

GUIDE TO CONVERTING A DOCUMENT TO A PDF IMAGE

1. To convert your WordPerfect/WORD document to a PDF image (file).

Click on File

Print

Change your Printer Name to: ADOBE PDF.

Click on Print.

Navigate to the folder you have chosen to save your PDF documents:

Example:

Save in: C:\ECF Images\ (your name)

File name: (name your document - Smith motion)

Click on SAVE.

Repeat with each of your documents.

2. Scanning a document and formatting as a PDF image (file).

You will need to refer to your software to ensure that each document is formatted as a PDF image (file).

Navigate, save, and repeat as described above.