Reading Digital Books with MS Word, MS Reader and Adobe Reader

Quick Guide

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Updated
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This Quick Guide gives instructions on how to read digital books in Word and Reader formats. Note that digital books made by CALL are created under a CLA 'VIP' licence which allows us to make and distribute books to "Visually Impaired Persons as envisaged by the Copyright (Visually Impaired Persons) Act 2002 where no such accessible format is commercially available" (CLA VIP licence from http://www.cla.co.uk/licensing/vip.html). The definition of a "visually impaired person", in accordance with s.31F (9) of the Copyright, Designs and Patents Act 1988 is a person:

(a) who is blind;
(b) who has an impairment of visual function which cannot be improved, by the use of corrective lenses, to a level that would normally be acceptable for reading without a special level or kind of light;
(c) who is unable, through physical disability, to hold or manipulate a book; or
(d) who is unable, through physical disability, to focus or move his eyes to the extent that would normally be acceptable for reading.

The books are provided for personal use by the individual student and cannot be copied or transferred to anyone else without permission.

Reading the book in Microsoft Word

1. Copy the eBook from the CD to a suitable folder on the computer, e.g. My Documents/My eBooks
2. Double click on the book to open it.
3. Click **View > Reading Layout** (or press ALT- R). This will make best use of the screen, and when you change the text size (click on the magnifying glass in the toolbar) Word will 're-flow' the text to match the new page size.
4. Change the background colour by clicking **Format > Background** and then choose your colour. Note that this may not change the background for the text if it was scanned with FineReader because each piece of text was created as a text box. To change the background for the text as well, click **Edit > Select All** (CTRL-A), then **Format > Borders and Shading**, and then choose your colour.
5. Change the text font by clicking **Edit > Select All** (CTRL-A), then **Format > Font** and chose the font and size you want.
6. Press **PageUp** and **PageDown** or the **Cursor Keys** to turn the pages.

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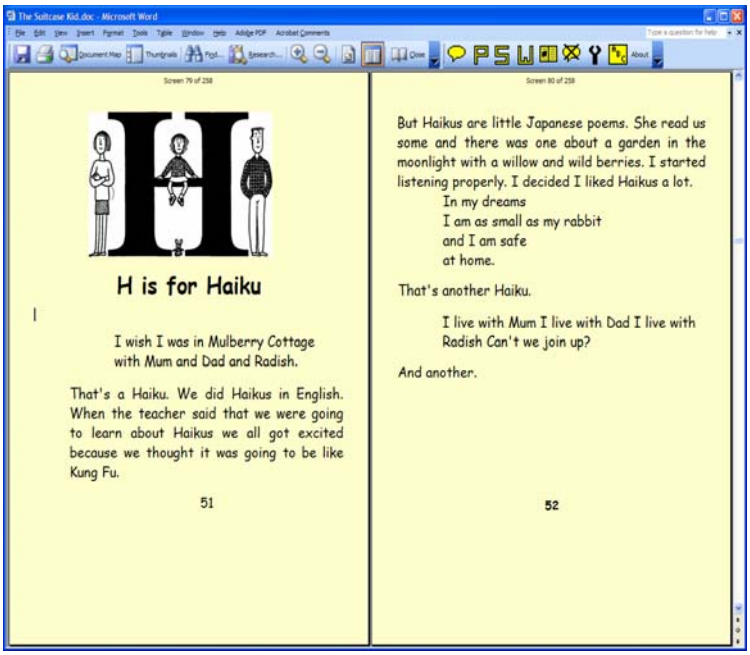
7. The contents page at the start allows you to click and jump to any chapter, or click on **Document Map** in the toolbar to see the structure, then click to go direct to a particular chapter.
8. One of the advantages of using Word to read a book is that you can type in text – for example, answers to questions in worksheets. You can also use other tools such as highlighters, bookmarks, inserting voice notes etc. To use these 'commenting tools', click on **View>Toolbars>Reviewing**.



