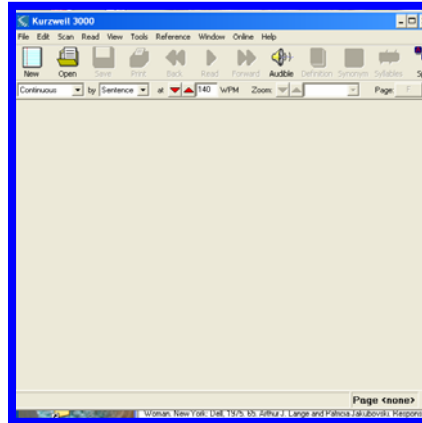


How to

Converting textbook into Audio Files

- Step 1:** Open Kurzweil
Prepare textbook for scanning



- Step 2:** Cut binding off (Please see
Reprographic, 6970)



- Step 3:**
A: Turn on Cannon DR – 5080c



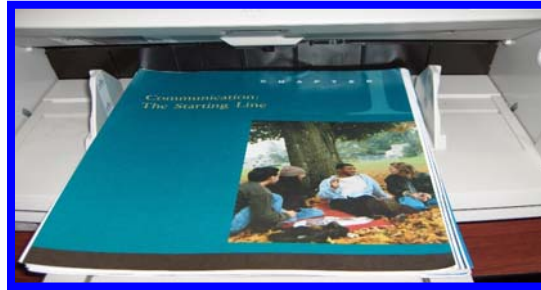
- B. Press button to choose Duplex
setting on scanner



How to

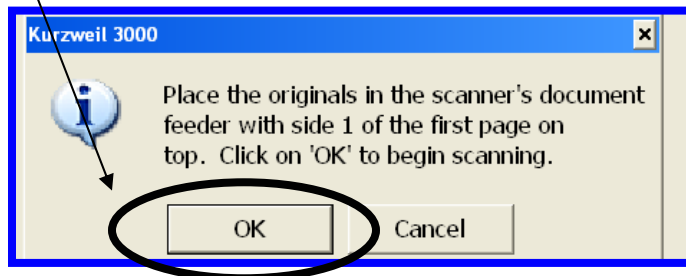
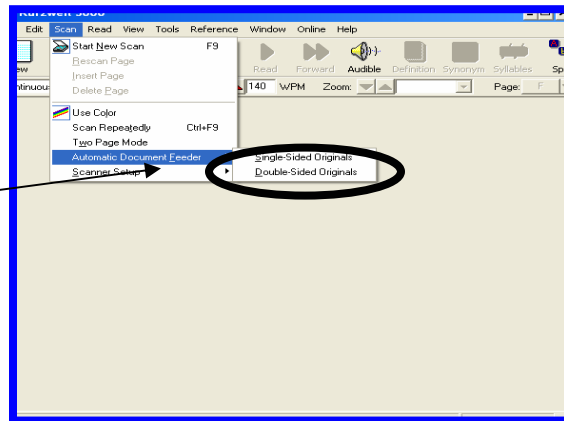
Converting textbook into Audio Files

Step 4: Paper is face up to in, the lower feeder tray

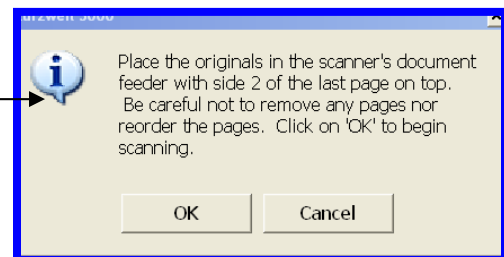


Step 5: Activate Scanning using Kurzweil program

- Go to Scan menu
- Choose the Auto document feeder
- Choose single side or double side
- When you click either Single or Double sided originals. A Dialog box will appear and then click OK
- Scanner will automatically begin scanning pages in the feed tray

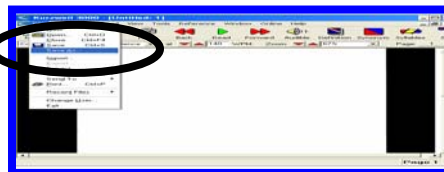


Step 6: After the scanner scans the front side a dialog box appears on the screen directing you to place the paper with the last page faced as shown but last page should look like this:



Step 7: After you have scanned the book

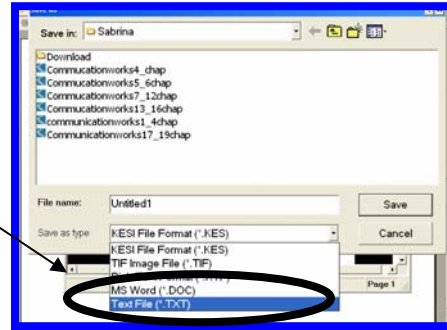
- Click File
- Save As and name it



How to

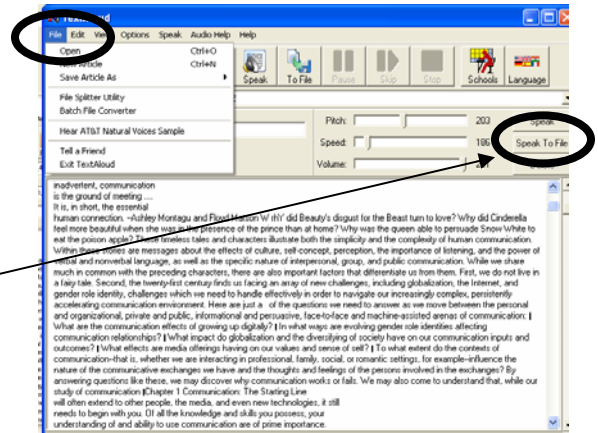
Converting textbook into Audio Files

- C. Save the file and also save it as a Text File. txt



Step 8: Open Text in TextAloud

- A. Click File then Choose open
B. Locate the file that you saved from Kurzweil



Step 9: Speak to file

- A: Listen to File
B: Set pitch, Speed and volume for file.
(If student requests specific setting use those)

- C: Click Speak to file

Step 10: Creating an MP3 file

- Note: Pitch Speed and Volume cannot be changed once file has been converted

** Note: If you come across some problems with paper james

- A: Lift grey button up that is located above lower feed tray
B: Place paper into lower feed tray and return to Step 4.

