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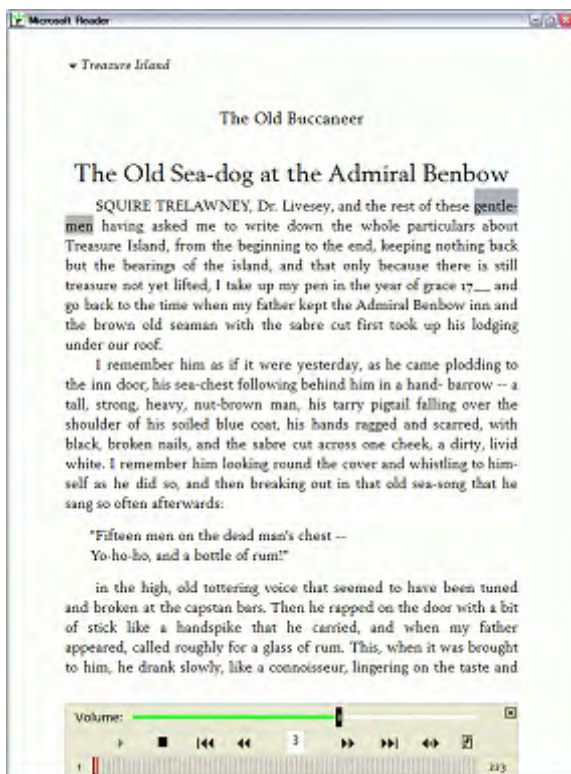
Quick Guide

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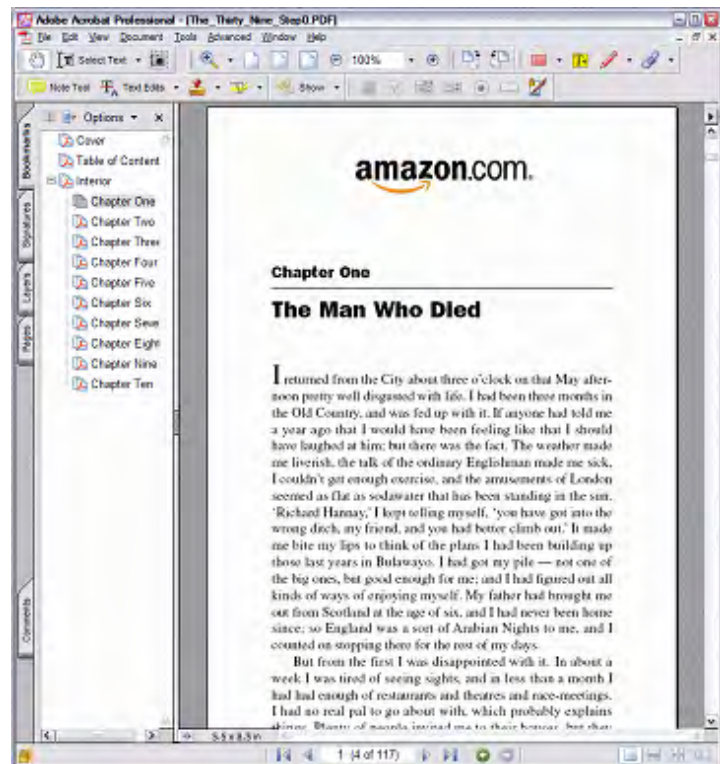
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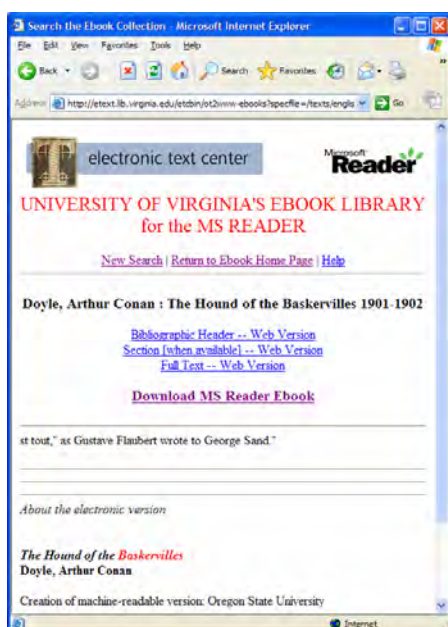
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The various Reader programs are free and can be downloaded from the sources listed on the end of this sheet. Microsoft Reader and Adobe Reader are probably most popular, and both can read out the books using the computer's text-to-speech facility. Of the two, Microsoft Reader's speech is better because it highlights the text and gives better control over the voice. You can get versions of Readers for Palm and Pocket PC devices which are obviously much easier to carry around than full scale laptops. However, the Palm or Pocket PC Readers do not speak out the text.

