**Converting Word Processing Documents** to Portable Document Format (PDF)

# Contents

Introduction	3
Using and Creating PDF Documents	3
Converting a WordPerfect File to PDF using Print Feature Publish to PDF (WordPerfect 9 or higher)	3 3 6
Converting a Word File to PDF using         Word 2002/2003 Adobe PDF         Word 2007 Save As         Word 2007 Acrobat Menu         Print Feature	8 8 1 5 9
Converting a Word File to PDF using the Adobe Acrobat Application	21

#### 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 wordsearchable; 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**.

U	File	Edit	View	Insert	Format	Table	To	
1	N	ew		Ctrl+N				
f	N	ew fro	m Proje	Ctrl+S	hift+N			
	N	ew XM	L Docu	ment				
į.	0	pen			0	Ctrl+O	- 1	
ł	C	ose		0	trl+F4	- 1		
	Sa	ave				Ctrl+S		
Ē	Sa	ave As				F3	- F	
l	Sa	ave Wi	ithout M	Metadata				
I	Pr	roperti	es					
l	Si	gnatur	re			۶l		
l	D	ocume	nt				•	
l	Pa	age Se	tup					
l	Pt	rint			Ctrl+P			
I	Pr	rint Pre	eview					
	Pu			۶ſ				
	Se	end To				۲I		
							_	

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

Print to \\robin\AOTXLP7	? ×
Main Layout Advanced	
Destination Select Adobe	PDF. Properties
Type: [System Default Print	Printera
Status: Snaolt 8	Printers
Where: Wrobin\ADCOLOR1	Status
Comment: \\robin\AOTXLP7	Print to file
Print Range	
Full document     C Selected text	Number of copies: 1
C Current page C Document summary C Pages:	12 12 12 IC Collate
	Print in reverse order
Settings: [Application Default]	Edit Settings
>>> Pr	int Close Help

5. Click **Print**.

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

Save PDF File /	As				?×
Save in:	05-1100		• + 6	• 🖷 🎦	
My Recent Documents Desktop My Documents	Motion Extend	d Time.pdf			
My Computer					
My Network Places	File name:	Apellant brief.pdf		•	Save
1.000	Save as type:	PDF files (*.PDF)		•	Cancel

- 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.

# 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.

Publish To PD	F
General Obje	cts Document Advanced
File name: D	ocuments\PDF Files\05-1100\Apellant brief.pdf Browse
Export range Full docur Selection	ment C Current Page C Pages: 1
Compatibility: Author:	Acrobat 5.0
Keywords:	
PDF style:	Standard desktop printing and viewing 🗨 🛨 -
	OK Cancel Help

5. Click **OK**.

# 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.

Eil	e <u>E</u> dit	<u>V</u> iew	Insert	Format	<u>T</u> ools	T <u>a</u> ble	<u>W</u> indow	<u>H</u> elp	Ado <u>b</u> e PDF	Acrobat <u>C</u> omments
-----	----------------	--------------	--------	--------	---------------	----------------	----------------	--------------	--------------------	--------------------------

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

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

Ado <u>b</u> e PDF		Acrobat Comments				
Ъ	Convert	to Adobe PDF				
锣	Convert to Adobe PDF and Email					
ß	Convert to Adobe PDF and Send for <u>R</u> eview					
	Change Conversion <u>S</u> ettings					
閠	Mail Merge to Adobe PDF					
(j	Start M	eeting				

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.

Save As								?×
Save in:	05-1100		-	🕁 🕶 🔁	$ $ $\otimes$ $\times$	( 🖄 📰 •	Too <u>l</u> s <del>*</del>	
History								
My Documents								
Desktop								
* Favorites								
	<b>F</b> ile a second							
My Network	File name:	Appellant brief.doc				-		5ave
Places	Save as <u>t</u> ype:	Word Document (*.d	loc)			-		ancel

Converting Word Processing Documents to Portable Document Format (PDF)

- 6. Click **Save**.
- 7. The **Save Adobe PDF File As** window opens. If necessary, navigate to the appropriate location to save the file.

Save Adobe PD	F File As	-			?×
Save in:	05-1100		*	G 🕸 🖻 🖽 -	
My Recent Documents	Motion Extend	Time.pdf			
Desktop					
My Documents					
My Computer					
	File name:	Appellant brief.pdf		*	Save
My Network	Save as type:	PDF files		~	Cancel

Converting Word Processing Documents to Portable Document Format (PDF)

- 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.

Acrobat P	'DFMaker 🛛	3
Ĩ	Acrobat PDFMaker needs to save the file before continuing. Do you want PDFMaker to save the file and continue?	
	Yes No	

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.

