

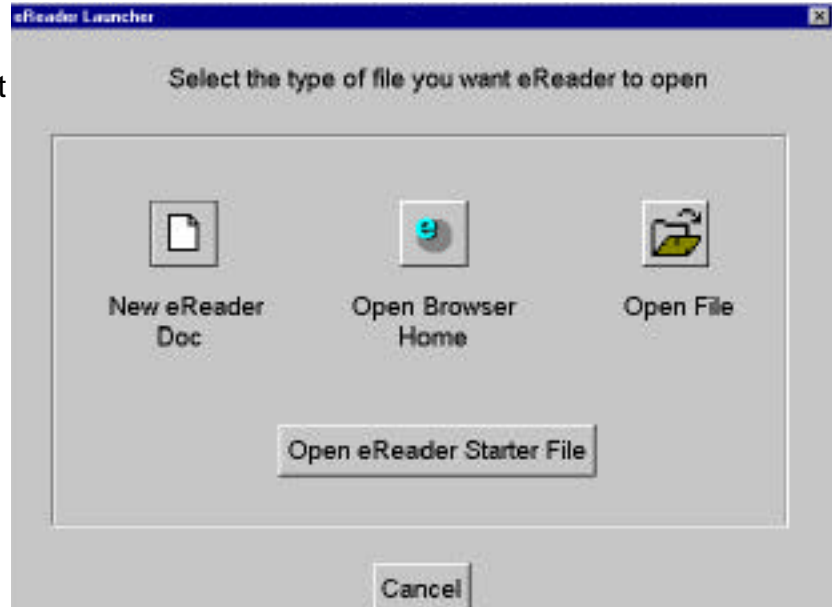
# Cast eReader

1. Double-click on the eReader icon.(below) or Open it from the **Start** Menu.

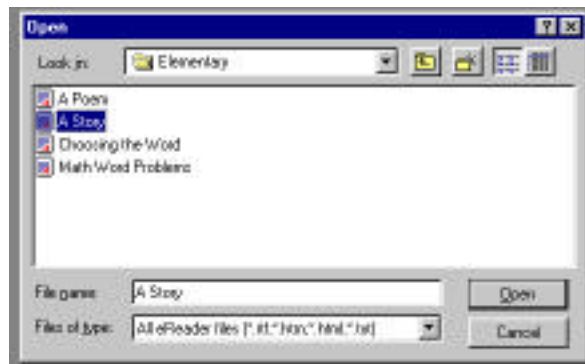


2. After eReader opens you will see a start screen.

3. Click **Open File**.

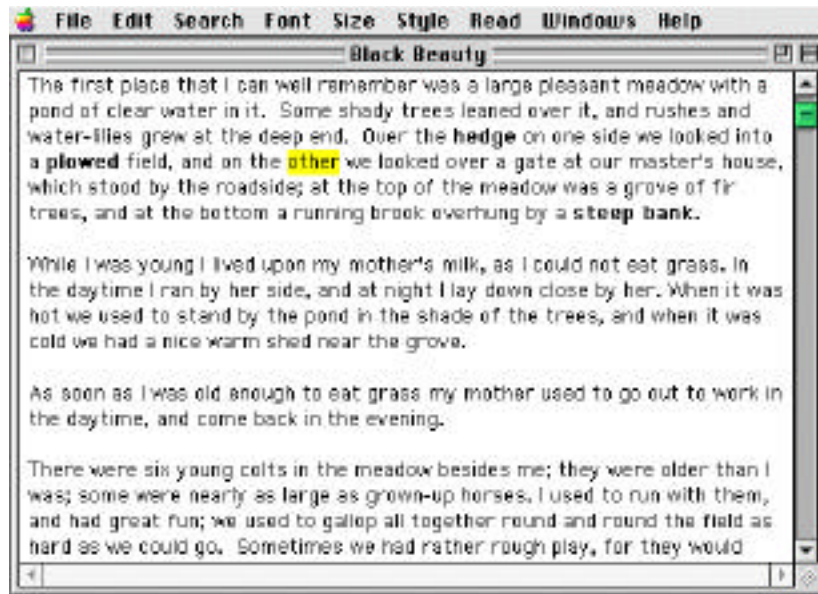


