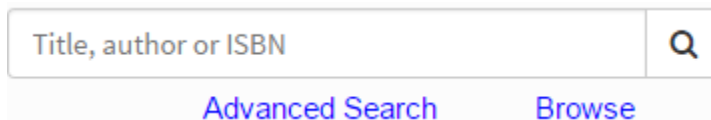# Bookshare Basics

Account Set Up:

If you'd like an individual membership to Bookshare, the easiest way to begin is to let Tina Hardy know. She will: 1) sign you up as part of the organizational membership, 2) verify that you are eligible to receive Bookshare's services, 3) request that an individual membership form be e-mailed to you. Tina can be reached by stopping in C-211, by email at tina_hardy@ivcc.edu, or by calling 224-0284. You will need to follow the directions in the email that's sent to you in order to get your individual account set up.

Searching for Books:

1. You will be able to login and search for your books by using the search bar at the top of the Bookshare homepage.


2. Notice that you can search a variety of ways. ISBN is the most direct route to the books you want. If available, it will pull up the exact book and exact edition that's needed. ISBNs can be found on IVCC's Bookstore website or on the back and inside covers of your texts.
3. If your initial search doesn't pull up the book you're looking for, you can do an advanced search and enter as many fields as you'd like to find your text.

Reading Books:

1. The easiest way to have a text read to you is simply by searching the book and clicking on the button next to it that says "Read Now." If you're connected to the internet, Bookshare will search and bring up your book. A screen reader will be embedded with the book. The toolbar for the reader is below. All you have to do to hear a book is click on the icon with the speaker and the audio should start. When you click the button a second time the reader stops.
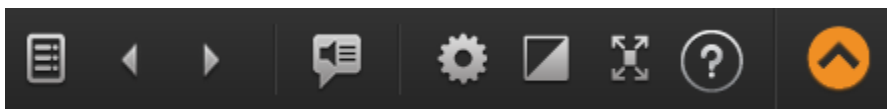
2. Other icons on the tool bar, in order, are: an index, page advancers, settings (where you can change voice/reader options), screen color/background changers, a full screen text selector, and a help menu.
3. Other, more customized readers are available as well. On Bookshare's homepage there's a box entitled "Many Ways to Read." Just click on that and look for options for mobile devices and PCs.
4. One free, relatively easy reading option is called Read Aloud. Bookshare's website has simple directions for downloading Read Aloud onto your computer.
5. Once Read Aloud is installed, you can read books via your PC. Simply search for the title you're interested in. Once the title and description come up there should be a tab near the bottom of

the description that says "download." Click on that and follow the directions to download the book onto your computer.

6. When the text is downloaded it will be in a zipped or compressed format. To unzip it, right click on the title, then click "Extract All." This will make a useable version of the text available to you.

7. When you have downloaded a book you should be able to read it by doing the following:
   a. Open the Read Aloud reader first, do NOT open the book first
   b. Click the "File" button at the top left of the screen and select "Open"
   c. Find the book by selecting the drive/file you stored it in
   d. Double click once on the book, then double click on the book again when it appears with the purple Read Aloud icon
   e. Your book should appear
   f. Reading is as simple as clicking the speaker icon on the tool bar at the top of the page
   g. Please note that in this reader, you will have the option to take notes by either highlighting text (it will then appear in the notes section), or by clicking on the "unassigned notes" tab in the upper right of the screen. Once you do this a "new note" icon (note book and pen) will appear on the tool bar. Via the pop-up screen you will be able to add a new note.