Adding a Course Outline document to your course

You can upload and link to any type of electronic file in your course. The most common use of this feature is to link to a **PDF** (Portable Document Format) document. PDF documents are used because most computers (and smart phones) can easily open them.

The instructions below explain how to (1) **convert an MS-Word file to PDF format** and (2) **upload a file,** a sample course outline, to your course **and link to it** from the course home page.
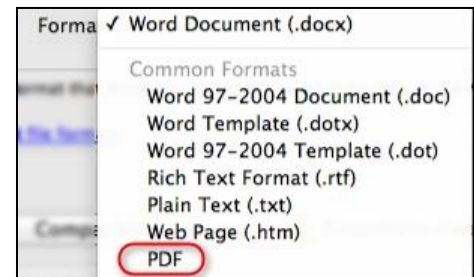
Exemplar

The **LINC 4 Course Outline** (sample only) in zero topic of the Stage 2/3 Exemplar course is a link to a File.

Converting a Word Document to PDF format

There are many versions of **Microsoft Word** on different platforms. Use this is as a generic set of steps for this process. Your software might vary slightly. Use the Help function in your version of MS-Word for more information.

1. Open the Document in **Microsoft Word.**
2. Click **File.**
3. Click **Save as**.
4. Input a name for the file.
5. Click on the **Format** drop-down menu.
6. Choose **PDF.**
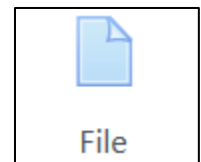7. Click the **Save** button.

 Ensure that you can easily locate your **PDF course outline** on your computer.
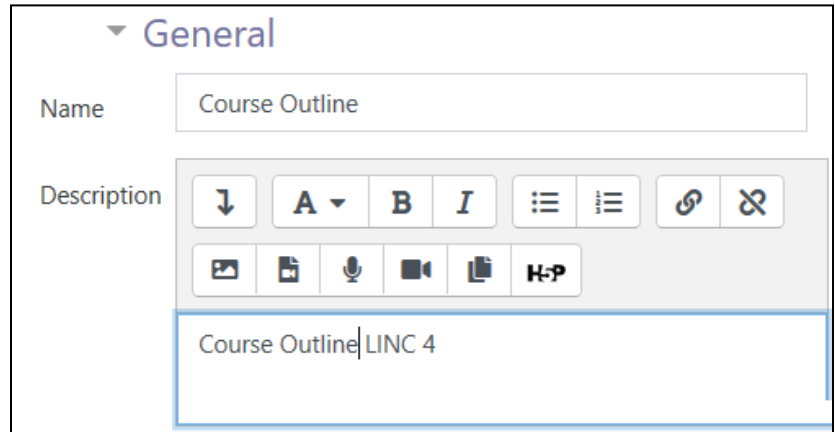
Adding a Course Outline

1. On your course, click the **Turn editing on** button.

2. Click the **Add an activity or resource** link in the appropriate topic.
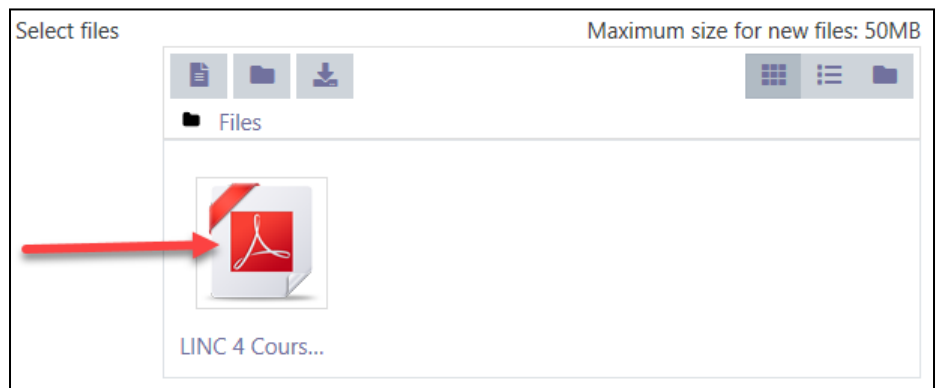
3. The **Add an activity or resource** pop up appears.

    Select File in the **Activities** tab.

4. In the **General** section, input a descriptive **Name** for the File link.

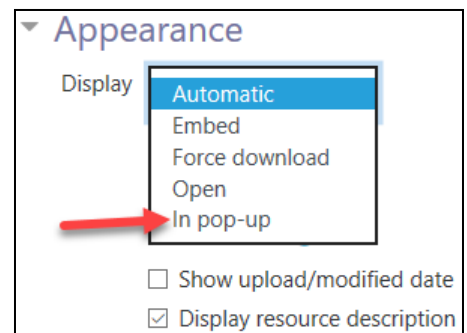5. Input a **Description** of the File link.

6. In the **Select files** section, drag the file into the **File** Drop area.

7. In the **Appearance** section, click on the **Display** drop-down area.

8. Choose **In pop-up**.

9. Click on **Save and return to course.**

The **document link** appears on the course page.

Resources

[Moodle Documents: File resource](https://docs.moodle.org/39/en/File_resource)
<https://docs.moodle.org/39/en/File_resource>

[Moodle Documents: File resource FAQ](https://docs.moodle.org/39/en/File_resource_FAQ)
<https://docs.moodle.org/39/en/File_resource_FAQ>