

Distilling a PDF File with Adobe Acrobat 6.0



Providing flexibility, promoting uniformity

SERFF recommends the following procedure to distill a Portable Document Format (PDF). A PDF file attached in SERFF is recommended to be distilled and compatible to the Adobe Acrobat 4.x format. If the document is not distilled or is not compatible to Acrobat 4.x, the attachments may not open for other users. This document specifies how to convert an existing PDF document for backwards compatibility for use in the SERFF System.

Instructions:

1. Open the PDF file in Adobe Acrobat
2. Choose “File”
3. Choose “Print” (Fig 3.1)

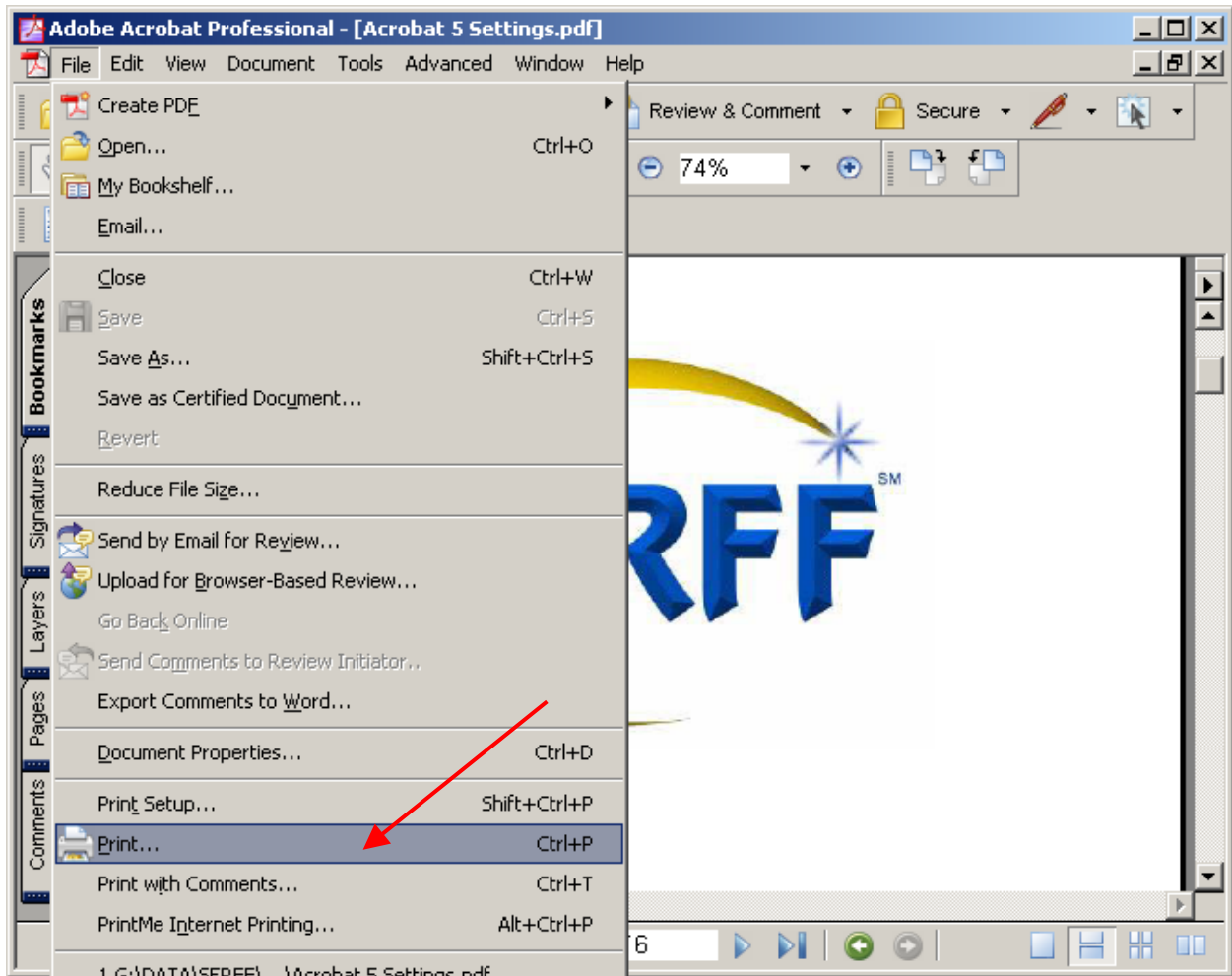


Figure 3.1: File Menu from the Toolbar in Adobe 6.0

