

Converting Word Processing Documents to Portable Document Format (PDF)

Originally developed by USCA4

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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

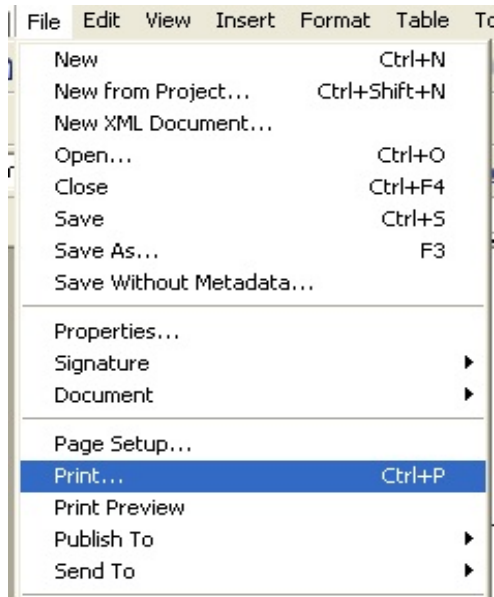
PDF is what is known as an “open standard” (i.e., its computer code is not proprietary). Viewing or printing a PDF document is accomplished through any PDF reader program. [Adobe Acrobat Reader](#), a popular program, is downloadable free of charge from the Internet. Creating, editing, or manipulating 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.

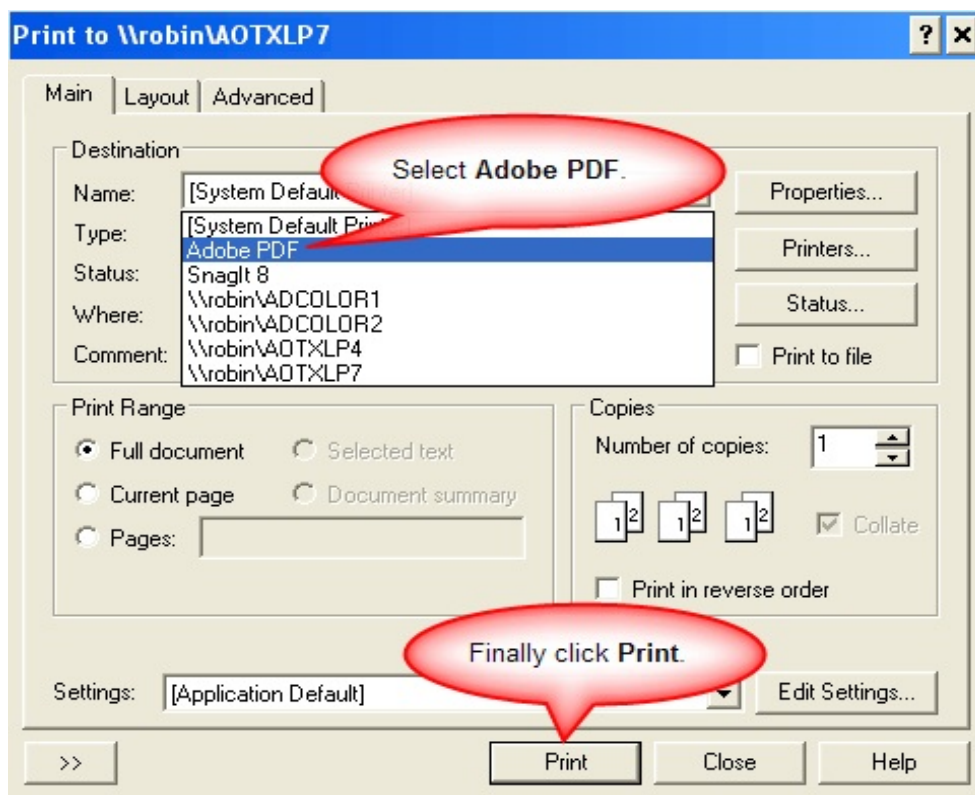
Converting a WordPerfect File to PDF using Print Feature

Note: This option must **not** be used if the document contains hyperlinks. To preserve the hyperlinks, you must use the **Publish to > PDF...** option (described later in this document).

1. Open the WordPerfect document to be converted to PDF.
2. Select **File** in the main menu bar.
3. From the **File** menu select **Print**.

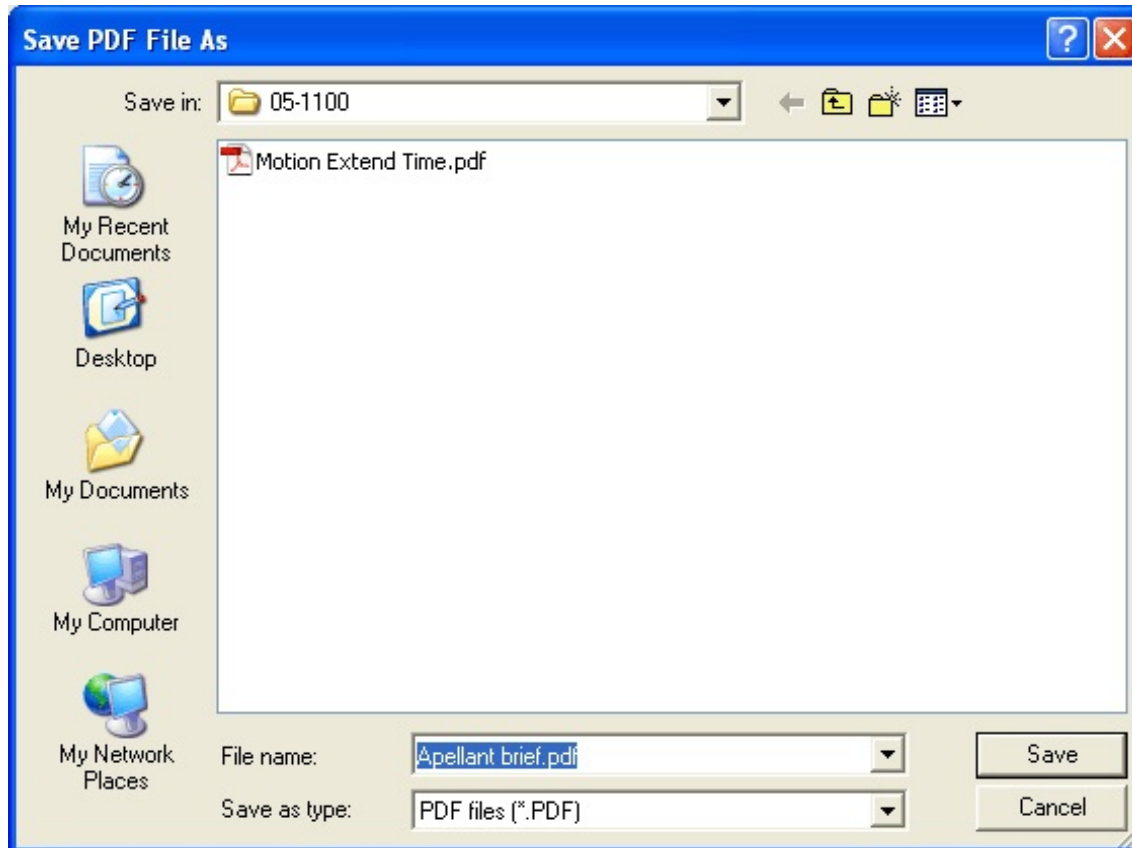


4. Select **Adobe PDF** (or Adobe PDF Writer or Adobe Distiller) as the printer name.



5. Click **Print**.

Note: The file will not print to paper; instead the **Save PDF File As** dialog box will appear.



