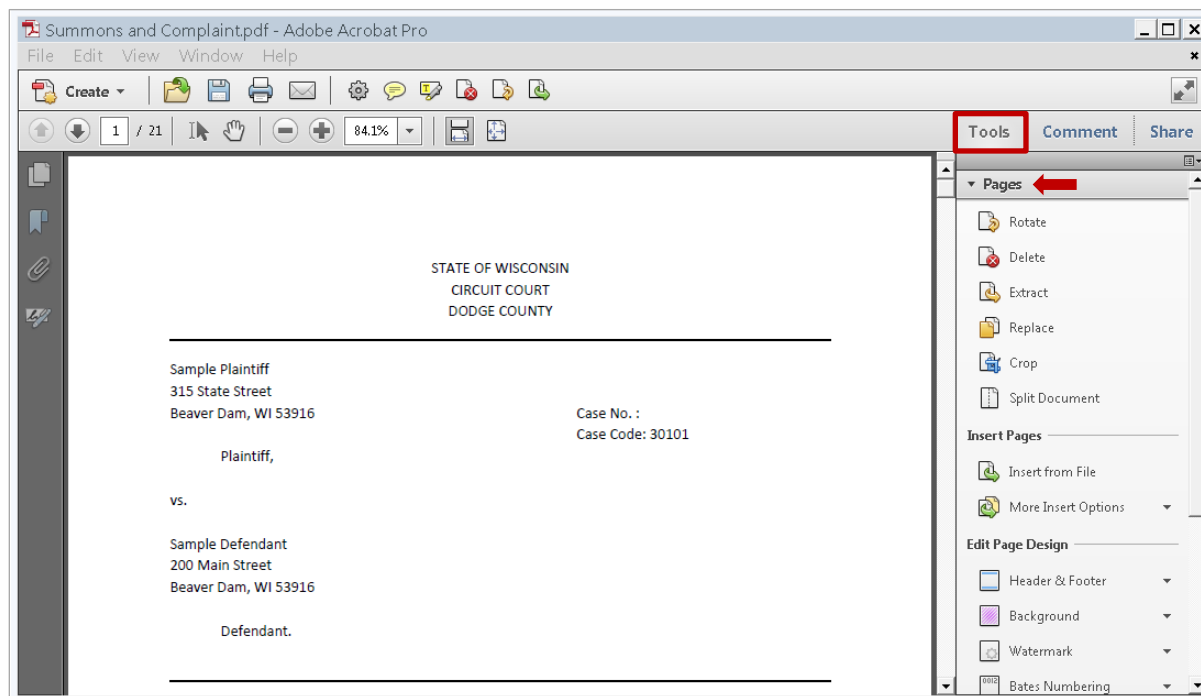


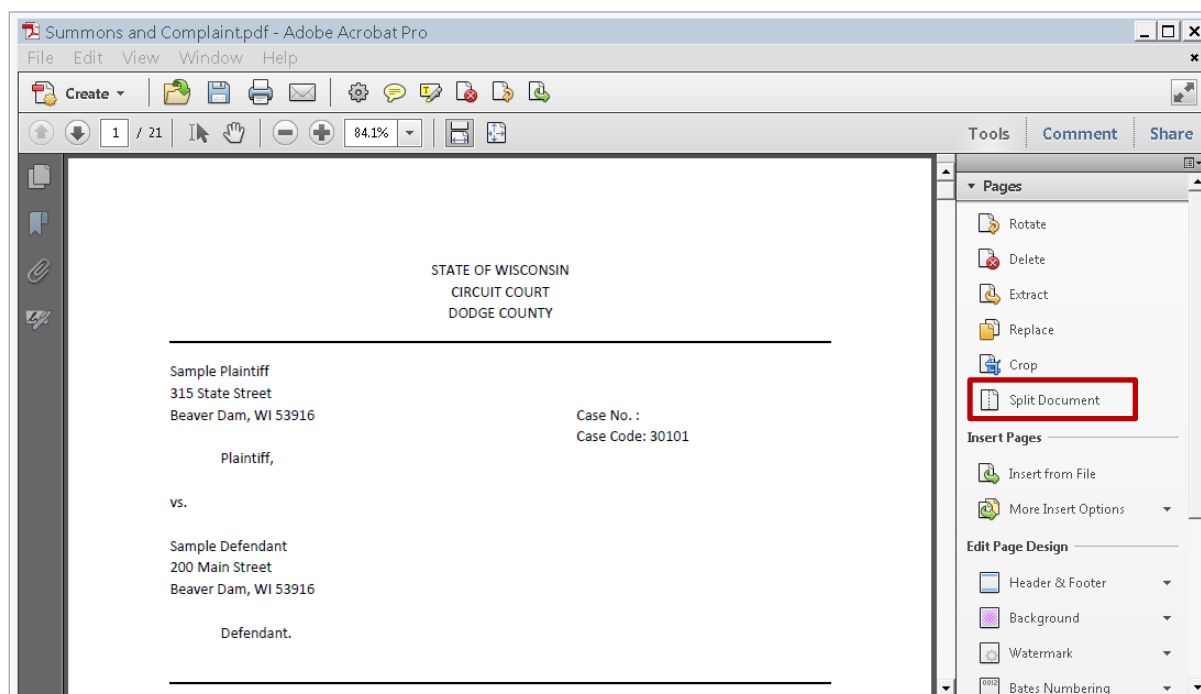
Splitting a PDF for submission to the eFiling website using Adobe Acrobat

If your PDF exceeds the maximum size limit of 10 MB, it can be split into several smaller files for submission to the eFiling website.

