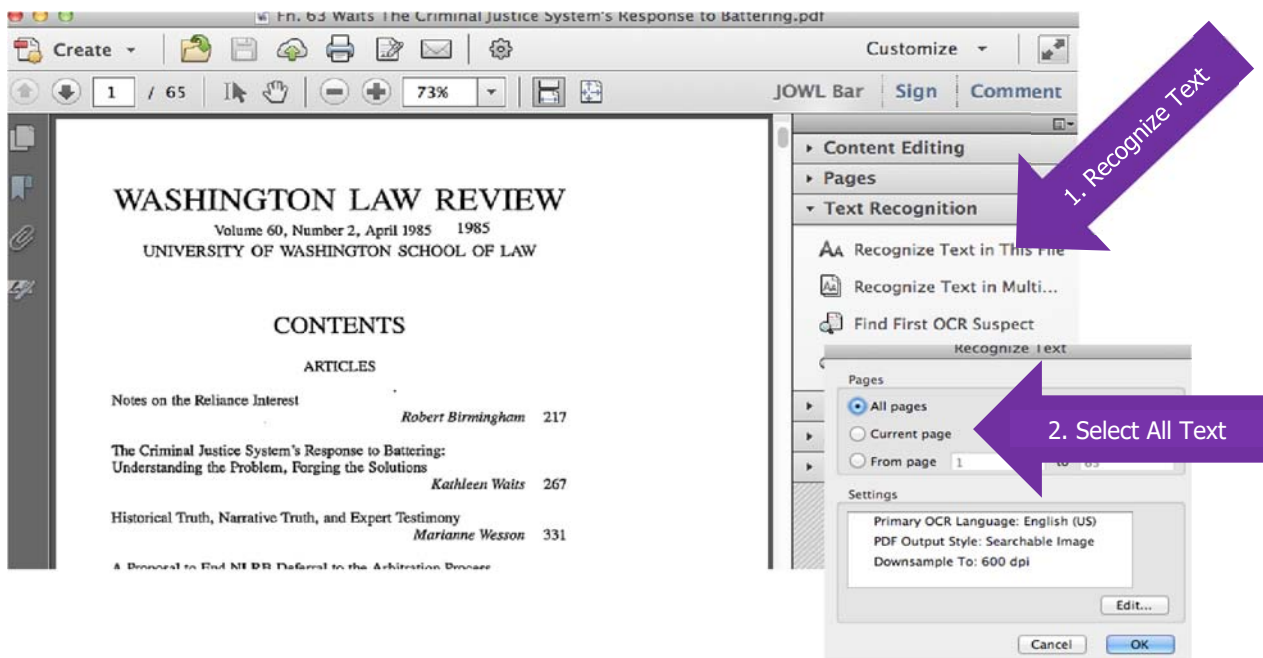


F. Adobe Pro Basics

You can use Adobe Reader to accomplish much of what is necessary for saving down sources for both the Source Pull and the Source Binder. Tasks include (1) creating text boxes to mark footnote numbers and support in the source, (2) highlighting text for quotations, and (3) adding or deleting pages as necessary. You will need to use school computers to make a PDF's text searchable if you only have Adobe Reader.

Text Recognition (OCR)

Click on "Text Recognition" (if it is not on the side, check under "Tools") select "Recognize Text in This File" on the right-hand side. In the pop-up window, make sure to select "All Text" before clicking OK.



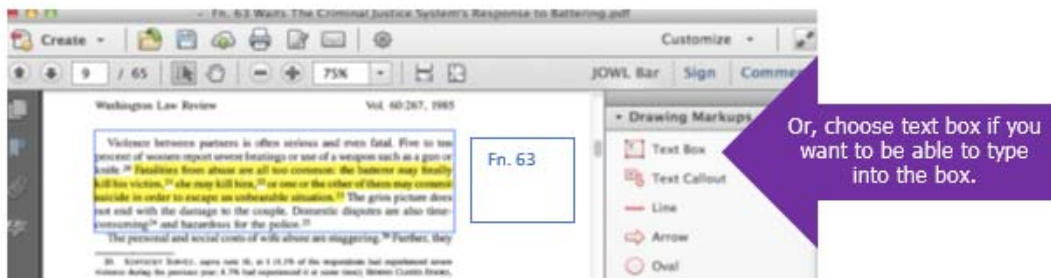
One (A): Create Boxes to Outline Support

Click the tool labeled "Drawing Markups" and choose "Rectangle." Click the cursor where you want the box to go and drag to the appropriate size. Boom.



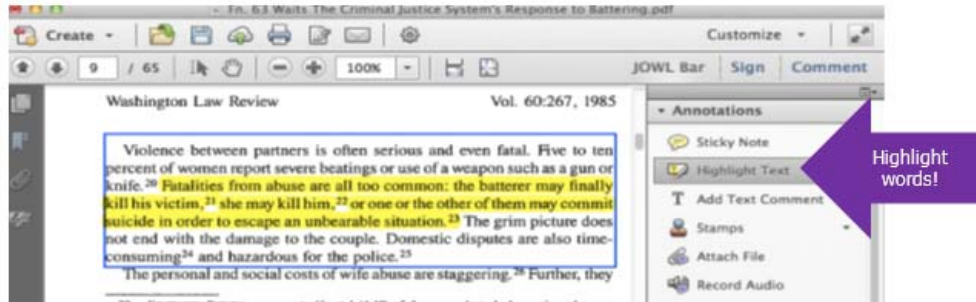
One (B): Create text boxes to insert footnote numbers and quote counts.

Click the tool labeled "Drawing Markups" and choose "Text Box." Click the cursor where you want the box to go and drag to the appropriate size. This time, start typing. Boom.



Two: Highlight Text for Quotes

Select the tool "Annotations" and then "Highlight Text." Use your cursor to drag along the text you would like highlighted. ***You must run OCR Text Recognition on the document in order for this to work.***



Three: Add or delete pages.

To add pages (if you'd like to merge pages from two PDFs):

1. Open both documents. Open both thumbnail panes. Choose the pages you want to include, and drag and drop them into the other document's thumbnail pane. Pages added!
2. Or, you may use "ctrl+shift+i" to insert pages from within the thumbnail pane.

To delete pages (there are four ways):

1. Click on the "Pages" icon on the upper left-hand corner of the document pane. This should expand the thumbnail view on the left-hand side of the document pane. Select the pages you want to delete and hit the delete key. Adobe may ask if you're certain you want to delete the pages, and you click yes. Pages gone!
2. Alternatively, you can use "ctrl+shift+d" to remove pages from the document within the thumbnail pane.
3. Or, right-click in the thumbnail pane on the left-hand side and select "Delete Pages."
4. Or, choose "Pages" from the RGSJ tool bar on the right-hand side, and then "Delete"

In each of these instances, a window will pop up that allows you to either delete the selection of pages, or to delete a range of pages. Choose your range, click OK, and they should disappear.

Sometimes documents are secured, which means that you may not be able to add or delete pages from the PDF. There are ways around this, if you are on a Windows computer—Google is your friend.

As always—let your AE know if you have any questions.