

Converting to PDF

The following instructions will guide you through the process of converting a word processing document to Portable Document Format (PDF). For this example, MS Word 2000 and WordPerfect 9 are used. Once a document is saved in PDF it can not be modified. Documents filed electronically to CM/ECF must be in this format.

- ▶ When Adobe Acrobat is installed on your system it creates PDF Writer. You will choose this as your 'Printer' when saving the document as PDF. The PDF writer allows you to name the file and save it in a directory on your hard drive or network.
- ▶ Your bankruptcy software may convert documents to PDF. Refer to your software vendor for questions regarding converting to PDF.

Requirements:

- ▶ Word processing software. For example: MS Word or WordPerfect.
- ▶ Adobe PDF Writer

STEP 1 Prepare or retrieve the document.

- ☐ Review the document text for accuracy.

STEP 2 There are two ways to convert the document to PDF.

- ☐ Click the print icon on your word processor toolbar.
- ☐ Alternatively, click file on the menu bar. From the drop-down menu select **Print**.

STEP 3 Select **Adobe PDF Writer** from your list of available printers.

STEP 4 Save the document to a location where it may easily be retrieved later.

- **NOTE:** You may wish to create a folder specifically to house your PDF documents.
 - Name the document. Note **Save as type: PDF Files.**
 - Click the **Save** button.
 - The document has been saved in PDF and can be attached to a CM/ECF event.

NAMING A DOCUMENT:

- Create a file name that clearly identifies the case and the type of document.
 - Use the case number or debtor's name as part of the file name.
 - Identify the pleading: Example - petition, motion, declaration, etc.
 - Combine the two examples to create the file name, e.g. 01-12345motion, or jsmith-petition.
- **NOTE:** If you have more than one of the same type of pleading for the same case, use a number after each document to identify it. **Example: 1234motion1, 1234motion2, 1234motion3.**