<div style="border:1px solid black;text-align:center">

Converting to PDF Format-Part I

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There are two 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. This module (Part I) will guide you through the process of converting a word processing document to PDF format. Part II will explain the process utilizing scanning equipment and Adobe Acrobat software.

Converting Word Processing Documents to PDF Format
(this example demonstrates the process using WordPerfect)

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.   **(See Figure 1)**
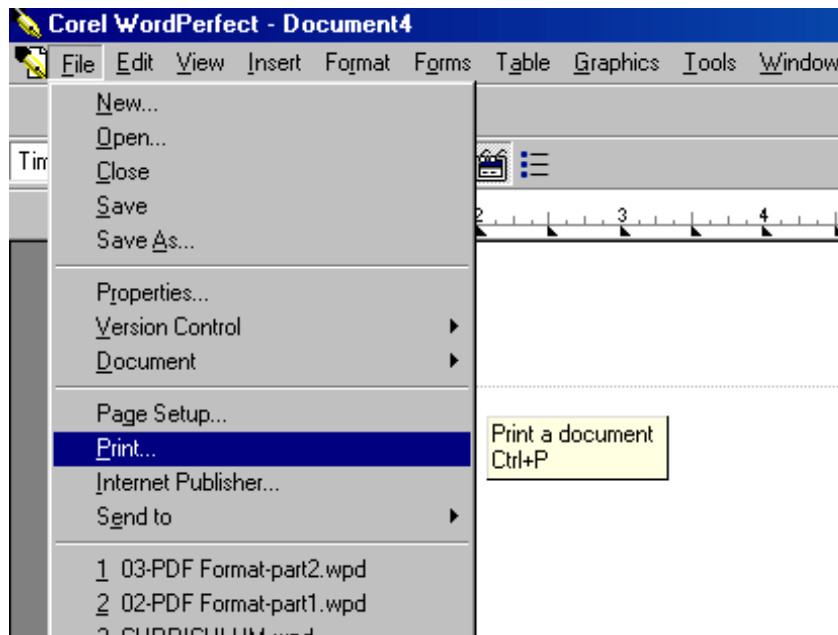

Figure 1

STEP 3   The *Print* dialog box displays. **(See Figure 2)**

Print to HP LaserJet 8000   (\\ASHBDC\HP8000)   ? ☒

| Print | Details | Multiple Pages | Two-Sided Printing |

Current printer:

[System Default] HP LaserJet 8000 ▾   Properties

Print
- ⦿ Full document
- ○ Current page
- ○ Multiple pages   all
- ○ Print pages   1 ▲▼   to: [   ] ▲▼
- ○ Selected text
- ○ Document summary

Copies
Number of copies: 1 ▲▼

☐ Document on disk

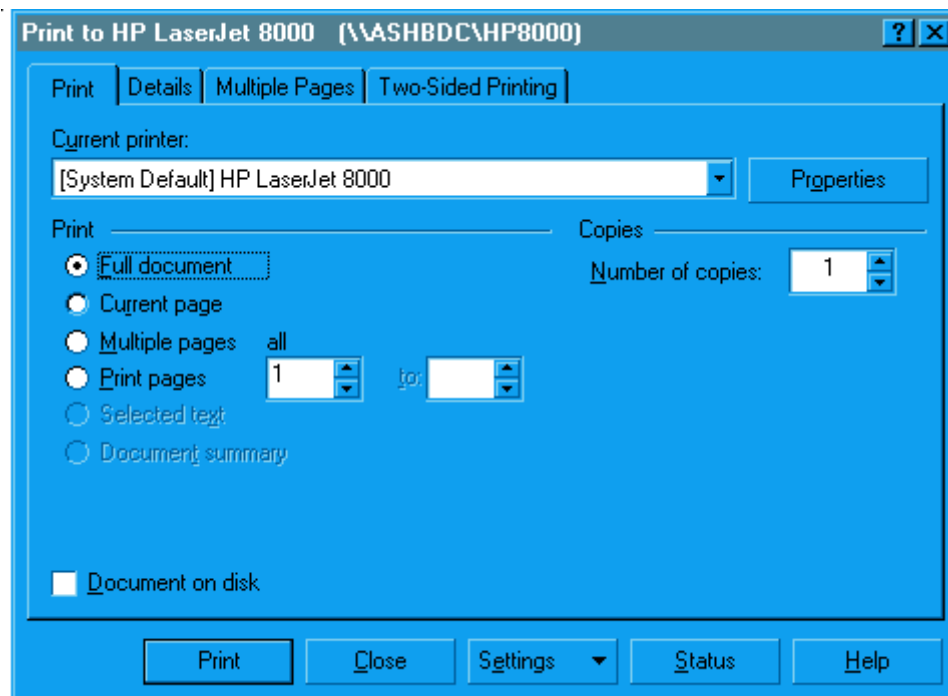Print   Close   Settings ▾   Status   Help

Figure 2

◆   Click on the down arrow ▼ to the right of **Current printer:** field.

