## Using Adobe Acrobat 9 with CM/ECF

CM/ECF Users with Adobe Acrobat 9 must make a change to Adobe Acrobat 9 compatibility settings before converting documents to PDF for filing. Follow the steps outlined below for Adobe Acrobat 9 – Standard or Adobe Acrobat 9 – Professional. This is a one-time per computer change. All future PDF files created using Acrobat 9 will be created using the updated settings.

## Adobe Acrobat 9 - Standard

- 1. Open Adobe Acrobat 9 Standard.
- 2. Click Advanced.
- 3. Click Print Production.
- 4. Click Acrobat Distiller.
- 5. Click Settings.
- 6. Click Edit Adobe PDF Settings.
- 7. Using the drop down menu, change compatibility to Acrobat 4.0(PDF1.3).
- 8. Click **OK**.
- 9. The Save Adobe PDF Settings As dialogue box will open.
- 10. Click Save.
- 11. Close the *Acrobat Distiller* window.

Additional Adobe 9.x Instruction - must be last step performed on Document before submitting to CM/ECF: Go to Document->Reduce File Size, and select Make compatible with: Acrobat 4.0 and later. Select OK and then save the document. This will make the document compatible with the system and it can now be filed.

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## Adobe Acrobat 9 – Professional

- 1. Open Adobe Acrobat 9 Professional.
- 2. Open any PDF file.
- 3. Click Advanced.
- 4. Click PDF Optimizer.
- 5. Select Acrobat 4.0 and later from the *Make compatible with* dropdown menu.
- 6. Click **OK**.
- 7. The *Save Optimized As* dialogue box will open.
- 8. Click Save.

Additional Adobe 9.x Instruction - must be last step performed on Document before submitting to CM/ECF: Go to *Document->Reduce File Size*, and select Make compatible with: *Acrobat 4.0 and later*. Select OK and then save the document. This will make the document compatible with the system and it can now be filed.

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