Instruction for use of the 7(a) Submission PDFs

The submission PDFs were developed so your documents can be electronically inserted into them. However, they may be printed and scanned with your loan documents separated by each tab. If you choose to do this, we suggest you use the "printer friendly" PDFs.

The basic steps for using the Submission PDF files are:

1. Download the 10-tab Submission PDF template.
2. Create a PDF of each document to be submitted to the LGPC.
    - If you have an electronic copy of a given document, you can simply print it as a PDF file.
    - If you have only a hard copy, scan and save it as a PDF.
    - To minimize file size of scanned documents:
        - ✓ scan them at 300 to 600 dpi
        - ✓ do not scan documents in color
        - ✓ turn off OCR when scanning
    - If you are working with a PDF that contains more than one document/form, it is best to organize the forms in the order they appear in the submission template.
3. Using Adobe Acrobat (the full version, not just Adobe Reader), open the 10-tab submission template.
4. Enter the lender [and packager/loan service provider] information on the Cover Sheet, and save the file.
5. Open your PDF file that contains the Submission Checklist, and/or Borrower Information form (e.g. Form 1919 & 1920).
    - ***Note:*** To create the submission PDFs you will have to be able to view the PDF template and your source document(s) side by side. Although this can be done with a single wide monitor, it is easier if you have two.
6. In the 10-tab Submission PDF document, as well as your PDF file (that contains the pages you will be copying into the template), click on the icon to view page thumbnails of the file contents. **[See Exhibit A]**
7. Using the thumbnails of the pages in each of your PDF files, select the page (or pages) that belong behind the first yellow divider in the 10-tab template, and drag your files to the space just below the divider in the 10-tab template. **[See Exhibits B & C]**
8. Repeat this process for each of your loan documents until all documents have been inserted and saved in the 10-tab template PDF (saving your work as you proceed).

If you have any questions after reviewing the tutorial, please contact your Lender Relations Specialist at your local District Office. Local District Office contact information may be found at http://www.sba.gov/localresources.

