Kurzweil 3000™ for Windows

Web License Guide

Version 13

Kurzweil 3000™ for Windows Web License Edition Notices

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1 Web License Overview, Set Up and Management

The information in this chapter 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.
- *Installing the Web License Client Using the MSI Install (IT Professionals)* on page 7.
- *Working with User Accounts and License Allocation* on page 8.

Kurzweil 3000 Web License Overview

Welcome to Kurzweil 3000 Web License Edition. If you are a Web License user, you can access all of the program's features from any computer that has Internet connection and that is running the Web License Client software.

Kurzweil 3000 maintains personal settings, documents and work, even if you switch computers or go wireless.

Licenses for Using Kurzweil 3000 Over the Internet

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, while taking personal settings and preferences with them.

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.

For additional details about the Web Universal Library, see *Chapter 2, Web Universal Library*.

All Preferences, Customized Lists, Dictionaries and Settings Travel with the User

Kurzweil 3000 Web License system maintains each user's personal preferences, settings and any feature that is customizable, including Toolbar sets, Word Lists, OCR Corrections list, and Word Prediction and Spell Check, dictionaries, are stored on the Kurzweil 3000 Web License server as well as locally on the Client computer. Upon logging in, Kurzweil 3000 checks both locations and uses the latest settings from either location.

Saving a Toolbar Set saves to the Web License server so that others with permissions can access the set.

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.

General Web License Edition Notes

Time Out: After 60 minutes of inactivity, a message appears asking if you are still using the program. If there is no response, Kurzweil 3000 automatically logs off your account. The only function available in Kurzweil 3000 is Save so that you can save any work. If there is an assignment in progress, Kurzweil 3000 automatically saves the work.

Web License System Requirements

Processor: 1.3 GHz Pentium 4 or better

System Memory: 512 MB (1GB for 64-bit Windows Vista or Windows 7)

Hard Disk Space: 2 GB free space

Operating System: Microsoft® XP with Service Pack 3 or later, Windows Vista with Service Pack 1 or later, Windows 7

Video RAM: 4 MB or better

Screen Resolution: 1024x768 24-bit or better

Color Palette: 16-bit

DVD drive

Keyboard and mouse

Sound card with speakers and microphone

TWAIN-compatible scanner

Internet connection

Web browser: Mozilla Firefox 3.5 or later or Microsoft Internet Explorer 7 or later

Installing Web License Client Software

You may need Administrator privilege.

1. Place the Kurzweil 3000 DVD in the computer's DVD drive.
2. Double-click the **Setup** file.
3. In the Master Installation dialog, select **Web Licensing Software**.
4. Select **Install Web Licensing Software**.
5. Follow the prompts to finish installing the software.
6. **Restart** if prompted to do so.

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

Note:

If you have a 64-bit system, it requires separate installations for the Taskbar. The installer is located in the **x64** folder in the top level of the Kurzweil 3000 product DVD.

Installing the Web License Client Using the MSI Install (IT Professionals)

This option installs the Web License Client computers across your LAN from a central location. It is provided for network administrators who are knowledgeable about MSI packages and have the necessary tools to operate directly on an MSI package.

Microsoft .Net Framework 3.5 must already be installed before using MSI.

You will need to specify the following arguments as properties to the Kurzweil 3000 msi package. You must also use the Reduced UI option.

AUTO= 1 (should be a numeric value)

EDITION= "web"

An example to launch Version 13 through command line is as follows:

msiexec.exe /i "Kurzweil 3000 v.13.msi" AUTO=1 EDITION="web"/qr

where /i is the install switch and /qr is the Reduced UI switch.

If the Reduced UI option is not available, you will need an additional MSI, found at ftp://ftp.kurzweiledu.com/pub/Indiana/K3000UIAction/

Use the second MSI after you finish the first main install.

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.

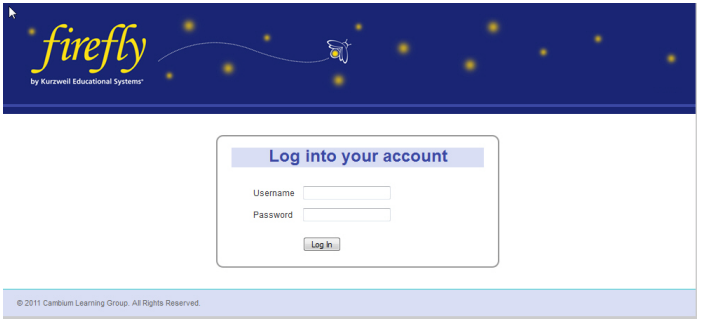
The site coordinator/initial user can then set up the site users, providing them with their system-generated usernames and passwords, and allocating licenses.

