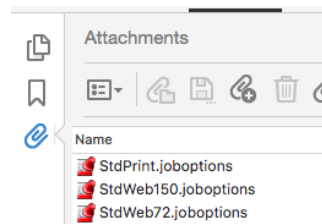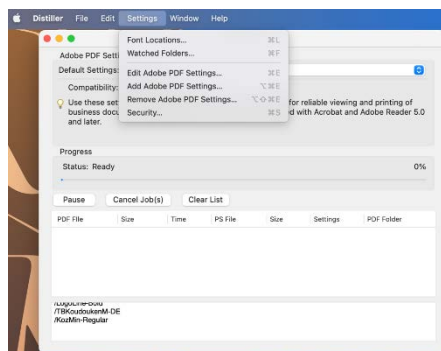# Adobe Acrobat Pro
PDF Settings Files

The following is a one-time procedure to load EERE approved PDF Settings files. Follow the instructions below to download them to the appropriate location.

1. First of all, be sure you have opened this PDF in Adobe Acrobat instead of Preview so you can retrieve the attachments.

2. To access the attachments (with this document open in Acrobat), click on the **Attachments** tab (📎) icon located in the left navigation pane and the attachments pane will appear to the left of this document.
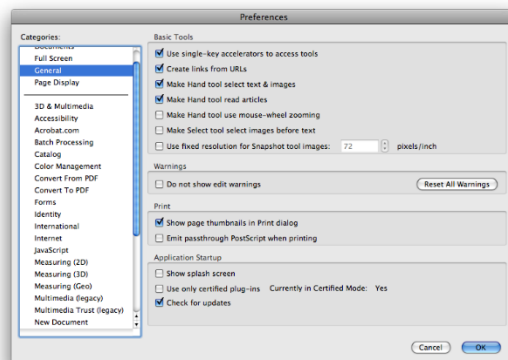

3. Shift-Select the file attachments StdPrint.joboptions, StdWeb150.joboptions, and StdWeb72.joboptions and **drag them to your desktop**.

4. Then without deselecting them by clicking anywhere else, drag them **from your desktop** to the top of the open Distiller application window to load the job settings files.

5. Click **OK** as each of the PDF Settings options windows option for each .joboptions file to load them into **Acrobat Distiller** application. Use Command+Space bar to search and open Acobat Distiller.

6. After you have added the .jobsettings files, select the setting you would use most often - usually StdWeb150 - from the Acrobat Distiller **Default Settings** drop-down box.
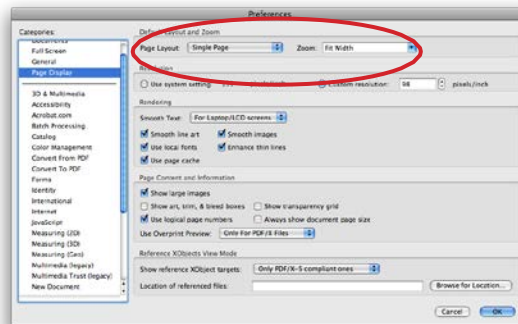
1. Open Acrobat Pro and select **Acrobat>Preferences** from the menu bar.

2. Select General from the navigation pane on the left, and select options which may assist your work habits, such as **Use single-key accelerators to access tools**, and **Make Hand tool select text & images**.

3. Select Page Display from the navigation pane on the left, and optionally set your preferred Page Layout view for PDFs that don't specify a page layout. A standard preference is for Page Layout: **Single Page** with Zoom: of **Fit Width**.

4. Select Identity from the navigation pane on the left, and enter your information in the Identity fields. This information will be used when commenting and participating in electronic reviews.