Making a PDF
For Windows

To create a PDF, you need the full version of Adobe Acrobat software (not just the Reader). Once installed:

1. Create your document in an application, such as Microsoft Word, Excel or PowerPoint.
2. Go to "File", then "Print" or use the key command, Ctrl-P.
3. Change the Printer Name to Adobe Distiller.
4. Click "OK".
5. The "Save PDF File As" window will appear.
6. Choose a place on your hard drive to save the file.
7. Click on the "Save" button.
8. The .pdf extension is automatically given to the file.

For Macintosh OSX (no software needed)

1. Create your document in Microsoft Word, Excel or PowerPoint.
2. In the menu go to "File", then "Print" or use they key command, ⌘-P.

Overview

You’ve worked on your document so it fits and prints on one page; but when you e-mail it to someone else they say they can’t open the file, the fonts look weird, or it stretches over two pages. Save your file to Adobe PDF format. With the free Acrobat Reader, anyone can look at your document with the original font, graphics and layout.

For more information

Anyone in the College can purchase a copy of Adobe Acrobat, full version, from Extension Information Technology.
Contact:
Terri Camacho
cit@nmsu.edu
(505)646-3305

Or, create a PDF online:
createpdf.adobe.com

To recommend a technology tip sheet topic, contact:
Barbara Chamberlin
bchamber@nmsu.edu
(505)646-2848
3. **Click** on the "Save as PDF" button

![Save to File dialog box with "making_a.pdf" selected]

4. **Name** your file, **click** "Save".

5. The .pdf extension is automatically given to the file.