How to Convert a Document to PDF

(Portable Document Format)

The following instructions will guide you on how to convert a document to PDF and place it on a diskette. The illustration is done using WordPerfect.

◆ Create a document. (See Figure 1)

	UNITED STATES BANK FOR TH WESTERN DISTRICT	E		
IN RE:	Debtor(s)))))	CASE NO.	
The undersigned sec estate included the following	ured creditor reports that at t 3 property which is covered ERTY (attach proof of clain	he time I by a v n)	·	r's
NAME AND ADDRESS O				-
BALANCE DUE ON ALL	OTHER LIENS ON THE I	PROPE	RTY (if applicable) \$	

Figure 1

Click the Printer icon on your toolbar (See Figure 2a)





Figure 2a

◆ Click the down arrow on the "Current printer:" field. (See Figure 2b)

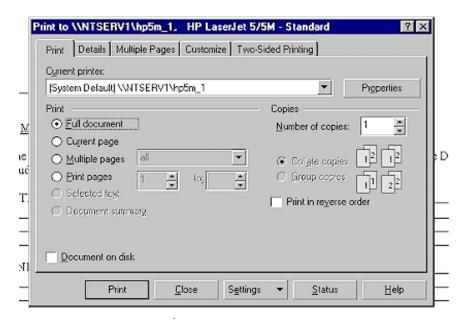


Figure 2b

 Select "Acrobat PDFWriter from the drop down menu. (See Figure 2C)

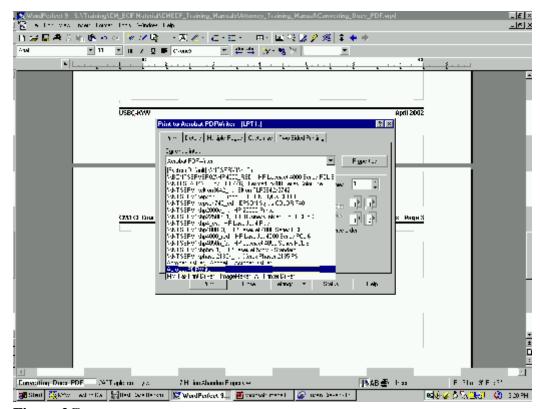


Figure 2C

◆ Click the "Print" button. (See Figure 2d)

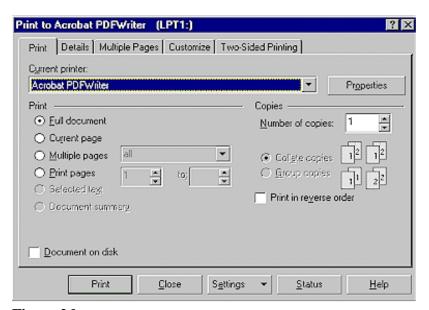


Figure 2d

Select the directory (usually A drive for diskettes) where the appropriate PDF file will be saved.
 (See Figure 2e)

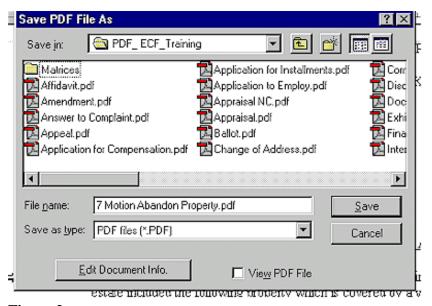


Figure 2e

- ♦ Enter the file name. For petitions, the name should be the debtor's last name, such as "Smith.pdf". For all other PDF documents, use "yy-nnnnn-s.pdf" where yy-nnnnn is the case number and s is optional characters to identify the documents; the s is only required if there are multiple documents being filed for the same case. Click the save button. The document is now saved as a PDF document.
- Please note that matrixes should be filed as text files and not PDF files.
- ◆ Complete an "Affidavit and Request to File" document, which must be filed with the diskette. An example follows:

IN THE UNITED STATES BANKRUPTCY COURT FOR THE WESTERN DISTRICT OF KENTUCKY

In re:)) (Case No.) (Debtor(s))
AFFIDAVIT AND REQUEST TO FILE
Comes now, (Movant's/Attorney's name) and certifies to this Court that
(movant/attorney) is unable to file in the Electronic Case Filing system, because
(explain reason for being unable to file electronically).
WHEREFORE, (movant/attorney), request the Court file (Name of file on
diskette to be filed) submitted this the day of (date).
Attorney for (movant)

LBR 16.18 (1-02)