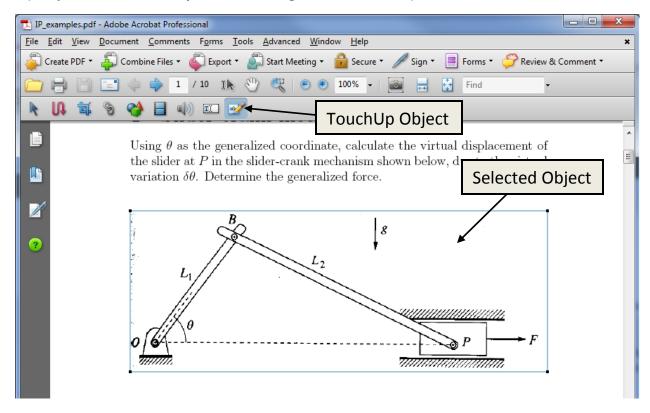Course materials for SUTD come in a variety of formats, but PDF is among the most popular. This page gives instructions on how to perform the most common tasks during content preparation. If you do not have Adobe Acrobat installed, please consult the SUTD Production team; many of these tasks can be performed by other tools, but we are willing and able to purchase a copy for you.
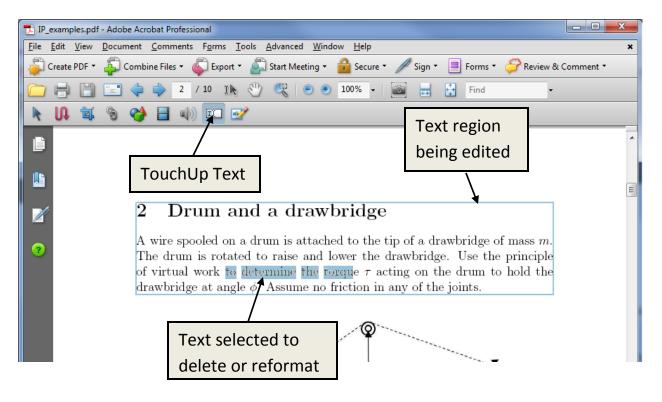
Removing and Inserting Images

Use the TouchUp Object Tool to select objects to delete or move them around the page. Go to Tools → Advanced Editing → TouchUp Object, or click the icon if the Advanced Editing Toolbar is visible. Objects you have selected will have a blue frame around them. Images, blocks of text, and other page elements are all objects. Normal shortcuts (Ctrl+C, Ctrl+V, Ctrl+A, hold Shift for multiple objects) work in this mode; you can also drag to select all the objects in an area.
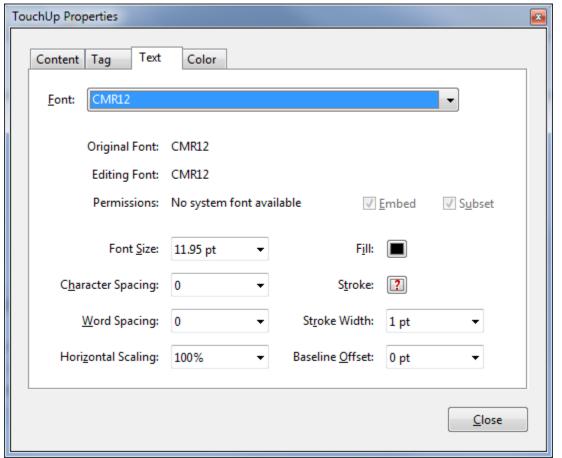

To insert an image, right-click on the page and select Place Image from the menu. Select the image file you want to insert. You can now resize and move it using the TouchUp Object tool.

Editing Text and Inserting New Text

To edit text, use the TouchUp Text tool, located next to the TouchUp Object tool. Click where you want to edit, and start typing as usual. Formatting such as italics, bold, sub/superscript, and font size can be controlled under right-click → Properties.

TouchUp Text

Text region being edited

2 Drum and a drawbridge

A wire spooled on a drum is attached to the tip of a drawbridge of mass m. The drum is rotated to raise and lower the drawbridge. Use the principle of virtual work to determine the torque τ acting on the drum to hold the drawbridge at angle ϕ. Assume no friction in any of the joints.

Text selected to delete or reformat

TouchUp Properties

Content | Tag | Text | Color

Font: CMR12

Original Font: CMR12

Editing Font: CMR12

Permissions: No system font available ☑ Embed ☑ Subset

Font Size: 11.95 pt   Fill: ■

Character Spacing: 0   Stroke: [?]

