Kurzweil 3000-*firefly*

Reading and the Universal Library

About the *firefly* Universal Library

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 to share with teachers. See **Upload a File** below for how to upload a file.

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

How the Universal Library is Organized

The structure of the Universal Library is based on user/sub-user file system concept where each authorized user can set up and manage his/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!, Learning A-Z and PR Journeys
- Nonfiction Bookbag with inspiring content for Grade Levels 3-8

firefly Starting Point

Logging in takes you to the Universal Library, in your directory, containing your Public and Private folders. Notice the **Upload a File** button on the right end of the *Users Directory* banner. This button is enabled any time you navigate to a folder where you have Write access.
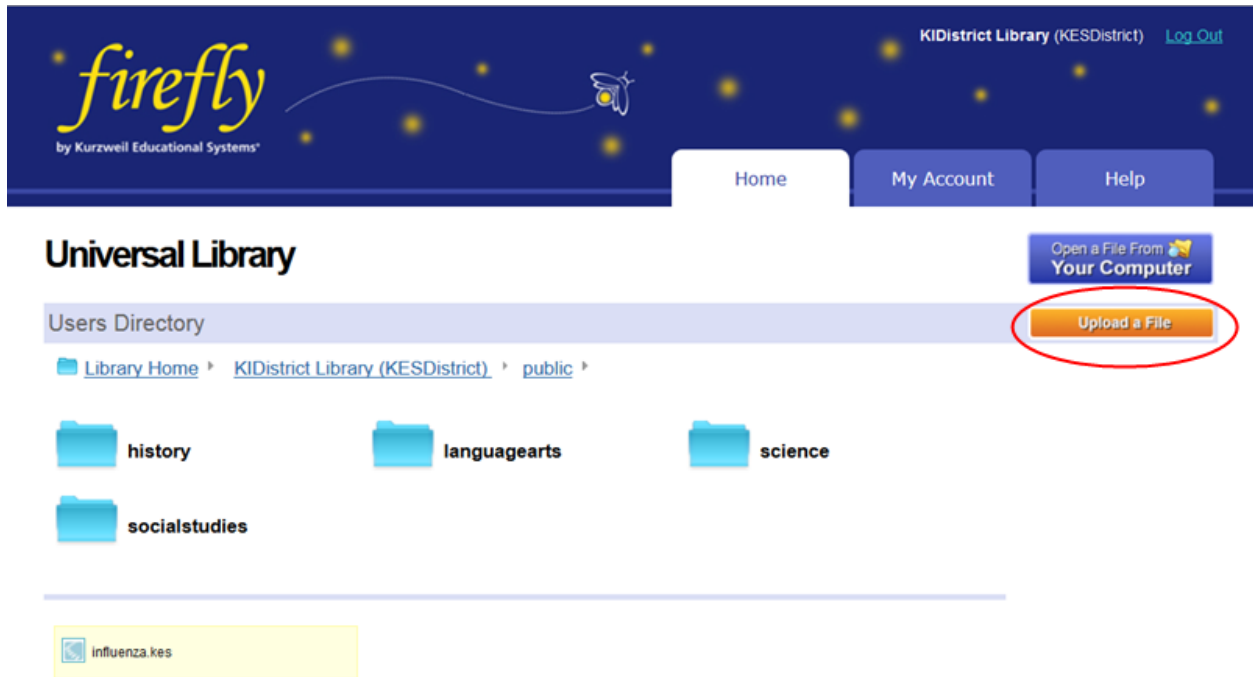
The **Open a File from Your Computer** button, above the **Upload a File** button, allows you to open a local file from your computer (see Opening Local Files From Your Computer).

