SOFTTOUCH

my own bookshelf

My Own BookShelf ™

Research shows that literacy improves if students choose the books they want to read and reread. My Own BookShelf enables each student to select books from bookshelves and read them independently. Educators create e-books and organize them on bookshelves. My Own BookShelf offers universal access for students with disabilities, records student preferences, collects reading data for accountability records and prints books for off computer use.

System Requirements

128 MB RAM, CD-Rom drive

Optional: printer, IntelliKeys, touch screen, switches.

Macintosh

OS 8.5 or higher; Classic Mode in OSX

Windows

Win 2000, ME, XP, sound card, speakers, 3.5mm Stereo plug microphone

Getting Started

My Own BookShelf must be installed onto your hard drive. Insert the CD in the CD drive.
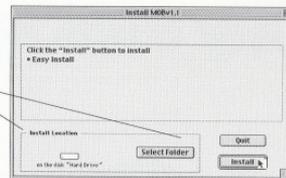
Macintosh

1. Double click the CD image to open it.
2. Double click the Install MOBv1.1 icon.

Install MOBv1.1

3. Select where you want to install the program. Then click Install.
4. After the program is installed. Double click the SoftTouch folder then double click My Own BookShelf folder.
5. Double click the My Own BookShelf icon to start the program.

Windows

1. Double click My Computer. Then double click the MOB1.1 CD image in the CD drive.
2. Double click the Setup.exe in the MOB folder. Follow the on-screen instructions.
3. Double click the QuickTime folder if your computer does not have QuickTime 6.1.
4. Double click the Text-to-Speech folder to install Microsoft text-to-speech if needed.
5. Go to Start menu, Programs, SoftTouch folder, My Own BookShelf folder, Start MOB icon.

Updating from Version 1.01

Windows: You will have to uninstall V1.01 before installing V 1.1. Use Add/Remove Programs in the Control Panel. Then follow the installation steps.

Macintosh: Your V 1.01 will not be removed by installing V 1.1. Recreate your favorite books in Version 1.1 before deleting Version 1.01 from your hard drive.

my own bookshelf

Book **Bookshelf** **Read**

Students **Publish** **STOP**
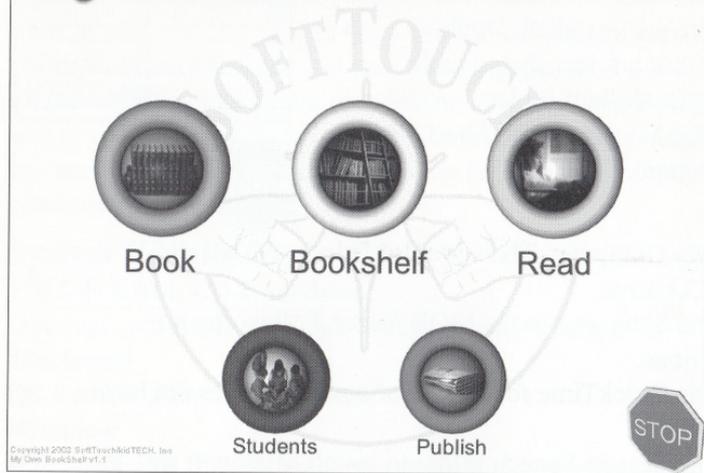
This is the main menu. You will start all actions from the Main Menu.
- Book - Make and edit books
- Bookshelf - Make and edit bookshelves
- Read - Select Student Reader, bookshelf, select books and read books
- Students - Add students, assign Access and Page Controls, Review Data
- Publish - Import and Export books, Print books and book covers
- Stop - Quit the program

My Own BookShelf walks you through the steps with Wizard Screens.

Make and Edit Books

Add or Copy a book: Name your book and select a page color for the book. My Own BookShelf creates a book file and automatically saves all of your work for you.