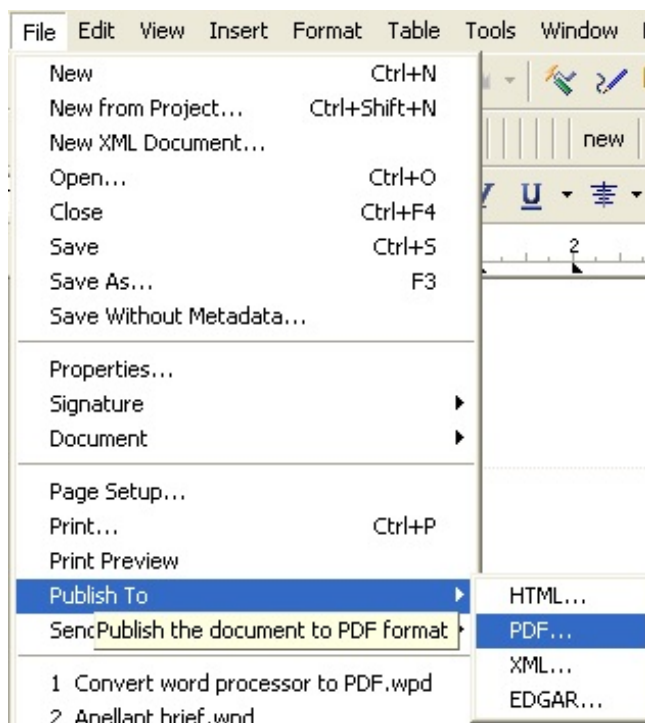
6. In the **Save PDF File As** dialog box navigate to the appropriate location to save the file.
7. Specify the name of the file in the **File name** field.
Remember the file location and name as you will need to browse to find this file when you electronically file the document in CM/ECF.
8. Click **Save**.

Note: The file will be converted to PDF and the file name will contain the *.pdf* extension.

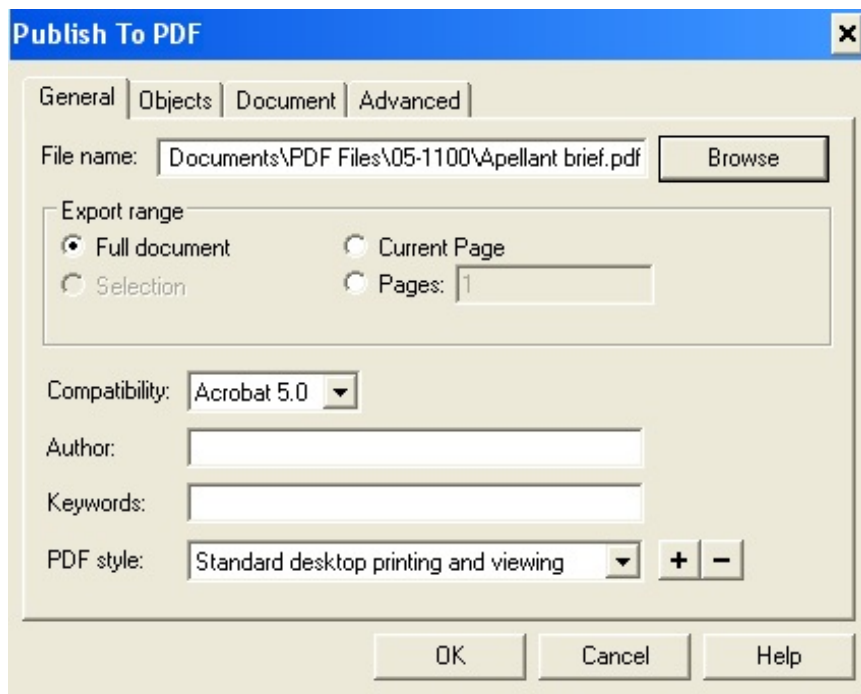
Converting a WordPerfect File to PDF using Publish to PDF (WordPerfect 9 or higher)

Note: In order to preserve hyperlinks, if any, this option **must** be used.

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



4. In the **Publish To PDF** dialog box choose a file location and file name.
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.



5. Click **OK**.

Note: The file will be converted to PDF and the file name will contain the *.pdf* extension.

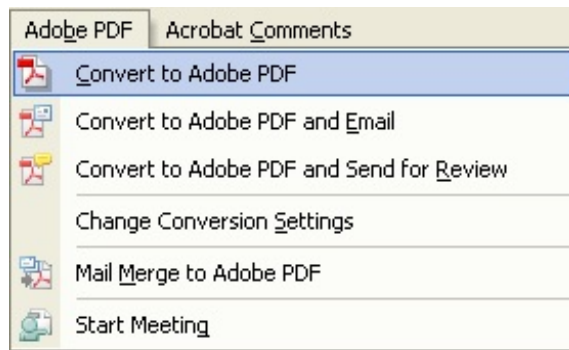
Converting a Word File to PDF using Word 2002/2003 Adobe PDF Menu

1. Open the Word document to be converted to PDF.
2. If you are using a version of Word that has an **Adobe PDF** menu select it.

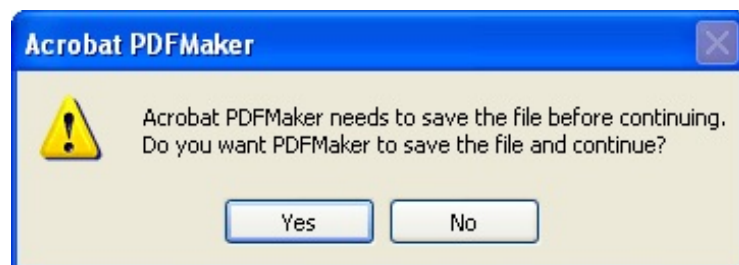


If not, skip to next section, **Converting using Adobe Acrobat**.

