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 <u>prior to electronically filing your documents</u> 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.

	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.	Image: Control of the con
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.	Print Prigter Addre PDF Sopies Print in grazecale (black and white) Microsoft XPS Doc intent Writer Print in grazecale (black and white) Prigter Comments & forms OneNvet for Writer Save ink/toner OneNvet for Writer Document and Markups SA PR-Contract Summarize Comments Size Poster More Options Size Custom Scale 100 Size Poster Onlower for Write Booklet Onlower for Writer Size 100% Size Poster Multiple Booklet Onlower for Writer Size 100% Size Poster Multiple Booklet Onlower for Writer Size 100% Size Poster Outo portrait/landscape Size 100% Ontrait Postrait Indicacepe Page 1 of 1 Page Setup Print

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