Title Sound is the sound the student will hear when selecting a book in the single switch access mode.
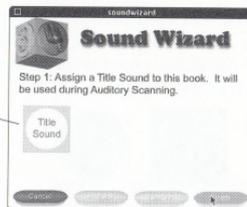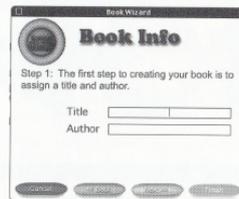

Designing Book Pages

Add and turn pages

Add Images, Movies, Text and Sound to the page

Double click an image to resize it
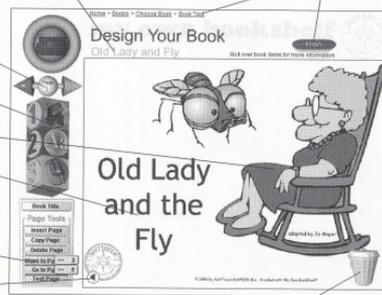Double click a text box to edit it

Page manipulation tools

Indicates background sound on page

Book title   Program Navigation

Drag items to Trash to delete

Book Pages

- Click "+" to go to next page or to add a page to the end of the book.
- Click "-" to turn to previous page.

Image Wizard

Pictures:

- Add one or more pictures to a page.
- Use image formats: .pic .jpg, and .bmp.
- Double click a picture to resize it.
- Drag picture to position it.

Movies:

- Add one or more movies to a page.
- Use movie formats: .avi and .mov.
- Drag movie to position it.

Text Wizard

- Add one or more blocks of text to a page. Select Font size and size of text box.
- Double click a text box to edit the text or change the text properties: font, size, style, alignment, border, text color and background color.

Sound Wizard

- Title Sound is for Auditory Scanning
- Background Sound - Add one per page - Background sound could be speech for scanned text on the page or a sound effect. ◀ Indicates background sound.
- Text Sound is the sound read as text blocks are highlighted. Record your own voice, select a prerecorded sound file or select a computer voice to read each block of text.
- Sound Order - Determine the playing order of movies, background sounds and text sounds on the page.

Page Manipulation Tools

- Book title - Edit title, author and page color.
- Insert - Add page *before* the current page.
- Copy - Copies the current page and automatically pastes it on the next page.
- Move to - Moves current page to a new location. Select page number, then click "Move to pg" to go there.
- Go to - Select a page number, then click "Go To Pg" to jump to that page.
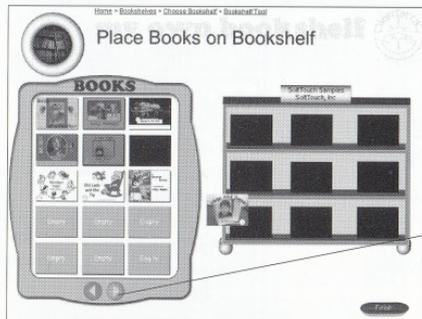- Test page - Plays the current page.
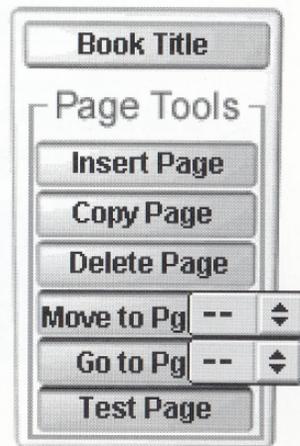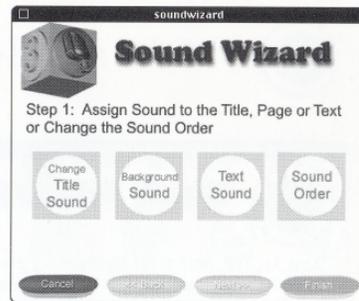
Make and Edit BookShelves
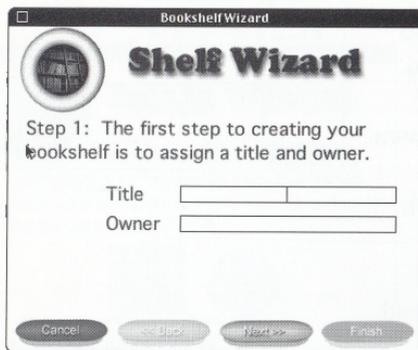
Shelf Wizard

- Name the bookshelf and assign an owner.
- Select a bookshelf color for easy identification.

