

How to start reading a books –

Volunteer starting with Page 1 needs to read items highlighted in yellow -

Read in the format highlighted in yellow-

NOTE:- THIS WILL WORK ONLY ON WINDOWS OPERATING SYSTEM

Not only by software this can be recorded using any device which will record in mp3, m4 Wav formats. using your mobile devices is also possible to record it. there are certain steps to make sure when you are recording. Those are as follows

1. Cover page (the title of the book)
2. Author
3. Read by Samarthanam
4. For Samarthanam Trust for the Disabled [Samarthanam address and contact person's name:- CA :39, 15thcross, 16th Main,Sector-4 HSR Layout, Bangalore - 560102 For More details contact Naveen B.V: 9449864786]

- You have to say the page number for each page you record
- If you make any errors don't worry, pause for 2-3 seconds and continue the same sentence.
- We shall take care of the editing part from our end
- Once the book is done, you could send it the entire folder (preferably zipped)

Note - Please note each number of the phone number to be read separately.

- **What should be the name of recorded file?**

The nomenclature of that for saving file will be the title of the book and total number of pages (PDF Pages), which has been created, which has been assigned to you that will be the name nomenclature for the major folder.

- **What to do in case of any errors or mistakes made at the time of recording? Do one needs to start recording again?**

In case of any errors or mistakes made during the recording, pause for 2-3 seconds and continue with reading the same word / sentence.

- **Best Practices –**

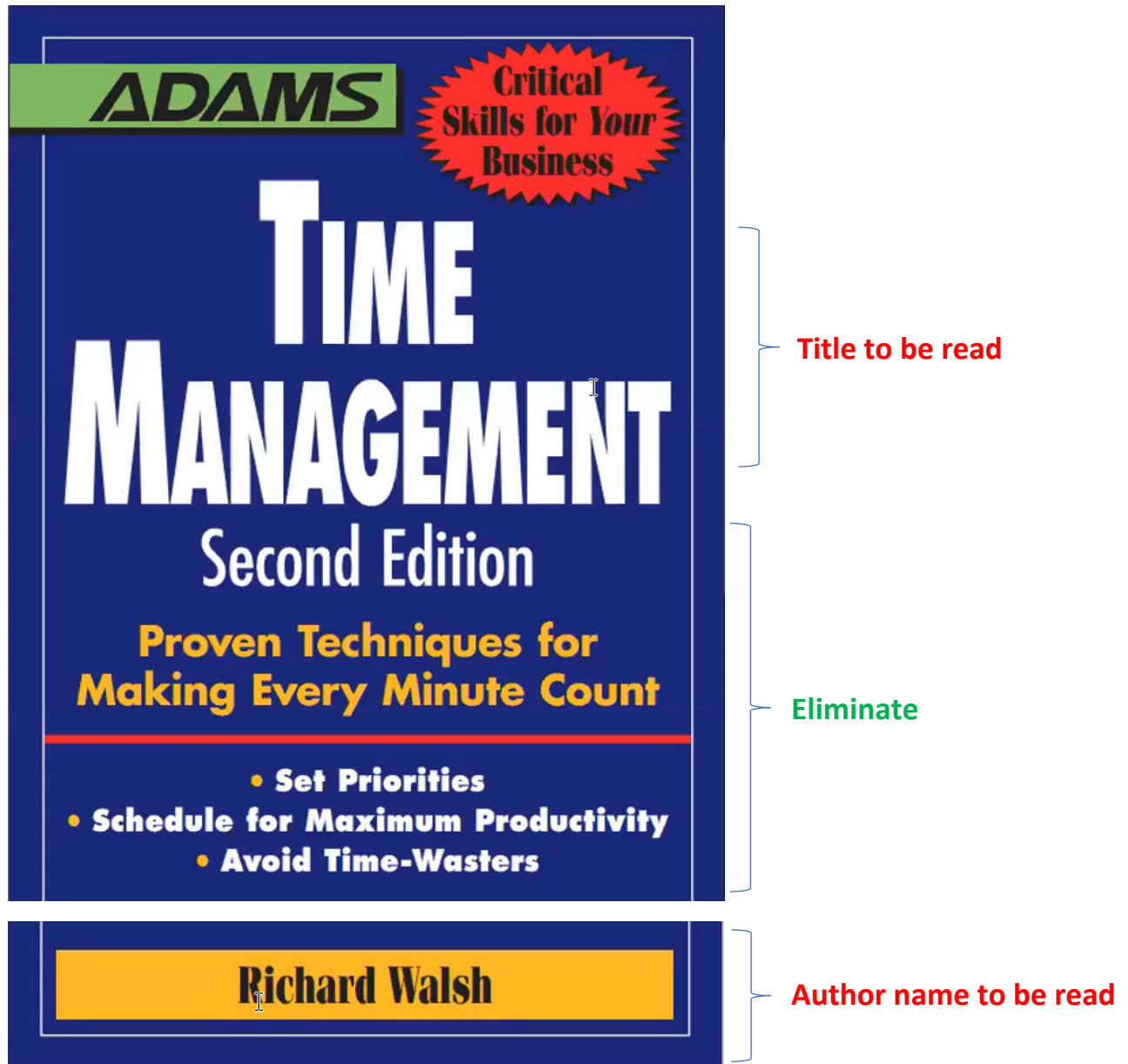
1. Go through the book once because there might be some technical words there might be some Sanskrit words or any portion of it which you might find difficult in reading it. Those type of words can be googled and checked as to how the same has been pronounced or that you can write down in your convenience language so that helps in the creating a less error file and result in a better output.
2. Send the entire book to all the volunteers between whom the book has been split rather than breaking the book into various parts.

