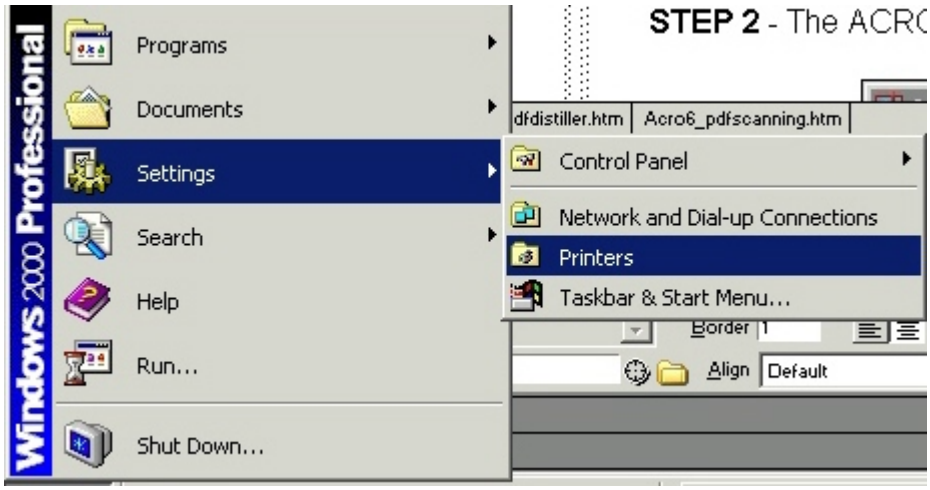
Adobe Acrobat 6 Compatibility Issues - Printing to PDF Writer

The following instructions are for use with the Adobe Acrobat 6. This being the newest version of Acrobat available, many questions have arisen about the backward compatibility with versions 4 and 5. The following information details the step necessary to insure that files created in Acrobat 6 can be viewed in previous versions. If you are using another .pdf generating software or a different version of Adobe Acrobat, please refer to the appropriate documentation or web site for detailed information they may have provided on this topic.

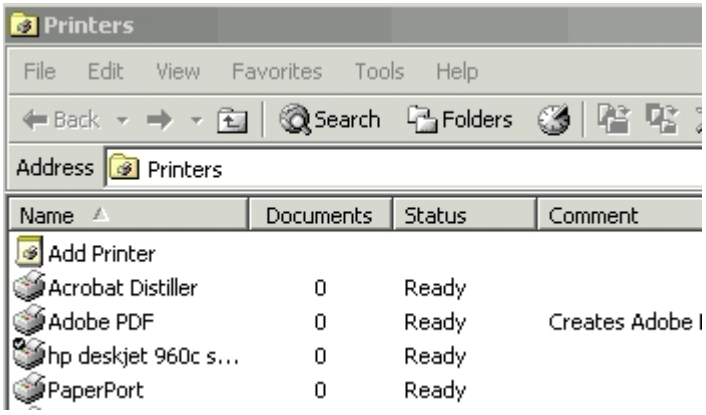
PDF documents are commonly created in one of the following ways:
1-Creating PDF by Direct Scan,
2-Printing to PDF Writer (from within another application), or
3-Printing to PDF Distiller.

This topic will detail Printing to PDF Writer (from within another application).

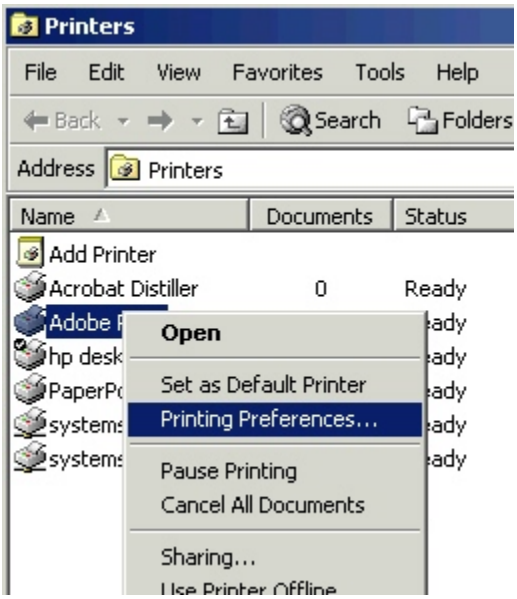
STEP 1 - Click on the computers **Start Button** and locate the **Printers** Folder, depending on the operating system, the folder could be under the **Settings** link or possibly the **Control Panel**.



