



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

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

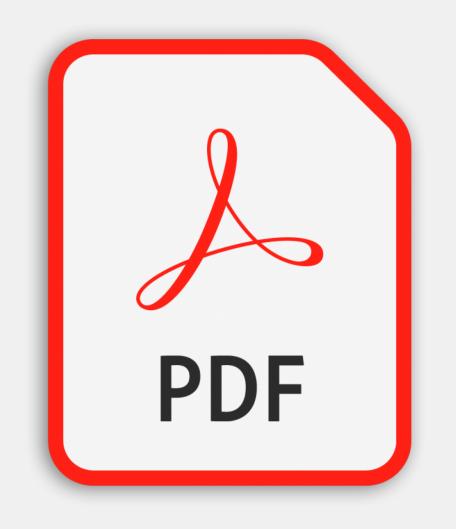
PDFs: Very handy, free & ubiquitous



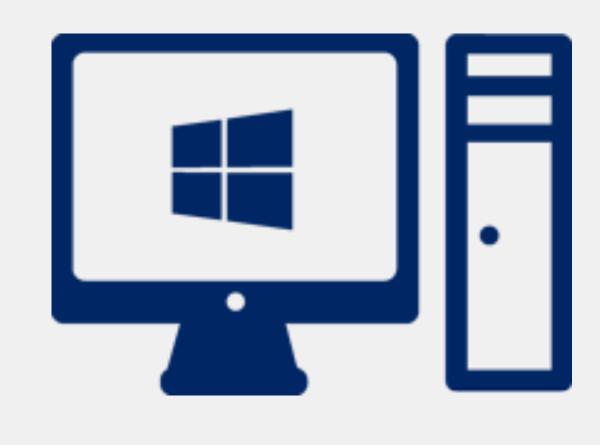
- Each PDF is a self-contained description of a fixed-layout flat document, including text, fonts, images, hyperlinks, form fields, video, audio, 3D images, and even other file attachments
- PDFs can be encrypted to securely send rich documents across unsecured links
- Every version of macOS, going back 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?









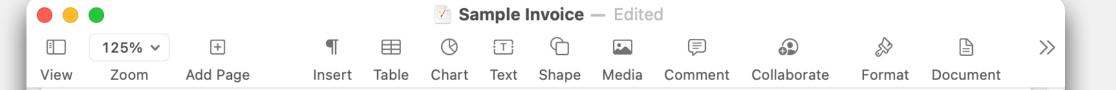
You create an invoice using Pages on your Mac

