



**Commonwealth of Massachusetts  
Department of Industrial Accidents**

*Formatting Conference Documents  
in PDF*

This tutorial is designed to demonstrate how DIA staff can convert DR-Conference Medical Reports from individual files into a single PDF Conference medical packet.

# Step One - Scanning

Scanning your documents can generally be accomplished using any off-the-shelf scanner or utilizing the scan function on your office copier. Note – nearly every copier manufactured in the last 5 or 6 years has scan to PDF capability. Check your owners manual for more information.

Once you have scanned your documents you will need Adobe Acrobat version 7.0 or later to combine the files, bookmark them and make the documents text searchable using an Optical Character Recognition tool that is part of the Acrobat software.

You have two choices in scanning –

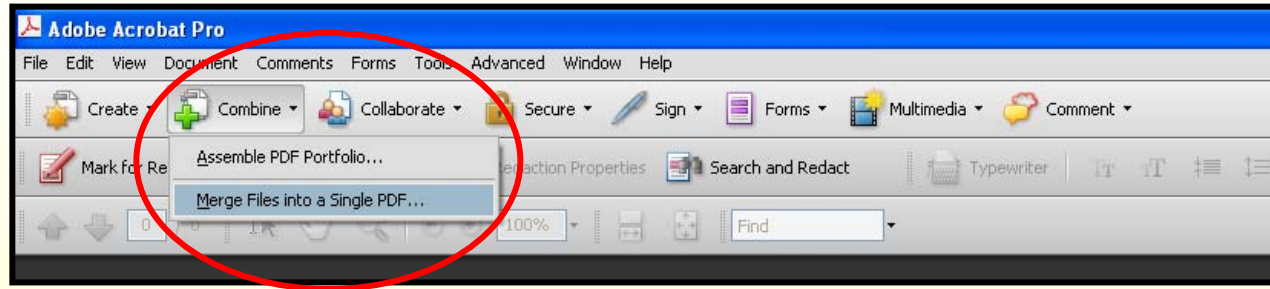
- Scan individual documents, name them and later combine them – see below; or

- Scan the entire packet and then bookmark each document in the packet.

Again, scanning will depend on your machine and its procedure. From here, we are going to discuss how to combine the already scanned documents. It is important to mention when saving individual files in PDF – the naming convention should mirror your conference packet index (i.e. “Report of Dr. Jones 3-21-2002 or Boston Med. Ctr. Records 5-2-2003 to 6-15-2003” etc.)

