

PDF and Scanning Tips



U.S. District Court
Northern District of Oklahoma

PDFs and Scanning

HELPFUL TIPS

- ◆ If you use Adobe Acrobat to create PDFs, the “print to PDF” option creates smaller files than “Publish to PDF.”
- ◆ If you are using a wordprocessor program to convert to PDF, before printing to PDF, perform a “File/Save As” and save the document as a normal WordPerfect document. This cleans up the document and gets rid of any embedded code that might be present, but not visible, before the document is converted to PDF.
- ◆ Minimize the number of font styles used in the document. Try to avoid TrueType fonts when possible, as some tests have shown that these fonts drastically increase the size of the document.
- ◆ Text documents are much smaller than imaged documents. This means that a document you convert to PDF using your word processor could be approximately 20% of the size of a scanned version of that same document.
- ◆ Try to title PDF documents off of the CM/ECF Menu, instead of using creative titles.
- ◆ Consider not converting your document to PDF until you have the final version—this helps you to avoid filing the wrong version.
- ◆ Use 200dpi for scanning documents.
- ◆ Set image type to black and white bitmap, text (image only), or line art
- ◆ Do not use OCR or Textbridge. For filing purposes only an image of the document is required.
- ◆ Use black ink, if possible. Blue ink and pencil do not scan well. If necessary, make a copy of the document before scanning it, and darken with the copy machine settings.
- ◆ For large documents, where only the last page has a signature, consider converting the document to PDF using your word processor, and only scanning the signature page. Next, use your PDF creation program (e.g. Adobe Acrobat), to combine the two PDF files.

FILE SIZE LIMITS

- ◆ Check the size of the scanned document before uploading it to CM/ECF. The size limit is 5MB per document. To check the file size, locate the file in Windows Explorer, right click on the file, and choose Properties.
- ◆ When adding the PDF, if you have attachments, always enter the description on the attachments, and try to be detailed. There is no limit to the number of attachments, but no single attachment should be above 5MB. Remember, any attachment to a pleading should be filed as an attachment through CM/ECF.

- ◆ Estimated number of pages in a 5MB scanned document:
 - ◆ Plain text, correspondence, pleadings, etc. 75-115 pages
 - ◆ Tables, charts, extensive graphics 30-40 pages
- ◆ If a scanned document is larger than 5 MB, you must load it on to CM/ECF as separate files.

PDF SOFTWARE

There are many PDF software applications. Adobe Systems invented the format, but other companies offer their own version of the software. Below is a list of companies we know of, who offer PDF software. You can search the web to find more detailed information about the PDF products that these companies offer. Please keep in mind that this is only an informational list, not an endorsement.

- ◆ Adobe Acrobat by Adobe Systems
- ◆ AdLib Publisher by AdLib
- ◆ BCL easyPDF by BCL Technologies
- ◆ eDocPrinter PDF Pro by Iteksoft
- ◆ eXPert PDF Printer by Visage Software
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