Universal Library File Upload Utility

Assistive Technology Services Office

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Introduction

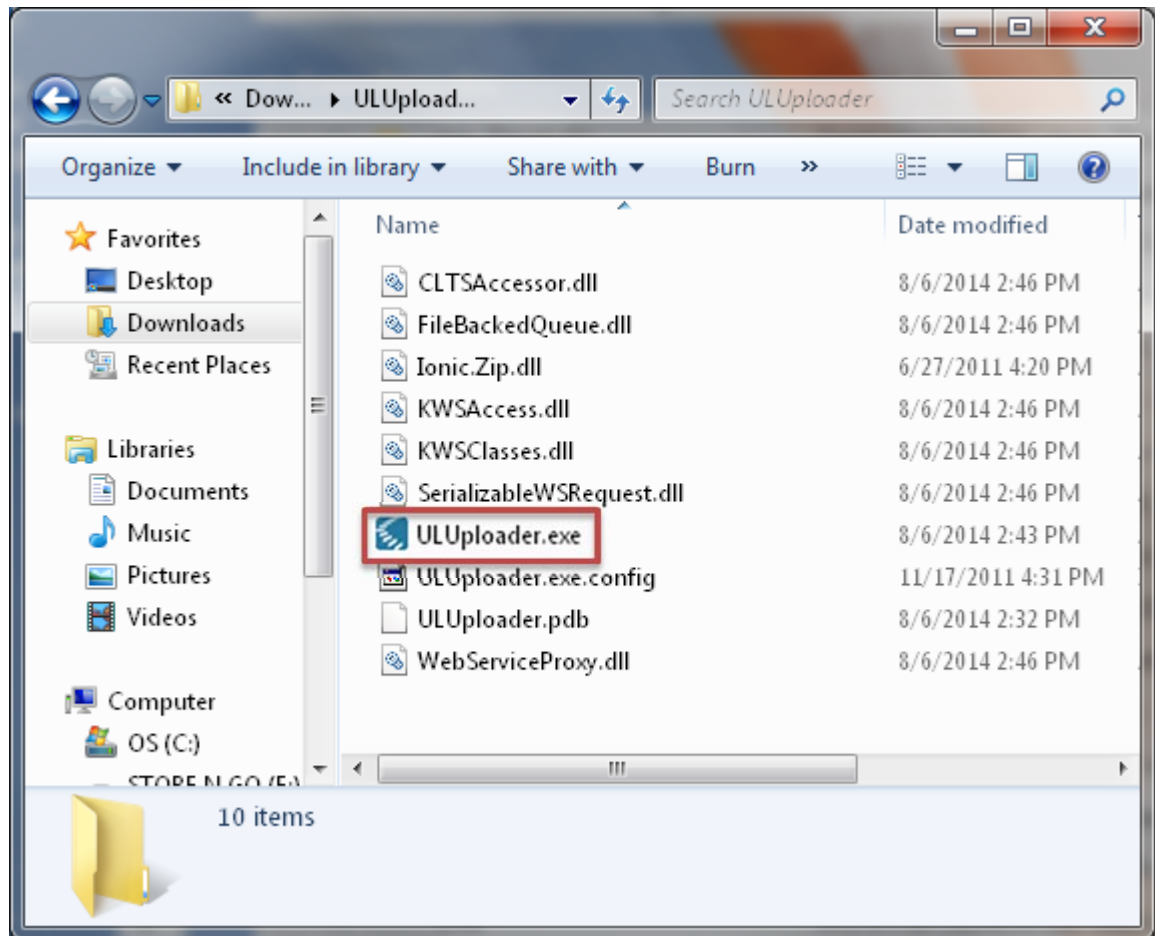The Universal Library Uploader utility allows for the upload of Kurzweil 3000 compatible documents to the Universal Library (Kurzweil 3000 cloud storage) without the use of the Kurzweil 3000 client interface.

Installing The Universal Library Uploader utility

1. You can get the Universal Library Uploader installation file from here: http://download.kurzweiledu.com/downloads/ULUploader_1401.exe

2. Locate the downloaded file, open it, select your destination folder and then click extract.
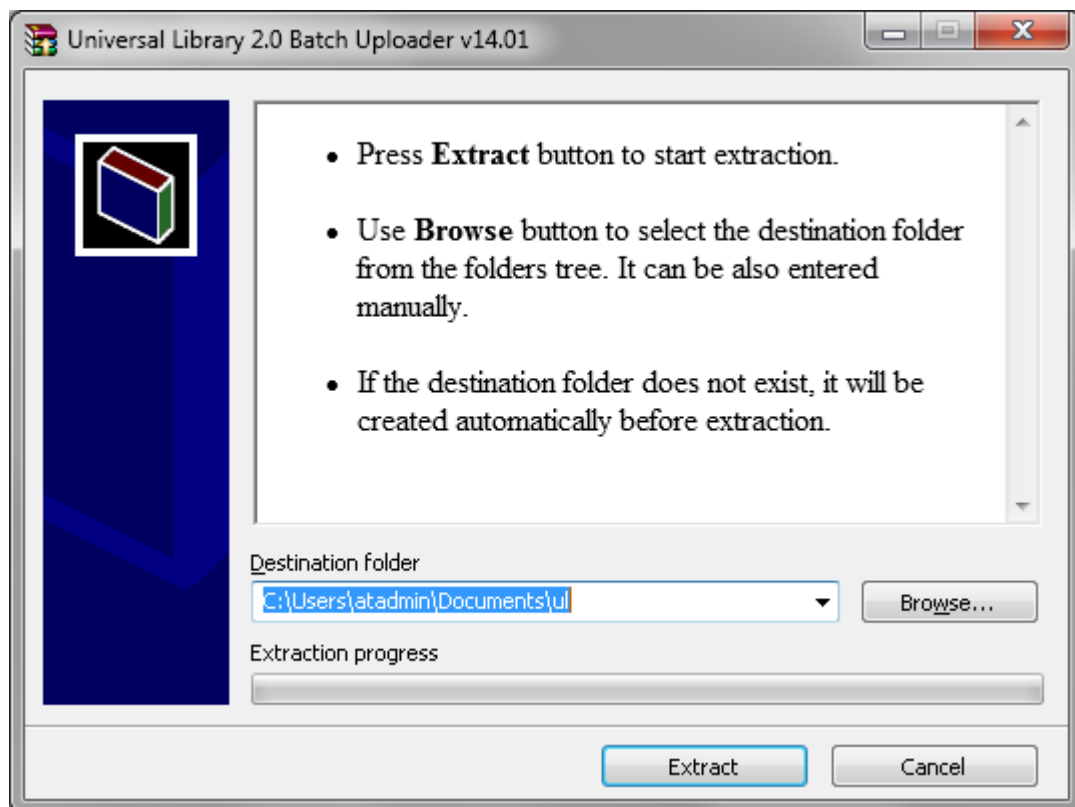
3. Navigate to the folder you chose to extract the files in and you should see "**ULUploader.exe** ".

