

Directions for Saving Web Sources to Highlight as PDFs

NOT database downloads-- Highlight those in Database and download to Drive as highlighted .doc files

Use E-backpack highlighting	Google Drive synch with PDF Expert
<p>1. Sign in to ebackpack.</p> <p>A. Go to the box in the left-hand corner, under the ebackpack logo. Select Add Folder.</p> <p>B. Check the box in front of the brown My Files</p> <p>C. Name it _____</p> <p>D. Minimize the ebackpack screen.</p>	<p>Sign in to Google Drive.</p> <p>A. Click on the red NEW button. Select Folder.</p> <p>B. Name it _____</p> <p>C. Minimize the Drive screen.</p>

2. Go to your home directory and click **new folder** on the blue ribbon at top of the screen.
 - A. Name it _____.
 - B. Minimize the home directory screen.
3. Go to article you wish to save as PDF.
 - A. Click on **Print**,
 - B. Click on **Change**, and choose **Save as a PDF**.
 - C. Save the article in your home directory _____ folder.
 - D. Do this for each digital source you plan to use for your paper.
4. Minimize home directory screen.

<p>5. Go to ebackpack and click on the _____ Folder.</p> <p>A. Click the plus sign to the right of the directory.</p> <p>B. Upload your articles to ebackpack one by one from your _____ folder in your home directory.</p>	<p>5. Go to Google Drive and click on the _____ Folder.</p> <p>A. Click the red NEW button. Select File Upload.</p> <p>B. Select the pdf files from your home directory (use ctrl to select more than one). Upload all articles from your _____ home directory folder.</p>
<p>6. On iPad, in ebackpack click on your article; it will show up in the right-hand screen.</p> <p>A. Choose MarkIt!</p>	<p>6. On iPad, in PDF Expert, on left click on Drive, then tap your _____ folder. Open your article</p> <p>A. Use highlighting tools</p>

- B. Highlight important sections with CLOSE marks (see handout) so that you can make electronic notecards next week. Start with your richest article(s) and best information first.