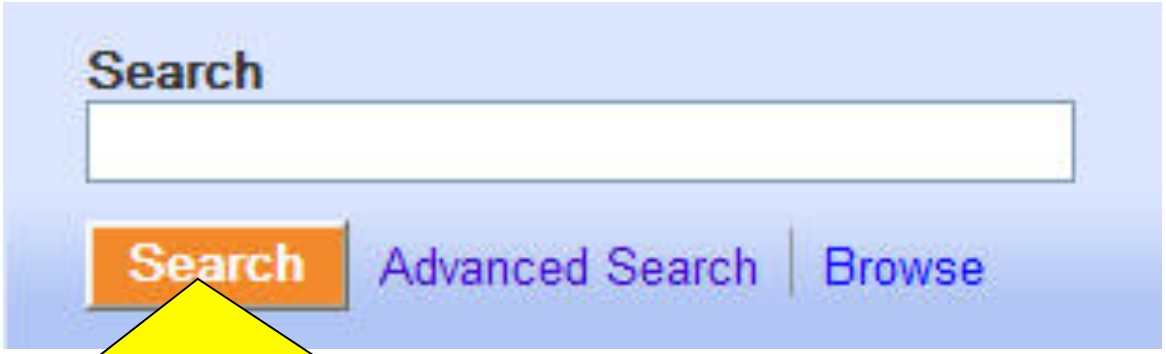
Module 3
Search and Download books

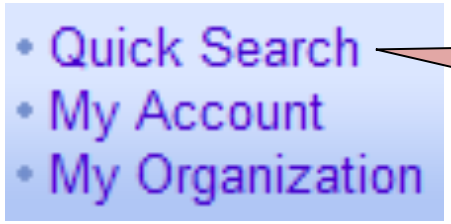
Standard Search



The **Standard Search** box is found at the top of all Bookshare web pages. To use it, type a book title (or partial title), or an author, into the blank field, then click the **Search** button.

When using the standard and quick search fields it is important to realize that full text search will automatically search for the words in every title and content of the books in the entire Bookshare collection yielding a lot of results. **If looking for a very specific book it is best to use Advanced Search.**

Quick Search

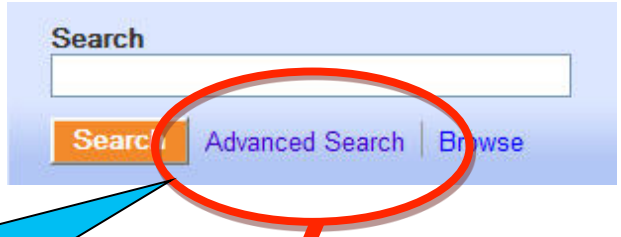


After logging in to your Bookshare Account, from your **Task bar**, choose **Quick Search**

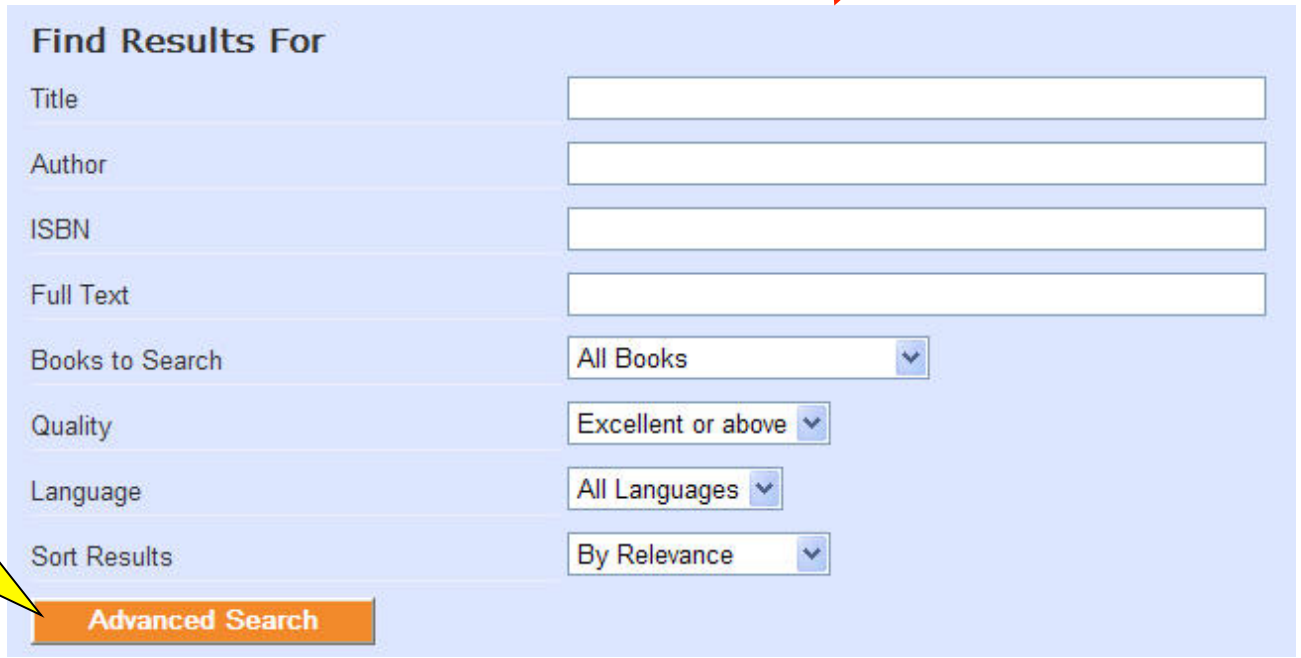
Type in a books title, partial title, or author name, then click the Search button

Quick Search gives the user a simple “Google-like” interface, with your search results displayed “Google-style” in what is called “List View”

Advanced Search

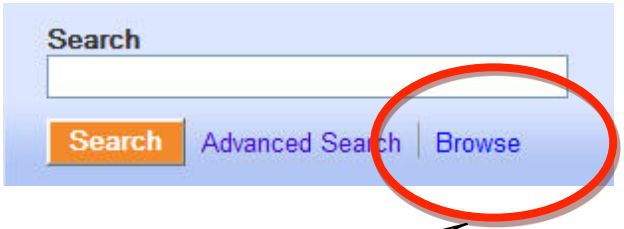


From the Standard Search box at the top of any Bookshare page, choose **Advanced Search**



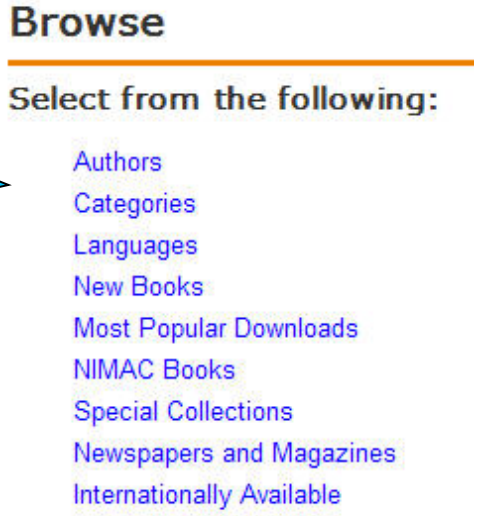
Fill in your search information, then click **Advanced Search**

Browse by Category



From the Standard Search tool at the top of any page, choose **Browse**

Click on any category and proceed to browse the Bookshare collection by viewing (sometimes large) lists of books or other reading materials



Viewing Search Results

Choose:

Table View

or

List View

Books displayed in **Table View** look like this on your screen…

Title	Author	Copyright	Date Added	Download
Shakespeare A to Z	Charles Boyce	1990	12/15/09	
Shakespeare: The Biography	Peter Ackroyd	2005	05/08/06	
The Shakespeare Wars: Clashing Scholars, Public Fiascoes, and Palace Coups	Ron Rosenbaum	2006	08/15/07	

Books displayed using **List View** look like this…

Shakespeare: The Biography by Peter Ackroyd

Comprehensive biography.

SHAKESPEARE THE BIOGRAPHY PETER ACKROYD PUBLISHED BY NAN A. TALESE AN IMPRINT OF DOUBLEDAY a ... **Shakespeare** : the biography / Peter Ackroyd.--1st ed. 1. **Shakespeare**, William, 1564-1616. 2. Dramatists ... publications of **Shakespeare** 's plays took the form of quartos or of the Folio. The quartos, as their name ...

Copyright: 2005 **Download**:

The Shakespeare Wars: Clashing Scholars, Public Fiascoes, and Palace Coups by Ron Rosenbaum

A discussion of many of the controversies which surround Shakespeare's work.

(editor) The **Shakespeare** Wars THE **SHAKESPEARE** WARS CLASHING SCHOLARS, PUBLIC FIASCOES, PALACE COUPS Ron ... otherwise noted, all quotations from the works of William **Shakespeare** are taken from The Riverside ... : Why? Part I: The Bottom of **Shakespeare**'s Secrets i. The Dream Induction Part II: Civil Wars among the ...

