

## **ADOBE ACROBAT AND THE "PAPERLESS" OFFICE**

### **Michael Purdy**

*Director of Technology*

*Hanover Public Schools*

*mpurdy@hanoverschools.org*

*www.hanoverschools.org*

### **Educational Pricing for Adobe Acrobat Standard:**

- MassCUE has set up pricing under Adobe's CLP (Customer Loyalty Program)

### **Why PDF**

- Controls presentation
- Embeds fonts
- Multi-platform equity

### **Rationale for use of PDF in district**

- make forms available to parents so that they can get what they need when they need it
- make the application for employment process easier
- make forms available to staff
- Make forms electronic

### **The office starts here!**

- Open BaYS ad application
- Fill out form
- Add my signature
- Add link to ad
- Record message in Audacity and add link
- Add "callout" text

### **Macintosh Shortcuts**

- Office buttons are added
- Mac > Print > PDF
- Mail > Print > PDF 2 Web receipts
  - Open Mail and save receipt
- Save to Yojimbo (BareBones Software \$29.00)
  - Print eSchool News to Yojimbo
- Use "highlighting" example
  - highlight
  - callout box

- properties to change

### Students on accommodations

- Show scanned document
- Read out loud (View > read out loud)
- Create fields

|   |   |
|---|---|
| <p><b>Types of Forms Used in Hanover</b></p> <ol style="list-style-type: none"> <li>1) Certificated/Classified Job Application</li> <li>2) OBRA/I-9/CORI</li> <li>3) Free and Reduced Lunch Form</li> <li>4) Physician Reports</li> <li>5) Immunization Forms</li> <li>6) Handbook Signature Pages</li> </ol>   | <ul style="list-style-type: none"> <li>• <b>Show "Recommended Candidate Form"</b></li> <li>• <b>Show "I-9"</b></li> <li>• <b>Show "Medication Administration"</b></li> </ul>  |
| <p><b>Creating a PDF file</b></p> <ol style="list-style-type: none"> <li>1) Adobe products will generally "save as" PDF format</li> <li>2) Other products will process the PDF through Distiller/Adobe Printer</li> <li>3) Print to PDF (Adobe Printer)</li> <li>4) Scanner</li> <li>5) Website</li> <li>6) Create from multiple files</li> </ol>   | <ul style="list-style-type: none"> <li>• <b>Convert "Recommended Candidate Form" from Word</b></li> <li>• <b>Use CPC form for calculations</b></li> <li>• <b>Create from multiple files</b></li> </ul>                            |
| <p><b>Form Fields</b></p> <ol style="list-style-type: none"> <li>1) Text       <ol style="list-style-type: none"> <li>a) Multi-line</li> <li>b) Scroll long text</li> <li>c) Limit of "x" characters</li> </ol> </li> <li>2) Checkbox</li> <li>3) Radio Button       <ol style="list-style-type: none"> <li>a) Button Style (Checkbox)</li> </ol> </li> <li>4) Options (right-click/control-click)       <ol style="list-style-type: none"> <li>a) Align</li> <li>b) Center</li> <li>c) Distribute</li> <li>d) Multiple Copies</li> </ol> </li> </ol> | <ul style="list-style-type: none"> <li>• <b>Use "Recommended Candidate Form"</b></li> <li>• <b>Duplicate: Use the height feature to increase the separation between or among items in the certificated application</b></li> </ul> |

|                        |  |
|------------------------|--|
| <p>e) Make default</p> |  |
|------------------------|--|

|  |   |
|--|---|
| <p><b>Calculations</b></p> <ol style="list-style-type: none"> <li>1) Remove the vendor number</li> <li>2) Change SW TECHNOLOGY to SYSTEM-WIDE TECHNOLOGY</li> <li>3) Align fields</li> <li>4) Multiple copies of fields</li> <li>5) Use Current Properties as New Defaults</li> <li>6) Place my signature on the form</li> </ol> | <ul style="list-style-type: none"> <li>• <b>Use "Purchase Order"</b></li> </ul> |
|--|---|

