



Creating Text Searchable PDFs for CM/ECF or the Pro Se Electronic Filing Portal

Main Documents: Pleadings, motions, and other filings generated by a word processor must be converted to text-searchable PDF format before filing electronically.

How to save a Microsoft Word document as text-searchable PDF:

1. Open the document in your word processing application;
2. Click the "File" tab;
3. Select "Print";
4. Select your Adobe PDF Printer from the "Printer" drop-down list;
5. Click the "Print" button;
6. Enter file name in text box;
7. Below the text box, verify that "PDF files (*.PDF)" is selected;
8. Click "Save."

Attachments and Exhibits: Attachments and exhibits filed electronically should be in text searchable PDF format whenever possible. The Clerk's Office recognizes, however, that certain documents should not be altered and that certain document types, such as maps, diagrams, and pictures, will not be text searchable.

How to make an existing PDF text-searchable:

1. Open the document in Adobe Acrobat Standard or Professional;
2. Click on "Tools";
3. Select "Scan & OCR";
4. Select "Recognize Text";
5. Select "In This File"
6. Select "Recognize Text"
7. After conversion, save the file.