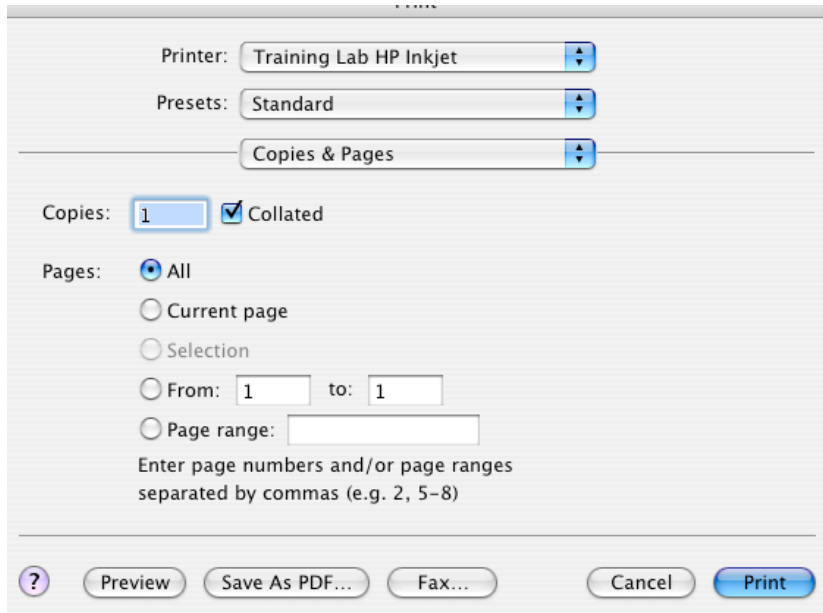
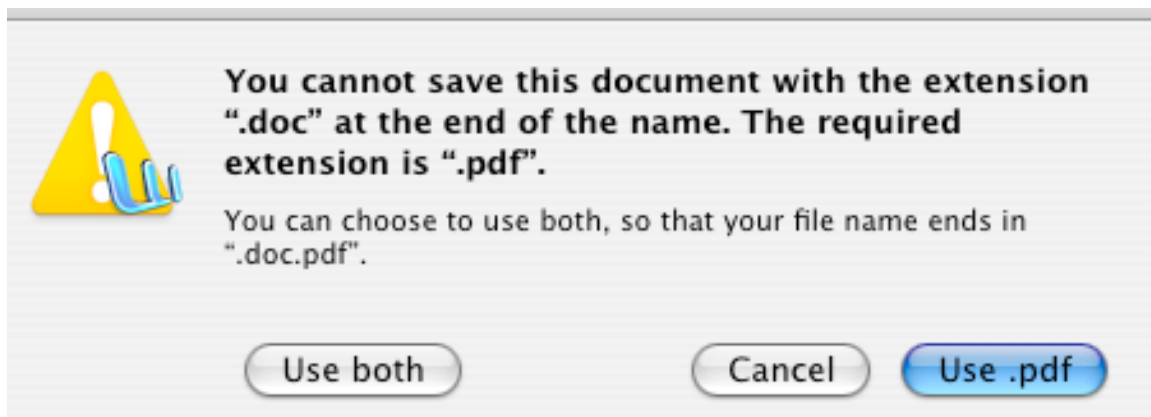


Creating PDF (*Portable Document Format*) Documents Mac OS

- Open the document you wish to convert. If you have just created it, save it as usual. *This is the document you will use if you need to edit the PDF.*
- Select Print from the File Menu.
- Click Save As PDF.



- Select the desired location (Desktop, Documents, etc.). Name the document. Do NOT replace the .pdf at the end of the filename.
- Click Save.
- If you get the message below, click Use .pdf.



PDFs cannot be edited without the full version of Adobe Acrobat. However, you can edit the original document. To change the PDF you must:

- Open the original document (not the PDF).
- Make changes.
- Turn it into a PDF, replacing the old PDF.