

# How to Create PDF File

From the MyFitnessPal table using PC (windows) / Mac

## What is a PDF file?

- It stands for “portable document format” file.
- documents in an electronic form independent of the software.

## Before creating a PDF file.

- Make sure to complete your Food Diary on MyFitnessPal.
- Double check your Food Diary.
- Easiest way to create PDF file from diary table is screenshotting and paste it on word document!



copy

## Using PC (Windows)

### 1) ONCE YOU HAVE COMPLETED FOOD DIARY

-You will see a screen like this

	Calories	Carbs	Fat	Protein	Alcohol	Sugar
<b>Breakfast</b>						
Always Healthy - American, 1 source 20g	170	8	16	8	110	1
Woolens - Maple, 61 grams	210	40	2	8	420	1
<b>Add Food   Quick Tools</b>	<b>380</b>	<b>48</b>	<b>17</b>	<b>14</b>	<b>530</b>	<b>2</b>
<b>Lunch</b>						
Starbucks - Americano, 1 Verde	15	3	0	1	0	0
The Espresso - Orange Pod Thai, 1 box (517g)	730	100	30	17	1,800	25
<b>Add Food   Quick Tools</b>	<b>745</b>	<b>103</b>	<b>30</b>	<b>18</b>	<b>1,800</b>	<b>25</b>
<b>Dinner</b>						
Pizza - Pizza, 1 slice	350	30	8	0	800	0
<b>Add Food   Quick Tools</b>	<b>350</b>	<b>30</b>	<b>8</b>	<b>0</b>	<b>800</b>	<b>0</b>
<b>Snacks</b>						
Starbucks - Americano, 1 Verde	15	3	0	1	0	0
<b>Add Food   Quick Tools</b>	<b>15</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Totals</b>	<b>1,490</b>	<b>181</b>	<b>53</b>	<b>33</b>	<b>3,190</b>	<b>29</b>
<b>Your Daily Goal</b>	<b>1,750</b>	<b>220</b>	<b>59</b>	<b>88</b>	<b>2,300</b>	<b>66</b>
<b>Remaining</b>	<b>270</b>	<b>39</b>	<b>6</b>	<b>55</b>	<b>490</b>	<b>37</b>
<b>Calories</b>	<b>Total</b>	<b>Carbs</b>	<b>Fat</b>	<b>Protein</b>	<b>Alcohol</b>	<b>Sugar</b>

If every day were like today... You'd weigh **47.8 kg** in 5 weeks

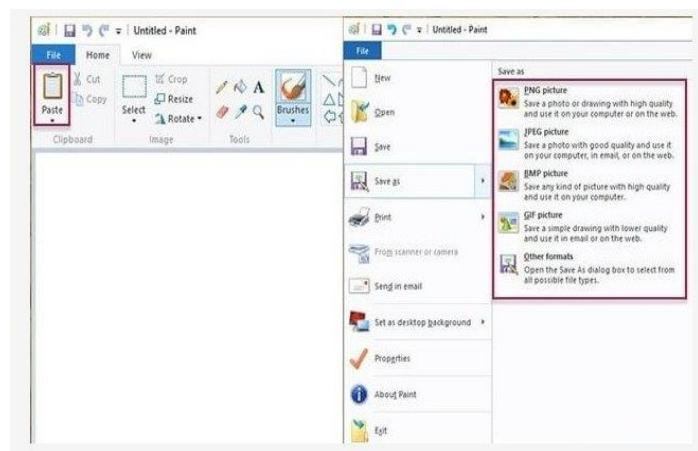
### 2) USING PC, YOU SCREENSHOOT IN THIS WAY

- Press “Prt Sc” + “Fn” or “Prt Sc” + “Alt” keys.
- Pressing those keys automatically copies your current screen.



