

Administrative Office of the Courts

Supreme Court of New Mexico

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Judicial Information Division (JID)

Using Adobe Pro to work with Record Proper
Standard Operating Procedure

Version 1.0

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Using Adobe Pro to work with Record Proper

COURT / DEPARTMENT / DIVISION

The Court of Appeals and Supreme Court

USER

Judges and Staff Attorneys

PURPOSE

To provide general information regarding the use of Adobe Acrobat Pro DC to work with the Record Proper

INTRODUCTION

To make the most use of Odyssey functionality, the Record Proper is now being produced electronically. It makes sense for the Judges and Staff Attorneys who work with the Record Proper to also work with it electronically. Adobe Acrobat Pro DC is the tool that has been chosen for this purpose. This Standard Operating Procedure has been written to help Judges and Staff Attorneys use Adobe Acrobat Pro DC.

1. Setting Adobe Acrobat Pro DC to work with Odyssey

- a. Pull up any case in Odyssey and navigate to the Documents tab.
- b. Click the check box labeled **Open in External Viewer**. This will enable the Record Proper Index and Volumes to open in Adobe Acrobat Pro DC.

NOTE: This step only needs to be done once. The check box will stay checked.

The screenshot shows the Odyssey web application interface. The top navigation bar includes tabs for Summary, Detail, Parties, Charges, Events, Service, Hearings, Conditions, Notes, Disposition, Time Stds, Financial, Prot. Orders, Warrants, Bonds, Exhibits, Documents, Appeals, Alty Pmts, and Tools. The 'Documents' tab is selected. The main content area displays a table of documents for the case 'State of New Mexico v. Tony Hedges'. The table has columns for Doc#, Date, Type, Name, Pgs, and Max. The 'Open in External Viewer' checkbox is checked and circled in red.

