

Printing to PDF

PDF documents can contain formatting not visible to the user. Not all of this formatting can be accepted and processed by CM/ECF. Flattening and optimization usually does not correct the problem because these actions only address file size and standards adherence. If no corrective action is taken, the PDF will not conform to CM/ECF standards and will not be accepted.

Printing to PDF resolves this issue. When you Print to PDF you create a new file but you ensure that the document will be exactly as you intended, and avoid any formatting changes.

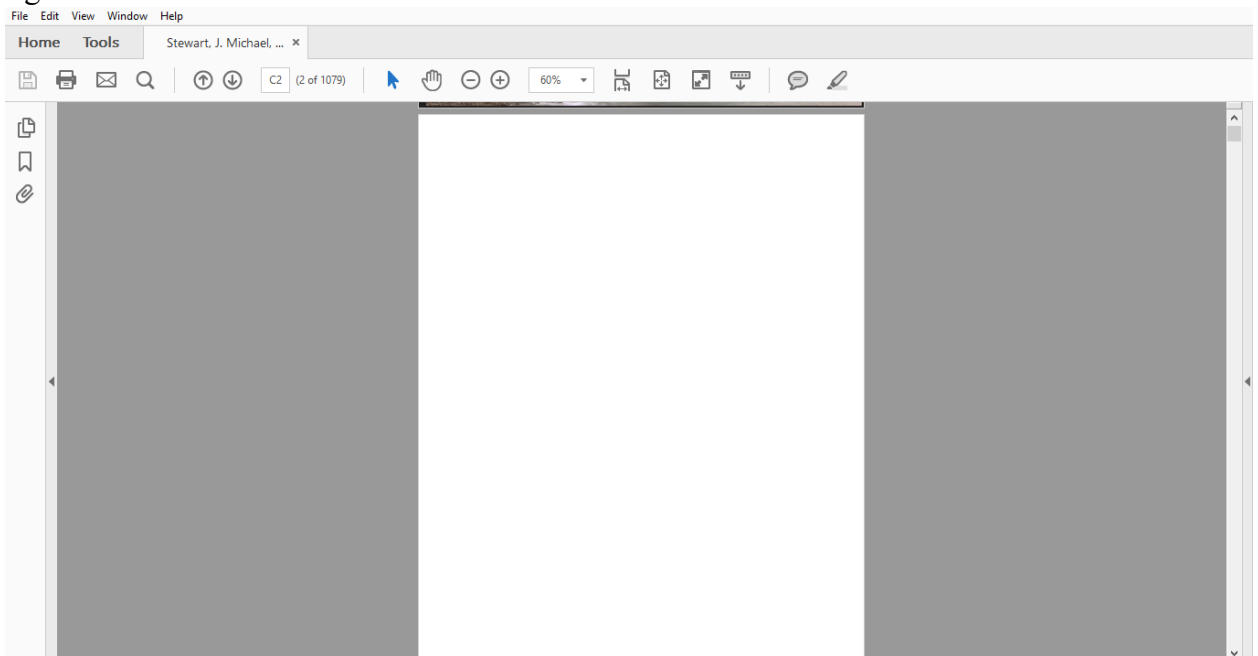
There are many PDF handlers but generally the process will be similar. The work flow is simply to open the corrupt PDF, start the printing process, and when selecting the printer, the option should resemble “Print to PDF”. Save that file and then resubmit to ECF.

Printing to PDF using Adobe Acrobat is preferred, however using Microsoft Print to PDF or Apple MAC Print to PDF is acceptable.

