

# Creating PDF Files from Microsoft Word

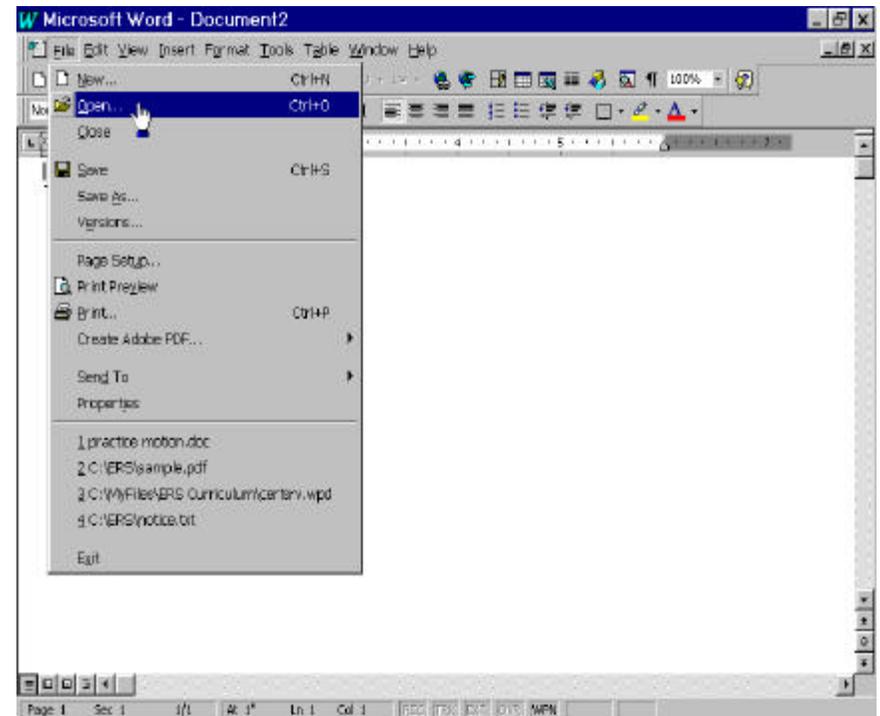
To send documents electronically through the Court's Electronic Records System, they must be saved in \*.PDF format. In Microsoft Word, that is done through the "print" process. Adobe Acrobat must be installed on your personal computer.

Any attachments or exhibits which are not produced with a word processor, such as mortgage notes, must be scanned. Those scanned images can then be saved in \*.PDF format, and the Word files and attachments can be combined to a single \*.PDF file using Adobe Acrobat.

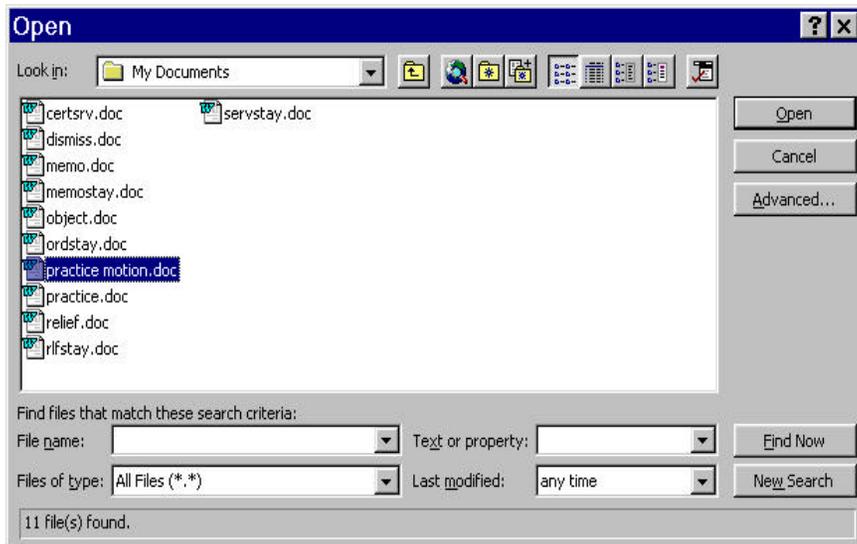
This section provides instructions on printing Word documents in \*.PDF format. Instructions on scanning documents are given in the next section, **Creating PDF Files from Scanned Images**. Finally, the text \*.PDF files are united with the image \*.PDF files in the section **Combining PDF Text and Image files**.

