

Bookshare: Downloading Books from Bookshare.org

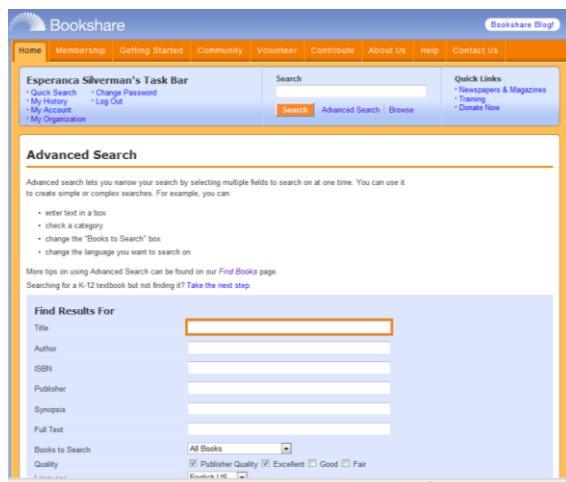
1. Go to www.bookshare.org and log in with your email address and account password
2. You can simply type a search term into the search box.



The screenshot shows the Bookshare homepage. At the top, there is a navigation menu with links for Home, Membership, Getting Started, Community, Volunteer, Contribute, and About Us. Below the menu is the 'Esperanca Silverman's Task Bar' with links for Quick Search, My History, My Account, My Organization, Change Password, and Log Out. A search box is located in the top right corner. The main content area features a 'Welcome Esperanca Silverman' message and a 'Where the Red Fern Grows' search term entered into the search box. A blue arrow points from a 'Quick Search' callout box to the search button.

You can do an **advanced search**:

You can also **browse by category**:



The screenshot shows the 'Advanced Search' page. It includes a search box and a 'Search' button. Below the search box, there are instructions on how to use advanced search, such as entering text in a box, checking a category, changing the 'Books to Search' box, and changing the language. There are also links for 'Quick Links' like Newspapers & Magazines, Training, and Donate Now. The 'Find Results For' section has input fields for Title, Author, ISBN, Publisher, Synopsis, and Full Text. At the bottom, there are options for 'Books to Search' (All Books) and 'Quality' (Publisher Quality, Excellent, Good, Fair).



The screenshot shows the 'Browse' page. It features a 'Browse' section with a 'Select from the following:' list. The list includes Authors, Categories, Languages, New Books, Most Popular Downloads, NIMAC Books, Special Collections, Newspapers and Magazines, Internationally Available, Grades, and Publishers. At the bottom, there are social media links for Facebook, Twitter, and YouTube, and a copyright notice for Bookshare © 2012 Benetech.

3. When you see the book you want, click on the title of the book to see more information about the book. To download the book select **Download**.

The screenshot shows the Bookshare search results page. The search results for "Where the Red Fern Grows" by Wilson Rawls are displayed. A blue arrow points from the "Download" button next to the book title to a box labeled "Select Download".

4. Select member:

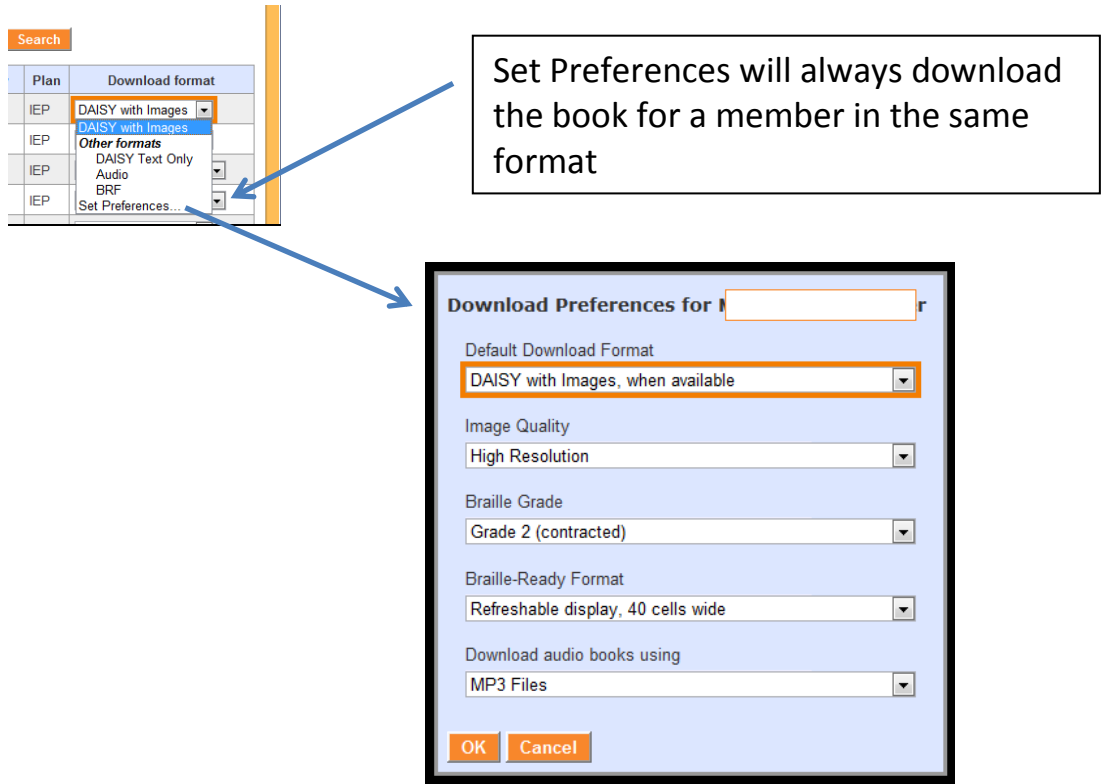
The screenshot shows the "Select Members" page for the book "Where the Red Fern Grows". A blue arrow points to the checkbox in the first row of the member selection table.

