

## Converting to PDF Format-Part I

There are two ways to convert documents into PDF (Portable Document Format) files. They can be created from documents that are in a word processing format, or they can be created utilizing scanning equipment and Adobe Acrobat software. This module (Part I) will guide you through the process of converting a word processing document 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)

**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)

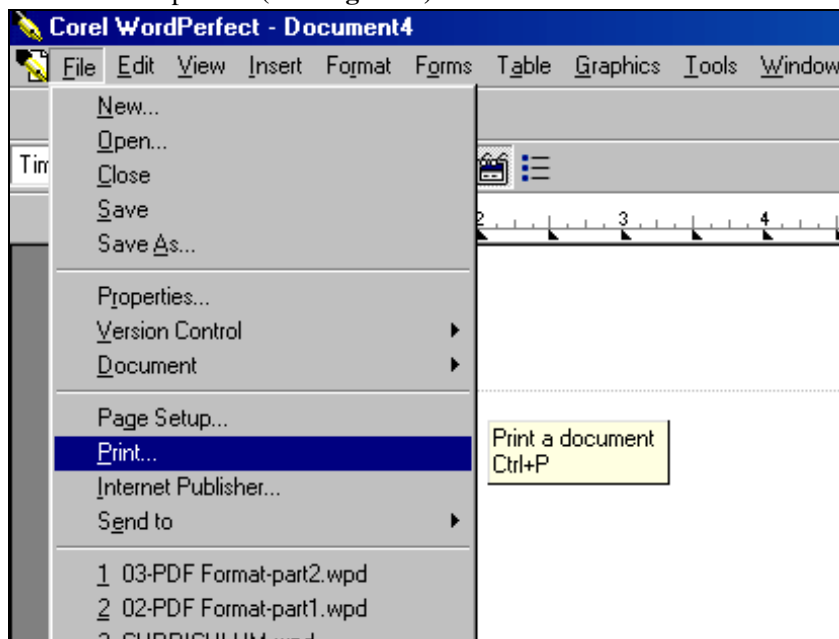
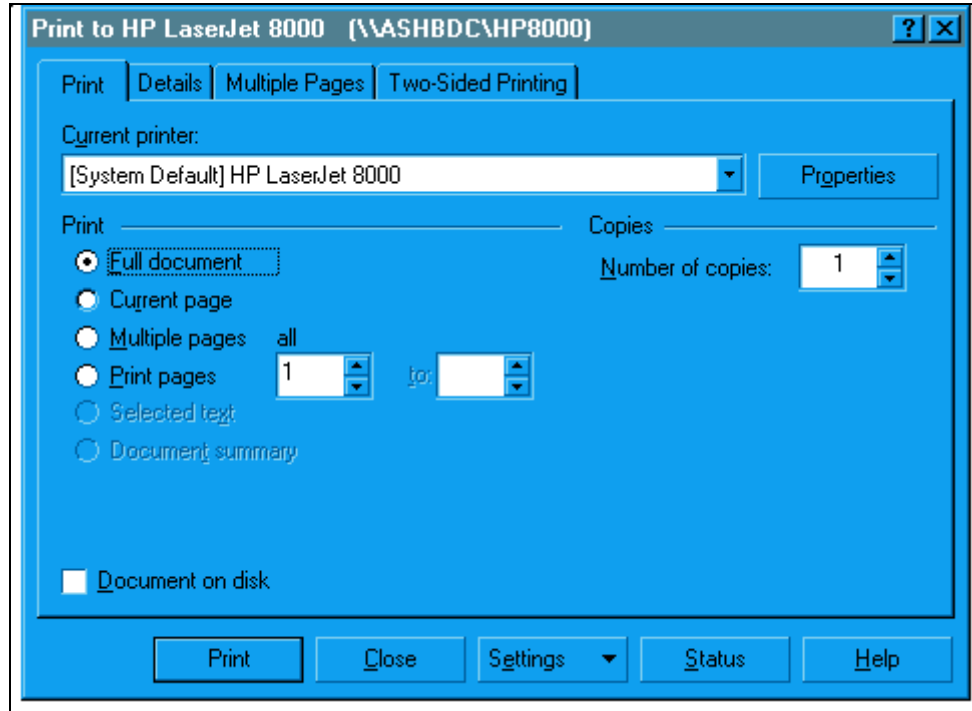


