



# Brandeis

## Kurzweil 3000 Guidelines

A user-friendly guide created by both Student Accessibility Support (SAS) and Library Services available for all Brandeis University students, faculty, and staff.



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## Overview

Kurzweil 3000 is an assistive educational technology, text-to-speech software, that supports in making course curricula accessible to all students. This software is specifically helpful for students with visual impairments, students with learning disabilities such as dyslexia and dysgraphia, as well as students who have recently experienced concussions or some other kind of trauma that affects reading.

By using Kurzweil 3000, you can pretty much open any electronic file type with this application including Word, PDF, HTML, and EPUB.

You can use the software in a variety of formats including: an installed application on your Windows or Mac desktop or laptop, Kurzweil 3000 for web browsers ([kurzweil3000.com](http://kurzweil3000.com)), read the web extension for Chrome or Mozilla Firefox, or an iPad app downloaded for free in the iTunes store.

You will have to [create an account on Kurzweil](#) to receive a username and password to login to the software. **The same login is used for all interfaces.**



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## Resources for Using the Software

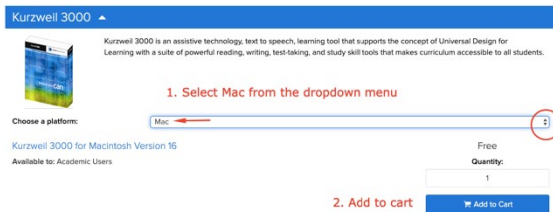
- **Kurzweil Academy.** For help using Kurzweil 3000 including new features and updates, check out [Kurzweil Academy](#).
- **Brandeis Support.** As a Brandeis student, faculty, or staff member, if you have any questions on using the software or need support, please contact either Student Accessibility Support ([access@brandeis.edu](mailto:access@brandeis.edu)) or Esther Brandon ([brandone@brandeis.edu](mailto:brandone@brandeis.edu)), who serves as a Digital Library Specialist for Library Services. Either of our offices would be happy to meet in-person with you.
- **Kurzweil Education Technical Support.** If you need immediate technical assistance, Kurzweil Education offers both customer service and technical support. Please go to the [Kurzweil Education Customer Service webpage](#) to find contact phone numbers and emails as well as technical support video guide resources.
- **Additional Kurzweil User Guides.** Kurzweil Education also has user guides for using their latest version of Kurzweil 3000 for the Mac and Windows.
  - [Kurzweil 3000 for Macintosh: Standalone Installation and Administration Guide \(Version 20\)](#).
  - [Kurzweil 3000 for Windows: Standalone Installation and Administrative Guide \(Version 20\)](#).



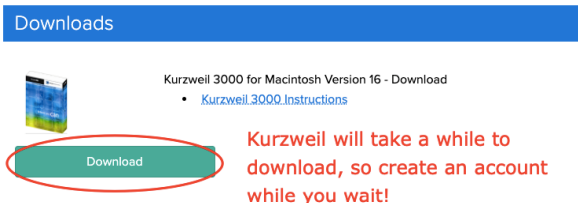
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## Downloading/Installing Kurzweil 3000 on Desktop

1. Log in to <https://brandeis.onthehub.com/> with your Brandeis username and passphrase.
2. Search for Kurzweil 3000.
3. From the dropdown menu, select if you want to download for Mac or PC.
4. Click the “add to cart” button.



5. Click through the purchasing process-Kurzweil is free.
6. You will receive a download link. Click the “download” button.
7. Kurzweil is a large file to download, so please be patient and make an account while you wait.



8. You should receive a confirmation email from On The Hub. Within it are instructions for how to create an account.
9. Visit the URL and follow the instructions to create an account.
10. Once your password and username are created, please keep them handy as you will need them each time you log into Kurzweil.



