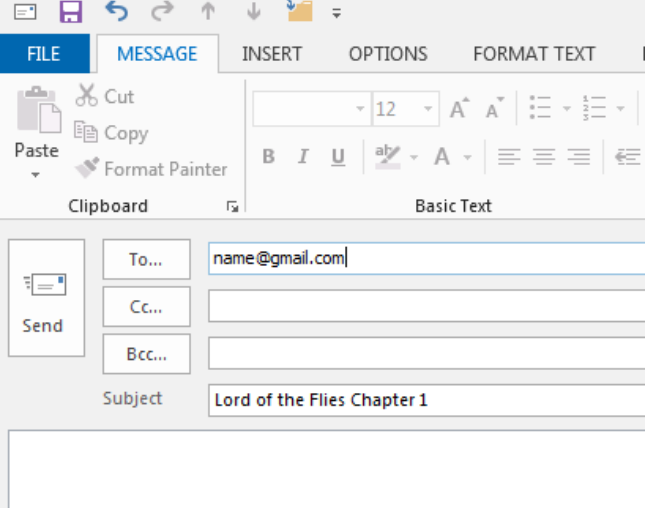|	**Emailing ARC-BC PDF, Opening the PDF in Voice Dream Reader app (iPad)**	
1	Before you begin download the ARC-BC file and save it to your computer. In this example the file has been downloaded and saved to the Desktop.	Lord_of_the_flies-Chapter_1_PDF.pdf
2	Open your email. Choose a destination email address that will open on the iPad. Type the name of the book and chapter in the subject line.	
3	Click on the Insert Tab. Locate Attach File. Click on Attach File. This won't work for zipped files so you will have to extract the files first.	

