Instructions for the Conversion of Briefs and Addenda to PDF files for the United States Court of Appeals for the First Circuit

Introduction

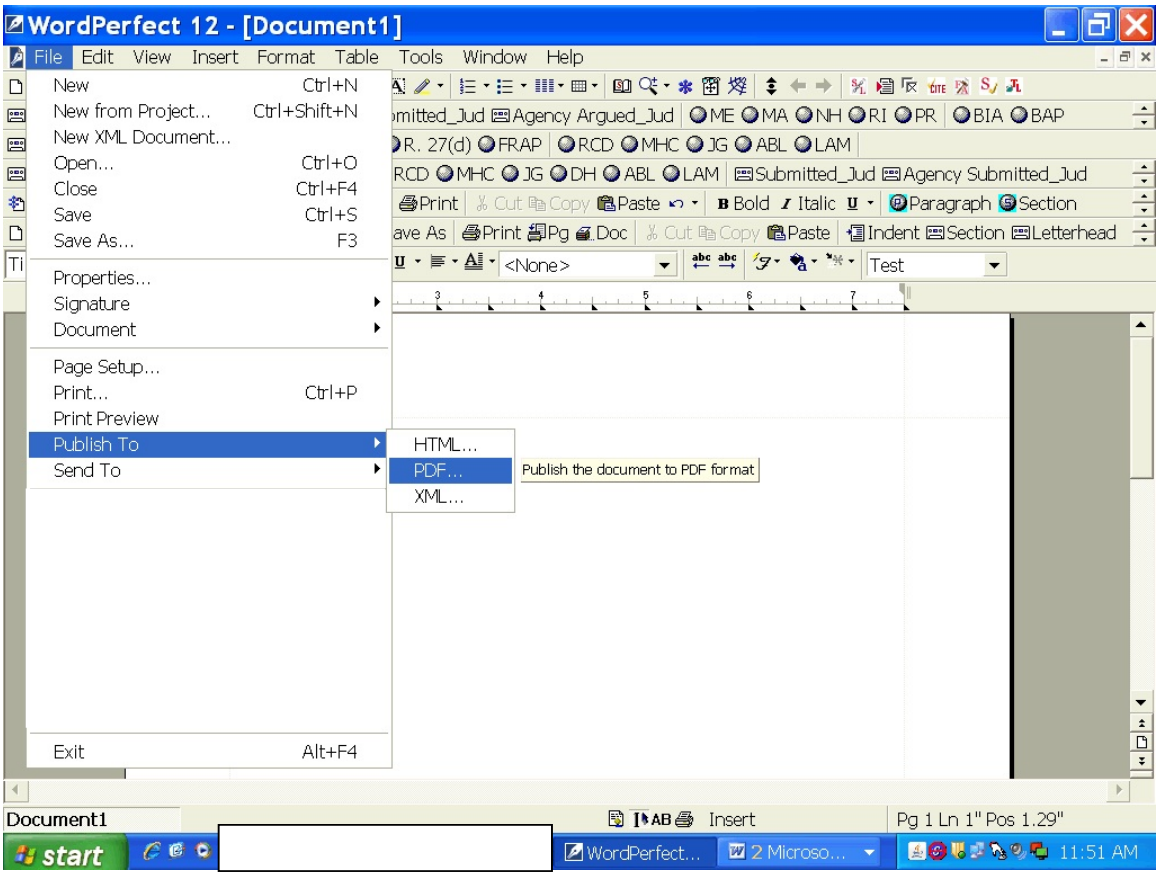
Documents filed electronically with the court or filed on disk must be filed in PDF (portable document format) rather than a word processing format such as WordPerfect or Word. The main document (e.g., brief, motion or petition) must be formatted for electronic filing by converting the original word processing file into Portable Document Format ("PDF") (resulting in what is referred to as a "native PDF" or "text PDF"). See Rule 1 of the Administrative Order Regarding Case Management/Electronic Case Files System (CM\ECF). PDF files created this way use less file space than documents that have been scanned and are text-searchable.

Although there are many applications available that can convert a WordPerfect or Word Document to a PDF this handout will concentrate solely on converting documents using the Adobe Acrobat application. It is important to note that only Adobe Acrobat Standard or Professional is capable of converting documents to PDF. Adobe Acrobat Reader will not convert documents to PDF. The Court of Appeals does not endorse or recommend any products or services.

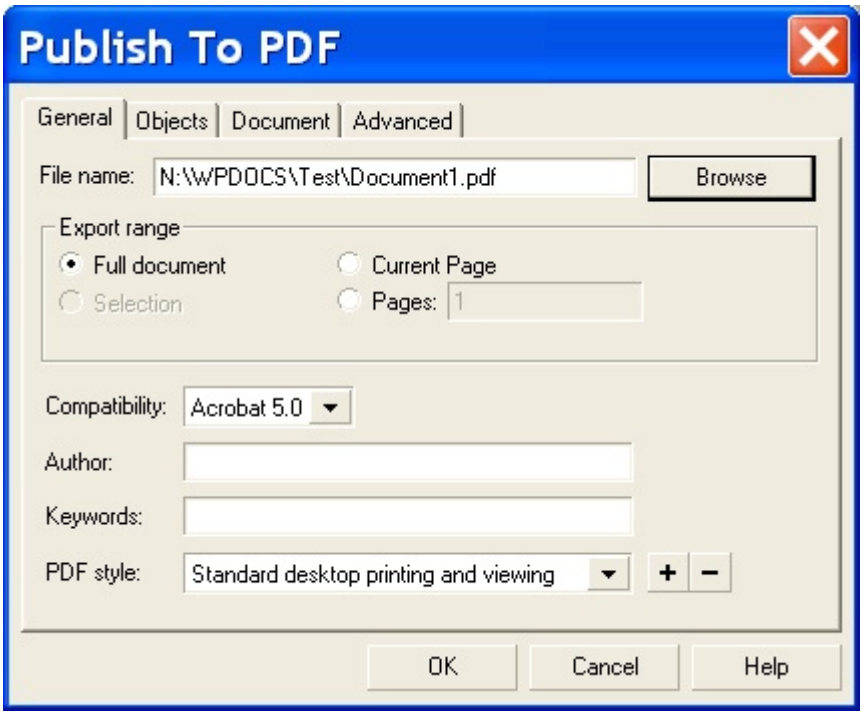
Any further questions about the handout or conversion process may be directed to the Clerk's Office at 617-748-9057.

