

**Manual for EasyProducer**

**A way to make Word documents audible**

**For you who have a print impairment**

**2013-05-08**

**Mid Sweden University Härnösand  
Monica Vesterman**

# Manual for EasyProducer

A way to make Word documents audible

The program is installed on all Windows 7 student computers on campus

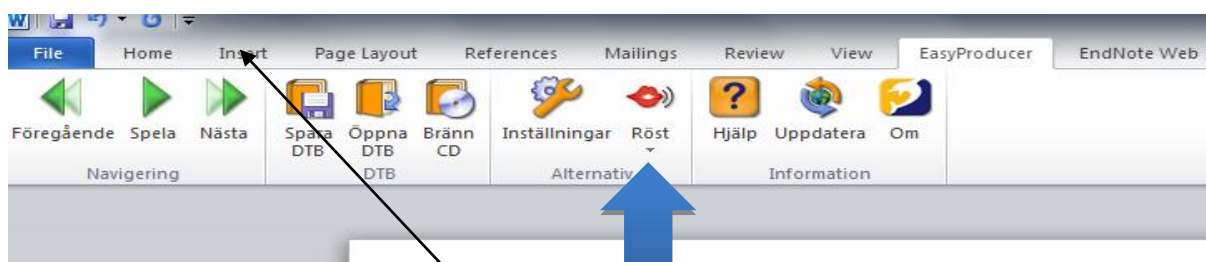
You will need headphones so you don't disturb those around you

EasyProducer is a program which can read text from Word documents with synthetic speech, and create digital DAISY audio books.

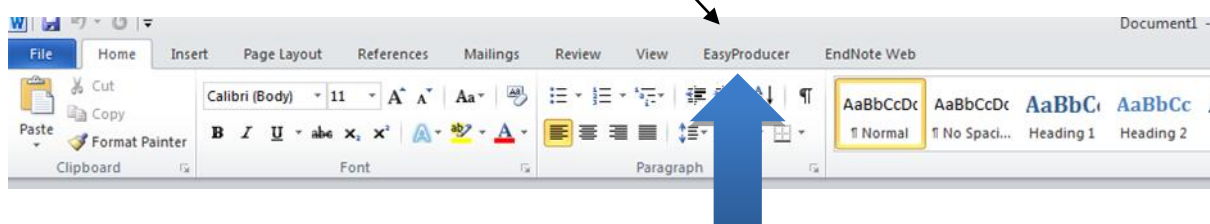
1. Click on the green arrow Spela, and your Word document will be read to you.



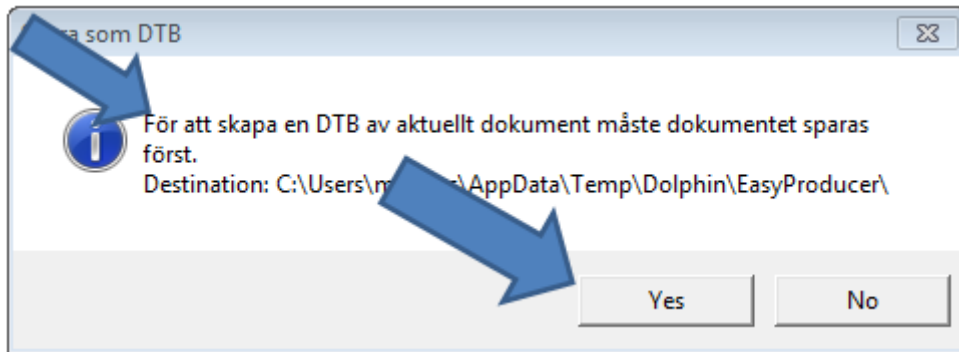
2. Note that you might have to choose a Röst (voice) first.



Click on EasyProducer, when you wish to make an audio file of your document. Save as Daisy audio book, download as MP3 or burn it onto a CD.



Note that you have to save your document before you can turn it into and audio file.

