

## How to Flatten a PDF

The simplest way to address most PDF upload rejections is to flatten the PDF and then upload it into CM/ECF. Those steps are as follows:

1. Open your PDF in Adobe Acrobat or another tool.
2. Print the PDF file to your PDF printer (File>Print>select Adobe PDF or another PDF printer listed in the drop-down list).
3. Save the printed PDF and upload into CM/ECF.

**NOTE:** If using Nuance, it contains a flatten file feature which can be found by selecting Advanced Processing> Flatten File.