Converting PDFs with Sensus Access

WRIGHT STATE UNIVERSITY | WRIGHT STATE ONLINE

Sensus Access is a conversion tool available to all users with a Wright State e-mail address. It can be used to convert inaccessible scanned PDFs into compliant tagged PDFs with searchable text. [Visit the Sensus Access Page here.](#)

Prior to beginning conversion, make sure the PDFs you would like to convert are stored somewhere you can easily find on your computer.

Steps to Convert Your Document:

Step 1: Upload Your PDF

1. Under "Source," select "File."
2. Select the "Choose Files" button to navigate to the PDF file on your computer that you would like to convert.
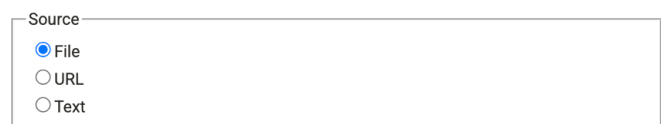3. Select "Upload."

Step 2: Select Output Format

1. Select "Accessibility conversion." Once selected, additional steps will appear underneath.

Step 3: Specify Accessibility Conversion Options

(This indicates the format your file will be converted to.)

1. From the "Target format" dropdown, select "pdf - Tagged PDF (text over image)."

- Choosing "text over image" creates better clarity for the text itself once it is identified.
- This method may cause some logos, images or handwriting to be blurred or unclear, but is recommended.
- The finished conversion is only going to be as accurate or as clear as the original document. If there are many handwritten annotations present, they may be misinterpreted or lost in the conversion.

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, .ZIP and .ASC

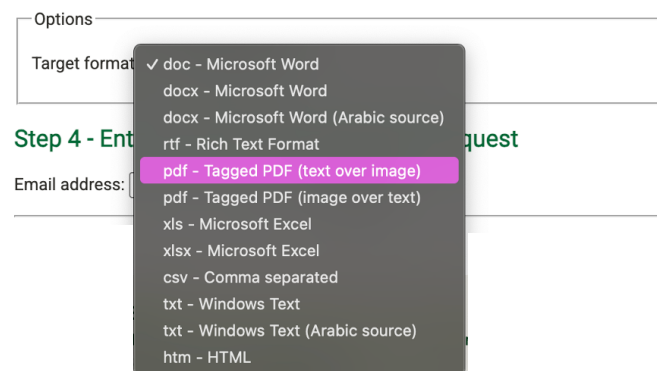File name: [Choose Files] No file chosen   [Upload]

Step 2 - Select output format

Specify the target format of your document. For more information about formats, please visit target formats. For the uploaded 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. For more information about document remediation, please visit document remediation features

Options

Target format
- ✓ doc - 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 - Ent...   quest

Email address: [

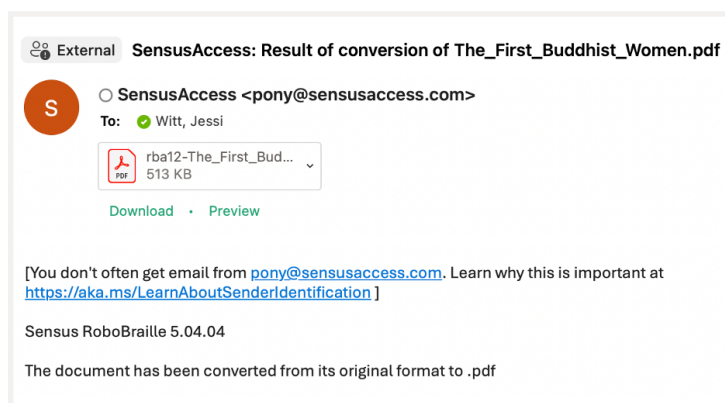## Step 4: Enter E-Mail Address and Submit Request

1. Enter your **Wright State email address** and select the "Submit" button.

Step 4 - Enter email address and submit request

Email address: [   ]   Submit

Step 5: Await E-Mail with the Converted File

1. SensusAccess will send you an e-mail with your converted file attached.

2. Download and check the new file to verify that it's readable and that you can highlight any text present.
   Note: You may need to monitor your junk/clutter e-mail. Look for the sender: **pony@sensusaccess.com**

Step 6: Replace Your Old Course PDFs with New

1. Swap out the old PDFs in your course for the new converted accessible tagged PDFs.

For more info refer to: [Sensus Access' Frequently Asked Questions.](#)

URL Links:

- https://www.wright.edu/disability-services/technology-support-for-students#sensus
- https://www.sensusaccess.com/resources/questions-and-answers/