AT Quick Guide

Using the Internet to find and save e-text

This quick guide will describe how to use the Internet to find appropriate reading material for your students and for your curriculum unit. Once you have found a useful website, it is a good idea to save the text in a format that can be accessed in many ways by students. This quick guide will review how to save the text in "rich text format" (RTF) which can be can be opened and edited in Word easily. They can also be read by both Kurzweil and SOLO Read:OutLoud. This makes it a format that is especially useful when working toward curriculum materials that are "universally designed" because they can be used in many ways.

The steps to do this are:
1. Locate the text you want on the Internet
2. Copy and paste the text into Microsoft Word
3. Cite your source
4. Save the file in RTF format
5. Open the file in your text reader software (e.g. Kurzweil or SOLO Read:OutLoud) to check the formatting

Helpful tips and step-by-step directions are provided below.

1. **Locate the text you want on the Internet**
   - Open Internet Explorer
   - Navigate to the HIAT web page
   - Click on "Educational Websites" in the left navigation bar
   - Click on "E-Text" to find websites that have primarily reading material
   - Now you can explore the websites based on the categories listed to find text that is appropriate for your unit and students' reading levels.
   - Once you have found an article that you want your students to read, proceed to step 2.

For the purposes of practicing with this quick guide, try this:
   - From the E-Text page, click on "folktales and fairy tales"
   - Choose the first link "Aesop's Fables"
   - Scroll down to the chart of stories and choose "Fairy Tales"
   - Choose the first story "The Angel"

2. Copy and paste the text into Microsoft Word

- Select the text on the screen by clicking at the beginning and dragging to the end. If you are having trouble with this, see the tips at the end of this quick guide.
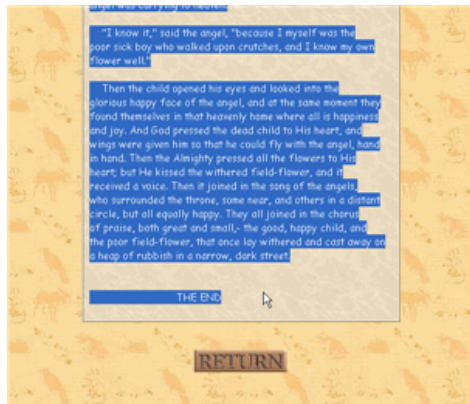
- Right-click on the selected text and choose "Copy"

- Open Microsoft Word

- Choose Edit→Paste

3. Cite your source

- Go back to Internet Explorer and copy the web address from which you copied the text.

- Go back to Word and paste the web address along with a citation at the end of your document.

4. Save the file in RTF format

- Choose File→Save As.
- Give your file a name that makes sense to you.
- Click the dropdown menu for "Save as type."
- Choose Rich Text Format (*.rtf). You'll have to scroll down one notch to get to this option in the drop down list.

Why RTF and not DOC?
RTF is more flexible, but if you are only planning to use Kurzweil, then DOC will
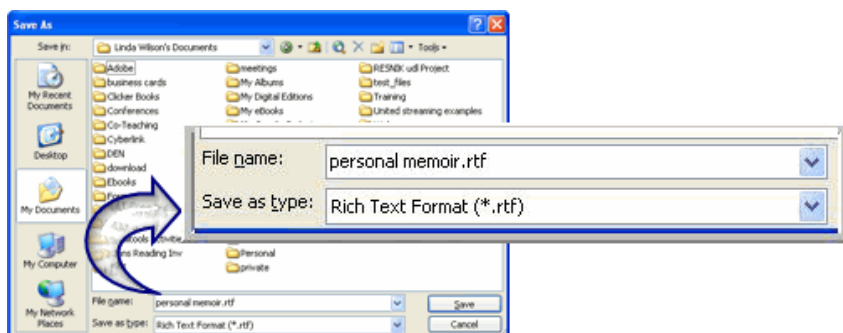
5. Open the file in your text reader software (e.g. Kurzweil or SOLO Read:OutLoud) to check the formatting

