



4 May 2020

eCOURT BOOK GUIDE

User Guide 1.0



Table of Contents

Introduction	1
Format	2
Merging documents into one PDF document.....	2
Rearrange pages	3
Expand pages or Collapse Document	3
Preview pages.....	3
Delete pages	3
Sort files.....	3
Move files up or down file list	4
Bookmarking	4
Creating a bookmark	4
Edit a bookmark.....	5
Rename a bookmark.....	5
Change a bookmark’s destination	5
Delete a bookmark	5
Pagination	5
Text Searchable	7
Internal Hyperlink	8

Introduction

The requirements of an eCourt book are as follows:

1. Format
A PDF document, containing in chronological order all of the documents on which the parties intend to rely, or if the parties cannot agree, all of the documents on which the plaintiff intends to rely in chronological order, followed by all of the documents on which the defendant intends to rely, in chronological order.
2. Bookmarking
Each separate document must be bookmarked in the PDF with the short-form name of the document.



3. Pagination

The PDF must have stamped page numbers that will correspond with the electronic display page numbers of the final trial e-court book. (So in the case of supplementary eCourt books, page numbers commence by immediately following on after the ending number of the previous PDF).

4. Volume size

The eCourt book should be produced in sequentially numbered volumes of no more than 10,000 pages.

5. Text searchable

The PDF document(s) must be formatted to be fully text searchable.

6. Late added documents must be in a supplementary PDF document that otherwise complies with these requirements.

The purpose of this guide is to provide additional technical assistance, to enable practitioners to comply with the requirements.

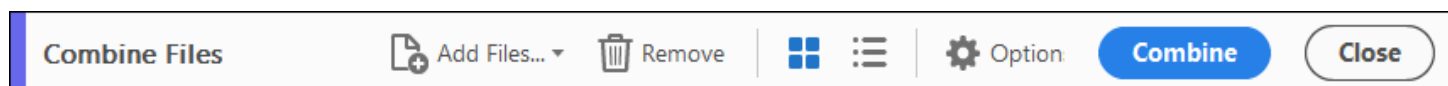
The following guide material has been created using Adobe Acrobat Pro DC. The same effect may be achieved with alternative software.

Format

Merging documents into one PDF document

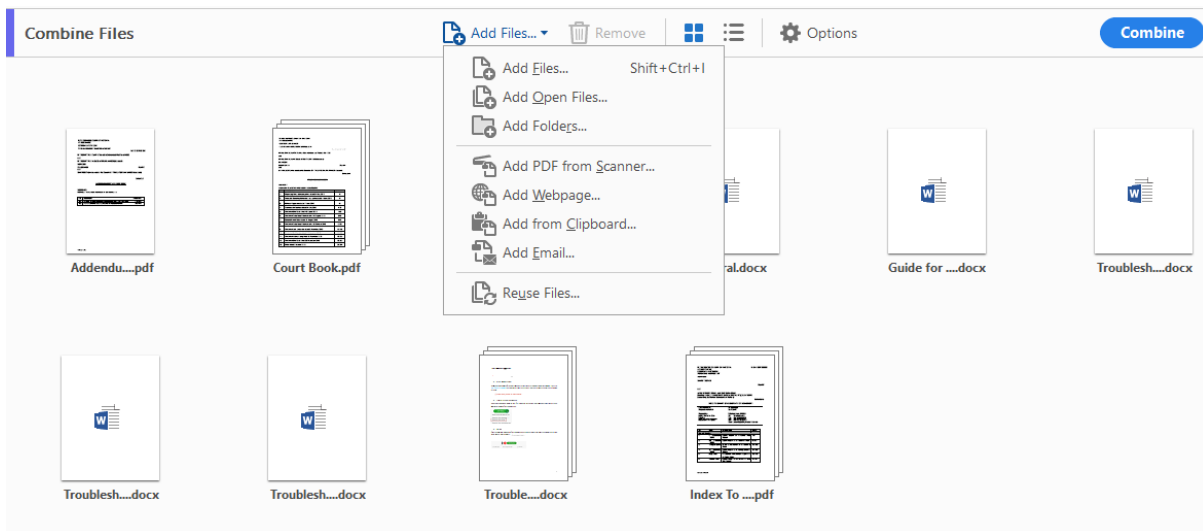
Use the **Combine Files** tool to merge the files or documents required. If using Adobe Acrobat Pro DC, it is possible to preview and arrange the documents and pages before creating the file. Unwanted pages can be deleted and it is possible to move individual pages from a document anywhere among the pages being combined. Adobe Acrobat Pro DC converts the pages of the various files into sequential pages of a single PDF.

