

**K3000+firefly**

## Using *k3000* on an iPad

*Updated: October 23, 2017*

### Introduction

The **k3000** app for the iPad is a mobile extension to the Kurzweil 3000 Web License educational program that delivers anytime, anywhere access to digital files from the Universal Library. You can download the **k3000** app from the App Store. Simply use your existing Kurzweil 3000 Web License login credentials to access private and public documents from the Universal Library (see [Logging In With Your Kurzweil User ID](#)).

You can read any document uploaded to your Universal Library from Kurzweil 3000 Web License version, as well as shared material that comes with **k3000**, such as Classic Literature -- a collection of nearly 2,000 Literary Classics.

If you don't have a Kurzweil 3000 Web License subscription, you can still use the app by logging in as a guest. Just tap the **No Login? Start Here!** Button on the login screen (see [Logging In as a Guest](#)).

The **k3000** app requires that your iPad be running iOS 8 or greater.

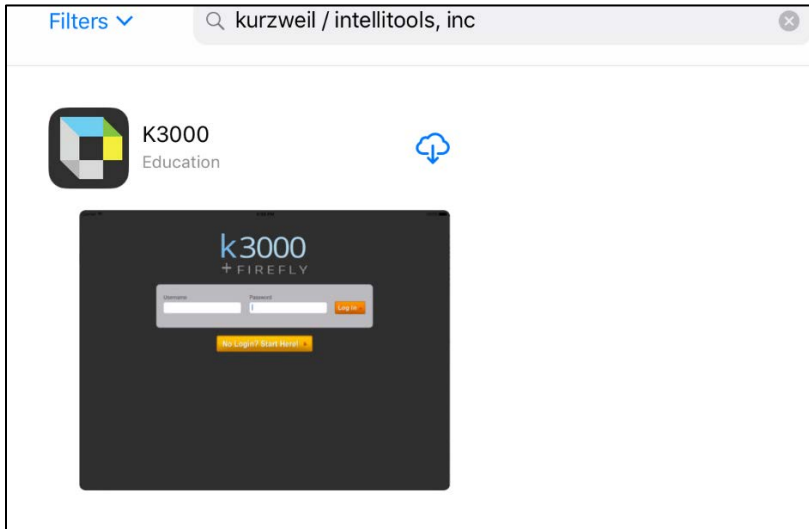
### Downloading & Installing k3000

Download the **k3000** app from the App Store on your iPad.

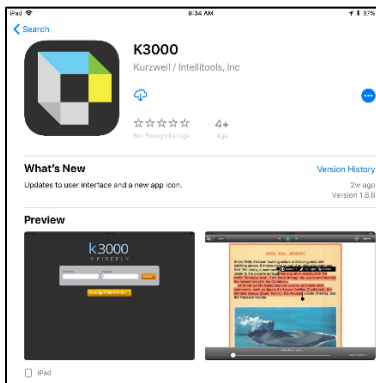
1. Tap the App Store icon to open it.





2. In the App Store, enter **kurzweil** in the **Search** field. The results are displayed.



3. Tap the **k3000** button to open the description.



4. Tap the Install button .

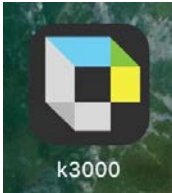
The Loading button replaces the Install button . When the circle has completely surrounded the square in the center, the Open button replaces it .

5. Tap **OPEN**. An icon is placed on your iPad along with your other apps.

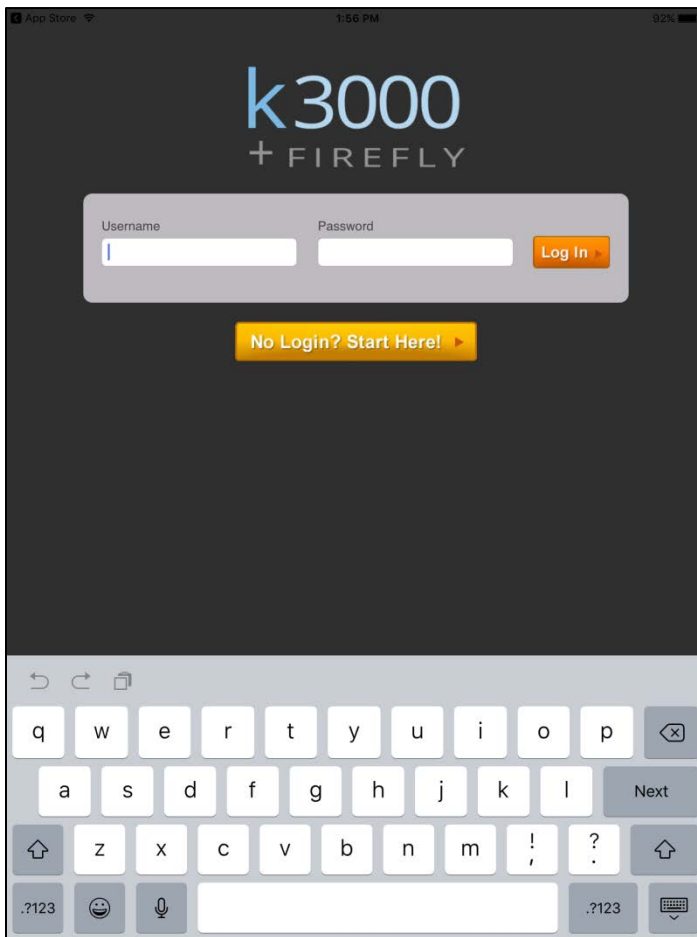
## Logging In With Your Kurzweil User ID

If you have a Kurzweil User ID you will have a place to view files and shared documents that were stored in your public and private folders in Kurzweil 3000 and k3000+**firefly** web app. You will also have access to shared collections like Classic Literature.

1. Tap the **k3000** button on your iPad screen to open the app.

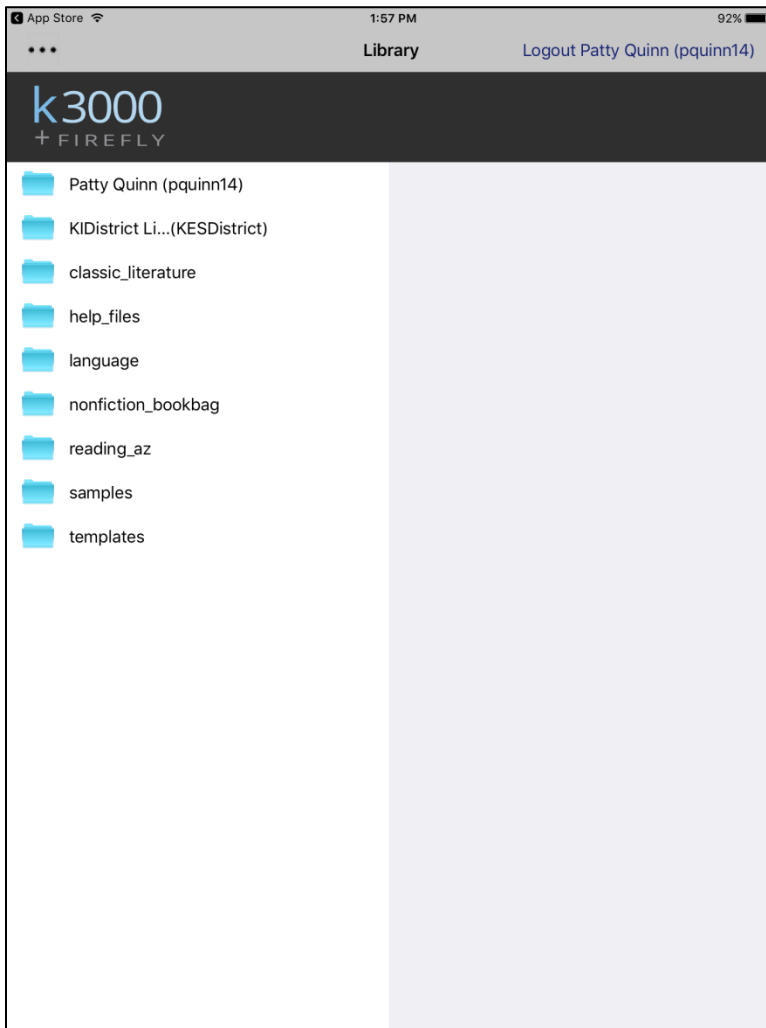


The login screen is displayed.

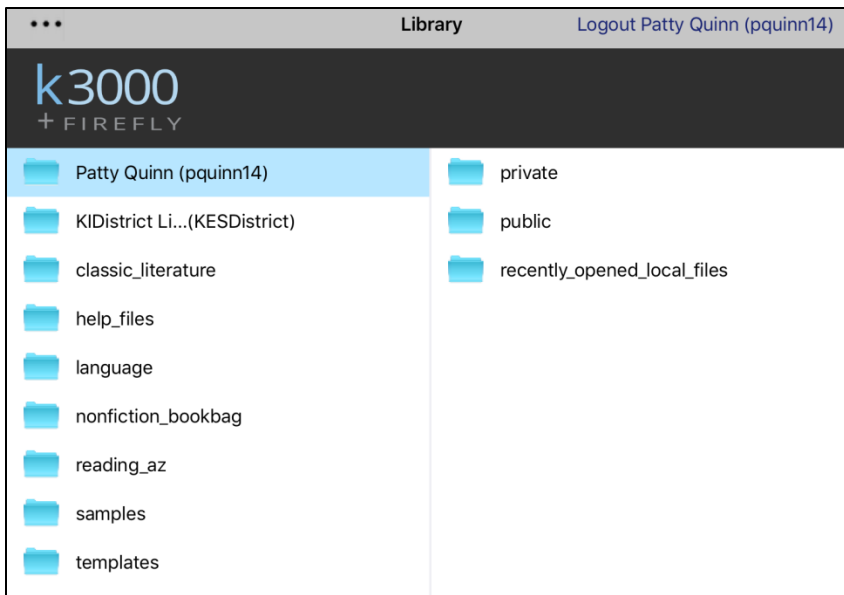


2. Enter your **Username** and **Password** (this will be the same Username and Password as you use for your existing Kurzweil 3000 Web License Edition).
3. Tap **Log In** button. The Library window is displayed. You will see a list of folders that are available to the users in your subscription. Your login name will appear at the top of

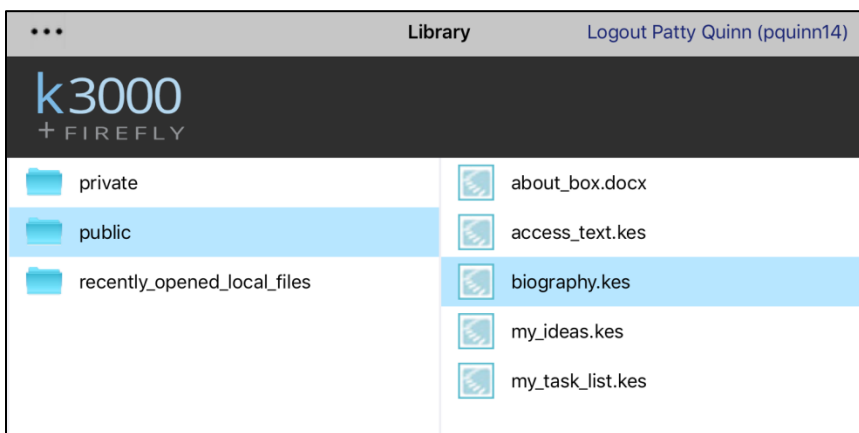
the list. Beneath the User folders is a list of **k3000** Shared Library folders. **Note:** If you have logged in as a Guest, you will only see the **k3000** Shared Library folders.



