

Getting Started with Bookshare

From:



<http://mits.cenmi.org>

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Getting Started with Bookshare

Module 1

Bookshare Basics



Module 1 – Bookshare Basics

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A. General information

Bookshare is an online library of digital books for people with print disabilities. A grant from the US Dept of Education allows Bookshare to offer **FREE organizational memberships** for U.S. institutions serving qualifying students, and **FREE individual memberships** for [qualifying](#) U.S. students of any age.

1. Qualification for Bookshare

There is specific eligibility criteria that individuals must meet in order to download books from Bookshare. An IEP or 504 Plan does NOT automatically qualify any student for Bookshare. In the [Membership tab](#) on the Bookshare website, be sure to read about **Qualifications** before adding students to your Bookshare roster. In order to make an informed decision, Districts should also be aware of the [federal statutory requirements](#) used by the National Library Service. More specific information can also be found at: http://mits.cenmi.org/Portals/4/Documents/AIM_NIMAS/AIM-NIMAS Flow Chart v5-0.pdf

And for some qualifying students, a more appropriate format may be found elsewhere, such as **Recording for the Blind and Dyslexic (RFB&D)** or **American Printing House for the Blind (APH)**.

You may also be able to purchase an appropriate format directly from the publisher. Accessible books purchased directly from the publisher **may be used by any student** without the restrictions currently imposed by copyright law.

2. Organizational Memberships

Organizational memberships allow K-12 staff to download books on behalf of their qualifying students.

3. Individual Memberships

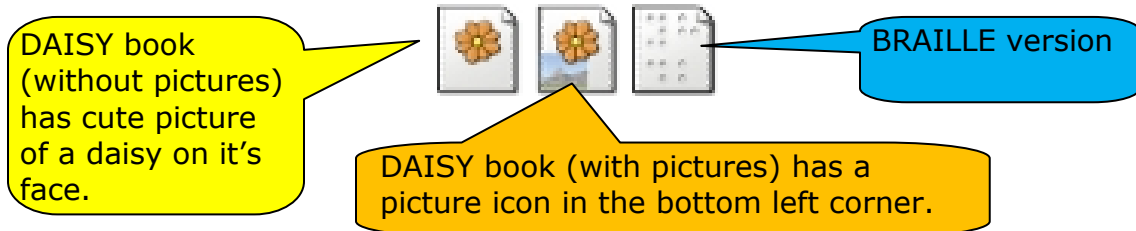
Individual memberships allow students to download books on their own.

4. Membership basics

- **Any K-12 school can complete a simple online** application to sign up for their free Bookshare organizational membership.
- Districts must add the names or unique identifiers (such as the student’s unique identification code) for all of their qualifying students to a roster on the Bookshare web site.
- **Districts must name one staff person as the Primary Contact.**
- Teachers or other professional staff members who work with qualifying students may be added to the districts Bookshare account by the Primary Contact, each receiving their own unique login and password. Teachers are called **Sponsors**.
- **Sponsors may download books for their qualifying students**
- **Students (called Members) who have been added to the Bookshare roster by their school may also sign up for Individual memberships,** allowing them to download books at home.
- **Textbooks created from a NIMAS source file may ONLY be downloaded by K-12 staff,** not individual students.

5. Formats

For each book, you will choose the format to download, either DAISY or Braille Ready File (BRF). At this time, many DAISY books from Bookshare **do not** have pictures.



6. Search, download and unzip books

The Bookshare web site has an online library where you can search for books. If the book you are looking for appears in the search results, you can download it directly to your computer. Bookshare **compresses** its book files in order to speed up the downloading process. A compressed file is often called a **zipped** file. All books received from Bookshare must be **unzipped** before using.

7. Free DAISY-Reader software

DAISY books require special software to open and read aloud, and a growing number of companies are creating and offering DAISY software for purchase. Bookshare offers two FREE DAISY-reader software programs that may be downloaded and installed on your computer. The FREE DAISY-reader software from Bookshare will ONLY open and read DAISY books from Bookshare (will not read DAISY books from other sources.) ReadOutloud Bookshare Edition from Don Johnston, and VictorReader Soft Bookshare Edition from Humanware are both available for download from the Bookshare web site.

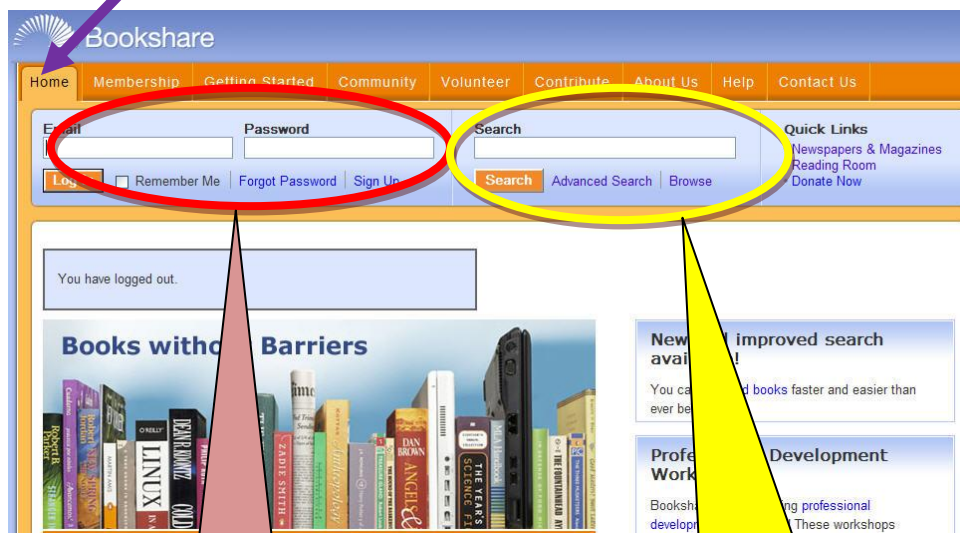
B. Bookshare Web Site

At the top of each Bookshare web page is a set of tabs, shown below:



When you first visit Bookshare at the www.bookshare.org address, you will begin on the Bookshare Home Page (the **Home** tab is shown below in a lighter shade of orange.)

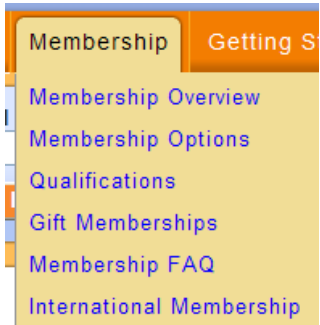
1. Home Page tab



Log In box
for members

Book search box

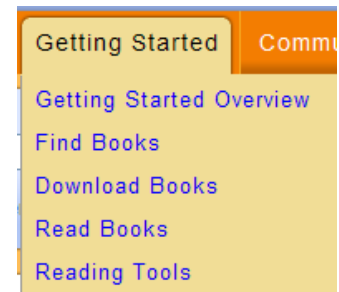
2. Membership tab



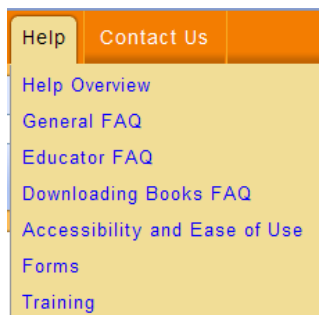
The **Membership tab** gives the user more information on Membership options. And, contains important information on student qualifications for Bookshare.

