

# Michigan Court of Appeals

## Preparing a PDF Document For Electronic Filing



April 2013



# Preparing a PDF Document for Electronic Filing at the Michigan Court of Appeals

## Table of Contents

*The following instructions offer guidelines for PDF best practices to assist you  
in creating documents that are both acceptable and useful  
at the Michigan Court of Appeals.*

What is a Court-Friendly PDF Document? .....	1
Create a Searchable Document .....	1
Create a Document that is Easy to Navigate .....	1
Create an Optimized Document .....	2
An Overview PDF Documents Types .....	3
Text-Based PDF .....	3
Form-Based PDF .....	3
Image-Based PDF .....	4
Create a PDF Document .....	5
Save a Document as PDF from a Word Processor .....	5
Convert a Document to PDF using Adobe Acrobat .....	5
Specify Preferences for PDF File Creation .....	6
Set Options for Saving to PDF .....	6
Set Preferences for Creating a PDF .....	6
Create a PDF Document by Scanning .....	7
Recognize Text in a Scanned Document .....	7
Prepare Documents for File & Serve .....	8
Court Guidelines for Submitting PDF Documents .....	8
Manipulate Individual PDF Files .....	9
Merge Files into a Single PDF .....	9
Use Bookmarks to Create a PDF Document that is Easy to Navigate .....	10
View Bookmarks .....	10
Open or Close Bookmarks .....	10
Expand or Collapse Bookmarks .....	10
Wrap Long Bookmarks .....	11
Be Specific with Bookmark Destinations .....	11

Modify a Bookmark .....	12
Use Options to Manipulate Bookmarks .....	12
Create a Bookmark Manually .....	12
Define an Initial View that Includes Bookmarks.....	13
Final Document Preparation .....	14
Determine the Size of a PDF Document .....	14
Optimize PDF Files and Reduce File Size .....	14
Use the File, Save As command.....	14
Use the Document, Optimize Scanned PDFs command.....	15
Use the Document, Reduce File Size command .....	15
Use PDF Optimizer.....	16

**Note About Word Processing and PDF Creation Software**

We have created these general instructions using Word 2007/2010 and Adobe Acrobat 9.0. All screenshots are from these environments. While the concepts are applicable across word processors and PDF conversion software, you may need to adapt the directions for your particular word processor and the version of Acrobat or other PDF conversion software that you are using. In that case, the name and location of menu options referenced herein may not be accurate. In addition to Adobe, many other vendors provide software to create PDF documents. Please note that the Court does not endorse or recommend any specific PDF software. Because there are so many different applications, and we could not depict instructions for all, we have chosen to depict our instructions with reference to Adobe Acrobat.

**Thank You**

Thank you for your PDF document preparation efforts. We are confident that incorporating these essential steps into your regular habits will help you create useful PDF documents that will greatly benefit Court of Appeals judges and staff attorneys, as well as others who receive your electronically served documents. It is likely that you will also find these techniques of value in your day-to-day work processes.

## What is a Court-Friendly PDF Document?

Documents created for the Court must be converted to Portable Document Format (PDF) prior to filing electronically with the Court. If you attempt to submit a non-PDF file through the e-filing system, you will receive an error message and the document will be rejected. PDF format is required because PDF documents retain the pagination, layout, formatting, graphics and fonts of the original document. The document will look the same no matter what type of computer is used to view it or what printer is used to print it.

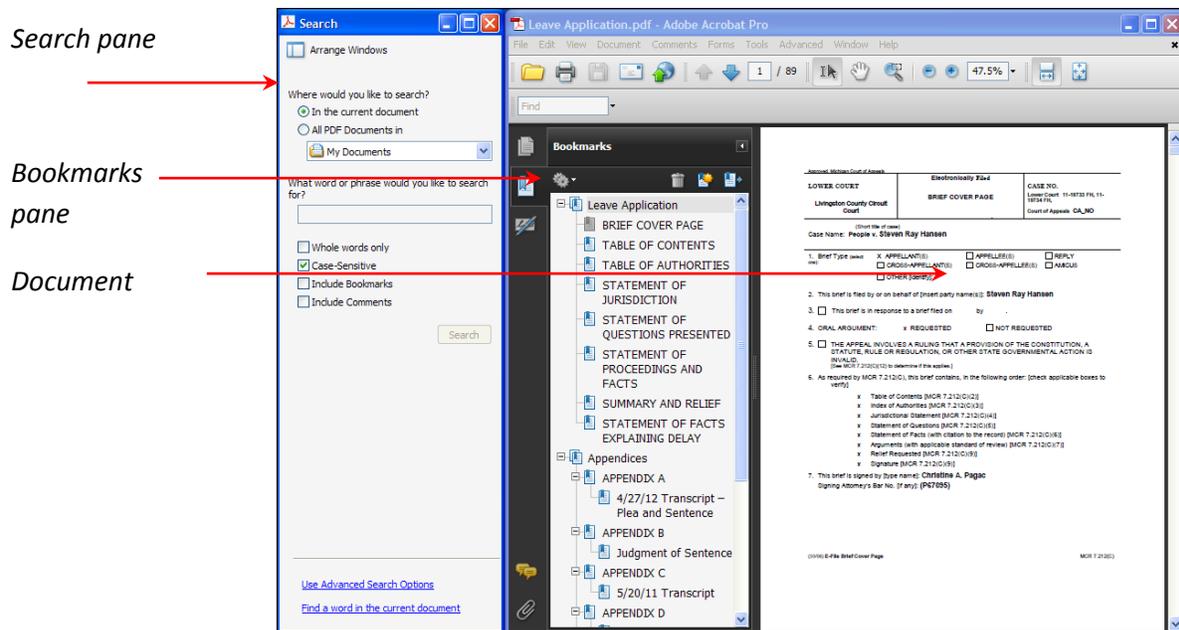
As we transition to a world with less printed paper and more online viewing of documents at the Court of Appeals, we offer the following suggestions for formatting your documents to make them more useful to our Judges, law clerks, and research attorneys.

