

# **CHAPTER 5**

## **CONVERTING TO PDF FORMAT**

**From Word Processing Documents**

**From Scanned Documents**

## Converting to PDF Format Word Processing Documents

There are two ways to convert documents into PDF (Portable Document Format) files. PDF files can be created from documents that are in a word processing system, or they can be created utilizing scanning equipment and Adobe Acrobat software. This module will guide you through the process of converting word processing documents to PDF format.

### Converting Word Processing Documents to PDF Format

This example demonstrates the process using WordPerfect however the same directions apply to Microsoft Word.

**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)

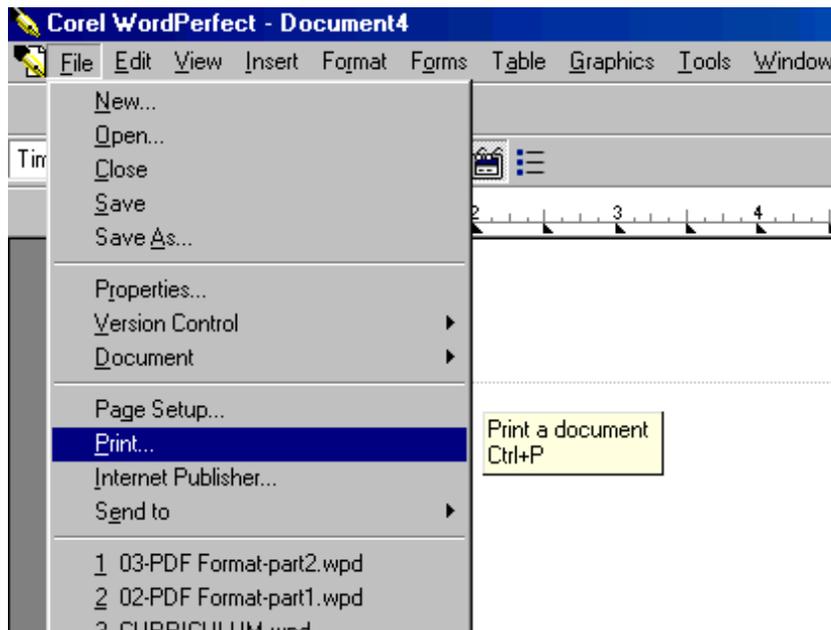