3. Getting Started tab

The **Getting Started tab** offers more information on how to find and download books, and how to download and use the free DAISY reader software.



4. Help tab



The **Help tab** contains FAQs for teachers, download information, forms, and training information.

C. NIMAC textbooks and Project Gutenberg

1. NIMAC textbooks



“NIMAC-sourced books” are digital textbooks produced from publisher files deposited in the National Instructional Materials Accessibility Center (NIMAC), a national repository. Bookshare converts these books from the NIMAS format (National Instructional Materials Accessibility Standard) to student-ready DAISY and BRF (Braille Ready File) formats before placing them in the Bookshare library. Accessing these books is different than other Bookshare media because of the terms of the Individuals with Disabilities Education Act (IDEA 2004) that established the NIMAC. U.S. educational organizations with a Bookshare™ membership may download NIMAC-sourced textbooks and deliver them to their students who have a qualified print disability and an IEP.

2. Project Gutenberg books



You may already be familiar with Project Gutenberg – an online collection of digital books that are **out of copyright** and therefore **freely available**.

Project Gutenberg has given Bookshare permission to include all of their public domain books in the Bookshare collection. Therefore, if you are already using Bookshare and it’s Free DAISY software, **you may search and download books from the Gutenberg collection right from Bookshare.**

Getting Started with Bookshare

Module 2 – Memberships



Module 2 – Memberships

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A. Organizational Membership for K-12 Schools

Currently, organizational memberships are **FREE** for qualifying students in either **K-12 or Higher Education**, thanks to a grant awarded by the U.S. Dept of Education, Office of Special Educational Programs (OSEP.)

1. How to Enroll

The screenshot shows the Bookshare website's Home page. At the top, there are navigation tabs: Home, Membership, Getting Started, and Community. Below the navigation is a login section with fields for Email and Password. There are buttons for Log In, Remember Me, Forgot Password, and Sign Up. A blue arrow points to the Sign Up button.

From the **Home** page on the Bookshare web site, click **Sign Up**

Organizational

For schools, libraries or agencies that serve individuals with print disabilities, such as a visual impairment, a physical disability or a severe learning disability.

Sign up for an Organizational Membership

On the next screen, click “Sign up for an Organizational Membership.”

Fill out the **Basic Account information** on this screen, then click the **Continue** button.

Organization Information

Please enter your organization's information on the form below. Asterisks indicate required fields.

Organization Information > Primary Contact Information > Membership Agreement > Next Steps

Edit basic account information.

Organization Name *	<input type="text" value="My K12 School"/>
Address *	<input type="text" value="111 Learning Rd."/>
Address, line 2	<input type="text"/>
City *	<input type="text" value="Teachville"/>
Phone *	<input type="text" value="555-555-5555"/>
Website	<input type="text"/>
Country *	<input type="text" value="United States"/>
State or Province *	<input type="text" value="Michigan"/>
Zip or Postal Code *	<input type="text" value="44444"/>
This organization is a *	<input type="text" value="US K-12 Public School District or Local Education Agency"/>
Promo Code (optional)	<input type="text"/>

On the next screen, fill in your **Primary Contact Information**.

Note: Each K-12 organization has one **Primary Contact** – the person responsible for overseeing the district's Bookshare account.

Enter Primary Contact Information

Fields marked with * are required.

Organization Information > **Primary Contact Information** > Membership Agreement > Next Steps

In signing up your school or organization, you become the Primary Contact. You:

- Manage the list of students or clients with print disabilities, called Members
- Manage the list of other staff, called Sponsors, who download books for Members
- Can also download books for Members

Enter basic information concerning the primary contact for this account.

Primary Contact First Name *	John
Primary Contact Last Name *	Doe
Primary Contact Title *	Special Services Coordinator
Phone *	555-555-5555
Email *	jdoe@myk12.mi.us
Confirm Email *	jdoe@myk12.mi.us

[Previous](#) [Continue](#)

NOTE: The **Primary Contact** is often an administrator responsible for special education programming, or perhaps a technology or assistive technology professional. Individual teachers and other professionals who will download books for their students are usually registered with Bookshare as **Sponsors**.

Read and agree to the terms of the Bookshare agreement information, then click **Continue**.

I have read the terms above and agree to them

- Yes
 No

[Previous](#) [Continue](#)

IMPORTANT: Next, you will be prompted to **PRINT** the online **Agreement Form**. You **MUST Complete** the form, **SIGN**, and return it to Bookshare by Fax or mail.



Your **Primary Contact** will receive a confirmation email of your K-12 district organizational membership within a week. The email will contain a link for you to use to create a password.

2. Your “Personalized” Task Bar

Once you have established an organizational account, you will be able to **Log In** at the top left side of the Bookshare web page.

Fill in your email address, enter the **Password** you received from Bookshare, then click **Log In**.

When you have successfully logged in to your account, your member **Task Bar** will replace the Log In section and will look like this: (Notice that you can **Log Out** from your **Task Bar**)



a. My Organization

From your **Task Bar** above, click the **My Organization** link.

Click **Members** to add qualifying students to your schools Bookshare roster

Click **Sponsors** to add teachers who will be downloading books for their students

My Organization

My Organization Home | Organization Information | Members | Sponsors

My Organization

School District Status

Organizational Membership Agreement signed: Yes

Can download NIMAC-sourced books: Yes

b. Other Task Bar options

From your **Task Bar**, you may also go to the **Quick Search** area, change your password and **Log Out** of your current session with Bookshare.

3. Adding teachers as “Sponsors”

Once your K-12 school district becomes an organizational member with Bookshare, the **Primary Contact** should be able to **log in** on the Bookshare home page.

All **teachers** who will be downloading books for their qualifying students should be added to the **Sponsor roster** by the districts **Primary Contact** on the Bookshare web site.

When logged in as an organization, you will see this box at the top of the screen:

My Organization

[My Organization Home](#) |
 [Organization Information](#) |
 [Members](#) |
 [Sponsors](#)

My Organization
 [Redacted] School District Status

Organizational Membership Agreement signed: Yes
 Can download NIMAC-sourced books: Yes

Click on Sponsors

The “Manage Sponsors” page is shown here:

[My Organization Home](#) |
 [Organization Information](#) |
 [Members](#) |
 [Sponsors](#) |
 [Upload Roster](#)

Manage Sponsors

Sponsors are additional staff that download books for your students and manage your rosters.

