

How to Use Google Drive for Textbooks

Hi OSAS Alternative Format Textbook User,

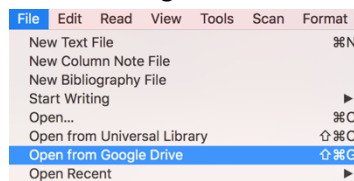
The AT Staff uses Google Drive access for your textbooks. This will allow you to take your textbooks with you on the go using any app that syncs with your Google Drive account.

To access your Google Drive folder you will need to do the following:

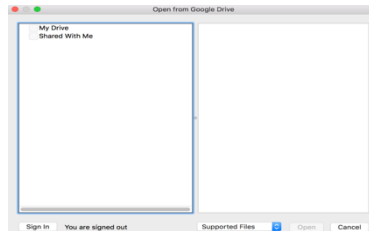
1. Click the personalized link sent to you in an email by either sasat@usc.edu or ms33059@usc.edu
 - a. Use your USC email to log in. You will not be able to access it using your personal email.
2. Textbooks will appear in individual folders.
3. Within each textbook folder, you will find folders labeled by the format of your converted textbook (i.e. PDF, KESI, MP3, etc.)
 - a. You will find each chapter/section of the textbook labeled 01_chapter_01
4. If you would like to download the file directly to your computer, right click the file and select "Download" from the menu.

To access from the Kurzweil 3000 software, please do the following:

1. Open Kurzweil.
2. From the toolbar, select File > Open from Google Drive.



3. You will be prompted to provide your login for your USC myUSC account.



4. Once entered, you will be able to open files found in your Google Drive account. *Please note, this folder may only be accessed by you. If folders are found to be shared with non-authorized individuals, you may lose access to the Google Drive folder.*

If you'd like to schedule an appointment for a tutorial, please use our [AT Training Calendar](#). We are happy to help troubleshoot any issues!

Best,

Assistive Technology Specialist, Office of Student Accessibility Services (OSAS)