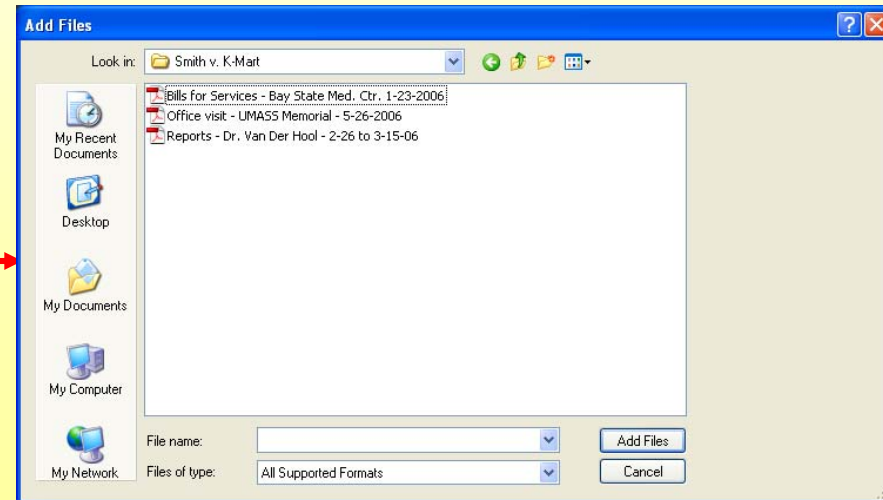
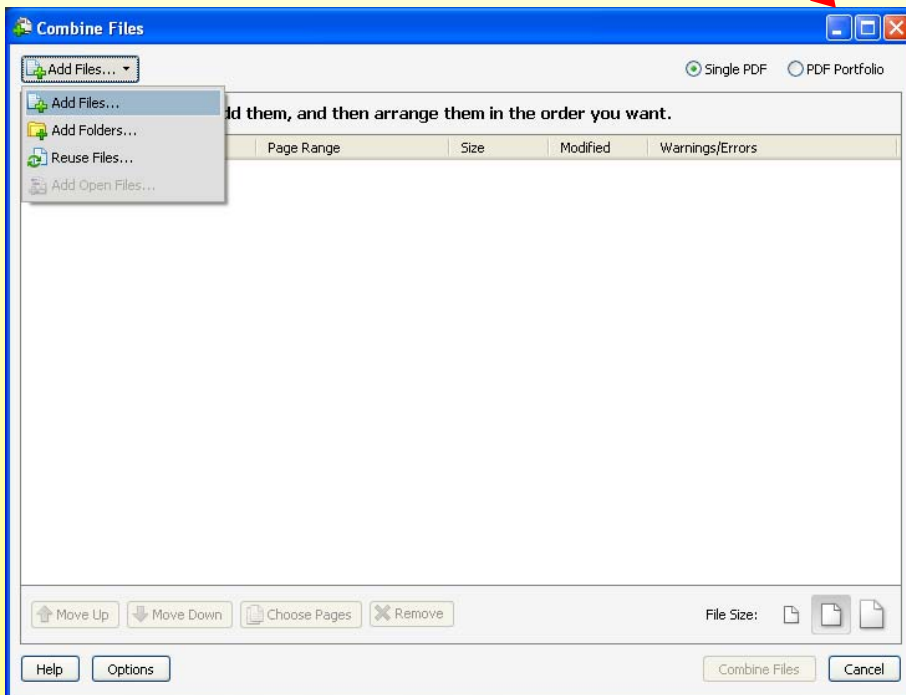
Once you have saved your scanned documents and named them, it will be time to combine them into a single PDF. Using the “Combine” function will accomplish this:

## Combining your PDF files.

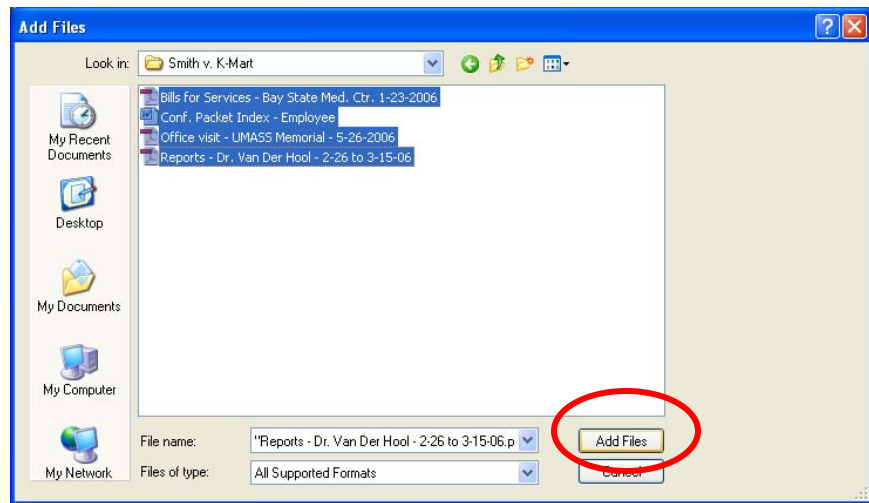


Click on “Combine” and then select “Merge Files into a Single PDF...”

A new window opens – select “Add Files”