| | First Name | Last Name | Grade | Quicklist | Birth Date | Qualifying Disability | Plan | Download format |
|-------------------------------------|------------|-----------|-------|-----------|------------|-----------------------|------|-------------------|
| <input checked="" type="checkbox"/> | | | 7 | - | 04/28/97 | Physical | IEP | DAISY with Images |
| <input type="checkbox"/> | | | 6 | - | | Visual | IEP | DAISY with Images |
| <input type="checkbox"/> | | | 4 | - | 05/12/01 | Learning | IEP | DAISY Text Only |

5. Select Download Format:

This is a close-up of the "Select Members" page, focusing on the "Download format" dropdown menu for the first member. The dropdown menu is open, showing options: "DAISY with Images", "DAISY with Images", "Other formats", "DAISY Text Only", "Audio", "BRF", and "Set Preferences...".

6. **Set Preferences Option:** You can set preferences for each individual member:

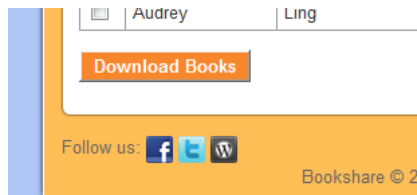


The image shows a table with columns 'Plan' and 'Download format'. The 'Download format' column has a dropdown menu open, showing options: 'DAISY with Images', 'DAISY with Images', 'Other formats', 'DAISY Text Only', 'Audio', 'BRF', and 'Set Preferences...'. A blue arrow points from the 'Set Preferences...' option to a dialog box titled 'Download Preferences for [Member Name]'. The dialog box contains the following settings:

- Default Download Format: DAISY with Images, when available
- Image Quality: High Resolution
- Braille Grade: Grade 2 (contracted)
- Braille-Ready Format: Refreshable display, 40 cells wide
- Download audio books using: MP3 Files

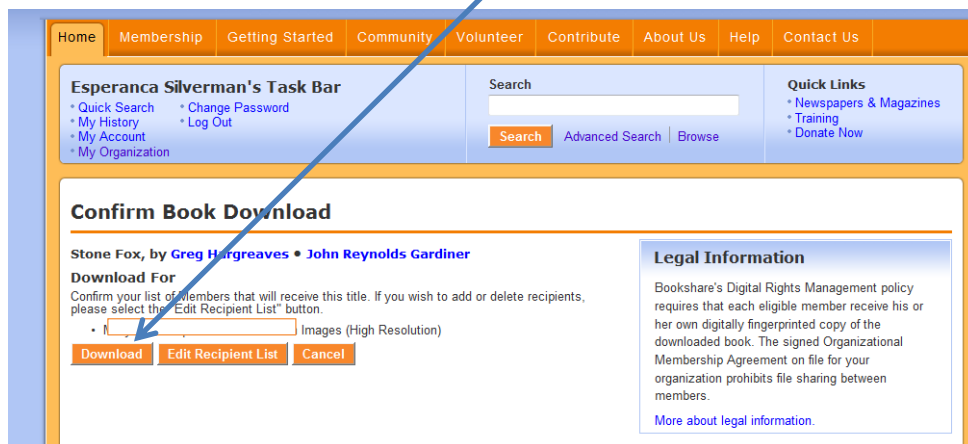
Buttons for 'OK' and 'Cancel' are at the bottom of the dialog box. A text box to the right of the dialog box contains the text: 'Set Preferences will always download the book for a member in the same format'.

7. Select **Download Books**



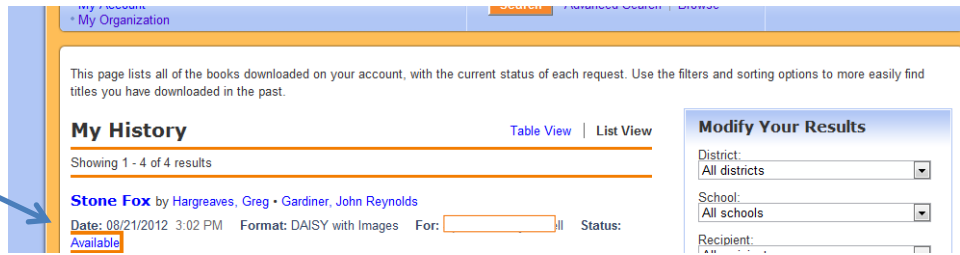
The image shows a user profile for 'Audrey Ling'. Below the name is a 'Download Books' button. At the bottom, there are social media icons for Facebook, Twitter, and LinkedIn, and the text 'Bookshare © 2012'.

