



VIRGINIA ACCESSIBLE INSTRUCTIONAL MATERIALS

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To: Digital Rights Managers, AIM-VA

From: Joyce Sharp, AIM-VA Communications Coordinator

Re: New location for downloading AIM-VA electronic files.

Effective August 25, 2009, in an effort to correct server issues and improve access to an alternate format of textbooks and supplementary materials, Digital Rights Managers (DRMs) may download Adobe PDF files of text materials they ordered using a new Filezilla Host.

*Please Note: DRMs currently using the Filezilla Host need to make changes in their Filezilla FTP Client window. DRMs will have to replace the IP in the "HOST" section of the Filezilla Client. (Please see instruction #2 of the attached "FTP Site Instructions")

Please note that the files produced and provided by AIM-VA for download will work best with Adobe Reader 9 and may work efficiently with other voice output reading programs if there are limited graphs and images in the text. To maximize use of the Adobe PDF files, learn more about accessibility features of Adobe Reader 9 and download the freeware, please refer to <http://www.adobe.com/accessibility/products/reader/>.

It is also important to note that the speed in which books are downloaded is determined by the number of users accessing the site. If it is particularly slow, you may want to plan another time to download.

To download Adobe PDF files from AIM-VA, DRMs will need their AIM-VA login, password, and a software program called Filezilla. For detailed instructions, please follow the instructions attached.

The pdf files for books available from AIM-VA are kept on a website, called an FTP site. To download books from the AIM-VA site you will have to

- 1) install the FileZilla software onto your computer
- 2) access the AIM-VA site
- 3) select and download the files for the books you need

Below are instructions for each of these steps.

Step 1 Install FileZilla Software

To view the contents of the AIM-VA FTP site, you will need to install a small piece of software, called a FileZilla client, on your computer. You will have to use this software to access the AIM-VA FTP server. So, if you want to be able to access the FTP site from more than one computer, you will need to install the software on all the computers you want to use.

To install the software:

1. Using a web browser, go to <http://filezilla-project.org/>

2. Click on Download the Filezilla Client



3. There are different versions of the software for Windows and Mac computers (software for computers using Linux is also provided, but few people use that kind of operating system). You'll find the software for Windows and Mac listed on the Client Download page that will open on your monitor.

Find the kind of operating system you use (Windows or Mac) and click on the link for the software for it.

Client Download

The latest stable version of FileZilla Client is 3.1.5.1

Please select the file appropriate for your platform below.

Windows

- FileZilla_3.1.5.1_win32-setup.exe (recommended)
- FileZilla_3.1.5.1_win32.zip

Windows XP and Vista are supported.

Linux

- FileZilla_3.1.5.1_i586-linux-gnu.tar.bz2

It is recommended to use the package management system of your distribution

Mac OS X

- FileZilla_3.1.5.1_i686-apple-darwin9.app.tar.bz2 (Intel)
- FileZilla_3.1.5.1_powerpc-apple-darwin9.app.tar.bz2 (PowerPC G4)

Requires OS X 10.5 or newer

For computers using Windows, click on this link.

For Macs using an OS older than OS X 10.5, click on this link

For Macs using OS X 10.5 or newer, click on this link.

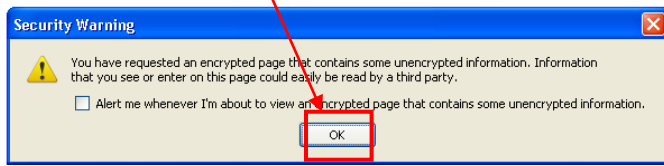
There are two different versions for Mac, so you will have to determine which Mac operating system you are using.

If you are not sure which Mac OS you are using

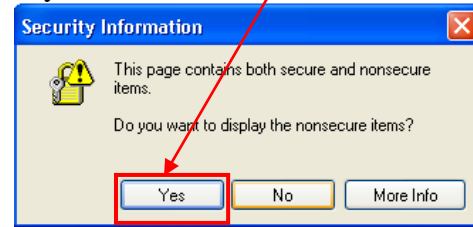
- click on the Apple menu at the top right of your screen
- click on About this Mac
- Your OS is listed on the box that appears
- This Mac is using Version 10.3.9



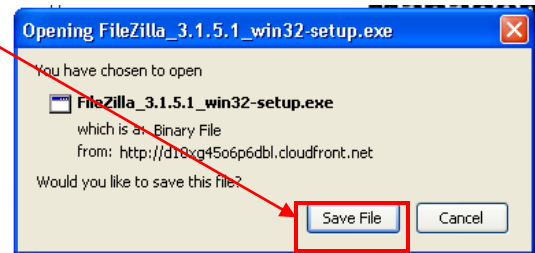
4. You may see a Security Warning box. If you do, click OK