Kurzweil
- Open Kurzweil
- Choose File→Open and navigate to where you saved the file and click Open

SOLO Read:OutLoud
- Open SOLO
- Click New→Read:OutLoud
- From the Add E-Text window that pops up, click the Browse button
- Navigate to where you saved the file and click Open

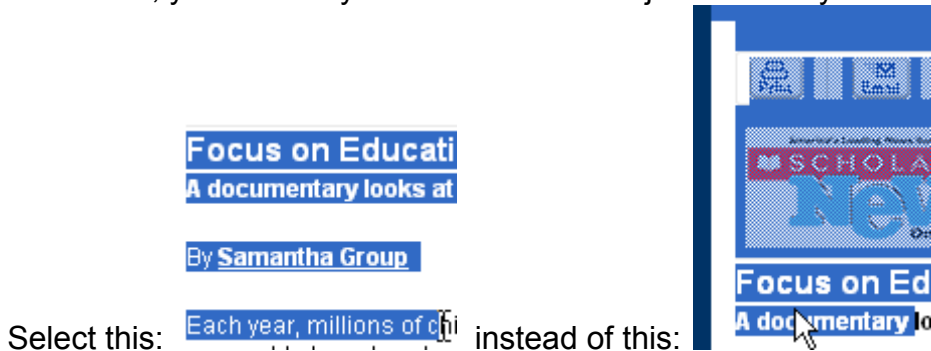> **SOLO Read:OutLoud** is a text reader available at Tech Mod 08 schools.

Tips

❖ Selecting Text
When you position your cursor at the beginning of the text you want to select, wait until your cursor looks like an I-beam before clicking and dragging.

Like this: [image]   and not like this: [image]
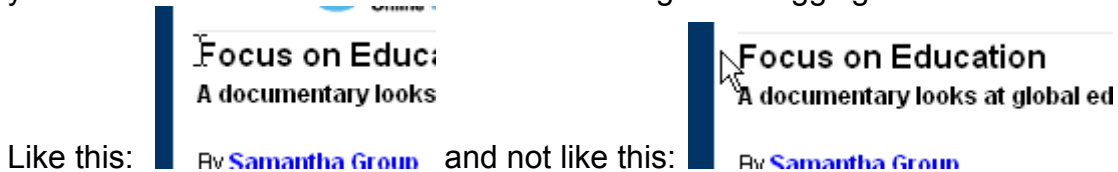
Otherwise, you are likely to select more than just the text you really want.

Select this: [image]   instead of this: [image]

❖ **Using the "print" feature on some websites**
Some websites, like ScholasticNews.com, have a "print" button. When you click this button, you'll get a "cleaner" view of the article, making it easier to select the text and pictures you want without the ads and navigation. When you see this option, click it, cancel the print, and then go ahead and select your text.

❖ **Cleaning up your document in Word**
You will sometimes get extraneous material in your document once you paste it in Word. If your text is embedded in tables, it might be hard to delete what you want. For example, a poem found on gigglepoetry.com:

might look like this in word:

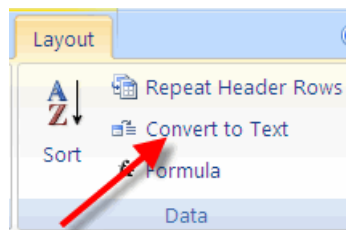*Follow these steps to eliminate the table and clean up your text.*
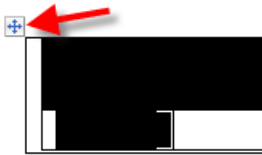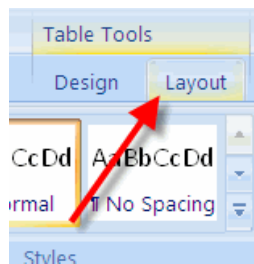
Hover your mouse over the upper left hand corner of the nested tables and click on the cross-hair for the outermost table.	From the ribbon, choose **Layout** on the far right	Again on the far right, find the **Convert to Text** button	Select **Paragraph marks** and click **OK**. Delete any unnecessary space in your document.