THIS TUTORIAL WILL DEMONSTRATE HOW TO USE THE STUDY TOOLS IN READ:OUTLOUD BOOKSHARE EDITION.

IF YOU HAVE NOT YET INSTALLED READ:OUTLOUD BOOKSHARE EDITION ONTO YOUR COMPUTER, PLEASE REFER TO THE TUTORIAL “HOW DO I DOWNLOAD BOOKS IN READ:OUTLOUD FOR WINDOWS?”

READ:OUTLOUD BOOKSHARE EDITION HAS SEVERAL STUDY TOOLS THAT ENHANCE LEARNING.

THESE INCLUDE A DICTIONARY, NOTE TAKING, BOOKMARKS, OUTLINES, AND BIBLIOGRPAHIES. WE WILL COVER EACH OF THESE.

READ:OUTLOUD HAS A BUILT-IN DICTIONARY THAT ALLOWS YOU TO LOOK UP UNFAMILIAR WORDS WITHOUT LEAVING THE READ:OUTLOUD PROGRAM. TO LOOK UP A WORD, HIGHLIGHT THE WORD YOU WANT DEFINED AND SELECT “DICTIONARY” UNDER THE “TOOLS” MENU.

TO HEAR THE DEFINITION, SELECT THE SPEAKER ICON. RETURN TO YOUR BOOK BY CLICKING THE BOOK'S TAB BELOW THE TOOLBAR.

READ:OUTLOUD ALSO LETS READERS TAKE NOTES AND ADD BOOKMARKS.

READERS CAN HIGHLIGHT TEXT WITH THE GREEN HIGHLIGHTER TO CAPTURE KEY IDEAS AND PUT THEM IN THE OUTLINE ON THE RIGHT HAND SIDE OF THE SCREEN. THE YELLOW AND PINK HIGHLIGHTERS CAN THEN BE USED TO CAPTURE SUPPORTING DETAILS.

THESE HIGHLIGHTED TOPICS AND SUBTOBICS ALSO SERVE AS BOOKMARKS. THEY ARE LINKED TO THE TEXT WHERE THEY WERE FOUND, MAKING IT EASY TO GO BACK AND LOCATE THE SOURCE OF INFORMATION WITHIN THE BOOK.

YOU CAN ERASE A BOOKMARK BY SELECTING “BOOKMARK ERASER” UNDER THE OUTLINE MENU OR THE ERASER ICON.

YOU AND YOUR STUDENTS CAN ADD QUESTIONS, COMMENTS, OR IDEAS IN THE FORM OF WRITTEN NOTES. THESE ARE LIKE PAPER NOTE CARDS IN AN ELECTRONIC FORMAT.

TO ADD A NOTE, SELECT THE “NEW NOTE” BUTTON ON THE MENU BAR.

TO HELP YOU ORGANIZE NOTES, YOU AND YOUR STUDENTS CAN SET UP AN OUTLINE TEMPLATE BY SELECTING “ADD OUTLINE” UNDER THE OUTLINE MENU TAB. THERE ARE DIFFERENT FORMATS FOR FICTION, NON FICTION, AND VOCABULARY STUDY.

YOU CAN ALSO CREATE A BIBLIOGRAPHY OF THE REFERENCES YOU CITE IN A PAPER OR RESEARCH PROJECT. IN THE “TOOLS” MENU, SELECT “BIBLIOGRAPHER.” IN THE BIBLIOGRAPHER WINDOW, CREATE YOUR BIBLIOGRAPHY AND LINK NOTES TO THEIR REFERENCES. THEN SELECT“OK” TO SAVE YOUR CHANGES AND RETURN TO YOUR WORK.

IF YOU NEED ASSISTANCE, THE BIBLIOGRHAPER WIZARD GIVES YOU STEP-BY-STEP DIRECTIONS FOR CREATING A NEW BIBLIOGRAPHY REFERENCE IN EITHER THE A.P.A OR M.L.A STYLE.

YOU CAN PRINT E-TEXT DOCUMENTS, OUTLINES, NOTES, AND BIBLIOGRAPHIES. IN THE “FILE” MENU, SELECT “PRINT.” SELECT THE ITEMS YOU WANT TO PRINT, THEN SELECT “PRINT.”

AFTER YOU HAVE EDITED THE BOOK FILE BY ADDING HIGHLIGHTING, NOTES, BOOKMARKS OR OUTLINES, YOU WILL NEED TO SAVE THE FILE IN ORDER TO PRESERVE YOUR CHANGES. SELECT THE “SAVE” BUTTON, OR IN THE “FILE” MENU, SELECT “SAVE” AND SELECT THE FOLDER IN WHICH YOU WISH TO SAVE THE FILE. WHEN YOU SAVE YOUR WORK, THE FILE IS SAVED AS A SOLO STUDENT DOCUMENT WITH THE .DJS EXTENSION. TO REOPEN THE FILE, SELECT “OPEN” UNDER THE “FILE” MENU.

TO LEARN MORE ABOUT OTHER BOOKSHARE TOPICS, VISIT THE BOOKSHARE WEBSITE, THE BOOKSHARE CHANNEL ON YOUTUBE, AND BOOKSHARE ON FACEBOOK.