

Sharing an Arrangement

Option 1: Email with attachment

The easiest method to share an arrangement is to download it, and attach it to an email which you can send to other choir members. This usually isn't a problem for file sizes up to 5MB.

Option 2: Google Drive

An alternative for sharing the arrangement is Google Drive. There you can upload the PDF and share it with others.

Advantages

1. Only readers with permission can open the arrangement
2. From Google Drive, separate pages can be saved to a new PDF
3. Readers can download the entire PDF
4. Readers can make remarks in the file.

Disadvantages

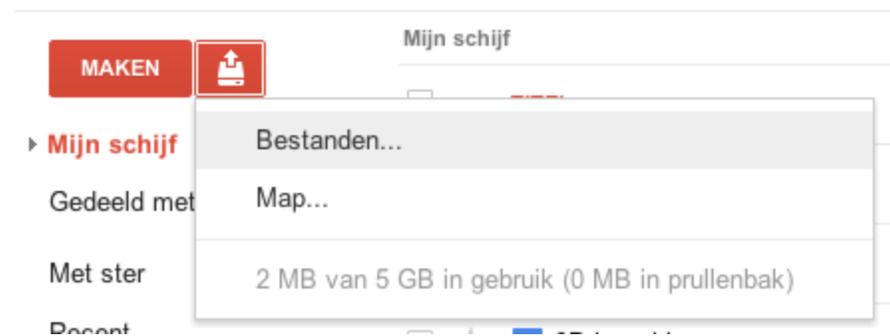
1. The file owner has to have a Google account.

Google Drive explanation;

Open <https://drive.google.com/> en click on the upload icon



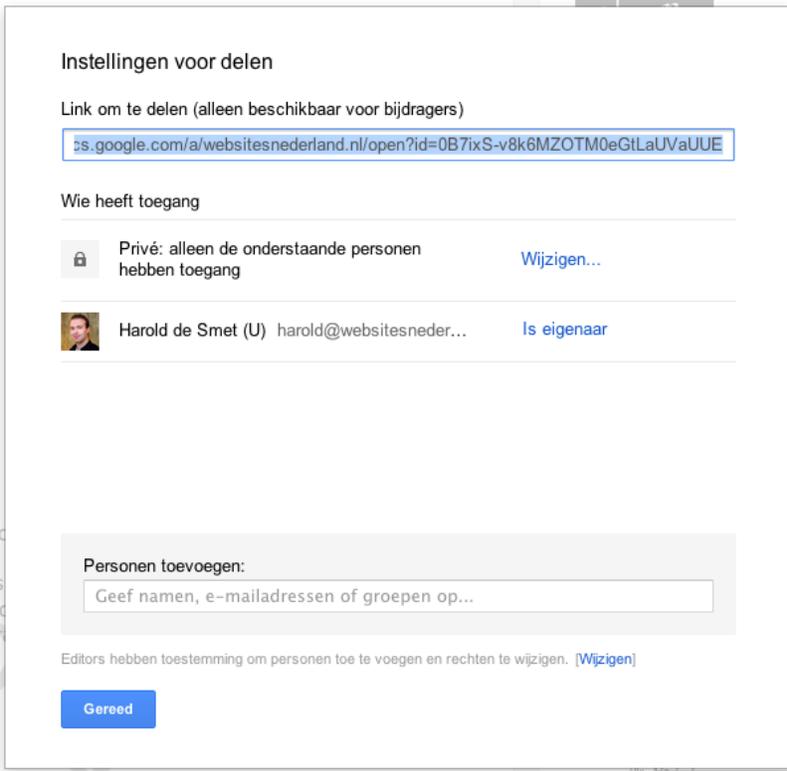
Select files:



Select the arrangement and watch it upload.



After uploading, the file will appear in “My Drive” . From there, you can open it and go to the share button in the top right corner, or you can hit the share button directly after uploading. From there you can add email addresses of the persons you would like to share the file with.



Saving separate pages from a PDF

Dividing a PDF into separate pages can be achieved in several ways.

Option 1: Google Drive

The first option is through Google Drive. From here you can print a file to PDF in which you can select the pages you want.

Advantages

1. Nothing to install
2. Free
3. Easy

Disadvantages

1. Google Account required

Option 2: CutePDF

The second option is through a free program called CutePDF. This installs a virtual PDF printer on your system. With this printer, you can save the files to a separate PDF.

