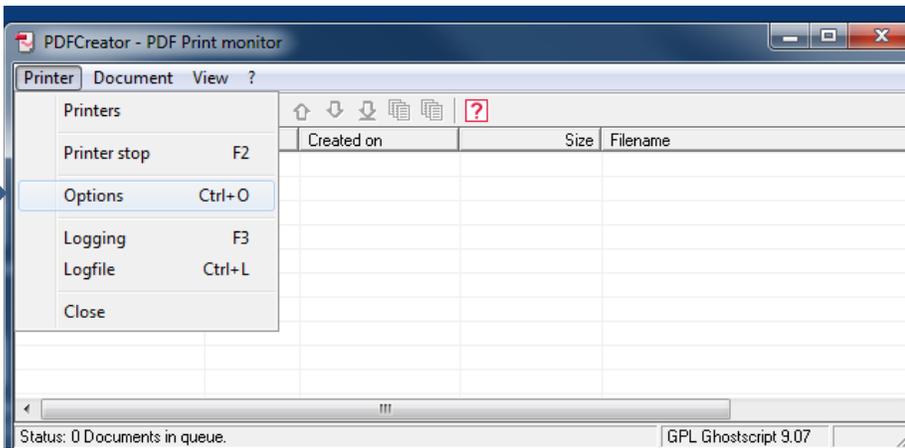
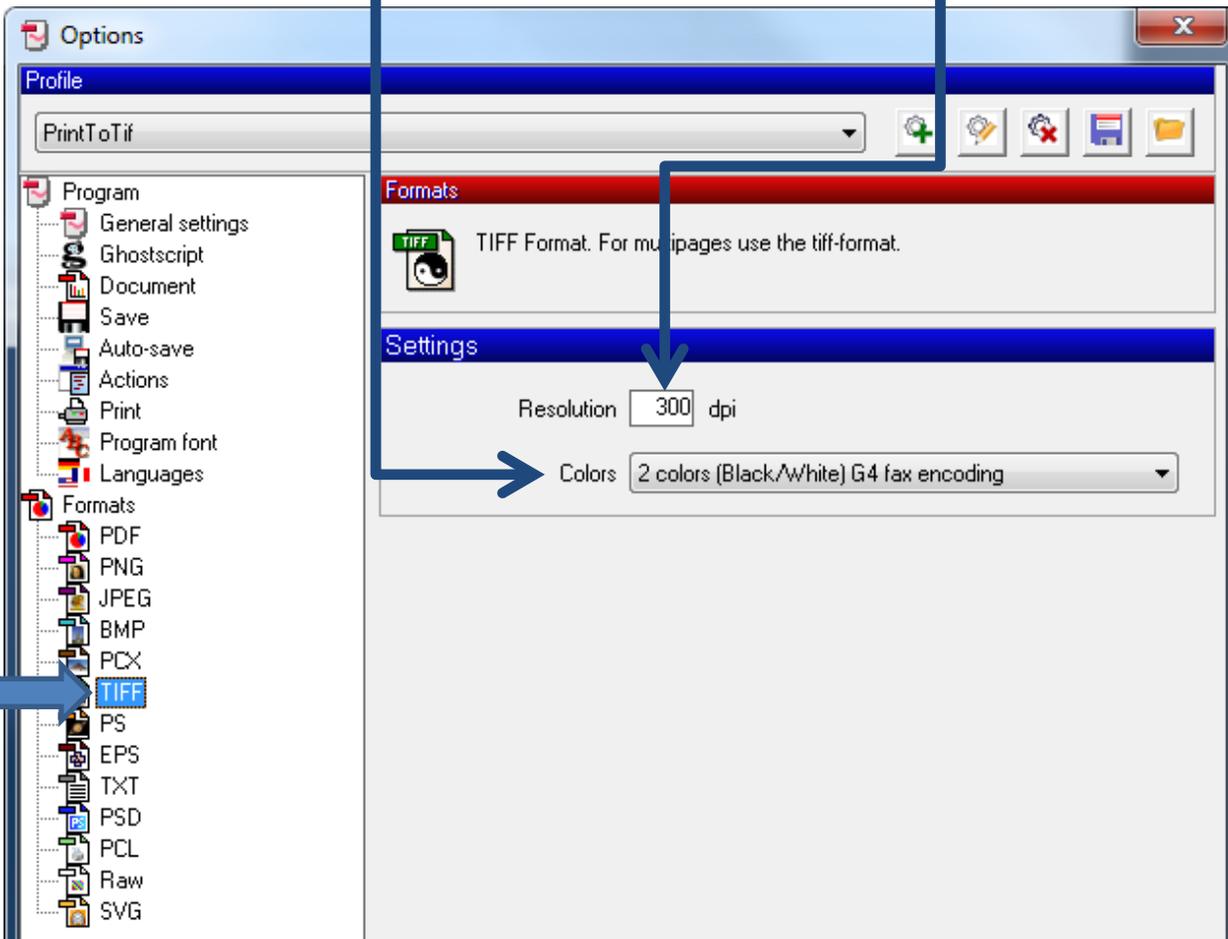


