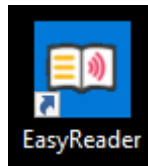**Reading Services**

How to Download and Install DAISY Books on the EasyReader App on a Windows Device (PC, Laptop and Mercury 12)

1. Ensure that you have the following Programmes/Apps installed on your device
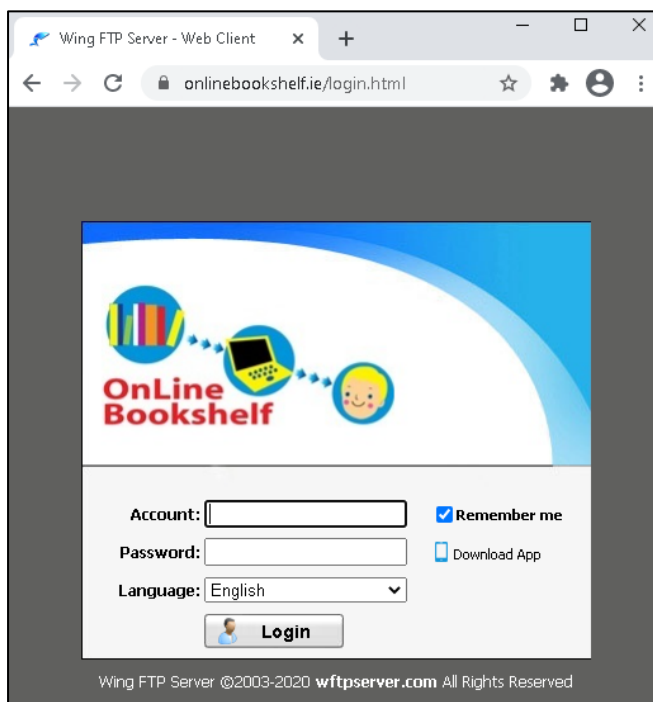
    Internet Browser
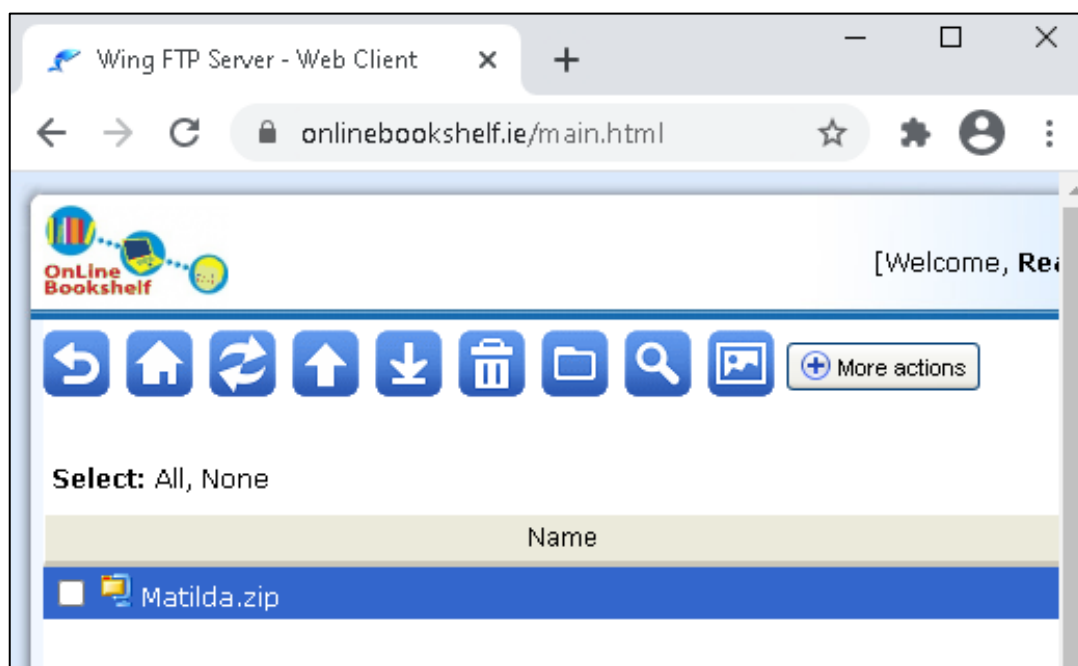   **(Such as Google Chrome)**

    Dolphin EasyReader App
    (for Windows)

