



Adobe PDF Document Format Basics

Invented by Adobe Systems and perfected over 15 years, Adobe Portable Document Format (PDF) lets you capture and view information from any application, on any computer system, and share it with anyone around the world. Individuals, businesses, and government agencies everywhere trust and rely on Adobe PDF to communicate their ideas.

What is a PDF file?

A Portable Document Format (PDF) file is a file that will look the same on the screen and in print, regardless of what kind of computer or printer someone is using and regardless of how it was originally created. Although they contain the complete formatting of the original document, including fonts and images, PDF files are highly compressed, allowing complex information to be downloaded efficiently and quickly.

How to Download the Software

Virtually anyone using Windows, Macintosh, DOS, SUN, and UNIX can view and print a PDF file using the free Adobe Reader. It includes a download option offering accessibility for individuals who are visually impaired. If you do not already use Adobe Reader, you will need to download and install the free software by clicking on the Web site Adobe Reader icon:



How to View PDF Files

Once Adobe Reader is properly installed, you just need to click on a file link like, for example, *filename.pdf* and it will open on your computer. On our Web site, PDF files are indicated as "Adobe PDF" or by the PDF icon:



How to Print PDF Files

When printing Adobe PDF files from your Web browser, click on the printer icon at the left end of the special Adobe Reader toolbar, which appears immediately above the viewing window:

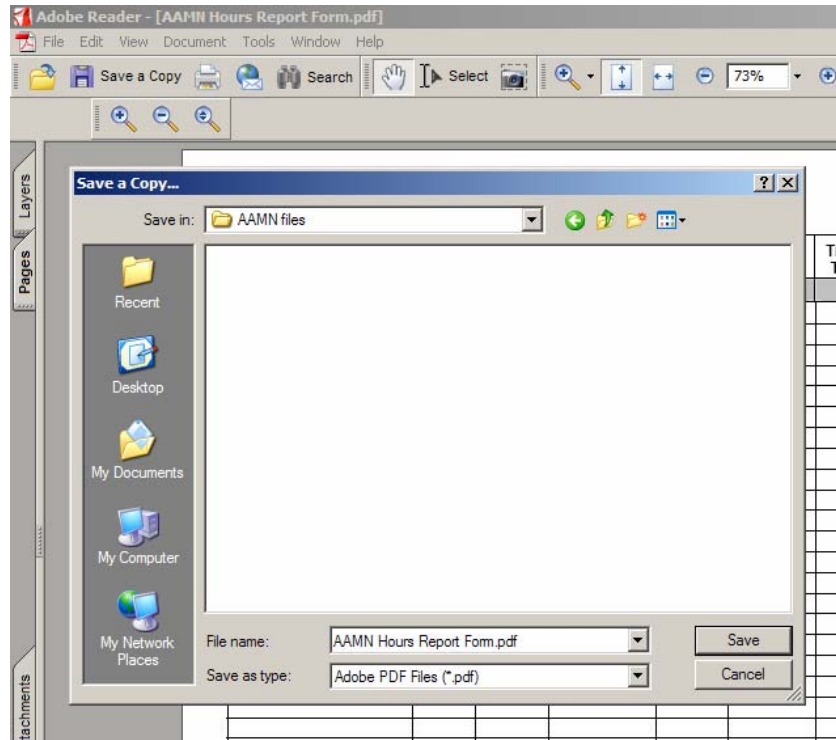


How to Save PDF Files

If you wish to save the PDF file after opening it, click on the disk icon at the left end of the special Adobe Reader toolbar, which appears immediately above the viewing window:



A **Save a Copy...** window opens with the file's name, for example, *filename.pdf* in the **File name** box (you can change the file name if you want, just keep the **Save as type** box as **.pdf*). Select a location on your computer and click **Save** to save the file:



Additional Resources

The Adobe page to download the different versions of Adobe Reader is:

<http://www.adobe.com/products/acrobat/readstep2.html>

The Adobe page to find out more about using assistive technology with Adobe Reader for people with visual disabilities is:

<http://www.adobe.com/enterprise/accessibility/main.html>

The Web site of the PDF community containing PDF news, resources, tutorials, and tips is:

<http://www.planetpdf.com/>