

Kurzweil 3000<sup>®</sup> for Windows  
Standalone Installation and  
Administration Guide  
Version 15  
*(Revised January 18, 2018)*

## Kurzweil 3000® for Windows Standalone Edition

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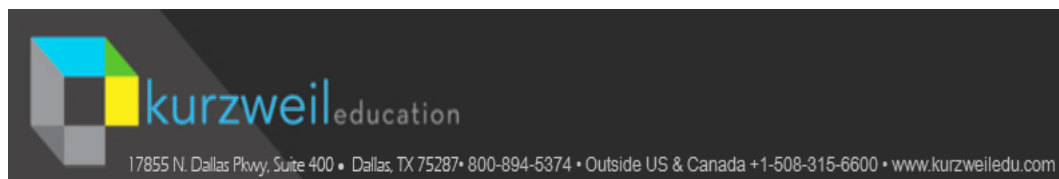
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# Kurzweil 3000<sup>®</sup> for Windows<sup>®</sup> Standalone Installation and Administration Guide

Kurzweil 3000 for Windows Standalone includes Kurzweil 3000 product DVD, containing the **Kurzweil 3000** setup file; **Documentation** folder; and the **Software** folder with various folders, such as Utilities, Extras, and Classic Literature, along with documents, such as the Readme file.

## Minimum Hardware and Software Requirements

Ensure that your system meets or exceeds these requirements:

Processor: 1.3 GHz Pentium<sup>®</sup> 4 or better.

System Memory: 2 GB.

Hard Disk Space: 2 GB free space.

Operating System: Windows 7, Windows 8, Windows 8.1, Windows 10.

Screen Resolution: 1024x768 24-bit color or better.

DVD drive, keyboard, mouse, SoundBlaster 16-bit compatible sound card, speakers, microphone, internet connection (for activation).

TWAIN-compatible scanner or Document camera (HoverCam or SCEye).

Mozilla Firefox v50 or later or Google Chrome for Read the Web functionality.

Internet connection required for some features (Google Translate, Online Book Search, Read the Web, etc.).

For Audio File Creation: MP3 encoder and/or media player.

**Note:** For the latest system requirements, please visit our web site:  
<https://www.kurzweiledu.com/includes/new-windows-system-requirements.html>.

**Note:** For use with a high-speed scanning device, contact Technical Support at 800-894-5374 or +1-508-315-6600 Outside US and Canada: if you find a device that doesn't work.

## Before You Install Kurzweil 3000

Before installing Kurzweil 3000, you should do the following:

- Use the scanner manufacturer's instructions to install the scanner, software, and the scanner itself.
- Uninstall any previous versions of Kurzweil 3000.
- Uninstall previous versions of VoiceText.
- Have your Serial Number ready.
- Depending on the Windows operating system, you may have to run setup.

## Installing the Scanning Device

Kurzweil 3000 does not install scanners and cameras. Use the manufacturer's instructions to install the device, software, and the scanner or camera itself. Test the device using software provided with the devices to ensure that the installation was successful. If you already have Kurzweil 3000 installed and you are installing a new scanner, it is not necessary to re-install Kurzweil 3000.

## Uninstalling Older Versions of Kurzweil 3000

Uninstalling older versions of Kurzweil 3000 does not affect user settings or any existing Kurzweil 3000 user files or documents.

**Note:** If you install the new version along with a previous version of Kurzweil 3000, both versions are visible in **Programs** in the Control Panel. If, at some point you remove the older version, you will disable the current version. If this happens, Kurzweil 3000 prompts you to repair the current version, which you can do by inserting the product DVD and clicking the **Repair** option.

## To uninstall an older version of Kurzweil 3000:

1. Depending on your Windows operating system, you may have to have Administrator privileges to perform the uninstall.
2. From the Windows Control Panel, select **Add/Remove Programs** or **Uninstall a Program**.
3. Find and **Remove** Kurzweil 3000.
4. Follow the prompts.

## Installing Kurzweil 3000

You may need Administrator privilege. You can download the Kurzweil 3000 Standalone edition from [www.kurzweiledu.com/k3win](http://www.kurzweiledu.com/k3win) or use the Kurzweil 3000 DVD.

### Install the Software from Kurzweiledu.com Download

1. Go to [www.kurzweiledu.com/k3win](http://www.kurzweiledu.com/k3win) and select the Kurzweil 3000 Standalone link.
2. Choose **Save** to save the file. This will take some time.
3. When the download has completed, double-click the **.exe** file to continue. An Installation dialog pops up.
4. Choose a destination folder for installation files to be extracted to and click **Install**.
5. When the extraction has completed, select **Install Standalone Software** in the window that displays and follow the prompts to finish installing the software.
6. **Restart** if prompted to do so.

### Install from the Kurzweil 3000 DVD

1. Place the Kurzweil 3000 DVD in the computer's DVD drive.
2. Double-click the **Setup** file.



3. Select **Install Standalone Software** in the window that displays and follow the prompts to finish installing the software.
4. **Restart** if prompted to do so.

**Notes:**

- The installation automatically installs the Acapela Speaking Voices and American Heritage Human Pronunciation files.
- The system checks for any software updates. If an update is found, you can opt to do one of the following:

Choose **No** to not install the update and have Kurzweil 3000 launch normally.

Choose **Don't Ask Me Again** to not have the system check.

Choose **Yes** to install the update now. Once the install is complete, you can restart Kurzweil 3000.

## Installing Kurzweil 3000 Using the Silent Install Option

This option installs the Standalone Client computers across your Local Area Network from a central location. It is provided for network administrators who are knowledgeable about MSI packages and have the necessary tools to operate directly on an MSI package.

The following must be installed before doing the MSI install:

- Microsoft .Net Framework 4.0 Full
- Microsoft .Net Framework 4.0 Full Update KB2468871
- Microsoft Visual C++ 2013 Redistributable Package x86 (all operating systems)
- Microsoft Visual C++ 2013 Redistributable Package x64 (64 bit OS only, AFTER installing the x86 package)

You will need to specify the following arguments as properties to the Kurzweil 3000 msi package. You must also use the Reduced UI option.

AUTO=1 (should be a numeric value of 1, with no spaces before or after the '=')

EDITION="standalone"

AUTOUPDATE=0 (Zero, with no spaces before or after the '=', sets the automatic software update to no updates; using 1, with no spaces before or after the '=', sets the automatic software update to yes)

An example to launch Version 15 through command line is as follows:

```
msiexec.exe /i "Kurzweil 3000 v.15.msi" AUTO=1 EDITION="standalone"  
AUTOUPDATE=0 /qn
```

where /i is the install switch and /qn is the No UI switch.

## Acapela Voice Sets

The Default Voice set of five Acapela voices is installed automatically during the Kurzweil 3000 installation. The Default Voices included with Kurzweil 3000 are:

- English USA: Heather
- English USA: Will
- English USA: Tracy
- French Canadian: Louise
- Spanish North America: Rosa

## Installing Additional Acapela Voice Sets

The additional Acapela Voice sets include access to more than a dozen voices in a variety of languages. All except the Acapela European Voices Three\* are available on a DVD. All voice sets can be downloaded from the Kurzweil 3000 website. Following are the additional voice sets and the voices contained in each set.

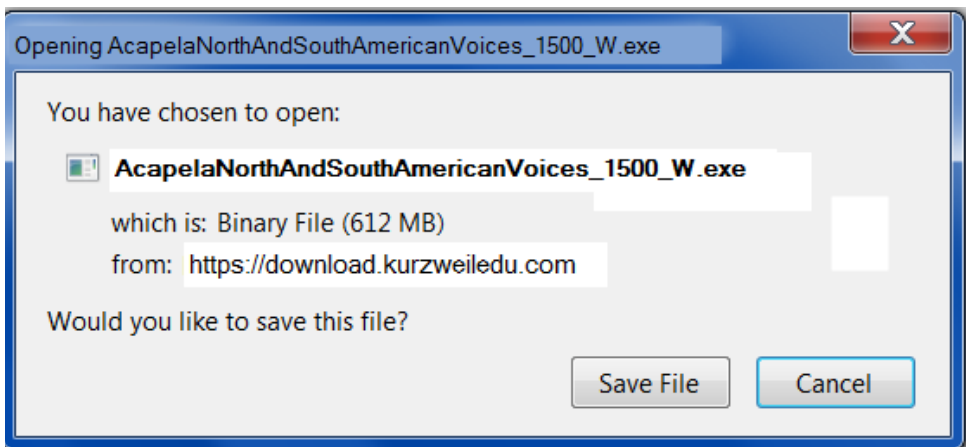
<b>Acapela English Non US Voices</b>	<b>Acapela European Voices One</b>	<b>Acapela European Voices Two</b>
English Australian – Lisa	Dutch – Femke	German – Klaus
English Australian – Tyler	Dutch Belgian – Jeroen	German – Claudia
English Indian – Deepa	Dutch Belgian – Sofie	Portuguese – Celia
English UK – Lucy	French – Manon	Italian – Fabiana
English UK – Peter	French - Antoine	Italian – Vittorio

<b>Acapela European Voices Three</b>	<b>Acapela North and South American Voices</b>
Swedish – Emma	English USA – Sharon
Swedish – Erik	English USA – Rod
Danish – Rasmus	English USA – Ryan
Norwegian – Kari	Spanish North America – Rodrigo
Finnish – Sanna	Portuguese Brazil – Marcia

*\*The Acapela European Voices Three is available only by downloading from the Kurzweil 3000 website. It is not included on the DVD.*

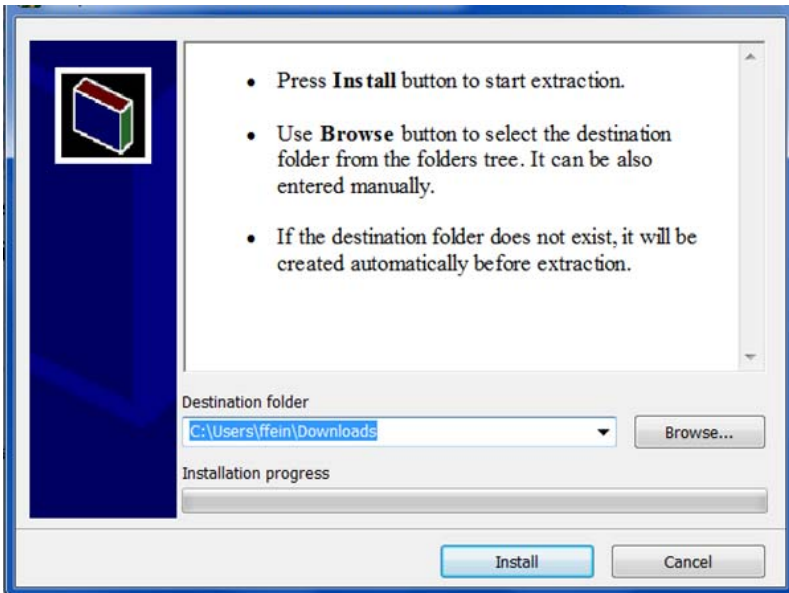
## ***Downloading and Installing from the Kurzweil 3000 Website***

1. Go to <https://www.kurzweilededu.com/k3win>. Use the information shown in the tables above to determine the voice set to download.
2. In the list of Acapela voices, click the link next to the voice set to download (for example Acapela North and South American Voices). A dialog pops up.



3. Choose **Save File** to save the file. This will take some time. When it has finished downloading, the **.exe** file will appear in the download folder, for example: **AcapelaNorthAndSouthAmericanVoices\_1500\_W.exe**.

4. Double-click the **.exe** file to continue. An Installation dialog pops up.



5. Choose a destination folder to extract the installation files to and click **Install**.
6. When the extraction has completed, follow the prompts in the InstallShield Wizard to complete the installation.

### ***Installing from the DVD***

1. Open the folder containing the voice set that you want to install.
2. Double-click the **.exe** installation file to start the installation.
3. Follow the instructions to complete the installation.

## **Microsoft Speech Platform**

The Microsoft Speech Platform Runtime 11 delivers access to more than a dozen additional voices in a variety of languages. You can choose and adjust the many voice options to suit your individual preference.

The Microsoft Speech Platform is included on the Kurzweil 3000 DVD in a folder named "MicrosoftSpeech." A setup program is provided by Microsoft which handles the installation.

**Note:** These voices can be used with Windows 7, 8, 8.1 and 10.

## Registering Kurzweil 3000

Registration is required for product activation. If you are a new customer or an existing one, you should register. If you are upgrading, you must re-register. If you purchased multiple site licenses, register each user account.

### The Registration/Activation Process

Before you start, you should have available the Serial Number of each copy of Kurzweil 3000 that you want to register. You can find the Serial Number on the product box.

When you start Kurzweil 3000 for Windows for the first time, you are prompted to register the product. A dialog box appears, displaying the methods for registration.

### Registering Online

After you click the **Online** button, you are prompted for the following information from a series of dialog boxes:

1. **Account Type:** If this is a new registration, choose **Create a New Account** (if it is not already selected). If you have previously registered a different copy of Kurzweil 3000, click **Use an Existing Account**; it will reduce the amount of information you'll need to enter.
2. **Account Name** and **Password:** This information is used to create an account at Kurzweil Education that contains standard registration information (company, address, e-mail, etc.). You should write down your Account Name and Password and keep it in a secure place.

**Note:** Once you have submitted an Account Name and Password, an account is created at Kurzweil Education. If for some reason you stop the registration process before completion, when you resume the process,

click the **Use an Existing Account** button to finish the registration process.

3. **Registration Information:** Enter the standard registration information.
4. **Serial Number and Optional Purchasing Questions:** Enter the Serial Number for the copy of Kurzweil 3000 you are registering. You can find the Serial Number on the product box.

## Registering Copies of Kurzweil 3000 Online

If you are registering multiple copies of Kurzweil 3000, **you must first fully register one copy** as detailed in the previous section.

For subsequent registrations, do the following:

1. Start the registration process by launching Kurzweil 3000. Or, if you are currently in Kurzweil 3000, choose **Update Registration Information** from the **Help** menu.
2. In the first registration dialog box, click **Online**.
3. Choose **Use an Existing Account**, and enter the *same* **Username** and **Password** that you entered for the first copy for each additional copy. This causes the registration information to be filled in automatically. You will need to provide the Serial Number of each additional copy.

**Note:** If you've previously registered a copy but have forgotten your account information, choose **I Forgot My Username or Password**, and press **ENTER**. A dialog box appears. Enter the Serial Number for the copy you previously registered, and click the arrow **>>** button in the dialog box to initiate the information request.

When Kurzweil 3000 finds your information, it sends the details to your e-mail account. Check your e-mail for your Username and Password.

## Registering by Telephone

After you click the **Phone** button, a dialog opens, displaying the telephone number for Kurzweil Education Customer Service, the **System Code** for this

installation and a space to enter the Serial Number. Call the telephone number and give the representative the Serial Number and System Code.

**Note:** For phone registration, call **800-894-5374** within the United States, or **+1-508-315-6600** from outside the United States.

## ***The System Code Worksheet***

If you are installing and registering Kurzweil 3000 on multiple machines, using the System Code Worksheet included at the end of this book to note the System Codes, Serial Numbers and Unlock Codes can greatly expedite the registration process.

## **Updating Registration Information**

After you have successfully registered a copy of Kurzweil 3000, you may need to update your registration if for example, you move, or change your e-mail address, or if you are reinstalling Kurzweil 3000 for some reason. To update your registration information, call Customer Service at (800) 894-5374 within the U.S. or Canada, or +1-508-315-6600 from outside the United States.

## **Locking the Registration Process**

If security is an issue at your site, consider locking the ability to update the registration information. You can do this in the **Lock Features** dialog box. For detailed information on locking the update process and other Kurzweil 3000 features, see online Help.

## **Using Kurzweil 3000 with Multiple Users**

This section explains the use of Kurzweil 3000 with multiple users. If you use Kurzweil 3000 in a single-user (standalone) setting—that is, Kurzweil 3000 is installed on a computer and is only used by one person—you can skip this section.

In many instances, a single copy of Kurzweil 3000 is used by more than one user (that is, at different times). If you will be using Kurzweil 3000 with multiple users, keep the following points in mind:

- **Document Organization:** where documents are stored.
- **User Settings (reading speed, custom toolbars):** how Kurzweil 3000 keeps track of them.
- **Document Security:** who can access individual users' documents.

Kurzweil 3000 provides two methods for administering multiple users:

### **Method 1 — Using Windows user accounts.**

Using this method, each user logs on to the computer using a Windows user name and password.

Kurzweil 3000 keeps track of each user's settings, from session to session, based on the Windows logon information.

With this method, each user's documents are secure and are not accessible to other users. However, to ensure document security, users must remember to log on and log off of the computer, so that one person's documents are not confused with another person's documents.

### **Method 2 — Using Kurzweil 3000 multiple user accounts.**

Using this method, there is usually a single Windows user account that corresponds to a group of users, for example a classroom. Under this classroom account, there are accounts for each Kurzweil 3000 user. The Kurzweil 3000 users access their individual accounts through the **Kurzweil 3000 Welcome** dialog box.

Kurzweil 3000 keeps track of each user's Kurzweil 3000 preferences, from session to session, based on the user name.

Since access to the program is through the Kurzweil 3000-specific dialog box, this may provide a more intuitive experience for certain users. Also, users are likely to quit Kurzweil 3000 after a session, thereby minimizing the chance of one person's files being confused with another person's files.

However, because there is no password protection, this method provides no security for individual users' documents. Without password protection, it is easy for one user to log in as different user and access that person's personal files.



## Setting Up Kurzweil 3000 User Accounts for the First Time

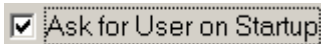
This section shows you how to set up Kurzweil 3000 for multiple users. This scheme is explained in **Method 2** on page [11](#).

### To set up Kurzweil 3000 for access by multiple users:

1. Log on to the computer.
2. Double-click the Kurzweil 3000 shortcut icon on the desktop.



3. In the **Kurzweil 3000** window, from the **Tools** menu, choose **Options**.
4. In the **Options** dialog box, click the **General** icon to display the **General Options** pane.
5. In the **Miscellaneous** area, select the **Ask for User on Startup** checkbox.



A message appears, explaining where files will be saved if you choose this option.

**Note:** If you upgraded from a previous version of Kurzweil 3000, the **Ask for User on Startup** option will be selected and dimmed if there is more than one existing Kurzweil 3000 user folder.

6. Click **Yes** to apply the selection.
7. Click **OK** to close the **Options** dialog box.
8. From the **File** menu, choose **Exit**.
9. Double-click the **Kurzweil 3000** shortcut icon to restart Kurzweil 3000.

When Kurzweil 3000 restarts, the Kurzweil 3000 Welcome window appears.



New user: type a Username in the text box. The next time you login, your username will be in the Username list. Usernames are not case-sensitive.

Returning users: select your Username from the Username list.

10. Click **OK** to begin working with Kurzweil 3000.

## Uninstalling Kurzweil 3000

There may be instances where you need to uninstall Kurzweil 3000, for example, you might need to install it on a different computer. Uninstalling Kurzweil 3000 does not affect user settings or any existing Kurzweil 3000 documents or files.

Be sure to review the **Note** on page 2 before you start to uninstall the previous version of Kurzweil 3000.

### To uninstall Kurzweil 3000:

1. Depending on your Windows operating system, you may have to have Administrator privileges to perform the uninstall.
2. From the Windows Control Panel, select **Add/Remove Programs** or **Uninstall a Program**.
3. Find and **Remove** Kurzweil 3000.

4. Follow the remaining prompts.

## Configuring the Read the Web Feature

Kurzweil 3000 **Read the Web** feature lets you use the Kurzweil 3000 reading and reference tools with content you view in a Web browser.

## The Kurzweil 3000 Read the Web Extension

Kurzweil 3000 **Read the Web** feature lets you use the Kurzweil 3000 reading and reference tools with content you view in a Web browser.

The Kurzweil 3000 Read the Web extension enables the Kurzweil 3000 Read the Web application to work with Firefox and Chrome. This extension works with Kurzweil 3000 Standalone, Network, and Web License Editions, version 15.08 or greater. This version of Read the Web launches your default web browser (Firefox or Chrome) from Kurzweil 3000, but is always available whenever you open your Chrome or Firefox browser.

## The Classic KESI Reader

The older Classic KESI Reader has been replaced by the Kurzweil 3000 Read the Web Extension. If you still want to use this older version of Read the Web, follow the instructions in the September 8, 2016 section of [https://www.kurzweiledu.com/news-resources/software-updates/misc-updates\\_v15.html](https://www.kurzweiledu.com/news-resources/software-updates/misc-updates_v15.html) to download and install the KESIreader extension for Firefox.

If you are using the older Classic KESI Reader, clicking **Read the Web** in Kurzweil 3000 launches Firefox. Note that unlike the newer version of Read the Web, you must be running Kurzweil 3000 to use the Classic KESI Reader.

## Adding Kurzweil 3000 Read the Web as an Extension on Firefox

1. Open Firefox (Version 50 or greater).
2. Open Kurzweiledu.com download page ([https://www.kurzweiledu.com/news-resources/software-updates/misc-updates\\_v15.html](https://www.kurzweiledu.com/news-resources/software-updates/misc-updates_v15.html)). The Other Tools for Version 15 page opens.
3. Click the link at the bottom of the Read the Web instructions. **Note:** You may get a warning about Firefox blocking installation.
4. Click **Allow**. A message appears about installing an add-on.
5. Click **Install**. You will get a message that it has been installed successfully.
6. Close the message. Open a web page (e.g., <https://www.kurzweiledu.com>)

You should see the Read the Web icon in the upper right of your Firefox browser.

## Adding Kurzweil 3000 Read the Web as an Extension on Chrome

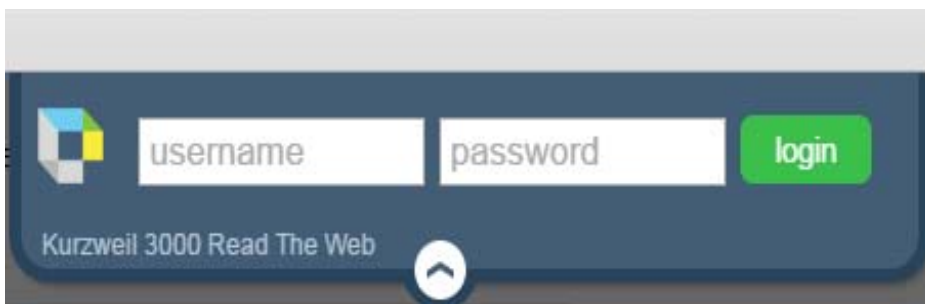
1. Be sure you have the Chrome browser installed.
2. Locate the Google Search field on the Chrome browser and search for Chrome Web Store.
3. Click the Chrome Web Store link. The Web Store is displayed.
4. Click **Extensions**. In the **Search** box type **Kurzweil 3000**. The results window displays Kurzweil 3000 Read the Web.
5. Click the blue +ADD TO CHROME button. A confirmation window is displayed.
6. Click the Add extension button. An instruction window is displayed.

## Using the Kurzweil 3000 Read the Web Extension

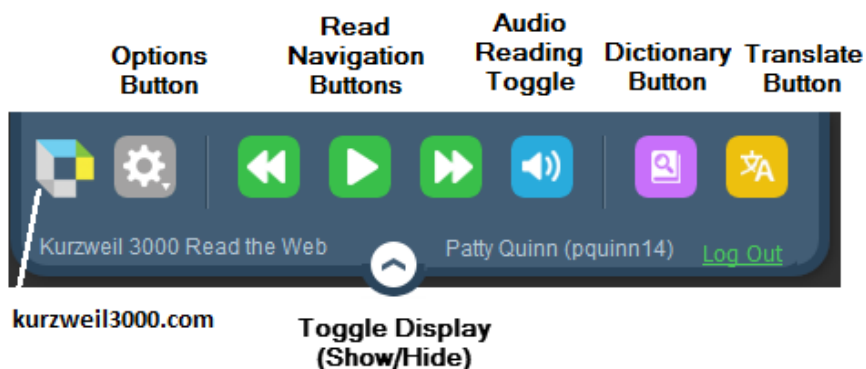
After you have installed The Read The Web extension you can open and use the Read the Web feature. It works the same on Firefox as it does on Chrome.

### To Open and Use the Read the Web Extension

1. Open a web page, then click the Kurzweil 3000 icon in the top right corner of the Firefox or Chrome browser. The Read the Web extension is displayed.



2. Log in with your Kurzweil 3000 login credentials.
3. The Read the Web Toolbar is opened and ready for you to use.



4. To open kurzweil3000.com, click the Kurzweil logo.
5. Click the **Options** button to view or change the settings. Note that these options are in effect for the current session only and will need to be re-selected the next time you log in. The options you select here do not change any audio options in Kurzweil 3000. The reading voice that you are using in Kurzweil 3000 will also be used in RTW.

You can change the position of the Read the Web window using the Position choices at the bottom of the Options window. You can position the window to be displayed at the Left, Center, or Right side at the top of the Firefox Browser.

6. Use the **Read Navigation** buttons just as you do in Kurzweil 3000.
7. Use the **Audio Reading Toggle** button to turn sound on or off.
8. Use the **Dictionary** button to look up a selected word.
9. Use the **Translate** button to translate selected text. Use the drop-down menu to select a language. **Note:** The Translate button is only available in the Web License Edition.
10. To shrink the Read the Web window hiding the windows, click the **Toggle Display** button at the bottom. Click it again to expand the Read the Web window.

## Using the Kurzweil 3000 Universal Library

The Universal Library functions as a shared folder on your network where all users have full access. Through the Kurzweil 3000 software, users can save files to and open files from this shared folder.

This feature is mainly used in enterprise environments (such as schools) and is not recommended for home use. The Universal Library should be set up and maintained by Information Technology professionals.

Before you can set the Kurzweil 3000 software to access a Universal Library, you must first create a shared folder on your network.

## Creating the Universal Library Folder

You can install a **Universal Library** folder in either of the following locations:

- A local, non-networked computer that has multiple users.
- A networked computer allowing users to access the library from other networked computers.

Identify a Windows file sharing server to host a shared network folder. The shared network folder does **not** require its own dedicated server. On the server, create a shared folder that the **Everyone** user group has **Full Control** of. In the example below **Universal Library** is the folder's name.

**Note:** If you want to hide the **Universal Library** folder from network browsing, add a **\$** to the end of the share name in the **Share name** field. For example, **Universal Library\$**. If you hide your **Universal Library** by adding a **\$** at the end of its share name, the **Configure Universal Library** function in the Kurzweil 3000 **File** menu will not see it. Kurzweil 3000 client can be set to access a hidden Universal Library folder by changing the value of a registry string on a computer. See below for more details.

1. Create a folder, for example **Universal Library**, at a location on a file-sharing server of your choice.
2. Right-click the **Universal Library** folder, choose **Properties**, and then click the **Sharing** tab.
3. Click the **Advanced Sharing...** button at the bottom of the Sharing window.
4. In the Advanced Sharing window that displays, check the **Share this folder** box and click the **Permissions** button. The Permissions window opens.
5. In the Permissions window select the **Everyone** user group, check the **Allow** box for Full Control, and click **OK**. The Permissions window closes. Click **OK** to close the Advanced Sharing window.
6. In the Properties window, click the **Security** tab.

7. In the Security tab, click the **Edit...** button and in the Permissions window that pops up, click the **Add** button to open the Select Users, Computers, Service Accounts, or Groups window.
8. In the **Enter the object names to select** field, type the word **Everyone**, and then click the **Check Names** button to resolve the user group name.
9. Click **OK** to add the Everyone user group and return to the Permissions window.
10. Select the **Everyone** user group, check the **Allow** box for Full Control, and click **OK** to save the settings and close the Permissions window.
11. Click **OK** to close the Properties window.
12. You are ready to Configure Access to a Universal Library Folder for each computer or user that should have access to the library.

**Note:** It may be possible to limit permissions of certain user groups to the Universal Library folder; however, using modified permissions may result in errors opening files from or saving files to a Universal Library.

## Configuring Access to a Universal Library Folder

Once you have created the Universal Library folder, you need to provide access to it from each computer that will use it where Kurzweil 3000 is installed. There are two ways to do this: through the Kurzweil 3000 User Interface or through editing the registry.

### ***To set up access to a Universal Library folder through the Kurzweil 3000 GUI:***

1. Start Kurzweil 3000 on a computer on which you want to set up Library access.
2. From the **File** menu, select **Configure Library**. The **Configure Universal Library** dialog box appears.
3. Click **Change**.
4. In the **Browse for Folder** dialog box, navigate to and select the Kurzweil 3000 Universal Library folder.



5. Click **OK**.

You should now see that the commands **Open from Library** and **Save to Library** have been added to the **File** menu in Kurzweil 3000.

### ***To set up access to a Universal Library folder by editing the registry:***

Kurzweil 3000 must be installed on a computer before attempting these steps.

1. Open the **Registry Editor** by typing **regedit** in your Start menu's **Search programs and files** field. If User Account Control (UAC) is enabled, it is recommended to right-click **regedit.exe** and choose **Run as Administrator**.
2. Find the string:
  - Windows x64:  
**HKEY\_LOCAL\_MACHINE\SOFTWARE\Wow6432Node\KESI\Kurzweil 3000\Installed\UniversalLibPath**
  - Windows x86:  
**HKEY\_LOCAL\_MACHINE\SOFTWARE\KESI\Kurzweil 3000\Installed\UniversalLibPath**
3. Modify the data value of the **UniversalLibPath** so it's the UNC path for the Universal Library network shared folder. For example, **\\<servername>\Universal Library\$**

You should now see that the commands **Open from Library** and **Save to Library** have been added to the **File** menu in Kurzweil 3000.

**Note:** Registry values can be changed on a group of computers through the Group Policy Management Console of your domain controller. Refer to this Microsoft TechNet article for more details: <http://technet.microsoft.com/en-us/library/cc753092.aspx>

## Using the Universal Library

### To open documents from the Universal Library:

Do one of the following:

- From the **File** menu, choose **Open from Library**.
- From the **Kurzweil 3000** tab, click on **Open Existing File**. This opens a flyout menu. Select **Open from Universal Library**.

The **Open** dialog box appears with the **Universal Library** folder as its starting point. Open the desired document as usual.

### To save a document in the Universal Library:

1. Click the **Save** button on the Ribbon. This opens a flyout menu with **Save**, **Save As**, or **Save to Library** choices. You can also choose the **Save** or **Save As** command from the **File** menu, or press **CTRL+S** on your keyboard..

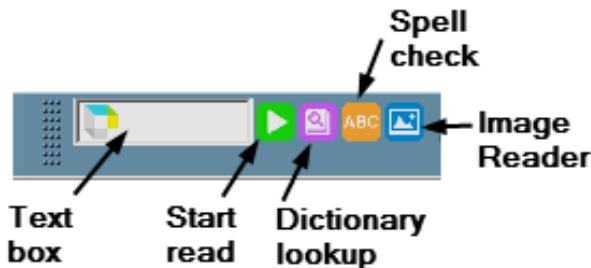
The **Save As** dialog box appears with the **Kurzweil 3000 Universal Library** folder as its starting point.

2. Either navigate to the location where you want to save the document or click **Save** to save the document in the **Universal Library** folder.

If you are saving the document in the **Universal Library** folder and the document that you are saving is one that already exists in the folder, for example *science worksheet*, be sure to rename the document so you don't overwrite this public copy. For example, you might save the document as *jerry smith's science worksheet*.

# About the Kurzweil 3000 Taskbar

The Kurzweil 3000 Taskbar, seen below, is an application that automatically installs with Kurzweil 3000 and appears as a small bar in the Windows Taskbar.



You must show the Taskbar. See “To show or hide the Kurzweil Taskbar” below.

The Kurzweil 3000 Taskbar offers fingertip access to a subset of Kurzweil 3000 features: Read, Look Up, Spell Check, and Image Reader. You can use it for a single word or for a large selection of text from any application, including e-mail and Web browsers, that you may have on your system. Simply drag and drop the text directly into the Kurzweil 3000 Taskbar.

**Note:** In Kurzweil 3000 Standalone edition, you can use Kurzweil 3000 Taskbar without having to run Kurzweil 3000. For the Network edition, you must have a valid user license or Kurzweil 3000 must be running.

For complete and detailed information on using Kurzweil 3000 Taskbar, place your cursor anywhere on the Kurzweil 3000 Taskbar and right-click to display its shortcut menu, and select Help.

## ***To show or hide the Kurzweil Taskbar:***

1. Click the right mouse button in an empty area of the Windows Taskbar to display the **Windows Taskbar Shortcut** menu.
2. From the **Toolbars** menu, click the **Kurzweil 3000 Taskbar** item.

### ***To use Kurzweil 3000 Taskbar:***

Type a word or phrase in the box or drag and drop or copy and paste text into the box from any program; Kurzweil Taskbar automatically reads the text to you. You can also display a dictionary entry for a word and perform a spell check on text.

## **Automatic Software Updates**

Whenever you install or launch Kurzweil 3000, the system checks for available software updates. To automatically have the updates installed, check "Turn on Automatic Update" in the General Options dialog. After the installation has completed, you can restart Kurzweil 3000.

If you don't have "**Turn on Automatic Update**" checked and updates are found, you will be prompted whether to install the update. You can opt to do one of the following:

- Choose **No** to not install the update and have Kurzweil 3000 launch normally.
- Choose **Don't Ask Me Again** to disable future auto update system checks.
- Choose **Yes** to install the update now. Once the install is complete, You can restart Kurzweil 3000.

### **Notes:**

- Automatic software updates are only enabled for users with Windows administrative privileges. This option is grayed out for users who do not have Windows administrative privileges
- To receive Kurzweil 3000 updates, you may need to customize your Windows Firewall settings to allow Kurzweil 3000 to receive updates through the Firewall.
- Restart the Kurzweil 3000 Taskbar, if desired (it is not automatically restarted after an update).

## **Firewall Settings for Receiving updates**

### **For Windows 7, 8, 8.1, and 10:**

1. Go to the Windows Control Panel.
2. In the search box, type firewall.
3. From the search results, select Windows Firewall and allow an app or feature through Windows Firewall.
4. In Allowed apps and features, select Kurzweil 3000.

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# System Code Worksheet

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If you are installing and registering Kurzweil 3000 on multiple machines, and are using the phone registration option, completing the worksheet provided on the next page before calling Customer Service can help to expedite the process.

As you go through the installation process note the Kurzweil 3000 product **Serial Number** and **System Code** for each machine. They are necessary for obtaining a corresponding **Unlock Code**, which you will then need to activate each installation of the software.

Space is also provided on the worksheet for the location of each machine, and for the corresponding Unlock Code which the Customer Service representative will provide to you.

**Note:** You can display a machine's System Code by clicking the **Phone** button in the initial registration dialog box.

For complete details and instructions on product registration, and specifically, Registering by Phone, see [Registering Kurzweil 3000](#) on page 8.





