

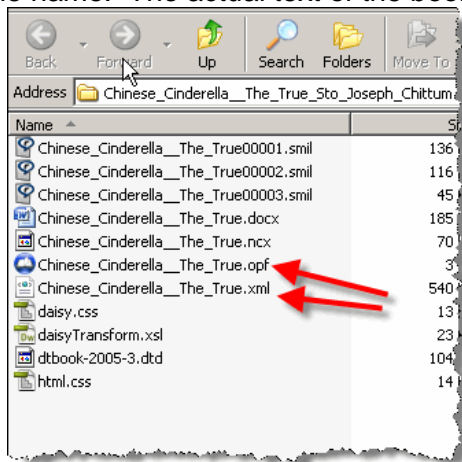
## Using Bookshare files with Kurzweil

### Did you already download the book?

This Quick Guide assumes that you have already downloaded a book from Bookshare and extracted the files. If not, please see: [Downloading Books from Bookshare.org](http://www.bookshare.org/DownloadBooks)

### Understand the Bookshare format

You'll notice that the book comprises several files. Each file has a unique three letter extension after the period in the file name. The actual text of the book is contained in the .XML and .OPF files.



### Open the book

1. **FIRST** open Kurzweil.
2. Choose the **Open** command .
3. Navigate to the Copyrighted Text folder where you saved and extracted your files (see the Quick Guide [Bookshare – Downloading](http://www.bookshare.org/DownloadBooks) if you have not done this step yet).
4. Open either the .XML or .OPF file.
  - a. The XML file will allow you to type directly in the book, add highlights and notes, and save the book in KESI format.
  - b. The OPF file will be a read-only copy. Neither you nor the student will be able to make changes to the book.
5. If you get an error, you may not have extracted the zip file. Again, see [Downloading Books from Bookshare.org](http://www.bookshare.org/DownloadBooks) and make sure you complete the step to extract the files.

### What do I do with the other files?

If you delete any of the files, the ones that remain will not work properly. Therefore, you either need to leave them there, or create and save a copy of the book in MS Word before deleting the files.

### How can I format the book according to the preferences of my student?

You need to balance the time you spend preparing the book for student use with the need to provide the student with timely access to reading material. If the student is having trouble with the book formatting, you can use Word to change the formatting to suit your students' needs. See [Options for Using and Formatting Bookshare Files](#). Note that Kurzweil is also capable of opening MS Word and RTF files.