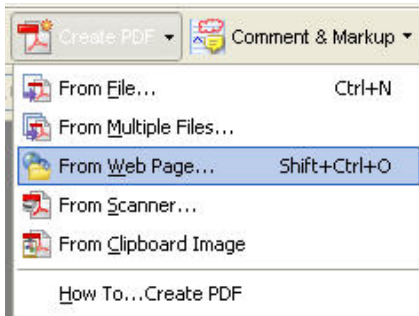


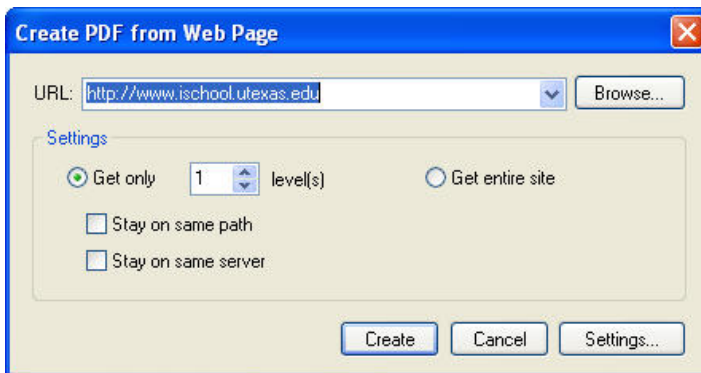
## CREATE PDFs FROM A WEBPAGE

In this scenario, let's say you have found an amazing website and want to print it out. A website is made up of multiple webpages, so you'll need to follow the following steps for each webpage.

First, go to the webpage you want converted to a PDF. Then open Adobe Acrobat Pro. On the icon bar, select the "Create PDF" icon and scroll to the "From Web Page" line. Alternatively, you can press Control + O. (On Mac, Shift + Apple + O).



Now a window should pop up, allowing you to enter or browse for the URL address of the webpage you want converted.



Adobe Acrobat Pro will automatically convert the webpage. It may take anywhere from several seconds to a minute or two to convert the webpage, depending on how much and what kind of information is being converted.

Some things to be aware of when converting a webpage:

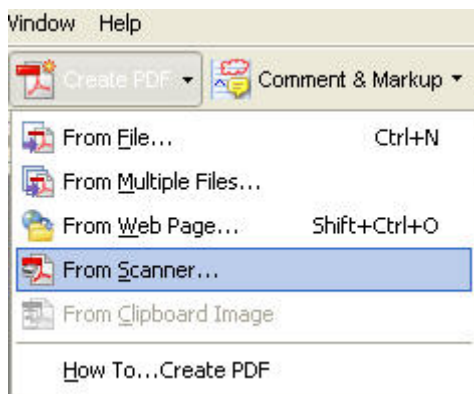
- Webpages often use font sizes larger than what you normally see in a document. So when you convert a webpage, you may be converting text with a font size anywhere from 14-18 points, which will look strange on paper.
- Webpages often use spacing as a way to make text easy to read on a monitor. When a page is converted to a PDF, however, you may see much more space than is normally needed in a printable document.

## CREATE A PDF FROM A SCANNED DOCUMENT

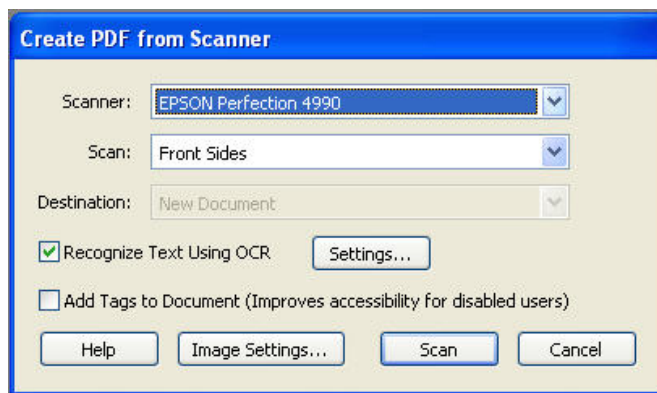
There are several ways to create a PDF from a scanned document. In this tutorial, you will learn the method which is based out of Acrobat Pro. Additionally, this tutorial will specify the process using the scanners available in the iSchool IT lab. Although the basics will probably be the same for most scanners, some variation can be expected.

First, make sure a scanner is hooked up to the PC. The lab scanners connect by USB ports. Also, make sure the scanner is plugged in and turned on.

To begin converting a scannable document to a PDF, go to the “Create PDF” icon on the icon bar and scroll down to “From Scanner.”



A window will pop up prompting you to choose a scanner.



Before moving on, let's take a look at this window to find out what everything means:

- *Scanner:* Here you choose which scanner to use. Generally, there will only be one choice unless more than one scanner is connected to the computer you're using.
- *Scan:* Here you decide whether to scan 1 side only (specified as “Front Side”) or both sides. The flatbed scanners available in the IT lab can only scan one side at a time.

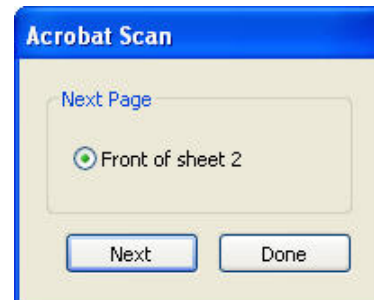
- *Destination*: For the purposes of this tutorial, “Destination” is not an option. Just as an FYI, however, this option is used if you are scanning a document to be added to a PDF which is already open.
- *Recognize Text Using OCR*: OCR stands for Optical Character Recognition. This is a process by which a computer can read scanned text as if it was written in computer language.
- *Add Tags to Document*: This is an option by which tags can be added to documents as headings, thereby facilitating an increased accessibility for disabled users.

