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 (Part I) will guide you through the process of converting word processing documents 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 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)**

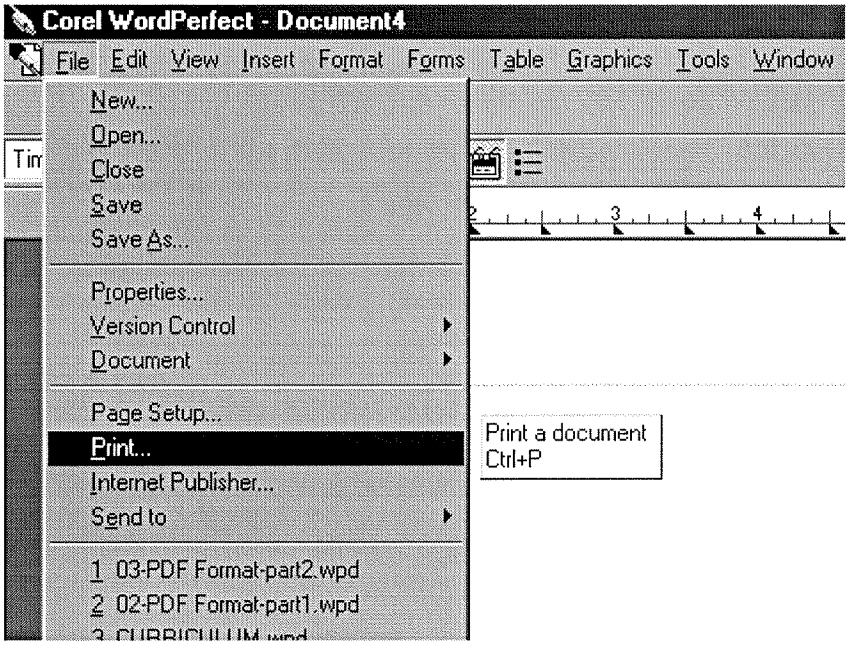

Figure 1

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

