



# West Virginia University George R. Farmer, Jr. Law Library

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## **How to Convert a WordPerfect Document to a PDF Document**

If you are using WordPerfect, you simply open the document you wish to convert, click on the FILE drop down menu, choose PUBLISH TO, then choose PDF.

You will then be prompted to SAVE your file as a PDF document. So, if you simply click the OK button, the PDF file will be saved with the same name and in the same folder as the WordPerfect document (i.e. Wolford Resume.wpd in the My Documents folder will be saved as Wolford Resume.PDF in the My Documents folder).

If you have questions, please ask a member of the library staff for assistance.