

Convert Word Processing Documents to Portable Document Format (PDF)

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Introduction

Documents filed in CM/ECF must be filed in PDF (Portable Document Format) rather than a word processing format such as WordPerfect or Word. This format is used because, among other things, PDF documents retain the pagination, formatting, and fonts of the original document; in other words, the document will look the same no matter what type of computer is used to view it and what printer is used to print it.

Using and Creating PDF Documents

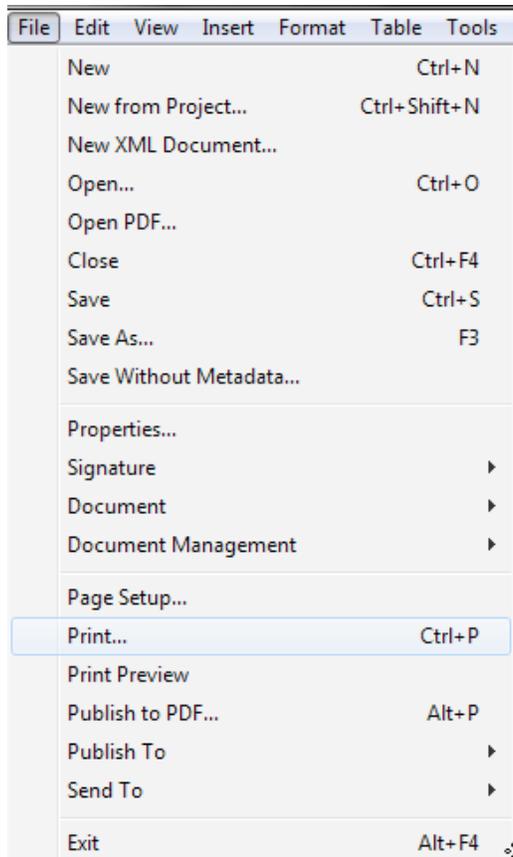
PDF is what is known as an “open standard” (i.e., its computer code is not proprietary). Viewing or printing a **PDF** document is accomplished through a **PDF** reader program. [Adobe Acrobat Reader](#) is downloadable free of charge from the Internet. Creating, editing, or manipulating a **PDF** file, however, requires a PDF writer program, which usually must be purchased through a commercial vendor. A well-known one is Adobe Acrobat Writer. Adobe Acrobat is available from www.adobe.com.

Documents converted directly from word processing are known as **PDF** text documents. **PDF** documents can also be created by imaging (or scanning) paper documents. These are sometimes known as **PDF** image documents. **PDF** text documents are word-searchable; **PDF** image documents generally are not. **PDF** image documents are also generally larger electronic files than **PDF** text documents.

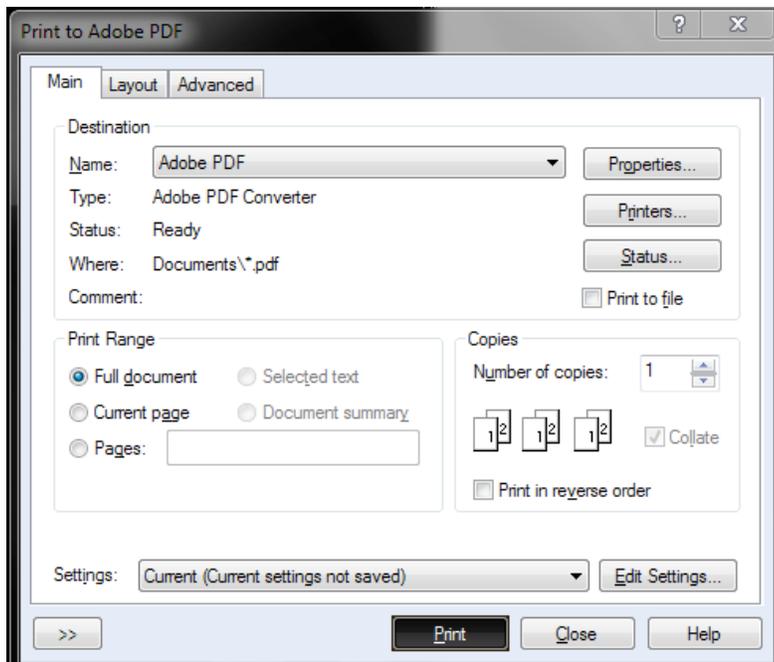
Convert a WordPerfect File to PDF using the Print Feature

Note: If the document contains hyperlinks, **Do Not** use this option. You must use the **Publish to > PDF** option instead.

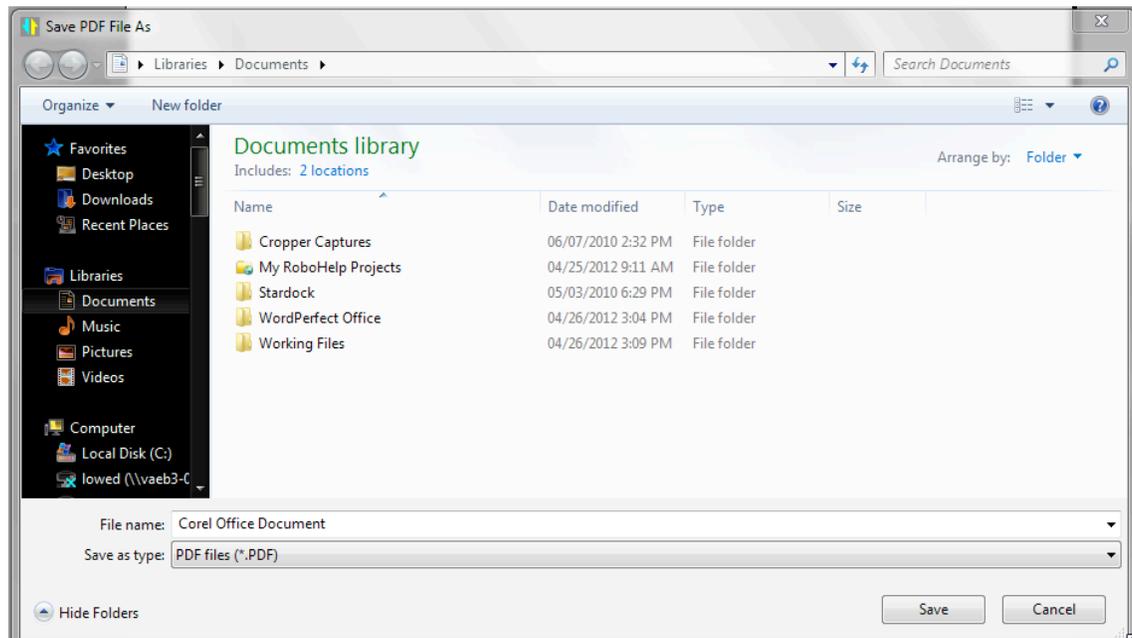
1. Open the **WordPerfect** document to be converted.
2. Select **File** from the menu bar.
3. Select **Print** from the **File** menu .



