

ARC-BC

Downloading Alternate Formats

Introduction

ARC-BC is a web-based collection of alternate formats based on the BC K-12 curriculum. The collection is only accessible to registered users in BC school districts who are part of the ARC-BC community and who are working directly with students with perceptual disabilities. By completing this tutorial, you will learn how to search, select and download alternate formats from the ARC-BC collection.

This tutorial assumes...

- You are a registered and approved user of ARC-BC

Learning Objectives

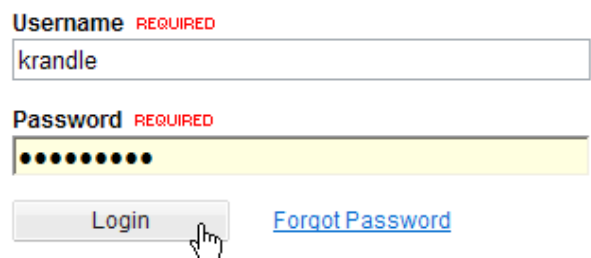
Completion of this tutorial will give you experience with the following:

- Logging into ARC-BC
- Searching the alternate format collection
- Selecting files to download
- Checking out and downloading files

Logging Into ARC-BC

Go to the ARC-BC website at www.arc-bc.org.

1.
 - Click the **Login** button located on the right side of the home page.
 - Type in your ARC-BC username and password in the login fields. If you forget your password, you can click the **Forgot Password** link to be prompted for your password. If you forget your username, contact the ARC-BC provincial team at arc@setbc.org for support.
 - Click the **Login** button.



A screenshot of the login form on the ARC-BC website. It features two input fields: "Username" and "Password". The "Username" field contains the text "krandle". The "Password" field is masked with black dots. Below the fields are two buttons: "Login" and "Forgot Password". A mouse cursor is hovering over the "Login" button. The labels "Username" and "Password" are followed by the word "REQUIRED" in red text.

Searching and Selecting Alternate Formats

To search for alternate formats in the collection...

- Click the Search tab at the top of the site.
- On the Search field, locate the keyword Quick Search field. **Type in a distinct word** from your title (e.g. “wrinkle” for “A Wrinkle in Time”).
- Click the **Quick Search** button.
- You can also do a more **Advanced Search** by using the various search parameters below the Keyword search. You can search by collection (Main Library or Community), grade level, file format type, title, ISBN, author, subject area or keyword. Once you’ve entered the parameters you want, click the Search button to perform the search.
- On the Search Results page, locate the title of your book. You may need to click the “More” link at the bottom of the short list to expand it.
- Click the title link to go to the detailed title page for that book.



Enter keywords:

 e.g., single terms: Holes, or quoted phrases: "global citizens", or booleaned terms such as: (Holes AND government)

*Type in keyword then
click Quick Search*

Search Choices

Collection: Main Library Community

Grade Level: K 1 2 3 4 5 6 7 8 9 10 11 12

File Format:

Title:

ISBN:

Author:

Subject:

Keyword:

Language: English French

Search Results

You searched for: wrinkle

Main Library found 1 results

- [A wrinkle in time](#) by L'Engle, Madeleine. Published by Bantam
- [More...](#)

1

2

On the detailed title page, ensure the ISBN matches the print book. To find the available alternate formats...

- **Scroll down the page** until you see the alternate format list – the books are usually divided into chapters with smaller books available as whole books at the bottom.
- Each chapter has a list of file formats available. Each format has a button to **Select** it, the name of the file **Producer**, the **Size** of the file, the file **Type**, and the file **Rating**.
 - **1 star** = initial stage of production (no editing)
 - **2 star** = transitional stage of production (some editing)
 - **3 star** = final stage of production (fully edited)
- One and two star files also have a **Notes** area where the community indicates if work is being done on that file to improve it.

<i>Publication Date</i>	1962
<i>ISBN</i>	0440498058
<i>ISBN Alternative</i>	9780440498056
<i>Abstract</i>	When an atomic physicist search for him, going on Winner 1963.

Chapter 1 Mrs. Whatsit					
NAME	SIZE	TYPE	RATING	NOTES	
Select Chapter 1 KES.kes Producer: School District 5 Estimated Completion: 15 Feb 2010	1379 kB		★☆☆	0	
Select Chapter 1 MP3 (synthesized voice).mp3 Producer: ARC-BC	3502 kB		★★★		
Select Chapter 1 RTF.rtf Producer: PRCVI	88 kB		★★★		
Select Chapter 1 TXT.txt Producer: PRCVI	27 kB		★★★		

3

- Find the alternate format file you want to download. Click the **Select** button next to the file to select it. You can select multiple files at a time and multiple titles.

Chapter 1 Mrs. Whatsit	
NAME	
Select Chapter 1 KES.kes Producer: School District 5 Estimated Completion: 15 Feb 2010	
Select Chapter 1 MP3 (synthesized voice).mp3	

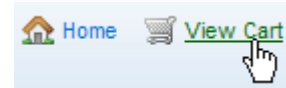
Checking Out and Downloading Alternate Formats

1

Your selected alternate formats are put into your cart...

- **Scroll to the top of the page** and click the **View Cart** button or the View Cart link located at the very top of the site.
- Review your list and when ready to download, click the **Checkout** button. You'll be reminded of the copyright restrictions on ARC-BC materials.
- Agree to the terms and conditions by clicking the "I agree to the above terms and conditions" checkbox. The **Download** button will appear – click it to proceed to download your files.

View Cart



Checkout

A wrinkle in time - 0440498058

I agree to the above terms and conditions.

Download

Click Download button when available

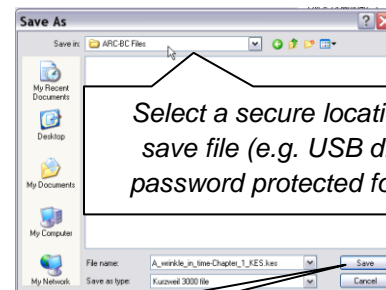
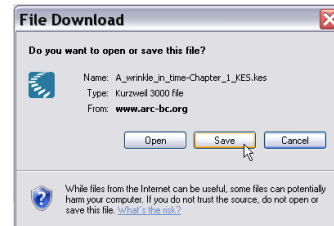
2

- Click the title of the book link to begin downloading the file.
- On the **File Download** dialog box that opens, click the **Save** button to save that file.
- In the **Save as** drop down at the top of the window, select a **secure** location to save the file (it must not be openly accessible). Then click the **Save** button to save the file to that location.

You've now selected, downloaded and saved your ARC-BC file!

A wrinkle in time - 0440498058

NAME
[Chapter 1 KES.kes](#)



Click Save

Checklist of Skills Developed in this Tutorial

- logging into the ARC-BC website
- performing a simple keyword search of the ARC-BC alternate format collection
- performing an advanced search of the ARC-BC alternate format collection
- navigating the Search Results page
- selecting files for download
- checking out and downloading files