PDF4Teachers
User Manual

1. Software overview

PDF4Teachers is a software dedicated to annotation of learners assessments, in PDF file format (or image files of the assessments). It focuses on maximum productivity in annotating / marking this kind of documents.

PDF4Teachers allows user to quickly add and save recurrent annotations. Edited PDF files can then be exported to generate new PDF files including the edits. When using the grades / marking tool, setting up a marking scale, counting points, and exporting marks of all documents to a CSV file format is made extremely efficient.

PDF4Teachers concept is to add elements on the document before exporting it, as a new PDF file. For now, elements can be text annotations, LaTeX formulas, and marks. Next major version will include insertion of drawing and images. Elements are saved in distinct files, each edited PDF file has an associated edit set of informations (see 2. Edit functions)

A set of image files can be converted in PDF documents, and pages format can be edited (rotation, position, add white pages…) through buttons located on the top right corner of each page. It is also possible to take screenshots of pages with a configurable definition, possibly higher than the screen one.

PDF4Teachers conforms to EU GDPR (General Data Protection Regulation): edits and PDF files are locally stored, web accesses purposes are only: check for updates, new interface languages download and anonymized statistics.

Anonymized statistics only include:
- total time spent with PDF4Teachers main window in foreground,
- number of times application was launched,
- selected language.

2. Edit functions
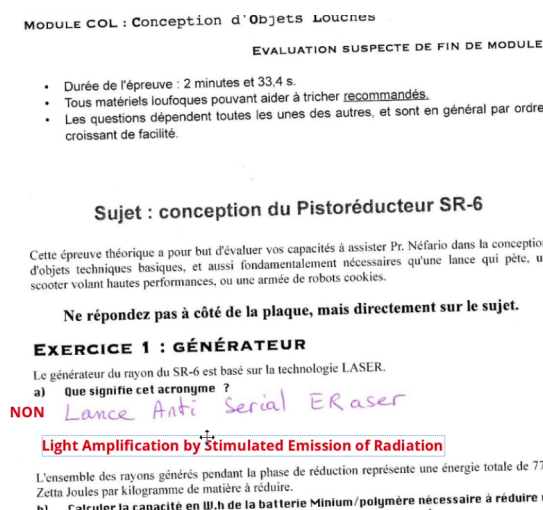
Various elements can be added on the document (text, grades / marks). These elements constitute the edit of the document which is stored separately.

(See Tools → Debug → Open the data folder).

Left side figure shows a text element under the moving cursor. Elements can be moved, and edited in the left panel tabs of PDF4Teachers.

Document edit is loaded <u>as an overlay</u> every time the document is opened in the main panel, but the <u>PDF file is not modified</u> (<u>except</u> when rotating, adding, removing and moving pages).

Once editing is finished, document should be exported, in order to create a new PDF file, on which the whole edit will be <u>permanently added</u> (File → Export).

It is possible to export/import one/some edits with Tools → Export/Import editings.

3. Files Tab
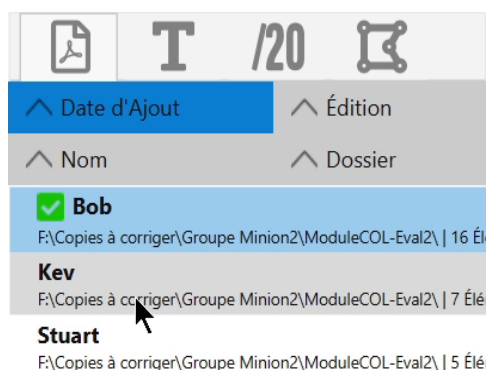
Left panel is composed of 4 tabs. First tab (showed on the left side figure) lists all the opened documents, ready to be edited.

