ReadyNetGo .... News

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TIP OF THE MONTH

First, there was the beeper, then the cell phone. Now the latest craze in the technology world is the **PDA** (Personal Data Assistant). If the PDA bug hasn't bitten you yet, here's a brief rundown of the features you can expect (which just may change your mind):

· Calendar and address book – coordinates with your PC
· Alarm
· Stylus pen (to handwrite yourself notes or sketches)
· Infrared ports (connect with other PDAs, printers or PCs)
· Modem/Web access
· Voice recording/recognition – speak rather than type your messages
· Spreadsheet functionality
· Word-processing functionality
· Expansion slots (for phones, scanners & other devices)

Prices and options vary widely so shop around and test run a lot of models. Some features are standard, others are optional and all PDAs have a different look and feel to them. Here are some good websites to compare different models:

1. www.cnet.com
2. eshop.msn.com
3. www.consumerreview.com

PDF Files Will Change Your Life!
(or at least make your worklife easier ...)

If you've done any work with graphics or you've surfed the web for information, you've probably come across .pdf files. PDF (Portable Document Format) files are created with the Adobe Acrobat software and can be commonly found on webpages, in graphic design, and for transferring documents via email or removable disk. Common applications of PDF documents are reports, forms, brochures, posters, books, white papers, and instructional manuals to name a few.

Adobe has created two programs that utilize PDF files: **Acrobat** and **Acrobat Reader**. The main difference between the two programs is that Adobe Acrobat allows you to create and edit PDF files while the Acrobat Reader only allows you to view and print PDF files. Having the Reader is essential on every workstation and since it's **Free**, there's no reason not to download it.

Here are the most useful benefits of the Acrobat software:

· **Universal file format preserves your exact formatting specifications** - any graphics, special fonts, or formatting that are created in the original document remain exactly the same – no changes to the document can be made (unless you have the full version).

WWW (Websites Worth Watching)

1. www.doityourself.com - home improvement tips & more
2. www.healthwell.com - get healthy
3. www.irs.gov - it's that time of year again …
4. www.revenue.state.pa.us - don't forget this too …
5. www.productreviewnet.com - product reviews galore
6. www.consumerreview.com - wanna buy something?
                                    check here first

(...Acrobat continued)

- · **PDF files can be published anywhere; print, email, web, CD-ROM** - this is especially useful if you have reports, detailed graphics or images, or special forms you would like to display on your webpage or to distribute to colleagues for review.

- · **PDF files are smaller than their source files** (similar to the Winzip program) - this makes downloading times shorter and frees up more space on your hard drive or removable disk.

For more detailed information or to download the program, go to: **www.adobe.com.** The full Acrobat program (version 5.0) costs $249 or a $99 upgrade for users with previous versions. The Acrobat Reader is free and for most people is sufficient for work or personal use. Feel free to explore the website to see if the full version will better suit your needs. For the budget minded, check out *shopper.com* to find the best price.

Additional Features

If you're still not sure the full version of Acrobat is for you, check out these additional features:

1. You can **find specific text** quickly and easily in any document you're working on. Example: You just received a brochure for final review and you want to make sure your changes were incorporated into the document. You can type in certain words or phrases to see if they are present. For longer documents, this feature can save a lot of time. <u>This feature is available in the Acrobat Reader as well.</u>

2. You can **create bookmarks** within your document to link to other sources such as webpages, tables, other documents or even to submit a form or play a movie.

3. Another handy feature is the ability to **create articles**. If your document resembles a newspaper or magazine with varying length articles too long to fit on one page, you can create a link at the bottom of the column that automatically takes you to the continuation of the article. This saves time from manually paging forward through the document.

This is just a small sampling of what the Acrobat software can do. If you're looking for an easy program to learn and use for creating, moving, and displaying documents, Adobe's Acrobat and/or Acrobat Reader should be the first on your list.