

Creating an Electronic Scrapbook

USPTA is now encouraging its members to turn in scrapbooks for specialist degrees and Master Professional applications in a digital format. An electronic scrapbook is a digital record of a group of documents in an easy way to save, store, and transport a document. With a basic computer, some specific software, and access to a scanner this is easy to accomplish.

Before starting with the actual instructions it is important to understand why this method was chosen. PDF format is the most universal format available at this time. This means that anyone with either an IBM or Mac computer should be able to view this document with just Adobe Reader which is free on the Internet.

This application used Adobe Acrobat 6.0, Microsoft Word, and a simple scanner to create this documentation. This is not to say that this is the only software and technique to accomplish this but the current standard.

Organization of the document:

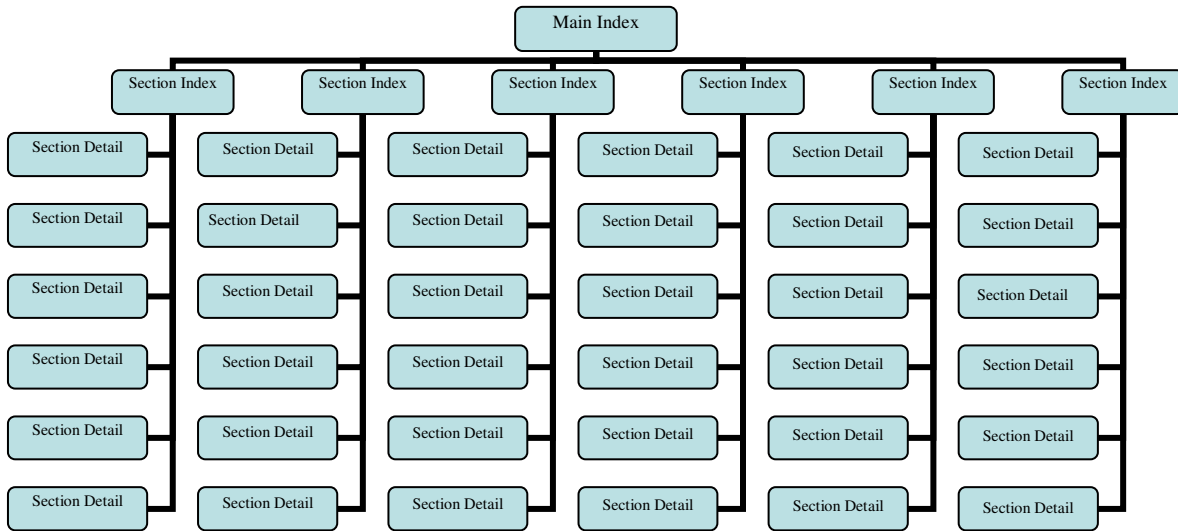
There are two basic formats for an electronic scrapbook, sequential and branching.

Sequential – Or top down, stores the series of documents in a specific order. This document can be scrolled through and is just like putting a series of word procession documents together. It is easy to do this but has one big limit, the ability to get back to a specific document within the scrapbook.

Branching – This allows the user to branch to a specific document anywhere within the scrapbook. It works more similarly to a Web page; click here and it will take you to where you want to go.

Both these scrapbook formats work and the sequential is easier to do, but is much more cumbersome for the person looking at the documents. Branching scrapbook was used because you never know what the reviewers' technical expertise is, and you are trying to get them to look at your document, not fight with it.

The following chart is an example of the branching structure.



Naming convention:

It is important that you name documents in such a way that you remember the organization. We suggest that indexes be called S1-INDEX for the section 1 index and the documents relating to section 1 letter “C” can be called S1-C. If there are multiple documents within that requirement you can use S1-C-1, S1-C-2, and S1-C-3. This is simple and lets you group related documents by a naming convention.

Scanning the documents:

If you already have electronic copies of your document you can skip most of this step, but most of your documents and letters of verification are likely to be on paper. These documents will need to be scanned. Scanners are now inexpensive but you can always go to a copy shop that provides this service. You want to scan these documents at medium to high quality resolution. The higher the resolution the more memory that is required. Try to save or have these files saved in a JPEG format. Most word processing programs will have no problem being able to read them.

