

PDF Tips

The following are tips for working with PDFs and distributing them to students:

1. Scanning:

Instead of making photocopies, you can scan files via the copy machine and distribute them to students electronically using your [course management system](#) (most commonly Moodle/Edmodo).

- If you would like the capability to scan using a copier, please fill out a [work order request](#).
- When scanning a document on the copier, it is best to scan to your **H:drive** as opposed to e-mail. If you choose e-mail and the file becomes too big, it will error out and you will have to go through the scanning process all over again.
- The scanner creates a “picture” of the document, it is best to transform this to text so that students can highlight words/sentences AND/OR so you can make minor touch up edits to the document. To do this, you will run **OCR Text Recognition**.

2. OCR Text Recognition:

Running OCR (Optical Character Recognition) most likely needs to be done only when you scan something via the copier - but you can check to see if any document needs it by attempting to select/highlight text on the page. If you cannot highlight specific words, then run OCR by completing the following steps:

- Open your PDF and go to **Document > OCR Text Recognition > Recognize Text Using OCR**

3. Giving Students Ability to Take Notes and Save Work:

Students have different software than you; they have *Adobe Reader* and you have *Adobe Acrobat*. When you create a PDF, you must save it in a way so students can take notes on it and save their work. To do this:

- Go to **Advanced > Extend Features in Adobe Reader > Save** the file

4. Editing a PDF

If you need to make changes to words/images on PDFs, you can use the following tools: **TouchUp Text Tool, TouchUp Reading Order Tool, TouchUp Object tool**. You may need to run OCR Text Recognition for these to be accessible - depending on how the PDF was created.

- TouchUp Tools are found under **Tools > Advanced Editing**
- If you would like these tools to always be displayed, go to **Tools > Advanced Editing > Show Advanced Editing Toolbar**