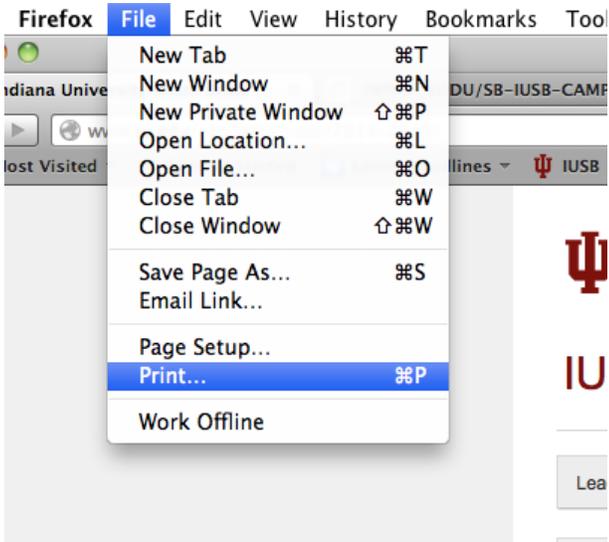
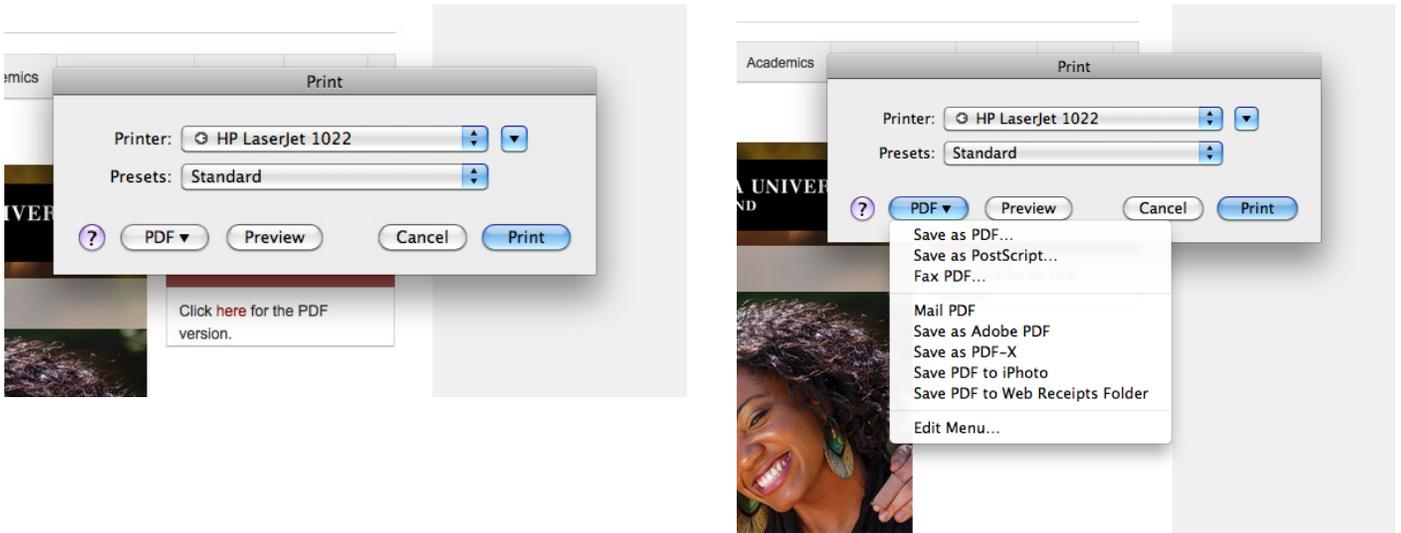


EDITING PDF PAGES FOR THE CAMPUS BULLETIN

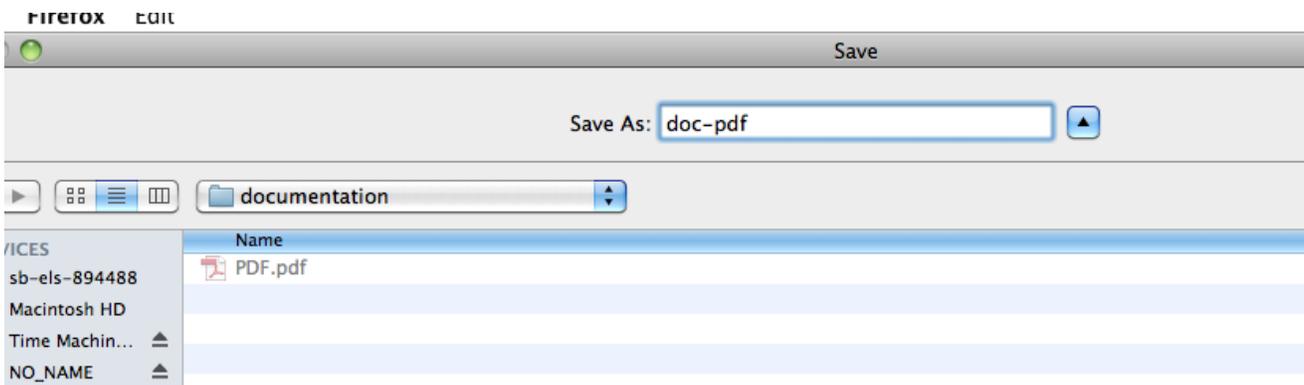
1. open the hyperlink of the page to edit
2. from the browser menu (top) select [FILE] [PRINT]



