This is an article that Shell Weinberg produced and published years ago before we had websites and electronic communications. The club produced paper informational sheets as handouts. I am republishing this as what Shell wrote about years ago is still used today. One of the few things that has not needed to be improved upon over the years. Bill Tilley, President of the Mac Club.

Macintosh Learning Center

--- *Shell Weinberg*

Laguna Woods Town Centre
Laguna Woods Village Community Center, 3rd floor
Hours: 9:00 a.m. to 3:00 p.m., Monday thru Friday

The PDF... *a truly remarkable invention*

We can thank **Dr. John Warnock** for creating the **Portable Document Format**, *also called Portable Document File by some folks*, about nineteen years ago. From an existing page description language known as *PostScript*, he refined and developed new technology that has evolved into the **Adobe Systems** PDF format we use today.

What is so remarkable is that when a file is saved, using the PDF format, it can then be viewable and printable on virtually any platform... Mac OS, Microsoft Windows, UNIX, and many mobile platforms as well.
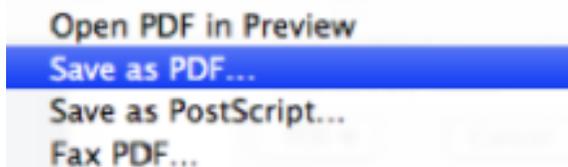
A **PDF file looks exactly like the original** and **captures** all the original source file information, such as: the fonts or typefaces, sizes and styles, graphics, drawings, photos, all images, overall layout, video, maps, etc. When you think about all the behind-the-scenes technical data embedded into a single document when using some of the elements I have just mentioned, it is really amazing.

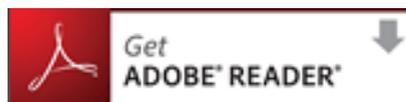Although there are other ways to create a PDF file, I personally take this path:

1. have open document
2. drop **File** menu
3. click on **Print** command
4. click on **PDF** button

5, click on **Save as PDF...**

Mac OS X provides **Preview** to open a PDF document... however, **Adobe Reader** *(originally known as Acrobat Reader)* is the better software that enables anyone to view and print PDFs. If your Mac, or computer, doesn't have it, go online to www.adobe.com to download the **free software**... click on:

When thinking back to the earlier days of personal computer use... the difficulties we had with file exchanging between Mac and PC users, and also the frequent problems when trying to open email attachments... I say "**thank you**" to Adobe Systems for giving us an easier way.

Nowadays, when you distribute PDF files to other people, they see precisely the same fonts, colors, page design, and other elements that you put in your original document. And here's the beauty of it... they will see all of this even if they don't have the fonts or the software you used to create the document.

The use of the PDF is now considered to be universal. Everyone can send or receive such a file and no longer have to consider the kind of computer, or operating system, you or your correspondents may be using.