

# Bookshare

## Technical Guide

### **Overview**

The purpose of this technical guide is to assist the IT departments of schools or school districts in setting up the necessary hardware, software, and systems so that teachers and students can easily access, download, use and save Bookshare® books. Bookshare ([www.bookshare.org](http://www.bookshare.org)) is an online library of digital media files for individuals with qualifying print disabilities. Membership in Bookshare is free to all qualified students in the U.S.

### **In this Guide:**

#### **Classroom Hardware Requirements**

Outline of the classroom computer requirements

#### **Installation of Software**

Information on installing and configuring Read:Outloud and Victor Reader Soft

#### **Storing Bookshare Books**

Guidelines and suggestions for setup of folder and file management of Bookshare books

#### **Downloading and Saving Bookshare and NIMAC Books**

Information on how to download and manage books

#### **Network Permissions**

Network permissions for teachers and students

#### **Assistive Technologies**

Lists of assistive hardware and software that can be used to read Bookshare books

## Classroom Hardware

Computers that will facilitate students' use of Bookshare will require ample available memory not only for the books that will be downloaded, but also for software applications that read the books.

### Downloadable Software Applications Used to Read Bookshare Books

Bookshare offers its members two free reading tools: *Read:OutLoud, Bookshare Edition* and *Victor Reader Soft, Bookshare Edition*. Both of these free software applications can be installed on classroom computers for qualified students. The specifications indicated are based upon the recommendations of Don Johnston and Humanware, the vendors of *Read:OutLoud* and *Victor Reader Soft*, respectively. For installation instructions, go to the "Installation of Software" section of this guide.

NOTE: *Read:OutLoud* is for individuals with learning disabilities, whereas *Victor Reader Soft* is for individuals who are visually impaired. However, both of these products can be used by individuals in both categories, and in most cases, schools will find it best to have access to both applications. Please confer with the instructional staff to determine which application(s) they will need.

#### For Windows-based computers:

- ***Read:OutLoud, Bookshare Edition***

The recommended minimum system requirements for *Read:OutLoud* are 512 MB of RAM, a sound card, Windows XP or higher and 200 MB of hard drive space for installation.

- ***Victor Reader Soft, Bookshare Edition***

The recommended minimum system requirements for *Victor Reader Soft* are 128 MB of RAM, a sound card, Windows 2000 or XP operating system and 100 MB of hard drive space for installation.

#### For Mac computers:

- ***Read:OutLoud, Bookshare Edition***

The Mac version of *Read:OutLoud, Bookshare Edition* is now available. The recommended minimum system requirements are 256 MB of RAM, MacOS 10.2 or higher and 200 MB of hard drive space for installation.

## Bookshare Book Files

Bookshare books, when downloaded and unzipped, can be as small as 2 MB and as large as 100 MB, depending on how long the books are and how many images they contain.

## Headsets or Ear Buds

Headsets or ear buds should be made available for students to listen to Bookshare books when using multi-modal applications such as *Read:OutLoud* or *Victor Reader Soft*.

## Installation of Software

As was mentioned under “Classroom Hardware,” Bookshare provides members with two free reading tools. (Again, Bookshare recommends that you confer with the instructional staff to determine which application is needed.) In addition, Bookshare offers two free electronic voices which are of a higher quality than the standard voices that come pre-installed on most computers. All of these software offerings can be downloaded from [www.bookshare.org/readingTools](http://www.bookshare.org/readingTools), but doing so **requires logging in to the Bookshare website with a valid user name and password**. Please also note that this software needs to be installed on individual computers for qualified students and cannot be installed over a network. For System requirements, please refer to the hardware requirements in the “Classroom Hardware” section of this guide.

### Microsoft® Windows®-Based Software

- ***Read:OutLoud, Bookshare Edition by Don Johnston***

1. Please make sure to turn off all anti-virus programs before installation.
2. Download the program and run the Installer. The Installer places the application on the C: drive of your computer in a folder labeled “DonJohnston.”
3. To use the program, double-click the application icon or alias on your desktop
4. For instructions to set up students on READ:Outloud for individual computers, open the [READ:OutLoud User Manual](#) and refer to the Teacher Central section.

- ***Victor Reader Soft, Bookshare Edition by Humanware***

Use Internet Explorer to open the installation file and follow the onscreen instructions:

1. *Welcome screen:* Select **Next**
2. *End-User license agreement:* Read the License Agreement and select "I accept the terms in the License Agreement" if you agree with the stipulated conditions. Select **Next** to continue.
3. *Select Installation folder:* Select **Next** to install in default folder or select **Browse** to change installation folder.
4. *Ready to Install:* Press **Install** to begin installation.
5. *Software installed:* Once installation is complete, select **Finish** to close installation window.