### Create a Searchable Document

The Court prefers to receive documents in searchable PDF format when they are original appeal pleadings. PDF documents that are created from electronic files, such as word-processing documents, automatically include searchable text. On the other hand, scanning a printed document into PDF format often creates only a graphic image of the document, which is not searchable. (This depends on the equipment and settings used to scan.) Appendices to pleadings will often be scanned images.

### Create a Document that is Easy to Navigate

**Use Bookmarks.** The Court requests that PDF files include bookmarks to serve as a navigational aid. Bookmarks provide a table of contents and usually represent the major sections in a document. When you create bookmarks in a document, they appear in the navigation panel. Anyone viewing the file can click a bookmark to navigate to the specified location within the PDF document.



**Use Hyperlinks.** Hyperlinks are another feature that can make it easier to navigate in documents. *Internal* hyperlinks, which point to other places within the same document, are permissible. However, *external* links, which point to other documents, websites or legal sources, must be avoided in documents submitted through the e-filing system. Use of *external* links can result in format errors that prevent your document from being accepted by the system.

### **Create an Optimized Document**

Optimizing means to create the best quality document at the most efficient file size. Reducing the file size of PDF documents improves their performance. PDF optimization is an important step when creating PDF files. Each of these concepts is discussed in detail below.

## An Overview PDF Document Types

Filers or their support staff will prepare required pleadings, forms, or appendices as detailed in the Court Rules. You may use existing document templates and forms for this process. There are three different types of PDF documents – text-based, form-based, and image-based.

### Text-Based PDF

Documents converted directly from word processing are *text-based* documents. Creating a PDF file in this manner requires that your word processor enables you to save to PDF format, or else requires a PDF conversion program. Adobe Acrobat is one example of PDF conversion program; however, it is not your only option. There are many programs that enable you to create a PDF document from your word processor.

**COA Request:** When preparing your PDF documents, convert all original word-processed documents directly to PDF. The Court’s strong preference is that documents filed through the e-filing system are text-based PDF files, so that text is searchable and selectable.



**COA Caution:** At this time, the Court is able to receive documents created with many versions of Adobe Acrobat. However, the PDF document that you submit must be compatible, at a minimum, with Acrobat 7.0 or later. If you limit compatibility to Acrobat 9.0 or later, we may not be able to open the file and you will likely receive a format error and need to re-submit the document. For further details, see [notes on document compatibility](#) later in this document.

### Form-Based PDF

You may submit interactive fillable PDF forms. This type of form contains fields that you can select or fill in and save. A set of **E-Filing Forms** is available on the Court of Appeals E-Filing Forms website page [<http://courts.mi.gov/Courts/COA/forms/Pages/Efiling.aspx>].

The forms can include a typed signature and can be saved in PDF. Therefore, the form does not need to be printed, signed, and scanned before it is filed.

In order to save a filled-in E-Filing form, you must have either Adobe Acrobat (rather than the free Adobe Reader which is useful for viewing forms) or other PDF conversion software.

You are not required to use the E-Filing forms to work with the e-filing system; the forms are optional and available for the convenience of those who have the software mentioned above. The alternative is to use your existing forms and then save or convert these documents to PDF format.

Approved: Michigan Court of Appeals  
LOWER COURT: \_\_\_\_\_ Electronically Filed: \_\_\_\_\_ CASE NO.: \_\_\_\_\_  
BRIEF COVER PAGE Lower Court: \_\_\_\_\_  
Court of Appeals: \_\_\_\_\_  
Case Name: (Short title of case) \_\_\_\_\_  
1. Brief Type (select one):  APPELLANT(S)  APPELLEE(S)  REPLY  
 CROSS-APPELLANT(S)  CROSS-APPELLEE(S)  AMICUS  
 OTHER (specify): \_\_\_\_\_  
2. This brief is filed by or on behalf of (insert party name(s)): \_\_\_\_\_  
3.  This brief is in response to a briefed on \_\_\_\_\_ by \_\_\_\_\_  
4. ORAL ARGUMENT:  REQUESTED  NOT REQUESTED  
5.  THE APPEAL INVOLVED A RULING THAT A PROVISION OF THE CONSTITUTION, A STATUTE, RULE OR REGULATION, OR OTHER STATE GOVERNMENTAL ACTION IS INVALID. (See MCR 7.212(C) to determine file status.)  
6. As required by MCR 7.212(C), this brief contains, in the following order: (check applicable boxes to verify)  
 Table of Contents (MCR 7.212(C)(2))  
 Index of Authorities (MCR 7.212(C)(3))  
 Jurisdictional Statement (MCR 7.212(C)(4))  
 Statement of Questions (MCR 7.212(C)(5))  
 Statement of Facts (with citation to the record) (MCR 7.212(C)(6))  
 Arguments (with applicable standards of review) (MCR 7.212(C)(7))  
 Relief Requested (MCR 7.212(C)(8))  
 Signature (MCR 7.212(C)(9))  
7. This brief is signed by (type name): /s/ \_\_\_\_\_  
Signing Attorney's Bar No. (if any): \_\_\_\_\_  
(910) E-File Brief Cover Page MCR 7.212(C)

## Image-Based PDF

You can also create PDF documents by imaging (or scanning) paper documents. These are sometimes called *image-based* PDF documents. It is acceptable for non-original documents to be scanned into PDF.

There are several factors to consider when determining how the scanning will be done. The level of detail recorded by the scanner determines the quality of the document. This detail is referred to as the resolution, which is measured by the dots per inch (dpi). A higher resolution is slower to scan and creates a document with a larger file sizes. This, in turn, will cause retrieval of the document to be slower. Documents scanned for e-filing with the Court of Appeals should be scanned at a resolution of either 200 or 300 dpi. A resolution higher than that makes the file unnecessarily large.

