



Kurzweil 3000 Online

Overview

Kurzweil 3000 Online is a web-based version of the Kurzweil 3000 software program. Kurzweil 3000 Online offers integrated features that promote and aid students in Reading, Studying, and Writing. Based on Universal Design for Learning principles, it provides users with multiple ways to access information and curriculum, and with tools to help them accomplish tasks independently, practice active learning skills and demonstrate acquired knowledge. Additionally, Kurzweil 3000 Online allows users to access limited features of Kurzweil 3000 remotely from any computer with an internet connection.

The following quick start guide has been adapted from the original product user guides from Kurzweil 3000, available from the following website link:

[Website for Kurzweil 3000 Product Guide \(https://www.kurzweiledu.com/products/product-guides.html\)](https://www.kurzweiledu.com/products/product-guides.html)

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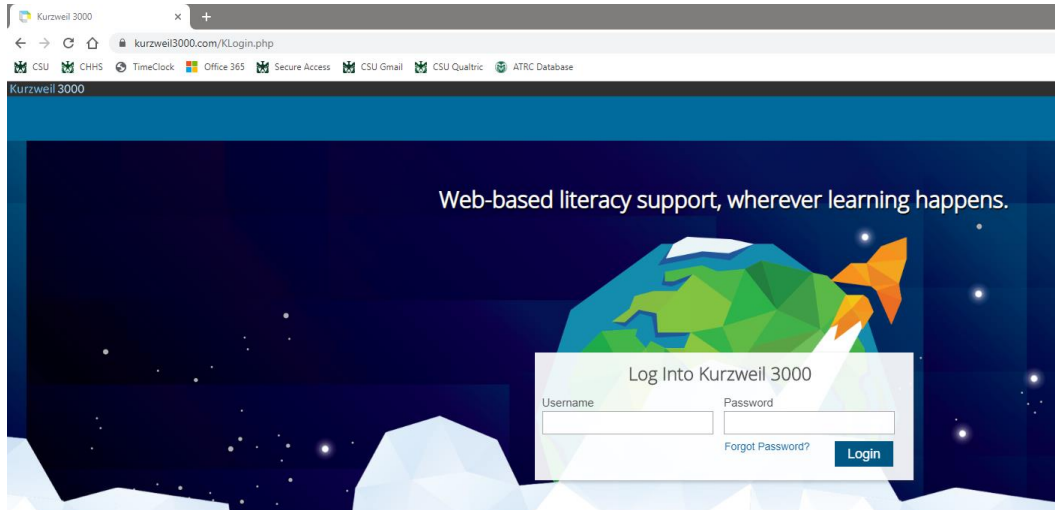
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To Use

Opening Kurzweil 3000 Online

To access the features of Kurzweil 3000 Online complete the following steps:

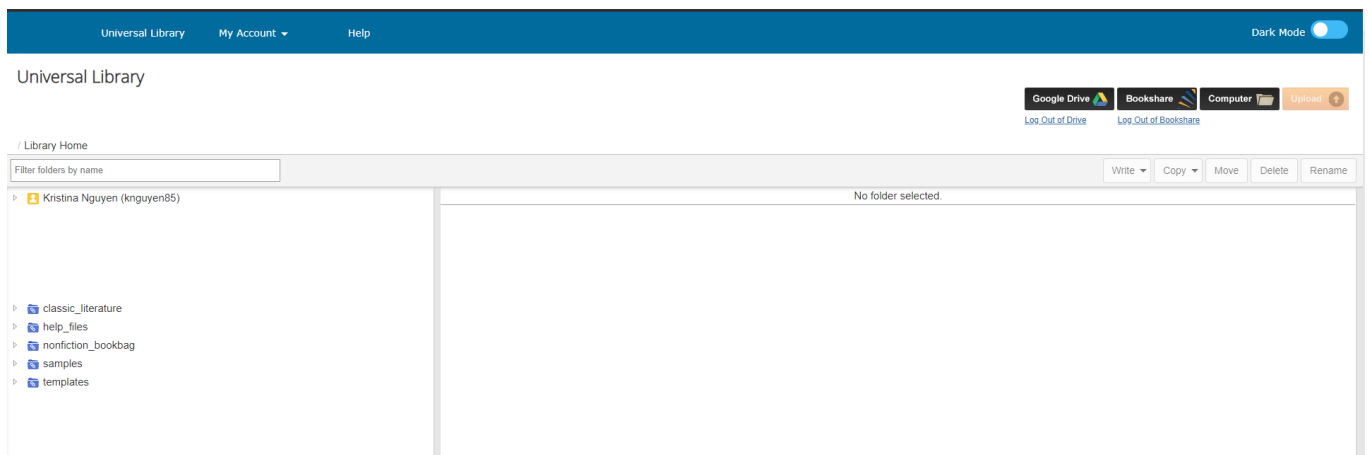
1. Go to [the website for the Kurzweil 3000 Online login](https://www.kurzweil3000.com/KLogin.php) (<https://www.kurzweil3000.com/KLogin.php>)
2. Login to site with your **username** and **password**.



How it is organized

Universal Library

Once logged into Kurzweil 3000, users will be taken to the **Universal Library**. On this page, users can upload and open documents.