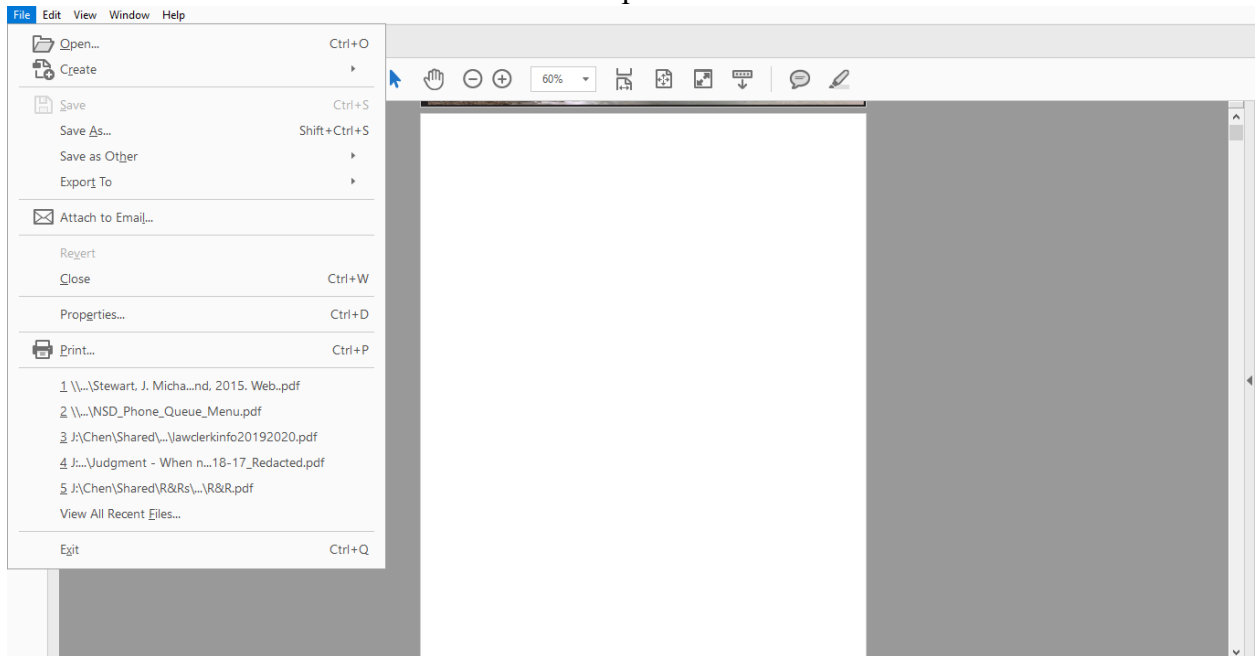
Below are some screenshots of a user printing documents using the Adobe Acrobat PDF Printer [Help Link](#) , the built-in Microsoft PDF Printer [Help Link](#) and the built-in Apple MAC PDF Printer [Help Link](#) .

For example in Adobe Acrobat Pro, the following steps are taken to Adobe Print to PDF:

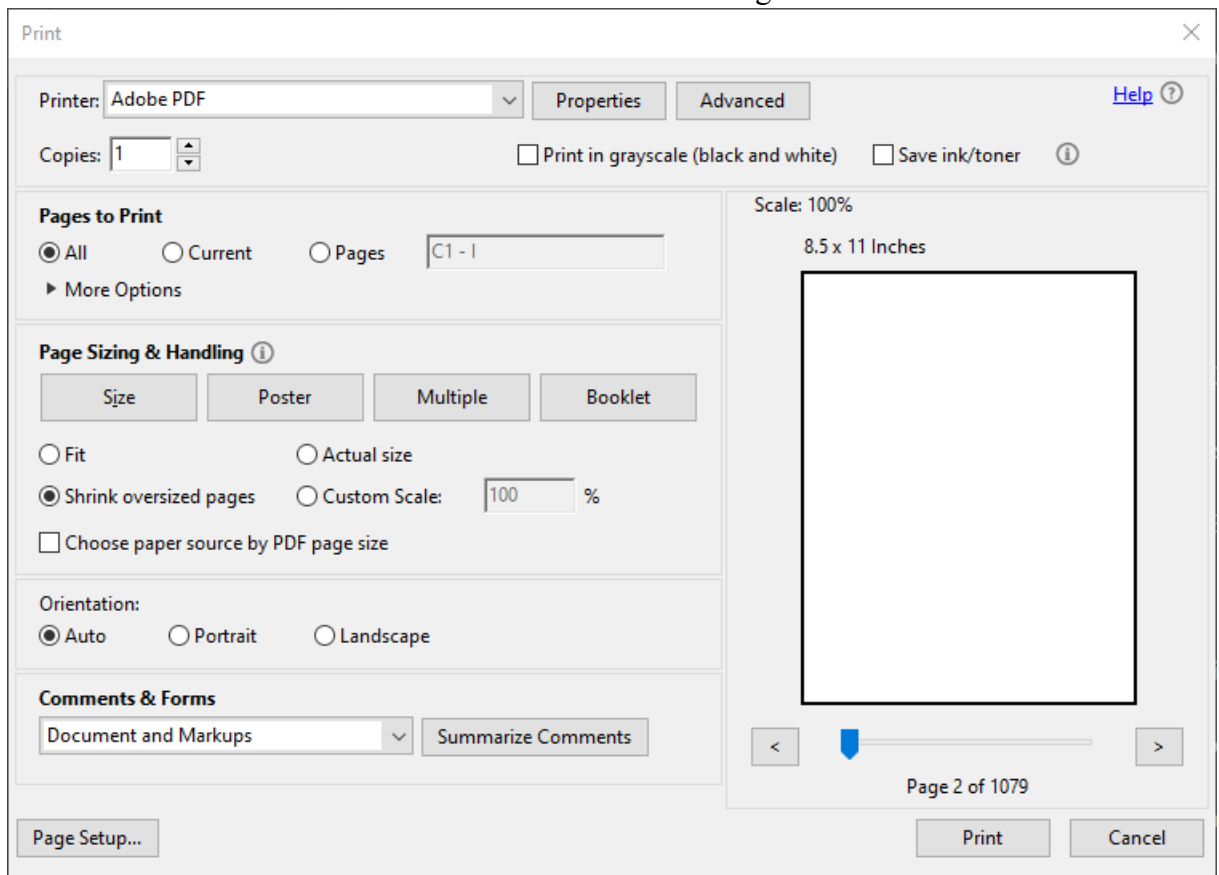
1. Open the PDF you wish to file and look for the “File” button on the menu bar in the top right.



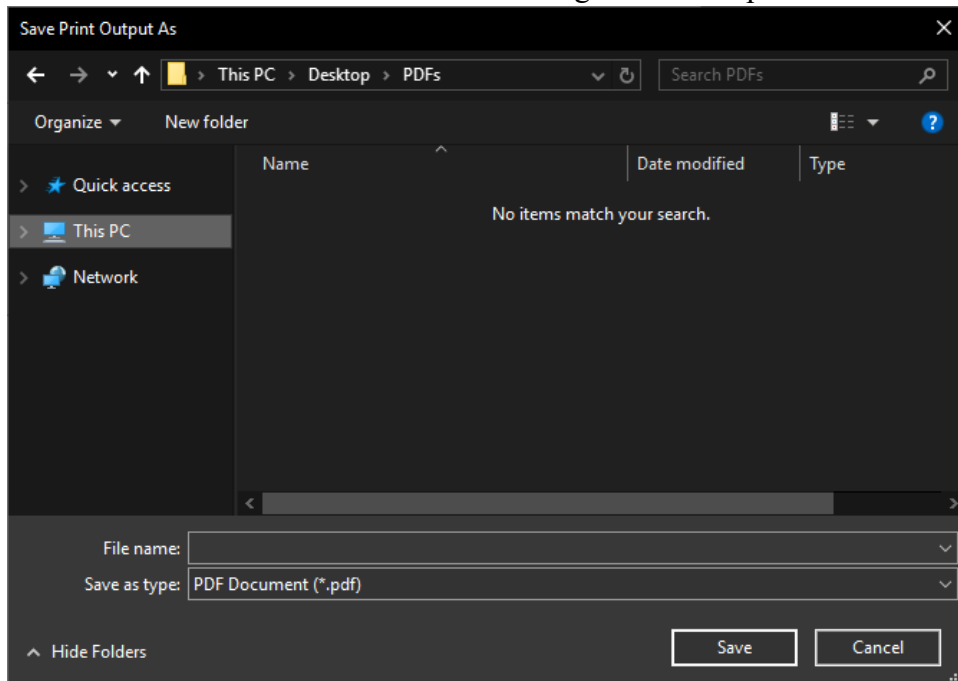
- Click on “File” and select “Print” in the list of options.