Figure 1

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



**Figure 2**

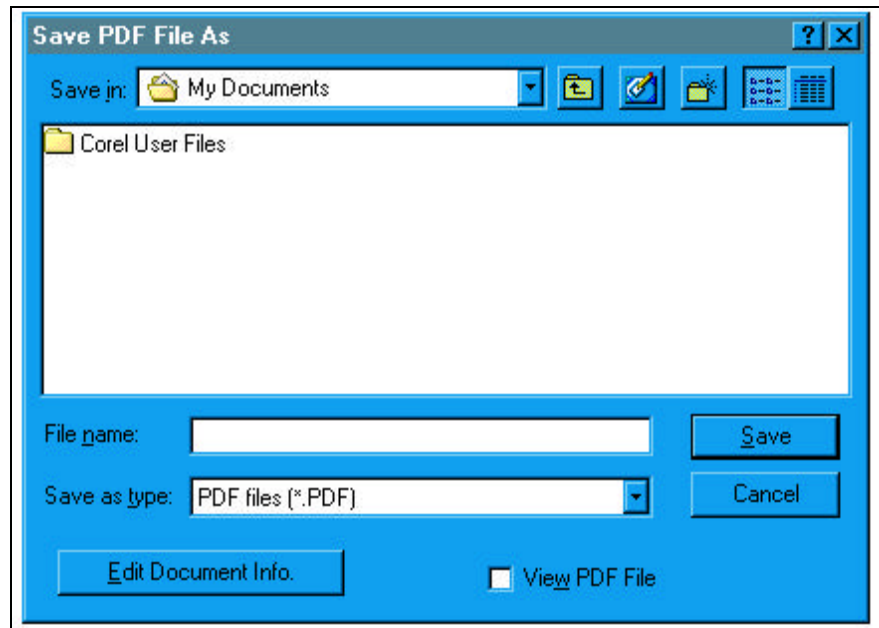
- Click on the down arrow — to the right of **C**urrent printer/**D**estination: field.

**STEP 4** A list of available printers displays. (See **Figure 3**) click to highlight and select the **Acrobat PDF Writer** printer.

- Click the [**P**rint] button to create the PDF formatted document.

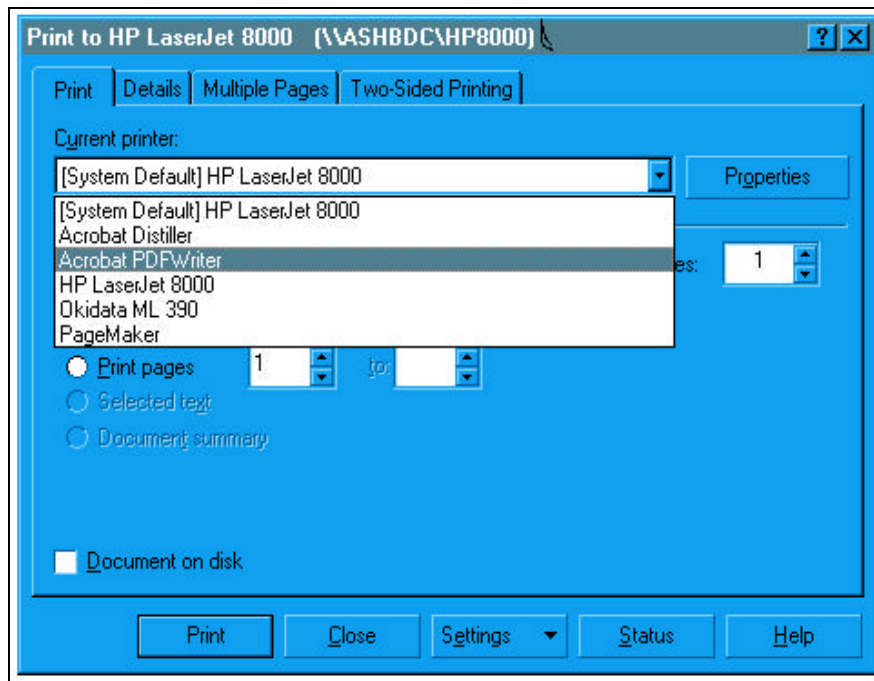
**Note:** The file will not actually print out; instead the document will be translated into PDF format.

**STEP 5** The PDF File Save As dialog box displays. (See Figure 4)



**Figure 4**

- Navigate to the appropriate folder (directory) chosen for saving the PDF image.
- Click inside the **File name:** box and type the name chosen for the image.



**Figure 3**

**Note:** The *.pdf* extension will automatically be added to the filename you type.

(i.e., if you name your file: *hallmotn*, the file will be saved with the name: *hallmotn.pdf*).

- Click the [Save] button.

**Important:**

An Adobe PDF image file has now been created, and will be associated with the docket event during the docketing process.

The PDF image cannot be viewed or altered in the word processing program. You will, however, be able to view the image during docketing to assure that you are associating the correct image with the docket event.

The original text document remains on your hard drive as originally saved.

If you need make changes to a document that has already been turned into an image (but not yet docketed), delete the incorrect PDF image file. Re-open the text document in word processing and make the necessary changes. Save the corrected text document and then re-create the PDF image file.

