

## **Sending & Receiving File Attachments Check List**

### **1. Portable Document Format (PDF) Format**

PDF is an appropriate format for sending lengthy documents. Adobe Acrobat software converts your files to PDF from your word-processor or graphics program. Your students can read, print, but not copy (i.e., cut and paste) the contents of a PDF document.

Check with your school bookstore or department for this software (education discount available).

Make sure your students have a copy of the PDF reader, which is free and available at ([www.adobe.com/products/acrobat/readstep.html](http://www.adobe.com/products/acrobat/readstep.html)).

### **2. “Zipping Up” Your Files**

Winzip software compacts and collects files together in preparation for sending them by e-mail or other methods.

Select “self-executing” when zipping your files, so your students will not need any software to “unzip” them.

Make sure your students have a copy of the free “evaluation” version of Winzip, which is available at [www.winzip.com/](http://www.winzip.com/).

### **3. Sending Files via E-mail to Students**

Before sending materials to your students on a consistent basis consider the following issues:

Make sure you have a reliable e-mail account and Internet access.

Find out if your students have reliable access to e-mail, and a computer with a printer installed with compatible software (depending on the attachments).

Be aware that some e-mail accounts place constraints on the size of e-mail attachments.

Maintain an updated list of student e-mail addresses.

### **4. Accepting Files via E-mail From Students**

Here are some issues to keep in mind if you decide to accept files on a regular basis.

Use anti-virus software for e-mail virus protection.

Make sure you have daily access to your e-mail account, computer, and printer.

State in your syllabus if you accept files via e-mail or not.