Copyright: 2006 **Download**:

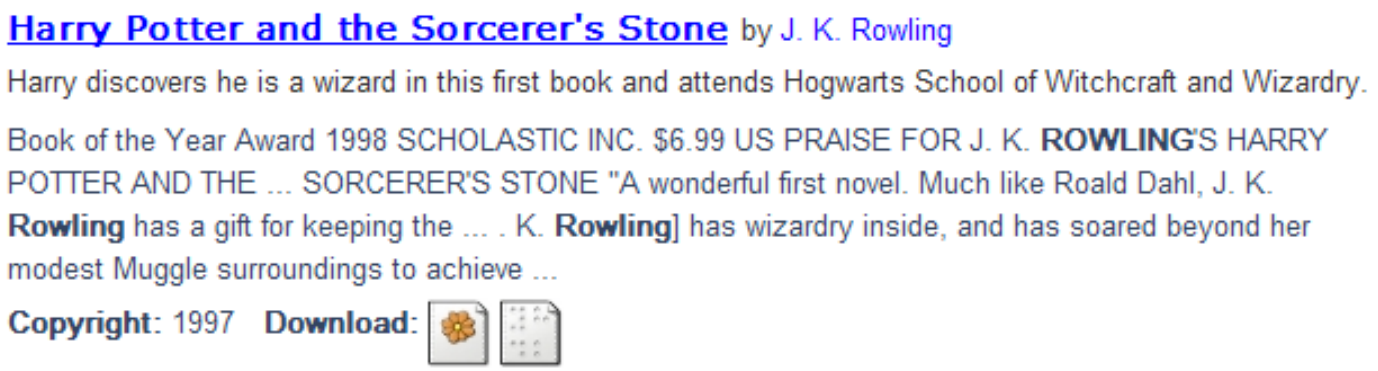
The Genius of Shakespeare by Jonathan Bate

This fascinating book by one of Britain's most acclaimed young Shakespeare scholars explores the extraordinary staying-power of Shakespeare's work.

THE GENIUS OF **SHAKESPEARE** BY JONATHAN BATE Jonathan Bates was born in 1958. He is King Alfred ... , Cambridge. Professor Bate has lectured on **Shakespeare** throughout the world and has held visiting posts at ... Harvard, Yale, the University of California and the Folger **Shakespeare** Library in Washington DC. His many ...

Copyright: 1998 **Download**:

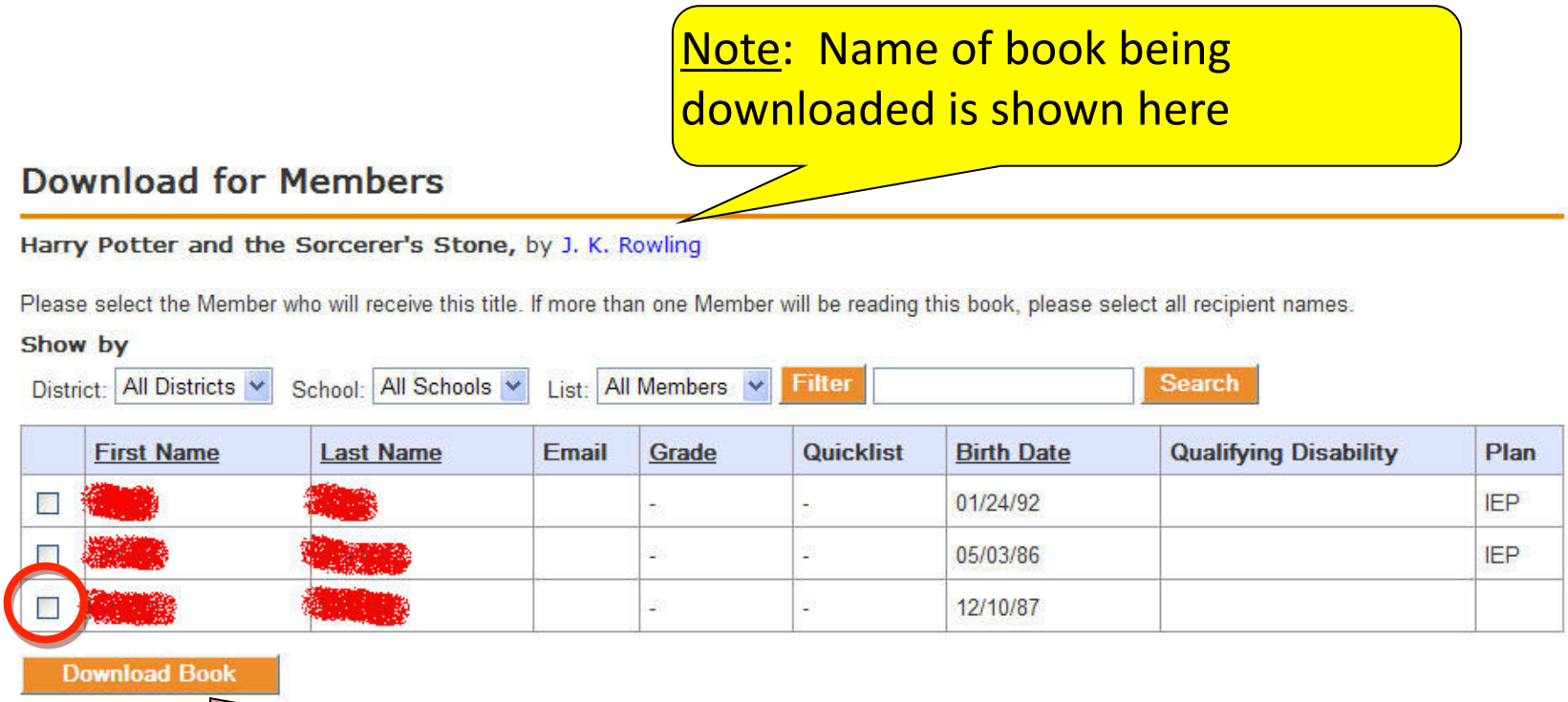
Download a book



Both Search Views contain download buttons as shown here. Choose which format you want to download (DAISY or Braille Ready File - BRF) by clicking the DAISY icon or the BRF icon

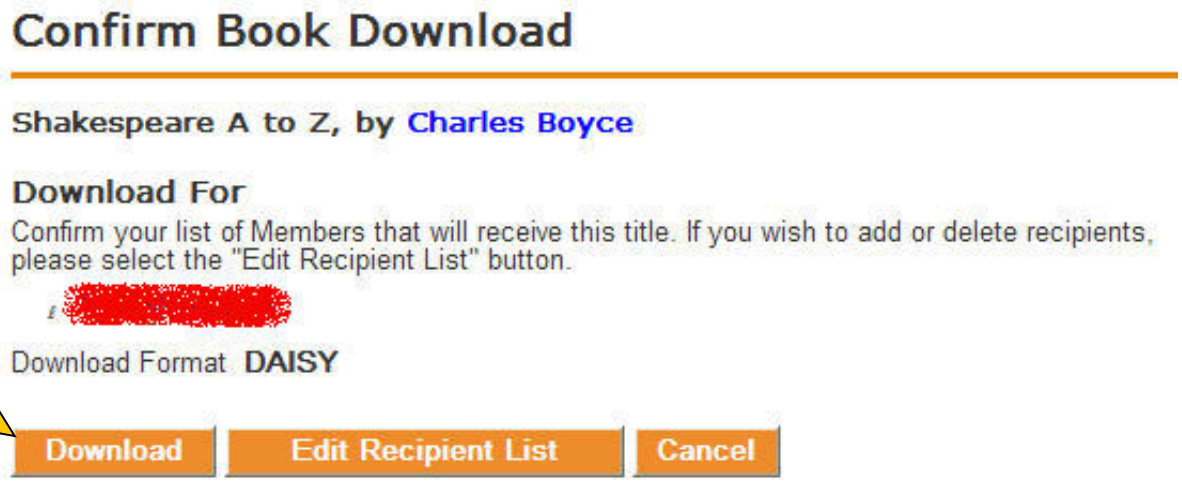
Select which student needs the book

Note: Name of book being downloaded is shown here

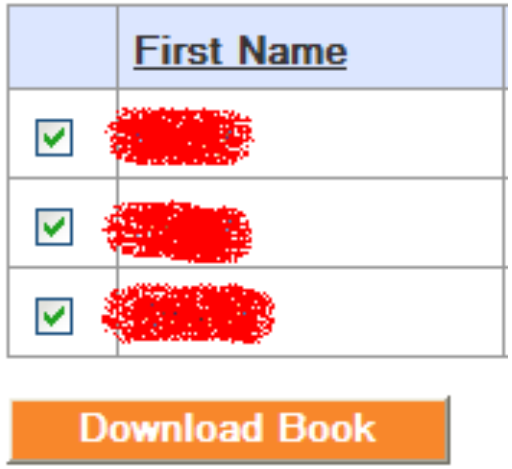


Put a check next to the name of the student who will receive this book, then click the **Download Book** button