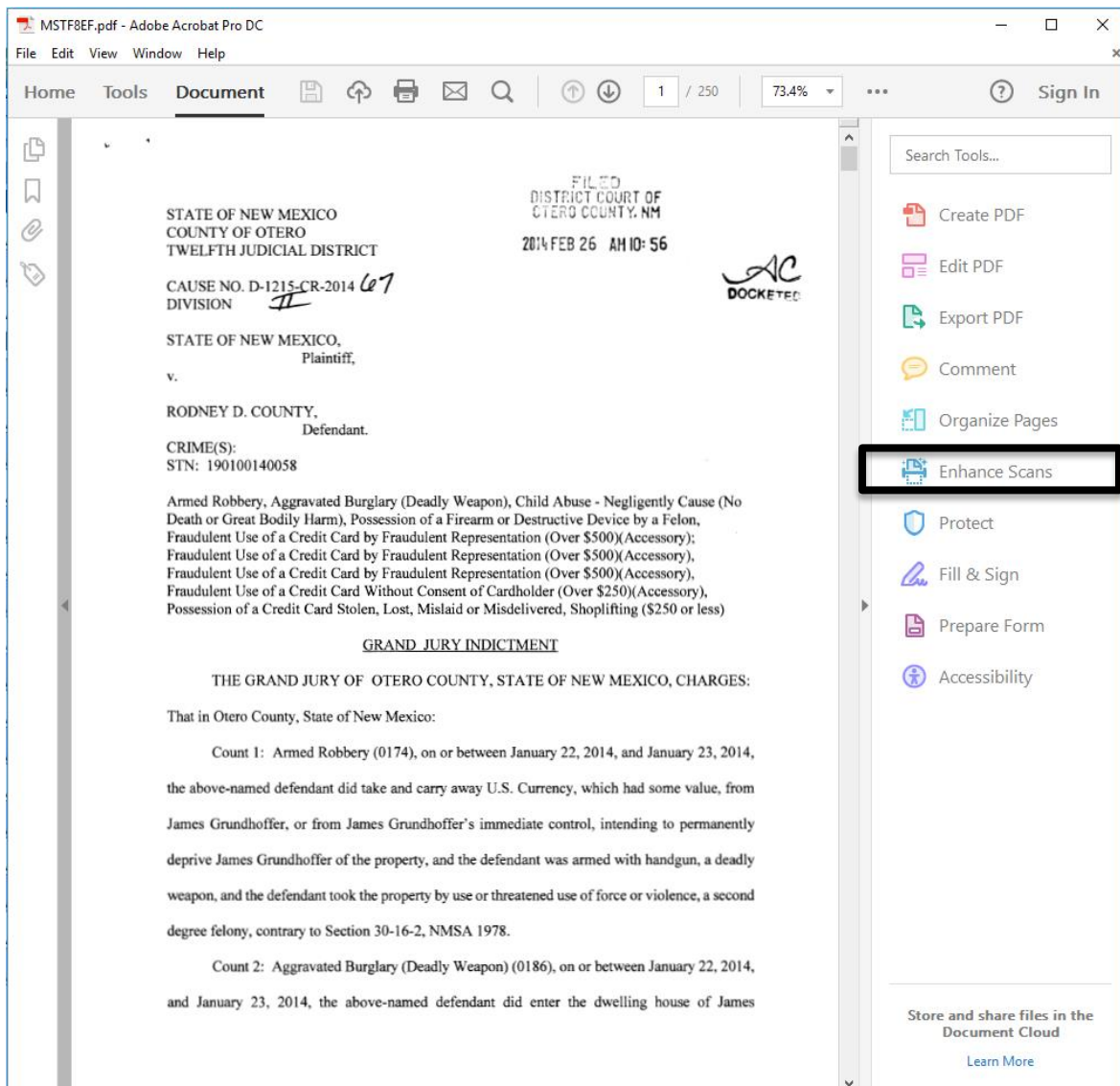
Doc#	Date	Type	Name	Pgs	Max
	07/19/2017	Alamogordo Criminal Document	EXHIBIT DESIGNATION	3	x
	06/15/2017	Alamogordo Criminal Document	NTC: ENTRY OF JUDGMENT	1	x
	06/15/2017	Alamogordo Criminal Document	NCJ: JUDGMENT	3	x
	06/15/2017	Alamogordo Criminal Document	TRANSMISSION OF RECORD PROPER	9	x
	06/13/2017	Sealed Record Proper	Appeal Volume 1	263	x
	06/13/2017	Sealed Record Proper	Appeal Volume 2	134	x
	06/13/2017	Sealed Record Proper	Appeal Index	8	x
	06/03/2017	Alamogordo Criminal Document	DOCKETING STATEMENT / COURT OF APPEALS	21	x
	05/09/2017	Alamogordo Criminal Document	NTC: OF APPEAL TO COURT OF APPEALS/ SUPREME COURT	3	x

