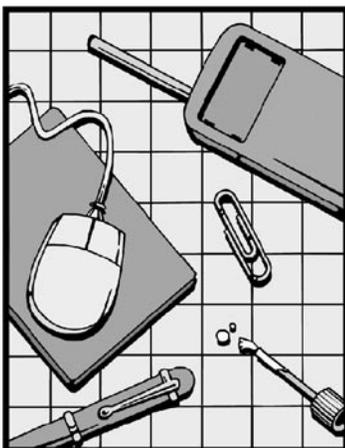


Life **TOOL TIME**

Number 13

Tips, tools, and timely tidbits to make your publishing job easier



PDF & U

What is a PDF and how does it relate to you? PDF stands for

Portable **D**ocument **F**ormat. These digital files are read and created using a suite of programs called Adobe Acrobat developed by Adobe Systems.

What are the advantages of PDF files? By creating a PDF file, you have a digital file that can be easily distributed and shared electronically. A PDF file can be read with an Acrobat reader on any type of computer, and the recipient does not need to have the same software used to create the original document.

People viewing a PDF file with an Acrobat reader see the document in the exact layout the author created. This is the main advantage a PDF file has over other electronic formats such as HTML, where the layout varies depending on the software and equipment used by the recipient.

What is needed to read or write PDF files? To read a PDF file, you only need an Acrobat Reader. They are generally already built into most versions of Windows, but they can also be downloaded

for free by going to: <http://www.adobe.com/support/downloads/main.html>

In order to create PDF files, you will need to have the full version of Adobe Acrobat. Once you obtain this program, install it as you would any other computer program. When installed, it creates what looks like another printer in your computer printer selection menu.

The process of creating a PDF is very similar to creating a normal file or document. Use the same software as always. Make the document or file the way you want it to appear. Then there is one more step to creating the actual PDF file. You simply select the Adobe Acrobat (or Distiller) as your printer and hit the print command. The program will then ask you for the name you wish to assign to your PDF file and the rest is fairly automatic. Basically the file is locked, rendered unchangeable, and compressed so that the amount of data in a PDF is generally much smaller than the original file. This means you can send smaller files across the Internet and still maintain the look of the original file.

Why would I want to use PDF files? By using



Adobe



Adobe Acrobat PDF, the digital size of a file is significantly reduced. For example, you may want to send a photo, a scan or a large digital file to someone halfway around the world. Scans take up a lot of digital space and require a long time to transmit/download over the Internet. Some Internet providers limit the file size

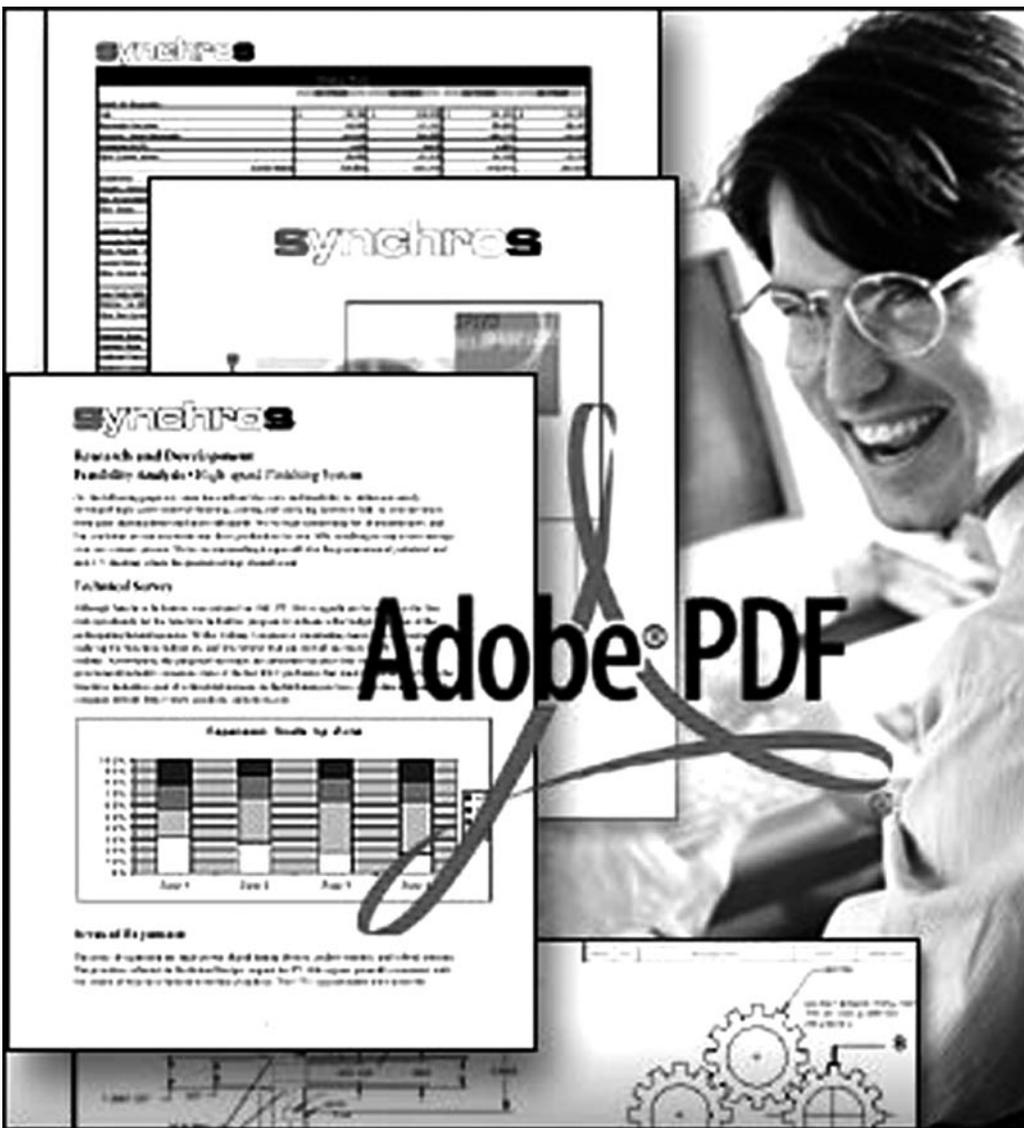


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PDF files are easy to make, read, transport, distribute and archive. Learn to use them as another one of your ministry tools.

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that can be sent or received, so compressing the file size means that larger, higher resolution photos can be sent and the information is received far more quickly.

One of the most useful features of a PDF is that all data is securely locked in place. Thus the general integrity of the file is higher because it cannot be easily changed. At Life Publishers, we use PDF files to send the digitally formatted pages of the *Fire Bible* in various languages to the printers we use around the world.

When the files arrive, we know the layout will not be corrupted, the accent marks will be in the right places, and the text will not be edited.

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