

Uploading Documents to CI Learn/Blackboard



#1: Documents should be accessible

Accessibility-friendly!

Word – Excel – PowerPoint

[Word 2010 - Creating Accessible Documents Training](#)

[PowerPoint 2010 - Creating Accessible Presentations Training](#)

Not so much ... **Acrobat (pdf)**

If *converted* from an MS Office program – YES!

If *scanned* without OCR software– NO!

If *downloaded* from the Internet – NOT USUALLY!

[Acrobat Pro 9 \(PDF\) - Accessibility Features Training](#)

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#2: Link to articles in subscription databases



Library license agreements stipulate that students are **linked to** the article in the database ... in other words, PDFs should not be pulled out of the database and redistributed.

- Look for Permalink / durable / stable / uniform URL (see "Obtaining URL to a Journal Article" instructions)
- Include CI proxy address for off-campus access if not already included in URL (<http://summit.csuci.edu:2048/login?url=>)

Questions?

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