



- Web version and built into your canvas shells.

Web Version - Start by going to [SensusAccess Convert a File](#)

Steps:

1. 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** 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 click [Submit](#) 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 giving out to students.*

**Convert a File**

**Terms of use**

The conversion functionality of this site is provided on a fair-play basis for demonstration and evaluation purposes only. Academic institutions, who wish to offer the service as an official accommodation, should enter a service agreement with Sensus for institutional use. Organised instruction of students on how to use the service constitutes institutional use. These restrictions apply to SensusAccess, RoboBraille and any other brand under which the service is offered. Use of the site is monitored and legal actions will be taken against institutions who violate these terms.

**Other versions**

The SensusAccess webform is also available as a [side-by-side webform](#) as well as an [LTI plug-in to popular Learning Management systems](#).

Follow the four easy steps below to have your document converted into an alternative, accessible format. The result is delivered in your email inbox. You may upload one or more files, enter a URL to a file or simply type in the text you wish to have converted. The form expands as you make your selections.

Source

File  
 URL  
 Text

**Step 1 - Upload your document**

Select your file and upload it to the server (max 64 MB). Multiple files of the same type may be selected. Supported file types are .DOC, .DOCX, .PDF, .PPT, .PPTX, .TXT, .XML, .HTML, .HTM, .RTF, .EPUB, .MOBI, .TIFF, .TIF, .GIF, .JPG, .JPEG, .BMP, .PNG, .PCX, .DCX, .J2K, .JP2, .JPX, .DJV and .ASC

File name:  No file chosen

**Step 1 - Upload URL**

Enter a valid URL and upload it to the server (max 64 MB). Supported file types are .DOC, .DOCX, .PDF, .PPT, .PPTX, .TXT, .XML, .HTML, .HTM, .RTF, .EPUB, .MOBI, .TIFF, .TIF, .GIF, .JPG, .JPEG, .BMP, .PNG, .PCX, .DCX, .J2K, .JP2, .JPX, .DJV and .ASC

URL:

**Step 1 - Enter text**

Enter the text you wish to convert.

Text:

**Step 2 - Select output format**

Specify the target format of your document. For this document type, the following formats are available:

Target format

MP3 audio  
 Braille  
 E-book  
 Accessibility conversion

**Step 3 - Specify audio options**

Specify the natural language of your document and how fast you want the speech.

a) Options

Language:    
Speed:

**Step 3 - Specify Braille options**

Specify the natural language of your document, requested contraction level and target format of the Braille document.

b) Options

Language:    
Contraction level:    
Target format:

**Step 3 - Specify e-book options**

Specify the target format of your e-book.

c) Options

Format:    
Base font size:

**Step 3 - Specify accessibility conversion options**

Specify the target format of the conversion.

d) Options

Target format:

**Step 4 - Enter email address and submit request**

Email address:

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

(661) 763-7894 or (661) 763-7917



**Distance Education**

*Going the Distance for our students!*