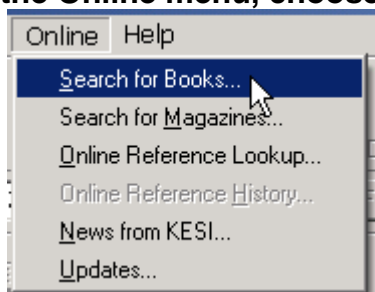
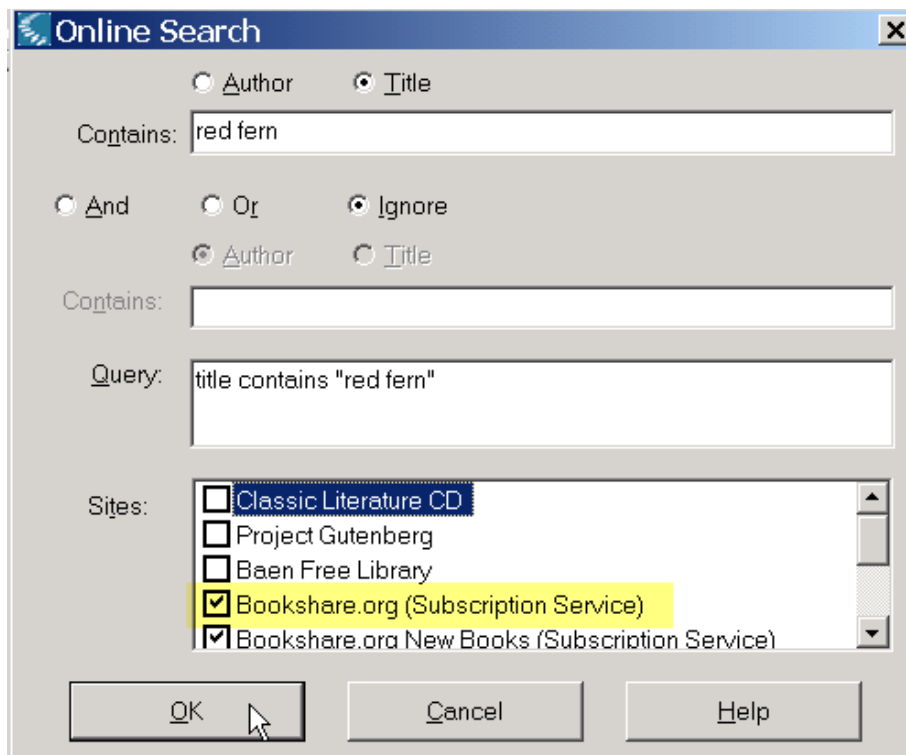


Bookshare: Downloading Materials Using Kurzweil

1. Open Kurzweil
2. From the Online menu, choose Search for Books

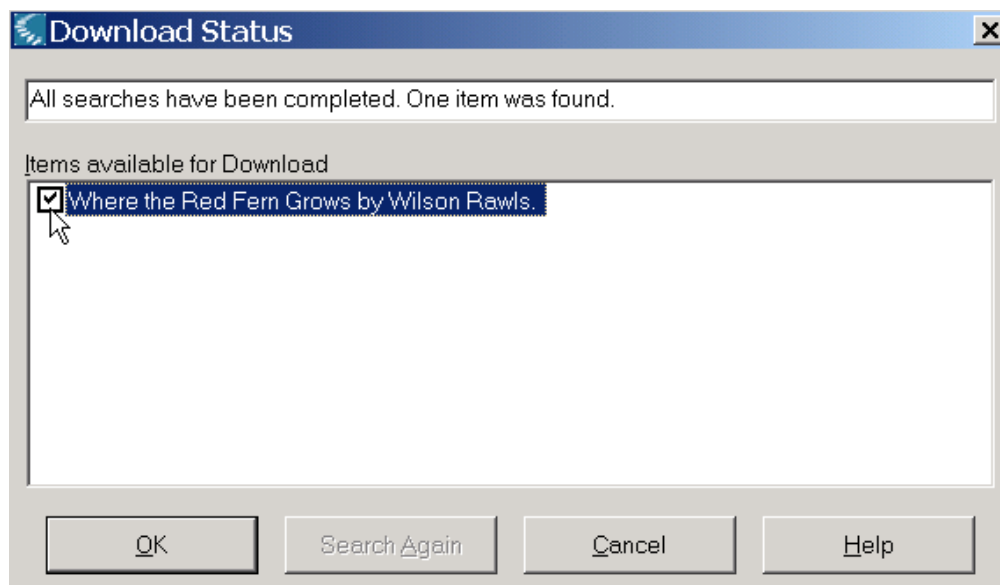


3. Enter search terms. Make sure that Bookshare.org is checked under Sites, and click OK.



4. If you are asked for your username and password, enter your email and Bookshare.org password

5. Check the box next to the book you want and click OK.

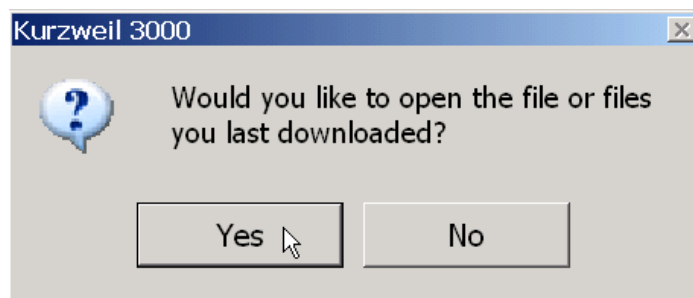


6. Choose the appropriate student in the Member List and click OK.

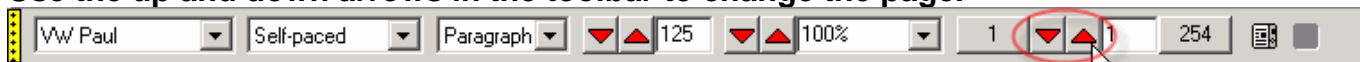
7. You will be asked for your password again – enter it and click OK.
You will see the following message.



8. In Kurzweil, choose File --> Open. Then click Yes.
The book will open



9. Use the up and down arrows in the toolbar to change the page.



10. Choose File-->Save As and save the file to the Copyrighted Text folder on your school network.

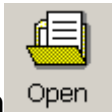
NOTE: The **Copyrighted Text** folder should be available on your school network. Access to this folder is restricted to students who have been designated as eligible to use copyrighted material in a digital format. If you do not have a **Copyrighted Text** folder, request one through your “Bookshare Primary Contact” (see **Bookshare Procedures**) and/or your ITSS.

Some books are copyright free and should be saved into the **Copyright Free Text** folder, which is accessible to all students.

11. Reading the book

You can immediately begin using the book. To open the book later

1. Open Kurzweil



2. Click Open
3. Navigate to the Copyrighted Text folder
4. Open the copy of the book that has the .opf extension

5. Turn pages with the up and down arrows in the tool bar:



12. Customizing the book

See the Quick Guide: Using Bookshare Files with Kurzweil for more options on formatting the book files for the needs of your students.