

Oregon Judicial Department
Human Resource Services Division
PDF Creation Tips

Introduction: This document is intended to demonstrate two methods of creating a PDF document (Word 2007 and PDF printer) for applicants to the Oregon Judicial Department. It will also point the applicant in the right direction to get help if the two methods demonstrated do not work for them.

Table of Contents

Microsoft Word 2007 or Later.....2
Printing to a PDF.....5
Other options for creating a PDF7

Oregon Judicial Department
Human Resource Services Division
PDF Creation Tips

Microsoft Word 2007 or Later

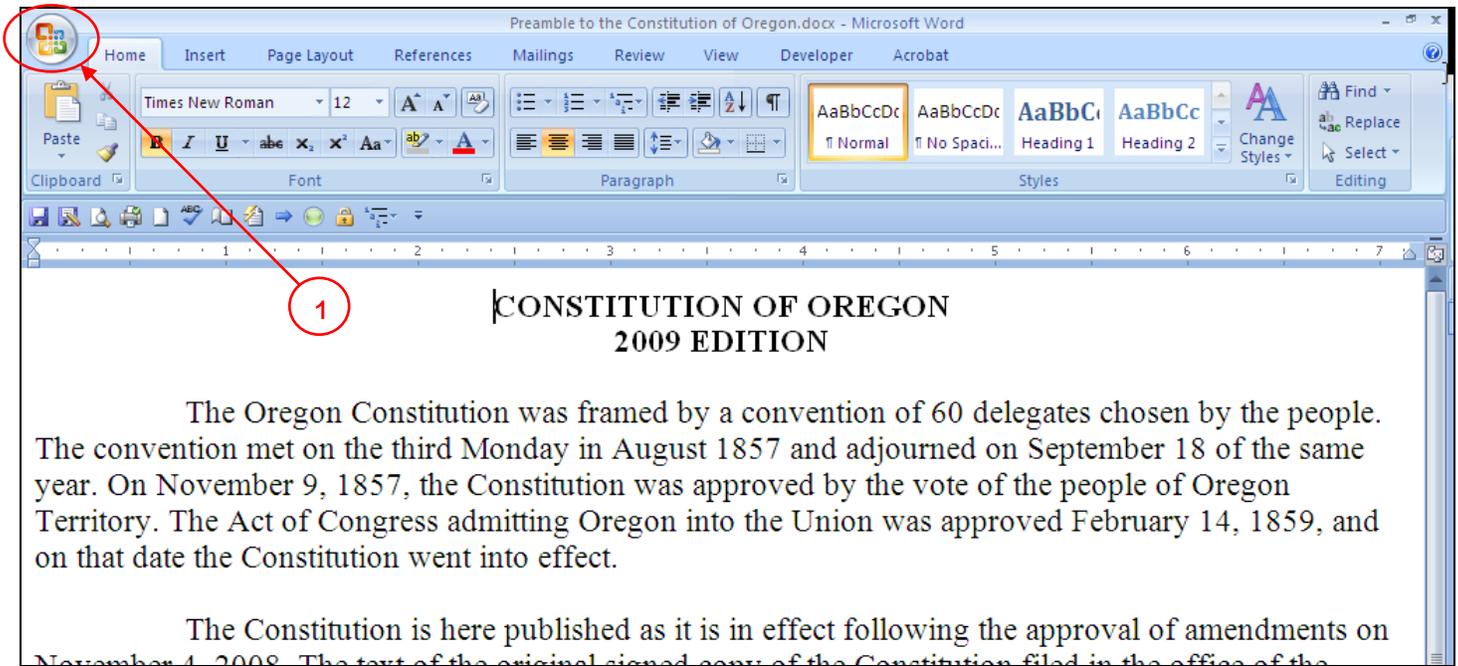
If using Microsoft Word 2007 or later, there is an option to create a PDF directly from the “Save As” dialog.

Once the document to be converted is open, follow the same process as normal to save a copy of the file, except choose the PDF file type.

The shortcut keys are: F12 → Alt-T → P → Enter → Enter

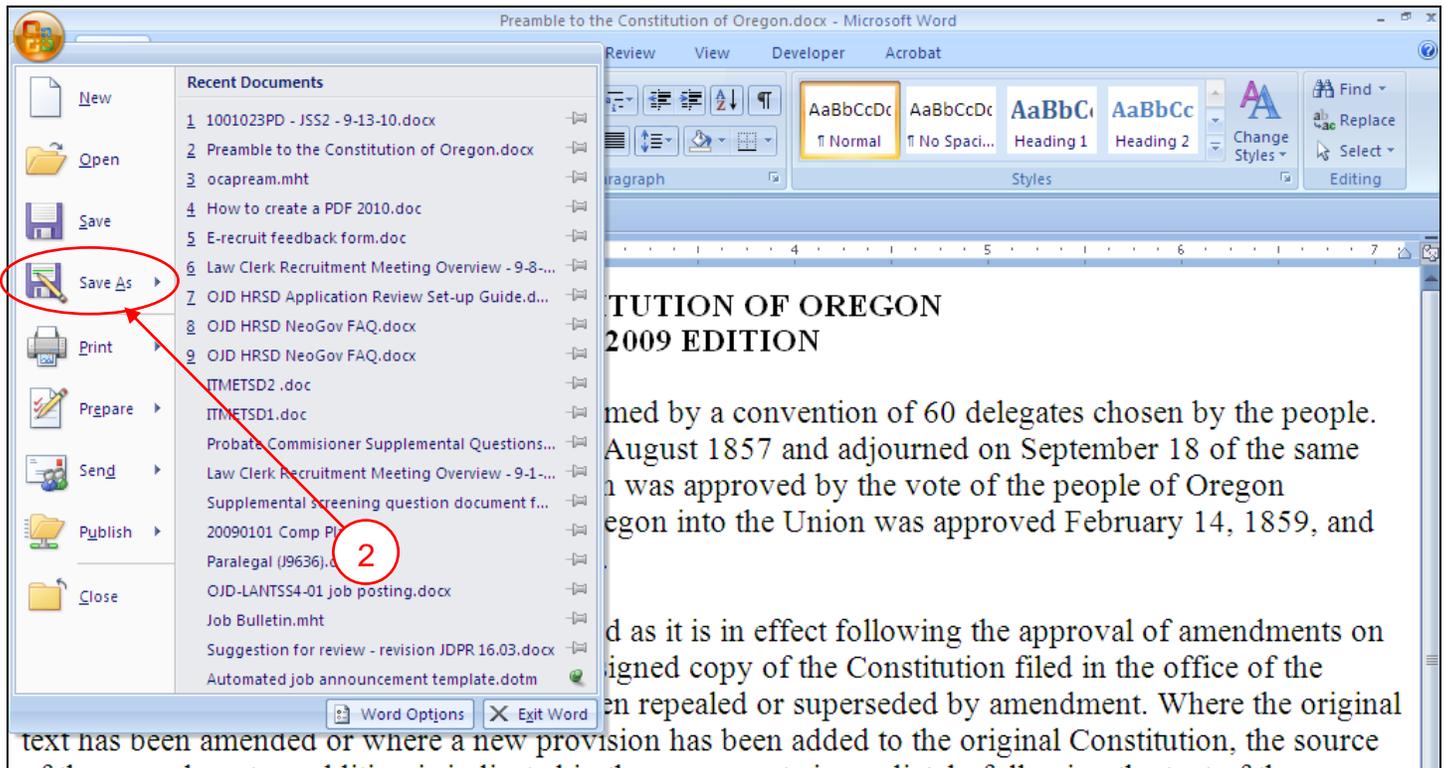
If the mouse is preferred, once the document to be converted is open:

1. Click the Microsoft “Marble”

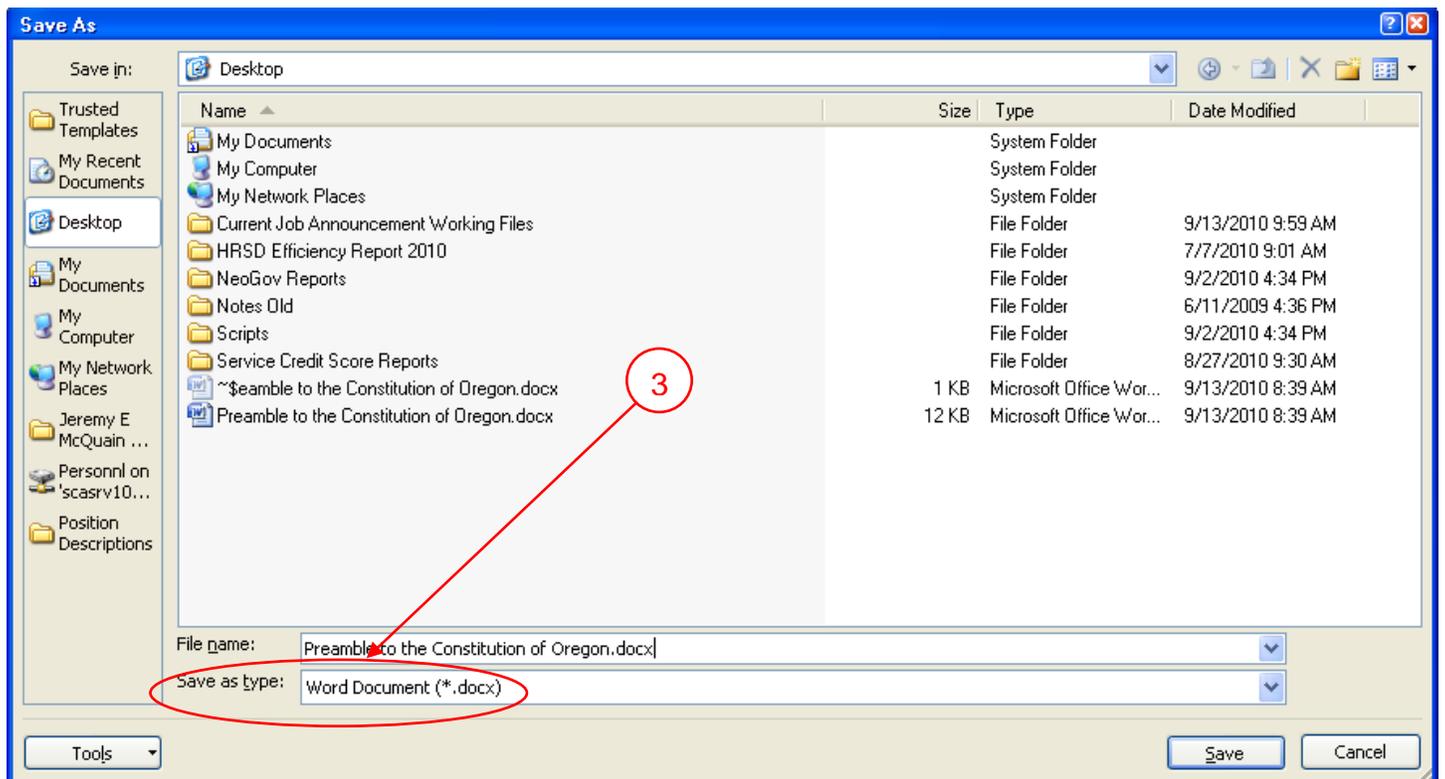


Oregon Judicial Department Human Resource Services Division PDF Creation Tips

2. Click the “Save As” button

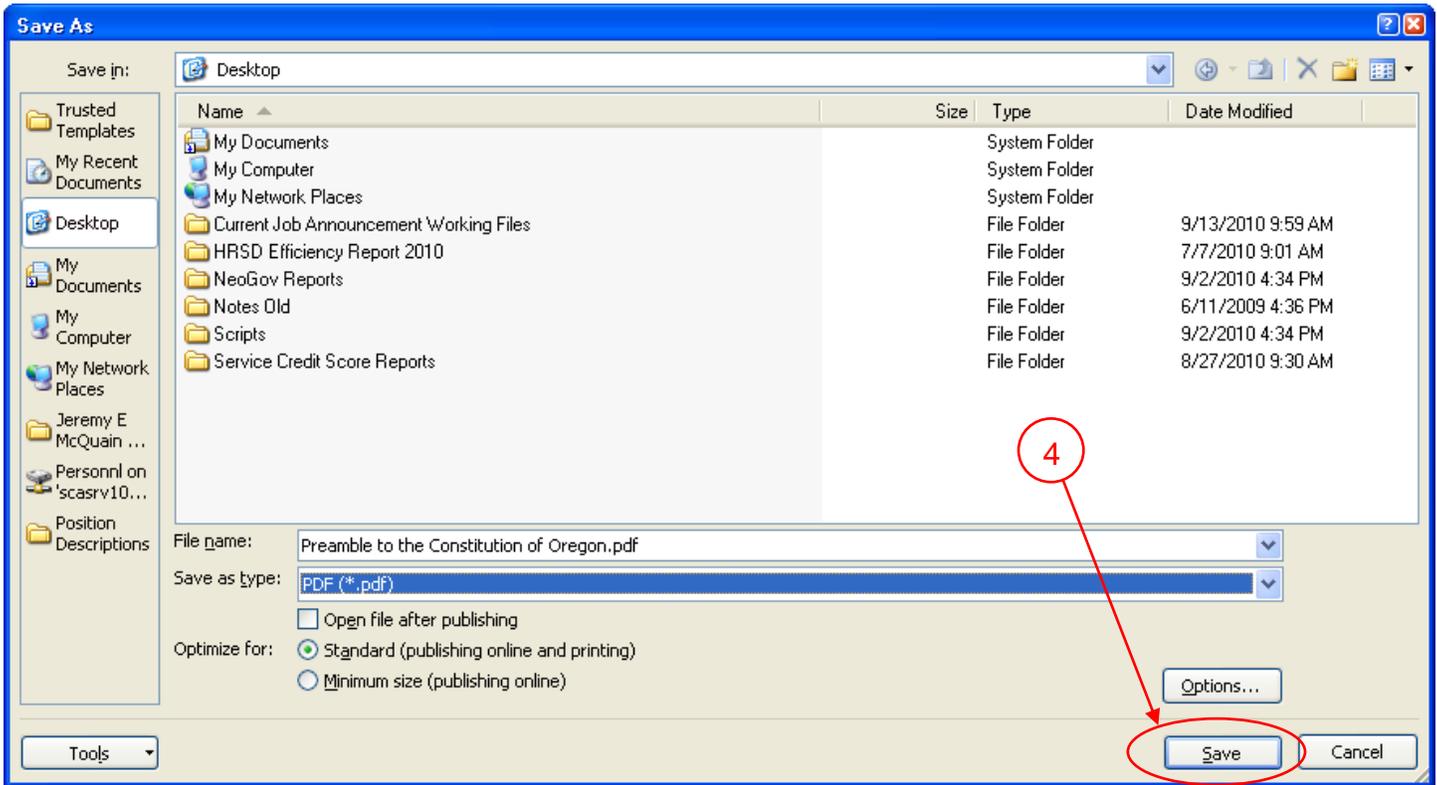


3. Change the “Save as Type” to “PDF (*.pdf)”



Oregon Judicial Department Human Resource Services Division PDF Creation Tips

4. Click the “Save” button.



The file should now be saved as a PDF file with the same name in the same location it was opened from (or the default save folder, depending on how the file was opened).

The advantage of using the “Save As” dialog to save a file as a PDF over using the print to PDF method, described below, is that links will propagate to the PDF, which they will not using the print to PDF method.

Oregon Judicial Department Human Resource Services Division PDF Creation Tips

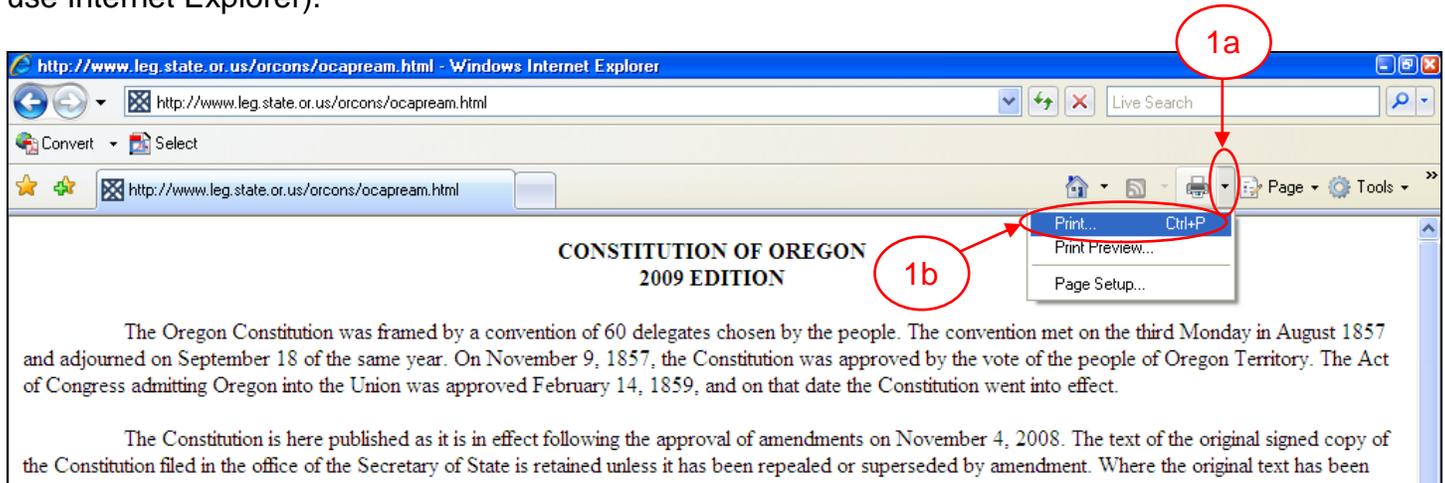
Printing to a PDF

Many computers have a PDF printer installed, which is a method of creating a PDF that is not dependent on the program used (any program that can print should be able to print to a PDF if a PDF printer is installed).

Once the document to be converted is open, the normal printing process would be followed, except for using the “Adobe PDF” or equivalent printer from the print dialog. When the “Adobe PDF” or equivalent printer is selected, it will open a “Save As” dialog, so the path to “print” the PDF file to can be specified.

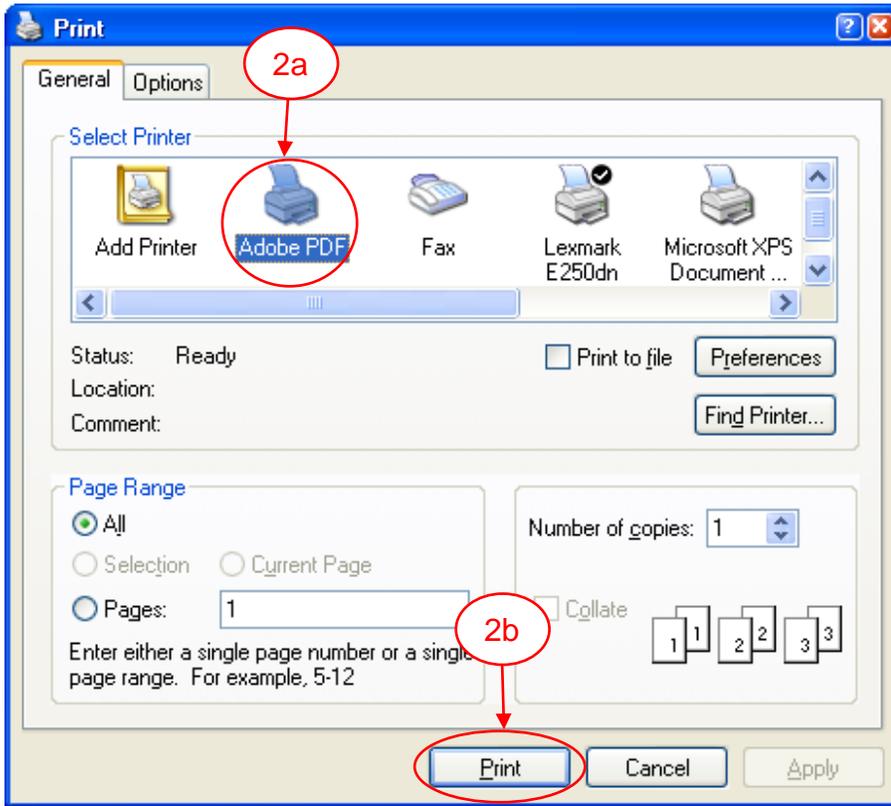
Generally, the shortcut keys for this are Ctrl-P → (the key strokes for this step varies depending on the program) Choose the PDF printer → Alt-P → Enter the path/file name to save to → Alt-S

1. While viewing the file to be converted to a PDF, open the print dialog box (for this example we will use Internet Explorer).

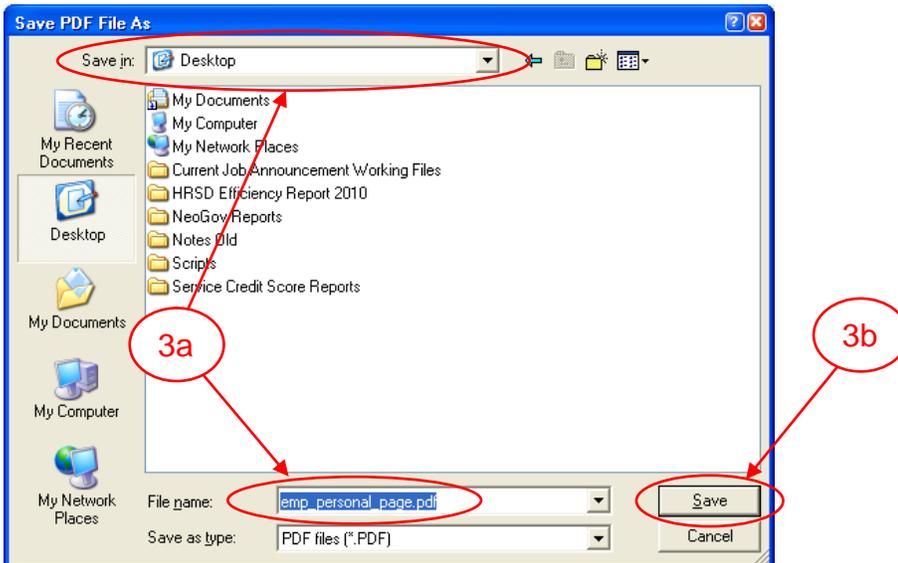


Oregon Judicial Department Human Resource Services Division PDF Creation Tips

2. Select the Adobe PDF printer and click the “Print” button.



3. Choose the file name and path and click the “Save” button.



The file should now be saved as a PDF in the location specified. The file may not look exactly the same as on the screen, as this particular PDF is created by “printing” the data, but it should look exactly the same as if it were printed on paper.

Oregon Judicial Department
Human Resource Services Division
PDF Creation Tips

Other options for creating a PDF

If the above options did not work for creating a PDF, there is a wide array of PDF creation utilities and resources available on the Internet, many of them free.

If you are at a library or computer lab, such as at a school, your librarian or computer lab technician may be able to direct you on converting your documents to PDFs using resources available to them.