



ALMOST everything you wanted to know about STARTING to Create Digital Documents
sort of

NORTH AMERICAN YOUTH EXCHANGE CONFERENCE
2012
ANCHORAGE, ALASKA

When it comes to digital images do you feel like this?



And you feel your friends are like this?



At the end of this session we hope you will at least feel like this!



What this session is **NOT** about:

- Being a part of an on-line document creation system such as what WESSEX has, or systems created by Taiwan (Jimmie Lee/Alyce), Denmark, Belgium, etc. and others.
- Some of these systems have the ability to create applications on line from scratch. We are going to talk about dealing with already created documents in paper or word processing format

What this session IS about:

- A very basic, VERY BASIC, way to create digital documents (like student applications) that can be exchanged with partners that hopefully will not drive them crazy but make them very happy!



THREE MOST IMPORTANT THINGS
WHEN BUYING REAL ESTATE

- Location
- Location
- Location

THREE MOST IMPORTANT THINGS
IN DOCUMENT CREATION

- Settings
- Settings
- Settings

TO KNOW YOUR SCANNER OR
PROGRAMS IS TO LOVE THEM

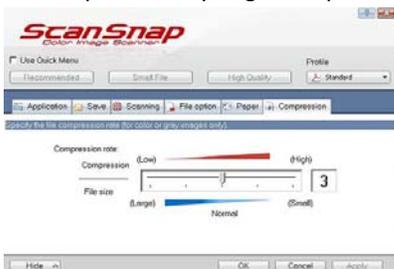
- Unlike the making of sausage, to create a digitized document you *really* have to know how it is made!
- Terms –
 - Dpi
 - Compression
 - File type and size

DPI

- Dots per inch, or resolution for a printed file
- More dpi, larger the file
- Less dpi, smaller the file – DUH
- Best resolution for an application is between 250 – 300 dpi
- DPI is different than pixels per inch, but I won't get in to that (mainly because I don't fully understand it myself!)

COMPRESSION

- This is how a scanner will treat images.
- Higher compression, larger file
- Lower compression – you get the point.



FILE TYPE

- PDF – Portable Document Format - This file format, created by Adobe Systems in 1993, is used for representing documents in a manner independent of application software, hardware, and operating systems.
- JPG or JPEG - The term "JPEG" is an acronym for the Joint Photographic Experts Group which created the standard. JPEG is the most common image format used by digital cameras and other photographic image capture devices; it is the most common format for storing and transmitting photographic images.
- TIFF - Acronym for *tagged image file format*, one of the most widely supported file formats for storing bit-mapped images on personal computers

FILE TYPE - PLAIN ENGLISH

sorry, it's the only language I speak except for profanity in 6 languages, but we won't go there ☺

- PDF – Document file. Once created it is independent of the format which created it. Therefore a Word document turned into a PDF will not change its formatting if opened in another computer or program – it is a static version of the original. So an application created in Word when converted to PDF will not be subject to the vagaries of someone else's formatting or editing. (OK, not totally really, but that is beyond the scope of this session)
- JPG or JPEG - Photographic file. Typically used for displaying images on the web. Much larger file than PDF and when scanning it usually creates individual files for each page. Hard to use.
- TIFF – The best format for photography. Very high quality images, but usually creates HUGE files.

.jpg versus .tiff



.jpg format 5.56 MEGABYTES! .tiff format 8.89 MEGABYTES!!

.pdf .5 MEG!



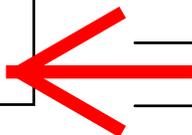
FILE TYPE – WHAT TO USE

- Repeat after me – PDF! That stands for portable document format and this is the logo for it:



This is the generic logo without the word Adobe on it

- This is the standard in the industry and now can be created by a number of programs, not just Adobe Acrobat.
- There are a number of programs to “read” pdf files – like Adobe Reader – which are free to download
- Many scanners have other available formats for scanning – TIFF, JPEG, etc.
- Do we want to use these other file types?



BUT HOW DO I CREATE A PDF?

