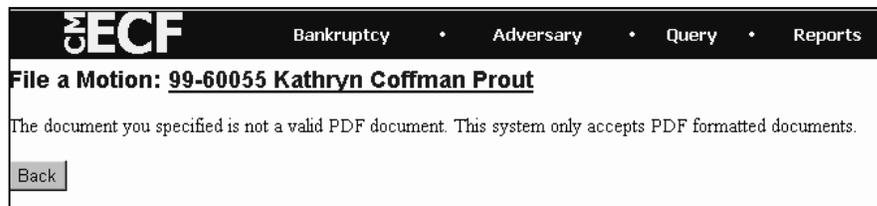


DOCUMENT PREPARATION

Format

Only PDF (Portable Document Format) documents may be attached to docket entries and filed, using the court's electronic filing system. If you attempt to upload a non-pdf file, the following error message appears:



Viewing a PDF File

- Open *Adobe Acrobat* program
- Select **File** from the menu bar, then select **Open**
- Select the location (from the “Look in” window) and click on the filename of the document to be viewed
- Use the scroll bars or the buttons on the tool bar to move through multi-page or large resolution documents
- Click on **View** from the menu bar for other document viewing options
- Choose option that is most appropriate for the document

Be sure to view the document before accepting it to ensure it appears as intended.

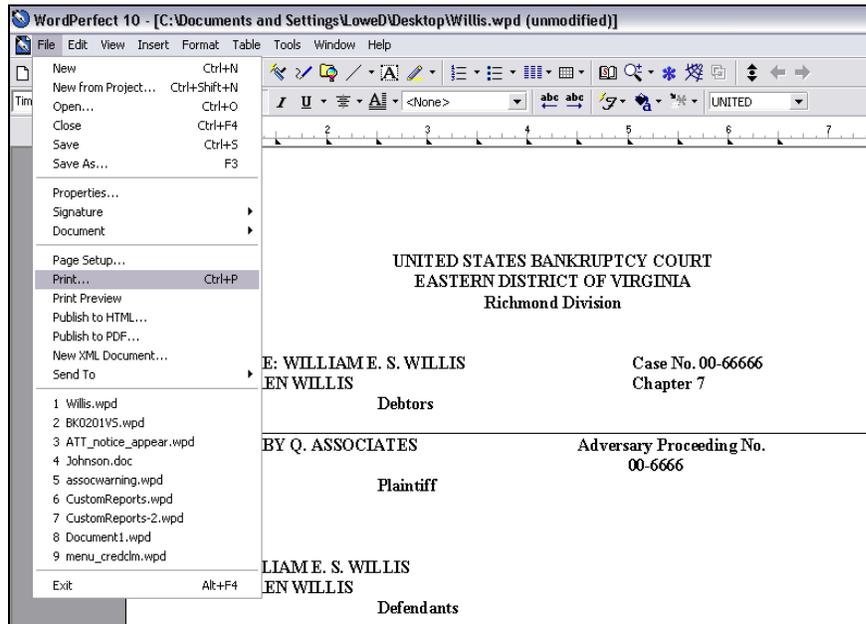
Converting a Document to PDF Format

Conversion of any word processing document to a Portable Document Format (PDF) is required before submission to the court's electronic filing system. To accomplish this you must have Adobe Acrobat software. The conversion process is relatively simple and can be accomplished in a few ways depending upon the word processing program you use. In the following pages, we will walk you through the basic steps of converting any file created by a Windows based program. In some instances, some of these steps may be eliminated depending upon your word processing software and the configuration of your system.

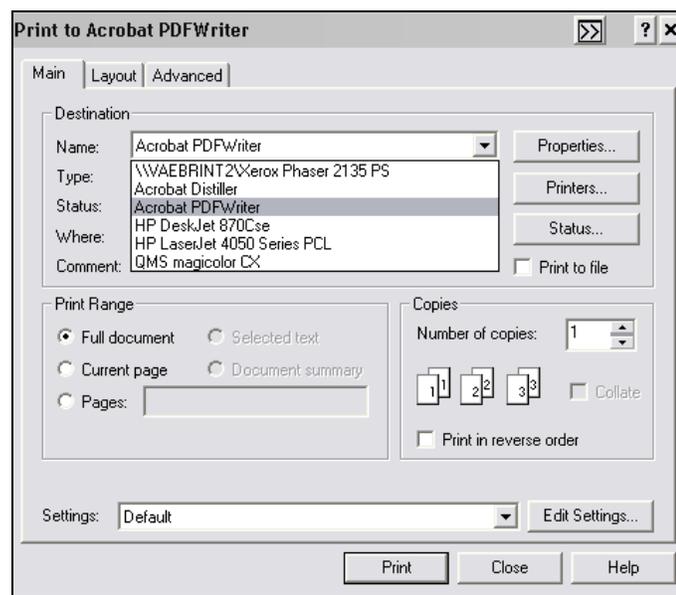
Converting a Word Processing Document to PDF Format

