

Publishing Documents as PDF Files

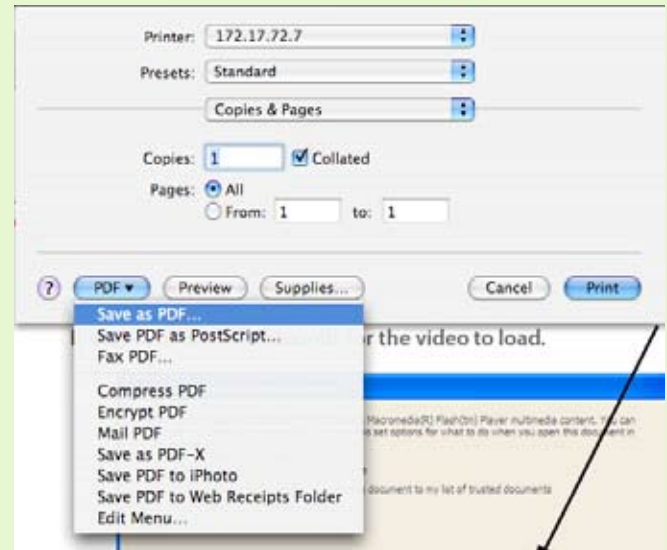
We often have a need to share information with teachers, parents, or other audiences. Increasingly, we are sharing this information electronically. Since the portable document format (PDF) created by Adobe has become the defacto standard for sharing documents worldwide, this article will explore how to publish your word processing documents, PowerPoint presentations, spreadsheets, and most any other kind of document you're likely to produce as a PDF document. It's quite easy - in most cases, just as easy as printing your file. We'll look at both Windows and Macintosh solutions to doing this as well.

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Unfortunately, PDF printing is not built into the Windows operating system yet. But don't despair. There is a free utility you can download, entitled PrimoPDF (<http://www.primopdf.com/>), which installs a PrimoPDF printer driver in your print dialog box. Once installed, you can convert to PDF from any application by simply 'printing' to the PrimoPDF printer. Within minutes, you can create high-quality PDFs by converting from Word, Excel, PowerPoint, and virtually any other printable file type. PrimoPDF is a free PDF Converter - not a trial version. It can create PDF output optimized for print, screen, ebook, or prepress. There are no annoying pop-up ads, no registration requirement - no catch! It's a high-quality, easy to use PDF creator for all Windows users. Now that the new version 2.0 has been released, you can also secure PDFs with 40-/128-bit encryption, allowing the highest level of security for your PDF files. Settings include password to open, password to change, disable printing, disable text/graphics copying, disable commenting, disable text editing, disable page addition. As well, you can add document information (e.g. title, author, subject, keywords) to converted PDF files, resulting in faster and easier searching of PDF documents.

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