

**DMACC Disability Services**

**Textbook Services**  
**Handbook**

**2022-2023**

DMACC Textbook Services  
2006 S. Ankeny Blvd.  
Building 6, Room 20E  
Ankeny, IA 50023  
515-964-6636  
k3000a@dmacc.edu

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# **CONTACT INFORMATION**

## **Textbook Services Office**

Kari Carpenter  
Tere Glassnapp  
Project Coordinators  
515-964-6636  
k3000a@dmacc.edu  
2006 S. Ankeny Blvd, Building 6, Room 20E  
Ankeny, IA 50023

## **Disability Services Office**

Jennifer Argo  
Disability Services Coordinator  
515-964-6850  
jdargo@dmacc.edu  
2006 S. Ankeny Blvd, Building 6, Room 10B  
Ankeny, IA 50023

*The Textbook Services Department supports all DMACC students granted the accommodation of an alternate format for their textbooks. To locate the campus contact for your home campus, please call 515-964-6636 or 515-964-6850.*

# WHAT IS KURZWEIL 3000

**K**urzweil 3000 is an assistive text to speech technology that supports students by offering a multisensory approach to support better learning at school and home. It is particularly beneficial for students living with dyslexia, dysgraphia, are English Language Learners (ELL), or are blind or vision impaired. For students who have difficulty physically accessing curriculum materials, Kurzweil 3000 provides a digital means of engaging with text and supports those students who use alternative methods for accessing the computer. Kurzweil 3000 allows students with a print disability to access classroom curriculum while having the freedom to read and write without the need for a tutor or human assistant.

Using Kurzweil 3000, students can follow along with the text as each word is highlighted and read aloud. Students can change the text size or color for greater visibility, or change the reading speed or reading voice. Reference tools, such as dictionaries, a thesaurus, a spelling tool, and a syllabification tool are available. Also available is a built in translator or foreign language dictionary for English language learning. Kurzweil 3000 offers writing tools including outline and brainstorming templates. Note taking is made easier as highlighted text can be moved into a note format and printed for studying.

Kurzweil's Web-Based Literacy Support gives the added flexibility of having access to Kurzweil 3000 when using any device with internet access. Using a provided username and password, students can still have access to their class materials even when away from their personal computer.

Here at DMACC, we choose to use the Kurzweil educational system because it "provides multi-sensory access to virtually any text or curriculum, including print, electronic, and web-based material, so students learn grade appropriate content, develop valuable study skills, and become independent learners." Kurzweil gives students the knowledge and confidence they need to participate in class, complete assignments, take tests and develop a positive attitude that can encourage them to fulfill their educational goals.

# **COSTS ASSOCIATED WITH** **KURZWEIL 3000**

For a student who is currently enrolled at DMACC and has been granted accommodations for textbook services, there is no cost for the installation or use of Kurzweil 3000. Other than the student's personal computer or electronic device, DMACC takes responsibility for any fees associated with this use. Once a student is no longer enrolled at DMACC, access to Kurzweil 3000 will be removed.

Any student who is currently enrolled at DMACC and wishes to purchase a single license for their own personal use, may do so directly from Cambium Learning at a student discounted price. Please contact Cambium Learning for more information:

Phone (Toll Free): 1-800-894-5374

Internet: [www.kurzweiledu.com](http://www.kurzweiledu.com)

E-mail: [customerservice@kurzweiledu.com](mailto:customerservice@kurzweiledu.com)

or

[sales@cambiumtech.com](mailto:sales@cambiumtech.com)

Mail: Kurzweil Education  
24 Prime Park Way  
Natick, MA 01762

# **SYSTEM REQUIREMENTS**

## **WIN**

### **PROCESSOR**

1.3 GHz Pentium 4 or better

### **SYSTEM MEMORY**

2 GB

### **HARD DISK SPACE**

2 GB of free space

### **OPERATING SYSTEM**

Windows 10, 8.1, 8

Windows 10 is supported in  
Kurzweil 3000 version 14.12 and  
later

### **VIDEO MEMORY**

4MB or better

### **SCREEN**

### **RESOLUTIONS**

1024x768 24-bit color or better

### **BANDWIDTH**

All installed clients use some amount of bandwidth to connect to web services. Although the clients will work at just about any speed, Kurzweil Education recommends a minimum of 56k/student, 512k/lab.

### **ADDITIONAL REQUIREMENTS**

Keyboard, mouse sound card with speakers and microphone, TWAIN-compatible scanner

Mozilla Firefox v50 or later OR Chrome for Read the Web functionality

Internet connection

HoverCam® Solo 8 camera requires available USB 2.0 or 3.0 port

# **SYSTEM REQUIREMENTS**

## **MAC**

### **ALL CLIENTS:**

- Minimum Intel processor, running MAC OS 10.10 through 11.0.
- Minimum 4GB RAM.
- Minimum 1 GB hard disk space.
- Keyboard, mouse, speakers, microphone, Internet connection for Read the Web functionality.
- Image Capture-compatible scanner.

### **ADDITIONAL WEB LICENSE (ONLY) REQUIREMENTS:**

- Internet connection required for product use. All installed clients use some amount of bandwidth to connect to web services. Although the clients will work at just about any speed, Kurzweil Education recommends a minimum of 56k/student, 512k/lab.

Kurzweil 3000 does not currently support thin-client based environments as it was not designed for some of the special requirements of these systems.

# **SYSTEM REQUIREMENTS**

## **WEB BROWSER**

### **SUBSCRIPTION**

- Internet Connection
- Internet Browser (latest version recommended):  
Windows: Edge (minimum version 16), Internet Explorer (minimum version 11), Firefox (minimum version 65.0), Chrome (Minimum Version 67)  
Macintosh: Firefox (minimum version 65.0), Safari (minimum version 12.0), Chrome (Minimum Version 67)  
Cookies must be enabled
- Minimum bandwidth of 512kbps for each active Kurzweil 3000 session
- Network Connectivity Firewalls, proxy servers, and content filters must all permit access: HTTP (TCP port 80) HTTP and HTTPS (TCP port 443)
- Additional Software (latest version suggested): Adobe Reader (optional)
- Hardware Speakers or earphones for audible books



# **FREQUENTLY ASKED** **QUESTIONS**

## **1. How do I apply for textbook services?**

Click the “How to Apply for Accommodations ” tab on the Disability Services page of the DMACC website for application information.

## **2. After my accommodations are granted, what is the procedure to obtain my textbooks on Kurzweil 3000?**

Please contact the Textbook Services Office at [k3000a@dmacc.edu](mailto:k3000a@dmacc.edu) or (515)964-6636 for instructions.

## **3. How long will I have to wait to receive my textbooks on Kurzweil 3000?**

Depending on the circumstances, it may take up to two weeks before the first few chapters are available. The sooner we receive your request, the sooner we can begin the process. It is important to provide us with the class reading schedule if the instructor is using the textbook out of sequence.

## **4. How will I know when chapters are available?**

An email will be sent to your DMACC address when the first chapters are ready. After the original email, you will need to check your Kurzweil library regularly for new chapters.

## **5. How do I access my textbooks?**

Information is provided beginning on page 11 for Window users, page 17 for Macintosh users and page 23 for Web users.

## **6. Can I have class handouts scanned into Kurzweil?**

Yes. You may drop the handouts off in our office (Bldg. 6 Rm 20E) or email them to us at [k3000a@dmacc.edu](mailto:k3000a@dmacc.edu). Please allow a 24 hour turn-around time.

CONTINUED...

**7. Can I save my books/chapters to my computer?**

Yes. You can save books/chapters to your computer, a flash drive, or to your Kurzweil library (recommended). Saving content to your Kurzweil library will allow you to access that content from any computer with internet access.

**8. What is Kurzweil 3000 for Web Browser?**

Kurzweil 3000 for web browser allows you can access content on any device or computer with internet access. You will use the same username and password provided regardless of how you choose to access content.

