PDF (Portable Document Format) is a standard format that allows users to share their documents with others even though the recipient may not have the program which created the document. All that the recipient needs is a PDF-readable program such as Adobe Reader or Apple's Preview application.

To create a PDF on Mac OS X:

- 1. Open the document you want to convert to PDF
- 2. Got to the file menu and select Print
- 3. In the Print Dialog Box, click on the PDF button and select Save as PDF
- 4. Select a location to save the PDF file.