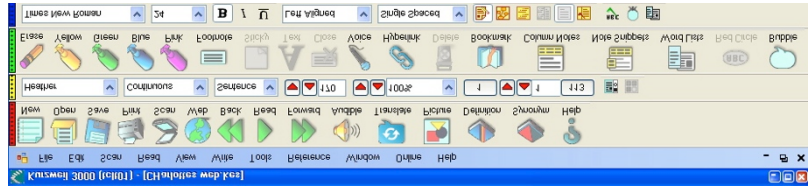# Getting Started with Kurzweil 3000-*firefly* for Windows
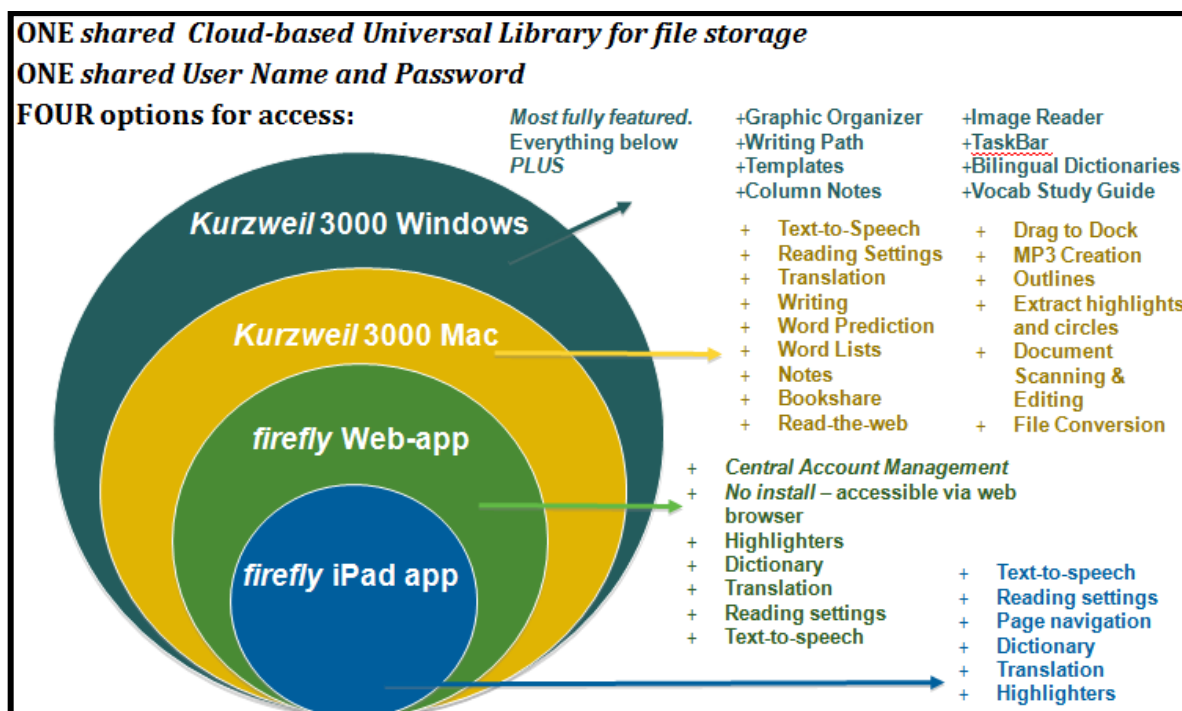
What is Kurzweil 3000?

- 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.) Includes new CCSS aligned writing templates.

- Kurzweil 3000 can provide the support needed for *ELL Students* to independently access curriculum material while improving English word recognition. Bilingual dictionaries, a Spanish Picture Dictionary, Voice-recording Capabilities and a 70+ language *translation tool* 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 has keyboard shortcuts for all features and works well with a variety of other technology tools (speech recognition, alternative keyboards, switches, interactive white boards, etc.) to ensure access 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*:

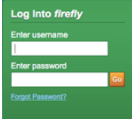## A Comparison of the different Kurzweil 3000-*firefly* platform options:

What do *you* need to do to begin?
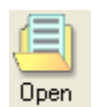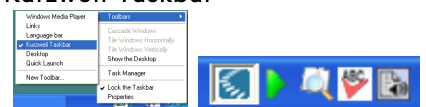
General Questions

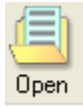| What do you want to do?	Resources for Help:	Suggested tools to use…
1. **Become part of the Kurzweil 3000 community!**	www.KurzweilEdu.com Find and share resources and ideas Marketing Department Call: 1-800-894-5374 Email: Marketing@KurzweilEdu.com	Free Webinars http://www.cambiumtech.com/special/webinars Kurzweil Educational Systems http://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: 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 http://www.KurzweilEdu.com/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… • http://www.kurzweiledu.com/training-resources.html
5. **Install Kurzweil 3000** or get technical help.	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: www.kurzweiledu.com/k3win *firefly* web app: www.*firefly*bykurzweil.com *firefly* iPad app: Search "*firefly* K3000" in the App Store. NOTE: You MAY make copies of the install DVD. Kurzweil 3000 can be pushed out to computers via .msi package Main toolbar: Help (F1)

