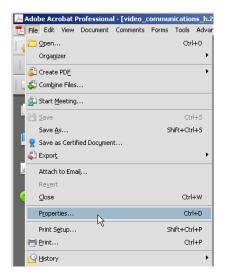
## Checking the Size of a PDF file

Files larger than 30MB 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...



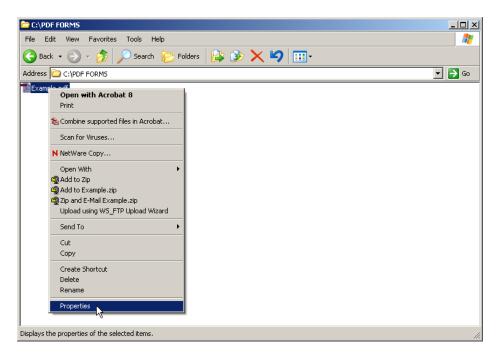
2. On the "Description" tab, under the "Advanced" section, you should see a "File Size" field.

**Note**: In the example below, the PDF is 631.97 KB. This PDF will upload successfully because it is less than 30 MB. There are 1024 kilobytes (KB) in 1 megabyte (MB), so the PDF file must be under 30 MB or approximately 30000 KB.

Document Prop	erties	2
Description Se	curity Fonts   Initial View   Custom   Adv	anced
File:	video_communications_h.264_pro_motion_	polycom_video_advantage[1].pdf
Title:	H264_Promotion_WP	
Author:	Chris Mohler	
Subject:		
Keywords:		
	7/13/2004 1:03:37 PM	Additional Metadata
Modified:	10/29/2007 11:39:56 AM	
Application:	QuarkXPress <sup>a</sup> : AdobePS 8.6 (219)	
Advanced		
PDF Produce	r: Acrobat Distiller 4.05 for Macintosh	
PDF Version	n: 1.3 (Acrobat 4.x)	
Locatio	n: C:\Documents and Settings\oconne\Desk	<top\< td=""></top\<>
File Size	e: 631.97 KB (647,141 Bytes)	
Page Siz	e: 8.25 x 11.00 in 🔓	Number of Pages: 4
Tagged PD	F: No	Fast Web View: Yes
Help		OK Cancel

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 30 MB, you will be able to properly upload the file into the CM/ECF system (30000 KB = 30 MB).

Example.pdf Properties			
General PDF	Security Summary NetWare Version		
PDF	Example.pdf		
Type of file:	Adobe Acrobat Document		
Opens with:	😕 Adobe Acrobat 8.1 Change		
Location:	C:\PDF FORMS		
Size:	29.3 KB (30,042 bytes)		
Size on disk:	32.0 KB (32,768 bytes)		
Created:	Today, November 27, 2007, 12:15:27 PM		
Modified:	Today, November 27, 2007, 9:37:29 AM		
Accessed:	Today, November 27, 2007, 2:52:42 PM		
Attributes:	Read-only Hidden Advanced		
	OK Cancel Apply		