

## Options for Converting PDF/Kes files to Readable text

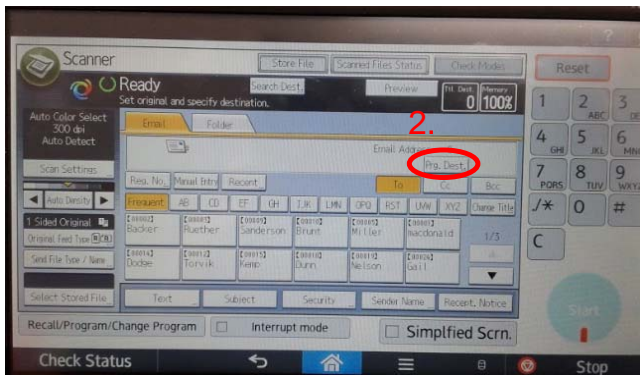
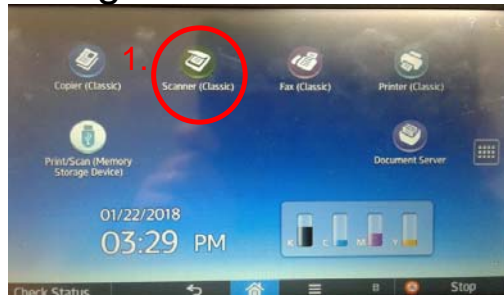
File & size	Suggested Procedure
1. For KES files (large files...several MB)	Send file to Kevin, to be forwarded to Ellen Hsieh (Arc-BC/SET-BC liaison) for conversion to readable doc or pdf file.
2. For 1-5 page PDF files	Open file with Adobe Acrobat Pro and proceed with "Recognizing text" and finding "OCR suspects" prior to saving, uploading to Google Drive, and opening with Texthelp PDF Reader.
3. For multiple page PDF or KES files (up to 20MB)	<p>Upload file to "Snapverter" and "Drop here to convert" folders of Google Drive before opening with Texthelp PDF Reader.</p> <p>Snapverter app (from Webstore) allows up to 10 files to be converted for free and subsequently 1 file/week free thereafter.</p>

Factors affecting readability of PDF files:

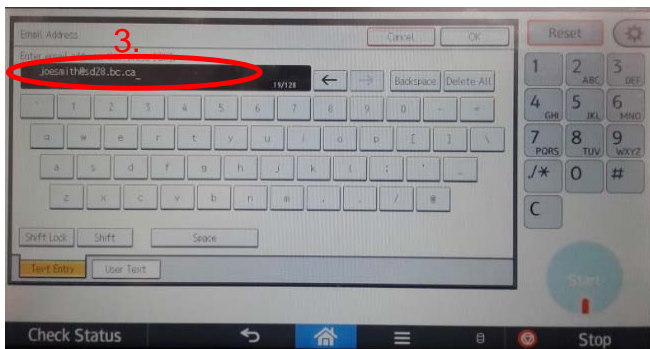
- In scanning a document: original paper copy, scan quality
- Existing pdf file: pdf quality

Kurzweil offered a better OCR (Optical Character Recognition) process

## Program e-mail in scanner:

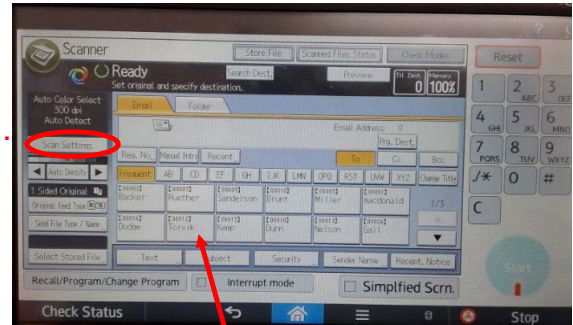


2. Prg Dest. (program destination)

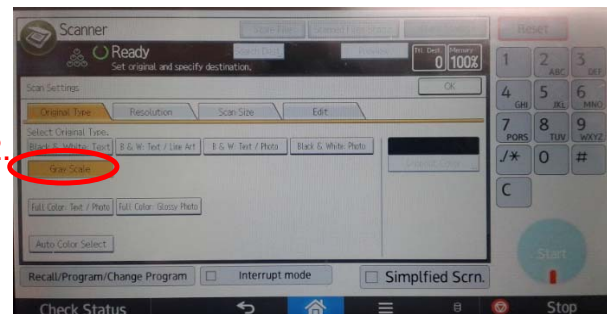


3. Add your e-mail and contact details

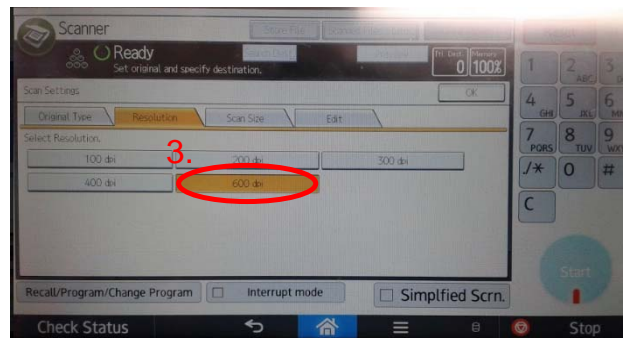
## To scan a document:



1. Choose your name and scan settings



2. In scan settings, select **Gray Scale** in Original Type tab



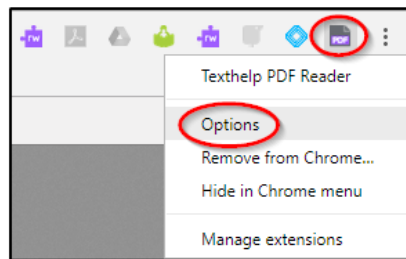
3. In Resolution tab, select **600 dpi**



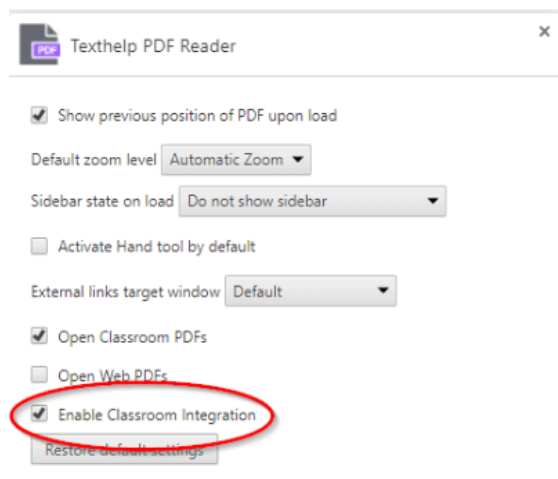
If you are using **Google Classroom**, you can use the **Texthelp Google PDF Reader** to assign a PDF to your students to be turned in. To use this feature, teachers and students must have **Classroom integration** enabled.

## Enable Classroom Integration

To enable **Classroom integration** with the **Texthelp Google PDF Reader**, right click on the **Texthelp Google PDF Reader** extension icon and select **Options**



- In **Options** select **Enable Classroom Integration**



# How can I save and view annotations in a PDF

Last Modified on 25/09/2017 9:48 am EDT

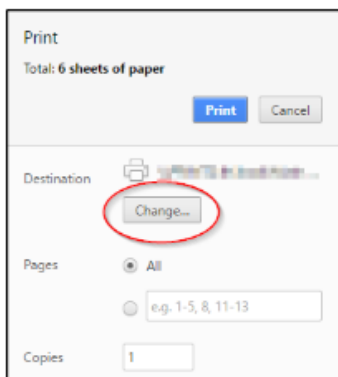
You can save annotated PDFs to **Google Drive** so that others can view them when shared (with or without using **Read&Write for Google Chrome**)

**Note:** Only annotations with the **Typewriter Tool** will appear when saving to **Google Drive**

In the **PDF Reader** click the **Print** icon in the lower left on the bottom toolbar



When the **Print** dialogue window opens, select **Change**



Under **Google Cloud Print** select **Save to Google Drive**



Then click the **Save** button

