Kurzweil 3000-*firefly*

Reading and the Universal Library

About the *firefly* Universal Library

The Universal Library is a collection of electronic files that the district, school, teachers and students want to store and/or share. Users can access the Universal Library from any **Kurzweil 3000-*firefly*** client over the Internet.

School administrators can upload curriculum material for district- or school-wide distribution, so teachers and students can go to a central location to retrieve documents they need. Teachers can post class work, assignments, extra-curricular reading material for their students to access; they can also share documents and templates with other teachers. Students can upload documents from the Universal Library, from their hard disks, and can also load books from Bookshare.

Currently, the Universal Library supports the following formats: KES, TXT, DOC, DOCX, RTF, BKS, and PDF files.

How the Universal Library is Organized

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 or 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 their 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.

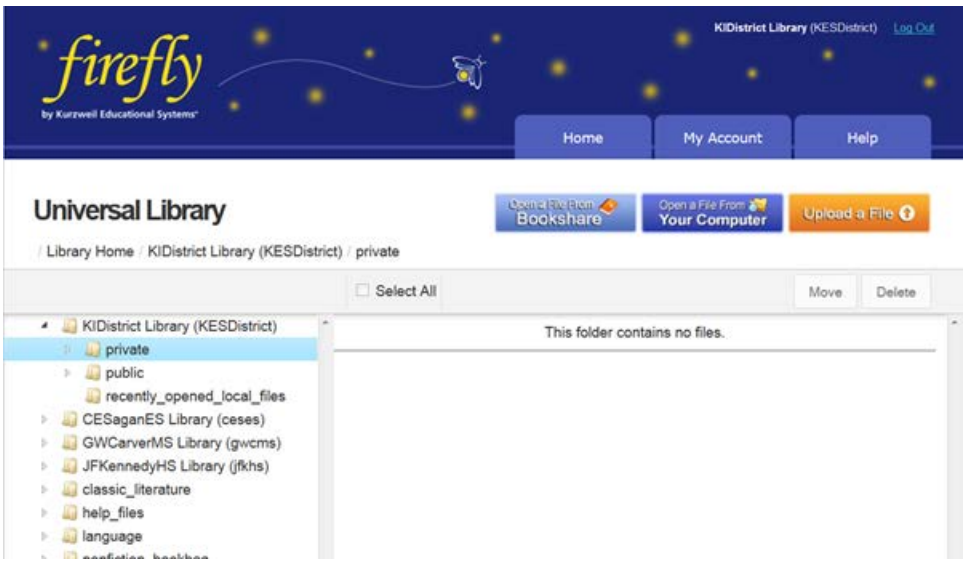
Shared Collections

The Universal Library contains electronic files that are accessible and sharable. It currently includes the following shared collections:

- Classic Literature collection
- Samples – from Cambium Learning Group's published educational series, LANGUAGE!, Learning A-Z and Passport Reading Journeys
- Nonfiction Bookbag with inspiring content for Grade Levels 3-8

Populating Your Universal Library

Logging in takes you to the Universal Library, in your directory, containing your Public and Private folders.



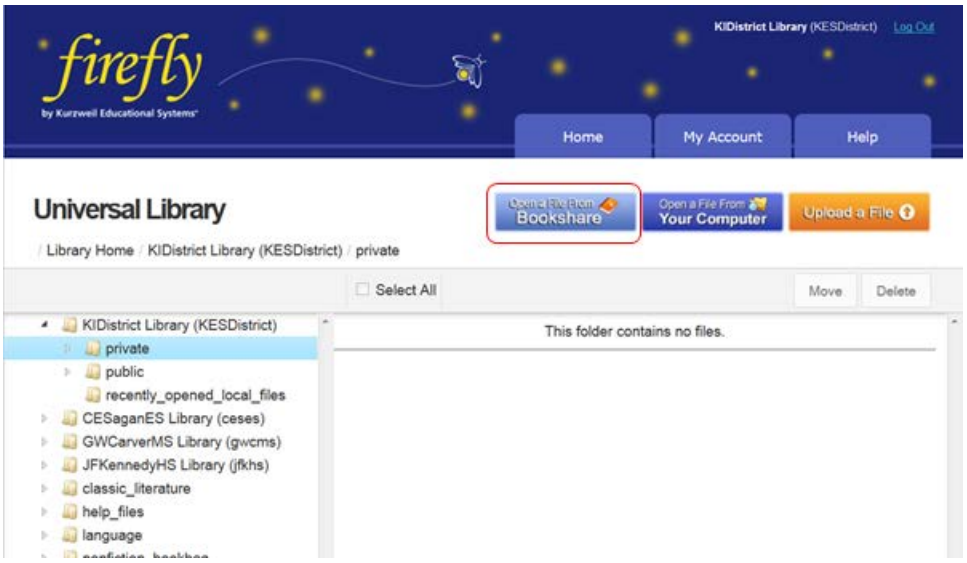
In addition to reading books from the shared collections, you can add files to your own folders. ***firefly*** supports KES, TXT, DOC, DOCX, RTF, BKS, and PDF files. You can also open files from other sources for reading. Notice the three buttons, **Open a File from Bookshare**, **Open a File from Your Computer**, and **Upload a File**:

- **Open a File from Bookshare** allows you to search for books in the Bookshare library and open in ***firefly*** to read. You can search by Author or by Title. See Opening Books from Bookshare for instructions on using this feature in ***firefly***.
- **Open a File from Your Computer** allows you to open a local file from your computer. See Opening Local Files From Your Computer.
- **Upload a File** allows you to upload files to any folder that you have Read/Write access to. See Uploading Files to Your Universal Library.

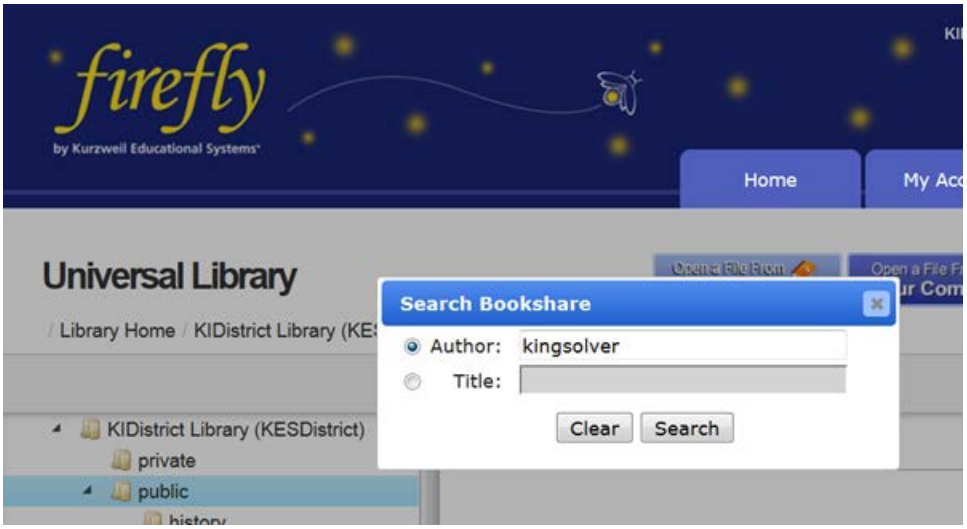
Opening Books from Bookshare

Open a File from Bookshare allows you to search for books to read from the Bookshare library.

1. Click the **Open a File from Bookshare** button.



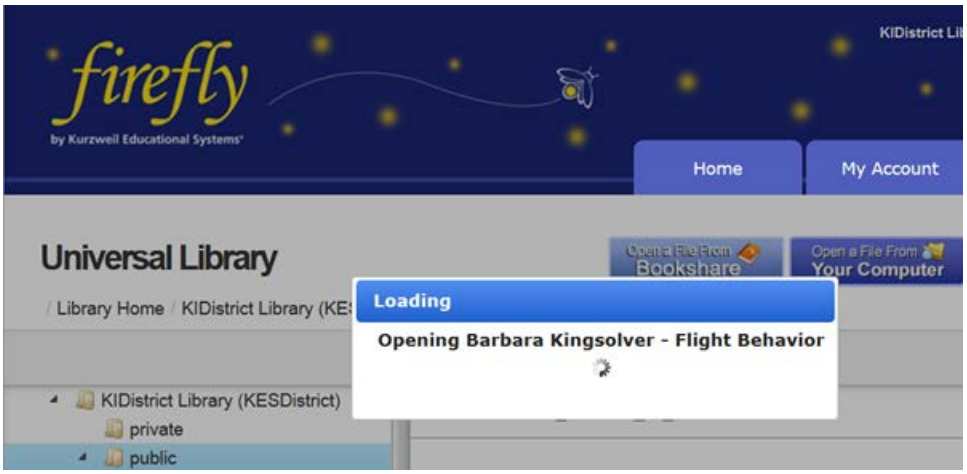
2. A search dialog is displayed. You can search by Author or by Title.