**9. Why are my chapter numbers out of order in my Kurzweil Library?**

Kurzweil uses the first number of a chapter when creating the order sequence. For example, 1, 11, 12, 13, etc. will all be listed together. Then 2, 20, 21, 22, etc. followed by 3, 30, 31, 32, etc.

**10. Is it possible to read the web with Kurzweil 3000?**

Yes. The Kurzweil 3000 **Read the Web** feature allows you to use its reading and reference tools with content in a Web browser. You have the option of using the Google Chrome or Mozilla Firefox web browser. Please see pages 29-31 for instructions.

**12. How do I schedule a test reader?**

Please see page 35 for instructions on scheduling a test reader.

**13. Who do I contact if I am having problems or have questions?**

Please contact DMACC Textbook Services at k3000a@dmacc.edu or at (515) 964-6636. If you are having technical issues with Kurzweil after Textbook Services hours, you may contact Kurzweil's tech support at 1-800-894-5374 or at tech@kurzweiledu.com.

# **Kurzweil 3000 for Windows Getting Started**

# Open Kurzweil 3000



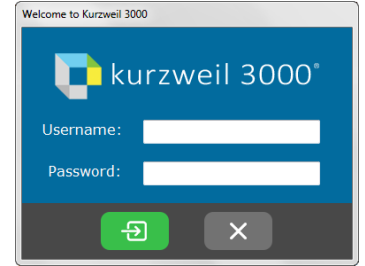
Double Click the Kurzweil 3000 icon on your desktop.

## Login (Web License Subscription Only):

Your username and password is the same for ALL Kurzweil 3000 Subscription components.

If you are the Kurzweil site administrator – login is emailed to you in your welcome package from Kurzweil’s Customer Service team.

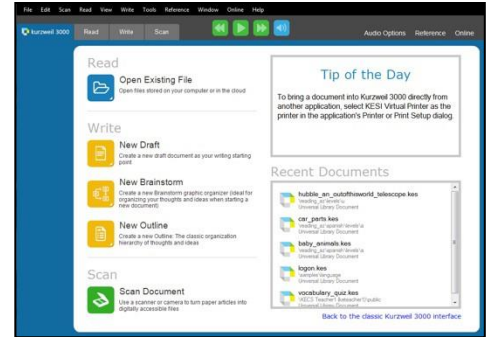
If you are a teacher or student – check with your school/district Kurzweil site administrator to obtain your username and password.



## The Kurzweil 3000 Home Tab

From here you can:

- Open a file from the Universal Library, your local computer or Google docs
- 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 doc



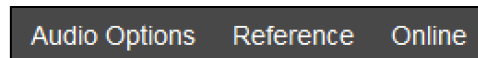
## Other Quick Access Tabs

**Read** – starting point for reading and highlighting a document

**Write** – starting point for the writing path

**Scan** – starting point for scanning

Read buttons and Options dropdowns (Audio, Reference, Online) will be constant on all tabs

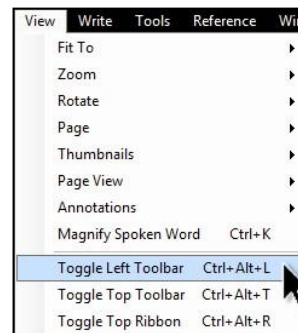


## Toolbars and Ribbon

Each tab has its own toolbar and ribbon across the top and toolbar down the left side.

The tools will change depending on the tab you are in.

Use the **View** menu to toggle the toolbars and ribbon on and off. The next time login, the settings will be remembered.



you



## Access Content

Kurzweil 3000 can open a variety of files and convert them to .kes files.

### From your local Computer, the Universal Library, or Google Drive

- From the Kurzweil 3000 tab choose Open Existing File



Supported Files
KESI File (*.KES)
Rich Text Format (*.RTF)
Text File (*.TXT)
MS Word Files (*.DOC)
MS Word 2007 Files (*.DOCX)
Image Files (*.TIF; *.BMP; *.JPG; *.PNG)
Adobe Acrobat Files (*.PDF)
Daisy (*.OPF)
Compressed DAISY (*.BKS)
EPUB (*.EPUB)
HTML (*.HTM; *.HTML; *.XML)
SEK (*.SEK)
All Files (*.*)

### The Universal Library (Web License Subscription Only)

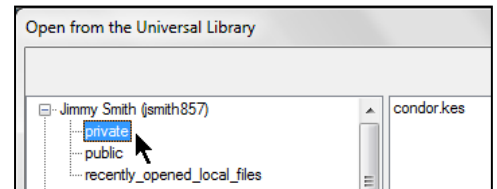
Unlimited cloud storage for your Kurzweil 3000 files in addition to some pre-loaded content:

- Your Private and Public folders
- Public folders for the Top Level admin and any teachers or students in your team. Students cannot see other student's folders.
- Classic Literature folder (1800+ titles)
- Help files folder
- Non-Fiction Bookbag folder containing 15 titles for grades 3 through 8
- Sample files folder
- Templates

Click on your name to select, and click the plus (+) button

Click on the folder where the file is saved

Choose the file from the list on the right



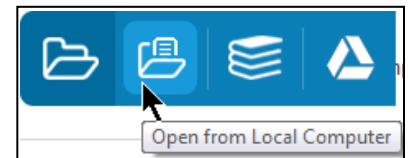
### From Google Drive

- You will be asked to sign in to Google Drive via the web
- Return to K3000 - the Open from Google Drive folder will be displayed, click on My Drive to see files

### Bookstores/Online

You cannot import a Kindle eBook, but can import eBooks from other sources

Download the book as an ePub or PDF file to your computer



**Images of Printed Material** - pictures of pages, articles taken with cell phone, iPad, etc.

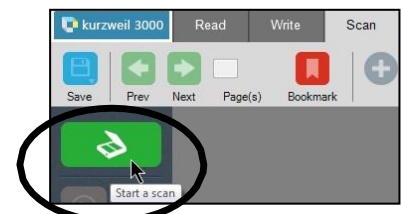
- Save (or upload) image to Google Drive or your local computer
- Open the image using the appropriate button listed above

**From Online File Storage** - such as Dropbox, OneDrive, Box, etc.

- Download the file to your computer from the online storage program (such as Dropbox)
- Use the **Open from Local Computer** button or the **File menu > Open**, to locate the file

**From a Scanner** (connected to your computer)

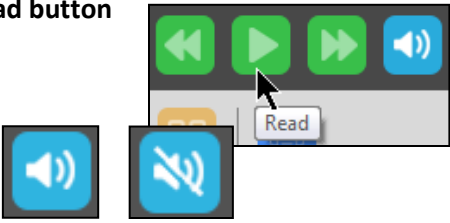

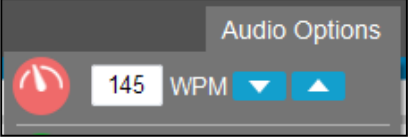

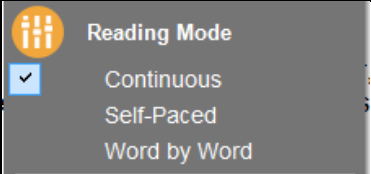
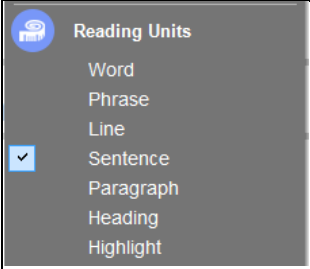

- Choose the **Scan tab**, choose **Scanner Setup** button to the right of the Zoom options and choose your scanner
- Place the document or page on the scanner, click the **Start a Scan** button




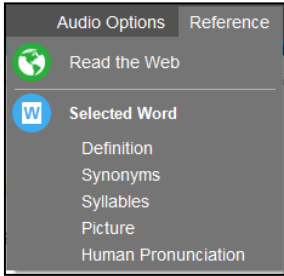


**Virtual Print** – bring files from another application into K3000 to save as a .kes file

- Open a file in its native application
- File > Print** and choose the **KESI Virtual Printer**
- The file will appear in K3000 to be read, saved, etc.