Save As									
🖣 Organize 🝷 🎬 Views 🝷 📑 New Folder 📀									
Favorite Links	Name Date modif Type Size								
Templates	No items match your search.								
Documents									
💹 Desktop									
💷 Recent Places									
🧶 Computer									
Pictures									
More >>									
Folders									
File name: App	ellant brief 🔹 🗸								
Save as type: Word	Document -								
Authors: gunns	Tags: Add a tag								
Sa	/e Thumbnail								
Hide Folders	Tools - Save Cancel								

Converting Word Processing Documents to Portable Document Format (PDF)

- 6. Click **Save**.
- 7. The **Save Adobe PDF File As** window opens. If necessary, navigate to the appropriate location to save the file.

Save Adobe PD	DF File As						×
Save in:	05-1100		•	G 🖻 I	"		
Recent Places Desktop Shirley Gunn	Name Motion Ext	Date modif	Туре	Size			
Network	File name: Save as type: Fully functional	Appellant b PDF files I PDF ② Quick	nief and simple PDF			•	Save Cancel
	Adobe PDF	F conversion optic	ons 🔍 Vie	w result			

- 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.

## 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.

Acrobat P	DFMaker		23
	Acrobat PDFMaker needs to sav Do you want PDFMaker to save	e the file before continu the file and continue?	ling.
		Yes	No

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.

Save As							
🌗 Organize 👻 🎬 Views	🔹 📑 New Folder 📀						
Favorite Links	Name Date modif Type Size						
I Templates	No items match your search.						
Documents							
Marktop							
💷 Recent Places							
K Computer							
Pictures							
More >>							
Folders ^							
File name: App	ellant brief 🔹						
Save as type: Word	Document 🔹						
Authors: gunns	Tags: Add a tag						
Save Thumbnail							
) Hide Folders	Tools   Save Cancel						

Converting Word Processing Documents to Portable Document Format (PDF)

- 6. Click **Save**.
- 7. The **Save Adobe PDF File As** window opens. If necessary, navigate to the appropriate location to save the file.

Save Adobe PD	OF File As					×
Save in:	V. 05-1100 ·				G 🖻 🖻 🗔 🕇	
Recent Places Desktop Desktop Shirley Gunn Computer	Name Motion Ext	Date modif tend TIme	Туре	Size		
Network	File name: Save as type: Fully functiona Adobe PDI	Appellant to PDF files	and simple PDF ons	ew result	•	Save Cancel

- 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**.

#### **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.

Print				?×
Printer				
<u>N</u> ame:	🙊 \\robin\AOTXLP7		-	Properties
Status:				Eind Printer
Type:	Select Adobe PDF			
Where:	Virobin\AOTXLP7			Print to file
Comment:	Adobe PDF			Manual duple <u>x</u>
Page range -	Snaglt 8		-	
• <u>A</u> ll		Number of	copies:	1 🛨
C Current p	age C Selection			
C Pages:			rt-s	🔽 Colla <u>t</u> e
Enter page n separated by	umbers and/or page ranges commas, For example, 1,3,5–12			
Print <u>w</u> hat:	Document 🗾	Zoom		
Print	All pages in range	Pages per	sb	•
- Duren		Scale to	Finally, clic	ck OK.
		Deale to pr	-	-
	1			
Options			0	Cancel

#### 5. Click **OK**.

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

Converting Word Processing Documents to Portable Document Format (PDF)

Save PDF File A	ls				?×
Save in:	05-1100		•	+ E 💣 📰 •	
My Recent Documents Desktop My Documents	Dotion Extend	l Time.pdf			
My Computer					
My Network Places	File name: Save as type:	Apellant brief.pdf PDF files (*.PDF)		•	Save Cancel

- 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**.

#### 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** . . .

🚈 Adobe Acrobat Standard			
File Edit View Document Comments	Forms Tools A	dvanced Window Help	
Open Orga <u>n</u> izer	Ctrl+C	Start Meeting - See	cure 🔹 🥖 Sigr
			CEVEN
		From File	Cm+N
💭 Combine Files		🛱 From <u>M</u> ultiple Files	
🖾 Start Meeting		🛱 From <u>S</u> canner	
			Shift+Ctrl+O
Save	Ctrl+5	5 Erom Clipboard Image	
Save <u>A</u> s	Shift+Ctrl+:	S	
🥷 Save as Certified Doc <u>u</u> ment		🙀 From <u>B</u> lank Page	

3. Locate the Word document to be converted to PDF and click **Open**.

Open						?×
Look in:	05-1100		• G d	• 🖻 🛄	•	
My Recent Documents	Motion Exter	ef.doc Id Time.pdf				
Desktop						
My Documents						Type: Microsoft Word Document File Size: 21 KB
My Computer						Modified:6/23/2008 7:58 AM
	File name:	Appellant brief.doc		~	Open	
My Network	Files of type:	All Files (*.*)		*	Cancel	

Converting Word Processing Documents to Portable Document Format (PDF)

**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.