Kurzweil 3000®+firefly® for Windows
Getting Started Guide

Read

Read any digital text available in spoken word.

Comprehend

Deliver audio and visual Reinforcement.

Demonstrate

Complete assignments and tests independently, with Improved results.
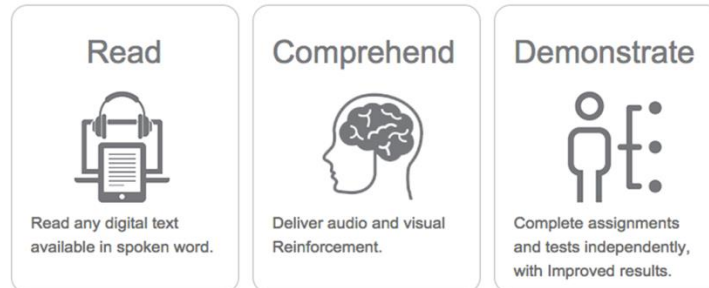
What is Kurzweil 3000+firefly?

Kurzweil 3000+firefly is a comprehensive literacy solution that provides access to your curricula with a powerful, multisensory approach to learning built on innovative, research-based technology. It provides students with anytime, anywhere access to their literacy supports as well as their content and helps users to Read, Comprehend, and Demonstrate what they've learned.

The Kurzweil 3000+firefly ecosystem includes all of the following components:

- **Kurzweil 3000 (Win & Mac**) **software** is integrated literacy, text-to-speech software that supports reading, writing, study skills, test taking, research, and more. k3000 can read aloud virtually any text, whether it's in print, in digital format, or on the Web, giving struggling readers independent access to their curriculum materials. It is a research-based solution that supports Universal Design for Learning (UDL), differentiated instruction, Common Core State Standards and can be used for individual, small group, and whole class instruction. k3000 software requires installation on a computer or laptop.

- **firefly web app**, (fireflybykurzweil.com), is the web-based, text-to-speech literacy companion to k3000. It requires no software installation and offers a very simple, easy to use interface with direct access to the k3000 Universal Library, Bookshare.org, Google Drive, as well as documents on your computer. Firefly is also used for user management and graphical usage reporting.

- **firefly iPad App**, which can be downloaded for **free** at the iTunes store, provides mobile access and a very simple user interface.   Search "firefly K3000" in the App Store.

- k3000 Universal Library (unlimited, secure cloud storage) which users can access via Kurzweil 3000, firefly, firefly iPad App; contains 1800+ titles, including Classic Literature and Nonfiction Bookbag.

The same login is used for all 3 components.
If you don't know your username and password, please contact your Kurzweil Site Administrator.

This document is meant only as an introduction to the most basic features. For more detailed information, please visit the Kurzweil 3000 Help menu, the Kurzweil Education website at www.kurzweiledu.com, and the firefly web app Help section (www.fireflybykurzweil.com).

For further information about customized Professional Development, please contact the Customer Success Dept at 800-894-5374.
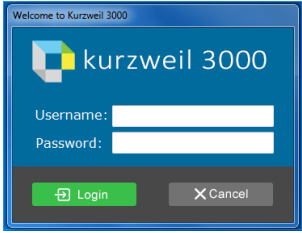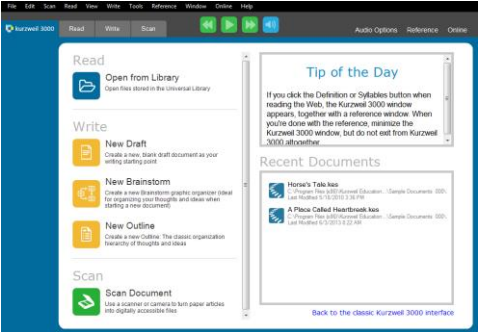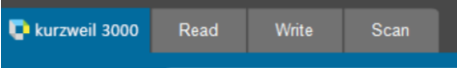
k3000+firefly "Ecosystem"

A Comparison of the different k3000+firefly platform options:

