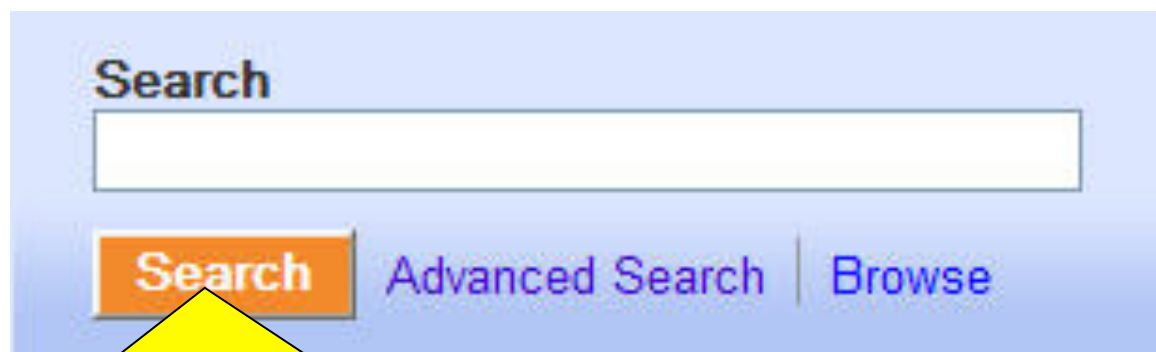


# **Module 3**

## **Search and Download books**

# Standard Search



The screenshot shows a search interface on a light blue background. At the top, the word "Search" is written in a dark blue font. Below it is a long, empty white rectangular input field. Underneath the input field are three options: an orange button with the word "Search" in white, followed by the text "Advanced Search" in blue, and then "Browse" in blue. A yellow callout bubble points from the "Search" button to the text below.

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

- Quick Search
- My Account
- My Organization

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

## Quick Search

Enter search term.

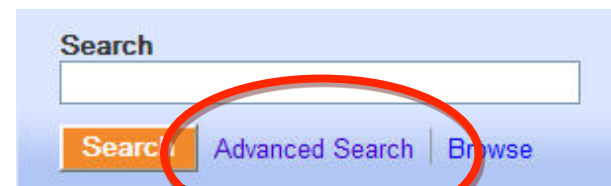
Search

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

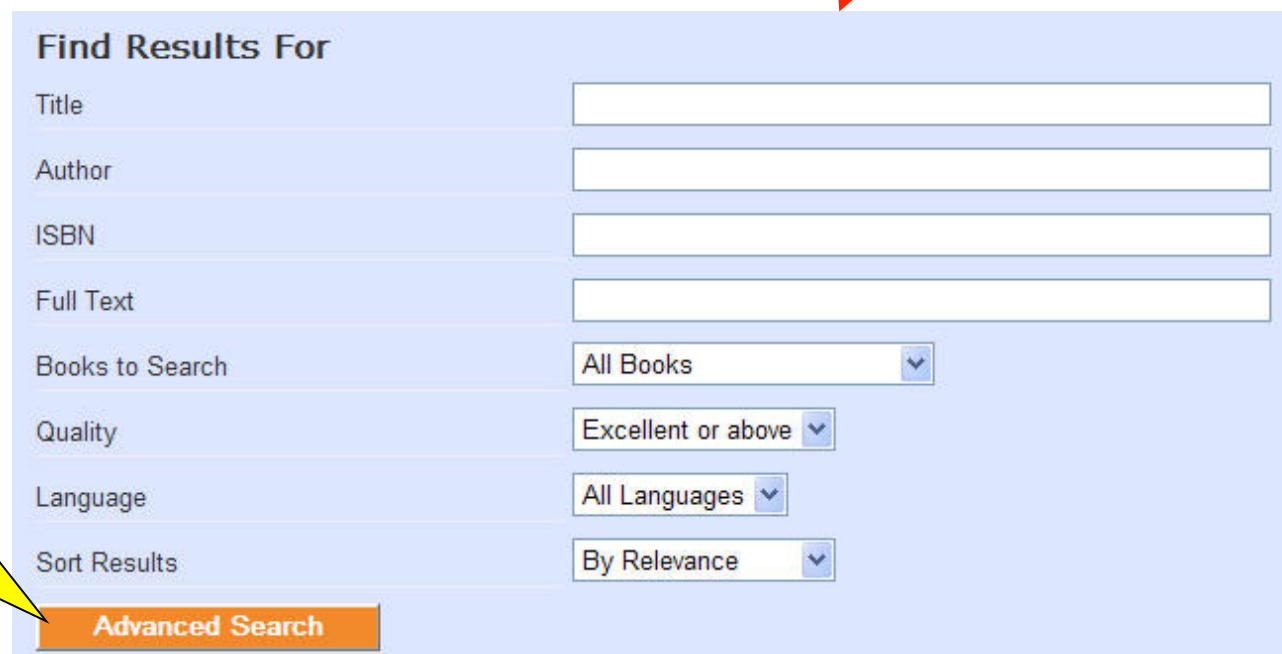
From the Standard Search box at the top of any Bookshare page, choose **Advanced Search**



