

How to... use the Quick Conversion Wizard to create a DAISY book with Dolphin EasyConverter

This step-by-step guide will show you how to create a Daisy book from a Microsoft Word document or text file using the Quick Conversion tool.

Contents

Step 1: Start your conversion from here	2
Step 2: Choose your input document.....	2
Step 3: Choose your alternative format and destination	3
Step 4: Conversion in progress	4
Step 5: Resulting alternative formats	5

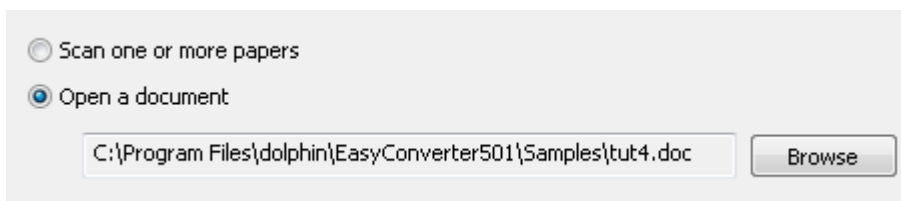
Step 1: Start your conversion from here

To start your conversion choose 'Quick Conversion'. This will allow you to convert a document using the minimum number of steps.

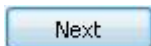


Step 2: Choose your input document

Select 'Open a document' and then 'Browse'.



Choose 'Next' to continue to the next stage of the conversion wizard.



Step 3: Choose your alternative format and destination

Choose DTB from the drop down list box at the top of the screen.

New output type:

Choose a name for your conversion. By default this will be the name of your input document.

Choose a name for your conversion:

Output name:

The section on the page shows the location and name of the final output.

Output folder:

Your project will be saved automatically but you can choose to save a second copy to a different folder, CD/DVD or USB device. These options change depending on what type of output you have chosen, for example if the output were large print then an option would be available to print.

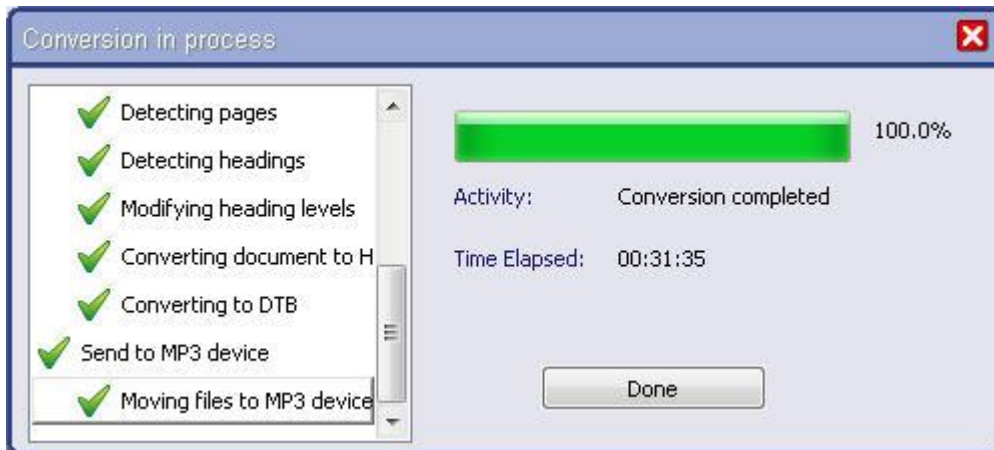
Additional destinations:

Copy to:

Select 'Finish' to begin the conversion.

Step 4: Conversion in progress

When the conversion has reached 100% select 'Done' to return to the EasyConverter main screen.



Step 5: Resulting alternative formats

Choose 'View output' to view your conversion. How this opens will differ depending on what the format is. A text file will open in Windows Notepad; an MP3 will open in Windows Media Player.



A Daisy book (DTB) will open in Dolphin EasyReader.

