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## Alternative Text Requests

Students with a print-related disability approved for audio books accommodation by a specialist can acquire literary textbooks and resource materials required for course instruction in an alternative format.



- Complete an Alternative Text Request form (<http://www.ods.txstate.edu/current-student-resources/ODS-Services/Alternative-Text/alternative-text-request.html>) for **each textbook** with complete information that includes: the title, author, publisher, copyright date, and **ISBN**. ODS will contact the books' publisher and will provide you with the accessible file if it is available.
- The file will be requested from the publisher, and it may take several weeks for the request to be fulfilled.
- If publisher files are available, they will be uploaded to the student's TRACS site.
- If publisher files are not available, ODS can scan and convert the text into an e-book. (ODS Conversion Process)

**NOTE: Verification that you have purchased a copy of the requested textbook is required before electronic versions are provided.** Rented textbooks are not accepted for alternative text requests, as you will have the opportunity to keep the electronic version of the textbook. Rented textbooks are not accepted for the ODS Conversion Process.

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## ODS Conversion Process

If publisher files are not available, ODS can scan and convert the text into an e-book. (ODS Conversion Process)



- Provide books to the ODS
    - Book binding will be removed
    - Book will be scanned with a high-speed scanner.
    - If you prefer to not have the book binding removed, ODS will not be able to process your request
  - Provide a copy of the course syllabus
  - ODS will upload the PDF to your TRACS site. If the file is too large for download, the student may make an appointment to transfer the file via USB.
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TEXAS  STATE<sup>®</sup>  
DISABILITY SERVICES

# Assistive Technology



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## Office of Disability Services

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Texas State University  
LBJ Student Center 5-5.1  
512.245.3451  
[www.ods.txstate.edu](http://www.ods.txstate.edu)

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**Reginald Deal, M.Ed.**  
Accessibility Coordinator  
rd11143@txstate.edu

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## Assistive Technology Labs:

### Locations & Hours of Operation

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#### Alkek Library Lab

##### 4<sup>th</sup> Floor Alkek Library (401C)

Monday–Wednesday: 7 AM – 3 AM

Thursday: 7 AM – 1 AM

Friday: 7 AM – 8 PM Saturday: 10 AM – 7 PM

Sunday: 10 AM – 3 AM

##### Software available:

*Dragon Naturally Speaking, JAWS, ZoomText, OpenBook, Purple VRS, Duxbury Braille Translator, Juliet Pro Braille Embosser*

#### Assistive Technology Lab

##### 2<sup>nd</sup> Floor Academic Services Building

##### South (ASBS)

Monday–Thursday: 8 AM – 10 PM

Friday: 8 AM – 6 PM

Saturday: Closed

Sunday: 12 PM – 6 PM

##### Software available:

*JAWS, ZoomText, Open Book, Dragon Naturally Speaking, Duxbury Braille Translator, Juliet Pro Braille Embosser*

#### Clicks CyberCafe

##### 1<sup>st</sup> Floor of the LBJ Student Center (1-4.8)

Monday–Thursday: 9 AM – 9 PM

Friday: 10 AM – 3 PM

Saturday & Sunday: Closed

Software Available: *JAWS, ZoomText*



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## Assistive Technology

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- **Dragon Naturally Speaking:** Allows you to speak, and your words appear on screen in letters, spreadsheets, and forms. You can dictate reports and papers; enter data; fill-in forms; send e-mail; and work on the Web—all by voice!
- **Duxbury:** Allows you to import MS Word files and turn them into Braille at the touch of a button. You can also create Braille from virtually any word processor, scan in information, use information from the internet, or create documents with a built-in word processor.
- **OpenBook:** Allows you to convert printed documents or graphic based text into an electronic text format using accurate optical character recognition and quality speech.
- **JAWS:** Works with your PC to provide access to today's software applications and the Internet. With its internal software speech synthesizer and the computer's sound card, information from the screen is read aloud, providing technology to access a wide variety of information, education and job-related applications. JAWS also outputs to refreshable Braille displays.
- **myReader:** Scans text and displays it on a monitor in the size and format the reader specifies. A control panel can adjust the size and speed of the text as it moves across the monitor. It also has a live mode which allows readers to magnify print without scanning the material.
- **ZoomText:** Enlarges, enhances and reads aloud everything on the screen making computers accessible and friendly to low-vision users.
- **Read & Write Gold:** A text-to-speech software that helps all individuals succeed regardless of ability or learning style. Users of all ages access the reading, writing, studying, and research tools they need at Texas State or at home. The toolbar seamlessly integrates with commonly-used applications including Microsoft Word, Google Docs, Mozilla Firefox, Internet Explorer, Google Chrome, and Adobe Reader to make digital content accessible.
- **Magnifier CCTV/Freedom Scientific Topaz Model:** Makes seeing printed type, pictures, handwriting and small details easier than ever before. Just place a letter or picture on the moveable reading table and adjust the magnification level and the displace colors to work best for your eyesight. TOPAZ has been designed with special attention to the vision needs of those with macular degeneration, glaucoma, refinitis pigmentosa, cataracts and other causes of low vision.
- **Tactile Graphic Maker:** An innovative piece of technology which is used in conjunction with Zy-Tex paper to produce tactile diagrams. The printed diagram is passed through the Zy-Fuse which causes the black ink to swell and form the end product of a diagram which can be examined using the hands.
- **Juliet Pro Embosser:** an impact printer that renders text as tactile braille cells. The Juliet Pro not only produces high-quality Braille, it is unique because it can produce such a wide Braille line. It is a durable, desktop embosser manufactured with high quality materials. It produces high-quality double-sided Braille up to 56 characters per line, at up to 55 characters per second.

**The Office of Disability Services can assist individuals with disabilities who are interested in using the Assistive Technology Labs in confirming availability, hours of lab operation, and any training needs.**



Please feel free to contact the Accessibility Coordinator for questions or concerns.

[odsbooks@txstate.edu](mailto:odsbooks@txstate.edu)

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