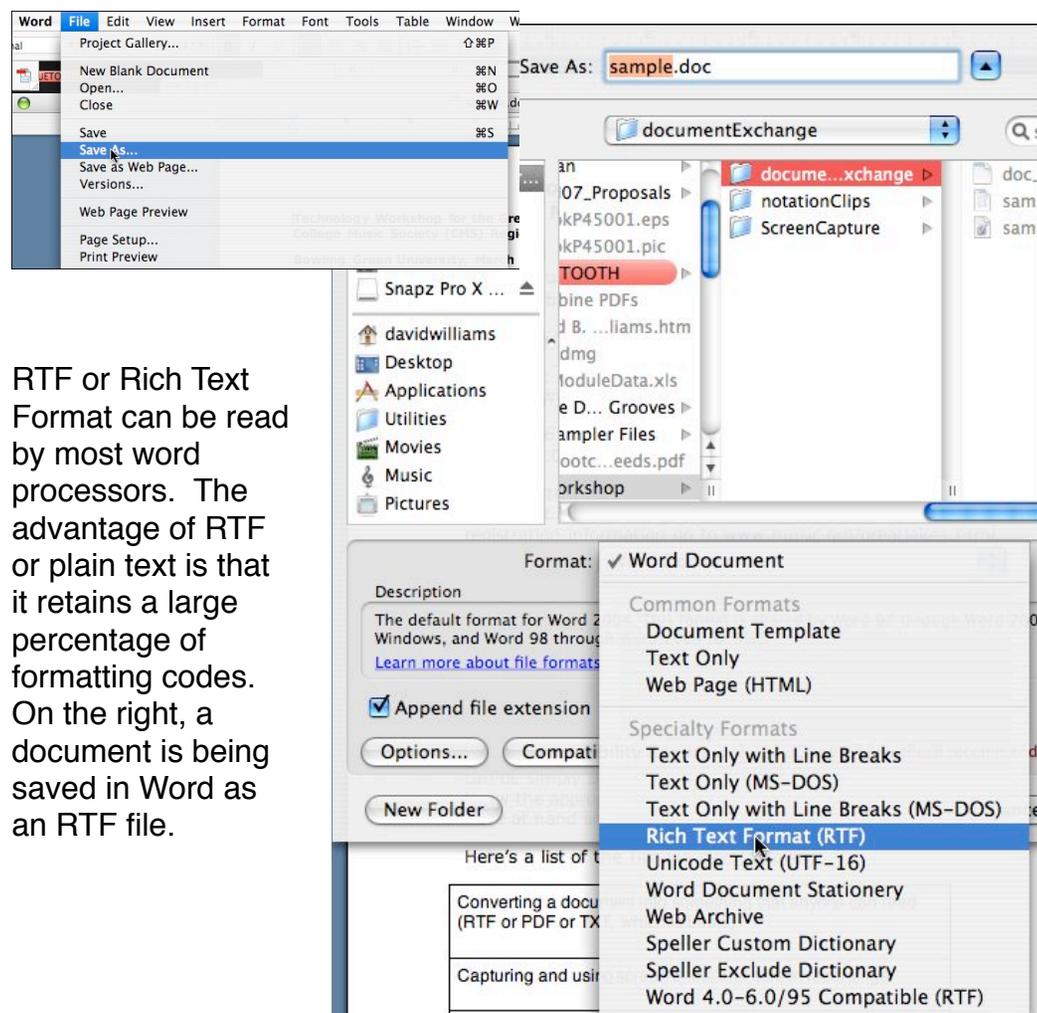


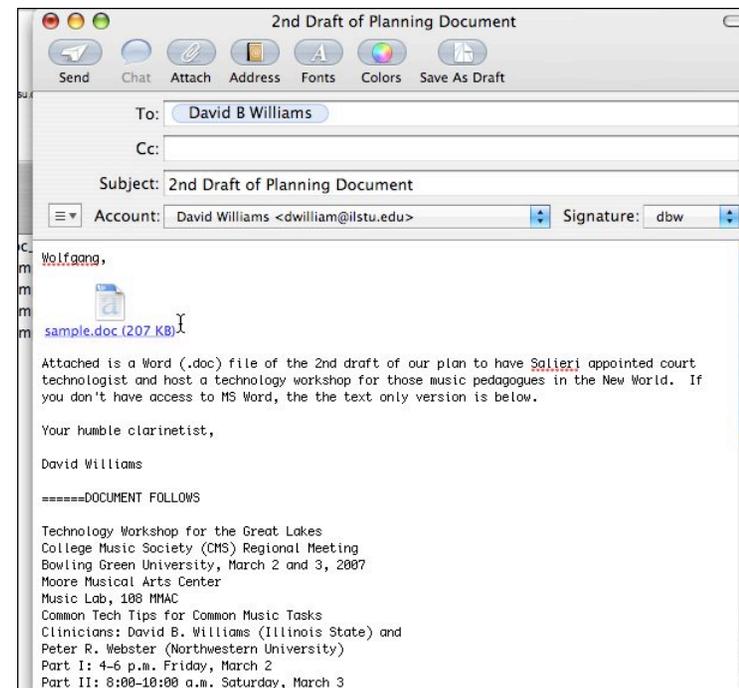
Document Exchange Tips

Materials: MS Word or PowerPoint or Excel and on Windows Acrobat Pro or CutePDF or PDF Writer/
Ghostscript (free) See: www.adobe.com or www.pdfill.com or www.cutepdf.com

Setting: You need to share a Word document or PowerPoint or Spreadsheet with a colleague on or off campus. You are not sure if they use Windows or Mac OS, or if they use MS Word or WordPerfect or some other word processor. What file format should you use to send the file? Your choice depends on whether the recipient will (a) only read the file or (b) need to edit the file.



RTF or Rich Text Format can be read by most word processors. The advantage of RTF or plain text is that it retains a large percentage of formatting codes. On the right, a document is being saved in Word as an RTF file.

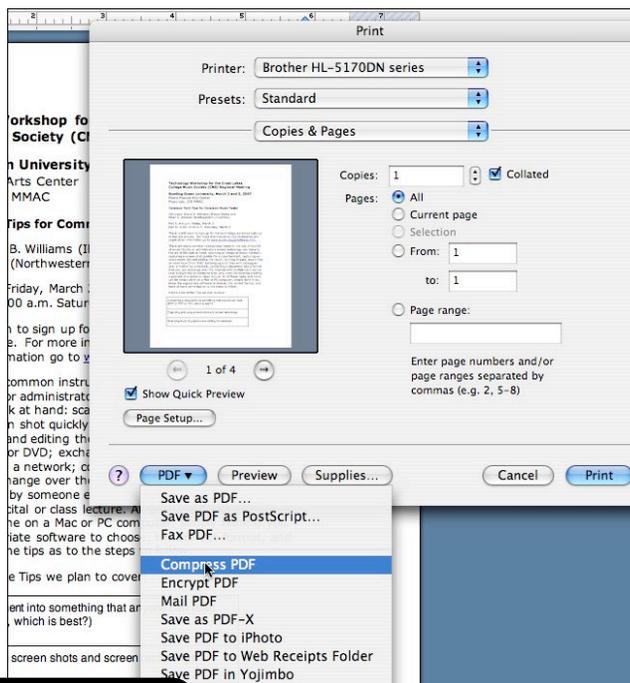


Word's .DOC file format is also fairly universal. In the e-mail above, the .DOC file is attached but also plain text copy of the document is included in the e-mail. The text was abstracted from Word by doing a Select All, then a Copy. Then, in the e-mail, a Paste inserted the text from the Clipboard.

Spreadsheets have their own text format, called a CSV or Comman Separated Value file. It is plain text with commas between each value in each column, and a return code at the end of each row. Excel will Save As a CSV file

If you really want to send the VERY BEST, go PDF!

If editing the file is not a concern, then the best format to use is a PDF or Postscript Display File format. A **PDF document** has codes that enable it to create a perfect reproduction of exactly what you would get if you print the document on your Postscript printer. When someone receives a PDF, their computer display and their printer reproduces it perfectly. However, you cannot edit the document. It is for display only.



The document on the left is being printed from Word in Mac OS X. OS X has PDF built into the system. The print dialog box has a PDF option seen at the bottom with several PDF options. Here we've chosen Compressed PDF to minimize the file size.

Using the "Encrypt PDF" option, you can lock the PDF file and indicate a password to open it. I use this to send letters of recommendation, for example, that I want to be sure are kept confidential. I then send the password to the letter in a separate e-mail to the recipient.

A good way to share a **PowerPoint** presentation, is saving it as a PDF file; it saves color and all, just not video or animation (though there is a version of Acrobat that does this). I use PowerPoint as my blackboard during class; save it at the end of class as a PDF; then upload to the class WebCT site..

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