

Using PDF Files for Artifact Files

Advantages

- small file size
- appearance same everywhere - all printers, browsers, computer types, etc.
- universal - require PDF reader software that's now available for all browsers
- standard may be around longer than other file formats (although who knows!)

Software Options

- Open Office and MSOffice 2008 have it built in
- PDFCreator - Free open source program available from www.pdfforge.org
- Adobe Acrobat Full Version - expensive alternative
- scanners and some copiers can usually produce pdfs - seek a sheet-fed scanner or copier if your paper document is large

Most programs have the PDF creation option either as a printer option or as an export option. As a printer option, the PDF creation is listed as an available printer - just choose it and then the program will pop up a window asking you where you want to save your file. As an export option, it usually appears on the File menu and selection will also prompt you for save location.

PDF files are generally not considered editable. Therefore you do not want to create your PDF until you are at the final stage of producing your product. If you change your original, you should create a new PDF file to reflect the changes.

Recommended types of Artifacts to use PDF files:

- word processed documents
- spreadsheets
- presentations - can make a huge difference in file sizes but loses audio & video
- scanned work - save as either PDF or JPG
- web pages - a good way to archive appearance of existing live web pages

Links to PDF files (on web pages or in Moodle) usually indicate that they are linking to a PDF so that the user knows that the link may need to open a reader and take a bit longer. For example: [Link to Handbook \(pdf\)](#) shows (pdf) in parentheses to indicate this.