

CONVERTING A DOCUMENT TO PDF

All documents other than creditor matrices filed in ECF are required to be in PDF (Portable Document Format). It is preferred that any document created by the filer be in a text-based PDF, as opposed to an image (scanned) PDF. For a typical document, its text-based PDF version would be 20% of the size of its imaged version, and the imaged version would take 10 times longer to transfer. Text-based PDF documents are searchable and retain the formatting (pages, fonts, etc.) of the original document.

Converting Word Processing Documents to PDF

The steps below can be used with WordPerfect 12. Steps may vary depending on the type of word processing software you use.

STEP 1 Click File Publish to PDF.

STEP 2 Click the General tab.

STEP 3 From the PDF style list box, choose one of the following options:

- ▶ Smallest file creates a PDF that is intended for online viewing. For example, a document distributed by e-mail or displayed on the World Wide Web.
- ▶ Standard creates a PDF that is intended for viewing or printing on a laser or desktop printer.
- ▶ Highest Quality (Press) creates a high-quality PDF that is intended for sending to a printer or a digital copier.

STEP 4 Choose the drive and folder where you want to save the file

STEP 5 Type a file name in the File name box.

STEP 6 Click Save.

Combining PDF's into One Document

If you have Acrobat version 5 or higher, you can combine multiple PDF's as follows:

- STEP 1** In Adobe Acrobat, open the PDF document which will be at the beginning of the new combined documents.
- STEP 2** Click on **Document-Insert Pages** (version 5) or **Document-Pages-Insert** (version 6).
- STEP 3** Select the PDF file which you want to append and click **Select**.
- STEP 4** The **Insert Pages** box displays.
- ▶ In the **Location** field, choose **After**.
 - ▶ In the **Page** section, select **Last**.
- STEP 5** Click OK.

NOTE: When submitting image-based (scanned) documents, please refer to the guidelines below:

It is critical for fast and efficient use of CM/ECF that the software used for scanning documents is configured correctly. Essentially, the consequences of poor or incorrect setup are significantly increased file size - typically 20 to 40 times. This bloated file size causes:

- ▶ Vastly increased file storage requirements at the user's PC, server and backup level, together with a general slowness in handling such files.
- ▶ Vastly increased network traffic both locally and through the user's Internet Service Provider with very long file upload times. Files may be rejected for size or the communications network may time out due to overlarge files.
- ▶ A very slow response from CM/ECF as the user attempts to upload a large file, and delay in obtaining a confirmation of successful receipt, or at worst file rejection.
- ▶ A very slow download and file opening when attempting to read large files already uploaded into CM/ECF.

SCANNING GUIDELINES

(To Minimize File Size, Save Storage, Upload and Review Time)

Fortunately, there are some simple steps and checks to ensure correct scanner software settings:

- ▶ Resolution should be set to 300 dots per inch (dpi).
- ▶ Image type should be set to black and white drawing (NOT gray scale, NOT color).
- ▶ Scanned image output or *save as* format should be TIF (ideally compressed CCITT4).
- ▶ Check you scanner software manual or Help for information on how to set output type.

A simple test scan should be made and the file converted to PDF ready for upload to CM/ECF. This PDF conversion can be done using one of several software packages but a good example is Adobe Acrobat 5.0 (full package not just the Reader). Simply drag the scanned file onto the Acrobat icon and conversion is automatic. This conversion should NOT significantly increase the file size. Do a last check of the PDF file to make sure! File size can be viewed by simply finding the file through Windows Explorer, left-clicking the icon of the file once to highlight it, then right-click and select *Properties*. The file size will be listed.

If your document is mostly text, it should be no larger than about 50KB per page. At most, a very detailed page with graphics (e.g. a title) should be no larger than about 200KB per page.

Attaching the Document to be Filed

STEP 1 Click the **Browse** button. A **Choose File** box will appear.

- ▶ In the **Look In:** field at the top of the box, click the down arrow on the right side and click on the correct drive.
- ▶ In the **Files of Type:** field at the bottom of the box, make sure that **All Files** is selected. If not, click the down arrow on the right side and click on **All Files**.
- ▶ You may need to open additional folders to get to the correct document. To open a folder displayed in the box, you can either double click on it, or single click on it and click **Open**.
- ▶ When you have located the correct document, right click on it and click **Open**. This will display the document in a new window for verification.
- ▶ After verifying the document is correct, complete, and legible, click the “X” in the top right corner of the Adobe Acrobat window to close it. You will return to the **Choose File** box.
- ▶ Click **Open** and this will paste the document into the ECF file name window.

STEP 2 Click **Next**.