

Make It Accessible **and the MS365 Immersive Reader**

How to use the Make It Accessible service to convert documents into other accessible formats.

The workshop also notes the built-in text-to-speech Immersive Reader function in MS365.



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Assistive Technology

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Make It Accessible

Online converter service

➡ Access from this link: <http://libguides.library.dmu.ac.uk/disabilityservices/accessible>

Convert text into accessible format with Sensus Access. You can convert PDFs, JPEGs and other types of files into text files, e-books, audio or Braille (see full list below).

Conditions of use

You can make an accessible copy if:

- You own the copyright (for example, it's your own work)
- Have permission from the copyright holder
- If the copyright has expired
- Or it's for someone with a print disability

In making any accessible copy you agree that:

The copy won't be shared with others

You can't find a commercially available version in an appropriate format

You abide by the Copyright, Designs and Patents Act, 1988, Section 31A (Disabled persons: copies of works for personal use)

You abide by the Data Protection Act, when storing or sharing converted files that contain personal data

Contact us for copyright advice: copyright@dmu.ac.uk

Step 1 and 2: upload and choose output format

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 and .ASC

File name: No file chosen

The file How_can_we_measure_the_influence_of_the.pdf was successfully uploaded to the server (429 kB).

Step 2 - Select output format

Specify the target format of your document. For this document type, the following formats are available:

Target format

☐ MP3 audio

☐ Braille

☐ E-book

☐ Accessibility conversion

In this example, we have uploaded a PDF file.

Step 3: Specify output format

➡ Specify your output format. This will change depending on the type of uploaded file uploaded.

MP3 outputs

Step 2 - Select output format

Specify the target format of your document. For this document type, the following formats are available:

Target format

- ☒ MP3 audio
- ☐ Braille
- ☐ E-book
- ☐ Accessibility conversion

Step 3 - Specify audio options

Specify the natural language of your document and how fast you want the speech.

Options

Language: British English

Speed: Normal

- Fastest
- Faster
- Fast
- Normal
- Slow
- Slower
- Slowest

Step 4 - Enter email address and submit request

Email address:

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E-Book outputs

Step 2 - Select output format

Specify the target format of your document. For this document type, the following formats are available:

Target format

- ☐ MP3 audio
- ☐ Braille
- ☒ E-book
- ☐ Accessibility conversion

Step 3 - Specify e-book options

Specify the target format of your e-book.

Options

Format: EPUB

- EPUB
- EPUB3 with media overlay
- MOBI (Kindle)

Step 4 - Enter email address and submit request

Email address:

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Accessible conversion outputs

The file How_can_we_measure_the_influence_of_the.pdf was successfully uploaded to the server (429 kB).

Step 2 - Select output format

Specify the target format of your document. For this 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.

Options

Target format

- doc - Microsoft Word
- doc - Microsoft Word
- docx - Microsoft Word**
- 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
- htm - HTML

Step 4 - Enter email address and submit request

Email address:

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Step 4: Submit upload



Enter your student email address and submit request.

Once converted, an email will be sent to your student email with the converted file or a link to an audio file if the MP3 output was selected.

