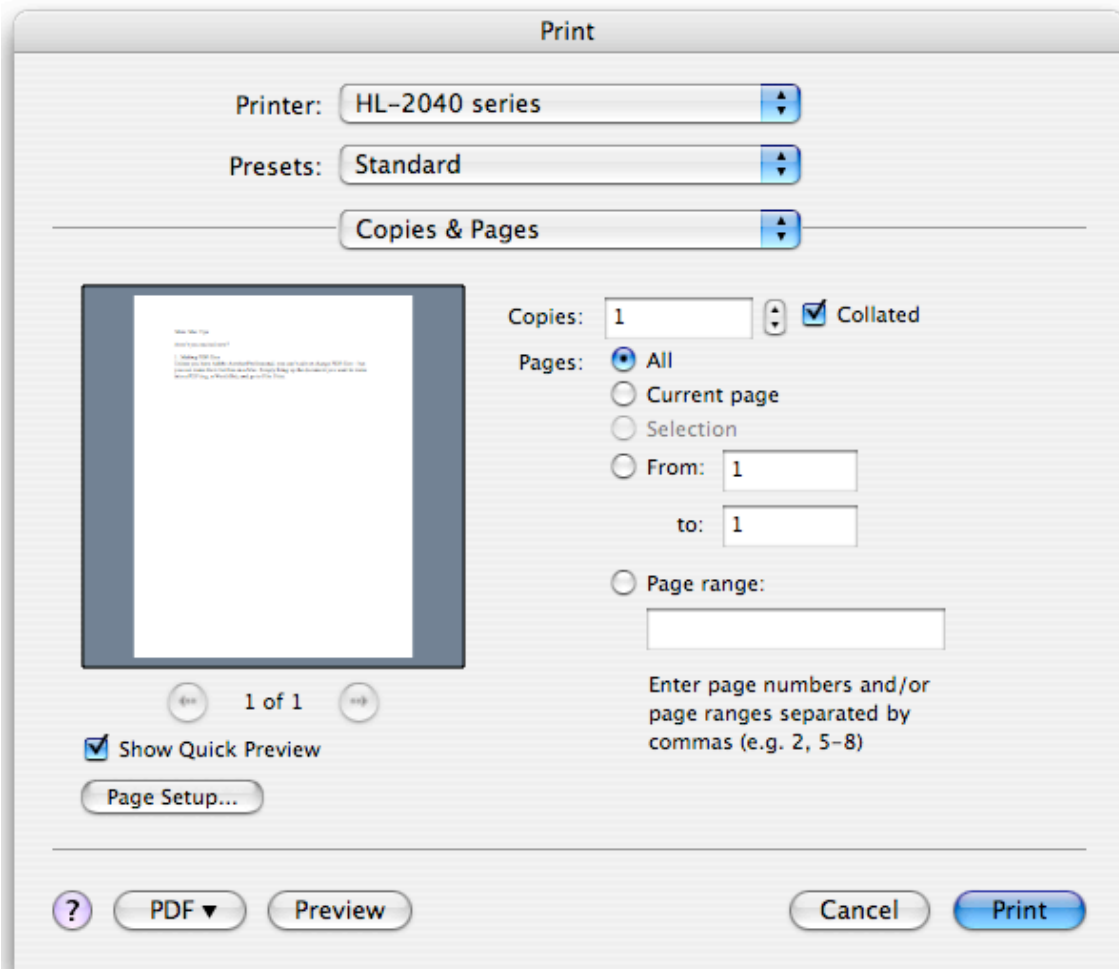




Making PDF files

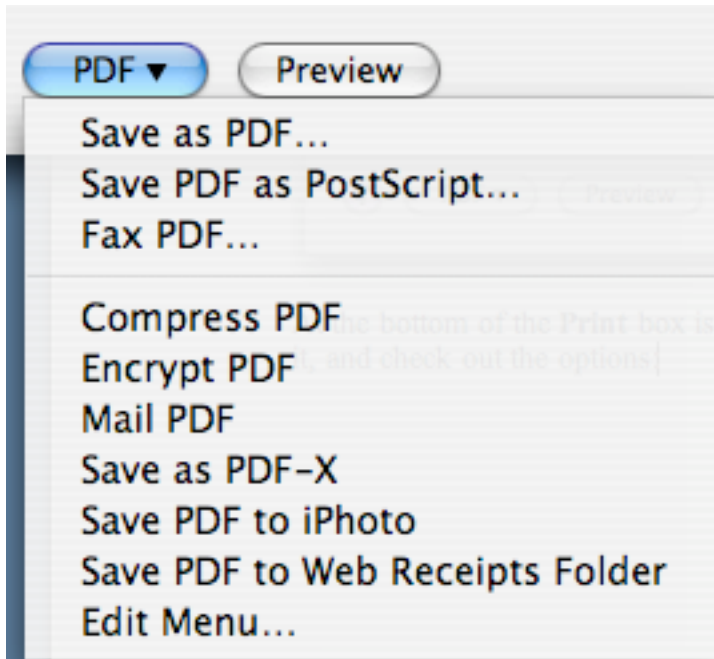
Unless you have Adobe Acrobat Professional, you can't *edit* or *change* PDF files – but you can make them for free on a Mac. Simply bring up the document you want to make into a PDF (e.g. a Word file), and go to File: Print.



At the bottom of the **Print** box is a button labelled **PDF** with an arrow beside it. Click on it, and check out the options (see next page):

- Save as PDF (that's the one you want!)
- Save PDF as PostScript (useless unless you're a graphics designer)
- Fax PDF (you can send a fax through this feature, if you have a modem)
- Compress PDF (not really useful)
- Encrypt PDF (not really useful, except for transferring secure documents such as sensitive patient information)

- Mail PDF (integrated with Apple Mail)
- Save as PDF-X (not widely supported)
- Save PDF to iPhoto (useless)
- Save PDF to Web Receipts Folder (if you bought something off the web, and you have a receipt in your web browser, this might be useful)
- Edit Menu... (for experts)



Select **Save as PDF**. A Save dialogue box will come up, and you can choose where you want to save the file (on your Desktop, for example). The document will appear to “print”, but it will be made into a PDF.



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