

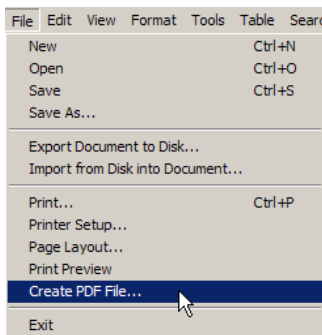
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## Creating a Single PDF File from the Best Case Editor

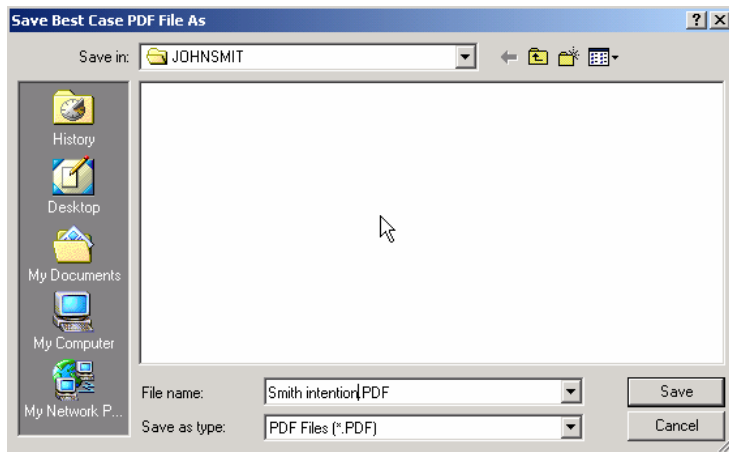
For Electronically Filing Local Forms, QuickForms, and Standard Attachments in Best Case® Bankruptcy

For most documents in Best Case Bankruptcy, you'll create PDF files with the ECFiling button on the Print Documents window. You can also create PDF files from the Best Case Editor, a built-in word processor, which you might do if you need to file: certain local forms that require you to add information through the Editor, Chapter 13 Plans, and other documents that often need customization for each case.

1. Finish creating and/or editing your document in the Best Case Editor.
2. With the Editor still open, select File/Create PDF File... from the top-left corner of the Best Case Editor window.



3. A window will open with the title "Save Best Case PDF File As"



4. In the "Save in:" drop-down menu, a folder named for your client (JOHNSMIT above) should be selected. Saving the PDF to this file will allow it to appear in the ECF manager, which stores all of the electronic files for your client.
5. In the "File name:" entry screen towards the bottom of the window, enter a name for the PDF. For example, if you have been editing the Statement of Intention for your client Joseph Smith, you might name the file "Smith Intention," as pictured above.
6. Click the **Save** button in the lower right-hand corner.
7. Best Case Bankruptcy creates the PDF, and opens the document in Adobe®, where you can view the PDF to see if it was created properly. The PDF is saved in your client's ECF Manager, so you can review it easily in the future. That's it!

\*Note: The above instructions detail how to create one single PDF file. Please see separate instructions for combining PDF files from the Best Case Editor with the main Petition.PDF or other PDF files created with Best Case Bankruptcy.

\*More ECF Instructions are available at <http://www.bestcase.com/ecfresource.htm>