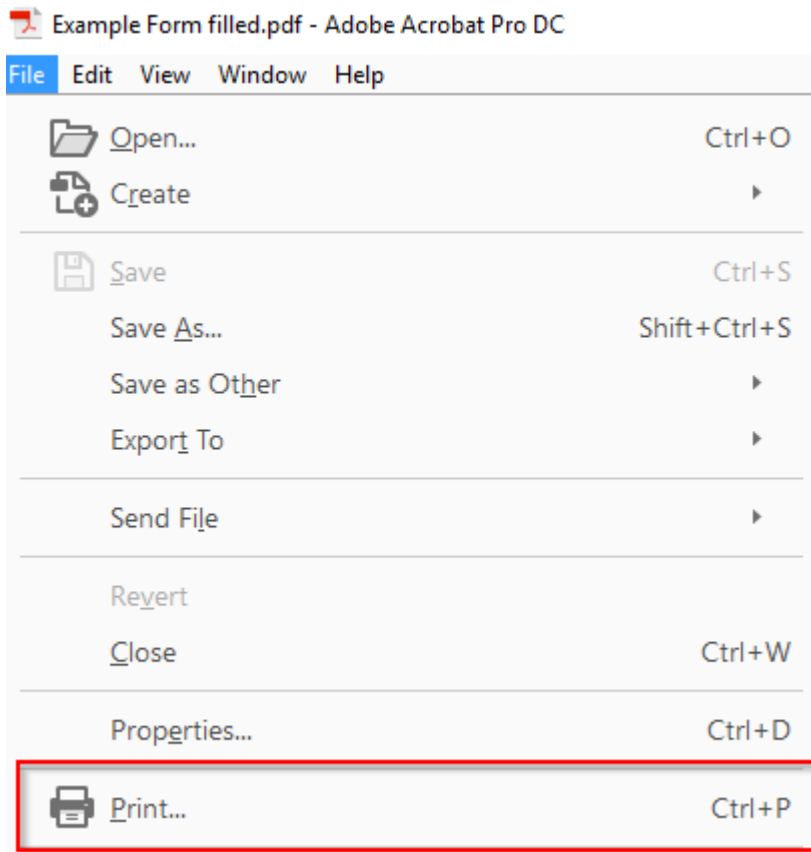


Convert a fillable form to read-only for submitting electronically.

First, make sure that all the information in your form is correct and that it is complete.

Step 1: Select File > Print

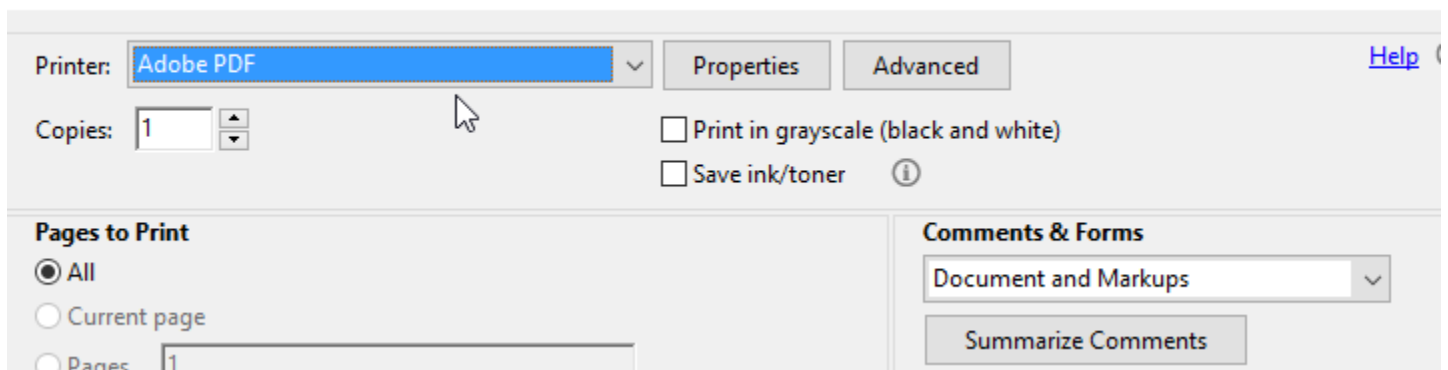
Once you have completed the form, you're ready to flatten it. Go to the print settings by selecting **File > Print**.



