

## VISTA ROYALE COMPUTER CLUB

January 13, 2022

Hi members, Mike Johnson, President, started off our meeting with the news that ACT Computers, Jurgen Schwanitz, was unable to be our speaker as he was down several members of his tech team in the shop and was shorthanded. Hopefully he will be better situated for our scheduled Feb meeting. So, Vicky Getz stood up to the plate and finished her 'PDF' presentation overnight. Thanks, Vicky, for saving us once again.

We have two new lab monitors, Rena Hart and Patrick Potter, so we now will be open mornings and afternoons M-F. Next week our speaker will be Steve Getz.

Here are Vicky's excellent notes from her presentation so you can learn about PDF's and try some of these at home.

See you next Thursday. Sandy McKenny, Sec.+

PDFs in 2022

What are PDFs

How you create a PDF

How to open a PDF

How to edit a PDF

WHAT ARE PDFs

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Portable Document Files (PDFs) are one of the most commonly used file types.

We call Portable Document Files PDF's because the file extension is PDF.

The last characters following a period in a filename are called an extension. Extensions tell your computer, tablet or smartphone how to open a file. Changing an extension can render a file unusable, so modern operating systems hide the extension by default.

Sharing documents used to be a hassle. The person on the receiving end needed to have some sort of software to open the document, and some of those documents needed really expensive software.

PDF files were created to eliminate the need for the person receiving the document from needing expensive software to view the document

PDF's is a WYSIWYG format, what you see is what you get. The PDF document will look the same on every operating system. PDF reading software is available for free, on your PC, your tablet and your phone.

When using other file formats like a .docx, the document might not look the same on another computer even if the receiver has the same software. Sometimes the documents appearance

changes, because of software differences, different printers, special fonts and words not being in the dictionary on the other computer.

Bottom line, unless you are collaborating with someone on a document, you should always convert the document to a PDF before emailing it to someone else.

## CREATING PDF =====

1. Most modern office suites, (Microsoft Office Home, Microsoft Office Professional, LibreOffice and OpenOffice) have an option to EXPORT TO PDF. This is the preferred method to create a PDF.
2. Windows 10 sports a Microsoft Print to PDF printer. If the program you are creating in doesn't have an Export to PDF function, simply print to the Microsoft Print to PDF printer.
3. A third method is to use your scanner to create a PDF. The scanner in the lab has two options for scanning to PDF. Scanning to PDF and scanning to Searchable PDF. A Searchable PDF preserves the image, but also uses OCR to determine what the document says, plain PDFs are just pictures grouped together in a single file.

## OPENING A PDF =====

It used to be that you needed to download and install some software like Adobe Reader in order to open a PDF. You should have some basic computer knowledge before downloading and installing software from the internet, and that task was a problem for many of our club members.

Today your PC, tablet and smart phone all open PDF files natively. Microsoft Edge, Microsoft's built-in browser is now the default reader on Windows 10.

### Edge vs Adobe

EDGE	ADOBE
Controls are easy to locate and are all working controls.	The majority of the controls are for features that will cost you money.
Read aloud is easy to access and the speech is much better.	Read aloud is difficult to find, and the reader is not as good.
Doesn't require you to install anything	Requires you to install a reader.
Often will not open a file, and has trouble with huge PDFs.	Opens PDFs that Edge chokes on.

CAN'T EXTRACT Pictures!!!

Extracts pictures unless some kind of protection was added by the author.

## EDITING PDFs

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PDF editing software is expensive, an Adobe Acrobat Pro subscription runs \$179 a year, other PDF editors are less expensive, and they vary in ease of use and features SETS.

All of the PDF editors are overkill for what I want to do as a retiree. I want to remove pages and merge multiple PDFs into a single PDF.

Removing Pages from a PDF can be done on Windows 10, simply by printing the pages you want to retain to the Microsoft Print to PDF printer.

Merging PDFs requires software. I searched for years for an inexpensive solution to merging my PDF files created from different sources. I finally found one, PDFsams Basic edition. This is open source donateware. The software is easy to use, and does just what I want. The download page carries ads for other products, and those ads can trick you into installing other software, so I don't want to put it on our links page. The download also installs the premium edition, which I just uninstall as soon as the install finishes.

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