How do I use the Universal Library Uploader to upload a single document?

1. Once you login the Library window is displayed. You will see a list of folders that are available to the users in your subscription. Your name will appear at the top of the list. Beneath the User folders is a list of *firefly* Shared Library folders.
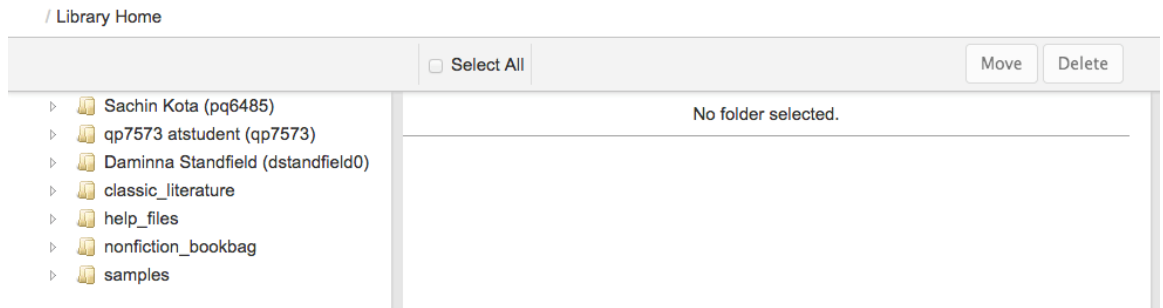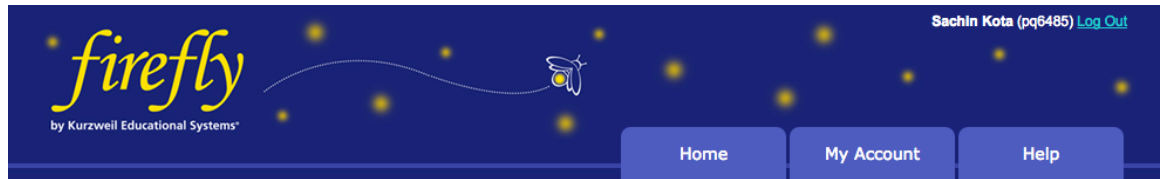
2. Select your name. Your **Public** and **Private** folders are displayed as a drop down under your name. Then click on **Private** to access the any course content that is uploaded by **Alt Media** or by you.
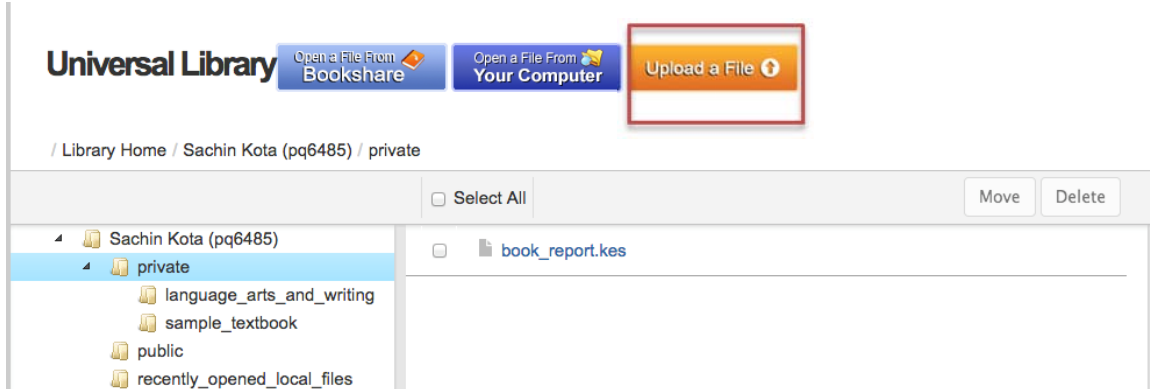

