PDF Files
Scan – Create – Reduce File Size

It is recommended that you purchase an Adobe Acrobat product that allows you to read, create and manipulate PDF documents. Go to http://www.adobe.com/products/acrobat/matrix.html to compare Adobe products and features –Adobe Acrobat Standard is sufficient.

Scanning Documents

You should only have to scan documents that are not electronic, and when you are unable to create a PDF using PDFMaker or the Print Command from the application you are using.

Signature Pages
If you have a document such as a CV that requires a signature on a page only print the page that requires the signature –printing the entire document and scanning it is not necessary or desired. Once you sign and scan the signature page you can combine it with the original document using the Create PDF From Multiple Files feature.

Scanner Settings
Before scanning documents remember to make certain that the following settings are activated on your scanner (settings may vary):

- Document Mode
- Scan to smallest size
- Fast (lowest quality)
- Grayscale or black and white
- Resolution: 300dpi or less

Tables

Official documentation is in progress, this document is just a glimpse of what is possible with pdfmake and its layout engine.

A simple table (no headers, no width specified, no spans, no styling)

Hello, world!

The following table has nothing more than a body array

Column 1	Column 2	Column 3
One value goes here	Another one here	OK?

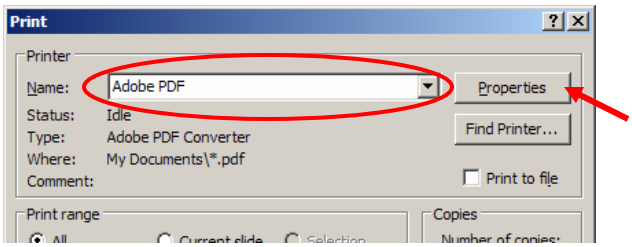
Creating PDF Documents

Option 1 – Use Adobe PDF Printer Command:

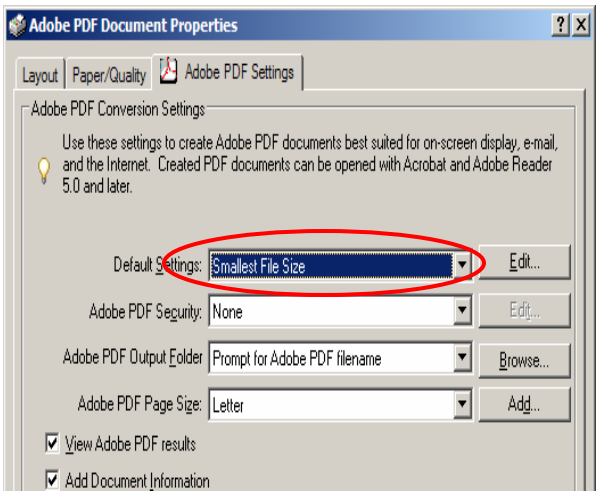
In many authoring applications, you can use the Print command with the Adobe PDF printer to convert your file to PDF.

Create a PDF using the Print command (Windows)

1. Open the file in its authoring application, and choose File > Print.
2. Choose Adobe PDF from the printer menu.



3. Click the Properties (or Preferences) button to customize the Adobe PDF printer setting. (In some applications, you may need to click Setup in the Print dialog box to open the list of printers, and then click Properties or Preferences.) Choose Smallest File Size as your default setting.



4. In the Print dialog box, click OK and Save your file.

Create a PDF using the Print command (Mac OS)

1. Open the file in its authoring application, and choose File > Print.
2. Click on the PDF button in the Print window.
3. Click Save as PDF.

