

Mining the Minutia



Leveraging Adobe Acrobat's Comparison Tools for CV Updates



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Georgia Southern University

Agenda

- Background: IR Services @ Georgia Southern
- Ongoing Challenge: Managing Faculty CV Updates
- Our Current Solution: Adobe Acrobat Document Comparison Tools
- Workflow Overview
- Next Steps & Brainstorming

Background: IR Services @ Georgia Southern

Georgia Southern University

- 26,400 students
- 141 degree programs
- 3 Campuses - Statesboro, Savannah, & Hinesville

IR Services

- 30 Conferences & 17 Journals
- 640+ Scholarly Profiles
- 90,000+ Artifacts
- 3.75M+ Downloads
- 3 FTE Staff

Ongoing Challenge: Managing Faculty CV Updates

- New Profiles vs. Updates
- CV Updates
 - How do we know what has changed and what changes to include?
 - What about the lower layers?
- Current Solution:

Adobe Acrobat
Document Comparison Tools



Step 1: Receive Updated CV

Updated CVs come to us a few different ways:

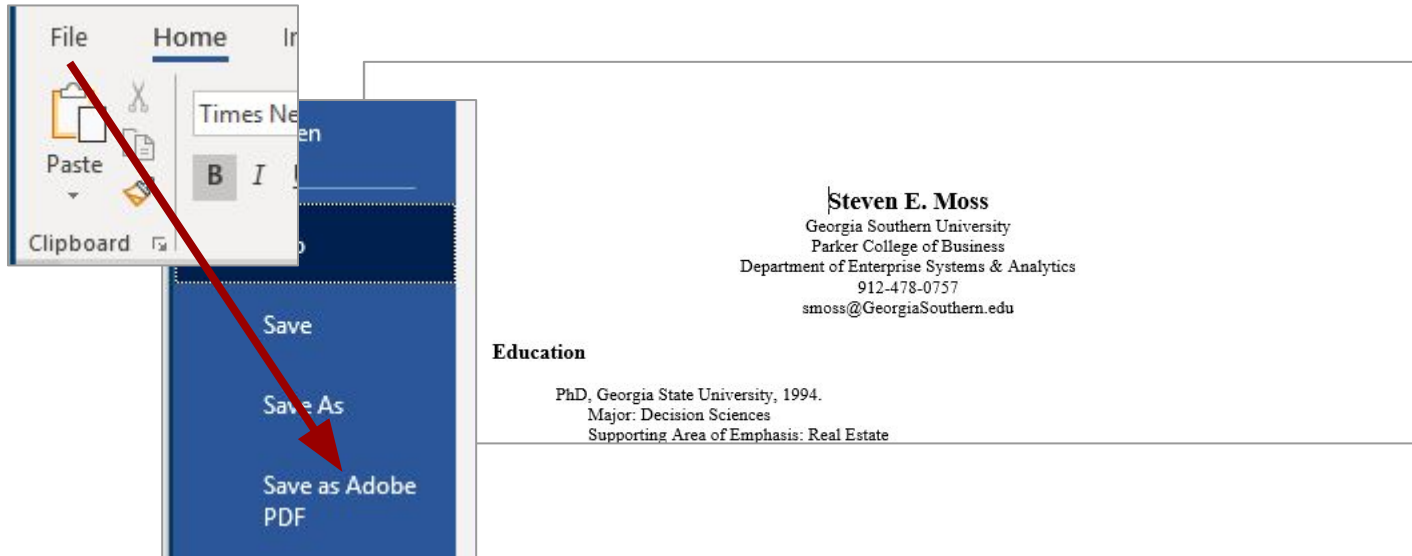
- From individual faculty via email.
- From individual faculty via our [Profile Setup/Update Request form](#).
- From academic units in batches.

After receiving the updated CV, **download** it to your workstation.



Step 2: Convert the Latest CV to PDF

If the updated CV is received or shared in a format other than PDF, **open** the file and **Save As PDF**.



The image shows a screenshot of the Microsoft Word application. The 'File' tab is active, and the 'Save As' option is highlighted in the left-hand menu. A red arrow points from the 'Save as Adobe PDF' option in the 'Save As' menu to the right. On the right side, there is a preview of a CV for Steven E. Moss. The CV text is as follows:

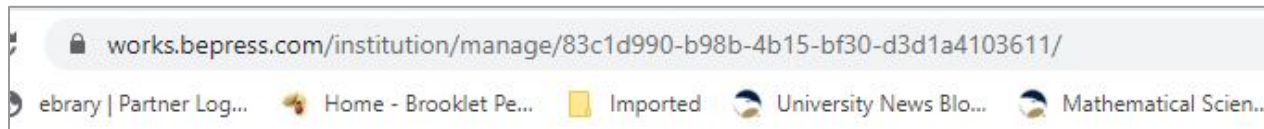
Steven E. Moss
Georgia Southern University
Parker College of Business
Department of Enterprise Systems & Analytics
912-478-0757
smoss@GeorgiaSouthern.edu

Education

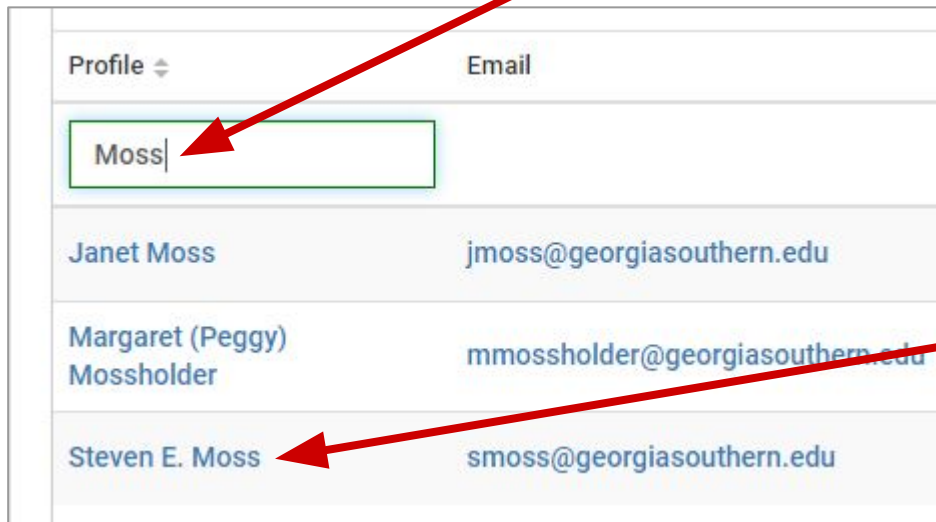
PhD, Georgia State University, 1994.
Major: Decision Sciences
Supporting Area of Emphasis: Real Estate

Step 3: Access the SelectedWorks CV

Open [SelectedWorks](#).



Enter the researcher's last name to search for the profile.



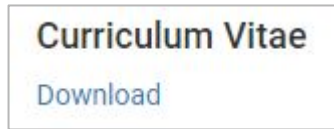
Profile	Email
Moss	
Janet Moss	jmoss@georgiasouthern.edu
Margaret (Peggy) Mossholder	mmossholder@georgiasouthern.edu
Steven E. Moss	smoss@georgiasouthern.edu

Click on the name to open the profile.

Step 3: Access the SelectedWorks CV (con't)



Open the About page on the profile.



Scroll to Curriculum Vitae and click Download.



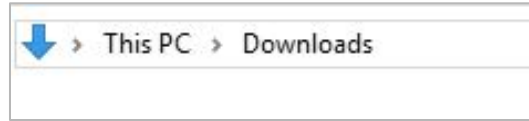
Right-click the download at the bottom of the screen. Select “Show in Folder.”

Left-click on the filename and move it to the desired location. (Desktop or Downloads suggested.)

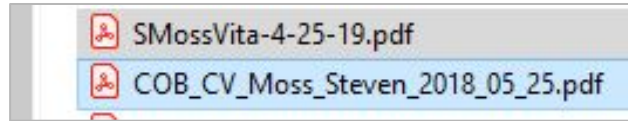


Step 4: Open the PDFs in Adobe Acrobat Pro DC

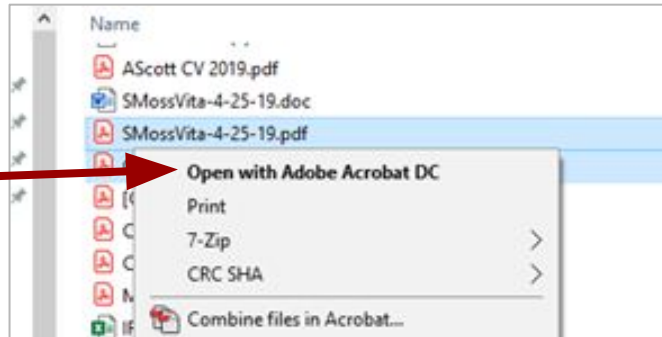
Explore to the files.



Highlight the filenames.

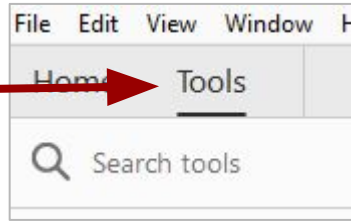


Right-click and select
Open with Adobe Acrobat
DC.

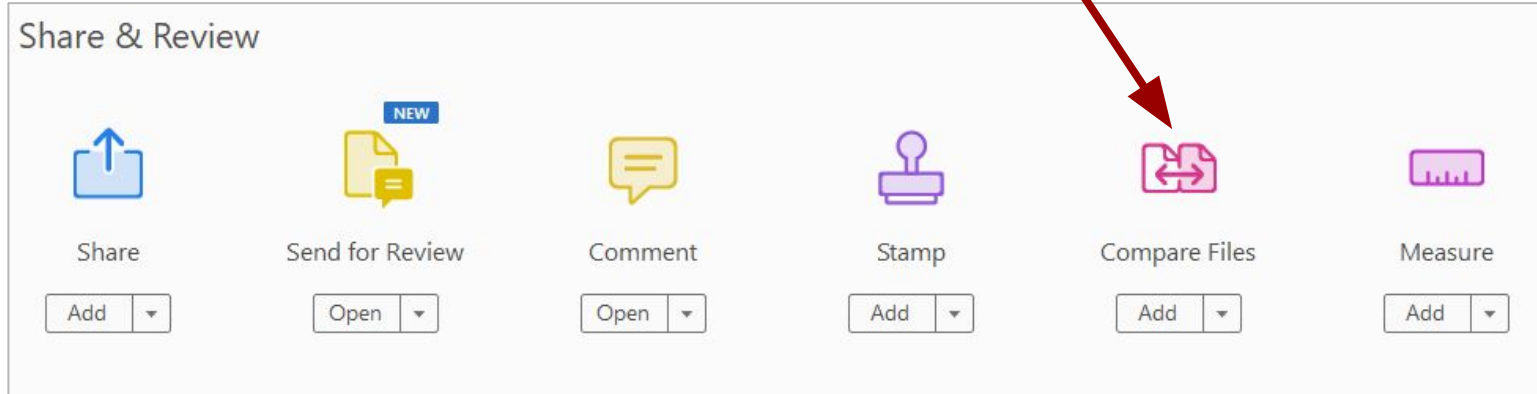


Step 5: Open the Comparison Tool

Click Tools



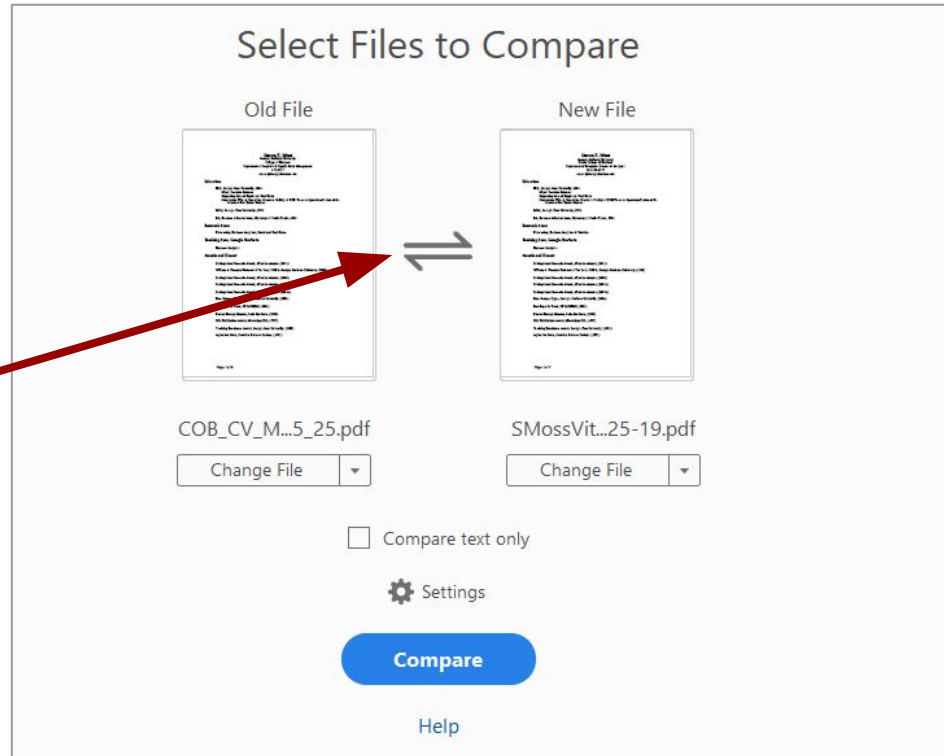
Select Compare Files



Step 6: Arrange the Files

The files open in Adobe Acrobat Pro and will appear in the Comparison Tool.

Click on the arrows between the files to place the older file on the left.



Step 7: Comparison Tool Settings

For the Comparison Tool Settings, **check the box** beside “Compare text only” to focus the comparison results.

The screenshot shows the 'Select Files to Compare' window. It features two columns: 'Old File' and 'New File'. Each column contains a preview of a PDF document and a 'Change File' button. Below the file selection area, there is a checkbox labeled 'Compare text only' which is currently unchecked. A red arrow points from the text on the left to this checkbox. A callout box is positioned over the 'Compare text only' checkbox, showing it checked with a blue checkmark and the text 'Compare text only' in a dashed border. Below the callout box is a 'Settings' button with a gear icon. At the bottom of the window, there is a blue 'Compare' button and a 'Help' link.

Step 8: Run the Comparison Tool

Click **Compare** to run the Comparison Tool on the files.

Select Files to Compare

Old File

New File

COB_CV_M...5_25.pdf

SMossVit...25-19.pdf

Change File

Change File

Compare text only

Settings

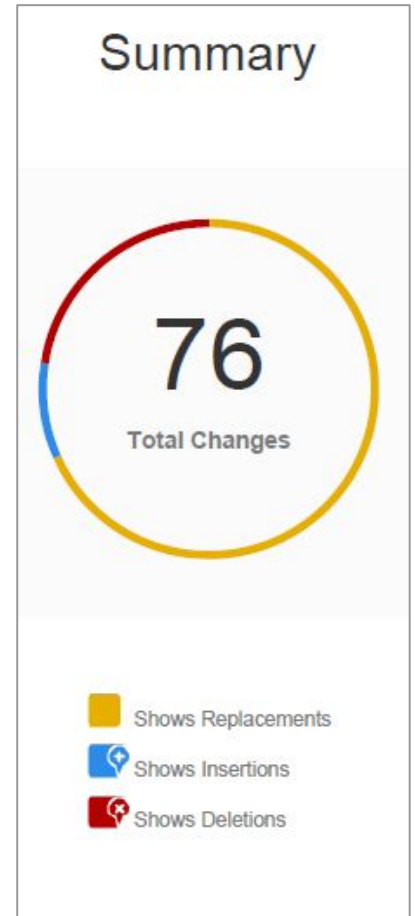
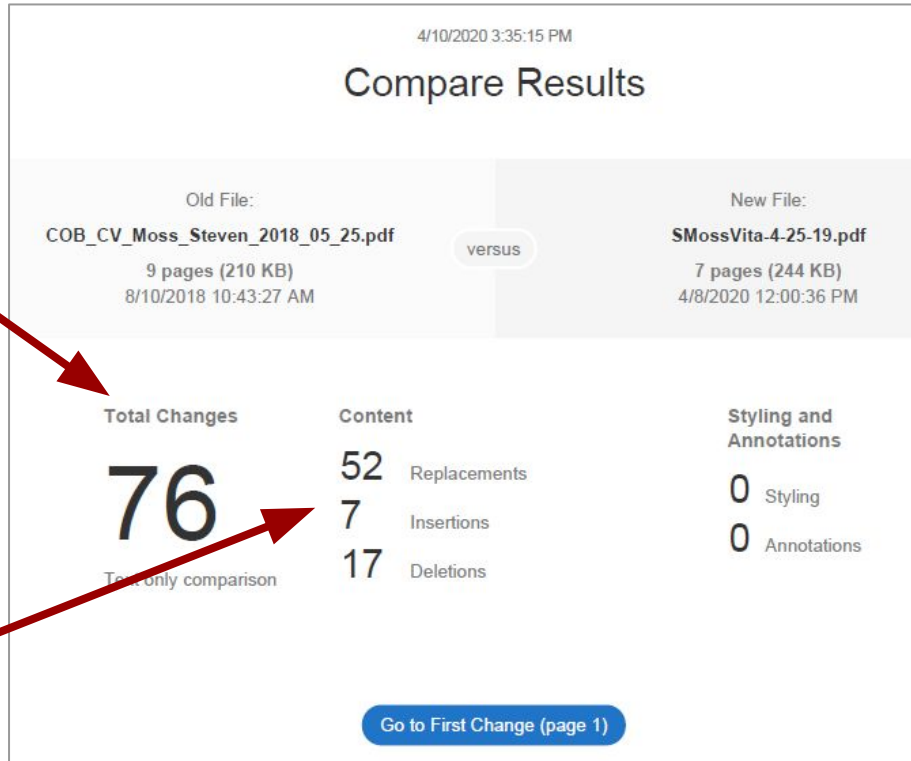
Compare

Help

Step 9: View the Compare Results

The Compare Results deliver a count of Total Changes.

The Content analysis shows the number of Replacements, Insertions, and Deletions.



Step 10: Navigate through the Compare Results

Click on “Go to First Change (page 1)” to begin reviewing the changes to the CV.

4/10/2020 3:35:15 PM

Compare Results

Old File: COB_CV_Moss_Steven_2018_05_25.pdf
9 pages (210 KB)
8/10/2018 10:43:27 AM

versus

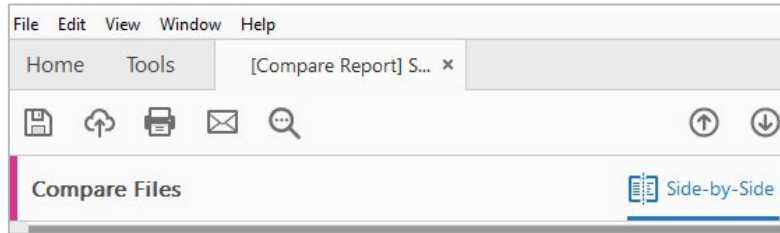
New File: SMossVita-4-25-19.pdf
7 pages (244 KB)
4/8/2020 12:00:36 PM

Total Changes	Content	Styling and Annotations
76	52 Replacements	0 Styling
	7 Insertions	0 Annotations
	17 Deletions	

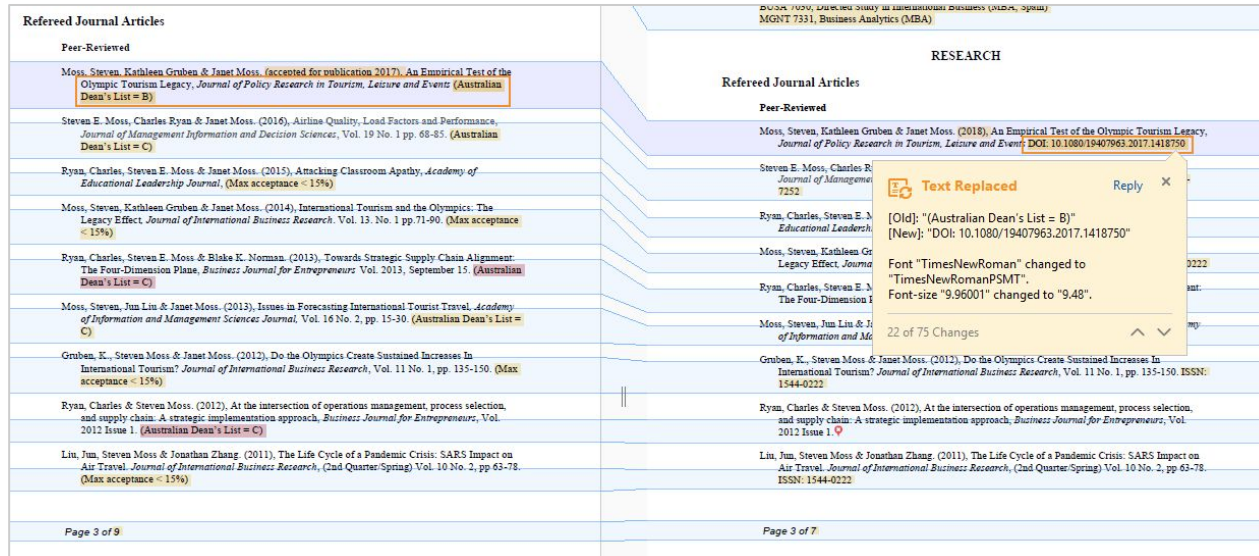
Go to First Change (page 1)

Go to First Change (page 1)

Step 11: Set the View of the Compare Report



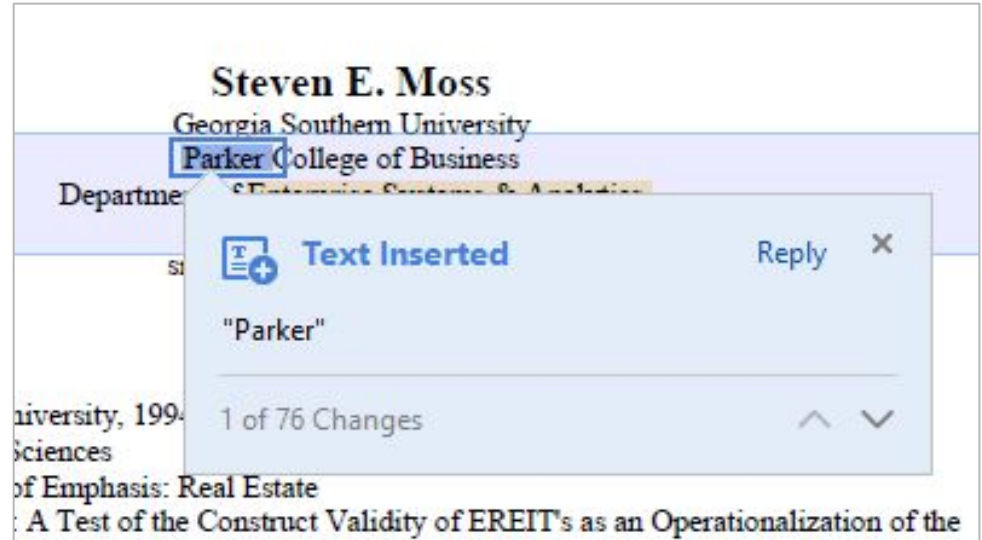
Set the view to "Side-by-Side" when viewing and analyzing the Compare Results Report.



Step 12: Open the Description of Each Change

Click on the highlighted text on the change ribbon on the latest CV (right side of the screen).

A box will appear describing each change.



The screenshot shows a CV for Steven E. Moss at Georgia Southern University, Parker College of Business. A blue box highlights the text "Parker College of Business". A light blue pop-up box is overlaid on the CV, titled "Text Inserted" with a "Reply" button and a close "X" icon. The pop-up displays the text "Parker" and a "1 of 76 Changes" indicator with up and down arrows.

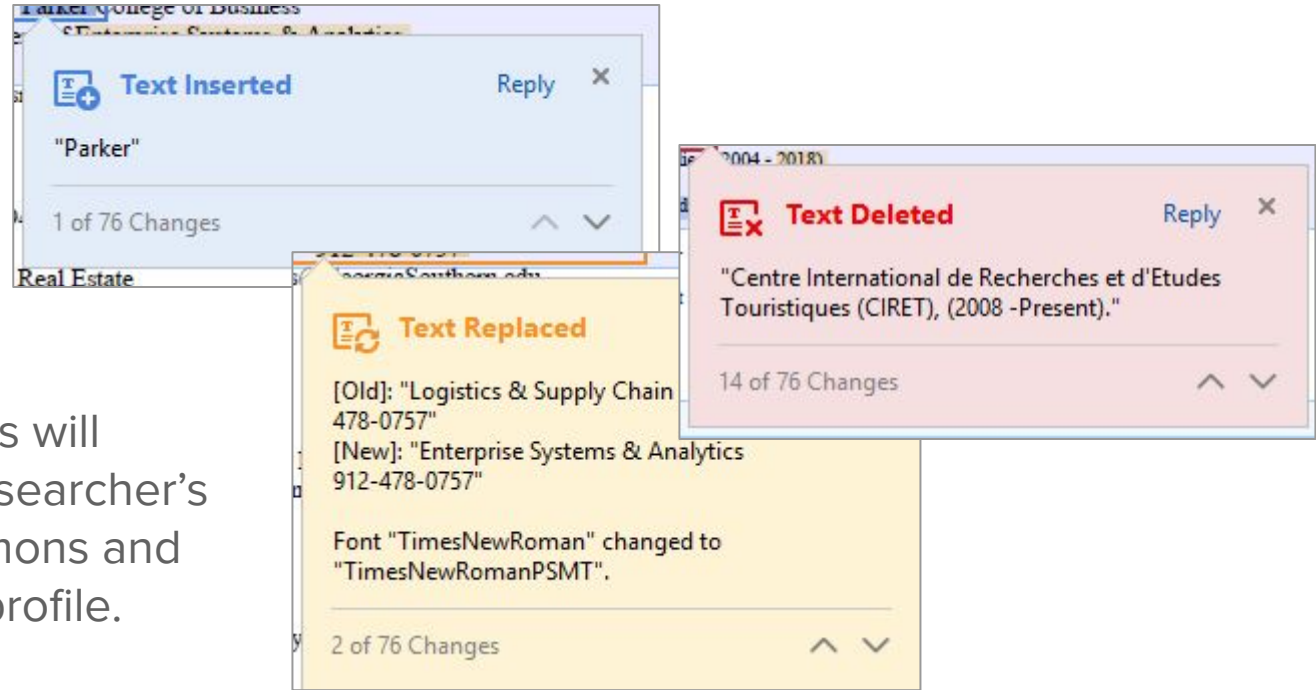
Steven E. Moss
Georgia Southern University
Parker College of Business
Department of Economics, Systems & Applications
University, 199...
Sciences
of Emphasis: Real Estate
A Test of the Construct Validity of EREIT's as an Operationalization of the

Text Inserted Reply X
"Parker"
1 of 76 Changes ^ v

Step 13: Analyze Changes for Response in Digital Commons and Selected Works

The changes are categorized as Inserted Text, Replaced Text, or Deleted Text.

Most of these changes will require action on a researcher's works in Digital Commons and their SelectedWorks profile.

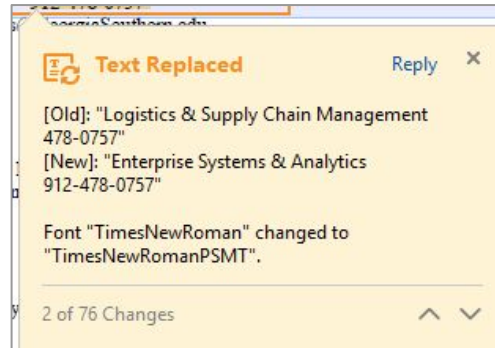


Types of Changes on the Compare Report

The priority order for updating Digital Commons and SelectedWorks based on changes to the researcher's latest CV is:



1- Inserted Text

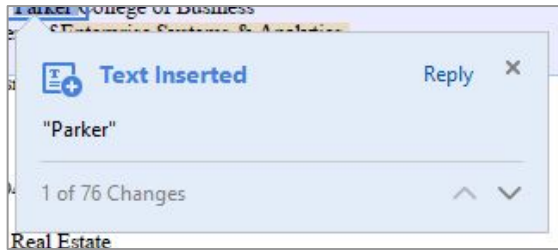


2- Replaced Text



3- Deleted Text

Analyzing Changes- Inserted Text

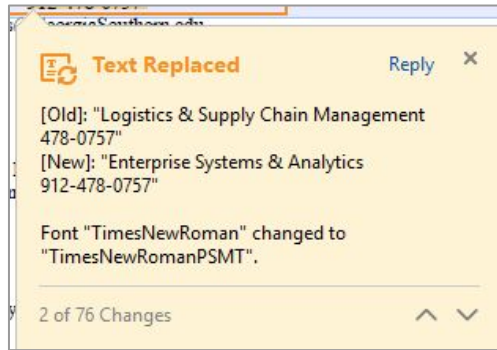


1- Inserted Text

Inserted Text often represents **new** works and professional information. This category is first priority for processing.

The **Compare Results will be noted** with the placement of the new metadata in Digital Commons and SelectedWorks

Analyzing Changes- Replaced Text



2- Replaced Text

Replaced Text often represents **updated** information about researcher works and professional information. This category is second priority for processing.

The **Compare Results will be noted** with the placement of the updated metadata in Digital Commons and SelectedWorks.

Analyzing Changes- Deleted Text



3- Deleted Text

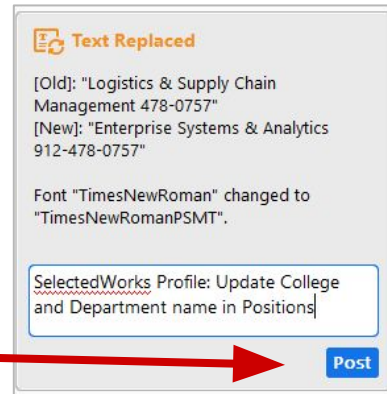
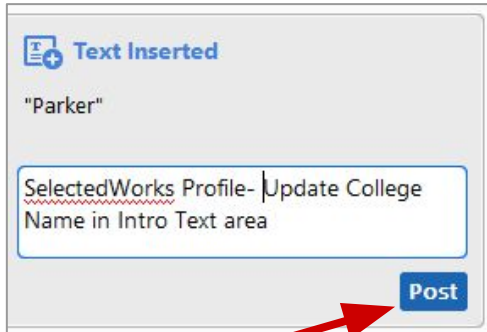
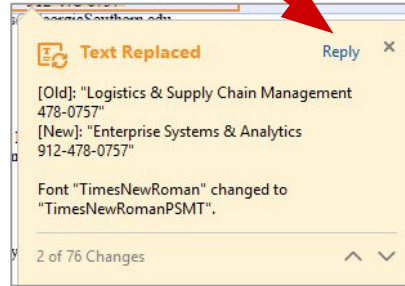
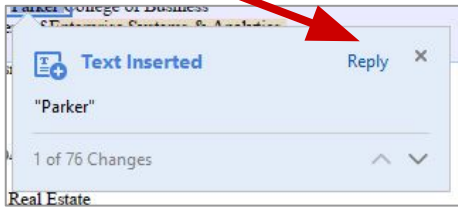
Deleted Text often represents text which has been **relocated** on the CV. These are 3rd priority for processing and often require no action.

The **Compare Results will be noted** with instructions for locating and updating the metadata in Digital Commons and SelectedWorks when action is required.

The **Change note will be deleted** when no action is required. Right-click to delete the change.

Step 14: Adding Processing Notes to the Changes

Click Reply to add instructions to each Change.



No action is needed on this deleted text. The text is present in a different position on the updated CV.

Click Post to add each note.

Common Updates on CVs

Type	Metadata on CV	Platform to Update
Inserted Text	New or Relocated Awards or Service	SelectedWorks- About page
Replaced Text	Updated organization names, punctuation, updated dates in service or positions	SelectedWorks- About page
Replaced Text	Updated works citations	Digital Commons if the work was produced during employment with Georgia Southern. SelectedWorks if the work was produced outside of employment dates with Georgia Southern.
Deleted Text	Relocated text on the CV	No action required in Digital Commons or SelectedWorks

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Deleted Text	Relocated text on the CV	No action required in Digital Commons or SelectedWorks

Saving the Compare Report Analysis

When all of the Changes have received processing notes or have been deleted, you are ready to save the analyzed Compare Report.

Change the view to “**New File**” and **Save** the file as PDF.

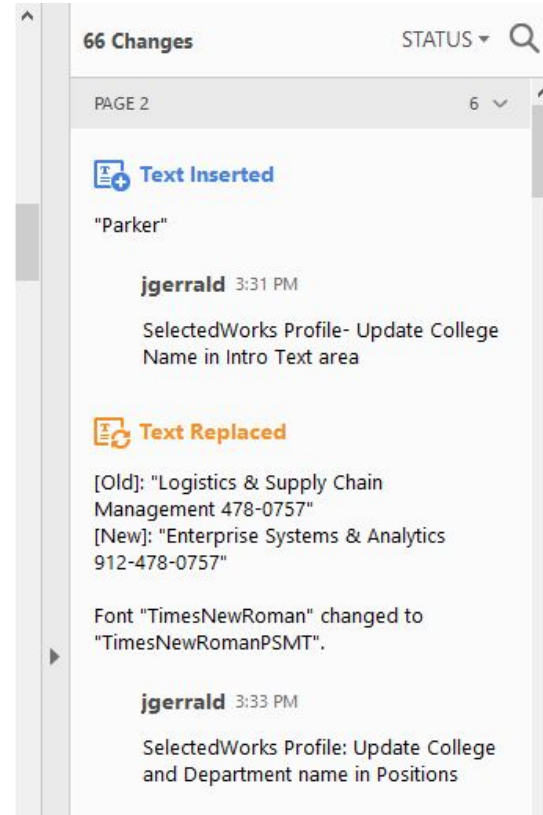
Side-by-Side Old File **New File** Previous Change

stant Professor, Dakota State University. (1995 - 1996).
uctor, Georgia State University. (1993 - 1995).
hing Assistant, Georgia State University, (1991-1993)
onal
P. Underwriting, Heller Financial, Atlanta, GA. (1989 - 1991).
-Investment Banking \$25M-300M range
Operations, Financial Services Corp., Atlanta, GA. (1985 - 1989).
-Real Estate Syndication (limited partnerships) and Management
and Certifications

Using the Compare Report Analysis in Workflows

Institutional Repository Assistants use the notes added to the Compare Report to update the researcher's works in Digital Commons collections for Academic Units and on their Selected Works profile.

Notes may be added to the Changes in order to document the work in progress. Changes may also be deleted when each update is complete.



Workflow Benefits of using the Adobe Acrobat Comparison Tool

Immediate focus on the work objectives

Clearly defined objectives

Increased ability to track and report progress

Increased ability to delegate the work

Reduction in time spent preparing administrative documents



Increased productivity

Workflow Benefits of using the Adobe Acrobat Comparison Tool

**Immediate
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work
objectives**

Clearly
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objectives

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ability to
track and
report
progress

Increased
ability to
delegate the
work

Reduction in
time spent
preparing
administrative
documents



Increased
productivity

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**Increased
productivity**



Development
of positive
relationships
with campus
researchers



**GEORGIA
SOUTHERN**
UNIVERSITY

Increased
content for the
repository



Development of positive relationships with campus researchers



**GEORGIA
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Increased content for the repository



**GEORGIA
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NEXT STEPS & BRAINSTORMING

Thank You!

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GEORGIA SOUTHERN UNIVERSITY Digital Commons@Georgia Southern

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