The Suitcase Kid, by Jacqueline Wilson, scanned using FineReader and read with Word Reading View. Coloured background, Comic Sans font, WordTalk available.

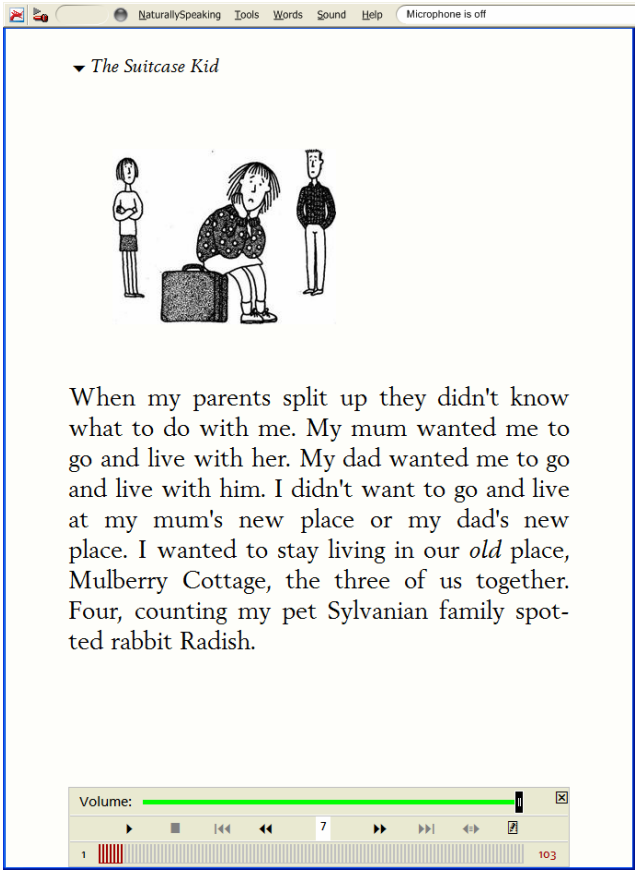
9. If you need the text read out to you by the computer, download and install the free WordTalk program from www.wordtalk.org.uk, or use another text-reading program.
10. Reading Layout keyboard shortcuts:

To do this	**Press**
Use Reading Layout	ALT-R
See the Document Map – once it is open, press **F6** to move to it, then use the cursor keys to move up and down and **Return** to jump to the chosen section	ALT-D F6 to move to the Document Map, Cursor keys and Return to navigate
Go to beginning of document.	HOME
Go to end of document.	END
Go to page number.	Number, then ENTER
Increase the size of selected text by one point.	CTRL+]
Decrease the size of selected text by one point.	CTRL+[
Exit reading layout view.	ESC

