

# Alternative Texts: How to get them.

## Guidelines for Internal and External students.

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Alternative Texts are academic materials converted from the format it is usually in, to the format you require. The following guidelines are for Internal students (South Street, Peel and Rockingham campuses) and External students. These guidelines are not for Open University Australia (OUA) students.

The guidelines give instructions on how get the Alternative Texts you require according to the information on your EQAL plan. Text to Audio, special font size or Textbook conversions may take up to 6 weeks to produce. To avoid delays, please start this process well before the start of semester.

First go online to EQAL (Equity Quality Assisted Learning program) and add the Units you are currently enrolled in. For instructions on how to do this go to page 2. If you have already updated your Units, go to page 5.

### Contents

<b>Add your current units to EQAL</b> .....	2
<b>Accessing Alternative texts</b> .....	5
<b>Section I. Audio to Text, Text to Audio or a special font and size</b> .....	6
<b>Section II. Texts enlarge A4 to A3, Texts to electronic copy (PDF, Word, ebook), Texts on coloured paper and Texts with spiral binding.</b> .....	8
1. Readers and Unit Information Learning Guides (UILG) .....	8
2. Text books .....	10
2.1 Through PRINT (Murdoch Copy Centre) .....	10
2.2 Through the Association for the Blind WA (ABWA) .....	13
2.3 Through the Library .....	13
2.3.1 Text book required as an e-book (electronic) .....	13
2.3.1 Electronic copy (Word or PDF) from the Publisher .....	14
3. For Essential Readings .....	15
Printed copies to Alternative text .....	15
Electronic copies in PDF from Library or Moodle to printed copies .....	15

## Add your current units to EQAL.

1. **Access the EQAL web page** by typing EQAL (without the U) into the search bar of the Murdoch University home web page and selecting the first link [Equity Quality Assisted Learning \(EQAL\)](#) or use the following address in your browser address bar: <https://eqal.murdoch.edu.au/pages/student.php>

The screenshot shows a web browser window with the address bar containing <https://eqal.murdoch.edu.au/pages/student.php>. The page header features the Murdoch University logo and the text "The EQAL As". Below the header, there is a paragraph explaining that EQAL functions like a passport and provides access to resources and supports. A second paragraph states that users need their student number and a password issued by Equity to sign in. The main content area is titled "Please sign in to use the system." and contains two input fields: "Student Id" and "Password". To the right of these fields are "Log In" and "Clear" buttons. At the bottom of the page, there is a link to "How To Use EQAL" with a "Help" icon, and a contact email address: "email EQAL Student Access Help".

2. **Sign in.** If you are signing in for the first time type your **student number into both sign in bars.** Then click on the “log in” button. If you are unsuccessful or have forgotten your password, contact Equity and Social Inclusion by email [equity@murdoch.edu.au](mailto:equity@murdoch.edu.au) or phone 9360 6084.

**Please sign in to use the system.**

Student Id

Password

Once you have logged in successfully using your **student number twice** you can change your password to access your information.

You have requested to reset you password,  
please choose and enter a new password.

<b>Your new password</b>	<input type="password"/>
<b>Confirm Your new password</b>	<input type="password"/>

3. **Access your information.** Click on the “Study Unit and Assessment assistance request”

[EQAL Plan in PDF format](#)

[Study Unit and Assessment assistance request](#)

[Change Password](#)

This page will appear.

09/Sep/2013

Yr	Sem	Unit Code ie ACT102	Course Co-ordinator	Actions			
<input type="button" value="v"/>	<input type="button" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add my units"/>			

Associated Units

Yr	Sem	Unit Code	Course Co-ordinator	CW Stat	MST Stat	ALT txt Stat	Actions
2013	Trimester 1	BUS201	Janex	●	●	●	
2013	2	psy123	jeff cooley		●	●	
2013	2	PEC330	Allan Hill	●		●	

4. **Add your current study Units.** If your current Units are not displayed then use the drop down bars to select the current Year (Yr) and Semester (Sem). Type in the Unit Code (3 letters and 3 digits) and the name of the Course Co-ordinator.

Yr	Sem	Unit Code ie ACT102	Course Co-ordinator	Actions
<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. **Save this information.** Click on “Add my Units”



Your current Units will now be displayed below the grey bar and if you are eligible, icons will be displayed at the far right. The magnifying glass is for tests, the T icon is for Alternative Texts and the Page icon is for reviewing test information.

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# Accessing Alternative texts

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To receive your Alternative Texts in time, please start this process at least 3 weeks before the start of the Semester.

There are two sections depending on the format you require:

## **Section I.**

- Audio (lectures) to Text (printed material)
- Text to Audio (MP3)
- Text to specific font and size

**Go to page 6.**

## **Section II.**

- Text (printed material) enlarged A4 to A3
- Text on coloured paper
- Text to electronic copies (PDF, Word, ebook)
- Text with spiral binding

**Go to page 8.**

# Section I.

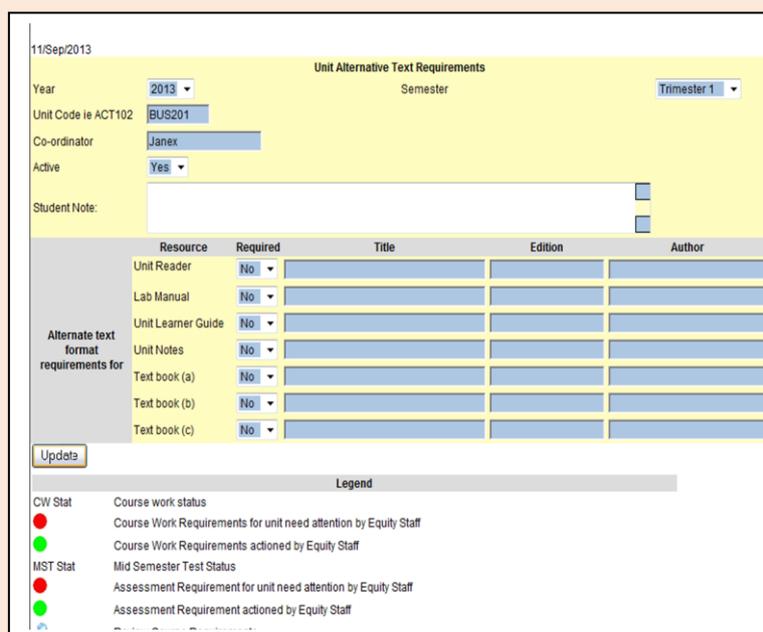
## Audio (lectures) to Text (printed material)

## Text to Audio (MP3)

## Text to specific font and size

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1. **Request Alternative Text on EQAL.** Go to your [Study Unit and Assessment assistance request](#) page on the EQAL website. Find the Unit you want to request an Alternative Text for and click on the T icon (  ) at the far right. This page will appear:



11/Sep/2013

Unit Alternative Text Requirements

Year: 2013 Semester: Trimester 1

Unit Code ie ACT102: BUS201

Co-ordinator: Janex

Active: Yes

Student Note:

Resource	Required	Title	Edition	Author
Unit Reader	No			
Lab Manual	No			
Unit Learner Guide	No			
Unit Notes	No			
Text book (a)	No			
Text book (b)	No			
Text book (c)	No			

Update

Legend

CW Stat Course work status

● Course Work Requirements for unit need attention by Equity Staff

● Course Work Requirements actioned by Equity Staff

MST Stat Mid Semester Test Status

● Assessment Requirement for unit need attention by Equity Staff

● Assessment Requirement actioned by Equity Staff

2. **Give instructions.** Type your instructions and any important information into the “Student Note” box. For example, “I require MP3 files”, “I require my lectures typed” or “I require Arial font 22 printed on green paper and spiral bound”. Textbook requests can also be written, for example, “I do not want my text book damaged. Please ask the publisher for a copy. I can wait up to a

month to receive it.” or “I do not want my text book damaged, please send it to the Association for the Blind WA (ABWA) for scanning.”

3. **Select the academic documents** you need in an alternative format by clicking on the dropdown box and changing it from “No” to “Yes” and type in the Title. Add the Edition and Author if applicable. Textbooks, Readings and Notes are to be brought to the ESI Administration Office. It is not necessary to bring Readers and Unit Learning Guides to the ESI Administration Office.
4. **Save this information.** Click Update.

Equity and Social Inclusion (ESI) staff will receive a report of your request. They will order your alternative texts and contact you when they are ready for collection.

#### Please Note:

- **Audio files (DAISY or MP3)** are converted by the Association for the Blind WA (ABWA) and may take up to six weeks to be converted. Please put your request on EQAL at least 3 weeks before the start of the Semester.
- **Transcriptions** of online lectures will be emailed weekly.
- Only essential text (printed) documents will be converted to Audio or special font. A list of essential and recommended documents can be found in your Unit Information and Learning Guide (UILG)
- **Text books** can be accessed and converted in a number of different ways. You may be required to bring/post your text book to the Equity and Social Inclusion (ESI) Administration Office (ECL1.009) and it may get damaged in the conversion process. Read page 9 and 10 for more information.
- Equity and Social Inclusion (ESI) covers the cost of the conversion. ESI does not cover the cost of Readers or textbooks.
- Internal students will be asked to collect their Alternative Texts from ECL1.009 or Murdoch Copy Centre (PRINT) in the Library.
- Peel and Rockingham students will be asked to collect their Alternative texts from the Bookshop on their campus. They may also ask their Student Centre to send documents needing conversion to ESI using the Murdoch Internal mail system.
- External students will have their Alternative Texts posted to them. ESI will pay for the postage.

## Section II.

Text enlarged A4 to A3

Text on coloured paper

Text to electronic copies (PDF, Word, ebook)

Text with spiral binding.

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The academic materials you may need in an alternative format are;

1. Readers and Unit Information & Learning Guides (UILG). See page 8
2. Text books (only essential text books). See page 10
3. Essential Readings

### 1. Readers and Unit Information Learning Guides (UILG)

- 1.1 Complete the “EQAL Student Alternative Texts” form. It is available on the EQAL website, from the Equity and Social Office ([equity@murdoch.edu.au](mailto:equity@murdoch.edu.au)) and at PRINT (the Murdoch University Copy Centre in the Library [print@murdoch.edu.au](mailto:print@murdoch.edu.au)).**

EQAL STUDENT ALTERNATIVE TEXTS FORM	
<div style="border: 1px solid black; padding: 5px;"> <p><b>STUDENT DETAILS</b> <span style="float: right;">Date: ____ / ____ / ____</span></p> <p>Name: _____ student number: _____</p> <p>Mobile: _____ and/or Email address: _____</p> </div>	
<div style="border: 1px solid black; padding: 5px;"> <p><b>UNIT MATERIAL REQUEST</b> <input type="checkbox"/></p> <p>Unit Code _____ UnitName _____</p> <p>Reader <input type="checkbox"/> Unit Learning Guide: <input type="checkbox"/> Other _____</p> </div>	

- 1.2 Complete the form** (name, student number, Unit code, Unit name and contact details) and order a copy as per your EQAL plan.

### 1.3 Return the form to PRINT.

- Internal students – hand the form in. PRINT will contact you when your document is ready for collection from their counter in the Library.
- Peel and Rockingham students – email the form. Your documents will be sent to your campus Bookshop for collection. The Bookshop will contact you.
- External students – email the form. Your documents will be posted to you.

### 1.4 Pay for your Reader:

- Internal students – collect your Alternative text from the PRINT counter and pay cash, cheque or with your student card. PRINT will ask you to pay at the Bookshop if you have a credit card.
- Peel and Rockingham students – collect your texts and pay at the Bookshop.
- External students do not pay for Readers as it is included in the Unit fees.

**1.5 Note:** Unit Learning Guides are free of charge. Readers are the standard Bookshop price. ESI covers the cost of the conversion. ESI pays for postage.

## 2. Text books (only essential Text books).

**In most instances you are required to purchase the essential text book for converting into an alternative format.** ABWA does not require you to purchase a textbook. In some cases a second hand text book will be suitable. There are three methods. You may choose a preferred method but ESI will make the final decision:

**2.1) PRINT** See page 11.

- The text book spine will be removed by PRINT staff. It can be spiral or perfect bound after scanning.
- The process is on campus and takes 1 to 5 business days.

## **2.2) Association for the Blind WA (ABWA).** See page 13.

- ABWA may already have a scanned copy of the text book. Register for free with ABWA to download it. In this instance you will not be required to purchase a textbook.
- Text books are not damaged during scanning and copies are kept for other ABWA members.
- ESI administers this off campus process which takes 3 to 14 business days.

## **2.3) Library.** See page 13.

- Library Acquisitions/ Resource service can help source an eBook for you. EBooks have limitations; please ensure they will provide the support you require. You may not be required to purchase a textbook, the publisher will inform you.
- Library Acquisitions/Resources can request an electronic copy from a publisher for you or on behalf of ESI (1 to 4 weeks waiting time). You will need to purchase a textbook.

## **2.1 PRINT (Murdoch Copy Centre)**

**2.1.1 Text books.** (The text book spine will be removed for enlarging to A3 size, printing on coloured paper, spiral binding or scanning as an electronic PDF or Word document).

1. **Purchase the text book** and keep the receipt.
2. **Request your alternative textbook on EQAL.** Go to your [Study Unit and Assessment assistance request](#) page. Find the Unit you want to request the

Alternative textbook for and click on the T icon (  ) at the far right. The following page will appear:

11/Sep/2013

**Unit Alternative Text Requirements**

Year:  Semester:

Unit Code ie ACT102:

Co-ordinator:

Active:

Student Note:

Resource	Required	Title	Edition	Author
Unit Reader	<input type="text" value="No"/>			
Lab Manual	<input type="text" value="No"/>			
Unit Learner Guide	<input type="text" value="No"/>			
Unit Notes	<input type="text" value="No"/>			
Text book (a)	<input type="text" value="No"/>			
Text book (b)	<input type="text" value="No"/>			
Text book (c)	<input type="text" value="No"/>			

**Legend**

CW Stat  Course work status  
 Course Work Requirements for unit need attention by Equity Staff

3. **Give instructions.** Type your instructions and any important information into the “Student Note” bar. For example, “I require my text book as a PDF copy”, “I require my text book printed on green paper” or “I require spiral binding”.
4. **Select a text book option,** click on the dropdown box and change it from “No” to “Yes”. Type in the Title and add the Edition and Author if applicable.
5. **Save this information.** Click Update
6. **Internal students** take the text book and receipt to Equity and Social Inclusion Administration Office, ECL1.009.
7. **Peel and Rockingham students** take your textbooks and a copy of your receipt to the Student Centre or the Bookshop on your campus. Ask the Officer to send them via internal mail to Equity and Social Inclusion ECL1.009. **Email** [equity@murdoch.edu.au](mailto:equity@murdoch.edu.au) to inform us your text book has been sent to us from your campus Student Centre or Bookshop.
8. **External students**

## Either

- **Purchase the textbook through the Murdoch University Bookshop**  
[Murdoch University Bookshop - Booklist](#)

- Complete the Bookshop order form [http://our.murdoch.edu.au/Bookshop/document/bookshop\\_online\\_order\\_form.pdf](http://our.murdoch.edu.au/Bookshop/document/bookshop_online_order_form.pdf) and in the address bar, **request delivery to Equity and Social Inclusion, ECL1.009** and not to your home address.
- **Email** [equity@murdoch.edu.au](mailto:equity@murdoch.edu.au) to inform us of the arrangement and ensure your delivery/home address is in the email.

## Or

- **Purchase your text book and post it and a copy of the receipt** to Equity and Social Inclusion, Room ECL1.009, Murdoch University, 90 South Street, MURDOCH, WA 6150.
  - **Email** [equity@murdoch.edu.au](mailto:equity@murdoch.edu.au) to inform us you have posted a text book to us. Make sure your delivery/home address is in the email.
9. ESI will order the conversion from PRINT (the Murdoch Photocopy Centre). PRINT will remove the text book spine for scanning or binding.
  10. ESI will contact you to collect your text book and Alternative text or will post it to you.
  11. If you are not satisfied with the quality, please contact ESI (08) 9360 6084 or [equity@murdoch.edu.au](mailto:equity@murdoch.edu.au) as soon as possible.
  12. Equity and Social Inclusion (ESI) covers the cost of the conversion and postage. ESI does not cover the cost of the text book.

## 2.2 Association for the Blind WA (ABWA)

1. Access the ABWA library catalogue [Geoff Gallop Digital Library](#) to see if your text book is available. This access is free and you do not have to register.
2. If your text book is there, you will need to register (for free) with ABWA to download it from [Braille and Talking Book Library Services](#) You will not be required to purchase a textbook. Further information is available on the

ABWA web page [www.guidedogswa.com.au](http://www.guidedogswa.com.au) or call ABWA on 9311 8202.

Type in the “Student Note” box that you received an ABWA copy.

3. If you need the downloaded text book printed on A3 or on coloured paper, Type in the “Student Note” box that you have an ABWA copy that needs printing or the ESI Admin Office on (08) 9360 6084 or email [equity@murdoch.edu.au](mailto:equity@murdoch.edu.au)
4. If the text book is not available follow the guidelines in 2.1 (PRINT) above or 2.3 (Library) below. If you do not want your textbook damaged, ABWA has a machine that can scan without removing the spine. Type this into the “Student Note” box.’ For example “I do not want my text book damaged, please send it to ABWA for scanning. ESI will, however, make the final decision as to how your text book will be converted. The decision is based on timelines, costs and other factors.

## 2.3 Library

### 2.3.1 Text book required as an e-book (electronic book)

EBooks have limitations; please ensure they will provide the support you require.

You may not be required to purchase a textbook, the publisher will inform you.

#### 1 Search the Library for an online copy.

- Go to the Murdoch University home webpage and type Library into the search bar at the top right and click on the “Library” quick link that appears. On the Library web page, type the author into the “Findit” search bar. Refine your search using the menu on the right and checking the boxes with ebook in “Content type” and electronic book in “Subject terms”. If your book is available you may be able to read it online.

#### 2 Search online to find and purchase a copy of your text book in e-book format.

- Try [www.cengagebrain.com.au](http://www.cengagebrain.com.au) or [www.amazon.com](http://www.amazon.com) and enter the Title, Author or ISBN number into the search bar.

- Try [www.google.com](http://www.google.com) and type the title into the search bar and browse through the standard text book sites (eg Angus & Robinson, Booktopia, Bookworld).
- If the above measures are unsuccessful, contact Murdoch University Library [emailorders@murdoch.edu.au](mailto:emailorders@murdoch.edu.au) for assistance.
- Inform Library you are an Equity and Social Inclusion student with an EQAL plan. Include your name, student number, contact details, unit code and text book title & author in the email.
- **Copy (cc) this email to ESI at [equity@murdoch.edu.au](mailto:equity@murdoch.edu.au)**
- Publishers have different requirements and instructions for you to follow when downloading the eBook.

### 2.3.1 Electronic copy (PDF or Word) from the publisher.

1. If you require an electronic copy (Word or PDF) the Library can request this on your behalf. **Email the Murdoch University Library [emailorders@murdoch.edu.au](mailto:emailorders@murdoch.edu.au)**
  - Inform Library you are an Equity and Social Inclusion student with an EQAL plan. Include your name, student number, and contact details
  - Ask the Library to send a request to the publisher for an electronic copy Word or PDF as per your EQAL plan.
  - Give the unit code and text book title, edition, author, year of publication and publisher in the email.
  - **Copy (cc) this email to ESI at [equity@murdoch.edu.au](mailto:equity@murdoch.edu.au)**
  - The Library will contact the publisher. It may take 1 to 4 weeks before your copy arrives. If the delay is ongoing, contact ESI to investigate. If the publisher can only send a PDF this can be converted to Word for you at PRINT. Contact ESI to arrange this.
  - ESI and the Library will instruct you on collection of your copy. You may be required to collect your copy on a USB from the library or from PRINT if it is burned onto a CD. Alternatively, it may be emailed to you or the CD posted to you.

### 3. For Essential Readings.

Unit Co-ordinators provide essential readings in a variety of formats.

1. **Printed copies to Alternative printed copies. Internal students** take the document to PRINT and follow instructions for Readers and UILG on page 8. **Rockingham and Peel students** can send the document via Internal Mail from their Student Centre and follow instructions for Readers and UILG on page 8. **External students** see 2 below or make a request on EQAL (see Section I above).
  
2. **Electronic copies in PDF from Library or Moodle to printed copies**
  - **Internal students** save the document onto a USB, take to PRINT and follow instructions for Readers and UILG on page 8. Online Readings (on LMS) that cannot be downloaded can usually be printed. Follow the instructions in 1 above for printed readings.
  
  - **Peel, Rockingham and External students** requiring essential readings on the Library Catalogue converted to PDF or Word and emailed to you, here are instructions to follow:
    1. Find your essential Reading list. Your academic reading material for your unit will be in your Unit learning Guide, on Moodle and/or the Library Catalogue. To find the Library Catalogue, find the link on Moodle or go to the Murdoch University home web page:  
<http://library.murdoch.edu.au/>
    2. Also from the Library home page, click on the eReserve tab, type in the Unit name or Code and hit enter.

3. Most of your essential Readings will be on this list. If it is not, look on Moodle, in your Unit Learning Guide or contact your Unit Coordinator.
4. **The Document Request Form.** Go to the Murdoch University Library home webpage. Type “Document request form” into the search bar at the top right. On the page that appears click on the link for [Document Request Form](#).
5. Complete the form. Copy and paste readings from the Library Catalogue into the form and type in the “Notes/Special Instructions” box that you are an OUA and an Equity student with an EQAL plan. Type your requirements as per your EQAL plan, for example or “I require Text to PDF” or “I require Text to Word”
6. Click Submit Request. Library staff will receive your request and respond.

For more information please check:

<http://library.murdoch.edu.au/Our-services/OUA-students/>

If you require assistance, please try the following options:

- Email the library at [loans@murdoch.edu.au](mailto:loans@murdoch.edu.au) or call the Library between 8am and 7pm Western Australia time (08) 9360 2563.
- Email your Murdoch Disability Support Officer or Unit Coordinator
- Email [equity@murdoch.edu](mailto:equity@murdoch.edu) or call Equity and Social Inclusion between 9am and 4pm Western Australia time (08) 9360 6084.

Remember in your email or phone call to inform your Unit Coordinator and Library staff that you are an Equity and Social Inclusion student requiring your academic materials in an alternative format as set out in your EQAL plan.

**Warning:** All copies of text books, Readers, Unit Information and Learning Guides and Unit Readings are provided to you according

**to strict copyright provisions. You must not make further copies of them for other people.**