Show by

District: All Districts School: All Schools Filter Search

<input type="checkbox"/>	First Name	Last Name	District	School	Title	Email	Phone Number
	Mark	[Redacted]	—	—		[Redacted]	[Redacted]
PC	Gary	[Redacted]	—	—	Consultant for the Visually Impaired	[Redacted]	[Redacted]

Add a Sponsor Remove Sponsor

PC = Primary Contact

Use the “**Add a Sponsor**” button to add the names of teachers or other staff who will be downloading books from Bookshare

Use the “**Remove Sponsor**” button to delete the names of staff who have left the district or changed responsibilities.

4. Adding students as “members”

My Organization

My Organization Home | Organization Information | **Members** | Sponsors

My Organization
 [Redacted] School District Status
 Organizational Membership Agreement signed: Yes
 Can download NIMAC-sourced books: Yes

Students who are listed on a K-12 district roster at Bookshare are called “members.” To add students as members, from the **My Organization** area in Bookshare, choose “Members.”

Manage Members

Members are students or clients from your organization that have a qualifying print disability.

Show by

District School List

<input type="checkbox"/>	First Name	Last Name	District	School	Grade	Quicklist	Birth Date	Qualifying Disability	Plan
<input type="checkbox"/>	Korey	[Redacted]	—	—	Not a Student	-	[Redacted]		IEP
<input type="checkbox"/>	Jenny	[Redacted]	—	—	Not a Student	-	[Redacted]		IEP
<input type="checkbox"/>	Kaleigh	[Redacted]	—	—	Not a Student	-	[Redacted]		

Click **Add a Member** to put a new student user on the roster.

To add a new member (student) online, fill in the form shown here:

Choose one or more qualifying disability categories here:

Check either IEP or 504 Qualified

Click Save

Add new user

District

School

Grade

On my quicklist
(A group of students I download for most often)

Yes No

Qualifying Information

Disability

Visual

Learning

Physical

Plans

User has an IEP

User is 504 Qualified

5. Upload a **group** of sponsors (teachers) or members (students) in 5 easy steps.

Do you have a group of students or teachers who need to be added to your districts Bookshare roster? To easily add a group of sponsors (teachers) or members (students), Bookshare provides a blank Excel template that may be downloaded to your computer. Your districts Primary Contact may add a group of sponsors, and a group of students to this template, save it, then upload it back to Bookshare. To get the template, click the **Upload Roster** link from the **My Organization** area.

My Organization

[My Organization Home](#) |
 [Organization Information](#) |
 [Members](#) |
 [Sponsors](#) |
 [Upload Roster](#)

Step 1: Add the student as a member on your district organizational roster (if you haven’t already done so)

Step 2: Download the blank Excel Roster Template

Upload Roster

If you have many Members or Sponsors you’d like to add to your roster at once, you can send these names to Bookshare electronically using the Upload Roster function instead of adding each Member separately.

Step 1: Download New Member Roster (Excel template)

Download the roster template by selecting the link below and saving the file to your computer. The template is an Excel workbook file with three tabs; new Members, new Sponsors, and a help tab.

NOTE: The roster upload function adds Members and Sponsors to your account; it does not replace or modify your current roster. Each time you send a roster to Bookshare, start with a new, blank copy of the template to avoid creating duplications in your roster.

[New Member/Sponsor Roster Template](#)

Step 2: Upload a New Member Roster

Send the roster to Bookshare by uploading your saved copy below. Select the “Browse” button and choose your saved roster. Then select the “Upload” button.

NOTE: Your Members and Sponsors will be added to your list after Bookshare has reviewed and processed your submission. Please allow 1-2 business days for processing.

Step 3: Fill in the Member and Sponsor Roster:

When you open the blank Excel Roster file, you will notice 3 tabs at the bottom of the page:



Use this form to add Members to your organizational account. These are the qualifying readers you'll be able to download books for.

Member First Name	Member Last Name	Qualifying Disability (VI, LD, PD)	Date of Birth mm/dd/yyyy	District	School	Grade	Does the student have the following type of plan? (Yes/No)	IEP	504

Using the Member Roster tab, Add one student member on each line.

Using the Sponsor Roster tab, Add one teacher on each line.

Add Sponsors
Use this form to add additional Sponsors to the account. Sponsors will be able to manage the organization's member roster and download books for members. Sponsors must be organizational staff and abide by the terms of the Organizational Agreement.

You, as the submitter of this roster, are already registered on Bookshare.org as a sponsor and do not need to be added to the roster.

Sponsor First Name	Sponsor Last Name	Title	District	School	Email address	Street Address	City	State	Zip	Phone Number

Step 4 – Save the Roster to your computer

After you fill out the Excel roster, be sure to use the **Save as** command in the File menu to save the roster to your computer.

Step 5 – Upload the Roster to Bookshare

To upload the Roster file you saved, use the **Browse** button shown at the bottom of the Upload Roster page in Bookshare – **navigate** to the Excel Roster you saved, then click the **Upload** button.

Send the roster to Bookshare by uploading your saved copy below. Select the "Browse" button and choose your saved roster. Then select the "Upload" button.

NOTE: Your Members and Sponsors will be added to your list after Bookshare has reviewed and processed your submission. Please allow 1-2 business days for processing.

All of your students and teachers should now be shown on the Bookshare Rosters. If you already have members and sponsors listed, those on the uploaded Roster will simply be added to the list.

B. Individual Memberships (Student)

Individual memberships are FREE for all qualifying K-12 students. While it is possible to sign up a qualifying student for an individual membership, Bookshare has made the process much easier if you first add the student to your organizational roster. It is STRONGLY recommended that you add student members to your districts organizational roster FIRST, and then add individual memberships for students who need or desire them.

1. Benefits of Individual Membership

Students with Individual Memberships should also remain on the school districts roster with Bookshare, allowing them to continue using books that have been downloaded by their teachers. As Individual Members, these students may also download books and free software on their own at home.

Remember: NIMAC textbooks cannot be downloaded by students, even if they have Individual memberships with Bookshare. Any NIMAC textbooks needed by a student MUST be downloaded by the teacher or staff person working with that student.

2. Helping your student get an Individual Bookshare membership

Step 1: Be sure you have already **added the student to your district member roster** – this makes the process of getting an individual membership much easier!

Step 2: Log in to your organizational Bookshare account and click the **My Organization** link.

Step 3: From your **My Organization** area, **Click the Members** link

My Organization

[My Organization Home](#) |
 [Organization Information](#) |
 [Members](#) |
 [Sponsors](#)

My Organization

XXXXXXXXXX School District Status
 Organizational Membership Agreement signed: Yes
 Can download NIMAC-sourced books: Yes

Step 4: Put a check next to the name of each student needing an individual Bookshare account

Manage Member

Members are student members of your organization that have a qualifying print disability.