Another factor to consider is the mode of scanning. Most of the time, scanning should be done in black and white (rather than color or grayscale), so that the file size will be as small as possible. Never scan in color unless absolutely necessary. This may produce an extremely large file size, which will take longer to retrieve for viewing purposes.

Depending on your scanning equipment, OCR (optical character recognition) may be a part of the conversion process, so that the text can be manipulated like a text-based PDF.

**COA Request:** Scanning is acceptable for pre-existing exhibits. If it is necessary to scan documents to PDF, please consider the settings that will produce an optimum PDF file. Strive to find the balance of the best quality results with the smallest file size.

Before you submit a scanned PDF, consider optimizing the scanned PDF, if that feature is available to you. [Step by step optimizing instructions are available](#) later in this document.

## Create a PDF Document

Before filing through the e-filing system, convert all documents to PDF format.

**COA Request:** When creating a PDF document, use descriptive filenames and avoid special symbols. The names should be reasonably concise and provide some idea about the file contents. It is acceptable to include upper- and lower-case letters, spaces and hyphens in your filename; avoid using special characters (such as # / \$ & %) as they may cause problems. Filenames that begin with “Attach” at the beginning of the filename can also cause problems.

**COA Request:** When preparing your PDF documents, whenever possible, convert all original word-processed documents directly to PDF. Use settings that add bookmarks and generate the bookmarks based on Word’s headings or your customized styles.

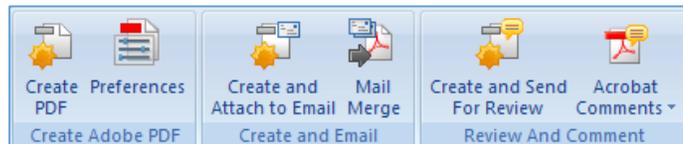
### Save a Document as PDF from a Word Processor

Newer versions of popular word-processing programs, such as Word and WordPerfect, enable you to easily save documents to PDF file format and thereby create a PDF document.

1. **Open** your word-processed document.
2. Depending on the word-processing program and version, there are many built-in options for saving a PDF. You may select **File, Save As** and select File Type of PDF. (Or, you may select **File, Publish As, PDF** or select **File, Export, Create PDF**.)
3. **Save** the file. By default, the PDF is saved to the same folder as the original document file.

### Convert a Document to PDF using Adobe Acrobat

With Adobe Acrobat or other PDF conversion software installed, you will likely have access to a set of buttons to enable you to convert a file to a PDF document and specify related preferences.



To convert a Microsoft Word document to a PDF file using the Acrobat PDFMaker Add-In:

1. **Open** your word-processed document.  
(You will need to save the document in Word before creating a PDF.)
2. From the **Adobe PDF** menu or ribbon tab, choose **Create PDF**.
3. In the Save Adobe PDF File As dialog box, enter a filename and location for the PDF, and click **Save**. A PDF file is created and saved in the appropriate location. The filename contains the .pdf extension.

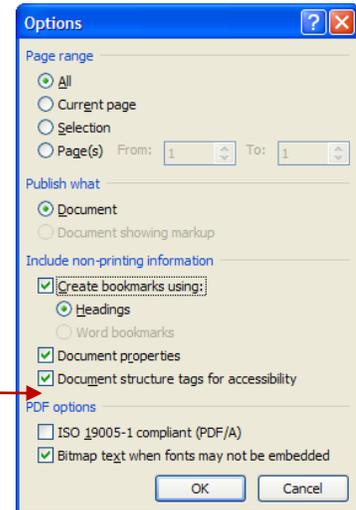
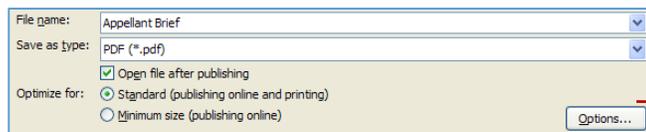


## Specify Preferences for PDF File Creation

You may need to adjust the settings that apply when you generate PDF documents. There are options built into the word-processing program and Adobe Acrobat. For example, to incorporate bookmarks in your filings, we suggest that your document templates use heading styles to denote the primary sections of the filing. When you convert your document to PDF, you can specify that a bookmark appears for each heading style used in the document. A reader will be able to open the Bookmarks panel to use bookmarks to navigate to a specific section of the document.

### Set Options for Saving to PDF

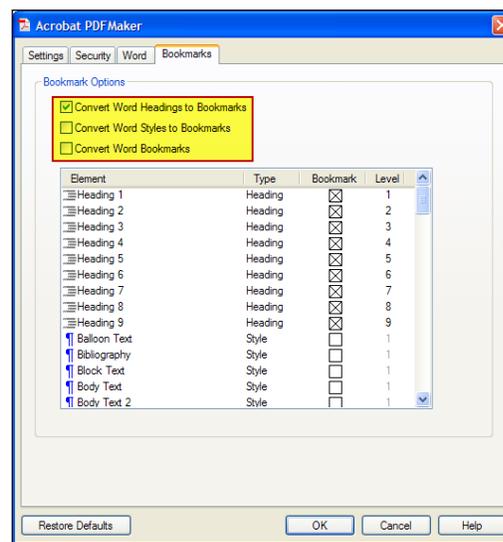
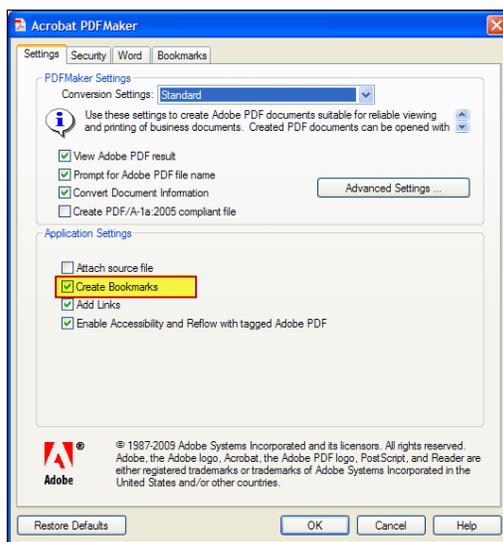
In Word, when you choose to save to the PDF file type, several options are available. The **Optimize for** setting controls the file size and quality of the PDF that is produced. When you click the **Options** button, additional options are available, including whether or not to create bookmarks based on your document headings.



