AT Quick Guide

Using Bookshare files

After you have downloaded a book from Bookshare, you may be confused by the many files that result. This Quick Guide addresses the following questions
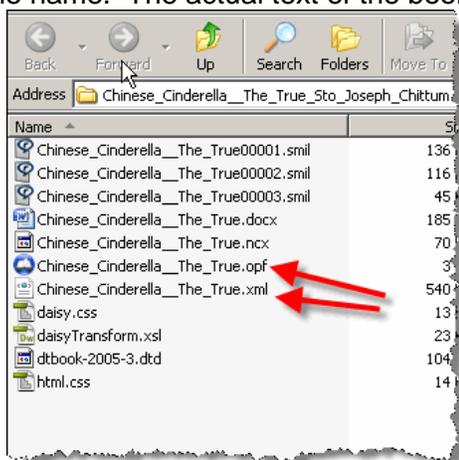
- What programs can I use to read the book?
- Which files do I use?
- What do I do with the other files?

What programs can I use to read the book?

Most full-featured text reader software programs, such as Kurzweil and Read:OutLoud will be able to open the book directly. You can also use text reader software that such as Natural Reader or WordQ. These two programs provide a floating tool bar that allows you to select any text and have it read aloud. In order to use one of these types of programs with a Bookshare book, you'll need to view the book in some other program, such as Internet Explorer.

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.

Which files do I use?

What do you want to do?	What program do you want to use to open the file?	Which file will you use?
Have the computer read the file out loud using a full-featured text reader program	Kurzweil SOLO Read:OutLoud Other DAISY reader software	.xml or .opf .xml .opf
View the file on screen • To copy and paste the text into another program like Word • To read the text using Natural Reader or WordQ	Internet Explorer	.xml

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

Open the book

1. FIRST open the program you plan to use
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 if you have not done this step yet)
4. Open either the .xml or .opf file
5. If you get an error, you may not have extracted the zip file. Again, see Bookshare – Downloading 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 copy and paste your book into Word before deleting the other 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 features to suit your students' needs.