

Kurzweil 3000+*firefly*

Using the Universal Library

About the Universal Library

Revised: September 22, 2017.

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 k3000+*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, from Google Docs, and Bookshare. Additionally they can create and edit documents using the k3000+*firefly* Editor features (see [Using the k3000+*firefly* Editor](#)).

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

How the Universal Library is Organized.

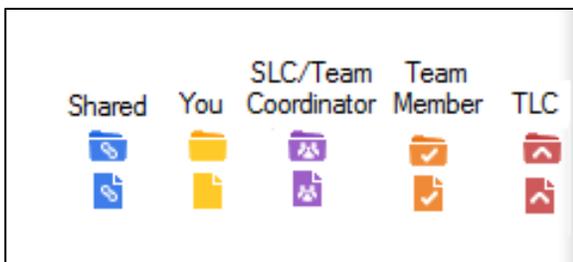
The structure of the Universal Library is based on a user and sub-user file system concept where each authorized user can set up and manage his or her sub-users.

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.

About Folder and File Icon Colors.

The colors of k3000+*firefly* folders and file icons help identify their type and ownership. This chart shows the color of each folder type. File icons have the same color as the folder in which they reside. Your folder color is always yellow. This is true whether you are a Top Level Coordinator (TLC), a Site Level /Team Coordinator (SLC), or a Team Member.

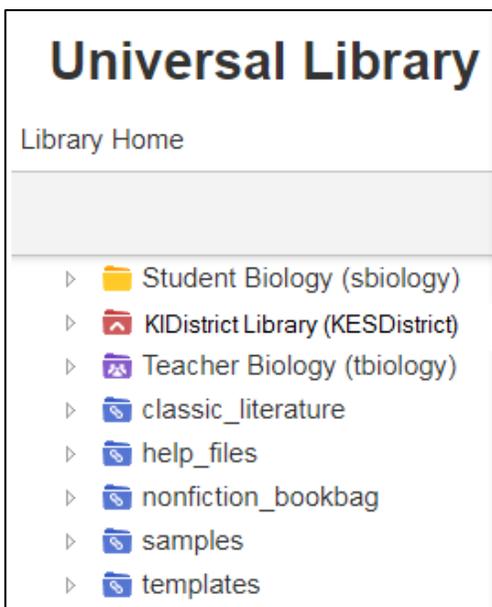


Note that the colors in the Universal Library list denote rank, but the folder color can change depending on the place in the user list. The user at the top (You) is always yellow. If You have sub-users (as in the case of TLC and SLC), those folders beneath you may be orange, indicating sub-users (often Team Members).

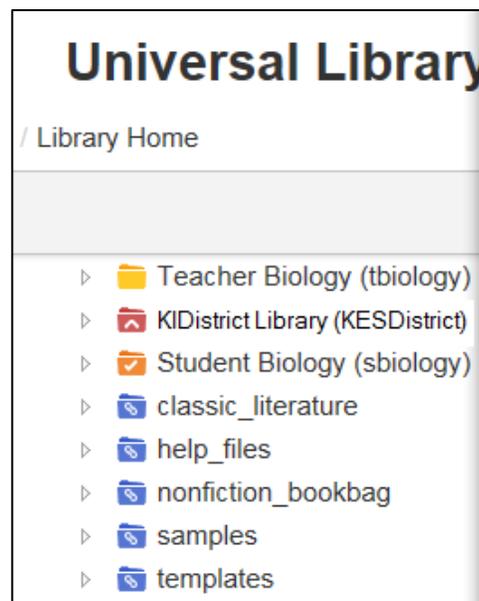
The folders displayed in the Universal Library are arranged below the logged in user by rank, (1) Top Level Coordinator (TLC), (2) Site Level/Team Coordinator (SLC), and (3) their sub-users. Note that in some cases, the sub-user may be a SLC /Team Coordinator, and in those cases, the color of their folders will be orange, not purple (see Example 3).

In Example 1, the user logged in is a Biology Student Team Member (yellow folder). The KESDistrict is the TLC (Red folder), and the Biology Teacher (SLC/Team Coordinator) purple folder. The blue folders contain files that can be shared by everyone.

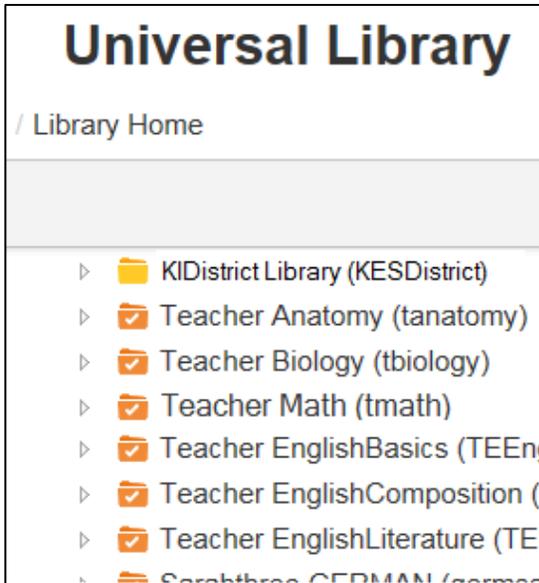
In Example 2, the Biology Teacher (SLC/Team Coordinator) is logged in (yellow folder), the KESDistrict is the TLC (Red folder), and the Biology Student (orange) is managed by the Biology Teacher. The blue folders contain files that can be shared by everyone.



Example 1



Example 2



Example 3

In Example 3, the KESDistrict (TLC) is logged in (Yellow folder) and the orange folders are the sub-users the TLC manages, including SLC/Team Coordinators and Team Members managed by the TLC.

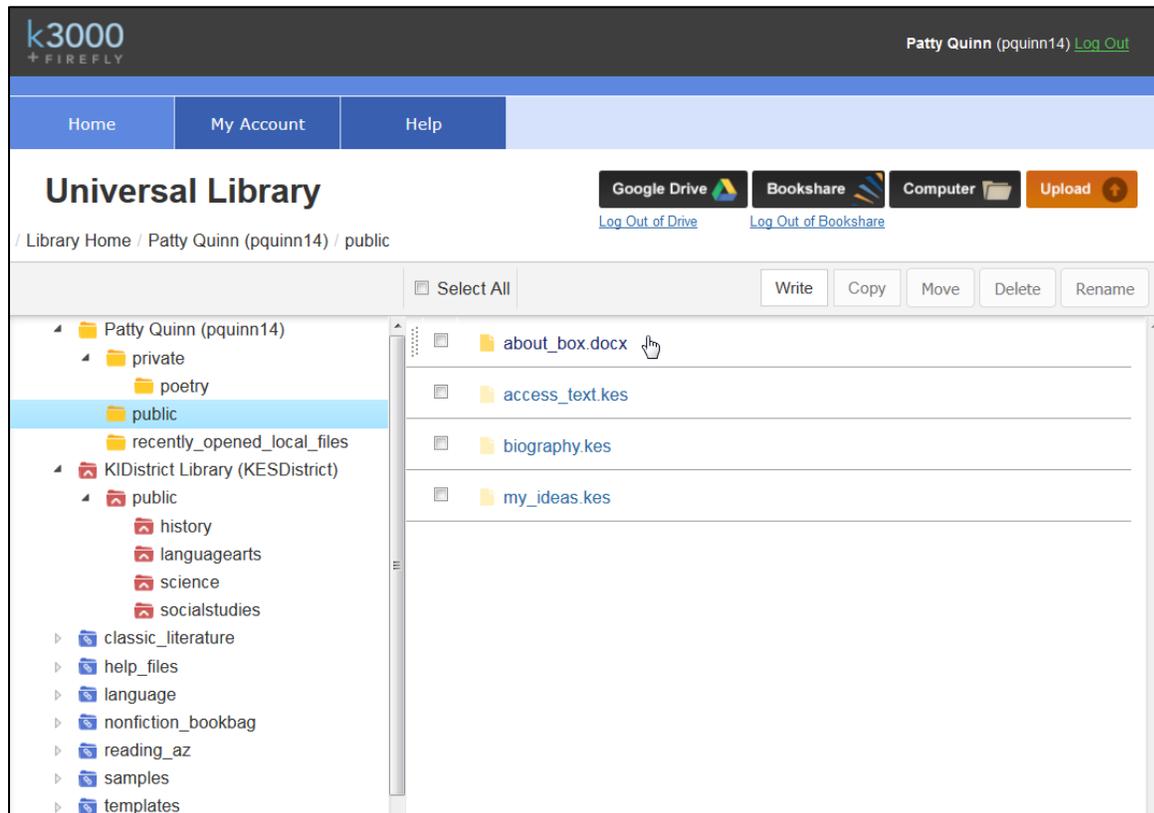
Shared Collections.

The Universal Library contains electronic files that are accessible and shareable. Those folders are blue. The following collections are shared:

- 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! Live.
- Learning A-Z and Passport Reading Journeys.
- Nonfiction Bookbag with inspiring content for Grade Levels 3-8.
- Templates (Brainstorm for Higher Ed, K12 and Teachers).

Populating Your Universal Library.

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

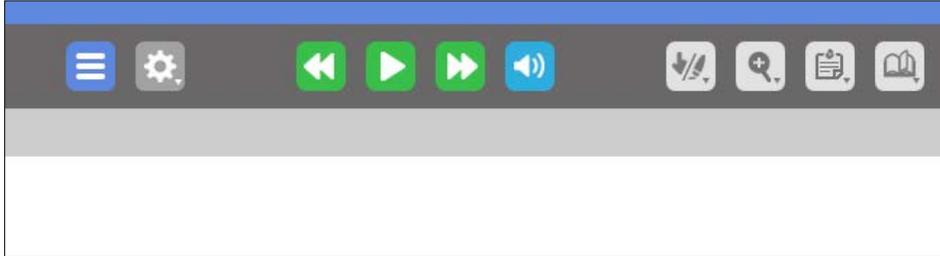


In addition to reading books from the shared collections, you can add files to your own folders for reading and editing. k3000+*firefly* supports KES, TXT, DOC, DOCX, RTF, EPUB, BKS, PDF, JPG, JPEG, and PNG files. You can also open files from other sources for reading and editing. Notice the four buttons, **Google Drive**, **Bookshare**, **Computer**, and **Upload**.

- **Google Drive** allows you to log in to your Google Drive, select documents from your Google Drive, and open in k3000+*firefly* to read. See [Opening Local Files from Your Google Drive](#).
- **Bookshare** allows you to search for books in the Bookshare library and open in k3000+*firefly* to read. You can search by Author or by Title. See [Opening Books from Bookshare](#).
- **Computer** allows you to open a local file from your computer. See [Opening Local Files from Your Computer](#).
- **Upload** allows you to upload files to any folder that you have Read/Write access to. See [Uploading Files to Your Universal Library](#).

Opening Files in the k3000+firefly Reader.

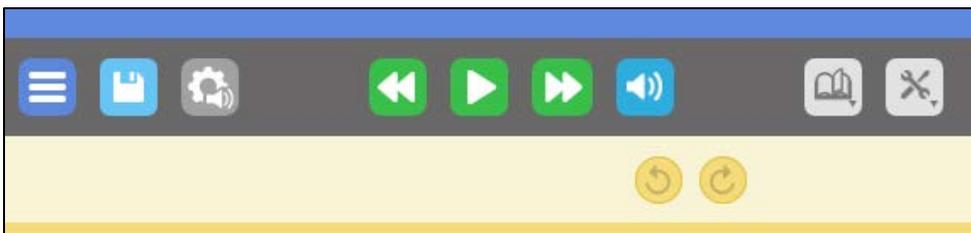
k3000+*firefly* opens these file types for reading: DOC, DOCX, RTF, EPUB, BKS, PDF, TXT, JPG, JPEG, PNG, and KES image files. (See [Using the k3000+firefly Reader](#) for details.)



k3000+*firefly* editing buttons are added to the k3000+*firefly* Reader for these file types: DOC, DOCX, RTF, TXT, as well as KES typed files created in Kurzweil 3000 or k3000+*firefly*. You will see the Editor buttons beneath the Reader buttons that allow you to make edits to the document. Use these buttons for editing existing documents and writing new documents that you create using the New Draft button. See [Using the k3000+firefly Editor](#), and [Creating a New Draft](#) for details. Note that for these file types the Reader buttons include a **Save** button, and do not include the **Zoom** or **Notes** buttons.



TXT files are also opened in the k3000+*firefly* Editor. Note that the Reader buttons include a **Save** button, and do not include **Zoom**, **Highlight**, or **Notes** buttons. The only edit buttons are the **Undo** and **Redo** buttons.

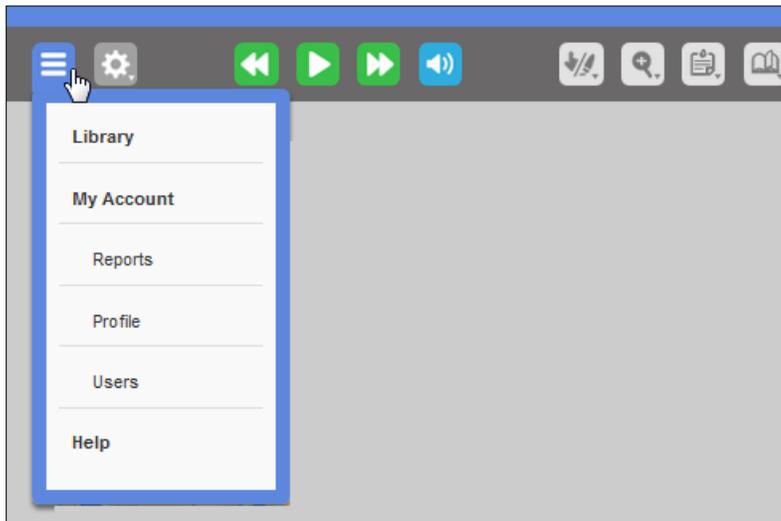


Reopening a previously opened document.

When you close a document, the next time you open that document, k3000+*firefly* remembers where you left off and will open at that page. This will automatically occur for the last three documents that you read.

Returning to Your Universal Library Page.

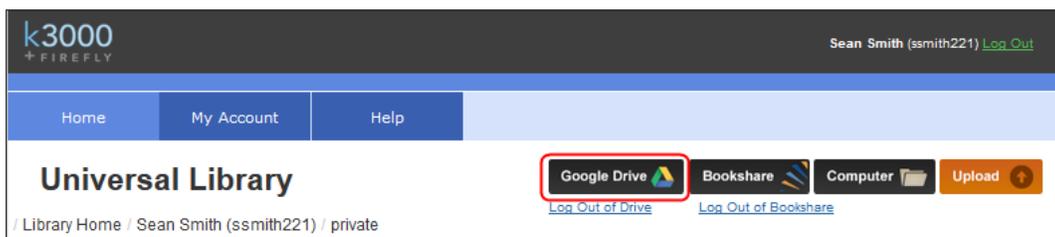
After you have opened a document and you want to return to your list of documents, the **Library** button in the k3000+*firefly* Navigation drop-down menu takes you back to your Universal Library page.



Opening Local Files from Your Google Drive.

If you have files in your Google Drive that aren't in the Universal Library, you can open those files in the k3000+*firefly* Reader.

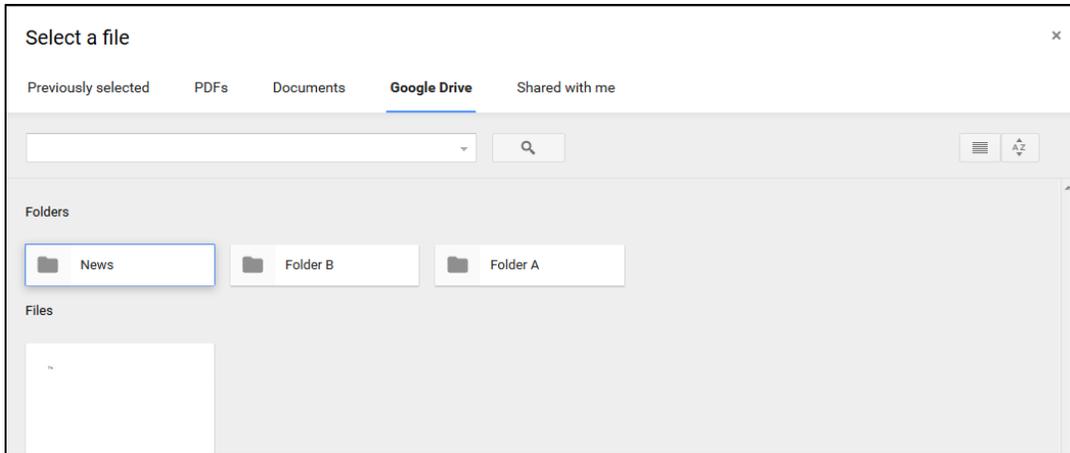
1. Log in and click the **Google Drive** button. (Note that you can also log out of Google Drive by clicking the link beneath the Google Drive button.)



2. If you aren't already logged into your Google account, log in using the Google Login pop-up window that opens.

Note: most web browsers include a feature to block pop-up windows. You may need to allow pop-ups in your browser to access Google Drive from k3000+*firefly*.

3. Your Google Drive opens a Select a file window. If you have organized your files in folders, you will see your folders. Open the folder that contains the file that you want to open.



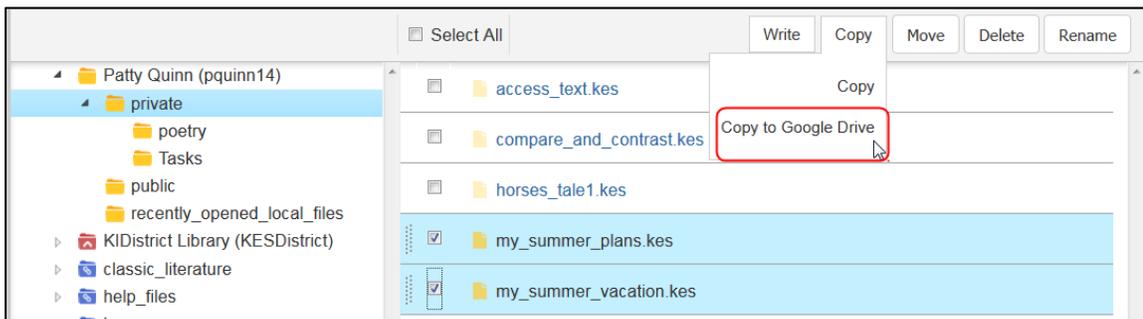
4. Select the file that you want to open and click the **Select** button. The file opens in the k3000+*firefly* Editor.
5. If you close a file and want to reopen it, you will find it in the **recently_opened_local_files** folder.

Note: If you want to save changes to a file you have opened from Google Drive, although you cannot save it directly to Google Drive, you can save it to the Universal Library. You will then find it in the **recently_opened_local_files** folder. From there you can select it and move it to another folder or copy it to your Google Drive.

Copy a File to Google Drive.

You can copy files from your Library to your Google Drive.

1. Select the file in your Library that you want to copy by clicking the checkbox to the left of the file name.



2. From the Copy drop-down menu, select **Copy to Google Drive**.
3. If you aren't already logged into your Google account, log in using the Google Login pop-up window that opens.

Note: most web browsers include a feature to block pop-up windows. You may need to allow pop-ups in your browser to access Google Drive from k3000+*firefly*.

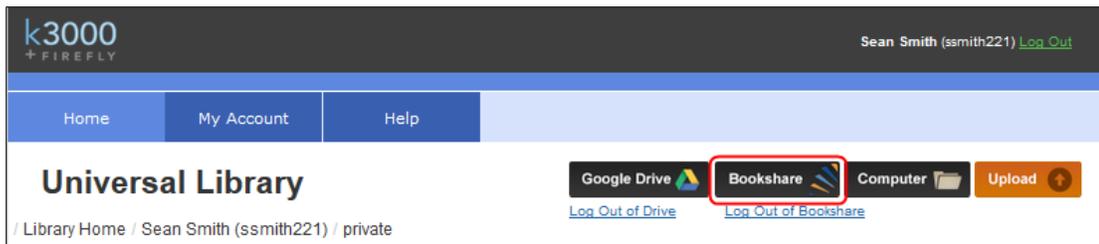
4. In the **Copy to Google Drive** window, click **Paste**. (**Note:** If you have folders, first navigate to the folder into which you want to copy the file.



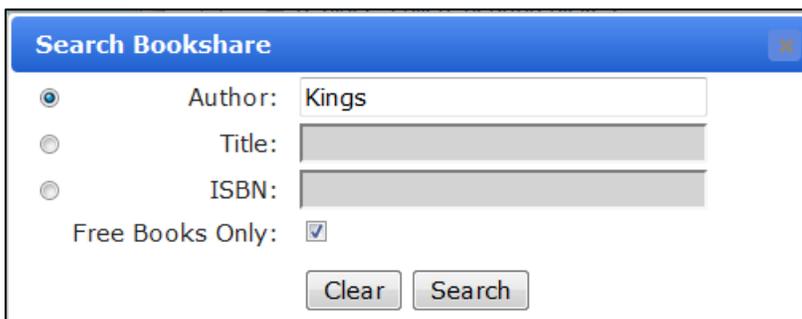
Opening Books from Bookshare.

k3000+*firefly* allows you to search for books to read from the Bookshare library. If the books include images, you can choose to load with or without the images.

1. Click the **Bookshare** button.



2. A search dialog is displayed. You can search by **Author**, **Title** or **ISBN**. You can also specify to search for **Free Books Only**.



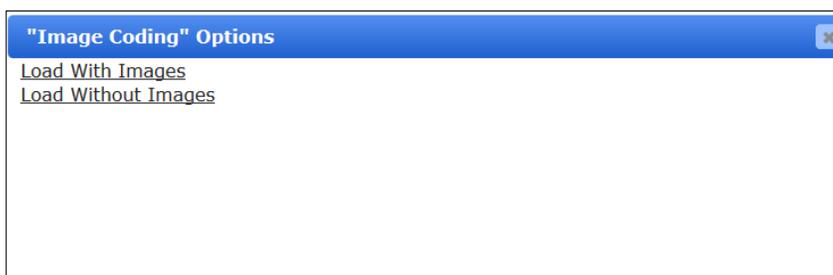
3. Enter an Author's last name or the Title of a book or the ISBN and click **Search**. (In this example, the search is by Author.)

The Search Results window is displayed. Books that have images and books that are free are noted by checkmarks in the columns on the right side of the Search Results window.



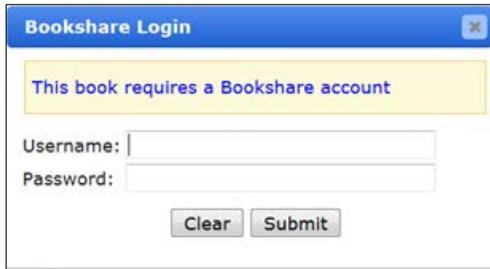
Author(s)	Title	Free	Images
Charles Kingsley	I he Water-Babies	✓	
Charles Kingsley	Alexandria and her Schools	✓	
Charles Kingsley	Glaucus; or The Wonders of the Shore	✓	
Charles Kingsley	The Ancien Regime	✓	
Charles Kingsley	Historical Lecturers and Essays	✓	
Charles Kingsley	Madam How and Lady Why	✓	
Charles Kingsley	Sanitary and Social Lectures and Essays	✓	
Charles Kingsley	Roman and the Teuton	✓	
Nick Kingsbury	Image Coding	✓	✓
Charles Kingsley	Westward Ho!	✓	
Charles Kingsley	The Heroes	✓	
Kanakasubbaratnam Alias Bharathidasan	Literary Works of Bharathidaasan: Azhagin Cirippu	✓	
Alex Tribble & Connexions & Mark Husband	Principles of Object-Oriented Programming	✓	✓

4. Make a selection from the list. A dialog is displayed allowing you to choose whether to Load With Images or Load Without Images.



