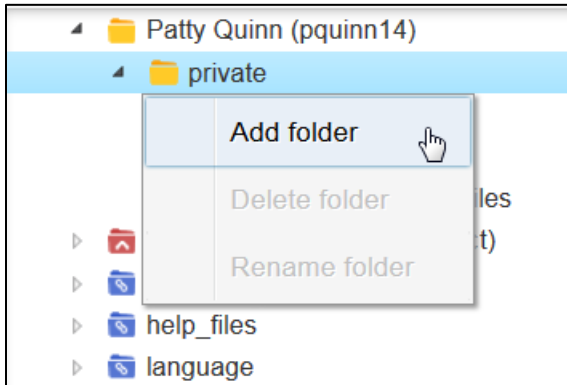


Organizing Your Universal Library.

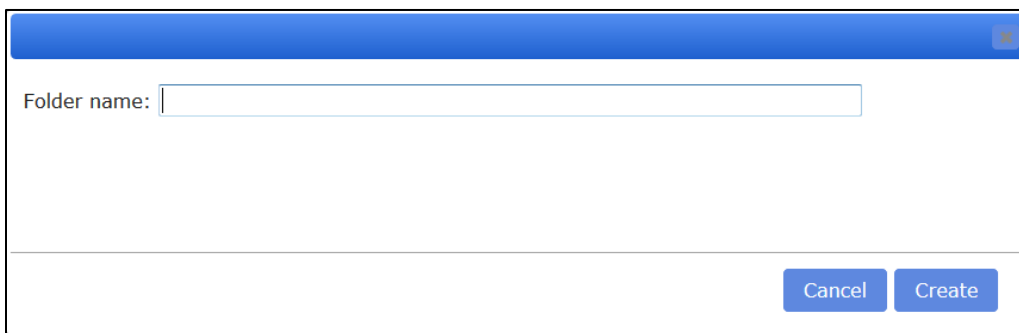
You can add and delete folders that you have Write access to in your Universal Library. Note that if there are multiple folders, you can filter them by name.

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** and **Rename folder** options will be grayed out.)



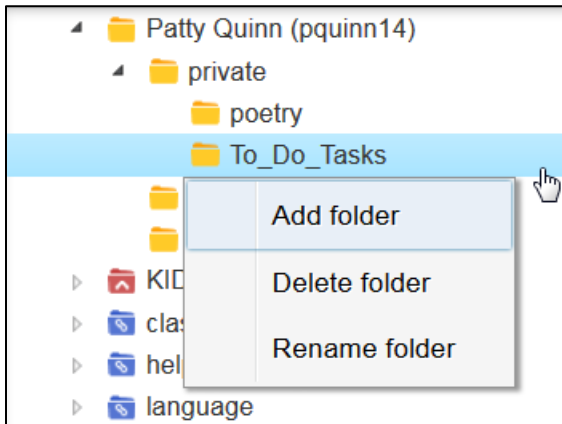
2. Click **Add folder**. A folder name dialog is displayed.

A screenshot of a dialog box for creating a new folder. The dialog has a blue title bar with a close button in the top right corner. Inside the dialog, there is a label 'Folder name:' followed by a text input field. Below the input field, there are two buttons: 'Cancel' and 'Create', both in blue. The dialog is currently empty, with no text entered in the input field.

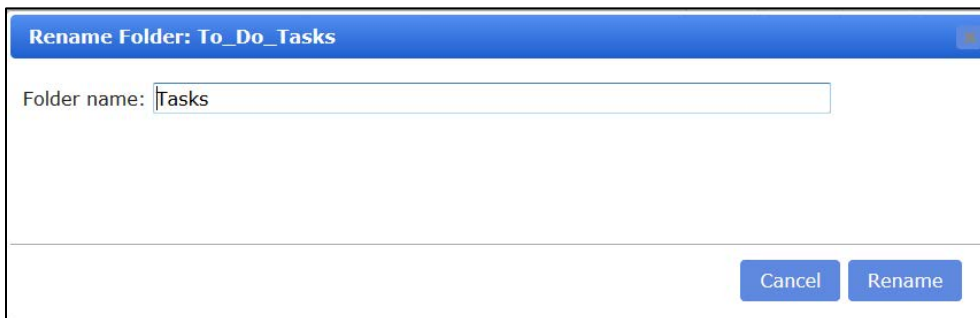
3. Enter a folder name. If there is more than one word in the name, separate the words with an underscore character, as in **recently_opened_local_files**.
4. Click the **Create** button.

Renaming a folder.

1. Right click on the folder that you want to rename. The folder options menu pops up.



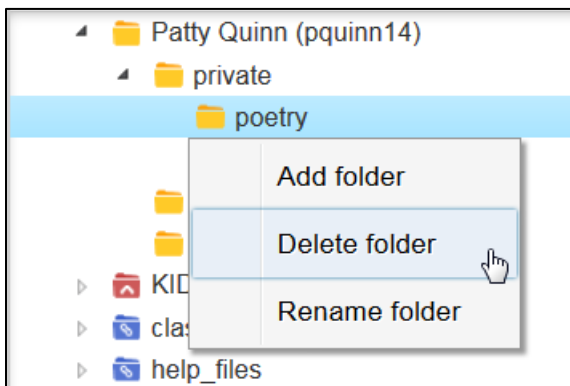
2. Click **Rename folder**. The Rename dialog pops up showing the current name in the Header.



