

# APPENDIX D

## PORTABLE DOCUMENT FORMAT (PDF) GUIDELINES

The United States District Court - Eastern District of Wisconsin specifies that documents filed with the Court electronically, must be in PDF format. PDF is specified because the files can be created and viewed using many different computing platforms (UNIX, Linux, Windows, and Macintosh). The PDF format was created by Adobe Systems Incorporated®. The format was opened by Adobe to allow third party software developers to use Adobe technology in their products (license reserved).

Each file submitted to the Court electronically, must be less than ten megabytes in size. Multiple PDF files may be attached to a single Electronic Case Filing pleading. Brevity is encouraged to minimize the file storage costs to the Court, and reduce the time needed to download a PDF document over a slow internet connection.

Do not use the password or encryption features of your PDF writing software. File security is handled by your browser (typically Internet Explorer® or Firefox®) and the Courts ECF system. An “electronic signature” is a special code which is created by the software when you log into the ECF system using your login name and password. This code verifies that you are the author of the document. You may choose to include an image of your signature as a stylistic feature of your documents. An image of your signature provides no evidence of the authenticity of the documents (Digitized images can be reproduced perfectly, ad infinitum, by anyone with the appropriate software). Do be sure to include the “s/” in your signature line, indicating that it is an electronic submission.

There are three different ways of creating PDF files; extraction with software using default fonts, extraction with software using embedded fonts, and scanning. The recommended fonts are Times New Roman and Arial.

### **PDF files extracted with software using default fonts.**

We recommend extracting the PDF file from your original document using software and default fonts whenever possible. Applications which will create this type of PDF are Adobe Acrobat Standard®, Corel Wordperfect® X3, and Microsoft Word 2003 and higher. In this method the font is specified in the file, and the content is included as text characters. Images can also be included within this type of PDF.

When a person downloads an extracted-native font PDF, his/her PDF reader checks their computer for a similar font. The document is then reassembled by the PDF reading software.

This method results in the smallest files, which can be quickly downloaded. The quality of the printed output is excellent. An automated search can be conducted on the document and it’s content can be copied and pasted for inclusion in related filings.

The content of this type of PDF file does not change. There may be changes in line breaks and pagination because of small differences between the author's computer fonts and the reader's computer fonts. The best results are achieved if the author uses common proportional fonts with seraphs. This document was created using the Times New Roman 12 point font. Another recommended font is Arial.

### **PDF files extracted with software using embedded fonts.**

It is possible to create PDF files which include a detailed description of the font to be used. This method gives the most accurate representation of the original document if an unusual font is used (exotic fonts are discouraged). Adobe Distiller® can produce this type of file. This document can be electronically searched, and the contents can be copied and pasted into other documents. Images can also be embedded in this file type.

The embedded font description can greatly affect the size of a file. In a short document, the font description can be several times larger than the text.

### **Scanned PDF documents.**

Since all documents submitted to the Court do not originate with the litigants, the Court does accept PDF files created by scanning a hard copy original. The recommended scanner settings are at least 300 X 300 dots per inch and black and white mode. (Avoid color and grayscale scanning whenever possible).

This method creates PDF files where the entire contents are treated as a graphic image. The linefeeds and pagination are consistent because this file is analogous to a facsimile or photocopy.

A scanned PDF document generally creates the largest file sizes of the three methods. The image quality tends to be grainy and includes any dust or marks which are on the scanner or original document. The computer treats this image as a pattern of dots and not as discrete characters. This type of image cannot be readily searched or indexed by electronic means. The contents of a scanned PDF cannot be directly copied and pasted into other documents. The Court recommends that you avoid scanning documents which originate with you. The direct software extraction methods usually provide better results.

Adobe Systems offers a free PDF reader, Adobe Reader®, which can be downloaded at [www.adobe.com](http://www.adobe.com). Adobe also offers a limited time on-line trial of their Adobe Standard ® software.

The Court does not endorse any brand of PDF writing software. To locate PDF writing software, go to your favorite web search site and enter “PDF writer” or “Portable Document Format writer”.

For further questions, please contact the Eastern District of Wisconsin ECF help desk at:  
866-438-5410