Step 2: Select the PDF printer

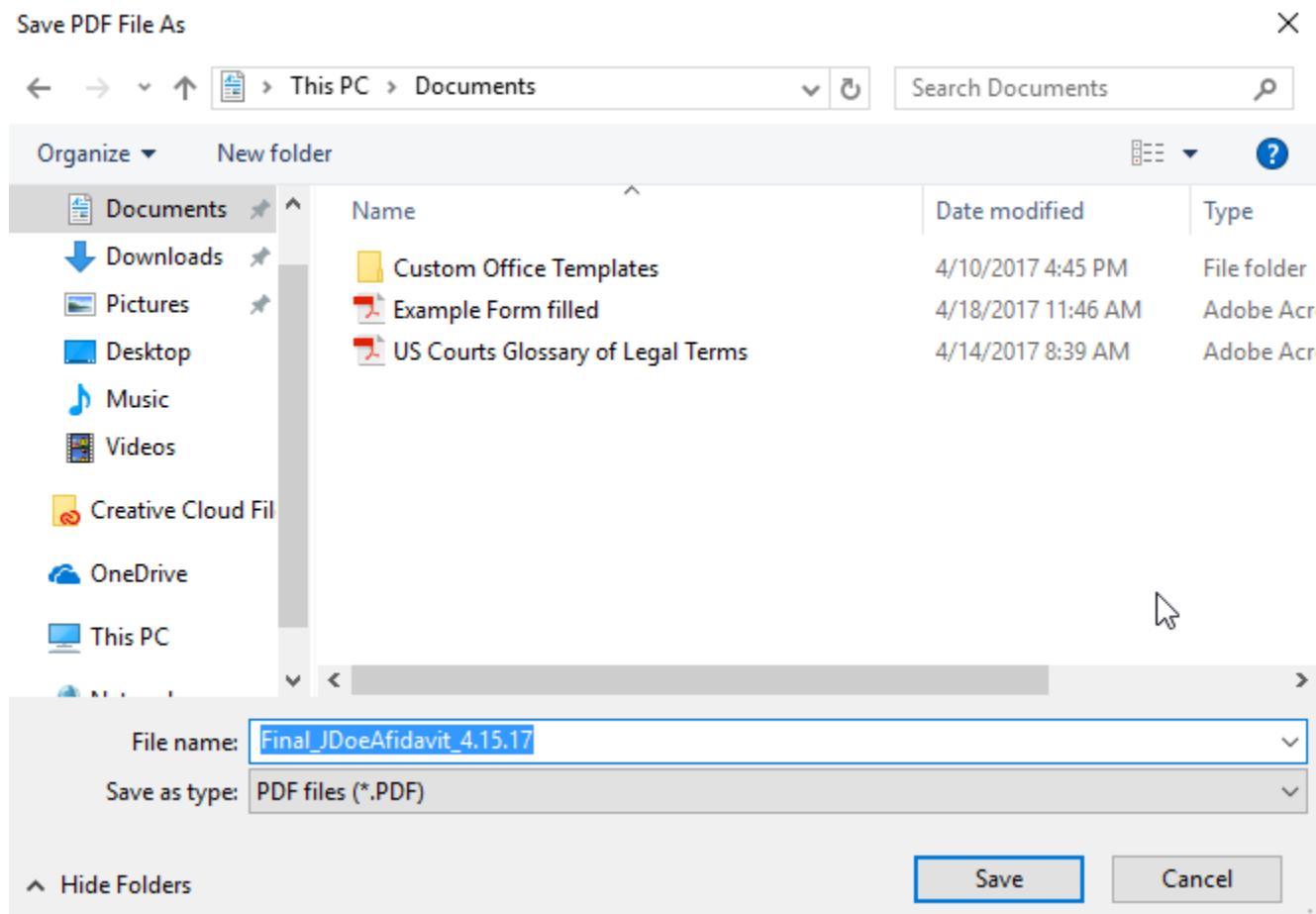
On the pull-down menu of printer options, choose Adobe PDF. This feature would have been installed automatically at the same time as Adobe Acrobat itself. If it's not visible or you're using another PDF editor, you can download many other PDF printer drivers from the internet.

Print



Step 3: Save to specified location

After you click **OK**, a pop-up will ask how you would like to save the PDF. Be sure to select a particular location and a unique file name that will place your document in a place where you can easily find it. Don't get it mixed up with the fillable form!



The flattened form should be ready and waiting in that new location with that new name. Open it up to check once more for any changes and to confirm that the conversion worked.

And you're ready to upload/email a flattened, optimized, secure PDF!