5. Click the Loading option that you want.
6. If it is a free book, and without images, you will get a message that the book is loading. If the book is long, it may take some time to open in the k3000+**firefly** Reader.

7. If the book is not free, or is a book with images, you will be prompted for your Bookshare login credentials.



8. Enter your Username and Password. If the credentials are correct, the book will open in the k3000+*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 k3000+*firefly* Account.

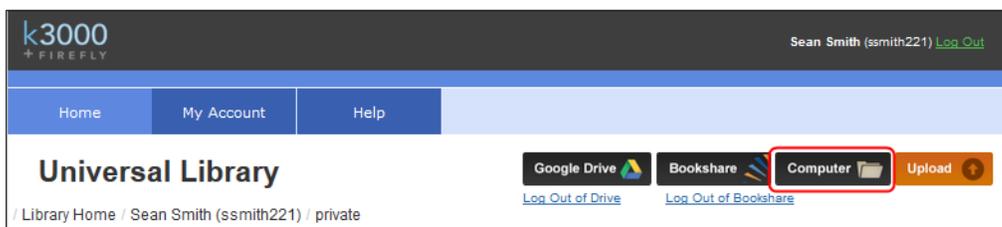
9. If you close a book and want to reopen it later, you will find it in the **recently_opened_local_files** folder.
10. Use the link beneath the Bookshare button to log out of Bookshare.

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

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 k3000+*firefly* Reader. k3000+*firefly* supports several file formats: KES, TXT, DOC, DOCX, RTF, EPUB, BKS, PDF, JPG, JPEG, and PNG files.

1. Log in and click the **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 k3000+*firefly* Reader.
3. If you close a file and want to reopen it, you will find it in the **recently_opened_local_files** folder.

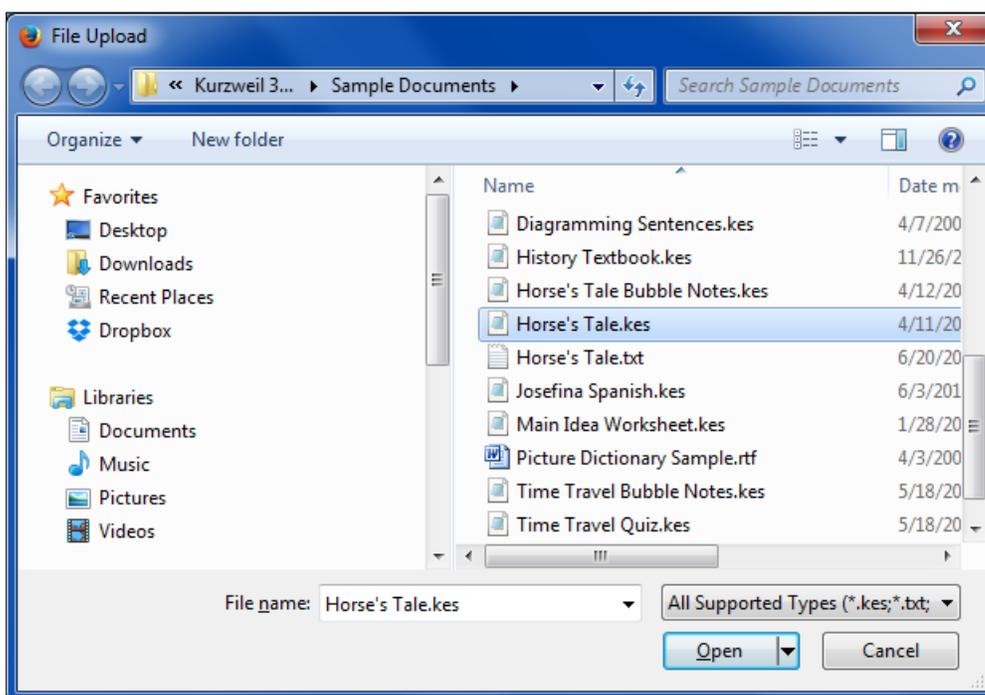
Uploading Files to Your Universal Library.

k3000+*firefly* can upload KES, TXT, DOC, DOCX, RTF, EPUB, BKS, JPG, JPEG, PNG, and PDF files to any folder where you have Write Access.

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



2. Click the button. A **Select file** window appears which lets you navigate to the folder containing your files.



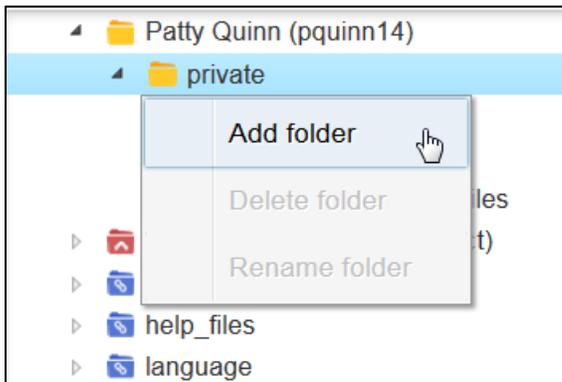
3. Highlight the file you want to upload, and click **Open**. The file is uploaded to your k3000+*firefly* folder.
4. You can then open the file in the k3000+*firefly* Reader.

Organizing Your Universal Library.

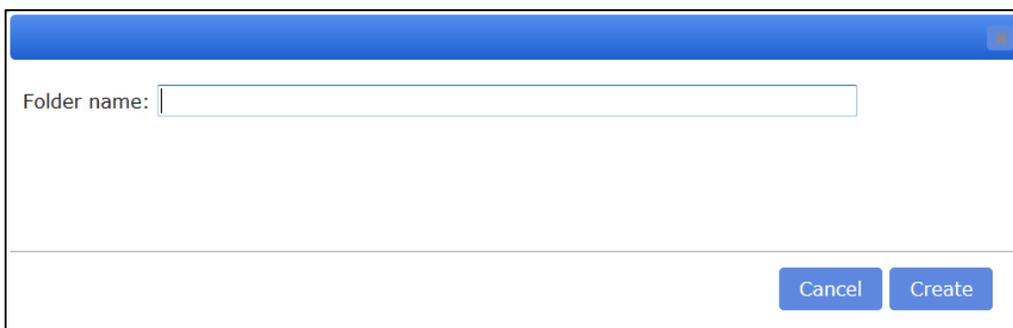
You can add and delete folders that you have Write access to in your Universal Library.

Adding a Folder.

1. Right click on one of your folders. A menu pops up that allows you to Add and/or Delete a folder. (If you haven't already created any folders, the **Delete folder** and **Rename folder** options will be grayed out.)



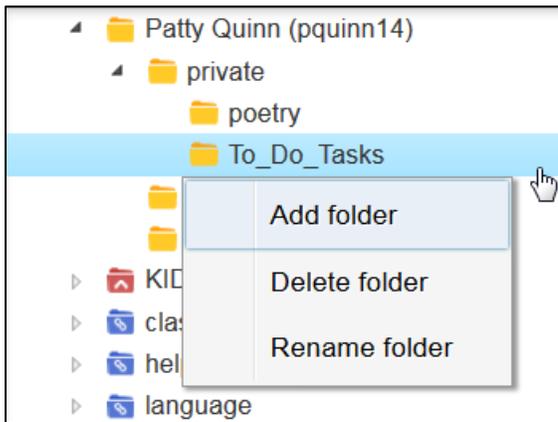
2. Click **Add folder**. A folder name dialog is displayed.



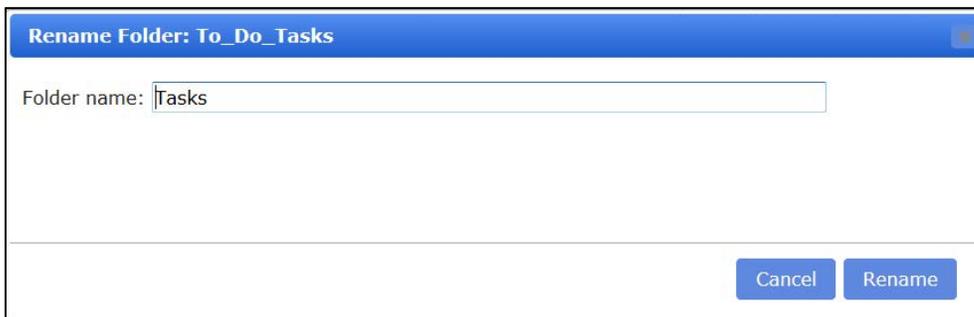
3. Enter a folder name. If there is more than one word in the name, separate the words with an underscore character, as in **recently_opened_local_files**.
4. Click the **Create** button.

Renaming a Folder.

1. Right click on the folder that you want to rename. The folder options menu pops up.



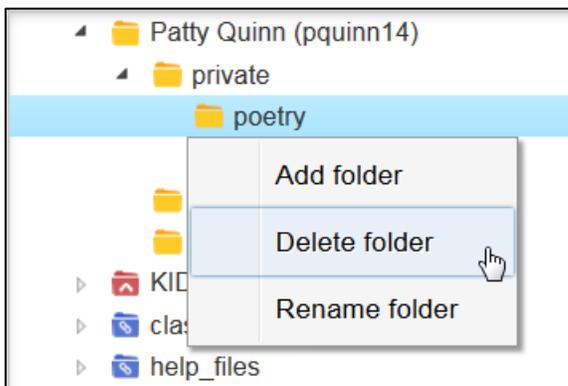
2. Click **Rename folder**. The Rename dialog pops up showing the current name in the Header.



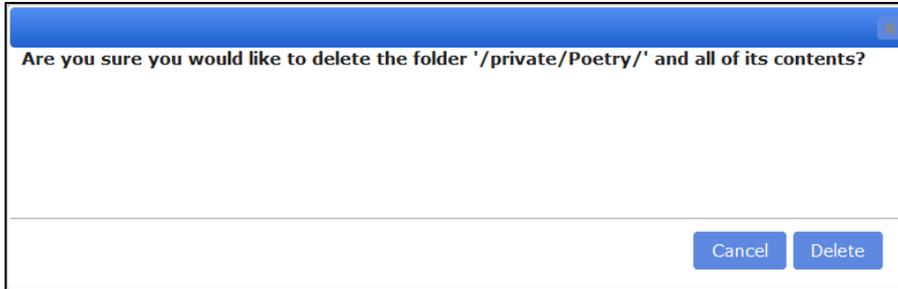
3. Enter a new name in the Folder name field, and then click **Rename**.

Deleting a Folder.

1. Right click on the folder that you want to delete. The folder options menu pops up.



2. Click **Delete folder**. A warning message is displayed.

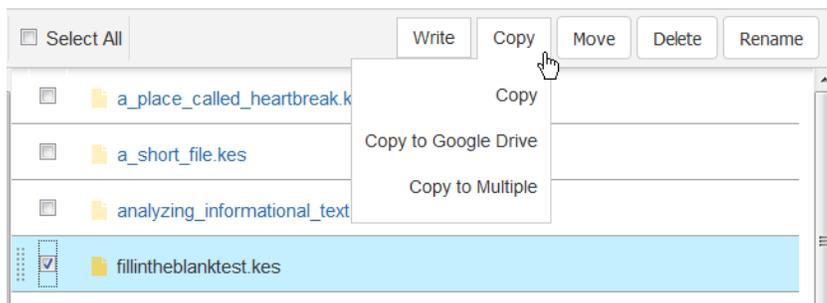


3. Click **Delete** if you are sure that you want to delete the folder and all of its contents.

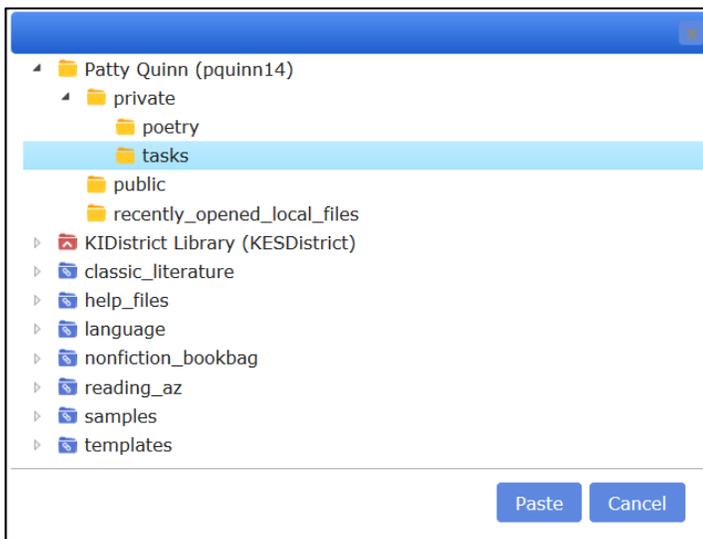
Copying Files.

You can copy files from another folder to one of your folders or to public folders or folders that you have write access to. If you are a Teacher or SLC, you can also Copy to Multiple Destinations.

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



2. To Copy to a single Destination, from the Copy drop-down menu select **Copy**. A window displaying the folders pops up. Navigate to the folder you want to copy the file or files to.

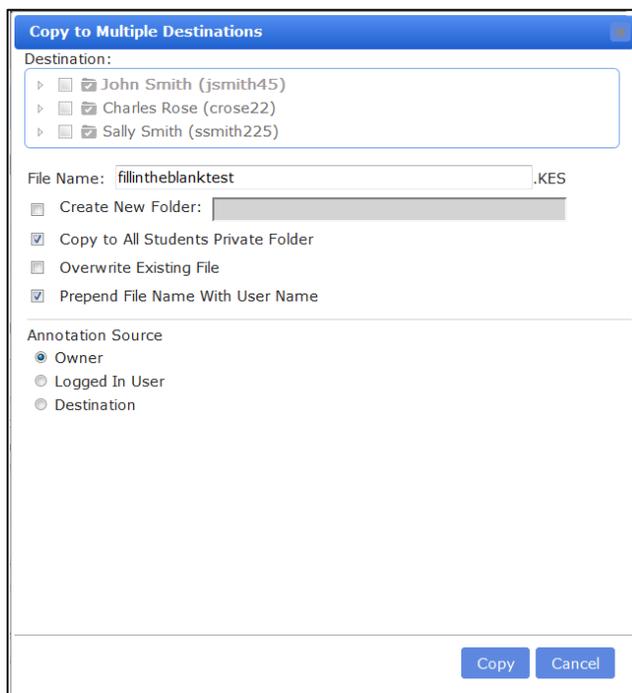


3. Click the **Paste** button.
4. A message will pop up telling you whether the copy was successful.

To Copy to Multiple Destinations.

If you are a Teacher or SLC, you can copy a file to multiple destinations. This is useful for distributing assignments and tests to students.

1. Click the box to the left of the file you want to copy. A check mark is displayed in the box. (Note: you can only select one file at a time to copy to multiple destinations.)
2. From the Copy drop-down menu select **Copy to Multiple**. The Copy to Multiple Destinations dialog is displayed.



3. You can expand the tree and select users or folders to copy to. (**Note:** If you have selected users or folders in the Destinations area, you cannot also select **Copy to All Students' Private Folder** in the checkboxes below.)
4. Check any checkboxes:
 - **Create New Folder:** creates a new folder for the copied file.
 - **Copy to All Students' Private Folder:** the document will be placed in the private folder of all students on your team. If **Create New Folder** was checked, the document will be placed in a new folder in the student's private folder. **Note:** Do not check this box if you have already selected users or folders to copy to in the Destinations section at the top of the window.

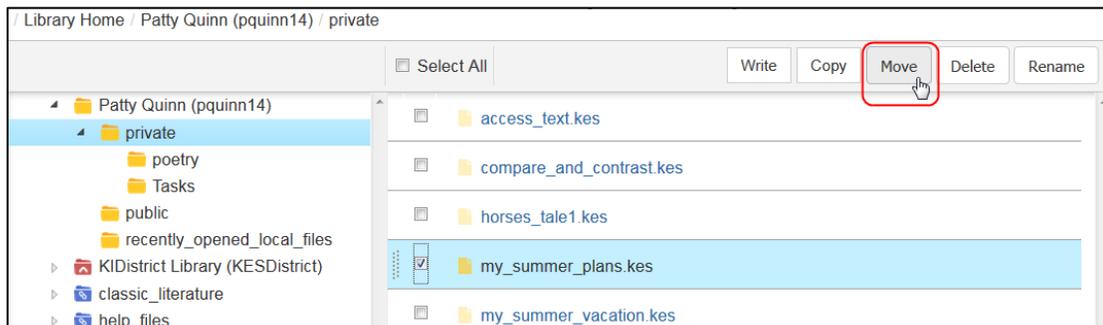
- If you select **Copy to All Students Private Folders**, a list of your students replaces the users and folders displayed at the top of the window in the **Destinations** area.
- **Overwrite Existing File:** if a document with the same filename already exists, it can be replaced with a new copy.
 - **Prepend Filename With User Name:** Your user name will automatically be added to the beginning of the filename.
5. Select an Annotation Source. Annotations that are copied can include: notes, highlights, circles, cross-outs, and bookmarks.
 - **Owner: The author of the document.** User who created annotations in the desktop client and saved the file to the Universal Library.
 - **Logged In User: The user, who is trying to copy file** (e.g. Teacher can copy file from TLC's or other teacher's public folder to student's folder).
 - **Destination: Copy the file, but do not override annotations** (e.g. Overwrite existing file from target user).
 6. Click **Copy** to complete the task.

Note: See [Copy a File to Google Drive](#) for details about copying files to Google Drive.

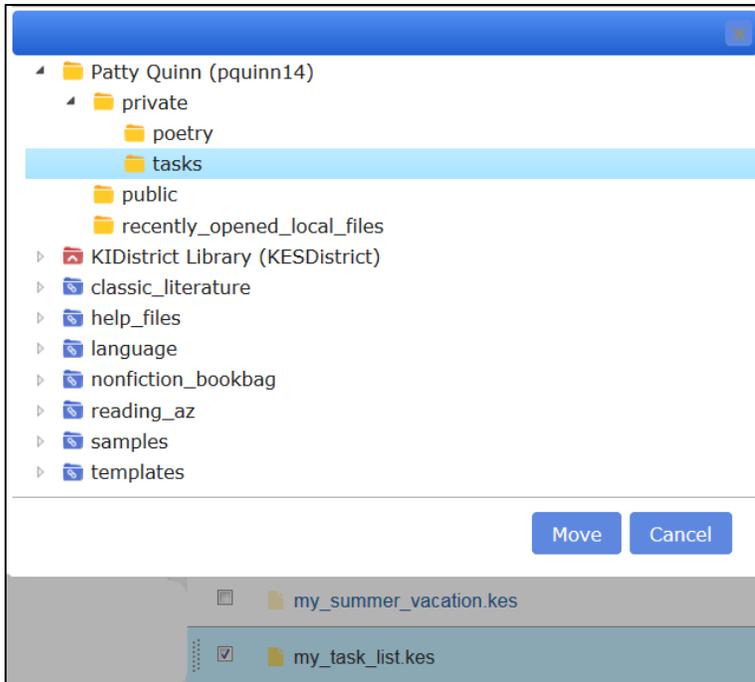
Moving Files.

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

1. Click the box to the 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.



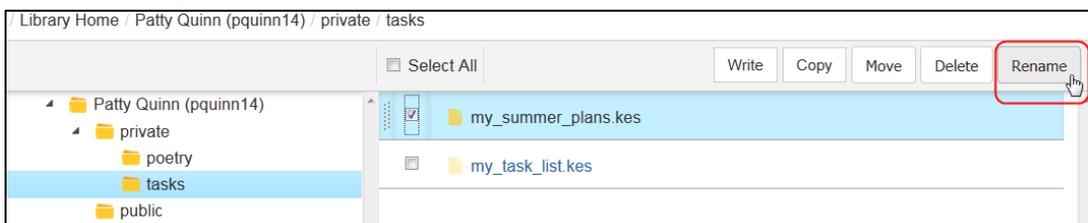
3. Select the folder to move the file (or files) into then click **Move**. A popup message will tell you if the move was successful.

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

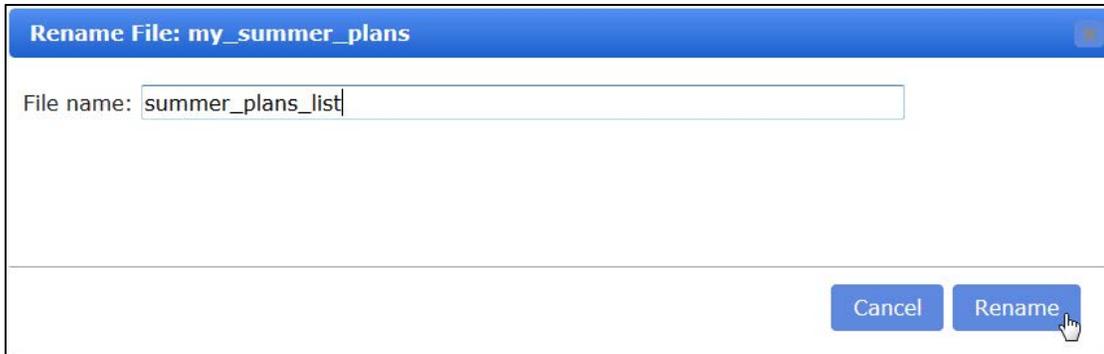
Renaming a File.

To rename a file in one of your folders:

1. Click the box to the left of the file you want to rename. A check mark is displayed in the box.



2. Click **Rename**. The Rename dialog pops up showing the current name in the Header.

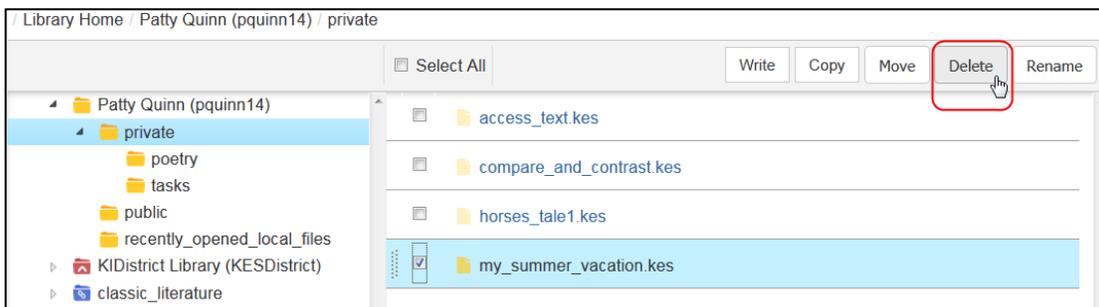


3. Enter a new name in the File name field, and then click **Rename**.

Deleting Files.

To delete files from one of your folders:

1. Click the box to the 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.

Using the k3000+*firefly* Reader.

Navigate to the folder that contains the document you want to open. Click the document name to open it. Note that the check box preceding the document name is used only to select it for copying, moving, or deleting.

If the Document is Password Protected.

If a password has been added to a file in k3000, you will be prompted to enter the password before the document is opened.



After entering the correct password, the document opens.

If the Document has been Zone Edited in Kurzweil 3000.

Secondary Zones.

