

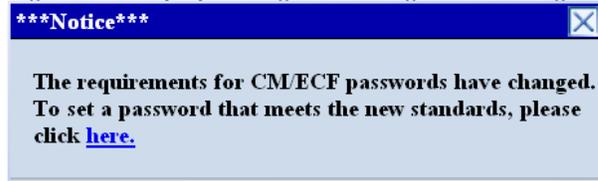
## A2 ATTORNEY USERS

### A2.1 New Password Requirements

CM/ECF now requires users to create more secure passwords. Passwords must be at least eight characters long and include both uppercase and lowercase alphabetic characters and at least one digit or special character (for example, 0-9, @, #, \$, %, &, \*, +).

After logging in with your current password, a pop-up message will instruct you to change your password.

Figure A2.1. Pop-up Message Instructing User to Change Password



When you click on the here link, the following screen appears. Change your password and then click **Submit**.

Figure A2.2. Change Your Password Screen

### A2.1 PDF/A

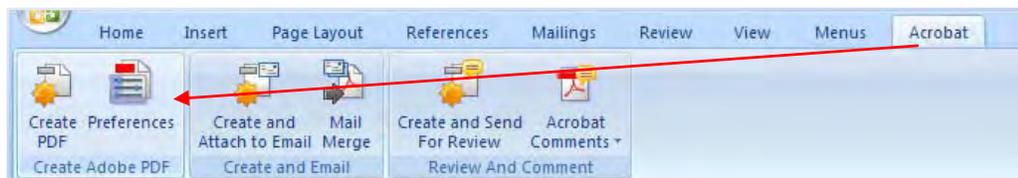
PDF/A is a standard format that allows for the long-term archiving of electronic documents with the assurance that the documents will be accessible in the future. In the future, courts will accept only PDF/A documents when filing in CM/ECF. Unless the court requires PDF/A documents, CM/ECF will accept both PDF and PDF/A documents.

#### A2.1.1 Transitioning from PDF to PDF/A

When a court decides to begin requiring documents to be PDF/A compliant, users will need to modify certain settings in the program(s) used to create and view PDFs, as outlined below.

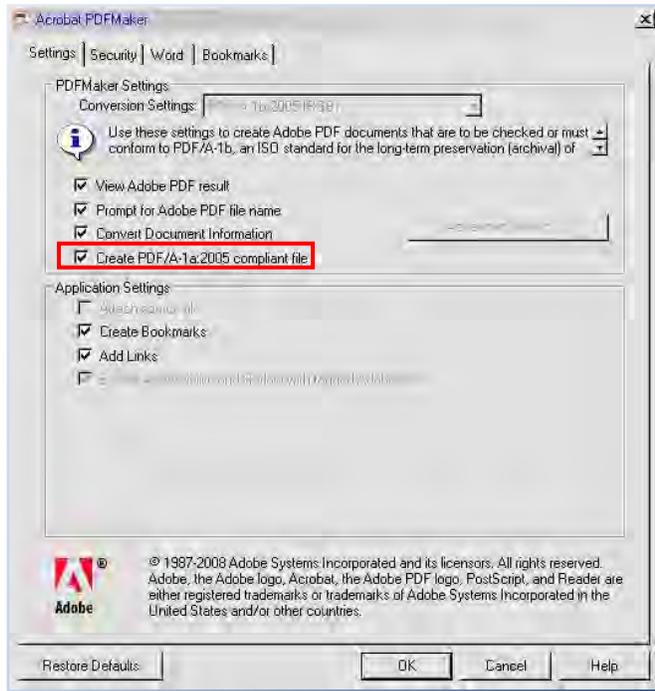
##### A2.1.1.1 Creating a PDF/A with Microsoft Word

- 1) To create a PDF/A directly from MS Word, the user must update the PDF conversion settings. In Word 2007, click on **Preferences** in the *Acrobat* menu in the ribbon:



In older versions of Word, go to **Adobe PDF** → **Change Conversion Settings** to access the *PDFMaker* window.

