

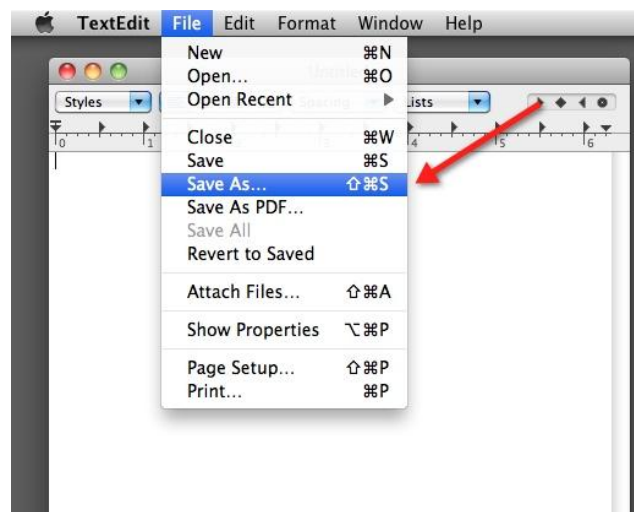
Converting a PDF using a Mac's automatic settings

You can convert a file to a PDF using the automatic settings of your Mac computer. There are two ways you can accomplish this task.

Option 1: Using the “Save As PDF” option from the “File” menu

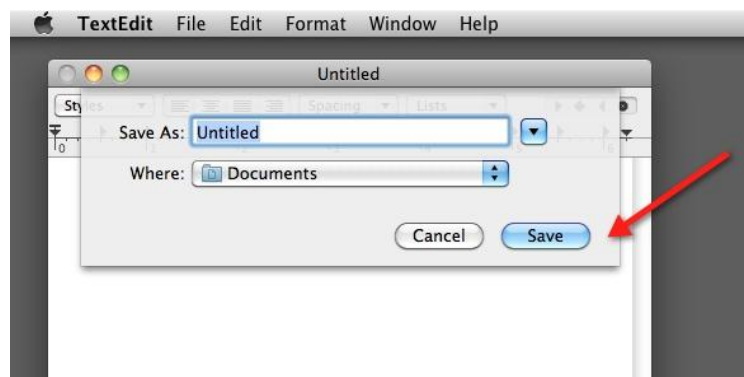
Step 1: Go to the file menu of whatever text editor application you are using, and choose the “Save As PDF” option from the drop down menu (Figure 1).

Figure 1



Step 2: In the Save As dialog box, make sure your thesis name and location are correct before saving. Then click on the “Save” button (Figure 2).

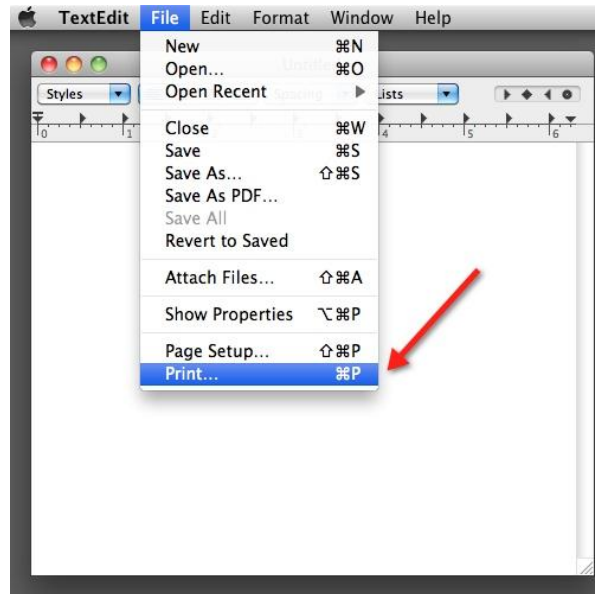
Figure 2



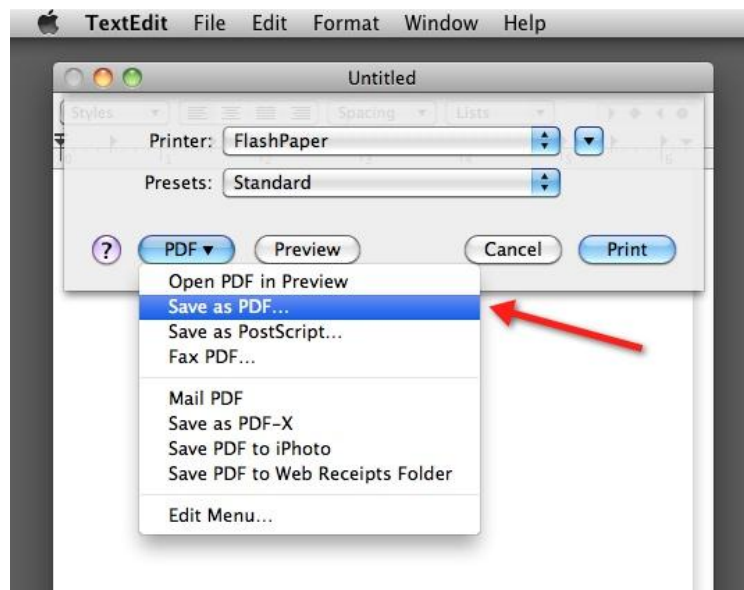
Option 2: Using the PDF menu from the Print screen

Step 1: From the “File” menu, choose the “Print” option ([Figure 2.1](#)).

Figure 2.1



Step 2: From the Print dialog box that appears, choose the “Save as PDF” option from the “PDF” menu ([Figure 2.2](#)).



Step 3: Enter the information about your thesis (name and location) in the dialog box that appears. Then click on the “Save” button (Figure 2.3).

Figure 2.3

