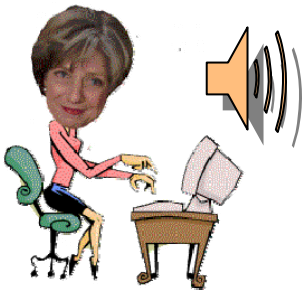

Welcome Message

ISSUE 1 | VOLUME 4 | JANUARY 2008

Technical and Training Assistance Center
Old Dominion University
TTAC/ODU

Assistive Technology Network **ATN**

WELCOME TO THE ASSISTIVE TECHNOLOGY ELECTRONIC NEWSLETTER DESIGNED TO PROVIDE EDUCATORS WITH TIPS AND TRICKS WHEN INTEGRATING TECHNOLOGY IN THE CLASSROOM FOR CHILDREN WITH DISABILITIES

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Using Adobe to Read Electronic Newsletters

If you are missing sections of this newsletter, then you haven't updated to Adobe Reader 8.0 … *So now is the time*. The "new" ATN electronic newsletter will take advantage of the newest, coolest, and easiest tools available. We will be developing the newsletter for accessibility and optimization for Adobe Reader. To update your Adobe Reader, go to http://www.adobe.com/products/. Install Adobe Reader and your web browser will scan and automatically install the plug-in. Once you have updated, there are several ways you can choose to view the newsletter:

1. Save the ATN E-news. Open Adobe Reader 8, then go to File, Open, and select the newsletter.
2. Open the ATN E-news in the Web Browser window using the web address. The Adobe Reader plug-in will open the newsletter and you will be able to read it, save it, and print it.

We hope that you enjoy our new E-news and the tips and tricks that go with it.

Make it Yours with Preferences:
Adobe Reader Tools

Set Up the Toolbar:
Adobe Reader has plenty of features available. Here are a few basics to get you started:

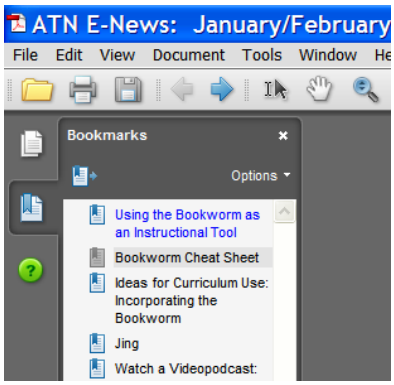
1. Right click on the toolbar, and then left click on "More Tools". If you are in Internet Explorer or Mozilla Firefox, then click on the gray toolbar for Adobe, not the web browser toolbar at the top.
2. Checkmark the tools that you would like to have on your toolbar. Keep it simple and uncheck the tools you don't want.

Suggestions include:

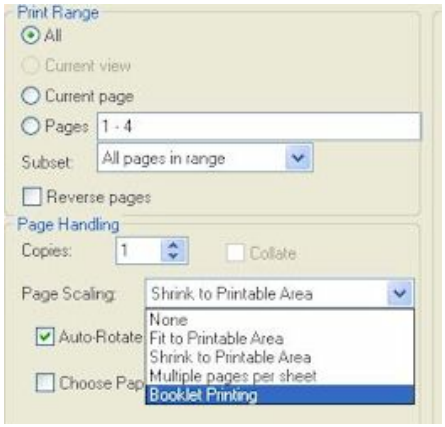
- **File Toolbar:** Open, Print, Save a Copy
- **Page Display:** Single Page, Two-Up
- **Page Navigation:** Previous Page, Next Page
- **Select & Zoom:** Select Tool, Hand Tool, Dynamic Zoom, Zoom Out, and Zoom In

Set Up the Navigation Panel:
Once you have a pdf file opened…

1. Press the F4 key. This will show the Navigation Panel.
2. Select the Bookmark icon.
3. Drop down the menu under options and click on your preferences.



The BEST way to navigate though the newsletter will be to use Bookmarks on the Navigation Panel.



Booklet Printing: Print the entire newsletter as a booklet!

No Time to Read it Now? Bookmark, Save, or Print

1. If you are in the web browser, Bookmark the page, Save the pdf file by clicking the Save icon on the Adobe toolbar, or Print by selecting the Print icon on the Adobe toolbar.
2. If you are in Adobe Reader 8, then you can print the entire newsletter as a booklet. Just select the "Show pages side-by-side" icon, then click on Print and in the print dialog box under "Page Handling, drop down the menu for "Page Scaling" and select "Booklet Printing".

Make it Easier: Adobe Reader Accessibility Tools

Using Accessibility Features can benefit all users:

There are many accessible features in Adobe Reader (about 25 of them). Here are 2 features that may help you access pdf files quicker and easier.

Automatic scrolling - Scan the newsletter to find an exciting headline:
On the toolbar, go to View and select Automatic Scrolling

- To change speed – press a number key 0-9
- To reverse direction, press the minus key
- To stop scrolling, press Esc.

Read Out Loud text-to-speech – Want to multi-task? Turn on the speech when engaged in a motor task (i.e. washing dishes, needlepoint, cutting and pasting lesson plan materials, etc.)

