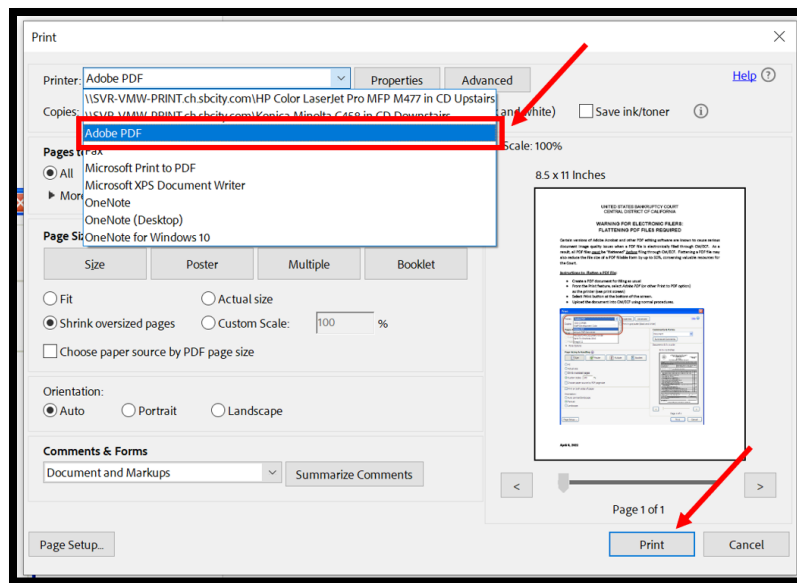# HOW TO FLATTEN PDF FILES

All PDF files must be "flattened" **before** filing through ACA. Flattening a PDF reduces the file size by removing unnecessary layers and interactive elements, making it faster to share and download. It will also protect your work by preventing others from manipulating or editing the information. Failure to flatten your PDF files may result in rejection of your documents and delays to your application processing.

INSTRUCTIONS TO FLATTEN A PDF FILE:

1. Open the PDF.

2. From the Print feature, select Adobe PDF (or other Print to PDF option) as the printer (see print screen)

3. Select Print button at the bottom of the screen.

4. Since the printer selected above is set to Adobe PDF, the document will not be printed on paper. Instead, you will be prompted to save the document with a new file name. Upload using normal procedures.

FROM ARCGIS:

To save a flattened PDF in ArcGIS Pro, navigate to the "Share" tab, click "Export Layout", then select "Flattened PDF" from the options in the Export pane; ensure the "Output as image" option is checked to flatten all vector elements into a raster image when exporting.

FROM AUTOCAD:

To save a flattened PDF from AutoCAD you need to plot your drawing to a PDF using a specific plotter setting that removes layer information, typically by selecting a "DWG to PDF" preset that prioritizes flattening the drawing and ensuring all objects are converted to vector lines when exporting to PDF; you can also adjust settings within the PDF options to further control the output.