- In the print dialogue box, next to the “Printer” field right on top, select “Adobe PDF” or if available or “Adobe” then select “Print” in the bottom right corner.



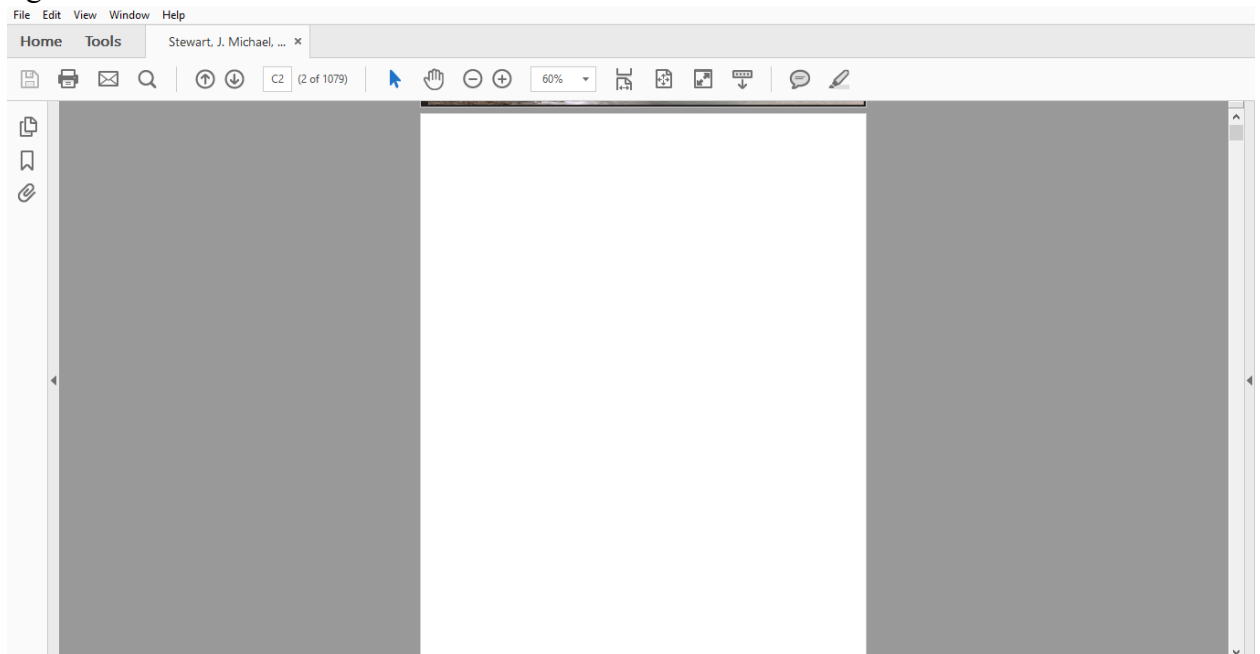
4. A dialogue box will pop up prompting you to name the PDF and select the save location. Do so and then click “Save” in the bottom right once complete.



