

*Hello from beautiful*





# Cove Apple Club

March 10, 2021



Sample Invoice - Edited

INTERNATIONAL JUGGLERS' ASSOCIATION

Mike Sullivan  
Festival Registrar  
972.333.3532  
registrar@juggle.org  
juggle.org

INVOICE

SOLD TO  
Joe R. Smith, Esq.  
123 Main Street  
Anytown ID 72883

March 10, 2021

Description	Qty.	Ea.	Ext.
Facility rental as per contract 55122-4E	1	\$1,000.00	\$1,000.00
Non-Profit organization discount	1	-\$200.00	-\$200.00
Total:			\$800.00
Paid by:			\$0.00
Balance due:			\$800.00

Terms: Net 30

Mail check to:  
International Jugglers' Association  
Festival Operations  
PO Box 580005  
Kissimmee, FL 34858

Email: registrar@juggle.org  
Festival registration: <https://juggle.org/festival>

The International Jugglers' Association is an IRS 501(c)(3) tax-exempt educational organization.  
Federal Taxpayer ID: 16-1111652

Open, print & view PDFs ⌘ Search PDFs ⌘ Rotate Pages ⌘  
Reorder Pages ⌘ Insert Pages ⌘ Delete Pages ⌘ Insert Images ⌘  
Capture & save digital signatures ⌘ Save PDF as Image ⌘  
Script to PDF ⌘ Encrypt PDFs ⌘ Annotate PDFs with Text, Font &  
Quartz Filters ⌘ Insert digital signatures into PDFs ⌘ Annotate with Shapes  
from a PDF **Image functions:** Open, print & view images ⌘ Rotate  
Resize Images ⌘ Scale Images ⌘ Display EXIF Capture Data ⌘ Import  
from iPhone ⌘ Screen Grab ⌘ Create Instant Alpha Channel ⌘ Create  
Mask or Shape ⌘ Extract a shape from an image ⌘ Annotate with Text, Font &  
Annotate with Shapes ⌘ Apply Quartz Filters ⌘ Reduce File Size ⌘ Resize  
Image file from image on clipboard **iCloud functions:** Save file to iCloud ⌘ Open  
file from iCloud **Transcoding:** Convert PDF to Image ⌘  
Convert PostScript to PDF ⌘ Mix image type  
format ...and much, much more!





# Tonight's Topics

- Making and sharing PDFs the fun and easy way
  - On your Mac
  - On your iPhone or iPad

# Remember!

- The presentation of tonight's meeting will soon be available to download from our Archives website, in both Keynote and PDF format
- Visit [CoveAppleClubArchives.com](http://CoveAppleClubArchives.com)

# Virtual Meeting Housekeeping

- Please keep your microphone muted throughout the meeting
- We'll do a quick Q&A at the end of each topic
- You can have your video on or off

# After the meeting

- We'll keep the connection open until 9pm ET, so we can all chat as if we were back at Cheeks!
- Grab an adult beverage and yak it up – virtually – after the meeting!

# Making and Sharing PDFs the Fun & Easy Way



# Making and Sharing PDFs the Fun & Easy Way

## PDFs: What are they?



- PDF: Portable Document Format
- Created by Adobe in 1993, now an international standard (ISO 32000)
- Cross-platform document interchange format – independent of hardware, software or operating system
- As an ISO standard, no royalties are required to create or use PDFs