Features	k3000 Windows	k3000 Mac	firefly web app	firefly iPad app
Use at multiple locations (requires internet access)	X	X	X	X
Text-to-Speech	X	X	X	X
Access content from Web/Universal Library/Cloud	X	X	X	X
Dictionaries	X	X	X	X
Language Translation	X	X	X	X
Document creation	X	X		
Study Skills tools (notes, bookmarks, hyperlinks)	X	X	Notes only	View Notes only
Highlighter tools	X	X	X	X
Synonyms, Syllables, Spell Aloud	X	X		
Writing tools (talking word processor, spell check, word prediction)	X	X		
Writing templates, writing path, brainstorm templates	X	X		
User management & usage reporting			X	
Read the web	X	X		
Test taking	X	X	X	X (reading only)
Lock features	X	X		
Password protection of files	X	Open only	Open only	
Requires software installation	X	X		
Direct access to Google drive docs	X	X	X	
Document editing to correct recognition errors	X	X		
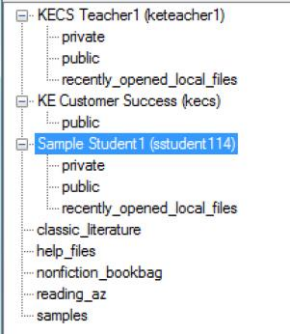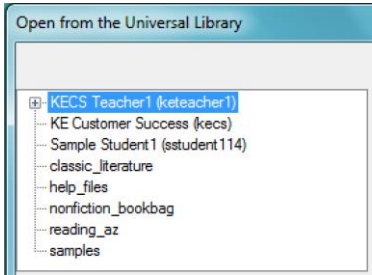
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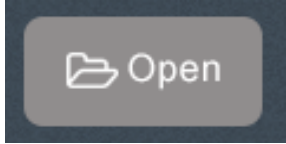
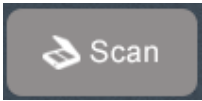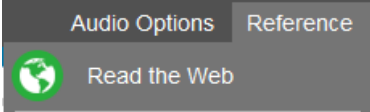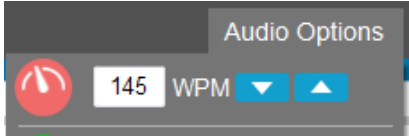| What do you want to do?	How k3000 can help:	Suggested tools to use…
1. **Open k3000**	**Double Click** on k3000 icon on your desktop. **Login:** Your username and password is the same for ALL k3000+firefly components. **If you are the Kurzweil site administrator** – login is emailed to you in your 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.	**Enter your login information** Welcome to Kurzweil 3000 kurzweil 3000 Username: Password: Login Cancel
2. **k3000 will open to the kurzweil 3000 Home page** **Note:** You can switch back the the Classic view by clicking the link in the lower right corner	From here you can: • Open a file from the Universal Library • Start a new draft document • Start a new brainstorm document • Start a new outline • Scan a new file • See the Tip of the Day • See a list of the most recent opened docs • Switch to the Classic View of k3000	
3. **Quick Access Tabs**	There are 4 quick access tabs in the k3000 screen • **kurzweil 3000** – home page • **Read** – starting point for reading and highlighting a document • **Write** – starting point for the writing path • **Scan** – starting point for scanning	kurzweil 3000 Read Write Scan
4. **Read buttons and Options menus**	k3000 has main navigation buttons for reading and option menus that will be constant on all tabs.	Audio Options Reference Online
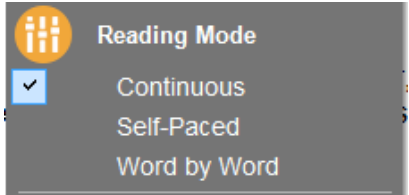
First Steps

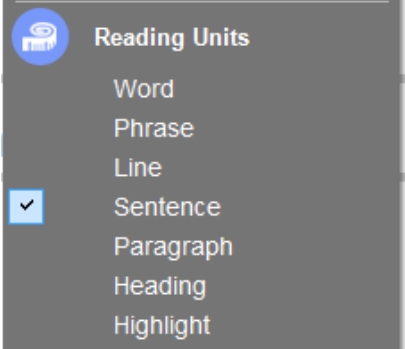| What do you want to do?	How k3000 can help:	Suggested tools to use…
5. Toolbars and Palettes	Each tab has it's own toolbar across the top and palette of tools down the left side. The tools will change depending on the tab you are in.	
6. Explore the k3000+firefly Universal Library (cloud storage)	The Universal Library will show • Your Private and Public folders • Folders of your k3000 administrator • Folders of your students • Classic Literature folder (1800+ titles) • Help files folder • Non-Fiction Bookbag folder containing 15 titles for grades 3 through 8 • Sample files folder **Your district/organization folder is used to store items for all users to access. Find this under "Example ISD Library" under "Public".**	 *Note: The Reading A-Z folder will only appear if you own a subscription to Reading A-Z*
7. Open a File from the Universal Library	Click the **Open from Library button** Or, if you're using a Standalone or Network version, go to **File > Open** and explore the **Sample Documents folder**.	
8. Save a file to the Universal Library **NOTE: Files saved to the Universal Library can be opened from *any* device with *any* platform of k3000.**	k3000 files are just files with a .kes extension. Save them anywhere: • **Universal Library** (Web license only) • 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:** **File > Save to Library** All changes and annotations will be saved.

