

Ally Resource Library

ACCESSIBLE FORMAT MATERIALS PORTAL TUTORIAL

Florida Atlantic University Accessible Format Materials Portal is a four steps self-service and alternate media solution. The portal allows FAU students, faculty, and staff to convert documents into a variety of alternate media formats such as audiobooks (MP3 and DAISY), e-books (ePub and Mobi), and digital Braille (Grade 1 and 2). This alternate media solution can also be used to convert inaccessible documents such as image PDFs and JPEG pictures into accessible documents.

STEP 1 - UPLOAD YOUR DOCUMENT

Users may upload one or more **FILES**, enter a **URL** to a file *or* simply type in the **TEXT** they wish to have converted.

Source

File

URL

Text

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, .PCX, .DCX, .J2K, .JP2, .JPX, .DJV and .ASC

File name: 2nd Generation Voices2.pdf

Users can choose a file and upload it to the portal. The uploaded file is reflected beside the “choose files” button then click on the upload button.

STEP 2 - SELECT OUTPUT FORMAT

Users can choose what type of format to convert the file to.

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

Specify the target format of the conversion.

Target format:

Jdoe@fau.edu

- doc - Microsoft Word
- docx - Microsoft Word
- rtf - Rich Text Format
- pdf - Tagged PDF
- xls - Microsoft Excel
- xlsx - Microsoft Excel
- csv - Comma separated
- txt - Windows Text
- htm - HTML

Users can choose from a dropdown list of target formats to have their files converted.

STEP 4 - ENTER YOUR FAU EMAIL ADDRESS AND SUBMIT A REQUEST

Email address:

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FAU students, staff, and faculty can use their FAU email address to submit a request. The processed file(s) are then sent to the user’s email inbox.

The Accessible Format Materials Portal is a free service provided to all FAU students, faculty, and staff. This service is available 7 days a week, 24 hours a day, and is implemented by Student Accessibility Services within the Division of Student Affairs. Experience it for yourself at www.fau.edu/sas/Accessible_text.php.