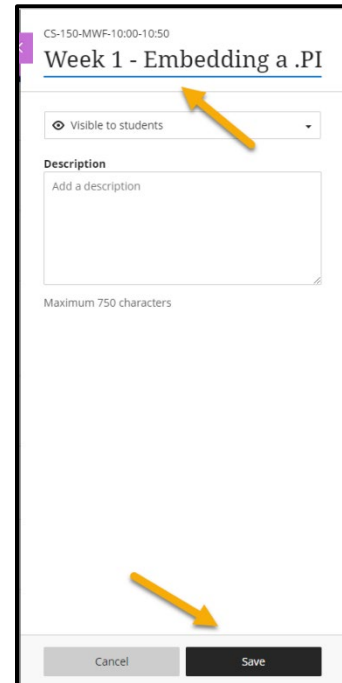
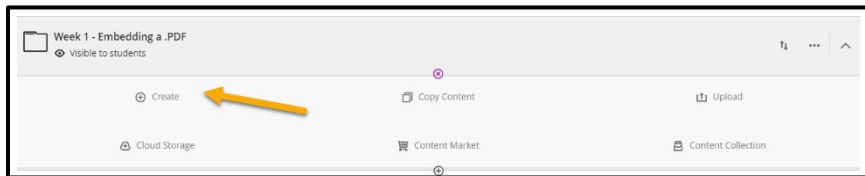




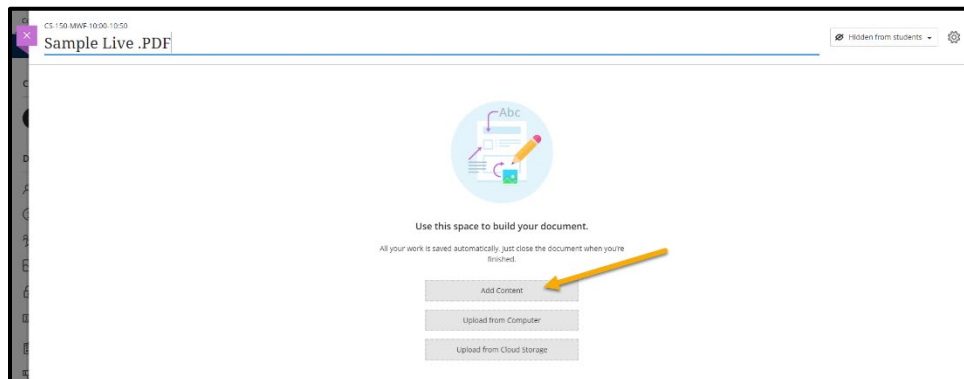
Embedding a .PDF within an Ultra Content Folder

When embedding a .pdf document in the Ultra platform you will no longer need to copy iframe code into an .html window. Ultra has simplified the process.

The first requirement is that a content folder will need to be created if one has not been already. Think of this as a container for documents and links. It is vital to stay organized when developing the class content hierarchy. Next you will click the + sign at the bottom of the newly created folder to access the content choices available. Here you will select **Create**. The new window will require a title for the content to be displayed. You will have 3 choices to add content. **Add Content** allows you to type displayed information and to add formatting and attachments very similar to Bb Learn. The next options will depend on where the file is located. A **local version** can be uploaded or a **cloud-based** version can be also.



Anytime there is an attached file Ultra will prompt you to choose whether the person accessing the file can **view and download**, **view only**, or **download only**. Download only will not give the person accessing the file a live view of the content.





When the file upload and settings are complete you will need to make sure that the content is viewable to the student.

