

⚡ THE 3 CORE ACADEMIC DOCUMENT WORKFLOWS

1. Merge Lecture Notes

Combine separate slides, readings, and notes into one searchable study file. Use Drag & Drop to order pages chronologically.

2. Compress for Portals

Shrink heavy PDFs under 10MB to prevent upload errors on Canvas, Moodle, and Blackboard while keeping charts crisp.

3. PDF to Word (Edit)

Convert locked document scans and notes into editable Word (.docx) files to add annotations or rewrite group work.

📋 PORTAL SUBMISSION CHECKLIST

- ✓ **File Size Limit:** Keep uploads under 10MB to avoid portal timeout crashes.
- ✓ **Text Search (Ctrl+F):** Verify merged documents are searchable for exam review.
- ✓ **Lossless Compression:** Keep charts, graphs, and images sharp for grading.
- ✓ **Single File Compilation:** Bundle appendices and slides into a single merged PDF.

🖱️ USEFUL KEYBOARD SHORTCUTS

Ctrl / Cmd + F

Search PDF notes instantly

Ctrl / Cmd + P

Print/Save webpage to PDF

Alt + Left / Right

Navigate document views

Space / Shift + Space

Page Down / Page Up