1. Open the PDF. Select the **Tools** pane and expand the **Pages** panel.

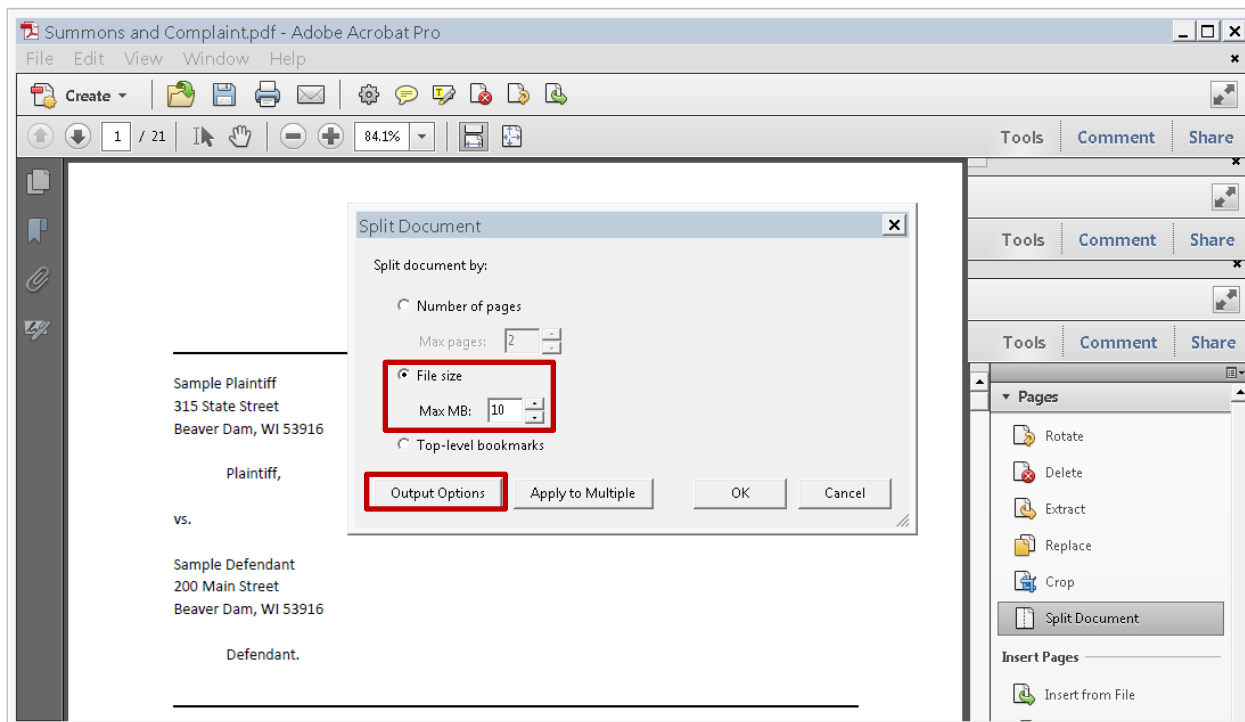


2. Select **Split Document** from the available options.

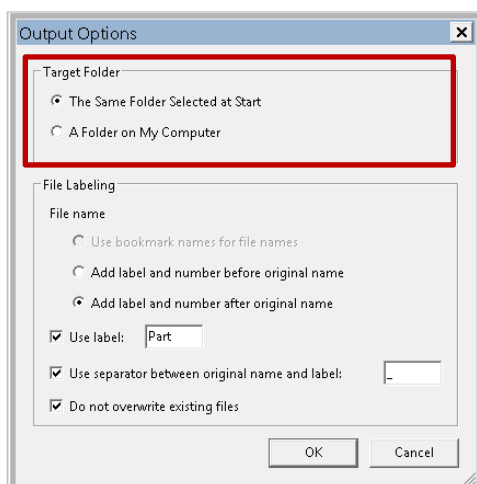


3. Select the **File size** radio button and enter **10 MB** in the **Max MB** field. Select the **Output Options** button.

(Note: If you wish to split more than one PDF at a time, select “Apply to Multiple”. You will have an opportunity to select all of the documents you wish to split and then will be prompted to proceed through the following steps.)