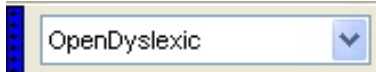| What do you want to do?	Resources for Help:	Suggested tools to use…
6. Open Kurzweil 3000	**Double Click** on Kurzweil 3000 icon on your desktop. **Login:** Your username and password is the same for ALL Kurzweil 3000 platforms (Recommended that Teachers in a building/District SHARE a generic login. Students should have individual logins.)	Double Click **Login windows:** **Login firefly web app or iPad app:**
7. 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** *(Saves to cloud storage shared by all platforms and accessed anywhere.)* **OR** **To save to local computer only:** **Main toolbar: Save button (Ctrl S)** All changes and annotations will be saved.
8. **Print** a document	You can Print any document you open in Kurzweil 3000. • Click the **Print button** on your toolbar • OR select **File->Print**	**Main toolbar: Print (Ctrl P)**
9. Check for Updates **NEW: Automatic monthly updates.**	Updates are frequent and free and address bugs or add enhanced features. Search for product updates from within Kurzweil 3000. Follow the Prompts.	**Menu bar->Online->Updates** **OR – Download from Website** http://www.kurzweiledu.com/software-updates.html

10. 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 www.Bookshare.org 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
	  • Multiple means of Expression
	  • Multiple means of Engagement
		NIMAS
		www.nimas.cast.org
		
		AIM
		www.aim.cast.org
		
		Bookshare
		www.Bookshare.org
		
		CAST
		www.cast.org
		www.udlcenter.org

Getting your content/files into Kurzweil 3000
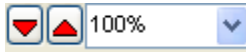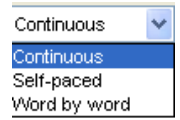
What do you want to do?	How can Kurzweil 3000 help?	Suggested tools to use...
1. **Scan** **Where to find files to use in Kurzweil 3000:** **FIRST:** Don't be afraid to ask the publisher for an accessible digital version of text. If your content is not available in a digital format directly from the 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 on a computer connected to an ordinary scanner • Place document(s) on flatbed or in sheet feeder • Click the **Scan button** on your Kurzweil 3000 toolbar. • 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* *http://www.kurzweiledu.com/TrainingResources.php*	**Main toolbar:** Scan button (F9) NOTE: If you have a large volume of text to scan, consider using: • Scanner with sheet feeder • OR Networked copy machine to scan and save files as PDF • Don't be afraid to liberate a book from its binding!
2. **Virtual Print** 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 *Virtual Print* feature in Kurzweil 3000 allows you to open a file in any other program and "print" it to Kurzweil 3000 to turn it in to a .kes file. It is automatically installed. • Open the other program • Open the file you created with that program • Select Print and change the Printer choice to **KESI Virtual Printer** • Click **OK** • The new file will appear in Kurzweil 3000 • **Save** this new .kes file	**From within any** *non*-Kurzweil 3000 **program:** **File->Print** Change Printer to **KESI Virtual Printer->** Click **OK** NOTE: Any tools on your Study skills toolbar can now be used to mark-up this new .kes file.
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	**Main toolbar:** Open button (Ctrl O)
4. **Read text in any application** **NEW: you can now add the image selector tool directly to your Kurzweil 3000 toolbar.**	Kurzweil 3000's *Taskbar* tool can help you read text in any application: • Right Click on your taskbar and make sure the Kurzweil Taskbar Toolbar is checked. • Drag and drop selected text from any program onto the Kurzweil box on your taskbar and it will be read to you. • Use Image selector tool to grab and read text embedded in images!	**Windows Taskbar->Toolbars->Kurzweil Taskbar** **OR – Add the Image Selector tool to your main Kurzweil 3000 menu Tools-> customize toolbars**

Getting your content/files into Kurzweil 3000 (continued)

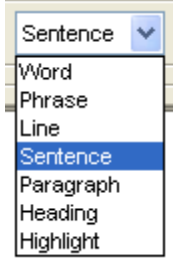| What do you want to do?	How can Kurzweil 3000 help?	Suggested tools to use...
5. Read the Web	Kurzweil 3000 can read web pages using *Mozilla Firefox* or *Internet Explorer* browsers. • Click the **Read-the-Web button** • Kurzweil 3000 automatically opens your default web-browser and provides a mini-Kurzweil 3000 toolbar • Click mouse wherever you would like to begin reading • Click the **Read button** on your mini Kurzweil 3000 toolbar.	**Main toolbar**: Read the Web
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 .pdf, .doc, .docx, .txt, .rtf, .kes, .html, .bks, NIMAS*, ePub file formats. (Kurzweil 3000 cannot read video or audio files.) • From within Kurzweil 3000 select *open* • Browse to your file • Click *Open* • The file will appear in Kurzweil 3000 • You can **edit the text** in these files	**Main toolbar**: Open button (Ctrl O) *NIMAS: National Instructional Materials Accessibility Standard www.nimas.cast.org
7. Get Books from Bookshare.org	Kurzweil 3000 can open and read files from www.**Bookshare.org,** a digital text repository with over 95,000 titles. • You need to be qualified with a print-based disability and receive a Bookshare username and password to download books. • Select the *online* pull-down menu. • Select *Search for Books* • Download Book • Enter username and password. • Kurzweil opens the .opf file	Menu bar-> *Online-> Search for Books* **OR: Download daisy books from** www.**Bookshare.org** directly. Unzip **the packaged files. Open the** *.opf* **file from within** Kurzweil 3000. **Note:** Detailed instructions for working with Bookshare files can be downloaded from the Training Resources page at http://www.kurzweiledu.com/training-resources.html
8. **Open** a new **blank document** to write	Kurzweil 3000 is a talking word processor. Click the **New button** in Kurzweil 3000 to begin a new blank writing document.	**Main toolbar**: New button (Ctrl N)
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 • *Passport Reading Journeys* (Voyager) • *Language!* (Voyager)	**For more information about these and other Content Resources:** http://www.kurzweiledu.com/content-resources.html