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[View details to retrieve your order items](#)

	Quantity	Unit Price	Amount
1. Kurzweil 3000 for Macintosh Version 16 - Download	1	Free	Free

**Notes:**

Kurzweil is web-licensed through Firefly:

1. Visit the URL: <https://login.brandeis.edu/kurzweil/>
2. Enter your first name, last name, Brandeis email address, and select "Brandeis University" as the school/org. Click "add new" to create your account.
3. Write down the randomly generated password and your username from Kurzweil
4. With your Kurzweil username and a password you can log into [www.kurzweil3000.com](http://www.kurzweil3000.com), the installed Kurzweil 3000 Win/Mac application, or the Kurzweil 3000 Web Chrome/Firefox extension.

**Create a Kurzweil account by following the email instructions**

---

<b>Subtotal:</b>	Free
<b>Taxes:</b>	--
<b>Total:</b>	Free

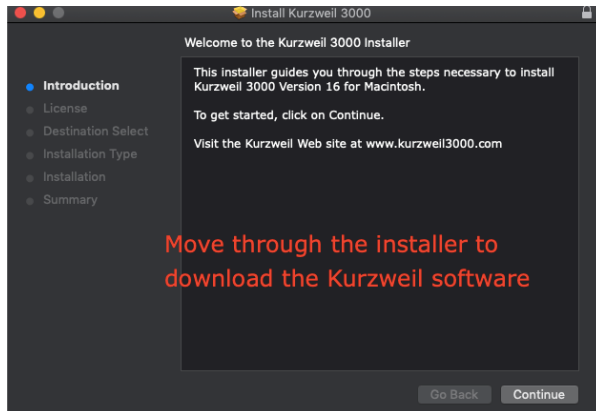
11. Once the file has completed downloading, open the installer.
12. You will have two items to install, so please don't exit the installer too early!
13. Select the Kurzweil 3000 package to install.
14. Optional: also save or drag and drop the documentation folder to your desktop. It will provide documentation for how to use Kurzweil's many features.



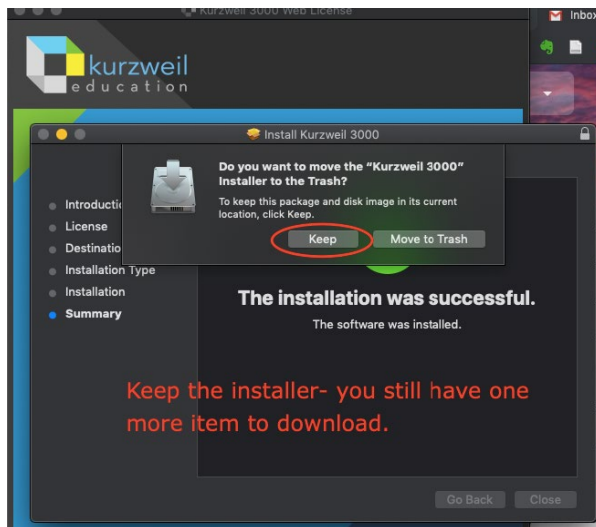
15. Click through the installer to download the software.



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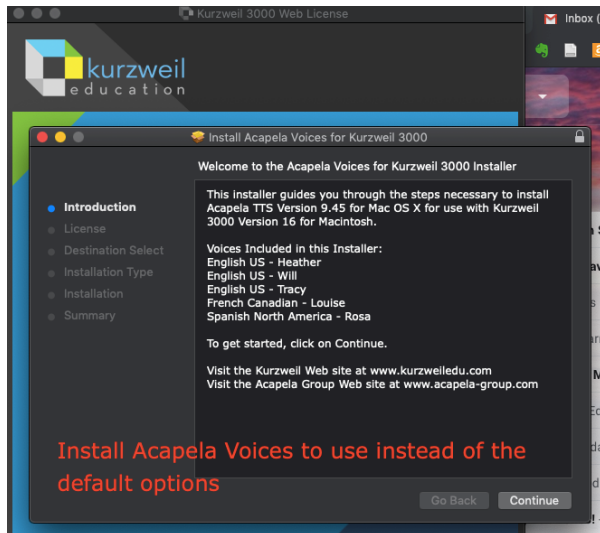
16. Once you have finished downloading Kurzweil, it will ask you to move the installer to the trash. Please don't do that. There is one more item to download.
17. Select "keep" to continue with the installer (unless you have a PC, in which case it is included in the original download.)



