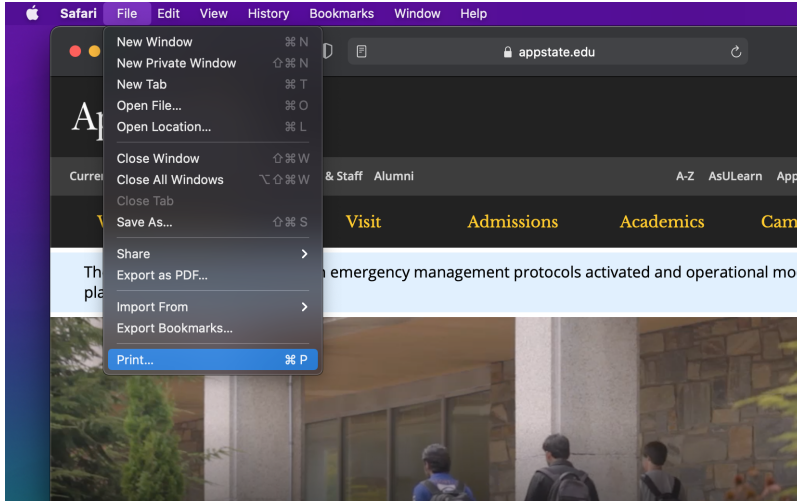


# Saving a Document as a PDF on Mac

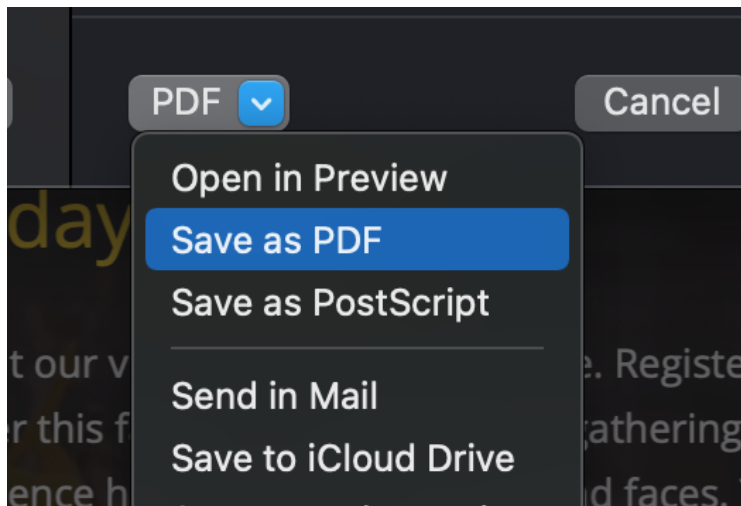
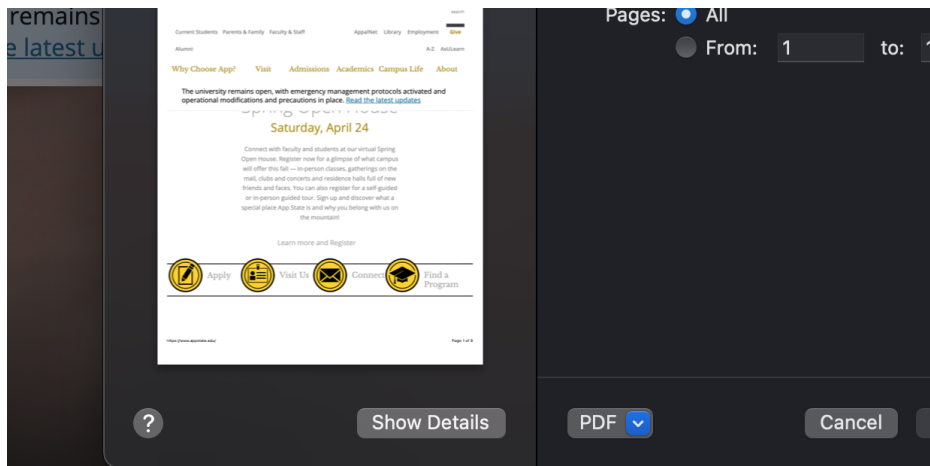
All Macs can create a PDF of anything that you want to print. You can use this feature to cut costs on paper and ink by keeping a digital PDF copy on your computer rather than printing a copy.

## 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...**"



#### Note:

You can change printer settings before you save to adjust how your PDF file will look. For instance, the number of pages, orientation, etc.

4. Choose a name and location to save the file 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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