

Creating Portable Document Format (PDF) Files

There are several ways to convert documents into PDF (Portable Document Format) files. They can be created from documents that are in a word processing format, or they can be created utilizing scanning equipment and Adobe Acrobat software (other scanning software will also work). This module will guide you through the process of converting a word processing document to PDF format using the Print option. Since there are various brands of scanning equipment used by many attorneys, we can only refer you to your equipment user's guide and Adobe Acrobat manual for further instructions when converting to PDF by scanning the document.

Converting Word Processing Documents to PDF Format

(Note: This example demonstrates the process using WordPerfect. However, if you have MS Word, you may apply the same steps provided below)

STEP 1 Type document in word processing; save to hard drive.

STEP 2 With the document open on the screen, click on **File** from the drop down menu and select the **Print** option.

STEP 3 The **Print** dialog box displays.

- ◆ Click on the down arrow ▼ to the right of **Current printer:** field. Note: In MS Word, you would click on the down arrow ▼ to the right of **Name:** within the Printer dialog box.

STEP 4 A list of available printers displays.

- ◆ Click to highlight and select the **Acrobat PDF** printer.
- ◆ Click the **[Print]** button to create the PDF formatted document.

Note: The file will not actually print out; instead the document will be converted into PDF format.

STEP 5 The **Save PDF File As** dialog box displays.

- ◆ Navigate to the appropriate folder (directory) chosen for saving the PDF image.
- ◆ Click inside the **File name:** box and type the name chosen for the image. **Note:** The *.pdf* extension will automatically be added to the filename you type. (i.e., if you name your file: *hallmotn*, the file will be saved with the name: *hallmotn.pdf*).
- ◆ Click the **[Save]** button.

Important:

An Adobe PDF image file has now been created, and will be associated with the docket event during the docketing process.

The PDF image cannot be viewed or altered in the word processing program. You will, however, be able to view the image during docketing to assure that you are associating the correct image with the docket event.

The original text document remains on your hard drive as originally saved.

If you need to make changes to a document that has already been turned into an image (but not yet docketed), delete the incorrect PDF image file. Re-open the text document in word processing and make the necessary changes. Save the corrected text document and then re-create the PDF image file.