**SHORT STEPS**

- Step 1           Type document in word processing program; save.
- Step 2           Click '*File*'; select '*Print*'.
- Step 3           Select Adobe Writer Printer; click '*Print*'.
- Step 4           Name and save PDF file.

## Converting to PDF Format-Part II

There are two ways to convert documents into PDF (Portable Document Format) files. One way is to convert a document that is created in a word processing system. The other way is to convert a document (such as an attachment or an exhibit) utilizing scanning equipment and Adobe Acrobat software. This module (Part II) will guide you through the process of converting scanned documents to PDF format utilizing scanning equipment and Adobe Acrobat software. Part I explains the process of converting a word processing document to PDF format.

### Converting Scanned Documents to PDF Format Using Adobe Acrobat Software

- STEP 1** Place document and all attachments or exhibits on the scanner bed.
- STEP 2** With document in place, launch Adobe Acrobat software by double-clicking on the desktop icon for Adobe Acrobat.
- STEP 3** A blank **Adobe Acrobat Image Screen** displays. (See **Figure 1**)

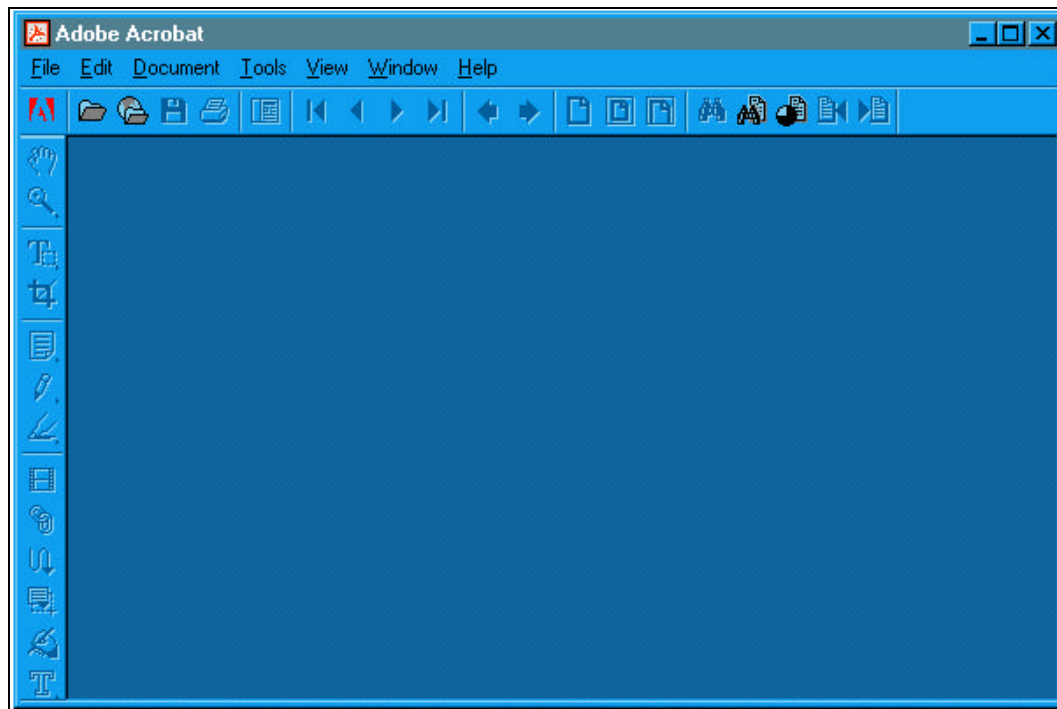
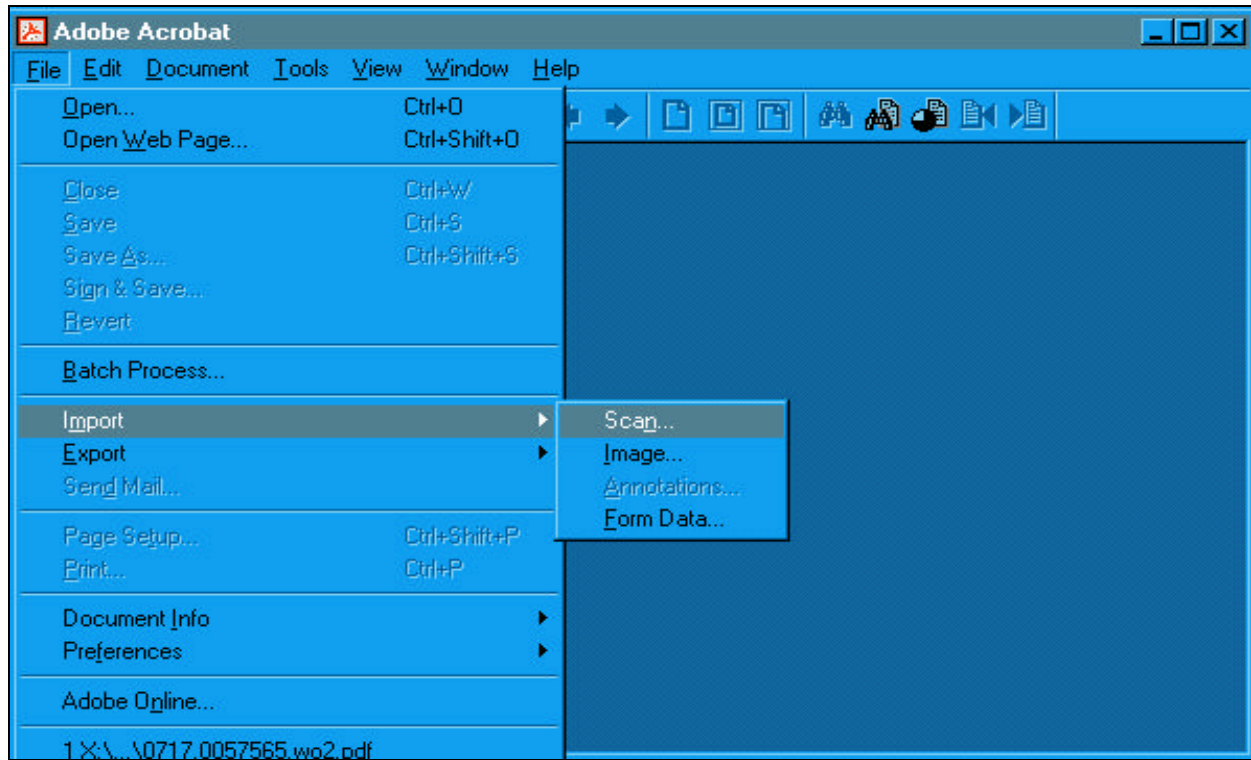


