

## Instructions for Using PDF Tests and Journals

To use the test and journal PDFs onscreen, open them in **Adobe Acrobat Reader DC®**, a free version of the Adobe app you can download here:

<https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>.

I have utilized the option to add comments to a PDF to create answer boxes for the tests, a space to write a paragraph on each journal page, and a box to enter the author's name. Typing into these text boxes, students can use the tests and journals onscreen. Of course, you can also print out tests or journals for use off computer.

### Journals

Double-click on the word **Author** to get the insertion point into the text box. Select the word **Author**, and type to replace it with the student's name. On each page, double-click on the words **Text here**, select, and begin writing. Be sure to save!

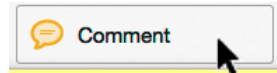
### Tests

Double-click on the word **Author** to get the insertion point into the text box. Select the word **Author**, and type the student's name. On each page, read the question and the answer choices, either **A-D** or **A-C**. Decide on the correct answer. Double-click the line in the yellow answer space. Type the letter that was beside the correct answer. Be sure to save!

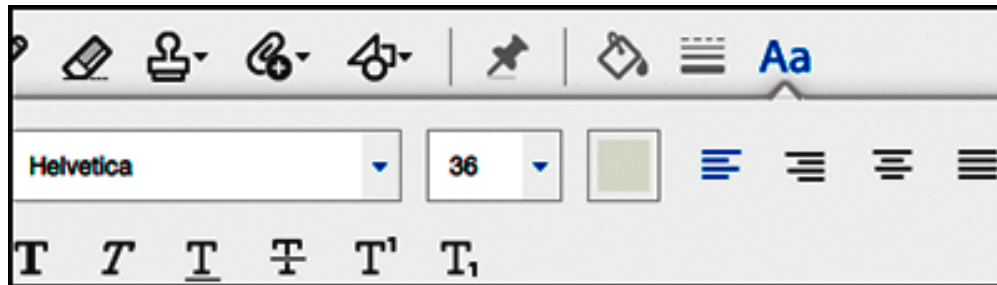
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## More Options

