

What is a PDF file?

Portable Document Format (PDF) is a universal file format that preserves all fonts, formats, graphics and other typesetting attributes of a source (original) document, regardless of what application was used to create the source document. PDF files are most easily viewed using Adobe Acrobat Reader®, which is a free download available from www.adobe.com.

Why Convert Word and WordPerfect Documents to a PDF File?

PDF files are compact and are easily and quickly transmitted via the Web or through electronic mail. Although PDF files can be shared, viewed, navigated and printed, PDF files cannot be edited or altered by the recipient, thus preserving the integrity of the source document.

You must convert all of your documents to PDF format before submitting the documents to the District Clerk's Office through the Electronic Case Filing (ECF) system.

How Do You Convert a Word Processing Document to a PDF File?

1. WordPerfect 9 or later versions:

WordPerfect 9 and later versions have a built-in capability to convert any document to a PDF file:

1. Open the source document in WordPerfect.
2. While the source document is on the screen, choose **FILE** from the menu bar.
3. From the drop-down **FILE** menu, select **PUBLISH TO PDF**.
4. To save the source document as a PDF file, type the document name where prompted in the PDF window. To save the PDF file to a floppy disk, place floppy disk in appropriate hardware slot, and type **A:[document name]** in the "Publish To PDF" pop-up window. Press "**OK**".

The source document is now saved in PDF format either on the hard drive or on a floppy disk.

2. All other WordPerfect versions, MS Word, or other Applications:

To convert a source document from an application other than WordPerfect 9, Adobe Acrobat 5.0® (which contains a "writer" function) must be installed on your computer. Adobe Acrobat 5.0® is available for purchase from www.adobe.com.

1. Open the source document.
2. From the menu bar, select **PRINT**.
3. In the "Printer" window, select **CURRENT PRINTER**.
4. At the drop-down menu in the **CURRENT PRINTER** window, select **ACROBAT DISTILLER**.
5. Press "OK" to print the file to your hard drive or floppy disk, instead of to the printer.
6. After you press "OK", verify that the SAVED FILE TYPE is **PDF**, and press the **SAVE** button.