By default, *Victor Reader Soft* will be installed in the Program Files\Humanware\Victor Reader Bookshare.org folder. A shortcut will be placed on the desktop.

## Software for Macintosh® computers

- ***Read:OutLoud Bookshare Edition* by Don Johnston**
  1. Selecting “Download Read:OutLoud” on the “Reading Tools” page of the Bookshare website will place an executable file in your Mac’s Downloads folder.
  2. Drag the downloaded file onto your desktop and double-click on it.
  3. Follow the steps specified by the installation wizard (which will be similar to the steps involved in downloading *Read:OutLoud* onto a Windows-based computer).
- **Unarchiver**
  1. The Unarchiver application is required to unpack and decrypt the password-protected Bookshare books after you have downloaded them to your Macintosh computer.
  2. You can download the Unarchiver here:  
[http://www.apple.com/downloads/macosx/system\\_disk\\_utilities/theunarchiver.html](http://www.apple.com/downloads/macosx/system_disk_utilities/theunarchiver.html)

## ***Acapela TTS Voices* by Acapela Group**

For members who desire a better quality synthetic voice, Bookshare offers two free *Acapela TTS Voices* for download (for PC or Mac). These files require 200 MB of memory, so please plan accordingly. [For additional information, visit the Acapela Group website.](#) (Downloading this software requires being logged in as a Bookshare Member.)

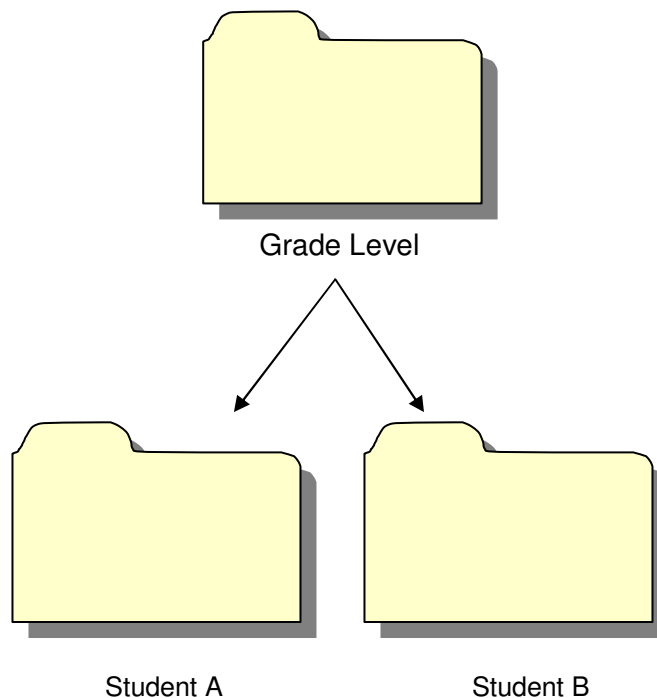
## Storing Bookshare Books

In accordance with your school's agreement with Bookshare, please note that **a book will need to be downloaded for each qualified student** (students are not to share their downloaded Bookshare books with other students). After the books are downloaded, they can be distributed to the respective students on CDs (depending on the size of the book) or portable USB devices. And/or they can be stored on school computers or networks for students to access whenever they need to do so. If Bookshare books will be stored on school computers or networks, it is advisable to set up folders in order to accommodate and organize the large volume of data that will be downloaded during the course of a school year. **NOTE:** In support of Bookshare's policy that each Bookshare book is to be read only by the individual for whom it was downloaded, **storing Bookshare books on the Internet is strictly prohibited!**

Here are some suggested configurations for the file management systems on your network. Bookshare recommends that the students' folders be password-protected, to ensure that students access only the Bookshare books that have been downloaded specifically for them.

Also, Bookshare requests that Bookshare books be deleted from students' and school computers and networks when the students for whom they were downloaded no longer need them.

