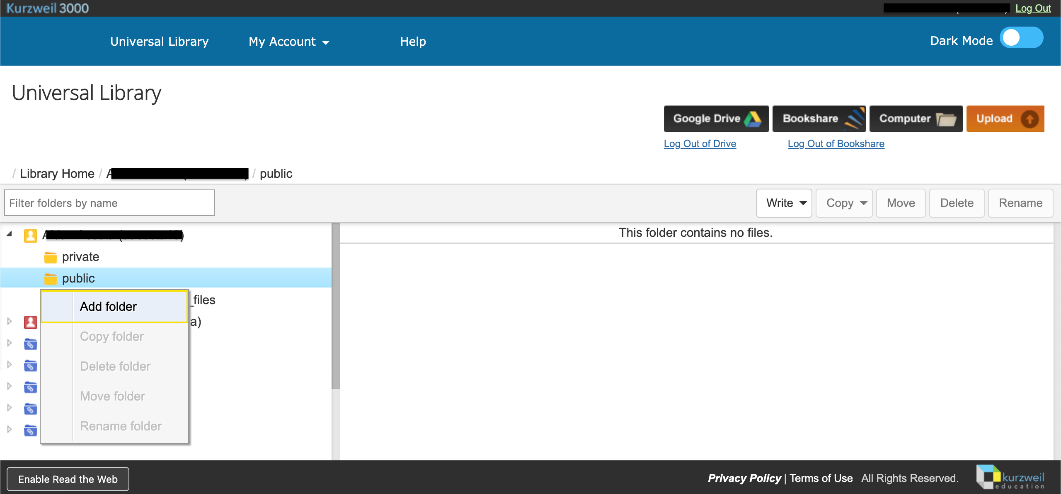
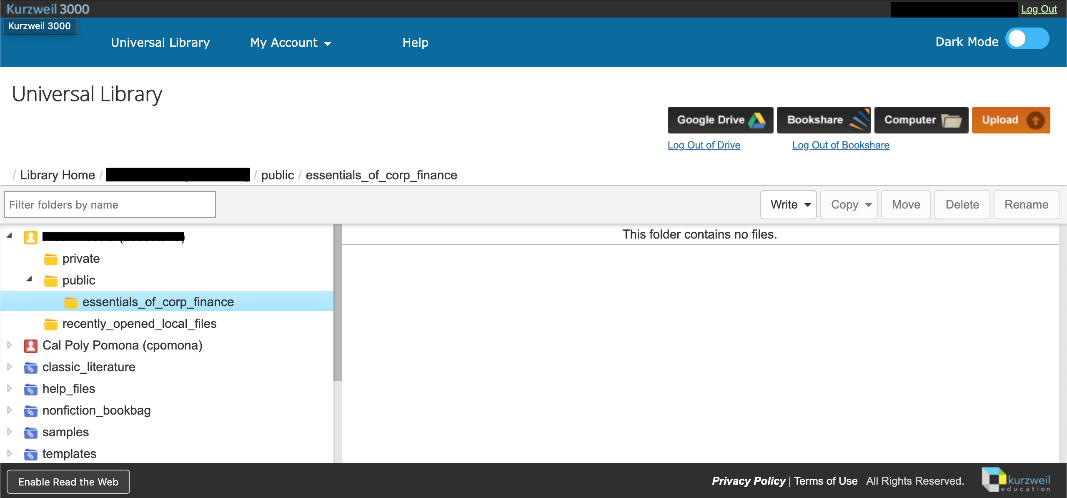
Kurzweil 3000 Online

# How to Upload Books to your Kurzweil Library

1. Kurzweil files, PDFs and Word documents must be saved to your computer before they can be uploaded. If your file is in a zip folder, you must unzip the folder first.
2. Go to [https://www.kurzweil3000.com/KLogin.php#](https://www.kurzweil3000.com/KLogin.php) and log in with your credentials.
3. Create a Folder with your textbook name by right clicking on one of the yellow folders. Note: Folder names may not contain spaces and must be created only using letters, numbers and underscores.



