

## **Creating a PDF Document on Your Mac**

### **What is a PDF Document File**

A “PDF” (Portable Document Format) is a file format developed by Adobe Systems, as a means of distributing compact, platform-independent documents that can be viewed on almost any computer platform. It is similar to HTML. A PDF document may contain images and text, as well as hyperlinks.

PDF is based on a variant of PostScript. Each document is self-contained, packing text, graphics, and fonts into a single file. A file that will look the same on the screen and in print, regardless of what kind of computer or printer is being used, and regardless of what software package was originally used to create it.

Although PDFs contain the complete formatting of the original document, including fonts and images, PDF files are highly compressed, allowing complex information to be transmitted and downloaded very efficiently.

### **Apple Mail’s Handling of a PDF File Sent as Attachment(s) an eMail Message**

When you send or receive an email that has a PDF (Portable Document Format) file as an attachment, depending on the file's size, you may see its contents within the Mail message, or you may see a document icon.

If the PDF file contains two or more pages, Mail displays it as a document icon.



[My Importan...pdf \(89.5 KB\)](#)

If the document is smaller, Mail displays the contents of the PDF file within the message window.

### **To change the way the PDF file is displayed in the current message window**

**Control-click** the icon or visible portion of the PDF and choose "**View in Place**" or "**View as Icon**" as appropriate from the shortcut menu. Note that this only affects how you see the PDF in this message's window, it is not a permanent change.

**You can easily make a PDF File from almost any document, by using the Mac's document conversion option in the Print Menu. Here is how –**