Reading

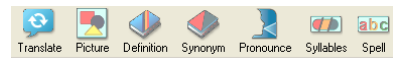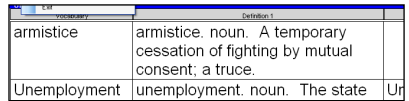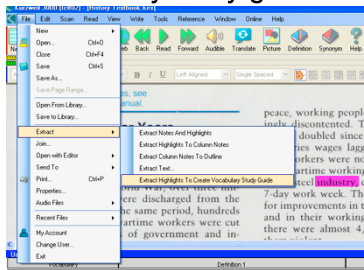| *What do you want to do?*	*How can Kurzweil 3000 help?*	*Suggested tools to use...*
1. Read Text Aloud NEW: Open Dyslexic font is now available!	Kurzweil 3000's Text to speech technology correctly reads text selections aloud, models fluent reading, and supports difficulties with decoding. For text documents only (i.e. not image documents), Open Dyslexic font is now available for easier reading.	Main toolbar: Read button (F3) New Font: OpenDyslexic
2. Change Voice NEW: Acapela voices available for FREE download: http://www.kurzweiledu.com/ki-3000-windows-version14-updates.html	You can change the reading voice to suit your preference. To change the voice: • Click on the down arrow on the Voice button on your yellow reading toolbar • Select a voice Kurzweil will access any speech engines on your computer. When installed, it provides you with a number of voice choices including 20+ High Quality voices from Acapela!	Reading Toolbar: Voice button Tracy 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. To change the reading speed: • Click the red UP or DOWN arrows on your Speed button • OR Click in the box on your Speed button and type in the desired reading rate	Reading Toolbar: Speed button 140 WPM: Words Per Minute Increase: (F11) Decrease: (F12)
4. Change size of Text	To support users with low vision, you can easily increase or decrease the size of an image document viewed in Kurzweil 3000 by changing the Zoom value: • Click the red UP or DOWN arrows on your Zoom button • OR Click the blue down arrow to select a preset zoom value.	Reading Toolbar: Zoom button 100% Zoom in: (F7) Zoom out: (F8) Note: for text documents, just change the font size.
5. Change the Reading Pace	Adjust the Reading Pace or Mode. • Continuous: continuous reading from page to page. • Self Paced: for pausing reading at the end of each unit. Click Read button to begin again.	Reading Toolbar: Mode button Continuous Continuous Self-paced Word by word

What do you want to do?	How can Kurzweil 3000 help?	Suggested tools to use...
6. Change size of Unit Highlighted	Kurzweil 3000 highlights a specified **Unit** of text when reading. You can adjust the chunk of text that is highlighted when reading: • Click on **Unit button** • Select one of the following: • Word • Phrase • Line • Sentence • Paragraph • Heading • Highlight	**Reading Toolbar:** Unit Button
7. Change the Page	To move from one page to another in Kurzweil 3000: • Click the red UP or DOWN arrows on your **Page buttons**. OR • Click the box and type in the page you would like to go to. • Click the **Return/Enter** Key	**Reading Toolbar:** Page button Next Page **(Ctrl E)** Previous Page **(Ctrl R)**
8. **Turn off speech,** but continue to highlight words to keep on task when reading independently	To Practice Silent Reading or Oral reading fluency skills with Kurzweil 3000: • Click **Audible button** to silence the voice but continue highlighting at the set reading speed. It changes to **Silent.** • Click **Silent** to toggle back to audible reading.	**Main toolbar:** Audible/Silent button Click: Audible for Silent reading
9. **Open** or **Close Toolbars**	Kurzweil 3000 has FOUR toolbars: • Main • Reading • Study Skills • Writing To **Open/Close Toolbars**: • Click on the color-coded toggle buttons on the left.	Toolbar Toggles:
10. **Customize toolbars**	Tools on each toolbar can be added, removed or rearranged. Specific toolbar sets can be saved.	Menu bar->Tools->Customize->Toolbars
11. **Make other customizations to the reading environment**	Kurzweil 3000 has numerous other options/preferences that can be adjusted to suit the individual learning needs of the user. Select **Tools->Options** to explore the many customizable features.	Menu bar->Tools->Options (Ctrl F1)

Vocabulary

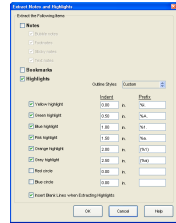| What do you want to do?	How can Kurzweil 3000 help?	Suggested tools to use...
1. Support Vocabulary Development	Kurzweil 3000 has several **Word Study tools** available to ensure understanding of new vocabulary words and to support reading comprehension. These reference tools are visual and auditory to support independent learning, unlimited repetition, and reinforcement: • Dictionary • Human Pronunciation • Thesaurus • Picture Dictionary • Syllables • Spell • Translate • Word Lists o NEW CCSS Academic word list • Extract Vocab Study Guide NOTE: Any word study tool content can be copied and pasted in to other documents to create vocabulary journals, support note-taking, etc.	**Main toolbar:** **NEW:** **Extract Vocabulary Study Guide** **NEW:** **CCSS Academic Word List available in Word Prediction and Floating Word Lists.**
2. Get **Definition** of a Word **NEW: Updated American Heritage Dictionary**	To get the definition of any word using your chosen dictionary: • Place your cursor just before a word or double click on a word to select it • Click on the **Definition button**	**Main toolbar**: Dictionary (Ctrl D)
3. **Change** the Digital **Dictionary**	In addition to the default American Heritage Dictionary, Kurzweil 3000 offers several different dictionaries to choose from: • American Heritage Children's • English->Spanish • English->French • English->Italian • Spanish-> English • And others… To change your Dictionary: • Select **Reference** • Select Change Dictionary • Click on the dictionary you want to use.	**Menu bar->Reference->Select Dictionary->click on your dictionary choice** Note: *Bilingual dictionaries* are available to support *English Language Learners*
4. Find **synonyms** of a Word to support comprehension or to expand word-choices when writing.	A Digital Roget's Thesaurus is built in to Kurzweil 3000: • Place your cursor just before a word or double click on a word to select it • Click on the **Synonym button**	**Main toolbar**: Synonym (Ctrl Q)
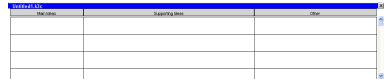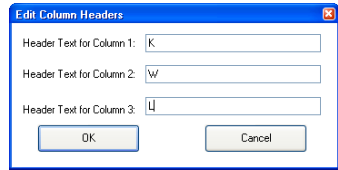
Vocabulary (Continued)

