

DAISY Generator

High Tech Center Training Unit

of the California Community Colleges at the
Foothill-De Anza Community College District

21050 McClellan Road
Cupertino, CA 95014
(408) 996-4636

www.htctu.net



URL to our CC license:

<http://creativecommons.org/licenses/by-nd-nc/1.0/>

Creative Commons website:

<http://creativecommons.org>

Overview

The purpose of this document is to explain the process of making DAISY audio books using the Phoneticom DAISY Generator.

Prerequisites

People should know how to use the following:

- Scanner
- Optical Character Recognition (OCR) Software (OmniPage or Abbyy FineReader)
- WinZip
- Microsoft Word
- Basic HTML

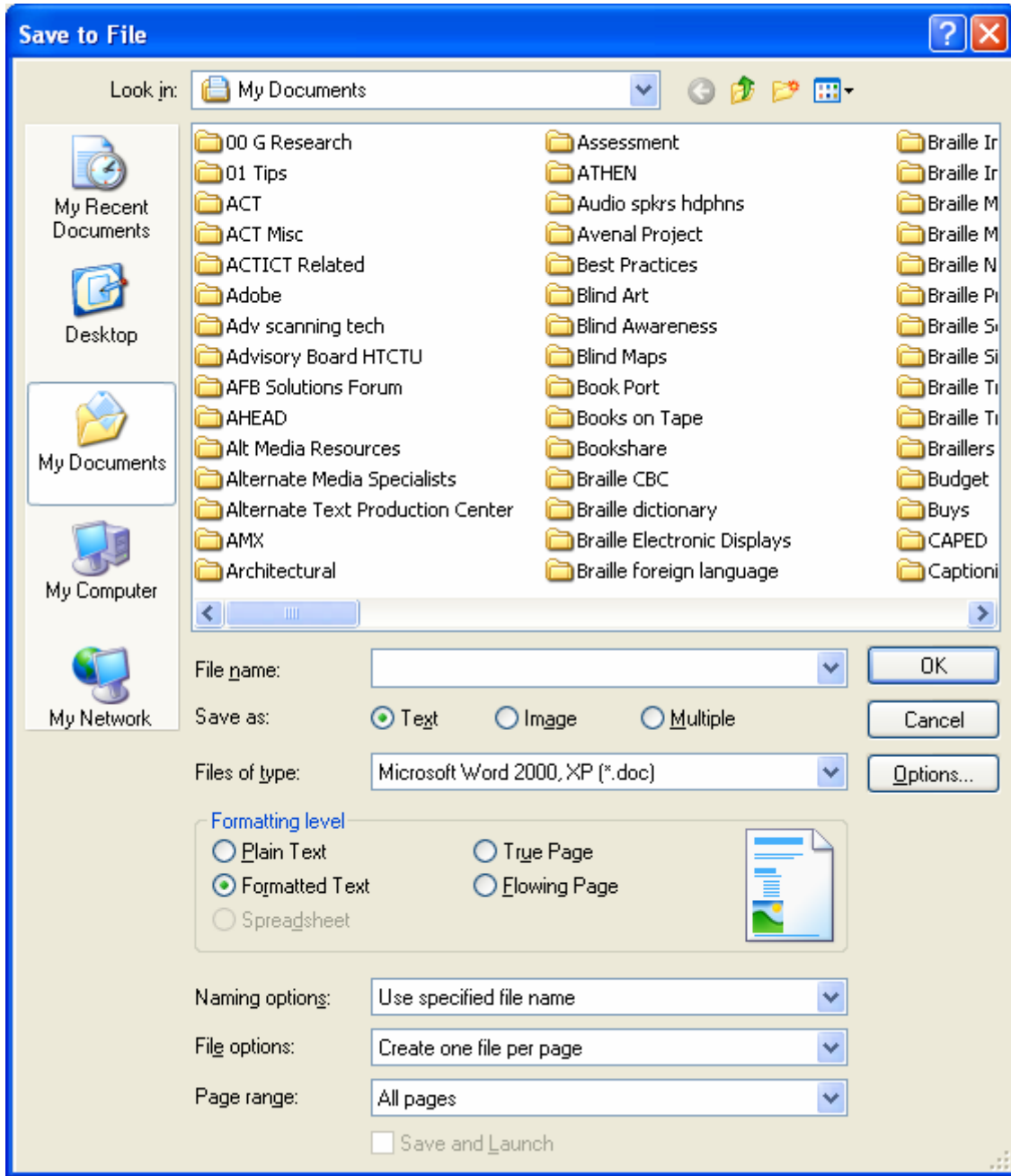
Preparation of Book

Step 1: Split the book into 3 parts

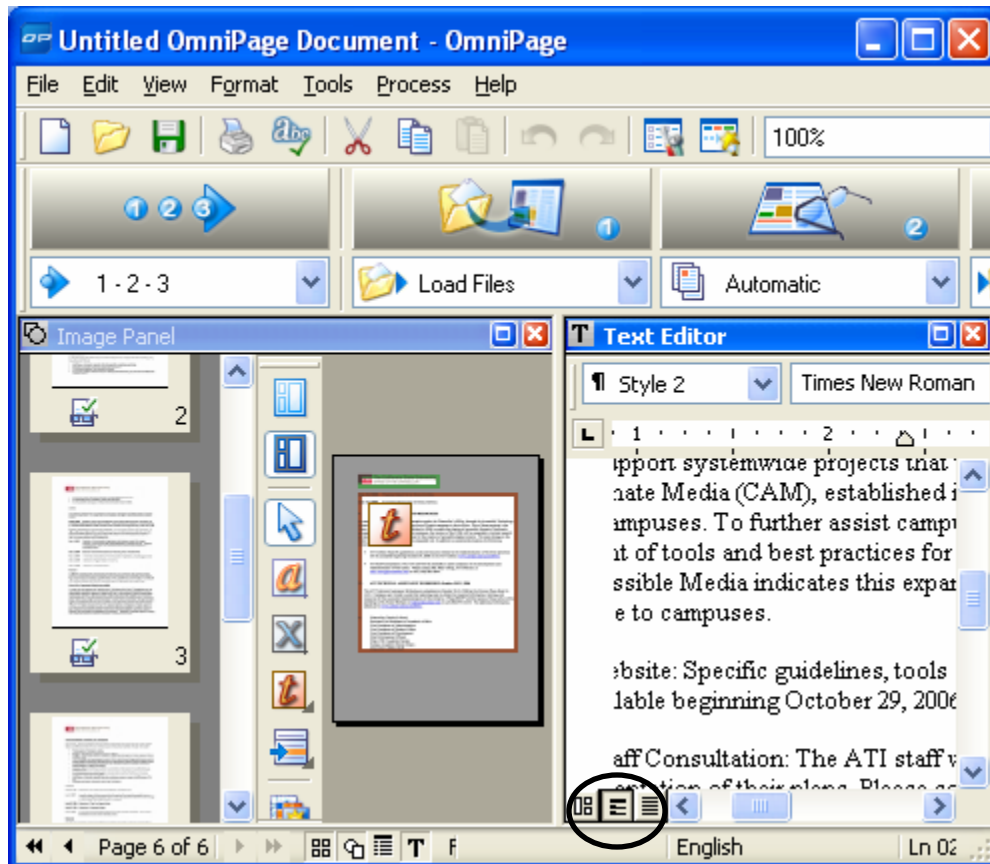
Divide the hard copy of a book into three parts: (1) front matter (preface, table of contents, etc.), (2) chapters, and (3) back matter (appendices, glossary, index, etc.). Run each section of the book through the scanner. Save each part as a tagged image file (.tif). You will create three separate DAISY books, which you can later burn onto one CD

Step2: Use an OCR program to extract the text

Use an optical character recognition (OCR) program to extract the text from the .tif files. Then, save each individual page as an MS Word file. The Formatting Level in OmniPage should be set to Formatted Text. The File Options should be set to “Create one file per page.”



Please note: Make sure in OmniPage that you set the Formatting Level to *formatted text* both in the text editor view of the program itself and in the save options. Otherwise, you may end up with blank pages. You can select the *formatted text* view for the Text Editor window through the view menu or by selecting the center icon of the three icons at the bottom left corner of the Text Editor window.



Mark-up of the Book

The DAISY Generator has the ability to add navigation to the audio book. The generator translates the Word heading styles in the marked-up documents into navigation elements (style Heading One becomes element level one, etc.). The sections in the DAISY book are determined by the heading levels. The Generator uses the names of the Word documents themselves to create page-level navigation in the book. The page numbers are determined by the file name as explained below.

