

Working with PDF Files

Setting Up the PDF Reader

In order to view documents filed on the system, users must install a PDF reader. (Adobe Acrobat Reader can be downloaded for free from www.adobe.com.) All pleadings are in PDF format. When installing this product, please review and follow the provider's directions to utilize the PDF reader after installation.

Portable Document Format (PDF)

Only PDF (Portable Document Format) documents may be filed with the court using the court's Electronic Filing System. Before filing the document with the court, users should preview the PDF formatted document to ensure that it appears in its entirety and in the proper format.

How to View a PDF File

- Start your PDF program.
- Go to the **File** menu and choose **Open**.
- 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, your PDF program loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the **View** menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

How to Convert Documents to PDF Format

You must convert all of your documents to PDF format before submitting them to the Court's ECF system. 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:**Version 6.1 and Higher** (You must also have Adobe Acrobat Writer.)

- Open the document to be converted.
- Select **Print**. In the dialog box, open the drop down menu to view a list of printer choices to change the selected printer.
- Select your PDFWriter.
- **Print** the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.
- Name the file, giving it the extension **.pdf**.
- Click **Save** and the file is converted to a PDF document.

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- Use above method or:
- Open the document.
- Click on the **File** menu and select, **Publish to PDF**.
- Save the file as a PDF file, giving it a .pdf extension.
- The file is now in a PDF format under the newly designated name, and the original document remains in its original form under the original name.

For Microsoft Word 95 or later:

- Open the document.
- Click on the **File** menu and select **Create PDF**.
- Save the file as a PDF file, giving it a .pdf extension.
- The file is now in PDF format under the newly designated name, and the original document remains in its original form under the original name.

Other word processing programs: (You must have Adobe Acrobat Writer or equivalent)

- Open the document to be converted.
- Select the **Print** option. In the dialog box, open the drop down menu to view a list of printer choices to change the selected printer.
- Select **PDFWriter**.
- **Print** the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.
- Name the file, giving it the extension .pdf .
- Accept the option and the file is converted to a PDF document.

Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to PDFWriter, and follow the directions above.