

CREATING PDF DOCUMENTS FROM A WORD PROCESSING PACKAGE

PDF (Portable Document Format) created documents is the only format accepted by CM/ECF. The optimal method for creating a PDF document for filing in CM/ECF is to create it directly from a word processing application using Adobe Acrobat's PDFWriter. PDF files created in this way have two advantages: They are much smaller in size than documents that have been scanned and they are text-searchable and allow text to be copied into other applications. Adobe Acrobat 5.0 or greater is the only PDF conversion software supported by the court.

PDFWriter

PDFWriter is a part of the Adobe Acrobat Standard package. It is recommended that the compatibility be set to version 4.0 or 5.0, to ensure full compatibility.

Using this software to create a PDF document:

- creates a file that is smaller in size than a scanned document
- creates a file that is text searchable
- captures and preserves the formatting of a paper document
- document displayed on screen or printed looks the same as the original version, regardless of the type of computer system used by the creator or viewer
- page breaks, page numbering, font size, and other formatting features are consistent whether the document is being viewed on a PC or a MAC computer and regardless of the monitor or printer used.

To ensure that the formatting and appearance of the document remain the same when viewed through the word processor and when viewed or printed through the PDF reader, the printer (File/Print menu) must be set to "Acrobat PDFWriter" *before* beginning to compose or edit the document. If a document is initially prepared with some other printer specified, the ultimate conversion to PDF is very likely to introduce changes in pagination, fonts, spacing, or other formatting elements, requiring further proofreading and further editing. Once the document is saved as a PDF file, always print from PDF reader (rather than from the word processor) to be sure that the printed copy matches the court's official copy.

If Acrobat PDFWriter is set as the default printer, no other steps should be needed. If some other printer is set as the default, Acrobat PDFWriter must be selected as the current printer immediately after opening the word processing application (or immediately after choosing to create a new document.) In WordPerfect, each time the document is opened for editing before the final version is ready for filing, the printer should be set again to Acrobat PDFWriter. In Word, Acrobat PDFWriter is retained as the printer until the Word application is closed; if just the document has been closed and then reopened, the printer will still be set to Acrobat PDFWriter.

Document Size

Pursuant to Local Rule 5005-4-(5) any electronically filed document “must not exceed 1 megabyte in size. Transmission time for effecting such filings is time sensitive. Filings that take more than 5 minutes to transmit, for security reasons, will time out. If a filing is larger than 1 megabyte and if any portion of the filing has been scanned, the filing document should be no more than 8 ½ by 11 inches, without color and the resolution should not exceed 300 dpi. If making these adjustments does not reduce the filing size to 1 megabyte or less, the filing user will make suitable arrangements with the court to effect the filing.”

Documents consisting of more than 75 pages require additional steps to complete the docket entry. Please refer to the CM/ECF Attorney Manual for instructions.

Search Capability

A PDF document created in a word processing program and then converted to PDF, sometimes referred to as “text PDF” document, allows the user to perform an electronic search within a document. Documents that are scanned into PDF format, referred to as “imaged PDF” documents, often including exhibits or affidavits, are not searchable. The search function for text PDF documents enables users to quickly move to the portion of a document that interests them, simply by entering a search term.

Using PDF Document Text in Word Processing Software

A user may copy portions of text from a PDF text document into a word processing document. Instead of retyping the text, one may copy the pertinent text from a filing. The appropriate section of text can be highlighted and, using the software’s various cut and paste tools (some experimentation may be needed to choose the tool that best preserves the formatting), the selected text can be lifted out of the PDF document into your word processing document. Imaged PDF documents will not permit copying of text into other applications.