- *Idea - use bookshelf colors to identify themes, curriculum topics, students or other common traits.*

Place Books on BookShelf

- Drag a book from the Book list on the left to any spot on the bookshelf.
- Drag a book off the bookshelf to remove it.
- If there are more than 15 books in the library, click the arrows at the bottom of the book list to see more books.
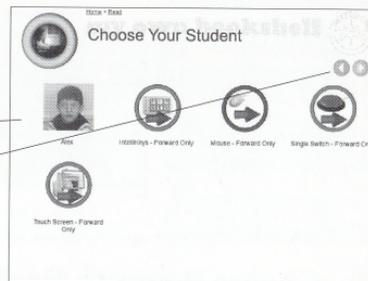
Read Books

1. Choose a Student

The first step to Reading Books is to select a student reader.

- Click any student button.
- Click the arrows to see more students.

Note: To add a new student, use the Students button on the Main Menu.

2. Student Preferences

The second step to Reading Books is to review the Student Preference settings.

- Access : Click the Access button to change access settings.
- Page Control: Click the page control options to select or deselect them.
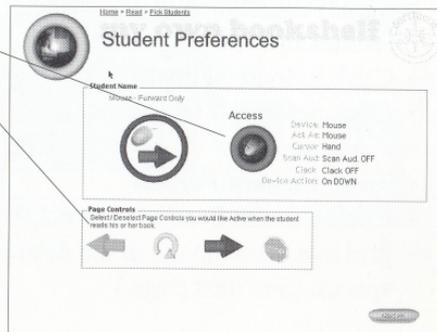
Turn to and read previous page

Reread the current page

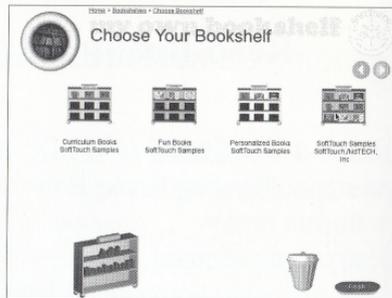Turn to and read next page (*Next Page* is always on)

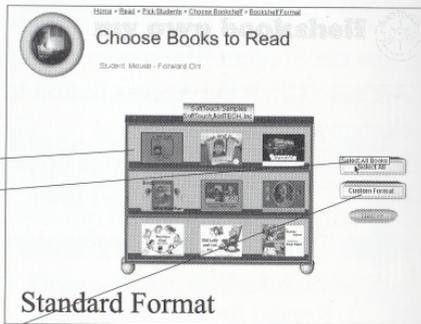STOP Stop reading current book

3. Choose a BookShelf

- Click to select the desired bookshelf for the student.

4a. Choose Books to Read - Standard Format

Select the desired books and the program automatically places them on a standard spaced grid.

- Click individual books
- Click Select All button

Choose Custom Format

- Click Custom Format to select the grid and place books in the desired spaces. (See next page.)

Standard Format

4b. Choose Books to Read - Customize Your Format

Configure the book selections to the student's physical, visual and choice making skills.
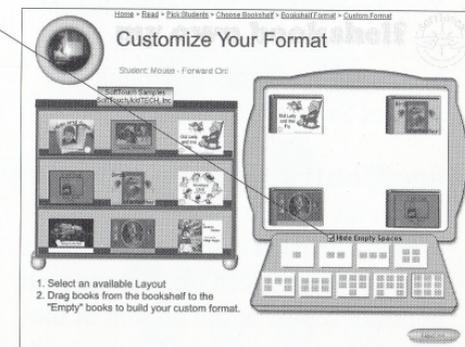
- First click the number of target spaces on the 'keyboard'.
- Then drag the desired books from the shelf on the left to the book spaces on the format screen.
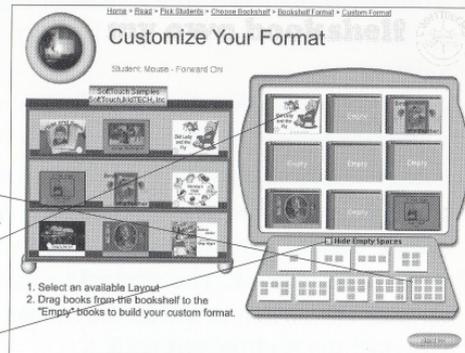