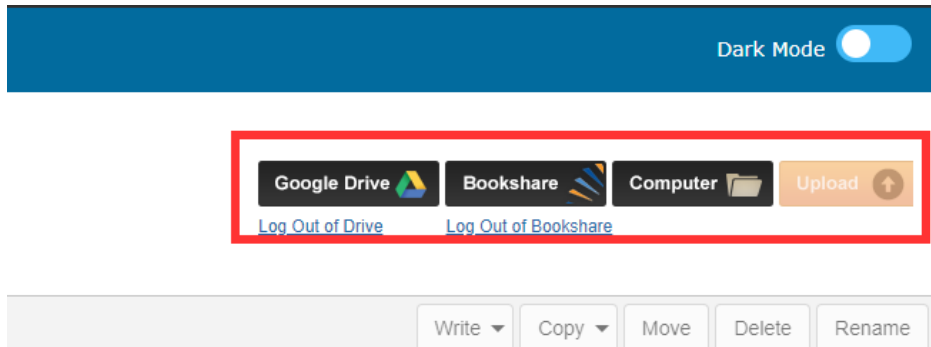


Upload and Open Documents to then Access Reading Features

To upload new documents to then access reading features:

1. To upload documents utilize the **Universal Library**

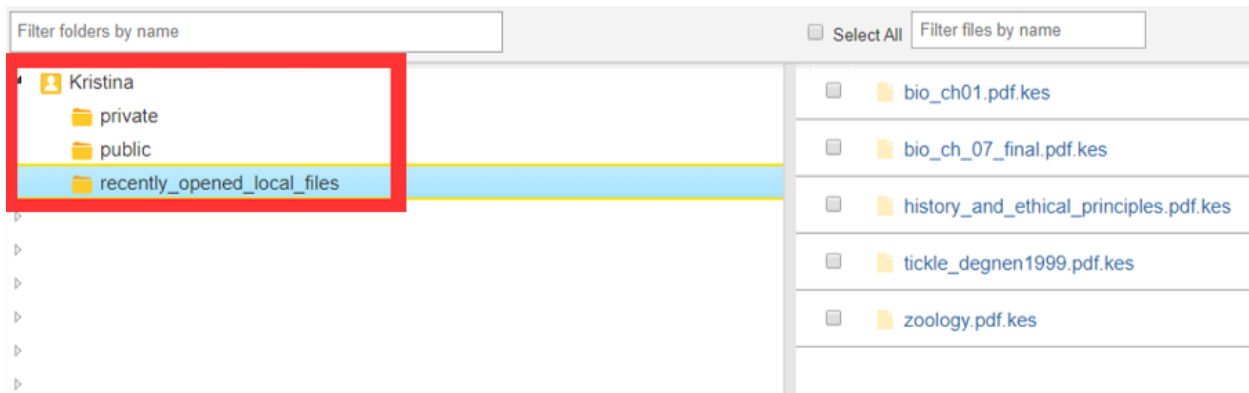
2. Select to either **upload/open a file from your Computer, Google Drive, or Bookshare.**



3. New documents uploaded will be converted to KESI files

To open documents previously opened in Kurzweil:

1. To open an existing Kurzweil document, use the **Universal Library.**
2. Navigate to saved documents (**private, public, or recently opened local files**) under your username on the left side of the window (see picture below).

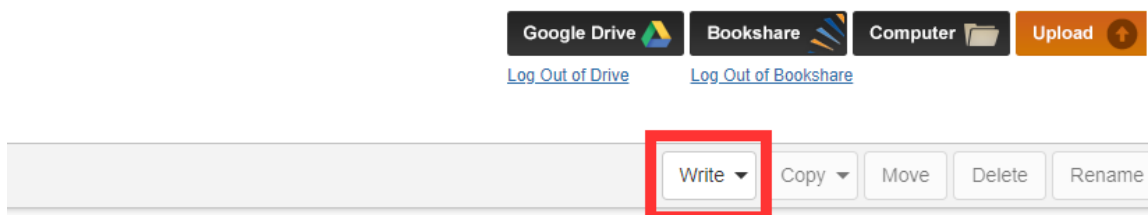


3. Click on desired document.

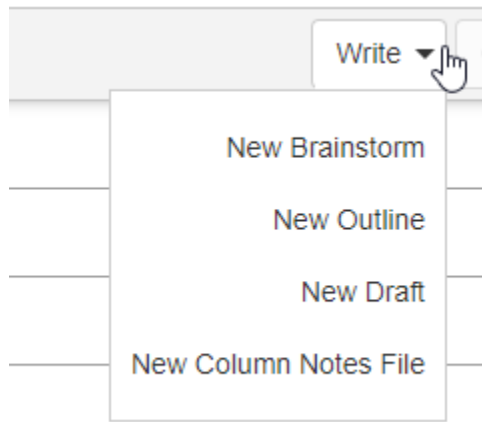
Access Writing Features

To access Kurzweil 3000 Online Writing Features:

1. In the **Universal Library** page, click your **name** on the left side of the window, then select the location where you want to keep the document you will create (**private, public, or recently opened local files**).
2. Locate the **write** tab



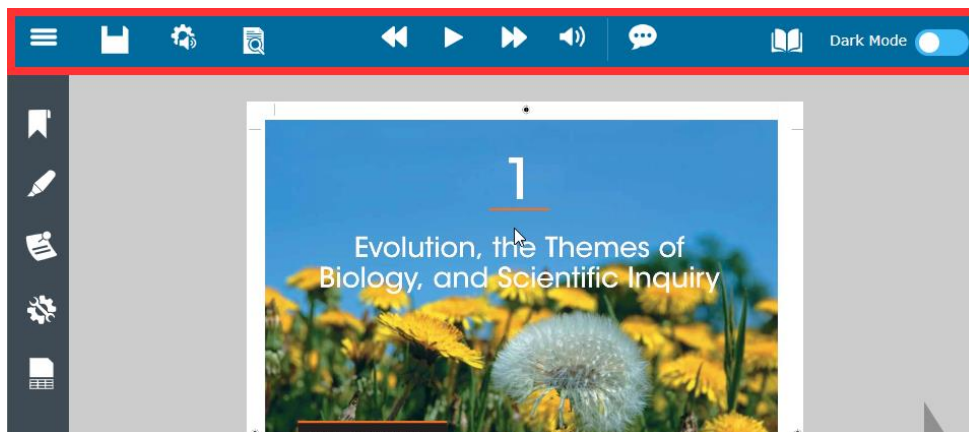
3. Select between **New Brainstorm**, **New Outline**, **New Draft**, And **New Column Notes File**.



