STMC See Tech More Clearly Help Bulletin

[# 7] Working With PDF Files and Screenshots

Sometimes when using a computer or mobile device such as a tablet or phone, it is useful to be able to open view or print a PDF (Portable Document Format) file, or take a "Screenshot" of something (or save a picture of the content) on screen to save for later.

How you do this varies depending on the type of device you are using, as does where the content you are working with is stored.

A little information about PDF files

Before 1993, if you wanted to share a file (perhaps containing words and images or diagrams) that had been created on a computer, the recipient would probably have required the original software you used to create the item with to be able to view, print, or edit it. So someone working on a Mac computer made by Apple might not be able to open a document created on a computer running Windows by Microsoft, or even a document created in WordPerfect or Works couldn't be opened in Word on the same computer. In 1993 this all changed when Adobe created the PDF file, and made a program called "Acrobat Reader" (later named "Adobe Reader") that made sharing *Portable Document Format* files much easier.

It is common practice in 2018 for companies to send and store bills or other communications in PDF format.

To begin with Adobe held the copyright and patents for PDF files, and the creation of PDF files required the use of Adobe Acrobat software, but over time these restrictions have reduced and it has been possible to create, copy, edit, save and print PDF's in other apps or programs.

PART ONE: Viewing Printing or Saving PDF Files

If you are using earlier versions of Windows (Windows Vista, Windows 7, 8, or 8.1), or mobile phones and tablets such as Apple iPads, Samsung Galaxy Tabs running Android, or early Windows 8 tablets, you still need to download and install Adobe Reader or an alternative such as Microsoft Reader to your device to be able to view save or print PDF files.

However if you are running a Windows 10 computer or tablet (or Windows 10 Mobile phone) you don't need any extra software because PDF files can be viewed saved or printed via the built in Edge Browser.

To view, save or print a PDF File (continued)

If you are accessing a file online using the Internet, tap or click the PDF file once to open it. If you are opening a file stored on your device, (which you may have located using File Explorer, Finder or a similar app) the way in which you open it will differ depending on your type of device:

- If you are using a Windows computer and have a mouse, double-click it to open it.

- If you are using an Apple Mac with a mouse, click the file once to open it.

- If you are using a touch-device, press and hold the file, then tap "open."

If you are using a mobile device that is not running Windows 10, or a computer running older versions of Windows or an alternative operating system such as Mac OS, the file will open in the Adobe Reader (or alternative app.)

If you are using Windows 10 the file should open in Microsoft Edge Browser (which is the best way to manage PDF files in Windows 10 - check your default app settings via the Settings App), or if you still have Microsoft Reader installed from Windows 8, or Adobe Reader from Windows 7 or older versions of Windows, it will open in those.