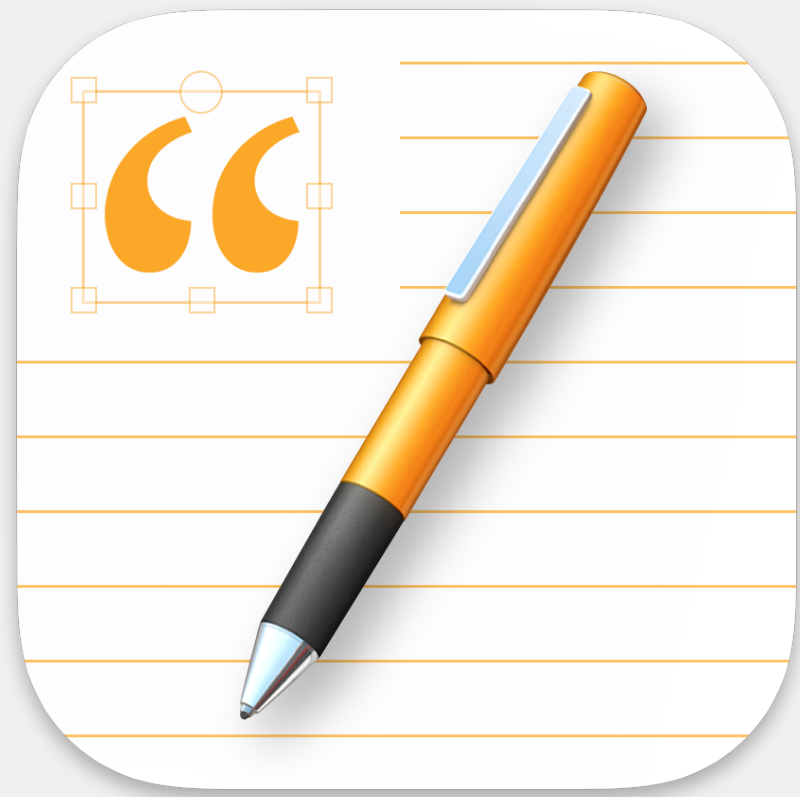
# Making and Sharing PDFs the Fun & Easy Way

**PDFs: Very handy, free & ubiquitous**



- Each PDF is a self-contained description of a fixed-layout flat document, including text, fonts, images, hyperlinks, form fields, video, audio, 3D images, and even other file attachments
- PDFs can be encrypted to securely send rich documents across unsecured links
- Every version of macOS, going back to OS X 1.0 in 2001, included built-in PDF creation and viewing/editing tools
- Every iPhone & iPad can also create and view PDFs using built-in tools

# PDFs: What are they good for?



You create  
an invoice  
using Pages  
on your Mac



You export your  
invoice to PDF  
to send to your  
client



You send the  
invoice as a file  
attachment in  
Mail



Your client can  
open, view and  
print the  
invoice on their  
Windows PC




You create an invoice using  
Pages on your Mac

Sample Invoice — Edited

View Zoom Add Page Insert Table Chart Text Shape Media Comment Collaborate Format Document

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You export your invoice to PDF to send to your client

<< | <

1 of 1

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Federal Taxpayer ID: 16-1111652