3. Click on the Kurzweil file that you want to open and read. It is displayed on the screen for you to read
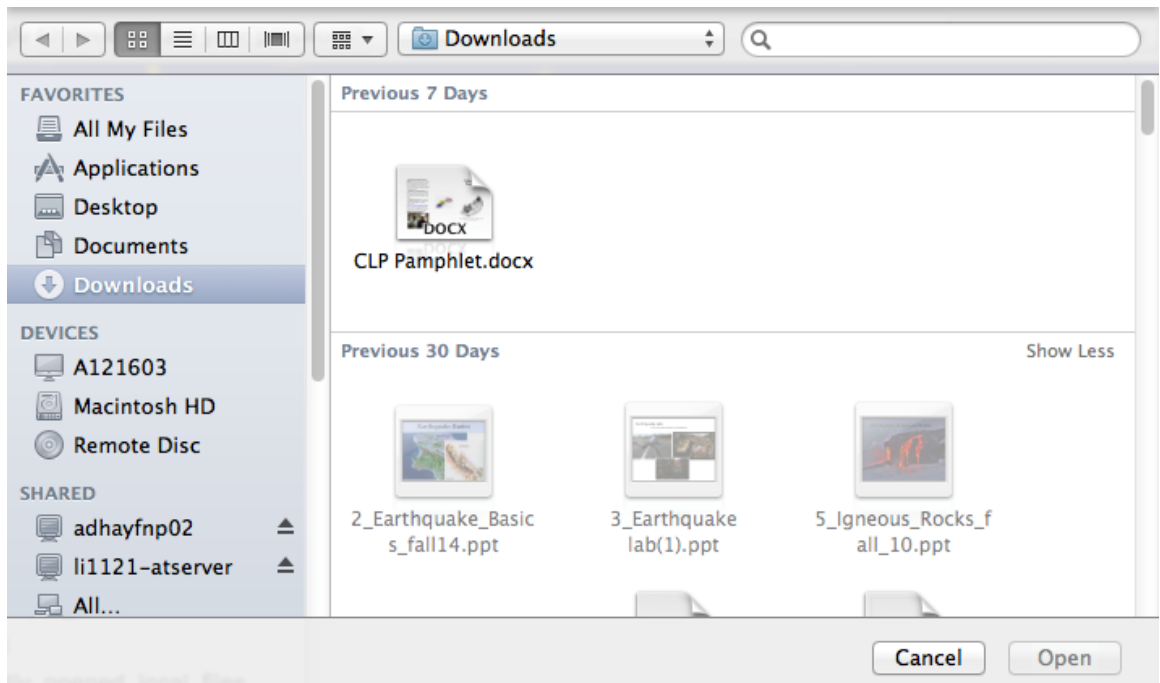
Upload a File to The Library

Firefly can upload KES files to any folder where you have Write Access.

1. Navigate to your **private** or **public** folder. The Upload a File button wil be enabled.

2. Click the button. A Select file window appears, which lets you navigate to the folder on your computer containing the Kurzweil file you want to upload.

3. Select the file you want to upload, and click Open. You can see the progress on the top left of the browser window and once uploaded a popup window is displayed with the message "Upload successful" .
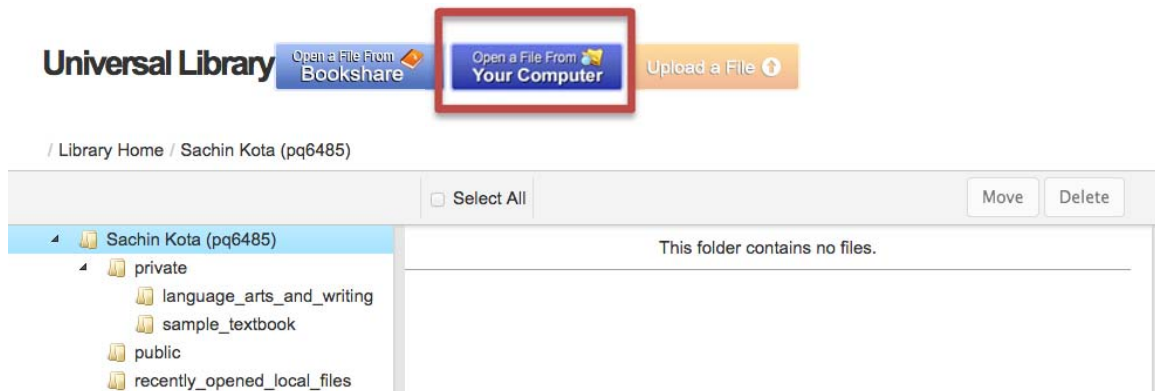
4. The file is uploaded to your firefly folder and you can then open the file in the **Firefly** Reader.
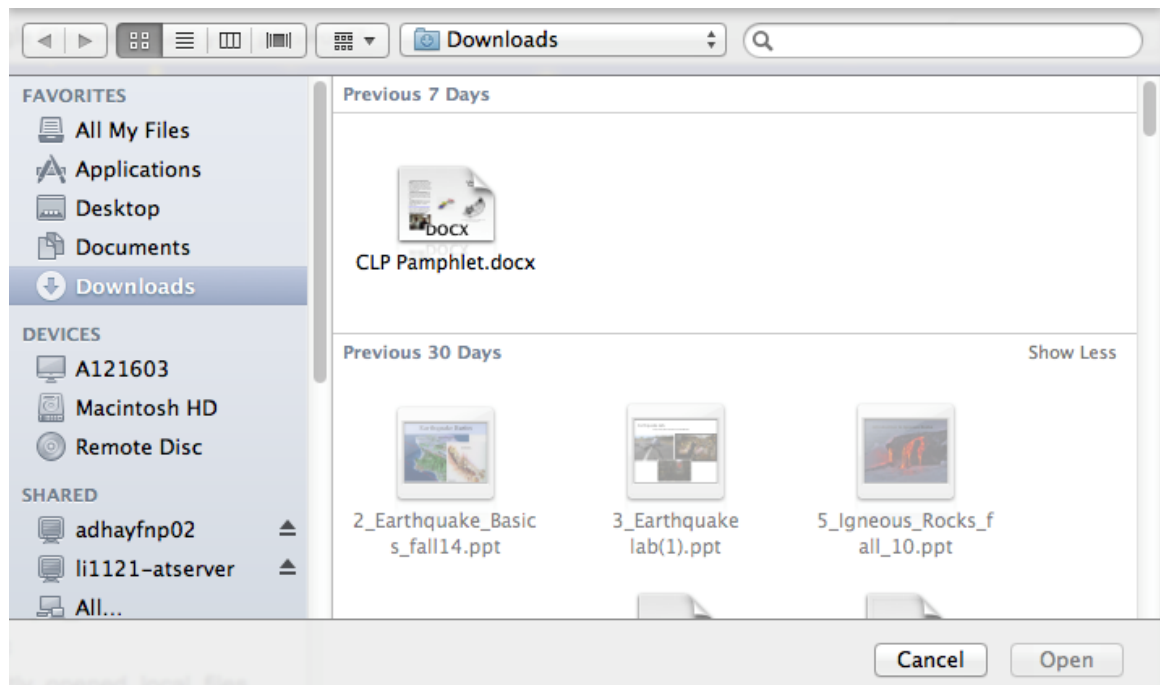
Open a Local File From Computer