### Set Preferences for Creating a PDF

When using Acrobat for PDF conversion, settings determine the characteristics of the PDF files you generate. All settings specify a unique balance between the quality of a document and its file size.

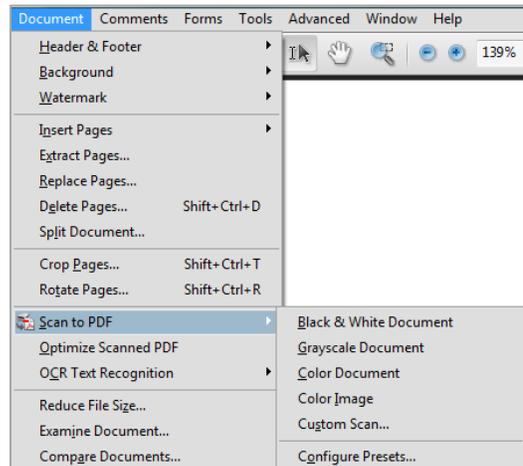
On the Adobe PDF ribbon tab, click **Preferences**. In the Acrobat PDF Maker dialog box, on the **Settings** tab, be sure that **Create Bookmarks** is checked. Also, on the **Bookmarks** tab, specify whether you want to use Word Heading styles or other Word styles to generate bookmarks. Click **OK** to close this dialog box.



## Create a PDF Document by Scanning

There are several ways to create a PDF document from paper. Ideally, the resulting PDF will also be a document that is searchable and selectable.

- At the scanner, you can scan your document into an image file. The results depend on your scanner, but you can commonly specify PDF as the file type and turn on an OCR (or Text Recognition) setting.
- Or, you can scan directly into a program such as Acrobat by using the **Create PDF from Scanner** menu choice. If you use the **Create PDF from Scanner** option from within Acrobat, you can convert a paper document into a PDF that is searchable and selectable by choosing any of the three document presets (Black & White Document, Grayscale Document, Color Document). These presets have the OCR option enabled by default so you create a fully searchable and selectable scanned PDF.



Each scanner is different and uses different software, different defaults, and different preset configurations. Consequently, the results will vary, but you can usually make a document searchable during the scan process or you can manipulate already scanned PDF files.

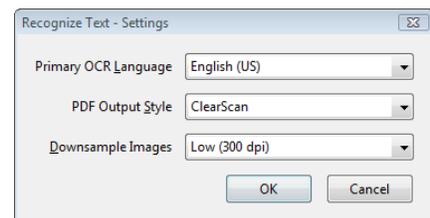
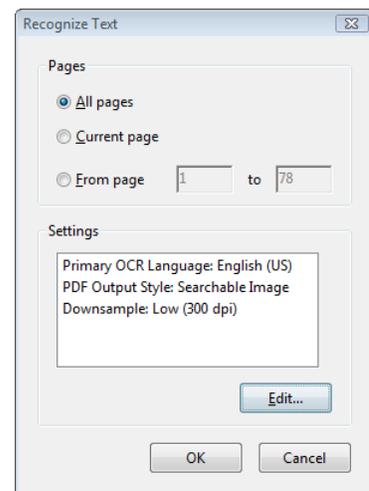
## Recognize Text in a Scanned Document

If you already have a scanned PDF and you want to make it searchable and selectable, you can do so.

1. **Open** the scanned document in Acrobat.
2. Choose **Document, OCR Text Recognition, Recognize Text using OCR...**
3. Select the pages you want to OCR.
4. Click **OK** to initiate the OCR process.

### **Note about PDF Output Style**

Consider changing the PDF Output Style to ClearScan. ClearScan OCR is not the default in Acrobat 9, so you will need to change a setting to use it. In the Recognize Text dialog box, click the **Edit** button to select the **ClearScan** PDF Output Style and click **OK**. The setting sticks for future sessions.



## Prepare Documents for File & Serve

### Court Guidelines for Submitting PDF Documents

Although there is no file size restriction on submitting documents through the e-filing system, there are practical limits to the size of an electronic document that judges and staff can quickly and easily retrieve and read within our case management system.

While it is possible to combine a number of separate PDF documents – such as appendices and exhibits – into a single PDF document, the Court has established guidelines with regard to what items should be bundled together. Any departure from these guidelines may cause your filing to be rejected by the Court.

**COA Request:** A distinct document – one that will be docketed separately – should be in its own separate PDF file. A **brief** or a **motion** is an example of a document that should be in one PDF file. Other documents that should be filed as separate attachments include **appendices**, **transcripts** and **PSIRs**.

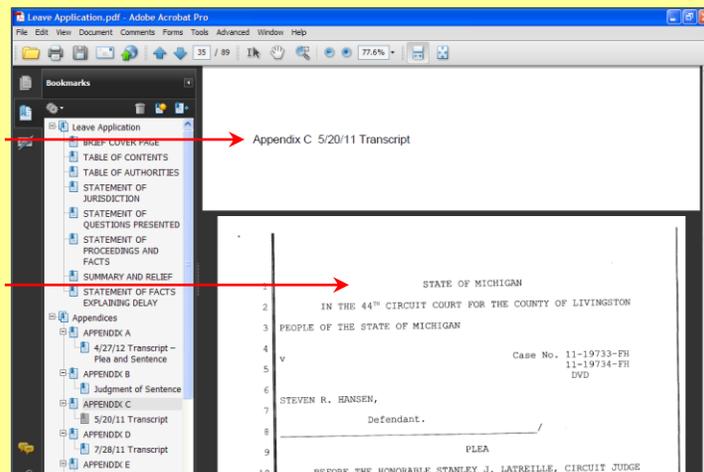
In general, individual attachments should be manageable, in terms of the time it takes to download or open the file. For example, if you are filing an application for leave to appeal and you need to submit the trial transcripts, each day of trial should be a separate attachment to the application, rather than combining several transcript volumes in a single attachment.