1. Choose **Tools > Combine Files**. The Combine Files interface is displayed with the toolbar at the top.



2. Drag files or emails directly into the Combine Files interface. Alternatively, choose an option from the **Add Files** menu. You can add a folder of files, a web page, any currently open files,

items in the clipboard, pages from a scanner, an email, or a file you combined previously (Reuse Files).




3. As needed, do any of the following:


Rearrange pages

In the Thumbnail view, drag-and-drop the file or page into position. As you drag, a blue bar moves between pages or documents to indicate the current position.


Expand pages or Collapse Document

In the Thumbnail view, hover over the page or file and then click the Expand


pages thumbnail . In expanded view, you can easily move the individual pages among the other pages and documents.

To collapse the pages, hover over the first page and then click the Collapse Document thumbnail .

Preview pages

In the Thumbnail view, hover over the page, and then click the Zoom thumbnail .

Delete pages



In the Thumbnail view, hover over the page and then click the Delete thumbnail .

Sort files

In the List view, click the column name that you want to sort by. Click again to sort in reverse order. The order of files in the list reflects the order of the files in the combined PDF. Sorting rearranges the pages of the combined PDF.



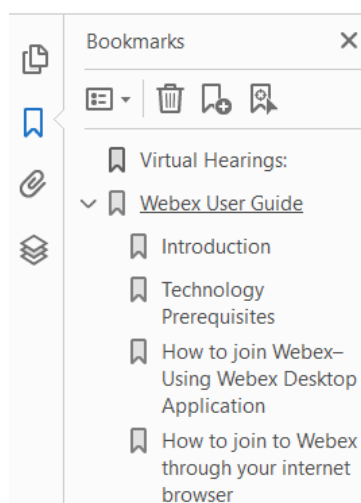
Move files up or down file list

In the List view, select the file or files you want to move. Then click the Move Up  or Move Down  button.


Bookmarking

A *bookmark* is a type of link with representative text in the Bookmarks panel in the navigation pane. Each bookmark goes to a different view or page in the document. Bookmarks are generated automatically during PDF creation from the table-of-contents entries of documents created by most desktop publishing programs. These bookmarks are often tagged and can be used to make edits in the PDF.

Initially, a bookmark displays the page that was in view when the bookmark was created, which is the bookmark's *destination*. In Adobe Acrobat Pro DC, you can set bookmark destinations as you create each bookmark. However, it is sometimes easier to create a group of bookmarks, and then set the destinations later.



Creating a bookmark


1. Click the Bookmarks button on the left to open the Bookmarks panel.
2. Open the page where you want the bookmark to link to, and adjust the view settings.
3. Use the Select tool  to select the area of the page you want to bookmark:
 - To bookmark a single image, click in the image or drag a rectangle around the image.
 - To bookmark a portion of an image, drag a rectangle around the portion.
 - To bookmark text, drag to select it. The selected text becomes the label of the new bookmark. You can edit the label.




4. Select the bookmark under which you want to place the new bookmark. If you don't select a bookmark, the new bookmark is automatically added at the end of the list.
5. Choose Tools > Edit PDF > More > Add Bookmark.
6. In the Bookmarks panel, type or edit the name of the new bookmark.

Edit a bookmark

Rename a bookmark

Select the bookmark in the Bookmarks panel, choose Rename Bookmark in the options menu , and type the new bookmark name.

Change a bookmark's destination

1. In the Bookmarks panel, select the bookmark.
2. In the document pane, move to the location you want to specify as the new destination.
3. If necessary, adjust the view magnification.
4. Choose **Set Bookmark Destination** in the options menu .

Delete a bookmark

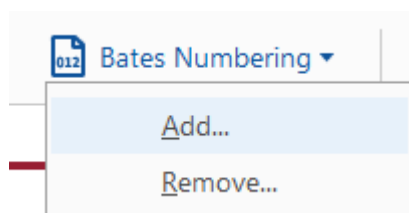
In the Bookmarks panel, select a bookmark or range of bookmarks, and then press Delete.

