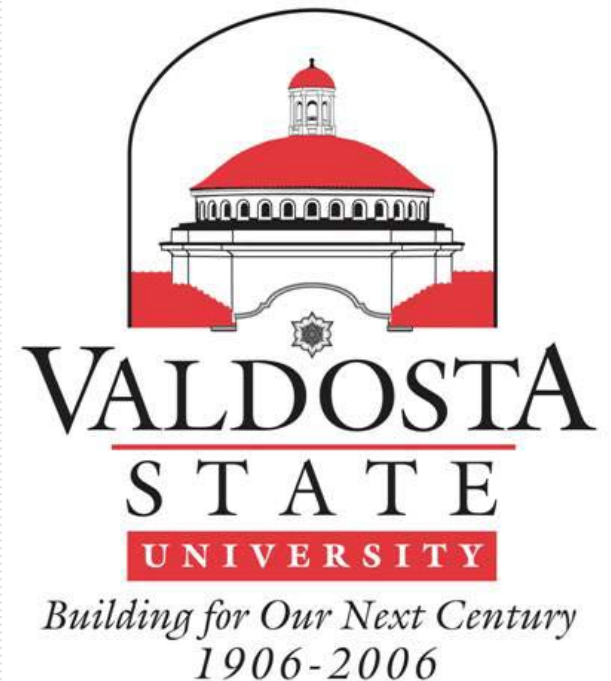


# PADM 7860 Grant Writing & Management: Packaging the Document

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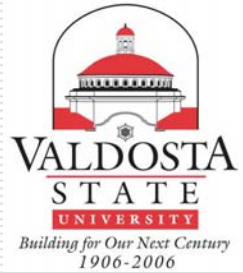
Jerry Merwin



# Packaging the Document

## General Introduction

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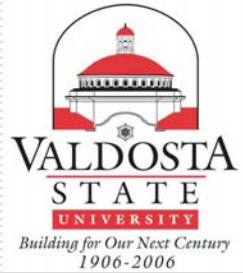


- We had quite a few discussions earlier about the need to be very careful in preparing the grant application and related documents.
    - We talked about having the local “English Grammar Expert” (or the equivalent) proofread the file and edit before submission.
    - We also talked about having it presented nicely, formatted properly, etc.
    - So, for this section, we will discuss some alternative methods of packaging the file.
-

# Packaging the Document

## General Introduction

---

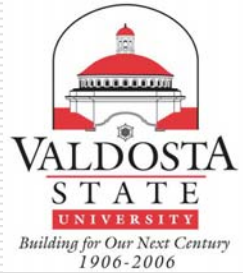


- With some grant applications you might be required to submit supporting documents and also have to make several copies.
    - It is, of course, possible to simply make paper copies in the traditional way.
    - So, are there alternatives?
  - Yes!
    - It might make sense to use either Adobe Acrobat Standard or Acrobat Professional to package the file.
-

# Packaging the Document

## General Introduction

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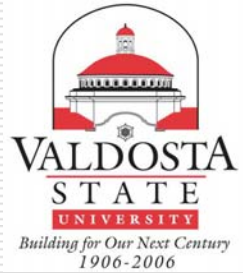


- Why would it make sense to use Adobe Acrobat (either Standard or Professional) to package the file?
    - Acrobat is particularly useful if the file includes several documents and different formats (such as Excel spreadsheets, maps, etc.).
    - Sometimes mixing files with different formats can cause problems with fitting them all on a regular sheet of 8 ½ by 11 paper.
    - Acrobat standardizes the printing so it will print on any printer as it shows up on the screen (hence the term, Portable Document Format or PDF, meaning move it from one printer to another, or from Windows PC to Mac – it still works the same).
-

# Packaging the Document

## General Introduction

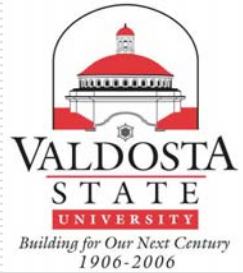
---



- ❑ With Acrobat Standard or Pro on your PC, you can convert Office Documents (Word, Excel, PowerPoint, and even Access) into PDF.
  - ❑ Adobe Acrobat (either Standard or Pro) allows us to scan various documents directly into the PDF file.
    - If you have ever tried scanning into MS Word you probably found the images that result from the scan might or might not fit the page.
    - The images from scans are sometimes difficult to format like you want in Word.
    - With Acrobat, the scanning is highly efficient and the results are professional looking.
-

