



# NEON Lite User Guide

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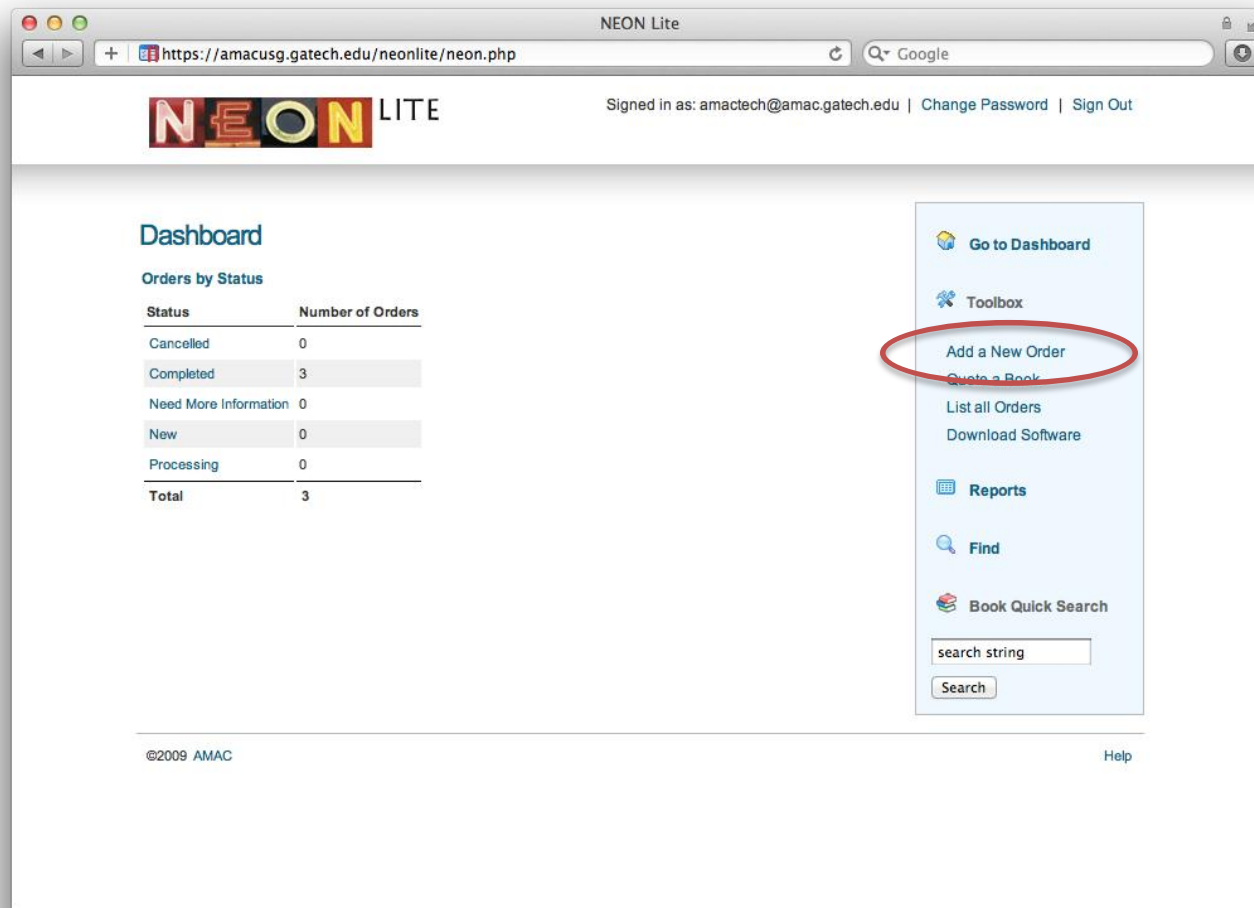
## Signing into NEON Lite

- Go to [www.amacusg.org](http://www.amacusg.org)
- Select **NEON Lite** under Login section, then press **GO**
- Login with unique email and password



## Adding an Order

- Click on **Add a New Order**
- Fill out order information
- Fields marked with asterisk (\*) are required



## Adding an Order (cont.)

1. Fill in required book information (title, author, etc.)
2. Input either 10 or 13 digit **ISBN**
3. Select **Alternative Media Format**
  - If choosing Electronic Text, select **Electronic Text Format** (pdf or doc)
  - If choosing Braille, select **Braille Format Type** (book, exam, or supplement)
4. Click on **Add**

The screenshot shows the NEON LITE web application interface. The browser address bar displays <https://amacusg.gatech.edu/neonlite/neon.php?a=add>. The page title is "NEON LITE" and the user is signed in as "amactech@amac.gatech.edu". The main heading is "Add a New Order". The form contains the following fields:

- Title (required)
- Author (required)
- Edition
- Copyright
- Publisher (required)
- ISBN (required)
- Alternative Media Format (dropdown menu, currently set to "Electronic Text")
- Electronic Text Format (dropdown menu, currently set to "PDF")
- Course Start Date (calendar icon)
- Notes (text area)

Below the form, there is a checkbox for "Attach a file to this order?" with "No" selected. At the bottom, there are three buttons: "Add", "Reset", and "Back". A red asterisk indicates required fields. The footer shows "©2009 AMAC" and a "Help" link.

On the right side, there is a sidebar with the following links:

- Go to Dashboard
- Toolbox
- Add a New Order
- Quote a Book
- List all Orders
- Download Software
- Reports
- Find
- Book Quick Search (with a search string input and a Search button)

## Ordering Braille

1. Fill out a **Quote** request at [amacusg.org/quote.php](http://amacusg.org/quote.php)
2. **Sign** and **return** (fax, email) quote to AMAC
3. Add your order in NEON Lite as seen in the pages above

The screenshot shows the Georgia Tech Alternative Media Access Center (AMAC) website. The main heading is "Request a Quote for Braille Transcription Services". The form is divided into several sections:

- Contact Information:** Fields for Organization, Name, Address, City, State (dropdown), Zip Code, Phone Number, and Email.
- Book Information:** Fields for Title, Author, Edition, ISBN, and # of Print Pages. A large text area for Description is also present.
- Special Formatting Considerations:** Checkboxes for Tables, Graphs, Charts, Images, and Annotations.
- Enter both words, separated by a space:** A CAPTCHA challenge showing the words "cs" and "same,".

On the right side of the page, there is a sidebar with the following sections:

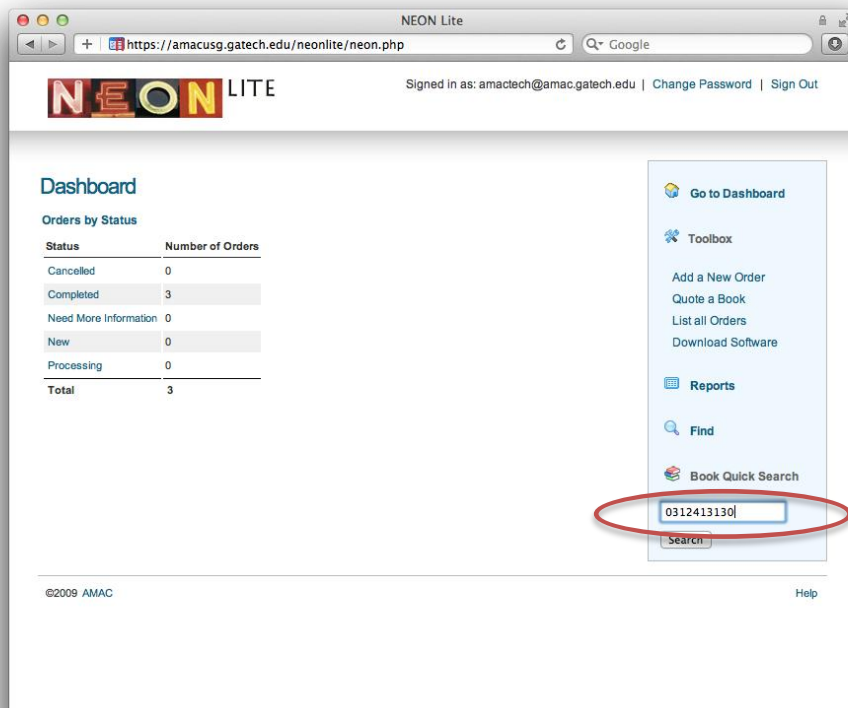
- Login:** A field for "NEON" and a "GO" button.
- Quick Links:** Links for "Become a Member", "Request Information", "Join our Waiting List", "Braille Services and Quote" (circled in red), "Search Our Repository", and "Frequently Asked Questions / Wiki".
- Connect with Us:** Social media icons for Facebook, Twitter, YouTube, and RSS.
- Events:** A list of upcoming events: "AMAC DSP Training (D-P)" (JUN 26), "AMAC DSP Training (B-C)" (JUN 26), "NEON Training" (JUN 28), "NEON Lite Training" (JUN 28), and "CAPS Training" (JUL 2).

At the bottom of the page, there is a footer with the text: "TRAINING FEEDBACK | INTRANET | ACCESSIBILITY | XHTML | 508" and "COPYRIGHT © 2011 AMAC. ALL RIGHTS RESERVED."

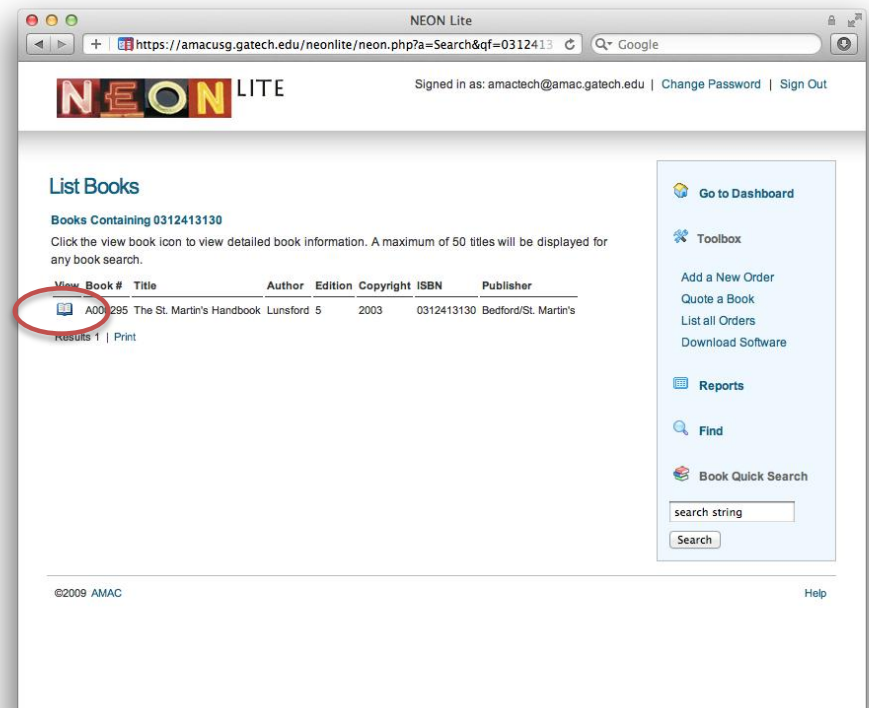
## Searching the AMAC Repository

- Click in the **Book Quick Search** text box
- Type in your book's ISBN, title, or author, then click **Search**
- If correct book is found, click on the **Book** icon, then select **Create Order for this Book**

1



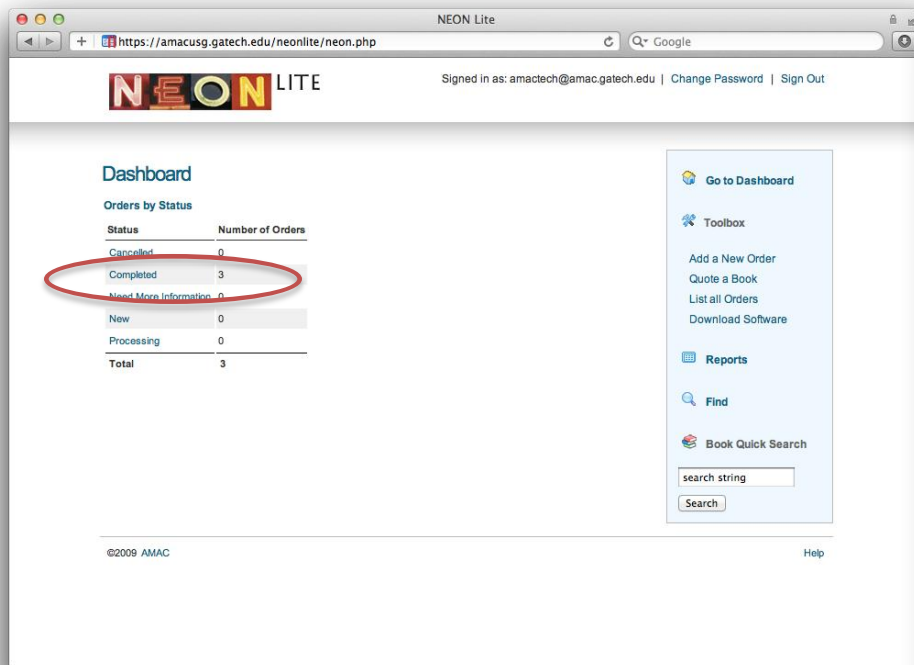
2



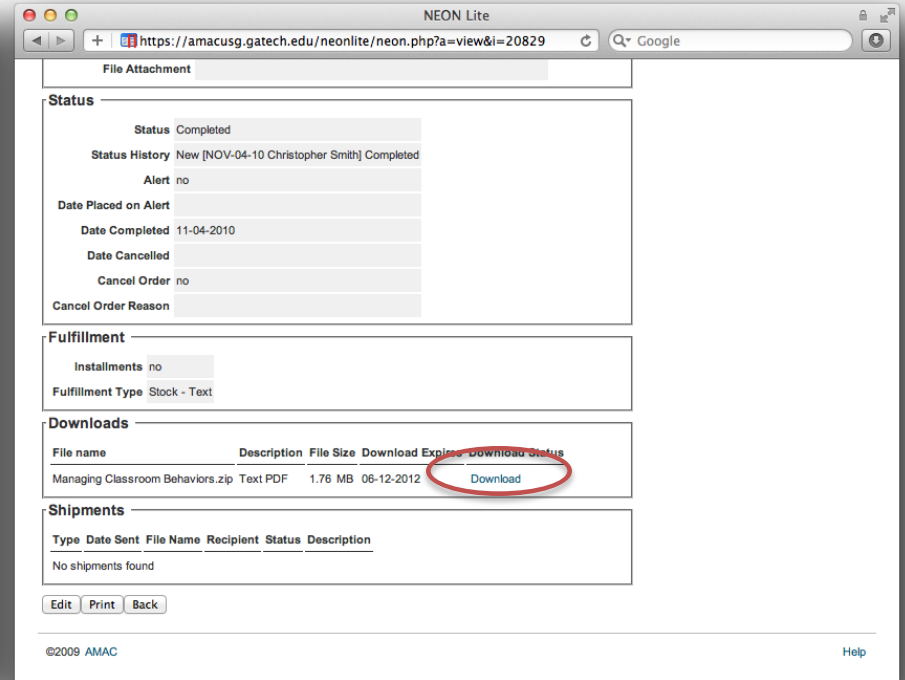
## Downloading Books

- Click on **Completed** orders on the Dashboard
- Find the order you want to download and click on the **View** icon
- Scroll down to the **Downloads** section of the order and click on **Download File**

1

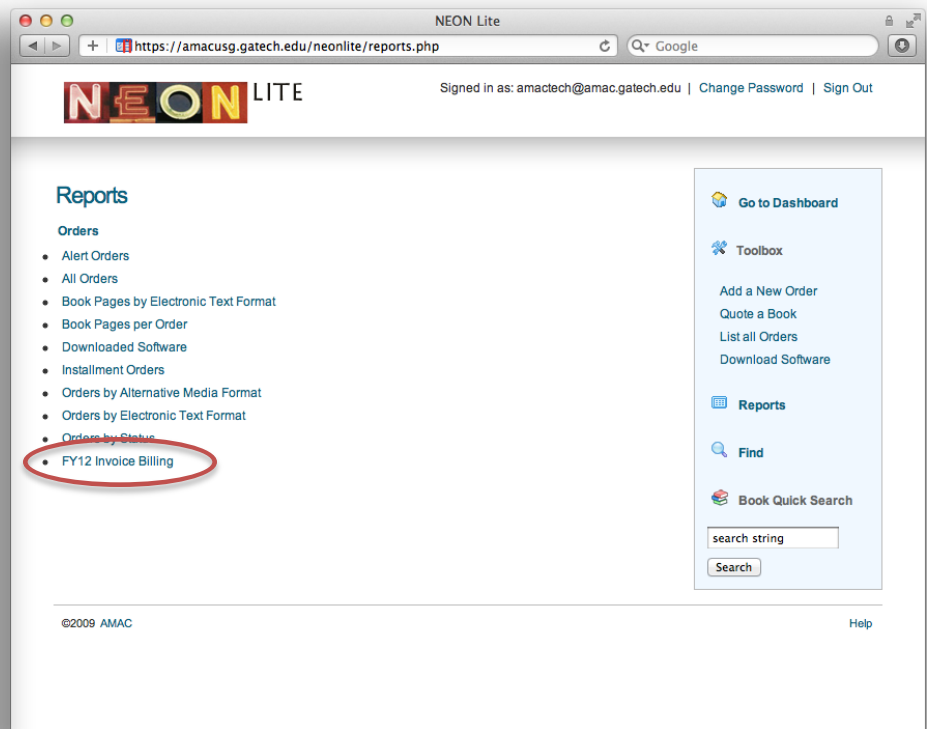
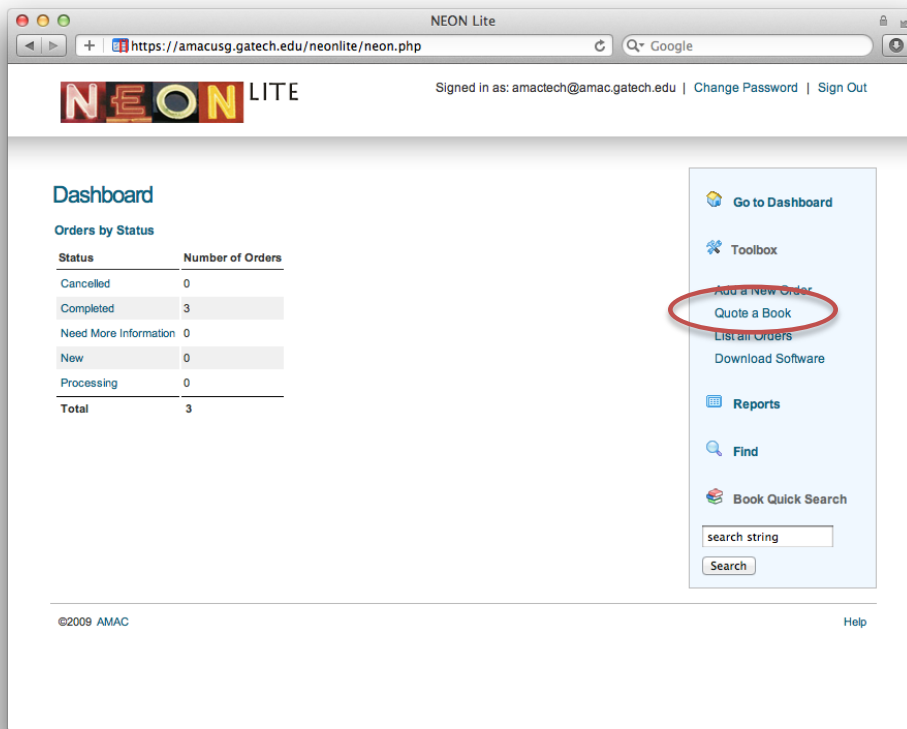


2



## Book Quote Calculator & Monthly Invoice Report

- Click on **Quote a Book** to estimate a book price based off page count and alternative media format
- Under the **Reports** link, click on the FY12 Invoice Billing to view the past months' invoices





## Training & Support

- Click on the blue **Help** button on the bottom of the page
- Sign up for weekly NEON Lite **Trainings** on the AMAC Events Webpage ([www.amacusg.org/events.php](http://www.amacusg.org/events.php))
- **Email** AMAC Technical Support at [amactech@amac.gatech.edu](mailto:amactech@amac.gatech.edu)
- **Call** AMAC Technical Support at 1-866-418-2750 (M-F 8:30-4:30 EST)

