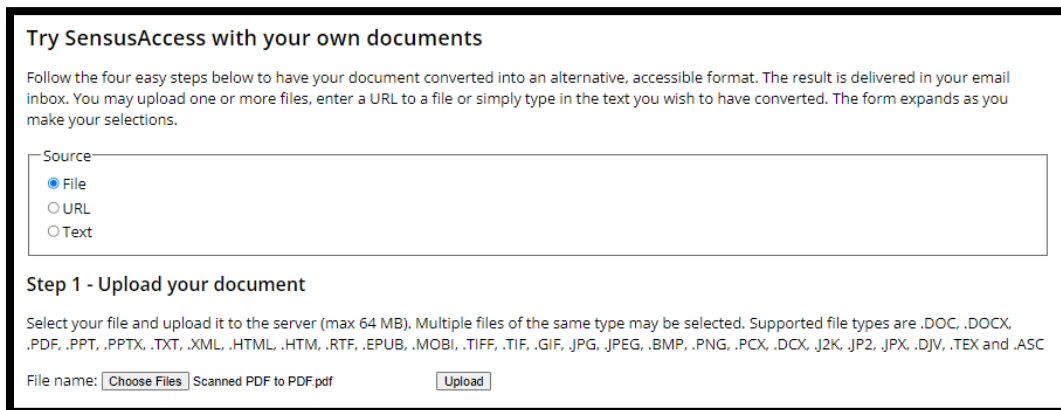


## Instructions for Using Sensus Access: An Automated Document Conversion Tool

Sensus Access is an online OCR utility supported by Academic Technology Solutions. It is available to the entire University community. Sensus Access automatically converts documents into various accessible formats, including Word Document, tagged PDF, MP3, and others. A common use for Sensus Access is converting scanned/photocopied PDFs into formats that can be read with text-to-speech software like Natural Reader.

### Using Sensus Access

1. Go to the [Sensus Access](#) home page. Follow the step-by-step instructions on the web page to upload a document.
2. Select “File,” then click “Choose Files” to upload a file from your computer. The maximum file upload size is 64 MB. To upload a large file, you will have to break down the file into several smaller files before uploading. Select one or more files to upload, then click “Upload.”



**Try SensusAccess with your own documents**

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, .TEX and .ASC

File name:  Scanned PDF to PDF.pdf

3. Select an output format for your file. Choose MP3, Braille, E-book, or Accessibility conversion. To display more output format options, select “Accessibility Conversion.”
  - a. Select “Accessibility Conversion” to display more document format options. Then select a target format from the dropdown list. “Accessibility Conversion” is the most used output 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
- Braille
- E-book
- Accessibility conversion

**Step 3 - Specify accessibility conversion options**

Specify the target format of the conversion.

Options:

Target format:

- doc - Microsoft Word
- docx - Microsoft Word**
- docx - Microsoft Word
- docx - Microsoft Word (Arabic source)
- rtf - Rich Text Format
- pdf - Tagged PDF (text over image)
- pdf - Tagged PDF (image over text)
- xls - Microsoft Excel
- xlsx - Microsoft Excel
- csv - Comma separated
- txt - Windows Text
- txt - Windows Text (Arabic source)
- htm - HTML

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

Email address:

[Support](#) [License](#) [Privacy](#) [Become a reseller](#)

- b. Select “MP3 audio” to convert an uploaded file into audio format. Select the desired language and speed using the dropdown menus under “Step 3 – Specify audio options.”

**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.

Options:

Language:

Speed:

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

Email address:

- c. Select “E-book” to convert an uploaded file into an e-book file. Select the desired format and font size using the dropdown menus under “Step 3 – Specify e-book options.”



**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 e-book options**

Specify the target format of your e-book.

Options:

Format:

Base font size:

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

Email address:

4. Enter your email address and click "Submit."

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

Email address:

5. Sensus Access will generate a submission receipt on a new page.

**Try SensusAccess with your own documents**

**Receipt**

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

**Details**

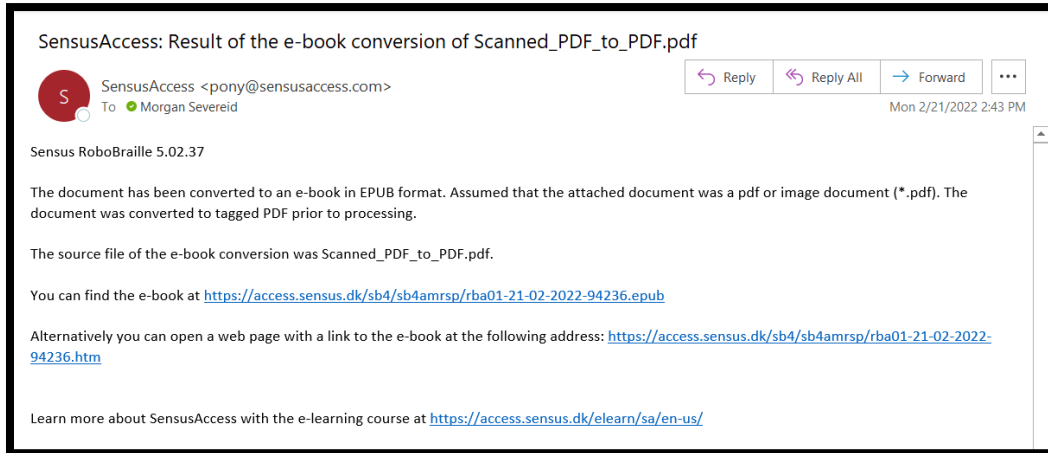
Parameter	Value
File name:	Scanned+PDF+to+PDF.pdf
Extension:	.pdf
Email address:	msevereid@uchicago.edu
Process:	E-book (epub@robobrainle.org)
Format:	EPUB
Base font size:	Default

The request was submitted on Monday, February 21, 2022 9:42:01 PM. SiteID=sensusaccess

6. Sensus Access will email you the converted document. For shorter, simpler documents, this only takes a few minutes. For longer or more complex documents, it can sometimes take a few hours

5501 South Ellis Avenue, Chicago, IL 60637 • 773.702.6000 • [disabilities@uchicago.edu](mailto:disabilities@uchicago.edu)

to receive the converted document. The email will come from [pony@sensusaccess.com](mailto:pony@sensusaccess.com). If the email does not arrive to your inbox, check your spam folder.



7. Click on the URL link in the email to download the converted file. The link will open a download menu within your default browser. Click “Open file” to open and save the file. You can also access the file through your computer’s Downloads folder.

