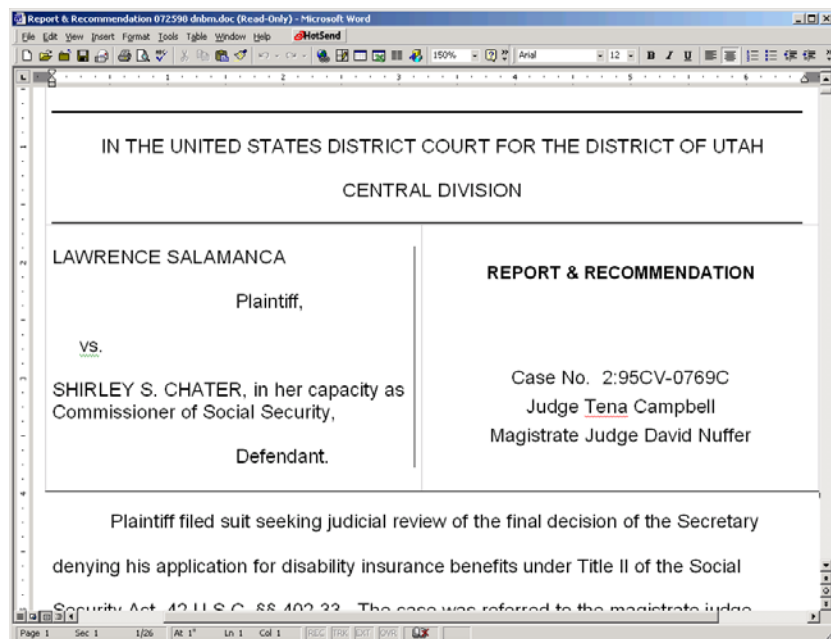


# Creating Text Based PDF Files

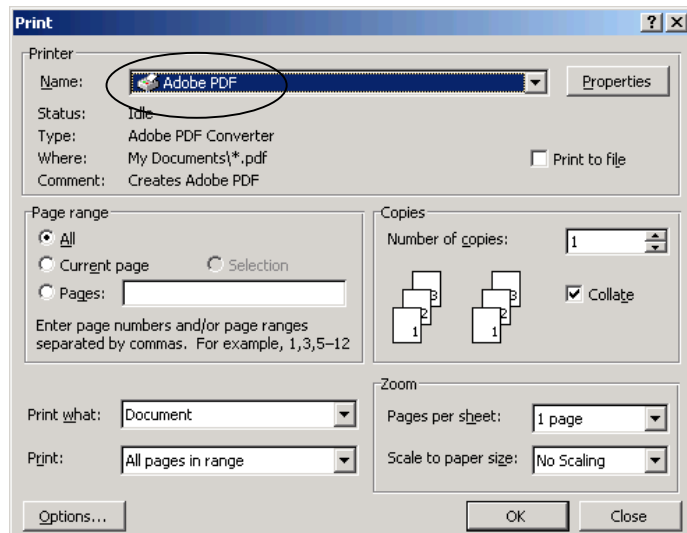
CM/ECF prefers text based PDF files. Some PDF files must be created from scanned images. This is true of pre-existing exhibits. But many documents exist in digital form, and all newly created documents, such as motions and memoranda should be created as text PDF files. Text based PDF files allow the use of copy-and-paste text selection, and searching for key words. Text PDF files are much smaller than scanned PDF files.

<b>50 page text document</b>	<b>File Size KB</b>
PDF output from word processor	≈ 100 K
Scanned document	≈ 1000 – 2000 K

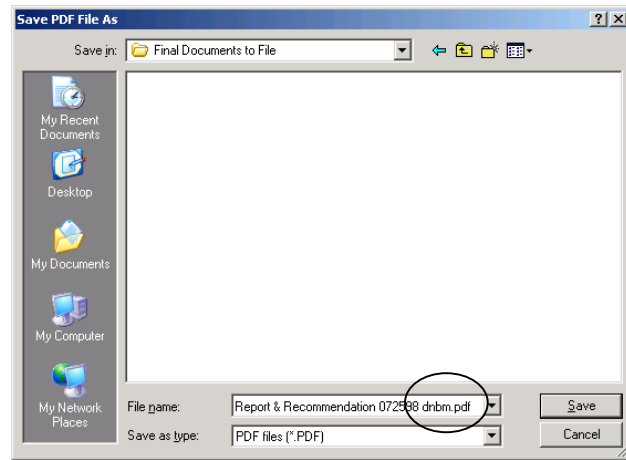
To create a text based PDF document, create the document normally in your word processor.



Then, print the document, to a PDF printer program. (This handout later describes some programs you may use.)