- 1. Select and Open a document that you want to create as (convert to) a PDF.**

2. From the File Menu select Print, or use the keyboard shortcut Command ⌘+P.

The Print window opens as shown in Figure 1

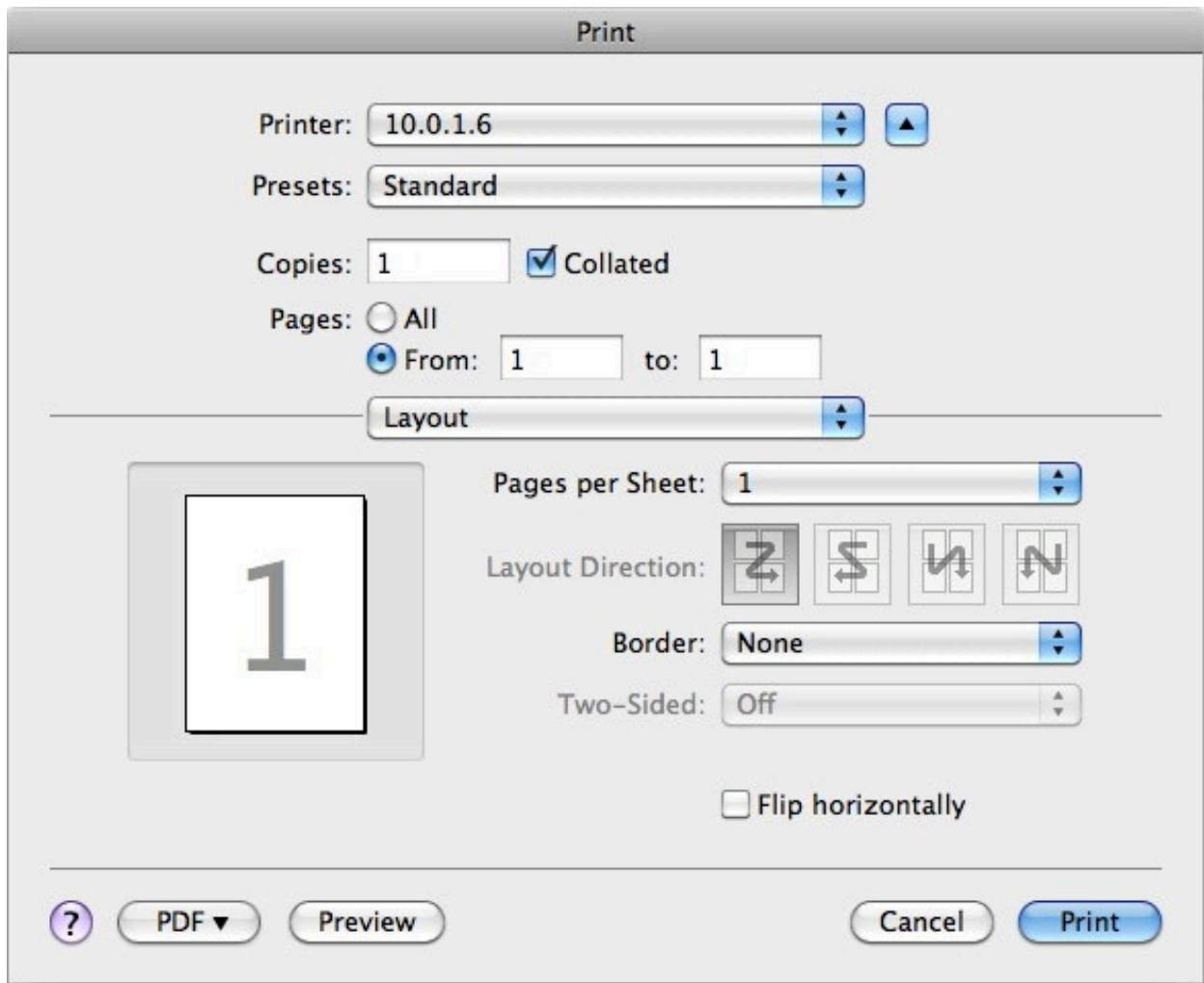


Figure 1

3. Click on the “PDF” button then, select “Save as PDF” from the drop-down Contextual Menu as shown in Figure 2