## You've Opened it, Now Read it!

Feature	Steps	
<b>Read Text Aloud or Silent</b>	Place your cursor in the text and click the <b>Read button (F3)</b> to start reading. The <b>Forward</b> and <b>Backward buttons</b> will skip to the previous or next reading unit. The <b>Audible Reading button</b> toggles between audible and silent reading.	<b>Read button</b> 
<b>Change the Speaking Voice</b>  NOTE: For <i>English Language Learners</i> and for reading text in foreign languages: <b>23 voices and 10 languages supported!</b>	<ul style="list-style-type: none"> <li>Click the <b>Audio Options dropdown</b></li> <li>Choose a speaker from the dropdown list</li> </ul> Kurzweil will access any speech engines on your computer. The install includes <b>20+ High Quality voices from Acapela!</b>	<b>Audio Options dropdown</b> 
<b>Change the Reading Speed (Words per Minute)</b>	<ul style="list-style-type: none"> <li>Click <b>Audio Options dropdown</b></li> <li>Change the WPM (words per minute) setting up or down                Increase: <b>(F11)</b>    Decrease: <b>(F12)</b></li> </ul>	<b>Audio Options dropdown</b> 
<b>Change size of Text</b> <b>Increase or decrease the size</b> of an image document by changing the <b>Zoom</b> value.	<ul style="list-style-type: none"> <li>Click the <b>Plus or Minus buttons</b> on your <b>Zoom button</b></li> <li>OR Click the down arrow to select a preset zoom value.                Zoom in: <b>(F7)</b>    Zoom out: <b>(F8)</b></li> </ul>	<b>Zoom button</b> 
<b>Change the Reading Mode</b>	<ul style="list-style-type: none"> <li><b>Continuous:</b> continuous reading from page to page.</li> <li><b>Self Paced:</b> pause at the end of each unit.</li> <li><b>Word by Word:</b> pause at the end of each word</li> <li>Click <b>Read button</b> to begin again.</li> </ul>	<b>Audio Options dropdown</b> 
<b>Change the Reading Unit</b>	<ul style="list-style-type: none"> <li>Click on <b>Reading Unit button</b> and choose the block of text that is highlighted when reading.</li> </ul>	<b>Audio Options dropdown</b> 
<b>Change the Page</b>	<ul style="list-style-type: none"> <li>Click the green LEFT and RIGHT arrows on your <b>Page buttons</b>. OR</li> <li>Click the box and type the page number</li> <li>Press <b>Return/Enter</b> on your keyboard</li> </ul>	<b>Page buttons</b>   <b>Next Page (Ctrl E)</b> <b>Previous Page (Ctrl R)</b>






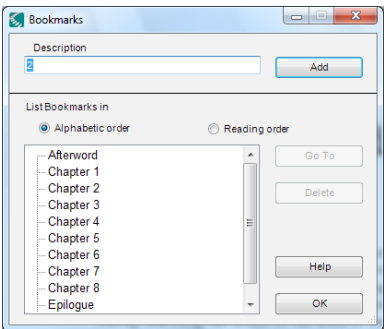
## Basic Vocabulary Tools

Feature	Steps	
Get <b>Definition</b> of a Word	<ul style="list-style-type: none"> <li>Place your cursor just before a word or double click on a word to select it</li> <li>Click on the <b>Definition button</b></li> </ul>	<b>Read or Write toolbar: Dictionary (Ctrl D)</b> 
Find <b>Synonyms</b> of a Word to support comprehension or to expand word-choices when writing. A Digital Roget's Thesaurus is built in to Kurzweil 3000.	<ul style="list-style-type: none"> <li>Place your cursor just before a word or double click on a word to select it</li> <li>Go to the Reference dropdown and choose Synonym</li> </ul>	<b>Reference dropdown: Synonym (Ctrl Q)</b> 
<b>Translate</b> passages of text to another language (powered by Google Translate).  <b>NOTE:</b> Also great for translating documents to share non-legal documents with students, parents and other members of the team. <b>NOTE:</b> You must be connected to the internet to use this feature.	<ul style="list-style-type: none"> <li>Highlight the selection of text you would like translated.</li> <li>In the Online dropdown, click the Translate button</li> <li>Select the Language From and Language To</li> <li>Click <b>Translate</b></li> <li>Click <b>Read</b> to hear the text</li> <li>OR Click <b>Open</b> in new document to create a new document of the translation.</li> <li>Save the new document.</li> </ul>	<b>Online dropdown: Translate</b>  <p><b>* 64 Languages supported</b>  <b>A powerful tool for English Language Learners to translate on the fly and build their knowledge of English.</b></p>
Get a <b>Picture</b> of a word using the built-in picture dictionary including 12,000 Widgit Symbols	<ul style="list-style-type: none"> <li>Place your cursor just before a word or double click on a word to select it</li> <li>Click on the Picture button</li> <li>Picture will pop up</li> </ul>	<b>Read or Write toolbar: Get picture of selected word</b> 

## Basic Study Tools

Feature	Steps	
<b>Highlight, Circle or Cross out text</b>	<ul style="list-style-type: none"> <li>Different colors of highlighters let you associate different concepts with different colors</li> <li>Choose a highlighter, click and drag across text to highlight, circle or cross out</li> </ul>	<b>Read or Write toolbars: Highlighter</b> 
<b>Erase Highlights or Circles</b>	<b>Highlights and Circles</b> can be erased by selecting the <b>Erase tool</b> and dragging your mouse over the highlighted or circled text.	<b>Read or Write toolbars: Highlight Eraser</b> 
<b>Extract Highlights to an outline</b>	Highlights can be extracted to an outline. In the dialog box you can customize the extraction settings.	<b>File &gt; Extract &gt; Extract Notes and Highlights...</b>

## Basic Study Tools

Feature	Steps	
Insert a <b>Sticky Note</b>	<p><b>Sticky Notes</b> can be used to insert questions/notes about the text or provide instructions. They are brightly colored and stand out when reading the text.</p> <ul style="list-style-type: none"> <li>• Click on the <b>Sticky Note button</b></li> <li>• Click anywhere on your open document</li> <li>• Begin Typing</li> </ul>	<p><b>Read or Write toolbar: Sticky Note</b></p>  <p>NOTE: not available in text documents</p>
Insert a <b>Text Note</b>	<p><b>Text Notes</b> 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.</p> <ul style="list-style-type: none"> <li>• Click on the <b>Text Note button</b></li> <li>• Click anywhere on your open document</li> <li>• Begin Typing</li> </ul>	<p><b>Read or Write toolbar: Text Note</b></p>  <p>NOTE: not available in text documents</p> <p>To quickly insert text notes on every blank line on a page:  <b>Tools &gt; Fill-in-the-blanks</b></p>
Insert a <b>Voice Note</b> Voice notes are a great way to support <i>English Language Learners</i> by embedding clarifying notes recorded by native speakers of the language.	<p><b>Voice note tool</b> can be used to insert a recording of your own voice.</p> <ul style="list-style-type: none"> <li>• Click on the <b>Voice Note button</b></li> <li>• Click anywhere on your open document</li> <li>• A dialog box will open</li> <li>• Click on the microphone to record a message up to 120 seconds long.</li> <li>• Click <b>OK</b></li> <li>• To hear the note: Double click</li> </ul>	<p><b>Study skills toolbar: Voice button</b></p>  <p>NOTE: Microphone is needed to record voice notes.</p>
<b>Delete a note</b>	<ul style="list-style-type: none"> <li>• Click on the note ONE time</li> <li>• Click <b>Delete button</b></li> <li>OR</li> <li>• Right Click on a note and select <b>Delete note</b></li> </ul>	<p><b>Read toolbar: Delete</b></p> 
<b>Insert a Bookmark</b> to mark important places in the text.  	<ul style="list-style-type: none"> <li>• Click anywhere on your open file.</li> <li>• Click on the <b>Bookmark button</b></li> <li>• Type in a description and click <b>Add</b></li> <li>• To view Bookmarks in a document, click on the bookmark tool to view them all.</li> <li>• Click on the Bookmark you would like to <b>Go To</b>.</li> </ul>	<p><b>Bookmark button</b></p> 