18. Select the Acapela Voices package to install next. The screen reader voices in the package are much better than the default ones.
19. Click through the installer to download them.
20. This is a two-step process, so again, it will ask you to move the installer to the trash. Please don't do that. There is one more item to download
21. Select "keep" to continue with the installer.



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22. Next, open the “Extras” folder and click on the “Acapela Voices” folder.
23. Download the voice files to be used with the Acapela voices installer.
24. You may also want to click the folder that says “OpenDyslexic” to download font files.

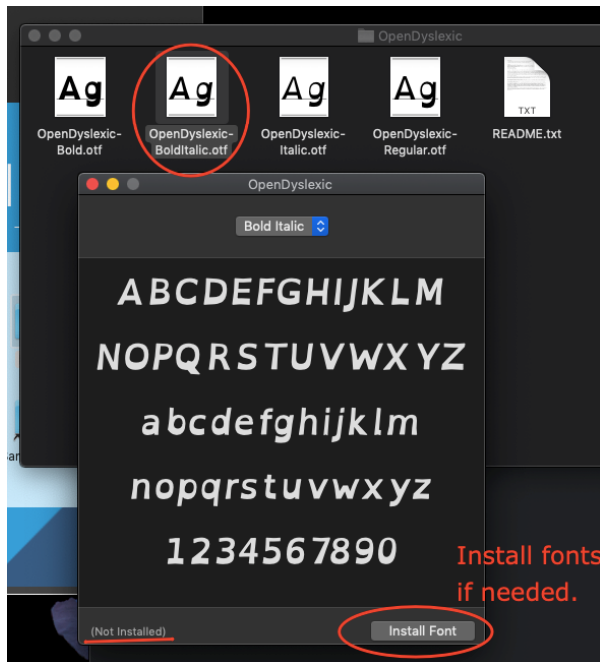


25. There are four OpenDyslexic fonts you can install and use with Kurzweil.
26. You may install none, one, or all of them if interested.
27. You are now done with the installer. You may move it to the trash.

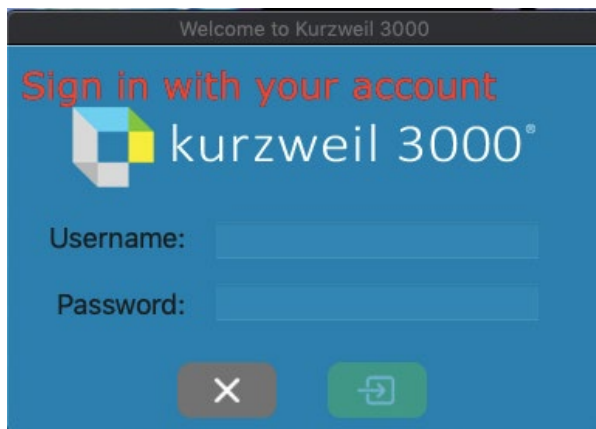




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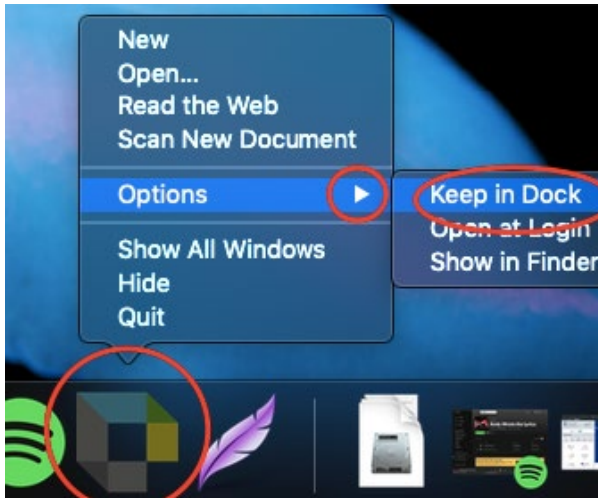
28. Now you can open the Kurzweil application.  
29. Sign in with your username and password.



