



Adding digital text to PDF documents

For adding text to scanned/image-based documents for submission to Turnitin

Submissions to Turnitin must contain at least 20 words of digital/typed text, **otherwise your work will not upload to Turnitin and the assignment will not submit.**

Students may be required to submit PDF documents consisting entirely of images or created as captures of handwritten documents using Microsoft Lens ([see guide for using Microsoft Lens \(PDF\)](#)). In order to use the submission point and marking tools of Turnitin, students must add digital text to the PDF before submission. This guide covers how to add a textbox of text to any PDF and save the edited version using Acrobat Reader.

1. Open the PDF in 'Adobe Acrobat Reader' (this can be downloaded for free from Adobe: [Adobe Acrobat Reader \(website\)](#))
2. Click 'Tools' and select 'Fill & Sign', when prompted to answer; 'Who needs to fill and sign?' select 'You' and click 'Fill and sign'



Screenshot 1:
Fill & Sign tool

3. Your cursor will then allow you to add a text box to the PDF. Click somewhere un-obstructive (e.g. in the header or footer) and type in at least 20 words of text.

You could write: "This is a sentence added to the PDF containing a minimum of 20 words of text to allow this document to be submitted to Turnitin"

4. You can move the text box by dragging the text box border if necessary.
5. Click the 'Save' icon to save your edited PDF.
6. You will now be able to submit this PDF through Turnitin.

Important note regarding Similarity Scores:

Turnitin will only 'read' the typed text on the document, it can not analyse any images or hand-written text. Therefore, the similarity score presented to you will only be assessed by the typed text.

If you have used the example sentence above (or something similar), it is highly likely that you will see a very high (~100%) similarity match to other students' work. This is expected for this type of assessment, you will not be penalised for the similarity score, however, of course standard plagiarism regulations still apply with regards to your assessed work.