Word Spacing: 0   Stroke Width: 1 pt

Horizontal Scaling: 100%   Baseline Offset: 0 pt
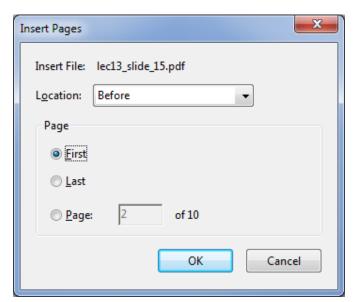
Close

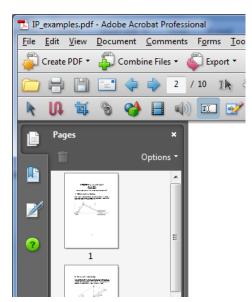Set the font, style, size, color, and other properties under TouchUp Properties.

Not all text is editable; you may get a warning if you don't have the font installed, or if Acrobat isn't sure where to find it. You can try installing the required font, or editing the non-PDF version of the file, if available.

If you want to add text in a new location, or create a block of text that can be manipulated independently of the existing text on the page, you can create a new text object. Using the TouchUp Text tool, hold Ctrl and click on the location you want the text to appear. Select the font and direction of the text, and then start typing. Adjust size and other attributes under TouchUp Properties, as described above. Use the TouchUp Object tool to move the text object around; you can also resize the framing box to change the line wrapping.

Inserting Cover Sheets

To insert a cover sheet in a single PDF, go to Document → Insert Pages or hit Ctrl+Shift+I. Select the cover sheet file, and insert it Before the First page. If you have both documents open, you can also drag and drop pages directly using the page thumbnail sidebar.
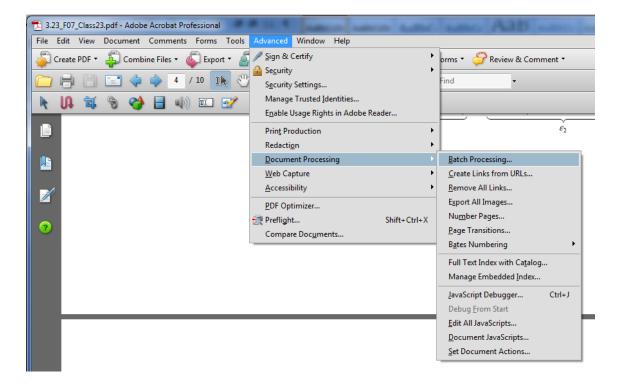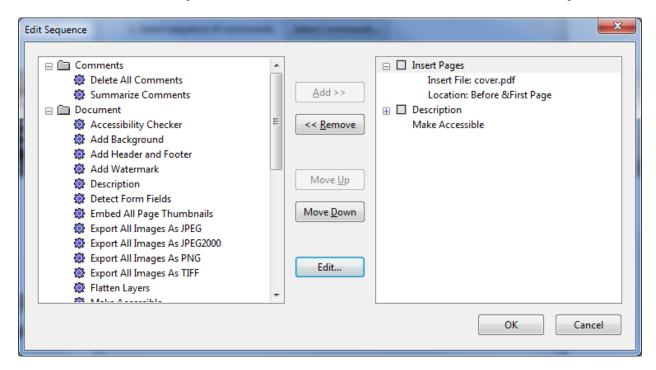

How to insert pages at the beginning of a file; manipulating pages with the Pages sidebar.

If you have a large number of PDFs to handle, consider using Acrobat's batch processing function. Find it under Advanced → Document Processing → Batch Processing. You will bring up a window listing multiple pre-defined sequences, allowing you to run them, define a new sequence, or modify an existing one.