Figure 1

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

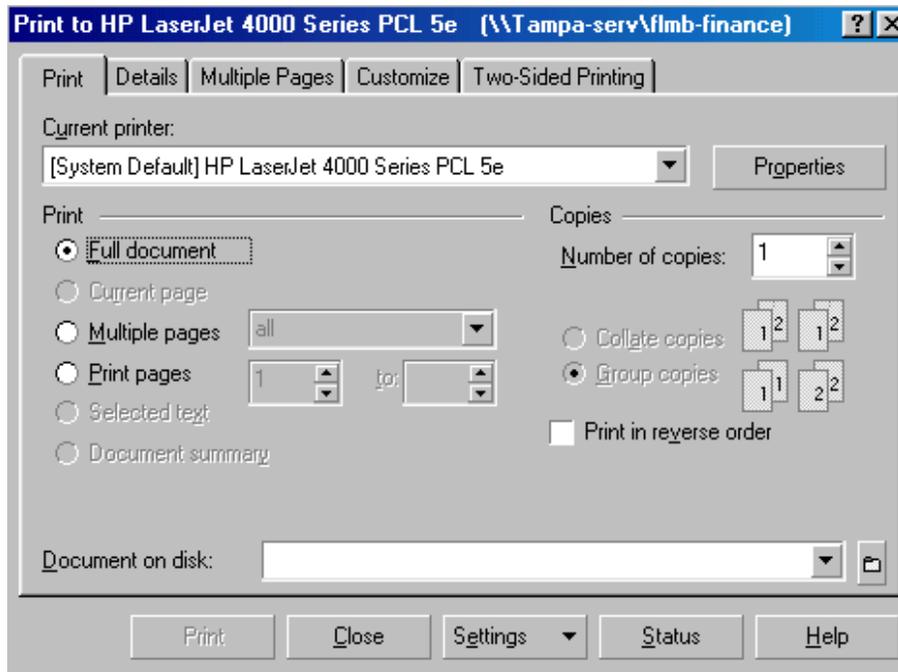


Figure 2

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

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

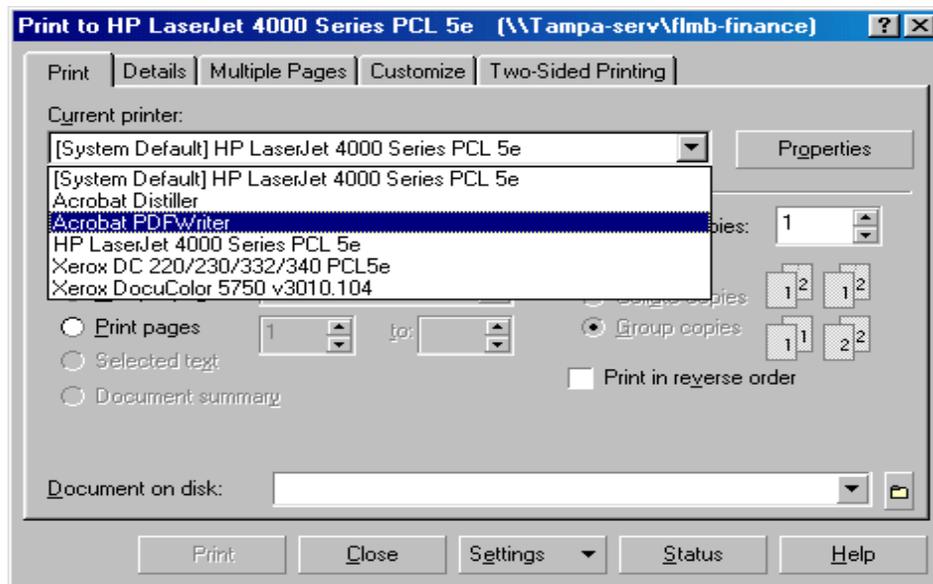


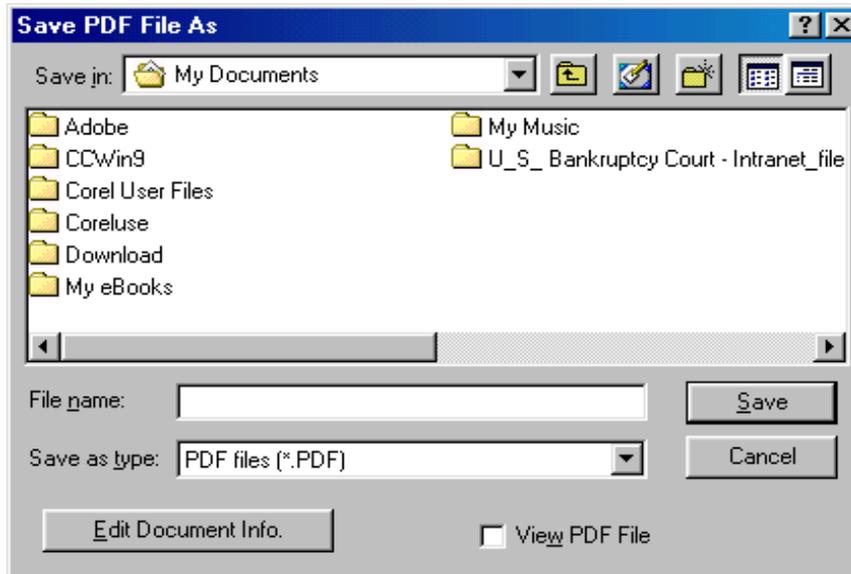
Figure 3

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

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

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

- ◆ Navigate to the folder (directory) that you will use to save the PDF image.

**Figure 4**

- ◆ Click inside the **File name:** box and type the name you have 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 filename will be saved as *hallmotn.pdf*).

