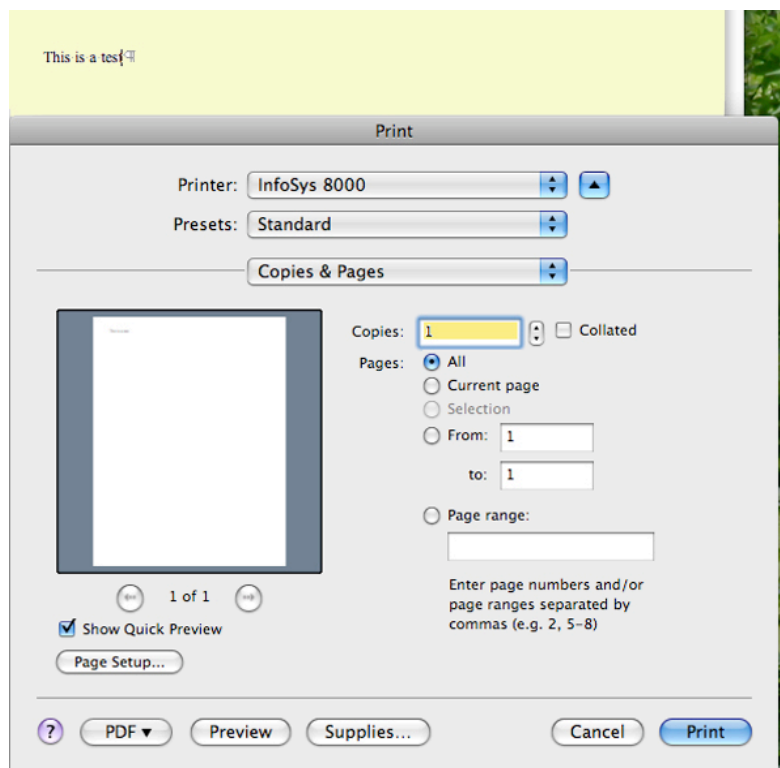


## PDF File Creation

### Mac OSX

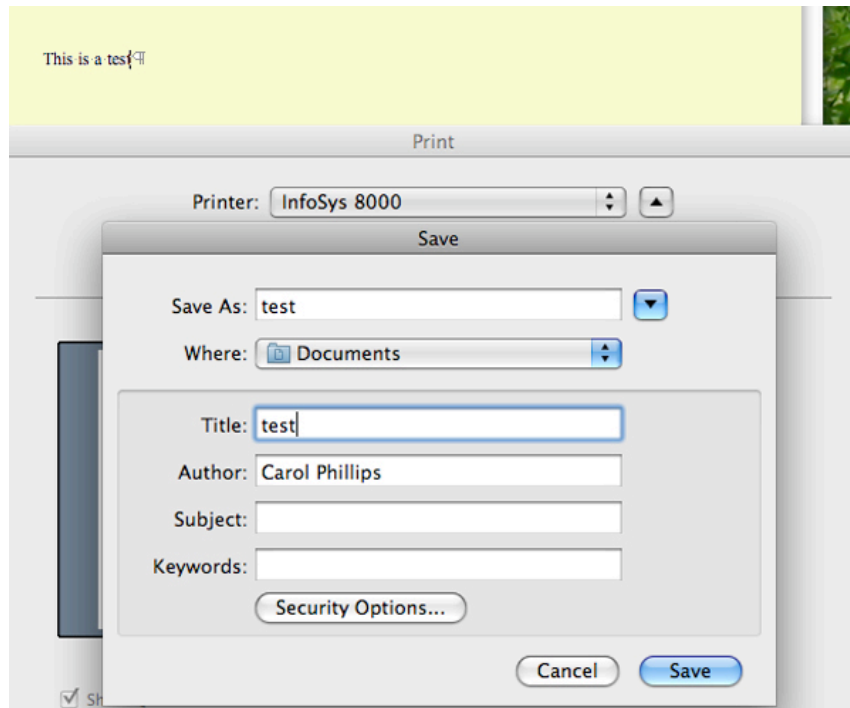
On this platform, PDF creation is native to the OS. Any document or browser page in Mac OSX may be converted to PDF (Portable Document Format) files by completing the following steps:

1. When the Print dialog window is displayed, click the **PDF** button in the lower left corner of the window (as shown below with the "This is a test" word document):



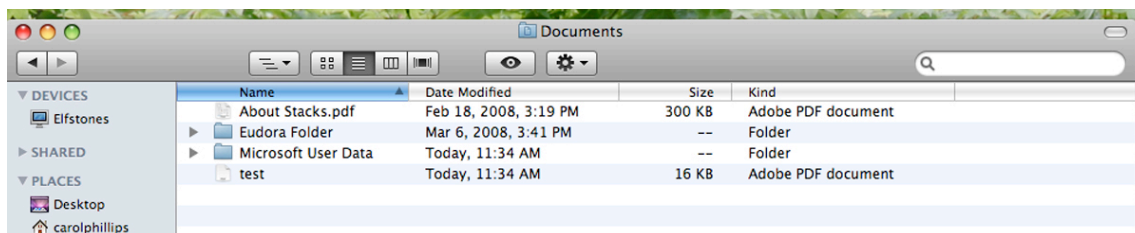
Select **Save as PDF** from the dropdown and click the **Print** button on the right side.

2. When the *Save As* dialog window is displayed, type a filename for your document in the **Save As** field. Then select the **Where** location where the file will be saved. As shown in the example below with the "This is a test" word document, the filename is **test** and the **Where** location is **Documents**.



Click the **Save** button.

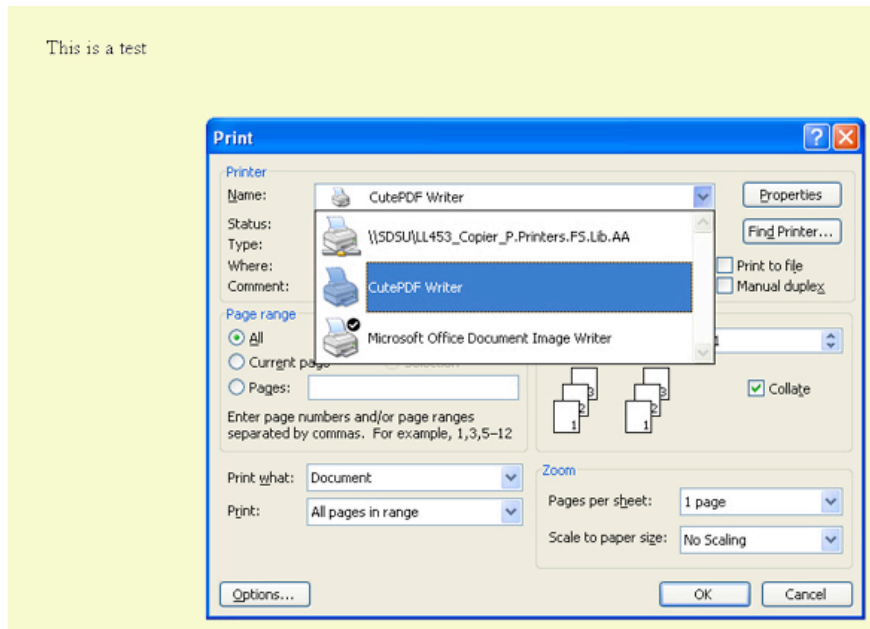
3. The program finishes creating the file and saves it as a PDF in your desired location. For the example below, go to the saved location - **Documents** in the **Finder** window to find the PDF file you just created. View to make sure it looks, as it should.