30. You may want to save the application to your desktop.  
31. Right-click the icon, and select options and keep in dock.

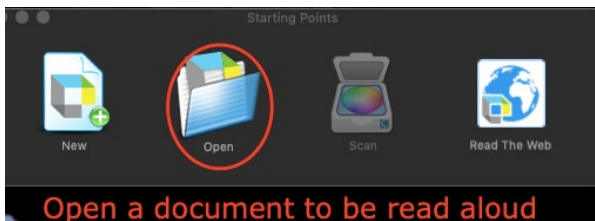


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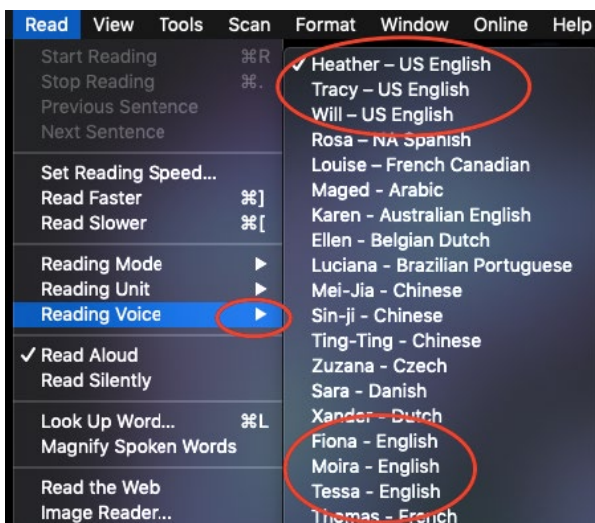
32. The software is now set up and running!

33. Select the “open file” button to get started by reading a document!



34. In the top menu, select “read” and then “reading voices”

35. Select one of the acapela voices you downloaded for a better listening experience!





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## Creating a Kurzweil Registration Account

In order to use Kurzweil 3000 on your desktop or online, you must create a Firefly account login. Follow the steps below to create a user sign-up:

1. Go to: the [Kurzweil login page](#).
2. Add your First Name, Last Name, Brandeis University email, and for School/Org, select “Brandeis University” on the dropdown. Then click “Add New.” Please see image below. Please note that you do not have to enter information into the “External Id” box.

kurzweil3000

User Sign-up

User Self-Registration

First Name	Last Name	Email	School/Org -- Select a School --	External Id	Refused/Org Other
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add New"/>					

Privacy Policy | Terms of Use | All Rights Reserved.



3. A yellow box will pop-up with your username and password that you use to login. Also, you will receive an email containing this information as well.
4. Write down the randomly generated password and your username from the website.
5. Now you have a Firefly username and password. This will allow you to use the Firefly website from any web browser on any computer anywhere on the internet. Next you must install the Kurzweil client on your computer and configure the Firefox add-on. You will need to use this same username and password to use the Kurzweil client.



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## Using Kurzweil 3000

### Reading a document

1. Once Kurzweil 3000 has been installed to your computer, you can log into Kurzweil 3000 with your username and password to get started.
2. Once you have the program opened, we recommend that you select a voice, the volume, and the reading rate.
  - a. Under "Read" in the toolbar, you can select a "Reading Voice" in either another language or choose among different U.S. English voices.
  - b. For the reading rate, we recommend that you select "Set Reading Rate" and choose 140 words/minute as a starting rate, and then adjust your desired rate from there.
3. To use the "text-to-speech" software for a digital copy of a reading, in the toolbar, click "Open" and then select the document that you want to open in Kurzweil. Once the digital copy is opened in Kurzweil, we recommend that you adjust the page size to 100% by going to "View" on the toolbar and clicking "Zoom to 100%." You can also manually adjust your desired page size at the bottom of the document.
4. To use the "text-to-speech" capability, put your cursor where you would like Kurzweil to start reading from. Then, in the toolbar, click on "Read," and select "Start Reading." When you would like the program to stop and/or pause, go back up to "Read" on the toolbar, and click "Stop Reading."

