



## Kurzweil 3000/Firefly

A powerful way for students who struggle with printed text to access curriculum materials so they can keep up with assigned reading, learn critical study skills, and successfully complete writing projects and test independently.



**JOHNS HOPKINS**  
UNIVERSITY

Homewood  
Student Disability Services  
[www.jhu.edu/disabilities](http://www.jhu.edu/disabilities)  
410-516-4720



Kurzweil 3000 software program 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.

## Key Features

- Text-to-speech in seven languages
- Reads any digital text aloud, including the Internet
- Multiple reference sources, including bi-lingual
- Translations to any Google supported language
- Highlighters and sticky notes
- Vocabulary study guides
- Graphic organizer
- Writing templates
- Word prediction
- Talking spell checker
- Direct access to [Bookshare](#) and other online content providers

## Key Benefits

- Tailors user experience to unique individual needs
- Deep support for learners with Learning Disabilities
- Support for fluency, vocabulary, comprehension, writing, study skills and test taking
- Tools for research based study skills and writing strategies
- Enhances education for English Language Learners
- Easy access to all major digital formats
- A platform for whole class, small group, or individual instruction
- A single user interface containing all the tools necessary to meet the rigor of high academic standards

Contact us at [studentdisabilityservices@jhu.edu](mailto:studentdisabilityservices@jhu.edu) for your personal login code.



## ***Install the Software from Kurzweiledu.com Download***

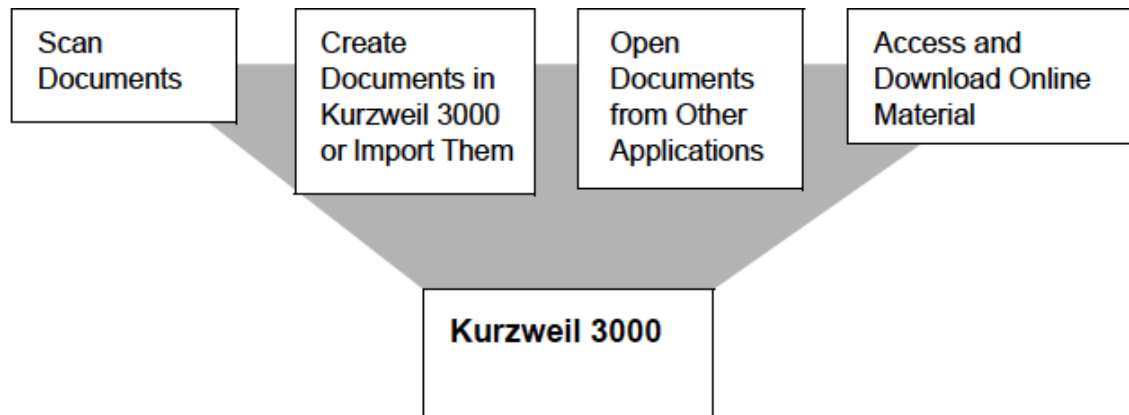


1. Go to [www.kurzweiledu.com/k3win](http://www.kurzweiledu.com/k3win) and select the Kurzweil 3000 Web License link.
2. Choose **Save** to save the file. This will take some time.
3. When the download has completed, double-click the .exe file to continue. An Installation dialog pops up.
4. Choose a destination folder for installation files to be extracted to and click **Install**.
5. When the extraction has completed, select **Install Web Licensing Software** in the window that displays and follow the prompts to finish installing the software.
6. **Restart** if prompted to do so.

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## **Access Print and Electronic Material from Kurzweil 3000**

Kurzweil 3000 allows you to access a wide range of source material from scanned documents to Web pages. In addition, you can work with virtually any image or text document in Kurzweil 3000, including Microsoft Word and Adobe PDF.



