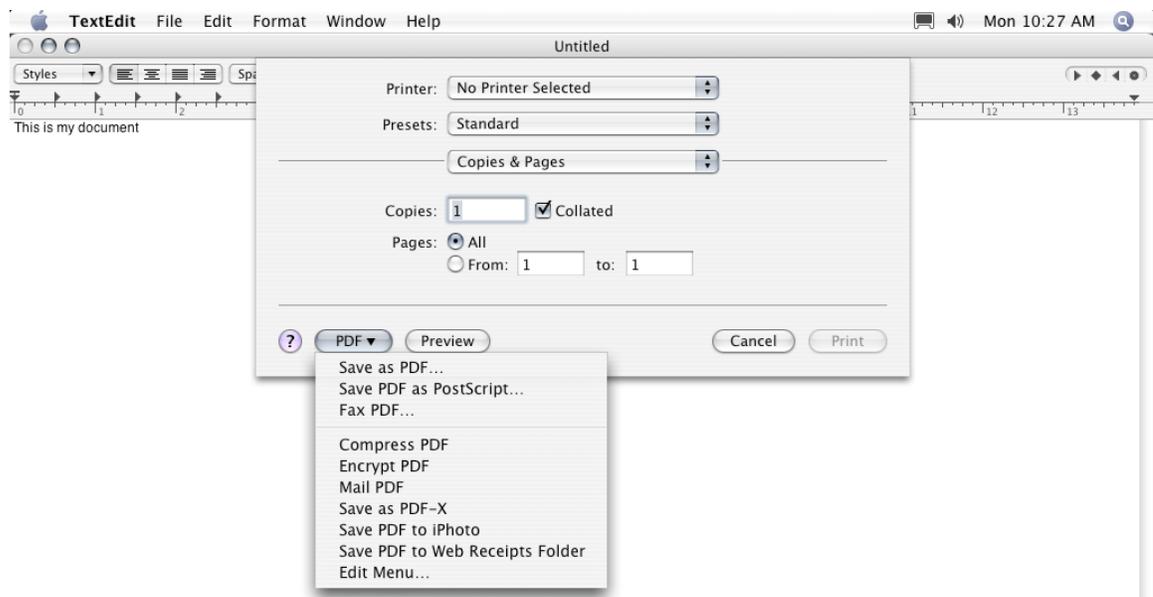


# How to create a PDF when using an Apple Computer

- 1) **Open your file**
- 2) **From the top menu, choose File > Print**  
This will open the Print Dialogue box, shown below



- 3) **Click the PDF Button in the lower left corner**  
This will open the PDF Dialogue box, shown below



**4) Choose “Save as PDF...” from the menu**

This will open the Save Dialogue box

**5) Type in the name would like to save your file as**

Be sure to include the .pdf extension, as shown below.