Figure 1

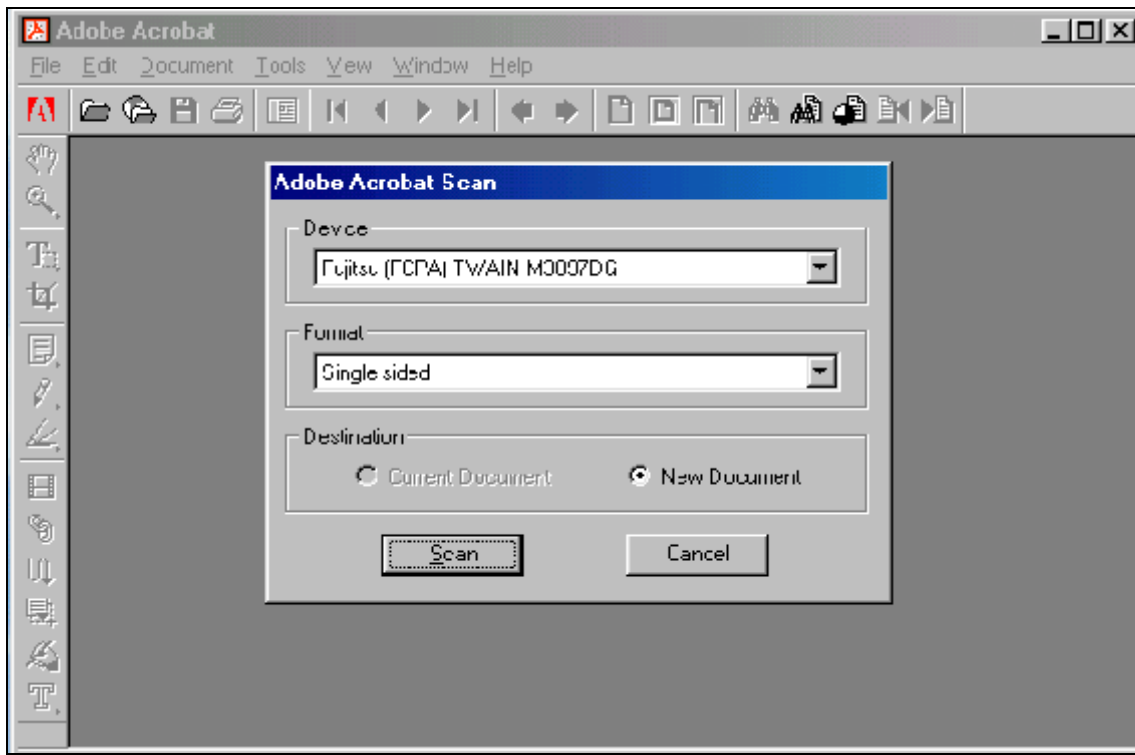
- Click *File* from the drop down menu. (See Figure 2)



**Figure 2**

- Select the *Import* option.
- Select the *Scan* option.