Bringing content and files into k3000

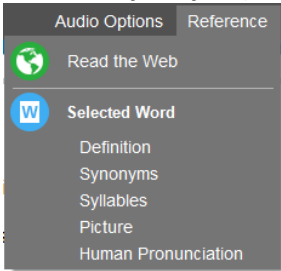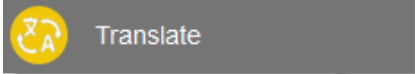| What do you want to do?	How can k3000 help?	Suggested tools to use…
There are a variety of ways to bring documents into k3000. Just a few are described below. Once a document is brought into the k3000 software, it can be saved locally, or saved to the Universal Library (UL). Files saved in the UL are accessible from the k3000 software, the firefly web app and the firefly iPad app.		
1. **Open a PDF**	k3000 can automatically recognize PDF files and turn them in to .kes files. • Click the **Open button** • Browse to your file • Open the file and select the page range you would like converted to k3000 • The file will appear in k3000	**Read pane: Open button (Ctrl O)** ⌂ Open
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 bring it into k3000.	The *Virtual Print* feature in k3000 allows you to open a file in any other program and "print" it to k3000. • 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 k3000	**From within any *non*-k3000 program:** **File > Print** Change Printer to **KESI Virtual Printer >** Click **OK**
3. **Scan** Don't be afraid to liberate a book from its binding! 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	k3000 makes it easy for you to scan in new materials. • Open k3000 on a computer connected to an ordinary scanner • Place document(s) on flatbed or in sheet feeder • Click the **Scan Document button**	**k3000 pane**: **Scan Document button (F9)** or **Scan pane: Scan button** ⊿ Scan
4. **Read the Web** *Mozilla Firefox (preferred)* or *Internet Explorer*	k3000 can read web pages • Click the **Read-the-Web button** • k3000 automatically opens your default web-browser and provides a mini k3000 toolbar • Click mouse where you would like to begin reading • Click the **Read button** on the mini k3000 toolbar.	**Reference menu** Audio Options Reference 🌐 Read the Web
5. **Is there content already available in k3000 format?** **YES!**	• Over 1800 public domain *Classic Literature* titles • *Metro Non-Fiction Bookbag* • *Reading A-Z* leveled readers • *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 k3000 help?	Suggested tools to use…
1. **Read Text Aloud**	k3000'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.	**Read button (F3)**
2. **Change Speaker**	You can change the **speaking voice** to suit your preference. To change the **voice**: • Click the **Audio Options menu** • Choose a speaker from the dropdown list 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!**	**Audio Options menu** 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 **Audio Options menu** • Change the WPM (words per minute) setting up or down	**Audio Options menu** **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 k3000 by changing the **Zoom** value: • Click the **plus or minus buttons** on the **Read Ribbon** OR • Click the down arrow to select a preset zoom value.	**Zoom button** Zoom in: **(F7)** Zoom out: **(F8)** **Note:** for text documents, just change the font size.
5. **Change the Reading Mode**	Adjust the **Reading Mode**. • **Continuous:** continuous reading from page to page. • **Self Paced:** for pausing reading at the end of each unit. • **Word by Word:** for pausing reading at the end of each word Click **Read button** to begin again.	**Audio Options menu**

Reading

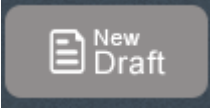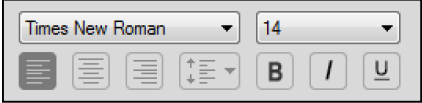| What do you want to do?	How can k3000 help?	Suggested tools to use…

6. **Change size of the Reading Unit Highlighted**	k3000 highlights a specified **Unit** of text when reading. You can adjust the chunk of text that is highlighted when reading:
	• Click on **Reading Unit button**
	• Select one of the following:
	   • Word
	   • Phrase
	   • Line
	   • Sentence
	   • Paragraph
	   • Heading
	   • Highlight
		Audio Options menu