You may see a Security Information box. If you do, click Yes



5. Click on Save File in Opening FileZilla box that appears



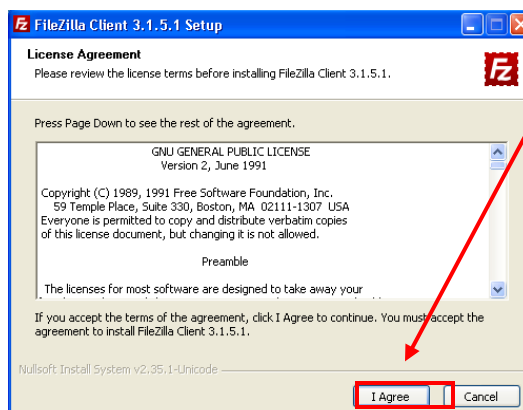
6. The FileZilla file will be downloaded onto your computer and you will see an icon on the desktop that looks like this. Double click on this icon to finish installing the software



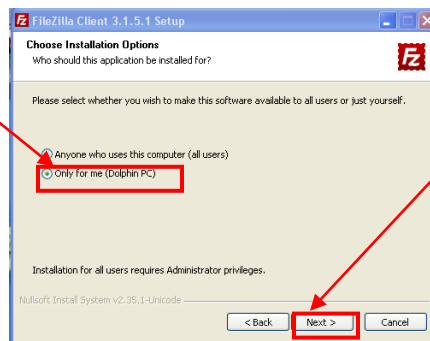
7. Click on Run in the Open File box that appears



8. Click "I Agree" on the software license box that appears

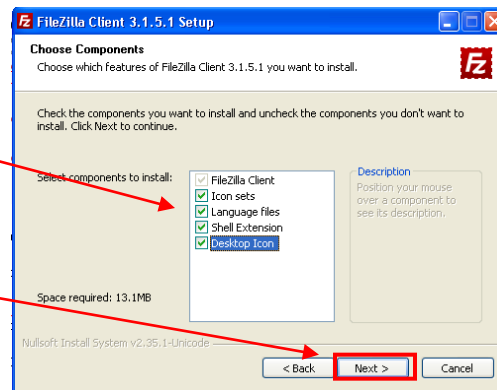


9. Click on "Only for me" in the Choose Installation Options box that appears.



Then click Next

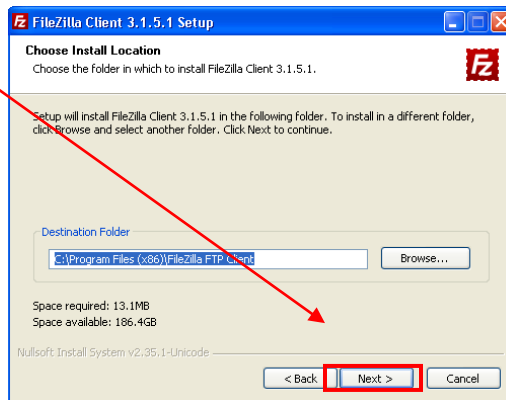
10. Make sure that all the options are checked in the Setup box that appears



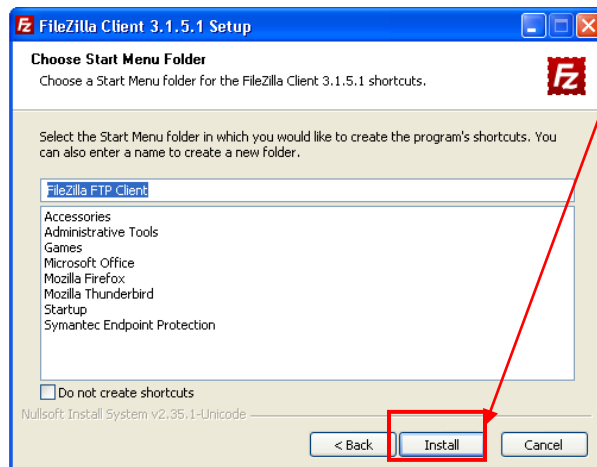
All of these options should be checked

Then click Next

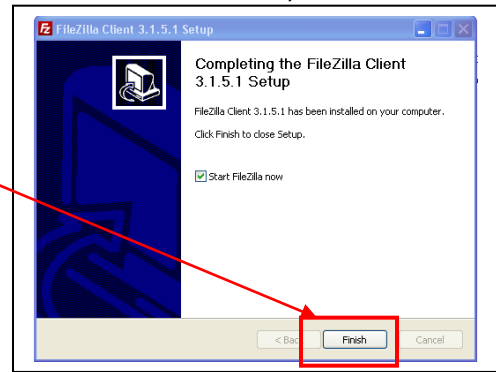
11. Click Next in the Choose Installation Location box that appears.



12. Click Install in the Choose Start Menu Folder box that appears



13. The software will then be installed on your computer. When it has finished, click Finish in the Completing the FileZilla Client 3.1.5.1 Setup box



14. The software is now installed on your computer and you are ready to download the books that you need for your students. Follow the instructions in Step 2 to do this.

Step 2 Accessing the AIM-VA FTP Site

The following are instructions for accessing the AIM-VA FTP site.

1. Open the FileZilla client by double clicking on the **FileZilla** icon on your desktop



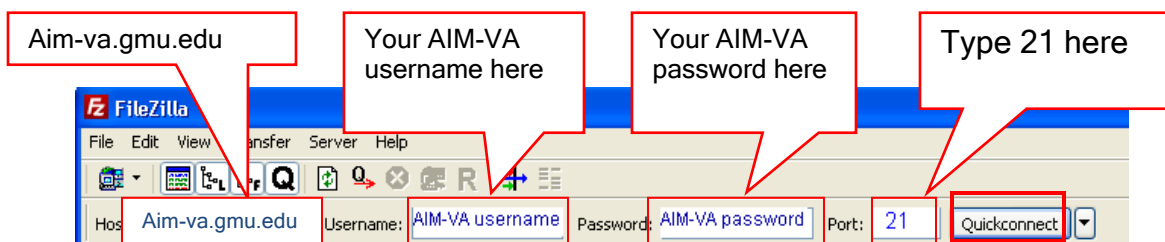
2. Near the top of the screen you'll see a box for Host, Username and Password

- In the Host box, type **aim-va.gmu.edu** (in place of the old IP)
- In the Username box type in the username you use to login to the AIM-VA database
- In the Password box type in the password you use to login to the AIM-VA database
- In the Port box, type 21
- Click **Quickconnect**

3. The DRM's have to make the following change in their Filezilla FTP client window. Replace the IP in the "HOST" section of the Filezilla Client with:

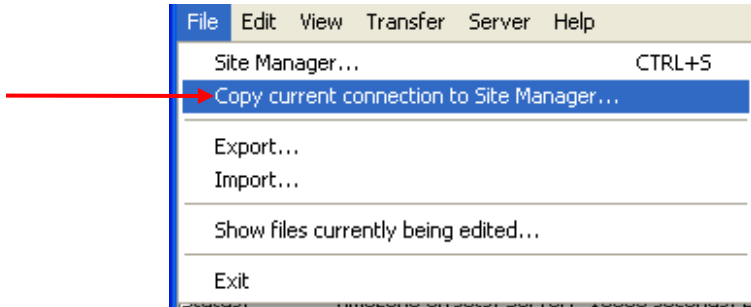
HOST: aim-va.gmu.edu

- I have attached a document consisting of step number 2 of the FTP instruction document, with the required changes.



