

Adobe Acrobat PDF File Tips and Suggestions¹

Adobe Acrobat PDF File Tips and Suggestions*.....	<u>1</u>
Portable Document Format.....	<u>1</u>
How to locate the current acceptable pdf size limits in CM-ECF.....	<u>1</u>
Creating smaller electronic PDF files.....	<u>2</u>
Splitting a multi-page PDF into separate PDF files.....	<u>4</u>
Merging separate PDF files together into one PDF file (inserting pages).....	<u>5</u>
Converting PDF files from other programs (Word, WordPerfect, Excel, etc.).....	<u>5</u>
Free Adobe Reader.....	<u>6</u>
For additional assistance.....	<u>6</u>

Portable Document Format

PDF stands for Portable Document Format (PDF). A PDF is a snapshot of a document usually created from another program (e.g., Microsoft Word, Corel WordPerfect, etc.). Documents for filing in the United States Bankruptcy Court’s Case Management-Electronic Case Filing (CM-ECF) system must be PDF files.

How to locate the current acceptable pdf size limits in CM-ECF

The maximum PDF file size is given in megabytes (MB) and is currently 2.5 MB. The maximum size for a PDF file with attachments of additional PDF files (i.e., exhibits) (known in the CM-ECF system as a “multiple document”) is 12.5 MB. This information usually changes with each upgrade of the CM-ECF system. To check the current size limit, log into the CM-ECF filing system.

1. Click Utilities
2. Click Court Information
3. The information for a single document is the Maximum PDF File Size (MB) is listed under Court Details
4. The information for a multiple document, which occurs when you click Attachments to documents yes, is the Maximum Merge Document Size (MB) is listed under Court Details



¹ These instructions are a basic guide and were created using Adobe Acrobat 9 Pro; other versions may require modifications.

Court Details	
Court's Name	New Mexico
Software Version	CM/ECF-BK V3.3.3
ECF Go Live Date	June 13, 2006
Maximum PDF File Size (MB)	2.5
Maximum Merge Document Size (MB)	12.5

This is for a document scanned as one image.

This is for a document separated into multiple pages.