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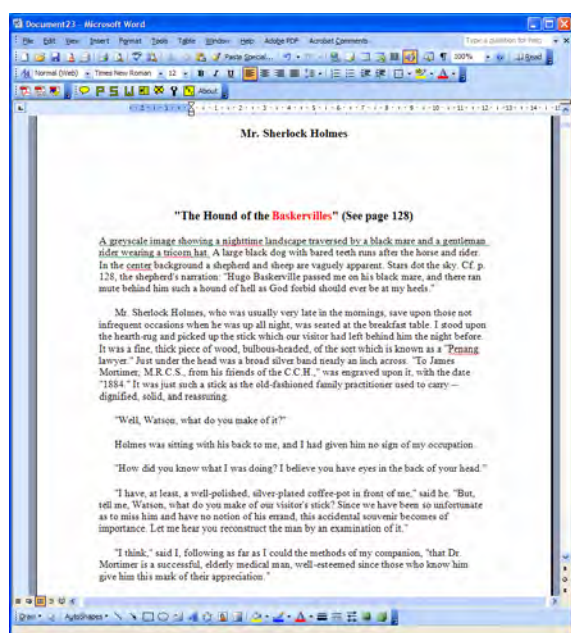
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If you click on **"Full text - Web Version"** you'll see the entire text opened in your browser. You then have several options:

- Click **File > Select All**, then **Copy**, and **Paste** the text into another program like Word;
- click on **File > Save**, then save it in either web or text format.



Here, we have copied and pasted the web page into Word. We could then change the font, the size of the text, the colours, and we can also read it out using either the free WordTalk text reader, or one of the commercially available programs.

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The image consists of three screenshots from a Microsoft Internet Explorer browser window, illustrating the process of finding and downloading a text file from Project Gutenberg.

Left Screenshot: Shows the search results page for 'Macbeth' by William Shakespeare. A table lists several editions. An arrow points to the first row, which is highlighted in yellow.

Etext No.	Author	Title	Language
1129	Shakespeare, William (1564-1616)	Macbeth	English
1513	Shakespeare, William (1564-1616)	Macbeth	English
1795	Shakespeare, William (1564-1616)	Macbeth	English
2264	Shakespeare, William (1564-1616)	Macbeth	English
6975	Shakespeare, William (1564-1616)	Macbeth	German
	Book, Dorothy (1750-1842) [Translated]	Macbeth	German
7269	Shakespeare, William (1564-1616)	Macbeth	German
	Wieland, Christoph Martin (1732-1813) [Translated]	Macbeth	German
13868	Shakespeare, William (1564-1616)	Macbeth	French
	Caumont, M. (François Pierre Guillaume) (1737-1817) [Translated]	Macbeth	French
	Shakespeare, William (1564-1616)	Macbeth	French

Middle Screenshot: Shows the metadata page for 'Macbeth by William Shakespeare'. A table provides details about the text file.

Data	
Creator	Shakespeare, William (1564-1616)
Title	Macbeth
Language	English
LoC Class	PR, Language and Literature; English Literature
Subject	Drama
Note	World Library
Etext-No.	1129
Release Date	1997-12-01
Copyrighted	Yes

Right Screenshot: Shows the text of the book, 'The Complete Works of William Shakespeare The Tragedy of Macbeth'. The text is displayed in a plain font.

Arrows from the text below point to the first row in the first screenshot and the 'Download Link' column in the second screenshot.

Click here

then here

to see the text

Click on the title you want, then click on the Download link and you should see the text (or right-click, and select **Save as**, and save the file to your computer).