- ◆ Click the **[Save]** button

**Important:**

An Adobe PDF image file has now been created and will be available to associate to the event during the docketing process.

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

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

If you need to change a document that has already been turned into an image (but not yet docketed), open the text document in word processing and make the necessary changes. Save the corrected text document. Create the PDF image file once again and save over the existing PDF image.

## Converting to PDF Format Scanned Documents

There are two ways to convert documents into PDF (Portable Document Format) files. One way is to convert documents that are created in your word processing system. The other way is to convert documents (such as attachments and exhibits) utilizing scanning equipment and Adobe Acrobat software. This module will guide you through the process of converting scanned documents to PDF format utilizing scanning equipment and Adobe Acrobat software.

### Converting Scanned Documents to PDF Format Using Adobe Acrobat Software

- STEP 1** Place document and all attachments or exhibits on the scanner bed.
- STEP 2** With document in place, launch Adobe Acrobat software by double-clicking on the desktop icon for Adobe Acrobat.
- STEP 3** A blank **Adobe Acrobat Image Screen** displays. (See Figure 5)

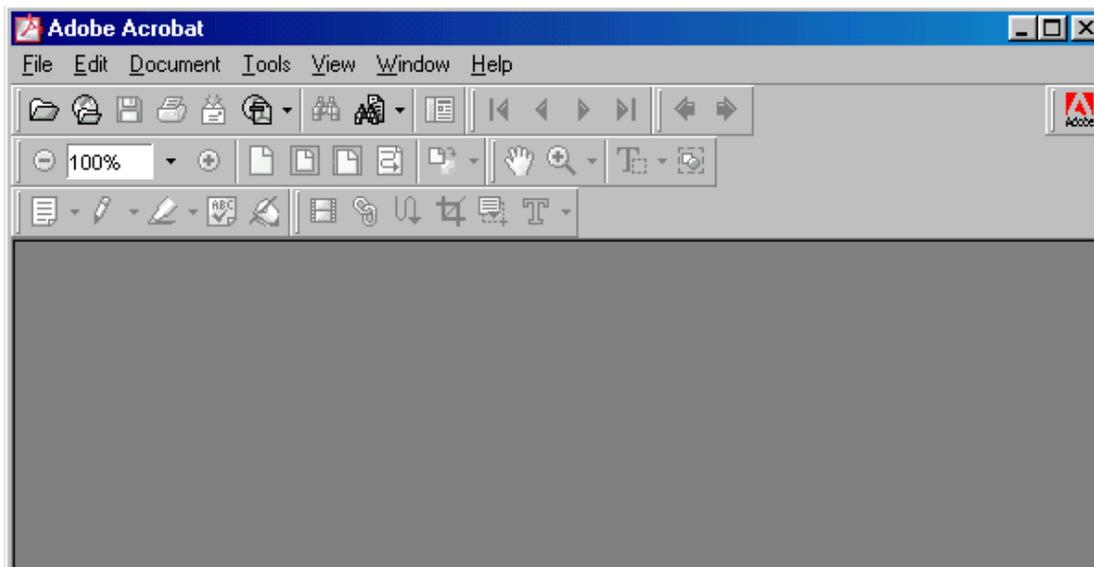


Figure 5

- ◆ Click **File** from the drop down menu. (See Figure 6)

