

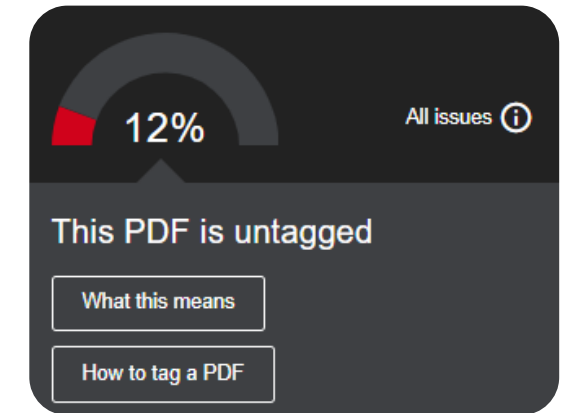
1st - 5th June 2026



**DIGITAL  
ACCESSIBILITY  
WEEK**

# 5 Minute Fixes

## PDF Tagging



**Improve your module's accessibility with Blackboard Ally in 5 minutes or less**

### What?

Tagging tells assistive technology what your headings, lists, and tables mean. It turns a document from “just text” into something all students can navigate.

### How?

- Ally will guide you through the required steps using the **editable version** of your document (eg. Word or PowerPoint).
- You simply have to **re-save it as a PDF** and **tick “Document structure tags for accessibility.”**
- **Ally provides screenshots** of the process and the option to **replace the uploaded file** directly within the accessibility checker.

Need help? Contact us at [TEL@worc.ac.uk](mailto:TEL@worc.ac.uk) or book a 20 minutes with TEL appointment here:



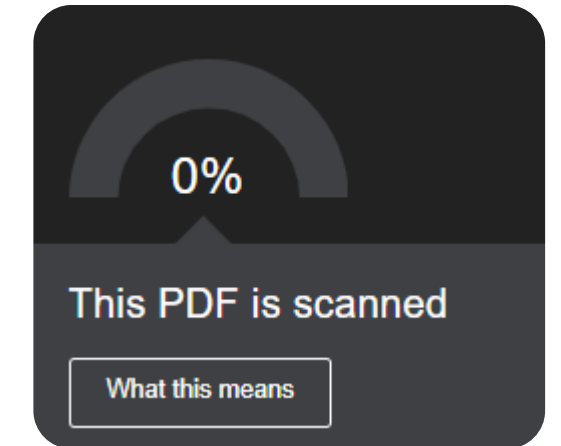
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# 5 Minute Fixes

## Scanned Documents



**Improve your module's accessibility with Blackboard Ally in 5 minutes or less**

### What?

Scanned documents require Optical Character Recognition (OCR). OCR turns scanned PDFs into readable, searchable text.

**\*Please ensure scanned documents are compliant with copyright\***

### How?

- Blackboard Ally can convert the PDF **by applying OCR** directly in Blackboard
- Click '**Preview and apply**' and review the file
- You have the option to **download the original file** before applying changes
- **Click 'Apply'**

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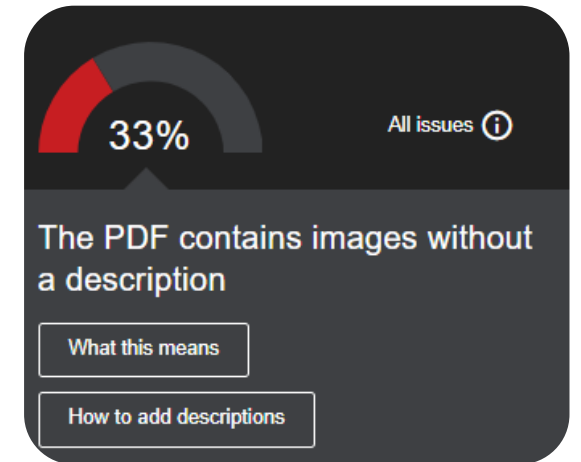
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# 5 Minute Fixes

## Alternative Text



Improve your module's accessibility with Blackboard Ally in 5 minutes or less

### What?

Alternative text is a short written description of an image. It supports inclusive learning by making visual content accessible.

### How?

- Alternative text can easily be added within the **original file**.
- Alternative text is **needed on images** when they have meaning within the document.
- Images can be **marked as decorative** if they are **purely for decoration** in the document.
- **Ally provides instructions** of the process and the option to **replace the uploaded file** directly within the accessibility checker.

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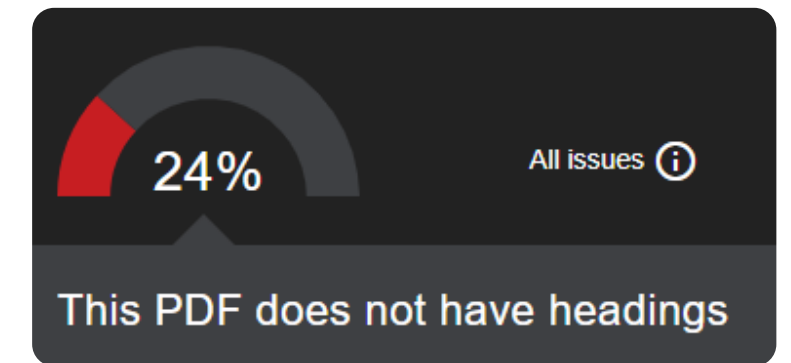
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# 5 Minute Fixes

## Headers



Improve your module's accessibility with Blackboard Ally in 5 minutes or less

### What?

Headers are titles or labels used to organise content in a document. This helps to structure information, make documents easier to read, and help screen-reader users navigate content quickly.

### How?

- Ally will guide you through the required steps using the **original version** of your document (eg. Word or PowerPoint).
- **Ally provides screenshots** of the process and the option to **replace the uploaded file** directly within the accessibility checker.

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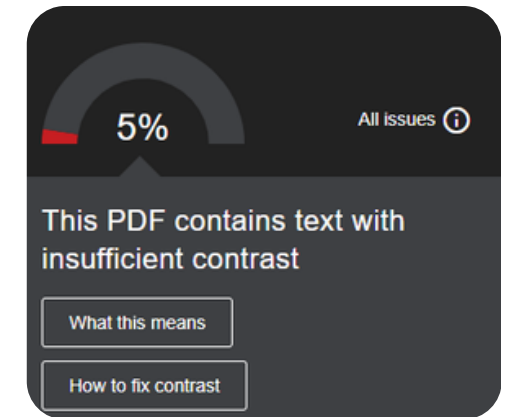
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# 5 Minute Fixes

## Colour Contrast



Improve your module's accessibility with **Blackboard Ally** in 5 minutes or less

### What?

Colour contrast is how clearly text stands out from its background. Good contrast makes text easy to read for everyone.

### How?

- Ally will guide you through the required steps using the **original version** of your document (eg. Word or PowerPoint).
- **Ally will highlight areas** of poor contrast within Blackboard. This may differ from the text identified in Microsoft.
- **Ally provides screenshots** of the process and the option to **replace the uploaded file** directly within the accessibility checker.

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