Step 4 - Enter email address and submit request

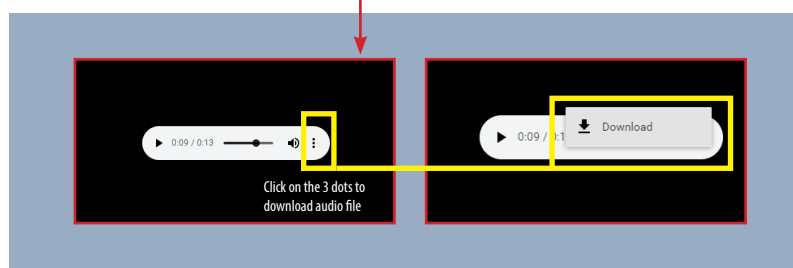
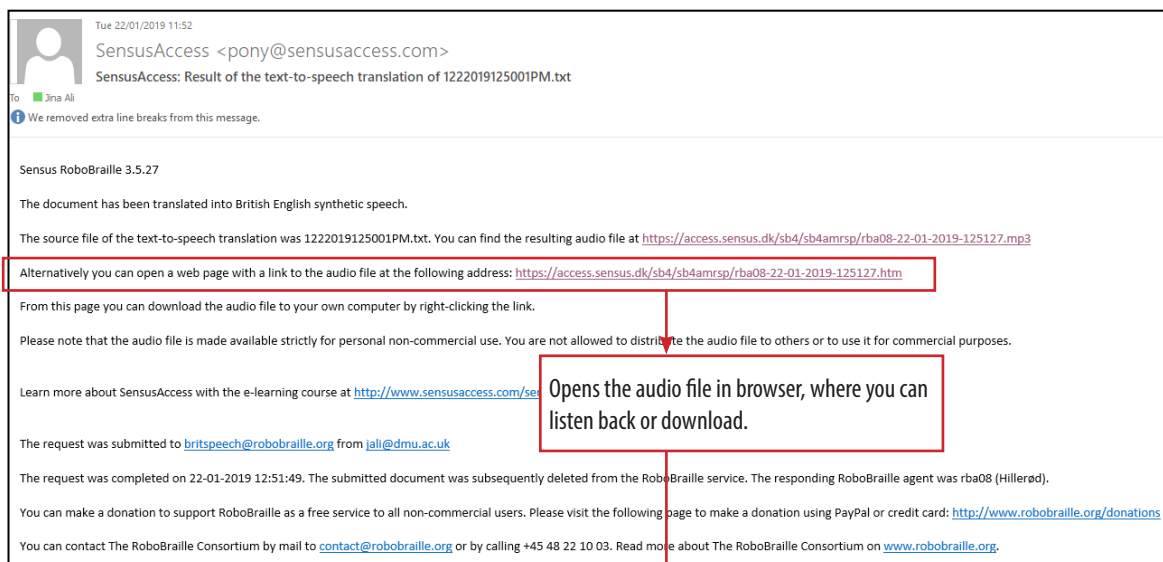
Email address:

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Step 5: Submit upload & check email

➡ Enter your student email address and submit request.
Once converted, an email will be sent to your student email with the converted file or a link to an audio file if MP3 output was selected.

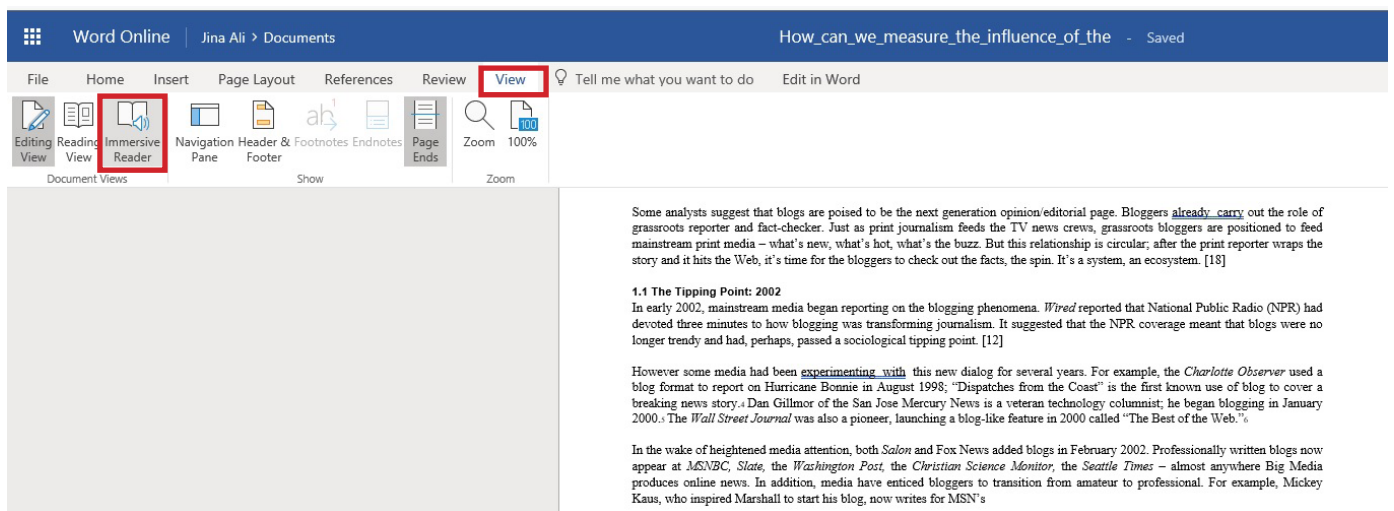
➡ You will receive an email with either an attachment or a link, if an audio file was requested. Example below: Audio mp3 file.



