THE HIRNANT GAZETTE
Creating a PDF Document

If you have a personal computer with a word processing programme such as 'MS Word', 'OpenOffice Writer', or 'LibreOffice', and a printer of virtually any make, you will already be familiar with creating documents, leaflets, and probably posters.

However, you may not be aware of how simple it is to produce a 'PDF' document.

When sharing a word processed document
between different computers/software, it is not possible to ensure that
it will appear as it was intended.

To ensure this was possible a universal format was developed
by Adobe Inc. PDF (Portable Document Format) a file format that allows
distribution of written documents whilst preserving the integrity of text and
graphic elements thus ensuring faithful reproduction on any personal computer.

Exporting in a PDF format may be a natural function provided
by your word processor using 'Save As' or 'Export' menu options.

If these options are not available
a simple solution is to 'download' a free to use 'Open Source' application
such as 'PDF Creator' which can be found on the web at

http://www.sourceforge.net/projects/pdfcreator - there are others!

This installs a 'Virtual Printer' for exporting to PDF format

It's as easy as this -

When you have created (and saved your document as usual) and
you are satisfied its content is exactly as you would wish others to see it
proceed to print your document in your usual way, *however,*

select 'PDF Creator' in the 'destination printer' and follow any
presented instructions to complete the exporting of a 'pdf' version file.

*(You may find it helpful to create a folder specifically for
storing PDF documents - I have mine on my Desktop)*

Now open the 'PDF' document and check that it is correct.

You can now create an email to which you can attach this document
which, when received, will appear exactly as you intended!

When a PDF document is opened it can be printed but, depending on
your printer software, you may have to reset the size you wish it to print.
PDF convertors recognise conventionally sized documents such as A4, A5 or A6
but be cautious about using 'customised' sizes.