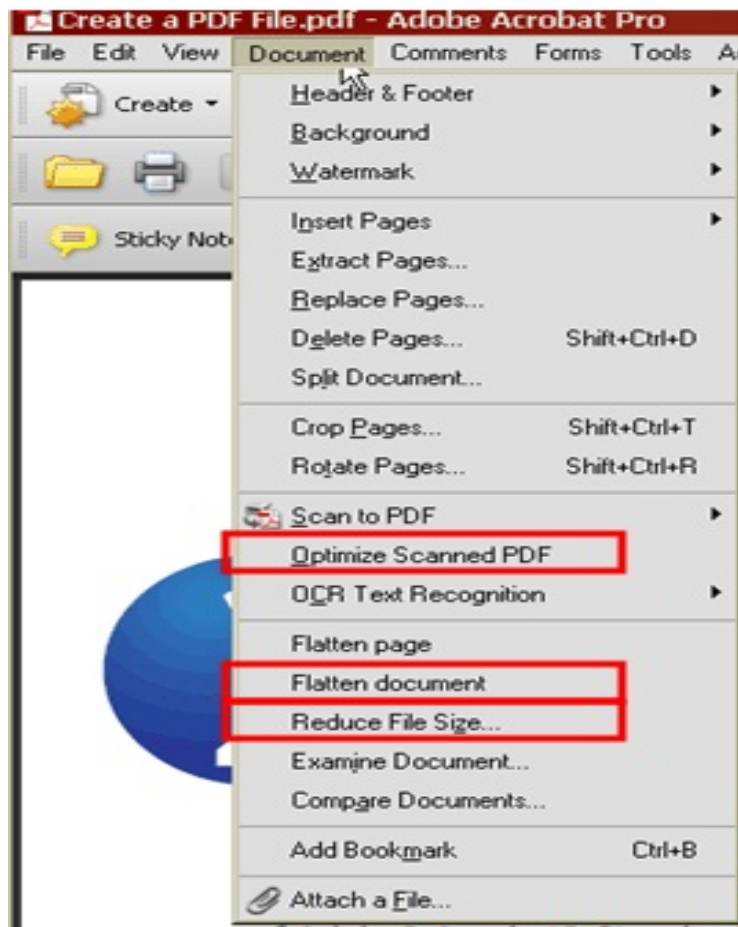
Creating smaller electronic PDF files

Smaller electronic PDF files are preferable because uploading them to CM-ECF is quicker and they take up less room in the electronic system, which speeds up the rate at which the system operates.

To minimize the size of a PDF file you have already created, click Document on the Adobe menu. The three methods shown on the screen you will see (displayed next) are listed in preferred order for the best results:

- Optimize Scanned PDF, or
- Reduce File Size, or
- Flatten Document

Selecting any of these options will effect the choice. Optimizing a scanned PDF file (sometimes even if the underlying PDF file was not created by scanning) removes hidden coding that takes up space (electronically speaking). The same holds for Reduce File Size and Flatten Document. They all achieve the objective of minimizing the size of the PDF file.



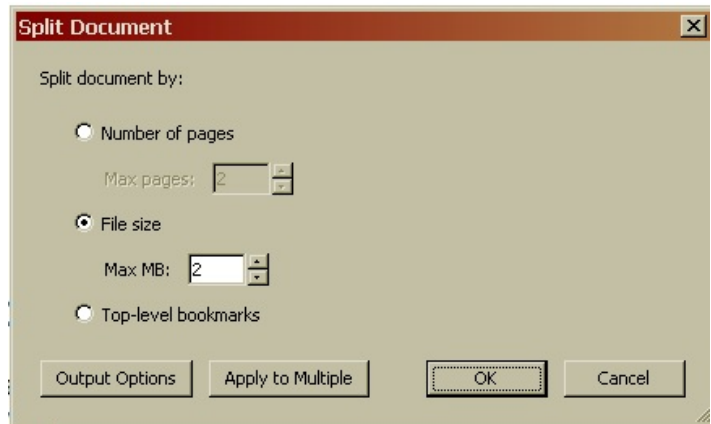
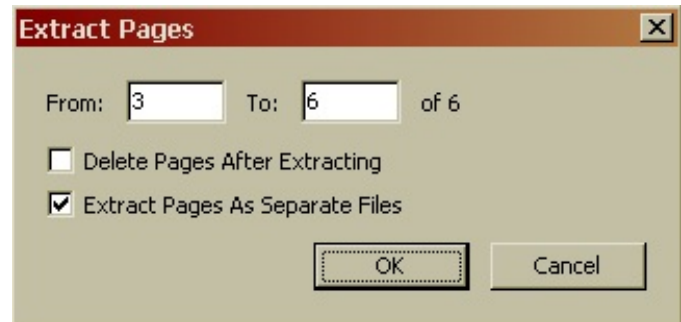
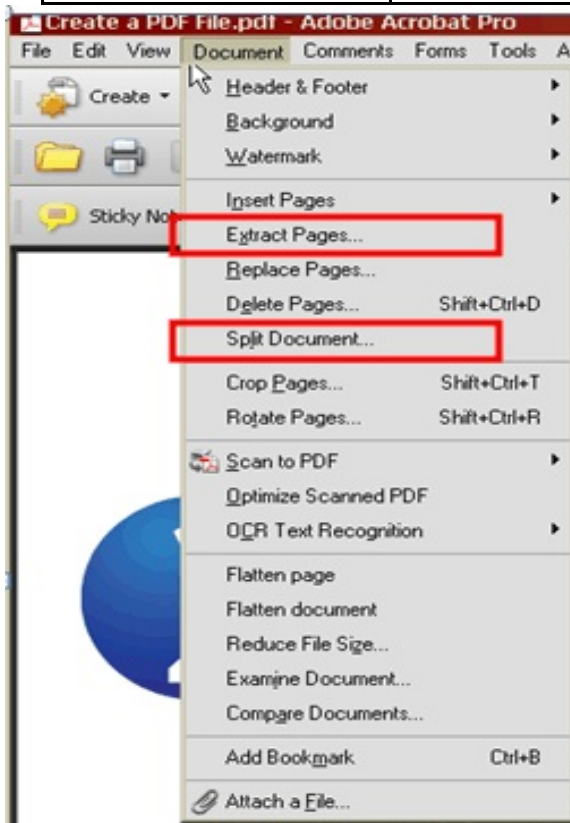
Select one option. Again, you will likely get the best results from, in order, Optimize Scanned PDF, Reduce File Size, and then, Flatten document.