Show by

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

<input type="checkbox"/>	First Name	Last Name	District	School	Grade	Quicklist	Birth Date	Qualifying Disability	Plan
<input type="checkbox"/>	Korey	XXXXXXXXXX	—	—	Not a Student	-	XXXXXXXXXX		IEP
<input type="checkbox"/>	Jenny	XXXXXXXXXX	—	—	Not a Student	-	XXXXXXXXXX		IEP
<input type="checkbox"/>	Kaleigh	XXXXXXXXXX	—	—	Not a Student	-	XXXXXXXXXX		

<input type="checkbox"/>	<u>First Name</u>	<u>Last Name</u>	<u>District</u>	<u>School</u>	<u>Grade</u>	<u>Quicklist</u>	<u>E</u>
<input checked="" type="checkbox"/>	Korey	[REDACTED]	—	—	[REDACTED]	-	0
<input type="checkbox"/>	Jenny	[REDACTED]	—	—	[REDACTED]	-	0
<input type="checkbox"/>	Kaleigh	[REDACTED]	—	—	[REDACTED]	-	1

Step 5: Click the Individual Membership Form button

Step 6: Download and print the Individual Membership Form

Step 7: Fill in the blanks for this student, and then fax or mail the form back to Bookshare

Email: _____

Address: _____

City, State, Zip: _____

Signature: _____ Date _____

Printed or Typed Name: _____

If under 18, a parent or guardian must sign first, as a condition to your access:

Signature of Parent/Guardian: _____ Date _____

Printed Name of Parent/Guardian: _____

Phone of Parent/Guardian: _____

Physical Address, if different than Member's: _____

Mail this completed form, including the original signature to:

Bookshare
 The Benetech Initiative
 480 South California Ave., Suite 201
 Palo Alto, CA 94306-1609

Getting Started with Bookshare

Module 3

Search and Download books



Module 3 – Search and Download

[Jump To Contents](#)

A. Standard Search

The **Standard Search** box is found at the top of all Bookshare web pages. To use it, type the title (or partial title) of a book, 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 may be best to use Advanced Search.**

B. Quick Search

Quick Search gives the user a simple and easy interface for searching the Bookshare library. From your **Task bar**, choose **Quick Search**

- Quick Search
- My Account
- My Organization

Using the **Quick Search** screen shown here, type in a book’s title (or partial title). You may also search by author. Then, click the **Search** button

Quick Search

Enter search term.

Search

Using **Quick Search**, your results will always be displayed in what is called **List View**, shown here:

[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.

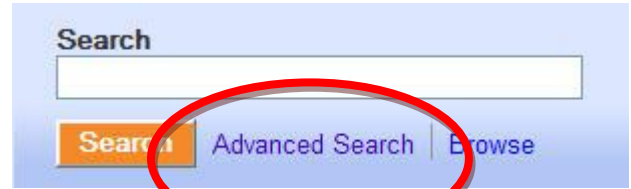
Book of the Year Award 1998 SCHOLASTIC INC. \$6.99 US PRAISE FOR J. K. **ROWLING'S HARRY POTTER AND THE ... SORCERER'S STONE** "A wonderful first novel. Much like Roald Dahl, J. K.

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

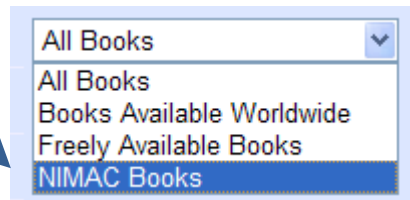
Copyright: 1997 Download:  

C. Advanced Search

For a full-featured search page that allows you to search by title, author, ISBN, and sort by categories such as NIMAC, you should click the **Advanced Search** button shown at the top of your Bookshare web page:

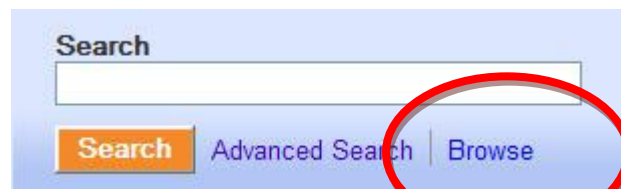
A screenshot of the 'Find Results For' advanced search form. It includes input fields for Title, Author, ISBN, and Full Text. Below these are dropdown menus for Books to Search (set to All Books), Quality (set to Excellent or above), Language (set to All Languages), and Sort Results (set to By Relevance). An 'Advanced Search' button is located at the bottom left of the form.

(For NIMAC books, use the **Books to Search** drop-down box)



D. Browse by Category

You may also **Browse** for books by category by clicking **Browse** at the top of any Bookshare web page



The **Browse** screen looks like this:

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](#)

E. Viewing Search results

When you use the Quick Search tool, your results will always be shown in a simple "Google-style" **List View** of books. But, when you use the **Standard** or **Advanced Search** tools, you may also choose **Table view** for your search results. To switch from **List View** to **Table View**, click [here](#) on your **Search Results** page:

Search Results

Showing 1 - 1 of 1 results

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



1. List View

Three books in List view (Google-style) 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:  

2. Table View

Three books in Table View look like this:

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	 

F. Select the format for your download


No matter how your book search is displayed, the next step is to choose the format needed by your student. In most cases, you will choose either **DAISY** format or Braille Ready Format (**BRF**).

[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:  



Click here to choose which format you want to download (DAISY or BRF)

G. Select which student needs the book

1. Download book for a single student

Put a check next to the student who will get this book:

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

Confirm that the correct book is being downloaded, and...

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.

That the proper student is receiving it.

[REDACTED]

Download Format: DAISY

Then click here:

Download Edit Recipient List Cancel

2. Downloading the same book for multiple students

If multiple students need the same book, each book must be separately downloaded and marked specifically for each student.

On the **Download for Members** page, put a check next to the names of all students who will need the book, like this:



	First Name
<input checked="" type="checkbox"/>	[Redacted Name]
<input checked="" type="checkbox"/>	[Redacted Name]
<input checked="" type="checkbox"/>	[Redacted Name]

Then click **Download Book**



H. Create a Download password

In order to unzip a book you’ve downloaded you will need to enter a special password known as the Download password. This is NOT the same password that you use to log in to the Bookshare web site with your account. It is a special password that is only used when unzipping books on 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

Once you have created a **download password**, Bookshare will continue using it for all of your future downloads. To change your **download password**, go to the **Task Bar** and click **My Account**, then choose **Preferences**. Use the area at the bottom of the **Preferences** page to change your **download password**, then click **Save**.