Our objectives are that by the end of this section you will be able to:

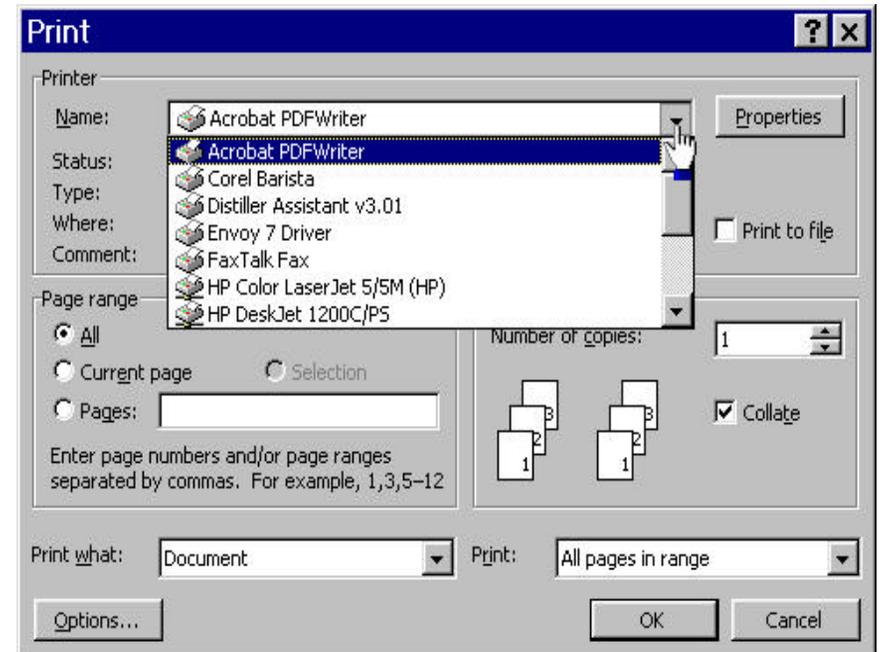
- ✓ open a sample document and save it in \*.PDF format.



1. To open a file, choose **Open** from the **File** menu, or click the **Open** icon.



1. Find the sample file, “Practice motion.doc.” Double click the file name, or click the **O**pen key.



1. Converting a document to \*.PDF format is done through the “print” screen. Choose **Print** from the **File** menu. *Do not click the print icon!* That prints the document without opening the print dialog box.
2. If Adobe Acrobat Exchange has been properly installed on your computer, the **Acrobat PDFWriter** appears on the drop down list of printers under **Printer Name**. Choose **Acrobat PDFWriter** as the printer for this job.
3. Click **OK**.



1. The **Acrobat PDFWriter** screen appears. Name the file and choose a directory to save it. Click OK.
2. If the box on the lower left, **Prompt for Document Info**, is checked, you will be prompted to create summary information about the document. The Court does not need this information.
3. If the box on the lower right, **View PDF File**, is checked, Adobe Acrobat opens and displays the PDF file you created.

Many documents submitted to the court, such as a **Notice of Motion and Motion for Relief from Stay**, are created from several separate files. For example, the **Notice** is one file, as is the **Memorandum of Law**, the **Proposed Order**, and so forth. Create \*.PDF files, using the print command, for each of these files.

Once you have created \*.PDF files from the text portions of your document, you are ready to scan any attachments to that document. That is covered in the section **Creating PDF Files from Scanned Images**.

After the attachments have been scanned, combine the text \*.PDF file with the image \*.PDF file, and save them in a single \*.PDF file. The section **Combining PDF Text and Image files** shows you how.