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

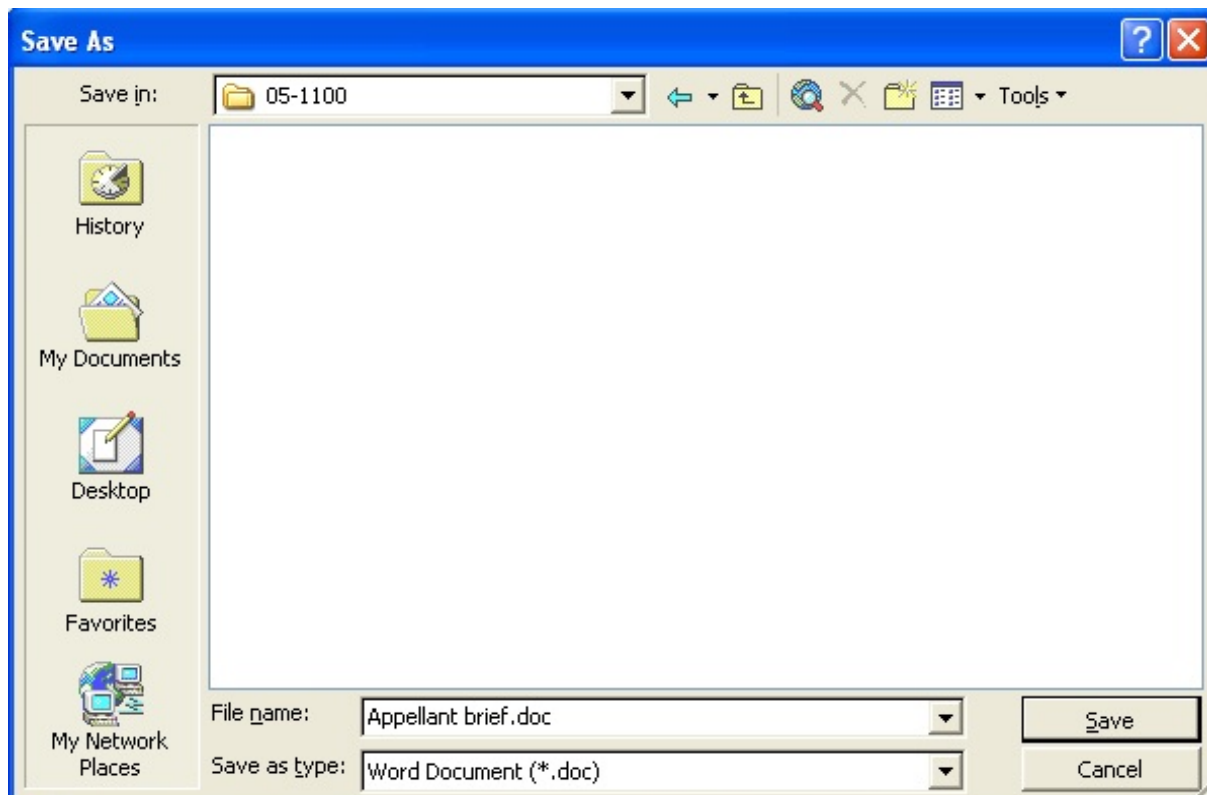


4. If the **Acrobat PDFMaker** dialog box displays, select **Yes** to *save the file in Word first and then continue* with the conversion.

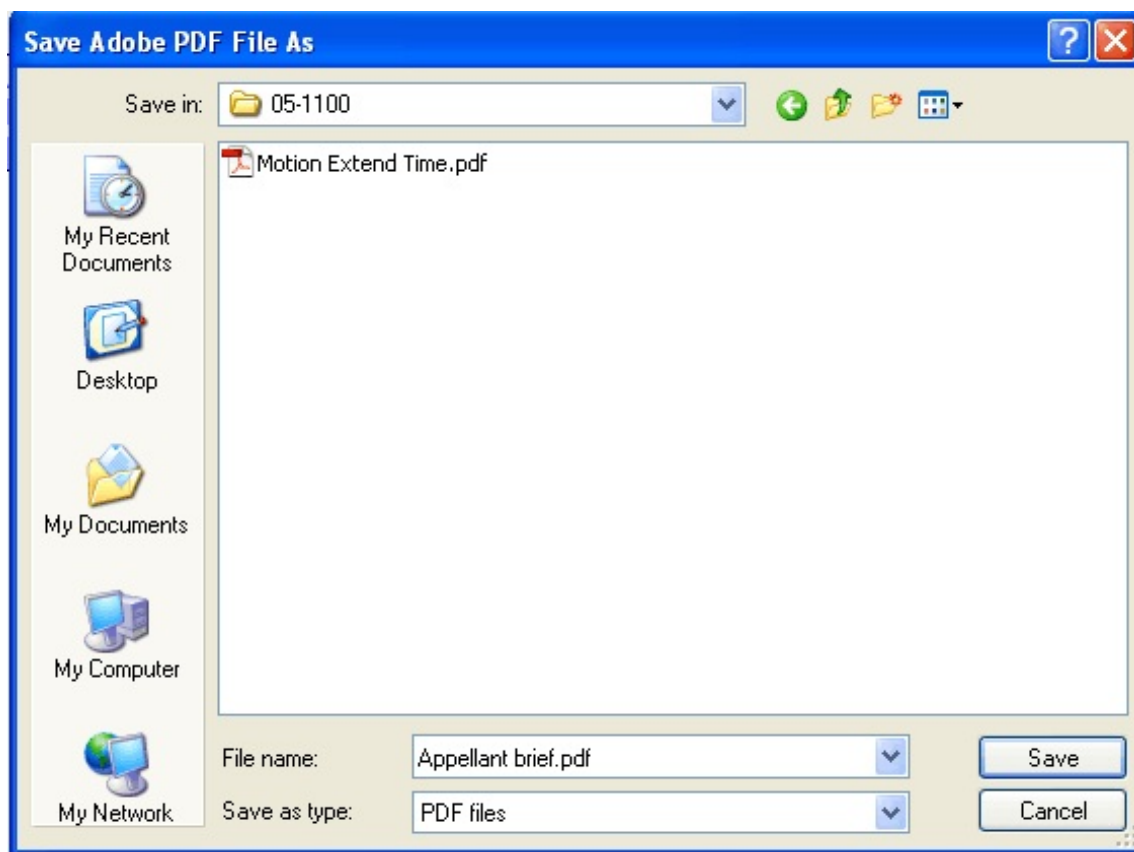


If the **Acrobat PDFMaker** dialog box does not display, skip to step 7.

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.




