

PDF Compatibility and CM/ECF

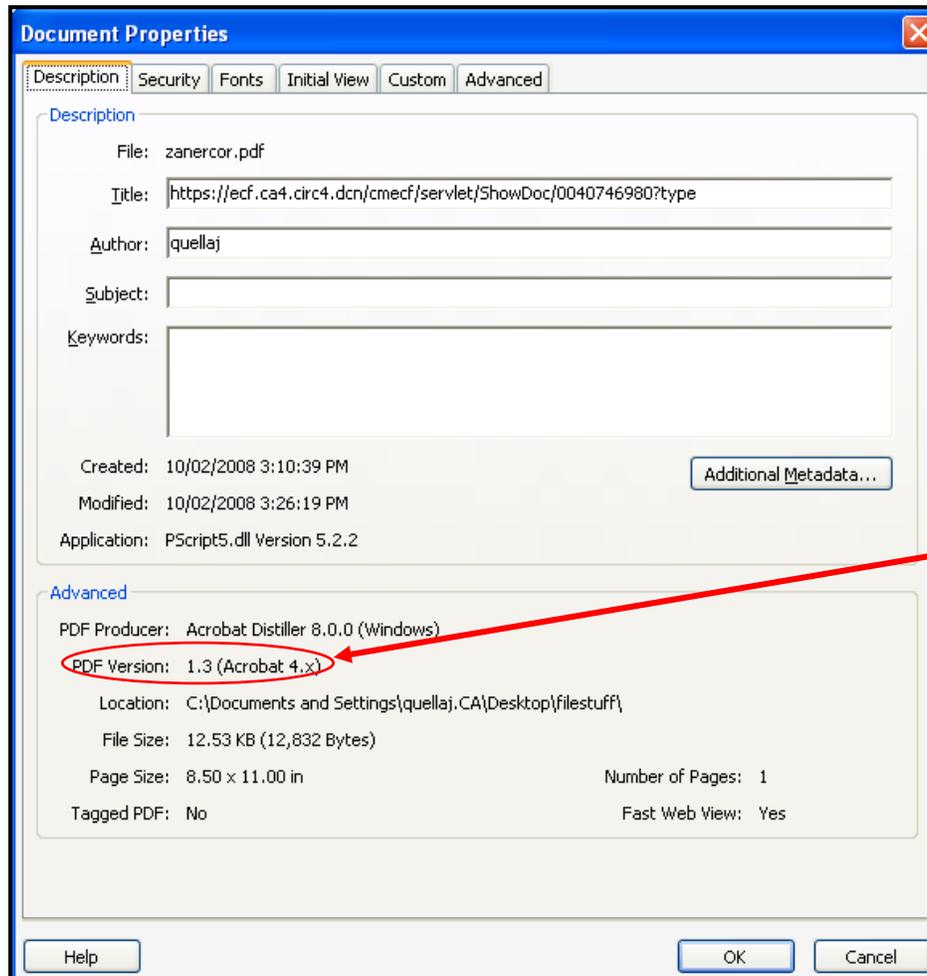
Documents filed within CM/ECF must have Acrobat Compatibility setting of Acrobat 4.0 (Adobe 1.3) and later. Follow the steps below to ensure that your ECF documents have the correct compatibility setting.

Topics covered:

- [Determining a document's current compatibility setting](#)
- [Updating a document to the correct compatibility setting](#)
- [Changing default compatibility settings](#)

• How to check the compatibility version of a PDF document:

1. Open the file in Acrobat.
2. Click **File**.
3. Click **Properties**.
4. The PDF Version is listed under *Advanced*.



PDF Version must be 1.3 (Acrobat 4.x) for successful CM/ECF filing.