**STEP 4** The Adobe Acrobat Scan screen displays. (See Figure 3)



- Select the device for your scanning equipment.

**Note:** This will only need to be done the first time a document is scanned. After that, the system will always default to the correct device and will only need to be modified if the scanning equipment changes.

- Select the page format (Single Sided or Double Sided).
- Select the radio box to indicate the destination of **New Document**.

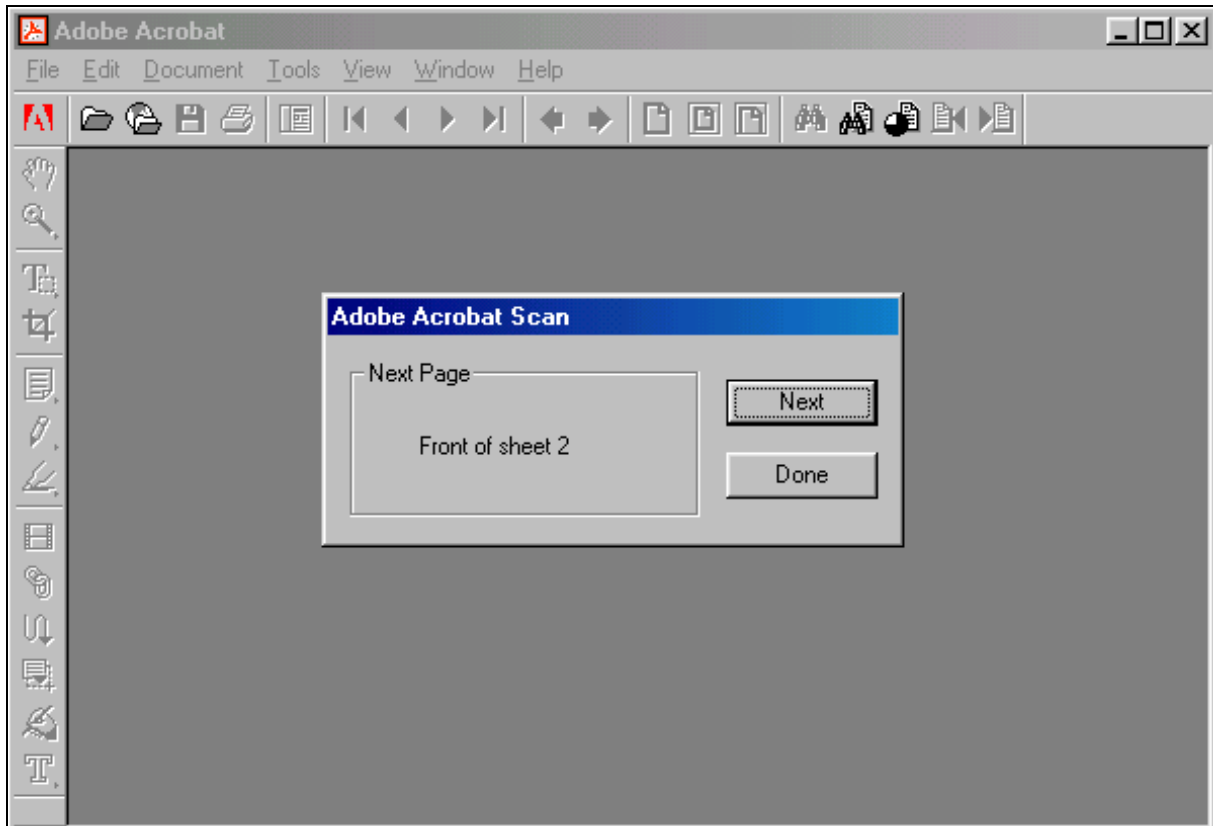
**Note:** Be sure the radio button for “New Document” is selected. Select the radio button “Current Document” only if you wish to add additional pages (append) to a scanned document. If so, be sure the image you would like to append is currently open and displayed on the image screen.

- Click [**Scan**] to continue.

**\*\*Screens may vary depending on your scanner and software – refer to scanner manual.**

- Click [**Scan**] to begin scanning the document.