4. Select **Adobe PDF** (or **Adobe PDF Writer** or **Adobe Distiller**) as the printer name.



5. Click **Print**. The file will not print to paper, but the **Save PDF File As** dialog box will appear.

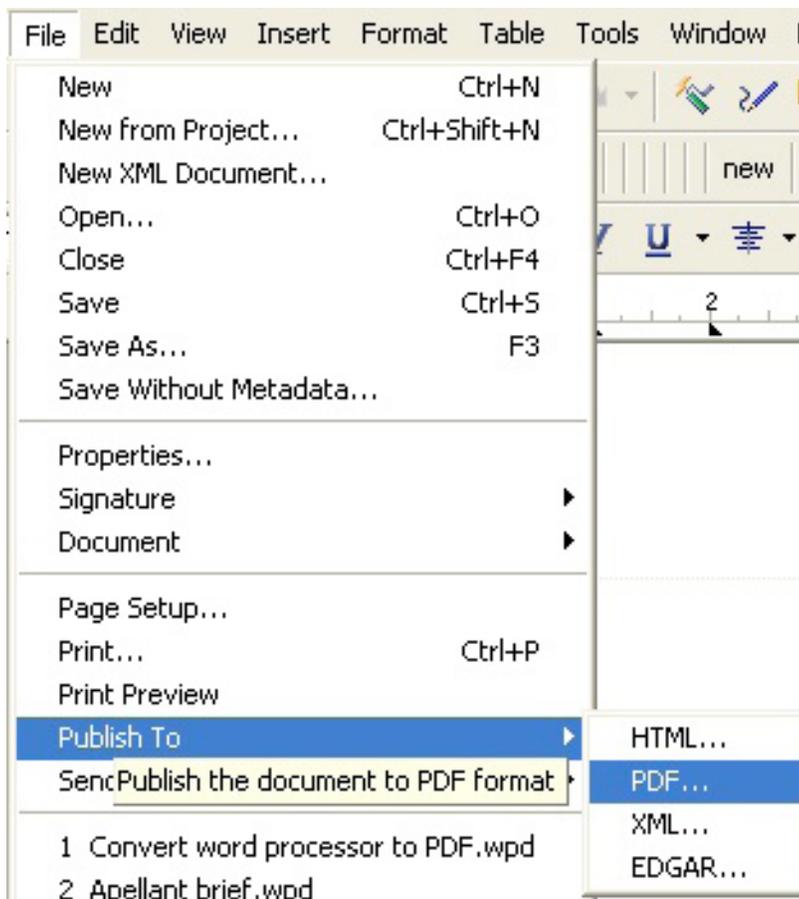


6. In the **Save PDF File As** dialog box navigate to the appropriate location to save the file.
7. Specify the name of the file in the **File name** field. It is important to remember the file location and name of the file, as you will need to browse to find the file when you electronically file the document in **CM/ECF**.
8. Click **Save**. The file will be converted to **PDF** and the file name will contain the .pdf extension.

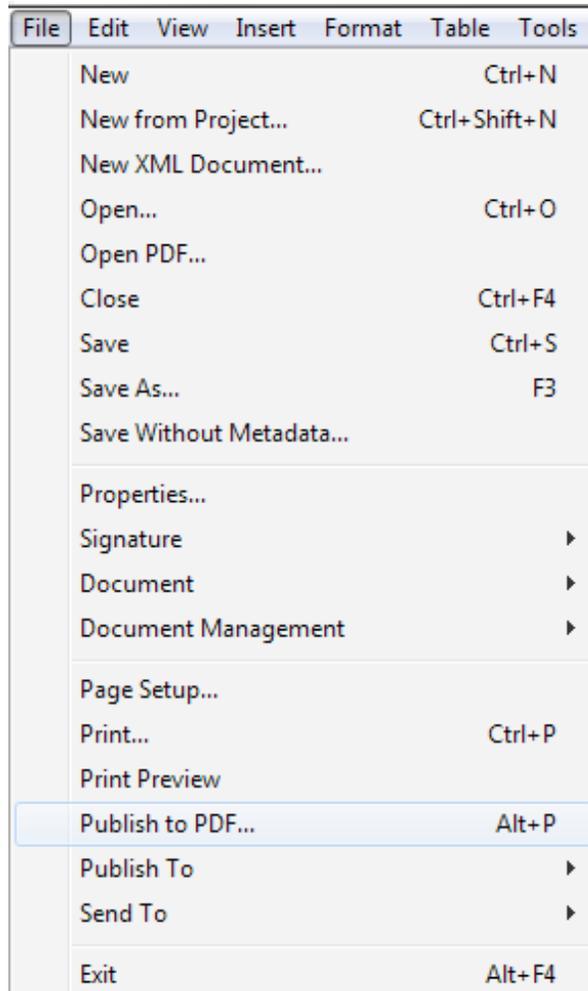
Convert a WordPerfect File to PDF using Publish to PDF

This option must be used in order to preserve any hyperlinks that are included in a **WordPerfect** document.