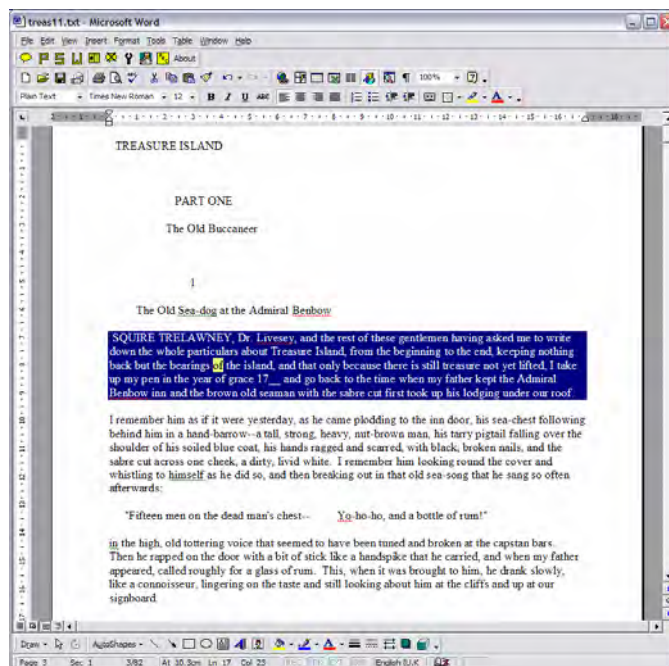
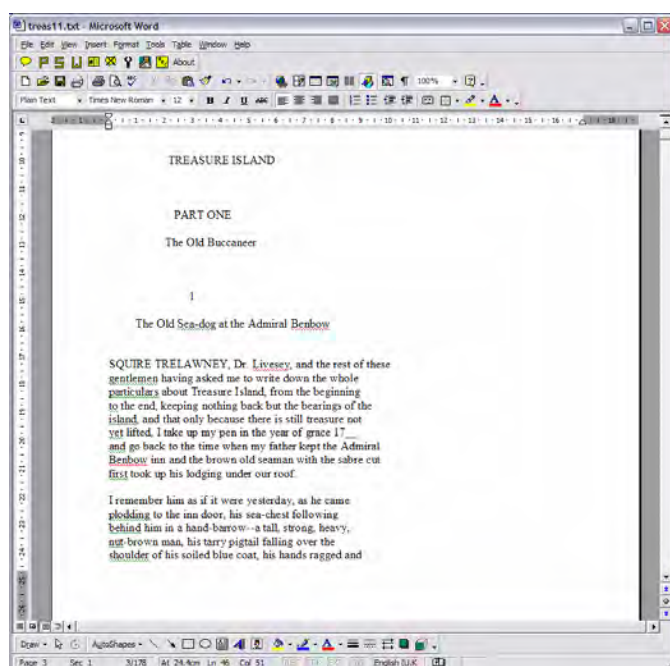
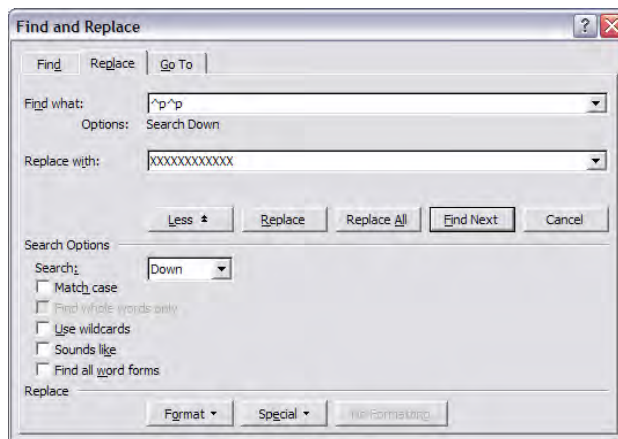
If you have it on screen, you can either save the text file (click **File > Save As**), or copy and paste into another program such as Microsoft Word (click **Edit > Select All**, then **Edit > Copy**, then open Word, and click **Edit > Paste**).

You can also download free audio files from Project Gutenberg: for example, search for "Sherlock Holmes" and you should be presented with a list of different versions of the book, including ones in "MP3 audio". To listen to a file, left click on it; to download the file to your computer so you can copy it on to an MP3 player, right click and select **Save Target As**.

The Project Gutenberg text files were created by volunteers scanning an original book into the computer, and so you will often find that each line is separated by a carriage return. The carriage return can cause some text readers to pause, or stop speaking (if the reader is set to read a paragraph at a time). This is not a problem with texts such as Macbeth, because each line is short anyway, but it can be a problem with novels. To avoid this, you may want to remove the carriage returns at the end of each line, but leave the *double*

carriage returns between each paragraph. You can do this by hand, or use Find and Replace in a text editor. For example, in Microsoft Word:

- Select the text you want to edit (or **Edit>Select All** to select the entire text)
- Click **Edit>Replace**, then click the **More** button
- Click on **Special**, and click *twice* on **Paragraph Mark** to put a double mark into 'Find What'
- Now type an unusual string of letters into 'Replace with', e.g. XXXXXXXXXX
- Click **Replace All** and Word will replace all the double carriage returns with XXXXXXXXXX
- Now use Find and Replace again to replace all *single* carriage returns with a single space
- Use Find and Replace for a third time to replace your string of letters (XXXXXXXXXX) with double carriage returns to separate out the paragraphs



Treasure Island original, with carriage returns between lines

With returns between lines removed

The advantage of the original format is that it replicates the layout of the original book, and so by deleting single carriage returns you will inevitably change the layout, and also you will find that some lists of text, such as contents, are now shown on the same line. However, by removing these returns the speech will flow more naturally - see for example Treasure Island above. It's probably worth keeping copies of the original and also the edited files.

Audio Books

As you can see, you can download audio books - either digital recordings of the book being read, or a recording of the book being read by the computer. This means that students could support their reading by listening to the book on their iPod, MP3 player, PDA or computer. Like documents, sound files come in different formats - the most common is probably 'MP3'. Some are free, and some cost, but in all cases note that the sound files are usually very large! The Apple iTunes web site now sells audio books (including, for example, the Harry Potter books) that you can download and listen to on your iPod.

DAISY is a new talking book format designed originally for people with visual impairment. A DAISY book has a standard spoken structure so that you can, for example, listen to the chapter names and navigate around the book. DAISY books require a special DAISY player - you can't listen to them on a standard MP3 player.

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