Open PDFCreator

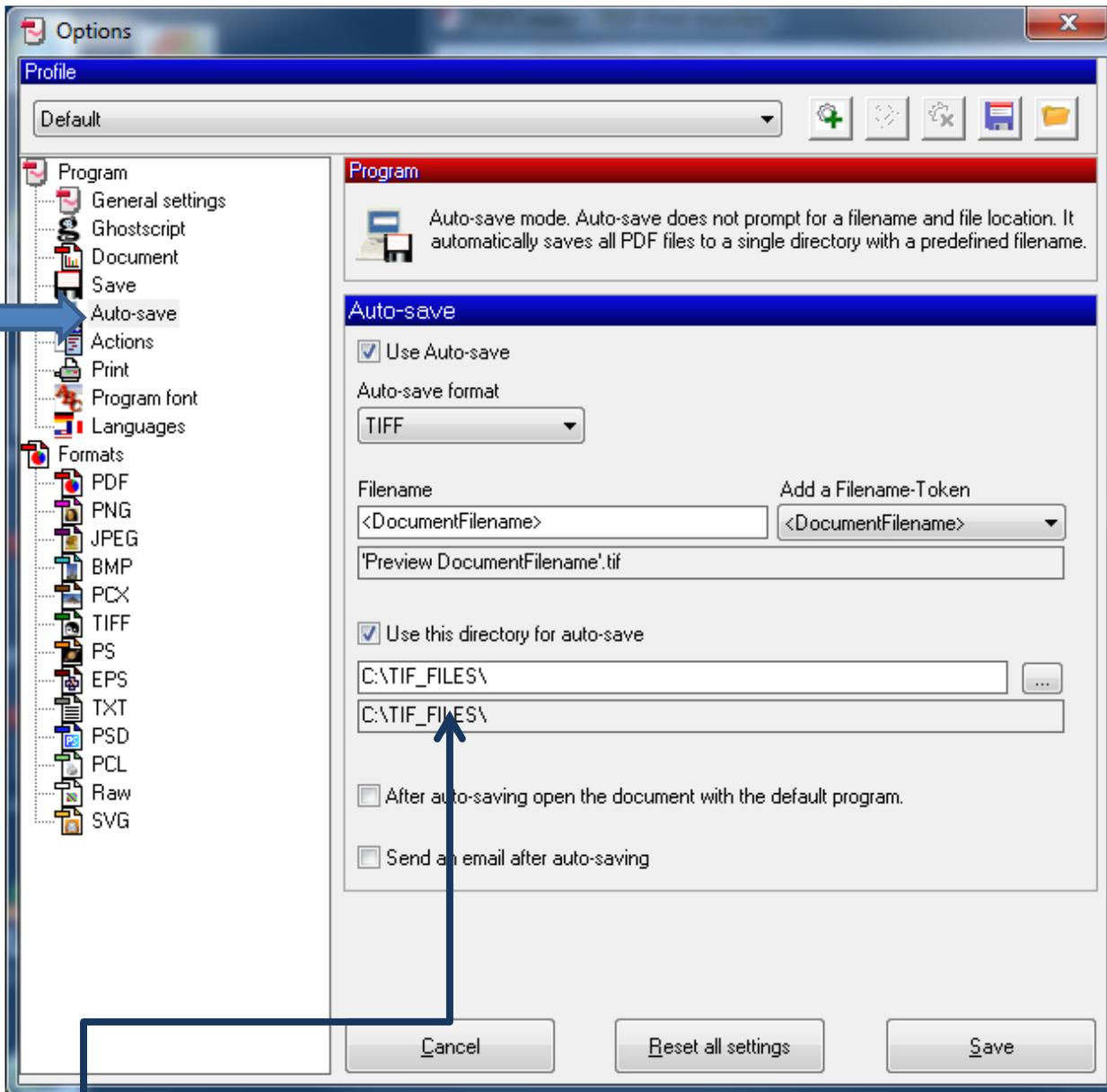
From "Printer" menu Click on Options



1. Click on TIFF under Formats in the left column, change Resolution to 300 dpi.