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



INTERNATIONAL JUGGLERS' ASSOCIATION



Mike Sullivan Festival Registrar

972.333.3532 registrar@juggle.org juggle.org

INVOICE

March 10, 2021

SOLD TO

Joe R. Smith, Esq. 123 Main Street

Anytown ID 72883

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

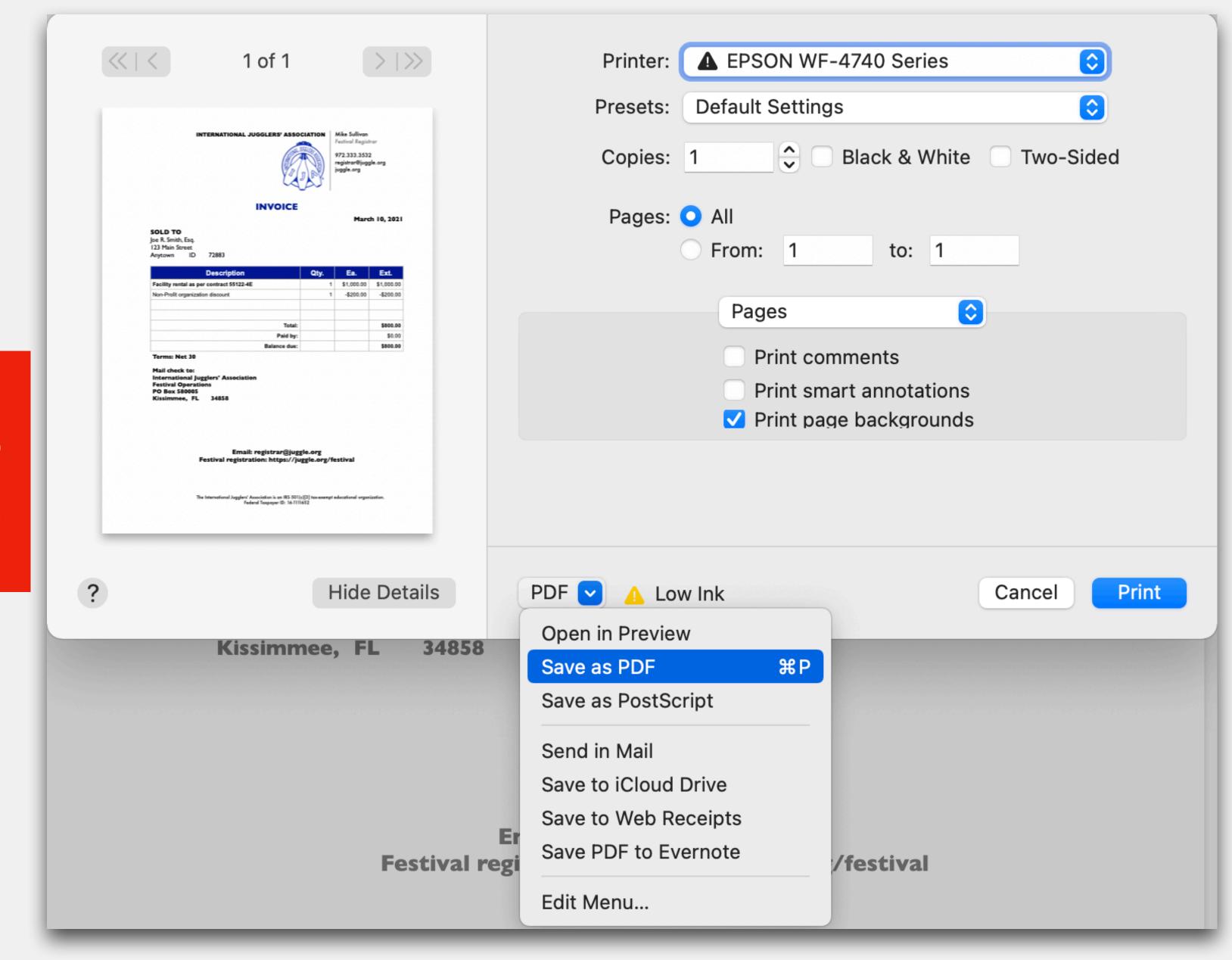
Terms: Net 30

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

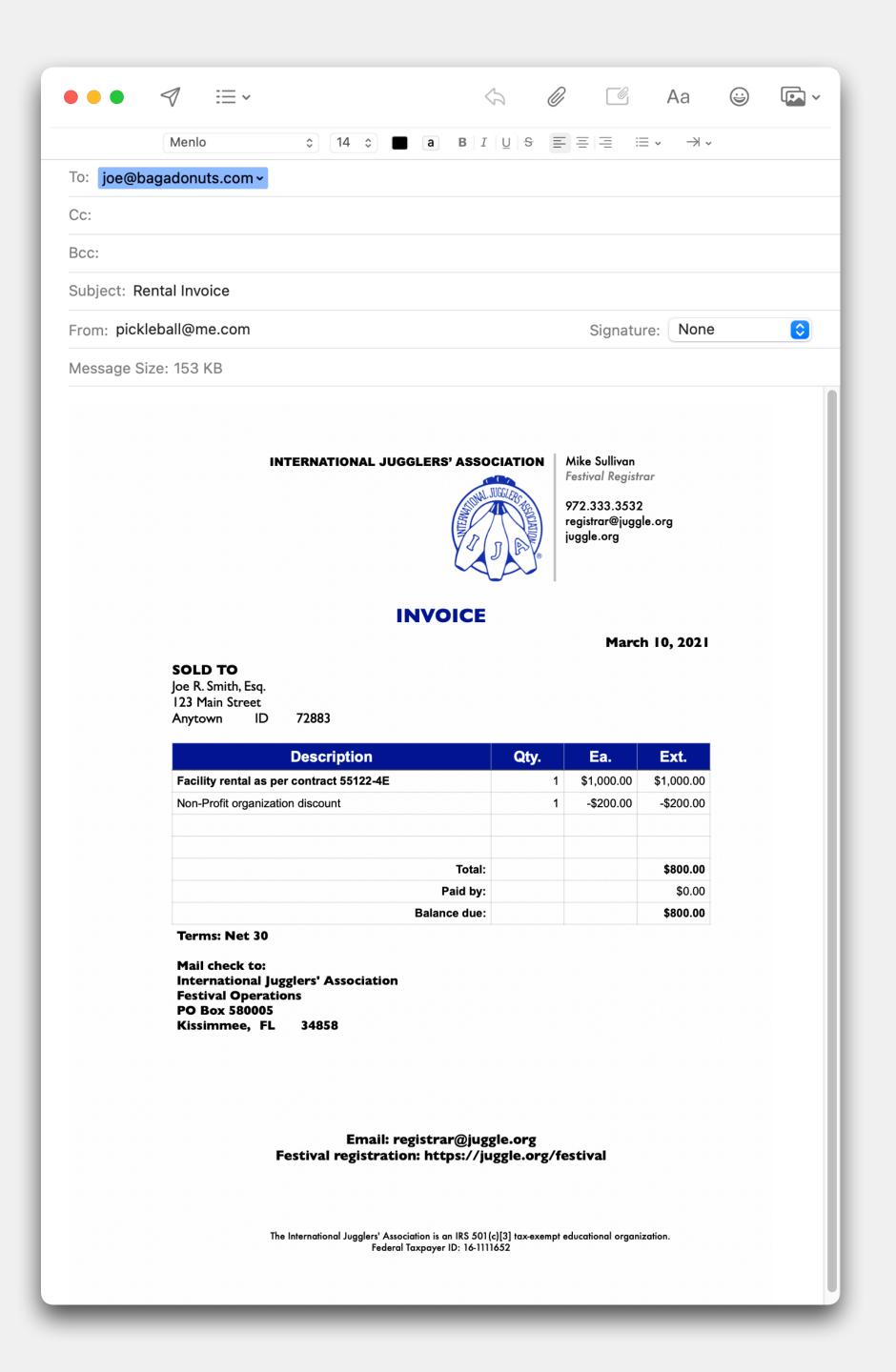
Email: registrar@juggle.org
Festival registration: https://juggle.org/festival