Hide/Show Empty Spaces

- Click "Hide Empty Spaces" and only filled book spaces will appear for the student.

Note: This enables you to control the exact placement and spacing of book images.

Selecting a Book to Read

- **Mouse - typical and Touch Screen**: student points to a book and clicks to select it.
- **IntelliKeys and Two Switch - Two Choices:** student touches the book image on the key/switch to select it.
- **Single Switch Scan and Mouse as single switch:** a highlighter moves from book to book. The student presses the switch or clicks the mouse to select the highlighted book.
- **Two Switch Step Scan:** the student presses Switch #1 to move the highlighter from book to book and presses Switch #2 to select it.
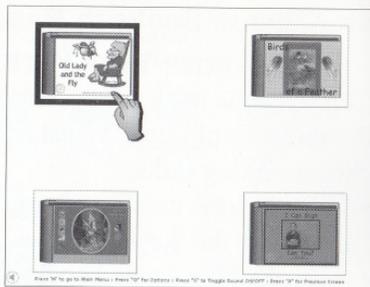
Page Controls During Reading

- While the page is being read or played, the page controls are hidden.
- After page has been played, the page controls appear at the bottom of the page.

Note: Mouse - Typical - the cursor is constrained to the page control area of the screen for student success.

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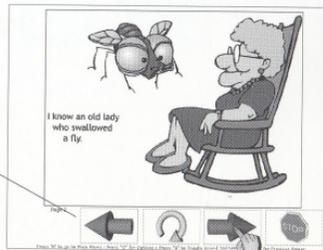
Teacher Keys During Reading

While the student is reading, the educator can use these keys to make adjustments to the settings.

O = Student Options - Takes you to Student Preferences
   Going to Student Options will stop the current data collection session. A new data session will begin when the "select book" screen appears.
S = Sound on/off - Turns all book sounds off or on for the current book
M = Main Menu - Takes you to the Main Menu
P = Previous page - Takes you back a step

Students

Click the Students button on the Main Menu to:

- Add new students
- Edit existing student information
- Change student access options
- Change page control options
- View and print student data

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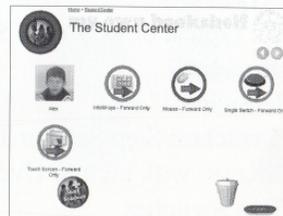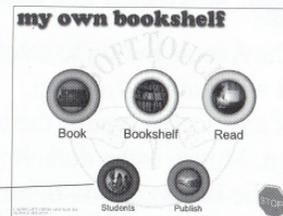
Add Student

Click the Add Student Button to:
- Enter Student's name and other personal information
- Select Access
- Assign Page Controls for reading

Note: data will be empty for a new student

Choose Access

Click the Access button to select how the student will run the program.
- Click any access type at the top of the screen. Mouse is the default access.
- Click the access option buttons until the desired setting is shown.

Access types are:
- Mouse: typical or as Single Switch
- Touch screen
- Single Switch
- Two Switches: Step Scan or Two Choices
- IntelliKeys: with picture Overlay, Single and Two Switches

Page Controls

Click to select the page options the student will use when reading books. Click again to deselect or turn off a page option.