    Google Chrome

    EasyReader

2. Using your internet browser, log into your account on the Online Bookshelf

    https://onlinebookshelf.ie

    Account:
    Password:
    Language: English

    ☑ Remember me
    ☐ Download App

    Login

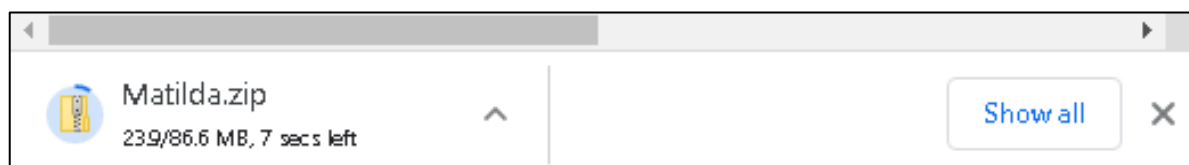   Wing FTP Server ©2003-2020 wftpserver.com All Rights Reserved

3. Once logged in, locate the DAISY file you'd like to add to your Windows device.

   To download the file, either double tap the file name or tap file title to select it and then tap the download icon
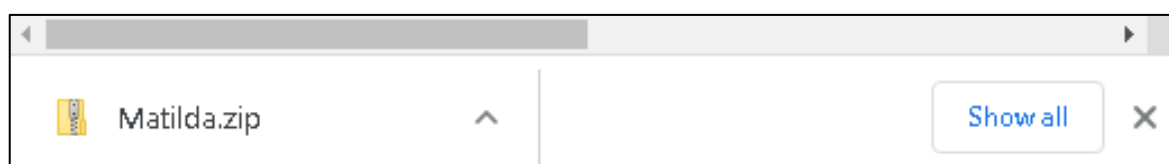

4. At the bottom of the Chrome browser, the following dialogue box will appear and the book will begin to download.
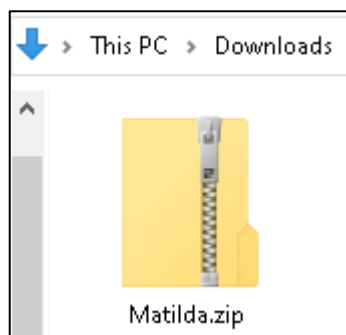
   Please note that the books will download to the location your default download location on your device. This is usually your Windows Downloads folder.
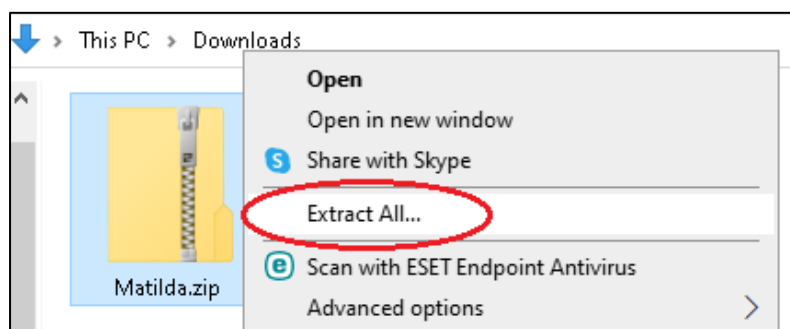

5. Once the file has completed downloading, the following dialogue box will appear at the bottom of the browser:
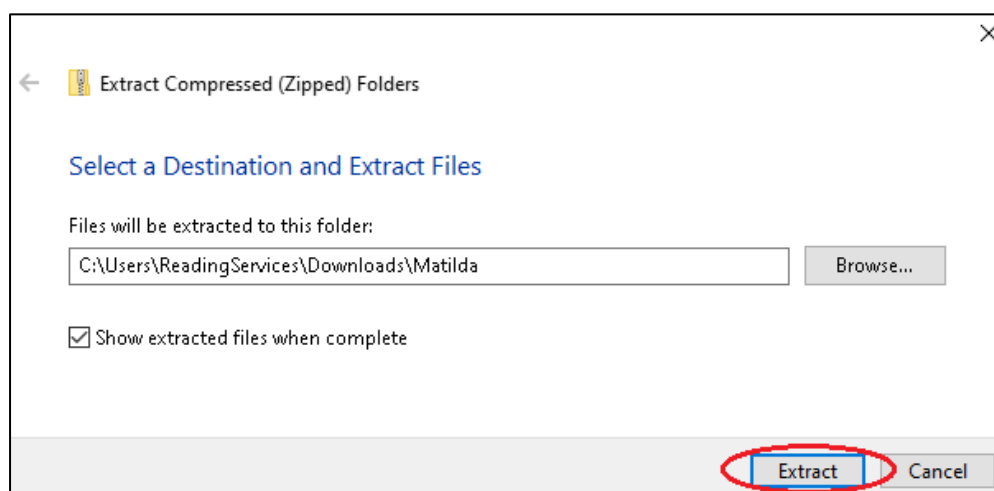
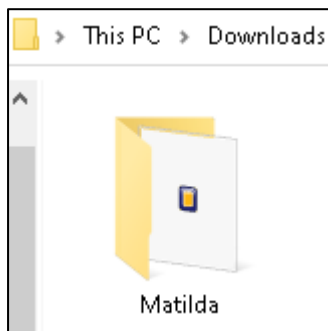6. Go to the location where your files download (e.g. Downloads folder) and you'll see the book's zip folder here:

7. Unzip the folder by right clicking on the folder and selecting 'Extract All…'
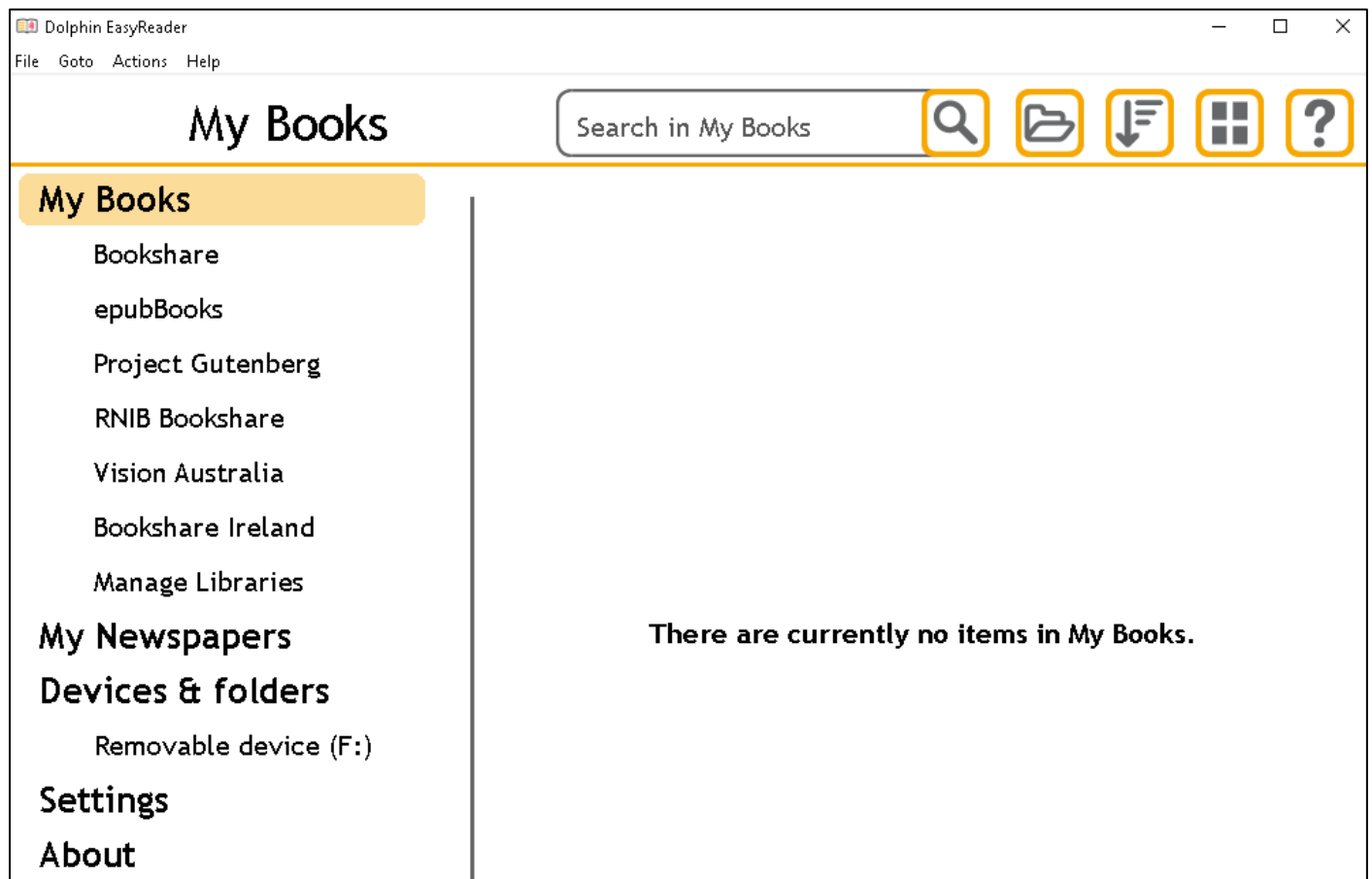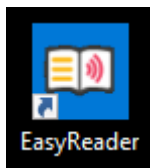

