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Troubleshooting FAQ's

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Flatten/"Re-print" PDF documents



Joel

8 months ago · Updated

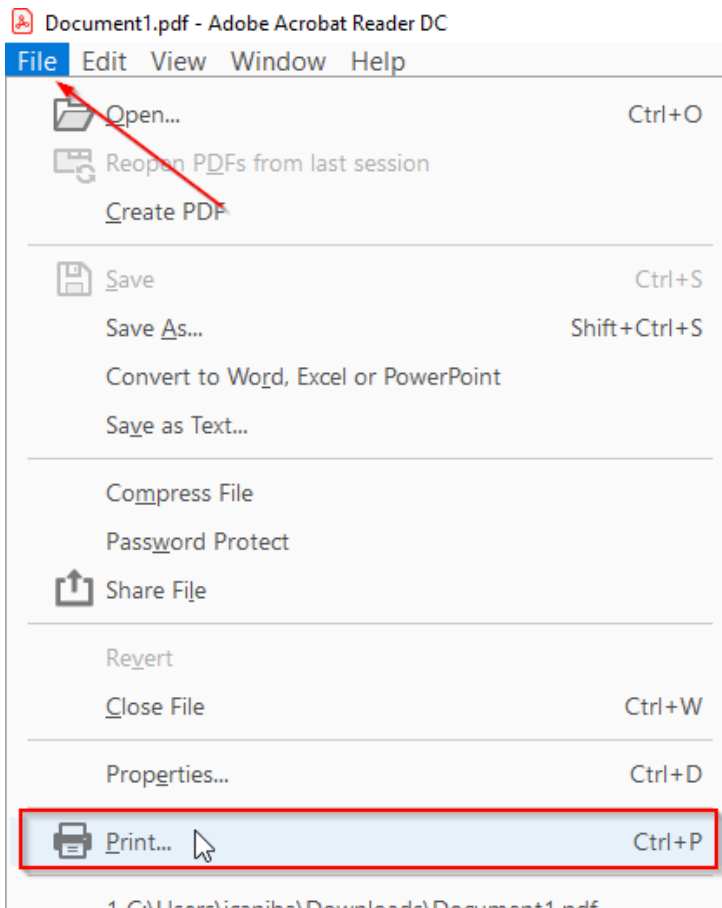
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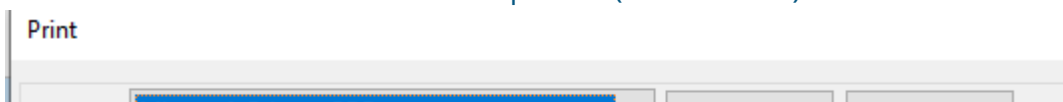
Secured or PDF documents that contains form data can be "flattened" by following the steps below:

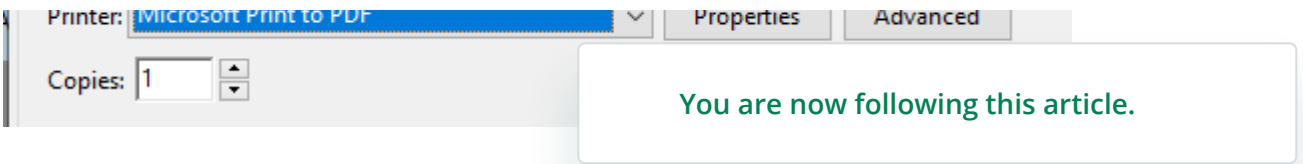
1. Open the file on your local machine using Adobe Acrobat Reader

