

# ATOS for Books – Instructions

## Submit an entire book's text

Prepare your file for submission. Accepted file types are .txt, .doc and .docx. Either type the book's text into an application such as Notepad, WordPad or Word, or scan the book. If scanning, the image file must be converted to text using OCR (Optical Character Recognition) software. Many word processing applications now include an OCR component to "recognize" the text.

**Note:** The text must actually be recognized – opening a PDF or other image file and simply changing its file extension or saving it as a different file type does not work.

1. Verify the file is an accurate representation of the book (i.e. spelling, sentence structure, etc.).
2. Format the file with single spacing.
3. Separate headings and other fragments from sentences with an open line (two hard returns, or "enter" twice).
4. Please do **NOT** include the following items in the file:
  - Copyright and publisher information
  - Book title
  - Table of contents
  - Acknowledgments/dedications/preface
  - Text that is repeated at top or bottom of each page
  - Picture captions that are incomplete sentences or refer specifically to the picture
  - Timelines
  - Glossary
  - Index

Once your file is saved, click the "Browse" button to select your file and submit. ATOS results are returned in seconds.