

Double click on blue Kurzweil icon.

Choose **Learner station** (for student) or **Color Professional** (for teacher)

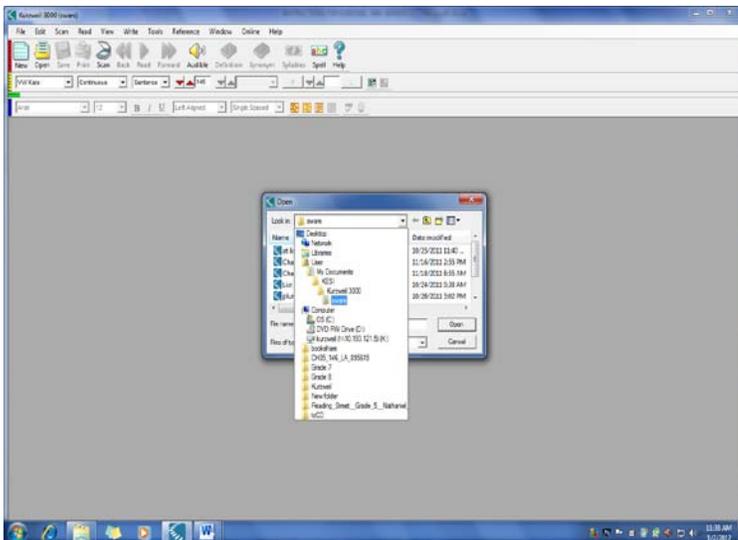
Type in user name and password

LS _____

CP _____

Click "ok"

- X out of "Tip of the Day"

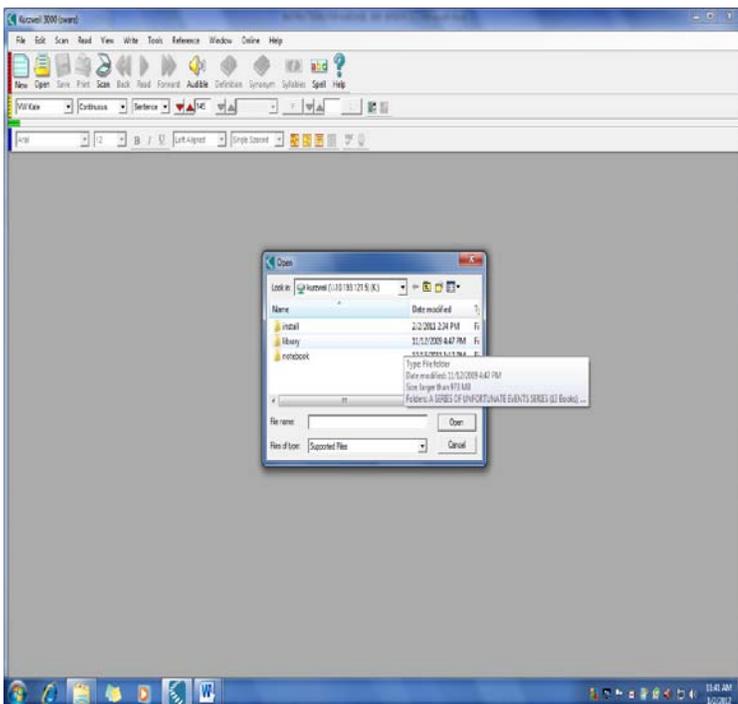


To open a document on your computer, click on "File", "Open", then click on the drop down arrow by "Look in".

Locate the document and open it.

Kurzweil will then convert the file into a KESI file. You may see a message in the bottom left side of the screen.

Once the document is converted you will click "File" and choose "Save to Library".