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

You must specify a Download Password:

Please confirm your Download Password:

I. Download book

On the final page, you will be asked to click on each book to download it

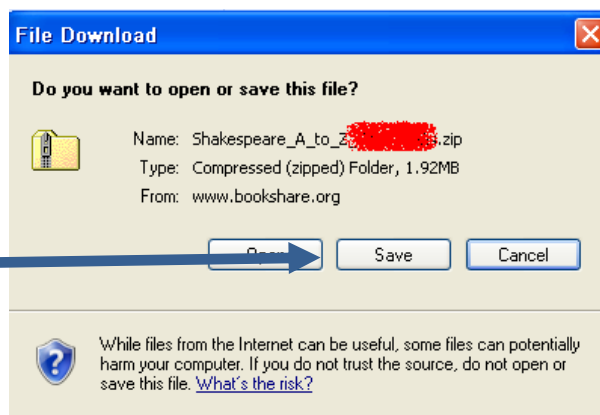
Students names are blurred in this picture.

Download File(s):

- ⌘ Shakespeare_A_to_Z_ [redacted].zip
- ⌘ Shakespeare_A_to_Z_ [redacted].zip

Click once to download each book.

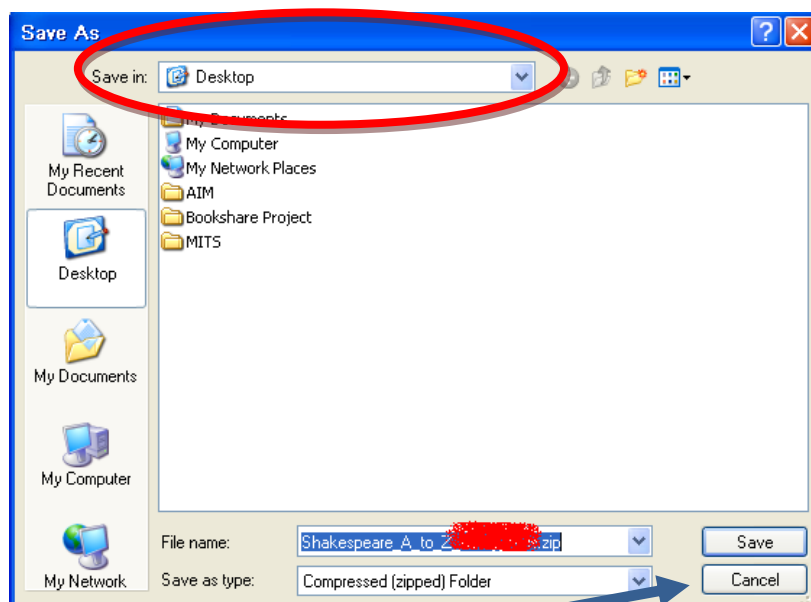
For each download, you will see this dialog box:



Click the **Save** button.

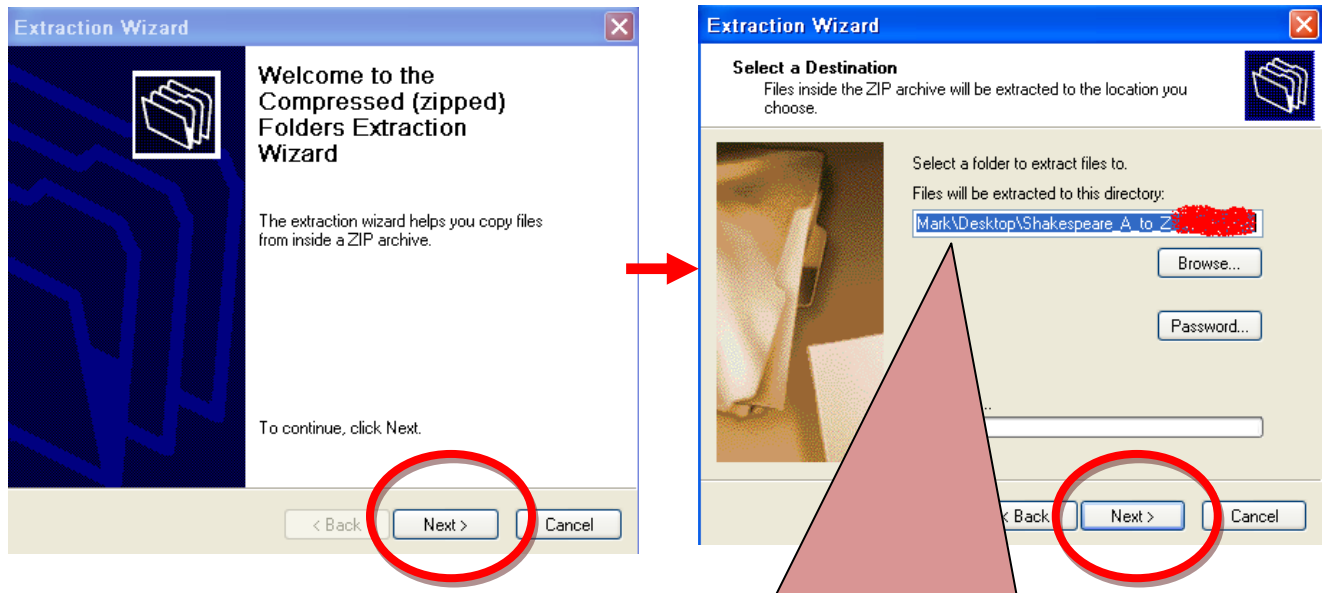
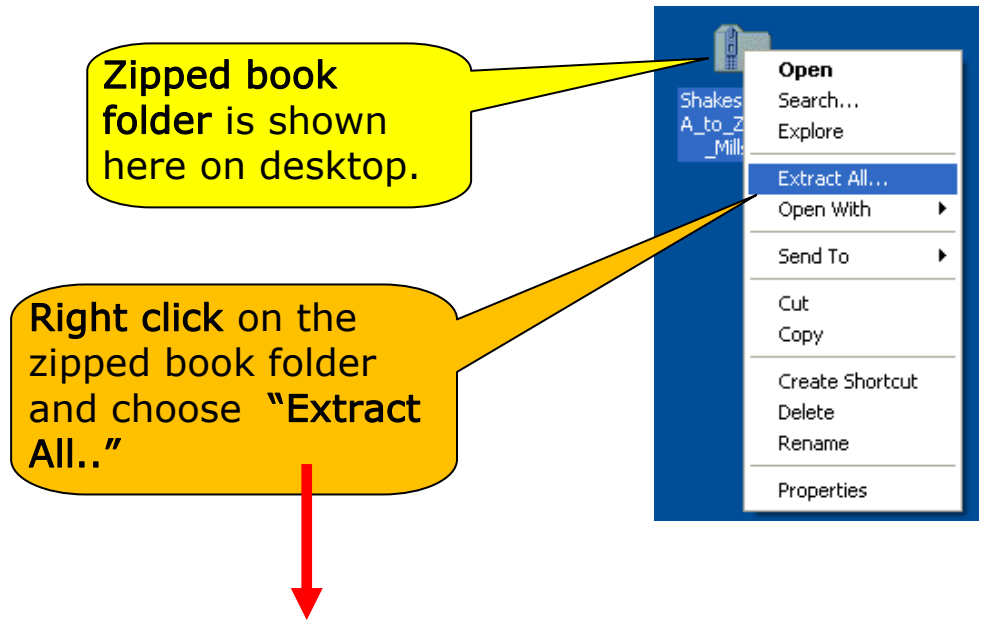
In the **Save as** dialog box, be sure you use the **Save in:** window to choose a location for your downloaded file to be sent.