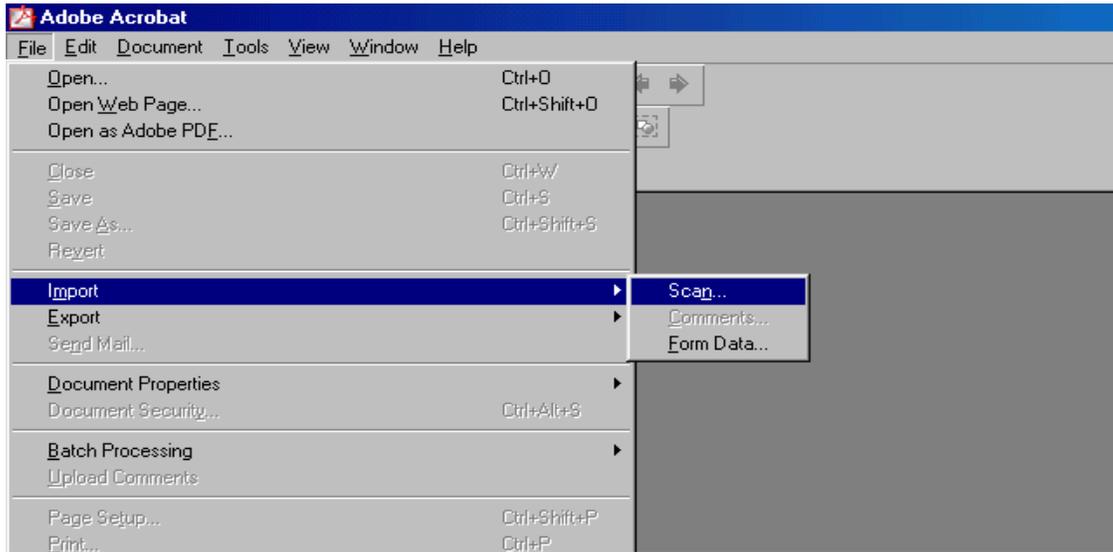


Figure 6

- ◆ Select the **Import** option.
- ◆ Select the **Scan** option.

**STEP 4** The **Adobe Acrobat Scan** screen displays. (See Figure 7)

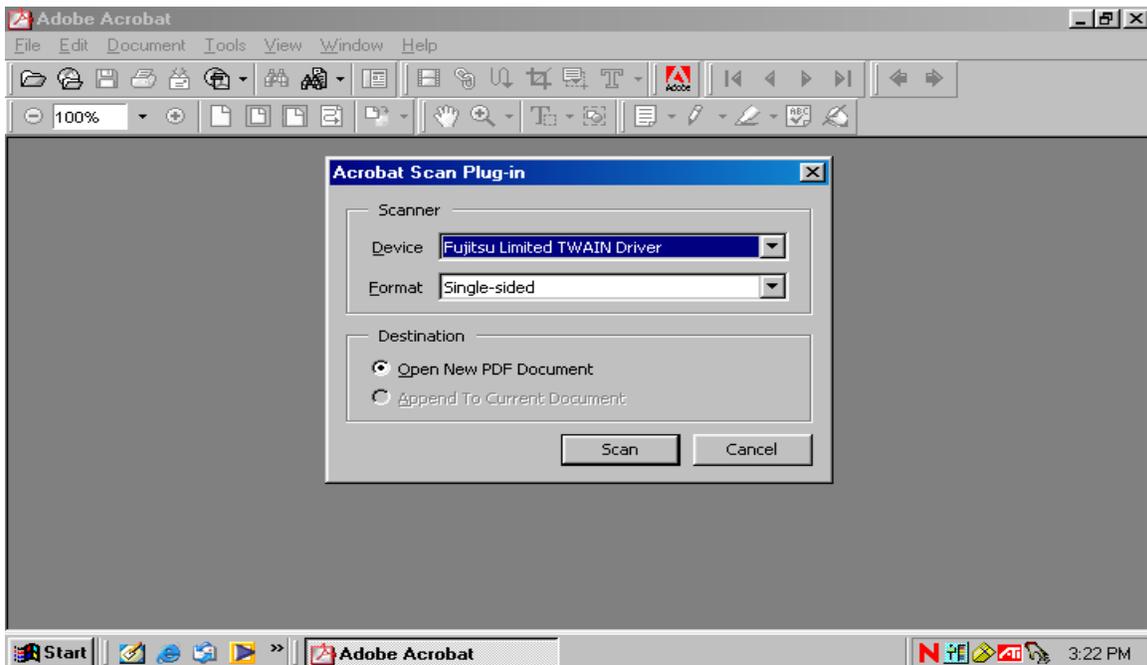
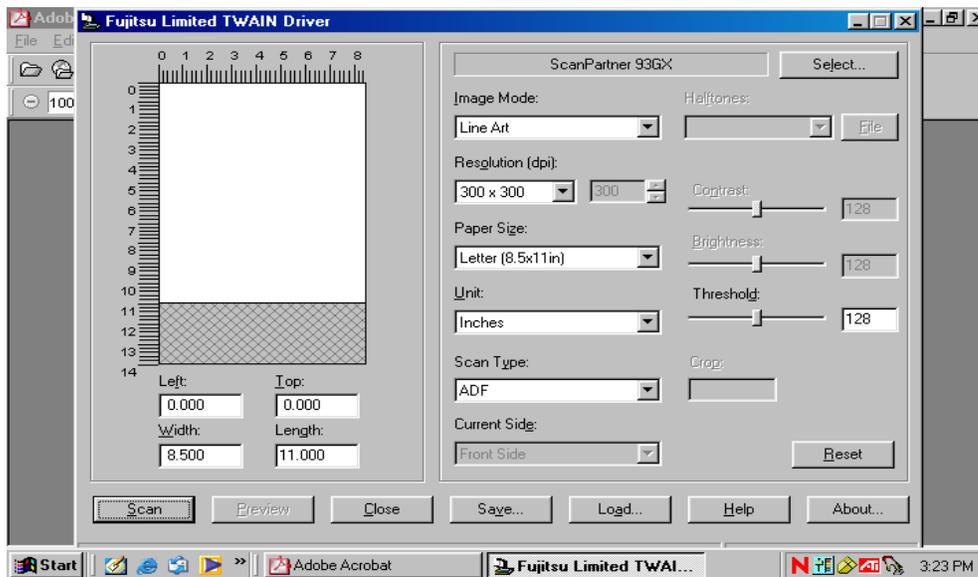