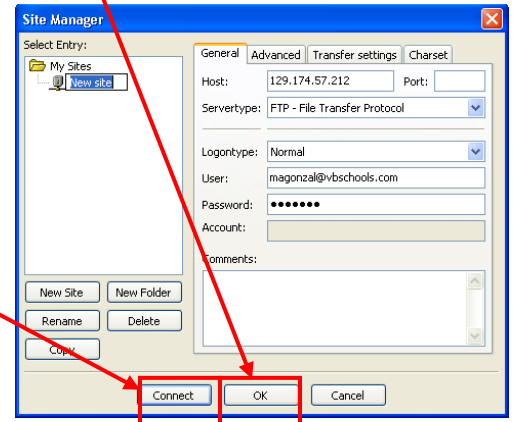
4. Click on Quickconnect

5. Click on File, and select "Copy current connection to Site Manager..."

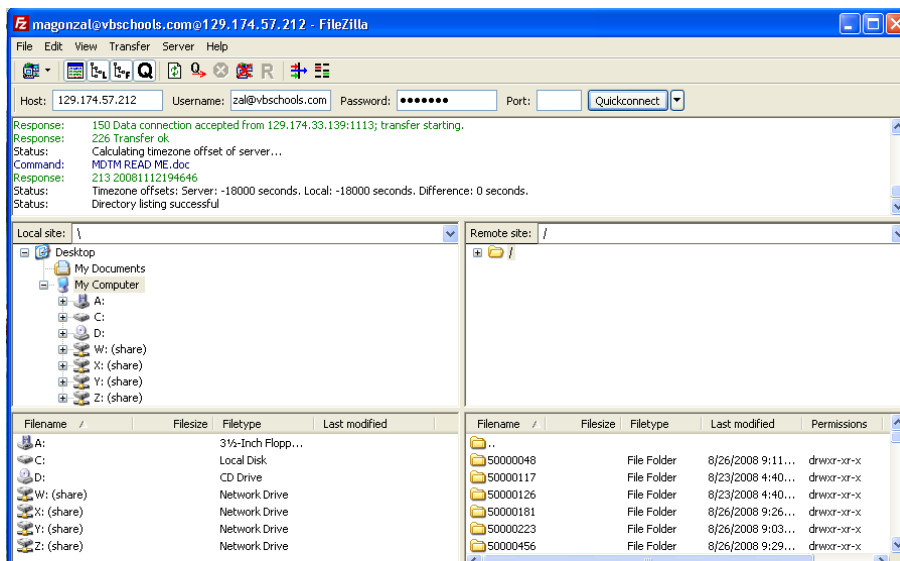


6. Click OK on the screen that comes up. This will copy the information you typed into the client. You will be able to access the FTP site without typing in this information again. You will just have to click on File, select Site Manager.

7. Connect to connect to the AIM-FTP site.



8. When you have connected to the FTP Site, you will see this screen:



9. This is the information that you can use on the screen:

This shows that you are connected.

This is your computer. You can select the location where you want files download and save pdf files on your computer

If you don't see the files on the AIM-VA FTP site, click on the minus sign you will see here

These are the files on the AIM-VA FTP site.

Step 3 Downloading pdf files

Important—before downloading any files, please complete these steps

1. Scroll to the end of the files in the FTP site for one named READ ME

This is the READ ME file

2. Click on the location on your computer in the Local site window where you would like to download this file.
3. Double click on the READ ME file. This document will be downloaded to the location on your computer that you selected.

- Find the READ ME file on your computer and open it. This is a listing of all the books that are available on the AIM-VA FTP site, listed by barcode and title.
- Find the title(s) that you need to download and note the barcode for each.

Barcode	50000181	Reading: Seeing is Believing	Title
	50000223	The American Republic to 1877, 2003 (Glencoe/McGraw Hill)	

- Go back to the FTP site and check that the location where files will be downloaded onto your computer is where you want it to be.
- Scroll down in the AIM-VA files (Remote site window) to find the barcode number for the book you need
- Double click on the barcode. A box will open that has a listing of the individual pdf files that are available, giving you information on the file name, its size, and its format. A pdf file will be an Adobe Acrobat Document. A Word file would be a Word Document, etc.

This is the file name

This is the file's size

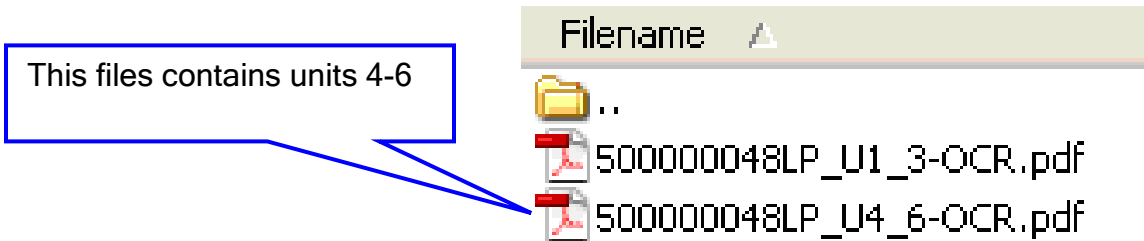
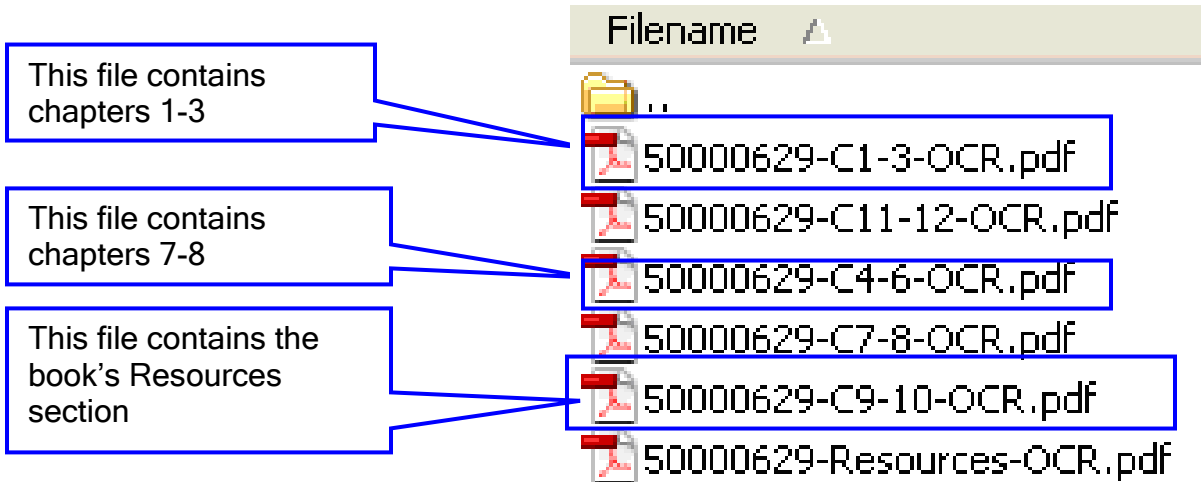
This is the file format.

Filename	Size	Filetype	Last modified	Permissions	Owner / Group
..					
50000629-C1-3-OCR.pdf	126,919,141	Adobe Acrobat Document	11/11/2008 4:27:00 PM	-rw-r--r--	ftp ftp
50000629-C11-12-OCR.pdf	111,049,487	Adobe Acrobat Document	11/11/2008 4:32:00 PM	-rw-r--r--	ftp ftp
50000629-C4-6-OCR.pdf	120,075,347	Adobe Acrobat Document	11/11/2008 4:29:00 PM	-rw-r--r--	ftp ftp
50000629-C7-8-OCR.pdf	91,893,008	Adobe Acrobat Document	11/11/2008 4:30:00 PM	-rw-r--r--	ftp ftp
50000629-C9-10-OCR.pdf	105,200,869	Adobe Acrobat Document	11/11/2008 4:31:00 PM	-rw-r--r--	ftp ftp
50000629-Resources-OCR.pdf	88,025,869	Adobe Acrobat Document	11/11/2008 4:33:00 PM	-rw-r--r--	ftp ftp

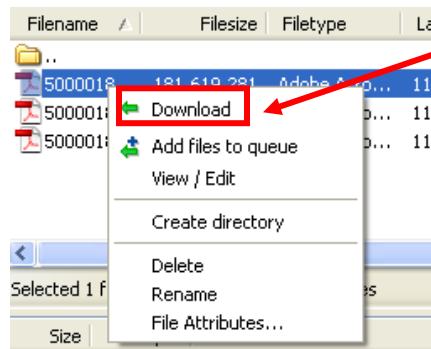
Shorter books may be contained in a single file, but longer books are broken up into sections or units, based on how the publisher divided the book. To download an entire book with multiple pdf files, you will have to download each pdf file to get the whole book.

When there are multiple pdf files for a book, you can tell what is in each file by its name. The name of the file is its barcode and what it contains. A file named 50000629-C1-3 would contain chapters 1, 2 and 3 of the book with the barcode 50000629. A book with the name 5000048-U4-6 would include units 4, 5 and 6 from the book with the barcode

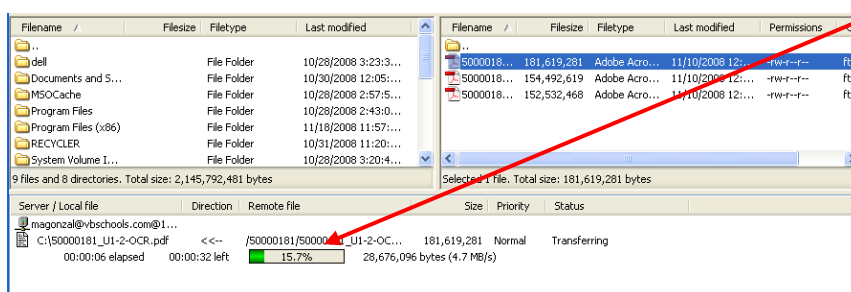
50000048.



9. Right click on the pdf files that you need and select "download"



10. The files will begin to download onto your computer. You can check on the progress of the download by looking at the status bar near the bottom of the screen



11. When you have finished downloading the files that you need, remember to close the

FileZilla software