UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA

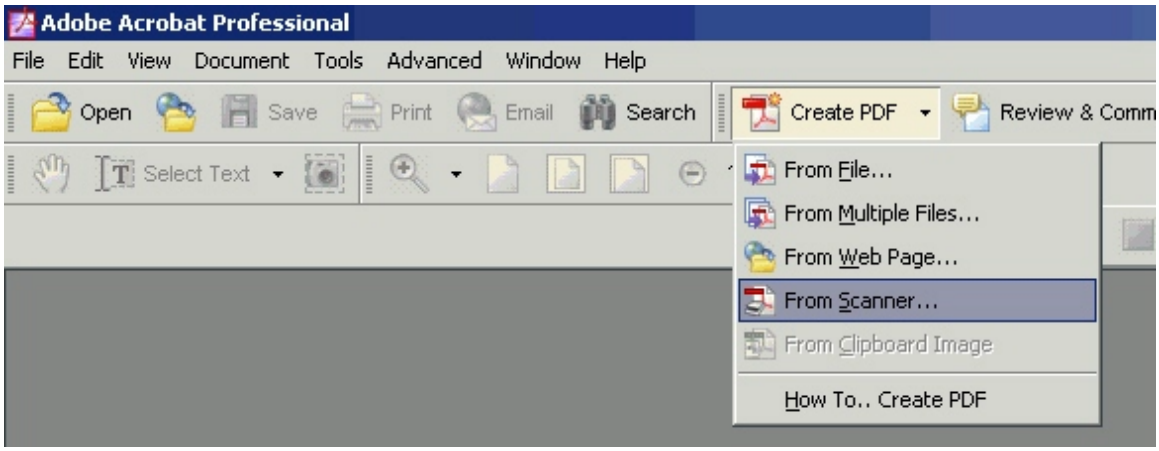
Adobe Acrobat 6 Compatibility Issues - Creating a PDF by Direct Scan

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 Creating PDF by Direct Scan.

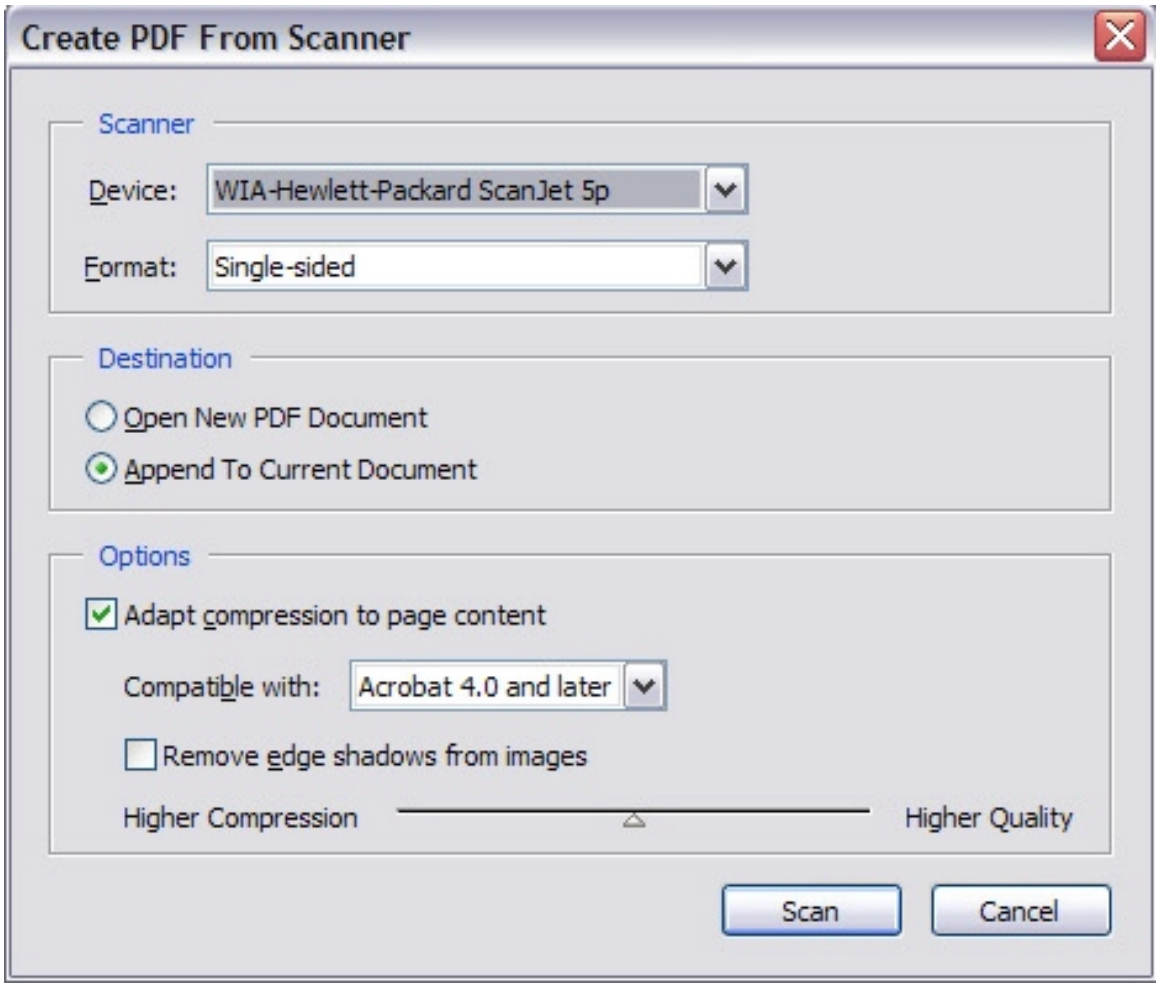
STEP 1 - Click on the Create PDF button on the toolbar (or choose File - Create PDF from the menu).

