

## W.D.N.Y. Bankruptcy Court - Document Size Guidelines

The size of a PDF file cannot exceed **six (6) megabytes**.

The number of pages that make up 6 megabytes depends on the program used to create the file, the color settings, scanner settings, etc.

**\*\*It is recommended to determine your pdf file size *by megabytes* rather than *by number of pages*.\*\***

Filers will receive an ERROR message if a document exceeds this maximum limit and will be prevented from completing the transaction. The document must be divided into smaller pdf files. When filing the divided and smaller pdf files, attach them as supportive documents.

ERROR: The PDF file exceeds the maximum size of 6 MB. You must divide the document into smaller PDF files to continue.

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### The following recommendations should be implemented:

1. When using scanning equipment, set your scanning devices to **Black+White format** with a **maximum resolution of 200dpi**.
2. When converting Word or WordPerfect documents to PDF format, set your **Adobe PDF Print Preferences and Device Settings** so that pdf's are saved in the default format of no greater than **200dpi and Black+White**.

### Instructions to view the file size of your pdf: Note: 1,000 KB equal 1 MB (megabyte)

1. Open original PDF file in your **Adobe Acrobat software**.
  - a) Select 'File' from the Adobe Acrobat taskbar.
  - b) Select 'Properties'. (if applicable, click on the "Description" tab)
  - c) View 'File Size'
    - if less than 1 megabyte, size will appear in kilobytes (KB) [ie: 860 KB (800,600 Bytes)]
    - if more than 1,000 KB, size will appear in megabytes (MB) [ie: 3.05 MB (3,198,237 Bytes)]

OR

2. Access **My Computer folder** on your computer.
  - a) Right-mouse click over the 'Start' button from the bottom taskbar.
  - b) Select 'Explore'.
  - c) Select 'My Computer'.
  - d) Select the Network Drive and file, if applicable, where your pdf files are stored.
  - e) Locate the appropriate pdf file
  - f) View File Size
    - Size appears only in KB (kilobytes) directly to the right of the pdf file.  
Note: 1,000 kilobytes(kb) equal 1 megabyte (mb). i.e: 4,000 KB equal 4 MB
    - Place cursor over pdf file name to view the file size in either KB (kilobytes) or MB (megabytes), whichever is applicable.

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