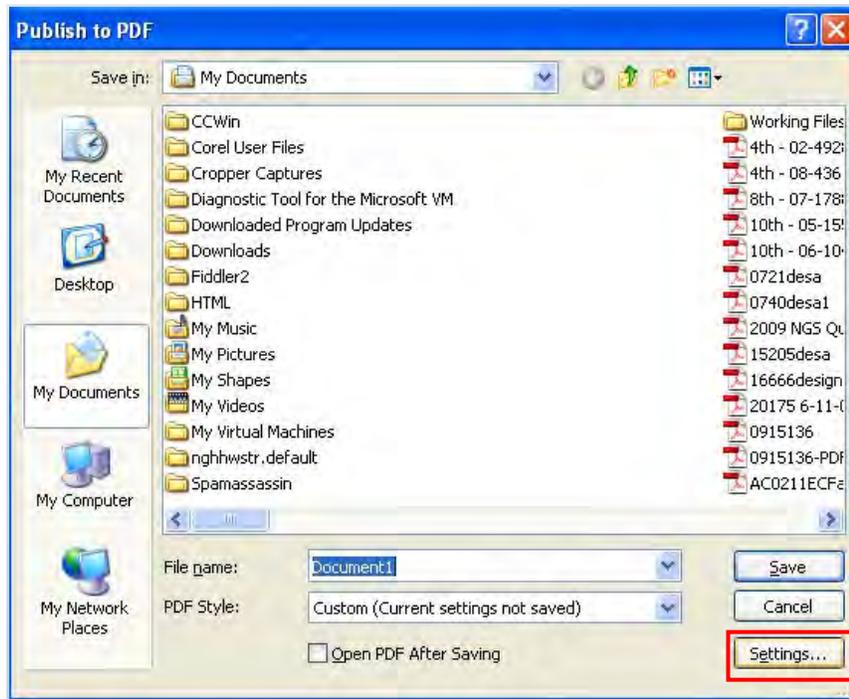
- 2) In the *PDFMaker* window, click the **Create PDF/A-1a:2005 compliant file** checkbox, then click **OK**.



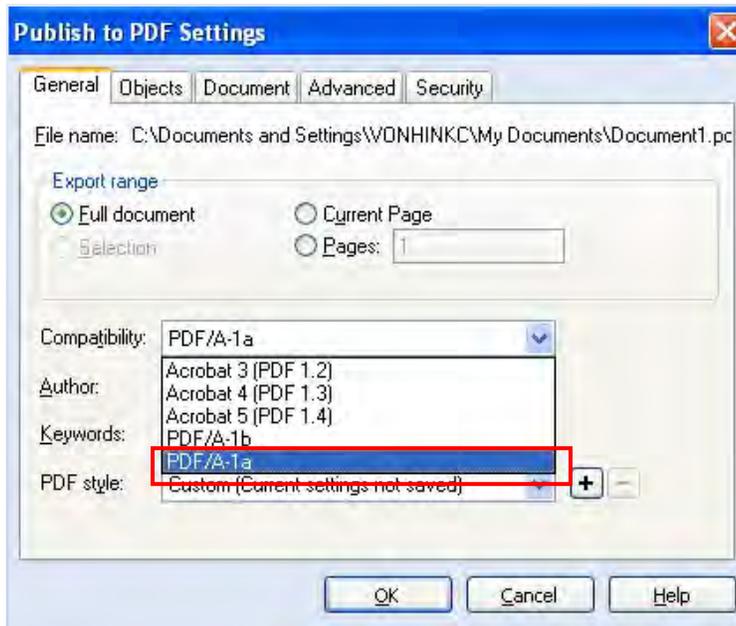
### A2.1.1.2 Creating a PDF/A with Corel WordPerfect X4

**Note:** Older versions of WordPerfect do not include PDF/A in the *Compatibility* options.

- 1) To create a PDF/A directly from WordPerfect X4, click on **File** → **Publish to PDF**, then click **Settings**.



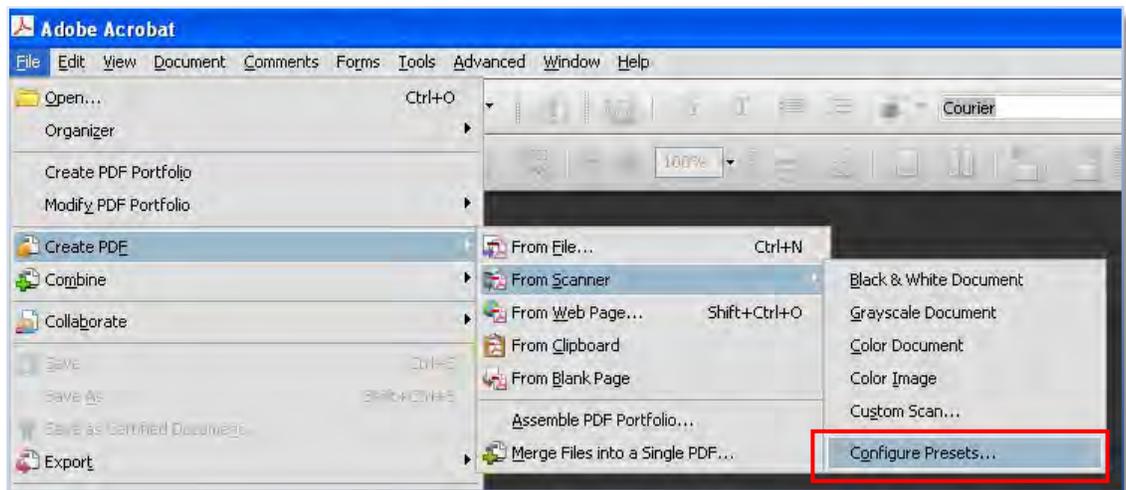
- 2) In the *Publish to PDF Settings* window, select **PDF/A-1a** from the *Compatibility* dropdown, then click **OK**.