Converting a WordPerfect Document Using the Publish to PDF Feature

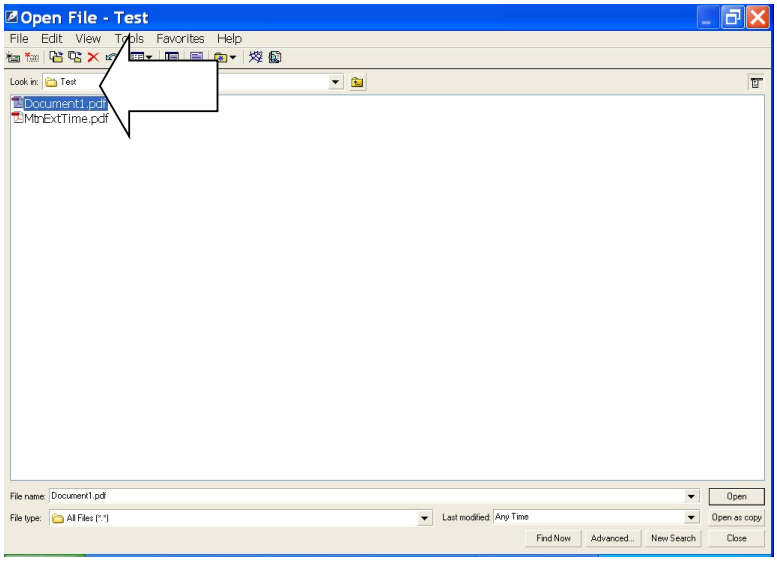
Once the document is complete in WordPerfect and is saved to the desired folder click on the 'File' tab scrolling down to the 'Publish To' tab and choose 'Publish to PDF.'



The dialogue box that appears will show a default path of where the file will be saved. If the document should be saved to another location click on the 'Browse' button to navigate to the desired folder.



After selecting the desired folder location click 'OK' and the PDF document will automatically be saved. Please note the final PDF will not automatically open. In order to see the final PDF, navigate to the folder where it was recently saved.