# **Kurzweil 3000 for Macintosh Getting Started**

# Open Kurzweil 3000

**Double Click** the Kurzweil 3000 icon on your desktop, dock or Applications folder.



## Login (Web License Subscription Only):

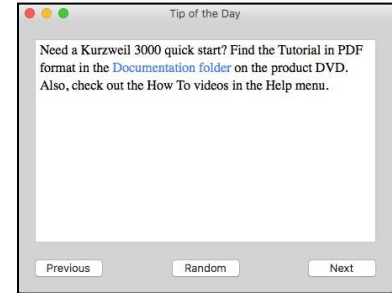
Your username and password is the same for ALL Kurzweil 3000 Subscription components.

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 your school/district Kurzweil site administrator to obtain your username and password.

The **Tip of the Day** will automatically open with a different tip.

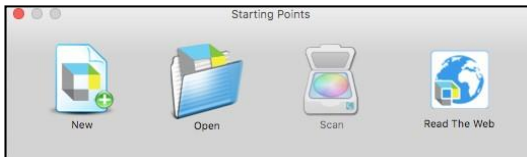
You can click **Previous**, **Next** or **Random** to see other tips.



## Starting Points

From here you can:

- Open a New draft document
- Open an existing file from your local computer
- Scan a document
- Read the Web (Subscription licenses only)



## Kurzweil 3000 Reader

Start reading and customize your reading settings



## Toolbars and Palettes

Different toolbars and palettes will be available based on the type of document you are in.

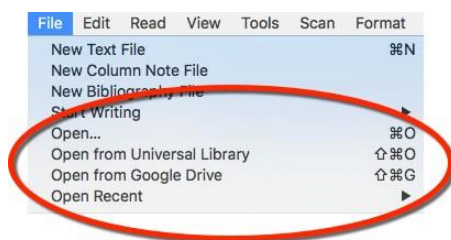


## Access Content

Kurzweil 3000 can open a variety of files and convert them to .kes files.

### From your local Computer, the Universal Library, or Google Drive

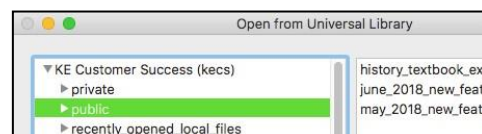
- **File > Open..., Open from Universal Library, or Open from Google Drive**



### The Universal Library (Web License Subscription Only)

Unlimited cloud storage for your Kurzweil 3000 files in addition to some pre-loaded content:

- Your Private and Public folders
- Public folders for the Top Level admin and any teachers or students in your team. Students cannot see other student's folders.
- Classic Literature folder (1800+ titles)
- Help files folder
- Non-Fiction Bookbag folder containing 15 titles for grades 3 through 8
- Sample files folder
- Templates



Click on the toggle arrow next to a folder to expand it

Click on the folder where the file is saved

Choose the file from the list on the right

### From Google Drive

- **File > Open from Google Drive**
- Click the **Sign In** button if you are not already signed into Google Drive
- Locate your file and click **Open**

**Images of Printed Material** - pictures of pages, articles taken with cell phone, iPad, etc.

- Save (or upload) image to Google Drive or your local computer
- Open the image using **File > Open...** or **Open from Google Drive**

**From Online File Storage** - such as Dropbox, OneDrive, Box, etc.

- Download the file to your computer from the online storage program (such as Dropbox)
- Use **File > Open**, to locate the file


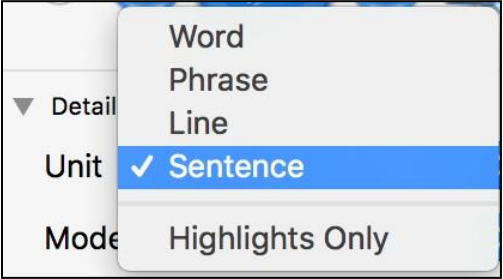
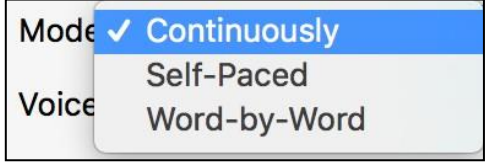
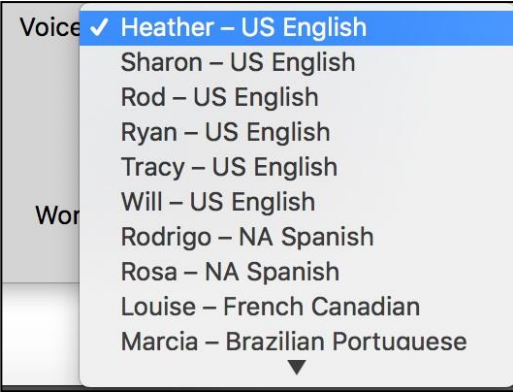



**From a Scanner** (connected to your computer)

- Choose **Scan > Scan New Document**


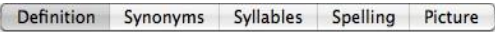
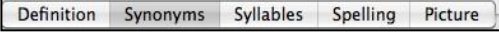

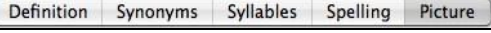
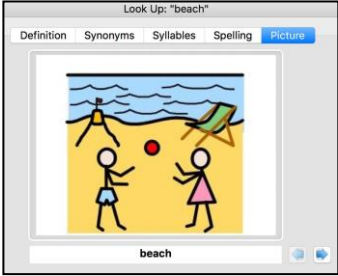
**Virtual Print** – bring files from another application into KURZWEIL 3000 to save as a .kes file

- Open a file in its native application
- **File > Print**
- In the **PDF dropdown**, choose **Open as a PDF in Kurzweil 3000**
- The file will appear in KURZWEIL 3000 to be read, saved, etc.

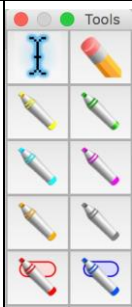

## You've Opened it, Now Read it!





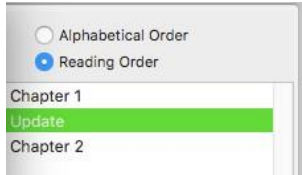

Feature	Steps	
<b>Read Text</b>	Make sure the Kurzweil 3000 Reader is showing <b>Window &gt; Show Reader</b> Place your cursor in the text and click the <b>Read button (⌘R)</b> to start reading. The <b>Forward</b> and <b>Backward</b> buttons will skip to the previous or next <b>Reading Unit</b> .	
<b>Reading Unit</b>	The block of text that is highlighted when reading. <ul style="list-style-type: none"> <li>• Word</li> <li>• Phrase</li> <li>• Line</li> <li>• Sentence</li> <li>• Highlights Only (the text you have marked with a highlighter tool)</li> </ul>	
<b>Reading Mode</b>	<ul style="list-style-type: none"> <li>• <b>Continuous:</b> continuous reading from unit to unit and page to page.</li> <li>• <b>Self Paced:</b> pause at the end of each unit.</li> <li>• <b>Word by Word:</b> pause at the end of each word</li> </ul>	
<b>Reading Voice</b>	Kurzweil 3000 installs with several Acapela Voices and includes an <b>Additional Acapela Voices Install</b> for foreign languages.	
<b>Turn off speech</b> , but continue to highlight words to keep on task.	To turn off speech and practice silent reading or oral reading fluency skills with Kurzweil 3000: <ul style="list-style-type: none"> <li>• Select Read Silently</li> </ul>	
<b>Reading Speed</b>	The <b>Reading Speed</b> WPM can be increased or decreased to support the needs of the user and the density of the text being read. <ul style="list-style-type: none"> <li>• Click the UP or DOWN arrows on your <b>Words per Minute</b> button.</li> <li>• OR Click in the box on your <b>Speed</b> button and type the desired WPM</li> </ul>	
<b>Change size of text</b>	To support users with low vision, you can easily <b>increase</b> or <b>decrease</b> the <b>size</b> of a document viewed in Kurzweil 3000 by changing the <b>Zoom</b> value: <ul style="list-style-type: none"> <li>• At the bottom of the document use the slider to change text size</li> </ul>	