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

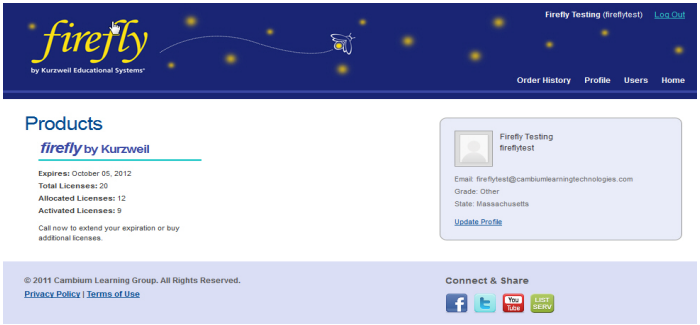
Sub-users are typically teachers who set up their own sub-users, typically students. Student users, however, do not have User Management access.

Accessing the User Management System

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



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



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.

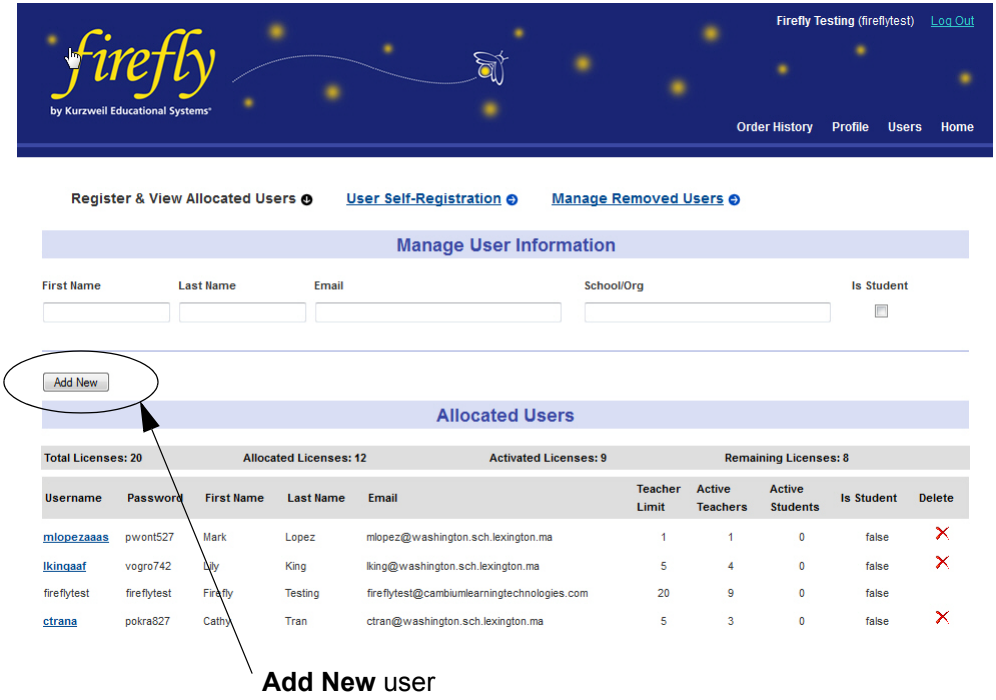
Registering Users

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**.



