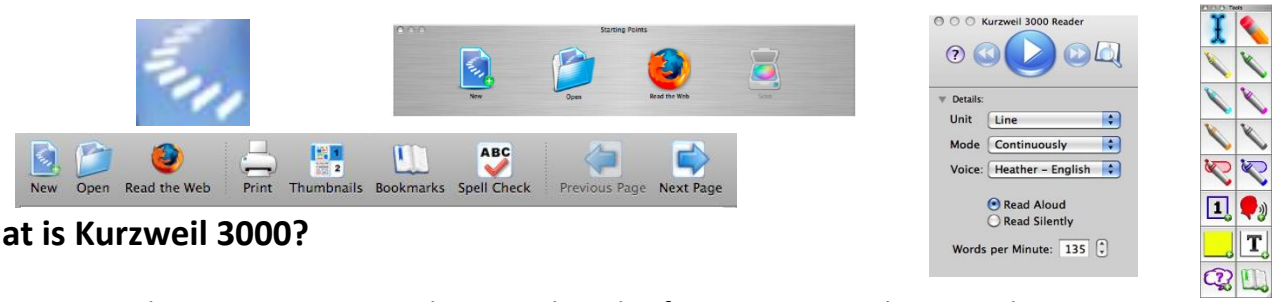
Getting Started with Kurzweil 3000-*firefly* for Mac



What is Kurzweil 3000?

- Kurzweil 3000 is an integrated scan and read software program that provides multisensory access to reading material with powerful tools for *reading, writing, test-taking* and *learning*.

- Kurzweil 3000 does not *teach* reading and writing, it is a *tool* that provides a digital text-to-speech environment for *implementing* proven reading, writing and learning strategies.

- Kurzweil 3000 can be used to turn any curriculum material into an interactive digital format that is inherently flexible and accessible to a wide variety of students who need support in accessing the general education curriculum. (Struggling students, students on IEPs, students with Physical Disabilities, English Language Learners, students with attentional issues, autism, gifted, and more.)

- Kurzweil 3000 can provide the support needed for *ELL Students* to independently access curriculum material while improving English word recognition. Voice-recording Capabilities, a 70+ language *translation tool*, and a 12,000 Widget Picture Symbol Dictionary provide further customized support for *English Language Learners*.

- Kurzweil 3000 is designed in accordance with the principles of *Universal Design for Learning*, providing multiple means of representation, expression and engagement in an effort to support all students by providing tools for interacting with text that are *necessary for some*, *beneficial for all*.

- Kurzweil 3000 can be used to *differentiate instruction* for individual students, for small facilitated groups, or as part of whole-class strategy instruction.

- Kurzweil 3000 is as powerful as the imagination of the user and can be used by teachers, students and professionals, to complete a wide variety of tasks.

- Kurzweil 3000-***firefly*** provides four platform options: Windows, Mac, iPad app, and Web App accessible via any device.

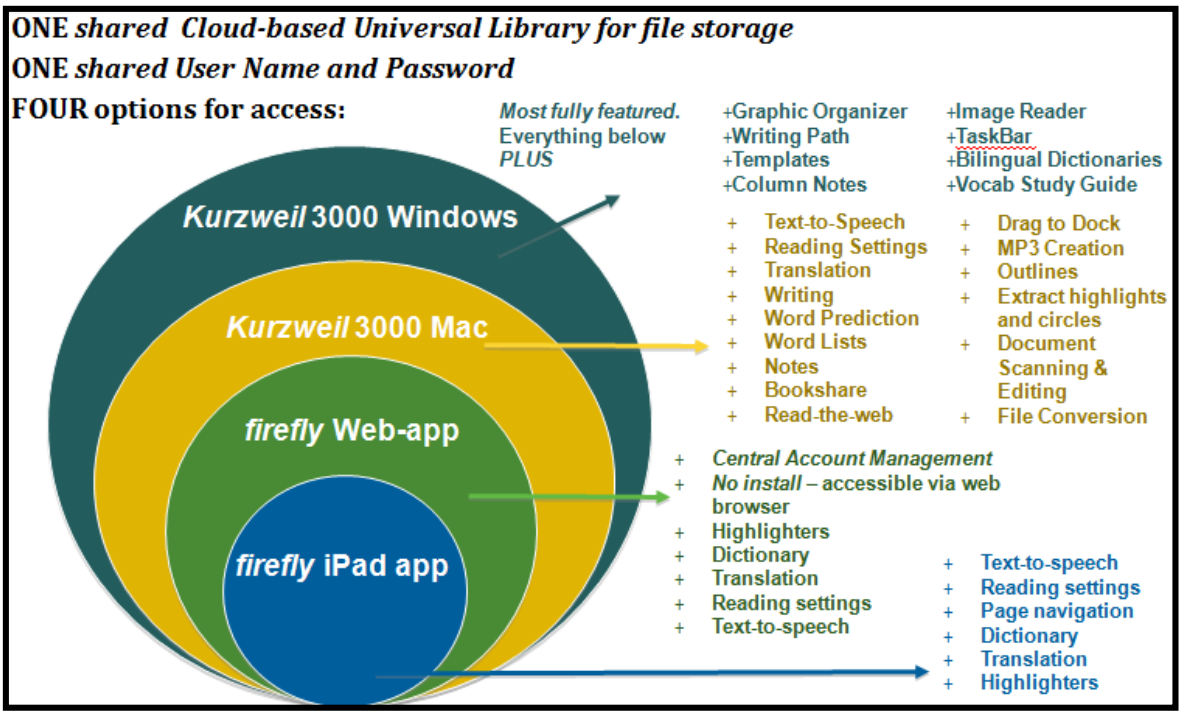
- Kurzweil 3000 is an integrated literacy solution.

- Kurzweil 3000-***firefly*** supports efforts to meet the rigorous Common Core State Standards by serving as a *tool* for both students and teachers.

What is *your* goal for using Kurzweil 3000 Software?

What you need to know about Kurzweil 3000-firefly:

A Comparison of the different Kurzweil 3000-firefly platform options:



What do *you* need to do to begin?

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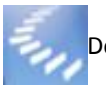
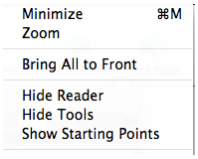
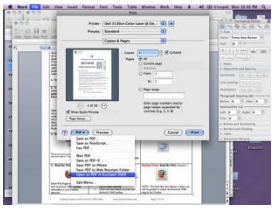
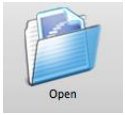
General Questions

