

## **PODROČJE: DOSTOPNA GRADIVA**

### **Urejanje skeniranih PDF dokumentov v Wordu**

Pri zagotavljanju študijskega gradiva včasih uporabljamo tiskano gradivo, ki ga s pomočjo optičnega bralnika pretvorimo v digitalno obliko.

Skenirano gradivo pa je velikokrat v PDF obliki shranjeno kot slika strani, zato ga študenti, ki uporabljajo podporno tehnologijo, kot so bralniki ali povečevalniki zaslona, ne morejo prebrati.

Takšno gradivo je potrebno najprej pretvoriti v besedilno datoteko.

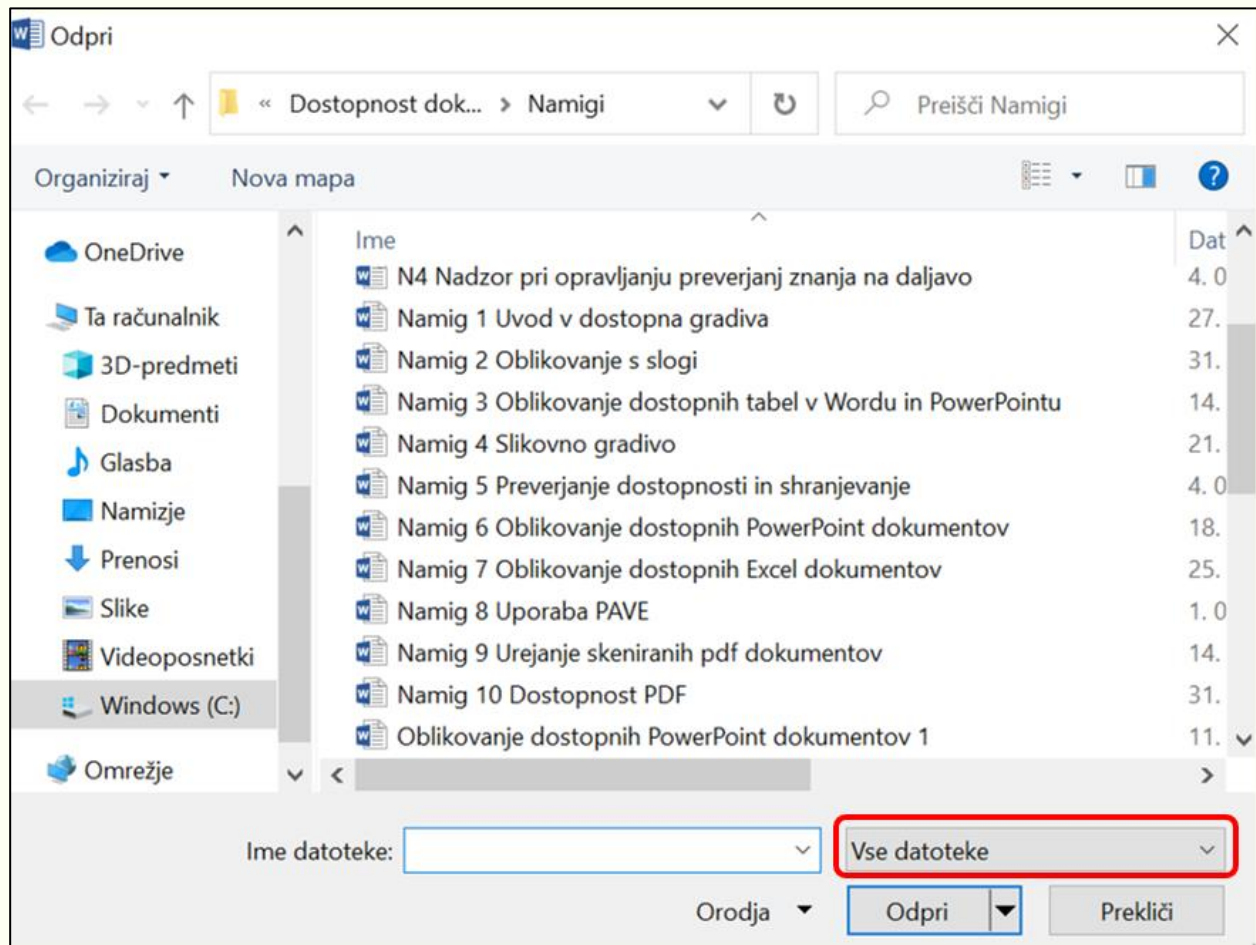
Najpogosteje za to uporabimo program za optično prepoznavanje znakov oz. OCR.