Then specify the location where you'd like the files to be extracted to (by default, it will extract to the same main folder, usually the Downloads folder) and select "Extract"
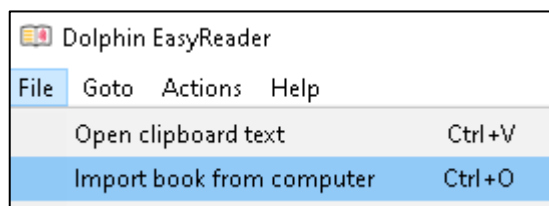
The unzipped folder will then appear:

8.   Now open your EasyReader App:

9. To add your DAISY book to the EasyReader App, there are three ways to start the file import:
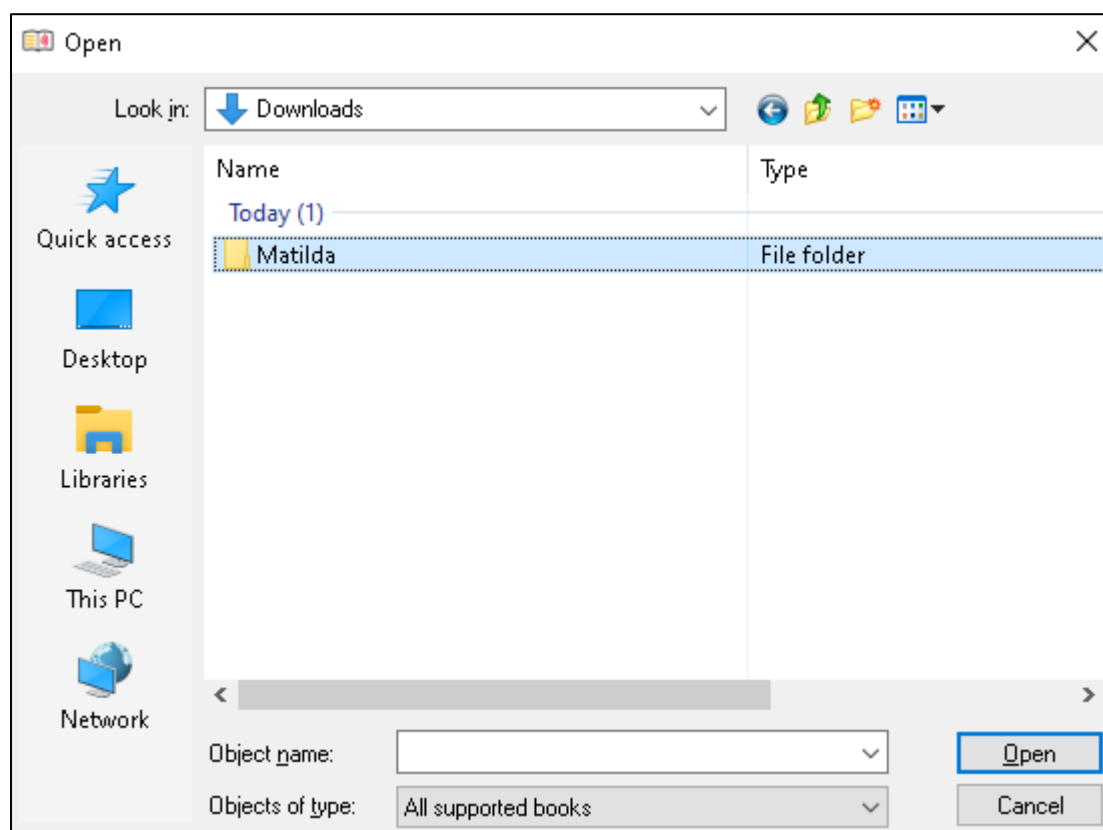
A. Go to "File" → "Import book from computer"