Printer: ⚠ EPSON WF-4740 Series

Presets: Default Settings

Copies: 1 

⬆ ⬇ ⬆

☐ Black & White ☐ Two-Sided

Pages: ☒ All ☐ From: 1 to: 1

Pages 

⬆ ⬇ ⬆

☐ Print comments  
☐ Print smart annotations  
☒ Print page backgrounds

PDF 

⬇

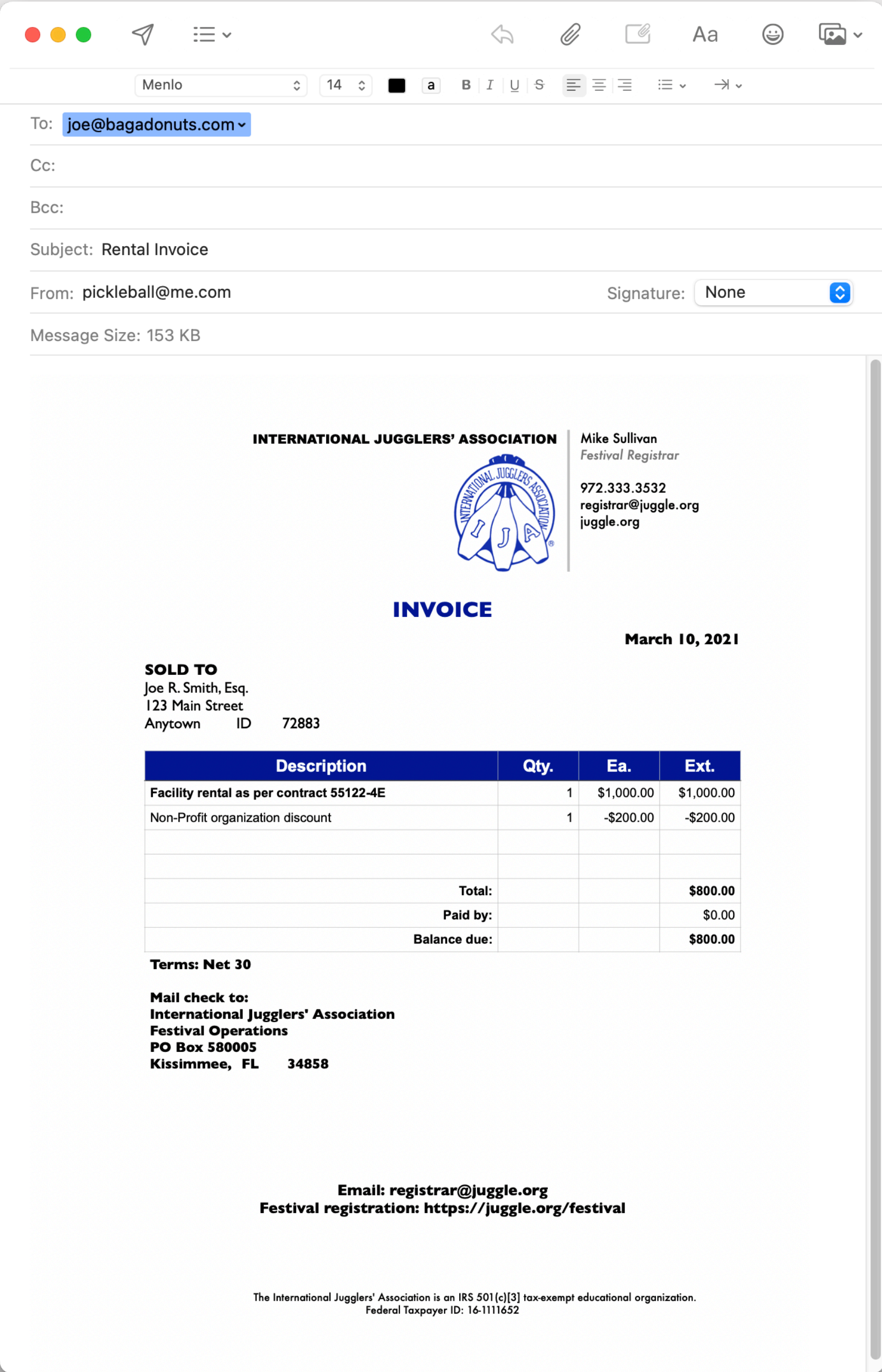
 ⚠ Low Ink

Open in Preview  
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Save as PostScript  
Send in Mail  
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file attachment in Mail





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Your client can open, view  
and print the invoice on  
their Windows PC



# Other neat things about PDFs

Probably more than you ever wanted to know



- PDFs created in 1993 can still be opened today – guaranteed backwards compatibility with older files
- PDFs are highly compressed, and save space and transmit time when sent by email, message or stored on disk
- The Preview app on Mac lets you do dozens of things with PDFs, which would be a whole night's topic by itself
- And there are dozens of 3rd-party PDF apps for Mac and iOS as well!

# Preview app on macOS





What people *think* Preview can  
do...

**PDF functions:** Open, print & view PDFs

**Image functions:** Open, print & view images

What Preview can *actually* do...



**PDF functions:** Open, print & view PDFs ⌘ Search PDFs ⌘ Rotate Pages ⌘ Crop Pages ⌘ Reorder Pages ⌘ Insert Pages ⌘ Delete Pages ⌘ Insert Images ⌘ Reduce File Size ⌘ Capture & save digital signatures ⌘ Save PDF as Image ⌘ Convert PostScript to PDF ⌘ Encrypt PDFs ⌘ Annotate PDFs with Text, Font & Color ⌘ Mark-up text ⌘ Insert digital signatures into PDFs ⌘ Annotate with Shapes ⌘ Apply Quartz Filters ⌘ E-mail PDF in Mail ⌘ Fill out PDF form ⌘ Extract text or graphics from a PDF

**Image functions:** Open, print & view images ⌘ Rotate Images ⌘ Resize Images ⌘ Scale Images ⌘ Display EXIF Capture Data ⌘ Import Images from iPhone ⌘ Screen Grab ⌘ Create Instant Alpha Channel ⌘ Create Image Mask or Shape ⌘ Extract a shape from an image ⌘ Annotate with Text, Font & Color ⌘ Annotate with Shapes ⌘ Apply Quartz Filters ⌘ Reduce File Size ⌘ Resize & e-mail image in Mail ⌘ Create image from styled text on clipboard ⌘ Create new image file from image on clipboard

**iCloud functions:** Save file to iCloud ⌘ Open file from iCloud

**Transcoding:** Convert PDF to Image ⌘ Convert Image to PDF ⌘ Convert PostScript to PDF ⌘ Mix image types & save to a single transcoded format ...**and much, much more!**

**Please Support the  
Cove Apple Club**

# Facts

- The Club has expenses of about \$550/year
  - \$15/month for Zoom Business
  - \$9/month for MailChimp paid plan
  - \$170/year for Wix: main website, including hosting
  - \$80/year for domain registrations and hosting of CoveAppleClubArchives.com



If you think the Cove Apple Club  
is worth your support, we  
encourage you to donate to help  
keep it going

“If you love something...help it grow.”