4. Select your name. Your **Public**, **Private**, and **recently\_opened\_local\_files** folders are displayed in the right panel.



5. Tap the folder that you want to open. A list of items is displayed in the right panel.

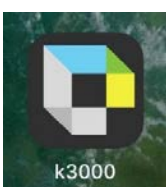


6. Tap the item that you want to open and read. It is displayed on the screen for you to read.

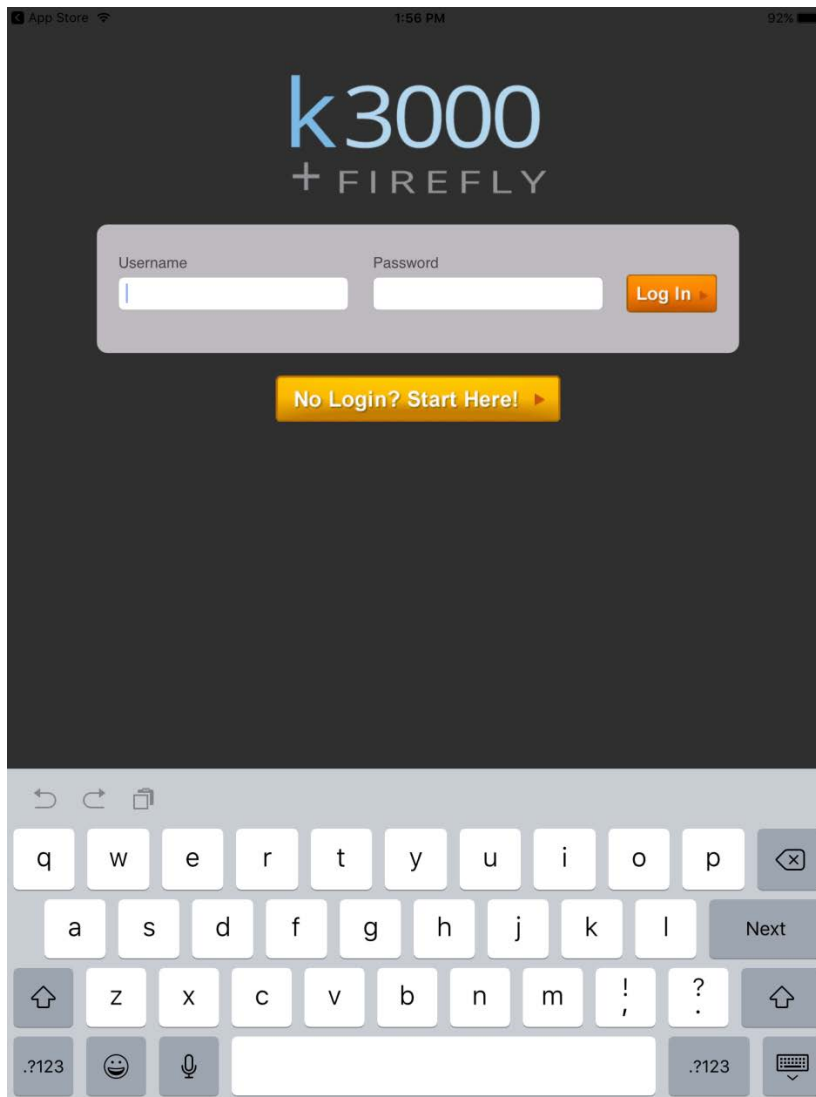
## Logging In as a Guest

If you don't have a User ID you can explore the **k3000** library, giving you access to the shared material that comes with **k3000**. As a guest, you won't have a place to store your private files or a place to share documents with others.

1. Tap the **k3000** button on your iPad screen to open the app.



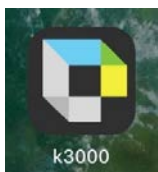
The login screen is displayed.



2. Tap **No Login? Start Here!** Button. The Library window is displayed. It will show the Kurzweil Library folders available for you to explore, the **k3000** Shared Library folders.

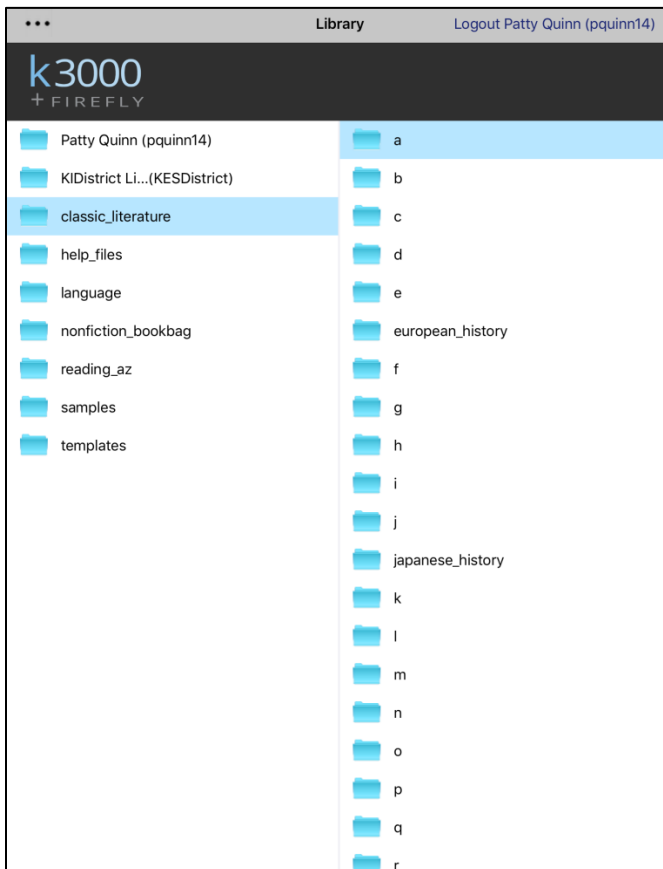
## Opening Folders

1. Tap the **k3000** button on your iPad screen to open the app.



The login screen is displayed. Log in with your User ID or as a Guest. If you log in with your User ID you will see the Shared Library Folders beneath the users' folders; if you log in as a Guest you will only see the Shared Library Folders.

2. Tap the folder that you want to open, for example, in the Shared Library folders open ***classic\_literature***. A list of classic literature folders is displayed in the right panel. They are organized by alphabet and by category (e.g., ***european\_history***, ***japanese\_history***, etc.)



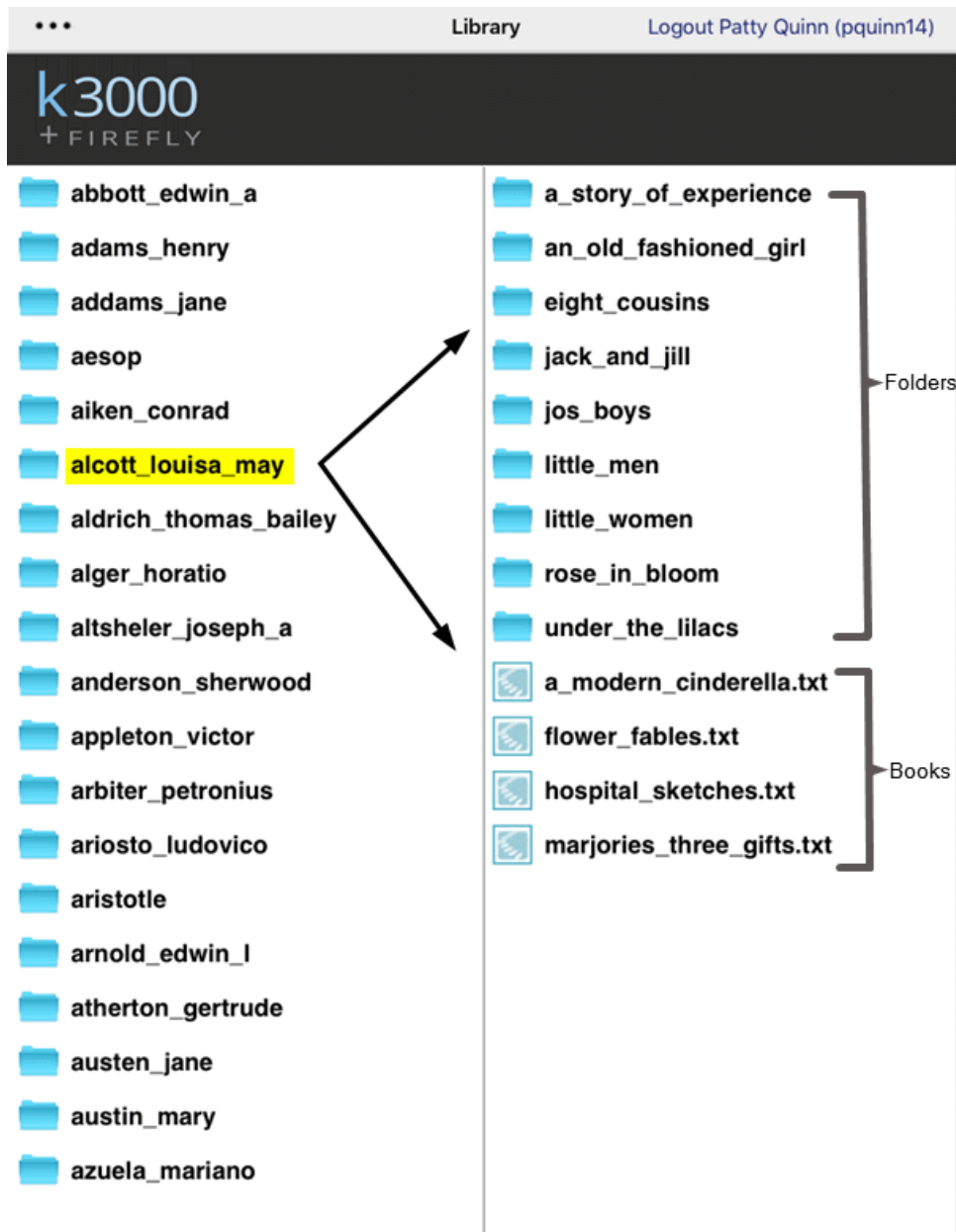
3. Tap a folder to open, for example the ***a*** folder.