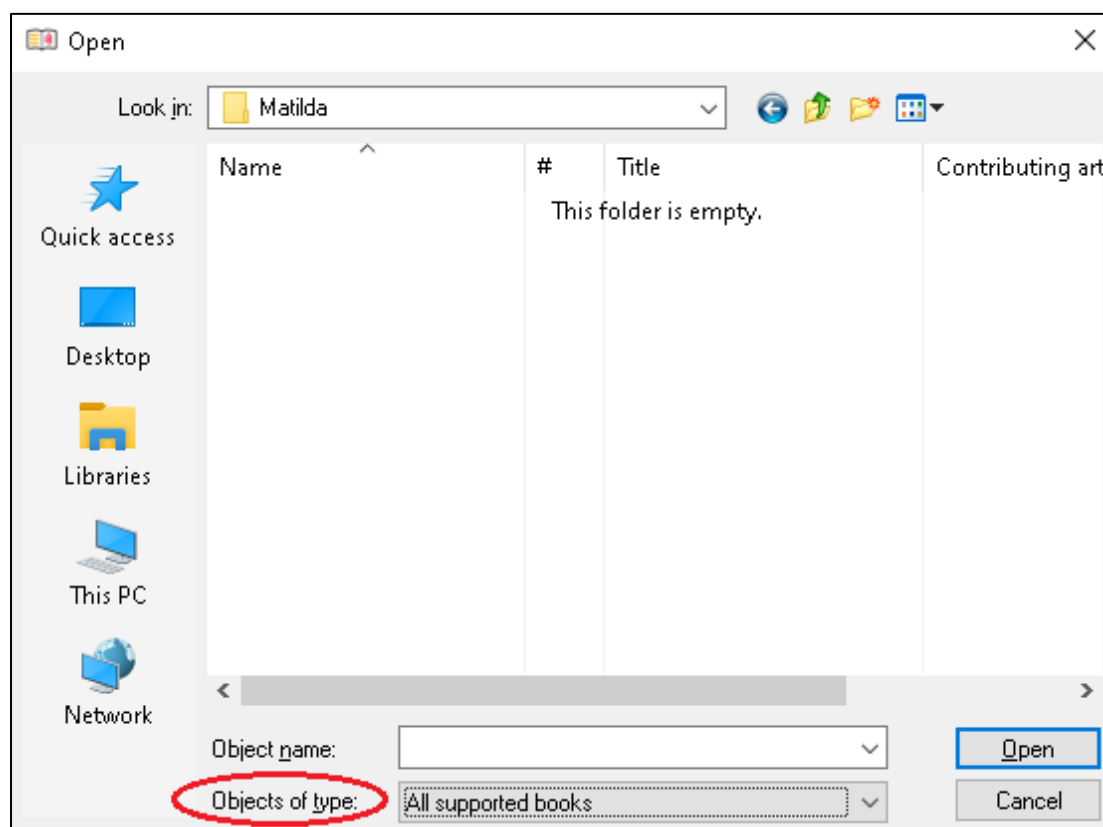B. Select the "Import" Icon and then → "Import from computer"
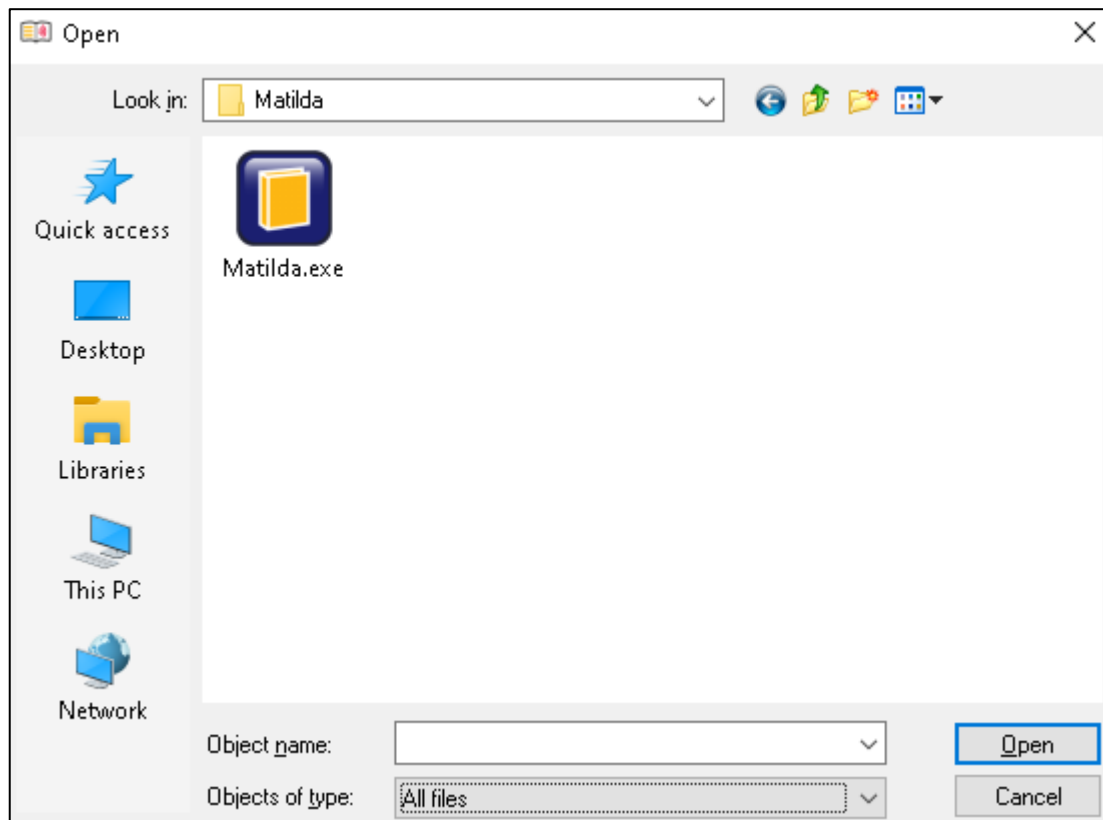