What do you want to do?	*Resources for Help:*	*Suggested tools to use…*
1. Become part of the Kurzweil 3000 community!	https://www.KurzweilEdu.com Find and share resources and ideas Marketing Department Call: 1-800-894-5374 Email: Marketing@KurzweilEdu.com	Free Webinars https://www.kurzweiledu.com/special/webinars Kurzweil Educational Systems https://www.kurzweiledu.com/facebook @KurzweilEdu http://twitter.com/CambiumTech http://www.youtube.com/user/CambiumTech www.KurzweilEdu.com/Blog
2. Sales Assistance License types, Site licensing, price quotes, etc.	Sales Department Call: 1-800-547-6747 Email: Sales@KurzweilEdu.com	Go to: https://www.KurzweilEdu.com for product information, overview and how-to videos, customer testimonials, product flyers and MORE…
3. Get Training Curriculum Integration, use with other tech tools, advanced skills, etc.	Customer Success Department Call: 1-800-547-6747 x626 Email: CustomerSuccess@KurzweilEdu.com	*Training Offerings:* • Implementation Partnerships for ongoing consultation • Live Online Workshops • Self-Study Online Courses • Private Onsite Trainings https://www.kurzweiledu.com/help/customer-success-services.html
4. **PLAN** for your Kurzweil 3000 Implementation	Steps for Technology Implementation: 1. Identify shared vision—Get Excited! 2. Identify pioneering members of implementation team 3. Develop a collaborative master PLAN 4. Identify measurable goals of district, teachers and students. 5. Create a budget 6. Acquire materials 7. Schedule ongoing professional development 8. Evaluate success of the project 9. Share knowledge and communicate progress	Implementation Guides & Other Supports: • Implementation Guidelines • Implementation Checklist • Implementation Tips • Digital Text Organization spreadsheet • And more… • https://www.kurzweiledu.com/training-resources.html
5. **Install Kurzweil 3000** or get technical help. Compatible with Mavericks OS	Kurzweil 3000 MUST be installed on your computer. Technical Support Department: Call: 1-800-894-5374 Email: Tech@KurzweilEdu.com Customer Support Portal: http://support.cambiumtech.com/index.php Customer Service email: CustomerService@KurzweilEdu.com Installation guides are available on website as well as on the Product DVD.	Product Install DVD or download: https://www.kurzweiledu.com/k3mac ***firefly*** web app: https://www.fireflybykurzweil.com ***firefly*** iPad app: Search "***firefly*** K3000" in the App Store. (NOTE: You MAY make copies of the install DVD.) Help Menu

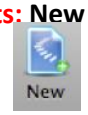
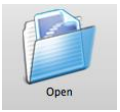
General Questions

6. Open Kurzweil 3000	**Double Click** on Kurzweil 3000 icon on your desktop. OR Put the Kurzweil 3000 icon in your Dock by dragging it from the applications folder. Click on the Kurzweil 3000 icon on your Taskbar to open.	 Double Click **Login Mac:** **Login *firefly* web app or iPad app:**
7. Open or **Close Kurzweil 3000 windows** • **Reader** • **Tools Palette** • **Starting Points** • **Document**	To **Open/Close windows** • **Window->Show/Hide->Reader/Starting Points/Tools** • Click on Red "x" button to close document and windows	**Menu bar->Window->select which tools windows to "show" or "hide"** 
8. Save a file to the Universal Library Kurzweil 3000's "Cloud" storage **NOTE: Files saved to the Universal Library can be opened from *any* device with *any* platform of Kurzweil 3000.**	Kurzweil 3000 files are just files with a .kes extension. Save them anywhere: • **Kurzweil Web Universal Library** (Only available with web licenses) • Any folder on your Computer • Anywhere on your network • On a USB drive • Upload them to a website (Edmodo, Moodle, wiki, Google drive, etc.)	**To save to Universal Library:** **Menu bar->File->Save to Library** ***(Cloud storage shared by all platforms)*** **OR** **To save to local computer only:** **Menu bar->File->Save** (⌘S) All changes, notes, highlights, circles, etc. will be saved.
9. **Print** a document	You can Print any document you open in Kurzweil 3000. • Click the **Print button** on your toolbar • OR select **File->Print**	**Menu bar->File-> Print** (⌘P) **OR Document Toolbar:**
10. Check for Updates **NEW: Automatic monthly updates.**	Free updates are frequent and address bugs or add enhanced features. Search for product updates from within Kurzweil 3000. Follow the Prompts.	**Menu bar->Kurzweil 3000->Check for Updates** **OR – Download from Website** https://www.kurzweiledu.com/software-updates.html
11. Learn more about **digital text** and **Universal Design for Learning (UDL)**	• Learn about the National Instructional Materials Accessibility Standard (**NIMAS**) • Learn more about the Accessible Instructional Materials Consortium **(AIM)** • Learn more about Bookshare and how to acquire digital files for students with print-based disabilities • Learn more about CAST's **UDL** framework and its core principles that support flexibility and choice • Multiple means of Representation, Expression, Engagement	NIMAS www.nimas.cast.org AIM www.aim.cast.org Bookshare www.Bookshare.org CAST www.cast.org National Center on UDL www.udlcenter.org

Getting your content/files into Kurzweil 3000

What do you want to do?	***How can*** Kurzweil 3000 ***help?***	***Suggested tools to use…***
1. Scan **Where to find files to use in Kurzweil 3000:** **FIRST:** Don't be afraid to ask the publisher for an accessible digital version of text. If your content is not available in a digital format directly from the publisher, there are numerous other ways to find it detailed below. If your document is still NOT available digitally, you can easily turn paper curriculum materials into digital content by scanning.	Kurzweil 3000 makes it easy for you to scan in new materials. • Scan using ANY typical scanner or scanning app and save as a PDF to open in Kurzweil 3000. OR • Open Kurzweil 3000 Professional on a computer connected to an ordinary scanner • Place document(s) on flatbed or in sheet feeder • Click the **Scan button** on your **Starting Points** window • OR Select **Scan->Scan New Document** • The file will appear in a new Kurzweil 3000 Window. • Save the file. *NOTE: Use Zone Edit and/or Edit Underlying Text features to correct any text-to-speech mistakes.* *Step-by steps available in **Help** or* https://www.kurzweiledu.com/TrainingResources.php	**Starting Points: Scan button** (⌘1) OR: **Menu bar->Scan->Scan new document** NOTE: If you have a large volume of text to scan, consider: • Scanning to PDF using a scanner with sheet feeder • OR use a Networked copy machine to scan and save files as PDF • Don't be afraid to liberate a book from its binding to make scanning easier! NOTE: Only Epson and Canon Scanners are compatible with Kurzweil 3000. Multi-page scanning directly to Kurzweil 3000 is not available. **Scanning to PDF is the best way to scan files for use with** Kurzweil 3000 ***Mac.***
2. **Convert existing digital files (word documents, web pages, PowerPoint slides, etc.) to a Kurzweil 3000 (.kes) format.** Open digital files you created in *any* other programs (test, worksheets, graphic organizers, etc.) and turn them in to Kurzweil files. NOTE: If you can print the file, you can turn it in to a Kurzweil file!	The *Open as PDF* feature in Kurzweil 3000 allows you to open a file in any other program and "print" it using Kurzweil 3000 to turn it in to a .kes file. • Open the *other* program • Open the file you created with that program • **File->Print** • Click **PDF** • Select **Open as PDF in Kurzweil 3000** from the pull-down menu**.** • Click **OK** • The new file will appear in Kurzweil 3000 • **Save** this new .kes file	**From within any *other*** non-Kurzweil 3000 **program:** **File->Print->PDF->Open as PDF in Kurzweil 3000**  NOTE: Any tools on your **Tools Palette** can now be used to mark-up this new .kes file. The content of the file cannot be edited.
3. Open a PDF 	Kurzweil 3000 can automatically recognize PDF files and turn them in to .kes files. • From within Kurzweil 3000 select *open* • Browse to your file • Open the file and select the page range you would like converted to Kurzweil 3000 • The file will appear in Kurzweil 3000 • Save the file	**Starting Points: Open button** (⌘O) 

