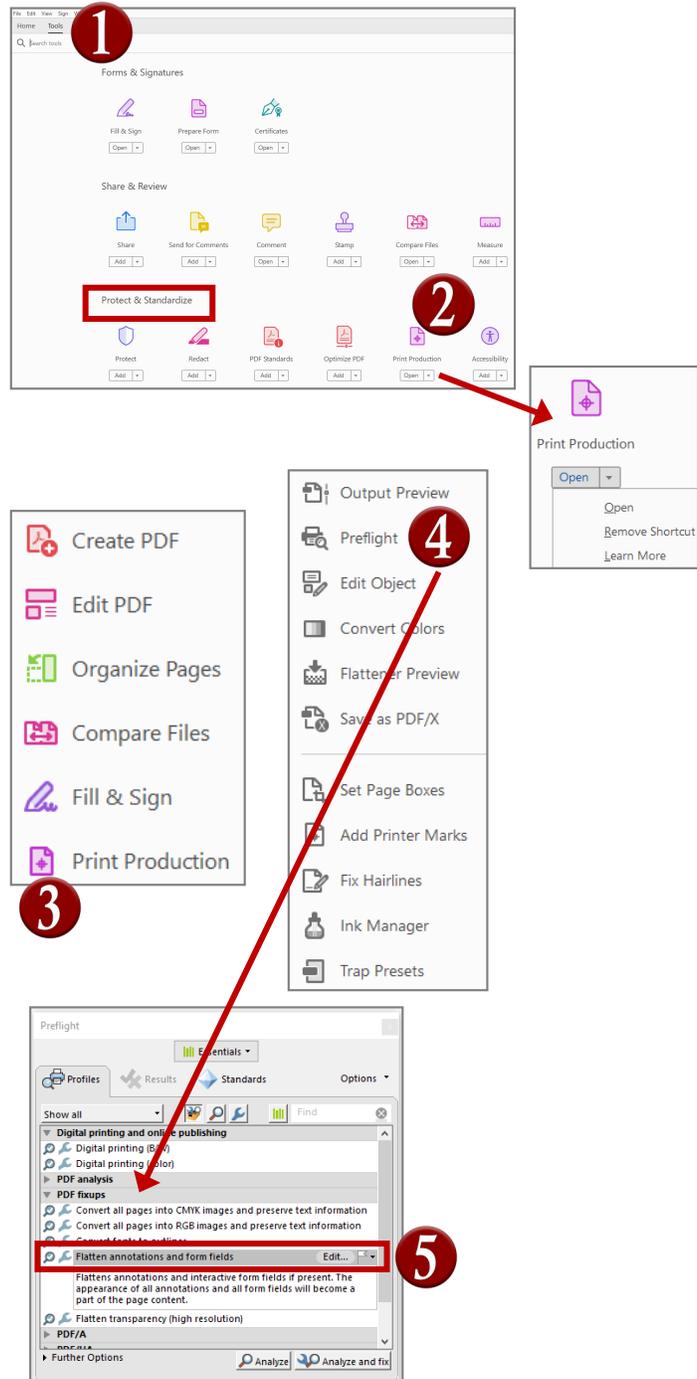# Flattening a PDF

Purpose

A PDF can contain multiple layers, such as signatures, stamps, and annotations that may not appear when the document is printed. Flattening a PDF ensures all content is visible in printed form and information on electronically filed documents cannot be changed. The directions may differ depending on the version of Adobe Acrobat used.

Set up PDF flattening

1. Open Adobe, and click **Tools**.

2. Scroll to the Protect & Standardize section and locate the Print Production icon. Click the arrow, then click **Add Shortcut** from the dropdown. This creates a shortcut that appears on the right side of the screen.

3. Click **Print Production**.

4. Click **Preflight**. A dialog window will appear. Click the **PDF fixups** down arrow to expand options.

5. Click **Flatten annotations and form fields**.

ⓘ When you have a document open, click **Analyze and fix** at the bottom of the Preflight dialog. You can save the previous version of the document or save the flattened document. You will not have to set up PDF flattening again unless you go to another computer.

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Flattening a PDF

Flatten a PDF

1. Click the Print Production icon.

2. Click **Preflight**.

3. Click **Analyze and fix**.

4. Name the document, and click **Save** to save to a location on your device.

> ℹ️ After saving a document, review the Preflight dialog. The Results tab provides information when errors have been found. Click the red X button to exit.

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