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

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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 光 Reorder Pages 光 Insert Pages 光 Delete Pages 光 Insert Images 光 Reduce File Size 光 Capture & save digital signatures 光 Save PDF as Image 光 Convert PostScript to PDF # Encrypt PDFs # Annotate PDFs with Text, Font & Color 光 Mark-up text 光 Insert digital signatures into PDFs 光 Annotate with Shapes 第 Apply Quartz Filters 我 E-mail PDF in Mail 我 Fill out PDF form 我 Extract text or graphics from a PDF Image functions: Open, print & view images # Rotate Images 光 Resize Images 光 Scale Images 光 Display EXIF Capture Data 光 Import Images from iPhone 光 Screen Grab 光 Create Instant Alpha Channel 光 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

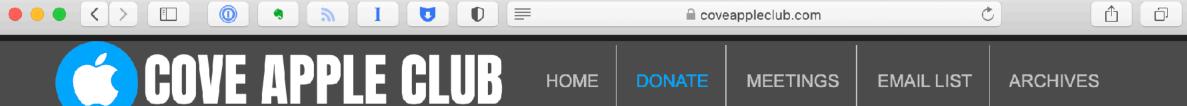
- The Club has expenses of about \$550/year
 - \$15/month for Zoom Business
 - \$9/month for MailChimp paid plan
 - \$170/year for Wix: main website, including hosting
 - \$80/year for domain registrations and hosting of CoveAppleClubArchives.com

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



DONATE

The Cove Apple Club runs exclusively on donations, freely offered by members and friends who wish to support and grow the Club.

The Club doesn't charge dues, and we have no other outside funding.

Everyone who enjoys the Cove Apple Club is encouraged to donate, as often as they like, in any amount they like, and in any way they like.

DONATE IN PERSON

At Cove Apple Club meetings, you'll find a donation jar and a stack of donation envelopes near the door.

If you want to receive credit for your donation on our "Donor Scoreboard," write your name (or a pseudonym, if you like!) on the donation envelope and place your donation inside, then deposit the envelope.

To donate anonymously, drop cash directly into the donation jar, or place it inside a blank envelope.

DONATE ONLINE

You can donate securely and quickly online using several trusted methods. If you would like your donation to be recorded as "Anonymous" or under a pseudonym, please include your instructions with your donations.

ZELLE: Zelle is a secure, instant bank-to-bank transfer that is supported by **almost all US-based banks** and credit unions. There is no fee to sender or recipient, and no account information is ever sent to the recipient.

