

# Converting .TXT to .PDF format

## Using a File Transfer Program to transfer a PDF file to your computer

Most USAS/USPS programs create reports, etc. in a text format (i.e. 4502.TXT). However, TXT is not a popular format when sending as an attachment via email. Most users prefer to convert the TXT file to PDF format (PDF is a more universal format... especially when used as an attachment in email). If you wish to convert text files to PDF format in order to attach them in emails or save them on your PC, you will need to do the following:

1. Use the **VFC2PDF** command described below to convert the TXT format to PDF
2. Use an **FTP (File Transfer Protocol) program** to transfer the files from your NWOCA account to your PC. The rest of this document describes in detail the three different FTP programs available to our users.
3. If you would like to **attach the file in an email**, when creating your email message, click on the attachment option and search and select the PDF file currently stored on your PC that you would like to attach.

### VFC2PDF command

The VFC2PDF program is a utility used to convert text file formats to Adobe PDF formats. If you enter VFC2PDF at the menu prompt, you will access the VCF2PDF utility. It will prompt you for the .TXT you wish to convert, the output .PDF filename, and default to the correct page width (most of our reports are 132 characters).

**Menu> vfc2pdf**

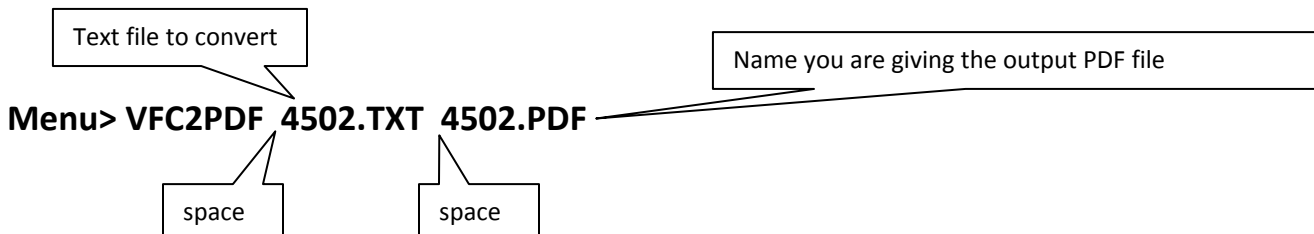
**Enter input text filename: (Press <CR> for list of files) 4502.txt**

**Enter output PDF filename: <4502.PDF>**

**Enter page width (normally 80 or 132) <132>**

**%VFC2PDF-I-CONVERT, converting FSD:[ARCHBOLDB]4502.TXT;1**

A **shortcut** (instead of running through the VFC2PDF program) is to enter the following at the MENU prompt.



Once the file is generated and ready to be transferred, you have three FTP programs available for use. Please refer to the following pages on how to file-transfer a document using each one of these FTP programs

**PC users:**

1. Reflection's "File-Transfer" option
2. WS-FTP LE program

**MAC users:**

1. Fetch Program