The following image shows an example of my previous Help Bulletin, opened in Microsoft Edge on a Windows 10 computer running version 1709 Fall Creators Update, however the functions and processes for viewing, printing or saving your PDF will be similar whether you are using Edge or another reader:
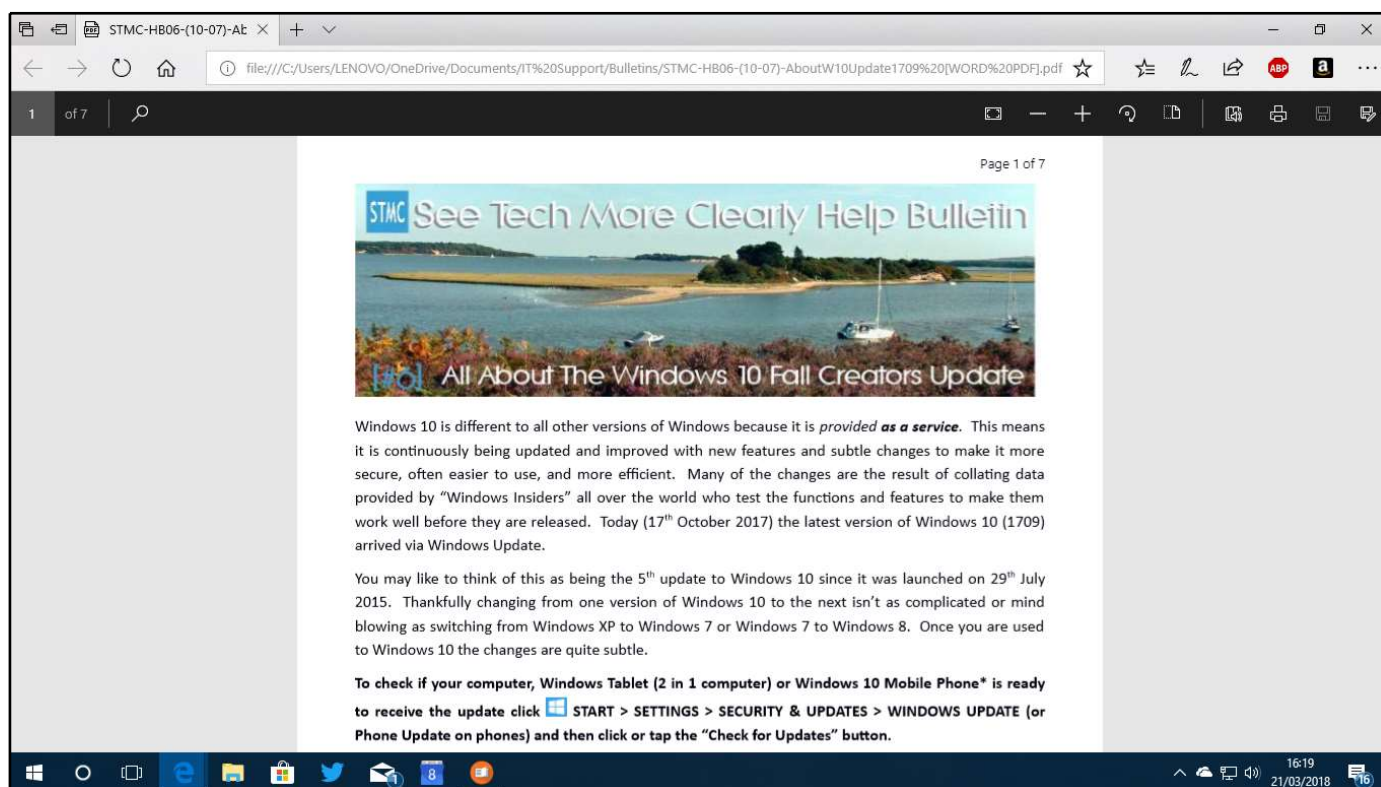
The black bar across the top of the document initially only appears for a few seconds; to see it again click or tap on the document. This is where all the buttons to manage your PDF are shown in Windows 10 using Edge Browser. Your system will feature similar buttons and features, but they may be in a different place on screen. *The next page shows more detail.*
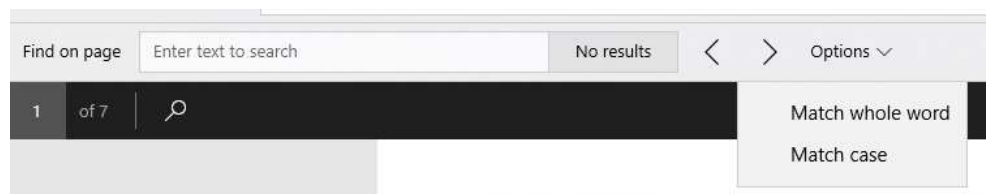
To view, save or print a PDF File (continued)

In this example the black toolbar across the top of the page includes several different features and buttons:

Top left you can see the page number, and number of pages, and next to that a SEARCH button (shaped like a magnifying glass.)

Clicking the SEARCH button opens the search toolbar above the black options toolbar…

allowing you to search for text on the page.

(Click OPTIONS to clarify your search further)

To close your search click the grey X on the far right (not shown in the example above.)