Oh woe is me! (wringing of hands, gnashing of teeth)



There are several ways to create a pdf file:

- ❖ A program with a pdf converter embedded
- ❖ Select it as a “printer”
- ❖ Scanner choice

Embedded Word 2007 – Part of Office 2007



This is a screen shot of the Word 2007 tool bar. Notice that there is a choice for Acrobat, and a “create PDF” tab. How easy is that??

And there is a preferences tab where you can change settings. If that makes you nervous, leave it alone. But the default is 600 dpi which is pretty high for our purposes. 300 dpi should be good to go.

PDF as a printer

If you do not have a program with a pdf creator embedded you will need to load a program which will create pdfs. Adobe Acrobat is just one such program – there are others on the market that are free or are reasonably priced. Of course the more you pay the more you get.

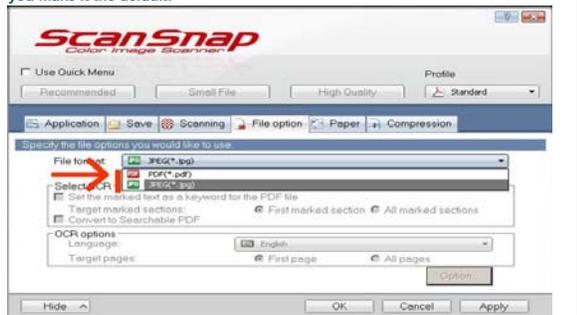
These programs set themselves up as "printers" on your computer. So from the program you are in select "print" and choose the pdf "writer" as your printer of choice. And VOILA, a pdf document.



PDF using a scanner

MORE SETTINGS! Is it time for a drink yet?

Most scanners will have a setting to choose the output file type, as below. Obviously the choice is PDF. Be careful – that might not be the default unless you make it the default!



"I know a good idea
when I steal it!"

SHAMLESS PLUG

FIJUTSU Scan Snap S 1500 Scanner

SHAMELESS PLUG!



SHAMLESS PLUG

FIJUTSU Scan Snap S 1500 Scanner

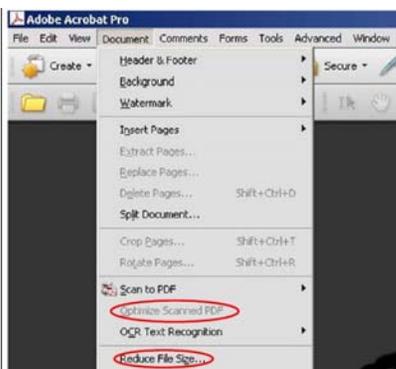
- VERY compact and light
- VERY fast
- Simplex (one side) or duplex (two sides at once) scanning
- Color or black and white scanning
- Settings easy to understand and set
- Cost – about \$450 but comes with Adobe Acrobat 9 (\$120 and up retail value)

SHAMLESS PLUG II Adobe Acrobat



- The Gold Standard in pdf documents
- Universally recognized and their Reader is free
- As with all Adobe products to use ALL features has a learning curve
- However, using basic features to make smaller pdf files – very easy.
- Older versions of Acrobat (8 or 9) are available for under \$100 and work fine

TWO COOL FEATURES IN ADOBE ACROBAT



Another plug



- ❖ Very inexpensive – priced between \$50 - \$75 for Editor version
- ❖ Creates .pdf files from other file formats and programs
- ❖ Has ability to edit created .pdfs, add and delete pages
- ❖ Can perform simple tasks, but you get what you pay for

Off topic, but..... **Dropbox**

- > Dropbox is a document sharing program not a document producing program.
- > It is one of several free on-line file storage utilities using the "cloud" concept.
- > Dropbox initial free account gives 2 GIGABITES of storage space with additional 250 meg of space for each subscriber referred to them.
- > Once an account is created your computer connects to Dropbox when connected to the internet and sets up on your task bar



- > Files are then uploaded to a folder created on Dropbox and an invitation is sent to the designated recipient to join and download. As files are updated a notice is sent to those who participate in that folder that there has been a change and the folder is synced.
- > Other than the account limitation there is no file size or number limitation

QUESTIONS?

NOTE: If I can not answer your question you can contact our IT advisor, Helen Waite. If you need help just go to Helen Waite.

THAT WAS A JOKE ©

GO FORTH AND BE DIGITAL!



BYE!