Things to keep in mind –

1. Short Gaps of two-three seconds indicates of the error. Long gap of 8-10 Seconds indicates that there are words which needs to be recorded from Samarthanam.
2. Even though the pages allocated include introduction page, prefaces, editor's page, etc., which needs to be ignored, the name of the recording should include those pages.

Reading Cover Page

- Example of cover page –



After the title page directly read contents page.

Reading Contents Page

Example

Study Unit 2

Common Law, Equity and Statute Law

Contents	Page
A. Custom	25
General Customs	25
Particular Customs	25
Conventional Usage	26
Advantages and Disadvantages of Custom	26
B. Case Law	26
History of Case Law	27
Present Position	27
Classification of Precedents	28
Reversal, Overruling and Disapproval of Precedents	30
Advantages and Disadvantages of Case Law	30
Law Reporting	31

- ✓ *In case the table of contents is in the end, the same needs to be read at the end and not at the beginning.*
- ✓ *Also, there are certain books which doesn't have content itself and is only on the chapter basis so according to the chapters that books can be read out.*
- ✓ *In case the content section doesn't contain page numbers and just the chapter numbers, as shown in below snapshot –*

Volunteer to read as below –

Study Unit 2

Common Law, Equity & Statute Law

Contents

- Serial No. A - Custom Law – Page 25
General custom – Page 25
Particular custom – Page 25
Conventional Usage – Page 26
Advantages and Disadvantages of custom – Page 26
- Serial Number B – Case Law – Page 26
History of case Law – Page 27
Present Position – Page 27
Classification of Precedents – Page 28
Reversal, Overruling and Disapproval of precedents – Page 30... and so on.....

Table of Contents

[Title Page](#)
[Imprint Page](#)
[Dedication](#)
[Chapter One](#)
[Chapter Two](#)
[Chapter Three](#)
[Chapter Four](#)
[Chapter Five](#)
[Chapter Six](#)
[Chapter Seven](#)
[Chapter Eight](#)

Directly start reading from the respective chapter and skip the content section.

- ✓ *In case the “Introduction” forms part of the content section where the page number next to it is in Roman Numerical format, **DO NOT READ “INTRODUCTION” AS A PART OF CONTENT SECTION***

Reading the Book

- In case of paragraph split between two pages – and 2 different volunteers assigned for the given pages.

Example-

Are we, really? While most of us, thankfully, are not prepared to commit mayhem when things don't go our way, many of us have a serious problem dealing with events that knock us off course, interfering with our goals. We are a nation of overachievers, with lives stuck on fast forward. With little time to plan, many of us have become adept at crisis management, rushing to put out one fire after another. We're all dependent on overnight delivery and communicating via e-mail, fax, and telephone. We're constantly

3

Volunteer 1

TIME MANAGEMENT

connected by personal digital assistants and BlackBerries, and we time our commitments to the minute so that we can fit them into our crowded schedules.

Volunteer 2

The part of paragraph going on to the next page can be read by the same person reading the first half of the paragraph i.e. **Volunteer 1**

- Items that can be eliminated while reading –
Introduction, About the book, Bibliography, References, Index, Notes, Sources, Maps, Bar Graph, Pie-charts, Sources, Preface, Editor's Note.