Voordelen:

1. Easy to use
2. No Google Account needed.

Nadelen

1. Installation of software
2. Only available for windows
3. Installation of toolbars

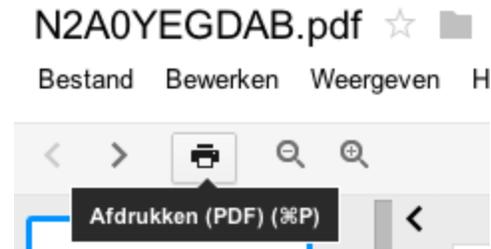
Because this option requires the installation of software on the computer, it's unavailable on MAC and the chances are that the user installs unwanted toolbars on his or her computer, we do not recommend it.

Option 3: Adobe Acrobat XI

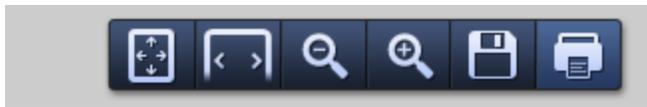
The final and most advanced option is to use Adobe Acrobat XI. This is the official software by Adobe and has the possibility to edit the files in detail. With this software, pages can be removed, added, changed etc. Because of the pricing, 450 EUR for the standard, 700 EUR for Pro, we will not go further into this.

Option 1: Google Drive

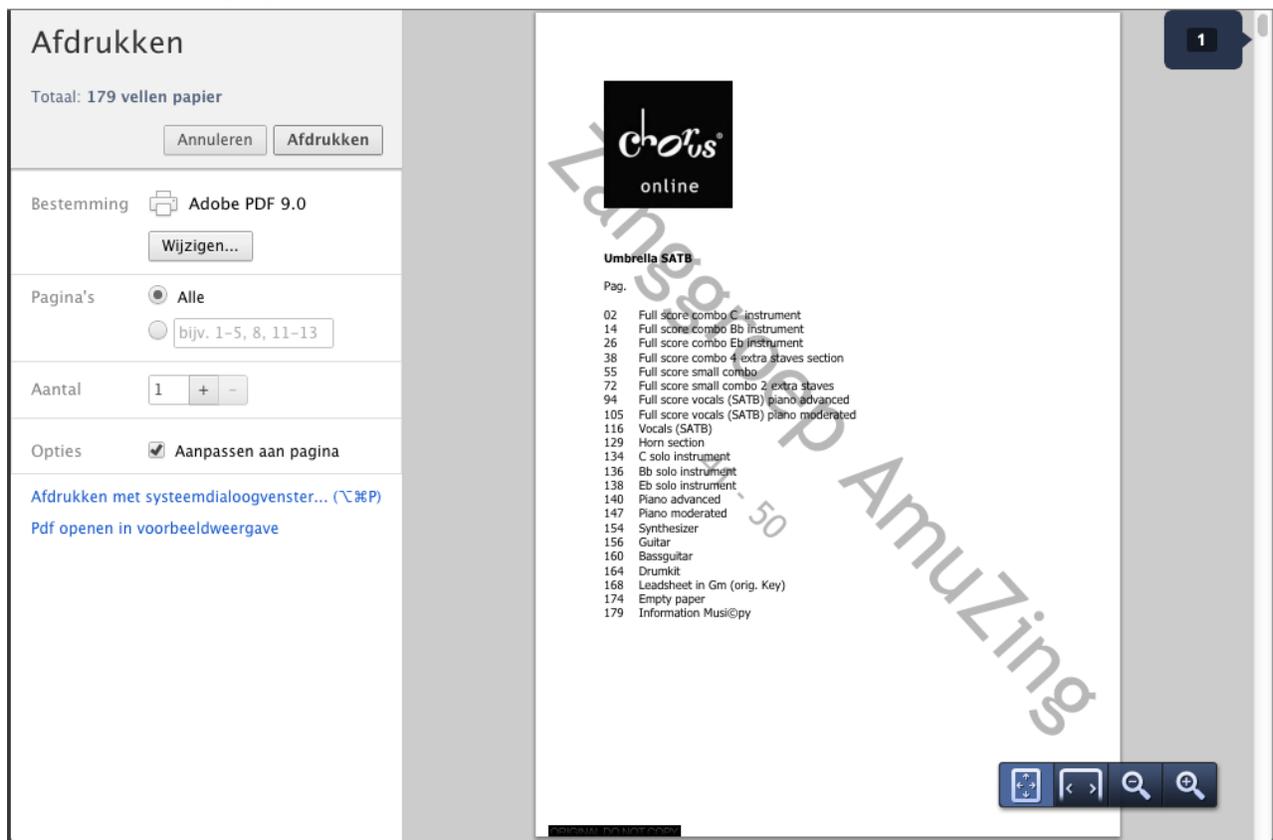
After opening the file, click on the Print button.