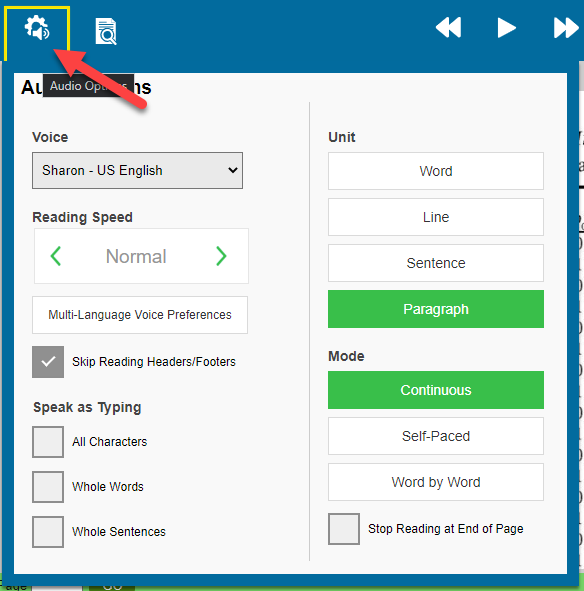
1. Once the folder is created, click the Upload button on the top right of the screen.



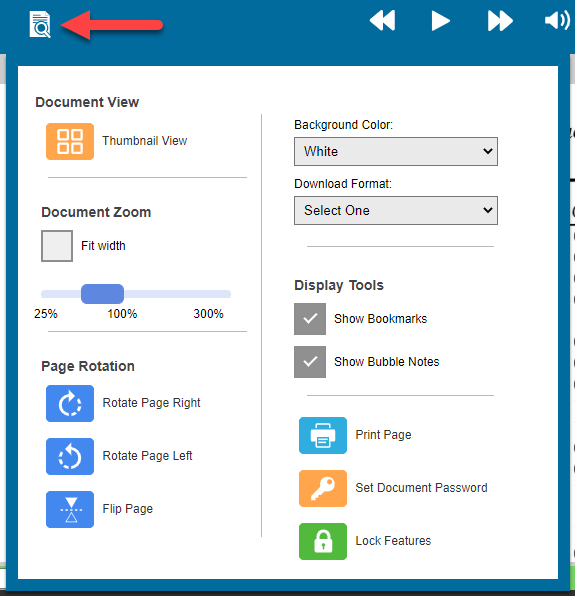
1. Once you have selected the file to upload, click the open button on the lower right-hand side of the screen. Note: Files must be uploaded to the universal library one at a time.

# How to Read your Document

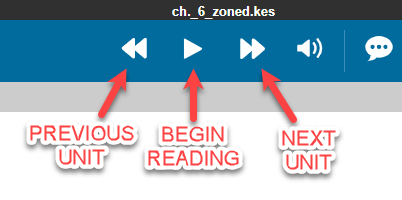
1. Begin by configuring your reading options, which can be found on the top ribbon. Use this to configure reading speed, voice, and units.



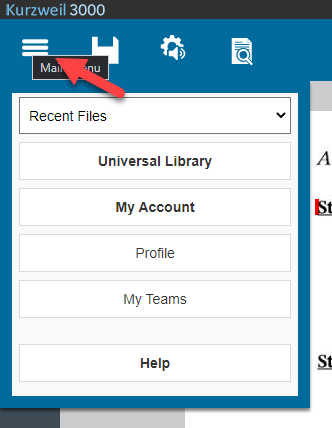
1. Next, use the View tab to configure how you want your page to look. Use this to change zoom, page color, and to show bookmarks.



1. Start reading by clicking the play button on the top ribbon. The next, or back arrows, are used to skip by which unit you have selected as your preference.

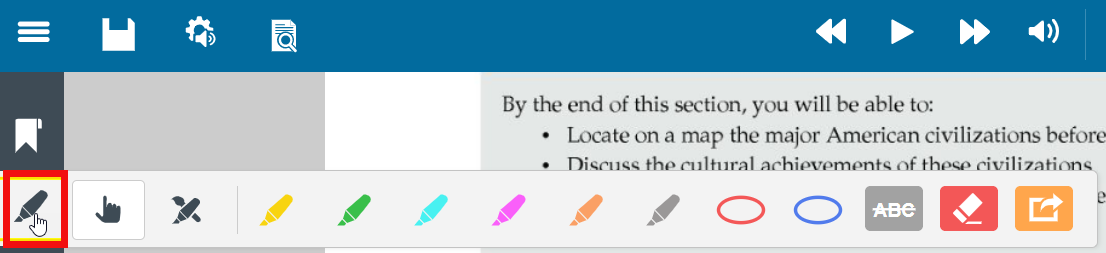


1. Use the three bars in the top left to return to the library or access another document.

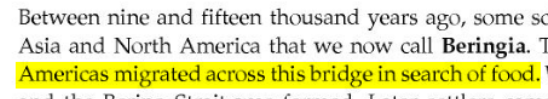


# How to Highlight and Add Notes

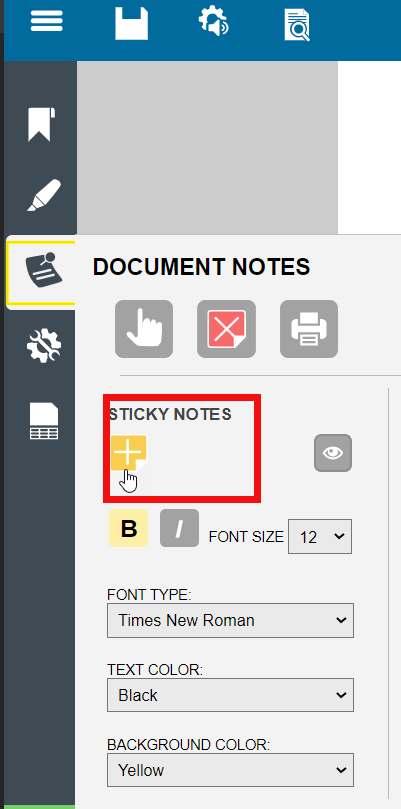
1. To highlight, select the highlight tool, and choose your color



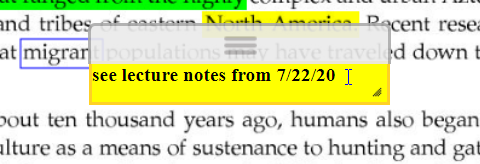
1. Click and drag on the text that you wish to be highlighted.



1. We recommend the use of the sticky notes option.

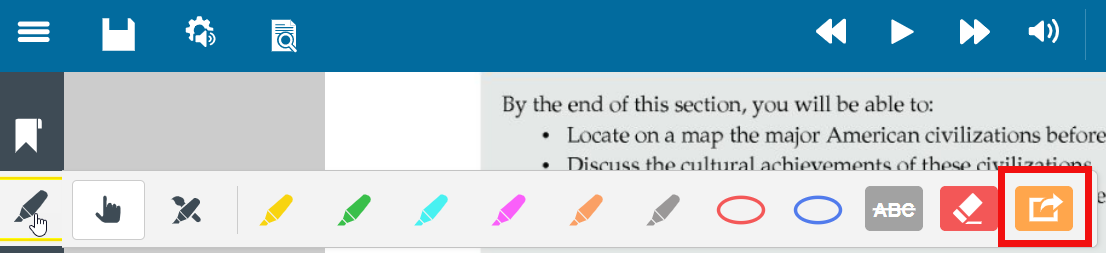


1. Click on the “Sticky Notes” icon in the toolbar menu. Click on the book where you want the note and start typing



# How to Extract Highlights and Annotations

1. Click the highlighter tool
2. Click “Extract Notes & Highlighted Text...”



1. The notes and highlights will be added to a blank Kurzweil document. We recommend copying and pasting this to a Word document for ease of access later.

# Kurzweil offers video tutorials on the following:

* [Upload Local Content in The Universal Library](https://www.kurzweiledu.com/kurzweil-academy/video.html?id=375505014&tab=getting-started)
* [Overview of Kurzweil 3000 Web](https://www.kurzweiledu.com/kurzweil-academy/video.html?id=375451029&tab=getting-started)