

File and Serve PDF Information for Averting Failed Submissions

Computer File Size Measurements:

- Largest - Gigabyte (GB)
- Large - Megabyte (MB)
- Small - Kilobyte (KB)

File and Serve File Size limits:

- 25 MB per file
- 35 MB per envelope

File and Serve DPI Limits:

- 200-300 dpi (200 better)
- Note this on both the scanner settings and the Adobe PDF Printer preferences

Formatting:

- Black and White
- Pages must be 8.5" x 11" (right click in document and select Properties to see page size)
- NO landscaped pages (these can be rotated to portrait on a single page using Adobe Pro Tools, Organize Pages or on the whole document by right clicking and selecting Rotate Page)

Check for Embedded Fonts:

- In the PDF, right click and select Properties
- Click the Fonts tab
- If the window is blank, there are none

Reduce the File Size (compress):

- Make all pagination and comments on document first;
- Combine the PDFs;
- File, Save as Other, Reduced Size PDF, OK to Retain Existing, Select Location, Rename File, Save
- Check the PDF for image quality
- If the file size exceeds the limits, break the PDF into multiple files and repeat the process.

PDF Page Limit to Maintain the File Size:

- This is entirely dependent on the content of the PDF, but (anecdotally) a PDF that has been created by scanning or by printing to the PDF Printer can meet the 25 MB limit by keeping it to around 100 pages