Search

[Advanced Search](#) [Browse](#)

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



**Find Results For**

Title

Author

ISBN

Full Text

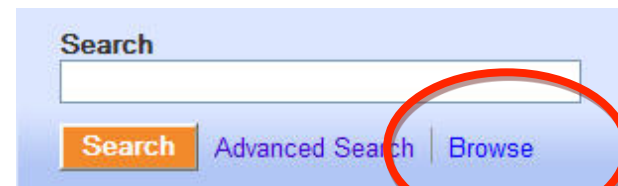
Books to Search

Quality

Language

Sort Results

# 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

## Browse

Select from the following:

- Authors
- Categories
- Languages
- New Books
- Most Popular Downloads
- NIMAC Books
- Special Collections
- Newspapers and Magazines
- Internationally Available

# Viewing Search Results

## Search Results

Showing 1 - 1 of 1 results

[Table View](#) | [List View](#)




Choose:

**Table View**

or

**List View**

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



<u>Title</u>	<u>Author</u>	<u>Copyright</u>	<u>Date Added</u>	<u>Download</u>
<a href="#">Shakespeare A to Z</a>	<a href="#">Charles Boyce</a>	1990	12/15/09	 
<a href="#">Shakespeare: The Biography</a>	<a href="#">Peter Ackroyd</a>	2005	05/08/06	 
<a href="#">The Shakespeare Wars: Clashing Scholars, Public Fiascoes, and Palace Coups</a>	<a href="#">Ron Rosenbaum</a>	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

[Harry Potter and the Sorcerer's Stone](#) by J. K. Rowling

Harry discovers he is a wizard in this first book and attends Hogwarts School of Witchcraft and Wizardry.

Book of the Year Award 1998 SCHOLASTIC INC. \$6.99 US PRAISE FOR J. K. **ROWLING'S** HARRY POTTER AND THE ... SORCERER'S STONE "A wonderful first novel. Much like Roald Dahl, J. K.

**Rowling** has a gift for keeping the ... . K. **Rowling**] has wizardry inside, and has soared beyond her modest Muggle surroundings to achieve ...

Copyright: 1997 Download:



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

## Download for Members

Harry Potter and the Sorcerer's Stone, by J. K. Rowling

Please select the Member who will receive this title. If more than one Member will be reading this book, please select all recipient names.

Show by

District: All Districts School: All Schools List: All Members Filter Search

	First Name	Last Name	Email	Grade	Quicklist	Birth Date	Qualifying Disability	Plan
<input type="checkbox"/>	[REDACTED]	[REDACTED]		-	-	01/24/92		IEP
<input type="checkbox"/>	[REDACTED]	[REDACTED]		-	-	05/03/86		IEP
<input type="checkbox"/>	[REDACTED]	[REDACTED]		-	-	12/10/87		

Download Book

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

## Confirm Book Download

Shakespeare A to Z, by [Charles Boyce](#)

### Download For

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.



Download Format: **DAISY**

**Download**

**Edit Recipient List**

**Cancel**

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

	<u>First Name</u>
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	

**Download Book**

# 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. :

## Create Download Password

**Choose a Download Password that is different from your Log In Password.**

Please create a download password that you'll use to unzip this book. Your Download Password can be shared with your students or clients. You'll find it's easier to give your students zipped files than unzipped files, so students can open the books on their own computers. They'll use the download password to unzip the books you give them. If you will unzip the book yourself, you'll use this password to do so.

Shakespeare A to Z, by [Charles Boyce](#)

Download Password (6 or more characters)

••••••

Confirm your Download Password

••••••

**Submit**

**Cancel**

**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 continue 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.

☐ Change your Download Password. ([What is Download Password?](#))

You must specify a Download Password:

Please confirm your Download Password:

## Download File(s):

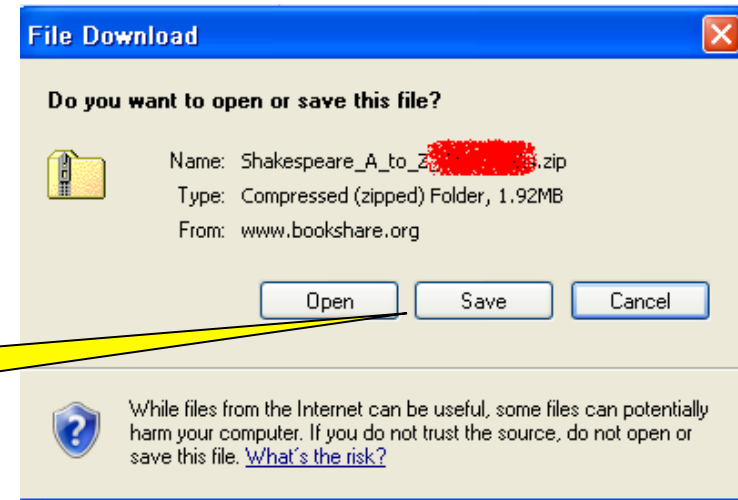
- ⌘ Shakespeare\_A\_to\_Z\_██████████.zip
- ⌘ Shakespeare\_A\_to\_Z\_██████████.zip

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.

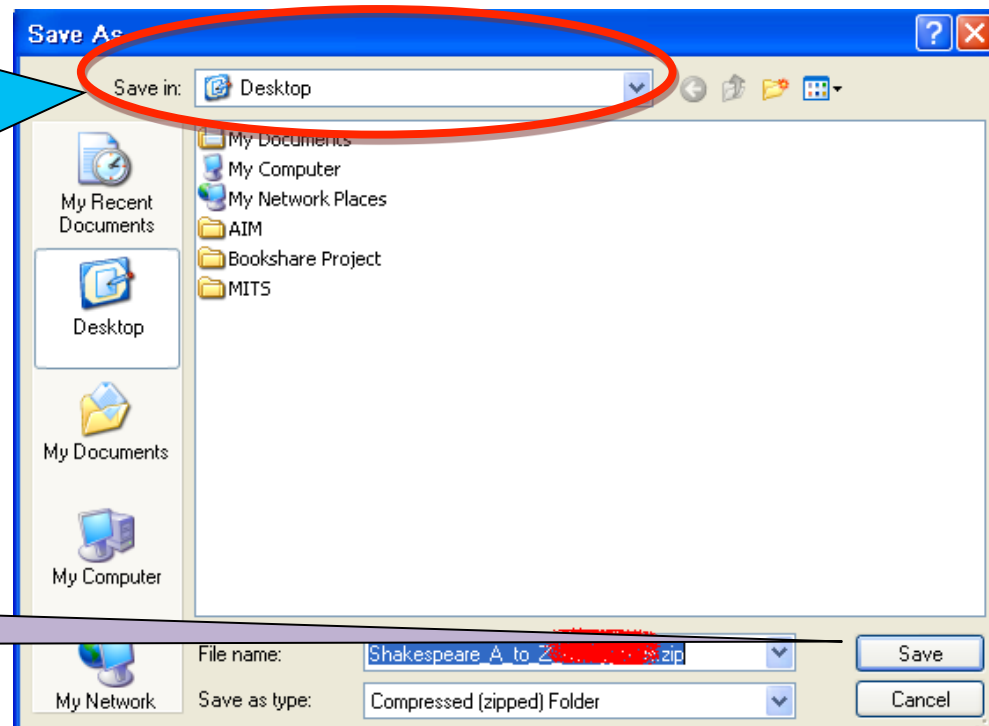
**Note:** each book title you download contains student identifying information (blocked out in the example above)

# 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)



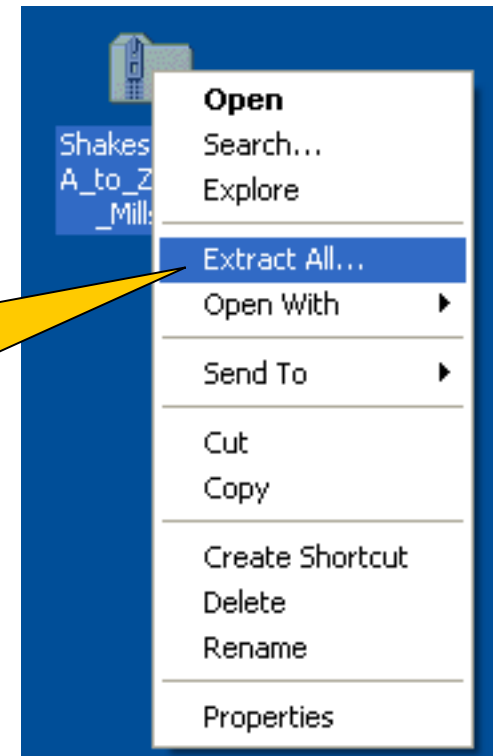
Click **Save**

# Unzipping a Bookshare book

Zipped book folder looks like this on your computer.



