

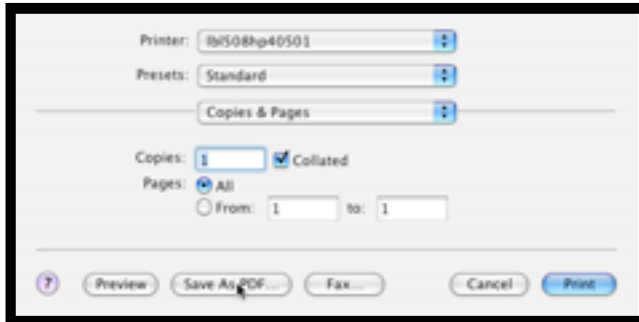


Creating PDF Files



How to create a PDF file from any application

1. Through the OSX print menu select File > Print (Cmd + P).
2. Select all of the appropriate printing options just as you would if you were actually printing the document.
3. Select the button towards the bottom of the window that says “Save as PDF”.



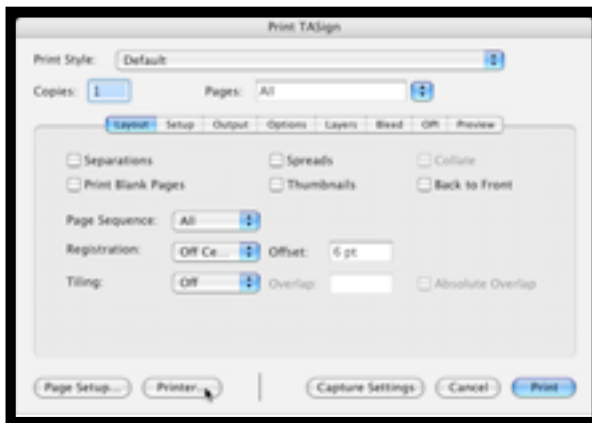
4. Enter the name you would like to save the file as in the “Save As” box.
5. Navigate to the desired save location below.
6. Click Save.

Creating a PDF file from Quark

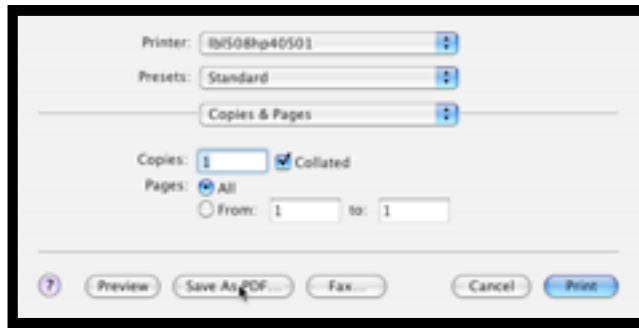
Use one of the following methods.

Method 1:

1. Select File > Print (Cmd + P).
2. Select the appropriate page-setup options. Ex: If you are generating an 11 x 17 PDF, you must have a printer capable of 11 x17 prints selected.
3. Select the button labeled “Printer”.



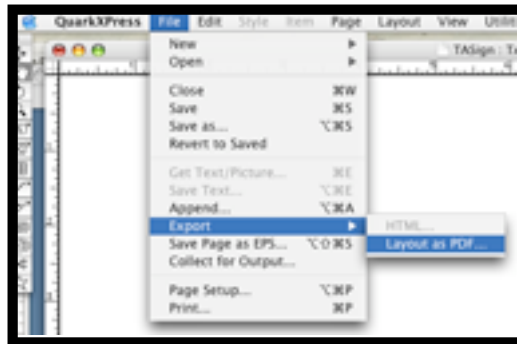
4. Select the button that says “Save as PDF”.



5. Enter the name you would like to save the file as.
6. Select the desired save location.
7. Click Print.
8. Click Print again and the file will save instead of printing

Method 2:

1. Go to File > Export > Layout as PDF...



2. Enter the name you would like to save the file as.
3. Select the desired save location.
4. Click Save when finished.

Note: When you are creating a PDF from the print menu in OSX, remember to first setup the PDF settings through the page setup menus as if you were to print the file. This will give you the control you need over page size, layout, orientation, etc.

Note: When printing, rendering or generating PDFs, be sure you are writing to the TempMedia drive of the computer you are working on. Remember to copy your work when you are done.