

# AT Quick Guide

## Read:OutLoud – Bookshare Edition

Read:OutLoud Bookshare Edition (ROLBE) is a text reader software program with study features. Bookshare members can download ROLBE from Bookshare.org at no cost. To learn how to download the software, see [here](http://www.bookshare.org/assets/docs/QG_ROL_REV331091_kkc_mo.doc). [http://www.bookshare.org/assets/docs/QG\\_ROL\\_REV331091\\_kkc\\_mo.doc](http://www.bookshare.org/assets/docs/QG_ROL_REV331091_kkc_mo.doc)

### **Opening a new book in ROLBE**

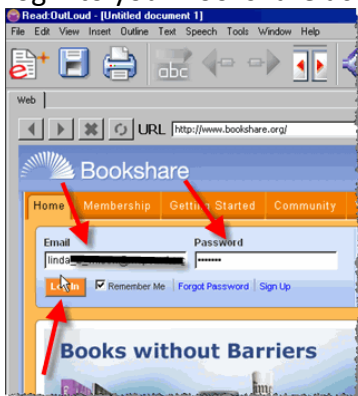
Once you have installed ROLBE, there are two ways to open a book to read

1. Download a new book directly into ROLBE
2. Open a book that you have already downloaded

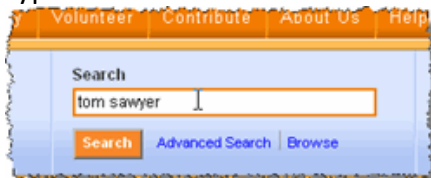
#### **Method 1: Download a new book directly into ROLBE**

When you open ROLBE, you will see the Bookshare website in the main window.

1. Log into your Bookshare account



2. Type a search term in the search box and click Search



3. In the list of results, find the title that you want and click on the DAISY link to download it

Author	Title	Copyright	Date Added	Download
Twain, Mark	The Adventures Of Tom Sawyer		01/08/02	Freely Available: <a href="#">DAISY</a>   <a href="#">BRF</a>   <a href="#">HTML</a>   <a href="#">TEXT</a>
Twain, Mark	Tom Sawyer Abroad		01/08/02	Freely Available: <a href="#">DAISY</a>   <a href="#">BRF</a>   <a href="#">HTML</a>   <a href="#">TEXT</a>
Twain, Mark	Tom Sawyer, Detective		01/08/02	Freely Available: <a href="#">DAISY</a>   <a href="#">BRF</a>   <a href="#">HTML</a>   <a href="#">TEXT</a>
Twain, Mark	Las Aventuras De Tom Sawyer		07/10/06	Freely Available: <a href="#">DAISY</a>   <a href="#">BRF</a>   <a href="#">HTML</a>   <a href="#">TEXT</a>


4. Enter your password and click **OK**.

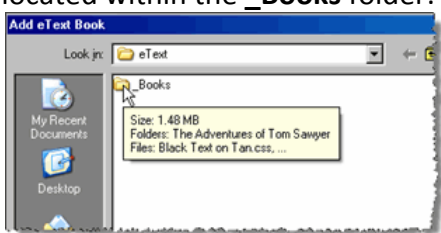


**Note: if the book you are downloading is in the public domain, then you can leave the password field blank. Do not click Cancel.**

- 5. The book is now open and ready for reading. It has been saved in **MyDocuments** on your computer.


**Method 2: Open a book (or other file) that you already have**

- 1. Click the Add eText button: 
- 2. Navigate to the folder on your computer or network where the book is saved. If you are opening a book that you previously downloaded using method 1, then the book will be located within the **\_Books** folder:



- 3. Once you find the book you want to open, double click on the book title.
- 4. The book is now open and ready for reading.