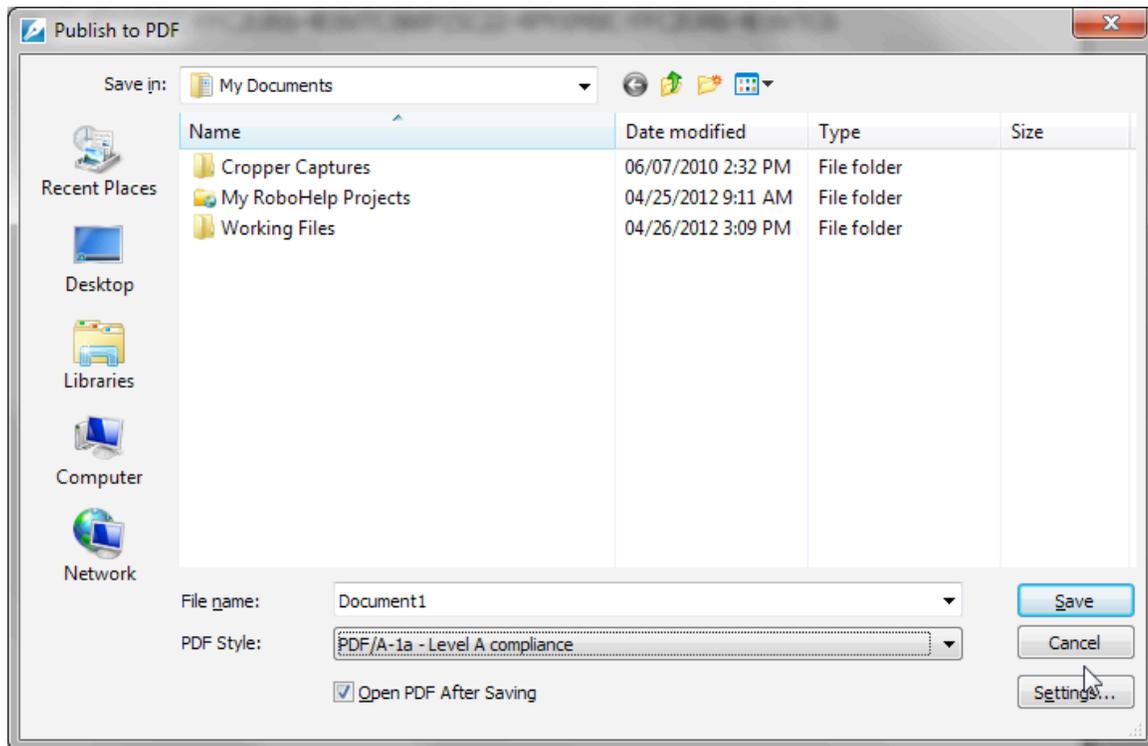
1. Open the **WordPerfect** document to be converted to **PDF**.
2. Select **File** in the main menu bar.
3. Select **Publish To > PDF**, from the **File** menu.



In more recent versions of **WordPerfect**, select **Publish to PDF** from the **File** menu, as **PDF** is not an option under **Publish To**.



4. In the **Publish To PDF** dialog box choose a file location and file name. It is important to remember the file location and name of the file, as you will need to browse to find the file when you electronically file the document in **CM/ECF**.



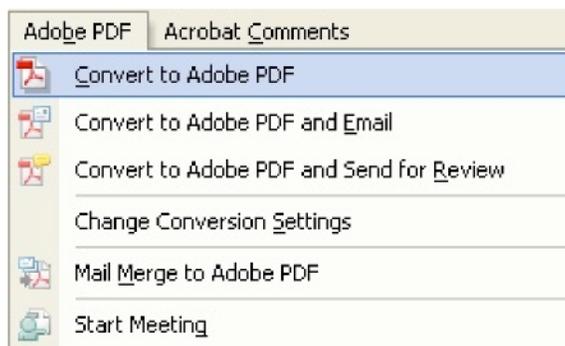
5. Click **OK**. The file will be converted to **PDF** and the file name will contain the .pdf extension.

Convert a Word File to PDF using Word 2002/2003 Adobe PDF Menu

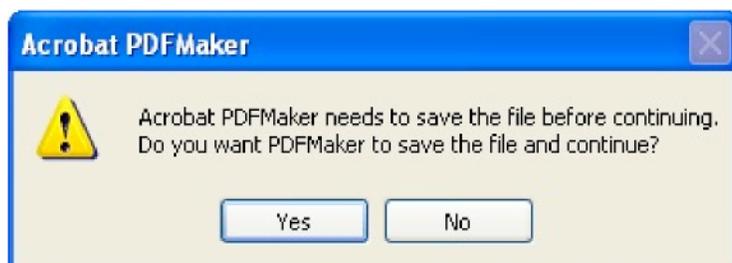
1. Open the **Word** document to be converted to **PDF**.
2. If the version of **Word** that you are using has an **Adobe PDF** menu, select it. If it does not, skip to step 3.