2. Click on File>Print



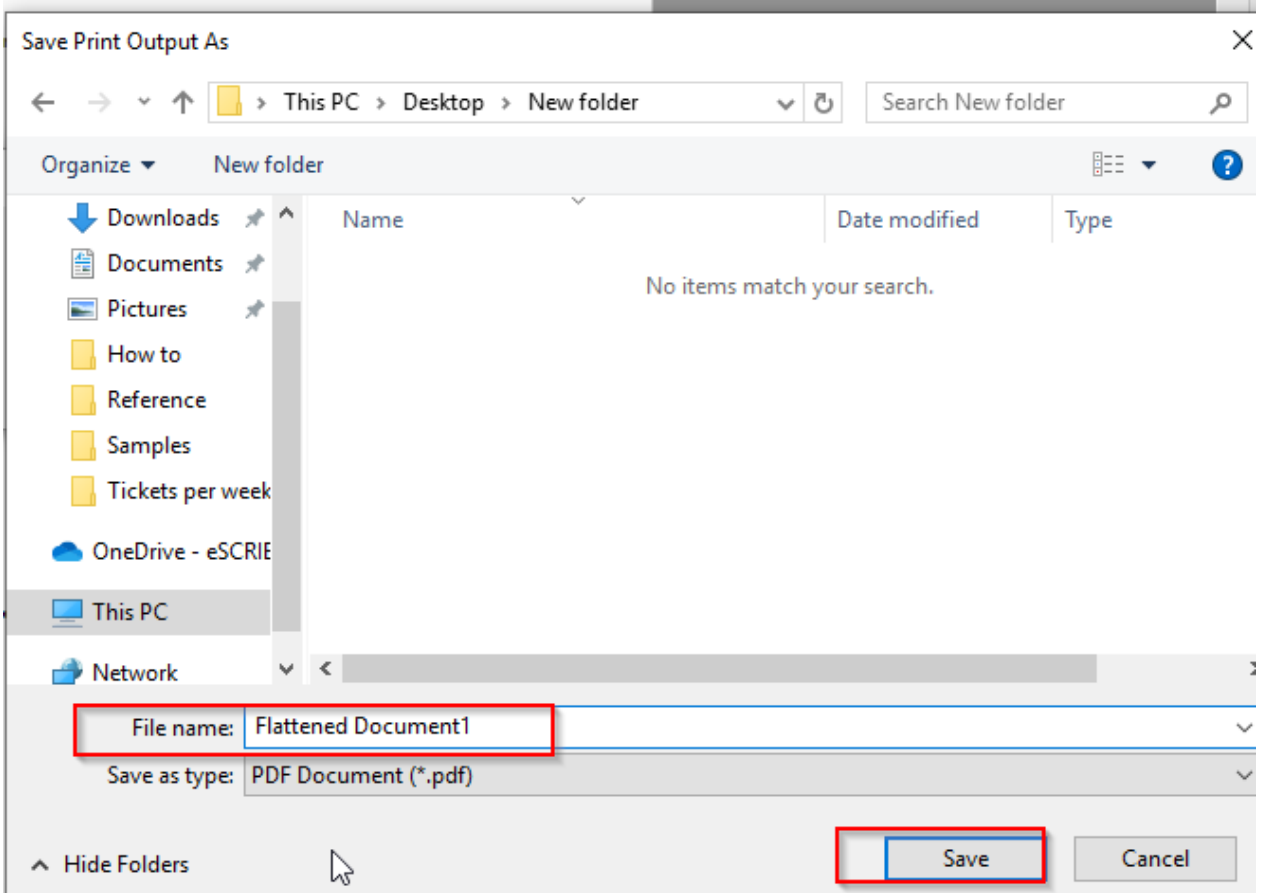
3. Choose the "Microsoft Print to PDF" printer (Windows 10):



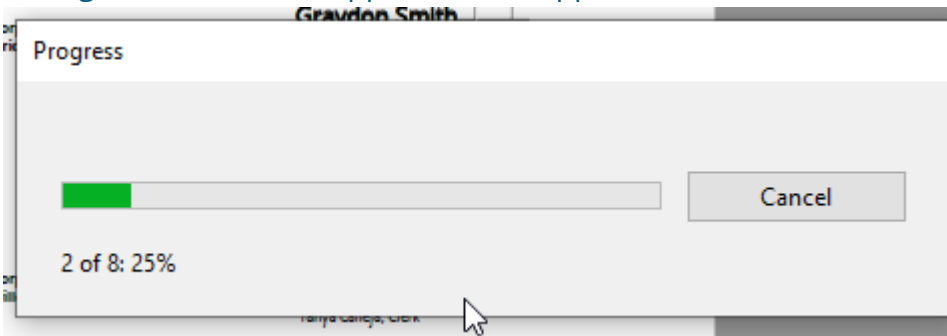


4. Click on "Print"

5. You will get prompted to save the document as a new file, input a name for the new document, choose a location that you can easily find, click on Save:



6. A Progress window will appear and disappear:



7. Once the progress bar disappears, go to the location where you saved the Flattened copy of the file. You can upload that copy to your eSCRIBE meeting and prepare the agenda.

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