E-Filing: How to PDF
How to Create PDF Documents to be filed with the E-Filing Portal

CREATE PDF DOCUMENTS

Portable Document Format (PDF) is the de facto standard for the secure and reliable distribution and exchange of electronic documents and forms around the world. PDF is a universal file format that preserves the fonts, images, graphics, and layout of any source document, regardless of the application and platform used to create it. To file a case electronically with the Florida Courts E-Filing Portal, you will need to create PDF documents.

Creation of PDF documents:

There are three methods you may use to create a PDF document:

- conversion
- scanning
- original creation using PDF software.

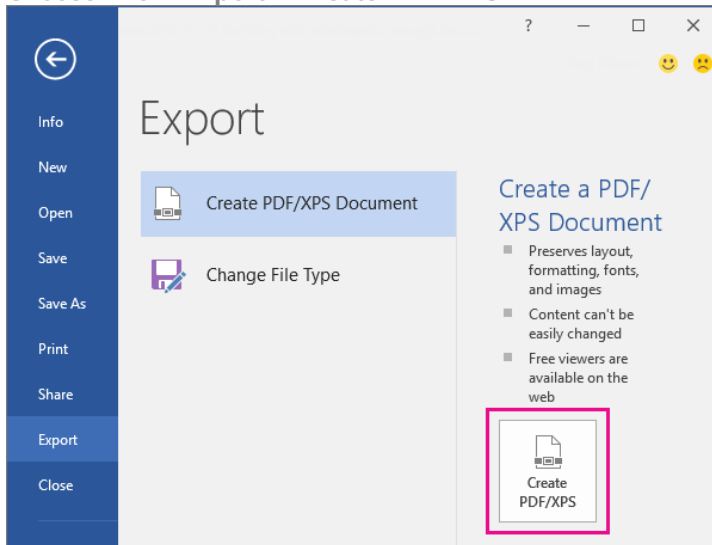The first two are the most common methods for creating a PDF to use for e-filing.

Newer versions of popular word processing programs will already have the ability to convert documents. If yours does not have this capability, you will need to download and install a "PDF writer/conversion." After that installation, you may create PDF documents as easily as you print documents!

Create PDF/A with Microsoft Word 2013 and Word 2016 (See Below)
**Using Save As to Conform a PDF to PDF/A-1b in Acrobat X (See Below)**

Create PDF/A with Microsoft Word 2013 and Word 2016

The following instructions come from Microsoft Support. For the most up to date instructions please visit: https://support.office.com/en-us/article/save-or-convert-to-pdfor-xps-d85416c5-7d77-4fd6-a216-6f4bf7c7c110#ID0EAADAAA=2016,_2013,_2010

1. Choose **File** > **Export** > **Create PDF/XPS**.

2. If the properties of your Word document contains information that you do not want included in the PDF, in the **Publish as PDF or XPS** window, choose **Options**. Then select **Document** and clear **Document properties**. Set any other options you want and choose **OK**.
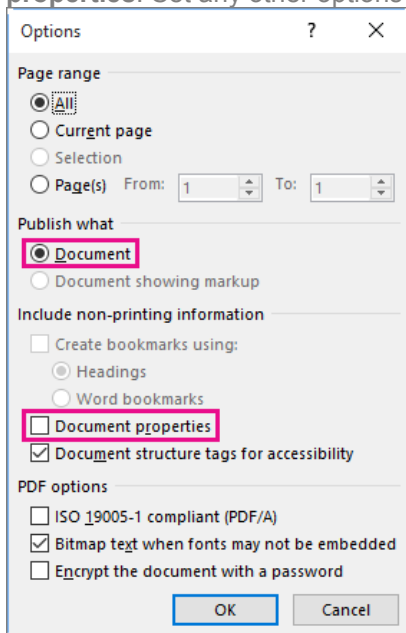
For more information about document properties, see View or change the properties for an Office 2016 file.

3. In **Publish as PDF or XPS**, navigate to where you want to save the file. Also, modify the file name if you want a different name.

4. Click **Publish**.

More about PDF options

- To make a PDF file from only some of the pages in your document, choose an option under **Page range**.
- To include tracked changes in the PDF, under **Publish what**, select **Document showing markup**. Otherwise, make sure **Document** is selected.
- To create a set of bookmarks in the PDF file, select **Create bookmarks using**. Then, choose **Headings** or, if you added bookmarks to your document, **Word Bookmarks**.
- If you want to include document properties in the PDF, make sure **Document properties** is selected.
- To make the document easier for screen-reading software to read, select **Document structure tags for accessibility**.
- **ISO 19005-1 compliant (PDF/A)** This option outputs the PDF document as version 1.7 PDF, which is an archiving standard. PDF/A helps to insure that a document will look the same when it's opened later on a different computer.
- **Bitmap text when fonts may not be embedded** If fonts can't be embedded into the document, the PDF uses bitmap images of the text so that the PDF looks the same as the original document. If this option isn't selected and the file uses a font that can't be embedded, then the PDF reader might substitute another font.

