Kurzweil 3000™ for Windows

Web License Guide

Version 13

Kurzweil 3000™ for Windows Web License Edition Notices

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1 Web License Overview, Set Up and Management

The information in this chapter is arranged into the following main topics:

- *Kurzweil 3000 Web License Overview* on page 2.
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Kurzweil 3000 Web License Overview

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

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

Licenses for Using Kurzweil 3000 Over the Internet

Kurzweil 3000 Web License product offers convenient, secure Kurzweil 3000 license check in/out through the Web.

Unlike Network Edition licenses, the storage and management of which are on the local network, Web licenses are stored and managed by Cambium Learning and delivered to users over the Internet.

In addition to placing less of a burden on a school's technology team, Web Licensing allows users to access licenses and run Kurzweil 3000 from any computer on which the Kurzweil 3000 Web License Client software is installed, and from anywhere on the Internet, while taking personal settings and preferences with them.

Web License Users

There are three types of users:

- Designated License Coordinator who is set up by Cambium Learning for the organization. This user has the ability to create and manage sub-users and to allot licenses to those sub-users, which can include Student users. When viewing user information, this user can see and change all of his/her sub-users' information. When viewing Universal Library contents, this user can access all of his/her sub-users' folders.
- Site coordinator who could be a teacher, principal, or other school authority. Set up by the organization's license coordinator, this user has the ability to create and manage sub-users, including Student users, and to allot licenses to those sub-users. When viewing user information, the site coordinator/teacher user can see and change all of his/her sub-users' information. When viewing Universal Library contents, this user can access all of his/her sub-users' folders.

- Student users are created and registered by any user who can create sub-users. They cannot, however, have sub-users, nor have access other users' folders in the Universal Library except Public ones created by their teachers or for the organization.

Complemented by Web-Based Universal Library

Included with the Kurzweil 3000 Web License Edition is the Web Universal Library, a robust file repository that provides leveled access to files and documents.

The Web Universal Library enables districts or schools to widely distribute curriculum, and share and reuse material. Any user can upload district-wide curriculum and resource files. Teachers are able to post classwork, and students can access those files and documents from anywhere on the Internet, from any Kurzweil 3000 Web Client computer, at any time.

The Web License Universal Library also includes the Classic Literature collection of nearly 2000 public domain electronic text, from literary classics, factbooks, and references to religious and historical documents.

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

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

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

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

How Does Web License Work?

Once your organization completes the Web License product purchase process, an IT specialist installs the Web License Client Software, and an initial user account is set up by Cambium Learning Customer Service for a designated License Coordinator.

That initial user, who could be a school administrator, IT specialist, even a teacher, then creates sub-user accounts for sub-site coordinators at different schools, teachers and/or students. At the time of user setup, the system generates login information — a username and password — for each user.

Each user, other than Student users, can set up and manage sub-users under his/her account.

To access Kurzweil 3000, log in using the Kurzweil 3000 desktop icon on a computer running Web License Client software.

General Web License Edition Notes

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

Web License System Requirements

Processor: 1.3 GHz Pentium 4 or better

System Memory: 512 MB (1GB for 64-bit Windows Vista, Windows 7 or Windows 8)

Hard Disk Space: 2 GB free space

Operating System: Microsoft® XP with Service Pack 3 or later, Windows Vista with Service Pack 1 or later, Windows 7, or Windows 8

Video RAM: 4 MB or better

Screen Resolution: 1024x768 24-bit or better

Color Palette: 16-bit

DVD drive

Keyboard and mouse

Sound card with speakers and microphone

TWAIN-compatible scanner or Document camera (HoverCam or SCEye)

Internet connection

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

Installing Web License Client Software

You may need Administrator privilege.

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

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

Note: If you are an Administrator user, whenever you launch Kurzweil 3000, the system checks for the latest software update. If one is found, you can opt to do one of the following:

- Choose **No** to not install the update and have Kurzweil 3000 launch normally.
- Choose **Don't Ask Me Again** to disable future auto update system checks.
- Choose **Yes** to install the update now. Once the install is complete, Kurzweil 3000 launches.

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

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

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

You will need to specify the following arguments as properties to the Kurzweil 3000 msi package.

AUTO = 1 (should be a numeric value)

EDITION = "web"

AUTOUPDATE = 0 sets the automatic software update to No updates; using 1 sets automatic software update to Yes.

An example to launch Version 13 through command line follows:

msiexec.exe /i "Kurzweil 3000 v.13.msi" AUTO=1 EDITION="web"/qn AUTOUPDATE=0 /qn

where /i is the install switch and /qn is the Silent UI switch.