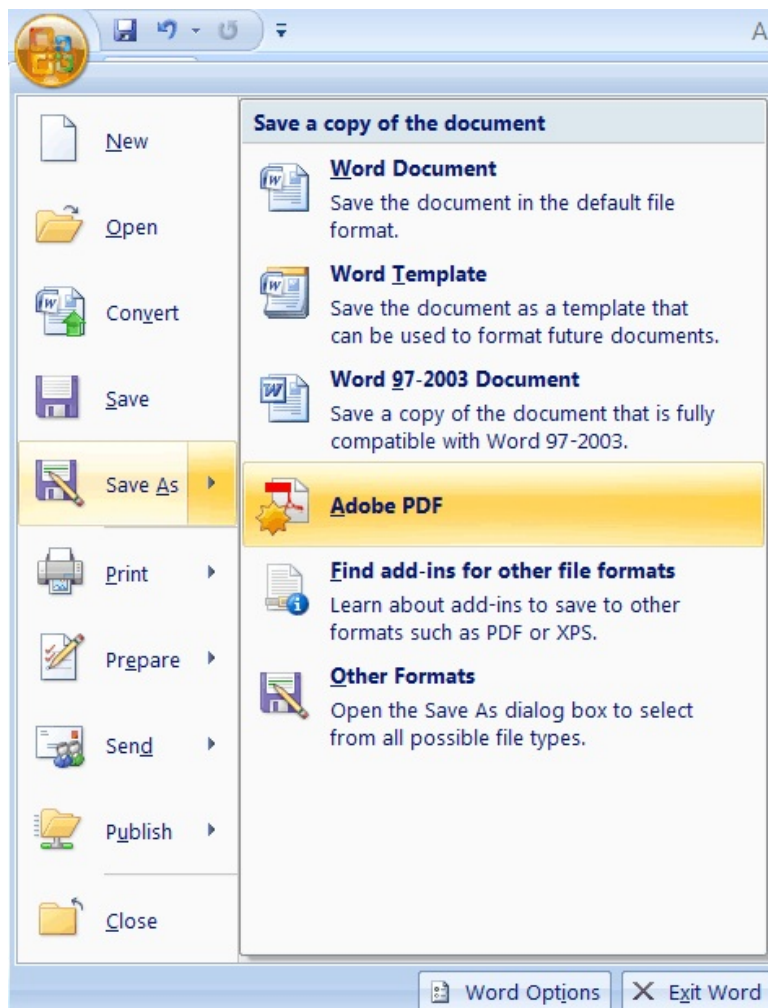
8. Specify the name of the file in the **File name** field.
Remember the file location and name as you will need to browse to find this file when you electronically file the document in CM/ECF.
9. Click **Save**.

Note: The file will be converted to PDF and the file name will contain the *.pdf* extension. The PDF file will be opened for previewing.

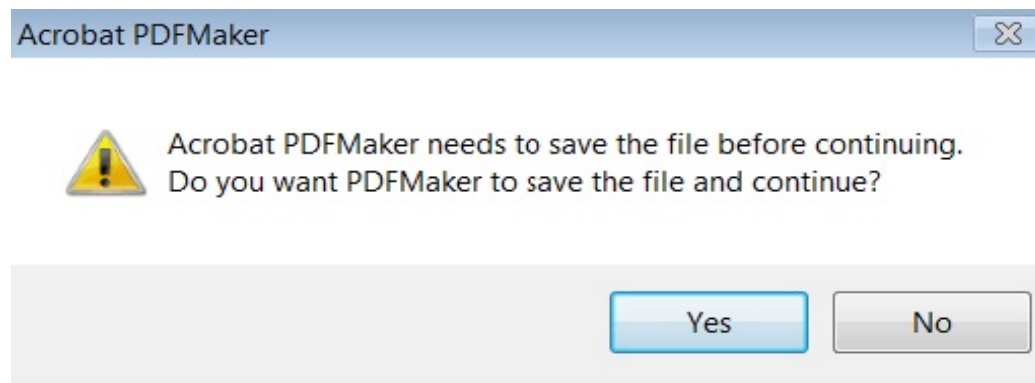
Converting a Word File to PDF using Word 2007 Save As

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

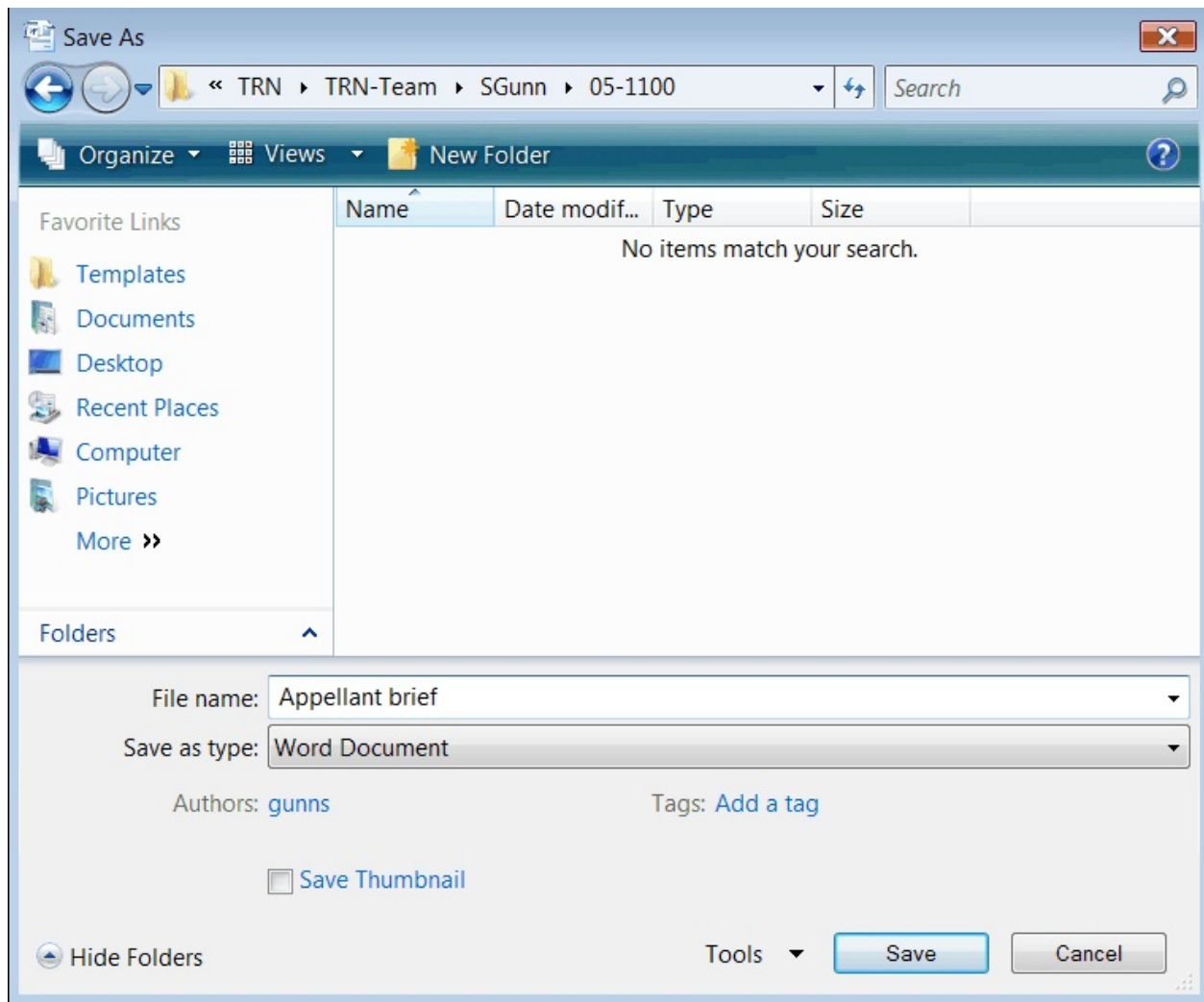
1. Open the Word document to be converted to PDF.
2. Click the **Microsoft Office Button**  .
3. From the list, *point* (do not click) to **Save As >**, then click **Adobe PDF**.