STEP 1 Open the document to be converted.

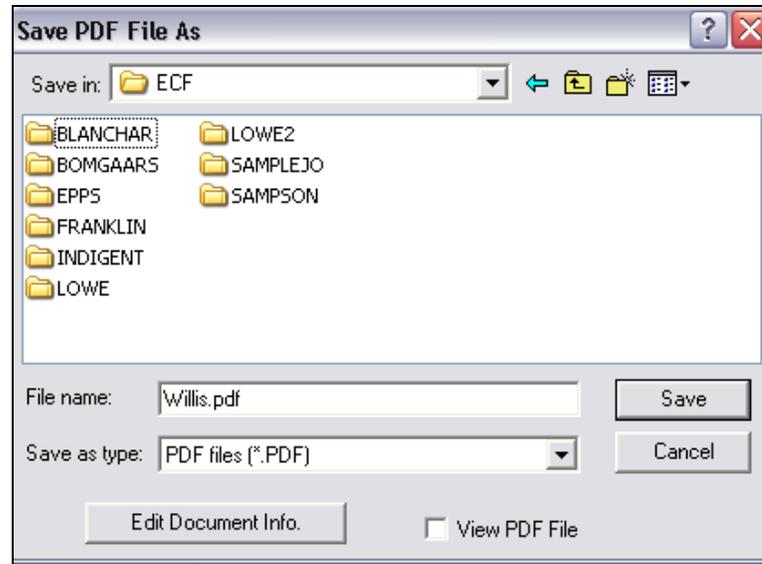
STEP 2 Click on the **File** drop down menu to select the **Print** option. The print dialog box appears. Select the option to change the selected printer. A drop-down window menu with a list of printer choices is displayed.



STEP 3 Select **Acrobat PDFWriter**. Click on the **Print** button in the dialog box. The file will not physically print; instead the option to save the file as a PDF will appear.



- STEP 4** In the *Save PDF File As* dialog box, assign and key a file name, making sure that the **Save as Type** (or **List Files of Type**, in older versions of word processing software) window displays **PDF files (*.PDF)**. Click on **Save** (or **OK**, in older versions of word processing software) to save the file as a PDF document.



In the *Save PDF File As* dialog box (shown above) are two additional functions:

- ◆ **Edit Document Info** (or **Prompt for Document Info**, in older versions)
Located in the lower left corner of the dialog box allows you to edit certain document information before you save it by opening the *Acrobat PDFWriter Document Information* dialog box.
- ◆ **View PDF File**
A check box located in the right corner. When box is checked, the Acrobat document will open once you click on **SAVE**.

ADDITIONAL OPTION. When using Microsoft Word:

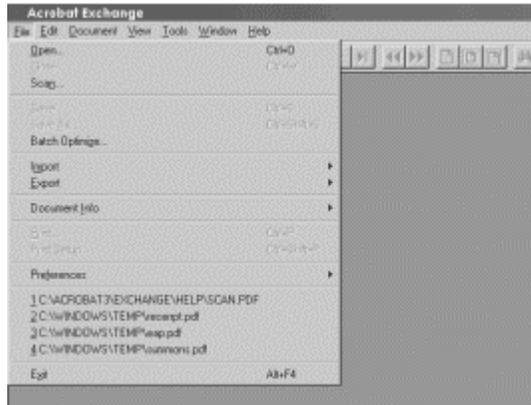
If using Microsoft Word you may have the option to convert a document using the following additional method:

- Click Acrobat icon on toolbar (looks like Acrobat document). Follow instructions on subsequent screens.