Another list of folders is displayed on the right panel. They are organized by author name.

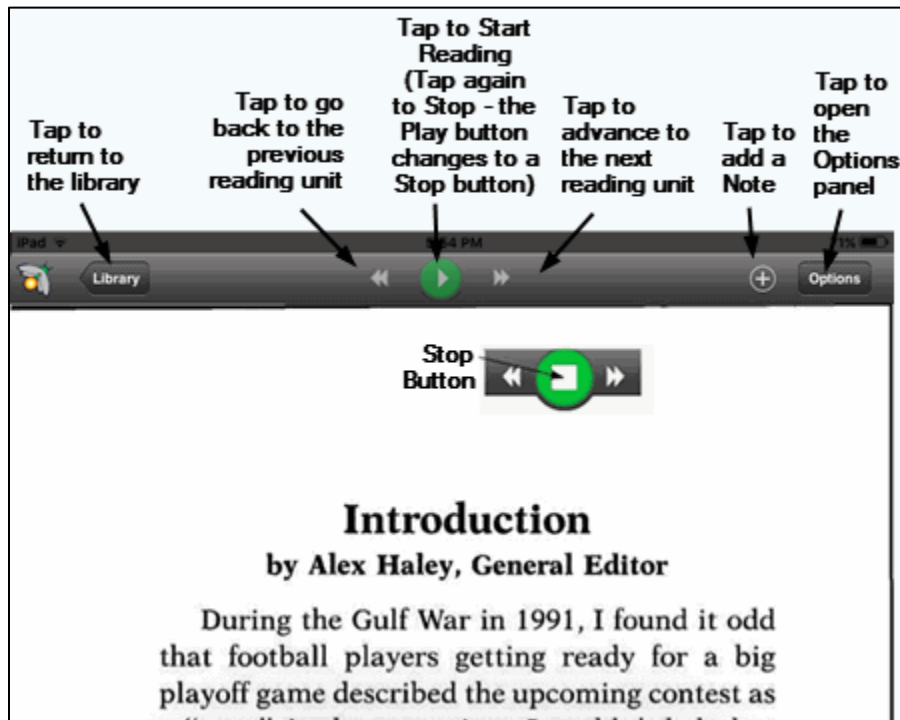
4. In the left column, tap an author's folder, ***alcott\_louisa\_may***, for example, and a list of works by Louisa May Alcott is displayed in the right column. Books may have several chapters and are stored in folders. Tap a folder to see the list of files. Or tap one of the text files, ***flower\_fables.txt***, for example. In a few seconds it is displayed on the screen for you to read. See [Viewing Documents](#) for details about the reading screen.





## Viewing Documents

After you have selected a document to read, it opens in a reading window. There are several buttons for navigation.



- The **Library** button takes you back to the Library.
- The button in the center is a Start / Stop reading toggle. Tap it once to start reading (the Play button changes to a Stop button). Tap the Stop button to stop reading.
- The buttons on each side of the Start / Stop reading toggle are for moving to the next or previous reading unit. The button on the left moves back to the previous reading unit; the button on the right advances to the next reading unit.
- The **Plus sign** next to the Options button opens a menu with choices to Add a Text Note or a Sticky Note.
- The **Options** button opens the *Options* panel.
- At the bottom of the screen a Progress Bar and page number information are displayed.
- **Zoom** works the same as it does in other iPad apps -- place two fingers on the page and spread your fingers apart to zoom in. Or, pinch your fingers together to zoom back out.

## Using the Progress Bar

If your document is many pages long, and you want to skip quickly through several pages, you can use the Progress Bar rather than paging through one page at a time.

1. Tap and hold the round button on the Progress Bar.



2. Drag the button to the right. Briefly a "wait" icon spins in the middle of the page.



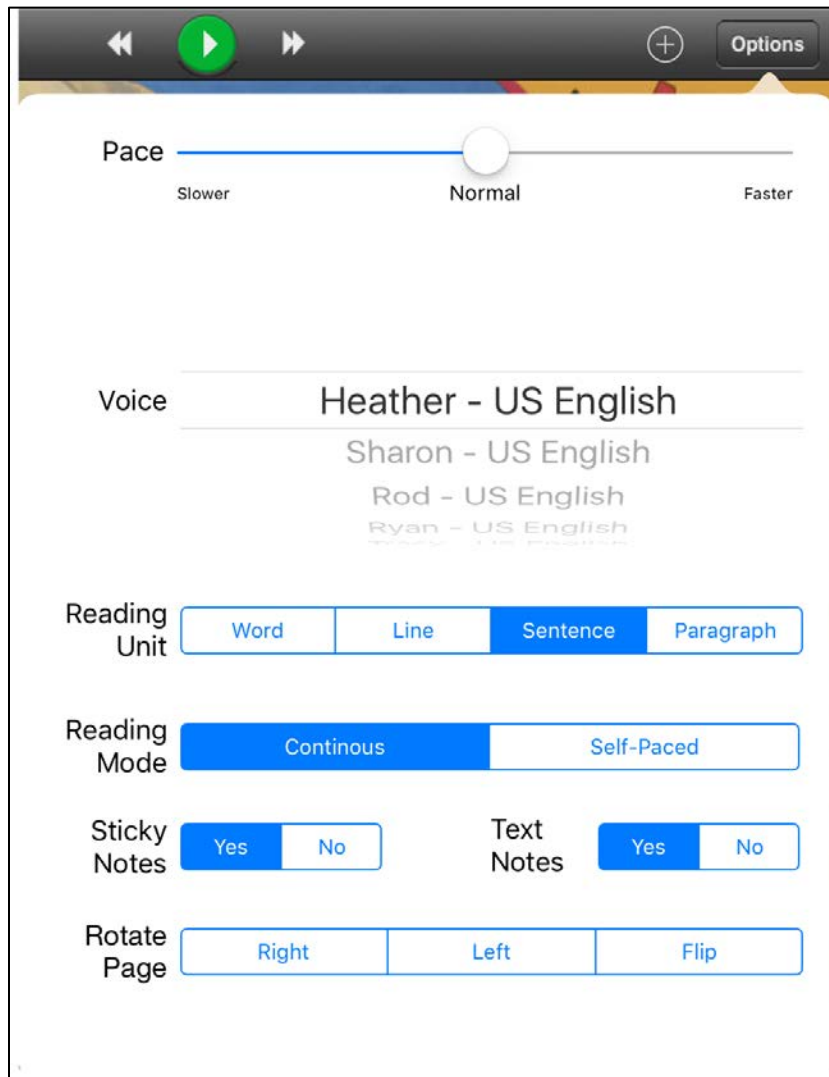
3. And shortly the page you are skipping to is displayed and the progress bar shows the new page number information.



4. You can also skip through to previous pages using the same procedure -- just drag the button to the left.

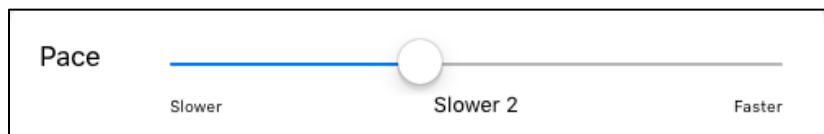
## Options

Tap the **Options** button to open the *Options* panel where you can set up your reading preferences.



## Choosing Reading Speed

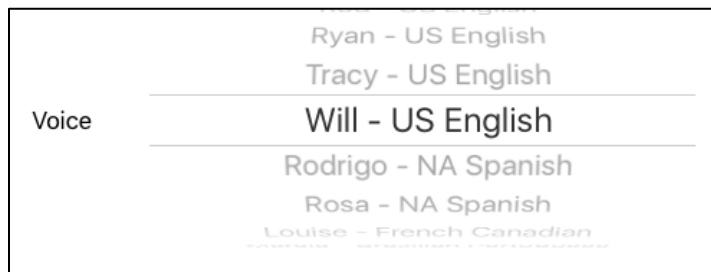
You can select the reading speed using the **Pace** slider on the *Options* panel.



1. Tap and hold the button on the **Pace** slider and move it left to slow down the reading speed or move it right to speed it up.
2. When you have finished, tap anywhere outside the options panel to close it.

## Choosing Reading Voice

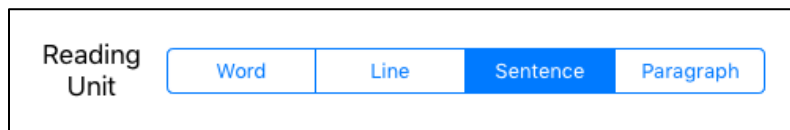
You can select from several reading voices. Among the voices are Will (English USA), Tracy (English USA), Louise (French Canadian), and Rosa (Spanish North America).



1. Scroll to the voice that you want.
2. When you have finished, tap anywhere outside the options panel to close it.

## Choose the Reading Unit

You can select from four reading units: **Word**, **Line**, **Sentence**, and **Paragraph**.

