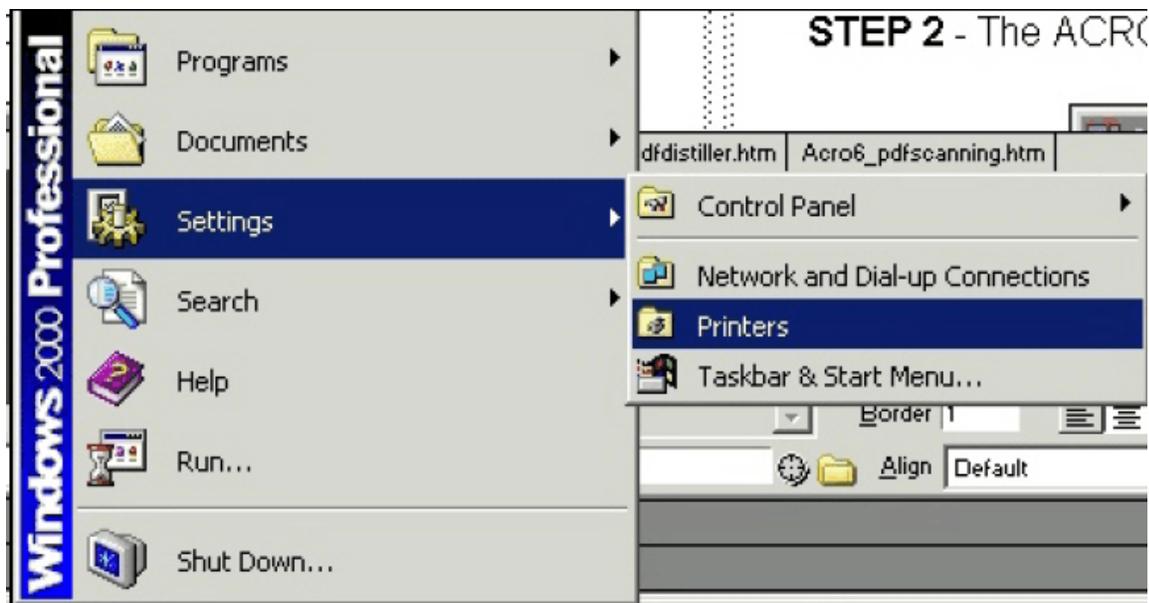


## Acrobat 6 - Configuring The Adobe PDF Printer To Convert To PDF Format From Word Processing Applications

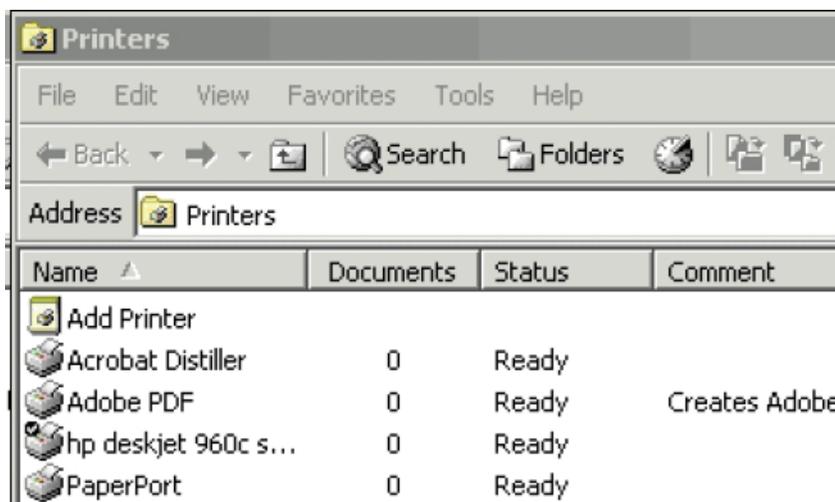
The following instructions are for use with the Adobe Acrobat 6. This being the newest version of Acrobat available, many questions have arisen about the backward compatibility with versions 4 and 5. The following information details the steps necessary to insure that files created in Acrobat 6 can be 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.

