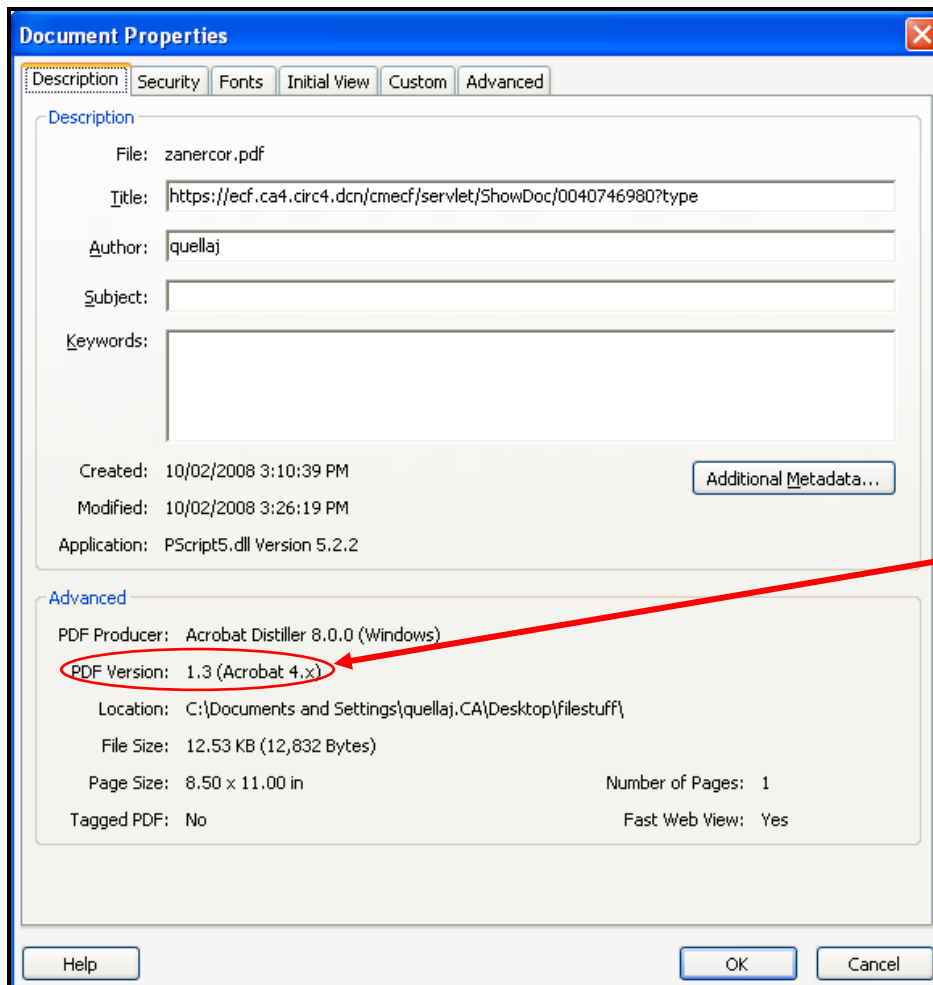# PDF Compatibility and CM/ECF

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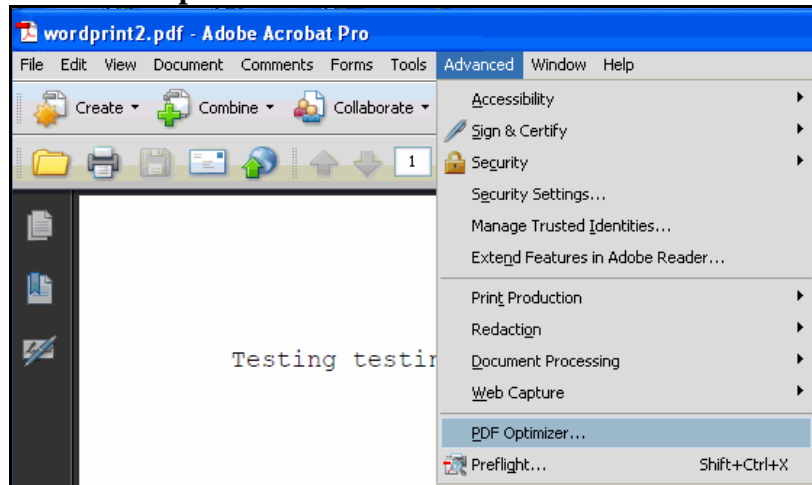
    If a document is created with the wrong compatibility setting, the user must re-save the document to correct the setting. Follow directions below to change the settings in Acrobat Professional or Acrobat Standard.
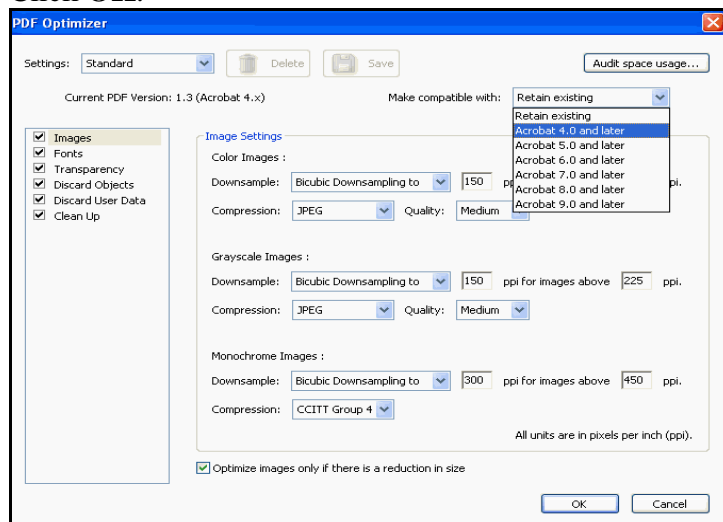