# Using Acrobat Standard or Professional

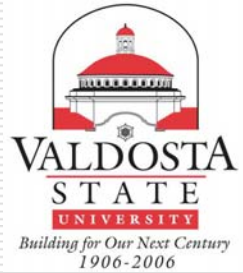
---



- ❑ Some students indicated interest in Acrobat Standard or Professional when I mentioned the advantages in an earlier presentation (Practical Issues).
  - ❑ Part of the reason for the interest was that I suggested Acrobat Standard or Professional might be useful in preparing the portfolio for the MPA.
  - ❑ So I decided to put together a presentation on how to use Acrobat for these purposes.
-

# Buying Acrobat Standard and/or Professional

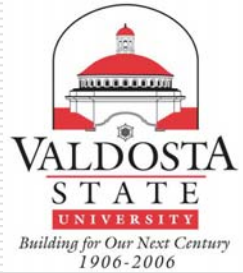
---



- Let's Clarify – Acrobat Standard or Professional can **create PDF Files**  
(these versions are not the same as the Free Acrobat Reader)
    - Acrobat Professional is \$159 (Educational version)
    - Acrobat Standard is \$99 (Educational version)
    - [Visit the Adobe web site to learn more](#)
    - The [VSU Tech Shop](#) sells Adobe products at the Educational prices.
-

# Converting Microsoft Office Documents to PDF

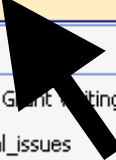
---



- When you load Acrobat Standard or Professional on your PC it sets up a utility that acts like a printer to convert Office documents into PDF.
  - Acrobat Distiller becomes one of the printers listed in the Print Dialog box when we use the "File" menu item and then choose "Print."
-

New... Ctrl+N  
 Open... Ctrl+O  
 Close  
 Save Ctrl+S  
 Save As...  
 Save as Web Page  
 Permission  
 Package for CD...  
 Page Setup...  
 Print Preview  
**Print... Ctrl+P**  
 Send To  
 1 PADM 7860 Grant Writing & Manag...  
 2 \...\practical\_issues  
 3 \...\AC Example\stories  
 4 PADM 7860 Grant Writing & Manag...  
 Exit

Choose File then Print



Click to add text



Slide Layout

Apply slide layout:

Text Layouts

Content Layouts

Text and Content Layouts

Show when inserting new slides

10

11

12



# Select Printer

**Print**

Printer Name: EPSON Stylus C86 Series Properties

Status: Adobe PDF Find Printer...

Type: EPSON Stylus C86 Series  Print to file

Where: EPSON Stylus C86 Series

Comment: Microsoft Office Document Image Writer

Print range:  All  Custom Show:

Number of copies: 1

Collate

Print what: Slides Handouts

Color/grayscale: Color

Slides per page: 6

Order:  Horizontal  Vertical

Scale to fit paper  Print hidden slides

Frame slides

Print comments and ink markup

Preview OK Cancel



**Apply slide layout:**

**Text Layouts**

**Content Layouts**

**Text and Content Layouts**

Show when inserting new slides

Outline Slides



### Print

Printer  
Name: Adobe PDF Properties  
Status: Idle Find Printer...  
Type: Adobe PDF Converter  
Where: My Documents  
Comment: Creates Adobe PDF  Print to file

Print range  
 All  Current slide  Selection  
 Custom Show:   
 Slides:   
Enter slide numbers and/or slide ranges. For example, 1,3,5-12

Copies  
Number of copies: 1  
 Collate

Print what:  
Slides   
Color/grayscale: Color

Handouts  
Scale to fit paper  Print hidden slides   
Frame slides   
Print comments and ink markup

Preview OK Cancel

Then hit "OK" to Print



### Slide Layout

Apply slide layout:

Text Layouts

Content Layouts

Text and Content Layouts

Text and Content Layouts

Show when inserting new slides



You will then see the document  
in Acrobat

PADM 7860 Grant Writing & Management:  
Packaging the Document

Jerry Merwin



# Next - Scanning to Acrobat

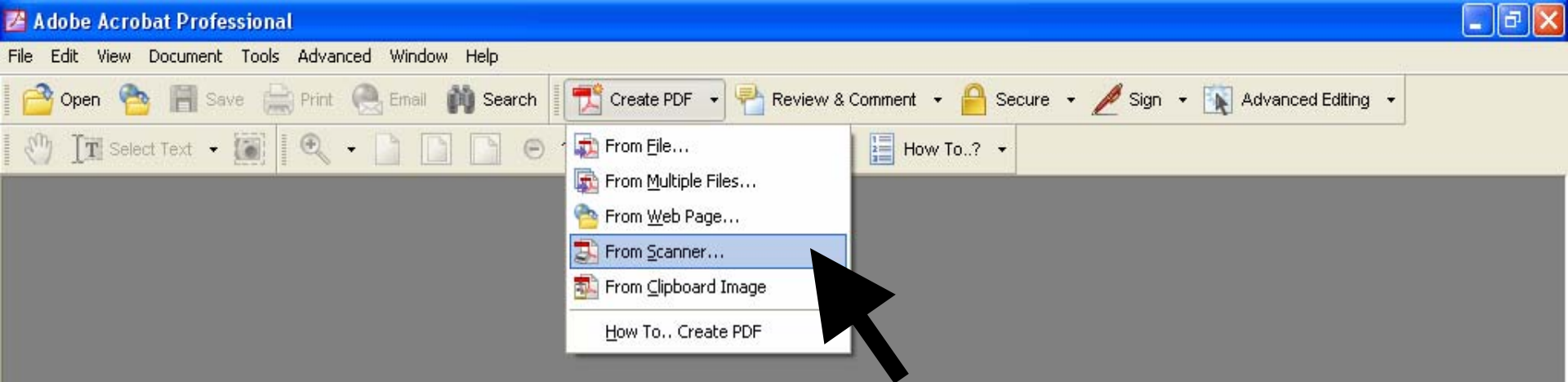
## Locate the software on the PC

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- This is the icon for the Acrobat 6.0 Pro or whatever version you have on your PC. (Note: Adobe now has 7.0 and will soon release 8.0)



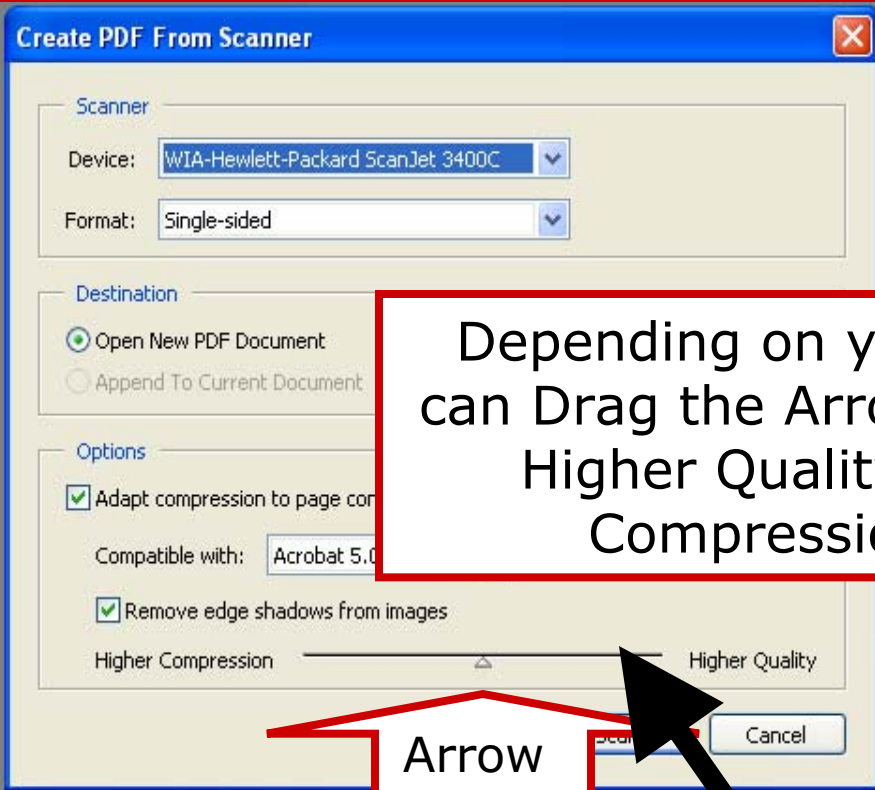
- Double-Click the icon for the Acrobat Standard or Pro
-



