

## Tips and Tricks

### Making a PDF



#### Making a PDF out of Any Document or Page

On a Mac you can make a PDF (portable document format) out of pretty much anything you can print. This has many uses, not the least of which is not worrying about software on a machine to which you may be sending a document. We cannot assume everyone has the same version of Word you are using, and we know most people out of MLTI and Maine education do not use AppleWorks. However, the PDF applies to any software, browser, etc. This is also a way of sending a file to someone and making uneditable (that is, unless the receiver owns a copy of Adobe Acrobat and goes to the trouble.)

With your document open, go to File Print (or Apple P).

When your print window opens up, you will see PDF in the lower left corner.



Click on the pull down arrow. There are lots of options here. To tell you the truth, I have never had reason to use any of them, but I have used the save as PDF most regularly.

#### Save as PDF...

You will be taken to a regular Save window where you can name the document and place it where you will on your computer.

Of course, if you are working on a document, save that in whatever software you are using so you don't lose the opportunity to edit should you wish.