

CONVERTING A WORD PROCESSING DOCUMENT TO PDF

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Pleadings may be created using any word processing application, however all documents must be converted to Portable Document Format (PDF) prior to filing electronically with the court, with the exception of the matrix. If you attempt to upload a non-pdf file, or try to submit a docket entry that requires a document image without a document attached, an error message will display.

When converting a document to PDF, the original word processing document will not be altered, it will only be copied. The instructions below are for converting a document to PDF from WordPerfect; other applications may vary in how the conversion process is done.

STEP 1 - Open the document to be converted.

STEP 2 - Click on **File** on the tool bar and select the **Print** option. The print dialog box will display.

STEP 3 - Select the drop down arrow to change the option for the selected printer. Select **Acrobat PDFWriter** or your specific PDF Print Driver from the print dialog box.

STEP 4 - Click on the Print button.

- **TIP** - Pressing Print will save the file as a PDF, it does not actually print the document and it does not alter the original word processing document.

STEP 5 - The **Save PDF File As** dialog box displays. Select the directory in which to save the PDF file.

STEP 6 - Name the file being saved; ensure PDF Files (*.pdf) displays in the **List of Files Type** window.

STEP 7 - Click [**SAVE**].