

Frank's Monthly Tech Tip

November Edition

These tips are based on questions I often receive and/or address issues I feel you may be interested in, such as security and productivity.

Save time and trouble. Use PDFs.



Transferring and distributing files and documents as PDFs (Portable Document Format) has advantages over methods you may be currently using and may be easier than you think.

PDF: What's the advantage?

... of PDF over a hard copy

- Archive your hard copies by turning them into “.pdf” files *in a snap* (see next section) and save space in your file cabinet.
- Instead of faxing your papers, you can e-mail them just as easily using our *digital sender* (see next section).

... of PDF over other digital formats, such as Microsoft Word (“.doc”)

- Unlike Word documents, a PDF is *designed for viewing* and its content cannot be edited.
- Can be viewed on virtually any computer, whereas a Word document requires the recipient to have Microsoft Word. PDFs require the recipient to have Adobe Reader, which is *free and widely available*.
- *You see what I see*, whereas fonts and other formatting in Word documents may be missing or different across individual computers depending on their setups.

How to create PDF files

- **The digital sender... hard copy to PDF, quick and easy!** It scans your documents through a feeder, converts them to PDF, and e-mails the file as an attachment... *all at once!* Take a test drive in the staff meeting room (Royce 212L).

- **Can you print it? Then you can convert it! (Word, Publisher, web pages, ...)**
 - **Cute PDF** (<http://www.cutepdf.com/Products/CutePDF/writer.asp>)
(Install both files.) Open your document, go to “Print”, and select “Cute PDF” instead of your usual printer. A PDF version of your document will be created.
 - **PDF Online** (https://www.pdfonline.com/convert_pdf.asp)
Upload your document and it will be e-mailed to you as a PDF.