



DISABILITY  
EDUCATION OFFICE

# Ally Quick Start

## Blackboard Ally

Have you ever found the content in your course that is difficult to read, or you wish it came in another format? With Blackboard Ally, you can download alternative formats of instructor's content directly from your course. Just choose a version that is best fits your needs! **The alternative formats are necessary for some, but beneficial for all!**

### Instructions:

1. Select the Download Alternative Formats icon to download the content in a different format.



2. Choose the version that is best for your needs. You may not see every alternative format in your list of choices to download. The formats generated depend on the original content type. Examples of Alternative Formats:

**Audio** – reads aloud the text in the original content.

**BeeLine Reader** – reading on a screen easier and faster by displaying the text in a color gradient that helps you pull your eye through your reading.

**Electronic Braille** – creates a BRF file that can be read on a refreshable Braille display, Braille reading devices, or within a Braille software.

**ePub** – creates a digital publishing file that can be viewed on mobile devices.

**HTML** – tags and elements are added to enhance meaning to a page.

**OCR PDF** – analyses the content and converts the image into a searchable text.

**Tagged PDF** – tags and elements to add meaning to a page with good content structure.

**Translated Version** – a machine-translated version of the original content into a total of 50 different languages.

For further details and instructions, use [this link](#).

For additional assistance, feel free to reach out to [bbhelp@muskingum.edu](mailto:bbhelp@muskingum.edu) or [deo@muskingum.edu](mailto:deo@muskingum.edu).

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## Which format should I use?

Are you not sure what format best fits your needs? Let us help. The table below gives a glance at the best formats for your different needs.

Your needs	Electronic braille	Audio	PDF, OCR	PDF, Tagged	HTML, Semantic	ePub	Translated Version	BeeLine Reader
Adjust text, font, and background color					●	●		
Adjust audio playback speed		●						
Commuting		●	●	●		●	●	●
Commuting, driving		●						
Copy, paste, and search			●	●	●	●	●	
Format adapts to device, responsive					●	●		●
Highlighting, note taking, and bookmarking			●	●		●		
Mobile device		●			●	●		●
Offline	●	●	●	●	●	●	●	●
Prefer listening		●						
Prefer reading	●		●	●	●	●	●	●
Print	●		●	●	●	●	●	
Text to speech with speed adjustment			●	●	●	●		
Different language							●	