

CM/ECF Page Size Limitations

The ECF system will not accept PDF documents larger than 20MB. Documents larger than 20MB will need to be divided into smaller documents that are no more than 20MB in size. Some guidelines are as follows:

1. Documents created with a word processing program such as WordPerfect or Microsoft Word and correctly converted or published to PDF will generally be smaller than a scanned document. To create a compact PDF file, use the following settings in your word processing software:
 - a. The output should be in **grayscale**. Color makes the document much larger.
 - b. Use **Basic Font Sets** and not embedded fonts.

A 400-500 page document published in this fashion will most likely equal 20MB.

2. Documents scanned to PDF are generally much larger than those created using a word processor. If graphs or color photos are included, several pages may exceed the 20MB size limit.
 - a. Your scanner output should be set **not to exceed 200-300 DPI resolution**.
 - b. Color scanning should not be included at all. Again, use **grayscale**.

A 300 page document scanned to PDF will most likely equal 20MB.

3. To verify that the size of the document meets the 20MB limit, right-click on the PDF document and select **properties**. This will open a window that provides the file size information. If the file size is less than 20MB, then it can be filed electronically. If it is more than 20MB, then it will need to be divided into two or more files, with each file being 20MB or less. As a rule of thumb, **1024KB = 1MB**.