Immersive Reader (MS365)

—The built-in Text-to-Speech reader in MS365

➡ Open your Word document in MS365 online (Word Online). Click on the 'View' tab to select the Immersive Reader button. This is only a 'view' button, so it will not change your original document.



—The Immersive Reader View

Text Preferences

How_can_we_measure_the_influence_of_the

In early 2002, mainstream media began reporting on the blogging phenomena. Wired reported that National Public Radio (NPR) had devoted three minutes to how blogging was transforming journalism. It suggested that the NPR coverage meant that blogs were

Set text preferences

Play Button and voice settings

Grammar Options

How_can_we_measure_the_influence_of_the

In early 2002, mainstream media began reporting on the blogging phenomena. Wired reported that National Public Radio (NPR) had devoted three minutes to how blogging

Set grammar options

AA [Menu Icon] [Book Icon]

Syll-la-bles ☐ Off

Parts of Speech

- nouns ☒ On
- verbs ☒ On
- adjectives ☐ Off
- adverbs ☐ Off

Show labels ☐ Off

Reading Preferences

← How_can_we_measure_the_influence_of_the

1.1 The Tipping Point: 2002

In early 2002, mainstream media began reporting on the blogging phenomena. Wired reported that National Public Radio (NPR)

Set reading Preferences

AA [Menu Icon] [Book Icon]

Line Focus ☒ On

Picture Dictionary ☒ On

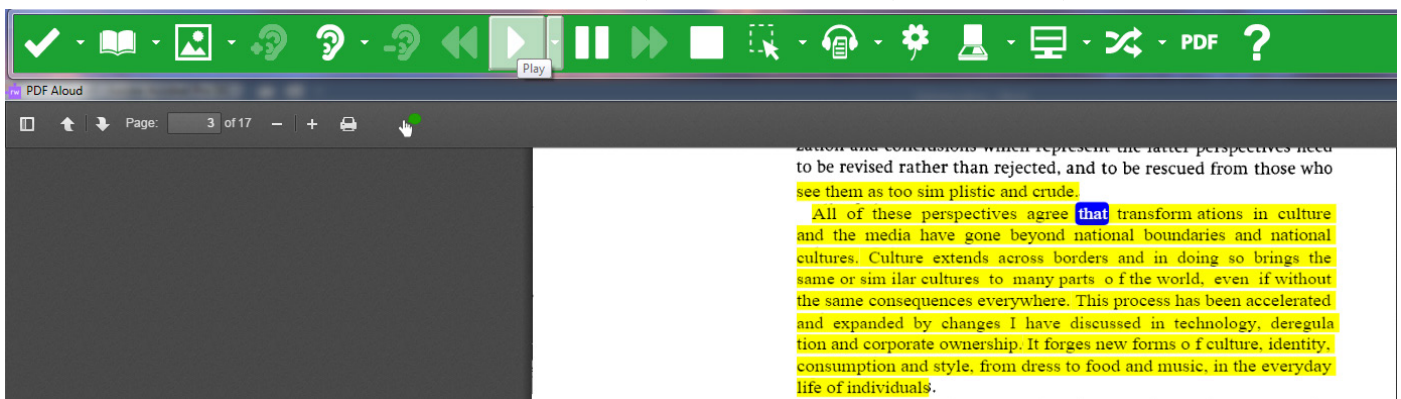
© Boardmaker

Inverted Ruler for reading
(3 sizes)

Other Text-to-Speech

- ⇒ We also have three other Text-to-Speech software in the library:
- ClaroRead Pro
 - IncludeMe
 - TextHelp Read & Write (Assistive Technology PCs and in study rooms only)

-TextHelp Read & Write (Assistive Technology PCs and in study rooms only)



IncludeMe



ClaroRead Pro

