**Kurzweil 3000/Firefly**

**Information & Instructions**

**Kurzweil 3000** is a text-to-speech software that reads text aloud (to users) from most digital and print formats allowing users access to more advanced material while improving word recognition, comprehension and decoding. Kurzweil is available as a web-based software (Kurzweil Firefly), a downloadable application and an extension that allows information available on the internet to be read aloud.

Not only does use of this program benefit all users, it significantly improves access for persons with learning issues (learning disabilities) as well as English Language Learners (ELL). Kurzweil has many other features that may help users understand new information and study (highlighting, sticky/text notes, dictionary, translation). In addition, students may use the program to listen to papers they've written in order to hear issues with flow, grammar etc. Finally, this program has a Chrome extension, (Read the Web) that allows users to listen to information they can pull up using the Chrome browser. This program is available (at no cost) for use by all currently enrolled Cedar Crest students as well as faculty and staff members.

The **Kurzweil Academy** contains many helpful videos regarding use of the program.  You can find the Academy at [Kurzweil Academy](https://www.kurzweiledu.com/kurzweil-academy/kurzweil-academy.html).  The Guide to Kurzweil 3000 is an especially helpful video that covers how to use the program as well as many of its features.  You can find that (45 minute) video here: [Video: Guide to Kurzweil 3000](https://www.kurzweiledu.com/kurzweil-academy/video.html?id=222580886).

Upon opening a document in Kurzweil, the program will convert the document to the .kes format (if it is not already in this format) using optical character recognition. This then allows the program to read the text to the user. Users can adjust the speed of reading as well as the voice used for reading. Depending upon the version of Kurzweil being used, different voice options may be available. Kurzweil has many additional features that may be helpful to students, including highlighting and notes functions. Text highlighted and notes entered into a document can be extracted out of the document into a separate file. In addition, students who have written papers can open them in Kurzweil and listen to the papers being read to see if the sentence/paragraph structure, content and flow sound correct.

**Firefly Web-Based Application**

**Log In**

Go to the log in page (<https://www.kurzweil3000.com/KLogin.php>) and enter your username/password from the information sheet provided in response to your request for an account. Once you have gone to the Kurzweil site and logged in, you may see a screen that shows licensing information. Click on HOME at the upper left of the screen. You will see “Universal Library” at the top of the screen and your name, as well as Cedar Crest College, below on the left. Your folders are under your name. The Cedar Crest College folders are only used if the administrator wishes to share any files with you. No other user can see either your account or the content in your files – only you and the administrator can. If you click on your name, you will see three subfolders entitled Private, Public, and Recently Opened. The Public file would only be used to share content with other users and since we do not have the program set up this way, you will not use it. Once you have opened a documents and it was converted to a .kes file, Kurzweil will save it in your Recently Opened file.

**Uploading a Document**

If you already have a document prepared (such as an electronic book or a paper you’ve written) you can click on the “Computer” button at the top right of your home (Universal Library) screen, then choose navigate to your file and open it. The program will upload it and convert it to the .kes format, save it into  your recently opened documents and you can access it that way. The conversion takes longer for large documents (such as textbooks) and you can see the progress (percentage) of the conversion in the upper left corner of the screen.

Once Kurzweil has completed the conversion, you will see a “spinning wheel” graphic in the center of the screen, then your document/book will be open and ready to be used (and will now be stored in your recently used folder with the .kes file type).

At the top of the screen, you will see an icon menu. At the far left, you can use your mouse to hover over the three horizontal lines and you will see several options, including Library. If you click on the Library option at any time, you will return to your home (library) page. Next to that button, you will see the Audio Options button (a button showing a gear with a speaker). If you hover over this button, you will see options for adjusting the reading voice, speed, the units to be read (how much it highlights at once) and whether you wish for the program to read continuously or in smaller increments. It is probably best to set the Unit to “Sentence” or “Paragraph” and the Mode to “Continuous”, otherwise, the program seems to read haltingly. To the right of the Audio Options button you will see the bookmark button (we are not going to work with that at this point) and then moving to the middle you will see the Read button (center of the three green buttons - one arrow pointing right), the go back one reading unit button (two arrows pointing left) and go forward one reading unit button (two arrows pointing right). We will be using them to read our document. You will also see large arrows on the left and right sides of the page. You can use these to move up and down one page in the document. At the lower left of the screen, you will see a “Go to Page” area where you can enter a page number, then click on “Go” so the program takes you to that specific page. Paging up and down with the arrows can take some time, so if you know where you want to go in the document, use the “Go to Page” function.

**Reading a Document**

After uploading a document have having it convert (or opening an already converted one from your library), use the mouse to click right before the word at the location you wish to start reading. You will see the cursor blinking at that location. Click on the green Read button and start listening. If you wish to pause, click the Read button again (it will now have two lines on it) and the program will pause. It is a good idea to listen for a bit, then adjust the reading voice and/or reading speed to your taste. Once you have paused the reading, hover over the Audio Options button (gear with speaker) to pick a new voice or adjust the speed. You can then click back on the Read button to resume reading. As you will see, the program will highlight each word as it is being read. You may want to read different kinds of material at different speeds. In addition, you will find that some voices seem less synthetic than others so you may want to try several and find your favorite.

**Translation**

The Kurzweil program has many useful functions, one of which is translation of material into many different languages. If you are reading a document, you can use the cursor to highlight (click and drag) some of the material in the document, then hover over the References button (button with book on it) and click on Translation. A pop-up will appear and you will see your highlighted text in the left side of the pop-up. At the upper right of the pop-up, you will see a drop-down menu with many languages listed. You can then click on the language to which you wish to have the material translated. The languages listed at the top of the list in bold (English, Spanish, Danish, Dutch, Finish, French, German, Italian, Norwegian, Portuguese, Swedish) indicate languages that can be used for reading the translated text. Those not listed in bold will translate but the program will not read in those languages.

For example, I can scroll down and click on Spanish (which is bolded so I can have my translation read in Spanish). Then, you can choose a voice from the drop-down menu at the bottom right of the pop-up. It should allow you to choose from the voices that are available to speak that particular language. You can also choose the voice by hovering over the Audio Options button and choose Rodrigo – Spanish from the Voice drop-down menu. Then I can click on the Translate button at the bottom left of the Translation pop-up and the material I highlighted will be translated to Spanish and shown in the right section of the pop-up. If I put my cursor in front of the Spanish text, then click the Read button, Rodrigo will read the material in Spanish. Please note that you may need to go back to the Audio Options button and adjust the reading speed.

If I were to scroll down and choose Arabic (non-bolded) from the language menu in the Translation pop-up, then click the Translate button in the lower left of the Translation pop-up, the program will translate the material into Arabic (which will be shown in the right section of the pop-up). However, since this language is not bolded in the language drop-down menu, the program will not read the material to you in Arabic; you have to read it yourself.

**Highlighting, Notes and Extraction Features of Firefly**

The highlighting and notes features of Kurzweil are valuable studying and organizational tools. You can use them while you are reading a document as long as you pause/stop the reading first. Once you have your document opened in Kurweil, you can hover over the highlighting button (tools menu – top center) that looks like a marker, then click on the color of highlighter you want. You can use multiple colors in one document. Your cursor will now turn into a highlighter and you can click and drag any text that you want to highlight. If you accidentally highlight too much, hover over the highlighter button again, go down towards the bottom of the list and click on the Erase button. Your cursor will now look like an eraser. Now you can just click and drag (from right to left and up rows) to remove the highlighting. If you want to continue to highlight, you will need to hover over the highlighting button again to click on one of the highlighting colors. Then continue to highlight as you read (or have the program read to you). Please note that you can follow this same process to use the “Red Circle”, “Blue Circle” or “Cross Out” features as well. Once you are done highlighting, hover over the highlighter button again, then choose the “Select” option to return to your normal cursor, which you can then use to resume reading with Kurzweil.

If you would like to add a note to your document (use it to summarize, tie to other information from class notes etc.), you can hover over the Notes button (paper with tack) at the top menu and choose either a Sticky note or a Text note. The procedure to add either one is virtually the same. Hover your cursor over the Notes button and click on Add Sticky Note. Your cursor will now have a yellow sticky note attached to it. You can click on the document to add the note or click and drag to make it the size you think you want. If you then click inside the yellow sticky on the document, you can type whatever notes you want in that area. Should you want to resize the note, click and grab the little arrow in the bottom right corner and stretch or shrink the note. When you are finished with the sticky note feature, hover over the Notes button again and click on Select which will return your cursor to normal. Remember, you can add a Text note the exact same way. You may also want to experiment with the Bubble note option at the top of the Notes menu as well. If you want to remove one of your notes, hover over the Notes button and click on the Delete option. Move your cursor over the note you want to remove and then click on it. It will be deleted. Again, you have to hover of the Notes button and click Select to return your cursor to normal.

Highlighting and notes do not disappear once you exit the document. Kurzweil allows you to extract your notes and highlighting into a separate document, which is helpful for studying. In order to extract your notes and highlighting, hover over the Highlighter button and click on the “Extract Notes and Highlighting to Outline” option (bottom of list). A pop-up will appear. If you want to extract all the highlighting (multiple colors if you have them) and all types of notes (sticky, text, bubble) then you can click on OK. If you want to choose the highlighting color(s) and note(s) types you want to extract, click on Advanced. In the Advanced menu, you will see that you can check the boxes for the different color highlighting you want to extract, as well as the type or types of notes. Once you have made your choices, click OK. Kurzweil will process your request and provide you with an outline of your highlighting and notes. If you do not want the outline to contain highlighting, you can use the eraser to erase it, then hover over the save button at the top of the screen and click Save Document (you can also save to a Google Drive). If you go back to your library (hover over the button with three horizontal lines on it and click on Library) and click on your Recently Opened folder, you will see this outline document in that folder. It will be named with the original document name first, then “\_extractedoutline.kes”. You can open this to study (or print it).

**Chrome Browser Extension – Read the Web**

Kurzweil also offers a Chrome browser extension that allows you to use Kurzweil to read anything you can bring up in the browser.  To access this extension, open Chrome, “Chrome web store extensions” in the search area and click on search or enter.  You should see this as the first listing of the search (or you can go directly to: <https://chrome.google.com/webstore/category/extensions>) .  In the upper left “Search the store” area, enter “Read the Web” or Kurzweil.  You should see the Read the Web extension listed as the first result (Read the Web offered by Kurzweiledu.com).  Click the “Add to Chrome” button to the right of the extension name.  A pop up will likely appear asking for your permission to add the extension, click on the “Add extension” button.

You will now see the little square Kurzweil logo in the upper right corner of your browser screen and it will probably have a little red line through it.  Close the web store tab in your browser and you will now see the square change to gray and it will no longer have the line on it (you may have to open a new web page first).  Click on it and you can sign in just like you would with the larger Kurzweil application.  A mini Kurzweil menu will now hang from the upper right corner of your screen. It has a few less features than the Firefly version but you can use the program to read online content the same way you would use Firefly.  Here, again, you will use the Options button (gear) to change voice, reading speed, unit and mode of reading.

**Writing or Copying and Pasting in Kurzweil:**

* Sign into Kurzweil
* Click on your “Private” file so that it is highlighted
* Hover over the “Write” button at upper right and choose (click on) New Draft
* Name your draft (do not use any spaces – if you need spaces use the underscore)
* Click “Create” and wait a minute as you will see the wheel turning and then a new (empty) screen will appear
* You can now write a document in Kurzweil or copy and paste into the new screen and click on the save button at the top (old floppy disc logo)
* Save your document
* Now you can use Kurzweil to read your document aloud

**Additional Information**

To view short videos covering the content in this handout, please go to one of the following links (***you must be signed into your college email to view these***):

<https://bit.ly/2EUaNtc> (Kurzweil Video One - Opening Documents)

<https://bit.ly/2P7hhde> (Kurzweil Video Two - Reading Documents)

<https://bit.ly/2Q9CQGd> (Kurzweil Video Three – Translating Text)

<https://bit.ly/2Qg36Pk> (Kurzweil Video Four – Chrome Extension: Read the Web)

<https://bit.ly/2JEIbTt> (Kurzweil Video Five – Highlighting and Notes)

Another way to get to these videos is to sign into your Office 365 account (email account), click on Explore all your apps, look for Stream and click on Stream. Once you are in Stream, you can search for Kurzweil in the search box and these videos should appear. You can also click on Popular Channels or Channels and click on Accessibility at Cedar Crest.

**MAC Computers**

If you are having difficulty using the Kurzweil web-based program (Firefly) on your Mac (using Safari), please make sure to download the Chrome browser and use this browser to access Kurzweil. We have tried this on several Macs (Pro, Air) and this has worked well.

**PLEASE NOTE**

The log-in sheet you receive after requesting a Kurzweil account will include some information on downloading the desktop version of Kurzweil, which has even more features than Firefly. You can find even more information on downloading this version at:

<https://www.kurzweil3000.com/help-videos-installing-k3000.html> (for Windows and Mac)

Kurzweil accounts (log-in management) are administered by the Director of Learning and Disability Resources. IT support for the program **is not available through Cedar Crest IT** but through the Kurzweil company itself. The company provides multiple training videos regarding many features of the program. To view these training videos, please go to:

<https://www.kurzweiledu.com/kurzweil-academy/kurzweil-academy.html>