**Reading in ROLBE**

**Read:** click the on the word where you want to start reading and click  in the toolbar

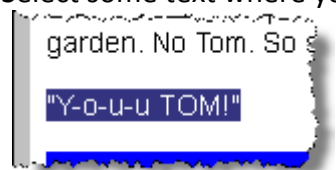
**Pause reading:** click  in the toolbar


**Turn the page:** click the arrows on either side of the page numbers just above the text



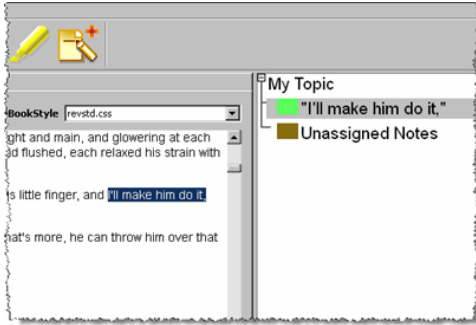
**Bookmark where you stopped reading** so that you can find it easily later

- 1. Select some text where you stopped reading

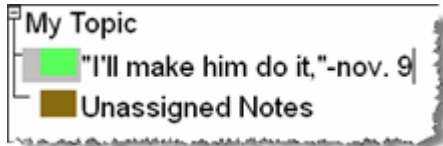


- 2. Click the green highlighter in the toolbar 

- The text you selected will appear in the outline to the right



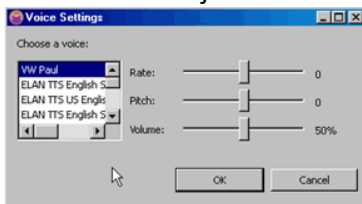
- Click on the item in the outline and add some information to your bookmark, such as the date



- To return to a bookmark later, double-click on the colored square in the outline

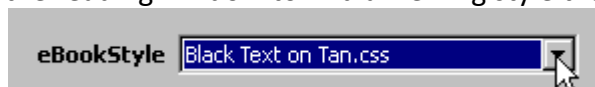
### **Choose a different voice**

- From the **Speech** menu, choose **Voice Settings**
- In the **Choose a voice** list, select the voice you would like to use. **Heather 22k** and **Ryan 22k** are high quality voices. When you click on a voice, you will hear an example of how it sounds
- You can also adjust the Rate, Pitch (for certain voices) and Volume in the Voice Settings dialog



### **Change how the book looks on the screen**

Explore the different options in the drop down menu next to eBookStyle in the upper right corner of the reading window to find a viewing style that appeals to you.



## **Using the study tools to help understand what you are reading**

You can highlight information from the text and it will become part of an outline to the right. You can also take notes using the outline area to the right. Once you have some notes entered there, you can reorganize them for studying or for a writing assignment.


### **Highlight important information**

- Select important information in the text
- Click the green highlighter in the toolbar
- The text you selected will appear in the outline to the right

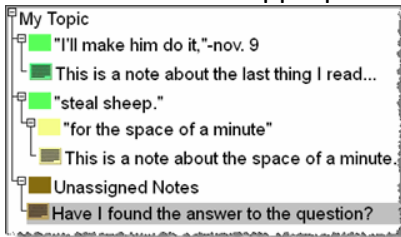


- Notice that when a green topic is selected in the outline, you have the option of using either the green highlighter or the yellow highlighter next time. If you use the yellow highlighter, the information that you select will appear as a sub-topic under the green one.

### Take notes



Take notes by clicking on the **New Note** button  on the toolbar. When you are finished typing your note, click **OK**.

Notes can be attached to items in your outline or they can be “unassigned.” Simply click on an item in the outline or on the brown “**Unassigned Notes**” item before clicking the **New Note** button to attach the note to the appropriate location.




You can always move your notes around later.

### Organize the outline and notes

- Drag topics up or down in the outline. Notice that as you drag a topic, the subtopics and notes associated with it travel together.
- Drag notes from one topic to another. Notice that if you drag an unassigned note to a green topic, the note changes in color from brown to green.
- Use the  and  buttons on the tool bar to change notes from green to yellow to pink to blue. Main ideas are always green. Supporting ideas are always yellow. Ideas that support yellow ideas are always pink, and so forth.

### Saving your work



- Click the Save button  in the toolbar to save your outline, notes, and highlights.
- ROLBE will ask you for a file name and where you would like to save the file.
- You can open the book and your outline simultaneously by double-clicking on the file you just saved.

**Note: you are not saving over the copy of the book that you originally downloaded. You are now saving the outline or annotations that you created with a link to the book, which was downloaded to My Documents. If you move or delete the book, you will get an error when you try to open your outline again.**