2. Access the Record Proper

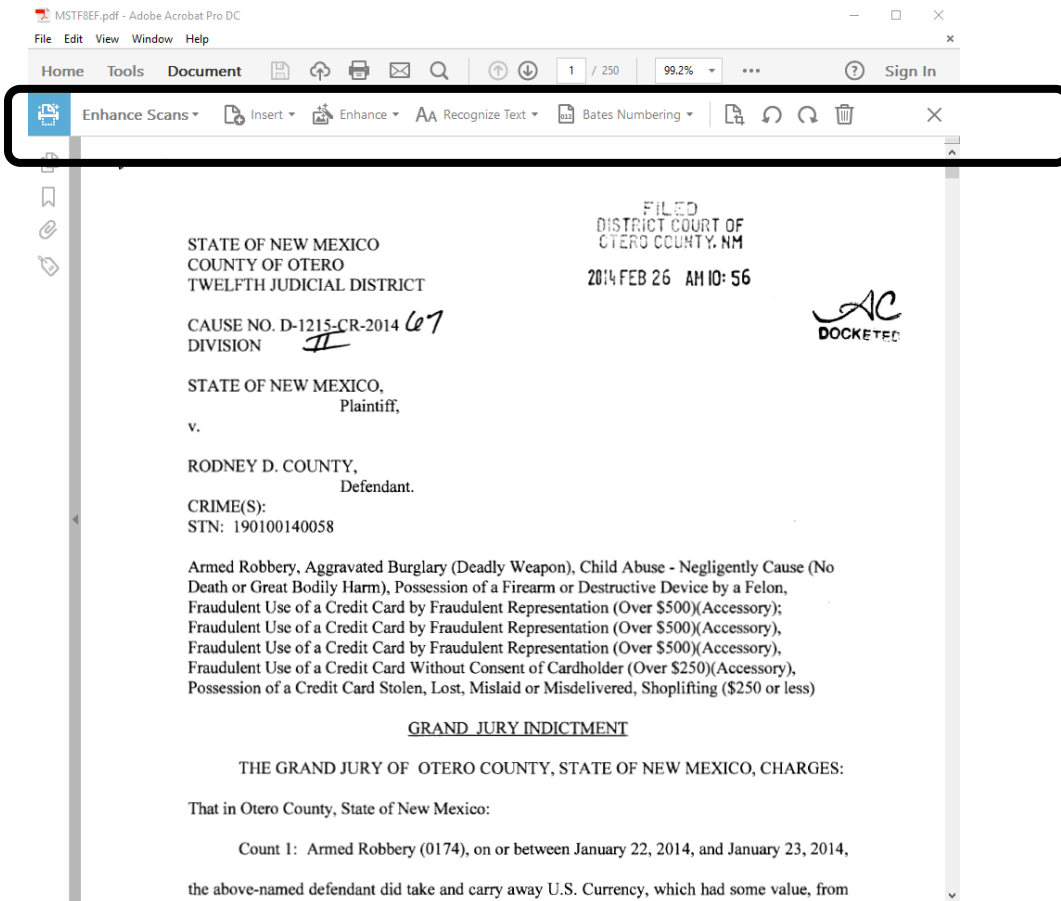
- a. Pull up the Court of Appeals case.
- b. Navigate to the **Events tab** and look for the events: REC: Record Proper Index; REC: Record Proper Filed. (The event REC: Record Proper Filed will have all the volumes attached to it.) Open each volume one at a time and follow the next instructions.

3. Save the Record Proper as a Searchable PDF

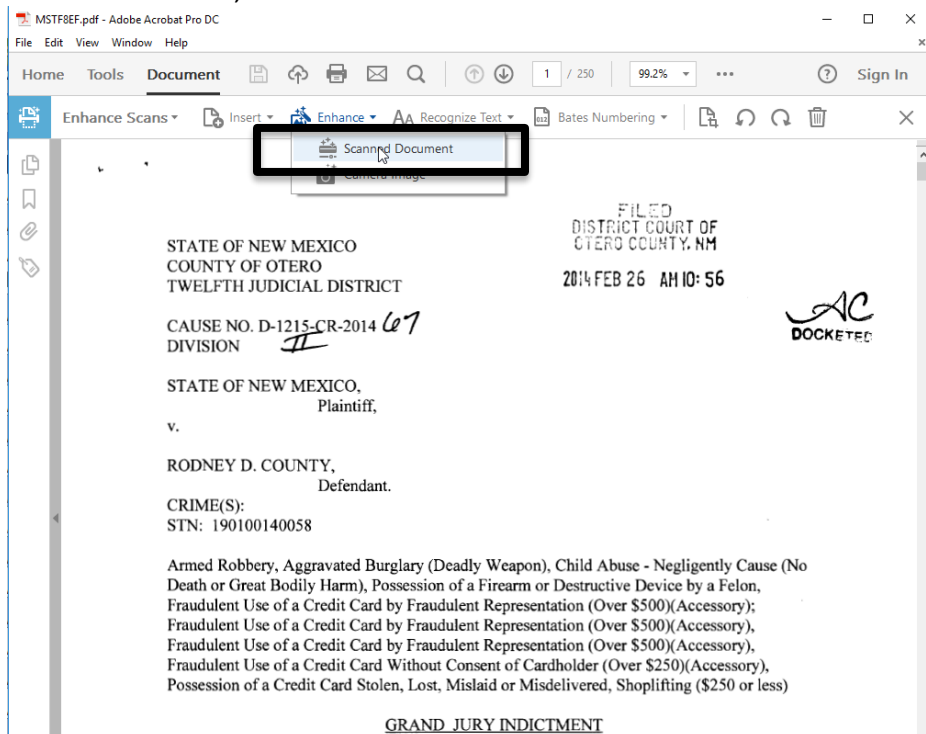
- a. Create a folder on the Share Drive with the Court of Appeals Case Number as the name of the folder.
- b. Open the Record Proper PDF documents one at a time, convert them to searchable PDFs, and save them to this folder.
- c. Convert the document to a searchable PDF by opening it in Adobe Acrobat Pro DC. (This will happen automatically if you have successfully completed step 1.) It should look like the illustration below.
- d. Click on the **Enhance Scans** menu item on the right.



