

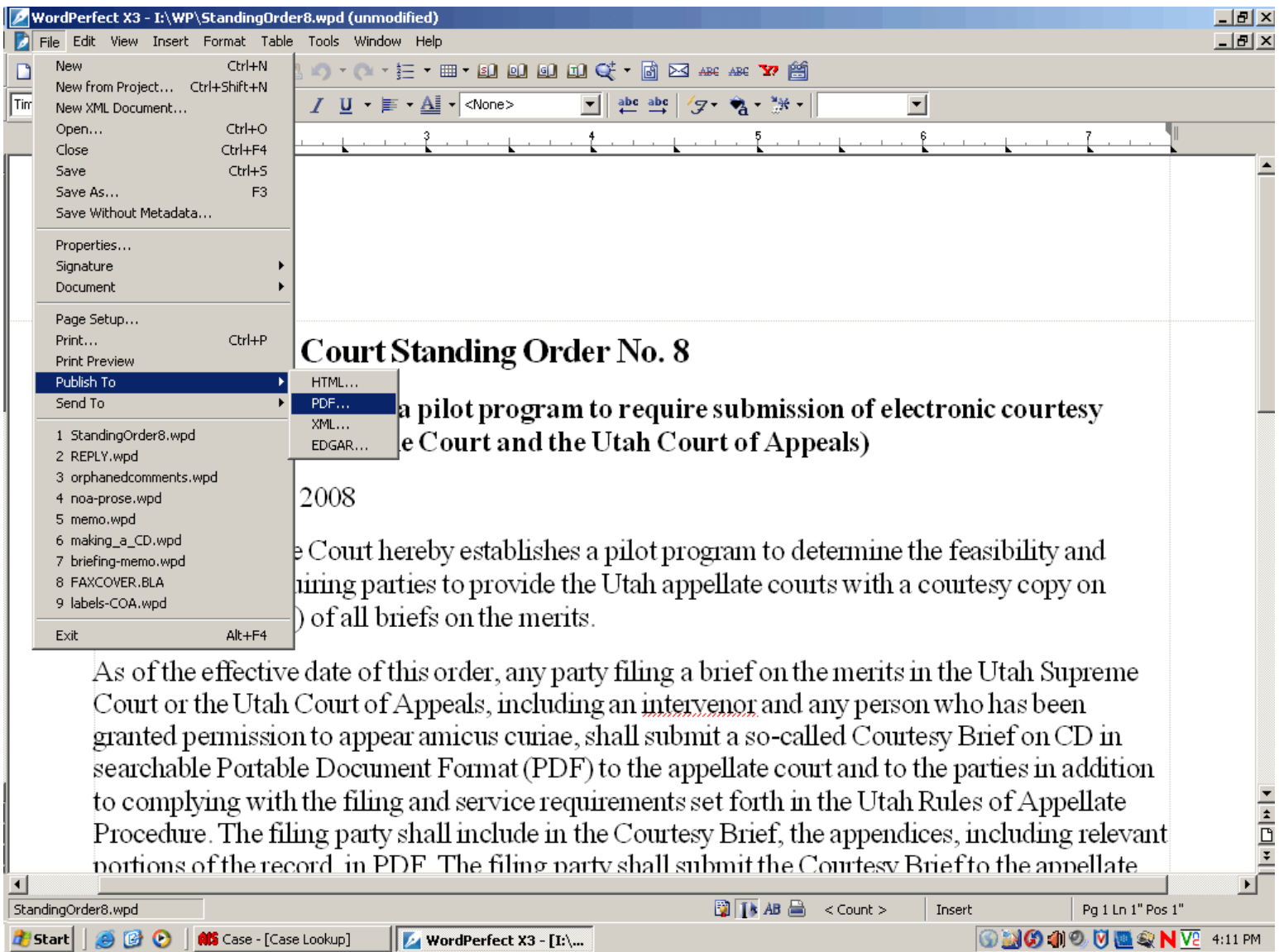
TO SAVE A DOCUMENT TO PDF FORMAT

There are 2 ways to convert a WordPerfect or Microsoft Word document to PDF Format. Either by “Publishing” to PDF or “Printing” to PDF format. The following is instructions on how to convert using both methods.