    o **Acrobat Professional**

    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.

    <u>Re-saving as Optimized in Acrobat Professional</u>
    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.
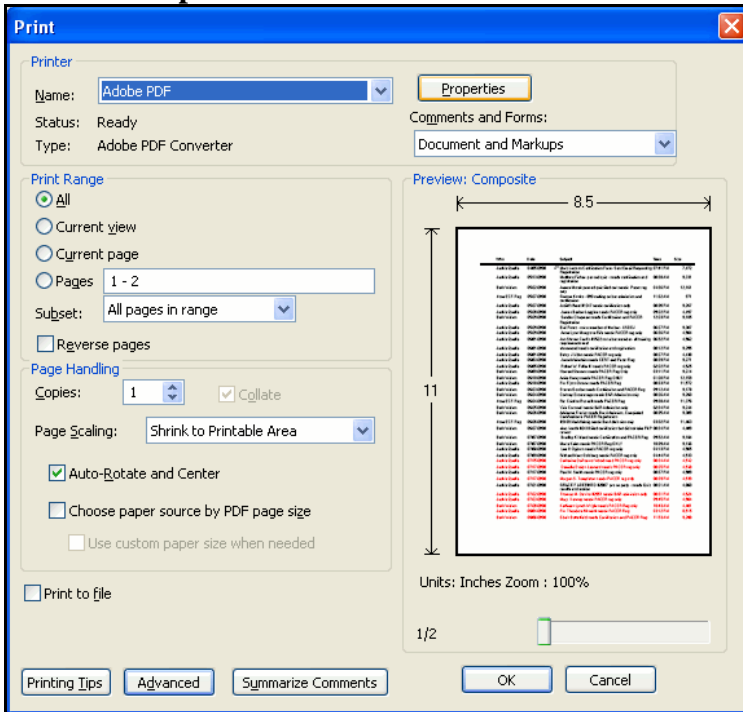
- **Updating the PDF Compatibility Setting of a Document - Continued**
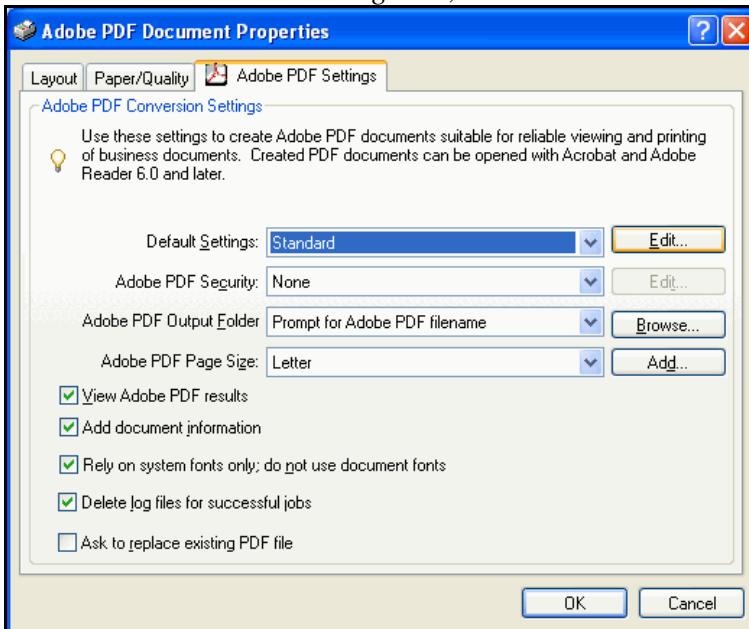 - o **Acrobat Standard**

