

## Uploading Files into Blackboard

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### Naming Files

When you save a file that you will be uploading into Blackboard it is very important that you and your students follow specific naming conventions. Do not use any special characters (#, !, &, etc). The filename of any file you submit **MUST** include only letters, numbers, hyphens, and underscores and it **MUST** end with a file extension.

### Creating PDF Files

Saving documents in PDF may make it easier for users to download and access files. Users will need the free Adobe Reader to access and read the files <http://get.adobe.com/reader/>.

If you do not have Adobe Acrobat there are several options for creating PDF files for free:

- Cute PDF (<http://www.cutepdf.com/>)
- Zamzar – file conversion tool (<http://get.adobe.com/reader/>)
- 2007 Microsoft Add-in: Microsoft Save as PDF (<http://www.microsoft.com/downloads/details.aspx?FamilyID=4d951911-3e7e-4ae6-b059-a2e79ed87041&displaylang=en>)

This download allows you to export and save to the PDF versions of Office and send as an email attachment seamlessly.