

How to Flatten PDF Forms

When using a PDF fillable form, the user must lock or “flatten” the PDF document after completing the form fields to ensure the document can be viewed on all devices and to prevent other users from manipulating or editing the information.

To flatten a form, you must “print” to PDF:

1. Complete the form and Save.
2. From the menu at the top of the screen, select File.
3. Select Print.
4. Select the PDF printer. (If using Adobe Acrobat, select the Adobe PDF printer.) If you do not see a PDF printer, numerous free PDF printer drivers are available for download from the Internet.
5. Click the Print button.
6. Select a location/folder on your computer to save the printed/flattened version of the form.
7. Click the Save button.

The file is now ready to be uploaded.