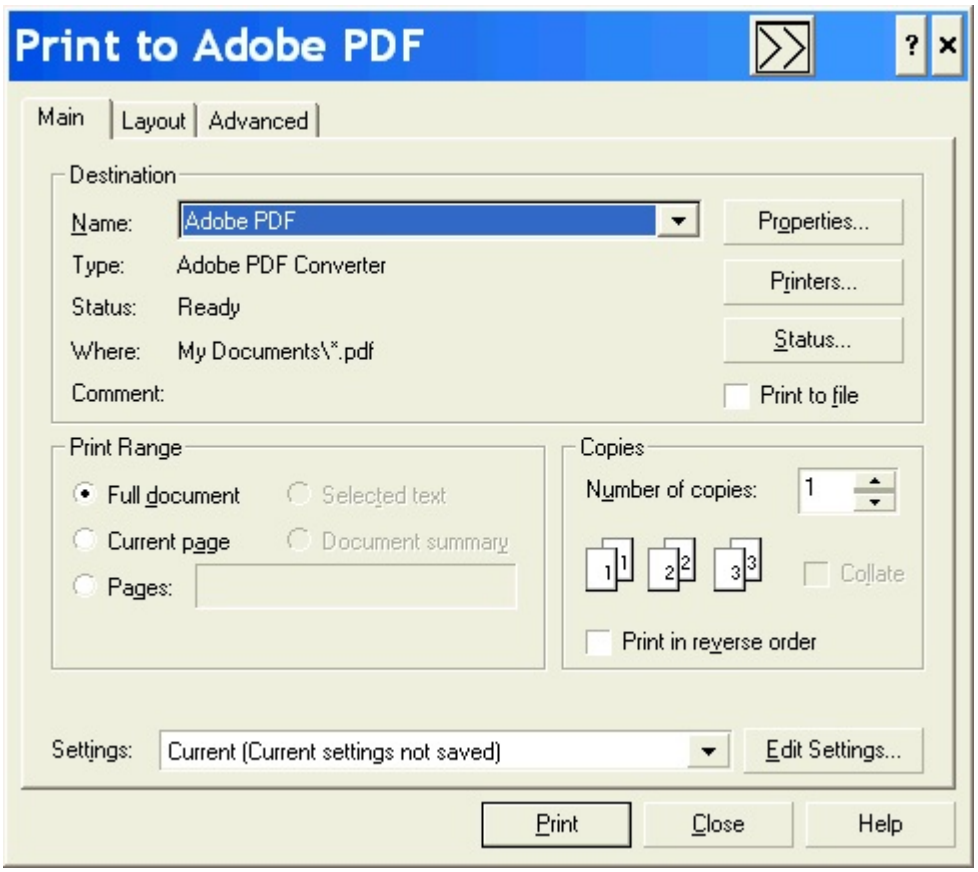


Converting a WordPerfect Document into PDF Using the Print Feature

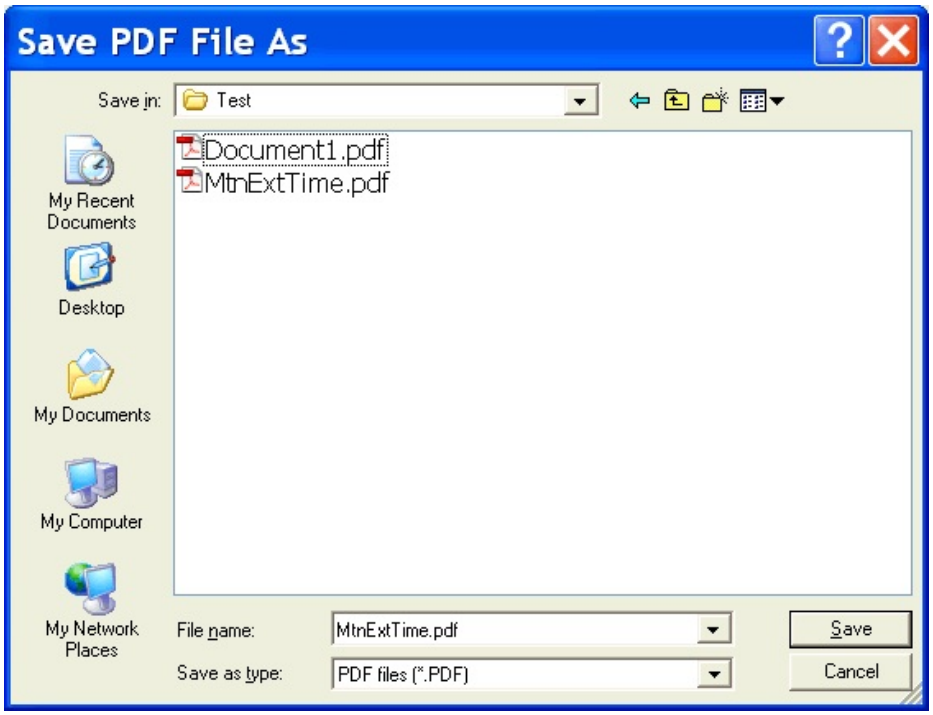
Once the document is in its final version click on 'File' and then 'Save' in order to save the document to the desired folder in case of any changes.

Once the document is saved click 'File' and then 'Print.' Do not use the print icon button as it does not allow the settings to be changed.

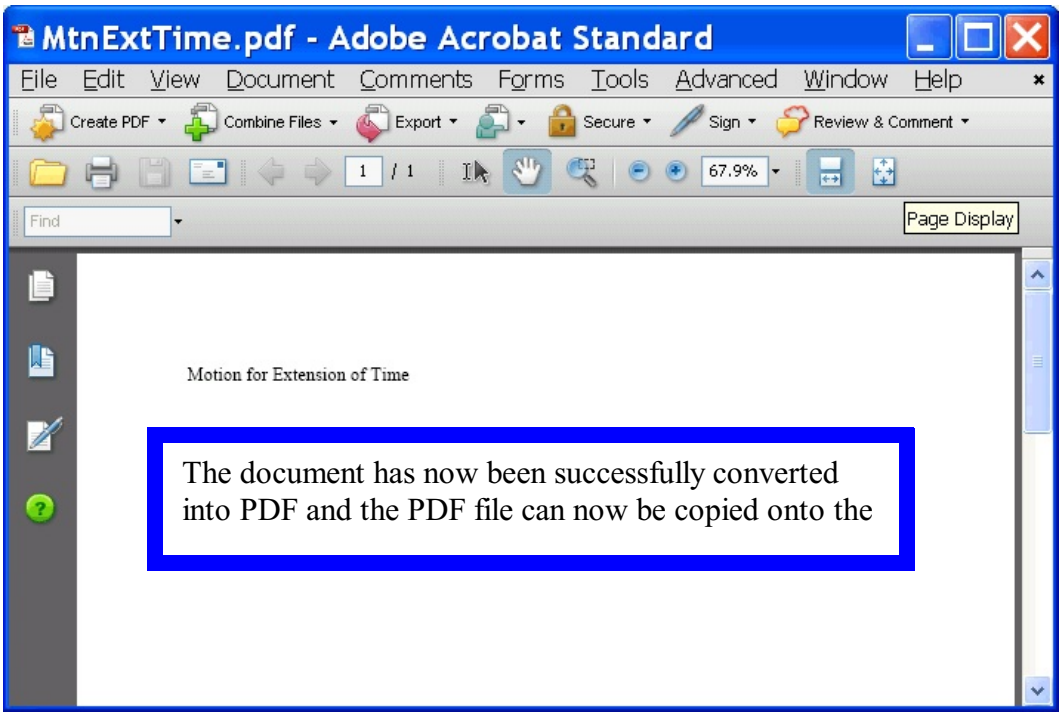
When the Print dialogue box appears change the printer setting in the drop down box to 'ADOBE PDF.' See below.



After clicking ‘Print’ another dialogue box will appear that gives the option to save the file to another drive where it will be saved in PDF.



Once the document has been saved in the PDF format in the specified folder (as shown above) the document will automatically be published into a PDF file.