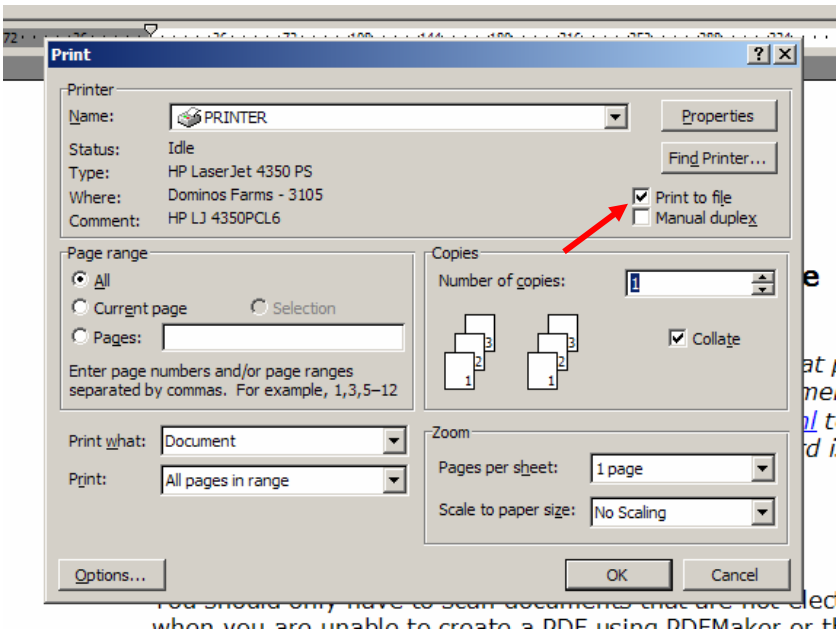
Creating PDF Documents (continued)

Option 2: If you do not have Acrobat Standard or higher installed use PS2PSF.*

PS2PDF.com
The Online Converter

1. Open the file in its authoring application, and choose File > Print.
2. Select “Print to File” and save.
3. Open your browser and go to http://ps2pdf.com/convert.htm
4. Click “browse” select the file you created in step 2 (.prn or .ps), click “convert”
5. Download the newly created PDF file.

*Note: Some formatting changes may occur once converted (bullets may turn to symbols and color may become black and white).



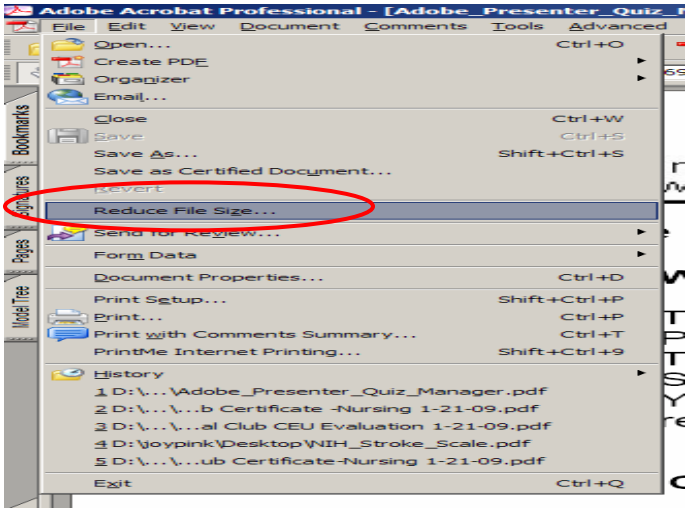
Reducing File Size Options

WebDCU will accept files up to 2.0MB.

Here is a rough estimate for PDF file sizes:
If the contents are pure text, like a CV, the file size is usually 10kb per page; therefore, a 1MB file will have about 100 pages. If the file includes some pictures, the file size may increase. If the file is a picture, like a scanned license or certification, you may have different file sizes based on the picture quality. In most cases, saving the file at about 250kb per page should be enough to generate a clear picture.

Option 1 – Use Adobe PDF Print Command:
1. Open the PDF file, and choose File > Print.
2. Choose Adobe PDF from the printer menu next to Name.
3. Click the Properties (or Preferences) button to customize the Adobe PDF printer setting. (In some applications, you may need to click Setup in the Print dialog box to open the list of printers, and then click Properties or Preferences.) Choose Smallest File Size as your default setting.
4. In the Print dialog box, click OK.
5. Save the new (smaller) PDF file.

Option 2 – Use Adobe PDF "Reduce File Size":
1. Open the file in Adobe Acrobat and choose File > Reduce File Size...
2. For our purposes, please make these files "compatible with" version Acrobat 5.0 or later.
3. Save the new (smaller) PDF file.