Reading Features

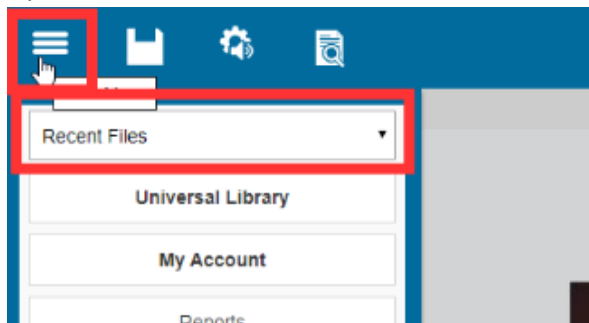
Main Toolbar

The Main Tool Bar of Kurzweil 3000 Online appears at the top when a document is opened.

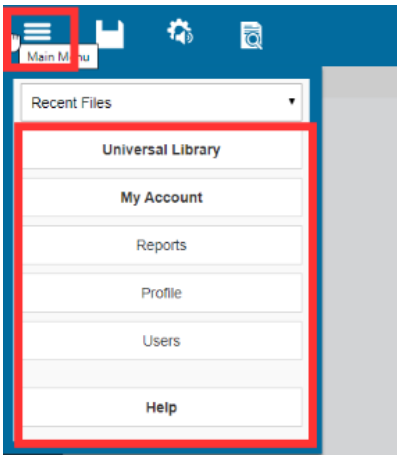


The Main Toolbar includes the options to:

- Open **new documents**



- Go back to **Universal Library**, **My Account**, and **Help**

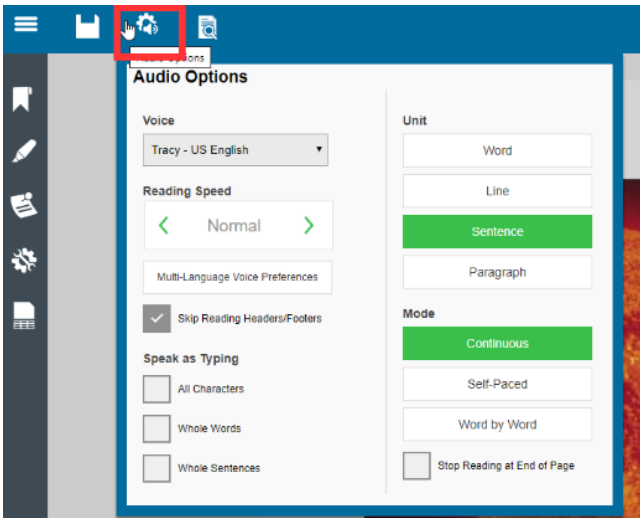


- **Save highlights and notes in the document**



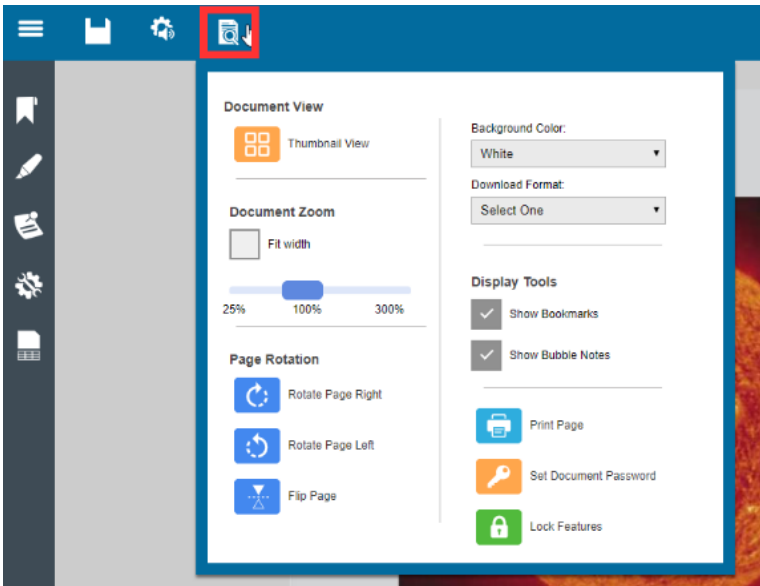
- Be sure to save the document after highlights and notes are added or changed.

- **Adjust audio options**



- Users can adjust the **voice, reading speed, reading unit, reading mode, and speak as typing**

- **Adjust view options**



- Users can use **thumbnail view, document zoom, page rotation,** and change the **background color.**

