



## How to Access Books in Digital (to Convert to Audio) Format

### I. Find Your Book in Electronic Format

#### A. Try Bookshare

- Make sure you've completed your registration for **Bookshare**. (Search your inbox for *Bookshare* to find the email we sent you with your log-in credentials.)
  - ✓ Once you have registered, go to [www.bookshare.org](http://www.bookshare.org) and search for your book.
  - ✓ *If they have it*, click the "Read Now" link under the book title to get the book.
  - ✓ Here's Bookshare's [tutorial video](#) that explains how to have your selected book(s) read aloud.

#### B. Try the HathiTrust Digital Library

- Go to [www.hathitrust.org](http://www.hathitrust.org).
- Enter your book title and click "search."
  - ✓ *If you find the book*, click "Full View" and voila! You have the book and can use Read&Write to have it read aloud.
  - ✓ *If you see "Limited (search only)"*, then copy and paste the book's author, title, and publishing info and send it to [access@dickinson.edu](mailto:access@dickinson.edu). We'll do our best to obtain a copy of the book and email it to you.

#### C. No luck? If neither HathiTrust nor Bookshare has the book(s) you're looking for...

##### 1. Check the following websites to see if they have your title(s) in electronic format:

- |  |  |
|--|--|
| a. <a href="http://librivox.org">http://librivox.org</a> (audio recording) | c. <a href="https://www.ebooks.com/en-us/">https://www.ebooks.com/en-us/</a> |
| b. <a href="http://www.gutenberg.org">www.gutenberg.org</a>                | d. <a href="http://books.google.com">http://books.google.com</a>             |

##### 2. Ask Access and Disability Services to request an electronic copy from the publisher

We can see if a publisher can send us a digital copy of your book (it's hit or miss). Email [access@dickinson.edu](mailto:access@dickinson.edu) with the following information:

- |               |                   |
|---------------|-------------------|
| a. Book title | d. Copyright year |
| b. Author     | e. Publisher      |
| c. Edition    | f. ISBN#          |

#### D. Scan your Book

Don't have digital copy of your book? Use any copier/scanner to scan your book into PDF format (one chapter at a time is best) and email it to yourself.

### II. Download Read&Write by going to [www.dickinson.edu/ADS-AT](http://www.dickinson.edu/ADS-AT).

Read&Write is software that enables your computer to read aloud any text or book that you have in digital format. This page has guidance links for how to download and use Read&Write.

### III. Listen to Your Book!

If Bookshare doesn't have your book, but you've gotten a digital copy of it, open Read&Write, put your cursor at the start of the text, and click the "play" arrow to have your text read. If you have a PDF file to be read aloud, use Read&Write's "PDF Reader" feature.

Email Emily at [access@dickinson.edu](mailto:access@dickinson.edu) with any questions!