Turn to and read previous page

Reread the current page

Turn to and read next page (*Next Page* is always on)
Stop reading current book

Data Collection

Click Data Collection to see reading data for the student:
- View cumulative data
- Click a session to view session data
- Book data shows the name of the books, the layout and placement of the books and number of times each is selected.
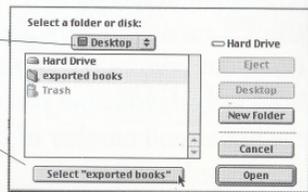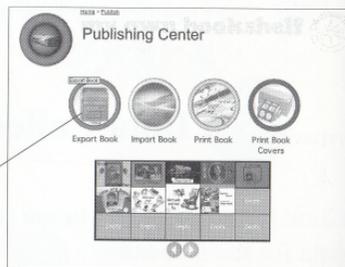
Publish

Select the Publish button on the Main Menu to:
- Export books
- Import books
- Print books
- Print book covers to use with IntelliKeys template overlays

my own bookshelf

Book   Bookshelf   Read

Students   Publish
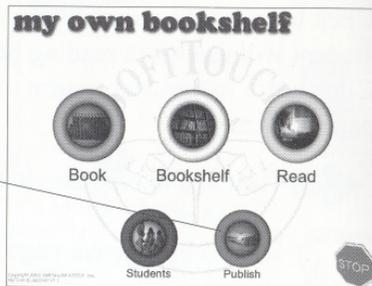
Export Books

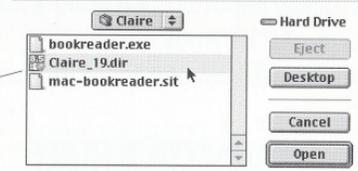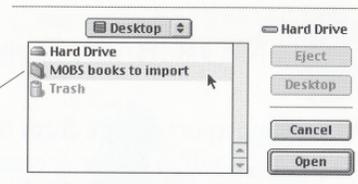You may export books you make and share them with others who may or may not have My Own BookShelf.
- Click Export Books
- Double click a book to export it
- Select a folder for exported books. Click the Select button.
- Each exported book includes a copy of the MOB Book Reader for Macintosh and for Windows. (See page 18)

Publishing Center

Export Book   Import Book   Print Book   Print Book Covers

Select a folder or disk:

Desktop

☐ Hard Drive
☐ exported books
☐ Trash

Hard Drive

Eject
Desktop
New Folder
Cancel
Open

Select "exported books"

Import Books

You may import books made by others or on a different computer. Imported books may be edited, placed on bookshelves and read.
- Click Import Book in Publishing Center
- Find the book file
- Select the file ending with .dir

Desktop

☐ Hard Drive
☐ MOBS books to import
☐ Trash

Hard Drive

Eject
Desktop
Cancel
Open

Claire

☐ bookreader.exe
☐ Claire_19.dir
☐ mac-bookreader.sit

Hard Drive
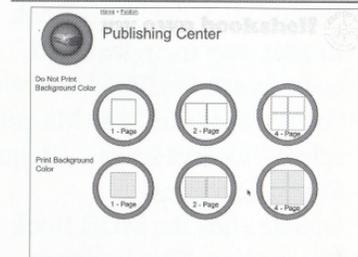
Eject
Desktop
Cancel
Open

Print Books

You may print books for off-computer use.
- Click Import Book in Publishing Center
- Double click the desired book
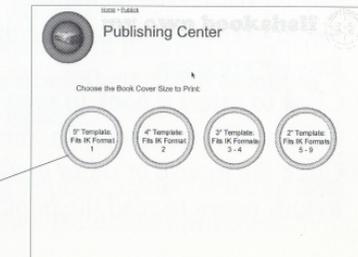- Select the book layout and print option

Note: Use your printer's options to select color or black/white printing

Publishing Center

Do Not Print Background Color

1 - Page   2 - Page   4 - Page

Print Background Color

1 - Page   2 - Page   4 - Page

Print Book Covers

Print book images to use on IntelliKeys overlay templates.
- Click Print Book Covers in Publishing Center
- Double click book cover
- Select desired image size

