

Kurzweil 3000 (Win) v.12

Managing the Kurzweil 3000 Program

Introduction

Kurzweil 3000 is reading and writing software that has many features designed to support students who are struggling with reading comprehension and written output. The program can be used as a word processor or it can be used to scan documents, like textbooks or worksheets, which can then be read aloud or completed within the program. When working with students who are using Kurzweil 3000, you will need to administer the program so that it will work well for everyone. In this tutorial you will learn how to access the Help feature, how to use the program with multiple students. You will also learn about the support documents that are available on the Kurzweil 3000 CDs and the training and support available on the Kurzweil 3000 website.

This tutorial assumes...

- Kurzweil 3000 version 12 for Windows is installed on your computer. If you do not have the program already installed, please refer to the installation and registration instructions that came with your software.
- You have access to Kurzweil 3000 (.KESI) files and other files (like .doc and .pdf)
- You have the tree CDs that came in the program package.
- Your computer is connected to the internet.

Learning Objectives

Completion of this tutorial will give you experience with the following:

- Accessing and locating information using the onboard Help feature
- Updating your program to ensure you have the latest version
- Setting up the program to accommodate multiple users with their own setting and preferences
- Exploring the training and support materials on the program CDs and on the Kurzweil 3000 website.

Case Study

Laura is a Learning Support teacher at a secondary school who works both in the classroom and in the Learning Support Centre. In the Centre she has Kurzweil 3000 installed on five network computers. As part of her role supporting students who use the program, it is her responsibility to ensure the programs are up-to-date and that any new students that will be using the program are added to the user lists as needed. Once a month she checks for updates and does some general clean up of student files and documents. The paper manuals for the software have long since disappeared from the school so she printed out the User's manual from the program CDs and also uses the onboard Help when she can't remember how to find or use a program feature. As part of her work with students, she also demonstrates the Help feature so students can solve their own issues as much as possible.

Using the Help Feature

Launch Kurzweil 3000.

Go to **Help** > **Help Topics...**

When the **Help** window opens up, you will see two helpful areas with links to information.

On the left side is the table of contents with links that will open up that area of Help. For example, click on the **Hardware and Software Requirements** link reveals the list of topics down the right side of the window. Clicking any of these links opens the page with the Help information.

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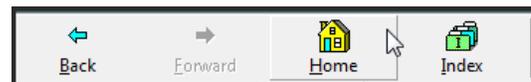
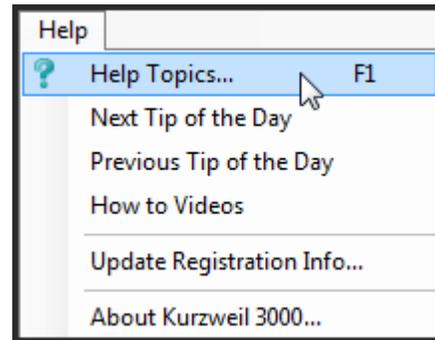
This window is easy to navigate...

- Click the links to go to those pages
- Click the **Back** button at the top to return to the page you were just viewing
- Click the **Index** button to go to an alphabetical listing of Help topics
- Click the **Kurzweil 3000** button to return to the program

You can also read the text aloud using the **Read** button and **Print** any of the text.

Finally, you can increase or decrease the font size for better viewing using the **Bigger** and **Smaller** Buttons.

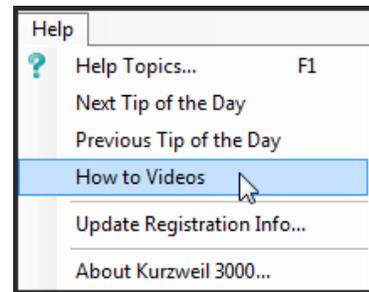
If you aren't sure of the topic name, type a keyword, like "*toolbars*" into the **Search** field and click **Search** to find the topics that contain that word.



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The program also has built in videos showing you some basic features of the program.

Go to Help How to Videos. On the page that opens up, you will see a list of links that, when clicked, will start a short demonstration video.



Updating the Kurzweil 3000 Program

From time to time, updates or patches for your program are released. These add new features or fix known bugs or issues. It is important to keep your program updated as many annoying problems are often fixed by updating. If you aren't sure of what version of the software you are running, go to **Help** ➤ **About Kurzweil 3000...** On the window that opens up, near the top you will see your program's version number (e.g. Version 12.00)

Regardless of your version, you can always easily check to see if an upgrade is available.

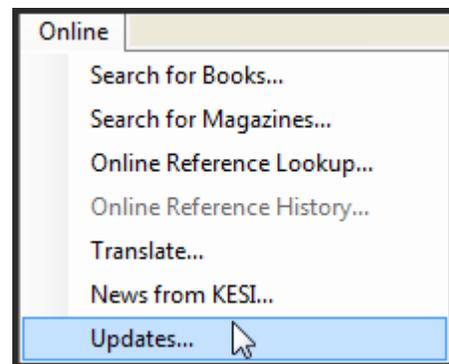
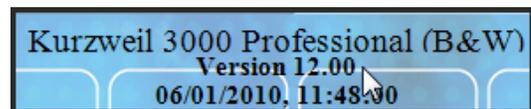
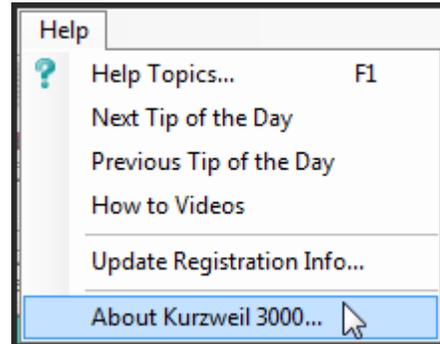
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NOTE: You must be connected to the internet and be able to save files to your computer and actually install the updates to be able to perform this task. Depending on how your computer is set up, you may require IT support.

Go to **Online Updates....**

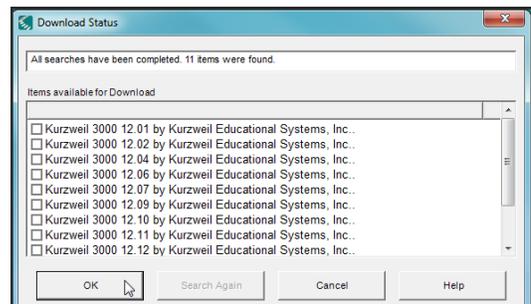
A window will open and the program will connect to the Kurzweil 3000 website and conduct an online search for updates that are needed (it compares your version with the currently available version). If there are upgrades available, you will see them on the list. Check off the ones you want to download and then click **OK**.

The upgrade(s) will begin to download.



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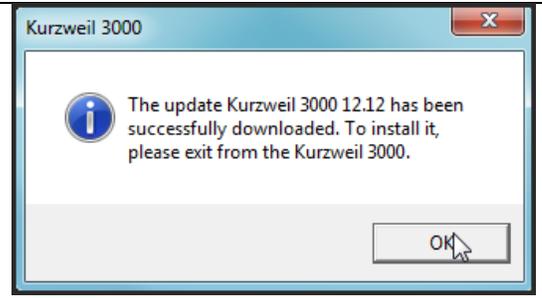
Once the download is complete, you will see a dialog box telling you that you need to exit the Kurzweil 3000 program to install it.



Click **OK**. Close the Kurzweil 3000 program by clicking the red close box in the upper right corner.

Another dialog box appears starting the set up and installation process. Follow the prompts to install your update.

Once you've finished installing the updater, you can re-launch Kurzweil 3000 and, if you check your version number, you should see it has been updated.



Tip...

The term "update" can be confusing because it is sometimes used in place of "upgrade". You can download and install updates to current versions for free IF the company has released them as fixes for problems or as minor changes to the program. However, when there is a significant change to a software program, a whole new version is released and, if you want this new version, you need to "upgrade" to the new release. This is rarely without cost as the new version is usually much better than the old one. So, you can update your version 12 to version 12.14 but you'll need to purchase the new version 13 when it is released.

Updating software has become a necessary "housekeeping" issue for most programs and should be done on a regular, almost monthly, basis.

Using Kurzweil 3000 with Multiple Users

By default, Kurzweil 3000 is set up for a single user. When you start the program, any changes you make to the settings or preferences will be for that one, default user.

You can, however, set the program up for multiple users, each having unique settings or preferences. This is particularly helpful when more than one student is accessing the program from one location.

Go to **Tools > Options...**

Under the **General** options on the right side under **Miscellaneous**, check the box next to **Ask for User on Startup**.

When you do, a warning dialog will appear telling you that enabling this feature means you will “cause folders to be created inside the folder named:

C:\Users\yourname\Documents\KESI\Kurzweil 3000. It is important to make note of this path as you may wish to go in and delete users at a later time.

