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Except for the [creditor](#)  matrix text file, all documents filed electronically with the court must be in PDF.

The conversion process is relatively simple and can be accomplished in one of two ways depending on the word processing program you are using.

Once your document is complete and with the document to be converted open on your screen.

Select **File** from the application menu bar, then select **Print** (or click the printer icon from your toolbar.)

Use the drop down box to change the current printer to PDF.

Click **Print**.

The document will not actually print; instead a Save As box will appear on your screen.

Select the directory and folder, name your file and click save.

The PDF conversion is now complete. Your *electronic original* is stored in the folder you have designated.

### **Manual Chapter:**

Getting Started

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### **Source URL (modified on 04/20/2016 - 2:28pm):**

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