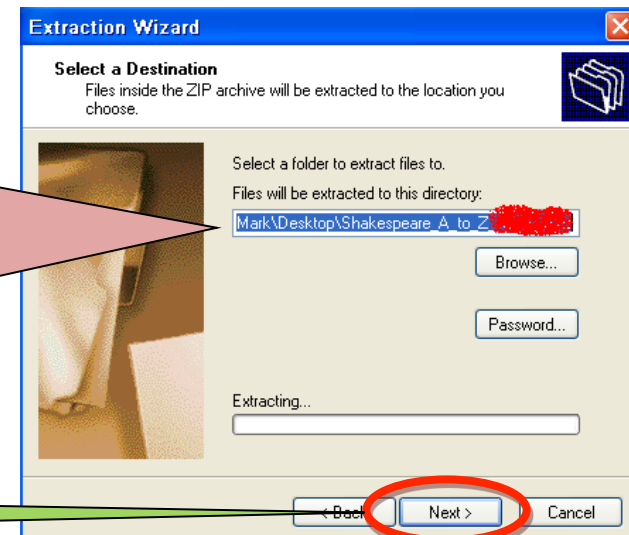
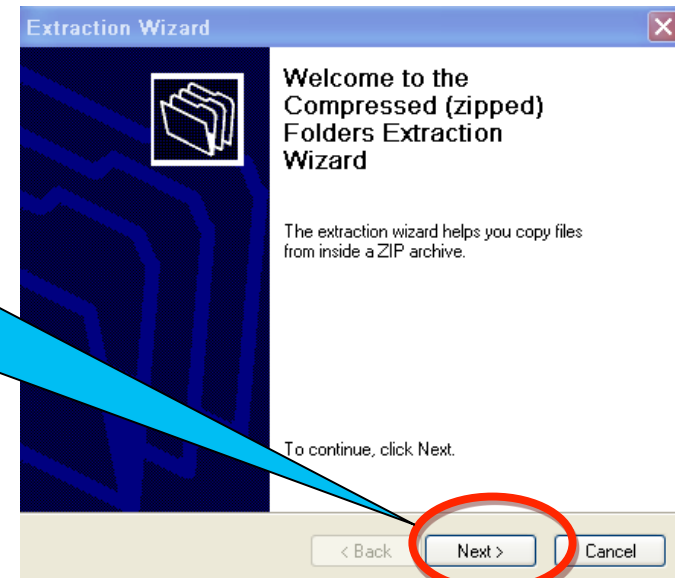
**Right click** once on the zipped book folder and then choose **“Extract All..”**



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.

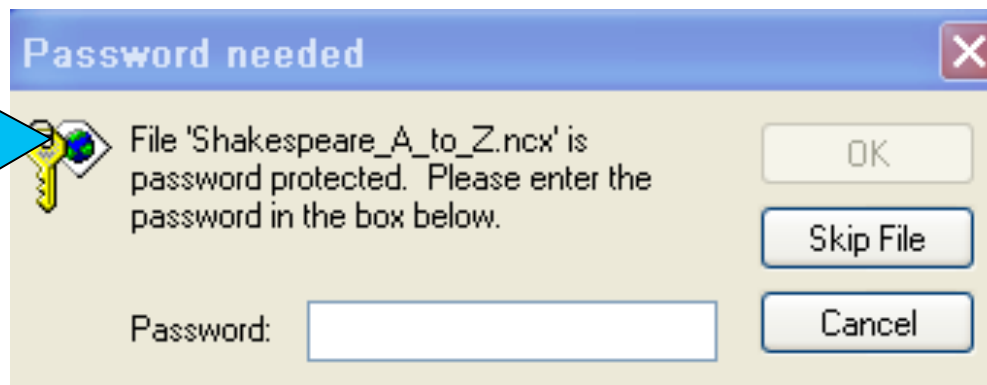
(If you originally downloaded the book to your desktop, then the unzipped folder will also be placed there.)



