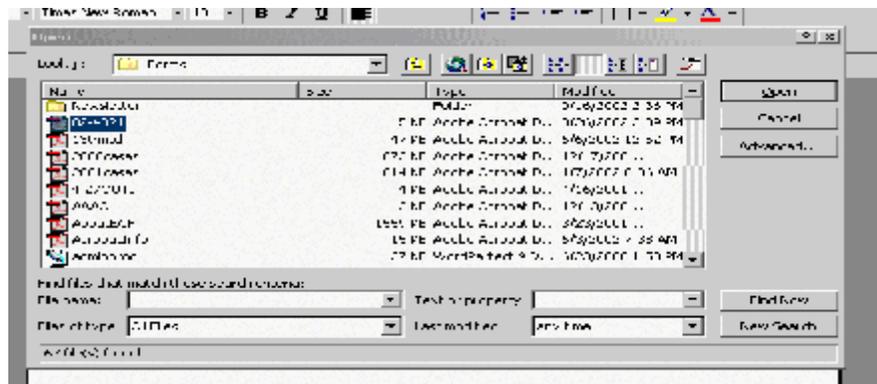


Microsoft Word

Microsoft Word 97, Word 2000, and Word 2002 do not currently provide a PDF publisher feature and the Product Guide for Microsoft Office XP makes no reference to it. There is, however, a macro installed with Adobe Acrobat called PDFMaker that provides enhanced features for creating PDF files from Word. It uses Acrobat PDF Writer or Distiller and is installed in the Microsoft Office/Office/Startup folder and is accessed through the File/Create Adobe PDF menu item or through an Adobe icon on the toolbar. A full list of the features can be found at the www.adobe.com web site (search for PDFMaker) or for users who have already installed Adobe Acrobat, a help file can be found in the Program Files/Adobe/Acrobatx.0/Help/ENU folder where 'x' is the version of Adobe that is installed.

The PDF files created in Word using the File/Print to Acrobat PDF Writer method and the File/Create Adobe PDF (the PDFMaker macro) method are nearly identical in size. There does not appear to be any differences in the quality of the PDF files produced. The advantage of the PDFMaker macro is the additional conversion features that it provides. If these particular Word features are not used, the File/Print to Acrobat PDFWriter method is adequate.

File sizes can be easily viewed within Word by selecting the Details view button from the Open dialog box as seen from the figure.



Creating PDF Documents from a Scanning System

For documents that must be imaged, the preferred method is to scan the document directly into PDF format using Adobe Acrobat.

Factors to Consider When Scanning

The quality of the document when scanned is determined by the level of detail recorded by the scanner. This detail is referred to as the resolution and is measured by the dots per inch (dpi). A higher resolution:

" is slower to scan (this is dependent also on the scanner and the number of pages that are scanned).

" creates a document with a larger file size. This will also cause the loading of the document into CM/ECF and its retrieval to be slower.

There is a trade-off between the resolution and the file size of the document. For example, using a Ricoh IS-430 scanner (rated at 30-45 pages per minute), a 100 page document scanned at 300 dpi produces a file of 6.97 MB and takes 3 minutes and 51 seconds to scan. The same document scanned at 150 dpi produces a file of 3.67 MB and takes 2 minutes, 15 seconds to scan.

It is important to find a resolution that will provide a high quality document with a file size that does not hamper the length of time it takes to scan, load, and retrieve the document. The CM/ECF project team recommends 200 dpi resolution.

Another factor to consider is the mode of scanning. It should be done in black and white so that the file size will be limited. However, there are some documents (those with shaded boxes, for example) that may need a grayscale instead. This, however, will produce a file that is much larger in size than the document scanned in black and white. Never scan in color as it will also produce a document with an extremely large file size which will take longer to load and to retrieve for viewing purposes.

Limits on Size

Our court has set limits on either the number of pages that will be accepted electronically or the file size that will be accepted. The limits generally include no more than 25 pages at one time and/or under 1MB in file size. If the document exceeds the limits, the policy is either to break the document into separate, smaller documents or file the exhibits/attachments to the document in paper form with the court. When the latter method is allowed, a one-page PDF document is used as a "placeholder" for the exhibits/attachments directing the reader to the location of the whole document (e.g., the reader must come to the courthouse to see the document).

Exhibits or other attachments to a pleading or other document are required to be electronically filed if the exhibits total twenty pages or less. If they exceed twenty pages, they may be filed electronically, but are not required to be. Instead, you may attach a statement that the exhibits exceed twenty pages and are on file with the court and may be reviewed at the clerk's office.

If you use this alternative, you are required to send a paper copy of the pleading or other document filed with the complete exhibits and a copy of the Notice of Electronic Filing to the court for placement in the court's file. If the matter has been set or will be set for hearing, then a second paper copy is required to be delivered to the court for the judge. Also, since e-mail service of the electronic

filing would not include the complete exhibits, those parties entitled by law to service of the pleading or other document filed, would need to be served paper copies of the complete exhibits.

The above alternative for exhibits exceeding twenty pages does not apply to exhibits to a Chapter 11 plan, amended plan, disclosure statement or amended disclosure statement. Those exhibits are to be electronically filed in their entirety, regardless of their size. It also does not apply to exhibits to be introduced at a trial or other evidentiary hearing. Such exhibits are not to be filed at all, only a list of these exhibits is to be electronically filed as part of the List of Witnesses and Exhibits.