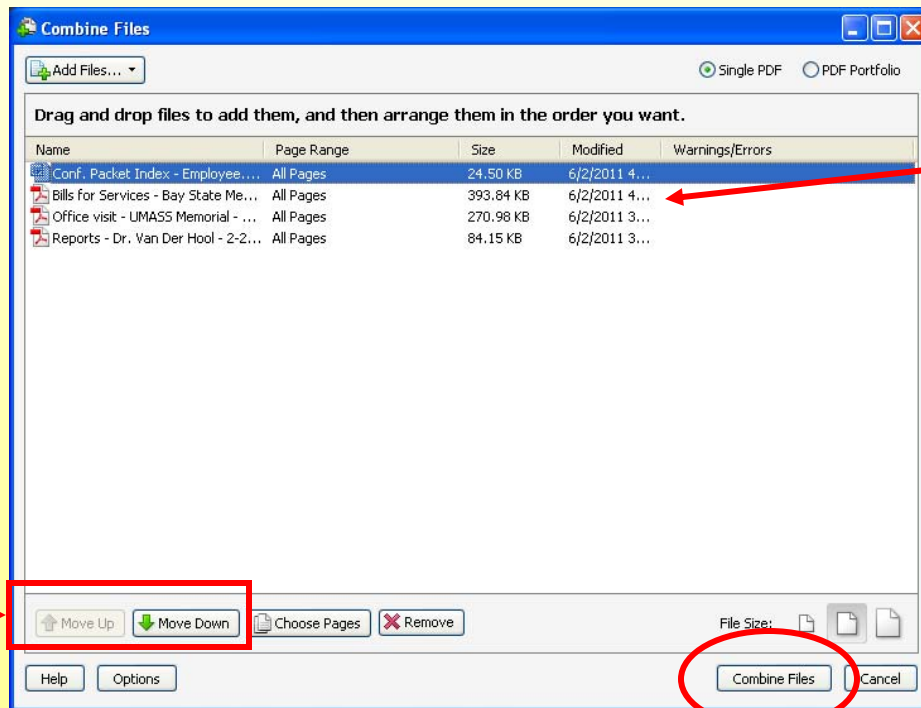


Select the PDF documents (the ones you scanned and named).



Tip – you can select all the documents by holding down the shift key and then clicking on the top and then the bottom file name. You can also select the files one at a time. The order which you select the documents will be the order in which they are combined. Then click on “Add Files.” Be sure to put your Conference Packet Index as the first document. You can also combine other file formats such as Word.

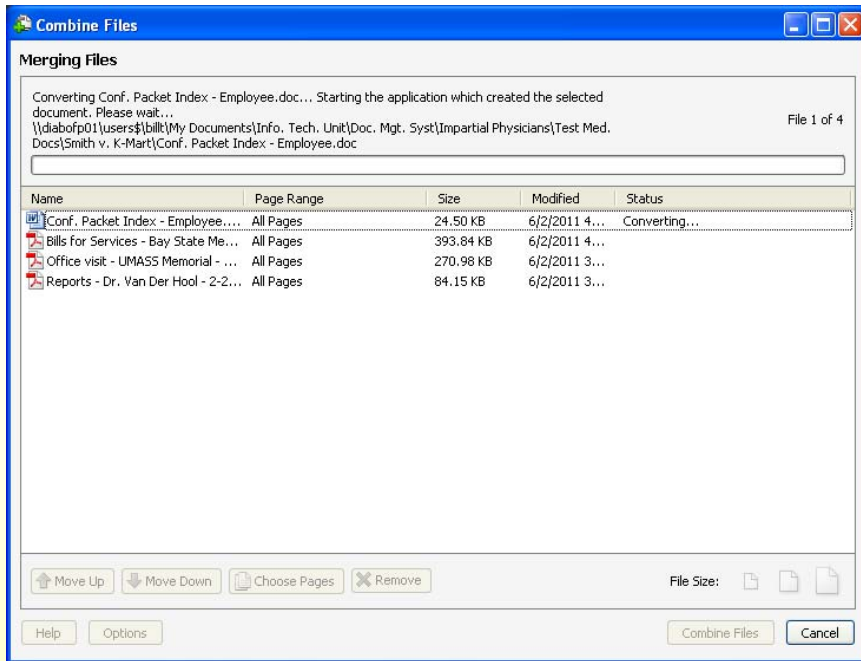
You can rearrange the order of the documents by using the “Move Up” and “Move Down” button shown here.



The “Combine Files” window will then show all the files you selected. You can add more if needed.

