

## Frequently Asked Questions about Portable Document Format (PDF)

Electronically filed documents must be submitted in PDF format. Documents are put in PDF format in one of two ways:

- (1) **Conversion.** Electronic documents, such as pleadings or motions created in a word processor, are converted electronically to PDF format when they are saved or printed.
- (2) **Scanning.** Printed paper documents are scanned and saved in PDF format.

Documents created in an attorney's office using WordPerfect or Microsoft Word 2007 or later can be converted directly to the PDF format by the program itself. Or the firm can install Adobe Acrobat or other similar add-on products that enable text documents to be converted to PDF format when they are printed. Scanning a document is necessary only when the document is not available in digital form, or when court rules require the document to contain an original signature.

Many judges prefer electronically filed documents be "text searchable," meaning essentially that it is possible to find individual words within the document. Electronic documents converted directly to PDF are generally text searchable. Documents scanned to PDF are not text searchable. Using OCR software to create searchable text adds significantly to the file size and may make the file too large. It is preferable to convert the file rather than scan it.

### 1. How do I know if I have the ability to create a PDF?

1. If you have Corel WordPerfect Version 9 or above, you do. All you need to do is click **File => Publish to PDF**.
2. If you have MS Word 2007, you might. Click the **Ribbon**, then click **Save As**. If you see the option for PDF or XPS, you have the plug-in already. If not, you should see instructions about how to download and install a free plug-in from the Microsoft website.
3. If you have MS Word 2010 or later, you do. Click the File menu and select Save As. Choose PDF from the File Type menu.
4. For Microsoft Windows computers, you do have PDF conversion if when you click **Start => Settings => Printers**, you see a PDF printer listed, such as Acrobat Distiller, PDF writer, PDF995 or any PDF-like listing.

There are other PDF converters that work other ways (custom programs, e-mail PDF servers, special directories, etc.), please check with your local computer support personnel to see if you have any of these.

## 2. The electronic filing system says my file is too big to attach. What is "too big?"

The Missouri eFiling System will not allow any **individual** PDF document larger than **7.0MB** (or 7,000KB) to be attached to a filing. Note that your combined file size if submitting multiple filings is 21.0MB.

Converted (rather than scanned) documents rarely exceed 7.0MB since you usually can get hundreds or thousands of pages into a 7.0MB file. Scanned documents can be problematic since scanning creates a MUCH larger file size for the same number of pages compared to a converted document. There is no way to tell exactly how many pages you can get into a file under 7.0MB when scanning, but here are some examples:

- 100 pages **converted** to PDF may be only **1.5MB or less**
- 200 pages **scanned** to PDF may range from 6.98MB to 9.3MB
- 203 page transcript converted from RTF (rich text format) to PDF by the transcript software can be as little as **393KB**

Sample Scanning Test to Determine File Sizes:

Document	Pages	Method/Type	File Size
Transcript	203	Rich Text Format	414 <b>KB</b>
Transcript	203	PDF Converter	393 <b>KB</b>
Transcript	203	Multi-Function Printer	84.7 MB
Transcript	203	ScanSnap	6.2 MB
Transcript	203	6130	7.2 MB
Book	200	ScanSnap	9.98 MB
Book	196 blank page removal automatic	6130	9.33 MB
Book	304	Xerox Conversion	23.6 MB
Book	200	Multi-Function Printer	94.6 MB
Transcript	100	Acquire scan	6+ MB

If your document has a small number of pages in relation to the file size, it very likely is a scanned file.

In many cases using file compression will greatly reduce the file size in scanned PDF files. Compression settings may be found in your scanner software. You must consult your scanner's documentation or the manufacturer's website/helpdesk for assistance with using your scanner. It is very unlikely the OSCA Help Desk has information about your specific scanner.

## 3. How do I tell the size of my PDF file?

When you have the file open in Adobe Acrobat Reader, you can get a document summary that will tell you a number of things about the file, including its size. Simply type **Ctrl-d** or click **File=>Properties=>Description** to open the dialog box. File size

may be listed in KB (kilobytes) or megabyte (MB). 1000KB = 1MB. The Missouri eFiling System will not allow you to attach any single file larger than 7.0MB (7,000KB). You also can look at the file size from within Windows Explorer.

#### 4. If my PDF file is too big, what are my options?

You have a number of simple options:

1. Split the file in to 7MB segments. If you are using Adobe Acrobat Pro to create your PDF files, [instructions to split files are located here](#). Alternately, a free service available to attorneys is located at [www.splitcourt.com](http://www.splitcourt.com).
2. If your PDF was created by using a scanner, did it have to be scanned? Only documents which exist in paper-only must be scanned, all others can (and should) be converted from the original computer file. If your document exists anywhere electronically (Word, WordPerfect, Excel, website, etc.) it is MUCH better to **convert** your document to PDF rather than print it and scan it.
3. In **most** circumstances, you do NOT need to scan to prove the existence of signatures. If you do need to scan documents for signature, ONLY the page with the signature should be scanned. The remainder of the document should be created by conversion.
4. Is your scanner trying to perform optical character recognition (OCR) on the file? OCR processing can add to file size. Refer to item 1 above and determine if scanning was the only option to create the file. If so, be sure your scanner is not adding OCR to the scanning process.

#### 5. What are the recommended scanner settings?

If it is necessary to scan your document to convert it to PDF format, the recommended settings are listed below.

1. Image Resolution: 300 dpi (dots per inch)
2. Black and White or Color: Black and White (never grayscale or color) avoid "photo" settings
3. Compression: select the *compression* that will create the smallest file size. Depending on the number of pages in your document, standard may be acceptable, but generally large files as a compression setting will be too large to submit electronically. Be sure you are adjusting compression and NOT resolution. Resolution should not be less than 300 dpi.
4. Page Size: 8.5" x 11" unless your document is smaller. In that case set to actual size.

## **6. Will the Missouri eFiling System accept PDF/A documents?**

No. The Missouri eFiling System cannot accept PDF/A formatted documents. The creation of a PDF/A document includes protecting it for archival storage. The Missouri eFiling System cannot accept any PDF document with any form of protection, security, encryption or digital certificate.

## **7. My document changes when I make it a PDF; what's happening?**

Adobe calls this "flowing." Depending on the font, the printer selected and other characteristics of the context, a document may undergo some changes when it's rendered into PDF. Using Distiller instead of PDFwriter is supposed to better preserve the document's original appearance, according to Adobe. Adobe has a good set of technical documents at their website. One directly addresses ways you may attempt to address flowing problems.

Another work-around is to set your PDF printer as your "Default Printer" before opening the document, then open the document, edit it to correct any format errors, save it and try printing (converting) to PDF again.