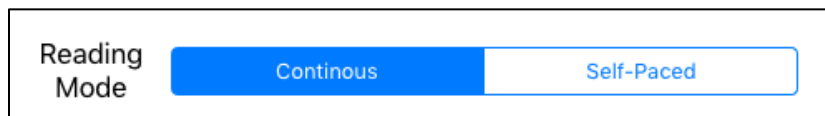


The selection you choose determines how much of your reading material is highlighted while you read.

1. Tap the **Line**, **Sentence**, or **Paragraph** button.
2. When you have finished, tap anywhere outside the options panel to close it.

## Choose the Reading Mode

There are two reading modes: **Continuous** and **Self-Paced**. If you choose **Continuous**, reading continues from your starting point until you stop it. If you choose **Self-Paced**, reading is determined by your reading unit selection. For example, if you choose **Paragraph**, reading will continue from your starting point for a paragraph and then pause; if you choose **Sentence**, reading will continue from your starting point for a sentence and then pause.



1. Tap **Continuous** to continue from one reading unit to the next or tap **Self-Paced** to read one reading unit at a time (e.g. Sentence).
2. When you have finished, tap anywhere outside the options panel to close it.

## Choose Whether to Display Notes

You can display **Sticky Notes** and/or **Text Notes** that you created in **k3000** documents on your iPad or in k3000+**firefly** (web), Kurzweil 3000 Windows, and Kurzweil 3000 Macintosh documents.

Sticky Notes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Text Notes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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1. Tap **Yes** or **No** for Sticky Notes and Text Notes. If you tap **Yes**, Notes will be displayed. If you tap **No** they will be hidden from view. Note that you can choose to display either Sticky Notes or Text Notes or display both.
2. When you have finished, tap anywhere outside the options panel to close it.

## Rotating a Page

The orientation of an image document page can be changed using **Rotate Page**.

Rotate Page	<input checked="" type="button" value="Right"/>	<input type="button" value="Left"/>	<input type="button" value="Flip"/>
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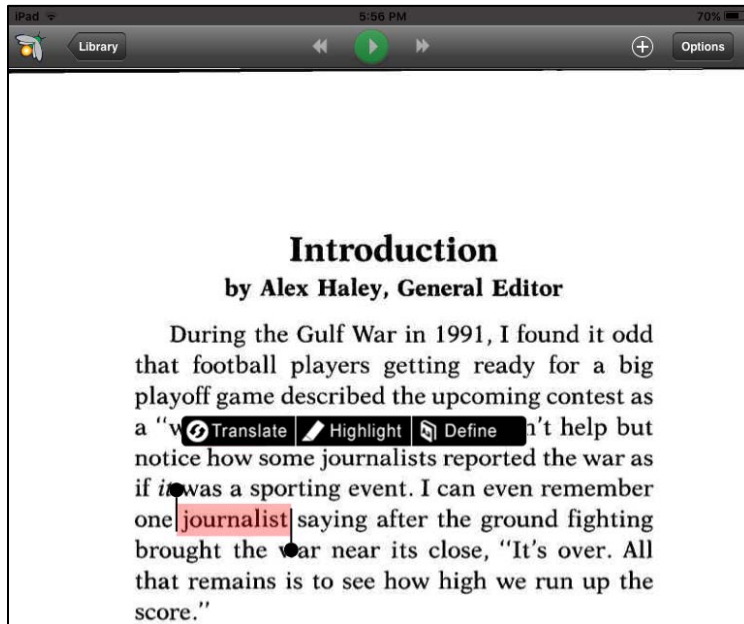
1. With the image document page open that needs rotating, open the Options menu.
2. Click **Right**, **Left**, or **Flip** depending on how you want to orient the page.

The page orientation will be automatically saved and is also visible when the document is opened in k3000+**firefly** (web), Kurzweil 3000 Windows, and Kurzweil 3000 Macintosh.

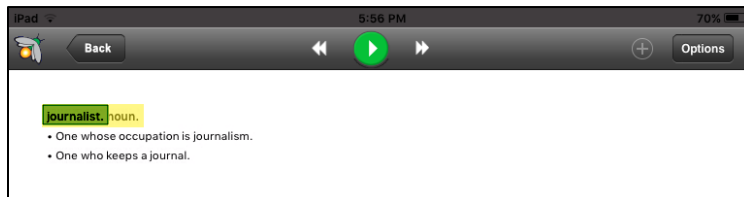
## Defining a Word

You can look up the definition of words that you select.

1. To select a word, press the screen anywhere and hold until the **selection handles** are displayed along with the menu choices: **Translate**, **Highlight**, and **Define**. Drag one of the handles to increase the selection, if desired.



2. To define the selected word, tap **Define**. A window displaying the definition is displayed.

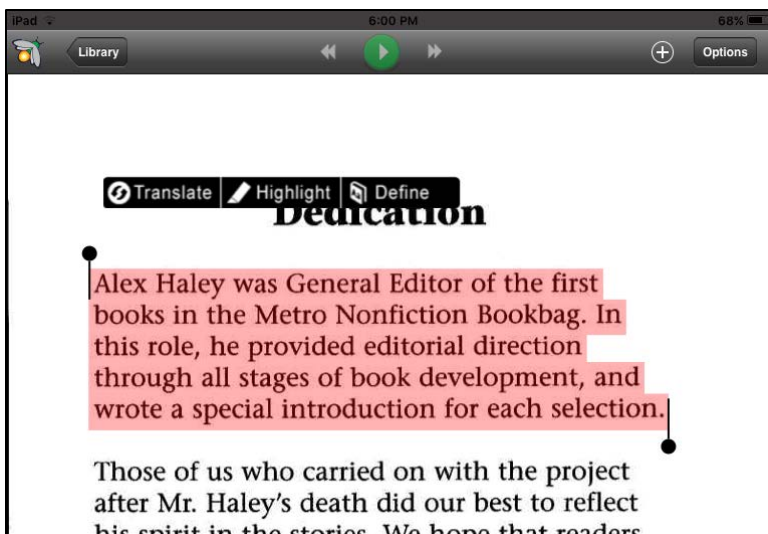


3. When you have finished, tap the **Back** button to close the Definition Page and return to the page you were reading.

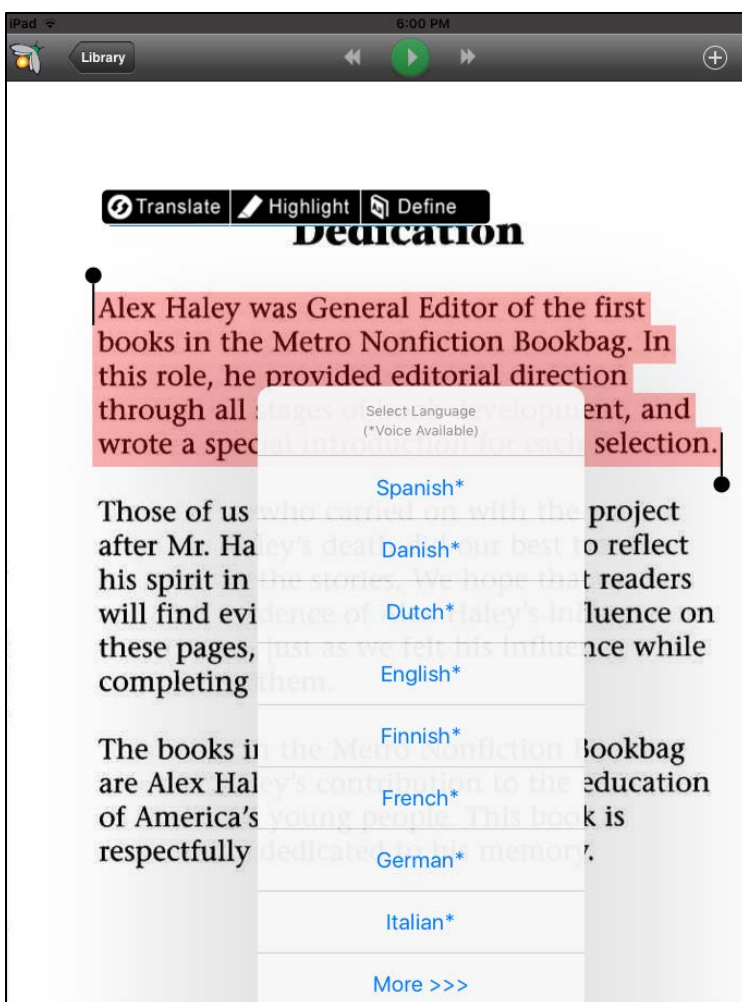
## Translating Text

You can select text to be translated into another language. There are many languages to choose from and some have Voice available. Those languages are noted by an asterisk.

1. To make a selection, press the screen and hold until the **selection handles** are displayed along with the menu choices: **Translate**, **Highlight**, and **Define**. Drag one of the handles to increase the selection, if desired.



2. Tap the **Translate** button. A list of languages is displayed. (Voice availability is indicated by an asterisk.)

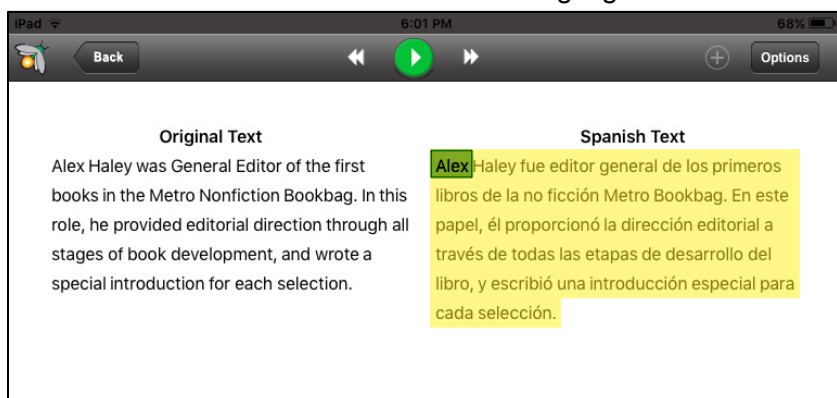




**Note:** The order of the languages initially listed after the Voice Available languages are alphabetical. After you first use the translation feature, your most frequently used languages will sort towards the top of the languages list.

3. Tap the language that you want the selection translated to. (Tap the More button to see additional languages.)

The Translation Page is displayed showing the text you selected alongside the translation of that text. The translation is highlighted.

