

## PDF CREATION

**PDF (Portable Document Format)** is a standard format that allows users to share their documents with others even though the recipient may not have the program which created the document. All that the recipient needs is a PDF-readable program such as Adobe Reader or Apple's Preview application.

To create a PDF on Mac OS X:

1. Open the document you want to convert to PDF
2. Got to the file menu and select Print
3. In the Print Dialog Box, click on the PDF button and select Save as PDF
4. Select a location to save the PDF file.