Save-to-PDF Keyboard Shortcut HOWTO

Since the very first version of Mac OS X in 2000, Mac users have been able to quickly and easily create PDF documents from any app that has a Print dialog — which means, just about every app there is.

To make a PDF from an application, follow these steps:

1. From the File menu, click Print

2. Set your Print dialog options as desired for page range to print, paper size, page orientation, etc.

3. In the lower-left corner of the Print dialog, click on the PDF drop-down
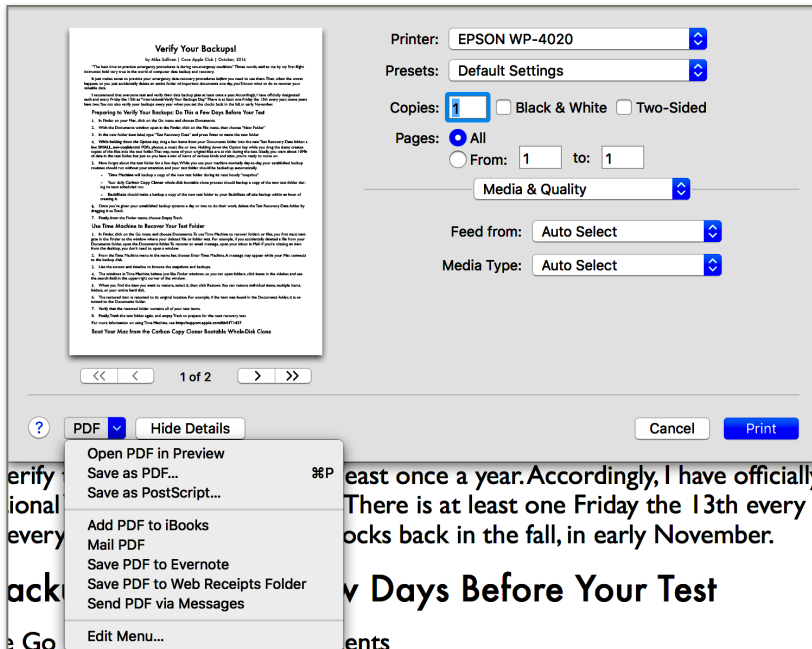
4. Click Save as PDF…

5. Select a destination for your PDF file

6. Select any optional encryption features for your PDF file

7. Click Save

Many apps allow you to send PDFs directly to them, saving you a step when you want to email a PDF, save it to Evernote, send it via Messages, etc. Check out the list of additional PDF destination actions on the PDF drop-down box for details.

And if you're an enthusiastic and frequent PDF-saver, you may want to save yourself several dozen keystrokes and mouse clicks everyday by installing Mike's custom Save-to-PDF Keyboard Shortcut.

It takes just a minute to set up on your Mac, and once it's installed, it's ready to use with just a keystroke. It lets you save to PDF from any app with just two Command-key keystrokes. It's a real time-saver!

Here's how to set it up on your Mac:

1. From the menu, choose System Preferences

2. Click Keyboard to open the Keyboard preference pane

3. Click the Shortcuts tab at the top

4. In the left-hand Sources column, click on App Shortcuts

5. Below the list of App Shortcuts, click the "+" symbol

6. In the dialog sheet:

6.1. In the Menu Title field, type "Save as PDF…" — note that you must type this in **EXACTLY** as shown, with **NO SPACE** between the "F" in PDF and the three periods; and with the letter casing as shown

6.2. Press Tab to move to the Keyboard Shortcut field

6.3. In the Keyboard Shortcut field, type the letter P *while holding down* the Command (Cmd) key. Refer to the screenshot below.
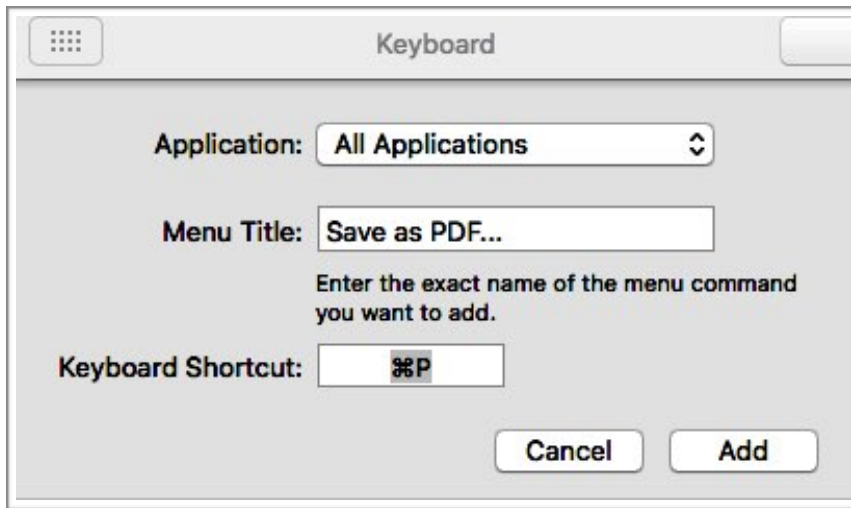
7. Click Add

8. Quit System Preferences

That's it — a quick, one-time setup on your Mac, and now it's ready to use every day!

Now, whenever you want to create a PDF quickly from any app, just type Cmd-P *twice*. The first time you type Cmd-P, the app's Print Dialog will appear. When you type Cmd-P a second time, the Save to PDF… dialog will be invoked, ready for you to choose your destination.

Even quicker: type Cmd-P *twice*, then type **Cmd-D** to select the Desktop as the Save destination, then press **Enter**. Four quick keystrokes, and you've got your PDF created and on the Desktop ready to use, email, file or whatever!