

Your Digital Question Paper — How to Use Acrobat Reader 8 and PDFAloud (PC)

Getting Started

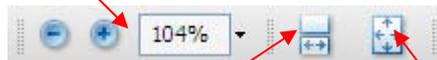
- ◆ Load Acrobat Reader 8
- ◆ Open then Save the exam — re-name the file with your name

Entering text in answer boxes

- ◆ Click in a box and type your answer in
- ◆ Press the [TAB] key to move to the next box
- ◆ Press [SHIFT]+[TAB] to move back a box
- ◆ (but always check that the [TAB] key has taken you to the correct place on your screen)

Changing the view

- ◆ Use the magnification tools if you need any section enlarged



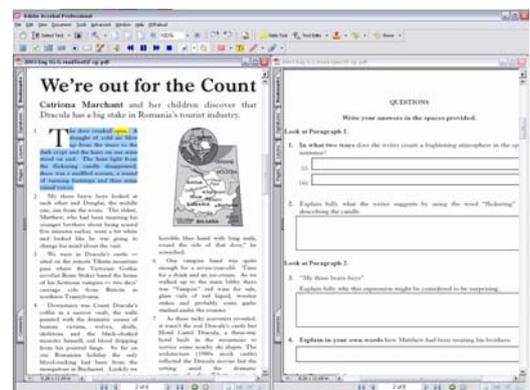
- ◆ To fill the screen use **Page Width**
- ◆ To get an overview of the whole page use **Fit Page** (this is good for checking that you've filled in all the boxes)
- ◆ To get back to 100%, click on the arrow to the right of the magnification level and choose **Actual Size**

Page Rotation

- ◆ If you have diagrams or graphics on the page, you may need to rotate pages. To do this, select **View > Rotate View** then either **Clockwise** or **Counterclockwise**.

Viewing 'Reading' and 'Question' papers together

- ◆ Open both papers.
- ◆ Move between them by clicking the Window menu and then choose the paper (or press [ALT]+[W] then 1 or 2).
- ◆ OR click **Window > Cascade** and then size and position the files as you wish.
- ◆ OR choose **Window > Tile** and arrange the papers either vertically or horizontally.



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Moving between a PDF exam and word processing document

Open Acrobat and Word, and move by clicking on the **Windows Taskbar**, or pressing **[ALT]+[TAB]**.

- ◆ Note you can use the **Select Text** button to copy questions or quotations from the PDF and paste them into Word.



Moving between pages

- ◆ To get to the **top** of each page, use the blue arrows on the toolbar, or right and left arrow keys on the keyboard.
- ◆ To scroll down the page use the scroll bar or the **[Page Up]** and **[Page Down]** keys (you'll need to click outside the answer box for this to work).

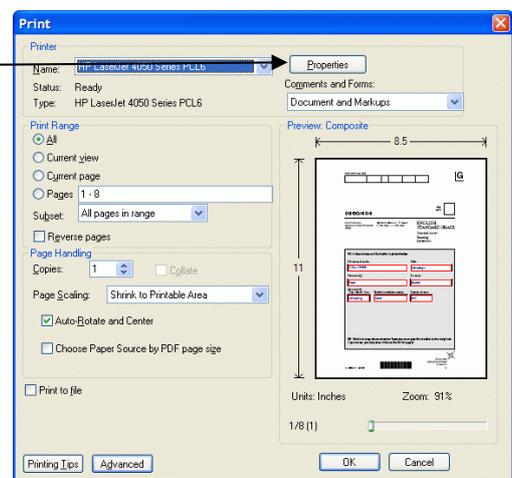
Spellchecker

- ◆ If the spellchecker is enabled, Acrobat will underline possible spelling mistakes when you type them into the answer boxes.
- ◆ You can spellcheck a word quickly by **right-clicking** on it and choosing from a list of suitable words.
- ◆ Or at any time you can press **[F7]**, click on **Start** and use the Spellchecker dialogue box.



Saving and printing

- ◆ Save as you work through the exam. Before printing do a last **File > Save** (**[CTRL]+[S]**).
- ◆ Go to **File > Print** (**[CTRL]+[P]**), under 'Comments and Forms' choose **'Document and Markups'**, and then click **OK**.
- ◆ **Note:** make sure you choose 'Document and Markups', or it will not print your answers!



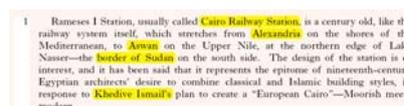
Highlights and notes — ‘commenting tools’

As you read through a paper, you can add **Highlights** and **Notes**. Click **View > Toolbars > Comment and Markup** to show the Commenting toolbar. The toolbar can either ‘float’ on top of the exam, so you can move it around, or you can drag it to the top of the page and it will ‘dock’ with the other toolbars.



Highlights

You can use highlights to mark key locations or sections of the text.



- ◆ Click on the **Highlight**  button, and then select the text to be highlighted.
- ◆ To delete the highlight, right-click on the highlight and choose **Delete**.

Notes

You can use **Notes** to collect ideas and text as you read through a paper.