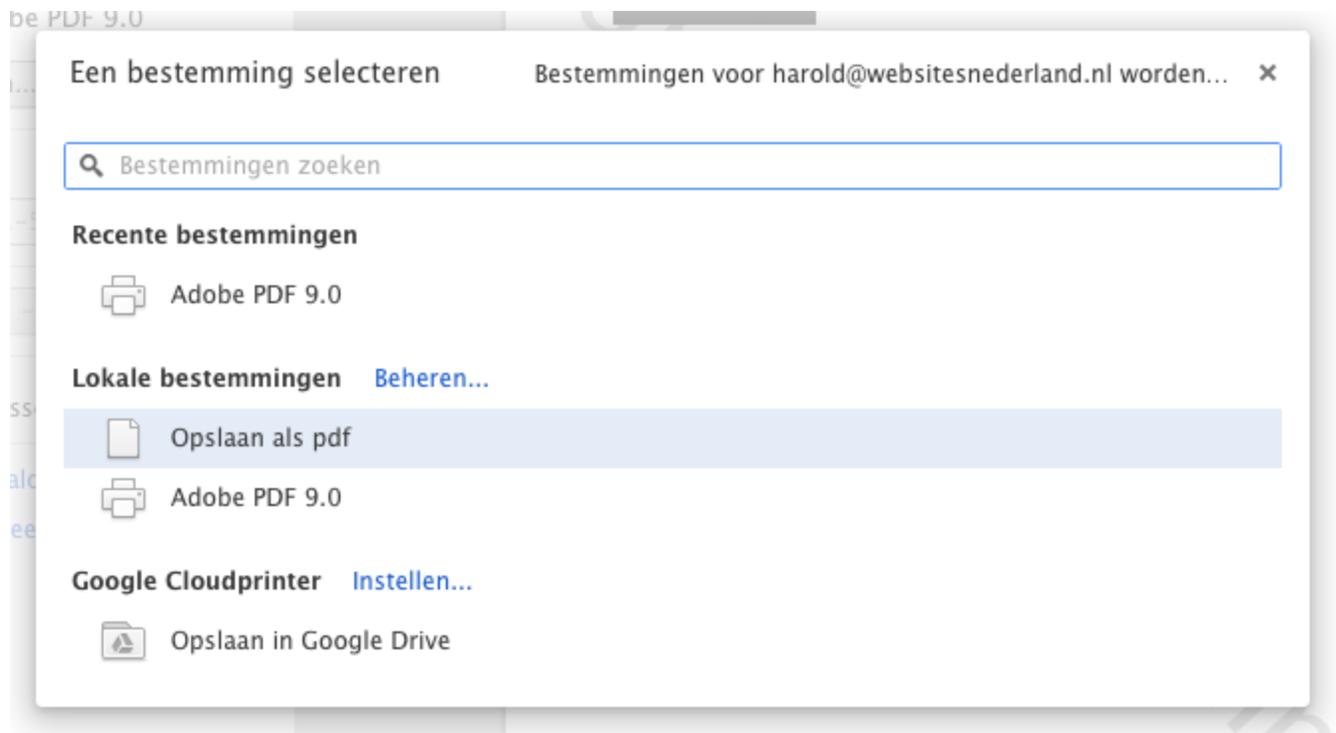
This opens a new page. In the right bottom corner click on print again.



This opens a screen with a print preview and several options. First we'll click on Edit beneath the destination category.



In this window, select **“Save as PDF”** beneath **Local Destinations**



With this option selected, you can now select the pages you want by typing them in the pages box. For example, if you want pages 88 through 95, you type: 88-95

If you want pages 1 through 10, 15 and 88 through 95. Type in: 1-10,15,88-95



The final step is to click on save. This will save the PDF file to your harddisk.