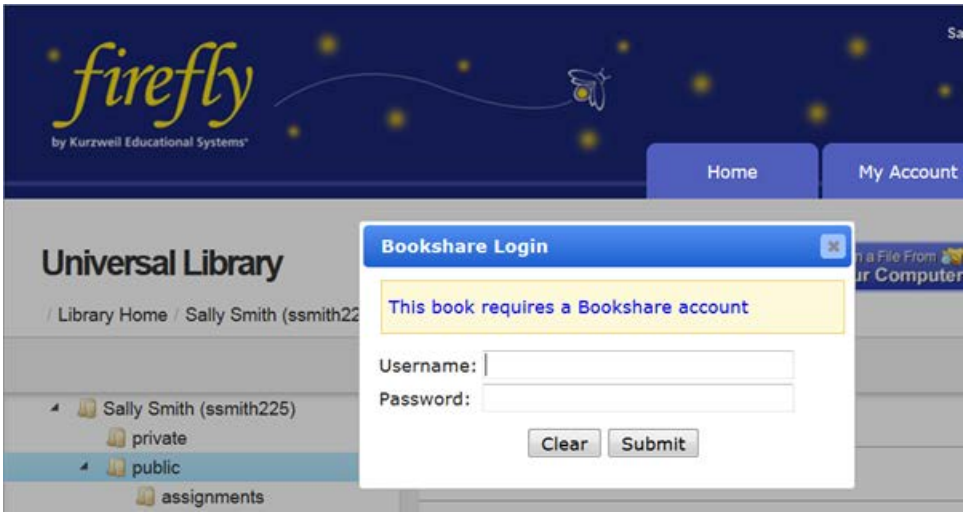
3. Enter an Author's last name or the Title of a book and click **Search**. (In this example, the search is by Author.)

The results will list titles for you to choose from.

4. Select a book from the list. If it is a free book, you will get message that the book is loading. If the book is long, it may take some time to open in the ***firefly*** Reader.



5. If the book is not free, you will be prompted for your Bookshare login credentials.



6. Enter your Username and Password. If the credentials are correct, the book will open in the ***firefly*** Reader. If the book is long, it may take some time to open.

   Note: You will only have to enter your Bookshare credentials the first time you use this feature. Your Bookshare credentials will be saved in your ***firefly*** Account.

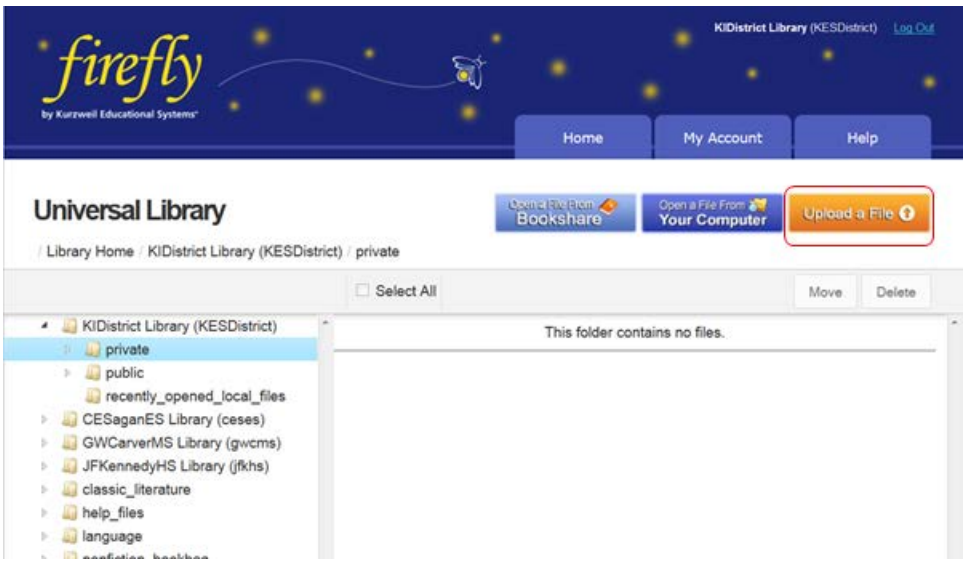
7. If you close the book and want to reopen it later, you will find it in the **recently_opened_local_files** folder.

See https://www.bookshare.org/ for information about Bookshare.

Uploading Files to Your Universal Library

firefly can upload KES, TXT, DOC, DOCX, RTF, BKS, and PDF files to any folder where you have Write Access.