- **Encrypt the document with a password** To restrict access so only people with the password can open the PDF, select this option. When you click **OK**, Word opens the **Encrypt PDF Document** box, where you can type and re-enter a password.
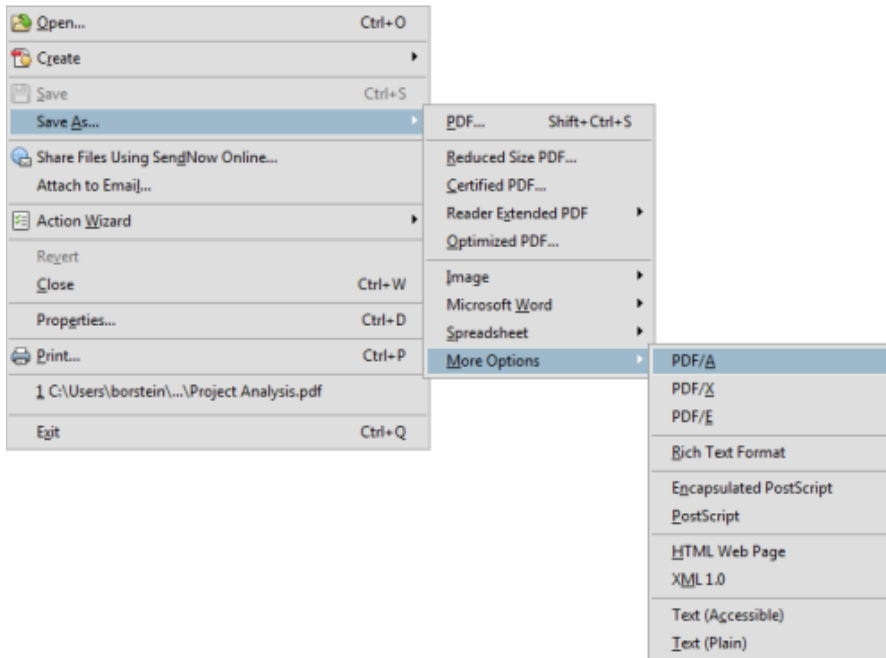
Open and copy content from a PDF with Word

You can copy any content you want from a PDF by opening it in Word.
Go to **File** > **Open** and browse to the PDF file. Word opens the PDF content in a new file. You can copy any content you want from it, including images and diagrams.

## Using Save As to Conform a PDF to PDF/A-1b in Acrobat X

Follow these steps in Acrobat X . . .

1. Open a PDF file that you wish to conform to PDF/A
2. Choose File> Save As> More Options> PDF/A
3.

Open...	Ctrl+O
Create	▶
Save	Ctrl+S
Save As...	▶
Share Files Using SendNow Online...	
Attach to Email...	
Action Wizard	▶
Revert	
Close	Ctrl+W
Properties...	Ctrl+D
Print...	Ctrl+P
1 C:\Users\borstein\...\Project Analysis.pdf	
Exit	Ctrl+Q

PDF...   Shift+Ctrl+S
Reduced Size PDF...
Certified PDF...
Reader Extended PDF   ▶
Optimized PDF...

Image   ▶
Microsoft Word   ▶
Spreadsheet   ▶
More Options   ▶

PDF/A
PDF/X
PDF/E

Rich Text Format

Encapsulated PostScript
PostScript

HTML Web Page
XML 1.0

Text (Accessible)
Text (Plain)

Note: You can also choose File>Save As>PDF, then choose PDF/A from the Save As Type menu

4. The Save As Window appears.
   – Click the Settings button

Click the Settings Button

Settings...

