PDF

Guides for Merlin Project

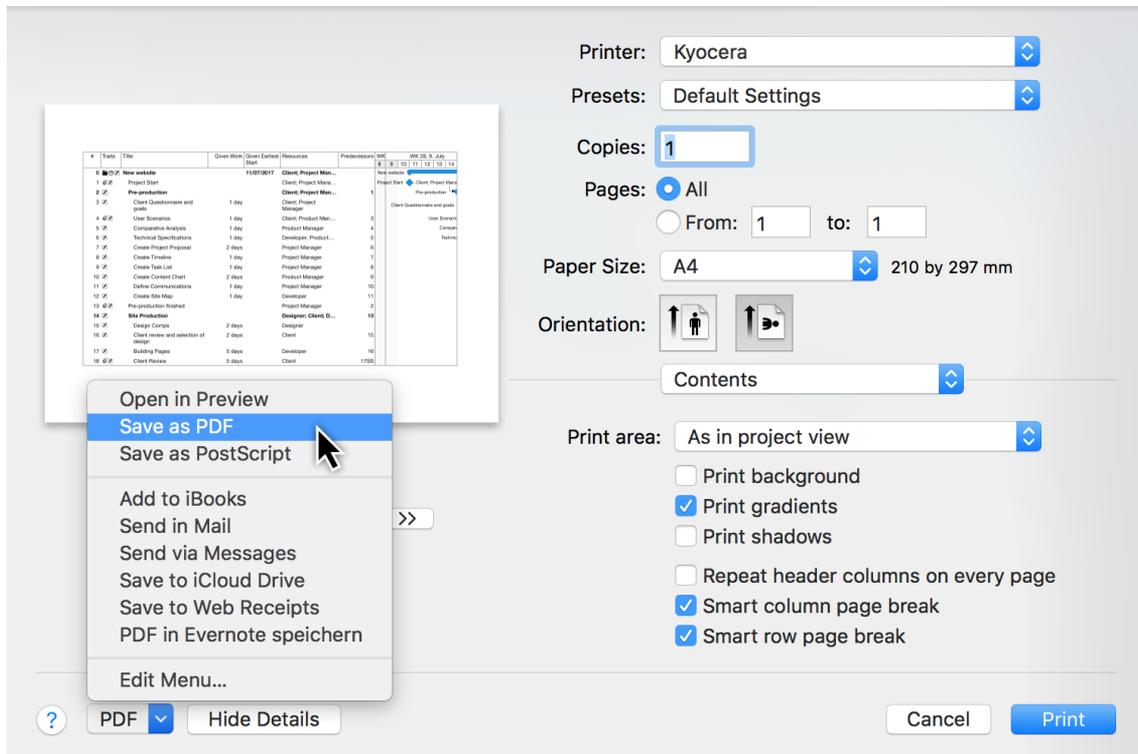# PDF - as of November 2020

Printing PDFs

You can create **PDF files** quickly and easily via the **print window**.

Click the **Show Details** button. This opens the **advanced print view**. Configure the **print options** as necessary. Following that, click the **PDF** button on the bottom left.

Click **Save as PDF**. The **macOS Save dialog** will open. Name the **PDF** file.

In addition, **further options** for creating the **PDF** file can be found here:

- **Tags** (*tags used in macOS Finder*)
- **Title** (*document title*)
- **Author** (*author and copyright holder of the document*)
- **Subject**
- **Keywords**

These are **optional settings** that can be used if **required**.

PDF security options

The **Security Options…** button gives you the option to **password protect** the **PDF file** and its **contents**.

PDF Security Options

- [x] Require password to open document

  Password: | |

  Verify: | |

- [ ] Require password to copy text, images and other content
- [ ] Require password to print document

  Password: | |

  Verify: | |

  Cancel   OK