

Aplicaciones Ofimáticas (Office Applications)

Unit 03. PDF Utilities



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Nomenclatura

A lo largo de este tema se utilizarán diferentes símbolos para distinguir elementos importantes dentro del contenido. Estos símbolos son:

 **Importante**

 **Atención**

 **Interesante**

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UNIT 03. PDF UTILITIES

1. PDF FORMAT

The PDF format (Portable Document Format) is a storage format for digital documents that has a property that makes it useful: it is always displayed in the same way regardless of the PDF reader.

2. LOCAL PDF UTILITIES


There are a large number of local PDF utilities. For simplicity, in this topic we will use the Okular reader (which we will describe later), but there are still many others that allow us to work with PDF documents:

- **PDF readers:** Adobe Reader, Okular Fox It, Evince, etc.
- **PDF editors:** Adobe Pro, Fox It PRO editor, etc.
- **Generic editors:** LibreOffice Draw, LibreOffice Writer, Microsoft Office Word, etc.

3. PDF UTILITIES IN THE CLOUD

Although there are different utilities for working locally with PDFs, there are several utilities in the cloud that allow you to work comfortably with PDFs for certain common operations. One of the most popular is "I love PDF" <https://www.ilovepdf.com/es>.

This one allows you to split documents, merge them, convert formats, add watermark and a long etc. of operations.

 **Important:** "I love PDF" despite being very useful, it is a cloud tool. We should use it with caution and not use personal data.

Other useful PDF tools we can find in the cloud are:

- Small PDF: online PDF editor <https://smallpdf.com/es/editar-pdf>
- Soda PDF: create PDF forms online <https://www.sodapdf.com/es/formularios/>

4. OKULAR. PDF READER

Okular is a universal document viewer. It's cross-platform, fast, and packed with a lot of features.

Among other things, it allows you to read documents in PDF format, comics (".cbr" and ".cbz"), books in EPub format, explore images, view Markdown documents, and much more.

In addition to reading the documents, it allows us to review and make notes on them that can be very useful, especially for studying.

The official Okular download page is <https://okular.kde.org/es/download/> and includes among other installation options:

- From any Linux software store.
- Microsoft Store (Windows): <https://apps.microsoft.com/store/detail/okular>
- Linux (Flatpack): <https://flathub.org/apps/details/org.kde.okular>

In this link, you can find more information about the advanced features of Okular: <https://docs.kde.org/stable5/es/okular/okular/advanced.html>.

5. UNDERLYING, HIGHLIGHTING AND ANNOTATING WITH OKULAR

We consider the feature of annotating with Okular very important. In this link, you will find information about how to annotate a PDF document:

<https://docs.kde.org/stable5/es/okular/okular/annotations.html#annotations-add>

The most important annotations that we can make with Okular are:

- Underline/highlighting.
- Add text.
- Online note (Post-it always visible).
- Pop-up note (Post-it not visible, they are shown when we click).
- Arrows and shapes.

These bookmarks are useful for:

- **Underline/highlighting:** useful to highlight important parts of a text.
 - Okular allows text highlighting and underlining in different ways: normal, double, strike-through and scribble
- **Add text:** a small text, written with your words, which can help you both in understanding the text and in remembering the most important.
- **Online note (Post-it always visible):** creation of a "Post-it" that will be visible at all times. Useful when the "Post-it" is essential to understand the subject.
- **Pop-up note (Non-visible Post it):** creation of a "Post-it" that will be visible when we select it. Useful when the "Post-it" has important information to understand the subject, but we will only refer to it occasionally.
- **Arrows and shapes:** creation of arrows to indicate elements and geometric shapes to add to the text (boxes, circles, etc.).

6. TIPS FOR UNDERLYING, HIGHLIGHTING AND ANNOTATING

Here are some tips for taking notes and highlighting notes.

