

MAKING A PDF INTERACTIVE

Your first task is to make the PDF a picture. You have two options to do this.

OPTION 1: Saving the PDF as An Image Using Adobe Acrobat

1. Open the PDF using Adobe Acrobat. **Make sure to sign in if prompted.**

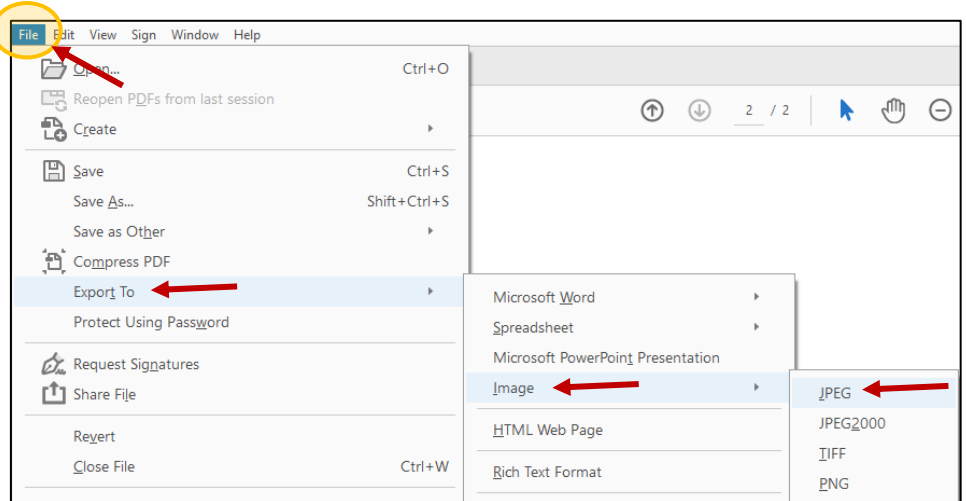
2. Go to **File → Export To → Image → JPEG**.

3. Select a saving location and a name for the image.

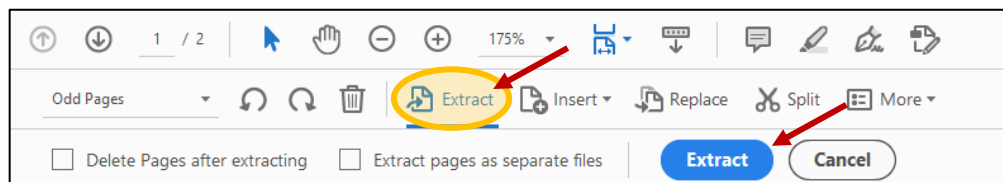
4. **EACH PAGE** of the PDF will be saved as an image.

If you only want a certain

page, you may want to **EXTRACT** just that page *before* exporting it as an image.



- Click on **ORGANIZE PAGES**.
- Highlight the page or pages you want to create images for.
 - *Click on the first page, hold in the CTRL key and click the other pages you want to select.
- Choose **EXTRACT** in the menu in the center of the screen.
- Press **EXTRACT** again. This will pull just the selected page(s) as a new file. This new file will open in a new tab at the top. Now export the page(s) to images.



OPTION 2: Use the Snipping Tool to Take a Picture

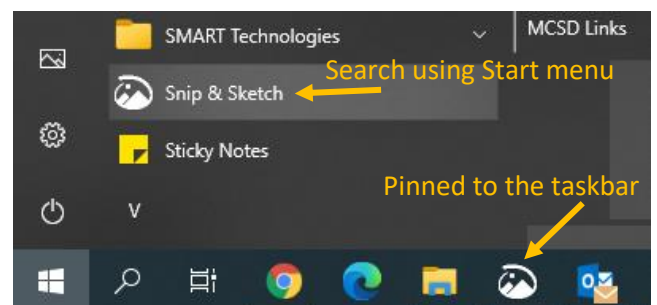
1. Open the Snipping Tool. If you do not have it pinned to the taskbar at the bottom of your screen, click on the **START** menu and begin typing "**snip**".

