



## LINKING TO PDF'S ON THE WEB

IS webpage: [www.ksg.harvard.edu/is](http://www.ksg.harvard.edu/is)

---

### ADDRESS TO THE PDF

Save your PDF to your faculty member's personal network folder in the 'www' folder. This folder usually appears on your F drive. Once saved on the faculty member's www folder, the PDF will be available on the internet (see below). The internet address that should be used to access the PDF on the web is in the following format. See below for instructions to create a PDF. Be sure that you do not include any blank spaces in your PDF's name, they are not recognized on the web.

**[http://ksghome.harvard.edu/~faculty's\\_shortname/PDF\\_file.pdf](http://ksghome.harvard.edu/~faculty's_shortname/PDF_file.pdf)**

If David Ellwood wishes to access a PDF called "Kennedy\_School.pdf" over the web, the URL would be:

**[http://ksghome.harvard.edu/~dellwood/Kennedy\\_School.pdf](http://ksghome.harvard.edu/~dellwood/Kennedy_School.pdf)**

(notice no spaces in the PDF's name)

### CREATING PDF'S

If you don't have a copy of Adobe Acrobat Professional, send an email with the word document to 'PDF' to have your file converted. The email address can be found in the KSG address book.

### ACCESS TO A FACULTY MEMBER'S PERSONAL WWW NETWORK FOLDER

IS requires all employees, whether the official support person for a faculty member or not, to have a release signed by their faculty member granting access to personal network space. This release can be found on the intranet under "IT" in the "forms" section. You may have your FSA deliver the form once it has been signed and completed.