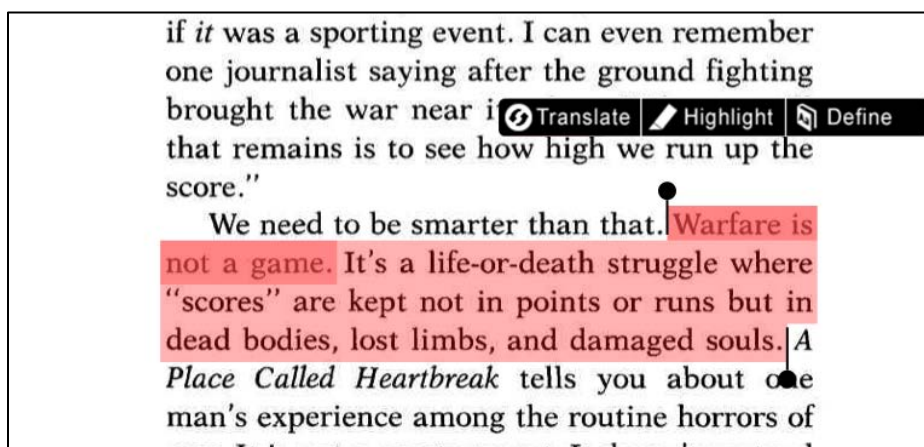


4. Tap the **Read** button to hear (or read) the translated text. (**Note:** Voice is not available with every language.)
5. When you have finished, tap the **Back** button to return to the page you were reading.

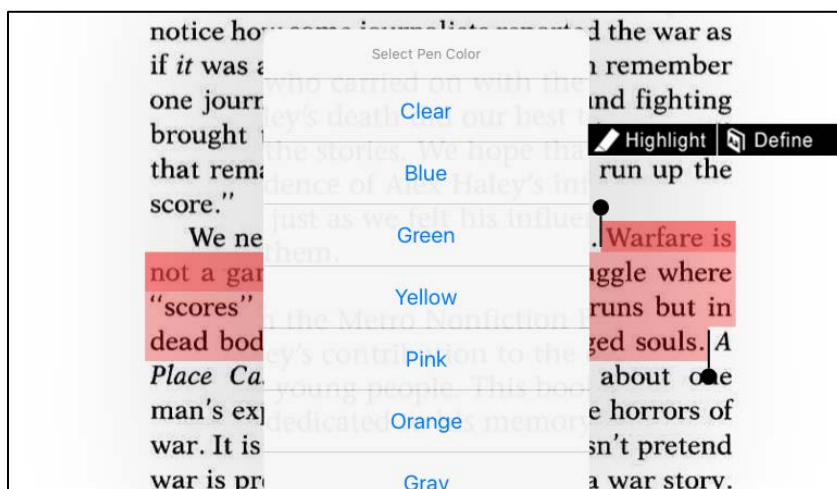
## Highlighting Text

You can select text to be highlighted. There are several highlight colors to choose from. There is also a clear button for erasing highlighting.

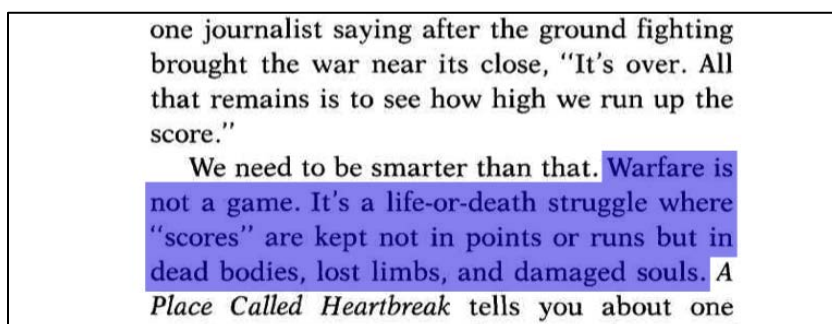
1. To make a selection, press the screen and hold until the **selection handles** are displayed along with the menu of choices: **Translate**, **Highlight**, and **Define**. Drag one of the handles to increase the selection, if desired.



Tap the **Highlight** button to display a list of colors.



2. Tap the highlight color of choice. The menu closes and the selected text is highlighted in that color.



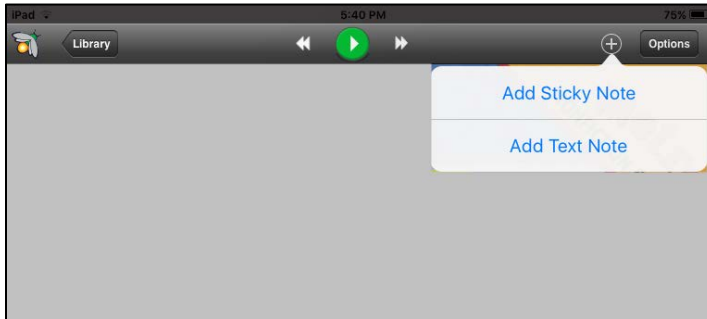
#### Notes:

- To remove the highlight from text, select the highlighted text, select **Highlight** from the menu, and choose **Clear** from the color choices. Cross-outs added to Image documents in Kurzweil 3000 and k3000+**firefly** (web) can now be erased by using the **Highlight Erase** function. However, although cross-outs added to text documents can be viewed (text documents: DOC, DOCX, RTF, TXT as well as KES typed files created in Kurzweil 3000 or k3000+**firefly** (web)), those cross-outs cannot be erased.
- If you highlight BKS or EPUB documents, the highlights you added are not seen if you open those documents in K3000.
- Highlights you apply to TXT files in k3000 on the iPad are not seen when the document is viewed in the k3000+**firefly** web or Kurzweil 3000.

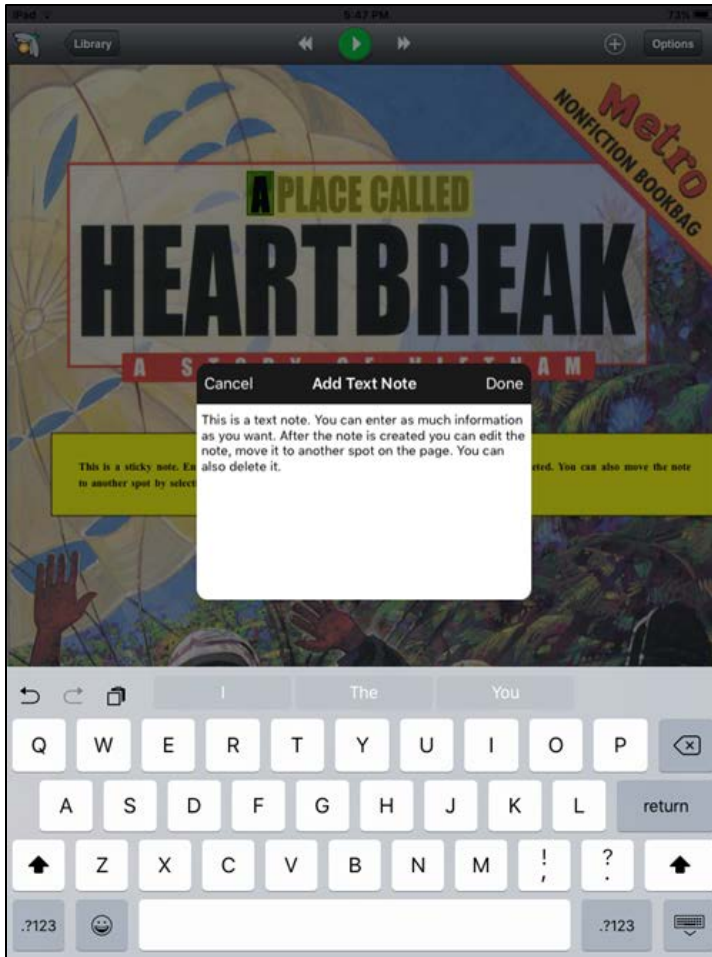
## Creating Notes

You can create both Sticky Notes and Text Notes to image documents in **k3000**. You cannot add sticky or text notes to text based documents: DOC, DOCX, RTF, TXT as well as KES typed files created in Kurzweil 3000 or k3000+firefly (web). If you add notes to BKS or EPUB documents, the notes you add are not seen if you open those documents in Kurzweil 3000.

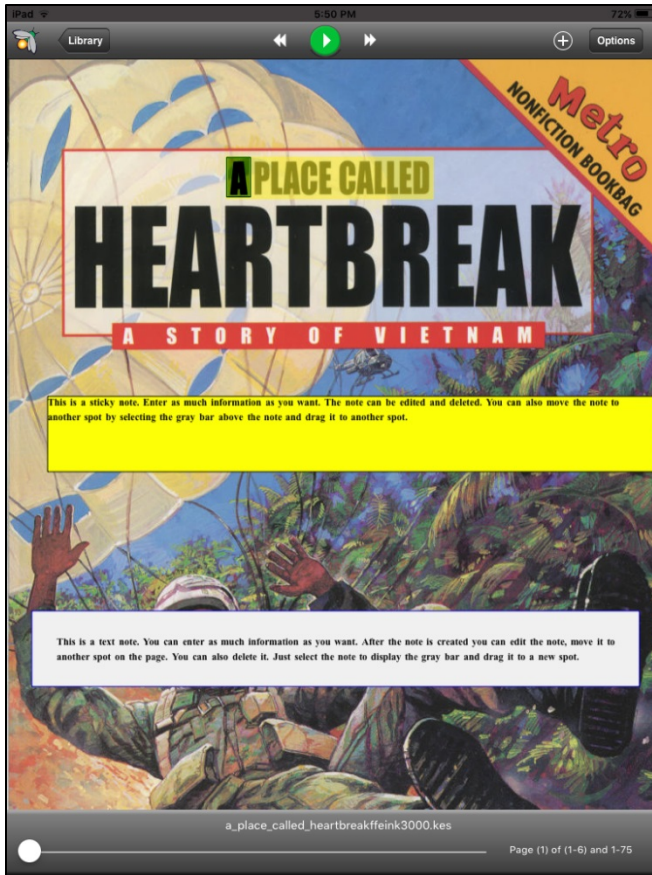
1. To create a note, tap the + sign at the top of the k3000 reader window.



