



**United States District Court
District of New Jersey**

Quick Guide to CM/ECF Page Limitations

The ECF system will not accept PDF documents larger than 7MB. Documents larger than 7MB will need to be divided into multiple smaller documents that are no more than 7MB. Some guidelines are:

1. Documents created with a word processing program such as Word Perfect 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 setting in your word processing software:

A. The output should be in **Grayscale**. Do not use Color.

B. Use **Basic Font Sets** and **No Embedded Fonts**.

A 200 to 250 page document published in this fashion will most likely equal 7MB.

2. Documents scanned to PDF are generally much larger than those created using a word processor. If graphs or color photos are included, one page may exceed the 7MB size limit.

A. The scanner settings should be **Grayscale** and **300 dpi**. Do not use Color.

B. To better support archival preservation, the National Archives and Records Administration requires standards for scanning resolution be set at 300 dpi/ppi, no lower.

A 175 to 200 page document scanned to PDF will most likely equal 7MB.

3. To verify that the size of a document meets the 7MB limit, right click on the pdf document and select **Properties**. This will open a window that provides file size information. If the file size is less than 7MB, then it can be filed electronically. If it is more than 7MB, then it will need to be divided into two or more files, with each file being 7MB or less. (**1024KB equals 1MB**).