
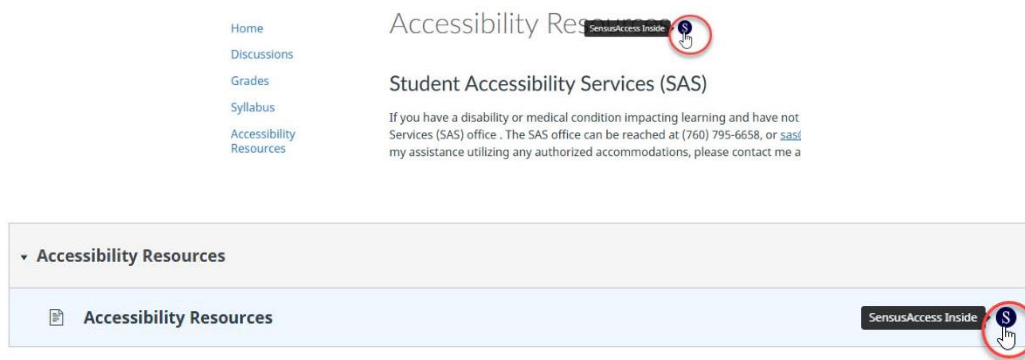
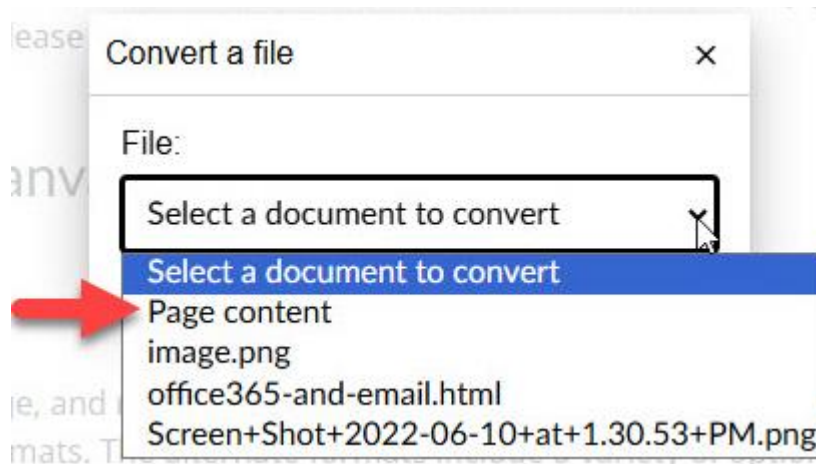


# Using SensusAccess Inside of Canvas

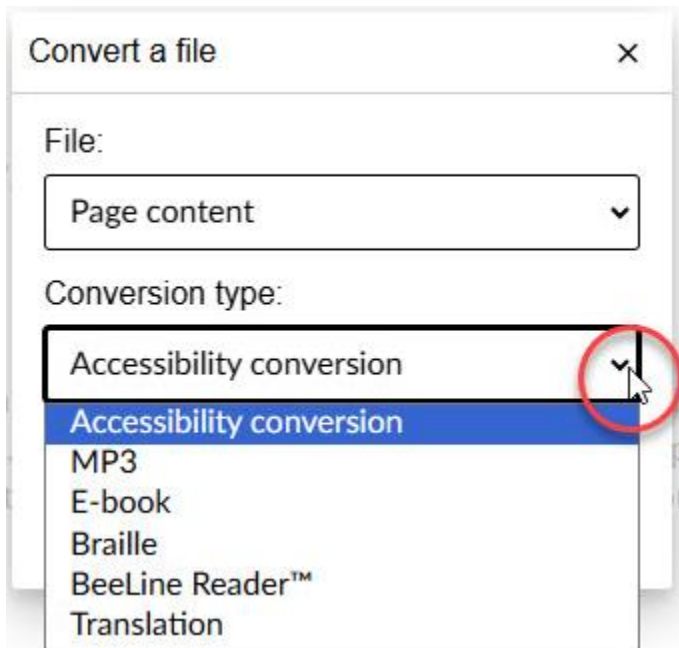
1. Click the SensusAccess logo  to the right of the page title or to the right of the item in the module view.