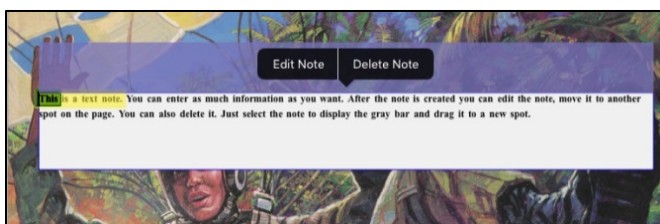
2. Tap on **Add Sticky Note** or **Add Text Note**. A window is displayed along with a keyboard. The following example shows the **Add Text Note** window.



3. Use the keyboard displayed with the Add Note window to type your note. Tap **Done** when you have finished. The note is displayed on the page.

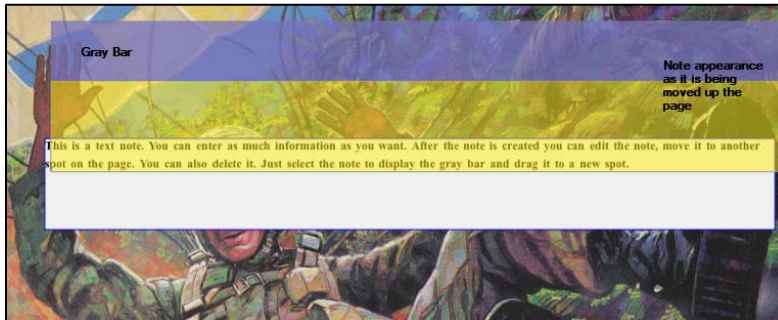


4. If you want to move the note or edit the text, tap inside the note. A purple bar is added to the top of the note along with an **Edit Note** / **Delete Note** buttons.

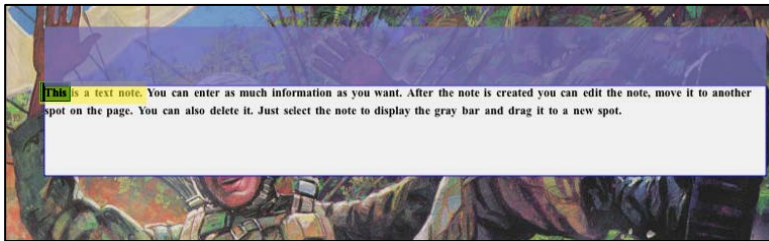


## To move a note:

1. Tap and hold the purple bar and move it to where you want the note to be placed. The note area will briefly look transparent while you are moving it.



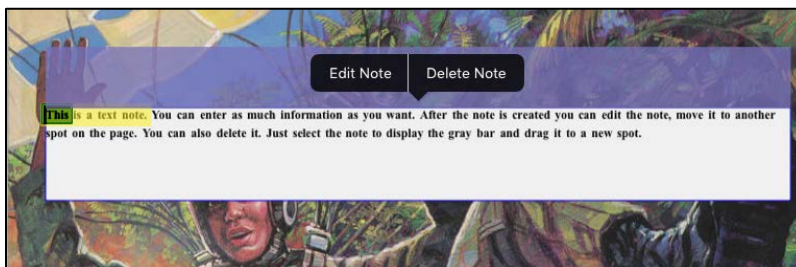
2. Release when the note is where you want it placed on the page.



Tap anywhere outside the note to remove the purple bar.

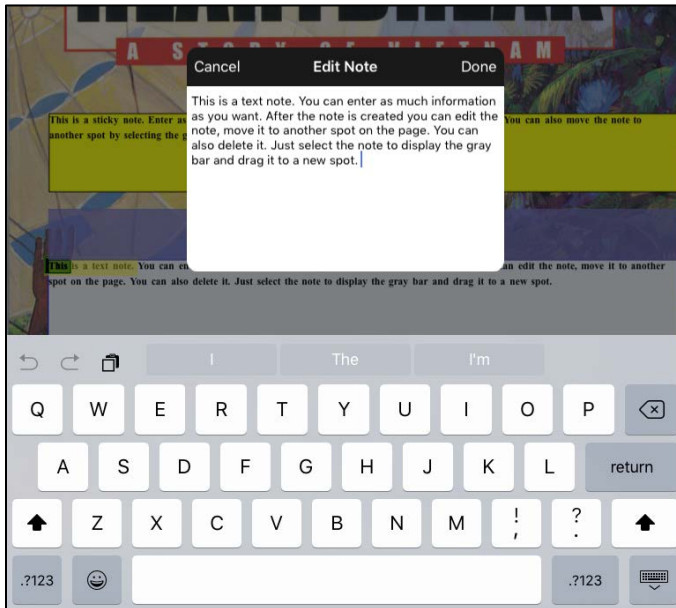
## To Edit the Note:

1. Tap the note to display the purple bar and the Edit Note / Delete Note buttons.





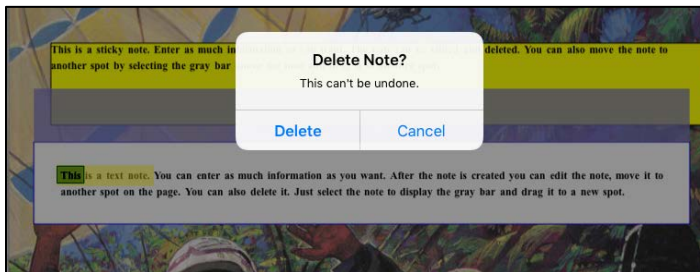
2. Tap the **Edit Note** button. The Edit Note window and its keyboard are displayed.



3. Make any edits you want to make and tap **Done** when you are finished.

### To Delete a Note:

1. Tap the note to display the purple bar and the **Edit Note** / **Delete Note** buttons.
2. Tap the **Delete Note** button. You are asked to confirm that you want to Delete the Note.



3. Tap **Delete** to delete the note or **Cancel** if you've changed your mind.

## Resume Reading

When you return to the Library from a document and log out, when you log back in you will be asked if you want to resume reading the document at the page you were at when you logged out.

1. Tap **Yes** to resume reading. **k3000** will navigate to the document, open it, and go to the page you were at when you logged out.
2. Tap **No** if you want to open a different document.

## Populating Your Library

Documents that you have uploaded using the Kurzweil 3000 Web License version will also be available to you on your iPad. Also, your teacher may have added reading material to your Public and Private folders. **k3000** on the iPad can read text files (TXT) Word files (RTF, DOC, and DOCX), Bookshare files (BKS), EPUB Files, Kurzweil files (KES), PDF files, and graphic files (JPG, JPEG, and PNG). Additionally, if you have files in your Google Drive that aren't in the Universal Library, you can open those files in **k3000**.

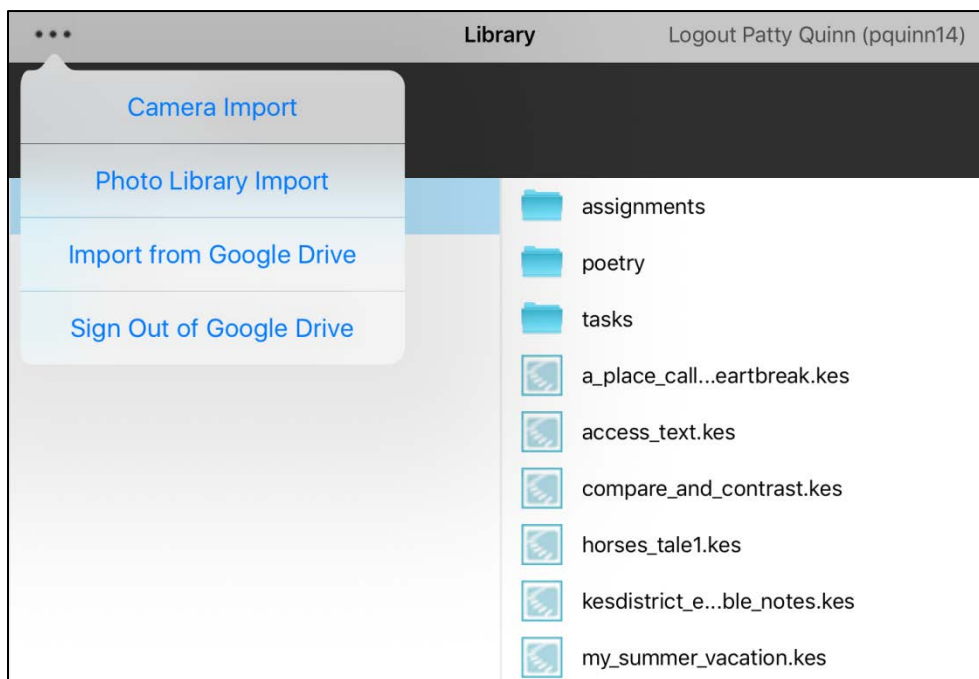
## Importing Files from your Google Drive

You can import files from your Google Drive. This feature requires that your iPad be running iOS 8 or greater.

