

## ECF Phase 1: Acrobat 6 Compatibility Issues

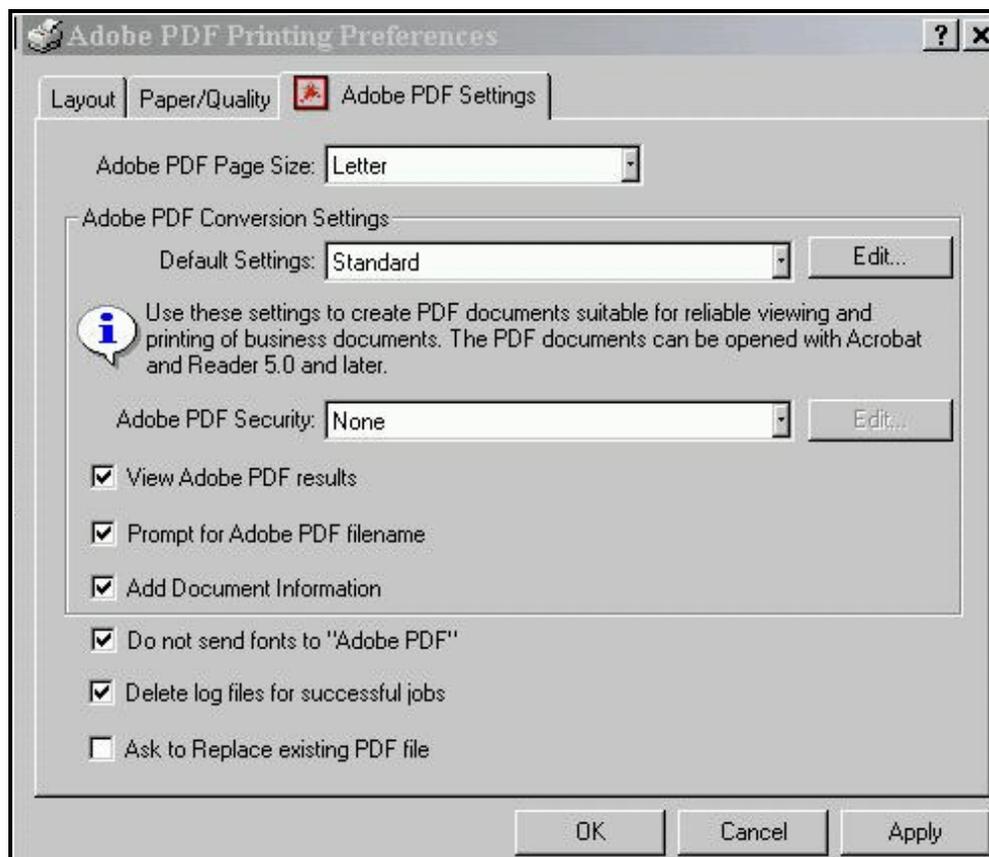
The following instructions are for use with the Adobe Acrobat 6 - the newest version of Acrobat available. Questions have arisen about backward compatibility with versions 4 and 5. The following information details the steps necessary to use Acrobat 6 with ECF Phase 1 and CM/ECF.

**STEP 1 - Find the Adobe Printer:** Click on the computer's **Start Button** and locate the **Printers** folder as seen here:



Depending on the operating system, the folder could be under the **Settings** link or the **Control Panel**. Refer to your operating systems documentation if you are unable to locate the Printers folder.

**STEP 2 - Printing Preferences:** The Printer Folder displays. Locate the **Adobe PDF** printer from the list and **RIGHT** click on it. Choose **Printing Preferences** from the menu that appears. The following screen displays:

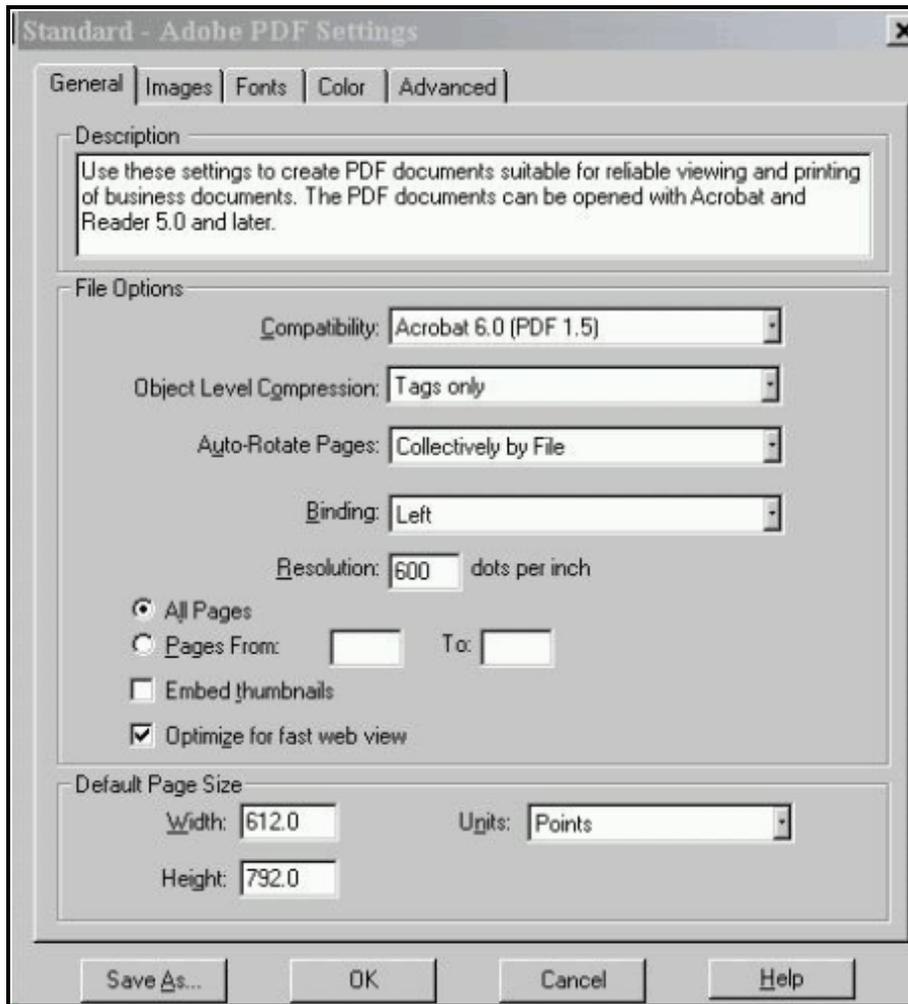


Choose the **Adobe PDF Settings** tab. Click on the **Edit** button in the **Default Settings** section.

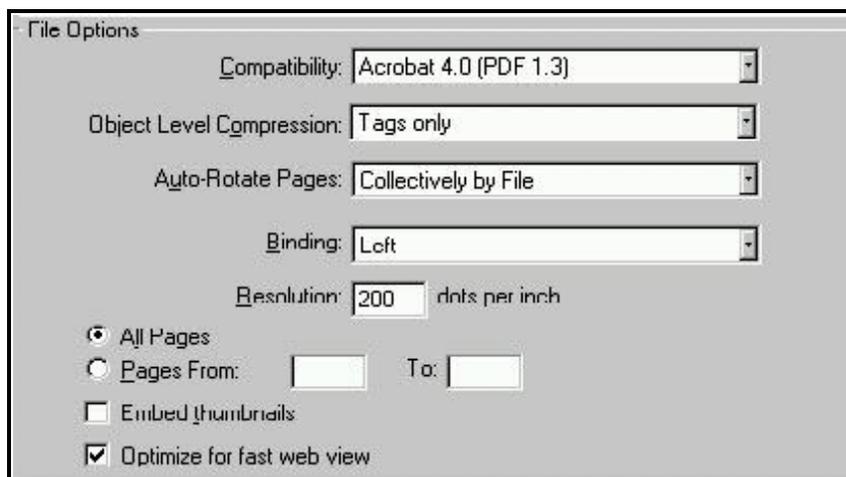
### Contact Information

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**STEP 4 - Changing the Adobe Settings:** Here is what the default settings should look like:



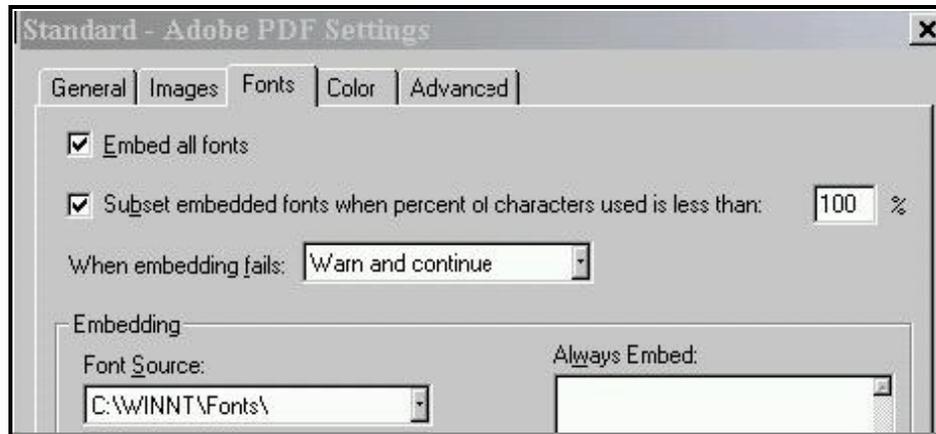
Choose the **General** tab and look for **File Options** located in the middle of the screen. Click the **Compatibility** drop down arrow and change that setting to Acrobat 4.0 (PDF 1.3). Click on the box next to **Resolution** and change the setting from 600 to 200. The **File Options** should now look like this:



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**STEP 5 - Embedding Fonts:** Make sure Adobe is set to embed all fonts. Click on the **Fonts** tab. The following screen displays:



Check to see that there is a check mark next to “Embed all fonts.” Check the box if it is blank. Click the **[OK]** button to save your changes. Click the **[OK]** button again to save all your changes. Exit Printer Preferences.

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