Figure 7

- ◆ Select the device for your scanning equipment.  
**Note:** This will only need to be done the first time a document is scanned. After that, the system will always default to the correct device and will only need to be modified if the scanning equipment changes.
- ◆ Select the page format (Single Sided or Double Sided).
- ◆ Select the radio box to indicate the destination of **New Document**.  
**Note:** Be sure the radio button for “New Document” is selected. Select the radio button “Current Document” only if you wish to add additional pages (append) to a scanned document. If so, be sure the image you would like to append is currently open and displayed on the image screen.
- ◆ Click [**Scan**] to continue.

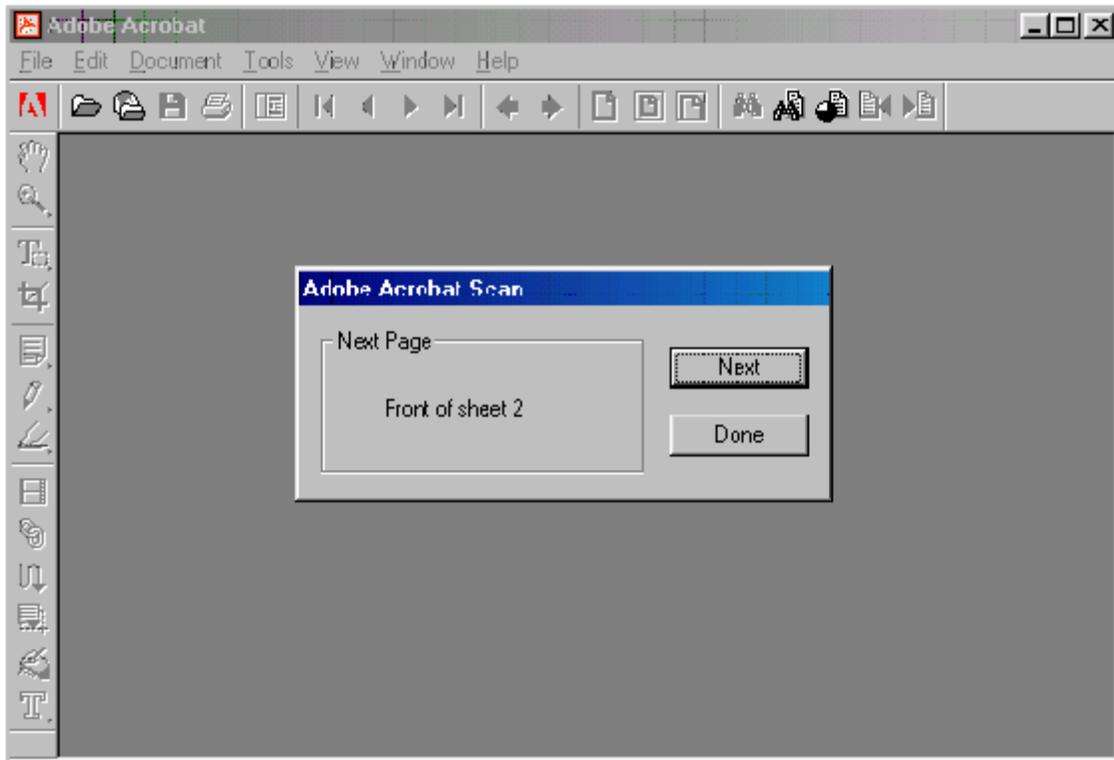
#### STEP 5 A Dialog Box displays. (See Figure 8)