On the toolbar,  
select Create PDF,  
then Click From Scanner

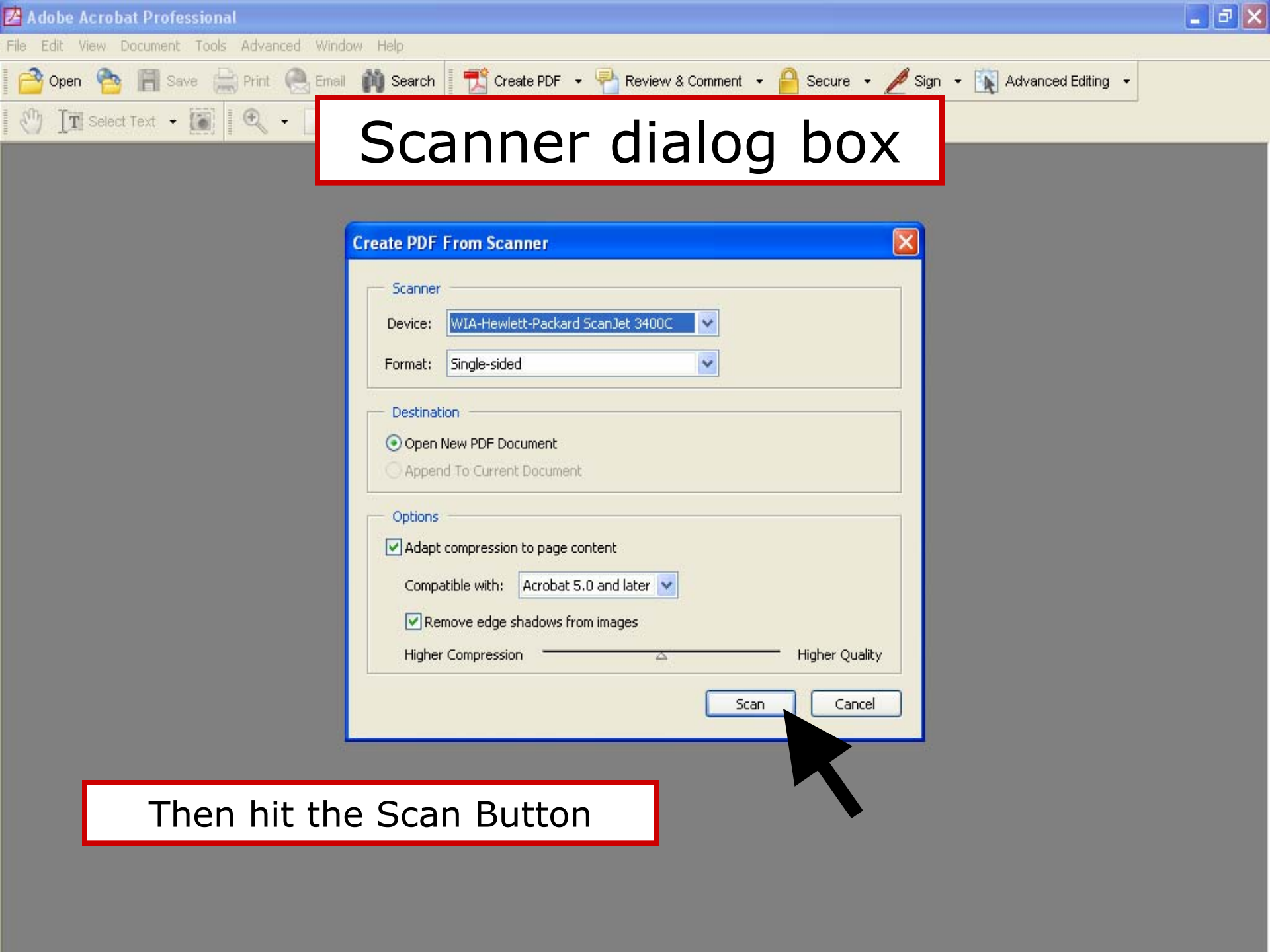


You will see the Scanner dialog box



Depending on your needs, you can Drag the Arrow Button to the Higher Quality End on the Compression Control

