

The example PDF used in the screenshots below is Paper 2 from: <https://www.gov.uk/government/publications/key-stage-2-tests-2018-mathematics-test-materials>

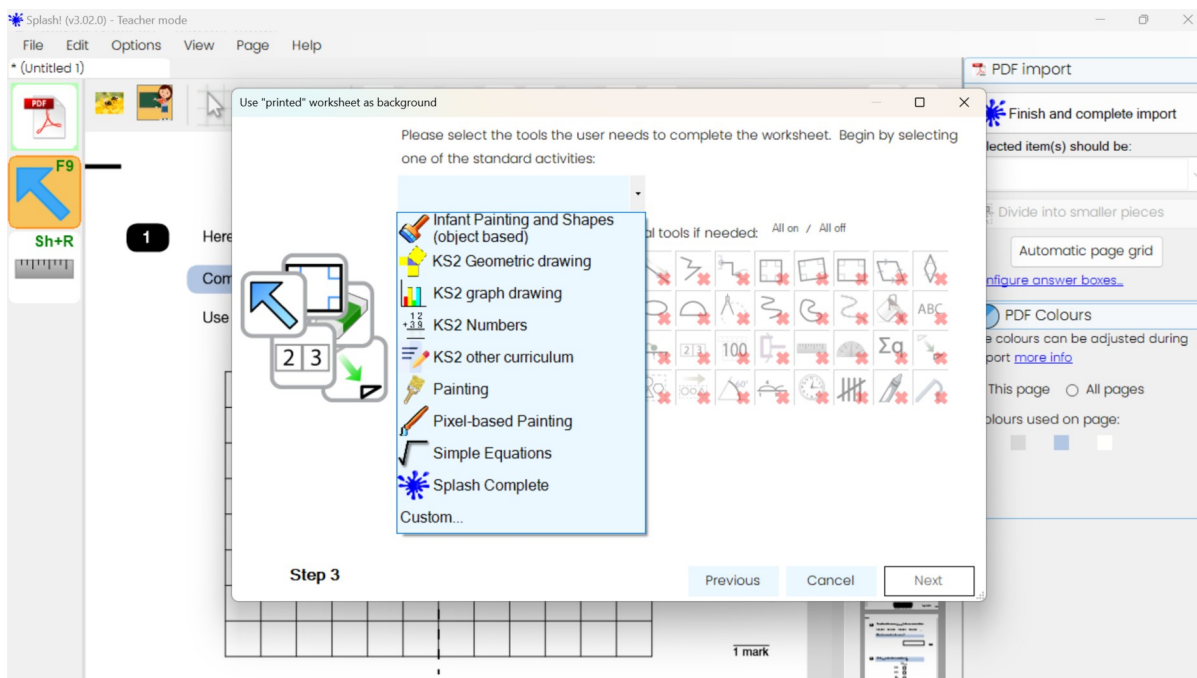
### Importing a PDF into Splash (including exam papers)

You can import a PDF in Splash by selecting the usual option from the menu to open a file: *File > Open*. This same option can open Splash files or PDF files. You can do this from within the user's menu screen, or in the main work screen. From here you can search for and select your PDF.

Once the file is selected, a box will open that shows a thumbnail picture of each page of the PDF and you can choose which pages to load. It starts with all pages selected, but you can unselect ones you don't want. Once you have decided which pages to include, click on "Next".

 *This step is skipped if the PDF document only contained one page.*

You will now be asked to choose which tools the user will need to use depending on the focus of the PDF. It will be possible to change to a different activity once the PDF is created in Splash so don't worry if you are not sure at this stage as it is easy to change later.