**Figure 8**

- ◆ This box allows the adjustment of various settings for the scanned image. Using the default settings may be acceptable to create the scanned image. However, these settings may be adjusted if required.  
  
**Note: For optimum scanning adjust the following scanner settings:**
  - Resolution equal to 200 x 200
  - Scan in black and white - no grey scale or color
- ◆ Click [**Scan**] to begin scanning the document.

- STEP 6** Once all pages placed on the scanner have been scanned, the **Adobe Acrobat Scan** dialog box will display. (See Figure 9)



**Figure 9**

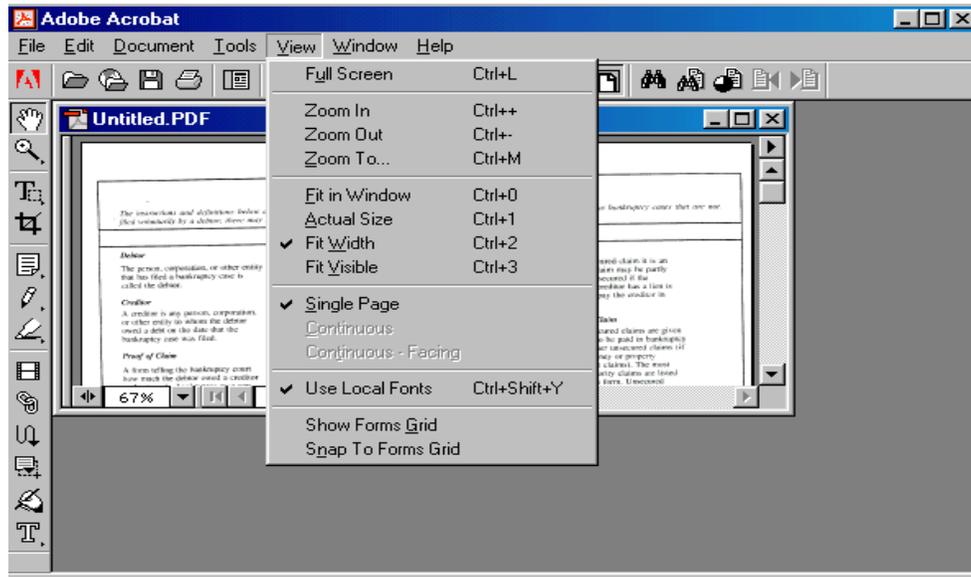
- ◆ Click **[Next]** if you have additional pages to scan. The additional pages will be added (appended) at the end of the document just scanned.
- ◆ Click **[Done]** when all document pages have been scanned.