7. **Change the Page**	To move from one page to another in k3000: • Click the green LEFT and RIGHT 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	**Page buttons** 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 k3000: • On the main navigation buttons, click the **Audible reading button** to silence the voice but continue highlighting at the set reading speed. It changes to **Silent reading.** • Click it again to toggle back to audible reading.	**Audible Reading/Silent button**

Vocabulary

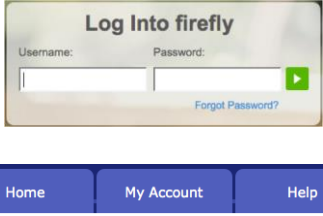| What do you want to do?	How can k3000 help?	Suggested tools to use…
1. Support **Vocabulary Development**	There are several **Word Study tools** available to ensure understanding of new vocabulary words and to support reading comprehension: • Dictionary • Thesaurus • Picture Dictionary • Translate	
2. Get **Definition** of a Word	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** on either the Read or Write toolbar	**Dictionary (Ctrl D)**
3. Find **Synonyms** of a Word to support comprehension or to expand word-choices when writing.	A Digital Roget's Thesaurus is built in to k3000*:* • Place your cursor just before a word or double click on a word to select it • Go to the **Reference menu** and choose **Synonym**	**Reference menu: Synonym (Ctrl Q)**
4. **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. • In the **Online menu,** 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.	**Online menu: Translate** *** 64 Languages supported** A powerful tool for *English Language Learners t*o translate on the fly and build their knowledge of English. NOTE: You must be connected to the internet to use this feature.
5. Get a **Picture** of a word **NEW: 12,000 Widgit Symbols**	k3000 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!	**Read or Write toolbar: Picture** To create your own: **Menu bar > Reference > Select Dictionary > Picture Dictionary > Setup > New** Browse to the folder of your images

Test Taking

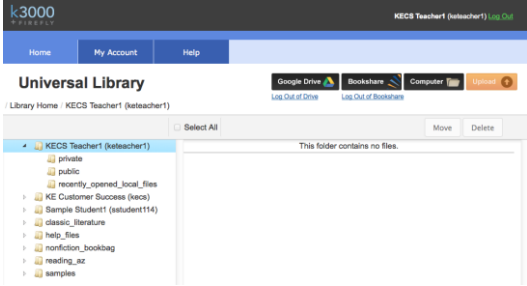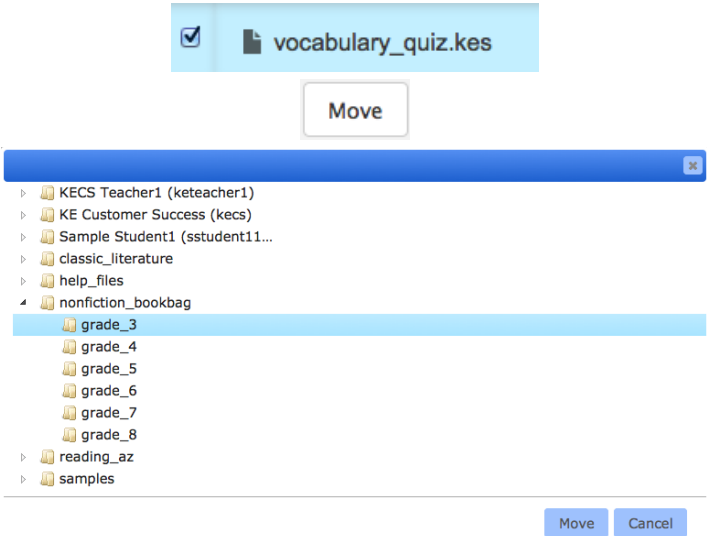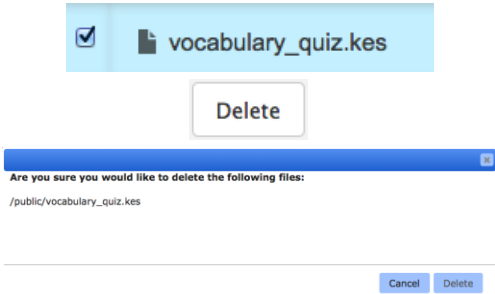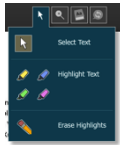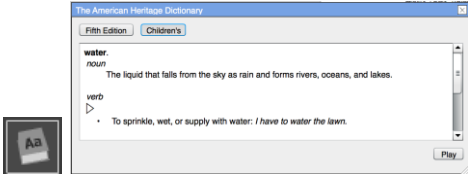| What do you want to do?	How can k3000 help?	Suggested tools to use…
1. **Bring a test, quiz, or worksheet into k3000.** *Remember, you can easily bring content into Kurzweil 3000 using Virtual Printing, Open a PDF, or Scan. See the Bringing Content and Files into k3000 page 5.*	Create a test, quiz, worksheet, or other supplementary curriculum material using whatever program you choose. • Open the test, quiz or worksheet file in it's native program. • 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** non-Kurzweil 3000 **program:** **File > Print** Change Printer to **KESI Virtual Printer** Click **OK** **If the file is in pdf, just open it in Kurzweil 3000.** **If you only have the file in a hard copy, scan it.**
2. **Answer Questions** on a test or worksheet Most students who use Kurzweil 3000 for testing use it only as a reader. They mark their test answers on their paper test or answer sheet. However, for those who need to answer within the digital document, they can do so with some of the study skills tools such as highlighters, circle tools, and notes.	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.	**Read toolbar**: **Text Note** **NOTE:** not available in text documents TO Quickly insert text notes on every blank line on a page: **Tools > Fill in the Blanks**
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**	**Tools > Lock Features** Note: you can password protect feature locks
4. **Password Protect** a test or other file *Important Note: There is **no way to retrieve a forgotten password** in k3000+firefly, so make sure to record it reliably.*	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.	**File > File Properties > Password for Opening**
5. **Print** a document	You can Print any document you open in Kurzweil 3000. • Click the **Print button**	**Print (Ctrl P)**

