

# Student Quick Guide: Using Alternative Formats

In this course, we use **Blackboard Ally** to ensure that every student can access course materials in the way that works best for them. Whether you have a long commute, prefer to listen rather than read, or need a format compatible with your mobile device, **Alternative Formats** are here to help.

## How to Access Alternative Formats

1. **Find your file:** Look for any document your instructor has uploaded to Blackboard (Word, PDF, or PowerPoint).
2. **Click the Icon:** Look for the "**Alternative Formats**" icon (a capital "A" with a down arrow) next to the file name.
3. **Choose your format:** A menu will appear with several options. Select the one you want and click **Download**.

## Which Format Should You Choose?

Format	Best For...
Audio (MP3)	Listening to your readings while commuting, exercising, or multitasking.
HTML	Reading on a smartphone or tablet; the text automatically adjusts to your screen size.
ePub	Reading on an e-book reader or tablet (like Kindle or iPad) where you can take notes and highlight.
BeeLine Reader	Reading faster and with more focus; it uses a color gradient to guide your eyes through the lines.
Electronic Braille	Use with refreshable braille displays or other tactile reading devices.
Immersive Reader	Enhancing focus and comprehension with text-to-speech that highlights words as they are read.

## Help & Support

- **Technical Issues:** If you don't see the Alternative Formats icon, it may be because that specific file type isn't supported yet.
- **Accessibility Office:** For official accommodations or more personalized support, please contact **FHSU Accessibility Services** at [fhsu.edu/health-and-wellness/accessibility](https://fhsu.edu/health-and-wellness/accessibility) or call 785-628-4401.