Pagination

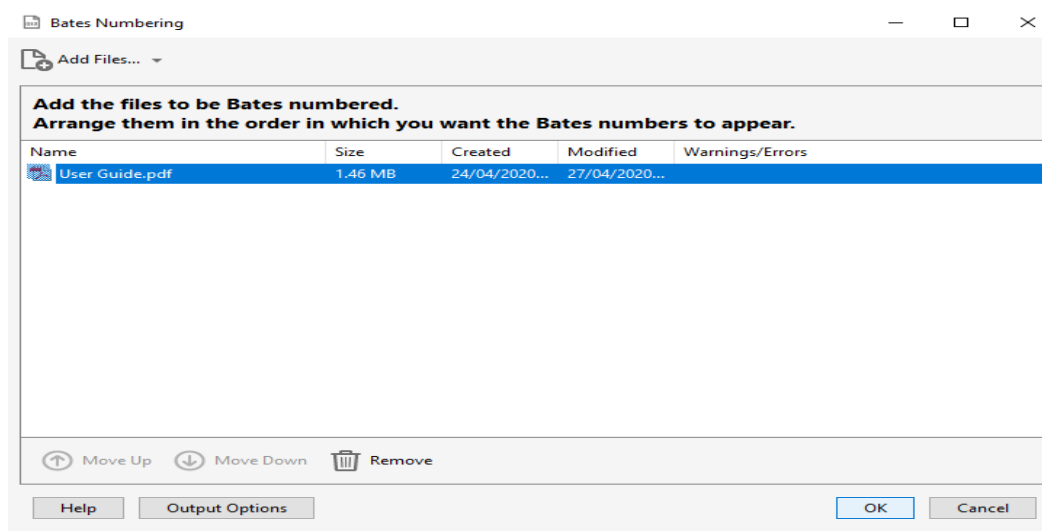
The **pagination function** is a useful tool for adding **page numbers** to a single document created from several smaller documents.

The eCourt book should be numbered numerically from the first page which includes any index or covering pages. This ensures when counsel refers to a page you can enter the number in the page bar up and it will take you to the correct page number. Please see the following steps below using Adobe Acrobat Pro DC -

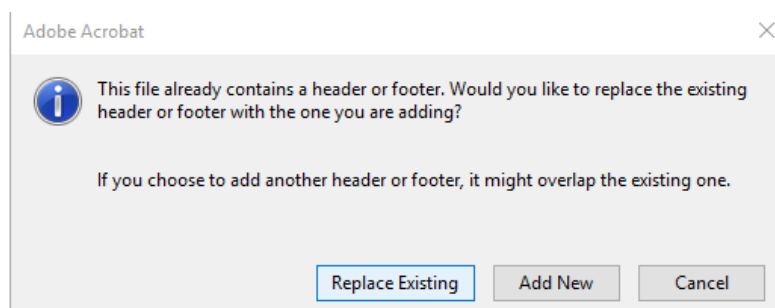
1. Use the **Bates Numbering** found in Scan & OCR.



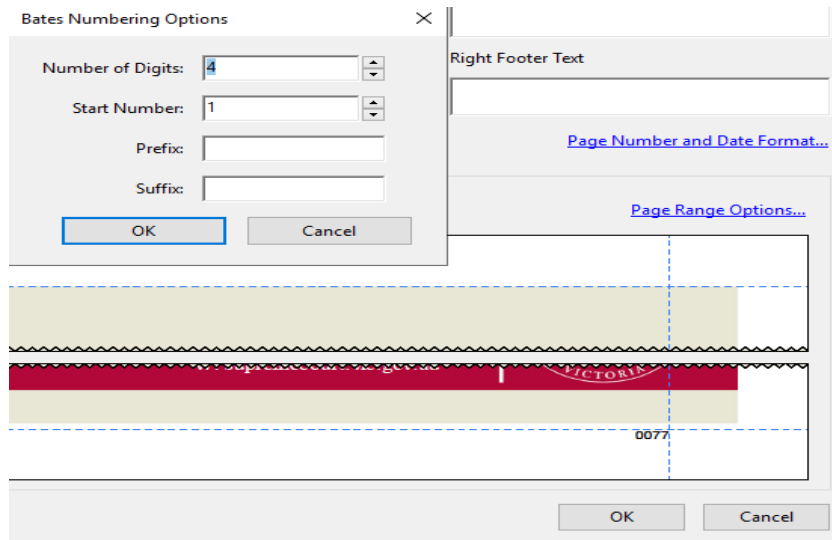
2. Press **Add** and select the court book and press **ok**.



3. As you have merged documents they may have already been numbers, therefore you will need to replace the existing numbers. Please see below -



4. Using the Right-hand footer select the number of pages if under 10,000 use 4 digits. Select **Ok**. This will now number all your pages.



