

PDF GUIDELINES FOR ECF

CM/ECF only accepts documents in the Portable Document Format (PDF) format, as attachments for filing. The maximum file size allowed for any single PDF attachment is 20 MB. Larger PDFs must be separated into multiple attachments of 20MB or less. There are two primary methods for creating PDF documents:

- Saving or printing text documents into PDF format.
- Scanning imaged documents from paper, to PDF.

NOTE on PDF/A: Users should be aware that future plans call for allowing only PDF/A standard documents which provide greater security. Among other things, creating a PDF/A file effectively "flattens" fillable fields and removes embedded scripts. Most of the current PDF software and word processing applications are capable of creating PDF/A files. Images created by scanning documents will also need to meet the PDF/A standard, so users should ensure that their scanning equipment and software can create PDF/A files. For more information, visit our [PDF/A web page](#).

WORD PROCESSING SOFTWARE

If your version of word processing software, such as Corel WordPerfect or Microsoft Word, offers a **Save as PDF** option, the court recommends using that feature. Otherwise, if you have purchased Adobe Acrobat, you may print to the **Adobe PDF** printer that is automatically installed with the Adobe Acrobat software.

SCANNING TO PDF

For those documents that must be imaged, because a word-processed version does not exist, the preferred method is to scan the document directly into PDF format using Adobe Acrobat and a document scanner.

The quality of a document when scanned, is determined by the level of detail recorded by the scanner. This detail is referred to as the resolution, which is measured by the pixels per inch (ppi). A higher resolution is slower to scan, and creates a document with a larger file size. Unnecessarily large files slow both the uploading of documents into CMECF, and also the retrieval of the documents, from the application.

Most often, scanners should be set to scan in black and white, to minimize file size. Some documents (those that contain shaded boxes, for example) may require scanning in grayscale mode, instead. This setting will produce a file that is larger in size, than a document scanned in black and white. Scan in color only when absolutely necessary (perhaps for exhibits originally produced in color).

Resolution Settings as Recommend by NARA (National Archives and Records Administration)

Black and White (1-bit) scanned at 300-600 ppi. This is appropriate for documents that consist exclusively of clean printed type possessing high inherent contrast (e.g., laser printed or typeset on a white background). Scanning at 600 ppi is recommended.

Grayscale (8-bit) scanned at 300-400 ppi. This is appropriate for textual documents of poor legibility because of low inherent contrast, staining or fading (e.g., carbon copies, thermofax, or documents with handwritten annotations or other markings), or that contain halftone illustrations or photographs. Scanning at 400 ppi is recommended.

3olor (24-bit RGB [Red, Green, Blue]) scanned at 300-400 ppi. Color mode (if technically available) is appropriate for text containing color information important to interpretation or content. Scanning at 400 ppi is recommended.

OCR (Optical Character Recognition)

A document scanned with the OCR feature will be text-searchable, unlike the pure image file. The drawback to creating a document through the OCR process is that it is generally only about 95% to 97% accurate. Different packages claim different accuracy rates; no package claims 100% accuracy. Even a 3% error rate can add up to a fair number of errors, depending on the size of the document. Fixing each error will substantially increase the amount of time needed to prepare the documents. As with all documents produced through OCR, correcting the errors slows the process, although the resultant PDF file is substantially smaller in size than the scanned document (estimated at 1/16 the size of the scanned file).