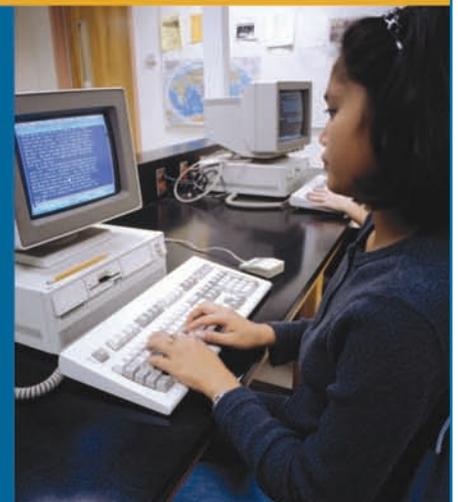
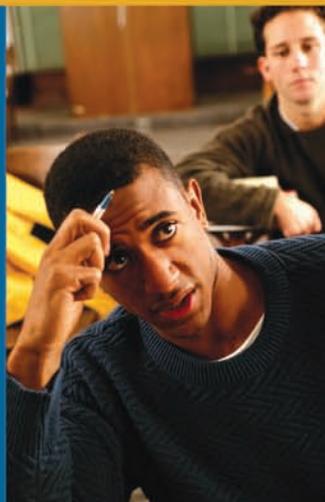




# Student Guide

## Accessing Alternative Text



Alternative Media Access Center  
272 West Hancock Avenue, Suite 200  
Athens, Georgia 30602  
USA

Phone: ..... 706-369-5830  
Fax: ..... 706-369-5751  
Technical Support: ..... 866-418-2750  
Email: ..... [amactech@uga.edu](mailto:amactech@uga.edu)  
Website: ..... [www.amac.uga.edu](http://www.amac.uga.edu)

Version 2 (8/2008)

Alternative formats of this guide are available upon request.

# Table of Contents

|   |   |
|---|---|
| What is the Alternative Media Access Center (AMAC)? .....         | 1 |
| Is AMAC for every student in college? .....                       | 1 |
| What is alternative media?.....                                   | 1 |
| What is assistive technology? .....                               | 1 |
| How do I order books, hardware and software from AMAC? .....      | 1 |
| What book format is best for me? .....                            | 2 |
| How will I get my books?.....                                     | 4 |
| How do I unzip a file? .....                                      | 5 |
| How do I download and install reading and writing software? ..... | 6 |
| How do I read my RFB&D book? .....                                | 8 |
| What do I do if I need help? .....                                | 8 |



# 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.



## 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

|             | Description   | File types           | Delivery                            |
|-------------|---|----------------------|-------------------------------------|
| 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<br>.rtf<br>.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 |

# Your Guide to Accessing Alternative Text

## 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. | <ul style="list-style-type: none"> <li>• Audio only</li> <li>• Text only</li> <li>• Audio and Text</li> </ul> | Delivered on disc or by direct download<br>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 |



## 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.

Your book order 4690 for A Prayer For Owen Meany has been completed.

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

The URL for the login page is:

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

The following software will allow you to access the book

PDF Equalizer (PC)  
Adobe Reader (Mac)

**Login**

Email:

PIN:

[Forgot your PIN?](#)

After entering the **Student Center**,

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

Signed in as: | [Sign Out](#)

### My Orders

Click the view order icon or order number to view detailed information and download electronic book files for the order:

| View Order | Order Number | Title                   | Author | Format Requested | Order Status | Order Completed |
|------------|--------------|-------------------------|--------|------------------|--------------|-----------------|
|            | 4690         | A Prayer For Owen Meany | Irving | Electronic Text  | Completed    | 05-20-2008      |

Results 1

# Your Guide to Accessing Alternative Text

6. On the View Order page, scroll down to the Downloads section and click on the Download File button to start the download.
7. Select Save.
8. Unzip file if needed.

**View Order**

**Order Number 4690**

|                         |                         |                          |                 |
|-------------------------|-------------------------|--------------------------|-----------------|
| <b>Student Name</b>     | Joe Tedesco             | <b>Course Start Date</b> | 06-01-2008      |
| <b>Title</b>            | A Prayer For Owen Meany | <b>Order Created</b>     | 05-20-2008      |
| <b>Author</b>           | Irving                  | <b>Order Status</b>      | Completed       |
| <b>ISBN</b>             | 9780345417978           | <b>Order Completed</b>   | 05-20-2008      |
| <b>Format Requested</b> | Electronic Text         | <b>Fulfillment Type</b>  | Electronic Text |

**Downloads**

| File Name                   | Description  | File Size | Download Expires | Download Status |
|-----------------------------|--|-----------|------------------|-----------------|
| A Prayer For Owen Meany.zip | Text PDF   | 2.86 MB   | 09-29-2008       | Download File   |
| prayerforowenmeany.zip      | This is for use until production text pdf file is completed. | 0.75 MB   | 09-29-2008       | Download File   |

Results 2

## 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 Extract All . . . 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 Next each time.

If you have a MAC, or if you have difficulty unzipping a file, contact the AMAC Technical Support line (866-418-2750).

The image shows a Windows context menu for a zip file with the 'Extract All...' option highlighted. Below it is the 'Extraction Wizard' dialog box, which is titled 'Welcome to the Compressed (zipped) Folders Extraction Wizard'. The dialog box contains the text: 'The extraction wizard helps you copy file from inside a ZIP archive.' and 'To continue, click Next.' At the bottom of the dialog box are three buttons: '< Back', 'Next >', and 'Cancel'.



## 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](http://www.uga.edu/amac/studentcenter.php)

### Student Center

1. Logon to the Student Center.
2. Enter your Email address.
3. Enter your PIN.
4. Click Login.

Services | NEON | SAM | Assistive Technology | Training | Research | Resources | Publications

Student Center

Request Access to NEON

Publisher File Requests

Search uga.edu

Search

### Student Center

#### Students

Students can check the status of orders, download electronic book files, and download assistive technology software by entering their email address and personal identification number (PIN) in the login box below.

#### Disability Service Providers

Disability Service Providers should [sign in to NEON](#) to check the status of orders, download electronic book files, and download assistive technology software.

#### Need Help?

If you need assistance, either contact your Disability Service Provider, call AMAC at 866-418-2750, or submit an AMAC support request.

#### Login

Email:

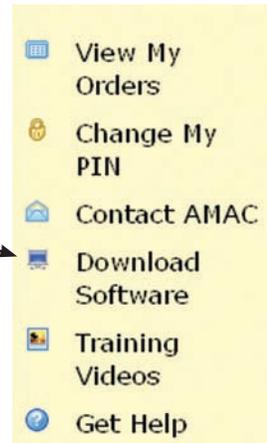
PIN:

Login

[Forgot your PIN?](#)

# Your Guide to Accessing Alternative Text

5. From the My Orders page click on Download Software.



6. If you are unsure of which software to download, click on the Download Wizard to help you decide.



## 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:

### For 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 highly recommended)

### For Mac Computers:

- Operating system: Requires Mac OS X v10.4 or higher
- CPU: Must be an Intel chip
- Disk space: 1.2 GB of free space
- RAM: 512 MB of RAM (1G highly recommended)



## 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:  
(The Membership ID number is also the User ID)

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
2. Email: [amactech@uga.edu](mailto:amactech@uga.edu)
3. Print: Student Guide, quick reference guides and other materials will be available through the AMAC Student Center.
4. Web: AMAC Wiki: [www.uga.edu/amac/wiki.php](http://www.uga.edu/amac/wiki.php)



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



[www.amac.uga.edu](http://www.amac.uga.edu)

A World of  
Knowledge  
Open to All