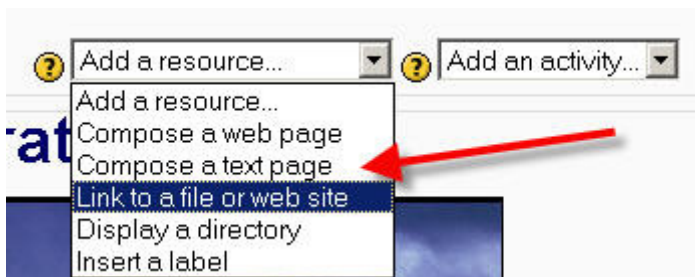
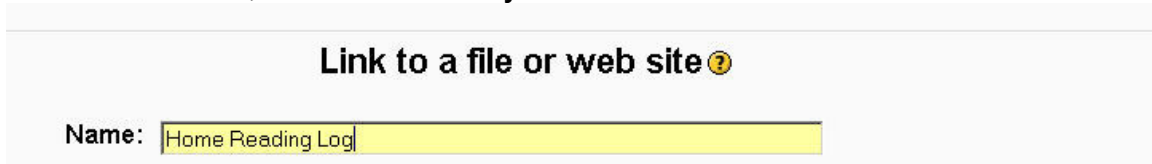


# Posting PDF's on Moodle

1. Make sure you've already created the PDF you want to post. See the Using CutePDF Maker instructions for assistance in creating a PDF.
2. Enter your course and turn the editing on.
3. You are going to add a **"Resource"** to your Moodle Page, and that resource is **"Link to a file or Website."**



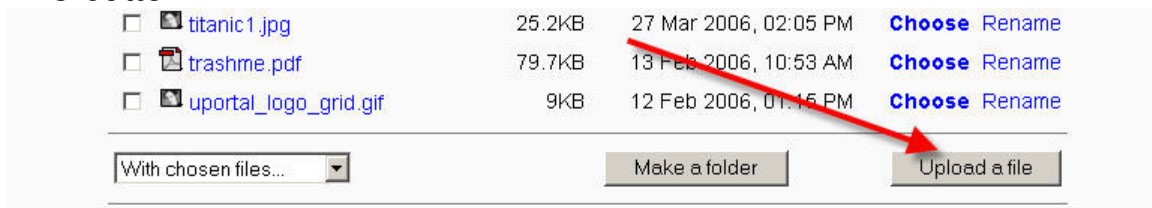
4. Next to "Name," write the text you want shown as the link.



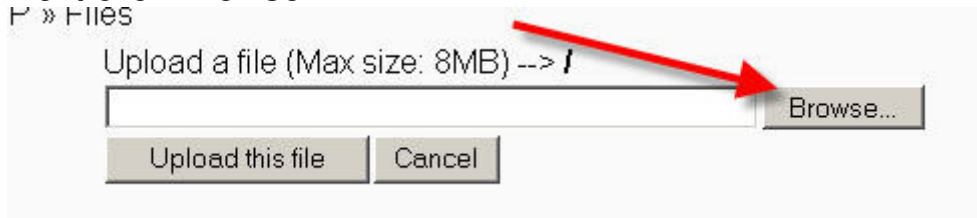
5. The summary is optional; I usually leave it blank.
6. Click on "Choose or Upload a File."



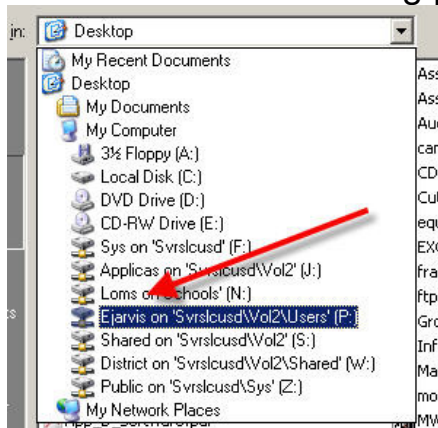
7. Unless you're linking to a file that you already uploaded to your Moodle course, you'll need to **Upload** a file. Click the **Upload a File** button



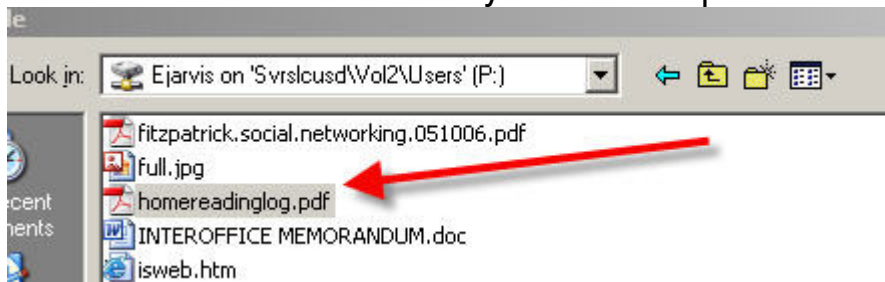
8. Next click Browse.