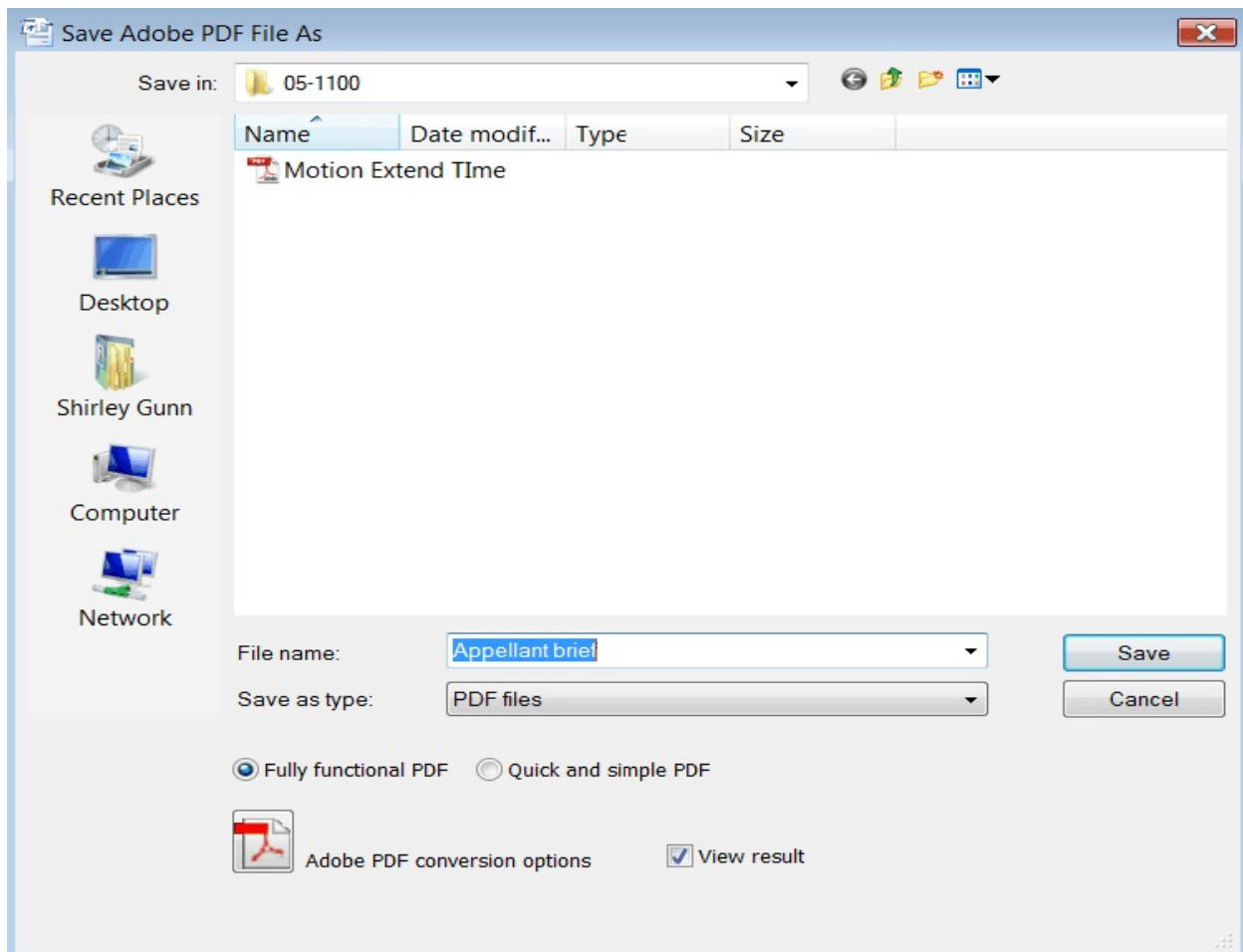
4. If the **Acrobat PDFMaker** dialog box displays, select **Yes** to *save the file in Word first and then continue* with the conversion.



- If the **Acrobat PDFMaker** 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.

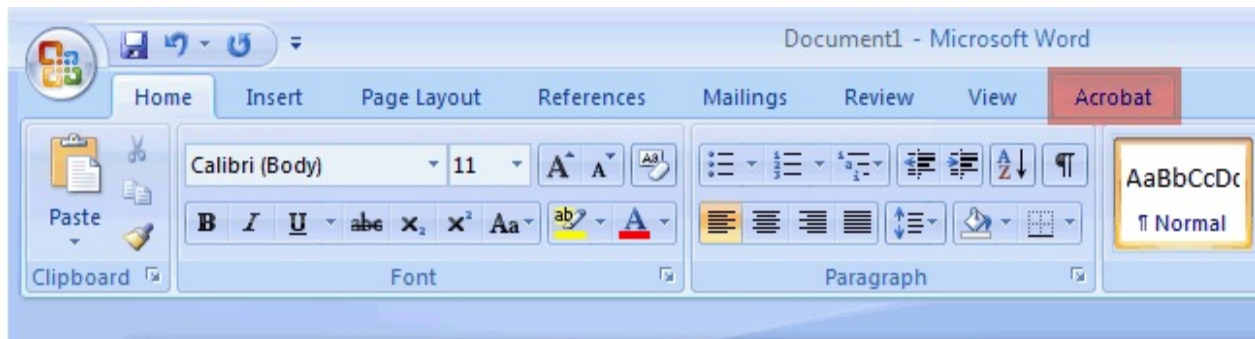


8. Specify the name of the file in the **File name** field.
Remember the file location and name as you will need to browse to find this file when you electronically file the document in CM/ECF.
9. Make sure the **Fully functional PDF** radio button is checked. If you want to view the PDF file after it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

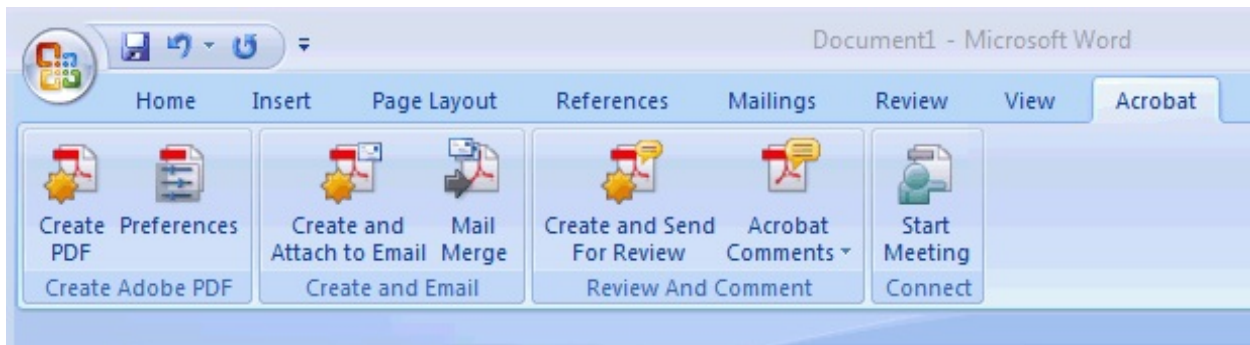
Note: The file will be converted to PDF and the file name will contain the *.pdf* extension.

