# Converting Documents to PDF

## Introduction

All ECF filings must be in PDF.  Pursuant to Filing Preferences, the court encourages conversion of word-processed documents to PDF rather than printing and scanning to PDF.  The main reason for this has to do with text searchability. Documents scanned to PDF for filing are not searchable–that is, you cannot search using Acrobat's Find tool (Ctrl+F or Edit>Find), nor can you cut and paste text.

There are multiple ways to convert a word-processed document to PDF and each has caveats.

## Converting WordPerfect Documents

The two primary methods for converting WordPerfect documents to PDF are:
*   Publish to PDF using WordPerfect's built-in converter
*   Print to PDF using the Print command

Once a document is completed, you can use WordPerfect's built-in converter by choosing **File > Publish to > Publish to PDF**.  This will create a PDF version of the document which defaults to the same name as the WordPerfect document.

The alternative method is: once a document is completed, choose **File > Print** and select the Adobe PDF printer, then click **Print**.  There will be a prompt to **Save As** where you will select the location for the file and where you can change the name if desired.

Depending on the versions of WordPerfect and Adobe, the following may occur:

| IF... | THEN... |
|---|---|
| Print to PDF | Hyperlinks, table of contents links, etc. will not convert.  If this occurs, use the Publish to PDF function. |
| Publish to PDF | Some graphics will not convert.  If this occurs, use the Print to PDF function OR choose a different graphic. |

NOTE:  Print to PDF usually results in a smaller file size.

## Converting MS-Word Documents

The two primary methods for converting Word documents to PDF are:

- Save As PDF using Word's converter
- Print to PDF using the Print command

Once a document is completed, you can use Word's converter by choosing **File > Save As**. At the top of the dialog box, select a location. At the bottom of the dialog box, enter a **File name** and change the **Save as type** to **PDF**. This will create a PDF version of the document.

The alternative method is: once a document is completed, choose **File > Print** and select the Adobe PDF printer, then click **Print**. There will be a prompt to **Save As** where you will select the location for the file and where you can change the name if desired.

Depending on the versions of MS-Word and Adobe, the following may occur:

| IF... | THEN... |
|---|---|
| Print to PDF | Modifications in the PDF may "corrupt" the formatting, e.g., extra spaces in the middle of words, especially if the Touch-up Text Tool is used. (*See Two Adobe PDF Editing Tools*.) If this occurs, use Save As function. |
| Save As PDF | No usability problems in ECF have been reported. File size may be slightly larger. |