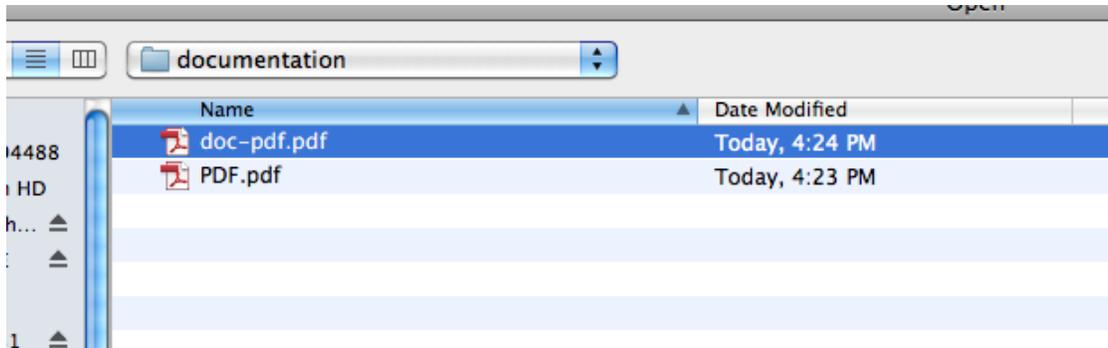
3. from the printer options, select [PDF] [SAVE AS PDF]



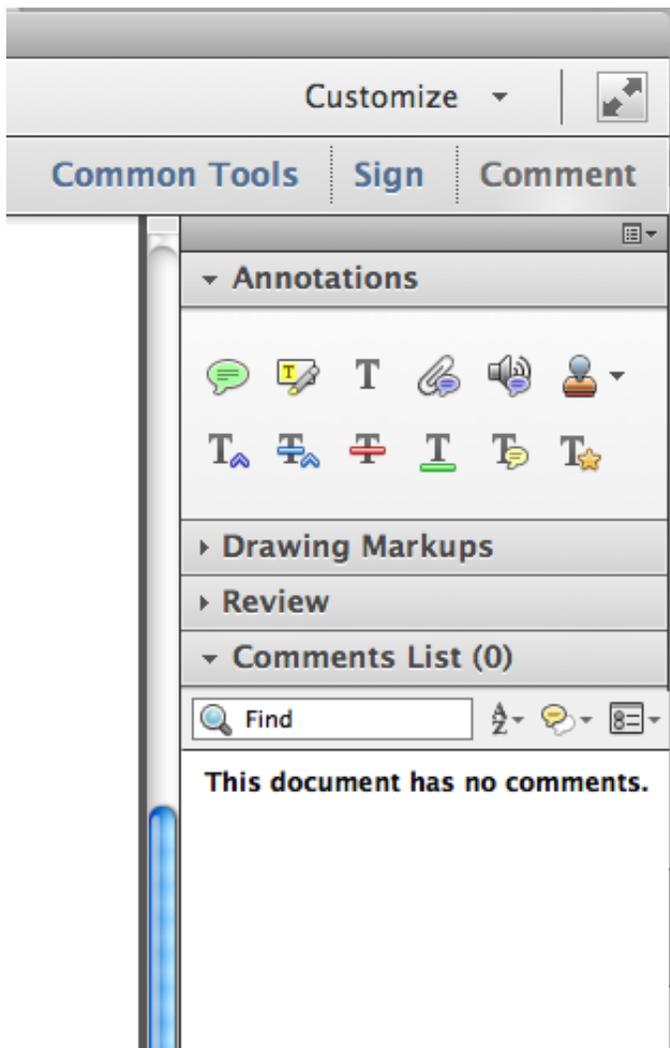
4. locate the directory to save the file, name the file in the [SAVE AS] box



- select [SAVE] in the lower right corner of the SAVE dialogue box
- open ADOBE ACROBAT PRO (if you do not have it installed on your computer, contact the UITS Help Desk to have it installed. Acrobat Reader is not sufficient)
- open the PDF file saved in STEP 4

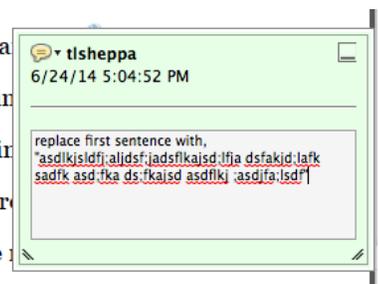


- when you open the file, the first page is “fluff;” edits will begin on the second page.
- on the right side of the screen, you will see three “buttons” specifying [COMMON TOOLS], [SIGN], and [COMMENT]. Most of the tools you will use for this exercise are in the [COMMENT] pane. Click on [COMMENT] to view choices available.



