

## Creating a PDF from a Microsoft Word document

These instructions apply to converting a Microsoft Word document to PDF with Adobe Acrobat X Pro. If another vendor's software is used to create a PDF, please consult that vendor's instructions.

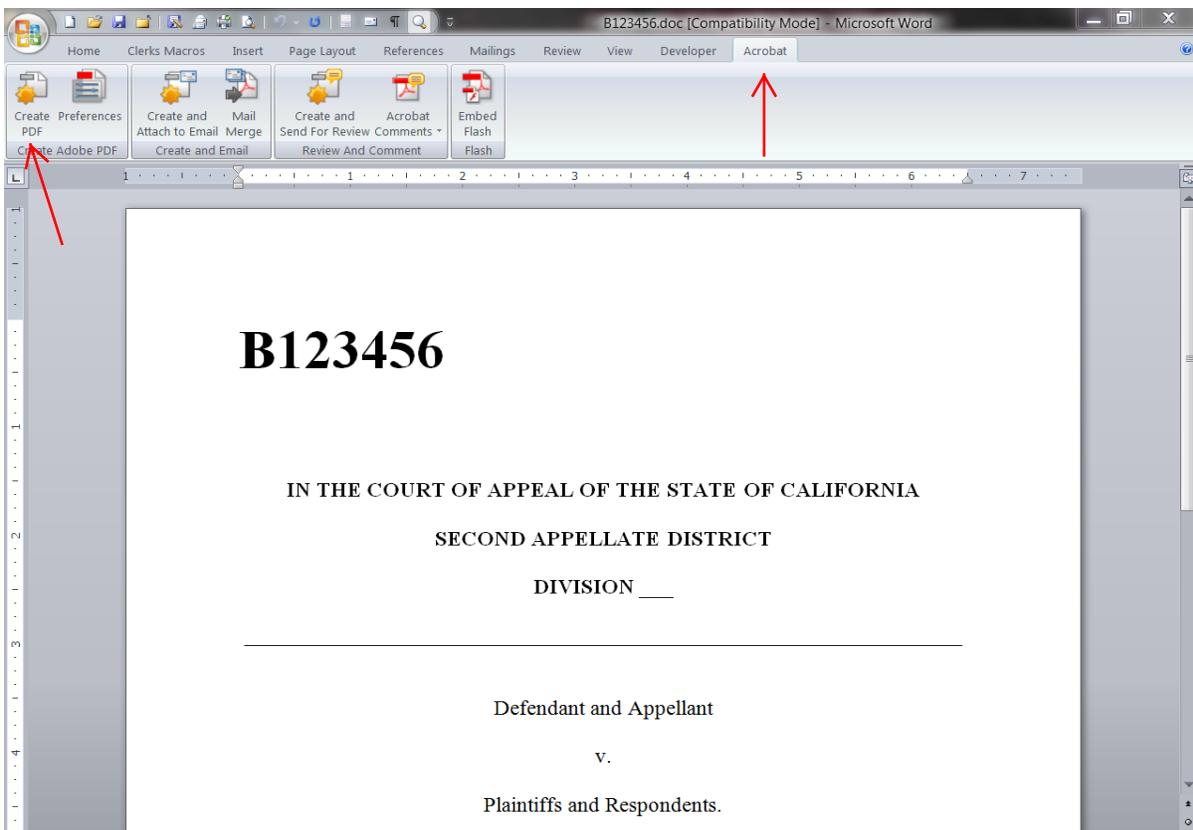
All PDF documents filed or submitted that are password protected or saved as "read-only" will not allow the Court to process the document electronically and the document will be rejected.

The PDF document created through either of these processes will automatically become text-searchable.

### Option 1:

Open the Word document.