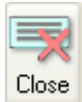| What do you want to do?	How can Kurzweil 3000 help?	Suggested tools to use...
5. Create a **vocabulary study guide** from an open document	To Create a vocabulary study guide from a file: • Open the file containing desired vocabulary words • Highlight each vocabulary word you would like to include in study guide • **File->Extract->Extract Highlights** to create a vocabulary study guide • A new column note will be opened. ○ 1st column will contain highlighted vocabulary words ○ 2nd column will automatically contain definition from digital dictionary.	**File->Extract->Extract Highlights to create vocabulary study guide**
6. **Learn** how a word breaks down in to **syllables**	To get the Syllabication of any word: • Place your cursor just before a word or double click on a word to select it • Click on the **Syllables button** *To Add to toolbar: Tools->Customize Toolbars*	**Main toolbar**: Syllables (Ctrl Y)
7. **Practice Spelling** a word	To practice the correct Spelling of a word: • Place your cursor just before a word or double click on a word to select it • Click on the **Spell button** *To Add to toolbar: Tools->Customize Toolbars*	**Main toolbar**: Spell (Ctrl L) NOTE: This is NOT Spell Check
8. **Check Spelling** of a word	To check the Spelling of any word you type: • Click on the **Spell Check button** • Click on each choice to hear your options • Click **Change**	**Writing toolbar**: Spell Check (Shift F8)
9. **Translate** passages of text to another language NOTE: Also great for *translating documents* to share non-legal documents with students, parents and other members of the team.	To use the *Translate* feature powered by *Google Translate*: • Highlight the selection of text you would like translated. • Click the **Translate button** • Select the Language From and Language To • Click **Translate** • Click **Read** to hear the text • OR Click **Open** in new document to create a new document of the translation. • Save the new document.	**Main toolbar**: Translate *** 64 Languages supported** A powerful tool for *English Language Learners to* translate on the fly and build their knowledge of English. NOTE: You must be connected to the internet to use this feature.
10. Get a **Picture** of a word **NEW: 12,000 Widgit Symbols**	Kurzweil 3000 has a NEW built-in picture dictionary using **12,000 Widgit Symbols** • Place your cursor just before a word or double click on a word to select it • Click on the **Picture button** • Picture will pop up You can also create your own pic dictionaries!	**Main toolbar**: Picture To create your own: **Menu bar->Reference->Select Dictionary->Picture Dictionary->Setup->New** Browse to folder of your images

Study 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.	**Study skills toolbar: All Tools**
2. Use **Kurzweil** 3000 with an **Interactive White Board (IWB)**	Excellent idea! Using Kurzweil300 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. • 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,)	**Study skills toolbar: Highlighter** (teacher-selected color code) (Orange and Grey highlighters are also available and can be put on your toolbar by selecting **Tools->Customize Toolbars**)
4. **Circle** important information	**Circle Tools** for circling key text structures before thoroughly reading the text or to mark up key information during reading. • Different circle colors can be used to indicate specific text structures, categories, parts of speech, etc. (NOTE: Blue and Red Circle tools can be put on your toolbar by selecting **Tools->Customize Toolbars)**	**Study skills toolbar: Circle OR Tools->notes->circle**
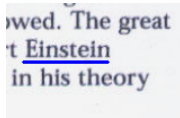
Study Strategies (Continued)

What do you want to do?	How can Kurzweil 3000 help?	Suggested tools to use...
5. Erase Highlights or Circles	Highlights and Circles can be erased by selecting the Erase tool and dragging your mouse over the highlighted or circled text.	Study skills toolbar: Erase
6. Collect highlighted text to create a study guide or outline of important information.	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. • Highlight desired text • File->Extract->Notes and Highlights • Select the highlights you want • Name and save the new file	Menu bar->File->Extract->Notes and Highlights

7. Create a Column Note	Column Notes are used to organize text into meaningful categories.
	• Click on the Column Note tool to open a 3-column note that will appear at the bottom of the page.
	• To add content to the note:
	   o Type directly into a cell
	   o OR Drag and drop text from the open file above
	   o OR Highlight key information and File->extract->Extract Highlights into Column Notes
	   o Save the Column Note file (.k3c)
	   o Same column note can be used to collect notes from multiple files.
		Study skills toolbar: Column Note
		
		NOTE: Right click in a column note for additional options:
		• Hide 3rd Column
		• Copy to Excel
		• Cover & Reveal 2nd Column
		    And more…

8. Change Column Note headings	Column Note headings can be changed to correlate with a specific educational task or purpose. To change the headings: • Right click on the heading • Type your desired headings in the dialog box • Click OK Ideas for Column Note headings • K-W-L • Causes-Effects • Word -Definition-Sentence • Character-Traits-Quotes • Predictions-What actually happened • Other ideas??	Right Click on Column Note Header:

Study Strategies (Continued)