### How to change the text style

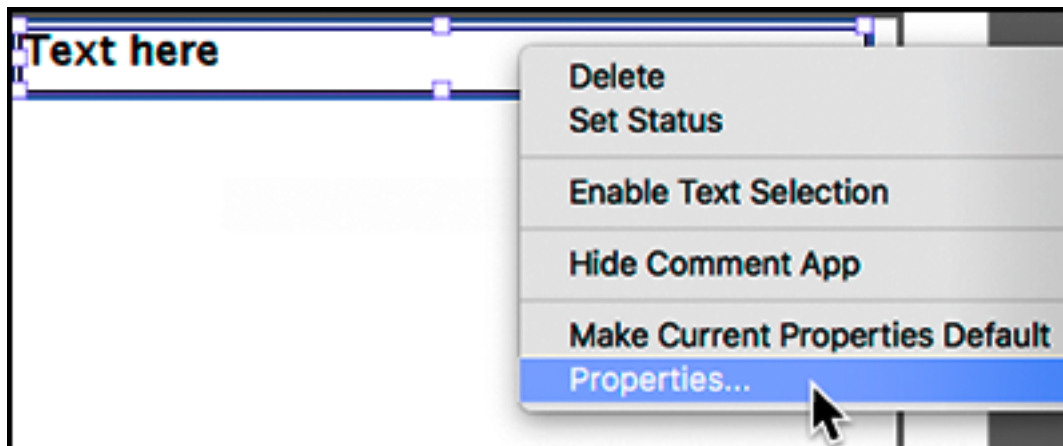


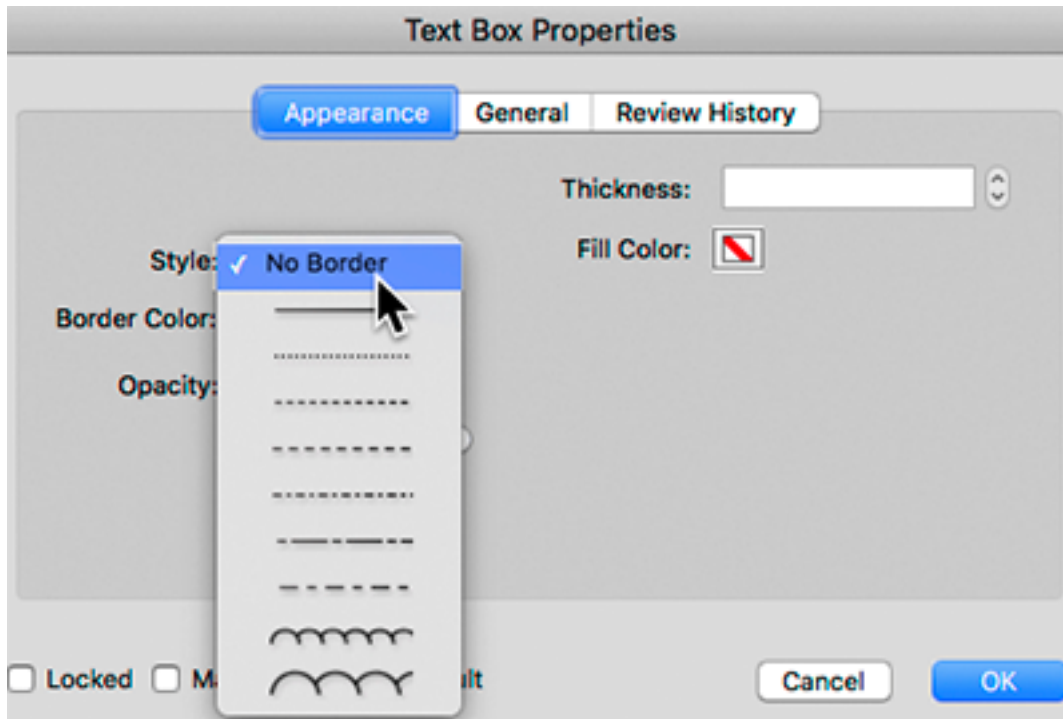
With a journal open in Acrobat Reader, click the **Comment icon** in the right sidebar and a new toolbar with markup tools opens above the PDF page. Alternately, **right-click** while the insertion point is in the text box and choose **Show Comment App**. The **Aa** icon on the right opens text styling options. You can change the font, its size and color. Other options are bold, italic, underline, strikethrough, super- and sub-script.



### How to change the style of the text box itself

Sometimes I have seen text boxes develop a border line. To reset the border, **single click** on a text box to select it rather than getting into the box to edit text. You'll know you have succeeded if you see the **box outline** with white **size adjustment handles**, and the cursor changes to crossed double-headed arrows.

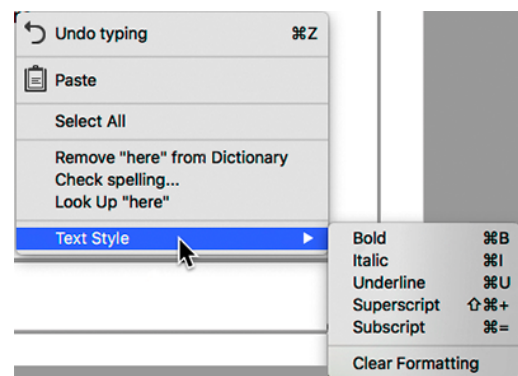




**Right-click** to open a menu with **Properties...** at the bottom, and choose that. In the dialog that opens, you can set the style to no border, or choose from a menu of different borders. You also can change the width and color of the border, its opacity, and set a fill color for the background.