- On your iPhone:
 - Open the mobile app for your bank or credit union, then look for "Transfer / Zelle" in the app. Choose "Send or Receive money with Zelle," then follow the prompts to send money to banking@coveappleclub.com.
- On your Mac:
 - Visit your bank website, then click the link for "Transfer / Zelle." Follow the prompts to send money to banking@coveappleclub.com.

PAYPAL: PayPal is the internet's original instant money transfer service. PayPal is secure, safe and used by millions to pay for goods and services every day. There is no fee to send money to the Cove Apple Club when funded by a bank account linked to your PayPal account.

- On your iPhone with the PayPal app installed:
 - o Open the PayPal app on your iPhone and login, then tap "Send." In the "Name, @username, email, ..." field, enter @coveappleclub, then follow the prompts to send your donation.
- On your Mac:
 - Click this link to go to the Cove Apple Club page on PayPal.com. Enter a donation amount and click Next, then login to your account and send your donation, or:
- Login to your PayPal account at https://www.paypal.com, then click on "Send & Request." Click "Send," then enter @coveappleclub in the "Name, @username, email, ..." field," enter the amount you wish to donate, then choose "Sending to a friend," then review and complete your donation on the next screen.

VENMO: Venmo offers free money transfers to other Venmo users when you use funds from your bank checking account or debit card. Venmo works exclusively through their free iPhone app, which you can **download from the App Store**.

- On your iPhone with the Venmo app installed, tap this link to open Venmo, then follow the prompts to complete your donation; or,
- Open the Venmo app on your iPhone, then tap "Pay or Request." In the "Name, @username, phone, or email field," enter @Cove-Apple-Club, then follow the prompts to complete your donation.

CONTAC

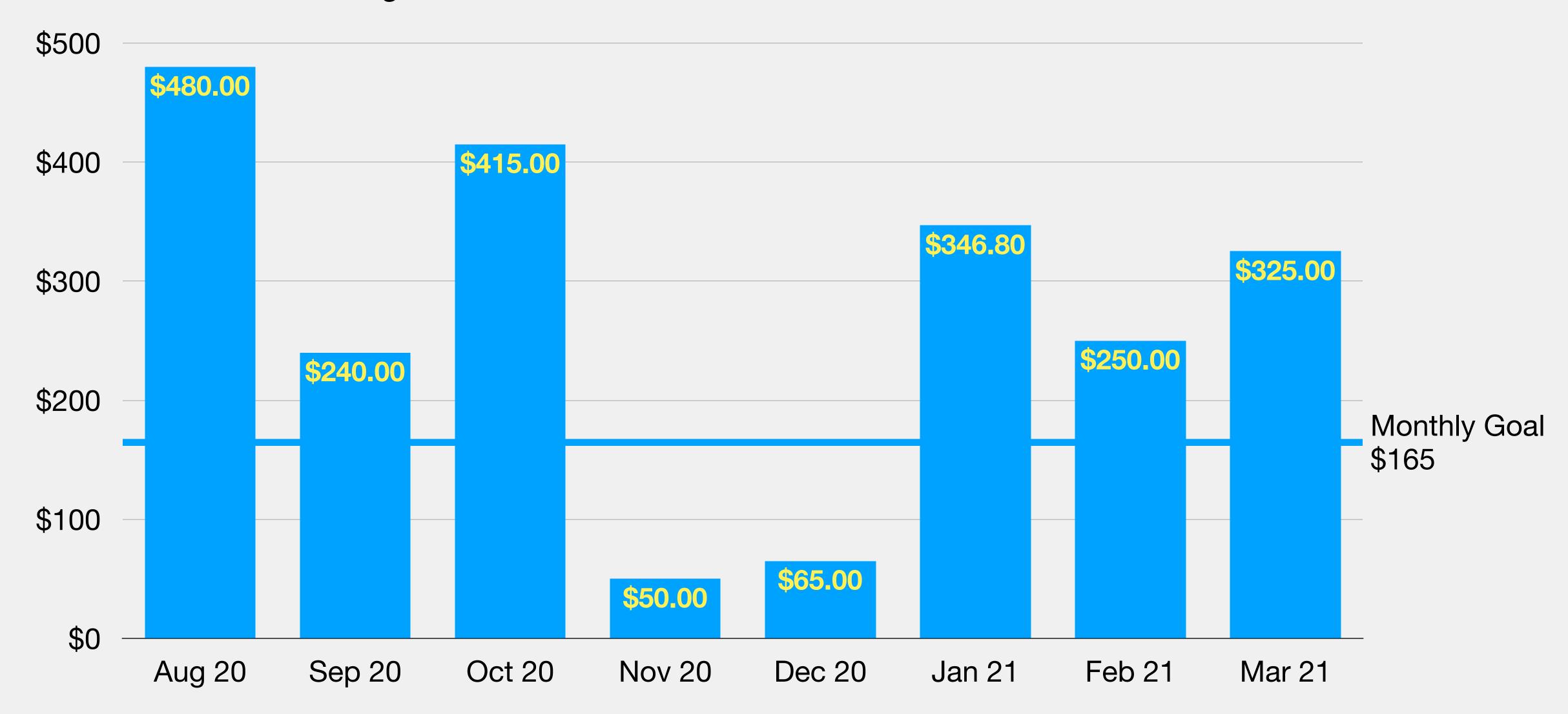
The Cove Apple Club meets at Cypress Cove Nudist Resort Kissimmee, Florida 34746 - USA

