

USPTO REQUIREMENT FOR UPLOADED FILES

Embedded Fonts	Fonts must be embedded in the document and travel with the document. pdfDocs automatically embed fonts.
One layer	Adding bookmarking, commenting, use of typewriter feature all add layers to a PDF and will result in an error message during the upload. The PDF needs to be one layer. If any of the above attributes are added to your PDF, re-PDF it using pdfDocs by printing the document back to the pdfDocs printer -- this puts everything back in one layer.
Fonts	<p>Users may use any licensed and embeddable font in their PDF files so long as it complies with the policy set forth in 37 CFR 1.52(b)(2)(ii).</p> <p style="text-align: center;"><i>Text written in a nonscript type font (e.g., Arial, Times Roman, or Courier, preferably a font size of 12) lettering style having capital letters which should be at least 0.3175 cm. (0.125 inch) high, but may be no smaller than 0.21 cm. (0.08 inch) high (e.g., a font size of 6); and only a single column of text.</i></p>
Size	Smaller than 25Mb One can upload up to 60 files (if attaching a multi-doc each line of the multi-doc is considered a file) per submission. Please note that only 20 files can be uploaded at a time (i.e. Attach only 20 files each time you press "Upload and Validate"). Sequence listings file size can be up to 100 MB and must be attached, uploaded and validated separately from all other files.
Page Size	8.5" x 11" or A4 page size is accepted.
Filename	<p>Start file name with [A thru Z, a thru z, or 0 thru 9] - do not use brackets or commas; cannot start a file name with an underscore or hyphen</p> <p>Last 4 characters of the file name must be lowercase .pdf</p> <p>Can consist of any combination* of characters selected from uppercase alphabet, lowercase alphabet and/or digits zero through nine:</p> <p>[A thru Z, a thru z, or 0 thru 9, _, -] - do not use brackets, commas or symbols; can use underscore or hyphen within file name</p> <p>*any combination except the following reserved device names: CON, PRN, AUX, NUI, COM1, COM2, COM3, COM4, COM6, COM7, COM8, COM9, LPT1, LPT2, LPT3, LPT4, LPT5, LPT6, LPT7, LPT8, LPT9, or CLOCK\$. You should also avoid starting a file name with any of these prohibited device names.</p> <p>No spaces are permitted in the actual file name</p> <p>Spaces are permitted in your local file path</p> <p>Length of file name is limited to a maximum of 100 characters including the required 4 character .pdf, .txt or .zip file extension</p>

Use this link to access the USPTO Document Descriptions:

http://www.uspto.gov/patents/process/file/efs/guidance/efswb_document_descriptions.xls

See the next page for tips on preparing PDF documents

Tips for Preparing PDF Documents

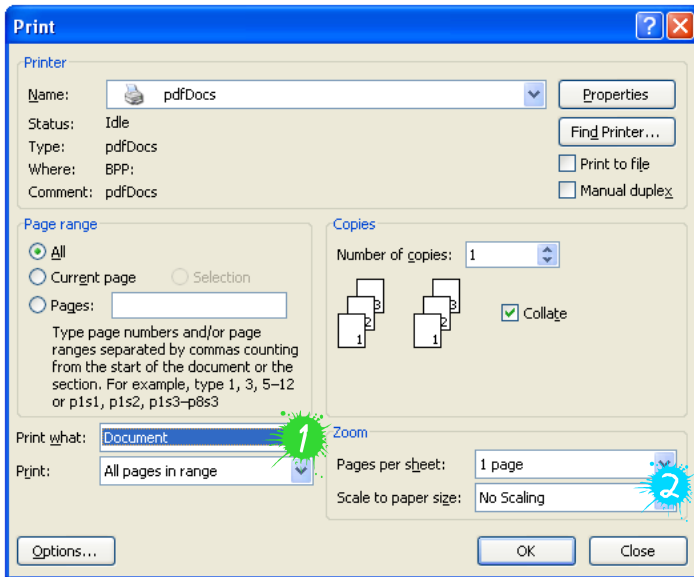
Electronic Documents

If you already have an electronic document, there is no need to print it and scan it to PDF. You import, print or load to pdfDocs to PDF the document to the USPTO specifications.

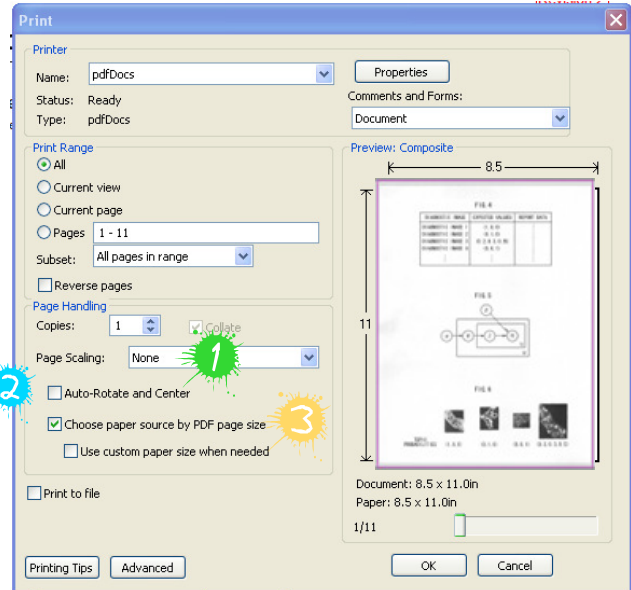
Drawings versus Text Files

- Text files
 - With text files, you just need to make sure you are embedding fonts as well as following the page size and file size guidelines but with text files those are easy guidelines to follow. Fonts will be your biggest challenge. pdfDocs automatically embeds fonts.
 - When you print to pdfDocs, pay attention to your **print dialog box** settings (see figures below).
- Drawing files
 - With drawings it may be important not to allow the printing process to alter the size of the drawings. Pay special attention to the **print dialog box** from Adobe Reader when printing drawings (see figures below). Take off the Page Scaling and Auto-Rotate and Center settings for drawings that should not be altered.

Word Print Dialog Box



Adobe Reader Print Dialog box



Printing Text

1 Print What: from this field you can choose to print the “Document” or “Document showing markup”

2 Scale paper size: from this field you can choose “no scaling” which will keep the original paper size or you can force to print to letter or A4 size paper.

Printing Drawings

1 Page Scaling: choose “None” to make sure your drawing pages are not altered from the original.

2 Auto Rotate and Center: turn this off to keep the original drawing unaltered.

3 Choose paper source by PDF page size: check this box if you want to keep the original document paper size unaltered.