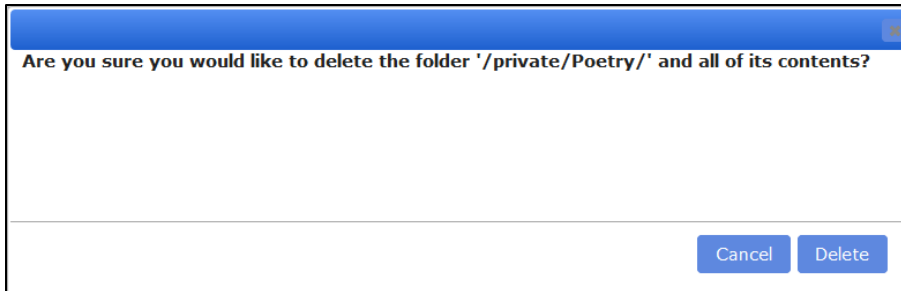
3. Enter a new name in the Folder name field, and then click **Rename**.

Deleting a folder.

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



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

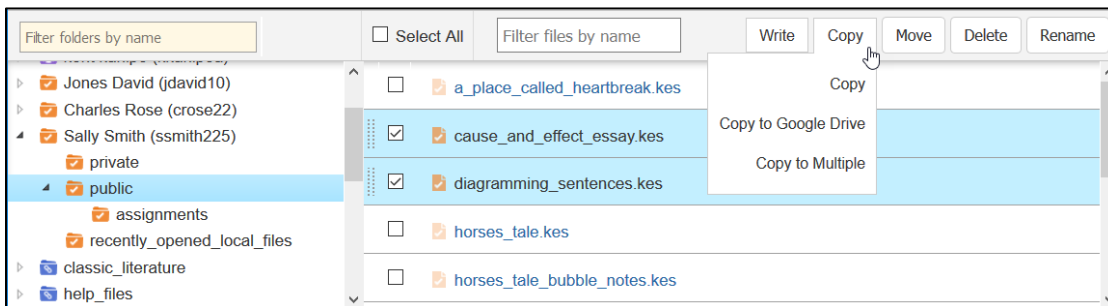


3. Click **Delete** if you are sure that you want to delete the folder and all of its contents.

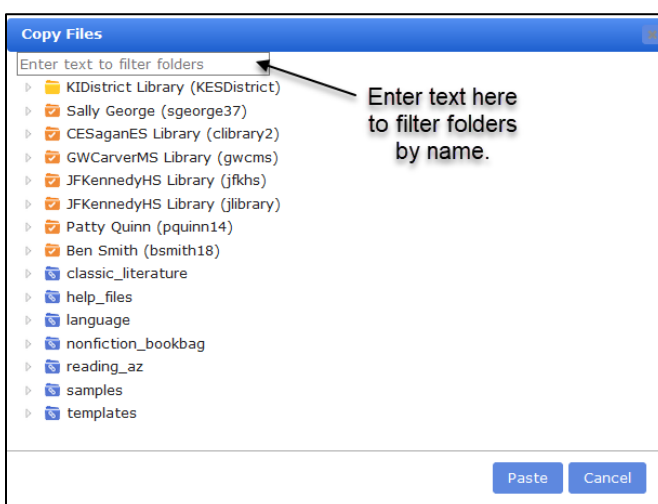
Copying files.

You can copy files from another folder to one of your folders or to public folders or folders that you have write access to. If you are a Teacher or SLC, you can also Copy to Multiple Destinations.

1. Click the box to the 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.)



To Copy to a single Destination, from the Copy drop-down menu select **Copy**. A window displaying the folders pops up. Navigate to the folder you want to copy the file or files to. If your list of folders is long, you can filter the folders by name in the Text field.



2. Click the **Paste** button.
3. A message will pop up telling you whether the copy was successful.

Note: You can also copy a file by dragging to a single destination:

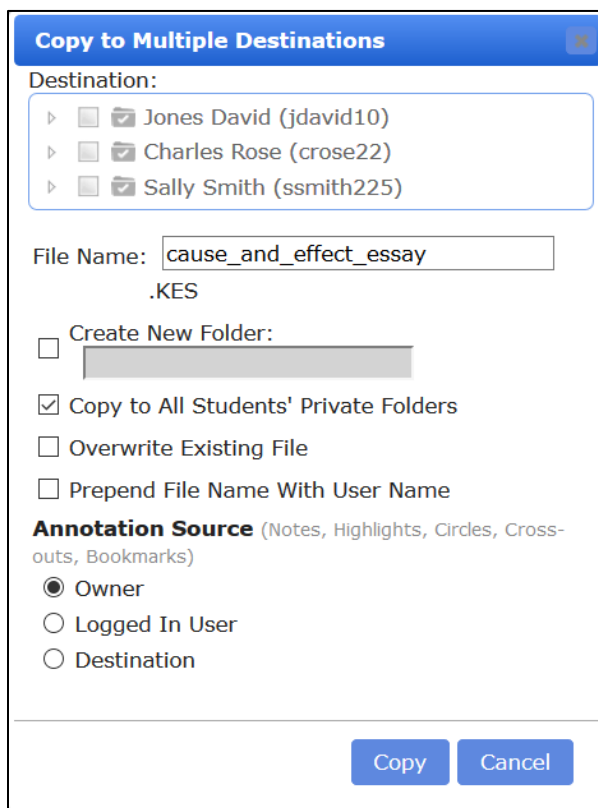
With a Windows browser: Hold down the **CTRL** key on your keyboard and click on the file with the mouse. Drag the file to and drop it into the new location. **IMPORTANT:** To drop the file, release the mouse key first and then release the **CTRL** key.

With a Macintosh browser: Hold down the **Option** key on your keyboard and click on the file with the mouse. Drag the file to and drop it into the new location. **IMPORTANT:** Release the mouse key first and then release the **Option** key.

To copy to multiple destinations.

If you are a Teacher or SLC, you can copy a file to multiple destinations. This is useful for distributing assignments and tests to students.

1. Click the box to the left of the file you want to copy. A check mark is displayed in the box. (Note: you can only select one file at a time to copy to multiple destinations.)
2. From the Copy drop-down menu select **Copy to Multiple**. The Copy to Multiple Destinations dialog is displayed.



The dialog box is titled "Copy to Multiple Destinations" with a close button in the top right corner. It contains a "Destination:" section with a list of three users: "Jones David (j david10)", "Charles Rose (crose22)", and "Sally Smith (ssmith225)". Each user has a small square box to its left, all of which are checked. Below this is a "File Name:" text field containing "cause_and_effect_essay" and ".KES". There are four checkboxes: "Create New Folder:" (unchecked), "Copy to All Students' Private Folders" (checked), "Overwrite Existing File" (unchecked), and "Prepend File Name With User Name" (unchecked). Below these is the "Annotation Source" section, which includes the text "(Notes, Highlights, Circles, Cross-outs, Bookmarks)" and three radio buttons: "Owner" (selected), "Logged In User", and "Destination". At the bottom right are two buttons: "Copy" and "Cancel".

3. You can expand the tree and select users or folders to copy to. (**Note:** If you have selected users or folders in the Destinations area, you cannot also select **Copy to All Students' Private Folder** in the checkboxes below.)
4. Check any checkboxes:
 - **Create New Folder:** creates a new folder for the copied file.

- **Copy to All Students' Private Folder:** the document will be placed in the private folder of all students on your team. If **Create New Folder** was checked, the document will be placed in a new folder in the student's private folder. **Note:** Do not check this box if you have already selected users or folders to copy to in the Destinations section at the top of the window.

If you select **Copy to All Students Private Folders**, a list of your students replaces the users and folders displayed at the top of the window in the **Destinations** area.

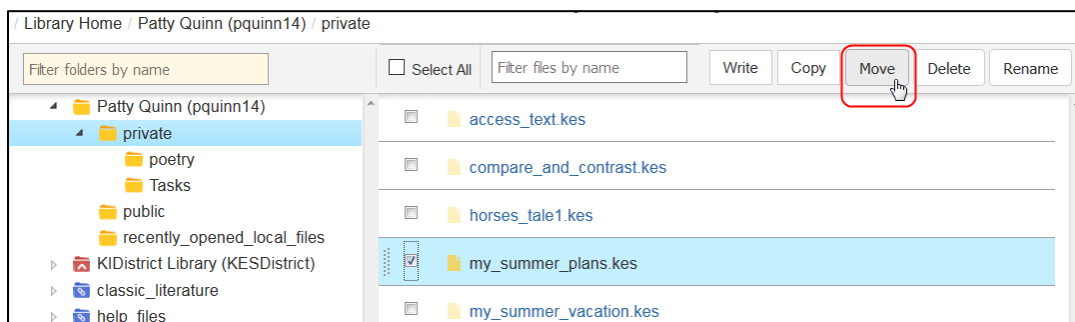
- **Overwrite Existing File:** if a document with the same filename already exists, it can be replaced with a new copy.
 - **Prepend Filename With User Name:** Your user name will automatically be added to the beginning of the filename.
5. Select an Annotation Source. Annotations that are copied can include: notes, highlights, circles, cross-outs, and bookmarks.
 - **Owner: The author of the document.** User who created annotations in the desktop client and saved the file to the Universal Library.
 - **Logged In User: The user, who is trying to copy file** (e.g. Teacher can copy file from TLC's or other teacher's public folder to student's folder).
 - **Destination: Copy the file, but do not override annotations** (e.g. Overwrite existing file from target user).
 6. Click **Copy** to complete the task.

Note: See [Copy a file to Google Drive](#). for details about copying files to Google Drive.

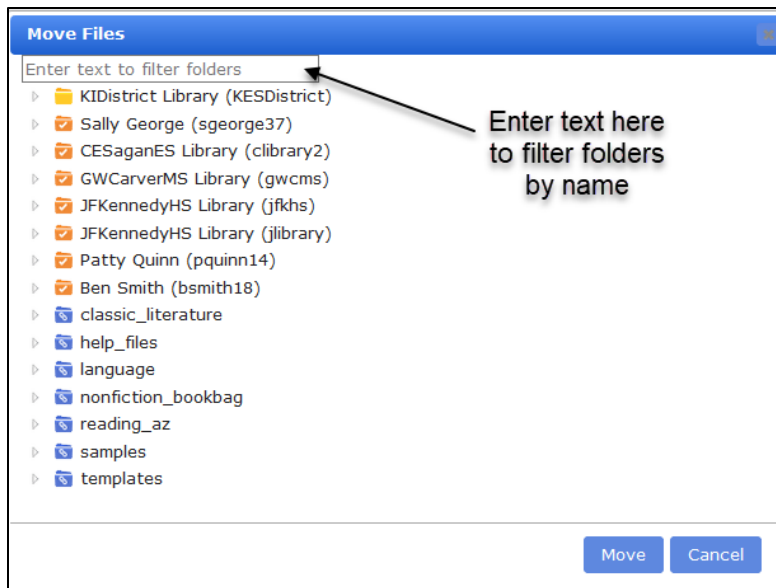
Moving files.

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

1. Click the box to the 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. Navigate to the folder that you want to move the file or files to. If your list of folders is long, you can filter the folders by name in the Text field.



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.

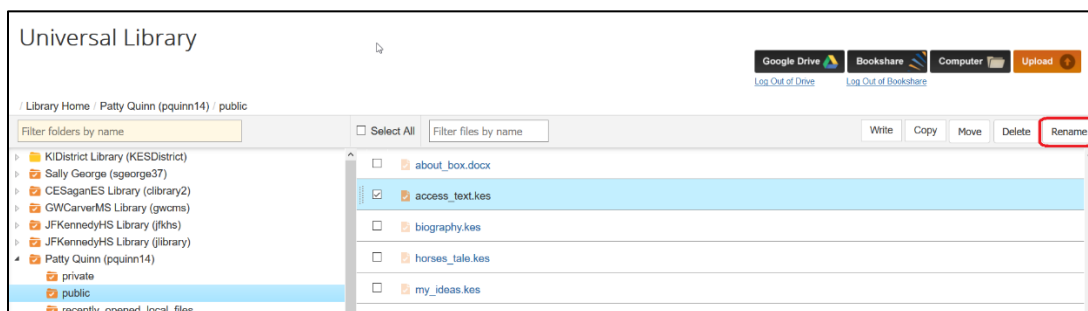
Notes:

- You can only move files to and from folders that you have write access to.
- You can also move a file by dragging: Click on the file with the mouse, and drag it to and drop it into the new location.

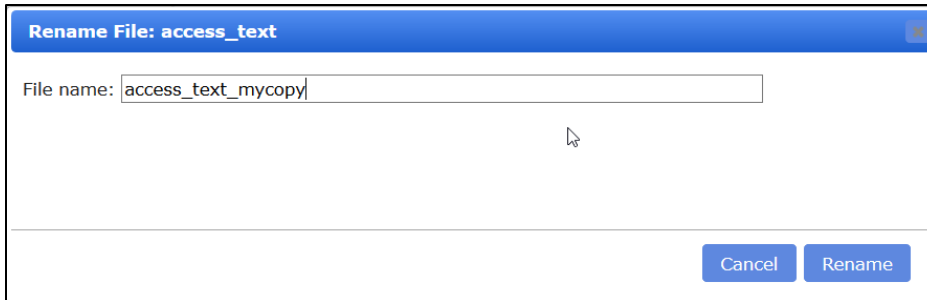
Renaming a file.

To rename a file in one of your folders:

1. Click the box to the left of the file you want to rename. A check mark is displayed in the box.



2. Click **Rename**. The Rename dialog pops up showing the current name in the Header.

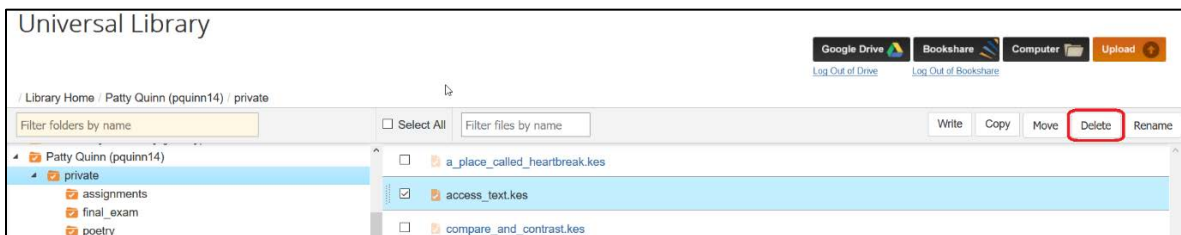


3. Enter a new name in the File name field, and then click **Rename**.

Deleting files.

To delete files from one of your folders:

1. Click the box to the 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.

Opening files.

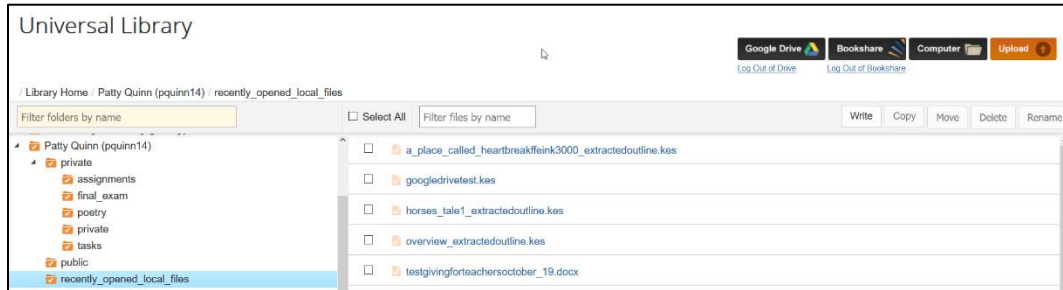
You can open these file types for reading: DOC, DOCX, RTF, EPUB, BKS, PDF, TXT, JPG, JPEG, PNG, and KES image files. (See [Using the Reader](#). for details.)

Click the file to open it; or use the checkbox to the left if you want to copy, move, delete, or rename the file.

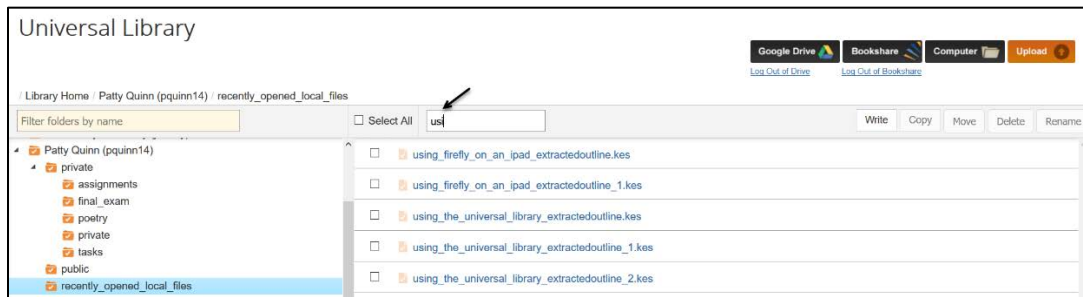
Filtering files by name

If your list of files is long, you may want to filter the files by name.

1. Select a folder in the left panel of your Universal Library.



2. Start entering a file name in the **Filter by Name** box. You may only have to enter the first few letters.



In this example you see the files that matches what you entered in the Filter by Name box.

Reopening a previously opened document.

When you close a document, the next time you open that document, Kurzweil 3000 remembers where you left off and will open at that page. This will automatically occur for the last three documents that you read.

The Reader window.

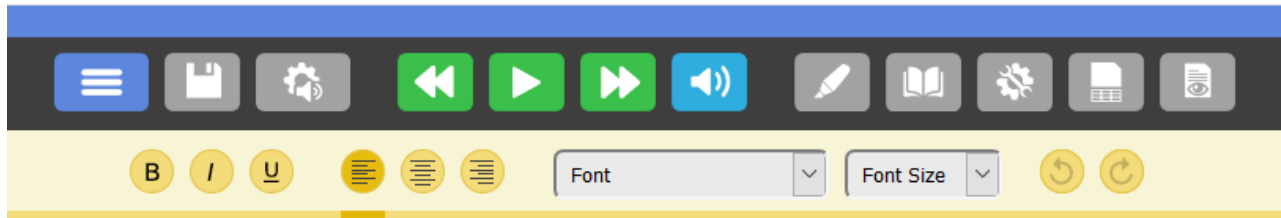
If file you select is for reading, it will open in the Reader window toolbar. See Using the Reader.



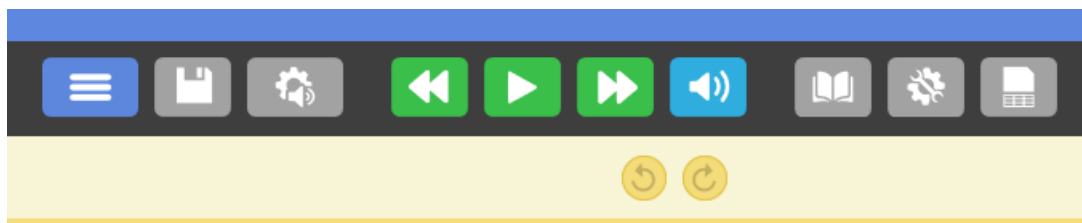
The Editor window.