Click **Next**



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



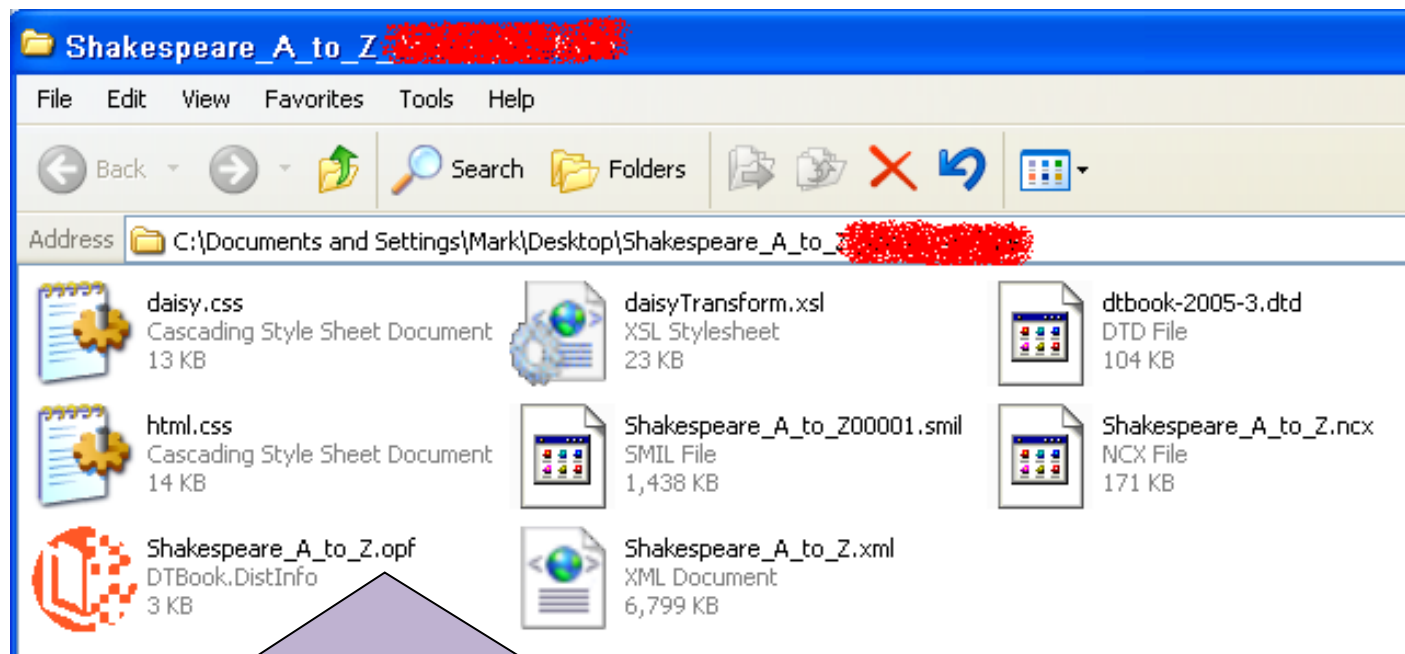
You now have 2 book folders on your computer: one zipped, and one unzipped



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)

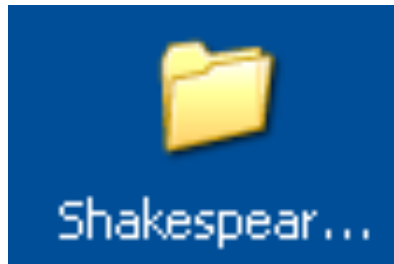
The unzipped folder contains the usable DAISY book. The download password is NOT needed again since you have already unzipped the book.

## 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

Login to Bookshare.org



Get Started tab—"read books"