Converting a Word File to PDF using Word 2007 Acrobat Menu

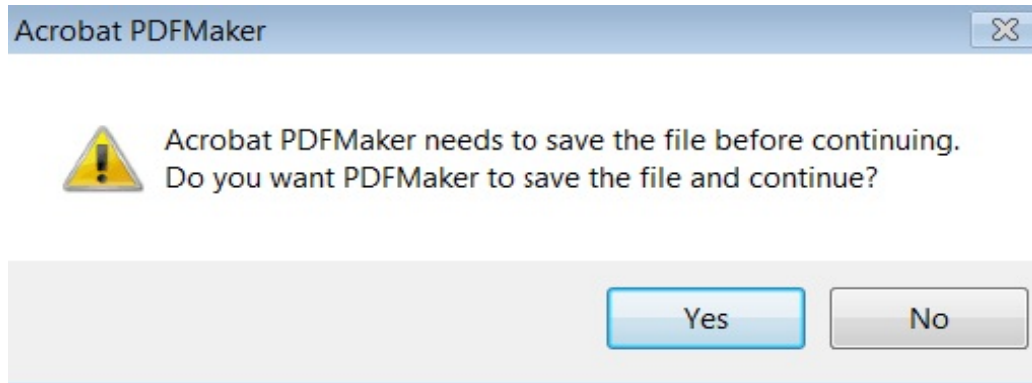
1. Open the Word document to be converted to PDF.
2. Select **Acrobat** from the main menu bar.



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

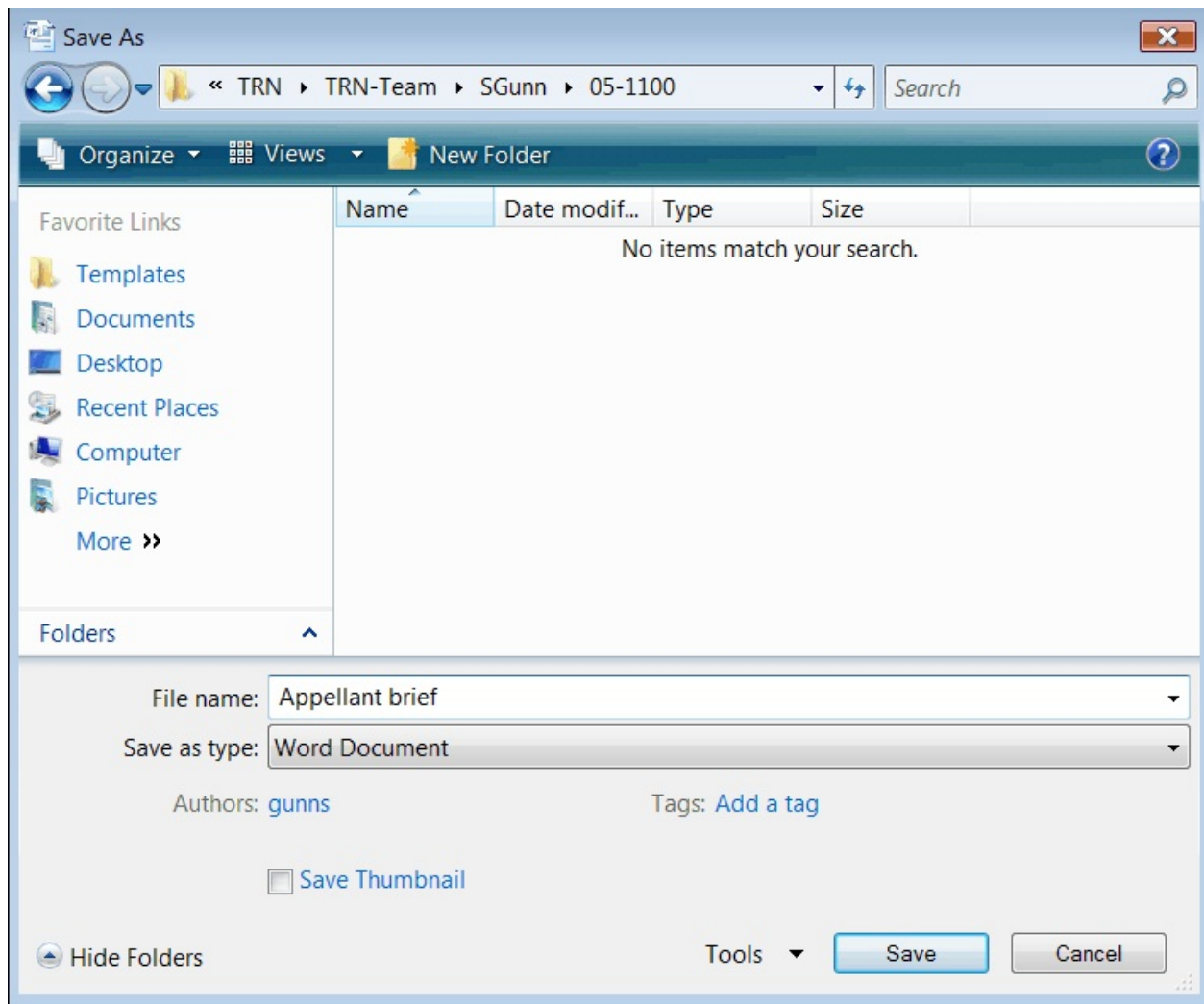


4. If the **Acrobat PDFMaker** dialog box displays, select **Yes** to *save the file in Word first and then continue* with the conversion.

