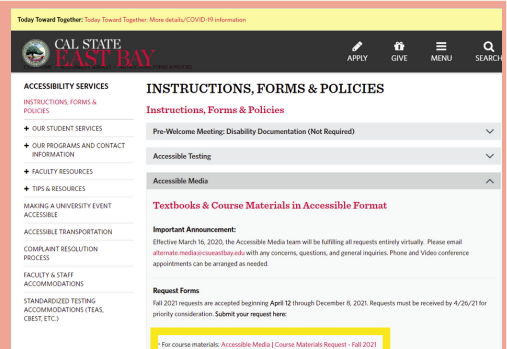


# PROCESS TO CONVERT YOUR TEXTBOOK INTO ACCESSIBLE FORMATS

Use this infographic and follow the step-by-step procedure.

## STEP 1. GO TO OUR WEBSITE

Visit us at [AS Forms & Policies](#) > **Accessible Media**



## STEP 2. SELECT APPROPRIATE SEMESTER REQUEST FORM

Complete form with textbook information from the [Bookstore](#)



## STEP 3. WAIT FOR CONFIRMATION EMAIL

We will provide status updates of your request via email.



## OPEN AND GET STUDYING



## NOTE:

- Kurzweil files will be delivered to the Kurzweil Universal Library via Kurzweil Firefly uploader tool. All other format(s) will be delivered via email to your horizon account.

# Access .kes files in Kurzweil

## STEP 1. [FOR KURZWEIL] LOGIN

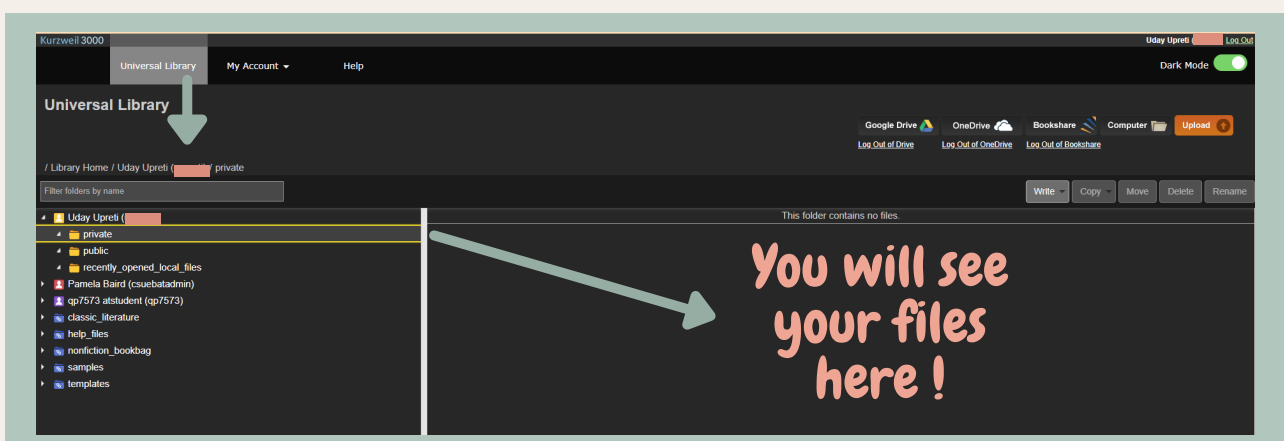


Login into your Kurzweil account using the [web client](#) or download the [desktop app](#)

## ACCESS FROM WEB CLIENT

Go to your online Kurzweil account from browser.

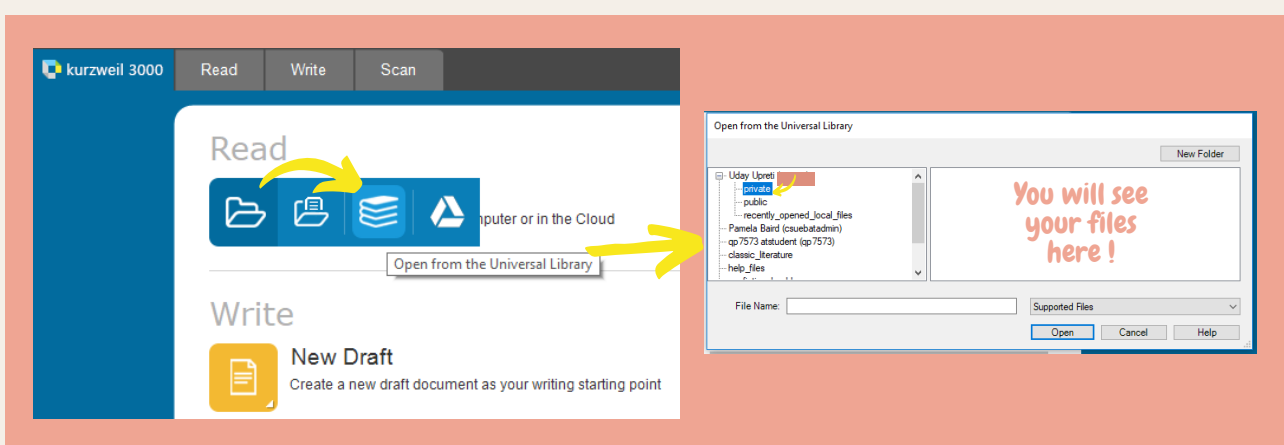
Then **Universal Library** > {Folder with your name} > **Private** > {Folder with your course or subject name}



OR

## ACCESS FROM DESKTOP APP

Go to **Open Existing File** > **Open from the Universal Library** > {Your Name} > **Private** > {Folder with your course or subject name}



## RESOURCES:

- [Kurzweil 3000 for Windows](#)
- [Kurzweil 3000 for Macintosh](#)
- [Kurzweil 3000 for Web Browsers](#)

IF YOU FACE ANY ISSUES, MAIL AT :  
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