

## Using SensusLibrary to Obtain Alternative Format Texts

The first step is to think of a method for reading the books. Most of our students are using Read and Write which is available from the <http://software.udayton.edu> web site. Please download the program from here if you do not have it already. It is available for both Mac and PC users. If you do not need to have the book read aloud to you, then a simple PDF viewer such as Adobe Acrobat will be sufficient.

To log into SensusLibrary:

- 1) Visit <http://www.sensuslib.com/udayton>
  - a. Tip: Bookmark this page so that it is easier to access in the future.
- 2) Click Login
  - a. If you have not logged in before, your username and password will be as follows:  
Username: UDUsername (Example: rspangler1)  
Password: UDUsername@123 (Example: rspangler@123)
  - b. If you have logged in before, use the password you set when you logged in the first time.  
If you are unable to log in, please email Robert Spangler at [rspangler1@udayton.edu](mailto:rspangler1@udayton.edu).
- 3) Once logged in, click "Search and Retrieve"
- 4) You can then search for the book you need by entering search terms in the search box. For example, I can enter "Thomas Calculus 14E" to pull up the 14th edition of the Thomas Calculus book.
- 5) Examine the table of results that appears. The column labeled "Title" will contain the names of the different sections of the book, including the chapters, appendices and other material. Please compare the information in the table with the information on the hardcopy of the book that you purchased to ensure that you are downloading the correct file. When you have determined which file to download, click the "View Alternates" button in the far right column of the table that corresponds with the file that you wish to download.
- 6) The next screen will display the information about the file that you have chosen. Click the "Download" button, and the file should begin to download. It will most likely go into your downloads folder, depending on your browser's configuration.
- 7) You are now ready to open the file in Read and Write, or whichever PDF viewer you will be using.

In the event that you are unable to locate your book, use the "Request Material" button in the menu on SensusLibrary. Please provide the book title and 13-digit ISBN, which can either be found on the title page or copyright page of the hardcopy of the book. The book will be located and uploaded to SensusLibrary. You will then receive notification that it is available for download.

If you require assistance, call the Office of Learning Resources at 937-229-2066 and ask for an appointment with Robert Spangler or send an email to [rspangler1@udayton.edu](mailto:rspangler1@udayton.edu).