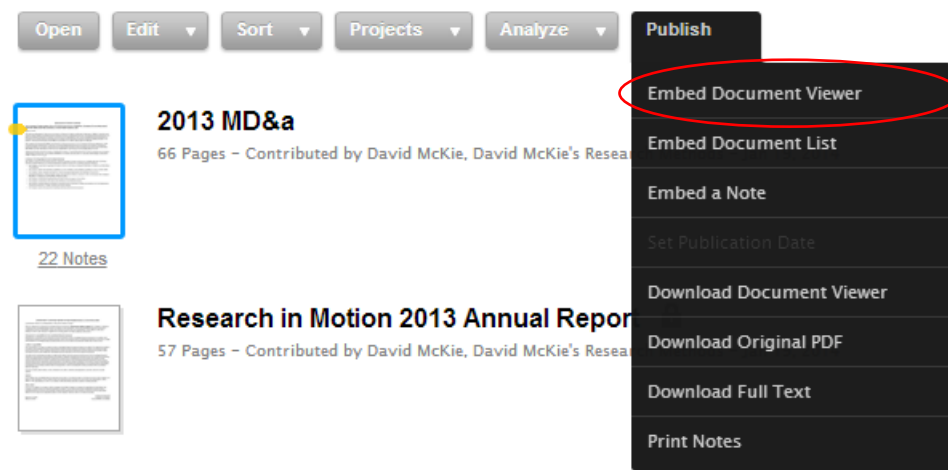


Instructions for embedding your financial statement

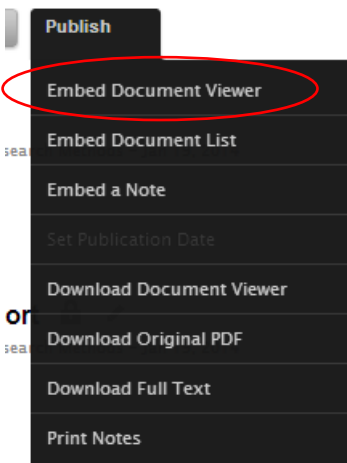
1) Select the document you want to upload.



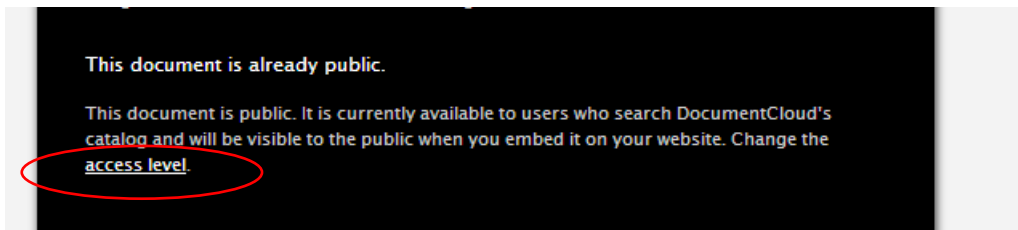
2) Select the “Publish” tab at the top right.



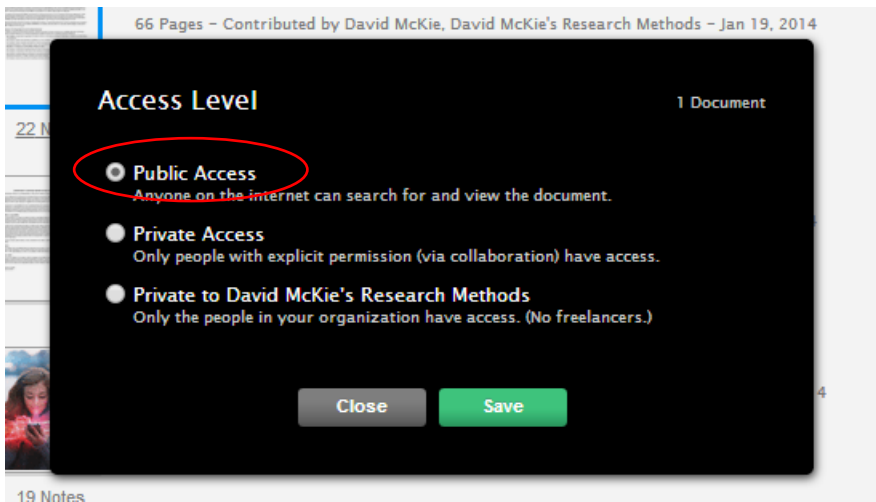
3) Select the “Embed Document Viewer” option.



- 4) In order to see the document, you must ensure that it is “public”. To do so, select the “access level” option.

