Document Viewer App User Guide

The document viewer app, powered by Google Docs™ Viewer, allows you to display a document on a page on your end-user website. Use the app to provide documents to your users which they can access at any time. The app also provides your users an option to download and print your documents. Class schedules, course syllabus, or terms and condition documents can be easily displayed using the document viewer app. Visitors can move through the pages, zoom in and out, open the document in a new window, and download the file.

If you are having trouble viewing the document, click here to download it.

In Client-Hosted environments where the Client has supplied the required hardware and software for hosting Blackboard Web Community Manager Licensed Software, Client's Web Servers and Client's Database Servers must be dedicated only to the Licensed Software.

Web Server

Chassis:	Server class infrastructure
CPU:	Dual Processor
Memory:	8GB RAM
Disk:	OS (C: Drive): 60 GB
	Data (D: Drive): 20GB
	Site Data (F: Drive): Based on contract allocation
Software:	Windows Server 2012 R2 Public IP: Dedicated public IP with ports 80/443 open.
Certificates:	Certificate(s) for Blackboard Web Community Manager

Database Server

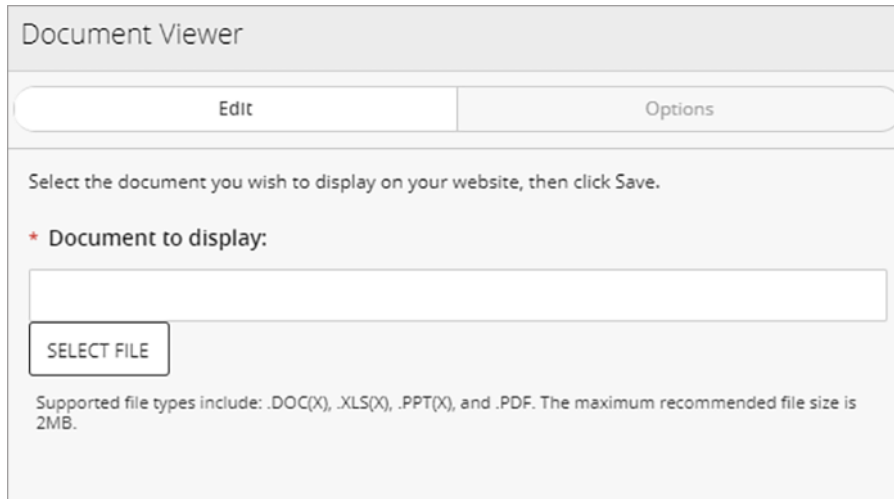|	
Chassis:	Server class infrastructure
CPU:	Dual Processor
Memory:	8GB RAM
Disk:	OS (C: Drive): 60 GB
	Data (D: Drive): 20GB
Software:	Windows Server 2012 R2
	Microsoft SQL Server 2014 SP2

Blackboard recommends using industry standard virtualization technology for all servers specified above. Blackboard Web Community Manager requires separate drives for the OS and data as specified above. Blackboard Web Community Manager requires a minimum of two public URLs.
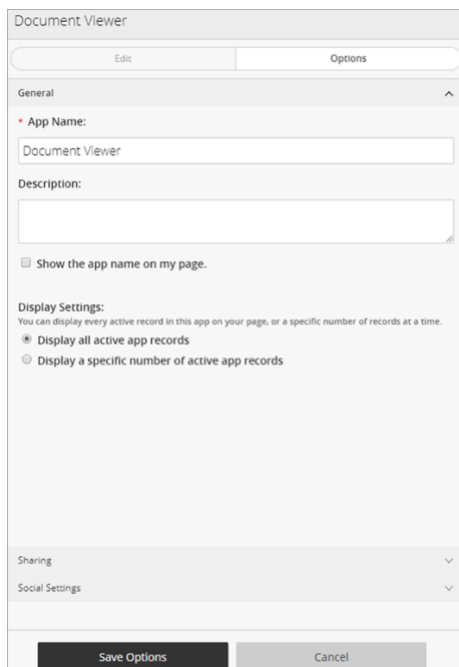
Page 2 / 6 — 🔍 +

Add the Document Viewer app

Drag the Document app onto your page.

1. Browse for the *Document to display*.
2. Select *Save*.

Set additional options

1. Select *Options*.
2. Enter the *App Name* to use as the title.
3. Enter the *Description* and select *Show the app name on my page* to display the updated app name.
4. Choose the *Display Settings* for the number of posts to list.

Best practices

Here are some best practices to consider when working with this app.

- Don't insert files whose titles contain spaces.

- Insert a document that is a supported file type:
  - doc(x)
  - xls(x)
  - ppt(x)
  - pdf

- Don't insert files over the maximum size, 2 MB.

- Place one Document Viewer app per page. Using multiple apps on the same page can result in lots of scrolling.

- The app works best on a page with one column layouts.

- Select the *Show the app name on my page* option in the app. Enter the document name in the *App Name* text box to display the document name on your page.