- Begin **reading features** and **go backward** or **forward one reading unit**



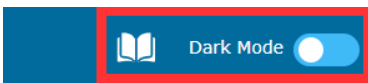
- Turn on or off **audible reading**



- Enable **speech to text**

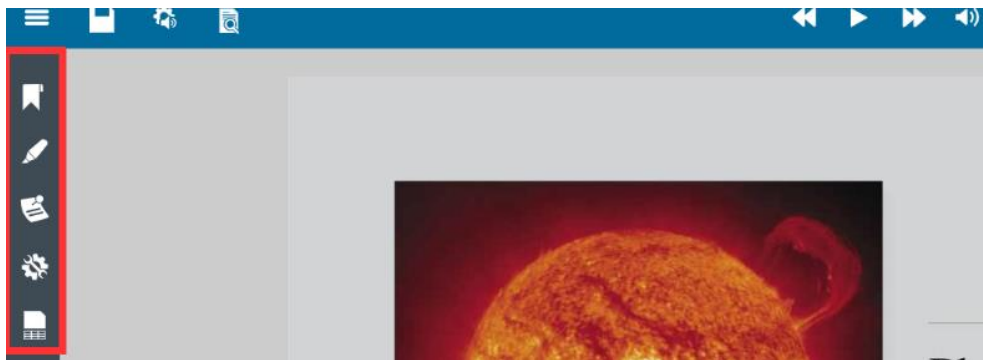


- Enable **Dark Mode**




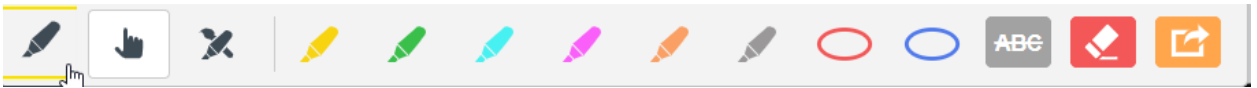
Study Skills Toolbar

The study skills toolbar of Kurzweil 3000 Online appears on the left when a document is opened.



The study skills toolbar includes the options to:

- **Bookmark** specific pages 
- **Highlight**



- Users can choose from six **highlighting colors**, **two circling colors**, and a **strike out**
- Users can **erase** highlights, circles, or strike outs by selecting the eraser button

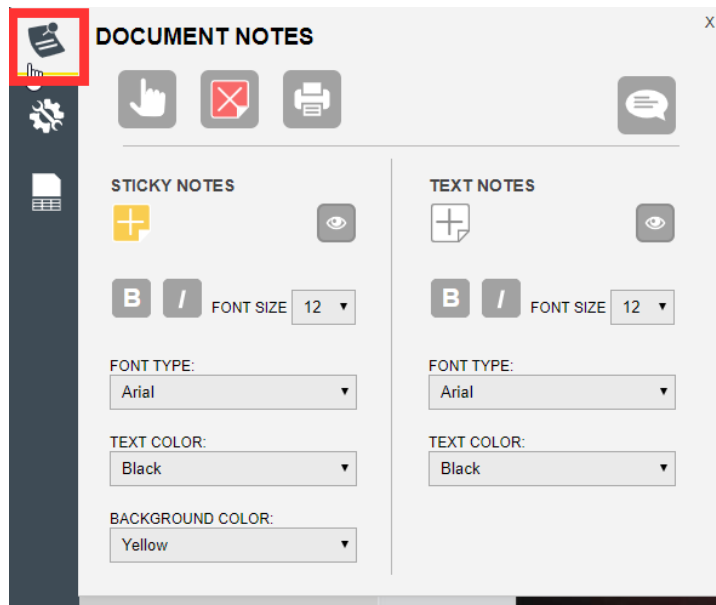


- Users can **extract highlights, notes, and bookmarks** from the document into a study




guide

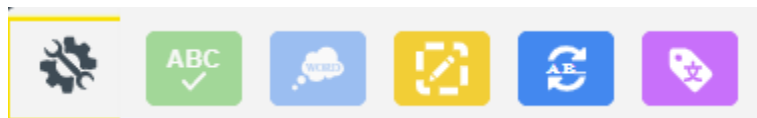
- **Insert notes**



- Users can insert a **sticky note, text note, or bubble note**

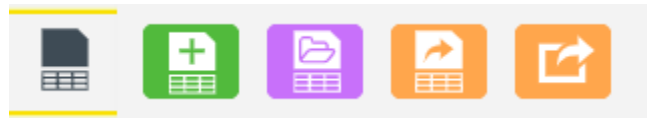
- Users can **delete** notes by selecting the red X button 

- **Access additional tools**



- Spell check
- Word prediction
- Open zone editor

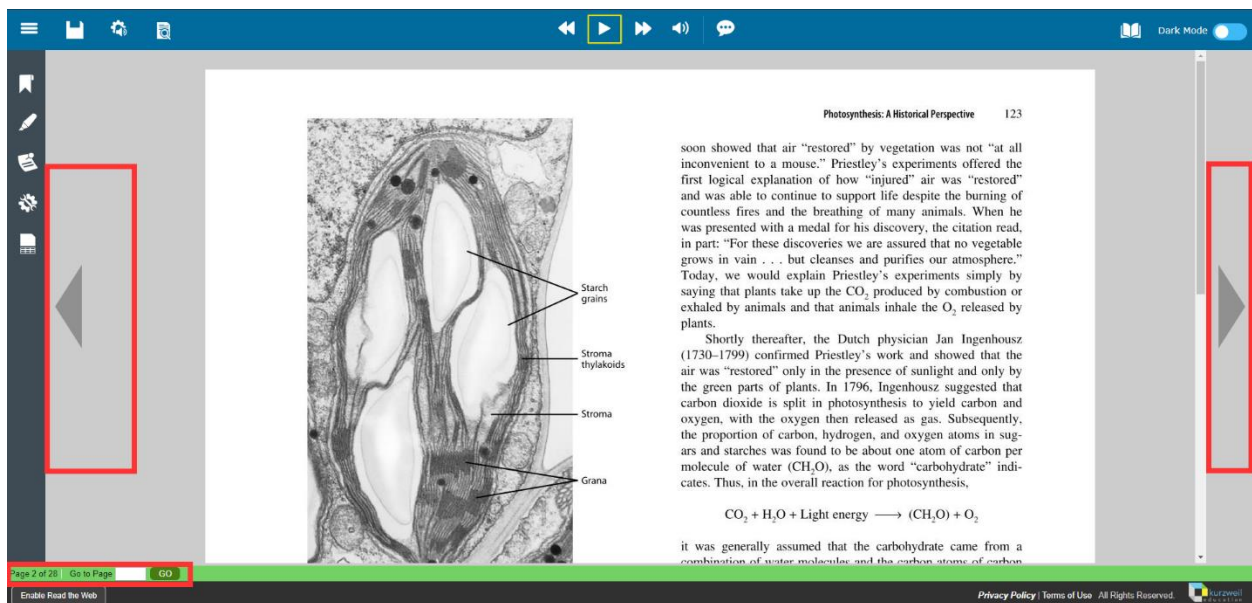
- Open edit underlying text
- Tag text with a language
- Insert **column notes**