**Note:** the number of pages reflected in the **Adobe Acrobat Scan** dialog box will always be one more than the number of pages actually scanned because the number reflected represents the page number of the next scanned page if there will be one. In the example above, one page has been scanned. Adobe Acrobat prompts that the “Next Page” would be “Front of sheet 2”. (See Figure 9)

- ◆ When all pages have been scanned and you have clicked **[Done]**, the **Image Screen** will display.

**Step 7**

Quality assure the image by selecting **View** from the drop down menu and clicking on **Full Screen** to view all pages of the image (See Figure 10)



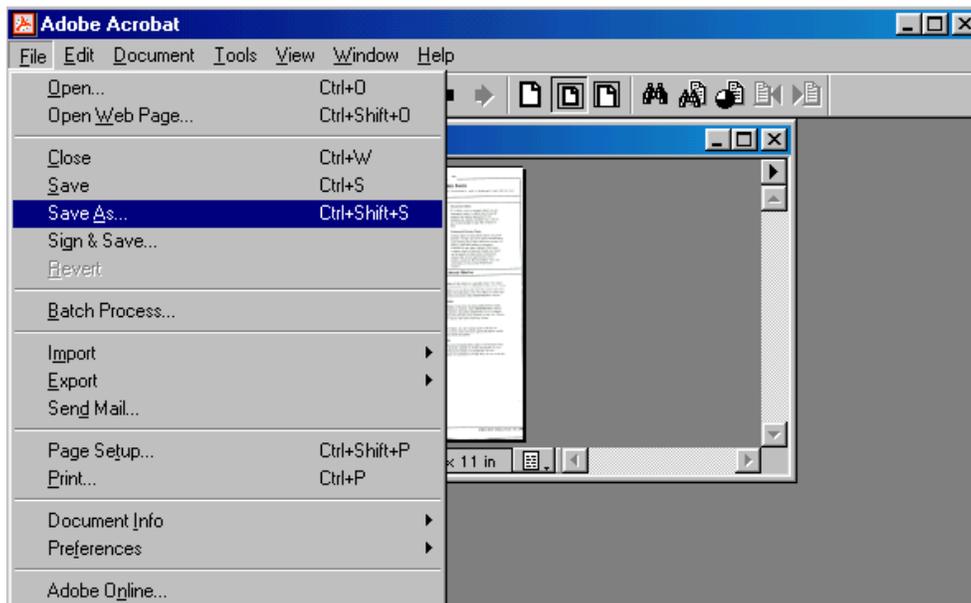
**Figure 10**

- ◆ The image will appear on the screen in full size and each page can be quality assured. (If necessary, return to Step 1 and re-scan the document if the image is unacceptable or pages are missing.) When you are finished viewing the document, press the [Esc] escape to return to the **Image Screen**.

