# Creating Text Based PDF Files

Documents filed on the courts CM/ECF electronic filing system must be converted directly to PDF. Documents should not be scanned unless they require an original signature or where the original itself is in paper format. Converted PDF files allow the use of copy-and-paste text selection and searching for key words. In addition, these files are much smaller than scanned PDF files.

| 50 page text document	File Size KB
PDF output from word processor	≈ 100 K
Scanned document	≈ 1000 – 2000 K

To create a text based PDF document, create the document normally in your word processor.
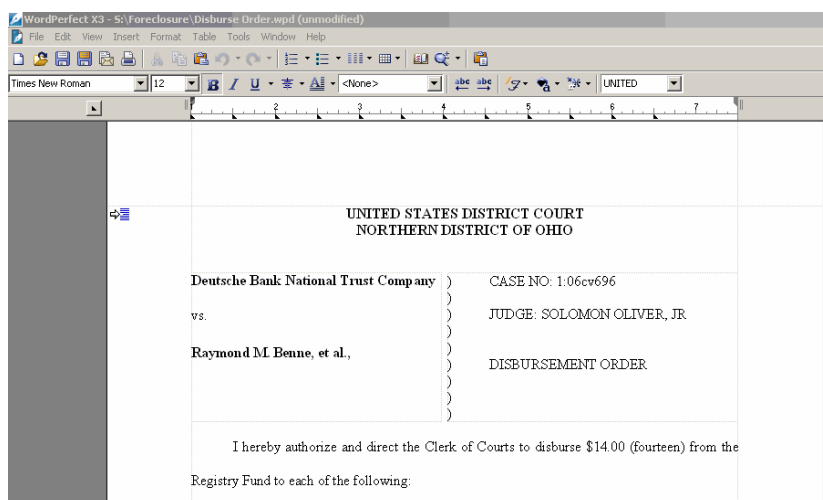
Then, print the document, to a PDF printer program.
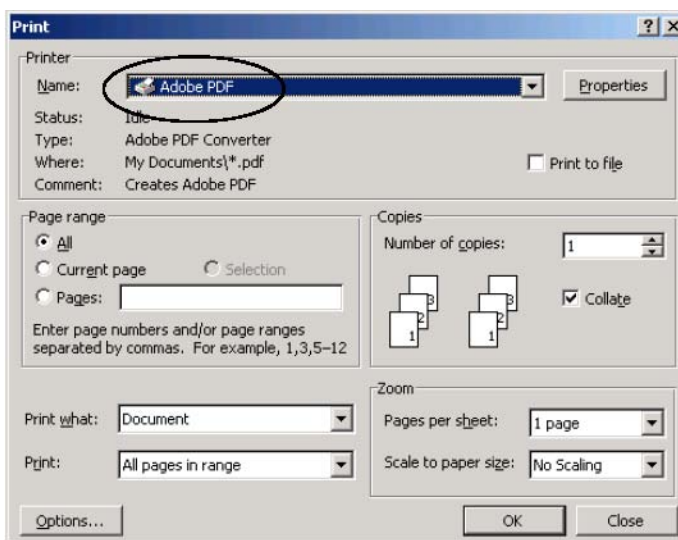
Then, a SAVE dialog box appears. Find a location to SAVE the file where you can find it later to upload to CM/ECF. Note the file will save with a PDF suffix.
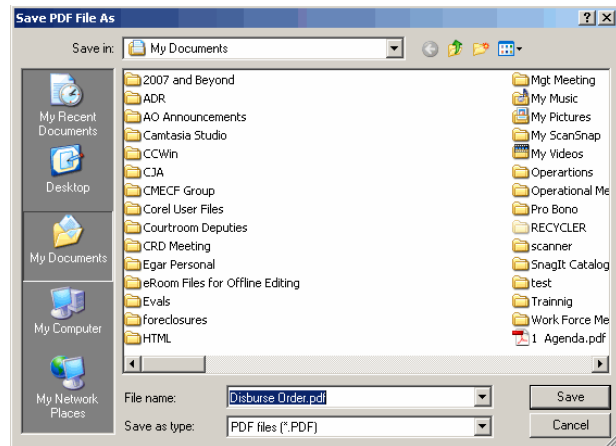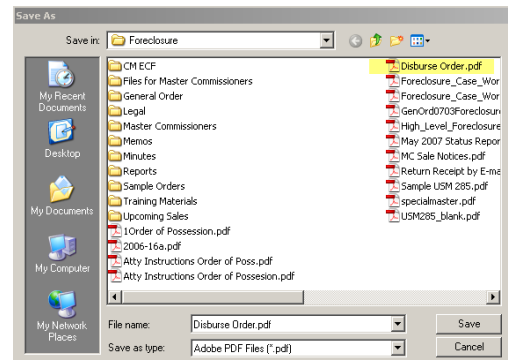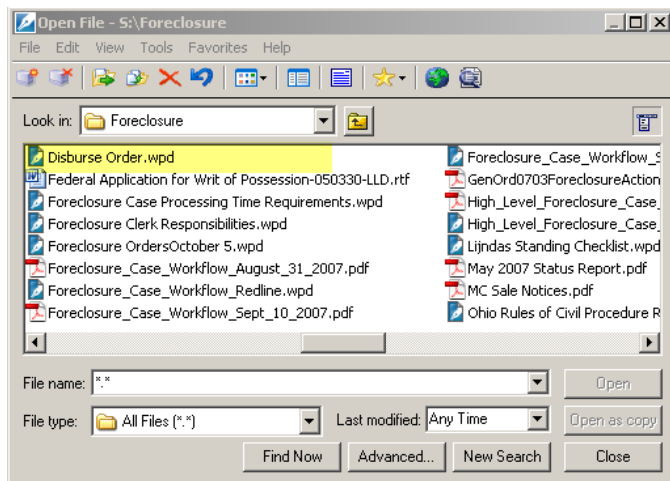
It is a good idea to VIEW the document in PDF format, to ensure that it "printed" correctly:

(Just as printing to a different printer may cause different output formatting, printing to PDF may cause different output appearance.)
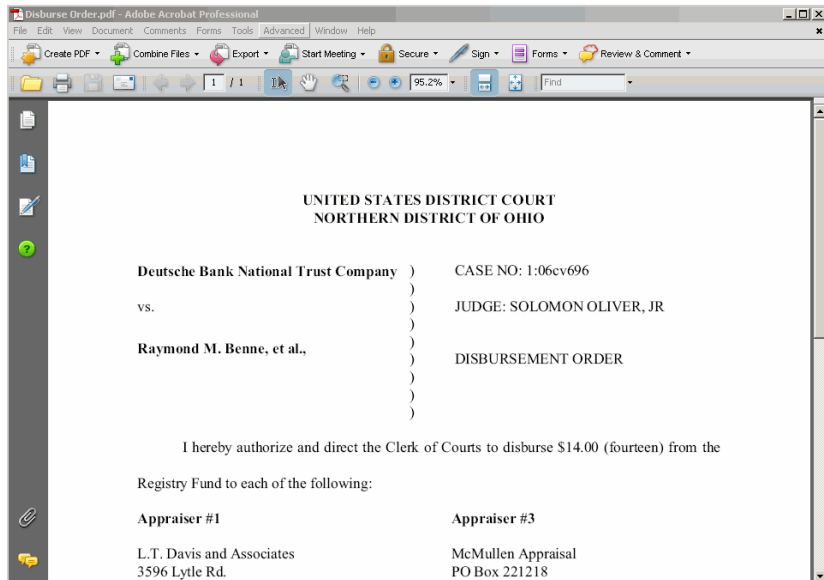
You now have TWO versions of the document, one in word processing format, and another in PDF format:

Adobe Acrobat Professional permits documents from many different programs to be converted into PDF directly.   In addition, many word processing programs include the ability to convert or publish directly to PDF. For example, WordPerfect includes a Publish to PDF feature.   You do not need any special PDF creation software if you use WordPerfect. Third party software is also available to convert documents if necessary