(Note: you may want to download to your desktop first to be sure you will be able to find the downloaded book)



Then, click the **Save** button

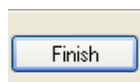
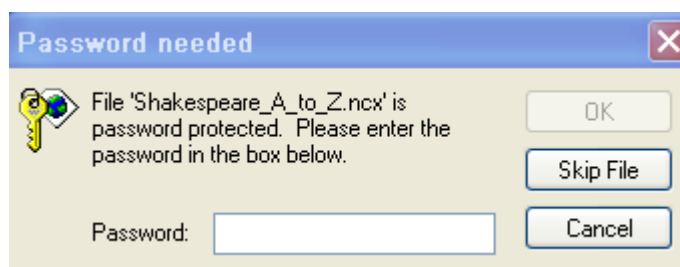
J. Unzipping downloaded Bookshare books



The default choice is to save the unzipped folder in the exact same location as the zipped folder.

(If you originally downloaded the book to your desktop, then the unzipped folder will also be placed there. To save the unzipped folder to a different location, use the **Browse** button to specify that location, then click **Next**.)

Remember the **download password** you created back in Section H of this module? Now is the time to enter it in order to complete the unzipping process. Then click **OK**:



Click the **Finish** button

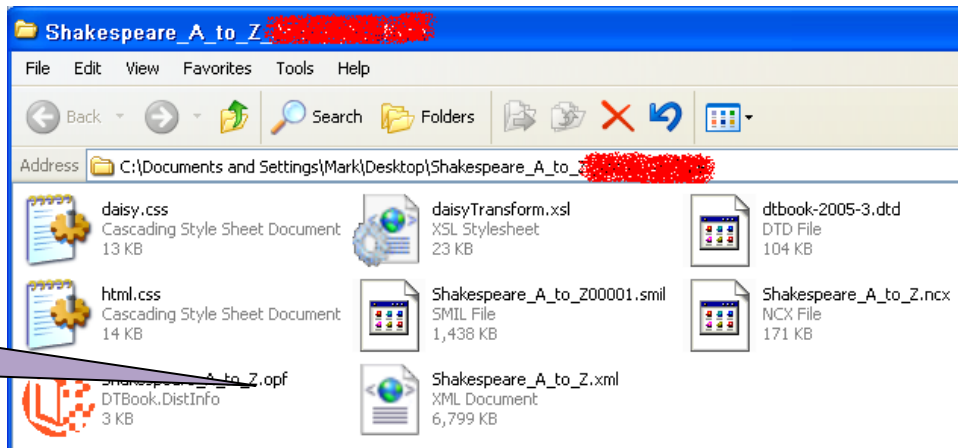
You now have 2 book folders on your computer: one zipped, and one unzipped:



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

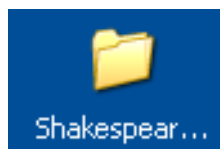
The unzipped folder contains the usable DAISY book. The download password is NOT needed again once you have an unzipped version of the book.

Inside the unzipped folder, the elements of the DAISY book look like this:



DAISY book has the **.opf** extension

K. Storing and moving Bookshare books



Your Bookshare book (shown here) may be stored on your desktop, or dragged to any other folder on your computer (My Documents, for example). Book folders **may be moved to portable flash-drives, student folders on network drives, or transferred to other computers.**

The books may be used at the home of qualifying students, and on any computer in the school that is used by a qualifying student.

Getting Started with Bookshare

Module 4

DAISY Reader software



Module 4 – DAISY reader software

[Jump To Contents](#)

Bookshare offers two (2) FREE software programs that may be used to open and read Bookshare DAISY books. Both software programs are specific “Bookshare Editions” of larger and more complete software programs offered by vendors. These Bookshare versions will ONLY work with DAISY books received from Bookshare, and will not open or read DAISY books from other sources. Separate Tutorial Guides and training videos are available to help you learn how to better use each of these programs – contact MITS for information on how to receive these materials.

A. Download FREE DAISY software

To download the FREE DAISY software offered at Bookshare, click the **Getting Started** tab at the top of any Bookshare web page and select

Reading Tools



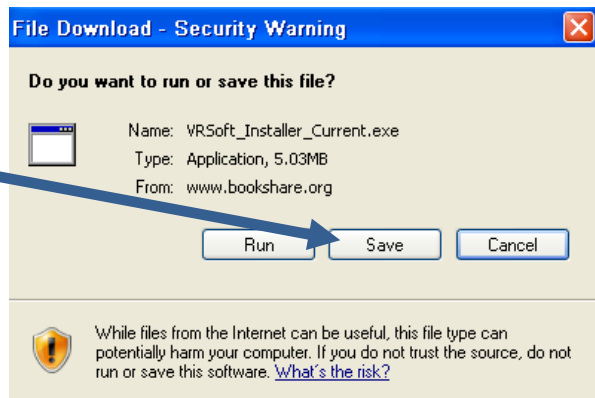
- Download [READ:OutLoud](#)
- [READ:OutLoud User Manual](#)
- [READ:OutLoud Release Notes](#)

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

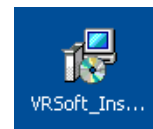
- Download [Victor Reader Soft](#)
- [Victor Reader Soft User Manual](#)

Click on these links to download the Victor Reader Soft from Humanware

Choose to **Save** the installer – this will give you a copy of the installer that may be used to install the DAISY reader software on other computers.



The installer file will look like this (should be found on the desktop):



Double-click to run the program installer.



Click Run to install the program on your computer.

B. Free DAISY software for Macintosh OSX

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.

