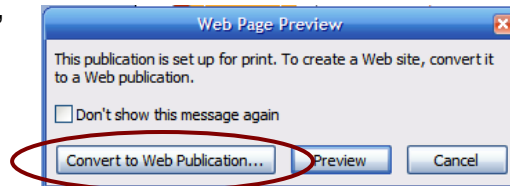


How do I put Publisher Documents into Blackboard?

The first step is to get your Publisher Document in the appropriate format.

1. After you've saved your Publisher document, select File > Preview Web Page

2. Click "Convert to Web Publication..."

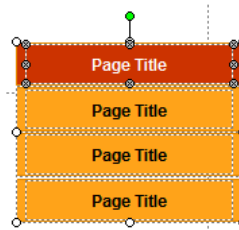


3. Click .

4. Select "Yes, add a navigation bar" and click .

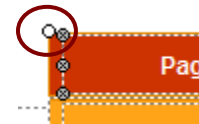
Create Your Navigation

1. Select your navigation bar by clicking on it.



2. Rename the links, by highlighting them and typing your new text.

3. Resize the navigation bar by selecting a resize ball and dragging.



4. Move the navigation bar to where you'd like it on your document.

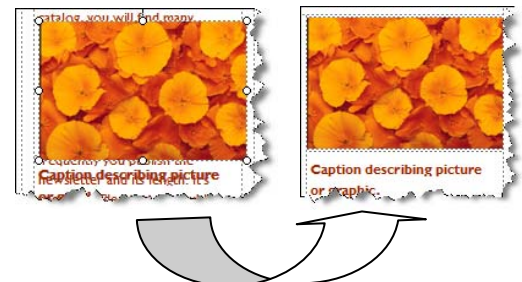
5. Repeat steps 1, 3 & 4 for every page of your newsletter. (The names of the links will be updated on all pages.)

Fix Images

1. Drag your images away from covering up your text.

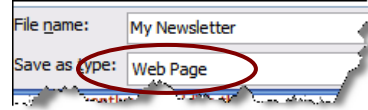
2. Drag your captions away from covering up your text.

3. Repeat these steps on every page of your document.



Save Your Document For Blackboard

1. Select File > Save As from Publisher's top menu.
2. Select "Web Page" from the "Save as type:"



3. Type in you document's name.



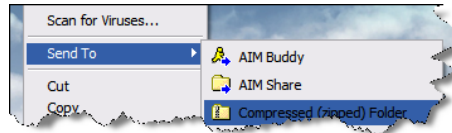
4. Click .

Place Your Document in Blackboard

You are now ready to insert the document into your Blackboard site.

Create the Package


1. Select both the folder & file that was just created.
2. Right Click and:
 - a. Select Send To >
 - b. Compressed (zipped) Folder

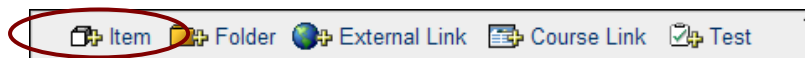


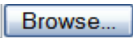
Upload to Blackboard

1. Open Your Blackboard Course & navigate to the folder where this document should be posted.
2. Click the [EDIT VIEW](#) quick link in the upper right corner of the screen.



3. Click the  add item button in the toolbar.



4. Type in a title for your document and a description.
5. Click  to the right of the Attach local file field.

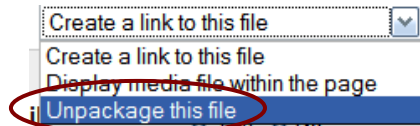
Blackboard

Publisher Documents in Blackboard

6. Double Click the zipped file you just created in the Creating the Package section.

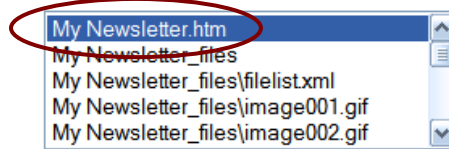


7. Select "Unpackage this file" from the drop down list.



8. Click .

9. Select the .htm file with the same name as your package from the list.



10. Click .

Now when users click on the link, they'll see your newsletter and be able to navigate it using the navigation bar you created so you can have multiple page documents.