2. Under Colors select 2 colors (Black/White) G4 fax encoding.

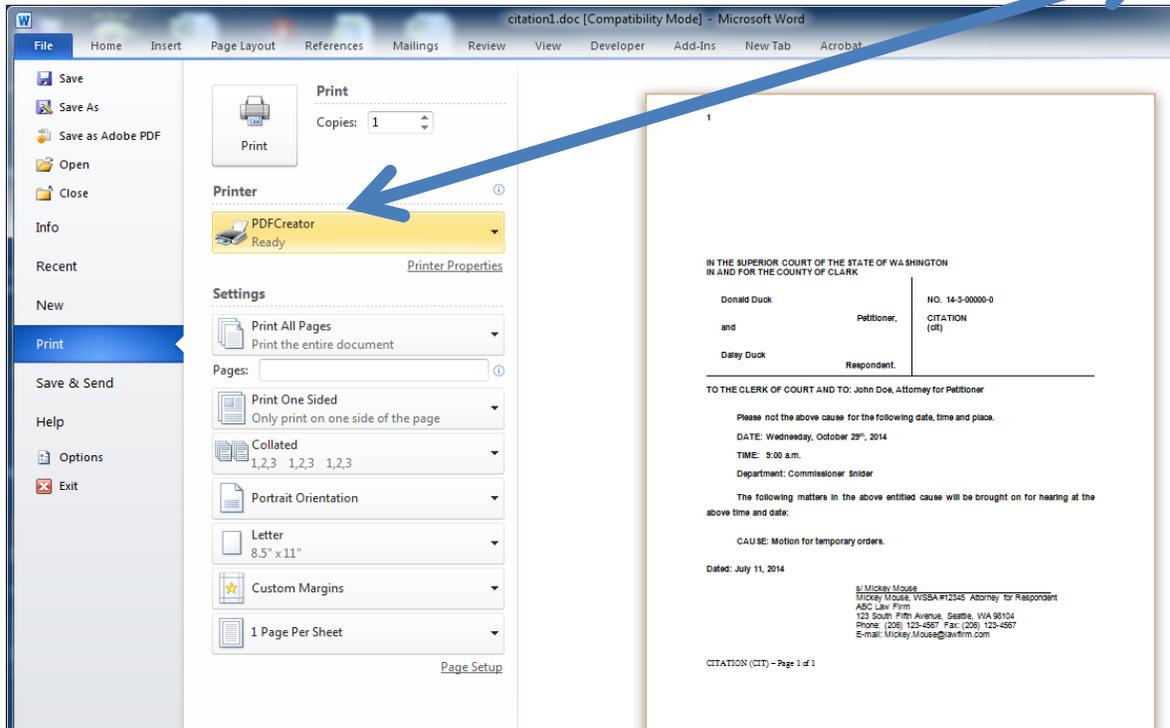


Next click on Auto-save in the left column.