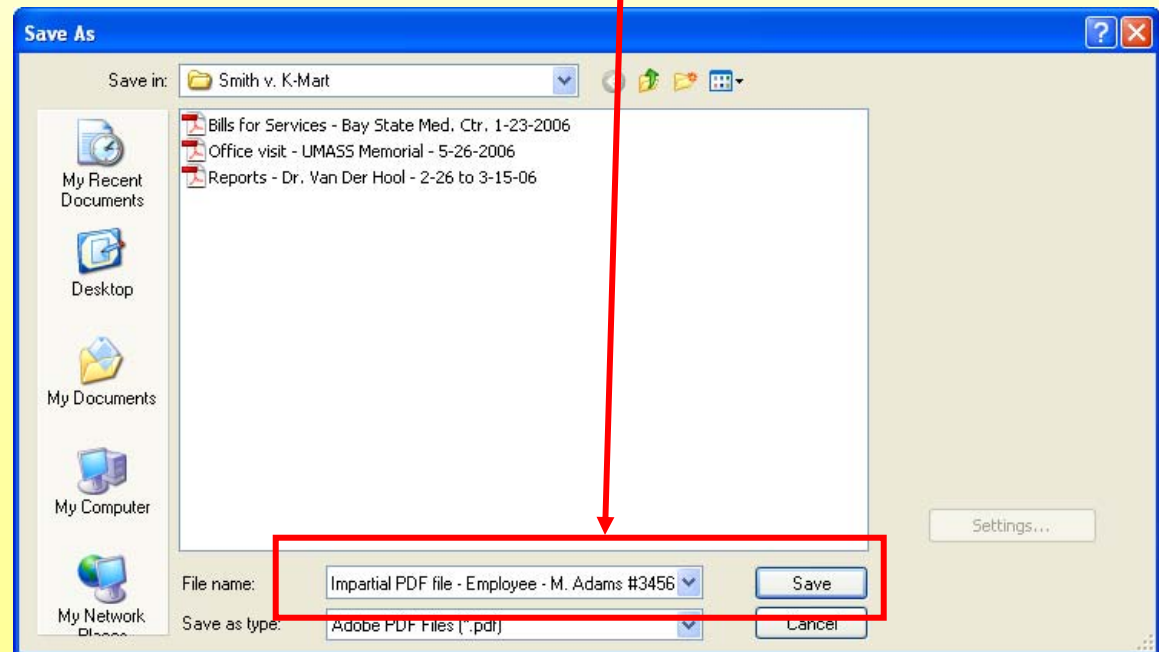
When all have been added, click on the “Combine Files” button in the lower right of the window.

