

SensusAccess Accessibility Remediation Tool

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SensusAccess is a self-service tool provided by the university that converts documents into a range of digitally accessible alternative formats.

You can access SensusAccess via the Office of Information Technology’s [SensusAccess](#) tool page.

Things to Consider


- SensusAccess is not a compliance tool. It will address many accessibility issues in a document, but the tool is not meant to replace a manual review to meet [WCAG 2.2 Accessibility Guidelines](#).
- It is best practice to design your documents with accessibility in mind from the beginning. Most content development software have built-in accessibility checkers. Periodically checking your document during the design/development phase will mitigate many of the most common accessibility issues.
- Perform a manual check and resolve any remaining issues (if any) after using the SensusAccess tool to remediate your documents. This ensures that your documents are compliant based on your department/university standards.

How to Use SensusAccess to Remediate Documents

Access SensusAccess via the Office of Information Technology's [SensusAccess](#) tool page.

- Select **File**.
- Click **Choose Files** button to upload file(s) for cleanup.
- Click **Upload** button.
 - **Note:** It may take a few seconds for the screen to update with the following option settings.

Using the Tool



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

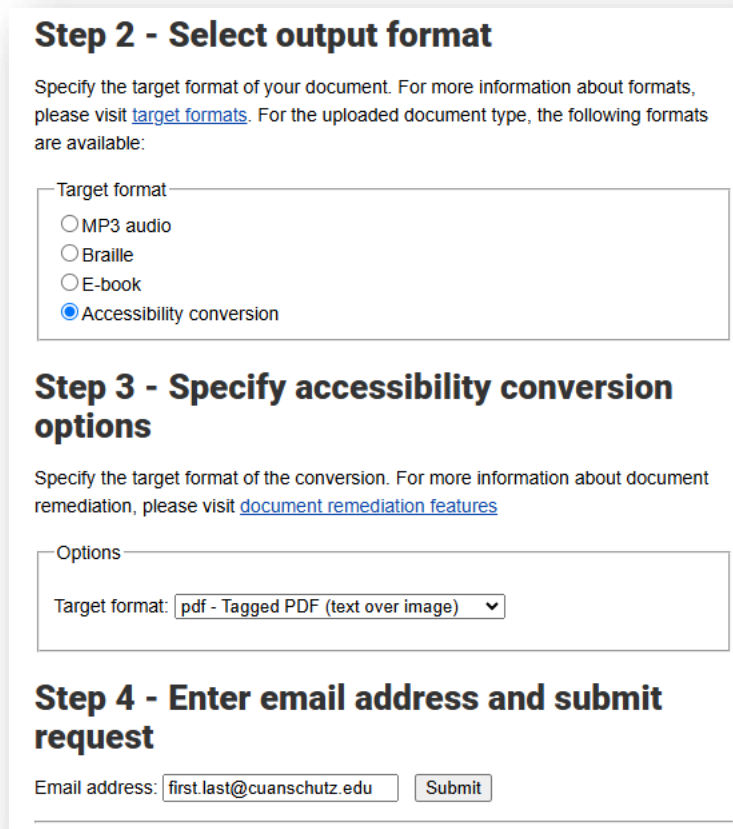
File
 URL
 Text

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, .ZIP and .ASC

File name: Example_AccessibilityToolDoc.pdf

- Select output format: Usually this will be **Accessibility conversion**.
- For **Target format PDF**, select **pdf-Tagged PDF (text over image)**.
- Enter email and click **Submit**.



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: pdf - Tagged PDF (text over image) ▼

Step 4 - Enter email address and submit request

Email address:

A cleaned copy of the file will be emailed to you usually within a few minutes but may take up to an hour or more in some cases.

Please Note: The returned file will have a prefix added to the filename that will resemble **rbaXX-Filename**. Also, the filename may be truncated. Rename the cleaned file as appropriate for your needs.