Installing Microsoft Speech Platform

In addition to updated OCR and NeoSpeech voices, **Kurzweil 3000 Version 13** has added support for the Microsoft Speech Platform Runtime 11 Voices. Microsoft Speech Platform delivers access to more than a dozen additional voices in a variety of languages. You can choose and adjust the many voice options to suit your individual preference.

Installation

Microsoft Speech Platform is included on the Kurzweil 3000 DVD in a folder named "MicrosoftSpeech". A setup program is provided by Microsoft which handles the installation.

Note: These voices are not supported by Windows XP, but can be used with Windows Vista, Windows 7, and Windows 8.

Working with User Accounts and License Allocation

After your organization purchases a number of Web Licenses, Cambium Learning Customer Service sets up the initial user (typically, this is a designated site coordinator who could be teacher, school administrator or IT specialist). He/she is given username and password for login.

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

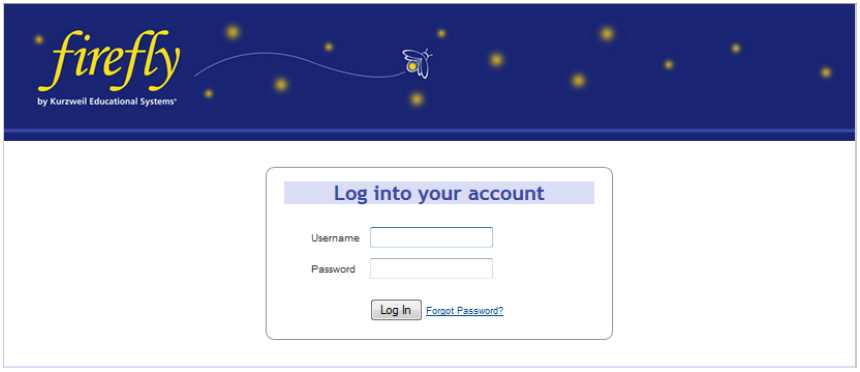
Once that is done, any user can log in, set up, manage and distribute licenses to sub-users under their accounts.

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

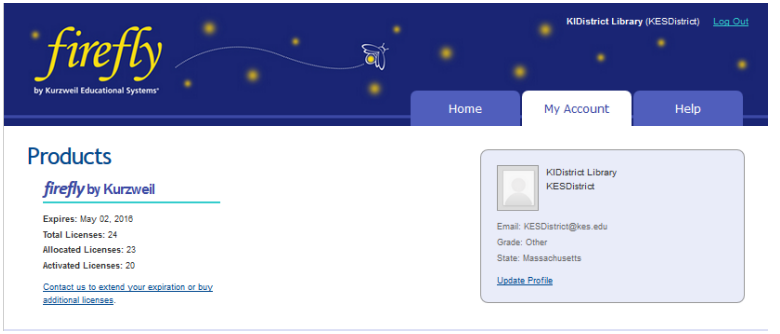
Accessing the User Management System

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

Note: From Kurzweil 3000, you can access your *firefly* account by choosing **My Account** from the **File** menu. If you need frequent access to this link, consider using Tools > Customize Toolbars to place the My Account button on a toolbar.



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



Along the top, right-hand area are three tabs: **Home**, **My Account** and **Help**. **Log Out** is in the upper-right-hand corner of the *firefly* window.

Registering Users

There are three ways to register sub-users under your account:

- You can use Kurzweil's free user import and rostering service.
- You can register each user yourself using the Add Users feature.
- You can initiate self-registration and send a link to the users you want to self-register.

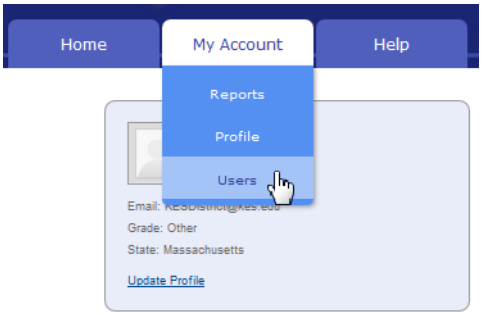
Using User Import and Rostering Service

If you purchased a site or district license, we offer a free user import and rostering service. It is recommended that we create your user accounts through this import process, instead of manually creating user accounts (a process that is explained in this document). To take advantage of the free import and rostering service, please email fireflyroster@cambiumtech.com.