Arrow Button



# Scanner dialog box

**Create PDF From Scanner**

Scanner

Device: WIA-Hewlett-Packard ScanJet 3400C

Format: Single-sided

Destination

Open New PDF Document

Append To Current Document

Options

Adapt compression to page content

Compatible with: Acrobat 5.0 and later

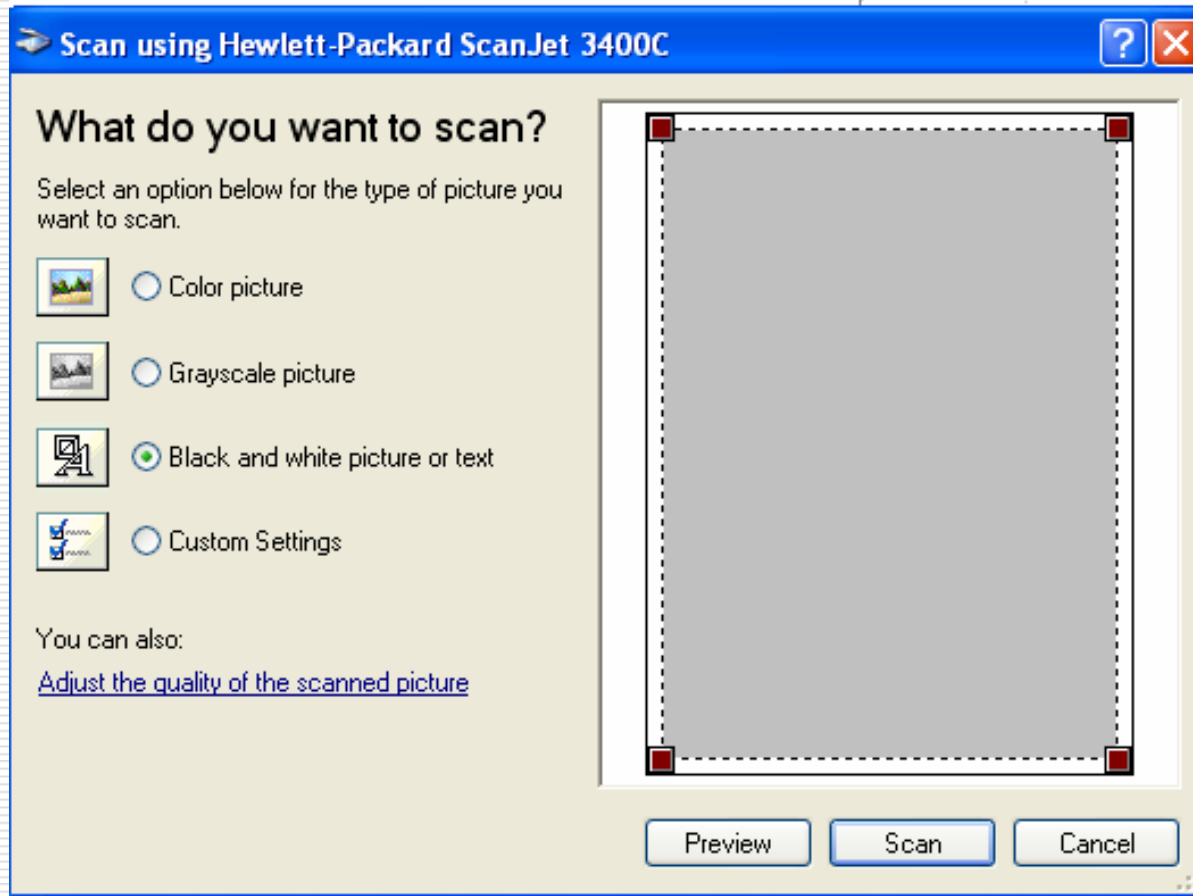
Remove edge shadows from images

Higher Compression ————— Higher Quality

Scan Cancel

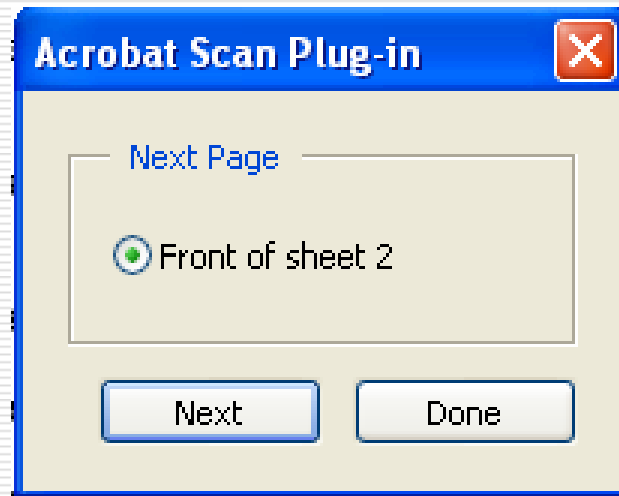
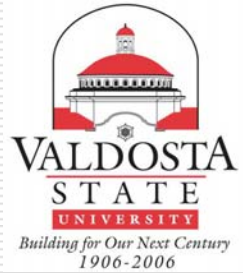
Then hit the Scan Button