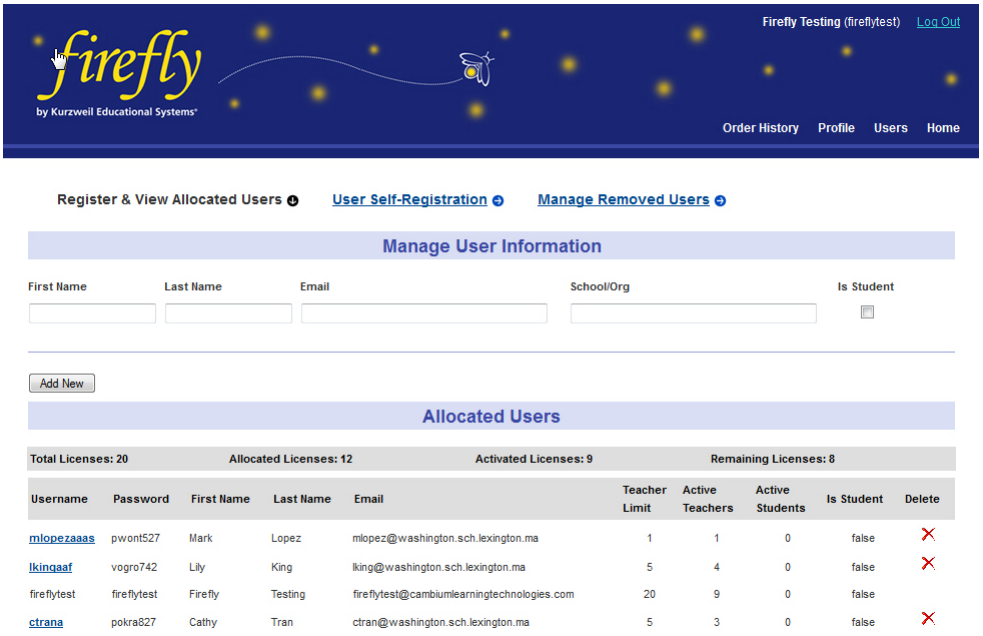
2. Enter the requested user information. If the user is a student, click the **Is Student** box.Then click **Add New**.

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

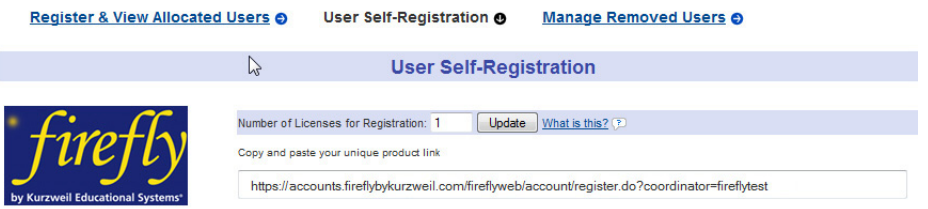
To set up for users to self-register:

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.



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

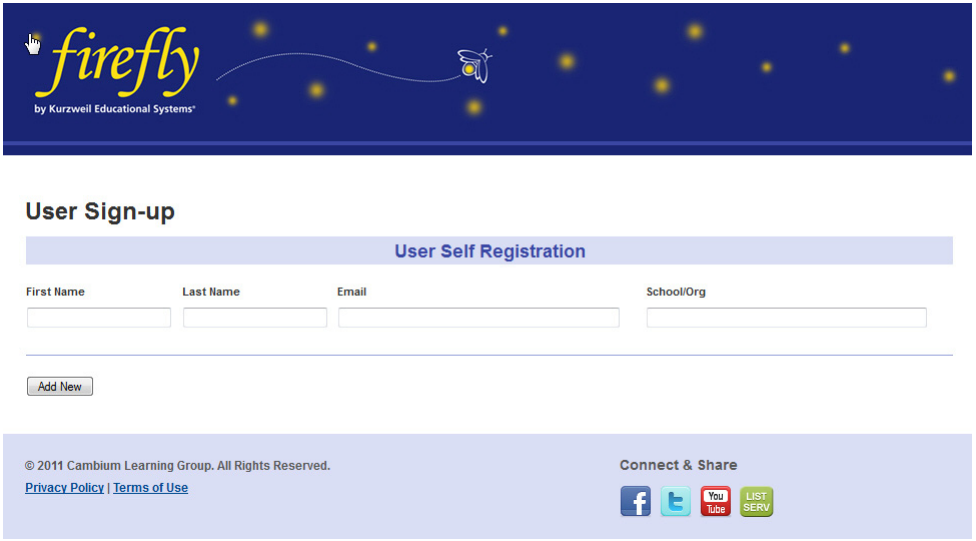


3. Enter the **Number of Licenses for Registration** that you want to allot for your sub-users.

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 organizations' license coordinator.
2. Paste that link into a Web browser to open the User Self-Registration page.

