

## PDF DOCUMENTS - CONVERTING, SCANNING, DIVIDING AND COMBINING

Documents must be converted to a PDF format before uploading them to the ECF system. Depending on the type of word processing software or PDF conversion software used, the process to convert will differ slightly.

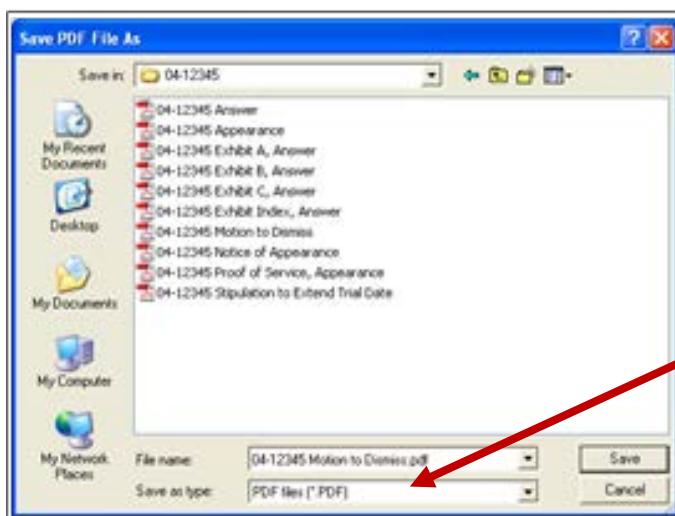
### CONVERTING AN ELECTRONIC DOCUMENT TO PDF

**Step 1:** Open the document. Click on **File** on the menu bar and select **Print**.

**Step 2:** Click the **Printer** drop-down menu to select **Adobe PDF or other PDF conversion software**.

The number of copies should be set to “1” and “**Print All Pages**” should also be selected.

**Step 3:** Click **Print**. The **Save As** dialog box will open. Name the file, verify the saved file type is **.pdf** and click **Save**.



**Step 4:** After the PDF has been created, view the document to confirm that it converted correctly.



Be sure to remember the name of the document and where it was saved. It will be the document uploaded to the ECF system.

## SCANNING DOCUMENTS

A scanner should only be used if it is not possible to electronically convert documents using word processing software and converting to PDF.

When scanning documents to upload to the ECF system, the Court recommends:

- Scanning at a resolution of 300 dpi.
- Using a “black and white” setting whenever possible
- Using 8.5” x 11” size in portrait mode



After scanning a document, review the file to make sure the images are not upside down or scanned in landscape mode.

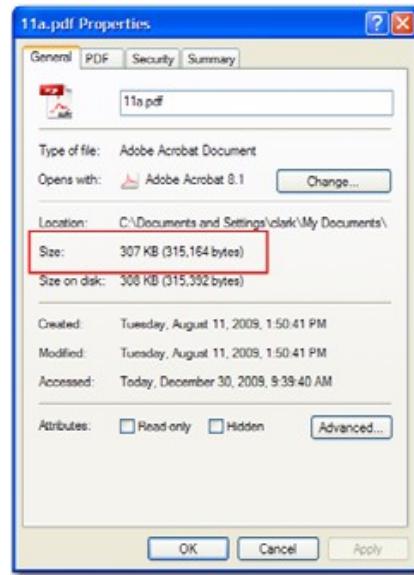
If the document is a **color photo or illustration and the image needs to retain the color**, scan the image using the lowest setting to keep the file size as small as possible. Filing a color photo or illustration will display in color in the ECF system.

## Oversized Documents

The ECF system will not accept a file larger than 12.5 MB or approximately 12,500 KB. If a single exhibit is larger than 12.5 MB, it must be divided into smaller sections.



To determine the size of a document, locate the document and **right click** on the file name, then choose **Properties**.



## Dividing Oversized Files

To divide a PDF document into smaller files, follow these steps:

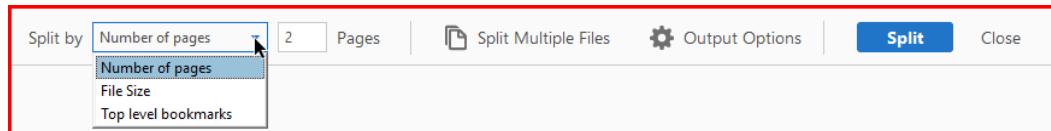


These instructions are for use with **Adobe Acrobat Software**. The process may not be the same if you are using other PDF conversion software.

**Step 1:** Open the PDF document. Select **Tools** from the menu bar, then click **Organize Pages**.

**Step 2:** Select the file to be divided and click **Split**.

**Step 3:** A new toolbar will appear.



- Select an option as to how the document should be split.
- Click **Split**.

**Step 4:** The document will be split. **Save** the changes to the file.

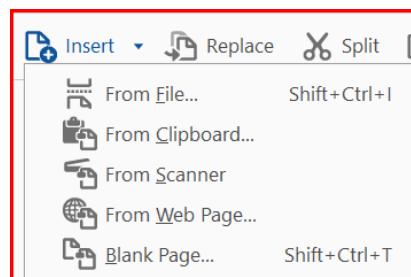
## COMBINING DOCUMENTS

To combine two or more PDF documents, follow these steps:

**Step 1:** Open the PDF document. Select **Tools** from the menu bar, then click **Organize Pages**.

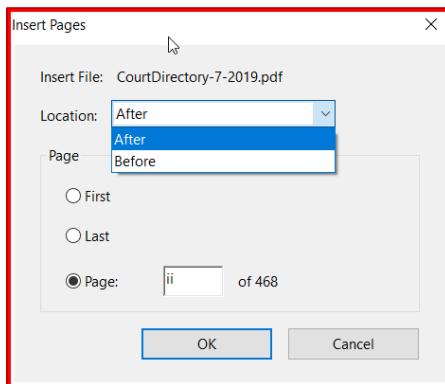
**Step 2:** Choose **Insert**. A dropdown menu will appear.

- Select **From File...**



Choose the PDF document that needs to be combined with the open file and click **Open**.

**Step 3:** A pop-up will display. Select where the file should be inserted and choose **OK**.



**Step 4:** The documents will be combined. **Save** the changes to the file.