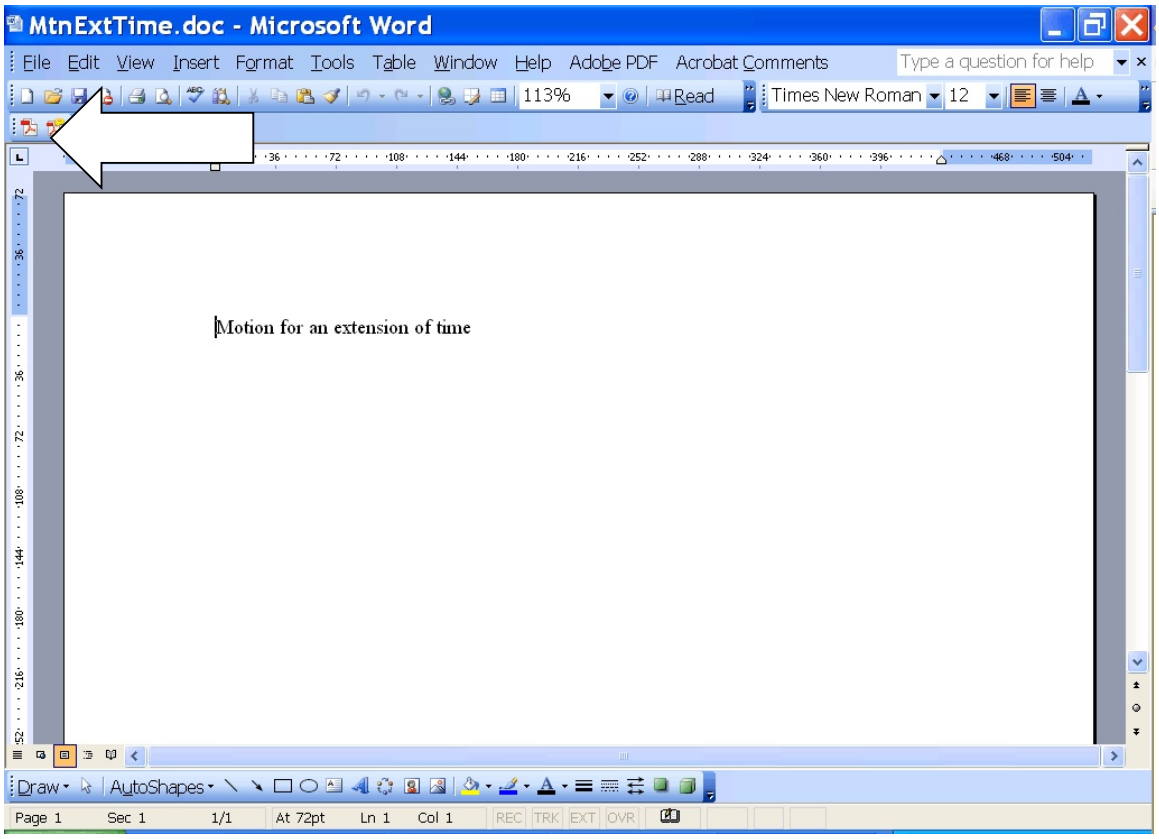


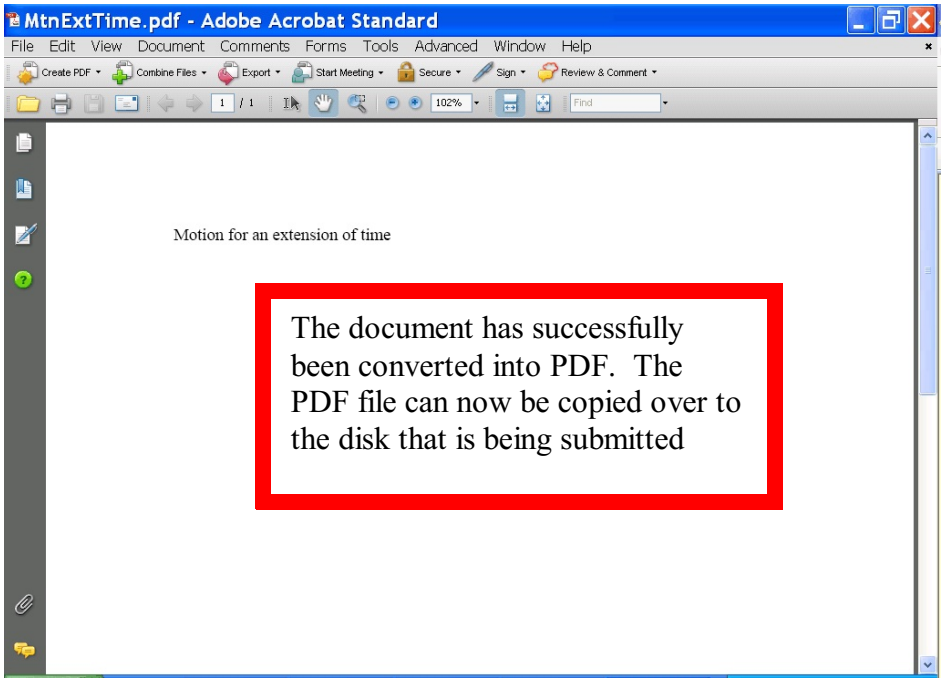
Converting a Word Document into PDF using the Adobe Icon in Word

If the version of Word that is being used has the Adobe icon in the upper left hand corner of the program (underneath the 'File' tab) this can be used to automatically convert the document into PDF without having to change the 'print' settings.

Once the document is complete and ready to be converted click on the Adobe icon. The file will need to be saved before the document will be converted.

If the document is not initially saved before clicking the Adobe icon, a message will appear reminding the user to save the document before converting. If this message appears, please click 'Yes.'

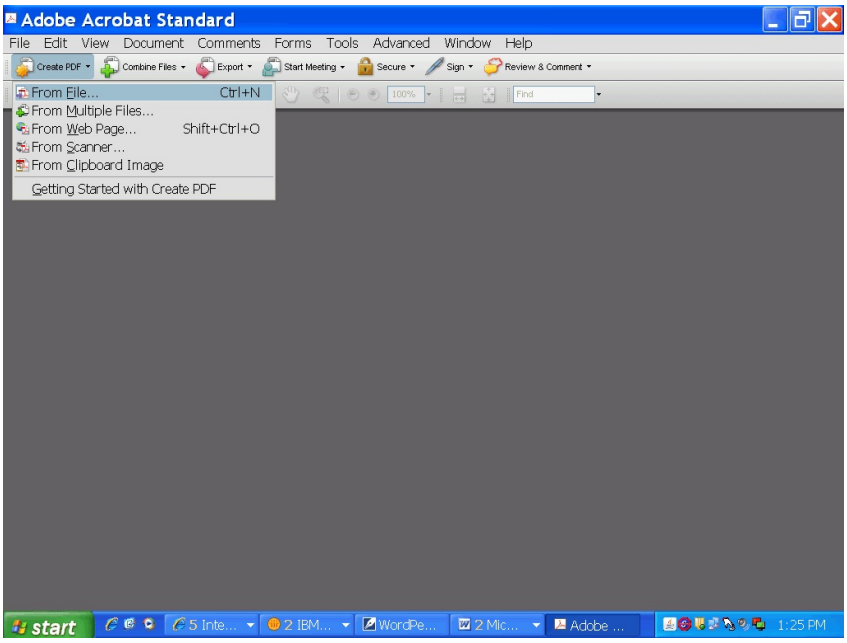


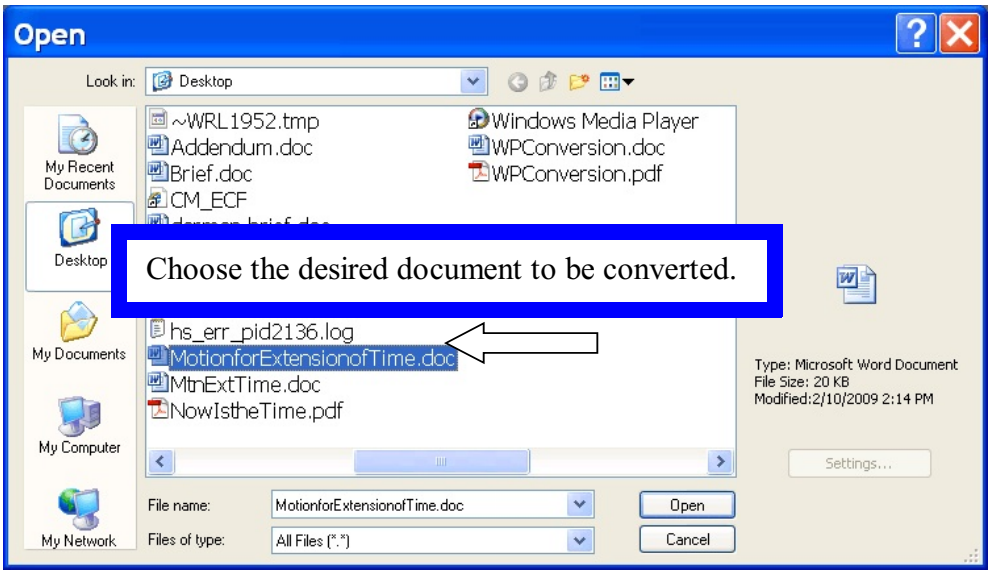

MtnExtTime.pdf - Adobe Acrobat Standard
File Edit View Document Comments Forms Tools Advanced Window Help
Create PDF
Combine Files
Export
Start Meeting
Secure
Sign
Review & Comment
1 / 1
102%
Find
Motion for an extension of time
The document has successfully been converted into PDF. The PDF file can now be copied over to the disk that is being submitted

Converting a Word File to PDF Using the Adobe Acrobat Application

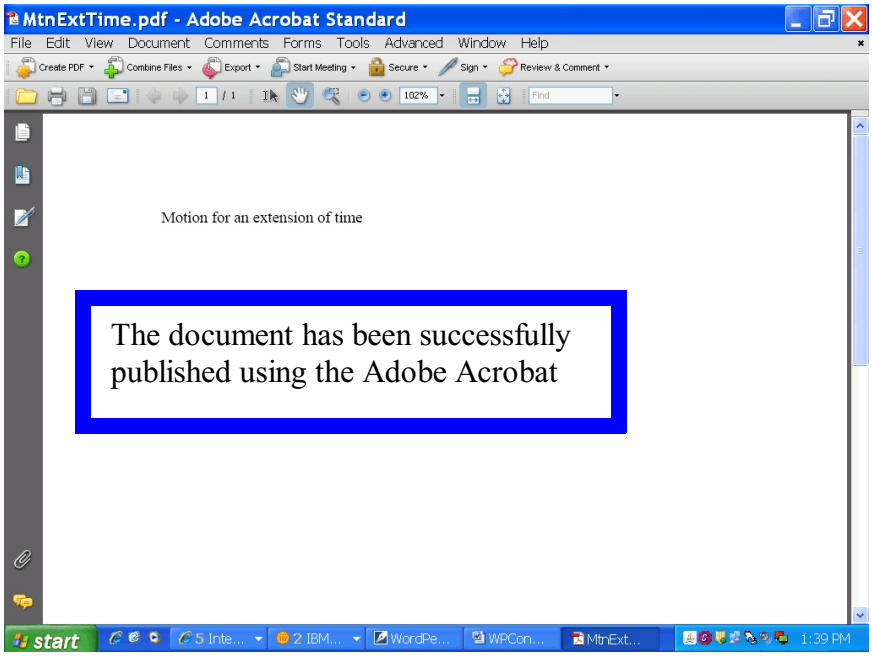
Note: This conversion method can not be used with a WordPerfect document. Adobe can only open Word documents for conversion within the Adobe program.

In the Adobe Acrobat Standard Application click on the 'Create PDF' and then the 'File' tab.





Next click the ‘Open’ button and Adobe will begin the conversion.



