## How to "Flatten" a Completed PDF Form Fillable Document

1. Complete the fillable pdf form and click the print button.



2. Click on the down arrow under the "Printer" selection

Printer: HP Laserlet P3011/P3015 PCL6  Prop	erties Advanced E	lelp 🔮
Copies: 1	Comments & Forms	
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Current page	Summarine Comments	
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More Options		
Page Sizing & Handling	8.5 x 11 Inches	_
Size Poster 🕅 Multiple 📄 Booklet	OPPORT THE CLERK	- 1
Size Options:	to the factor produces	bace to

3. Select "Adobe PDF" from the drop down list so that it appears in the window and click

Print.

Printer: Adobe PDF	-
Copies: 1	
Pages to Print	
All	
Current page	
Pages 1	

4. Enter a file name and click Save. You may now file the document in CM/ECF.