# Acrobat will then begin combining the files



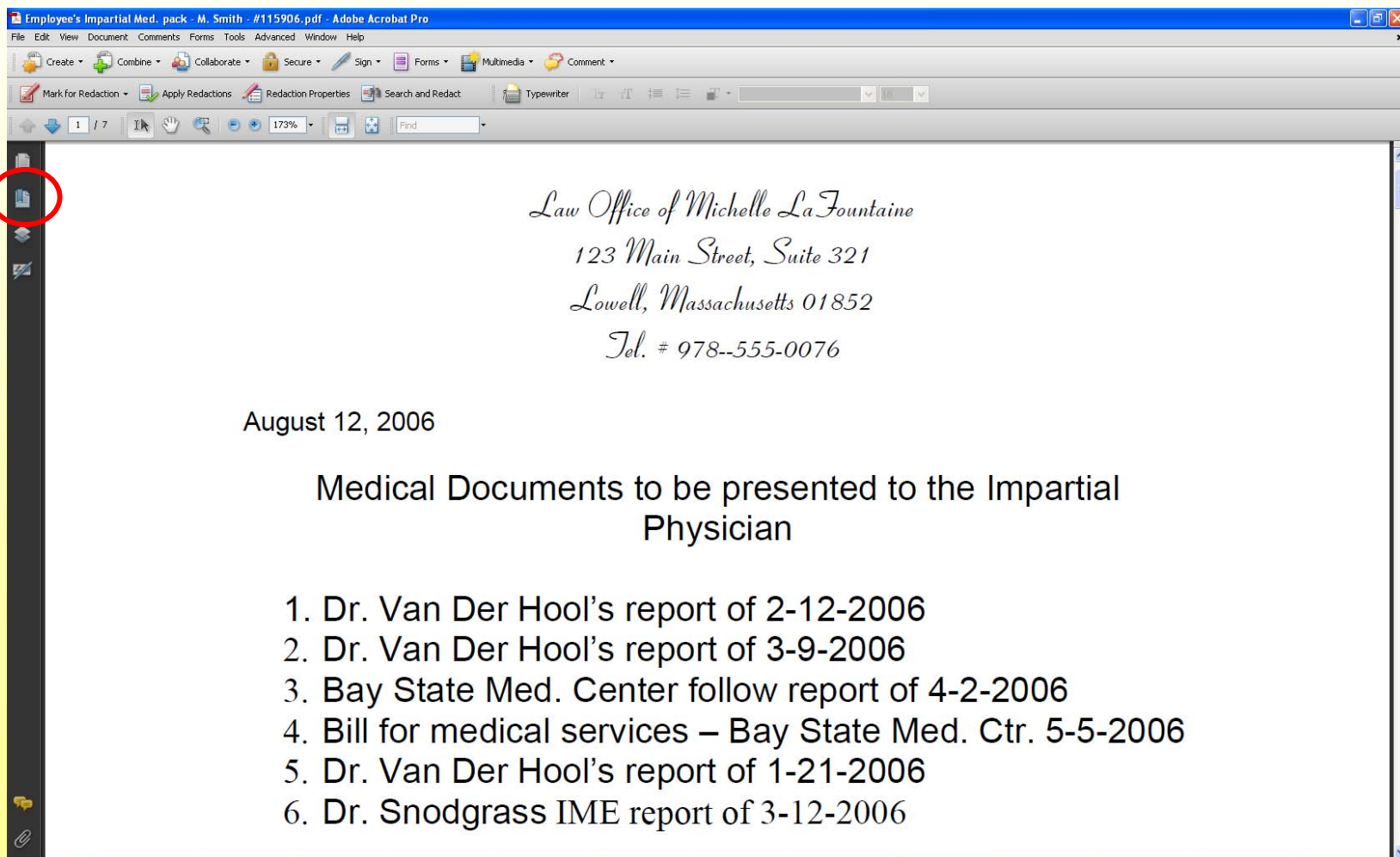
Once all the files have been combined, you will be prompted to save the new combined PDF. This is where the new combined file must be named properly. For example “EE Impartial Med Pack. - Adams -345609”

Note: The procedure for Non-medical submissions is the same. The final combined PDF file should be identified as the Non-med. submission. For example “Ins. Conf. Non-Med. – Adams 345609.”



Your new combined PDF will open.  
You can then save it to your computer  
and to a CD if you choose to submit it  
to the Judge in that manner. In the  
alternative, you can e-mail the packet to  
the Judge's office.

## Viewing PDF w/ Bookmarks



This icon  
allows you  
to view the  
bookmarks.

The bookmarks were automatically embedded when the PDFs were combined. This is how all parties, including the Impartial Physician, will view the conference med. packets.

Embedded  
bookmarks

Employee's Impartial Med. pack - M. Smith - #115906.pdf - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Collaborate Secure Sign Forms Multimedia Comment

Mark for Redaction Apply Redactions Redaction Properties Search and Redact Typewriter

1 / 7 146% Find

Bookmarks

- Conf. Packet Index - Employee
  - Employee's Impartial Med. pack - M. Smith - #115906
    - Employee Impartial Med. pack - M. Smith - #115906
      - Dr. Van Der Hool's rpt. - 2-12-2006
      - Dr. Van Der Hool's rpt. - 3-9-2006
      - Bay State Medical Ctr. follow-up - 4-2-2006
      - Bill for services - Bay State Med. Ctr. 5-5-2006
      - Dr. Van Der Hool's rpt. - 1-21-2006
      - Dr. Snodgrass IME rpt. 3-12-2006

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August 12, 2006

Medical Documents to be presented to the Impartial  
Physician

1. Dr. Van Der Hool's report of 2-12-2006
2. Dr. Van Der Hool's report of 3-9-2006
3. Bay State Med. Center follow report of 4-2-2006
4. Bill for medical services – Bay State Med. Ctr. 5-5-2006
5. Dr. Van Der Hool's report of 1-21-2006
6. Dr. Snodgrass IME report of 3-12-2006

Clicking on each bookmark will jump you to that document!

