Making Accessible Digital Reading Books

Quick Guide

Created 11/06
Updated
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Copyright

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"(a) who is blind;
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(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."

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You should keep records of all the books you adapt, the formats that you create, and the pupils to whom they are given.

See CALL's Quick Guides on Copyright for more information.

This Quick Guide covers making digital books in Microsoft Word, Reader, Adobe PDF and Daisy formats. The process works quite well for reading books but if you are scanning textbooks with a complicated layout you may be better scanning and then saving as a PDF – if you use Word the scanned version often looks untidy and needs a lot of editing.

Before starting to scan anything, we suggest you contact the publisher and ask them for a digital version first – some publishers can give you a PDF version of the book, which will save you hours of scanning.

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Create the Microsoft Word version first

1. Scan and read the book using FineReader and then send it to Word (see CALL's FineReader 7 Quick Guide).

2. When the book appears in Word it will have narrow margins so that only part of the page is used – select all (CTRL-A) then drag them out to give a wider page that has similar proportions to the paper book, or that 'looks right'.

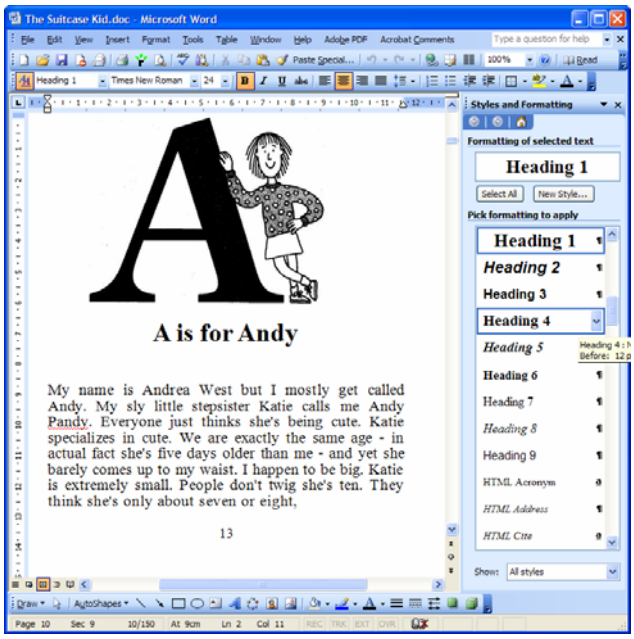
3. Insert a copyright statement the existing copyright statement, such as:

   This copy was made by the CALL Centre, University of Edinburgh, under the terms of a CLA Licence for personal use of a person:

   - who is blind;
   - 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;
   - who is unable, through physical disability, to hold or manipulate a book; or
   - who is unable, through physical disability, to focus or move his eyes to the extent that would normally be acceptable for reading.

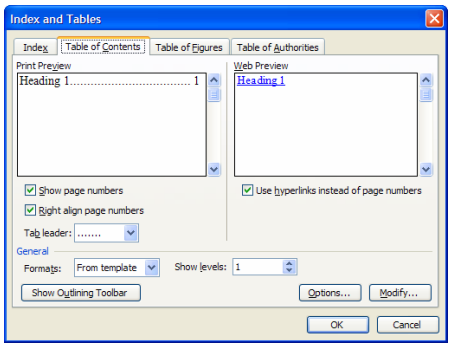
   This copy may not be further copied (including any electronic copying or transmission) or dealt with without permission or save as may be permitted by law.

4. It's helpful to add a Table of Contents to the book, so first find a chapter heading and click on it. Now and then click **Format > Styles** and **Formatting** to see the 'Styles' pane.
   Scroll down the styles to find **Heading 1** and then click on the arrow at the right of **Heading 1** and select **Update to Match Selection**. This sets Word's Heading 1 style to be the same as the book's. Now find each Chapter heading in the book, click on it and then click on **Heading 1** in the Styles, and this will set the chapter headings to be the same style as Heading 1.