Confirm Book Download by clicking the **Download button**

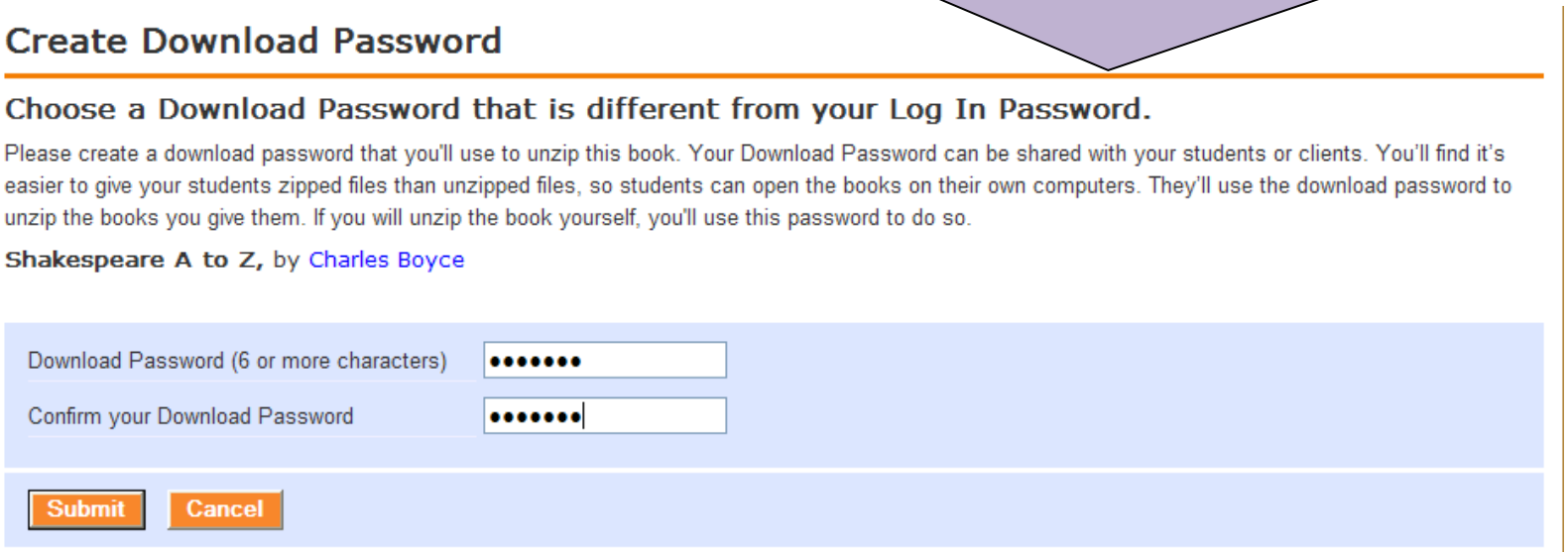


Note: If more than one student needs the same book, put a check on multiple names



Create a "Download Password"

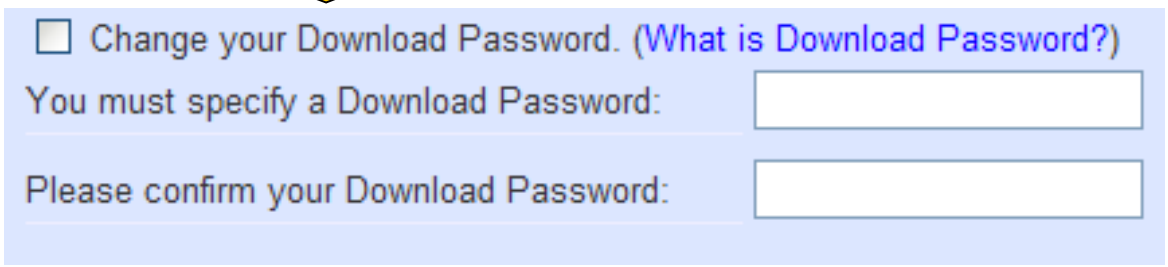
The first time you download a book, you will be asked to create a **Download Password** which is used **to unzip the books you download.** This is **NOT** the same password you use to log in to the Bookshare web site. It is a special password that is **used only to unzip a book** that you have already downloaded to your computer. :

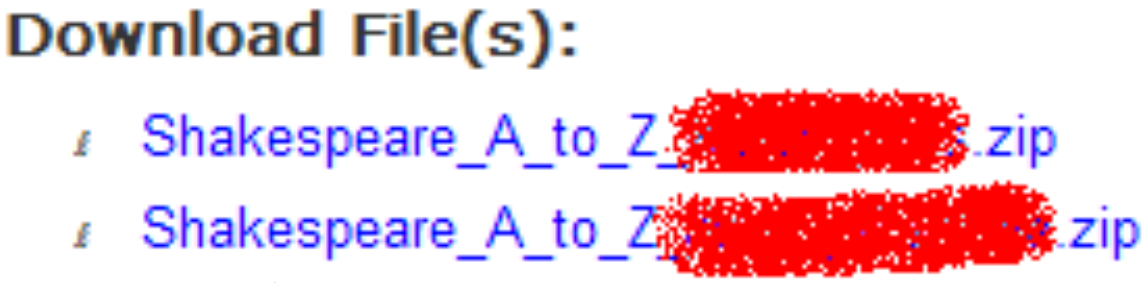


NOTE: In most cases, teachers will use the download password to unzip the book themselves, and then distribute the usable unzipped version to the student.

Once you have created a Download Password, Bookshare will continuing using that same password for all of your future downloads. If you ever want **to change your Download Password** :

From your **Task Bar**, choose "**My Account**". Click "**Preferences**", and at the bottom of the page fill out this box, then click the **Save** button.



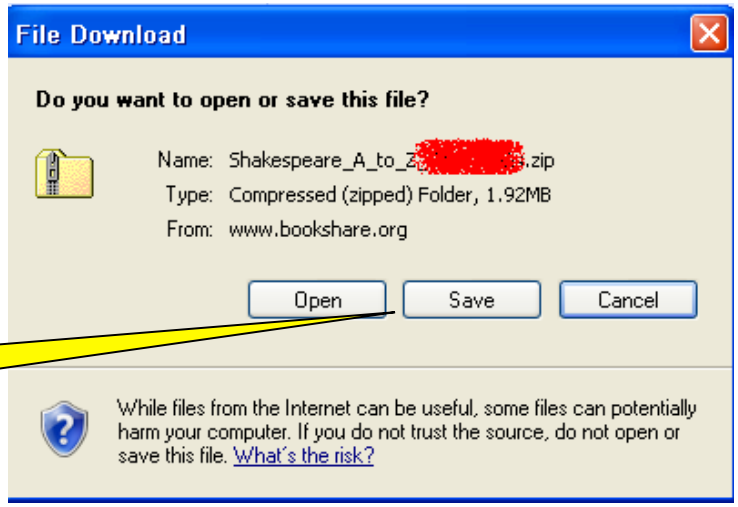


After creating your download password, the book is displayed as a **zip** file, ready to download – **Click** on the book title to start the download.

Note: each book title you download contains student identifying information (blocked out in the example above)

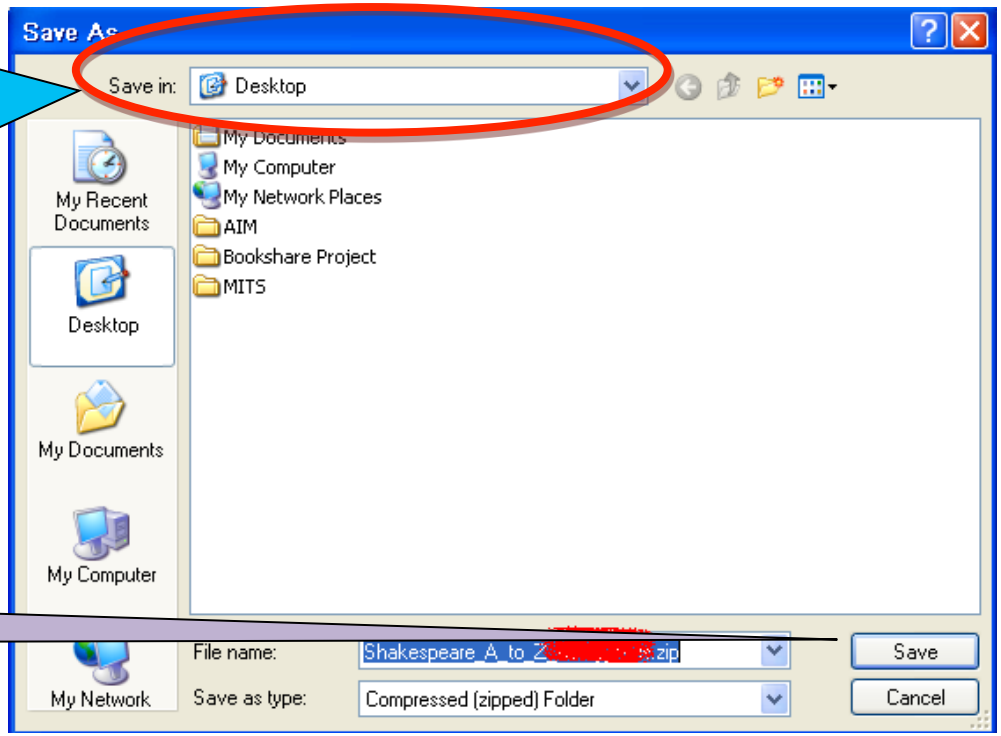
To Save the downloaded book.