Splitting a multi-page PDF into separate PDF files

From the Adobe menu click on Document. The two methods shown below are listed in preferred order for the maximum results:

Extract Pages

Click Extract Pages	Select the pages to be extracted, select Extract Pages As Separate Files, and click OK	A dialog box entitled “Browse For Folder” will open, select the appropriate folder for the extracted pages. Repeat as many times as necessary.
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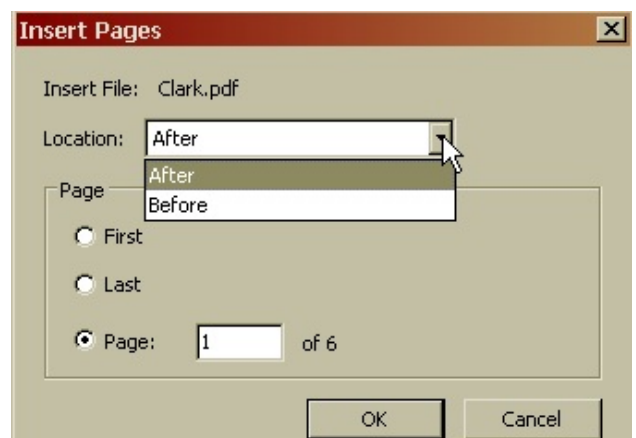
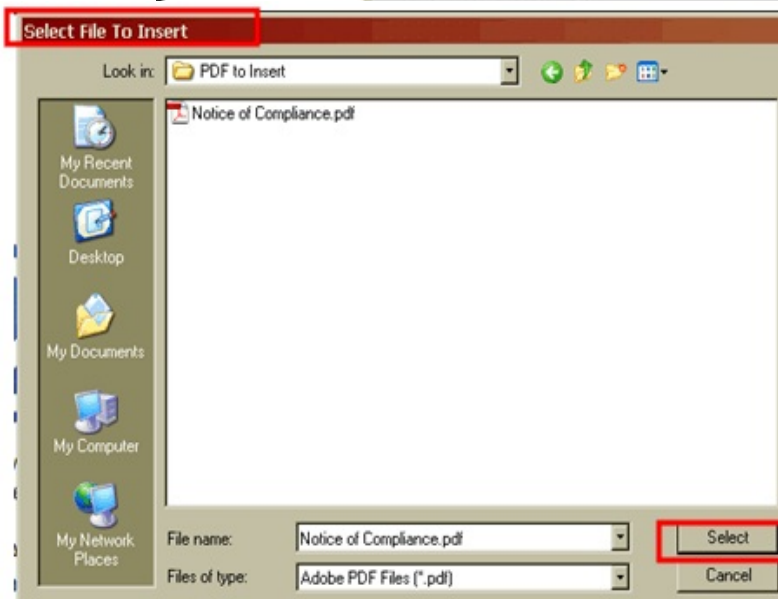
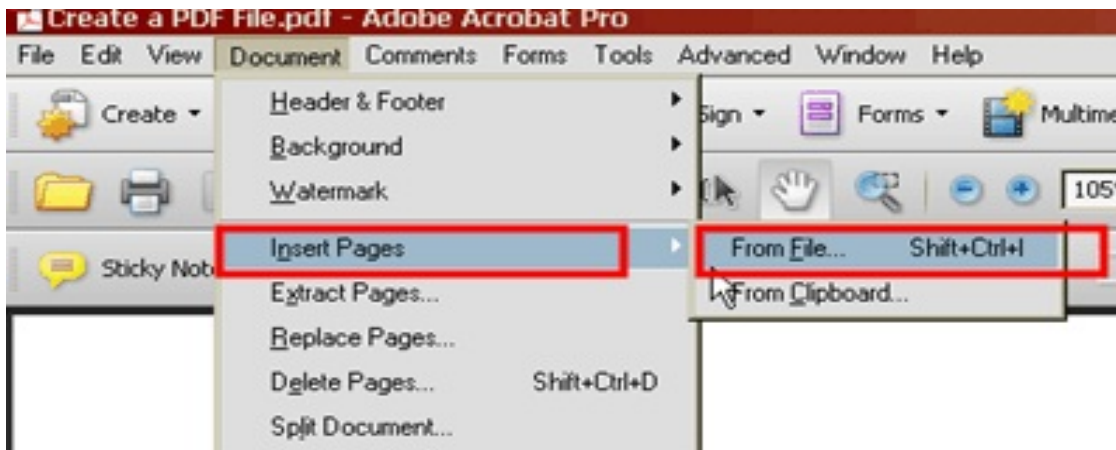
Split Document