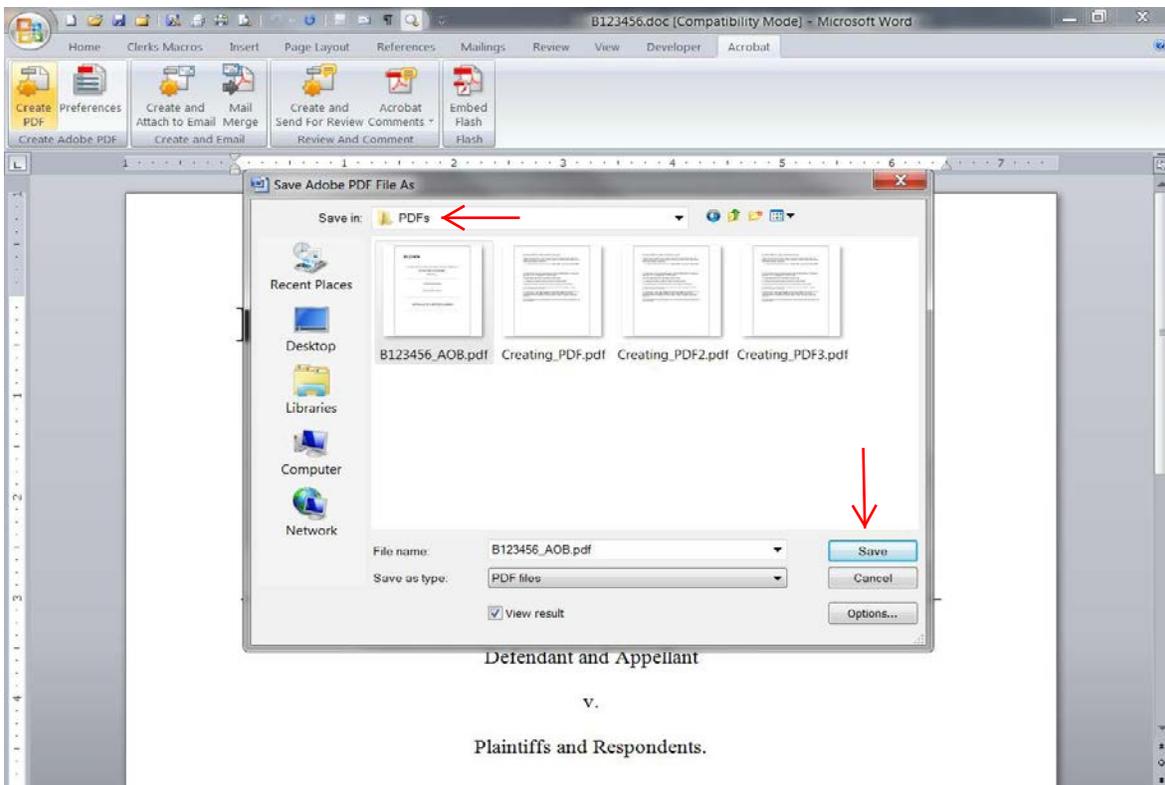
Click on **Acrobat**  
Click **Create PDF**



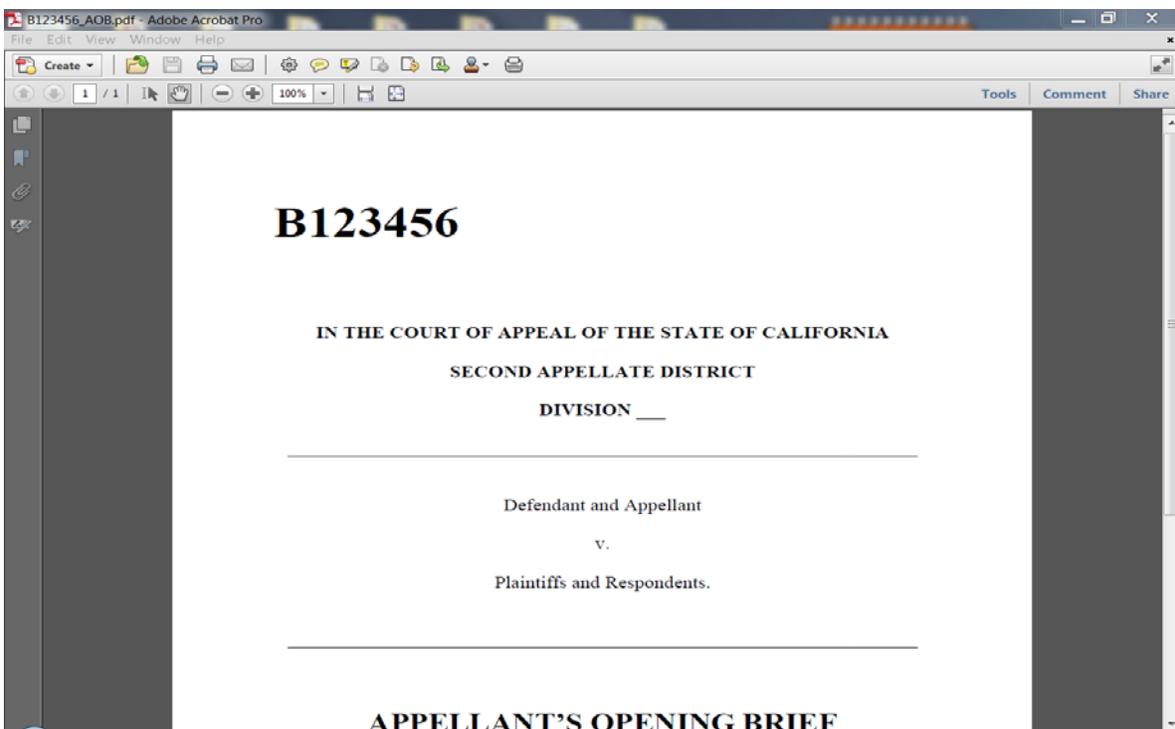
A dialog box will open to select a location for saving the PDF.