If the file that you open can be edited, you will see editing buttons added to the Reader toolbar for these file types: DOC, DOCX, RTF, TXT, as well as KES typed files created in Kurzweil 3000 or Kurzweil 3000 in your Browser. You will see the Editor buttons beneath the Reader buttons that allow you to make edits to the document. Use these buttons for editing existing documents and writing new documents that you create using the New Draft button. See [Using the Editor.](#), and [Creating a New Draft.](#)

for details. Note that for these file types the Reader buttons include a **Save** button, and do not include the **View** or **Document Notes** buttons.

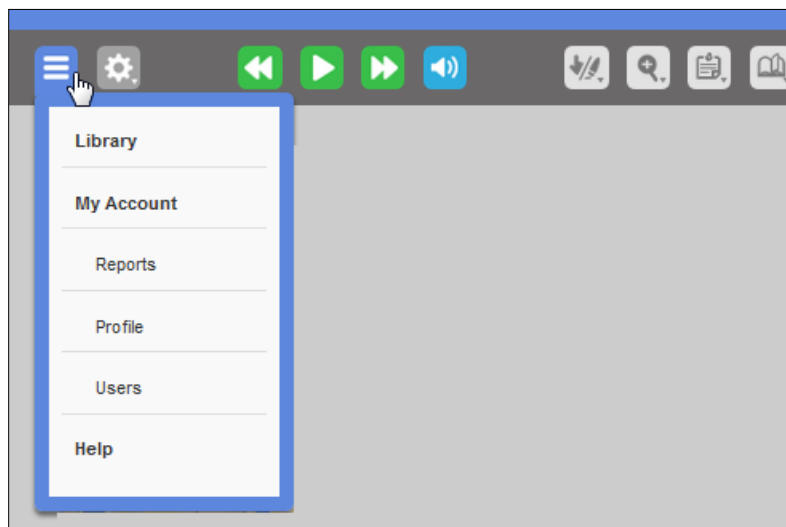


TXT files are also opened in the Editor. Note that the Reader toolbar buttons include a **Save** button, and do not include **View**, **Highlight**, or **Notes** buttons. The only text edit buttons are the **Undo** and **Redo** buttons.



Returning to your Universal Library page.

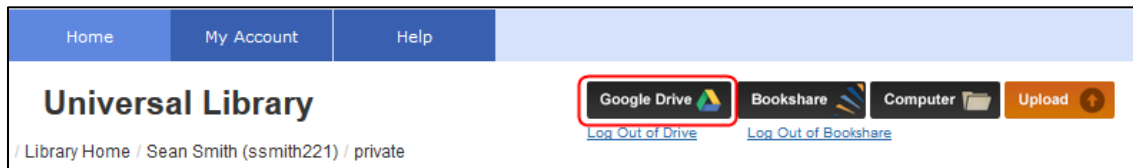
After you have opened a document and you want to return to your list of documents, the **Library** button in the Navigation drop-down menu takes you back to your Universal Library page.



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 Reader.

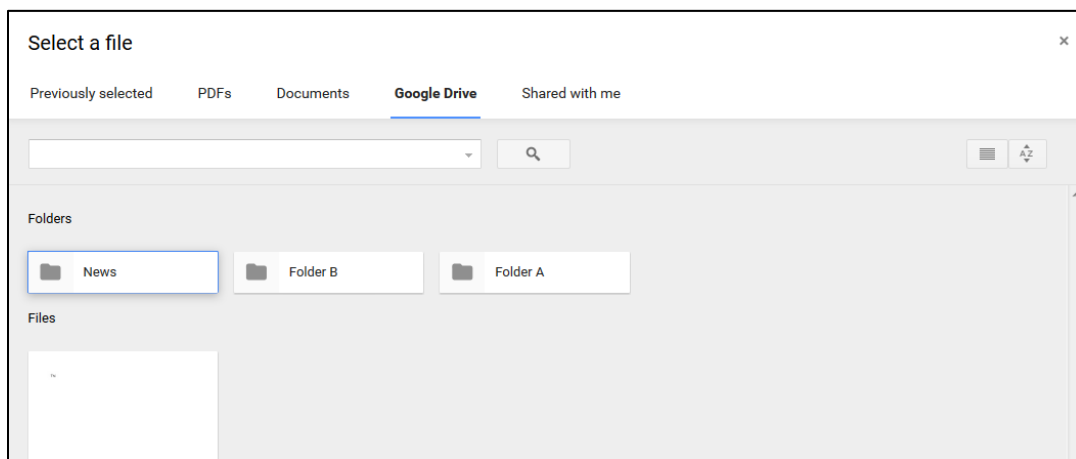
1. Log in and click the **Google Drive** button. (Note that you can also log out of Google Drive by clicking the link beneath the Google Drive button.)



2. 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 Kurzweil 3000 in your Web Browser.

3. 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.



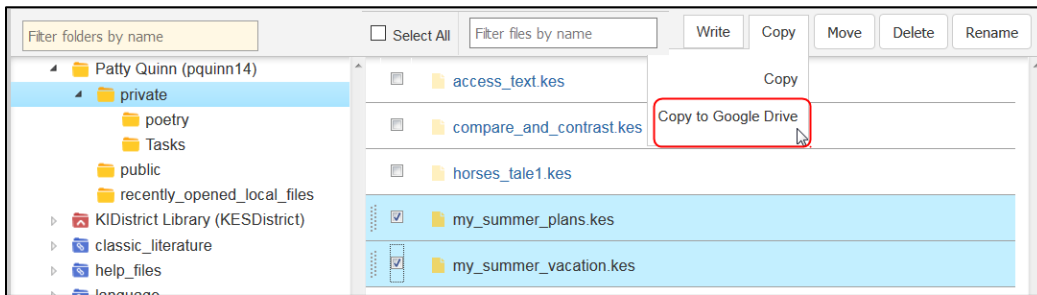
4. Select the file that you want to open and click the **Select** button. The file opens in the Editor.
5. If you close a file and want to reopen it, you will find it in the **recently_opened_local_files** folder.

Note: If you want to save changes to a file you have opened from Google Drive, although you cannot save it directly to Google Drive, you can save it to the Universal Library. You will then find it in the **recently_opened_local_files** folder. From there you can select it and move it to another folder or copy it to your Google Drive.

Copy a file to Google Drive.

You can copy files from your Library to your Google Drive.

1. Select the file or files in your Library that you want to copy by clicking the checkbox to the left of the file name.



2. From the Copy drop-down menu, select **Copy to Google Drive**.
3. 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 Kurzweil 3000 in your Web Browser...

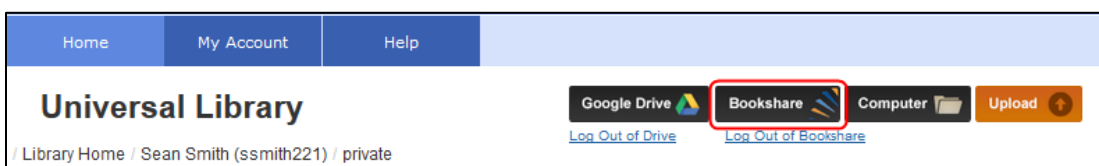
4. In the **Copy to Google Drive** window, click **Paste**. (**Note:** If you have folders, first navigate to the folder into which you want to copy the file.)



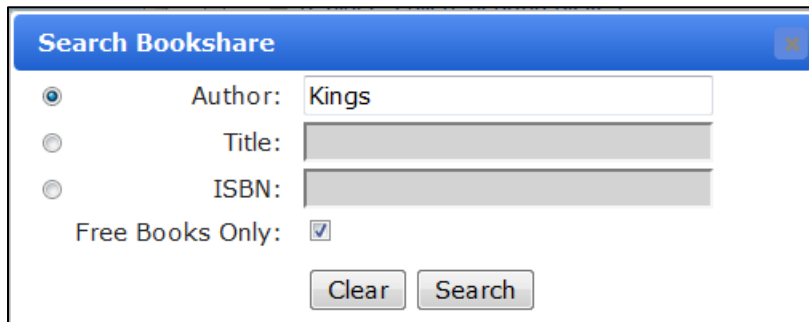
Opening books from Bookshare.

You can 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**, **Title** or **ISBN**. You can also specify to search for **Free Books Only**.



The image shows a 'Search Bookshare' dialog box. It has a blue header bar with the title and a close button. Below the header, there are three radio buttons for selecting the search criteria: 'Author' (selected), 'Title', and 'ISBN'. Each radio button is followed by a text input field. The 'Author' field contains the text 'Kings'. Below these fields, there is a checkbox labeled 'Free Books Only' which is checked. At the bottom of the dialog, there are two buttons: 'Clear' and 'Search'.

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

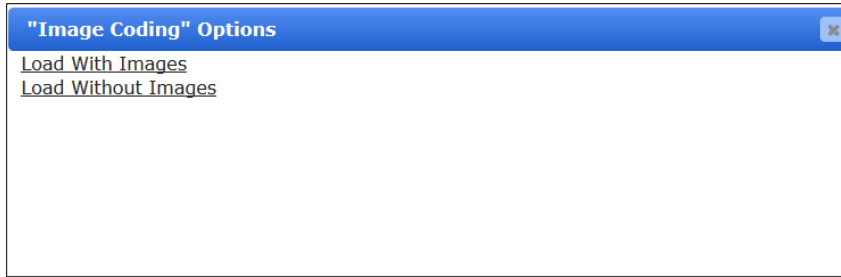
The Search Results window is displayed. Books that have images and books that are free are noted by checkmarks in the columns on the right side of the Search Results window.



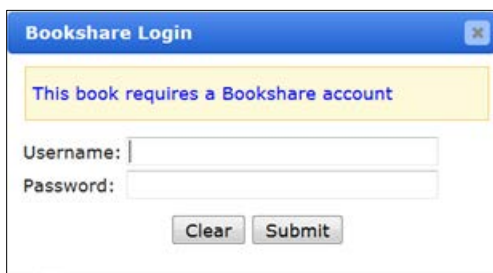
The image shows a 'Search Results' window with a blue header bar. It contains a table with four columns: 'Author(s)', 'Title', 'Free', and 'Images'. The table lists search results for the author 'Kings'. The 'Free' column contains checkmarks for all listed books. The 'Images' column contains checkmarks for books that have images. The table is scrollable, as indicated by the vertical scrollbar on the right.

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



8. Enter your Username and Password. If the credentials are correct, the book will open in the 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 Kurzweil 3000 Web Browser. Account.

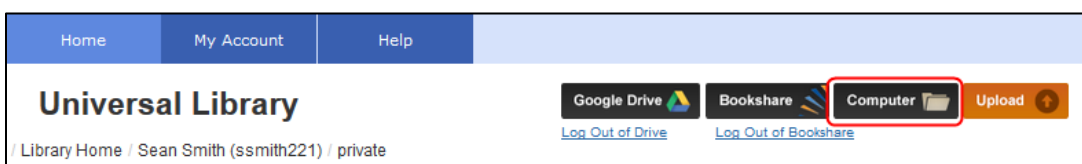
9. If you close a book and want to reopen it later, you will find it in the **recently_opened_local_files** folder.
10. Use the link beneath the Bookshare button to log out of Bookshare.

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 Reader. These file formats are supported: KES, TXT, DOC, DOCX, RTF, EPUB, BKS, PDF, JPG, JPEG, and PNG files.

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



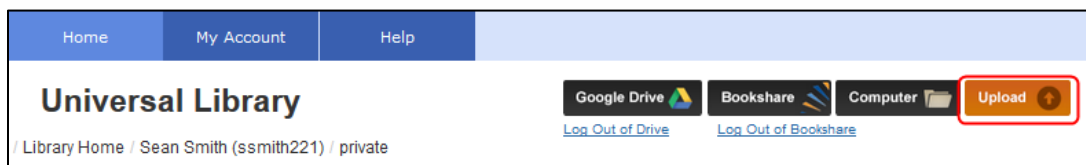
The File Upload window opens.

2. Navigate to the file on your computer that you want to open and click **Open**. The file opens in the Reader.
3. If you close a file and want to reopen it, you will find it in the **recently_opened_local_files** folder.

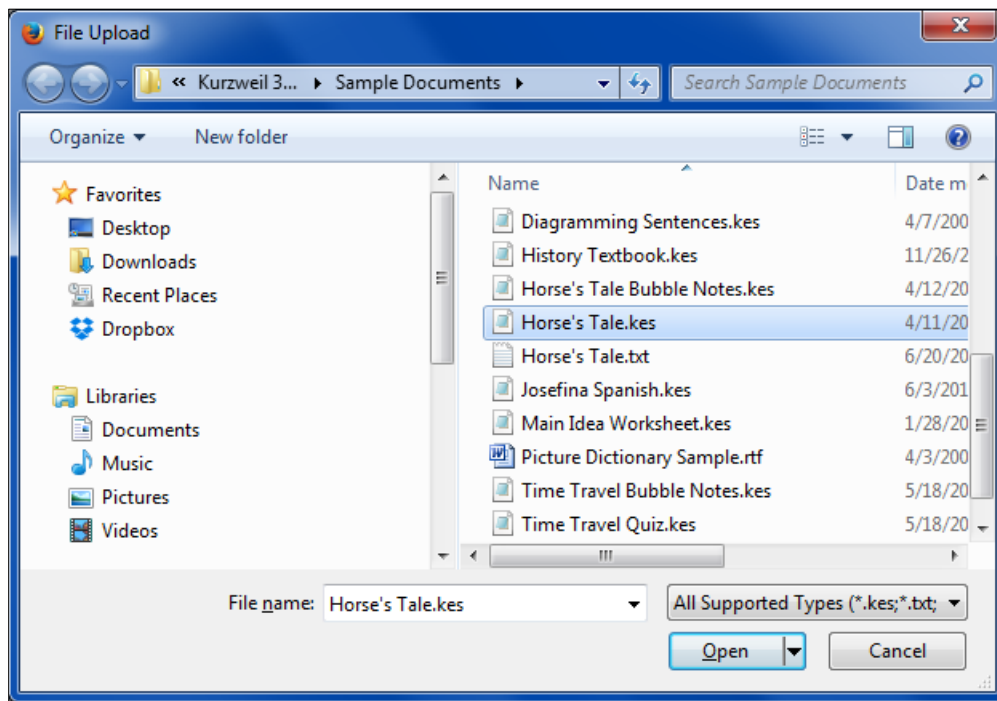
Uploading files to your Universal Library.

You can upload KES, TXT, DOC, DOCX, RTF, EPUB, BKS, JPG, JPEG, PNG, 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 files.



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