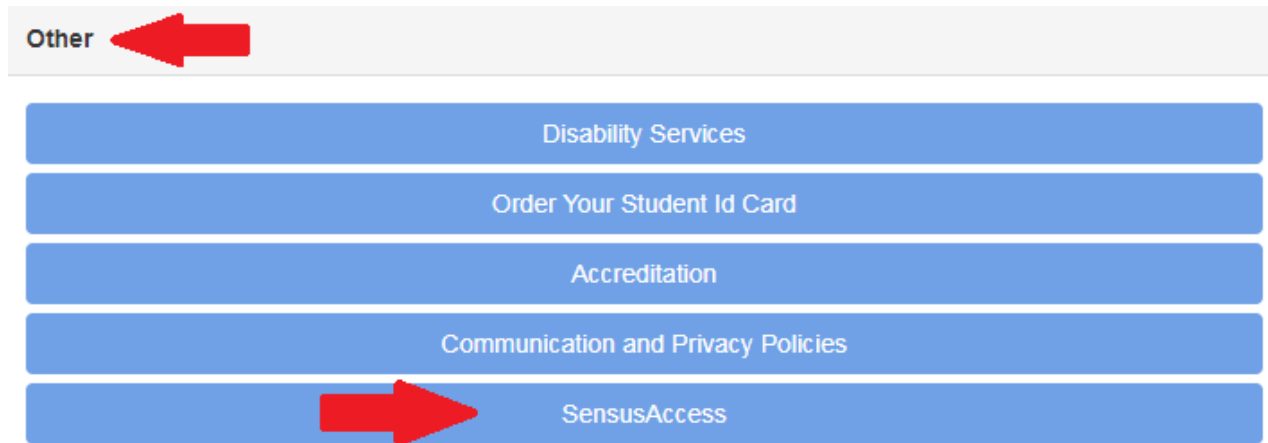


How to Use SensusAccess

Last Modified on 01/31/2019 3:44 pm MST

To locate SensusAccess in the portal, select Academic and Technology Resources under the Academics/Schedule tab. Then select SensusAccess:



From there, you can utilize the expandable form within the SensusAccess page

USING SENSUSACCESS TO CONVERT A FILE – SUBMISSION FORM

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

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Step 1 – Upload Your Document


You will first need to choose the source. When using a file, you will need to upload the

document. Note, you can upload multiple documents at the same time.

Once the file has been selected, you will see it listed next to choose file. Then click Upload. The form will expand to the next step

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: SensusAccess Test.docx 

Step 2 – Select Output Format

Choose your desired output format. Once you choose an option, the form will expand again

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
- DAISY full text and audio
- DAISY Math full text and audio
- Braille
- E-book
- Accessibility conversion

Step 3 – Select Output Options (will vary by type)

You can choose between MP3 audio, Braille, E-book, or an accessibility conversion.

When choosing MP3 audio, Step 3 is to specify Audio Options. There are several languages to choose from, as well as the desired speed you would like the text to be read. Make sure you listen before uploading tons of files, you may discover you like things slower, faster, or with a British accent ;)


Target format


- MP3 audio
- DAISY full text and audio
- DAISY Math full text and 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.

Options

Language: 

Speed: 

When choosing Braille, you will need to specify Braille options, including the language, contraction level, as well as the target format.

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
- DAISY full text and audio
- DAISY Math full text and audio
- Braille
- E-book
- Accessibility conversion


STEP 3 - SPECIFY BRAILLE OPTIONS

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

Options

Language: 

Contraction level: 

Target format: 

When choosing E-book, Step 3 is to specify E-book Options. This includes EPUB, EPUB3 with media overlay, or MOBI (Kindle). You can also adjust the font size from normal to huge (40 point).

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
- DAISY full text and audio
- DAISY Math full text and audio
- Braille
- E-book
- Accessibility conversion

STEP 3 - SPECIFY E-BOOK OPTIONS

Specify the target format of your e-book.

Options

Format: EPUB

Base font size: Normal

When choosing Accessibility Conversion, you will need to choose from a variety of target formats like DOC, DOCX, RTF, Tagged PDF, XLS, htm, and more. These options are here because some screen readers work better with a Word document rather than PDF and all PDFs are not created equal; if a PDF hasn't been tagged, it will not be organized nor will the images be labeled for a screen reader to perceive the order or information. Please see the [SensusAccess](#) article for information on how to tag a PDF

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
- DAISY full text and audio
- DAISY Math full text and audio
- Braille
- E-book
- Accessibility conversion

STEP 3 - SPECIFY ACCESSIBILITY CONVERSION OPTIONS

Specify the target format of the conversion.

Options

Target format: pdf - Tagged PDF

Step 4 – Enter Email Address and Submit Request

You must use your CSU-Global email address!!! This is how we authenticate that only CSU-Global students, staff, faculty, and alumni are using the service.

STEP 4 - ENTER EMAIL ADDRESS AND SUBMIT REQUEST

Email address:

Once you submit, a receipt will show your successfully submitted material

RECEIPT

Your document has been successfully submitted to the service for conversion. Once completed, the result will be delivered to your email inbox.

DETAILS

Parameter	Value
File name:	SensusAccess+Test.docx
Extension:	.docx
Email address:	amber.parrish@csuglobal.edu
Process:	MP3 audio (usspeech@sensusaccess.com)
Language:	American English
Speed:	Normal