3. From the **Adobe PDF** menu select **Convert to Adobe PDF**.

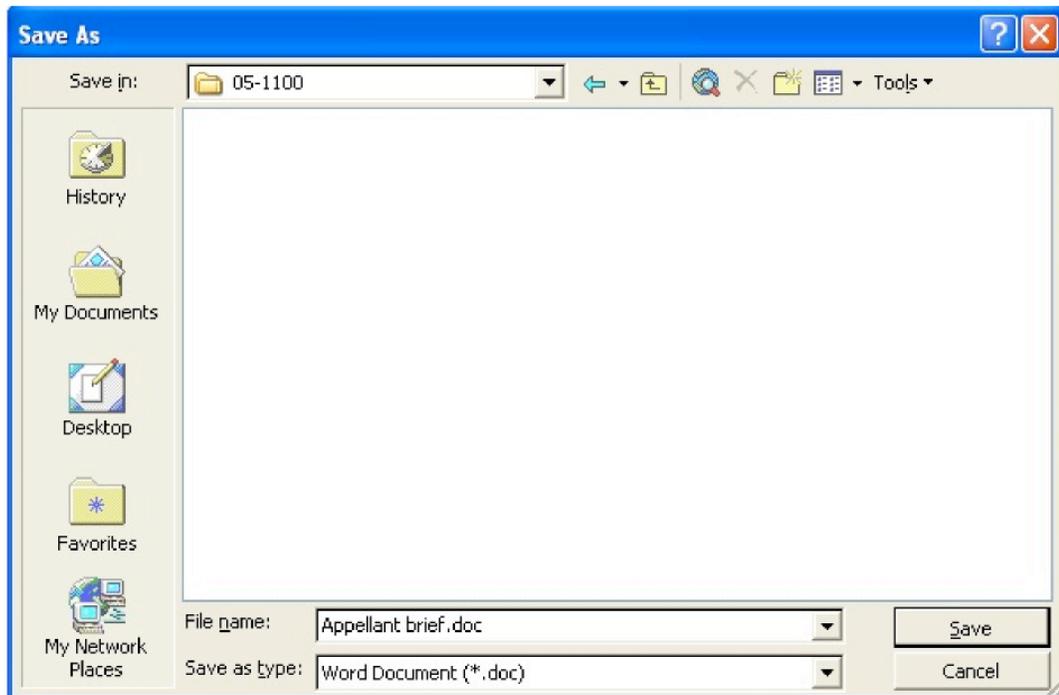


4. If the **Acrobat PDFMaker** dialog box displays, select **Yes**, to save the file in **Word**, then continue with the conversion.



If the **Acrobat PDFMaker** dialog box does not display, skip to step 7.

5. The document is saved in **Word** before it is converted to **PDF**. In the **Save As** window, navigate to the appropriate location to save the file.



6. Click **Save**.
7. The **Save Adobe PDF File As** window opens. If necessary, navigate to the appropriate location to save the file.
8. Specify the name of the file in the **File name** field. Remember the file location and name as you will need to browse to find this file when you electronically file the document in **CM/ECF**.
9. Click **Save**. The file will be converted to **PDF** and the file name will contain the .pdf extension. The **PDF** file will be opened for previewing.

Convert a Word File to PDF using Word 2007 Save As

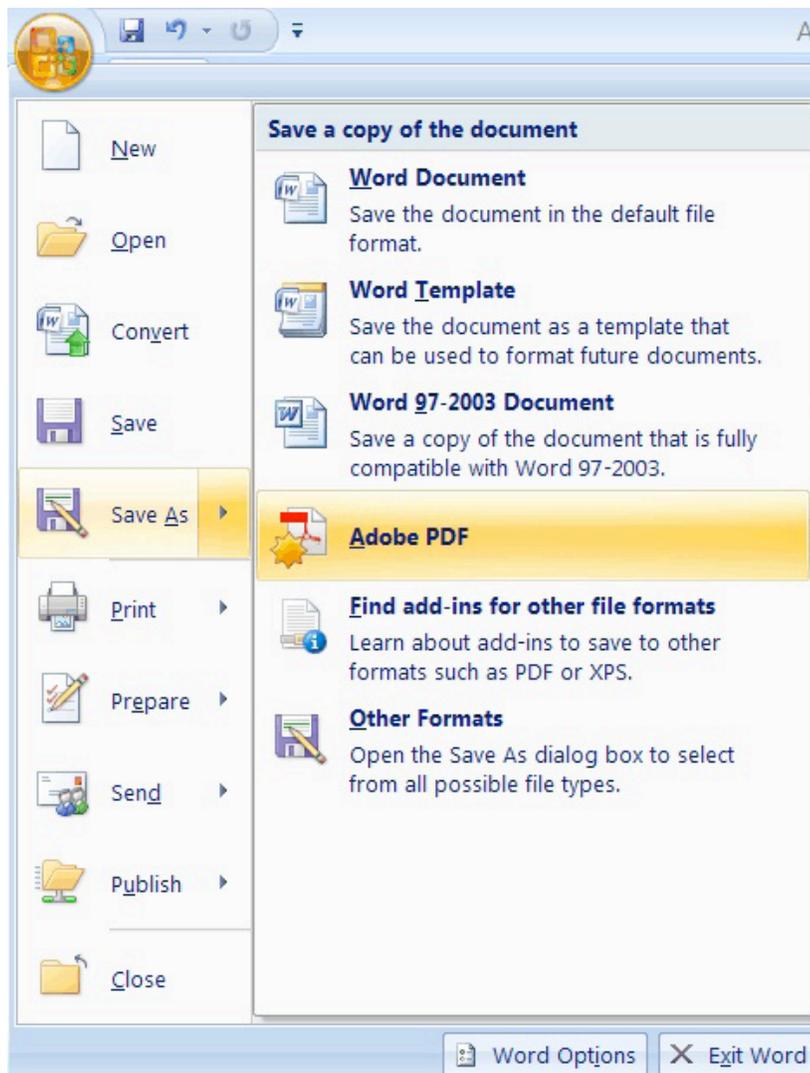
Note: This option assumes that the *Microsoft Save as PDF or XPS Add-In* has been installed on your computer.