All **PSIRs** must be filed as separate attachments so that they can be handled in a confidential manner when received by the Court. It should NEVER be included with other items as part of a larger appendix.

When combining multiple items into an appendix, be sure to include a **cover page** to identify the position of each individual appendix. Ideally, the cover page should have Appendix XX toward the bottom of the page so when a bookmark is clicked to that page, it will actually display the beginning of the appendix on the next page.

*Bookmark text should be placed in the lower-left corner of the cover sheet....*

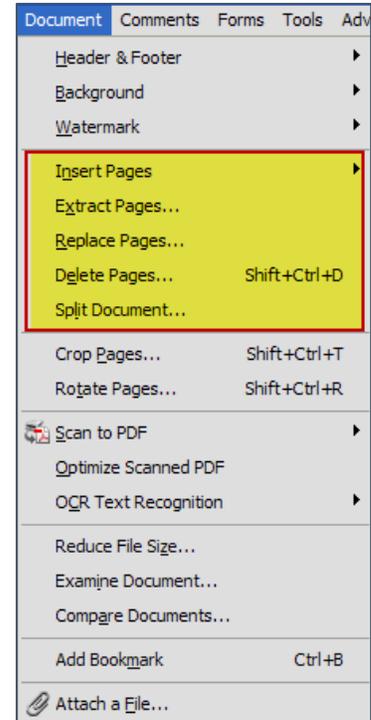
*so that text displays here.*



## Manipulate Individual PDF Files

PDF Conversion software, such as Adobe Acrobat, enables you to insert, delete, and extract pages to better assemble your PDF files. In general, you can use the **Document** menu options in Adobe Acrobat to manipulate pages in a PDF document that you are preparing to file.

- You can add all the pages from one PDF document to another PDF document using **the Insert Pages** command.
- You can also use the **Extract Pages** command to extract the pages you want from one PDF document and generate a new PDF file with only those pages.
- In a similar manner, you can use the **Replace Pages** command to replace an entire page, without affecting links and bookmarks.
- You can use the **Delete Pages** command to delete the pages you do not need.
- If you end up with a huge PDF and you would like to split the document into separate smaller documents, use the **Split Document** command. You can specify the criteria for dividing the document: by maximum number of pages, maximum file size, or by top-level bookmarks.

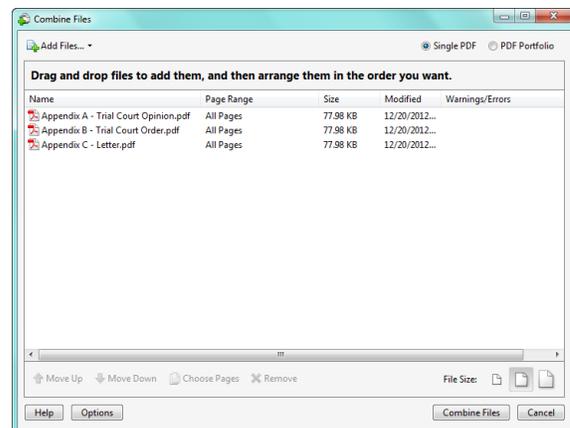


**COA Caution:** To combine a number of separate PDF docs, do not use embedded file attachments. Instead, use the **Document, Insert Pages** menu option. The e-filing system cannot accept PDF documents with file attachments added by using the Attach a File tool to combine separate PDF files.

## Merge Files into a Single PDF

Software such as Adobe Acrobat enables you to merge files into a single PDF.

1. Within Acrobat, select **File, Create PDF, Merge Files into a Single PDF** (depends on version).
2. Click **Add Files** and select the files you want to add.
3. Click, drag, and drop to reorder the files and pages. Double-click on a file to expand and rearrange individual pages. Press the Delete key to remove unwanted content.
4. When finished arranging the files, click **Combine Files**.
5. Select **File, Save As, PDF**.
6. Name your PDF file and click **Save**.



## Use Bookmarks to Create a PDF Document that is Easy to Navigate

When preparing your PDF documents, use bookmarks to denote the primary sections of the filing. If you converted your document from a word processing document and you converted headings or another style to bookmarks, you will be able to open the Bookmarks panel and view bookmarks. A bookmark appears for each heading or style used in the document. By displaying all of the headings and subheadings, the reader is able to get an overview of the document and to easily navigate to a specific section.

A scanned PDF document will not have any automatic bookmarks. See the [Create a Bookmark](#) section for more information.

It is best to work with bookmarks when you are finalizing your PDF. If you need to re-convert the original document from Word or re-scan a document, you may need to re-create and adjust your bookmarks.

**COA Request:** When preparing your PDF documents, use bookmarks to denote the primary sections of the pleading.

Bookmark text should accurately reflect the contents of the bookmark. Viewers will rely on the bookmark title to get an idea of what they can expect to find when they click the bookmark. (For instance, ***APPENDIX J Order and Memorandum Denying Motion for Relief from Judgment*** is preferable to ***APPENDIX J.***)

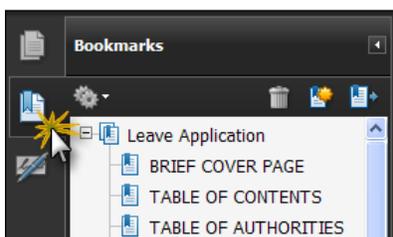
If you choose not to use bookmarks in your PDF document, the Court requires that you include a table of contents at the beginning of the document.