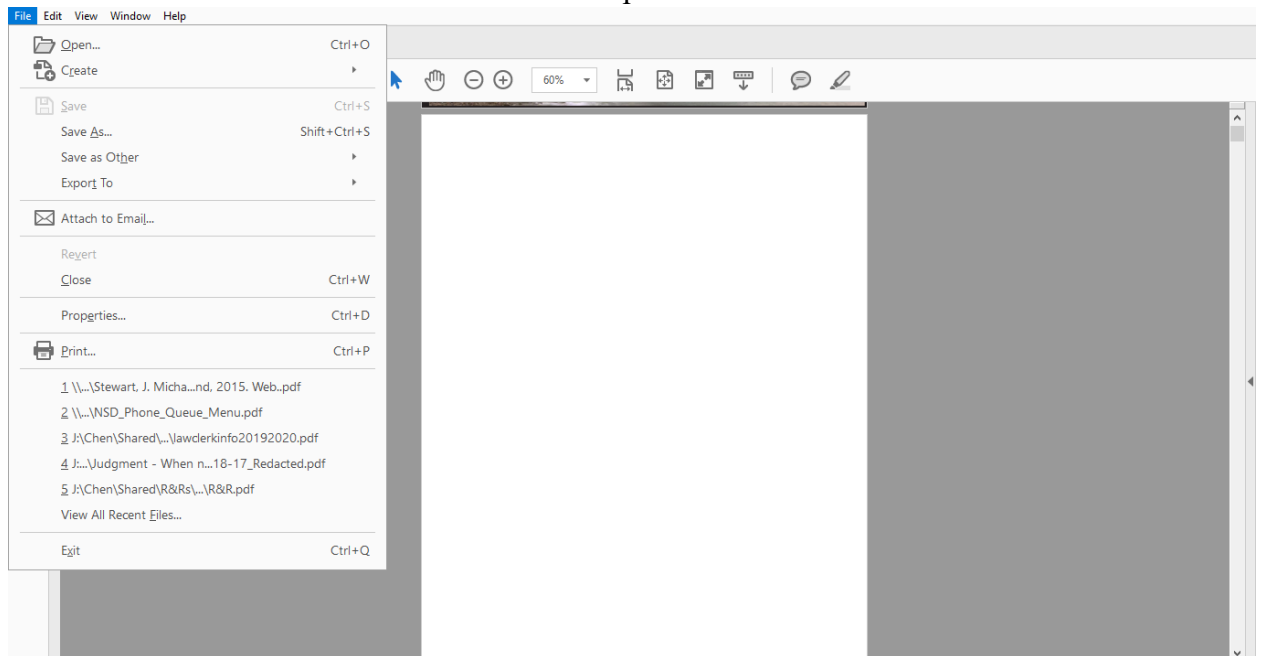
5. Once the file is saved, please submit the new PDF instead of the previous version to ECF.

For example in Adobe Acrobat Pro, the following steps are taken to Microsoft Print to PDF:

1. Open the PDF you wish to file and look for the “File” button on the menu bar in the top right.



2. Click on “File” and select “Print” in the list of options.



3. In the print dialogue box, next to the “Printer” field right on top, select “Microsoft Print to PDF” then select “Print” in the bottom right corner.

Print

Printer: Microsoft Print to PDF Properties Advanced Help ?

Copies: 1 ☐ Print in grayscale (black and white) ☐ Save ink/toner ⓘ

Pages to Print

☒ All
☐ Current page
☐ Pages C1 - 1
▶ More Options

Page Sizing & Handling ⓘ

Size Poster Multiple Booklet

☐ Fit
☐ Actual size
☒ Shrink oversized pages
☐ Custom Scale: 100 %
☐ Choose paper source by PDF page size

