

**Northern District of Florida**  
**CM/ECF Attorney User Guide**  
**Chapter 4**

**Viewing and Creating PDF files**

All pleadings must be filed in portable document format (PDF). Users must have access to software that will allow them to both view and convert word processor documents to PDF.

When selecting the PDF document for posting using the CM/ECF system, users should preview the document to ensure that the correct document was selected and that all pages of the image are properly oriented on the screen, are clear, and present as expected.

**How to View a PDF File Using Adobe Acrobat Reader or Adobe Acrobat\***

- Start the Adobe Acrobat program.
- Go to the File menu and choose Open.
- Locate the PDF file to be viewed, click on the file's icon, and then click on Open. Adobe will load the file and display it on the screen. In the alternative, double click on the file icon.
- Use the scroll bars to move through the document.
- Click on the View menu for other options for viewing the displayed document. Choose the option that is most appropriate.

\* Use of Adobe Acrobat is not required by the court; other programs are available. Please note that non-Acrobat programs used to view PDF documents may function differently than described above. Therefore, refer to the instructions for your software package for details.

## **How to Convert Document to PDF Format**

You must convert all of your documents to a portable document format (PDF) before you can file them through the CM/ECF system. When possible, PDF/A format is preferred.

The following instructions are for use with Adobe Acrobat:

- Install software that will convert documents to a PDF format on your computer.
- Open the saved word processing document to be converted.
- Select the Print option (generally found in the File menu), and in the dialog box, select the option to change the current printer. A drop down menu with a list of printer choices is displayed.
- Select Adobe if that is the program installed for use.
- Click the Print button. The file will not actually print; instead the option to save the file as a PDF format file appears.
- Make a note of the file location so that you can find the document later when you are ready to upload it. Change the location if necessary by clicking in the “Save in” area of the window and choosing the appropriate drive or folder.
- Name the file, save as type .PDF (.PDF is generally the default setting), and click the Save button.