

Creating PDF Files

Congratulations, you can open a PDF file. Great start. Now let's talk about creating them.

First, what is a PDF file? A PDF (Portable Document Format) file is a type of file that can be viewed by any kind of computer and is a universal standard for sending documents electronically from one person to another. The government, corporations, and universities use it. Virtually every web-site uses it. There is almost no limit to who can benefit from using PDF files.

Second, Why use a PDF file? Because the program to read PDF documents (Adobe Acrobat Reader) comes preinstalled on almost every computer, and if isn't on your computer, it is free to download and install. This makes it a great method to distribute documents that everyone can view. In Kairos, a PDF file can be very useful for sending documents out to the ministry at any level; ACs to team members, SCs to ACs, and KPMI to everyone. Every document that can be downloaded from the KPMI website is in PDF form.

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