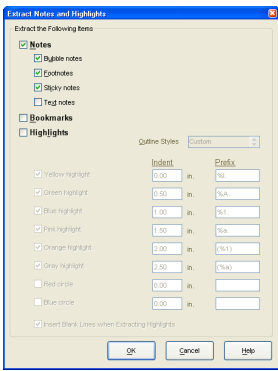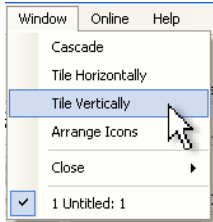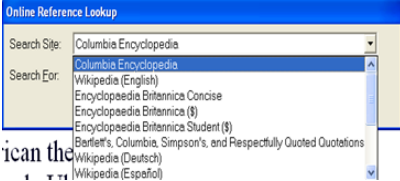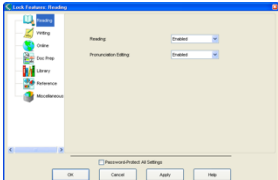| What do you want to do?	How can Kurzweil 3000 help?	Suggested tools to use…
9. Insert a **Foot Note**	**Foot Notes** can be used for writing answers to your self-generated questions, providing clarifying information, etc. The content of Footnotes is hidden until the footnote is opened with a *double click*. Footnotes appear as numbered boxes within the text. • Click on text in your open document • Click on the **Foot Note button** • A numbered anchor appears where you had your cursor and a Foot Note window opens at the bottom of the document. • Type your question, answer, clarifying info, etc. • Click the **Close button** on the **Study Skills Toolbar**	**Study skills toolbar**: Foot Note **To close the footnote:** **Study skills toolbar**: Close
10. 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 button** • Click anywhere on your open document • Begin Typing	**Study skills toolbar**: Sticky Note NOTE: not available in text documents
11. Insert a **Text Note**	**Text Notes** can be used to answer questions in a .kes test or quiz file. 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	**Study skills toolbar**: Text Note NOTE: not available in text documents TO Quickly insert text notes on every blank line on a page: **Menu bar->Tools-> Fill-in-the-blanks**
12. 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 a message up to 120 seconds long. • Click okay • To hear the note: Double click	**Study skills toolbar**: Voice button NOTE: 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.

Study Strategies (Continued)

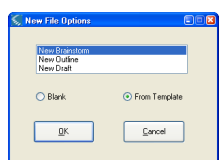| What do you want to do?	How can Kurzweil 3000 help?	Suggested tools to use...
13. Insert a **Bookmark** to mark important places in the text.	**Bookmarks** can be used to digitally mark key points in the text. • Click anywhere on your open file. • Click on the **Bookmark button** • A dialog box will open • Type in description and click *Add* • To view Bookmarks in a document, click on the bookmark tool to view them all. • Click on the Bookmark you would like to *go to*.	Study skills toolbar: Bookmark
14. **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** • Save file to iTunes or folder	**Menu bar->File->Audio File->Create Audio File**
15. Insert a **Hyperlink** to a website that supplements the text.	**Hyperlinks** can be added to create a link to a web page, another document, or points within a document. • Place cursor next to word in text where you would like to create a hyperlink. • Choose type of hyperlink and fill in required information • Click okay • A blue line will appear under the selected word. • Double Click the word to open your link.	Study skills toolbar: Hyperlink owed. The great t Einstein in his theory

16. 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
	   o No Question
	   o True False
	   o Multiple Choice
	   o Text Answer
	• Fill in question and choices
	• Preview and Click **OK**
	
	Answers to notes can be extracted and saved or printed: **File->extract->Notes and Highlights-> Bubble notes**
		Study skills toolbar: Bubble Note
		
		OR Tools->-Notes->Add Bubble Note
		
		When embedded in text, a Bubble Note looks like this:
		
		possible to v

Study Strategies (Continued)

What do you want to do?	How can Kurzweil 3000 help?	Suggested tools to use...
17. Delete a note	Any notes can be deleted: • Click on the note ONE time • Click **Delete button** on Study Skills toolbar. OR • Right Click on a note and select **Delete note**	Study skills toolbar: Delete
18. Collect Answers/Content in Notes	**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. This document can be saved, revised and printed. • **File->Extract->Notes and Highlights** • Select the note types you want to extract • Click **OK** • Name and save the new file	**File->Extract->Notes and Highlights** To extract answers and then save or print the file. **Menu bar->File->Extract->Notes and Highlights**
19. View Two files side-by-side (For example: Notes file and Content/Book File)	**Tile Vertically** feature can be used to look at two files side-by-side. Responses can be typed or dragged-and-dropped into the notes document. • Open Content/Book file • Open the Notes file • Select **Window->Tile Vertically** • The two documents will appear side by side.	**Menu bar-> Window->Tile Vertically**
20. Research topics without getting lost on the internet.	From within Kurzweil 3000, you can search a number of **online reference tools** (Wikipedia, Columbia Encyclopedia, etc.) for information about a topic. • **Menu bar->Online->Online Reference Lookup** • Select site to Search • Type in topic to search • Click **OK** • The encyclopedia pages will immediately be opened in Kurzweil 3000 to read, save, take notes, etc.	**Menu bar-> Online-> Online Reference lookup**
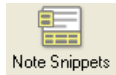
Test Taking

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 the **KESI Virtual Printer** • Select **OK** • 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	**Virtual Print** **From within any *other*** non-Kurzweil 3000 **program:** **File->Print** Change Printer to **KESI Virtual Printer->** Click **OK**
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.	**Study skills toolbar**: Text Note **A** Text **NOTE:** not available in text documents TO Quickly insert text notes on every blank line on a page: **Menu bar->Tools-> Fill-in-the-blanks** (NEW: Now available for color documents, too!)
3. Disable features for a test	Features such as Vocabulary supports, spell check and others can be disabled at the computer level. • **Select Tools->Lock Features** • Select the desired features you would like to block • Password protect the locks if desired • Click **OK**	**Menu bar-> Tools-> Lock Features** Note: you can password protect feature locks
4. Password Protect a test or other file	In High Stakes instances, it may be necessary to password protect a file. With this file encryption, the file cannot be opened without the password.	**Menu bar->File-> File Properties-> File Encryption**
5. Print a document	You can Print any document you open in Kurzweil 3000. • Click the **Print button**	**Main toolbar**: Print (Ctrl P) Print