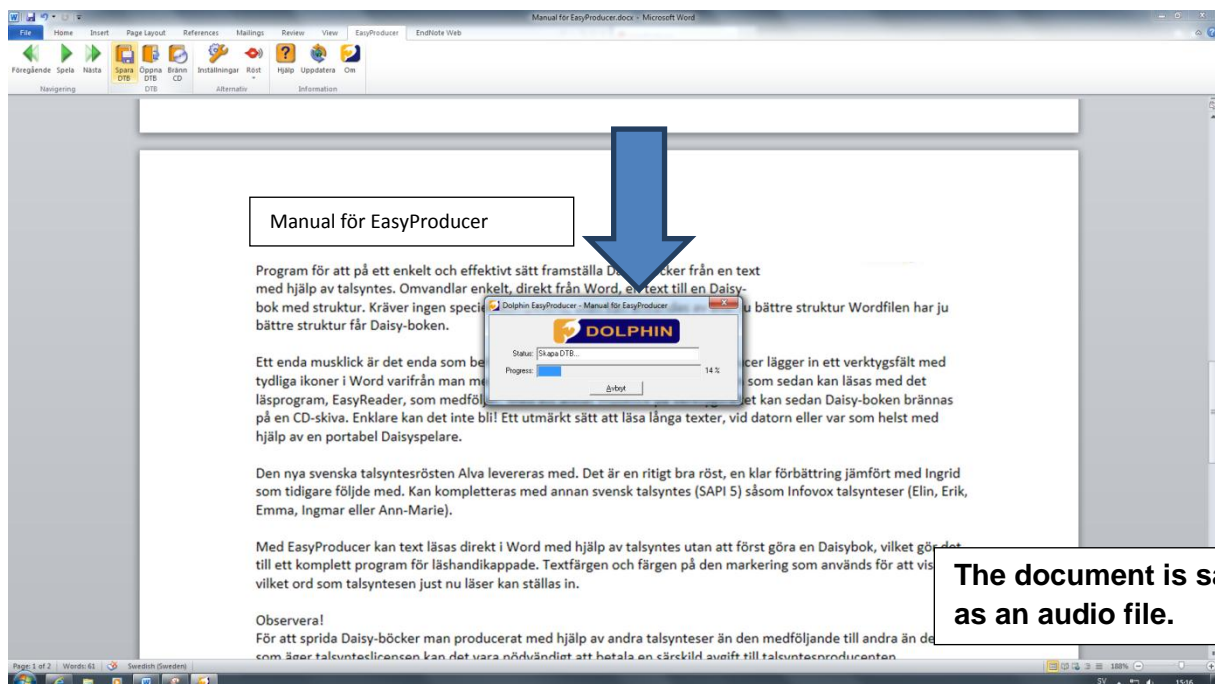


Choose Spara DTB (save as DTB).

