Have you ever received an email attachment and were unable to open it?   Have you ever worked on a project at home only to find that you couldn't open it on your school computer?   This is frustrating yet very common for people that don't understand file formats.   Avoid this by saving your documents in "PDF".

PDF
"Portable Document Format"

Developed by Adobe 17yrs ago

Adobe Reader 9

☺Viewable and printable on almost any platform….. Windows, Mac, Mobile phones, etc.
☺ Viewers don't need the program the file was created in
☺ Preserves quality while compressing file size

☹Difficult to edit because it's an image document

Go to handout folder to get "PrimoPDF" application for home

Some programs have it built right in as a saving option or you can install a PDF creator like Primo PDF.   Once installed it is like having another printer on your computer. Just choose it and hit ok.

Now you never have to worry about the above problems again. It's that easy!