

Hello, Fun Seekers! The time has come to discuss *How To Submit Assignments*. Please submit your assignments via the Blackboard [Assignments] tab. Please do not e-mail your work to fpaiano@swccd.edu. I literally get dozens of e-mail messages each day and it is easy to lose assignments from students. Please use fpaiano@swccd.edu for general questions and concerns, not to submit assignments. (I don't know about you, but I am drowning in e-mail! And people ask me why I do not use mobile phone text messages. Yet another system to be drowned in? Aye!)

Now, what format should you use? ***Do not submit Word or Excel documents.*** Please send all assignments as PDF files. PDF files can not have viruses. PDF files always look the same no matter which computer or printer you are using. PDF files can be read on any machine. How can you create PDF files? *Most newer word processing and spreadsheet programs now allow you to create PDF files directly.* It is usually a command such as [Save as...] [PDF *.pdf] or [Publish as PDF...] or something along these lines. If your word processing or spreadsheet program can not create PDF files, you can download any of several free programs that will allow you to create PDF files from any program via the [File] | [Print...] command. Instead of printing your document to a printer, you print your document to a PDF file. Hey, you will save paper! My favorite is at www.cutepdf.com. If you install CutePDF, you will actually need to install two programs. The installation instructions will describe the process thoroughly. However, you do not have to use CutePDF. There are many other PDF creators available.

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To summarize:

- 1) **Submit your assignments via the Blackboard [Assignments] section as PDF files.**
- 2) *Do not e-mail Word or Excel documents.*
- 3) Please submit only PDF files. (Convert your assignments into PDF files.)
- 4) If you want to handwrite your assignments, that is fine, providing they are legible. After you have handwritten them, scan them and create PDF files. (You can also send graphic files instead of PDF files.)

And if all else fails, you can drop off your assignments at the main campus or you can even mail me your assignments. Thank You!

P.S. Now remember: ***Do Not Submit Word or Excel Files!*** Please submit assignments as PDF files (or graphic files) via the Blackboard [Assignments] tab. Do not submit your assignments to my college e-mail account, fpaiano@swccd.edu. Please use fpaiano@swccd.edu for general questions and concerns. Thank you for your careful attention to this important matter.

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