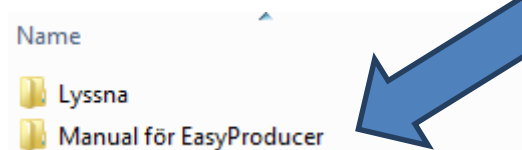
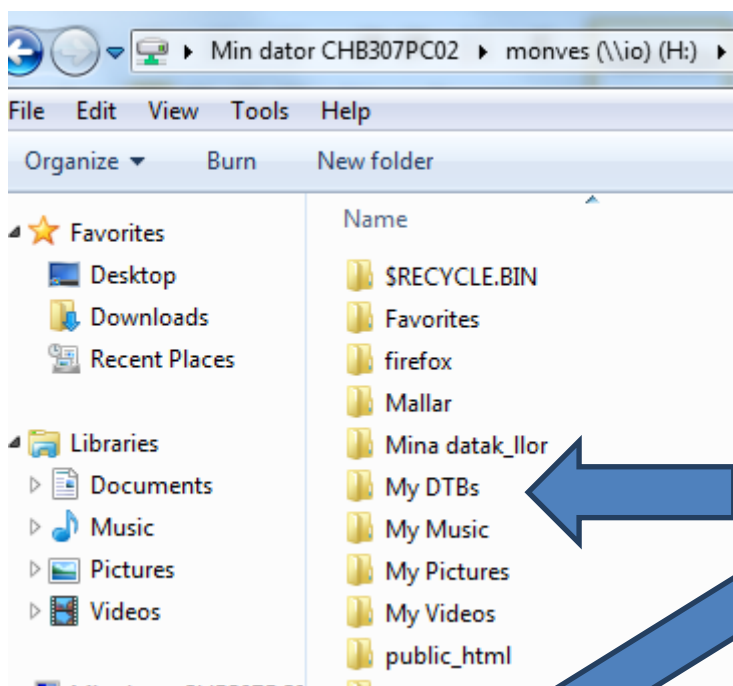
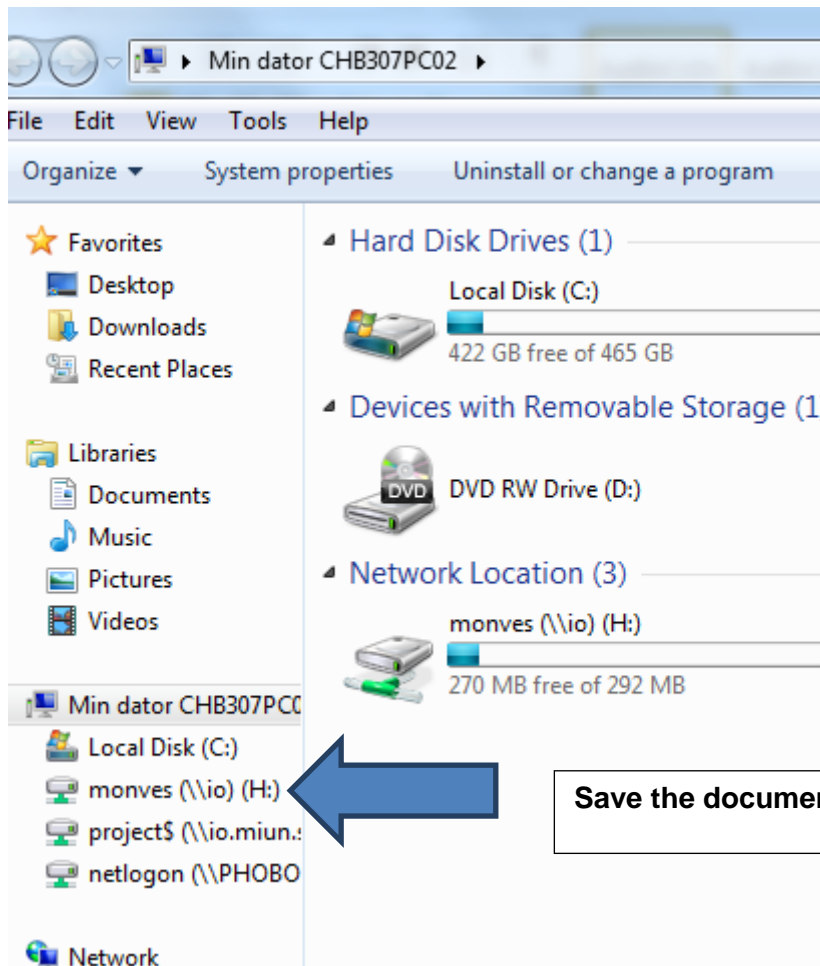