Click Split Document	Split by Number of Pages or File Size and click OK	A dialog box will open indicating the split was successfully split into # documents or File size
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Merging separate PDF files together into one PDF file (inserting pages)

From the Adobe menu, click on Document.

- Select Insert Pages From File
- A dialog box entitled “Select File To Insert” will open. Select the pdf file to be added to the document and double click on the pdf symbol
- A dialog box entitled “Insert Pages” will open
- Select the location from the drop down menu for After or Before the current page
- Select the Page criteria First, Last, or Page (enter a specific page number if Page is selected). (This is where you want the inserted page[s] to appear – first in the series, last in the series, or in the middle of the document and click OK
- The additional pages have now been inserted
- Save the new document



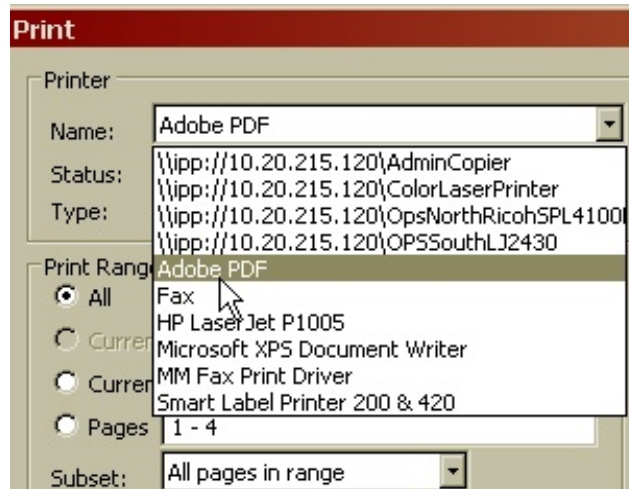
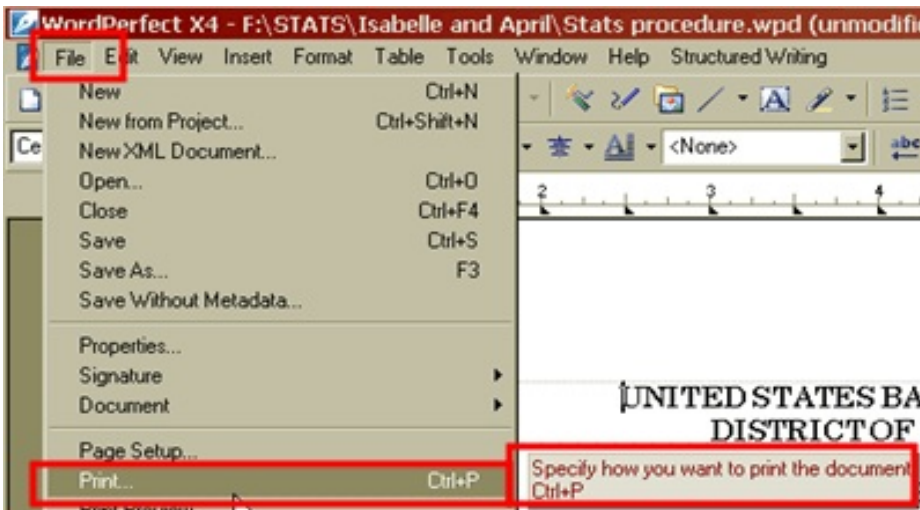
Converting PDF files from other programs (Word, WordPerfect, Excel, etc.)