- Users can open a new column notes or existing column notes
- Users can extract highlights to column notes
- Users can extract highlights to a vocabulary study guide

Navigating a Document

To navigate to the previous page or next page, click the large Left Arrow or Right Arrow button on either side of the page display. To go to a specific page, enter the page number in the **Go to page** box at the bottom of the window, and then click the **Go** button or press **Enter**.



Writing Features

When opening a writing feature (new brainstorm, outline, draft, or column note) users will be prompted to name the file using **only letters, numbers, and underscores**.

✖

New Brainstorm name:

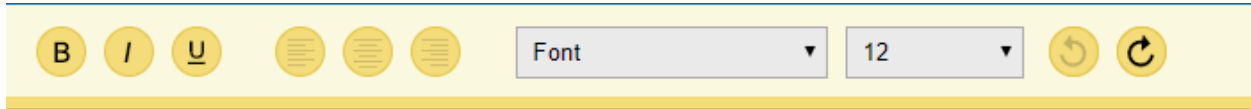
Create
Cancel

All the writing features will include:

- A main toolbar that is similar to the reading feature located at the top of the page.

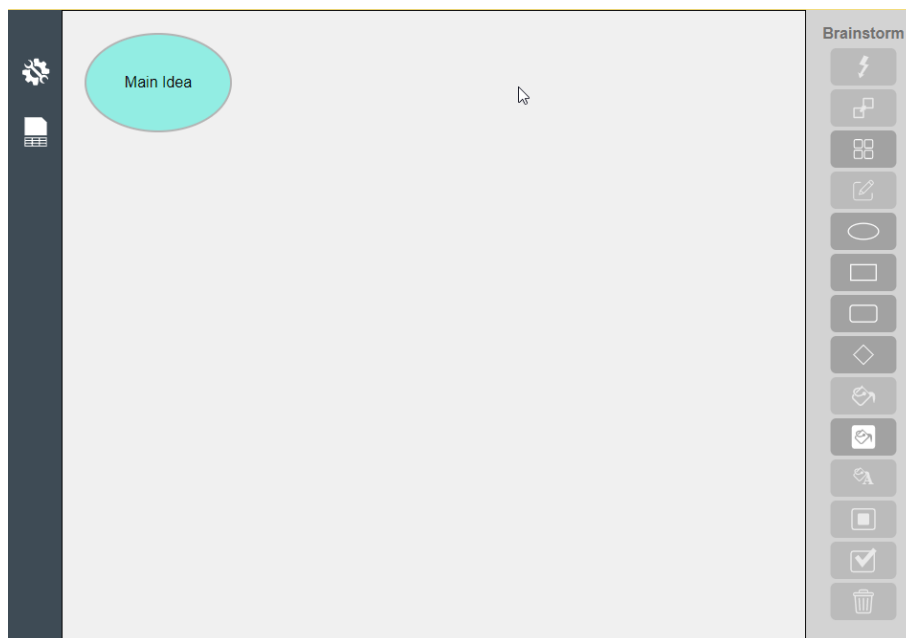


- A writing toolbar, located under the main toolbar, that includes options to bold, italicize, underline, change alignment, change font, change font size, undo, and redo.



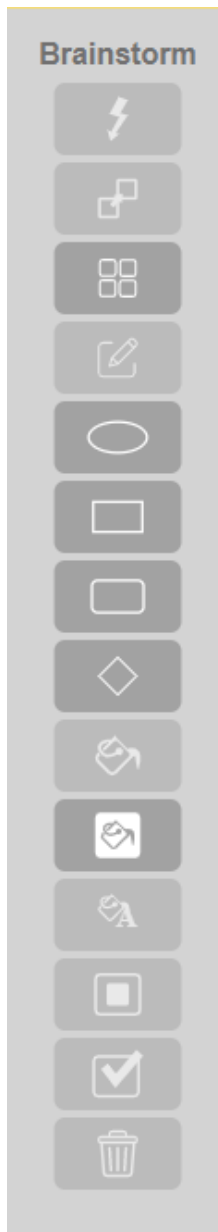
New Brainstorm

Once created, users will be taken to the New Brainstorm page. On the brainstorm page, users will be able to create a visual map/diagram of what they are writing.



Brainstorm Toolbar

On the new brainstorm page, the **brainstorm toolbar** is located on the **right side of the page**.



The Brainstorm Toolbar includes the following tools:

- **Quick Takes**
 - This tool allows users to create a **subtopic**
 - First click on the topic you want to create a subtopic from, then click the Quick Takes button to add your subtopic
- **Link tool**
 - This tool allows users to create **connections between topics**
 - First click on the topic you would like to link from, then click to Link button to add a link to a different topic or subtopic
- **Arrange tool**
 - This tool allows users to **organize** topics into hierarchical order
- **Note tool**

- This tool allows users to create a **side note**
- When the side note is created, click on the page icon that will appear on the top right corner of you topic to show or hide your side note
- Options to select different **shapes** of brainstorm ideas
 - Shapes include **Oval, Rectangle, Rounded Rectangle, and Diamond**
- **Fill color** tool
 - This tool allows users to fill in their **brain storm bubbles** with different colors
 - Select brain storm bubble, then click on fill color button and select a color
- **Background color** tool
 - This tool allows users to change the color of the **brainstorm screen**
- **Text color** tool
 - This tool allows users to change the color of the **text** for the brainstorm idea
 - Select brain storm bubble, then click on text color button and select a color
- **Default** tools
 - This tool allows users to set, apply, and revert back to **default settings**
- **Delete** tool
 - This too allows users to **delete an idea**

New Outline

Once created, users will be taken to the new outline page. . On the outline page, users will be able to create an outline of what they are writing.



