### **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 (<u>Figure 1</u>).

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# 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

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#### **Option 2: Using the PDF menu from the Print screen**

Step 1: From the "File" menu, choose the "Print" option (Figure 2.1).

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Figure 2.1

**Step 2:** From the Print dialog box that appears, choose the "Save as PDF" option from the "PDF" menu (<u>Figure 2.2</u>).



**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).

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