Choose the location

Click **Save** and the conversion process begins.



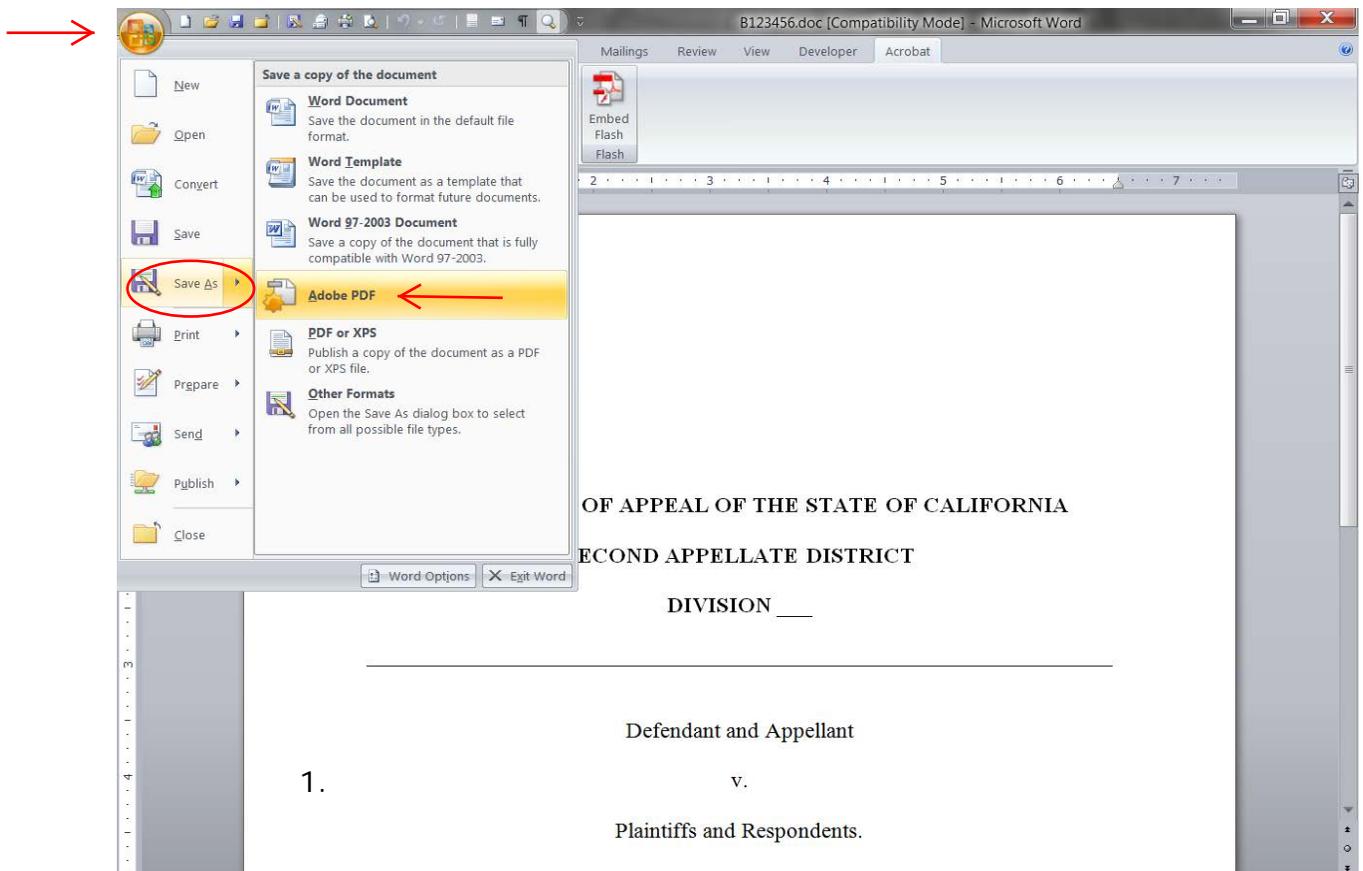
When the conversion process is complete, the document appears in Adobe Acrobat X Pro.