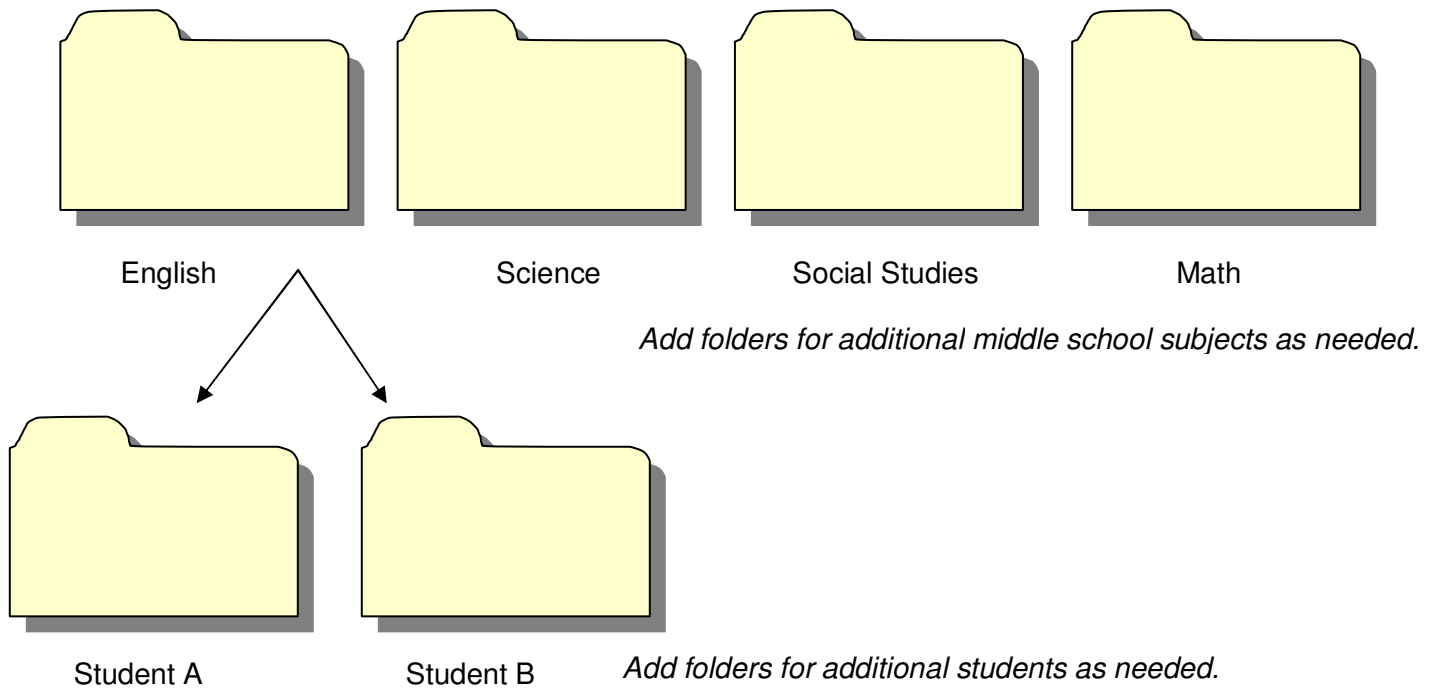
### Elementary School



*Add folders for additional students as needed.*

## Middle School / High School

Create grade-level folders and then, within the grade-level folders, create individual student folders for each qualified student, similar to the recommended structure for elementary school students (above). Or, create folders for each subject, and then create individual folders for each qualified student within each subject folder, as indicated here:



## Downloading Bookshare Books

If you will not be directly involved with downloading Bookshare books, this section is for your information only. However, it is advisable for you to be aware of the issues that educators may encounter when downloading Bookshare books.

Bookshare offers primarily three categories of books for download: freely distributable books, copyrighted books and NIMAC books.

- Freely distributable books are not under copyright and therefore can be downloaded by anyone, whether or not they are a member of Bookshare.
- Both copyrighted and public domain books can be downloaded for qualified students by a Sponsor (educator).
- Students may download their own books if they have an Individual Membership.
- Only educators at U.S. K-12 schools may download NIMAC (National Instructional Material Access Center) textbooks. (Organizational Members who are advised that they need Bookshare's permission in order to download NIMAC books should contact the Bookshare Membership team in order to obtain this permission.) For more on downloading NIMAC books, go to [NIMAC FAQs](#).

Books may be downloaded from Bookshare in the following formats:

- **DAISY (Digital Accessible Information System)** is the digital talking book standard. It can be used with several devices and software applications including *Victor Reader Soft*, *Bookshare Edition* and *Read:OutLoud*, *Bookshare Edition* (both of which can be downloaded for free from the Bookshare website).
  - **Images or no images?** Many NIMAC-sourced textbooks are available for download either with or without images that accompany the text.
  - The DAISY files of most textbooks without images (after they are unzipped) are approximately 2 to 25 MB in size.
  - The DAISY files of **textbooks with images** (after they are unzipped) **can be as large as 100 MB**.
  - Bookshare recommends that Members have at least **4GB of available memory** on their computers in order to download large textbook files.
  - Bookshare Members may opt to download books with low-resolution images only. Once they are logged in, Members can go to "My Account" and then to "Preferences" to select this option. This is recommended if the Member has difficulty downloading, opening or reading a large textbook file with images.
  - Please confer with the instructional staff to determine whether students will need textbooks with or without images, and plan accordingly.
- **BRF** (Braille Ready Format) is for use with digital Braille reading devices.

