



# General File Requirements

## Acceptable File Size:

- 50 MB limit per file
  - The biggest files are usually case studies. An easy way to keep the file size down is to export images from your ultrasound machine as JPEGs rather than BMP or TIFF files. Those exported files should then be put into an acceptable format as described below.

## Acceptable File Types:

- **PDF** (Portable Document Format)
  - Requires: [Adobe Acrobat](#) or other 3<sup>rd</sup> party software with the ability to combine multiple files of varying types into a single PDF.
- **PPT or PPTX** (PowerPoint Presentation)
  - Requires: Microsoft Office or Microsoft PowerPoint
    - ***Do not insert any video clips into your PowerPoint presentations.*** *If video clips are required (only applicable to specialties Fetal Echo & MSK-Diagnostic), they must be uploaded separately from your PowerPoint presentations. Refer to information about video files below.*
- **Video files: MP4, M4V, and AVI only**
  - Note: *Keep clips short with only relevant information that cannot be demonstrated on a still image (i.e. required video clips for fetal echo or MSK dynamic views). **Please do not send video clips unless you are applying for fetal echo or musculoskeletal.** Video clips must be uploaded separately from your PDF or PowerPoint Presentations and labeled so they can be easily correlated to the case to which it belongs.*

Next: Read [How to Prepare Your Documents for Upload.](#)