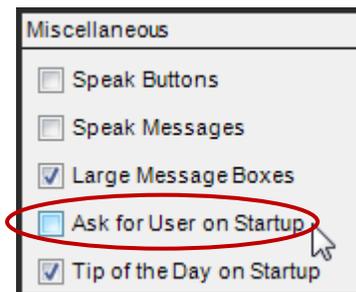
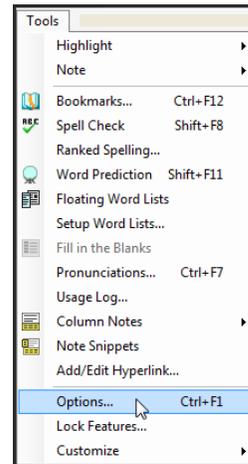
Click **Yes** to close that window and **Apply** to save that change.

Exit Kurzweil 3000

Re-launch the program and you will notice a new welcome screen. This one has a drop down menu which allows you to select a user from the list. At this point it would only have the name of the general computer user in the list.

To **add a new student user**, simply type his or her name in the name field. Click **OK**.

Remember that any changes you now make to the settings or preferences will be for the user that is signed in.

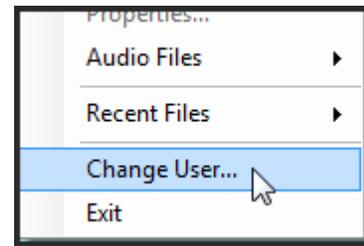


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You can change users without having to exit the program. To change users, go to **File** > **Change User...**

The welcome screen will appear allowing you to add a new user or choose a different one from the drop down list.



Tip...

Create a default user that has all features enabled. When a student has signed in and is working on a document, you can quickly change to the default user if you need to adjust anything at the program level.

The Kurzweil 3000 CDs

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Kurzweil 3000 comes with *three* CDs. One contains the program itself and should be used to install the program. A second is the Classic Literature CD which contains hundreds of public domain literature files which can be opened and read in Kurzweil.

The third CD, called **Documentation Files**, contains a number of helpful documents.

Put the **Documentation Files CD** in your computer's CD drive. The contents should open automatically to reveal the documentation files.

****If it doesn't open automatically, go to My Computer and double-click on the CD icon named "K3000 V12 Doc CD".**

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This CD contains the following files, any or all of which can be printed for your use and reference...

- **About Sample Documents** (explains the contents of the Sample Documents folder that is installed with the program).
- **Kurzweil 3000 Glossary** (a glossary of words you will see when using the program).
- **Kurzweil 3000 v12 Network Installation and Administration Guide** (a guide for installing and using the network version of the program).
- **Kurzweil 3000 v12 Standalone Installation and Administration Guide** (a guide for installing and using the standalone, one computer, version of the program).
- **Kurzweil v12 Quick Reference** (a short guide to using the program).
- **Kurzweil 3000 v12 Tutorial** (a short tutorial designed to get you started).
- **Kurzweil 3000 Taskbar** (a complete document describing the use of the Kurzweil 3000 Taskbar).
- **Kurzweil 3000 v12 New Features** (a short document outlining the program's new features).
- **Kurzweil 3000 v12 User's Guide** (the complete guide to the program).
- **Classic Literature CD Guide** (a helpful guide to making the most of your Literature CD).

It is a good idea to print out those documents you feel you would need to reference and keep them close by in a binder for quick and easy access.

The Kurzweil 3000 Website

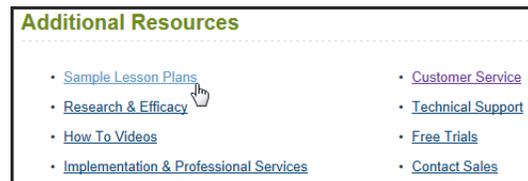
In addition to the excellent support provided on the Documentation CD and in the program itself, the Kurzweil 3000 website offers much for those implementing this software with students.

Assuming you are connected to the internet, launch your browser and go to:
<http://www.kurzweiledu.com>.

Click on the **Products** tab and select **Previous Versions**. You will see **Kurzweil 3000 Windows Version 12** listed in this area. Select this option. Here you will find Product Information, Help & Training and Downloads.

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For Sample lesson plans return to the main page and select **Learn More** under Kurzweil K-12. Scroll to the bottom of the page and you will find a link for Sample Lesson Plans under **Additional Resources**.





Tip...

Depending on the ability of the students you are working with, it is a good idea to take them to the website and explore what is available. Some students are able to learn how to contact technical support when they are having trouble and this goes a long way towards developing their independent use of the program.

Checklist of Skills Developed in this Tutorial

- Access and use onboard Help feature to find information on the program's features
- Locate and view How To Videos
- Locate the version of Kurzweil 3000 software that is installed
- Update software to the latest version
- Set up program for multiple users
- Add new users
- Locate various documentation files (user guides) on program's CDs
- Locate support materials and information on the Kurzweil 3000 website

If you want more information on specific features of the program, please view other tutorials in this series.