File name: Project Analysis.pdf
Save as type: PDF/A (*.pdf)
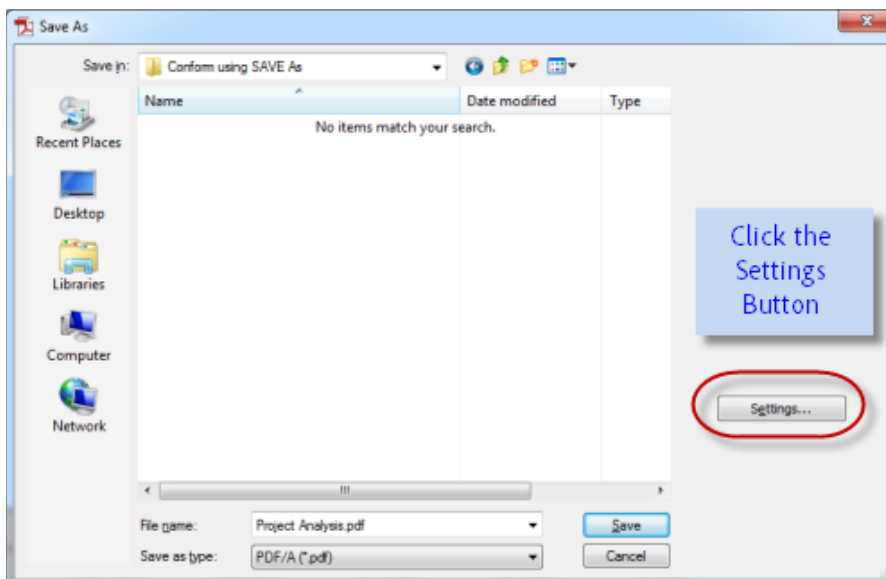
5. The Preflight window appears.
    (A) Choose PDF/A-1b for Federal Court Filings
    (B) Check to create according to a PDF/A-1b profile
    (C) Check "Apply Corrections"
    (D) Click the OK button
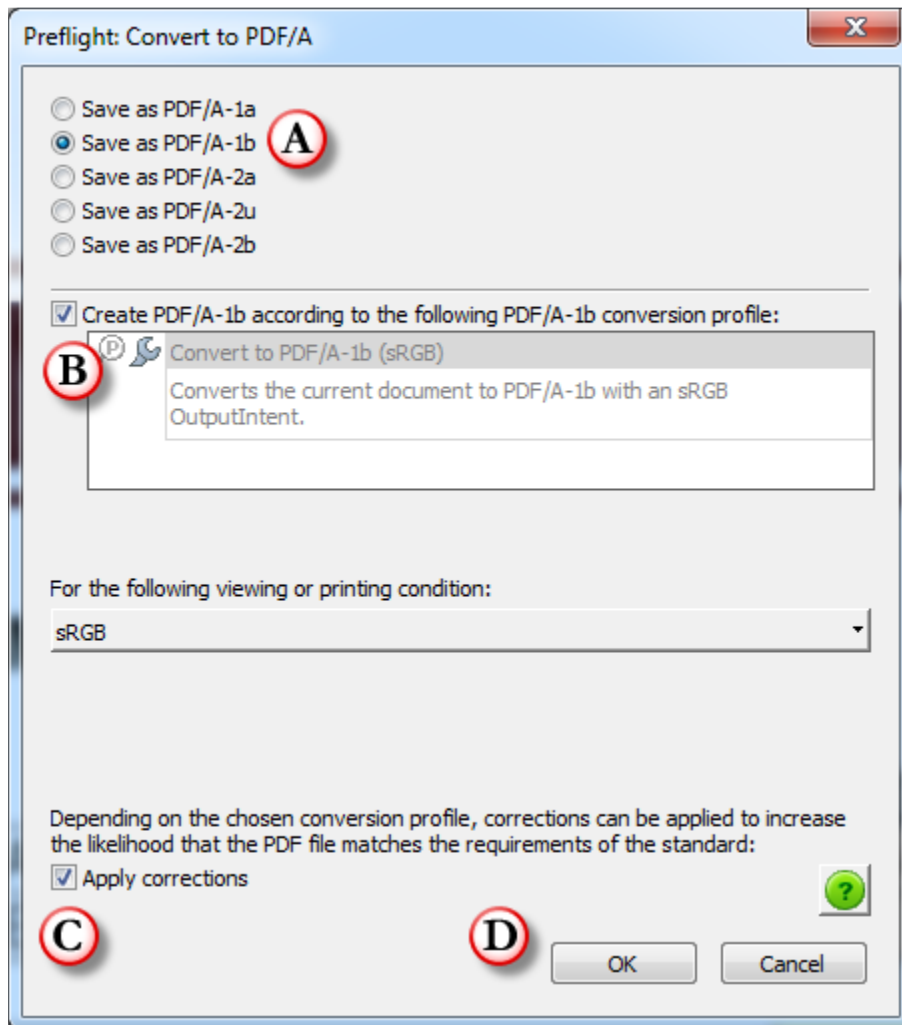
6. Click OK again to save and conform the file