Orientation:
☒ Auto portrait/landscape
☐ Portrait
☐ Landscape

Comments & Forms

Document and Markups
Summarize Comments

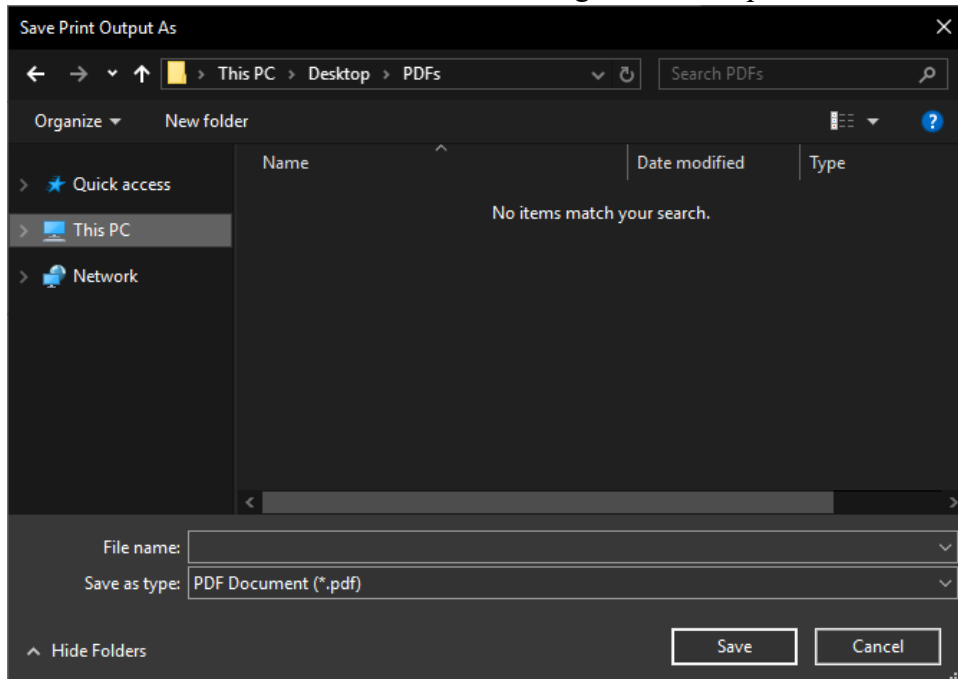
Scale: 100%
8.5 x 11 Inches

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Page Setup... Print Cancel

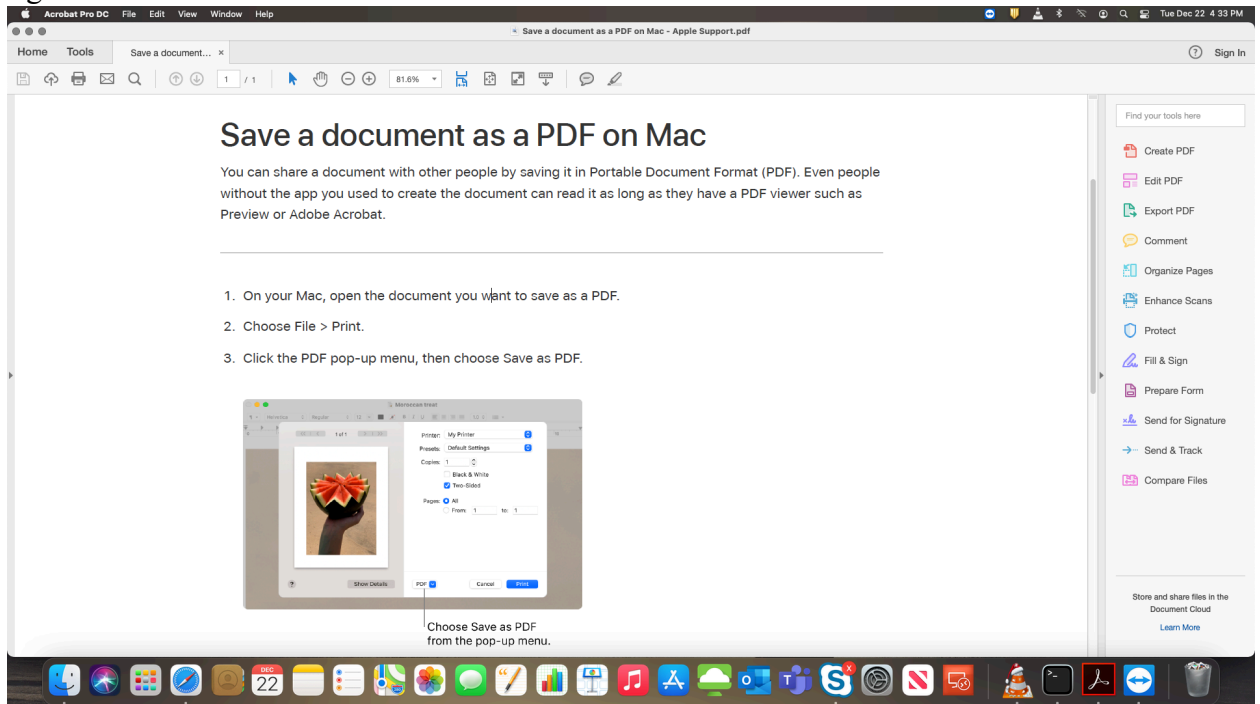
4. A dialogue box will pop up prompting you to name the PDF and select the save location. Do so and then click “Save” in the bottom right once complete.



