
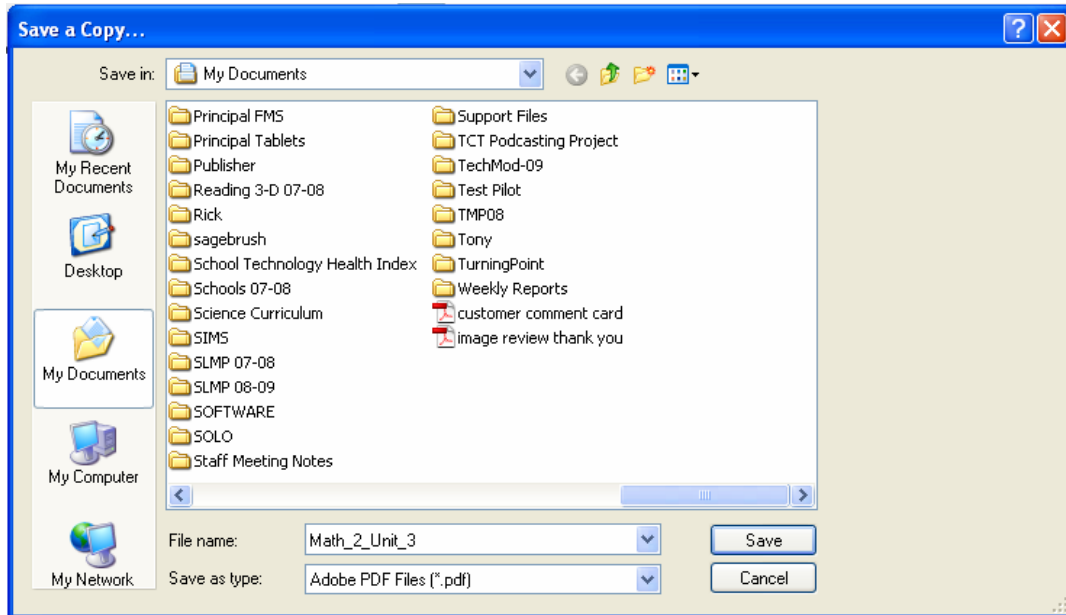


Saving PDF files

Saving PDF Files

1. Open the PDF file to be saved.
2. On the Adobe Acrobat menu, select the Save [] icon. A *Save a Copy* window will open.



Save a Copy... window

3. Navigate to the folder in which to save the file.
4. In the File Name field, note the name of the file. Change if desired.
5. Click **Save**.



NOTE: The File menu may also be used to save your files. From the main menu bar, select **File > Save As**. Follow steps 3-6 above.
