

# MAC SaveAs PDF

## Hints and Tips

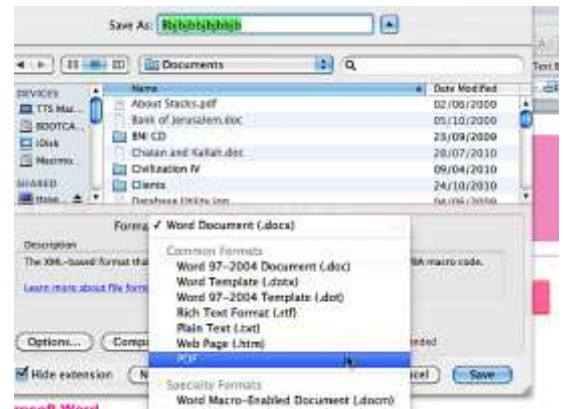
PDF stands for Portable Document Format, which means that you can read it on any computer without needing specialised software like Adobe Acrobat. To read a pdf on a Mac you simply need Preview which comes as standard.

There are several ways to save a document as a pdf on the Mac.

### Microsoft Word:

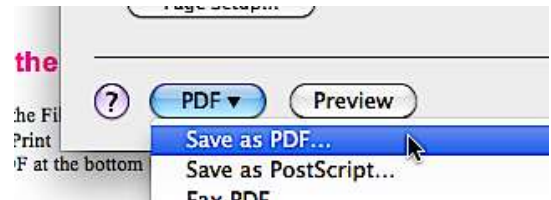
In Word 2008 and Word 2011 you can save to PDF directly from the File menu.

1. Click the File Menu
2. Click Save As
3. Change the Save as Type box to PDF
4. Type a name for your document
5. Click Save



### From the Print Menu:

1. Click on the File Menu
2. Click on Print
3. Select PDF at the bottom
4. Name and save in the normal way



### Pages:

If you are using Pages on your Mac:

1. Click File
2. Click Export
3. Select PDF
4. Click Next
5. Name the document
6. Select the folder
7. Click Save

