

PDF Document Submittal Checklist

To minimize the possibility of rejecting an application, or related documentation, when it is submitted electronically, the applicant should open the PDF document and may use the following process to verify if the PDF document meets NRC's submission requirements:

I. Check for Fast Web View Enabled


1. From the main menu, select **File > Document Properties (File > Properties** for Adobe Acrobat 8 Pro.) or press **Ctrl+D** to bring up the **Document Properties** window.
2. Under the **Description** tab, on the lower right corner, verify **Fast Web View** is set to 'Yes'. If not, enable it by selecting **File > SaveAs**, or by running one of the batch sequences from **Advance > Batch Processing (Advance > Document processing > Batch Processing** for Adobe Acrobat 8 Pro), or just re-PDF the document.
3. Click **OK** to close **Document Properties** window.

II. Check for "No Security"

1. From the main menu, select **File > Document Properties (File > Properties** for Adobe Acrobat 8 Pro.) or press **Ctrl+D** to bring up the **Document Properties** window.
2. Under the **Security** tab, verify that Security Method of the Document Security is set to "**No Security**". If there is password security set, it must be reset to No Security.
3. Click **OK** to close **Document Properties** window.

III. Check for Searchable Text (Hidden Text or text been OCRed)



Note: Make sure you're in the "Scrolling pages" view  and **not** the "One full page" view.

1. From the main menu, select **Edit > Select All (Ctrl+A)** to select all the text on all pages. Another way is to click the **Select** button on the Tools menu and place the mouse cursor on the first character of the very first page. With the left-mouse button pressed, drag downward through the pages until you get the last character.

If the text is highlighted, it means the text has been OCRed correctly and that there is searchable text (hidden text). If, however, the **whole** page has a blue box, this means the OCR process has not been run (no searchable/hidden text), hence the OCR process needs to be run.



Note: A warning message will appear if OCR process has never been run. At this time, you have the option of running the OCR process. Click the **OK** button to start the OCR process. In the **Recognize Text** window, choose one of the options, i.e. **All pages/Current pages/From page x-x**.

IV. Check for Embedded Fonts

1. From the main menu, select **File > Document Properties** (**File > Properties** for Adobe Acrobat 8 Pro.) or press **Ctrl+D** to bring up the **Document Properties** window.
2. Click the **Fonts** tab and verify that all fonts in the '**Fonts Used in this Document section**' include (Embedded Subset) at the end. You can also use the Preflight function and see if Preflight reports any errors relating to Embedded Fonts.
3. Click **OK** to close **Document Properties** window.



Note: If the fonts are not embedded, follow the instructions in the “Desk Reference Guide for PDF Document Generations” to ensure the fonts are embedded.

V. Check for 300dpi on scanned pages

1. From the main menu, click **Advanced > Preflight**.
2. Select the right profile, i.e., NRC-10CFR1_8 (pre-configured Distiller profile can be downloaded from <http://www.nrc.gov/site-help/electronic-sub-ref-mat.html>), or create profiles manually by following instructions in the “Desk Reference Guide for PDF Document Generation”.
3. Click **Execute** to start checking the document for errors, including fonts embedded, Adobe version, image compression, etc...).
4. Make note of any scan image(s) that is < 300 dpi and re-scan them at 300 dpi or greater.