

Congratulations!

You can successfully read .PDF Files!

Please remember that even though you can read documents posted by the instructor, you'll need to make sure that the instructor can read documents that you post. Bear in mind that some classes will have you posting information to other class members. They will need to be able to read your files as well.

Keep in mind:

- Using fancy fonts may not be readable by everyone
- Using many images in your document may make the file size too large for an e-mail attachment or to download for a dial-up user
- Using special characters like !@#\$%^&*()+ and especially # may trigger security settings in your browser or on the server and make the file unusable. Hyphens and underscores are OK.
- Using semi-long file names are not recommended
- Make sure you save and close your file before you submit it
- Using a text editing software for long essay type questions is recommended so that you have your answer available in case of difficulty. This also allows you to spell-check your submission.
- If you use a Mac, make sure that you add an extension like .PDF or check the box to add an extension to your filename. Otherwise, PC folks may have trouble opening your file.
- Instead of viewing a document in the Blackboard window, consider Control clicking on the link to the document (Option click for Mac folk) for options to save the file to your computer.
- To edit .PDF files, you usually need Adobe Acrobat (not just the free reader program). This program can cost \$\$\$. There are free programs that allow you to create .PDF files, but may have ads in them.