

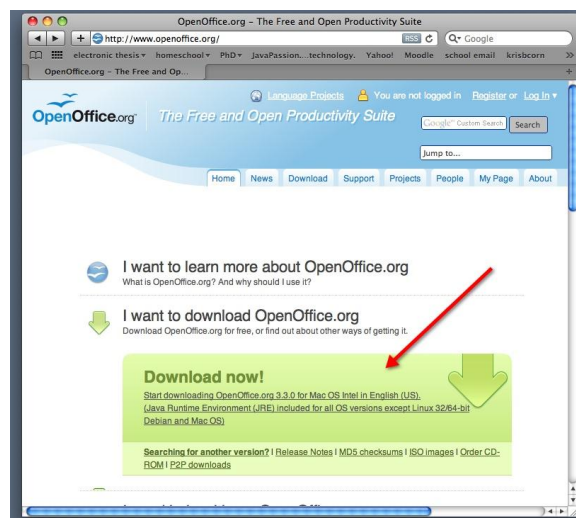
## Converting a document to PDF in OpenOffice.org (Mac)

### **Section 1: Downloading OpenOffice.org:**

(If you already have OpenOffice.org on your computer, skip down to **Section 2**)

**Step 1:** To download OpenOffice.org, go to their website ([www.openoffice.org](http://www.openoffice.org)), and follow the instructions to download the correct version for your computer ([Figure 1.1](#)).

Figure 1.1



**Step 2:** After it has finished downloading, OpenOffice.org will prompt you to drag the OpenOffice.org icon into the “Applications” folder ([Figure 1.2](#)).

Figure 1.2



**Step 3:** A window will ask you for permission to open the software. Click the “Open” button (Figure 1.3).

Figure 1.3



**Step 4:** Follow the instructions to register with Openoffice.org. If you choose to register later, the program will still work (Figure 1.4).

Figure 1.4



**Step 5:** OpenOffice.org will ask you what type of document you want to create. Choose the “Text Document” option ([Figure 1.5](#)).