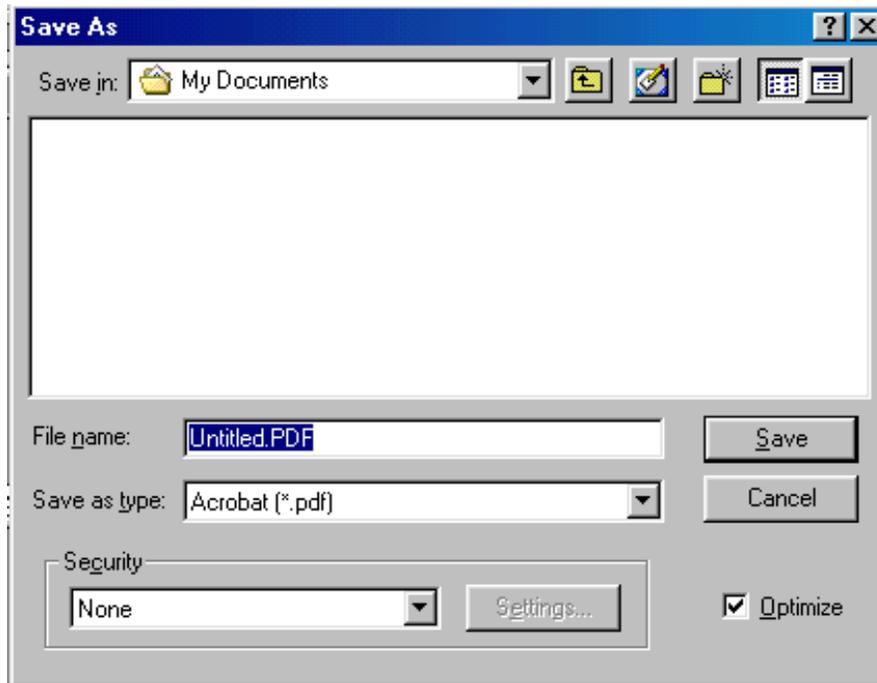
**STEP 8**

Once the image is correct and complete, the file must be named and saved.

- ◆ Select **File** from the drop down menu, and click **Save As**. (See Figure 11)



**Figure 11**

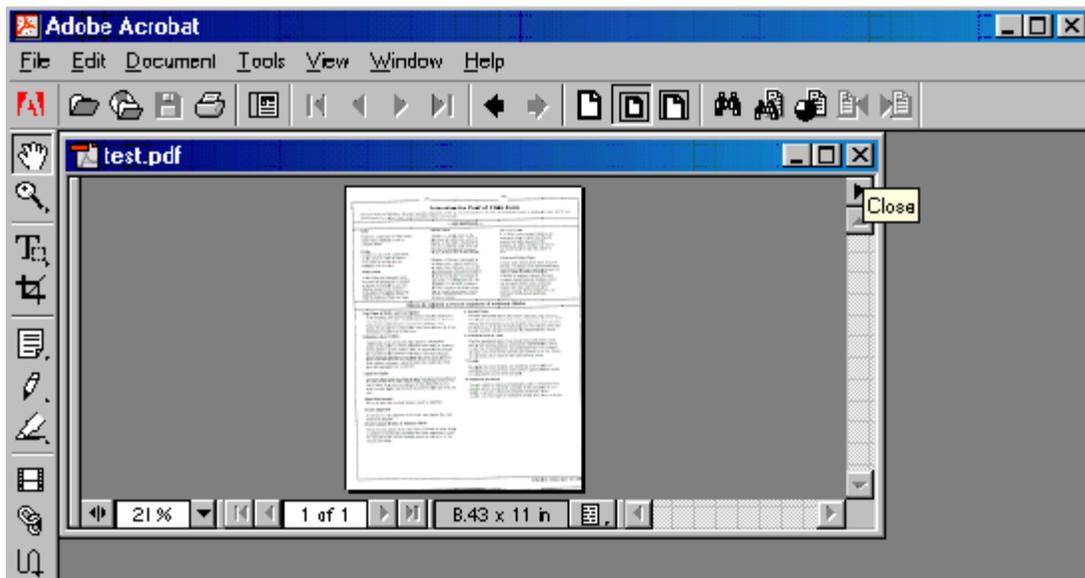
**STEP 9** The **Save as Dialog Box** displays. (See **Figure 12**)**Figure 12**

- ◆ Navigate to the folder where you wish to save the PDF file.
- ◆ Choose a filename and type that name in the **File name** box. The *.pdf* extension will automatically be added. (For example, if you name the file: *hallmotn*, the image will be saved with the name: *hallmotn.pdf*). The PDF file will be saved on your hard drive (or floppy, if chosen) in the folder to which you have navigated. The image can then be associated to the ECF event during the docketing process.

**Note:** For verification purposes, the image should be viewed during docketing process in ECF to ensure that the correct image is associated with the docket entry.

- ◆ Click the **[Save]** button.

**STEP 10** The document displays on the **Adobe Acrobat Image Screen**. (See **Figure 13**)



**Figure 13**

- ◆ The image has now been saved.
- ◆ Close the image by clicking on the "x" in the right corner of the image (the "x" on the line that contains the filename of the image).

**STEP 11** A blank **Adobe Acrobat Image Screen** displays.

- ◆ The scanner is available to scan the next document. Repeat **Steps 1** through **10** for each document to be scanned.