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Itâ€™s easy to understand why a lot of people use Microsoft Word. Aside from being one of the most extensively used applications in the world, its capacity for near-instant textual input makes it easy to navigate. Also, the contents displayed use the standard HTML formatting, allowing for great compatibility.

However, despite being the leading application among users, it has distinctive drawbacks, such as its vulnerability to viral attacks, and the tendency to accumulate too much meta information, necessitating the need for larger storage. Fortunately, there are many ways Word documents can be converted to a more efficient and effective file format. One method is through PDF, or the portable document format. The main difference between the two is that a PDF is a page lay-out file, while a Word Doc is a text file.

Perhaps the most defining quality of a PDF is its ability to appear the same regardless of the system on which it is viewed. Adobe Systems, the developer of PDF format, created the latter to provide consistency in the viewing and printing of documents.

This is illustrated when one opens a Word document; if the Word file is opened on a computer that does not have, say, a Garamond font style, that computer will reproduce the text using a substitute font. The effect is that the layout is changed, often to the viewerâ€™s distaste. With PDF file, the appearance remains the same regardless of the computer or operating system used.

Portability and Mobility

By using a document to PDF conversion software, you can change Word documents to PDFs. Once you have converted your documents to PDF, you can view them anywhere and whenever you like as long as you use free tools such as Adobe Acrobat Reader.

Printing issues

Like all file formats, PDF is not perfect. For example, in order to print a PDF image printer settings, specifically the dots per inch feature, will need readjustment using higher resolutions. By sending an image of the document to the printer, the fonts and images tend to appear somewhat rougher at the edges, requiring a higher resolution to improve image quality.

Sometimes you might want to convert a PDF print to image file format such as JPEG. In that case, all you need is an Adobe Acrobat or a Photoshop application, as they can do conversion in a matter of seconds or minutes (depending on the file size). For more information about PDF files, log on to blogspot.com.

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