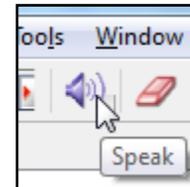
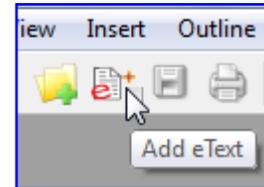


Directions for Listening to eTexts with Read:Outloud:

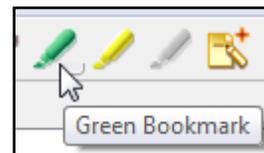
Opening your eText.

1. Open Read:Outloud and click on the **Add eText** button.
2. Locate the folder containing the text you want to read (you can move the folder to a flash drive, another computer, or a more convenient location). You can select any of the files you see in that eText folder, then click **Open**.
3. Click on the section you want to read and click the **Speak** button.



Taking Notes

1. Highlight a section you want in your notes and click the **bookmark highlighter**. The selection will be highlighted green and you will see it in the notes window on the right.
2. Click **New Note** to add your own note to the highlighted note.



Saving your Work

1. Click **File**, then **Save**. Name your file and save it in the same location as the eText you were reading. **IMPORTANT:** if you don't save your file, your bookmarks and notes will disappear.
2. The next time you want to open your eText and continue note taking, just double-click on your saved file (or go to **File**, **Open** and find it).