## Basic Vocabulary tools

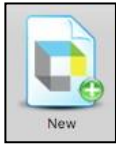

Feature	Steps	
Get <b>Definition</b> of a word	<ul style="list-style-type: none"> <li>Place your cursor just before a word or double click on a word to select it</li> <li>Click on the <b>Word Lookup button</b> in the Kurzweil 3000 Reader</li> <li>Select <b>Definition</b></li> <li>Click the <b>Read button</b> on Kurzweil 3000 Reader to read definitions aloud</li> </ul>	 
Find <b>Synonyms</b> of a word	<p>A Digital Roget's Thesaurus and Concise Oxford Thesaurus are built in to Kurzweil 3000:</p> <ul style="list-style-type: none"> <li>Select a word and click word lookup</li> <li>From the Word Look Up window select the <b>Synonyms button</b></li> <li>Click the <b>Read button</b> on the Kurzweil 3000 Reader to hear the synonyms</li> </ul>	
<b>Translate</b> text Kurzweil 3000 uses Google Translate  <b>NOTE:</b> You must be connected to the internet to use this feature.	<ul style="list-style-type: none"> <li>Select Text you would like to translate</li> <li><b>Online &gt; Translate</b></li> <li>Select Language From/To</li> <li>Click <b>Translate</b></li> <li>Click <b>Read</b></li> <li>70+ Languages supported</li> </ul>	
Get a <b>Picture</b> of a word  Built-in picture dictionary using <b>12,000 Widgit Symbols</b>	<ul style="list-style-type: none"> <li>Place your cursor just before a word or double click on a word to select it</li> <li>From the Word Look Up window select the <b>Picture button</b></li> </ul>	 

## Basic Study Tools

Feature	Steps	
<b>Highlight, Circle or Cross-out text</b>	<ul style="list-style-type: none"> <li>Different colors of highlighters let you associate different concepts with different colors</li> <li>Choose a highlighter, click and drag across text to highlight, circle or cross out</li> </ul>	
<b>Erase</b> Highlights or Circles	<b>Highlights and Circles</b> can be erased by selecting the <b>Erase tool</b> and dragging your mouse over the highlighted or circled text.	

Feature	Steps	
<b>Extract Highlights to an outline</b>	Highlights can be extracted to an outline. In the dialog box you can customize the extraction settings.	<b>File &gt; Extract &gt; Extract Notes and Highlights...</b>
<b>Insert a Sticky Note</b>	<b>Sticky Notes</b> can be used to insert questions/notes about the text or provide instructions. They are brightly colored and stand out when reading the text. <ul style="list-style-type: none"> <li>Click on the <b>Sticky Note button</b></li> <li>Click anywhere on your open document</li> <li>Begin Typing</li> </ul>	 NOTE: not available in text documents
<b>Insert a Text Note</b>	<b>Text Notes</b> can be used to answer questions in a .kes test or quiz file. <ul style="list-style-type: none"> <li>Click on the Text Note button</li> <li>Click anywhere on your open document</li> <li>Begin Typing</li> </ul>	 NOTE: not available in text documents
<b>Insert a Voice Note</b> Voice notes are a great way to support <i>English Language Learners</i> by embedding clarifying notes recorded by native speakers of the language.	<b>Voice note tool</b> can be used to insert a recording of your own voice. <ul style="list-style-type: none"> <li>Click on the <b>Voice Note button</b></li> <li>Click anywhere on your open document</li> <li>Click the <b>Record button</b> to record a message up to 120 seconds long.</li> <li>To hear the note: Double click</li> </ul>	 NOTE: Microphone is needed to record voice notes.
<b>Insert a Bookmark</b> to mark important places in the text.	<ul style="list-style-type: none"> <li><b>View &gt; Bookmarks</b> to open the Bookmarks pane.</li> <li>Place your cursor in your file.</li> <li>Click on the <b>Bookmark button</b></li> <li>In the Bookmarks pane, type the name of your bookmark and hit <b>Enter</b>.</li> <li>To go to a specific bookmark, double-click it in the list</li> </ul>	 
<b>Delete a note or bookmark</b>	<ul style="list-style-type: none"> <li>Click <b>Erase button</b></li> <li>Click on the icon in the text for the note you want to erase.</li> </ul>	

## Basic Writing tools

Feature	Steps	
<b>Start Writing</b>	<ul style="list-style-type: none"> <li>Click <b>New button</b> on Starting Points</li> <li>Or <b>File &gt; New</b></li> <li>A new Blank Document will open with writing tools displayed in the document toolbar</li> <li>Begin typing</li> </ul>	
<b>Listen to my written work</b>	Using Kurzweil 3000's talking word processor to read text out loud can be extremely helpful with editing and revising written work. <ul style="list-style-type: none"> <li>Place your cursor at the beginning of text you would like to read</li> <li>Click the <b>Read button</b></li> </ul>	

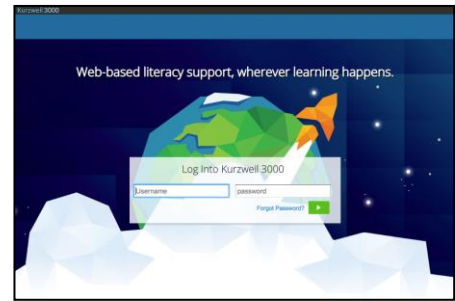
# **Kurzweil 3000 for Web Browsers Getting Started**

# The Universal Library

Go to <https://www.kurzweil3000.com> and login to your account

Or click the **Login** link on our web page:


<https://www.kurzweiledu.com>




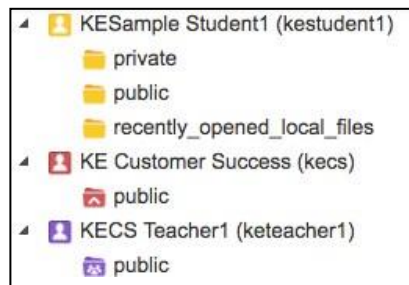
## Home - The Universal Library (UL)

This is the same library you see in Kurzweil 3000.

### Individual Account Folders

Current user – first account in the list (yellow). 

- Teachers will see and have access to the Public and Private folders of members of their Team. (See the User Management section to learn about adding members to your team.)
- Students will see the Public folder of their team leader. Students cannot see other student's folders.
- Everyone sees the Public folder of the Top Level Account – second account in the list (red). 



### General Folders:

- **Main Subscription Account** (red) – everyone has access to the Public folder of the main subscription.
- **Classic Literature** - over 1800 titles
- **Help Files** - support documents and guides to Classic Literature and Nonfiction Bookbag
- **Nonfiction Bookbag** - nonfiction book titles for grade levels 3-8
- **Samples** - sample files from Language Program, Passport Reading Journeys, and Reading A-Z
- **Templates** - Brainstorm templates for both teachers and students

Open a folder by clicking on the folder's name.

