

Resource Library

REMEDiate PDF FILES WITH TOPTAL

This guide walks through accessing and using the PDF remediation tool Toptal. We'll cover **(A)** how to prepare your files, **(B)** signing in for the first time, **(C)** uploading files for remediation, and **(D)** downloading & managing files.

A) FILE PREP

Toptal requires you to upload the PDF files that you want fixed. Set yourself up for success by finding and organizing your files:

- ✓ Create two folders on your computer where you can keep track of (1) PDFs to fix and (2) remediated PDFs.
- ✓ Files from Canvas courses can be downloaded from the **Files** area in your course. [View this doc to learn how.](#)

B) SIGN IN TO TOPTAL

1. Go to <https://app.accessibility.toptal.tech/auth/signin>
2. Enter your **full FAU email address** in the email field.
3. Click **Continue**.
4. If prompted, proceed through the usual FAU sign-in process.

Once signed in, you'll see your dashboard. Here, you can upload PDFs, monitor their status, and download remediated files.

C) REMEDIATE YOUR PDF FILES

1. After signing in, click **Upload Now** located towards the top of the page.
2. In the sidebar, either **drag-and-drop** your files or click **Browse Files** to find and select the file(s) you want to fix. You can upload up to 20 files at a time and each file can have a **maximum of 97 pages**.
3. After selecting files, you have a couple of options:
 - a. **Generate Alt Text:** click the checkboxes next to PDFs where you want Toptal to embed AI-generated alt-text for images/figures. Please note that alt-text is necessary for compliance and requires review if generated with AI.
 - b. **Tags:** type some text in this field and press the **Enter** key to tag your uploads. This helps keep things organized and easier to find. Good tags consist of short descriptive text (e.g., "ENC 1101", "Spring 2026", "Comp Lit").
4. Click **Start Uploading** to begin uploading your files, and **Proceed** if generating alt-text.
5. When the upload is complete, click **Go to Files** to return to your dashboard, or **Upload More** to continue uploading files.

The system will begin processing your files after completing the above steps. Depending on PDF size/page count, it may take several minutes to finish remediating your files. You will receive a notification via email when they're done.

File Name	Size	Generate Alt Text	Tags	Actions
remediation-test.pdf	0.4 MB	☒	ENC 1101 X Spring 2026 X	
remediation-test02.pdf	0.4 MB	☒	ENC 1102 X Fall 2025 X	
2 files selected (0.9 MB total)				
				Close Start Uploading

Screenshot of File Upload Dialog

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D) DOWNLOAD REMEDIATED FILES & REPLACE ORIGINALS

In the **Recent Activity** table on your dashboard, you can manage and monitor the status of your uploads.

The **Status** column shows you when a remediated PDF is ready for you to download.

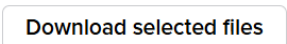
- **Remediation in Progress** – the system is still processing your file.
- **Remediated: Requires review** – file can be downloaded but requires review due to nature of certain fixes (generated alt-text, reading order, etc.). To review, click the title of the file.
- **Remediated**: file is 100% remediated and ready to download.

To **download** your remediated files:

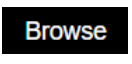
1. **One file at a time:**

- a. Click  in the **Actions** column.
- b. Select **Download Remediated File**.

2. **Multiple Files:**

- a. Click the box to the left of the files that you want to select.
- b. Click  towards the top of the table.
- c. The above will prepare and download a .zip archive to your computer. For tips on extracting/using .zip files, view these guides: [Windows Zip Files](#) | [MacOS Zip Files](#)

Once downloaded, replace your original files with the newly remediated ones.

- From now on, the remediated file should be used whenever you want to share that content with anyone else.
- **For Canvas users:** It's best to use the **Ally** accessibility tool in your courses to handle the replacement.
 1. Navigate to your course in Canvas.
 2. Find your file and click the  icon located next to your file.
 3. Either **drag-and-drop** the remediated file into the area at the bottom-right or click  to upload the remediated version of this file.
 4. Once processed, Ally will replace the original file with the remediated one throughout this course.

SUPPORT RESOURCES

For help or questions about the above steps:

- [Attend an Accessibility Workshop](#)
- [Book an appointment with one of our experts](#)
- [Submit this Help Desk request](#)