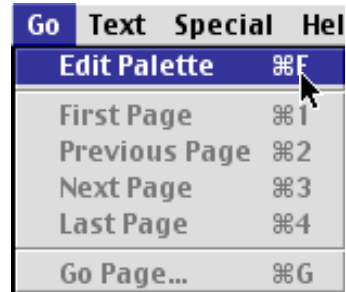


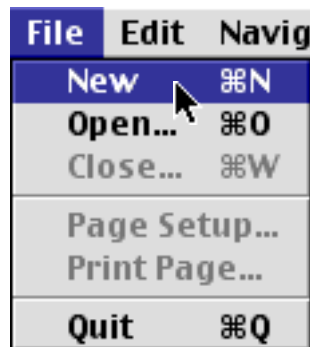
Scan 'N Read 7 Tutorial

Making a Book

1. Open Scan N Read
2. Select **Edit Palette** under the **Go** Menu Bar



3. From the **File Menu**, Select **New** to start making a new story



4. Name your book
 - This **Edit Palette** has to be visible to create a book

5. Click on **New field** in the Edit palette



6. Select the pointer tool to change the size of the field or to move it around- (Selecting the pointer tool changes the color of the square to indicate that it can be worked with now.) Click on the lower right corner and drag it to make it larger. Click inside the square and drag it to move it.

7. Click on the text tool (the hand pointer in this program) and then inside the text field to start typing inside the field. The size, style, and font can be changed as well as the color of the text, the field outline, color, etc. by selecting the **Text Menu**

- It is recommended to get the font style, size, etc. and text field set for each page then it is quicker to create multiple pages. They can be copied!



- Decide how many pages the book will probably be-Select the pointer tool and Copy (**Command+C**) the text field (the corner points will be on the text field).

- Then press (**Command +K**) to create a new page.

- Press (**Command +V**) to paste the text field on each page.

- Keep repeating (**Command+K**) and (**Command +V**) for each new page.

- After all the blank pages are created go to the next step

- Go back to Page 1-This shows that it is on Page 4



8. **Adding the graphics**-Click on the pointer tool.



- Select **New Graphic** from the **Edit Menu** (**Command+R**)



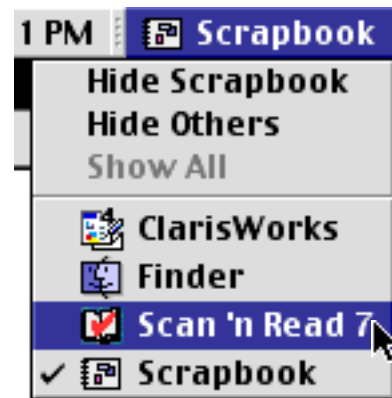
- Go to the finder and Hide Scan 'N Read (upper right hand corner of the monitor)



- Find the graphic in a different program
clip art from any program will work-Using the
scrapbook can be helpful -many items can be
put in the scrapbook to be used later on)



- Copy the Graphic (**Command+C**)
If the graphic can be enlarged to a desired size within
the graphic program do it now, because it does not
work well in Scan 'N Read.)
- Go back to the Finder and Open Scan 'N Read



- Paste the Graphic (**Command+V**)
- Drag it to the place on the screen that you want it to be

9. Click on the Text pointer tool (hand pointer) and type the text

10. Double click inside the text field (where you just typed)to get a field menu. A record palette will appear. Click on the Record, Speak what you want and click STOP when finished.

Click Save-the Record palette will disappear

11. Repeat Steps 8-10 to add text, sounds, and graphics to the rest of the story.

Reading a Story

1. From the **Go Menu** select **Browse Palette**

Go	Text	Special	Help
Browse Palette			⌘F
First Page			⌘1
Previous Page			⌘2
Next Page			⌘3
Last Page			⌘4
Go Page...			⌘G

2. Click on the buttons on the bottom of the screen.
3. If an individual who needs computer access other than a mouse is to use this (ie. switch) place the mouse over the hand and this will activate the scanning features.
 - The scanning speed can be adjusted by selecting this in the **Special** menu
4. To read a story that has been previously created.-Open Scan N Read and Select Open from the File menu. A list of stories will appear. Select the story of choice.

Scan 'N Read

Overview:

Scan 'N Read is a freeware program for the **Macintosh only** that can be used to create books with text, graphics and sounds. The books can be read over and over by selecting a read button or can be navigated through by selecting a left or right arrow. This program is also completely switch accessible (it scans) for individuals who can not use the keyboard.

*Freeware means that the program can be copied freely and given to anyone for their use.

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