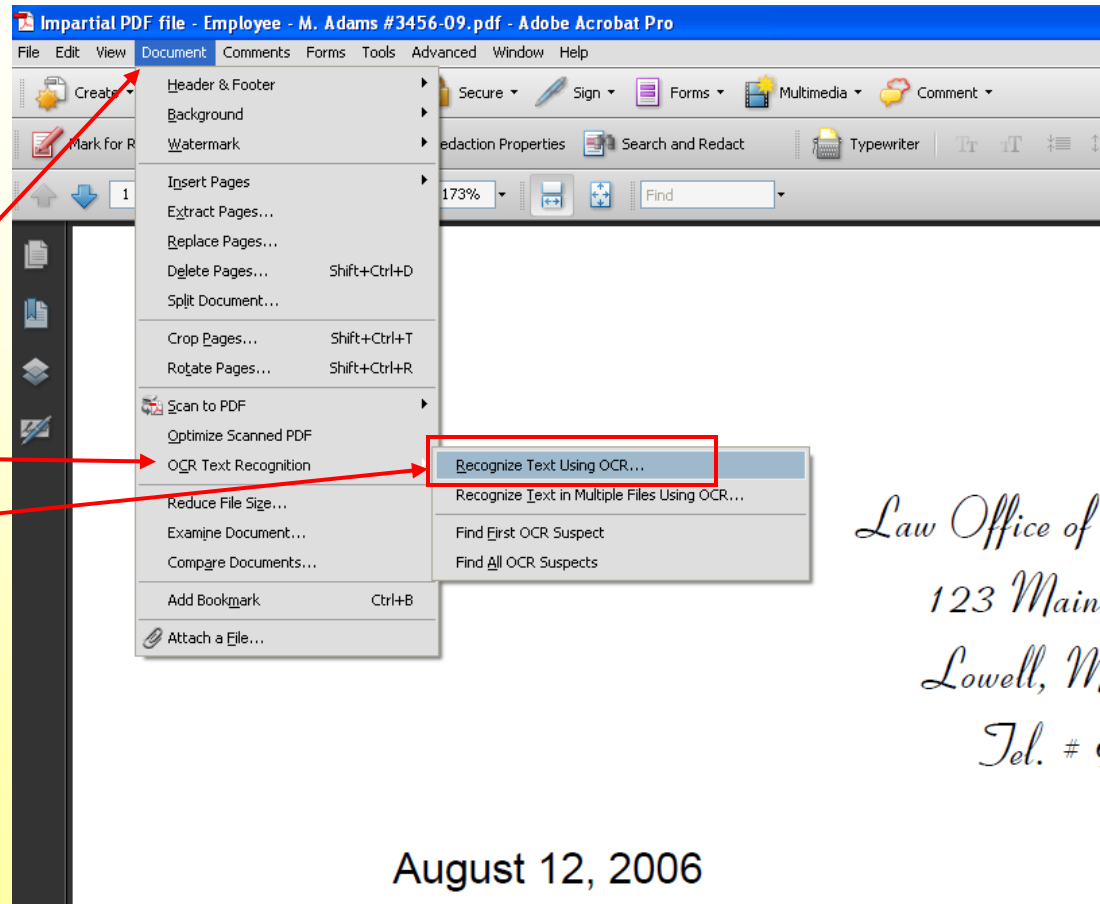
# Optical Character Recognition – Making the Document Text Searchable.

After creating your PDF Conf. Med. and Non-med. packets from your scanned documents, you can initiate the Optical Character Recognition (OCR) function to make the documents text searchable.

First, select the “Document” menu, then “OCR Text Recognition, Followed by “Recognize Text Using OCR...”

A box will pop-up asking which pages you wish to OCR – select all and click OK.

Adobe Acrobat will then begin the OCR process. Depending on the number of pages, this could take a few minutes.



Note: Some documents in your packet may already be text searchable. If that is the case, Acrobat will prompt you that the page is already in a text format and clicking OK will allow it to continue to the next page.

# Submission of PDF Packets to DIA

Your new combined PDF will open. You can then save it to your computer and to a CD if you choose to submit it to the Judge in that manner. In the alternative, you can submit the packets the Judge's office via a on-line file sharing service such as You Send it, Dropbox, MacAfee or others. These services allow you to send the files securely to the recipients - be sure to cc opposing counsel.