

## How to Use Google Drive for Textbooks

Hi DSP Alternative Format Textbook User,

DSP has transitioned to accessing your textbooks through Kurzweil 3000's Google Drive option. This will allow you to take your textbooks with you on the go using any app that syncs with your Google Drive account. If you have not received your Google Drive Shared Folder, please contact [dspAT@usc.edu](mailto:dspAT@usc.edu) to enable access to your textbook.

Once you have received the link to your Google Drive folder, 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 [dspAT@usc.edu](mailto:dspAT@usc.edu) or [jtcolber@usc.edu](mailto:jtcolber@usc.edu)
  - a. If using your USC email, the link will take you directly to the folder for access
  - b. If using an email outside of your USC email, you will need to request access using the secondary email. This may delay access to textbooks, as emails must be verified if outside of USC.
2. Textbooks will appear in individual folders. Click the textbook you wish to access.
3. Within each textbook folder, you will find folders labeled by the format of your converted textbook (i.e. PDF, KESI, MP3, etc.)
  - a. Within these folders, you will find each chapter/section of the textbook beginning with \_01\_chapter\_01
4. If you would like to download the file directly to your computer/device, right click the file/folder and select "Download" from the menu.

To access your textbooks from the Kurzweil 3000 software, you will want to 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 any appropriate file 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.*

Please let me know if you have any additional questions or concerns with this process. If you'd like to schedule an appointment for tutorial, please email [dspAT@usc.edu](mailto:dspAT@usc.edu) with your availability. Trainings typically takes 30-60 mins.

Best,

**Jordan Colbert, MMFT**

Pronouns: He, His, Himself

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