

Adobe Acrobat 6.0 Use with CM/ECF

Background

When Adobe released their newest software, Acrobat 6.0, this summer several concerns were raised about its compatibility with CM/ECF. The court has tested the software and found that it is compatible with CM/ECF, with some changes to a few settings.

Should I upgrade?

Use the table below to determine if it is necessary to upgrade your Adobe product.

IF you are using....	THEN upgrading is...
Adobe Acrobat 3.x or 4.x (full version)	recommended
Adobe Acrobat 5.x (full version)	not necessary
Acrobat Reader 5.x or lower (free version)	recommended

Before upgrading

Because of the amount of changes made to Adobe Acrobat 6.0 there will be a learning curve in using the new software. The look and feel of the software has changed quite a bit. There are now two editions of Acrobat 6.0, standard and professional. The standard is a "light" version with some of the features removed that were once available in Acrobat 4.x and 5.x.

Tips for Installation

If you choose to upgrade, the following tips will help make the transition successful.

- Completely uninstall your previous version of Adobe Acrobat before installing Acrobat 6.0.
 - If you use Netscape, after upgrading you *may* have to reconfigure Adobe 6.0 as the "helper application" for pdf files. Do this in Netscape by going to Edit...Preferences. In the Category column, click on Applications and edit the "Portable Document Format" type to be handled by the newly installed Adobe 6.0.
 - **After installing, follow the steps in the "Setting up Acrobat 6.0" attachment to ensure the PDF's created with 6.0 will be readable by those with older versions of Acrobat.**
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Compatibility problems with older versions

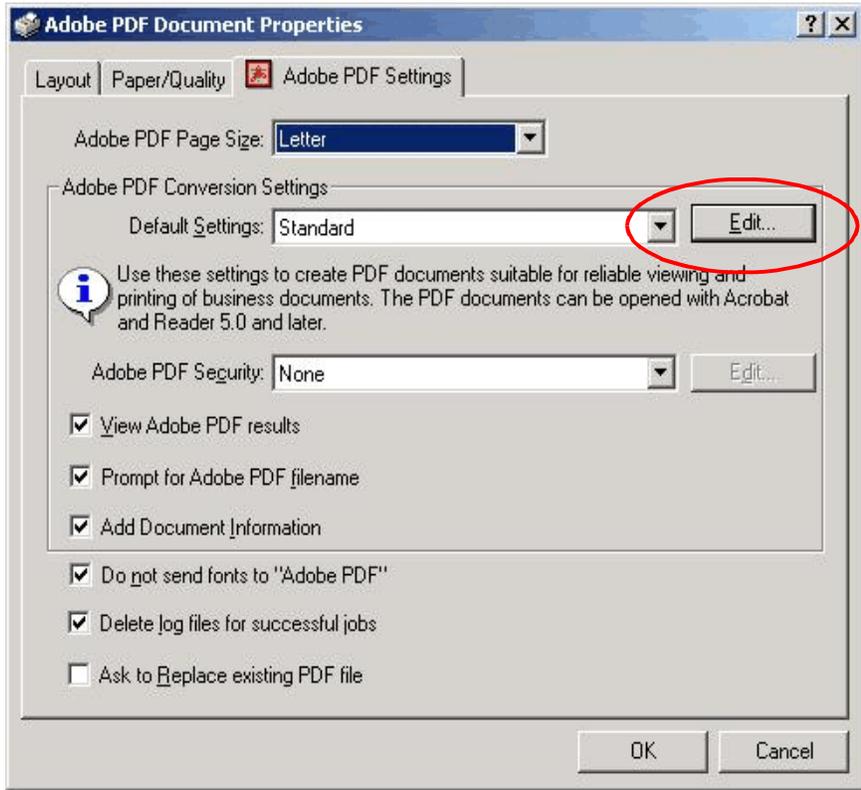
Adobe Acrobat 6.0 has changed considerably from the previous versions. Because of these changes, settings within Acrobat must be changed to ensure continued compatibility and readability for parties using Acrobat 4.x or 5.x. Follow the steps in the "Setting up Acrobat 6.0" attachment.