Step 1: Setting page numbers of the book

Check to make sure that the Microsoft Word documents' file names correspond to the actual page numbers in the book (i.e., document_0001 is actually page 1). Make sure that the file names are all in the following format: filename_XXXX.doc, where XXXX represents the page number in the book. For example: alice_0056.doc is page 56 of Alice in Wonderland.

Please note that the underscore is a necessary part of the file name. OmniPage will automatically generate the name with the underscore before the number. If you use another program to generate the Word files, please make sure the underscore is included in the document name.

Step 2: Marking up the elements of the book

Refer to the table of contents of the book and familiarize yourself with the general layout of the book and the hierarchy of chapters, sections, sub-sections, etc.. Determine how you would like to set up the different elements of the book using Heading levels 1-7.

Example: In “A NEW PSYCHOLOGY OF WOMEN: GENDER, CULTURE, AND ETHNICITY,” the book is laid out with chapters, subtopics within each chapter and a summary, key terms, discussion questions, additional reading, and web resources.

- The title of the book should be marked with Heading 1. It should also be the first Heading 1 that appears in the book because the DAISY Generator creates the title of the DAISY book from the first Heading 1 that occurs in the book.
- In this example, chapters are the topmost element in the book, so they should also be marked with the Heading 1 style.
- The next level of the book is the subtopic “Femininity and Masculinity Are Socially Constructed.” These and other subtopics should be marked with marked with Heading 2.
- Other Heading 2 elements also include the summary.
- Finally, the other elements (key terms, discussion questions, additional reading, web resources) could be assigned to Heading 3.



Contents

CHAPTER 1	
Why a Global, Multicultural Psychology of Women	1
Femininity and Masculinity Are Socially Constructed	4
How Many Genders Are There?	7
If Gender Is the Issue, Why Focus on Women?	10
Should a Psychology of Women Be “Feminist”?	12
Why a Multicultural, Global Approach?	13
Stereotyping and Discrimination: Universal Barriers for Women?	17
How Universal Are Gender Stereotypes?	18
Where Are Gender Stereotypes Most Traditional?	20
Components of Gender Stereotypes	21
The Impact of Stereotypes	21
Prejudice: Negative Evaluation of Women and Their Work	22
Sexism’s Links with Other Forms of Prejudice	24
Discrimination: Keeping Women Down and Out	29
Summary	31
Key Terms	31
Discussion Questions	33
For Additional Reading	33
Web Resources	34

Convert Microsoft Word Documents to HTML

Use the Microsoft Word batch converter wizard to convert all the Microsoft Word files to HTML.

- In Microsoft Word go to File, select New...

- In the right hand side of the window in Templates category select On my computer...
- Select Other Documents, and Batch Conversion Wizard.

See “How to Use Microsoft Word Batch Converter” if you would like more information.

Zip the files

- Rename the folder that the HTML files are in to “html files”. Next, you will want to zip this folder.
- Right click on the "html files" folder. A menu will appear. Select *WinZip* and then *Add files to html files.zip*.
- Now you will have created a file named "html files.zip" rename this file so that it does not have any spaces in its name.

