

Recommended Document Properties For PDF Files Transmitted Through SERFF



Providing flexibility, promoting uniformity

SERFF recommends the following properties for a Portable Document Format (PDF) file attached in SERFF. If the PDF Document is created in a different format the attachments may not open correctly for other users. This also may be the reason why filings will not Print To PDF.

Instructions:

I am using Adobe Acrobat 5.03

I am using Adobe Acrobat 6.05

Recommended Document Settings Using Acrobat 5.0

1. Open your PDF Document
2. Choose “File” (Fig 4.1)
3. Choose “Document Properties...” (Fig 4.1)
4. Choose “Summary...” (Fig 4.1)

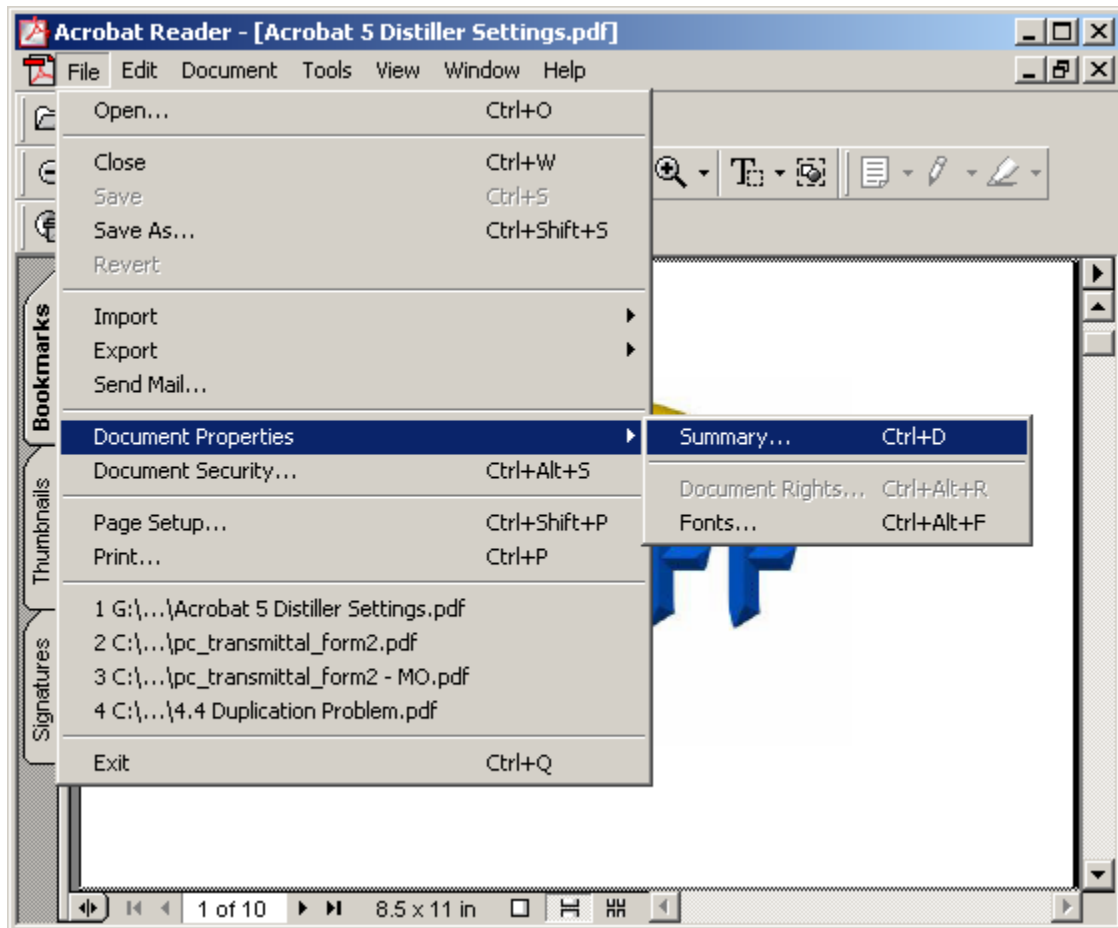


Figure 4.1: The Document Summary options within the “File” menu pane

Document Summary

“Producer” should be Acrobat Distiller

“PDF Version” should be 1.3 (Acrobat 4.x) (Fig 4.2)

