How to create a PDF when using an Apple Computer
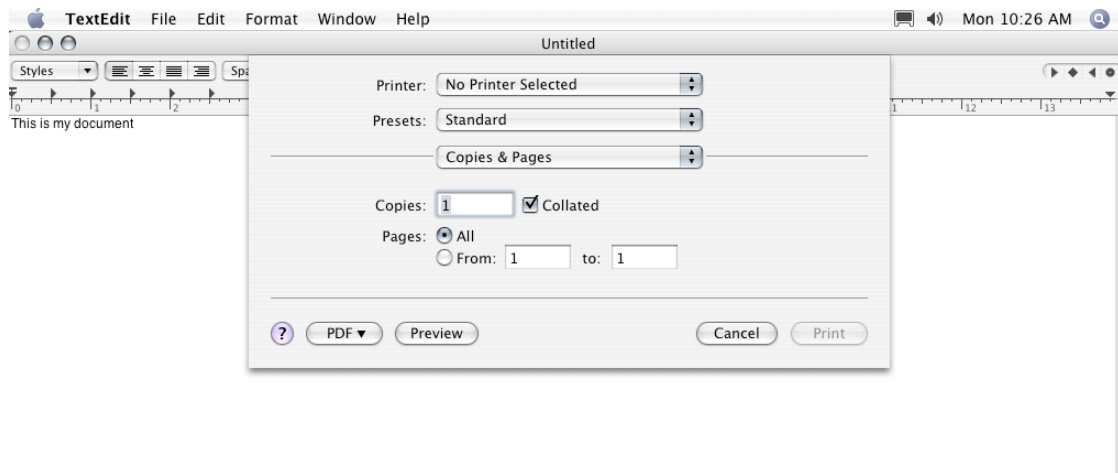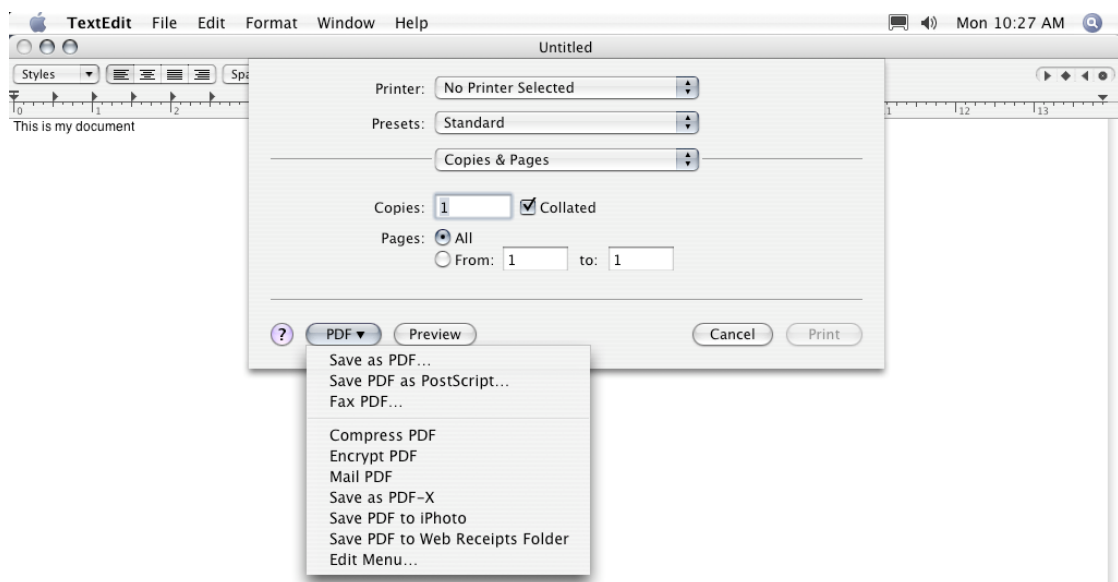
1) **Open your file**
2) **From the top menu, choose File > Print**
   This will open the Print Dialogue box, shown below

3) **Click the PDF Button in the lower left corner**
   This will open the PDF Dialogue box, shown below

4) Choose "Save as PDF…" from the menu
This will open the Save Dialogue box

5) Type in the name would like to save your file as
Be sure to include the .pdf extension, as shown below.