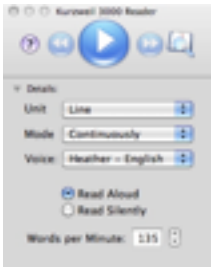
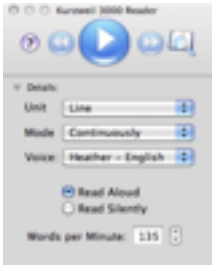
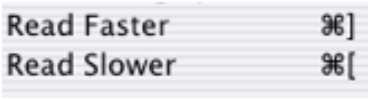
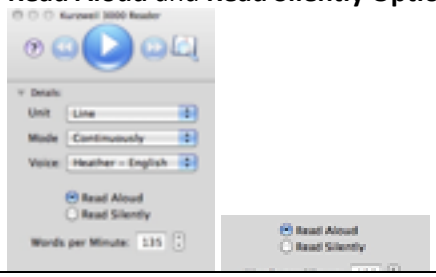
Getting your content/files into Kurzweil 3000

What do you want to do?	*How can* Kurzweil 3000 *help?*	*Suggested tools to use…*
4. Read the Web Read Web Pages directly using a mini Kurzweil 3000 Toolbar embedded in your Firefox Browser	Kurzweil 3000 can read web pages using *Mozilla Firefox* browser ONLY. • Click the **Read-the-Web button** • Kurzweil 3000 automatically opens Mozilla Firefox and provides a mini-*Kurzwei3000* toolbar • Click mouse wherever you would like to begin reading • Click the **Read button** on your mini Kurzweil 3000 toolbar.	**Starting Points: Read the Web** (⌘8) NOTE: The first time this feature is used, you will be guided to install the Kurzweil 3000 plug-in for Firefox.
5. Open a new **blank document** to write	Kurzweil 3000 is a talking word processor. Click the **New button** on the Kurzweil 3000 **Starting Points window** to begin a new blank writing document.	**Starting Points: New button** (⌘N)  **OR Menu bar->File-> New**
6. Open an existing Document NOTE: More and more curriculum materials are ALREADY digital and chances are Kurzweil 3000 can read them!	Kurzweil 3000 can open and read most digital files including .doc, .pdf, .txt, .rtf, .kes, .html, file formats. (Kurzweil 3000 cannot read video or audio files.) • From the Starting Points window select **Open** • **OR File->Open** • Browse to your file • Click **Open** • The file will appear in Kurzweil 3000 • You can **edit the text** in these files	**Starting Points: Open button** (⌘O) OR Menu bar-> File-> Open  NOTE: If you do NOT want the text to be editable. Use **Open as PDF** instead of Open and save as a .kes file.
7. Get Books from www.Bookshare.org *You need to be qualified with a print-based disability and receive a Bookshare member username and password to download books.* *OR you must be a sponsor member to download for students.* **You will need to have your www.Bookshare.org username and password ready!**	Kurzweil 3000 can open and read files from www.**Bookshare.org**, a digital text repository with over 260,000 titles. • **Online->Search for Books** • Click **Change User** and enter your Bookshare username and password • Enter title/author • Click on book you would like to download • Choose the student (if a sponsor) • File will open in Kurzweil 3000 **OR** • Download Book(s) from Bookshare.org and unzip the files package. • Open the .xml file • **File->Print->PDF->Open as PDF in Kurzweil 3000** • Save the File	**Online-> Search for Books** **Note: You can now download books from Bookshare.org directly to Kurzweil 3000 since the Version 5 update!** **OR** **Download daisy books from www.Bookshare.org directly.** **Note:** More detailed instructions for working with Bookshare files can be downloaded from the Training Resources page at https://www.kurzweiledu.com/training-resources.html

Getting your content/files into Kurzweil 3000

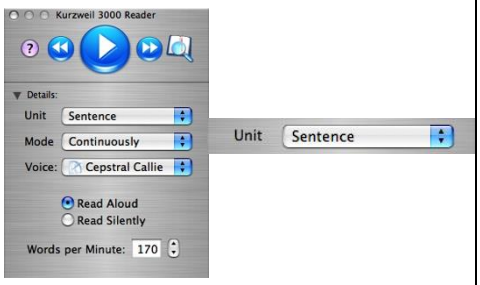
What do you want to do?	*How can* Kurzweil 3000 *help?*	*Suggested tools to use…*
8. Read text in any application	Kurzweil 3000*'s* **Drag to Dock tool** can help you read text in any application: • Make sure you have put the Kurzweil 3000 icon on your Dock by dragging it from your applications folder and placing it on the Dock. • Drag and drop selected text from any program onto the Kurzweil icon on your dock. • A Dialog box will open and the content will be read to you.	**Select Text and Drag to Dock**
9. Is there content already available in Kurzweil 3000 **format?** **YES!**	• Over 1800 public domain *Classic Literature* titles are on the Kurzweil 3000 DVD and in the **Shared Collections** folder in the Web Universal Library • *Metro Non-Fiction Bookbag* • *Reading A-Z* leveled readers (800+ titles) • *Passport Reading Journeys* (Voyager) • *Language!* (Voyager)	**For more information about these and other Content Resources:** https://www.kurzweiledu.com/content-resources.html

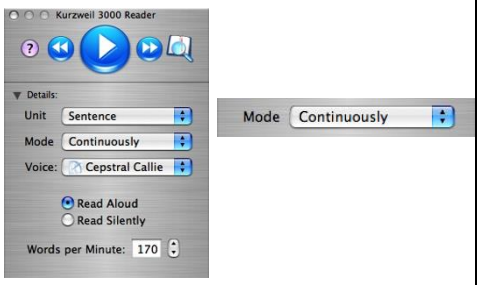
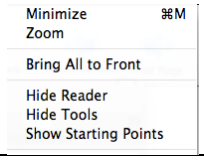
Reading

What do you want to do?	*How can* Kurzweil 3000 *help?*	*Suggested tools to use…*
1. Read Text Aloud **NEW:** **Open Dyslexic font is now available.** **NOTE: Go to the product Install DVD or download to install the font from the Extras folder.**	Kurzweil 3000's **Text to speech technology** correctly read s text selections aloud, models fluent reading, and supports difficulties with decoding. Click anywhere within the text and click on the **Read button** to start reading.	**Reader: Read** (⌘ / ⌘)
2. Change Voice **NEW:** **Acapela voices available for FREE download:** https://www.kurzweiledu.com/k3mac	You can change the **reading voice** to suit your preference. To change the **voice**: • Make sure the Kurzweil 3000 Reader is showing (**Menu bar->Window->Show Reader**) • Click on **Details** to expand Reader Choices • Click on the down arrow on the **Voice button** • Select a voice Kurzweil will access the Mac speech engines on your computer. In addition, there is an additional installation of higher quality Acapela Voices.	**Reader: Details->Voice button**  NOTE: NEW For *English Language Learners* and for reading text in foreign languages: **23 new voices and 10 languages supported!**
3. Change Speed	The **Reading Speed** WPM can be increased or decreased to support the needs of the user and the density of the text being read To change the reading speed: • Make sure the Kurzweil 3000 Reader is showing (**Menu bar->Window->Show Reader**) • Click on **Details** to expand Reader Choices • Click the UP or DOWN arrows on your **Words per Minute button**. • OR Click in the box on your **Speed button** and type the desired reading rate	**Reader: Words Per Minute Window**  **Click "up" or "down" arrows to increase or decrease reading speed.** 
4. **Turn off speech,** but continue to highlight words to keep on task when reading independently.	To turn off speech and practice silent reading or oral reading fluency skills with Kurzweil 3000: • Make sure the Kurzweil 3000 Reader is showing (**Menu bar->Window->Show Reader**) • Click on **Details** to expand Reader • Select **Read Silently**	**Reader:** **Read Aloud** and **Read Silently Options** 