This topic will detail the steps required to configure the Adobe PDF Printer to convert documents to PDF format from other applications (Such as Microsoft Word) and maintain compatibility with previous versions.

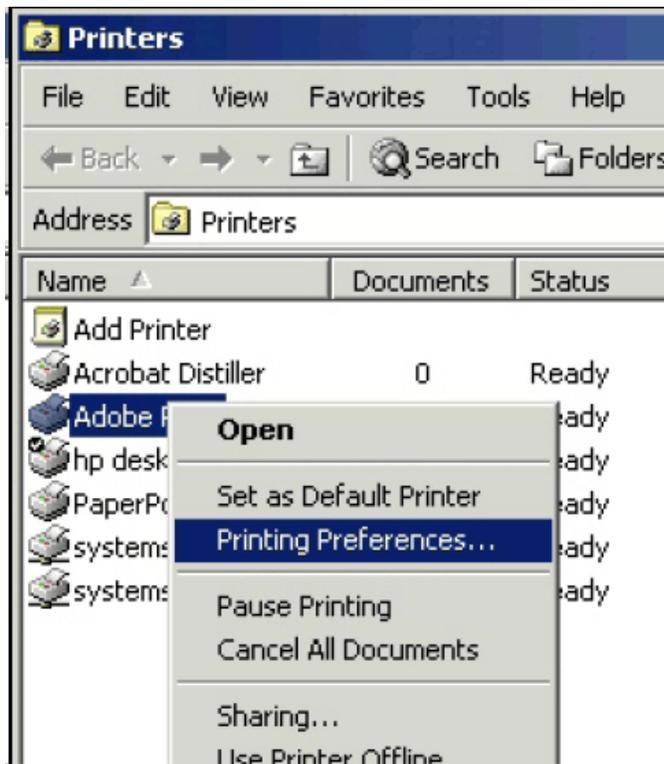
1. Click on the computer's **Start** Button and locate the **Printers** folder....depending on the operating system, the folder could be under the **Settings** link or possibly the **Control Panel**...refer to your operating system's documentation if unable to locate the **Printers** folder.



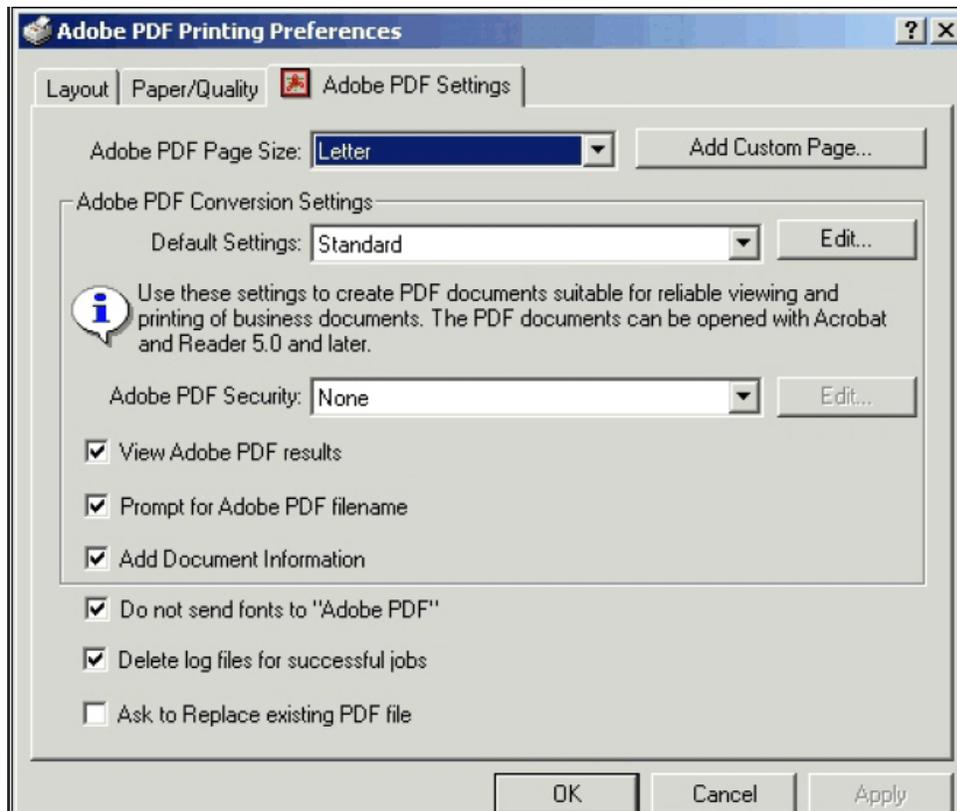
2. Your **PRINTERS** Folder will open:



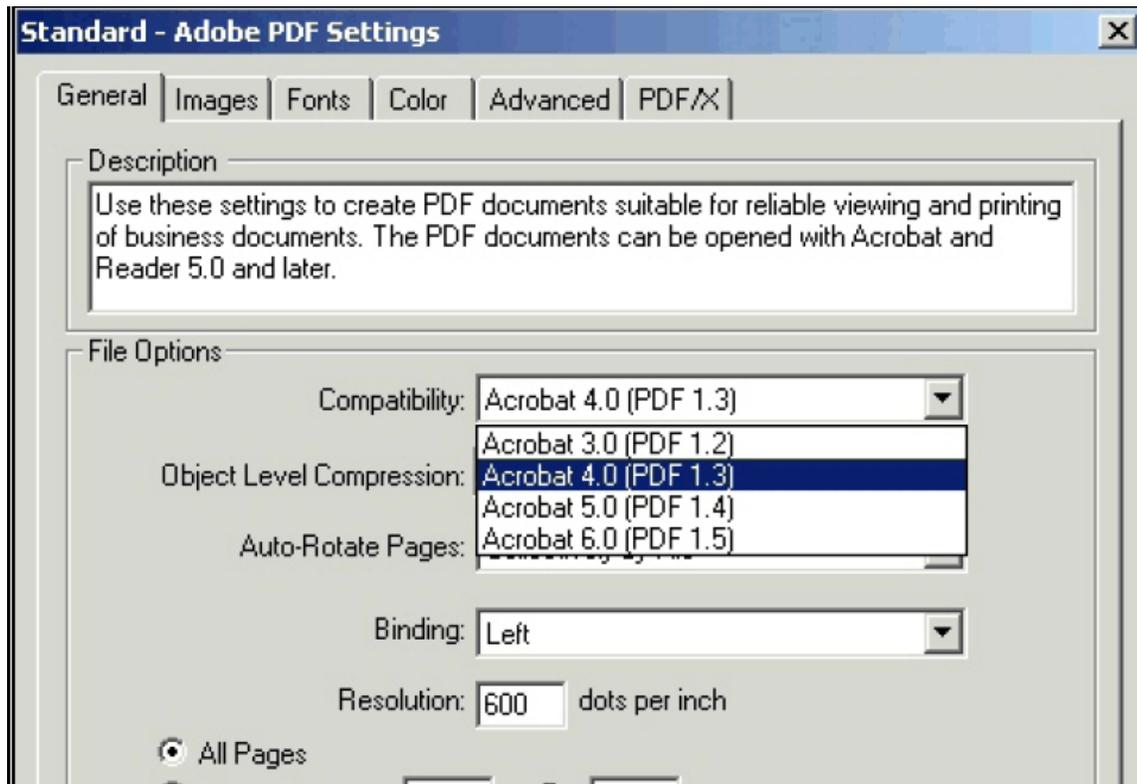
3. Locate the **Adobe PDF** printer from the list and RIGHT-click on it. Choose **Printing Preferences** from the menu that appears:



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



5. The **STANDARD - ADOBE PDF SETTINGS** screen displays.
  - a. Choose the **General** tab and look in the middle of the screen to locate an area labeled **File Options**.
  - b. Click the **Compatibility** drop down arrow and change option to **Acrobat 4.0 (PDF 1.3)**:



- c. Click the **[OK]** button and save with the default name given.