

To create a PDF file from any word processing program:

On a PC:

- Select “Print”
- Select “PDF Creator” from the list of available printers (if PDF Creator) is not installed on your computer, contact Academic Computing (x3020) to request to have it installed).
- Click “Print”, Select “Save”, and select the location to which the PDF should be saved

On a Mac:

- Select “Save As PDF” from the “Print” menu