Email: info@coveappleclub.com

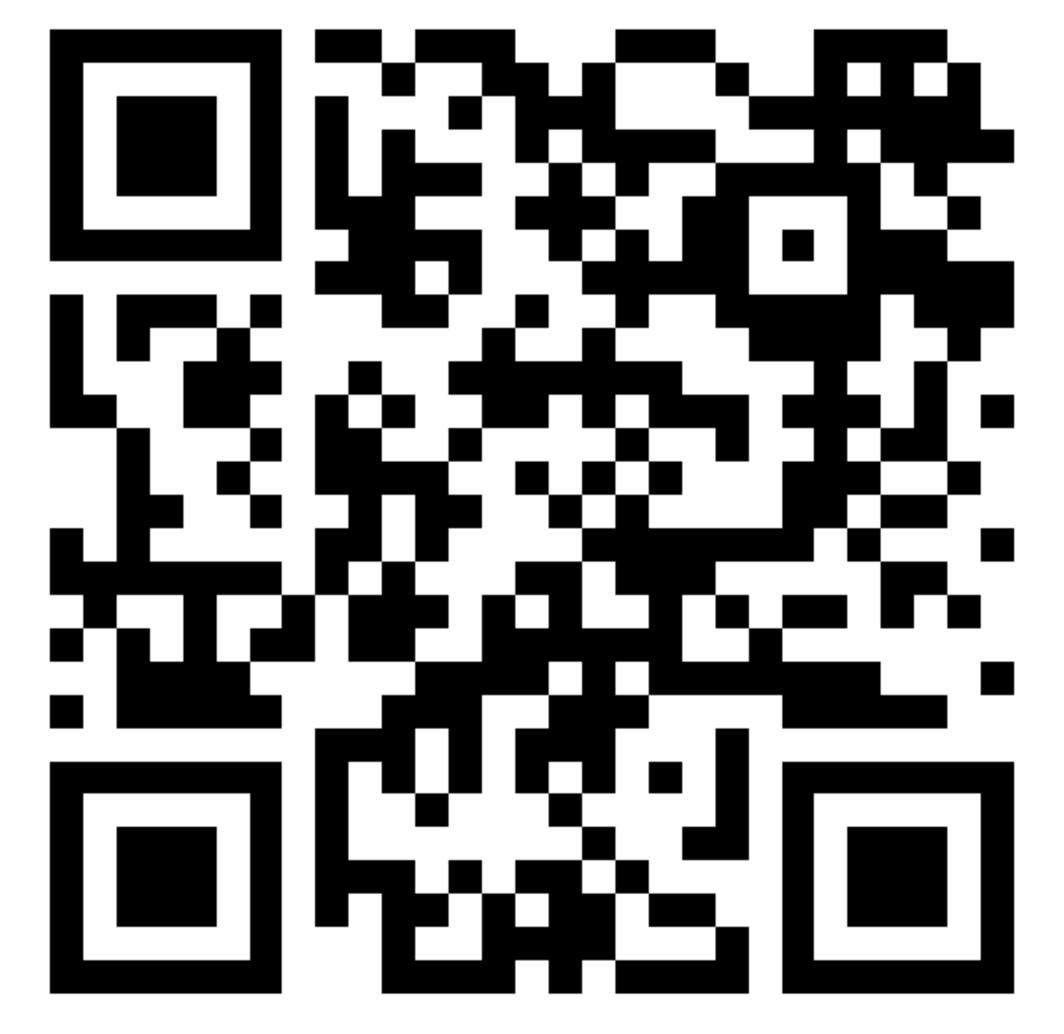
Donations Update!

- 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!