## Option 2

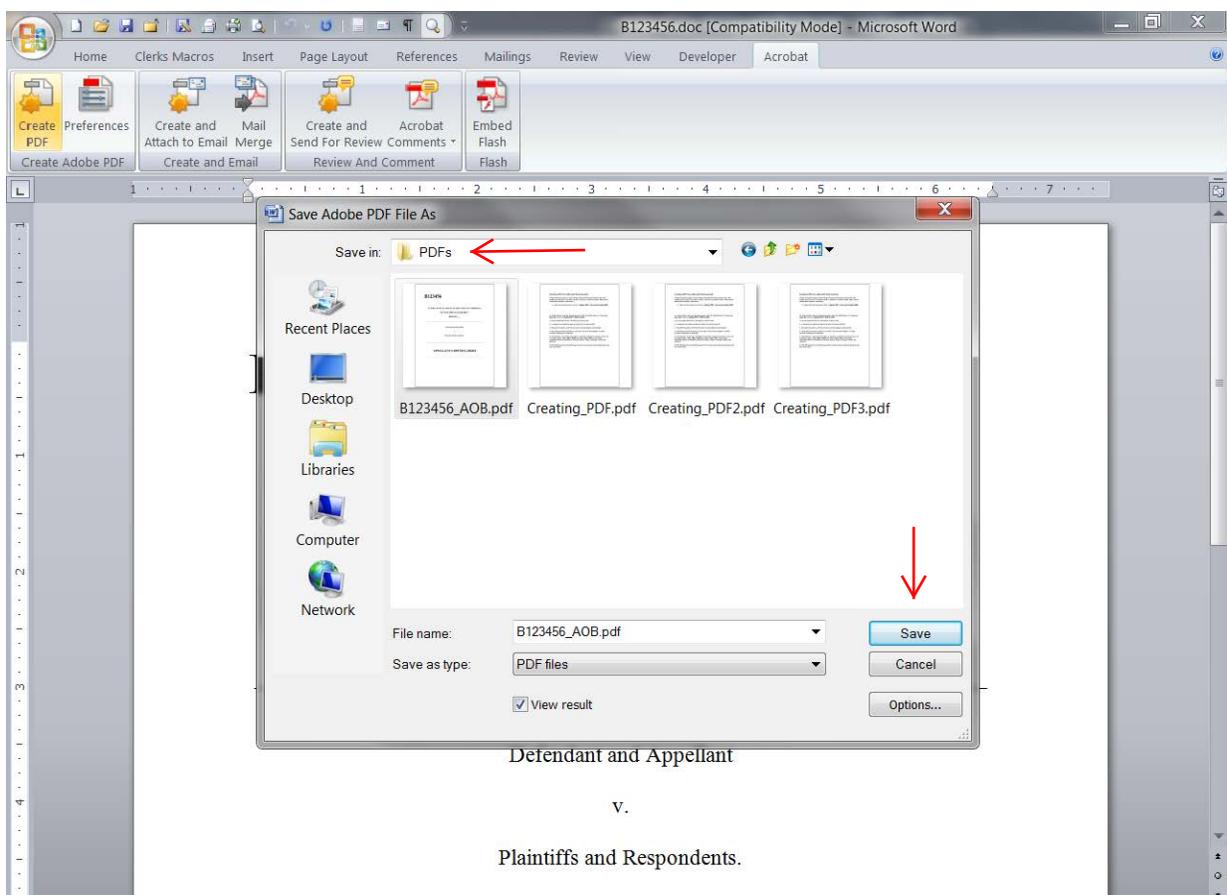
Open the Word document

Click the **Office Button**  
Mouse over **Save As**  
Click on **Adobe PDF**

