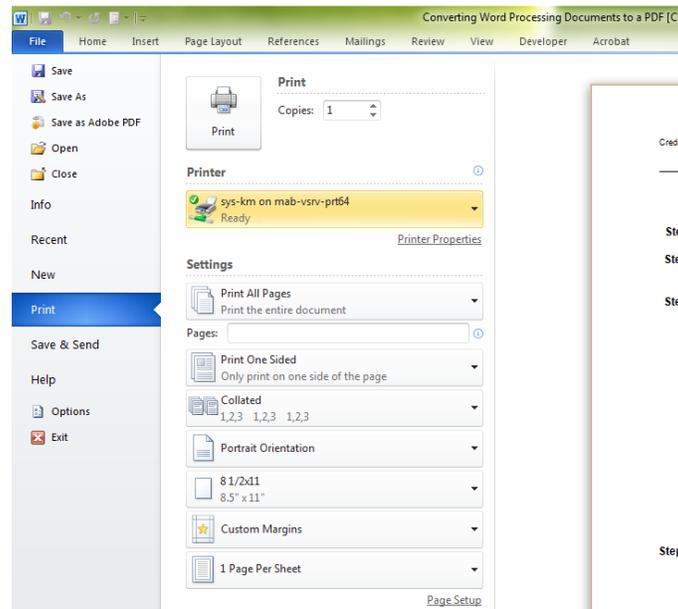


Converting Word Processing Documents to a PDF

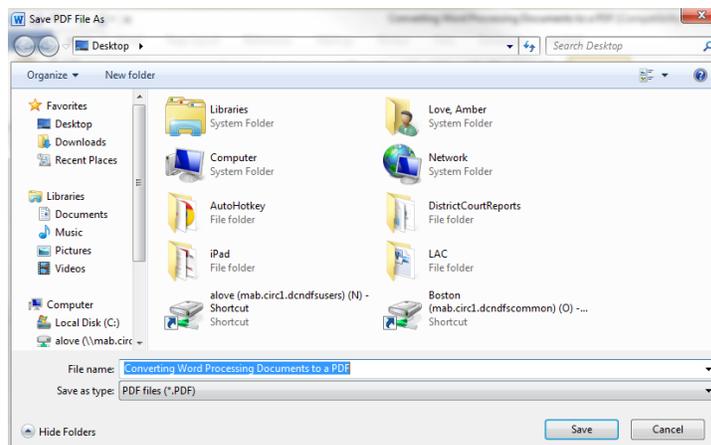
- Step 1** Type your document in Word or Word Perfect and **Save**.
- Step 2** With the document open, click on **File** and select **Print**.
- Step 3** Click on the down arrow next to **Printer**. A list of available printers will display.



- Step 4** From the list of available printers, select **Adobe PDF** and click **Print**.

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

- Step 5** The **Save PDF File As** dialog box will display. Name the file, choose the location to save the file and click **Save**.



Note: An Adobe PDF image file has now been created, and will be available to associate to the event during the docketing process.

The PDFimage 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 word processing text document remains on your hard drive as originally saved.

If you need to make changes to a document that has already been turned into an image (but not yet docketed), delete the incorrect PDF image file from the hard drive. Open the text document in word processing and make the necessary changes. Save the corrected text document. 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 PDF**; click **Print**.

Step 4 Name and save PDF file.