1. Navigate to a folder where you have Write Access. The **Upload a File** button is enabled.

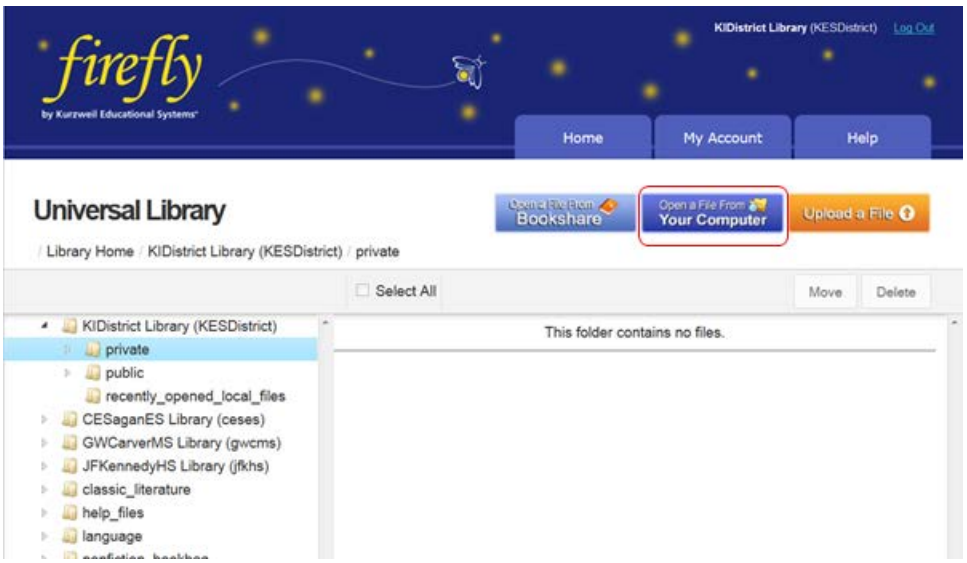


2. Click the button. A **Select file** window appears, which lets you navigate to the folder containing your KES, TXT, DOC, DOCX, RTF, BKS, and PDF files.
3. Highlight the file you want to upload, and click **Open.** The file is uploaded to your ***firefly*** folder.
4. You can then open the file in the ***firefly*** Reader.

Opening Local Files From Your Computer

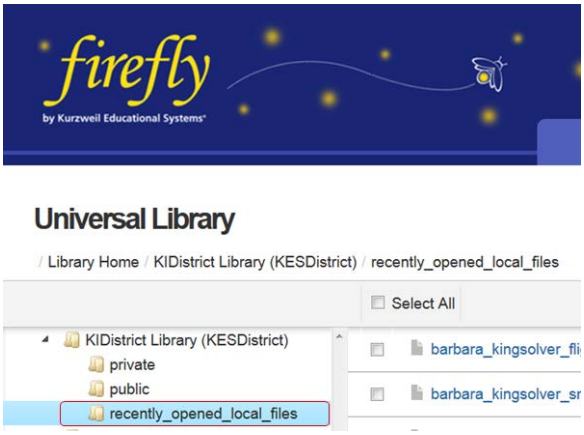
You may have files on your computer that aren't in the Universal Library. You can open those files in the ***firefly*** Reader. ***firefly*** supports several file formats: KES, TXT, DOC, DOCX, RTF, BKS, and PDF files.

1. Log in and click the **Open a File from Your Computer** button.



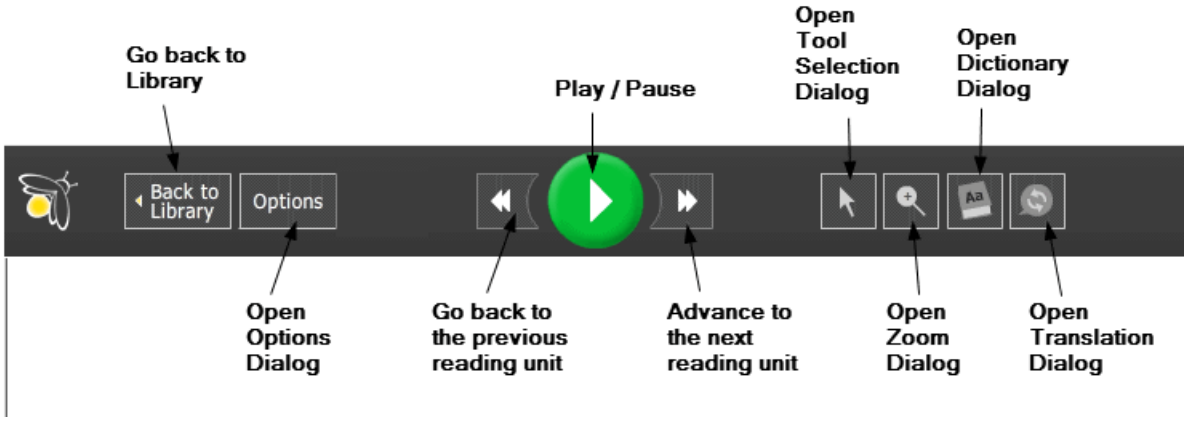
The File Upload window opens.

2. Navigate to the file on your computer that you want to open and click **Open**. The file opens in the ***firefly*** Reader.
3. If you close the file and want to reopen it, you will find it in the **recently_opened_local_files** folder.