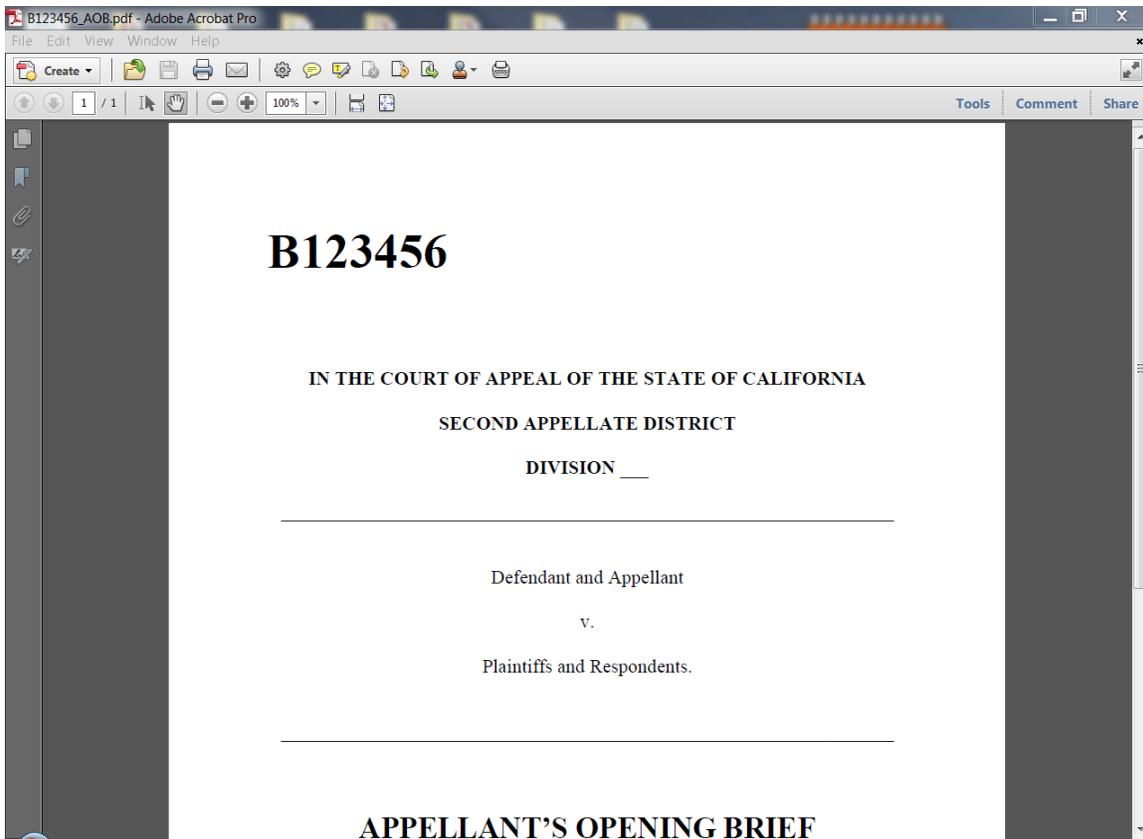


A dialog box will open to select a location for saving the PDF.

Choose the location  
Click **Save** and the conversion process begins.

