

MAC LESSON #65

SAVE DOCUMENTS AS PDF FILES

The Mac OS X Tiger operating system can easily create PDF (Portable Document Format) files. This is important because third-party applications like Adobe Acrobat, a well know PDF creation software program, is expensive and will have many more features than you are likely to use. Tiger can produce a PDF document that you can send in e-mail or offer as a download on your Web site. Here's how it's done.

From within the document you want to save as a PDF, click on File, and then on Print. Now click on the down arrow next to the PDF button.

Here you can select Save as PDF to create a digital master PDF file. All graphics are at full resolution, and the file includes each font character it uses.

To create a smaller PDF file, choose Compress PDF. This compresses some images in the file, and produces a PDF file that may be smaller than a digital master PDF. This is useful if you plan to e-mail the PDF file or if you don't plan to print the file.

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