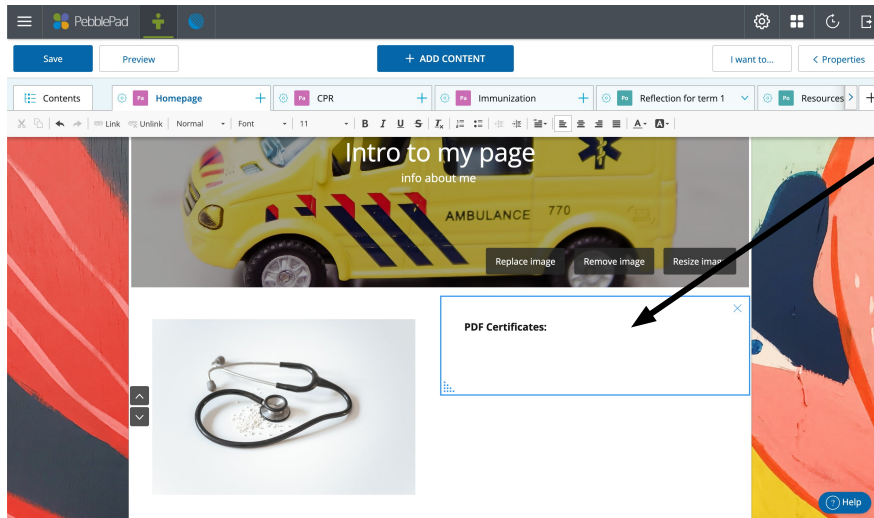


# Using PDFs in your PebblePad Portfolio

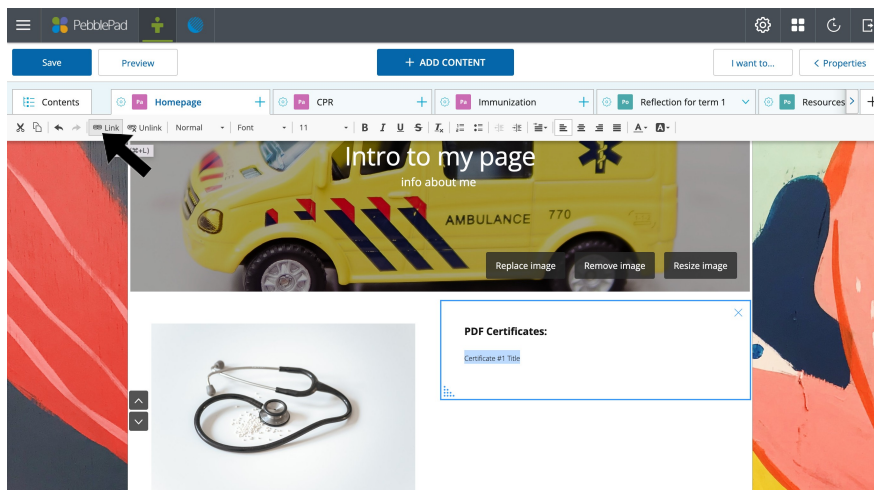
There are two options for using PDFs in your portfolios

- 1) Link the PDFs in your portfolios (they will open in a new page)
- 2) Take a screenshot of the PDF or convert it to an image file so it can be seen as a picture on the screen (i.e. embedded in text).

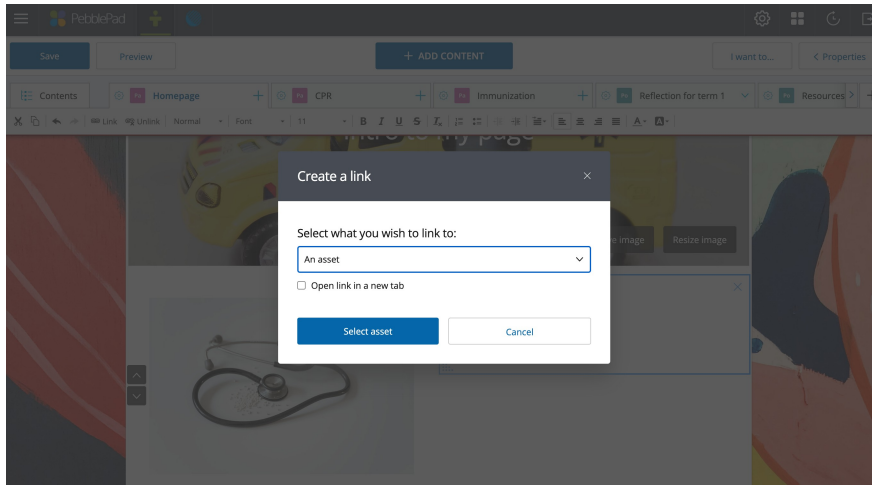
## Option 1:



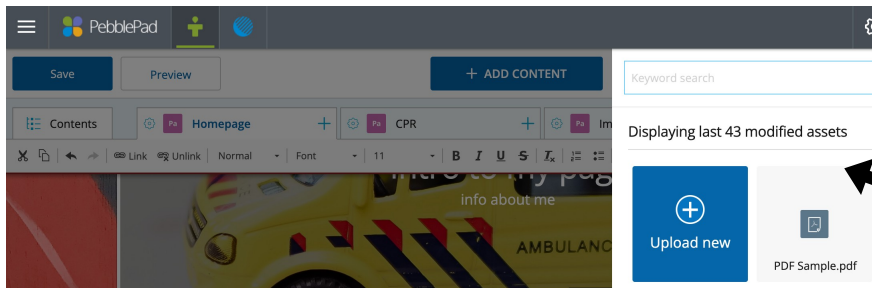
- Create a text box where you'd like to link your PDF(s).
- Add a title if you wish.



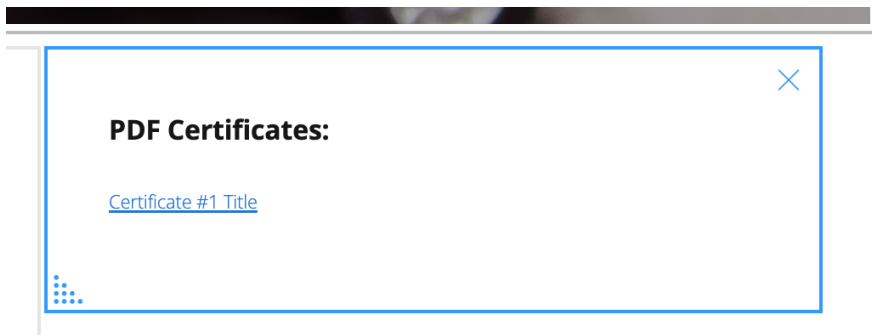
- Select the text that you would like to use as the link to your PDF.
- With text selected, click "Link" from the top banner



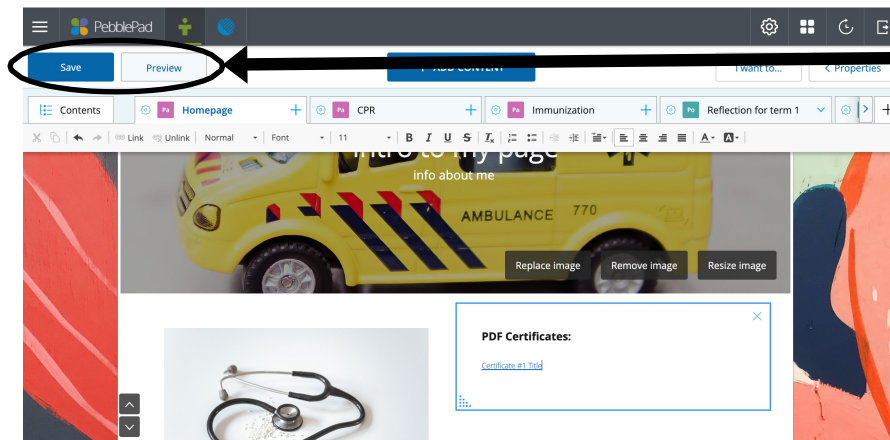
- A window will open which asks you to select what kind of link you'd like to include.
- Select "An asset", and click "Select asset" to use or upload your PDF



- A window will open asking which asset to include.
- You can either select an already uploaded PDF or upload a new one.
- Select your asset and it will be linked



- Now your text will be blue and underlined to indicate it has been linked.
- If you click on the link, it will open the PDF



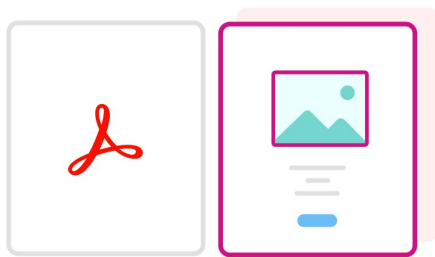
- To preview how it will look, click "Save" and "Preview"
- Your portfolio will display as it will be seen by others

## Option 2:

Take a screenshot of the PDF or convert it to an image file so it can be seen as a picture on the screen (i.e. embedded in text).

You can use whatever program you prefer.  
Adobe Acrobat offers a free one online.

<https://www.adobe.com/ca/acrobat/online/pdf-to-jpg.html>



### How to convert a PDF to JPG online

Follow these easy steps to change a PDF to JPG, PNG, or TIFF with the Acrobat image converter:

- 1 Click the **Select a file** button above, or drag and drop your PDF into the drop zone.
- 2 Select the PDF you want to convert to an image with the help of our PDF to JPG converter.
- 3 Select the desired image file format.
- 4 Click **Convert to JPG**.
- 5 Download your new image file or sign in to share it.

You can then upload the file as an image. Click “Add content”, image, and upload the image to have it displayed in your portfolio.