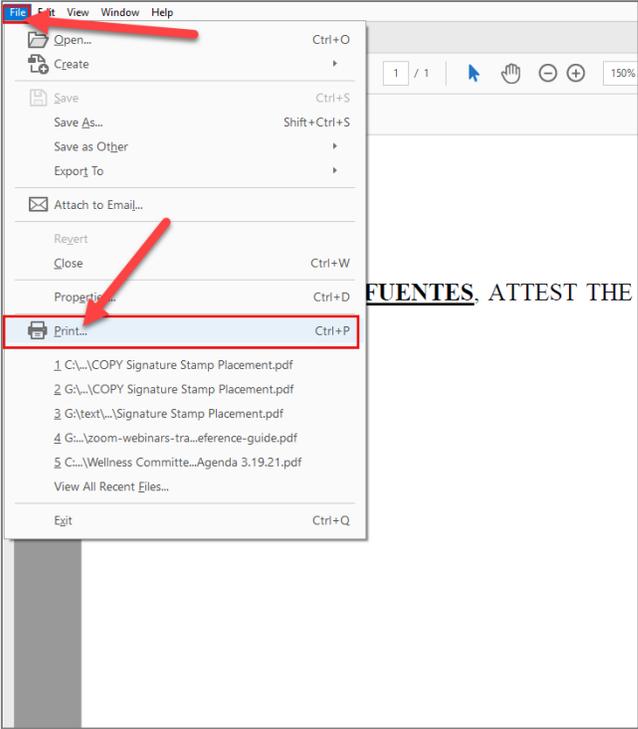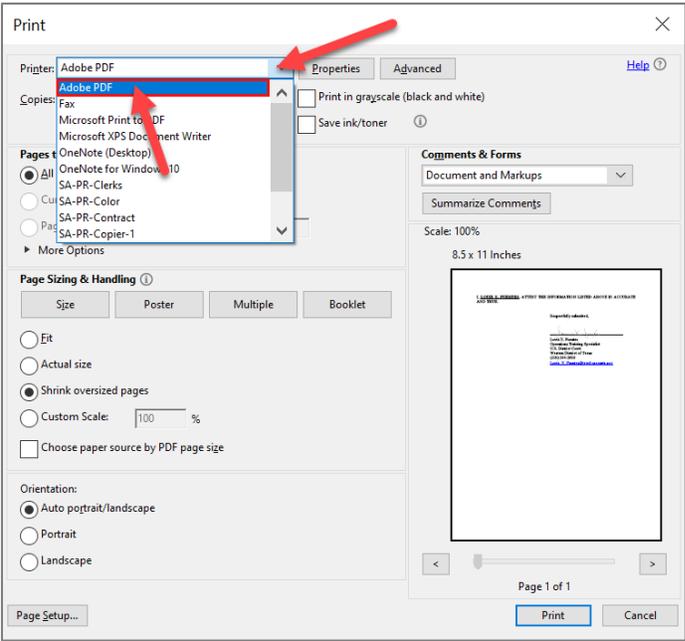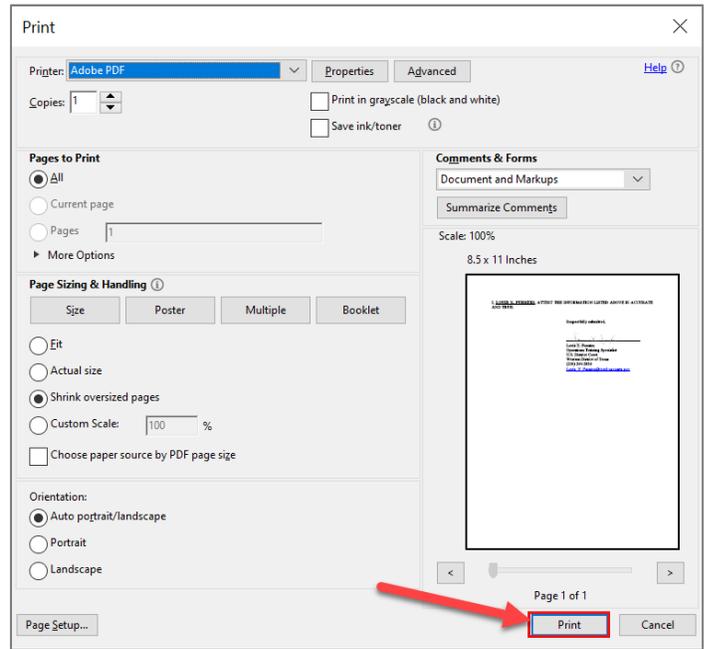# Printing to PDF

The steps noted below will illustrate the process of **Printing to PDF**. This process will ultimately **flatten** your PDF document to **permanently affix** any signatures, or other items added to the document to include the case style, party names, dates, etc. These steps should be performed prior to electronically filing your documents with the court through CM/ECF.

Please note, these steps are illustrated through using **Adobe Acrobat Pro 2017,** but all Adobe Acrobat versions should have **Print to PDF** ability as shown below.

To print to PDF:

Step	Result
1. When the document is ready to file, click the **File** tab and then select **Print**. **Note:** As an alternative, you can also use a **Ctrl + P** keystroke on your keyboard to access the **Print** menu.	
2. At the **Print** menu, and within the **Printer** field, click the associated arrow to open your list of available printers. Select **Adobe PDF**. **Note:** The **Adobe PDF** print driver is made available when the Adobe Acrobat program was originally installed on your PC.	

3. Click **Print**.

4. At the **Save PDF File As** screen, navigate to your desired file/folder location to save a copy of this PDF document to.

   Click **Save**.
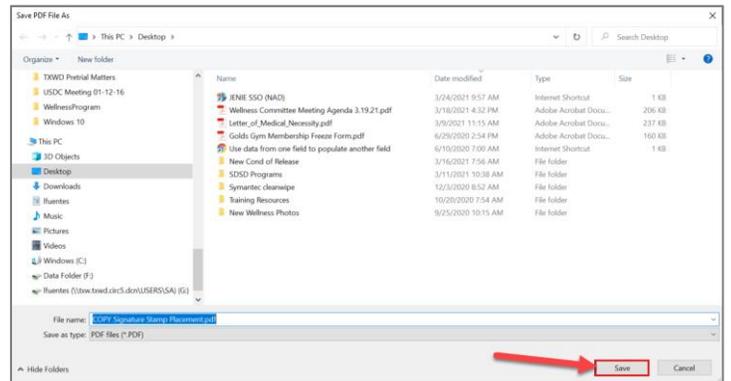
5. When saved, the PDF document will be opened/displayed in Adobe Acrobat.

   This process of **Printing to PDF** will remove the ability to **delete** items you previously added (signatures, case parties, dates, etc.).

   Here in this illustration, you can see how we right-clicked the signature image we previously added to ensure it **cannot be deleted** from the pop-up menu.

   At this stage, the document is now ready to be filed with the court through CM/ECF.