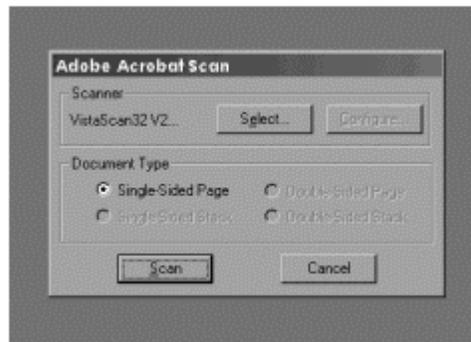
Imaging/Scanning a Document Using Adobe Acrobat

The following instructions will walk you through the basic steps of scanning and saving a document using Adobe Acrobat 3.0. If you are using a newer version of Adobe Acrobat, some of the steps will be somewhat different. You will need to consult *Adobe Acrobat Help* from the menu bar.

STEP 1 Open the Acrobat Exchange program, then click on the **File** drop down menu to select the **Scan** option (newer versions of the Acrobat software require that you highlight the **Import** option, then click **Scan** option.)



STEP 2 At the next screen, select the type of document to be imaged.



Depending on the scanning software one or more of the following options is available:

- Single-sided page [one page only]
- Single-sided stack [multiple pages]
- Double-sided page [one page only]
- Double-sided stack [multiple pages]

[**NOTE:** *If your scanning software allows only the option of scanning a single-sided page and you are scanning multiple pages or a double-sided page, follow instructions above for each page of the document. As long as the document is open in Exchange, each additional page will be added to the end of the document, i.e., do not save the document until all pages have been scanned.*]

Scanning settings are accessed in different ways, depending upon the version of Adobe Acrobat used. In version 3.0, the settings are accessed by clicking **Configure** from the **Adobe Acrobat Scan** screen, then clicking **Settings** from the **ISIS Plugin** screen. The appropriate settings are selected, then click **OK**. Please consult the Help file for instructions on how to access these settings in newer versions. The settings should be as follows:

- **Mode** - Black and White (greyscale and color create files which are too large to upload to the system)
- **Resolution** – 150 dpi (dots per inch) to no greater than 300 dpi. (150 – 200 dpi is usually sufficient)
- **Paper Size** – 8 ½ x 11 inches (if document is larger, first photo-reduce)

STEP 3 After selecting appropriate document type and selecting the proper scanning settings, click **Scan**, to begin the scanning process.

STEP 4 Once the scanning process is complete, the document is displayed on the screen. Verify that the document is correct.

- If the document displayed is not acceptable, [*i.e.* lopsided on the page, illegible] close it without saving it and begin the scanning process over again. If only a part of a multi-page document is unacceptable, the document may be saved and the unacceptable pages may be re-scanned and replaced.

[**NOTE:** *For multiple page documents which must be scanned using the "single-sided page" option, each page will be displayed individually, before the next page is scanned, and should be verified individually*].

STEP 5 After verification, save the document. Click on the **File** drop down menu, and select the **Save As** option.

STEP 6 In the **Save As** dialog box, select the drive and folder in which you wish to save the document, in the **Save** window.

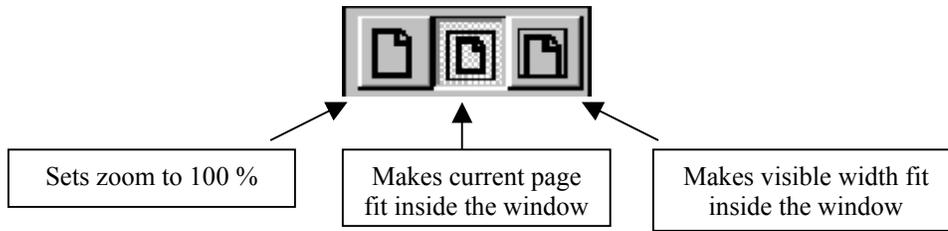
STEP 7 Assign a filename to the document in the **File name** window:

- ♦ Be sure the **Save as type** window displays **Acrobat (*.pdf)**
- ♦ Be sure the **“optimize”** box is checked.



- ◆ The imaged/scanned document can now be electronically filed.

NOTE: Adjust screen views for appropriate viewing of electronic documents:



*For instructions on editing of pdf documents, for scanning tips and troubleshooting, see the **Online Guides** in the Help file of your Acrobat software.*