Sensus Access: Convert documents to accessible formats

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Use the **Sensus Access Document Converter** to convert documents to formats that meet your accessibility needs. Simply upload a document to the document converter website, choose the output format you need (more accessible PDF or text file, text-to-speech audio file, e-book, etc.), and enter your college email address. The converted file will be emailed to you and the source file immediately deleted from Sensus Access servers.

If you have accessibility needs beyond what Sensus Access can provide, please contact Access Services.

Before you start, you need:

- A Bryn Mawr College (brynmawr.edu) e-mail address
- Haverford students can convert files through their Access and Disability Services office

1. Open the Sensus Access **Document Converter** (links to it are on Access Services website menu and in the Accessibility menu at the top of every Moodle page).
2. Scroll down to **Step 1 - Upload your document** and click Choose files, to browse for and select a document from your computer.
3. Click **Upload**.
4. Under **Step 2 - Select output format**, choose the type of conversion you need (if an option is missing, your source file cannot be converted in that way):
   - **Accessibility conversion:** Sensus access will attempt convert an inaccessible document (such as a scanned PDF) to a file type that can be used by accessibility tools like text magnifiers or screen readers (such as a DOCX or tagged PDF). Success may vary depending on the quality and complexity of the original.
   - **MP3:** uses text-to-speech software to create an audio file of the text.
   - **E-book:** creates an e-book version of a file that can be used by multiple devices, e.g., Kindle, Nook, Apple Books, etc.
   - **BeeLine Reader:** creates an eBook file that uses color gradients to become more readable.
   - **Braille:** creates a document that can be used by the visually impaired, in a range of formats.
   - **DAISY:** creates a digital talking book, which provides information on both text and images for those who need visual accommodations.
5. Under **Step 3**, **specify options** relevant your output format:
   - **Accessibility conversion options**
     - **Target format**: Select a file format for the converted file. Options include common files types such as DOCX and PDF. If you do not need to preserve visual formatting, choose a TXT file.

- MP3 parameters
    - **Language:** Select the language the file is written in. For some languages, you may also have a choice of recording voices.
    - **Speed:** Choose one of seven options, from Slowest to Fastest.
- E-book parameters
    - **Format:** Choose MOBI if you will read the e-book on a Kindle or Kindle app. Otherwise, choose EPUB3 with media overlay (for an e-book with a synchronized text-to-speech audio recording) or EPUB3 (for an e-book without audio).
    - **Base font size:** Choose between Normal, Large (16pt), XLarge (24 pt), and Huge (40 pt).
- Braille parameters
    - **Language:** default is Unified English Braille, although there are a range of other options.
    - **Contraction Level:** choose between Grade2 (default) or Grade1.
    - **Format:** currently Sixdot is the only option.
    - **Export:** this determines the format for the electronic file. The default is Portable Embosser Format (PEF), although you may also select Unicode, UTF8, or North American Computer Braille.
    - **Lines per page:** can be set from 10 to 40.
    - **Characters per line:** can be set from 10 to 42.
    - **Duplex:** you can check this option on if you want any printed version to be twice as thick.
- Beeline parameters
    - **Beeline format:** specify the file type for your Beeline reader file. You can select HTML (the default), PDF, or Tagged PDF.

6. Enter your **college email address** and click **Submit**.

Sensus Access will email the converted file to the address you entered. More complicated conversions may require more processing time.

Videos & Further Reading on Sensus Access

- About Sensus Access⧉
- ⧉More about accessibility conversion ⧉
- More about Braille conversion ⧉
- More about audio (mp3) conversion⧉
- More about e-book conversion ⧉
- More about BeeLine Reader conversion⧉

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the**Help Desk**!

Phone: 610-526-7440 | Library and Help Desk hours ⧉
Email: help@brynmawr.edu | Service catalog ⧉
Location: Canaday Library 1st floor