

## SensusAccess: Guidelines for use

**Please note users must not submit personal and/or sensitive data regarding themselves or others to be converted.**

To begin, click on the link for SensusAccess which will open up the application:

<https://www.sensusaccess.com:347/web3/ed/>

1. Browse to select your file and then click on upload.

### 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:

The file 2015-11-26 SDC Agenda.docx was successfully uploaded to the server (17 kB).

2. Select which format you wish the document to be converted to

### 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

3. Provide more details on the type of output you wish/specify options (note the options you see will depend on the type of document you selected above).

### Step 3 - Specify accessibility conversion options

Specify the target format of the conversion.

Options

Target format:

4. Enter your email address for delivery of your converted document.

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

Email address:

You should receive your converted document into your email inbox immediately.