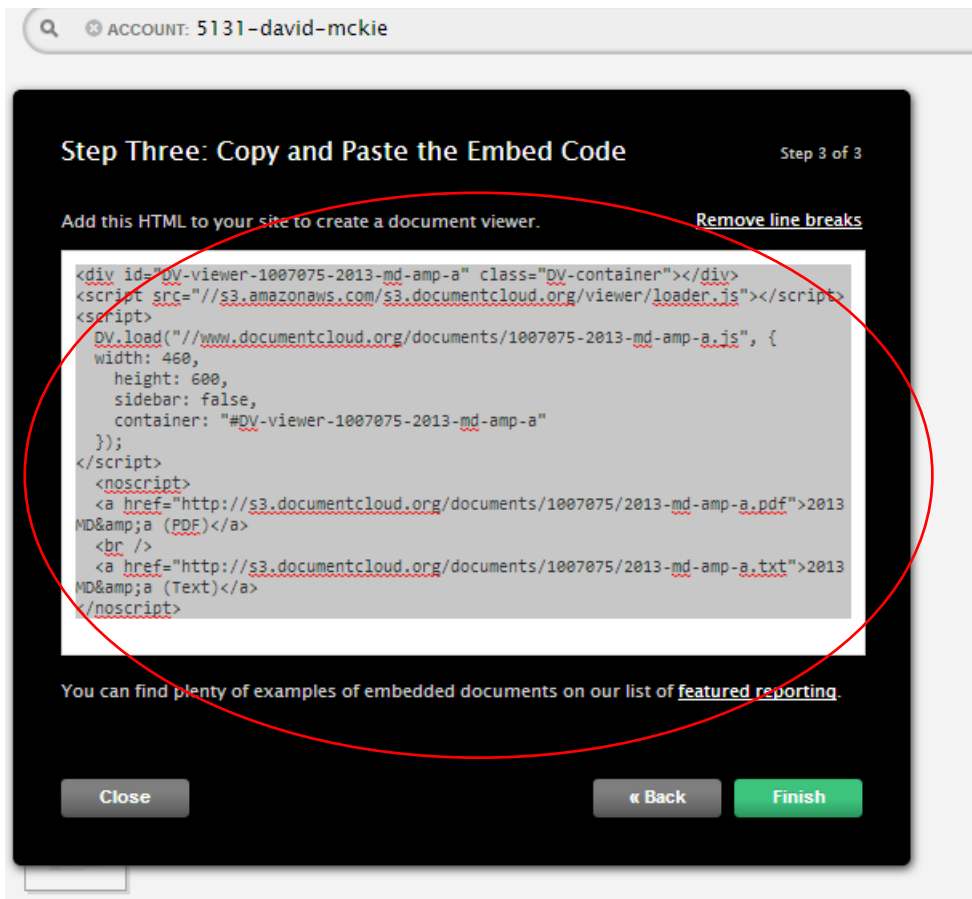


- 5) Make it public and save.



- 6) Selecting the “Save” tab, will return you to DocumentCloud’s main menu, obliging you to select the “Publish” tab once more, and then the “Embed Document Viewer” option.
- 7) Select the “Next” tab to “Step Two: Configure the Document Viewer”
- 8) In Step two, you’ll have to configure the document. Make sure that the “**Document viewer size**” is a “**Fixed Size**”. You can make the width 460 px, the height 600. Uncheck the box to the left of the “Show the sidebar” option. Leave the check marks in the boxes next to the remaining two options, and select the “Next” tab if they aren’t already there. Select the “Next” tab, taking you to step three.

9) Highlight and copy the embed code.



The screenshot shows a browser window with the address bar displaying "ACCOUNT: 5131-david-mckie". The main content area is a dark-themed modal window titled "Step Three: Copy and Paste the Embed Code" with "Step 3 of 3" in the top right corner. Below the title, it says "Add this HTML to your site to create a document viewer." and has a link "Remove line breaks". A central white box contains the following HTML code:

```
<div id="DV-viewer-1007075-2013-md-amp-a" class="DV-container"></div>
<script src="//s3.amazonaws.com/s3.documentcloud.org/viewer/loader.js"></script>
<script>
  DV.load("//www.documentcloud.org/documents/1007075-2013-md-amp-a.js", {
    width: 460,
    height: 600,
    sidebar: false,
    container: "#DV-viewer-1007075-2013-md-amp-a"
  });
</script>
<noscript>
  <a href="http://s3.documentcloud.org/documents/1007075/2013-md-amp-a.pdf">2013
  MD&amp;a (PDF)</a>
  <br />
  <a href="http://s3.documentcloud.org/documents/1007075/2013-md-amp-a.txt">2013
  MD&amp;a (Text)</a>
</noscript>
```

Below the code box, it says "You can find plenty of examples of embedded documents on our list of [featured reporting](#)." At the bottom of the modal are three buttons: "Close", "« Back", and "Finish". A red circle highlights the code box.

10) Go to the WordPress dashboard, select the "Text view", and paste the code in the spot where you want the document to appear on the page. Make sure you select business assignment

category.

DocumentCloud test for BlackBerry annual report

Permalink: <http://www.davidmckie.com/documentcloud-...-annual-report/> Edit

View Post Get Shortlink

Add Media Visual Text

b *i* link b-quote del ins img ul ol li code more close tags

fullscreen

The following is BlackBerry's annual report that I have annotated.
To make it easier to read, you can go from one annotation to the next by selecting the "Notes" tab at the top.

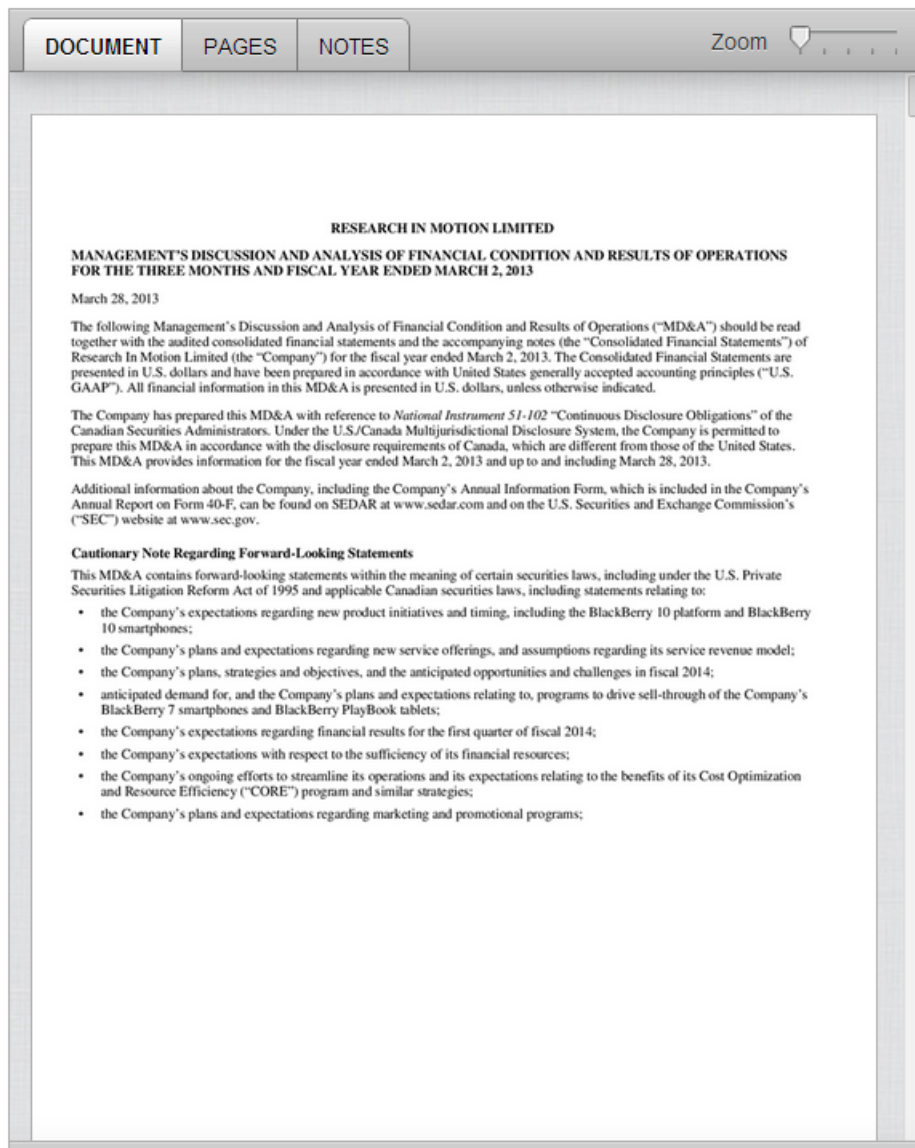
```
<div id="DV-viewer-1007075-2013-md-amp-a" class="DV-container">
</div>
<script
src="//s3.amazonaws.com/s3.documentcloud.org/viewer/loader.js">
</script>
<script>
  DV.load("//www.documentcloud.org/documents/1007075-2013-md-amp-
a.js", {
    width: 460,
    height: 600,
    sidebar: false,
    container: "#DV-viewer-1007075-2013-md-amp-a"
  });
</script>
<noscript>
  <a href="http://s3.documentcloud.org/documents/1007075/2013-md-
amp-a.pdf">2013 MD&amp;a (PDF)</a>
  <br />
  <a href="http://s3.documentcloud.org/documents/1007075/2013-md-
amp-a.txt">2013 MD&amp;a (Text)</a>
</noscript>
```

- 11) Select the "Update" tab to the right. NOTE: You won't see the document in the WordPress "Visual" display. To see the

result, you'll have to "preview" the page.



The following is BlackBerry's annual report that I have annotated. To make it easier to read, you can go from one annotation to the next by selecting the "Notes" tab at the top.



12) For your perusal, I have uploaded this test document to the business assignment page. Note how the "Notes" tab allows readers to scroll through the annotations, allowing them to read your value-added analysis. These annotations ARE A

REQUIREMENT TO FOR THE ASSIGNMENT, because I'll be reading them to determine your understanding of the material you've chosen to highlight.

- 13) Once you've embedded the document, you can keep going with the rest of the story.
- 14) In the next tutorial, I'll quickly show you how to create a graph in Excel, which can be converted to a jpg and also uploaded to the website. You may choose to use another option for displaying graphs such as Infogr.am, which is easy to figure out. It took me a few minutes. I was able to upload the company's net income figures by copying the embed code. For those who need it, I will also put together a quick infogr.am tutorial. But for now, just focus on DocumentCloud.
- 15) Please make sure you test out tutorial to ensure that you don't have any last-minute, technical problems.