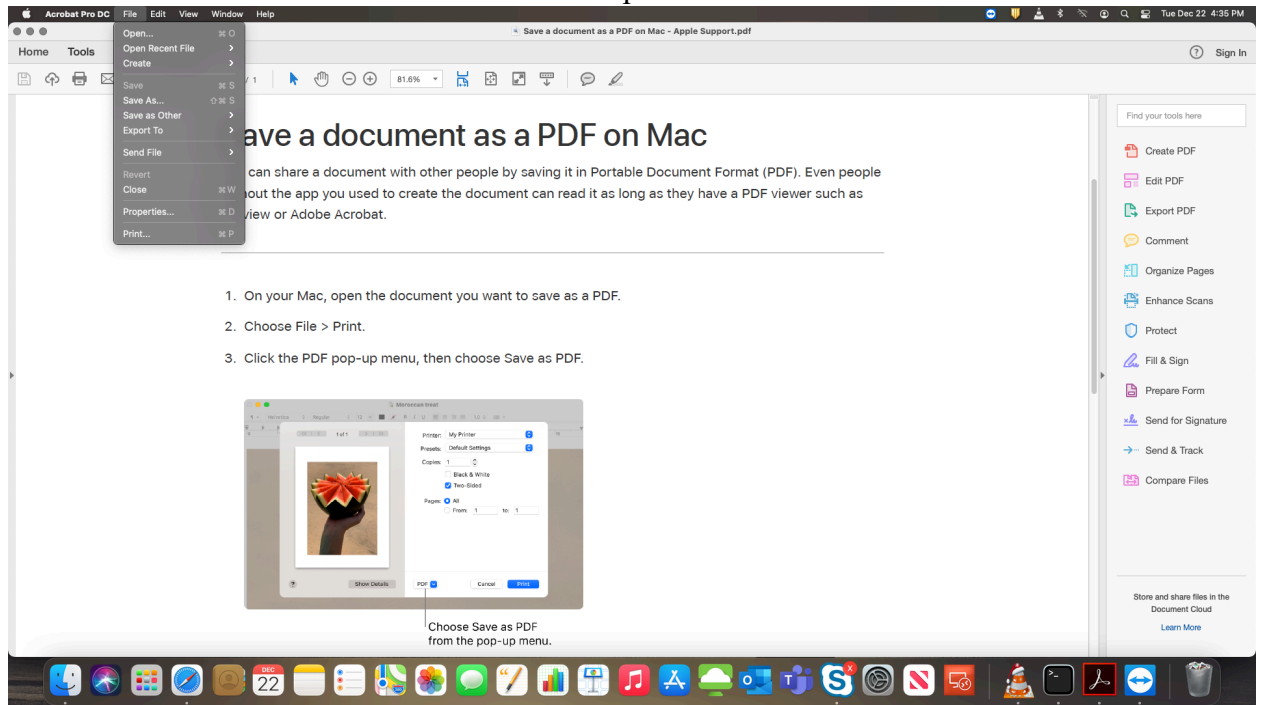
5. Once the file is saved, please submit the new PDF instead of the previous version to ECF.