Click **Save**



In the **Save In:** drop-down box, choose a location for the zipped book folder you are downloading

(Desktop recommended)

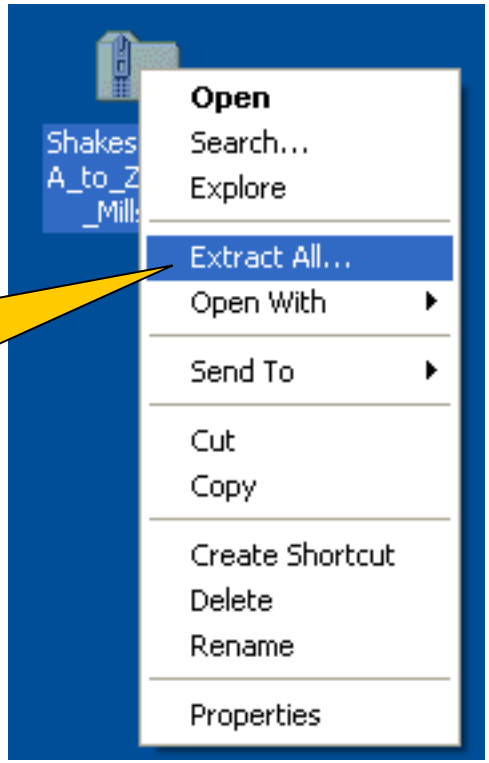


Click **Save**

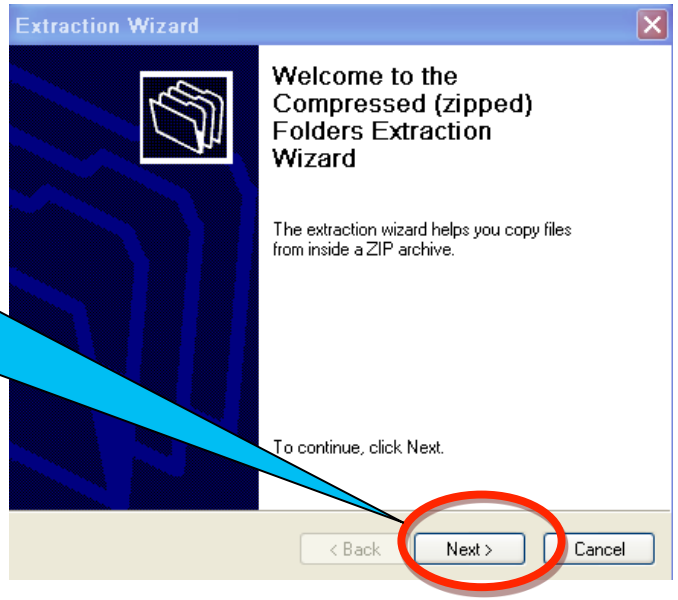
Unzipping a Bookshare book

Zipped book folder looks like this on your computer.

Right click once on the zipped book folder and then choose **“Extract All..”**

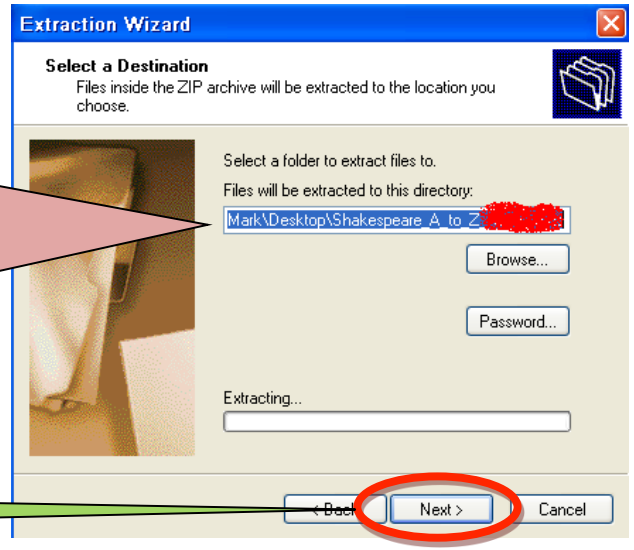


The **Extraction Wizard** opens (shown here.) Click the **Next>** button



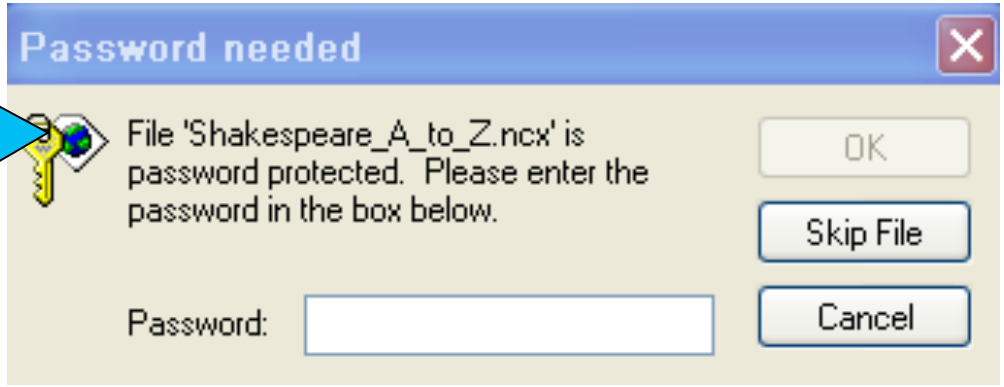
By default, the unzipped folder is **saved to the same location** as the zipped folder you downloaded.

(If you originally downloaded the book to your desktop, then the unzipped folder will also be placed there.)



Click **Next**

Remember the **Download password** you entered a while ago? Now's the time to enter it here, then click **OK** to upzip the book!

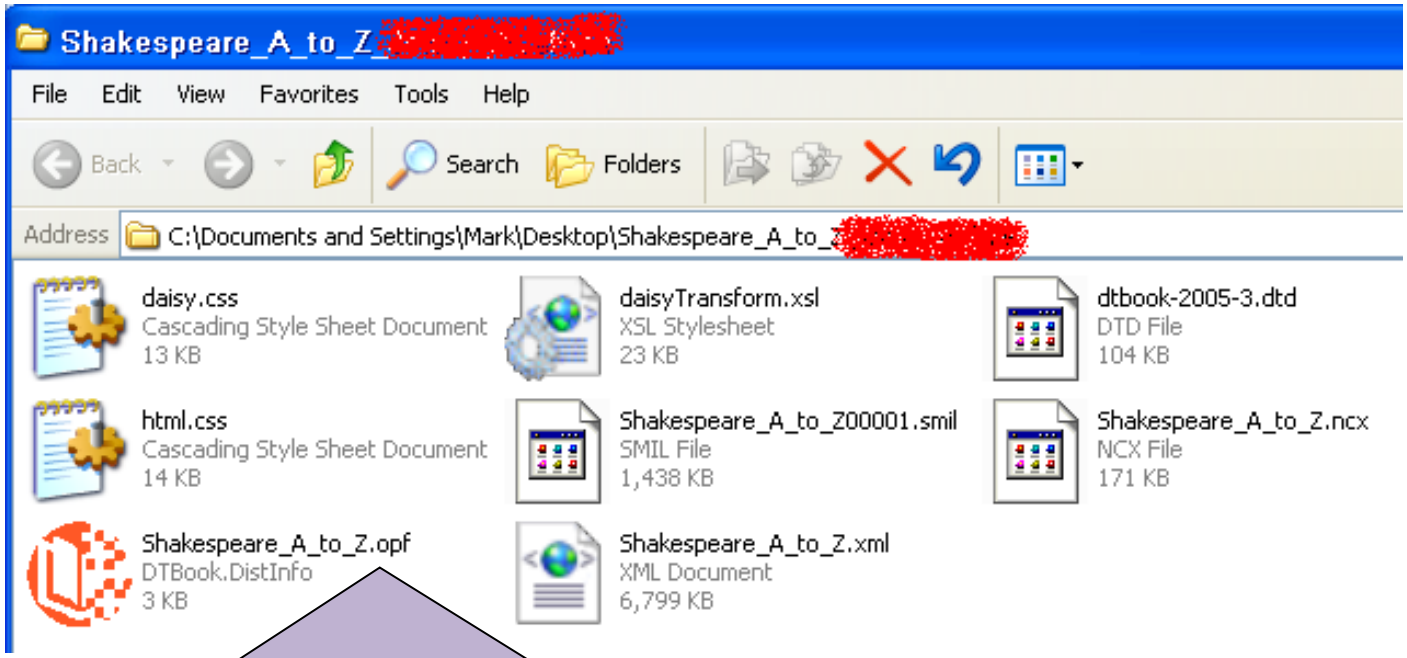


You now have 2 book folders on your computer: one zipped, and one unzipped

The Zipped folder may be deleted unless you plan to distribute the book later in zipped format. (Remember, you'll need the download password to unzip it again)