C. Other DAISY software

A growing number of companies offers some excellent DAISY reader software products. Since each has its own unique set of features for navigation, note-taking and studying and writing, it would make sense to review the demo versions of a variety of these programs to see which one best meets the overall needs of your students:

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.kurzweilededu.com)

Premier Accessibility Suite (www.readingmadeez.com)

Getting Started with Bookshare

Module 5

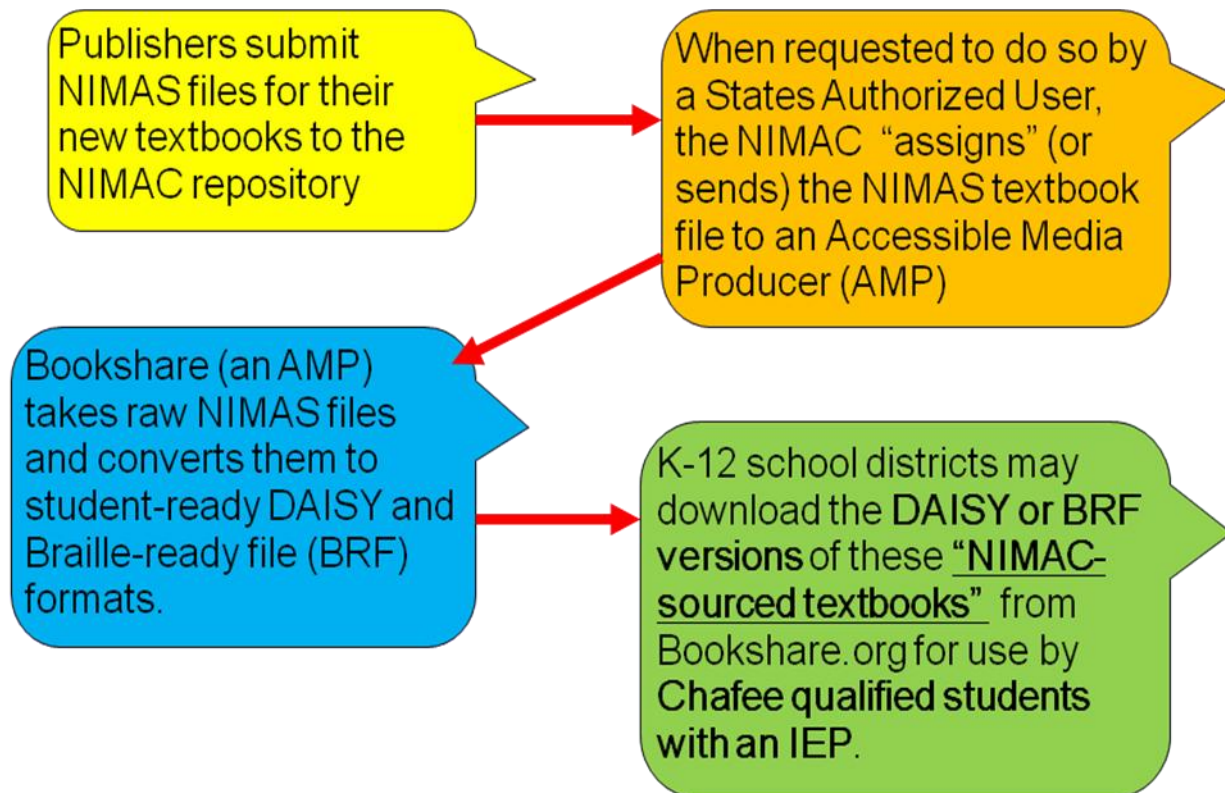
NIMAC-sourced textbooks



Module 5 – Getting NIMAC textbooks

[Jump To Contents](#)

What are NIMAC-sourced textbooks?



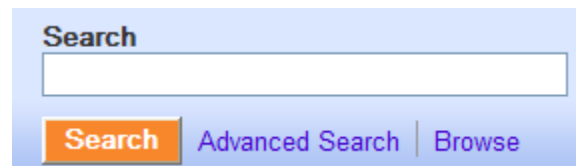
A. Key information about NIMAC-sourced books

- They are only available for U.S. K-12 students with print disabilities as defined in the Chafee Amendment to copyright law, AND only for those students 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 may download NIMAC-sourced books for the qualifying students they work with. To ensure that Bookshare complies with the above limitations, students, parents, transcribers, and Individual Members cannot download these books.

B. Search for NIMAC textbooks

With Bookshare’s ‘one-step’ search, K-12 schools with Bookshare memberships interested in the availability of NIMAC textbooks can visit Bookshare and search both Bookshare and the NIMAC simultaneously.

Type the name of a textbook, author, or even the book’s ISBN number in the Standard Search box at the top of any page, then click the **Search** button.



You may also use the Advanced Search area to look specifically for NIMAC –sourced books

In the Advanced search area, fill in the textbook **Title**, and/or **ISBN** if available.



Then in the Books to Search drop down shown here, choose **NIMAC Books**.

C. Search Results

If a NIMAC-sourced textbook **IS FOUND** in the Bookshare archive, it will be displayed in the search results like this:

Prentice Hall Science Explorer, Georgia Physical Science by Unknown

NIMAC-sourced textbook

Copyright: 2009 Download: 

Notice that the Download links are showing, indicating that this NIMAC-sourced textbook has been found in the Bookshare archive and may be downloaded.

If a textbook **IS FOUND in the NIMAC**, but has **NOT YET BEEN assigned (sent) to Bookshare**, it is displayed like this: (instead of download links, you will see the message: “**Request from NIMAC.**”)

Physical Science, 4th Grade by Ains Education Foundation

Copyright: 2007 Download [Request From NIMAC](#)

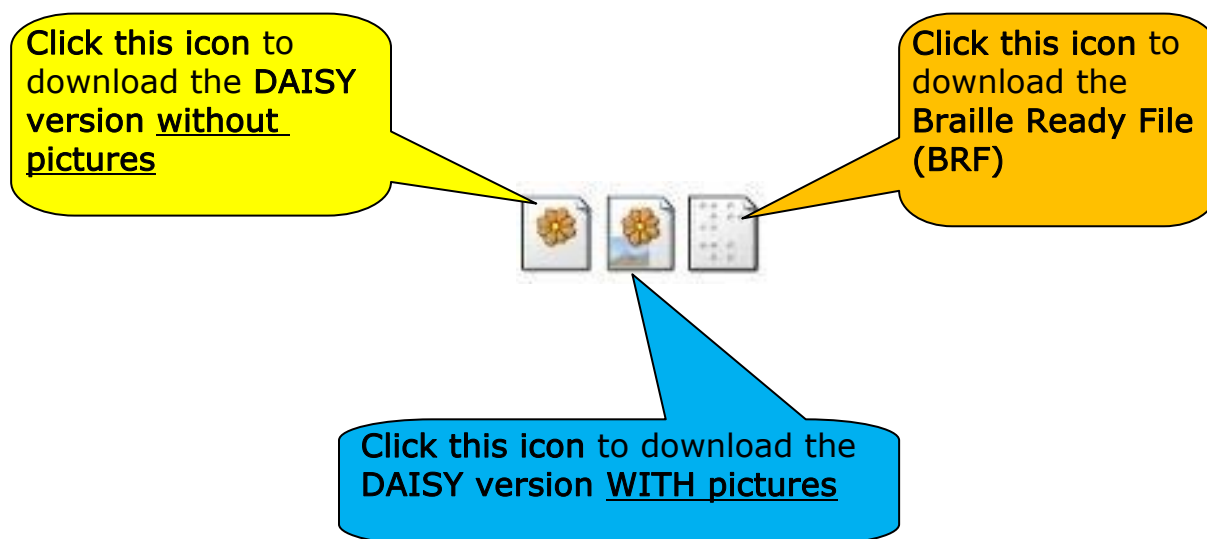
Michigan districts who click the Request from NIMAC link will see the following message:

Bookshare will be glad to help you get this book. Please contact your state NIMAC coordinator or one of your Authorized Users and request that they assign the book to Bookshare as an Accessible Media Producer. If you would like help with this process, [contact us](#).