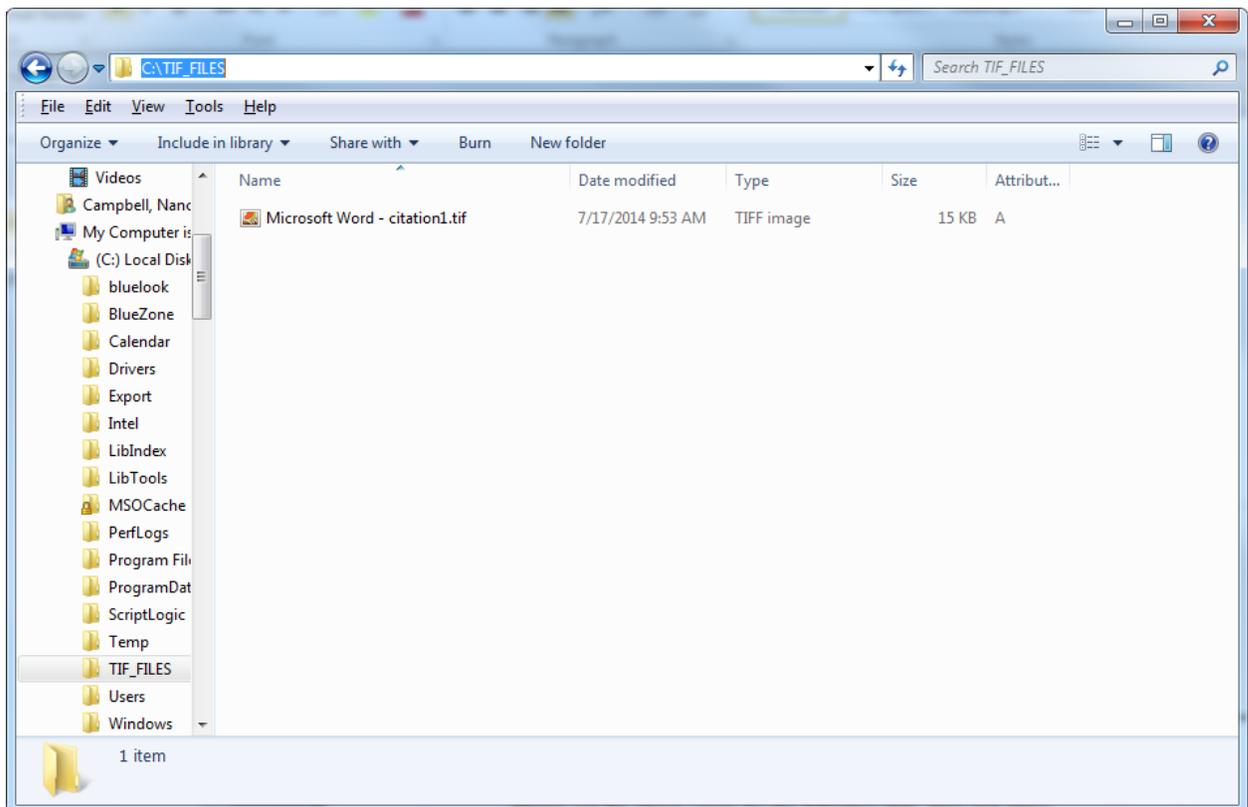


1. Check box for Use Auto-save
2. Auto-save format – select TIFF
3. Filename – Use one of the file name tokens to set a default filename for printed tif image file. Shown above <DocumentFilename> is selected the print tif file will have the same name as original file being printed.
4. Set the Auto-Save location. Set up a file folder on your computer that you can easily locate.
5. Click Save button

Open Microsoft Word document, Click File Tab, then click Print. Under Printer select the “PDFCreator” Printer, then click Print button.



Open the file folder that was set as the location to save the TIF file, and verify that the TIF IMAGE FILE was printed.



At this point you can log in to <ftp://courts.efile.clark.wa.gov> then move the tif file to the ftp folder.