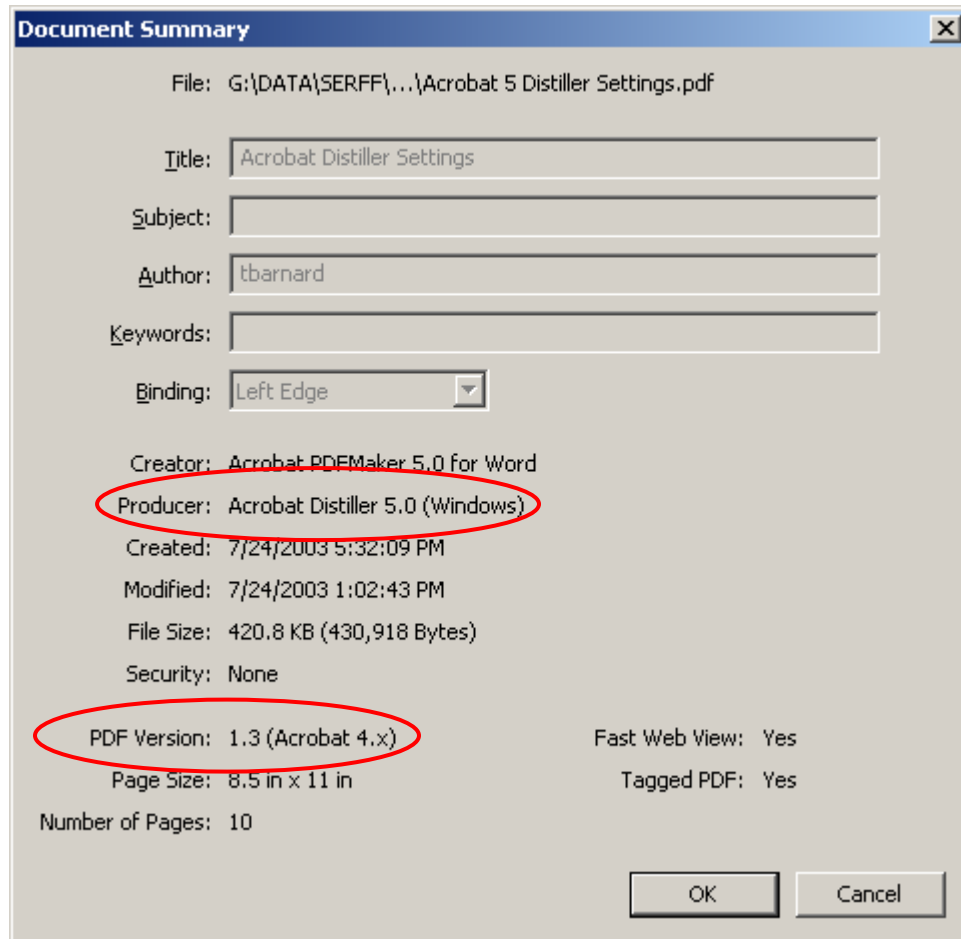


Figure 4.2: The Document Summary for your PDF file

If your Producer or PDF Version does not match this, please see the following instructions:

- Using Adobe Acrobat 5:
 - [Acrobat 5 Distiller – How To.pdf](#)
- Using Adobe Acrobat 6:
 - [Acrobat 6 Distiller – How To.pdf](#)