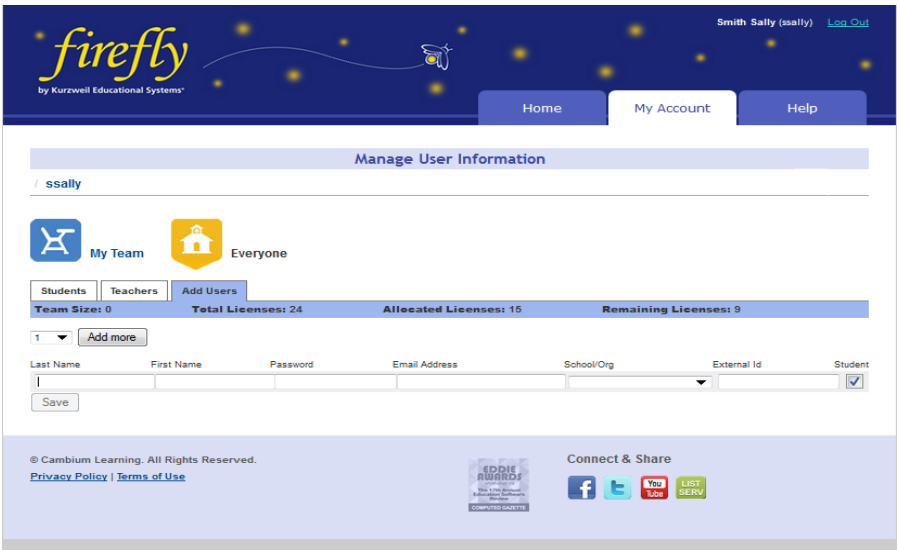
Using the Add Users Feature

1. Log in. Your **Home** page opens (or, if you were logged on previously and then logged out from a different page, the **Profile** page for example, that page will open).

2. Hover the cursor over the **My Account** tab to display the menu.



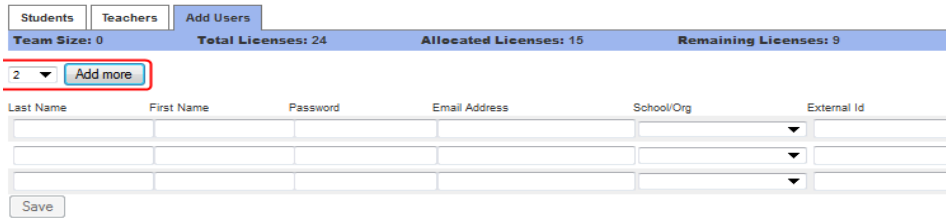
3. Select **Users** from the drop-down menu Your **Team** page will open.
4. Click the **Everyone** icon and when it opens, click the **Add User** tab. .



5. Add the user information: *First Name*, *Last Name*, *Password*, *Email*, *School/Org,* and *External Id.* The *Student* box is pre-checked. If you are adding a teacher, uncheck the *Student* box. The *External ID* can be any identifier that you want – a Student ID Number, for example. This field is only used as a search field. **Note**: if you specify a password, the password must be at least 5 characters with no apostrophes. All other

fields are required. If the user has a valid email address the login information is automatically emailed to the user. If the user does not have an email address, enter the TLC's email address as a placeholder. You will then need to provide the user the login information.

Note: If you have more than one user to enter, use the drop-down list to select a number of fields to add, and click **Add More**. The number you select will add that many more lines of fields.



6. When you have finished adding users, click **Save.**

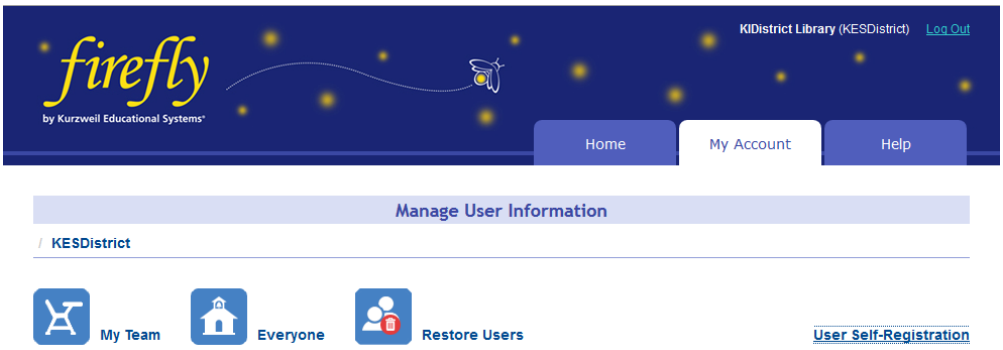
   The user information then appears in the Student or Teacher list on the Everyone page, along with the system-generated username and password (if you didn't already provide one).

   Note that these usernames and passwords can also be used to login to the Kurzweil 3000 Web License Product and the free ***firefly*** iPad application that can be downloaded from https://www.kurzweiledu.com/kurzweil-3000-firefly-ipad-app.html.

