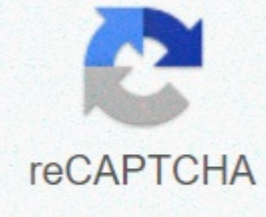




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Once regarded as a possible "PDF killer," the XPS file format now lives on in Windows seemingly out of sheer inertia. The average person should stay away from XPS files and use PDF files instead. Note: If you're using Windows 10, they've finally added built-in support for printing to PDF files, so you will hopefully never need to deal with an XPS format file again. Continue reading the following for posterity and use PDF instead of XPS. What's an XPS File? Think of an XPS file like a PDF (or PostScript) file. An XPS file represents a document with a fixed layout, just as a PDF file does. XPS also includes support for other features that you'd find in PDF, like digital signatures and DRM. RELATED: How to Print to PDF in Windows: 4 Tips and Tricks XPS is now technically a standardized, open format – it stands for Open XML Paper Specification. XPS is an open format in the same way "Office Open XML" is an open, standardized format for Microsoft Office documents. Other software companies haven't jumped to include XPS support. By default, Windows 8 uses the OXPS file extension for XPS files it generates. OXPS stands for OpenXPS – it's the standardized version of the original XPS format. It's actually not compatible with the XPS Viewer included with Windows 7, so you have to convert OXPS files to XPS if you want to view them on Windows 7. In short, an XPS file is Microsoft's less-compatible version of a PDF file. XPS Functionality Included With Windows Windows Vista, Windows 7, and Windows 8 all include built-in XPS tools. Even Windows 8 has better support for XPS files than it does for PDFs. Microsoft XPS Document Writer: Microsoft installs a virtual printer named "Microsoft XPS Document Writer." This printer creates XPS files from documents you print to it. It's like a "print to PDF" feature, but less useful because it's not as compatible with other software. XPS Viewer: The included XPS Viewer application allows you to view XPS documents on your desktop. While Windows 8 touts better support for PDFs because of its Modern "Reader" app, you will need a third-party app if you want to view PDF files on the desktop or print to PDF files. When Should You Use XPS Files? While XPS was regarded as a possible "PDF killer" when it was included with Windows Vista six years ago, it never became very popular. Even though Windows prods its users into printing to XPS files rather than PDF files by including the XPS Document Writer printer, few users seem to create XPS files. It's unclear why you'd actually want to create an XPS file instead of a PDF file, unless you need to print a document to a file and can't install a PDF printer. Microsoft has certainly not been making a case for XPS files being better than PDF files and has been silent on any reason to use them in recent years. In fact, Windows 8's inclusion of a PDF viewer can be seen as Microsoft taking a step back, introducing support for a competing document format. While the advantages of printing to XPS files are unclear, the disadvantages are fairly clear. The world has largely standardized on PDF files, while XPS files remain little-used. If you're trying to send someone a document, you can bet they'll be familiar with PDF files and will be able to open it. An XPS file may look unfamiliar and the recipient may not be able to open the file. For example, Macs don't include built-in XPS file support, but they do include built-in PDF support. Many other programs may support PDF files, but won't support XPS files. There are third-party viewer applications that can read XPS files, but support is nowhere near as common. In summary, you probably don't want to use XPS files for your personal documents. XPS seems neglected, like another Microsoft technology introduced around the same time: Silverlight. Silverlight was supposed to be Microsoft's "Flash killer," but it's now being set aside. Just as Silverlight failed to replace Flash, XPS can't seem to replace PDF. The Modern UI apps bought along quite some change in Windows 8, and figuring out how to print a PDF file requires getting your robe and wizard hat. Here is how to do it. And your quick tip of the day... if you don't want to read further, you can always use the CTRL + P keyboard combination to print the current page or document in any application that supports printing. How to Print From the Devices Charm For this example, we are going to be printing a PDF file. Simply find the document you want to print on your PC and open it with the PDF reader that is included in Windows 8. Now move your cursor to the bottom right hand corner of the screen or press the Win + C keyboard combination to bring up the Charms bar, then click on the Devices Charm. Here you will see a list of print devices available for you to use. We will just be printing to an XPS file for now, but feel free to choose your own printer at this point. The configuration screen that then follows is context sensitive, meaning it will display different options depending on what program you are trying to print from. This one, for the PDF Reader included in Windows 8, allows us to pick a range of pages to print, which probably wouldn't be relevant when printing an email, for example. Nevertheless, you can now click the Print button. Using the AppBar Some apps, like Mail and Reader, support a slightly different method of printing as well. For this one, we are just going to print an email. Simply select the email, then right-click anywhere on white space. This will bring up an AppBar along the bottom of your screen. Here we see another Print button, so click on it. Then go ahead and select your printer. You will notice that since we are now printing from the mail app, our printer has slightly different settings available for us to change, so once you are happy, click Print. It's worth noting that while both methods work in both the Reader and Mail app, and the second method is even quicker than the first, the Ctrl + P keyboard combination is universal, works in almost any app and is quicker than both methods detailed above. PDFs are great for sharing your work. There are free PDF readers available for Windows, macOS, Linux, iOS, and Android, and PDF file retain their formatting no matter where they're displayed. Best of all, you can quickly create PDFs from other documents in Windows using tools you already have. Creating a PDF in Windows is extremely easy, whether you're building one out of word documents, web pages, images, or whatever else you have. 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It will look different in different apps, but the option will still be there. When you've selected the PDF printer, go ahead and print the document. When you print, Windows will open up a standard Save As window for you to name and save your new PDF. So, go ahead and give it a great name, choose your save location, and then hit that "Save" button. You now have an amazing PDF to share. Combine Multiple Images into a Single PDF Here's another quick tip for you. If you have a bunch of images (or other documents) that you'd like to combine into a single PDF document, you can do that right from File Explorer. Select all the files you want to combine, right-click any of them, and then choose the "Print" command from the context menu. Note: The order your images appear in File Explorer is the order they will show up in your PDF. If you want them in a different order, rename the images before combining them. 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