# UNIVERSITY OF HARTFORD

## **Alternative File Formats**

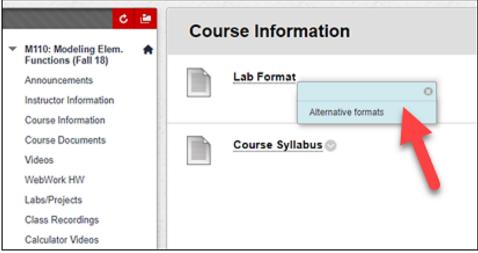
Alternative file formats are now available on any documents your instructor uploads to Blackboard courses.

1. In any course on Blackboard, browse to a content area (e.g. Course Documents, Assignments, etc.) that contains a document you want to download. When you hover the mouse over a link to a document, an arrow will appear next to it.

✓ M110: Modeling Elem.	Course Information		
Functions (Fall 18)		Lab Format 🛇	
Announcements			
Instructor Information			
Course Information	-		
Course Documents		Course Syllabus	
Videos			
WebWork HW			
Labs/Projects			
Class Recordings			
Calculator Videos			

Arrow that appears next to documents

2. Click on the arrow, then click Alternative Formats.



**Pop-up Menu for Alternative Formats** 

3. A new menu will appear offering four or five different types of alternative formats that you may convert the file to for download. These options include:

Download alternative formats			
PDI	Tagged F Structure	PDF ed PDF for improved use with assistive technology	
O B	HTML For viewi	ing in the browser and on mobile devices	
	ePub For read	ing as an e-book on an iPad and other e-book readers	
•	Electroni BRF vers	c braille sion for consumption on electronic braille displays	
•	Audio MP3 vers	sion for listening	
	By do	ownloading an alternative format, you agree with the Terms of	of Use
Cancel		<b>▲</b> ♥ Download	

Alternative Formats Available for Download for Files on Blackboard

- a. Tagged PDF
- b. HTML
- c. ePub
- d. Electronic Braille
- e. Audio
- 4. Choose a type by clicking on the radio button next to its name, and then click on the Download button at the bottom of this window. It may take a few moments for the document to convert.
- 5. When done, browse to your Downloads folder and you should see the file there.

## Getting Help with Technology at the University of Hartford

#### Student Blackboard Support

The following is student support for Blackboard only. All other support technical support issues need to be addressed to the Office of Technology Services (below). Phone: (860) 768-4636 Email: <u>bbsupport@hartford.edu</u> Website/File a Ticket: <u>http://www.hartford.edu/studentbbsupport</u>

### Office of Technology Services (OTS) Help Desk

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).

Phone: (860) 768-4357 (on campus) or (844) 292-3213 (off campus) Email: <u>ots@hartford.edu</u> Website: <u>http://hartford.edu/ots</u>