The panel to the right will display the files within that folder.

### File Management

You can manage files in the UL similarly to your local computer.

- Right click on a folder to Add a sub-folder, Delete or Rename.
- Click the check box next to a file name and use the buttons to Copy, Copy to Multiple (teacher only), Move, Delete or Rename.
- Click and drag a file or folder to Move it.
- Hold the CTRL key (Windows) or the Command key (Mac) while dragging a file or folder to copy it.

Copying or moving a file on its own or within a folder will retain any annotations within the file (highlights, bookmarks, bubble, sticky and text notes.)



## Access Content

Kurzweil 3000 can open a variety of files and convert them to .kes files.

Supported file types:

- Daisy
- TXT
- DOC
- DOCX
- RTF
- EPUB
- BKS
- PDF
- JPG and JPEG
- PNG



### The Universal Library

- Select a file within a folder

### Your Local Computer

- Click the **Computer button** and choose the file you would like to open
- Click the **Upload button** to copy a file to your Universal Library but not open it.

### Google Drive

- When you click the **Google Drive button** you will be asked to login in to Google Drive if not already logged in
- Choose the file and click **Select**

### Bookshare.org

You can import books directly from Bookshare.org (an account is required)

- Click the Bookshare button and search by author, title or ISBN

### Bookstores/Online

You cannot import a Kindle eBook, but can import eBooks from other sources

- Download the book as an ePub or PDF file to your computer

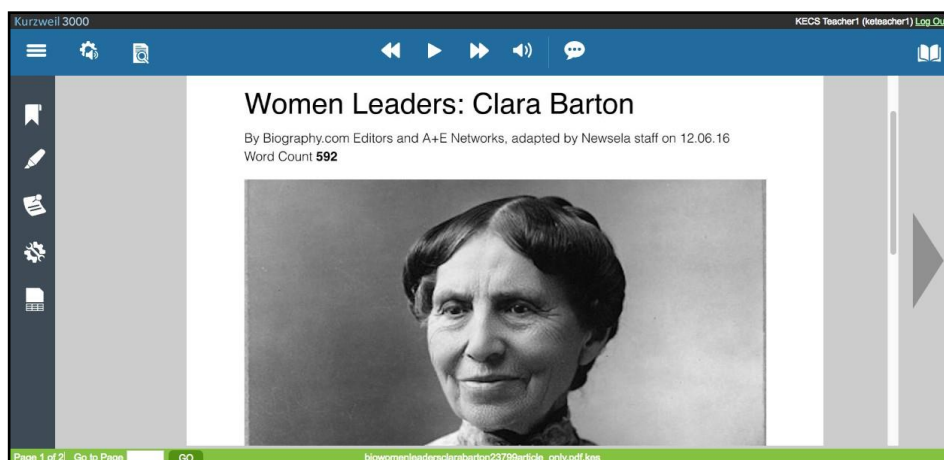
**Images of Printed Material** - pictures of pages, articles taken with cell phone, iPad, etc.

- Save (or upload) image to Google Drive or your local computer
- Open the image using the appropriate button listed above

**From Online File Storage** - such as Dropbox, OneDrive, Box, etc.

- Download the file to your computer from the online storage program (such as Dropbox)

Once you've opened a file, various menus and buttons are available across the top and left side of the screen. (Hover the mouse over a menu or button to display the tool tip.)



# You've Opened it, Now Read it!

## Read Text Aloud or Silently

- Place your cursor in the text and click the **Read button** to start reading.
- The **Forward** and **Backward buttons** will skip to the previous or next reading unit.
- The **Audible Reading button** toggles between audible and silent reading.



Navigation shortcut keys					
	Chrome	Edge	Firefox	Internet Explorer	Safari
Zoom In	+	+	CTRL +	+	+
Zoom Out	-	-	CTRL -	-	-
Play/Pause	P	P	P	P	P
Go Back*	V	V	V	V	V
Go Forward*	N	N	N	N	N

\*Image files only

## Audio Options

Customize and personalize the reading experience.

### Voice

Choose from many different voices and languages.

### Reading speed

Adjust the speed Faster or Slower.

### Multi-Language Voice Preferences

Set the defaults for multiple language voices (See Language Learning section).

### Unit

The block of text that is highlighted when reading. Choose between word, line, sentence, or paragraph.

### Mode

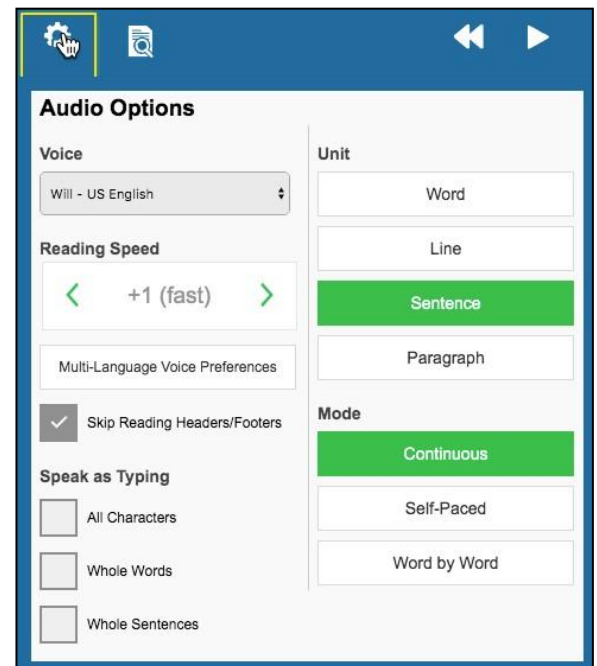
- **Continuous:** continuous reading from page to page.
- **Self-Paced:** pause reading at the end of each unit.
- **Word by Word:** pause reading at the end of each word.
- Click the **Read button** to continue Self-Paced and Word by Word.

### Skip Reading Headers/Footers

- Header/footer zones will not be read when this option is checked.

### Speak as Typing (can have multiple options selected)

- **All Characters:** reads each character as you type it.
- **Whole Words:** reads each word as you complete it by typing a space after it.
- **Whole Sentences:** reads each sentence as you complete it by typing final punctuation after it.



## Change the Page

- The status bar at the bottom of the image tells you what page you are on. Type in the **Go to Page field** and click **GO** to jump to a specific page.



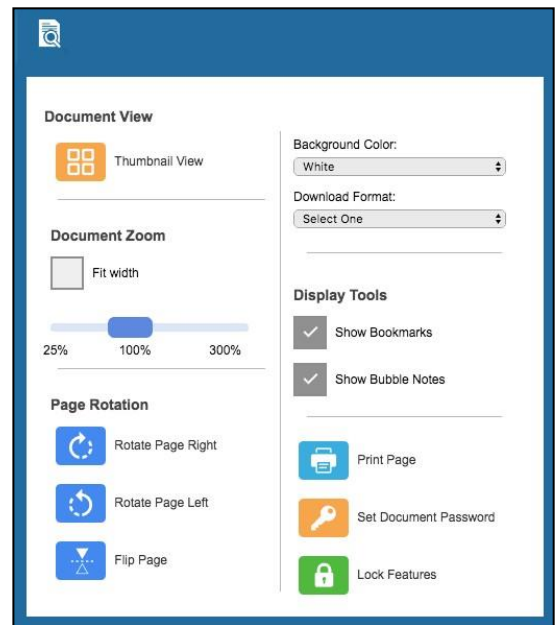
Use the **Previous** and **Next arrows** to the left and right of the image to change pages

## Document View and Zoom

- View thumbnails of each page of your document. (Image file only)  
Click a thumbnail to go to that page. (Image file only)
- Uncheck **Fit Width** to zoom in or out. (Image file only)
- Change the **Document Zoom** magnification of the page. (Image file only)
- **Rotate** or **Flip** the page. (Image file only)
- Customize the **Background Color** of an image or text document.
- Note: This color is only for viewing the document.  
It will print with a white background.
- Choose a **Download Format** to save the document as another type of file.
- Show **Bookmarks** and **Bubble Notes** in the document. (Image file only)
- **Print Page**
- **Set Document Password**

**DON'T FORGET YOUR PASSWORD!**

**There are no hints and it cannot be reset or changed if you forget!**



## Basic Vocabulary Tools

### References drop down menu

#### Dictionary

- Place cursor before a word
- **References menu > Dictionary button.**
- Choose a dictionary from the dropdown.