Choose From Scanner



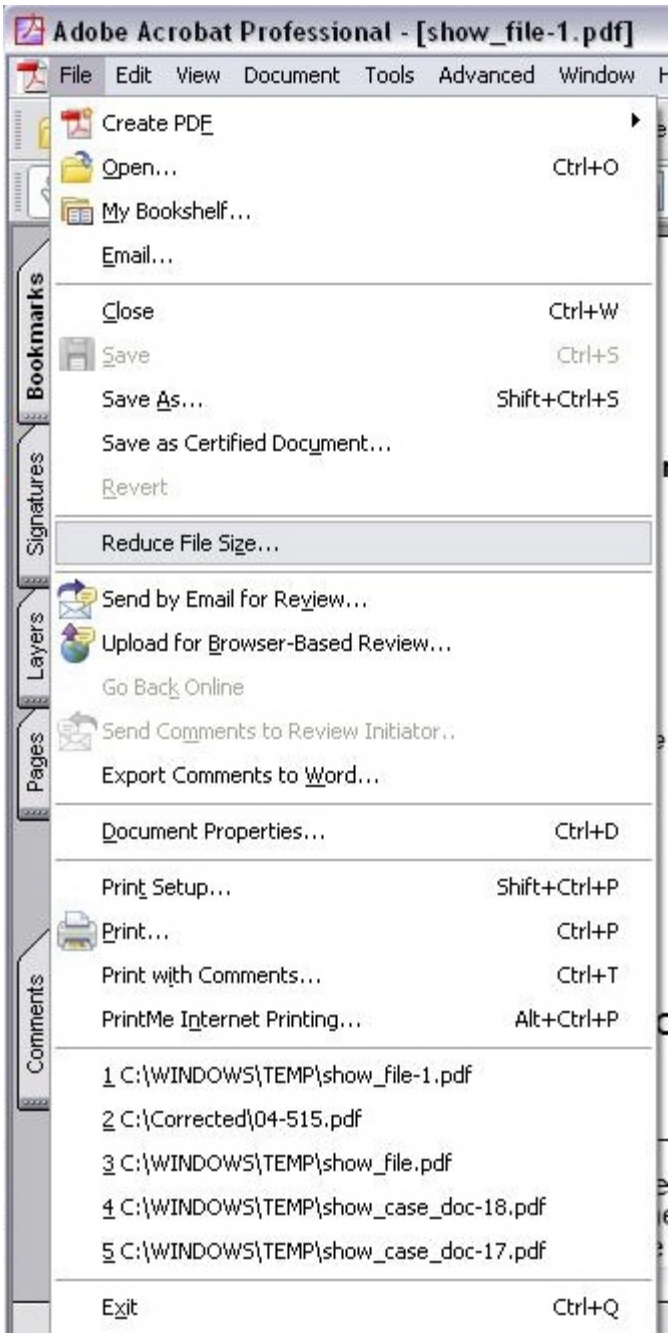
STEP 2 - The CREATE PDF FROM SCANNER screen displays.

* Choose applicable information in the **Device:** field.
* The **Compatible with:** field must be changed to Acrobat 4.0 and later.
* Click on **Scan**.



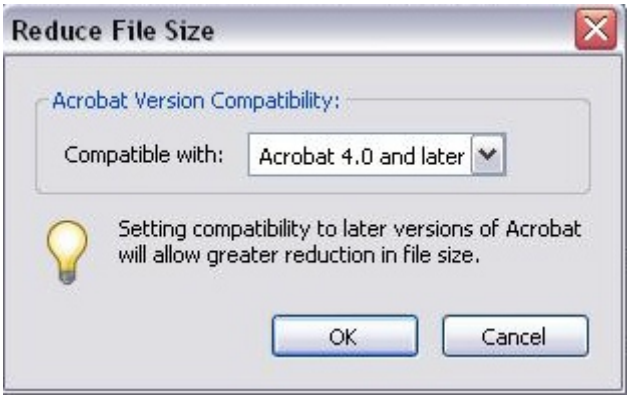
STEP 3 - After scan is complete do the following (**NOTE:** Do not use Save or Save As located under the File toolbar option at this time).