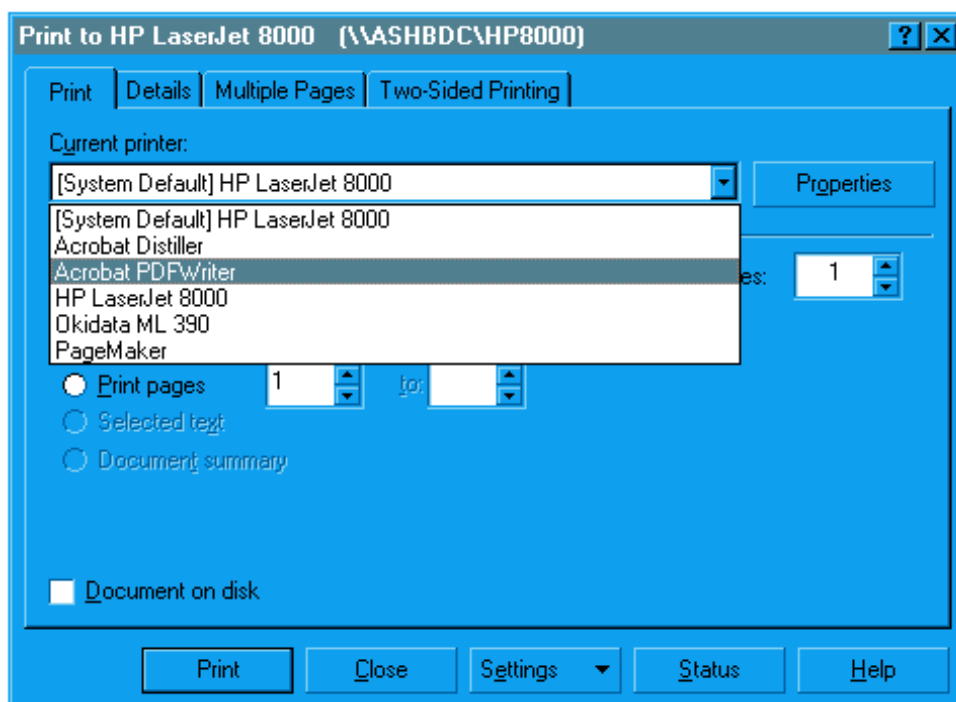**STEP 4**   A list of available printers displays. **(See Figure 3)**

Figure 3

◆   Click to highlight and select the **Acrobat PDF Writer** printer**.**

◆   Click the **[Print]** button to create the PDF formatted document.

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

STEP 5   The **PDF File Save As** dialog box displays. **(See Figure 4)**
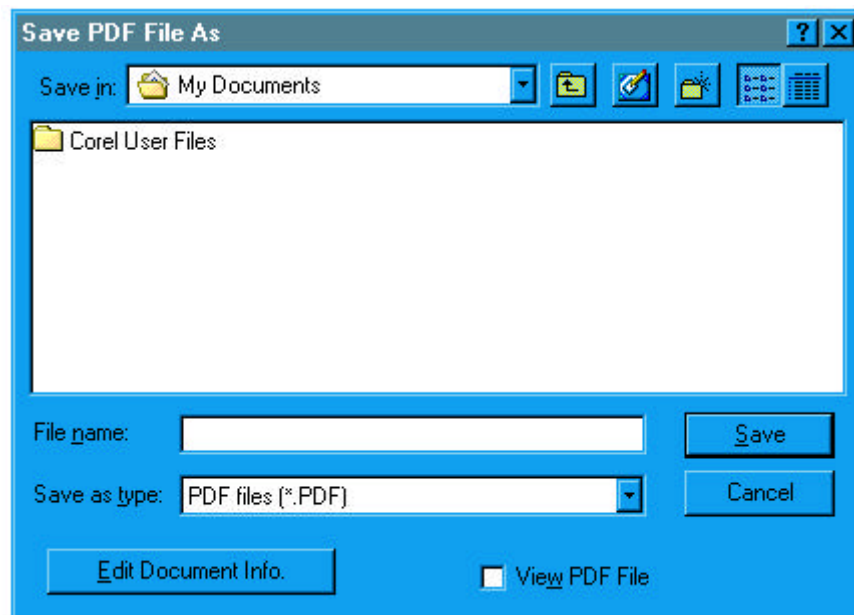
Figure 4

◆   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 PDFimage 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 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.

SHORT STEPS

Step 1   Type document in word processing program; save.
Step 2   Click '*File*'; select '*Print*'.
Step 3   Select Adobe Printer; click '*Print*'.
Step 4   Name and save PDF file.