

## Simple File Converter



## Web Version - Start by going to Sensus Access Convert a File

## Steps:

- Once you are on the SensusAccess
   Convert a File Page you will see their
   Terms of Use as well as the different
   ways you can convert files. Your
   source can be a File, URL or Text.
- 2. Once you select your source you will see additional details on what type of file you can upload, and how to enter your URL or text.
  - \*If your file type is not on this list please contact DSPS or Distance Education for help in converting your file another way\*
- 3. Once your have uploaded your file, entered your URL, or entered your text you can select what type of file your document is converted into.

  Outfut Formats include MP3 audio,
  Braille, E-book, and other accessibility conversions.
  - a) MP3 (audio) will let you select your Language and Speed.
  - b) Braille has many options: Language,

    Contraction Level, and

    Target format.
  - c) E-books can be modified by the Format

    (EPUB, EPUB3, and

    MOBI-Kindle), and you can also
    change the Font Size.
  - d) 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.
- 4. Once you are satisfied with your selections enter your email and clickSubmit and then you are done.

\*\*Please note conversions will change
the formatting and they may not turn out
how you would like. Please open up your
document and view/listen to it prior to
submitting your work.

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If you need help in choosing a file or if you need help with fixing the converted file please contact DSPS or Distance Education:

(661) 763–7799 or (661) 763-7894

