

How to Get eText

There are many ways to get accessible texts. Ask your textbook publishers if they have electronic files of accessible materials. The most common file types that publishers supply are either NIMAS, now the required standard, or PDF. New regulations in IDEA require textbook publishers to provide accessible texts of all new editions of core text books. You can also scan existing materials using an OCR program. Be respectful of copyrights; before you do any of this, seek permission from publishers to use their materials.

The Internet has a wealth of text available. Kidsclick.org is a great resource that educators use often. Also, most books in the public domain are available for download through Project Gutenberg. Read:OutLoud® 6 reads all of these file formats.

You probably have worksheets or articles you want to convert into an accessible digital format. Read:OutLoud 6 is fully compatible with any OCR program that can create an RTF, TXT or PDF document. If you already have an OCR program such as Kurzweil's Scan and Read, you can open Kurzweil or any other OCR text reader and save your existing files as .RTF or .PDF documents. If you don't have an OCR program, you can purchase Nuance® OmniPage or Abbyy® FineReader for a reasonable cost. You should need only one OCR program per school.

Read:OutLoud 6 reads these files types:

- .pdf
- .rtf
- .txt
- NIMAS
- .html
- .djs (Read:OutLoud file type)

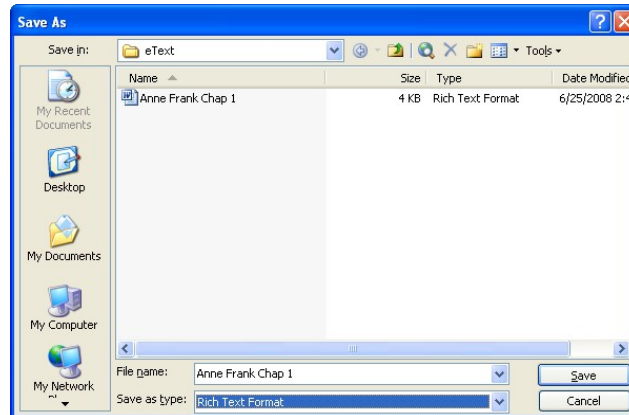
Here are helpful hints for locating or converting files for accessible curriculum text.


- **The Internet** – The entire Internet is digital. If you have access to the Internet, you have access to everything there through Read:OutLoud 6. You can assign learners to read about current events or ask them to self-select materials they want to read (from your carefully selected web sites). Read:OutLoud 6 is already setup to browse the web, so you don't have to do anything to start reading articles on the Internet.
- **Microsoft® Word** – Many teachers have documents in Microsoft Word. You can convert these documents to be read by Read:OutLoud 6.

In Word, you can save your documents as .RTF files. This format preserves most, but not all, of the formatting of the document and the graphics. It is easy because you don't need any additional tools.

Here's how:

1. Open your document in Word, as usual.
2. From the **File** Menu, select **Save As**.



3. In the dialog, find the **Format** drop-down list. In this list, select **Rich Text Format** and click .
- **.PDF documents** – Read:OutLoud 6 automatically reads .PDF, a very common file type.
 - Many publishers supply .PDFs of their materials so you may have them already. Check with your tech coordinator on this. Also, check with the publisher on the copyright limitations.
 - Check with your state about supplied .PDFs. Many states place sample assessments online.
 - With the appropriate software, you can easily convert any file you have into a .PDF.
 - With Adobe® Acrobat™ software that you can purchase, you can create and distribute your own .PDF documents and forms any time.
 - You can also find many free PDF converter programs that you can download from the Internet.
 - If you have a Macintosh computer (or have a colleague with one), you can use the Print function from any program to create a .PDF document.

Here's how to convert to .PDF from a Macintosh:

1. Open your document any program.
2. From the **File** Menu, select **Print**.
3. In the **Print** dialog, there is a PDF drop down list. In that list, select the first item, **Save As PDF**.

- **Scanned documents** – You may have documents that you have already scanned (with permission from the publisher), perhaps with another program such as Kurzweil. You can easily convert these documents so that they can be read by Read:OutLoud 6.

Here's how:

1. Open the document in the original program.
2. From the **File** Menu, select **Save As**.
3. Select a file format such as **.PDF**, **.RTF**, or **.TXT**.

After the document is saved, you can open it in Read:OutLoud 6.

- **NIMAS file sets**
 - **For students with qualifying print disabilities** – Text book publishers are required to supply NIMAS files for their materials. Check with your state or Local Education Agency. Bookshare.org also offers books in the NIMAS format for qualifying students.
 - **For all your students** – As you purchase new materials, encourage text book publishers to supply NIMAS file sets for all students. Check the details in your purchasing agreement or change your purchasing policies so that all students have access to NIMAS materials.