* From the FILE link on the toolbar, choose Reduce File Size.


Adobe Acrobat Professional - [show_file-1.pdf]
File
Edit
View
Document
Tools
Advanced
Window
Bookmarks
Signatures
Layers
Pages
Comments
Create PDF
Open... Ctrl+O
My Bookshelf...
Email...
Close Ctrl+W
Save Ctrl+S
Save As... Shift+Ctrl+S
Save as Certified Document...
Revert
Reduce File Size...
Send by Email for Review...
Upload for Browser-Based Review...
Go Back Online
Send Comments to Review Initiator...
Export Comments to Word...
Document Properties... Ctrl+D
Print Setup... Shift+Ctrl+P
Print... Ctrl+P
Print with Comments... Ctrl+T
PrintMe Internet Printing... Alt+Ctrl+P
1 C:\WINDOWS\TEMP\show_file-1.pdf
2 C:\Corrected\04-515.pdf
3 C:\WINDOWS\TEMP\show_file.pdf
4 C:\WINDOWS\TEMP\show_case_doc-18.pdf
5 C:\WINDOWS\TEMP\show_case_doc-17.pdf
Exit Ctrl+Q

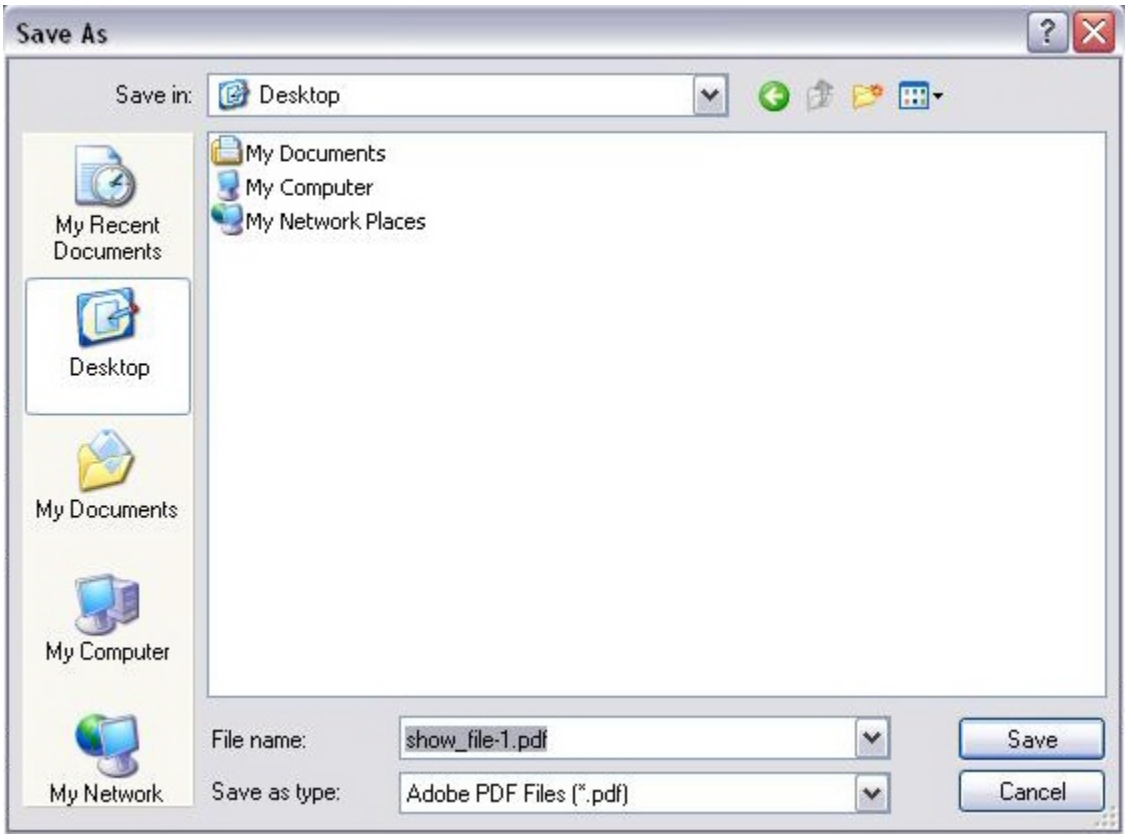
STEP 4 - The REDUCE FILE SIZE screen displays.

* If not already, change **Compatible with** field to Acrobat 4.0 and later.
* Click the **[OK]** button.



STEP 5 - The SAVE AS screen displays.

* Name and save document in appropriate location.
* Click the **[Save]** button.



NOTE: Check document properties after saving. The saved document should now be compatible with previous versions of Acrobat. The document properties can be checked fairly easy after this process to insure backward compatibility.

These procedures for saving your .pdf will apply any time you modify a .pdf document in Acrobat 6 (e.g. inserting a page, deleting a page etc.). Use these procedures at all times when saving .pdf files INSTEAD of the Save or Save As menu options.

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