

# Posting a PDF File in Course Materials

To create PDF files, you'll need the full version of Adobe Acrobat.

<http://www.adobe.com/products/acrobat/main.html>

Create your file and save as usual (could be done in any program).

*Hints:*

- Give it a short name with no spaces or special characters in it.
- Organize your files in folders. (I have a folder for each module or week of my courses.)



Print the file to PDF.

File, Print

Under Name, choose PDF Writer or Acrobat Distiller.

Click OK to "print." It will come up to a window to save the file. Be sure to put it in the folder where you're saving your course files.

## Optional Web Links

If you want the links in your document to be live, there's another step.

Open Adobe Acrobat.

Open your PDF File.

From the menu, click Tools, Locate Web Addresses.

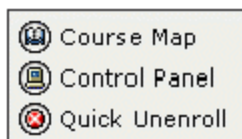
Click Create web links...

File, Save.


Login to Blackboard.

Click on the course you're teaching.

Click on Control Panel.



Under Content Areas, click on your Course Materials (or you might have named it something else).

Click Add Item. **Add**  Item

Choose or specify the name of the document.

Pick a color if you'd like.

Type a description if you'd like.

## 2 Content Attachments

Then scroll down to attach a document.

Click Browse and find your file. Click Open to select it.

Type the name of the file (something that will make sense to your participants).

Scroll down and click

**Submit**

## Viewing the PDF Files



Your participants will need Acrobat Reader to view your files. They can get it here:

<http://www.adobe.com/products/acrobat/readstep2.html>