4. Click on and highlight the file you wish to open. Click **Open**.

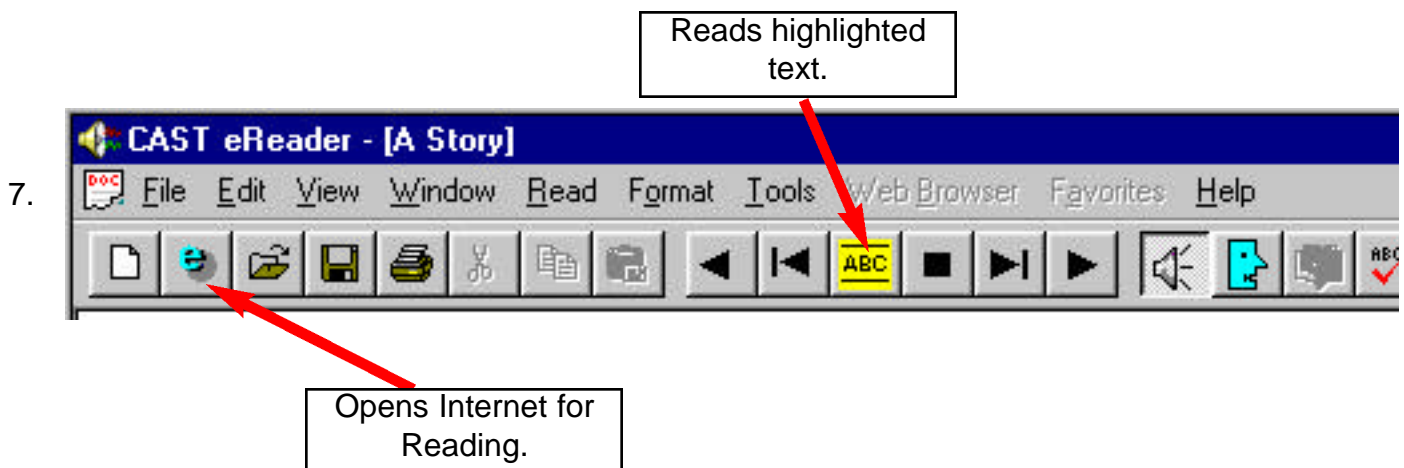
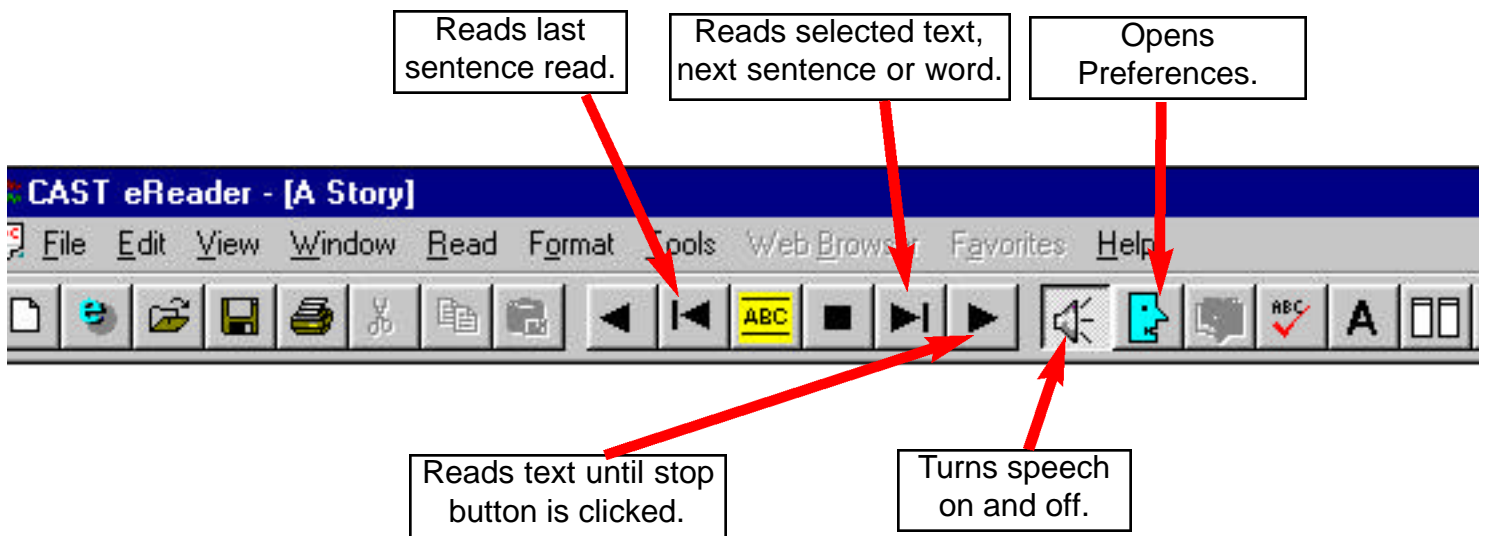


5. After the document opens you may use the eReader toolbar (**Next Page**) to read the text on the page and/or any questions.

