Using the Accessible File Transformer

MATC | **Online Learning**

Blackboard Learn

Students can also access the Ally File Transformer through the Blackboard base navigation's Assist page to convert their own files to a preferred [alternative format](#), such as ePub, HTML, tagged PDF, MP4 audio transcript, or electronic braille.
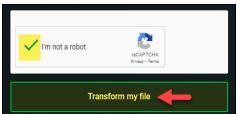
How to Transform a File

These instructions assume that you have a PDF, DOC, DOCX, PPT, PPTX, or HTML document saved to your computer or device that you want to convert to another format.

1. When you are logged into Blackboard, click **ASSIST** in the base navigation. On the Assist page, click on the **ALLY FILE TRANSFORMER** service.

2. On the Ally File Transformer page, click **BROWSE** and select the file you want to transform. Check the "I'm not a robot" checkbox and click the **TRANSFORM MY FILE** button.

3. Wait for the file to upload. When the alternate file format list appears, **SELECT** your preferred **FILE FORMAT.** Click **DOWNLOAD** to download the transformed file.

4. The file will download to your computer or device for viewing.