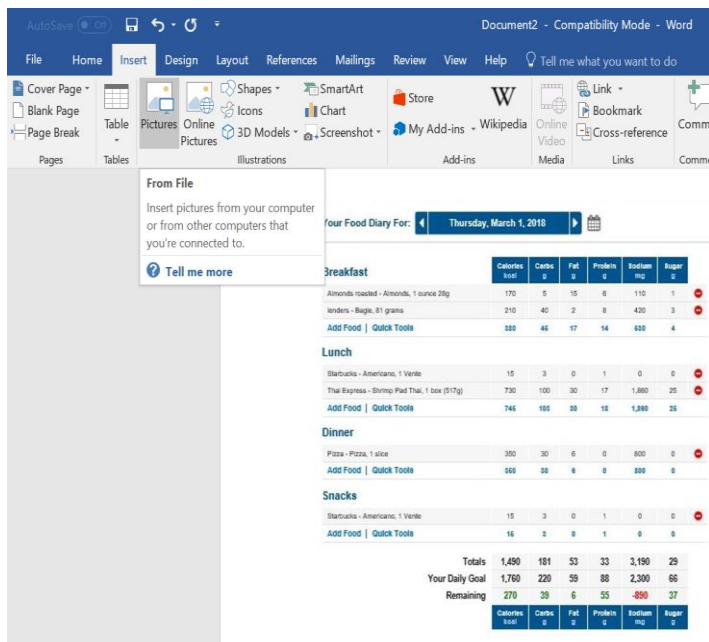
### 3) OPEN PAINT

- Open start menu and scroll down to find “Paint” button
- Click the “Paste” button in the upper-left corner
- Perform any edits you wish (cropping the image)
- Click “Save as” and save your image file.



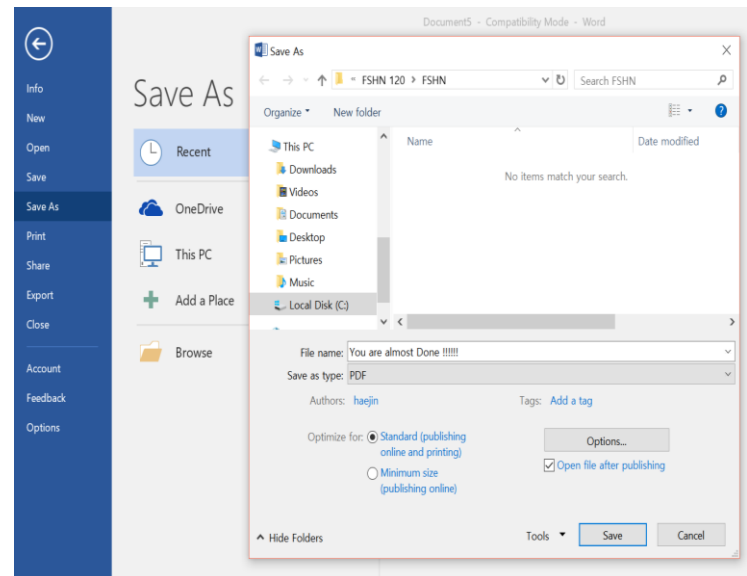
#### 4) OPENING WORD DOCUMENT

- From the top left of the screen, find Microsoft word.
- Click the “insert” button which is next to “Home”
- Click Pictures and find the image file that you
- Saved from paint (Step 3)



#### 4) SAVING AS PDF FILE

- Click “File” button and press “Save as” Button.
- Click a folder that you wish to save your file in.
- **MAKE SURE TO CHECK “SAVE AS TYPE” AND CLICK PDF.**
- Click “Save” button.



## USING MAC

#### 1) USING MAC, YOU SCREENSHOT IN THIS WAY

- Press Shift-Command-4.
- Move the crosshair to where you want to start the screenshot, then drag to select an area.

#### 2) GO TO DESKTOP

- Go to desktop and find your screenshot image.

#### 3) FOLLOW WINDOW STEP 4 AND 5