Če uporabljamo paket Office 2016 ali novejše različice oziroma Office 365, lahko PDF dokument odpremo v programu Word in ta ga samodejno pretvori v besedilo.

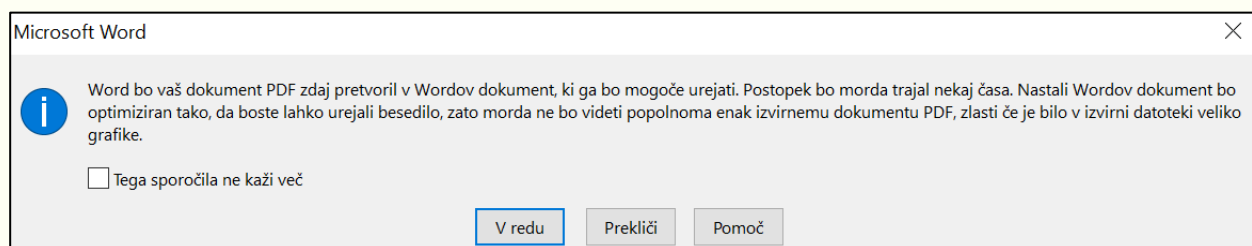
PDF dokument v Wordu odpremo tako, da:

- Kliknemo na **Datoteka**,
- Izberemo **Odpri**
- Nato v ustrezni mapi poiščemo želen **PDF** dokument
- V kolikor se nam PDF dokumenti ne prikažejo, kliknemo na puščico v okvirčku desno od polja za ime datoteke (slika 1).
- Dobimo spustni seznam različnih vrst dokumentov, na katerem izberemo **Vse datoteke**.
- Ko se nam v mapi prikažejo vse vrste dokumentov, izberemo želen PDF dokument in ga odpremo.
- Pojavi se nam pogovorno okno (slika 2), kjer s klikom na **V redu** potrdimo pretvarjanje PDF dokumenta v besedilo.

Slika 1: Urejanje prikaza vseh vrst datotek za odpiranje v Wordu



Slika 2: Podokno za pretvarjanje PDF dokumenta v Wordov dokument



Besedilo, ki ga dobimo v Wordu, bomo morda morali strukturno in slogovno preoblikovati. Koliko popravkov bo potrebnih, je odvisno predvsem od oblike izvornega dokumenta in kakovosti skeniranega dokumenta. Pri pretvorbi iz PDF v Word se namreč lahko struktura dokumenta poruši, kot je to razvidno na spodnjem primeru (slika 3). Levo vidimo izvorni PDF dokument, desno pa kako je Word to pretvoril v besedilo.

