



## Town of Sandwich Website Info

### **Why is Adobe Reader used?**

Adobe Reader provides a cross-platform document format that most computers recognize. The Adobe Reader program is often already installed in most computers and the latest version are available free from Adobe.com.



By utilizing Adobe reader within the website it enables the Town Departments and Offices to easily supply public documentation. The Adobe Reader PDF file format maintains the integrity and layout of documents and any graphic images that may be contained within the document.

Websites have proven to be invaluable to our society as a vehicle to disseminate information. This website has expounded upon the concept that information from Town office desktops – to website – to home desktop should be an efficient and seamless process. Documents produced in word processing programs [or other types of programs] displaying text, graphics, published reports, flyers, or brochures can be saved as PDF files and uploaded to the Town website from any Town office, making them available to the public virtually as soon as it is typed up, saved, and uploaded.

### **Why are documents displayed in a reduced size in the website?**

The website document viewing page utilizes an IFrame to open the Adobe Reader program that will display the document. The IFrame actually puts a page within a page. To accommodate the dimensions of the website page, the Reader opens a document usually with as about 56% of the actual size. The document can be previewed quickly at this size or magnification can be increased. The Adobe Reader also has easy to use functions to save, print, or email any document.