[STICKY NOTE] places a sticky note on the document. On the sticky note, you can write instructions, text to add to existing, etc.

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[HIGHLIGHT TEXT] works the same as an ink highlighter and is helpful to distinguish text.

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[ATTACH FILE] is extremely handy if a large amount of text is being added to existing text. Attach file enables you to insert text from a WORD document at the exact place on the PDF you want to have the text added.

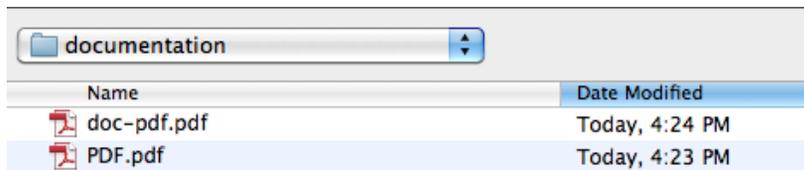
1. select the [ATTACH FILE] tool
2. click on the exact placement in the text where the text from the attached file will be inserted

professional service, and learning.

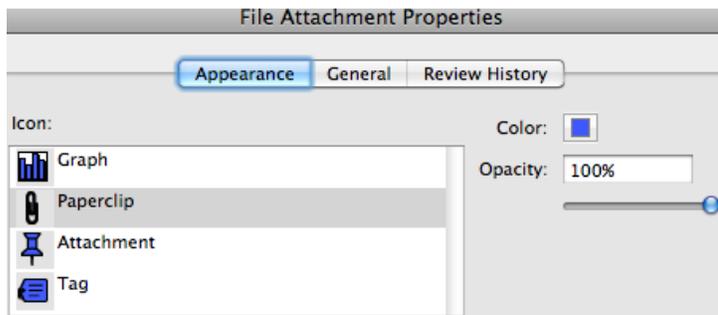


The campus of IU South Bend borders the St. Joseph River

3. from the [ADD ATTACHMENT] dialogue box that opens, navigate to the directory and file to be added



4. click on [SELECT] from the bottom right corner of the [ADD ATTACHMENT] dialogue box
5. select the [FILE ATTACHMENT PROPERTY] you wish to use; click [OKAY]



professional ser

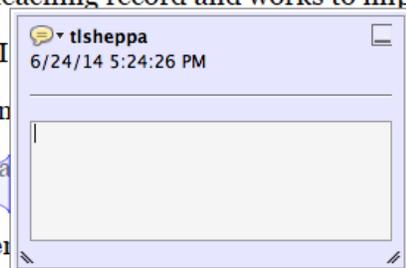


The campus of I



[INSERT TEXT AT CURSOR] works in much the same way as [ATTACH FILE] except that at the insertion point, a [STICKY NOTE] on which instructions or text can be placed.

South Bend is proud of its teaching record and works to improve professional development. Interdisciplinary inquiry, learning professional service, and learning the campus of IU South Bend





[STRIKETHROUGH] is used to DELETE text from the PDF

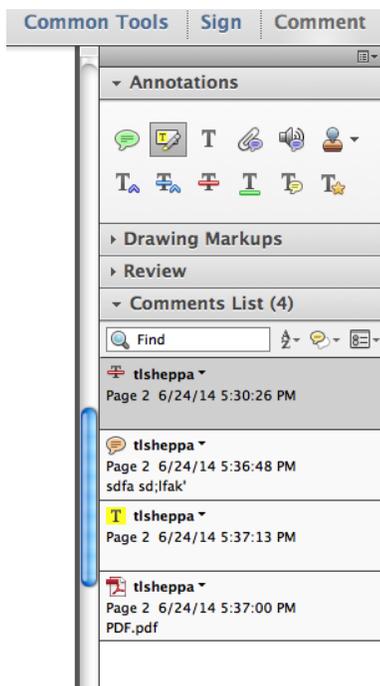
~~. With over 300 full-time faculty, IU~~

ts teaching with ongoing assessment and

Whichever tool you choose to use to indicate changes, is up to you. Once you [SAVE] the PDF, you will e-mail it to me at which time I will make the changes directly to the webpage. Once the changes are made, I will e-mail you back the PDF noting that the changes have been made. If IU guidelines prevent me from making a change, I will indicate this with a RED notation (usually a sticky note).

When received, the changes/edits will be reviewed and advise if the text has been corrected/changed as noted, or if further change is needed. Any changes are easily found by following the instructions below.

1. from the PANES on the right (same as the ANNOTATION TOOLS), click on [COMMENT LIST]



In the COMMENT LIST, all edits are listed. When an individual 'comment' is selected, ACROBAT will immediately navigate to the exact placement of the change. This is the same way I will find the changes-- and not miss any.

When submitting edits for the second time on the same page, use a clean/new PDF and indicate changes as with the first edit.