For example in Adobe Acrobat Pro, the following steps are taken to Apple Print to PDF:

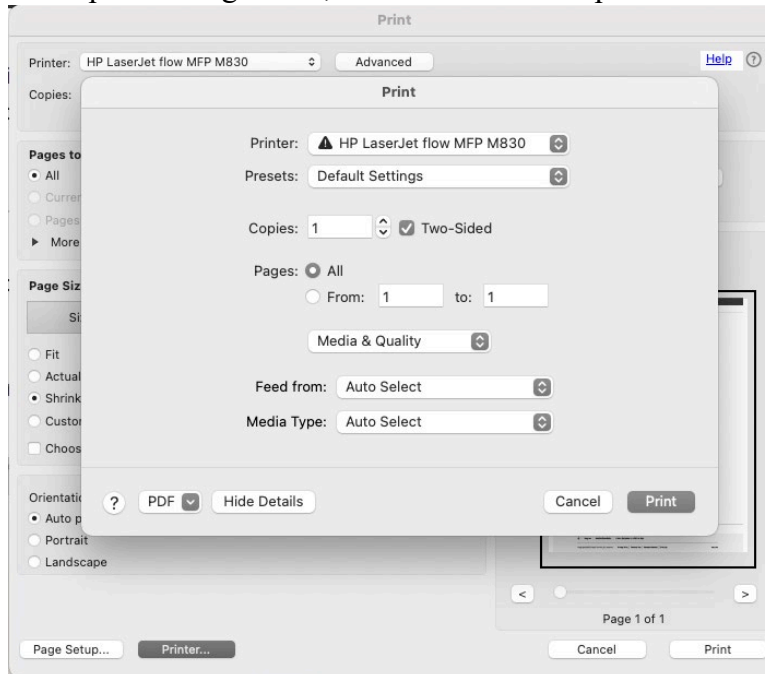
1. Open the PDF you wish to file and look for the “File” button on the menu bar in the top right.



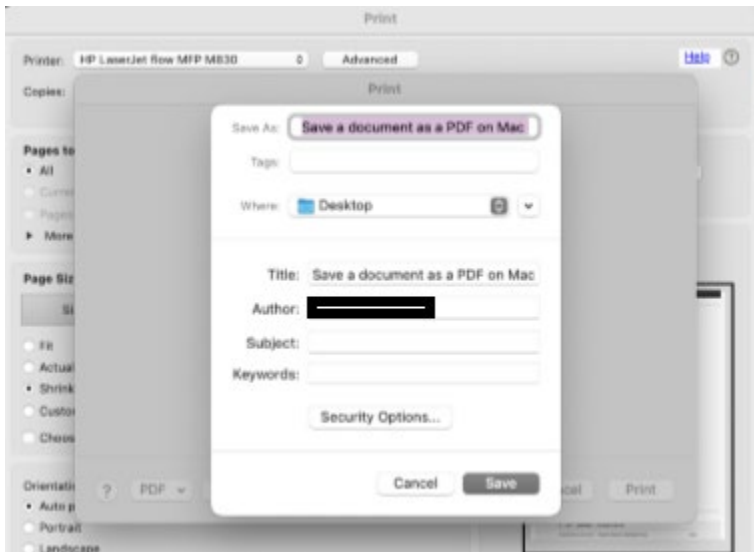
2. Click on “File” and select “Print” in the list of options.



3. In the print dialogue box, click the “PDF” drop down field on the bottom left.



4. Select “Save as PDF” and dialogue box will pop up prompting you to name the PDF and select the save location. Do so and then click “Save” in the bottom right once complete.



5. Once the file is saved, please submit the new PDF instead of the previous version to ECF.