1. Open the **Word** document to be converted to **PDF**.

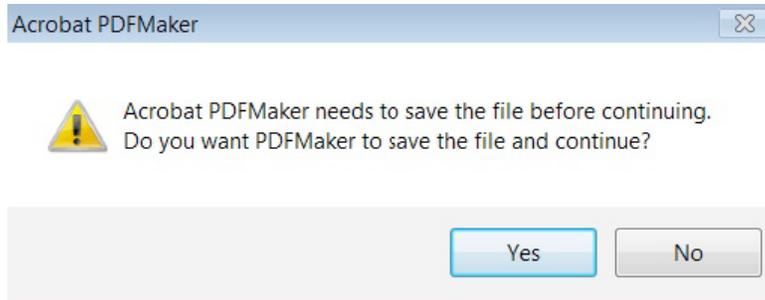
2. Click the **Microsoft Office Button**



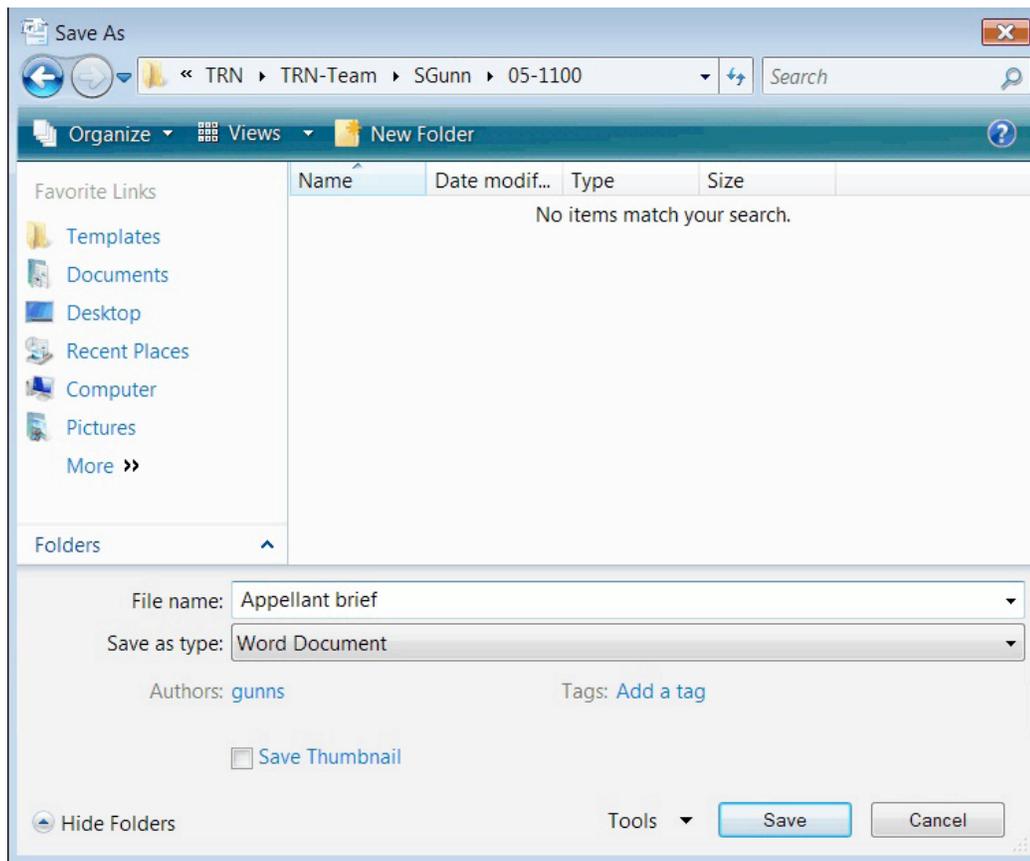
3. Point, but do not click, to **Save As >**, then click **Adobe PDF**.



4. If the **Acrobat PDFMaker** dialog box displays, click **Yes**, to save the file in **Word**, then continue with the conversion. If the **Acrobat PDFMaker** dialog box does not display, skip to step 7.

