

## Solutions for Issues Reported with Adobe 9

A few attorneys are having problems when filing a document in appellate CM/ECF that had been created in Adobe 9, which was just released in June. There is a compatibility problem with this new version of Adobe and the CM/ECF program. This issue will probably not be resolved until the end of the year. In the meantime here are some suggested solutions when creating a PDF Document with Adobe 9:

- Create the document in Adobe 8 instead.

If that is not possible:

- If an attorney is using Adobe 9 to scan a document, go the Advanced menu and choose PDF Optimizer. In the window that opens:
  - in the Compatibility box: choose Acrobat 8 or below
  - click the Save button and enter a name for this setting, e.g., CMECF -- click the OK button; the optimizing steps will execute on the document that is open

These steps only have to be done once; thereafter, each time the attorney opens Adobe 9, it will remember this setting. So the next time a document is scanned, the attorney would go to the File menu, choose Save As and in the Save As Type drop-down, select Adobe PDF Files, Optimized. This will automatically save the file using the setting created above.

- For Microsoft Word, when the document is ready for PDF conversion, go to the Adobe PDF menu:
  - select the Change Conversion Settings menu
  - click on the Advanced Settings button
  - in the Compatibility drop-down list, select Acrobat 8 or below -- click the OK button
  - in the next window, in the File name box, type: CMECF and click the Save button
  - in the next window, click the OK button

Then, again in the Adobe PDF menu, continue as you normally would and choose the Convert to Adobe PDF link. The steps above only have to be done once; Word will remember the Compatibility selection each time it is launched.

- For WordPerfect, when the document is ready for PDF conversion, follow the usual steps: go to the File Menu, select Publish To, and then choose PDF. This will bring up a window:
  - in the Compatibility box: choose Acrobat 8 or below
  - go to the PDF style drop-down, click the "+" button and add a "CMECF" style.
  - click the OK button

The steps above only have to be done once; WordPerfect will remember the Compatibility style created above each time it is launched.