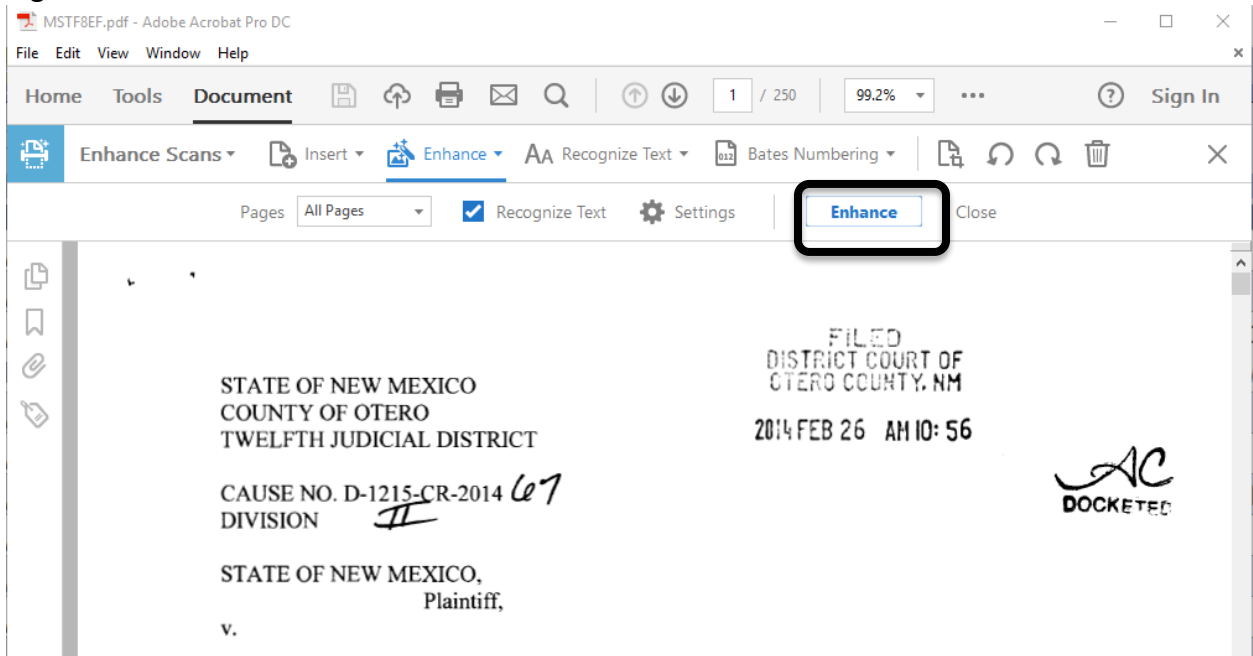
e. The Enhance Scans toolbar will open across the top of the screen.



f. Click **Enhance**, then select the **Scanned Document** menu item.