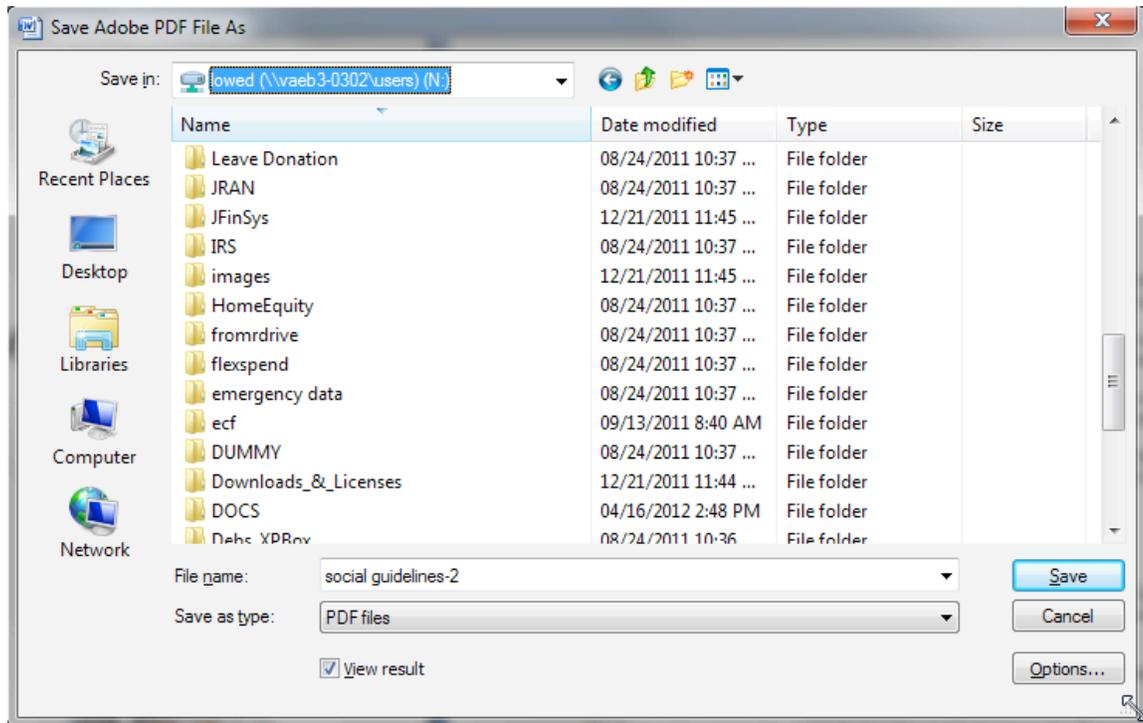


5. In the **Save As** window, navigate to the appropriate location to save the file.



6. Click **Save**.

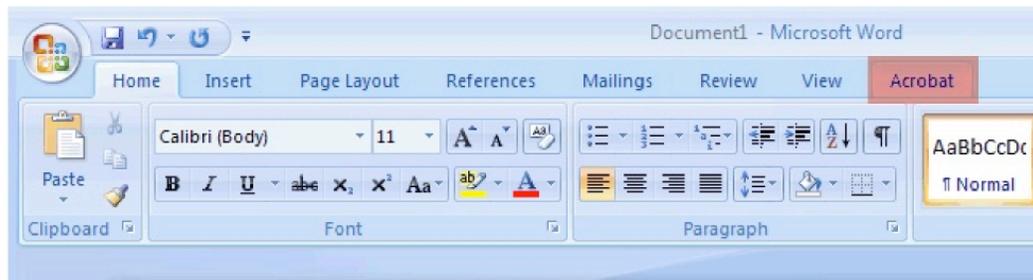
7. The **Save Adobe PDF File As** window opens. Navigate to the appropriate location to save the file.



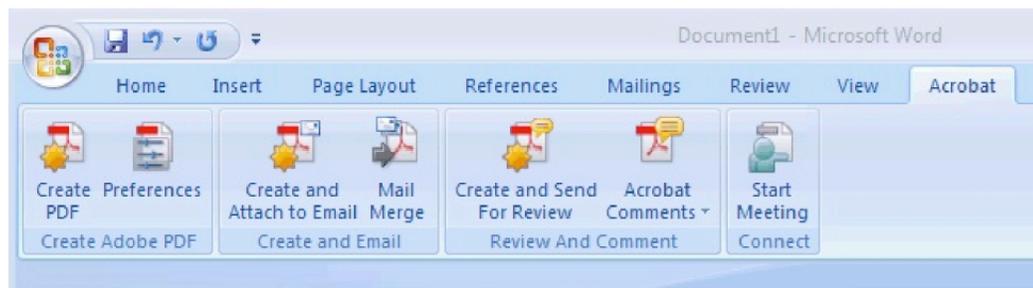
8. Specify the name of the file in the **File name** field. Remember the file location and name as you will need to browse to find this file when you electronically file the document in **CM/ECF**.
9. If you want to view the **PDF** file after it has been converted, make sure the **View result** box is checked.
10. Click **Save**. The file will be converted to **PDF** and the file name will contain the .pdf extension.

Convert a Word File to PDF using Word 2007 Acrobat Menu

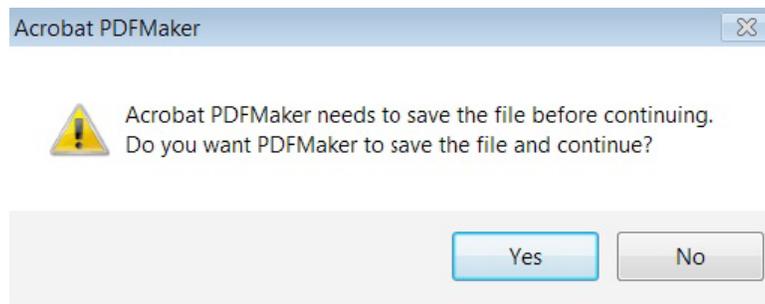
1. Open the **Word** document to be converted to **PDF**.
2. Select **Acrobat** from the main menu bar.