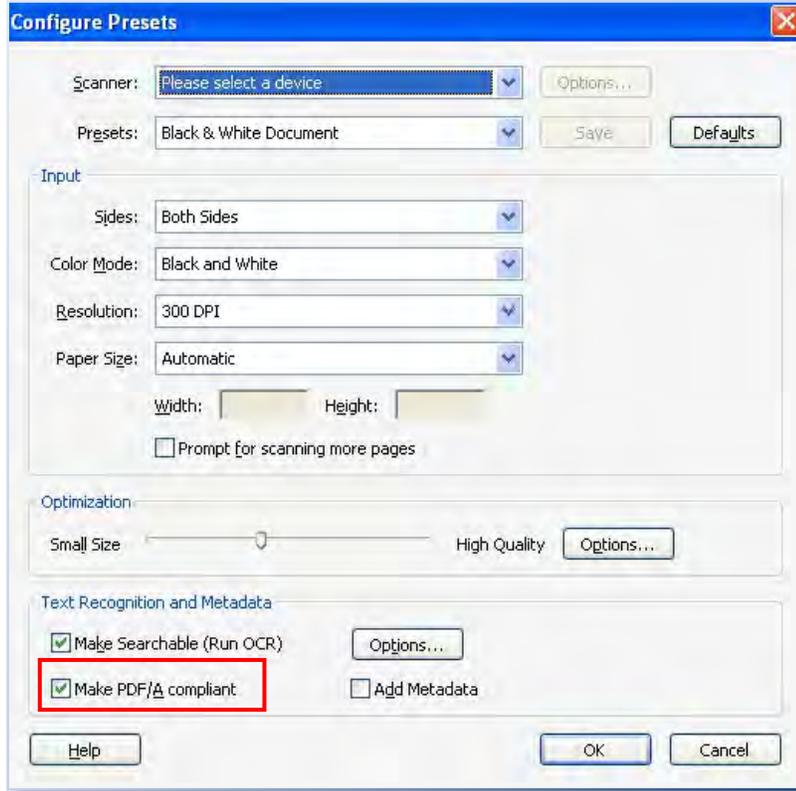
### A2.1.1.3 Creating a PDF/A from Scanned Documents using Adobe

**Note:** Check your scanner manual to determine whether your scanner permits saving as PDF/A. If it does, follow the manufacturer's instructions to update the setting and disregard the steps below.

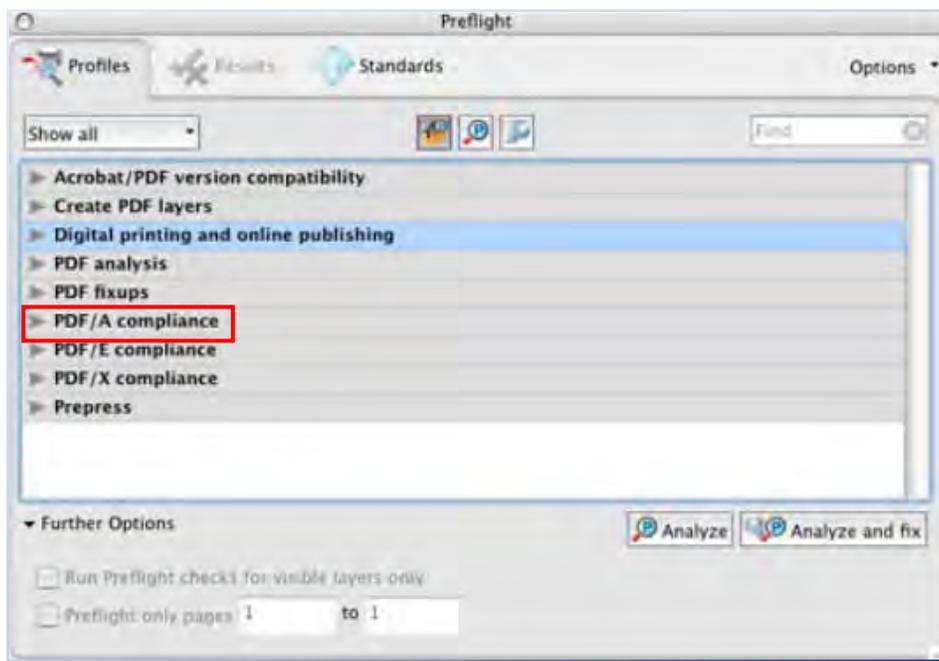
- 1) If the scanner is connected directly to the user's computer, go to **File** → **Create PDF** → **From Scanner** → **Configure Presets**. (If the scanner is not directly connected, go to Step 3, below).