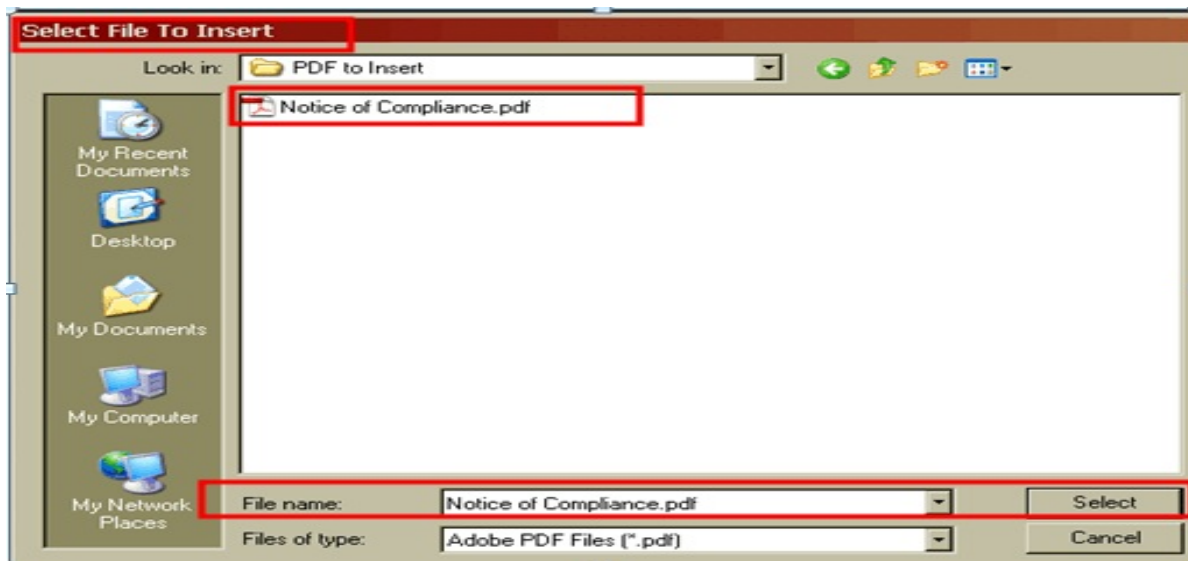
To convert a document to a PDF file you must have a program that creates PDF files

- If your word processing software has PDFMaker installed, click the pdf icon (see the items highlighted in green, below) and the file will automatically convert



- If your word processing software does not have PDFMaker, click File > Print > change the printer name to Adobe PDF and click OK
- A "Save PDF File As" box will appear
- Name the file and save it to the desired location





Free Adobe Reader

The free Adobe Reader will not permit you to create PDF files. It is only designed to view pdf images. You can type information into interactive PDF files (aka fillable, dynamic, and data-enabled PDF files), but Adobe Reader will not save the data, so you must print the completed document to paper before closing it.

For additional assistance

Please contact the court's CM-ECF Help Desk at 505-348-2480 (or 866-291-6805, press #3). You may also e-mail the ECF help desk at ecfhelp@nmcourt.fed.us.

Revision history

Date	Comments	By
May 7, 2010	Created from a revision of various documents to address the most common questions we receive on PDF files.	AC & MGG