This tab is just a list of files that you decided to add to this set (File → Open […]).
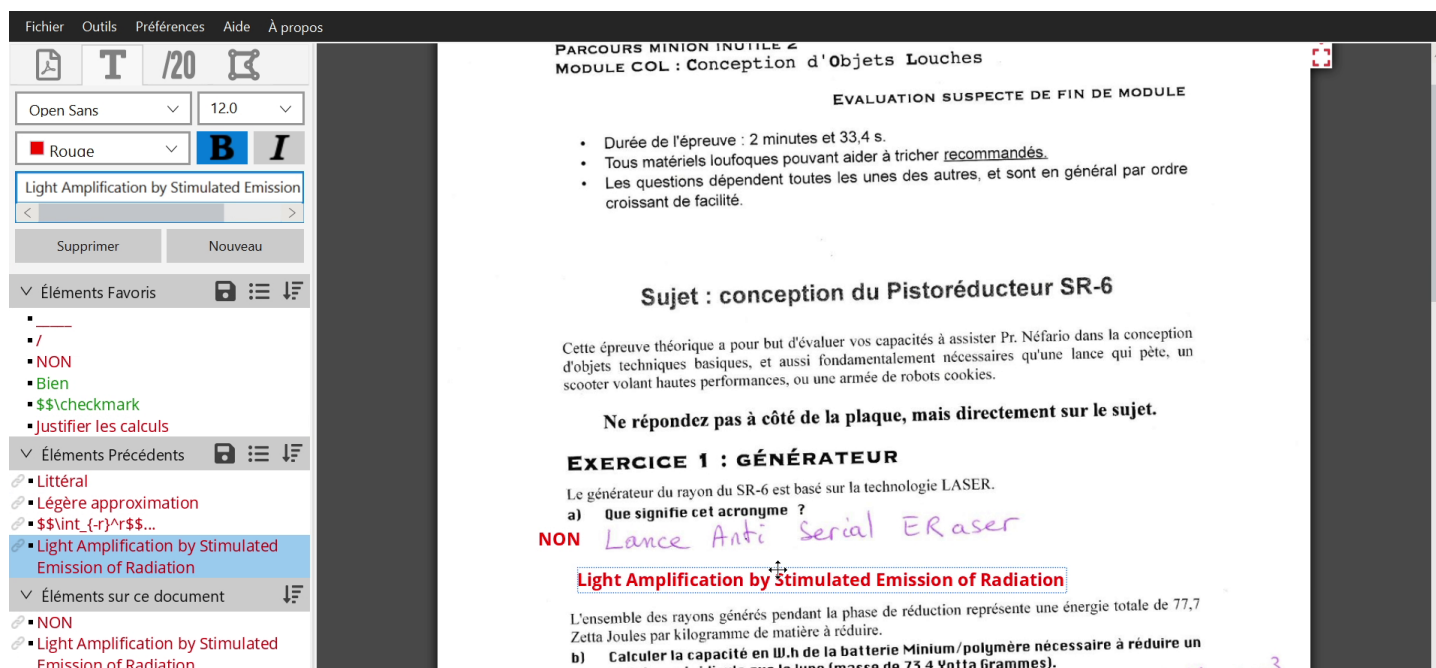
It allows a quick access to a set of files and shows details about the files edits.

It is possible to edit files (double click) or do other actions (right click).

Drag and drop some files, folders or pictures on this tab is also possible.
File sorting in the tab can be set through the 4 top buttons of the tab.

4. Text elements tab

Creating a new text element is done by a click on *new*. Text is written in the form field of the tab. The element displays on the left side of the sheet.

The height of the insertion point is determined by the last flyover of the mouse pointer when leaving the sheet to the left panel. Anticipating this behaviour will help you placing immediately the element at the correct height on the page.

It is also possible to add a new text element with a double-click on the page or with shortcut Ctrl + T . In this case, the element is inserted at the exact position of the pointer. A double click on an element duplicates it.

May the element be longer than the page width, carriage returns will be added automatically. After modification, useless returns can be removed through the context menu (right click), on the text edit field.

When typing an element in the text field, similar elements are highlighted. You can navigate among them with the keyboard arrows, and add one with Enter .

Categories "Favorite elements", "Previous elements", "Current document elements" allow a quick access to already inserted text elements. A click inserts on the sheet, and a right click on a listed element, on a category, or on an element inserted on the page gives access to the contextual menu, with various shortcut functionnalities.

Help bubbles will popup with more detailed informations when leaving the pointer device over buttons or interface elements.

Saving elements lists

Icon ⊟ allows to save the content of the favorites list. Thus, favorites can be organized and loaded for future corrections of similar assessments.

Icon ☰ gives access to previously saved favorites elements. Loading or deleting is possible. After loading, modifications in the panel list will not affect the saved list. To modify a saved list, a new one must be created, with the same name.

Icon ⬇ sets the sorting options of the listing.

Details about the different elements lists

Favorite Elements : Adding to Favorite Elements is done through the context menu on elements present in others lists or in the page. When done from a list, default behavior will move the element from the list to the Favorite Elements list. In order to have a copy behavior, a setting can be done in the Settings menu.