Exhibit A: Viewing Page Thumbnails

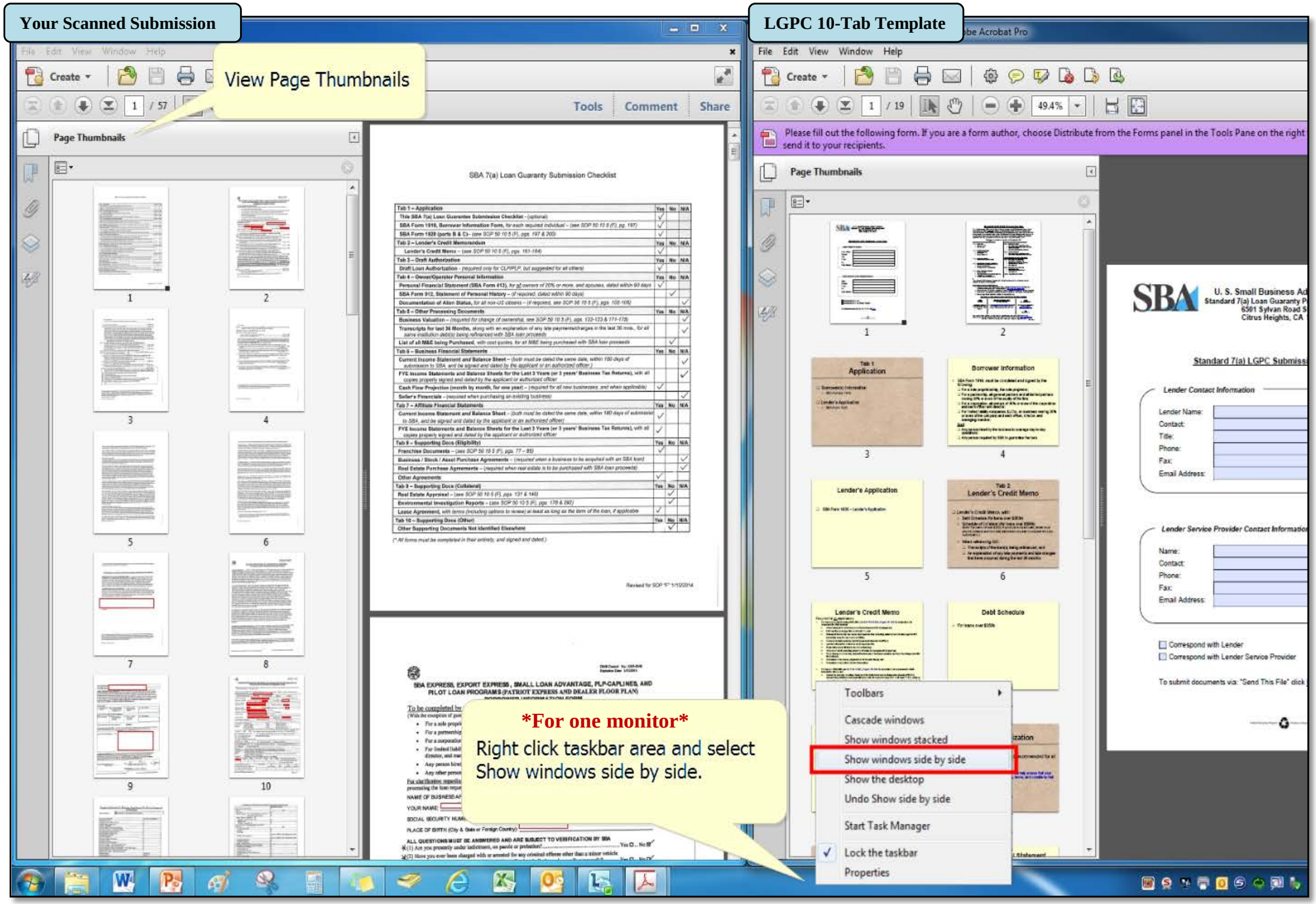

Exhibit B: Inserting a Single Page Document