Writing
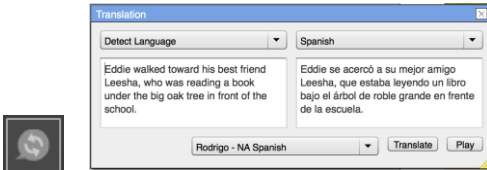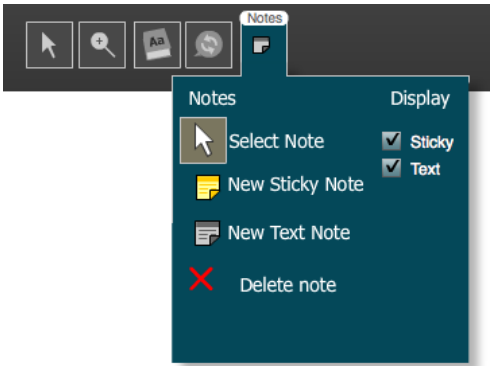
What do you want to do?	How can k3000 help?	Suggested tools to use…
1. **Start Writing** **NEW:** **Dozens of new CCSS aligned Graphic Organizers and Draft Templates**	k3000 has tools to support all stages of the Writing Process. No matter what type of learning style, there are multiple entry points into and through the writing path as part of the multi-draft cyclical process of writing. • Click on the **Writing pane** to begin • Click the **Draft button**	**New Draft button**
2. **Listen to my written work**	k3000's talking word processor to read text out loud can be extremely helpful with editing and revising written work.	**Read button (F3)**
3. **Change Font, size, style, alignment, etc.**	Basic tools for style are available: • Font • Size • Style • Alignment	**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**	**Spell Check button (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.	**Word Prediction button (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** • Add lists as **Required** or **Optional** • Select up to four word lists • Words can be selected, dragged and dropped from a word list to a draft	**Floating Word Lists button** New Word Lists can be created: **Menu bar > Tools > Set Up Word Lists**

k3000+firefly web app fireflybykurzweil.com

Online access to your k3000 Files: Open, Upload, Organize and Read

1. **Go to www.fireflybykurzweil.com** • Enter your username and password Use the same password you use for K3000 and the iPad app • From here you can navigate to your Universal Library (Home), Account Management or Help	
2. **The Universal Library** Your Universal Library contains 3 default folders: • Private (not accessible by students) • Public (students can access the content) • recently_opened_local_files (not accessible by students) It also contains several pre-loaded folders: • Classic Literature • Nonfiction bookbag • Reading A-Z (only if you own a subscription to Learning A-Z) • Samples Navigate to any document you wish to open.	
3. **Move a Document between folders in the Universal Library** • Select a folder in your Library • Click the check box to the left of the document name • Click the **Move button** • Select the folder you are moving it to and click **Move** **WARNING: Moving a document means just that. You are taking the document OUT of its current location and moving it to another. If your intent is to copy a document and paste it into another location, do this via the installed Kurzweil 3000 client.**	
4. **Delete a Document from the Universal Library** • Select a folder in your Library • Click the check box to the left of the document name • Click the **Delete button** • Confirm that you want to delete the document	