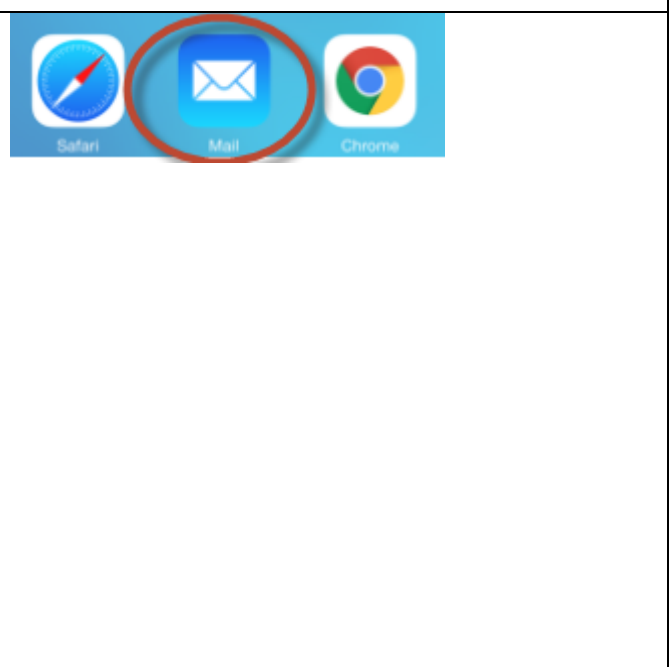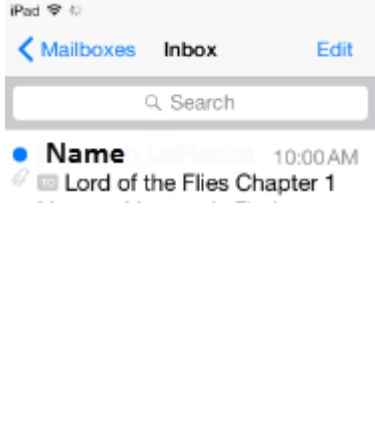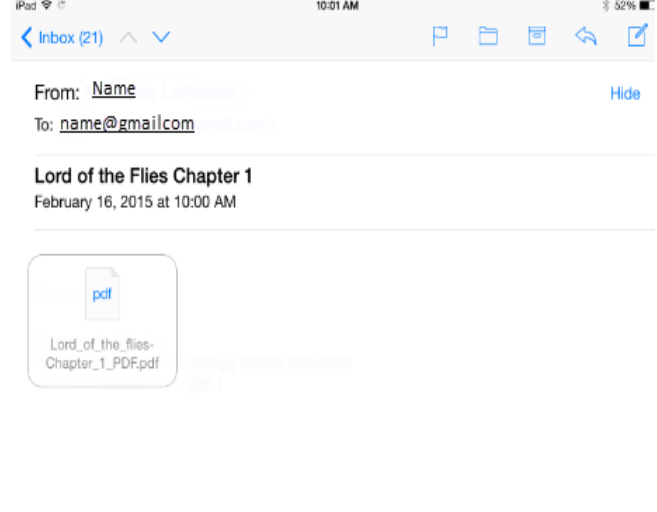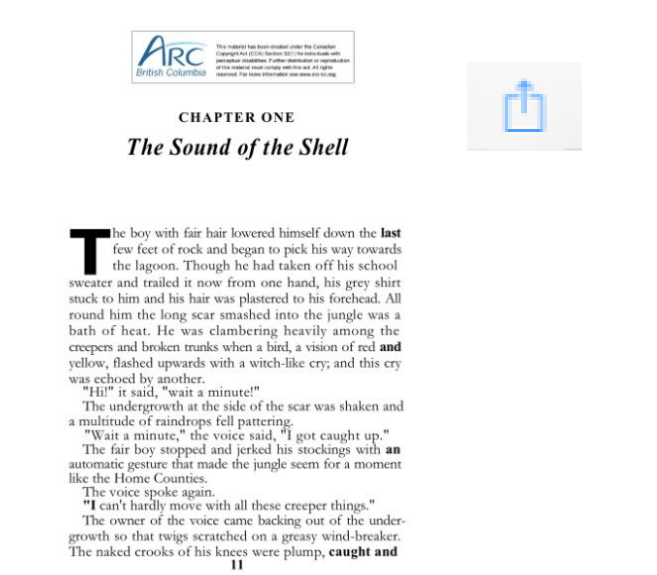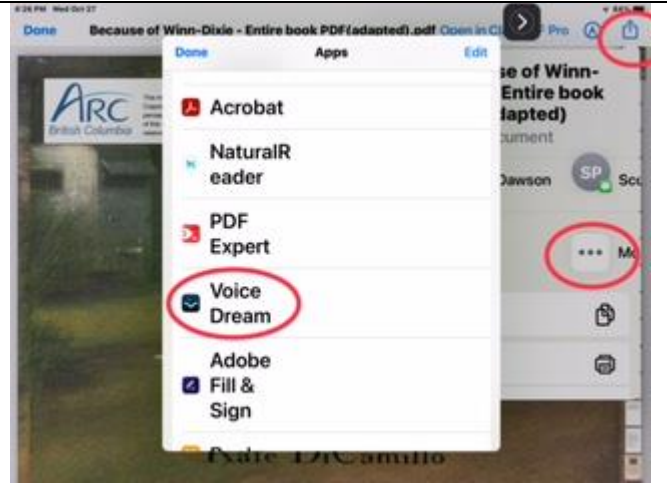|		
4	The Insert File window opens. Locate the saved ARC-BC file. In this example the file has been saved to the Desktop. Locate and click on the Desktop. From the list of files locate file. Select the desired file. Click Insert.	
5	The file is now attached to the email. Click Send.	
6	Tap the Mail icon on the iPad.	
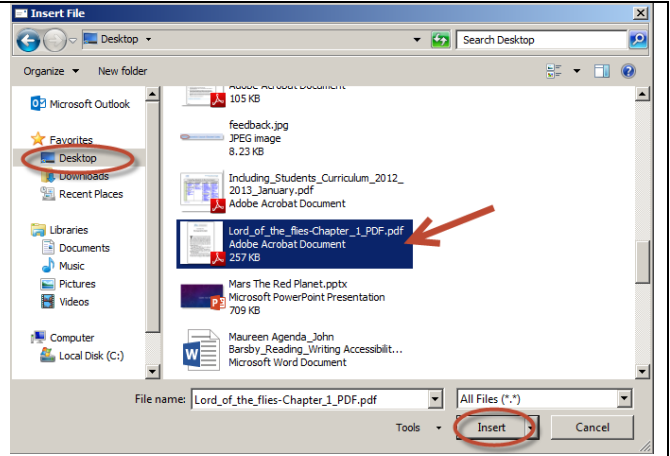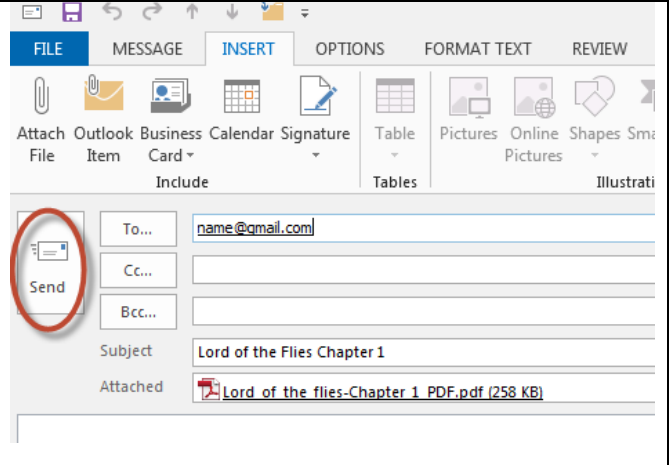
7	Locate and tap the email that has the attached ARC-BC file.	iPad 🔋 **‹ Mailboxes Inbox Edit** 🔍 Search ● **Name** 10:00 AM 📎 🖼 Lord of the Flies Chapter 1
8	The email opens. To open the file tap on the file.	iPad 🔋 10:01 AM 52% ■ **‹ Inbox (21)** ∧ ∨ 🏳 🗀 🗄 ↩ ✐ From: Name Hide To: name@gmailcom **Lord of the Flies Chapter 1** February 16, 2015 at 10:00 AM pdf Lord_of_the_flies- Chapter_1_PDF.pdf

