EBOOK WORKSHOP GUIDE

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EBOOKS

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3. Select **Searching for books**
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5. Confirm the items in your cart and select the shopping cart icon again to send your request.

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EBOOK FAQ'S

- **Are eBooks different from audio books?** Yes – audio books are read by human narrators. The eBooks that we provide are compatible with text-to-speech software, which relies on a computer-generated voice.

- **Do I need to own/rent a copy of my books to request the accessible version?** Yes – accessible files are supplemental, and provided on the condition that you already own/rent a copy of your book. If you re-sell or return your copy, then please delete the accessible files as well, as keeping these would be a copyright violation.

- **How soon will my eBooks be available?** Our standard turnaround is 1-2 weeks. Occasionally we will need to contact a publisher to request the digital files. Depending on the publisher, this process can take anywhere from a few days to a few months. *So request your eBooks early!* If we are unable to get in touch with the publisher, then we will contact you with an update and offer to process your book manually (cut/scan).

1. Go to the Read&Write Website
2. Scroll down and select the **Try Read&Write** button
3. Choose your platform (Windows US EN, or Mac), select **Open with** or **Save File** and wait for file to fully download.
4. Installation:

Windows	Mac

a. Double click the installer file to run
   • Select **Yes** to Setup Launcher Unicode
   • Select **Accept and Install** to user terms & privacy policy
b. Open application and click on the puzzle piece icon *(at the top of your screen)*. This will redirect your to their website where you can validate your account.
   • Select **Sign in with Microsoft**, input your NetID@uvm.edu and select **Next** *(Microsoft will redirect you to UVM's homepage)*.
   • Login with your UVM NetID and password.
	a. Drag Read&Write icon into your Applications Folder
	b. Once it finishes copying, open Read&Write *(file can be located through a Spotlight Search, Launchpad, or in your Applications Folder)*
	c. Click on the puzzle piece icon *(at the top of your screen)*. This will redirect your to their website where you can validate your account.
	d. Select **Sign in with Microsoft**, input your NetID@uvm.edu and select **Next** *(Microsoft will redirect you to UVM's homepage)*.
	e. Login with your UVM NetID and password.
	
	*Note: Read&Write is a 3rd party application that may require permission to operate on your computer. To allow this app to run, go to **System Preferences > Security & Privacy > Privacy**. Select the lock icon and enter your computer username and password. Tick the Read&Write icon to give permission. Click on the padlock icon to relock.*

5. Set your preferences:

Windows	Mac
• **To change Interface**: Settings > Show more settings > General • **To change reader's voice**: Settings > Show more settings > Speech • **To use**: open pdf or word document (or website page), highlight text and press play • **Screenshot Reader** = a low-powered, built in OCR reader. Large articles can be emailed to ebook@uvm.edu and we'll be happy to convert these for you!	• **To change Interface**: Preferences > Customize Toolbar • **To change reader's voice**: Preferences > Speech > Edit Voice Settings • **To use**: open pdf or word document (or website page), highlight text and press play • **Screenshot Reader** = a low-powered, built in OCR reader. Large articles can be emailed to ebook@uvm.edu and we'll be happy to convert these for you!

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