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

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	PDF • Preview Cancel Print	

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

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- 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.