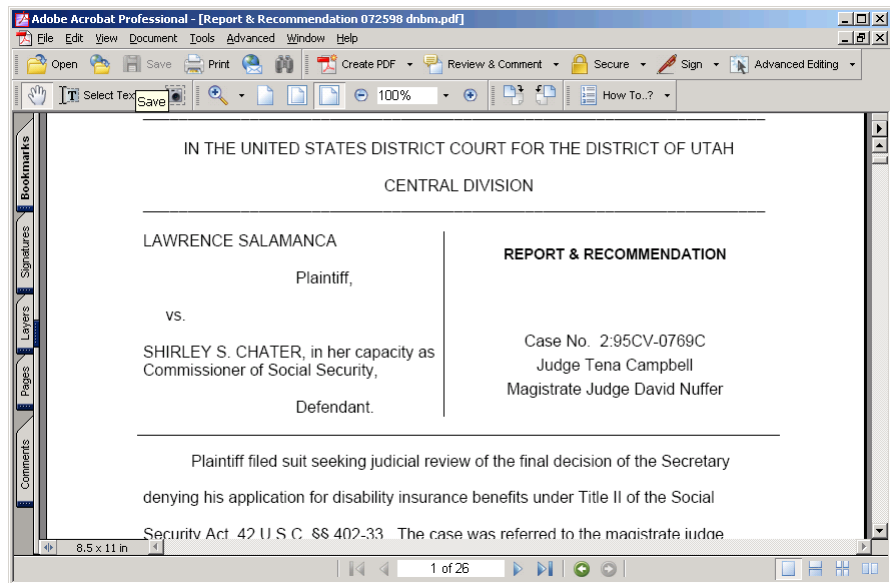


Then, a SAVE dialog box appears. Find a location to SAVE the file where you can find it later to upload to CM/ECF. Note the file will save with a PDF suffix.

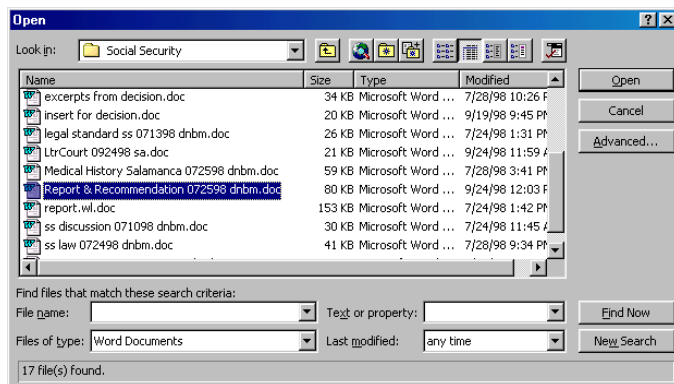


It is a good idea to VIEW the document in PDF format, to ensure that it "printed" correctly:

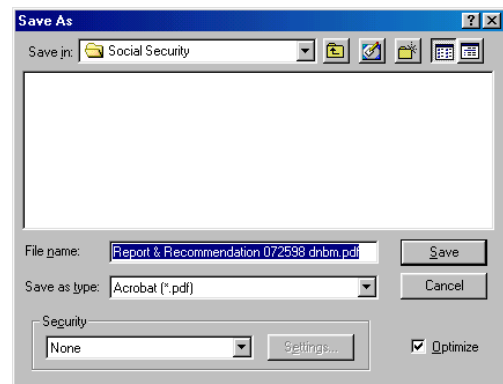
(Just as printing to a different printer may cause different output formatting, printing to PDF may cause different output appearance.)



You now have TWO versions of the document, one in word processing format, and another in PDF format:



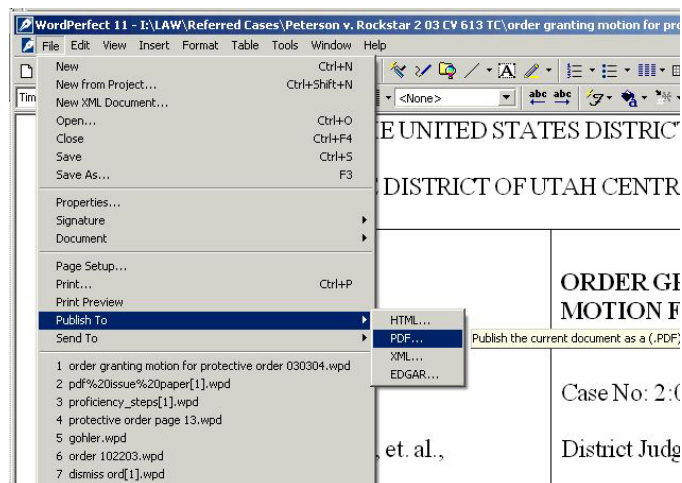
Recommendation.doc



Recommendation.pdf

WordPerfect includes a Publish to PDF feature. You do not need any special PDF creation software if you use WordPerfect.

Microsoft announced October 1, 2005, that its next version of MS Office will include PDF creation.



### PDF Creation Software

If you are using a current version of MS Word, or another word processor, you will probably need PDF creation software. Check first to see if you already have PDF creation software you may have received with another software program, such as PaperPort. Free standing PDF creation software is available. Some examples are:

Adobe Acrobat Standard/Pro <http://www.adobe.com/products/acrobat/main.html>

Cute PDF Writer/Cute PDF Plus (free) <http://www.acrosoft.com/Products/CutePDF>

pdfFactory/pdfFactory Pro <http://www.softwarelabs.com/pdf/pdfactory.htm>

### PDF Viewing Software

–Adobe Acrobat Reader – free

<http://www.adobe.com/products/acrobat/readstep2.html>

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For More Information:

<http://www.utd.uscourts.gov/cmecf/documents/ecfpage2.htm#TechnicalInformation>

**PDF Issues**

**PDF Creation Software**

**Using Adobe PDF Printer to Convert Documents to PDF Format**

**Setting Acrobat Preferences**

**Creating PDF Documents with a Scanner**

**Scanner Comparison**

**Scanning Tips**

**Checking PDF Document Properties**

**Optimizing PDF files in WordPerfect® 11**

<http://www.pdfforallawyers.com/>

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