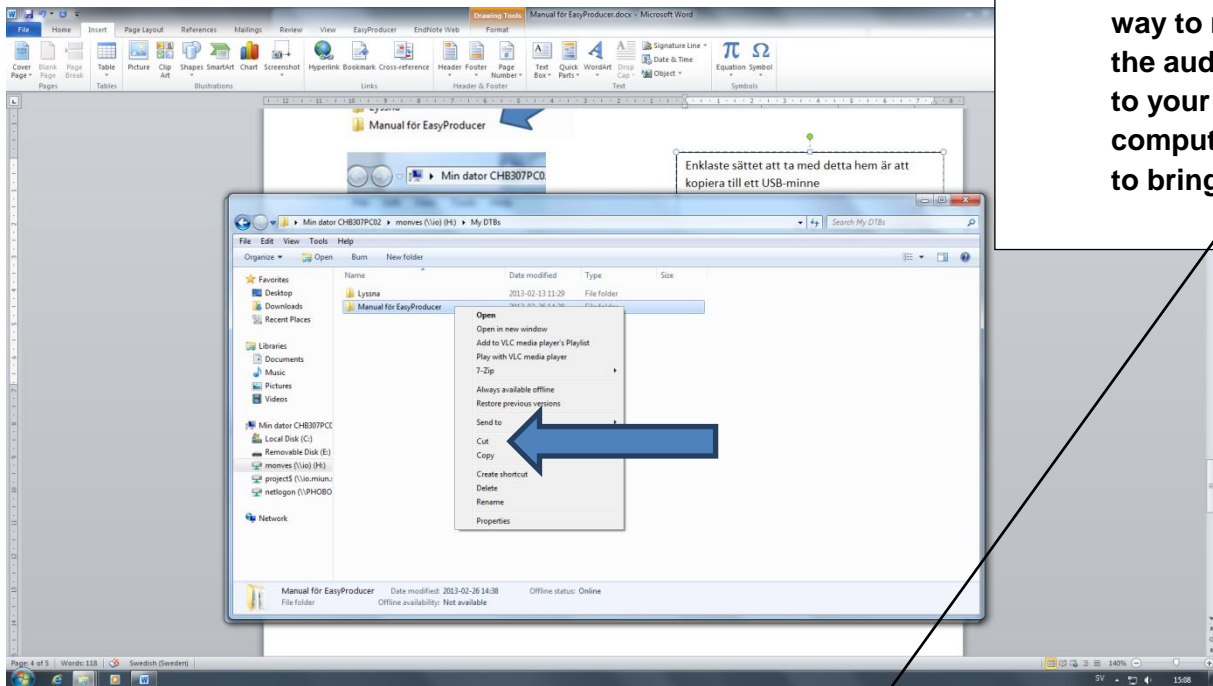
2. Click on spara DTB (save as DTB)

1. It's important to choose a Röst (voice) that reads the language your document is in.

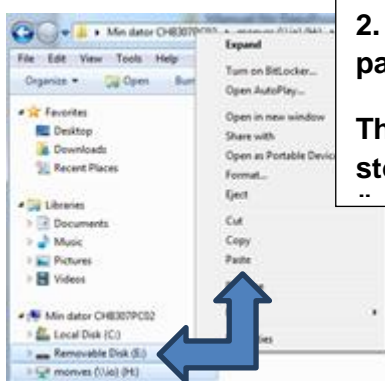


The document is saved as an audio file.





1. The easiest way to move the audio file to your home computer is to bring a



2. USB memory stick and cut and paste.  
This is so you don't overtax your H: storage place with large audio files.

When at home, open the files with AMIS which you can download for free from MTM = Swedish Agency for Accessible Media <http://www.legimus.se/default.aspx?id=100276>  
Or if you have EasyReader. <http://www.yourdolphin.com/productdetail.asp?id=9&lang2=en> through MTM.

## If you need more information

Each campus has a special resources room, with computer programs that can help you with your studies.

Read more about studying with impairment.

[http://www.bib.miun.se/eng/students/special\\_needs/](http://www.bib.miun.se/eng/students/special_needs/)

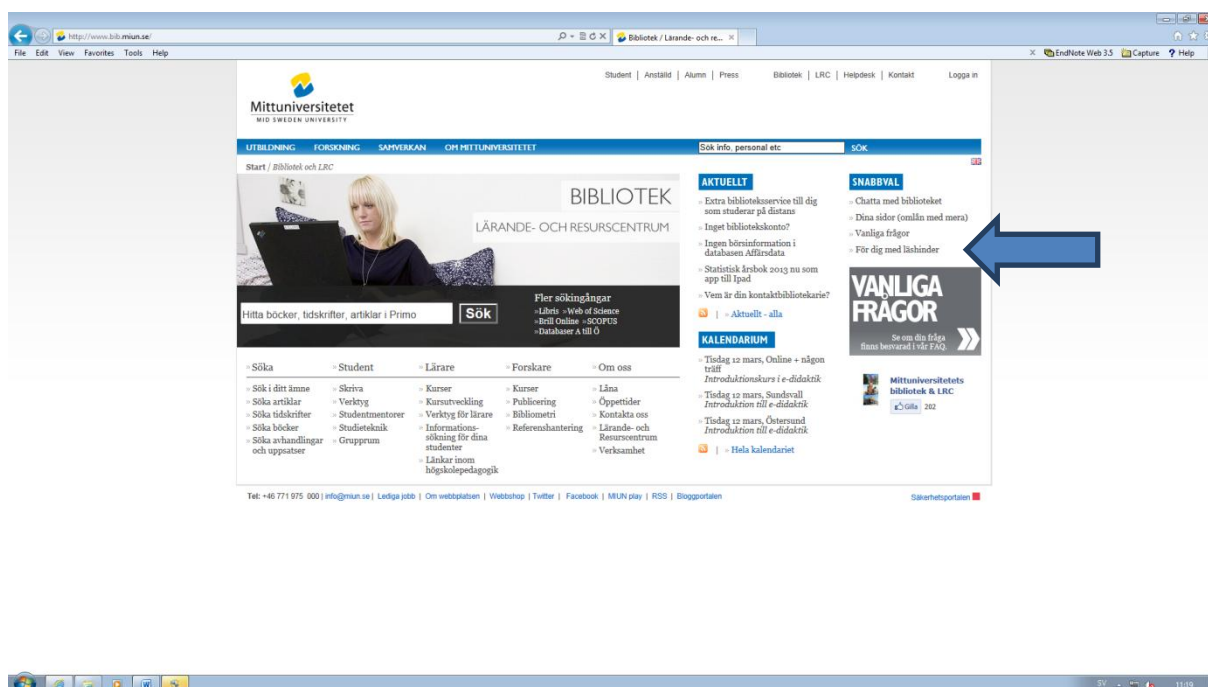
<http://www.miun.se/en/Education/Study-here/studievagledning/disabilityservices/>

Contact the library staff for more information.

[http://www.bib.miun.se/eng/students/special\\_needs/HSD](http://www.bib.miun.se/eng/students/special_needs/HSD) Härnösand

[http://www.bib.miun.se/eng/students/special\\_needs/SVL/](http://www.bib.miun.se/eng/students/special_needs/SVL/) Sundsvall

[http://www.bib.miun.se/eng/students/special\\_needs/OSD](http://www.bib.miun.se/eng/students/special_needs/OSD) Östersund



The screenshot shows the website for Mittuniversitetet (Mid Sweden University) library. The main header includes the university logo and navigation links for Student, Anställd, Alumn, Press, Bibliotek, LRC, Helpdesk, Kontakt, and Logga in. Below the header is a navigation bar with categories: UTBILDNING, FORSKNING, SAMVERKAN, and OM MITTUNIVERSITETET. A search bar is located on the right side of this bar. The main content area features a large banner for 'BIBLIOTEK LÄRANDE- OCH RESURSCENTRUM' with a photo of a woman using a laptop. Below the banner is a search bar with the text 'Hitta böcker, tidskrifter, artiklar i Primo' and a 'Sök' button. To the right of the search bar are several menu items: 'Söka', 'Student', 'Lärare', 'Forskare', and 'Om oss'. Below these are sub-menus for 'Söka i ditt ämne', 'Skriva', 'Kursor', 'Kursor', 'Låna', 'Söka artiklar', 'Verktyg', 'Kursutveckling', 'Publicering', 'Bibliometri', 'Öppettider', 'Söka tidskrifter', 'Studentmentorer', 'Verktyg för lärare', 'Bibliometri', 'Referenshantering', 'Kontakta oss', 'Söka böcker', 'Studieteknik', 'Informations-sökning för dina studenter', 'Lärande- och Resurstrum', 'Söka avhandlingar och uppsatser', 'Gruppsam', 'Länkar inom högskolepedagogik', and 'Verksamhet'. On the right side of the main content area, there are several sections: 'AKTUELLT' with a list of news items, 'SNABBVAL' with a list of quick links, 'VANLIGA FRÅGOR' (Frequently Asked Questions) with a 'Se om du följt fanns besvarad i de 7793' link, and 'KALENDARIUM' with a list of events. A blue arrow points to the 'VANLIGA FRÅGOR' section. At the bottom of the page, there is contact information: 'Tel: +46 771 975 000 | info@miun.se | Lediga jobb | Om webbplatsen | Webshop | Twitter | Facebook | MUN play | RSS | Bloggportalen' and 'Säkerhetsportalen'.

Link to Swedish Agency for Accessible Media = MTM (previously TPB The Swedish Library of Talking Books and Braille).

<http://www.legimus.se/>