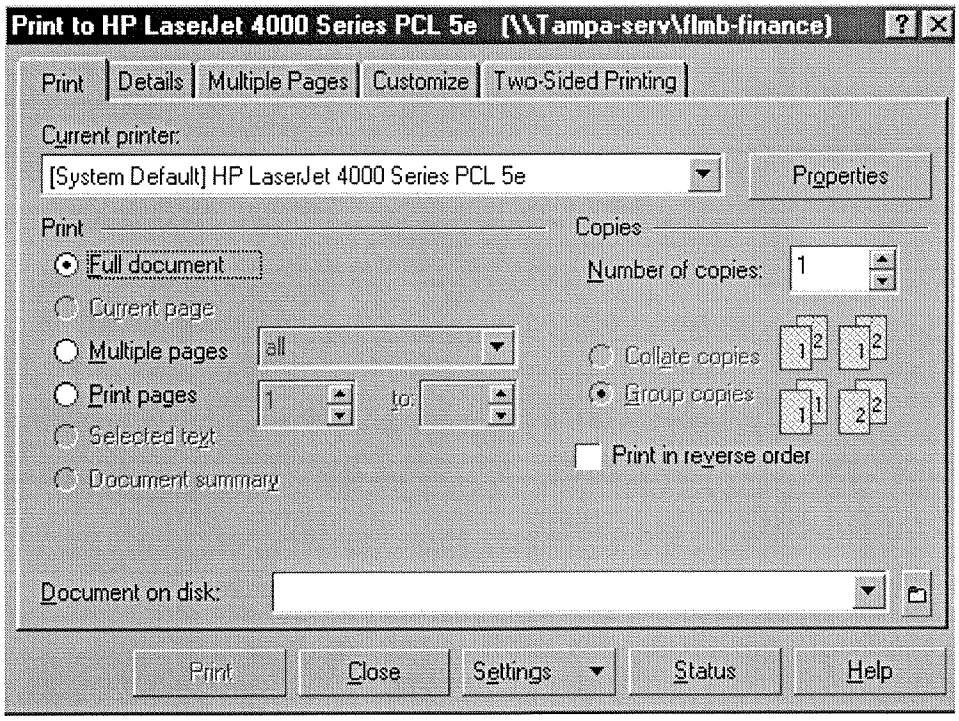

Figure 2

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

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

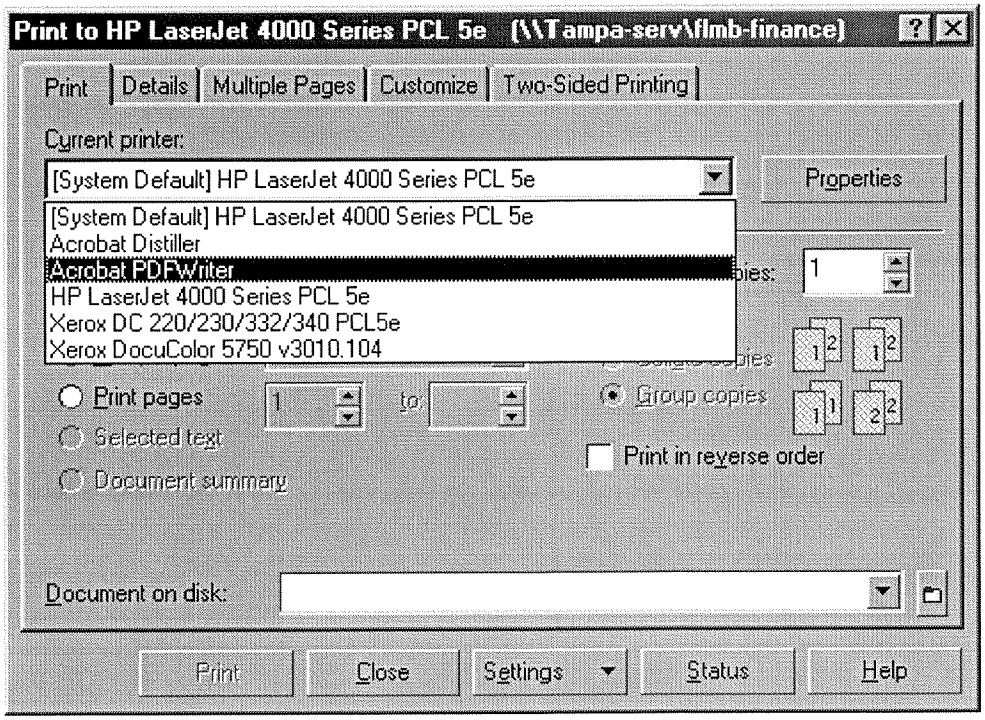

Figure 3

- 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)**

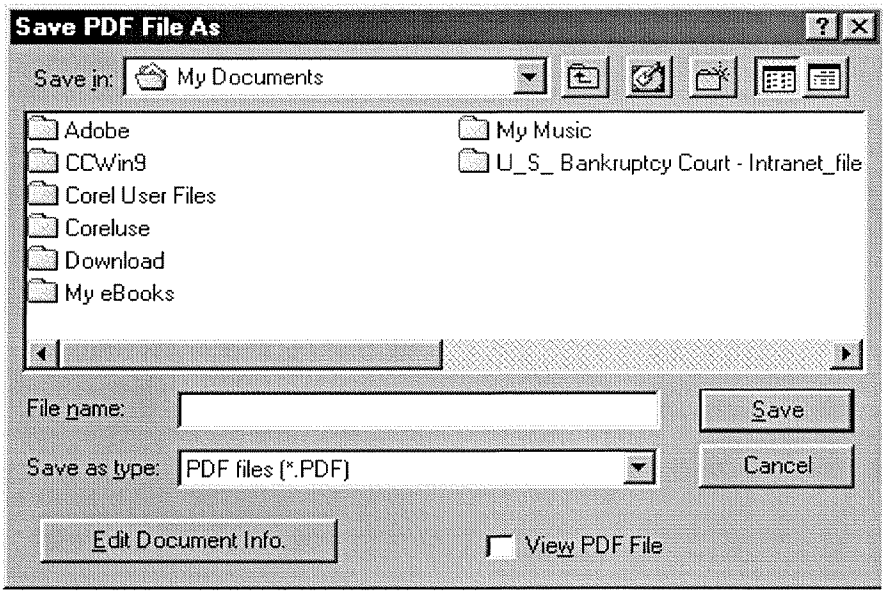

Figure 4

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