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How to Flatten a PDF

Brought to you by
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- System Admin in MT-403

This Tip of the Week was inspired by one of your co-workers (a non-IT person who works here at DOPM).

Do **YOU** have an idea for a future Tip of the Week, that others might benefit from?
(If so, please let us know at dopmHelp@uabmc.edu or 934-7662.)

SITUATION/QUESTION:

At times someone (particularly Office Associates) may need to (or be asked to) flatten a PDF.

This may be regarding a signed or unsigned PDF.

BACKGROUND:

In software, the term "Flatten" means to permanently combine all the layers (of an image or document) together. Flattening a file greatly reduces the file size and the ability to change it.

Once a file is flattened, it usually cannot be undone.

SOLUTION/ANSWER:

1. Open the PDF with Adobe
2. Choose FILE→PRINT
3. Choose "ADOBE PDF" as the printer
4. Choose Properties

    a. UNCHECK "Rely on system fonts only; do not use document fonts"

    b. Choose OK

5. Choose "ADVANCED"

    a. Click on Transparency Flattener Preset: Choose → LOW RESOLUTION

6. Choose "OK"
7. Click "PRINT" at the bottom of the page
8. Choose a place to save and a name for the "Printed" PDF, DO NOT save to ITSELF – Choose a new name

Note: This applies to a signed or unsigned PDF.

Was this helpful?   Do you have suggestions for a future Tip of the Week?   Do you have any other comments?
Let us know at dopmHelp@uabmc.edu

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