

Submission Instructions

Please return this form in its entirety and return to the Office of Student Access and Wellness.

Tel: 888.374.1626 x30204 ♦ Fax: 866.853.2088 ♦ Email: access@rockies.edu

Student Information

Student Name: _____ Student ID: _____

Preferred Contact Method: Phone: _____ Email: _____

Major/Program of Study: _____ Program Modality: Online Campus

Disclosure

I, _____ verify that as a student, I do not have access to print media, and agree to the following terms and conditions regarding alternate media use as a student of University of the Rockies:

I have difficulty accessing print materials, and therefore request receipt of my texts in electronic format (E-text). I will not use, further distribute, or copy these electronic files for any other purpose. In using the electronic files provided by the Text Publisher, I will abide by the Copyright Law of the United States of America, as amended (17 U.S.C Sec 101 et seq.), and the applicable Student Community Standards of University of the Rockies. The Publisher owns all rights to the works and the electronic files for the works, including copyright; I only have the right to use the E-text for the purposes set forth in this request.

I agree to purchase requested works and provide verification of purchase at least two (2) weeks in advance of the start date of each course for which E-text is requested.

Course Information

Course Code (i.e. ORG 5400): _____ Start Date: _____

Book Information

Book Title: _____ Edition Number: _____

ISBN: _____ Author: _____

Publisher: _____

Purchase price to be verified by submission of receipt or confirmation email.

I verify that the aforementioned information is complete, true and correct, and by signing this form and receiving alternate media items, I am agreeing to abide by these terms.

Student Signature: _____ Date: _____

Note to student: Signature is required on the first submission of the *Student Alternate Media Agreement and Request* form and will be held on file in the Office of Student Access and Wellness for all subsequent requests.

Requesting Your Electronic Text:

- Students requesting text materials in electronic format (E-text) must submit their requests at least two weeks prior to the start of the course.
- When requesting E-text, students are responsible for purchasing the text in print format. Proof of purchase is required at the time a request for E-text is made.
- Email access@rockies.edu. In the subject line type, "E-text Request."
 - Attach the completed *Student Alternate Media Agreement and Request for Military* form.
 - Attach proof of purchase for the textbook (this can be documented in several ways – confirmation email, receipt, or packing slip are all acceptable).
- Please note that E-text fulfillment is based on availability of text materials. Requests received inside the required two-week window may not be fulfilled prior to the start date of your course.

Accessing Your Electronic Text:

- An email will be sent to you from delivery@yousendit.com containing a link to download your materials. Instructions for downloading will be included in the email.
- The majority of E-texts are provided in a compressed zip folder. You will need either Winzip or Stuff-it Expander to access the materials (both software programs are available as free downloads).
- All E-text materials are provided in PDF format. Adobe Reader is required to access files in PDF format. Adobe Reader free download is available at www.adobe.com.

Activating the Read Out Loud Function:

- Open your PDF document
- Ensure that your speakers are on and volume is active
- Choose “View” on the Browser Menu at the top of the page
- Move to the bottom of the menu and select “Read Out Loud”
- Then choose “Activate Read Out Loud”
- Go back to “View”
- Select “Read Out Loud”
- Choose “Read This Page Only” or “Read to End of Document”
- You may also choose to pause or stop the Read Out Loud feature by returning to the same menu.

Adjusting the Speech Attributes of the Read Out Loud Feature:

- Be sure that Read Out Loud is not active
- Choose “Edit” on the Browser Menu at the top of the page
- Move to the bottom of the menu and select “Preferences” (a pop-up window should open)
- On the left side of the window, you will see the heading, “Categories”
- Under “Categories,” select “Reading”
- To adjust the pace (words per minute) of the reader, uncheck the box that says “use default speech attributes” and you can choose between 150 and 600 words per minute.
- To choose a different voice, uncheck the box that says “use default voice.” You can then select a different voice from the menu.
 - If you do not have multiple voices to choose from or you are not happy with the voices you have, free downloads are available to enhance this feature.
 - Go to www.naturalreaders.com for free voice downloads that will plug into Adobe Reader.

Creating High-Contrast or Accessible Reading Documents:

- Choose “Edit” on the Browser Menu at the top of the page
- Move to the bottom of the menu and select “Preferences” (a pop-up window should open).
- On the left side of the window, you will see the heading “Categories”
- Under “Categories,” select “Accessibility”
- Options for customization include:
 - Adjust document color to create a “high contrast” reading document
 - Adjust the zoom properties to enlarge document size