

Creating a PDF Document

The standard for submission of documents electronically to CM/ECF is in Portable Document Format or PDF. Adobe Acrobat (<http://www.adobe.com>) is the application which generates PDF files from documents created in a word processing application. To create a PDF document:

1. Open your word processing application. (Best practice tip: Make selecting the Acrobat PDFWriter as your printer driver, then create your document for filing. As you create your document, you are seeing how your document will be formatted in PDF.)

If you are working from an older document, before you make edits:

- Select Print
- Choose the PDFWriter
- Click close

2. Open an existing document or create a new one.

3. Use basic (Web-safe) fonts.
 - Times New Roman
 - Arial
 - Courier New

Reasons to use basic fonts (Web-safe fonts) are they are small in size and not everyone has the same fonts installed on their computer as you do. Acrobat will substitute fonts and your document may not resemble the document you created.

4. Avoid using special characters.

Typically, these are bullets, check boxes and the section symbol. PDFWriter does not always know exactly “what” to convert these to. When special characters are converted, the file size of the PDF document increases substantially, thus decreasing the efficiency with the electronic document/file access.

Special Characters to watch for:

- Check boxes **G**
- Section Symbol **§**
- Bullets **!**
- Tables are special characters, too. Instead, use tabs to make columns.

5. Save your file using your office's file naming conventions.
6. Select "Print" from the File menu
If the current printer is not "Acrobat PDF Writer," then:
C Click the tab labeled "Printer".

APPENDIX B CREATING PDF DOCUMENTS & SCANNING

- C Next to "Name", click the drop-down arrow and select "Acrobat PDF Writer"
- C Click "Print"
- C In the "Save PDF file As" dialog box, name or rename the document as necessary, being sure that you do not change the ".pdf" extension. Documents being filed electronically must have the filename extension ".pdf"

If you do not immediately see the dialog box, look at the task bar at the bottom of your screen. Click on the "Save PDF File As" button that you will find there. Then proceed as outlined above.

An "Acrobat PDF Writer Document Information" dialog box will appear. More specific information about the pleading may be inserted here. When you are finished with this dialog, click "OK".

Conversion is now complete. If you began with an existing file, the subdirectory will now show both the WordPerfect and PDF version of the document. In an "Open File" dialog box under "Type" one document will be listed as a WordPerfect document while the other will be listed as an Adobe Acrobat Document.

Receiving Documents in WP format via E-mail

1. Use the reveal codes feature in WordPerfect to view and remove special formatting. Documents created in Word and saved as a WordPerfect commonly insert unnecessary formatting.
2. Make sure the font for the entire document is either Times New Roman, Arial, or Courier New. Also, replace special characters and tables, if necessary.

PDF Writer vs. Distiller

The Distiller is a tool that, in most cases, produces a higher quality document than the PDFWriter and is helpful when converting documents that are intended to be interactive or that contain graphics. However, unless there are graphics in the document, users should avoid using the Distiller. When a word processing document is converted using Distiller, the file size may be much larger.

PDF Editing Features

Once a document is filed electronically, users cannot modify the court record PDF version of the document. PDF editing features can be used, however, for copies of the filed document.

Following are some useful editing tools available with Adobe Acrobat:

- C Add a page
- C Delete a page

- C Separate a page
- C Insert text
- C Extract text
- C Replace text
- C Delete text
- C Highlight text

Common Adobe Error Messages

1. Font Conflict
Solution: Stick with the 3 basic fonts.
2. Version Compatibility Error
Solution: An earlier version of the Acrobat Reader is possibly being used to read a PDF file created with a 4.0/5.0 compatibility setting or Distiller job option. Update to a newer version of Adobe.
3. Locked File Error Message
Solution: Print the PDF document to the "C" drive instead of the shared directories. This necessitates copying the file from the c: drive to the shared directory.

There is another way to print the PDF file to your shared directory if you receive a "locked file" error.

- Prepare WP document
 - Select Print
 - When the Print dialogue box appears, click on the Details tab
 - Current printer: Select AcrobatPDFWriter
 - Where: Select Print to File
 - File name: Delete the default file name. Type in the path of your shared directory and the file name for the PDF Document
 - Select Print.
4. Uploading the Wrong Document
Solution: View the .pdf file before uploading by right clicking on the document and clicking Open. Acrobat will allow you to view the document. Double clicking will paste the file path name into the file upload prompt box.

Creating a .pdf Document Using a Scanner

1. Turn on the scanner
2. Log in (if necessary)
3. Double click on the Adobe (Acrobat Writer) icon or program. This scan will create a picture of the document which is not editable. Note, if you double click on the scanner icon, the scanner will OCR (Optical Character Read) your document, which gives you an editable document. This option does not pick up any handwriting on the document and is only 98% accurate. The court asks that users scan and not OCR the document.
4. Place the document face down in the automatic document feeder (referred to as ADF).
5. Select the File menu
Choose Import
Choose Scan
Hit/Select Scan - note, this is the screen where you turn on or turn off the ADF.
Place a / in the box next to the word Feeder for on
Scan at 200 x 200 dpi, do not scan in color
Select Scan - your document will feed through the ADF
6. An Adobe scan dialog box will open.
Hit next if you wish to add to the documents that have fed through.
Hit done if your document is finished.
7. A finished document will appear on screen in Adobe. Check each page to ensure the document is complete.
8. Drop the file menu - choose Save As
9. Save As dialog box
Find the drive and file (O:/ecf) you want to put your document in change save as type by dropping options at the triangle. Double-click on the file folder you want to put the document into (ecf) or create a file folder by hitting the icon of a file folder with a burst on the right top corner (gives you a highlighted [New Folder], while highlighted, name the folder by typing right over the blinking [New Folder]. Change the name or name of your document
Hit save
10. Drop File Menu
Choose Close or your documents will stack one on top of the other.