

# Using Canvas / Ally to FIX THAT POORLY SCANNED PDF!

*Erin Duddy*

[eduddy@unm.edu](mailto:eduddy@unm.edu)

*Instructional Media Specialist – Office of Educational Technology*

*University of New Mexico – Taos*

*OTEX - April 15, 2025*

## Module Objectives:

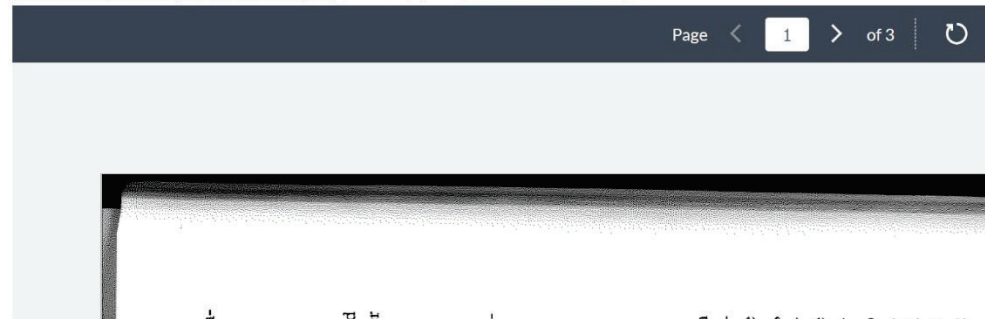
- 1. Instructors will be able to locate the Alternative Format tool in Canvas.*
- 2. Instructors will be able to identify areas of concern and correct issues with Scanned PDF File accessibility using Ally Accessible formats.*

## Process:

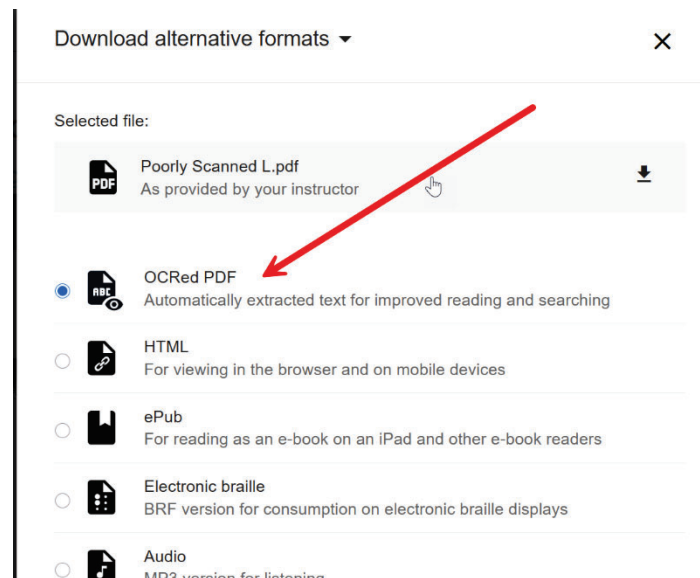
- Scan a book page / document as a PDF File and save to your device
- In Canvas upload the file to a Module as a File and wait a few minutes
- Click on the File, then look for the Alternative formats option

## Poorly Scanned L.pdf

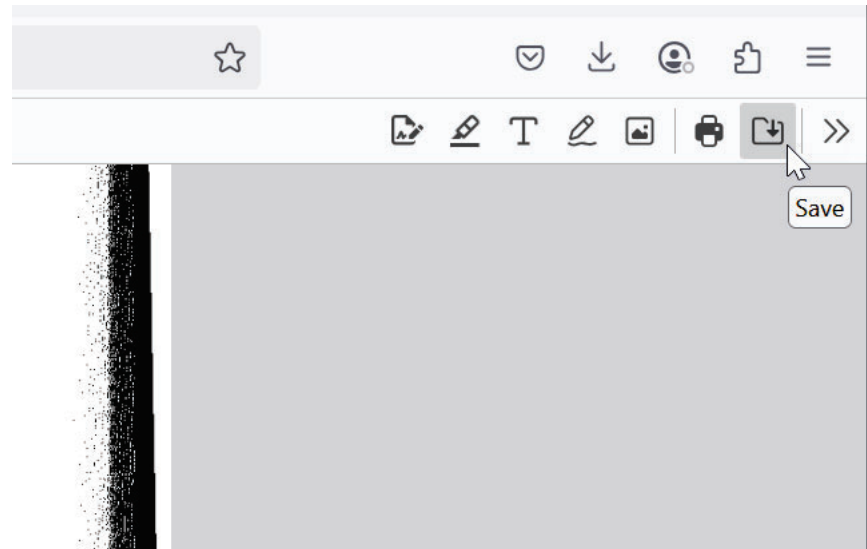
[Download Poorly Scanned L.pdf](#) (637 KB) | [Alternative formats](#)



- Choose Alternative Formats
- Then OCRd PDF



- The OCR'd PDF File will open depending on your preferences for Adobe Files
- Click the 'Save' icon in the upper right corner. PRINT as a PDF will also work.



- Go back into Canvas and Upload the File you just saved / printed as a PDF. Most likely it is in your Downloads folder unless you choose a different place.
- Click on the meter to the right after a few minutes – it should read a lot higher than 0%

#### Helpful LINKS

[https://forms.unm.edu/forms/sandbox\\_course\\_request?sso=680165a754ce9](https://forms.unm.edu/forms/sandbox_course_request?sso=680165a754ce9)

<https://creativecampus.unm.edu/get-started.html>

<https://webstore.unm.edu/>

<https://www.instructure.com/resources/blog/immersive-reader-improves-student-reading-comprehension>