

Instructions for using your Alternate Textbook

- **Save the book to your desktop and unzip the file if it has a .zip extension.**
- **For PDF files and Word documents:**
 - Natural Reader. Go to: <http://www.naturalreaders.com/> . Click on “Free Download,” choose Windows, and click “run”. It will go through the installation process, and create an icon on your laptop. Open the program, and push the play button to have it read the instructions on the page. You can adjust the speed in the top right corner. The only voice available on the free version is Anna. Click on “Floating Bar” to have it minimize the play and stop features so you can use them in your documents. Position the floating bar on your screen so it’s out of the way of navigation, but convenient to access. If you click on the double down arrow in the bottom right corner of the floating bar, you can see the words it is reading. As long as the floating bar or the full page is open, you should be able to open any Word, Adobe, Outlook, or Internet Explorer, highlight the text that you want read and push the play button. You can also press Control and F9 too. There’s more features available with the “Personal” version, but that upgrade would be at your own expense of about \$70. If pop-ups are frequently coming up to upgrade to a paid version of Natural Reader, follow the instructions to block pop-ups in “Windows 8 Instructions to Use Natural Reader”.
- **Another option for PDF files:**
 - Open the chapter you want to read. Click “View”, “Read out Loud” and then “Activate Read Out Loud”
 - Again, click on “view” and “Read this page only” or “Read to end of document”. Adjust volume as necessary on your computer. You’ll also go to this place to pause or stop reading.
 - To change speed or pitch, go to “Edit”, “Preferences”, “Reading”, and make adjustments. It doesn’t give as much flexibility as using Natural Reader, because you can’t start in the middle of a page.

***If you have any questions or problems getting your file to work, please contact Kathleen Hoppa Grady at 262-243-4535 or email Kathleen.Grady@cuw.edu**