8. Confirm Book Download and Select **Download**



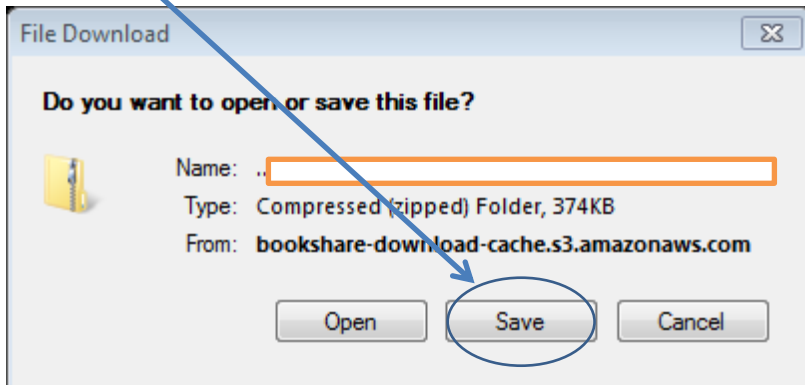
The image shows the 'Confirm Book Download' page for the book 'Stone Fox' by Greg Hargreaves and John Reynolds Gardiner. The page has a navigation bar at the top with links: Home, Membership, Getting Started, Community, Volunteer, Contribute, About Us, Help, Contact Us. Below the navigation bar is a search bar and a 'Quick Links' section with links for 'Newspapers & Magazines', 'Training', and 'Donate Now'. The main content area has the title 'Confirm Book Download' and the book title 'Stone Fox, by Greg Hargreaves • John Reynolds Gardiner'. Below the title is a section for 'Download For' with the text: 'Confirm your list of members that will receive this title. If you wish to add or delete recipients, please select the "Edit Recipient List" button.' There is a dropdown menu for 'Images (High Resolution)' and buttons for 'Download', 'Edit Recipient List', and 'Cancel'. A blue arrow points from the 'Download' button to the 'Confirm Book Download' section. To the right of the main content is a 'Legal Information' section with text about Bookshare's Digital Rights Management policy and a link for 'More about legal information.'

Select available



When you select available you will also receive a confirmation email saying your request is ready for download.

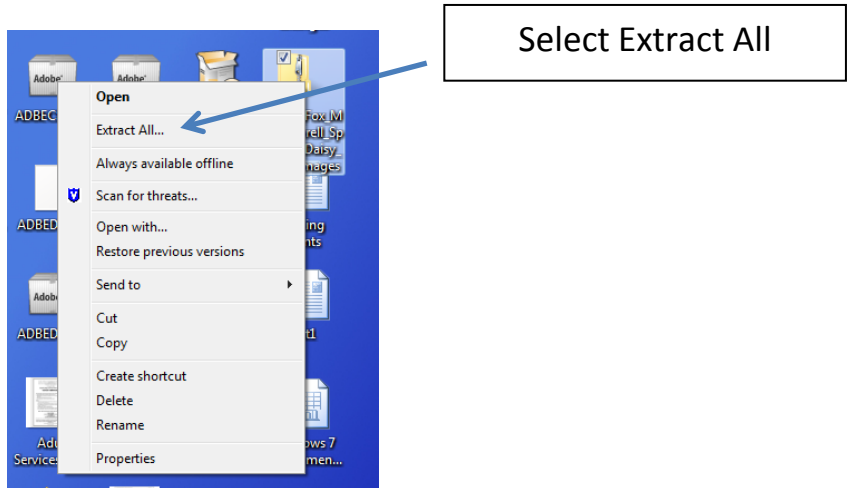
9. Save the file to the Copyrighted Text Folder found in Student Share.



NOTE: Access to the *Copyrighted Text* folder is restricted to students who have been designated eligible to use copyrighted material in a digital format. You must provide a list of eligible students to your ITSS at the time you enroll your school at Bookshare.org.

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

10. Right click on the zipped file and select Extract All.



Use Kurzweil to read the book.

The student may use a text reader such as Kurzweil to open the book from the **Copyrighted Text** folder. Alternatively, you can copy the folder of files to a CD or flash drive for the student to take home.

To open the book in Kurzweil

- Open Kurzweil or your text reader first
- Then click OPEN to open the book
- Navigate to the Copyrighted Text folder
- Find the book and click OPEN
- Use the XML version. OPF version does not allow you to save annotations in Kurzweil
- Once the student opens the book he/she can save it to the MyDocuments folder.