambiumlearningtechnologies.com	20	9	0	false	
ctrana	pkra827	Cathy	Tran	ctrana@washington.sch.lexington.ma	5	3	0	false	✗

2. Click **User Self-Registration** to open the **User Self-Registration** page.

[Register & View Allocated Users](#) **+** [User Self-Registration](#) **+** [Manage Removed Users](#) **+**

User Self-Registration



Number of Licenses for Registration: [Update](#) [What is this?](#) **?**

Copy and paste your unique product link

<https://accounts.fireflybykurzweil.com/fireflyweb/account/register.do?coordinator=fireflytest>

3. Enter the **Number of Licenses for Registration** that you want to allot for your sub-users.
4. Click **Update**.

All new users added subsequent to this update will be allocated the newly set number of licenses.

To change license limit for an individual user:

1. Click the **Users** tab to open the main **Users** page.



Register & View Allocated Users **+** [User Self-Registration](#) **+** [Manage Removed Users](#) **+**

Manage User Information

First Name Last Name Email School/Org Is Student

[Add New](#)

Allocated Users

Total Licenses: 20		Allocated Licenses: 12			Activated Licenses: 9			Remaining Licenses: 8		
Username	Password	First Name	Last Name	Email	Teacher Limit	Active Teachers	Active Students	Is Student	Delete	
mlopezaaas	pwont527	Mark	Lopez	mlopez@washington.sch.lexington.ma	1	1	0	false	X	
lkinqaaf	vogro742	Lily	King	lking@washington.sch.lexington.ma	5	4	0	false	X	
fireflytest	fireflytest	Firefly	Testing	fireflytest@cambiumlearningtechnologies.com	20	9	0	false		
ctrana	pkra827	Cathy	Tran	ctran@washington.sch.lexington.ma	5	3	0	false	X	

2. Click the desired name in the **Allocated Users** list to open the **User Information** dialog.

The screenshot shows a 'User Information' dialog box with the following fields and values:

Field	Value
Username	mlopez@ass
Password	
Retype Password	
First Name	Mark
Last Name	Lopez
Email	mlopez@washington.sch.lexington.ma
School/Org	
Teacher Limit	5
Active Teachers	1

An arrow points from the 'Teacher Limit' field to the text 'Teacher Limit' on the right. Below the fields is an 'Update Member Information' button.

3. Change the number in the **Teacher Limit** box.
4. Click **Update Member Information**.

Managing Users

To delete a user:

1. Click **Users** to open the main **Users** page. Note that you also can open this page by clicking **Register and View Allocated Users**.

Total Licenses: 20		Allocated Licenses: 12		Activated Licenses: 9		Remaining Licenses: 8			
Username	Password	First Name	Last Name	Email	Teacher Limit	Active Teachers	Active Students	Is Student	Delete
mlopezaaa	pwont527	Mark	Lopez	mlopez@washington.sch.lexington.ma	1	1	0	false	✗
lkingaaf	vgro742	Liby	King	lking@washington.sch.lexington.ma	5	4	0	false	✗
fireflytest	fireflytest	Firefly	Testing	fireflytest@cambiumlearningtechnologies.com	20	9	0	false	
ctrana	pkra827	Cathy	Tran	ctrana@washington.sch.lexington.ma	5	3	0	false	✗

2. In the **Allocated Users** list in the main Users page, select the desired name, click the **Delete X** in its row.

Note: You can use the **Manage Removed Users** page to view and manage deleted users' information.

To restore deleted users:

1. Click the **Users** tab to open the main Users page.
2. Click **Manage Removed Users**.
3. From the **Manage Removed Users** page, you can restore a user from the list by clicking the **Restore** icon for that user.

To change user information, including password:

1. 1. Click the **Users** tab to open the main **Users** page.
2. Click the desired name in the **Allocated Users** list.

Firefly Testing (fireflytest) [Log Out](#)

Order History Profile Users Home

Register & View Allocated Users **User Self-Registration** Manage Removed Users

Manage User Information

First Name Last Name Email School/Org Is Student

Allocated Users

Total Licenses: 20 Allocated Licenses: 12 Activated Licenses: 9 Remaining Licenses: 8

Username	Password	First Name	Last Name	Email	Teacher Limit	Active Teachers	Active Students	Is Student	Delete
mlopezaas	pw0h1527	Mark	Lopez	mlopez@washington.sch.lexington.ma	1	1	0	false	✗
lkingnsat	vogro742	Lily	King	lking@washington.sch.lexington.ma	5	4	0	false	✗
fireflytest	fireflytest	Firefly	Testing	fireflytest@cambiumlearningtechnologies.com	20	9	0	false	
ctrana	pkvra827	Cathy	Tran	ctrana@washington.sch.lexington.ma	5	3	0	false	✗

Click to open User Information dialog.

3. In the **User Information** dialog that opens, make the desired changes.

The screenshot shows a 'User Information' dialog box with the following fields and values:

Field	Value
Username	mlopez@ase
Password	
Retype Password	
First Name	Mark
Last Name	Lopez
Email	mlopez@washington.sch.lexington.ma
School/Org	
Teacher Limit	5
Active Teachers	1

At the bottom of the dialog is a button labeled 'Update Member Information'.

