Cry for Help

Computer Tips & Tricks for the novice to the advanced.

PDF Pages

By now you will have seen PDF pages, either when searching the internet or attached to emails. It stands for Portable Document Format and is recognised

when a file's name has .pdf at the end. It has been around for many years and has become the standard format for sending documents when; either you want to supply a document that cannot be edited or supply a document to someone that may not have the same software as you. It is also good for sending files between computers that use different operating systems and when you want a page to look the same where ever it is viewed.

It truly is a portable format and since Adobe has always supplied the PDF viewer software for free, it has become the world standard.

The usual way of creating this type of document is to use Adobe Acrobat, but did you know that this isn't your only option. There is other software available, some of them for free like CutePDF that create this type of file. They may not have as many features as Acrobat, but to enable you to send an invoice via email that cannot be edited or to send a set of meeting minutes to someone without Word, they are perfectly fine.

The PDF creating software installs onto your computer as if it was another printer. Then, when you select this printer to output a document, you get asked to supply a file name – and so the PDF document is created.

Have a go, it's very simple.

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