

# Downloading and playing DAISY Talking Books

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## Welcome to your DAISY Talking Books

DAISY (Digital Accessible Information System) Talking Books are an internationally recognised format, specifically created to deliver audio versions of text in a highly accessible and navigable form.

Included here is a guide to downloading your DAISY Talking Books as well as installing and using the Dolphin EasyReader software you will need to play them.

These instructions are written for the Microsoft Edge internet browser.

You will also find a frequently asked questions section at the end of this document.

For further information please phone us on 01908 653745 or email us at: [disabled-student-services@open.ac.uk](mailto:disabled-student-services@open.ac.uk).

We hope that you enjoy using the DAISY Talking Books for your module and wish you great success in your studies.

Additional Resources Team, Student Additional Support

## Installing and setting up Dolphin EasyReader

EasyReader is a software package you will need to install on your computer to play your DAISY Talking Books. Please be aware that the EasyReader software will work on versions of Windows, Apple iOS & Android, but currently won't work on Mac OSX based systems. \*

\*The Apple iOS version can be run on Apple Silicon based Macs but not Intel based Mac systems.

Please see the [FAQ](#) section about options for playing DAISY books on a Mac. If you have a visual impairment, you may find that you need assistance installing the EasyReader software.

You can install the EasyReader software from the [Dolphin website](#). The link should open the website. If it doesn't open automatically you may need to copy and paste this address, <https://yourdolphin.com/products/individuals/easyreader-app> into the address bar of your web browser.

In the window that opens, click on Download for Windows PC.

On the page that now opens, fill out your details and then click on Register & Download.

You will then be sent an email with a link to download the EasyReader software

Open the email and click on the box that says Download Now.

The page you are taken to should start downloading the software automatically, but if it doesn't then click where it says here on the web page.

A message may appear as a warning about the type of file you are downloading – if it does then just click Keep or the equivalent option to continue on your browser.

Once the download has finished, click on Open file (or open from your Downloads section if a similar window has not appeared).

In the window which now opens, click on the Run button.

This will begin the process of installing the EasyReader software. In the Welcome box which now appears, click on I agree in the license agreement box and then click Install.

If there is a shield symbol next to the Install box, then once you click it you may need to log in with your computer's administrator details in order to continue with the installation (these should just be your own log in details if it is your personal computer)

The files needed for the Dolphin EasyReader software installation will now be downloaded to your computer. This may take a few minutes.

When the installation is complete, click on Close.

You should now find a shortcut icon for EasyReader has been installed on the computer's desktop. Double click on the icon and the EasyReader software will open.

You can also find the installed software by clicking on the Windows icon (start menu) in the bottom left of your screen.

Then click on the folder icon that says Dolphin.

Here you will find the EasyReader software. Click to open it.

If a shortcut does not appear on your Desktop, you can otherwise make a different kind of shortcut for easier access in future, Right-click on the EasyReader icon in this menu, then hover over More and select Pin to taskbar from the menu that appears.

You will now find a shortcut icon for EasyReader has been placed at the bottom of the screen on the computer's Taskbar. Click on the icon and the EasyReader software will open.

The first time you open the EasyReader software, a window will appear asking you to log in. Click on the Dolphin Account option

This will take you to a web page where you can either sign in (if you have already created a Dolphin account previously) or Register new account (if you don't have a Dolphin account). You can also select the Sign in with Google option if that would be more convenient for you.

Once you have signed in or registered an account, you can now return to EasyReader and click OK on the window that appears.

A Getting Started window will now appear. Click Next to go through these windows and then click Close once you reach the last one.

## **Downloading the DAISY Talking Books from the website**

The DAISY Talking Books on the module website are in a zipped (packaged, compressed) format. They cannot be played directly from the website; they must be downloaded to your computer first then unzipped.

Create a new folder somewhere on the hard drive of your computer and name it appropriately.

On your module website, to find the DAISY talking books click on the Resources tab. When in the Resources area, click on the Downloads link. Scroll to the bottom of this area and click on the link Module materials in DAISY digital talking book format.

Once you're in the correct area, you should see a PDF checklist of the DAISY Talking Books which are associated with your module and the DAISY Talking Books which are currently available.

The checklist can be opened directly from the module website by double clicking on it. If you wish to save it onto your computer so that you can read it without going to the module website, when it's open, right click and go to "Save As" in the list that

opens. Navigate to the folder that you created on your computer for your computer for your module material, then click “Save”.

