

**Instructions for Using the**

**Organizational Membership Demonstration Account**

* This account simulates a typical free Bookshare organizational account and will allow you to practice and demonstrate finding books, adding books to Readings Lists, sharing Reading Lists with students, and adding students and other Sponsors to the account.
* In addition, it provides instructions for logging in to Bookshare as though you were a student in order to access and read shared books in [Bookshare Web Reader](https://www.bookshare.org/cms/getting-started-web-reader), a free, online tool that allows members to read quickly and easily without downloading any software or any book files.
* Learn about other tools that read Bookshare books in this [Reading Tools Wizard](https://www.bookshare.org/cms/reading-tool-wizard).
* We encourage you to view the [how-to guides and short tutorials](https://www.bookshare.org/cms/help-center/training-resources-library) on Bookshare Web Reader and Bookshare’s Reading List feature before using this demo account.

**PLEASE NOTE:**

* **This account allows access to non-copyrighted books only.**
* **This account is used by multiple trainers. Please:**
* Do NOT edit any existing information in the account.
* Do NOT change the account Preferences.
* DO use the account to train individuals who are prospective Bookshare members
* DO use the account to demonstrate any of the features below

**Login Information:**

**User Name:** orgdemo@bookshare.org

**Password:** demo480

**How to Sample and Demonstrate Bookshare Books**

1. Log in to [www.bookshare.org](http://www.bookshare.org) with the user name and password above.
2. Add a demonstration student to the organization’s roster and assign a [student login](https://www.bookshare.org/cms/help-center/why-should-i-give-my-students-their-own-login-information).
	1. In “My Bookshare,” select “Members” from the left-hand menu.
	2. Select the person/plus sign icon at the top of the page to “Add a Member.”
	3. Add all information on a pretend student, making sure to provide a User Name and Password (and record these somewhere for your own use later).
	4. Select “Save.”
	5. You will then be prompted to assign books to this student. Select the first option, “Add to Reading Lists.” Then select the Reading List titled “Demo Books” and share it with your new student.

So that you can experience Bookshare in the same way that your students will,

1. **Log out** of the Bookshare Organizational Membership Demo Account.
2. **Log in** to Bookshare as the student you just created, using the user name and password you assigned.
3. Select the “Reading Lists” link.
4. Open the Demo Books Reading List.
5. Select any book to read using one of the following methods:
	1. [Read in your Internet Browser](https://www.bookshare.org/cms/get-started/how-read-books/read-your-own) - Select the “Read Now” link next to a book to read it directly in your Internet browser using Bookshare Web Reader. **To read with text-to-speech and word highlighting, make sure to use a Chrome or Safari browser**, which have these accessibility features. You can also use Internet Explorer or Firefox, but these do not support the self-voicing or word highlighting functionality at this time. You will need to use an additional screen reader to provide text-to-speech with these browsers.
	2. [Read with a compatible reading tool](https://www.bookshare.org/cms/reading-tool-wizard) - Download the appropriate book format and read with any one of the reading tools listed on the Bookshare website.

# Other Account Features to Test and Demo

* Add Sponsors
* Create and assign additional Reading Lists