Download READ:OutLoud

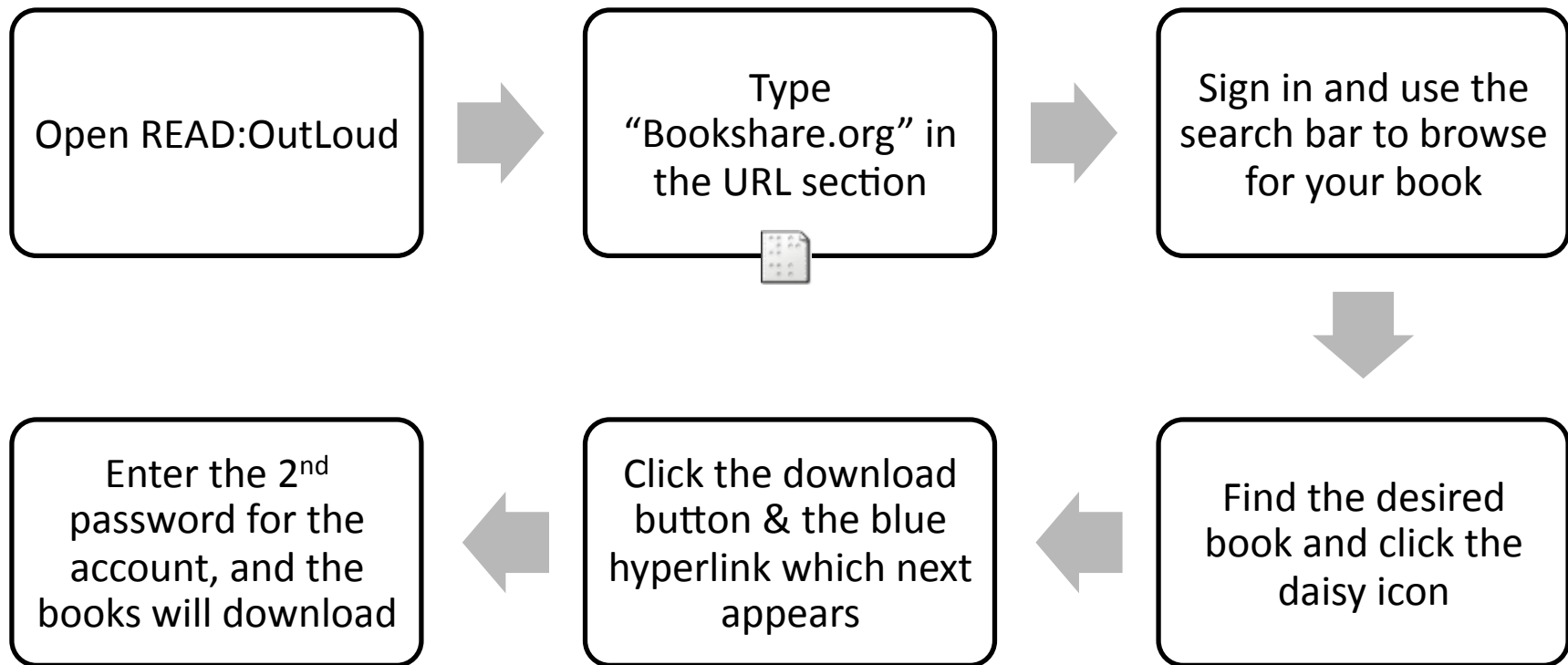


Run software—follow prompts

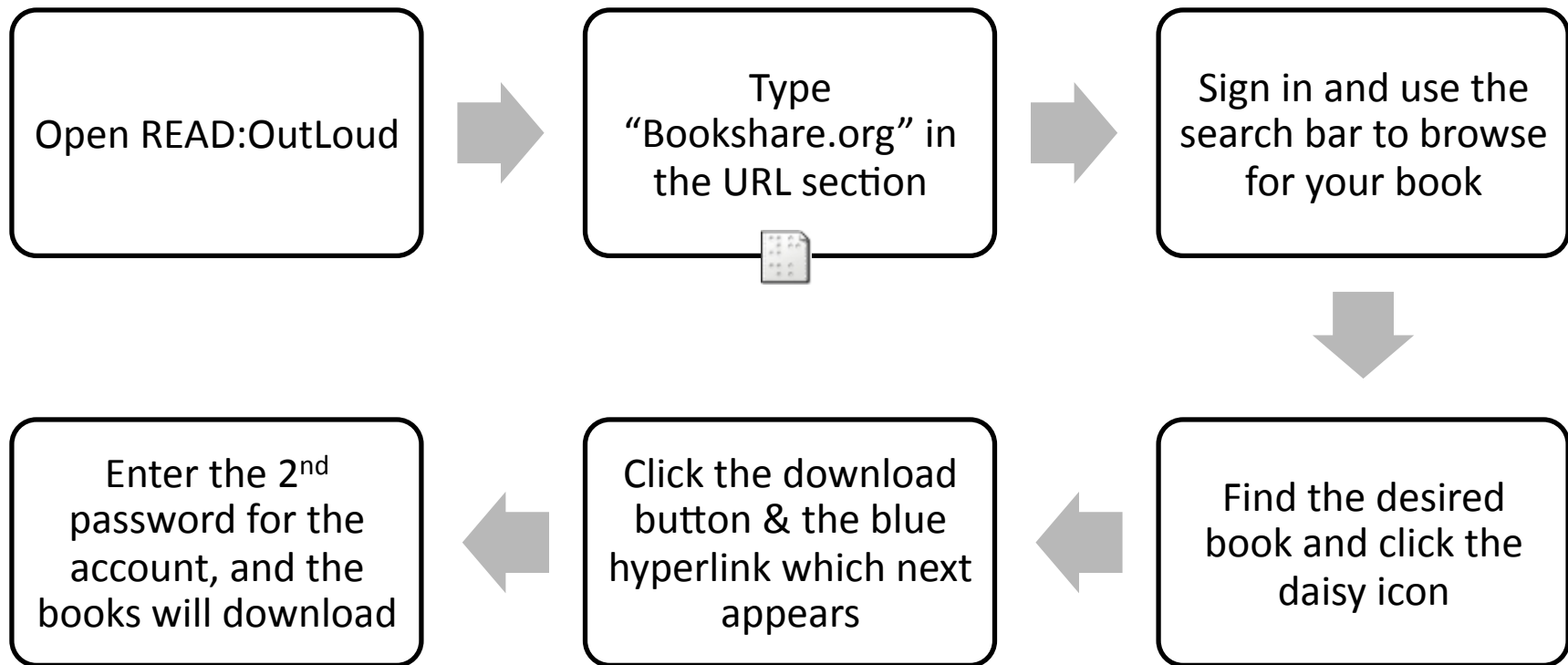


Say "yes" to install a shortcut on the desktop—use to launch program

# Downloading books with Read:OutLoud



# Downloading books with Read:OutLoud



# Appearance

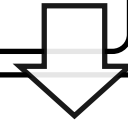
Format font size

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**



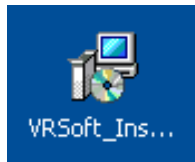
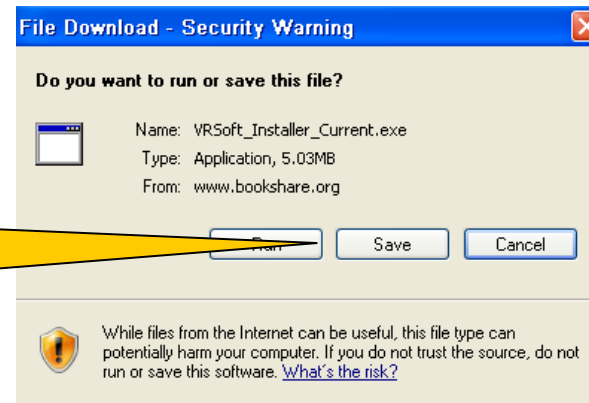
