AT Quick Guide

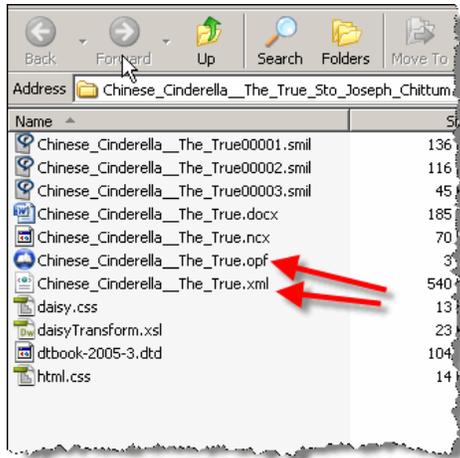**High Incidence Accessible Technology** (HIAT logo)

Using Bookshare files with Natural Reader or WordQ

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

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.

Open the book
Natural Reader and WordQ are not capable of opening the Bookshare file directly. You'll need to view the file in Internet Explorer first.

1. Open Internet Explorer.
2. Choose **File→Open**.
3. Navigate to the **Copyrighted Text** folder.
4. Find the title of the book and double click on the .XML file.
    - If you get an error, you may not have extracted the ZIP file. Again, see Downloading Books from Bookshare.org and make sure you complete the step to extract the files.
5. Now you should see the book on your screen.

Read the book
1. Open Natural Reader or WordQ.
    - If Natural Reader opens in full screen mode, then click the **Go to miniboard** button to switch to the floating toolbar.

2. Now select any text in the book and click the ▶ button in Natural Reader or the Read button in WordQ to have the text read aloud.

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 create and save a copy of the book in MS Word before deleting the 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 formatting to suit your students' needs. See Options for Using and Formatting Bookshare Files. Note that Read:OutLoud is also capable of opening RTF documents.