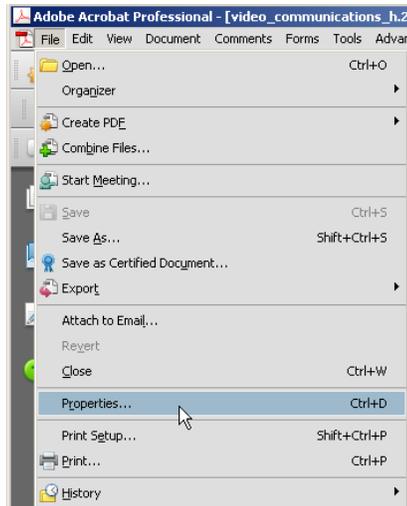


Checking the Size of a PDF file

Files larger than 5MB will not be allowed for submission into the CM/ECF system. Follow these steps to check the file size.

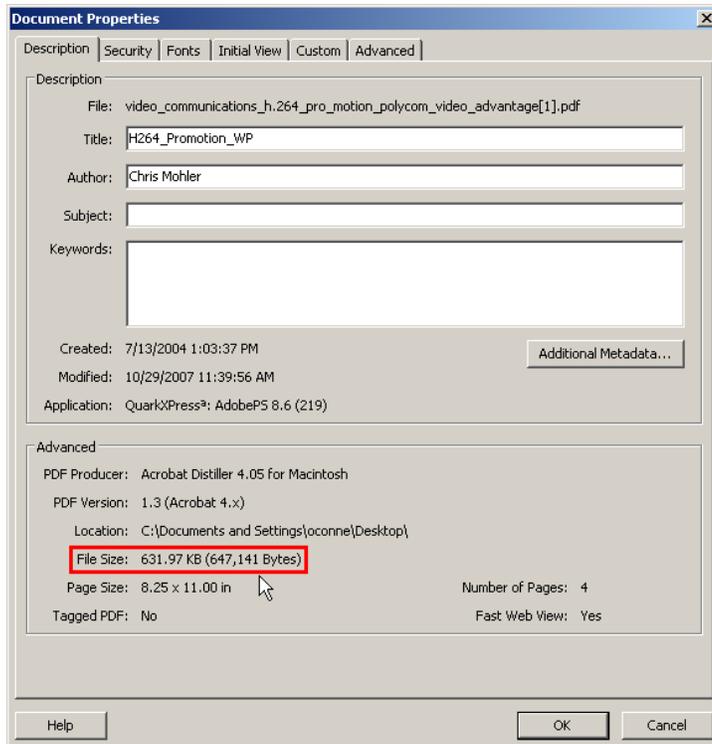
If the file is currently open in Adobe Acrobat...

1. Click **File** and then click **Properties...**



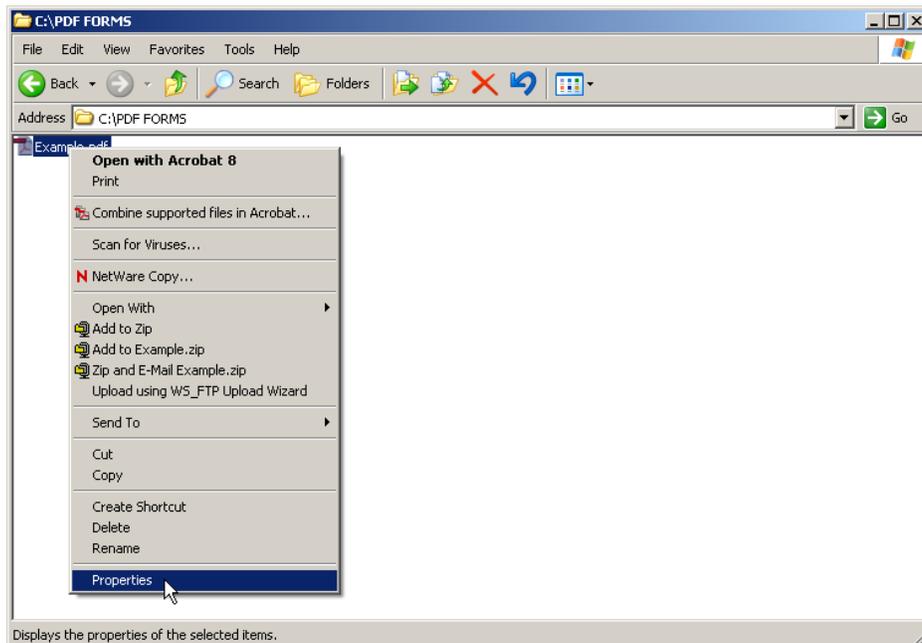
2. On the “Description” tab, under the “Advanced” section, you should see a “File Size” field.

Note: In the example below, the PDF is 631.97 KB. This PDF will upload successfully because it is less than 5 MB. There are 1024 kilobytes (KB) in 1 megabyte (MB), so the PDF file must be under 5 MB or 5120 KB.



If the file is not open, but you know where it is saved, then follow these steps...

1. Browse to the location where you have saved the PDF file and right-click on the file and then click **Properties**.



2. On the General tab of the Properties screen you will see the file “Size” and the file “Size on Disk.” As long as these numbers are not over 5 MB, you will be able to properly upload the file into the CM/ECF system (5120 KB = 5 MB).