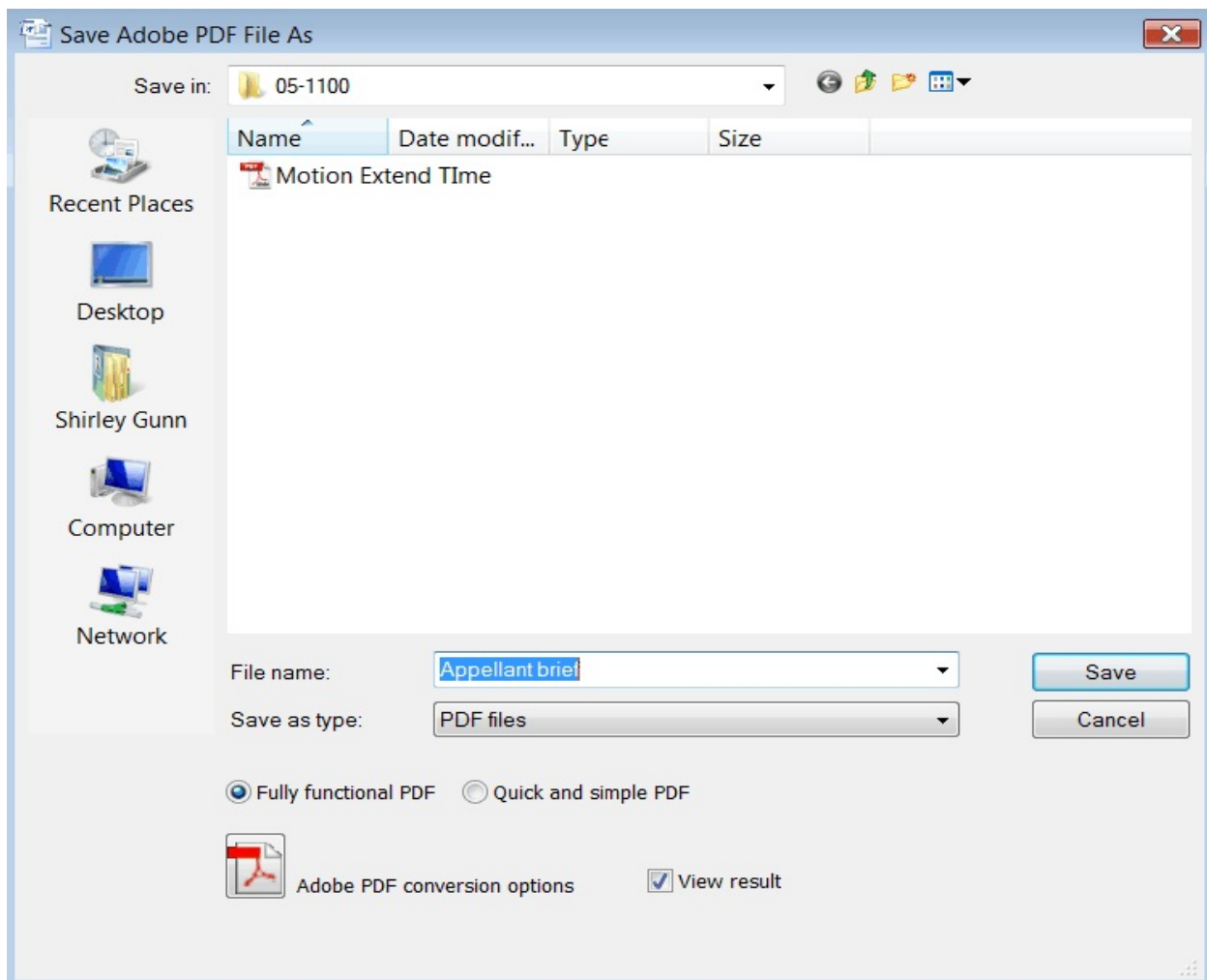


If the **Acrobat PDFMaker** dialog box does not display, skip to step 7.

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.



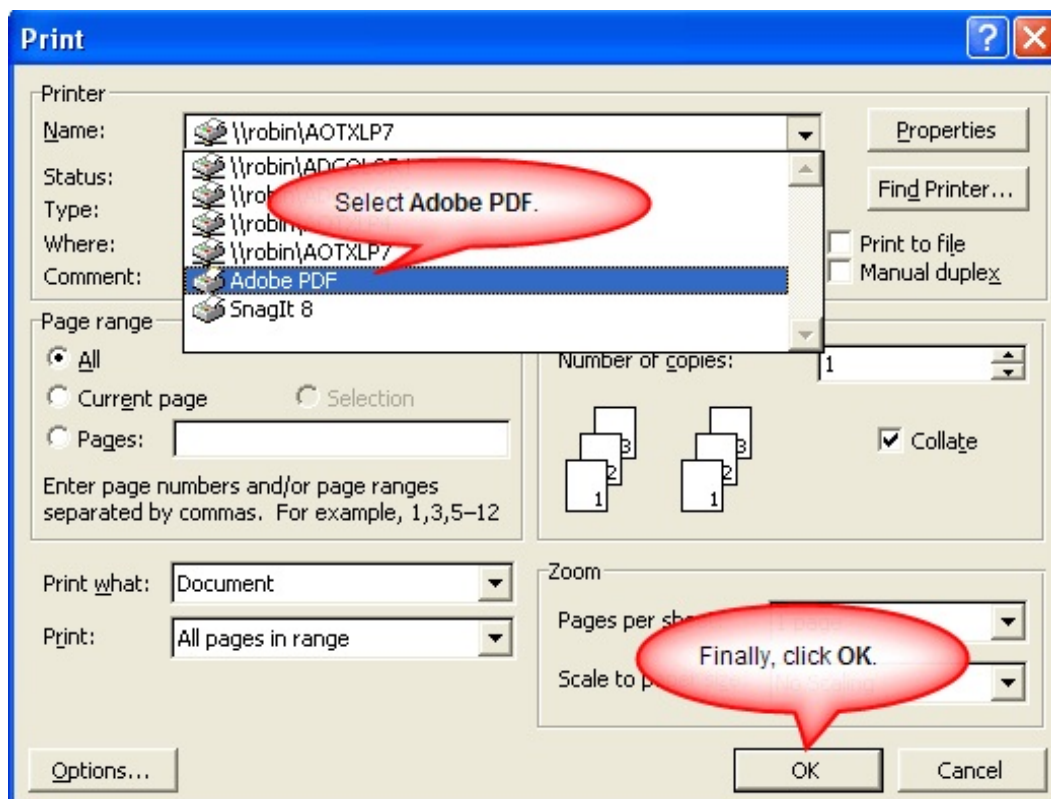
8. Specify the name of the file in the **File name** field.
Remember the file location and name as you will need to browse to find this file when you electronically file the document in CM/ECF.
9. Make sure the **Fully functional PDF** radio button is checked. If you want to view the PDF file after it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

Note: The file will be converted to PDF and the file name will contain the *.pdf* extension.

