Converting to PDF Format - Part II

There are two ways to convert documents into PDF (Portable Document Format) files. One way is to convert documents that are created in your word processing system. The other way is to convert documents (such as attachments and exhibits) utilizing scanning equipment and Adobe Acrobat software. This module (Part II) will guide you through the process of converting scanned documents to PDF format utilizing scanning equipment and Adobe Acrobat software.

Part I explains the process of converting word processing documents into PDF format.

Converting Scanned Documents to PDF Format Using Adobe Acrobat Software

STEP 1 Place document and all attachments or exhibits on the scanner bed.

STEP 2 With document in place, launch Adobe Acrobat software by double-clicking on the desktop icon for Adobe Acrobat.

STEP 3 A blank **Adobe Acrobat Image Screen** displays. **(See Figure 1)**

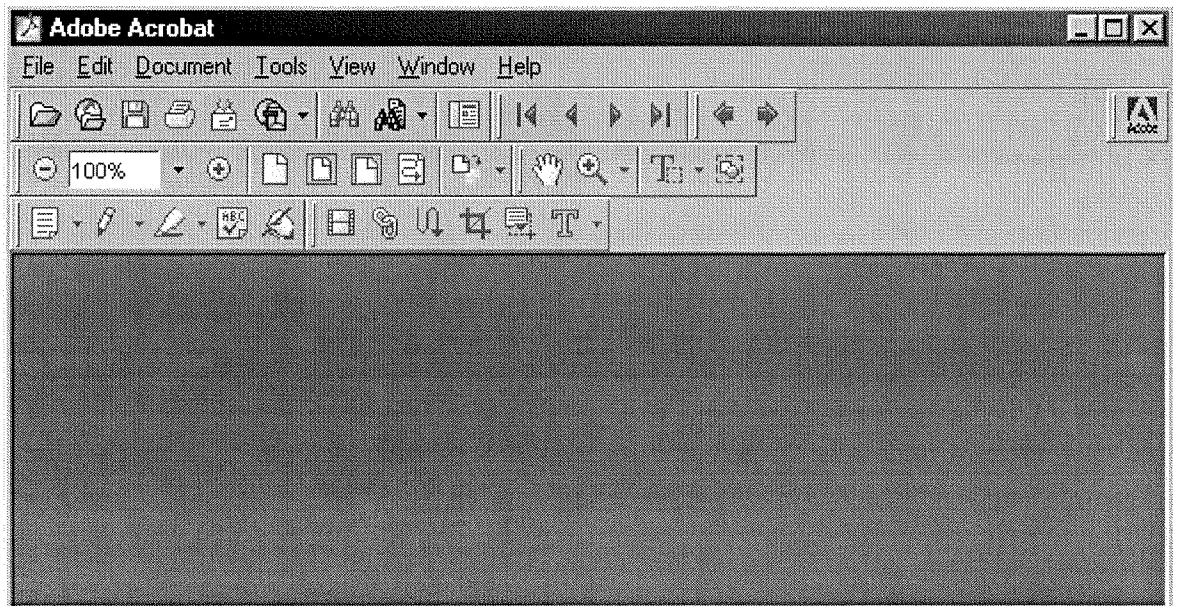

Figure 1

- Click **File** from the drop down menu. **(See Figure 2)**

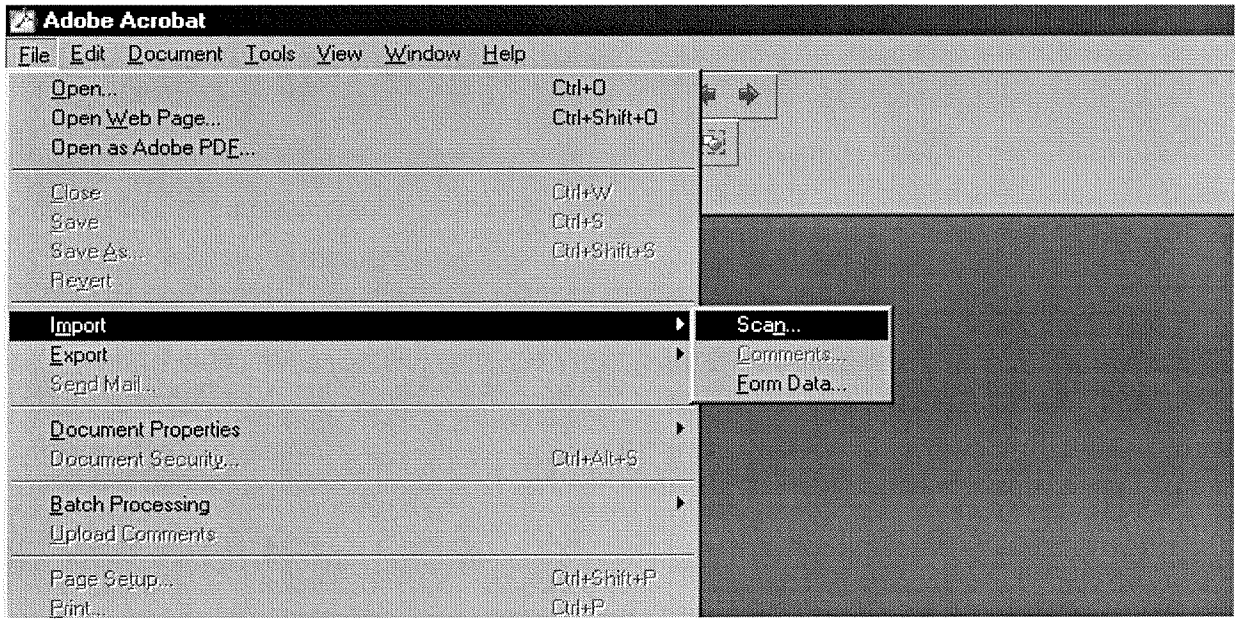

Figure 2

- Select the **Import** option.
- Select the **Scan** option.

STEP 4 The **Adobe Acrobat Scan** screen displays. **(See Figure 3)**

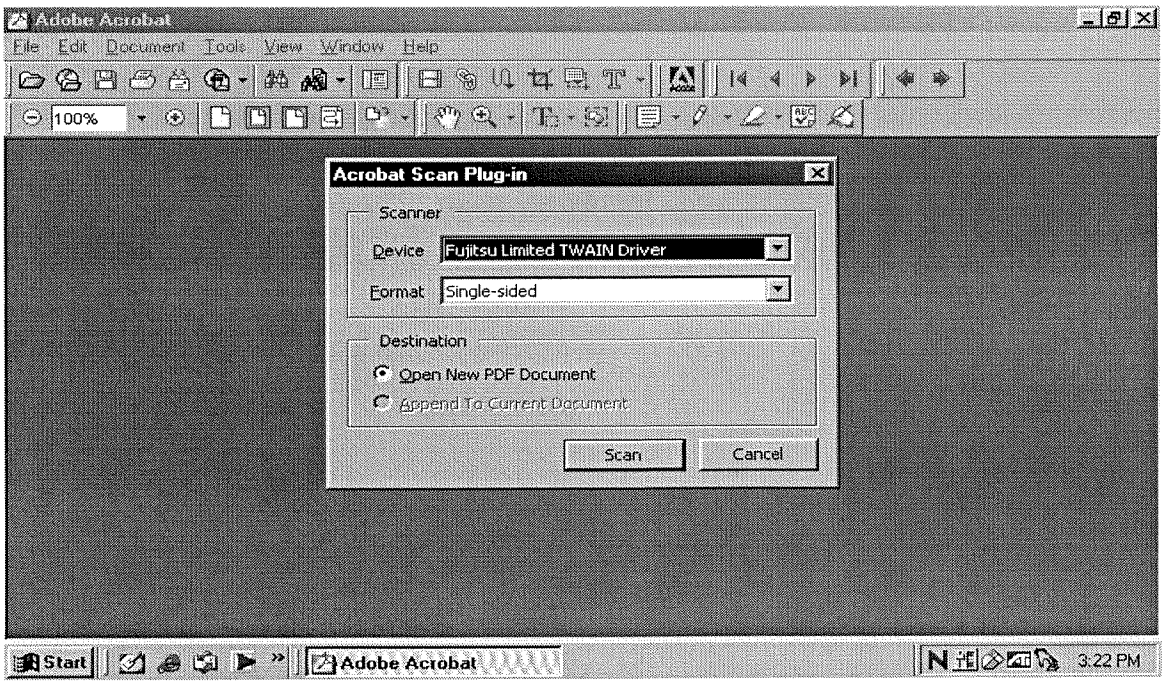

Figure 3

- Select the device for your scanning equipment.