You may have files on your computer that aren't in the Universal Library. You can open those files in the **Firefly** Reader.

1. After you Log in on the page, click the Open a File from Your Computer button.

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

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, and Translate.
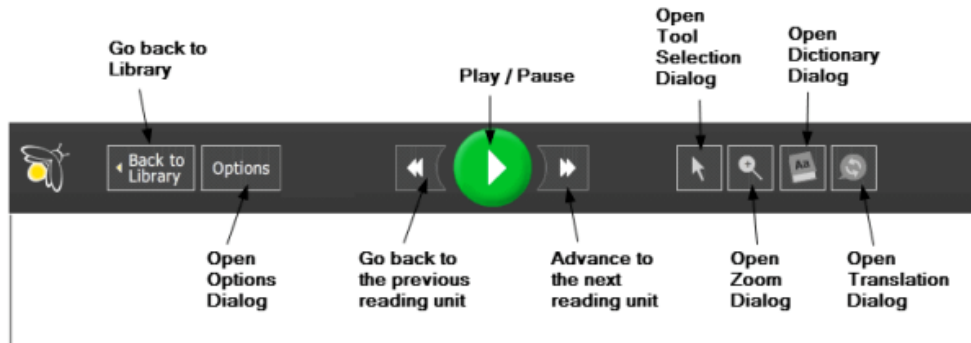
Reading

To Read, click the green Play button.
Firefly highlights each word and Reading unit in two different colors.


Introduction
by Alex Haley, General Editor

During the Gulf War in 1991, I found it odd that football players getting ready for a big playoff game described the upcoming contest as a "war." At the same time, I couldn't help but notice how some journalists reported the war as if *it* was a sporting event. I can even remember

In the above example the reading unit is sentence and highlighted in yellow and the word being read is highlighted in blue.
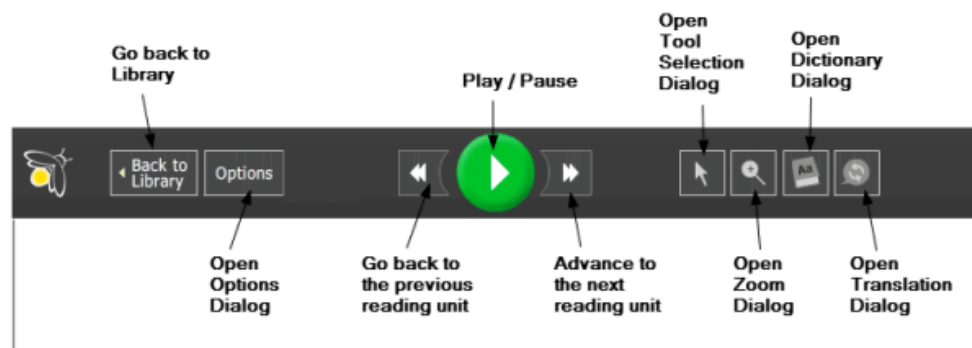

To move the cursor Backward to the previous reading unit or Forward to the next reading unit, click the **DoubleLeft Arrow** or **DoubleRight Arrow** button in the Reading button set. Click the Read button to read from that point. **Firefly** moves the cursor forward/backward by the Reading Unit Option 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.
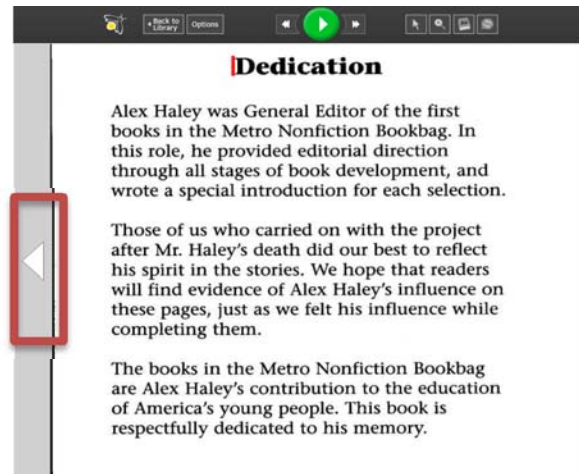
Go to Next Page   **Go to Previous Page**

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 o r press Enter.