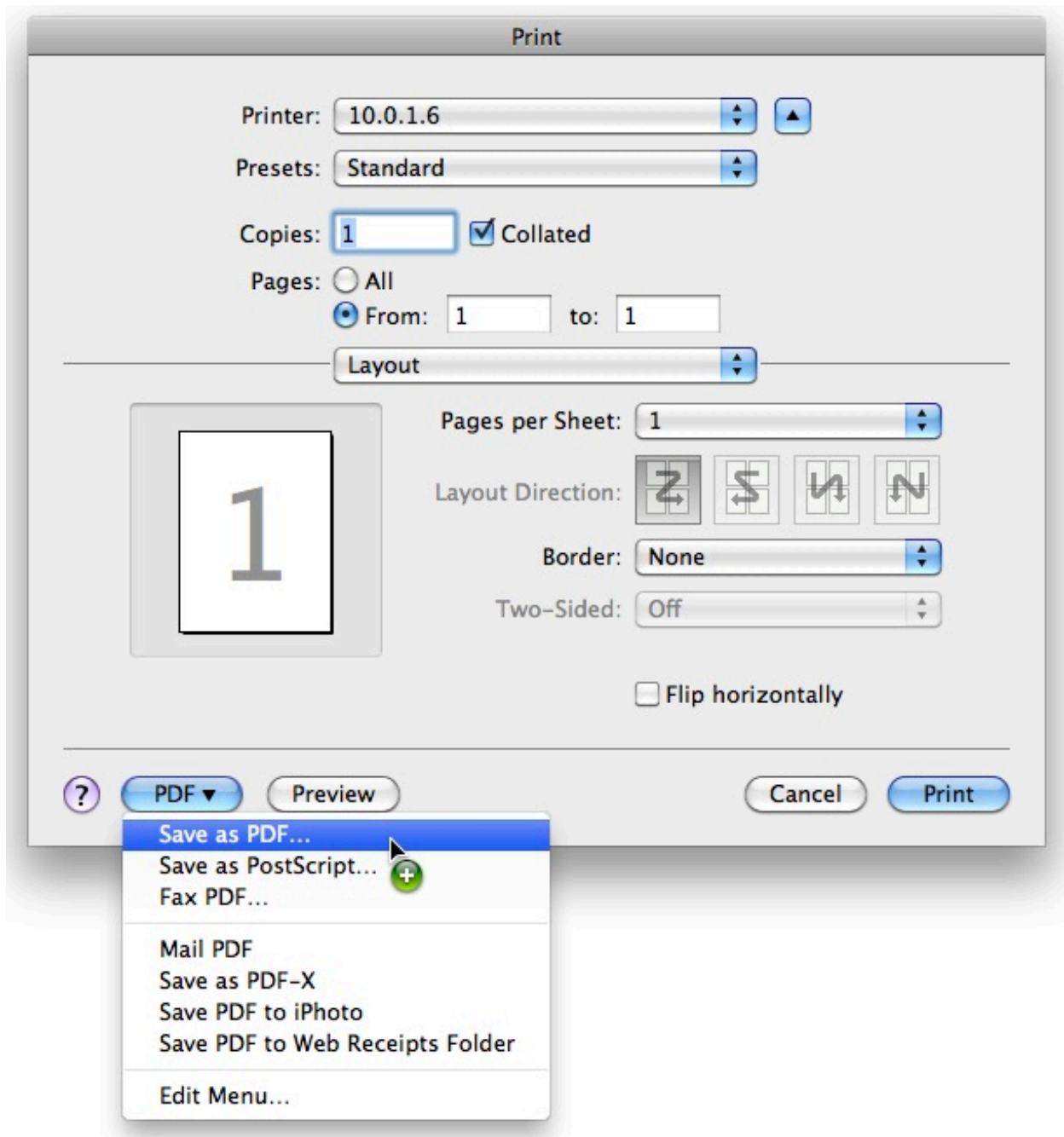


Figure 2

4. In the “Save” Dialog Window that opens, choose the location where you want to save the PDF. See Figure 3. -- You may also enter other information in the spaces provided.

Keywords that you add are saved with the file and used by Spotlight when you search for a file.