#### Picture Dictionary

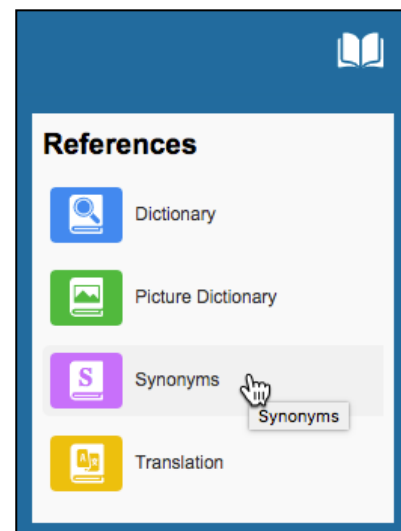
- Place cursor before a word
- **References menu > Picture Dictionary button.**

#### Synonyms

- Select a word or phrase in the text
- **References menu > Synonyms button.**

#### Translation (powered by Google Translate)

- Select a word or phrase in the text
- **References menu > Translation button.**
- A readable dialog box will pop up allowing you to select the desired language for detection and translation.

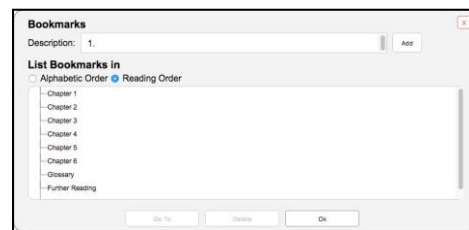


## Basic Study Tools

### Bookmarks

Add a bookmark or go to a specific bookmark in the document

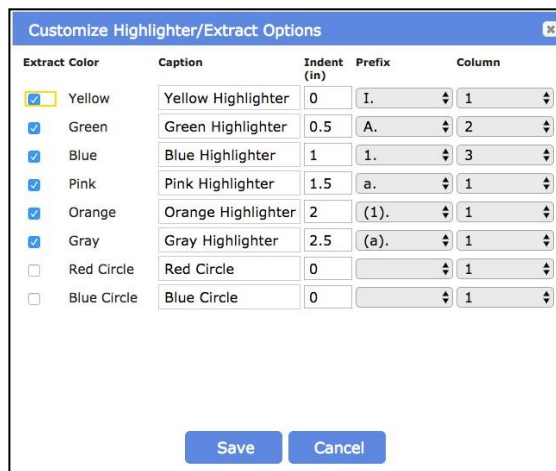
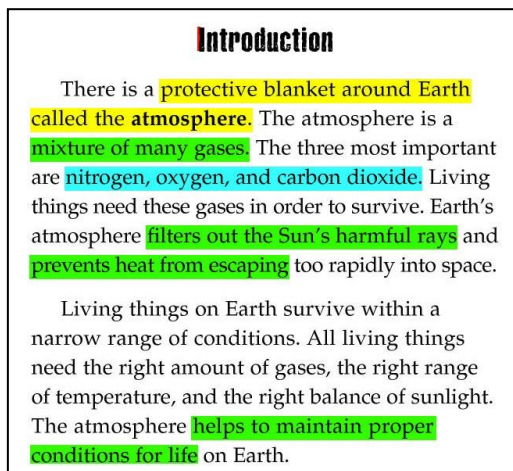
- Click in the text where you want to place the bookmark
- Click the **Bookmark button**
- Use **Description** to add a bookmark
- Choose a bookmark in the list to **Go To** that place in the document or **Delete** a bookmark.



### Highlight, Circle or Cross out text

Any highlights you add within the web app will also be visible when you open the document in Kurzweil 3000 for Windows or Mac.

- Different concepts can be marked with different color highlights
- Choose a highlighter, click and drag across text to highlight, circle or cross out.
- Hit the **Esc key** to return to Select mode.
- Extract your highlights to an outline.
- Customize the highlighter names and extraction settings.



### Document Notes menu

Add, select or delete Bubble, Sticky and Text notes in your documents.

- Choose to show only one or both types of notes.
- Options for Font, Font Size, Styling, and Color of Sticky or Text Notes.

### Add

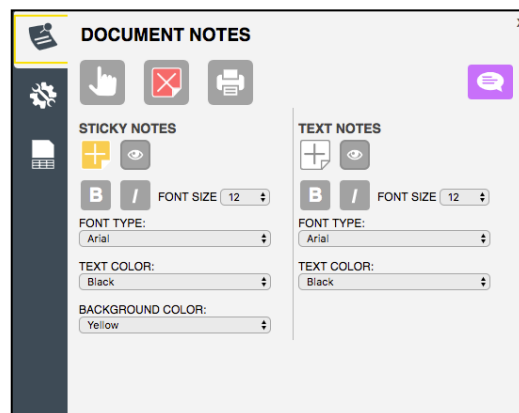
- Click Add Bubble Note, Add Text Note or Add Sticky Note.
- Click on the screen to add the note.

### Move

- Click and drag the top or left side of the note to move it.

### Resize (Sticky and Text notes only)

- Hold the mouse button down on the lower right corner and drag.
- Hit the **Esc key** to return to Select mode.



# **Kurzweil 3000 Read the Web Getting Started**



# Kurzweil 3000 Read the Web Extension for Chrome and Firefox

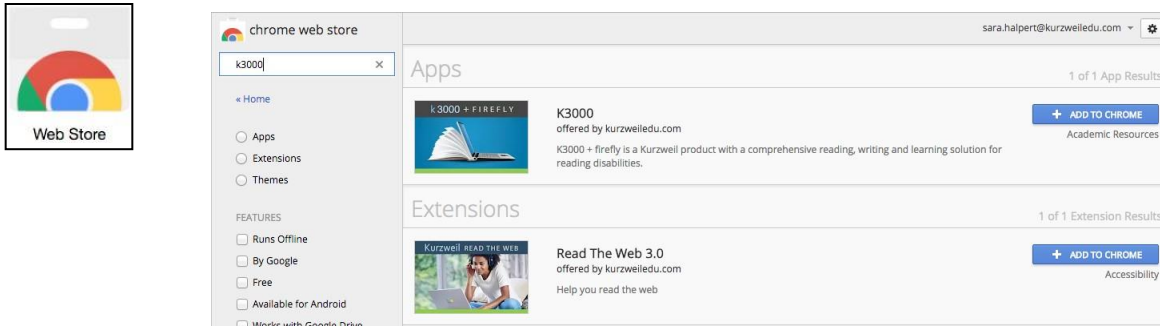
## Set up the Read the Web extension for Chrome

If you use Chrome as your default web browser, Kurzweil has both an app and an extension.

Use the **Kurzweil 3000 Chrome app** to quickly access the web app login page.

Use the **Kurzweil Read the Web extension** to add a reading toolbar and reading options to your browser.

- Launch Chrome
- Go to the Chrome App Store and search for “Kurzweil” or “K3000”



Click **Add to Chrome** for both the Kurzweil 3000 app and the Read the Web extension.  
(Note: Kurzweil 3000 does not need to be installed on the computer. Only your login is required.)

The **Kurzweil 3000 Chrome app** will be added to your Apps page. Click it to go directly to the Kurzweil 3000 Web App login page <https://www.kurzweil3000.com>



The Kurzweil 3000 Web app is covered in more detail in the Web App section.



