



OKDHS Style Guide

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Section 8.5

Best Practices - Adobe Acrobat Compatibility

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Best Practices – Adobe Acrobat Compatibility

The Oklahoma Department of Human Services (OKDHS) Office of Communications Web Content Management Unit has compiled this best practice document to help OKDHS staff ensure that Adobe Acrobat PDF documents can be viewed by customers that may not, have access to the most recent Adobe Acrobat Reader.

If you have suggestions, questions or comments about this information, please contact the Web Content Management Unit at (405) 521-3027 or by e-mail at WebContent@OKDHS.org.

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Microsoft Word Documents

In Microsoft Word, ensure that the settings are changed to match those below. The goal is to make the PDF documents formatted for Adobe Acrobat 5.0 or later.

Settings for Adobe Acrobat PDF Files

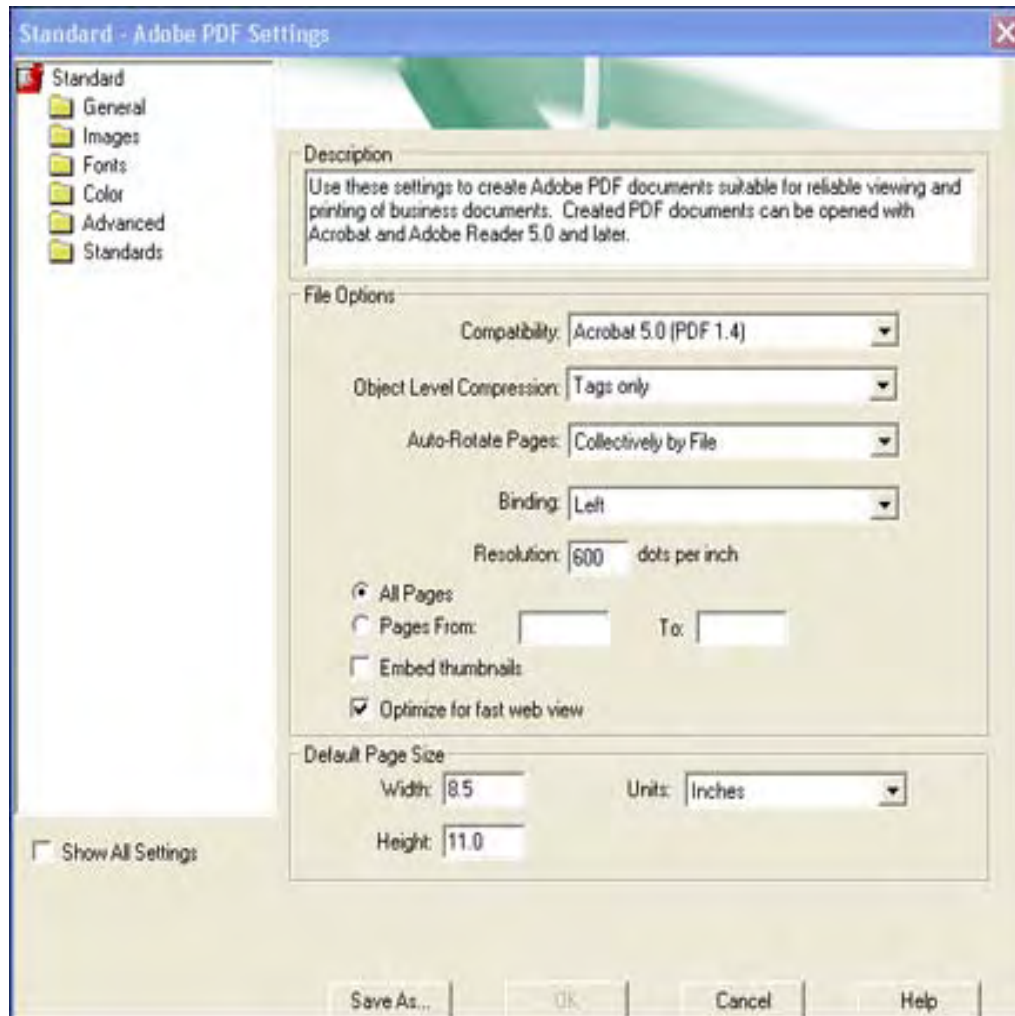
- Go to the **Adobe PDF** menu
- Select **Change Conversion Settings**
- You will get an **Acrobat PDFMaker** window
- Choose the **Advanced Settings** button



Advanced Settings

- Go to the **Compatibility** drop down menu
- Change the setting to **Acrobat 5.0 (PDF 1.4)**
- Choose the **OK** button

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Making this change sets documents to be compatible with Adobe Acrobat 5.0 and later every time a PDF file is created from Microsoft Word

Adobe Acrobat Settings

The Adobe Acrobat settings should be set in the following way in order to make Adobe Acrobat PDF compatible with version 5.0 and later. This allows our customers with older versions of Adobe Acrobat Reader to view the PDF's that are located on the OKDHS.org Web site.

Advanced Tab Menu

- Choose **PDF Optimizer**

Settings

- Make compatible with: Acrobat 5.0 and later
- **Save** the file

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Document Menu

- Choose **Reduce File Size**
- Change Make compatible with: Acrobat 5.0 and later
- Choose the **OK** button