Recommended Document Settings Using Acrobat 6.0

1. Open your PDF Document
2. Choose “File” (Fig 4.3)
3. Choose “Document Properties...” (Fig 4.3)

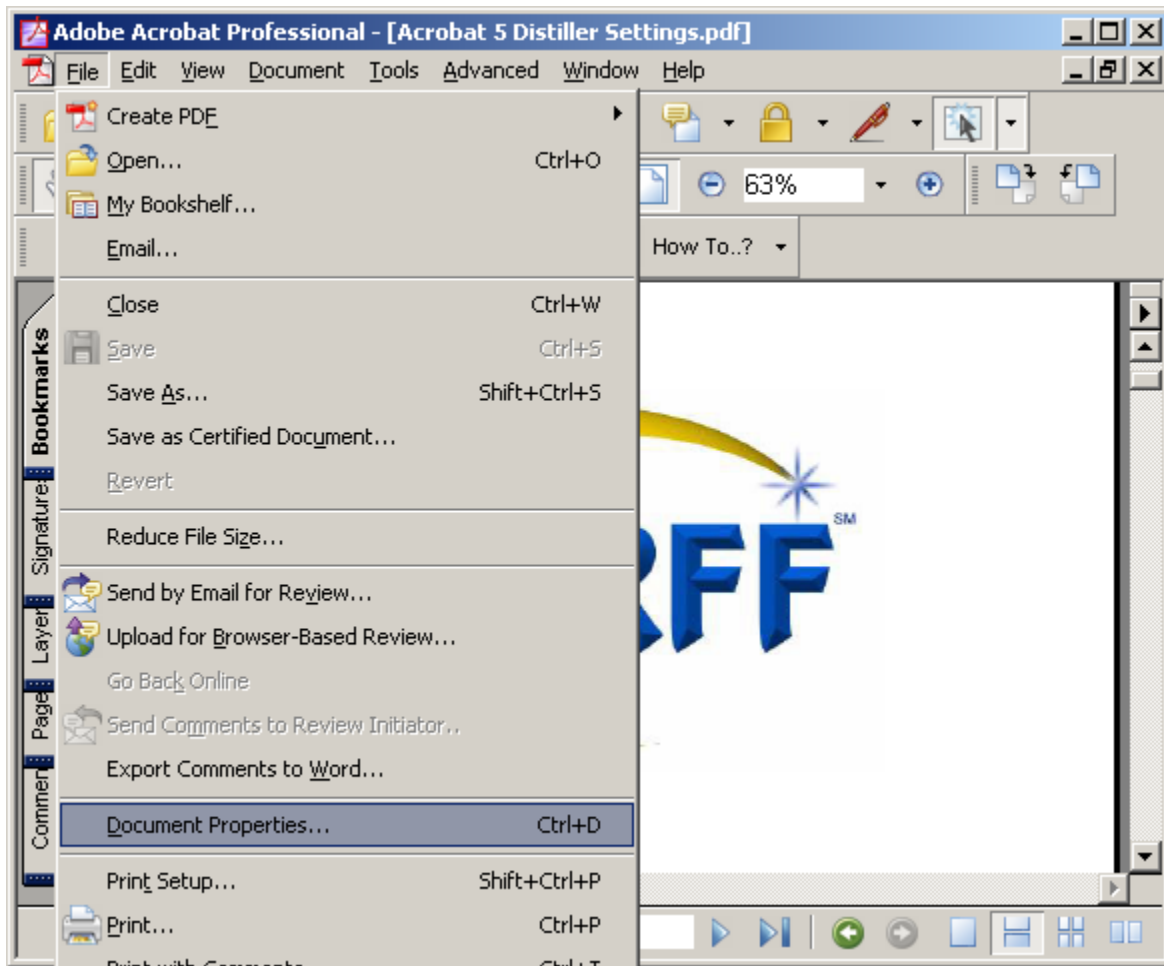


Figure 4.3: The Document Summary options within the “File” menu pane

PDF Information

“PDF Producer” should be Acrobat Distiller

“PDF Version” should be 1.3 (Acrobat 4.x) (Fig 4.4)