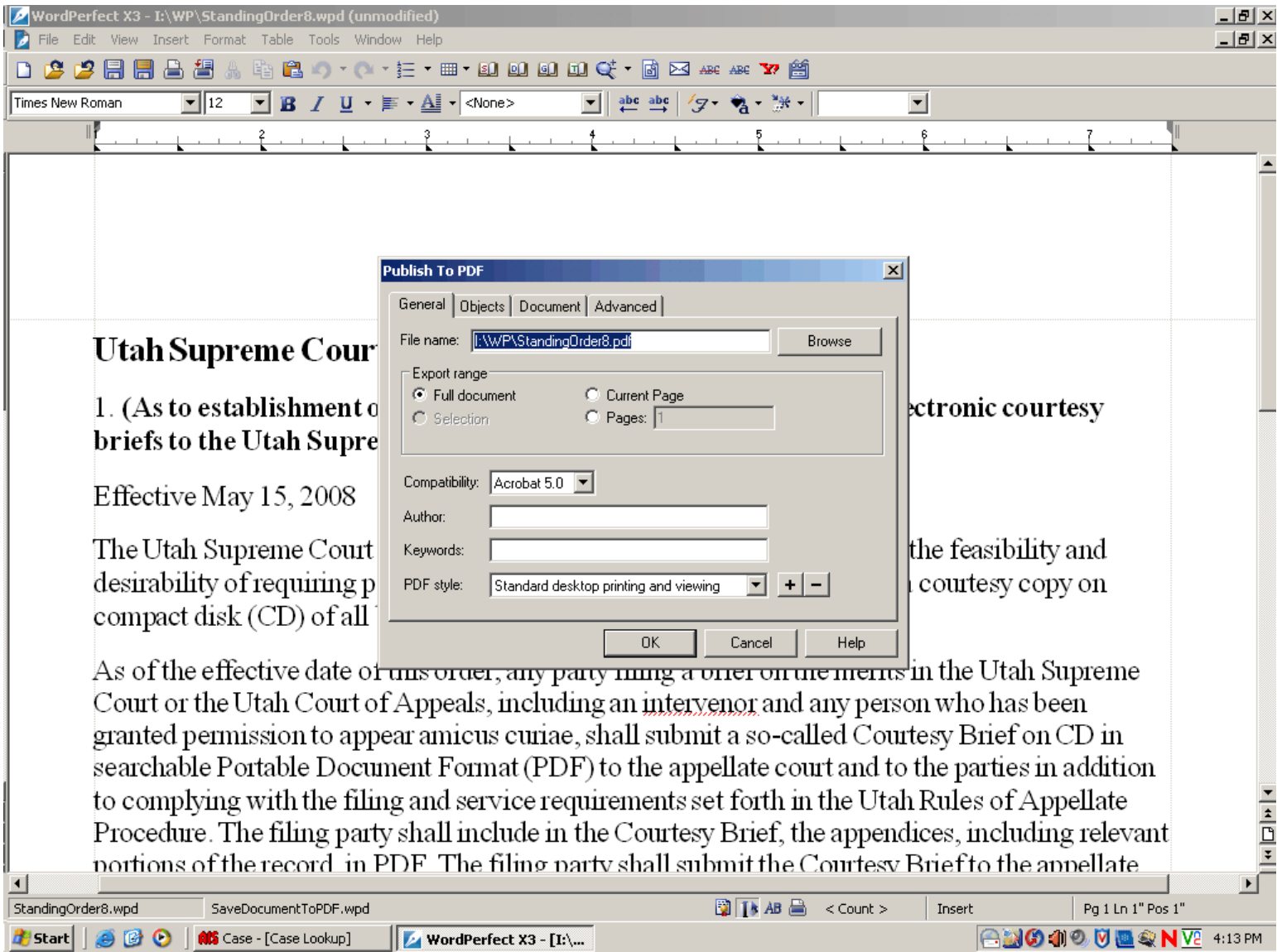
To “Publish” to PDF Format:

Open your document in WordPerfect.

Click on “File”, then “Publish To”, then “PDF”.



The “Publish To PDF” box will open up. Click [OK]

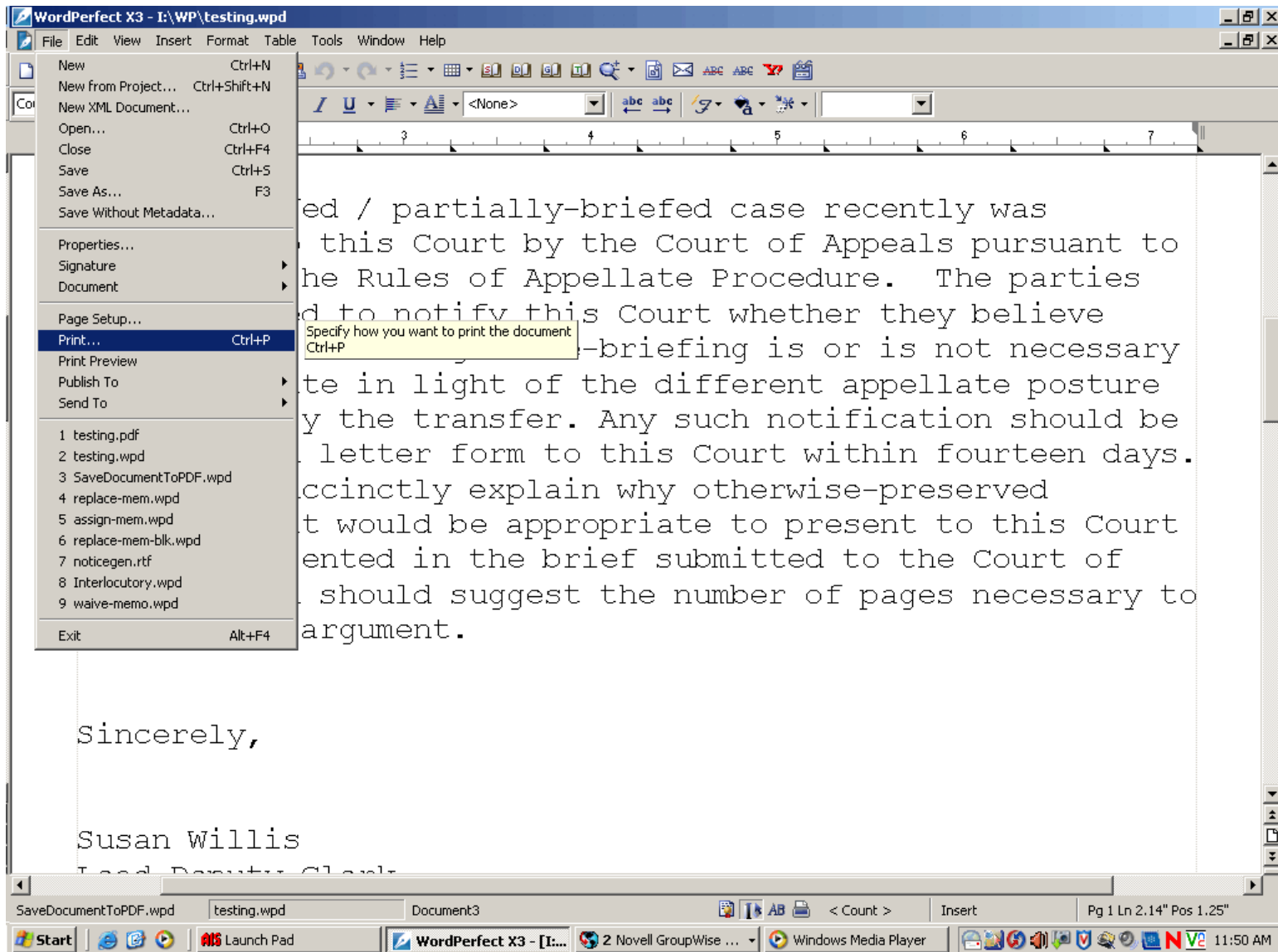


You will now have a 2nd document with the same name but with the pdf extension (rather than the wpd extension). This is your searchable PDF file.

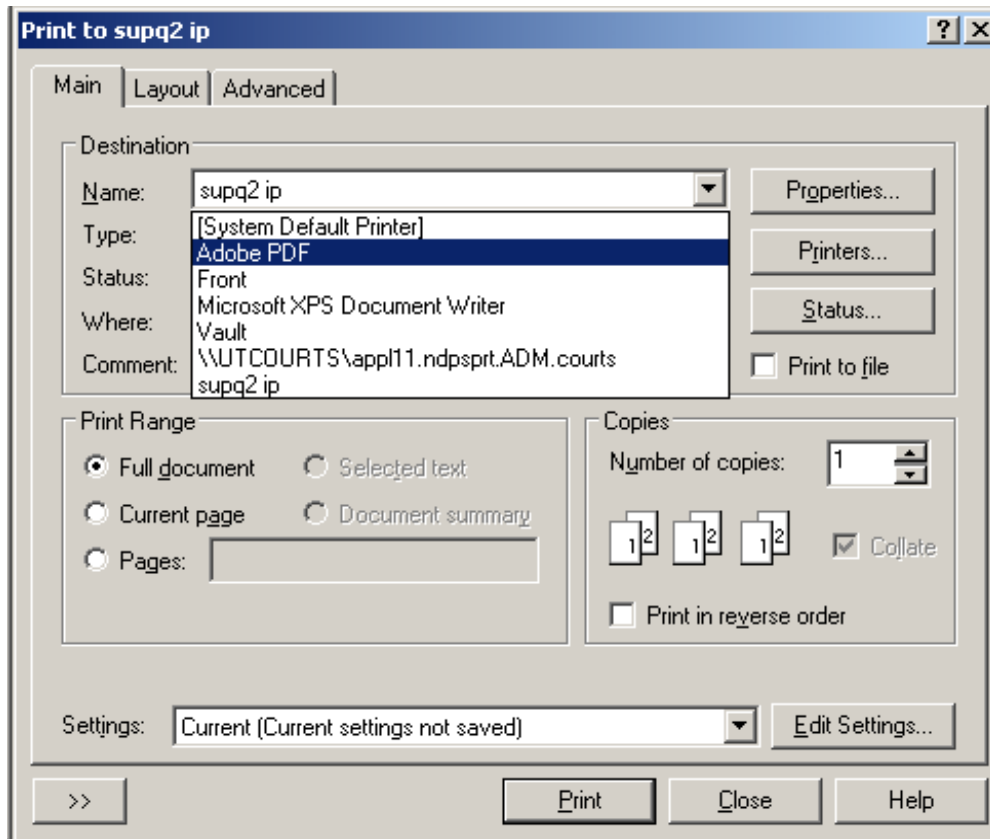
To “Print” To PDF Format:

Open your document in WordPerfect.

Click on “File”, then “Print”, then “PDF”.

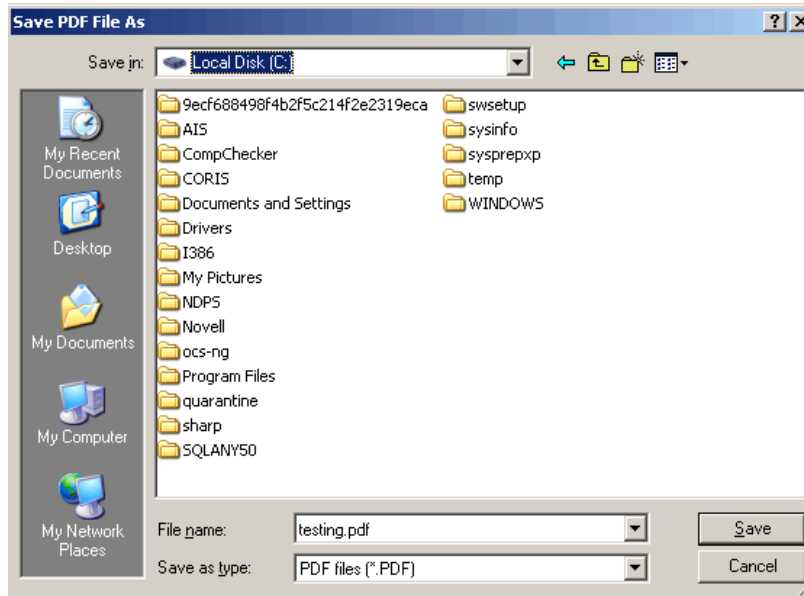


The “Print to...” box will open up. From the Destination Name drop box, click on “Adobe PDF”.



Select [Print].

The “Save PDF File As” box pops up.



Select where you want the file to go, and what the file name should be.

Click on [Save].

You now have a searchable PDF formatted document.