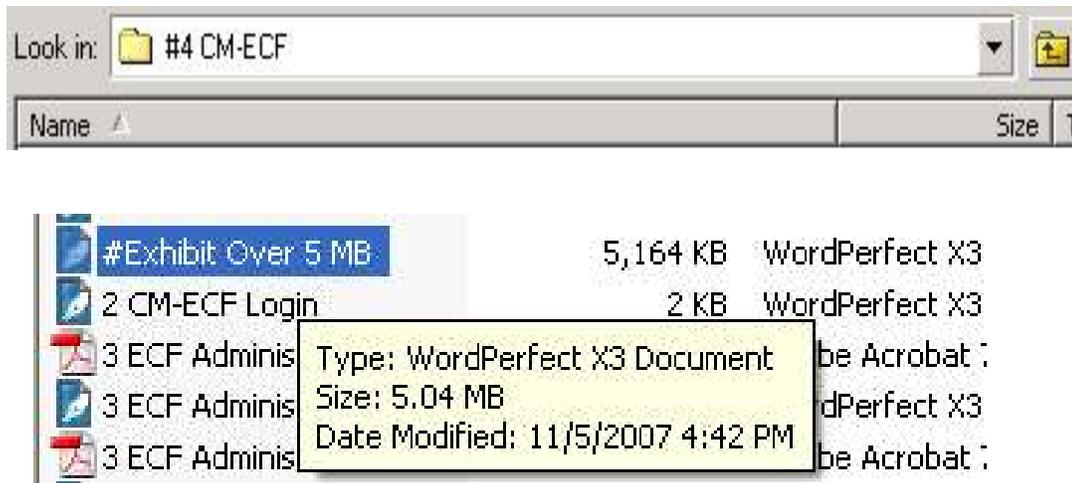


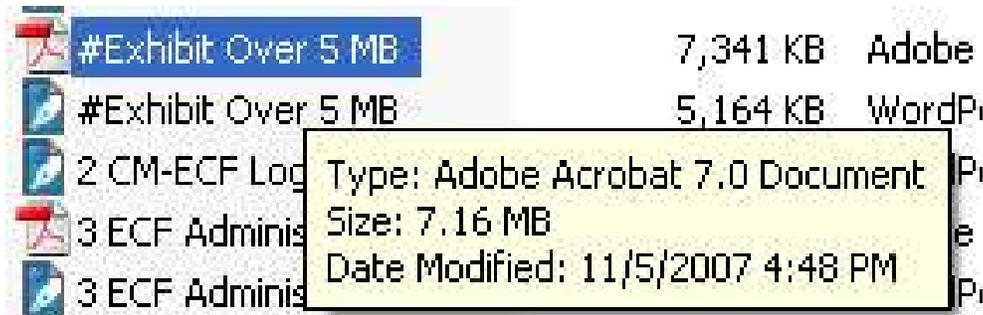
Checking the Size of your Document Before Filing and Reducing the Size During Conversion to PDF

Documents, attachments and exhibits must be no larger than the recommended five megabytes (5MB) or the ECF system will reject the filing. You can check the size of your Word or WordPerfect document before converting it to a PDF, then check it again after it has been converted, as the sizes will differ. In this example we are using WPX3 and Adobe Acrobat 7.0.

