

1. Open website (<http://education.uncc.edu/access>)
2. Click on Resources for parents and teachers
3. Click on adapted books
4. Click on title of book to open Table of Contents
5. Right click on document you want to open (Note: you must save & open each chapter and chapter vocabulary page separately)
6. Choose "Save target as...", then save onto your computer (Note: you may want to create a folder for each book)
7. Minimize website
8. Open ***Writing With Symbols (WWS) 2000*** (Note: will not open in WWS 1998 version)
9. Choose "Word Processor" from opening menu (Note: may have to click on Word processor, then hit "escape" to open that environment)
10. Click on "*open file*" icon or click on "File" then select "Open"
11. "Look in" file you used to save (step # 6)
12. Click on document you want to open (chapter or vocabulary page)
13. Document should open