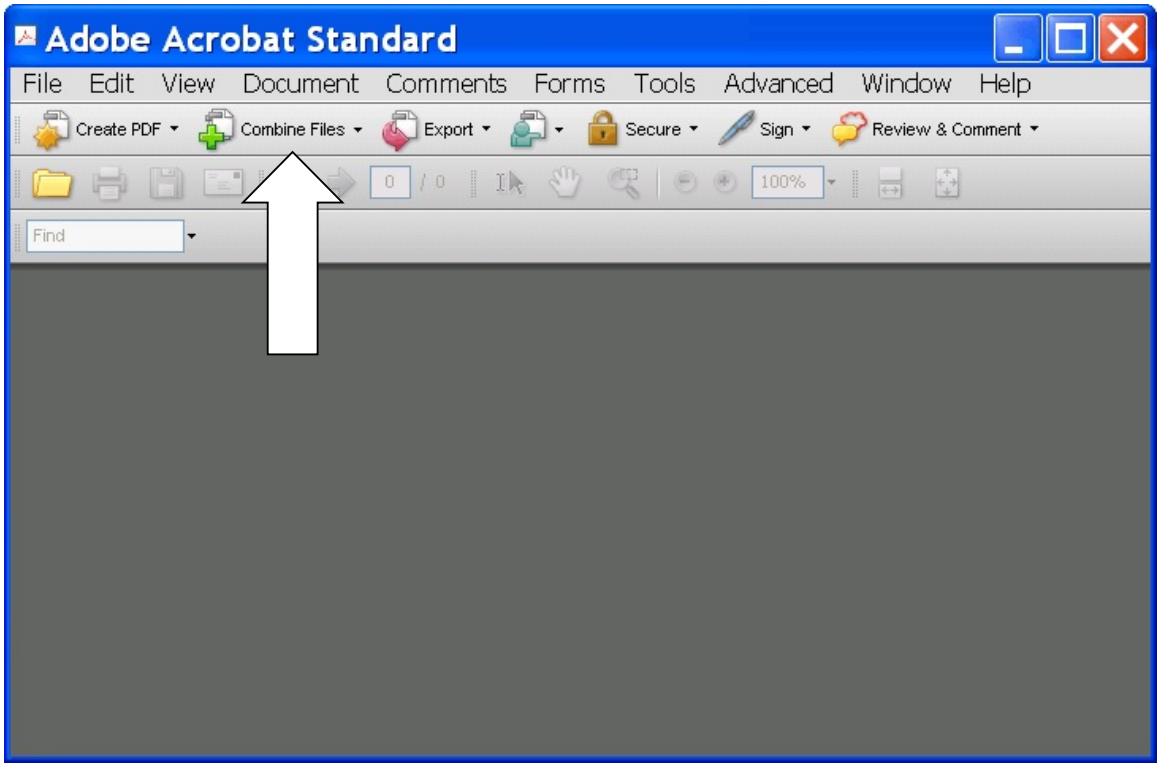
Publishing the Brief and Addendum into a Single PDF File

The Court of Appeals requires that the disk contain the brief and addendum in one single file.

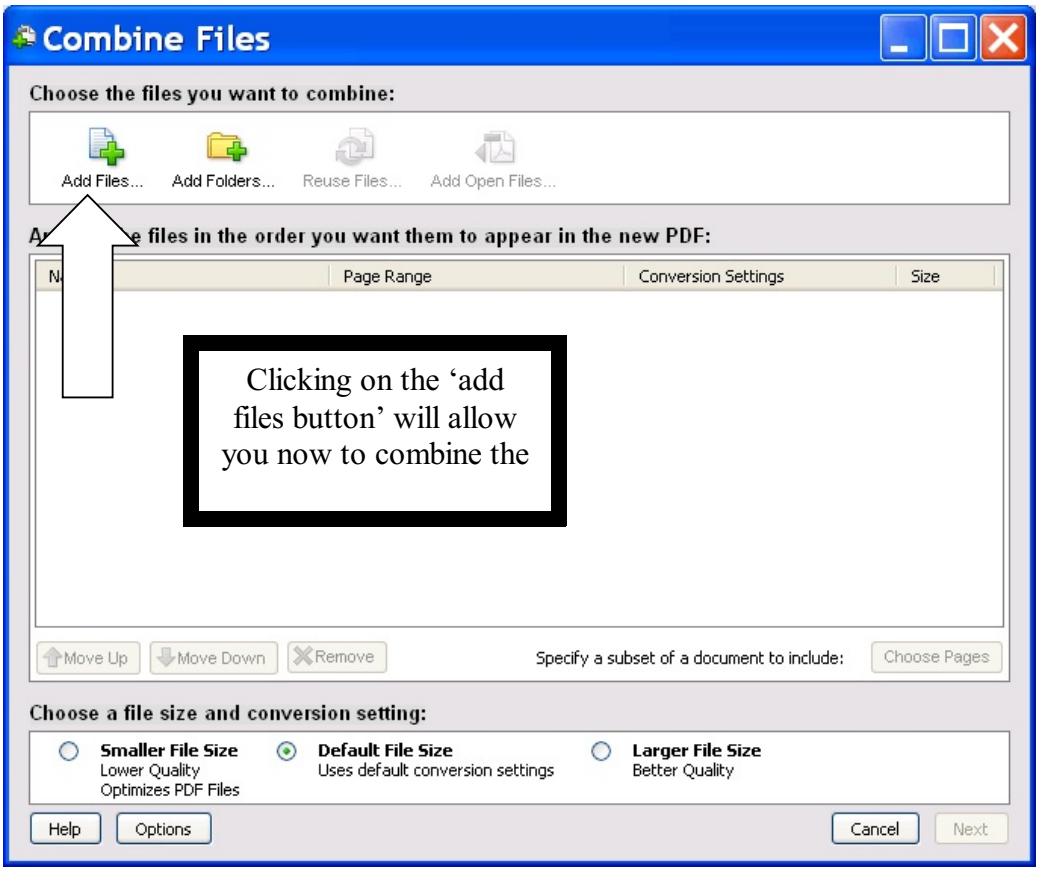
Materials included in the addendum may be scanned into PDF if the original word processing file of the material is unavailable.