## Opening Documents and Images from Your Google Drive

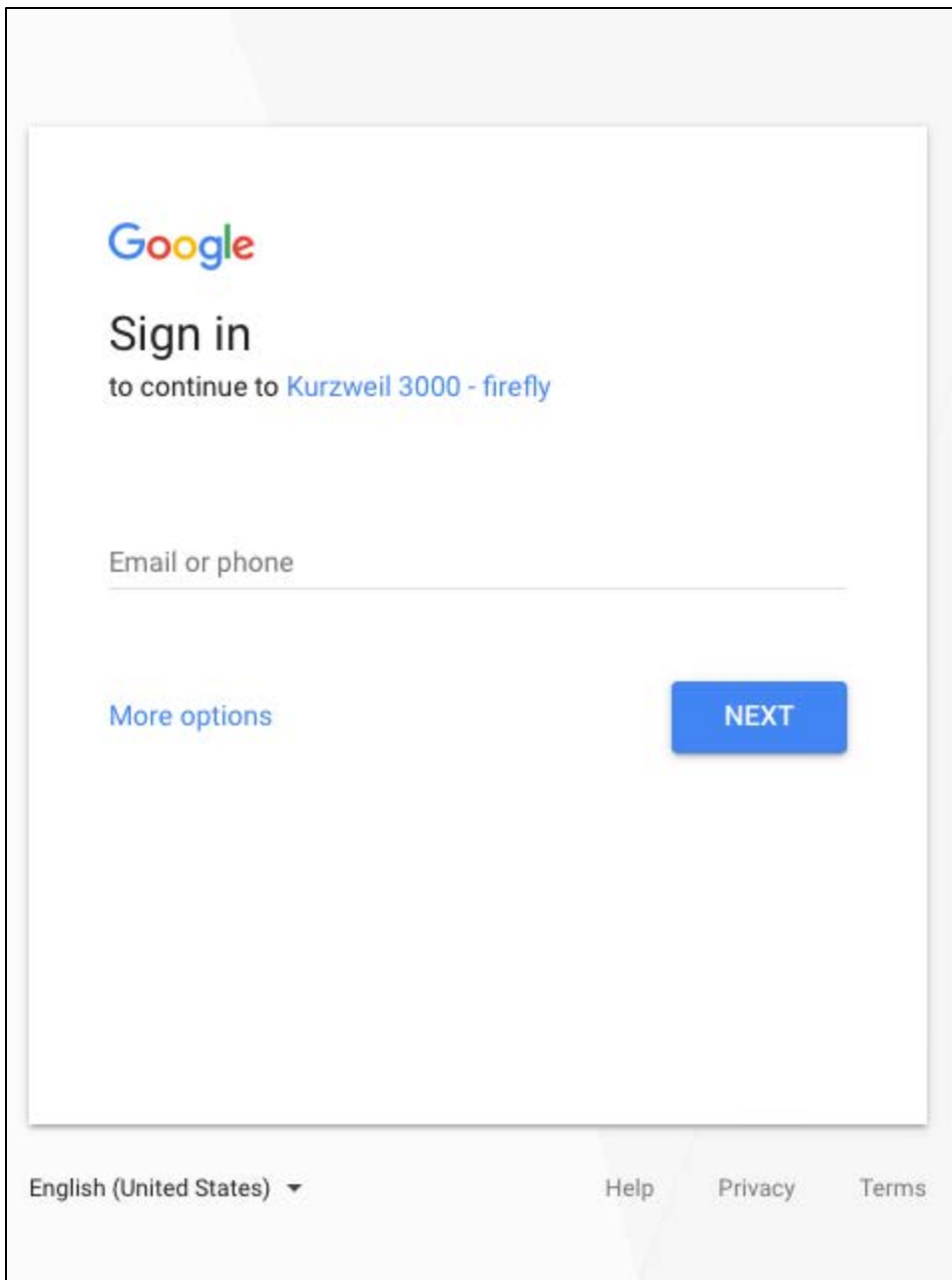
You can open KES, TXT, DOC, DOCX, RTF, EPUB, BKS, PDF, JPG, JPEG, and PNG files from Google Drive.

1. Log in and tap the More Options drop-down menu (ellipsis) on the left side of the header to display the drop-down menu. Note that you can also sign out of Google Drive from this button.

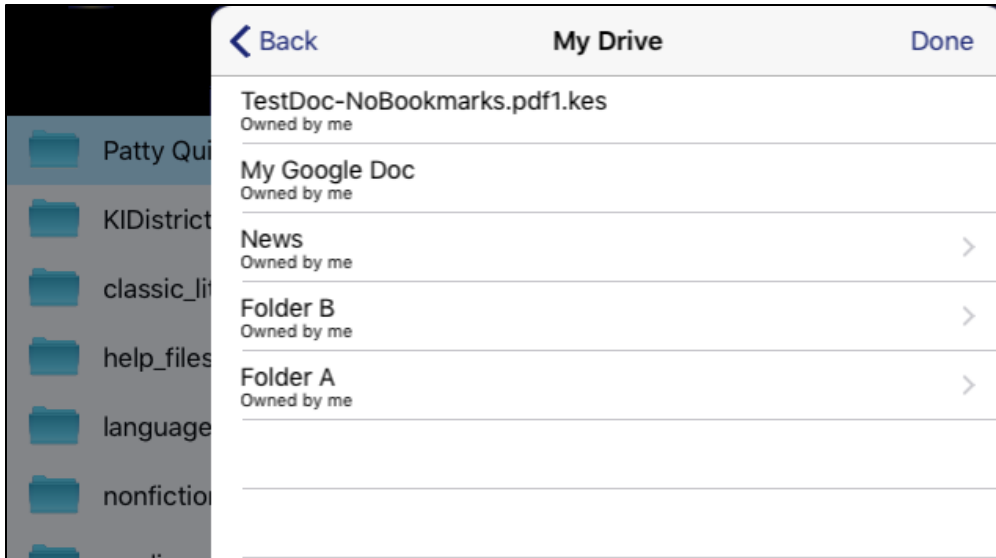


2. Tap **Import from Google Drive**.
3. If you aren't already logged into your Google account, log in using the Google Login pop-up window that opens. If you are already logged into your Google Account, your My Drive window will open (skip to Step 4).

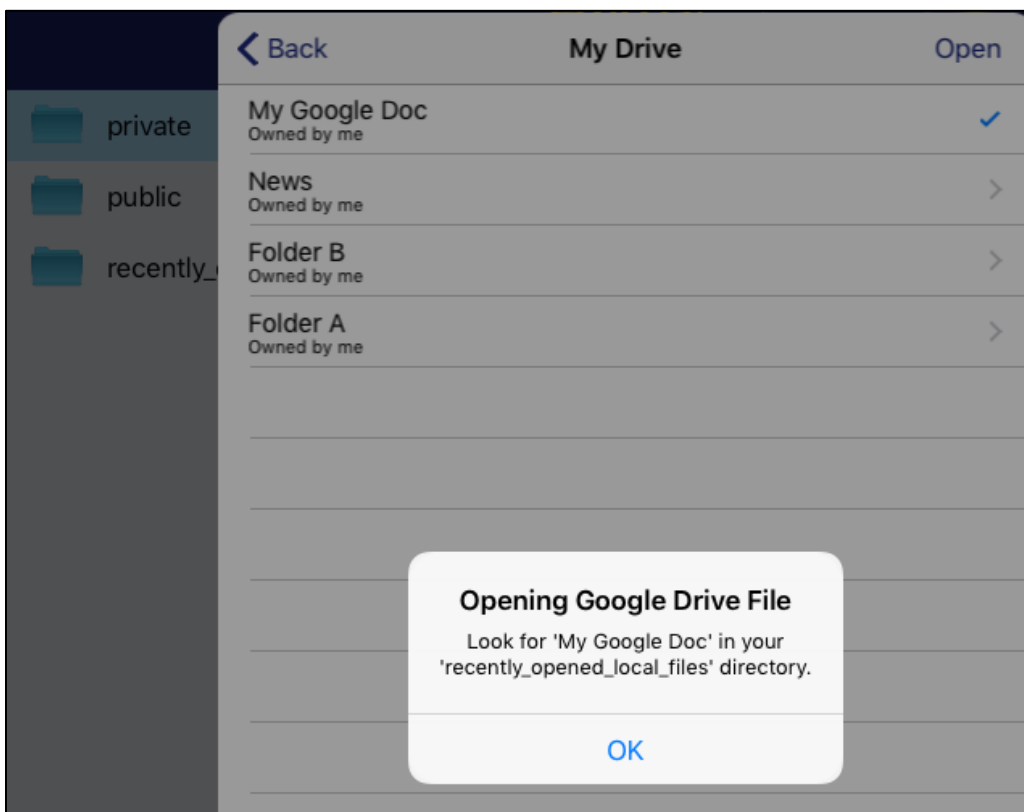




4. Tap **Next**. Enter your Password, and tap **Next**. Your Google Drive opens your Google Drive browser window. If your Google Drive is organized by folders, open the folder that contains the file that you want to open.

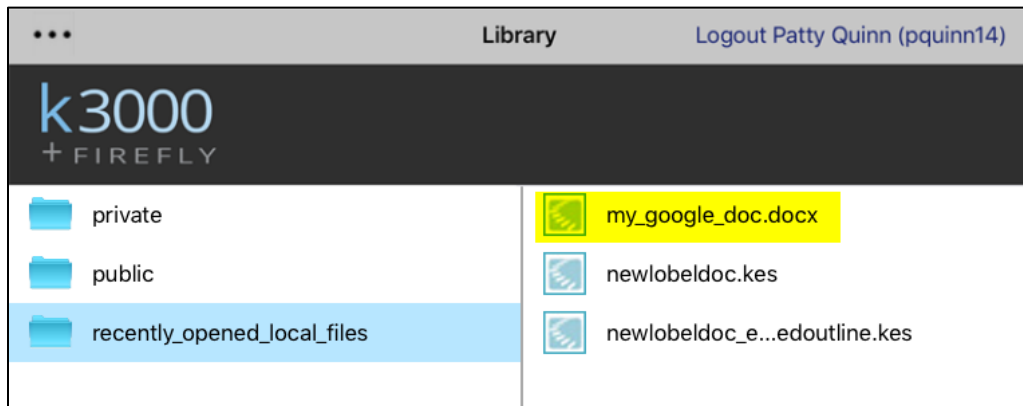


5. Select the file that you want to open. You will see a checkmark beneath the Open button. Tap the **Open** button and a message pops up to look for the file in your `recently_opened_local_files` folder.



6. Tap **OK**. The message with the location of the file will close. Tap the **Done** button. Your Google Drive dialog is closed and you are returned to the Library. Open the `recently_opened_local-files` folder and you will see the file you selected from your

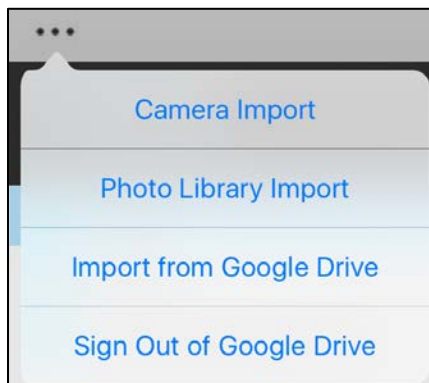
Google Drive. (Note that the files are listed alphabetically, and your document may not appear at the top of the list as it does in this example.)



