

# Viewing PDFs: Blackboard and Mac OSX

Users with Mac OS 10.6 and 10.7 using Safari 5.1 or Firefox 6.x may experience issues viewing PDF with error messages stating that “an additional plug-in is required” to view PDF, as described in this Adobe article:  
[http://kb2.adobe.com/cps/908/cpsid\\_90885.html](http://kb2.adobe.com/cps/908/cpsid_90885.html)

## Workarounds – Viewing PDF

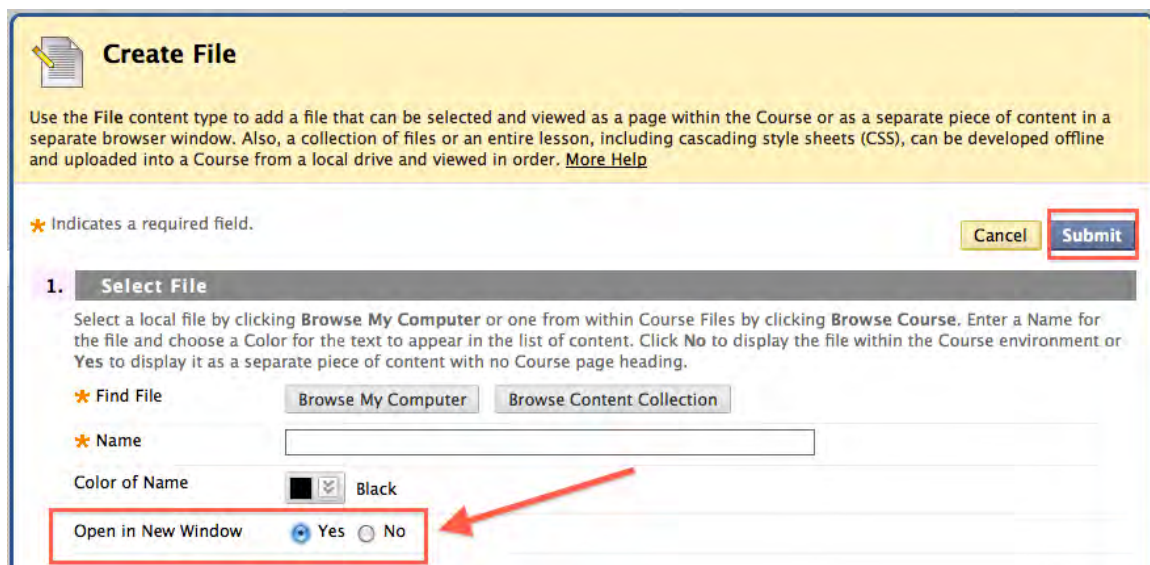
**Instructors and Students:** The following workarounds can be used, in order of preference, to view PDF:

1. Download and view PDFs outside of the Web browser in a standalone PDF viewer such as Adobe Acrobat Standard, Professional, Reader, or Preview.
2. Use the Google Chrome Web browser: <http://www.google.com/chrome>.
3. Download and install an additional Web browser plug-in to view PDF inside the browser: <http://www.schubert-it.com/pluginpdf/>

## Best Practice – Uploading PDF in Blackboard

**Instructors:** The best practice for uploading PDFs to a content area in your Blackboard course is as follows:

1. In a destination Content area in your course, use the **Build Content > Create > File** method (do not use **Build Content > Create > Item**) to upload the PDF.
2. In the **Build Content > Create > File** page, you must select the “open in New Window” **Yes** option before hitting **Submit**.



**Create File**

Use the File content type to add a file that can be selected and viewed as a page within the Course or as a separate piece of content in a separate browser window. Also, a collection of files or an entire lesson, including cascading style sheets (CSS), can be developed offline and uploaded into a Course from a local drive and viewed in order. [More Help](#)

\* Indicates a required field. Cancel **Submit**

**1. Select File**

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Enter a Name for the file and choose a Color for the text to appear in the list of content. Click **No** to display the file within the Course environment or **Yes** to display it as a separate piece of content with no Course page heading.

\* Find File Browse My Computer Browse Content Collection

\* Name

Color of Name  Black

**Open in New Window**  Yes  No