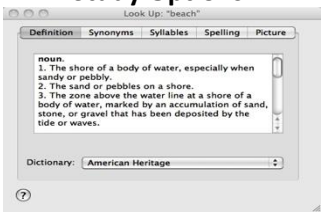
Reading

What do you want to do?	*How can* Kurzweil 3000 *help?*	*Suggested tools to use…*

5. Change size of Unit Highlighted	Kurzweil 3000 highlights a specified **Unit** of text when reading. You can adjust the text that is highlighted when reading:
	• Make sure the Kurzweil 3000 Reader is showing (**Menu bar->Window->Show Reader**)
	• Click on **Details** to expand the Reader
	• Click on **Unit button**
	• Select one of the following:
	  • Word
	  • Phrase
	  • Line
	  • Sentence
	  • Highlights Only
		Reader: Unit
		 

6. Change the Reading Pace	Adjust the **Reading Pace** or **Mode** Show the Kurzweil 3000 Reader (Menu bar->Window->Show Reader) • Click **Details** to expand Reader Choices • Click the down arrow on the **Mode button** • Select a Mode: **Continuous:** continuous reading from page to page. **Self Paced:** for pausing reading at the end of each unit. Click the **Read button** to begin reading again. **Word by Word:** for reading a single word at a time. Activate reading to begin reading again.	**Reader: Mode** 
7. Change size of text	To support users with low vision, you can easily **increase** or **decrease** the **size** of a document viewed in Kurzweil 3000 by changing the **Zoom** value: • At the bottom of the document use the slider to change text size	**Document Window: Zoom Slider**
8. Open or **Close Kurzweil 3000 windows** • **Reader** • **Tools Palette** • **Starting Points** • **Document**	To **Open/Close windows** • **Window->Show/Hide->Reader/Starting Points/Tools** • Click on Red "x" button to close	**Menu bar->Window->select which tools windows to "show" or "hide"** 
9. Customize toolbars	Tools on each toolbar can be added, removed or rearranged. Specific toolbar sets can be saved.	**Document Toolbar: Customize**
10. Make other customizations to the reading environment	Kurzweil 3000 has many other options and preferences that can be adjusted to suit the individual learning needs of the user. **Keyboard Equivalents** are also available for most tools and features in Kurzweil 3000.	**Menu bar->Kurzweil 3000-> Preferences** **and** **Help-> List of Keyboard Equivalents**

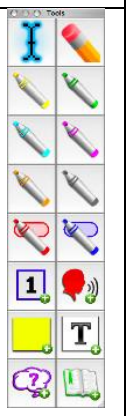
Vocabulary

What do you want to do?	*How can* Kurzweil 3000 *help?*	*Suggested tools to use…*
1. Support Vocabulary Development NOTE: Any word study tool content can be copied and pasted in to other documents to create vocabulary journals, support note-taking, etc.	Kurzweil 3000 has several **Word Study tools** available to ensure understanding of new vocabulary words and to support reading comprehension. These reference tools are visual and auditory to support independent learning, unlimited repetition, and reinforcement: • Dictionaries • Thesaurus • Syllables • Spell • **NEW Picture Dictionary** ○ **12,000 Widgit Symbols** • **Online->Translate** • NEW CCSS Academic Vocab List •	**Reader: Word Lookup button** (⌘) **Lookup Window Appears With Word Study Options:** 
2. Get **Definition** of a Word **NEW updated American Heritage Dictionaries.**	To get the definition of any word: • **Place your cursor just before a word or double click on a word to select it** • Click on the **Word Lookup button** in the Kurzweil 3000 Reader • Word Lookup Window will appear • Click **Read button** on Kurzweil 3000 Reader to read definitions aloud	**Reader: Word Lookup button->Word Lookup Window->Definition** (⌘)
3. **Change** the Digital **Dictionary**	Kurzweil 3000 offers the following dictionaries to choose from: • American Heritage • American Heritage Children's • Concise Oxford English Dictionary To change your Dictionary: • In the Look Up Window pull down the Dictionary menu • Click on your dictionary choice	**Reader: Word Lookup Window-> Dictionary** (⌘)
4. **Find synonyms** of a Word to support comprehension or to expand word-choices when writing.	A Digital Roget's Thesaurus and Concise Oxford Thesaurus are built in to Kurzweil 3000*:* • Select a word and click word lookup • From the Word Look Up window select the **Synonyms button**	**Reader: Word Lookup Window-> Synonyms** (⌘)
5. **Learn** how a word breaks down in to **syllables**	To get the Syllabication of any word: • Select a word and click word lookup • From the Word Look Up window select the **Syllables button**	**Reader: Syllables**
6. **Practice Spelling** a word NOTE: This is NOT Spell Check	To practice the correct Spelling of a word: • Select a word and click word lookup • From the Word Look Up window select the **Spell button**	**Reader: Spell** (⌘)
7. Get a **Picture** of a word	Kurzweil 3000 Mac now has Picture support • Place your cursor just before a word	**Reader: Picture**

Vocabulary

What do you want to do?	***How can*** Kurzweil 3000 ***help?***	***Suggested tools to use…***
NEW built-in picture dictionary using **12,000 Widgit Symbols**	or double click on a word to select it • From the Word Look Up window select the **Picture button**	
8. **Translate** text	Kurzweil 3000 uses Google Translate • Select Text you would like to translate • **Online->Translate** • Select Language From/To • Click **Translate** • Click **Read** • NEW 70+ Languages supported	**Online-> Translate**

Study Tools and Comprehension Strategies

What do you want to do?	***How can*** Kurzweil 3000 ***help?***	***Suggested tools to use…***
1. **Enhance** my existing off-computer study strategies or **innovate** new ways of teaching **study strategies** using Kurzweil 3000.	Study strategies need to be explicitly taught, modeled and practiced. Study strategies help students go *beyond* reading to organizing, synthesizing, and analyzing information so that they can comprehend and retain new information. Common strategies include: • Activating prior knowledge • Actively monitoring comprehension • Organizing main ideas and concepts • Generating and answering questions • Summarizing important information As you explore the various tools available in Kurzweil 3000, consider all of the great strategies you are already using, explore new ones, and innovate ways of using Kurzweil 3000 to help gain meaning from reading.	**Tools Palette: All Tools**  **Click on a tool to select it and use it in a document.** **When finished, to *return to cursor* click on:** **NOTE:** If your Tools Palette is not visible, select **Menu bar->Window-> Show Tools**
2. Use **Kurzweil** 3000 with an **Interactive White Board (IWB)**	Excellent idea! Using Kurzweil 3000 with an IWB is a great way to get students to actively and collaboratively engage in text. It is also a powerful way to model and explicitly teach good study strategies.	Kurzweil 3000 **installed on the Computer that is connected to your IWB and Projector.**
3. **Highlight** important information	**Highlighters Tools** for highlighting key text structures before thoroughly reading the text or to mark up key information during reading. • From Tools Palette, Click on a highlighter • Click on desired text and drag your mouse over the text you would like to highlight. Different colors of highlighters let you associate different concepts with different colors (Parts of speech, vocabulary words, causes and effects, main ideas and supporting details, notes for a writing assignment, etc. (e.g. Green-Topic and concluding sentences, Yellow=Key Ideas, Pink=examples, evidence and elaborations, Blue=new vocabulary)	**Tools Palette**: **Highlighter** tools NOTE: To Return to Cursor Select: To Erase: select and drag over your highlighted text.