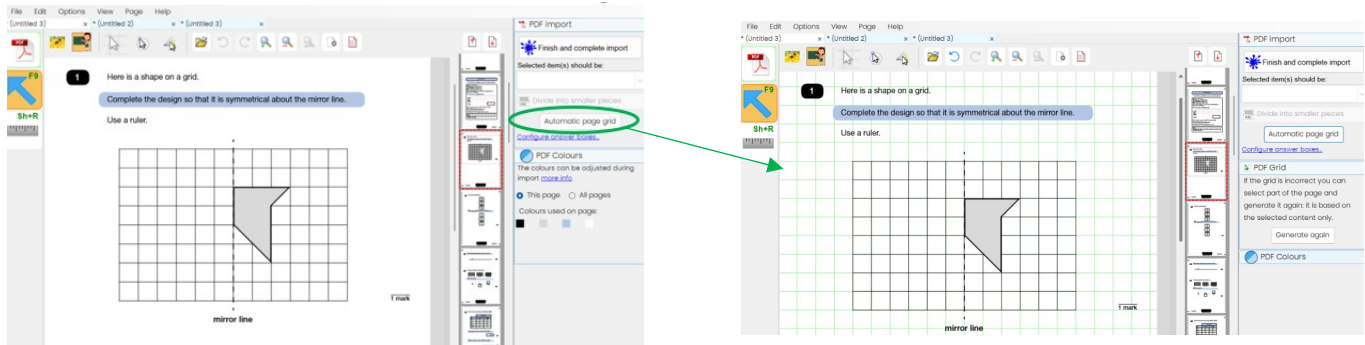


You will now be shown a preview of the PDF in Splash. Some adjustments can be made before incorporating the PDF into Splash so it is a good idea to look through the pages, especially if this is an exam paper.

During the preview mostly you will tell Splash where it needs to interact with the PDF - see below. However it is possible to make some changes to the content itself. You can select content on the page and delete it, or move or resize it. (You can use this in conjunction with the menu *Page > Create a copy of this page*, to split a PDF page into 2 or more pages for a user who needs more space to work)

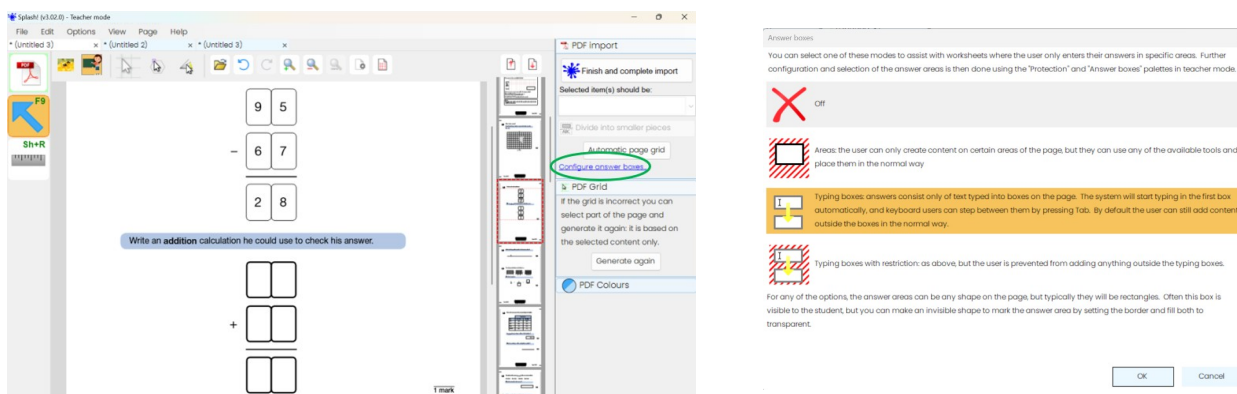
## Page grids

In the KS2 SATs paper we are using as an example, there is a question that requires the user to create a symmetrical design and the tool “Snap to Grid” in Splash will make it easier to create lines that sit on the grid lines. To do this, click the “Automatic Page Grid” button. Splash will then create a grid to match the grid in the PDF which means that the features of Splash such as Snap to Grid will work for this PDF page. Once “Automatic Page Grid” is selected, the Splash gridlines will appear during the preview so that you can verify they are sensible; they will be invisible once the import is finished.



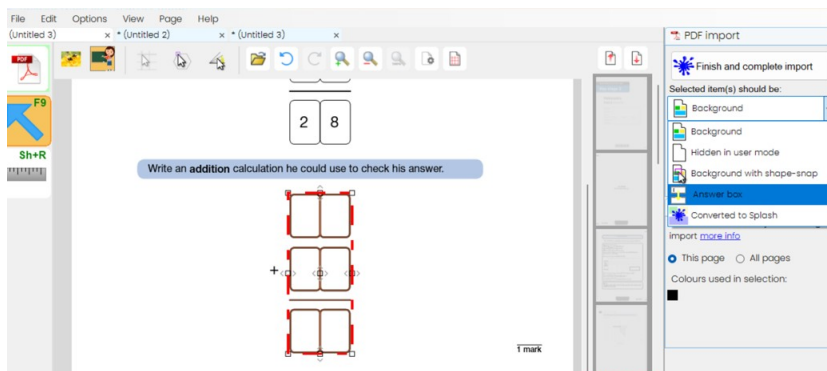
## Answer boxes

The next question requires numbers to be placed into the boxes on the PDF page. There are 2 steps to setting this up in Splash. Firstly we need to tell Splash that this page has specific boxes or areas for answers. To do this, click the option “Configure answer boxes”:



A box will appear with different options. I have chosen the option for Splash to automatically select the first box. The user can still type outside the answer box if needed. Alternatively it is possible to lock the page down so that the user can only put content into the appropriate boxes.