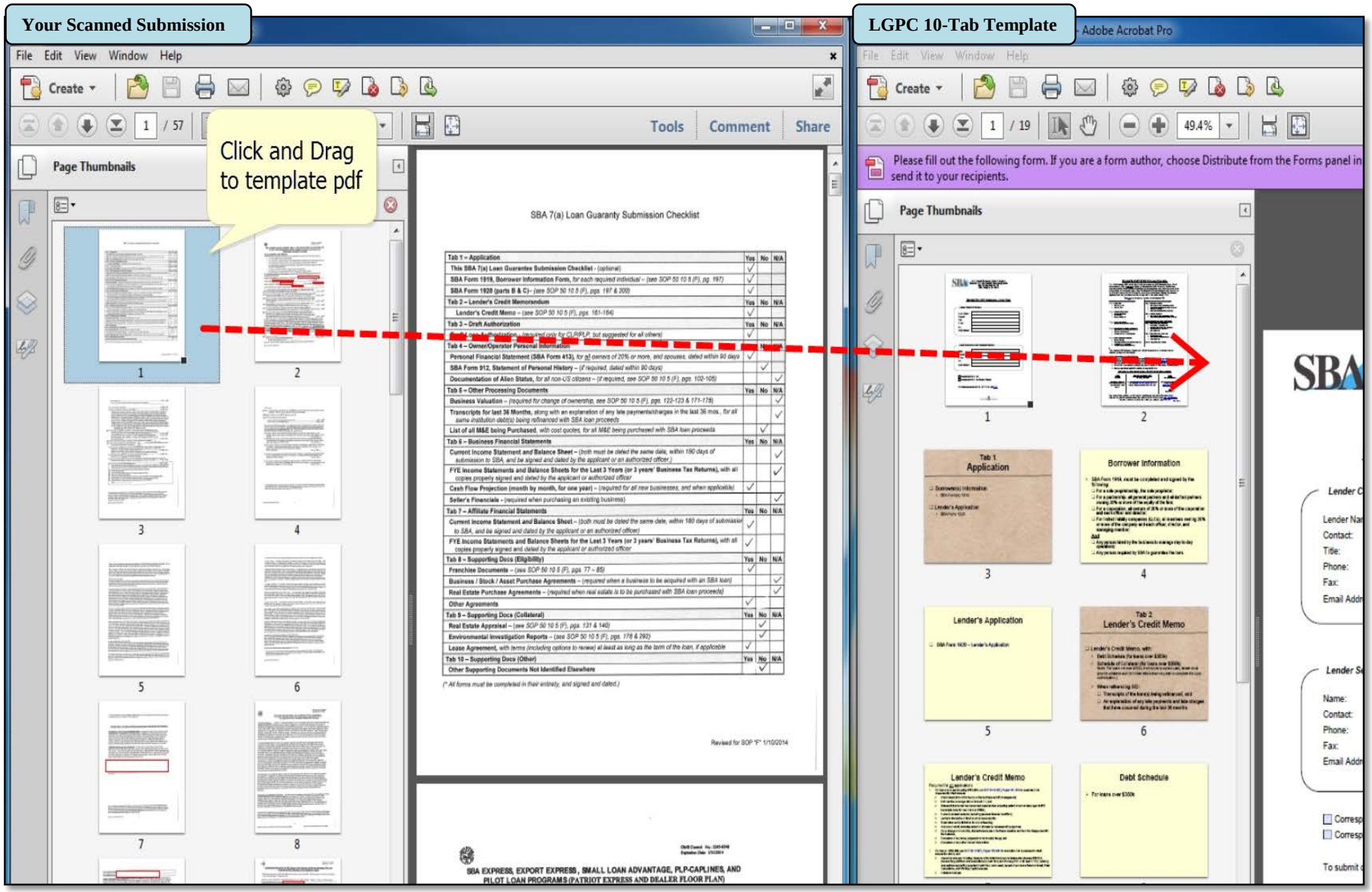
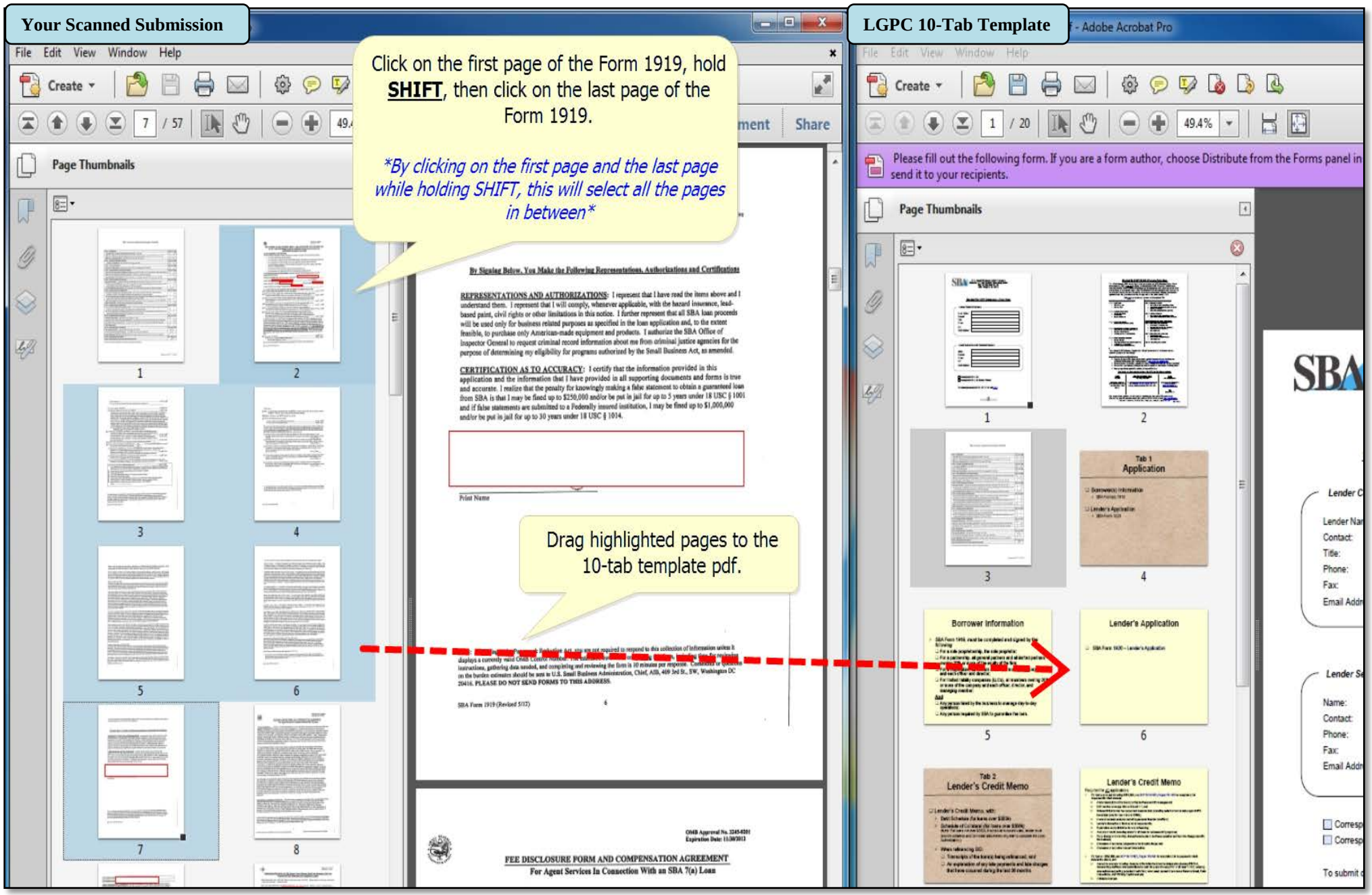
Exhibit C: Inserting a Multi-Page Document