### Using Dictionary Feature

1. While reading in Kurzweil, you can also look-up the definition of words by first, highlighting the word, and then, going to "Read" in the toolbar and click on "Look Up Word..."

### Taking Notes

1. While you are reading the material, you can take notes a few different ways: Sticky Notes, Text Notes, and highlighting text.
  - a. Sticky Notes are yellow and opaque and can be added to any margin. You can add a sticky note from the top toolbar under "Tools" or from the mouse bar on the left-hand side of the document.



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- b. Text Notes may be added to any margin and they are clear. You can either add a text note from the top toolbar under "Tools" or from the mouse bar on the left-hand side of the document.
- c. Highlighting is a good tool to help organize and categorize material.
- d. You can extract any notes and/or highlighted text by going to "File" and then "Extract Notes & Highlighted Text." Then, you can decide which notes and/or highlighted text that you would like to open in another file. Finally, click "Extract." Your notes/highlighted text will appear in another window on the Kurzweil application. Do not forget to save your text file. It will be saved in a Kurzweil document type format (.k3c).



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## Using Kurzweil 3000 for Web Access

From the Kurzweil 3000 software:

1. Login to Kurzweil and open the application.
2. From the top toolbar, click on "Read." Then, in the dropdown, select "Read from the Web."
3. A Kurzweil toolbar will appear at the top of your browser window. Please note that you must already have the browser window open that you wish to use the Kurzweil software for.

From the Kurzweil Read the Web Extension for Chrome or Firefox:

#### **4. Chrome**

- a. Launch Chrome
- b. Go to the Chrome App Store and search for "Kurzweil"
- c. Click "Add to Chrome" for the "Read the Web" extension
- d. This extension will add the Kurzweil icon to the upper right-hand corner of Chrome.

#### **5. Firefox**

- a. The "Read the Web" toolbar can be installed into the Firefox browser.
- b. Go to <https://www.kurzweiledu.com>
- c. Choose Products at the top right, Software Updates, scroll down to Other Tools and choose your version.
- d. Follow on-screen directions to install.
- e. In Firefox, there will be a Kurzweil icon in the upper right of the browser bar.



#### **6. Using Chrome or Firefox to "Read the Web"**

- a. When you access a web browser page with readable text, click the icon and login using your Kurzweil username and password.
- b. You may need to click the down arrow first (Figure 1) to open the sign in option (Figure 2).

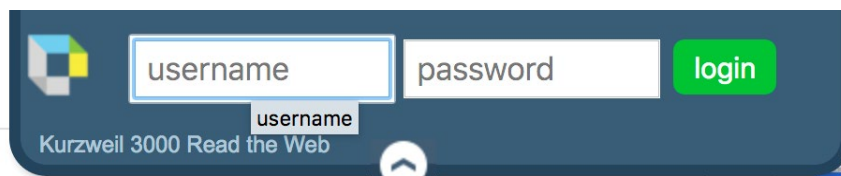


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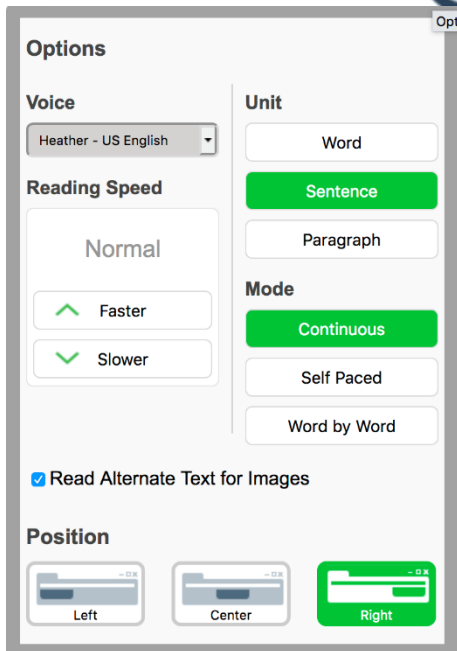
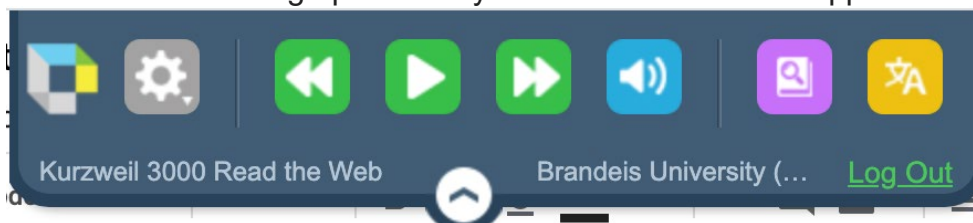
Figure 1



