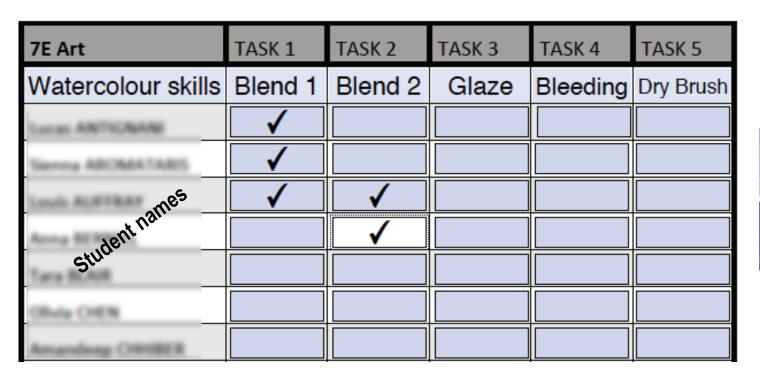
## CREATING AN INTERACTIVE POF



Free to create, interactive document - can be easily edited.
Fonts and images retain their quality while no internet is required for use



Accurate tool to assess student learning
Can provide immediate, dirrect feedback to students





## CREATING AN INTERACTIVE POF



Create a word document, add a table and relevant information eg. student names

OPTIONAL: Change thickness of borders and add grey areas etc to distinguish information

> Select area > RHC > Table properties > Table tab > Borders & Shading

OPTIONAL: Increasing box width/height

> Select area > RHC > Table properties > Table tab > Row



Save Word doc as PDF and open PDF in Adobe Acrobat



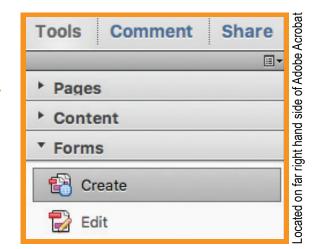


Select the Tools bar... Click Create tab and click through (use current document)



NOTE: The blank areas may autofill with text boxes...

CHECK this by clicking > Preview



CHOICE: delete the text boxes by selecting (drag over them) and pressing delete or keep the text boxes in areas you wish to add notes



## TO ADD A CHECK BOX:

Click on the button

Add New Field

and select an area with the blue guides

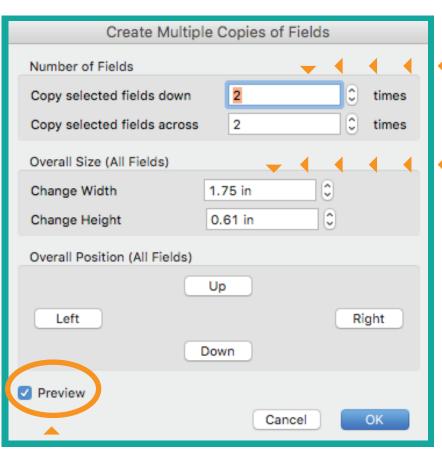


option below...

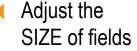


RHC on the selected box >

Place Multiple Fields...



Adjust the NUMBER of fields

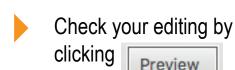




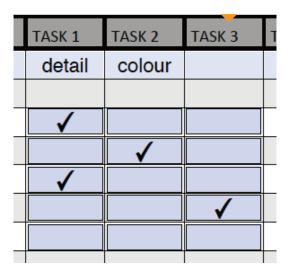
and choose the



This can always be edited again another time!



PREVIEW should allow you to tick boxes and fill in details



Review any changes you make