- **Updating the PDF Compatibility Setting of a Document**

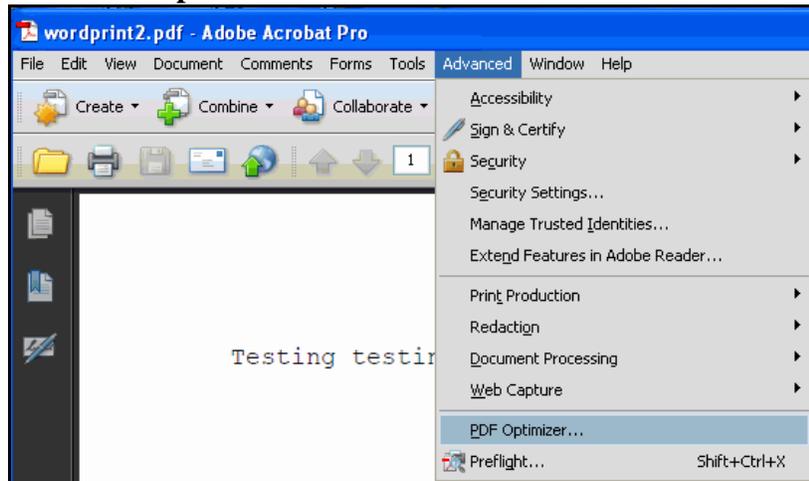
If a document is created with the wrong compatibility setting, the user must re-save the document to correct the setting. Follow directions below to change the settings in [Acrobat Professional](#) or [Acrobat Standard](#).

- **Acrobat Professional**

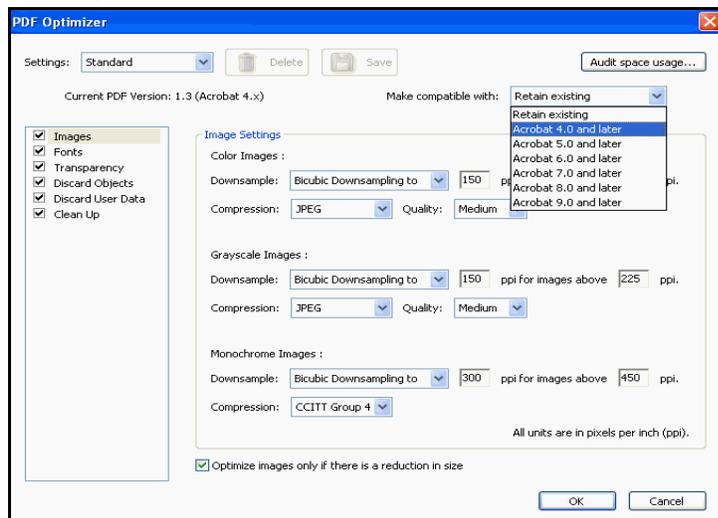
Acrobat Professional requires that documents be re-saved as an optimized PDF to change the compatibility settings. Once the file is re-saved, the user can remake the docket entry.

Re-saving as Optimized in Acrobat Professional

1. Open the problem PDF file in Acrobat.
2. Select **Advanced**.
3. Select **PDF Optimizer**.



4. Select **Acrobat 4.0 and Later** from the *Make Compatible With* drop down menu.
5. Click **OK**.



6. The *Save Optimized As* window will open.
7. Click **Save**.
8. Once the file is re-saved, the user can remake the docket entry.

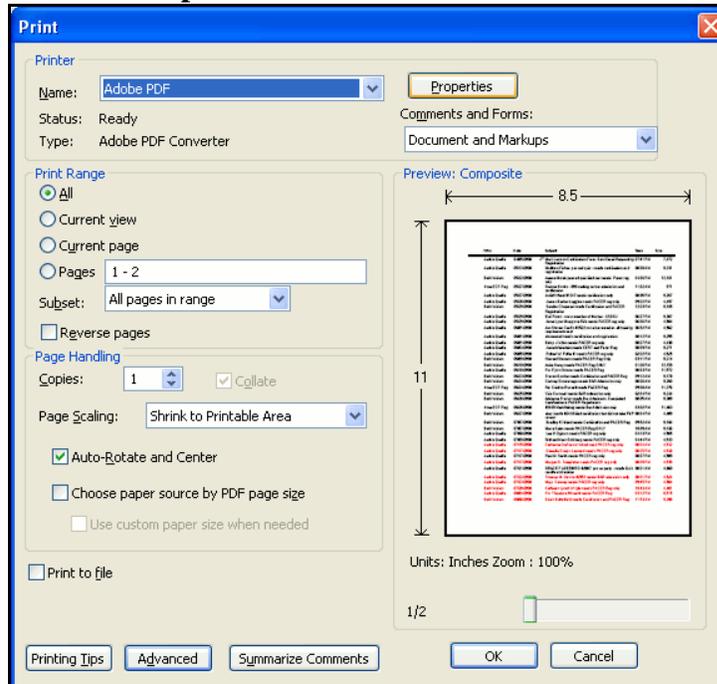
• Updating the PDF Compatibility Setting of a Document - Continued

