

### Suggestions for scanning documents to PDF files for uploading to ECF

All files uploaded to the ECF system (with the exception of the creditor matrix), must be uploaded in PDF (Portable Document Format). These files can be created by using Adobe Acrobat or other PDF creation software or by scanning printed documents. Creation of the documents using word processing software and PDF file creation software such as Adobe Acrobat is preferred to scanning.

If the user attempts to upload a file that is not the correct format, the system will reject the file and will not allow the completion of the transaction. If the user attempts to upload a file that is too large, the system will “time out” and not allow the completion of the transaction. Several guidelines should be considered when scanning a printed document to create a .PDF file.

Each scanner is different and the instruction manual for the scanner should be consulted for specific instructions regarding settings.

#### **In general, the following guidelines apply:**

1. The scanner should be **set to scan at 200 dpi (dots per inch)**, (if the image is unreadable at 200 dpi, set scanner to 240 or 300 dpi)
2. The scanner should be **set to a page size of 8 ½” x 11”**
3. The scanner should be **set to create a .pdf output file**,
4. The document should be scanned as an image (not editable text),
5. The document should be **set to scan in black and white** (documents scanned with the scanner set to allow for color or grayscale will produce a document that is too large),
6. The maximum file size for an individual PDF files is 4MB and the file size should be checked prior to uploading.

In order to verify the size of the file prior to uploading, use Windows Explorer to navigate to the location of the file on the computer. Right-click on the file and select properties. The file size will be displayed and should be smaller than 4MB. Generally, 50 pages of text should not exceed the 4MB file size limit. If the file is larger than 4MB, verify that the scanner is set to 200 dpi and the type is set to a black and white image. If the settings are correct and the document is simply a very large document (or has graphics causing the file to be larger), the document must be split into multiple documents with each additional file uploaded as an attachment to the original.