



**Services for Students with  
Disabilities**

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

[www.fresno.edu/disability-services](http://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.**