# SensusAccess: Smart Use Tips

## SensusAccess is a self-service tool that converts documents into more accessible formats. Anyone with an **@ucdenver.edu** or **@cuanschutz.edu** email address can upload a document and then the result is delivered to your inbox.

## **1. How to Upload Original PDF to SensusAccess**

### Go to [**ucdenver.edu/sensusaccess**](https://login.ucdenver.edu/signin.html) and login using your university credentials.

### Step 1 - Upload your document.

### Click on the **Browse** button to locate your document that does not have a language set.

### Select **Upload**.

### Step 2 - Select output format and tick off **Accessibility conversion**.

### Step 3 - Specify accessibility conversion options from the drop-down bar select

### **pdf - Tagged PDF (text over image).**

### Step 4 - Enter your university email address and click **submit.**

### Once it arrives, download the new accessible version.

### Be sure to give it a new title and check the document to make sure it was converted correctly.

## 2. **Smart Use Tips**

### Use Anthology Ally to see the accessibility issues in a PDF to help you to determine the best tool to tackle each problem.

### Use SensusAccess for **Untagged PDFs.**

### PDF tags are hidden labels that clarify the structure of a document. Things like headings, tables, and paragraphs. Making it easily read by screen readers.

### Use SensusAccess to **Fix Scanned Issues**

### Remember your AI/human sandwich (human check, run through AI, then human check again)

### Do not use SensusAccess to fix image descriptions or alt text. Fix these in Anthology Ally or the original Word or PowerPoint document

### Each PDF is unique and will need to be looked at and assessed on a case-by-case basis.

### Feel free to reach out for 1on1 support at [cudenver.edu/tips](https://www.ucdenver.edu/tips/one-on-one-support/consultations)