Writing

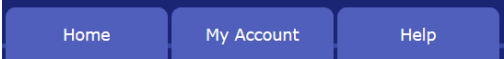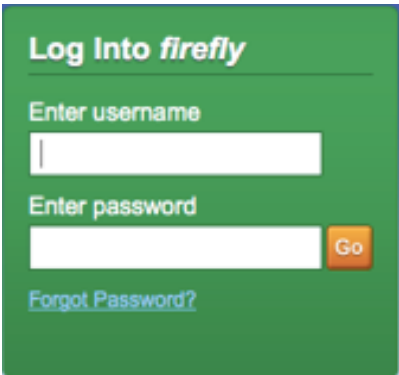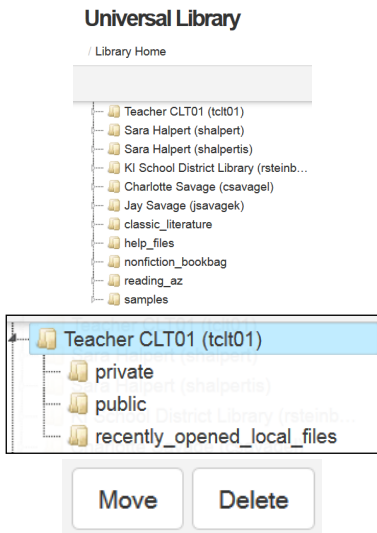| What do you want to do?	How can Kurzweil 3000 help?	Suggested tools to use...

1. **Start Writing**
 	
NEW:
Dozens of new CCSS aligned Graphic Organizers and Draft Templates
	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 on **Start Writing button** to begin
	• A dialog box will open
	• Select the type of document you would like to begin with:
	    o Outline
	    o Brainstorm
	    o Draft
	• Click **OK**
		Writing toolbar: Start Writing
		
		OR
		Main toolbar: NEW button (Ctrl N)
		
		to start a new blank Draft.

2. **Listen to my written work**	Kurzweil 3000's talking word processor to read text out loud can be extremely helpful with editing and revising written work.	**Main toolbar**: Read button (F3)
3. **Change Font, size, style, alignment,** etc.	Basic tools for style are available: • Font • Size • Style • Alignment	**Writing toolbar**: Style Tools *NEW* open dyslexic font
4. **Check Spelling**	To check the Spelling of any word you type: • Click on the **Spell Check button** • Click on each choice to hear your options • Click **Change**	**Writing toolbar**: Spell Check (Shift F8)
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** • Begin typing your draft • Words will be offered as you type • Click on the Number of the word to insert in to your text.	**Writing toolbar**: Word Prediction (Shift F11)
6. Use **Word Lists** to support writing **NEW: CCSS aligned academic word list now available!**	**Word Lists** can prompt students to use content specific words and vary their word choices. • Click on **Word Lists** • Select **Edit Word Lists** • Select up to four word lists • Words can be selected, dragged and dropped from a word list to a draft	**Writing toolbar**: Word Lists New Word Lists can be created: **Menu bar->Tools->Set Up Word Lists**

Writing (Continued)

What do you want to do?	How can Kurzweil 3000 help?	Suggested tools to use…
7. **Brainstorm** Ideas or create a Graphic Organizer template for writing	Use **Brainstorm** to map and organize ideas. Add visual cues with color, shape and size using the **Brainstorm Palette**. • Click on **Brainstorm button** • Single click a bubble to select it • Double-click a bubble to type text • Select **Quick Takes tool** from **Brainstorm Palette** • Type ideas and hit r**eturn** • A web of ideas is created • Automatically available in **Outline**	Writing toolbar: Brainstorm
8. Use a **Graphic Organizer** Template **NEW:** **Over two dozen new CCSS aligned Brainstorm mind-mapping** and **Draft Templates!**	Create new graphic organizers or use/modify from a list of several pre-made **Brainstorm Mind-mapping Templates** and **Draft Templates** designed to support different genres of writing. • Dozens of new Student Templates • 10 new Teacher templates for planning, professional development and getting started!	Writing toolbar: Start Writing-> Open Brainstorm from Template Start Writing-> Open Draft from Template
9. **Create** or revise ideas in an **outline**	Begin Writing using an outline. • Click on the **Outline button** to start an outline from scratch OR • Beginning with your **column notes** from your reading: o **File->Extract Column Notes to Outline** • Use the Outline Palette to revise and add ideas to your outline	Writing toolbar: Outline Menu bar-> Extract->Column notes to an outline
10. Use a **Note Snippet** to support writing	**Note Snippets** are automatically created from every saved column note. If you don't need a lot of structure to support writing, **Note Snippets** are great way to access a floating collection of your notes while you are writing your draft in a blank document.	Study skills toolbar: Note Snippets NOTE: Created from Column Notes ONLY
11. **View my outline and draft at the same time**	**Split Screen** button allows you to see your **Outline** and **Draft** at the same time.	Writing toolbar: Split Screen
12. **Create Review items** from a **Writing Rubric**	For the Final Stage of the Writing Process, Click on the **Review Checklist**. Customize it to reflect individual writing rubrics. **To Modify Review items:** **Menu bar-> Tools-> Options -> Review Items**	Writing toolbar: Review