République Tunisienne Ministère de l'Enseignement Supérieur et de la Recherche Scientifique	**RELEVE DE NOTES** 2018 - 2019	Université de Carthage Institut Supérieur des technologies de l'Informatique et de la Communication

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Session Principale

Unités	Coefficient	Crédit	Régime	Moyenne	Crédit Acquis	Eléments d'enseignement	Coefficient	Régime	Moyenne	Crédit Acquis
Semestre : 1										
Mathématiques I	3	4	MX	6.4	0	Libellé	Coefficient	Régime	Moyenne	Crédit Acquis
						analyse 1	1.5	MX	6.72	0
						algébre 1	1.5	MX	6.07	0
Physique I	2.5	5	MX	12.32	5	Libellé	Coefficient	Régime	Moyenne	Crédit Acquis
						électrostatique et magnétostatique	1	MX	11.4	2
						introduction à la thermodynamique	1	MX	11.4	2
						atelier de physique 1	0.5	CC	16	1
Informatique I	2.5	4	MX	13.78	4	Libellé	Coefficient	Régime	Moyenne	Crédit Acquis
						algorithmes et programmation 1	1.5	MX	13.72	2
						architecture des ordinateurs	0.5	MX	13.72	1
						atelier d'informatique 1	0.5	CC	14	1
EEAI	2.5	5	MX	10.75	5	Libellé	Coefficient	Régime	Moyenne	Crédit Acquis
						circuits élctriques	1	MX	8.52	0
						systémes logiques combinatoires	1	MX	9.1	0
						atelier EEA 1	0.5	CC	18.5	1
Unité transversale 1	3	6	CC	11.42	6	Libellé	Coefficient	Régime	Moyenne	Crédit Acquis
						droits de l'homme 1	1	CC	17.25	2
						anglais 1	1	CC	6.1	0
						c2i1	1	CC	10.9	2
UEOP_1.1	1.5	6	MX	7.81	2	Libellé	Coefficient	Régime	Moyenne	Crédit Acquis
						Techniques de communication	0.5	CC	10	2
						Programmation Web 1	0.5	MX	8.72	0
						Supports de transmissions	0.5	MX	4.72	0
Semestre : 2										
Mathématiques II	3	4	MX	4.06	0	Libellé	Coefficient	Régime	Moyenne	Crédit Acquis
						analyse 2	1.5	MX	3.95	0
						algébre 2	1.5	MX	4.18	0
Physique II	2.5	5	MX	10.12	5	Libellé	Coefficient	Régime	Moyenne	Crédit Acquis
						électromagnétisme et optique	1	MX	8.52	0
						mécanique générale	1	MX	8.52	0
						atelier de physique 2	0.5	CC	16.5	1
Informatique II	2.5	5	MX	10.08	5	Libellé	Coefficient	Régime	Moyenne	Crédit Acquis
						systéme d'exploitation	1	MX	9.85	0
						base de données	1	MX	9.85	0
						atelier d'informatique 2	0.5	CC	11	1
EEA 2	2	5	MX	9.62	3	Libellé	Coefficient	Régime	Moyenne	Crédit Acquis
						électronique analogique et numérique	1	MX	7.02	0
						logique séquentielle	0.5	MX	10.05	2
						atelier EEA 2	0.5	CC	14.41	1
Culture et langues 2	3	6	CC	12.03	6	Libellé	Coefficient	Régime	Moyenne	Crédit Acquis
						anglais 2	1	CC	7.2	0
						c2i 2	1	CC	12.4	2
						droits de l'homme 2	1	CC	16.5	2
UEOP_2.1	2	5	MX	12.82	5	Libellé	Coefficient	Régime	Moyenne	Crédit Acquis
						Techniques de communication	0.5	CC	11.6	1
						Programmation Web 1	0.5	CC	18	1
						Cloud Computing 1	0.5	CC	11.2	2
						Programmation C avancée	0.5	MX	10.48	1
Total	-	60	-	-	-					

Moyenne générale : 10.04	Crédits Acquis : 46	Mention : PASSABLE	Décision de Jury d'examen : Admis

NB: Le calcul de la moyenne des unités d'enseignements du régime de contrôle continu et de ses éléments est effectué en application de l'article 15(Nouveau) et de l'article 16(Nouveau)de l'arrêté du MERS en date du 19 octobre 2012.
-Le calcul de la moyenne des unités d'enseignements du régime de Mixte et de ses éléments est effectué en application de l'article 15(Nouveau) et de l'article 17(Nouveau)de l'arrêté du MERS en date du 19 octobre 2012.
-* DISPENSE .

Ben Arous, le 14/06/2019

Le secrétaire général

Kais Labidi