# NEON Lite User Guide

## Table of Contents
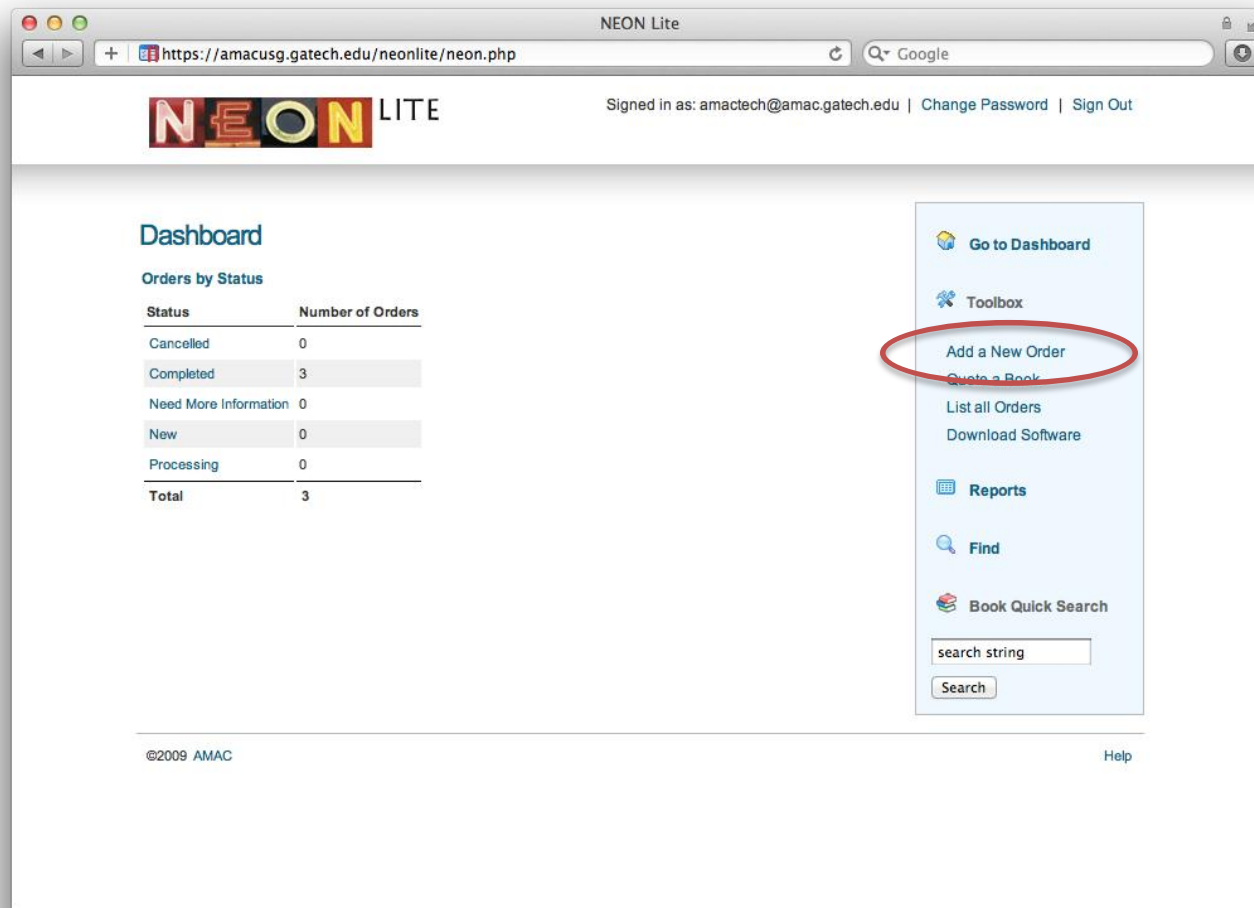
## Signing into NEON Lite

- Go to www.amacusg.org
- Select **NEON Lite** under Login section, then press **GO**
- Login with unique email and password



All information included in this document is proprietary to the Alternative Media Access Center and is not to be released without prior approval

# Adding an Order

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



All information included in this document is proprietary to the Alternative Media Access Center and is not to be released without prior approval

## 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**

   o If choosing Electronic Text, select **Electronic Text Format** (pdf or doc)
   o If choosing Braille, select **Braille Format Type** (book, exam, or supplement)

4. Click on **Add**

## Ordering Braille

1. Fill out a **Quote** request at 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

# Searching the AMAC Repository

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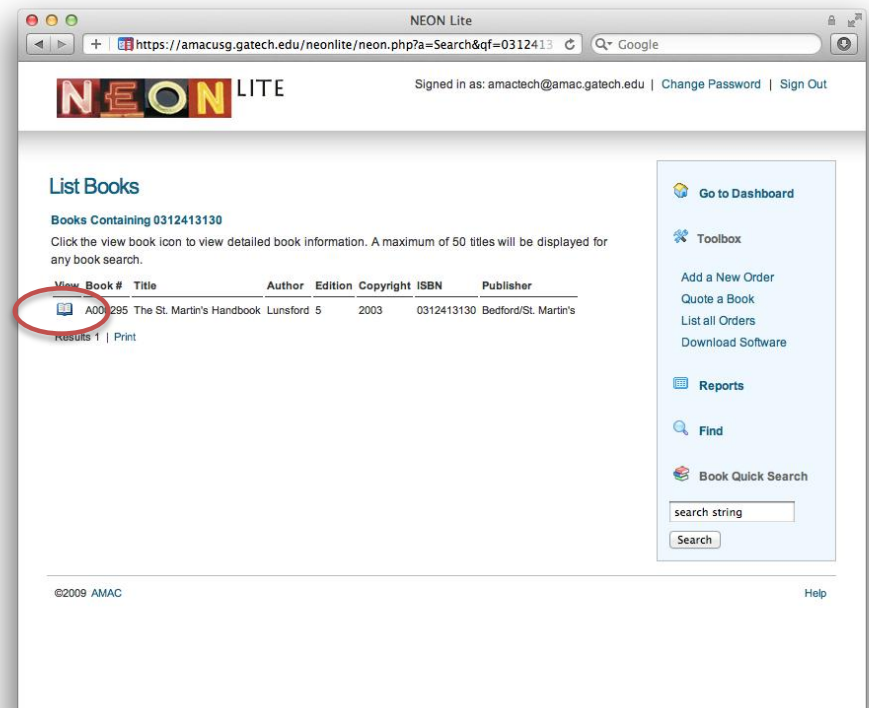- If correct book is found, click on the **Book** icon, then select **Create Order for this Book**



All information included in this document is proprietary to the Alternative Media Access Center and is not to be released without prior approval
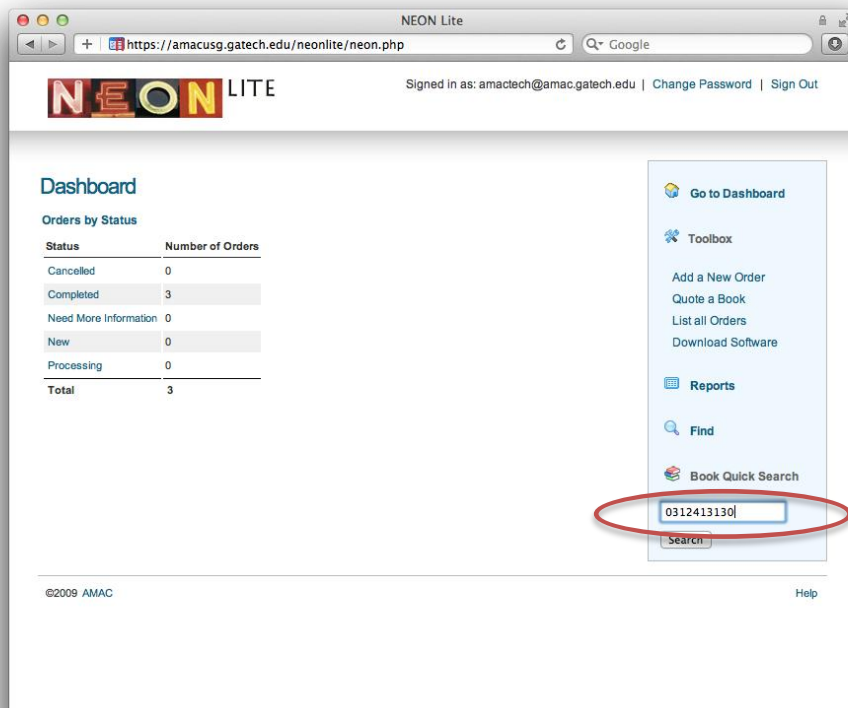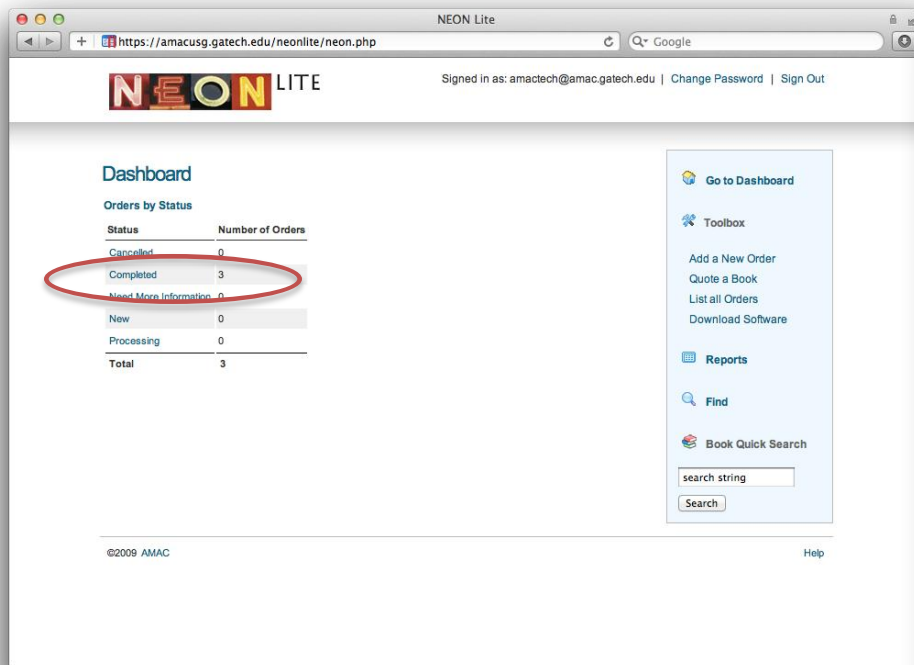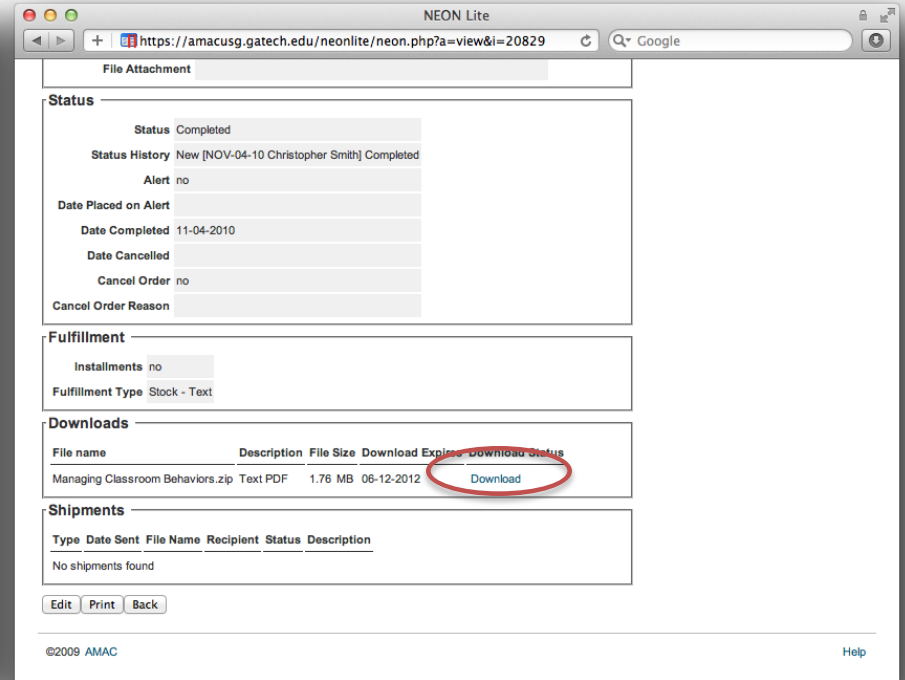
# Downloading Books

- 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**
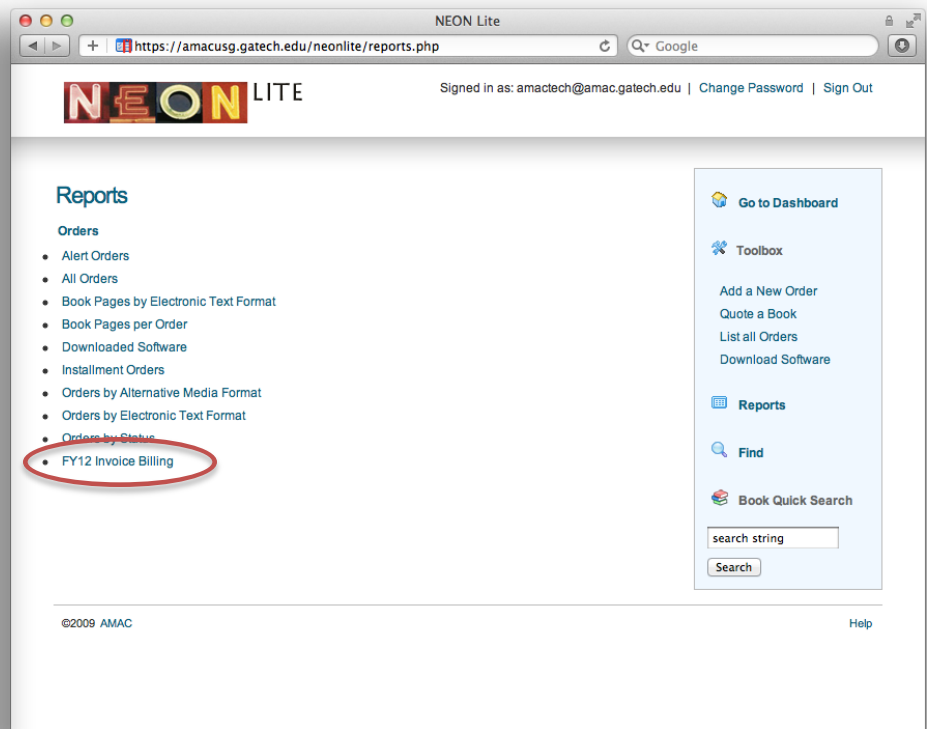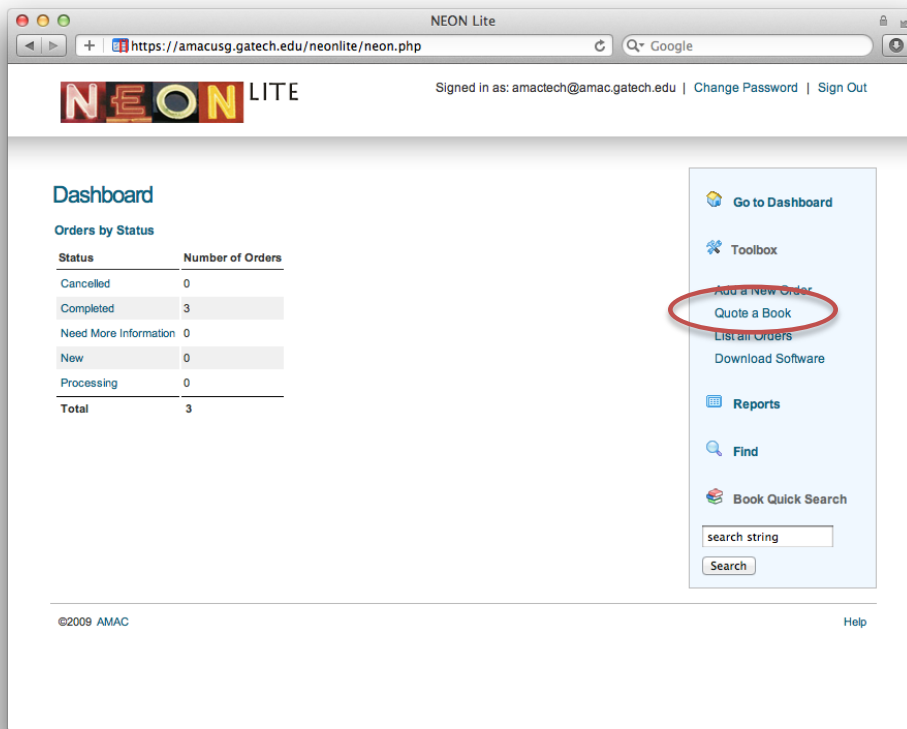
① ②

# 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

All information included in this document is proprietary to the Alternative Media Access Center and is not to be released without prior approval

# 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)
- **Email** AMAC Technical Support at amactech@amac.gatech.edu
- **Call** AMAC Technical Support at 1-866-418-2750 (M-F 8:30-4:30 EST)