## **Students Read, Write, Study, and Learn**

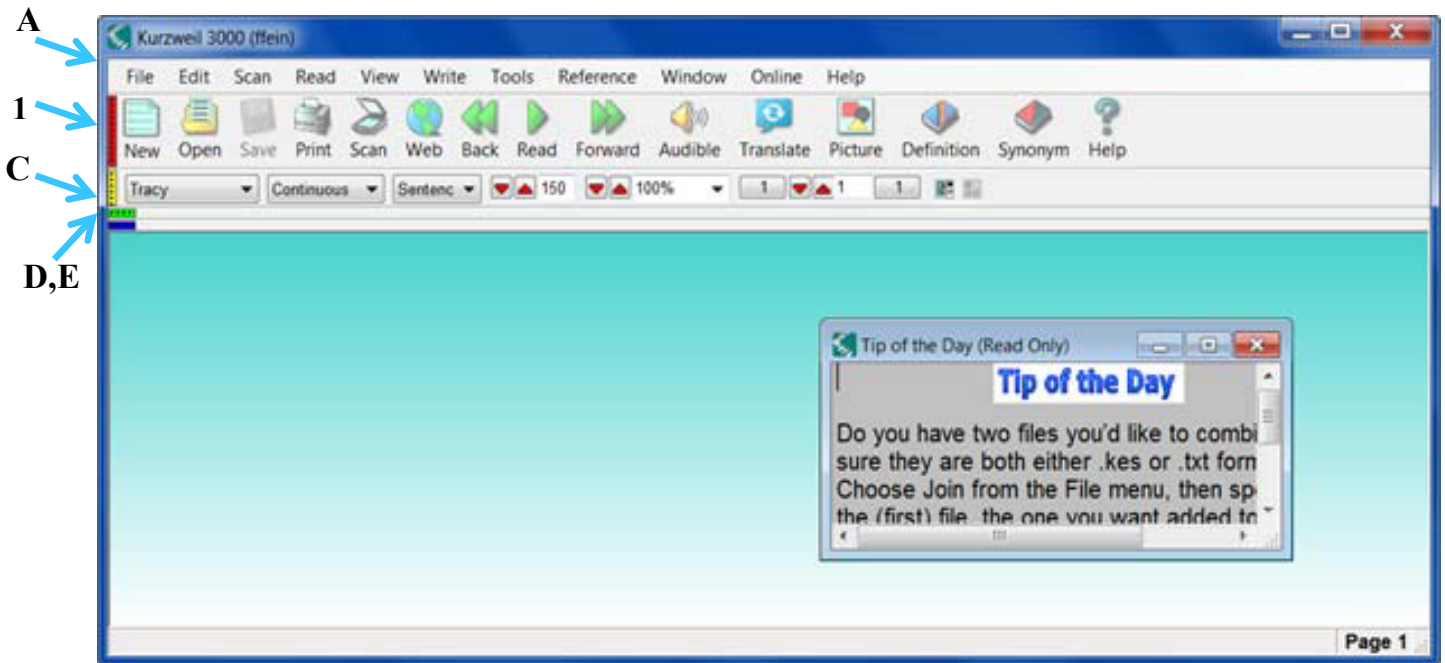
If you are a student, Kurzweil 3000 enables you to be an independent learner and active classroom participant.

Easy-to-use features help you:

- Hear, see, track and understand what you are reading.
- Correct what you are writing.
- Organize and study lesson material.
- Hear, understand and respond to test material.

# The Kurzweil 3000 for Windows User Interface

Along the top of the window are the Main Menu bar and the Classic toolbar set:



<b>A</b>	<b>Main Menu bar</b>	Access all features and functions, many of which also have keyboard shortcuts
<b>B</b>	<b>Main toolbar</b>	Access frequently used general functions
<b>C</b>	<b>Reading toolbar</b>	Access frequently used Reading tools
<b>D</b>	<b>Study Skills toolbar</b>	Access frequently used Study Skills tools
<b>E</b>	<b>Writing toolbar</b>	Access frequently used Writing tools, including those in the Writing Path

## Notes:

- To show or hide a toolbar, see click the color brick at the left edge of the toolbar.
- If this is the first time you are opening the Kurzweil 3000 window, you will see a Tip of the Day window. To hide Tip of the Day, go to the Tools menu, select Options and in the General pane Miscellaneous are, uncheck Tip of the Day.

