

GUIDELINES FOR ELECTRONIC SUBMITTAL OF DOCUMENTS

In our effort to make environmental documents more accessible to the general public, all Initial Studies and Environmental Impact Reports will be posted on the Department's web site. The following guidelines have been developed to facilitate the posting and viewing of environmental documents on the web.

File Format

- All documents, including graphics, must be submitted in Adobe Acrobat ".pdf" format.
- File names should be in lowercase letters, and should not contain any spaces (use hyphen or an underscore instead of a space between words).

Text Files

- Large documents should be broken down into smaller documents by sections or subsections. Try to keep all ".pdf" files under one (25) megabyte so that it would be accessible by readers with a low capacity web browser.
- A Table of Contents (TOC) with links/bookmarks to sections of the document should be included in the ".pdf" file.
- All documents should be linked back to the TOC. If possible, include a link at the bottom of each page to the previous and to the next page of the document.

Graphics Files

- All graphics files (i.e., photos, maps, tables, charts, scanned images, etc.) must be converted to ".pdf" format. If you are scanning a document for conversion to a ".pdf" file, do not scan it as a ".tiff" (image) file. Scan it as a text document and then convert it into a ".pdf" file.
- Try to keep any individual graphics file under one (2) megabyte in size. It may be necessary to reduce the resolution of large graphics in order to reduce the file size.

File Submittal

- Electronic documents should be "burned" on a CD for submittal.