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:

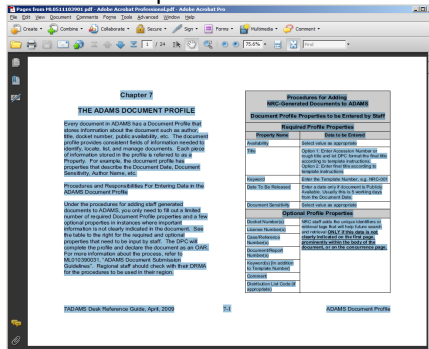## I. *Check for Searchable Text (Hidden Text)*

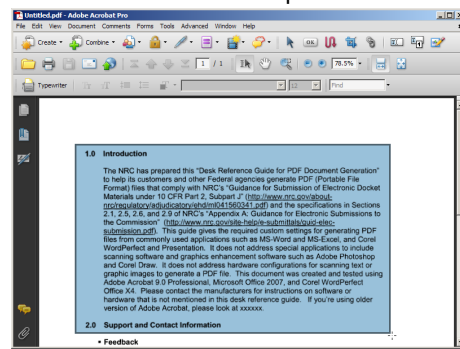💡 Make sure you're in the "Scrolling pages" view ↔ and **not** the "One full page" ↕ view.

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 that Optical Character Recognition (OCR) process ran 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.
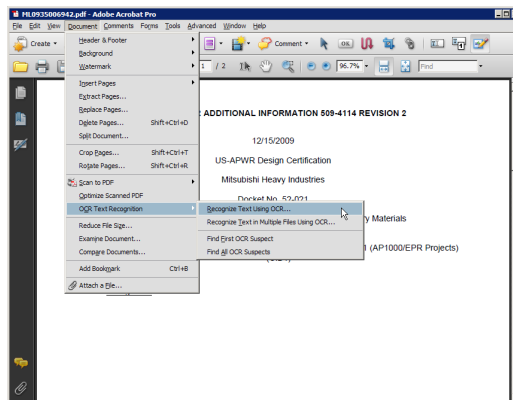
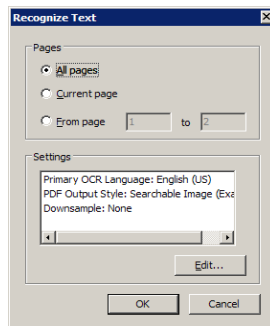| Acceptable:	Not Acceptable:

💡 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**.

- The OCR process may also be started manually by going to the Main menu and selecting **Document > OCR Text Recognition > Recognize Text Using OCR….**

- In the **Recognize Text** window, verify that **PDF Output Style** is set for "*Searchable Image (Exact)*" and **Downsample** is set to *"None"*

- Click **OK** to start the OCR process.

💡 After running OCR, Preflight will introduce an error of "Fonts Not Embedded". This is normal and can be ignore since the error is on the scanned source image(s).
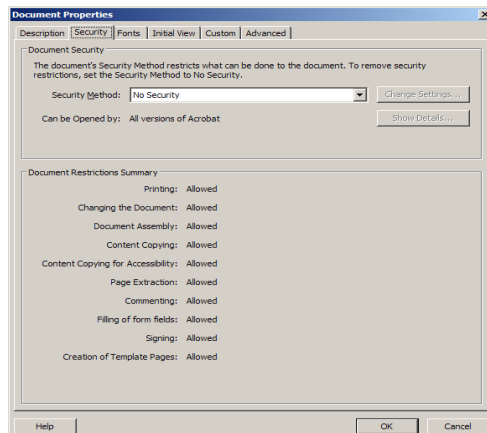
II.   *Check for 300dpi on scanned pages*

1. From the main menu, click **Advanced > Preflight**.
2. Select the right profile, i.e., NRC-10CFR1_9 (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, if any
4. Make note of any scanned image(s) that is < 300 dpi and re-scan them at 300 dpi or greater.

💡 *Note:* 299.99dpi is acceptable due to round off.

III.   *Check for "No Security"*

1. From the main menu, select **File > Properties** 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*".
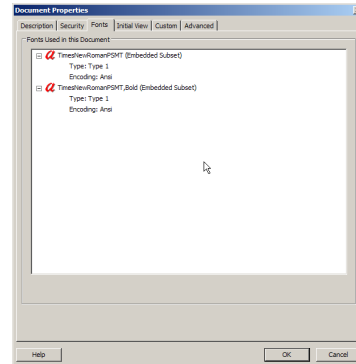

3. Click **OK** to close **Document Properties** window.
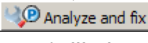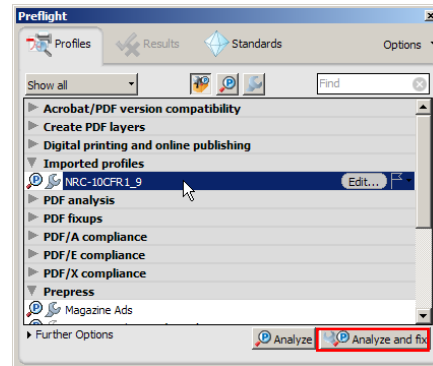
IV. *Check for Embedded Fonts*

💡💡 *The "Fonts Not Embedded" error in Preflight is acceptable for scanned images that have been OCRed*.

1. From the main menu, select **File > Properties** 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 run Preflight function and see if Preflight reports any errors relating to Embedded Fonts.

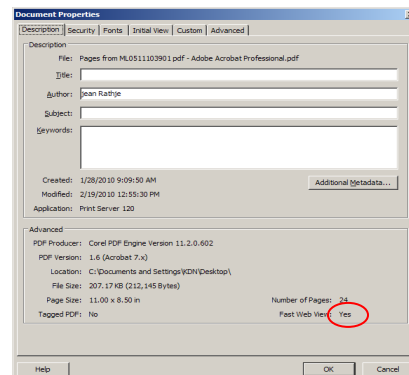3. Click **OK** to close **Document Properties** window.

💡 If the fonts are not embedded, verify the Distiller Job Options used to generate the file has the correct settings. To correct the fonts not embedded issue, use one of the following three options……..

1. Open the document in its native application and re-PDF the document by following examples in the *"Desk Reference Guide for PDF Document Generations,"* i.e. "Create PDF" or "Print to PDF" method.

2. Print to PDF inside Acrobat 9.0 Professional following the "Print to PDF" examples in the *"Desk Reference Guide for PDF Document Generations."*

3. In Adobe Acrobat 9.0 Pro, launch Preflight by going to the main menu and click on **Advanced** and select **Preflight.**
    a) Select the NRC's recommended Preflight Profile, NRC-10CFR1_9
    b) Click on 🔍 Analyze and fix to embed all the Fonts (will also Optimize Fast Web View).

V. *Check for Fast Web View Enabled*

1. From the main menu, select **File > Document Properties** 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**, or just re-PDF the document.

3. Click **OK** to close **Document Properties** window.

💡💡 Remember to perform **File > SaveAs** if changes are made to the document, because a typical **File >Save** will revert Fast Web View to "*No*".