

How to prepare a book from Accessible Book Collection

Please follow all copyright rules and membership guidelines when using these materials.

Basic Download and Saving of the Book

1. Log-in to the AccessibleBookCollection.org website and sort the list according to your mode of locating your book.
2. Locate your book and Download the book to a file on your computer.
Note that there are sometimes multiple formats of the book (Boardmaker, Classroom Suite)
3. Extract the files to the same folder.
4. Double-click on the book's html file to launch it in Internet Explorer. (you are not online when you do this)
5. Use Edit-Select All to select the entire book
6. Navigate to a blank MS Word or other application document like PowerPoint, Classroom Suite, etc.
7. Used Edit- Paste to copy the entire book to the MSWord document. Note -all images come with it!
8. Use File Save to save the document into the same folder as the ABC files reside.
9. Spell check the document
10. Remove all section links and statistic information from the end of the document. Leave all ABC and copyright information in the file.
11. Check the document for stray paragraph marker errors that will effect how the text reader will read it back. Hard returns/ Enter key hits will stop a text reader. Check for this using the Show All button on the Toolbar 
12. Save the whole book again.

Dividing it into Chapters for Easier Student Use:

1. While continuously depressing the Shift key, navigate through the book so that an entire chapter has been highlighted.
2. Copy and paste the text to a blank MS Word document.
3. Save and Name the file with the appropriate chapter number and name.
4. Spot check with Natural reader or Word talk
5. Take the whole document and remove section links and place page breaks between chapters
6. **At this point, you can keep it in Word or move it to another application as student needs dictate.**

Adding Free Reading Supports for the Student:

** PowerTalk can be added to Microsoft PowerPoint to read text in PPT shows. When hyperlinks are added; student can launch their own books, change books and answer questions.*

**WordTalk can be added to Microsoft Word as a talking toolbar. Enabling the student to have text to speech feedback and a talking spell check in all unlocked Word docs.*

Burning the Book to CD:

1. Add a folder inside the book folder with the book's ISBN number as the name.
2. Include all ABC materials, as well as the ISBN folder, and any materials you have created to use with the book, such as Boardmaker pictures, MS Word doc files, MP3 files, etc...