The unzipped folder contains the usable DAISY book. The download password is NOT needed again since you have already unzipped the book.

Peek inside your unzipped Bookshare book folder:

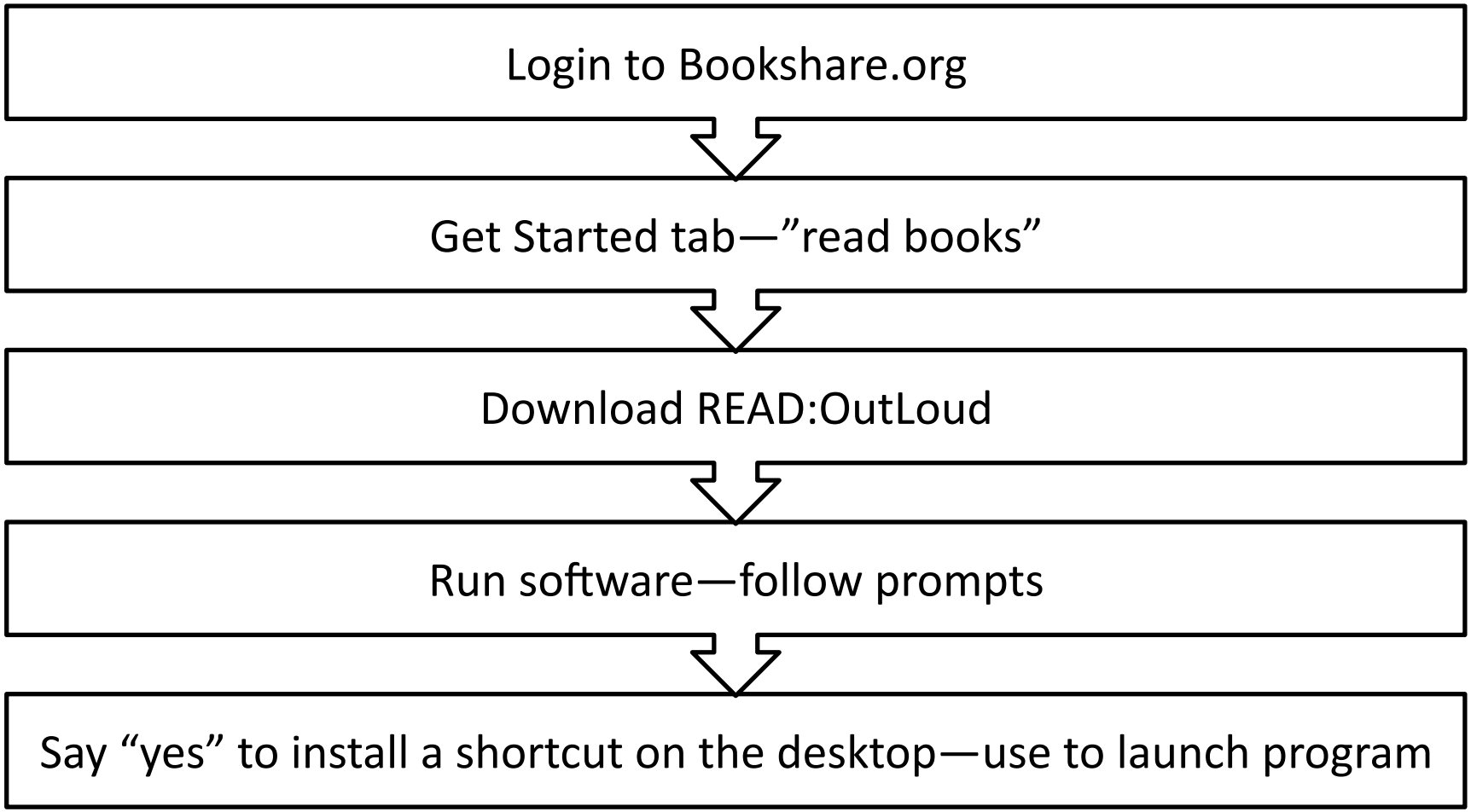


Your DAISY book consists of an **interactive set of files** shown above. All are required for the DAISY book to work properly. However, DAISY reader software usually looks for the file with the **.opf extension** when opening the book.

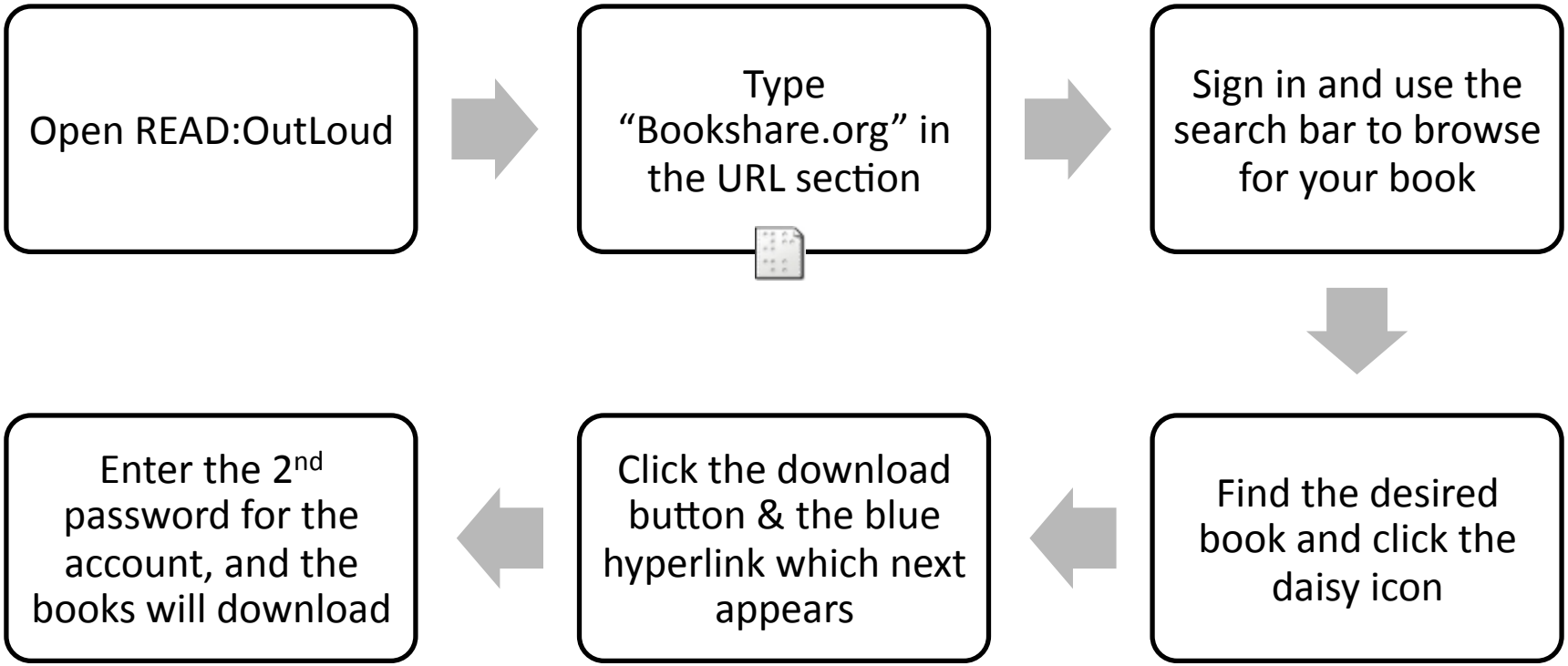
Storing and moving Bookshare books

An unzipped Bookshare book folder (shown here) may be stored on your desktop, or moved to any other location on your computer (My Documents, for example). Book folders **may be moved to portable flash-drives and transferred to other computers too**. The books may be used at the home of qualifying students, or moved to any computer in the school that is used by a qualifying student.

