

To Create an Audio File:

1. Click on File->Audio Files->Create Audio File



2. Select Entire Document or Page Range

- 3. Select Speaker and Speed
- 4. Select Output File: MP3, WAV, Daisy 2
- 5. Select Quality

6. If iTunes is installed – select iTunes, if not, then select Add to Windows Media Player

7. After it is saved, drag file to desktop and give to your student using email, CD, Flash drive, etc.