○ Acrobat Standard

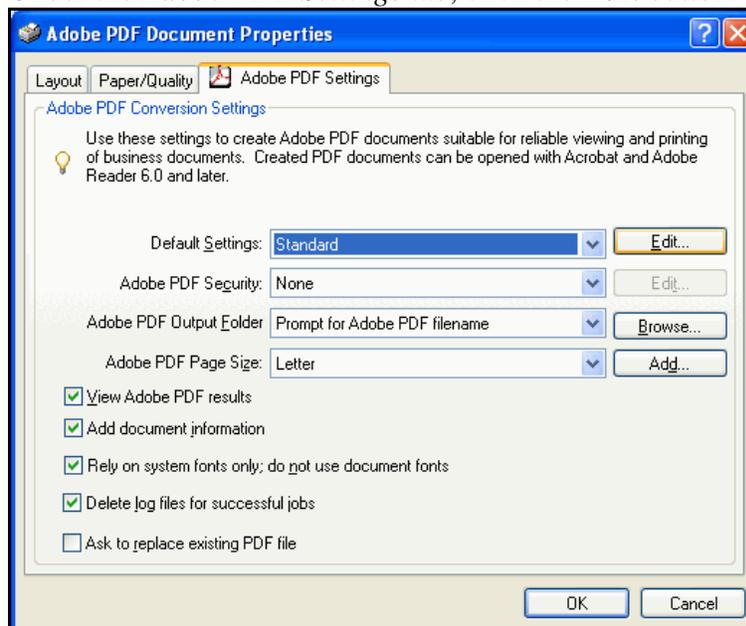
If the user has Acrobat Standard, they must print the document to PDF to change the compatibility settings. Hyperlinks continue to work if a document is printed to PDF from Acrobat. Once the file is re-saved, the user can remake the docket entry.

Printing with Updated Compatibility Settings in Acrobat Standard

1. Open the problem file in Acrobat.
2. Click **File**.
3. Click **Print**.
4. Change the printer name to Acrobat PDF.
5. Click the **Properties** button.