  Note: This will only need to be done the first time a document is scanned. After that, the system will always default to the correct device and will only need to be modified if the scanning equipment changes.

- Select the page format (Single Sided or Double Sided).

- Select the radio box to indicate the destination of **New Document**.

  Note: Be sure the radio button for "New Document" is selected. Select the radio button "Current Document" only if you wish to add additional pages (append) to a scanned document. If so, be sure the image you would like to append is currently open and displayed on the image screen.

- Click **[Scan]** to continue.

STEP 5 A **Dialog Box** displays. **(See Figure 4)**

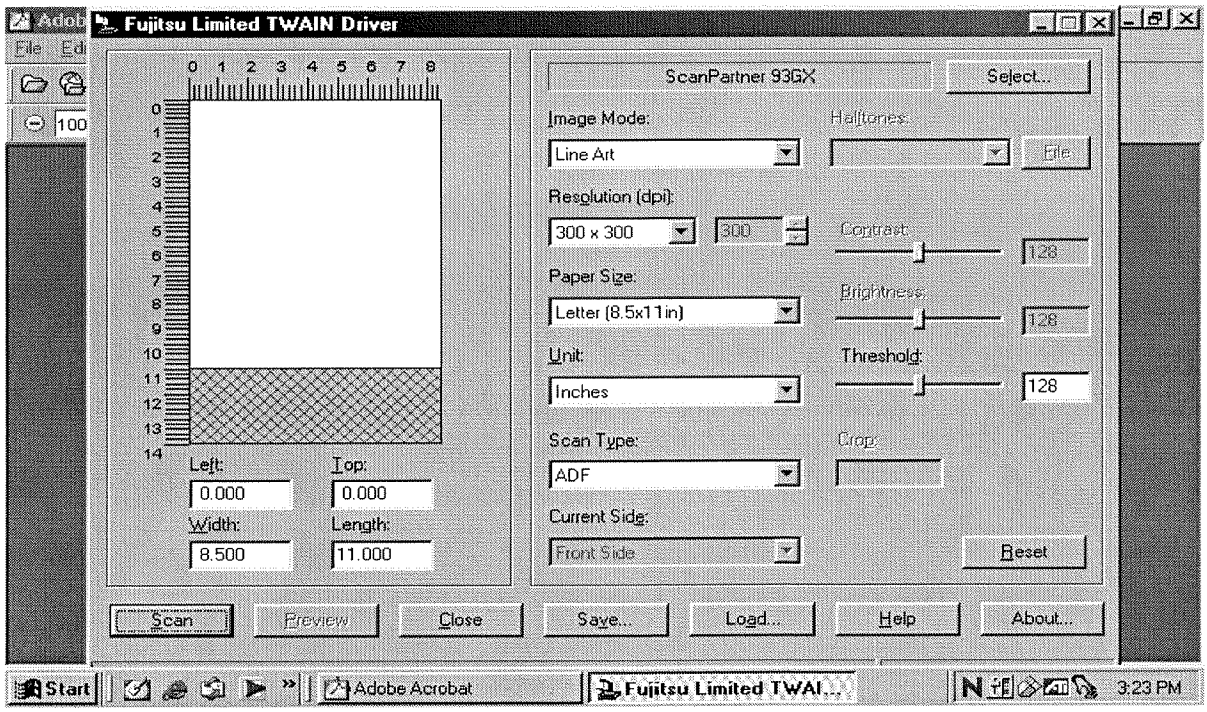

Figure 4

This box allows the adjustment of various settings for the scanned image. Using the default settings will usually be acceptable to create the scanned image. However, these settings may be adjusted if required.