The **Kurzweil Read the Web extension** will add the Kurzweil icon to the upper right corner of Chrome.



## Set up Mozilla Firefox to Read the Web

The Read the Web toolbar can be installed into the Firefox browser.


Go to <https://www.kurzweiledu.com>, choose **Products** at the top right, **Software Updates**, scroll down to **Other Tools** and choose your version.

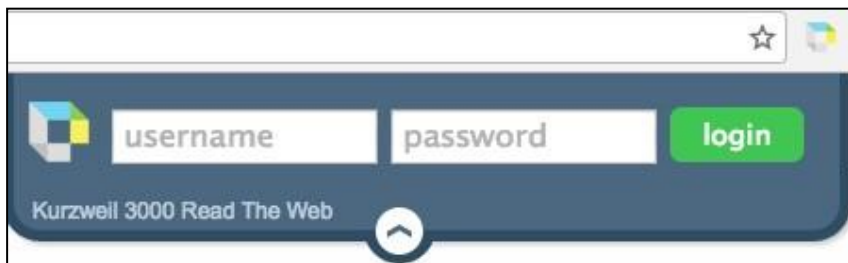
Follow on-screen directions to install.

In Firefox there will be a Kurzweil icon in the upper right of the browser bar

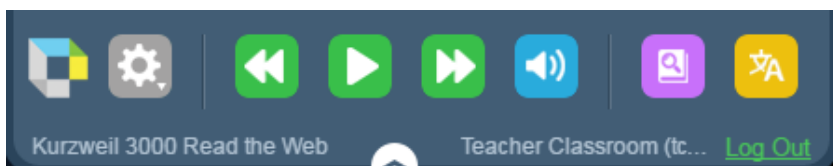


## Using Chrome or Mozilla Firefox to Read the Web

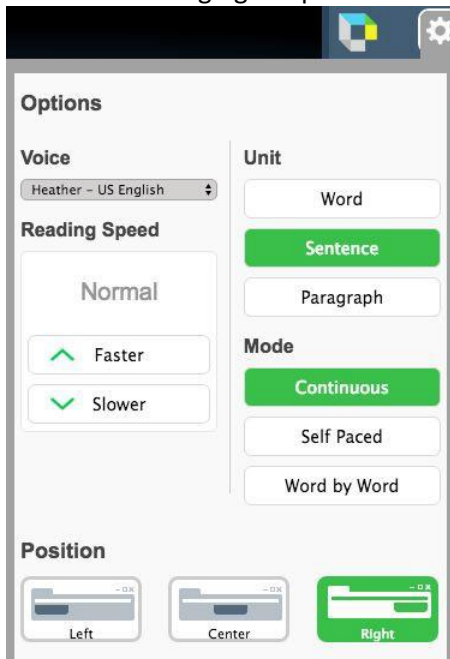
When you browse to a page with readable text, click the icon  and login using your Kurzweil 3000 username and password.



Reading, dictionary, and translation buttons are available to use on any web page.



Click the **Options button** for all of the same reading options you use in Kurzweil 3000, the web app and the iPad app, as well as the changing the position of the mini toolbar.



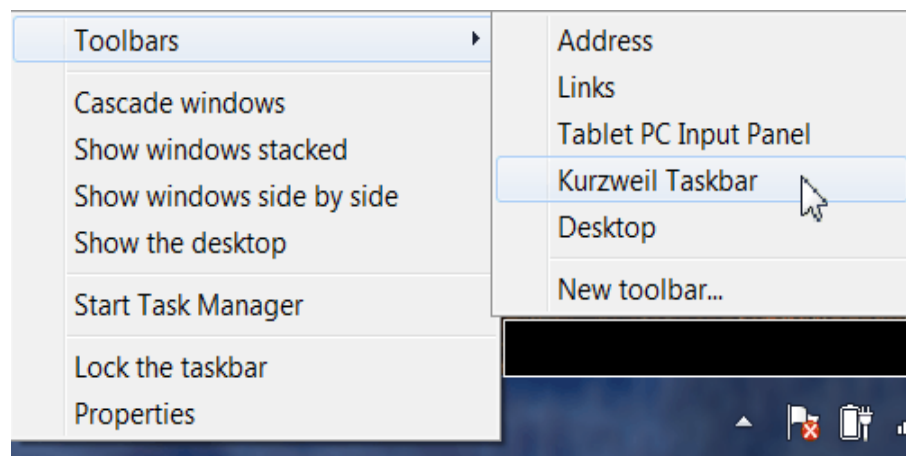
# Kurzweil 3000 Taskbar/Image Reader for Windows

The Kurzweil 3000 Taskbar, which appears as a small bar in the Windows Taskbar, provides quick access to a subset of Kurzweil 3000 features: Read, Dictionary Look Up, and Check Spelling.

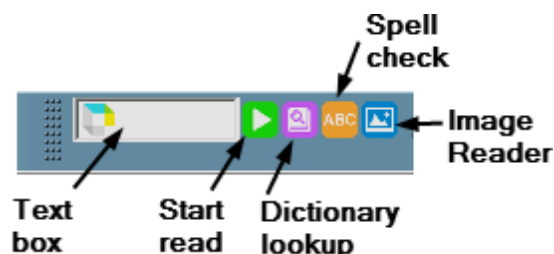
This is convenient when you are working in applications other than Kurzweil and want to quickly read a short selection of text, check your spelling or look up the definition of a word. This feature can be helpful when needing to read an online test. You can drag selectable text from any application and “drop” it onto the Kurzweil 3000 taskbar.

## Using the Taskbar:

- First, make sure the Kurzweil Taskbar is visible. If it isn't:
  1. Right Click on your Taskbar
  2. Select “Toolbars”




3. Select “Kurzweil Taskbar”
4. Let go of your mouse
5. You should see the Kurzweil icons in your taskbar





## Using the Taskbar:

1. From within any application (email, webpage, blog, etc. anything with selectable text) highlight the text you would like to read and drop it into the Kurzweil 3000 box in your taskbar. You can either click and drag the text or copy and paste.
2. A separate dialog box will open and your text will be read to you. (You may need to click the green “Read” button.)
3. To change the settings for the Taskbar, click on the gear  on the bottom of the dialog box.

## Using the Image Reader:

Click on the **Image Reader** in the Taskbar. Crosshairs (+) will appear. Use those to draw a box around the text you want read to you. Kurzweil will pull the text out into a separate box and read it aloud. Close that window then repeat steps to continue reading through the text.

# Image Reader for Macintosh

The Image Reader is a tool that lets you select an image that you want to read. To select an image:

1. Open the image that you want to read (a web page, for example).
2. Choose **Image Reader** from the Kurzweil 3000 Read menu. The Kurzweil window closes and the cursor changes to crosshairs.
3. Use the crosshairs to select any text, including content that is not usually selectable. Move the crosshair to the top left corner of the area you want to select. Hold down the left mouse button and draw a rectangle around the selection.
4. Release the mouse button when you reach the bottom right of the selected area. The Kurzweil window reopens and displays the text for you to read.
5. Click the **Read** button to read the text. When you are finished, you can Close the text or Save it.

# **Test Reader - Kurzweil**

## **HOW TO STEPS**

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### **If you have the accommodation for: Test reader - Kurzweil**

Students at the following campuses can request testing accommodations online: Ankeny/Strive, Urban, and West. Please schedule at least 2 business days before you plan to take your test. A request submitted at the end of a Friday business day will not be reviewed until Monday morning.

Please follow these steps:

- Go to [www.DMACC.edu](http://www.DMACC.edu)
- Scroll to the bottom of the Home Page and click on the Disability Services link in the second column
- Click “Test Accommodation Requests” & select the campus where you wish to test
- Complete the Test Accommodation Request form
- Submit
- Please complete this request for EACH TEST.

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