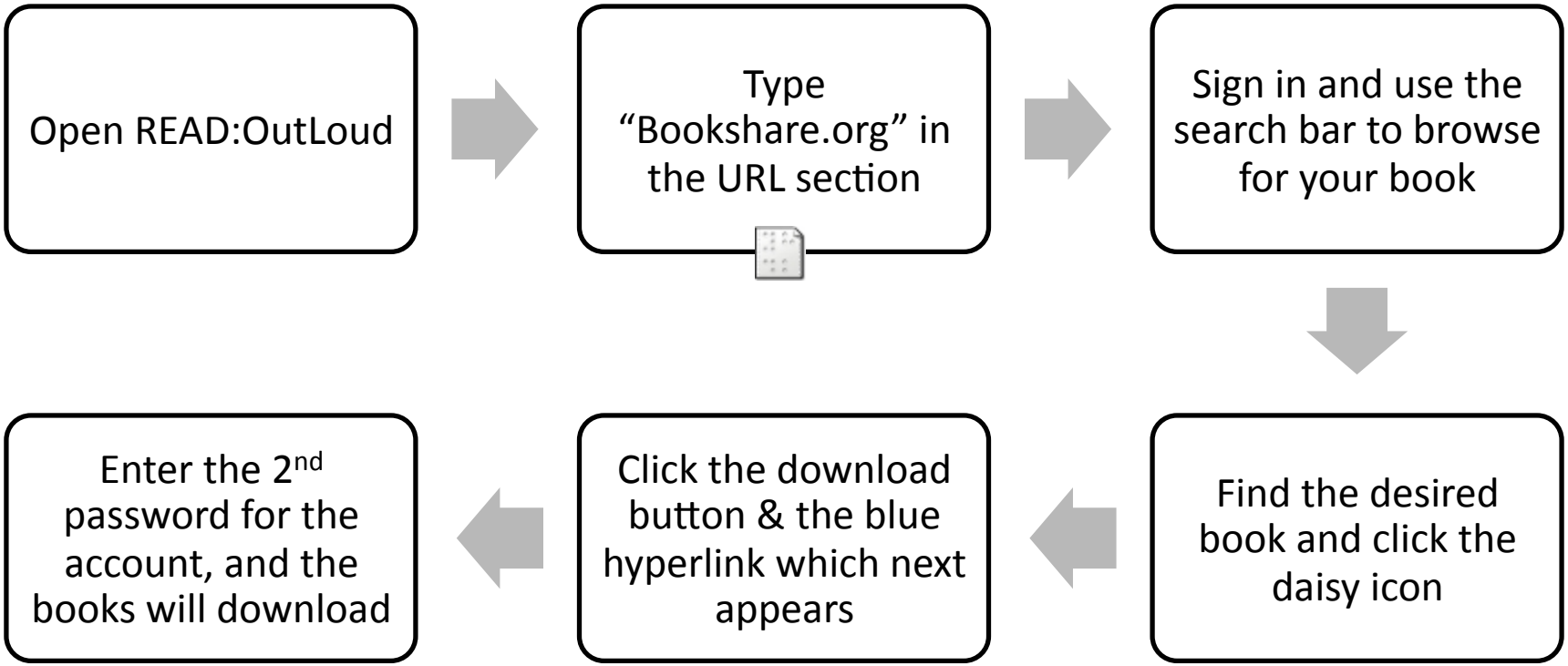
Downloading *READ:OutLoud Bookshare Edition* from the Bookshare site



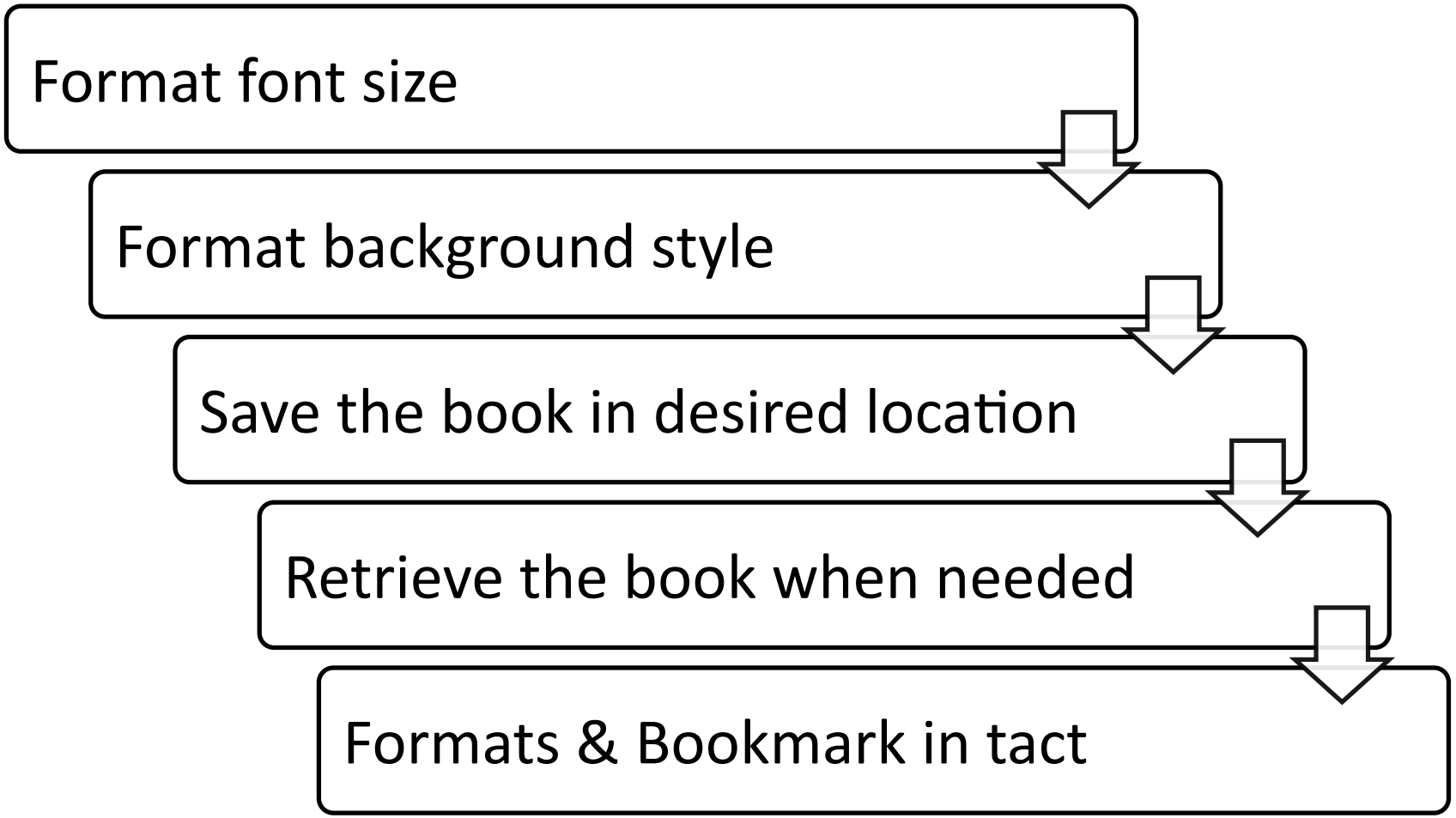
Downloading books with Read:OutLoud



Downloading books with Read:OutLoud



Appearance


Format font size
Format background style
Save the book in desired location
Retrieve the book when needed
Formats & Bookmark in tact

Module 4
DAISY Reader software

Accessing e-Text

- Portable DAISY Players
  - Classmate Reader
  - iPad
- Scanning, Reading and Writing Software
  - WYNN
  - Kurzweill 3000
  - TextHelp
- Reading Software
  - AspireREADER
- General Tools
- DAISY Format Readers
  - Book Wizard
  - Eclipse Reader
  - gh Player
  - Victor Reader
  - iPad: Read2Go
- Text to MP3 Converters
  - TextAloud
  - Premier Tools

DAISY reader software

Bookshare offers members a FREE download of two software programs **(Read:Outloud and VictorReader Soft)** that open and read Bookshare DAISY books. Both programs are "**Bookshare Editions**", meaning they **will ONLY work with DAISY books received from Bookshare**.