Secondary zones created in Kurzweil 3000 Web License Edition for Windows and Macintosh are recognized in k3000+*firefly*. Secondary Zones are displayed but not read. This is useful for sidebars and other information that are secondary to the main text. The zone can be read aloud if the user clicks in the secondary zone area.

For information about setting Secondary mode in zone editing, refer to the k3000 online help topic: *Setting Zone Properties*.

Silent Zones.

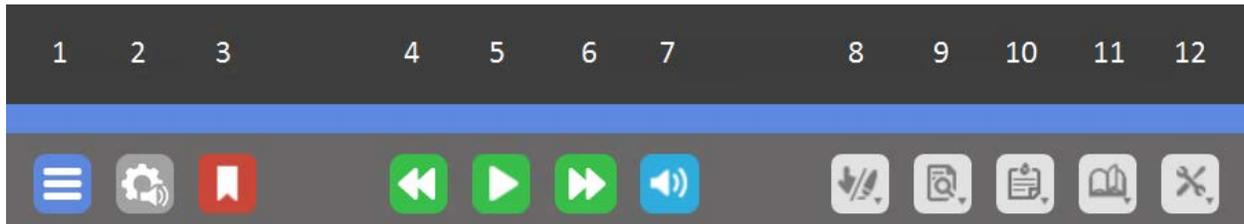
Silent zones created in Kurzweil 3000 Web License Edition for Windows are recognized in k3000+*firefly*. You will see the reading highlights, but the voice is not heard.

This feature is useful in test taking. For information about setting Silent mode in zone editing, refer to the Kurzweil 3000 Web License Edition for Windows online help topic: "Setting Zone Properties."

The k3000+*firefly* Reader Toolbar.

When the document opens, the k3000+*firefly* Reader toolbar appears at the top of the open document, containing buttons and drop-down menus. The buttons shown will depend on the type of document.

The buttons shown below are for documents that can't be edited – PDF, EPUB, BKS, JPG, JPEG, PNG, and KES image files.

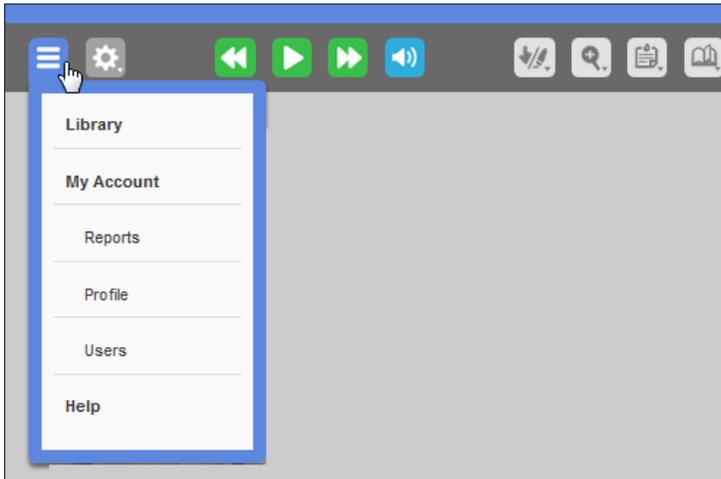


They are:

1. **Main** menu.
2. **Audio Options** menu.
3. **Bookmark** button.
- 4-6. **Reading Navigation** buttons.
7. **Audible Reading** toggle.
8. **Highlight** menu.
9. **Document View** menu.
10. **Document Notes** menu.
11. **References** menu.
12. **Tools** menu.

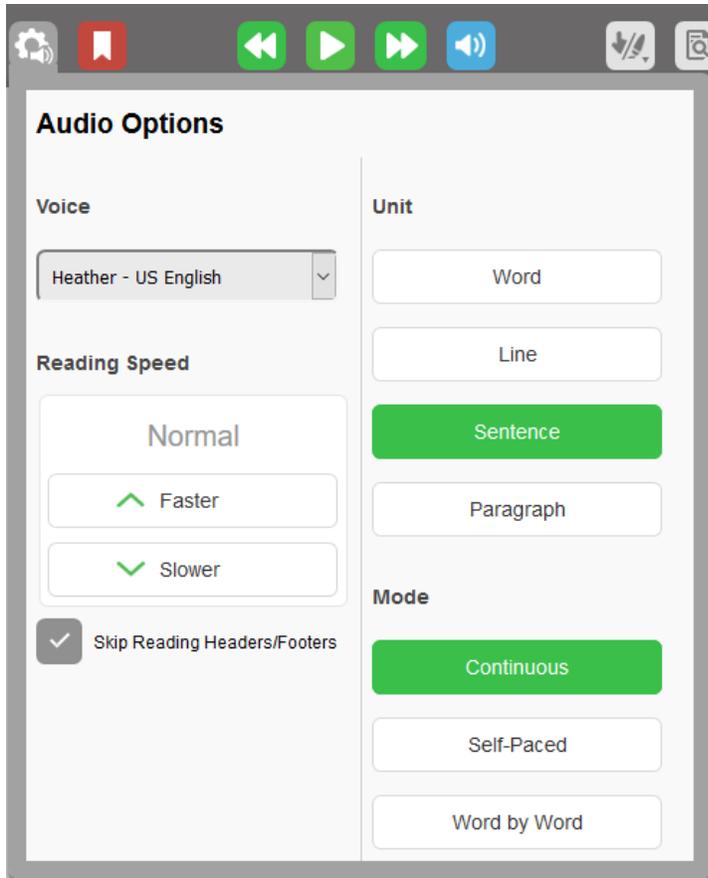
Main Drop-down Menu.

The Main drop-down menu lets you move to Your Universal Library, Your Account destinations, and the Help topics.



Changing the Reading Settings.

To change reading settings, click the **Audio Options** button. The settings you choose are saved as your preferences.

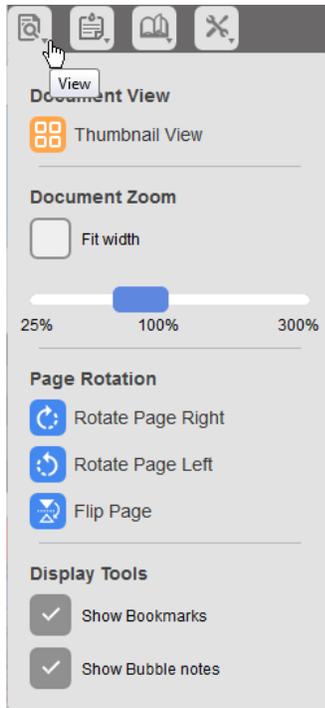


Set options for:

- **Voice:** Use the drop-down menu to select a voice.
- **Reading Speed:** Faster, Slower.
- **Skip Reading Headers/Footers:** Toggle checkmark On/Off.
- **Unit:** Word, Line, Sentence, and Paragraph.
- **Mode:** Continuous, Self-Paced, and Word-by-Word.

Viewing Image Documents.

Image Documents can be viewed as a series of thumbnails for easy selection of a page to open. You can also specify the zoom level of a document, rotate pages within the document and display Bookmarks and Bubble notes.

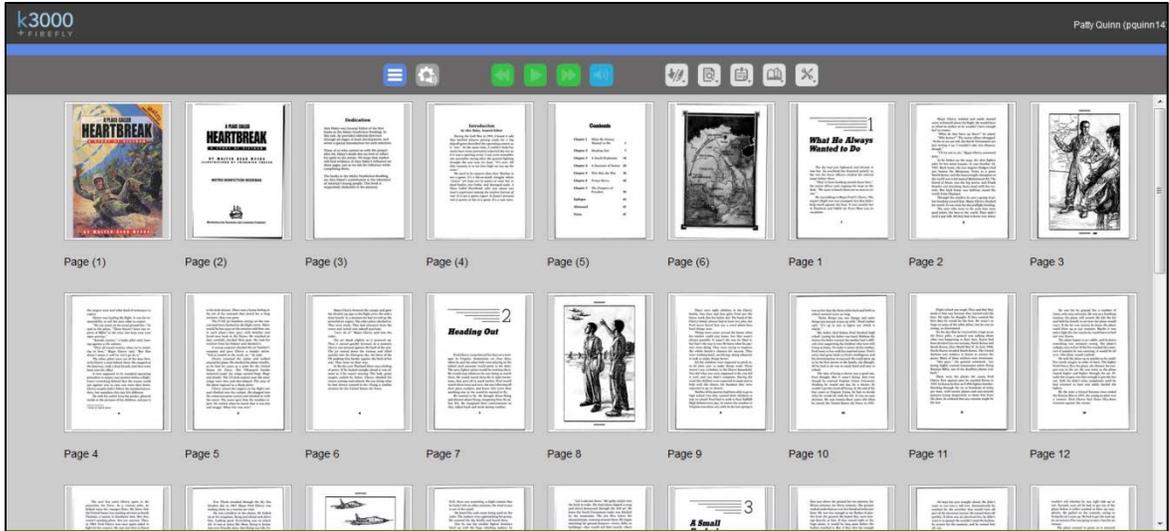


Thumbnail View.

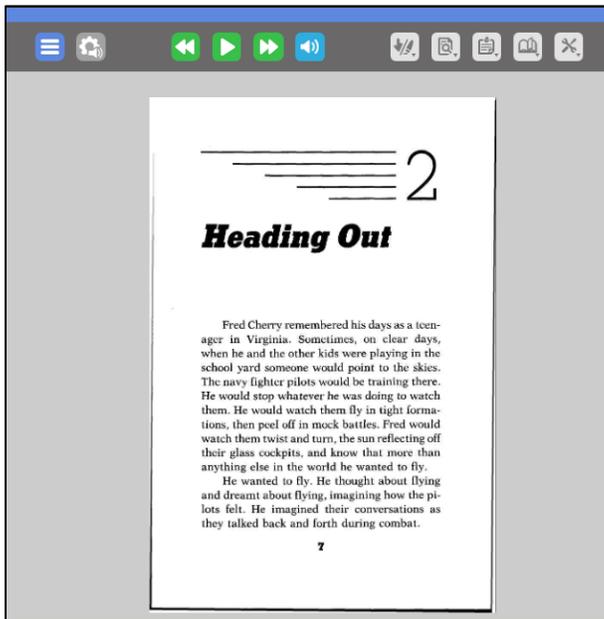
The thumbnail view allows you to see a small image of each page. This makes it easy to quickly and visually identify pages that you want to open.

1. To view the thumbnails of an image document you have opened, just click **Thumbnail View** on the Document View drop-down menu.

Note: If the document is long, or if this is the first time you have opened the document, some of the thumbnail images may display slowly. If there are thumbnail images that don't display, just click **Thumbnail View** again and those pages should display. You can also open the longer document in Kurzweil 3000 and break the document into smaller parts, perhaps by chapter, using the Save Page Range feature. Then re-save the smaller document(s) to the universal library.

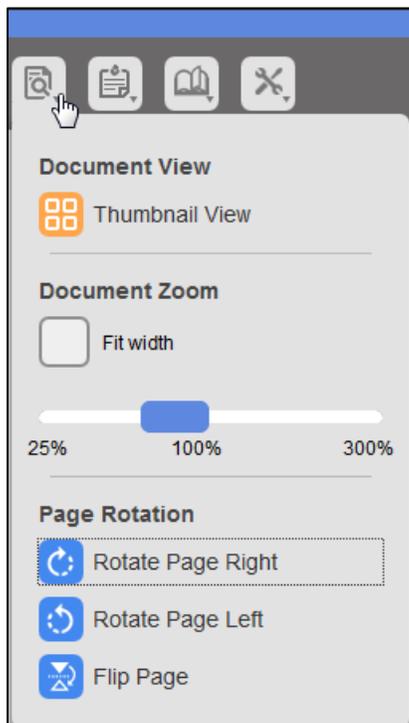


- To open a page, just click the thumbnail of the page you want to open. For example, you may want to go directly to the first page of a particular chapter. The page opens and replaces the thumbnail view.



Document Zoom.

1. To change the zoom setting of an open image document, click the **Zoom** button. (Note that Document Zoom is grayed out (not available) while the document is in thumbnail view, but is enabled after a page is opened and the thumbnail view closes.)



2. Choose a range from **25%** to **300%** or check the **Fit to Width** option to fit the document to the browser window width. Note that the Zoom menu is not available for documents that can be edited.

Rotating a Page.

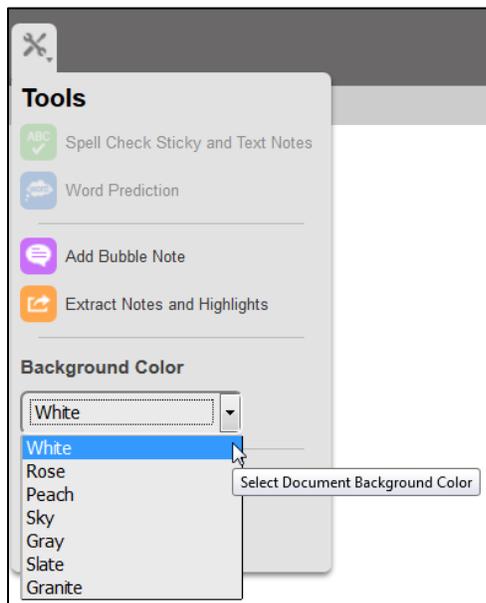
The orientation of an image document page opened in the Reader can be changed with the Rotate Page feature.

1. With the page open that needs rotating, open the View menu.
2. Click **Rotate Page Right**, **Rotate Page Left** or **Flip Page** depending on how you want to orient the page.

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

Changing the Background Color of a Document.

When viewing documents in the Reader, you can select a background color from the Tools menu in which to view the document. The selected background color view is saved as a preference and seen wherever the user logs into k3000+*firefly*.



Notes:

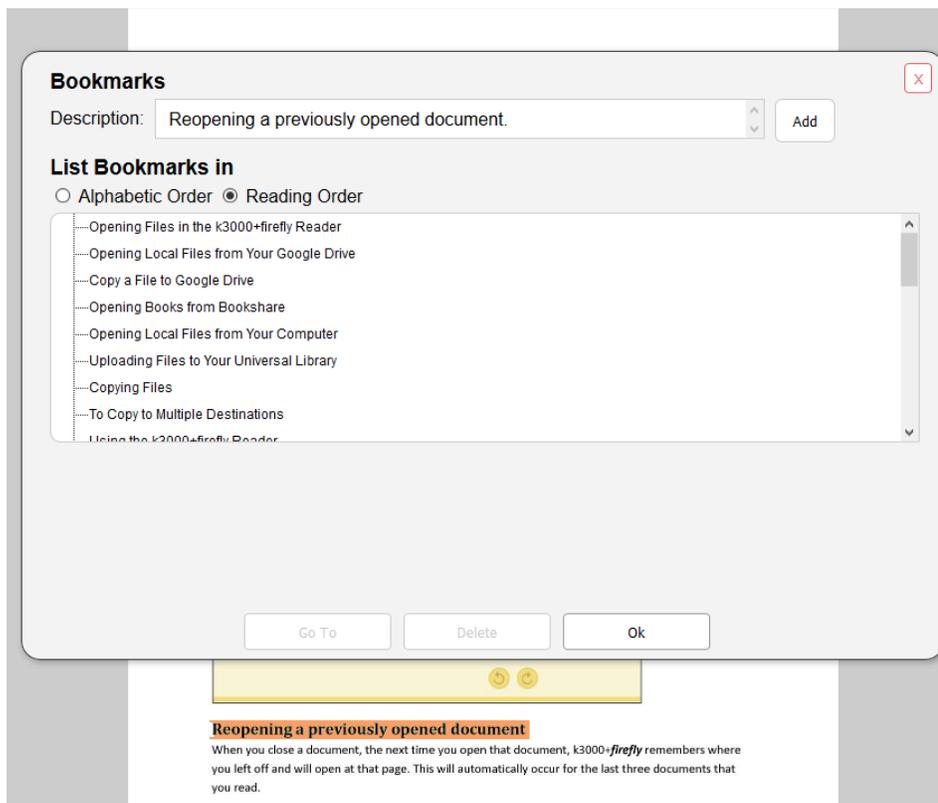
- With some browsers if Windows high contrast display themes are being used, the background colors cannot be changed.
- This is a color used to 'view' a document. The actual color of the document is not changed, for example it will print with a white background.
- The background color for viewing documents in the Reader can differ from the color being used in the Editor.
- If you select Gray, Slate, or Granite as a background color, it's best to choose a contrasting color if using highlighting. Otherwise it may appear that the highlighting is missing.

Using Bookmarks in Image Documents.

The Bookmarks feature in image documents allows you to Add Bookmarks, View Bookmarks, Go to Bookmarked text, and Delete Bookmarks. You can also extract bookmarks along with notes and highlights.



1. Click the **Bookmark** button. The Bookmarks window displays and existing bookmarks are displayed.



2. Under **List Bookmarks in**, select the order in which to sort the bookmarks:
 - **Alphabetical order.**
 - **Reading order.**

Reading order is the order in which the bookmarks appear in the document.

3. To add a Bookmark, select the text in the image file that you want bookmarked, then click the **Add** button. The Bookmark is added to the list and the Bookmark window is closed.
4. To hear a Bookmark read out loud, click the Bookmark Button, select a Bookmark in the list and it will be read out loud. Click **Ok** to close the Bookmark window.

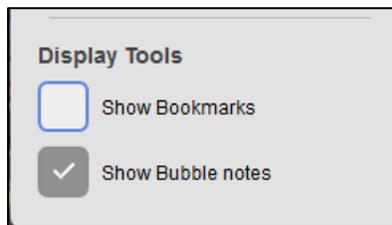
5. To go to a Bookmark in your document, click the Bookmark Button, then select the bookmark in the list, click the **Go To** button at the bottom of the window. The Bookmark window closes and the cursor jumps to the location of the bookmark.
6. To delete a Bookmark, click the Bookmark Button, select the bookmark in the list, then click the **Delete** button. The Bookmark is deleted and the Bookmark window closes.

Notes:

- It is possible for the Bookmarks window to show no bookmarks while a document is still loading.
- If the document is long and has many bookmarks, the bookmarks may display slowly. Consider opening the document in Kurzweil 3000 and breaking the document into smaller parts, perhaps by chapter, using the Save Page Range feature. Then re-save the smaller documents to the Universal Library.
- Some .kes files will not display bookmarks. Documents of the .opf, .bks, or .epub file types that were saved as .kes files will not display bookmarks. For example, if “Book about cats.bks” becomes “Book about cats.kes” in K3000, the bookmarks will not be seen in k3000+*firefly*.
- Bookmark changes (adding or deleting) in k3000+*firefly* for files with a file extension of .epub and .bks, will not be seen when the .bks and .epub files are opened in Kurzweil 3000 Windows or Macintosh.

Hiding Bookmarks.

To hide Bookmark icons, deselect **Show Bookmarks** in the Document View menu’s Display Tools section.



This setting will be in effect while the document is open. The icons will automatically display again when the Bookmarks button is selected in the next document with bookmarks that you open.

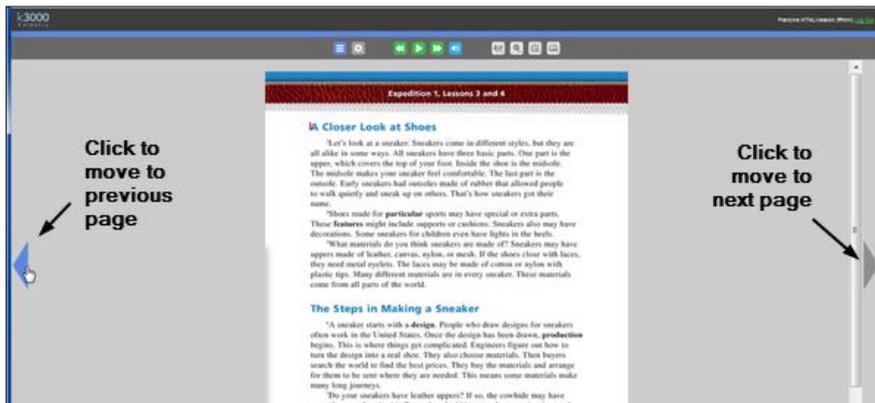
Reading a Document.

- Click the **Play/Pause** toggle to read using dual highlighting. k3000+*firefly* highlights each word and Reading unit in two different colors. k3000+*firefly* moves the cursor forward by the Reading Unit option selected. By default, the Reading unit is set to sentence.

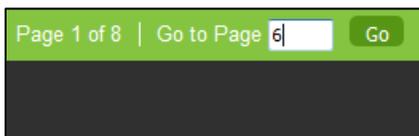
- Click the double arrows on the left of the **Play/ Pause** button to go back to Previous Reading Unit; click the double arrows to the right of the **Play/Pause** button to advance to the Next Reading Unit.
- Click the **Audible Reading** toggle button to turn the sound on or off.
- Open the **Audio Options** drop-down dialog and check or uncheck **Skip Reading Headers/Footers**. The default is checked (to skip). (Refer to the *Documentation Preparation* section of the Kurzweil 3000 online help and choose *The Header/Footer Editor* for topics on marking text as Header/Footer).

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.



- To go to a specific page, enter the page number in the **Go to page** box at the bottom left of the k3000+*firefly* window, and then click the **Go** button or press **Enter**.



Using References – Dictionary and Translation.

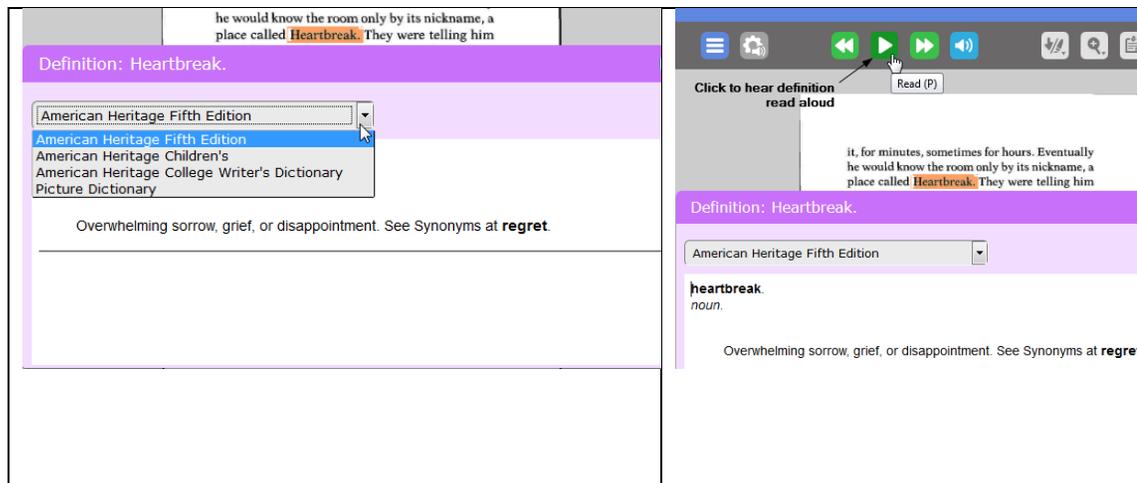
The References drop-down menu allows you to look up a selected word (**Dictionary**) and translate selected text (**Translation**).



Note: You can also choose Picture Dictionary from the Dictionary drop-down menu.

Looking Up Words.

1. To look up a word, select a word, then click the **References** button then select Dictionary.



2. In the Definition Window that opens, select a dictionary (Fifth Edition, Children's, College Writer's, and Picture). To hear the definition, use the **Play / Pause** on the toolbar.