STEP 2 - The PRINTER FOLDER displays.

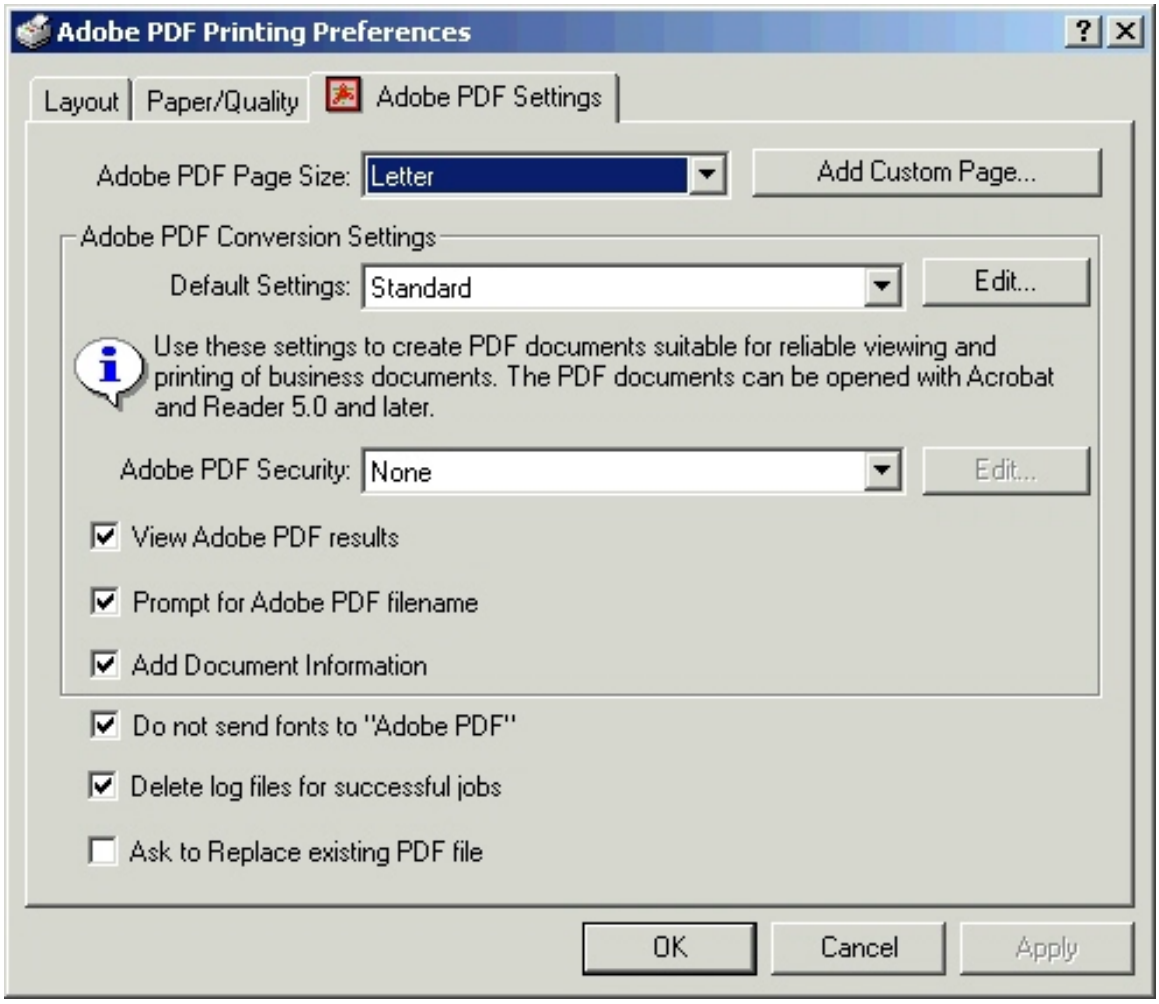


Locate the **Adobe PDF** printer from the list and **RIGHT** click on it. Choose **Printing Preferences** from the menu that appears.