Download Free DAISY readers

From the **Getting Started** tab, choose **Reading Tools**

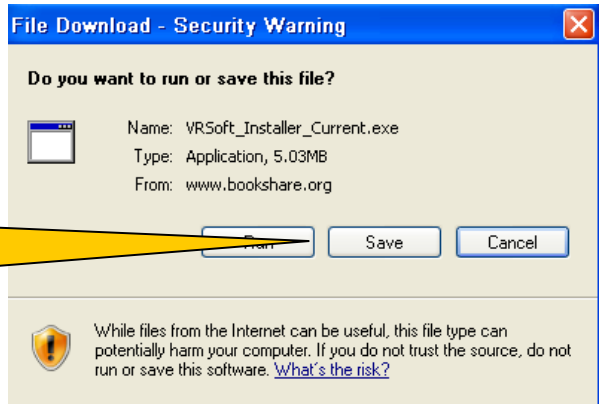
- Download READ:OutLoud
- READ:OutLoud User Manual
- READ:OutLoud Release Notes

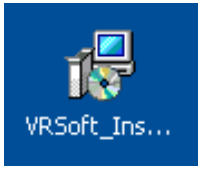
Click here to download the READ:OutLoud software and manuals from Don Johnston

- Download Victor Reader Soft
- Victor Reader Soft User Manual

Click here to download the Victor Reader Soft from Humanware

Click **Save** to continue downloading the DAISY software.





The **installer icon** looks like this on your desktop. **Double-click** to begin the installation.

Click **Run** to install the program on your computer.

Additional
DAISY Reader Software information - PC

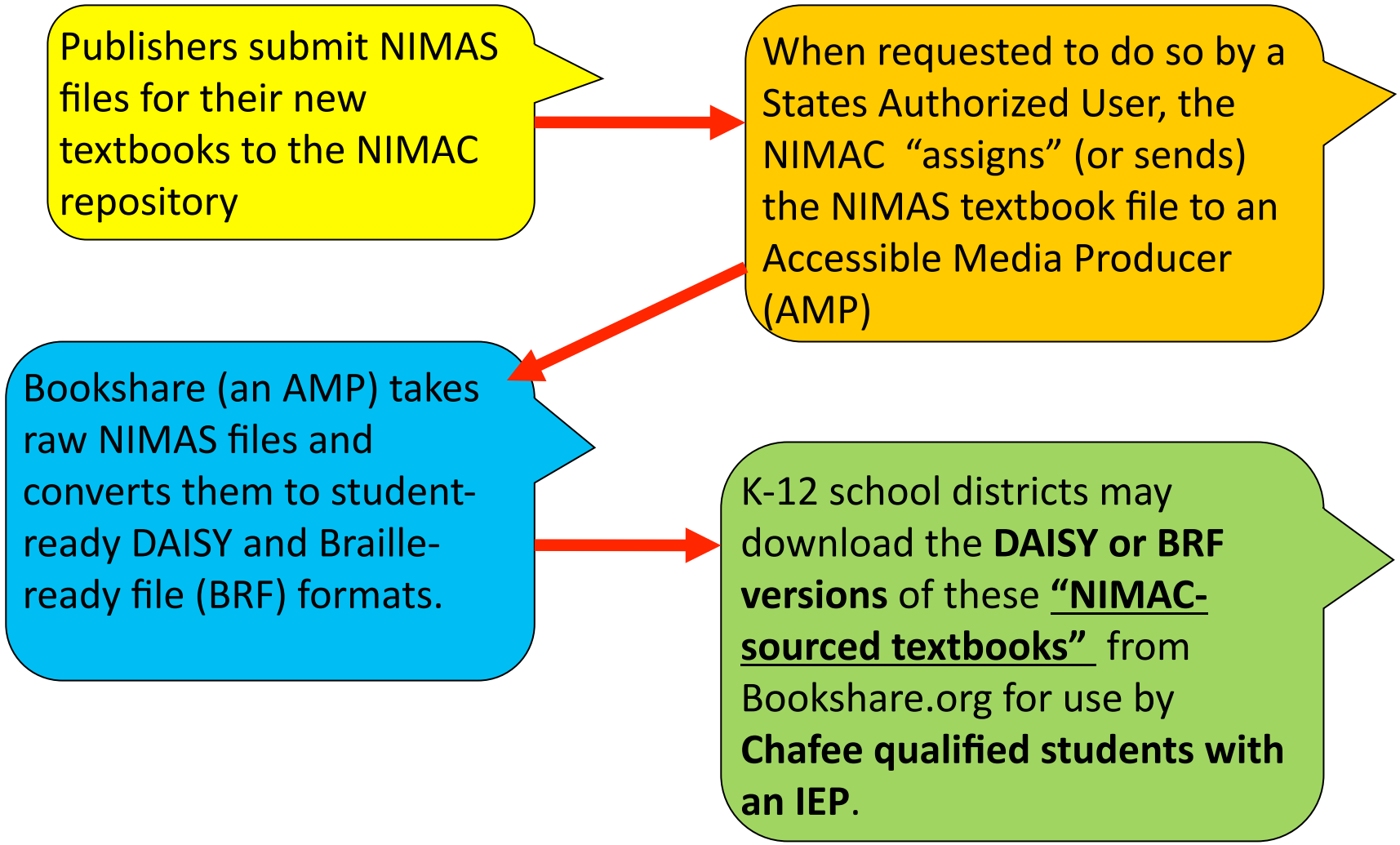
- Read:Outloud and Solo (www.donjohnston.com)
- Victor Reader Soft (www.humanware.com)
- ghPlayer (http://www.gh-accessibility.com)
- Book Wizard (http://aph.org)
- Read and Write (www.texthelp.com)
- WYNN (www.freedomscientific.com)
- Kurzweil (www.kurzweiledu.com)
- Premier Accessibility Suite (www.readingmadeez.com)

Additional
DAISY software information – Mac

A Macintosh version for Operating System X (OSX) of Read:Outloud Bookshare Edition is **freely** available for download from the Bookshare.org website. From the **Getting Started Tab** at the top of any page, choose **Reading Tools** to find the download link.

Module 5
NIMAC-sourced textbooks

What are NIMAC-sourced textbooks?



Key information about NIMAC-sourced textbooks:

- They are **only available** for U.S. K-12 students with print disabilities as defined in the Chafee Amendment to copyright law, **AND who have an Individualized Education Plan (IEP)** issued by a public education agency.

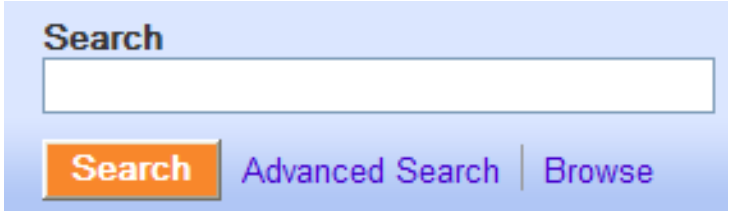
- **Only teachers and staff members of U.S. K-12 education agencies can download** NIMAC-sourced textbooks.

Search for NIMAC-sourced textbooks

Bookshare's

'one-step' search':

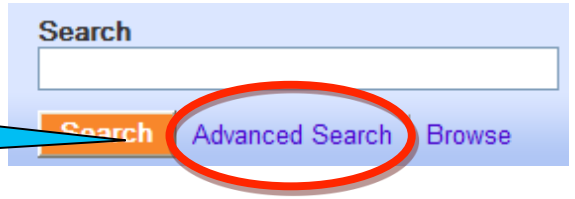
K-12 schools with Bookshare memberships interested in the availability of NIMAC-sourced textbooks can search both Bookshare and the NIMAC repository simultaneously.



Type the name of a textbook, author, or even the books ISBN number in the Standard search box, then click the **Search button**

Another search option: "Advanced Search" for NIMAC-sourced textbooks

To use the Advance Search feature, click here in the Standard Search box.



Fill one or more of these boxes, and in the Books to Search menu, choose NIMAC books.