k3000+firefly web app fireflybykurzweil.com

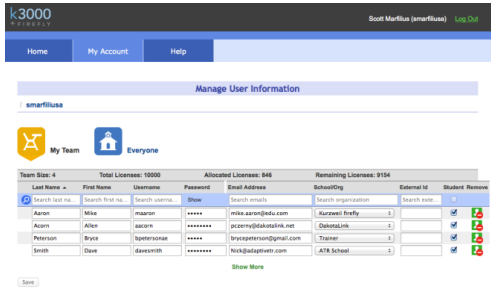Online access to your k3000 Files: Open, Upload, Organize and Read
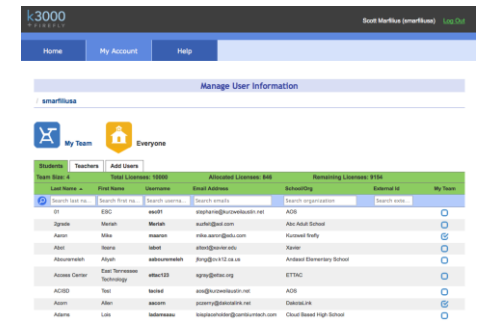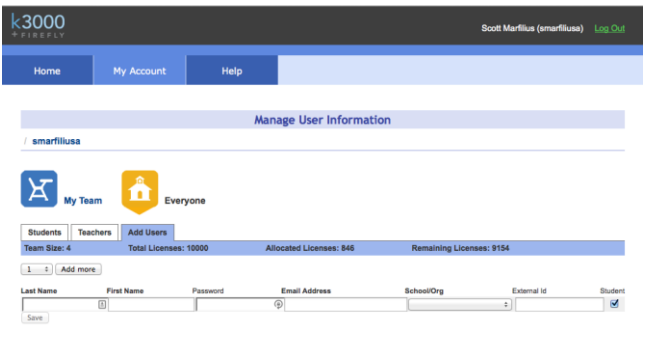
5. Explore Options: **Explore the *Options* available in the firefly interface to modify and personalize the reading experience.** • Reading speed • Unit (Word, line, sentence, paragraph) • Mode (Continuous, self-paced, word-by-word) • Voice • Toolbar location (top or bottom of screen)	**Options:**
6. 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:**
7. Explore the dictionary and translate tools. **For Definition:** • Simply place cursor before the word you would like defined and click the Definition button. • A readable dialog box will pop-up **For Translation:** • Select the text you would like translated and click on the Translate button. • 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:**
8. Explore the Notes Tools Create, select or delete Sticky and Text notes in your documents. You can choose to display only one or both types of notes	
9. 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.	Computer

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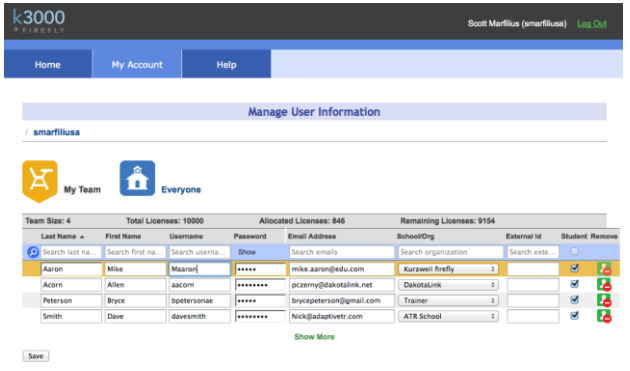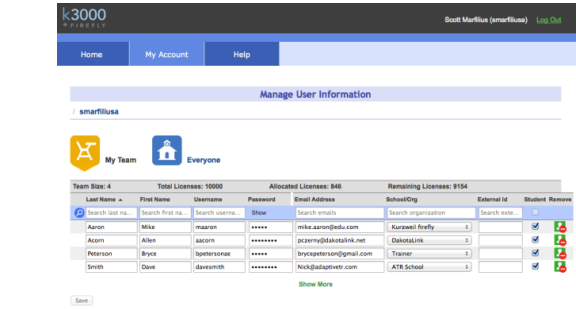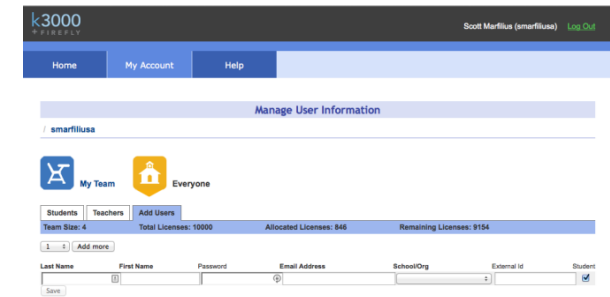
Online access to your k3000 Files: Open, Upload, Organize and Read