Importing the document into a word processor:

To bring the scanned image of your document into the word processor open a blank new document, go to **Insert – Picture- From File** – now click on the JPEG file you wish to use. This will allow you to put the image on the current page. Remember that you cannot change anything on that image but you should add a line of text at the bottom of the page. May I suggest something like “Click Here to Go to Section 2 Index.”

Although you can add some simple text on a PDF file you are unable to use the Link function with it so it, is important that all modification to the original be complete before you create the PDF file. Also note that you can make PDF files read-only so no one can modify them.

Creating the PDF file:

Always save the document before creating the PDF file. This protects your work just in case something goes wrong. You will also want to create a separate folder to store all the documents to be used by your electronic scrapbook. This is to keep them organized and easy to find. Once the document is complete and any text necessary has been added you can now create the PDF copy of this file. You do this by going to **File – Print**. Now you will need to change the printer name to Adobe PDF, and for older versions of Acrobat you will need to specify ADOBE DISTILLER. This routine will ask you what you want to call your document and where you want this document saved. Then hit **OK**.

Creating the links:

Start Adobe Acrobat

This is where you are going to define how and where the link will take place. You link from the section index to then section detail and the by clicking on the bottom of the section detail page you return to the section index. Although this is a simple example, this is how most of the link will take place.

Make sure your Advanced Editing tool bar is displayed. This is done by going to **View – Toolbars** – click on **Advanced Editing** if there is no check next to it.

Now you are ready to create the branch link. Open the PDF file, scroll down to the bottom of the document or where you put the text onto the original document. Click on the **Link Tool** (looks like a chain), and a “+” will be

displayed. Click the mouse at the upper left corner and drag to the lower right corner. Remember that this is where the user will need to click to link to another document, so do not make this too small.

This displays the “Create Link” menu; you now want to click on **Open a File and Browse**. This is where you identify the document to branch to (i.e. an index). Locate the file you wish this one to branch back to, click once and then hit the **Select** button. Then the program will display the **Specify Open Preference** menu. Select the “**Window set by user preference**” and click on the **OK** button.

At this point you should save the updated document and you will need to turn off the **Link Tool** by clicking on the **Hand**. Go to the link box you just created and click on it. It should take you to the document that you specified.

If you wish to change how the link box appears, you can do so by restarting the **Link Tool** and then right clicking (the mouse) on the link box. The program then displays a series of options, click on **Properties**. You can now change the **Appearance** of the link box link thickness and highlight options, or make the box invisible to the user and it is only displayed briefly when you click on it. If you want to link this document to another file click on **Actions** and then **Edit, Browse** and identify the new file you wish to use. When you have completed all of the changes you wish to make click on **Close**. Click on the **Hand** and remember to save your changes. It is now time to test your changes and make sure it is working properly. You will follow this process to link documents together and fully test.

Creating a copy on CD:

At this point you can copy the entire folder to a CD. You can do this by using Windows Explorer, going to the folder you wish to copy, highlight the folder, right click the mouse and hit **Copy**. Then go to the CD drive and **Paste** the folder to the CD.

Lastly you need to decide how you want the CD to be accessed. You can have the user go to **Program – Run – Browse – Go to the CD drive** and have a file that starts your scrapbook. This is a little complicated. The other method is to create an **Auto run** file. This automatically runs a file when the CD is put in the drive and closed. This method does not require the user to do anything or have any knowledge.

These instructions are the basics for creating the two basic kinds of electronic scrapbooks. This can get as elaborate as you want including creating bookmarks.

Bookmarks:

Bookmarks are another way to go directly to a specific document. These are created by:

Clicking on the **Bookmark** tab, selecting the **New Bookmark** option, selecting the untitled bookmark label by clicking your mouse on it, and typing a meaningful name on it. Your bookmark is now created.

Now you need to tell the bookmark what you want it to do:

Click on **Options – Properties – Actions – Select Action – Pick Open A File** – and hit the **Add** button. You will now need to select the file you wish opened when the bookmark is selected, Then click on **Window Set by User Preference** then **OK** and **Close**. You can now test your bookmark. If you want to change anything with the bookmark to go back to **Options – Properties and Actions**.