2. Click on **NEW** in the Snip and Sketch toolbar.



3. Click and drag to draw a box around the section you would like to take a picture of.

4. Press the **SAVE** icon to save the picture to your computer.



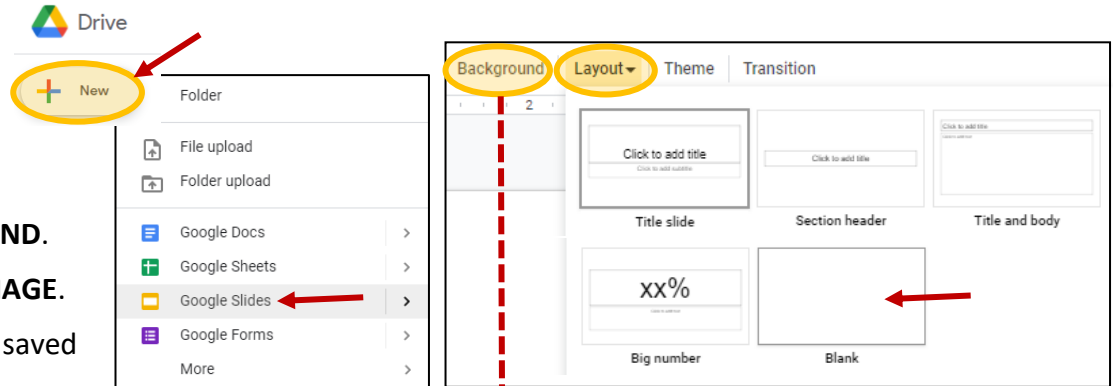
*You can right-click on **SNIP & SKETCH** and choose **MORE → PIN TO TASKBAR** for easy access.

Let's add the background to the Google Slides presentation.



1. Open your Google Drive. Click on **NEW** → **GOOGLE SLIDES**. Rename the document before you forget!

2. Remove the text boxes on the slide by clicking on **LAYOUT** and choosing **BLANK**.



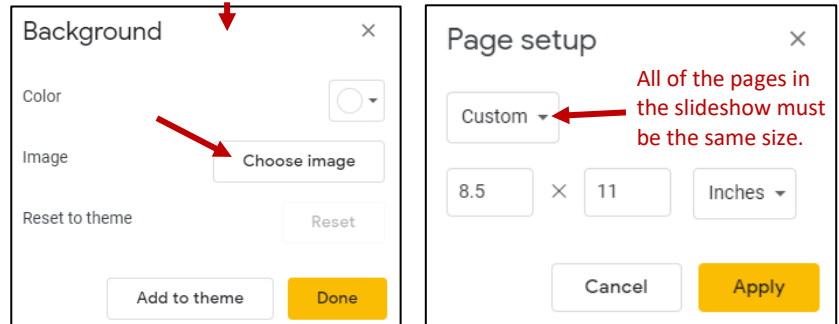
3. Click on **BACKGROUND**.

4. Click on **CHOOSE IMAGE**.

5. Browse to find your saved image. Press **DONE**.

6. If your image appears to be distorted, you can change the page size. Go to **FILE** → **PAGE LAYOUT**.

7. Choose **CUSTOM**. Type the size for your background image. If you exported a PDF using Adobe, you will want to type 8 ½ x 11. If you used the snipping tool, you may have to experiment with the size until you find something that is suitable. When you are finished, press **APPLY**.



All of the pages in the slideshow must be the same size.

8. Students may have to enlarge the page view by clicking on the **drop-down arrow** next to the magnifying glass and choosing **100%**.

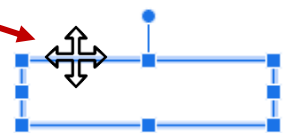


Now that you have a background, let's add some text boxes or tables for the students to use.

***NOTE:** You can decide which text option you prefer. Elementary teachers should definitely add the text boxes or tables for students. If you teach older grades, you can teach your students how to add the text boxes or tables themselves.

Text Boxes:

1. Click on the **Text Box** icon in the menu.
2. Click and drag to draw your text box.
3. Since the text box is transparent, I would recommend **coloring the text box** so students can visually see where they need to type.
4. Click on the text box to highlight to select it. Then click on the **Paint Bucket** and choose a color.
5. Repeat for all of the text boxes that you need.
6. To save time, you can also **copy** a text box and **paste** as many as you need. To highlight the box instead of the text, touch the outside edge of the box to see a **4-headed arrow**. Clicking when you see a 4-headed arrow will highlight the actual text box, not the text. You should **NOT** see a cursor when the text box is highlighted.



Tables:

1. Click on **Insert** → **Table** and choose a **1 x 1 table**.
2. The table will display immediately. **Resize** the table as needed.
3. Touch the **outside edge** of the table to **move** it around the page.
4. Tables are defaulted to have an outside border so coloring them using the paint can is not necessary, but still an option.