4. Choose Adobe PDF for the Printer Name (Fig 3.2)

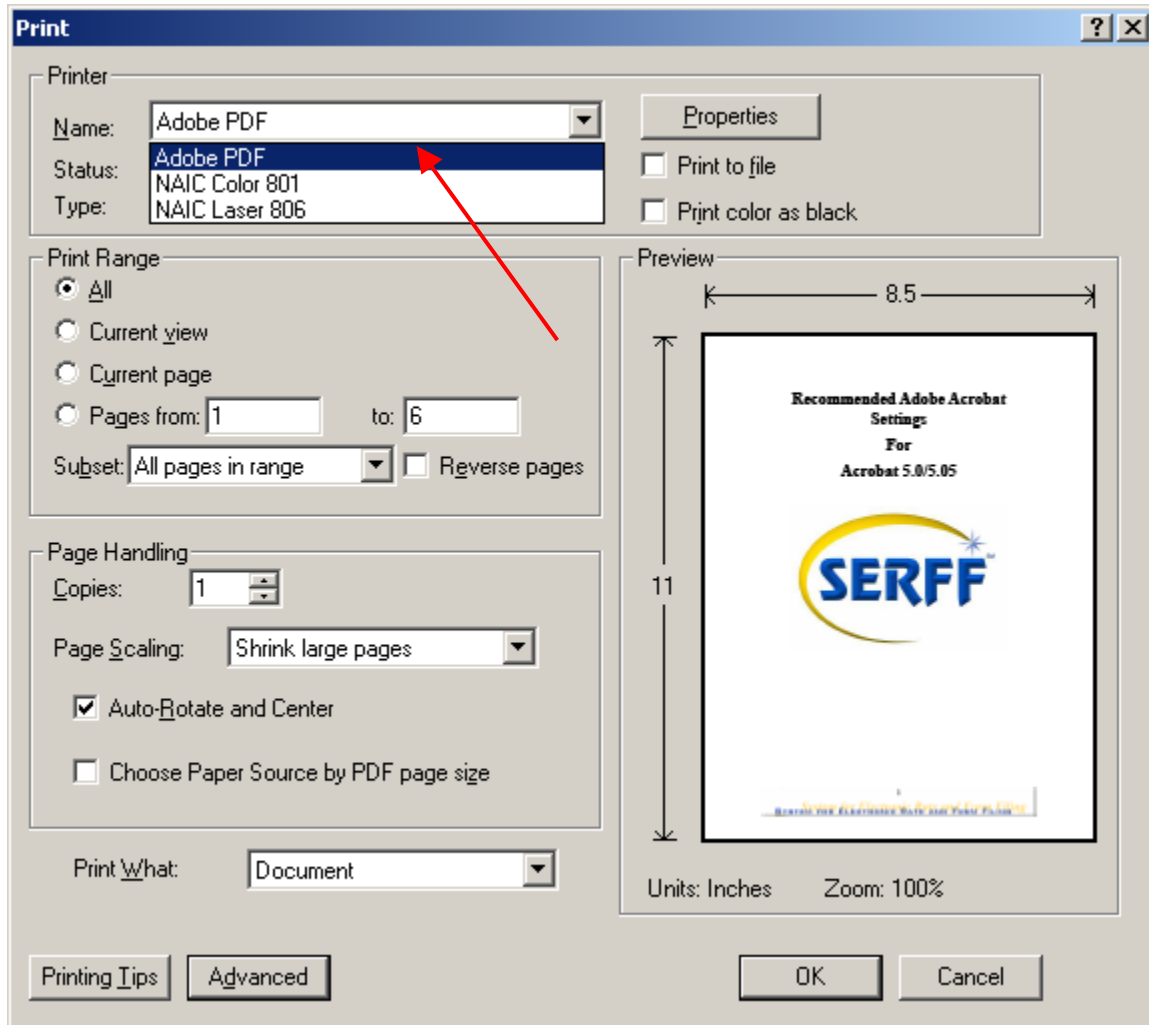


Figure 3.2: Printing Options Dialog Box in Adobe Acrobat 6.0

5. Click "OK"

6. Overwrite the existing document by clicking “Save” (Fig 3.3)

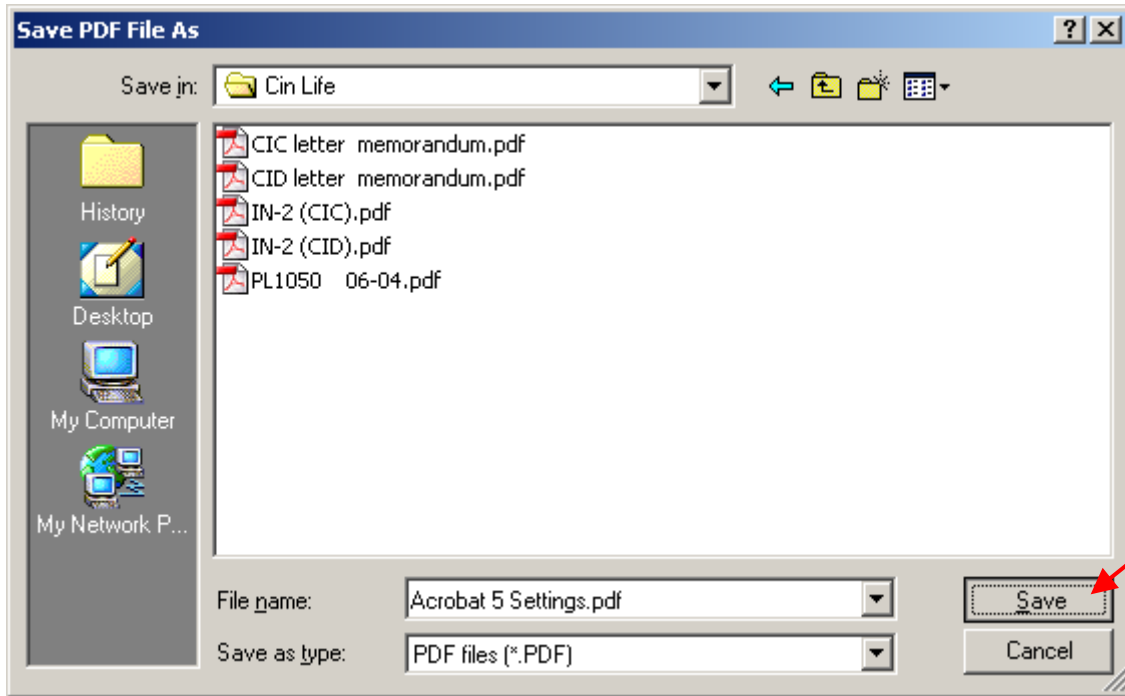


Figure 3.3: Save Options to print Adobe Acrobat 6.0 PDF file

7. Select “File” from the menu bar