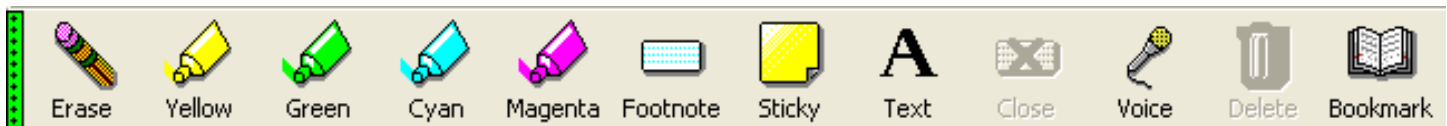
## The Main Toolbar



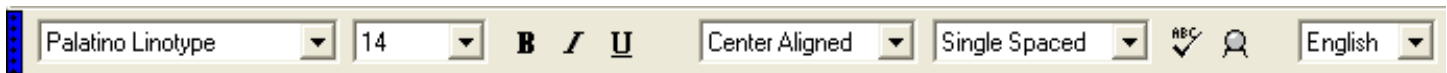
## The Reading Toolbar



## The Study Skills Toolbar



## The Writing Toolbar

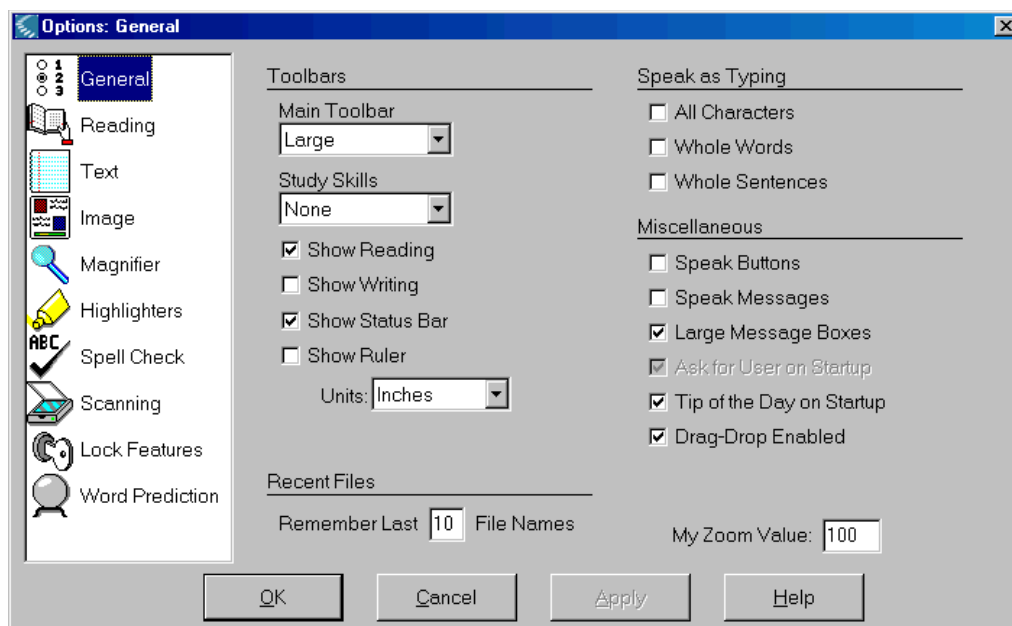


## Options Dialog Box

The Options dialog box contains ten panels that you can use to specify how you want Kurzweil 3000 to look and behave.

To access the Options dialog box:

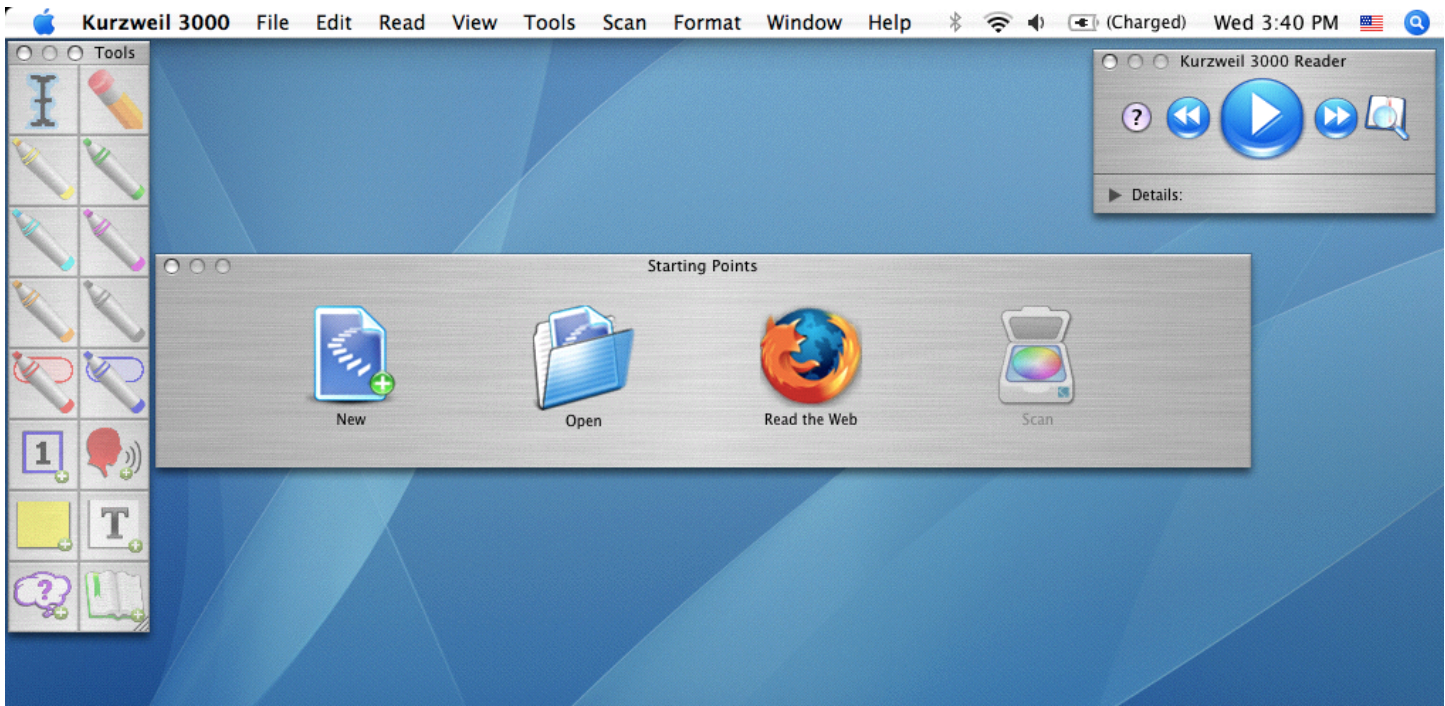
1. From the **Tools** menu, select **Options**.  
The Options dialog box appears.



2. Click an icon along the left to display its associated options panel.

# The Kurzweil 3000 for Macintosh User Interface

When you first start Kurzweil 3000, you see the **Menu Bar**, **Starting Points** window, the **Reader** and the **Tools** palette:



<b>The Menu Bar and Contextual Menus</b>	The <b>Menu Bar</b> lets you access commands that you use to perform tasks in Kurzweil. In addition to buttons and menus from the menu bar, there are a few <b>Contextual Menus</b> that provide you with relevant functions and features
<b>The Starting Points Window</b>	The <b>Starting Points</b> window appears by default when you open Kurzweil. It provides a quick way to create <b>New</b> text documents, <b>Open</b> existing documents, <b>Read the Web</b> , or <b>Scan</b> documents
<b>The Kurzweil 3000 Reader</b>	The <b>Reader</b> is your main reading control panel, which also provides access to word lookup tools
<b>The Tools Palette</b>	The re-sizable <b>Tools</b> palette puts annotation tools in easy reach

## To show or hide the Starting Points, Reader or Tools palette:

Open the **Window** menu and choose the desired **Show/Hide** selection.

## Document Windows

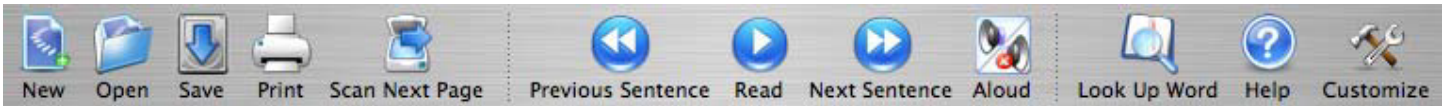
Each document that you create, open, or scan appears in its own **document window**. Document windows consist of a **toolbar** at the top, a **document area** below the toolbar, and, if it is an image document, a **Page Options** bar (see page 10) at the bottom of the document window.