Opening Files from the Universal Library

Navigate to, select and open the file you want from the Library. The *firefly* Toolbar appears at the top of the open file, containing the following buttons:
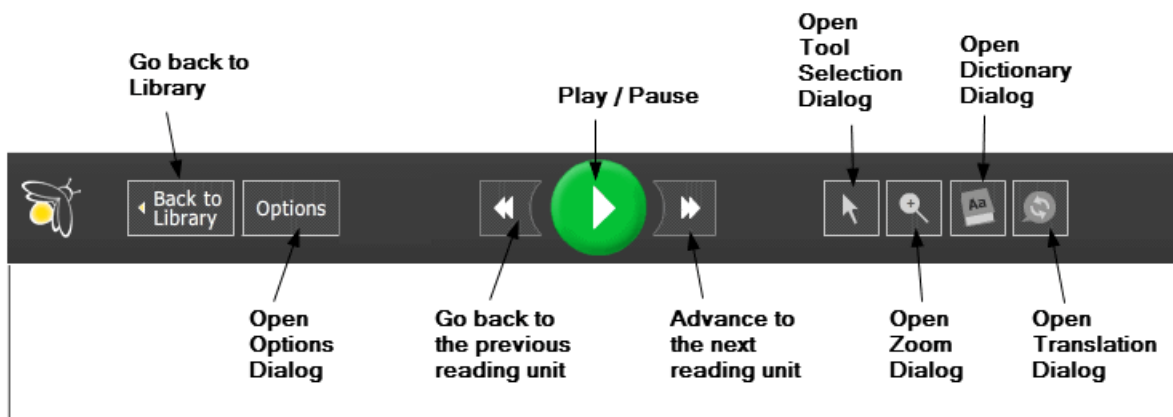
Reading

To Read, using dual highlighting, click the green **Read** 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 cursorBackward 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.
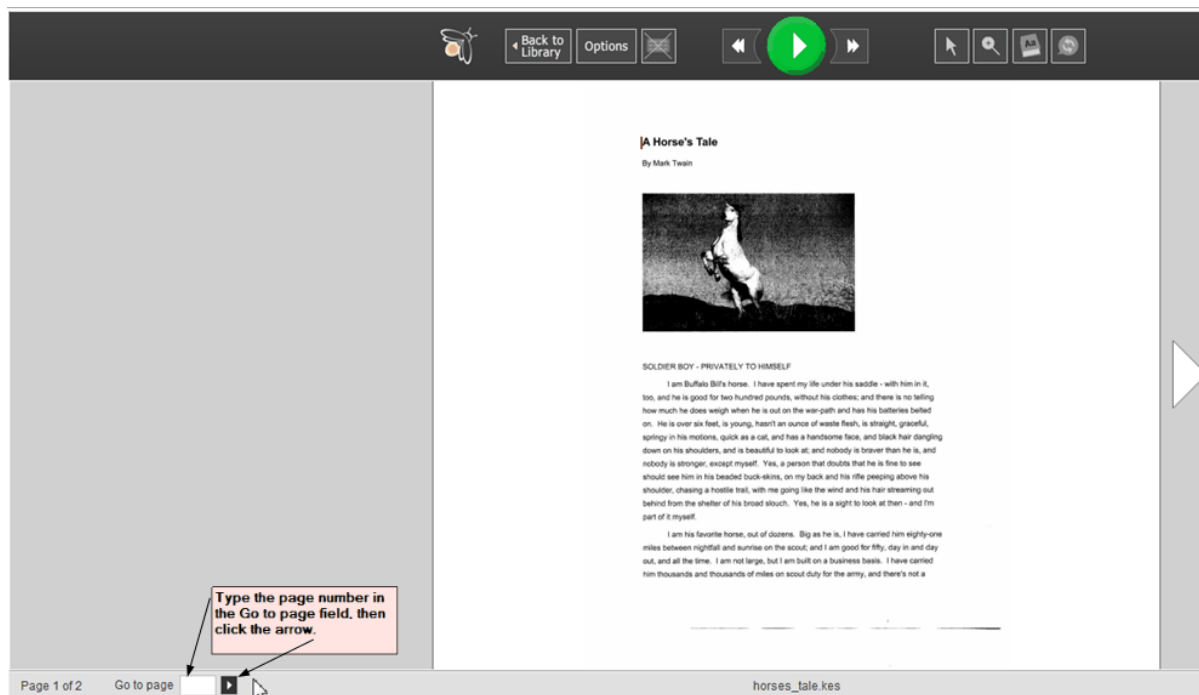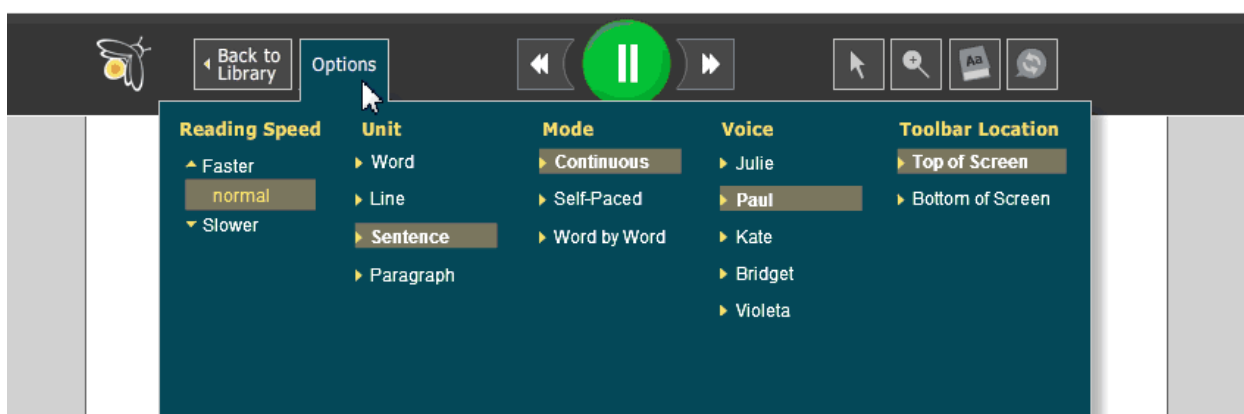