**STEP 5** Once all pages placed on the scanner have been scanned, the **Adobe Acrobat Scan** dialog box will display. (See **Figure 5**)

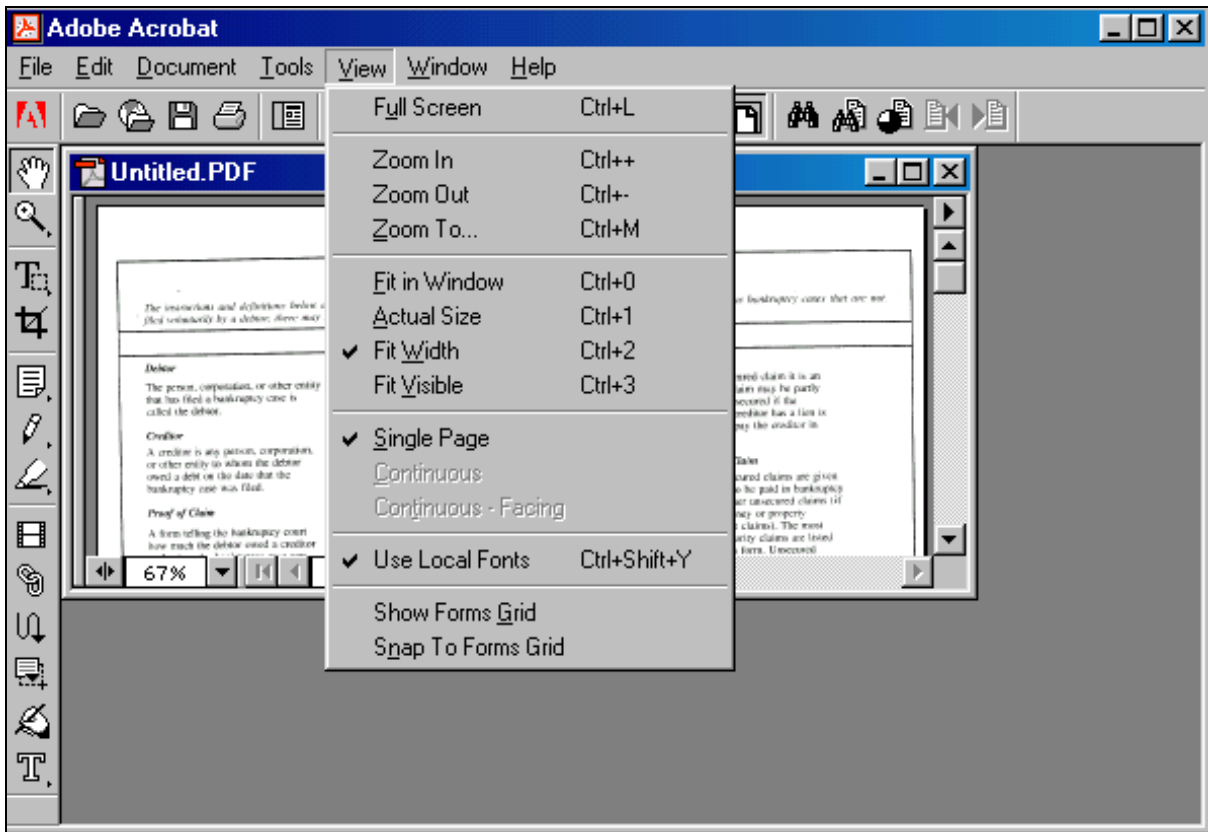


**Figure 5**

- Click [**Next**] if you have additional pages to scan. The additional pages will be added (appended) at the end of the document just scanned.
- Click [**Done**] when all document pages have been scanned. The **Image Screen** displays.

**Note:** the number of pages reflected in the **Adobe Acrobat Scan** dialog box will always be one more than the number of pages actually scanned because the number reflected represents the page number of the next scanned page if there will be one. In this example, one page has been scanned. Adobe Acrobat prompts that the “Next Page” would be “Front of sheet 2”. (See **Figure 5**)

**STEP 6** Quality assure the image by selecting **View** from the drop down menu and clicking **Full Screen** to view all pages of the image. (See Figure 6)



**Figure 6**

- The image will appear on the screen in full size and each page can be quality assured. (If necessary, return to Step 1 and re-scan the document if the image is unacceptable or pages are missing.) When you are finished viewing the document, press the **[Esc]** escape to return to the **Image Screen**.

**STEP 7** Once the image is correct and complete, the file must be named and saved.

- Select **File** from the drop down menu, and click **Save As**. (See Figure 7)