    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.

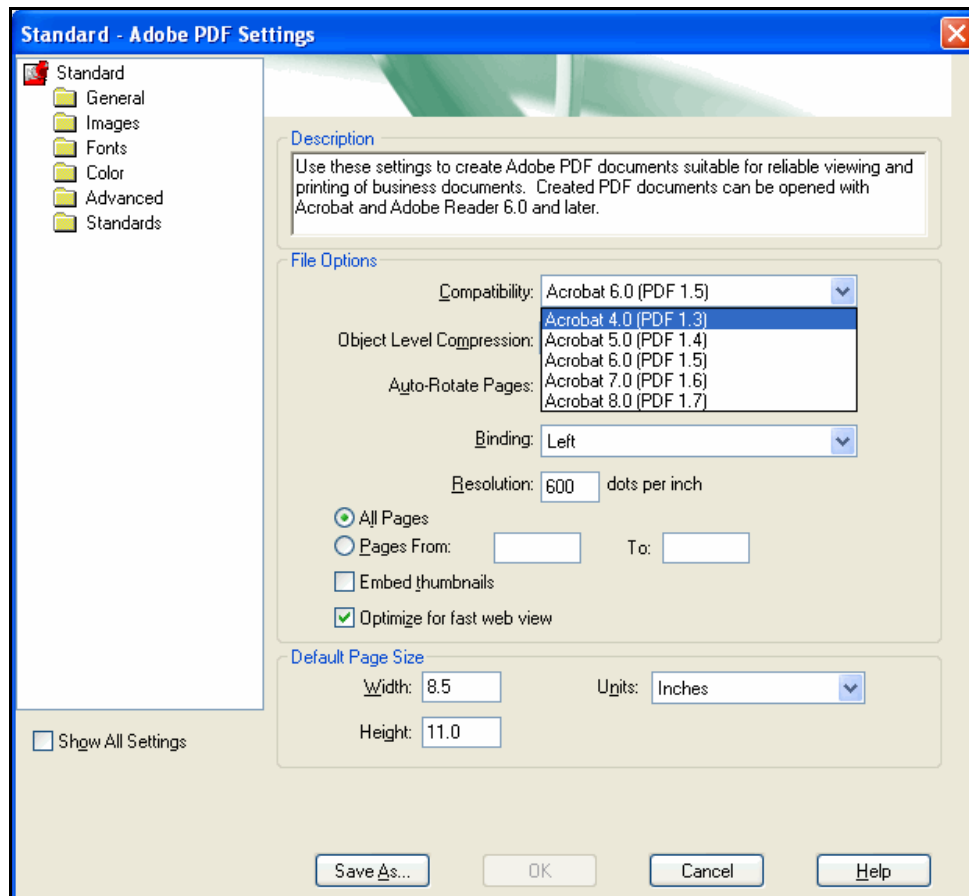   6. Under the *Adobe PDF Settings* tab, click the **Edit** button.