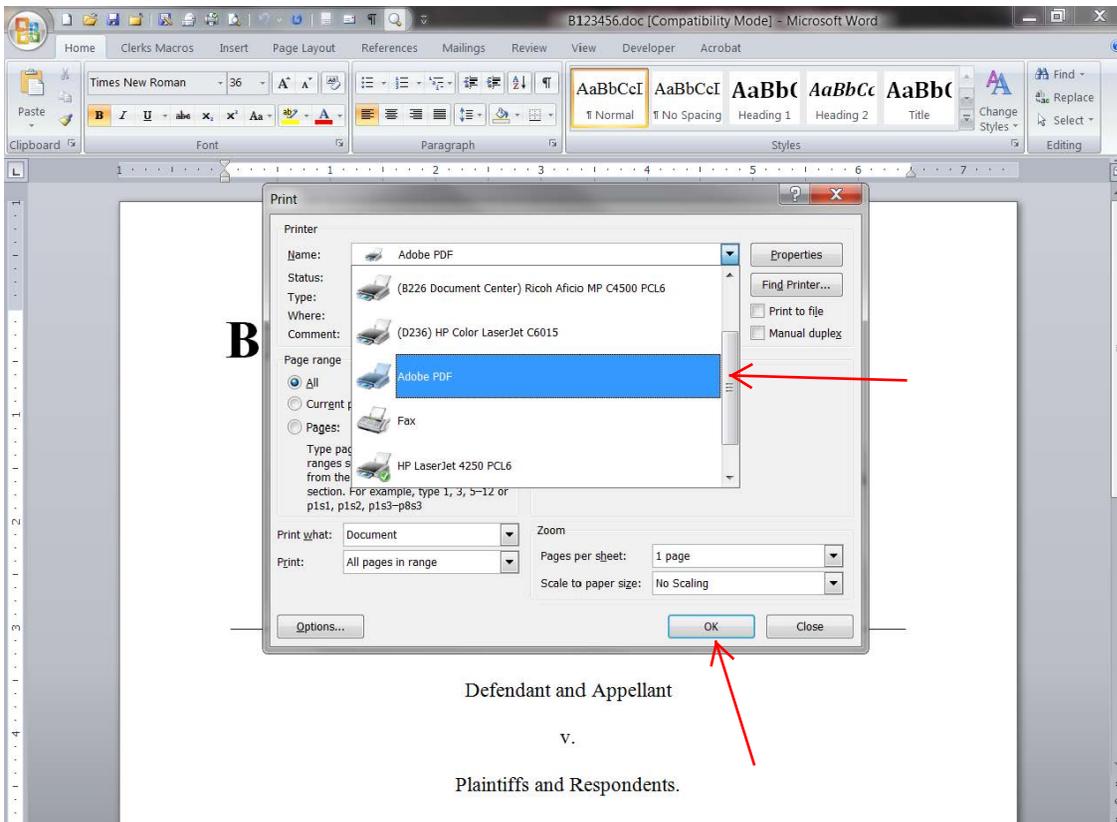


When the conversion process is complete, the document appears in Adobe Acrobat X Pro.



### Option 3:

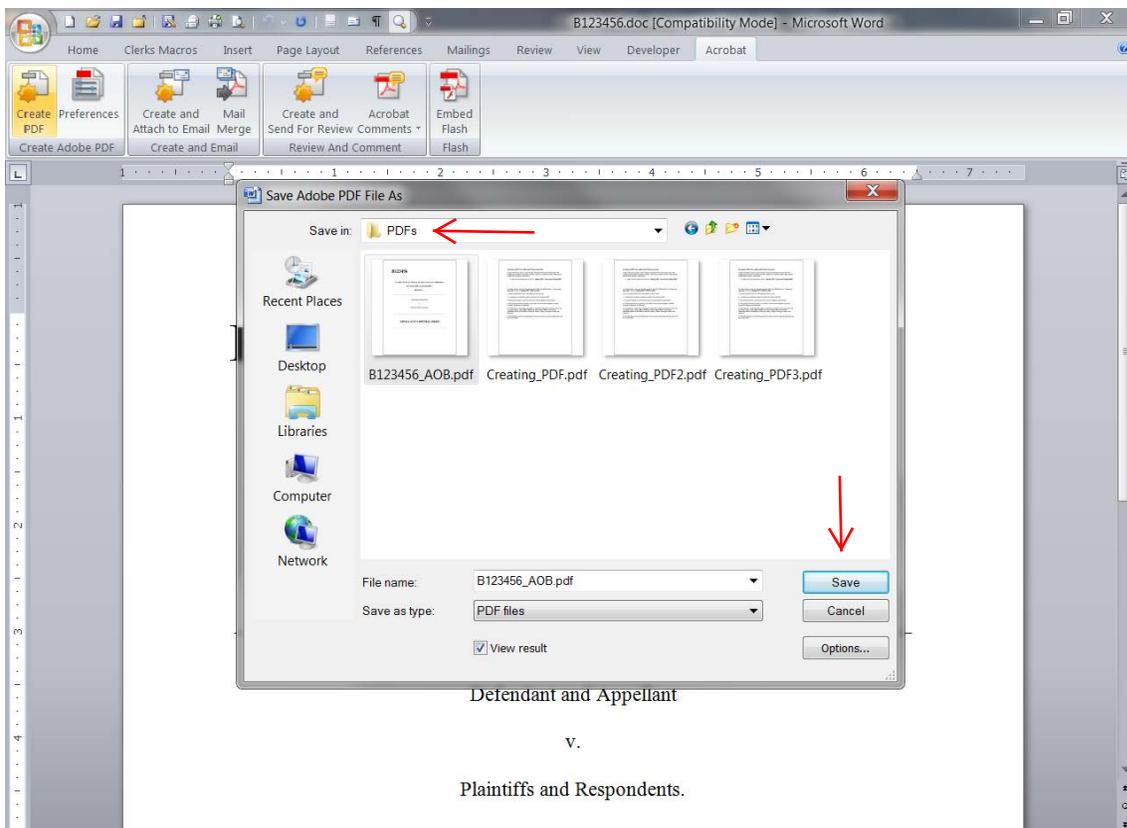
- Open the Word document
- Click the **Office Button**
- Click **Print** (or Ctrl + P)
- Select Adobe PDF as the printer  
(assuming that it is available on the print menu)
- Click **OK**