Figure 2



- c. Reading, dictionary, and translation buttons are available to use on any webpage.
- d. Select the "Options" dropdown button (gray gear) for all of the same reading option that you use in the Kurzweil application.





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## Kurzwel 3000 for Web Browsers

The [Kurzwel3000.com](https://www.kurzwel3000.com) website is the web-based companion to the desktop application. It requires no installation and the same login information for the desktop is used.

1. Go to <https://www.kurzwel3000.com> and login to your account. You can also login in to your account from <https://kurzweiledu.com>.
2. **Accessing a Document.**
  - a. Kurzwel 3000 can open a variety of files and convert them to .kes files (ex. Daisy, EPUB, PDF, DOC, DOCX, TXT, BKS, JPG and JPEG, PNG, RTF).
  - b. Select a file to open from: The Universal Library, your local computer, Bookshare.org, etc.



[Log Out of Drive](#)

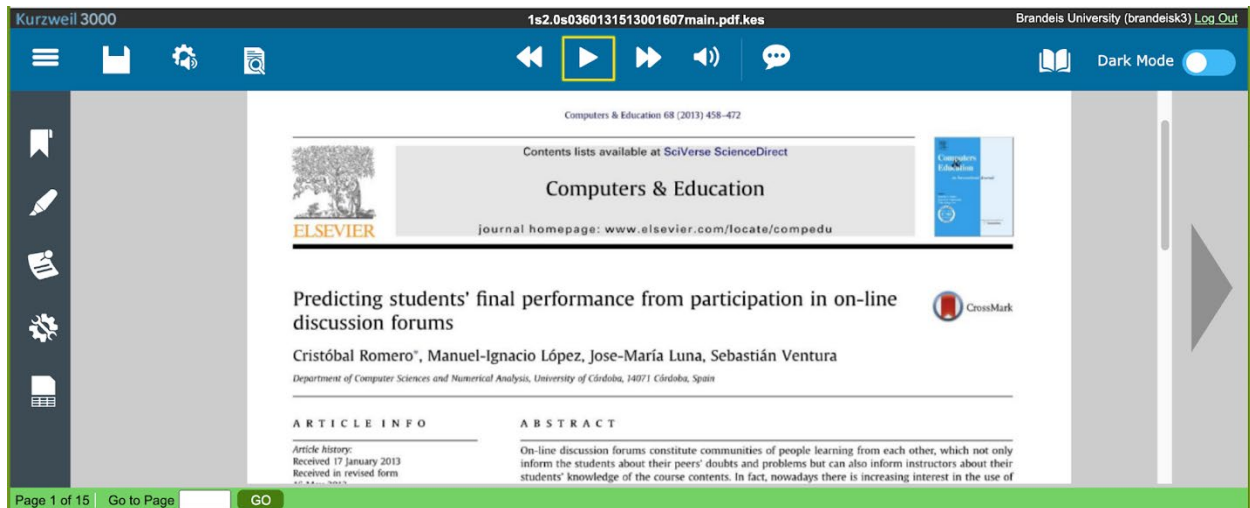
[Log Out of Bookshare](#)

- c. Once you have opened a file, various menus and buttons are available across the top and left side of the screen. Hover your mouse over a menu or button to display the tool tip. If you have further questions on how to use the various tools, please consult the [Kurzwel 3000 for Web Browsers \(Kurzwel3000.com\) Getting Started Guide](#).