6. Under the *Adobe PDF Settings* tab, click the **Edit** button.

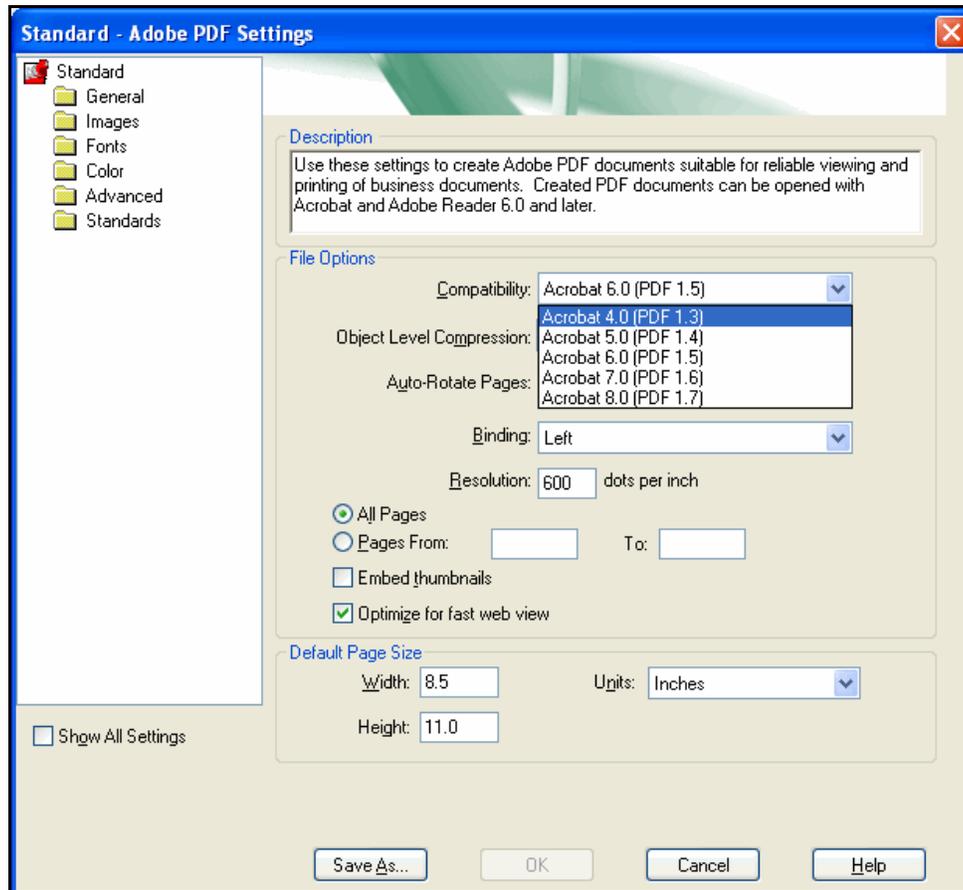


- **Updating the PDF Compatibility Setting of a Document - Continued**

- **Acrobat Standard - Continued**

- Printing with Updated Compatibility Settings in Acrobat Standard - Continued

- 7. Select **Acrobat 4.0 (PDF 1.3)** from the compatibility drop down menu.



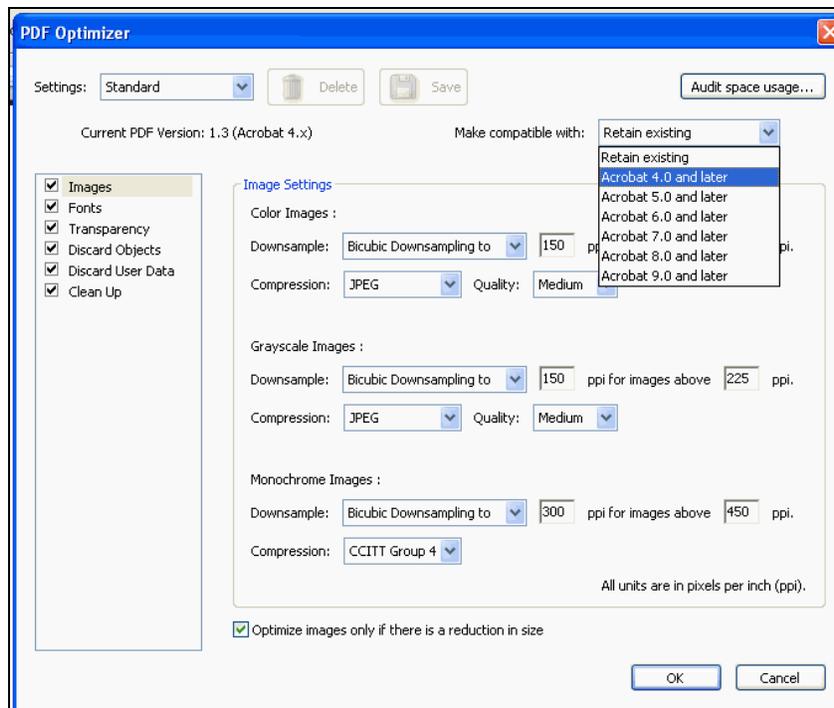
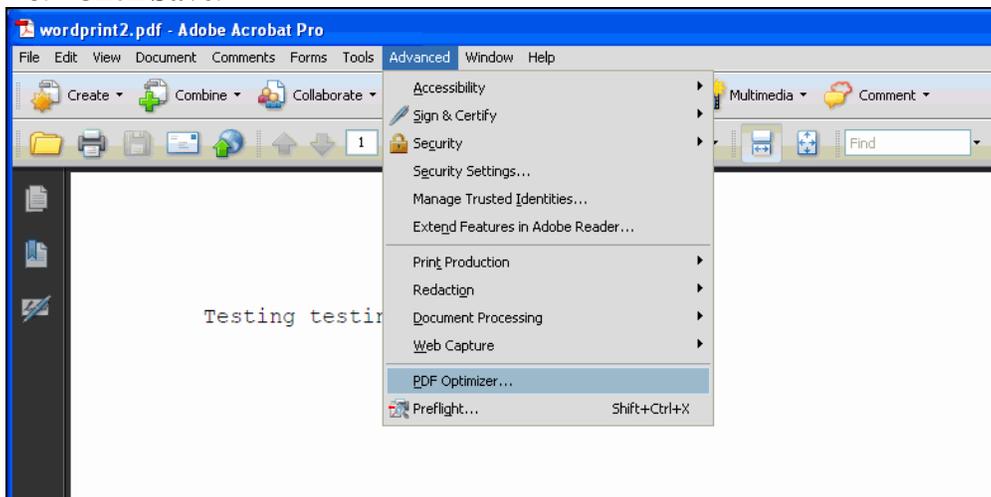
8. Click **OK**.
9. The *Save Adobe PDF Settings As* box will launch.
10. Type **CMECF** in the *File Name* field.
11. Click **Save**.
12. Click **OK** in the *Adobe PDF Document Properties* box.
13. Click **OK** in *Print* dialogue box.
14. Click **Save** in the *Save PDF File As* dialogue box.
15. The User can now upload the file to CM/ECF.

- **Changing Acrobat Default PDF Compatibility Setting**

The default PDF compatibility setting must be updated in Adobe Acrobat and any word processing software utilized to create PDF documents for filing in CM/ECF. Once the compatibility setting is changed in [Acrobat Standard](#), [Acrobat Professional](#), [Microsoft Word](#) and [Word Perfect](#), all future documents created in those applications will have the correct setting.

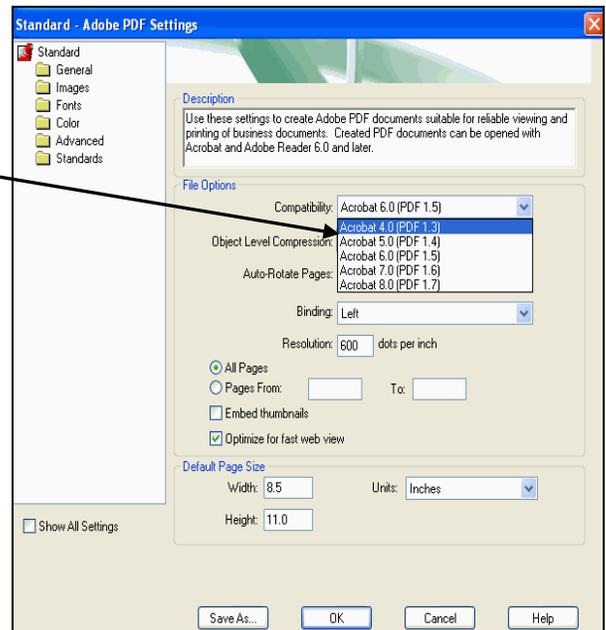
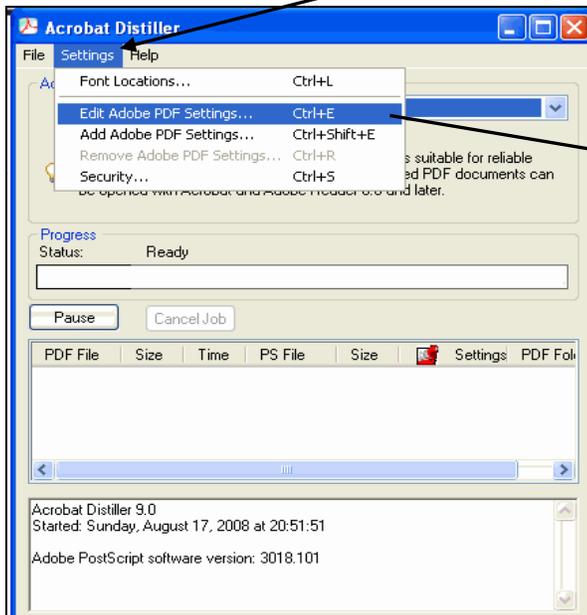
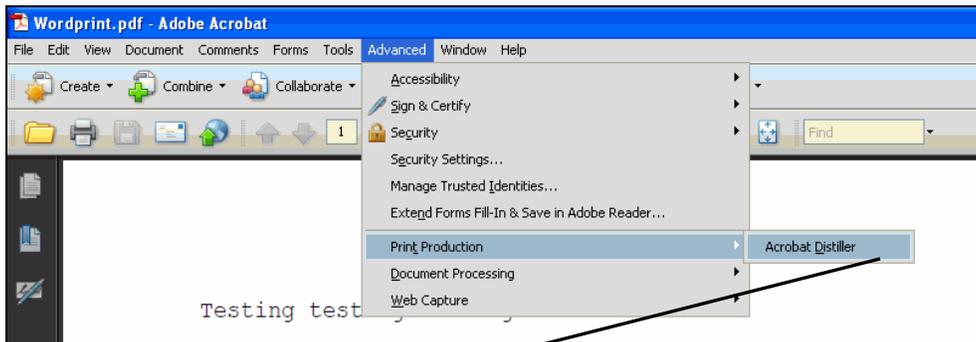
- **Acrobat Professional**