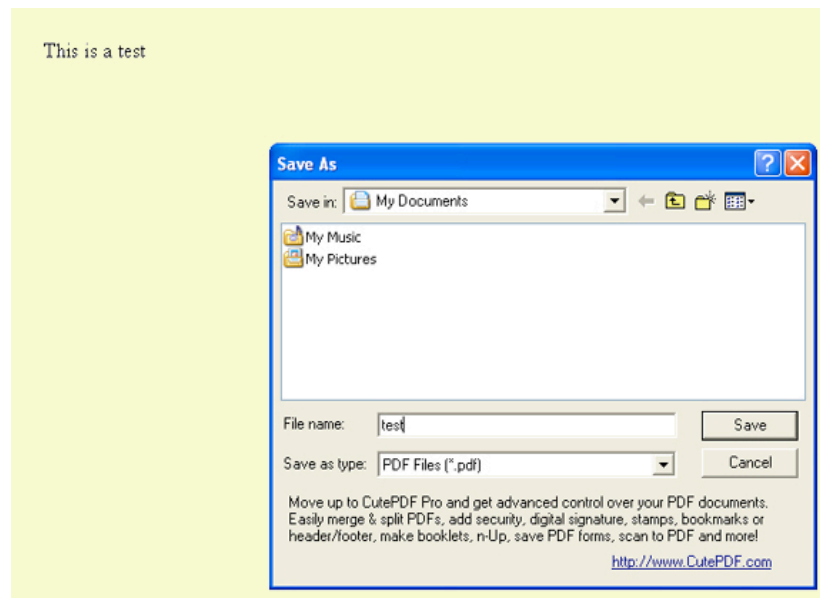
## Windows XP

On this platform, PDF creation is NOT native to the OS. A program named CutePDF Writer and a GPL Ghostscript converter must be installed first. CutePDF Writer is then seen as another printing option of the OS. Now any document or browser page in Windows may be converted to PDF (Portable Document Format) files by completing the following steps:

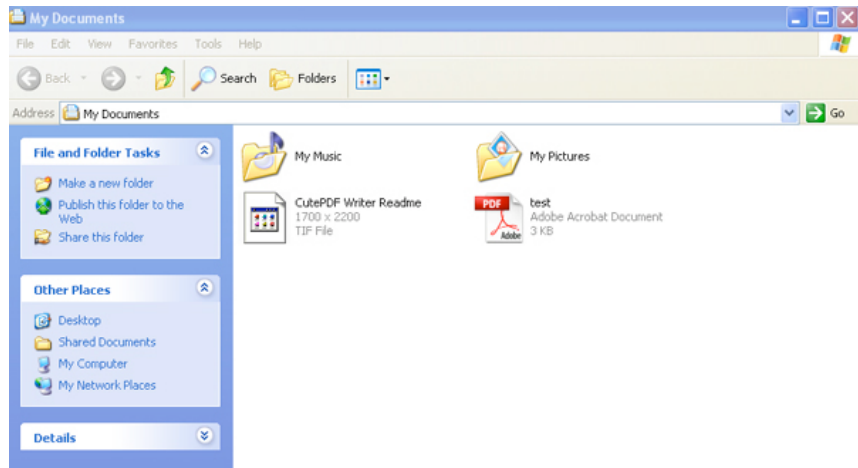
1. When the *Print* dialog window is displayed, choose **CutePDF Writer** from the dropdown of Printer Names (as shown below with the "This is a test" word document):



2. Click the **OK** button at the bottom of the window.
3. When the *Save As* dialog window is displayed, type a filename for your document in the **File name** field. Then select the **Save in** location where the file will be saved. As shown in the example below with the "This is a test" word document, the filename is **test** and the **Save in** location is **My Documents**



4. The **Save as type** dropdown field should display as **PDF files [\*.pdf]**. Click the **Save** button.
5. The program finishes creating the file and saves it as a PDF in your desired location. For the example below, go to the saved location - **My Documents** to find the PDF file, you just created (as shown below – test).



View to make sure it looks, as it should.

## Adding Hotlinks to PDF Files:

Go to the Mimic workstation in LL-408G (or any machine with a full copy of Adobe Acrobat).

1. Open the desired pdf file from within the full copy of Adobe Acrobat.
2. Go to the **Advanced** menu. Select **Links** and then **Create from URLs in document**. Acrobat will automatically create a hot link anywhere in the document where there is a URL.