10. 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	Upload ⬆
11. 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!	Bookshare
12. Upload a file from Google Drive • Have Google drive login ready • Click the icon and search your Google Drive • Click to select desired tile	Google Drive

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User Management

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.	

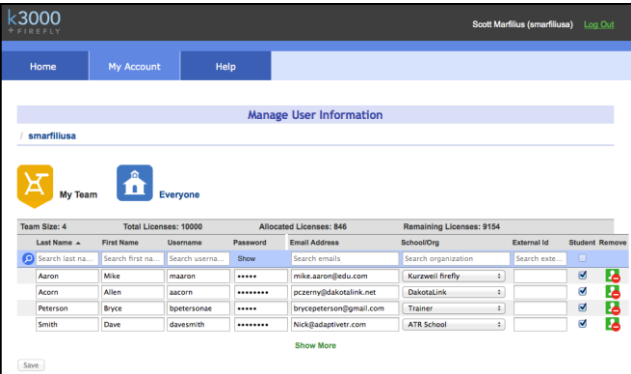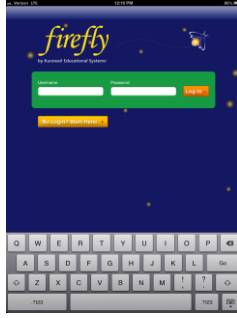# k3000+firefly web app fireflybykurzweil.com

User Management

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 and Help

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	
NOTE: If you are logged in as the Top Level Coordinator, you will be able to see usage reports grouped by School/Org or Account		**Usage Dashboard** Date Range 12/01/2014 to 12/31/2014 Run Download ☐ Remove Empty Rows
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 Documents** Overview My Account User and License Management Using the Universal Library Usage Reporting Kurzweil 3000 Macintosh Web License Installation Kurzweil 3000 Windows Web License Installation iPad app User Guide Guide to Classic Literature Guide to Non-Fiction Bookbag **Additional Support** Customer Service Technical Support Customer Success and Training **Videos** Installing Kurzweil 3000 Managing Kurzweil 3000-*firefly* Using Kurzweil 3000-*firefly* Accessing Content Kurzweil 3000 "How To's" Reading Strategies

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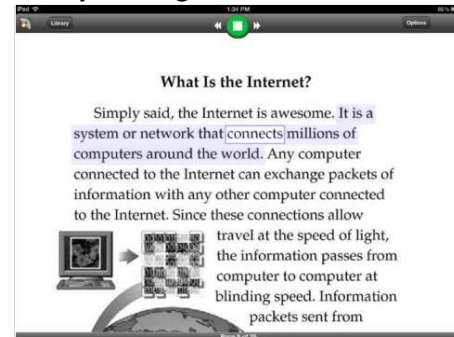
1. Download the FREE firefly App: • Select the App Store icon on your iPad *OR* • Go to the App Store via iTunes on your computer and sync your iPad later • Search for "firefly k3000" • Select "install" *(Your k3000 username and Password will be required to login to the app.)*	**Kurzweil 3000+firefly 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 k3000 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 k3000 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.

