

How to read, print or save individual MOA WNY documents

Available on our WEB PAGES

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MOA WNY Chapter

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On our web page, there are several "link buttons" that actually pop up a document, rather than skipping to another page of the site. This is a useful technique, because it makes it easy to save or print that actual file for your future use. These documents, along with other items such as pictures, are uploaded and stored by our current Web Site Provider

THIS EXPLANTION ASSUMES that you have Adobe ACROBAT reader software, which is a small, free program that most people have on their computer. It reads a special type of file known as a **Portable Document Format**, or "pdf" file . The pdf format is very powerful because a file takes up less space than a WORD, POWERPOINT or EXCEL file, among others.

However, a pdf file cannot be edited after downloading, without other ADOBE software that they sell. If you do not have the free ADOBE "Acrobat" reader, it can be downloaded free of charge at:

<http://adobeacrobat.8-pdf.com/?OVRAW=Adobe&OVKEY=adobe&OVMTC=standard&OVADID=18323113522&OVKWID=4013017522>

It is also available on other web sites on the Internet.

Many people who use the World Wide Web ("www") are familiar with the capability to print or save various types of files that "pop up" when they are selected by a related Menu Button on a Web Page. Others do not use the Web very much, and though they may want to save or print a "pop up" file such as the current MOA WNY Newsletter or Schedule of Events, they have not done it before, or perhaps they are rusty at it.

When you open one of our Web Site pages, the Provider software combines all this information to show the desired graphics, as well as getting ready to respond to any links to menu choices that you select. If you choose a menu item that we have actually programmed to "pop up" an individual file, vice another page of our Web Site, you are now viewing a file exactly as it would appear as if it was saved on your computer, but it really isn't. For example - if you select the Menu Button to see our latest Newsletter, the choice opens up a pdf file named something like "***MOA WNY Newsletter Mar 2008.pdf***"

Now, you may want to print or save this file on your computer, EMAIL it to a friend, perhaps read it later without going to the Web, or any other reason.

If you have the ACROBAT reader installed on your computer, saving or printing a pop up document is the same process as you would use as if you created file yourself. Within the "pop up" document go to FILE on the menu bar, and selected "Print", "Save" or "Save As", as you desire. You do not have to save the file on your computer in order to print it, though. If saving the file, choose the folder and location where you want to save it, or accept the recommended

location when you first choose to SAVE the file. This saving procedure is referred to as "specifying a path" - the SAVE AS Command - or "accepting the default path" - the SAVE command picks a default location the first time. When it has been saved in a location once, choosing SAVE again will overwrite the previous file. My recommendation is to always use the SAVE AS command so that you can put the file exactly where you want it on your computer.