A PLACE CALLED

HEARTBREAK

A STORY OF VIETNAM

BY WALTER DEAN MYERS
ILLUSTRATIONS BY FREDERICK PORTER

Type the page number in the Go to page field. Then click the arrow.

METRO NONFICTION BOOKBAG

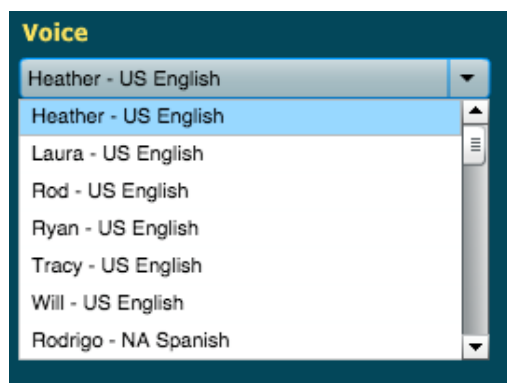Page 2 of 81   Go to page   ▶   a_place_called_heartbreak.kes

Changing Settings

To change settings, click the Options button.
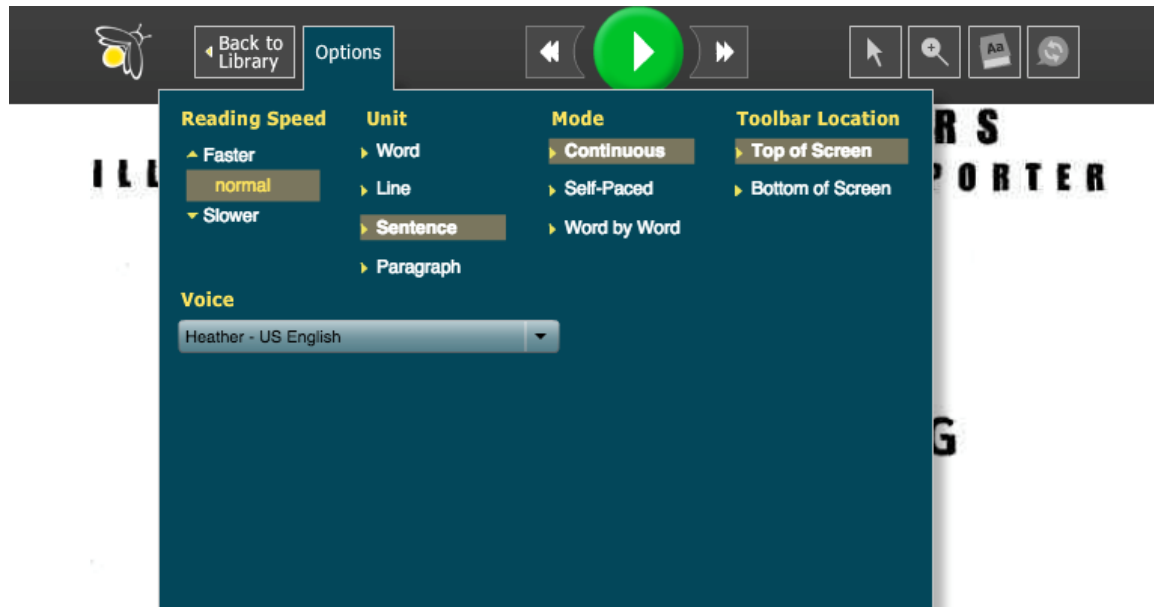
Set options for:

• Reading Speed: Faster, Slower

• Reading Unit: Word, Line, Sentence, Paragraph

• Reading Mode: Continuous, Self-Paced, Word by Word

• 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.
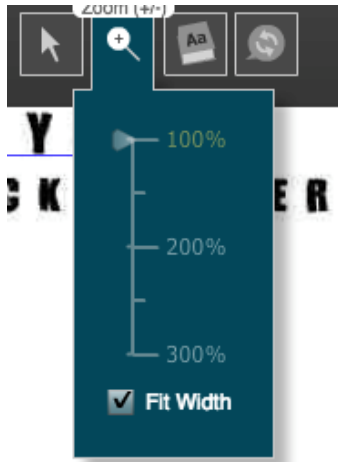
Looking Up Words