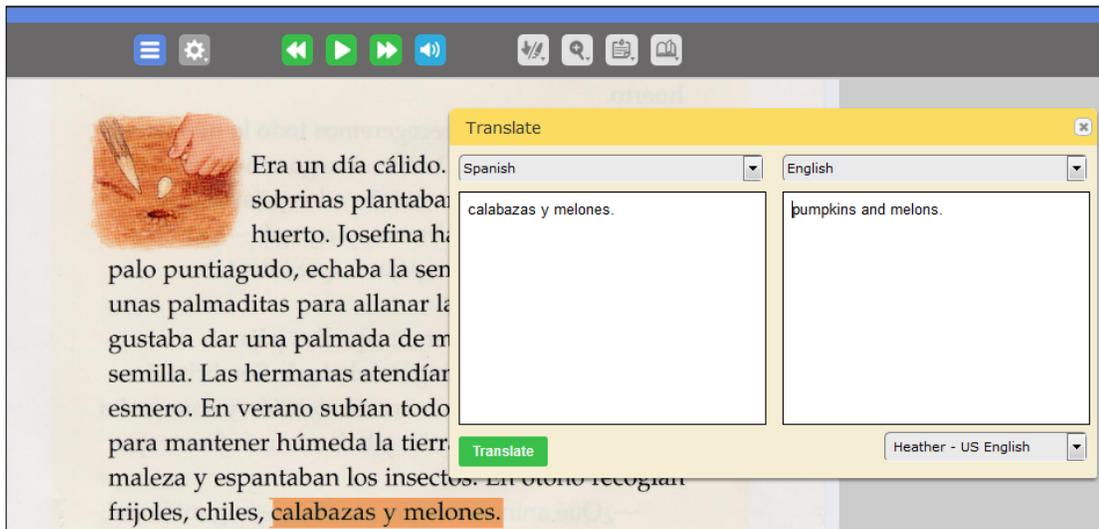
Notes:

- For situations such as test taking, the TLC or teacher may have locked features. They can include **Dictionary, Reading, Syllables, Brainstorm, Outline, Translate, Google Drive, Local Drive, Bubble Note Edit and Bubble Note Audible Reading**. In those cases, those buttons are locked for that user wherever k3000+*firefly* is used.

- When **Dictionary** or **Translate** is selected on the Feature Lock tab, the buttons will also not display on the K3000 Read the Web toolbar. (See the Kurzweil 3000 online help topic “Using K3000 Read the Web as an Extension on Chrome or Firefox” for more information about Read the Web.)

Translating Text.

1. To find a translation, select a word or text, then click the **References** button and select Translation. Choose a language from the drop-down menu. Languages listed in bold have an associated voice.



2. Click **Translate**.
3. If the translation is in a language with a voice (shown in bold), click the **Play / Pause** button on the Toolbar to hear the translation.

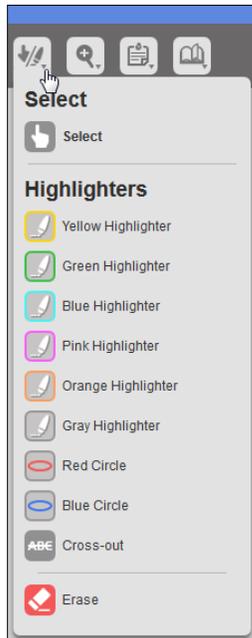
Note: Myanmar (Burmese) translation requires that the fonts, **mmrtext.ttf** and **mmrtextb.ttf** be available on your computer. These fonts are included in Windows 10, but may not be installed on earlier versions of Windows.

Highlighting Text in a Document.

Use the highlighters to highlight selected text. In addition to the colors, you can also circle and cross out text. Use the eraser to erase the highlights, circles, and cross-out marks. Note that you cannot highlight text in .txt files (text files).

To Highlight Text.

1. Hover over the **Highlighters** button and select a color pen, a circle tool, or the cross-out tool from the list.



2. In the document, drag-select the text you want to highlight, circle, or cross out.
3. To highlight in a different color, click the **Select** button to end highlighting in the first color, and then repeat step 1.
4. When you are done, click the **Select** button to end highlighting.

To Erase Highlighting.

1. Hover over the **Highlighter** button and click the **Erase** button.
2. In the document, drag-select the highlighted (or crossed out) text you want to erase.
3. When you are done, click the **Select** button to end the erase function.

To Save Highlights.

After highlighting, navigate to another page or click the **Back to Library** button. If you close the browser or leave the k3000+*firefly* website, you may lose the highlights for the session.

Note: If you highlight BKS or EPUB documents in k3000+*firefly* Reader, the highlights you added are not seen if you open those documents in Kurzweil 3000.

All about Sticky Notes and Text Notes.

The **Notes** drop-down menu on the k3000+*firefly* toolbar displays the **Sticky Notes** and **Text Notes** options. Footnotes and Voice Notes added in Kurzweil 3000 Windows or Macintosh editions currently cannot be opened or edited in k3000+*firefly*.

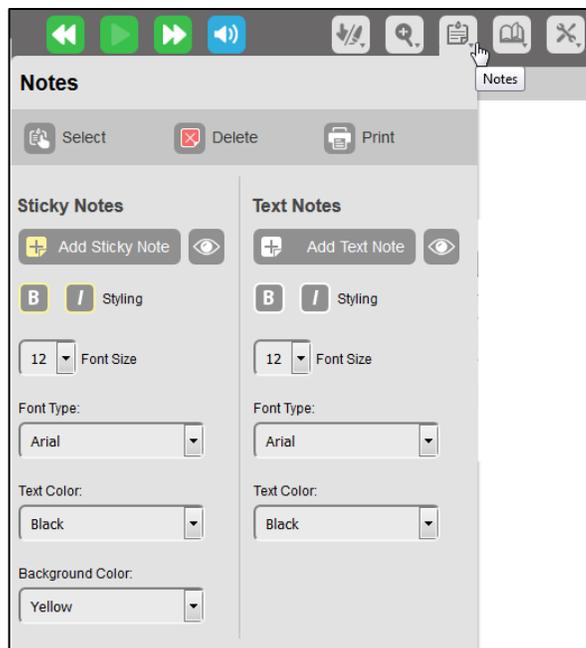
k3000+*firefly* supports adding, editing, formatting, word prediction, spell checking, translating, viewing, printing, deleting, and reading notes.

Notes:

- The k3000+*firefly* notes feature does not apply to KES files saved to your Universal Library in versions prior to the May 2015 version of k3000+*firefly*.
- You can edit Sticky Notes and Text Notes that you add or edit in K3000+*firefly*. They will also be displayed in Kurzweil 3000 and the *firefly* iPad application. However, if you add notes to BKS or EPUB documents in k3000+*firefly* Reader, the notes you added are not seen if you open those documents in Kurzweil 3000.
- The **Note** menu and the **Zoom** menu are not available for documents that can be edited.

Adding a Note.

1. Click the **Notes** button to display the **Notes** menu of options.



2. Click the **Add Sticky Note** or **Add Text Note** option, and then click on the document where you want the note placed. Click in another spot to add another note or click the **Select** button to end the **Add Sticky Note** or **Text Note** option.

3. Notice the **Show** button (default) next to the **Add Sticky Note** and **Add Text Note** options.

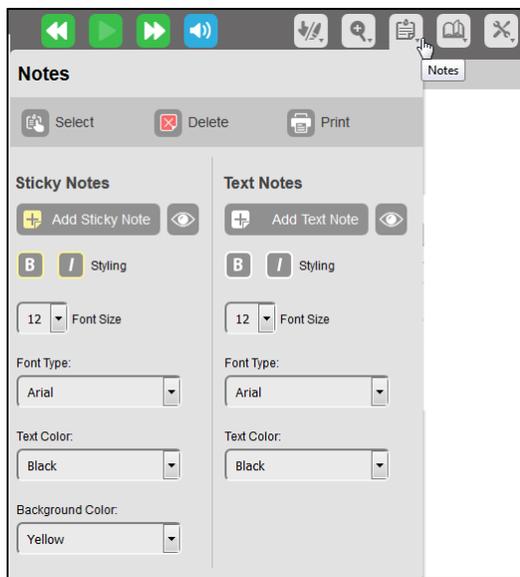
- The **Show** button  indicates that **Sticky Notes** and/or **Text Notes** are visible. Click to display the **Hide** button .
- The **Hide** button  indicates that **Sticky Notes** and/or **Text Notes** are hidden (not visible). Click to display the **Show** button .

Note: If you upload a KES document that contains either type of notes, and you select the **Show** button  for both of the **Notes Display** options, they will be visible in k3000+*firefly* on the web.

Using Word Prediction when Writing Sticky and Text Notes.

Word Prediction can be helpful when you are writing notes. It is especially useful if the word you want to type is long and you are unsure of the spelling. As you type the first few letters, you will see choices and one of the words is likely to be the word you want.

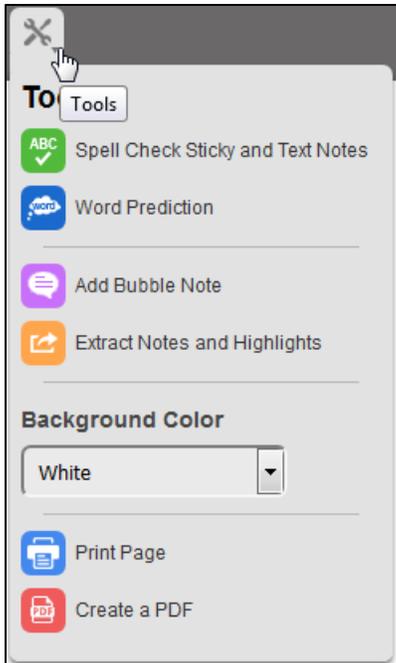
1. Open the Notes drop-down menu.



2. Click the **Add Sticky Note** or **Add Text Note** to create a new Note.

3. Click the **Select** button to end the **Add Note** option.

4. Open the **Tools** drop-down menu.



5. Select **Word Prediction**. The Word Prediction dialog opens to the right of the document.

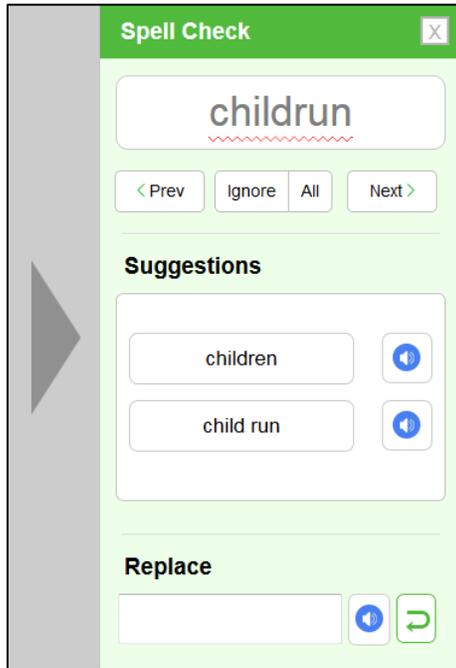


6. Begin typing a word in your note (the letters will also appear in the field at the top of the Word Prediction dialog). Watch the list of choices appear as you type. If there are many, use the scrollbar to scroll the list.
7. Click the word that you want to use. It will complete the word that you started typing in your note.
8. Close the Word Prediction dialog when you have finished.

Spell Checking Sticky and Text Notes.

You can spell check your Notes.

1. With your Sticky Note or Text Note open, select **Spell Check Sticky and Text Notes** from the Tools menu. The Spell check dialog pops up to the right of the document.

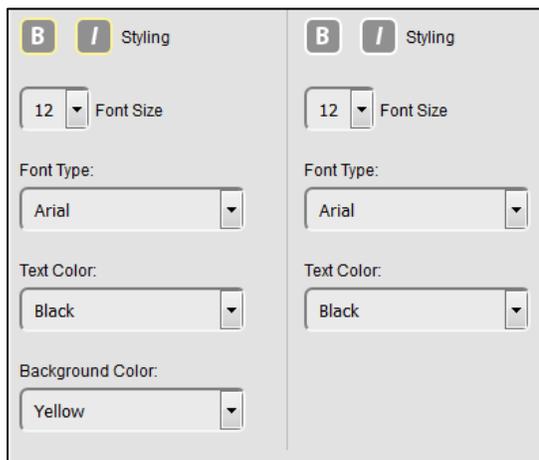


2. If it finds a questionable spelling, the word is displayed at the top (in this example, “childrun”). In the **Suggestions** section, you may see several choices.
3. Select the word that you want as a replacement of the misspelled word, it immediately replaces the word.
4. If you don't see the correct word, type a word in the Replace field at the bottom of the dialog, then click the

The word you select in the **Suggestion** list or enter in the **Replace** field replaces the misspelled word in the note.

Formatting a Note.

1. Open the Note menu and notice the formatting options at the bottom of the menu.

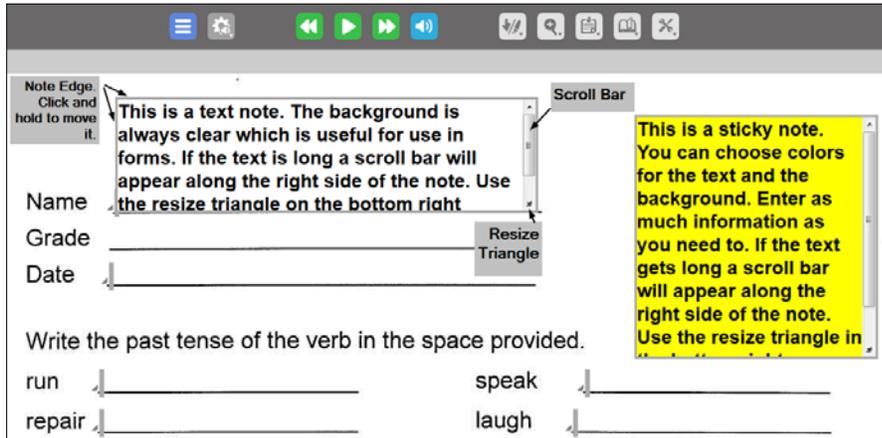


2. Select the **Styling** button (**B** and/or **I**).
3. Select the **Font Size** from the drop-down menu.
4. Select the **Font Type** from the drop-down menu.
5. Select the **Text Color** from the drop-down menu.
6. For sticky notes, select the **Background Color** from the drop-down menu (the default is yellow).
Note that the background color for Text notes cannot be changed.

Note: These formatting options do not apply to *firefly* on the iPad. Formatting that you apply in k3000+*firefly* will not be shown when viewing notes on the iPad.

Moving Notes.

To move a note, click any edge of the note (top, side, or bottom) and drag the note to the location you want to move the note to, then release the cursor. The note will remain in the new location. Only one note can be selected at a time.

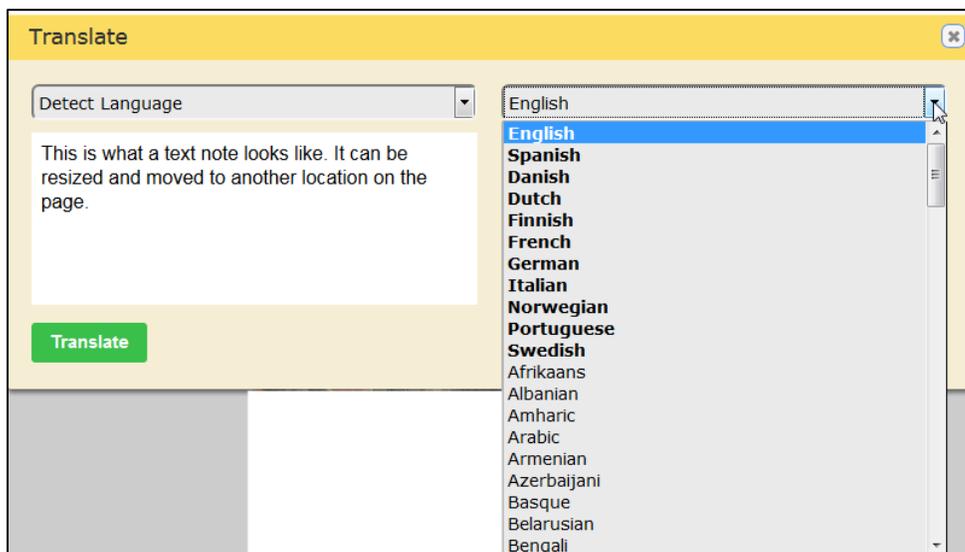


Resizing Notes.

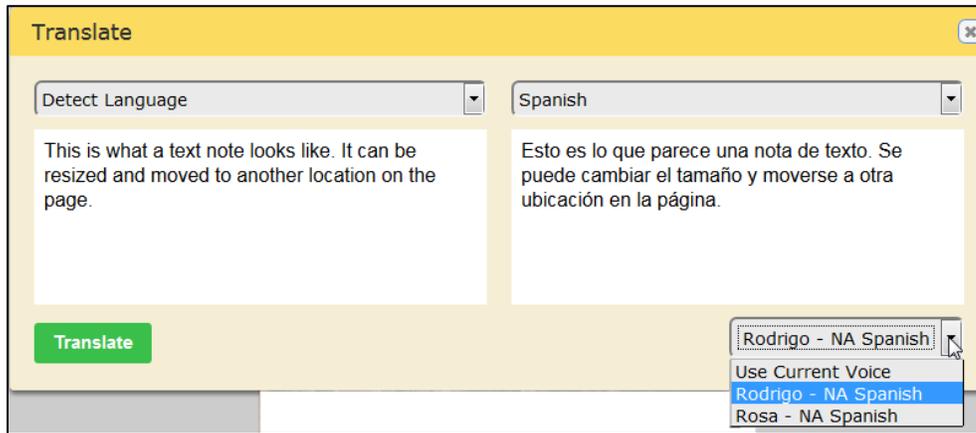
You can resize the note by grabbing the triangle in the lower right corner and dragging it to the desired shape.

Translating a Note.

1. Select the text in the note that you want translated.
2. Click the **References** button and select **Translation**. The Translate dialog opens with the text you selected in the note displayed on the left side of the dialog.



3. From the drop-down list on the right side of the dialog, select the language to use for translation. The languages in bold indicate that there is a voice associated with the language.
4. Click the **Translate** button. The Translation is displayed on the right side of the Translate dialog.



In this example, the translation is Spanish, and the default Spanish speaker voice is Rodrigo. Use the drop-down list to display other choices. Note that not all languages have more than one speaker.

5. If you want to replace the text in the note with the translation, select the translated text, copy it (CTRL+C) and paste it over the text in your note (CTRL+V).
6. Close the Translate dialog when you have finished.

Reading a Note.

If you click on a note you can read the contents of that note. They are not read as part of the page, so you must explicitly click on them and use the **Read / Pause** button in the toolbar to hear their contents. If the note has a scroll bar, you can use it to scroll through the contents of the note.

Printing a Note.

To print a Note:

1. Open the Note menu and click **Print Note**. The cursor changes to a print selection icon ().
2. Move the cursor to the note that you want to print and click on the note. Your print dialog will pop up.
3. Select your printer and click **OK**. Click on another note to print or click the **Select** button to end the **Print Note** option.

Note: If you are using the Edge browser, and you want to include Headers and Footers in your printed note, be sure to select **ON** for Headers and Footers in the Edge Print dialog.

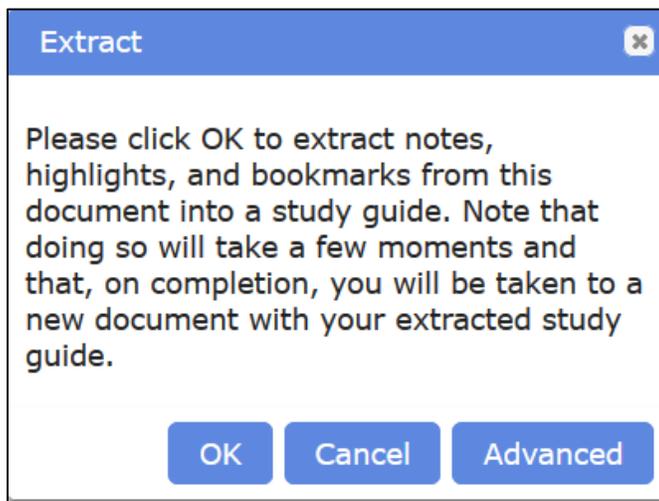
Deleting a Note.

1. Open the Note menu and click **Delete Note**, then click anywhere in the Sticky note or Text note to delete it.
2. Click the **Select** button to stop the Delete Note option.

Extracting Notes, Bookmarks, and Highlights.

You can create rich outlines by assigning different indent values and prefixes to each of the Highlighter or Circle tool colors. For example, if you use the yellow Highlighter for main ideas and the green highlighter for supporting ideas, you might always want the green text to be indented when you extract it or print it. At the same time, you can extract Bubble Notes, Footnotes, Sticky Notes, and Text Notes, highlights, and bookmarks.

1. Choose **Extract** from the **Tools** menu. The Extract dialog is displayed.



2. Click the **OK** button. Or, if you want to change the prefix and the indent level for any of the highlight colors, click the **Advanced** button. The Advanced button displays a dialog that specifies Indents (in inches) and Prefixes by color. You can edit these fields.

Extract	Color	Indent (in)	Prefix
<input checked="" type="checkbox"/>	Yellow	0	I.
<input checked="" type="checkbox"/>	Green	0.5	A.
<input checked="" type="checkbox"/>	Blue	1	1.
<input checked="" type="checkbox"/>	Pink	1.5	a.
<input checked="" type="checkbox"/>	Orange	2	(1).
<input checked="" type="checkbox"/>	Gray	2.5	(a).
<input type="checkbox"/>	Red Circle	0	
<input type="checkbox"/>	Blue Circle	0	

- If you are creating an outline or want to create a hierarchy of ideas in your summary notes, you can do so by customizing indents. Use the **Indent** fields to set indent values for any of the highlight colors. The text corresponding to each color is indented by the amount you specify.
- Use the **Prefix** fields to specify auto-number or letter formatting for the text of each highlight color.

