

Adobe Tips & Tricks

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Creating PDF Documents for Filing on CM/ECF

- 1) All documents and claims filed electronically on CM/ECF must be in a PDF format
- 2) Each PDF must be under 10MB
- 3) If the document exceeds the 10MB limit, break the document into separate, smaller documents, which can then be attached as additional documents during the docketing process
- 4) To avoid re-scanning the document, use your PDF software to extract or split the document into separate files
- 5) The file size can be easily checked in Adobe Acrobat by opening the document and pressing Ctrl-D to view the Document Properties screen

Methods for Creating a PDF

Converting from Microsoft Word:

- 1) On a PC – Open the document
- 2) Click File. Select Save as Adobe PDF
- 3) Adobe PDFMaker will request to save the file, click on Yes
- 4) Name the file and choose the folder you wish to save it to, then click Save
- 5) Another option is to select Print from the File menu and change the printer from your local printer to Adobe PDF
- 6) Click Print. Name the file and save in the folder of your choice and click Save

On a Mac:

- 1) Open the document. Click Print and click the PDF option on the bottom left of the Print menu. If you don't have the PDF option, Click File and select Save As. Change the Format from Word Document to PDF.

Scanning:

- 1) For documents that must be imaged, the preferred method is to scan the document directly into PDF format using Adobe Acrobat and the following settings:
 - a. 200 dpi resolution
 - b. Black and white or grayscale