
Creating interactive digital resources with Adobe Acrobat Professional

Quick Guide

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AW/SM

Introduction

Pupils who have difficulty reading paper materials or writing answers can use digital versions instead, and this quick guide discusses some methods for making these resources. If the pupil just needs to view and read the book, see the Quick Guide on *Reading Digital Books*; this guide is for making materials interactive so that pupils can complete the exercise on screen.

Many publishers supply worksheets in Adobe PDF; some publishers will also give you PDF versions of textbooks; while SQA can now offer 5-14 assessments, NABs and examination question papers in PDF. (SQA can also provide 5-14 assessments and NABs in Word format.)

You can convert paper textbooks into PDF by using a scanner and OCR software such as FineReader (trial version available from www.abbyy.com). FineReader can scan and save in Microsoft Word format, which works well for reading books, but if you want to make a digital textbook with lots of pictures, tables and a complicated layout you usually get better results by scanning and saving as PDF.

Copyright

Under the Copyright and Visually Impaired Persons Act 2002 you can create an accessible digital version of a book for a pupil:

- “(a) who is blind;
- (b) who has an impairment of visual function which cannot be improved, by the use of corrective lenses, to a level that would normally be acceptable for reading without a special level or kind of light;
- (c) who is unable, through physical disability, to hold or manipulate a book; or
- (d) who is unable, through physical disability, to focus or move his eyes to the extent that would normally be acceptable for reading.”

The books may be provided for personal use by the individual student and cannot be copied or transferred to anyone else without permission. If the pupil does not meet the definition above you must write to the publisher to get permission before making the book. You are also required to check to see a book in a suitable accessible format already exists and if so, buy that rather than making your own.



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Creating Interactive PDFs

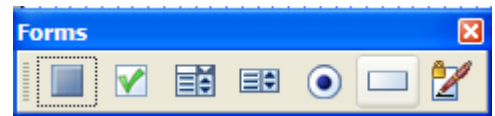
To edit or create a PDF you are best to use Adobe Acrobat Professional. Scottish schools can buy this program from Learning and Teaching Scotland (0141 282 5000) for £19 for the CD and £32.18 for the licence. A trial version can be downloaded from www.adobe.com. There are several ways to make the PDF interactive.

Adding Form Fields

If there is space in the book or worksheet, you can draw in 'form fields' so that the pupil can type their answers on screen. This is how SQA create digital examination question papers. PDF resources with form fields are easiest for the pupil to complete but take most time to create.

If there is not space on the page, you can add a blank page into the book by clicking **Document > Insert Pages**.

Click **Tools > Advanced Editing > Form > Show Forms Toolbar** to get the toolbar up on screen. You may find it easier to turn on the grid: Show grid (CTRL-U); set Snap to grid (SHIFT-CTRL-U); Set Grid size (CTRL-K, Units and Guides, set height and width between lines to 0.1 inches).



Click on the Text Field (the rectangle) and draw in an answer box. Click **Appearance** and change the colours and font as you wish. Choose **Options** and we recommend ticking **multi-line** and **not** ticking **Scroll long text**. (Multi-line allows several lines of text to be typed into the box; if you have scroll long text then it is possible for answers to disappear off the top of the answer box if the pupil types too much.) We suggest ticking **Check Spelling** so the pupil can use the spellcheck. Click **Close**, then Right-click on the field, and select **Use Current Properties as New Defaults**. This means you get these properties for any new answer boxes you draw in. You can also draw in other types of fields for answers: 'tick boxes' (the **Check Box** tool);