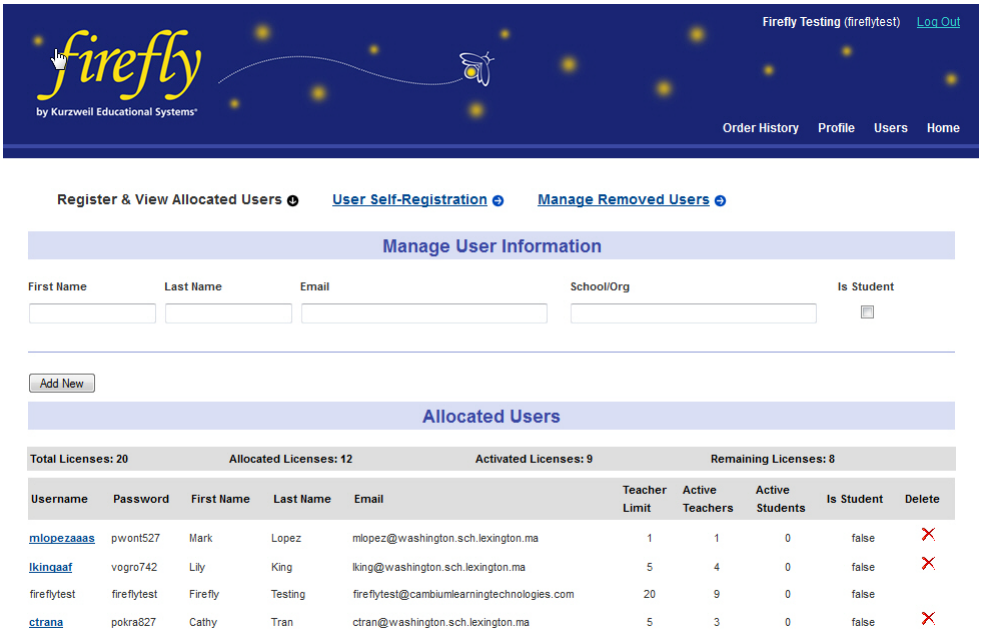


3. Enter your user information.
4. Click **Add New**.

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**.

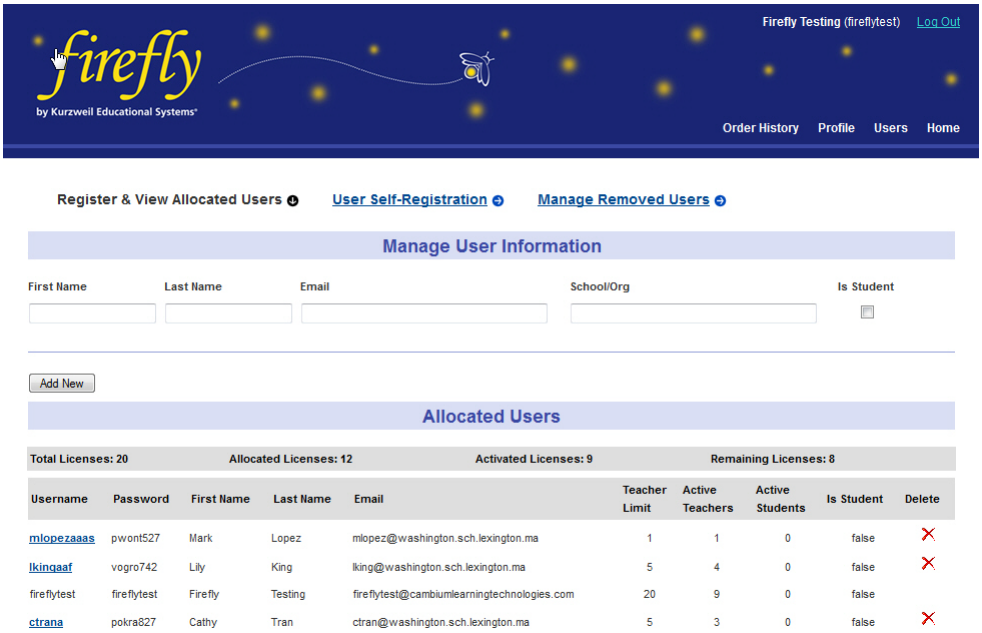


2. In the **Allocated Users** area, you can find:
   - **Total Licenses**: the total number of licenses for your site.
   - **Allocated Licenses**: the number of licenses distributed among users.
   - **Activated Licenses**: the number of licenses in use.
   - **Remaining Licenses**: the number of licenses 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.



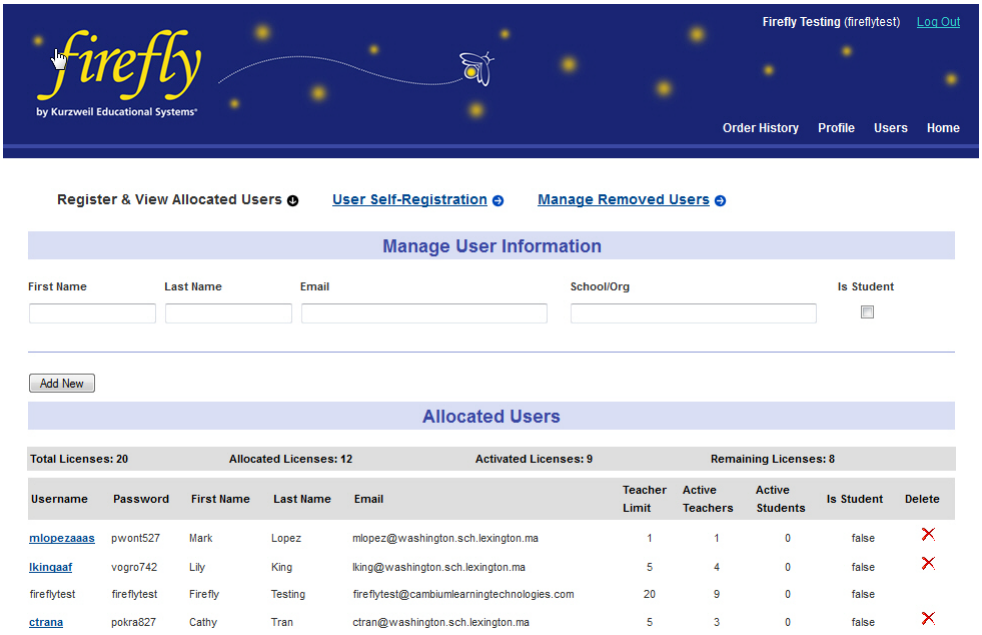
2. Click **User Self-Registration** to open the **User Self-Registration** page.

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

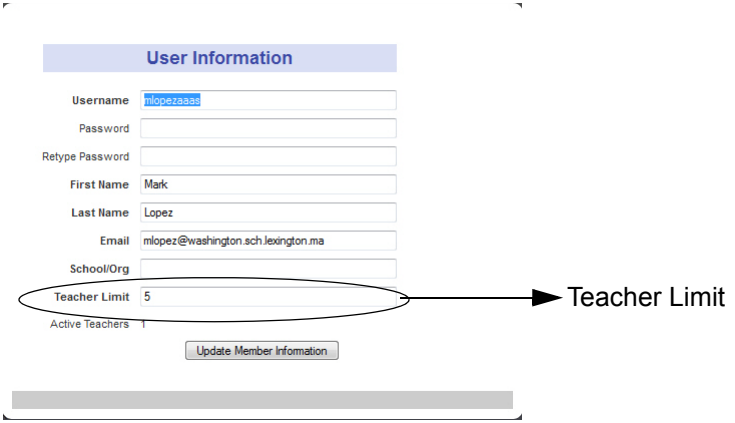
All new users added subsequent to this update will be allocated the newly set number of licenses.

To change license limit for an individual user:

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



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

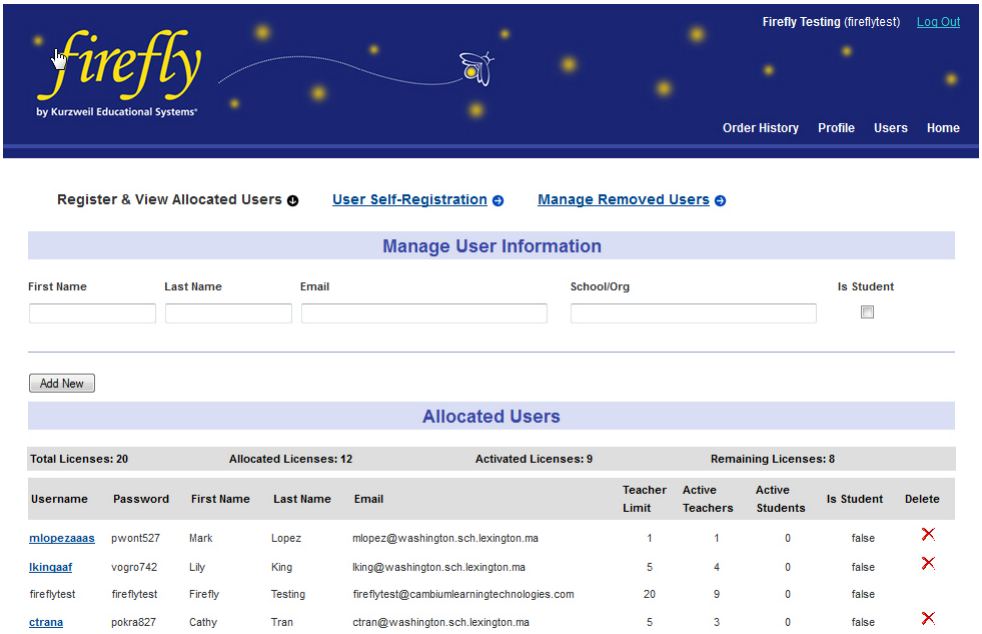


3. Change the number in the **Teacher Limit** box.
4. Click **Update Member Information**.

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



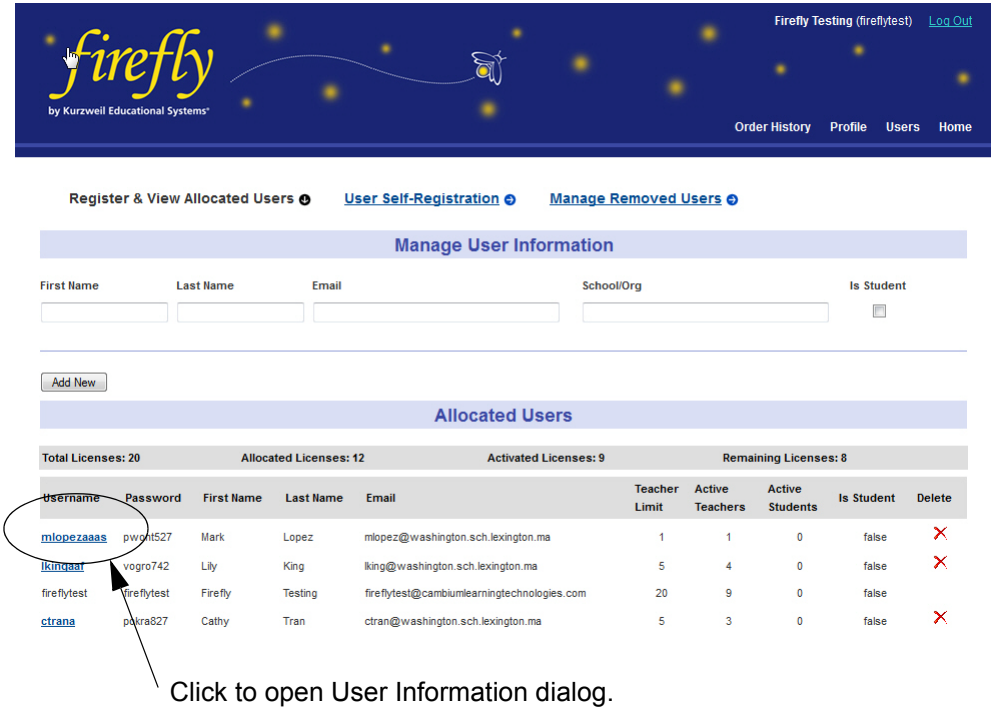
Note: You can use the **Manage Removed Users** page to view and manage deleted users' information.

To restore deleted users:

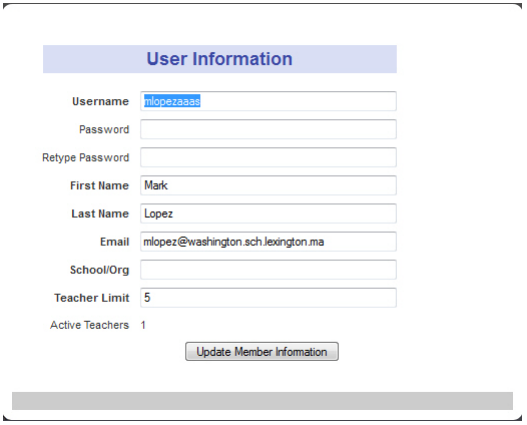
1. Click the **Users** tab to open the main **Users** page.
2. Click **Manage Removed Users**.
3. From the **Manage Removed Users** page, you can **Restore** a user from the list by clicking the **Restore** icon for that user.

To change user information, including password:

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



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



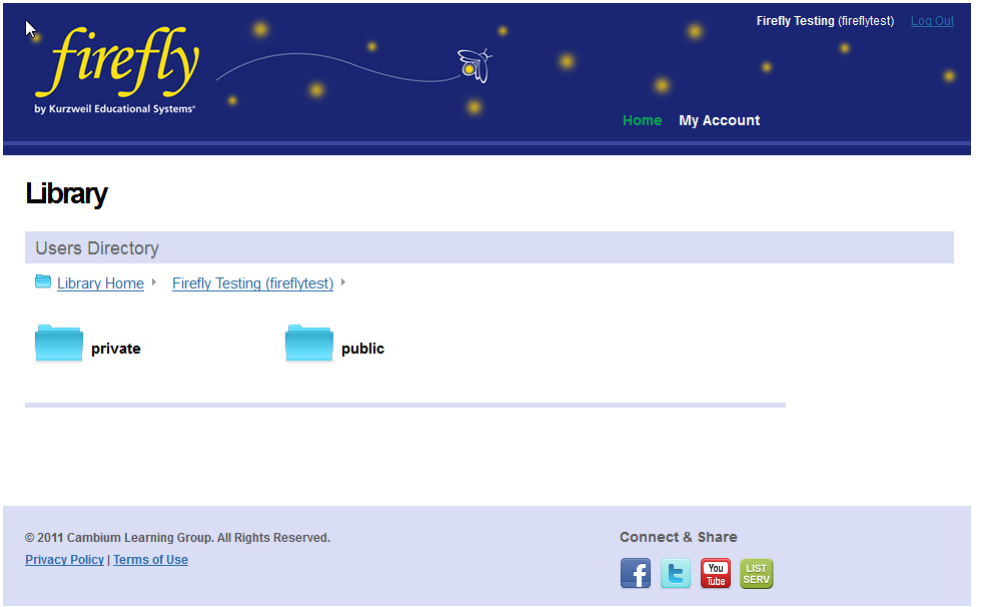
4. Then click **Update Member Information**.

Viewing and Changing Your Personal User Information and Password

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

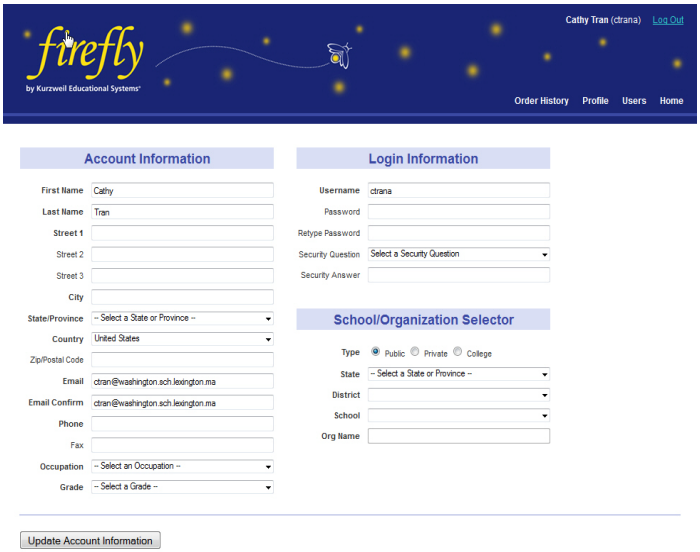
1. Do one of the following:

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



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

The **Profile** page includes user information such as address and occupation, login, and school/organization 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: on page 28.

  To cut, copy, delete, rename a folder or file: on page 29.

  To view file properties: on page 30.
- *Click OK.* on page 30.

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.

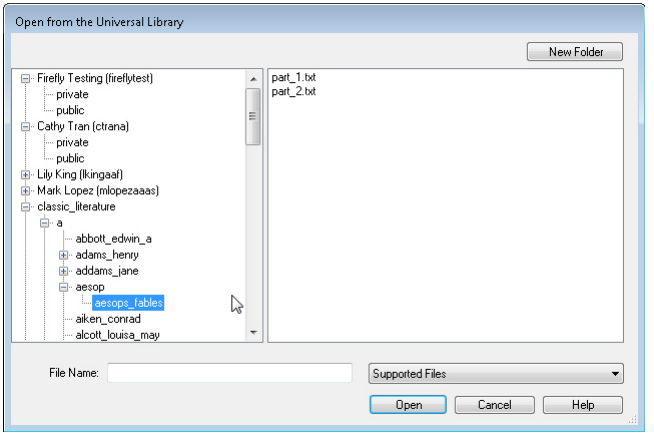
Using the Web Universal Library

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**.
2. In the **Open from the Universal Library** dialog, in the left-hand pane, click the folder from which you want to open a file. You may have to open subfolders. In the example below a subfolder in the Classic Literature folder is selected in the left-hand pane; its content files are listed in the right-hand pane.,



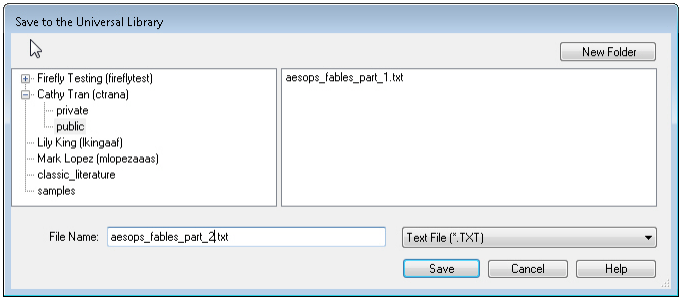
3. In the right-hand pane, select the file you want.
4. Click **Open**.

Notes:

- No user can save files to the Universal Library Classic Literature folder.
- You can also search for a Classic Literature file by using Online Search; for more information, go to online Help.

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** to open the **Save to the Universal Library** dialog.



3. In the dialog, do the following:

   Specify where you want to place the file by clicking the desired folder in the left-hand pane.

   (Optional) If you want to create a new folder in which to save this document, click the **New Folder** button in the upper right-hand corner.

   (Optional) Change the file name.

   (Optional) Specify another file format.

4. Click **Add**.

Notes:

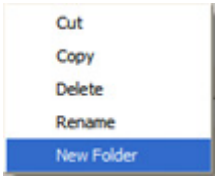
- When saving a file, you are essentially uploading it to the Web server, and the time and speed by which a file is uploaded depend on the Internet line and service that your site is using. Generally, we recommend 50 pages or fewer per file, so if you have a rather large text book, it's a good idea to separate the chapters and save a chapter at a time.
- No user can save files to the Universal Library Classic Literature folder.

To create a new folder:

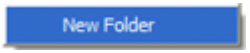
You can only create a new folder under your or your sub-users' folders.

1. From the **File** menu, choose either **Open from Library** or **Save to Library**.
2. In the dialog, in the left-hand pane, click the folder in which you want to place the new folder.
3. There are a few places where you can find the New Folder command:

   In the left-hand pane, open the Right Mouse Button menu and choose **New Folder**.



   In the right-hand pane, open the Right Mouse Button menu and choose **New Folder**.



   Or in the upper right-hand corner, click the **New Folder** button.

4. Type the name of the folder in the **Folder Name** box that appears.

5. Click **Add**.

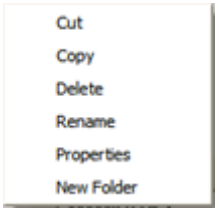
To cut, copy, delete, rename a folder or file:

Note that you can only cut, copy, delete, rename a folder or file under your or your sub-users' folders.

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

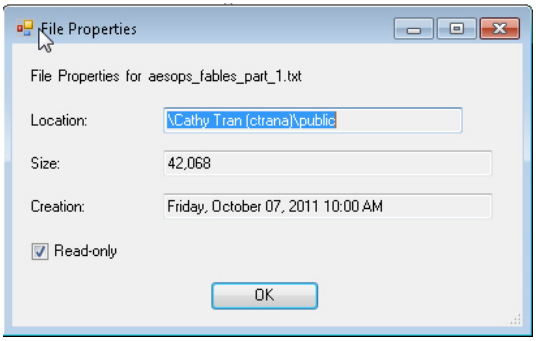
   For a folder: Select the folder in the left-hand pane.

   For a file: First, in the left-hand pane, select the folder in which the file(s) are located. Next, select the file(s) from the right-hand pane.
3. Right-click to open the Right Mouse Button menu and choose the command you want. The menu below is the File Right Mouse Button menu. The Folder menu is similar, but does not have Properties.



To view file properties:

1. From the **File** menu, choose **Open from Universal Library**.
2. In the dialog, in the left-hand pane, select the folder in which the file is located. Next, select the file from the right-hand pane.



3. Right-click to open the Right Mouse Button menu. Select **Properties** to open the **File Properties** dialog.
4. Click **OK**.

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