



Using *Virtual PDF Printer* to Save Documents for Email Attachments or the Web

Q: What is PDF and Why Should I Save Files in PDF Format?

A: PDF stands for **Portable Document Format**. If you want the information in an electronic file to be clearly and easily communicated to those who will receive or download it, you should save the file in **PDF** format before posting to your website or sending as an email attachment.

PDF allows you to easily share forms, Word documents, Publisher brochures and newsletters, PowerPoint presentations, or just about any file you've created.

You can post the file on the web or send it as an email attachment and know that the recipient will be able to read it. This is because PDF preserves the formatting exactly, and the file is universally readable by anyone who has free Adobe Reader software installed. It does not matter if the person receiving the file is reading it on a Windows PC or a Mac, or if they're pulling your information up on their Palm, Blackberry, or iPhone. They'll be able to access it!

PDF also allows you to share documents you don't want edited by someone else. PDFs cannot be edited unless someone has special PDF editing software, and even then, the changes that can be made are relatively minimal compared to the changes someone can make to a Word document.

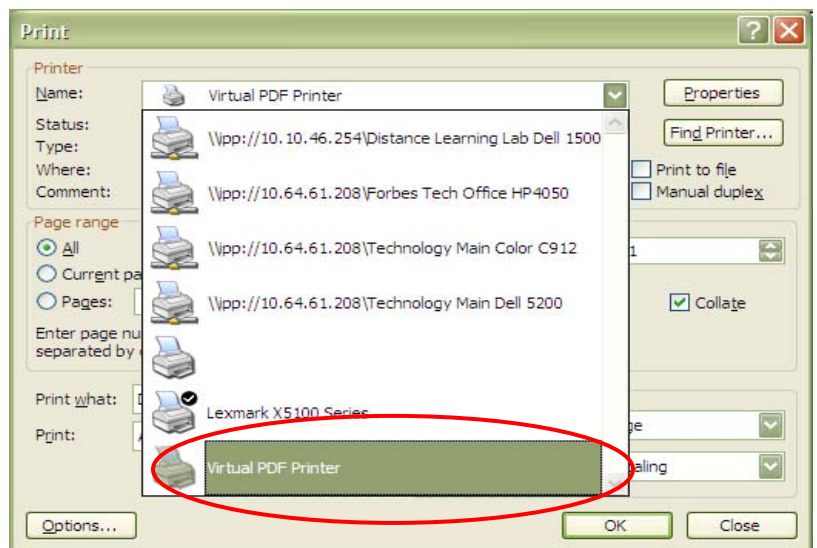
Another benefit of using PDF is the person retrieving your file does not have to have the program you created the file in. For example, if a teacher creates a class newsletter in Microsoft Publisher and posts it to his or her website in Publisher format, most of his or her students' families will not be able to open it or read it because Publisher is not a standard piece of software on most home computers. But if the teacher first saves the document to PDF format, and then posts it, anyone with an Internet connection can view and download the newsletter.

Essentially, sending or posting files in PDF format is a courtesy to your readers, and it ensures that the document looks the way you intended it to look when the recipient opens it.

The following directions explain how to use **Virtual PDF Printer** to save documents in PDF format for sending as email attachments or posting to the web. It's as easy as printing a document!

Rule of thumb: If you can print it, you can save it as a PDF file. This includes Word, Excel, PowerPoint, and almost any other document.

1. Open the document you wish to save as a PDF file.
2. Select **FILE>PRINT**.
3. In the dialog box that appears, under the printer name menu, select **VIRTUAL PDF PRINTER**.
4. Click **OK**

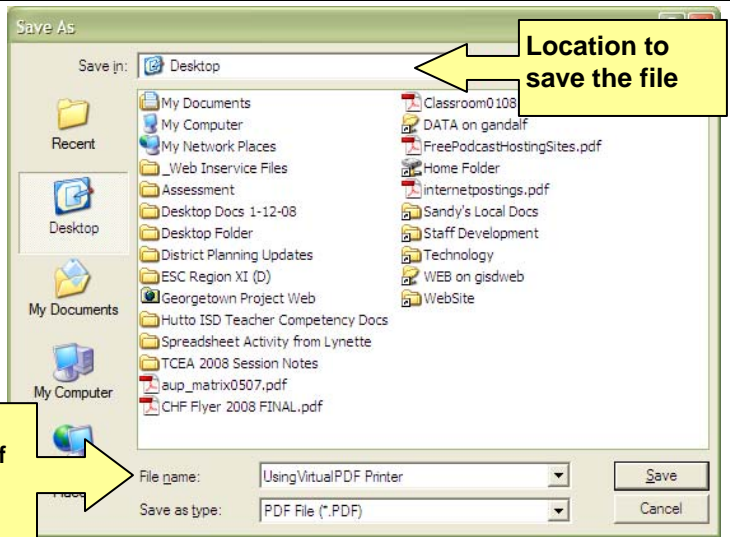


- In the next dialog box that appears, select the location to save the file to, and type a file name.

*NOTE: If you are going to post the file to your website, it is best to leave NO SPACES in the file name. So a file called **My New Document** can be saved as **MyNewDocument** or **My_New_Document**.*

- Click **Save**.

File Name - No spaces if saving for web!



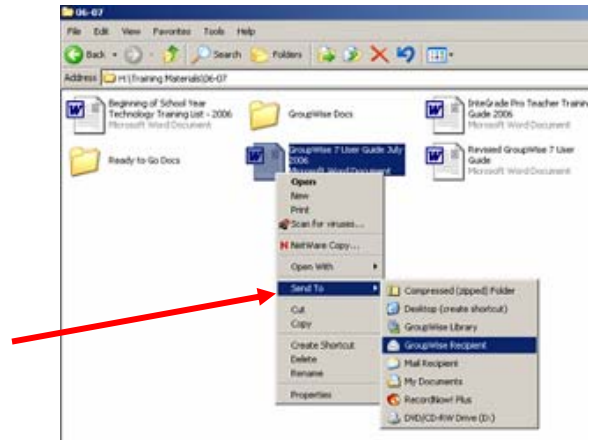
Q: Now what do I do with my PDF?

A: From this point, you can either attach the document to an email or post it to your website.

Attaching a File to an Email You Are Sending (GroupWise):

- Start a new email or reply to an existing email.
- Fill in the **To**, **Subject**, and **Message** fields.
- Click the **paperclip** (📎) icon on the toolbar, then browse to and select the file or files you want to send.
- Click **OK**.
- Click **Send** on the toolbar.

NIFTY ATTACHMENT SHORT-CUT: You can browse to a file on your computer, network home folder, or other drive and **right-click** on it, then click **Send To > GroupWise Recipient**. A new email is created with the attachment in the attachment window. You simply need to address the email, type a subject line, a short message, and send the email with its attachment on its way!



Posting a file to your FrontPage website (this feature is not currently available for SiteBuilder websites) so visitors to your site can download it is a somewhat more involved process. If you are not familiar with this procedure, please contact your campus technology facilitator for training.

If you do add PDF files to your website for download, it's a good idea to include instructions for visitors to your pages, since they'll have to have Adobe Reader software to view them. See the Filing Cabinet page of the GISD web site for a sample of this. The wording below might be appropriate to include:

To download or view these documents, you will need Adobe Reader. Adobe Reader software is available for free download at <http://www.adobe.com/products/acrobat/readstep2.htm>!