- Click **[Scan]** to begin scanning the document.

STEP 6 Once all pages placed on the scanner have been scanned, the **Adobe Acrobat Scan** dialog box will display. **(See Figure 5)**

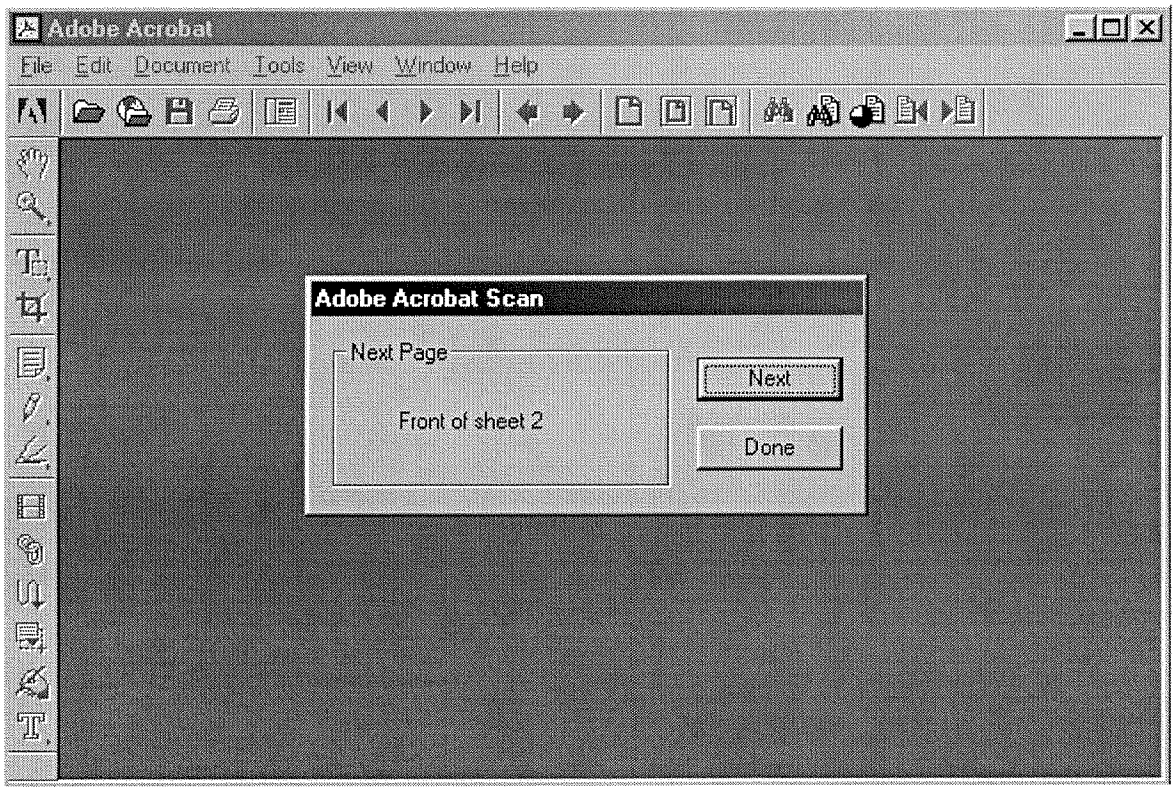

Figure 5

Click **[Next]** if you have additional pages to scan. The additional pages will be added (appended) at the end of the document just scanned.

- Click **[Done]** when all document pages have been scanned.

  Note: the number of pages reflected in the **Adobe Acrobat Scan** dialog box will always be one more than the number of pages actually scanned because the number reflected represents the page number of the next scanned page if there will be one. In the example above, one page has been scanned. Adobe Acrobat prompts that the "Next Page" would be "Front of sheet 2". **(See Figure 5)**

- When all pages have been scanned and you have clicked **[Done]**, the **Image Screen** will display.

