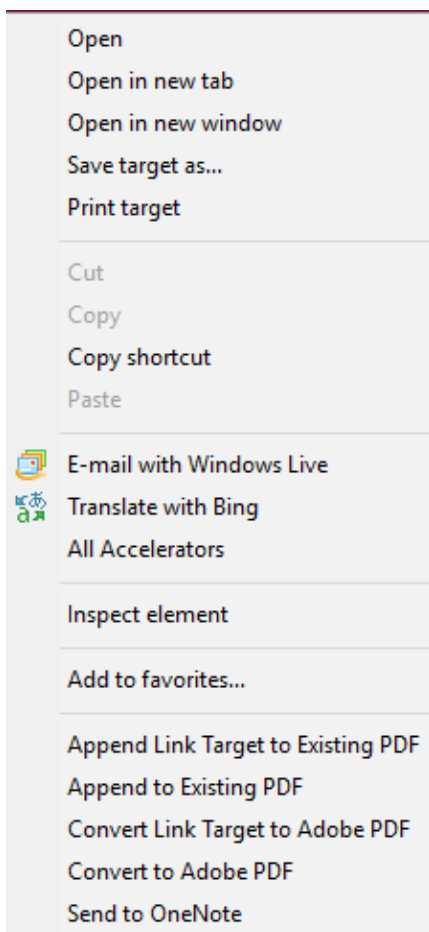# How and What you can do with a PDF file for a PC

1- Move Mouse over any hyper-link shown after the prefix displaying "📕" and <mark>LEFT MOUSE BUTTON</mark> click on it to open it

2- Or you can move your mouse over any of the hyper-links shown and do a <mark>RIGHT MOUSE CLICK</mark> on it and you will be presented with a dialog box with several options such as seen below:

Open
Open in new tab
Open in new window
Save target as...
Print target
Cut
Copy
Copy shortcut
Paste
E-mail with Windows Live
Translate with Bing
All Accelerators
Inspect element
Add to favorites...
Append Link Target to Existing PDF
Append to Existing PDF
Convert Link Target to Adobe PDF
Convert to Adobe PDF
Send to OneNote

(Dialog box shown is from Windows 10)

All that you need to do now is select what option you prefer such as "<mark>Save target as</mark>" – <mark>Open</mark>, <mark>Prin</mark>t, etc.

3-   If you want a local copy of the file for later on-demand viewing or printing simply save the "Current document" to your hard disk or a USB Flash Drive.

NOTE: We <mark>KEEP</mark> a full archive of <mark>ALL our newsletters published since Jan. 2010</mark>. Simply move your mouse over to the "**Blue Archive Button**" and as your cursor is placed over it the button will turn <mark>GREEN</mark>. Now Click (Left Mouse Button) on that "<mark>GREEN ARCHIVE BOTTON</mark>" located directly below the "<mark>Current Newsletter link</mark>".
This action will bring up our Web Archive Engine and you can find all that you need including full details of how to use this archive engine as needed.