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<u>Adobe Acrobat –PDF</u>

What is a PDF Document, How to, View, Convert to and Save to PDF

<u>Portable Document Format (PDF)</u>

There are two types of Adobe products referred to in this manual. Adobe Reader, which allows a user to view a document on the ECF System, and Adobe Acrobat (Writer/Distiller), which allows a user to convert documents to PDF. *(Please note that Adobe Distiller will create a larger file than Adobe Acrobat. The Court recommends the use of Adobe Acrobat.)*

Each word processing program has a unique method for formatting documents. A document created with one word processing program may not look the same in, or may not even be accessible, using different word processing software. Putting documents in Adobe's Portable Document Format (PDF) is one way to avoid a potential Tower of Babel.

<u>How to View a PDF File</u>

1. Start the Adobe Acrobat Reader program.

2. Go to the **File** menu and choose **Open.**

3. Click on the location and file name of the document to be viewed. If the designated location is correct, and the file is in PDF format, Acrobat PDF Reader loads the file and displays it on the screen.

4. If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.

5. Click on the **View** menu for other options for viewing the displayed document.

6. Choose the option that is most appropriate for the document.

<u>How to Convert Documents to Portable Document Format</u>

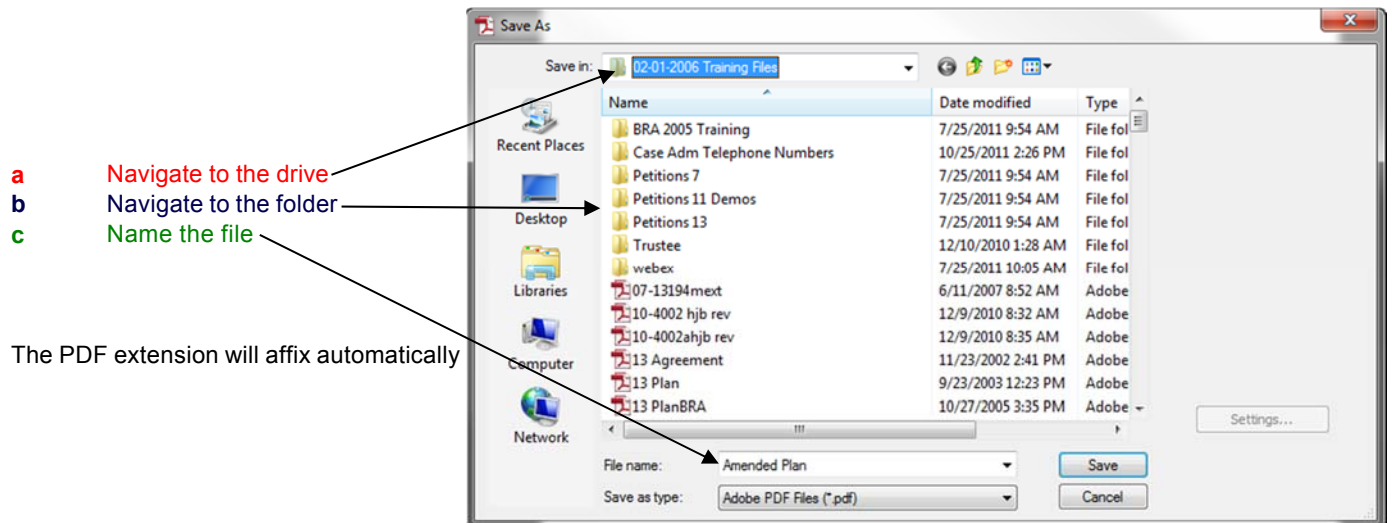**<u>Other than a Creditor Matrix which must be in .txt format</u>**, only documents in PDF format will be accepted for filing in the ECF System. Documents not in this format must be converted. Since the Acrobat PDF Writer installs as a printer driver, most software applications installed on the computer will have the ability to print to PDF. To convert a word processing document to a PDF file, you need to seemingly print the document to get the conversion to take place.

The conversion process is relatively simple and can be accomplished in one of two ways depending on the word processing program you are using.

For WordPerfect:

Once your document is complete and with the document to be converted open on your screen,

1. Select **File** from the menu bar, then select **Print** (or click the printer icon from your toolbar)

2. Use the drop down box to select the Current Printer to **Adobe PDF**

3. Click **Print**. The document will not actually print; instead a **Save As** box will appear on your screen.

a	Navigate to the drive
b	Navigate to the folder
c	Name the file

The PDF extension will affix automatically

4. After you've selected the correct drive and folder and named your file, click **Save**.

5. The PDF conversion is now complete. Your *electronic original* is stored in the folder you designated.

> **TIP:** You will still need to save your WordPerfect document in WordPerfect format as you always have, however, you will only file your PDF document with ECF.

Note: Adobe may be added to the toolbar within the program by editing the settings.

For Microsoft Word 2007 or later:

Once your document is complete and with the document to be converted is open on your screen,

1. Click on the **File** menu, click on **Print** then select **Adobe PDF**.

> **TIP:** You will still need to save your Word document in Word format as you have always done.

Scanning a document using a flatbed or other type of scanner creates a graphic image of the document. Images that are converted to PDF format from a graphic image create very large files.

File size is important in two ways. First, it takes much more time to transfer a copy of a large file between computers than it takes to transfer a copy of a text-based file. Second, by definition, a large file requires more storage capacity in the court's or a user's computer system. For these reasons, users should avoid if at all possible filing large numbers of imaged pages.

Using Official Bankruptcy Forms

When using a PDF fillable form (such as an Official Form available on the court's website), the user must lock or "flatten" the PDF document after completing the form fields to ensure the document can be viewed on all devices and to prevent other users from manipulating or editing the information. The document filed and stored in CM/ECF cannot be altered once it has been filed; however, flattening the form will prevent any user from saving the document and editing the form fields. Follow the steps below to "flatten" a completed PDF fillable form:

1. Open fillable form.

2. Add appropriate data.

3. Select File.

4. Select Print

5. Select the PDF printer. (The Adobe PDF printer is installed automatically with Adobe Acrobat. Numerous free PDF printer

   drivers are available for download from the Internet.)

6. Select OK.

7. Specify location to save the printed, "flattened" version of the form.

8. Select Save.

9. File the "flattened" form in CM/ECF.