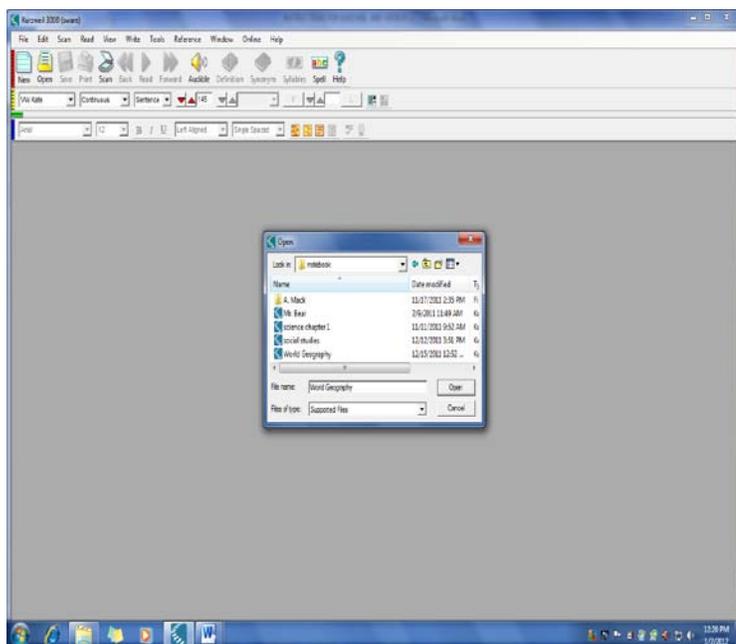


Click the down arrow for the dropbox next to "Save In".

Go to the desktop and find the Kurzweil Library Folder.

Open the Library Folder.

Open the Notebook.

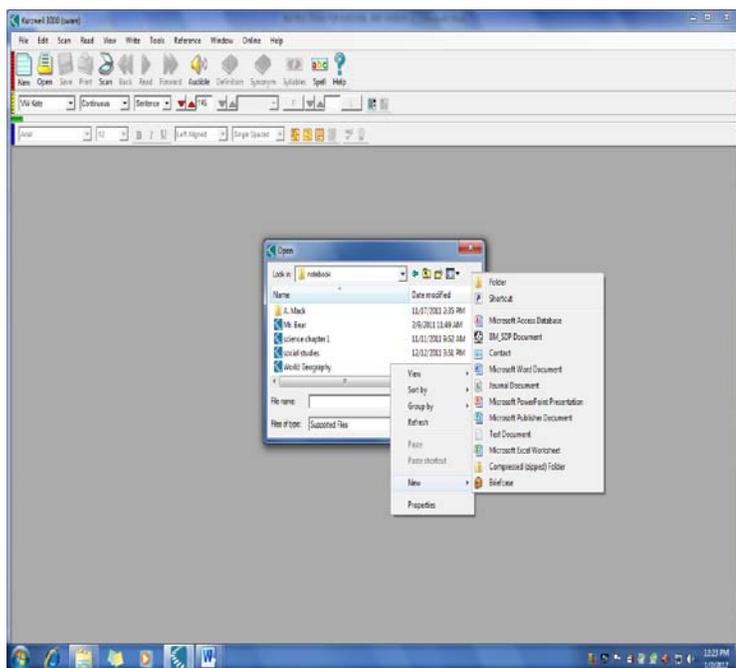


Inside the notebook you will find folders with a student's name and/or a teacher's name.

Save your documents in a folder labeled with your name.

Right click in the open space. Put the cursor on "New" and choose "Folder". Name the folder with your name. Click "Open". Click "Save".

***Remember to name your document.**



Textbooks will be in a folder labeled with the student's names.

If your document (or textbook) has already been saved to the notebook, click on "File" and choose "Open from Library".

Click the down arrow for the dropdown next to "Save In". Choose Kurzweil () (K).

Double click on "Notebook" and find the folder with your document.

*****ONLY CHILDREN IDENTIFIED AS HAVING A PRINT DISABILITY ARE ELIGIBLE FOR DIGITAL TEXTBOOKS. IT IS A VIOLATION OF COPYRIGHT LAWS TO ALLOW CHILDREN WHO ARE NOT IDENTIFIED WITH A PRINT DISABILITY, ACCESS TO THESE DIGITAL FORMATS.**