

How-to Guide:

Read Bookshare Books in MS Word



Bookshare Books in Microsoft Word

Bookshare books can be downloaded as Word documents and read with any compatible editor or reading tool. With a Word document, members can:

- Customize the font size, colors, styles, and more
- Annotate text
- Divide one book file into separate files by chapter or other subsection
- And more, depending on the tool used

A fast, easy way to read and hear Bookshare books is in Word Online using the built-in Immersive Reader tool. You will need a Microsoft Online account. If you don't already have one, set it up on [Microsoft's Account website](#). Then follow the steps below:

1) Log in to your Bookshare account, select your desired book and select the “Download” button.

Year	Month	Category	Title	Author	Date Added	Action
2018	October	Young Adult	 A Very Large Expanse of Sea Tahereh Mafi	Tahereh Mafi	10/26/2018	Add to Reading List Download...
2018	October	Young Adult	 Glimmer of Hope The March for Our Lives Founders	The March for Our Lives Founders	10/26/2018	Add to Reading List Download...
2018	October	Young Adult	 What If It's Us Adam Silvera • Becky Albertalli	Adam Silvera • Becky Albertalli	10/18/2018	Add to Reading List Download...

2) If you are a Sponsor on an organizational account, select the member(s) for whom you wish to download the book and select “Word” as the download format.

Select Members

A Very Large Expanse of Sea, by Tahereh Mafi

Please select the member(s) for whom this title will be downloaded. Choose the desired format for each member, or update the format preference which will be the default each time a title is selected for this user.

Show by

List: All Members Grade: All Grades Filter Search

	First Name	Last Name	Grade	Quicklist	Birth Date	Disability	Plan	Download format
<input checked="" type="checkbox"/>	Bookshare	Ben	7	Yes	05/15/08	Learning		DAISY with Images
<input type="checkbox"/>	Maryland	Demo	10	Yes	02/17/04	Learning		DAISY with Images
<input type="checkbox"/>	Jane	Doe	9	Yes	06/23/04	Visual		Other formats
<input type="checkbox"/>	Mickey	Mouse	8	Yes	05/01/10	Visual	IEP, 504	DAISY Text Only
<input type="checkbox"/>	Sally	Student	10	Yes	02/23/95	Learning		Audio
<input type="checkbox"/>	Sally	Doe	7	-	05/05/09	Learning	504	BRF
								EPUB
								Word
								Set Preferences...

3) Select the "Download" button to confirm download.

Confirm Book Download

A Very Large Expanse of Sea, by Tahereh Mafi

Download For

Confirm your list of Members that will receive this title. If you wish to add or delete recipients, please select the "Edit Recipient List" button.

- Bookshare Ben – Word

Download Edit Recipient List Cancel

4) You will be taken to "My History". Select "Available" under "Status."

My History

This page lists all of the books downloaded on your account, with the current status of each request. Use the filters and sorting options to more easily find titles you have downloaded in the past. To download the title, please select the Available or Downloaded status link.

Table View | List View

Showing 1 - 1 of 1 results [Export list as .CSV](#)

District: All districts School: All schools Recipient: All recipients

From: 10/09/2018 To: 11/08/2018 Status: All GO

Recipient	Title	Format	Date	Status
Ben, Bookshare	 A Very Large Expanse of Sea	Word	11/08/2018 11:40 AM	Add to Reading List Available

5) Depending on your browser, you will either have an option to Open or Save the file, or the file will automatically download.

Opening A_Very_Large_Expanse_of_Sea_Bookshare_Ben_Word.zip

You have chosen to open:

 **A_Very_Large_Expanse_of_Sea_Bookshare_Ben_Word.zip**
which is: Compressed (zipped) Folder (758 KB)
from: https://bookshare-download-cache.s3.amazonaws.com

What should Firefox do with this file?

Open with Windows Explorer (default)

Save File

Do this automatically for files like this from now on.

