
Saving Files as a PDF: Mac

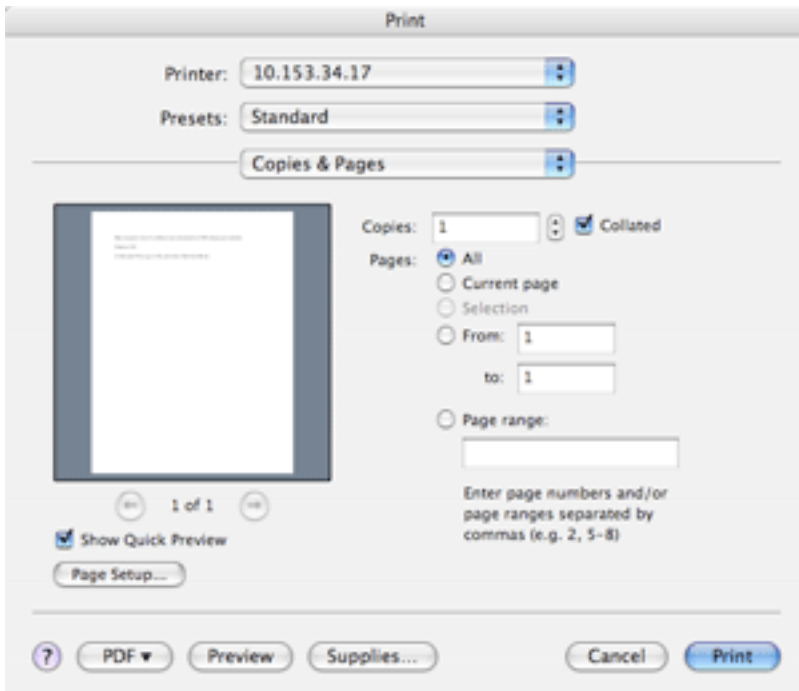
OVERVIEW

Mac computers have the ability to save documents and web pages as a PDF file already installed on the computer. This is called the “Print to PDF” option.

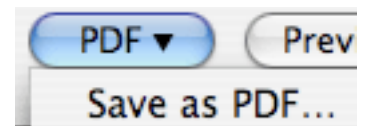
SAVING A WORD FILE AS A PDF

1. In Microsoft Word, go to **File**, and select **Print** from the drop down list.

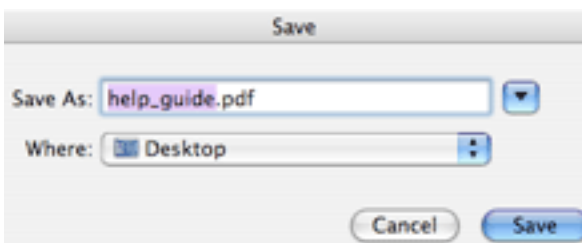
The “Print” dialogue box will appear on screen.



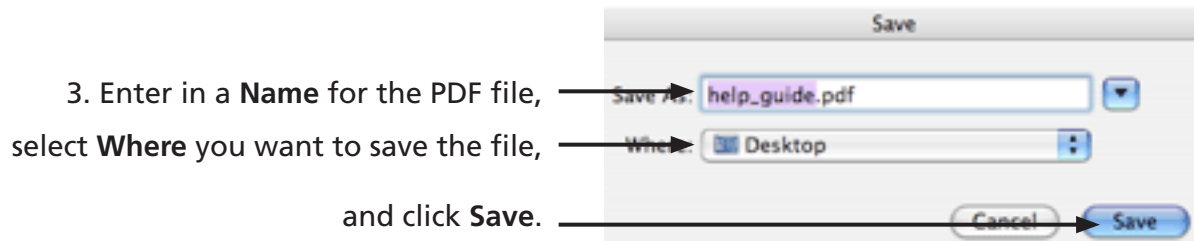
2. On the bottom left side of the box, click **PDF**, and click **Save as PDF...** from the drop down list.



The “Save” dialogue box will appear on screen.



Saving Files as a PDF: Mac (continued)



The file will be saved as a PDF on your computer.