- ⌘ [Download READ:OutLoud](#)
- ⌘ [READ:OutLoud User Manual](#)
- ⌘ [READ:OutLoud Release Notes](#)

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

## Additional DAISY software information – Mac

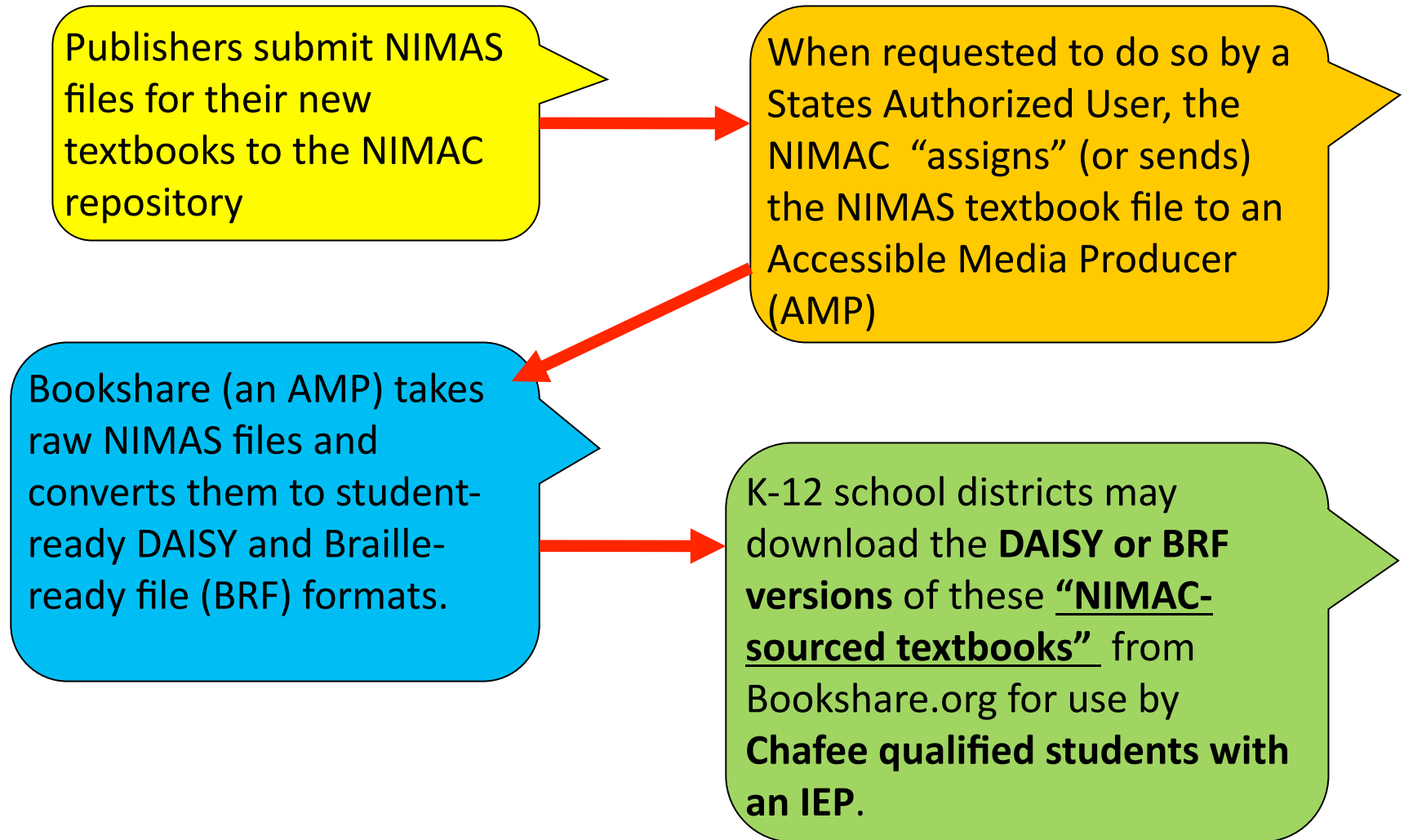
A Macintosh version for Operating System X (OSX) of Read:Outloud Bookshare Edition is **freely** available for download from the Bookshare.org website. From the **Getting Started Tab** at the top of any page, choose **Reading Tools** to find the download link.