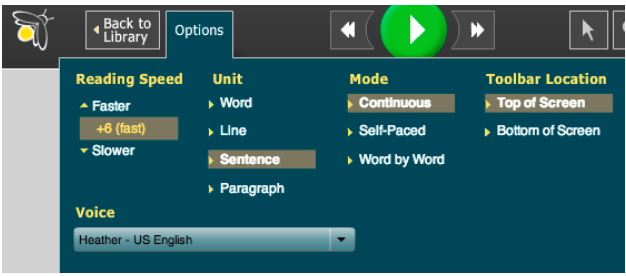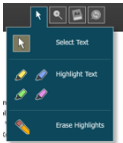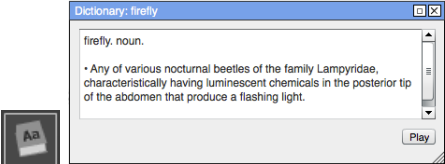**Get started with the *firefly* Web app at www.fireflybykurzweil.com**
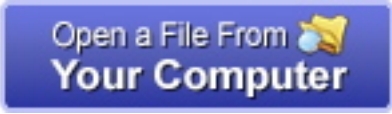
Online access to your Kurzweil 3000 Files: Open, Upload, Organize and Read

---

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

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

Home	My Account	Help

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

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.

Log Into *firefly*

Enter username

Enter password

Go

Forgot Password?

The SAME user name/password is used for ALL Kurzweil 3000 platforms.
(Windows, Mac, Web app, iPad app)

Typically – there is ONE shared teacher login. Teachers can create students and view student user names and passwords via user management on *firefly* website.

---

2. Open a File from the Universal Library

1. From the Universal Library Home Screen, your username's folder will be at the top of the file tree.
   To see the following folders, single click your folder:
   a. Private
   b. Public
   c. Recently Opened Local Files
2. Folders can be collapsed and expanded by clicking the triangle to the left of a folder.
3. Documents can be moved in *firefly* by clicking and dragging to the desired location or by using the Move button.
4. Pre-Uploaded Content in folders: Classic Literature Folder (1800+ titles), Non-Fiction Bookbag (15 titles), Samples, and *firefly* Help Files.

Note: Any files that are saved in your Universal Library through Kurzweil 3000 desktop version and thru *firefly* will automatically be available in your online Universal Library with *firefly* and vice versa.

Library Home view:

Universal Library

/ Library Home

- Teacher CLT01 (tclt01)
- Sara Halpert (shalpert)
- Sara Halpert (shalpertis)
- KI School District Library (rsteinb…
- Charlotte Savage (csavagel)
- Jay Savage (jsavagek)
- classic_literature
- help_files
- nonfiction_bookbag
- reading_az
- samples

Teacher CLT01 (tclt01)
- private
- public
- recently_opened_local_files

| Move | Delete |

Note: Teachers can see their student folders.
Students cannot see other student folders. Students can see their teachers' public folder.

---

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

Get started with the *firefly* Web app at www.fireflybykurzweil.com
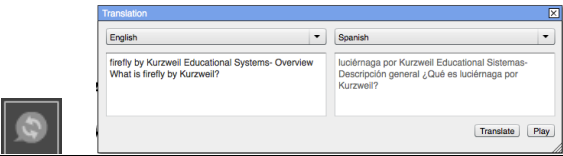
Online access to your Kurzweil 3000 Files: Open, Upload, Organize and Read (cont.)
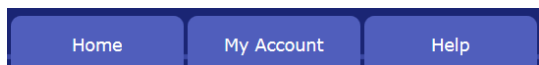

4. Explore Options:
Explore the *Options* available in the *firefly* interface to modify and personalize the reading experience.
• Reading speed
• Unit (Word, line, sentence, paragraph)
• Mode (Continuous, self-paced, word-by-word)
• Voice
  o **NEW 20+Acapela voices including support for 10 languages**!
  o Toolbar location (top or bottom of screen)
	Options:

5. Explore the highlighting and zoom tools. NOTE: Highlights that you create in a document viewed with *firefly* will be saved and viewable within *firefly*, Kurzweil 3000, and the *firefly* iPad app.	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 • Select desired folder • Click the icon and browse for any .kes, .doc, .docx, .txt, .pdf, .rtf, or .bks file on your computer that you would like to add to your Universal Library folder. • File will be saved to your Universal Library and ready to read.	
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!	

Get started with the *firefly* Web app at www.fireflybykurzweil.com
Online Account Management and Reporting