|   |  |
|---|--|
| <p><b>Document Properties</b></p> <ol style="list-style-type: none"> <li>1) File → Document Properties</li> <li>2) Permissions for opening, printing, etc.</li> <li>3) Initial View</li> </ol> <p><b>Universal Access</b></p> <ol style="list-style-type: none"> <li>1) Zoom tools for the sight-limited       <ol style="list-style-type: none"> <li>a) Tools → Zoom           <ol style="list-style-type: none"> <li>i) In/Out</li> <li>ii) Loupe               <ol style="list-style-type: none"> <li>(1) Click to start</li> <li>(2) Press "escape" to end</li> </ol> </li> </ol> </li> </ol> </li> <li>2) Automatically scroll (View → Automatically scroll)</li> <li>3) Read text aloud (View → Read text aloud)</li> </ol> | <p><b>View Menu</b></p> <ol style="list-style-type: none"> <li>1) Navigation Tabs       <ol style="list-style-type: none"> <li>a) Dock tabs</li> <li>b) Reset tabs</li> <li>c) Drag left-hand margin of document to show/hide tabs</li> </ol> </li> <li>2) Toolbars       <ol style="list-style-type: none"> <li>a) View → Toolbars</li> <li>b) Right-click in the toolbar area</li> <li>c) Lock, dock, reset</li> </ol> </li> </ol> |
|---|--|

|  |  |
|--|--|
| <p><b>Selection Tools</b></p> <ol style="list-style-type: none"> <li>1) Select Text</li> <li>2) Select Image</li> <li>3) Select Table</li> </ol> | <ul style="list-style-type: none"> <li>• <b>Change text in "Recommended Candidate Form"</b></li> <li>• <b>Remove logo in "Recommended Candidate Form"</b></li> </ul> |
|--|--|

|                              |  |
|------------------------------|--|
| a) Open table in spreadsheet |  |
|------------------------------|--|

|  |  |
|--|--|
| <b>Tab Order</b><br>1) View → Navigation → Pages<br>2) Click on the first page<br>3) Options pull down menu → Page Properties<br>4) Select desired tab order style |  |
|--|--|

|  |  |
|--|--|
| <b>Links</b><br>1) Advanced → Links<br>a) Create from URLs<br>b) Remove all links<br>2) Tools → Advanced Editing<br>a) Link to URL<br>b) Link to page in document<br>c) Link to another document |  |
|--|--|

|  |  |
|--|--|
| <b>Button Tool</b><br>1) General<br>2) Appearance<br>3) Options<br>a) Label<br>b) Icon<br>i) Advance<br>(1) Proportion<br>ii) Browse to Icon<br>4) Graphic | <ul style="list-style-type: none"> <li>• <b>Insert the "Comment.pdf"</b></li> <li>• <b>Proportion = "Never"</b></li> <li>• <b>Appearance = "No color"</b></li> </ul> |
|--|--|

|   |  |
|---|--|
| <b>Commenting</b><br>1) Commenting<br>a) Tools → Commenting → Text Edits<br>i) Select text<br>ii) Indicate potential edit<br>(1) Replace<br>(2) Highlight | <ul style="list-style-type: none"> <li>• <b>Add comments in various formats to "Recommended Candidate Form"</b></li> </ul> |
|---|--|

|   |  |
|---|--|
| <p>(3) Cross out</p> <p>b) Tools → Commenting → Stamp Tool</p> <ul style="list-style-type: none"><li>i) Revised</li><li>ii) Confidential</li><li>iii) Sign Here</li></ul> <p>c) E-mail Revision</p> <p>2) Insert Audio</p> <ul style="list-style-type: none"><li>a) Tools → Advanced Commenting → Attach</li><li>b) Record</li><li>c) Choose file</li><li>d) Appearance</li></ul> <p>3) Insert File</p> <ul style="list-style-type: none"><li>a) Tools → Advanced Commenting → Attach</li><li>b) Choose file</li><li>c) Appearance</li></ul> <p>4) Comment Tab</p> <ul style="list-style-type: none"><li>a) View all comments</li><li>b) Clear comments</li></ul> |  |
|---|--|

|   |   |
|---|---|
| <p><b>Security and Electronic Signatures</b></p> <ul style="list-style-type: none"><li>1) Document → Digital Signatures</li><li>2) Sign this document</li><li>3) Properties</li></ul> | <ul style="list-style-type: none"><li>• <b>Show the process</b></li></ul> |
|---|---|