

accessing
alternative
text

student
guide

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Alternative formats of this guide
are available upon request.

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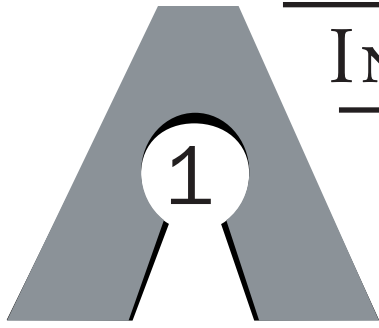
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INTRODUCING

The Alternative Media Access Center (AMAC)

What is the Alternative Media Access Center (AMAC)?

AMAC produces and distributes alternative media and assistive technology for students who need help studying for college courses. AMAC also trains students in the use of these materials.

Is AMAC for every student in college?

No. AMAC is only for students with print-related disabilities. Print-related disabilities can be learning differences, visual impairments, blindness or physical challenges, e.g., turning a page or holding a book.

What is alternative media?

Alternative media is printed materials, such as text books, converted to a format other than a traditional hard copy. Examples of alternative media include electronic text (e-text), large print, braille, audio files, closed captioning, accessible web sites and tactile graphics. Alternative media formats often require assistive technologies to access.

What is assistive technology?

Assistive technology is any piece of software or equipment that helps to increase productivity in school, work and/or the social environment, such as a spell checker, a grammar checker, or software that reads aloud what is on your computer.

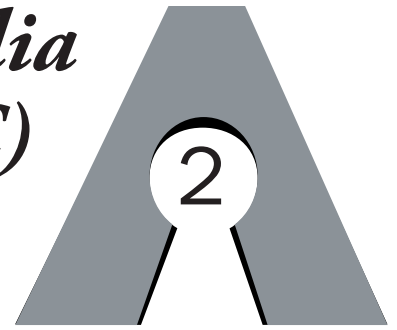
How do I order books, hardware and software from AMAC?

Books

1. First, you will go to your disability service provider (DSP) and review and sign off on the student service agreement form. You only need to do this once.
2. Next, each semester you will need to provide the title, author, ISBN and publisher of your books to your service provider.
3. Then, your service provider will order your books from the AMAC on-line system.

The Alternative Media Access Center (AMAC)

CONTINUED



Hardware and Software

Based on the accommodations you need, you may receive hardware and/or software from AMAC. These tools will provide support for reading your textbooks.

- If your materials are ordered on CD, they will be mailed to your DSP for you to pick up.
- If you received any hardware, e.g, CD player, you must return it to your DSP at the end of each school term along with any CDs, e.g., Reading for the Blind and Dyslexic (RFB&D) discs.
- If you have installed copies of your Victor ReaderSoft and Premier Literacy tools, these software programs may remain on your personal computers.

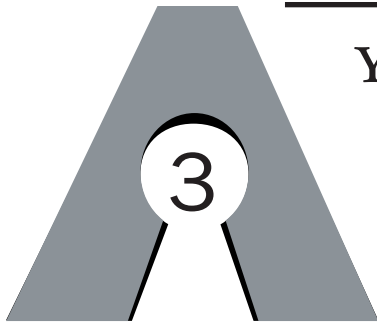


What book format is best for me?

AMAC provides materials in different formats based on the needs of the student, the content being converted and the availability of the format. AMAC is dedicated to providing students with high quality material in a timely manner. Be advised that some formats may take longer to produce than others.

ELECTRONIC TEXT WITH COMPUTERIZED AUDIO OPTIONS

	<u>description</u>	<u>file types</u>	<u>delivery</u>
text format	Similar to a Microsoft Word document, this format realigns the text into a single column. Images may be left in the document or replaced with text descriptions. This format allows for text-to-speech software to read the text aloud by a computer.	.txt .rtf .doc	Student Center on the AMAC web site
pdf format	This format retains the look of the page being processed including columns, images and layout. This format allows for text-to-speech software to read the text aloud by a computer.	.pdf	Student Center on the AMAC web site



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RECORDED AUDIO OPTIONS

	description	file types	delivery
Specialized CD	These CDs are produced by RFB&D. Printed text is read by volunteers and recorded. The specially formatted CD allows users to navigate the audio recording.	Compact Disc (CD)	CD by mail to the DSP office. CDs are loans and should be returned.
Audio File	These electronic files are produced by RFB&D. Printed text is read by volunteers and recorded. The specially formatted file allows users to navigate the audio recording.	MP3	Student Center on the AMAC web site

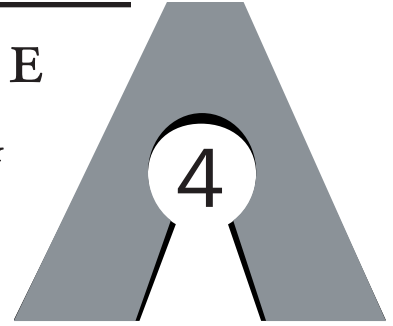
TEXT AND RECORDED AUDIO

	description	file types	delivery
DAISY (Digital Accessible Information System) Format	These CDs or electronic files are the standard in digital talking books for people with print disabilities. Features include book skimming, book division by page, chapters and headings, table of contents and note-taking capabilities.	Audio only Text only Audio and Text	Delivered on disc or by direct download Delivered to DSP and/or student via Student Center on the AMAC website

BRAILLE OPTIONS

	description	file types	delivery
Embossed Braille	These pages employ embossed dots evenly arranged in quadrangular letter spaces or cells, allowing touch reading for the blind.	Embossed pages	Standard postal service to DSP office
Electronic Braille Text	These electronic files provide commands to a refreshable braille display device in order to provide access to text for braille users. This form of braille avoids the volume of paper required to print/emboss braille in hardcopy.	Electronic file	Standard postal service to DSP office

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How will I get my Books?

Students will pick up their electronic books from AMAC's Student Center. You will receive an email notifying you that your electronic book (file) is available for download. The subject line of the email will be: Alternative Media Access Center Book Order Completed.

To pick up the file:

1. Follow the **LINK** in the email to the AMAC Student Center.

Dear Student,

Your book order 4690 for BOOK TITLE has been completed.


You can download your book by using your email address and PIN to login to the Student Center.

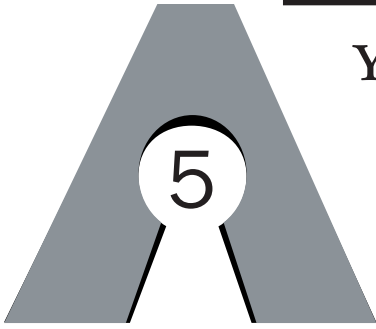
Email: student@college.edu
PIN: 4321

The URL for the login page is:

<https://www.uga.edu/amac/studentcenter.php>

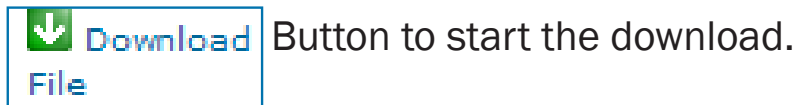
After entering the Student Center

2. Enter your Email address. **Email:**
3. Enter your PIN as requested. **PIN:**
4. Click .
5. On the My Orders page, click the View Order icon 
or Order
Number to view detailed information and
download electronic book files.



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6. On the View Order page, scroll down to the Downloads section and click on the



7. Select .

8. Unzip file if needed.


How do I unzip a file?

If your operating system is Windows XP or Vista:

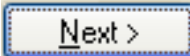
1. Navigate to where you saved the zip file you downloaded.

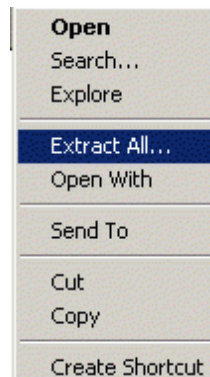
2. Right-click on the zip file. 

A menu similar to the following will appear.

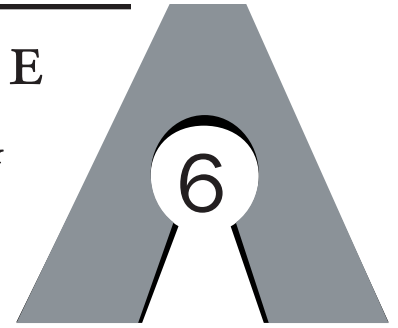
3. Select  on the pop-up menu.

4. This will open the file which will create a folder, with the name of the zip file that contains the contents of the zipped file.

5. In the Extraction Wizard, select  each time



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How do I download and install reading software?

You will need to install text reader software in order for the computer to read your electronic documents. We provide all AMAC students with access to text reader software directly from the AMAC Student Center. The only limitation is that these programs can only be installed on computers owned by you or your parents.

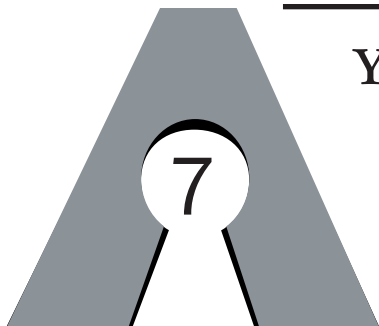
To download and install the software, you will need to log on to the: **Student Center**
www.uga.edu/amac/studentcenter.php

Student Center

1. Logon to the Student Center.
2. Enter your Email address. **Email:**
3. Enter your PIN. **PIN:**
4. Click
5. From the My Orders page click on .
6. If you are unsure of which software to download, click on the Download Wizard to help you decide.



If you are unsure of which software to download, let our [Download Wizard](#) help you decide. Looking for more software? Check out the list of [additional software](#) available for members to download.



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Minimum System Requirements

Check your system to see if it meets the minimum requirements for the programs you have selected. In general, the recommended system requirements are:

	operating system	CPU	disk space	RAM
Windows Computers	Windows XP or VISTA	500MHz or faster	500 MB of free space	512 MB of RAM (1GB is ideal)
Mac Computers	Requires Mac OS X v. 10.4 or higher	Must be an Intel chip	1.2 GB of free space	512 MB of RAM (1GB is ideal)

How do I read my RFB&D book?

Recording for the Blind & Dyslexic (RFB&D) CD players and Victor Reader software can be used for all RFB&D CD books and other AMAC CD audio books. To use the RFB&D players and software the following information is required:

For RFB&D players

Member PIN: 7323

To register and use RFB&D

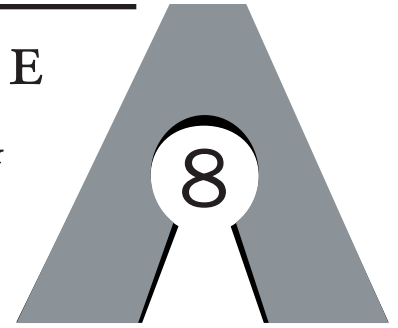
Victor Reader Software

Membership ID Number: A27182

Member PIN: 7323

Additional information for installation and registration of Victor Reader Software can be found in the AMAC Student Center.

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What do I do if I need help?

1 CALL

AMAC Technical Support
1-866-418-2750
8 a.m. until 5 p.m. Monday-Friday

{Voice messages and emails will be returned by the next business day}

2 EMAIL

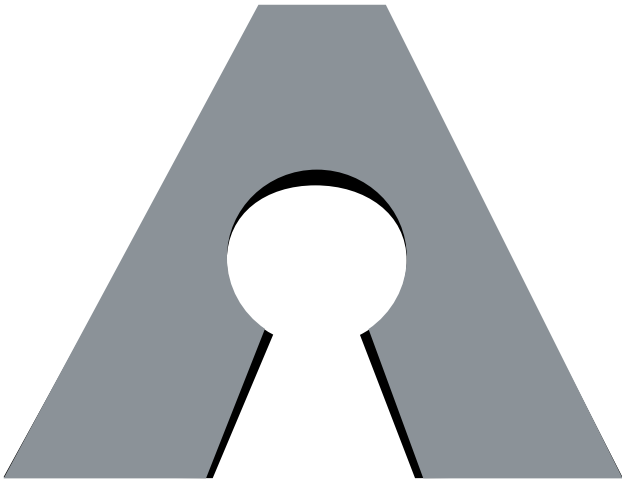
amactech@uga.edu

4 WEB

AMAC Wiki: www.uga.edu/amac/wiki.php
Member PIN: 7323
Membership ID Number: A27182
Member PIN: 7323

3 PRINT

Student Guide, quick reference guides and other materials will be available through the AMAC Student Center.



accessing
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text

a world of
knowledge
open to all

www.amac.uga.edu