g. Click the **Enhance** button



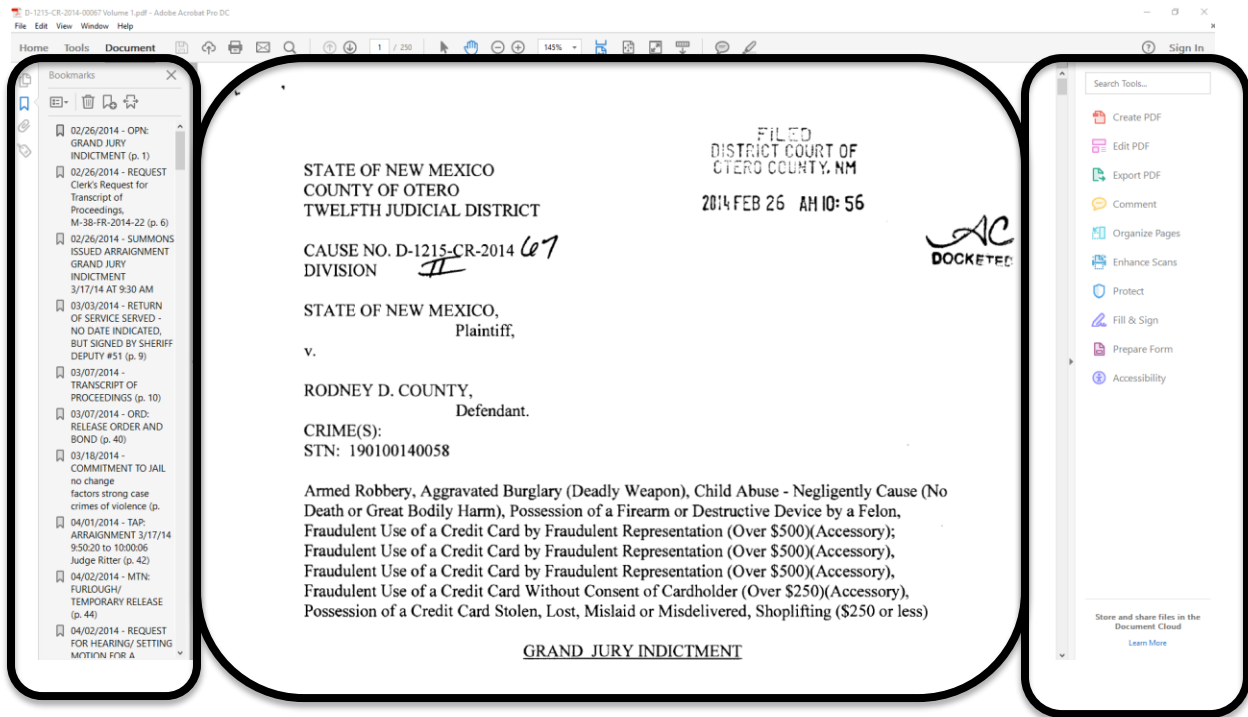
h. Adobe Acrobat Pro DC will now convert the document to a searchable PDF. This step will take some time. The amount of time depends on the size of the document. When the conversion is complete, close the Enhance Scans Menu by clicking the "X."



4. **Overview of Adobe Acrobat**

The Adobe Acrobat Pro DC has three panes:

- a. The left pane allows the user to display thumbnails, bookmarks, attachments or tags. Attachments and tags are not needed for annotating the Record Proper. Adobe Acrobat Pro DC will make thumbnails and bookmarks automatically. Thumbnails and Bookmarks are tools to help navigate through the document.
- b. The center pane contains to Record Proper document.
- c. The right pane contains submenus for Adobe Acrobat Pro DC.

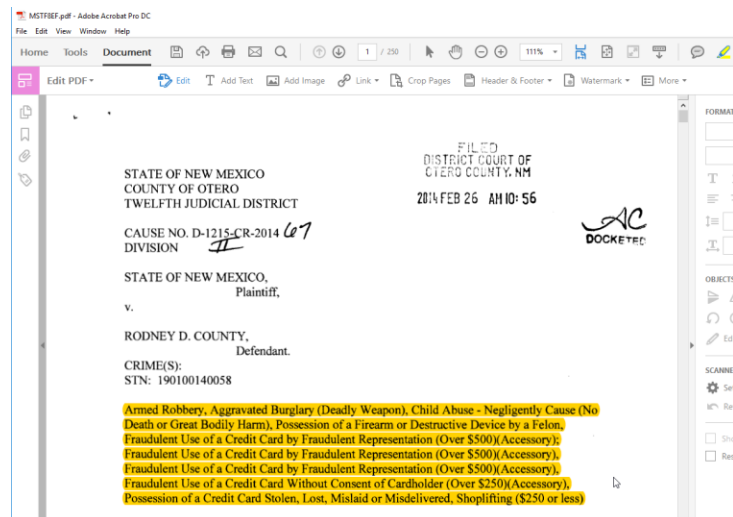
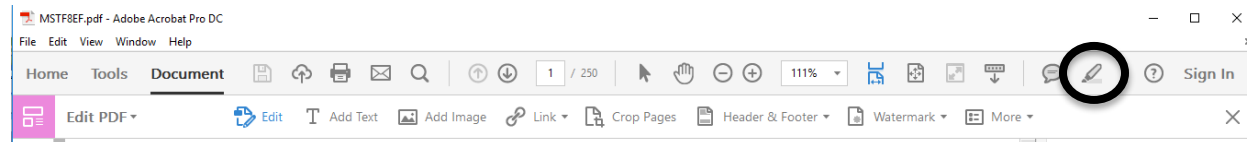