### View Bookmarks

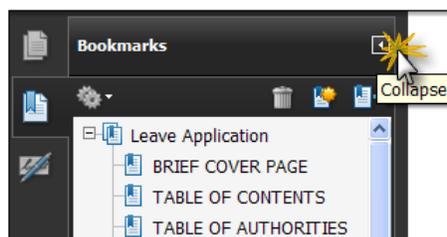
#### Open or Close Bookmarks

You can easily open or close the Bookmarks panel.

One way to open or close the Bookmarks panel is by clicking the **Bookmarks** button on the left side of the document window.



You can also close the panel by clicking the **Collapse** box in the navigation panel.



#### Expand or Collapse Bookmarks

Some bookmarks contain subtopics. If a bookmark contains subtopics, click the **plus sign** or the **minus sign** next to it to expand or collapse the list of subtopics.

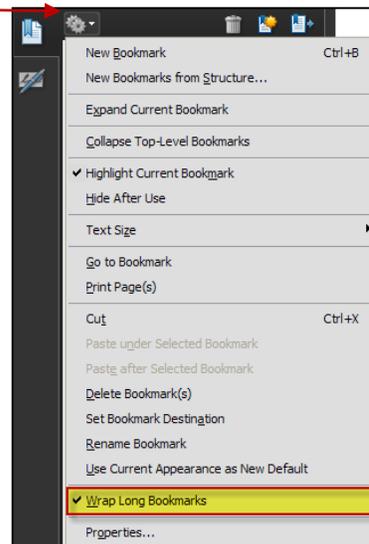
## Wrap Long Bookmarks

If the bookmark text is truncated, you can click the **Options** button and select the **Wrap Long Bookmarks** option. All of the text will display, regardless of the width of the navigation pane.

## Be Specific with Bookmark Destinations

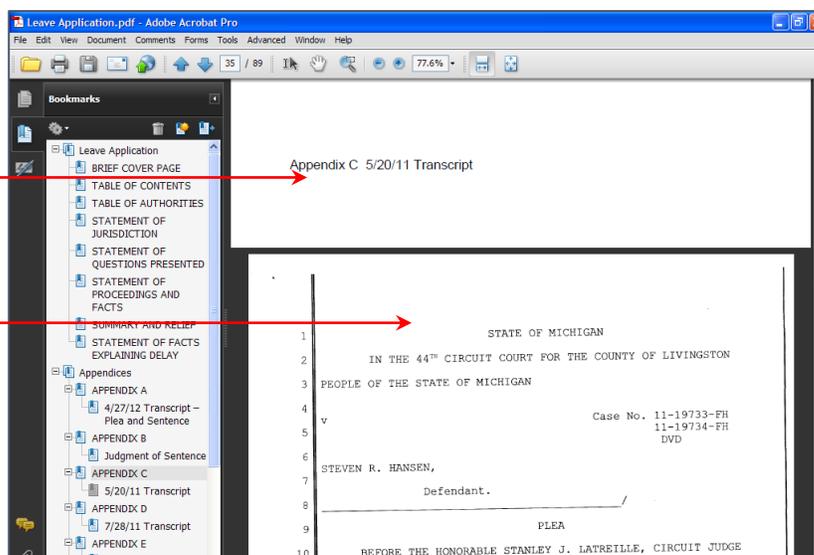
When combining multiple items into an appendix, be sure to include a cover page to identify the position of each individual appendix.

Ideally, the cover page should have Appendix XX toward the bottom of the page so when a bookmark is clicked to that page, it will actually display the beginning of the appendix on the next page.



*Bookmark text should be placed in the lower-left corner of the cover sheet...*

*so that text displays here.*

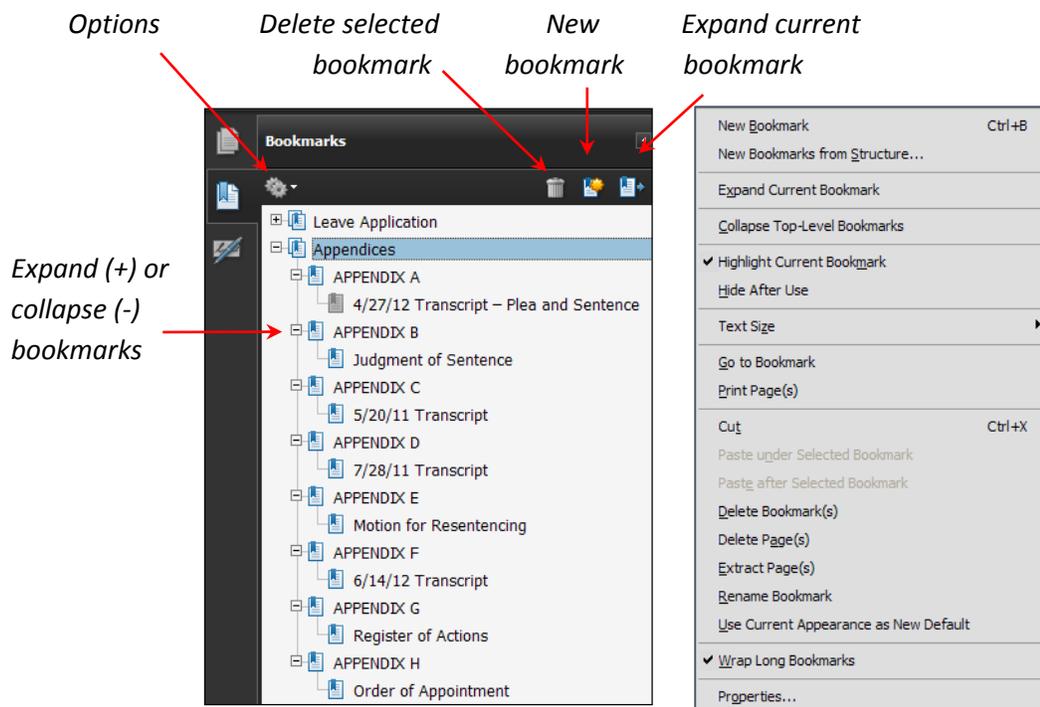


## Modify a Bookmark

Creating bookmarks in a PDF file is easiest if you use Word's built-in heading styles or your own set of custom styles that you select in the conversion settings. However, after you have created a PDF document, you can also create new or additional bookmarks to draw the reader's attention to specific sections. When you create or edit bookmarks, use the Bookmarks toolbar to streamline your work.

