

Reference Guide Contents:

| \div | Searchable PDF Documents | 1 |
|--------|-----------------------------|---|
| * | Converting Documents to PDF | 2 |
| \div | Search a Text-Based PDF | 7 |

Searchable PDF Documents

All pleadings or other documents bearing the signature of the filer should be submitted in searchable PDF format. It is important to know that not all PDFs are searchable.

- Searchable PDF documents have been converted in a word processing program to a PDF format. These are called text-based PDFs.
- Non-searchable PDF documents are documents that have been scanned. These are called image-based PDFs.

Note

The size of an image-based PDF is much larger than a text-based PDF. Textbased PDFs use less storage space and load much faster than image-based PDFs. In E-Filing, each submitted document cannot be larger than 8 megabytes. The entire submission cannot be larger than 40 megabytes. See the Attorney Reference Guide entitled *Large Documents and Additional Parts* for more information.

The court recognizes that imaging may be necessary. Documents such as contracts, exhibits, maps, or plats that are not available in electronic format may be scanned as image-based PDFs.

When it is necessary to scan to PDF, the court recommends scanning documents in black and white with a resolution of 300 dots per inch. Avoid scanning in color or grey scale unless color is required to maintain the integrity of the document or the evidence.



Converting Documents to PDF

Converting your documents to a PDF format depends on the word processing program, such as Word or WordPerfect. The following steps explain how to convert a Microsoft® Word file to an Adobe® PDF.



1. With the document opened, click the **File** tab, and the menu displays.





2. Click Save as, and a Save As window opens.



| W Save As | | | × | x - Microsoft Word | | | | | | | |
|--|---|-----------------------|-----------|--|-------------------------------|--|--|--|--|--|--|
| 🕞 💬 – 📜 « eFili | ng System Testing 🕨 Test Documents 🗸 👻 | Search Test Doc | uments 🔎 | | ۵ 🕜 | | | | | | |
| Organize 🔻 New | folder | 2 === - == - == | - 0 | bCc AaBbCc AaBbCc 🛔 🗛 | tind <i>▼</i> Abac Replace | | | | | | |
| 🛫 public (\\sccour | ts Name | Date modified | Туре 📤 | pacing Heading 1 Heading 2 = Change Styles * | 🗟 Select 🔹 | | | | | | |
| automation_pro | oje Answer.docx | 4/24/2015 1:43 PM | Microso | Styles 🖓 | Editing | | | | | | |
| 🛫 sturner (\\sccou | rts CRL (Davis v. Hunter).docx | 6/11/2015 1:35 PM | Microso ≡ | | Ca | | | | | | |
| Sccms\$ (\\cmsfi | le. Motion for Summary Judgment.docx | 4/24/2015 1:43 PM | Microso | IMON PLEAS | - | | | | | | |
| 🛫 scjms\$ (\\cmstil | Proposed Order Consent.docx | 6/4/2015 11:48 AM | Microso | | | | | | | | |
| A Notwork | Proposed Order Form 4.docx | 3/10/2015 2:07 PM | Microso | likeon | | | | | | | |
| | Proposed Order Judgment by Default.docx | 3/10/2015 2:09 PM | Microso | | | | | | | | |
| | Proposed Order of Publication.docx | 3/10/2015 2:08 PM | Microso 👻 | | | | | | | | |
| | ▼ < | | | | | | | | | | |
| File name: | Summons and Complaint.docx | | ~ • | | | | | | | | |
| Save as type: | | | | | | | | | | | |
| Authors: | Word Document (*.docx) | | \smile | | | | | | | | |
| | Word Macro-Enabled Document (*.docm) Word 97-2003 Document (*.doc) | | | | | | | | | | |
| | Word Template (*.dotx) | | | | | | | | | | |
| | Word Macro-Enabled Template (*.dotm) Word 97-2003 Template (*.dot) | | | | | | | | | | |
| Hide Folders PDF (*,pdf) | | | | | | | | | | | |
| | XPS Document (*.xps) | | | | | | | | | | |
| Web Page (*,htm;*,html) | | | | | | | | | | | |
| "Web Page, Filtered (*.htm;*.html) Rich Text Format (*.rtf) Plain Text (*.txt) | | | | | | | | | | | |
| | | | | | | | Word XML Document (*.xml) he Complaint in this Word 2003 XML Document (*.xml) OpenDocument Text (*.odt) OpenDocument Text (*.odt) by of your Answer to the | | | | |
| | | | | | | | | | | | |
| Page: 1 of 3 Words: 537 | V | | _ | | ÷ | | | | | | |

- 3. Click the down arrow in the **Save as type** dropdown to open the list of selections.
- 4. Select PDF (*.pdf).