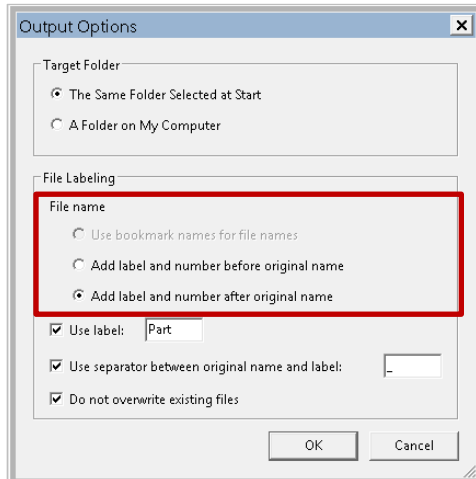
4. Under **Target Folder**, choose where to save the newly divided documents on your computer.
 - By choosing **The Same Folder Selected at Start**, the files will save to the same location in which the original document exists.
 - By choosing **Specific Folder**, you can indicate a different location to save the new files.



5. Under **File Labeling**, you can choose how to name the newly divided files.

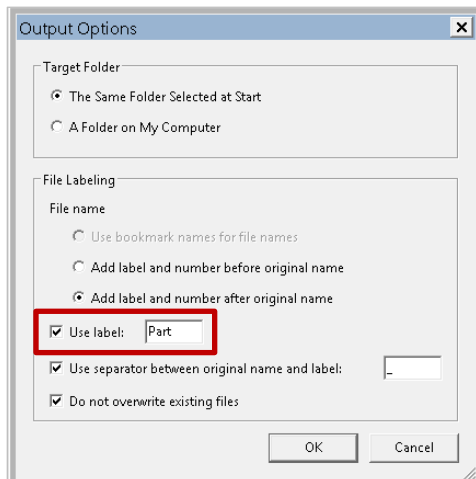
- Select **Add label and number before original name** to add a prefix before the original file name.
- Select **Add label and number after original name** to add a suffix after the original file name.

(Note: By selecting “Use bookmark names for files names” the new PDFs will automatically be titled according to bookmark titles in the original document. This works well if you chose to split the document by “Top-level bookmarks” in the previous window.)



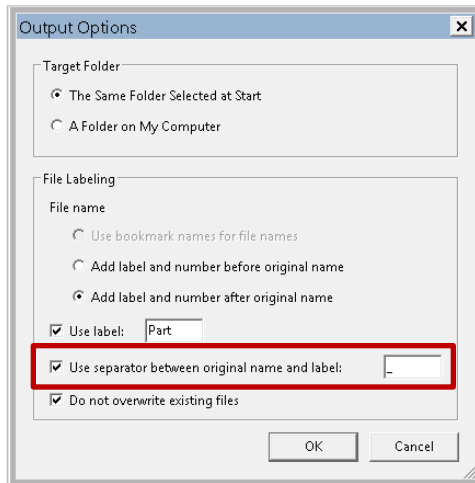
The screenshot shows the 'Output Options' dialog box. The 'File Labeling' section is highlighted with a red box. It contains three radio buttons: 'Use bookmark names for file names', 'Add label and number before original name', and 'Add label and number after original name'. The third option is selected. Below the radio buttons are three checked checkboxes: 'Use label:' with a text box containing 'Part', 'Use separator between original name and label:' with a text box containing '.', and 'Do not overwrite existing files'. At the bottom are 'OK' and 'Cancel' buttons.

6. Select the **Use label** check box and enter the label you wish to add as a prefix or suffix to the new file names.



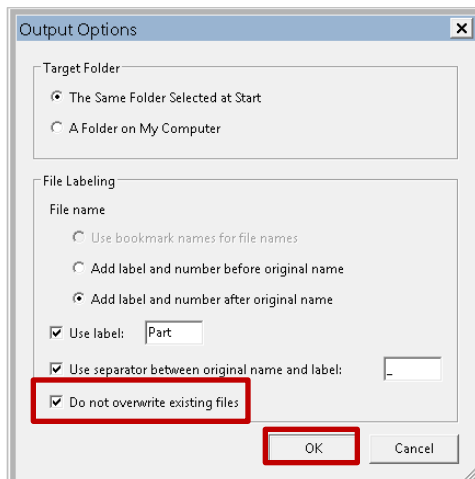
The screenshot shows the 'Output Options' dialog box. The 'File Labeling' section is highlighted with a red box. The 'Use label:' checkbox is checked and highlighted with a red box. The text box next to it contains the word 'Part'. The other radio buttons and checkboxes are the same as in the previous screenshot.

7. Select the **Use separator between original name and label** checkbox to choose how you'd like to combine the label and original file name (e.g., hyphen, dash, underscore). For the example in this guide, the file names would be "Summons and Complaint_Part 1.pdf", "Summons and Complaint_Part 2.pdf", and so on.



The screenshot shows the 'Output Options' dialog box. Under the 'File Labeling' section, the 'Use separator between original name and label' checkbox is checked and highlighted with a red box. The separator dropdown menu is set to a hyphen character. Other options include 'Use label: Part', 'Do not overwrite existing files', and 'Target Folder' options.

8. Select the **Do not overwrite existing files** check box to maintain a copy of the original. Select **OK**.



The screenshot shows the 'Output Options' dialog box. The 'Do not overwrite existing files' checkbox is checked and highlighted with a red box. The 'OK' button is also highlighted with a red box. Other options include 'Use label: Part', 'Use separator between original name and label', and 'Target Folder' options.