To look up a word, select a word by clicking on it, then click the Dictionary button. In the Definition window that opens, a Play button is available to read the definition.
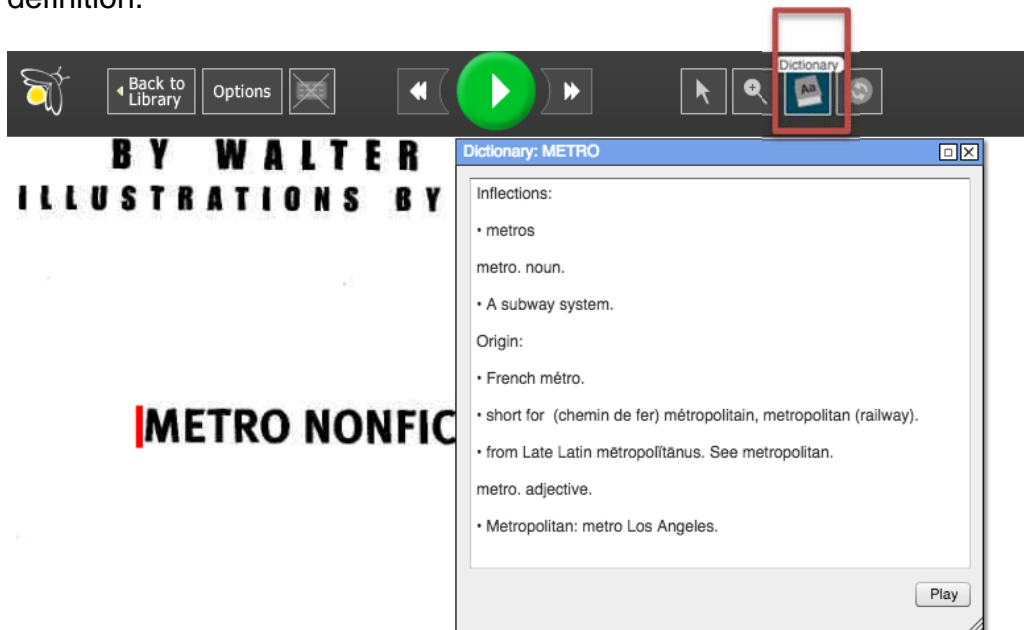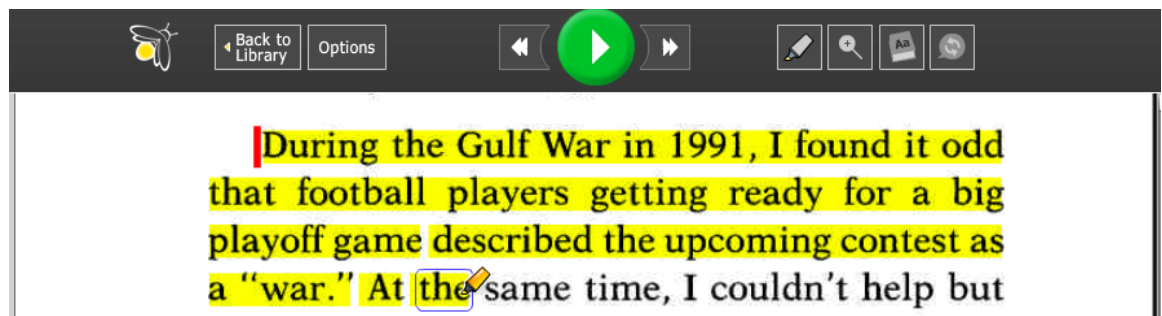
Highlighting Text and Saving Highlights

To highlight text in a document:

1. Hover over the Tool Selection button and select a color pen from the Highlight Text area.
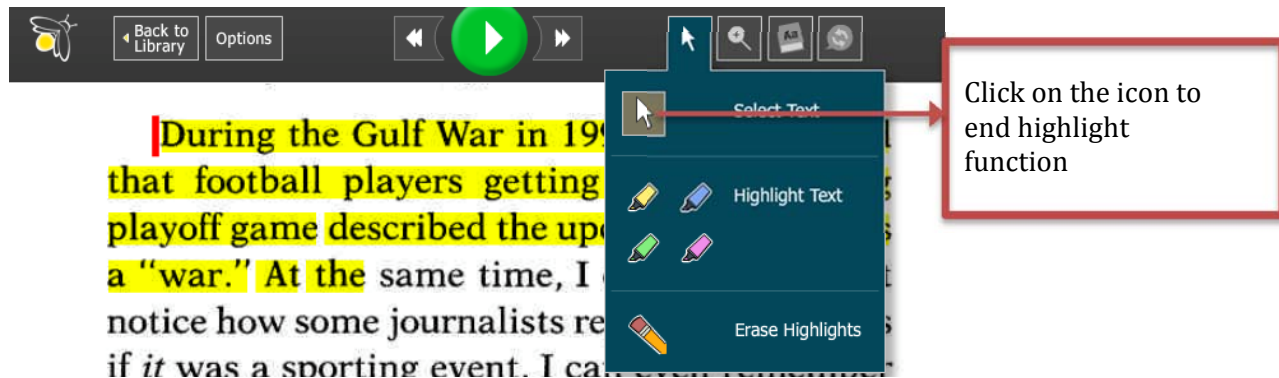

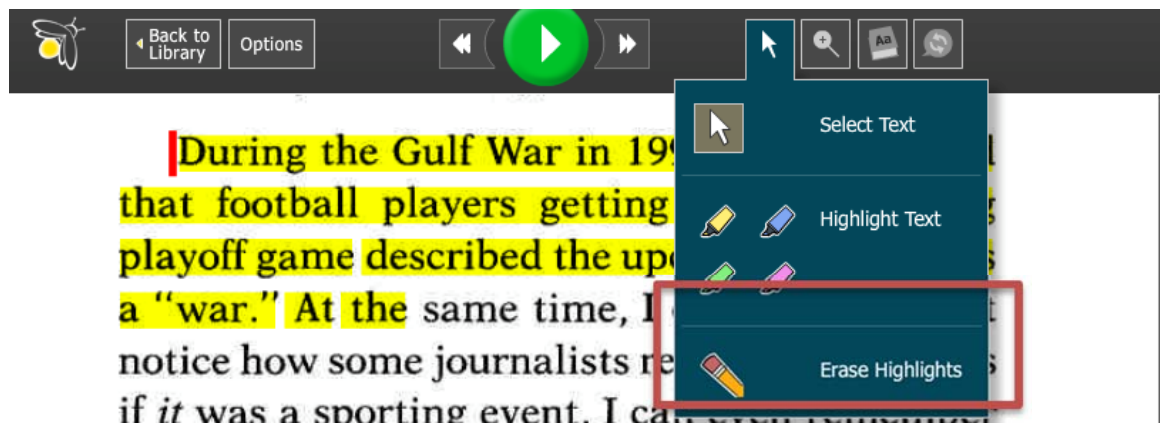2. In the document, select the text you want to highlight.