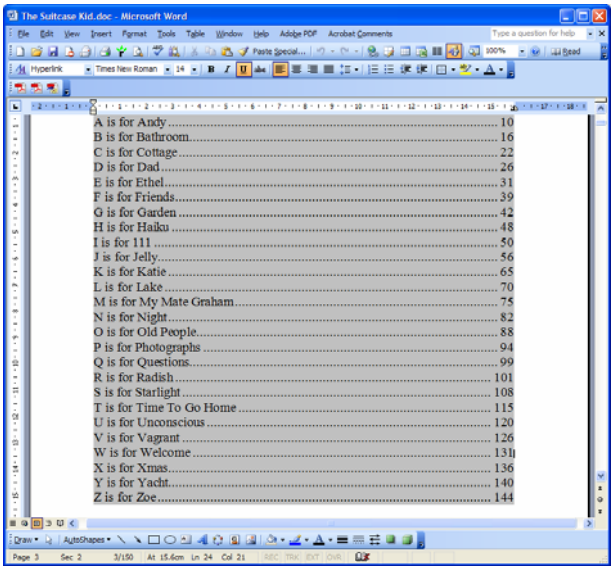


5. Repeat for any sub-headings, using Heading 2, 3 etc.

6. Go to the start of the book and insert a page (**Insert > Break**, click **Page Break**). Put the cursor at the top of the page and click **Insert > Reference > Index and Tables**, and choose the **Table of Contents** tab. If you only want chapter headings, change **Show levels** to be 1 instead of 3. Click OK and Word will insert the Table of Contents.

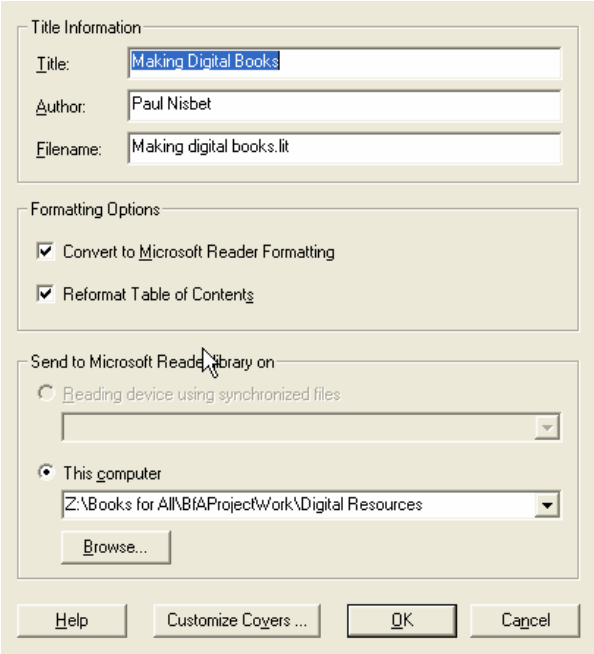


7. If you want to change the font or size of the table of contents, open the **Styles and Formatting** again, and click on any page number on the table. Find and click on the **TOC 1** style, and modify the font as required.
8. Find each page number in the book that has been scanned by FineReader and type in (or copy/paste) '**Page**' before it – this means a reader will be able to do a 'Find' on a particular page number (because the page numbers on screen don't match the page numbers for the paper book). Centre the Page number by clicking on it and then press CTRL-E.
9. If you want to change the font of the book, select all (CTRL-A), then choose a font and size from the Format menu.
10. See the Quick Guide on **Reading Digital Books** for tips on how to read the book in Word.



Create an MS Reader version (Word 2002/2003 for PC only)

Microsoft Reader is a free program for reading 'eBooks'. The Windows PC version has built-in text-to-speech.



1. Download and install the **MS Read in Reader** tool from www.microsoft.com/reader/developers/downloads/rmr.mspx
2. Click on the green **Reader** icon on the toolbar, or on **File > Read**.
3. Name the book appropriately.
4. Click Browse and choose the folder where you want to store the book.
5. If you have a suitable graphic for the front of the book, click Customise covers and then find the graphic.
6. Click OK.
7. See the Quick Guide on **Reading CALL Digital Books** for tips on how to read the book in Reader.

Make a PDF Version

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- Adobe Acrobat Professional v7 £32.18 licence, £19 CD

1. On a PC with Word 2002/3, click on **Adobe PDF > Convert to Adobe PD**F, or on **File > Print** then choose **Adobe PDF** as the printer.
2. On a Mac with Word 2004, click on **File > Print** then choose **PDF** in the bottom left hand corner
3. Name the file and choose where you want it saved.
4. Click OK.
5. See the Quick Guide on **Reading Digital Books** for tips on how to read the book in Adobe Reader.