4. Then click **Update Member Information**.

Viewing and Changing Your Personal User Information and Password

To view and change your own user information, including password:

1. Do one of the following:

From www.fireflybykurzweiledu.com **Home** page, click **My Account**, then click **Profile**.



Library



Or, from www.accounts.fireflybykurzweil.com, click **Profile**.

The **Profile** page includes user information such as address and occupation, login, and school/organization information.

Cathy Tran (ctrana) [Log Out](#)

Order History Profile Users Home

Account Information

First Name: Cathy
Last Name: Tran
Street 1:
Street 2:
Street 3:
City:
State/Province: -- Select a State or Province --
Country: United States
Zip/Postal Code:
Email: ctran@washington.sch.lexington.ma
Email Confirm: ctran@washington.sch.lexington.ma
Phone:
Fax:
Occupation: -- Select an Occupation --
Grade: -- Select a Grade --

Login Information

Username: ctrana
Password:
Retype Password:
Security Question: Select a Security Question
Security Answer:

School/Organization Selector

Type: Public Private College
State: -- Select a State or Province --
District:
School:
Org Name:

[Update Account Information](#)

2. Make the desired changes.
3. Then click **Update Account Information**.

Forgot Password?

1. Click the **Forgot Password** in the log in page.
2. In the **Forgot Password?** page, enter the email address associated with your account.
3. Your username and the original password will be emailed to you.
4. Use the emailed password to log in.
5. Go to and follow the instructions in To view and change your own user information above.

Viewing Order History

Users (other than students) can check Order History to find details about the organization's licenses, such as, Order Dates, products, licenses and their activation/expiration dates.



Order Number	Order Date	Total	Invoice	Product(s)	Activated	Expires
2870337	03/21/11	\$84.95	LPC0319052	K3000 firefly	03/22/11	03/22/12
2759113	09/28/10	\$0.00		Vocabulary A-Z	09/28/10	10/05/10
2747196	09/21/10	\$0.00		Writing A-Z	09/21/10	09/28/10
2608216	03/08/10	\$84.95	LPC0226085	Reading A-Z	03/22/10	03/22/11
2274530	01/28/09	\$84.95	LPC0139886	Reading A-Z	03/22/09	03/22/10
344741	02/25/08	\$79.95		Reading A-Z	03/22/08	03/22/09
78630	02/07/07	\$79.95		Reading A-Z	03/23/07	03/22/08
78629	01/19/06	\$79.95		Reading A-Z	03/07/06	03/07/07

To view the **Receipt** for an order, click the desired order number in the Order Number column.

To view the **Invoice** for an order, click the desired Invoice number in the Invoice column.

2 Web Universal Library

This chapter contains four main sections.

- *The Web Universal Library Overview* on page 24 has the following subsections:
 - Web Universal Library Structure* on page 24.
- *Using the Web Universal Library* on page 26 has the following subsections:
 - To open a document from the Library:* on page 26.
 - To save an open document to the Library:* on page 27..
 - To create a new folder in the Universal Library:* on page 27.
 - To rename a file or folder in the Universal Library:* on page 27.
 - To delete a file or directory in the Universal Library:* on page 28.
 - To cut or copy, and paste a file or folder in the Universal Library* on page 28.

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!, Learning A-Z and Passport Reading Journeys.

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.

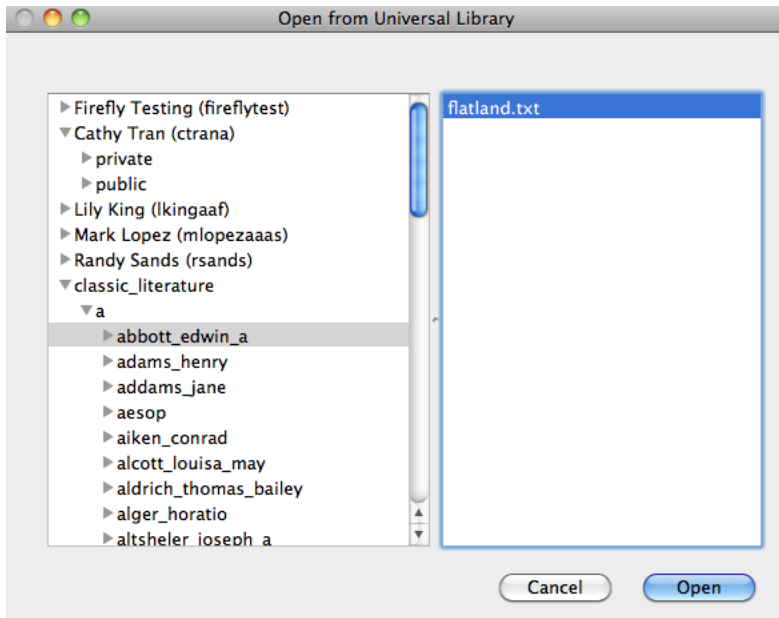
Using the Web Universal Library

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 RTF, TXT and KES file formats.

To open a document from the Library:

1. From the **File** menu, choose **Open from Library** to open the Universal Library.
2. Navigate to the desired folder and file, then click **Open**.



3. 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**.
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.

