

# Blackboard Ally: Downloading Alternative Formats




**Northumbria  
University**  
NEWCASTLE

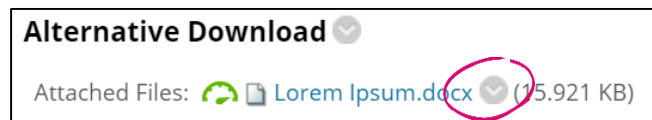
This guide is designed to inform you of how you download alternative formats of materials that have been uploaded to Blackboard. Most content that is uploaded to a module will automatically be assessed by Blackboard Ally and available as an alternative format for your consumption.

**Please note: Chrome is the recommended browser for using Blackboard**

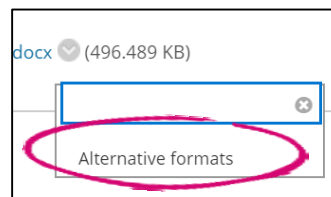
**IE (Internet explorer) is not supported**

Once you have located the document that you want to download as an alternative format...

- 1 Click the Dropdown arrow  at the end of the file name.



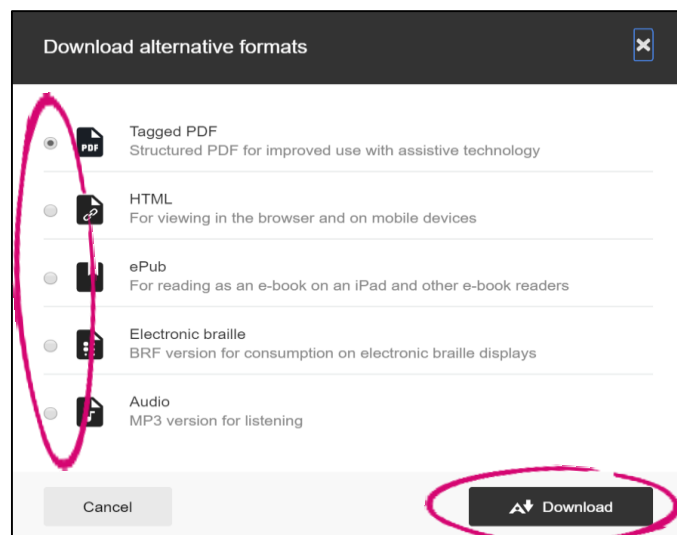
- 2 From the drop-down menu choose **Alternative formats**.



- 3 From the Download options list, choose your preferred format.

Click the **Download** button to begin downloading your chosen option.

You are only able to download on file at a time.



- 4 Your downloaded file will be available for you inside of your **Downloads** folder.

You will now be able to open the file to review, or alternatively you may wish to upload the file to Blackboard for students to use.

**Please note:** Some documents will not be available as an alternative format. The following document types are supported as alternative formats:

- **PDF** files.
- **Microsoft® Word** files.
- Microsoft® **Powerpoint®** files.
- **OpenOffice/LibreOffice** files.
- Uploaded **HTML** files.

### **IT Support - open 24 hours, 365 days a year**

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