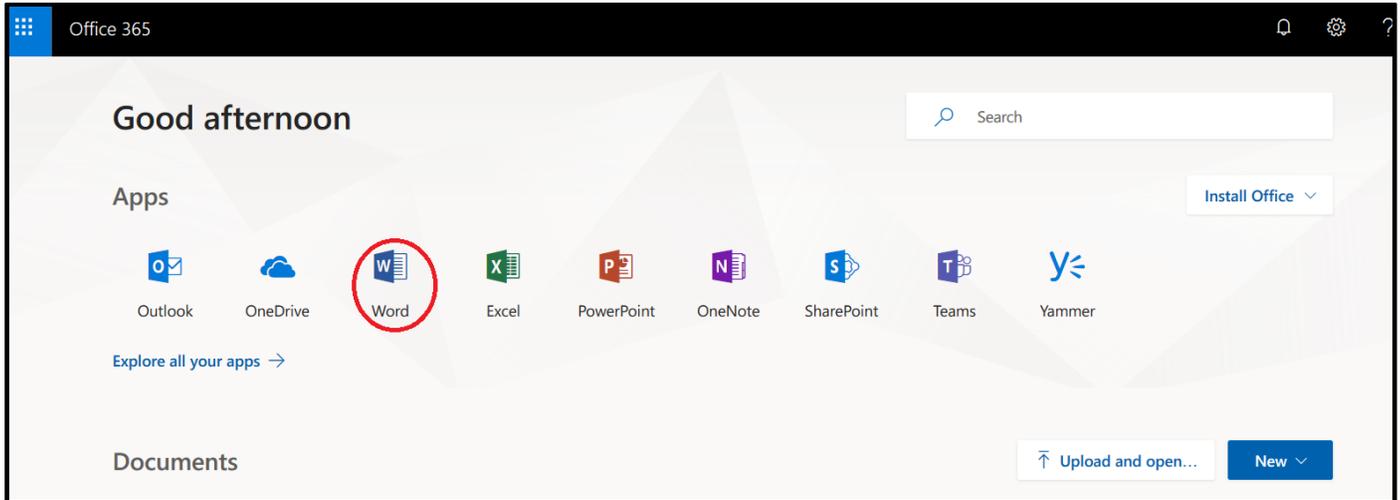
OK Cancel

 A_Very_Large_Exp...zip ^

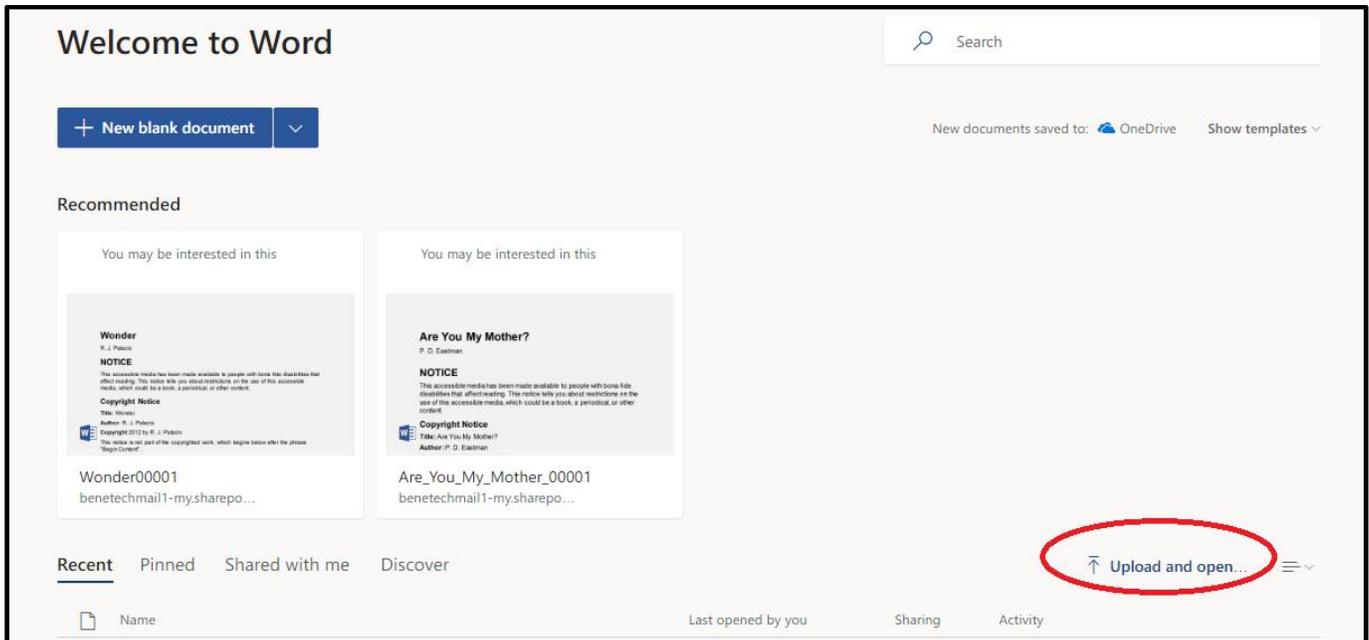
- 6) Find the zipped file in your Downloads folder and extract the zipped file. We recommend creating a folder just for Bookshare books.

