

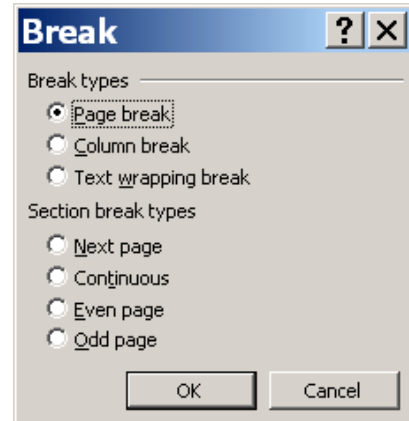
Creating EBooks with Microsoft Reader  
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Step 1

Download Reader, Dictionaries and Read in Word utility (See direction sheet for details)

Step 2 : Setting up the Document

- Open a MS Word document
- Set Document to be 4 ½ by 6 inches
- Create a Title Page
- Select Break from the Insert Menu.
- Select Page from the Break Window as seen to the right.
- At the top of the next page, type and format the words Table of Contents
- Press return, and add another page break



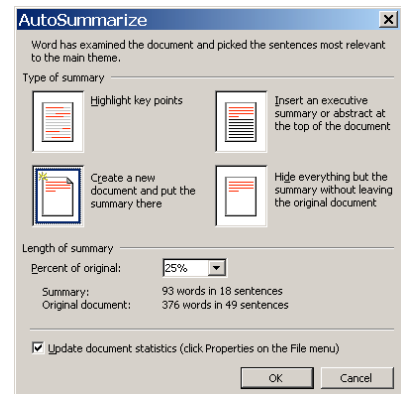
Step 3: Insert your text

- Use teacher notes for a lecture
- Scan using OCR software ( be aware of Fair Use and Copyright)
- Type in the text or use a saved document

Step 4: (Optional) Adjust readability and/or cognitive level

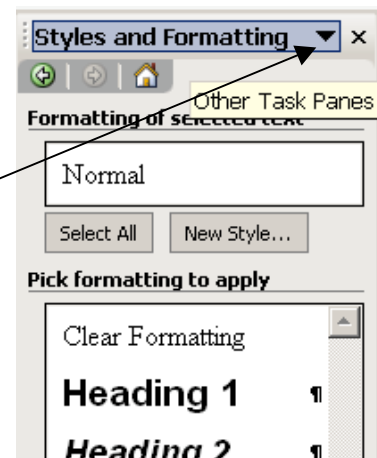
AutoSummarize text to create various readability

- Select AutoSummarize from the Tools Menu
- Select Create new document and put summary there, as shown to the right.
- Select the length of the summary
- Save each document with using a key that indicates the level



Step 5: Add Headings

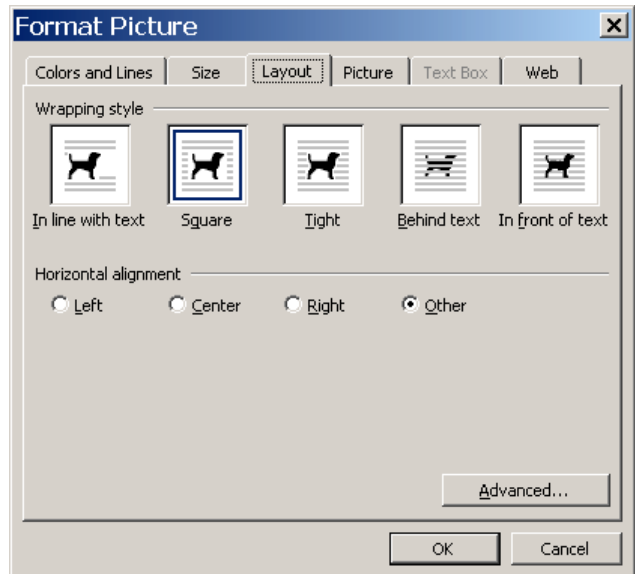
- Select Task Pane from the View Menu
- Click on the down triangle and select Styles and Formatting from the drop down menu
- Select Heading 1 from the Task Pane for Main Headings and Heading 2 for subheadings
- Enter headings and subheadings that will be automatically used to created a Table of Contents when the document is formatted into an ebook.





Resizing and Text Wrap: AKA, making your graphic act like a graphic and not text.

- Right-Click on the image and select Format Picture from the drop-down
- Click on the Layout Tab
- Select Square
- Move the graphic to the desired location and the text will now automatically wrap around the object.
- To resize: click on the Size tab.
- Use the arrow keys in the Height field to adjust the size. Notice that the width will automatically resize to match the height.

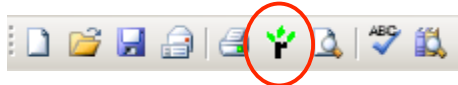


### Step 7: Creating a Table of Contents

- Return to Table of Contents page
- Click on Insert and drag to the Reference submenu and click on Indexes and Tables.
- Click on the Table of Contents Tab and click OK
- A Table of Contents will appear on the page using the heading format you set up when using the Styles and Formats found in the TaskPane as described in step 5.

### Step 8 Converting to an ebook

- Click on the Reader Icon on the Menu Bar

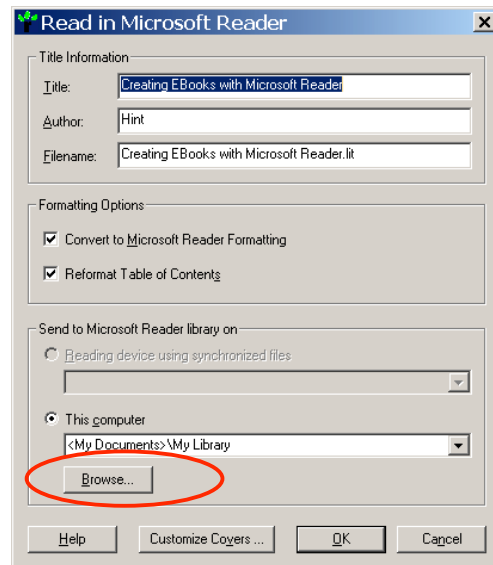


- The Read in Microsoft Reader Window will appear telling you that you must first save your completed document prior to converting to an ebook.



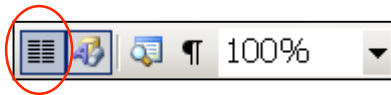
- NOTE: This is important because you will have the content in both a word document and as an ebook when you complete the conversion. This allows you to make more changes and save the text as another ebook or to print out the text.
- Click OK

- In the next window, name your ebook document and save the ebook
- It will automatically save into you're My Library folder
- To select another location, click on the Browse button and locate the drive or folder in which you want to save the book.
- The ebook will automatically open in Reader for you to view.



*To Print your Word document as a booklet*

- Print your text out as is or make changes to print it as a booklet by completing the following:
- Select Page Setup from the File menu and change the orientation to Landscape.
- Click on the column button on the standard tool bar and select two columns.



- Print out and cut the document in half.
- Arrange pages and staple.
- This can also be created using a template that identifies where text for each page should be entered.