Outline Toolbar

On the new outline page, the **outline toolbar** is located on the **right side of the page**.

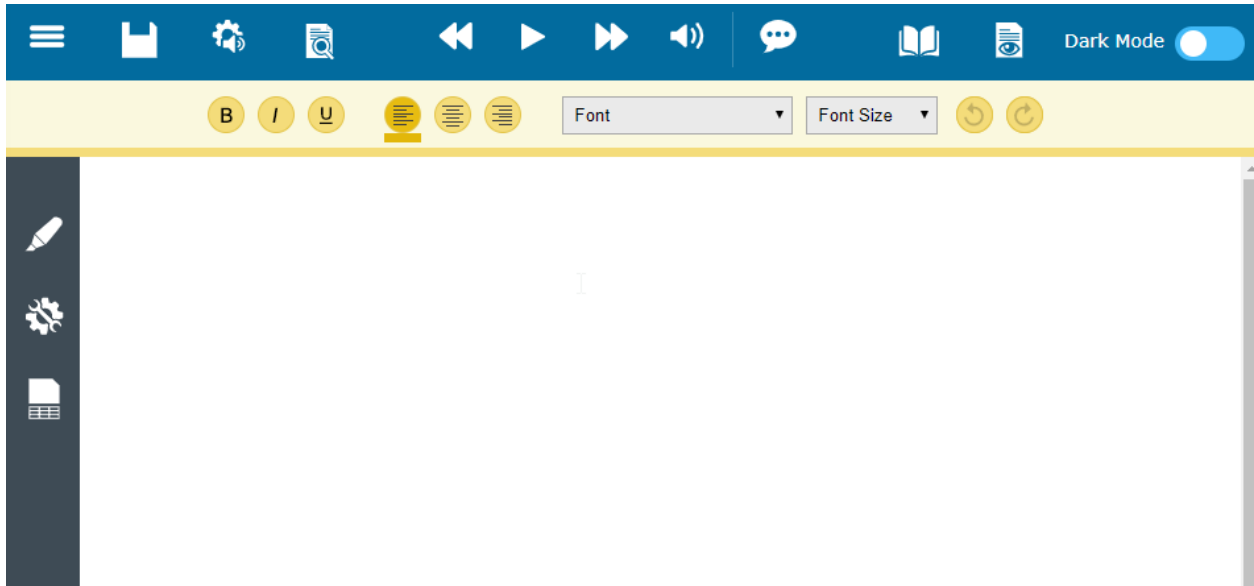


The Outline Toolbar includes the following tools:

- **Add topic**
- **Add Subtopic**
- **Move to the Left/Promote**
- **Move to the Right/Demote**
- **Move Up**
- **Move Down**
- **Insert a Note**
- **Delete** a topic
- **Prefix label** to select the bulleting format
- **Create a Draft** when finished with the outline