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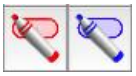
4. **Circle important** information	**Circle Tools** for circling key text structures before thoroughly reading the text or to mark up key information during reading. • From Tools Palette, click on a **Circle Tool** • Click on desired text and drag your mouse over the text you would like to circle • Different circle colors can be used to indicate specific text structures, , parts of speech, answer questions, etc.	**Tools palette: Circle tools**  NOTE: To Return to Cursor Select: To Erase: select and drag over your circled text.
5. Insert a **Foot Note**	**Foot Notes** can be used for writing answers to your self-generated questions, providing clarifying information, inserting questions, etc. The content of Footnotes is hidden until the footnote is opened with a *double click*. Footnotes appear as numbered boxes within the text. • Click on text in your open document • Click on the **Foot Note tool** on your Tools Palette. • A numbered anchor appears where you had your cursor and a **Foot Note** window opens. • Type your question, answer, clarifying info, etc. in the window • Close the note • To see the contents of the note, just click on the note icon in your text.	**Tools Palette**: **Foot Note tool** (^⌘) **NOTE:** To Erase: select eraser and click on the note in text to erase/delete it. To Return to Cursor Select:
6. **Insert** a **Voice Note**	**Voice note tool** can be used to insert a recording of your own voice noting your thoughts about the text being read. It relieves the user of the mechanics of typing. • Click on the **Voice Note button** • Click anywhere on your open document • A dialog box will open • Click on the microphone to record or import a message up to 120 seconds. • Click **OK** • To hear the note: Double click	**Tools Palette**: **Voice tool** (^⌘) **NOTE:** A microphone is needed to record voice notes. Voice notes are a great way to support *English Language Learners* by embedding clarifying notes recorded by native speakers of the language.

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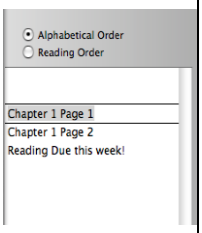
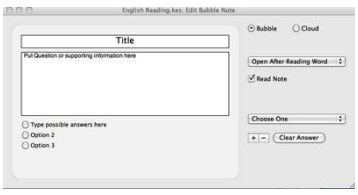
7. Insert a **Sticky Note**	**Sticky Notes** can be used to insert questions/notes about the text or provide instructions. They are brightly colored and standout when reading the text. • Click on the **Sticky Note tool** • Click anywhere on your open document • Begin Typing • Click and drag on **Sticky Note** to move it to another place on the document. • **Sticky notes** can be put in front of text.	**Tools Palette**: **Sticky Note tool** (^⌘I) To change the color of a sticky: **Menu bar-> Kurzweil 3000-> Preferences-> Notes** NOTE: not available in text documents
8. Insert a **Text Note**	**Text Notes** can be used to answer questions in a .kes test/file or worksheet. They have a transparent background – great for fill-in-the-blanks or labeling graphics. • Click on the **Text Note button** • Click anywhere on your open document • Begin Typing	**Tools Palette**: **Text Note tool** (^⌘T) NOTE: not available in text documents
9. **Insert** a **Bookmark** to mark important places in the text.	**Bookmarks** can be used to digitally mark key points in the text. • Click anywhere on your open file. • Click on the **Bookmark tool** • A dialog box will open to the side of your document • Type a description in the box • To view all Bookmarks in a document, click on the **Bookmark button** on your Document toolbar. • Click on the Bookmark you would like to go to.	**Tools Palette**: **Bookmark tool** (^⌘B)  **NOTE:** To Erase: select eraser and click on the note in text to erase/delete it. To Return to Cursor Select:
10. **Insert** a **Bubble Note** to embed comprehension questions.	**Bubble Notes** are used to embed comprehension questions, clarify information, etc. They *"pop up"* when reading. • Put cursor in front of or in middle of text. • Select **Bubble Note tool** • Select type of question ○ No Question ○ Short text Answer ○ Long Text Answer ○ Choose One ○ Choose Multiple ○ Matches	**Tools Palette**: **Bubble Note tool** (^⌘B) **OR Tools-> Bubble Note**  NOTE: Answers to notes can be

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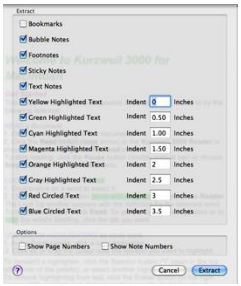
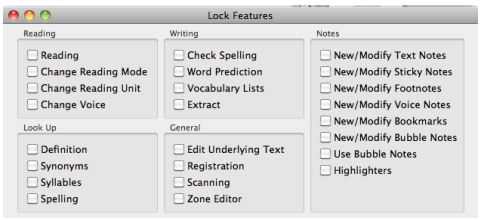
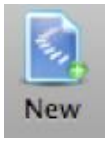
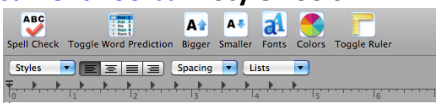
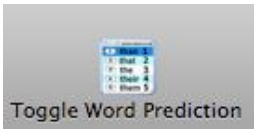
What do you want to do?	*How can* Kurzweil 3000 *help?*	*Suggested tools to use…*
	• Fill in Title Bar, question box and add choices • Preview and Click **OK**	extracted and saved or printed: **File->extract->Notes & Highlighted text-> check Bubble notes**
11. Delete a note	Any notes can be deleted: • From tools Palette, Click on the **Erase button** • Click on each note you would like to delete	**Tools Palette**: **Eraser tool** (^⌘) **OR Tools->Eraser**
12. Collect answers, notes, highlights, circles, etc. into a NEW separate document.	**Extract** feature can be used to extract any/all of your notes and highlights and create a new text document that can be used later to record answers or study for tests. • **File->Extract->Notes & Highlighted text** • Check to select the highlight(s) and or notes you want to collect. • Click **Extract button** • A new file will open with only the selected notes/highlights • Name and save the new file	**Menu bar->File->Extract Notes & Highlighted Text** 
13. Create Mp3/Audio file 	Any file you open in Kurzweil 3000 can be turned in to an **audio file** that can be played on an mp3 player. Great for Studying on the bus! • **File->Create Audio file** • Saves to Kurzweil folder in iTunes	**Menu bar->File->Audio File->Create Audio File**

