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Documents should contain all the appropriate caption information, including; attorney name/address header, case name, case numbers, etc. Ensure documents are in page number order when scanning and/or converting files to a PDF.

The maximum size of a pdf uploaded in the ECF system is **3MB**. (Approximately 20-25 pages of text documents). Scanned documents should be set to **300dpi**.

Viewing a PDF File

Start the **PDF** program .

Go to the **File** menu and choose **Open**.

Click on the location and file name of the document to be viewed.

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If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.

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Manual Chapter:

Getting Started

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