# **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)

K Make sure you're in the "Scrolling pages" view 🔤 and <u>not</u> the "One full page" 🔛 view.

 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 <u>whole</u> 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.



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 Tools menu and selecting Text Recognition > Aa In This File

| <b>1</b>    | DAMS Docume  | ent Submission Form, NRC Form 665, Instructions   | and Cheat Sheet.pdf - Adobe Acrobat Pro  | -    | -                              | _ C ×                       |  |  |
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|             | ADAMS Document Submission Form, NRC Form 665, Instructions and Cheat                     |   |  |      |                                | Interactive Objects         |  |  |
|             |  | December 2015   |  | → Fe | orms                           |                             |  |  |
|             | NRC Form 665 is to be used for single and multiple documents that are to be processed as |   |  |      | Action Wizard Text Recognition |                             |  |  |
| <b>Z</b> // |  |   |  |      |                                |                             |  |  |
|             |  | standalone documents or packaged into ADAMS. Follow the instructions below in completing  |  |      |                                |                             |  |  |
|             |  | the Form 665.   |  |      | P                              | AA In This File             |  |  |
|             |  | NRC Form 665 Properties   | Instructions   | 1    | 6                              | Recognize text in this file |  |  |
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|             |  | Document No.  | Enter a unique number (example, NUREG 0910,<br>etc.) used to identify the document, if applicable. |      |                                |                             |  |  |
|             |  | Document Title or Accession No.   | Enter a brief description of the contents or subject<br>of the document or the ADAMS Accession     |      |                                |                             |  |  |
|             |  | (Note: If documents are to be put into a package<br>and have the same release properties, list the<br>Document Titles or Accession Numbers in the<br>order they should appear. Documents with<br>different release properties should be listed on<br>additional forms in the order they should appear.) | Number of the document(s).   |      |                                |                             |  |  |
|             |  | Is this a brief title that can be changed by DPC according to template instruction?   | Check the box if the title provided can be changed<br>by the DPC; otherwise, leave box unchecked.  |      |                                |                             |  |  |
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 In the Recognize Text window, verify that <u>PDF Output Style</u> is set for "<u>Searchable Image</u> (<u>Exact</u>)" and <u>Downsample To</u> is set to <u>"No Downsampling"</u>

| Recognize Text                        |
|---------------------------------------|
| Pages                                 |
| <u>●</u> <u>A</u> II pages            |
| Current page                          |
| <u>     Erom page</u> 1     to      3 |
| Settings                              |
| Primary OCR Language: English (US)    |
| Downsample To: No Downsampling        |
|                                       |
| Edit                                  |
| OK Cancel                             |

• 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**.
- Select the right profile, i.e., NRC-10CFR1\_9 (pre-configured Distiller profile can be downloaded from <u>http://www.nrc.gov/site-help/electronic-sub-ref-mat.html)</u>, 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. <u>Check for "No Security"</u>

- 1. From the main menu, select **File > Properties** or press **Ctrl+D** to bring up the **Document Properties** window.
- Under the Security tab, verify that Security Method of the Document Security is set to "<u>No</u> <u>Security</u>". If there is password security set, it must be reset to "<u>No Security</u>".

| ocument Properties   |                     |                 |  |  |  |  |  |  |  |  |
|--|---------------------|-----------------|--|--|--|--|--|--|--|--|
| Description Security Fonts Initial   | iew Custom Advanced |                 |  |  |  |  |  |  |  |  |
| Document Security  |                     |                 |  |  |  |  |  |  |  |  |
| The document's Security Method restricts what can be done to the document. To remove security<br>restrictions, set the Security Method to No Security. |                     |                 |  |  |  |  |  |  |  |  |
| Security Method: No Security   | ×                   | Change Settings |  |  |  |  |  |  |  |  |
| Can be Opened by: All versions of  | f Acrobat           | Show Details    |  |  |  |  |  |  |  |  |
| Document Restrictions Summary  | Allowed             |                 |  |  |  |  |  |  |  |  |
| Channing the Document:   | Allowed             |                 |  |  |  |  |  |  |  |  |
| Dog ment Assembly:   | Allowed             |                 |  |  |  |  |  |  |  |  |
| Content Conving:   | Allowed             |                 |  |  |  |  |  |  |  |  |
| Content Copying for Accessibility:   | Allowed             |                 |  |  |  |  |  |  |  |  |
| Page Extraction:   | Allowed             |                 |  |  |  |  |  |  |  |  |
| Commenting:  | Allowed             |                 |  |  |  |  |  |  |  |  |
| Filing of form fields:   | Allowed             |                 |  |  |  |  |  |  |  |  |
| Signing:   | Allowed             |                 |  |  |  |  |  |  |  |  |
| Creation of Template Pages:  | Allowed             |                 |  |  |  |  |  |  |  |  |
|  |                     |                 |  |  |  |  |  |  |  |  |
|  |                     |                 |  |  |  |  |  |  |  |  |
|  |                     |                 |  |  |  |  |  |  |  |  |
| Help   |                     | OK Cancel       |  |  |  |  |  |  |  |  |

3. Click OK to close Document Properties window.

## IV. <u>Check for Embedded Fonts</u>

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

- From the main menu, select File > Properties or press Ctrl+D to bring up the Document Properties window.
- Click the Fonts tab and verify that all fonts in the 'Fonts Used in this Document section' include <u>"Embedded Subset"</u> 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......

- 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."
- 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

- From the main menu, select File > Document Properties or press Ctrl+D to bring up the Document Properties window.
- Under the Description tab, on the lower right corner, verify Fast Web View is set to <u>'Yes</u>'. 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 "<u>No</u>".