

SensusAccess is a quick and easy tool to use as a self-service alternative format option.

SensusAccess software can be accessed through the FIU's Disability Resource Center website and can be used by any user with an **@fiu.edu email address**. This allows an FIU employee or student convert documents into accessible formats independently. The goal is to increase accessibility and independence of all users.

1. Once on FIU's Disability Resource Center homepage, there are two ways to access this conversion tool.
 - a. You can scroll down the screen until you see "Alternative format conversion tool" button.
 - b. Another option is by selecting the Students button and scrolling down to Resources to search for the "How to convert your documents into accessible formats?" section.
2. Both options stated above will prompt you to the "FIU's Disability Resource Center Sensus Access Page.
3. Any user with a valid FIU email address may click on the Sensus Access tool to begin using it.

Once the Sensus Access Web Form has opened, you will be asked to select the source you wish to convert.

Example of the process to take in order to convert a file: If you have a PDF file on hand of a book and you want to convert it to an MP3 file to be able to listen to on your ipad, you would select the following options:

ALTERNATIVE MEDIA MADE EASY

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 a file, 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

(You would want to use URL, if you document is from an internet source. You would want to click on Text, if you're are either copy and pasting or typing in your text directly"

STEP 1 - UPLOAD THE FILE

Select your file and upload it to the server (max 32 mb). Supported file types are .doc, .docx, .pdf, .ppt, .pptx, .txt, .xml, .html, .htm, .rtf, .epub, .mobi, .tiff, .tif, .gif, .jpg, .bmp, .pcx, .dcx, .j2k, .jp2, .jpx, .djv and .asc

File name: No file chosen

The file CHAPTER 6.docx has been successfully uploaded to the server (22 kb).

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
- Document conversion

STEP 3 - SPECIFY AUDIO OPTIONS

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

Options

Language:

Speed:

STEP 3 - SPECIFY DOCUMENT CONVERSION OPTIONS

Specify the target format of the conversion.

Options

Target format:

Please enter an **@fiu.edu email address** to receive your converted document:

STEP 4 - ENTER EMAIL ADDRESS AND SUBMIT REQUEST

Email address:

Submit