Step 7 Quality assure the image by selecting **View** from the drop down menu and clicking on **Full Screen** to view all pages of the image **(See Figure 6)**

- The image will appear on the screen in full size and each page can be

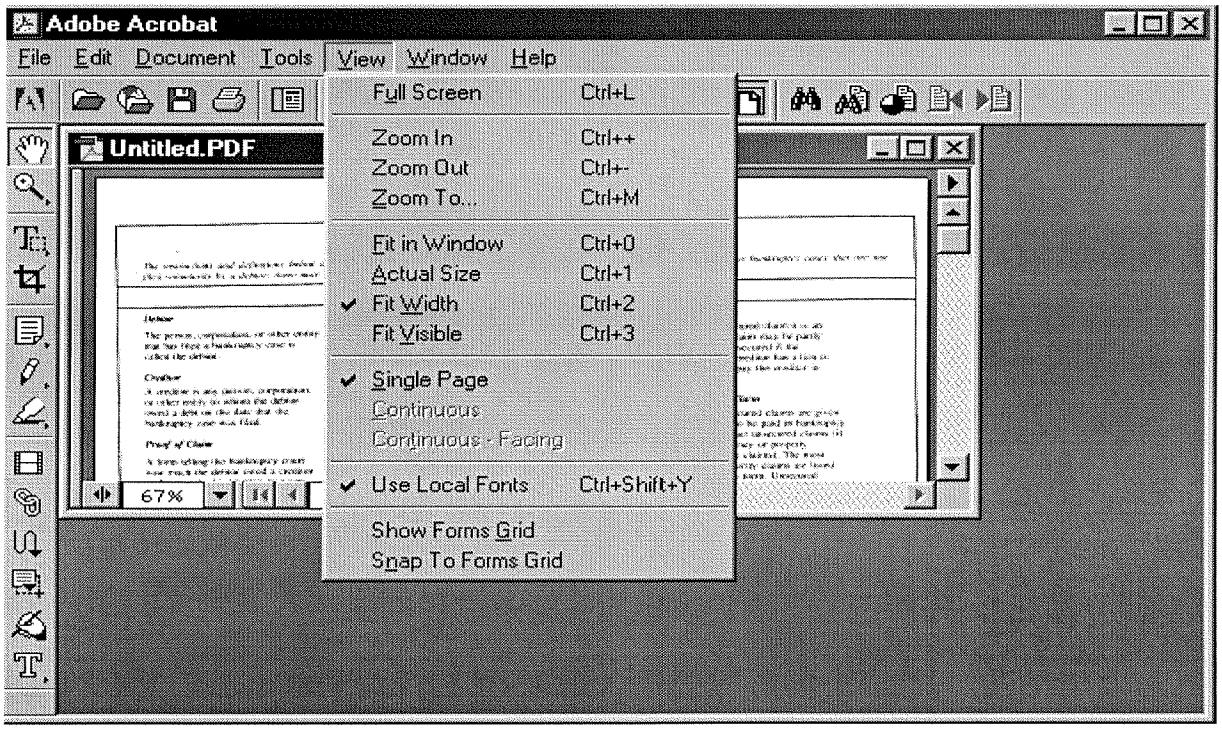

Figure 6

quality assured. (If necessary, return to Step 1 and re-scan the document if the image is unacceptable or pages are missing.) When you are finished viewing the document, press the [**Esc**] escape to return to the **Image Screen**.

STEP 8 Once the image is correct and complete, the file must be named and saved.

- Select **File** from the drop down menu, and click ***Save As***. **(See Figure 7)**

