Resource Guide to Finding & Listening to Books in Audio Format

The first step in getting books in audio (or "alternative") formats involves doing some research to see if your book is available electronically in an online library. Please note that you may need to look in several places and create several accounts to meet your audio book needs, but it's not very difficult once you know where to look. The key is to START EARLY, using this resource as your guide.

For E-books (books in electronic format), the following FREE resources are available online (with a step-by-step explanation of how to use each on pages 2-3 of this guide):

Website	Membership required?	If yes, how do you get a membership?	Notes
learningally.org	Yes	Sign up online. Send them Marni's email (which is jonesmar@dickinson.edu) and she'll confirm your eligibility.	Mac/PC. Books from Learning Ally have been read aloud and pre-recorded. Once you order a book, it can be downloaded or sent to you on a CD.
www.blio.com	No (but rec. for creating personal library of books)	Simple sign up process, no confirmation of disability required.	PC only. Great program with interactive audio books. You can search for books on this site and read them through Blio.
www.bookshare.org	Yes	Fill out simple form and Marni will fax it to Bookshare.	Mac/PC. Good library. Easy to download ebooks.
www.gutenberg.org	No	N/A	Mac/PC. Books are available in one or more different formats (HTML, Kindle, Plain Text, etc.) – varies by book.

FREE E-Book Resources:

The online library/catalogs of all of the above sites are hit or miss as to whether they have the books you're looking for. There's a greater likelihood of finding older books and those out of copyright, but it's still worth checking to see what they've got, since ordering books from publishers can take some time. If you don't find what you're looking for, complete and submit an "Alternative Books Request Form" to Disability Services and we will try to get it from the publisher.

Text-to-Speech Screen Readers (How to read the books once you get them)

Except for the books you obtain from Blio, and audio books from RFB&D, you'll also need a Screen Reader to convert the book in digital text into speech. Here are the varieties of ways that you can turn your digital text into something you can listen to (with more in-depth explanations of each on pages 4-5 of this guide):

In the Library: Kurzweil Reader, Ghost Reader, and Premier to Go

Free Downloads: "Adobe Acrobat Reader," "Typelt ReadIt," "CLiCk, Speak," "Natural Reader"

<u>For Macs</u>: Basic **text-to-speech is built in to all Macs**. Access it by dedicating a key through the "Speech" setting under system preferences.

For PCs: Blio (reads only books downloaded through www.blio.com. See details to follow...)

Turn the page for guidelines to searching for books on the four above-mentioned websites...

Learning Ally: http://www.learningally.org/

Instructions:

You can start by checking the availability of the book(s) you need

- 1. On website, click "Books" icon
- 2. Once there click "Go to Online Catalog and Ordering Center"
- 3. In the search fields, enter the information for the book you need, ex: Title: "Social Psychology"; Author: "Aronson"
- 4. If the book you need appears in the list, view the columns to the right to see the availability of these books, if orderable is listed under DAISY CD, Downloadable DAISY, or WMA Downloadable, it is available for you to order.

If they <u>don't</u> have the book you require, please try other websites

If they <u>do</u> have the book you need, congratulations! You will need to start an online registration process and become a member of Learning Ally (all free!).

- 1. To start the online registration process, go to <u>Learning Ally's membership page</u>. Select "Individuals and Families" and enter your information as you go through the registration steps.
- 2. Keep this window open in your browser. There is information you will need to complete your registration.
- 3. You will be prompted to create a user name and password. We recommend you send your user name and password to your school email address so you will have it on hand.
- 4. You will be prompted to include a mailing address. It is important to use your school mailing address as it is where any audiobook CDs will be mailed.
- 5. You will be prompted to enter a billing address even though memberships are currently free. Please use your home or permanent address. You will not be billed for audio-recordings, but the information is necessary to complete the registration.
- 6. Sign up for the free membership at a level which allows you to order audiobooks in any available format, select "PIM Full Book Access".
- 7. At the step titled, "Disability Certification", you will let Learning Ally know to email Marni as the person to certify your eligibility for Learning Ally membership.
 - a. From the drop down menu "certification options", choose I will be certified by an expert
 - b. From the menu "select certification format", choose email a form to my provider
- 8. After your eligibility is confirmed, go to <u>https://custhub.rfbd.org/createaccount.asp</u> to create an individual account. You will then be able to purchase books.
- 9. Books are available in 3 different formats—you'll likely want to choose "AudioAccess/WMA"
 - a. AudioAccess or "WMA" can be downloaded and played on a Windows system with the program Windows Media Player (version 10 and higher). Most computers with Windows have Windows Media Player installed already. The latest version of Windows Media Player is available at <u>http://windows.microsoft.com/en-US/windows/products/windows-media-player</u>. AudioAccess files can also be played on some <u>portable playback devices</u>. This is recommended for students with Windows systems.
 - b. AudioPlus or "DAISY" CDs need to be played back on <u>a special device</u>.
 - c. AudioPlus downloads or "DAISY downloadable" require that you purchase <u>software</u> for playback.

