# Tricky PDF Conversion Tips

## You can tell if a PDF is “tricky” by looking at its accessibility score in Anthology Ally. You can also tell by looking at the PDF and also noticing that text can’t be selected.

## **1. 5 Step Conversion Flow**

### Find PDF

### Convert to WordDocx (Use SensusAccess)

### Review/Fix WordDocx (Use Check Accessibility, under Review tab)

Assess whether Headings are set, if not do so to ensure screen readers can read your document.

### Save Changes (be sure to give your document a new title)

###  Re-Upload to Anthology Ally

## **2. 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

### **WordDocx.**

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

### Your converted document will be emailed to you within a few minutes to a few hours, depending on its size.

### 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.

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