3. From the **Acrobat** menu select the **Create PDF** icon.

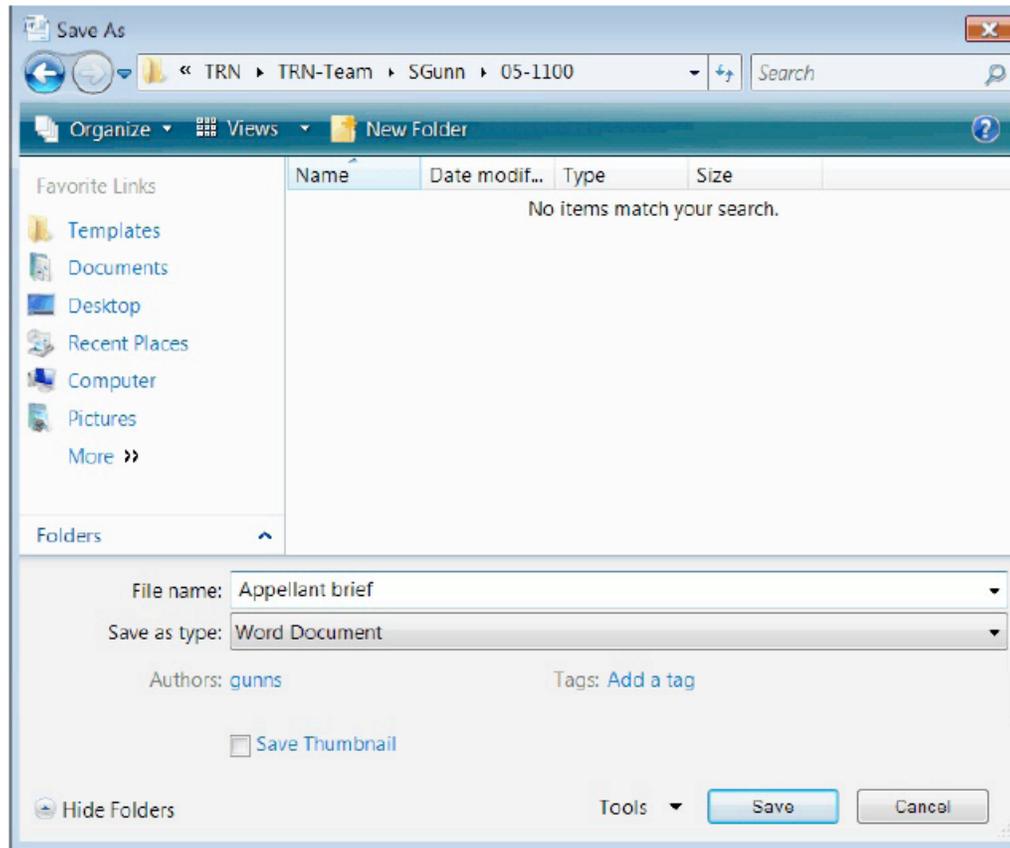


4. If the **Acrobat PDFMaker** dialog box displays, select **Yes** to save the file in Word first and then continue with the conversion. If the Acrobat PDFMaker does not display, skip to step 7.

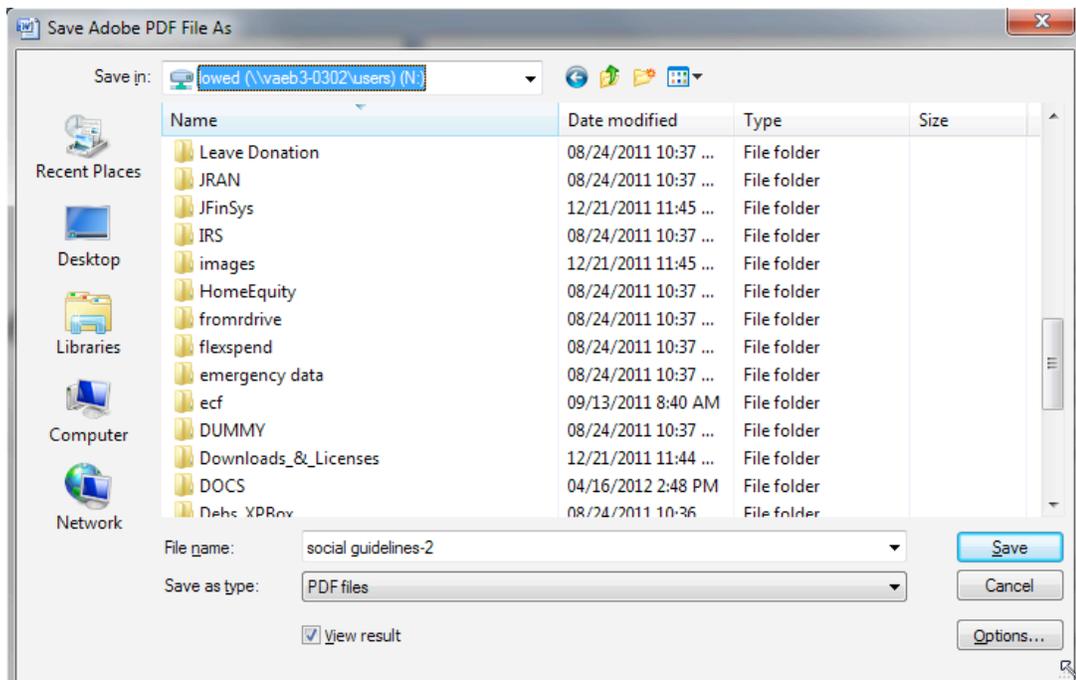


5. The document is saved in **Word** before It is converted to **PDF**. In the **Save As**

window, navigate to the appropriate location to save the file.



6. Click **Save**.
7. The **Save Adobe PDF File As** window opens. If necessary, navigate to the appropriate location to save the file.

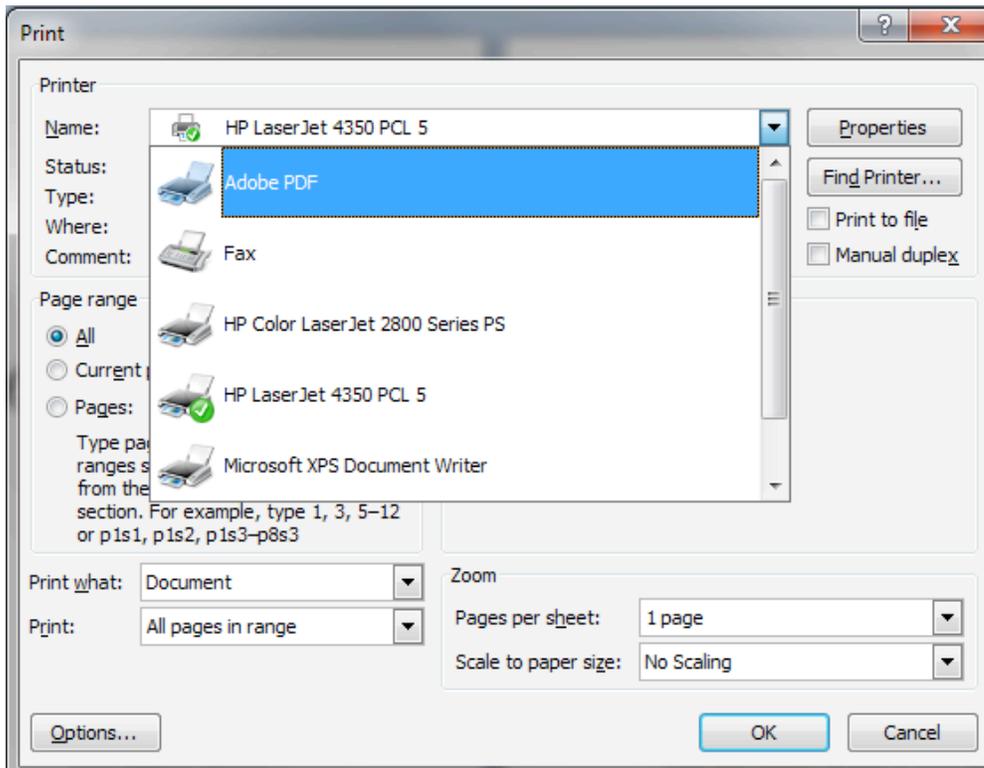


8. Specify the name of the file in the **File name** field. Remember the file location and name as you will need to browse to find this file when you electronically file the document in **CM/ECF**.
9. If you want to view the **PDF** file after it has been converted, make sure the **View result** box is checked.
10. Click **Save**. The file will be converted to **PDF** and the file name will contain the **.pdf** extension.

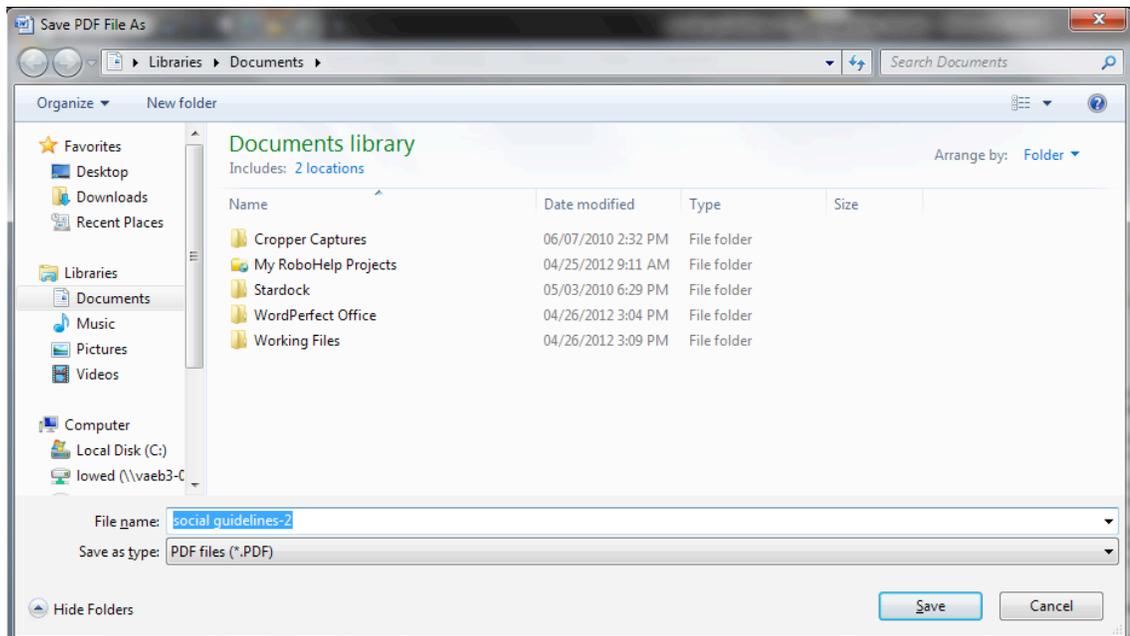
Convert a Word Document to PDF using the Print Feature

Note: If the document contains hyperlinks, **Do Not** use this option. . To preserve the hyperlinks, you should use the one of the Word options described earlier in this document.

1. Open the **Word** document to be converted to **PDF**.
2. Select **File** in the main menu bar.
3. From the **File** menu select **Print**.
4. Select **Adobe PDF** (or **Adobe PDF Writer** or **Adobe Distiller**) as the printer name.



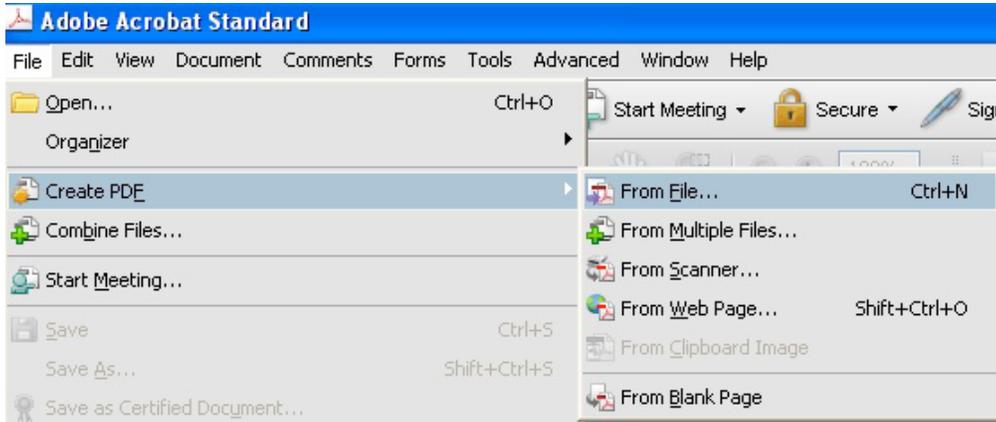
5. Click **OK**. The file will not print to paper; instead the **Save PDF File As** dialog box will appear.



6. In the **Save PDF File As** dialog box navigate to the appropriate location to save the file.
7. Specify the name of the file in the **File name** field. Remember the file location and name as you will need to browse to find this file when you electronically file the document in **CM/ECF**.
8. Click **Save**. The file will be converted to **PDF** and the file name will contain the *.pdf* extension.

Convert a Word File to PDF using the Adobe Acrobat Application

1. Open the **Adobe Acrobat** application.
2. From the **File** menu, select **Create PDF > From File**.



3. Locate the **Word** document to be converted to **PDF** and click **Open**. The file will be automatically converted to PDF and the file name will contain the *.pdf* extension. The PDF file will be opened for previewing.

