

# Conversion Process

## **ELECTRONIC TEXT CONVERSION**

### **High-Speed Scanner**

- Student provides book and/or readings with proof of purchase or statement from student indicating they have purchased the book and/or reading.
- Book binding is cut, pages are scanned, and the book is rebound and returned to student when done with electronic files.
- E-text is edited and provided to student on disc(s)

### **Manual Scanner**

- Student provides book and/or readings with proof of purchase or statement from student indicating they have purchased the book and/or reading.
- Book is scanned page by page into Kurzweil 3000 software
- Student saves KESI file to disk or records speech output to recorder

## **AUDIO CONVERSION (MP3 FORMAT from E-TEXT)**

- Student provides book and/or readings with proof of purchase or statement from student indicating they have purchased the book and/or reading.
- Book binding is cut, pages are scanned, and the book is rebound and returned to student when done with electronic files.
- E-text is edited and provided to student on disc(s)
- From e-text, the audio files (MP3 format) are created and stored on CD-R.

## **BRAILLE CONVERSION**

### **High-Speed Scanner**

- Student provides book and/or readings with proof of purchase or statement from student indicating they have purchased the book and/or reading.
- Book binding is cut, pages are scanned,
- Book is reproduced in Braille format
- Book is rebound and returned to student.
- Text file is edited and provided to student on disk(s)

## **ENLARGEMENTS**

- Student provides book and/or readings to DPS with proof of purchase or statement from student indicating they have purchased the book and/or reading.
- Book is photocopied according to enlargement requirements by student
- Photocopies are provided to student.