1. Open Adobe Acrobat 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**.



- **Acrobat Standard**

1. Open Adobe Acrobat 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. Change the file name to **CMECF**.
11. Click **Save**.
12. Close the *Acrobat Distiller* window.



- **Changing Acrobat Default PDF Compatibility Setting - Continued**

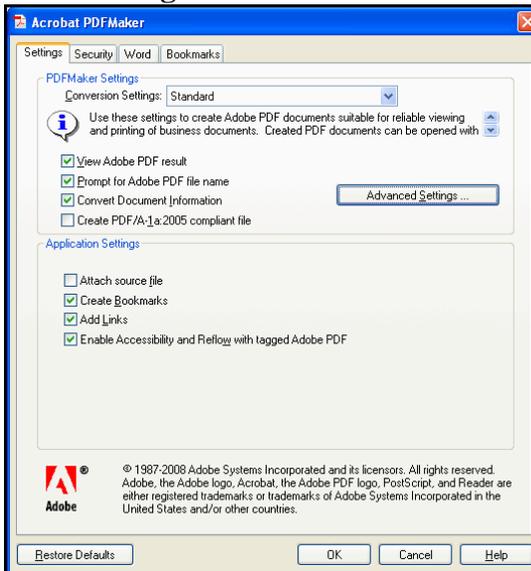
- **Microsoft Word**

- Microsoft Word 2007

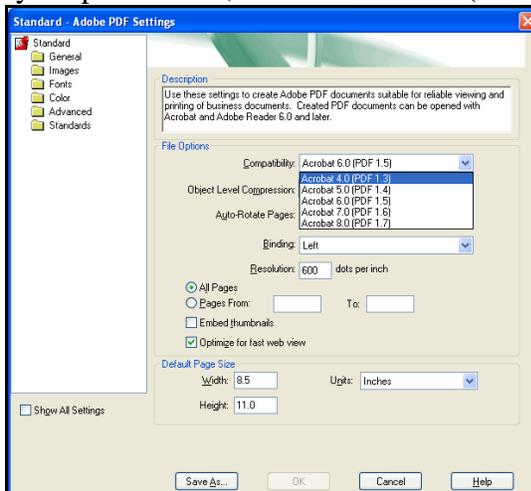
1. Open Microsoft Word2007.
2. Click on the **Acrobat Ribbon**. (In Word2003, go the Acrobat Menu.)
3. Select **Preferences**. (In Word2003, select Change Conversion Settings.)