Test Taking

What do you want to do?	***How can*** Kurzweil 3000 ***help?***	***Suggested tools to use…***
1. Create a Test, Quiz, Worksheet *After* you have created your test, quiz or worksheet in any other program: you can send it to Kurzweil 3000.	Create the test, quiz, worksheet, or other supplementary curriculum material using whatever program you normally use. • Open the program in which you created the file • Open the file • Select Print • Select PDF • Select **Open as PDF in** Kurzweil 3000 • File will open in Kurzweil 3000 • Add any needed Text Notes, or other annotations. • Name and Save the file. • It is now a .kes file to be shared	**Create or open your file in any *other*** non-Kurzweil 3000 **program.** **Send to Kurzweil 3000 by selecting: Print->PDF-> Open as PDF in Kurzweil 3000.** NOTE: Any tools on your **Tools Palette** can now be used to mark-up this new .kes file. The content of the file cannot be edited.
2. **Answer Questions** on a test or worksheet	Any **Study Skills Tools** can be used to mark answers to a test or quiz. **Text Notes** are the most popular for answering questions in a .kes test or quiz file. They have a transparent background – great for fill-in-the-blanks. • Click on the **Text Note button** • Click anywhere on your open document • Begin Typing • OR use **Highlights, Circles**, **Voice Notes** or other note tools to indicate an answer.	**Tools Palette**: **Text Note tool** (^⌘) **NOTE:** not available in text documents **OR**
3. **Disable features** for a test	Features such as Vocabulary supports, spell check and others can be disabled at the computer level. • Select **Menu bar->Kurzweil 3000 ->Lock Features** • Select the desired features you would like to block • Click on the **Lock button** to password protect locks • Close Window	**Menu bar-> Kurzweil 3000-> Lock Features** 
4. **Print** a document	You can Print any document you open in Kurzweil 3000. • Click the **Print button** on your Document toolbar • OR select **File->Print**	**Menu bar->File-> Print** (⌘) **OR Document Toolbar:**

Writing

What do you want to do?	*How can* Kurzweil 3000 *help?*	*Suggested tools to use…*
1. Start Writing	Kurzweil 3000 has tools to support all stages of the Writing Process. No matter what type of learning style, there are multiple entry points into and through the writing path as part of the multi-draft cyclical process of writing. • Click **New button** on Starting Points • OR **Menu bar->File->New** • A new Blank Document will open with writing tools displayed in the document toolbar • Begin Typing	**Starting Points: New button (⌘N)** **OR Menu bar->File->New** **to start a new blank Draft.** 
2. Listen to my written work	Using Kurzweil 3000's talking word processor to read text out loud can be extremely helpful with editing and revising written work. • Place your cursor at the beginning of text you would like to read • Click the **Read button** OR • **Menu bar->Read->Start Reading**	**Reader: Read (⌘R)**
3. Change Font, size, style, alignment, etc.	Basic tools for style are available: • Font – **NEW Open Dyslexic** • Size • Style • Alignment • Color	**Document Toolbar: Style Tools**  **OR Menu bar->Format->Font/Text**
4. **Check Spelling** of a word	To check the Spelling of any word you type: • Click on the **Spell Check button** on your Document Toolbar • A spell check box will open • Click on each choice to hear your options • Select correct option and Click **Change**	**Document toolbar: Spell Check (⌘;)**
5. **Get** help with **predicting words** as I type	Word Prediction will guess words as they are typed based on frequency and recency. • Click on the **Word Prediction button** in Document Toolbar • Begin typing your draft • Words will be offered as you type • Click on the Number of the word to insert in to your text.	**Document Toolbar: Word Prediction (⌘')** 
6. Create custom word lists for word prediction **NEW CCSS aligned Academic Vocab List added**	**Word Lists** can prompt students to use content specific words and vary their word choices. • **Menu bar->-Edit-> Vocabulary Lists** • Click **+** to create and name word list • Click **Edit** to add words to list • Click **+** to add new words	**Menu bar->Edit->Vocabulary Lists:**

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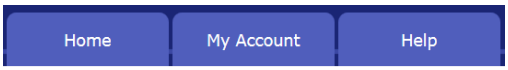
Online access to your Kurzweil 3000 Files: Open, Upload, Organize and Read

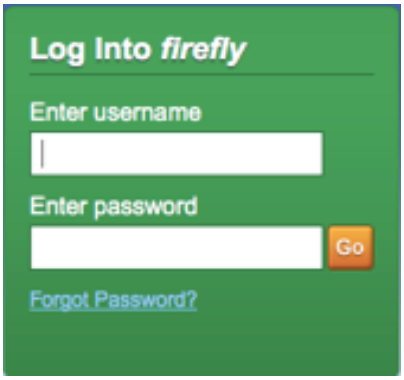
1. Go to https://www.fireflybykurzweil.com
(NO Installation is required.)

1. Enter your username and password
2. You will be brought to your Universal Library.
3. Note that you can also choose to navigate to *My Account Management* or *Help*:



Home: Your Universal Library
My Account: User Management, reporting
Help: A resource for help files, tutorials and videos

The SAME password is used for ALL Kurzweil 3000 platforms.
(Windows, Mac, Web app, iPad app)
Teachers can create students and view student user names and passwords via user management on firefly website. Students can be assigned to different teachers.



Don't know your username and password?

- If you are the Kurzweil site administrator*: It is emailed to you in your welcome package from Kurzweil's Customer Service team.*
- If you are a teacher or student: *Check with the Kurzweil site administrator for your school/district.*

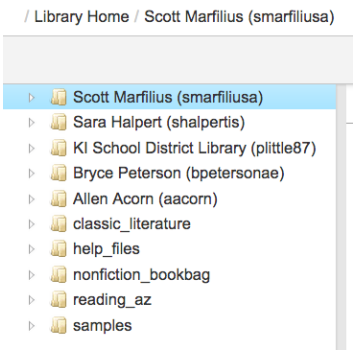
2. Open a file:

Access the firefly Overview file

1. From the Universal Library Screen, notice it defaults to your username's three default folders:
   a. **Private** (not accessible by students)
   b. **Public** (students can access the content)
   c. **recently_opened_local_files** (not accessible by students)
2. Click the **Library Home folder** to view ALL available folders within your School/District Library
3. Click on the **help_files folder**
4. Click to open the **firefly folder**
5. Open the **overview.kes** file
6. Or navigate to any other document you wish to open.

Note: Any files that are saved in your Universal Library through Kurzweil 3000 desktop version will automatically be available in your online Universal Library with firefly and vice versa. At this time, you can not save files from within the firefly iPad.

Library Home view:



3. Read a file:

Click the green **Read button** to listen and view how Kurzweil 3000 handles reading content out loud with firefly.

