



NEWSLETTER

September 2009

Dear Debbie ,

Many of us are finding less time now that school is back in session. In this issue, and with Go Ask Debbie, it is our goal to help you become more efficient online and using computers.

Gone are the days when children come home from school and parents help them with every aspect of their homework. Many parents find they cannot help their children because they are required to use online applications and/or certain software to complete their homework.

That's where we come in! We can help you be your kids' hero - or at least make you look cooler :)

Remember, if you have a specific question or need, we're here for you - just ask!

I hope you enjoy learning with Go Ask Debbie!

Sincerely,

Debbie McCusker
Go Ask Debbie

Save a File as a PDF

Often there are times when you need to send a file in which it cannot be edited. One of the easiest and most universal ways to do this is to create a PDF file format. PDF stands for Portable Document Format.

Adobe Reader is the most widely used software allowing users to view PDF file types, and it is FREE. There are other programs available, but you will notice that Adobe Reader is often the program that is pre-installed on new computers and most often used by businesses. Most of you have probably used this program.

However, the question of the day is "**How do I create a PDF file?**"

There are many ways to create a PDF file.

1) Use a Scanner that will save the file as a PDF

There are many drawbacks to this - the scanners can be expensive and the document must be printed prior to running through the scanner.

2) Use Adobe Writer

This is a separate program that must be purchased and is rather expensive. However, the advantage to having this program is that you can Edit certain PDF files (as long as they were

IN THIS ISSUE

[Save a File as a PDF](#)

[New Go Ask Debbie Training](#)

[Word Format Painter](#)

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Go Ask Debbie's
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not scanned as an image and as long as they are not protected).

3) Users with Microsoft Office 2007® may install the Add-in that allows files to be saved as a PDF.

4) Download a FREE PDF Creation software

There are many PDF Creation software programs that can be downloaded FREE from the Internet. This, in my opinion, is the best option for most people.

Some of the FREE programs available include [CutePDF](#), [PrimoPDF](#), and [pdf995](#). I have found these to be very small installations and very user friendly programs. To save the file as a PDF, most of these programs use the Print option which then creates the PDF.

With technology evolving so quickly these days, it is hard to keep up. I hope this has given you some good options on PDFs.

New Go Ask Debbie Training

This month look for Microsoft Office 2007® Training!

This program has so many changes that many users find themselves stuck when trying to do even the easiest tasks. Go Ask Debbie will show you how to get up to speed with Microsoft Office 2007® as quickly as possible.

Word® Format Painter

One of the handy features of Word® that not many people know about is the "Format Painter".

It should be located on the Standard Toolbar - it is the icon of a Paint Brush. To add it to the Standard Toolbar, go to **Tools | Customize** and click on the **Commands** Tab. From there, the icon is located on the Format menu. Simply Click and Drag it to the Standard Toolbar.

To use the Format Painter, follow these steps.

- Highlight the Text you wish to copy the formatting.
- Next, click on the Format Painter icon. Notice your mouse has the Paint Brush on it.
- Finally, click onto the text you wish to paste the formatting.

The Format Painter can speed up formatting, especially when you do not want to use Styles.



Go Ask Debbie is committed to improving your computer skills and helping you become more proficient. In today's technology age, you cannot afford to be "uncomfortable" with computers.

Go Ask Debbie is here for you!

So What Are You Waiting For?

Go Ask Debbie !

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