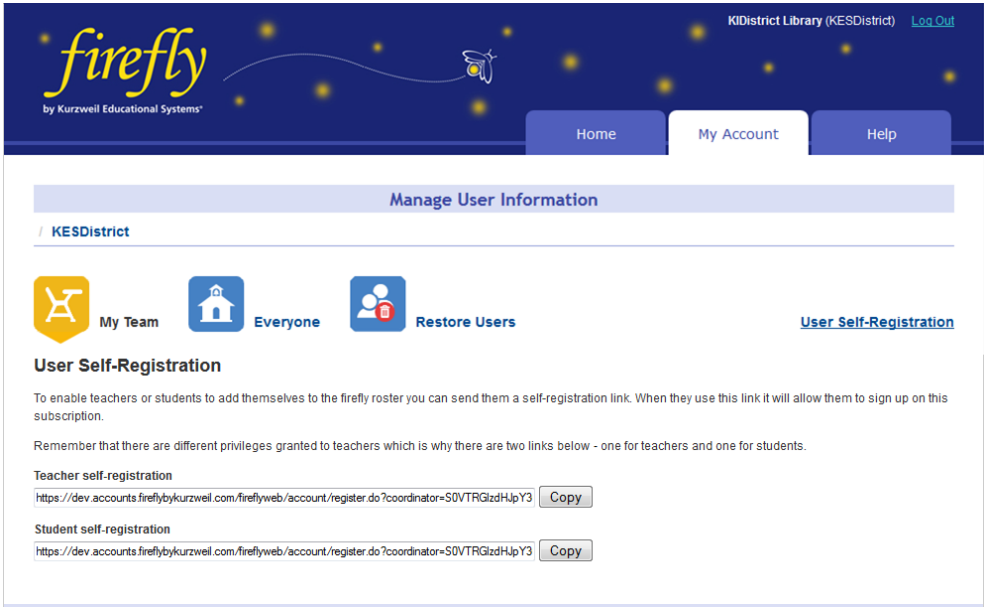
Initiate User Self-Registration

Links to the self-registration form enable teachers and students to add themselves to the firefly roster. Only the top-level coordinator can initiate self-registration.

1. Hover the cursor over the **My Account** tab to display the menu.

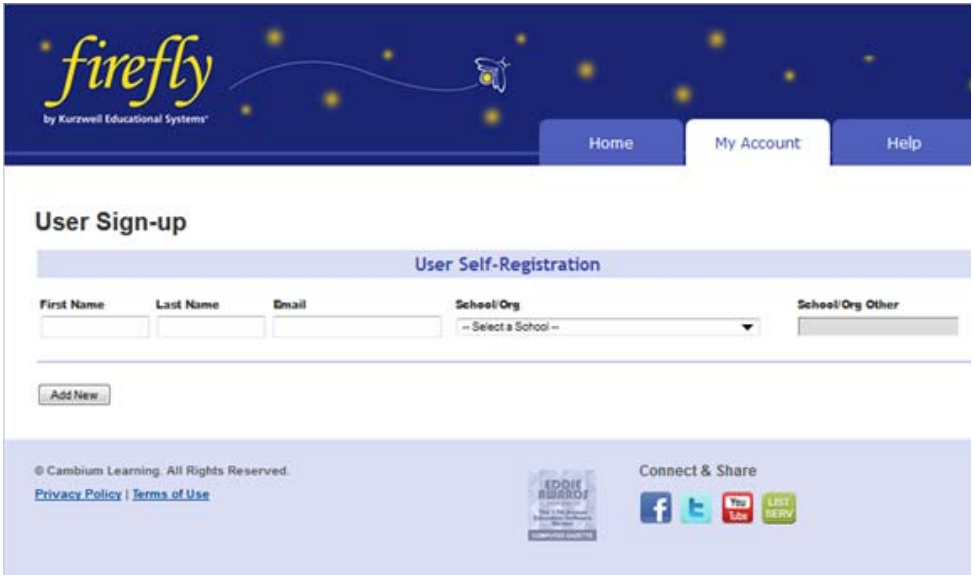


2. Select **Users** from the drop-down menu. Your My Team page opens.
3. Click **User Self-Registration**. A window opens that displays a link for you to copy and send to teachers and a link for you to copy and send to students. **Note**: Because teachers and students have different privileges, it's important to send the correct link.

