

# 20190417 AD4 CLE | Attachment A - Formatting Requirements for Documents Electronically Filed

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<https://ad4.nycourts.gov/press/notices/5cb73720ad6edd667c7ba577>

## Fourth Department Resources

[EFile Quick Start Guide »](#)

[Digital Copy Uploads »](#)

[Rules of the Appellate Division »](#)

[Excellence Initiative Submissions »](#)

## Core Concepts

### PDF/A Format - Wikipedia

<https://en.wikipedia.org/wiki/PDF/A> »

PDF/A is an ISO-standardized version of the Portable Document Format (PDF) specialized for use in the archiving and long-term preservation of electronic documents. PDF/A differs from PDF by prohibiting features unsuitable for long-term archiving, such as font linking (as opposed to font embedding) and encryption.

### OCR: The most important scanning feature you never knew you needed - HP

<http://h71036.www7.hp.com/hho/cache/608037-0-0-39-121.html> »

Optical Character Recognition (OCR) software works with your scanner to convert printed characters into digital text, allowing you to search for or edit your document in a word processing program. Read on to learn more about how to use OCR and the numerous benefits it has over traditional scanning.

### File Size - Wikipedia

[https://en.wikipedia.org/wiki/File\\_size](https://en.wikipedia.org/wiki/File_size) »

File size is a measure of how much data a computer file contains or, alternately, how much storage it consumes. The rules require file sizes not to exceed 100MB for both NYSCEF and Digital Copies.

## PDF Generating Software

The Court makes no specific recommendation regarding what products you should use. The included materials are provided without warranty and are meant to give you a starting point with regards to what is possible and how you might go about doing it.

	<b>FoxIt Phantom</b>	<b>Adobe Acrobat</b>
<b>Product Support</b>	<a href="http://foxitsoftware.com">foxitsoftware.com</a>	<a href="http://adobe.com">adobe.com</a>
<b>PDF/A</b>	<a href="http://help.foxitsoftware.com">help.foxitsoftware.com</a>	<a href="http://helpx.adobe.com">helpx.adobe.com</a>
<b>Create a PDF</b>	<a href="#">YouTube (2:20)</a>	<a href="#">YouTube (1:09)</a>
<b>Text Searchable (OCR)</b>	<a href="#">YouTube (4:19)</a>	<a href="#">YouTube (3:39)</a>
<b>Merge or Organize a Document</b>	<a href="#">YouTube (3:29)</a>	<a href="#">YouTube (3:11)</a>
<b>Bookmarks</b>	<a href="#">YouTube (2:54)</a>	<a href="#">YouTube (6:26)</a>
<b>Page Numbering</b>	<a href="#">YouTube (3:10)</a>	<a href="#">YouTube (3:28)</a>
<b>Initial View</b>		<a href="#">YouTube (4:16)</a>
<b>File Size Reduction</b>	<a href="#">YouTube (4:16)</a>	<a href="#">YouTube (5:45)</a>

## Scanning with OCR

[How To: Optical Character Recognition \(OCR\) scanning on a Xerox copier -- YouTube »](#)