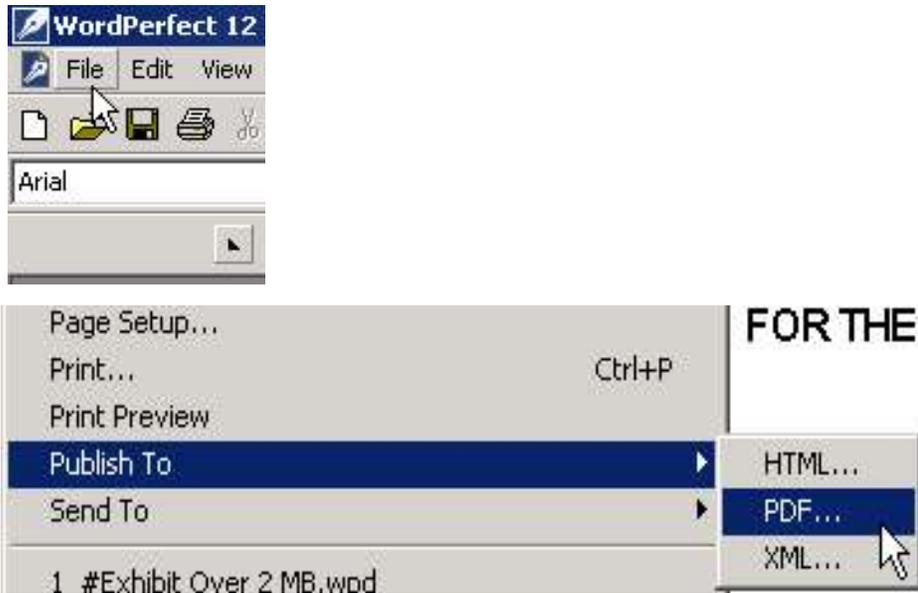
1. After creating and saving your document, hold the cursor over the title (or click on the title to highlight and continue to hold the cursor over the title) and the size will pop-up as shown below:



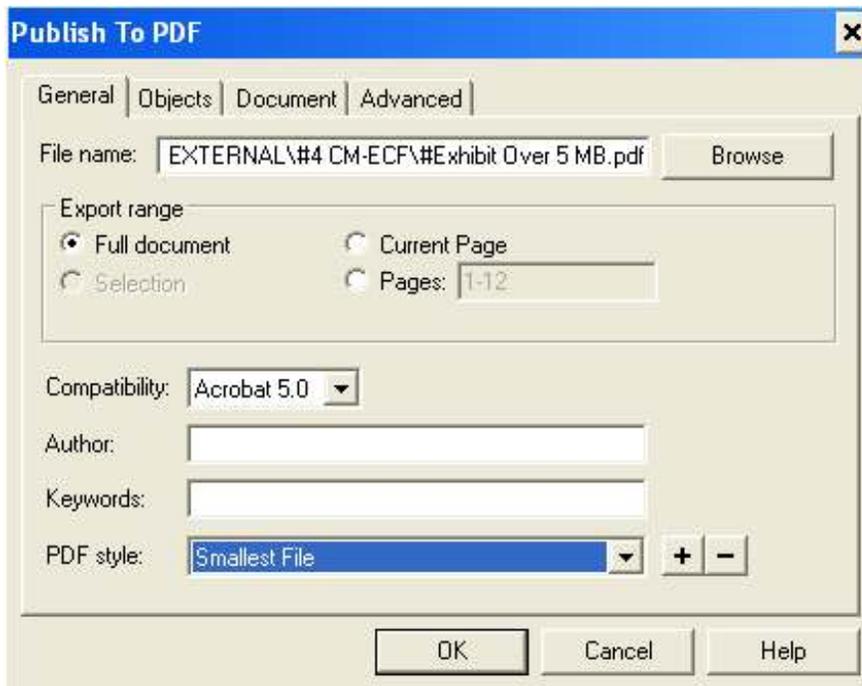
2. **DO NOT DO THIS STEP.** During conversion to PDF, if converted using the default settings, the document will grow in size. In this example, note the size of the PDF document below. It is larger in size than the WP document.



3. Instead, convert the document and reduce the size at the same time. While your WP document is open, click on **File**, then scroll down and click on **Publish to PDF**:



4. Click on the arrow beside **Compatibility** and change to a minimum of **Acrobat 5.0**. Next, click on the arrow beside **PDF style** and select **Smallest File**, then click OK:



5. Check the size of the PDF document. In this example, the same document is now within the 5MB limit and will not have to be split. Should the size still be over the 5MB limit, see the instructions title *Splitting a PDF Document*.

 #Exhibit Over 5 MB	845 KB	Adobe Acrobat
 #Exhibit Over 5 MB	5,164 KB	WordPerfect :
 2 CM-ECF Login		Type: Adobe Acrobat 7.0 Document t :
 3 ECF Administrative	Size: 844 KB	ba
 3 ECF Administrative	Date Modified: 11/5/2007 4:53 PM	t :