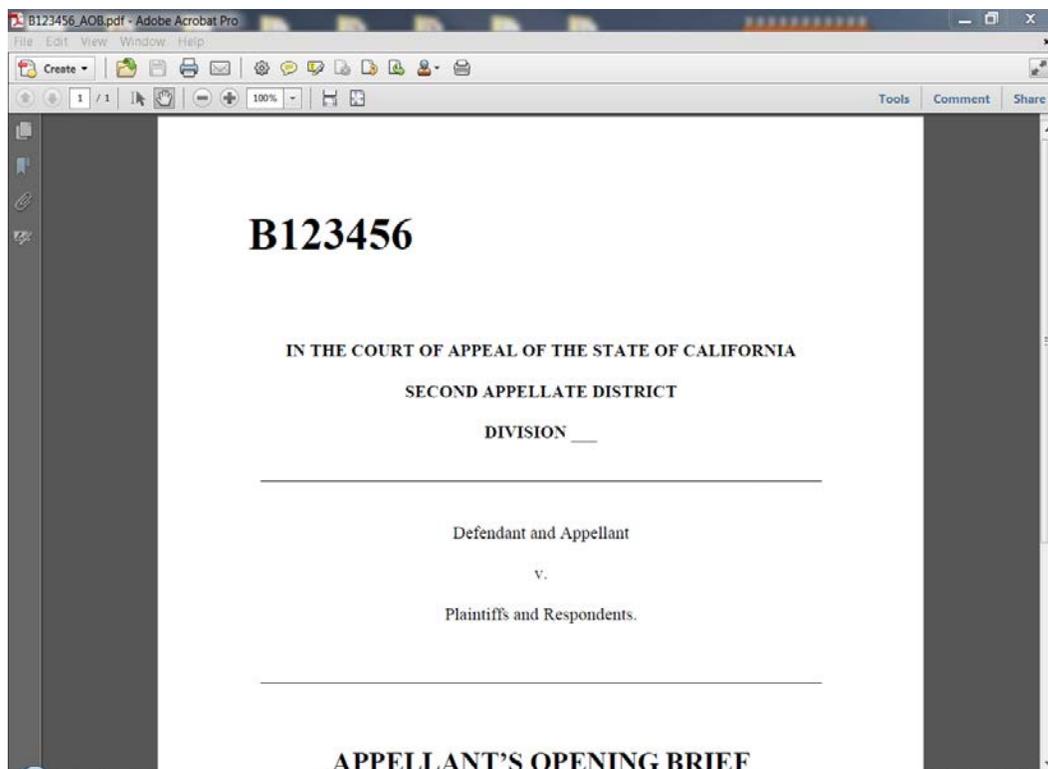
A dialog box will open to select a location for saving the PDF.

Choose the location

Click **Save** and the conversion process begins.



When the conversion process is complete, the document appears in Adobe Acrobat X Pro.



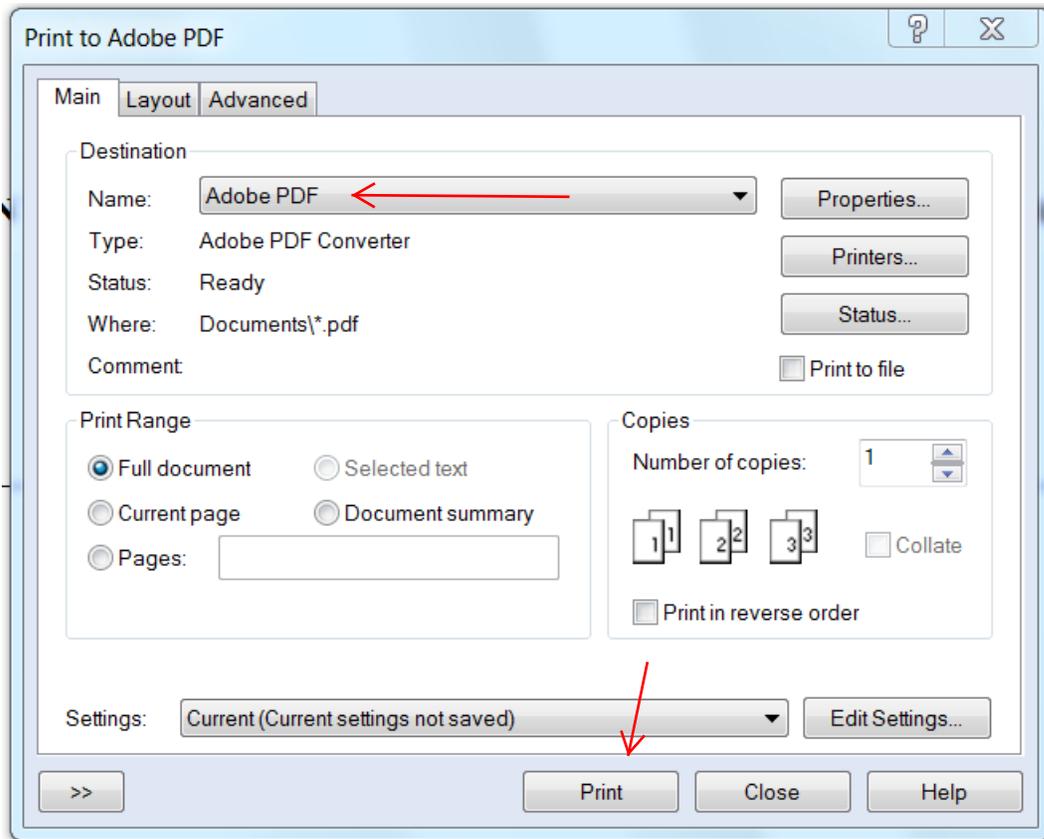
## Creating a PDF from a WordPerfect document