# Choose Document Type (Color, B & W, etc.)



# After the First Pages is Scanned Acrobat asks if you want to do Page 2

---



If you only have one page,  
hit the Done Button,  
if you have another page, hit Next

---

The Scanned Document will appear  
in the Acrobat Window



*Building for Our Next Century  
1906-2006*

## Constitution Day Public Forum

Monday, September 18, 2006

Annette Howell Turner Center for the Arts  
527 North Patterson Street, Valdosta, Georgia

### Introduction Opening Remarks:

**Dr. Ronald M. Zaccari,**  
President of Valdosta of University

**National Anthem:** Ms. Katie Workman,  
VSU Senior, Music Education

**Welcome:** Honorable Ron Borders, Represent  
Georgia General Assembly

**What is "Constitution Day"?:**  
Dr. Napoleon Bamfo,  
Associate Professor of Political Science

Constitution Day is an United States of America federal holiday recognizing the ratification of the United States Constitution. It is observed on September 17, the day the U.S. Constitutional Convention signed the Constitution in 1787.

The law establishing the holiday was created in 2004 with the passage of an amendment by Senator Robert Byrd to the Omnibus spending bill of 2004. Before this law was enacted, the holiday was known as "Citizenship Day". In addition to renaming the holiday "Constitution Day and Citizenship Day," the act mandates that all publicly funded educational institutions provide educational programming on the history of the American Constitution on that day.

Open Select Text

Pages

- Add Headers & Footers...
- Add Watermark & Background...
- Add a Comment
- Compare Documents...
- Summarize Comments...
- Import Comments...
- Export Comments...
- Export Comments to Word...
- File Attachments...
- Security
- Digital Signatures
- Paper Capture
- Preflight...

Bookmarks

Signatures

Layers

Pages

Comments

Insert Shift+Ctrl+I

Extract

Replace

Delete Shift+Ctrl+D

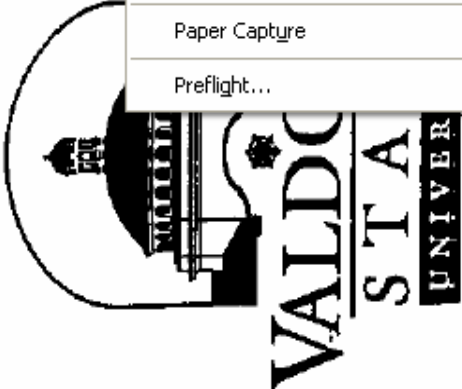
Crop Shift+Ctrl+T

**Rotate Shift+Ctrl+R**

Set Page Transitions...

Sometimes we need to Rotate the document

Go to **Document** on the toolbar, then **Pages**, then hit **Rotate**



Cons  
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527 N  
Introduction C  
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Welcome:  
What is "Cons  
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Convention sig  
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passage of an  
spending bill o  
known as "Citi  
"Constitution E  
publicly funded  
programming on the history of the American Constitution

# The Rotate Page Dialog Box Allows Several Options - Then hit OK

**Rotate Pages**

Direction: Clockwise 90 degrees

Page Range

All

Selection

Pages From: 1 To: 1 of 1

Rotate: Even and Odd Pages

Pages of Any Orientation

OK Cancel



Constitution

Annette  
527 North

Introduction Open

National Anthem:

Welcome:

What is "Constitution"

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recognizing the ratification  
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publicly funded educational institutions provide educational  
programming on the history of the American Constitution on that day.

