## HOW TO: FLATTEN A PDF

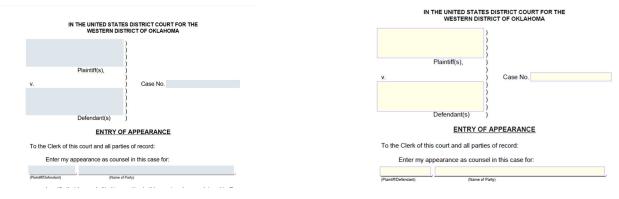
A fillable PDF form allows you to insert your own text into an existing template. However, if you do not flatten the PDF (i.e., remove the metadata) prior to uploading it to CM/ECF, it remains editable even after you have filed it. The system does not automatically flatten the document when you upload.

To flatten your PDF:

- 1. Open your PDF in Adobe Acrobat or another PDF program.
- 2. Print the PDF file to your PDF printer (CTRL+P will pull up your print settings. Select from the drop-down "Adobe PDF" or click File > Print > select Adobe PDF or another PDF printer listed in the drop-down list).

Print		
	HP LaserJet 400 M401dne UPD PCL 6	~
<u>C</u> opies:	\\okwdprint01\CCO-Color-1 \\okwdprint01\CCO-Docket-1 \\okwdprint01\CCO-Finance-2	
Pages t	Adobe PDF	
● <u>A</u> II	Fax	

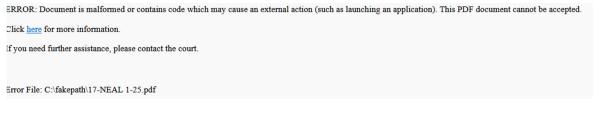
3. Save the printed PDF and upload it for filing.



Blue Boxes = still editable (non-flattened)

Yellow or white boxes = not editable (flattened)

If you have not properly flattened your document and it contains metadata not related to filling out a form, you may receive this error message:



Flattening your document removes metadata that is incompatible with CM/ECF.