

Working with PDF Files

Introduction

What are PDFs?

The PDF file format was developed by Adobe to create a portable document format. This format can be used to exchange and distribute documents. The advantage versus other formats is that you can be sure that anyone will view the file exactly as you want on other PCs or mobile devices.

Windows 10 is the first operating system to have built-in support for reading PDFs. Windows 10 uses the new Browser called Edge to read these files. It's not a very good reader and doesn't support a lot of features offered by other PDF readers. Also, both Google Chrome and Firefox will read PDF files.

Reading PDFs on a PC

When you navigate to a PDF in a Browser and open it by clicking the link, you will see some icons in the upper right corner as show below.

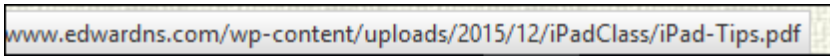


The icons vary depending on the Browser but almost always have an icon for Printing, 2nd icon from the left, and for Downloading, 3rd icon from the left.

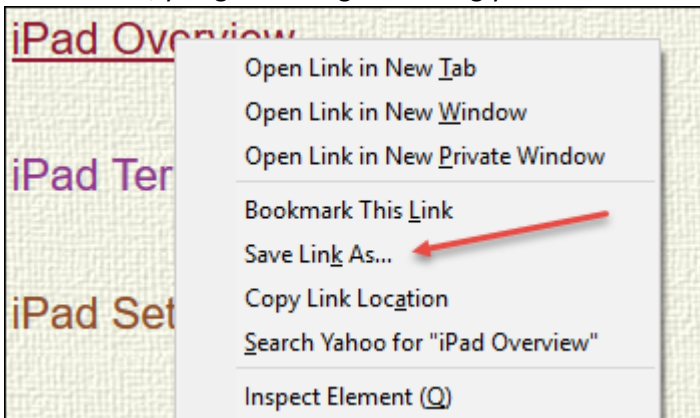
When you hover over a link in the Browser two things happen. The link usually changes color and a hand appears instead of a cursor. This indicates that the PDF will open when you click the link.



Also, when you hover over a link to a PDF, the status bar at the bottom of the Browser will show the path or location of the PDF. In this case as shown below, the file name is iPad-Tips.pdf.



Instead of hovering or clicking, you can right-click. In this case you will get a menu as shown below. If you click Save Link As, you get a dialog box asking you where to save the PDF file.



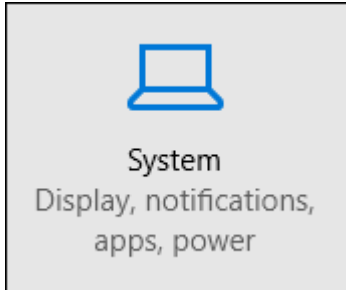
When you open a PDF in your Browser and click the Download icon you will get a dialog box asking you where to save it or a dialog box asking you to either save it or open it. These options vary depending on the browser you use.

Opening PDFs on a PC

One of the ways to open a PDF on a PC is to double-click it. The program that opens it depends on the default program that is associated with this particular file type.

Method 1 to determine the current default or to change it

1. Open the Windows 10 Settings App by typing Windows key +I
2. Select the System icon as shown below



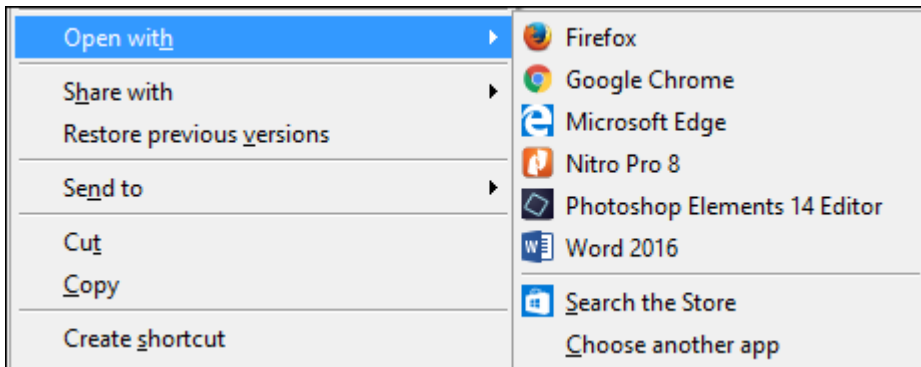
3. Select Default Apps on the left
4. Scroll down and select Choose Default Apps by file type
5. Scroll down (it's a long list) until you see the PDF Document as shown below



6. Click the entry and either leave it alone or choose another program

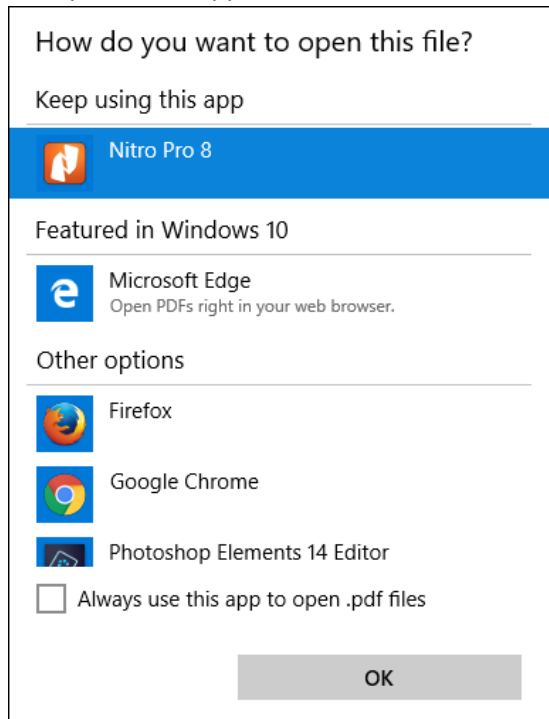
Method 2 to determine the current default or change it

1. To determine the current default just double-click the PDF to open it
2. To change the default, right-click the PDF and select Open with. You will see a menu similar to but different from the one shown below.



3. To merely open it choose a program from the list.

4. To change the default, select Choose another app. Select a program from the list, place a check in Always use this app and click OK.



Reading PDFs on an iPad

Using the Safari Browser

1. Navigate to the PDF and tap the link to open it
2. Tap anywhere on the PDF and tap Open in “iBooks”. The PDF will be saved into the iBooks App. The next time you want to open it open the iBooks App and tap the Library icon to see all of you books.
3. You can also use the Share icon to send it elsewhere including printing the document

Using the Chrome Browser

1. Navigate to the PDF and tap the link to open it
2. Use the Share icon to send it elsewhere including printing the document

iPad Apps for PDF files

- Documents by Readdle, free
- PDF Expert by Readdle, \$9.99
- See more [here](#)