See Section F in this module for information on how Michigan teachers can request that NIMAC-sourced books be assigned (sent) to Bookshare.

D. Downloading NIMAC-sourced textbooks

If the **download buttons** shown here are displayed in the Search results for NIMAC-sourced textbooks, it means the textbook **has been found** at Bookshare and **available** for you to download.



E. DAISY textbooks with pictures

If you choose to download a DAISY book that contains pictures, be aware that the **file size may be substantially larger** than a book without pictures, and the **download time substantially longer**. Due to the size of these textbooks, you may find that your computer does not have the capacity to open and use them. If you try downloading a textbook with pictures and you find that your computer does not have the power required, go back and download the DAISY version of the textbook **with lower image quality, or the DAISY version without pictures** instead.

When choosing to download a textbook with pictures, you will click this icon:



During the download process, you will be prompted to select the image quality as shown below:

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.

Next, you may see a message from Bookshare informing that your books is being “packaged” and that it will be available for you to download soon:

Download Packaging Status

This is a large download and it will take us several moments to package it. You may refresh this screen to see if it has been completed. We will send you an email on completion, which will include a link to the download.

i **The Language Of Literature** by Blau, Sheridan • Bermúdez, Andrea B. • Applebee, Arthur N. for [REDACTED]



Once the book has been downloaded, try opening it using the Bookshare Edition of Read:Outloud or VictorReader Soft. If the book with high quality pictures does not work with your computer, you will need to try again by downloading the same book with lower resolution pictures, or with no pictures at all.

(When downloading a textbook with pictures, you will be given the option of choosing which version – high or low quality pictures – you want to download in the future, and this will become your default setting)

F.NIMAC textbooks that ARE NOT at Bookshare

Textbooks that are found in the NIMAC repository, but are not yet available in the Bookshare archive must be “assigned” to Bookshare. In Michigan, one of our States five **Authorized Users** must send a request to NIMAC in order to have the textbook assigned (sent to) Bookshare.

Contact an Authorized User in Michigan to make this request by going to the Michigan’s Integrated Technology Supports (MITS) web site at:

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

On the MITS web site, 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>

Put your name and Contact information here

Contact Information

Full Name*

District*

School*

Telephone*

Email*

This is the AIM Request form as it appears on the MITS web site.

Enter information here about the textbook you found in the NIMAC, and now want assigned to Bookshare for downloading.

Book 1

Title*

Edition

Copyright Date*

Series

Author/Editor/Illustrator*

ISBN*

Publisher

Subject

Language

Content Type

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

Put a check in the box next to Bookshare

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

Add Another Book

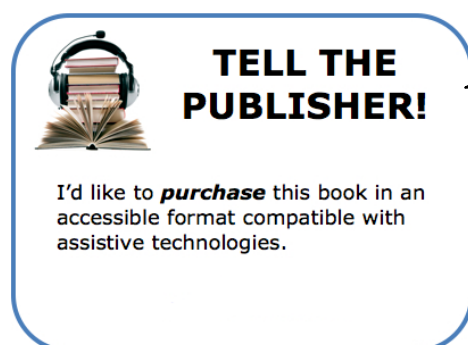
Submit Request

Submit Request

G. Textbooks NOT found at NIMAC (or Bookshare)

Here are some suggestions for you when the textbook you need is not found at either the NIMAC or Bookshare:

- Contact the publisher to inquire about how to receive an accessible version (.rtf or .pdf) of the book.
- Check with MITS to inquire about whether the textbook you need may have been scanned and saved by another school district.
- 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.
- Check the Louis Data-Base at American Printing House for the Blind (APH)
- Scan the textbook yourself under the protection of the Chafee Amendment, or with publisher permission.



Create the Demand for accessible textbooks!

Publishers need to hear from their customers that, if available, K-12 schools would purchase accessible versions of their books. Please be **Proactive** and request textbooks in an accessible format directly from the publishers with no eligibility restrictions.

ALSO

Check the MITS web site for a list of accessible textbooks available to purchase directly from the publisher with **NO ELIGIBILITY RESTRICTIONS.**

Getting Started with Bookshare

Module 6

Appendix



Module 6 – Appendix

[Jump To Contents](#)

Bookshare contact information

Web site: <http://www.bookshare.org>

Bookshare offers a range of training opportunities that includes complimentary 'getting started' webinars to our newly developed comprehensive professional development workshops.

From the Help tab on the Bookshare web site, click Trainings to get information about:

- Upcoming Webinars
- Pre-recorded Webinars
- Quick Guides
- Professional Development Workshops (ARRA Qualified!)

For up-to-date information on Bookshare workshops:

workshops.bookshare.org.

If you are a K-12 school district member of Bookshare, send questions to:
groupaccounts@bookshare.org

Unzipping a Bookshare book using Win 98

Steps to Unzip a Book Downloaded From Bookshare in Win 98:

- Download and install a program called [7-Zip](#) from the Bookshare web site
- Go to Bookshare and download a book to read
- Open the folder that contains the book (i.e., zip file) you just downloaded and press the Enter key
- The 7-Zip program will launch. If 7-Zip does not launch, follow the steps to associate 7-Zip with zip file format below
- Press Alt-E
- Select All will be highlighted, press the Enter key
- Alt-F to open file menu, type C for copy
- choose destination folder for the unzipped files, press the Enter key
- enter bookshare password, press the Enter key
- Exit 7-Zip with Alt-F4

Unzipping a Bookshare book using Mac OS-X

Mac users should download a Free program called **The UnArchiver** from the Apple web site. Mac users who already have **Stuffit** on their computer may use this utility to unzip Bookshare book folders.

Read:Outloud Bookshare Edition for Mac OSX is available for **free download** from the Bookshare web site.

Credits

Michigan's Integrated Technology Supports (MITS)
6500 Centurion Drive, Suite 220
Lansing, MI 48917
(517) 908-3930
(517) 853-1904 (TTY)
(517) 908-0709 (fax)

E-Mail: mits.email@gmail.com

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

Manual created in collaboration with MITS by Mark Dennis Consulting

March, 2010 altformat.mark@gmail.com

Bookshare forms

Organizational Membership Form

Group Proof of Disability Form

Organizational Roster (Excel format) – Add Members (students) tab

Organizational Roster (Excel format) – Add Sponsors (teachers) tab

Individual Membership Form

Individual Proof of Disability Form