Secondly we need to indicate which items on the page are answer boxes. Select the boxes within the page and from the drop-down on the “background” tab on the right-hand side choose the “Answer box” option:





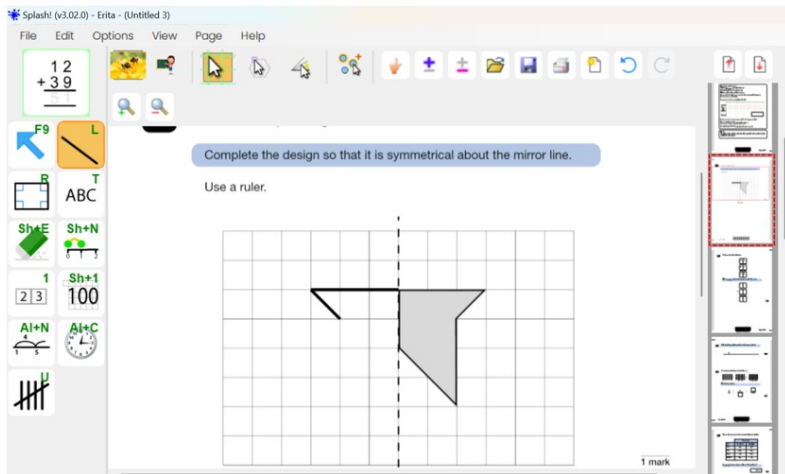
## Completing the import

It is a good idea to check the different pages of the PDF to make the paper fully accessible as possible in Splash. When you think you are ready, select “Finish and complete import” in the top right hand corner.



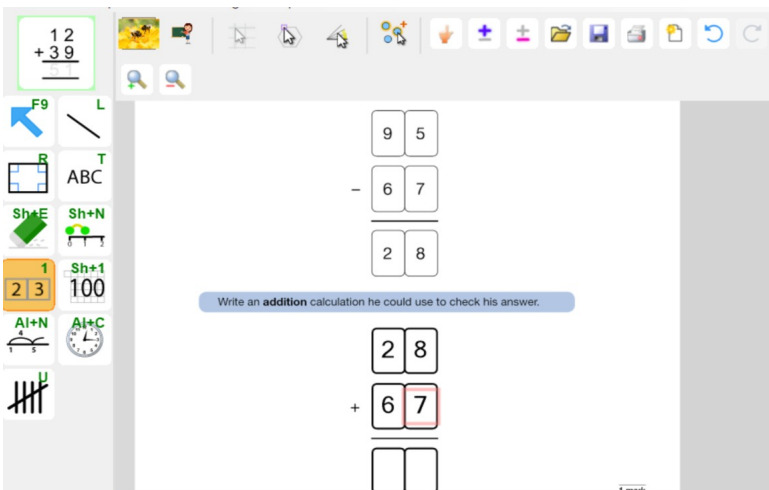
*Don't worry about forgetting something or needing to change something later as this it will be possible to change individual pages after the PDF is loaded into Splash*

The paper is now ready to use in Splash. Go to user mode and you will see the tools and palettes that you have selected. The PDF document itself has been converted to a fixed background, that cannot be modified (except if you marked parts of it to remain interactive)



For the shape question I need to select the line tool and turn on Snap to Grid to accurately draw the lines onto the grid.

The next question can be answered with the number tool and the numbers will be placed accurately into the answer boxes. Pressing tab will position the number tool onto the next box:



If you think you made a mistake during the import and preview, or forgot some changes you would prefer to have made, you can redo individual pages. In teacher mode select from the menu *Page > Reload page from PDF*. This will allow you to go through the import settings again for the page that you have selected. Access to the original PDF file is required for this.

It is a good idea to become familiar with the process of downloading a PDF well before a User starts to use Splash in an exam situation.