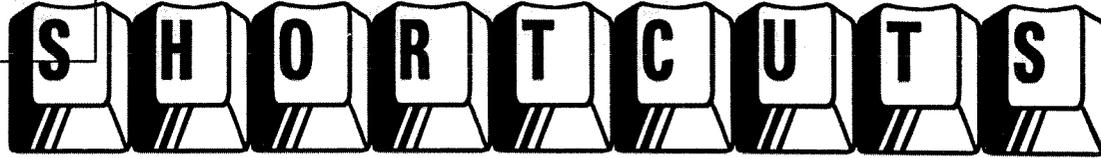


CM/ECF



*Keyboard-Oriented Filing
and
Successful PDF Conversion*

| Netscape Shortcuts | | Scroll Lists | | Drop Down Lists | | Web Page | |
|---|---------|------------------------------|-------------|------------------------|---------|--------------------------|-------------|
|  | Alt + ← | Advance to end of list | Ctrl + End | Drop List Down | Alt + ↓ | Scroll Down | Page Down |
|  | Alt + → | Advance to beginning of list | Ctrl + Home | See Also, Scroll Lists | | Scroll Up | Page Up |
|  | [Esc] | Advance Down | ↓ | | | Scroll to Bottom of Page | Ctrl + End |
| | | Advance Up | ↑ | | | Scroll to Top of Page | Ctrl + Home |
| | | Advance Down Several Items | Page Down | | | Find | Ctrl + F |
| | | Advance Up Several Items | Page Up | | | | |

CM/ECF



| Editing within a Text Box | | Basic Editing | | ECF | |
|--|---------------|---------------|----------|-----------------------|--------------------|
| Block from cursor to end of Line | Shift + End | Cut | Ctrl + X | Advance to next field | Tab |
| Block from cursor to beginning of line | Shift + Home | Copy | Ctrl + C | Go Back one field | Shift + Tab |
| Move to Beginning of Field | Home | Paste | Ctrl + V | Select Radio Button | Space Bar or Enter |
| Move to End of Field | End | | | Mark Check Box | Space Bar or Enter |
| Delete to End of Line | Ctrl + Delete | | | Search on Page | Ctrl + F |

Many of these shortcuts are Windows features. Try them in other applications as well.

| Use the Mouse for: | |
|---|--|
| Selecting Multiple Items from a Pick List | Hold the Ctrl key down and click multiple items with the mouse |
| Browse and Upload Page | Click Browse and navigate to the PDF document |
| Highlighting Text to Copy | Use the mouse to highlight the text to be copied. Then, hit Ctrl + C. Move to the field where you want to insert the text copied, then hit Ctrl + V. |

Successful PDF Conversion: Avoid Formatting Changes in your PDF document and change the printer to Acrobat PDFWriter *before* doing the actual conversion.

1. Click File...Print.
2. Use the drop down list and select Acrobat PDFWriter as your current printer.
3. Close the Print window, instead of clicking Print.
4. Review your document and check for any formatting changes. Make corrections as necessary.



5. Now, convert to PDF as you normally would.

Next time, you won't be surprised to find that blank page was inserted without you knowing it!