

### Posting Assignments to your Blog:

1. **Save** the document in its original format, i.e. Word, Excel, etc.
2. **Print** the document as a PDF file by choosing **CutePDF** as your printer.
3. When prompted, **save** the file in the '**public\_html**' folder on your '**M**' drive.
4. Give the file a simple name, that you will remember.
5. Do not use spaces in the file name.
6. Next, **open Firefox or Internet Explorer** and type [www.svsu.edu](http://www.svsu.edu) in the address bar.
7. Once the SVSU website has opened, add your **/~your\_username** to the end of the address and press the Enter key.
8. If you see your file listed, click on it to open it.
9. If you do not see it listed, add the name of the file including the .pdf extension to the end of the address and press the **Enter** key. ( Example: **assignment.pdf** )
10. Once your file is open in the browser, **select the entire URL and copy it.**

### Adding a link to the document from your blog:

1. Open your weblog and sign in.
2. Click on '**Layout**' under your blog listing.
3. In the sidebar click on '**Add a Gadget**'.
4. Scroll to '**Link List**' in the window that opens and click on that title.
5. In the 'Configure a Link List' **paste the URL** that you copied from your browser's address bar in the **New Site URL** field.
6. Type a name for the document you are linking to in the **New Site Name** field.
7. Click Add Link and Save.
8. Test the new link on your blog!