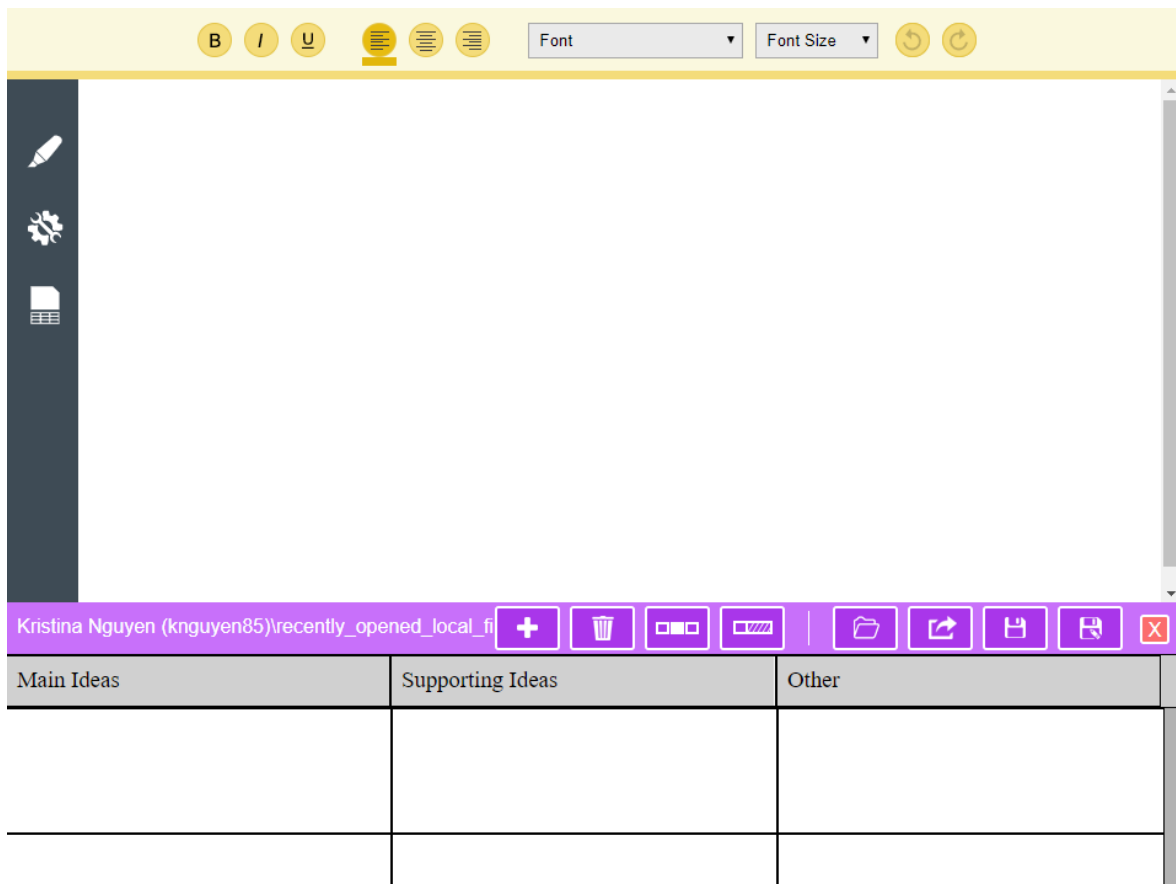
New Draft

Once created, users will be taken to the new draft page. When writing a **New Draft**, the Kurzweil writing environment is similar to other word processing programs for changing font style and basic page formatting.



New Column Note File

Once created, users will be taken to a new draft page with column notes on the bottom of the page. Here users have the options opening existing column notes or create new column notes that will be helpful for the writing process.



By default, the column notes are broken into 3 columns for **main ideas, supporting ideas, and other**. Within those columns, users can add information from readings, notes, and web links to help support their writing.

Additionally, the **column note toolbar** includes options to:



- **Insert** rows
- **Delete** rows
- **Cover** second column
- **Hide** third column
- **Open** existing column notes
- **Extract** column notes to outline
- **Save/save as**
- **Close** column notes

Accessing EPUB

- Go to [Kurzweil 3000 Online website \(http://kurzweil3000.com\)](http://kurzweil3000.com) and login
- Choose the location of the file you want to open (Google Drive, Bookshare or Computer) and upload the file into your folder
- Once loaded, click the link in your folder to open the file
- Save the file as a kesi and reopen

Not all features are always available for EPUBs, but these may be:

- Text-to-speech with highlighting (no color options)
- Voice selection & speed adjustment
- Table of Contents
- Highlight
- Collect highlights (may be buggy)
- Voice notes
- Background color options

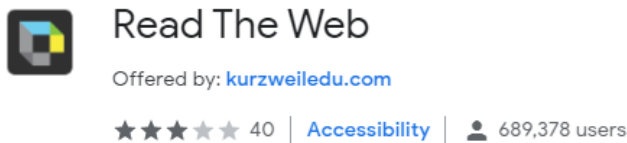
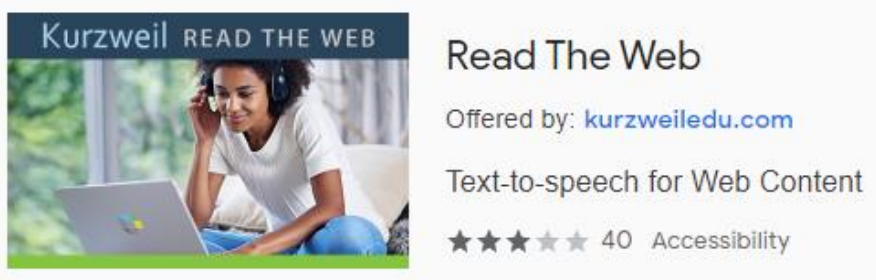
Additional Features

Read the Web


The Kurzweil **Read the Web** feature lets users read Websites using Kurzweil 3000 on either **Chrome** or **Firefox**. While reading the Web, users will have access to Kurzweil 3000 reading and reference tools.

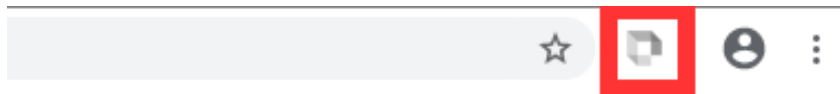
Download and install Read the Web

1. Go to the **Chrome Web Store** or click on this link: [Chrome Web Store Website \(https://chrome.google.com/webstore/category/extensions\)](https://chrome.google.com/webstore/category/extensions)
2. In the search bar **search Read the Web**
3. Select **Kurzweil Read the Web** offered by **kurzweiledu.com**




