

Welcome to today's MLTI minute. Today I will demonstrate how to create a pdf.

Pdf stands for portable document format. It is an open standard used to share between different types of computers. Any computer with a pdf viewer can read a pdf document. It is a great way to share information not only between different versions of OS it is a great way to share between the same OS too.

Any application that has a print feature, or a menu that allows you to print, will allow you to create a pdf on a mac.

To make a pdf you simply need to print to pdf.

To turn this document into a pdf I navigate to the menu bar, click file, scroll down to print and a dialog box opens.

You see I have no printer chosen. We do not need to select a printer to make a pdf, we simply click on the pdf button. When we click the button we see a menu, from this menu we have several choices. We can send the pdf directly to, NoteShare, iPhoto, or even our web receipts folder. I am going to choose "Save as a PDF".

This will open another window. We see the file name has been placed into the "Save As" box. This is fine as my original document, although having the same name, will have a different suffix and icon associated with it. We will easily be able to tell them apart. If you would like to see the suffix click this triangle. It opens up the "Save" dialog box even larger and you can see the "Hide Extension" box is checked in the lower left corner. Simply uncheck and you now see the suffix.

I choose where I wish to save my pdf and click my return button or click the save button. There it is on my desktop. I'll open it and you can see it looks just like my original document.

And that's how you make a pdf on your MLTI laptop.