

skills, tools, and knowledge on our way to a paperless court

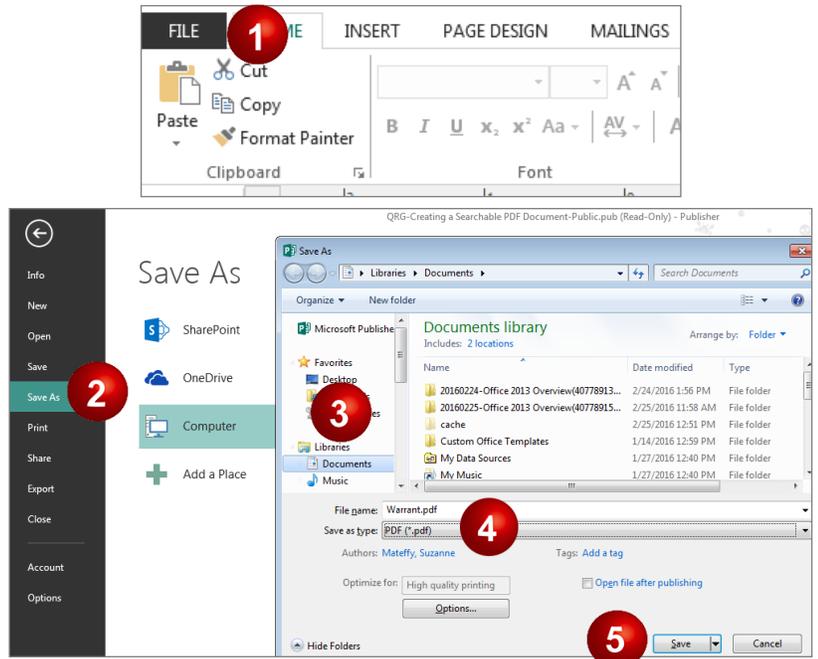
## Creating a Searchable PDF Document

### Option 1: Use File → Save As

1. From your open Word or Excel document, click **File**.
2. Click **Save As**.
3. Browse to your desired **file location**.
4. Select **PDF** from the Save as type dropdown menu.
5. Click **Save**.



You can choose to open the file upon saving as a PDF by checking the “Open file after publishing” option.

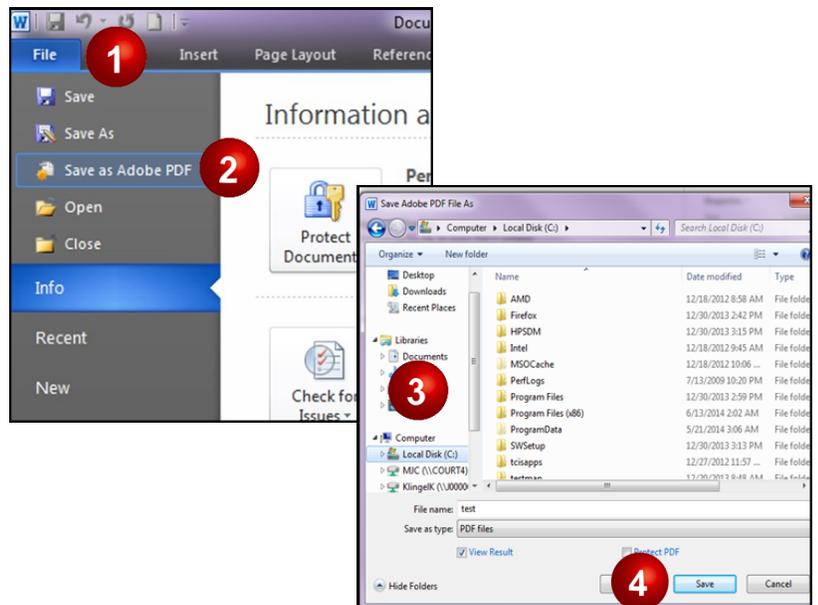


### Option 2: Use File → Save As Adobe PDF

1. From your open Word or Excel document, click **File**.
2. Click **Save As Adobe PDF**.
3. Browse to your desired **file location**. The Save as type field is preset to PDF files.
4. Click **Save**.



You can choose to open the file upon saving as a PDF by checking the “View Result” option.



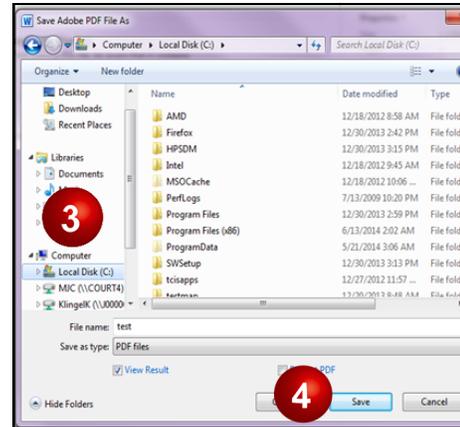
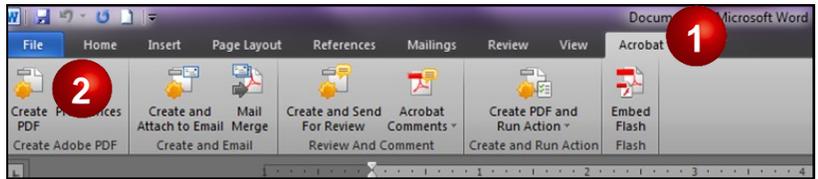
skills, tools, and knowledge on our way to a paperless court

## Creating a Searchable PDF Document

### Option 3: Use the Acrobat Add-In

1. From your open Word or Excel document, click **Acrobat**.
2. Click **Create PDF**.
3. Browse to your desired **file location**. The Save as type field is preset to PDF files.
4. Click **Save**.

 You can choose to open the file upon saving as a PDF by checking the “View Result” option.



### Option 4: On a Mac

1. From your open Word or Excel document, click **File**.
2. Click **Save As**.
3. Browse to your desired **file location**.
4. Select **PDF** from the Format dropdown menu.
5. Click **Save**.

 Contact your internal technical support team or software vendor for additional assistance or questions.