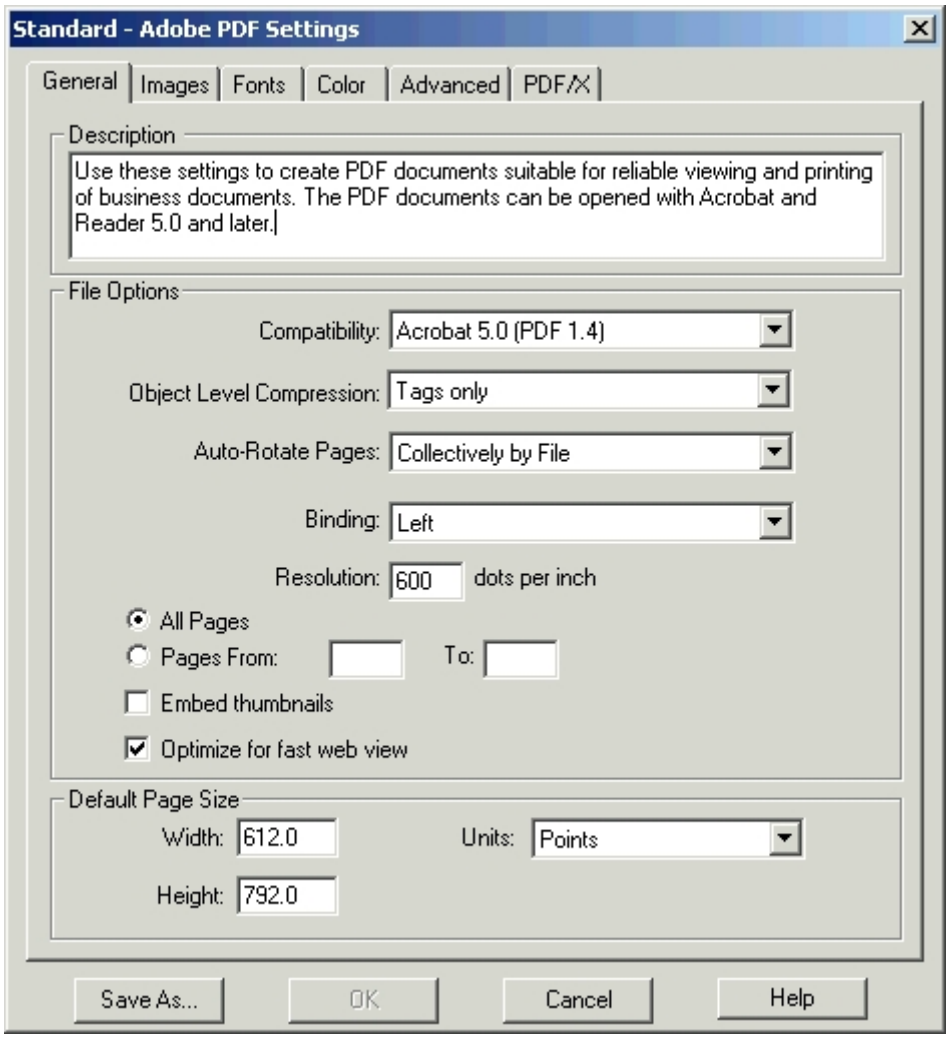
STEP 3 - The ADOBE PDF PRINTING PREFERENCES screen displays.

* Choose the **Adobe PDF Settings** tab and click on the **Edit** button.