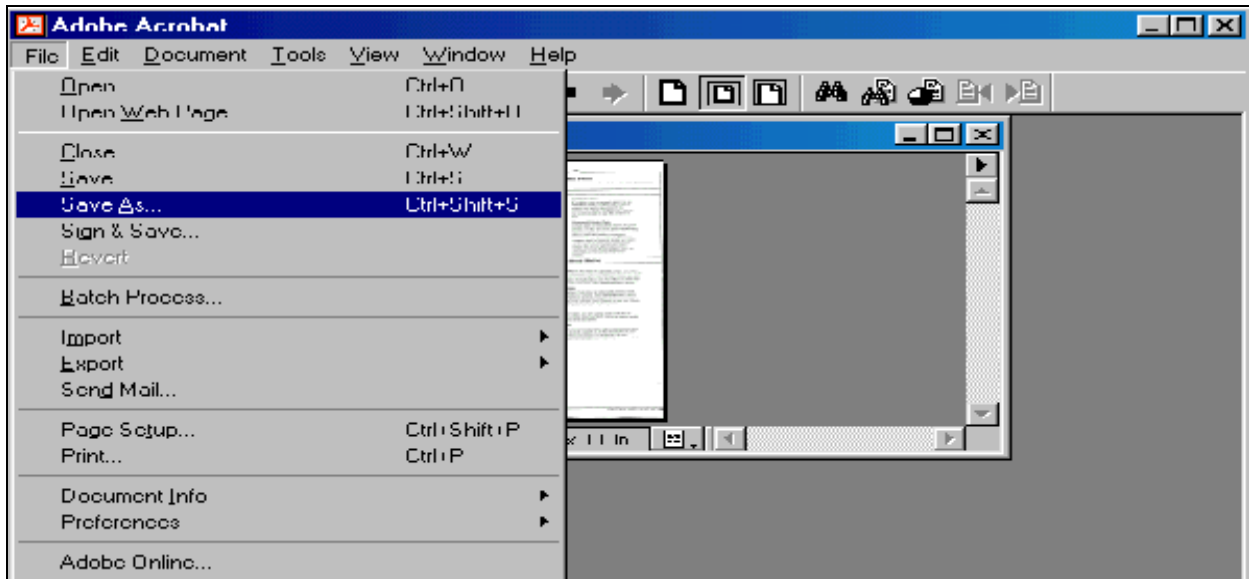


Figure 7

STEP 8 The Save as Dialog Box displays. (See Figure 8)