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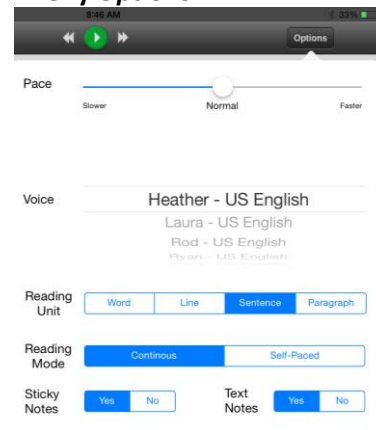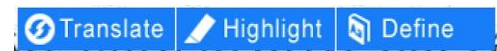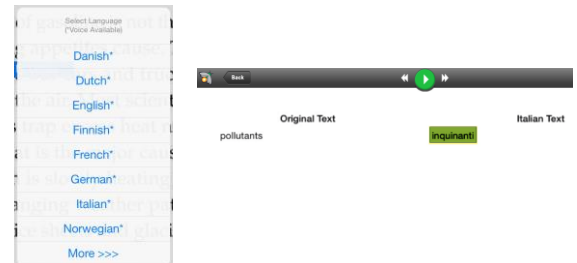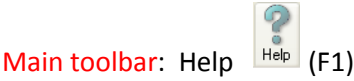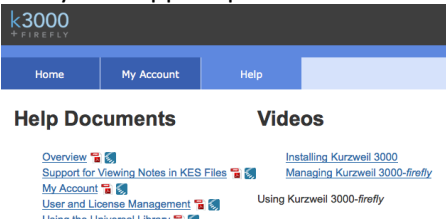|	
5. Read a file • Tap the **Green button** to begin/pause reading. Notice highlighting as words are read. • Typical iPad conventions will work within the firefly iPad app: o **Swipe** through pages o **Two finger pinch to zoom in** o **Two finger spread to zoom out** • Notice the **Library button** 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 • View Sticky and Text Notes	**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 o Select desired Language o The translation is displayed alongside the original text (There are many languages available for reading aloud.) or • Choose **Highlight** from the options displayed o Select a pen color or • Choose **Define** from the options displayed o A readable page will display the definition o Touch **Back** to return to page	Translation Definition
8. Activity: Practice saving and opening files to the Universal Library to access via all k3000 tools. • Login to k3000 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.	

Resources

What do you want to do?	Resources for Help:	Suggested tools to use…
Visit the Kurzweil Education website	For product information, overview and how-to videos, customer testimonials, product flyers and MORE…	https://www.KurzweilEdu.com
Get Training Curriculum Integration, use with other tech tools, advanced skills, etc.	**Customer Success Department** Call: 1-800-894-5374 x626 Email: CustomerSuccess@KurzweilEdu.com *Training Offerings:* • Implementation Partnerships for ongoing consultation • Live Online Workshops • Private Onsite Trainings • In-classroom coaching	https://www.kurzweiledu.com/help/customer-success-services.html
PLAN for your k3000 Implementation	Steps for Technology Implementation: Identify shared vision—Get Excited! Identify pioneering members of implementation team Develop a collaborative master PLAN Identify measurable goals of district, teachers and students. Create a budget Acquire materials Schedule ongoing professional development Evaluate success of the project 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
Technical Assistance	k3000 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: **aos@kurzweilaustin.net** Installation guides are available on website as well as on the Product DVD. NOTE: You MAY make copies of the install DVD. k3000 can be pushed out to computers via .msi package	Product Guides: https://kurzweiledu.com/news-resources/product-guides.html Product Install installation guide: https://kurzweiledu.com/files/v14win/kurzweil_3000_wl_win_install.pdf Main toolbar: Help (F1) firefly web app: https://www.fireflybykurzweil.com firefly web app Help: firefly iPad app: Search "firefly K3000" in the App Store.

Resources

What do you want to do?	Resources for Help:	Suggested tools to use…
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 k3000. Follow the Prompts.	**Online > Updates** **OR – Download from Website** https://www.kurzweiledu.com/software-updates.html
Sales Assistance License types, Site licensing, price quotes, etc.	**Sales Department** Call: **800-888-0305** Email: **aos@kurzweilaustin.ne**	https://www.KurzweilEdu.com **https://www.kurzweilaustin.com**
Become part of the k3000 community!	https://www.KurzweilEdu.com Find and share resources and ideas Marketing Department Call: 1-800-894-5374 Email: Marketing@KurzweilEdu.com	**Free Webinars** http://blog.kurzweiledu.com/free-webinars/ Kurzweil Educational Systems https://www.kurzweiledu.com/facebook @KurzweilEdu http://twitter.com/CambiumTech http://www.youtube.com/user/CambiumTech http://blog.kurzweiledu.com/blog/

Audio Optical Systems of Austin, Inc.

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