

How to Obtain Textbooks in Alternate Format

Read this information carefully before requesting your textbooks in alternate format.

If you use screen-reader or text-to-speech software to read your books, you will need to order your books in alternate format. Alternate format includes audio books, electronic format (e-books), or PDFs.

It can take **up to 8 weeks to complete the process** as you may have to try more than one source to find your book(s). You are advised to begin as early as possible.

The different types of alternate format and how to obtain them are described below.

Students are advised to begin by searching for e-books or audio books first. This is something you can do on your own. If you are unable to obtain one of these formats, or if you think you need a copy of the PDF, you can request help through your disability support services counselor.

E-books – used with screen reader or text-to-speech software.

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PDFs - used with screen reader or text-to-speech software

- If there is no electronic format of the book, ask your DSS counselor to obtain a PDF from the publisher. The PDF will work with either screen reader or text-to-speech software. To obtain a PDF, you must first buy or rent the book and provide a copy of the receipt, along with a completed copy of the [Request for Alternate Format](#) (125-011) form to your DSS counselor. Submit one form for each book.

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