



Instructions for the Conversion of  
Documents to PDF Files  
and  
Publishing the Brief and Addendum  
into a Single PDF File

## Introduction

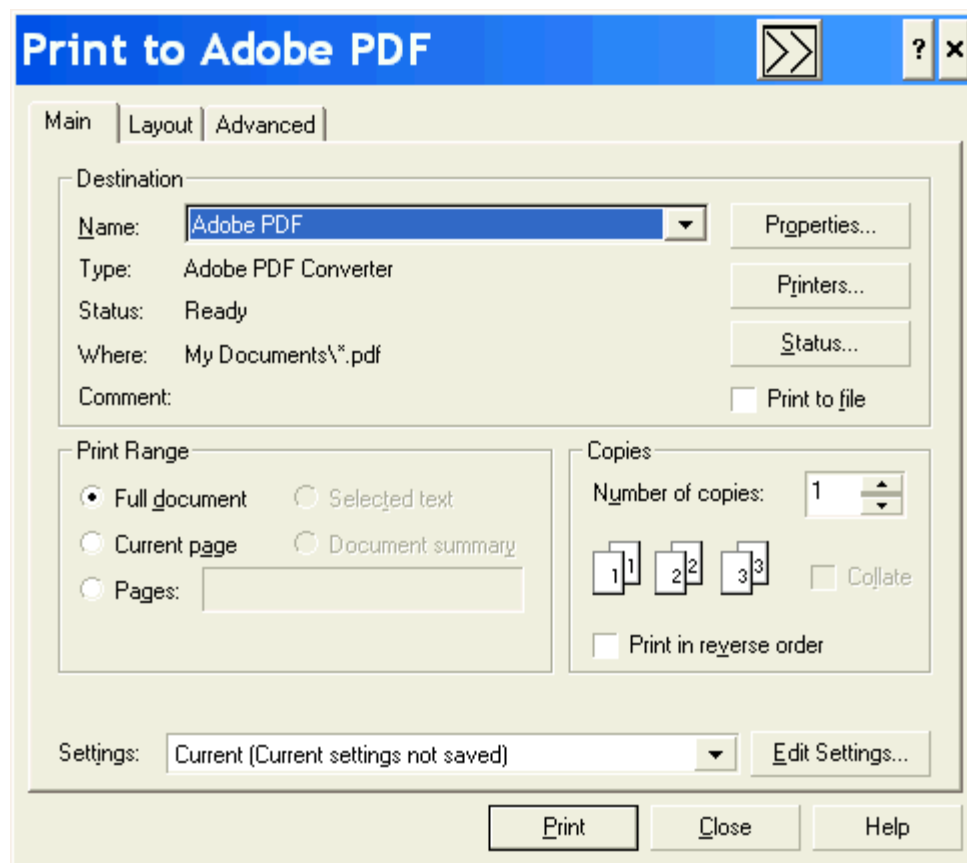
Documents filed electronically with the court must be filed in PDF (portable document format) rather than a word processing format such as WordPerfect or Word. The main document (e.g., brief, motion or petition) must be generated by converting to PDF from the original word processing file. PDF files created this way use less file space than documents that have been scanned and are text-searchable. 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.

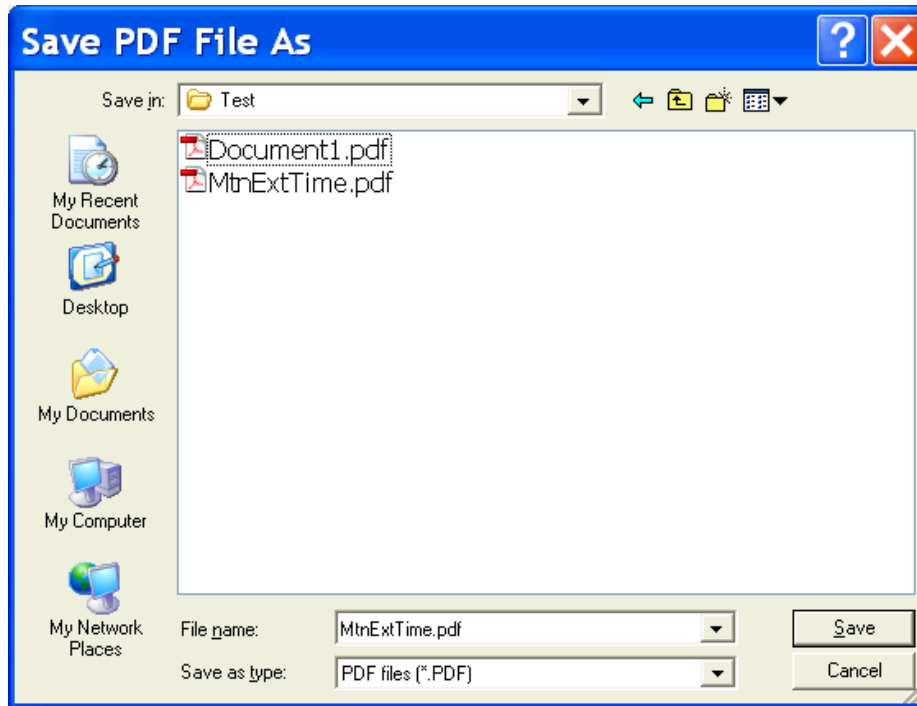
***Any further questions about the handout or conversion process may be directed to the Clerk's Office at 617-748-9057.***

# Converting a WordPerfect Document into PDF Using the Print Feature

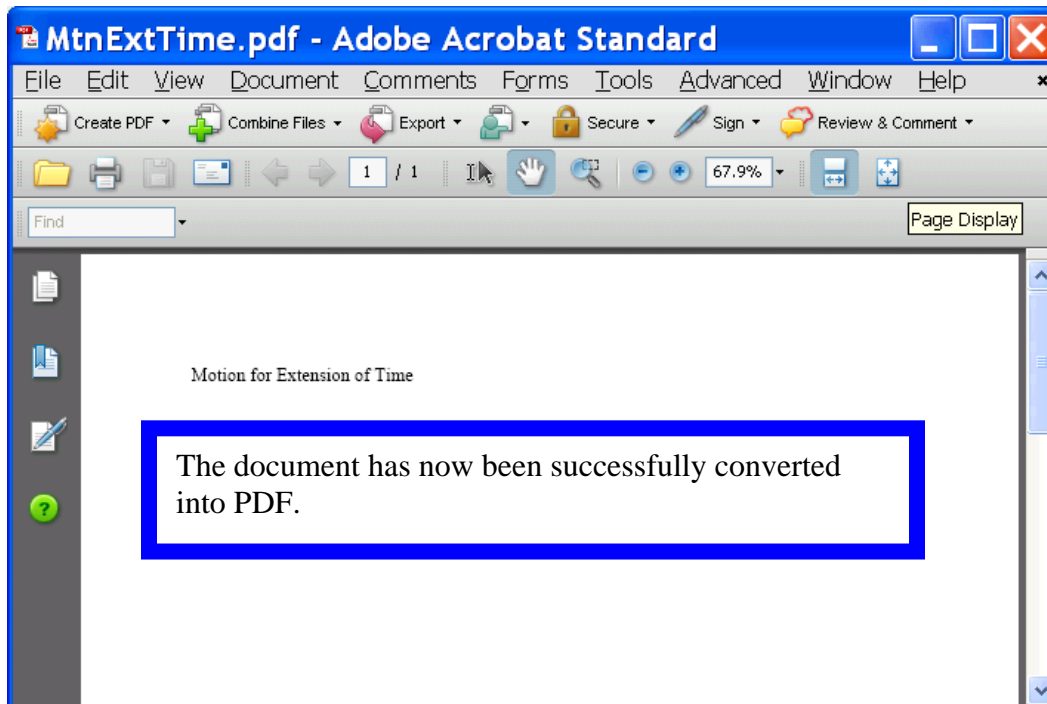
- Once the document is in its final version click on 'File' and then 'Save' in order to save the document to the desired folder in case of any changes.
- Once the document is saved click 'File' and then 'Print.' Do not use the print icon button as it does not allow the settings to be changed.
- When 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.

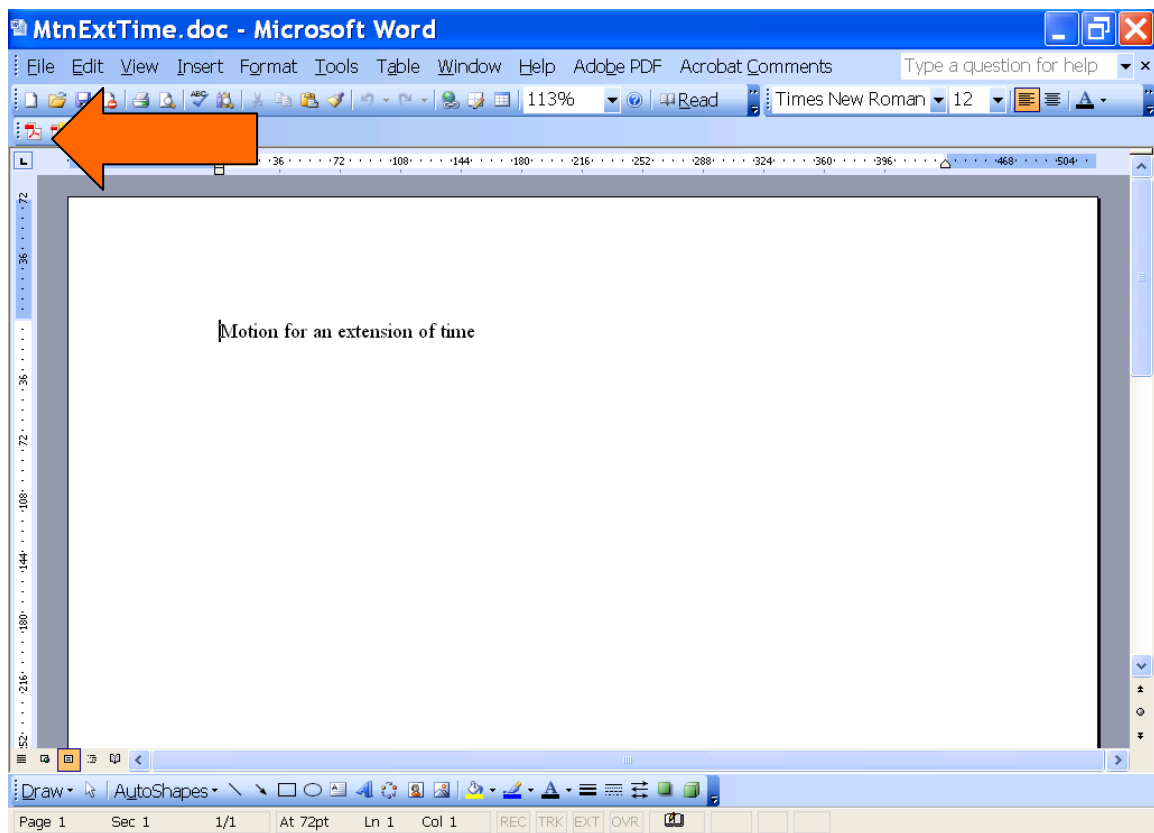


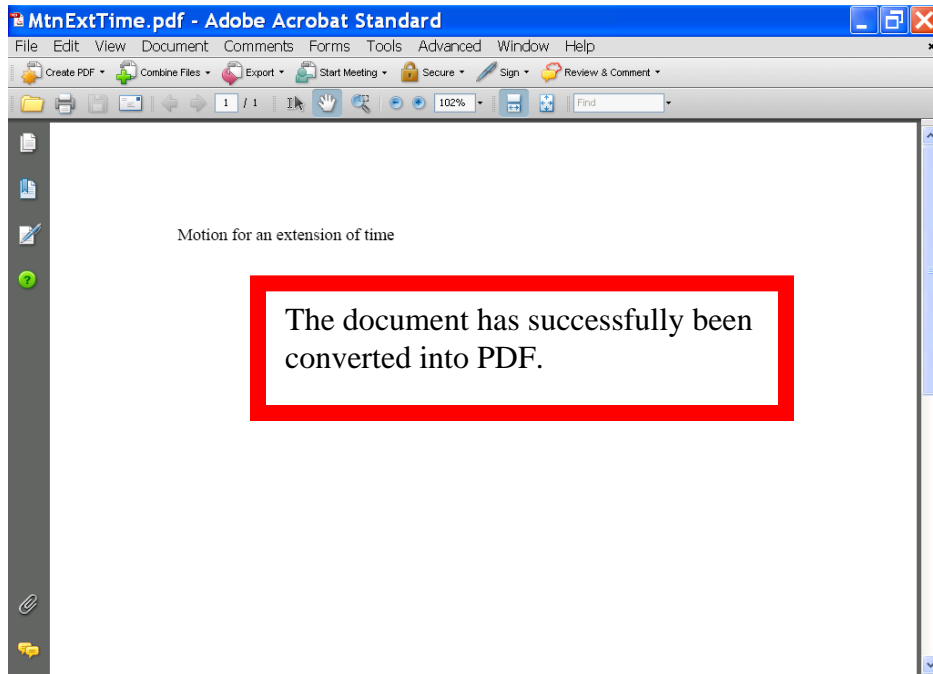
- Once the document has been saved in the PDF format in the specified folder (as shown above) the document will automatically be published into a PDF file.



# 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.'

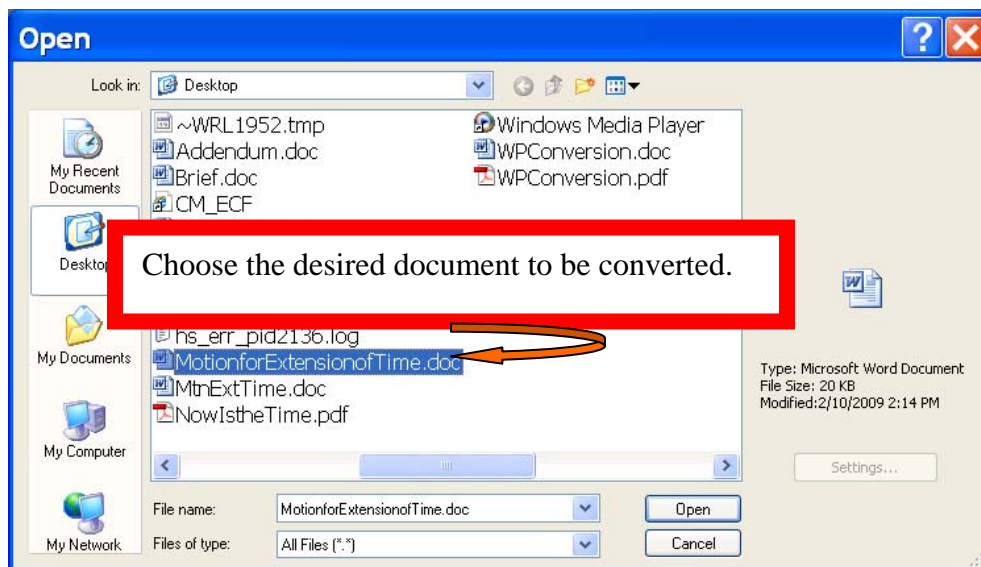
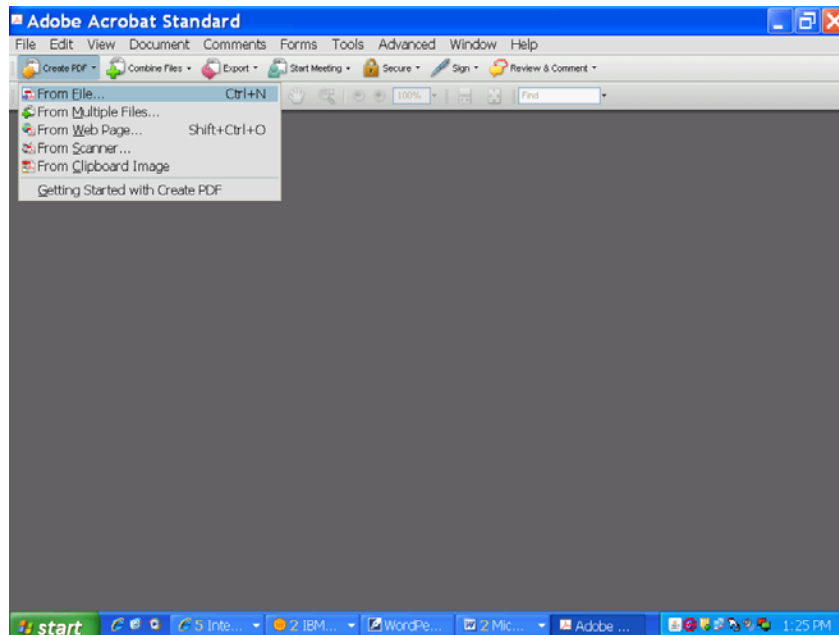




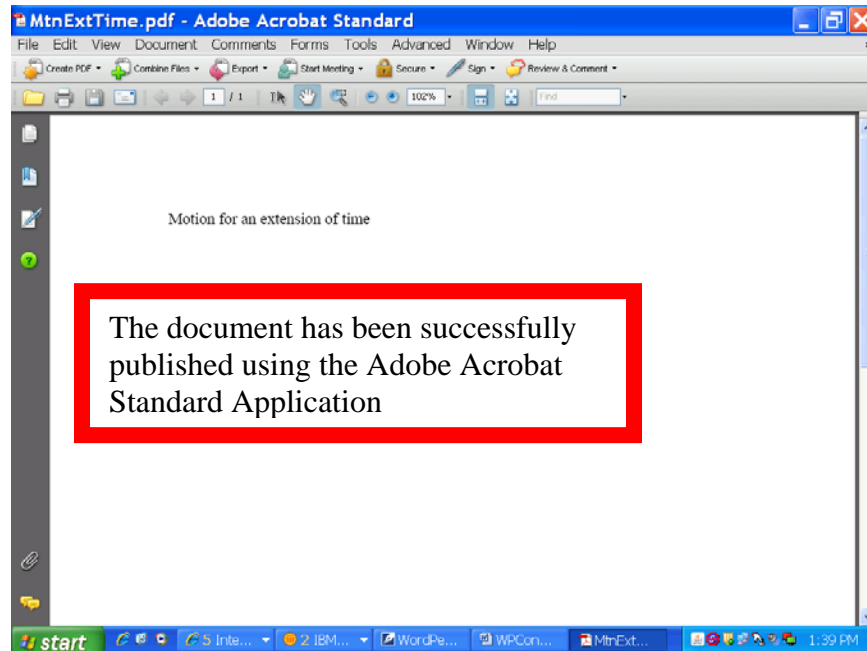
# Converting a Word File to PDF Using the Adobe Acrobat Application

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.



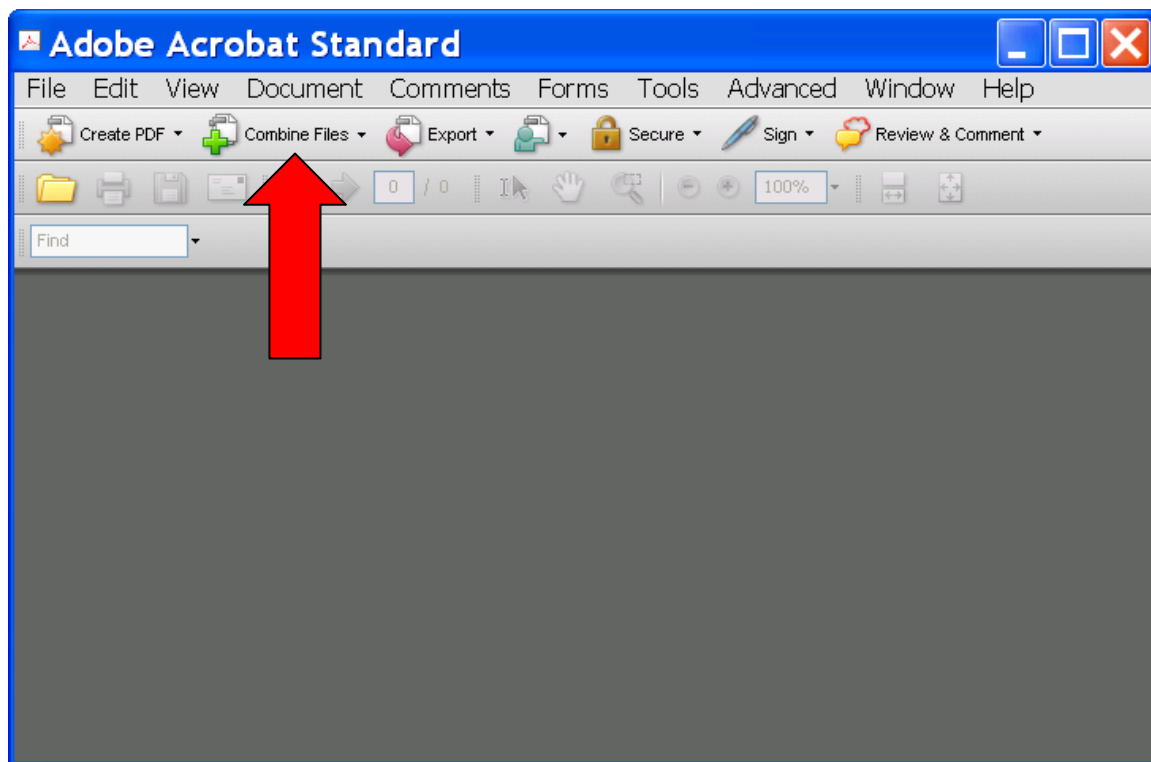
- Next click the 'Open' button and Adobe will begin the conversion.



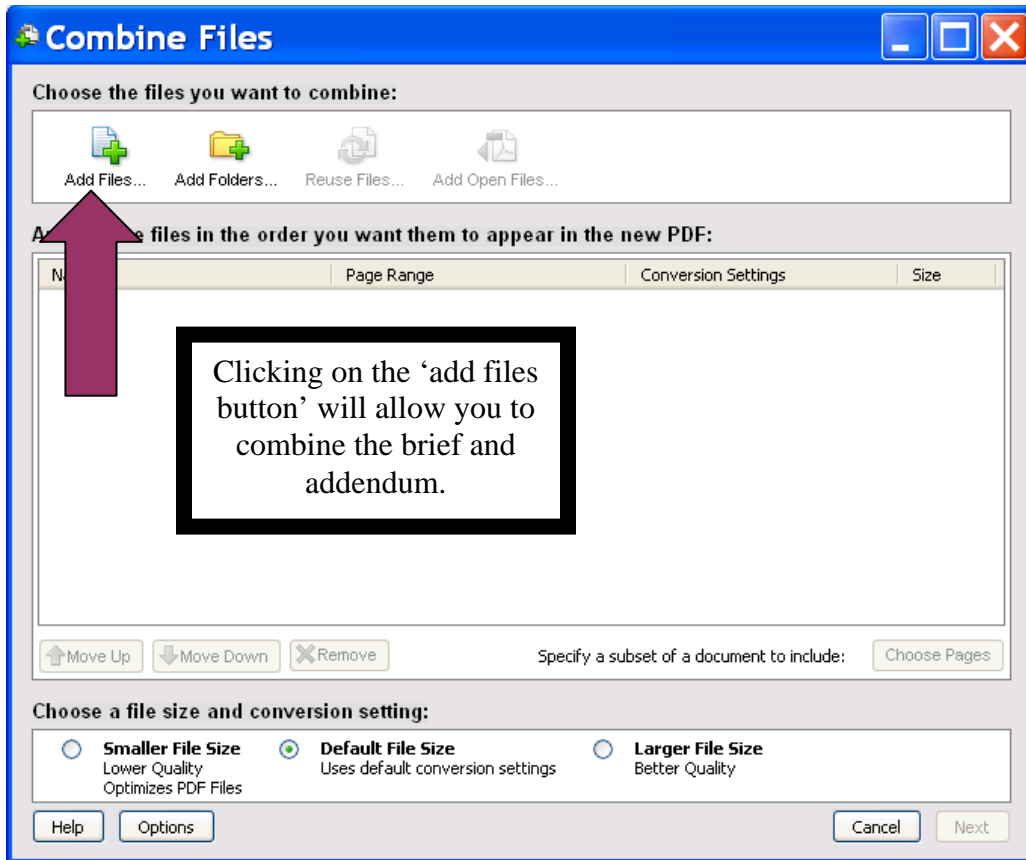


# Publishing the Brief and Addendum into a Single PDF File

- The Court of Appeals requires that the brief and addendum be submitted in a single electronic 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.

