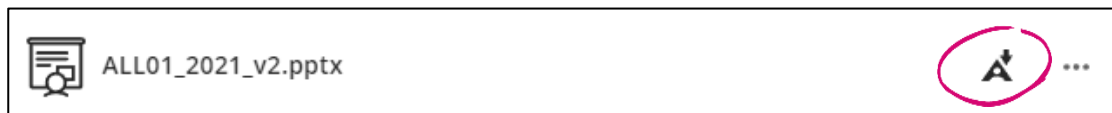


How to Download Content in an Alternative Format using ALLY

Blackboard ALLY allows you to download most content on Blackboard in an alternative format. Content that is uploaded to a module will automatically be assessed by **Blackboard Ally** and available as an alternative format for you to use.

- 1 Login to your module and locate the content you would like to download in an alternative format.

Click on the **A** icon.



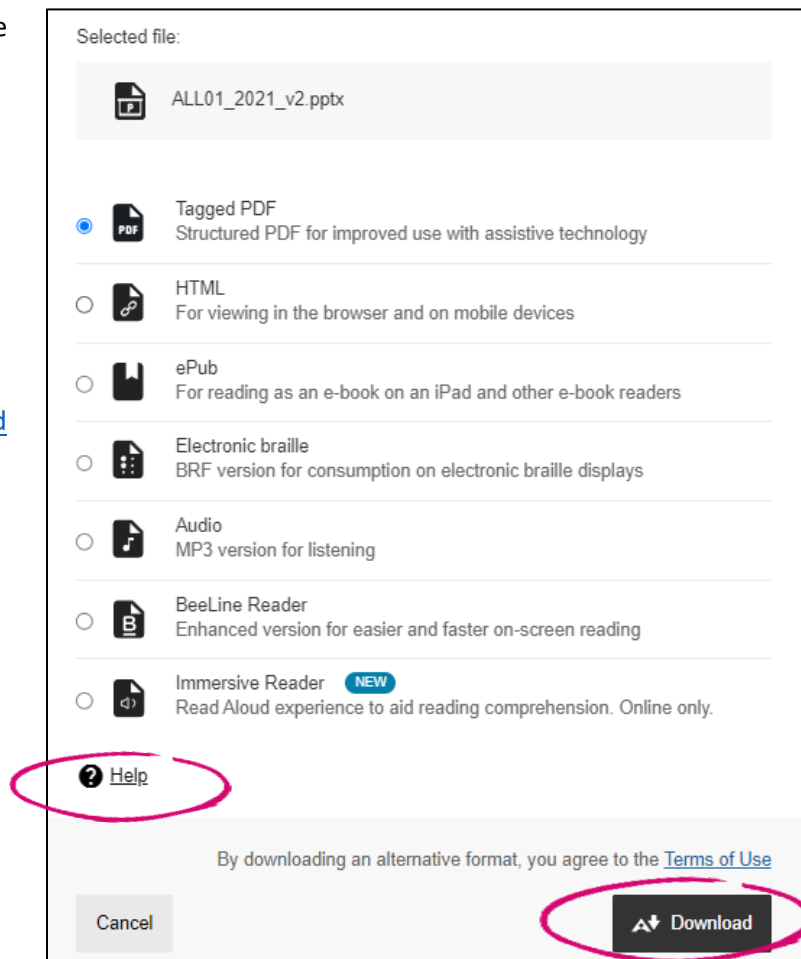
- 2 Use the radio button to choose the format you want.

Click **Download**.

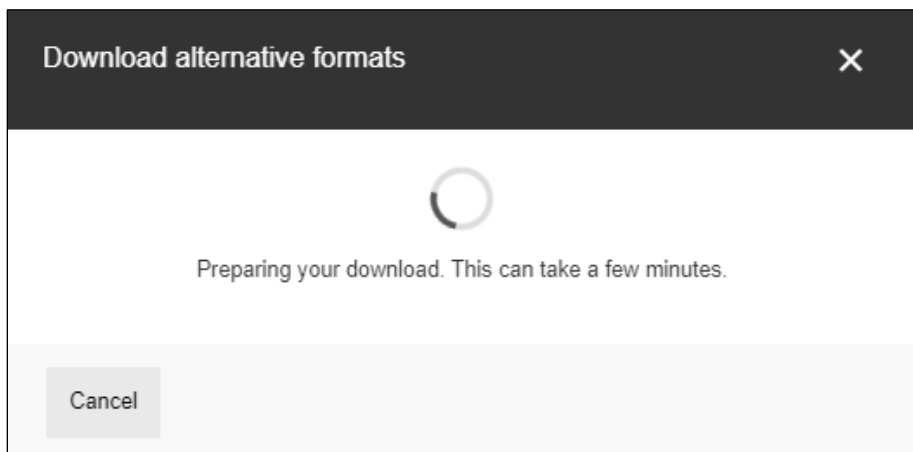
Large files will take longer to convert.

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

Click on **Help** for [more detailed information](#).



3 You may have to wait a few minutes until your selected file is ready.



4 Once the file has downloaded, it will be available in your **Downloads** folder.

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.