9	The file opens. Tap the page. Locate the blue rectangle with the up arrow in the top right-hand corner.	ARC British Columbia
		CHAPTER ONE
		The Sound of the Shell
		
		⬆
		
		The boy with fair hair lowered himself down the **last** few feet of rock and began to pick his way towards the lagoon. Though he had taken off his school sweater and trailed it now from one hand, his grey shirt stuck to him and his hair was plastered to his forehead. All round him the long scar smashed into the jungle was a bath of heat. He was clambering heavily among the creepers and broken trunks when a bird, a vision of red **and** yellow, flashed upwards with a witch-like cry; and this cry was echoed by another.
		    "Hi!" it said, "wait a minute!"
		    The undergrowth at the side of the scar was shaken and a multitude of raindrops fell pattering.
		    "Wait a minute," the voice said, "I got caught up."
		    The fair boy stopped and jerked his stockings with **an** automatic gesture that made the jungle seem for a moment like the Home Counties.
		    The voice spoke again.
		    "**I** can't hardly move with all these creeper things."
		    The owner of the voice came backing out of the under-growth so that twigs scratched on a greasy wind-breaker. The naked crooks of his knees were plump, **caught and**
		11

10	A list of the available apps that will work with this file will appear. Select the app you want to open the file in. In this example *Voice Dream Reader* is selected. You might have to click the …More option to find the app you are looking for.	
11	Congratulations! You are now able to use Voice Dream Reader app on the iPad to read aloud a file and change text preferences for an easier reading opportunity.	