

AMAC student guide





Alternative Media Access Center

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Alternative formats of this guide are available upon request.

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Introducing 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.

AMAC Books

How do I order books 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.

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.

Format/File Types

DOC 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.

File Delivered from the Student Center on the AMAC web site.

.doc

.txt

.rtf

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

File Delivered from the Student Center on the AMAC web site.



Recorded Audio Options

Audio File

Compact Disc (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.

CD by mail to the DSP office.

CDs are loans and should be returned.

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.

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.

Braille Options

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

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.

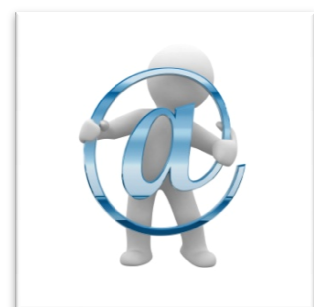
To pick up the file:

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


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.

the Student

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

7. Select .

8. Unzip file if needed.

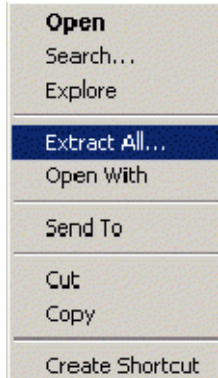
How do I unzip a file?

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 you are asked.

Reading Technology

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 AMAC Student Center: <https://amacusg.org/studentcenter.php>

1. Logon to the Student Center.

2. Enter your Email address. **Email:**

3. Enter your PIN. **PIN:**

4. Click Login. 

5. From the My Orders page click on .

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:

Windows Computers

- Operating system: Windows XP or VISTA
- CPU: 500MHz or faster
- Disk space: 500 MB of free space
- RAM: 512 MB of RAM (1GB is ideal)

Mac Computers

- Operating system: Requires Mac OS X v. 10.4 or higher
- CPU: Must be an Intel chip
- Disk space: 1.2 GB of free space
- RAM: 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.



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@amac.gatech.edu

3 web

AMAC Wiki: <http://www.amac.gatech.edu/wiki>

4 print

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