The DAISY talking books must be downloaded and unzipped before you will be able to play them.

Right click on the DAISY talking book you want, then click on Save target as or Save link as. Again, navigate to the folder you created on your computer’s hard drive and click Save.

Downloading the zipped DAISY talking book may take some time, depending on the size of the file you’re downloading, and the broadband speed that is available to you. For example, if you have a broadband connection of 1.5mbs a 100-page document will probably take about 15 minutes to download, a 500-page document would take about an hour. If you had a 10mbs download speed, a 500-page document would probably only take about 10 minutes to download.

When the file has finished downloading, it will appear in your folder as a “zipped” file, with the suffix .zip at the end of the file name. The DAISY talking book needs to be extracted from the zipped file before it can be played.

Right click on the file you wish to extract and in the drop-down box click on Extract All.

Note: If you can’t see the “Extract All” command, right click on the .zip file then click on Properties. Click on the General tab. Next to Opens with, make sure it says File Explorer or Windows Explorer. If it doesn’t, click on Change and select File Explorer or Windows Explorer, then click on Apply and OK. When you now right click on the .zip file, you should be able to see the option Extract All.

In the box which now opens, click on Browse and choose a location to put the extracted DAISY Talking Books into (your module material folder).

Now click on Extract.

Again, how long the DAISY talking book takes to extract will depend on its size.

When the DAISY talking book has been extracted from the .zip file, it will appear as a completely separate folder. The zipped file can now be deleted as it is no longer needed.

The DAISY Talking Book is now ready to be played.

## **Using the EasyReader software**

When you're ready to use your DAISY Talking Books, open EasyReader from the desktop shortcut. If you have difficulty using a mouse, there are keyboard shortcuts for most of the EasyReader commands. A list of these can be found by pressing the F1 key on your keyboard, then clicking on the Reader icon on the help page.

To open a DAISY Talking Book, click on the Open DAISY Book icon (the icon which looks like a folder at the top right-hand side of the screen) and select Import from computer, or press Control O on the keyboard.

In the box which now opens, use the Look in drop down menu to find the folder containing the DAISY Book you want to play.

When you open the folder, you will find a file called ncc.html. Click on this file, then click on Open. The DAISY Talking Book will now open but please be aware that large DAISY Books can take some time to load.

Once this is complete you will see a window saying that your book has been imported. Click OK to close this

This book will now be visible in the My Books section. You can open it by clicking on the play triangle on the book icon or double clicking in the highlighted area.

If it's a book you've opened before it will automatically return to the last point you listened to. To stop and start play, use the play/pause button at the top of the screen, or press the space bar on your keyboard.

On the left-hand side of the screen, the table of contents of the book are now displayed (you can hide or reveal this panel by clicking on the icon that looks like a contents list) and the associated text is displayed on the right-hand side of the screen.

Be aware that while the majority of the DAISY Talking Books produced by the Open University have the full text on the screen, for technical reasons some may not, and you will only see the heading structure.

You can navigate directly to any heading in the DAISY Book simply by clicking on it using the mouse or with the up and down arrows on the keyboard. Alternatively, you can scroll up and down the main text by holding down the shift key on the keyboard then using the up and down keys. In the main text you can also use the mouse to highlight specific sections or use the arrow keys to navigate between these. Press Play or the space bar to start a section's audio playing.

You can also navigate directly to individual pages by clicking on the Page number at the bottom right of the screen then typing in the required page or going back a page or forward a page with the orange arrows. Alternatively, you can navigate to a required page by pressing Control G on the keyboard, typing in the required page number then pressing Enter. Please be aware that some DAISY Talking books do not have page numbers.

While playing the DAISY Book you can skip forwards or backwards through the audio by clicking on the arrows either side of the play button or by pressing the left or right arrow keys on the keyboard.

You can speed up or slow down the audio by clicking on the Audio settings icon in the toolbar (or pressing F8 on your keyboard), then selecting how fast on the Reading speed slider

On this menu you can also choose whether you would like EasyReader to start playing as soon as you click on a heading (tick the Read after navigation box if you would prefer this) as opposed to pressing play manually each time.

Alternatively, on the keyboard you can also use Control and Left Arrow to slow down the reading speed or Control and Right Arrow to speed up the reading speed.

The font size can be enlarged or reduced by clicking on the Text settings icon on the toolbar (or pressing F7 on your keyboard) and clicking the Plus or Minus buttons. Alternatively, the text can be enlarged by pressing the Control and Plus keys or reduced by pressing the Control and Minus keys on the keyboard.