Using the *firefly* Reader

Navigate to, select and open the file you want from your Library. The ***firefly*** Toolbar appears at the top of the open file, containing the following buttons: Back to Library, Options, Go back to Previous Reading Unit, Play/Pause toggle, Advance to Next Reading Unit, Tool Selection, Zoom, Dictionary, and Translate.



Reading

To Read, using dual highlighting, click the green **Play** button.

> ***firefly*** highlights each word and Reading unit in two different colors. (See Changing Settings for more about the reading units and other options).

To move the cursor Backward to the previous reading unit or Forward to the next reading unit, click the **DoubleLeft Arrow** or **DoubleRight Arrow** button in the Reading button set. Click the Read button to read from that point.

> ***firefly*** moves the cursor forward/backward by the Reading Unit Option selected. By default, the Reading unit is set to sentence.

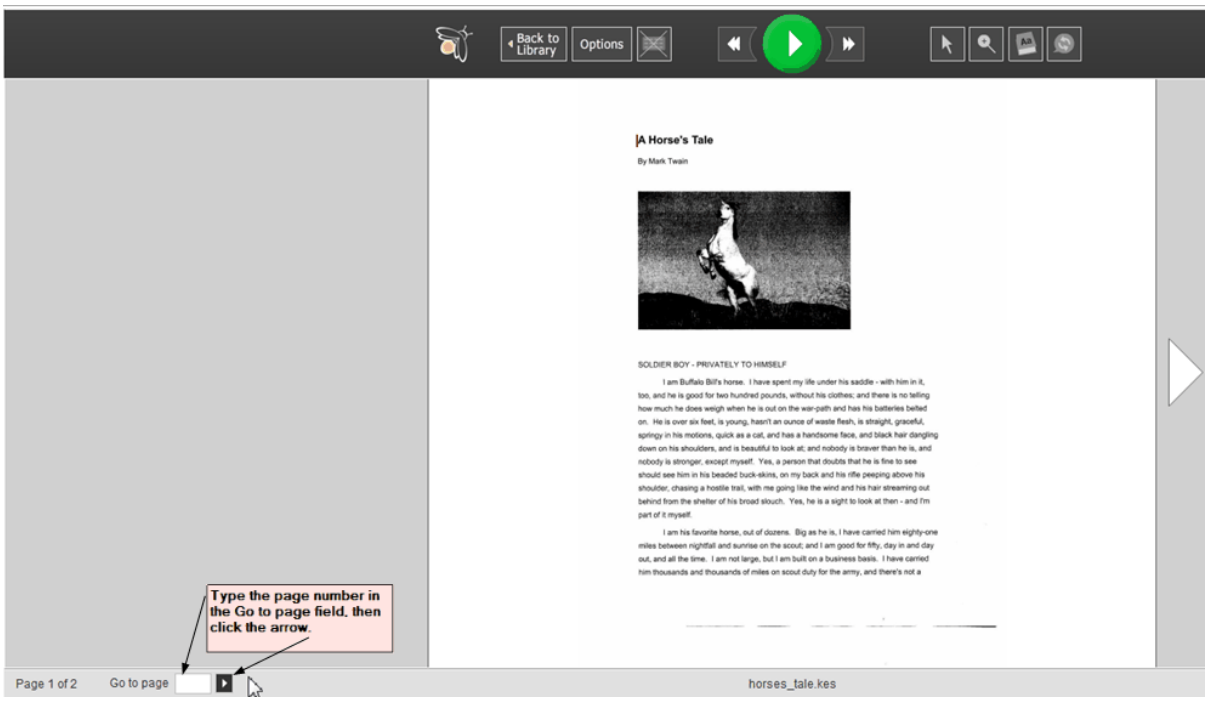
Navigating Pages

To navigate to the Previous page or Next page, click the large **Left Arrow** or **Right Arrow** button on either side of the page display.

Go to Next Page

Go to Previous Page

To go to a specific page, enter the page number in the **Go to page** box at the bottom of the ***firefly*** window, and then click the **Arrow** button or press **Enter**.



Changing Settings

To change settings, click the **Options** button.

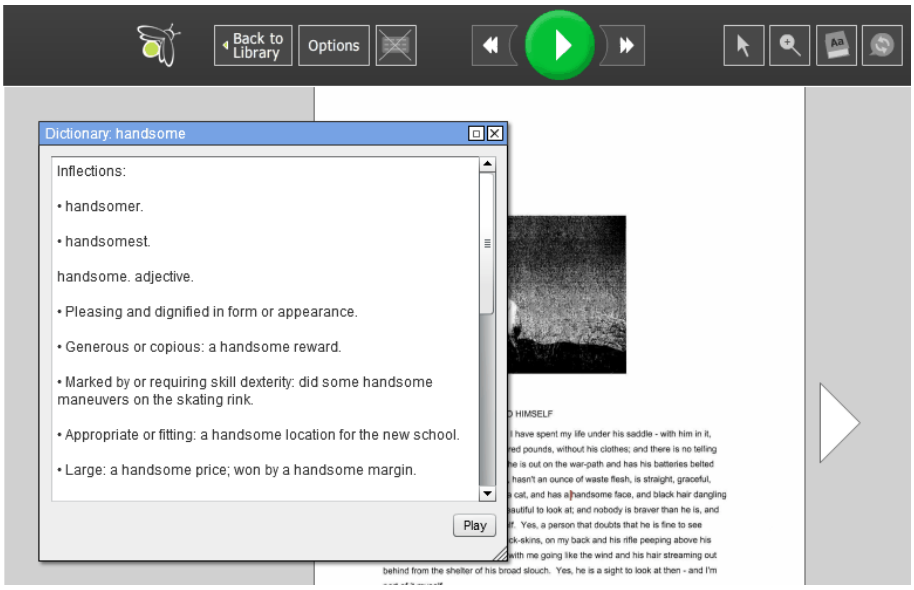
Set options for:

- Reading Speed: Faster, Slower
- Reading Unit: Word, Line, Sentence, Paragraph
- Reading Mode: Continuous, Self-Paced, Word by Word
- Toolbar placement: Top or Bottom of screen
- Voice: Use the drop-down menu to select a voice

To change the zoom setting, click the **Zoom** button. Choose a range from 100 to 300% or Fit to Width option to fit the document to the browser window width.

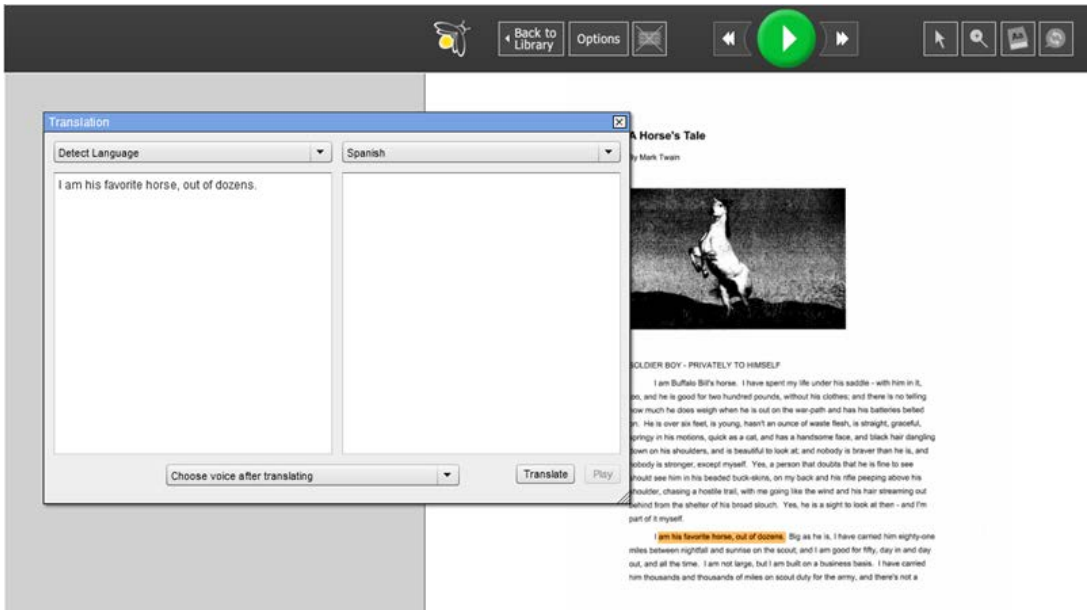
Looking Up Words

To look up a word, select a word, then click the **Dictionary** button . In the Definition window that opens, a **Play** button is available to read the definition.

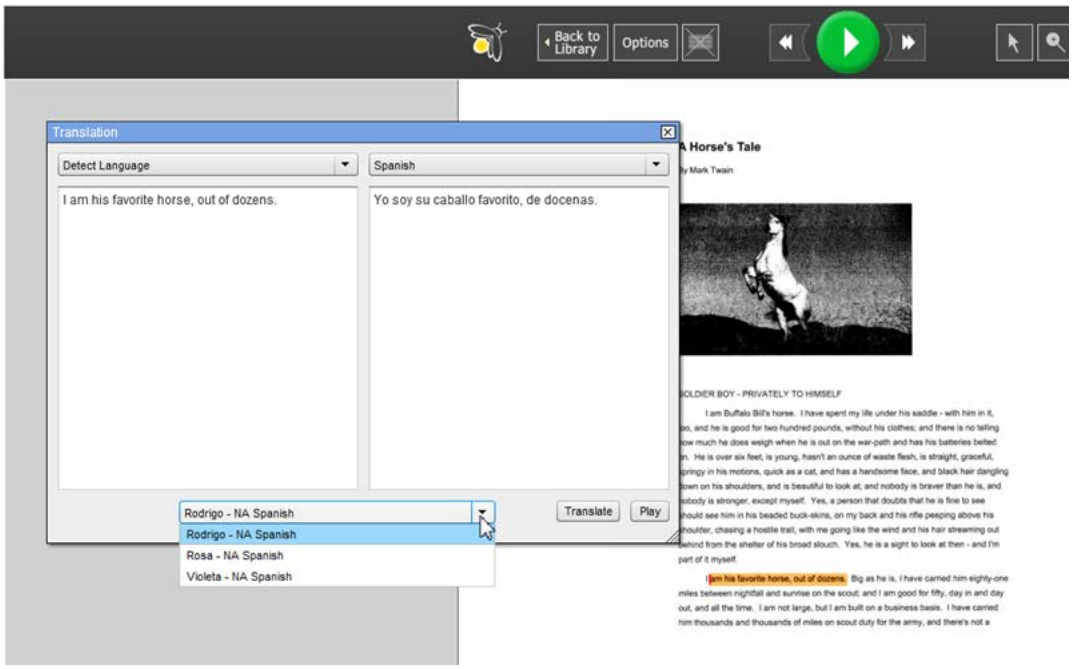


Translating Text

1. To find a translation, select a word or text, then click the **Translation** button . Choose a language from the drop-down menu.



2. Click **Translate**. When translation is complete, choose a voice from the drop down list.



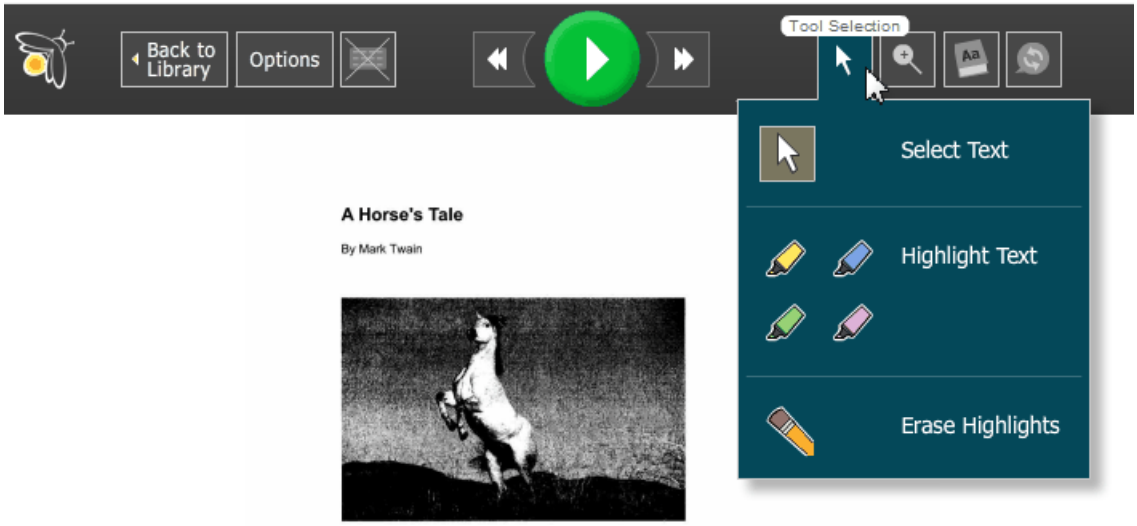
3. Click **Play** to hear the translation.

Note: If you choose a language for which there is no voice available, the **Play** button will be grayed out.

Highlighting Text and Saving Highlights

To highlight text in a document:

1) Hover over the **Tool Selection** button and select a color pen from the **Highlight Text** area.



2) In the document, select the text you want to highlight.
3) Repeat step 1 whenever you want to highlight in a different color.
4) When you are done, click the **Select Text** button to end the highlighting function.

To erase highlighting:

1) Hover over the **Tool Selection** button and click the **Erase Highlights** button.
2) In the document, drag-select the highlighted text you want to erase.
3) When you are done, click the **Select Text** button to end the erase function.

To save highlights:

After highlighting, navigate to another page or click the **Back to Library** button. Do not close the browser or leave the ***firefly*** website, otherwise, you may lose the highlights for the session.

A note about saving highlights:

- Highlighting added in ***firefly*** will not display when you open that document in Kurzweil 3000, the reverse is not true.

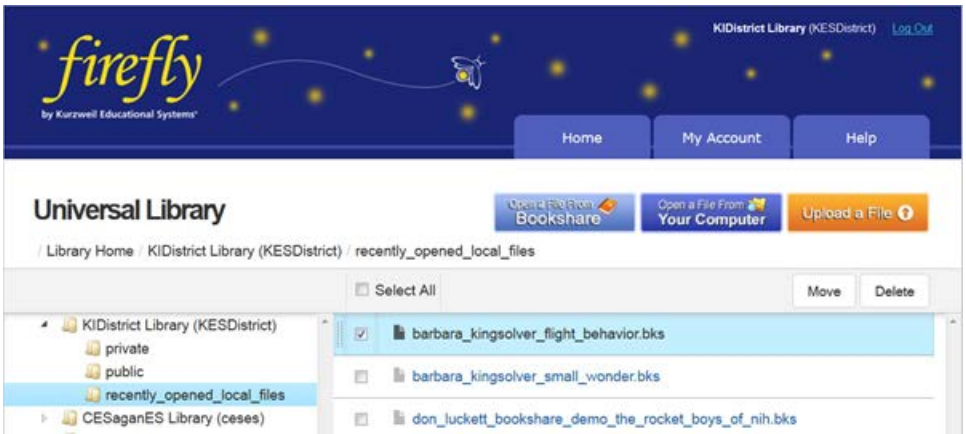
Back to Library

The **Back to Library** button takes you back to your Universal Library folder.

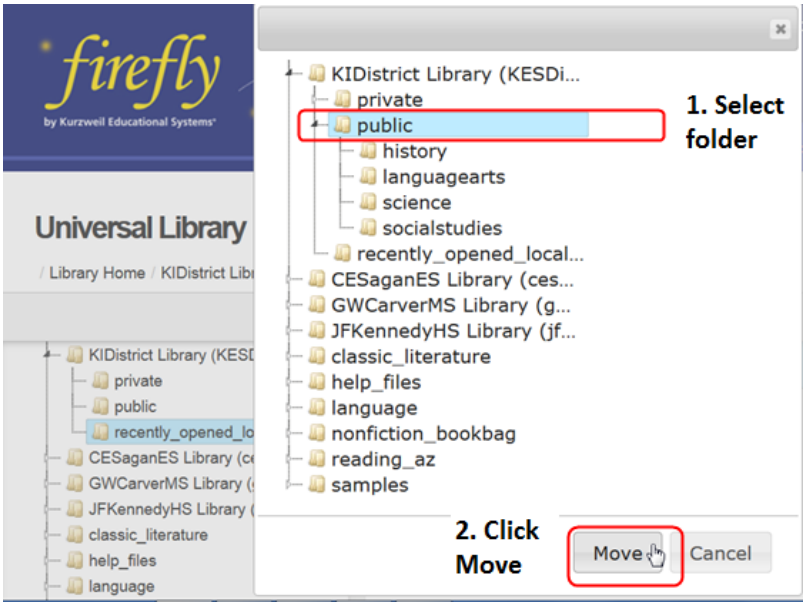
Moving Files

You can move files from one of your folders to another.

1. Click the box left of the file you want to move. A check mark is displayed in the box. (Click **Select All** to move all the files in the folder to another folder.)



2. Click **Move.** A window displaying the folders pops up.



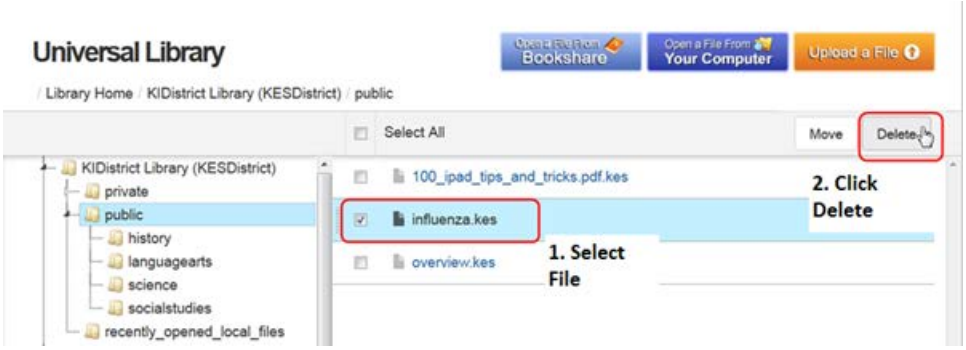
3. Select the folder to move the file (or files) into then click **Move**. A popup message will tell you if the move was successful.

Note: You can only move files to and from folders that you have write access to.

Deleting Files

To delete files from one of your folders:

1. Click the box left of the file you want to delete. A check mark is displayed in the box (Check **Select All** to delete all the files in the folder).



2. Click the **Delete** button. You will be asked if you are sure you want to delete the file (or files). Click **Yes** to delete; click **No** if you changed your mind.

Note: You can only delete files from folders that you have write access to.