1. Usually, you will work and underline notes/books on paper.
 - a. If you work on a computer, with programs like Okular <https://okular.kde.org/es/> you can easily underline and annotate notes that are in PDF.
2. When are annotations made?
 - a. First of all, it is recommended to do a pre-reading. During that pre-reading, you can make some notes in the margin.
 - b. After the pre-reading, you can do one (or better, several) comprehensive readings. It is advisable to apply these techniques from the second comprehensive reading.
 - c. In comprehensive readings, in addition to adding/complementing the annotations in the margin, you can underline the most important parts.
3. If the book or the notes are not yours (from a friend, from a library, etc.), instead of using these techniques in the book, it is worth making a separate card where you put these annotations.
4. It is recommended to make the annotations in pencil rather than in pen, which will allow you to easily erase useless things, correct errors, etc.
5. Use colours for underlining. Reserve the most vivid colours to point or underline what is most important.

6. You can stick strips of paper (or bookmarks in PDFs) that stand out from the notes/books to locate important areas, places where you have doubts, etc.
7. Do not abuse the annotations in the margin. If you abuse, the text becomes difficult to read and very cumbersome.
8. What can I put in the annotations? We recommend that you include in your annotations:
 - a. Doubts that arise.
 - b. Explanation of concepts that have cost you to understand so as not to forget them.
 - c. Words or formulas that you do not understand.
 - d. Important ideas to understand the text.
 - e. Tricks to remember something.
 - f. Arrows or elements that relate the annotation to an area of the text, or even to other pages or topics.
 - g. Contents that teachers said were important.
 - h. Tell you what the teacher does and what is not in the notes.
9. What to underline? Main ideas, technical words and important data should be underlined.
 - a. When underlining you must maintain a balance: if you underline a little, you will lose information, but if you underline practically everything, it is useless.
 - b. Generally, nouns and verbs are underlined. Sometimes adjectives and adverbs. Articles, prepositions, conjunctions, etc. are not usually underlined.
 - c. There are different ways to underline. Here are some suggestions:

Doble: ideas principales

Normal: ideas secundarias

Discontinuo: ideas menos importantes

A color : para destacar

Onditas : para datos

Recuadrado

Rodeado

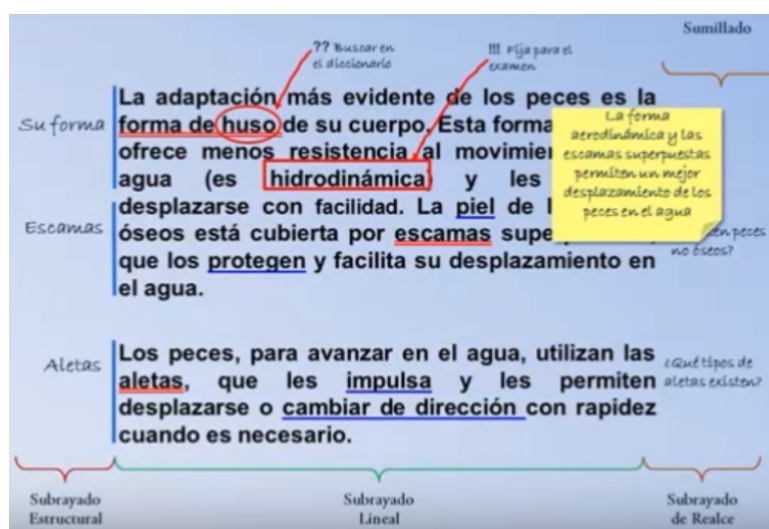
Con marcador

Vertical para subrayar
limpiamente varias líneas

7. EXAMPLE OF HIGHLIGHTING, UNDERLINING AND ANNOTATING

In this video, you have an example of how to apply highlighting, underlining and annotations in a commented way: <https://youtu.be/A4LiQwloeSQ>

Next figure is an example of underlined and annotated text.



8. WHAT GOES INTO THE EXAM?

We call this section because it is always more appealing to students than "What should I learn in this topic?" :D. Here is what you should prepare for the exam:

- Know the possibilities of editing and modifying PDFs both locally and in the cloud.
- Know the possibilities of the cloud tool "I love PDF".
- Know the possibilities of Okular's operation, especially underlining, highlighting and annotation.
- To know how to underline, highlight and annotate correctly (not only at a technical level, but to use these tools correctly in order to improve your study skills).