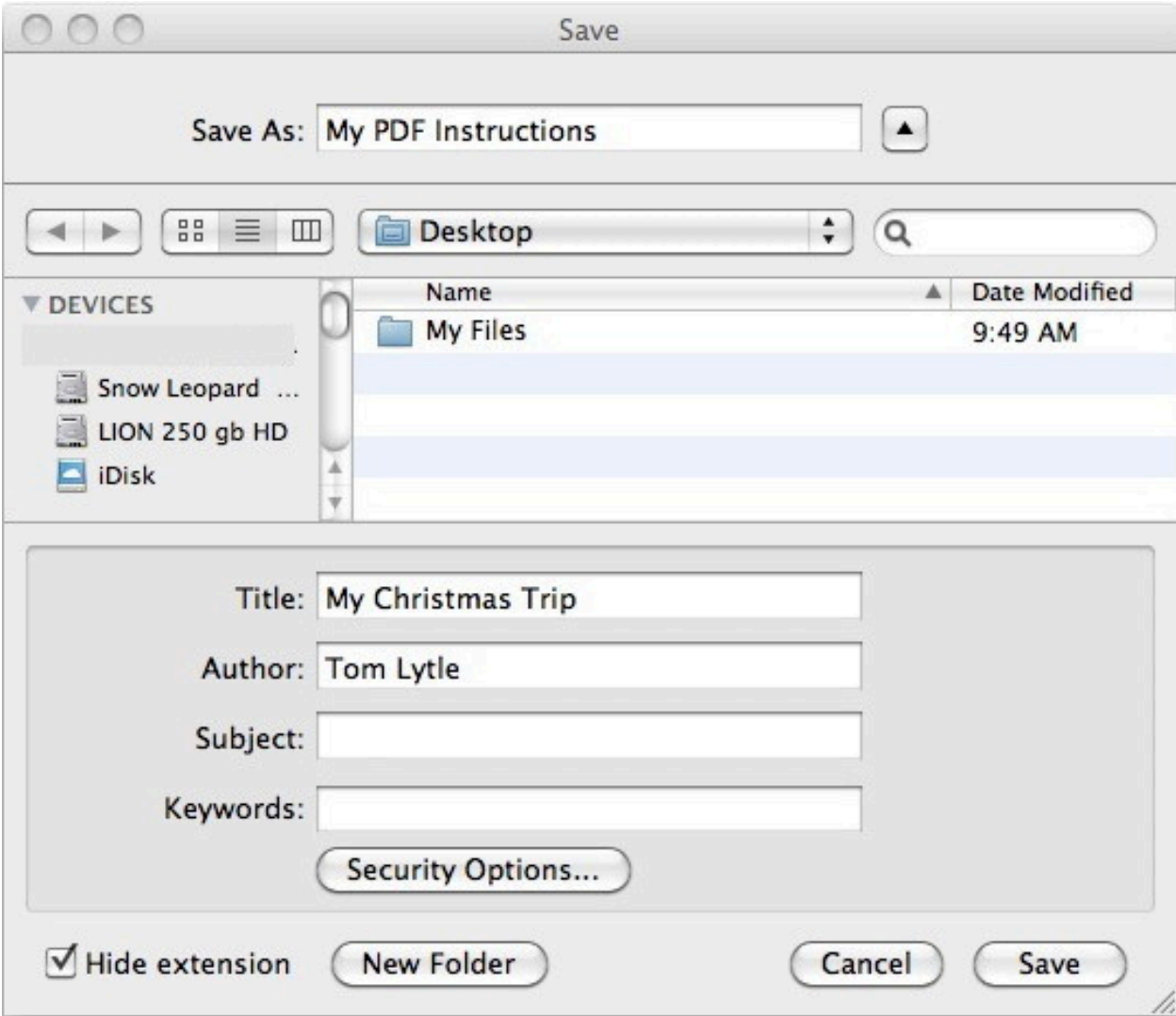
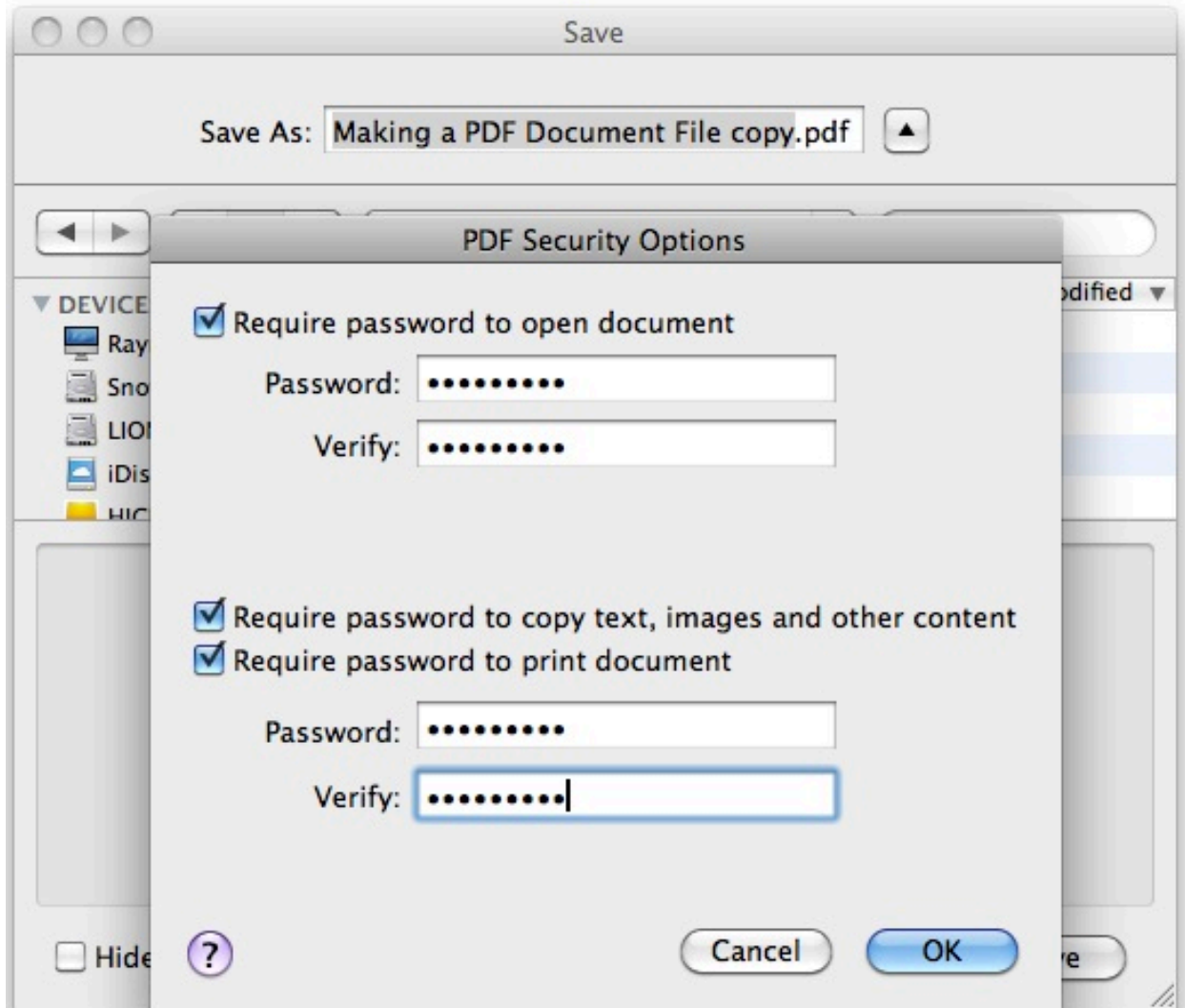