***After opening a new E-Text it may be necessary to make adjustments to the way the book is presented initially in eReader.***



6. The passage will be read, highlighting the words as they are spoken. (As seen above)



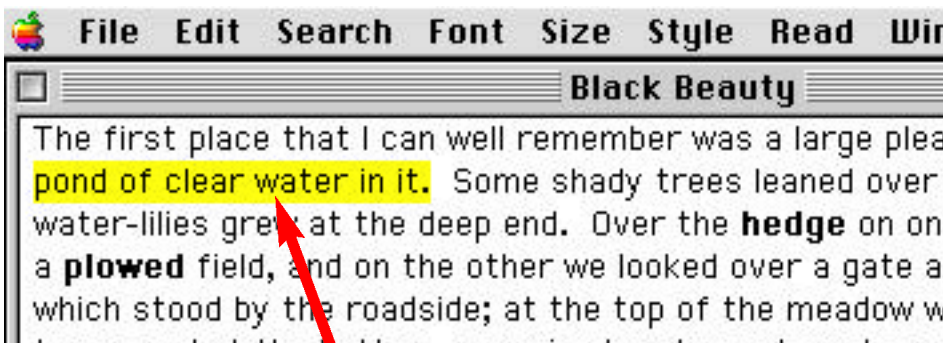
A separate window can be added also for the purpose of taking notes.



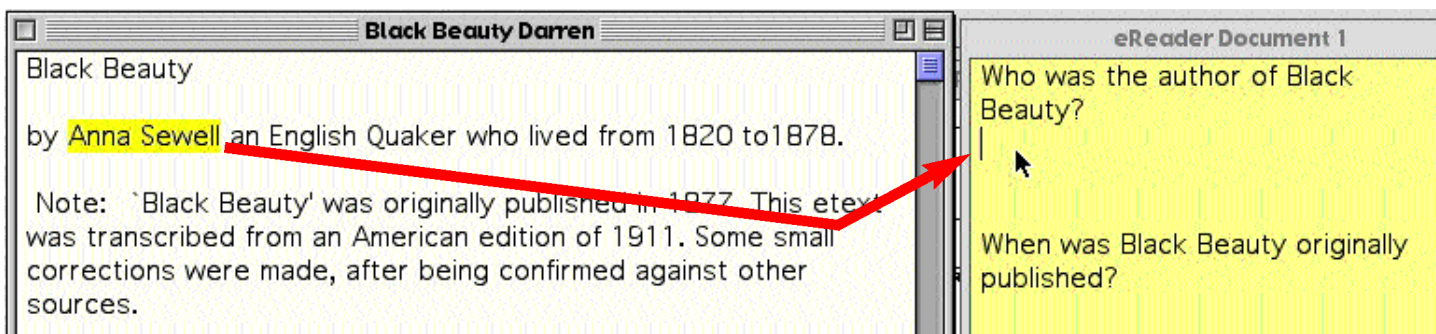
8. Adding a New eReader document for notetaking.

A. Click on **File** menu and drag down to **New**.

B. After the new window appears:



1. Size the 2 eReader documents so that you can see both the story that is being read and the notes on one window. (Shown Below)



2. Click and drag to highlight the text you wish to copy to the blank document.

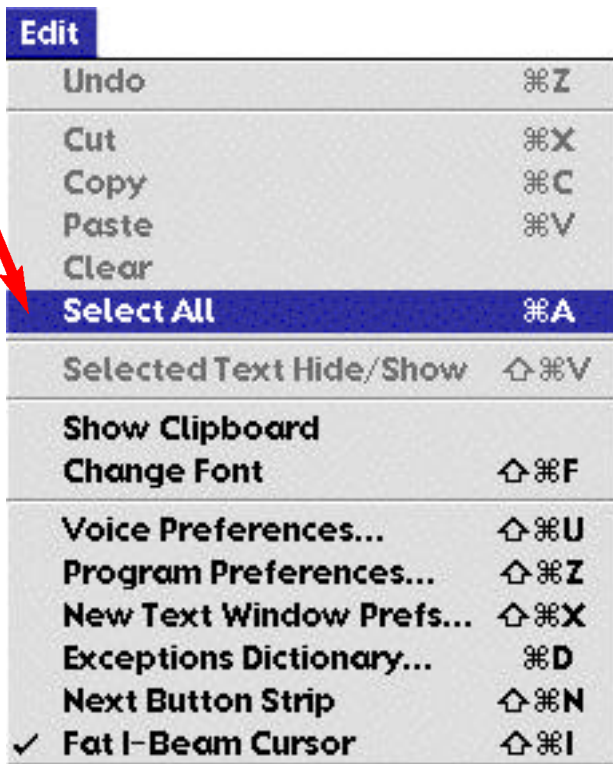
3. After highlighting the text you wish to copy - Click on the highlighting text and drag it to the blank document.

4. As seen above, you can also drag text into the window to answer questions.

## Removing Extra Carriage Returns

A. Click on the **Edit** menu and drag down to **Select All**.

*Extra Carriage Returns can cause unnecessary pauses and mispronunciations in speech.*



B. click on the **Search** menu and drag down to **Remove Extra Crs.**

