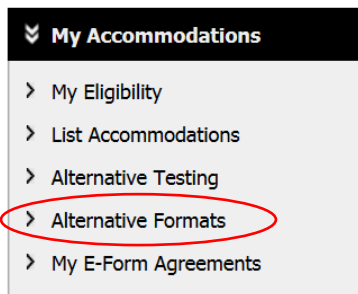


2. Click on *Alternative Formats* under *My Accommodations* on the left-hand side of the screen:



3. If you'd like to indicate your preferred alternative format, click on the drop-down arrow next to *Update Preference* and choose your preferred format. Then click the *Update Alternative Formats Preference* button:

A screenshot of a form titled "Alternative Formats Preference". It contains a note: "Note: Changing alternative formats preference would not affect current books that are currently being processed. If you need to make any changes with the current request, please contact our office as soon as possible." Below the note, it shows "Current Preference: Accessible PDF" and "Update Preference: Select One" with a dropdown arrow. A red bracket highlights the "Update Preference" section. At the bottom is a button labeled "Update Alternative Formats Preference".

4. Now, scroll down to the section called *Additional Book or Reading Materials*:

ADDITIONAL BOOK OR READING MATERIALS FOR WINTER 2018

A screenshot of a form section titled "ADDITIONAL BOOK OR READING MATERIALS FOR WINTER 2018". It contains the text: "Please fill out the following form to request your Alternative Formats." and "IMPORTANT: In the 'Notes' section, please indicate what chapters (or pages) you need converted and the due date you need the alternative format by. Example -- Chapters 1, 2 - I need by end of Week 2".

5. Select the appropriate class from the drop-down section. Then fill in the complete book title. If this is a textbook, include the ISBN number. You can usually find this number on the back cover of the book next to the barcode. This piece of information is very important as the Alt Media team uses it to make sure we convert the correct textbook for you:

A screenshot of a form titled "Reading Materials". It contains several input fields: "Select Class:" with a dropdown menu showing "PHIL 231.08 - Phil Classic: Ethic & Pol Phil", "Reading Material Title:" with a dropdown menu showing "Where the Sidewalk Ends: Poems and Drawings", "ISBN:" with a text box containing "9780060256678", "Publisher:", "Author:", and "Edition:" each with a text box. There is also a "Note:" section with a large text area. A red bracket highlights the "Select Class:" and "Reading Material Title:" fields. At the bottom is a button labeled "Submit Request".

- Now fill out the publisher, author, and edition information.
- In the *Note* section, indicate the chapters or reading material you will need, along with the date you will need them by. This information will help our team prioritize the work if a complete book needs to be scanned. We can then focus on the chapters or text you need soonest before converting the rest:

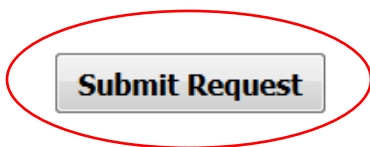
Publisher:

Author:

Edition:

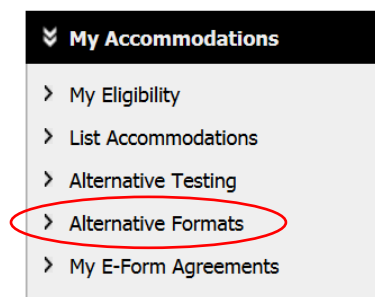
Note:

- Once you have filled this form out as completely as possible, click the *Submit Request* button. Our team can now begin converting the text for you and will send you an email once it is ready:



Downloading Your Textbooks

- To download your books from AIM, access the Alternative Formats section in AIM by clicking the *Alternative Formats* link in the left sidebar menu:



- You can see the status of your requests under the heading *List Books Currently Being Processed*. If your book is ready to download, a *Download Book* button will be present next to your book:

LIST BOOKS CURRENTLY BEING PROCESSED FOR WINTER 2018

Note: If you do not need a book from a particular class or you would like to add additional books or select different format, please notify our office as soon as possible. Your book will be processed according to your preference.

| SBJ | CRS | SEC | Book Title | Preference | RCPT | Status |
|-----|-----|-----|---|----------------|------|---|
| BIO | 161 | 02 | Biological Science (Custom Edition For California Polytechnic State University - San Luis Obispo) | Accessible PDF | Yes | Completed 04 Delivered RCP [Custom - Not Listed] |

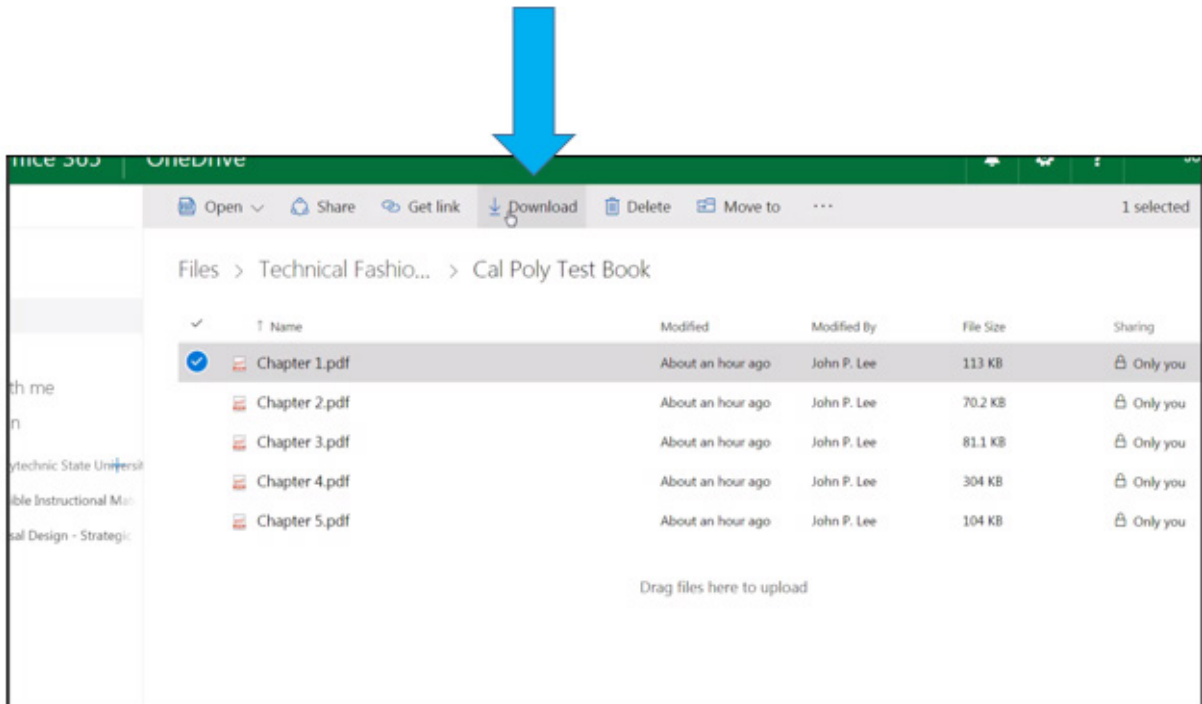


3. Click the *Download Book* button and a popup window should open redirecting you to a Microsoft Office 365 login page. At the login page, enter your Cal Poly email address and password, and click the *Sign In* button. **NOTE:** If you are already logged in to your email account, you may not have to complete this step:



The image shows the Cal Poly San Luis Obispo login page. At the top, the text "CAL POLY" is in a large, green, serif font, with "SAN LUIS OBISPO" in a smaller, green, sans-serif font below it. Underneath, there are two input fields: "Username" and "Password". Below these fields is a "Need Help?" link. At the bottom, there is a "Sign In" button.

4. Once logged in, a OneDrive page will open and your book materials should be present. Select each file individually and click the *Download* button located across the menu bar at the top of the page.



5. If you have any questions, please contact the Alt Media Center:

DRC Alt Media Center
Phone: (805) 756-6086
altmedia@calpoly.edu