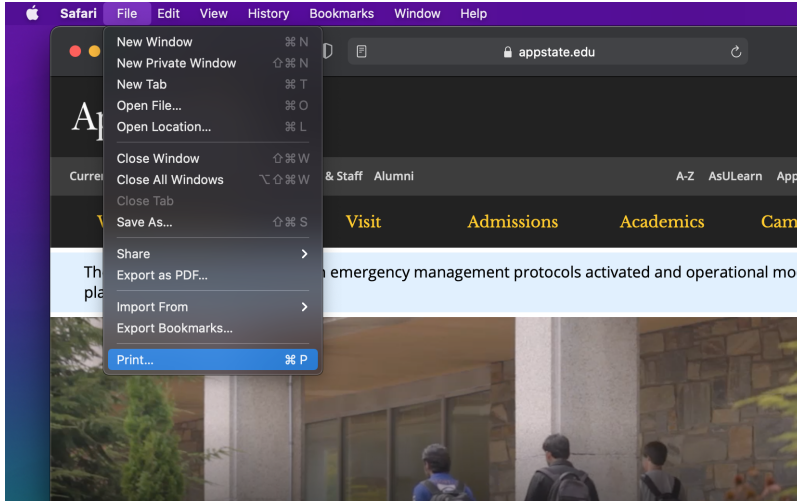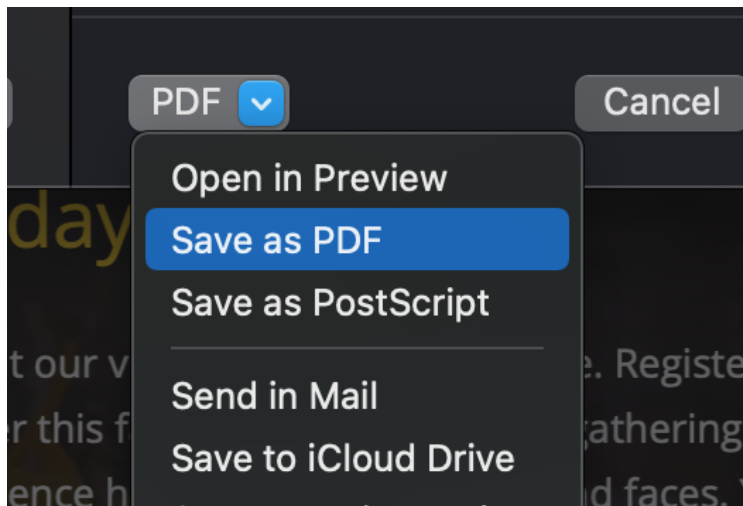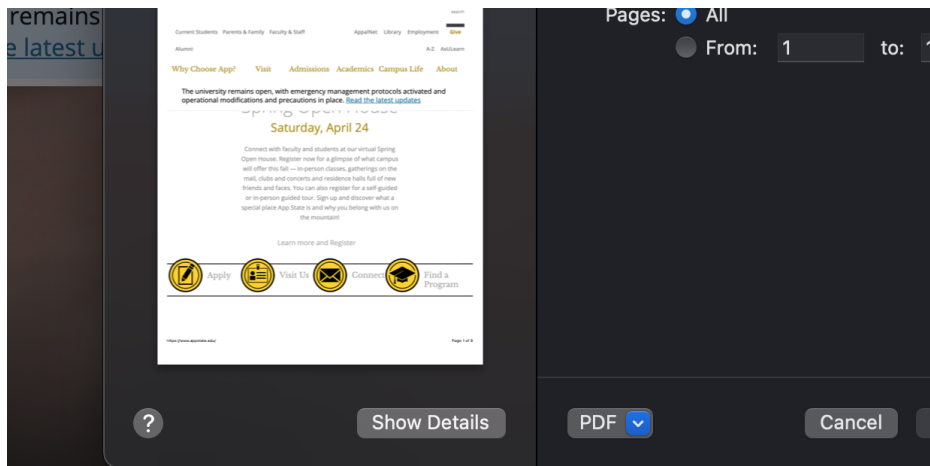# Saving a Document as a PDF on Mac

All Macs can create a PDF of anything that you want to print. You can use this feature to cut costs on paper and ink by keeping a digital PDF copy on your computer rather than printing a copy.

Step-by-step guide

1. First, open any document or webpage that you can print (in this example I am using Safari to print a webpage).

2. Click on **File** in the Menu Bar and then select **"Print..."** from the drop down options.

3. On the print dialogue box, click on the **PDF** button in the lower left corner. Then click **"Save as PDF…"**

> **ℹ Note:**
>
> You can change printer settings before you save to adjust how your PDF le will look. For instance, the number of pages, orientation, etc.

4. Choose a name and location to save the le and then click **Save**. You now have a PDF document that can be emailed, opened on almost any computer, and printed later.

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