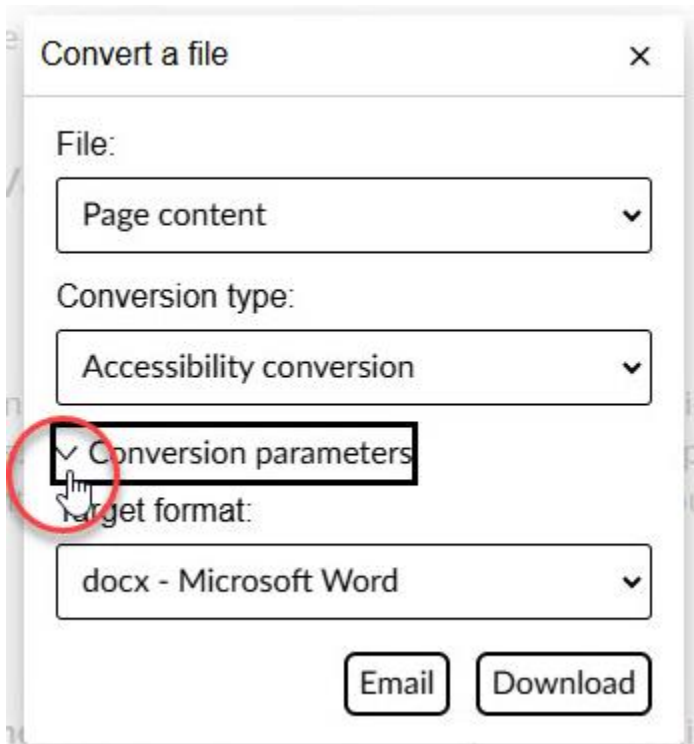
2. Select the document you want to convert from the “File” drop down list. In addition to the “Page content” you will also see a list of all images and linked websites. The example below is highlighting the “Page content” which is the actual Canvas page.



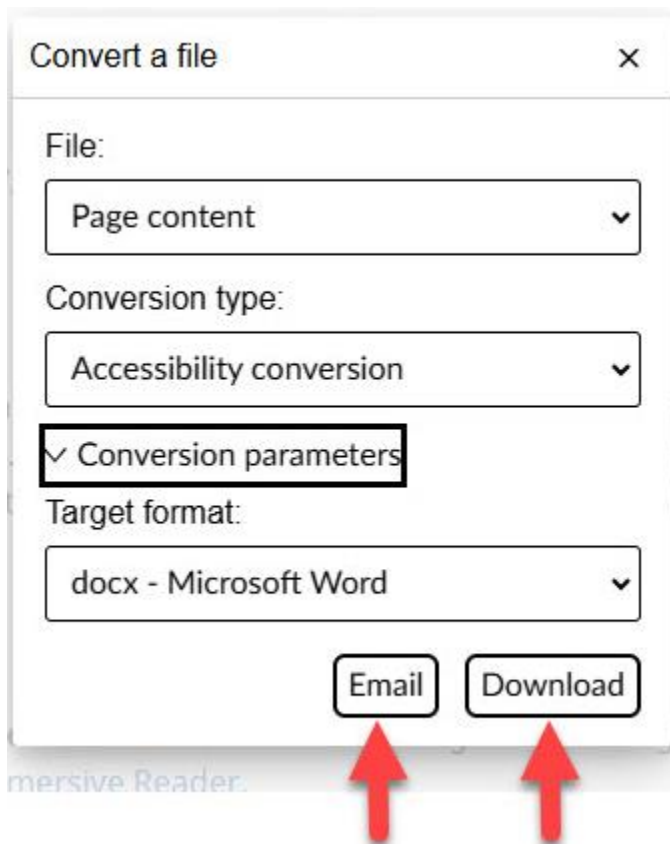
- After selecting the “File” you will then select the “Conversion type”. The “Conversion type” drop down list contains a variety of formats. The “Accessibility conversion” format is where you can receive the file in text, Word, or accessible PDF.



- After selecting your “Conversion type” you can set additional parameters. The “Conversion parameters” are different based on the “Conversion type.” For the “Accessibility conversion” the parameters are the format you want the file in and for “MP3” the parameters will include voice and speed.



5. The last step is to choose how you want your file delivered. Choosing the “Email” button will prompt you for an email address and the file will be emailed to you in the next 5 to 10 minutes. Choosing the “Download” button will process the file and then start the download. **NOTE:** choosing “Download” stops you from continuing in Canvas until the file is converted and starts to download. This could take 1 to 5 minutes.



The image shows a dialog box titled "Convert a file" with a close button (X) in the top right corner. The dialog contains several dropdown menus and two buttons at the bottom. The "File:" dropdown is set to "Page content". The "Conversion type:" dropdown is set to "Accessibility conversion". The "Conversion parameters" dropdown is expanded, showing a checkmark and the text "Conversion parameters". The "Target format:" dropdown is set to "docx - Microsoft Word". At the bottom of the dialog are two buttons: "Email" and "Download". Two red arrows point upwards from below the dialog to the "Email" and "Download" buttons respectively. The text "mersive Reader." is visible in the bottom left corner of the dialog's background.

Convert a file

File:

Page content

Conversion type:

Accessibility conversion

✓ Conversion parameters

Target format:

docx - Microsoft Word

Email Download

mersive Reader.