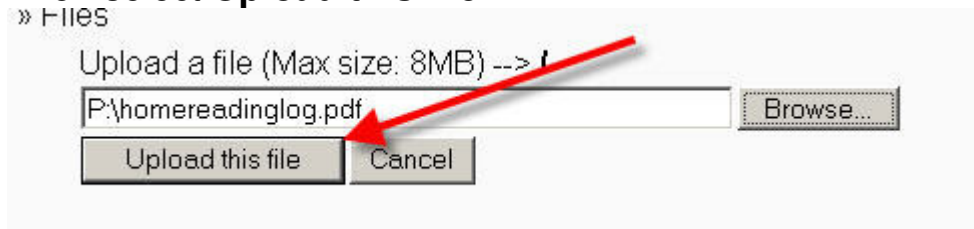
9. Then find the PDF that you want to upload. I am going to upload a file called homereadinglog.pdf from my P-Drive.



10. Then double-click on the file you wish to upload.



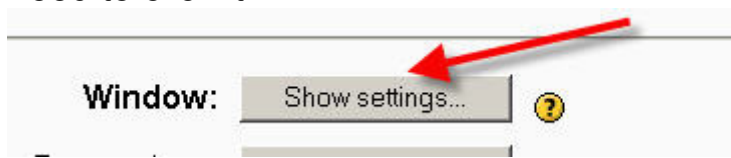
11. Then select **Upload this file**.



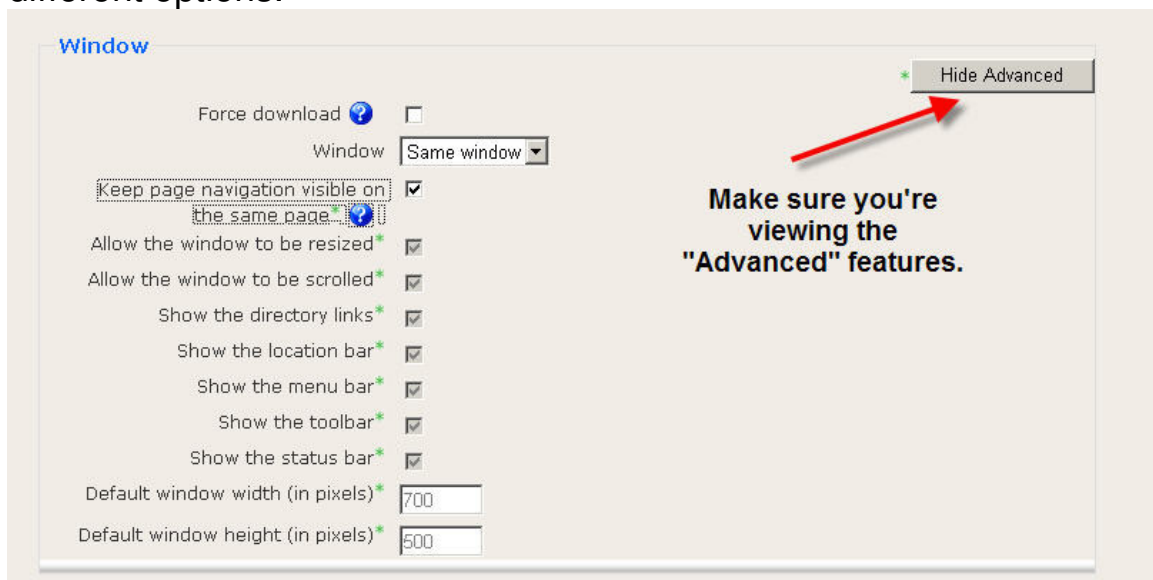
12. After uploading your file, you will need to **Choose** the file to create the link.

<input type="checkbox"/>	donut.jpg	15.7KB	18 Feb 2006, 12:06 PM	<a href="#">Choose</a>	<a href="#">Rename</a>
<input type="checkbox"/>	flyer.pdf	66.2KB	27 Mar 2006, 01:59 PM	<a href="#">Choose</a>	<a href="#">Rename</a>
<input type="checkbox"/>	homereadinglog.pdf	9.8KB	10 Oct 2006, 11:08 AM	<a href="#">Choose</a>	<a href="#">Rename</a>
<input type="checkbox"/>	seinfeld.jpg	5.7KB	13 Feb 2006, 12:15 PM	<a href="#">Choose</a>	<a href="#">Rename</a>

13. After choosing the file, you will need to select how the file will be displayed once the student clicks on it. Next to **Window**, click **Show Settings**. If this same button says **Hide Settings**, you don't need to click it.



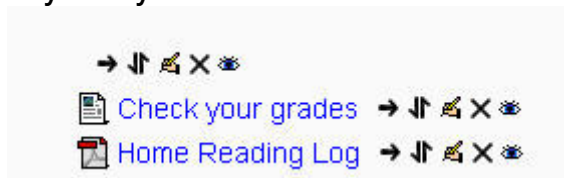
14. You have the option of having the document open within the "Same Window" as Moodle or as a New Window (A.K.A. pop-up window). I like using the same window and keeping that navigation bar on the window. Feel free to experiment with the different options.



15. Click **Save and Return to Course**. Another option is to **Save and Display**. This second option will take you to the PDF you just posted.



16. Try out your new link.



17. The user may print the document by clicking on the printer icon, or save the document by clicking on the disk icon. They may use the navigation bar to get back to you main Moodle page. You, as the

teacher/owner of the site, may click **Update this Resource** to edit how it opens, what it opens, etc.

