



**TITLE 1103: CONVERTING A WORD DOCUMENT INTO A PDF (Microsoft Word 2010)**

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**Converting a Word Document into PDF in Microsoft Word 2010**

Before converting into PDF, proofread the document to make sure that the document does not contain any grammatical or spelling errors. Under Wisconsin Court system eFiling rules, all documents must have a 2" X 2" square in the upper right corner of the first page of the document free of text or images to accommodate the court file stamp. For documents that need to be signed by an attorney, in the place where an attorney would normally hand sign the document, the following text should be typed: "Electronically signed by \_\_\_\_ (attorney name)\_\_\_\_\_."

Below are two ways to convert a Word document into a PDF:

**Example 1: Converting a Word document to a PDF**

- Go to the upper left hand corner and click "File." Click on the words "Save As" in the left column.
- A new window will pop up, prompting you to save the document.
- In the row for "Save as type," click the arrow  and a drop-down menu will appear.
- Select "PDF" by clicking on the word "PDF."
- Choose the location on the computer where you would like the document to be stored. Then change the "File Name" prior to saving the document. The file name should contain the case number, client name, and the title of the document (example: "Defendant's Motion to Dismiss")
- Click "Save." A new screen should pop up, displaying the document in PDF form. Proofread the document again to be sure that the information is displayed correctly.

**Example 2: Converting a Word document to a PDF**

- Go to the upper left hand corner and click "File."
- Click on the words "Save and Send" on the left column.
- In the middle column, click on "Create PDF/XPS Document."
- At this point, the right side of the screen should have a box that says "Create PDF/XPS." Click on that box.
- A new window will pop up, prompting you to save the document as a PDF.
- Choose the location on the computer where you would like the document to be stored. Then change the "File Name" prior to saving the document. The file name should contain the case number, client name, and the title of the document (example: "Defendant's Motion to Dismiss")
- After you have correctly changed the File Name, click "Publish."
- A new screen should pop up, displaying the document in PDF form. Proofread the document again to be sure that the information is displayed correctly.