

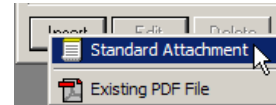
Best Case Solutions
P.O. Box 32
Evanston, IL 60204
Toll-free: 1.800.492.8037
Facsimile: 1.847.492.8038
E-mail: info@bestcase.com
Web: www.bestcase.com

Copying Text from Microsoft® Word or WordPerfect® into the Best Case Editor

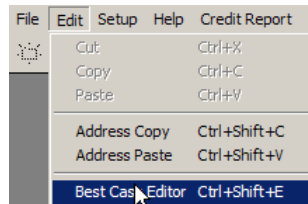
This process is used for people who do not have Adobe® Acrobat, but need to convert documents from a word processing program (such as Microsoft® Word or WordPerfect®) into a PDF for Electronic Filing, **OR** for users who need to attach a previously created word processing document to a form in Best Case.

1. Open the document in your word processing program. Select all of the text by choosing **Edit/Select All** or clicking **Ctrl-A** on your keyboard.
2. Click **Edit/Copy** or click **Ctrl-C** on your keyboard to copy the selected text to your clipboard.
3. Open Best Case to the Forms and Schedules menu for your client:

- a. **If you are saving this document as an attachment to a form in Best Case:** Highlight the form and click the **Attach** button. The attachment window will open. Click **Insert/Standard Attachment**.

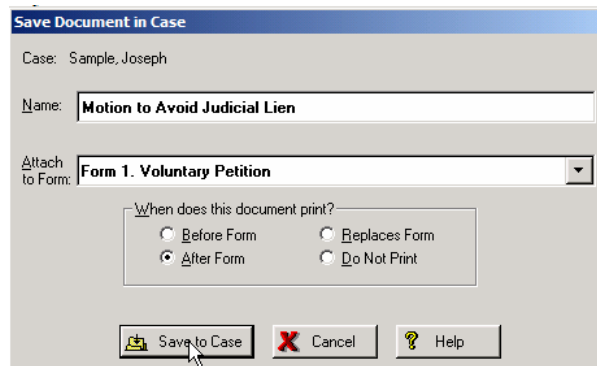


- b. **If you are creating a PDF for upload with CM/ECF:** Click **Edit/Best Case Editor** from the Drop-Down menu.



4. This will open the Best Case Editor. Choose **Edit/Select All** in the top toolbar or click **Ctrl-A** on your keyboard to select all text in the document.
5. Select **Edit/Paste** or click **Ctrl-V** on your keyboard to copy the selected text into the Best Case Editor.
6. Review the text to ensure the information was copied over correctly. (*NOTE: When pasting text, the formatting may not transfer correctly. It is your responsibility to review the document to ensure proper formatting.*)

7. **If you want to combine this document with another form or forms in Best Case (e.g. Petition.PDF), you will need to save this document as an attachment.** Click **File/Save As**, choose the save options (as shown at right), and click the **Save to Case** button. The attachment will be included in Petition.pdf when you create your electronic files in Best Case (by using the ECFiling button in the Print Documents Window).



8. **If you are creating a PDF of just this document for upload with CM/ECF:** Select **File/Create PDF File** and save the case to your ECF folder for the client (i.e. C:/ECF/{Clients Name}).

