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.

		PE	DF Optimizer	
Settings:	Custom	Delete	e	Audit space usage
Current P			Make compatible with: Compress entire file © s that are not encoded coding, use Flate instead d destinations	Retain existing
				Cancel OK

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

a) first by saving your presentation as a high resolution PDF in InDesign.

b) 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 \rightarrow Export
- 2. In the 'Format' dropdown menu, select PDF (Interactive)

Format:	Adobe PDF (Interactive)		
🗹 Use InDesign Document Name as	the Output Filename		
New Folder			Cancel Save

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:

	Export to Interactive PDF			Export to Interactive PDF
Ceneral Compression Advanced Security	Ceneral Pages O All O Range: 1 V Create Separate PDF Files Suffix	Export As () Pages O Spreads	General Compression Advanced Security	Compression Image Compression Compression: JPEG (Lossy) JPEG Quality: High Resolution (ppi): 300 72 72
	Viewing View: Default Layout: Default Presentation: Open in Full Scre Flip Pages Every View After Expor Page Transitions: From Document	5 seconds		96 144 ✓ 300
	Options Forms and Media: • Include All (Embed Page Thumbnails Create Acrobat Layers	Appearance Only Create Tagged PDF Use Structure for Tab Order		
		Cancel Export		Cancel Export

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.

Open the high resolution PDF presentation that you want to optimise in Adobe Acrobat.
 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).



3. Select 'Advanced Optimisation'.

										- 🛃 I	nteractiv	e PDF T	utoria	l.pdf							
Home	Tools	Interactive PDF Tu ×																			-
□ ☆	ቀ 🖶	Q	1	٩	1	/ 1		k	0	Θ	\oplus	50%	•	Ľ.	÷	Ģ	2	Ø	Ó.	€	0
Optimize	PDF			(Ħ)	Redu	ce File	Size	•	<u>n</u>	Vdvance	ed Optim	ization	3	Optimize	Scanne	d Page	s 🖯	Pref	light		

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:

		PDF Op	otimizer					
Settings: Custom	Delete	Save				A	udit space u	sage
Current PDF Version: 1.7 (Acrobat 8.x)		Ν	lake compati	ble with:	Retain existi	ng	٢
Images	Image Settings							
Fonts	Color Images :							
Transparency Discard Objects	Downsample:	Bicubic Downsamp	ling to 😒	150	ppi for i	mages above	225	ppi.
 Discard User Data Clean Up 	Compression:	JPEG	Quality:	Medium	0			
	Grayscale Imag	es:						
	Downsample:	Bicubic Downsamp	ling to 😒	150	ppi for i	mages above	225	ppi.
	Compression:	JPEG 🤇	Quality:	Medium	٢			
	Monochrome Im	nages :						
	Downsample:	Bicubic Downsamp	ling to 😒	300	ppi for in	mages above	450	ppi.
	Compression:	JBIG2	Quality:	Lossy				
					All	units are in pi	ixels per incl	n (ppi).
	🕑 Optimize imag	es only if there is a re	duction in si	ze				
						Car	icel	ОК

Optimise an Interactive PDF in Acrobat cont...

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

			PDF Opti	mizer		
Settings:	Custom	Delete	Save		Audi	t space usage
Currer	nt PDF Version: 1.7 (Acrobat 8.x)		Make compatible	e with: Retain existing	0
✓ Fo Tr ✓ Di ✓ Di	mages Fonts Transparency Discard Objects Discard User Data Clean Up	Font Unembedd Do not unem Embedded fonts ArialMT (Sul	bed any font.	F Unembed >> << Retain	fonts to unembed:	
			ht pane. Fonts listed ir	rrently embedded in the l the left pane will remain	PDF file. To unembed a for embedded.	nt, move it to
					Cancel	ОК

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 \rightarrow Properties (b) to check the new optimised file size.



End of Tutorial