Note: the default settings produce standard outline numbering and formatting:

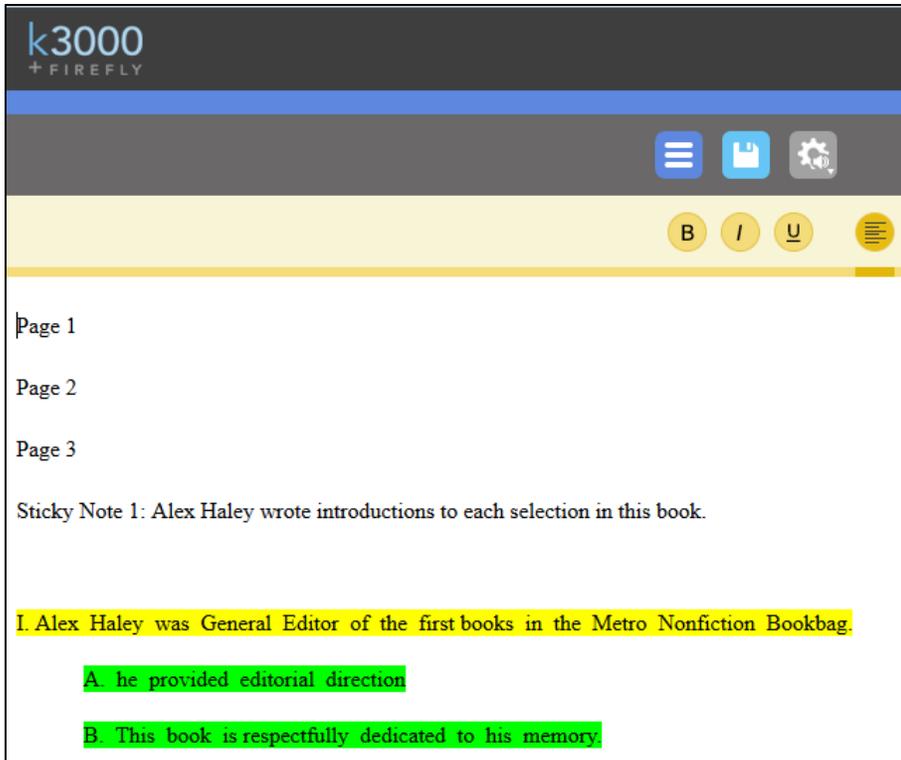
Highlight	Indent	Prefix	Resulting Prefix
Yellow	0	I.	Uppercase Roman Numeral
Green	0.5	A.	Uppercase letter
Blue	1	1.	Arabic numeral
Pink	1.5	a.	Lowercase letter
Orange	2	(1)	Arabic numeral in parentheses
Gray	2.5	(a)	Lowercase letter in parentheses
Red Circle	0		
Blue Circle	0		

3. Accept the defaults or make desired changes, then click the **OK** button.

In a short time the extraction file is displayed in the k3000+*firefly* Editor. The extraction file will identify Notes by the kind of note: Bubble Notes, Footnotes, Sticky Notes, and Text Notes; Bookmarks; and Highlights which will be displayed in outline form in the outline color used in the document.

What you should see in the extracted document:

- **If you only extracted notes:** the new document lists each note by type, the page on which it appears, followed by its contents. If there are multiple types of notes, they are presented in reading order.
- **If you only extracted Bookmarks:** the new document lists each bookmark's description, in the order in which you specified in the Bookmark's dialog order.
- **If you only extracted highlighted text:** the new document presents the text based on the default Custom settings: Yellow highlight as the main ideas with no indent or prefix, Green highlight as the sub-ideas, indented by .25 inches with no prefix.
- **If you had a combination of annotations:** the new document lists the Page Number, followed by Notes, Bookmarks and Highlighted Text in reading order.



The Extraction file will be named by the book or file name, ending with *_extractedoutline.kes*, for example *author_title_extractedoutline.kes*. It will be located in your **recently_opened_local_files** folder. If you later add more bookmarks, notes and highlights to the same document, the extraction file will add a number, for example *author_title_extractedoutline_1.kes*, and *author_title_extractedoutline_2.kes*, etc.

Notes:

- Footnotes that are added to an image document or text based KES files in Kurzweil 3000 Windows or Kurzweil 3000 Macintosh are not visible when that document is opened in k3000+**firefly**. However, they can be extracted along with Sticky Notes, Text notes, Highlights and Bubble Notes. Footnotes can be edited in Kurzweil 3000 Windows or Kurzweil 3000 Macintosh, but not in k3000+**firefly** Reader.
- Highlights can also be added and extracted from text based documents that are created or opened in the k3000+**firefly** Editor.

All about Bubble Notes.

Bubble Notes are typically created by a teacher. They can contain comments, directions for a task, or questions in a variety of formats: True or False, Radio Button, Checkbox, Match pairs or Text Answer.

Bubble notes are anchored to words in image documents and appear as a purple question mark. Bubble Notes typically appear automatically when you come across them in a document.



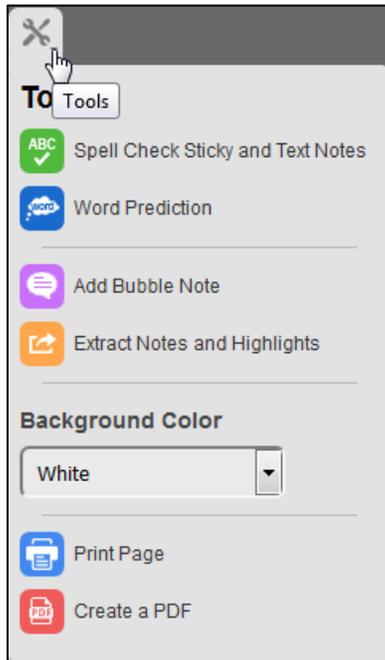
When opened, they may have a cloud shape or a balloon shape.

Bubble Notes can be created, edited, viewed, and answered in k3000+*firefly* image documents. Bubble notes added to KES image documents in Kurzweil 3000 Windows and Macintosh can also be edited, read, and answered in k3000+*firefly*. Bubble notes are not visible when using the *firefly* iPad app.

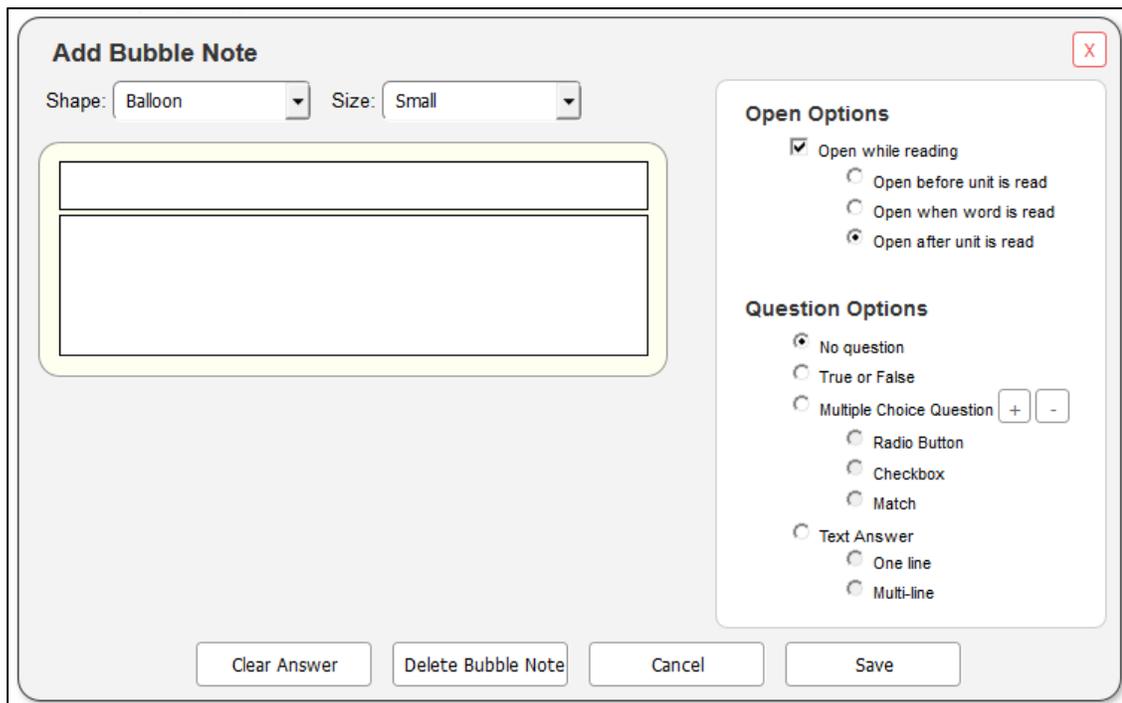
Note: During test-taking situations, a Teacher may lock **Bubble Note Edit** and **Bubble Note Audible Reading**.

Adding a Bubble Note.

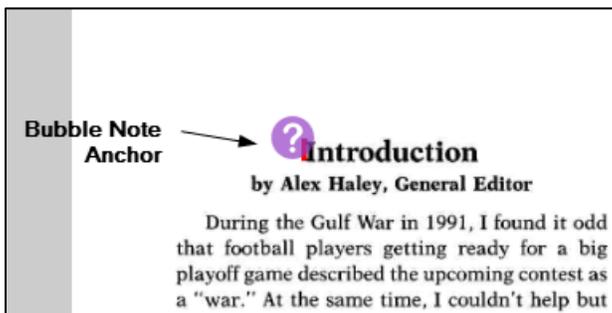
1. In the open image document, click near or on a word where you want the Note to open.
2. From the **Tools** menu, choose **Add Bubble Note**.



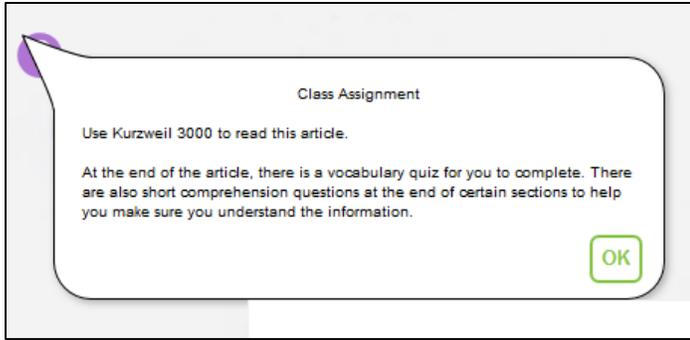
3. The **Bubble Note** dialog appears. By default, the selected note's **Appearance** is **Balloon** and the **Size** is **Small**.



4. Select the desired **Appearance** option from the **Shape** drop-down menu: **Balloon** or **Cloud**, and select the size from the **Size** drop-down menu, **Small** or **Large**.
5. Select the **Open Options**. You can choose:
 - **Open while reading**. Enabled by default; opens and reads Bubble Notes as students read the document. Deselect this if you want to provide students with an uninterrupted reading session in which the Bubbles do not open and read.
 - **Open before unit is read**. Opens Bubbles before it reaches the reading unit in which you've anchored a Bubble. For example, suppose the reading unit is set to Line, K3000+*firefly* would open the Bubble embedded in the line before reading the line.
 - **Open when word is read**. Opens Bubbles after it reads the word near the anchor.
 - **Open after unit is read**. Opens Bubbles after it reaches the reading unit in which you've anchored a Bubble. For example, suppose the reading unit is set to Paragraph, K3000+*firefly* would open the embedded Bubble after reading the paragraph.
6. Select the **Question Options**. You can choose:
 - **No Question** (informational/instructional, for reading only).
 - **True or False** (radio buttons where only one answer can be selected from two choices).
 - **Multiple Choice** (check boxes where more than one answer can be selected, or radio buttons where only one answer can be selected from several choices).
 - **Match** (two lists of items where items are paired from one list with items on the other list).
 - **Text Answer** (one-line text box for shorter answers or multi-line text box for more detailed answers).
7. When you have finished, click **Save**. You will see the Bubble Note anchor.



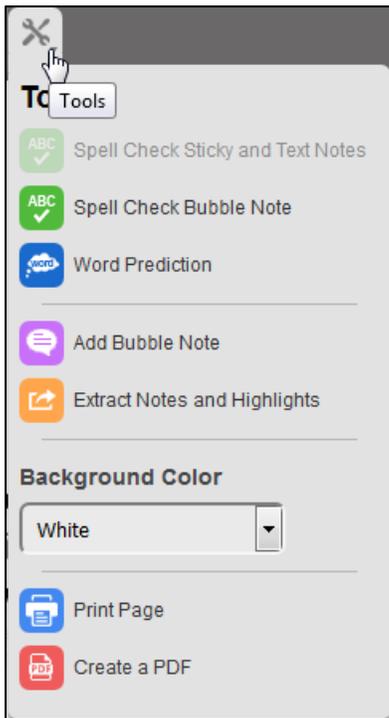
8. Click the question mark and the Bubble Note will open and automatically be read aloud.



Using Word Prediction.

You can use Word Prediction when working in a Bubble Note.

1. Add or open a Bubble Note.
2. Open the Tools menu and click **Word Prediction**.



3. Start typing in your Bubble Note. Word Prediction works just like it does with Sticky Notes and Text Notes. See [Using Word Prediction when Writing Sticky and Text Notes](#) for details.

Spell Checking a Bubble Note.

When you have finished writing or editing a Bubble Note, you can Spell Check the note. With your Bubble Note open, open the Tools menu and click **Spell Check Bubble Note**. The Spell Check dialog opens. It works the same way as it does for Sticky and Text Notes. See [Spell Checking Sticky and Text Notes](#) for details.

Editing a Bubble Note.

Teachers may lock the **Bubble Note Edit** feature for students before a test to prevent students from editing a bubble note's contents. See the section **To Use Feature Locks to Disable Features** in “User and License Management” for instructions. If Bubble Note Editing is locked, students will not see **Edit** in the Bubble Note Anchor; only the question mark is visible. They will, however, be able to read the note* and answer any questions and save answers, but won't be able to edit the note.

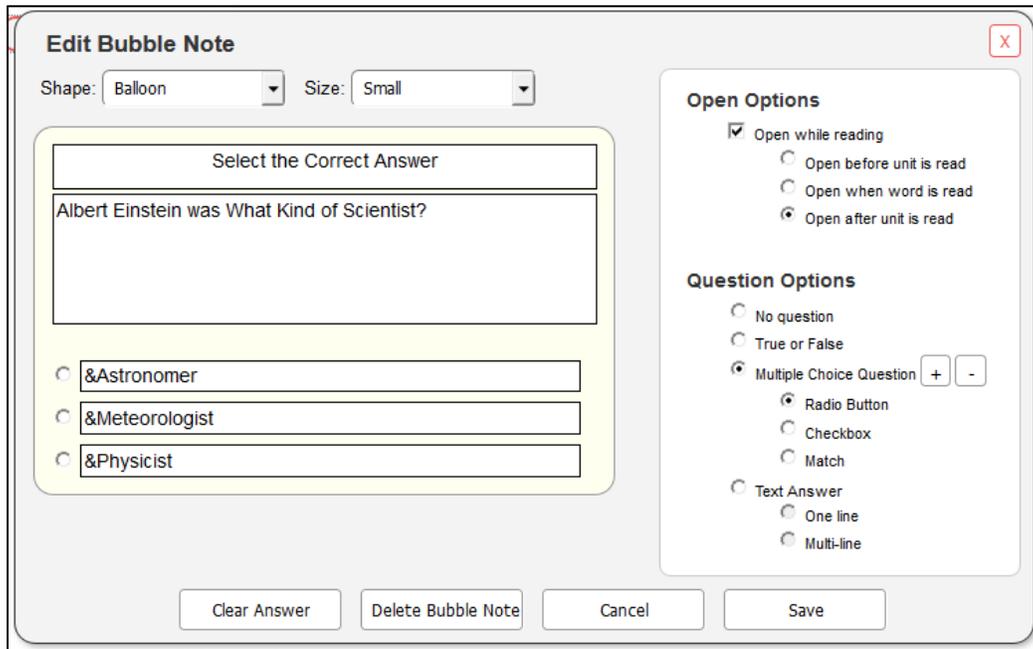
*If Teachers also locked **Bubble Note Audible Reading**, the student will be able to see and read the note to themselves, but it won't be read aloud.

To edit a Bubble Note:

1. Hover your cursor over the Bubble Note Anchor to display the Edit command.



2. Click **Edit**. The Edit Bubble Note dialog opens.

A screenshot of the 'Edit Bubble Note' dialog box. The dialog has a title bar with a close button (X). It contains several sections: 'Shape' and 'Size' dropdown menus (set to 'Balloon' and 'Small' respectively); a text area with the question 'Albert Einstein was What Kind of Scientist?'; a list of three multiple-choice options: '&Astronomer', '&Meteorologist', and '&Physicist'; 'Open Options' section with radio buttons for 'Open while reading' (checked), 'Open before unit is read', 'Open when word is read', and 'Open after unit is read'; 'Question Options' section with radio buttons for 'No question', 'True or False', 'Multiple Choice Question' (checked), 'Text Answer', and 'Match'; and 'Multiple Choice Question' sub-options for 'Radio Button' (checked), 'Checkbox', and 'Multi-line'. At the bottom are four buttons: 'Clear Answer', 'Delete Bubble Note', 'Cancel', and 'Save'.

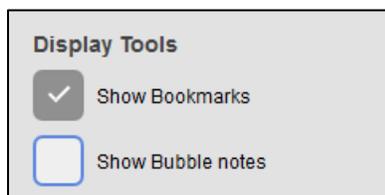
3. Make any changes to the Bubble Note you want – **Shape, Size, Open Options, and Question Options**. When you have finished, click **Save**. Note that you can also use this dialog to **Delete** the Bubble Note.
4. Note that you can use Word Prediction when you are editing a Bubble Note, and you can Spell Check it when you have finished.

A Note about the ampersand character (&) and key accelerators: While creating multiple choice items in the Bubble Note dialog, the ampersand character (&) may be inserted before the letter you want for a key accelerator. In the example above, there is an & before the letter “A” in “Astronomer,” the letter “M” in “Meteorologist,” and the letter “P” in “Physicist.” A student taking a test in Kurzweil 3000 can press the **ALT** plus the character key for the underlined letter in the desired item to select it. For instance, pressing **ALT+P** would select the radio button for “Physicist.” This is useful for students who have special needs or who prefer to use the keyboard.

Although ampersands preceding multiple choice questions can be added and edited in k3000+*firefly* for the web, they do not create the underlined letter for keyboard selection use in k3000+*firefly* for the web, *firefly* for the iPad, or Kurzweil 3000 Mac Edition; they only work in the Kurzweil 3000 Windows Edition. See the Kurzweil 3000 Windows Edition online help topic “*Adding Optional Accelerator Keys for Multiple Choice Items*” for more details on how this feature works.

Hiding Bubble Notes.

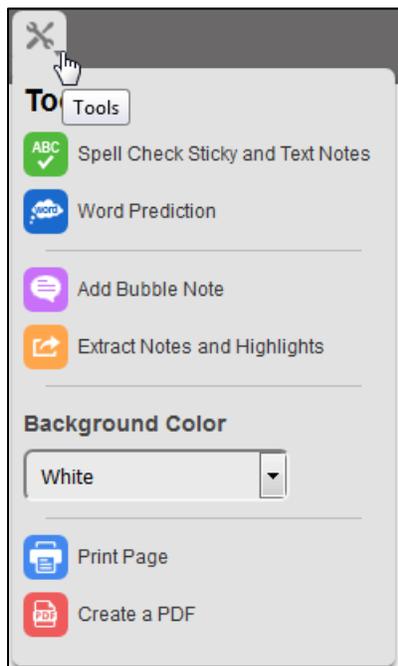
Bubble note icons can be hidden in a document by deselecting **Show Bubble Notes** in the Document View menu Display Tools section.



This setting will be in effect while the document is open. The icons will automatically display again when the next document with bubble notes is opened.

Printing a Page.

To print a specific page, go to that page and click **Print Page** from the **Tools** drop-down menu.



Your print dialog will pop up. Select your printer, edit the property settings if necessary, and click **OK** to print.

Notes:

- If you are using the Edge browser, and you want to include Headers and Footers, be sure to select **ON** for Headers and Footers in the Edge Print dialog.
- Some browsers may print the selected page onto two pages. To print the information on one page, adjust the zoom setting in k3000+*firefly* to a value below 100%, and then select **Print Page** again.

Creating a PDF.

To create a PDF of a document you have open, click **Create PDF** from the **Tools** menu. When the PDF has completed, it will appear in a PDF reader in your browser. From the PDF Reader you can download the file to your computer. The Create PDF tool will create up to 10 pages.

Notes:

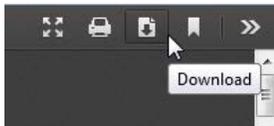
- You may need to allow pop-up windows or disable ad blockers in your browser to create a pdf.

- If your document is longer than 10 pages, after you have saved the first PDF, display the page following the last page in the PDF (page 11, for example), and choose **Create PDF** again. Repeat as needed. The PDF save will always begin on the page you have displayed.

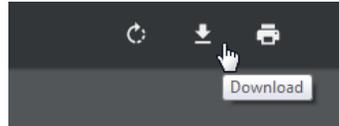
To download the PDF from the Browser's PDF Reader.

The steps will vary depending upon your browser. Examples using Firefox and Chrome have been provided here.

1. In the upper right corner of the PDF Reader, click the download button.

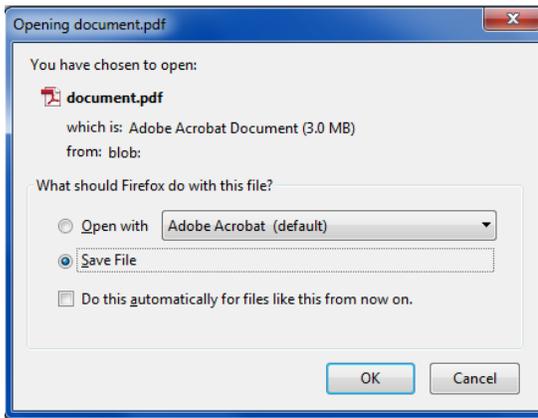


Firefox PDF Reader



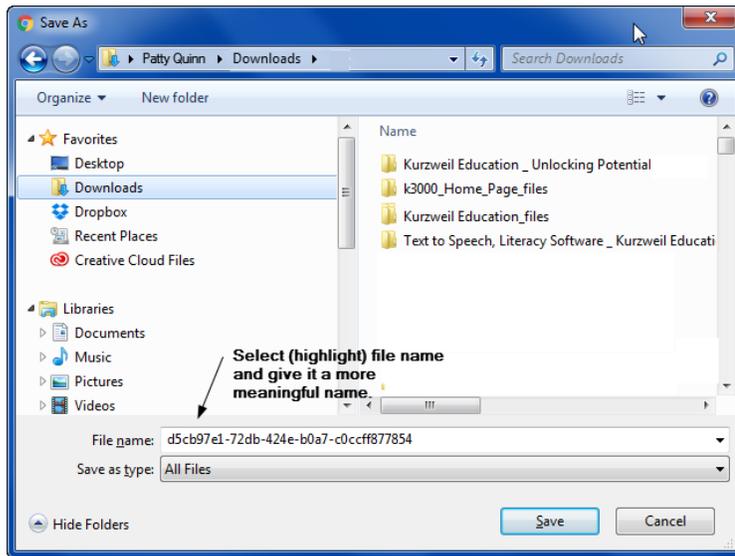
Chrome PDF Reader

2. If you are using Firefox, the **Opening document.pdf** dialog displays.



- It will show the default name, *Document.PDF* and **Save File** is selected.
- Click **OK** and it will be saved in your default download folder – usually named *Download*.
- If you have downloaded more than one PDF it will append a number after the name (*Download(2).PDF*, *Download(3).PDF*, etc.).

3. If you are using Chrome, the **Save As** dialog displays with a default name in the *File name* field:



- The filename will be a long string of letters and numbers. Select (highlight) the file name.
- Enter a more meaningful name in the File name field.

Test Taking for Students.

k3000+*firefly* offers a variety of ways to make test taking a comfortable and successful experience. You can:

- Adjust reading speed.
- Mark answers using either Color Highlighters or Circle Tools.
- Proofread by hearing the test read back aloud.
- Respond to Bubble Note questions.

Preparing for Tests.

How can you do well on a test? The most important key to taking tests is preparation.

Here are some suggestions for preparing for tests:

- Open the material that you will be tested on.
- Use k3000+*firefly* Notes, Color Highlighters or Circle tools as you read.
- Explain the topic and its details to a friend.
- Change a fact into a question the teacher might ask on a test, then use k3000+*firefly* Notes to write and insert the questions into the material.
- Use the k3000+*firefly* Reference tools to look up words.

