
ELECTRONIC FILE FORMATTING REQUIREMENTS

All reports/documents submitted⁹ must:

1. meet DOCUMENT FORMATTING REQUIREMENTS,
2. be 'camera-ready'¹⁰ (or ready to print), and
3. be in **portable document format (pdf)**. The file must be a '**searchable text**' pdf with **full access**. Only the following security settings are permitted:

User Password: No Master Password: Optional [May be used only if the other security setting requirements are met] Printing: Fully Allowed Changing the Document: Optional [see Master Password]	ContentCopying or Extraction: Fully Allowed Authoring Comments and Form Fields: [Not applicable] FormField Fill-in or Signing: [Not applicable] ContentAccessibility Enabled: Fully Allowed DocumentAssembly: Fully Allowed
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NOTE: To assure accuracy and appearance of headings, page orientation, graphic placement, fonts, and tables, etc., the **complete report/document** (including any spreadsheets, graphs, maps, pictures, etc.) **should be assembled in the word processing application** (Word, Word Perfect, PageMaker, etc.) **as a single electronic file** using proper formatting techniques¹¹ **before converting it to a portable document format (pdf) file.**¹²

⁹ Uploaded on-line or delivered on a CD

¹⁰ All typographical and content errors, and any formatting errors generated by the conversion process have been corrected.

¹¹ e.g., inserting page breaks rather than paragraph returns to define a new page

¹² If graphics or other pages/sections are to be inserted into the final portable document format (pdf) document, then special consideration should be given to the accuracy of page numbering and table of content references.