“Give until it feels good!”



# Donating: Virtually

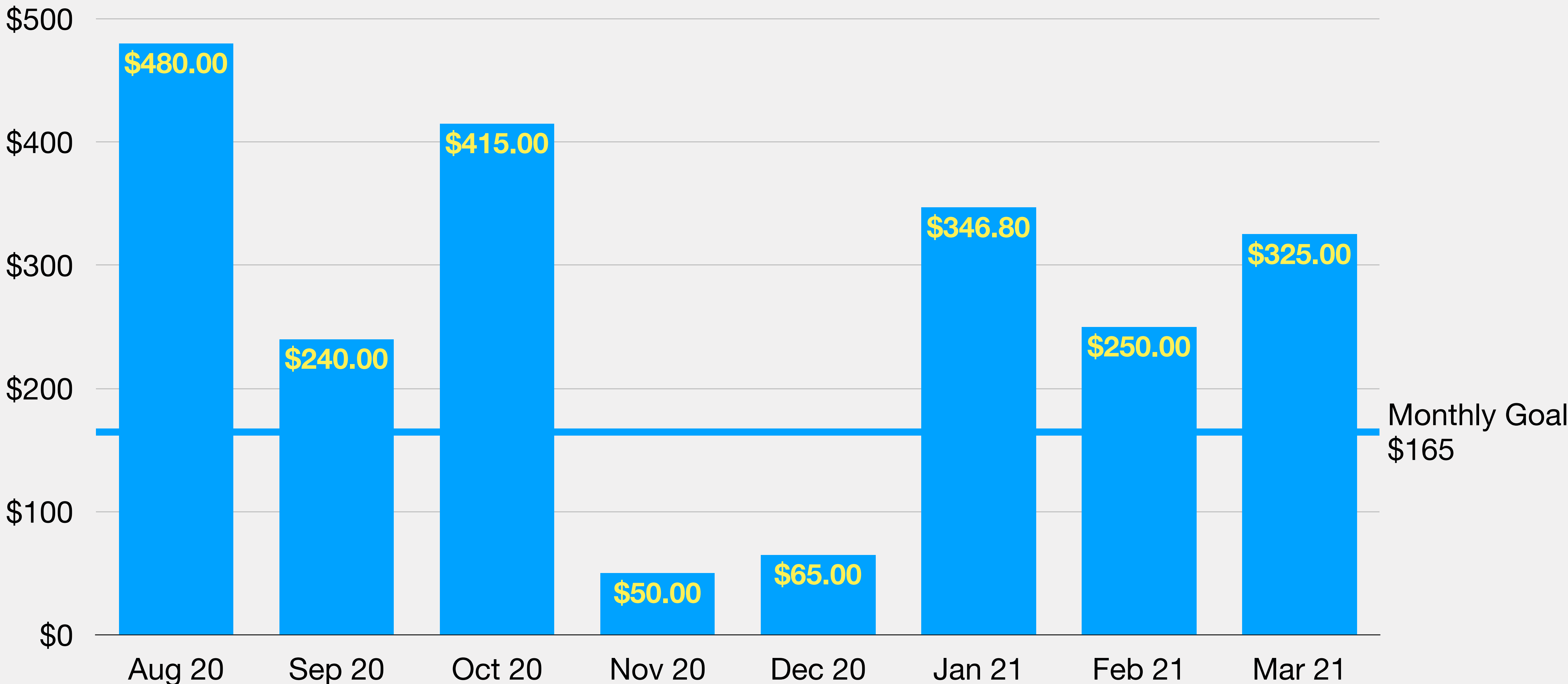
- All Club emails have a donation appeal at the bottom of each message
- We take Zelle, PayPal, Venmo, Apple Pay Cash, cash & check!
- There's also a big, beautiful Donations page on the Club website