Clicking on the Colours icon at the top of the screen will bring up a sub-menu where you can select Text colour, Background colour, Line highlight colour, and Word highlight colour.

You can also press Tab on the keyboard to move forward through these menus or Shift and Tab to move backwards, and Space to select when an option is highlighted.

You can bookmark sections of the text that you want to go back to by pressing B on the keyboard (press B again if you would like to add a note to this bookmark), you can also click on the Bookmark icon from the panel on the left of the screen (or press Control and B on the keyboard) to bring up the Bookmark menu, and then clicking Add at the bottom of that section. You can Edit or Remove these bookmarks on that same menu.

To open another DAISY Talking Book, first close the currently opened one by either clicking on the Bookshelf icon, clicking File and then Go to My Books View, or simply press the Escape key on your keyboard. You can then open another DAISY Talking Book as described above.

For further information about using EasyReader, go to the help section by clicking on Help at the top of the screen, or press F1 on your keyboard.

## **Frequently asked questions**

### **Do I still get my standard and any other/alternative format materials I am expecting?**

Yes. DAISY Talking Books are being provided in addition to any standard or other/alternative format materials you normally receive.

## **I haven't requested DAISY (audio versions), why am I receiving this email?**

You have a marker on your record which allows you to access DAISY materials if required. This is an optional service and does not impact on other module materials.

## **Can I have the marker removed?**

Yes, however, once removed you may not be able to access DAISY materials and you would have to reinstate the marker if you wanted to use the DAISY materials on future modules.

## **Technical DAISY FAQs**

### **Can I install Dolphin EasyReader (or AMIS) DAISY playing software on an Apple Mac computer?**

No, unfortunately there is no software we can recommend that is currently available to play DAISY Talking Books on Mac based systems. We recommend using the Dolphin EasyReader app on a smartphone or tablet as the best alternative.

The only method to play the audio from the DAISY Talking Books on a Mac is to open the MP3 files in iTunes (or a similar media player). This will allow you to navigate from heading to heading but will not allow you to see the text on screen, navigate directly to page numbers, or insert bookmarks.

### **Is there an app to play DAISY Talking Books on an iPad, Phone, or an Android device?**

Yes. There is a very good app called Dolphin EasyReader. Follow the link to the "OU Computing guide" on the DAISY page of the module website for guidelines on how to install and use the app.

### **Can I continue using the AMIS Software to listen to DAISY books?**

Yes, but there is not ongoing support for this software, and it is less reliable than Dolphin EasyReader, which we now primarily recommend.

### **Can I play a DAISY Talking book in a standard audio CD player?**

No. The audio on DAISY Talking Book discs uses the mp3 format, whereas a standard audio CD uses a different audio format.

### **Can I copy the audio files from a DAISY Talking Book onto a standard mp3 player or iPod and play them?**

Yes. However, a standard mp3 player/iPod will not give you the same navigation options as a DAISY Player, i.e. there is no hierarchy to the headings, they are all at the same level which means that to get to the required heading in the book, if the device has no screen capable of displaying a list of the file names, you'll need to

search through every single heading (of which there might be hundreds) rather than simply being able to skip through chapters, sections, subsections as you can in a DAISY Player.

In addition, there is no way to navigate to page numbers, or add bookmarks on an mp3 player.

### **Can I play a DAISY Talking Book in my car?**

You can play the audio from a DAISY Talking Book if the stereo in your car is capable of playing .mp3 files. It will be necessary to copy the audio files from the DAISY Talking Books onto your phone, or a CD, USB stick etc. to be able to play them.

### **I want to play DAISY Talking Books on my Kindle e-Reader**

Unfortunately, it is not possible to play DAISY books on an e-ink e-reader device such as the Kindle. It should be possible to play the MP3 audio files on Android-based “Kindle Fire” tablets, but the heading structures and text will not be visible.

### **Can I play DAISY Books on Read & Write Gold software?**

Yes. Read & Write Gold has a DAISY Player as part of the software. However, it does not appear to play the embedded audio, it will only generate its own synthetic voice.

### **Can I play a DAISY Book in JAWS Screen Reader?**

Yes. FS Reader Basics comes as part of the JAWS software package and will play DAISY Talking Books.

### **I don't have specialist software to download and unzip the files.**

No specialist software is needed to download and unzip the DAISY Talking Books, either on Windows PCs or Mac.