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

    <u>Printing with Updated Compatibility Settings in Acrobat Standard - Continued</u>
    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.
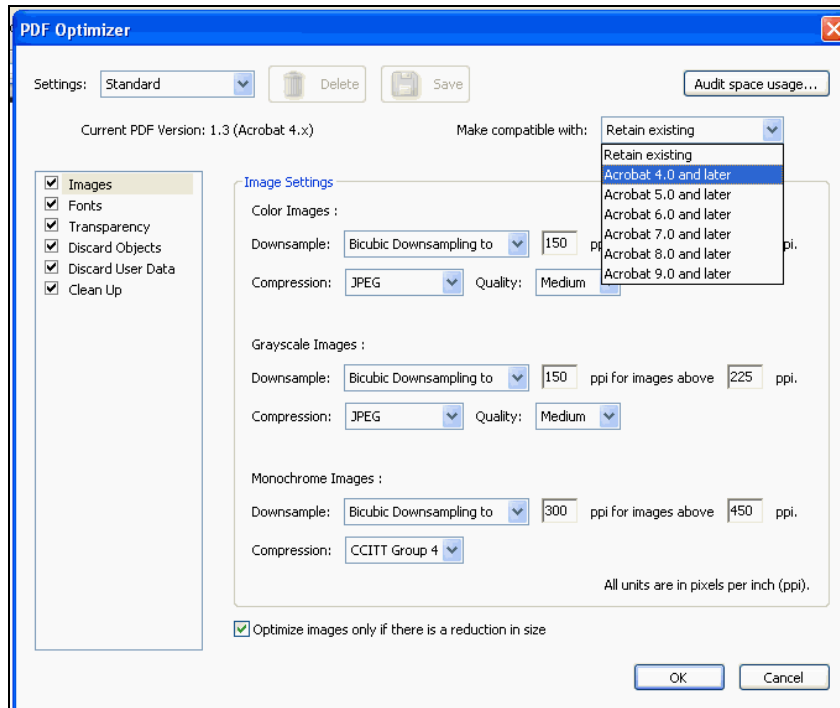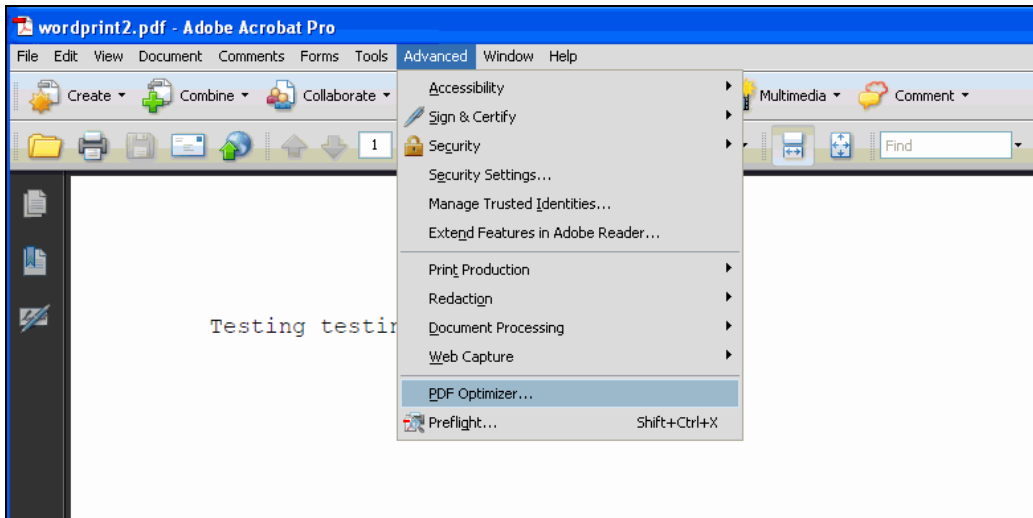   14. Click **Save** in the *Save PDF File As* dialogue box.
    15. The User can now upload the file to CM/ECF.