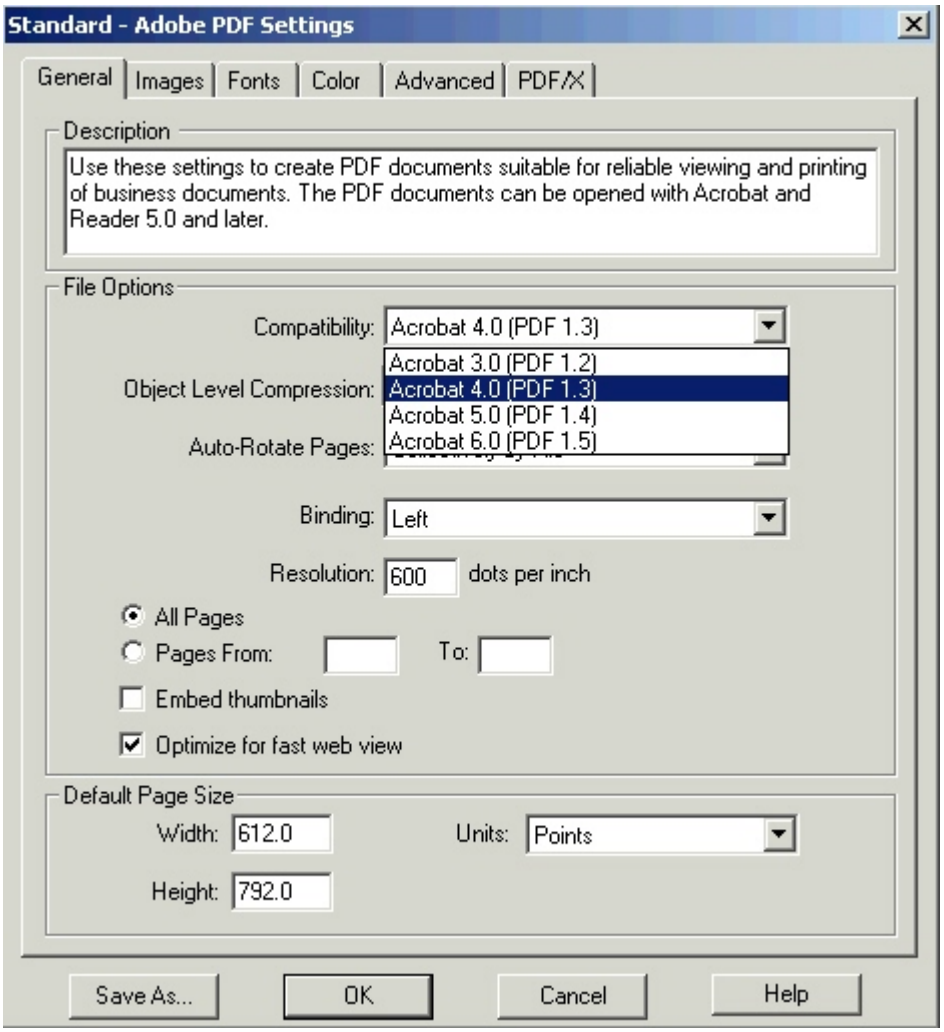


STEP 4 - The STANDARD - ADOBE PDF SETTINGS screen displays.

* Choose the **General** tab and look In the middle of the screen to locate an area labeled **File Options.**



* Click the **Compatibility** drop down arrow and change option to Acrobat 4.0 (PDF 1.3).



* Click the **[OK]** button and save with defaulted name given.
* Acrobat Writer should now display in the Default Settings drop down box the new changes and also display Acrobat 4.0 (PDF 1.3) in the compatibility area
* Click the **[OK]** button.

NOTE: It is always good practice to check document properties after saving to PDF. Document properties can be checked fairly easy to insure backward compatibility.

Any time you modify a .pdf document in Acrobat 6 (e.g. inserting a page, deleting a page etc., use the procedures outlined in Creating PDF by Direct Scan when saving .pdf files after modifications.

The SAVE or SAVE AS option should NEVER be used on .pdf files that are being submitted to the court.