Name	Date	Type	Size
All_the_Crooked_Saints_Bookshare_Ben_Daisy_with_images	11/2/2017 11:19 AM	File folder	
A_Very_Large_Expanse_of_Sea_Bookshare_Ben_Word	11/8/2018 11:43 AM	Compressed (zipp...	7
dashboards-v1	11/7/2018 1:19 PM	MP4 File	34.6

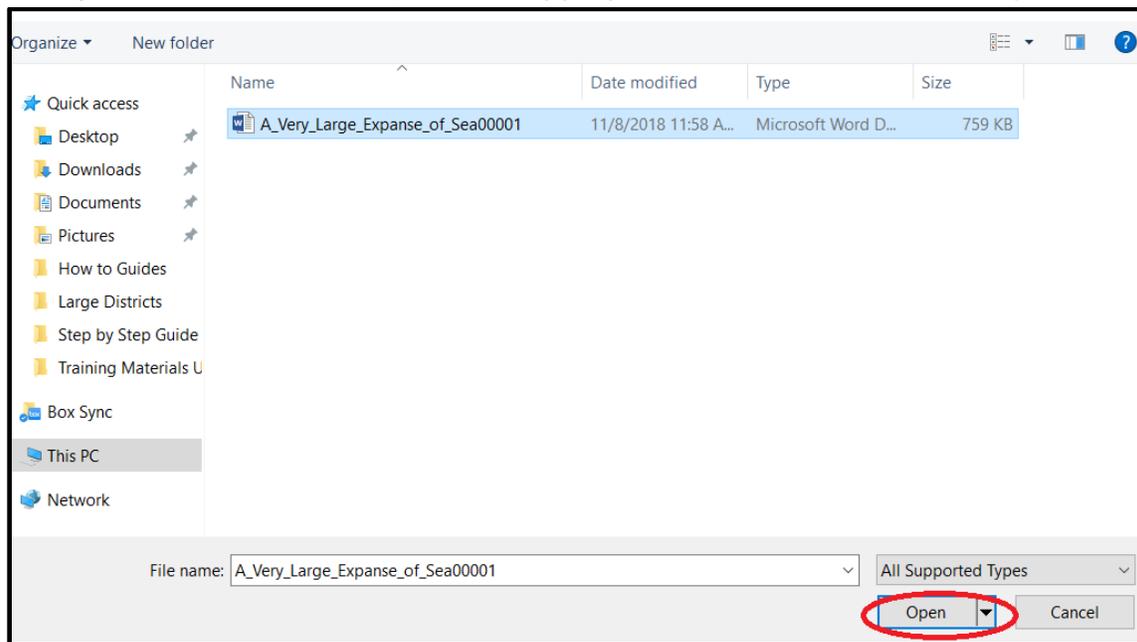
- 7) Navigate to the [Office Online website](#). Select the Word icon.



