

DMACC Disability Services

Textbook Services

Handbook

2024-2025

DMACC Textbook Services
2006 S. Ankeny Blvd.
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CONTACT **INFORMATION**

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k3000a@dmacc.edu
2006 S. Ankeny Blvd,
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Ankeny, IA 50023

Disability Services Office

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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 contact for your home campus, please call 515-964-6636 or 515-964-6850.

WHAT IS KURZWEIL 3000

Kurzweil 3000 is an integrated scan and read software program that provides multisensory access to reading material as well as tools for reading, writing, test-taking and learning. *Kurzweil 3000* is a technology tool that provides a digital environment for implementing proven learning strategies and accessing the general education curriculum. *Kurzweil 3000* is designed in accordance with the principles of Universal Design for Learning, providing multiple means of representation, expression and engagement in an effort to support all students with tools that are necessary for some, but beneficial for all.

Kurzweil 3000 helps learners overcome challenges of all kinds, at any age, and on any device by the following:

- **Boosting Reading Fluency**
 - **Reads text aloud**, highlighting words and sentences as they're spoken to help students follow along.
 - **Natural Text-to-Speech voices** in 13 languages and 18 additional dialects.
 - **Customizable** reading rate and presentation.
 - Improve readability with **OpenDyslexic** font, text magnification (installed desktop only) and zoom.
 - **ABBYY FineReader OCR** creates the highest accuracy in character recognition for reading aloud.
 - **Customizable** background and text color.
- **Increasing Comprehension**
 - Engages Learners with 5 different **note tools** including **Sticky**, **Bubble** and **Voice Notes**.
 - Highlight key text with **multiple colored highlighters** which can be extracted into study notes.
 - Create **vocabulary study guides** with automatically generated word definitions.
 - Extract notes and highlighting into a **Column Notes** study guide.
 - Embedded read-aloud American Heritage Fifth Edition Children's and College Writers **Dictionaries** and Widget Picture Dictionary as well as synonym and translation reference tools.
- **Assisting Writing and Assignments**
 - Start writing with over **50 template guides**.
 - **Highlight text** on the web or within a document and extract into study notes.
 - Visually organize and map notes and ideas with **Brainstorm and Graphic Organizers**.
 - View outlines and drafts simultaneously with **Split Screen**.
 - Ease the writing process with dictation using **Speech-to-text** (*Kurzweil3000.com on chrome browsers only*).
 - **Word prediction** offers word suggestions based on word frequency.
 - Expand word choices with the **Synonym** tool.
 - Save file to Google Drive and OneDrive.
- **Improving Test Taking**
 - Tests can be created to be **read aloud** with student's preferred voice and speed.
 - **Read the Web** for Respondus Lockdown browser for reading online tests.

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 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

E-mail: customerservice@kurzweiledu.com or sales@cambimtech.com

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

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 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 in Kurzweil 3000?

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 in Kurzweil 3000?

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. 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 instructions beginning on page 31.

12. How do I schedule a test reader?

Please see page 43 for instructions on scheduling a test reader.

13. Can I have a reader for my online class in Canvas?

Yes. Canvas has a built-in text-to-speech reader called ReadSpeaker that can be used for studying and taking tests and quizzes. See page 39 for more information.

14. 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 Download Getting Started

Open Kurzweil 3000



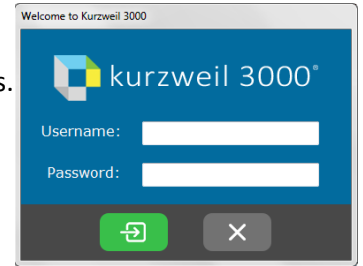
Double Click the Kurzweil 3000 icon on your desktop.

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.

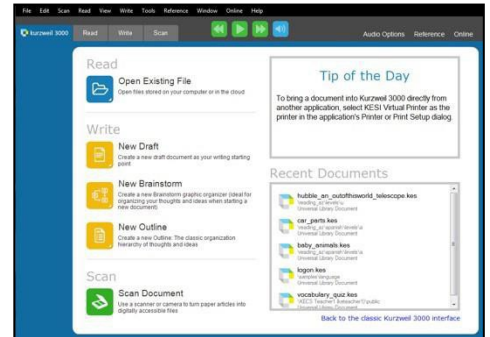
If you are a teacher or student – check with your school/district Kurzweil site administrator to obtain your username and password.



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



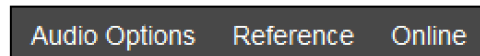
Other Quick Access Tabs

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

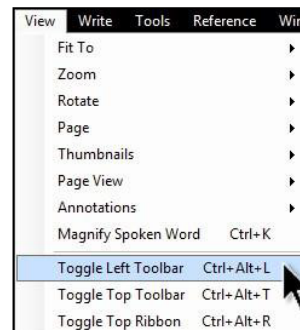


Toolbars and Ribbon

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 you login, the settings will be remembered.

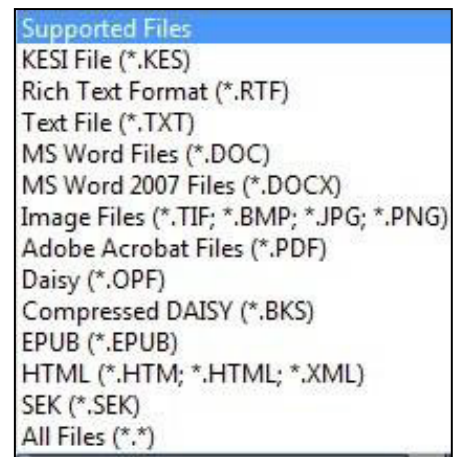


Access Content

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

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

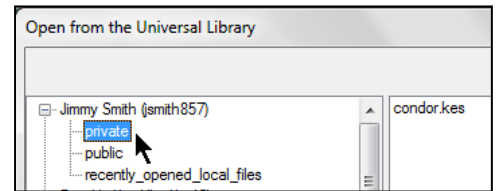
- From the Kurzweil 3000 tab choose Open Existing File



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



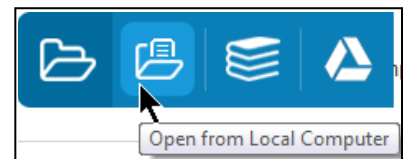
Click on your name to select, and click the plus (+) button. Click on the folder where the file is saved. Choose the file from the list on the right.

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.

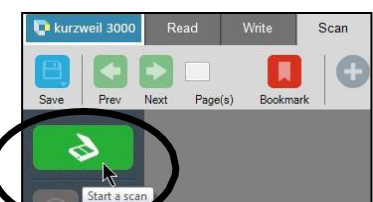
- Save (or upload) image to Google Drive or your local computer
- Open the image using the appropriate button listed above

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)



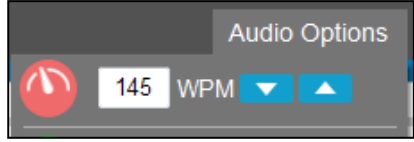

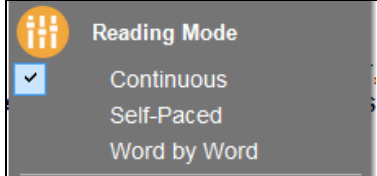
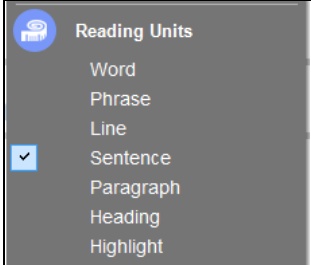

- Choose the **Scan** tab, choose **Scanner Setup** button to the right of the Zoom options and choose your scanner
- Place the document or page on the scanner, click the **Start a Scan** button




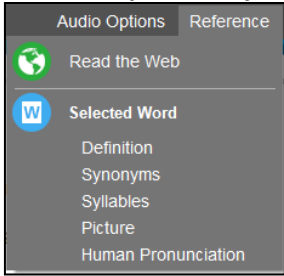

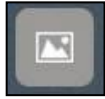
Virtual Print – bring files from another application into K3000 to save as a .kes file

- Open a file in its native application. **File > Print** and choose the KESI Virtual Printer.



You've Opened it, Now Read it!

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






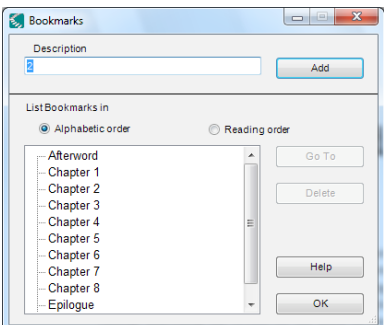
Basic Vocabulary Tools

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

Basic Study Tools

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

Basic Study Tools

Feature	Steps	
Insert a Sticky Note	<p>Sticky Notes 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"> • Click on the Sticky Note button • Click anywhere on your open document • Begin Typing 	<p>Read or Write toolbar: Sticky Note</p>  <p>NOTE: not available in text documents</p>
Insert a Text Note	<p>Text Notes 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"> • Click on the Text Note button • Click anywhere on your open document • Begin Typing 	<p>Read or Write toolbar: Text Note</p>  <p>NOTE: not available in text documents</p> <p>To quickly insert text notes on every blank line on a page: Tools > Fill-in-the-blanks</p>
Insert a Voice Note 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>Voice note tool can be used to insert a recording of your own voice.</p> <ul style="list-style-type: none"> • Click on the Voice Note button • Click anywhere on your open document • A dialog box will open • Click on the microphone to record a message up to 120 seconds long. • Click OK • To hear the note: Double click 	<p>Study skills toolbar: Voice button</p>  <p>NOTE: Microphone is needed to record voice notes.</p>
Delete a note	<ul style="list-style-type: none"> • Click on the note ONE time • Click Delete button OR • Right Click on a note and select Delete note 	<p>Read toolbar: Delete</p> 
Insert a Bookmark to mark important places in the text. 	<ul style="list-style-type: none"> • Click anywhere on your open file. • Click on the Bookmark button • Type in a description and click Add • To view Bookmarks in a document, click on the bookmark tool to view them all. • Click on the Bookmark you would like to Go To. 	<p>Bookmark button</p> 

Kurzweil 3000 for Macintosh Download Getting Started

Open Kurzweil 3000

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



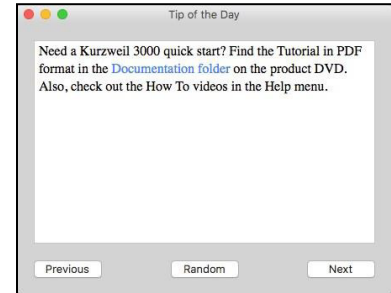
Login (Web License Subscription Only):

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.

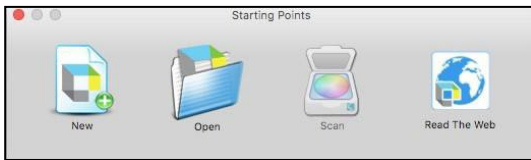
The **Tip of the Day** will automatically open with a different tip. You can click **Previous**, **Next** or **Random** to see other tips.



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.

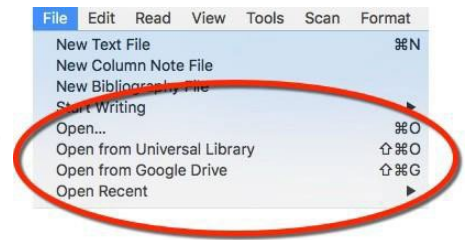


Access Content

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

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

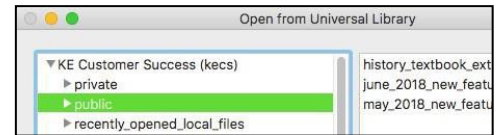
- **File > Open..., Open from Universal Library, or Open from Google Drive**



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


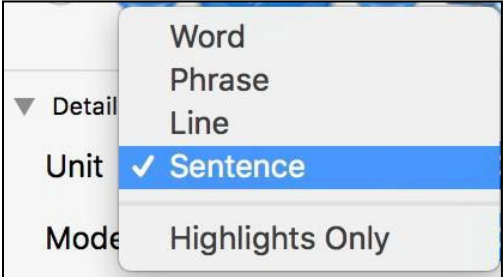
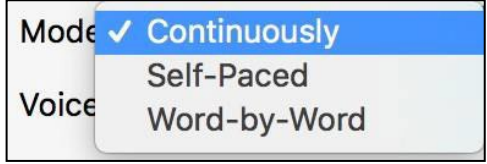
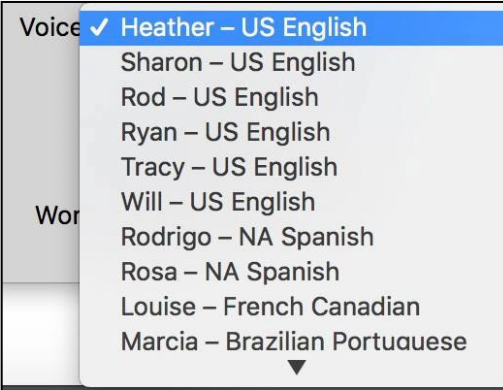



From a Scanner (connected to your computer)

- Choose **Scan > Scan New Document**


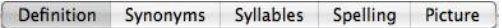
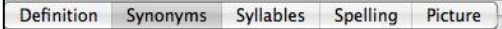

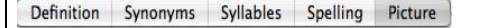
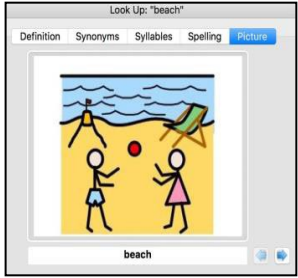
Virtual Print – bring files from another application into KURZWEIL 3000 to save as a .kes file

- Open a file in its native application
- **File > Print**
- In the **PDF dropdown**, choose **Open as a PDF in Kurzweil3000**
- The file will appear in KURZWEIL 3000 to be read, saved, etc.



You've Opened it, Now Read it!





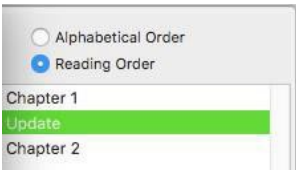

Feature	Steps	
Read Text	Make sure the Kurzweil 3000 Reader is showing Window > Show Reader Place your cursor in the text and click the Read button (⌘R) to start reading. The Forward and Backward buttons will skip to the previous or next Reading Unit .	
Reading Unit	The block of text that is highlighted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

Basic Vocabulary tools

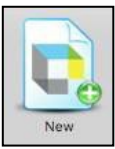

Feature	Steps	
Get Definition of a word	<ul style="list-style-type: none"> Place your cursor just before a word or double click on a word to select it Click on the Word Lookup button in the Kurzweil 3000 Reader Select Definition Click the Read button on Kurzweil 3000 Reader to read definitions aloud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

Basic Study Tools

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

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

Basic Writing tools

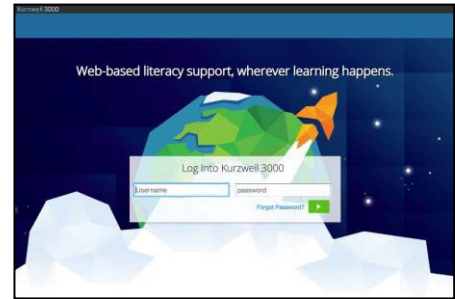
Feature	Steps	
Start Writing	<ul style="list-style-type: none"> Click New button on Starting Points Or File > New A new Blank Document will open with writing tools displayed in the document toolbar Begin typing 	
Listen to my written work	Using Kurzweil 3000's talking word processor to read text out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

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>




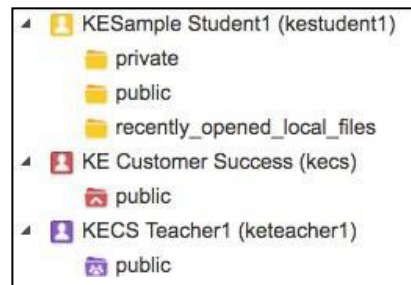
Home - The Universal Library (UL)

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 NonfictionBookbag
- **Nonfiction Bookbag** - nonfiction book titles for grade levels 3-8
- **Samples** - sample files from Language Program, Passport Reading Journeys, and ReadingA-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

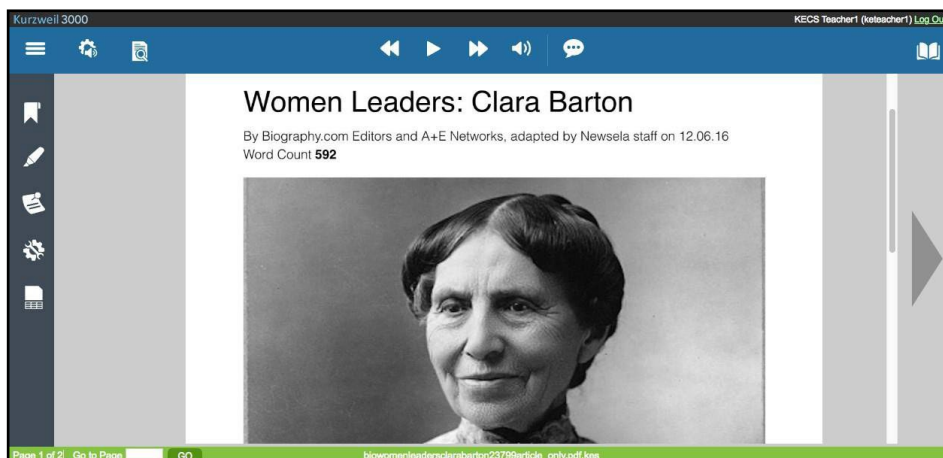
Images of Printed Material - pictures of pages, articles taken with cell phone, iPad, etc.

- 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)

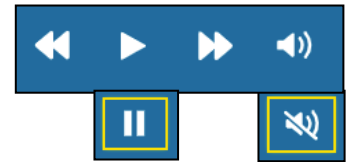
Once you've opened a file, various menus and buttons are available across the top and left side of the screen. (Hover the mouse over a menu or button to display the tool tip.)



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

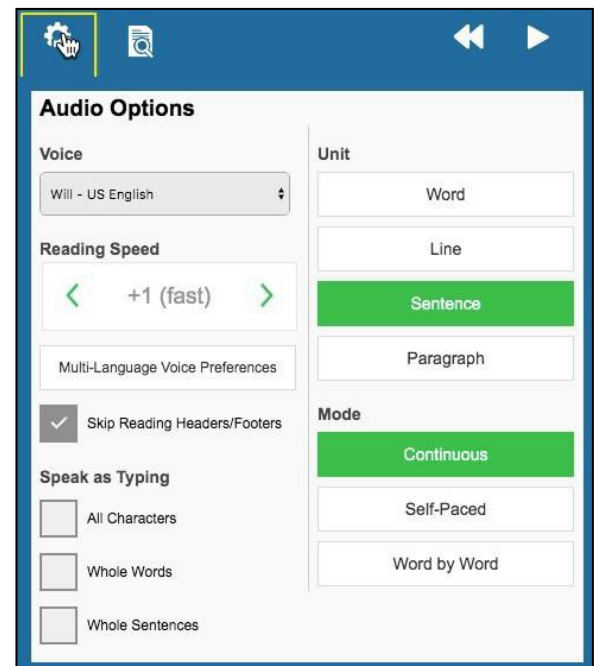
Set the defaults for multiple language voices (See Language Learning section).

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.

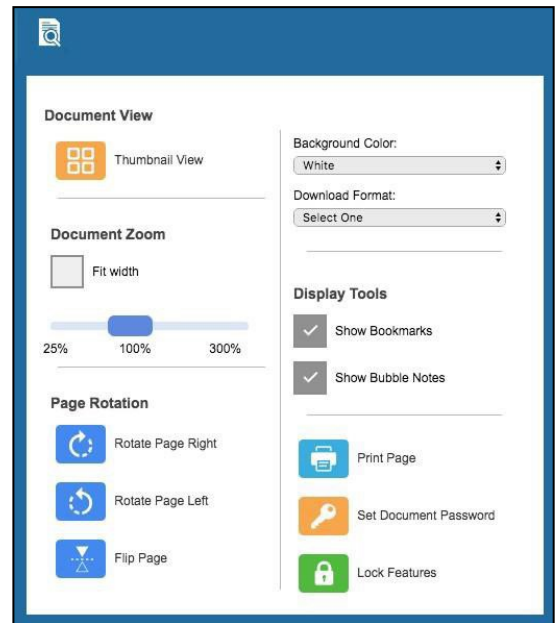


Document View and Zoom

- 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

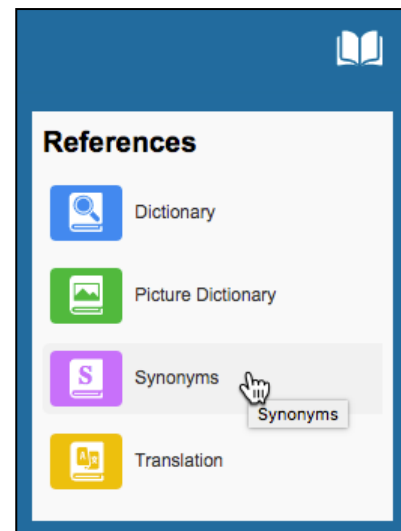
- Place cursor before a word
- **References menu > Picture Dictionary button.**

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

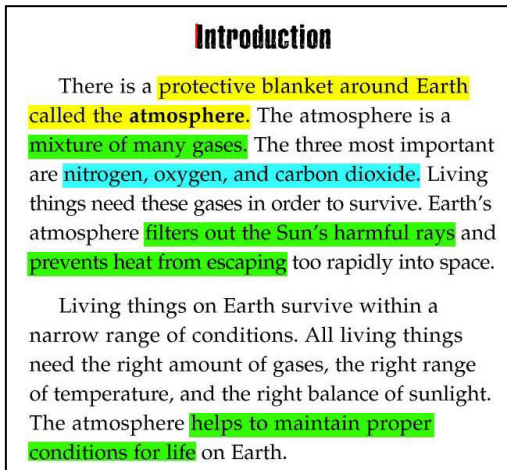
- Click in the text where you want to place the bookmark
- Click the **Bookmark button**
- Use **Description** to add a bookmark
- Choose a bookmark in the list to **Go To** that place in the document or **Delete** a bookmark.



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

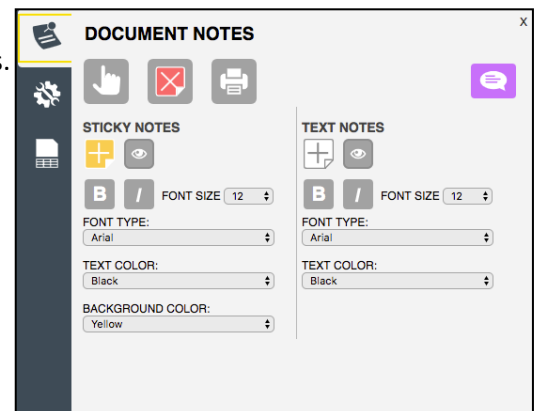
- Click Add Bubble Note, Add Text Note or Add Sticky Note.
- Click on the screen to add the note.

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.



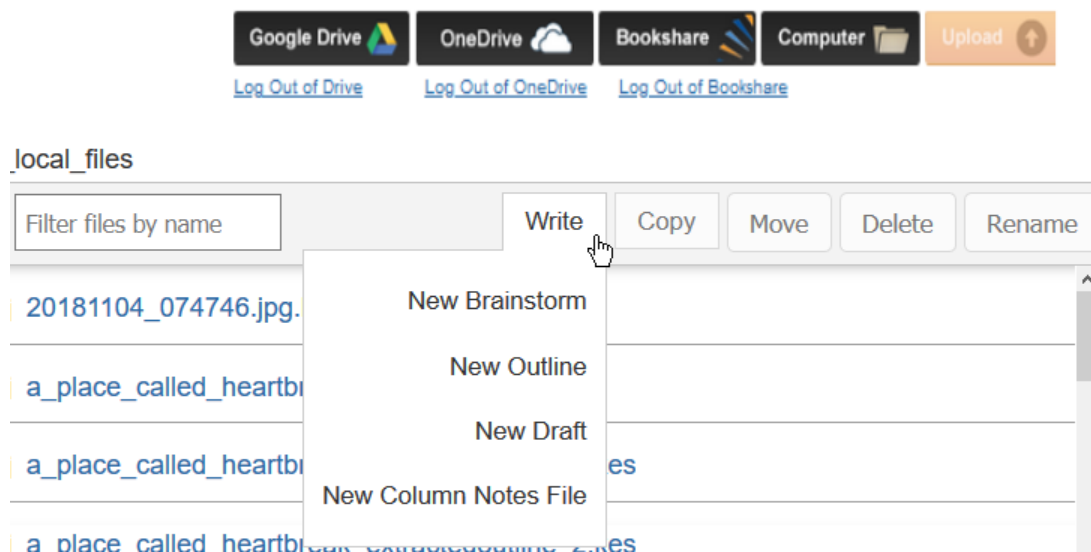
The Writing Path. *The writing path can be used to help students write papers by offering options for brainstorming, outlines, drafts and column notes.*

In addition to editing existing DOC, DOCX, RTF, TXT and some KES documents, you can create new documents using the **Write** menu options and text editor features.

The Writing Path consists of an integrated set of tools that support and correlate with the stages of the writing process.

Starting points for writing.

There are several starting points for Writing using Kurzweil 3000 in your Web Browser. You can start a *New* Brainstorm, Outline, Draft, and Column Notes File by choosing from the **Write** menu.



All three parts of the Writing Path (Brainstorm, Outline, and Draft) are views of a single text document. This means you can:

- Go back and forth between the **Brainstorm** and **Outline** views.
- Because **Brainstorm** and **Outline** share the same information, each view preserves the content and organization from the other view, while presenting the information in a different format. Changes in one view are reflected in the other view.
- Go from **Outline** to **Draft**. You can create a Draft from an existing outline.
- Outline and Draft can be viewed in split screen mode.

Use the Starting Points table below to determine the best starting point for your writing style.

Starting Point for Writing.	Description.	Switching Views.
<p>Choose New Brainstorm from the Write menu.</p> <p>Brainstorm is a graphic organizer that lets you visually organize your thoughts and create a "diagram" or graphic plan for your writing.</p>	<p>Opens a new Brainstorm, graphic organizer file.</p> <p>This is a good starting point if you like to visualize your thoughts.</p> <p>You can use the Brainstorm tools to quickly get your thoughts out and just as quickly organize them.</p>	<p>Click Outline view and you have an outline ready to use or submit to your instructor. You can even work in both views, switching back and forth.</p>
<p>Brainstorm From Template.</p> <p>Kurzweil 3000 for the Browser includes several templates in the Universal Library. The templates contain instructions and organization in graphic format.</p> <p>Choose a template and copy to a folder that you have write access to.</p>	<p>Opening the copied template is a good starting point if you require guidance as you compose your piece, and you like to visualize your thoughts.</p> <p>You can use the Brainstorm tools to edit and reorganize your thoughts.</p>	<p>Click Outline view and you have an outline ready to use or submit to your instructor. You can even work in both views, switching back and forth.</p>
<p>Choose New Outline from the Write menu.</p> <p>Outline lets you jot down and organize your thoughts into a text-based, hierarchical writing plan.</p>	<p>Opens a new Outline file.</p> <p>Use this as a starting point if you like to use text-based organization for your thoughts.</p> <p>You can use the tools to move Topics around and restructure the outline as you work.</p>	<p>Click Brainstorm view if you want to see your outline in graphic format. You can work in both views, switching back and forth.</p>
<p>Draft from Outline.</p> <p>Opening a draft from the Outline tool opens the draft including the outline.</p>	<p>Opens a draft window including the outline so you can expand your outline with explanatory text.</p>	<p>If you start here, you can switch to Brainstorm and Outline mode.</p>
<p>Choose New Draft from the Write menu.</p> <p>Draft is where you go through iterations of your document, writing, revising and editing.</p>	<p>Opens a new/empty .kes text file. If you like to write in free-form or stream-of-consciousness style, this may be a good place to start.</p> <p>To organize/re-organize, use Copy/Cut/Paste.</p>	<p>If you start here, your draft is not connected to the Brainstorm and Outline modes.</p>

***Additional information on writing is available upon request at k3000a.dmac.edu or at kurzweiledu.com under the **Academy** tab.*



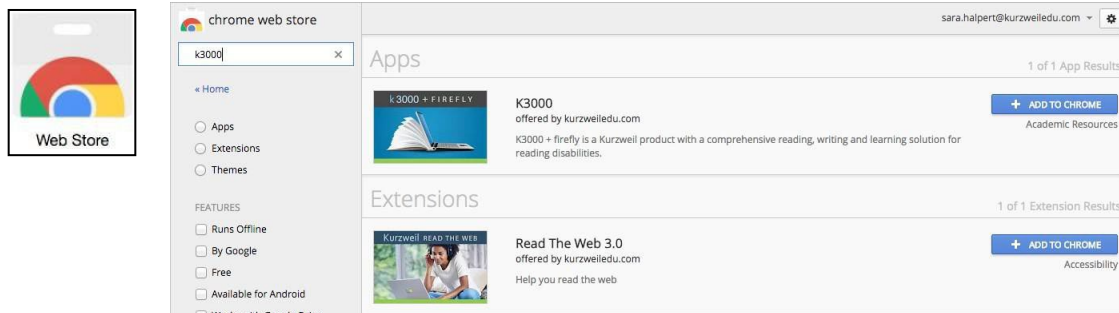
Kurzweil 3000 Read the Web Extension for Chrome and Firefox

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”

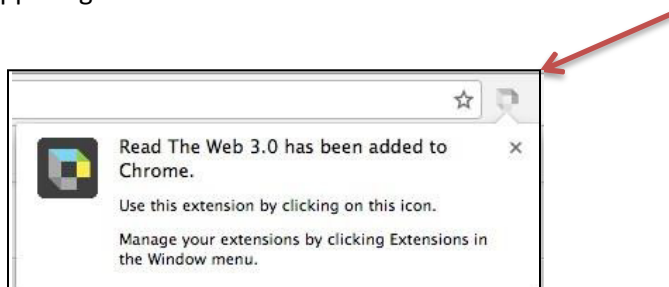


Click **Add to Chrome** for both the Kurzweil 3000 app and the Read the Web extension.
(Note: Kurzweil 3000 does not need to be installed on the computer. Only your login is required.)

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.



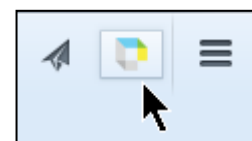
Set up Mozilla Firefox to Read the Web

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

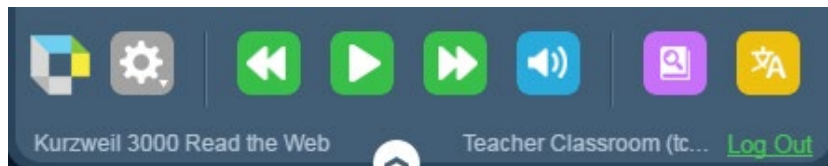


Using Chrome or Mozilla Firefox to Read the Web

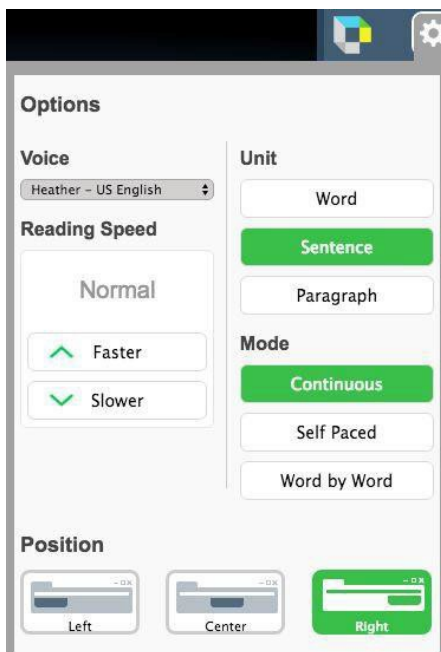
When you browse to a page with readable text, click the  icon and login using your Kurzweil 3000 username and password.



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/Screenshot Reader for Windows

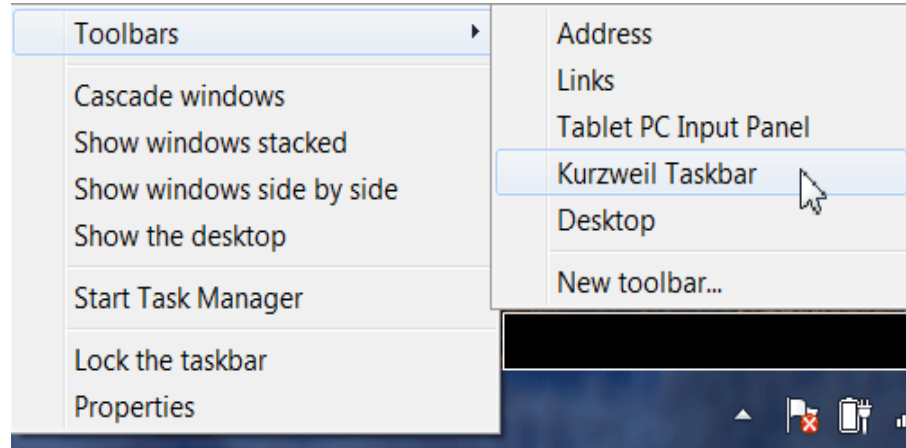
***The Kurzweil 3000 taskbar/screenshot reader can be useful for reading things such as a small section of the internet, an online test, or a locked/secured PDF. It is for the Windows download version only.*

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.

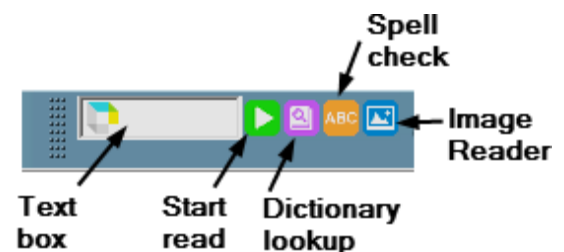
This is convenient when you are working in applications other than Kurzweil and want to quickly read a short selection of text, check your spelling or look up the definition of a word. This feature can be helpful when needing to read an online test. You can drag selectable text from any application and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

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 Screenshot Reader:

Click on the **Screenshot 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.

OR

After logging in to Kurzweil 3000:

- Open the screenshot that you want to read (a web page, forexample).
- Choose **Screenshot Reader** from the Kurzweil 3000 Read menu. The Kurzweil window closes and the cursor changes to crosshairs.
- 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.
- 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.
- Click the **Read** button to read the text.
- When you are finished, you can Close the text or Save it.

Kurzweil 3000 Taskbar/Screenshot Reader for Macintosh

The taskbar/screenshot reader can be useful for reading things such as a Small section of the Internet, an online test, or a locked/secured PDF. **It is for the Mac download version only.

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

1. Open the screenshot that you want to read (a web page, forexample).
2. Choose **Screenshot 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.

SQ3R Strategies with Kurzweil 3000

*****These reading strategies may be helpful for students looking for additional study tips.***






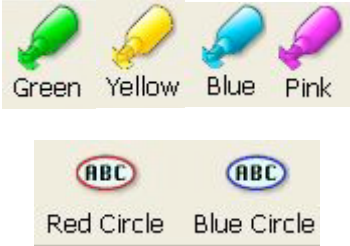
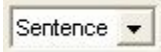
SQ3R

Survey, Question, Read, Recite, Review






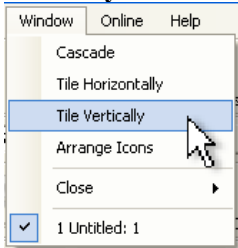
Active reading requires thinking about text, activating background knowledge, making connections, taking notes, reviewing notes, rereading text and testing your newly acquired knowledge. *SQ3R* is a proven systematic strategy for actively reading text with a goal for improved reading comprehension and retention of learned information.

The five steps listed on the following pages will help you navigate through the *SQ3R* strategies.



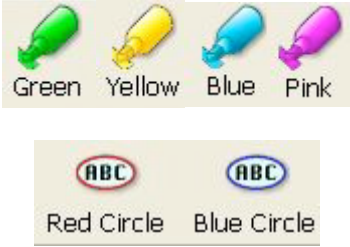

Step 1 S: Survey

<i>SQ3R</i> Strategies	Kurzweil 3000 Tools to support strategies	What to use...
<p><i>Preview</i> the entire text Selection.</p> <p>Look at the general <i>structure of the text</i>:</p> <ul style="list-style-type: none"> • Title • Introductory Paragraphs • Headings • Subheadings • Concluding Paragraphs • Charts • Graphs • Pictures • Captions • Key Vocabulary • Review Questions <p>This provides the <i>big picture</i> or <i>gist</i> of the text, providing opportunities to <i>think</i> about what the text is about before beginning a thorough reading.</p>	<ul style="list-style-type: none"> ▪ Text to speech technology to correctly read text selections aloud, model fluent reading, and support difficulties with decoding. <ul style="list-style-type: none"> ○ Adjustable Reading Speed ○ Choice of Reading Voices ▪ Word Study tools available to ensure understanding of new vocabulary words and support reading comprehension. <ul style="list-style-type: none"> ○ Dictionary ○ Thesaurus ○ Picture Dictionary ▪ Highlighters or Circle Tools for highlighting/circling key text structures before thoroughly reading the text. <ul style="list-style-type: none"> ○ Different colors of highlighters can be used to indicate specific text structures. ▪ Read by Unit: <ul style="list-style-type: none"> ○ Headings ○ Highlight 	<p>Main toolbar: Read button</p>  <p>Reading Toolbar: Reading Speed and Reading Voice buttons</p>  <p>Main toolbar: Dictionary (Adult, Children's, Foreign Language and Picture) and Synonym buttons, which are part of the Word Attack tools. (Picture Dictionary also available.)</p>  <p>Study skills toolbar: Highlighter (teacher-selected color code) and Circle</p>  <p>Reading Toolbar: Reading Unit button</p> 





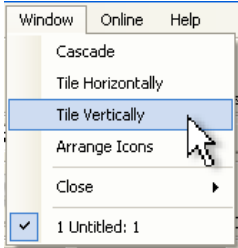
Step 2 Q: Question

SQ3R Strategies	Kurzweil 3000 Tools to support strategies	What to use...
<p>Turn each heading into a <i>question</i>.</p> <ul style="list-style-type: none"> • Who • What • Why • When • How • Where • List... • Name... <p>This gives you a reason to <i>focus your attention</i> on the text when reading it by looking for answers to your self-generated questions.</p> <p>Begin to <i>guess</i> what the answers might be and <i>make predictions</i>.</p> <p>Do NOT create “yes/no” questions. Create <i>open-ended questions</i> that encourage you to really think about the topic.</p>	<ul style="list-style-type: none"> ▪ Sticky Notes can be used to insert questions/notes about the text. They are brightly colored and stand out when reading the text. <p>OR</p> <p><i>To support students by modeling the strategy:</i></p> <ul style="list-style-type: none"> ▪ Bubble Notes can be pre-inserted by a teacher. They are used to embed comprehension questions, clarify information, etc. Answers can be written, saved, and extracted for teacher or student use with Extract Annotations. ▪ Writing Tools can be used to support the writing of test questions in Sticky Notes: <ul style="list-style-type: none"> ○ Speak as Typing ○ Speaking Spell Check ○ Word Prediction <p>Note:</p> <ul style="list-style-type: none"> ▪ Extract Annotations feature can be used to extract any/all of your notes and highlights and create a new text document that can be used later to record answers or study for tests. <ul style="list-style-type: none"> • Tile Vertically feature can be used to look at the textbook and your Sticky Note questions side-by-side. Later, answers to questions can be typed or dragged-and-dropped into the question document. 	<p>Study skills toolbar: Sticky Note</p>  <p>Study skills toolbar: Bubble Note</p>  <p>Write toolbar: Spell check and Word prediction buttons</p>   <p>Study skills toolbar Or File Menu Extract Annotations</p>  <p>Tile Vertically</p> 


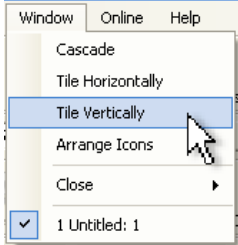

Step 3 R: Read

SQ3R Strategies	Kurzweil 3000 Tools to support strategies	What to use...
<p><i>Read</i> the entire text one section at a time.</p> <p>Focus on <i>finding answers to the Questions</i> you developed.</p> <p><i>Note important details</i> and relationships as you read.</p> <p><i>Revise questions</i> or <i>add new questions</i> based on your reading.</p>	<ul style="list-style-type: none"> • Text to speech technology to correctly read text selections aloud, model fluent reading, and support difficulties with decoding • Word Study tools available to ensure understanding of new vocabulary words and support reading comprehension. <ul style="list-style-type: none"> • Dictionary • Thesaurus • Picture Dictionary ▪ Highlighters or Circle Tools for indicating key ideas, supporting details, answers to questions. Be sure to read the entire section of text first, then go back and make informed decisions about what to highlight or circle. <ul style="list-style-type: none"> ○ <i>Different colors</i> of highlighters/circles can be used to <i>indicate specific categories</i> of text selection. (e.g. Green-Topic and concluding sentences, Yellow=Key Ideas, Pink=examples, evidence and elaborations, Blue=new vocabulary) • Writing Tools can be used to support the writing of test questions in Sticky Notes: <ul style="list-style-type: none"> • Speak as Typing • Speaking Spell Check • Word Prediction 	<p>Main toolbar: Read button</p>  <p>Main toolbar: Dictionary (Adult, Children's, Foreign Language and Picture) and Synonym buttons, which are part of the Word Attack tools. (Picture Dictionary also available.)</p>  <p>Study skills toolbar: Highlighter (teacher-selected color code) and Circle</p>  <p>Write toolbar: Spell check and Word prediction buttons</p> 

Step 4 R2: Recite

SQ3R Strategies	Kurzweil 3000 Tools to support strategies	What to use...
<p><i>Answer questions.</i></p> <p>Cover your reading text and just focus on answering your questions – <i>state answers from memory.</i></p> <p><i>Reread any information related to questions you can't answer.</i></p> <p><i>Summarize Information.</i></p>	<ul style="list-style-type: none"> • Writing Tools can be used to support the writing of answers to test questions in Foot Notes: <ul style="list-style-type: none"> • Speak as Typing • Speaking Spell Check • Word Prediction ▪ Footnote tool for writing answers to your self-generated questions. The content of Footnotes is hidden until the footnote is opened. Footnotes appear as numbered boxes within the text. <p>OR</p> <ul style="list-style-type: none"> • Voice note tool can be used to insert a recording of your own voice reciting answers to your questions. <p>OR</p> <ul style="list-style-type: none"> • Extract Annotations feature can be used to extract the sticky notes and put them into a new document. This document can be printed. • Tile Vertically feature can be used to look at the textbook and your Sticky Note questions side-by-side. Later, answers to questions can be typed or dragged-and-dropped into the question document. 	<p>Write toolbar: Spell check and Word prediction buttons</p>  <p>Study skills toolbar: Footnote button</p>  <p>Study skills toolbar: Voice button</p>  <p>Note: Microphone is needed to record voice notes.</p> <p>Study skills toolbar Or File Menu Extract Annotations</p>  <p>Window ->Tile Vertically</p> 

Step 5 R3: Review

<i>SQ3R</i> Strategies	Kurzweil 3000 Tools to support strategies	What to do...
<p><i>Review/Study Notes</i> for retention of information.</p> <p>Make sure you can <i>answer all questions</i>.</p> <p>Try to <i>recall main points</i> of the text.</p> <p>Look over highlighted headings and questions and see if you can remember the answers.</p> <p>The more time you spend reviewing, the better able you will be to remember the information.</p>	<ul style="list-style-type: none"> • Create a study guide using Extract Annotations feature. This allows you to extract the sticky notes and footnotes put them into a new document to be used later. <p>OR</p> <ul style="list-style-type: none"> ▪ Create an outline by using Extract Annotations to extract highlighted notes with topics and supporting details. <p>Option:</p> <ul style="list-style-type: none"> • Tile Vertically feature can be used to look at the textbook on one side and your extracted Study guide with Sticky Note Questions and Footnote Answers on the other side. This can be helpful for reviewing the text and notes. • Re-Read any sections of text for further reinforcement. 	<p>Study skills toolbar or File Menu Extract Annotations:</p>  <p>Window -> Tile Vertically</p>  <p>Main toolbar: Read button</p> 

For detailed instructions on how to use any of the Kurzweil 3000 features mentioned above, please refer to the Kurzweil 3000 “Help Menu” or to your Kurzweil 3000 Foundations Participant Workbook.

Note: *Kurzweil 3000* can be used to *read tests aloud* to students when they are required to demonstrate their understanding of curriculum content. It is also a *powerful word processor* with tools to support students through all stages of the *writing process* so that they can successfully express their knowledge through writing.

Canvas and ReadSpeaker



ReadSpeaker Is Free Text-to-Speech in Canvas and Is Available for All Canvas Users

ReadSpeaker is a text-to-speech tool that is ideal for those who benefit from having on-screen text read to them.

This tool can read content within Canvas as well as attached files and webpages that are tagged properly.

ReadSpeaker even defines and translates words.

Its other features include limiting how much text is visible at a time, enlarging text, adjusting the speaker rate, and manipulating text and highlight colors to make it easier to read and/or follow along.

How to learn more:

- Visit ReadSpeaker.com to learn how to use ReadSpeaker and change the settings to best meet your needs.
- Watch the video in [Canvas](#) for an introduction to ReadSpeaker.
- Learn about webReader [Keyboard Accessibility](#).
- Watch [YouTube playlists](#).

Read Aloud Options for Digital Textbooks and Materials

- **Kurzweil 3000 Read the Web Extension for Chrome and Firefox web browsers. (Available free to students who qualify through the DMACC DSO)**
 - This option requires granted accommodations from the DMACC Disability Services Office, and a username and password from DMACC Textbook Services.
 - The extension is free and can be found in the App Store by searching “Kurzweil” or “k3000.”
 - Once the extension is added, Kurzweil can read unlocked, online exams, web pages, and other online materials. The voice and speed of the reader can be adjusted, as well as other options.
 - For more information contact DMACC Textbook Services at k3000a@dmacc.edu.
- **Kurzweil 3000 for Web Browsers (Available free to students who qualify through the DMACC DSO)**
 - This option requires granted accommodations from the DMACC Disability Services Office, and a username and password from Textbook Services.
 - This option is used by going to the Kurzweil website at <https://www.kurzweil3000.com/KLogin.php>.
 - Students will be given a virtual library where their books and classroom materials can be saved and opened into the Kurzweil 3000 text-to-speech reading program.
 - Other materials saved on your computer can also be opened and read aloud.
 - The voice/speed of the reader can be adjusted, as well as other options.
 - This option can be used with any device with internet access.
 - For more information contact DMACC Textbook Services at k3000a@dmacc.edu.
- **Adobe Built-In Reader**
 - The Adobe Built-In Reader can be used to read PDF files aloud.
 - To use the Adobe Reader, open adobe and navigate to the document page you want to have read aloud. From the top-left Menu, click View, Activate Read Aloud (or press Shift+Ctrl+Y). Then, click View again, and Read Out Loud. You can choose to have the whole document read aloud or just the page you're on. Select either Read to End of Document or Read This Page Only, respectively. Selecting the Read Mode option will close other Adobe options, so you only see the page you are wanting to read.
 - For more information on Adobe, look here: <https://www.adobe.com/>.
- **Word Built-In Reader**
 - The Word Read Aloud feature can be used to read Word documents aloud.
 - Word Read Aloud is only available for Office 2019, Office 2021, and Microsoft 365.
 - To use the Word Read Aloud feature: Open a Word file. On the **Review** tab, select **Read Aloud**. A small control panel will pop up on the top right of the page. Select the center arrow to read/pause. Select settings to toggle between the male and female voice.
 - For more information look here: <https://support.microsoft.com/en-us/office/listen-to-your-word-documents-5a2de7f3-1ef4-4795-b24e-64fc2731b001>.
- ****NVDA**
 - NVDA is a free, open source, accessible screen reader for the blind and vision impaired. It was created by NV Access, a registered charity and software development company. The NVDA screen reader can be downloaded free of charge by anyone. You can find more information here: <https://www.nvaccess.org/download/>.

- ****Zoom Text Magnifier with Reader (Available for purchase)**
 - ZoomText Magnifier/Reader is a fully integrated magnification and reading program tailored for low-vision users. The Magnifier/Reader enlarges and enhances everything on your computer screen, echoes your typing and essential program activity, and automatically reads documents, web pages, email. Zoom Text is created to be used with Windows.
 - More information can be found here: <https://www.freedomscientific.com/products/software/zoomtext/>.
- ****JAWS (Available for purchase)**
 - JAWS (Job Access With Speech) is a paid reader for Windows. It was developed for computer users whose vision loss prevents them from seeing screen content or navigating with a mouse. JAWS provides speech and Braille output for the most popular computer applications on your PC.
 - JAWS is offered by Freedom Scientific, Inc. More information can be found here: <https://www.freedomscientific.com/products/software/jaws/>.
- ****C-Pen (Available for purchase)**
 - C-Pen is a state-of-the-art pen scanner designed to make it easier to process printed text. When the C-Pen is moved along a text line, the printed text is made digital. The digital text can then be read aloud by text-to-speech software, or it can be pasted into a document on a computer or smartphone. More information can be found here: <https://cpen.com/>.
- **E-Books with Built in Reader**
 - E-books can be purchased through many online outlets, including the DMACC Bookstore. Many E-books come with their own built-in reader. Those that don't, can usually be read by the Kurzweil 3000 web browser or web extension. Contact the DMACC Textbook Services Department for more help with this: k3000a@dmacc.edu.
- **Speechify**
 - Turn anything on your laptop, desktop, and phone screen into audio.
 - Listen to emails, papers, and more.
 - Speechify works with Chrome, iOS, Android, Mac, & Edge.
 - There is a free limited option, and a paid premium option.
 - For more information, look here: <https://speechify.com/>.
- **Bookshare**
 - Bookshare offers a library of over a million audiobooks and e-books. It also offers their Bookshare Reader as a free app.
 - U.S. students with qualifying disabilities can join for free. The DMACC Textbook Services Office can also get free books for students if they have qualified and been approved by the DMACC Disability Services Office.
 - More information can be found here: <https://www.bookshare.org/>.
- **Vital Source**
 - The Vital Source Bookshelf offers many e-textbooks with a built-in read aloud text-to-speech tool. These e-textbooks are available for purchase.
 - More information can be found here: <https://www.vitalsource.com/bookshelf-features>.

**** Good Options for students who are visually impaired.**

Updated June 2024

OTHER RESOURCES

Kurzweil 3000 Tech Support: Kurzweil 3000 Tech Support can help with any technical issues you are having with Kurzweil 3000 or questions you have about how to use the program when our office is unavailable. You can contact them at 1-800-984-5374 or at tech@kurzweiledu.com.

DMAcc Tech Support: DMAcc tech support can help with DMAcc related technical issues and questions, such as questions regarding MyLab, computer labs, and login help. You can contact them at 515-965-7300 or 1-800-362-2127 ext. 7300.

DMAcc Bookstores: DMAcc Bookstores offer e-books for purchase or rent when available. Contact your campus bookstore for more information.

DMAcc Libraries: The DMAcc Libraries provide a wide variety of print and non-print media including online resources such as electronic books, audio books, and online reference and research assistance. You can search their online database on the DMAcc website, or you can contact them at 515-964-6317 or 1800-362-2127 ext. 6317.

Project Gutenberg: Project Gutenberg is a library of over 70,000 free e-books. You can choose among free e-pub and Kindle e-books, download them or read them online. The focus here is on older works for which U.S. copyright has expired. No special apps are required to read these books. You can find Project Gutenberg at gutenberg.org.

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KURZWEIL 3000 SYSTEM

REQUIREMENTS

For WINDOWS

General Requirements

PROCESSOR: 1.3 GHz Pentium 4 or better

SYSTEM MEMORY: 2 GB

HARD DISK SPACE: 2 GB of free space

OPERATING SYSTEM: Windows 11, 10

ADDITIONAL Requirements:

- Keyboard, mouse, Speakers or headset
- Microphone (optional)
- If scanning: TWAIN-compatible scanner
- Latest version of Chrome, Firefox, or Edge for Read the Web functionality
- Internet connection required for some features (Online Activation, Google Translate, Online Book Search, Read the Web, etc.)

Specific Requirements for Network (Engine and Administration)

- USB 2.0 port
- Windows-compatible LAN running the TCP/IP protocol
- Static IP address for the Network Engine host

Specific Requirements for Web License

Internet Connection: Minimum bandwidth of 512 kbps for each active Kurzweil 3000 session.

KURZWEIL 3000 SYSTEM

REQUIREMENTS

For MAC

All Clients:

Processor: Intel or Apple Silicon processor

System Memory: 4 GB

Hard Disk Space: 2 GB of free space

Operating System: Mac OS 10.13 through 13x

Additional Requirements:

- Keyboard, mouse, speakers, microphone
- Image Capture-compatible scanner
- Internet connection required for some features
(Google Translate, Online Book Search, Read the Web, etc.)

Additional Requirements for Web License:

- 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, we recommend 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

For KURZWEIL Web Browsers

(kurzweil3000.com)

General Requirements:

Internet Browser (latest version recommended):

- Chrome (minimum version 74)
- Firefox (minimum version 72)
- Safari (minimum version 12.0)
- Microsoft Edge (minimum version 17)
- Internet Explorer (minimum version 11)

Cookies and JavaScript 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).

Speakers or earphones are recommended.