## Toolbars

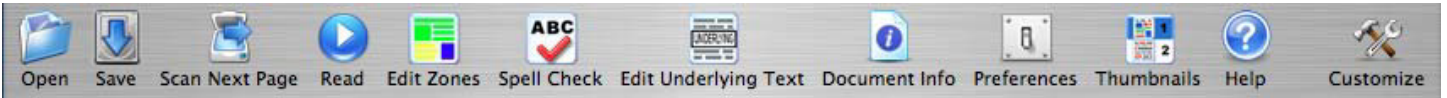
By default, document windows display a toolbar appropriate to the **document type**. **Image documents**, such as TIFF or PDF documents, display the **Exploring** toolbar. **Text documents** display the **Writing** toolbar. Newly scanned documents display the **Scanning** toolbar.

Kurzweil 3000 includes six default toolbars, each containing a group of specialized tools.

## The Classic Toolbar



## The Documentation Preparation



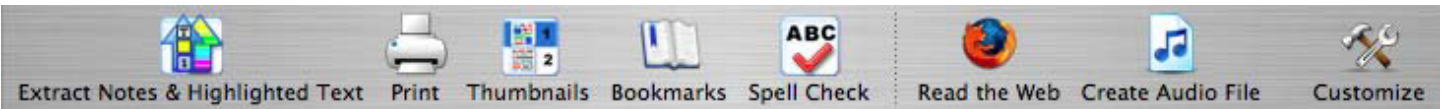
## The Exploring Toolbar



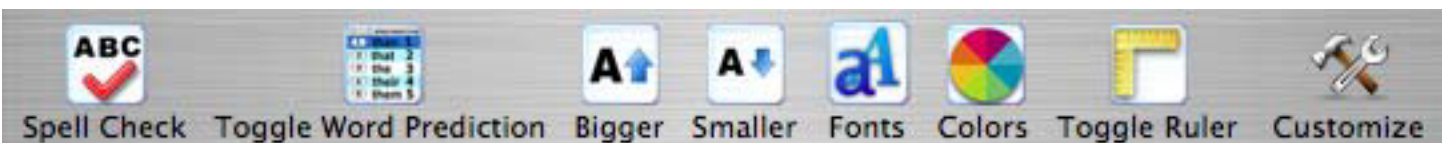
## The Scanning Toolbar



## The Studying Toolbar



## The Writing Toolbar



**To change the currently displayed toolbar for the current document:**

Choose **View > Current Toolbar**, and select a toolbar from the submenu.

**To specify a different default toolbar for new documents:**

Open the **Kurzweil 3000 Preferences** window, click **Toolbars**, and specify a new toolbar in the **Initial Toolbars** area.

# Kurzweil 3000 Basic Training

## I. Scanning (if you aren't scanning, open a sample file from file/open/sample docs)

- A. place printed materials on Scanner
- B. point and click on Scan icon
- C. when recognition complete Read button will activate

## II. Reading- Yellow toolbar

- A. select Reading Mode- continuous or self paced
- B. select reading unit -word, line, sentence, paragraph
- C. select speed and zoom size
- D. point and click on green Read icon, this button starts and stops your reading

## III. Language Tools- Red toolbar

- A. Definition feature -- Choose word -- then point and click on Definition icon
- B. Synonyms feature -- Choose word --then point and click on Synonyms
- C. Syllabification feature -- Choose word --then point and click on Syllables
- D. Spelling feature-- Choose word-- then point and click on Spell

## IV. Study Skills- Green toolbar

- A. retrieve the Study Skills toolbar by clicking on the green "lego" near top left of your desktop
  - Each toolbar has a color- red, yellow, green and blue
- B. choose Electronic highlighting pens for marking text
  1. You can print only what you have highlighted= go to File/Print
  2. Go to File/Extract (notes and highlights) and create a new file with style options
- C. choose the Note button for inserting notes
- D. choose the Sticky notes for writing an electronic sticky "post-it" note
- E. choose the Text button for writing onto the text -- test taking and form filling
- F. choose the Voice note button to record a short voice note

## V. File Management

- A. Saving files - click on Save As and type name in dialog box
- B. Kurzweil/Firefly web based licenses- Save to Library/Open from Library option
- C. Printing- click on Print button, print highlights, print notes or print document

## V. "How To" videos are located under the Help menu

- A. Click on Help on the drop down menu (very top right- above the Help Icon)
- B. Click on How To videos and select any topic area for a brief overview

For questions or support in using Kurzweil 3000, call Envision Technology: 301-654-3568 or 1-800-582-5051