

## How do I OCR a PDF using Ally?

All students, staff and faculty members with access to Blackboard's Ally will be able to OCR a PDF file.

**Please note:** This is not considered a final solution; additional handling may be required after the OCR. These instructions apply to PDFs which have not been scanned.

### Optical Character Recognition (OCR):

Ally provides an ability to perform Optical Character Recognition (OCR) for PDFs which have been scanned. This significantly improves the accessibility of the document, but it is not considered a final solution, and more handling may be required. More information is available at this [Blackboard Help Page for Scanned PDFs](#).

1. In Blackboard, go to the unscanned PDF. In the example below, the Ally gauge is showing to the left of the file, but these instructions will work for all users, regardless whether the gauge is visible.

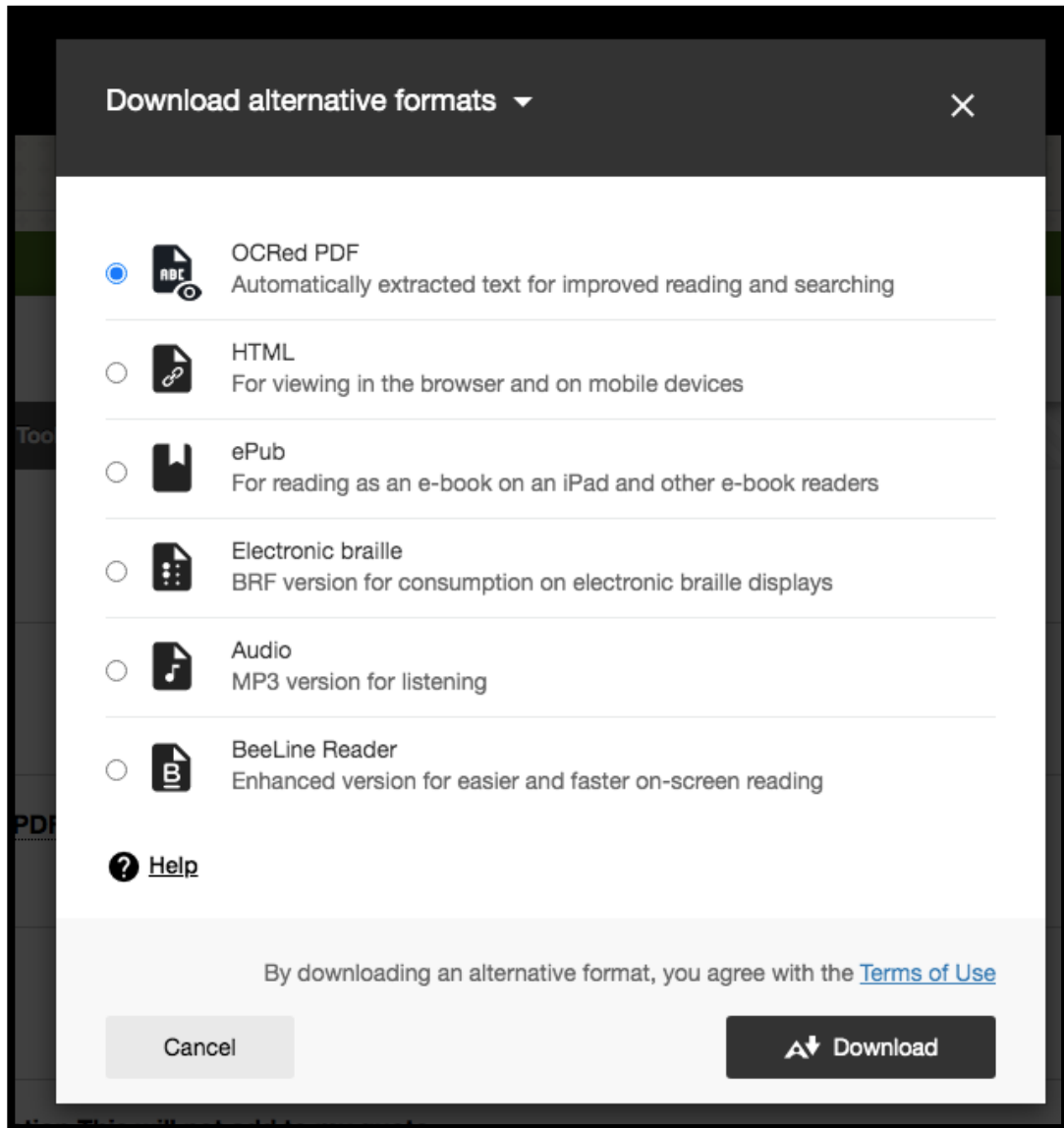


2. Hover over to the right of the file. An icon for **Alternative formats** appears.

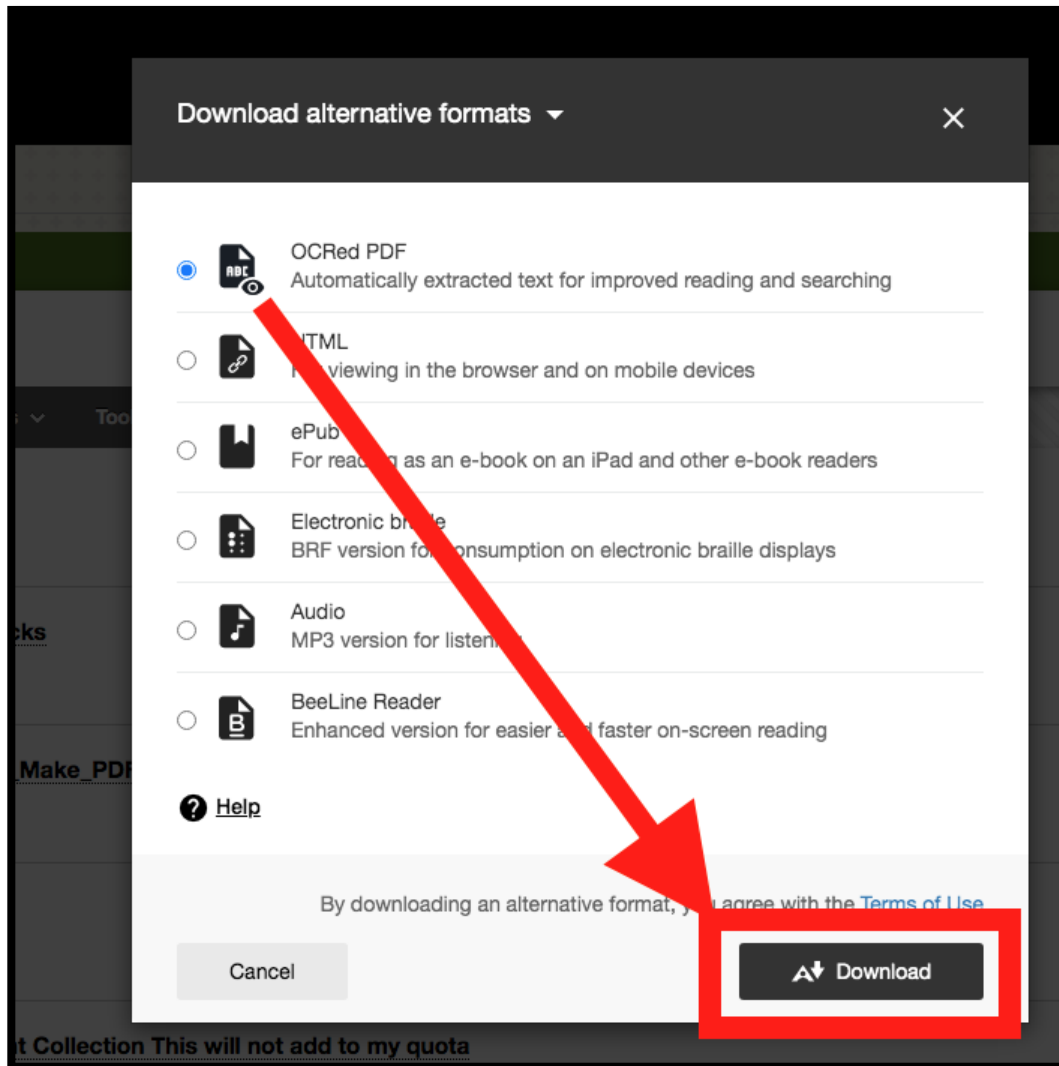




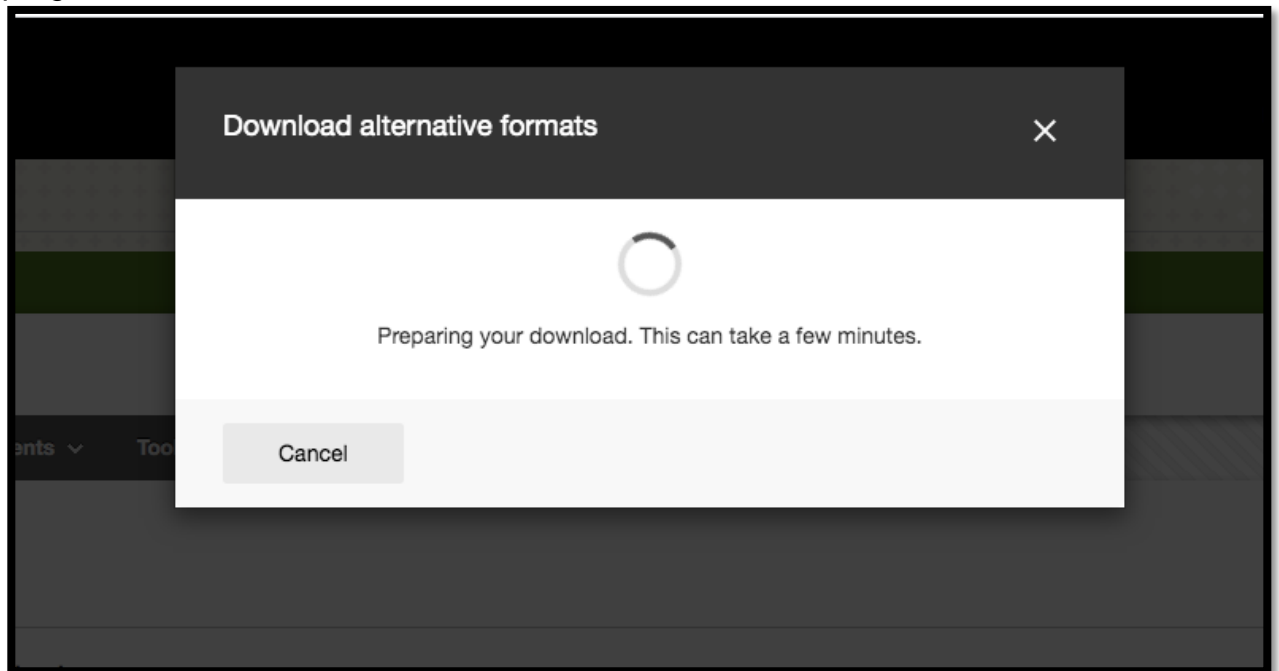
3. Click on the icon.
4. A new menu appears. If the option **OCRed PDF** is not already selected, select **OCRed\_PDF**.



5. Click on the **Download** Button after the option button for OCRRed PDFs is selected.



6. A new dialogue will appear to confirm that the download of the **OCRed PDF** is in progress.



7. The **OCRed PDF** is now much more accessible.