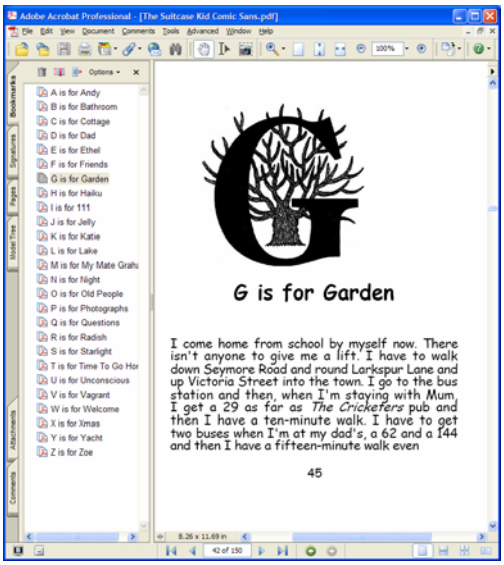
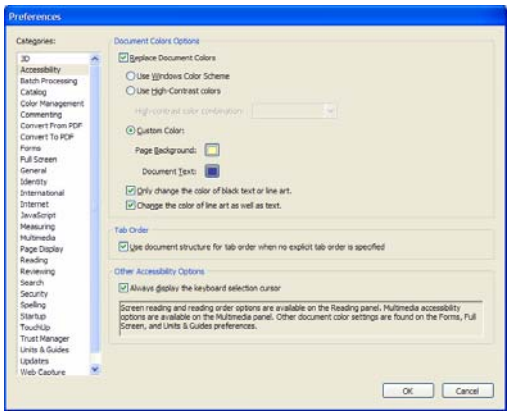
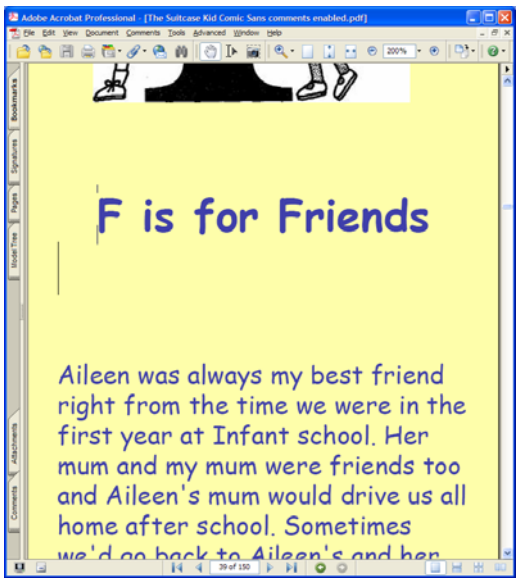
Reading in Microsoft Reader

Download and install Reader (PC only) from www.microsoft.com/reader/. If you want the computer to read out the books to you, download and install the Reader **Text-to-Speech** (TTS) Package from www.microsoft.com/reader/developers/downloads/tts.mspx. Both Reader and the TTS package are free. The Reader books were saved from Word format using the free **Read in Reader** plug-in from www.microsoft.com/reader/developers/downloads/rmr.mspx.

1. Copy the eBook from the CD to My Documents/My eBooks on your computer.
2. Double click on the book to open it.
3. If this is the first time you have used Reader, click on **Help** on the front page and browse the Help file. Click on **Settings** to adjust the font size.
4. If you have installed the TTS package, use the Play, Stop etc buttons to control the speech.
5. Some useful keyboard commands:
   PAGE UP - Move backward one page
   PAGE DOWN - Move forward one page
   ESC - Close a menu, or Close a page
   CTRL-P - Start the speech (you may have to press TAB a few times until a word in the text is highlighted)
   CTRL-S Stop the speech
   CTRL-F9Slow down the speech
   CTRL-F10Speed up the speech
   ALT-L Go back to the library page



Reading with Adobe Reader

If you don't already have Reader, download and install it from www.adobe.com.

1. Copy the eBook from the CD to **My Documents/My eBooks** on your computer.
2. Double click on the book to open it.
3. If this is the first time you have used Adobe Reader, click on **Help** on the front page and browse the Help file.
4. If the book was made using headings, click on the **Bookmarks** tab on the left and you should see the Chapter headings. Click to go to a Chapter directly.
5. Use **PageUp** and **PageDown** keys to turn pages, or click the buttons on the bottom of the page.
6. You can view a page at a time, or two pages at a time – click on **View > Page Layout** or use the buttons in the bottom right hand corner
7. Zoom in and out to magnify the page with the zoom '-' and '+' buttons
8. If you magnify the page so much that the text goes off the sides and you can't see all the words, click **View > Reflow** and the text will be reflowed to fit the page.
9. You can change the colours of the page and text by clicking **View > Preferences** then **Accessibility**, then **Replace Document Colors**, and choose the colours you want.
10. You can listen to the text being read out by clicking **View > Read Out Loud**. It can either read the page or the whole document. (The text is not highlighted as it is read, so if you want this feature you should read the book in Word format with WordTalk, or Microsoft Reader format, or buy a program like PDFAloud from TextHelp (www.texthelp.com) which has much better text reading tools.