| W Save As | | | × | x - Microsoft Word 👝 | |
|---|---|---|--|--|-----------------------|
| Color 👃 « eFiling Sys | stem Testing Test Documents | ▼ 4 Search Test Docu | uments 🔎 | | ۵ 🕜 |
| Organize New folde | f . | 8 | • 0 | bCc AaBbCc AaBbCc 🗧 🗛 | a Find - a Replace |
| public (\\sccourts automation_proje sturner (\\sccourts sccms\$ (\\cmsfile scjms\$ (\\cmsfiles | Name Lis Pendens 10 Lis Pendens Filed Motion for Summary Judgment Motion | Date modified 6/17/2015 12:05 PM 3/10/2015 1:56 PM 6/17/2015 12:04 PM 3/10/2015 1:56 PM | Type Adobe # Adobe # Adobe # Adobe # | Styles Fair Control of the styles Fair Control of the styles Fair Control of the style of the st | Editing |
| Network Network GIT-L-H9PY3R1 File name: Summ Save as type: PDF (* Authors: Bobert | Complaint.pdf 5 c.pdf) tz, Jason Tags: Add | a tag | • | | |
| Optimize for: @ |) Standard (publishing online and printing)) Minimum size (publishing online) | Options | | | |
| Hide Folders | Tools | • Save 6 | Cancel | | |
| YOU ARE HEREBY SUMMONED and required to answer the Complaint in this action, a copy of which is herewith served upon you, and to serve a copy of your Answer to the | | | | | |

- 1. Verify the **File name** and change if needed.
- 2. Click **Save**. The document will open in a PDF reader, such as Adobe Reader.



Example of a PDF File





Search a Text-Based PDF

| Summons and Complaint-PorterVsDeshields.pdf - Adobe Acrobat Pro | | | | | | | | |
|---|--|-----------------------------------|----------|-----|-------------------|--------------|---------|----------|
| File | | DW Help Ctrl+Z Shift+Ctrl+Z | 🏟 🗩 🌠 |) 🗋 | | | | × |
| | Cut | Ctrl+X | 131% - | | 9 | Tools | Comment | Share |
| | هُ <u>C</u> opy | Ctrl+C | | | | | | <u>^</u> |
| | Daste | Ctrl+V | | | | | | |
| P | <u>D</u> elete | | | | | | | = |
| | Se <u>l</u> ect All | Ctrl+A | | | | | | |
| Ø | D <u>e</u> select All | Shift+Ctrl+A | CAROLINA |) | IN THE COURT OF O | COMMON PLEAS | | |
| | Copy File to Clip | <u>b</u> oard | |) | | | | |
| Lag. | 👼 T <u>a</u> ke a Snapshot | | RGETOWN |) | FIFTEENTH JUDICL | AL CIRCUIT | | |
| | Check Spelling | • | ļ |) | | | | |
| | Look Up Selected | d Word | |) | | | | |
| | Q. <u>F</u> ind (2) | Ctrl+F | |) | SUMMONS | | | |
| | Advanced Search | h Shift+Ctrl+F | | ý | | | | |
| | Prefere <u>n</u> ces | Ctrl+K | c |) | | | | |
| | | DARCIDESHIELD | ю, |) | | | | |
| | | Defendant. | | ý | | | | |
| | | | |) | | | | |
| | | | |) | | | | |
| | | | |) | | | | |
| | | | | | | | | |
| | TO THE DEFENDANT ABOVE NAMED: | | | | | | | |
| | YOU ARE HEREBY SUMMONED and required to answer the Complaint in this | | | | | | | |
| | action, a copy of which is herewith served upon you, and to serve a copy of your Answer to the | | | | | | | |

- 1. Open the PDF file and click **Edit** to display the menu.
- 2. Select Find from the dropdown menu or use the keyboard shortcut CTRL-F.



| Tile Edit View Window Help | | | | | | | |
|--|------------------------------|--|--|--|--|--|--|
| 🔁 Create 🗸 📄 🖨 🖂 🏟 💬 🕼 🕼 🗳 | | | | | | | |
| Image: | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Ø STATE OF SOUTH CAROLINA | IN THE COURT OF COMMON PLEAS | | | | | | |
| COUNTY OF GEORGETOWN | FIFTEENTH JUDICIAL CIRCUIT | | | | | | |
| PHYLLIS PORTER, | | | | | | | |
| Plaintiff, | SUMMONS | | | | | | |
| v. | | | | | | | |
| DARCI DESHIELDS, | | | | | | | |
| Defendant. | | | | | | | |
| | | | | | | | |
|) | | | | | | | |
| TO THE DEFENDANT ABOVE NAMED: | | | | | | | |
| YOU ARE HEREBY SUMMONED and required to answer the Complaint in this | | | | | | | |
| action, a copy of which is herewith served upon you, and to serve a copy of your Answer to the | | | | | | | |

- 3. Enter the search word or phrase.
- 4. Click the **Find next** arrow button. If more than one instance of the word is in the PDF file, you can continue to click the **Find next** arrow to locate all instances.