### Editing inside a text box

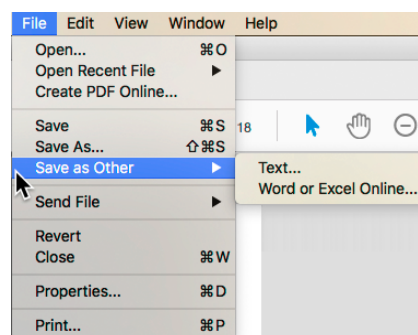
With the **comment toolbar** open and while the insertion point is **inside the text box**, **right-click** to open an editing menu with paste, delete, spell check, dictionary look up (requires internet access), and **Hide Comment App**.



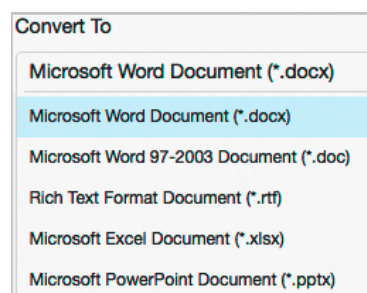
There is also a text styling option that, unlike the changing the style via the **Aa icon dialog** described above, changes only the text in the current text box. Options (bold, italic, underline, etc.) available from

this second style menu affect selected text or, if activated with no text selected, any following text typed within that text box.

## Saving

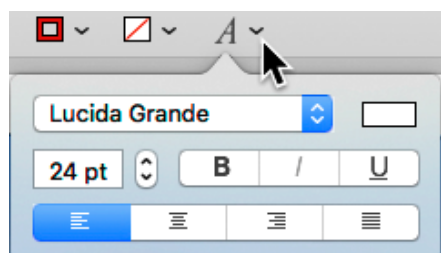


**Save As** or **Save** results in PDF format. You have a chance with **Save As** to choose a location and change the name. **Save as Other** leads to options to save as text (.txt) and **Word or Excel Online**. I tried saving as text,



but it does not save any of the illustrations. The online options require a paid subscription through Adobe, but actually include many more format options, including PowerPoint, the older Word format (.doc), and rich text (.rtf). These might be helpful if you already have an Adobe online document subscription.

## Using In Preview and Other Apps

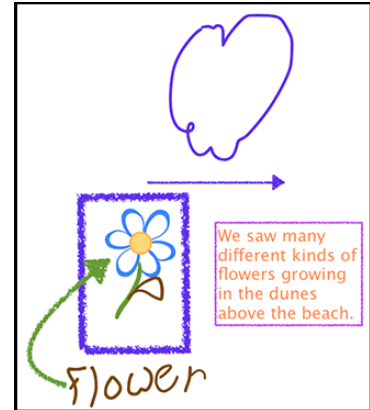


I've tried out the tests and journals in Preview® on Mac, and they work with minor layout issues. To use them in Preview, you'll probably want to have the **Markup Toolbar** visible (type **Shift-Cmd-A**) to make text and paragraph style changes. Many of the text options (Change font, text size and color,

bold, italic, underline) located under the **Aa** icon in Acrobat Reader are also at the right end of the toolbar, but in Preview the icon is **A**. To simply work a test or write a journal, **double-click** the text box to put the insertion point into it, select the placeholder text, and type.

Tools to set the border width, border color, and background fill are also on the Preview **Markup Toolbar**. In addition, there are tools to add

a signature, add shapes, draw, and sketch. For details on how to use these, see **Preview Help->Edit PDFs->Annotate a PDF**. The shape, draw, and sketch options aren't needed for tests, but they open up many possibilities for the journals. You can insert a blank page into the PDF in Preview, so a student could use these tools for an original drawing.



In Preview, one change you'll probably want to make in the journals is to set the journal writing spaces to be **left justified**. For some reason, although they remain left justified in Acrobat Reader, in Preview all the text boxes become center justified. That's not a problem with the author name or answer boxes, but needs to be fixed for the journal pages.

I have not tried the tests and journals in other apps in which you can edit PDFs, but they should behave about the same.