## Use Options to Manipulate Bookmarks

The Bookmark Options menu enables you to edit a bookmark by changing the bookmark destination, renaming a bookmark, or deleting a bookmark. Select the bookmark and then choose the appropriate option. In the Bookmark panel, you can also click and drag a bookmark to arrange it differently.



## Create a Bookmark Manually

1. **Select text** in the PDF document.
2. In the Bookmarks panel, choose **Options**, **New Bookmark** or click the **New Bookmark** icon at the top of the Bookmarks panel. (Or, press [Ctrl] + B, which is the shortcut key for creating a bookmark.)
3. The new bookmark appears below the bookmark you selected when you clicked the icon. The bookmark name is highlighted. If necessary, **edit the name** of the new bookmark, and press **Enter**.

**Tip:** At your discretion, you can select a bookmark and then choose **Options**, **Properties** (or right-click the bookmark and choose Properties) to specify a text style and color for the bookmark.

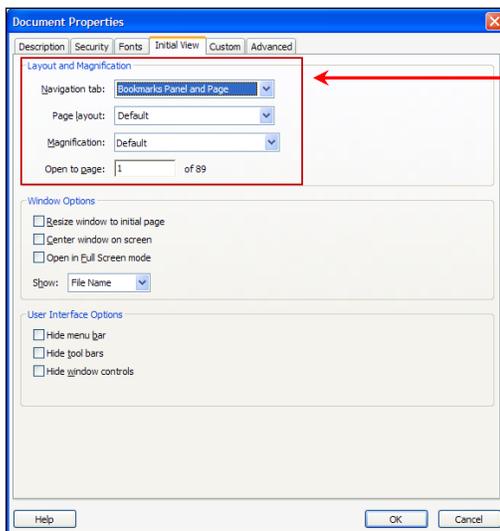
## Define an Initial View that Includes Bookmarks

When a reader opens your PDF document, they see the initial view of the PDF. You can set the initial view to display the pages in the way that you want. Please take the time to specify an initial view that shows the Bookmarks Panel.

**COA Request:** When preparing your PDF documents, specify an initial view that displays the Bookmarks Panel. (While it is very easy to toggle the bookmarks on or off to suit individual preference, the initial display will alert our internal users that the bookmarks exist and serve as a point of reference while working with the PDF file.)

1. **Open** the PDF document in Acrobat.
2. Choose **File, Document Properties** (Ctrl + D).
3. In the Document Properties dialog box, select the **Initial View** tab.
4. In the Navigation tab field, select **Bookmarks Panel and Page**.
5. Click **OK**.
6. **Save** and reopen the file to confirm the initial view display.

**Tip:** This option should always be set for each file you submit so that users are immediately aware of the document navigation available through the Bookmarks panel.



Under the Initial View tab, you can set which panels are displayed in the navigation panel.

The other Layout and Magnification options do not need to be changed unless there is a special need for the PDF document.

## Final Document Preparation

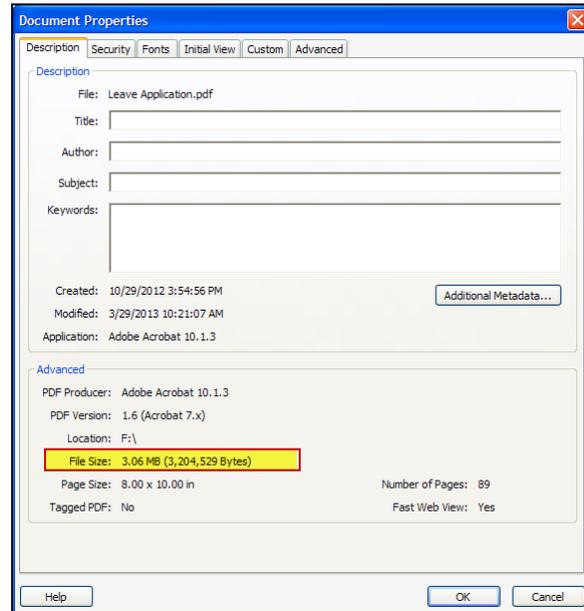
### Determine the Size of a PDF Document

From within Acrobat, you can check the size of a file by choosing **File, Document Properties**. On the **Description** tab, the file size is listed toward the bottom.

Large files take a long time to download. Optimizing PDF files can significantly shrink their size and boost display speed.

Currently, 80% of the files we receive via e-filing at the Court are less than 1 MB (1,000 KB). An additional 17% are between 1 MB and 5 MB (1,000 KB and 5,000 KB). The Court prefers to receive files in this size range for manageability.

There are several ways to reduce the file size and results will vary with each file. You can try each of these techniques with a PDF document and compare the results to see which method produces the smallest file.



**COA Request:** When preparing your PDF documents, perform the necessary steps to reduce the file size and optimize the PDF for the best performance possible. These optimization methods are easy to use and essential to consider when you are preparing your PDF files prior to electronically filing with the Court.

**Note:** In the Document Properties dialog box, the **Description** tab also lists information about your document. By default, some of the options, such as Title and Author, may be automatically populated by your word-processing application. Text included in these fields is visible to anyone who opens the document. As a safeguard, you may want to consider the information that is included in the Document Properties **Description** fields, in light of your business processes, and make necessary adjustments.

