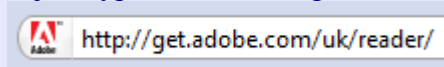
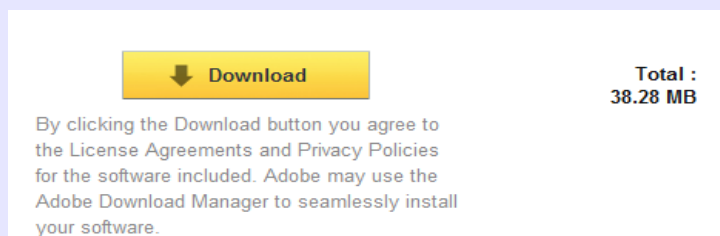


PDF Files

PDF stands for 'Portable Document Format'. To read a PDF file you would need a PDF reader such as Adobe Acrobat Reader. This is completely free and can be obtained very easily. Visit: www.google.co.uk (or any other search engine such as Yahoo or Ask). Type in the search box 'adobe acrobat reader'. Press ENTER. Or just type the following into the address bar:



Scroll down and click on Download. Follow the instructions.



With a PDF file there are a few things to remember:

If you receive a PDF file, you won't be able to make alterations to it.

You may not even be able to print it.

It all depends on how it was initially created.

Most people would use/prefer to receive PDF's, certainly instead of i.e. docx

An example:

My Mum uses craft CD's. Most of the files on the disks are in PDF format (.pdf at end of filename). She asked me recently if she could add in some extra text into the 'greeting card insert' document. As it is a PDF file she can't alter the text etc..

You can buy software off the Internet which allows you to remove some restrictions placed on PDF files. Visit: http://www.a-pdf.com/security/restrictions_removal.htm. The software costs just \$9.99. This is what I personally use.

To create a PDF file:

There are various ways to create a PDF file.

Install and use Open Office. This has a toolbar icon for exporting to PDF. You would type up your document, click once on 'Export to PDF', give it a filename & decide location for file and then click Save.



Install doPDF. It acts as a virtual printer. You would go to print a document, select doPDF printer from drop down menu, click OK and it will ask to give it a filename & decide location for file. Then just OK.



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