# **Module 5**

## **NIMAC-sourced textbooks**

# What are NIMAC-sourced textbooks?





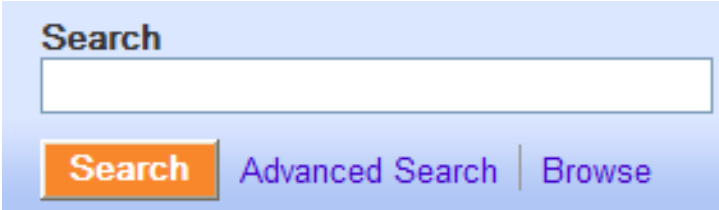
## Key information about NIMAC-sourced textbooks:

- 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.

A screenshot of the Bookshare search interface. It features a light blue header with the word "Search" in a dark font. Below the header is a white search input box. At the bottom of the header, there are three buttons: "Search" (orange), "Advanced Search" (purple), and "Browse" (purple).

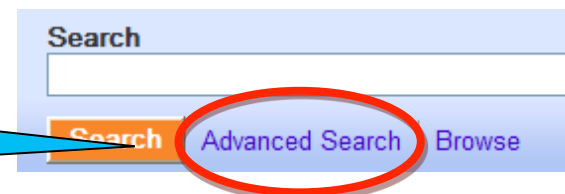
Search

Search Advanced Search Browse

**Type** the name of a textbook, author, or even the book's 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.



Search

[Search](#) [Advanced Search](#) [Browse](#)

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



**Find Results For**

Title	<input type="text"/>
Author	<input type="text"/>
ISBN	<input type="text"/>
Publisher	<input type="text"/>
Full Text	<input type="text"/>
Books to Search	<div>All Books All Books Books Available Worldwide Freely Available Books NIMAC Books</div>
Quality	
Language	

# 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 without pictures**



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

Click this icon to download the **DAISY version WITH pictures**

## DAISY books with pictures:

Download icon for a DAISY book with pictures



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

### Select image quality

- ☒ High quality - larger download; images will be sharp and detailed. If you have an older computer, or your DAISY software does not have optimizations for image display, you may not be able to read the book.
- ☐ Lower quality - smaller download; images will have less depth, and may have less detail. This setting will work on all computers and DAISY players.

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

## Contact Information

Full Name\*

District\*

School\*

Telephone\*

Email\*

## Book 1

Title\*

Edition

Copyright Date\*

Series

Author/Editor/Illustrator\*

ISBN\*

Publisher

Subject

Language

Content Type

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

Grade Level

Has the book/product been purchased for all students?\*

☐ Yes

☐ No

Format(s) required\*

☐ Embossed Braille

☐ Electronic Braille (BRF)

☐ Large Print (hardcopy)

☐ Digital/Electronic

☐ Audio

**Accessible Media Producer (AMP):**

If material is located in the National Instructional Materials Access Center (NIMAC), assign it to the following Accessible Media Producer(s):

☐ Bookshare.org

☐ Recording for the Blind and Dyslexic (RFB&D)

☐ Other

Up to 10 books may be submitted at one time.  
Add a book by clicking the "Add Another Book"  
button.

Add Another Book



Submit Request



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.



<http://mits.cenmi.org/>



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