### Optimize PDF Files and Reduce File Size

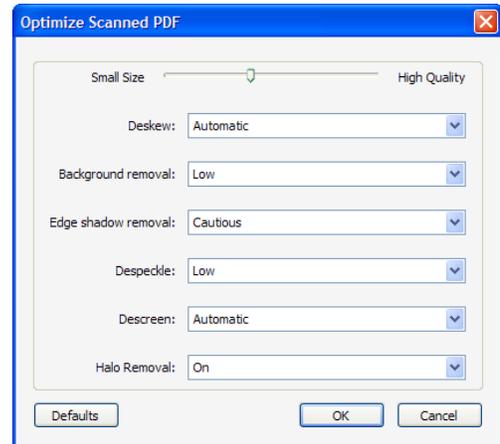
#### Use the File, Save As command

You can sometimes reduce the file size of a PDF simply by using the Save As command (rather than repeatedly using the Save command). Once you are done making changes to your PDF document, choose **File, Save As**. When prompted, save the document with the same name to overwrite the original with your changes. When you use the Save As command, Acrobat rewrites the entire PDF document as efficiently as possible.

### Use the Document, Optimize Scanned PDF command

1. With the PDF document open, choose **Document, Optimize Scanned PDF**.
2. Click **OK**.
3. **Save** the optimized version of the document.  
(You can overwrite the original file or you can save the optimized version separate from the original file. This might be a good idea until you verify the results since you cannot undo or de-optimize the file.)

After optimizing, it is a good idea to double-check the overall quality and readability of the document. Note that this option is only available in Acrobat 9 and later.

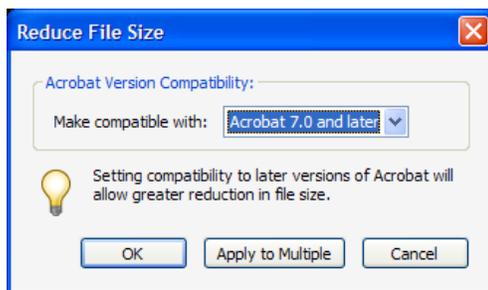


### Use the Document, Reduce File Size command

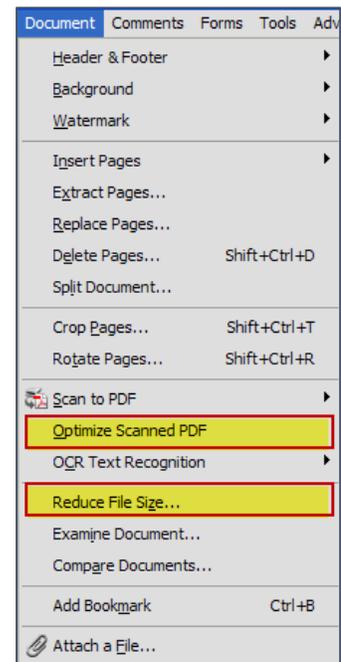
Another option is to use the Reduce File Size command on the Document menu, and set the compatibility to an appropriate version of Acrobat. The Reduce File Size command recompresses images, compresses document structure, and cleans up elements such as invalid bookmarks.

To reduce the file size in this way:

1. With the PDF document open, choose **File, Reduce File Size**.
2. Set the PDF Compatibility to **Acrobat 7.0 and later**.



3. Click **OK**.
4. When prompted, specify a name and location to save the file.

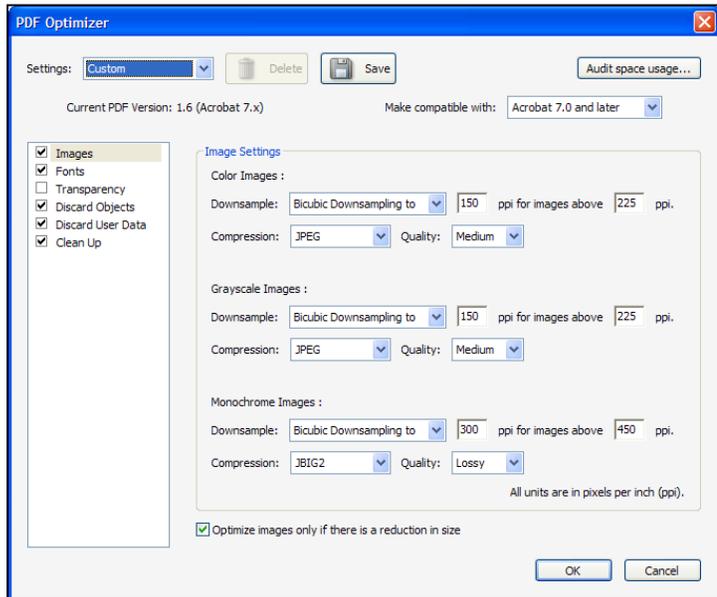


## Use PDF Optimizer

In addition to PDF version, other factors in creating a small PDF file include image type and resolution, fonts and how they are embedded, and the level of compression. Using the PDF Optimizer you can select and carry out multiple operations or manipulate a single setting.

To reduce file size using the PDF Optimizer:

1. Choose **Advanced, PDF Optimizer...**
2. Set the PDF Compatibility to **Acrobat 7.0 and later**. If you are uncertain what the remaining options are for, just accept the default settings.
3. Click **OK**.



### Important Note about Document Compatibility

**The Tyler File & Serve system may not accept PDF documents created with Adobe Acrobat 9.x or later.** PDF documents created using Acrobat 9.x (or later) sometimes fail to process through the File & Serve system. However, sometimes the documents do successfully process. To reduce the risk of failure, we recommend that you save your documents to an earlier version of Acrobat. Overall, the e-filing system supports documents that are compatible with Acrobat 7.0 and later. At this time, the recommendation is to set the PDF compatibility to Acrobat 7.0 and later to ensure successful e-filing.

In order to change the PDF version to make your PDF document compatible with an earlier version of Acrobat, review the instructions above for using the Reduce File Size command or the PDF Optimizer feature. When you save the file in this manner, your PDF document should be ready to submit through the system.