

## **PDF Example**

This is an example of a portable document format file.

It would be acceptable to include these sorts of files as elements of your portfolio.

An advantage to these types of files is that the formatting is consistent across computers (that is, printouts will look very similar no matter what type of printers are used).

Most computers are already equipped with the ability to open these types of files. In cases where users do not have the ability to open them, there are free online resources that can be downloaded. Once installed, users will then be able to open and print the files.

A possible downside to a PDF file, however, is that users may not be able to edit the file (although there is software available to allow users to do so, it is not currently as easy –or inexpensive– for them to do so). Of course, this is only an issue if you want users to have this capability.