

CM/ECF Newsletter



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The CM-ECF Support Team provides a help line to assist electronic filers in the Western District of Washington. This service is available Monday through Friday from 8am to 5pm. We can help filers with online "events" and answer questions regarding formatting documents, training, etc.

To contact us, call:

ECF Helpdesk

1-866-323-9293 (Toll Free)

or

1-206-370-8440 (WA Local)

Training Classes

[In the Seattle Courthouse:](#)
700 Stewart Street, Seattle

Date: Tuesday, August 5th, 1-3 pm
Date: Tuesday, Sept. 2nd, 1-3 pm.

[In the Tacoma Courthouse:](#)
1717 Pacific Avenue, Tacoma

Classes arranged on request

PROBLEMS VIEWING PDF DOCUMENTS?

Since the upgrade to Version 3.2, some CM/ECF users have had problems opening PDF documents. The ECF Team has identified the main cause—and a solution—for this problem. The main problem is with Adobe Acrobat. Below are some suggestions for resetting Adobe Acrobat to resolve the problem.

Check out previous editions of the [CM/ECF Newsletter](#) on the [ECF Homepage](#)

When you use Internet Explorer in combination with Adobe Acrobat the PDF may not open. While the message at the bottom of the browser window pane says "Done", the PDF isn't visible—you get a blank screen. The link between the two programs may be broken. To correct the problem choose one of the following:

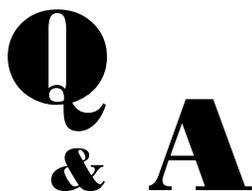
If you want Adobe Acrobat to open separately when viewing a PDF with Acrobat 6 and lower: Open Adobe Acrobat, select Edit, Preferences, General. On the left pane, select Options, and uncheck the box called "Display PDF in Browser."

with Acrobat 7 and higher: Open Adobe Acrobat, select Edit, Preferences, Internet. On the right pane, uncheck the box "Display PDF in Browser."

You'll need to close IE and restart it for this change to take effect. After making these changes, you may be presented with a dialog box asking if you want to save the document or open it. Select Open. If you uncheck the box entitled "Always ask before opening this type of file" that screen will not pop up each time you open a PDF.

You may now reset Adobe to open PDF documents in the same browser window if you prefer—the blank document problem should be fixed.

One other issue: while you may use Blackberries, iphones, and other smartphone devices to receive Notices of Electronic Filing, these e-mails do not contain active document hyperlinks. Therefore, you can't view the document using these devices.



How do I
Subscribe to the
ECF Newsletter?

In response to numerous requests, the ECF team has created an ECF Newsletter subscription service.

If you wish to subscribe to the ECF Newsletter, please e-mail your request to the ECF Team at cmecf@wawd.uscourts.gov.

Please type “newsletter subscription request” in the subject line as we use this e-mail address for various types of requests.

If you don’t wish to subscribe, but still want to check out the Newsletter, Please visit the ECF Homepage on the Court’s website. www.wawd.uscourts.gov. There you will find the most recent Newsletter, as well as links to past issues.

TIPS & TRICKS

SCANNING VS. CONVERTING TO PDF

Have you ever noticed that the CM/ECF system seems to run very slowly at times? One of the primary causes of these slowdowns is the filing of large PDF files.

The recommended method for creating a PDF file is to convert from a Word or WordPerfect document to a PDF file. Scanning should be avoided unless absolutely necessary. Scanned documents tend to be larger than converted documents. When scanning IS necessary, please check scanner settings and select quality settings that balance quality of image and file size. Converting is quicker than scanning. Filing large documents slows down the system for everyone.

Some suggestions for keeping file size small:

If a signature is required, convert the document and scan only the signature page. File the signature page as an attachment.

Check image quality settings on your scanner. Your scanner may default to a photo quality scan—this makes for a larger than necessary file size. The ECF User’s Manual recommends a resolution of 200 to 240 dpi.

Check out the [January/February 2006](#) issue of the ECF Newsletter for more information re converting documents to PDF.

COMING ATTRACTIONS!!!!

ATTORNEY CIVIL CASE OPENING

- Starting this fall attorneys will be able to open their own civil cases in the Western District of Washington.
- After an initial grace period of approximately six weeks, Attorney Case Opening will be mandatory.
- The Clerk’s Office will be preparing training materials and will establish a Case Opening help desk to assist filers.
- Stay tuned for further updates as autumn approaches.