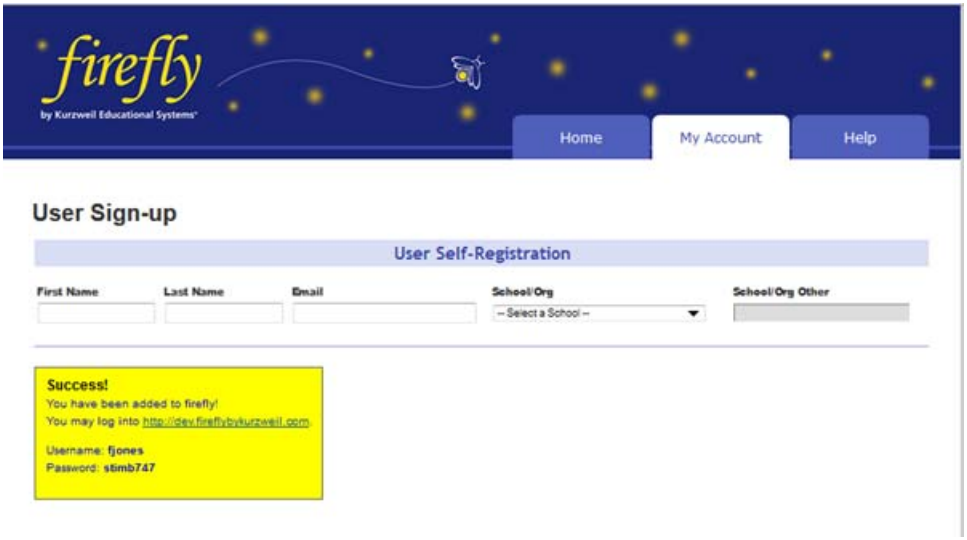


4. Click **Copy** next to the appropriate link (Teacher self-registration or Student self-registration).
5. Open your email application and address an email to the teachers or students you want to self-register.
6. In the message section of the email, paste the link you copied from the self-registration window.
7. Send.

The recipient will click the link in the email they've received and the User Self-Registration form will display.



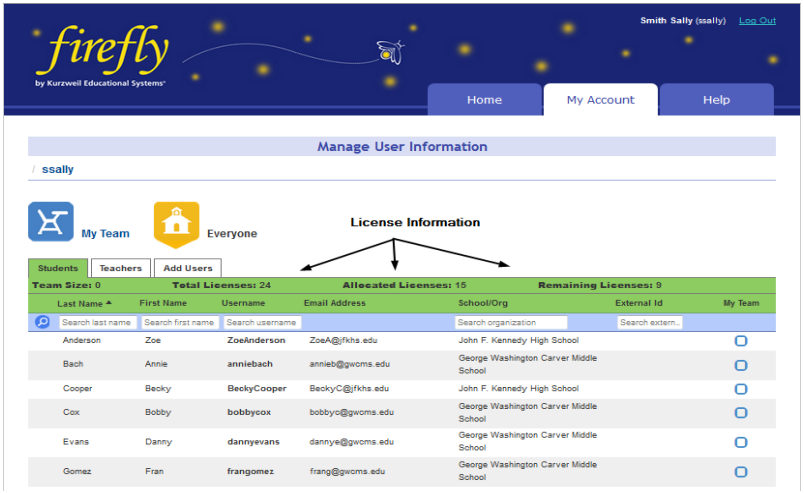
After filling in the information and clicking the **Add New** button, a “Success” message will display that includes the username, password, and a link to the login form.



Viewing and Managing Licenses

To view license information:

1. Hover the cursor over the **My Account** tab and choose **Users** from the drop-down menu. Open any of the Everyone pages (**Student**, **Teachers**, or **Add Users**) or your Team page.



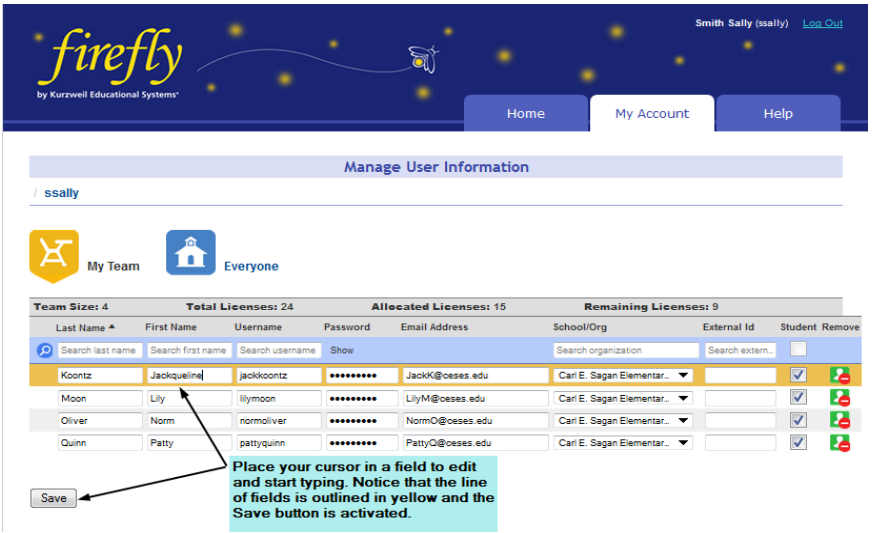
2. At the top of the page you can find:

- **Total Licenses**: the total number of licenses for your site.
- **Allocated Licenses**: the number of licenses distributed among users.
- **Remaining Licenses**: the number of licenses remaining; that is the Total Licenses minus the Allocated Licenses.