- **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.
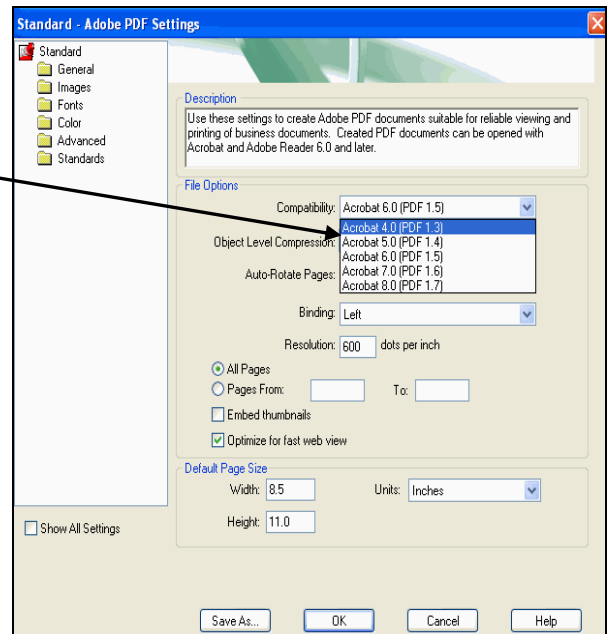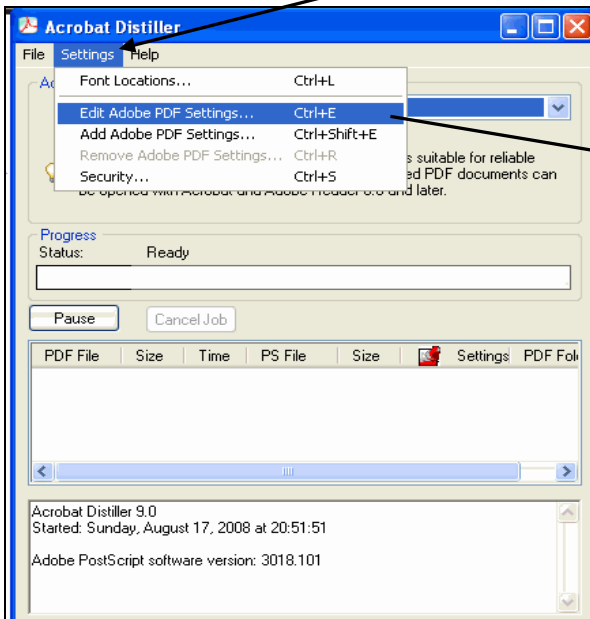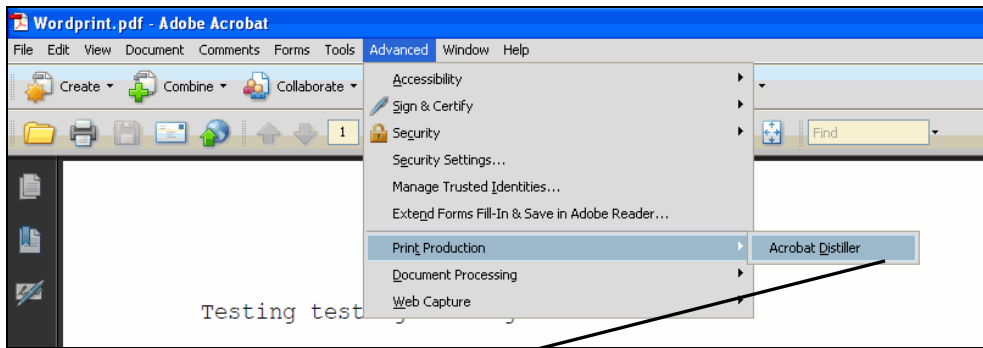
    o **Acrobat Professional**

        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**.

- o **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**.
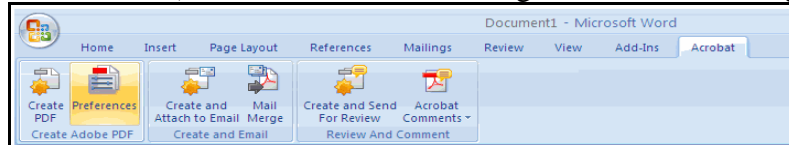   12. Close the *Acrobat Distiller* window.

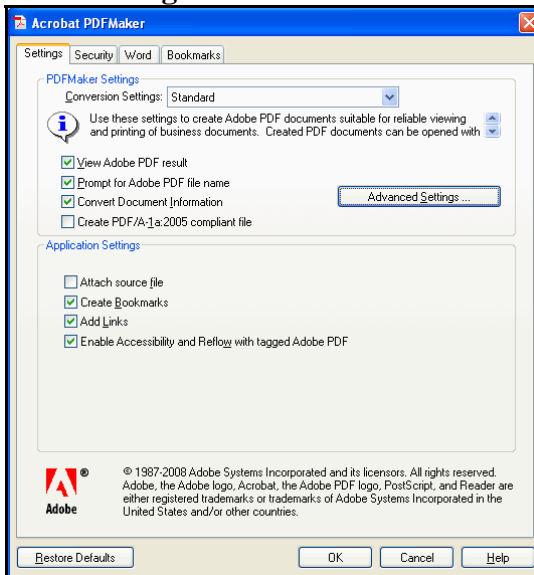- **Changing Acrobat Default PDF Compatibility Setting - Continued**
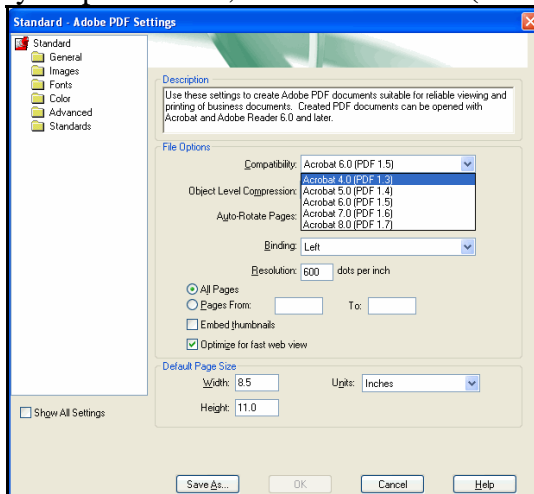 - o **Microsoft Word**