Go to Next Page

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, Paragraph
- Reading Mode: Continuous, Self-Paced, Word by Word
- Voice (select Violeta for Spanish)
- Toolbar placement: Top or Bottom of screen

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, a **Play** button is available to read the definition.
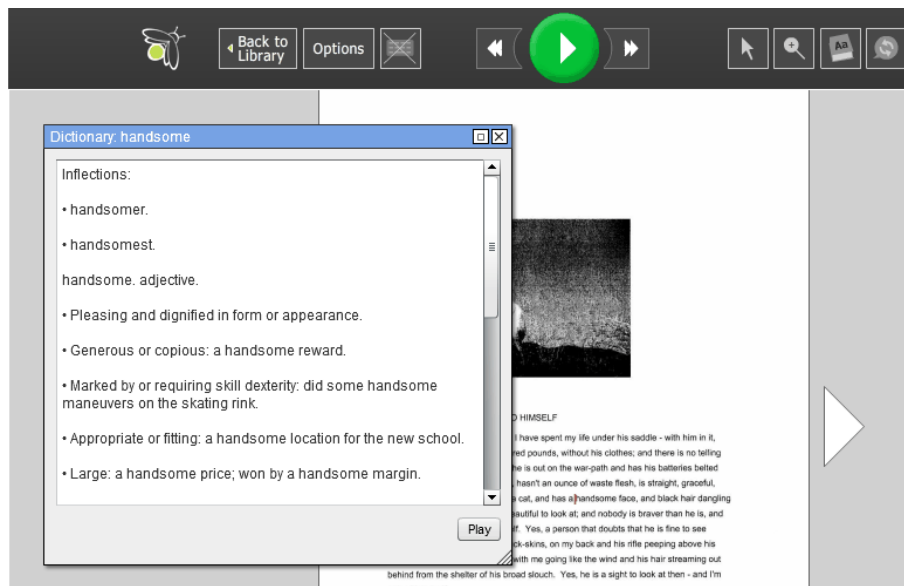
To find a translation, select a word or text, then click the **Translation** button . After a translation is complete,the **Play** button can be selected to read the translation if in English or Spanish. For Spanish text, the Violeta Reading Voice will automatically be used.
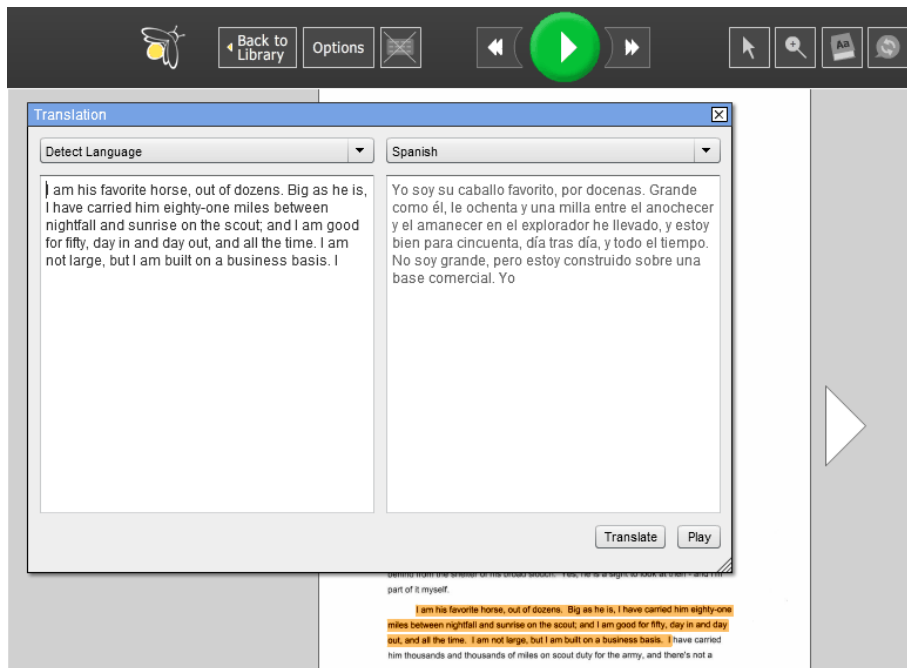
Highlighting Text and Saving Highlights