Textbook Search Results

Prentice Hall Science Explorer, Georgia Physical Science by Unknown

NIMAC-sourced textbook

Copyright: 2009 **Download**:

A NIMAC-sourced textbook that is found at Bookshare is displayed with the Download icons visible, indicating that this book is available from Bookshare

Physical Science, 4th Grade by Aims Education Foundation

Copyright: 2007 **Download**: Request From NIMAC

A NIMAC-sourced textbook that is NOT YET in the Bookshare collection does not have Download icons visible (only shows a "Request From NIMAC" message)

Downloading NIMAC-sourced textbooks

Click this icon to download the **DAISY version <u>without pictures</u>**

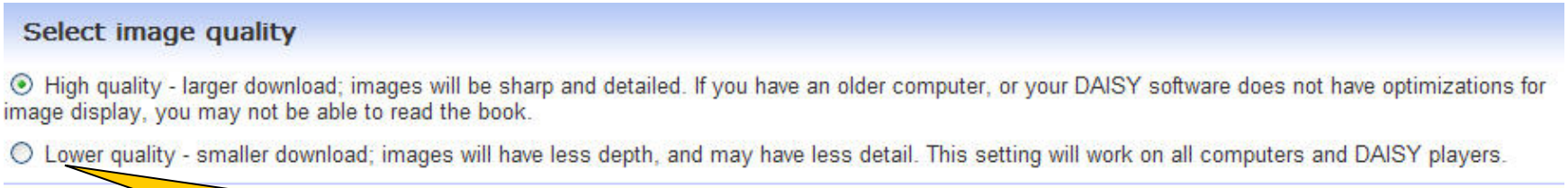
Click this icon to download the **Braille Ready File (BRF)**

Click this icon to download the **DAISY version <u>WITH pictures</u>**

DAISY books <u>with pictures</u>:

Download icon for a DAISY book with pictures

If you choose to download a DAISY book **with pictures**, be aware that the **<u>file size may be substantially larger</u>** than a book without pictures, and the **<u>download time may be substantially longer</u>**



During the download process, you will be prompted to select the image quality (High or Lower) as shown here:

Once the DAISY book with pictures has been downloaded, try opening it using Read:Outloud or VictorReader Soft Bookshare Edition.

If the book with high quality pictures does not work well with your computer, try downloading the same book again with lower resolution pictures, or with no pictures at all.

What if the textbook you need is found at NIMAC, but has not yet been assigned (sent) to Bookshare?

The process for “assigning” or moving a textbook from the NIMAC to Bookshare differs from State to State.

Here is the process used by teachers in Michigan:

Go to the Michigan’s Integrated Technology Supports (MITS) website at:

http://mits.cenmi.org/

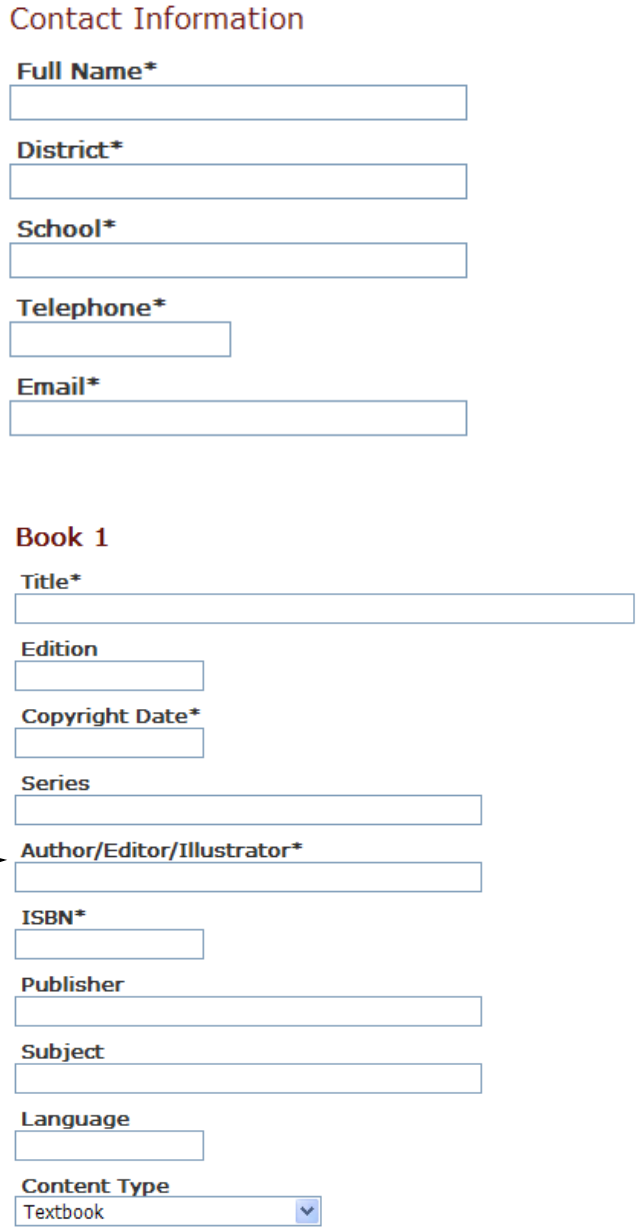
Look for the link titled “AIM request form” or go directly to the form by typing this address into your web browser:

http://mits.cenmi.org/AIMNIMAS/AIM/AIMBookRequestForm.aspx

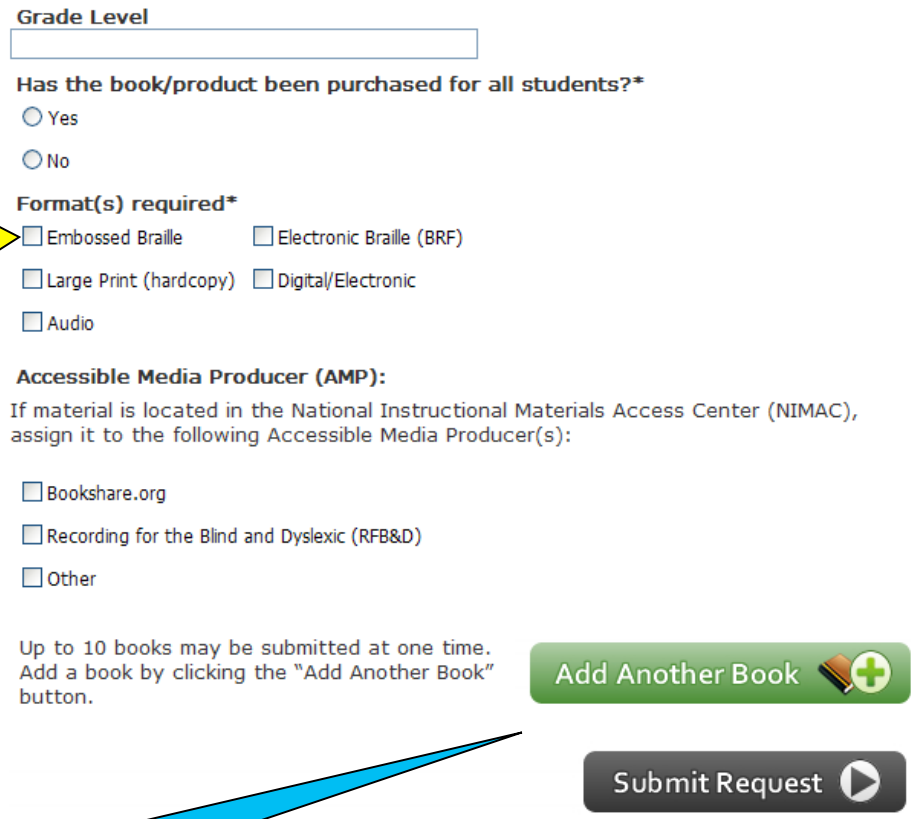
AIM Request form on MITS web site:

Fill in the contact information for person making the request

Fill in information on the NIMAS-sourced textbook you want to have assigned (sent) to Bookshare



Continue adding information about the NIMAC-sourced textbook you are requesting



Add another Book to your request, or click the **Submit Request** button

What about textbooks that do not appear in your search results at all? (indicating that they are not found at either Bookshare or at NIMAC)

- Contact the publisher to inquire about how to receive an accessible version (.rtf or .pdf) of the book.
- Contact Bookshare to see if they will scan the book for you. (You may be asked to send a hard copy of the book to Bookshare)
- Check Recordings for Blind and Dyslexic (RFB&D) to see if the book is available from them.

What about textbooks that do not appear in your search results at all? (indicating that they are not found at either Bookshare or at NIMAC)

- **Search the Louis Data Base at APH**
- **Check with MITS and MDE-LIO to inquire about whether the textbook you need may have been scanned and saved by another school district.**
- **Scan the textbook yourself under the protection of the Chafee Amendment, or with publisher permission.**

You may be able to purchase an accessible format version of a book directly from the publisher. An accessible book purchased from the publisher **may be used by any student without the restrictions currently imposed by copyright law**.

Publishers need to hear from their customers that, if available, K-12 school districts **would purchase** accessible versions of textbooks.

TELL THE PUBLISHER!

I'd like to ***purchase*** this book in an accessible format compatible with assistive technologies.

MITS
MICHIGAN'S INTEGRATED TECHNOLOGY SUPPORTS

http://mits.cenmi.org/

MICHIGAN Department of Education

Jeff Diedrich
State NIMAS Coordinator
(517) 908-3930
jeff.diedrich@gmail.com

Powerpoint created in collaboration with MITS by: Mark Dennis Consulting, 2010

Michigan's Integrated Technology Supports (MITS) is an IDEA Mandated Activities Project awarded by the Michigan Department of Education, Office of Special Education and Early Intervention Services.

Q & A

Kathleen Samulski

AT Consultant