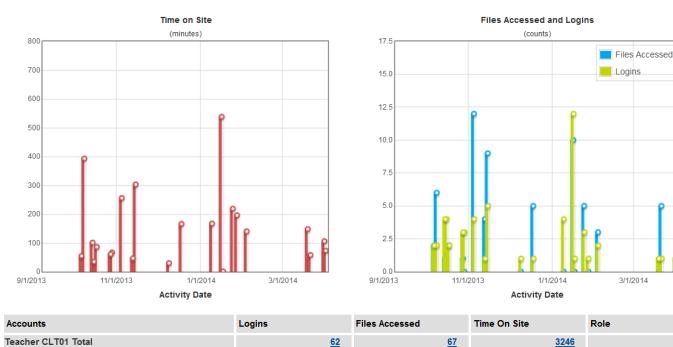|	
1. User/License Management (My Account Tab) [Home] [My Account] [Help] www.fireflybykurzweil.com is *also* the site used for *account management.* • Manage/Create/Delete Users • View and Change passwords • Monitor Usage	**User/License Management:**
2. Reporting • Amount of Time Logged In (red graph) • Number of Logins (yellow graph) • Number of Downloads (blue graph) • Range of Dates • Monitor School Usage • Monitor Individual Student Usage	**Usage Reporting:**
3. 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!	**Help Topics:**
4. Activity: Practice saving and opening files to the Universal Library to access via all Kurzweil 3000 tools. • Upload or open a Kurzweil file to the web app. • Login to Kurzweil 3000 for Windows or Mac. • **File->Open from Library** to browse to the file you saved via the *firefly* web app • From within Kurzweil 3000 for Windows or Mac: Open and Save a *new* file to your folder in the Universal Library. **File-> Save to Library** • Return to www.*firefly*bykurzweil.com and Open the file.	
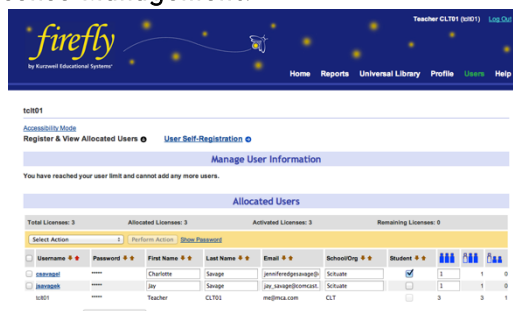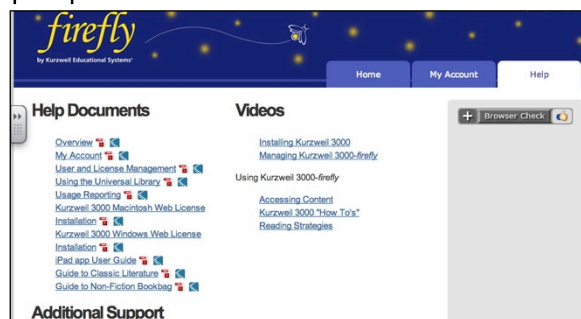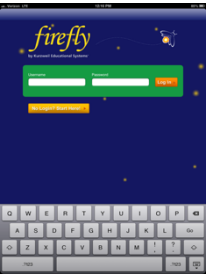
Getting started with the *firefly* iPad app

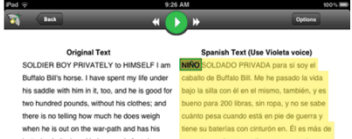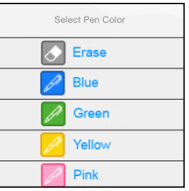|	
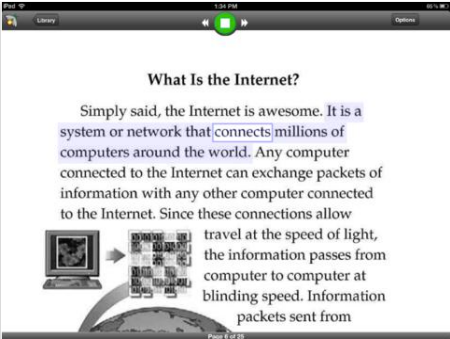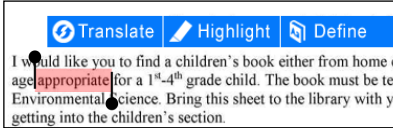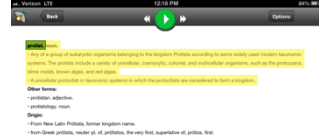
1. Download the FREE *firefly* App:
 	
• Select the App Store icon on your iPad
OR
• Go to the App Store via iTunes on your computer and sync your iPad later
 	
    • Search for "*firefly* k3000"
    • Select **Install**
 	
(A Kurzweil 3000 username and Password will be required to login to the app.)
	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* username & password is used for ALL Kurzweil 3000 platforms. (Windows, Mac, Web App, iPad app) **If you are the Kurzweil site administrator** – login 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 (1800+ titles)
    • Nonfiction Bookbag (15 titles)
    • Samples (Reading A-Z, and others)
 	
At this time, you cannot add files to the Universal Library via the iPad app.
	Universal Library:
	
	Note: Any files (.kes, . doc, .docx, .txt, .pdf, .rtf, or .bks) that are saved in your Universal Library through Kurzweil 3000 desktop version or via the web app at www.fireflybykurzweil.com will automatically be accessible via your iPad app.

Getting started with the *firefly* iPad app (cont.)

5. Read a file
• Click 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:
	
	What Is the Internet?
	Simply said, the Internet is awesome. It is a system or network that connects millions of computers around the world. Any computer connected to the Internet can exchange packets of information with any other computer connected to the Internet. Since these connections allow travel at the speed of light, the information passes from computer to computer at blinding speed. Information packets sent from

6. Explore Reading Options Click 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 • Adjust for speed or clarity	*firefly* Options:

7. Select Text for to *Translate, Highlight, Define*
1. With a document open, press and hold on the screen until the **Translate, Highlight, Define** options are displayed
2. Select desired text for the desired option by dragging the handles
3. Choose **Translate** from the Selection options displayed
  a. Select desired Language
  b. The Translation is displayed alongside the original text.
4. Choose **Highlight** from the Selection options displayed
  a. Select the desired pen color
  b. To remove a highlight, repeat and select **Erase** from the list of Pen Colors
5. Choose **Define** from the Selection options displayed with only one word selected
  a. A readable dialog box will display the definition.
  b. Touch **Back** to return to page
	Press and hold to select:
	
	Translate Highlight Define
	I would like you to find a children's book either from home age appropriate for a 1st-4th grade child. The book must be te Environmental science. Bring this sheet to the library with y getting into the children's section.
	
	Translate: Highlight:
	
	Select Pen Color
	Erase
	Blue
	Green
	Yellow
	Pink
	
	Define:

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.	Kurzweil 3000 – *firefly* Web License License Management Universal Library Kurzweil 3000 Windows Kurzweil 3000 Mac Kurzweil 3000 firefly web app www.fireflybykurzweil.com Kurzweil 3000 firefly iPad app

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: http://www.kurzweiledu.com/customer-success-services.html

Free Webinars: http://www.cambiumtech.com/special/webinars

Kurzweil Educational Systems http://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: