

Kurzweil 3000™ for Windows

Standalone Installation and
Administration Guide

Version 13

Kurzweil 3000™ for Windows Version 13 Standalone Edition

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Kurzweil 3000™ for Windows® Standalone Installation and Administration Guide

Kurzweil 3000 for Windows Standalone includes Kurzweil 3000 product DVD, containing the **Kurzweil 3000** setup file; **Documentation** folder; and the **Software** folder with various folders, such as Utilities, Extras, and Classic Literature, along with documents, such as the Readme file.

Minimum Hardware and Software Requirements

Ensure that your system meets or exceeds the requirements below:

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 Pak 1 or later, Windows 7

Screen Resolution: 1024x768 24-bit or better

DVD drive

Keyboard

Mouse

Sound card, speakers and microphone

Internet connection for registration and certain features (Google Translate™, Online Book Search, Read the Web)

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

For Audio File Creation: MP3 encoder and/or media player

TWAIN-compatible scanner; To download a current list of compatible and recommended scanners go to <http://www.kurzweiledu.com> (click the **Downloads** tab) or call Kurzweil Technical Support: 800-547-6747

Before You Install Kurzweil 3000

Before installing Kurzweil 3000, you should do the following:

- Install the scanner.
- Uninstall any previous versions of Kurzweil 3000.
- Uninstall previous versions of VoiceText.
- Have your Serial Number ready.
- Depending on the Windows operating system, you may have to run setup.

Installing the Scanner

Before using Kurzweil 3000, you must install the scanner using the manufacturer's software and instructions. Test the scanner using software provided with the scanner to ensure that you have installed it correctly.

Uninstalling Older Versions of Kurzweil 3000

Uninstalling older versions of Kurzweil 3000 does not affect user settings or any existing Kurzweil 3000 user files or documents.

Note: If you install the new version along with a previous version of Kurzweil 3000, both versions are visible in **Programs** in the Control Panel. If, at some point you remove the older version, you will disable the current version. If this happens, Kurzweil 3000 prompts you to repair the current version, which you can do by inserting the product DVD and clicking the **Repair** option.

To uninstall an older version of Kurzweil 3000:

1. Depending on your Windows operating system, you may have to have Administrator privileges to perform the uninstall.
2. Use the **Add/Remove Programs** from the Windows **Start** menu **Control Panel**.
3. Find and **Remove** Kurzweil 3000.
4. Follow the prompts.

Uninstalling Previous Versions of VoiceText™

If you previously installed VoiceText, you must uninstall it. The VoiceText voices install automatically with Kurzweil 3000.

To uninstall an older version of VoiceText:

1. Depending on your Windows operating system, you may have to have Administrator privileges to perform the uninstall.
2. Use the **Add/Remove Programs** from the Windows **Start** menu **Control Panel**.
3. Find and **Remove VoiceText**.

Installing Kurzweil 3000

Note: If you have a 64-bit system, it requires separate installations for the Virtual Printer and Taskbar. Both installers are in the **x64** folder in the top level of the Kurzweil 3000 product DVD.

To install Kurzweil 3000:

1. You may need Administrator privilege.
2. Place the Kurzweil 3000 DVD in the computer's DVD drive.
3. Double-click the **Setup** file.
4. Select **Standalone Software** then follow the prompts to complete the installation.



5. You may have to **Restart**.
6. Start the program by double-clicking **Kurzweil 3000** on the desktop.
7. If a **Login** window appears, enter your information, then click **OK**.

If this is a new name, a message displays, asking if you want to add it. Click **OK**.

A new message appears, asking if you want to activate the product now or later.

8. Click **Activate Now** and go to the next section for the next steps.

Notes:

- If you click **Maybe Later**, Kurzweil 3000 goes into **Trial Mode**. It is fully functional for 30 days or 200 launches, whichever comes first. Kurzweil 3000 prompts you to register the product each time you start Kurzweil 3000 until you register. If you do not register the product by the end of that period, the product will continue to start up, but it will be unusable.
- While in Trial Mode, you can always start the registration process by selecting **Update Registration Info** in the **Help** menu. See [The Registration/Activation Process](#) on page 7.
- The installation automatically installs the VoiceText Speaking Voices and American Heritage Human Pronunciation files.

Registering Kurzweil 3000

Registration is required for product activation. If you are a new customer or an existing one, you should register. If you are upgrading, you must re-register. If you purchased multiple site licenses, register each user account.

Until you register, Kurzweil 3000 is in **Trial mode**. While in **Trial mode**, you have 30 days to register from the time of installation. If you do not register the product within that 30-day period, features are automatically disabled, and you'll see messages reminding you to register.

The Registration/Activation Process

Before you start, you should have available the Serial Number of each copy of Kurzweil 3000 that you want to register. You can find the Serial Number on the product box.

When you start Kurzweil 3000 for Windows for the first time, you are prompted to register the product. Click **Activate Now** to start the process.

Note: If Kurzweil 3000 is currently running, choose **Update Registration Info** in the **Help** menu.

A dialog box appears, displaying the two methods. Click on the method you want to use:

- Online (see page [8](#))
- Phone (see page [10](#))

Registering Online

After you click the **Online** button, you are prompted for the following information from a series of dialog boxes:

1. **Account Type:** If this is a new registration, choose **Create a New Account** (if it is not already selected). If you have previously registered a different copy of Kurzweil 3000, click **Use an Existing Account**; it will reduce the amount of information you'll need to enter.
2. **Account Name and Password:** This information is used to create an account at Kurzweil Educational Systems that contains standard registration information (company, address, e-mail, etc.). You should write down your Account Name and Password and keep it in a secure place.

Note: Once you have submitted an Account Name and Password, an account is created at Kurzweil Educational Systems. If for some reason you stop the registration process before completion, when you resume the process, click the **Use an Existing Account** button to finish the registration process.

3. **Registration Information:** Enter the standard registration information.
4. **Serial Number and Optional Purchasing Questions:** Enter the Serial Number for the copy of Kurzweil 3000 you are registering. You can find the Serial Number on the product box.

Registering Copies of Kurzweil 3000 Online

If you are registering multiple copies of Kurzweil 3000, **you must first fully register one copy** as detailed in the previous section.

For subsequent registrations, do the following:

1. Start the registration process by either clicking **Activate Now** in the registration reminder dialog box that appears when Kurzweil 3000 starts up, or if you are currently in Kurzweil 3000, by choosing **Update Registration Information** from the **Help** menu.
2. In the first registration dialog box, click **Online**.
3. Choose **Use an Existing Account**, and enter the *same Username* and **Password** that you entered for the first copy for each additional copy. This causes the registration information to be filled in automatically. You will need to provide the Serial Number of each additional copy.

Note: If you've previously registered a copy but have forgotten your account information, choose **I Forgot My Username or Password**, and press **ENTER**. A dialog box appears. Enter the Serial Number for the copy you previously registered, and click the arrow >> button in the dialog box to initiate the information request.

When Kurzweil 3000 finds your information, it sends the details to your e-mail account. Check your e-mail for your Username and Password.

Registering by Telephone

After you click the **Phone** button, a dialog opens, displaying the telephone number for Kurzweil Educational Systems Customer Service, the **System Code** for this installation and a space to enter the Serial Number. Call the telephone number and give the representative the Serial Number and System Code.

Note: For phone registration, call **(800) 547-6747** within the United States, or **(303) 651-2829** from outside the United States.

The System Code Worksheet

If you are installing and registering Kurzweil 3000 on multiple machines, using the System Code Worksheet included at the end of this book to note the System Codes, Serial Numbers and Unlock Codes can greatly expedite the registration process.

Updating Registration Information

After you have successfully registered a copy of Kurzweil 3000, the **Update Registration Info** option in the **Help** menu allows you to restart the registration process to update information when necessary. For example, if you move or change your e-mail address or if you are reinstalling Kurzweil 3000 for some reason.

If you go to update your registration information but have forgotten your account information, choose **I Forgot My Username or Password**, and press **ENTER**. In the dialog box that appears, type in the Serial Number. Click the arrow **>>** button in the dialog box to initiate the information request.

When Kurzweil 3000 finds your information, it sends the details to your e-mail account. Check your e-mail for your Account Name and Password.

Locking the Registration Process

If security is an issue at your site, consider locking the ability to update the registration information. You can do this in the **Lock Features** dialog box. For detailed information on locking the update process and other Kurzweil 3000 features, see online Help.

Using Kurzweil 3000 with Multiple Users

This section explains the use of Kurzweil 3000 with multiple users. If you use Kurzweil 3000 in a single-user (standalone) setting—that is, Kurzweil 3000 is installed on a computer and is only used by one person—you can skip this section.

In many instances, a single copy of Kurzweil 3000 is used by more than one user (that is, at different times). If you will be using Kurzweil 3000 with multiple users, keep the following points in mind:

- **Document Organization:** where documents are stored.
- **User Settings (reading speed, custom toolbars):** how Kurzweil 3000 keeps track of them.
- **Document Security:** who can access individual users' documents.

Kurzweil 3000 provides two methods for administering multiple users:

Method 1 — Using Windows user accounts.

Using this method, each user logs on to the computer using a Windows user name and password.

Kurzweil 3000 keeps track of each user's settings, from session to session, based on the Windows logon information.

With this method, each user's documents are secure and are not accessible to other users. However, to ensure document security, users must remember to log on and log off of the computer, so that one person's documents are not confused with another person's documents.

Method 2 — Using Kurzweil 3000 multiple user accounts.

Using this method, there is usually a single Windows user account that corresponds to a group of users, for example a classroom. Under this classroom account, there are accounts for each Kurzweil 3000 user. The Kurzweil 3000 users access their individual accounts through the **Kurzweil 3000 Welcome** dialog box.

Kurzweil 3000 keeps track of each user's Kurzweil 3000 preferences, from session to session, based on the user name.

Since access to the program is through the Kurzweil 3000-specific dialog box, this may provide a more intuitive experience for certain users. Also, users are likely to quit Kurzweil 3000 after a session, thereby minimizing the chance of one person's files being confused with another person's files.

However, because there is no password protection, this method provides no security for individual users' documents. Without password protection, it is easy for one user to log in as different user and access that person's personal files.

Setting Up Kurzweil 3000 User Accounts for the First Time

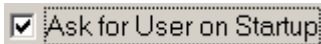
This section shows you how to set up Kurzweil 3000 for multiple users. This scheme is explained in **Method 2** on page [12](#).

To set up Kurzweil 3000 for access by multiple users:

1. Log on to the computer.
2. Double-click the Kurzweil 3000 shortcut icon on the desktop.



3. In the **Kurzweil 3000** window, from the **Tools** menu, choose **Options**.
4. In the **Options** dialog box, click the **General** icon to display the **General Options** pane.
5. In the **Miscellaneous** area, select the **Ask for User on Startup** checkbox.

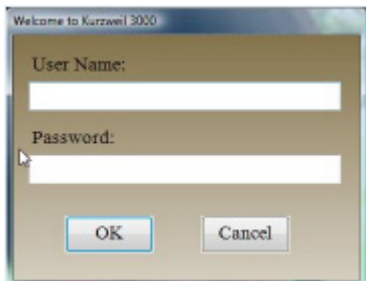


A message appears, explaining where files will be saved if you choose this option.

Note: If you upgraded from a previous version of Kurzweil 3000, the **Ask for User on Startup** option will be selected and dimmed if there is more than one existing Kurzweil 3000 user folder.

6. Click **Yes** to apply the selection.
7. Click **OK** to close the **Options** dialog box.
8. From the **File** menu, choose **Exit**.
9. Double-click the **Kurzweil 3000** shortcut icon to restart Kurzweil 3000.

When Kurzweil 3000 restarts, the Kurzweil 3000 Welcome window appears.



New user: type a Username in the text box. The next time you login, your username will be in the Username list. Usernames are not case-sensitive.

Returning users: select your Username from the Username list.

10. Click **OK** to begin working with Kurzweil 3000.

Uninstalling Kurzweil 3000

There may be instances where you need to uninstall Kurzweil 3000, for example, you might need to install it on a different computer. Uninstalling Kurzweil 3000 does not affect user settings or any existing Kurzweil 3000 documents or files.

Be sure to review the **Note** on page [3](#) before you start to uninstall Kurzweil 3000.

To uninstall Kurzweil 3000:

1. Depending on your Windows operating system, you may have to have Administrator privileges to perform the uninstall.
2. Use the **Add/Remove Programs** from the Windows **Start** menu **Control Panel**.
3. Find and **Remove** Kurzweil 3000.
4. Follow the remaining prompts.

Configuring the Read the Web Feature

Kurzweil 3000 **Read the Web** feature lets you use the Kurzweil 3000 reading and reference tools with content you view in a Web browser.

Choosing a Default Browser for Read the Web

When you first install Kurzweil 3000, there is no default browser selected to use with the **Read the Web** feature. You have the choice of using either Microsoft Internet Explorer or Mozilla Firefox (Firefox).

Use one of the following scenarios to select a default browser:

- If you have only Internet Explorer on your computer and you don't want to use Firefox, go to [Selecting Internet Explorer as the Default Browser](#) on page 18.
- If you have both Internet Explorer and Firefox already installed on your computer, and you want to use Firefox, go to [Installing or Updating the KESIReader Firefox Extension](#) on page 21.
- If you don't have Firefox on your computer but want to use it, go to [Installing the Firefox Browser](#) on page 19.

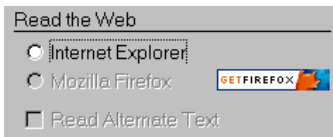
Notes:

- If Kurzweil 3000 detects Firefox on your computer and you choose **Read the Web** from the **Read** menu before following one of the selection scenarios above, Kurzweil 3000 will prompt you to install the **KESIReader** extension as detailed in [Installing or Updating the KESIReader Firefox Extension](#) on page 21.
- If you only have Internet Explorer and you choose **Read the Web**, Kurzweil 3000 automatically uses it as the default browser.

Selecting Internet Explorer as the Default Browser

If you want to specify Internet Explorer as the default browser used by Read the Web, do the following:

1. From the **Tools** menu, choose **Options**.
2. In the **Options** dialog box, click the **Reading** icon on the left to display the **Reading Options** pane.
3. In the **Read the Web** area, select Internet Explorer.



Note: If Firefox is also installed on your computer, both radio buttons are available, and the **Get Firefox** button is not visible.

4. Click **OK** to close the **Options** dialog box.

For more information about Read the Web, see online Help.

Selecting Firefox as the Default Browser

To select Firefox as the default browser for Read the Web, you must first install it. After you install Firefox, you must then install the **KESIReader** Firefox extension. Both procedures can be done from within Kurzweil 3000.

Installing the Firefox Browser

If you do not have Firefox, you can install it from the Mozilla.com Web site.

If you already have Firefox on your computer, go to [Installing or Updating the KESIReader Firefox Extension](#) on page 21.

Note: If you are installing/updating Firefox for use with Limited/Restricted or Guest accounts, Firefox must be run once *outside of Kurzweil 3000* for each account, in order for Read the Web to operate properly with a given account.

To install Firefox from the Mozilla.com Web site:

1. Log in as an Administrator.
2. From the **Tools** menu, choose **Options**.
3. Click the **Reading** icon on the left to display the **Reading Options** pane.
4. In the **Read the Web** area, click the **Get Firefox** button.



Internet Explorer launches and opens the Firefox download page.

Note: The URL for the Firefox download page is <http://www.mozilla.com>.

5. Click the **Download Firefox** link.
6. In the **File Download** dialog box, click **Run**.

The download starts, and the setup files are copied to your computer. When the download is complete, the **Security** dialog box appears.

7. Click **Run**.
8. Follow the instructions in the **Setup** wizard.
9. Click **Finish** to exit from the wizard, and launch Firefox.

If this is the very first time you have ever installed Firefox, you are asked some questions related to making Firefox your default system browser. How you answer these questions has no effect on the functionality of the **Read the Web** feature.

10. Exit Firefox.
11. Exit Internet Explorer.
12. In Kurzweil 3000, click **OK** to close the **Options** dialog box.

Now go to [Installing or Updating the KESIReader Firefox Extension](#) on page 21.

Installing or Updating the KESIReader Firefox Extension

The **KESIReader** extension enables Read the Web to work with Firefox.

If you are updating Kurzweil 3000 from Version 9, you must first uninstall any previous versions of the KESIReader extension. See [Uninstalling the KESIReader Firefox Extension](#) on page 23.

To install or update the KESIReader extension:

1. From the **Tools** menu, choose **Options**.

The **Options** dialog box appears.

2. Click the **Reading** icon on the left to display the **Reading Options** pane.

If you installed Firefox successfully, the **Read the Web** area should look as follows:



3. Select **Mozilla Firefox**.

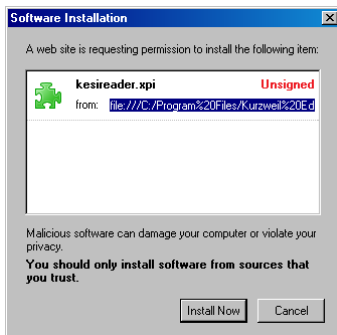
A message appears asking for permission to install the **KESIReader** extension.

4. Click **Yes**.

A second, similar install message appears.

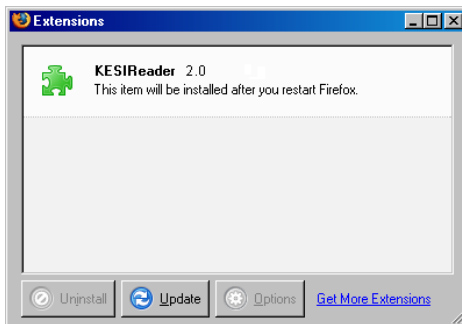
5. Click **OK**.

Firefox launches and displays the **Software Installation** dialog box.



6. Click Install Now.

The **Extensions** dialog box appears, displaying the **KESIReader** extension, confirming a successful installation.



7. Close the Extensions dialog box.

8. Exit Firefox.

9. Click OK to close the Kurzweil 3000 Options dialog box.

For more information about Read the Web, see online Help.

Uninstalling the KESIReader Firefox Extension

If you are updating from Kurzweil 3000 Version 9, you must uninstall any older version of the **KESIReader** extension.

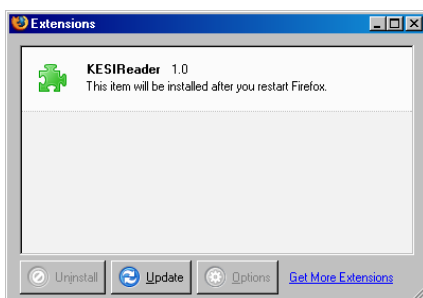
To uninstall the KESIReader extension:

1. Start Kurzweil 3000 and choose **Read the Web** from the **Read** menu. Alternatively, you can launch **Firefox**.

If you chose **Read the Web** in Step 1, Kurzweil 3000 displays a message informing you that you must upgrade the **KESIReader** extension. Click **OK**. Kurzweil 3000 launches Firefox.

2. In Firefox, choose **Extensions** from the **Tools** menu.

The **Extensions** dialog box appears, displaying the currently installed version of the **KESIReader** extension.



3. Click on the **KESIReader** extension to select it.
The **Uninstall** button becomes active.
4. Click **Uninstall**.
5. In the message box that appears, click **Yes** to confirm the operation.
Firefox marks the extension for removal.
6. Exit from Firefox, restart it, then exit it again to complete the removal of the extension.

Now go to [Installing or Updating the KESIReader Firefox Extension](#) on page 21.

Updating the Firefox Extension

As with most applications, the Mozilla Foundation will update Firefox from time to time.

When you update Firefox, you should also update the **KESIReader** extension.

To update Firefox for use with Read the Web:

1. Install the new version of Firefox.
2. Launch **Firefox**.
3. From the **Tools** menu, choose **Extensions**.
4. In the **Extensions** dialog box, select the **KESIReader** extension.
5. Click **Uninstall**.
6. Exit and restart **Firefox**. Then exit it again.
7. Start **Kurzweil 3000**.
8. From the **Online** menu, choose **Updates**.
9. Download and install the latest update(s).
10. Perform the **KESIReader** installation procedure detailed on page [21](#).

Using the Kurzweil 3000 Universal Library

The **Universal Library** is a folder that enables you to store documents that multiple users can share. This feature is ideal for distributing tests or classroom materials. 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.

You can install a **Universal Library** folder in either of the following locations:

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

To create the Universal Library folder:

1. Insert the Kurzweil 3000 DVD into the DVD drive.
2. Open the **Software** folder, open the **Utilities** folder, then double-click **HostLibraryWizard**.
3. In the **Universal Library Wizard** screen, click **Create**.
4. In the **Universal Library Created** screen, click **OK**.
5. For each computer for which you want access to the Universal Library, do the following:
 - Insert the Kurzweil 3000 DVD into the DVD drive.
 - From the **Software/Utilities** folder, double-click **ClientLibraryWizard**.
 - Follow the prompts.

When the user starts the computer again, the Kurzweil 3000 Universal Library folder icon will be in the **Places** pane of the **Open** dialog, and the **File** menu will contain the **Open from** and **Save to Library** commands.

6. For each computer for which you want access to the Universal Library, Configure the Library. Refer to [Configuring Access to a Universal Library Folder](#) on page 26, for information on giving Client computers access to the **Universal Library** folder.

Configuring Access to a Universal Library Folder

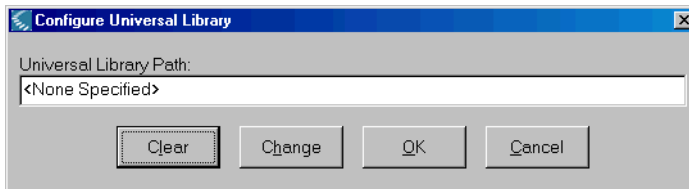
Once you have installed the **Universal Library** folder, you need to provide access to it from each computer that will use it.

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, usually the C: drive.
5. Click **OK**.

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

To open documents from the Universal Library:

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

The **Open** dialog box appears with the **Universal Library** folder as its starting point. Open the desired document as usual.

To save a document in 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 **Universal Library** folder.

Note: If you are saving the document in the **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*.

About the Kurzweil 3000 Taskbar

The Kurzweil 3000 Taskbar, seen below, is an application that automatically installs with Kurzweil 3000 and appears as a small bar in the Windows Taskbar.



In Windows Vista and Windows 7, however, you must first access the Kurzweil 3000 Taskbar from the Toolbars list on the Windows Taskbar shortcut menu.

The Kurzweil 3000 Taskbar offers fingertip access to a subset of Kurzweil 3000 features: Read, Look Up and Spell Check. You can use it for a single word or for a large selection of text from any application, including e-mail and Web browsers, that you may have on your system. Simply drag and drop the text directly into the Kurzweil 3000 Taskbar.

Note: In Kurzweil 3000 Standalone edition, you can use Kurzweil 3000 Taskbar without having to run Kurzweil 3000. For the Network edition, you must have a valid user license or Kurzweil 3000 must be running.

For complete and detailed information on using Kurzweil 3000 Taskbar, place your cursor anywhere on the Kurzweil 3000 Taskbar and right-click to display its shortcut menu, and select Help.

To show or hide the Kurzweil Taskbar:

1. Click the right mouse button in an empty area of the Windows Taskbar to display the **Windows Taskbar Shortcut** menu.
2. From the **Toolbars** menu, click the **Kurzweil 3000 Taskbar** item.

To use Kurzweil 3000 Taskbar:

Type a word or phrase in the box or drag and drop or copy and paste text into the box from any program; Kurzweil Taskbar automatically reads the text to you. You can also display a dictionary entry for a word and perform a spell check on text.

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System Code Worksheet

If you are installing and registering Kurzweil 3000 on multiple machines, and are using the phone registration option, completing the worksheet provided on the next page before calling Customer Service can help to expedite the process.

As you go through the installation process note the Kurzweil 3000 product **Serial Number** and **System Code** for each machine. They are necessary for obtaining a corresponding **Unlock Code**, which you will then need to activate each installation of the software.

Space is also provided on the worksheet for the location of each machine, and for the corresponding Unlock Code which the Customer Service representative will provide to you.

Note: You can display a machine's System Code by clicking the **Phone** button in the initial registration dialog box.

For complete details and instructions on product registration, and specifically, Registering by Phone, see [Registering Kurzweil 3000](#) on page 7.