4. Click on the **Advanced Settings** button.



5. In the Compatibility drop-down list, select **Acrobat 4 (PDF 1.3)** or below.



6. Click **OK**.
7. In the next window, in the File name box, type: **CMECF**.
8. Click **Save**.
9. Click **OK**.

- **Changing Acrobat Default PDF Compatibility Setting - Continued**

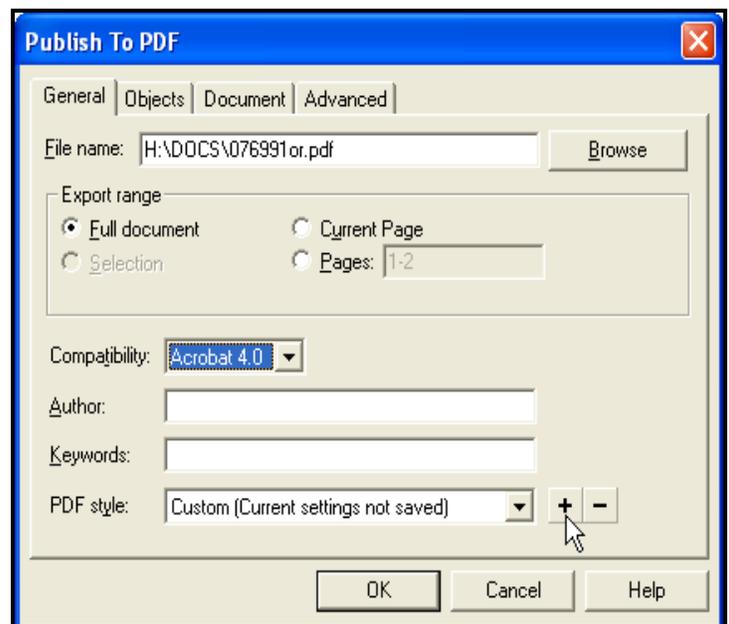
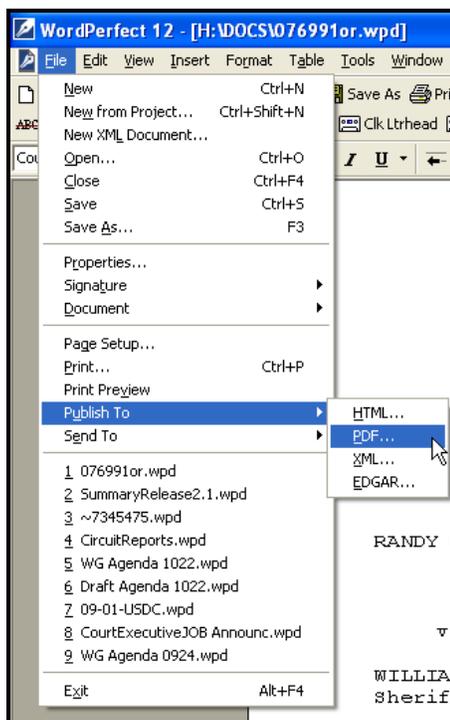
- **Microsoft Word**

- Microsoft Word 2003

1. Open Microsoft Word 2003.
2. Click on the **Adobe PDF** menu.
3. Select **Change Conversion Settings**.
4. Select **Acrobat 4 (PDF 1.3)** from the compatibility drop-down.
5. Click **OK**.
6. In the *Save Settings* window, type **CMECF** in the *File Name* box.
7. Click **OK**.

- **Word Perfect**

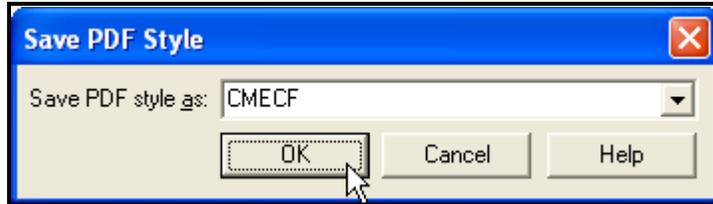
1. Open your document in Word Perfect.
2. Click **File**.
3. Click **Publish To**.
4. Click **PDF**.
5. Select Acrobat 4.0 from the Compatibility drop down.
6. Click the **+** button.



- **Changing Acrobat Default PDF Compatibility Setting - Continued**

- **Word Perfect**

7. Type CMECF in the Save PDF Style box.
8. Click OK.



9. Click OK.