Previous Elements : Each new element is added in the Previous Elements list. This list stores only the 50 last inserted text elements. List can be flushed through context menu, on the category. When an element shows up in Previous Elements, it is linked to the page element that was just created. The link symbol 🔗 means that any further modification of the specific element on the sheet will update the element in the list. It can be unlinked through the context menu. It is possible to add and link an element by pressing Shift when adding it.

Current Document Elements : Displays all elements present on the current document.

The elements lists, the favorites elements and previous elements are saved in a file named *textelements.yml* which can be found with Tools→ Debug → Open the data folder.

LaTeX examples (Surround LaTeX with $$ or just start with $$)

`$$\pi$$` for π and other greek letters or common symbols

A quite comprehensive list: https://oeis.org/wiki/List_of_LaTeX_mathematical_symbols

✓ `$$\checkmark`

⟶ `$$\to`

⟹ `$$\Rightarrow`

$\overrightarrow{A}$ `$$\overrightarrow{\rm A}`

$\int_{a}^{b} f(x)dx$ `$$\int_{a}^b f(x)dx`

5. Marking Tab

The buttons on top of the tab have info-bubbles detailing their use when leaving the pointer device on it.

This Tab potentially allows the user to enter a grade scale (marking scheme) while correcting the first document of a set. Same tool allows to enter marks. Marking scale can then be copied on other documents thanks to the button 🔗. Of course only the scale will be copied, not the marks possibly entered. In case a marking scale already exists in the destination files, merging options will be displayed.

At anytime, all the marks of a set of documents (or of a single document) can be exported to a spreadsheet file in .csv format with the button 🔼.

Marks and marking scale are managed through a hierarchical scheme. This allows to automatically add marks of an exercise to show the exercise sum, and to automatically add the marks of each exercise to a total. A maximum of 4 levels + total is possible. Display options are set with ⚙.

Add of a new mark in the marking scale is done with the ➕ button which will add a mark of a lower hierarchical level: on the above figure, a click on the ➕ button right to the *Exercice 1* mark would create a sub-mark after the *c* mark, with same hierarchical level, and automatically named *d*.

Unentered marks are not visible on the sheet, they will show up at the last position of the pointing device once entered. Unentered marks count for 0 in the sum.

When copying a marking scale, it it possible to store the page locations of the marks. In this case, all the marks will be visible on the others documents. This option allows us to avoid positioning again and again the marks on each document (when the students reply directly on the same formatted subject of questions). Marks without value will not be visible on exported PDF, even though they are visible when editing.

It is possible to give the name "Bonus<...>" to a mark, so its marking scale value will not be added to the total of the marking scale (but the Bonus mark will be summed).

6. Shortcuts
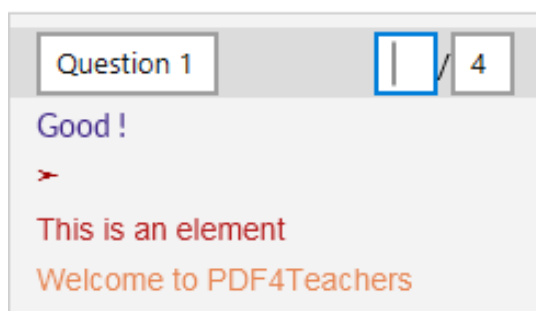
A double click on a page allows you to create a new text element at the exact position of the pointer.

Contextual menu on the page gives access to entering the next mark, <u>at the exact position</u> of the mouse pointer. It also offers to insert one of the 8 mostly used text elements. On this contextual menu, a left click on the name of the suggested mark to enter gives all the points, and a right click sets the mark to 0.

Besides the menu bar displayed shortcuts, here are listed other very useful shortcuts:

Use `Cmd` instead of `Ctrl` on Mac keyboards.

- `Ctrl` + `T` : Creates a new empty text element at the position of the pointer.
- `Ctrl` + `N` : Selects the next mark field to enter.
- `Ctrl` + `G` : Add a new mark to the marking scale, at the same hierarchical level of the selected mark.
- `Ctrl` + `1-9` : Adds the corresponding favorite text element at the pointer position.
- `Ctrl` + `Alt` + `1-9` : Quick load of the saved favorites list corresponding to the number.
- `Ctrl` + `Alt` + `0` : Saves the current favorites list to a new saved list.

Depending on the keyboard configuration, pressing `Shift` may be necessary to access shortcuts using numbers.