Open the WordPerfect document

Click **File**

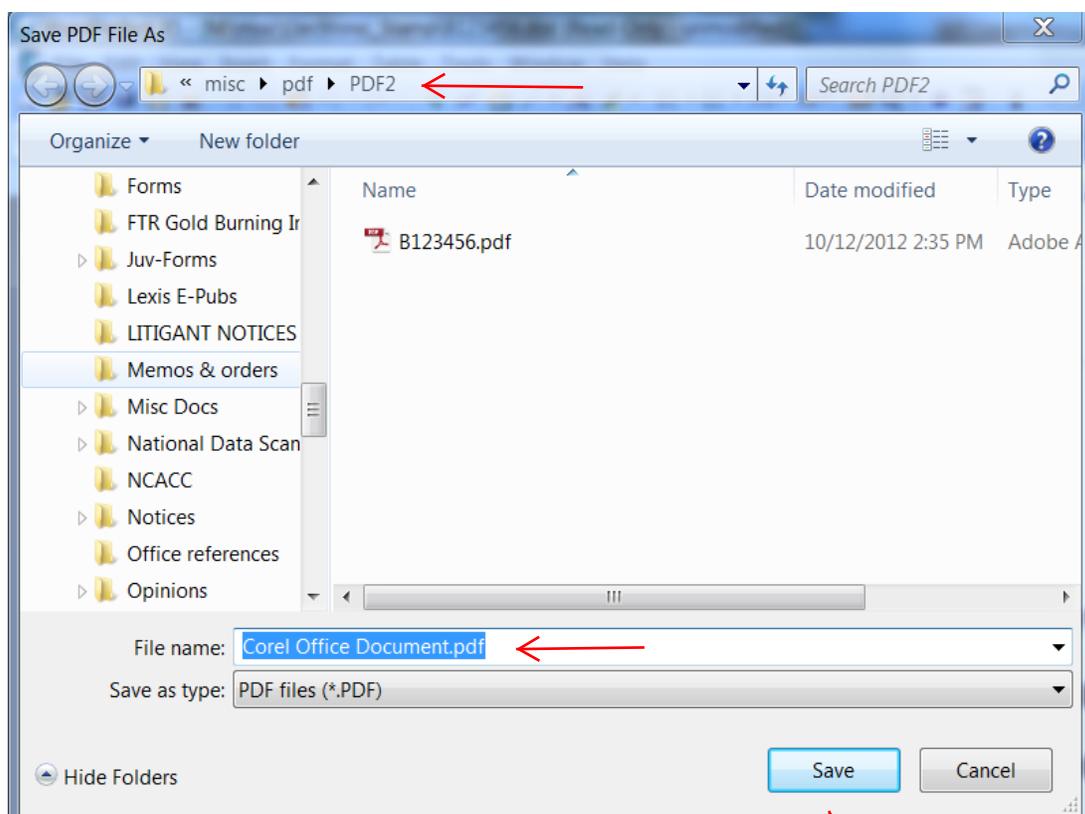
Click **Print** (or Ctrl + P)

Select Adobe PDF from the list of destination printers



Click the **Print** button at the bottom of the dialog box.

Select a destination for saving the PDF on the desktop, hard drive, or network drive. Rename the document if necessary.



Click the **Save** button in the dialog box.

The PDF document is saved in the designated location, and it opens automatically. The document is text-searchable with no additional actions.