# Donations Update!

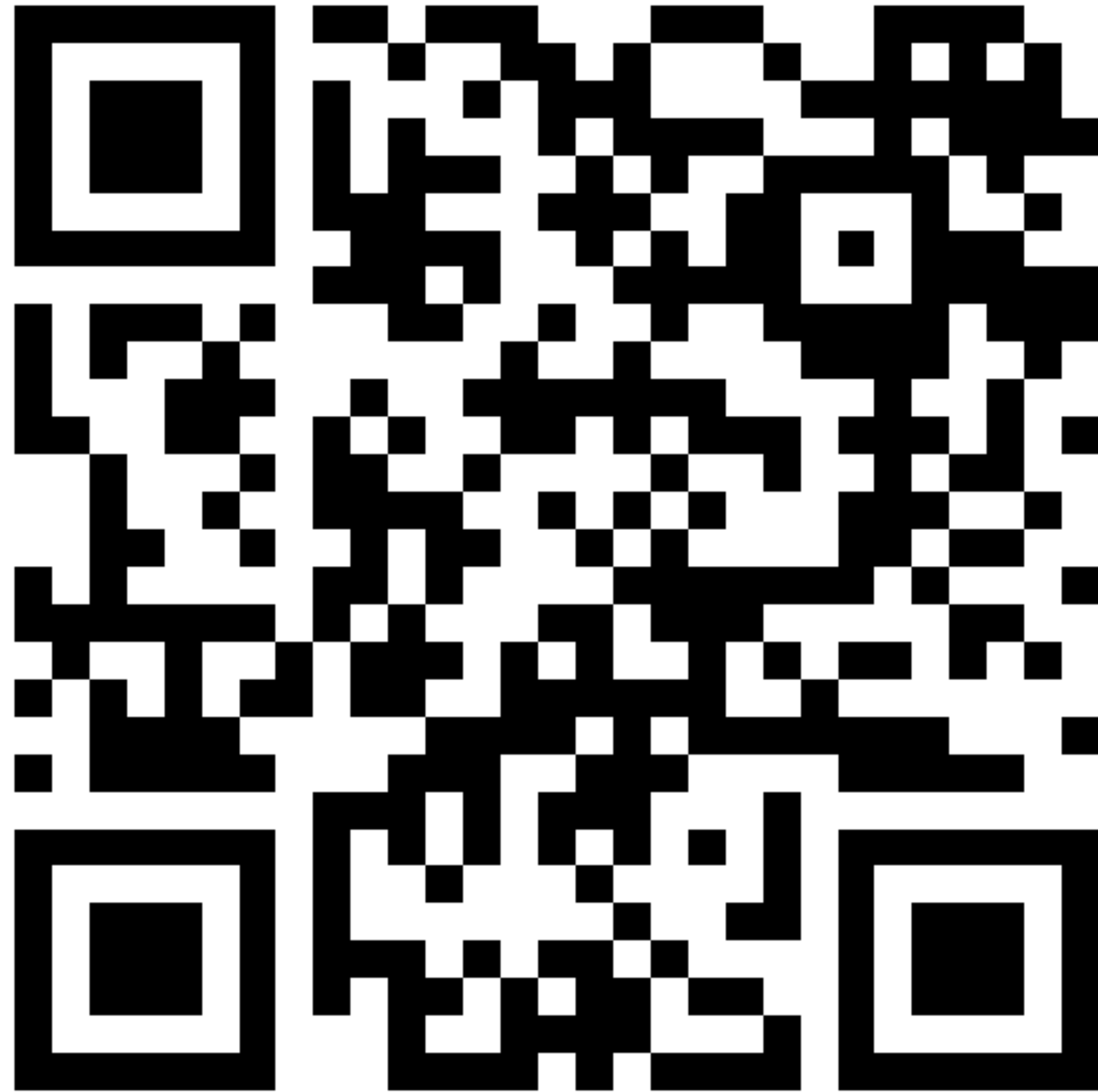
- Thirty-nine donations received to date from 24 different donors
- Total donations received this year: \$921.80

# Donations by Month





# Support the Club with your donations!



*Scan this with your iPhone  
camera app now!*

Thank you  
for your support!

This Club  
depends on **YOU!**

# Making and Sharing PDFs on Your Mac & iPhone/iPad





# **Upcoming meeting dates**

**All meetings begin at 7pm ET on Wednesday nights**

- **March 10**
- **March 24**

**Schmooze Session!**

# Online Schmooze Session

- We'll keep the connection open until 9pm ET, so we can all chat as if we were back at Cheeks!
- Grab a cold one and yak it up – virtually!



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