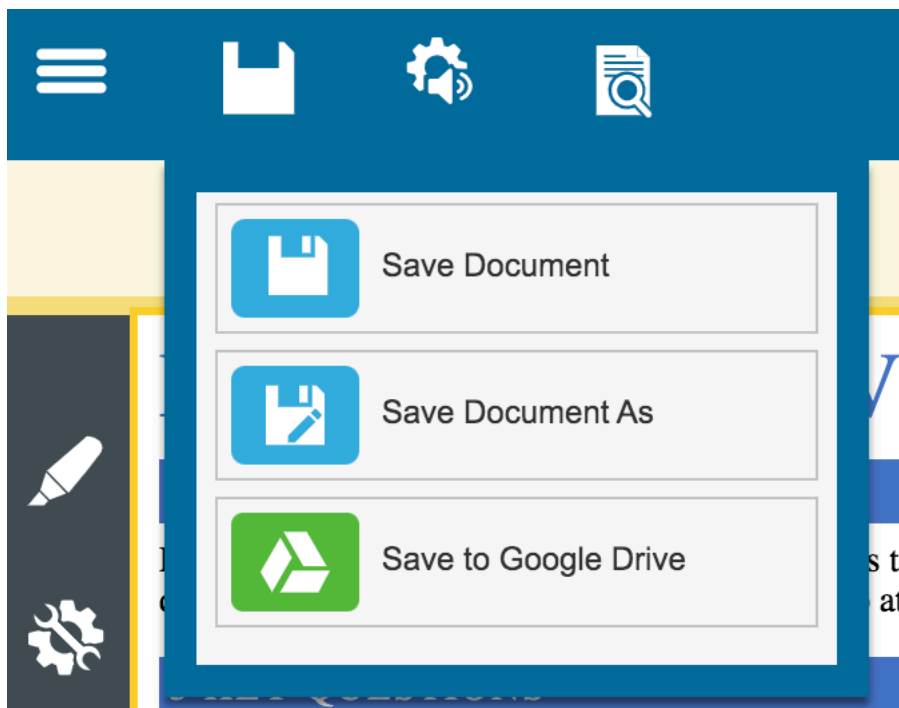


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### 3. *Saving a Document to the Universal Library*

- a. You can save a document to either your Google Drive or a folder in your Universal Library.





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- b. In your Universal Library, you will see your Individual Account Folder . This is the current user and first account in the list (yellow). You can save documents/readings either within your “private” or “public” folders. Other Brandeis students will not have access to your folders.



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## Common Features and Common Issues

[Taking a long time for PDF's to process, specifically for Neuroscience and Chemistry classes](#)

This is because the desktop installer interprets the science-related images, diagrams, and figures as text. We have found that the Kurzweil 3000 web browser is faster for processing PDFs and does a better job of interpreting chemistry images and figures.

[How to change language for students taking a language class \(i.e. Spanish, French, Arabic, etc.\)](#)

### ***To set the language and speaker for reading:***

1. In the Options dialog, click the Reading icon to open the Reading Options pane.
2. In the Speaker area, select the desired Language. It should match the language you chose in the Scanning pane. Kurzweil 3000 automatically changes the Speaker list to match the selected language.
3. If you want, select a different reading voice from the Speaker list.
4. Click Test Speech to hear a passage of text read in the selected reading voice.
5. Click Apply, then OK.

[Footnotes/citations in articles at bottom of the document](#)

As part of the Document Preparation process, Zone Editing allows you to specify how Kurzweil 3000 reads blocks of text, or zones, in a scanned or image-based documents, such as PDF or TIFF. By using this feature, you can select a section that you do not want to be read in a document (ex. footnotes/citations in articles at the bottom of the document). **Note:** Always Zone Edit before correcting underlying text.

### ***To edit zones:***

1. With a document open and active, on the menu choose "Scan," then "Zones," and then click on "Edit Zones."

The document appears in zone edit view. Zones appear in numbered, differently colored frames.

2. Click on a zone to select it.



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3. Hold down the Control key and click in the zone to display the Zone Edit contextual menu.