4. Select **Add to Chrome** and follow prompts to add extension

5. When the extension is added, the Kurzweil Symbol  should appear on the right side of your search bar

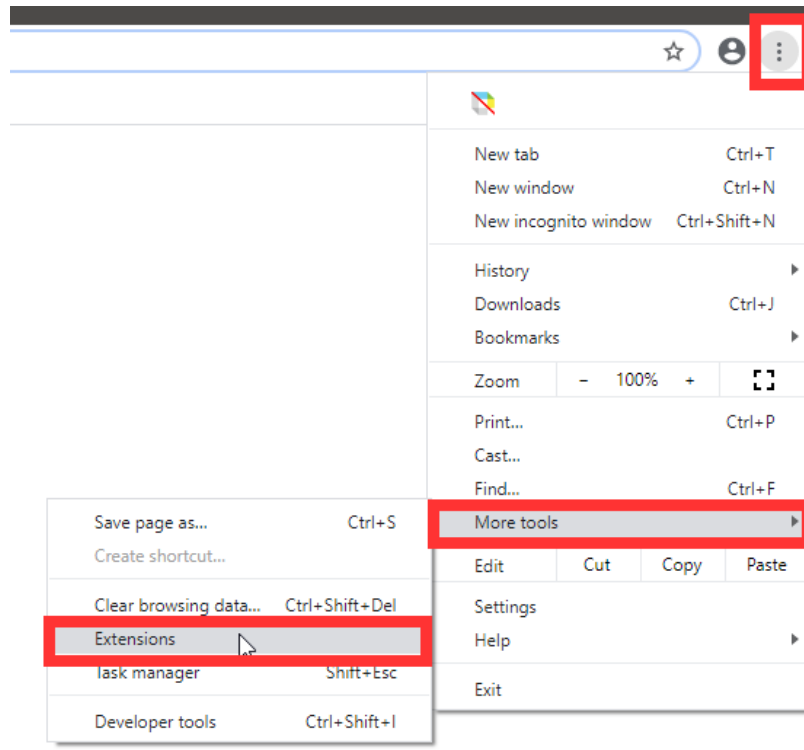


Turning on Kurzweil Read the Web

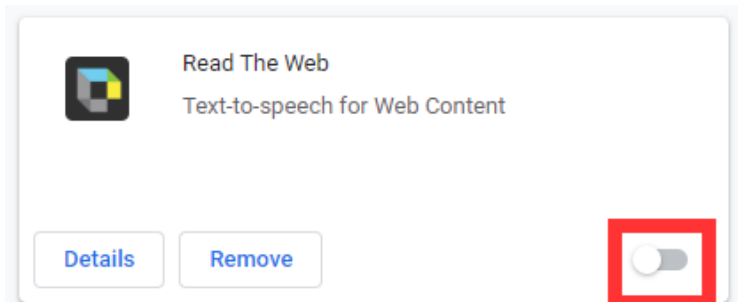
When Kurzweil is grey , it indicates that Kurzweil Read the Web is offline.

To turn on, follow the following steps:

1. Locate the Read the Web icon located next to the search bar
 - a. If you do not see the Read the Web icon in your search bar, click on the **more icon**, find **More tools** and then **select Extensions**



b. When taken to the extensions page, **turn on** Read the Web



2. When the Read the Web icon is located, click on the icon and it should turn colorful
3. Users will be prompted to log into their Kurzweil 3000 account




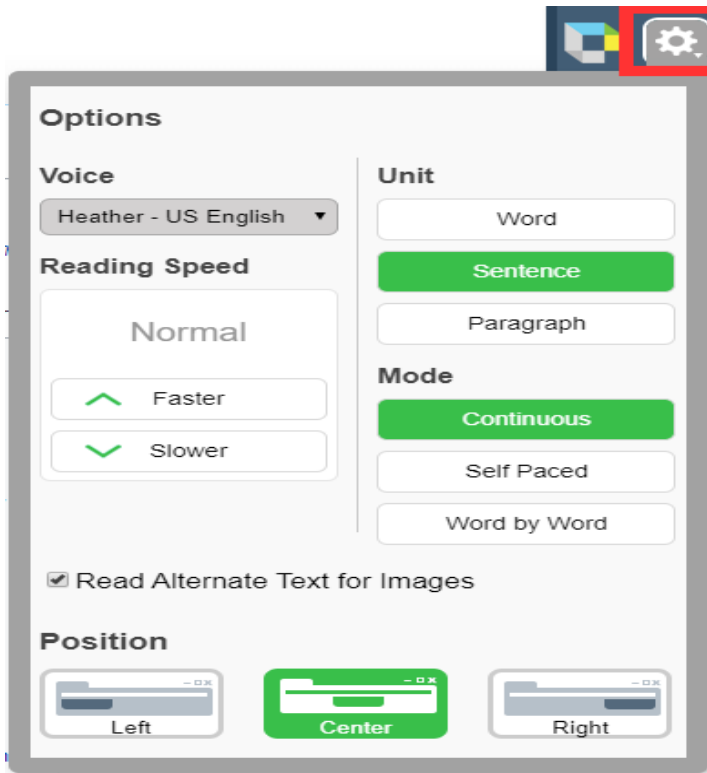
The Reading Toolbar

Once logged into Kurzweil Read the Web, the reading toolbar should appear at the top of the browser




Components of the reading toolbar allows users to:

- Access Kurzweil 3000 Online website by clicking on the Kurzweil icon 
- Adjust options to **modify reading features** and **toolbar placement**



- Access **reading features** of Read the Web



- Turn on and off **audible reading** 

- Access the **dictionary features** of Read the Web 

- Access the **translation features** of Read the Web 

To read Website content

To begin reading a webpage, select where you want to begin reading on the page. A large green cursor should appear



If there is a **red slash** through the **Read the Web icon**, it means the extension **cannot** read the webpage



Workarounds for Online Textbooks

For using Kurzweil 3000 features on Online textbooks, two options can be used:

1. Read the Web
 - Click the “Read the Web” button
 - In the address box of the “Read the Web” window, specify the desired Web site address then press return.
 - To read the web page, click the “Read” button in the Read the Web toolbar
 - To change reading settings, use the “Read Mode”, “Read By” and “WPM” menus
2. Using Image Reader
 - The Image Reader is a tool that lets you select an image that you want to read. To select an image:
 - Open the image that you want to read (a web page, for example).
 - Choose Image Reader from the Kurzweil 3000 Read menu. The Kurzweil window closes and the cursor changes to crosshairs.
 - Use the crosshairs to select any text, including content that is not usually selectable.
 - The Kurzweil window reopens and displays the text for you to read.
 - Click the Read button to read the text. When you are finished, you can Close the text or Save it.

Program Manufacturer Contact Info

- Cambium Learning Technologies
- Phone Number: 800-894-5374; Outside the United States and Canada: +1-508-315-6600
- Website: [Kurzweil 3000 Website \(https://www.kurzweiledu.com/default.html\)](https://www.kurzweiledu.com/default.html)
- Cost: \$500 for a one year subscription
 - Students registered with the ATRC may be able to use Kurzweil 3000 Online on their personal computers through our site license while they are students at CSU