3. Repeat step 1 whenever you want to highlight in a different color.

4. When you are done, click the Select Text button again to end the highlighting function. You can see the mouse pointer changing to normal.

Click on the icon to end highlight 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. The Pointer changes to an eraser.

3. When you are done, click the Select Text button to end the erase function.

Click on the icon to end 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 your Universal Library folder.
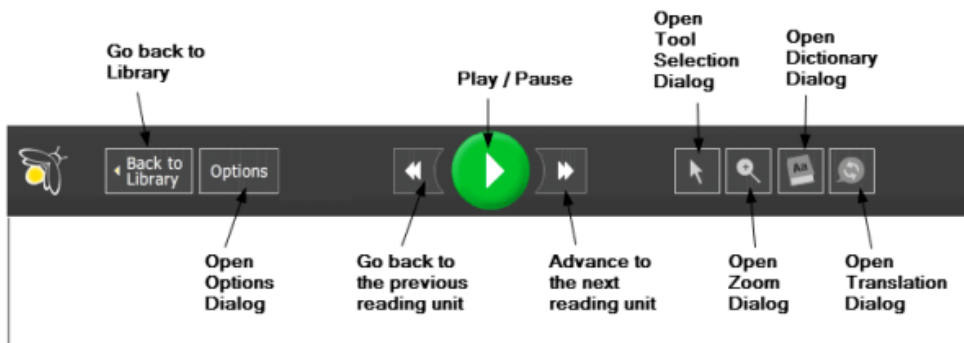
Accessing Files on Firefly from Kurzweil 3000

You can open the Kurzweil files stored in Firefly from the Kurzweil 3000 application on your PC or Mac and also save them back to **Firefly** library.

Opening a File From the Library

1. Open Kurzweil 3000 on your PC or Mac and login with your Username and Password.
2. Go to "File" menu and then select "Open from Library" or "Open from Universal Library".
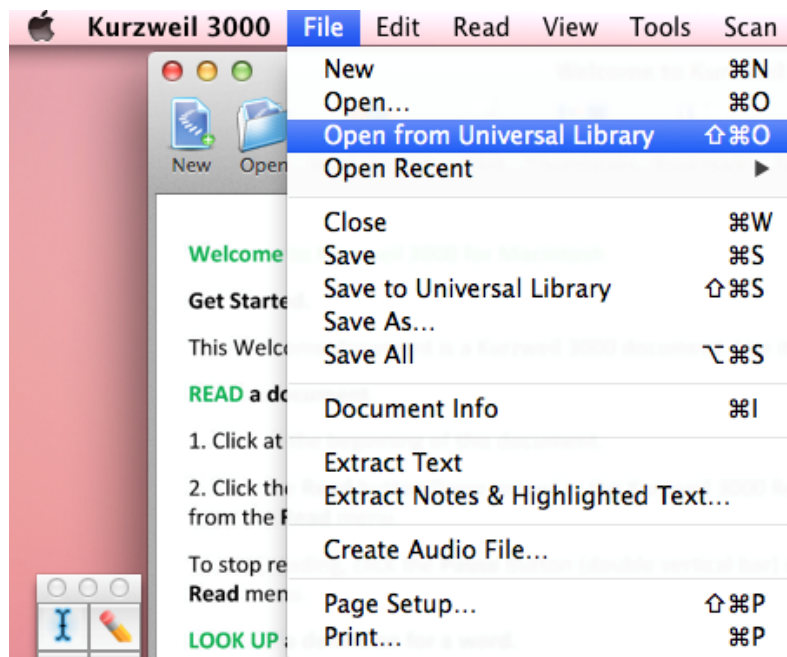
3. A window appears with the list of folders you have access to. Click on the "+" or ">" symbol before your name. Your **Public** and **Private** folders are displayed as a drop down under your name. Then do the same to explore the folders, click on the folder of your choice and then select the file and click "open".
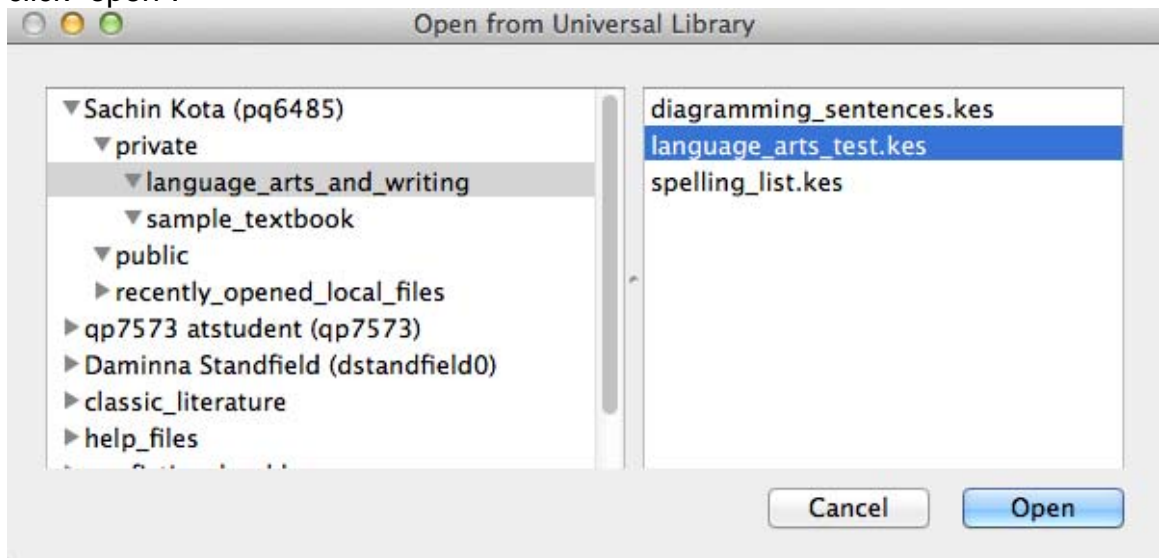
Saving a File to the Library

