

GhostReader Basic Instructions

GhostReader is the text-to-speech tool, which is available for the Macintosh.

How to Locate and Start-up GhostReader on your Computer

1. Once you have downloaded software on your computer, double click the **Macintosh M HD** icon (usually in the upper right-hand corner on the desktop)
2. Click **Applications** in the left-hand menu to view the list of applications available
3. Find and Double click **GhostReader** in the list of Applications (list is in alphabetical order)

How to Open your E-text in GhostReader

After logging into your E-text Web page:

1. Click on the chapter or file you would like to view
2. Choose “**Save File**” and click “**OK**”
3. Choose a location to save the chapter or file (i.e. Desktop or Documents)
4. Click “**Save**”
5. Go to **GhostReader**
6. Click **File** menu
7. Click “**Open**”
8. Go to the location where you save the chapter or file
9. Click the file to highlight
10. Click “**Open**”

How to Use the Speech Feature in GhostReader

1. Click on the “**Play**” icon to listen to the text
2. Click the “**Stop**” icon to stop the text from reading
3. Click the “**Forward**” icon to start reading forward at a faster rate of speed
4. Click the “**Rewind**” icon to read backwards
5. Click the “**Skip Sentence**” icon to skip sentences
6. Click the “**Skip Paragraph**” icon to skip down paragraphs

Note: This feature will read the entire document, unless you select only the text you would like read.

How to Turn a File into an MP3

1. Click **File**
2. Choose “**Export to iTunes Track**”
3. Type in the **Track Name** (what you wish to call the file)
4. Choose a **Playlist** (A GhostReader playlist will be created for you)
5. Click **OK**
6. Wait for the file to transition to an MP3 file.

If you have any questions, contact the Adaptive Computing Technology Center at 884-2828 or reference the GhostReader “**Key Features**” link, provided on the ACT Center’s E-text Login page at <http://actcenter.missouri.edu/e-text-login>.