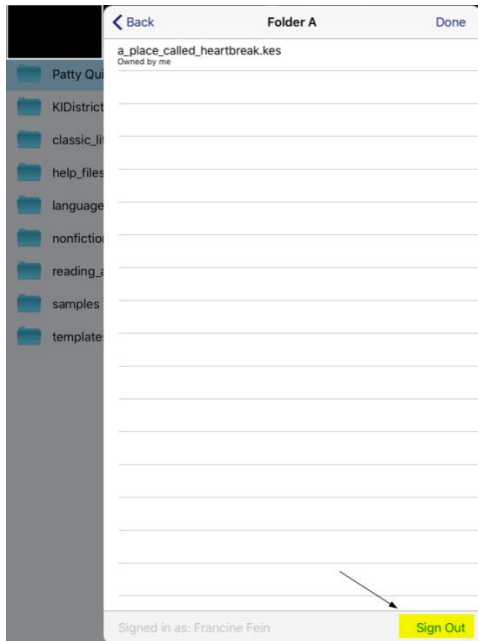
## Signing Out of Google Drive

There are two ways to sign out of Google Drive:

1. From the More Options drop-down menu.



2. From the Google Drive Browser window.

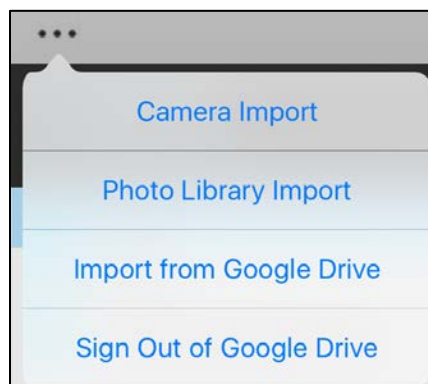


## Using your iPad Camera to Capture Text for Reading

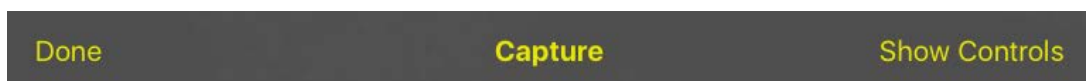
You can capture images of text with the iPad camera and upload them to your Library for Reading. This feature requires that you have iPad Model later than iPad 2 running iOS 8 or greater. The images of text you save can also be read in Kurzweil 3000 (Windows and Mac versions) and K3000+**firefly** (web).

To capture text, place the object that you want to capture on a flat, well-lit area.

1. Open the More Options drop-down menu.



2. Tap **Camera Import**. The camera window opens and you'll see a gray bar at the bottom of the window.

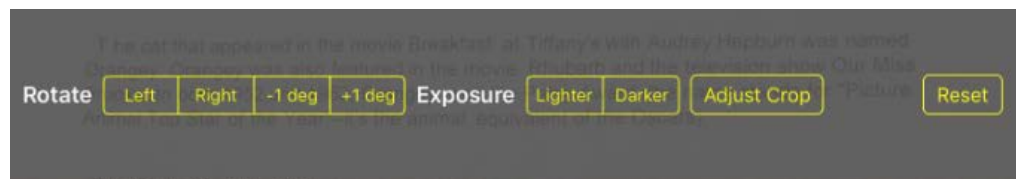


3. Move the iPad to line up the camera with the text you want to capture. When the text fills the window either tap **Capture** or tap **Show Controls** if you want more control over the Focus and Exposure.
  - Tap **Show Controls** to display **Focus** and **Exposure** options at the top of the window. The **Focus** and **Exposure** controls let you experiment with the settings. Tap the plus or minus buttons. Repeat as needed. Or tap **Auto** to go back to the default settings. This step is optional.



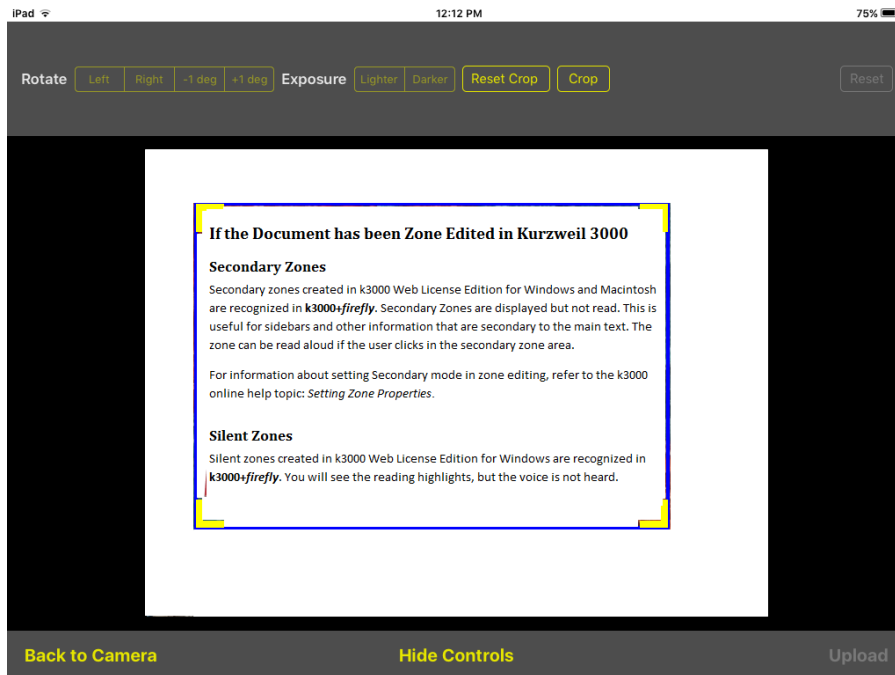
Tap **Hide Controls** at the bottom of the window to remove the **Focus** and **Exposure** menu.

- Tap **Capture**. The image is displayed. Next tap the **Show Controls** button at the bottom of the window. The Editing menu displays at the top of the image.

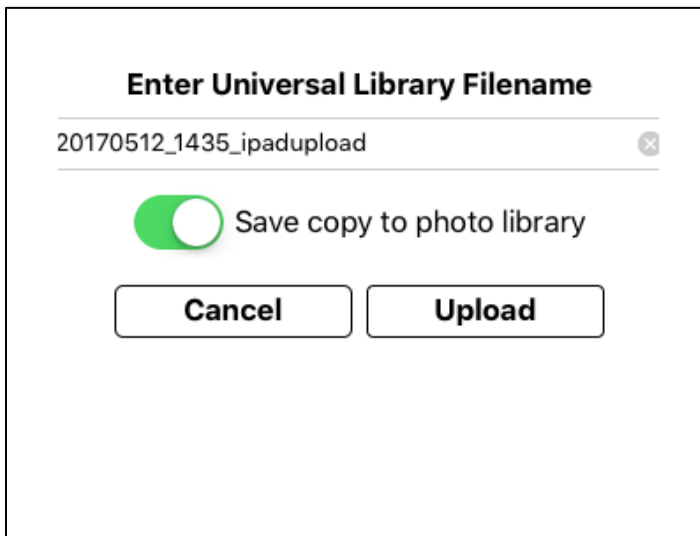


4. Use the Controls menu to **Rotate**, **Darken** or **Lighten**, and **Crop** the photo. It is important that the image is positioned straight, has text that you can see and has distractions cropped out.
  - **Left** rotates the image 90 degrees left.
  - **Right** rotates the image 90 degrees right.
  - **-1 deg** rotates the image 1 degree left. Repeat as needed.
  - **+1 deg** rotates the image 1 degree right. Repeat as needed.
  - **Lighter** lightens the image. Repeat as needed.
  - **Darker** darkens the image. Repeat as needed
  - **Adjust Crop** outlines the image in blue and displays yellow crop mark handles in each corner. It is important to crop the image to ensure you remove as many

distracting non-text elements as possible from your image, such as borders or hand-written text.



5. Use the yellow handles in the corners to adjust the crop marks, then tap **Crop** on the Controls menu.
6. When the image is positioned straight, has text that you can read after lightening or darkening, and has had distractions cropped out, tap the **Upload** button. A dialog box pops up showing a default filename and an option to **Save copy to photo library**.



7. Change the filename, if desired, and turn on or off the option to **Save copy to photo library** (described below). (If you decide to save a copy, you can also open your image

in the iPad's photo gallery or use the **Photo Library Import** option to load it into **k3000's** Reading window.)

8. Tap the **Upload** button. The image is opened in the Reading window. It will also be saved in the **recently\_opened\_local\_files** folder.

### Tips for Successfully Capturing Text with your iPad for Reading

There are a number of things you can do to ensure that your capture of text is successful.

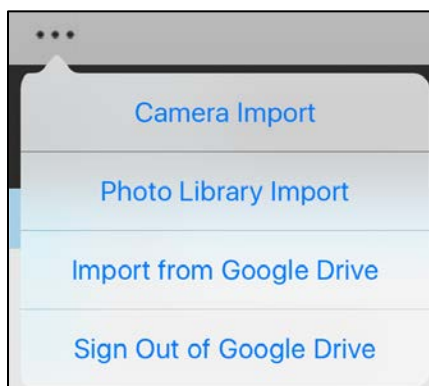
- Use a well-lit area when taking a picture.
- Use documents that are clean and free from wrinkles.
- Avoid photocopies or documents with text color that is similar to the background.
- Use documents with fairly standard typefaces. Avoid decorative fonts or handwriting.
- Avoid very thin paper. If light shines through the paper, place a sheet of construction paper behind it.
- When taking a picture of a hardbound book, remove its jacket cover so that its text is not visible in the photo.
- If text is distorted near the edge of a book or document, you may need to flatten it.

**Note:** If you encounter problems reading the text in your picture, you can edit the underlying text to correct these problems in Kurzweil 3000. See the Kurzweil 3000 online help topic: **Edit Underlying Text** for details.

### Importing Images from the Photo Library

In addition to capturing new images, you can import images you saved to the Photo Library.

1. Open the drop-down menu.



2. Tap Photo Library Import. A **Photos** menu is displayed.

3. If your photos are organized in folders, tap the folder name and choose from the thumbnail preview of photos. The photo opens in the Choose Photo window.



4. You can move the photo up and down or left and right and scale to fit the window (pinch open to zoom in or pinch closed to zoom out).
5. Tap **Use**. The photo opens in the Reading window. When you close the photo, it will be saved in your **recently\_opened\_local\_files** folder.