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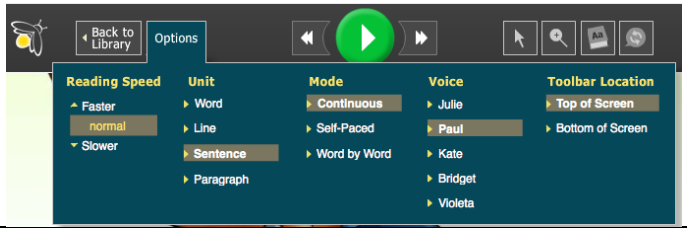
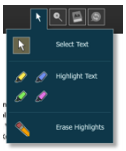
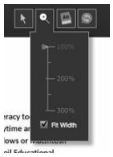
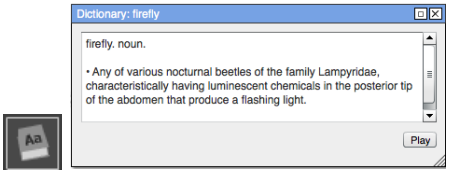
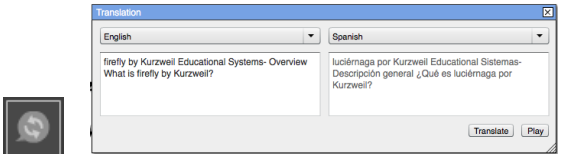
4. Explore Options: **Explore the *Options* available in the firefly interface to modify and personalize the reading experience.** • Reading speed • Unit (Word, line, sentence, paragraph) • Mode (Continuous, self-paced, word-by-word) • Voice • Toolbar location (top or bottom of screen)	**Options:** 
5. Explore the highlighting and zoom tools. NOTE: At this time, Highlights that you create in a document viewed with firefly will be saved and viewable within firefly.	**Highlight:** **Zoom:**  
6. Explore the dictionary and translate tools. **For Definition:** 1. Simply place cursor before the word you would like defined and click the **Definition button**. 2. A readable dialog box will pop-up **For Translation:** 1. Select the text you would like translated and click on the **Translate button**. 2. A dialog box will pop up allowing you to select the desired language for detection and translation. Click **Back to Library** to return to main menus.	**Dictionary:**  **Translation:** 
7. Open a file from your computer • Click the icon and browse for any file on your computer that you would like to convert to .kes format. • File will be saved to your Universal Library and ready to read.	
8. Upload a File from your computer • Open your public or private folders (or folders within) • Click the orange **Upload A File button** • Browse for your file • Upload a .pdf, .doc, .docx, .rtf .txt, or a .kes file to the Universal Library. • It will be added to your selected folder	
9. Upload a file from www.Bookshare.org • Have Bookshare.org login ready • Click the icon and search Bookshare files by author or title • Click to select desired tile • File will be ready to read!	

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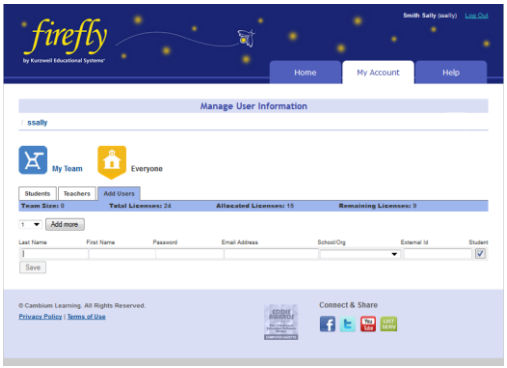
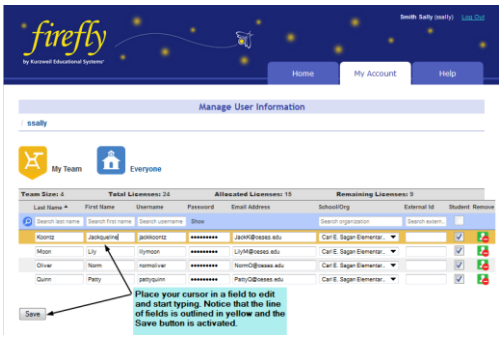
How to Get to the User Management pages	If you are an administrator, you access the User Management pages just like you did in the previous version: after you log in, hover the cursor over the **My Account** tab and select **Users** from the drop-down menu. You will see two buttons: **My Team**, and **Everyone**. All users on a subscription are visible on the **Everyone** page. All users that you select from the **Everyone** page to be on your team are also listed on your **My Team** page. The firefly User Management will first open on your **My Team** page. Notice that the **My Team** button is yellow, indicating where you are.	
Adding Users	Click the **Add Users** tab to add new users. (Use the Students or Teachers tab to include existing users in your My Team.) Type in **Last Name**, **First Name**, **Password** (or leave it blank and the system will create one), Email address, and School/Organization. If the new user is a student, leave the box checked. If the new user is a Teacher, uncheck the box. The new users will be added to the **Everyone** page	
Editing User Fields	Editing is easier. All the fields, First Name, Last Name, User Name, password, email address, are editable text fields. When you start editing a field, the line of fields is outlined in yellow and the Save button is activated. Just finish making your edits and click Save. The changes are saved on both the Everyone page and any Team pages the user is on.	

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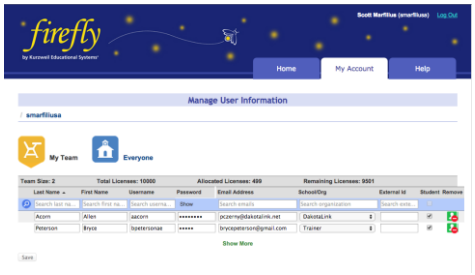
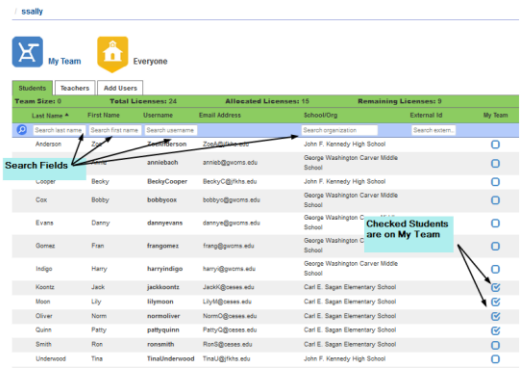
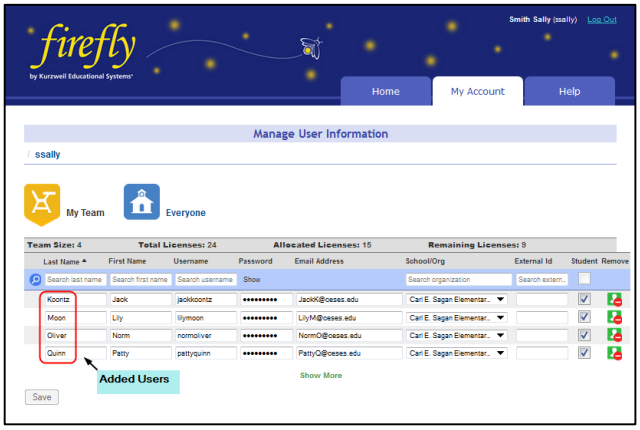
Deleting Users	To remove a user from **Your Team**, click the **Remove button** on the right side to remove them from your team.	
Adding Students to Your Team	There are three tabs on the **Everyone** page: **Students**, **Teachers,** and **Add Users**. Use the search fields to search for a user. Notice that the students who are checked are also on the logged in user's **Team** page. Adding a user to your team is easy. If the list is long, and you know the user name you want to add to your team, you can search for it. Use the search filters at the top of the page in any column. When you have located the user to add to your My Team page, just check the box next to the user you want to add. Note that you can add more than one at a time.	
Open your My Team page and you will see the users that you just added.	You can remove users from team by unchecking a user in the **My Team** page, or by clicking the Remove box on the My Team page. (Note that only the Top Level Coordinator can delete a user from firefly.) As you can see, the accessibility link is no longer needed because the pages are already accessible to screen readers.	

