Tech Beat

Technology with a heartbeat

Leecy Wise
http://www.swadulted.com
4cvrc@swadulted.com
970-565-1552

What Is PDF? Print Da File?

Adobe Acrobat is one of those programs that comes along just when you start thin\king there should be a program like that out there. Adobe Acrobat files are called PDF files, because that is their extension. Just like MS Word's extensions are usually DOC files, or Power Point files are often PPT files. Just think of those extensions as nicknames.

"Adobe® Portable Document Format (PDF) is the open de facto standard for electronic document distribution worldwide. Adobe PDF is a universal file format that preserves all the fonts, formatting, graphics, and color of any source document, regardless of the application and platform used to create it. Adobe PDF files are compact and can be shared, viewed, navigated, and printed exactly as intended by anyone with free Adobe Acrobat® Reader® software. You can convert any document to Adobe PDF using Adobe Acrobat 5.0 software." (Quoted from http://www.adobe.com)

There are two main Acrobat Programs lending themselves for our use in adult ed: Acrobat Reader and Acrobat Writer. The Reader is a free program that you must download on your computer if you want to read PDF files online. Acrobat Writer is a super program for sharing annotated files, compressing documents while still keeping the same (or better) appearance in images and text, creating and publishing books with content pages and hyperlink properties, providing a digital signature for documents, on and on.

It's important to note that Acrobat Writer is NOT an editing program. You can make notes all over it, exchange ideas on text and images delete and move pages, and all of that. However, its ability to change the original text is limited. You can do it, but you don't want to do much of it.

So how do you get text and images into Acrobat so that others can use it? You create your document in other programs and actually "Print" the document into Acrobat. The process is incredibly easy and friendly. Keep your original file, since you cannot save from Acrobat back into other applications.

I recommend that you save your next proposal into PDF, bookmarking the pages (Hypertext Contents Page) and having your co-writers/readers use the document for adding sticky note and other comments. You can also have students send you their writing in PDF. All you need to do is add little notes and send it right back to them.

ACROBAT TUTORIALS

Digital Signatures — http://www.adobe.com/epaper/tips/acr5digsig/main.html

Sharing documents and exchanging comments — http://www.adobe.com/epaper/tips/acr5comments/main.html

Making your documents interactive -http://www.adobe.com/epaper/tips/acr5createlink/main.html

Specific tutorials on Acrobat's tools -http://www.adobe.co.uk/products/tips/acrobat.html

Step by Step Tutorial—http://www.performancegraphics.com/Pages/howtof.html

Example of PDF Documents—(They take a little time to load. Be patient.) Use the toolbars to increase the size for easy reading. Use the page numbers at the bottom to navigate or use the Contents Column (Bookmarks) -

http://www.adobe.com/products/acrobat/pdfs/hitachicuststory.pdf

http://www.adobe.com/epaper/spotlights/firstunion/pdfs/firstunioncorp.pdf