

Submitting PDFs to Turnitin

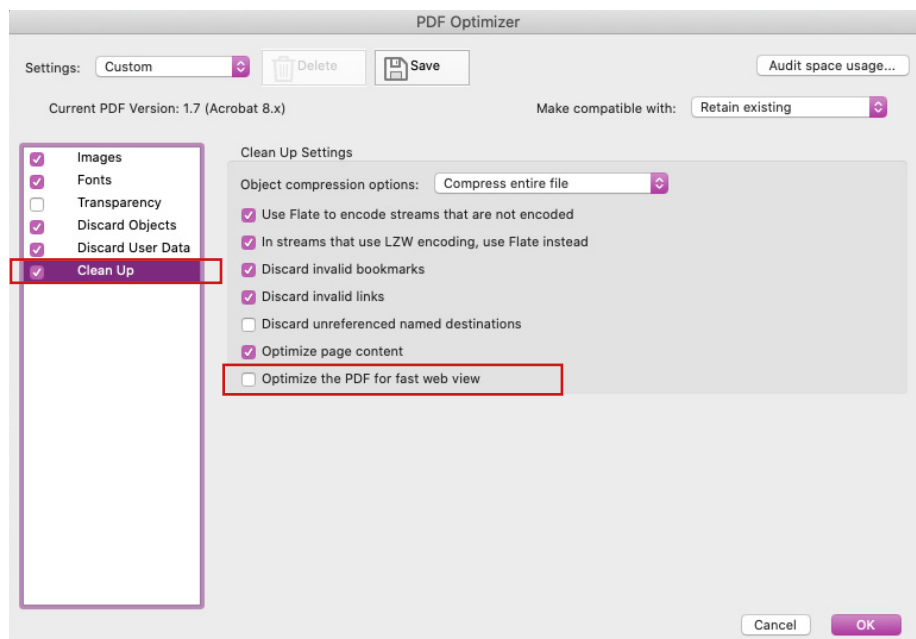
If you are submitting your PDF presentations to Turnitin, the PDF requirements are:

- less than 100MB;
- a minimum of 20 words;
- less than 800 pages;
- Turnitin will not accept PDF image files, forms, or portfolios, files that do not contain highlightable text (e.g. a scanned file - usually an image), documents containing multiple files or files created with software other than **Adobe Acrobat**.

NB Turn off 'Fast Web View' when saving PDFs for Turnitin as there have been reports of problems with PDFs when this has been selected.

Turn off 'Fast Web View' in Adobe Acrobat

1. Go to Tools - Optimise PDF. Click '**Advanced Optimisation**' to open the '**PDF Optimiser**'
2. Select '**Clean Up**'
3. **Deselect** 'Optimise the PDF for fast web view'
4. Click **Save** to save your optimised PDF ready for upload to Turnitin.



Export an Interactive PDF in InDesign

If you are using InDesign to create your PDF presentations **for distribution on email/internet** but need to maintain descent image quality, the best results are achieved by

