

Create a PDF Document

This process provides step-by-step instructions on how to save an existing word processing document in PDF format.

- Open the document you wish to save as a PDF
- Select the Printer icon on the tool bar, or go to File> Print.
- Change the printer on the drop-down menu to **Adobe PDF**
- Click Print
- At the **Save PDF File As** screen browse to the folder you want to save your PDF in
- Type the name of your PDF in the **File name** field. REMEMBER to leave the extension as **.pdf**
- Click Save

Attach a PDF to an entry in CM/ECF

- If you have a PDF file to attach to an entry in CM/ECF, when prompted to do so, simply click the **Browse** button to choose a file to upload.
- Click on the folder your PDF was saved in
- Change the file type to **All Files[*.*]**
- Click ONCE on the PDF file you want to attach to your entry
- Right click on the highlighted file
- Select “Open with Adobe Acrobat X” **IT IS VERY IMPORTANT TO ALWAYS OPEN THE PDF AND VERIFY IT FOR ACCURACY.**
- If the PDF is correct, then close it and click the **Open** button in the “Choose File to Upload” box
- You have now placed that PDF in CM/ECF to continue docketing. If you realize that you have attached the incorrect PDF prior to completing your entry, simply use the Back button and reattach the correct PDF.

- To add an attachment PDF to this entry, highlight the Yes radio button next to **Attachments to Document**, then click Next.
- You will use the same procedures as above, to attach the file.
- Type a Description name for the attachment
- Click the **Add to List** box
- Click **Next**