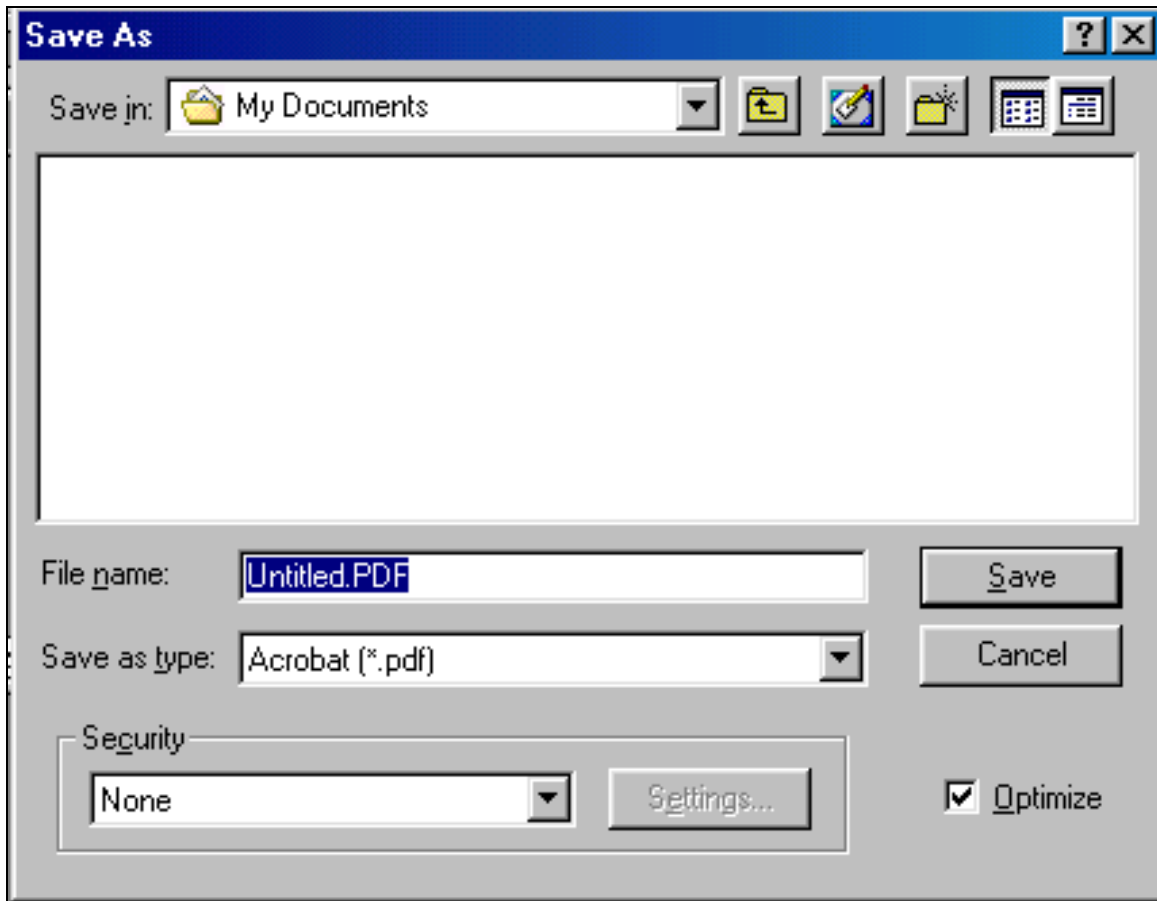


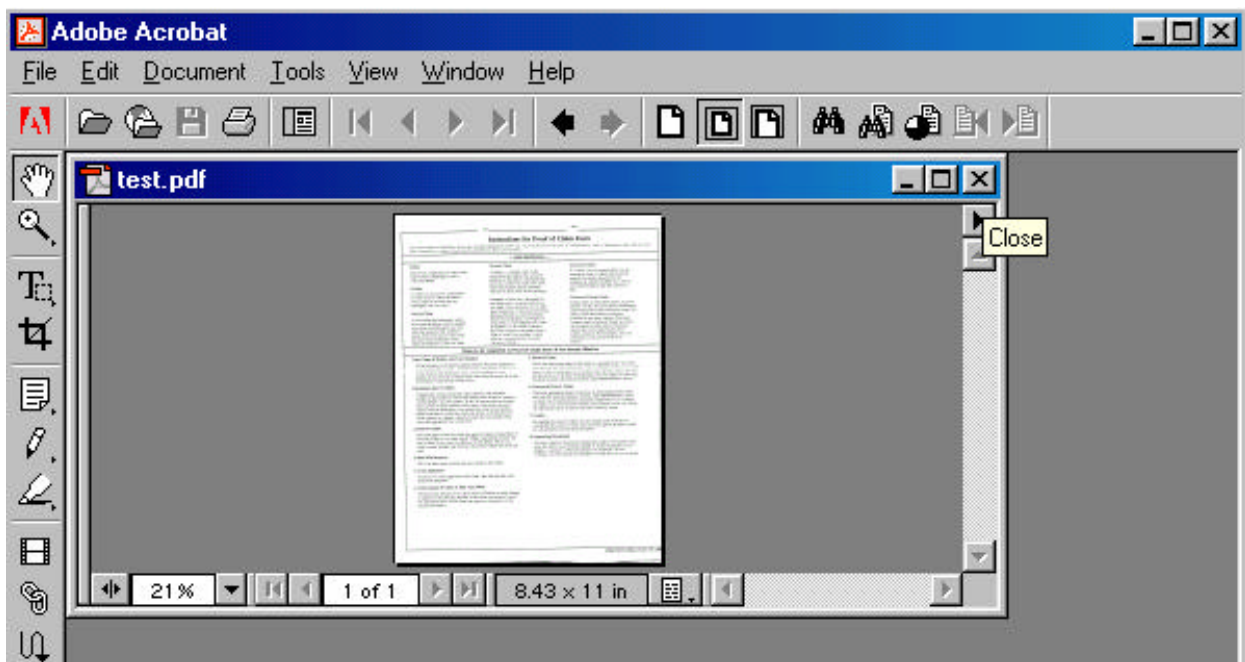
Figure 8

- Navigate to the folder where you wish to save the PDF file.
- Type the document name in the **File name:** box. The *.pdf* extension will automatically be added. (For example, if you name the file: *hallmotn*, the image will be saved with the name: *hallmotn.pdf*). The PDF file will be saved on your hard drive (or floppy, if chosen) in the folder selected. The image can then be associated to the ECF event during the docketing process.

**Note:** For verification purposes, the image may be viewed in ECF during docketing process to ensure that the correct image is associated with the docket entry.

- Click the [Save] button.

**STEP 9** The document displays on the **Adobe Acrobat Image Screen**. (See **Figure 9**)



**Figure 9**

- The image has now been saved.
- Close the image by clicking on the “x” in the right corner of the image (the “x” on the line that contains the filename of the image).

**STEP 10** A blank **Adobe Acrobat Image Screen** displays. (See **Figure 1**)

- The scanner is available to scan the next document. Repeat **Steps 1** through **10** for each document to be scanned.

**SHORT STEPS:**

- Step 1           Launch Adobe Acrobat
- Step 2           Place document on scanning bed
- Step 3           Click '*file*', then '*import*', then '*scan*'.
- Step 4           Select New Document; select single or double sided; click '*scan*'.
- Step 5           Click '*Done*' when all pages have been scanned.
- Step 6           Quality assure the image.
- Step 7           Click '*File*', then '*Save As*'. Name and save the image.
- Step 8           Close the image document.