1. Click 'New Sequence' and name it something helpful, like 'Insert Coversheet'.
2. In the Edit Sequence window, start with 'Select Commands', scroll down to the Page section and add the action 'Insert Pages'. When it appears on the right, select it and click 'Edit', then select the location of the coversheet file and have it be inserted Before the First page.
3. Now add any other commands you'd like in this sequence, such as 'Make Accessible,' 'Recognize Text using OCR', or 'Description' (see *Editing Metadata*, next).
4. Next, in the Edit Batch Sequence window, you have the option to select locations for the input and output. If you're having the output go to the same folder as the originals, without changing any filenames or otherwise ensuring you're not overwriting the original files, make sure you've made copies. Tick the boxes for Fast Web View and PDF Optimization.
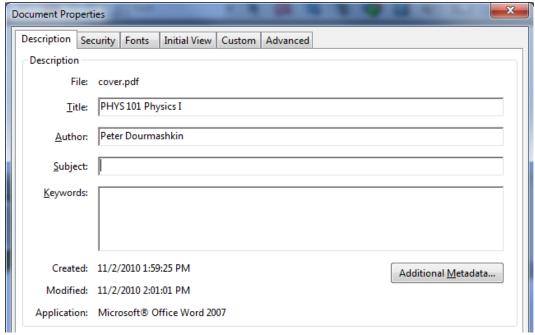5. Click OK. Your new sequence should show up in the list with the rest.

Where to define batch processes in Acrobat; how to create the Insert Coversheet sequence.
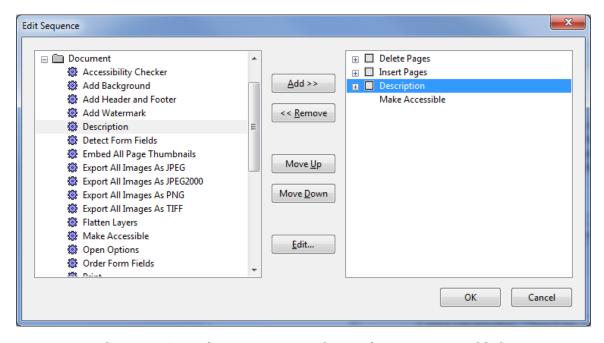

Editing Metadata

Open the Document Properties window via File → Properties, or Ctrl+D. Fill in the *Title* with the course number and name, and fill in the course instructor as the *Author*. Clear any other fields that contain incorrect information.
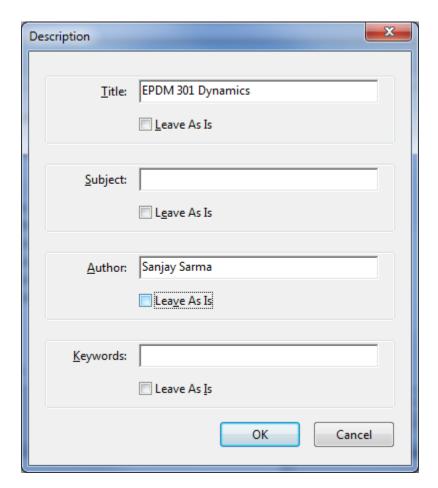
Inserting the correct metadata in Document Properties.

You can also edit PDF metadata using the batch processing tool described above under *Inserting Cover Sheets*. This can be a separate sequence, or an addition to the cover sheet operation. When selecting commands for your sequence, add Document → Description. Edit the *Title* to contain the course number and title, and the *Author* to list the instructor. Leave the other fields blank.

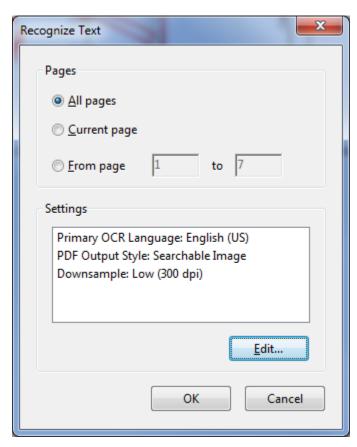The Insert Coversheet sequence, with metadata correction added.

Filling in the metadata for the Description batch process.

Cleaning Up Scanned Documents

Scanned documents that were originally typed should have the text recognized using Document → OCR Text Recognition → Recognize Text using OCR. Select the language of the document, output as a Searchable Image, and downsample images above 300 dpi. If the document has some or all text already recognized, it will give an error; note that you can run the OCR on a subset of pages, or remove the problem text and recombine the files later. Test the results of the OCR by searching for some text in the document, or selecting a sentence to copy and paste.

Handwritten scanned documents should not be OCR'd, but they may benefit from Acrobat's automatic optimization, which will correct mis-aligned pages, adjust the contrast, remove stray marks, and compress the original image to lower the filesize. Go to Document → Optimize Scanned PDFs. Depending on the quality of the original scans, some changes may not be necessary; the best way to determine how to proceed is to experiment on one page, making one change at a time, until you are satisfied with the results. Consult with the SUTD Production team for assistance.

Setting options for OCR text recognition; an example set of optimization settings.