Managing Users

To Update User Information:

1. Hover the cursor over the My Account tab and choose **Users** from the drop-down menu. Click your Team icon.
2. Locate the user to be updated. Note that lists can be sorted alphabetically in ascending or descending order by selecting the down or up arrows at the top of each column. You can also use any of the search fields at the top of the list. t.



3. All the text fields can be edited. Place your cursor in a field that needs updating and start typing. The line of fields is outlined in yellow and you'll notice that the **Save** button is activated. **Note**: To change the password, click the Show link beneath the Password column heading.
4. Click **Save** when you have finished making changes. Note that these changes will appear on the Everyone list and on any Team page the user information appears.

To Remove a User from Your Team:

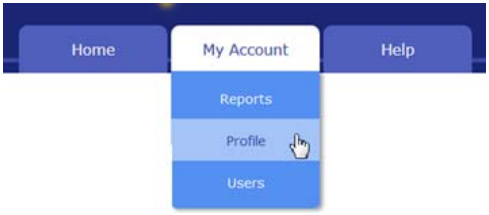
Only a TLC can delete a user, but you can remove a user from your Team page. The user will still exist on the Everyone list.

1. Hover the cursor over the My Account tab and choose **Users** from the drop-down menu.
2. Click your Team or the Everyone icon.
3. Find the user that you want to remove from your Team and click the Remove button to the right of the user information if you are on your Team page or uncheck the checkbox to the right of the user information if you are on the Everyone page. Either of these actions will remove the user from your Team page.

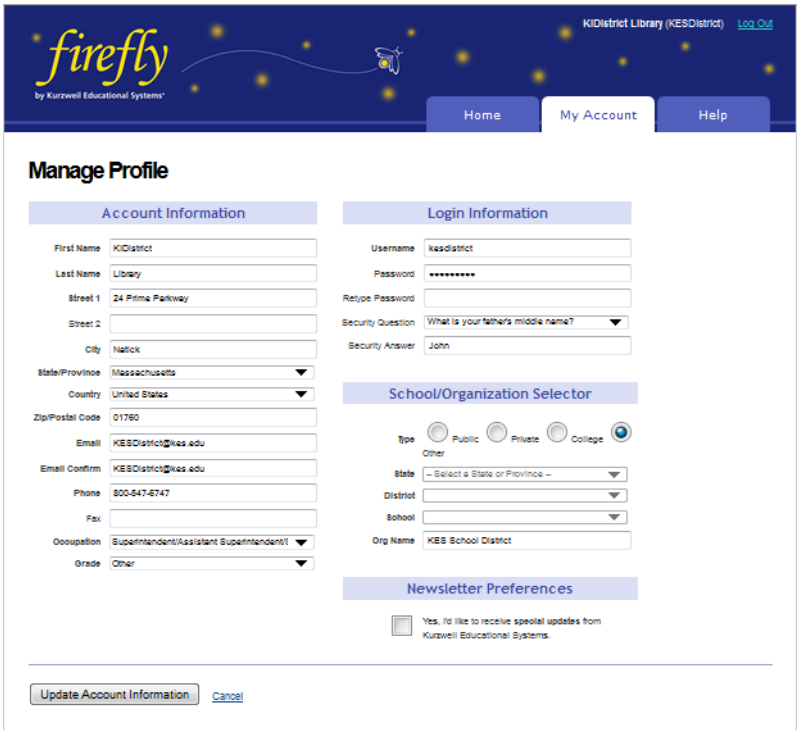
Viewing and Changing Your Personal User Information and Password

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

1. Hover the cursor over **My Account** to display the menu, then click **Profile**.



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



2. Make the desired changes.
3. Then click **Update Account Information**.

Forgot Password?