For the purposes of this tutorial, choose a scanner and click “Scan.”

Here, the scanner software will temporarily take over. In the lab, this is Epson software. Follow the prompts through until your document has been scanned. (This will consist of 2 processes: the first scan tells the software what kind of graphics are on the document: black/white or color, text only, line art (this means simple graphics like graphs), or photographs and how the software should accommodate this structure. The second scan actually scans the document into a file.

After the document is scanned, a window will pop up prompting you to continue with further scanning or not. If you have more pages to scan, click “Next.” If you only have one page to scan, click “Done.”

After clicking “Done,” your scanned document will appear as a PDF.




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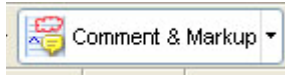
## EDITING STATIC PDFs IN ADOBE ACROBAT PRO ON PCs

Adobe Acrobat Pro includes editing functions on its toolbar. *Editing functions* in this case means mark-up capabilities. Although Acrobat Pro has the function to actively edit a PDF, this tutorial won't address that.

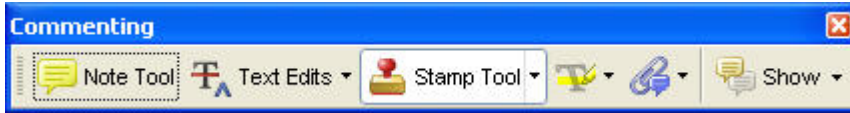
In this portion of the tutorial, you will learn how to:

- Insert, Move, Delete a Comment (aka Notes) window
- Highlight, Underline, Cross-out Text
- View and Hide Comments
- Run Spell-check
- Search PDF

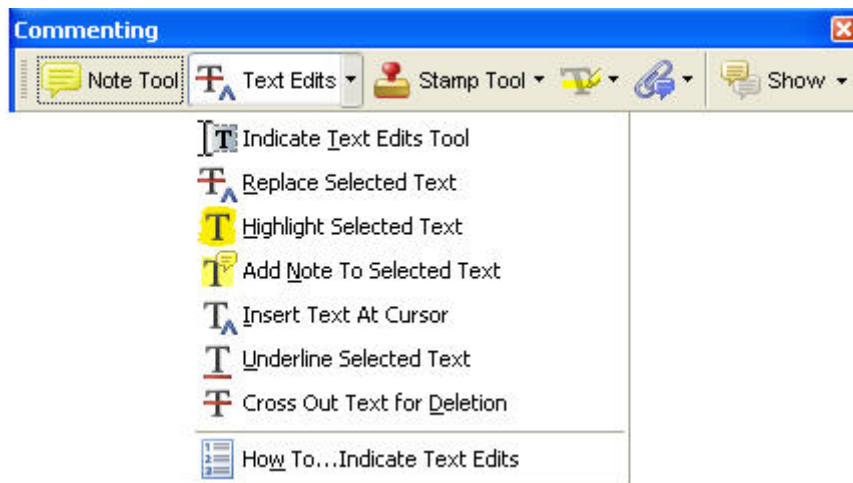
Open Adobe Acrobat Pro. On the icon tool, you will see the *Comment & Markup* icon.



Clicking on the words, not the pull-down menu arrow, will open the Comment toolbar.



Notice that the Text Edit pull-down menu allows for the user to add a note and the mark-ups to replace, highlight, underline, and cross-out text. Note that text within the PDF must be highlighted in order for all of the options to be available.



For this tutorial, I will be using parts of the old iSchool TA application to illustrate the mark-up processes.

## INSERT NOTES

Inserting a note is an effective way to include more substantial comments to a PDF. Think of the notes function as margins in a paper document. There are two ways to insert a note. If you want to place a note where the cursor is positioned in the text, you can select the Note Tool tab on the Comment toolbar. Alternatively, if you have text selected, you can select the pull-down menu of the Text Edits tab on the Comment toolbar and select “Add Note To Selected Text.” Once the note is inserted, it should look like this:

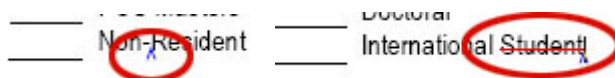


If you want to *hide the comment box*, click on the “x” in the upper right hand corner (circled in the image above). This causes the window to collapse, leaving the small yellow icon (also circled) signifying that a note has been placed at this point in the text. To view the comment box again, simply click or double click on this same icon.

To *move a comment*, click on either the comment box (if it is open) or on the comment icon. Drag the box to where you want it moved. Moving a comment does not allow you to insert the comment into another part of the document. It merely repositions where the open comment box appears when maximized.

Let's say that a colleague has reviewed your document and inserted comments. You have since looked at the comments and are ready to delete them from your PDF. To *delete a comment*, Control + Click on the open comment box or the comment box icon and select delete from the menu which pops up.

You can follow similar steps to insert, move, and delete notes about *replacing text*, denoted by a carrot, and *deleting text*, denoted by strike-through text followed by a carrot.



## HIGHLIGHT, UNDERLINE, DELETE TEXT

These are simple ways to easily draw attention to areas of the text you're marking up. On the comments toolbar, you will see an icon of a T with a pen drawing a line through it. This is the pull-down menu to select if you want to highlight, underline, or delete (meaning strike-through) text.