- Select Primary Text to have Kurzweil 3000 read zones in the order you specify.
- Select Second Text to read zones only when clicked.
- Select Graphic to not have Kurzweil 3000 read a zone.
- Select Reading Order (Primary and Secondary zones only) to display the Reading Order dialog and designate the order in which Kurzweil 3000 reads zones.

Zone 1 is read first, zone 2 second, and so on. (Secondary zones are always assigned the highest numbers on a page.)

To add a zone, click and drag in the document. You can resize and move the new zone frame using the mouse cursor. To delete a zone, click the Eraser button then click inside the zone you want to delete.

## Keyboard Shortcuts

We have provided information on accessing Kurzweil 3000 functions and features using function keys and shortcut keys.

### Function Keys

F1 Launch Help  
F2 Read Back  
F3 Read/Pause  
F4 Read Forward  
F5 Fit to Text Width  
F6 Fit to Text Height  
F7 Zoom In 10%  
F8 Zoom Out 10%  
F9 Start New Scan  
F11 Read Faster  
F12 Read Slower

### Reading Shortcuts

Read/Pause F3  
Read Back F2  
Read Forward F4  
Read Faster F11  
Read Slower F12  
Read/Pause in Read the Web mode



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CTRL+  
SHIFT+Z

## **Reference Shortcuts**

Definition CTRL+D  
Synonyms CTRL+Q  
Syllables CTRL+Y  
Spell Word CTRL+L

## **Notes Shortcuts**

Default Note Options CTRL+F3  
Add Footnote SHIFT+F5  
Close Footnote SHIFT+F6  
Add Voice Note SHIFT+F7  
Bookmarks CTRL+F12  
Move to next/previous Note  
in image document  
TAB/  
SHIFT+TAB  
Exit Text or Sticky Note ESC key

## **Tools Shortcuts**

Bookmarks CTRL+F12  
Spell Check SHIFT+F8  
Word Prediction SHIFT+F11  
Pronunciations editor CTRL+F7  
Options CTRL+F1

## **Edit Shortcuts**

Undo CTRL+Z  
Cut CTRL+X  
Copy CTRL+C  
Paste CTRL+V  
Select All CTRL+A  
Find Text: display the Find  
bar.  
CTRL+F  
Replace Text CTRL+H  
Change Underlying Word CTRL+W  
Edit Underlying Text CTRL+F10



# Brandeis

## **File Shortcuts**

Open CTRL+O

Save CTRL+S

Print CTRL+P

Close CTRL+F4

Next Document CTRL+TAB

New Text File CTRL+N

## **Zone Edit Shortcuts in image documents**

Move to next zone and select it. TAB

Move to previous zone and select it. SHIFT+TAB

Make selected zone Primary. CTRL+1

Make selected zone Secondary and put it last. CTRL+2

Make selected zone Graphic. CTRL+3

Change selected zone to OCR Override. CTRL+4

Change selected zone to OCR Override and type text. Letter "T" key.

Delete selected zone. DELETE

Delete all zones. SHIFT+DELETE

Open Properties dialog. P

## **Miscellaneous**

Show Shortcut (Right Mouse Button) menu

Menu key (left of right-handed CTRL key)

Move focus between document window and Word Prediction window. CTRL+the open single quote key (left of the number 1 key)

Extract text from another application. CTRL+ALT+R

Extract selected text from another application. CTRL+SHIFT+R

With Kurzweil 3000 running, start a scan from another application. CTRL+ALT+S



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## Still Have Questions?

If you have any questions regarding how to use Kurzweil 3000, please visit the [Brandeis Knowledge Base](#).

For further information, please access <https://www.kurzweiledu.com/help/help.html> for frequently asked questions (FAQ's), how-to videos, past webinars, and customer service support.

Finally, if you have any questions on using the software or need support, please contact either Student Accessibility Support ([access@brandeis.edu](mailto:access@brandeis.edu)) or Esther Brandon ([brandone@brandeis.edu](mailto:brandone@brandeis.edu)), who serves as a Digital Library Specialist for Library Services. Either of our offices would be happy to meet in-person with you!