

## HOW TO USE E-TEXT TO PROMOTE LITERACY

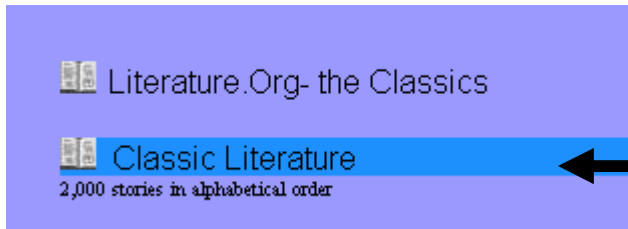
*This tutorial describes how to import e-text stories into the word processor, add a picture and then distribute your material to students.*

1) Visit the Virtual Library [www.k12vlibrary.org](http://www.k12vlibrary.org)

2) Click on the Book Menu Icon



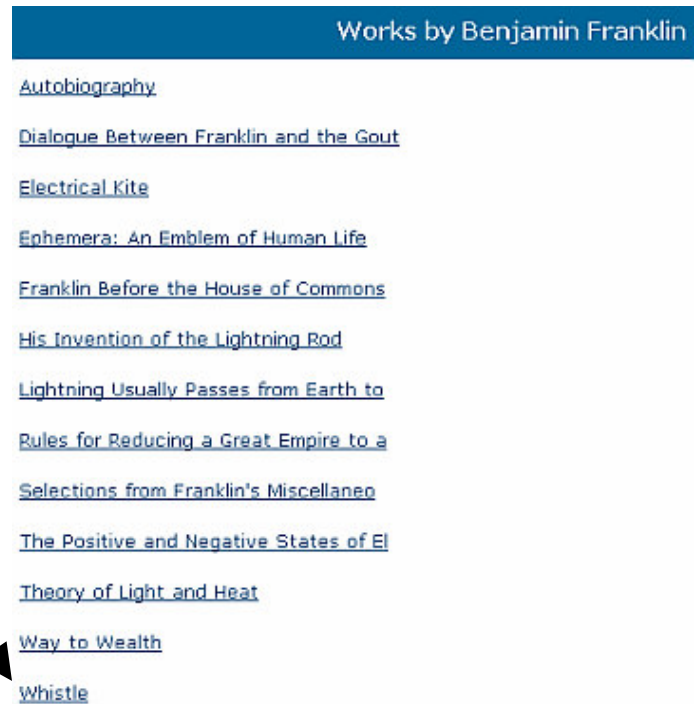
3) The Book Section Page will appear in the Frame below. Select a Site.



4) Choose a Book by Subject or Author



5) I selected Author Benjamin Franklin and his story "The Whistle"



Note: *E-Text does not contain formatting. This means you can bold key vocabulary words, enlarge sentences you want to emphasize and control the look of the story just like the big publishers, all from your word processor.*

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**6) COPY-**Select the e-text (highlight and hit CTRL +C).

THE WHISTLE  
by Benjamin Franklin

Open your Word Processor

The Whistle

**7) PASTE-** Click on Paste (or hit CTRL+V)

I AM charmed with your description of Paradise, and with your plan of living there; that, in the mean time, we should draw all the good we can from this world. In my from it than we do, and suffer less evil, if we would take care not to give too much most of the unhappy people we meet with are become so by neglect of that cauti

You ask what I mean? You love stories, and will excuse my telling one of myself.

8) Use the Word Processor to format your Story with bold, Italics, change the font type, style – you are the boss. Almost all e-text is public domain and as a teacher you are exercising the FAIR USE provision of US COPYRIGHT LAW that entitles you to present information to students in your classroom.

9) Find a picture to illustrate your story. Use an online picture search. Save the picture or click on COPY image.

10) Click on Insert, Picture Or if you copied the picture, Click on Paste inside your word processor.

**TIP:** If you are going to use more than 2-3 pictures you should save your images rather than using copy and paste to reduce the size of your finished document.


11) Save and Print your finished document. Look at my example. Now you have learned how to use E-text. You can do this with entire stories or parts of a story like a sonnet from Shakespeare. Practice this and soon you will be comfortable sharing millions of online books with your students.

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**THE WHISTLE**

by Benjamin Franklin

**I** AM charmed with your description of Paradise, and with your plan of living the conclusion, that, in the mean time, we should draw all the good we can from this world. In my draw more good from it than we do, and suffer less evil, if too much for whistles. For to me it seems that most of the become so by neglect of that caution.



You ask what I mean? You love stories, and will excuse my

When I was a child of seven years old, my friends, on a holi coppers. I went directly to a shop where they sold toys for c the sound of a whistle, that I met by the way in the hands of and gave all my money for one. I then came home, and went much pleased with my whistle, but disturbing all the family cousins, understanding the bargain I had made, told me I ha as it was worth; put me in mind what good things I might have bought with the rest so much for my folly, that I cried with vexation; and the reflection gave me more ch pleasure.