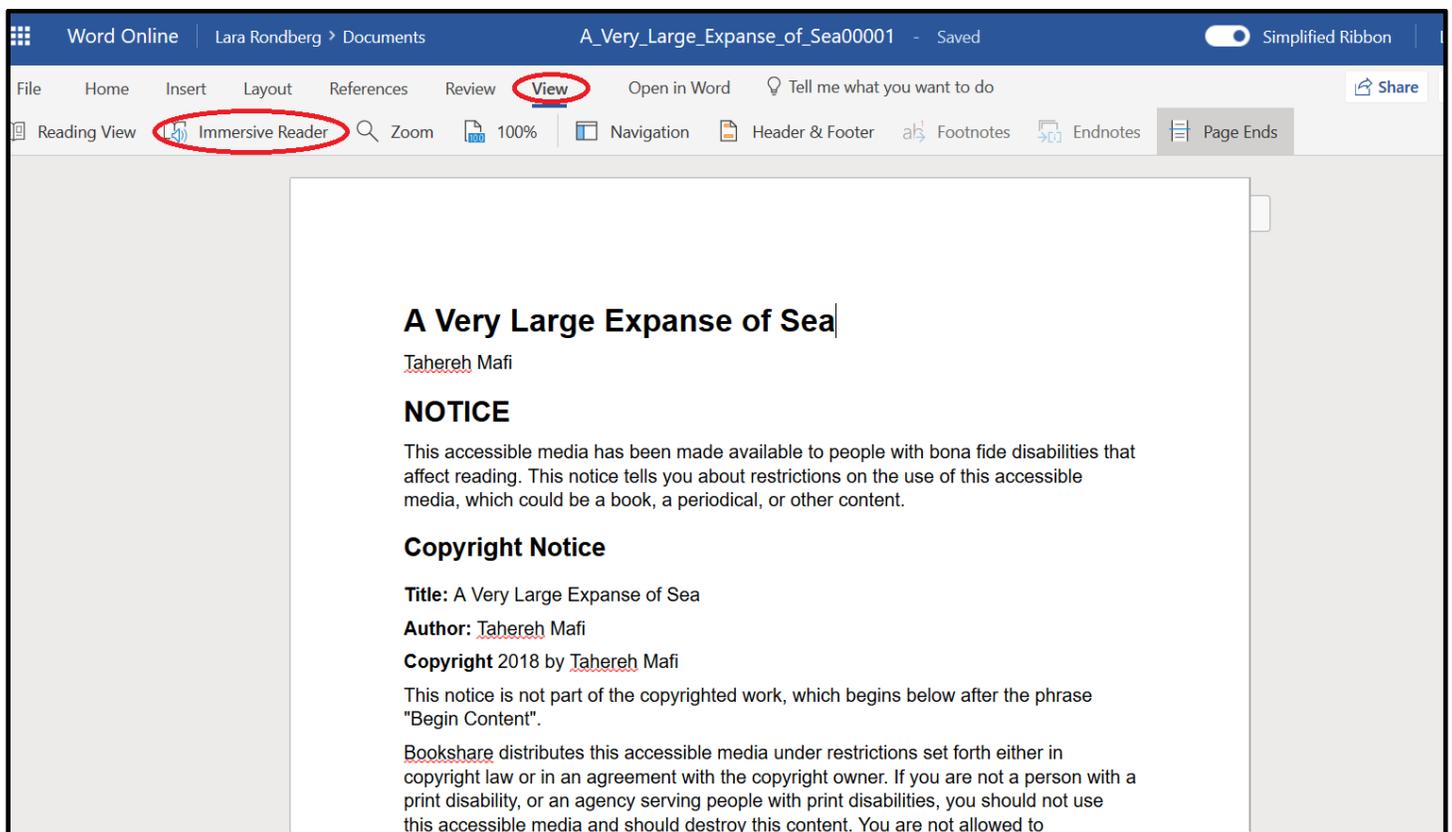
- 8) Select the "Upload and open" button.



