

Converting Documents to PDF

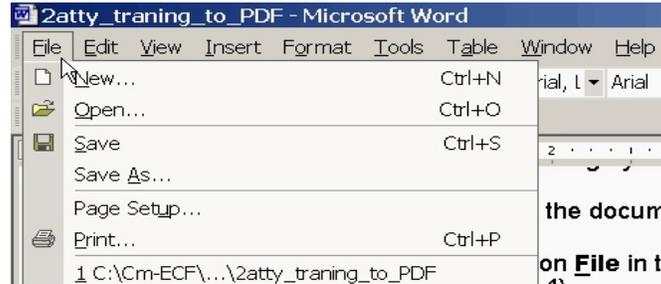
This procedure explains the basics of how you can convert a document in WordPerfect (.wpd) or Microsoft Word (.doc) format to Portable Document Format (.pdf).

Newer versions of the Word and WordPerfect programs provide more advanced methods of converting documents to PDF via tool bar buttons with the PDF icon or new FILE menu options that directly publish to PDF.

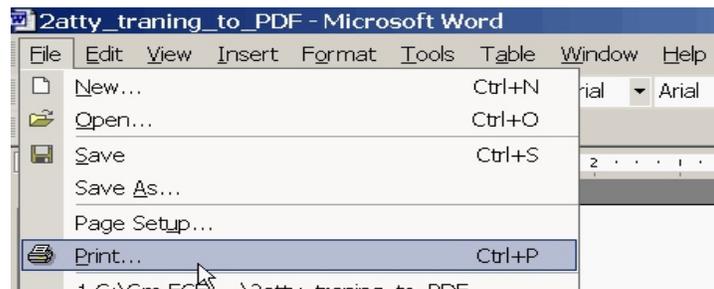
Conversion of any word processing document to a PDF is required before submission to the court's electronic case filing system (CM-ECF).

STEP 1 Open the document to be converted.

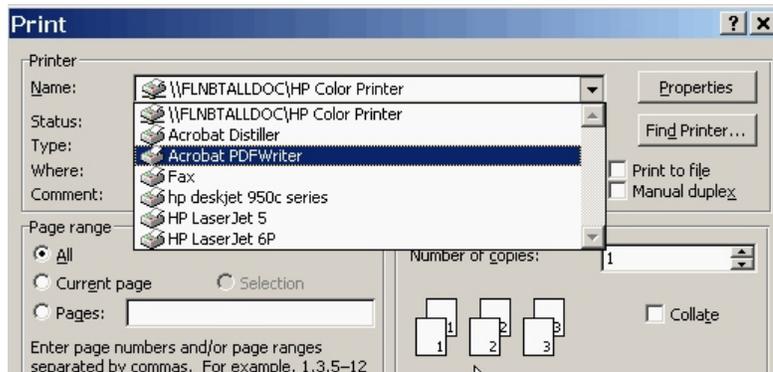
STEP 2 Click on **File** in the toolbar to display the drop down menu.



Click on the **Print** option on the drop down menu to display the **PRINT DIALOG** screen.

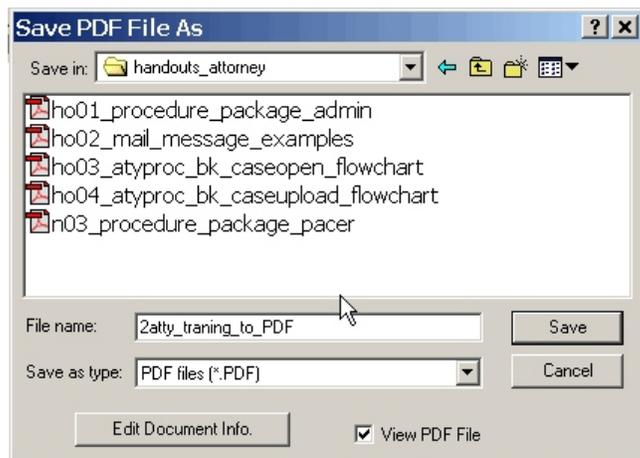


Click the down arrow on the **SELECT PRINTER** box to display a drop-down window with a list of printer choices. (See Figure 3)



STEP 3 Click on **Acrobat/PDF Writer** to select.

STEP 4 Click the **Print** button and wait for “**SAVE PDF File As**” screen to appear.



Name the file to be saved (i.e. Smith_0340001)

Confirm “**Save as type**” has selected **PDF Files (*.pdf)**

Confirm/change file location as needed

Click on **SAVE** the file is converted to PDF (Note: If the view PDF file box at the bottom is selected, the new pdf document will be opened for viewing.)