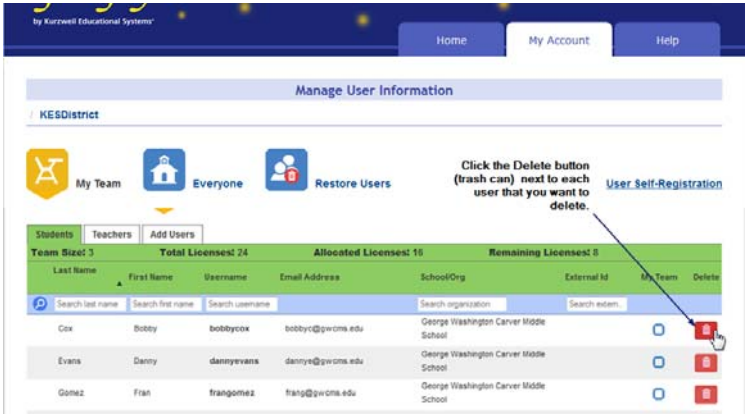
1. Click the **Forgot Password** in the log in page.
2. In the **Forgot Password?** page, enter the email address associated with your account.
3. Your username and the original password will be emailed to you.
4. Use the emailed password to log in.
5. Go to and follow the instructions in To view and change your own user information above.

For Top Level Coordinators

Only a Top Level Coordinator (TLC) can delete a user. Later, if needed, the TLC can restore that user. Notice that the TLC Coordinator has an additional icon: **Restore Users.**

To Delete a User

1. Log in as TLC.
2. Open the Everyone Page. In the right column you will notice a trash can icon next to each user in the list.

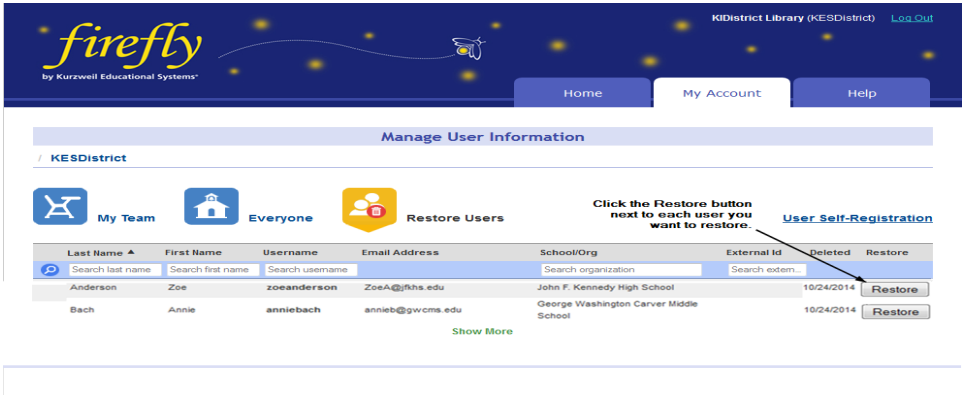


3. Click the **Delete** icon next to each user that you want to delete.

To Restore Users

There are times when the TLC may need to restore a user that was deleted. To Restore a User:

1. Click the **Restore Users** button. A list of Users who were previously removed is displayed.



2. Click the **Restore** button in the right column next to each user that you want to restore.

The user(s) will be restored to the **Everyone** list

2 Web Universal Library

The information in this chapter is arranged into the following topics.

- *The Web Universal Library Overview* on page 23.
- *Web Universal Library Structure* on page 23.
- *Using the Web Universal Library* on page 25.
- *To open a document from the Library:* on page 25.
- *To save an open document to the Library:* on page 26.
- *To create a new folder:* on page 27.
- *To cut, copy, delete, rename a folder or file:* on page 28.
- *To view file properties:* on page 29.

The Web Universal Library Overview

Kurzweil 3000 Web License Edition includes the Web Universal Library. If your school uses the Kurzweil 3000 Local Area Network (LAN) Universal Library, you are already aware of the benefits of central file storage and sharing.

The Kurzweil 3000 Web Universal Library, however, is an expanded version of the LAN Universal Library. Because the Web Universal Library is Internet-based, it allows students and teachers, or any authorized users, using any computer running Web License Client software from anywhere on the World Wide Web, to access and share files.

For districts and schools, the Web Universal Library is ideal for placing standardized curriculum material and print resources in electronic form for all or for specific groups to access. Teachers can make class files available wherever, whenever students need them.

Included in each Web Universal Library are the following folders:

- Classic Literature, a collection of nearly 2000 books, historical documents selected from the public domain
- Samples, files from Cambium Learning Group's published educational series, LANGUAGE!, Learning A-Z and Passport Reading Journeys.

Web Universal Library Structure

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

In addition to sub-user folders, each user also has a Public folder and a Private folder. All users have Read-Write permission to his/her own and to sub-users' Public and Private folders

Sub-users only have Read access to the Public folder of the user who created their account.