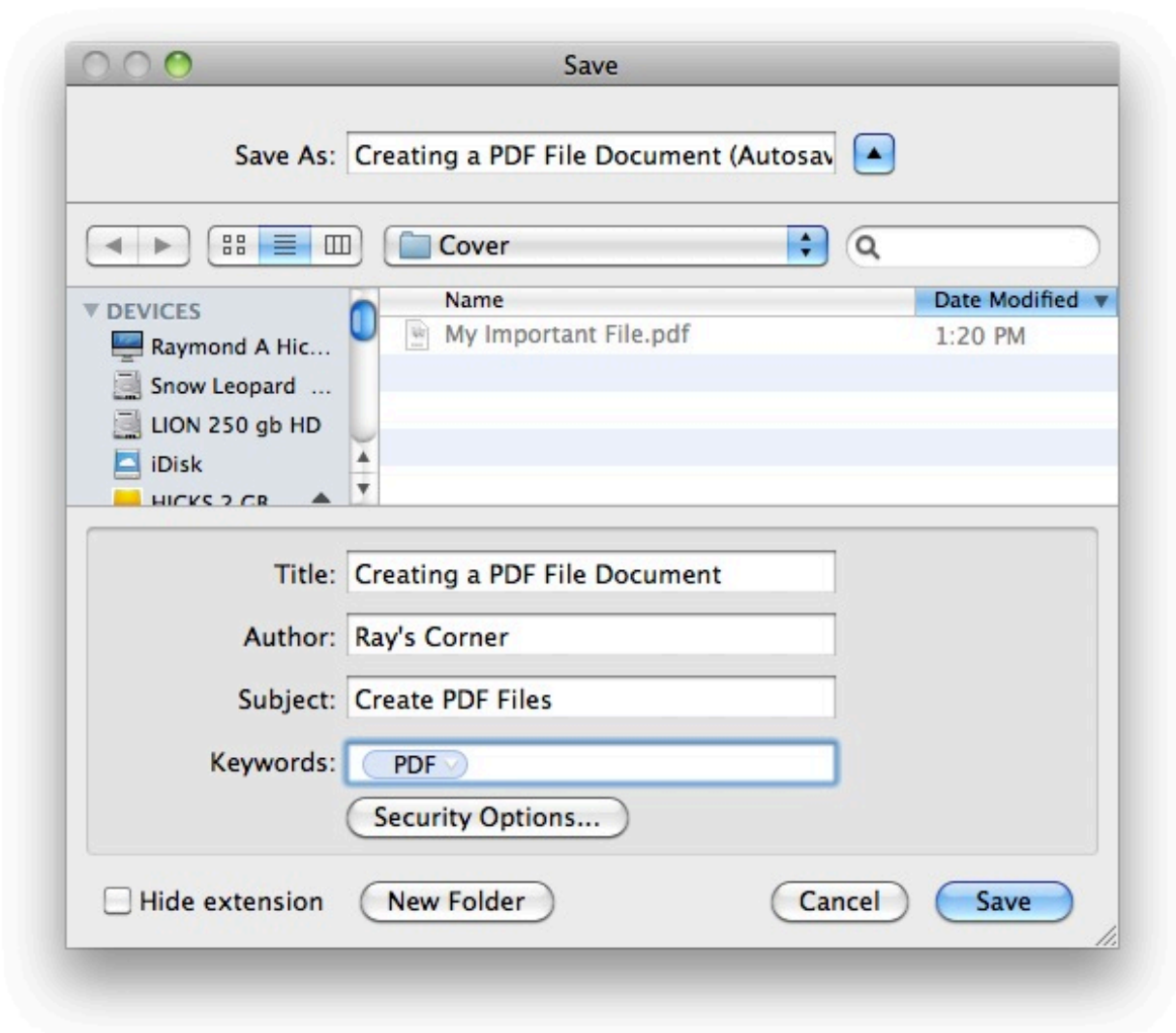
Figure 3

To password protect your PDF document, click the Security Options Button, another dialog box opens, and you can choose how you want it to be password protected.



Click OK then to finish with the Security and Password options.

5. Click Save, and a copy of the document has been saved as a “PDF” file, to the location that you selected.



Your PDF is now complete and ready to eMail or file away.