

Kurzweil 3000-*firefly*

Reading and the Universal Library

About the *firefly* Universal Library

Revised: June 23, 2016

The Universal Library is a collection of electronic files that the district, school, teachers and students want to store and/or share. Users can access the Universal Library from any **Kurzweil 3000-*firefly*** client over the Internet.

School administrators can upload curriculum material for district- or school-wide distribution, so teachers and students can go to a central location to retrieve documents they need. Teachers can post class work, assignments, extra-curricular reading material for their students to access; they can also share documents and templates with other teachers. Students can upload documents from the Universal Library, from their hard disks, and can also load books from Bookshare.

Currently, the Universal Library supports the following formats: KES, TXT, DOC, DOCX, RTF, EPUB, BKS, and PDF files.

How the Universal Library is Organized

The structure of the Universal Library is based on a user and sub-user file system concept where each authorized user can set up and manage his or her sub-users.

In addition to sub-user folders, each user also has a Public folder and a Private folder. All users have Read-Write permission to their own and to sub-users' Public and Private folders.

Sub-users only have Read access to the Public folder of the user who created their account.

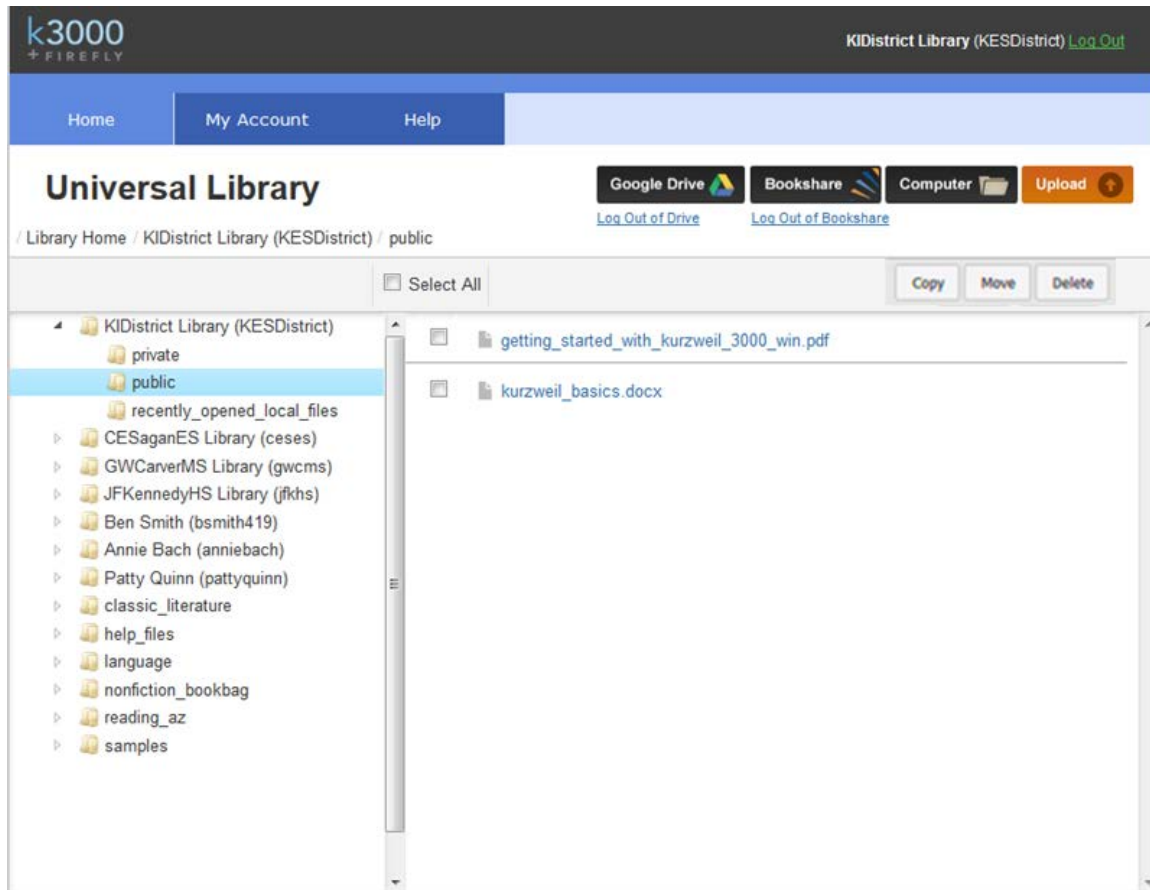
Shared Collections

The Universal Library contains electronic files that are accessible and sharable. It currently includes the following shared collections:

- Classic Literature collection.
- Samples – from Cambium Learning Group's published educational series, LANGUAGE! Live.
- A-Z and Passport Reading Journeys.
- Nonfiction Bookbag with inspiring content for Grade Levels 3-8.

Populating Your Universal Library

Logging in takes you to the Universal Library, in your directory, containing your Public and Private folders.



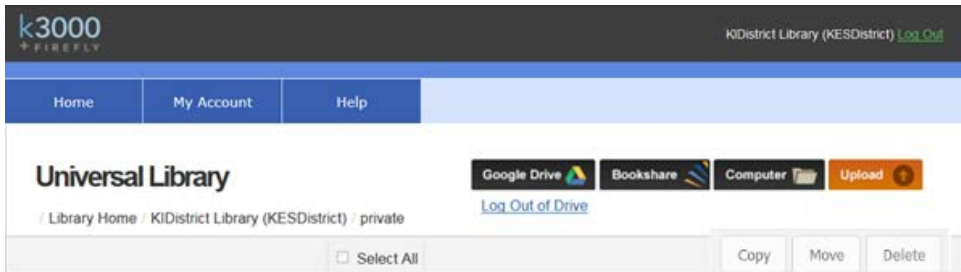
In addition to reading books from the shared collections, you can add files to your own folders. **firefly** supports KES, TXT, DOC, DOCX, RTF, EPUB, BKS, and PDF files. You can also open files from other sources for reading. Notice the four buttons, **Google Drive**, **Bookshare**, **Computer**, and **Upload**:

- **Google Drive** allows you to log in to your Google Drive, select documents from your Google Drive, and open in **firefly** to read. See [Opening Local Files From Your Google Drive](#).
- **Bookshare** allows you to search for books in the Bookshare library and open in **firefly** to read. You can search by Author or by Title. See [Opening Books from Bookshare](#).
- **Computer** allows you to open a local file from your computer. See [Opening Local Files From Your Computer](#).
- **Upload** allows you to upload files to any folder that you have Read/Write access to. See [Uploading Files to Your Universal Library](#).

Opening Local Files From Your Google Drive

If you have files in your Google Drive that aren't in the Universal Library, you can open those files in the *firefly* Reader. *firefly* supports several file formats: KES, TXT, DOC, DOCX, RTF, EPUB, BKS, and PDF files.