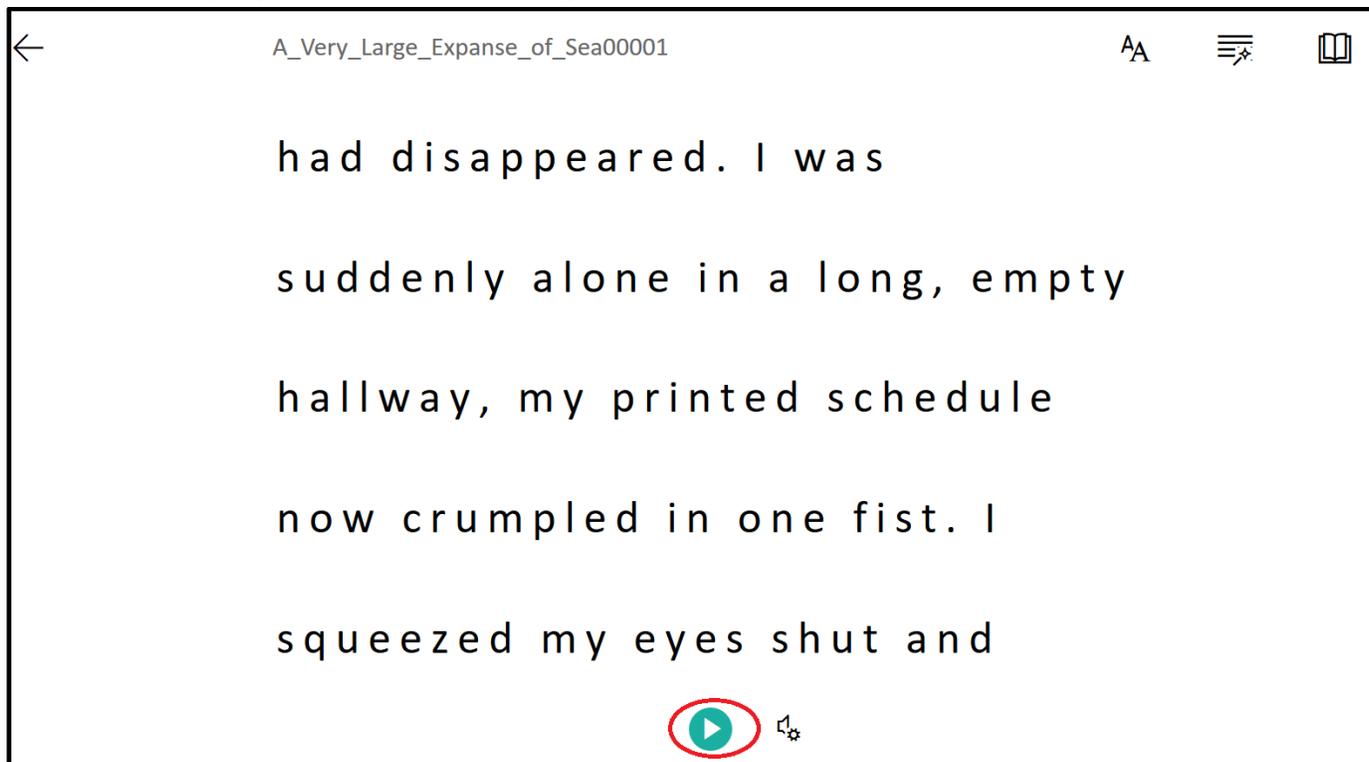
9) Navigate to your Downloads folder, find the appropriate book file and select “Open.”