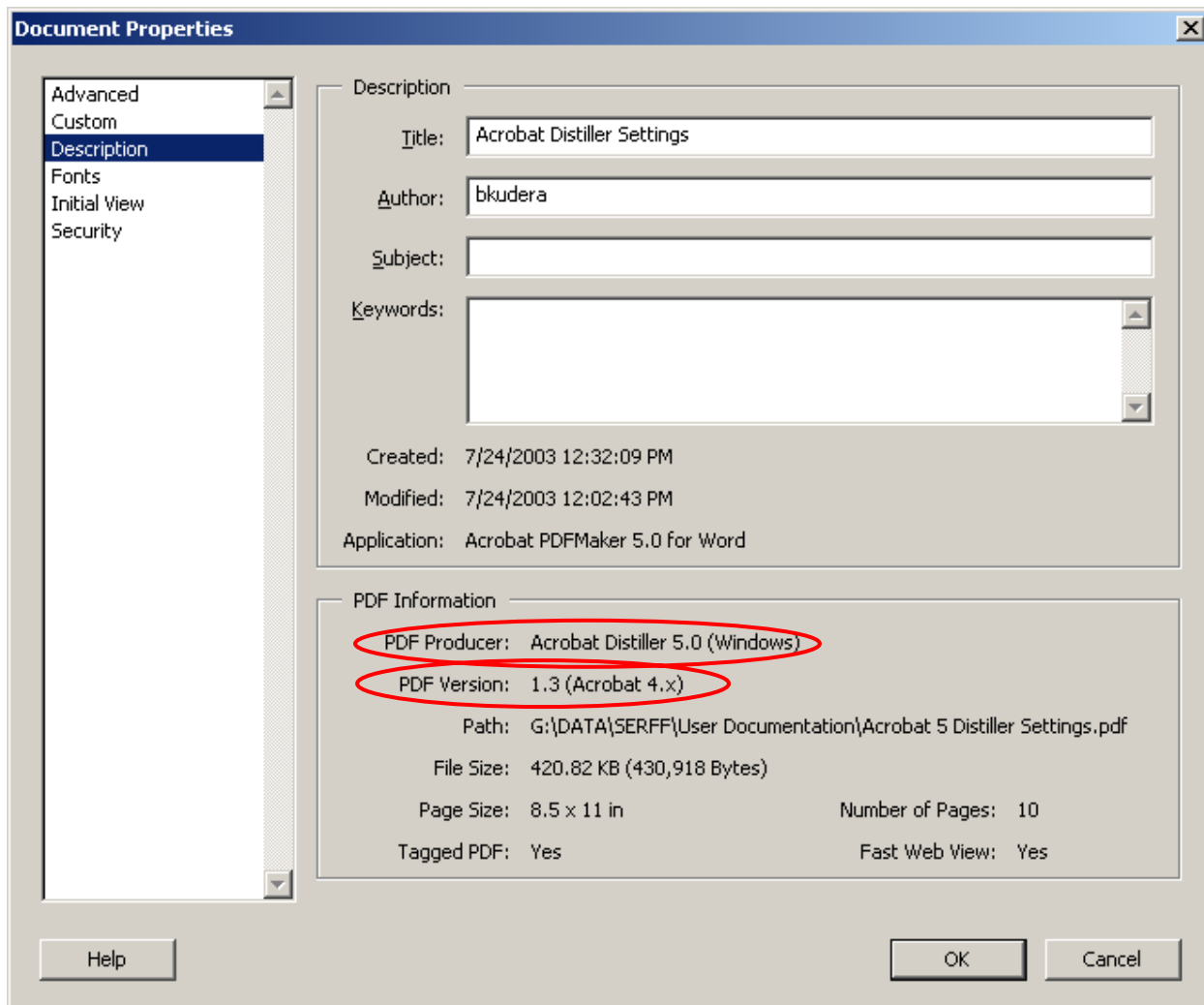


Figure 4.4: The Document Summary for your PDF file

If your PDF Producer or Version does not match this, please see the following instructions:

- Using Adobe Acrobat 5:
 - [Acrobat 5 Distiller – How To.pdf](#)
- Using Adobe Acrobat 6:
 - [Acrobat 6 Distiller – How To.pdf](#)