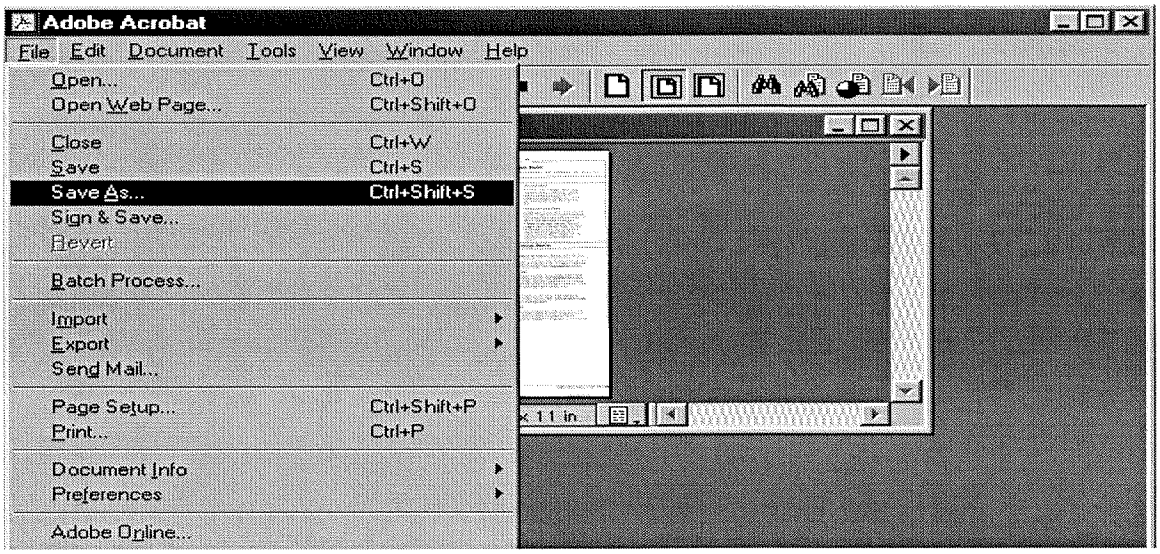

Figure 7

STEP 9 The **Save as Dialog Box** displays. **(See Figure 8)**

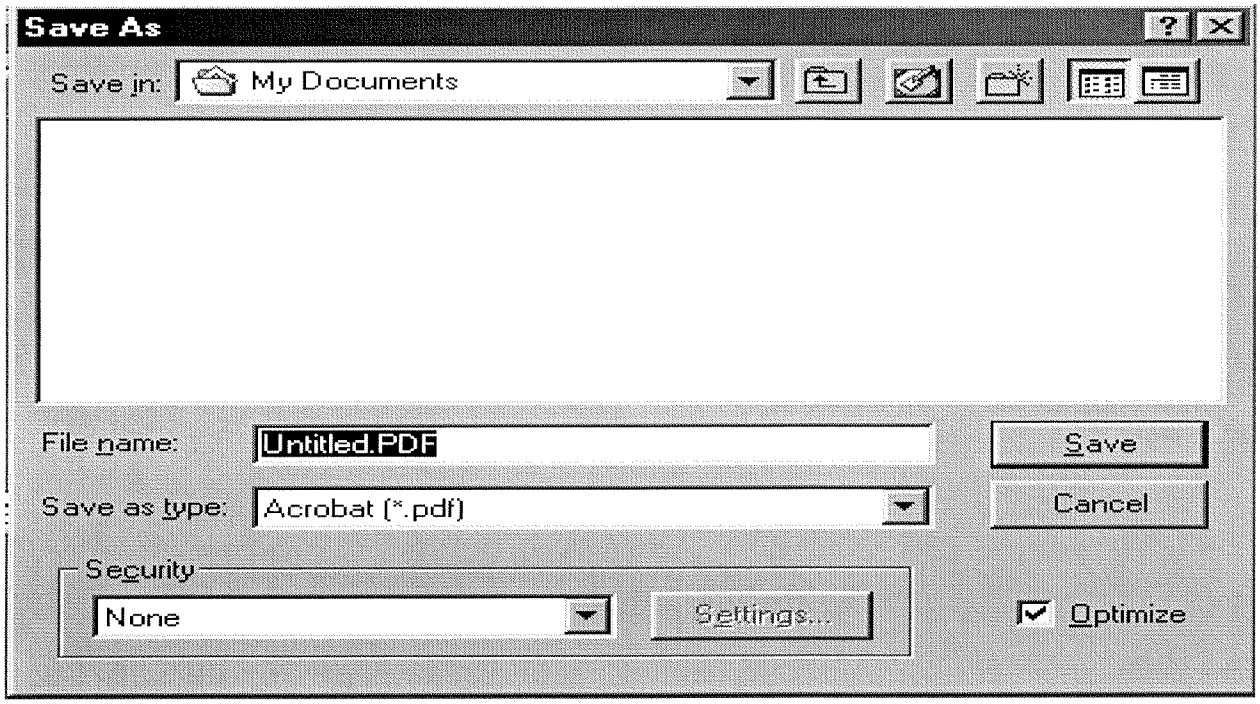

Figure 8

- Navigate to the folder where you wish to save the PDF file.
- Choose a filename and type that name in the **File name** box. The *.pdf* extension will automatically be added. *(For example, if you name the file: hallmotn, the image will be saved with the name: hallmotn.**pdf**).* The PDF file will be saved on your hard drive (or floppy, if chosen) in the folder to which you have navigated. The image can then be associated to the ECF event during the docketing process.

