

ADOBE ACROBAT 6 COMPATIBILITY ISSUES

For Adobe Acrobat 6 to create PDF documents that will work effectively with CM/ECF several settings must be modified from Acrobat's default settings.

Please take the following simple steps to reconfigure Acrobat 6:

- STEP 1** Click the Windows START button on the bottom left of your screen
- STEP 2** Click PROGRAMS
- STEP 3** Click ACROBAT DISTILLER 6.0
- STEP 4** In the Default Settings field select SMALLEST FILE SIZE
- STEP 5** Click the SETTINGS pull-down menu
- STEP 6** Click EDIT ADOBE PDF SETTINGS
- STEP 7** Click the GENERAL tab, select ACROBAT 4.0 in the compatibility field and set the resolution to 200 DPI
- STEP 8** Click the FONTS tab; check the EMBED ALL FONTS box
- STEP 9** Click SAVE AS and accept the default name; click OK and close Acrobat Distiller by clicking the "X" in the upper right corner of the program.

NOTES: DO NOT use the Adobe icon within MS Word or WordPerfect to convert word processing files to PDF. To create the smallest file, you must click FILE  PRINT  ADOBE PDF.

If you encounter difficulty or have any questions please contact:

Judi LeCompte
Management Analyst
609-989-2200 x. 277
judi_lecompte@njb.uscourts.gov