To highlight text in a document:

1) Hover over the **Tool Selection** button and select a color pen from the **Highlight Text**area.
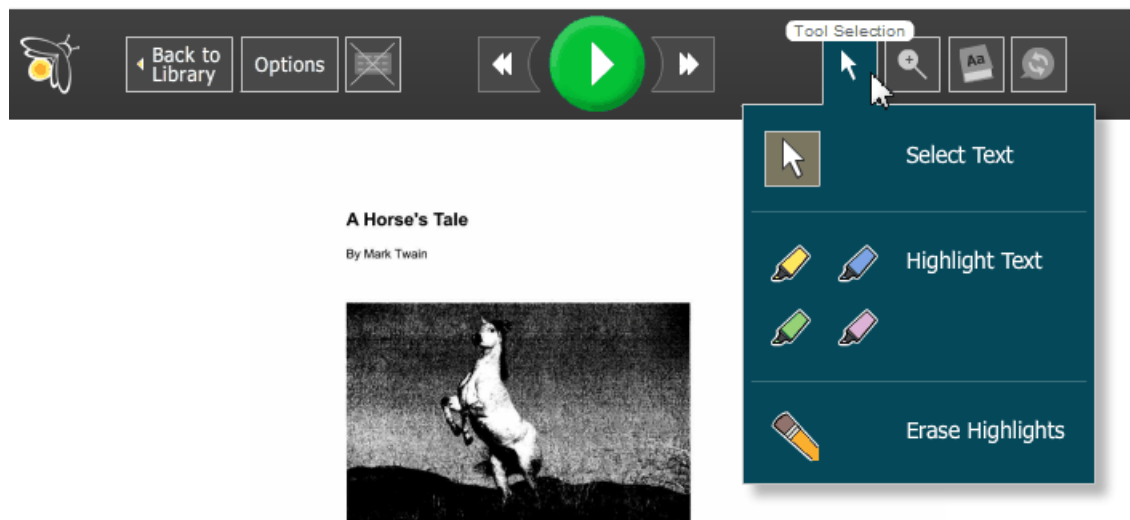
2) In the document, select the text you want to highlight.
3) Repeat step 1 whenever you want to highlight in a different color.
4) When you are done, click the **Select Text** button to end the highlighting function.

To erase highlighting:

1) Hover over the **Tool Selection** button and click the **Erase Highlights** button.
2) In the document, drag-select the highlighted 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.

> A note about saving highlights:
>
> - Highlighting added in *firefly* will not display when you open that document in Kurzweil 3000, the reverse is not true.

Back to Library

The **Back to Library** button takes you back to the Universal Library page.

Uploading Files to the Universal Library

firefly can upload KES, TXT, DOC, DOCX, RTF, and PDF files.

Navigate to a folder where you have Write Access. The **Upload a File** button is now enabled. Click the button. A **Select file** window appears, which lets you navigate to the folder containing your KES, TXT, DOC, DOCX, RTF, and PDF files. Highlight the file you want to upload, and click **Save.**
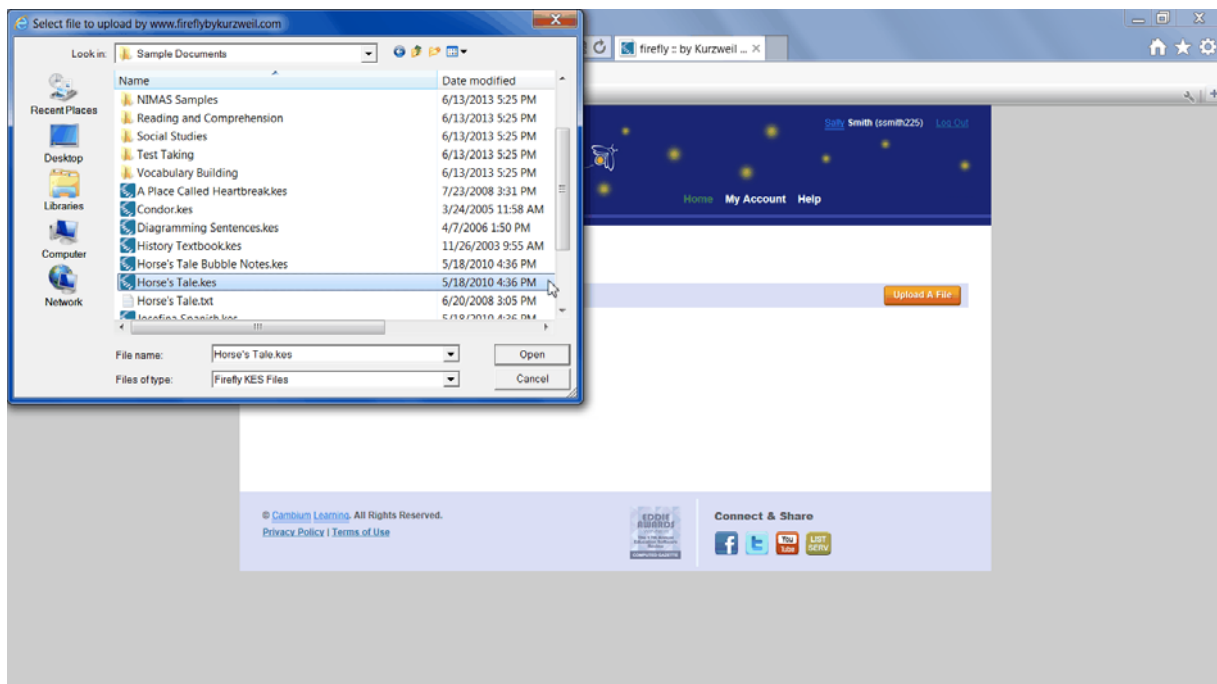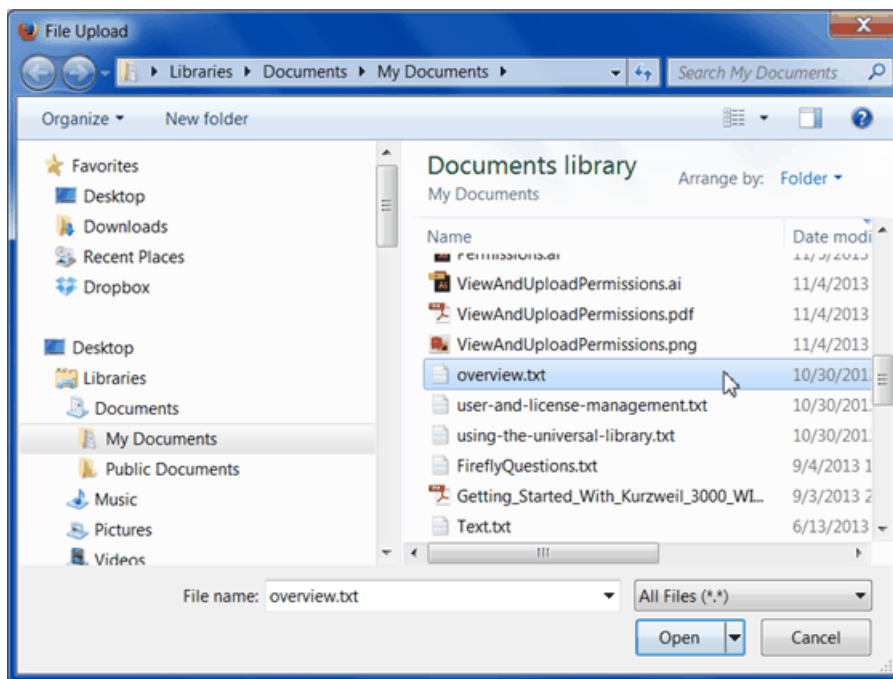
Opening Local Files From Your Computer

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, and PDF files.

1. Log in and click the **Open a File from Your 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.

After you open a file from your computer it is placed in the **recently_opened_local_files** folder for quick access.