Text Searchable

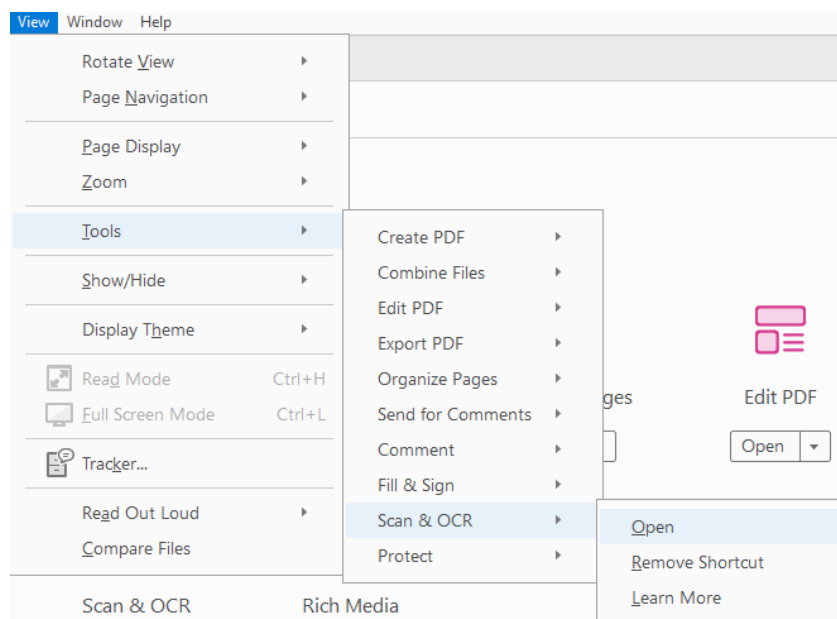
With optical character recognition (**OCR**) in *Adobe Acrobat Pro DC*, you can extract text and convert



Scan & OCR

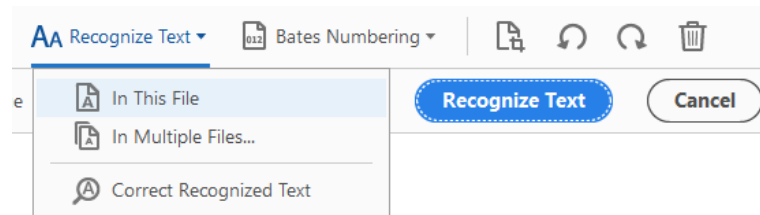
scanned documents into editable, searchable PDF files instantly. The Scan & OCR function found in tools, makes the document text searchable. This also includes documents that have been scanned in. This allows you to search for a word and it to populate. Please see the steps below to complete this -

1. Click on tools, then Scan & OCR and Open.

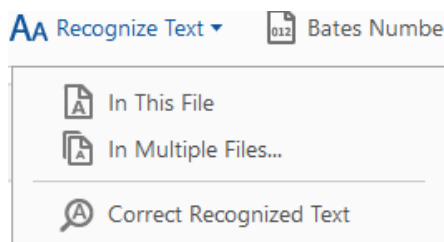




2. Select the **Recognise Text** function which will give you a drop-down of options. Select **In this file** and then start function by selecting **Recognise Text**.



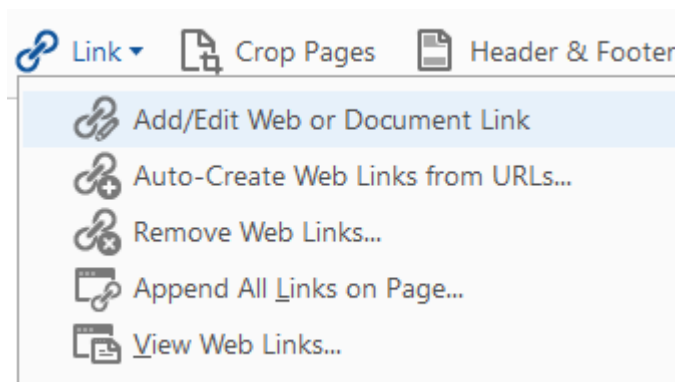
3. To check the text afterwards to correct any words, which were unable to be easily identified. Selecting **Correct Recognised Text** to correct this issue. This can happen when scanning in low quality documents or text form pictures.



Internal Hyperlink

Throughout the document you can make reference to a particular point. It is helpful to be able to go to the underlying document. This is done by setting up an internal hyperlink. Please the following steps below -

1. Using **Edit PDF**, select **Link** and add/edit document link.





2. Select the text which you need to hyperlink, this will appear in a blue box.

Linking to a different page in a court book

3. Under link properties, select **Action**. Select the action you would like and in the **Actions** box below select the page and document. Then click **ok**.