- Pull your Notes and highlights together using the Extract feature to create study aids (see [Extracting Notes, Bookmarks, and Highlights](#) for details).
- If you know that there will be an essay question, practice. Create some questions and answer them. Use k3000+**firefly** Editor to write. [Word Prediction](#) can help you with spelling. Have k3000+**firefly** read back what you write so you can self-correct.
- Practice using Kurzweil 3000 test-taking features.
- If you know that you will be allowed to use k3000+**firefly** to take your test, ask your teacher what k3000+**firefly** tools and features will be made available to you. Then practice using those features.

In the *K3000 Sample Documents* folder, there are several tests that you can open in the Universal Library and then use to practice using test taking features in k3000+**firefly**. See [Opening Local Files from Your Computer](#).

This example shows the *Language_Arts.kes*. Fill in the Blank test in the *Test Taking* subfolder of *K3000 Sample Documents*.

language_arts_test.les

Name _____
Grade _____
Date _____

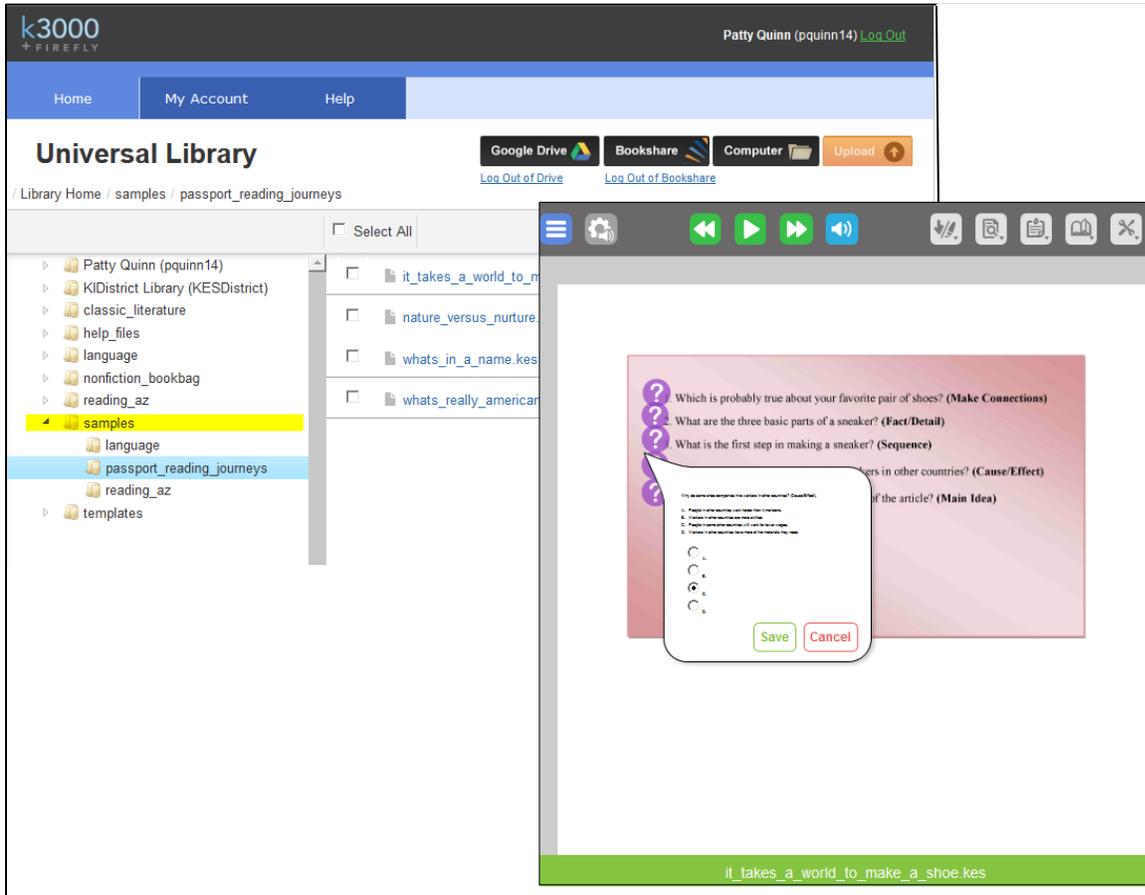
Write the past tense of the verb in the space provided.

run _____	_____	_____	_____
repair _____	_____	laugh _____	_____
become _____	_____	stop _____	_____
ridicule _____	_____	buy _____	_____
bring _____	_____	write _____	_____
eat _____	_____	look _____	_____
climb _____	_____	ride _____	_____
listen _____	_____	drive _____	_____
teach _____	_____	smile _____	_____
study _____	_____	understand _____	_____

Fill in each blank with the past tense of a vocabulary word.

1. Janice _____ some candy at the store.
2. The small acorn eventually _____ a tall oak tree.
3. I _____ to John about our favorite movie.
4. Ann knew that she would do well on the test because she _____ all weekend.
5. We had a lot of fun at the beach. Dan's mother _____ water toys and a picnic lunch.
6. Our teacher _____ us long division.
7. We _____ lunch in the cafeteria.
8. The new girl was nervous until I _____ at her.

In the K3000+*firefly* Universal Library **Samples** folder, there are subfolders with several documents that have test questions. This example shows Bubble Note questions on the last page in *It_takes_a_world_to_make_a_shoe* from the *passport_reading_journeys* subfolder.



You can copy any of these documents to your Universal Library folder, read them, and practice answering the questions. See [Copying Files](#).

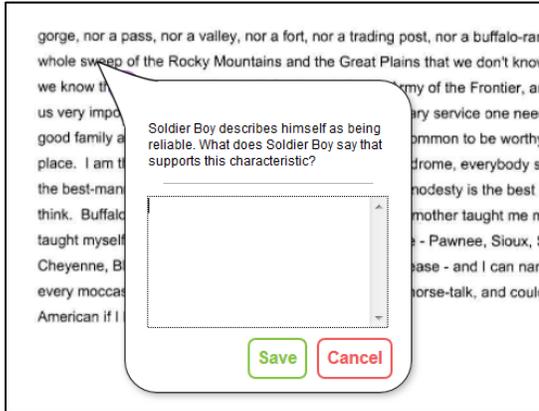
Different Types of Test Questions.

There are a number of typical elements that can appear in tests:

- Multiple Choice.
- Fill in the Blanks.
- True or False.
- Match.
- Essay Response.

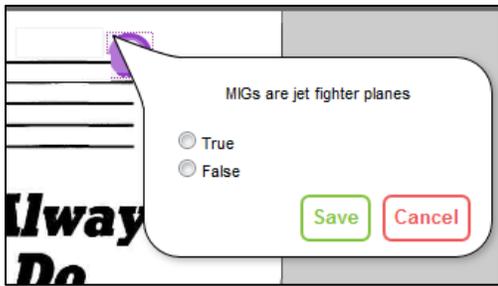
Tests using Bubble Notes.

- Some Bubble Notes provide a Text Box for you to type your answer. For longer answers, the Text box would be larger.



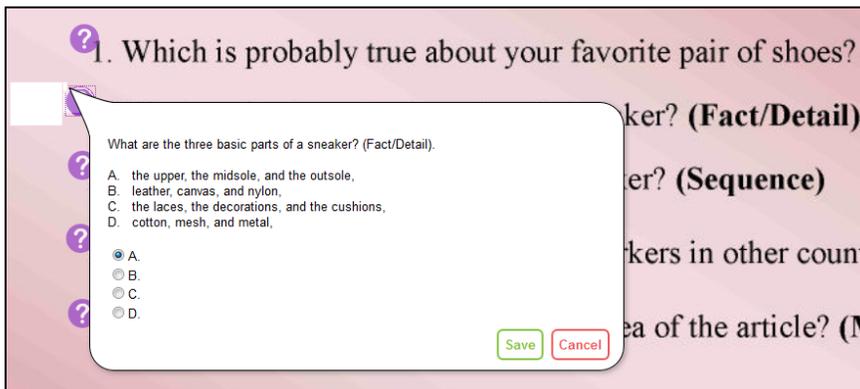
A screenshot of a bubble note overlaid on a document. The note contains the text: "Soldier Boy describes himself as being reliable. What does Soldier Boy say that supports this characteristic?". Below the text is a large, empty text box for the answer. At the bottom of the bubble are two buttons: "Save" (green) and "Cancel" (red).

- To select an answer in a True or False note, simply click True or False. When only one answer can be selected the answers will use radio buttons.



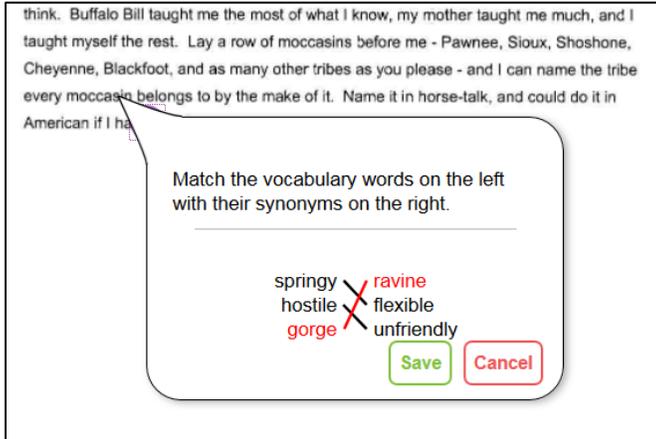
A screenshot of a bubble note overlaid on a document. The note contains the text: "MIGs are jet fighter planes". Below the text are two radio buttons labeled "True" and "False". At the bottom of the bubble are two buttons: "Save" (green) and "Cancel" (red).

- Multiple Choice also use radio buttons. Choose the correct answer from the list.



A screenshot of a bubble note overlaid on a document. The note contains the text: "What are the three basic parts of a sneaker? (Fact/Detail)". Below the text are four multiple choice options, each with a radio button: "A. the upper, the midsole, and the outsole.", "B. leather, canvas, and nylon.", "C. the laces, the decorations, and the cushions.", "D. cotton, mesh, and metal." At the bottom of the bubble are two buttons: "Save" (green) and "Cancel" (red).

- Another Bubble Note type asks you to match answers:



1. In the left column, click the item you want.
2. Then click on the correct match in the right column.
3. Repeat until all pairs are matched.
4. Then click **Save** to accept your answer and close the Bubble Note.

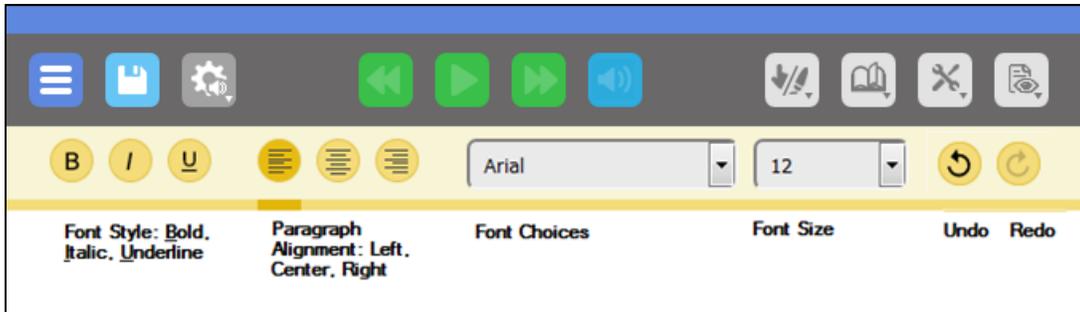
Note that answers added in bubble notes in k3000+*firefly* can also be viewed in Kurzweil 3000 Windows and Macintosh. They are not visible in *firefly* for the iPad.

Using the k3000+*firefly* Editor.

In addition to reading documents in k3000+*firefly*, you can edit existing DOC, DOCX, RTF, TXT, and some KES documents using the k3000+*firefly* editing features. You can also create new documents using the **Brainstorm**, **Outline**, and **Draft** features on the **Write menu** combined with the k3000+*firefly* editing features.

Editing.

1. Navigate to the folder where the RTF, DOC, DOCX, or TXT document is located. Be sure that you have write access to that folder. If you created a KES file using the **New Draft** feature in Kurzweil 3000 or the **Write** features in k3000+*firefly*, it also can be edited. KES Image files cannot be edited.
2. Click the document name. The document is opened in the Editor in the blank area beneath the buttons. The Editing window displays formatting options as well as drop-down menus.



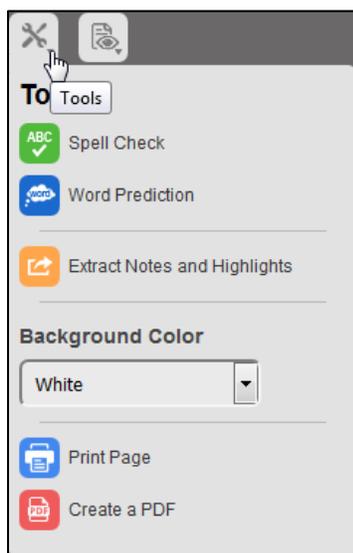
The editor works like most editors. You can use the buttons and drop-down menus to format the text as well as using keyboard shortcuts (e.g., **CTRL+B** for bold). Note that the buttons available depend on the file type.

Character and Paragraph Formatting.

- The first three buttons are the **Font Style** buttons. Select a word or words and click **B** for bold, **I** for Italic, **U** for Underline.
- The second three buttons are the **Paragraph Alignment** buttons: Align **Left**, Align **Center**, and Align **Right**.
- Next are the **Font** choices, and **Font size** drop-down menus. Click the down arrow to display the choices.
- To the right of the drop-down menus are the **Undo** and **Redo** buttons. If you haven't used the **Undo** button, the **Redo** button is grayed out.

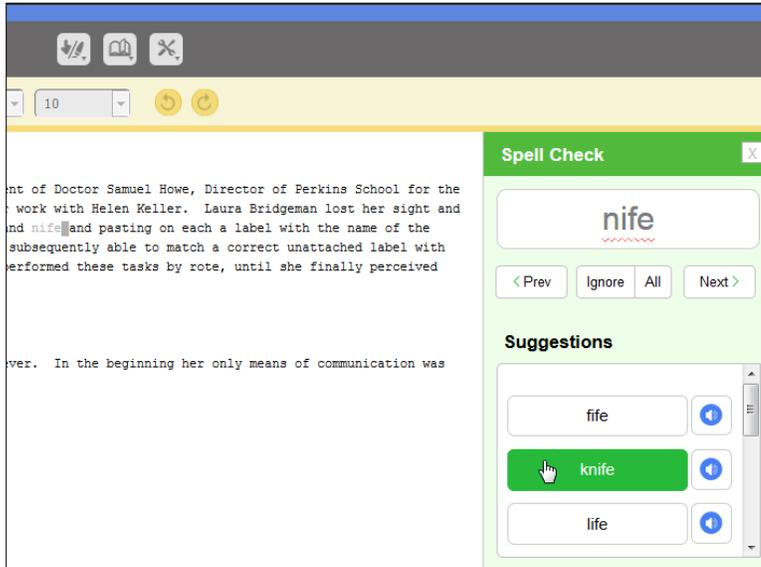
The Edit menu.

The Edit drop-down menu displays the features available when you are creating or editing a document.



Spell Checking.

1. To spell check your document, choose **Spell Check** from the Tools drop-down menu. The Spell Check dialog is displayed.



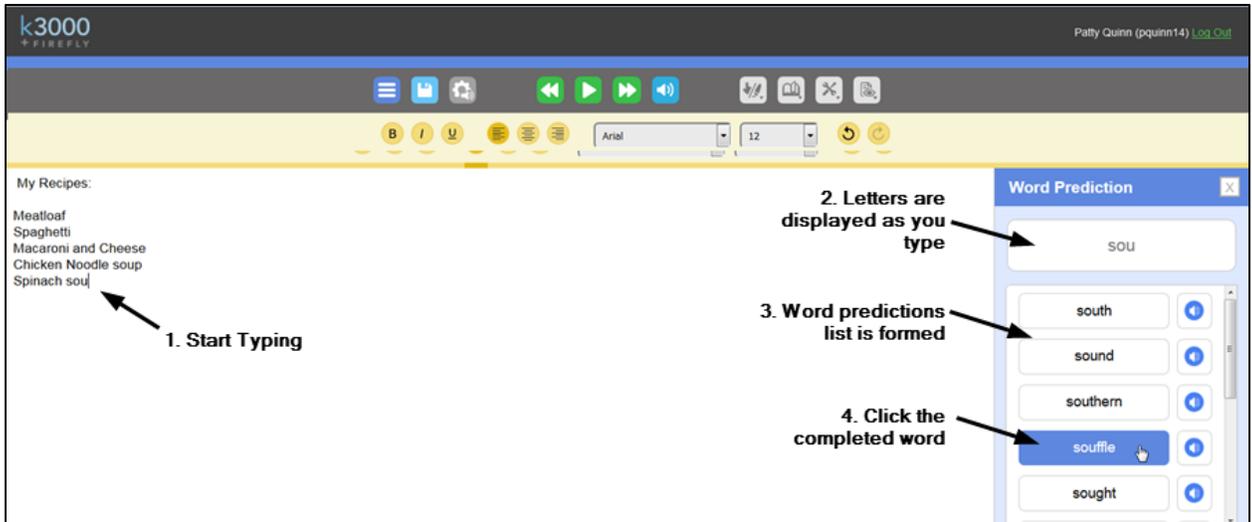
If it finds a questionable spelling, the word is displayed at the top (in this example, “nife”). In the **Suggestions** section, you may see several choices.

2. Select the correct spelling of the word (in this example, “knife”). The word you select replaces the misspelled word in the document. **Note:** You can also click the sound button to hear the word pronounced.
3. When you have finished, click the **X** at the top right corner of the Spell Check dialog to close it.

Word Prediction.

The Word Prediction feature is helpful for completing words that you may not know the spelling for, or for speeding up typing a long word.

1. Choose **Word Prediction** from the Tools drop-down menu. The Word Prediction dialog is displayed.
2. Start typing. As you type, the letters are displayed in a field at the top of the Word Prediction dialog and word predictions are listed below that field.



3. Click the predicted word that best completes what you started typing. The word you select in the list replaces the partially typed word in your document.
4. To end Word Prediction, click the **X** at the top right corner of the Word Prediction dialog.

Background Color.

You can select a background color for viewing documents in the Editor window. This includes New Drafts created in Kurzweil 3000 or k3000+firefly, or when a RTF, TXT, DOC or DOCX is opened. This feature is useful in test-taking situations. The background color you select is saved as a preference for the k3000+firefly web app. Note that a separate preference is saved for Kurzweil 3000.

Changing the background color does not change the actual color of the document. This is for viewing the document in the Editor window.

If you select Gray, Slate, or Granite as a background color, it's best to choose a contrasting color if using highlighting. Otherwise it may appear that the highlighting is missing

With some browsers if Windows high contrast display themes are being used, the background colors in the Editor window cannot be changed.

Save your Document.

Be sure to save your changes frequently. Just click the **Save** button on the k3000+*firefly* Reader toolbar.



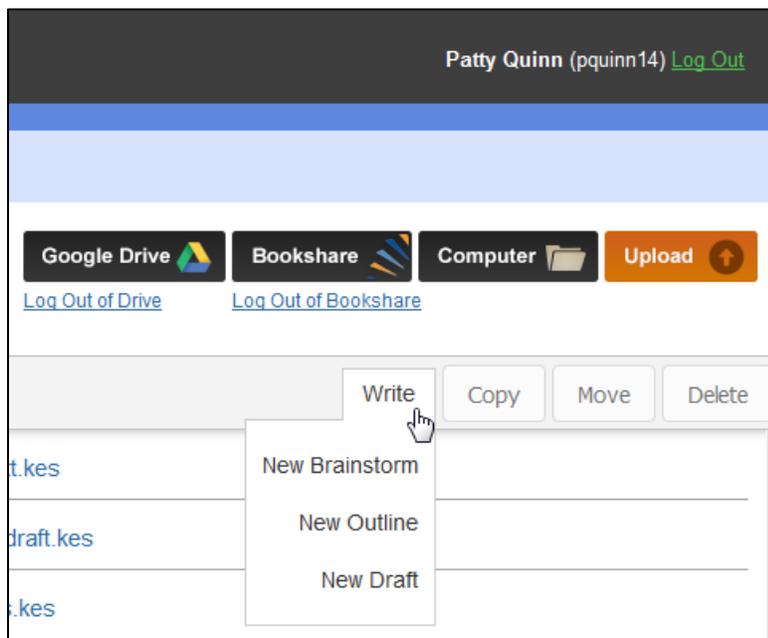
The Writing Path.

In addition to editing existing DOC, DOCX, RTF, TXT and some KES documents, you can create new documents using the **Write menu** options and k3000+*firefly* text editor features.

The Writing Path in K3000+*firefly* consists of an integrated set of tools that support and correlate with the stages of the writing process.

Starting Points for Writing.

There are several starting points for Writing. You can start a *New Brainstorm*, *Outline*, and *Draft* by choosing from the **Write** menu on your Library Page.



All three parts of the Writing Path are views of a single text document. This means you can:

- Go back and forth between the **Brainstorm** and **Outline** views.
- Because **Brainstorm** and **Outline** share the same information, each view preserves the content and organization from the other view, while presenting the information in a different format. Changes in one view are reflected in the other view.
- Go from **Outline** to **Draft**. You can create a Draft from an existing outline.

Use the Starting Points table below to determine the best starting point for your writing style.

Starting Point for Writing.	Description.	Switching Views.
<p>Choose New Brainstorm from the Write menu.</p> <p>Brainstorm is a graphic organizer that lets you visually organize your thoughts and create a "diagram" or graphic plan for your writing.</p>	<p>Opens a new Brainstorm, graphic organizer file.</p> <p>This is a good starting point if you like to visualize your thoughts.</p> <p>You can use the Brainstorm tools to quickly get your thoughts out and just as quickly organize them.</p>	<p>Click Outline view and you have an outline ready to use or submit to your instructor. You can even work in both views, switching back and forth.</p>
<p>Brainstorm From Template.</p> <p>K3000+firefly includes several templates in the Universal Library. The templates contain instructions and organization in graphic format.</p> <p>Choose a template and copy to a folder that you have write access to.</p>	<p>Opening the copied template is a good starting point if you require guidance as you compose your piece, and you like to visualize your thoughts.</p> <p>You can use the Brainstorm tools to edit and reorganize your thoughts.</p>	<p>Click Outline view and you have an outline ready to use or submit to your instructor. You can even work in both views, switching back and forth.</p>
<p>Choose New Outline from the Write menu.</p> <p>Outline lets you jot down and organize your thoughts into a text-based, hierarchical writing plan.</p>	<p>Opens a new Outline file.</p> <p>Use this as a starting point if you like to use text-based organization for your thoughts.</p> <p>You can use the tools to move Topics around and restructure the outline as you work.</p>	<p>Click Brainstorm view if you want to see your outline in graphic format. You can work in both views, switching back and forth.</p>
<p>Draft from Outline.</p> <p>Opening a draft from the Outline tool opens the draft including the outline.</p>	<p>Opens a draft window including the outline so you can expand your outline with explanatory text.</p>	<p>If you start here, you can switch to Brainstorm and Outline mode.</p>
<p>Choose New Draft from the Write menu.</p> <p>Draft is where you go through iterations of your document, writing, revising and editing.</p>	<p>Opens a new/empty .kes text file. If you like to write in free-form or stream-of-consciousness style, this may be a good place to start.</p> <p>To organize/re-organize, use Copy/Cut/Paste.</p>	<p>If you start here, your draft is not connected to the Brainstorm and Outline modes.</p>

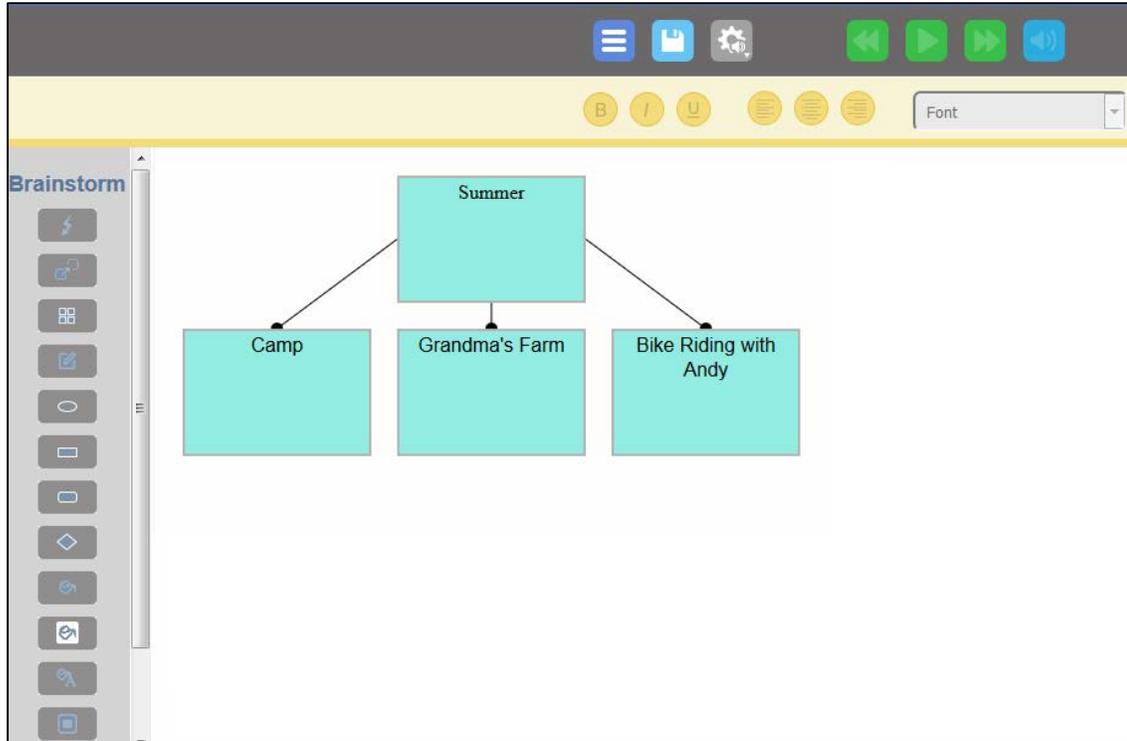
Creating Brainstorm Diagrams.

k3000+*firefly* Brainstorm is a graphic organizer that is designed to help you collect your ideas quickly, and organize your thoughts visually into a "diagram." You can use all the text editing tools available in the k3000+*firefly* Editor window on selected text. You can hear the selected text using the **Read** button. Note that Brainstorm diagrams created and saved in k3000+*firefly* can also be viewed in Kurzweil 3000 Web License Edition, but not viewed in *firefly* on the iPad.

Many writing and editing features are available to you while you are working in the Brainstorm and Brainstorm Notes:

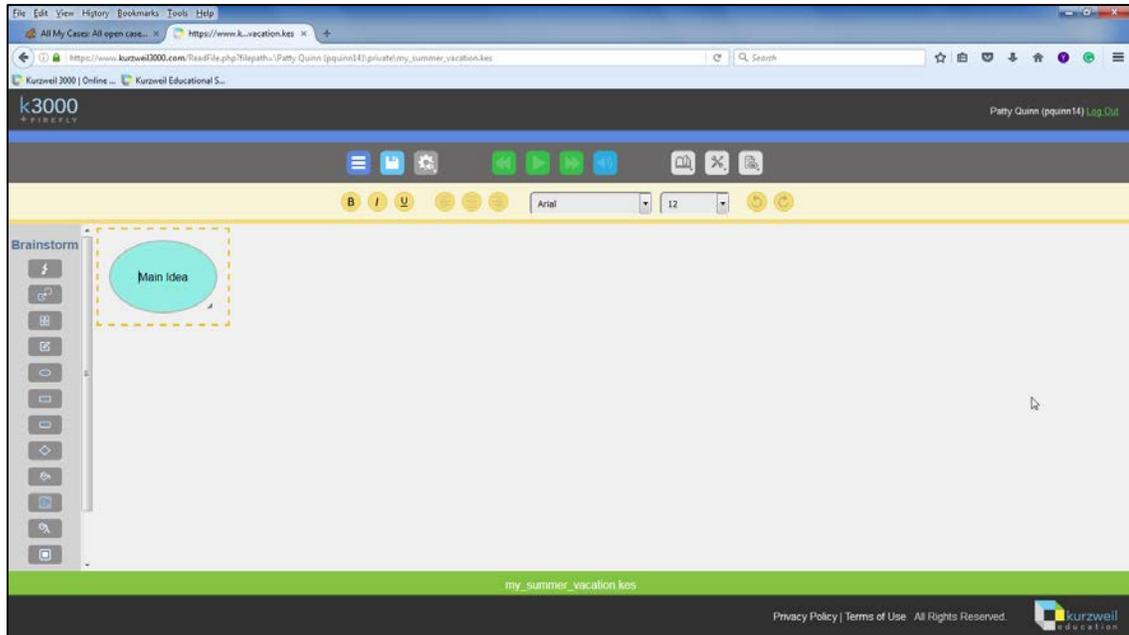
- Text editing functions, including Undo.
- All reading functions, including Speak as Typing.
- Word lookup.
- Translation (translation doesn't automatically replace the selected text; copy and paste the translated text onto the selected text in the Brainstorm to replace it).
- Word Prediction.
- Spell Checking.

Below is an example of a simple Brainstorm diagram.



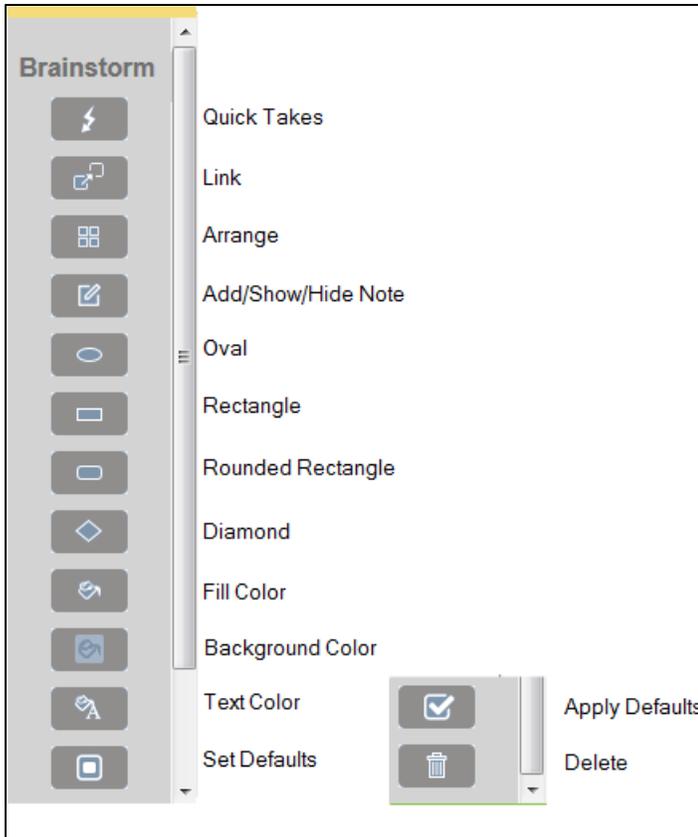
There are two ways to create a Brainstorm diagram:

- Copy a Brainstorm Template from the Library page and paste it in one of your folders that you have write-access to, then open it in the k3000+**firefly** Editor. (See Copying Files for details on using the **Copy** and **Paste** buttons.) The Editor displays the Brainstorm Template and the Brainstorm Palette.
- Select **New Brainstorm** from the **Write** menu. The Editor opens displaying one “thought” and the Brainstorm Palette.



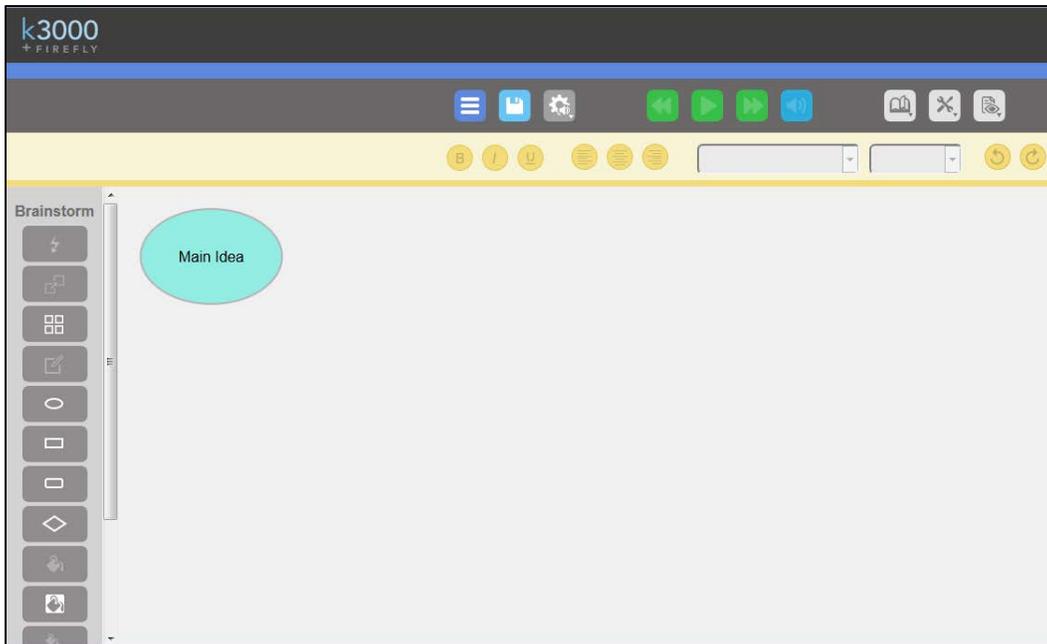
The Brainstorm Editor and Tools Palette.

When you open the Brainstorm window, a Brainstorm palette appears along the left side of the window. Use the scrollbar to view all the options. Hover your cursor over each tool. You'll see a tooltip defining the tool.

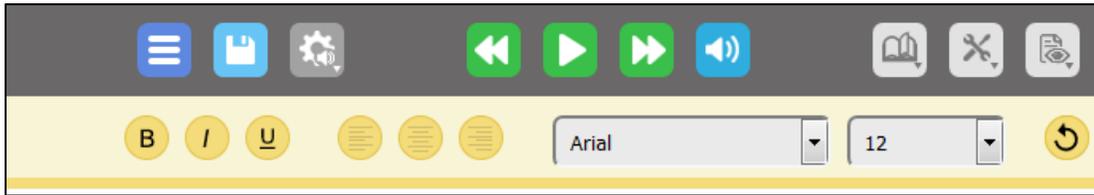


Creating Thoughts.

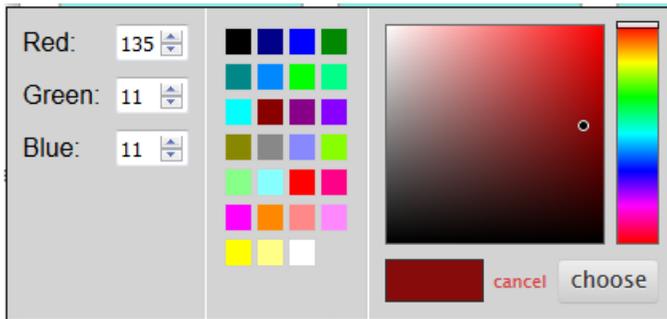
Initially when you first open a **New Brainstorm**, one thought is displayed, titled Main Idea. You can use this as a starting point.



1. Click inside the shape and start typing to add a description to your Thought.
2. Use the text editing buttons to edit the font, font size, and font style of the selected text.



3. Use the Text Color button to change the color of the selected text. A color chooser window is displayed.

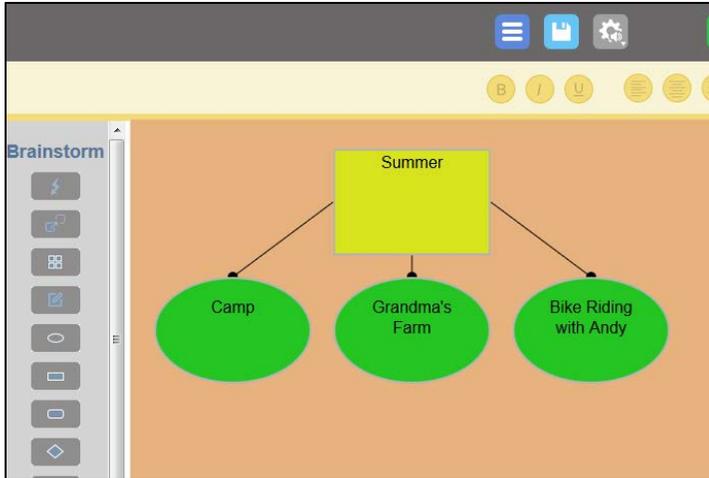


4. Select a color, then click the **choose** button. The selected text will be displayed in the color you chose and the color chooser window is dismissed.

Change the Shape Properties.

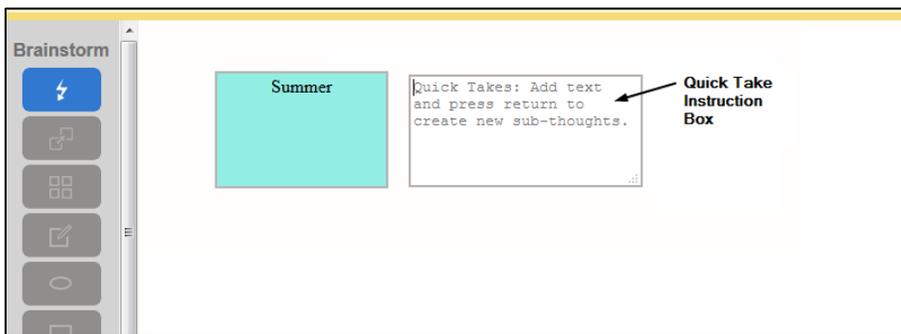
You can change the properties of the shapes, including shapes, font, font color, size, and color of the diagram background.

1. **Shape:** Select an existing shape (an oval, for example). Click one of the other shape buttons (rectangle, for example). The selected shape changes.
2. **Shape Color:** Select a shape and click the **Shape Color** button. The color chooser window is displayed. Select a color then click the **choose** button. The shape color changes and the color chooser window is dismissed.
3. **Background Color:** Place your cursor outside the shapes and click the **Background Color** button. The Color Chooser window is displayed. Select a color and then click the **choose** button. The background color changes and the color chooser window is dismissed.
4. **Text:** Select the text. Use the text editing buttons to change the font, font size, and font type.
5. **Text Color:** Select the text and click the **Text Color** button. The Color Chooser window is displayed. Select a color and then click the **choose** button. The selected text is changed to the color you chose.

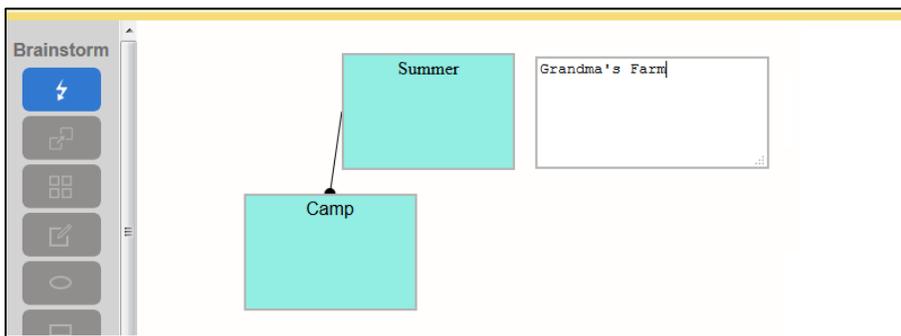


Use Quick Takes to rapidly create sub-thoughts.

1. Select a shape, then click **Quick Take**. A shape is added with Instructions to Add Text and press Return.



2. In the Quick Takes Instruction box, type a name for the sub-thought, then press the **Return** key on your keyboard. A sub-thought is added and linked to the Thought. Another Quick Takes box is displayed.



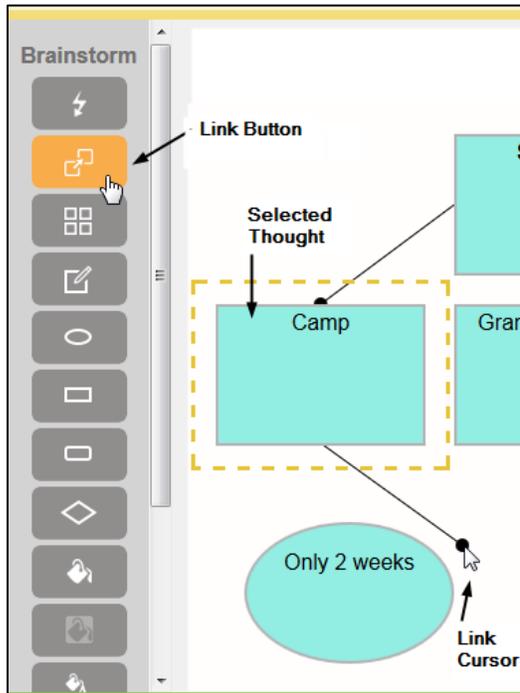
3. To add another sub-thought, type a name and press **Return**. The next sub-thought is added and linked to the Thought. Another Quick Takes box is displayed.

4. Continue adding until you have added all the Sub-thoughts you want. Click outside the Quick Takes box and it is dismissed.

Linking Thoughts using the Link button.

If you add a Thought or a sub-thought and want to link it to an existing one use the **Link** button

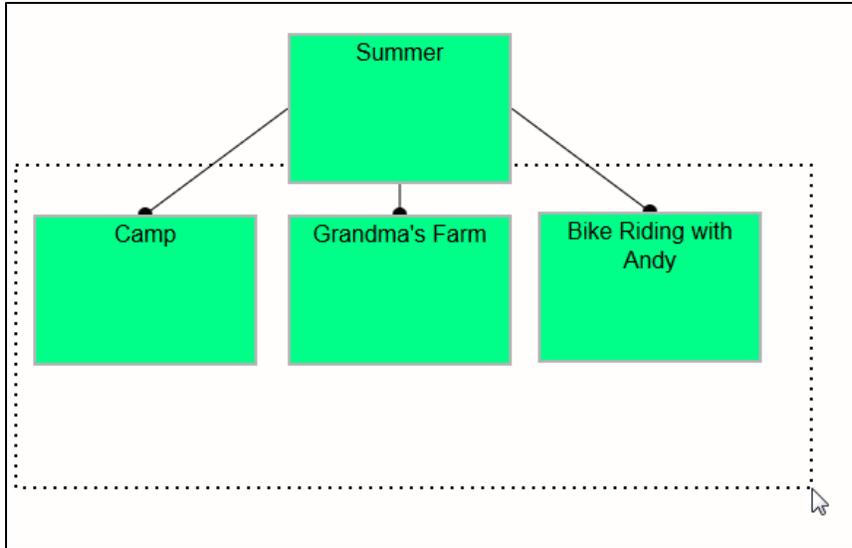
1. First Select the Thought to link from, and click the **Link** button. A link “cursor” is attached to the selected Thought.



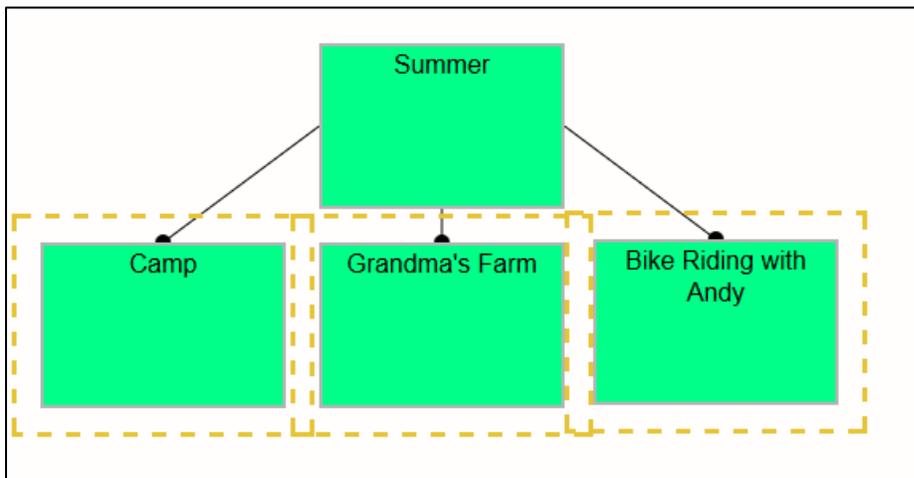
2. Drag the link to a Thought or Sub-thought you want to link to and release. The two are linked.

Selecting one or more shapes.

Select a shape by clicking on it. You can drag and drop it to another spot on the diagram. To select multiple shapes, click and drag around the shapes you want to select. You'll see a dotted line surrounding the shapes as you drag.



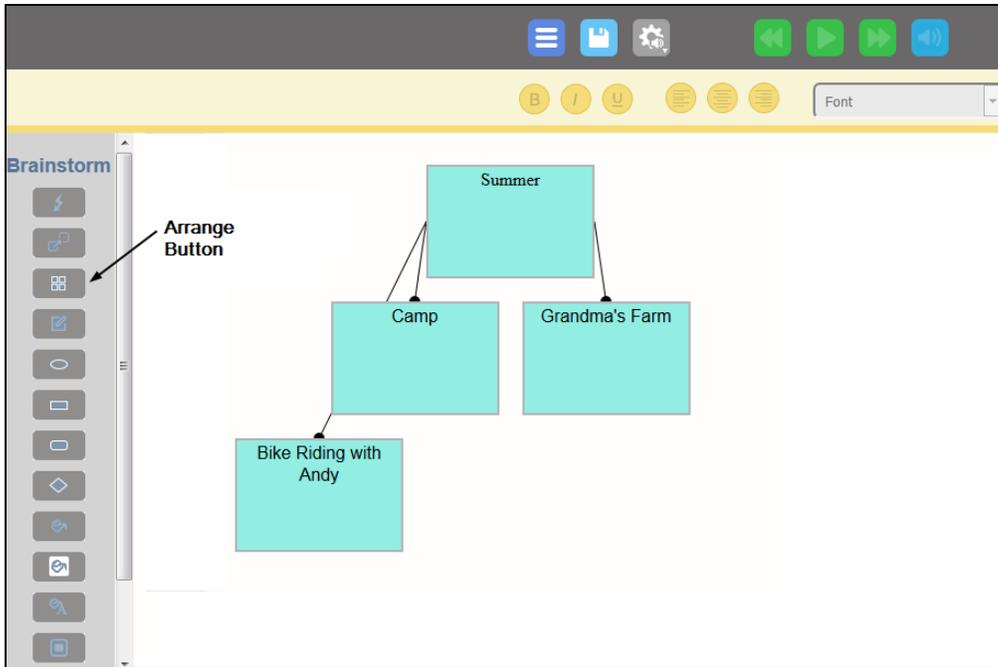
When they are all inside dotted line, release the cursor and each of the shapes will be selected.



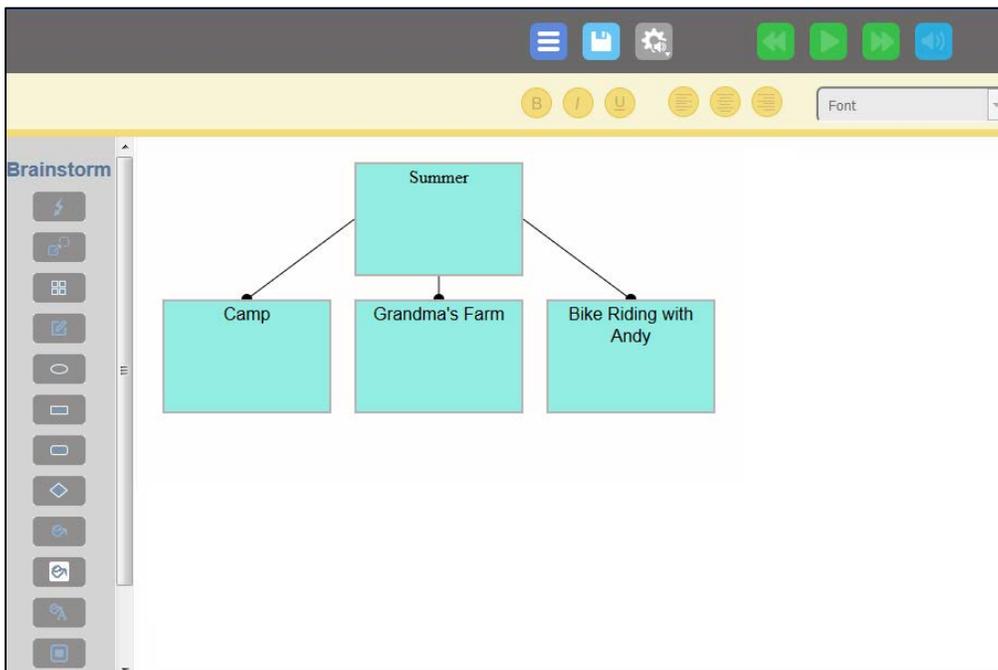
Now that they're selected, you can change the shapes or colors of the selected Thoughts

Arrange your Thoughts and Sub-thoughts.

After you have created several Thoughts and Sub-thoughts you may want to rearrange them. The quickest way is to use the Arrange button.

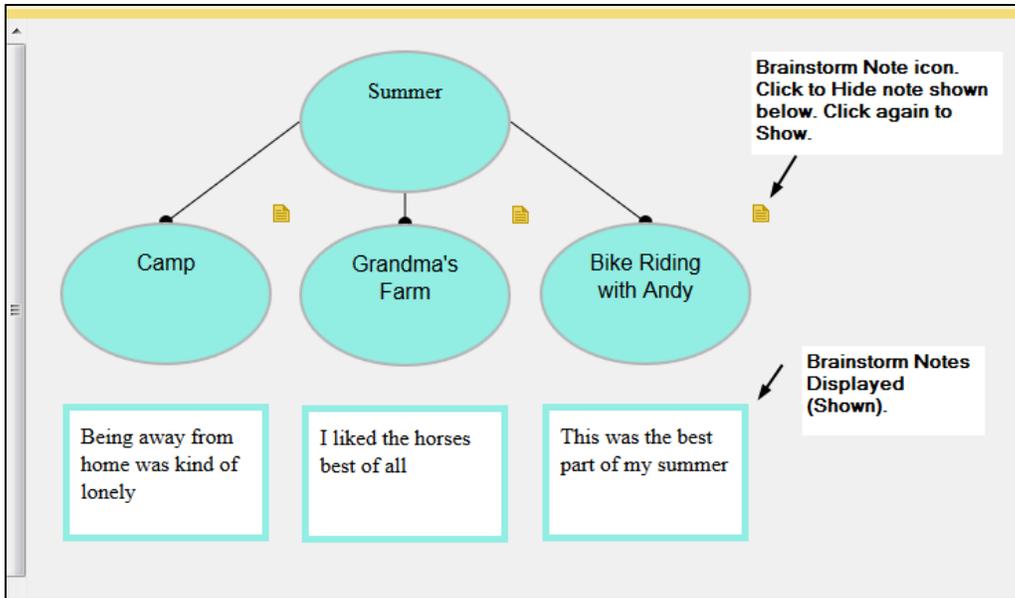


1. Click the **Arrange** button. Your Thoughts and Sub-thoughts are aligned and arranged.



Adding a Note to a Thought.

1. Select a Thought, then click the **Show/Hide Notes** button. A box is displayed in which you can write a note. Additionally, a Brainstorm Note icon will appear in the upper right corner of the Thought it is attached to.



2. To hide a note, select the Note icon. The note is hidden. To show the note, click the Note icon again.
3. You can edit the note text by selecting the text and using the text tools.



4. To delete a note, select the text in the note, and press the **delete** key on your keyboard (or **CTRL+X**), then click the Note icon. The note is deleted.

Setting and Applying Defaults.

If you like a shape, a fill color, or text color (for example a green oval with black text) you can make those settings be a default for this Brainstorm diagram by selecting the shape and clicking the **Set Default** button. You can then select other shapes and click the **Apply Default** button, and the shape, color, and text color will change to the default you set (in the example shown above, a green oval with black text). Note that the default you select will only apply to the current Brainstorm diagram.

Creating a New Outline.

Kurzweil 3000 Outline feature lets you organize your ideas into a standard outline format that you can follow as you write. You can use all the text editing tools available in the k3000+*firefly* Editor window on selected text. You can hear the selected text using the **Read** button. Note that Outlines created and

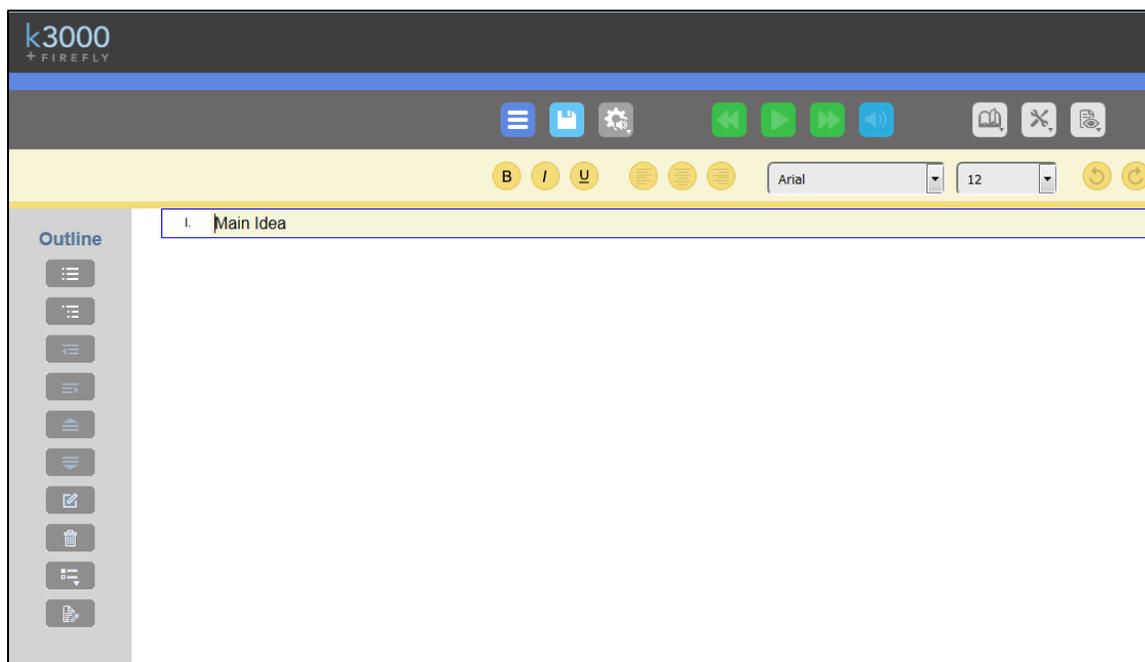
saved in k3000+**firefly** can also be viewed in Kurzweil 3000 Web License Edition, but not viewed in **firefly** on the iPad.

Many writing and editing features are available to you while you are working in the Outline and Outline Notes:

- Text editing functions, including Undo.
- All reading functions, including Speak as Typing.
- Word lookup.
- Translation (translation doesn't automatically replace the selected text; copy and paste the translated text onto the selected text in the Outline to replace it).
- Change background color.
- Word Prediction.
- Spell Checking.

The Outline Editor and Tools Palette.

Initially when you first open a **New Outline**, one thought is displayed, titled Main Idea. You can use this as a starting point.

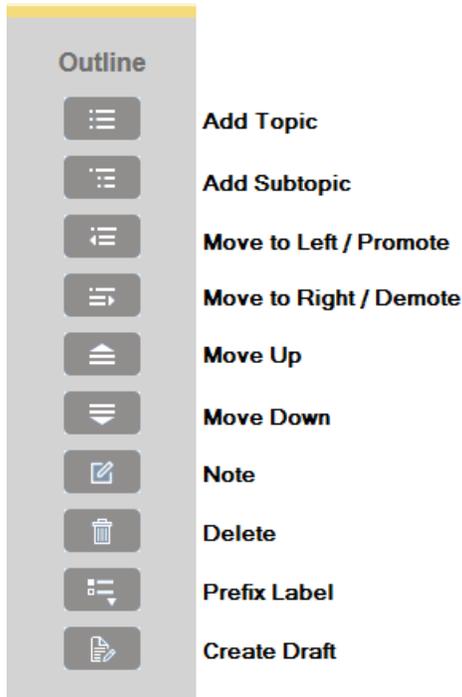


You will also see the Outline tools palette along the side of the Editor. The palette allows you to:

- Create Topics or key ideas, Subtopics as well as supporting details.
- Quickly re-organize the Topics and Subtopics.
- Switch from a variety of different prefix labels, such as Roman Numerals and Legal.

- Add Notes to hold additional information and elaboration, such as quotes and source information.

Hover your cursor over each tool. You'll see a tooltip defining the tool.



Adding Topics and Subtopics.

To add a Topic:

1. Select the Topic.
2. Click the **Add Topic** button.

A Topic is added beneath the selected Topic.

To add a Subtopic to a Topic:

1. Select the Topic you want to add a Subtopic to.
2. Click the **Add Subtopic** button.

A Subtopic is added beneath the selected Topic.

To add another Subtopic to a Subtopic:

1. Select the Topic you want to add another Subtopic to.
2. Click the **Subtopic** button.

Another Subtopic is added to the selected Topic.

Note: You can also:

1. Select the Subtopic you want to add a Subtopic to.
2. Click the **Add Topic** button.

Another Subtopic is added beneath the selected Subtopic.

Reorganizing Outline Topics.

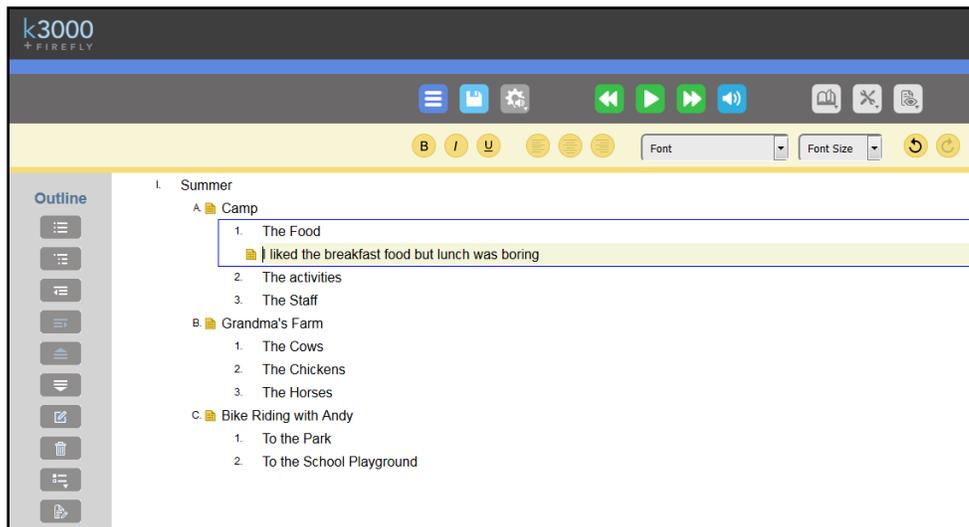
There are a number of ways to re-organize Topics in Outline view:

- Move a Topic anywhere by Cutting/Copying and Pasting.
- Move a Topic up or down in the order by using the **Move Up** or **Move Down** buttons.
- Change the Topic level up or down by using the **Promote** or **Demote** buttons.

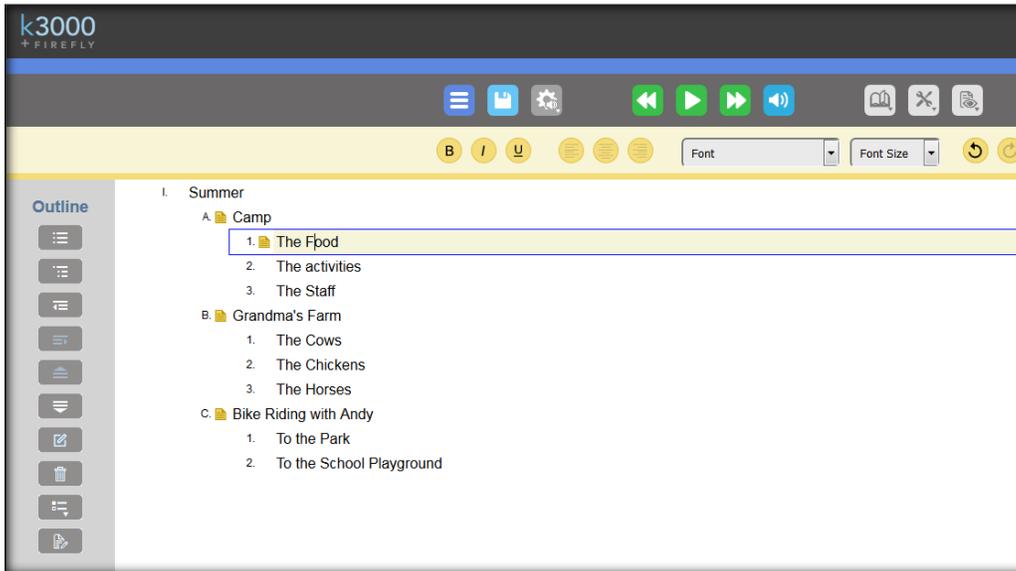
At any time, you can undo an action by pressing **CTRL+Z**.

Adding a Note to a Topic.

1. Select the Topic or Subtopic that you want to attach a note to.
2. Click the **Note** button. A Note icon is displayed beneath the selected Topic or Subtopic.
3. Type the note text in the space provided after the note icon.



4. Click the Note icon to hide the text.



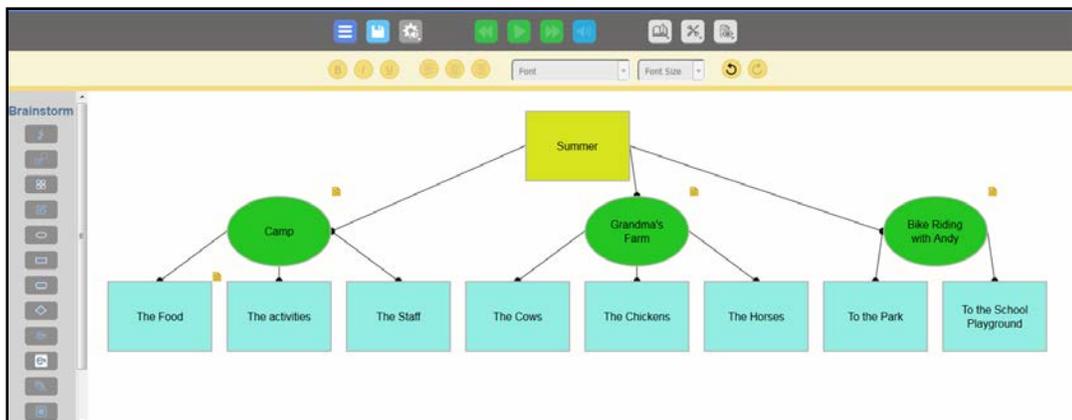
Deleting Topics and Subtopics.

1. To delete a Topic or Subtopic, select it.
2. Click the **Delete** button (trash can icon).

Note: If the Topic or Subtopic contains a note, the note will also be deleted.

Switching the Outline View to its Brainstorm View.

1. To see your Outline View as a Brainstorm Diagram, choose Brainstorm from the Views menu.

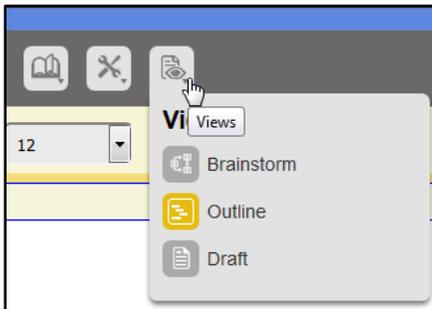


2. Click the **Arrange** button, if necessary.

Notice the **Note** icons. You can click them to display the text. Click again to close.

Creating an Outline from a Brainstorm Diagram.

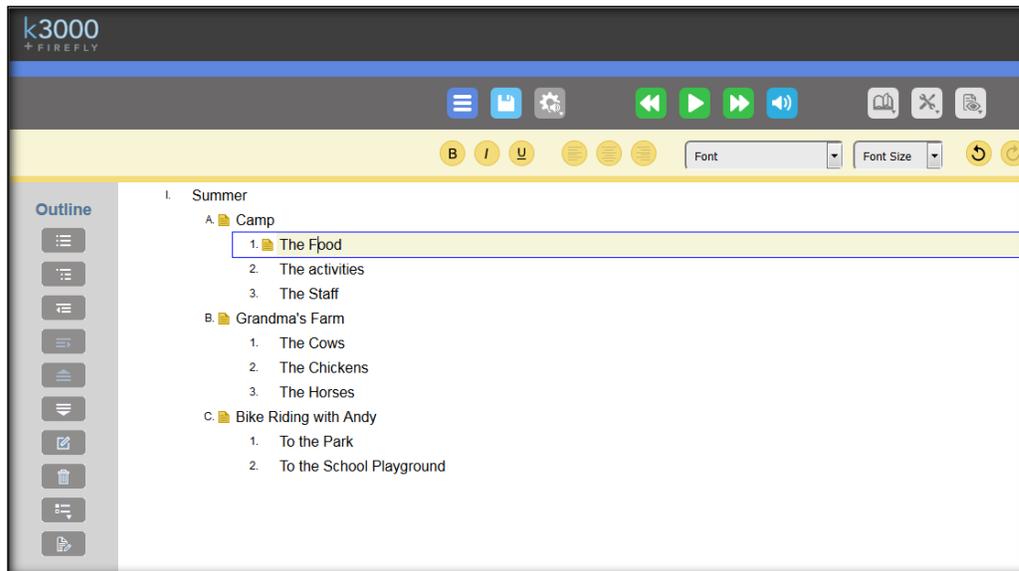
Because Outline and Brainstorm are both views of the same Kurzweil 3000 text file, and share the same information, you can go back and forth between the text-based outline and the graphics-based Brainstorm diagram using the **Views** menu.



To create an Outline from a Brainstorm Diagram:

1. Open your Brainstorm Diagram (if it is not already open).
2. Click **Outline** from the **Views** menu.

Your Brainstorm Diagram is displayed in Outline form:



The hierarchy you created in the **Brainstorm** view is preserved in the **Outline** view.

Any changes you make in this view will be reflected in the Brainstorm view. You can easily switch back and forth using the **Views** menu.

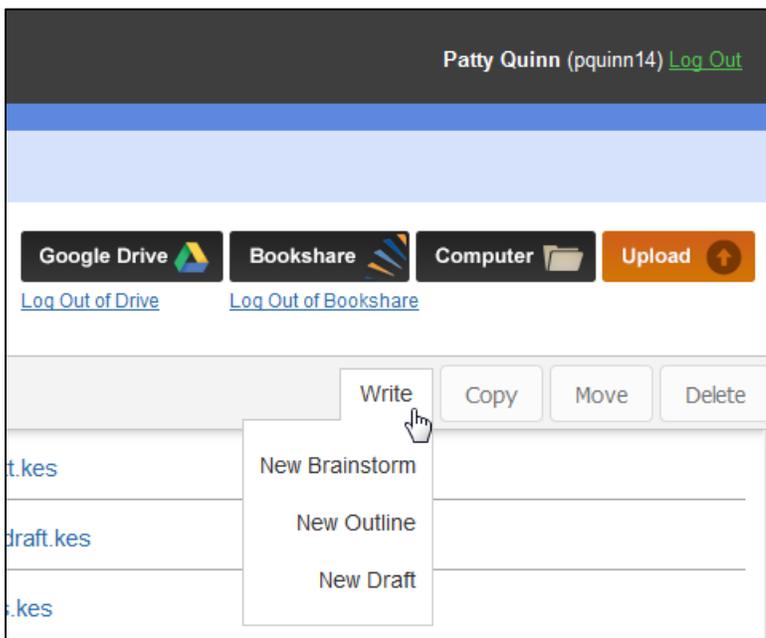
Going from Outline to Draft.

When you are ready to go from Outline to start writing in a Draft, click the **Create Draft** button in the Outline Palette. The Outline view changes to Draft view with the outline text as content, ready for you to begin editing and turning into full sentences and paragraphs. Also, the Outline Palette is no longer showing in Draft view.

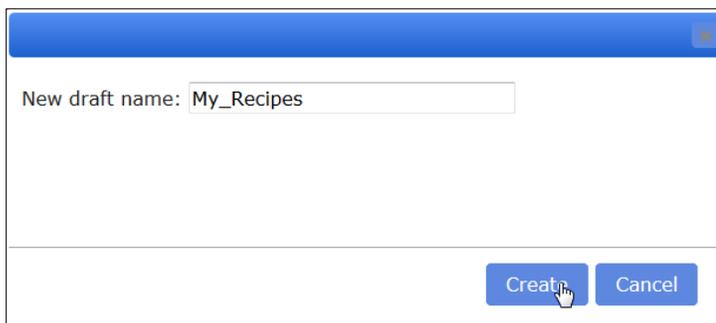
Creating a New Draft.

In addition to editing existing DOC, DOCX, RTF, TXT and some KES documents, you can create a new document using the **Write menu** and k3000+*firefly* text editor features. (See Using the k3000+*firefly* Editor for details about using the Editor.)

1. To create a new document, navigate to a folder that you have write access to and click the **New Draft** from the Write menu.



2. A New Draft name dialog is displayed. Give the draft a unique name. If the name is more than one word, separate the words with an underscore.



3. Click **Create**. The k3000+*firefly* Reader /Editor page will open showing the Edit Toolbar beneath the Reader Toolbar.
4. Create your document in the blank space beneath the toolbar.
5. Use the Character and Paragraph formatting tools to format your document.
6. To enable **Word Prediction** and **Spell Check**, select from the **Tools** drop-down menu.
7. Be sure to save your changes frequently. Just click the **Save** button on the k3000+*firefly* Reader toolbar.



8. The document is saved as a KES file. You can open this file again if you want to edit further.

Note that when you create a **New Draft**, there won't be associated Brainstorm Diagrams or an Outline.