8. Choose “Reduce File Size...” (Fig 3.4)

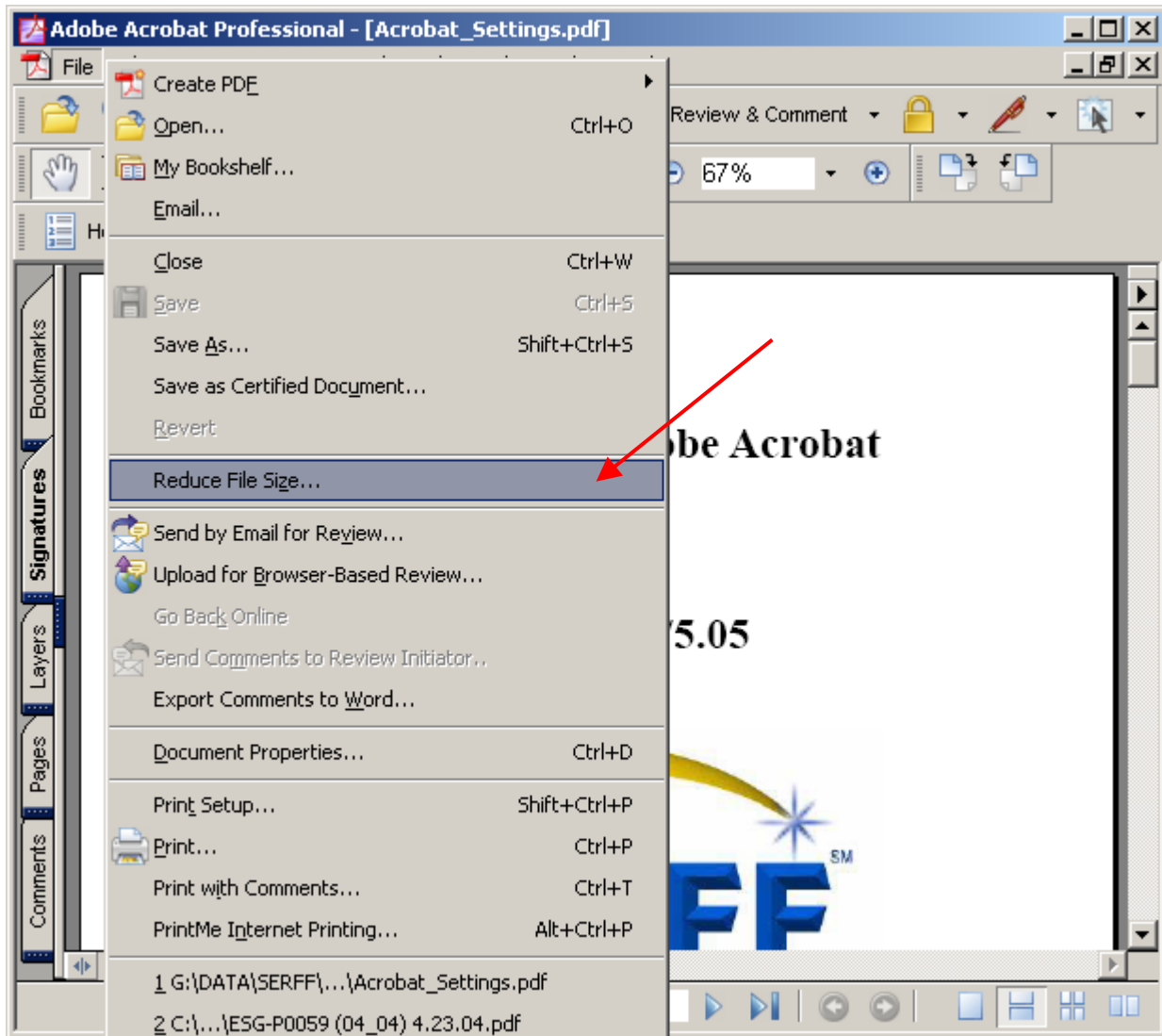


Figure 3.4: File Menu from the Toolbar in Adobe 6.0

9. Select “Acrobat 4.0 and later” (Fig 3.5)

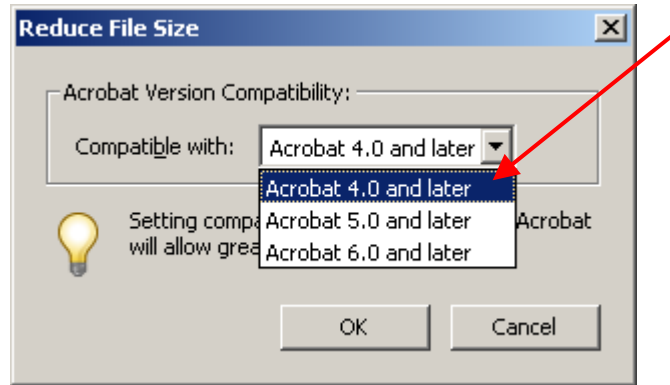


Figure 3.5: Reduce File Size option for converting to backwards compatibility

10. Click “OK”

11. Click “Save” to overwrite the existing document