

PORTABLE DOCUMENT FORMAT (.PDF)

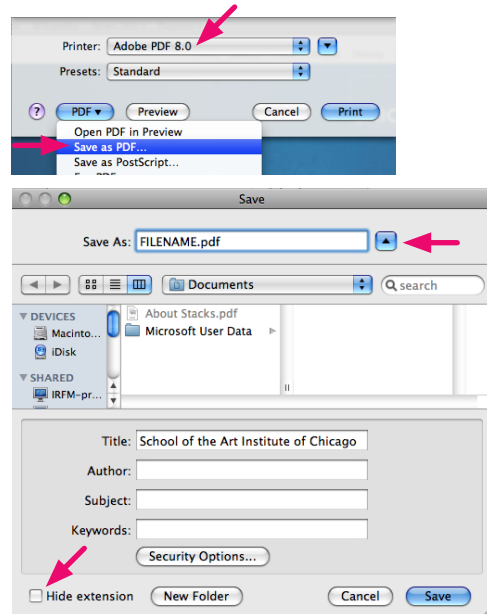
Adobe's Portable Document Format (.pdf) has become a standard for cross-platform (Windows and Macintosh) documents for both web and print. You can create PDF files in the native OS X system, with software provided with OS X and with software available on SAIC templates. Though there are several ways to create PDF documents, users will need Adobe Acrobat Reader (free from adobe.com) or Preview (included with OS X) to read files. PDFs are also useful for reducing paper waste. Instead of printing a document on paper, make a PDF that you can store and view on your computer.

CREATE A PDF FROM THE NATIVE OS X SYSTEM

1. Select Print from the File pull-down menu from most applications.

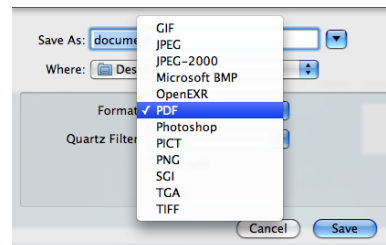
In the Print menu window:

- a) select "Adobe PDF 8.0" in the Printer pull-down list, then click "Print." The file will appear on your desktop as a .pdf.
or
- b) click the "PDF" button and select "Save as PDF.." from the pull-down menu. Select your desired location in the "Save to File" box and click "Save". Make sure "Hide extension" is not selected.



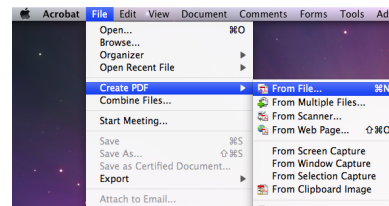
CREATE A PDF USING PREVIEW

1. Open the file using Preview (Preview is in your Applications folder)
2. Select "Save As..." from the File pull-down menu.
3. Select PDF from the "Format" menu and click "Save".



CREATE A PDF USING ADOBE ACROBAT PRO

1. Open Adobe Acrobat 8 Professional (in your Applications folder)
2. Under the File pull-down menu, select "Create PDF." You can choose to create a PDF using a single file, multiple files, from a scanner, or create a PDF of an entire website.



One useful feature in Acrobat Pro is the "Reduce File Size" tool. This will reduce the file size of the PDF, which will make it easier to email the document or make it available online.

1. Open the file with Acrobat Pro.
2. From the Document pull-down menu, select "Reduce File Size..."

