

Using Adobe Acrobat 9 with CM/ECF

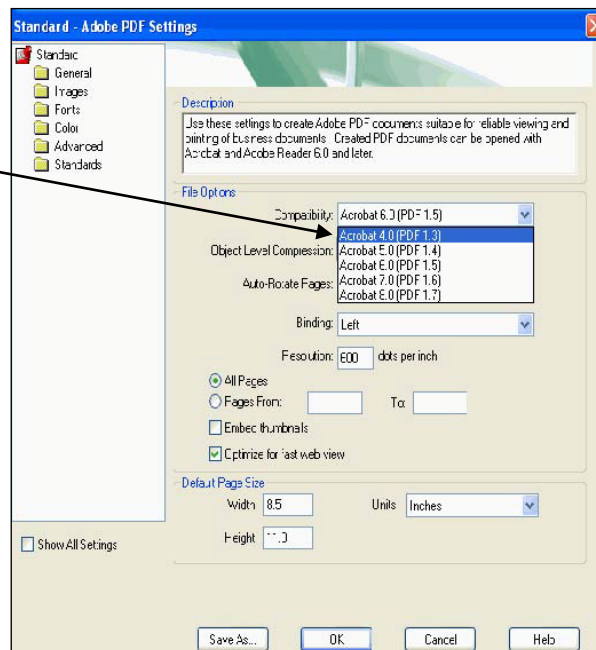
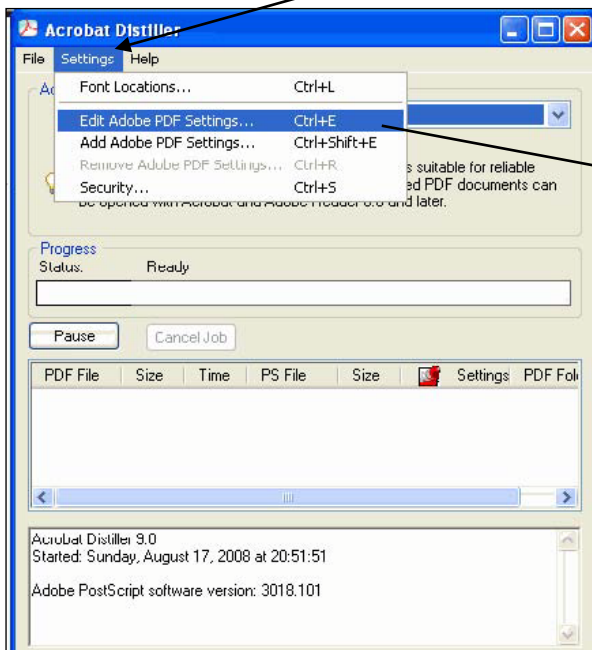
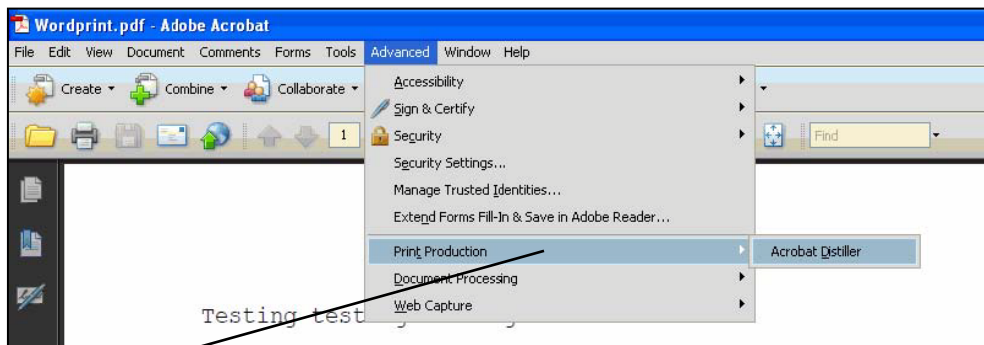
CM/ECF Users with Adobe Acrobat 9 must make a change to Adobe Acrobat 9 compatibility settings before converting documents to PDF for filing. Follow the steps outlined below for [Adobe Acrobat 9 – Standard](#) or [Adobe Acrobat 9 – Professional](#). This is a one-time per computer change. All future 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.



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.