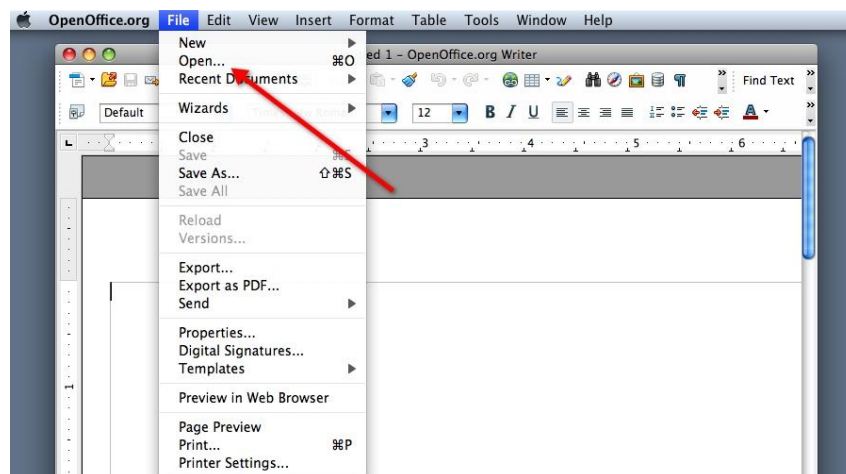
Figure 1.5



## Section 2: Opening a file in OpenOffice.org

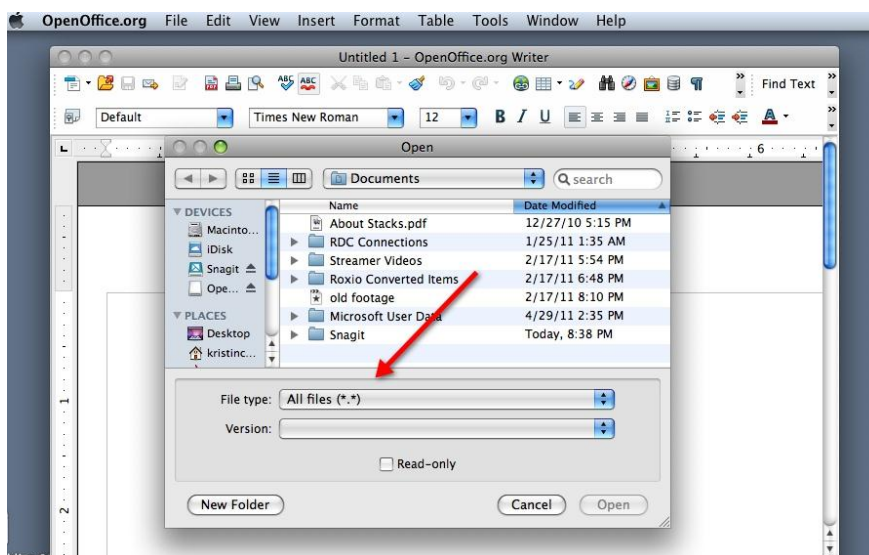
**Step 1:** Click on “File” from the top menu and choose “Open” ([Figure 2.1](#)).

Figure 2.1



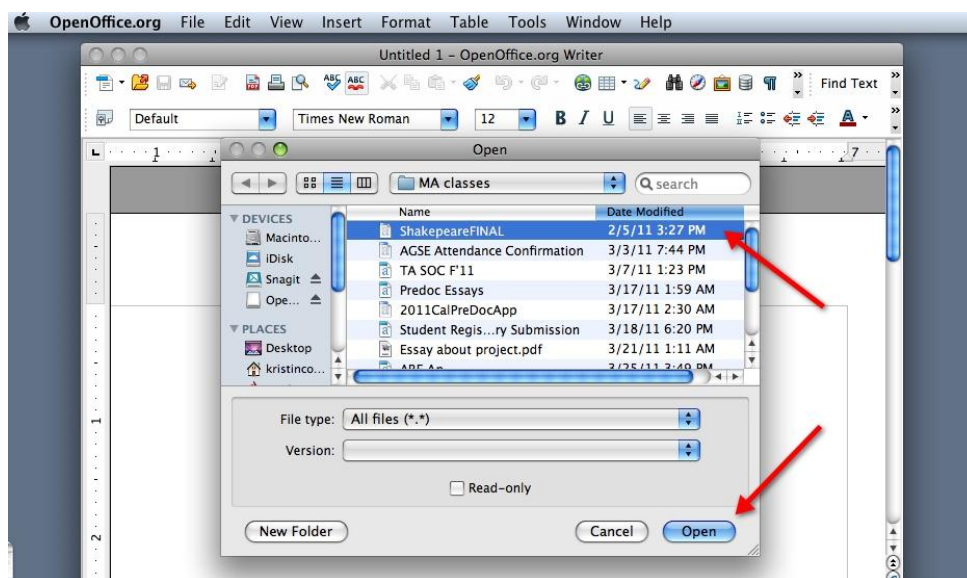
**Step 2:** The “Open” window opens. Make sure that the text box called “File Type” shows “All files (\*.\*)”. Locate your thesis. If not, click on the drop down arrow to select this option (Figure 2.2).

