

## HOW TO SEARCH AND REQUEST DIGITAL FILES

### ***What is e-text?***

In our library we use the term electronic resources to describe a format of resources that are digital files. We also use the term “e-text” which is a specific type of electronic resource produced following the national standard, ***Guidelines for the Production of E-Text***. Staff produce e-text using the E-text Guidelines and following LRC production practices. E-text is a word file (usually rich text format) that contains only the text portion of the work without any graphics. The text is formatted with tags (BEGIN and END Sections) and includes a description of some graphics. A tactile supplement may accompany the text. Although, e-text does not reflect the total text (no graphics), it is a faster production of alternate format providing students with access to the words and translation and/or search capability in the textbook.

### ***Why is e-text created with different file extensions?***

E-text could have one or more of the following file extensions: **.rtf, .txt, .doc**.<sup>1</sup> For example, if the student wants to access the file with screen reading software, then any of these file types should work. Please note that only .rtf and .doc preserve most formatting such as bold and italics. Our new e-text productions have headings—h1, h2—in the text. If the e-text title is produced with these headings, the .doc files would be much preferable with a screen reader because you can use Quick Key Navigation—and jump automatically from heading to heading if that structure is in the file. This provides a quick way to navigate through the file using a screen reader.

A second example is when the student wants to borrow the electronic file to import the document to Duxbury for braille translation. In this example, either the .txt or .doc file is needed. Our last example of using the electronic file is to import the file into an electronic braille device like the PacMate or BrailleNote; experienced users tell us that the .txt file would be preferred.

You may also request supplemental volumes of braille tactile diagrams. Braille/tactile diagrams are not available for all electronic resource titles. To determine if tactile diagrams are available, look in the “General Notes” field. If diagrams are available this note will be included in the record: “Braille/tactile diagrams are available upon request”.

### ***What is available in electronic format in our Library?***

The SSVI catalogue has over 100 titles that are available in electronic format. These include both curriculum textbooks and leisure reading/novels. Note e-text is not suitable for math and sciences such as chemistry.

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<sup>1</sup> rtf = rich text format, txt = text format doc = Word document

## How do you find e-text titles in the SSVI Catalogue?

**1. I want to search by:**  
 Title  AND   
 Title

**2. I want title(s) in the following format(s):**  
 Braille  Large Print  Sound Recording  Electronic Resource  
 Kit  Video  Professional Resource Book  Equipment

**3. (Optional) I only want to view title(s) that are:**  
 E-text  AND   
 None  
 Uncontracted Braille  
 Twin Vision  
 Big Book  
 Tactile  
 E-text

**(Optional) I want to browse:**  
 by the following reading level:  OR All leisure reading/novels by the following reading level:   
 level: [What is Twin Vision](#)  
 None  OR None   
 You may want to select an option from step 3. You may want to select a format from step 2 and/or an option from step 3.

**1. Select the format "Electronic Resource".**

**2. Select "E-text" from drop down menu.**

**3. Search**

Search

The system responds with a hit list of e-text titles. Open a record to view the details.

[Request Title](#) | [Revise Search](#) | [New Search](#) | [Retu](#)

**Record View**

**Access Key:** avtg  
**Title:** Canada a history to the Twentieth Century /  
**Author:** Dawood, Ismail.   
**Format:** er - Electronic Res  
**Material type:** 013 - E-text  
**Call number:** FC172/D271Ca/1992  
**Holdings:** Copies: 1 CD/Volumes: 1-2 (er002 tactile supplement)  
**Holdings:** Copies: 2 e-Master  
**File Type:** .txt, .rtf  
**System Requirements:** IBM PC or compatible.  
**Reproduction:** Original version: Edmonton : Reidmore Books, c1992. ISBN 1895073049.  
**Edition:** E-text version  
**Publisher:** Edmonton : Alberta Learning, 2004.  
**Physical desc:** 1 CD Rom.  
**General notes:** Braille/tactile diagrams available upon request.  
**General notes:** Suitable for use with adaptive software.  
**Subject:** [Canada History](#)   
**Subject:** [Social studies Gr 8](#)   
**ISBN:** 1895073049

**This E-text title has the file extensions of .txt and .rtf**

**This E-text title has tactile diagrams available.**


## How to place requests?

Complete the online form and select one of the following additional requirements from the Request Online Form page:

- 04 – E-text on CD with Braille diagrams
- 05 – E-text on CD without Braille diagrams

Title Requested: Canada a history to the Twentieth Century /  
Access Key: avtg  
Format: er - Electronic Res  
School name:  
 \*

Student Name:  
 \*

Date required in the classroom (click icon):  
  \*

Order placed by:  
 \*

Email:

Additional requirements:  
04 - E-text on CD with Braille diagrams  
01 - Not Applicable  
02 - Prefer Sound Recording on CD if available  
03 - Prefer Sound Recording on cassette if available  
04 - E-text on CD with Braille diagrams  
05 - E-text on CD without Braille diagrams  
06 - Braille file on CD with Braille diagrams in addition to Braille copy  
07 - Braille file on CD without Braille diagrams in addition to Braille copy  
08 - Braille file on CD with Braille diagrams instead of Braille copy  
09 - Braille file on CD without Braille diagrams instead of Braille copy

**The personal information is collected pursuant to section 33(c) of the Freedom of Information and Protection of Privacy Act. The information is collected to meet the student's educational programming needs and for the program. Should you have any questions please contact Judith Shupenia, Library Technician, Judith.Shupenia@gov.a**

**The LRC will only use this personal information to the extent necessary to enable the LRC to carry out its purpose in**

## What about placing requests for braille files?

Schools now have the option to request braille files. Students can use their assistive technology, for example an electronic braille device such as a notetaker, to access the braille digital file rather than using the hard copy braille books. Another advantage for using the braille digital file is that one can “relax” some contractions making the braille format easier for the beginning braille reader.

To request a braille file, use the braille record. These files will have an extension of **.brf**.<sup>2</sup> Braille files are not available for all braille titles. Our Library will not have masters for titles purchased from commercial sources or for titles obtained from other provincial centres. To determine if braille files are available, look for the word “Master” in the Holdings information and:

- If there is no master information or if it states “Master (Thermoform)”, we do not have braille files.
- If it states “Master”, or “e-Master”, the braille files are available.

<sup>2</sup> .brf = braille file

## Record View

**Access Key:** awmw  
**Title:** Voices of Alberta people, places, and possibilities /  
**Format:** br - Braille  
**Material type:** n/a - Not Applicable  
**Call number:** LB1530/M295Vo/Gr4/2006  
**Holdings:** Copies: 1 Volumes: 1-11 e-Master  
**Reproduction:** Original version: Don Mills, ON : Pearson Education Canada, c2006. ISBN 01  
**Publisher:** Edmonton : Alberta Education, 2006.  
**Physical desc:** 11 v.  
**General notes:** Diagrams consist of stereocopy. (Have masters of all diagrams)  
**Audience:** Grade 4  
**Subject:** [Social studies Gr 4](#)  
**Series title:** [Many voices ;](#)  
**Series number:** grade 4  
**ISBN:** 0131737449

**Braille files are available for this title.**

Complete the online form to request braille files. Select one of the following additional requirements from the Request Online Form page:

- 06 - Braille file on CD with Braille diagrams in addition to Braille copy
- 07 - Braille file on CD without Braille diagrams in addition to Braille copy
- 08 - Braille file on CD with Braille diagrams instead of Braille copy
- 09 - Braille file on CD without Braille diagrams instead of Braille copy

Title Requested: Voices of Alberta people, places, and possibilities /

Access Key: awmw

Format: br - Braille

School name:

abc \*

Student Name:

abc \*

Date required in the classroom (click icon):

12/19/2007 \*

Order placed by:

abc \*

Email:

Additional requirements:

01 - Not Applicable  
 01 - Not Applicable  
 02 - Prefer Sound Recording on CD if available  
 03 - Prefer Sound Recording on cassette if available  
 04 - E-text on CD with Braille diagrams  
 05 - E-text on CD without Braille diagrams  
 06 - Braille file on CD with Braille diagrams in addition to Braille copy  
 07 - Braille file on CD without Braille diagrams in addition to Braille copy  
 08 - Braille file on CD with Braille diagrams instead of Braille copy  
 09 - Braille file on CD without Braille diagrams instead of Braille copy

Submit

Reset

Cancel

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**The LRC will only use this personal information to the extent necessary to enable the LRC to carry out its purpose in a re**

Electronic resources are sent to schools on CDs. Students can then load the CD to a computer for transferring to their electronic braille device using cards and /or card readers.