Note: For verification purposes, the image should be viewed during docketing process in ECF to ensure that the correct image is associated with the docket entry.

- Click the **[Save]** button.

STEP 10 The document displays on the **Adobe Acrobat Image Screen**. **(See Figure 9)**

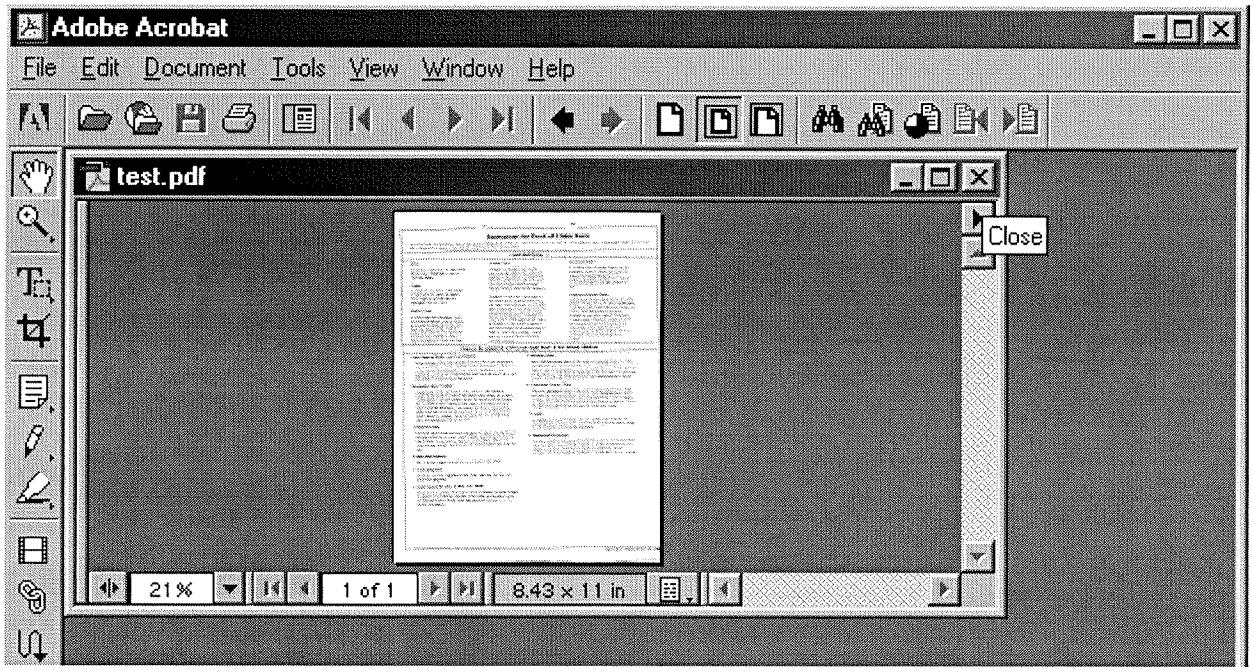

Figure 9

- The image has now been saved.
- Close the image by clicking on the "**x**" in the right corner of the image (the "**x**" on the line that contains the filename of the image).

STEP 11 A blank **Adobe Acrobat Image Screen** displays.

- The scanner is available to scan the next document. Repeat **Steps 1** through **10** for each document to be scanned.