Once the documents that form the addendum are scanned into PDF it is now ready to be combined with the brief to produce a single PDF file.

In Adobe Acrobat click on the 'Combine Files' button.

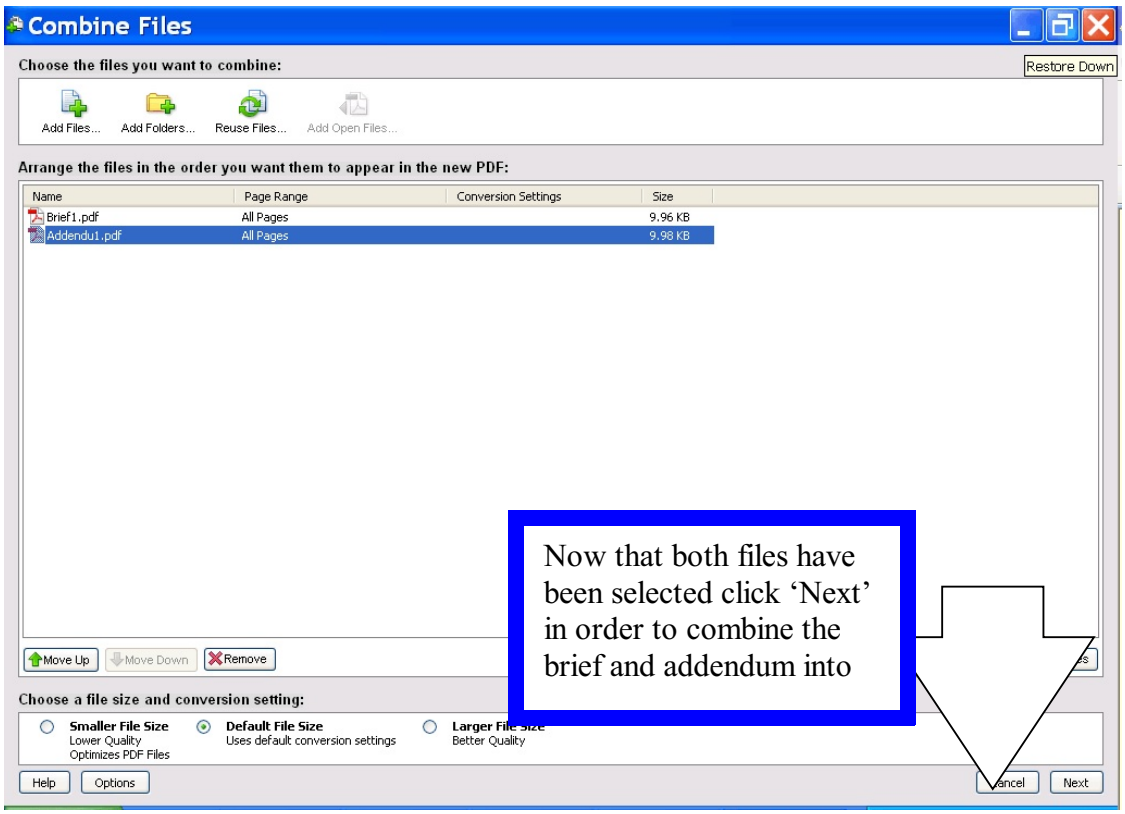


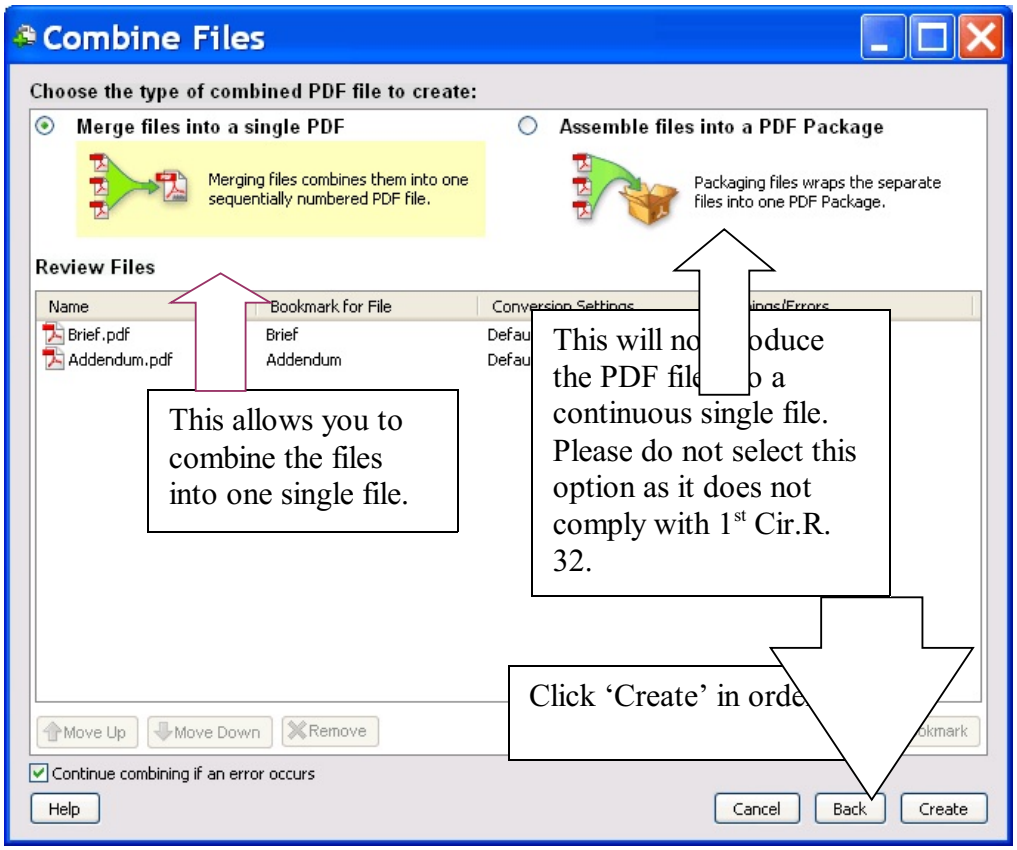
The following will appear:

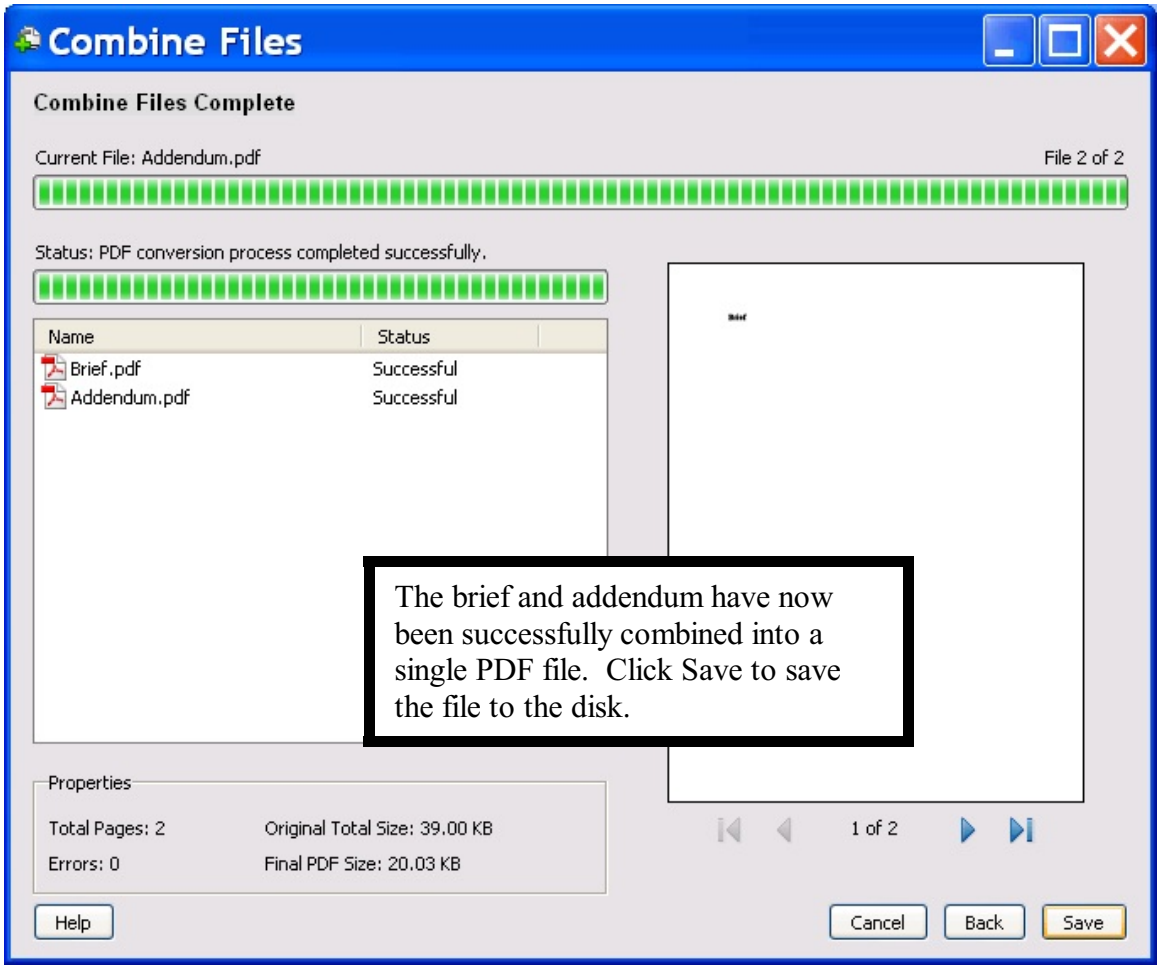


Click on the add files button and select the brief.

Click the add files button again and select the addendum file.


Combine Files
Choose the files you want to combine:
Restore Down
Add Files...
Add Folders...
Reuse Files...
Add Open Files...
Arrange the files in the order you want them to appear in the new PDF:
Name
Page Range
Conversion Settings
Size
Brief1.pdf
All Pages
9.96 KB
Addendu1.pdf
All Pages
9.98 KB
Move Up
Move Down
Remove
Choose a file size and conversion setting:
Smaller File Size
Lower Quality
Optimizes PDF Files
Default File Size
Uses default conversion settings
Larger File Size
Better Quality
Help
Options
Cancel
Next
Now that both files have been selected click 'Next' in order to combine the brief and addendum into


Combine Files
Choose the type of combined PDF file to create:
Merge files into a single PDF
Merging files combines them into one sequentially numbered PDF file.
Assemble files into a PDF Package
Packaging files wraps the separate files into one PDF Package.
Review Files
Name
Bookmark for File
Brief.pdf
Brief
Addendum.pdf
Addendum
This allows you to combine the files into one single file.
This will no oduce the PDF file o a continuous single file. Please do not select this option as it does not comply with 1st Cir.R. 32.
Click 'Create' in orde
Move Up
Move Down
Remove
Continue combining if an error occurs
Help
Cancel
Back
Create



The brief and addendum have now been successfully combined into a single PDF file. Click Save to save the file to the disk.