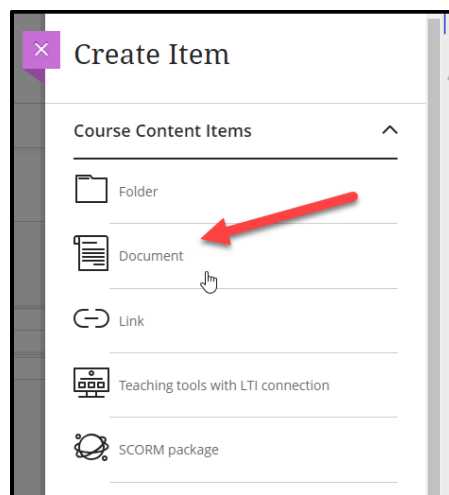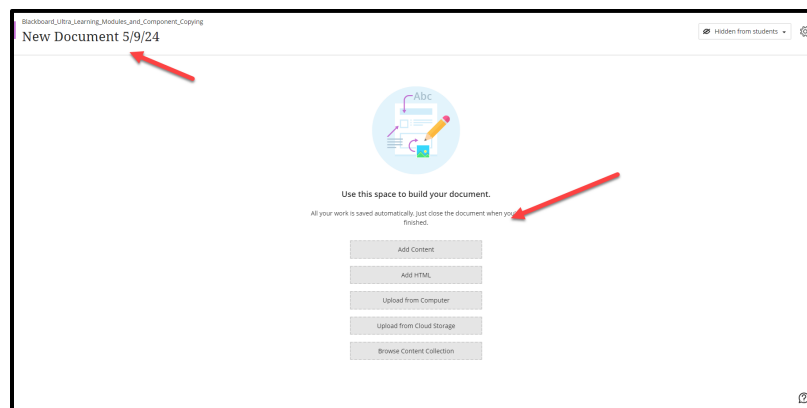**Embedding a .PDF within a Content Folder**

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

The first requirement is that a **Learning Module** or **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 Learning Module or folder to access the content choices available. Here you will select **Create.**
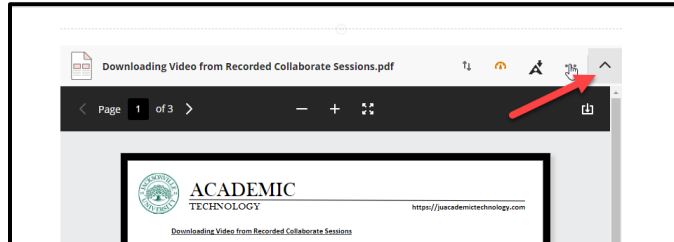

The **Create Item** window will open and under **Course Content Items** choose **Document.** You will have numerous choices to add content. The document will need to be named.

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. HTML snippets can also be added into the input box.

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.

Once the .PDF file has been uploaded and installed into the **Document**, you will be able to see the live version by selecting the open/close command in the upper right corner of the linked file.

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