

## Simple File Converter



- Web version and built into your canvas shells.

Fac. Toolbox

## Canvas Version - Start by logging into Canvas

## Steps:

- 1. Once logged into Canvas go into your Course that you would like to convert the file in.
  - \*Please note that only files that are in the files for this class will show up to convert. If you are not sure if the file is in the class you can Search for the file name.
- 2. Go down to **SensusAccess** on the left hand toolbar.
- 3. You will then need to Authorize Sensus Access. This will only happen when setting this up.
- **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.
- and Speed.

c) E-books can be modified by the Format

b) MP3 will let you select your Language

(EPUB, EPUB3, and MOBI-Kindle), and you can also change the Font Size.

d) Braille has many options: Language,

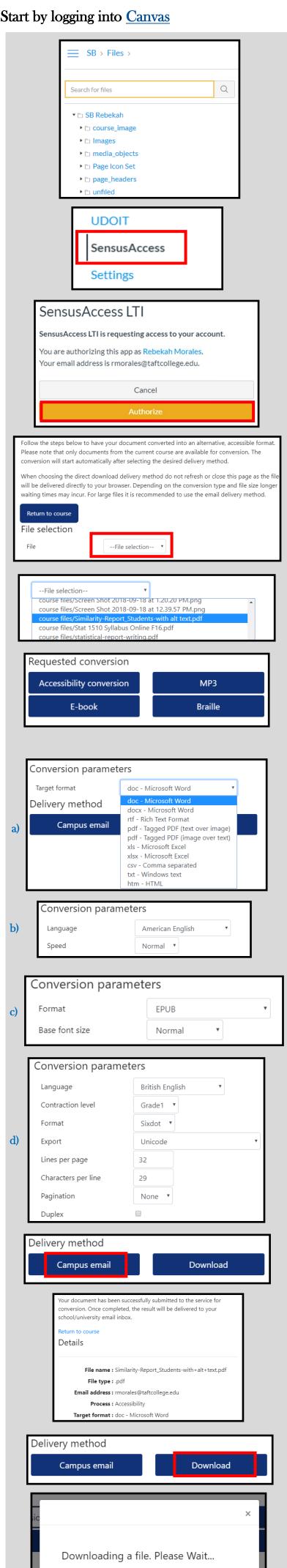
- Contraction Level, Format, Export, Lines per page, Characters per line, Pagination, and the chose to make it a Duplex.
- ting you can then chose how you would like to receive your converted

7. Once you have selected your format-

- 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 you would like. Please open up your document and view/listen to it prior to giving out to students.

If you need help in choosing a file or if





Similarity-Report\_....html