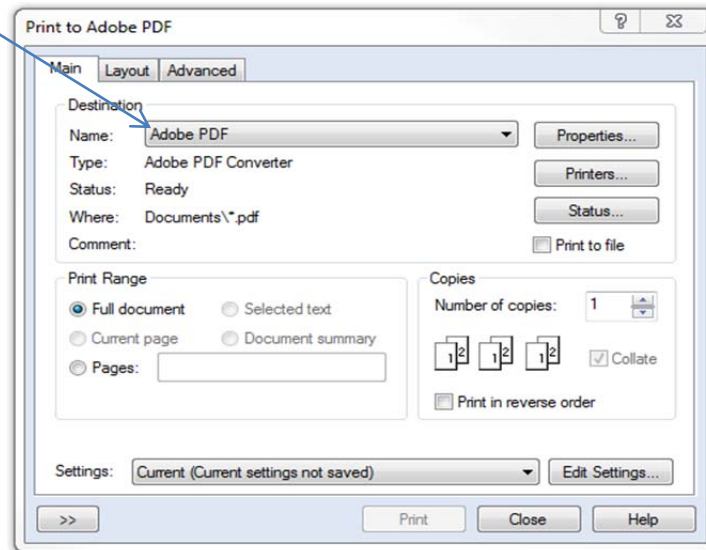


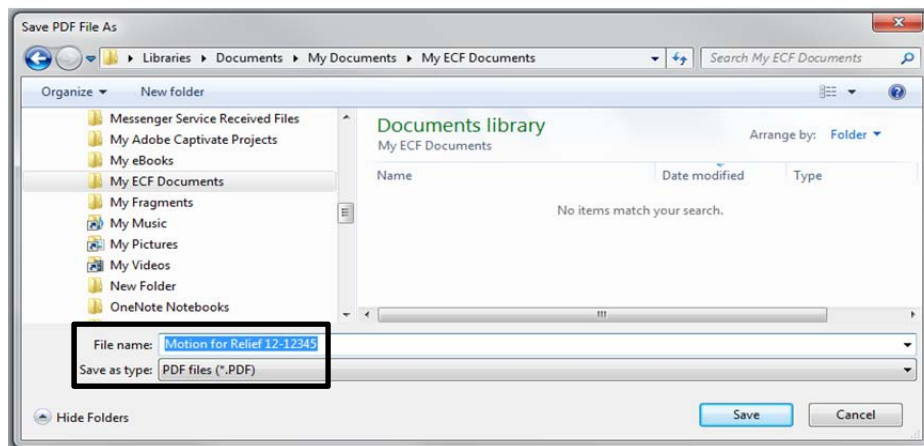
Creating Text-Based PDF Documents using Microsoft Word and Adobe Acrobat

All documents in electronic form (created in your office or provided to you by another party electronically) should be converted to a text-based PDF file before they are filed in the court's ECF system. By avoiding scanning, the following benefits are achieved:

- Text-based files are considerably smaller than scan-based files (by more than 90%).
 - Text-based files are text searchable for all users.
 - Text-based files allow you to use Cut/Copy/Paste functions with text.
- To begin, create the document as you normally would
- When finished, select your printer icon as though you are about to print the document.
- Select Adobe PDF from the list of printers available to you (as shown below) and select Print



- A "Save PDF File AS" dialog box appears. Navigate to the folder where you'd like to store this document, then name the document and select Save (it will save with a .pdf extension).



- The document will open in Adobe Acrobat. Review to ensure that the formatting is okay.
- You now have two versions of the same document: the word processed version in Word and the PDF version you just created.