There are eight other function buttons on the right hand side of the (black) controls toolbar:

<div align="center">

1   - - 2 - -   3   4   5   6   7   8

</div>

1) **Fit to width:** *Change the view of the document to fit the window or screen.*

2) **Zoom out (-) or in (+):** *To make reading easier.*

3) **Rotate:** *To rotate the content by ¼ steps.*

4) **View Single or Multiple (2) Pages:** *Click (or tap if on a touch screen) to toggle between single or multiple pages.*

5) **Read Aloud*:** *Have the full content of the PDF read aloud, or use your mouse/touch-pad or finger on a touch screen to select sections of text in the PDF to be read aloud. *This button only displays in later versions of Windows 10.*

6) **PRINT:** *Print your PDF on paper using your printer, or to create a new PDF file using Windows 10's built in PDF printer or another online print service to save a copy to a cloud service such as OneDrive, Google Drive, Dropbox or iCloud to print later.*

7) **SAVE:** *Save any changes to this file.* ***(This option is usually greyed out and unavailable unless working with an editable form online.)***

8) **SAVE AS:** *Save a copy of this file as a new file, optionally with a different name, and/or in a different location.*

To close your PDF close the tab in your browser (or close your PDF reader app if not using Microsoft Edge in Windows 10.)

Using PDF files is a flexible and easy way to share a file, perhaps you just want to simply "snap a picture" of what is on screen, whether its a website, drawing, photo or text?

PART TWO: Screenshots

It is often useful to be able to take a quick "picture" of what is on your screen to save for later or share with someone. These types of pictures are known as "screenshots."

An example of when this might be useful is if you were in the middle of booking a ticket for travel or a concert online and wanted to save a copy of the details before you paid for your booking.

There are many different ways to capture a screenshot. You can download programs or apps for the purpose, or if you use a smartphone or computer you can create them easily by clicking or pressing a few buttons.

Depending on the age of your operating system the way in which you manage them will be different. Once more as technology has advanced, taking and managing screenshots using Windows 10 or smartphones is much easier than before because cloud technology means that your screenshots are almost instantly available across any connected devices.

How to Take a Screenshot on a Computer

 If you are using your computer or a Windows Tablet, look for the **PRINT SCREEN** button on your keyboard. (On some systems it may be called **PRT SCR** or **PRT SCRN**) *Note that on a laptop you may also need to press the "FN" or "Function" button at the same time.*

Pressing the **PRINT SCREEN** button once will take a copy of everything that is visible at that moment on your computer's screen* (and place it on the invisible clipboard until it is replaced by something else.)

> *Pressing the **ALT** key next to the space bar at the same time as PRINT SCREEN will only take a copy of the open Window, rather than the whole screen. If your screen doesn't show all information you need on the page, you will need to scroll the display and take a 2nd sreenshot.

If you are using Windows 10, and are signed into your Microsoft Account, it will be saved immediately to your **OneDrive/Pictures/Screenshots** folder with the date as the file name. (If you take more than one screenshot during a day they will be numbered.) You can then easily use the **File Explorer** app to find your screenshot and open, edit, insert, print, or share it using other apps. OneDrive will also download the file to the same folder on all your other connected devices.

If you don't use a Microsoft Account with Windows 10 and have not set up OneDrive, the screenshot will simply be copied to the clipboard so that you can paste it into something else using another app.

The same applies with older versions of Windows, so for Windows Vista, Windows 7 or Windows 8.1 it is best to open the PAINT app or a word processor and then click EDIT > PASTE (or right click, or if using a touch-screen press and hold, then tap PASTE) and save your image as a file that you can find with File Explorer later.

On an Apple computer, simultaneously press SHIFT- COMMAND-3 to take a copy of your whole screen, or SHIFT-COMMAND-3 to just take a portion of your screen. Screenshots are then saved to your Apple Desktop.

To Take a Screenshot on a Mobile Device

The procedure for saving a screenshot on a smartphone or tablet is much the same, but to take it you need to experiment and press a combination of the POWER and VOLUME UP (or down) buttons simultaneously. If you have OneDrive installed on your device, you should hear a click, and the screenshot will be saved to your **OneDrive/Pictures/Screenshots** folder just as it is on a computer, otherwise you will need to use the Files app to find it. If you are not using OneDrive open the app you wish to paste your screenshot into and press and hold a blank page or document to paste it in.