1. On the toolbar, go to View and select Read Out Loud and Activate
2. Go to View and select Read Out Loud then make the selection of Page Only or End of Document

Using the Bookworm as an Instructional Tool

As we move forward to improve literacy instruction and encourage inclusion, it is important to look at tools that can assist in the process. The Bookworm (a technology tool from Ablenet) is easy to use and reasonably priced. It can be used for small group instruction or individually when engaging in independent reading as it supports the use of headphones. It also has a jack to use with a single switch for students who have motor impairments. But the best feature is the removable module that can hold up to four book recordings and with the purchase of additional modules, more books can be recorded and stored for use with a single machine. Modules can then be shared with other teachers so that recording time is reduced.

This AT newsletter edition has several articles to help you get started using this literacy tool. Call your AT department to ask if they have one available. If you don't have access to one then the TTAC/ODU lending library may have one you can borrow. Go to http://ttac.biblionix.com and type bookworm in the search box.

BOOKWORM FEATURES

- 8-minute re-recordable module
- Crystal clear sound
- Adjustable volume
- Removable memory allows for saving recording to build a library
- Additional memory modules available
- Variable message lengths within the 8 minutes of recording time
- External switch jack for sequential playback
- Headphone jack for reading independently
- Book adaptation materials included for 4 books
- Requires four AA batteries
- For video demonstration of the Bookworm, go to the Ablenet Website (http://ablenetinc.com/flashDemos.aspx?MovieID=3)

Bookworm Cheat Sheet

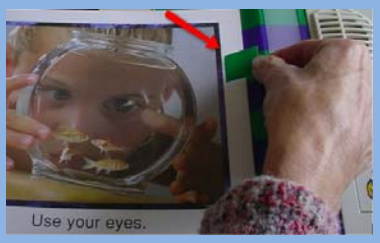
Book Set up:

1. Place green and purple tabs on the pages of the book. Alternate colors by matching them up to the Bookworm.
2. At the end of the eighth page, place a magnet on the back at the bottom to communicate to the Bookworm that it will be reading the next set of 8 pages.

Recording:

1. Turn the Bookworm on and set the "Book Select" to number 1. The Bookworm module can hold up to four books in memory.
2. Hold the red record button down for three seconds. The red light on the front of the Bookworm by pages 1-16 will light up to indicate you are ready to record.
3. Turn to the first page of text and press down and hold on the green tab while you read the text. When you are finished, lift up.
4. Turn to the next page and press the purple tab. Hold the tab until you are finished reading the entire page.
5. If you need to re-record, simply press and hold the tab again.
6. Continue this process to record each page. When you get to the eighth page, the indicator light will change to "pages 17-32.

Book Set-Up



Recording

Checking:

1. To check a recording, push the red record button to turn off the recording function.
2. Turn to the page you want to check and press the green/purple tab on the page to hear the recording.
3. If you need to re-record, press the red record button for 3 seconds and the indicator light will come on.
4. You can re-record one page or many different pages. Simply turn to the page that needs to be recorded and follow the recording directions.

Watch a Video**: The Bookworm Module**

Video courtesy AbleNet, Inc. Used with permission

Due to the large video size, it has been moved, embedded, and streamed.

Ideas for Curriculum Use: Incorporating the Bookworm

Literacy Resources

Microsoft PowerPoint E-Books

Print up digital e-books that you have developed or search and download.

Learning A-Z

30 Samples you can download
http://www.readinga-z.com/samples/preview.html

Make your own book

OR

Print this book with repetitive phrases. Record it on the Bookworm.

Click to download pdf book.

Younger Students: (by Diane Postman)

1. Make touch points on a book that will help to focus a child's attention on particular pictures or parts of pictures. Record on the Bookworm, instructions that will lead the child to find and touch the target area. This strategy can be implemented when focusing on IEP objectives such as color recognition, shape recognition, counting, or to highlight key vocabulary words.

2. Instead of recording the text of a book, record your own words. This can be used to simplify the story, introduce/reinforce key vocabulary words, and to emphasize concepts/skills from IEP objectives.

3. Create an interactive book. Pull-off pictures can be put on or removed from pages using Velcro. Record instructions for the use of the book. For example, construct porridge bowls out of construction paper and laminate. The child can put on the big bowl, middle size bowl and baby bowl as directed. The child can remove the baby bowl once the story indicates that Goldilocks eats the porridge.

4. Record a story that involves counting. Provide pull-offs or manipulatives that can be used along with the story.

Older Students: (by Kim Yanek)

1. Use the Bookworm in listening centers to provide text that is written at a student's reading level and appropriate for age and content.

2. Record classroom notes for content areas. Students can be encouraged to listen during independent activities.

3. Assign students activities that include recording self-made stories or mini-plays that they can share or reread along.

4. Record multiplication facts- one set per page. Students could record facts using song or rhyme.

5. Record vocabulary words or sight words that students can hear, then match the written word.

6. Use the Bookworm as an independent study tool with interactive notes. Encourage students, who are capable, to illustrate the notes.

http://www.jingproject.com

Jing is a small software program that can be used to develop a quick and easy product to visually communicate an idea. You can use it to grab an image or record video from your screen. Dress it up using text, narration and arrows, and then share it by uploading to Screencast, Flickr or onto a drive.

Did I mention it was FREE!

Watch a Videopodcast**: Finding the Adobe Reader Toolbar in a Web Browser**

The next issue of ATN E-News will feature highlighting tape. If you have accommodation and/or modification ideas using highlighting tape, email them to jmitchell@ttac.odu.edu. If your idea is published, you will receive a GIFT!