



Alternative Formats

Student Guide

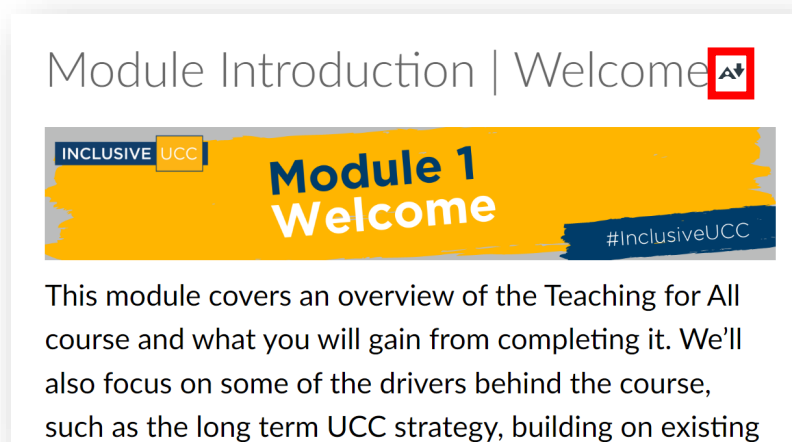


What is Alternative Formats?

Alternative Formats is a tool in Canvas that allows you to convert pages and documents into other formats such as audio, ePub, electronic braille and more.

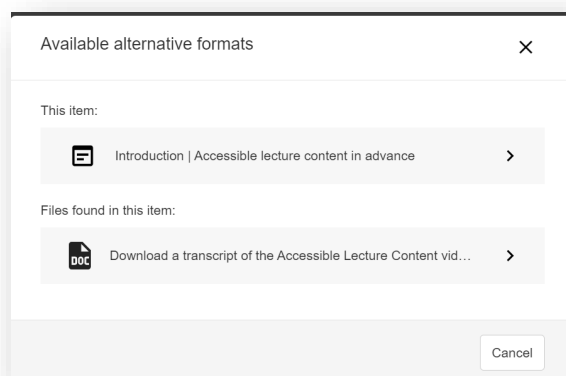
Where is Alternative Formats?

Alternative Formats is available at the top of each page on Canvas, it is represented by a black A symbol with a download arrow next to it.

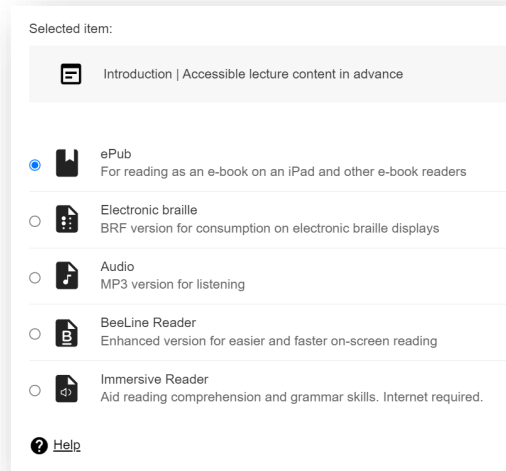


What can I use it for?

When you press the black **A** symbol, you will be asked whether you would like to convert the whole Canvas page or the other items that are available on the page, such as documents.



After you make your selection, a menu of alternative formats will appear.



How would this help me?

The following list outlines the features of each conversion:

HTML



HTML is a markup language that allows you to view content in your browser. This is useful if you are using your phone to read content, as it will adjust to your screen size, making for faster reading. This also prevents issues such as text that flows off the screen and needs a scrollbar.

Tagged PDF



Tagged PDF gives each element of a document a tag. For example, paragraphs, headings, and images. This means that when viewing the PDF in Acrobat Reader or a browser, such as Microsoft Edge, you can navigate by headings. It also means you can magnify and reflow the text, and change the background colour. You can have a tagged PDF read aloud by the Edge text-to-speech tool. This would not be possible with an untagged or scanned document.

Electronic Braille



Electronic Braille creates a BRF file that can be read on a Refreshable Braille Display (RBD), or other Braille reading devices and software. This is useful for those with vision impairments, and it means more access to more content. An RBD is like a keyboard with bubbles that can refresh, one line at a time. They can connect to the internet and also read files aloud.

Audio



The MP3 conversion allows you to download documents or pages of content on Canvas as an audio file. This is useful if you want to study on-the-go, or you simply learn better through listening.

BeeLine Reader



BeeLine Reader adds a colour gradient to text to enhance focus and reading speed. A file downloaded as BeeLine will open in your browser and you can select the gradient that suits best. This is useful for those with dyslexia, ADHD, or low vision. It is also helpful if you are reading at night, or you have a lot to read and your eyes are tired.

Immersive Reader



Immersive Reader is a Microsoft tool that can strengthen the readability of content. It can change the layout of content in terms of font, background colour, and line spacing. It highlights nouns, verbs, adjectives, and adverbs and can split words into syllables. It can also translate the text to another language, read aloud content, or create a picture dictionary.

This is helpful for users with dyslexia, vision impairments, language learners, or those with learning disabilities that affect concentration.

ePub



ePub is a digital publishing file, this means it can adapt to the device. It is helpful if you want to highlight content, bookmark pages, take notes or search text. Apps for reading ePub include Microsoft Edge, Thorium Reader, and Easyreader.

OCR PDF



If a file has been saved as an image, such as a scanned PDF, Optical Character Recognition (OCR) will convert it to readable text. This makes it possible to copy, paste and search the text and also have it read aloud.

