


## Creating and Saving as a PDF (Mac version)

### Creating a PDF

1. You can turn any document into a PDF. (Documents can be made in Word, Pages, Numbers, Excel, Comic Life, PowerPoint, Keynote, etc.)
2. Open up your saved document on your computer.
3. Once the file is open, select **File/Print** from the menu at the top.
4. A **Print window** will open. Instead of printing, click on the **PDF button**  in the lower left hand corner of the window. In the drop down window, select **Save as PDF**.



4. Save the PDF you just created to your Desktop or your Documents folder.

### Saving a PDF from a Website

1. Open the PDF in your web browser (Firefox or Safari).
2. There are two ways to save it.

#### **Method 1:**

- a. Select **File/Print** from the menu at the top.
- b. A **Print window** will open. Instead of printing, click on the **PDF button** in the lower left hand corner of the window. In the drop down window, select **Save as PDF**. (If the PDF shown in your Print Preview is blank, cancel and save using the second method.)
- c. Save the PDF you just created to your Desktop or your Documents folder.

#### **Method 2:**

- a. Move your mouse down towards the bottom of the PDF until a **toolbar** appears.
- b. Click on the **Save** button in the toolbar. (Depending on your internet browser and Adobe version, your toolbar may look different. If you slowly move your mouse over the buttons on your toolbar, text will appear to let you know what the buttons do. You may need to select the button for downloading the PDF to your downloads folder.)



- c. If you have the option to, choose to save the PDF to your Desktop or Documents folder.