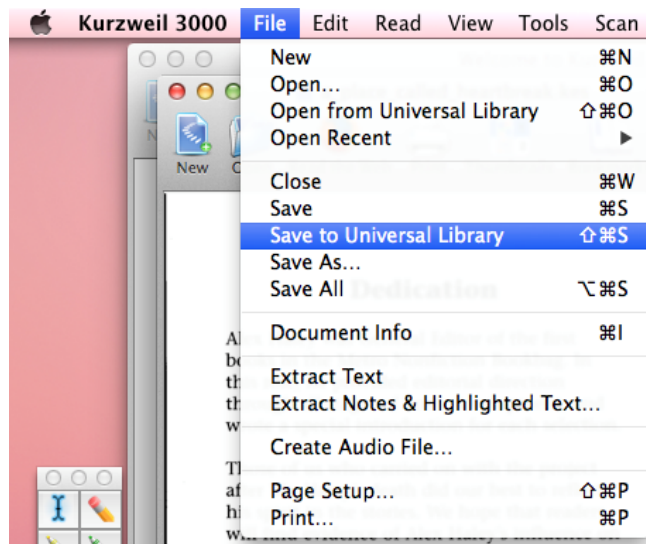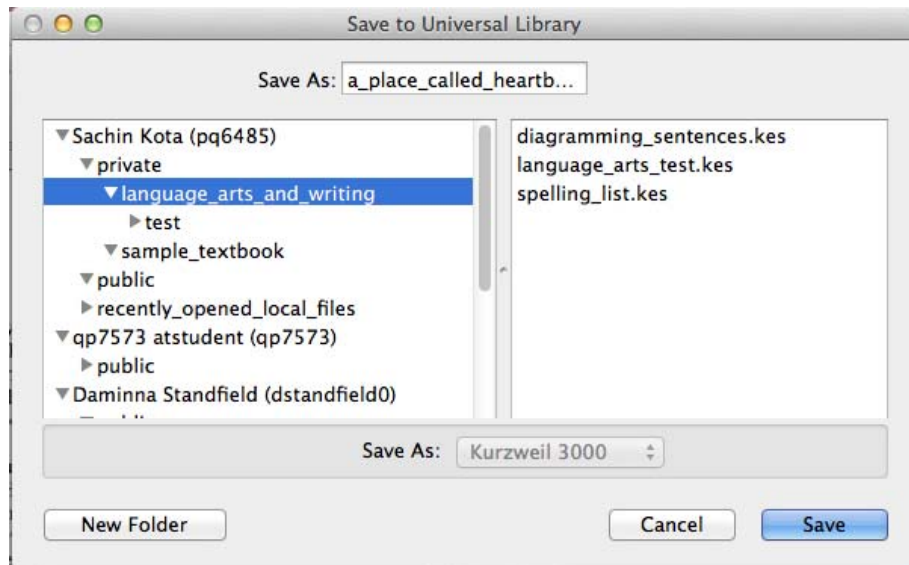1. Go to "File" menu and then select "Save to Library" or "Save to Universal Library".

2. A window appears with the list of folders you have access to. Click on the "+" or ">" symbol before your name. Your **Public** and **Private** folders are displayed as a drop down under your name. Then do the same to explore the folders, click on the folder of your choice and then click "Save".

3. After selecting a folder you can click on "New Folder" button to create a new folder and then make a "right click on that folder" (PC) or use "control+click" and the select rename and you will be able to change the name of the folder.
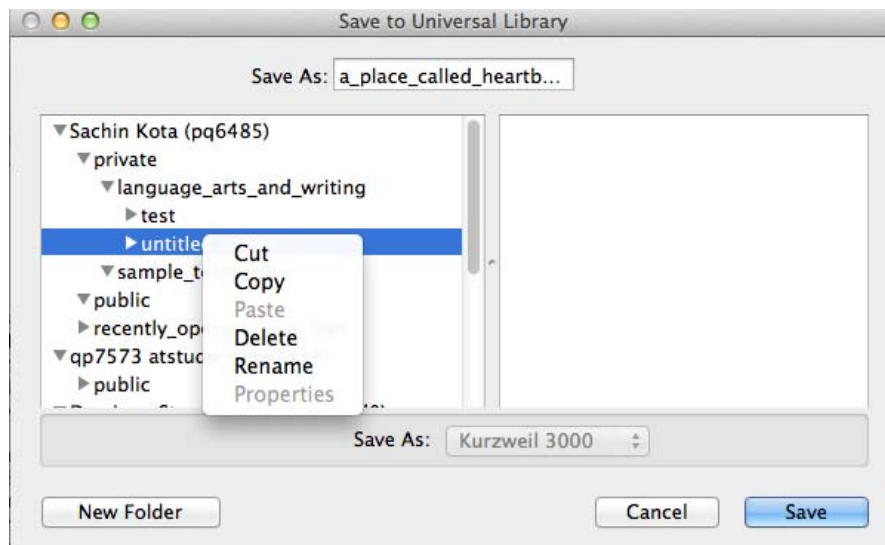
If you have any questions or need any further assistance, please don't hesitate to call the ATSO office @ 510 885-4366, or you can email us at atstudent@csueastbay.edu