Using Phoneticom DAISY Generator

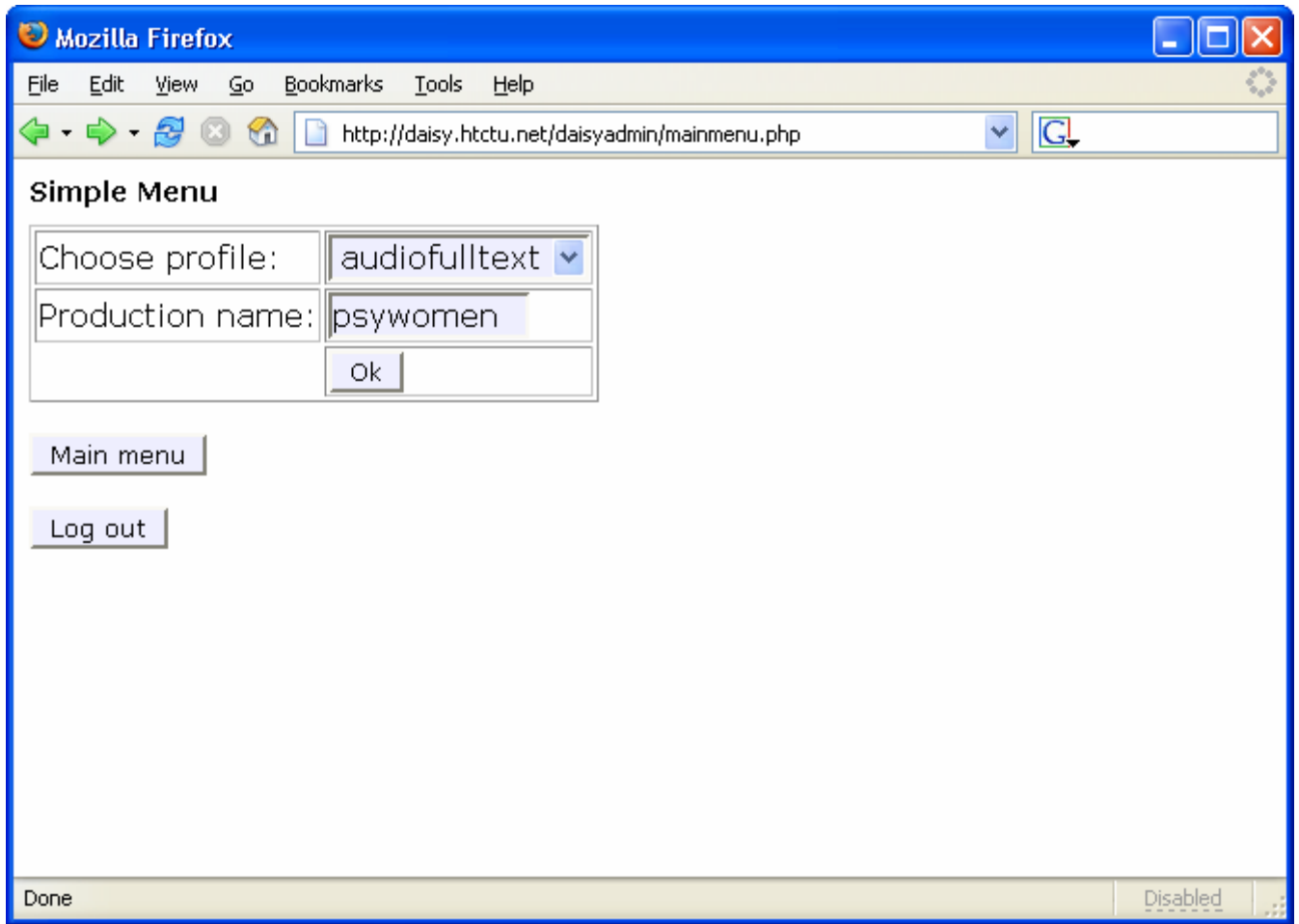
Step 1: Logging in.

Open your browser and go to <http://daisy.htctu.net/daisyadmin/>. Log in with your user name and password that will be given to you by HTCTU staff.

Step 2: Choosing Profile and Production Name.