Slika 3: Primerjava izvornega PDF dokumenta s pretvorjenim Wordovim dokumentom

Social Types	Social Types												
<p>1 The following is a list of colloquial names for various social types, i.e. different kinds of people one meets at parties and elsewhere. Use the most suitable one to complete each description below.</p> <table border="0"> <tr> <td>wet blanket</td> <td>Don Juan</td> <td>gate-crasher</td> </tr> <tr> <td>wallflower</td> <td>chatterbox</td> <td>good mixer</td> </tr> <tr> <td>gossip</td> <td>femme fatale</td> <td>life and soul of the party</td> </tr> <tr> <td>social climber</td> <td></td> <td></td> </tr> </table> <p>(a) He's very lively and the centre of any group he's in. People always have a good time when he's there. He's the _____.</p> <p>(b) She's so negative and boring. She has a depressing effect on any group of people she's with. She's a _____.</p> <p>(c) She's confident and interested in other people. She likes to meet different kinds of people. She's a _____.</p> <p>(d) He goes to parties and other occasions without an invitation. He just walks in. He's a _____.</p> <p>(e) Unfortunately she is not usually asked to dance by anyone. She just stands there hoping. She's a _____.</p> <p>(f) He just can't stop talking. He goes on and on excitedly, about totally unimportant things. He's a _____.</p> <p>(g) He loves to discuss and pass on news or rumours about people's private lives. He's a _____.</p> <p>(h) She's dangerously attractive to men. Half the men she meets fall in love with her. She's a _____.</p> <p>(i) He knows he's attractive to women. They always fall for him. He's got lots of girl-friends. He's a _____.</p> <p>(j) She's very conscious of her social position and is always trying to improve it by meeting 'upper-class' people. She's a _____.</p> <p>2 What type or types of person from the list at the top of the exercise above ...</p> <p>... would be good to have at a party?</p> <p>... would you especially avoid?</p> <p>... might have a lot of romantic relationships?</p> <p>... makes friends easily?</p> <p>... would get on well together? (make pairs, e.g. Don Juan and femme fatale)</p> <p>... are you?</p>	wet blanket	Don Juan	gate-crasher	wallflower	chatterbox	good mixer	gossip	femme fatale	life and soul of the party	social climber			<p>Social Types</p> <p>1 The following people one meets at parties and elsewhere. Use the most different kinds each description below.</p> <p>suitable one to comp Don Juan gate-crasher chatterbox good wet blanket wallflower mixer femme fatale life and soul of the gossip social climber party</p> <p>He's very lively time when he's there the centre of any group he's in. People always have a good (b) She's so negative He's the and boring. She has a depressing effect people she's with. She's a _____</p> <p>(c) She's confident and on any group of of people. She's a She's a interested in other people. She likes to meet (d) He goes to parties different kinds He's a _____</p> <p>Unfortunately she is not usually asked to dance by anyone. She just stands there hoping. She's a _____</p> <p>(f) He just can't stop talking. He goes on and on excitedly, about totally unimportant things. He's a _____</p> <p>(g) He loves to discuss talking He goes on and on excitedly, about totally He's a _____</p> <p>(h) She's dangerously attractive to men. Half the men she meets fall in love with her. She's a _____</p> <p>He knows he's attractive to women. They always fall for him. He's got lots of girl-friends. He's a _____</p> <p>(j) She's very conscious of her social position and is always trying to improve it by meeting 'upper-class' people. She's a _____</p> <p>2 What type or types of person from the list at the top of the exercise would be good to have at a party? She's a _____ you especially might avoid? a lot makes friends easily of person from the list at the top of the exercise would get on well together? (make pairs, e.g. Don Juan and femme fatale) avoid? of romantic relationships? together? (make pairs, e.g. Don Juan and femme fatale) 3 Instructions as in Exercise 1.</p> <p>parasite good company bore early bird loner socialite trouble-maker killjoy jet-setter snob</p> <p>(a) He's a pleasant, interesting person to have with you at any time. He's a _____</p> <p>(b) She thinks she's socially superior. She looks down on others. She's a _____</p> <p>(c) He's very strict and correct. I think he doesn't like other people to enjoy themselves. He's a _____</p> <p>(d) She's always the first to arrive at a party. If the party's due to start at seven, she's there on the dot, or earlier. She's a _____</p> <p>(e) He likes to spend a lot of time alone. He's not keen on parties and usually does things on his own. He's a _____</p> <p>(f) She goes on and on telling people about her children, her house, her job, her opinions I could go to sleep. She's a _____</p> <p>(g) She's very rich and spends her time between grand social occasions and luxury holidays in different parts of the world. She's a _____</p> <p>(h) He's always borrowing money and asking for help from other people. He's a _____</p> <p>(i) He's an upper-class person and he's often seen at high-society parties and other social events. He's a _____ She's always causing difficulties for other people by interfering in their lives.</p>
wet blanket	Don Juan	gate-crasher											
wallflower	chatterbox	good mixer											
gossip	femme fatale	life and soul of the party											
social climber													

Kot lahko vidimo, je potrebnega še kar nekaj dela, da bo besedilo v Wordu podobno temu v PDF-ju, da bo torej zapisano v ustreznem vrstem redu in utrezno oblikovano.

