



**Services for Students with
Disabilities**

1717 S. Chestnut Ave.
Fresno, CA 93702-4709
(559)453-7130

www.fresno.edu/disability-services

Process for Acquiring Electronic Texts

- The student must first be eligible for alternate format or electronic texts as an accommodation approved by the office of Services for Students with Disabilities.
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Process for Acquiring Electronic Texts

- We cut the binding off the pages. We physically cut your book in a way that it can never be restored to its original condition.
- We put the pages through a high-speed scanner.
- We save a pdf file for you that we provide you with.
- If you are not willing to allow us to cut a book or you do not own that copy, then you are responsible for getting your own electronic copy.
- Once we have files of your books, we will prepare them to give to you:
 - Students will receive an email indicating that their books are available and were shared with them via SharePoint on their FPU Office 365 account.
- In order to read/hear the electronic texts we give you, you should download and install our Read and Write software.
 - Read and Write is text-to-speech software that reads the text aloud while simultaneously tracking the visual text on the screen.

We hope that this information on the process helps you understand that we are working hard for you.