

## Using Sensus Access

SensusAccess is a quick self-service tool for converting document(s) to formats that are accessible to students with disabilities. University of Dayton students with disabilities and all University of Dayton employees may use SensusAccess software.

1. On the Office of Learning Resources' homepage at [go.udayton.edu/olr](http://go.udayton.edu/olr), click [Sensus Access](#).
2. On the Self-Service Alternative Format:Sensus Access page, read the agreement and click the link to open Sensus Access .
3. On the "Alternative Media Made Easy" screen, click to select the source type of the item you want to convert.

### 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

- **A file** must be less than 32 megabytes and can be in any of the following supported formats: 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.
  - **A URL** is a website from which you want to capture text.
  - **Text** allows you to type or paste text directly into Sensus Access.
4. Click "Upload."
  5. Select the Target Format.

*The Target formats available will be dependent upon your source file type.*

### 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

6. Select the options appropriate for your output type. The screen capture here shows the options screen for an mp3 audio output format.

### STEP 3 - SPECIFY AUDIO OPTIONS

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

Options

Language:

Speed:

7. Enter the email address to which your converted file should be sent and click "Submit."

### STEP 4 - ENTER EMAIL ADDRESS AND SUBMIT REQUEST

Email address:

*The next screen will be your receipt. Note that it could take 15 min to 45 min to receive your file via email.*