Publishing Center

Choose the Book Cover Size to Print:

5" Template Fits IK Format 1   4" Template Fits IK Format 2   3" Template Fits IK Formats 3 - 4   2" Template Fits IK Formats 5 - 6
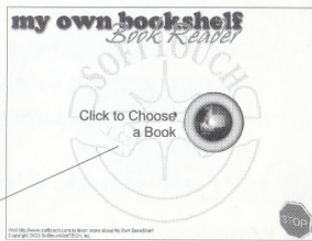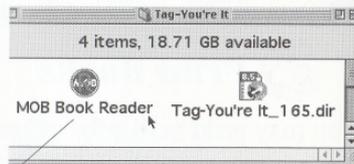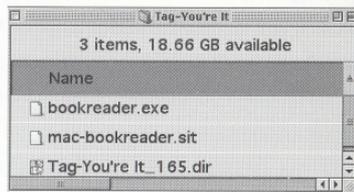
MOB Book Reader

When you export a book from My Own BookShelf, a folder is created with the exported book and a copy of the MOB Book Reader for Macintosh and one for Windows.

Start the MOB Reader

- Double click the MOB Book Reader item in an exported book folder. For Windows select "bookreader.exe." For Macintosh select "bookreader.sit." (Requires StuffIt Expander)
- Double click the MOB Book Reader icon. This launches the My Own BookShelf Book Reader program.
- Click to select a book to read
- Click the file ending with .dir
- Click the mouse or other device to turn pages to read the book
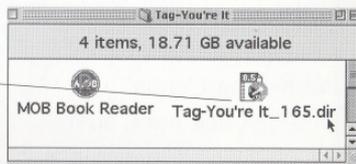
Reading with MOB Book Reader

Reading a book with MOB Book Reader is very easy. Universal access is built into it.

- Mouse and Touch Screen users - just click the mouse button or touch the touch screen to read and turn pages. Students do not need to touch the arrow at the top of the screen.
- IntelliKeys keyboard users - just touch anywhere on the surface of the keyboard to read and turn pages
- Switches - just press switch #1 to read and turn pages.
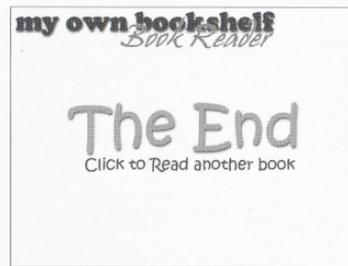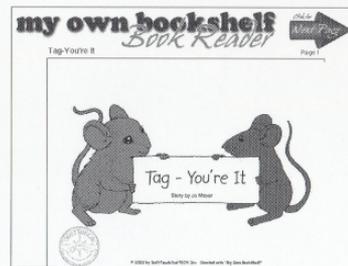
Sharing Books and the MOB Book Reader

Please export your original books and share them with families and other classrooms that do not already have My Own BookShelf. Each exported book includes a copy of the free MOB Book Reader.

To put books on bookshelves, modify reading options, collect reading data and so on, you must have the complete My Own BookShelf program.

My Own BookShelf Version 1.1
Features

- Make e-books with images, movies, sounds and text
- Organize books on bookshelves
- Choose Universal computer Access
- Select number of books and their placement on the bookshelf
- Select Reader page controls
- Read books featuring movies, recorded speech, singing, digital images and Animated Picture Communication Symbols
- Export Books with the free MOB Book Reader to share with others
- Import Books made by others to put on the bookshelves
- Print Books in 3 sizes for off-computer reading
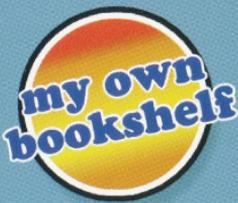- Print book covers to use with IntelliKeys template overlays

Look inside this booklet for quick start instructions.
Look on this CD for other valuable files including:

- Tutorials
- SoftTouch License Agreement
- Troubleshooting Guide
- MOB Book Reader

For technical support or information on other SoftTouch products

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