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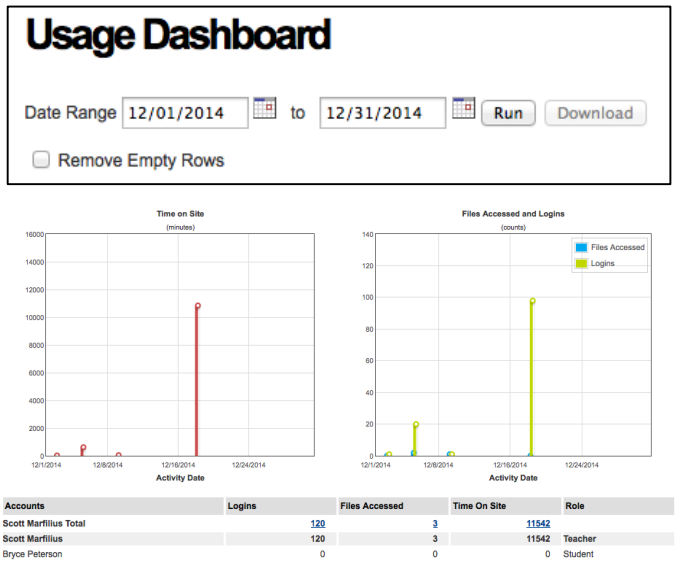
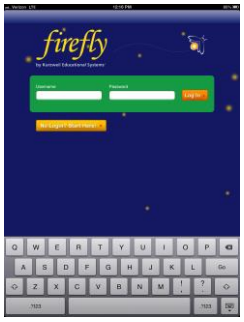
Reporting	Hover your mouse over the **My** Account tab and choose **Reports.** In the **Usage Dashboard** enter the date range for your report and click **Run.** Bar Charts: • Amount of Time Logged In (red graph) • Number of Logins (yellow graph) • Number of Downloads (blue graph) Usage Table • School usage • Individual usage	
Help	Once logged in to the firefly web app, you have access to numerous help and how-to documents and videos so that you can get started right away with instant help at the click of a mouse!	

Getting started with the firefly iPad app

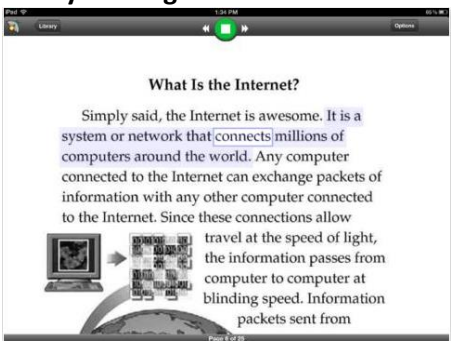
1. Download the FREE firefly App: • Select the App Store icon on your iPad *OR* • Go to the App Store via iTunes on your computer and sync your iPad later • Search for "firefly k3000" • Select "install" *(Your Kurzweil 3000 username and Password will be required to login to the app.)*	**App Store Logo:** **Kurzweil firefly app logo:**
2. Open firefly by touching the icon on your iPad	**Kurzweil firefly app icon on an iPad:**
3. Login **Enter your username and password** Note: The SAME password is used for ALL Kurzweil 3000 platforms. (Windows, Mac, Web App, iPad app) *If you are the Kurzweil site administrator – it is emailed to you in your welcome package from Kurzweil's Customer Service team.* *If you are a teacher or student – check with the Kurzweil site administrator for your school/district to obtain your username and password.*	**Kurzweil firefly iPad app login:** 
4. Open a file from your Universal Library • You will immediately be brought to your Universal Library to select and open a file. • Browse through files by selecting folders, files and swiping through. Notice folders for: • Users • Classic Literature • Nonfiction Bookbag • Samples (Reading AtoZ, and others) *At this time, you can NOT add files to the Universal Library via the iPad app.*	**Universal Library:** **Note**: Any files (pdf, doc, docx, rft, txt or kes) that are saved in your Universal Library through Kurzweil 3000 desktop version or via the web app at https://www.fireflybykurzweil.com will automatically be available in your Universal Library and accessible via your iPad app.

Getting started with the firefly iPad app

5. Read a file

- Tap the **Green button** to begin/pause reading. Notice highlighting as words are read.
- Typical iPad conventions will work within the firefly iPad app:
  - **Swipe** through pages
  - **Two finger pinch to zoom in**
  - **Two finger spread to zoom out**
- Notice the **Library button** to return to your Universal Library files
- Notice the **Options button** to adjust the reading experience for the user.

Firefly reading:

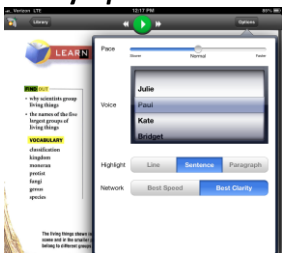


6. Explore Reading Options

Tap the Options button to Explore the firefly iPad app interface and tools to read and modify the reading experience:

- Reading Pace
- Reading Voice
- Reading Unit/Highlight
- Reading Mode

Firefly *Options:*



7. Select Text for *Translation* or *Definition* Support

Press and hold on the screen until the **Translate-Highlight-Define** bar is displayed
(You can drag the handles to select more than one word)

- Choose **Translate** from the options displayed
  - Select desired Language
  - The translation is displayed alongside the original text (There are many languages available for reading aloud.)

or

- Choose **Highlight** from the options displayed
  - Select a pen color

or

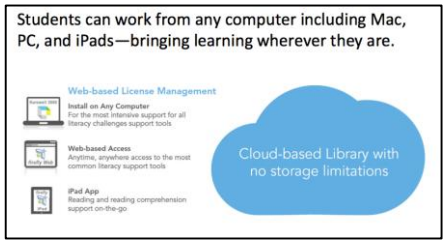
- Choose **Define** from the options displayed
  - A readable page will display the definition
  - Touch **Back** to return to page

Translation

Definition

8. Activity: Practice saving and opening files to the Universal Library to access via all Kurzweil 3000 tools.

- Login to Kurzweil 3000 for Windows or Mac.
- Save a file to your Universal Library
  File > Save to Library
- Go to your firefly iPad app and open and read the file you saved.



How do you begin implementing Kurzweil 3000-*firefly*?

1. **LEARN** about Kurzweil 3000 and expand your personal learning network by receiving quality professional development and joining the Kurzweil 3000 community:

Customer Success Department: https://www.kurzweiledu.com/help/customer-success-services.html

Free Webinars: https://www.kurzweiledu.com/special/webinars

Kurzweil Educational Systems https://www.kurzweiledu.com/facebook

@KurzweilEdu
http://twitter.com/CambiumTech

http://www.youtube.com/user/CambiumTech

www.KurzweilEdu.com/Blog

2. **PLAN** ways to use Kurzweil 3000-***firefly*** as a tool to *extend your reach* as a teacher or *increase your independence* as a student.

   What is your main goal for using Kurzweil 3000 **software?**

   _____

   Are there any obstacles you need to consider?

   _____

3. **APPLY** what you have learned about Kurzweil 3000 by incorporating it into your *existing teaching and learning strategies* using *your* curriculum content.

   1. **One thing I can try tomorrow:**

      _____

   2. **One thing I can teach someone else to do:**

      _____

   3. **One thing I would like to explore further:**

      _____

Get Started using Kurzweil 3000-***firefly*** **TODAY!**

Notes/Action Items/Ideas: