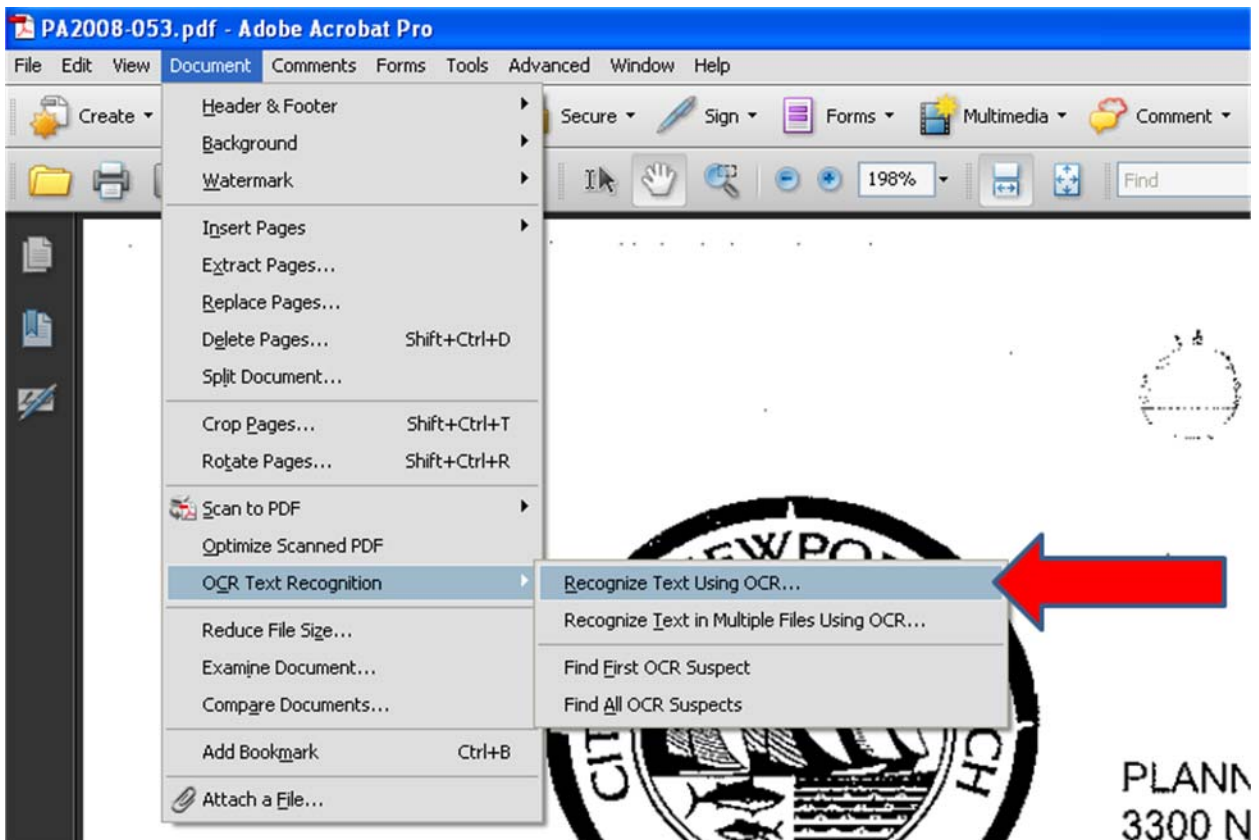


Guide for Preparing Large Documents for City's Website

1. **PDF Format** - All documents shall be in PDF format and be text-searchable, or OCR (Optical Character Recognition). If creating the PDF from Microsoft Word, or another word processing program, the PDF document should already be text-searchable. If you are unsure, simply search for a word you know is contained in the document. If Adobe Reader does not highlight the word, the document needs to go through the OCR process. Typically, a scanned document will need to be OCR'd.

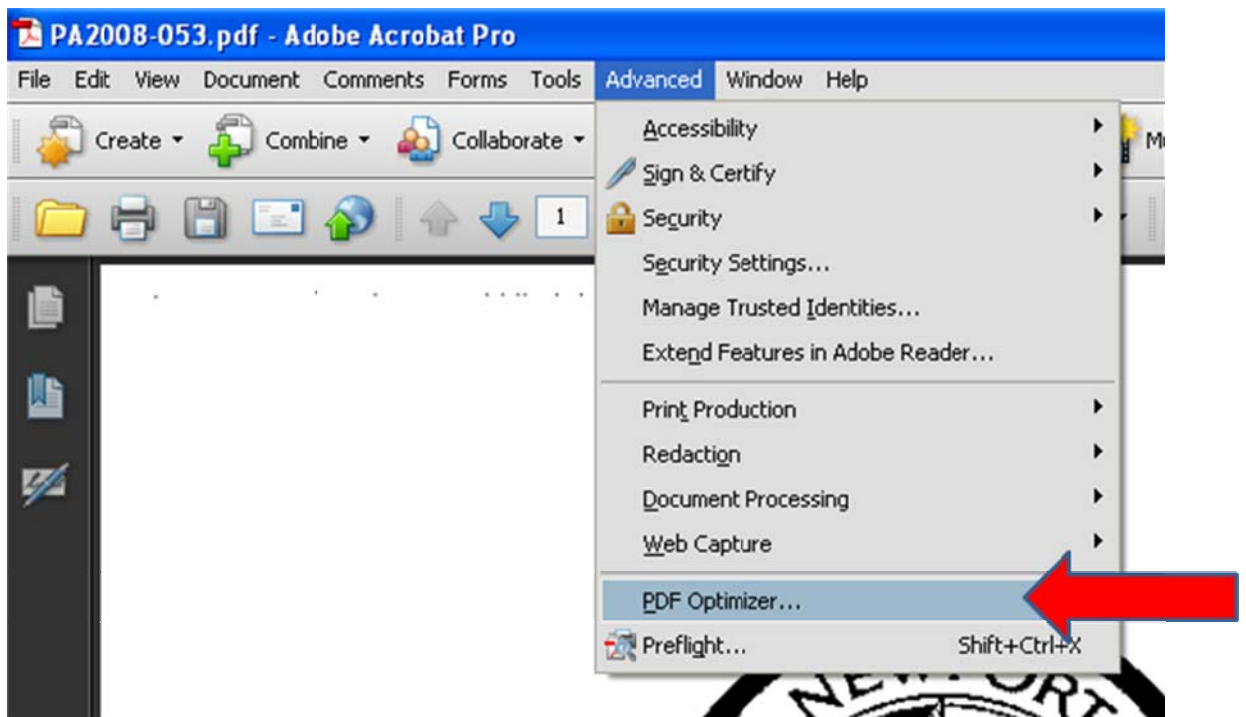


In Adobe Acrobat Professional or Standard – The *OCR Text Recognition* function is accessible through the *Document Menu* – SEE BELOW. After the document is OCR'd, perform a "Save As".



2. **PDF File Size** - Every attempt shall be made to reduce the file size to minimize download time without degrading overall image quality. If the document contains several chapters / sections, such as an Environmental Impact Report, then each chapter / section must be its own individual PDF file. If the PDF file exceeds 15 MB, then the document must be further divided (using logical breaks) into separate files identified as Part 1...Part 2...etc.

🧠 In Adobe Acrobat Professional or Standard, please use the *PDF Optimizer* to reduce file size. This function is located under the *advanced* menu.



3. File Naming Conventions – Each file shall be named with a sequence number followed by the name of the file. Example - *01-Introduction*.

Important – Please do not use “&” in file name.

<http://www.newportbeachca.gov/index.aspx?page=1347>

- [01-Notice of Preparation.pdf](#)
- [02-Notice of Availability DEIR.pdf](#)
- [03-DEIR Chapter 1.0 Introduction.pdf](#)
- [04-DEIR Chapter 2.0 Background.pdf](#)
- [05-DEIR Chapter 3.0 Project Description.pdf](#)
- [06-DEIR Chapter 4.0 Analysis Introduction.pdf](#)
- [07-DEIR Chapter 4.0 Section 4.1 Land Use.pdf](#)
- [08-DEIR Chapter 4.0 Section 4](#)