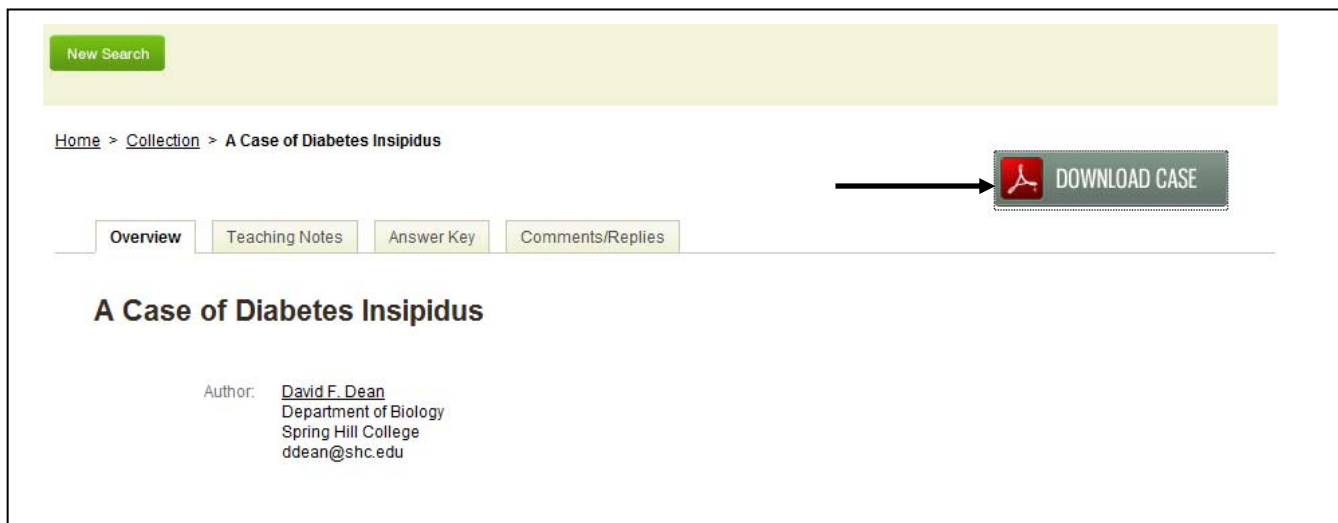


Modifying and Personalizing Case PDFs For Windows Users

Although cases are downloadable only as .pdf files, the files are not locked and can easily be converted to Word documents that can be modified and personalized for specific teaching objectives. Here's how:

1. Download the .pdf version of the case using the "Download Case" button at the top right.



The screenshot shows a web interface for a case study. At the top left, there is a green button labeled "New Search". Below it, a breadcrumb trail reads "Home > Collection > A Case of Diabetes Insipidus". To the right of the breadcrumb trail is a grey button with a red PDF icon and the text "DOWNLOAD CASE", with a black arrow pointing to it from the left. Below the breadcrumb trail are four tabs: "Overview" (selected), "Teaching Notes", "Answer Key", and "Comments/Replies". The main heading is "A Case of Diabetes Insipidus". Below the heading, the author information is listed: "Author: David F. Dean, Department of Biology, Spring Hill College, ddean@shc.edu".

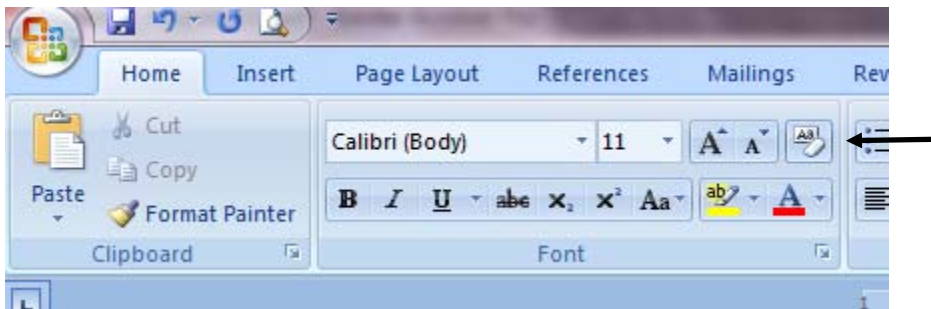
2. When the .pdf file opens, use your mouse to select the text you wish to copy (don't worry about the images just yet). Once selected, the text will display with a blue highlight.


Case Presentation

Amanda Richards is a 20-year-old junior in college. She is majoring in biology and hopes someday to be a pediatrician. Beginning about a month ago, Amanda noticed that she was waking up once, sometimes twice a night, by the need to go to the bathroom. More recently, she has noticed that she needs to go to the bathroom during her school day much more frequently than before, sometimes as often as once every hour.

At first Amanda thought that her increased frequency of urination was due to the coffee she drank, but when she reduced her coffee consumption to one cup in the morning, she still needed to go to the bathroom just as often. In addition, Amanda was buying bottled water by the case, and she found herself never without a beverage in her hand or nearby. She also noticed that her urine seemed pale and colorless.

3. Once the text is highlighted, right click anywhere in the highlighted area and select “Copy” (or simply press Ctrl+C).
4. Open a new Word document.
5. When the Word document is open and you are on the blank page, right click and select “Paste” (or simply press Ctrl+V) and the selected text will appear in the Word document. Note: depending on your default settings in Word, the text may appear oddly formatted. You may wish to clear the formatting altogether in order to make the task of editing simpler. To clear the formatting (in Word 2007), highlight the entire section (or simply press Ctrl+A) and press the eraser button on the Home tab of the Word ribbon.



Word 2003 users can clear formatting by selecting the text as above, then in the Styles and Formatting task pane, click  and “Clear Formatting” from the right-hand menu. After you have cleared the formatting, Word will restore the document to your default normal template (Normal.doc). You can then reformat the text however you wish.

6. Copying images follows much the same process. To copy an image (photos, graphs, maps, etc.) from the downloaded .pdf case file, click on the image to select it. As with text, once selected, the image will display with a blue highlight. Right click anywhere in the highlighted area and select “Copy” (or simply press Ctrl+C).



Return to the Word document, move your cursor to the place in the document you want the image to appear, right click, and select “Paste” (or simply press Ctrl+V) and the image will appear at the selected location in the Word document.