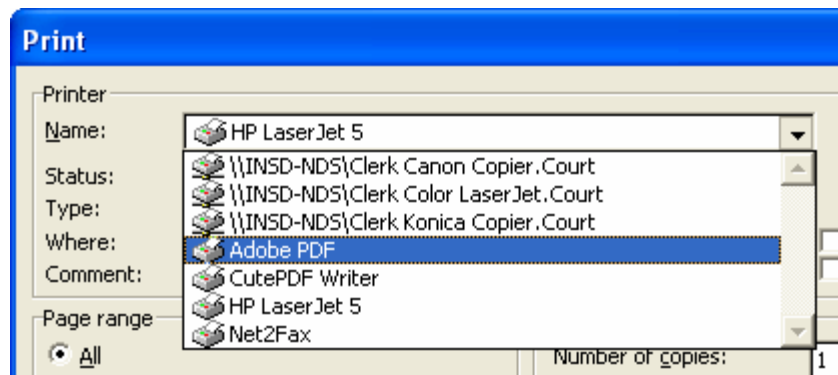


Tips for Working with PDF Documents

Creating PDF Documents

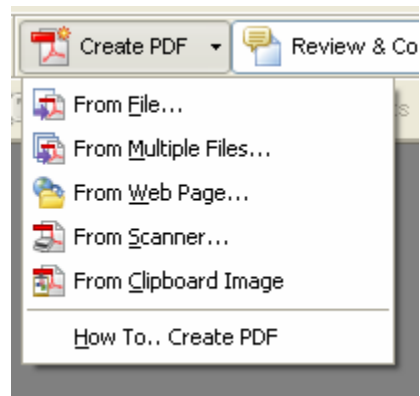
- In Microsoft® Word, Corel WordPerfect® or other applications --

PDF documents cannot be created using the free Acrobat® Reader – another software product is required, such as Acrobat® Standard or Professional, or CutePDF™ Writer (freeware). Once the software is installed, a PDF version of an MS-Word or WordPerfect document is created by sending it to the appropriate printer object (“File” >> “Print”):



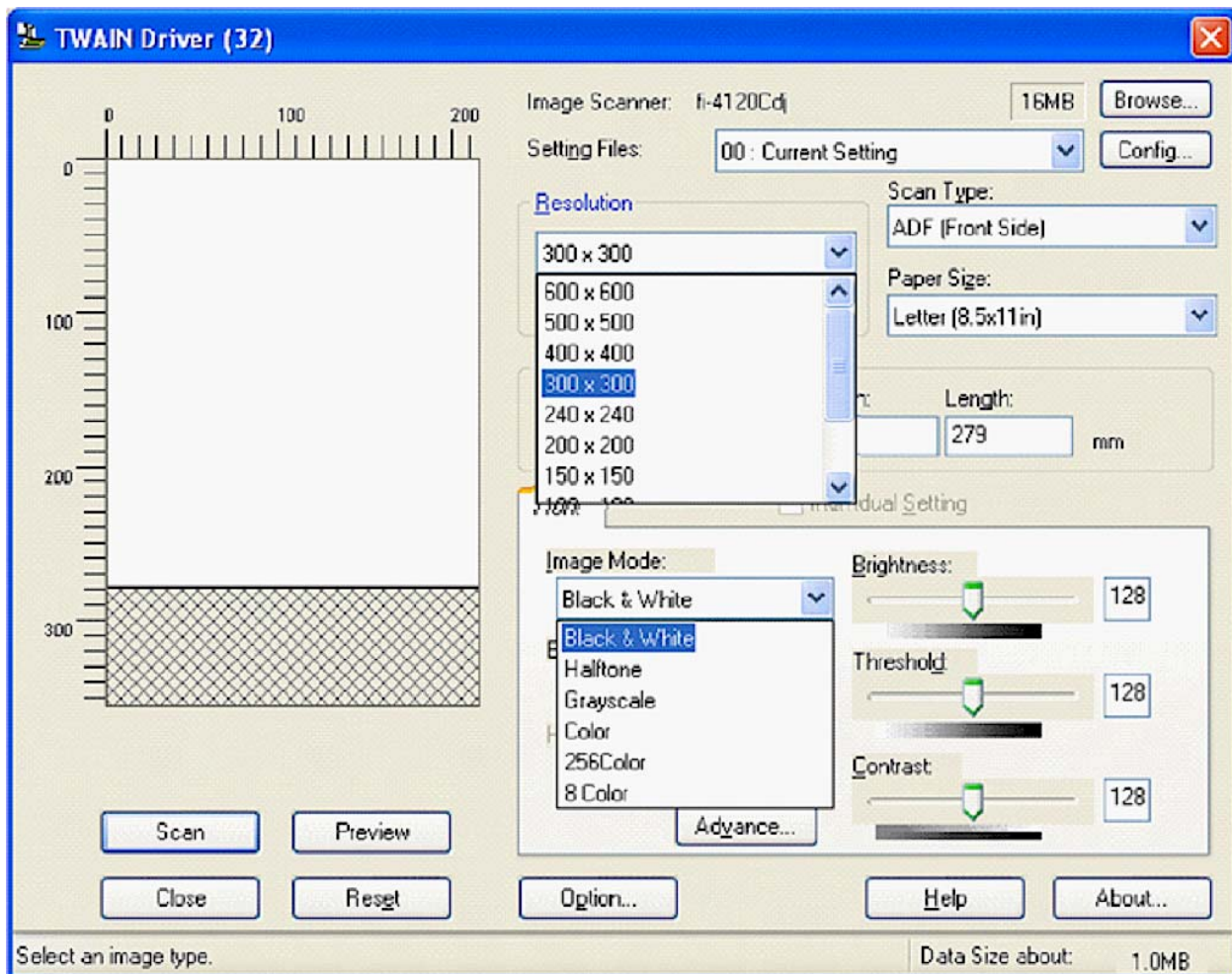
- In Adobe Acrobat® --

To create PDF versions of files from other applications (e.g., MS-Word, Excel, or image files, such as .jpg's and .tif's) -- from the Acrobat menu line or toolbar, choose “Create PDF” >> “From File...” or “From Multiple Files...”:



- **Creating PDF documents from paper (scanning)**

Depending on the specific hardware and software associated with an attached scanner, Acrobat should generally acquire images of paper documents with *“Create PDF” >> “From Scanner...”* Be sure to use the appropriate resolution and image quality settings on the scanner for the specific document type, as in this example scanner configuration dialog:

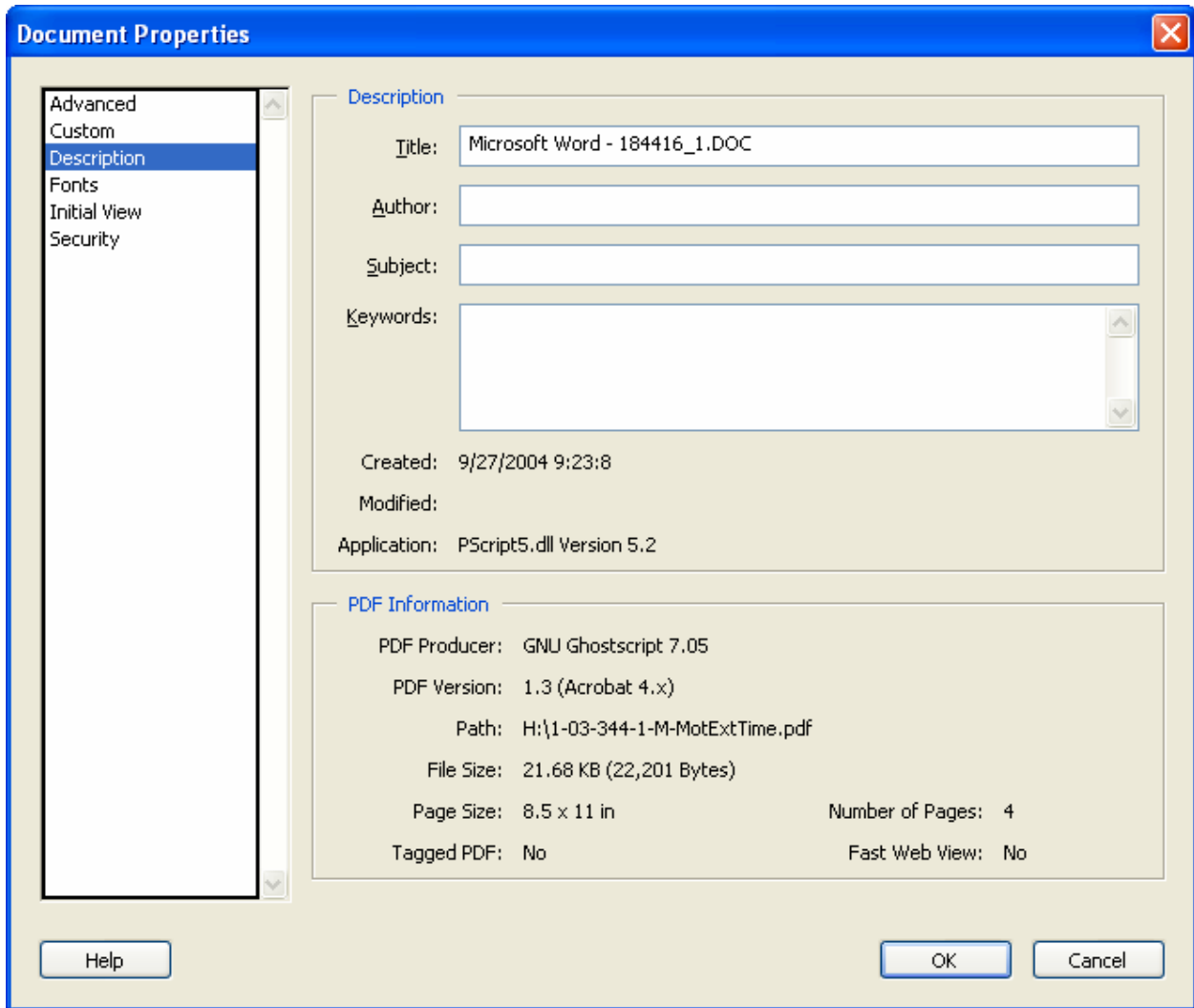


For paper documents with text only, use the “black & white” or comparable image setting, and a resolution of 200 x 200 dpi. For photographs or other images, experiment with resolution and image quality settings to produce the clearest image, with the smallest resulting file size.

NOTE: Whenever possible, create PDF documents directly from the word processing application, as described on page 1. For text documents with a handwritten signature on the final page, consider converting all but the last page from the application, then scanning the signature page only and adding it to the final PDF document (see *Editing/Modifying PDF Documents*).

PDF Document Properties

To determine a PDF document's file size and other properties, from the menu line in Acrobat, click on *"File" >> "Document Properties"*:



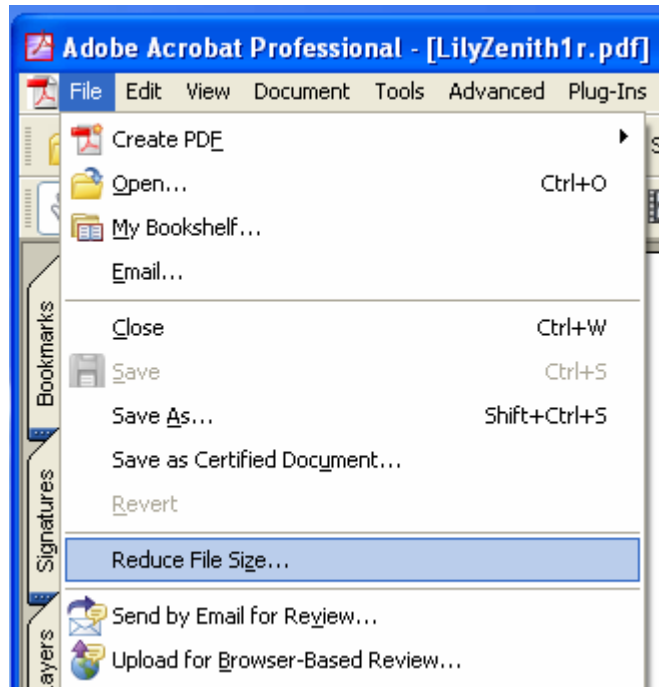
The "Description" tab reveals the document's title, author, subject and keywords (collectively called **metadata**), which can be generated by the application from which it was created -- e.g., MS-Word. Depending on the specific application, metadata may be automatically placed in the PDF document. For documents filed with the court, this metadata may be undesirable, and can be removed or edited in the *"Document Properties"* dialog window.

NOTE: The district court's CM/ECF file size limit is **2 Megabytes** (MB). 1024 bytes are equivalent to 1 Kilobyte (KB), and 1000 Kb equal 1 MB.

Optimizing PDF Files

- **Reducing the size of a scanned document**

PDF documents created from scanned paper images can often be easily reduced in size by 30% or more. With the document open in Acrobat, on the menu line, select **"File" >> "Reduce File Size"**:



- **Using "PDF Optimizer"**

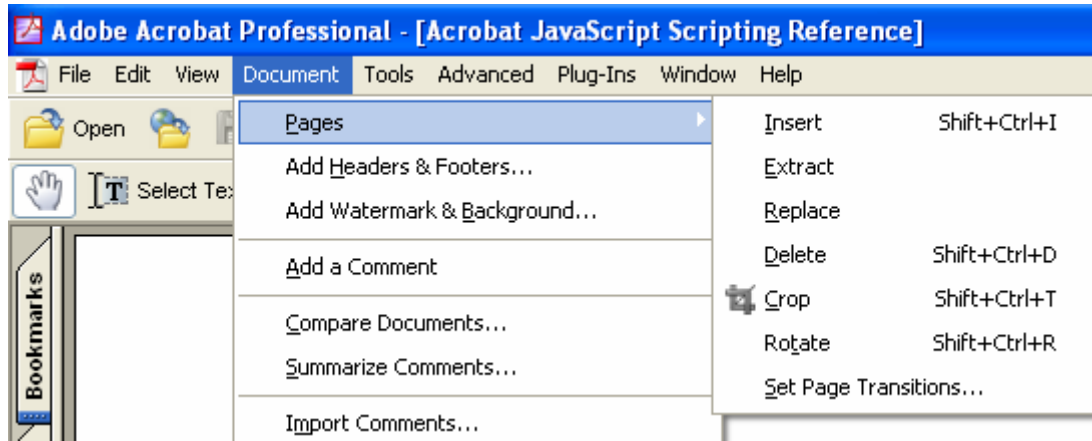
Additional options are available for reducing the size of PDF documents under **"Advanced" >> "PDF Optimizer"**. Image quality, embedded fonts, thumbnails, layers and other complex features of the document can be adjusted to help make the resulting PDF file more efficient.

Consult Acrobat's Help files (from the menu line, select **"Help" >> "Complete Acrobat 6.0 Help"**) for more information on optimizing PDF files.

Editing & Modifying PDF Documents

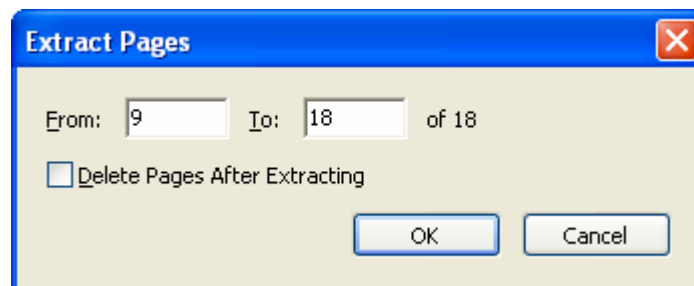
▪ Inserting/Deleting/Extracting Pages

From the menu line in Acrobat, use the *“Document”* >> *“Pages”* commands to insert, delete, or replace pages in the current document:



Selecting *“Insert”* or *“Replace”* prompts for the location of the PDF document(s) which will be inserted, then prompts for the place in the current document to insert/replace. Selecting *“Delete”* prompts for which page(s) to remove from the current document.

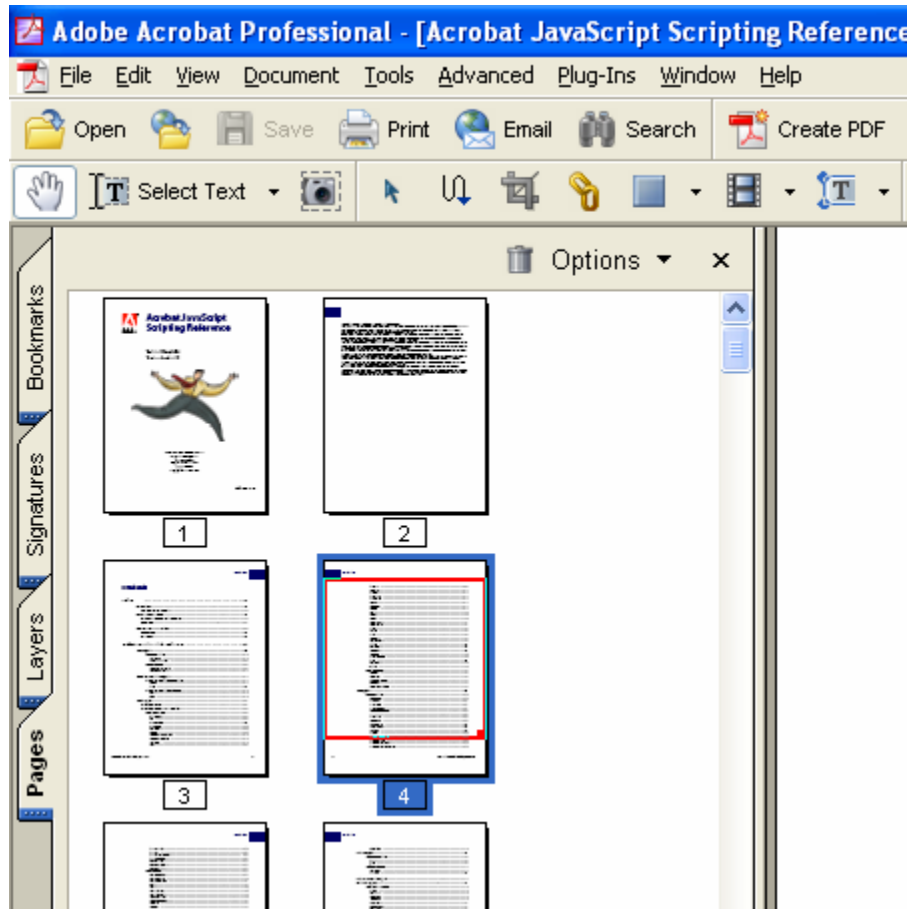
The *“Extract”* pages function is helpful when splitting an over-sized document into two or more smaller PDF documents. For example, it may be expedient to scan a large (50 pages or more) exhibit as a single PDF document using the scanner’s automatic document feeder, then check the resulting file size. If the document exceeds 2 MB, a range of pages may be extracted:



“Extract” pages opens the designated page range as a new PDF document in Acrobat, which is then saved for e-filing.

- Using the “Pages” pane to rearrange a document

On the left side of the Acrobat window, select the “Pages” tab to open a pane showing thumbnail views of the current document’s pages. Clicking on a page selects it; using the <Ctrl> or <Shift> key while clicking, selects multiple pages:

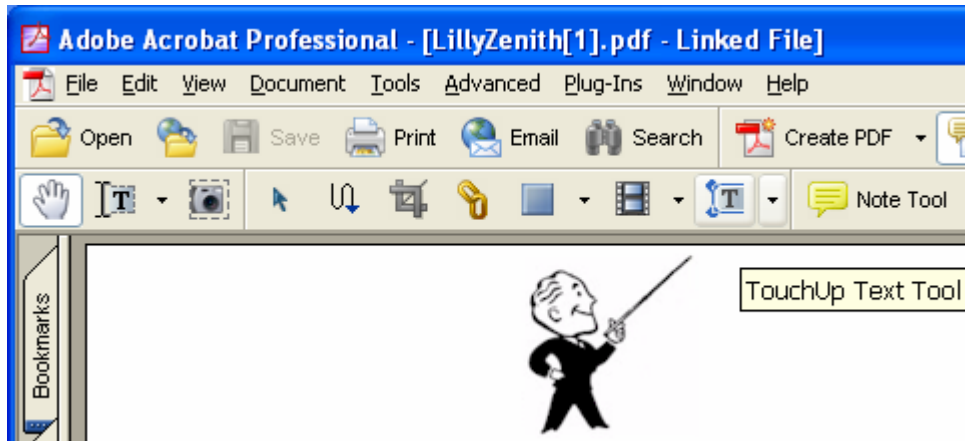


The mouse can also be used to click and drag a box around multiple files to select them all at once, or to click and drag pages from one place in the document to another. Remember, moving pages in the PDF document does not automatically update the page numbers already in the document.

This technique can also be used to select pages for deleting, replacing, or extracting. Once pages are selected (highlighted), right-click on the page thumbnails for a pop-up menu with those functions.

- **Editing & mark-up tools**

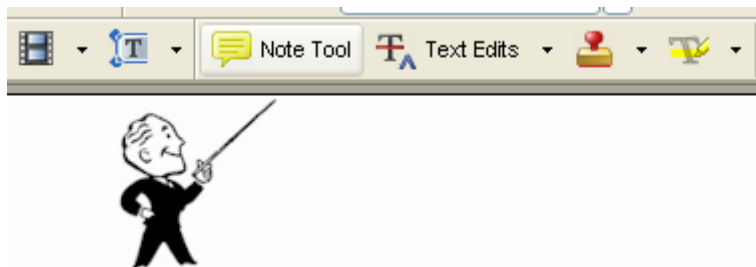
- *“Touch-Up Text Tool”*



If the text in a PDF document is editable (i.e., it was created directly from an application, rather than scanned) select the *“Touch-Up Text”* tool on the *“Advanced Editing”* toolbar, or from the menu line, under *“Tools”* >> *“Advanced Editing”*. Once the tool is active, click on a range of text in the PDF document to select it, then click on an insertion point, or click and drag the mouse to highlight text for editing.

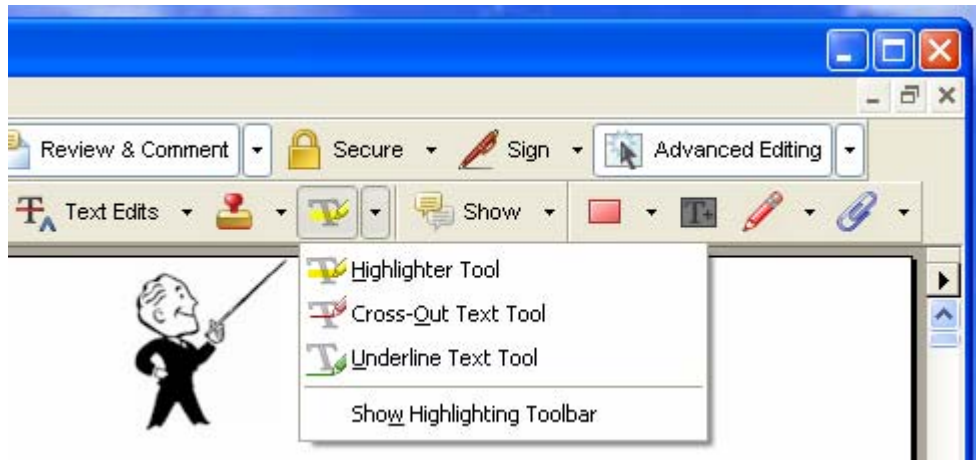
Depending on the application used to create the document, inserted text may not wrap from one line to another – a carriage return can be added at the end of a line. This tool is most useful for minor edits (correcting typos).

- *“Note tool”*



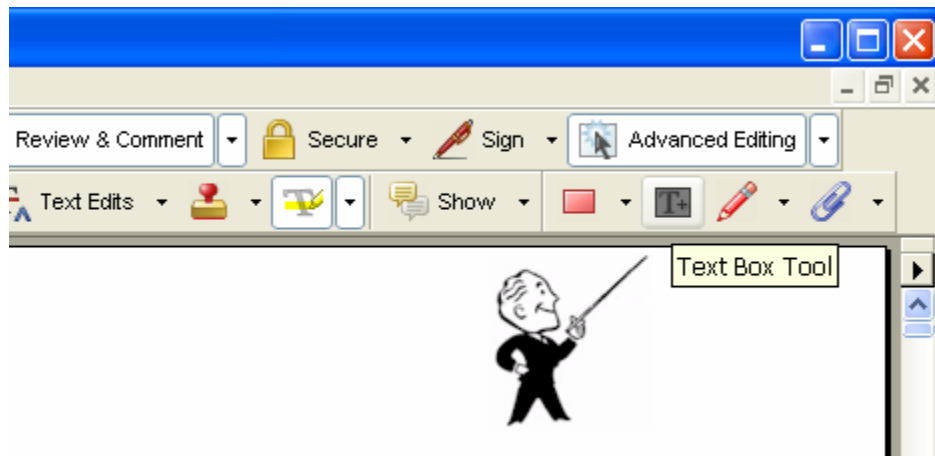
The *“Note”* tool can be useful for communicating comments or instructions to internal office staff or colleagues. Select the tool from the *“Commenting”* toolbar, or from the menu line, under *“Tools”* >> *“Commenting”*. Click anywhere in the document to place the note, then type a comment. Right-click on a PDF note to delete it. **PDF notes should always be removed before e-filing a document with the court.**

➤ *“Highlighter & Cross-Out Text Tools”*



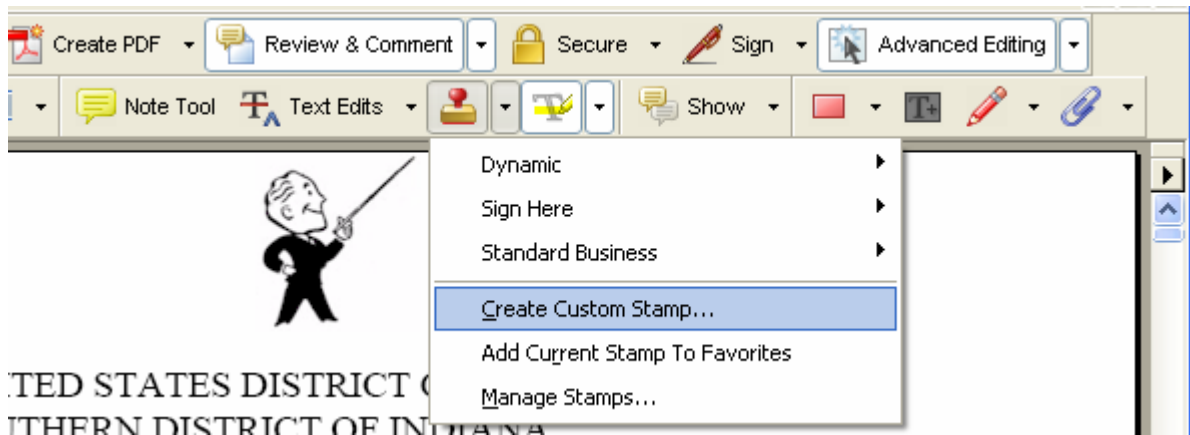
Once activated from the *“Commenting”* toolbar, or from the menu line, under *“Tools” >> “Commenting” >> “Highlighting”*, these tools may be used for internal office staff to mark-up documents for revisions. Again, any comments or mark-ups should be deleted from the document before e-filing.

➤ *“Text Box Tool”*



The *“Text Box”* tool, selected from the *“Advanced Commenting”* toolbar, or from the menu line, under *“Tools” >> “Advanced Commenting”*, may be used to place text anywhere in PDF documents. This tool is useful for inserting text in documents which have been scanned (i.e., the *“Touch-Up Text”* tool doesn’t work). Once placed in a document, right-click on a text box, then select *“Properties”* to change the text box color, border, etc.

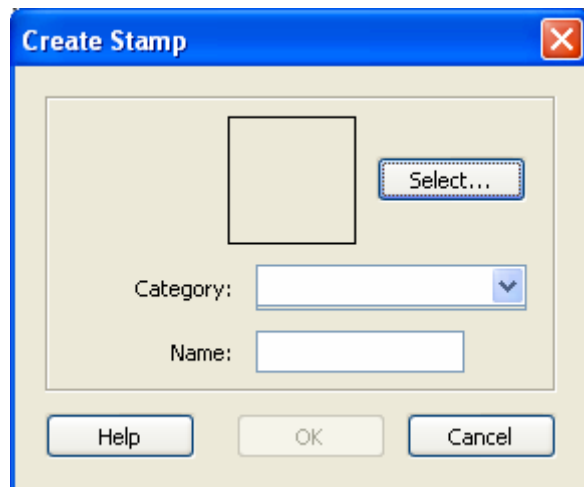
➤ *“Stamp Tool”*



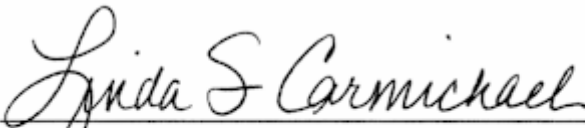
The *“Stamp”* tool, selected on the *“Commenting”* toolbar, or from the menu line, under *“Tools” >> “Commenting”*, may be used to create signature stamps to easily place handwritten signature in PDF documents.

To create a custom signature stamp:

1. Use a scanner to create a PDF document from a handwritten signature page. The Acrobat *“Crop”* tool (on the *“Advanced Editing”* toolbar) is useful to *“cut-out”* the signature from the scanned document.
2. Select the *“Stamp”* tool, then *“Create Custom Stamp”*. In the *“Create Stamp”* dialog, click *“Select”* to browse for the PDF signature document:



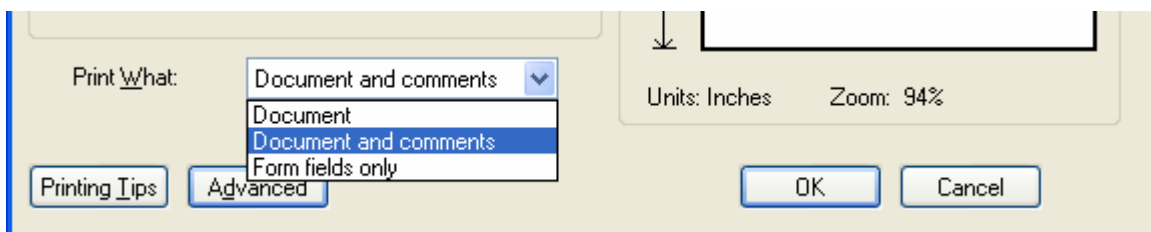
3. Enter a category (e.g., "Signatures") and a name for the signature stamp, which will appear in the "Stamp" menu, then click "OK" to create the stamp.
4. To place the signature stamp in a PDF document, select "Stamp", then the category you created, then the stamp. Next, click on the location in the document for the signature. Once it has been placed, the stamp may be moved or resized by clicking and dragging with the mouse.
5. To create a stamp with a signature block (including printed name, title, address, bar ID, etc.) create the desired text in the word processor, print it, then sign the paper document. Next, scan the page to PDF and use the "Crop" tool to extract the signature block:


LINDA S. CARMICHAEL, Case Administrator to
Judge David F. Hamilton

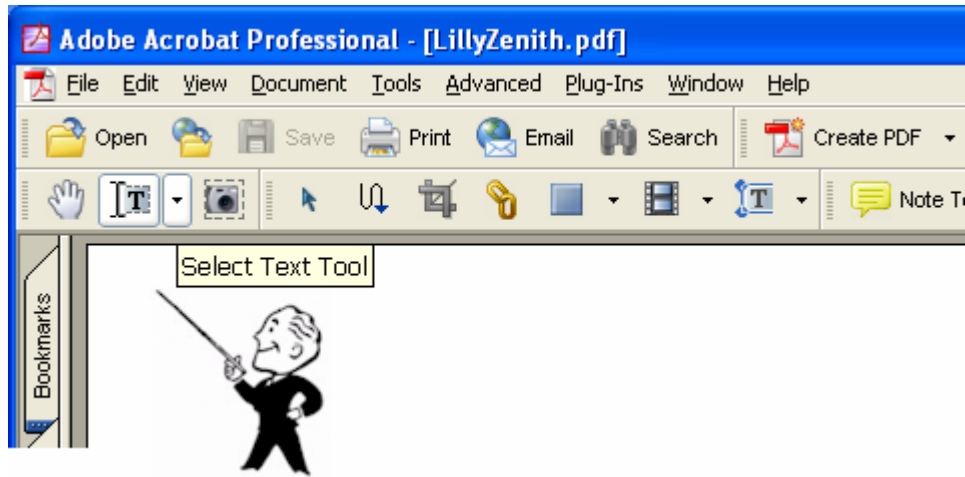
6. Stamps may be created from any PDF document.

➤ *Printing Comments/Mark-Ups/Stamps*

When printing documents with comments or stamps, you may need to select the "*Document and comments*" option under "*Print What*" in the Acrobat "*Print*" dialog window:



➤ *“Select Text Tool”*



The Acrobat *“Select Text”* tool, selected on the *“Basic”* toolbar, or from the menu line, under *“Tools” >> “Basic” >> “Selection”*, may be used to copy and paste text from PDF documents into other applications. The PDF document must contain editable text (not scanned), and only the text itself is copied – any formatting (e.g., tabs, font characteristics) is not.

➤ *“Paper Capture Tool”*

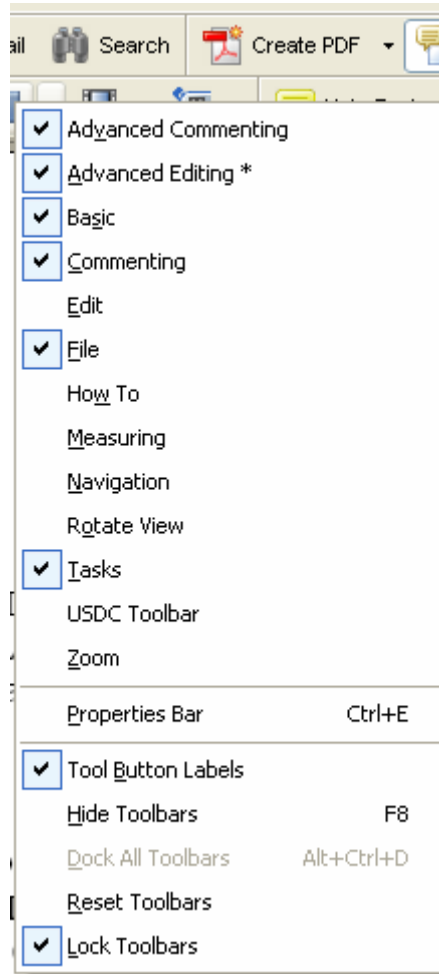
Acrobat has the capability to perform a basic optical character recognition (OCR) function on scanned documents. This can be helpful when there’s a need to copy and paste text from scanned document images.

To use this feature, open the scanned PDF document, then on the Acrobat menu line, click on *“Document” >> “Paper Capture” >> “Start Capture”*. Acrobat converts each page to editable text, if possible. Then, the *“Select Text”* tool can be used to copy and paste text into other applications.

NOTE: The text resulting from the *“Paper Capture”* function may not be complete, and some characters may be incorrectly captured. When pasting text into a word processing application, use spell checking and careful proofing methods on the resulting text.

Customizing Acrobat Toolbars

The toolbars in Acrobat can be easily customized to add or rearrange the tools most often used, and remove those not used. To change toolbar settings, right-click anywhere on the toolbar for this pop-up menu:



Placing a check next to a listed toolbar makes it visible, un-checking it removes it from view. If you're uncertain about which toolbar is which, the asterisk symbol identifies the toolbar you've clicked on.

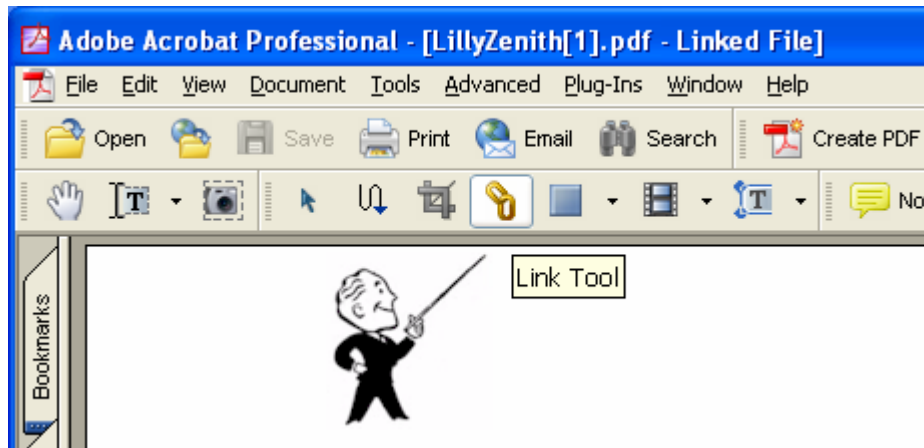
Individual toolbars may be moved or rearranged by clicking/dragging on the left edge of the toolbar. Each toolbar may also be "undocked" from the toolbar area and placed anywhere in the Acrobat window.

Once you've rearranged toolbars to suit your needs, click on "Lock Toolbars" in the pop-up menu to maintain the custom format.

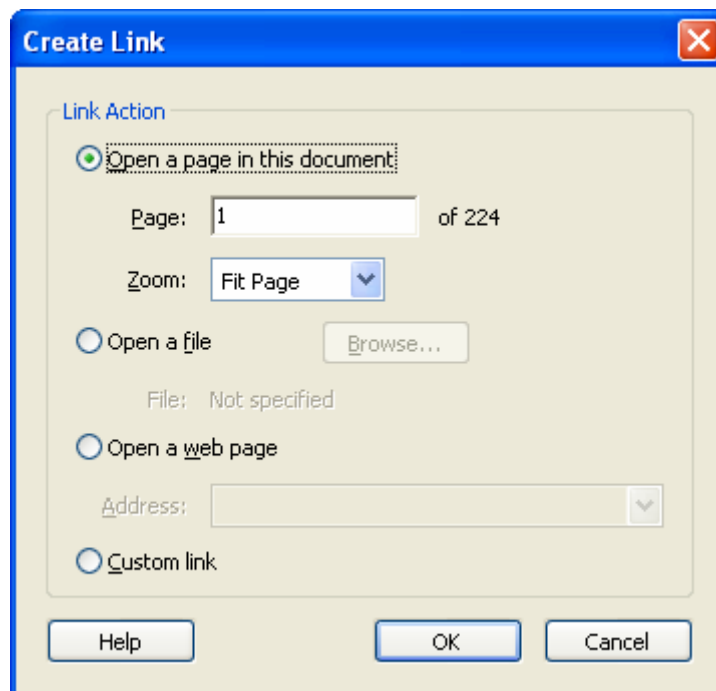
Hyperlinks in PDF Documents

There are two ways to create hyperlinks in PDF documents. First, the hyperlinks may be added to the document in MS-Word or WordPerfect, before conversion to PDF format. Each application may have settings to control whether or not hyperlinks are preserved when converting to PDF.

The Acrobat **“Link”** tool on the **“Advanced Editing”** toolbar may also be used to create hyperlinks in PDF documents:



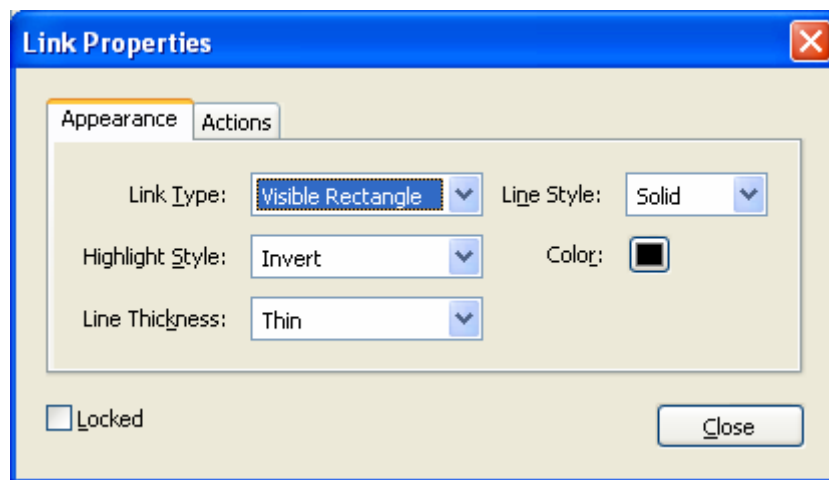
Any text, image, or area of the PDF document may be a hyperlink using this tool. Select the tool, then click and drag to create a box around the desired area for the hyperlink. The **“Create Link”** dialog is displayed:



To link to another page in the document, enter the page number. This is useful for creating a Table of Contents for the document which allows the viewer to easily navigate a large document with hyperlinks.

Selecting “Open Web Page” in the dialog, then entering a web address (URL) creates a hyperlink to a web page. The court allows attorneys to e-file documents with links to web pages (e.g., legal citations) as a convenience to judges and court staff. However, links to external web sites have a limited life, depending on changes to those sites.

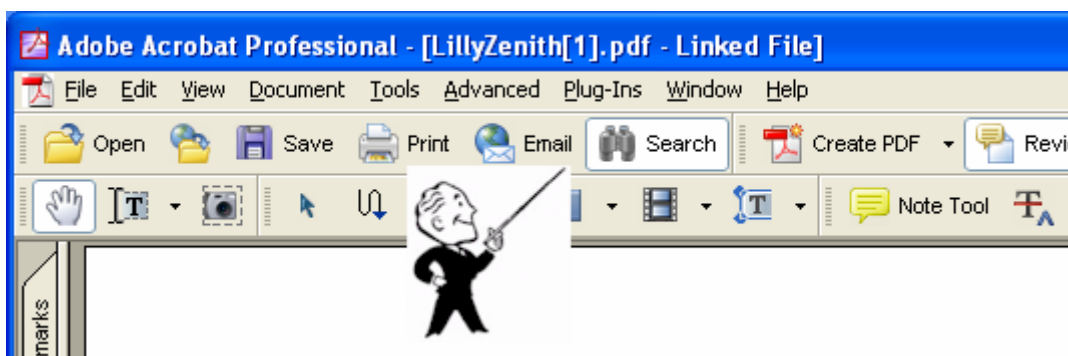
Once a link has been placed in a document, its appearance may be modified by right-clicking, then selecting *“Properties”*:



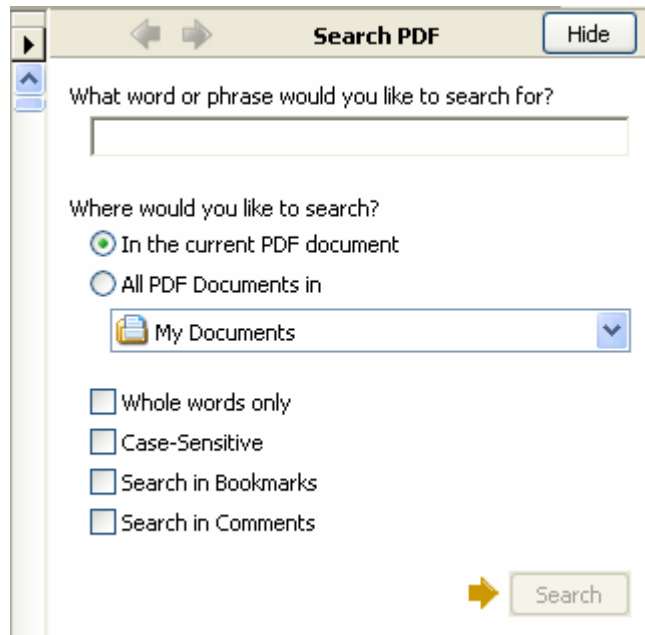
Searching & Indexing PDF Documents

Acrobat includes robust text search tools, and a method for indexing large numbers of PDF documents for faster searches.

The *“Search”* tool may be used on an active document, or to search multiple documents in a specific directory:



Selecting the *“Search”* tool opens the *“Search PDF”* pane on the right side of the Acrobat window:



Select the options for searching either the current document, or through a collection of PDF documents in a directory. The search results will provide links to each of the “hits” for words or phrases in each document.

- **Creating a searchable PDF Catalog/Index**

To create a searchable index of PDF documents, from the menu line in Acrobat, select *“Advanced” >> “Catalog”*. Click on *“New Index”* to define the location of files to add to the index and other options.

Consult Acrobat’s Help files (from the menu line, select *“Help” >> “Complete Acrobat 6.0 Help”*) for more information on creating PDF catalogs/indexes.

For More Information

- E-filing assistance is available by calling the Clerk's Office in any division:

Indianapolis	(317) 229-3700
Terre Haute	(812) 231-1840
Evansville	(812) 434-6410
New Albany	(812) 542-4510

- Adobe offers technical support on common installation/configuration problems for Acrobat, at:

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

- Many resources for e-filing and PDF questions are available on the court's website, at:

<http://www.insd.uscourts.gov>

Notes