

Converting Documents to PDF

This procedure explains how you can convert a document created using WordPerfect or Microsoft Word to Portable Document Format (PDF.) Conversion of any word processing document to a PDF is required before submission to the court's electronic case filing system (CM-ECF).

For WordPerfect:

- STEP 1** Open the WordPerfect document to be converted.
- STEP 2** Click on **File** in the toolbar to display the drop down menu. (See Figure 1)



Figure 1

- ◆ Click on the **Print** option on the drop down menu to display the **PRINT DIALOG** screen. (See Figure 2)

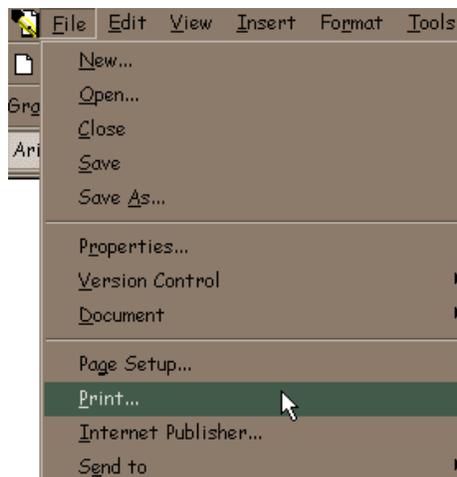


Figure 2

- ◆ Click the down arrow on the **Destination/Printer Name** box to display a drop-down window with a list of printer choices. (See Figure 3)

STEP 3 Click on **Acrobat PDF Writer** to select.

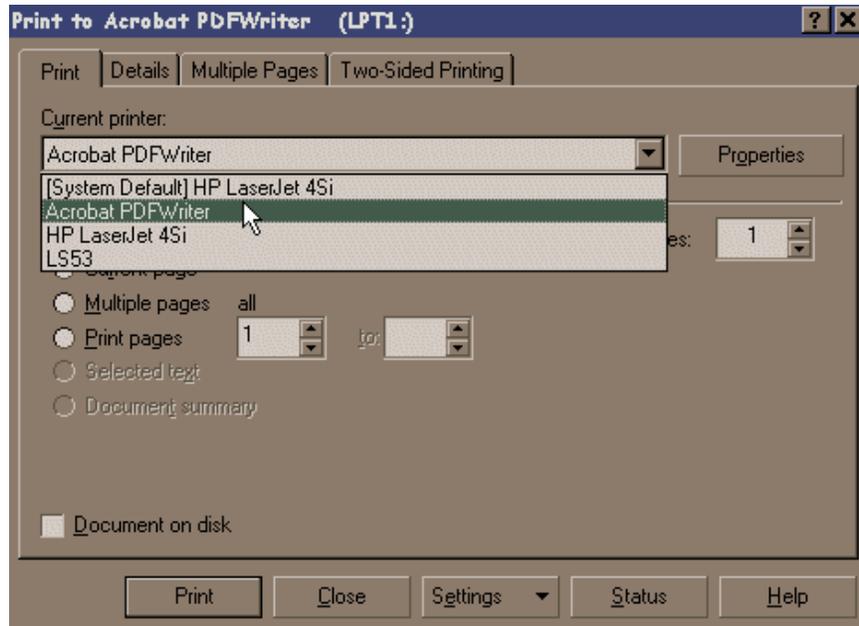


Figure 3

STEP 4 Click on the **Print** button on the **PRINT DIALOG SCREEN**. (See Figure 4)

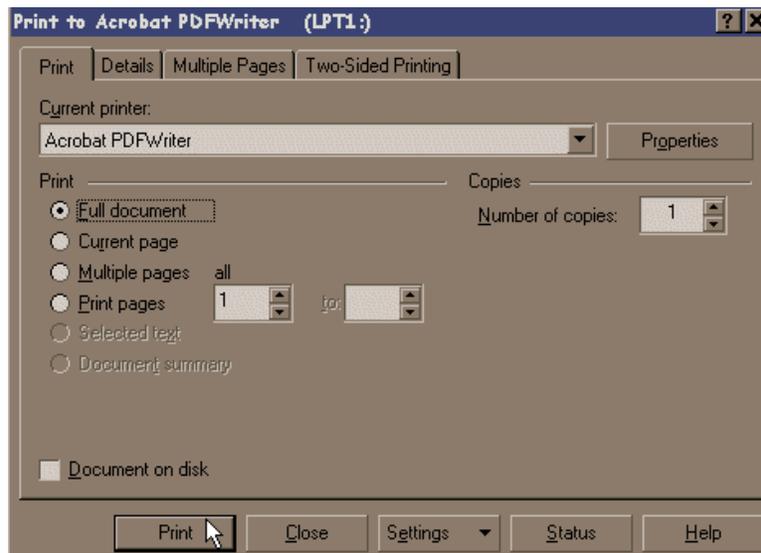
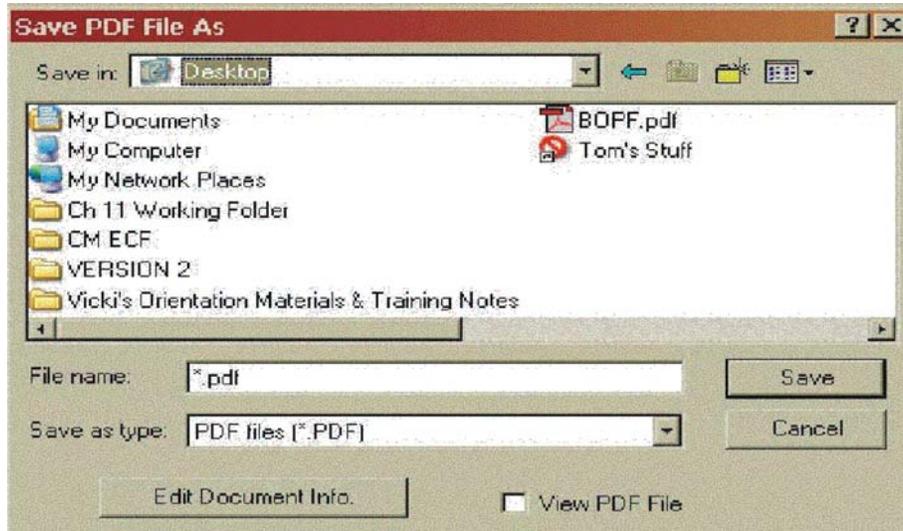


Figure 4

- ◆ The file will not actually print out; instead the **SAVE PDF FILE AS** screen will display. (See below)



STEP 5 Name the file to be saved and **be sure to select the correct location.**

- ◆ The (.pdf) extension will automatically be added.

STEP 6 Save the file by clicking on the **SAVE** button.

- ◆ The file is converted to PDF and has been saved in the location specified.