Converting a Word File to PDF using Print Feature

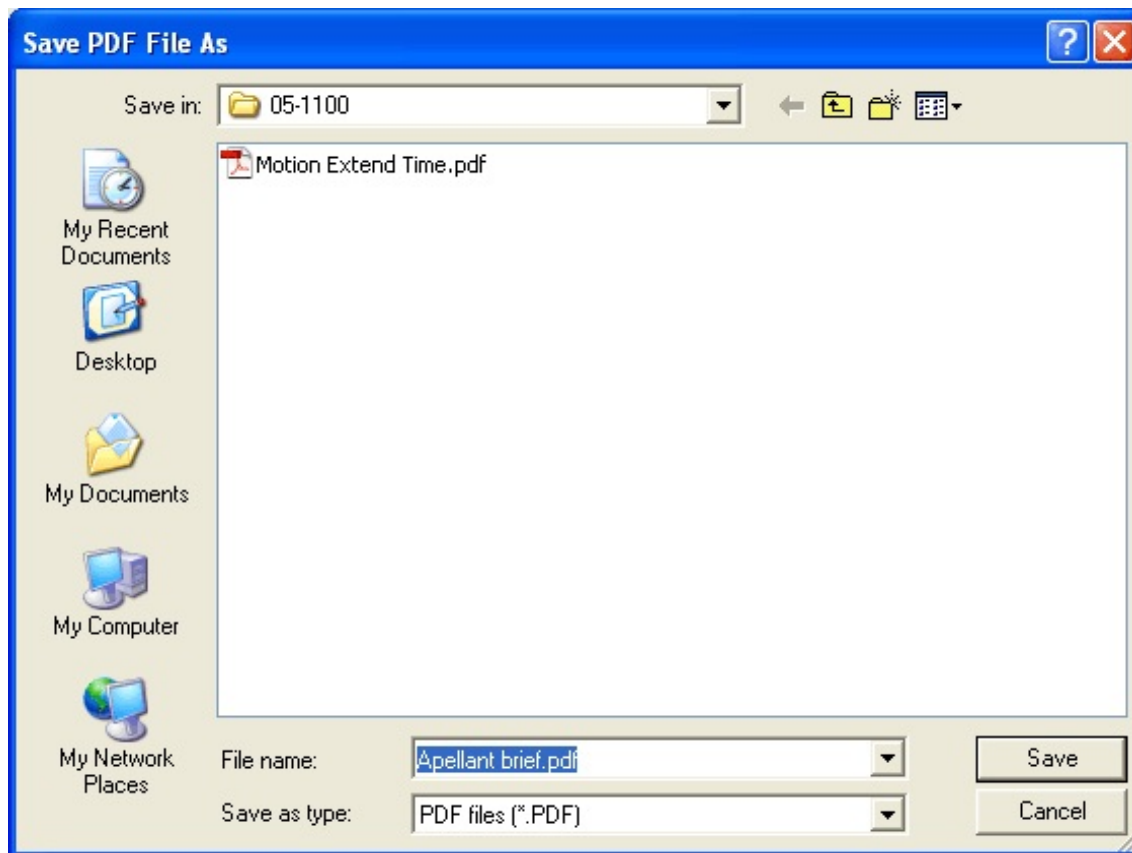
Note: This option must **not** be used if the document contains hyperlinks. To preserve the hyperlinks, you must use the one of the Word options described earlier in this document.

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**.

Note: The file will not print to paper; instead the **Save PDF File As** dialog box will appear.

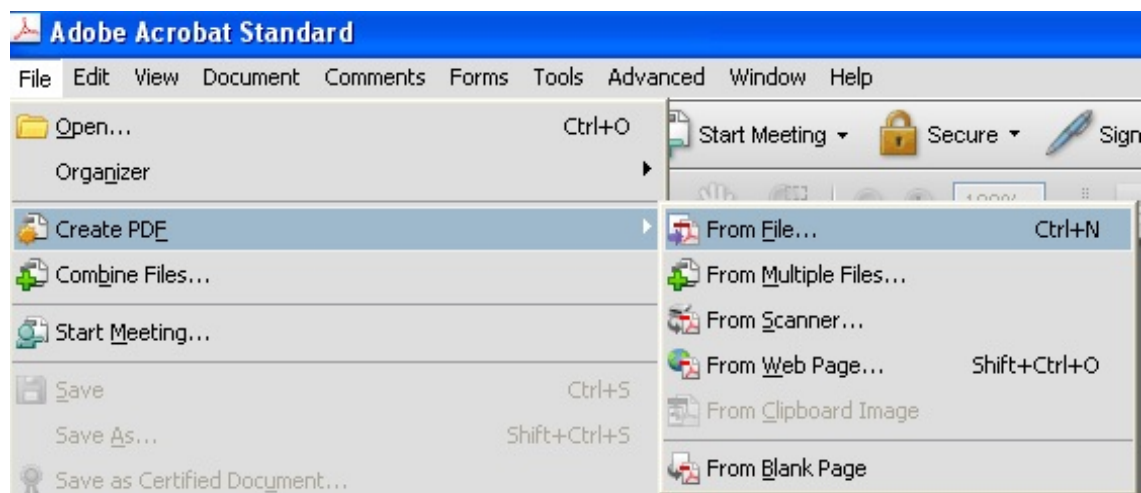


6. In the **Save PDF File As** dialog box navigate to the appropriate location to save the file.
7. Specify the name of the file in the **File name** field.
Remember the file location and name as you will need to browse to find this file when you electronically file the document in CM/ECF.
8. Click **Save**.

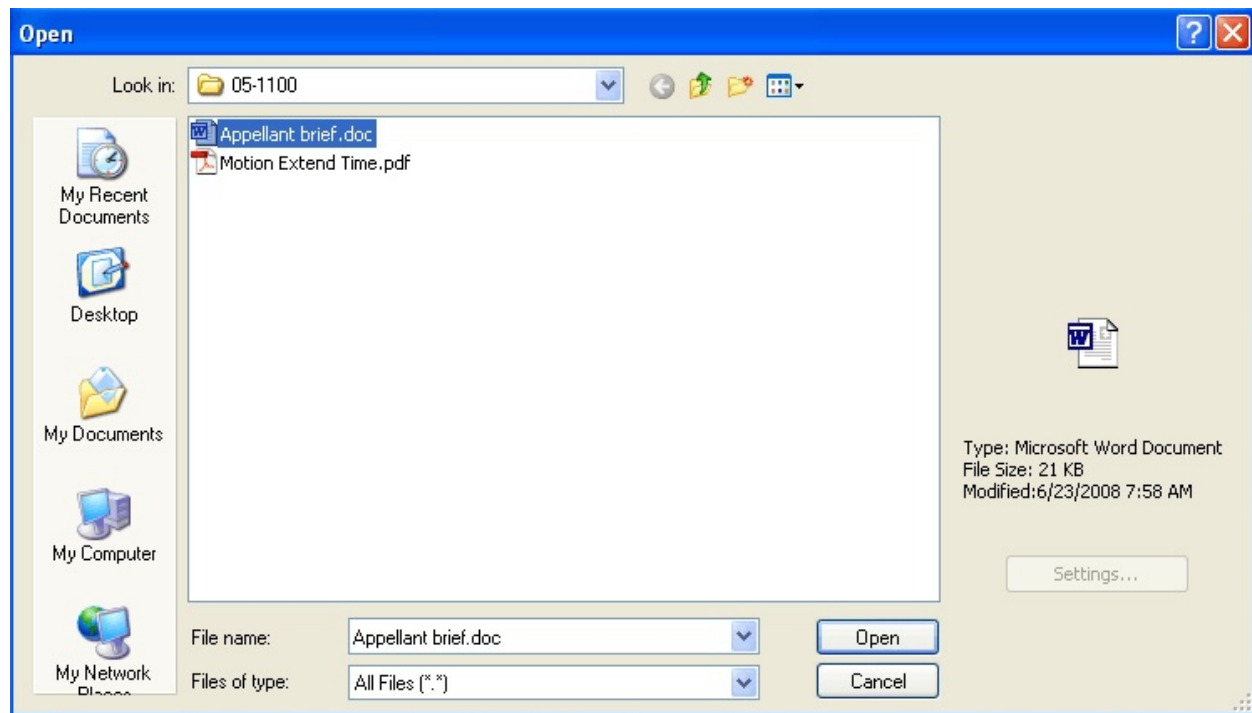
Note: The file will be converted to PDF and the file name will contain the .pdf extension.

Converting 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**.



Note: 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.