Pozorni moramo biti, da se besedilo, ki ga oblikujemo, ne nahaja v tekstovnih okvirčkih ali tabelah, ampak je zgolj v odstavkih ali v obliki seznama.

Pazljivo preberemo besedilo, saj lahko pri pretvarjanju pride do napak tudi v črkovanju besed, ali pa so vrinjeni kakšni znaki.

Pobrišemo vse nepotrebne elemente, kot so kakšne črte, sence, grafike itd., ki niso nujno potrebne. Na naslednjem primeru (slika 4) so ti elementi označeni s sivo. Naslov poglavja lahko pustimo kot sliko, če ji dodamo nadomestno besedilo, še boljše pa je, da sliko izbrišemo in naslov izpišemo kot besedilo in ga uredimo kot Naslov 1.

Slika 4: Urejanje strani, ki je pretvorjena v Wordov dokument

TEXTS 4.1

## 4 Honesty

**Honesty questionnaire**

This questionnaire should take three or four minutes. To find out your 'Honesty Score', tick 'Yes' or 'No' for each question without thinking too long about each one. Then count up the number of 'No' answers you gave and subtract it from the number of 'Yes' answers. Remember, answer the questions as honestly as you can!

	Answer	
	Yes	No
1 The corner shop gives you change for ZIO when you only paid Would you return the money?		
2 The national railway charges you \$5 for a CIO ticket. Would you point it out and pay the full fare?		
3 The tax office sends you a \$45 tax rebate you are not entitled to. Would you send it back?		
4 You have started going out with someone who says they cannot stand a kind of music that you happen to like. Would you tell them there and then?		
5 You have found out that the family next door is claiming unemployment benefit but they are also working freelance and earning money at the same time. Would you tell the authorities?		
6 You are at a party and have a one-night fling with a complete stranger, which you regret. Would you tell your regular partner?		
7 Your brother or sister is married but is having an affair. Would you tell their partner?		
8 You find yourself overhearing a friend's intimate telephone conversation. You could go away without anyone knowing. Do you go away?		
9 You are in a dreamy mood and without noticing you walk out of a book shop carrying a book you have not paid for. No one catches you. Would you take it back?		
10 You bump into a parked car and damage it without leaving a mark on your own car. The owner is not around. Would you leave your name and address?		
11 A poem you have written is published in the paper under a pen-name. A friend says the poem is awful and doesn't understand how it got published. Do you admit that you wrote it?		
Total Honesty Score		

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Pozorni moramo biti, da za oblikovanje besedila ne uporabljamo tabel, ter da besedilo oblikujemo z orodji v razdelkih Pisava, Odstavek in Slogi v zavihku Osnovno.

Prav tako **upoštevamo vsa druga načela za pripravo dostopnih Word dokumentov, ki so opisana v [priporočilih za dostopna študijska gradiva](#).**

Prav zaradi dodatnega dela, ki je potreben pri pretvarjanju skeniranih pdf dokumentov v Word, je nujno, da študenti gradivo prejmejo že vsaj nekaj dni pred predavanji ali vajami, da si ga lahko ustrezno prilagodijo oz. jim gradivo prilagodi druga oseba. Če neprilagojeno gradivo prejmejo tik pred pričetkom ali na samih predavanjih in vajah, z njim ne morejo delati.

Spodaj je prikaz dveh urejenih skeniranih strani, ki smo jih pretvorili z Wordom. V dostopno urejenem Wordovem dokumentu lahko študenti naloge opravijo z uporabo računalnika.

Prva je stran s Slike 3, kjer smo pri oblikovanju uporabili naslove in sezname. S strani smo odstranili tekstovne okvirčke in poenotili obliko pisave.

Slika 5: Prvi primer dostopno urejene strani v Wordu

**Social Types**

1. The following is a list of colloquial names for various social types, i.e. different kinds of people one meets at parties and elsewhere. Use the most suitable one to complete each description below (the spaces where the expression is missing is marked with ...).

**wet blanket, Don Juan, gate-crasher, wallflower, chatterbox, good mixer, gossip, femme fatale, life and soul of the party, social climber**

a) He is very lively and the centre of any group he's in. People always have a good time when he's there. He's the ...

b) She is so negative and boring. She has a depressing effect on any group of people she's with. She's a ...

c) She's confident and interested in other people. She likes to meet different kinds of people. She's ...

d) He goes to parties and other occasions without an invitation. He just walks in. He's a ...

e) Unfortunately she is not usually asked to dance by anyone. She just stands there hoping. She's a ...

f) He just can't stop talking. He goes on and on excitedly, about totally unimportant things. He's a ...

g) He loves to discuss and pass on news or rumours about people's private lives. He's a ...

h) She's dangerously attractive to men. Half the men she meets fall in love with her. She's a ...

i) He knows he's attractive to women. They always fall for him. He's got lots of girl-friends. He's a ...

j) She's very conscious of her social position and is always trying to improve it by meeting 'upper-class' people. She's a ...

2. What type or types of person from the list at the top of the exercise above:

a) Would be good to have a party?

b) Would you especially avoid?

c) Might have a lot of romantic relationships?

d) Makes friends easily?

e) Would get on well together (make pairs, e.g. Don Juan and femme fatale)

f) Are you?

Druga je stran s Slike 4, kjer smo tabelo preoblikovali v besedilo. Za naslov poglavja smo uporabili slog Naslov 1 in za naslov vaje slog Naslov 2. Vprašanja smo oblikovali kot oštevilčen seznam.

Slika 6: Drugi primer dostopno urejenega študijskega gradiva v Wordu

<p><b>4 Honesty</b></p> <p><b>Honesty questionnaire</b></p> <p>This questionnaire should take three or four minutes. To find out your 'Honesty Score', answer 'Yes' or 'No' for each question without thinking too long about each one. Then count up the number of 'No' answers you gave and subtract it from the number of 'Yes' answers. Remember, answer the questions as honestly as you can!</p> <p>Answer with Yes or No.</p> <ol style="list-style-type: none"><li>1. The corner shop gives you change for £10 when you only paid £5. Would you return the money?</li><li>2. The national railway charges you £5 for a £10 ticket. Would you point it out and pay the full fare?</li><li>3. The tax office sends you a £45 tax rebate you are not entitled to. Would you send it back?</li><li>4. You have started going out with someone who says they cannot stand a kind of music that you happen to like. Would you tell them there and then?</li><li>5. You have found out that the family next door is claiming unemployment benefit but they are also working freelance and earning money at the same time. Would you tell the authorities?</li><li>6. You are at a party and have a one-night fling with a complete stranger, which you regret. Would you tell your regular partner?</li><li>7. Your brother or sister is married but is having an affair. Would you tell their partner?</li><li>8. You find yourself overhearing a friend's intimate telephone conversation. You could go away without anyone knowing. Do you go away?</li></ol>	<ol style="list-style-type: none"><li>9. You are in a dreamy mood and without noticing you walk out of a book shop carrying a book you have not paid for. No one catches you. Would you take it back?</li><li>10. You bump into a parked car and damage it without leaving a mark on your own car. The owner is not around. Would you leave your name and address?</li><li>11. A poem you have written is published in the paper under a pen-name.</li><li>12. A friend says the poem is awful and doesn't understand how it got published. Do you admit that you wrote it?</li></ol> <p>Total Yes: Total No: Honesty Score:</p>
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