

Issues that Scout PDF Inspector Identifies

Issue	Description	Solution
File Size * See note below	Scout accepts files up to 400MB . <i>File sizes larger than 400MB will be rejected.</i>	Return to the source document and create PDF files that are below the file size limitation.
Page Count	Documents with more than 2,500 pages.	Documents with more than 2,500 pages will be rejected.
Paper Size	Paper sizes smaller than 8.5 x 11 or larger than 48 x 36 will be rejected. These limitations are in place because most printers cannot print smaller than 8.5 x 11 and most plotters cannot print wider than 36 inches.	Return to the source document and change the paper size to meet the requirements.
Password protection	Scout checks for passwords that prevent anyone from opening a PDF. <i>If the PDF cannot be opened, the file will be rejected.</i>	Remove the password protection to allow users to open the PDF.
Page Access	Scout tries to read each page in the document. If a page is not readable, the file will be rejected.	Adobe Reader may report these pages as damaged or in need of repair. Recreate the PDF from the source document using Adobe Pro or Nitro Pro.
Annotations/Comments	An annotation is any 'object' that appears in the Adobe Reader 'Comment' panel. It could be a 'comment' or 'stamp' or font issue like SHX Text from AutoCad.	To remove annotations in a PDF, use the print to PDF option. This process removes annotations by "flattening" the PDF.
Page Orientation	Having a mix of paper sizes and orientations is not a problem. However, Scout will warn the user if different orientations are found in case the user wants to investigate whether any pages are upside down or improperly oriented.	Verify that pages are not upside down or improperly oriented. Orientation issues will not prevent the file from being accepted, but may result in more difficult reviewing conditions for review teams.
Filename Special Characters	Scout will warn the user if & # or + characters exist in the filename. This validation is only necessary because some 3rd party electronic document management systems (EDMS) do not accept these characters. Special characters in the filename will not prevent the file from being accepted.	We recommend renaming the PDF to remove these characters.

Completing Document Inspection

Select the **FINISH** button to push **accepted** plan review documents to the Intake page, where plan review assignments can be created.

Note: The City of Arlington's permitting website, arlingtonpermits.com, has a maximum file size of 300MB