

[CC-2004-018]

May 05, 2004

Subject: Wordprocessing Format
Issues in Tax Court

Cancel Date: Upon incorporation
into CCDM

Purpose

This Notice advises Chief Counsel employees of the procedures for the submission of documents on diskettes to the United States Tax Court. This Notice also advises as to procedures for ordering trial transcripts on diskettes.

Discussion

A. Submission of Diskettes to the Tax Court

On September 30, 2003, Microsoft Word became the standard word processing application for the Office of Chief Counsel. See CC Notice 2003-009. Chief Counsel employees no longer have access to WordPerfect, the former word processing application, and cannot reliably convert Microsoft Word documents to a WordPerfect format.

The United States Tax Court generally uses WordPerfect as its word processing application and does not have ready access to Microsoft Word. While the Tax Court prefers the parties to submit documents to the Court on diskettes using a WordPerfect format, the Tax Court will accept diskettes prepared using word processing applications other than WordPerfect, as long as the resulting document is in .pdf (Adobe Acrobat) format.

Adobe Acrobat software can convert Word documents into .pdf format. Adobe Acrobat software can be accessed through Word using the following steps. Due to individual differences on your computer, you may need to omit some of these steps or vary them slightly. For example, on some computers, you will need to omit Step 3, and click on

Filing Instructions: Binder

NO: Circulate ___ Distribute X to: All Personnel X Attorneys ___ In: all divisions

Other ___ National FOIA Reading Room

Electronic Filename: CC-2004-018.pdf Original signed copy in: CC:FM:PM:P

“Convert to Adobe PDF” which will take you immediately to a “Save” box. If after following these instructions, you cannot convert the document, consult your local information specialist.

1. If your computer does not already have it displayed, bring up the PDFMaker toolbar by clicking the left button on your mouse on the following: View; Toolbars; PDFMaker 5.0.
2. Step one should result in the display of two icons. Click on the first (“Convert to Adobe PDF”).
3. A menu box may appear (“Acrobat PDFMaker needs to save the Document before continuing. Do you want PDFMaker to save the Document and continue?”). Click “Yes.”
4. A second menu box appears, prompting you to save the document. Unless you want to rename the document, or save it in a different location, click “Save.” This will save the document as a .pdf file.
5. Alternatively, or if you do not have PDFMaker, you can bring up the eWord toolbar by left clicking with your mouse on: View; Toolbars; eWord. On the eWord toolbar, there is a menu option “PDF.” If you click on this icon, it brings up a menu box captioned, “Save PDF document as” and below that lists the name of the Word document. Click “OK” and it will save the Word document as a .pdf file.
6. You also can save the document as a .pdf file to diskette. After saving the document as a .pdf file above, go into your file menu and select the document. Then right-click and a menu bar will open. One of the options is “Send to.” If you move your cursor over this option, a smaller menu bar appears. One option here is “3½ Floppy [A].” If you left-click this option, the document will be saved to the diskette.
7. If you need to review the document, either open it using the Adobe Acrobat utility or, while in Word, click “File” then “Open.” When the menu box listing your Word files appears, highlight the .pdf file but do not double-click or use the “Open” selection on the menu box. Instead, right-click. From the drop-down menu, select “Open.” This will activate the Adobe Acrobat utility and allow you to view the file.
8. Saving a Word document as .pdf will remove any hyperlinks. If you are required by the Court to hyperlink your citations, you will need to go into the Adobe .pdf document and add the hyperlinks manually.