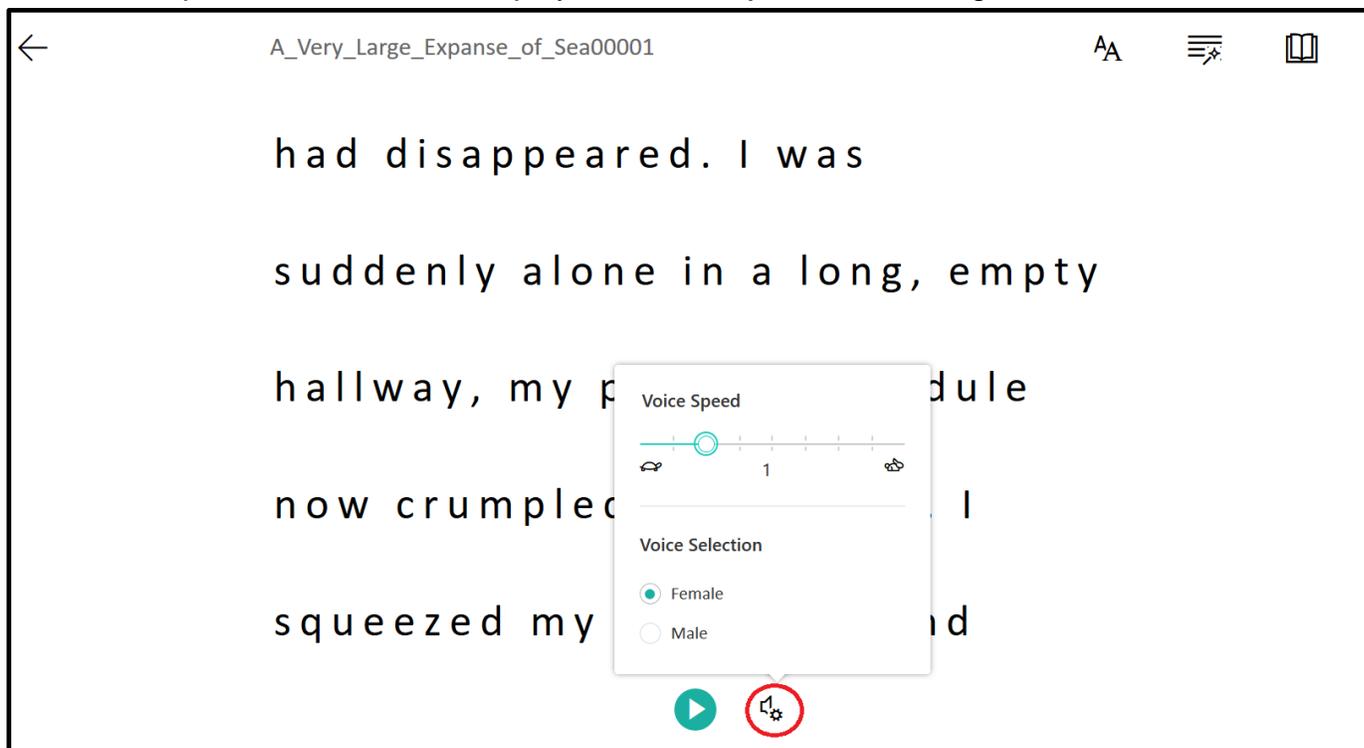
10) The book will open in Word Online. Navigate to your desired page, then select “View” on the toolbar, then “Immersive Reader.”



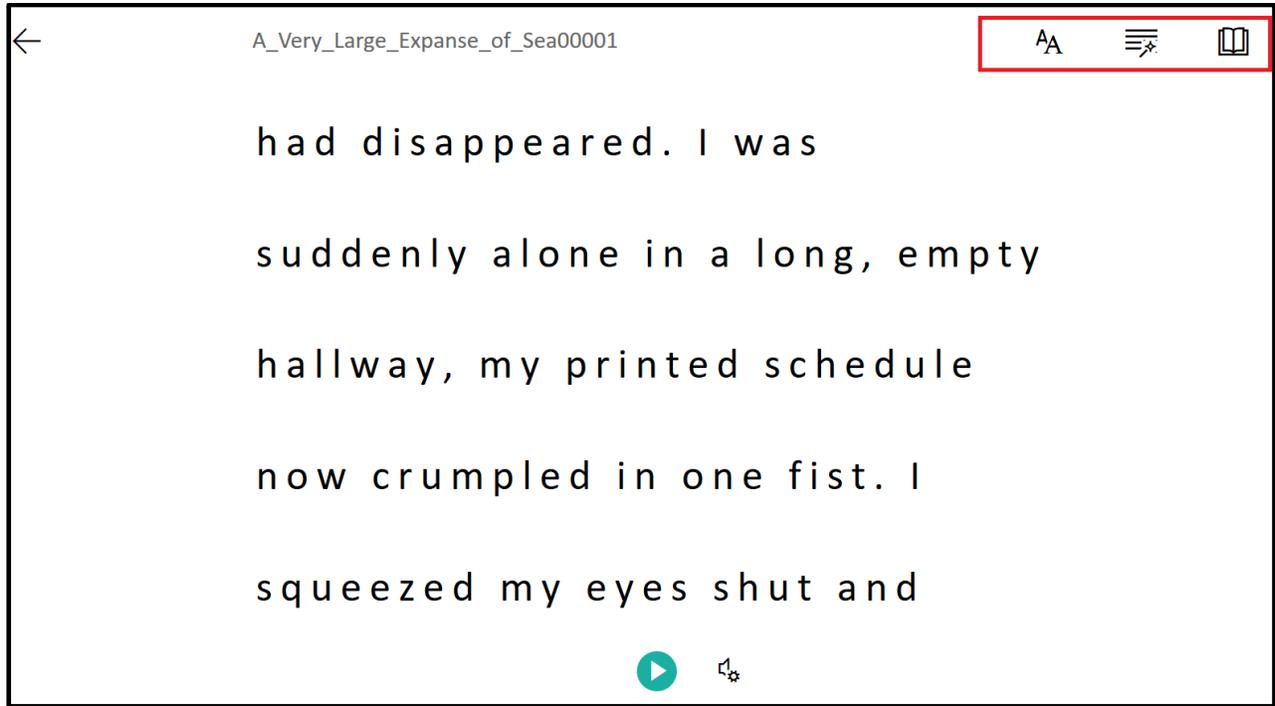
- 11) The book will open in Immersive Reader, which will enable you to listen to the book and follow along with highlighted text. Select the green play button to enable text to speech.



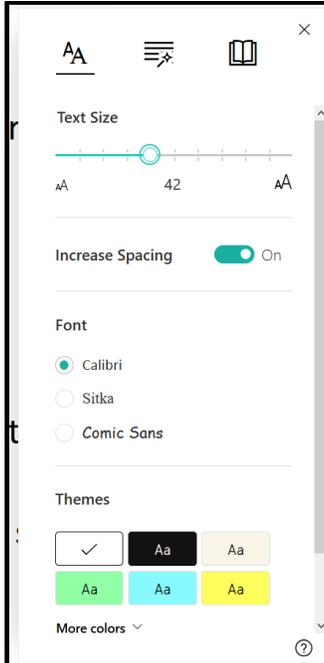
- 12) Select the speaker icon next to the play button to adjust audio settings.



- 13) Select the icons at the top of the page to customize the text, grammar and reading preferences which includes the option to see images from Boardmaker in word definitions.



Text



Grammar



Reading Preferences