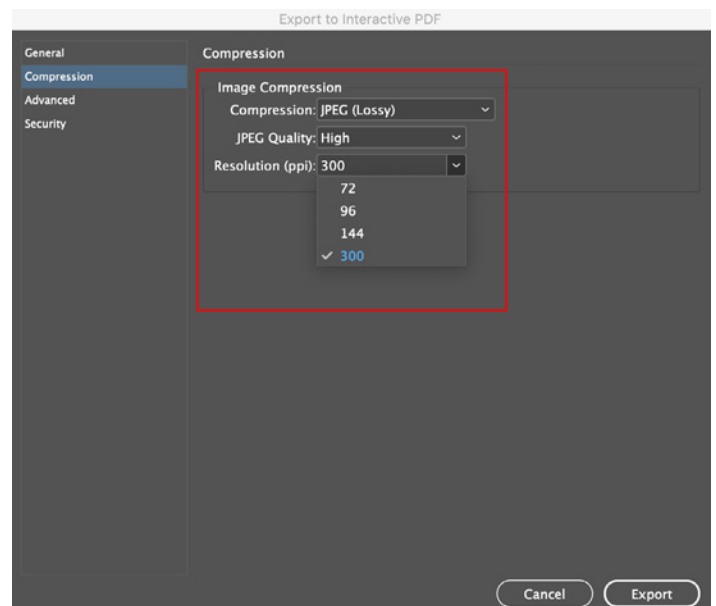
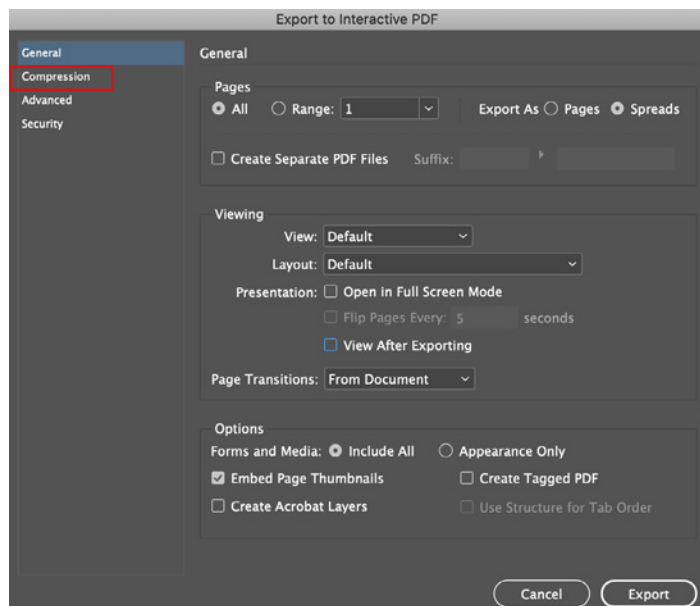
- first by saving your presentation as a high resolution PDF in InDesign.
- then optimising your high resolution PDF presentation in Acrobat (**this is important if you submit your presentation to Turnitin.**)

In this tutorial, we'll **create an optimised interactive PDF**, to maintain descent image quality and hyperlinks whilst decreasing the PDF's file size.

1. In InDesign, select File → Export
2. In the '**Format**' dropdown menu, select PDF (Interactive)



3. In the '**Export to Interactive PDF**' dialogue box you can set the **image compression** to high at this stage because we are going to optimise the final PDF in Acrobat. Follow the settings below:



Tip: If you're not using Acrobat, setting **JPEG Quality to Medium with a Resolution of 144 or lower** would be acceptable for email/web. However you will need to do your own experimentation.

4. Export your Interactive PDF and then open it in Adobe Acrobat.

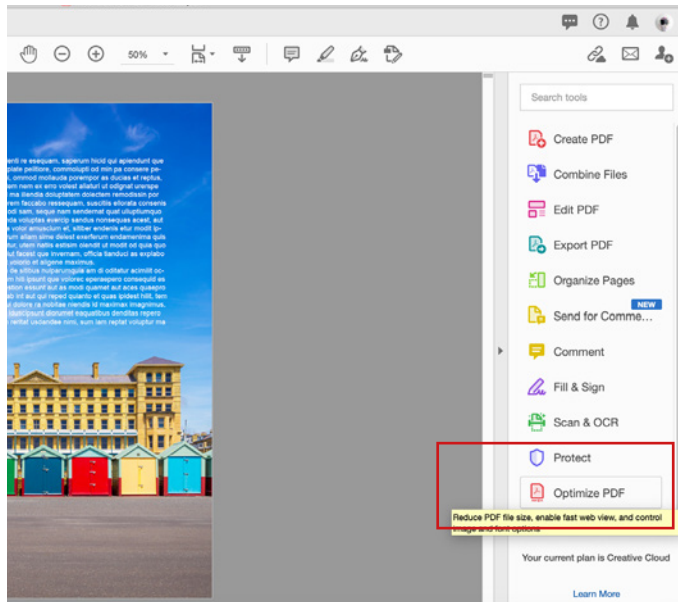
Optimise an Interactive PDF in Acrobat

In this part of the tutorial, we'll be decreasing the file size of your PDF in Adobe Acrobat.

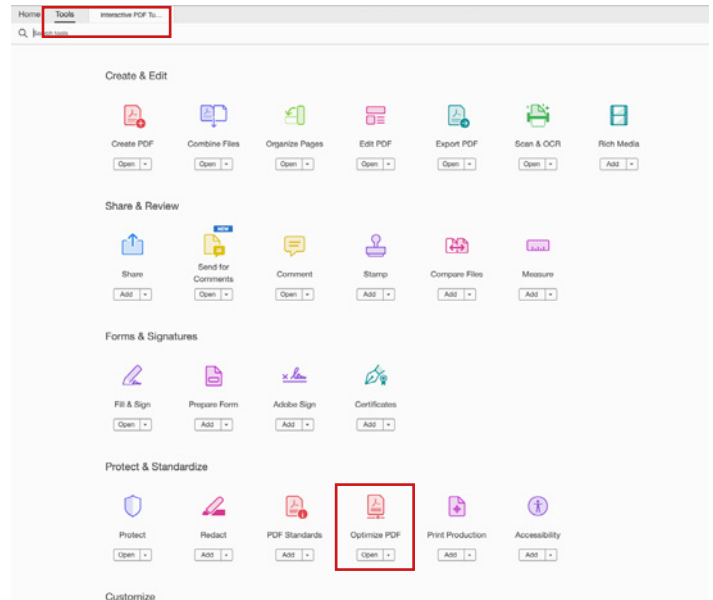
NB There is an option in Acrobat to 'Reduce File Size' accessed from the File menu. Whilst this is useful, you will have more control over the quality of your final optimised PDF using the steps below.

1. Open the high resolution PDF presentation that you want to optimise in Adobe Acrobat.
2. Select '**Optimise PDF**' from the 'Tools' menu on the right of the screen (a) or open from the 'Tools' tab (b) (depending on your Acrobat configuration).