After they are downloaded and unzipped, Bookshare book files will contain the following file types:

- .xml – The contents of the book in a basic text format
- .smil – for synchronization of the audio and text
- .ncx – for navigation (moving from chapter to chapter, etc.)

- .opf – contains the metadata of the book
- Others – serve various other purposes, depending on the device used to read the book

All of these file types serve a particular purpose, **and they should be preserved and kept together**. Each device or software tool used to read Bookshare books utilizes a combination of these files, and the combination may vary from device to device and application to application.

Perform the following steps to **select, download, and save** a Bookshare book:

### Select Book and Members

- In the “Search” box, enter the book name or author name to locate the book.
- Once the list appears, click on the book you want to download.
- On the next screen you will be asked to select the Member who will receive this title.
  - If more than one Member needs this book, please select all recipient names.
    - In this case, a unique zipped file will be created for each Member, and each Member’s name will be included in the name of the file.

### Download and Save Books

Bookshare books are downloaded as standard .zip compressed files. Depending on the application or device that will be used to read the books, the .zip files may need to be “unzipped” before they can be read. Provide these steps to your students who will be opening the .zip book file from their folders:

1. Select the .zip book file.
2. Choose Extract All from the File menu. If you can’t find your book, [see the FAQ about where different browsers store downloaded books](#).
3. Choose a folder location for saving the files and provide the download password. Save the book in the student and content area folders that are set up on your network.

### What is the Download Password?

Organizational Members of Bookshare have two passwords: a Member Password for logging in to Bookshare, and a Download Password for opening downloaded books. The Download Password is not a security measure but rather a means of keeping the many components of a downloaded Bookshare book together in a .zip file until the student is ready to read the book. Educators may provide downloaded Bookshare books to students in their .zip format, and when students are ready to “unzip” and read the books, they will use the Download Password to do so. Students may open downloaded Bookshare books on both home and school computers in this same way. Organizational Members create their Download Password the first time they download a book, and it is visible again each time they download a book.

**If you have trouble downloading books, visit the [Downloading Books FAQ](#).**

## Network Permissions

Teachers are permitted to download books for qualified students. They will need to have the ability to download zipped files to student folders on the network and, in some cases, to unzip them for students to read (if students don't unzip the files themselves). Students should be able to access their books in their network folders, and/or they should be able to open them using software installed on computers in their classrooms. Consider these circumstances when providing permissions for teachers and students. Refer to the "Assistive Technologies" section of this guide for the list of software that can be used with Bookshare books.

### 1 For Educators who are Bookshare Sponsors

- Include network permissions for teachers to:
  - save books to student folders as outlined in the folder and file management system section of this Technical Guide

### 2 For Students

- Include network permissions for students to:
  - Unzip and open books from inside a folder

## Assistive Technologies for Use with Bookshare Books

### Compatible AT Software

Any AT software that supports text-based files can be used to access Bookshare books, including but not limited to:

- HumanWare Victor Reader Soft
- Don Johnston READ:OutLoud (for Windows and Macintosh)
- Kurzweil 3000, 1000
- TextHelp Read & Write Gold
- Freedom Scientific WYNN
- Freedom Scientific OpenBook
- Gh Player
- Dolphin EasyReader
- DAISY Consortium AMIS
- Nextup TextAloud
- Innovative Rehabilitation Technology eClipseReader
- DAISY software players - <http://www.daisy.org/tools/>

### Compatible AT Hardware

Any AT hardware that supports text-based files can be used to access Bookshare books, including but not limited to:

- HumanWare Victor Reader Stream and ClassMate Reader
- Plectalk Pocket
- BookCourier and BookPort
- Braille displays such as the HumanWare BrailleNote, Freedom Scientific PAC Mate, and GW Micro Braille Sense
- LevelStar ICON™
- Intel Reader
- DAISY players for Symbian and Windows phones
- MP3 players (educator or Member converts)

NOTE: For students who will use these devices to read Bookshare books, educators will first need to log in to the Bookshare website and download the books onto a computer, then transfer the downloaded books to a memory card or USB-compatible storage device.

## QUESTIONS?

**Contact our Customer Support Department:**

**[www.bookshare.org/ContactUs](http://www.bookshare.org/ContactUs)**

**Select “Technical Support” (or other most appropriate category)  
in the drop-down box next to “My question is about.”**