5. Annotating the Record Proper using Adobe Acrobat Pro DC

Adobe Acrobat Pro DC has tools to make it easy to annotate the Record Proper. These tools include the Highlight text tool, the Sticky Note, and the Bookmark.

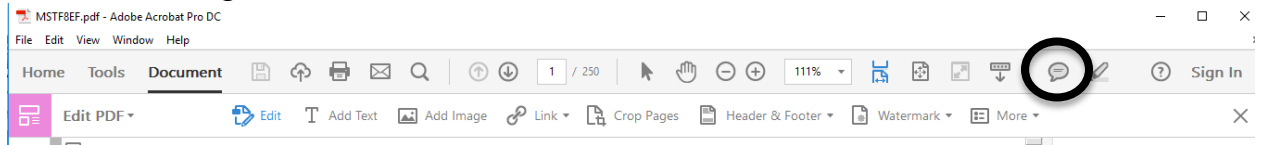
a. Instructions for using the Highlight Text tool

1. Highlight Text tool is found in the very top menu bar. Click on the Highlight tool icon and the cursor becomes a highlighter.
2. Click on the Highlight Tool icon again to stop using this tool.

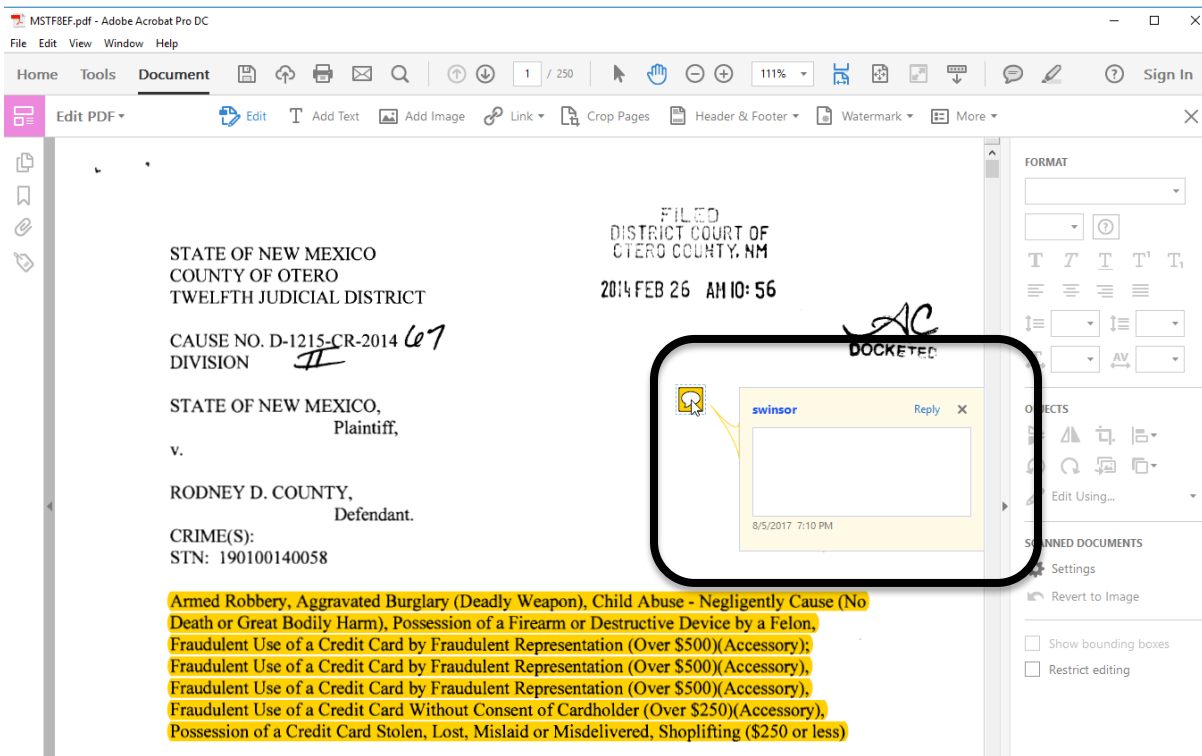


b. Instructions for the Sticky Note tool

1. The Sticky Note tool is located to the left of the Highlight Text tool.
2. Click on the Sticky Note icon and then click in the Record Proper where the Sticky Note should go.

