

Why PDF instead of Word?

1. Word reformats docs every time it opens a document on a different computer
2. Word reformats docs every time a different printer is chosen even on the same computer
3. This reformatting can change page numbers on long documents, ruining references and producing different versions for different people
4. Reformatting can put hyphens in the middle of sentences making meaning of words harder to understand (mission or mission?)
5. Old versions of Word cannot open versions formatted for newer versions of Word (2007 vs, 2003 vs, 2000 vs. 97)
6. Word documents can easily be changed either accidentally or for reasons not agreeable to the author
7. The appropriate version of Word is not available on all computers and is a commercial program
8. Free PDF viewers are easily available (hard to avoid really!)
9. PDF is created for electronic distribution and use on a wide variety of computer configurations. Word is not.
10. PDF can be easily opened and viewed from the Presbytery web site

PDF viewers

You probably already have one on your computer. If you can open this file you are all set! Here are two:

Adobe is the oldest: <http://www.adobe.com/products/acrobat/readstep2.html>

FoxIt Reader is easier on computers: http://www.foxitsoftware.com/pdf/rd_intro.php

How Does One Make a PDF file?

Version 2007 of Microsoft Office has a free download add-in that will save files as PDF

Recent versions of Wordperfect have a built-in option to print to PDF

PrimoPDF at www.primoPDF.com allows one to install a "printer" that prints PDF files when selected (I use this)

CutePDF at www.cutepdf.com also installs as a "printer"

There are other options as well. http://en.wikipedia.org/wiki/List_of_PDF_software

Online options (nothing to install!) include www.online.primopdf.com and createpdf.adobe.com (only first 5 free)

You send a file via a web page and they email you the PDF

Too much? Send it to me and I'll do it!!

Christy Ramsey

Christy@faithfulness.com