

6. Blocks

6.1. Files, images and video

These artefacts are internal Mahara ones to display:

- links to files that you have uploaded
- folders that contain files
- show images
- embed audio and video files

6.1.7. PDF



Embed PDFs into a page.

PDF: Configure 13 ✕

Block title
 1

File

Name	Description
Teaching with edtech.pdf	9 Remove

My files **Group files** **Institution files** **Site files** 2

License * 3
Licensor
Original URL
Upload file No files selected. (Maximum upload size 7.9MB) 4
Automatic resizing of images larger than 1024x1024 px (recommended) ☐

Home 5

Name	Description	Tags
commentfiles	Files attached to comments on your portfolio	
images	Image files	
presentations		8 Submitted
slideshow	Photos for gallery	photos, gallery, travels 7
Learning resources.pdf	compilation of best resources	resources, links Select
Teaching with edtech.pdf		edtech, ict, teaching 6

Retractable
☐ 10
Select to allow this block to be retracted when the header is clicked.




Automatically retract
☐ 11
Select to automatically retract this block.

12

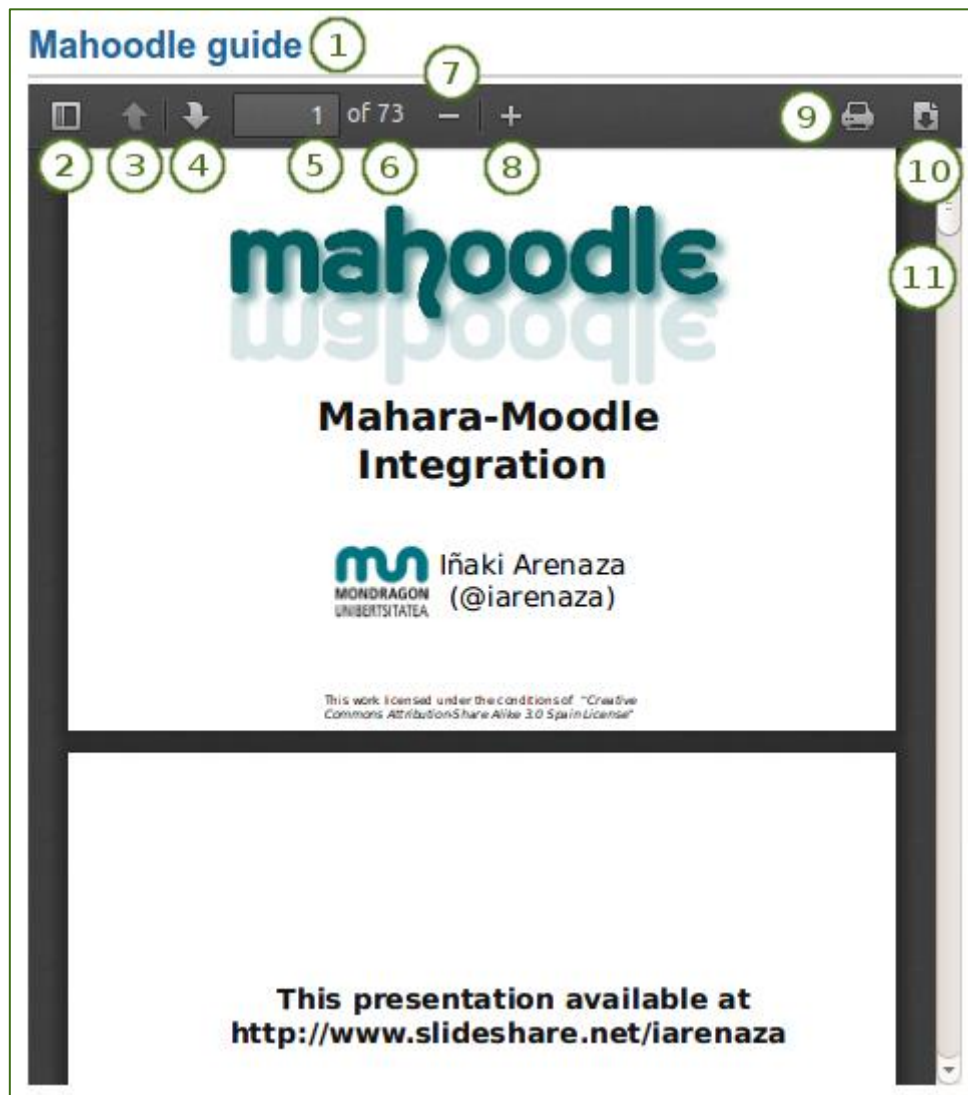
Configure the PDF block

1. **Block title:** Choose a title for your PDF block.
2. **Files area:** Choose from which files area you would like to select a file:
 - **My files:** You see all the folders and files that you have created.
 - **Group files:** You see all the folders and files that you are allowed to publish.
 - **Institution files:** If you are an institution administrator, you will see institution folders and files.
 - **Site files:** If you are a site administrator, you will see all site folders and files. Otherwise, you can only see the ones that are in the folder **public** in the **Site files**.
3. **License information:** You see these fields if the site administrator turned on license metadata. Additionally, if you are in an institution, your institution administrator may require you to provide a license.
 - **License:** Your default license is displayed. You can set your default license in your account settings. You may choose a different license for each individual artefact.
 - **Licenser:** If you are uploading a file that somebody else created, you can attribute the work to them here and provide their name for example.
 - **Original URL:** If you are uploading somebody else's file, provide a link to the original Internet address so that others can go there and view the original file.
4. **Upload file:** You do not have to go back to your **Files** area in **Content** in order to upload a file. You can do so directly from this screen.
5. **Folder path:** The breadcrumbs show in which folder you are currently.
6. You can still edit any component of the file, i.e. its file name, description and tags by clicking on the **Edit** button.
7. Choose the file or files you wish to display by clicking on the **Select** button.



When you place group, institution or site files into a page, beware that these files may not be available at some point anymore when the person in charge deletes them.

8. You can also still select files (within folders) that have been submitted in another portfolio page.
9. Click the **Remove** button to not display a specific file in this block anymore.
10. **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the **Retractable** icon  to just show the heading.
11. **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the **Retracted** icon  to view the entire block.
12. Click the **Save** button to accept your changes, or click the **Cancel** button to leave the block's content as it is. The **Remove** button is shown only when you place the block into the page for the first time.
13. You can also click the **Close** button  in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

Once the PDF is embedded on a page, you can scroll through it and also download it for example. The PDF is displayed in its best possible fit to show one page completely.



Embedded PDF on a page

1. Title of the block.
2. Toggle to the sidebar where you can jump from one slide to another either in the thumbnail or document outline view.
3. You can move to the previous page.
4. You can move to the next page.
5. The number of the current page is displayed. You can put a different number in and hit the Enter or Tab key and jump to that directly.
6. The total number of pages is shown.
7. Decrease the page size by clicking the **Minus**.
8. Increase the page size by clicking the **Plus**. The block size does not increase.
9. Click the **Print** button  to print the PDF.
10. Click the **Download** button  to download the PDF to your computer.
11. Use the scrollbar to move through the document.