1. On the website, click the "Download Blio: Free" icon.

- 2. Click the icon for the type of computer and operating system you have.
- 3. Follow instructions for download.
- 4. Icon will appear on your desktop when download is finished. Double-click that icon to open.
- 5. Upon opening Blio, you will be prompted with options to open an account, read, download books, buy new books, or go on a video tour.
- a. To familiarize yourself with the methods to using Blio, start with the "Video Tour"
- 6. Once done, click "read" and go to the supplemental Quick Start Guide to familiarize yourself further with the website. Within the Quick Start Guide (pages 2-3), you will find instructions on how to activate the reading service provided for any book you find there.
- 7. Next search for a book (or a few) to test see how this service might work for you.
- 8. If you find your books, we recommend you open your own account (it's free!) and use this resource to have online copies of your books as well as to be able to listen to your books with its reading software.
- 9. If you cannot find your books online (as is likely to happen with textbooks or books still under copywrite) please try other resources.

Bookshare: www.bookshare.org

To confirm they have your book:

- 1. On homepage, click advanced search
- Type in the title of your work and author (ex. "Social Psychology" and "Elliot Aronson") and click "search" leaving all categories unchecked (it will narrow down your search, sometimes too much to find what you need)
- 3. If the book you need is listed, follow the steps to open an account with Bookshare, if it is not there, please try another website
- To open an account with them once you are sure they have the book(s) you need:
- 1. Return to Homepage and click "sign up"
- 2. Check the circle next to "I (the individual with qualifying disability) am 18 years old or older" then "continue"
- 3. Enter your name, address, U.S. student status, and preferences (selecting University as your source of information)
- 4. Check "Yes" for agreement to terms
- 5. Provide proof of disability
- a. Download and print "proof of disability form" and bring to the office of Marni Jones, which she will return to Bookshare.
- 6. Bookshare will contact you and you will then be able to download your books.
- You will need to download a Daisy player to read the books. Bookshare offer two free Daisy players from their website – Read:OutLoud and VictorReader Soft. You can download them from bookshare's homepage under "Reading Tools".

Project Gutenberg: <u>www.gutenberg.org</u> Instructions:

- 1. On homepage, click "advanced search" under the search menu.
- 2. Once there, type in the information for the book you need. Click Search.
- 3. If Gutenberg has your book, it should come up automatically. Click on the book title to see availability of formats. For audio formats, it will have a speaker icon next to author's name. If no speaker icon is present, Gutenberg does not have that book in audio format.
- 4. From the Bibrec page, click the download tab and choose format type to download and enjoy.

Once you have your book, the next step is to determine how you would like to read it. One option is to download programs to your computer.

Free resources that you can download to your personal computer:

Typelt ReadIt

- Beneficial for reading documents aloud and converting written documents to sound files (iTunes, CD, PowerPoint).
- Download TypeIt ReadIt at http://www.schoolfreeware.com/TypeIt_ReadIt.html
- Once you have the folder, open it. There will be 2 files the first is the setup double click on it to run setup and complete your download.
- The second file is the user's manual, in PDF form. Open and read this document to learn how to use TypeIt ReadIt.

CLiCk, Speak

- Reads anything in the Firefox web browser aloud.
- Works with Firefox web browser only (download at <u>http://www.mozilla.com/en-US/firefox/</u>).
- Once you have Firefox, download CLiCk, Speak at http://clickspeak.clcworld.net/
- Click on "Installation Guide".
- Follow the steps to download <u>CLC-4-TTS Suite with CLiCk, Speak Bundle Pack 1.6 (Firefox extension)</u>.
- After it downloads, go to the top of Firefox click on View -> Toolbars -> Click, Speak Toolbar (make sure it is checked). A toolbar will then popup at the top of Firefox with 3 icons – Speak Selection, Auto Reading Mode, and Stop Speaking.
- Highlight Speak Selection read only what's highlighted.
- Highlight one word Auto Reading Mode begins with highlighted word, reads until you press Stop Speaking.
- This will read EVERYTHING when you select Auto Mode until you press Stop.

There are also several screen readers available in the library. See "Library Resources for Converting Text to Speech" for more information.