    <u>Microsoft Word 2007</u>
    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**.

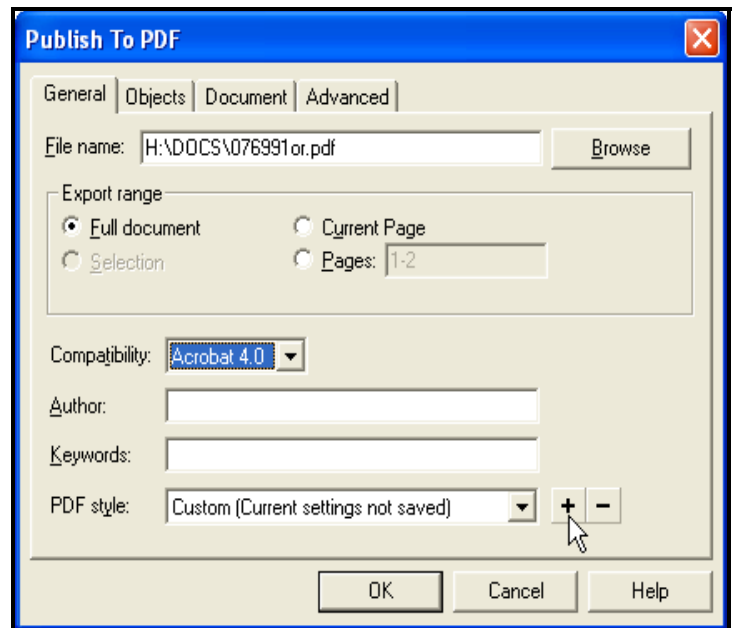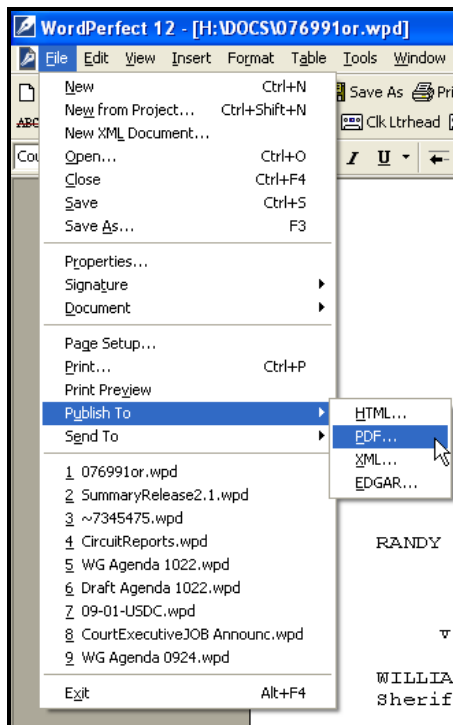- **Changing Acrobat Default PDF Compatibility Setting - Continued**
  o **Microsoft Word**

  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**.

  o **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.
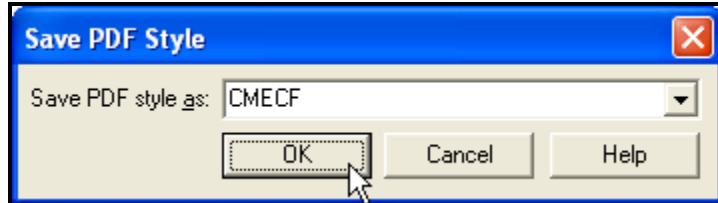
  6. Click the **+** button.

- **Changing Acrobat Default PDF Compatibility Setting - Continued**
  - o **Word Perfect**
    7. Type CMECF in the Save PDF Style box.
    8. Click OK.

    9. Click OK.