Audio Book Recording Guidelines – Samarthanam

- **Reading Pictures –**
Example -



Volunteer to only read -
**Assembly of Sikh Forces before
the 2nd Anglo-Sikh War at
Gujranwala**

- **Reading Text in columnar format –**
Example:

ANGLO- MYSORE WARS

Name of the war	Year	Fought between	Consequences
1 st Anglo Mysore War	1767-69	Haidar Ali and The British	Haidar Ali almost captured Madras,
2 nd Anglo Mysore War	1780-84	British and Haidar Ali, after his death his son Tipu Sultan	Treaty of Mangalore (1784) was signed between them and Tipu Sultan made the Commissioner of Madras to go to Mangalore. The treaty was advantageous to Tipu
3 rd Anglo Mysore War	1790-92	Tipu Sultan and the British	Defeat of Tipu and surrender of half of his territory to the British by the Treaty of Seringapatnam in 1792
4 th Anglo Mysore War (Battle of Seringapatnam)	1799	Tipu and British under Earl of Mornington	Tipu Sultan was defeated and killed, the kingdom was restored to the Wodeyar Dynasty, with one British Commissioner to advise him. Thus Mysore became the Princely State with British subsidiary alliance

Read header each time you read content. For Example the reading will take place in following manner –

1. Name of the War (Header) – 1st Anglo Mysore; Year (Header) – 1767 to 1769; Fought between (Header) – Haider Ali and the British; Consequences (Header) – Haider Ali almost captured Madras
2. Name of the War (Header) – 2nd Anglo Mysore; Year (Header) – 1780 to 1784; Fought between (Header) – The British and Haider Ali, after his death his son Tipu Sultan; Consequences (Header) – Treaty of Mangalore (1784) was signed between them and Tipu Sultan made the commissioner of Madras to go to Mangalore. The treaty was advantageous to Tipu.

Audio Book Recording Guidelines – Samarthanam

- **Reading Exercises –**
Example -

EXERCISE

1. Alivardi Khan seized power from			
A) Shuja-ud-din	B) Sarfaraz Khan	C) Murshid Quli Khan	D) None of the above
2. Which <i>Nawab</i> of Bengal granted <i>chauth</i> to Maratha due to persistent incursions by them			
A) Alivardi Khan	B) Sarfaraz Khan	C) Shuja-ud-din	D) Murshid Quli

Volunteer to read exercises in KBC format with all options. For example –

Question 1 - Alivardi Khan seized power from –

Option A - Shuja-ud-din; Option B - Sarfaraz Khan; Option C - Murshid Quli Khan; Option D - None of the above

Correct Answer - Option B - Sarfaraz Khan

- **Recording Citation –**
Example

1926. This first edition consisted of only 500 copies, and was published by Jean Schemit of 45 rue Lafitte, in the Opera district. It was subtitled, “An esoteric interpretation of the hermetic symbols of the Great Work”, and its preface was

²⁷ It has been noted by the student of Fulcanelli's only disciple, Eugene Canseliet, Patrick Riviere, that Bergier - just before he died - claimed that Schwaller and Fulcanelli were one and the same individual.

Andre VandenBroeck's *AL-KEMI, A MEMOIR: Hermetic, Occult, Political and Private Aspects of R.A. Schwaller de Lubicz* (1987 Inner Traditions/Lindisfarn Press) claims a clandestine collaboration between Fulcanelli and Rene Schwaller. Supposedly, Schwaller confided to VandenBroeck that Fulcanelli stole from him an original manuscript on the alchemical symbolism of the Gothic Cathedrals and published it under his own name as *Mystery of the Cathedrals*. VandenBroeck's allegation seems to be supported only by VandenBroeck himself, and simply does not fit the facts or the timeline.

In her work *Fulcanelli Dévoilé* (1992 Dervy) Geneviève Dubois suggests that Schwaller believed Jean-Julien Champagne to be Fulcanelli and that it was Champagne who took the manuscript. Champagne was quite a practical joker and was happy to let others think he was Fulcanelli.

Please note citations with a description as above need to be read.

Citations, to be read, can either be read in between as how they flow at the end of page, or they could be read after completion of the last paragraph which is continuing on to the next page.

Citations with just the page number can be ignored.