C. Use the keyboard shortcut "CTRL" + "O"

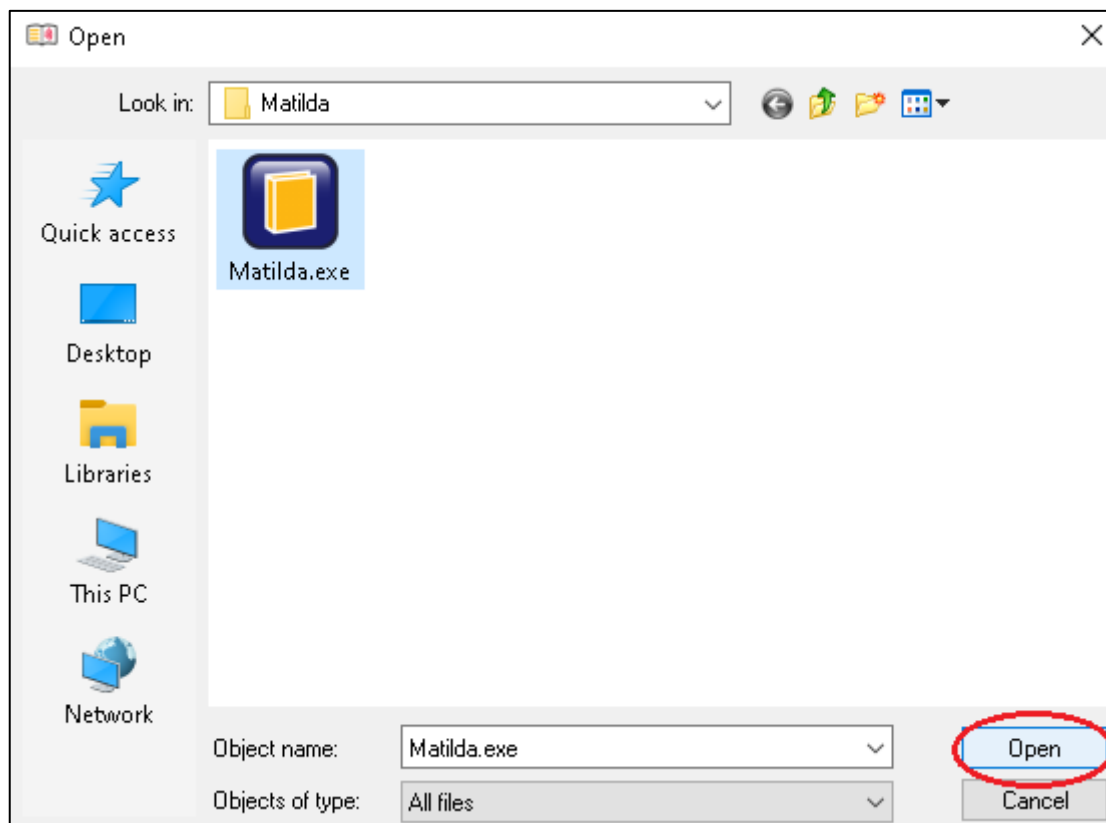10. Now select the folder of the DAISY book you want to open:

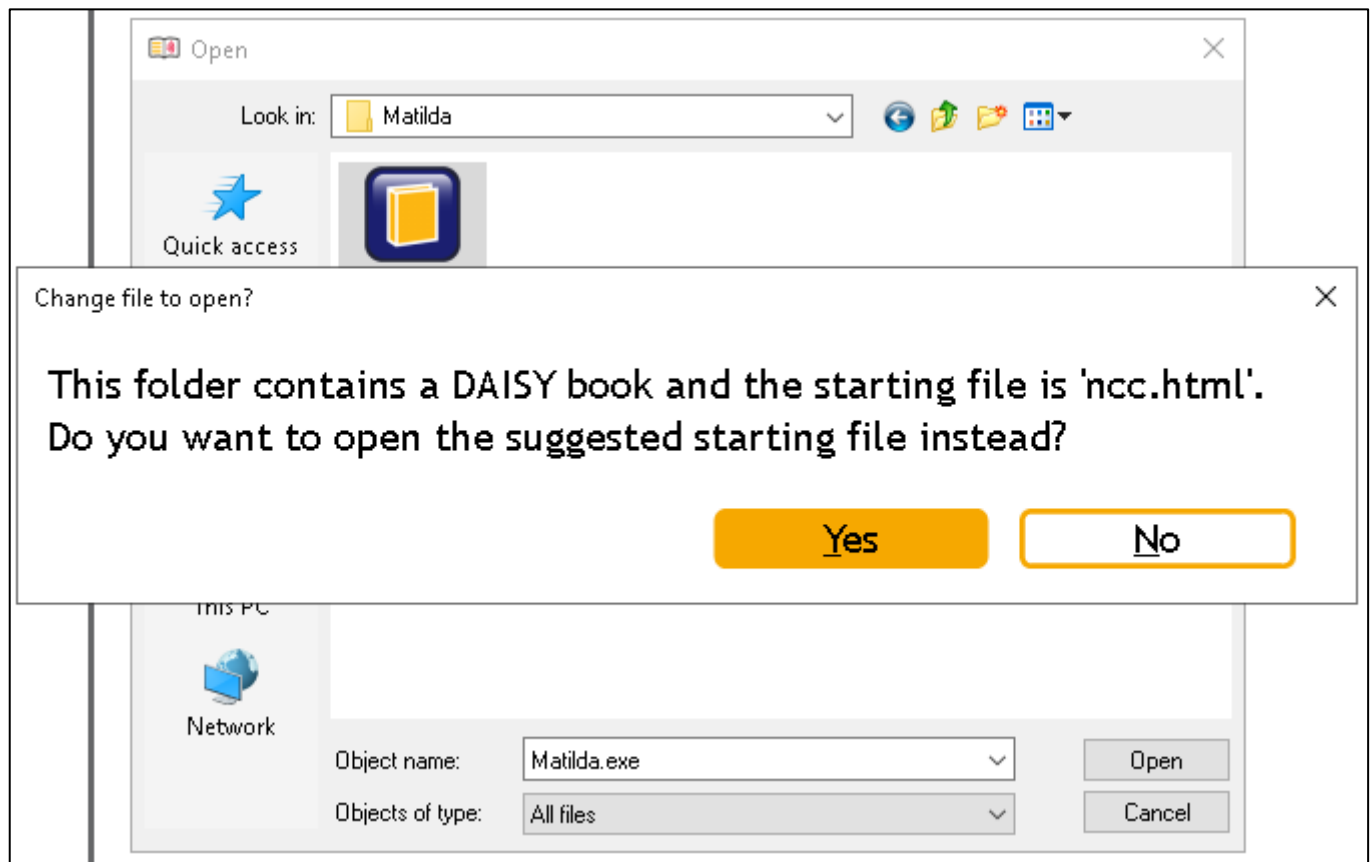Click into the folder, it will look empty, but then change the "Objects of type" to "All Files"
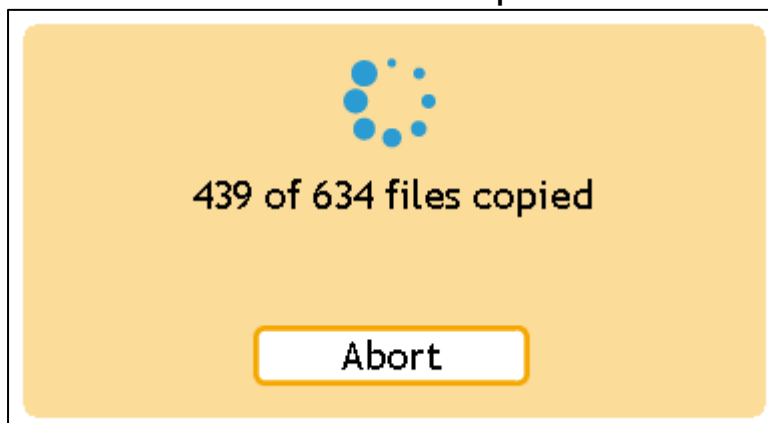
Now the book's icon will appear:

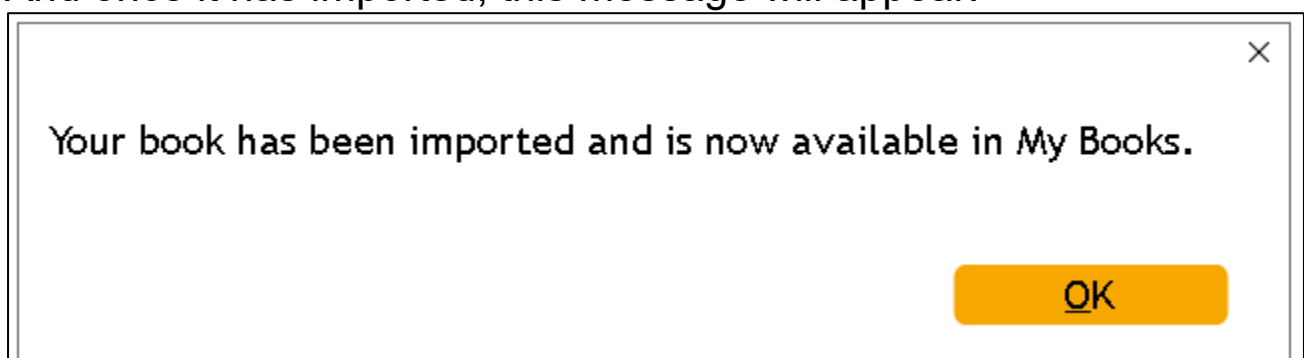11. Select the book's icon and then click "Open"

12. This message "This folder contains a DAISY book and the starting file is 'ncc.html'. Do you want to open the suggested starting file instead?" Select "Yes" and the DAISY book will import.
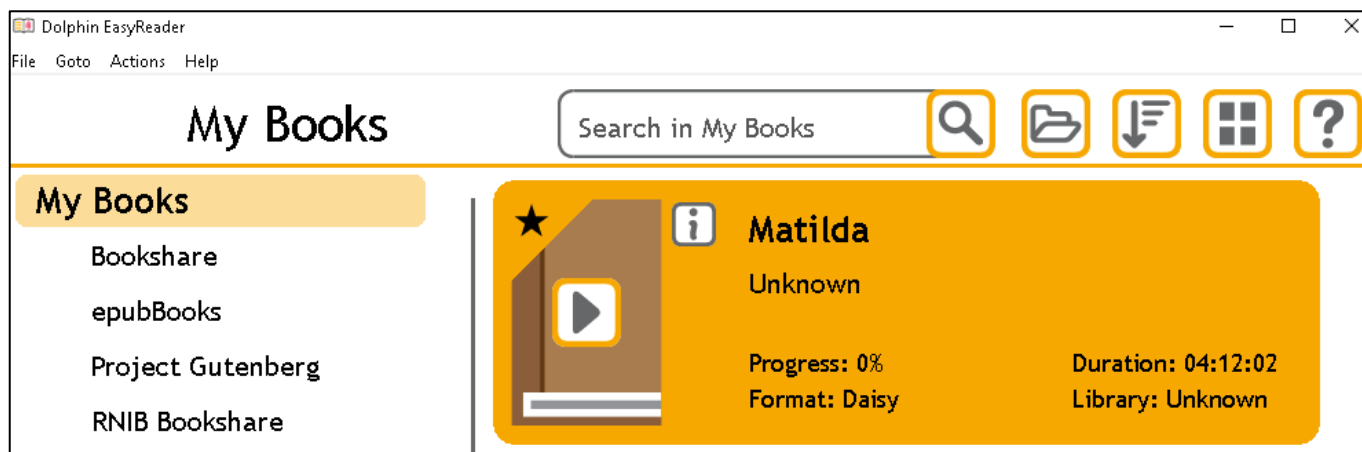

13. The book will start to import:

And once it has imported, this message will appear:

14. The book you've imported is now ready to be used in the Dolphin EasyReader App

15. Double click on the book in "My Books" and it will open, ready to use: