

ANDROID VERSION

When you receive an email from the Text Conversion Lab with a link to download your e-text, follow the instructions provided.

- Make sure AIM opens in a **Chrome browser**. Log-in to AIM and go to Text Conversion under the My Accommodations menu on the left side.

The screenshot shows the AIM interface. On the left, a navigation menu is open to 'My Accommodations', with 'Text Conversion' highlighted by a red circle. The main content area is titled 'PRINTING FACULTY NOTIFICATION LETTER IN PDF' and includes a note: 'Note: It may take up to 10 seconds to generate each PDF file.' Below this is a 'Select Class:' dropdown menu set to 'Select One' and a 'Generate PDF' button. A section titled 'LIST ACCOMMODATIONS FOR SUMMER 2019' features a 'Refine Search Result:' dropdown set to 'Search All'.

Books for which you've submitted a receipt and are ready for download will appear with a Download Book button under the Status heading. Select Download Book.

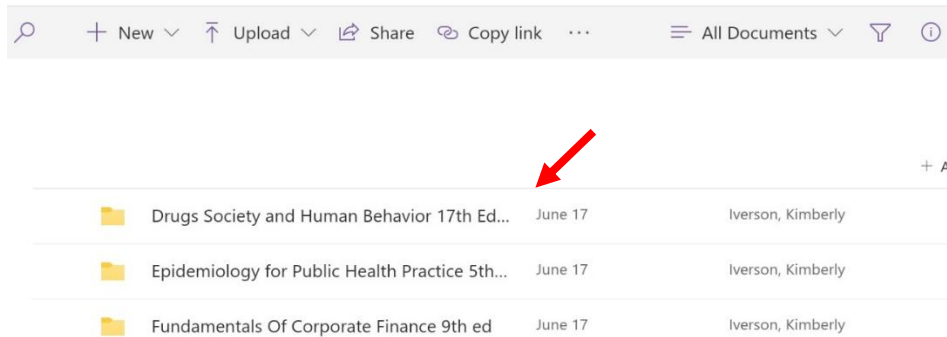
The screenshot displays the 'LIST BOOKS CURRENTLY BEING PROCESSED FOR SUMMER 2019' page. A note states: 'Note: If you do not need a book from a particular class or you would like to add additional books or select different format, please notify our office as soon as possible.' A table lists books with columns: SBJ, CRS, SEC, Book Title, Preference, RCPT, and Status. One row is highlighted, showing 'COM', '128', '003', 'Gender & Popular Culture (ISBN: 9780745643946)', and 'Completed Processing RCP'. A red arrow points to a 'Download Book' button in the Status column. Below the table is a 'Request Text Conversion for Summer 2019' section with instructions: 'Steps to get your books in Alternative Formats: Select the book you want converted to E-text. If your book is not listed and you have the information, please submit a Custom Request.' A second table lists books with columns: SBJ, CRS, Book Title, Author, Tags, and Select. One row is highlighted, showing 'Managerial Accounting W/Connect (Edition: 16th) (ISBN: 9781260088458)', 'Garrison', 'REQ', and 'Select'.

If you are not automatically directed to the book, select the link labeled "Open Link in a New Window" located in the message that appears at the top of the page.

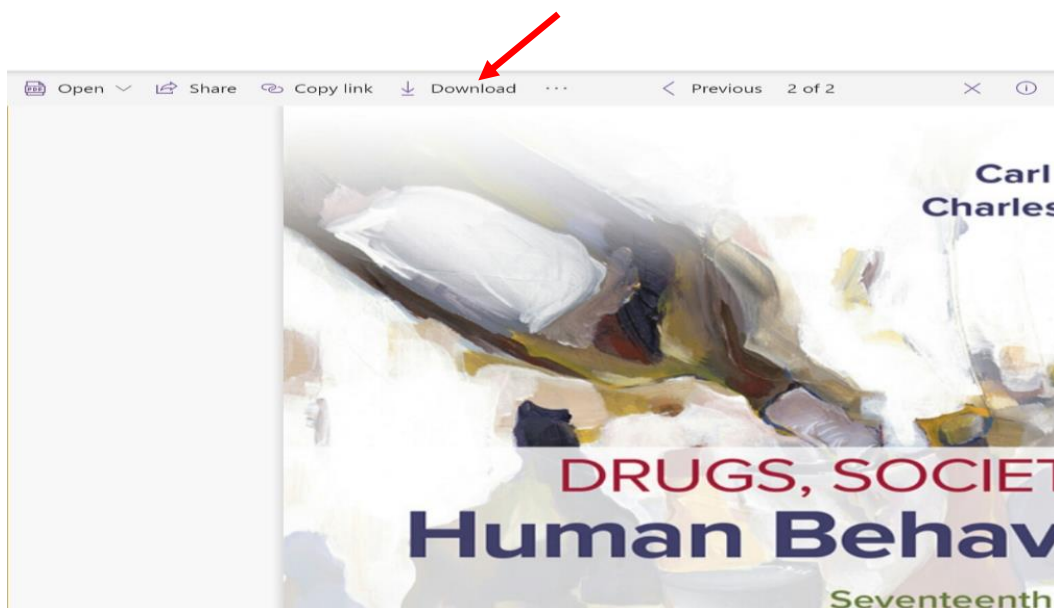
The screenshot shows the AIM interface with a red header for 'Illinois State University'. The navigation bar includes 'My Dashboard' and 'Notetaker'. The breadcrumb trail is 'Home >> My Dashboard >> Text Conversion'. The main content area is titled 'TEXT CONVERSION' and features a yellow message box: 'PROBLEM WITH POP UP BLOCKER? Please use the following link: [Open Link in a New Window](#) or adjust a setting in your web browser to remove pop-up blocker for this online service website.' The link 'Open Link in a New Window' is circled in red. Below the message box is a 'Back to List Books' button. At the bottom, there is a 'Questions? Contact Us!' section.

If prompted, select the Next button on the Microsoft SharePoint page. You will then be directed to login with your ISU email account.

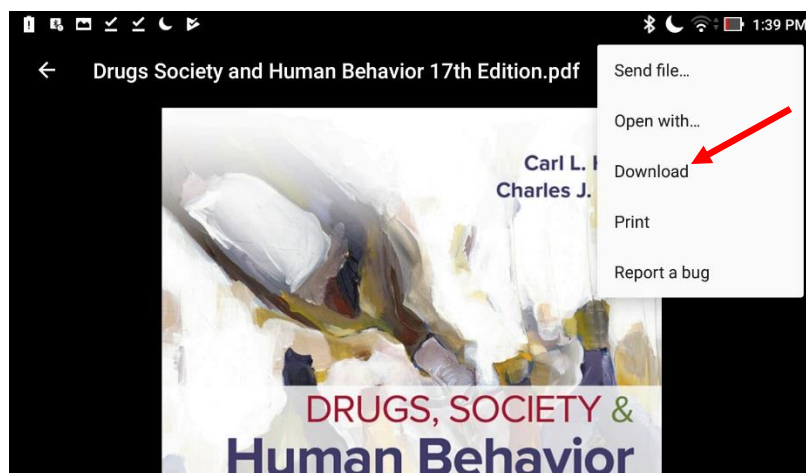
Once you login, you will be directed to the book folder in Office 365.



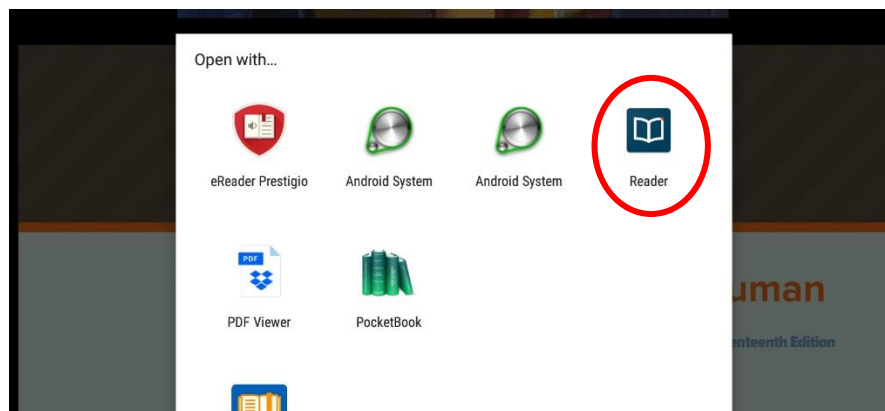
Select the name of the file you want to download. Once the page loads, select Download from the menu located in the upper middle of the screen.



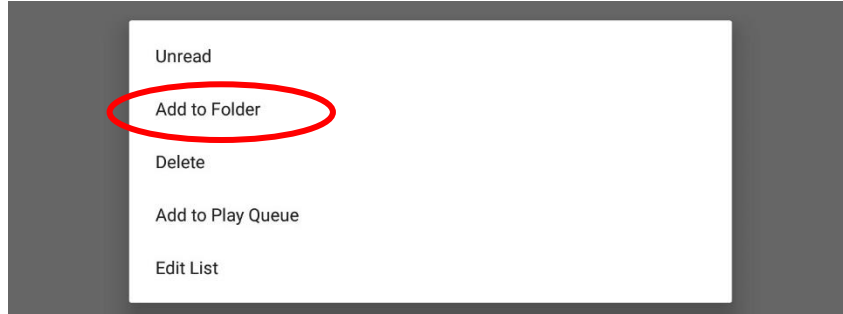
Once the file downloads, select the 3 vertical dots in the upper right corner of the screen. Choose Open with...



Then select the Reader button that appears at the bottom of the screen.



You will automatically be redirected to Voice Dream Reader. Your file will download there. Hold down on the file and choose Add to Folder. You can either create a new folder using the plus sign in the upper right corner or put it in a folder you already have.



Go back to the book folder and continue downloading the remaining files following the same steps.

If you have further questions, please stop by the Text Conversion Lab (Fell 308) or email us at textconversionlab@ilstu.edu