

AT Quick Guide

Sharing SOLO Files

In order to use files created for use with SOLO, you'll need to be able to:

- Unzip compressed files (.ZIP files)
- Open e-text (.RTF files) into SOLO
- Open outline templates (.OPT files) in SOLO

Unzip compressed files

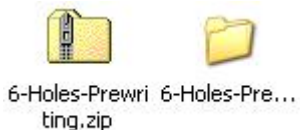
ZIP files are compressed “packets” of electronic files. All of the files pertaining to one curriculum area are posted in the “Universal Design for Learning” Public Folder on Outlook. They are compressed or “zipped” into one file with the extension .zip. When you unzip the file, all of the documents expand on your computer in a folder.



1. Download the ZIP file



2. Right-click on the zip file and choose **Extract All..**



3. Click **Next, Next, Finish**. You will see a folder with the same name as the ZIP file



4. Double click on the folder to see the contents

5. Read *ReadMe.doc* for a description of the files

Open e-text (RTF files) in SOLO Read:OutLoud

1. Launch SOLO and log in
2. Click **NEW**
3. Click **Read:OutLoud**
4. In the Add eText window, Click **Browse**
5. Navigate to the RTF file you want to read and click OK

Open outline templates (OPT files) in SOLO

1. log in to SOLO
2. Click **NEW**
3. Choose

Read:OutLoud

OR

Draft:Builder

- | | |
|--|---|
| <ol style="list-style-type: none">a) Click NEWb) Click Read:OutLoudc) Add e-text if desired or click Cancel to browse the webd) In the menu bar choose Outline > Add Outlinee) In the Add Outline window click Browsef) Navigate to the location of the OPT file, click on it and click Open | <ol style="list-style-type: none">a) In the Add Outline window click Browseb) Navigate to the location of the OPT file, click on it and click Open |
|--|---|

4. If you want to use an outline template with Write:OutLoud, then open it first in Draft:Builder and then click the **Send to Write:OutLoud** button on the toolbar.

If you have questions, contact HIAT: 301-657-4929

<http://www.mcps.k12.md.us/departments/hiat/>

If you have corrections to suggest, please email Linda Wilson.