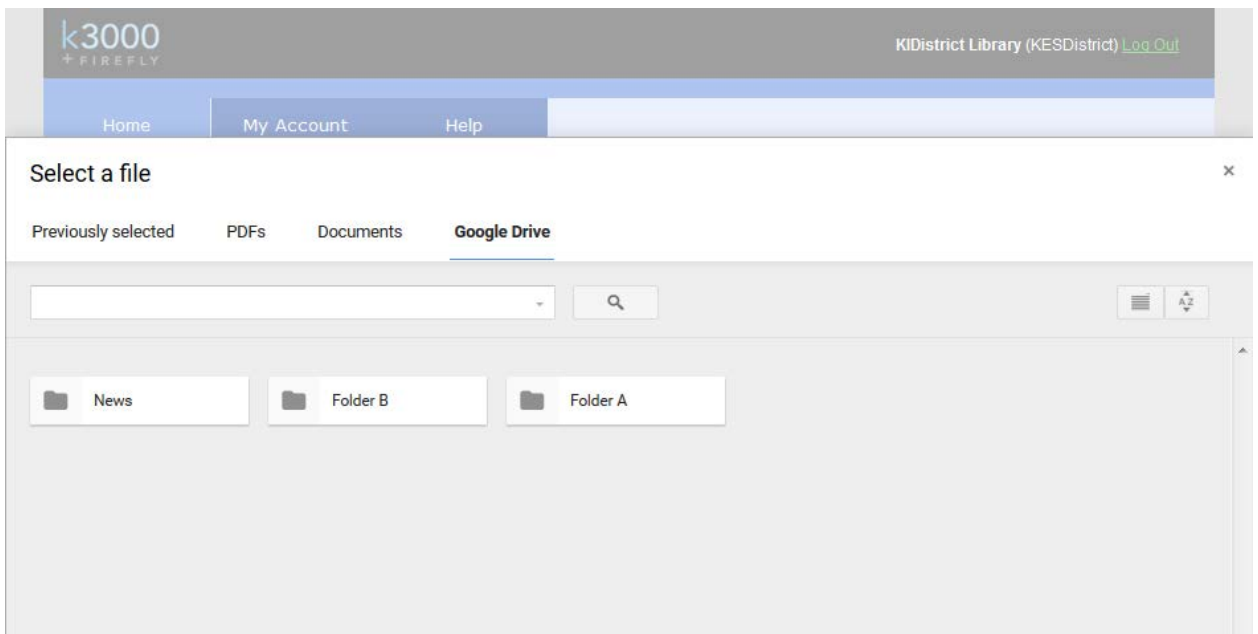
1. Log in and click the **Google Drive** button. (Note that you can also log out of Google Drive by clicking the link beneath the Google Drive button.)



If you aren't already logged into your Google account, log in using the Google Login pop-up window that opens.

Note: most web browsers include a feature to block pop-up windows. You may need to allow pop-ups in your browser to access Google Drive from firefly.

2. Your Google Drive opens a Select a file window. If you have organized your files in folders, you will see your folders. Open the folder that contains the file that you want to open.



3. Select the file that you want to open and click the **Select** button. The file opens in the *firefly* Reader.

4. If you close a file and want to reopen it, you will find it in the **recently_opened_local_files** folder.

Note: If you want to save any changes to a file you have opened from Google Drive, the changes are not saved in Google Drive - you can save the changed document to the Universal Library or to your Kurzweil 3000 Documents directory.

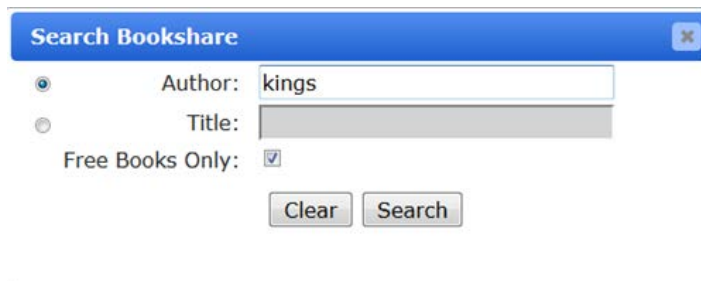
Opening Books from Bookshare

firefly allows you to search for books to read from the Bookshare library. If the books include images, you can choose to load with or without the images.

1. Click the **Bookshare** button.



2. A search dialog is displayed. You can search by **Author** or by **Title**. You can also specify to search for **Free Books Only**.

A screenshot of the 'Search Bookshare' dialog box. It features a search input field with 'kings' entered, a radio button selected for 'Author', and another radio button for 'Title'. There is a checked checkbox for 'Free Books Only'. At the bottom, there are 'Clear' and 'Search' buttons.

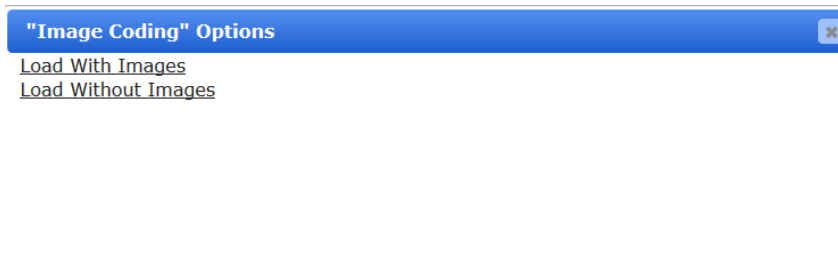
3. Enter an Author's last name or the Title of a book and click **Search**. (In this example, the search is by Author.)

The Search Results window is displayed. Books that have images and books that are free are noted by checkmarks in the columns on the right side of the Search Results window.



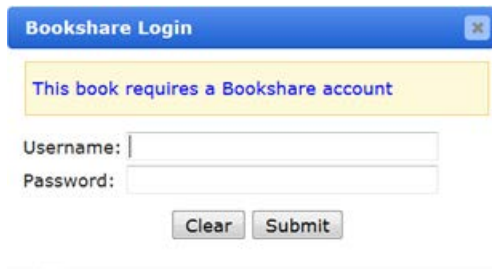
Author(s)	Title	Free	Images
Charles Kingsley	The Water-Babies	✓	
Charles Kingsley	Alexandria and her Schools	✓	
Charles Kingsley	Glaucus; or The Wonders of the Shore	✓	
Charles Kingsley	The Ancien Regime	✓	
Charles Kingsley	Historical Lecturers and Essays	✓	
Charles Kingsley	Madam How and Lady Why	✓	
Charles Kingsley	Sanitary and Social Lectures and Essays	✓	
Charles Kingsley	Roman and the Teuton	✓	
Nick Kingsbury	Image Coding	✓	✓
Charles Kingsley	Westward Ho!	✓	
Charles Kingsley	The Heroes	✓	
Kanakasubbaratnam Alias Bharathidasan	Literary Works of Bharathidaasan: Azhagin Cirippu	✓	
Alex Tribble & Connexions & Mark Husband	Principles of Object-Oriented Programming	✓	✓

4. Make a selection from the list. A dialog is displayed allowing you to choose whether to Load With Images or Load Without Images.



5. Click the Loading option that you want.
6. If it is a free book, and without images, you will get a message that the book is loading. If the book is long, it may take some time to open in the *firefly* Reader.

7. If the book is not free, or is a book with images, you will be prompted for your Bookshare login credentials.



A screenshot of a 'Bookshare Login' dialog box. At the top, it says 'Bookshare Login' with a close button. Below that, a yellow banner reads 'This book requires a Bookshare account'. There are two input fields: 'Username:' and 'Password:'. At the bottom, there are two buttons: 'Clear' and 'Submit'.

8. Enter your Username and Password. If the credentials are correct, the book will open in the *firefly* Reader. If the book is long, it may take some time to open.

Note: You will only have to enter your Bookshare credentials the first time you use this feature. Your Bookshare credentials will be saved in your *firefly* Account.

9. If you close a book and want to reopen it later, you will find it in the **recently_opened_local_files** folder.
10. Use the link beneath the Bookshare button to log out of Bookshare.

See <https://www.bookshare.org/> for information about Bookshare.

Opening Local Files From Your Computer

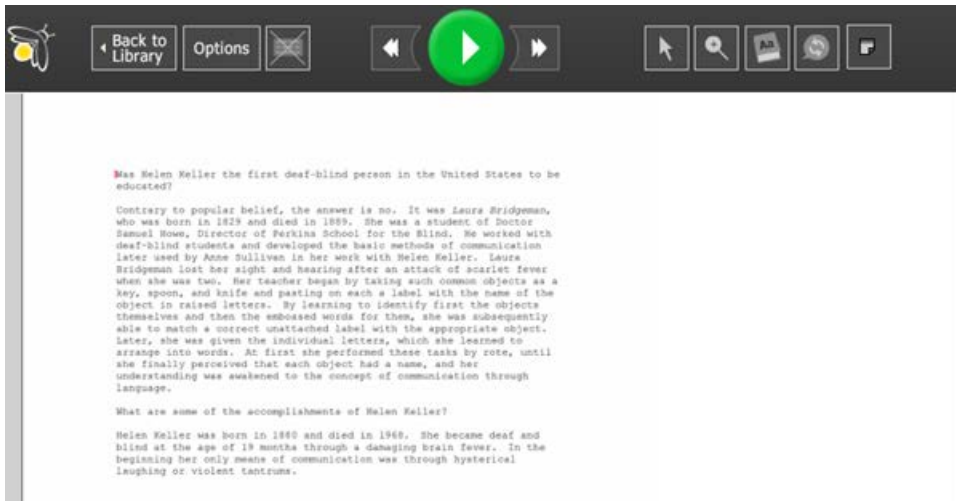
You may have files on your computer that aren't in the Universal Library. You can open those files in the *firefly* Reader. *firefly* supports several file formats: KES, TXT, DOC, DOCX, RTF, EPUB, BKS, and PDF files.

1. Log in and click the **Computer** button.



The File Upload window opens.

2. Navigate to the file on your computer that you want to open and click **Open**. The file opens in the *firefly* Reader.



3. If you close a file and want to reopen it, you will find it in the **recently_opened_local_files** folder.

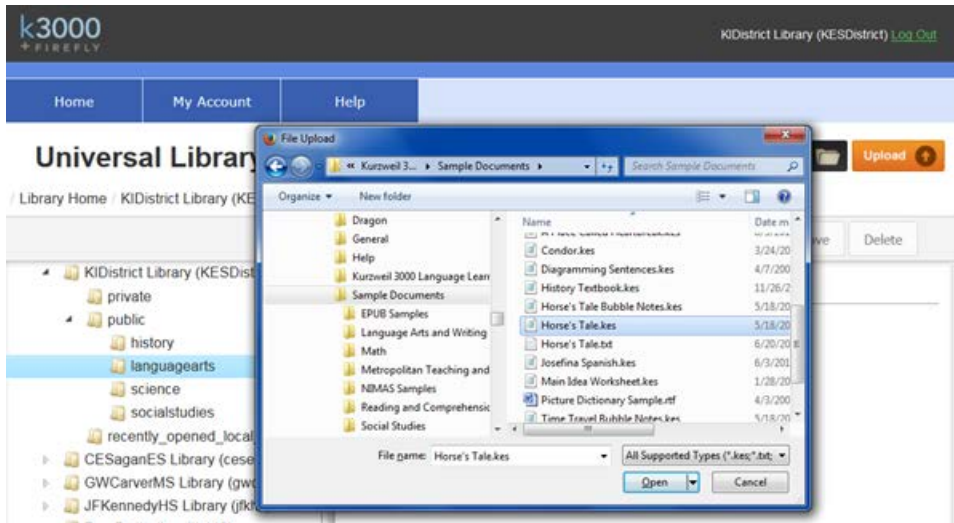
Uploading Files to Your Universal Library

firefly can upload KES, TXT, DOC, DOCX, RTF, EPUB, BKS, and PDF files to any folder where you have Write Access.

1. Navigate to a folder where you have Write Access. The **Upload** button is enabled.



2. Click the button. A **Select file** window appears which lets you navigate to the folder containing your KES, TXT, DOC, DOCX, RTF, EPUB, BKS, and PDF files.



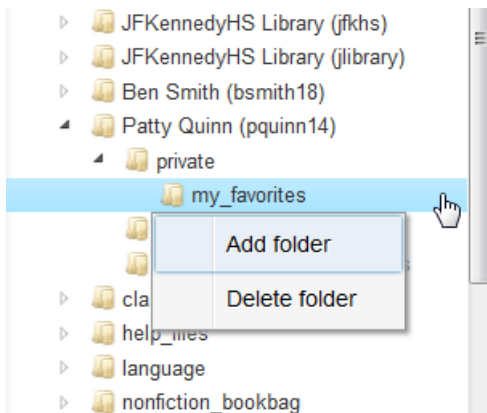
3. Highlight the file you want to upload, and click **Open**. The file is uploaded to your *firefly* folder.
4. You can then open the file in the *firefly* Reader.

Organizing Your Universal Library

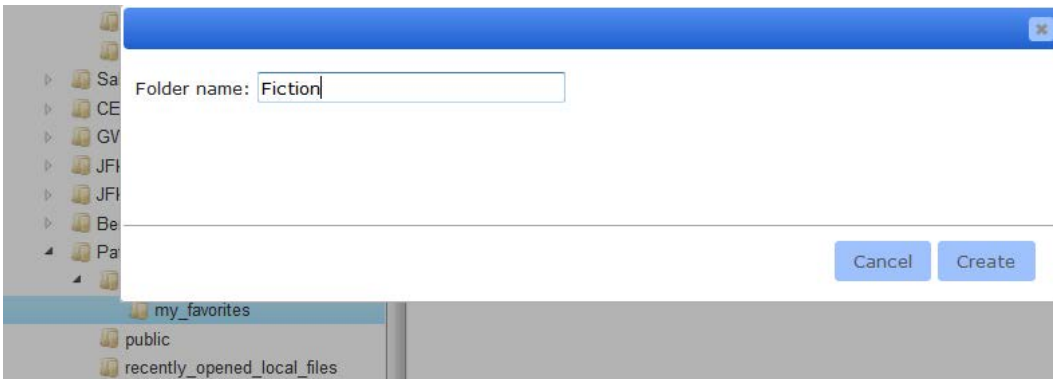
You can add and delete folders that you have Write access to in your Universal Library.

Adding a Folder

1. Right click on one of your folders. A menu pops up that allows you to Add and/or Delete a folder. (If you haven't already created any folders, the Delete folder option will be grayed out.)



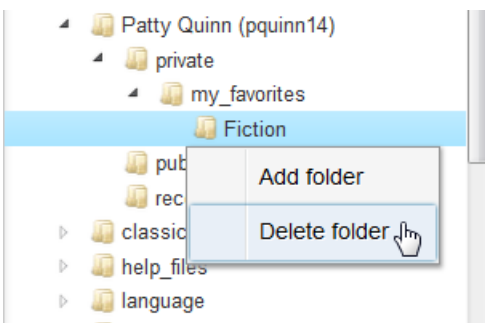
2. Click **Add folder**. A folder name dialog is displayed.



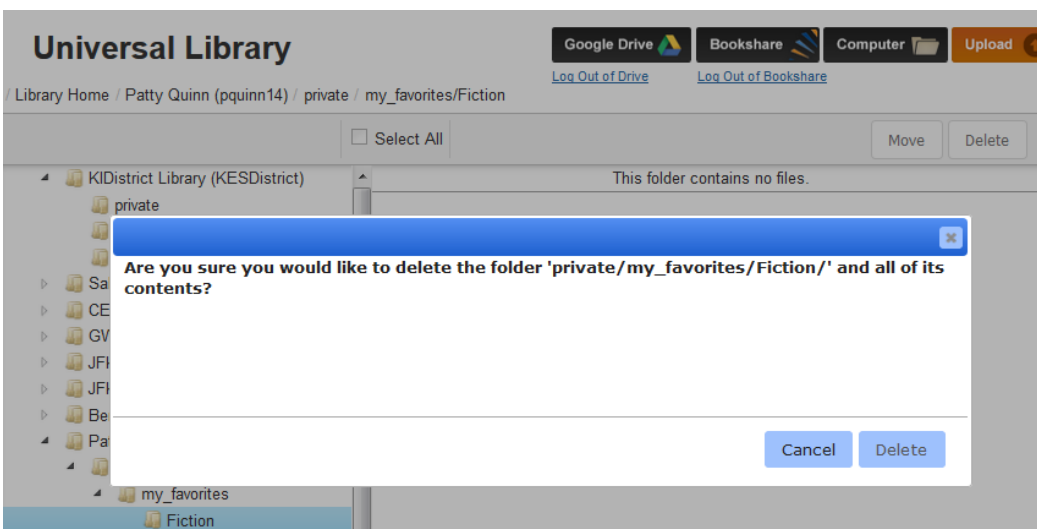
3. Enter a folder name. If there is more than one word in the name, separate the words with an underscore character, as in `recently_opened_local_files`.
4. Click the **Create** button.

Deleting a Folder

1. Right click on the folder that you want to delete. The Add and Delete menu pops up.



2. Click **Delete folder**. A warning message is displayed.

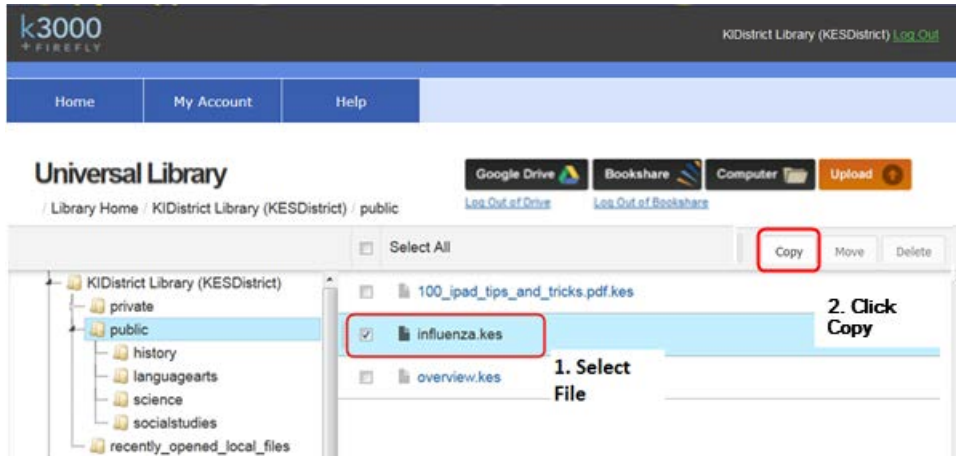


3. Click **Delete** if you are sure that you want to delete the folder and all of its contents.

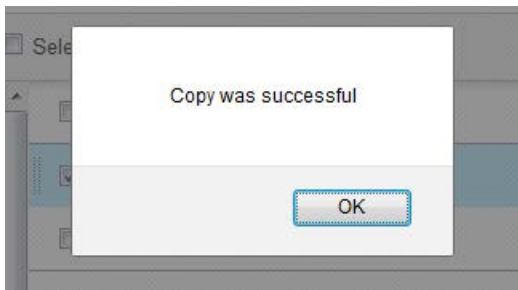
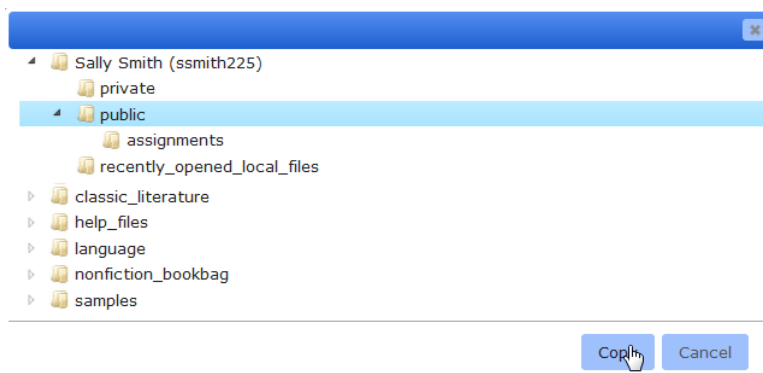
Copying Files

You can copy files from another folder to one of your folders. Note that you can only copy files from folders that you have access to -- Public folders or folders that you have write access to.

1. Click the box left of the file you want to copy. A check mark is displayed in the box. (Click **Select All** to copy all the files in the folder to another folder.)



2. Click **Copy**. A window displaying the folders pops up.

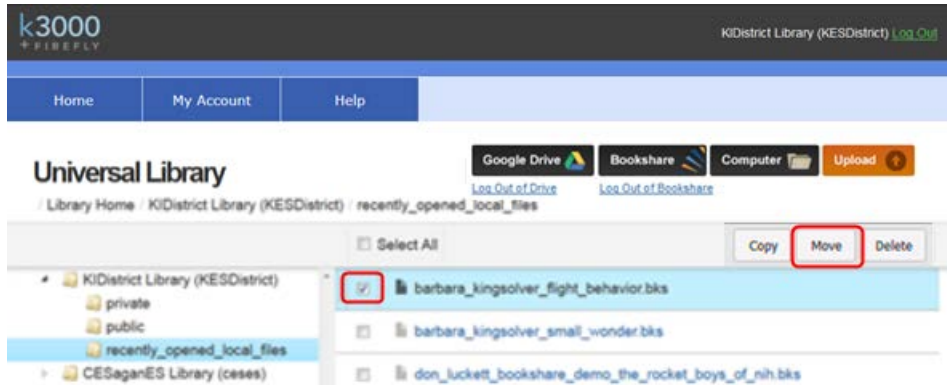


3. Navigate to the folder you want to copy the file or files to, and select it.
4. A message will pop up telling you whether the copy was successful.

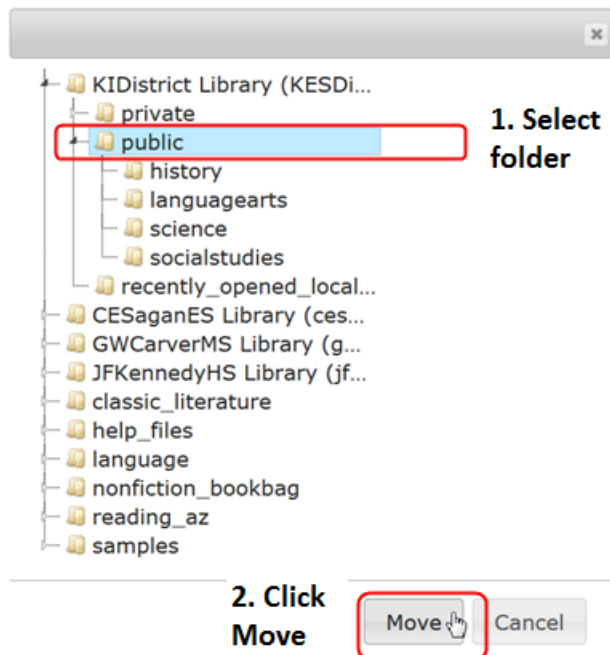
Moving Files

You can move files from one of your folders to another.

1. Click the box left of the file you want to move. A check mark is displayed in the box. (Click **Select All** to move all the files in the folder to another folder.)



2. Click **Move**. A window displaying the folders pops up.



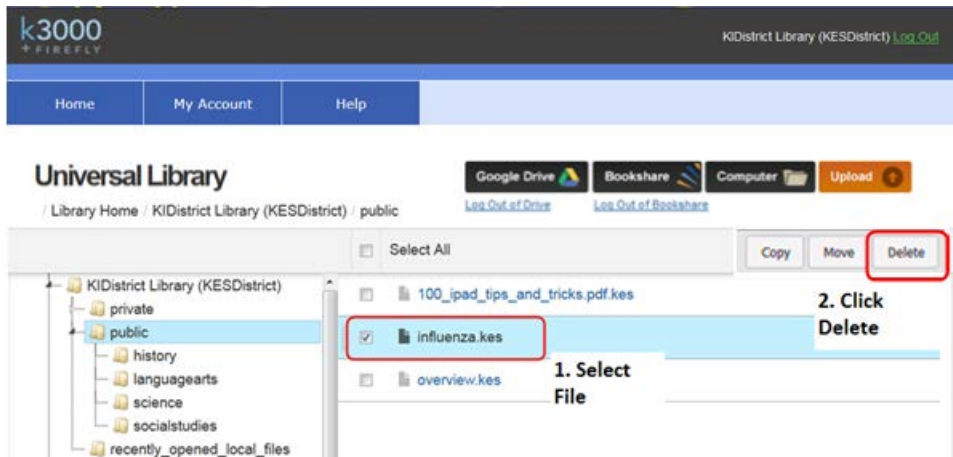
3. Select the folder to move the file (or files) into then click **Move**. A popup message will tell you if the move was successful.

Note: You can only move files to and from folders that you have write access to.

Deleting Files

To delete files from one of your folders:

1. Click the box left of the file you want to delete. A check mark is displayed in the box (Check **Select All** to delete all the files in the folder).



2. Click the **Delete** button. You will be asked if you are sure you want to delete the file (or files). Click **Yes** to delete; click **No** if you changed your mind.

Note: You can only delete files from folders that you have write access to.

Using the *firefly* Reader

Navigate to, select and open the file you want from your Library. The *firefly* Toolbar appears at the top of the open file, containing the following buttons: Back to Library, Options, Go back to Previous Reading Unit, Play/Pause toggle, Advance to Next Reading Unit, Tool Selection, Zoom, Dictionary, Translate, and Notes.



A note about password protected files

If a password has been added to a file in K3000, you will be prompted to enter the password before the document is opened.



After entering the correct password, the document opens as a read-only document. The filename will be appended with [read-only] (e.g., `filename.kes [read-only]`). The highlighting tool will not be enabled, and if the document has notes, although you will be able to view the notes, you will be unable to add, edit, or delete them.

Reading

To Read, using dual highlighting, click the green **Play** button.

firefly highlights each word and Reading unit in two different colors. (See [Changing Settings](#) for more about the reading units and other options).

To move the cursor Backward to the previous reading unit or Forward to the next reading unit, click the **Double Left Arrow** or **Double Right Arrow** button in the Reading button set. Click the Read button to read from that point.

firefly moves the cursor forward/backward by the Reading Unit Option selected. By default, the Reading unit is set to sentence.

Navigating Pages

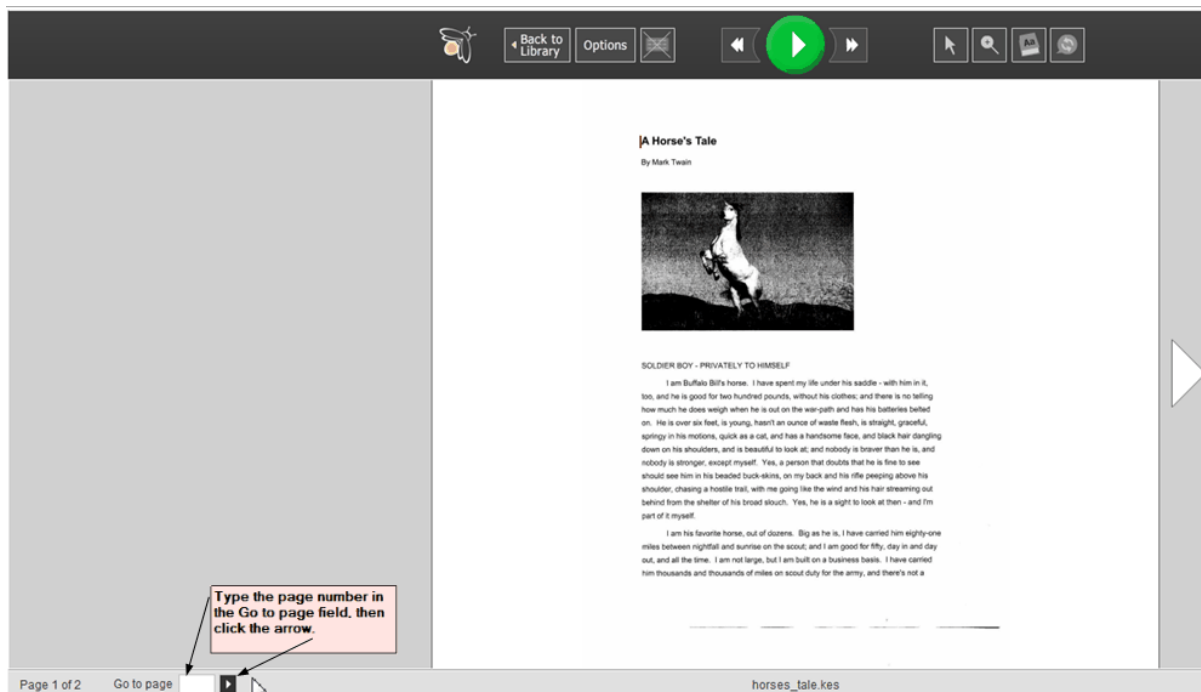
To navigate to the Previous page or Next page, click the large **Left Arrow** or **Right Arrow** button on either side of the page display.



Go to Next Page

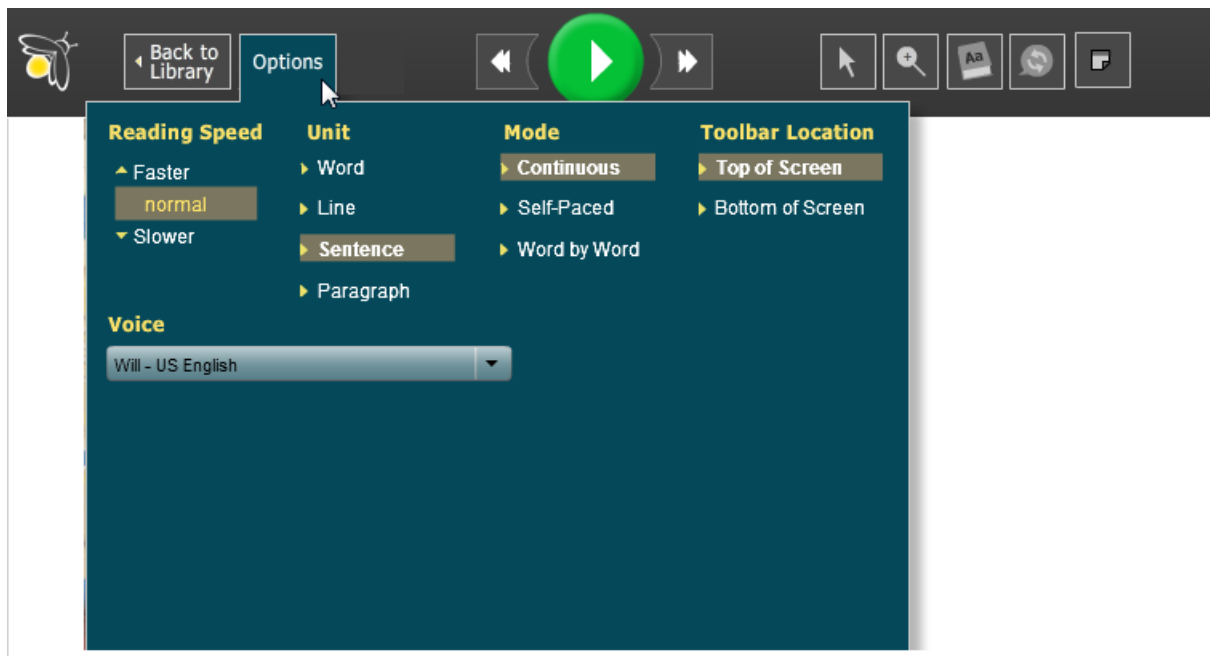
Go to Previous Page

To go to a specific page, enter the page number in the **Go to page** box at the bottom of the *firefly* window, and then click the **Arrow** button or press **Enter**.



Changing Settings

To change settings, click the **Options** button.




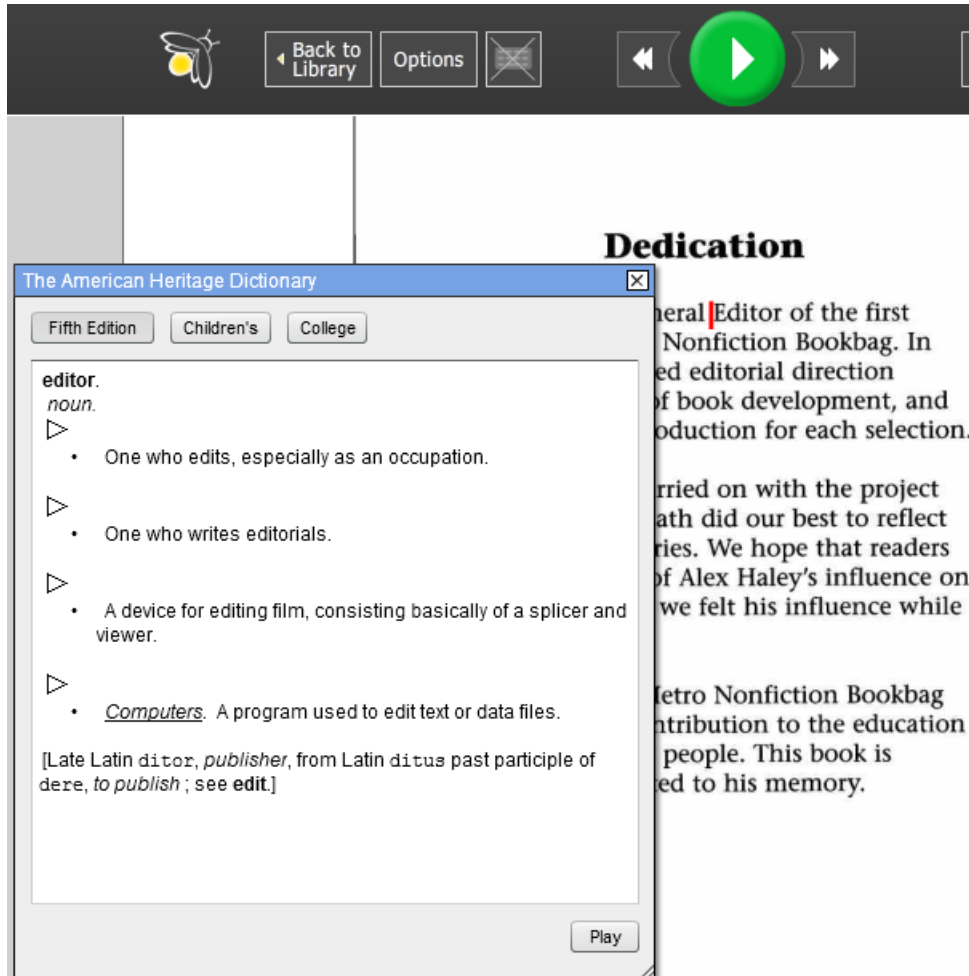
Set options for:

- Reading Speed: Faster, Slower.
- Reading Unit: Word, Line, Sentence, and Paragraph.
- Reading Mode: Continuous, Self-Paced, and Word by Word.
- Toolbar placement: Top or Bottom of screen.
- Voice: Use the drop-down menu to select a voice.


To change the zoom setting, click the **Zoom** button. Choose a range from 100 to 300% or Fit to Width option to fit the document to the browser window width.

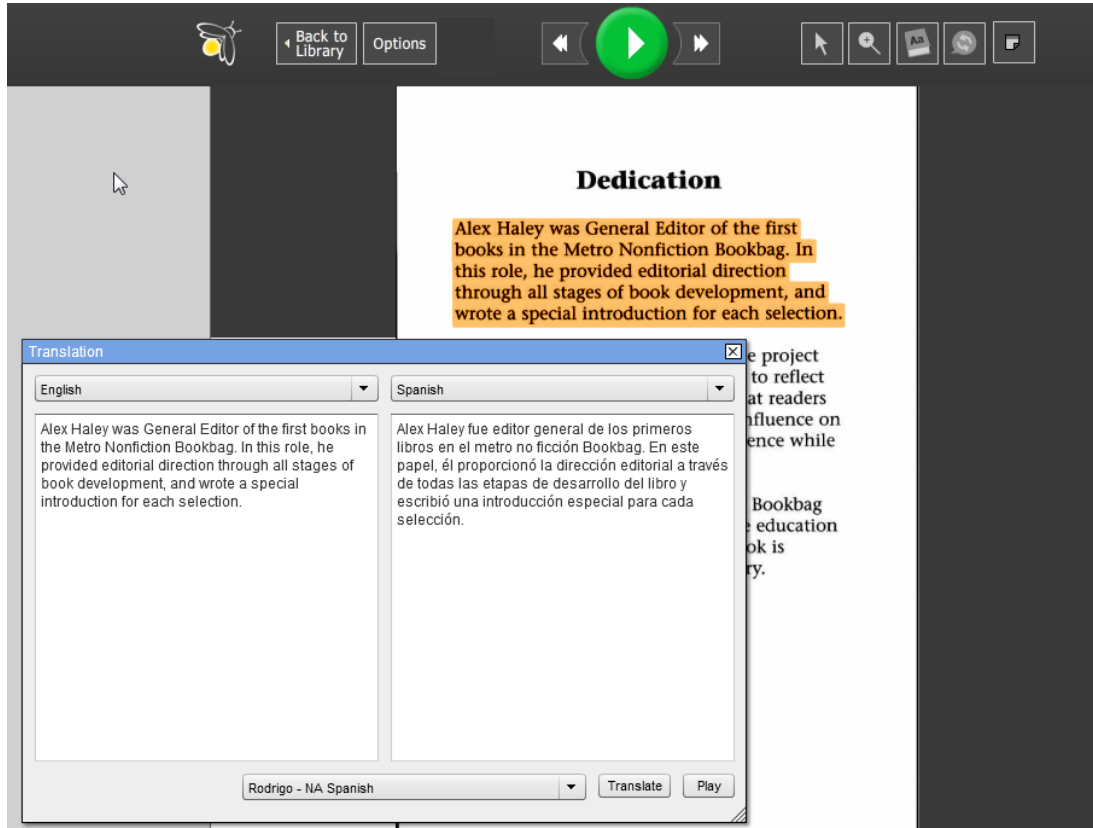
Looking Up Words

To look up a word, select a word, then click the **Dictionary** button . In the Definition Window that opens, you can select a dictionary (Fifth Edition, Children's or College). A **Play** button is available to read the definition.



Translating Text

1. To find a translation, select a word or text, then click the **Translation** button . Choose a language from the drop-down menu.



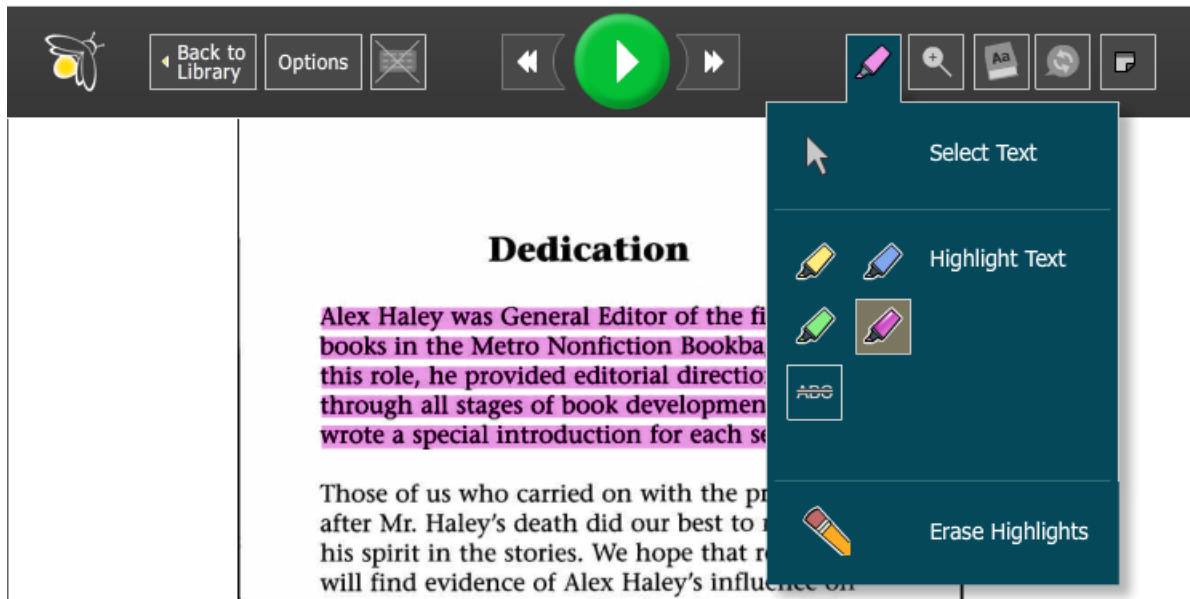
2. Click **Translate**.
3. Click **Play** to hear the translation.

Note: If you choose a language for which there is no voice available, the **Play** button will be grayed out.

Highlighting Text and Saving Highlights

To highlight text in a document:

1. Hover over the **Tool Selection** button and select a color pen or the cross-out tool from the **Highlight Text** area.



2. In the document, select the text you want to highlight (or cross out).
3. Repeat step 1 whenever you want to highlight in a different color.
4. When you are done, click the **Select Text** button to end the highlighting function.

To erase highlighting:

1. Hover over the **Tool Selection** button and click the **Erase Highlights** button.
2. In the document, drag-select the highlighted (or crossed out) text you want to erase.
3. When you are done, click the **Select Text** button to end the erase function.

To save highlights:

After highlighting, navigate to another page or click the **Back to Library** button. Do not close the browser or leave the **firefly** website, otherwise, you may lose the highlights for the session.

Notes

firefly supports adding, editing, viewing, and reading two note styles:

- Text Notes, and
- Sticky Notes.

When you log into *firefly*, you will see the **Notes** options on the far right of the *firefly* toolbar. Click to open it and display the **Notes** options.

- **Select Note:** Click to select a displayed note's edge for moving, the resize corner, or the scroll bar.
- **New Sticky Note:** Click to create a new Sticky Note, and then click where you want it placed on your document.
- **New Text Note:** Click to create a new Text Note, and then click where you want it placed on your document.
- **Delete:** Click to delete a selected Sticky or Text Note.
- **Display:** Check to display Sticky and/or Text Note; uncheck if you do not want to display notes.

You can edit notes. Notes that you add or edit in *firefly* will also be displayed in Kurzweil 3000 and the *firefly* iPad application.

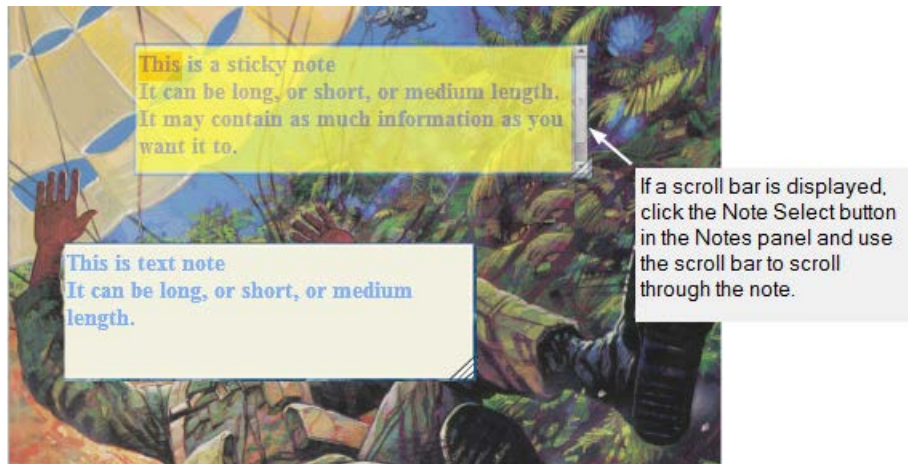
If you upload a KES document that contains either type of notes, and you check both of the **Notes Display** options, they will be visible in *firefly* on the web.

Note: the *firefly* notes feature does not apply to KES files saved to your Universal Library in versions prior to the May 2015 version of *firefly*.

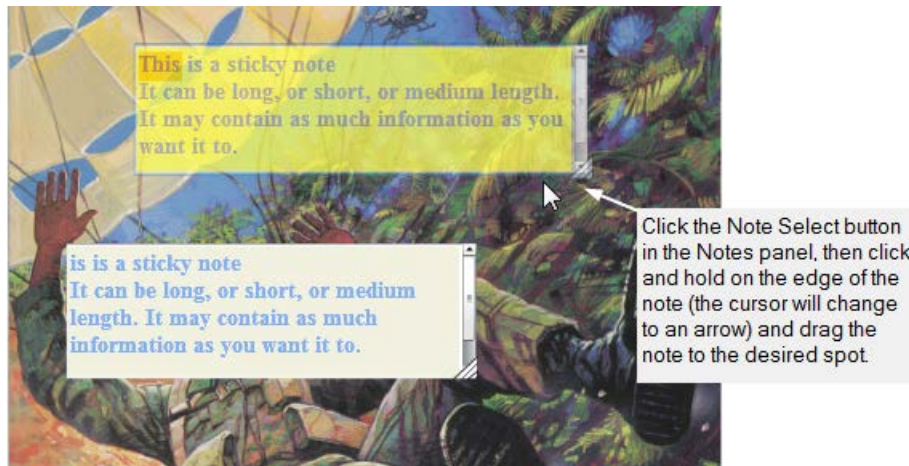
In this example, the **Notes Display** options are set to display both Text Notes and Sticky Notes.



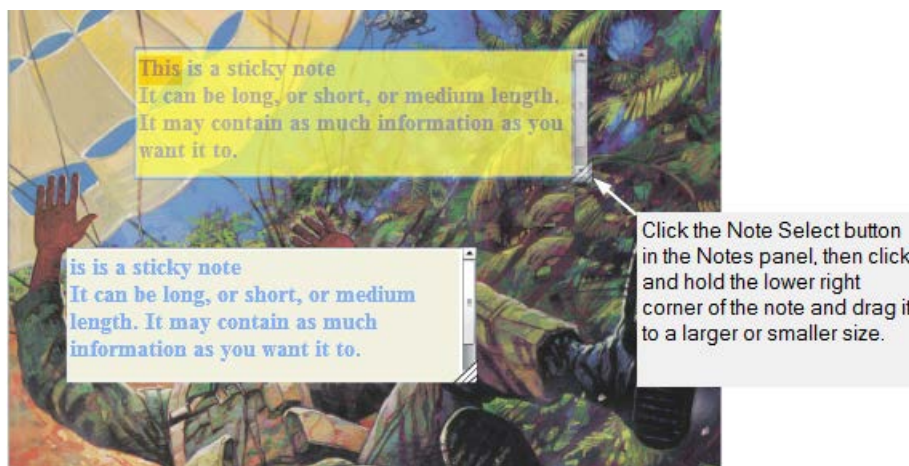
If you click on a note you can read the contents of that note. They are not read as part of the page, so you must explicitly click on them to hear their contents. If the note has a scroll bar, you can use it to scroll through the contents of the note.



If you click and hold on the edge of the note you can move the note around the screen.



You can also resize the note by grabbing the handle in the lower right corner and dragging it to the desired shape.



Back to Library

The **Back to Library** button takes you back to your Universal Library folder.