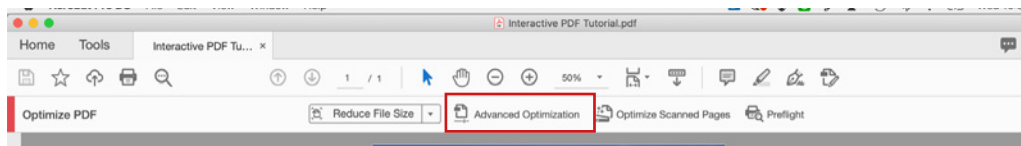
a



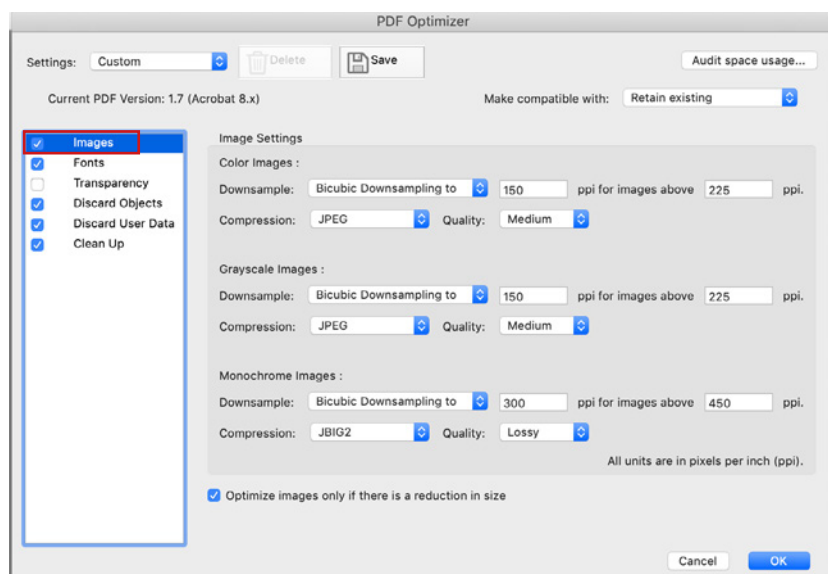
b



3. Select '**Advanced Optimisation**'.

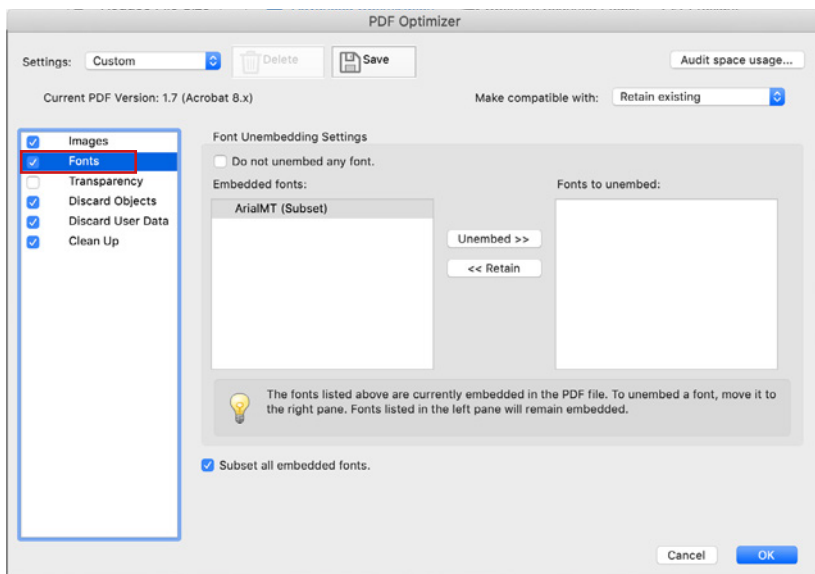


4. The '**PDF Optimiser**' will appear. **Image compression** is the most significant part of decreasing file size. You should experiment with these settings but you can use the default ones for now:



Optimise an Interactive PDF in Acrobat cont...

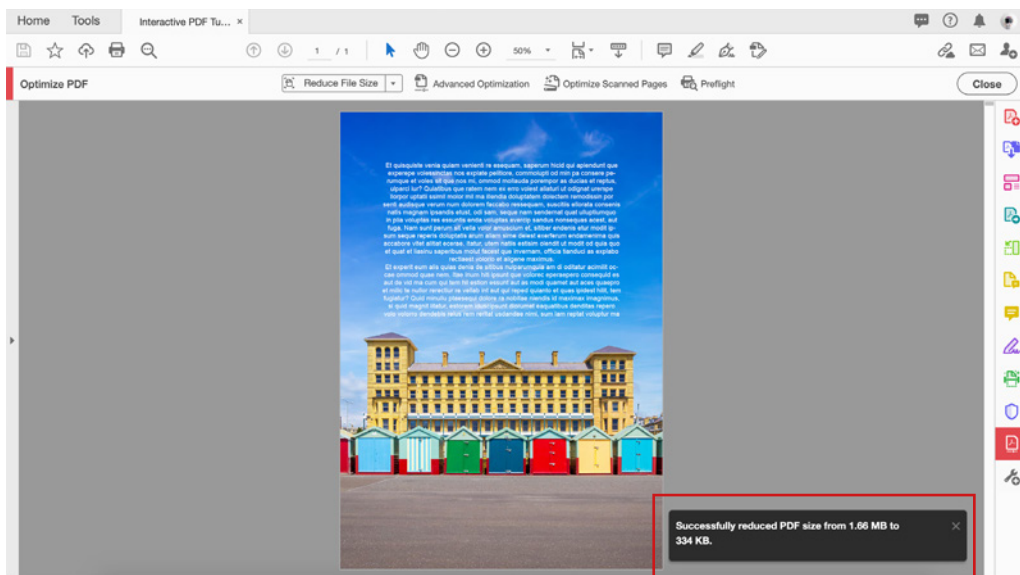
5. Also check that **fonts** used within the document are **embedded**:



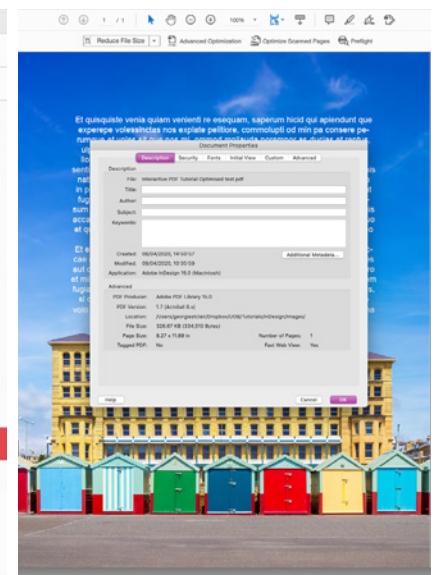
6. Click '**OK**'. You'll then be given the option to choose where to save your optimised PDF. Click Save when you're done.

7. Acrobat will save the optimised PDF and let you know **the new file size (a)**. Or go to **File → Properties (b)** to check the new optimised file size.

a



b



End of Tutorial

