AT Quick Guide

Options for Using and Formatting Bookshare Files

The chart below summarizes three options for opening the book. More detailed directions for each of these options is below the chart.

	Need	Summary of solution (see below the chart for detailed steps)
Option 1	If you just want to make the book available to the student the fastest way possible	• Use the OPF or XML files that are created by default • Make sure that you don't delete the other files that are automatically created when you download the book • The OPF file will be read-only. The XML file will allow the student to use the electronic highlighters and other study tools and save the resulting file.
Option 2	If you are concerned that having several files with the same book title in the Copyrighted Text folder will be confusing	• Open the XML file and save it as an RTF file • You have the option of opening the RTF file in MS Word to format the font size and style and correct any errors
Option 3	If you would like to embed comprehension supports into the book using Kurzweil	• Create the RTF file and edit it in MS Word to format it in a pleasing way • Then open it in Kurzweil, add comprehension supports, and save it as a KES file • Alternatively, you could skip converting the book to RTF format and add comprehension supports directly in the XML file

1. **Option 1**
   To have the student read the book, the student should
   - Open Kurzweil or another text reader that supports XML and DAISY files, such as Read Out:Loud
   - Click the "**Open**" button on the toolbar
   - Navigate to the **Copyrighted Text** folder from **My Computer→Student Shared**
   - Find the title of the book and double click on the XML version of the file
   - You may want to teach the student how to set the default zoom in Kurzweil so that s/he doesn't have to adjust the zoom on every page. See the Quick Guide Setting Default Zoom in Kurzweil

2. **Option 2**
   To prepare the book for students and be able to delete the extra files
   - Open Kurzweil
   - Click the "**Open**" button on the toolbar
   - Navigate to the **Copyrighted Text** folder
   - Find the title of the book and double click on the XML file
   - Choose **File→Save As**
   - Save the book as an **RTF** file (You'll notice red horizontal lines in the text. Those are page breaks.)
   - Close Kurzweil
   - Navigate to the **Copyrighted Text** folder from **My Computer→Student Shared**

<u>If you don't have Kurzweil, you can do this with Internet Explorer</u>
- Open Internet Explorer
- Choose **File→Open**
- Navigate to the **Copyrighted Text** folder
- Find the title of the book and double click on the XML file
- Choose **Edit→Select All**
- Choose **Edit→Copy**
- Open MS Word
- Choose **Edit→Paste**
- Choose **File→Save As**
- Navigate to the **Copyrighted Text** folder from **My Computer→Student Shared**

You may now delete all the files that were saved for that book EXCEPT the RTF file. You can format the RTF file as you like in Word. For example, you can
- Change the font type and size
- Run a spell check to correct errors
- Bold and center text
- Divide the book into chapters and save each one in a separate file

3. **Option 3**
   <u>To create a KES version of the book with comprehension supports</u>
   - Complete the steps for Level 2
   - Open Kurzweil
   - Click the "**Open**" button on the toolbar
   - Navigate to the **Copyrighted Text** folder from **My Computer→Student Shared**
   - Open the RTF version of the book
   - Add at least one note (see the Quick Guide: [Kurzweil Overview](#))
   - Choose **File→Save As**
   - Save the book as a **KES** file

   The RTF file remains as a copy of the book without the embedded supports – the RTF file can also be opened with Read:OutLoud and other text reader programs