For example, a district could set up folders for each school. In a school's folder, there could be folders for teachers as well as a Public and a Private

folder. All teachers and students in the school could access the school’s Public folder. Teachers would not be able to access one another’s folders.

Each teacher folder in turn would have the teacher’s students' folders, plus a Public and Private folder. All students whose accounts a teacher creates would be able to access their teacher’s Public folder. Students would not be able to access one another’s folders.

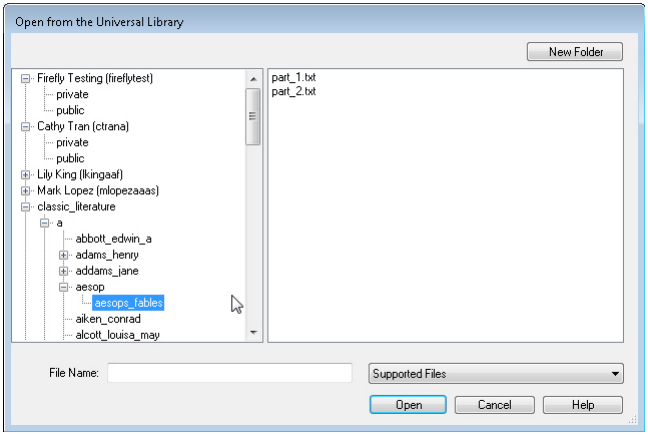
Using the Web Universal Library

You can open and save to the Universal Library and manage folders and files by using either the Open from the Universal Library or Save to the Universal Library.

The Web Universal Library currently supports KES, TXT, DOC, DOCX, RTF, HTM, HTML, and TIF file formats.

To open a document from the Library:

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



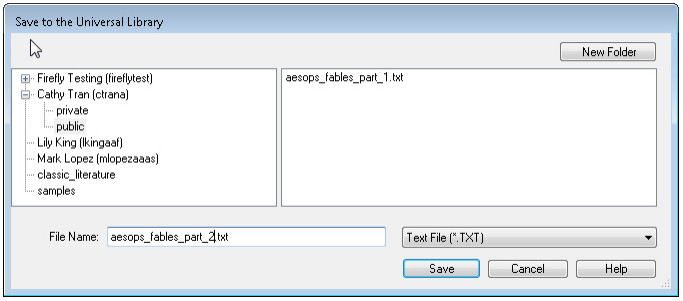
3. In the right-hand pane, select the file you want.
4. Click **Open**.

Notes:

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

To save an open document to the Library:

1. Open the document you want to save to the library.
2. From the **File** menu, choose **Save to Universal Library** to open the **Save to the Universal Library** dialog.



3. In the dialog, do the following:

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

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

   (Optional) Change the file name. Note that only lowercase letters, numerals and underscores are permitted in file/folder names.

   (Optional) Specify another file format.

4. Click **Add**.

Notes:

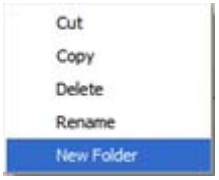
- When saving a file, you are essentially uploading it to the Web server, and the time and speed by which a file is uploaded depend on the Internet line and service that your site is using. Generally, we recommend 50 pages or fewer per file, so if you have a rather large text book, it's a good idea to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

To create a new folder:

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

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

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

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

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

4. Type the name of the folder in the **Folder Name** box that appears. Note that only lowercase letters, numerals and underscores are permitted in file/folder names.

5. Click **Add**.

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

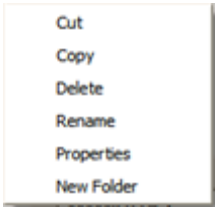
Note that you can only cut, copy, delete, rename a folder or file under your or your sub-users' folders. In addition, only lowercase letters, numerals and underscores are permitted in file/folder names.

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

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

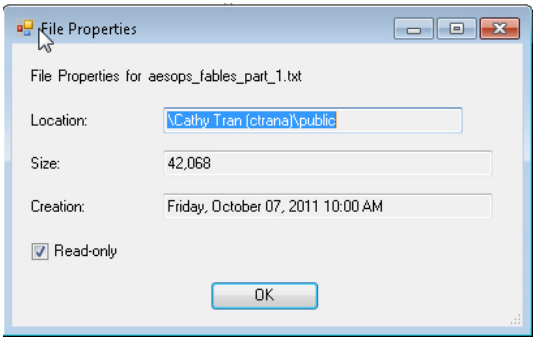
   For a file: First, in the left-hand pane, select the folder in which the file(s) are located. Next, select the file(s) from the right-hand pane.

3. Right-click to open the Right Mouse Button menu and choose the command you want. The menu below is the File Right Mouse Button menu. The Folder menu is similar, but does not have Properties.



To view file properties:

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



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

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