Setting up Acrobat 6.0

Printing to PDF from a Word Processor

Follow the steps in the table below to change the compatibility settings when printing to PDF from your word processor.

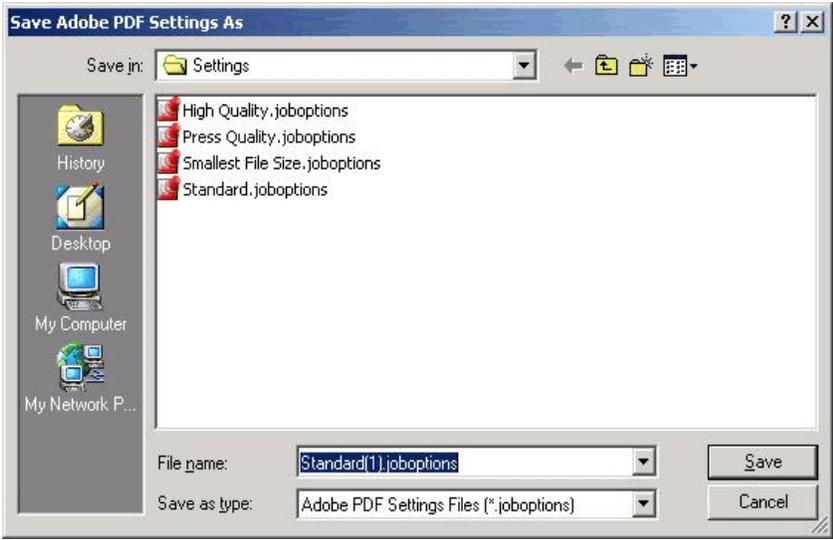
Step	Action
1	Open a document in your word processor.
2	On the File menu, click Print .
3	Select Adobe PDF as the printer, and then click on Properties .
4	Next to Default Settings , click Edit .



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Setting up Acrobat 6.0, Continued

Printing to PDF from
a Word Processor,
(continued)

Step	Action
5	In the Compatibility list, click Acrobat 4.0 (PDF 1.3) .
6	Click OK . <u>Note:</u> The Save As dialog box is displayed.
7	In the Save As dialog box, click Save . 
8	Click OK .

Scanning to
PDF using
Acrobat

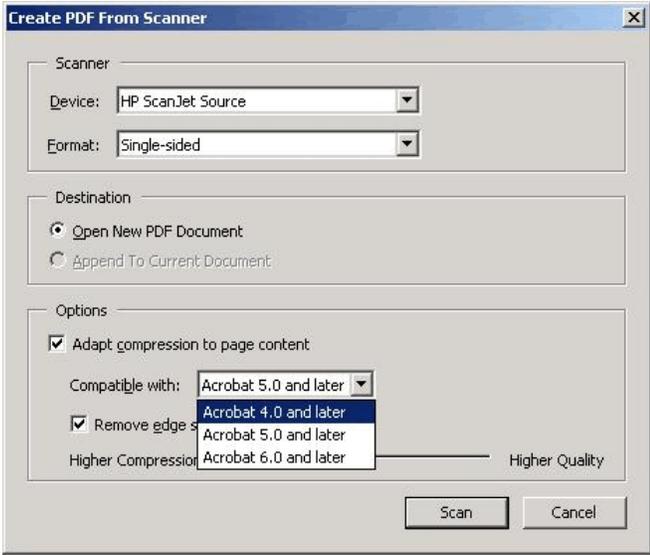
If you use the scanning option within Adobe Acrobat 6.0 you also must change settings to make scanned documents compatible with previous versions.

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Setting up Acrobat 6.0, Continued

Scanning to PDF using Acrobat, (continued)

Follow the steps in the table below to change the compatibility settings for scanned documents.

Step	Action
1	On the File menu, point to Create PDF , and then click From Scanner .
2	<p>In the Compatible with list, click Acrobat 4.0 and later.</p> 
3	<p>Click Scan and proceed as normal.</p> <p><u>Note:</u> This setting will now be the default for future scans.</p>