

CONVERTING DOCUMENTS TO PDF

About Portable Document Format (.pdf)

Only .pdf documents may be filed in the ECF system.¹ Documents can be converted to .pdf format by several different methods. Some .pdf conversion applications will enable you to scan documents into .pdf format. Some companies offer online conversion services for a fee.

A distinction should be made between a .pdf **Reader** and a .pdf **Writer**. A .pdf **Reader** allows users to view documents that have been filed electronically. The **Reader** is available free of charge from many sources and can be downloaded online. A .pdf **Writer**, however, allows users to scan and convert documents to .pdf and is generally available from a software provider for a fee. Also, some word processing applications, including recent versions of Microsoft Word or WordPerfect, allow you to convert documents to .pdf.

Before filing a document, users should preview the .pdf document to ensure it appears in its entirety and in the proper format. Please make sure the document is in the proper orientation and the pages are in the proper sequence.

Setting Up the PDF Writer

Regardless of the product chosen to create a .pdf document, there are various settings that must be considered. Some programs have more configuration settings than others. To demonstrate the types of settings you may encounter, we use settings found in Adobe Acrobat as an example.

- Document security. Turn off document security settings. ECF will not accept documents with added security settings.
- Commenting. “Print with Comments” should be activated to see a signature on Orders filed in ECF.
- Embedded fonts. Embedding fonts is recommended to retain an appearance similar to the original document.
- Black and white. When scanning to .pdf, make sure the software is set to “black and white” instead of “color.” Otherwise, the .pdf file size may be too large to upload into ECF.
- Advertisements. .pdf documents should not include advertisements.
- File size. The file size of the .pdf document should be less than 5 MB. If your file is larger than 5 MB you should check your compression settings or separate the file into smaller files.

¹ The only exception is the original list of creditors (matrix) which must be in .TXT or .SCN format.

Converting Documents to PDF

Many versions of various word processing applications (such as Microsoft Word or WordPerfect) enable you to convert a document to a .pdf format. Precise instructions may vary depending on your software.

- Open the document to be converted.
- Save the document as a .pdf document by selecting “.pdf” in the “Save file type” field; or, print the document by selecting “.pdf” as the printer type, if available.

Some offices have scanners which automatically scan documents into .pdf format or use an online service provider to convert documents to .pdf.