

Embedding a PDF Document in Blackboard

For a more visually enhanced user experience, consider embedding a document, such as the syllabus, so that it opens up in Blackboard without needing to download and open. You can use [Google to embed a document](#) or you can use Blackboard using these instructions.

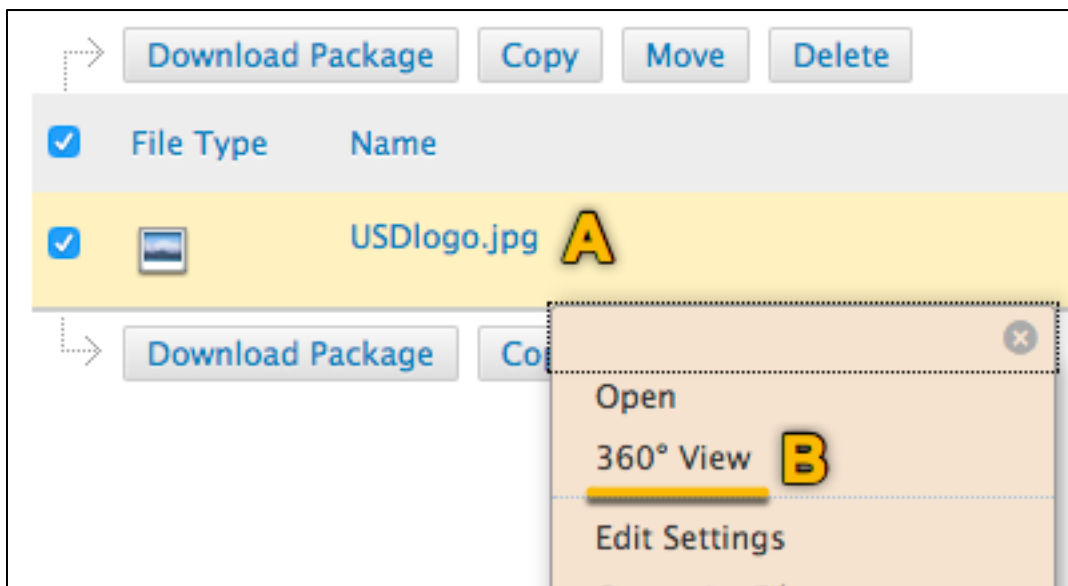
To embed a document using Blackboard:

- 1.) It must be converted to or saved as PDF file;
- 2.) it must first be uploaded to the Course Files in your Content Collection. If the document you want to upload does not reside within Blackboard, refer to the [Editing and Uploading Files to the Content Collection](#) job aid for instructions.

Once the document is converted to a PDF and is uploaded to the Course Files in Blackboard (Control Panel > Files > [Course Name]):

Copy the Permanent URL of the PDF File

1. Navigate to Course Files, find the PDF file you want to embed, **(A)** click the chevron next to the file name.
2. Select **(B)** 360° View.



3. Highlight and copy **[CNTL + C]** or **[COMMAND + C]** the permanent URL (“https://ole...”)

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About this File

⌵ **Properties**

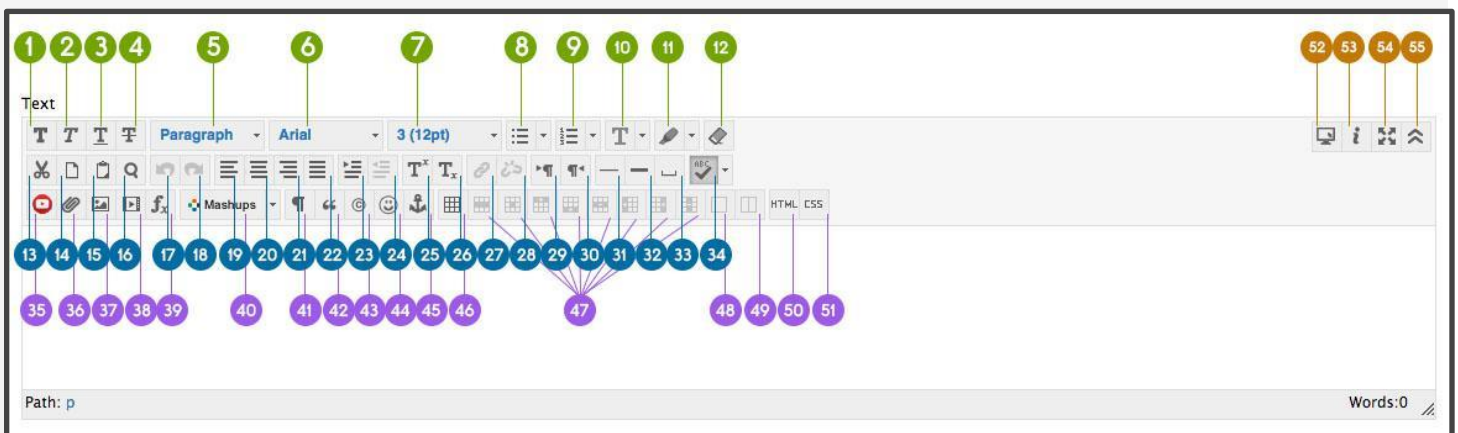
Name:	Bb Grade Center Banner.jpg
Preview:	(Click to view this file from the Web browser.) /courses/sandbox_ASTR_101_username/Bb Grade Center Banner.jpg
Web Folder URL:	https://ole.sandiego.edu/bbcswebdav/courses/sandbox_ASTR_101_username/Bb%20Grade%20Center%20Banner.jpg
Permanent URL:	https://ole.sandiego.edu/bbcswebdav/xid-4459968_1
File Type:	image/jpeg
File Size:	1.4 MB
Owner:	SYSTEM
Created By:	Heather Smith
Created On:	Wednesday, August 2, 2017 10:37:08 AM PDT
Last Edited By:	Heather Smith
Last Edited:	Wednesday, August 2, 2017 10:37:08 AM PDT
Learning Object Type:	cms.content.type.academicsuite
Lock Status:	Unlocked

Create a New Item in the Content Area

To create a new item, refer to [Adding Items to a Content Area](#) job aid.

Embed the PDF using iFrames

In the [Visual Editor](#) of the item, then choose **Insert/Edit Embedded Media** (4th icon in the 3rd row of the Content Editor) Insert **Embedded Media** see (38) below– Inserts media (ex: MP4) you have on your computer or uploaded to the content collection.



The image shows the Blackboard Visual Editor toolbar with 55 numbered callouts. Callouts 1-12 are at the top, 13-34 are in the first row, 35-46 are in the second row, 47-51 are in the third row, and 52-55 are in the top right corner. Callout 38 points to the 'iFrame' icon in the 'Embedded Media' section of the toolbar.

4. Choose iFrame from the drop-down list next to Type.

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5. Paste the permanent URL into the box next to File/URL. (Note: Do not hit Browse My Computer to upload the file here. Blackboard rejects non-multimedia file types (including PDFs) in Insert/Edit Embedded Media, but will display a URL that points TO a PDF)
6. Change the dimensions so your document isn't squished. 800 x 600 will display well on most screens, but you can adjust to your preferences.
7. Click **Submit**.

Watch [Embedding a PDF in Blackboard](#) video on how to embed a PDF in Blackboard.