

## ■ Adobe PDF

Portable Document Format (PDF) files are one of the most recognized file types available and for good reason.

- ▶ PDFs can be opened on nearly every computer and operating system including mobile devices.
- ▶ They enable text and images to render properly regardless of the complexity of the layout or which program was used to create the PDF.
- ▶ They have become even easier to create over the last couple of years as many manufacturers have created third party pdf creator programs, oftentimes free, or have included PDF creator functionality in already established programs. For instance, the later versions of Microsoft Word, Excel and PowerPoint allow you to save your work as a PDF file in addition to the standard .doc, .xls, and .ppt formats respectively.

## ■ Tip of the Month

### Capture an Image on the Desktop

Have you ever had a dialog box pop up on your monitor? If you want to save this image (i.e., keep for your records, send to someone for troubleshooting), you can capture this image by copying and pasting it into another program such as Microsoft Word or Paint. Just follow these steps:

- 1) With the dialog box showing, click the Print Screen button on your keyboard (usually found in the upper right corner). This will capture the whole desktop (dialog box and all surrounding images).
- 2) If you just want the smaller window, click Alt-Print Screen button. This will just capture the window that you are viewing in its entirety.
- 3) Open Paint (Start - All Programs - Accessories - Paint) or Microsoft Word and click Paste, then Save.

While PDFs have always been feature rich, Adobe's PDF capabilities have improved dramatically over the years. We'll go over the three main PDF software programs that Adobe distributes and discuss some of the latest features in the newest version (X) in this newsletter.

But first, here are some more benefits to using PDF.

- 1) Since document fidelity and integrity is essential when distributing certain documents, the PDF standard was created. As an unalterable electronic version of a document, PDFs can combine different types of information in a set format. Editing and printing controls can be assigned that either enable or disallow changes to the PDF. They can also be labeled so that anyone who opens a particular PDF can authenticate the source.
- 2) Adobe PDFs support XML data exchange, interactive forms, digital signatures, electronic comments, searching, bookmarking, and reviewing. Adobe Acrobat Standard and Pro versions enable users to create PDFs from any application that prints.
- 3) PDF is an open standard available to anyone. Because of its open nature, backward compatibility is ensured for years to come. While many manufacturers build obsolescence into their products, PDFs maintain a universally accepted standard ensuring that any later version of the software will be able to open documents created in an earlier version. It is widely accepted as a method for preserving and archiving documents well into the future.

## ■ Website Worth Watching

- ▶ [www.pcmag.com/reviews/mobile-apps](http://www.pcmag.com/reviews/mobile-apps) - Got a smartphone? Need an app? Check out this site for the latest reviews for iOS, Android, Windows Mobile and Blackberry devices. Free and paid apps are reviewed.

### 3 Versions of Adobe PDF software

1) Adobe Reader - allows users to view and save PDF files\*. Adobe Reader is a free download for all operating systems but comes pre-installed on most PCs. It is now available for download on iOS and Android mobile devices.

[\***Note:** some fillable forms cannot be saved by Adobe Reader users. However, Acrobat X, both Standard and Pro versions, enables authors to grant permission to save files using the Reader software.]

2) Adobe Acrobat Standard - this program allows users to view, save, create and edit PDF files. Acrobat is generally bought as a standalone product but may be bundled with other Adobe software products such as Adobe Creative Suite. The latest release of both the Standard and Pro versions have improved Optical Character Recognition (OCR) capabilities.

3) Adobe Acrobat Professional - this program is similar to the Standard version but offers additional features such as:

- Bates numbering and redaction.
- Create PDFs using Autodesk® AutoCAD®, MS Visio and MS Project.
- Insert audio and interactive media that Adobe Reader users can view and hear.
- Preview, preflight and correct for high end production printing and digital publishing.
- Combine a variety of file types into one PDF document. In addition to Word processing and spreadsheets, you can also combine web pages, videos, CAD drawings, images, and flash files.
- Compare and highlight the differences between two PDF documents.

### New or Improved Features of Adobe Acrobat

#### ► Standard and Pro Versions

**Create PDFs in MS Office apps with one click** – Users of MS Office 2010 applications (Word, Excel, PowerPoint, Publisher and Access) can now create PDFs with one click. Simple!

**Combine multiple files into one** – Allows you to convert and combine multiple documents into one PDF file. The original files do not have to be PDFs to combine. This feature is very useful for sending presentations to clients, archiving project documents, combining images with text documents and many more options.

**Assign passwords** – You can now assign two separate passwords to a document; one to open and read and another to edit and save.

**Convert PDF files to MS Word and Excel docs** – Retain layout, fonts, formatting and table structures so you can make edits to text after conversion. You can export the entire file or portions of the file. For instance, if you want to export a table, click and drag a rectangle around the data in the PDF, choose export and then open the table in MS Excel. You can now edit the cell data fields.

#### ► Pro Version Only

**Redaction** – Do you need to omit information from a paragraph before publishing? Do you need to remove credit card numbers, email addresses, or social security numbers from documents? The improved redaction tool allows you to completely remove select information, especially useful for complying with legal requirements. You can search on individual words, multiple phrases or even patterns.

**Assemble PDF Portfolios** – A new way to present information suitable for business proposals, family albums or scrapbooks. A PDF Portfolio consists of an animated menu that contains icons of included documents. You can include PDFs, images, audio and video files, websites and more. Templates are available or create your own customized portfolio.

**Automate tasks** – The new action wizard automates frequently used steps when creating PDFs. The action can be shared with others and saved for repeat uses.

**Ready Net Go, Inc.**

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