# See the Rotated Document

Constitution Day Committee  
wishes to thank the following  
institutions and people for their assistance:

Dr. Ronald M. Zaccari, President, Valdosta State University

Dr. Louis Levy,  
Vice President for Academic Affairs, Valdosta State University

Dr. Linda Calendrillo,  
Dean, College of Arts and Sciences

Political Science Department  
Dr. James Peterson,  
Department Head and Professor of Political Science

Dr. Lee Allen,  
Constitution Day Chairman and Professor of Political Science

The Honorable Ron Borders,  
Representative, Georgia General Assembly

The Honorable John Fretti,  
Mayor of Valdosta  
and the Valdosta City Council

Annette Howell Turner Center for the Arts  
Ms. Katharine Courson, Chair of Lowndes/Valdosta Arts Commission

Ms. Sharon Lodge, Interim Executive Director



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This is Page 2

**Constitution Day Public Forum**

Topics of Discussion and Speakers:

**"Sedition Act 1798"**

**Mary L. Block, Ph.D., Assistant Professor of History**

Professor Block has been a faculty member at VSU for three years. She received her Ph.D. from University of Kentucky with specialization in legal and constitutional history, social and women's history. Her research interest is rape laws in 19th century America.

**"Immigration: Discrimination, Alienation, Education, or Integration?"**

**Eneida Pugh, Ph.D., Assistant Professor of Spanish**

Professor Pugh is a veteran teacher of Spanish at Valdosta State University where she has been employed since 1982. During her years of service to VSU she has served on various committees for university policy initiatives and governance, college and departmental organization, as well as student advising. She is a member of the Lumbee Tribe, North Carolina. Her academic degrees include: B.A. University of Georgia, MAT, Purdue University, and Ph.D. Florida State University.

**"Art as Freedom of Expression"**

**David L. Rogers, MFA, Assistant Professor of Art**

Professor Rodgers, Assistant Professor, teaches interior design studio and design history courses in the VSU Department of Art. He earned a Master of Fine Arts Degree (1968) and a Master of Science (1993) in interior design from Indiana University, Bloomington. His professional design and research goals focus on improving the design of sustainable, socially responsible birthplaces that support how women make informed birth choices without relying on non-medically indicated interventions.

**"The Fifth Amendment's Takings Clause Under Kelo v. City of New London and the Reactions of the States to this Decision"**

**Brian P Elzweig, Instructor of Political Science**

Professor Elzweig is a first year Instructor of Legal Studies at Valdosta State University. He received a B.S. in Criminology from Florida State University, a J.D. from California Western College of Law and LL.M. from Georgetown University Law Center. He has been a practicing attorney and lobbyist in Florida for the past ten years and an adjunct at both Flagler College and Barry University.

**"Exploring the Boundaries of Presidential Power: The Use of Presidential Signing Statements to Influence the Meaning of Laws Passed by Congress"**

**Joseph L. Staats, Ph.D., Assistant Professor of Political Science**

Professor Staats joined the VSU faculty this year, and previously taught at Texas Tech University and Boise State University. He has a law degree from the University of the Pacific McGeorge School of Law, and a Ph.D. in political science from the University of California, Riverside. For many years, he practiced law as a trial attorney in Sacramento, California. Professor Staats teaches law-related courses such as constitutional law and judicial process. His research specialty is in judicial systems of Latin America. He was a consultant to the Supreme Court of Justice of Uruguay in 2004. He was also a member of a panel of experts convened at a conference in Montevideo, Uruguay in 2005 to consider improvements in the processing of domestic violence and abuse of children cases throughout Latin America. This summer, he presented lectures at the University of Uruguay, School of Law and the National Bar Association of Uruguay. Professor Staats has been invited by the United Nations to address a judicial conference in Quito, Ecuador later this year.

**Moderator:**

**Adann-Kennn J. Alexandar, Instructor of Political Science**

Professor Alexandar is the Movie Critic with *The Valdosta Daily Times* and an Instructor of Political Science at Valdosta State University, where he also teaches classes for the Division of African American Studies. Alexandar is a former Curator of the Annette Howell Turner Center for the Arts, where he now sits on Lowndes/Valdosta Arts Commission as a board member. He is also the President of the Valdosta Civic Roundtable, Vice Chair of The Valdosta-Metro Film Commission, and a member of Southern Artists' League. Alexandar is a graduate of Valdosta State University with Master of Public Administration, and B.A. in Philosophy, and Certificate of Applied Ethics.

# Summary

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- This is a quick overview and does not cover all the important points on packaging the grant application.
  - Let me clarify that there is no suggestion that you need to buy Acrobat to do the grant project.
    - I simply thought it would be worthwhile to make everyone aware of this option.
    - It is particularly useful in combining different file formats.
  - Let's have a discussion to allow everyone to make comments, suggestions, etc.
-