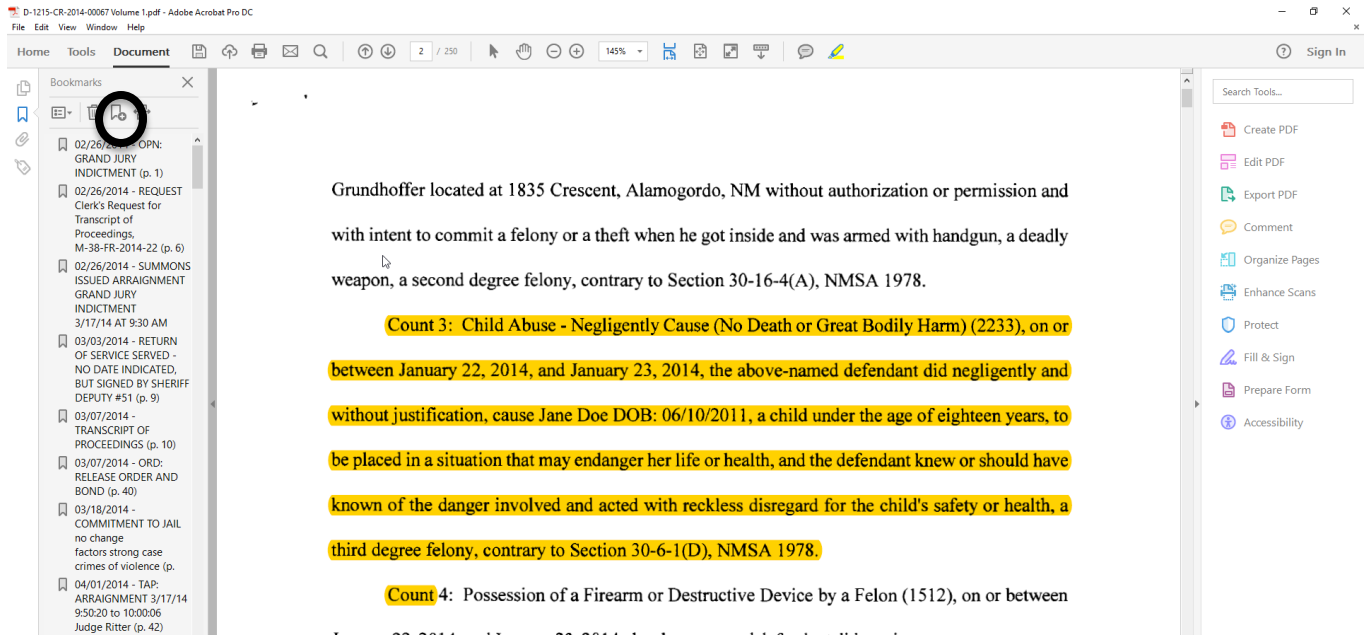


3. Once the Sticky Note box has opened up, type the comment into the box. The Sticky note feature also allows another user to reply to the comment entered into the sticky note.
4. Once Sticky Notes and or highlighted Text have been added to a Record Proper, the user can select the Comment menu and all the sticky notes and highlighted text in the Record Proper display in the right pane. These act as bookmarks and when clicked upon, will take the user to the Sticky Note or Highlighted Text.



c. Instructions for Creating Bookmarks

1. Adobe Acrobat Pro DC automatically creates bookmarks upon opening the document. These bookmarks may be all that is needed.
2. If additional bookmarks are needed, open the bookmark pane. Find the page of the document to be bookmarked, highlight the bookmark which will come before the bookmark being created, then click on the bookmark icon with the + sign.



3. The new bookmark will be created. Type the title for the bookmark in the field and press the Enter key.

