## Simple File Converter

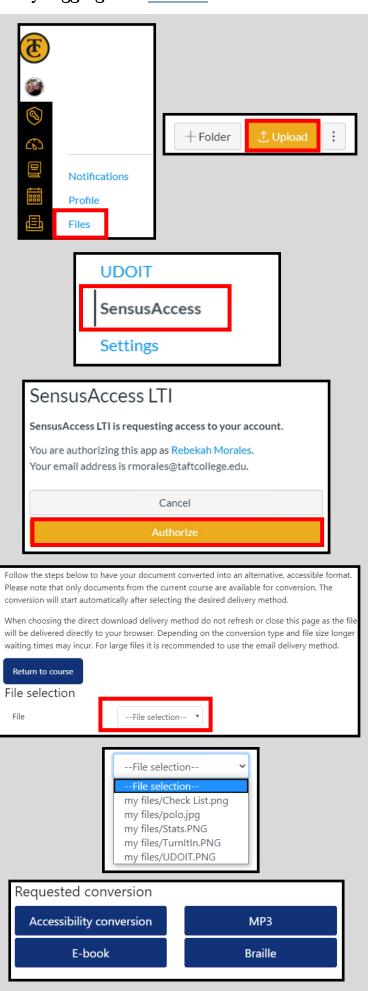


- Web version and built into your canvas shells.

Canvas Version - Start by logging into Canvas

## Steps:

- Once logged into Canvas go into your Files. Click Upload and select your file. Then go to the course that you would like to convert the file in.
   \*Please note that only files you have uploaded will show up to convert. If you are not sure if the file is uploaded you can Search for the file name in your files.
- 2. Go down to **SensusAccess** on the left hand toolbar.
- You will then need to Authorize
  SensusAccess. This will only happen once.
- 4. You will then be given directions on how to convert your course files. To search for your document click the drop down arrow by -File Selection-
- 5. A list of all of your files will be listed here. Click on the file you want to convert to see your options.
- 6. Four general conversions will then be given. Accessibility conversion, MP3,



E-book, and Braille. Each of these

conversions have more options.

- a) Accessibility Conversion will give you the option to format your document into a Word Document, Rich Text Format, PDF, Excel File, Windows Text, and even HTML.
- b) MP3 will let you select your Language and Speed.
- c) E-books can be modified by the Format (EPUB, EPUB3, and MOBI-Kindle), and you can also change the Font Size.
- d) Braille has many options: Language,
  Contraction Level, Format, Export,
  Lines per page, Characters per line,
  Pagination, and the chose to make it
  a Duplex.
- Once you have selected your formatting you can then chose how

you would like to receive your con-

verted document.

- Campus email– will email the file to your primary email on file with Canvas. This is suggested for any larger files.
- Download will generate a document that will appear at the bottom of your screen once completed. Click to open it.

\*\*Please note conversions will change the

formatting and they may not turn out how

	Conversion paramet	ers
	Target format	doc - Microsoft Word 🔹
	Delivery method	doc - Microsoft Word docx - Microsoft Word
)	Campus email	rtf - Rich Text Format pdf - Tagged PDF (text over image)
/		pdf - Tagged PDF (image over text)
		xls - Microsoft Excel xlsx - Microsoft Excel
		csv - Comma separated txt - Windows text
		htm - HTML
	Conversion parar	neters
)	Language	American English 🔹
	Speed	Normal 🔻
ſ	Conversion para	ameters
	Format	EPUB
	Base font size	Normal
	base forit size	Norman
	Conversion param	neters
	Language	British English 🔻
	Contraction level	Grade1 •
	Format	Sixdot 🔻
)	Export	Unicode
	Lines per page	32
	Characters per line	29
	Pagination	None 🔻
	Duplex	
_		
	Delivery method	
	Campus email	Download
L		
		n successfully submitted to the service for eted, the result will be delivered to your
	Return to course	100.
	Details	
	File name i C	imilarity-Report_Students-with+alt+text.pdf
	File type : .p	
	Email address : rr	morales@taftcollege.edu
		· ·
	Process : A Target format : d	
	Target format : d	
	Target format : d	Download
	Target format : d	
	Target format : d	
	Target format : d	Download
	Target format : d	Download
	Target format : d	Download

you would like. Please open up your

document and view/listen to it prior to



submitting.

If you need more help please contact

**DSPS** or **Distance** Education:

(661) 763-7799 or (661) 763-7894

