

Using a Microsoft Word .pdf for your Lesson Plan upload

One good way to create your lesson plans for the district website is to create the document in Microsoft Word, save the document as a .pdf file and then upload the .pdf file into a district website document. This method has a couple of advantages:

- 1) If there is some problem that arises while creating your lesson plans on the district website, you can't lose anything because you have a copy of it on your hard drive (the .pdf file that you saved).
- 2) You won't have to do any editing like you must when you copy and paste a document into a district website article. A .pdf document will come up exactly like to created it on the website.
- 3) Since you have a copy on your computer's hard drive you can throw them into a folder and they would be available to you at a later date- like next year. You might want to keep both a .pdf version and also save a regular Microsoft Word version because you can't edit the .pdf version.

Using a .pdf: instructions

- 1) First, create your document in Microsoft Word exactly as you would like to see it on the website.
- 2) Save the document to a folder on your hard drive.
- 3) Now, go to "Print" the document but instead of actually printing, click on the button in the lower left hand corner that says

“PDF”. When the window drops down click on the first option “Save as PDF” and save the document to your desktop. A warning will come up to tell you that the “required extension” is .pdf. Click on “Use pdf”.

- 4) Now that you have your document saved as a .pdf on your desktop, you can bring up the district website, log in to Central Services and go to “Create an article”.
- 5) When the cryptic message comes up asking you if you will “trust” something or other..... be sure you click on “Trust”.
- 6) When the site is ready for you to create your article, type in something like:

“To view my lesson plans, please click on the following link:”
- 7) Hit return twice, hit the TAB twice and then go to the tool bar and under “Insert” select “local file”
- 8) Another box appears. Click on “Choose file”. Now you must find the document and choose it from your hard drive. On the left click on “desktop”. In the middle column find the .pdf version of your lesson plans. Double click on the file and it will get uploaded to the district website.
- 9) Click in the box that says “Hyperlink text to display:” Type in “Lesson Plans”. Now click on “OK”.
- 10) That’s it! Your lesson plans have been uploaded to the site. Of course, you must scroll below and finish a few things. You must set when the article begins and ends. You must click on “approve” to approve the article. Finally, you must attach the article to a section. You should attach it to the section that says “Lesson Plans” on the end of the section name.

11) The last step is to submit the article. Do this and you should be ready to go!