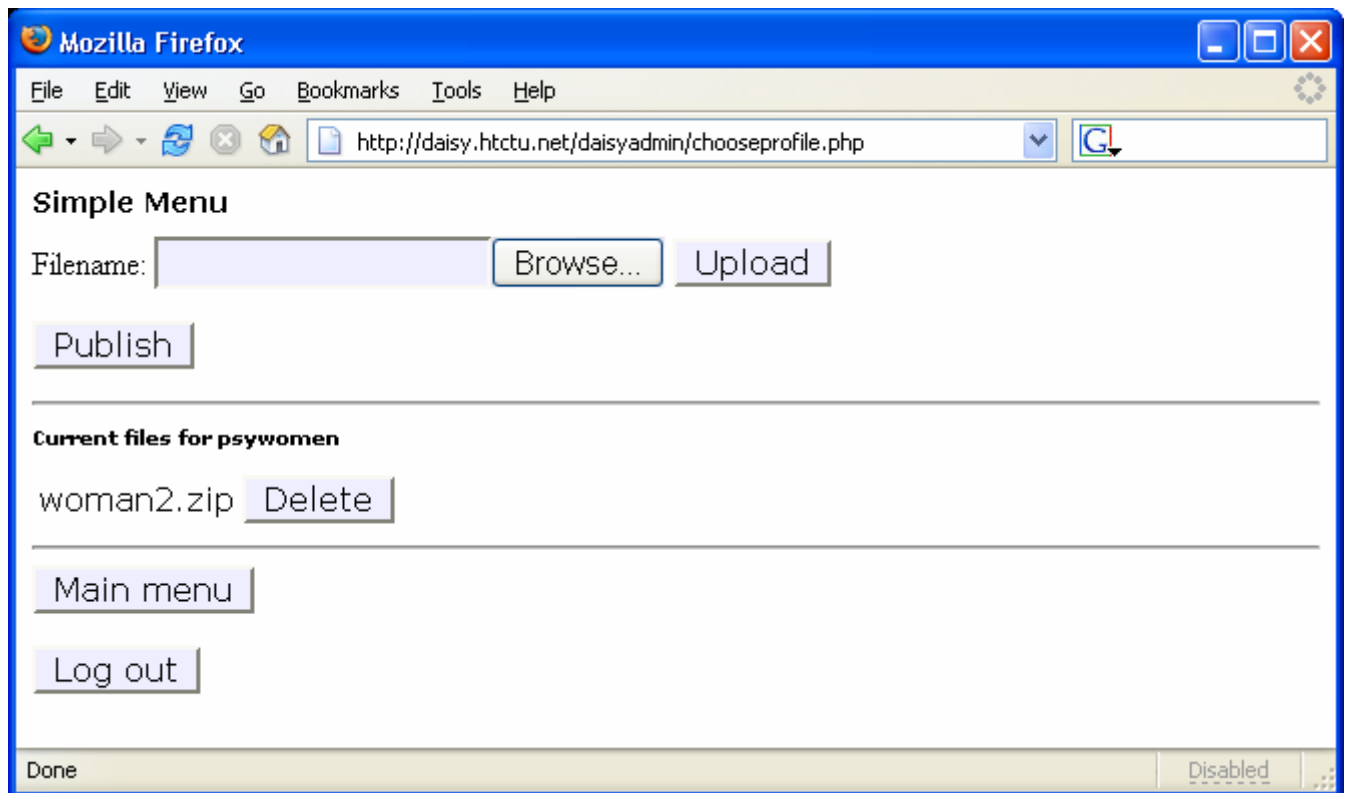
The profile will determine what type of DAISY book that you can create. Currently there are two profile options: **audiofulltext** and **audioncc**. **Audiofulltext** will create a DAISY book that has full audio and full text synchronized. **Audioncc** will create a DAISY book that has full audio and some text for navigation. Audioncc is similar to the DAISY books that RFB&D produces.

- Once the DAISY book is completed an email will be sent to you. This email will identify the completed book using the production name that you assigned to the production name field.
- The production name can have no spaces in it.
- After you have chosen a profile and entered a project name select the Ok button.



Step 3: Uploading the Zip file to the server

- Select the Browse... button to set the location of the zip file that you have created previously.
- Then, select the Upload button. You should then see a current list of files that have been uploaded.
- A new button will also appear named Publish.
- Select the Publish button to create the book. (Note currently you cannot upload files larger than 10 megabytes. A feature will be added so you can upload files to the server through ftp soon.)



Step 4: Wait for Email that project is completed

When the project is done an email will be sent to you. This email will include a link to download the completed project from the web server. After downloading the completed DAISY book unzip the book and test it with a software DAISY player.

Testing DAISY Book

Open the book the with a play back device like the EaseReader. Make sure that the title and structure are correctly read in the finished book.

Writing DAISY Book to CD-ROM

Single DAISY book on CD-ROM

If there is only going to be one DAISY book on the CD-ROM, copy the file content into the root directory of the CD-ROM and burn the disk.

Multiple DAISY books on CD-ROM

- For multiple DAISY books on one CD-ROM, copy each folder where book is located into the root directory of the CD-ROM.
- Create an html file named "discinfo.html".

- Create link to the "ncc.html" file for each book that is on the CD-ROM from the "discinfo.html" file.
- Include "discinfo.html" in the root directory of the CD-ROM.

Below is an example of the discinfo.html file for a CD-ROM that has three books on it. Each book is in its own directory front, main, and back.

```
<?xml version="1.0" encoding="iso-8859-1"?>
<!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN"
  "http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd">
<html xmlns="http://www.w3.org/1999/xhtml" xml:lang="en" lang="en">
  <head>
    <title>CD Information</title>
    <meta http-equiv="Content-Type"
content="text/html; charset=windows-1252" />
  </head>
  <body>
    <a href="./front/ncc.html">Front Matter</a>
    <a href="./main/ncc.html">Chapters</a>
    <a href="./back/ncc.html">Back Matter</a>
  </body>
</html>
```