Figure 2.2



**Step 3:** Once you’ve located your thesis, click “Open” to open file (Figure 2.3).

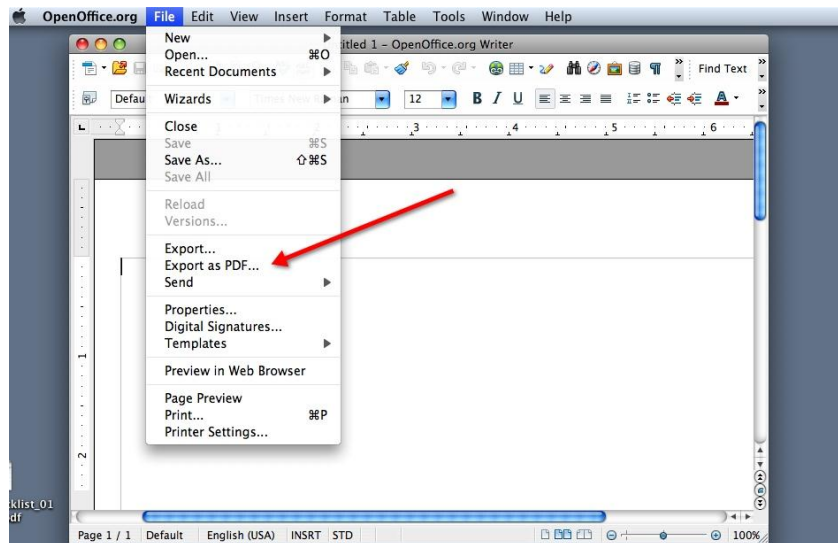
Figure 2.3



### Section 3: Saving your file as a PDF in OpenOffice.org

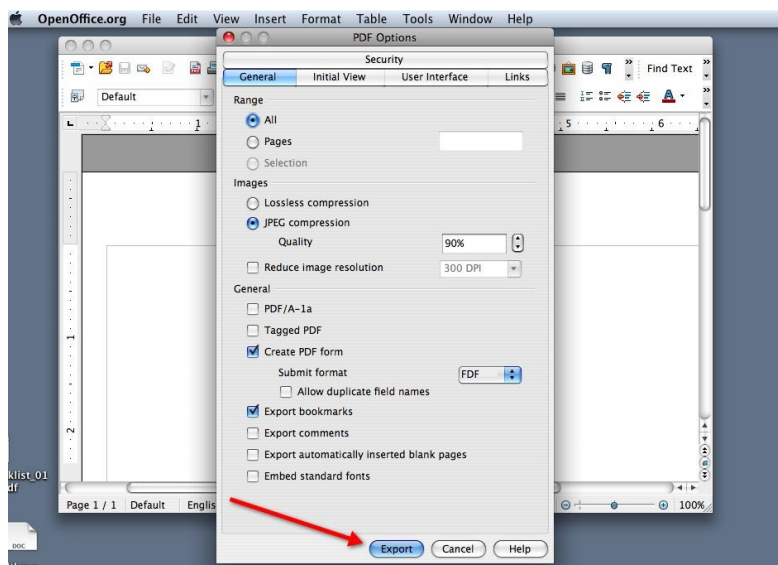
**Step 1:** Now that your thesis is open, export it as a PDF. Go back to the “File” menu, and choose the “Export as PDF...” option ([Figure 3.1](#)).

Figure 3.1



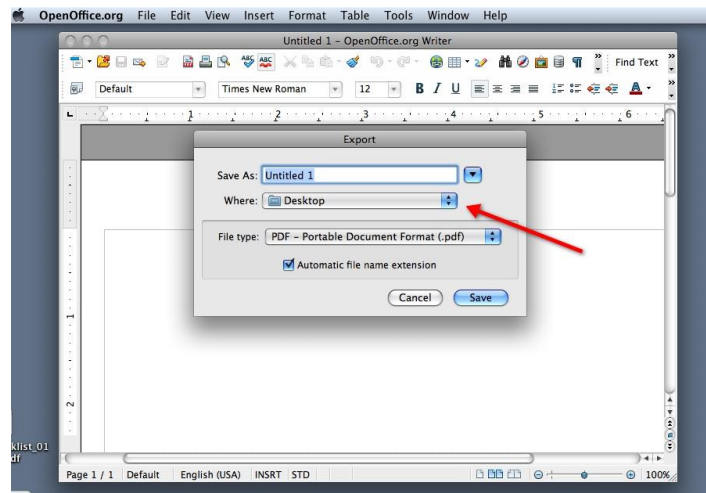
**Step 2:** “PDF Options” window opens. Do not change any of the settings. Click the “Export” button ([Figure 3.2](#)).

Figure 3.2



**Step 3:** The “Export” window opens. From the “Where” menu, choose a location to save your file (Figure 3.3).

Figure 3.3



**Step 4:** Click on the “Save” bottom to save file as PDF (Figure 3.4).

Figure 3.4

