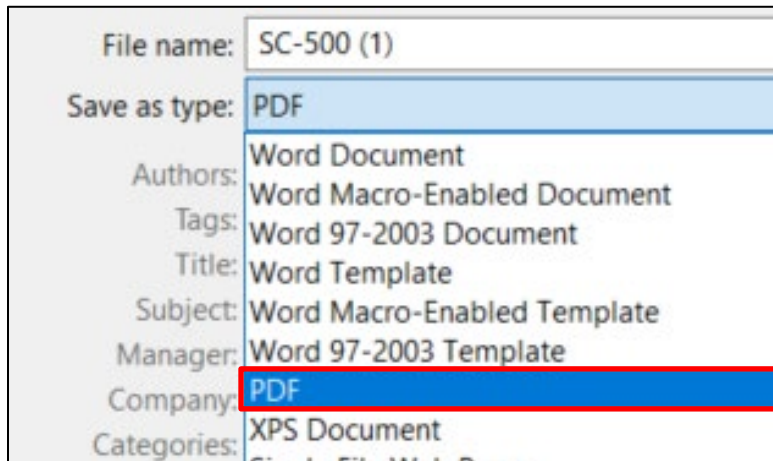


## Convert a document to PDF

Many documents must be uploaded to the eFiling site as a PDF. The following guide helps users convert documents originally saved in formats such as .doc and .docx to a PDF format or convert a document to PDF using Print to PDF.

### Convert a document to PDF using 'Save as'

1. Open your document in Microsoft Word.
2. Select **File > Save As** and select the location to which you will save your file.
  - Make a note of the location you save this file to.
3. Enter a File name for the document.
4. In the **Save as type** dropdown, select **PDF**.

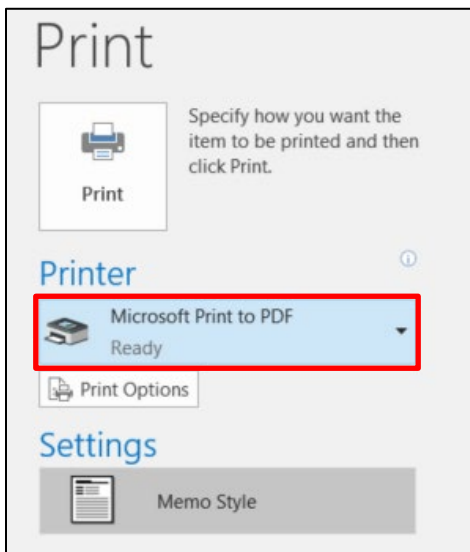


5. You now have a PDF-converted file to upload.

### Convert a document to PDF using 'Print to PDF'

1. Open your document in Microsoft Word.
2. Select **File > Print**.

3. From the Printer drop-down menu, select an option with "PDF" in the name. Examples include Adobe PDF, Print to PDF, Microsoft Print to PDF, etc.



4. Select **[Print]**.
5. Choose a file location to save your document. Make a note of this file location.
6. Enter a **File name** for the document.
7. Select **[Save]**.
8. You now have a PDF-converted file to upload.

## eFile Support

Contact the eFile support center if you have further questions. Staff are available Monday through Friday, 8:30 a.m. to 4:30 p.m., except for court holidays.

Phone: 1-800-462-8843

Online support form: <https://www.wicourts.gov/ecourts/efilecircuit/efilefeedback.htm>

Email: [efilesupport@wicourts.gov](mailto:efilesupport@wicourts.gov)