

How to access an e-document requested through Interlibrary Services

1. Open email you received from Interlibrary Services
2. Click on ILLiad logon line in email message
3. Log into ILLiad using your userid and ILLiad password
4. Click on Electronically Received Articles
5. Click on View
6. When Transaction Information appears, click on View PDF
7. Click on File and Save As – Save as PDF on your flash drive

How to convert PDF to Word.doc in OPENBOOK Software in the Adaptive Technology Lab

1. Open PDF by clicking on File, Open.
2. Click on Print, select Freedom Import Printer (a virtual printer which automatically opens OPENBOOK)
3. Page should automatically scan, if it does not, ask student Media Development Center desk to ensure the printer is connected
4. When scanning is complete, the last page of the document will be displayed.
5. To go to the first page, press Ctr & G, enter 1.
6. Click on File, Save As—you want to save the scan as a Word document—under File Type select Word Win 6,7,8.DOC. Save to your flash drive using a file name of your choice.
7. To save doc with a larger font size, Open the doc you saved in Microsoft Word. Click on Edit; choose Select All; Click on Format, choose Font... change the font size to 14. Save your doc.
8. To request a large print copy, go to the Media Development Center
 - (1) Send document to default printer (UCL) by clicking on print
 - (2) Ask iT Help Desk to print a large print copy
 - (3) Log-on to the printer in the Media Development Center
 - (4) Document is printed on legal size (8 ½"X14") or tabloid size (11"x17") paper.

Students registered with Disability Support Service may request a large print copy at the iT Help Desk, 214 Hale Library. Large print copies are available at the same cost as standard size copies. K-State students are allowed \$10.00 each semester, plus \$5.00 in the summer, for free laser printing.