- 2) In the *PDFMaker* window, select the device and click the **Make PDF/A compliant** checkbox, then click **OK**.

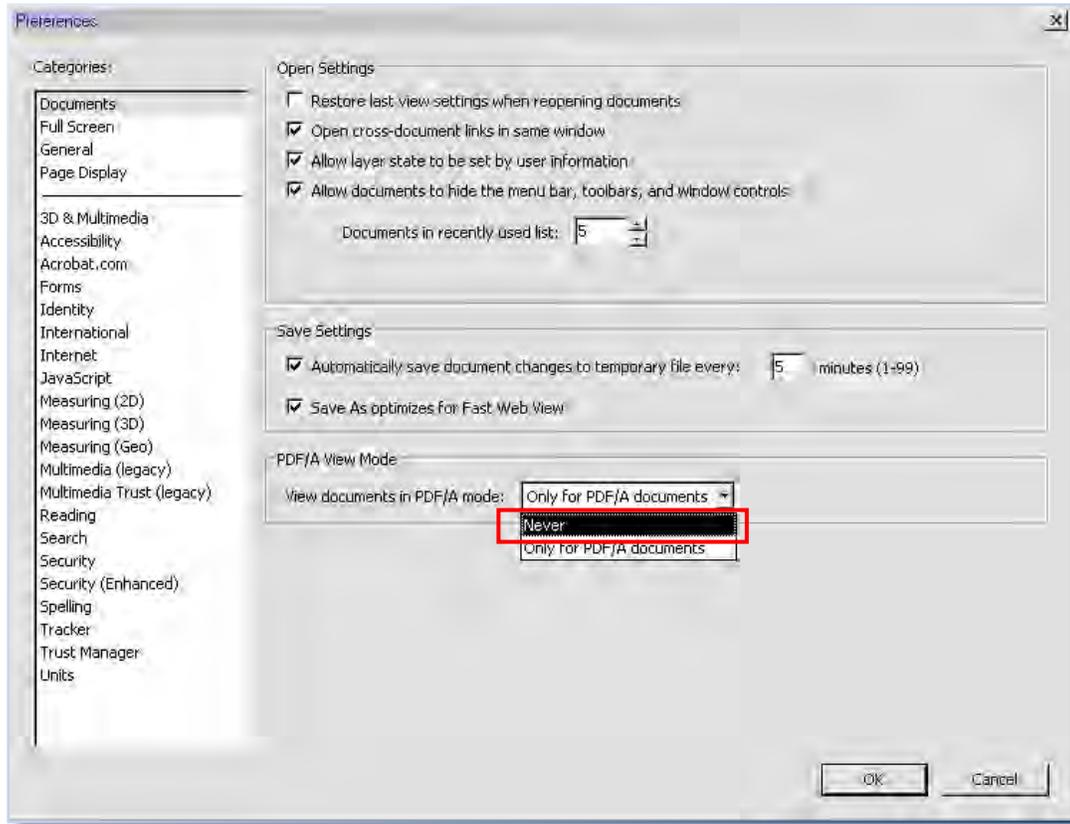


- 3) If the scanner is connected remotely via the user's network, scan the document as normal, creating a PDF. Then open the PDF in Adobe Acrobat 9 Professional and go to **Advanced** → **Preflight** → **PDF/A Compliance** to convert the PDF to PDF/A.



### A2.1.1.4 Using Hyperlinks in PDF/A Documents

To access hyperlinks in a PDF/A document, in Adobe Acrobat/Reader, go to **Edit** → **Preferences** → **Documents**, and select **Never** in the *PDF/A View Mode* dropdown list.



## A2.2 Logging Out of CM/ECF

When you click **Logout** from the main blue menu bar, the following pop-up message will appear:

