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| A PDF portfolio can be identified in the content section of a course whenever you click on a topic and the following appears: |
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| 1. To view the PDF Portfolio click the on the Download button . |
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| 1. From the prompt that appears select Open with (1) and then select OK (2). |
| C:\Users\bbrown\AppData\Local\Temp\SNAGHTML7e5c83.PNG  NOTE:  You will either need **Adobe Acrobat** **Pro** or a **PDF reader** to view the portfolio files on your computer. |
| 1. The PDF Portfolio will open and you will be able to access the files within it. |
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