

## **What is PDF?**

- A .pdf file is in Portable Document Format, a file format developed by Adobe Systems in 1993 for easier document exchange
- It is an open format, capable of displaying a document independent of the application software, hardware, and operating system

## **Why does the Department require PDF?**

- This format has been chosen because of:
  - the ease of creation from other formats, eg MS Word
  - the availability of free software to read the files
  - its ability to be searched for words or phrases
  - its wide acceptance in industry
  - standardisation with reporting requirements in other Australian jurisdictions
  - its compatibility with the World Wide Web

## **How do I get my file into PDF and what settings are necessary?**

- The pdf submitted should be a text pdf created with Adobe Acrobat or similar, not an image of a text document saved as pdf
- Be wary of non-standard fonts. Some software will create a .pdf which looks fine but the special fonts will turn to other meaningless characters when the text is copied and pasted
- The pdf security must be set to allow “copy and paste” and “print”, but not to “edit” the document
- For larger reports, both thumbnails and bookmarks are appropriate
- It is preferred that the text is in a read from “top to bottom” form; that is, if some pages are in landscape then pages should be rotated
- Where possible, the complete report, including text, figures, tables, maps and appendices, but excluding digital data, should be submitted as a single pdf file
- Where file size is a limitation, the report/plans/appendices should be split into smaller pdf files
- Do not embed any files as attachments within the text pdf; all files must be separate
- Hotlinks are acceptable, but unnecessary, as they may not work if the Department separates files onto different servers.