- ◆ To add a note, either click on the **Note** tool , or **right-click** where you want the note, and choose **Add Note**. (This will only work outside the answer boxes.)
- ◆ After collecting a set of notes, you can view them all by clicking on **Document > Comments > Show Comments List** or clicking on the **Show > Show Comments List** on the toolbar.
- ◆ You can then review the notes and copy the text in them into another application, such as Word, for creating your answers.

Text Box and Drawing tools

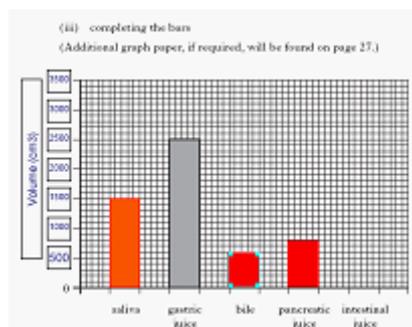
The Comment and Markup toolbar also has tools for drawing or adding text to the exam paper — although many students will find it faster and easier to use a pencil on the hard copy of the paper.



- ◆ You might use the **TextBox** tool to add numbers or text to diagrams in Maths or Science. You could use the **Drawing** tools to complete graphs or diagrams.
- ◆ For drawing, use the Cloud, Arrow, Line, Rectangle (hold **[SHIFT]** to draw a square), Ellipse (hold **[SHIFT]** to draw a circle) and Pencil tools. Click on the tool you need, and then click on the page to draw or insert the item.

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- ◆ For this Biology paper, the **Rectangle** tool was used to draw the bars on the chart.
- ◆ You can change the appearance of an item — for example, the colour of the text, the thickness of a line, or the fill colour of a shape, by right-clicking on the item, and choosing **Properties**.



Reading the paper with PDFaloud or TextHelp Read and Write Gold

The 'paid-for' version of PDFaloud can read **any** PDF document (unlike Browsealoud, which can only read PDFs that have been speech-enabled, like SQA's digital papers). You can buy PDFaloud by itself, or as part of Read and Write Gold, from several suppliers as well as www.texthelp.com.

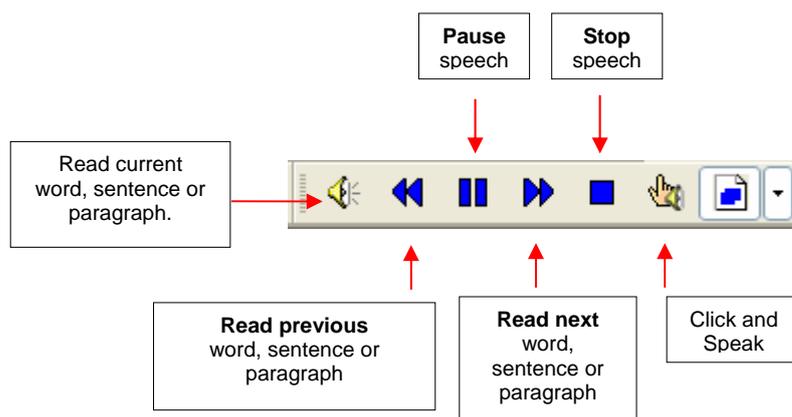
Loading PDFaloud



The PDFaloud toolbar should appear as soon as you load Acrobat Reader. If it doesn't, you may need to re-install PDFaloud.

Reading the paper with PDFaloud

- ◆ Select the **Click and Speak** button ([CTRL]+[ALT]+[C]), then click on the sentence or paragraph you want to read.



- ◆ To read the same item (current one) again, click **Speak** ([CTRL]+[ALT]+[Y]).
- ◆ To read the next word, sentence or paragraph, click **Read Next** ([CTRL]+[ALT]+[V]).
- ◆ To read the previous sentence or paragraph, click **Read Previous** ([CTRL]+[ALT]+[<]).
- ◆ To stop reading, click **Stop** ([CTRL]+[ALT]+[O]) or **Pause** ([CTRL]+[ALT]+[U]).

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Choose to either:

- ◆ Read text **one word** at a time ([CTRL]+[ALT]+[1])
- ◆ Read text **one sentence** at a time ([CTRL]+[ALT]+[2])
- ◆ Read text **one paragraph** at a time ([CTRL]+[ALT]+[3])



Changing the voice

- ◆ Select **Options > Speech Options** and choose a voice from the list. Microsoft Mary and Mike are clear but American. The L&H British voices are slightly smoother and more British sounding. You may have other voices in the list, if there are extra voices on your computer.
- ◆ Change the pitch or speed of the speech by sliding the bar.
- ◆ Tick **Hover highlighting** if you want to just point at the text and have it read out. Tick **Click and Speak** if you want to click on the text to have it read out.



Changing the colours

- ◆ The highlight and background colours can be altered to suit your needs. The default is to highlight the paragraph or sentence, depending on what has been chosen to be read.
- ◆ If you prefer only to have the words highlighted as they are spoken, rather than the whole sentence or paragraph, change highlight colour to **Invert/any suitable colour** and **Background colour** to **None**.

Changing pronunciation of words

- ◆ If you find words which are not pronounced properly, click **Options > Pronunciation Options**. Type the correct spelling in **Pronounce This Word**, then experiment in **Like This** until you get the correct sound, clicking in **Speak** to test it. Click **OK** to set the pronunciation.

