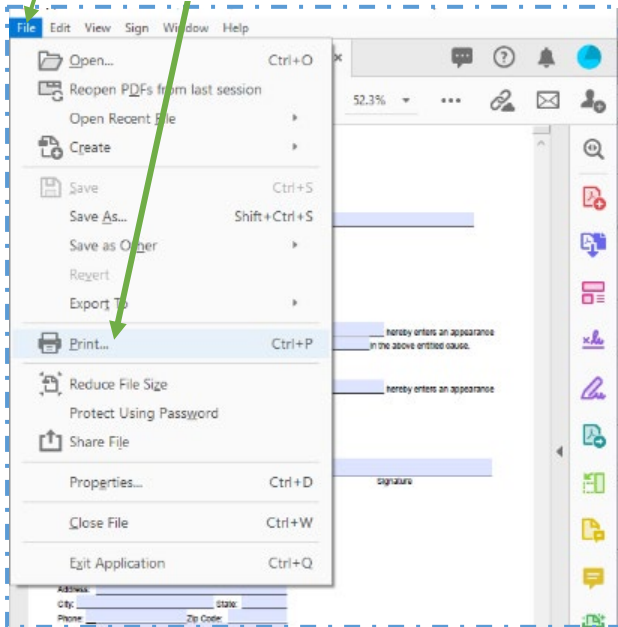


Microsoft Print to PDF

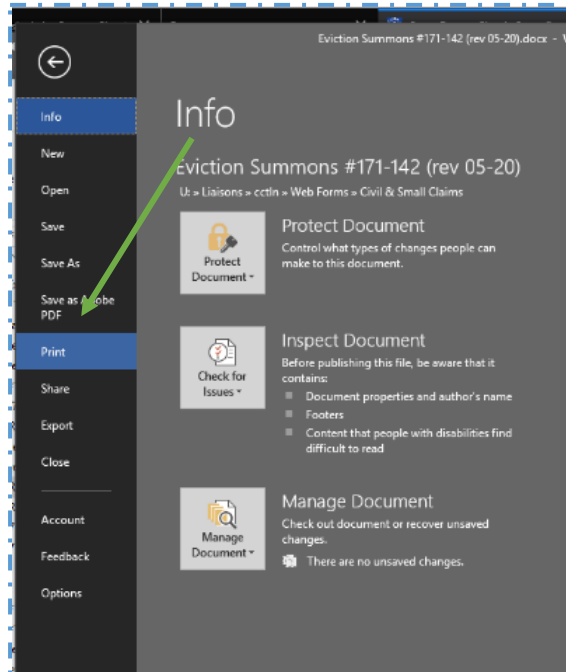
These instructions show how to save a document to be a flat PDF and eliminate the fillable fields and/or hyperlinks. There are screenshots for Adobe on the left and Word on the right.

Start with your opened document. Click File and choose Print.

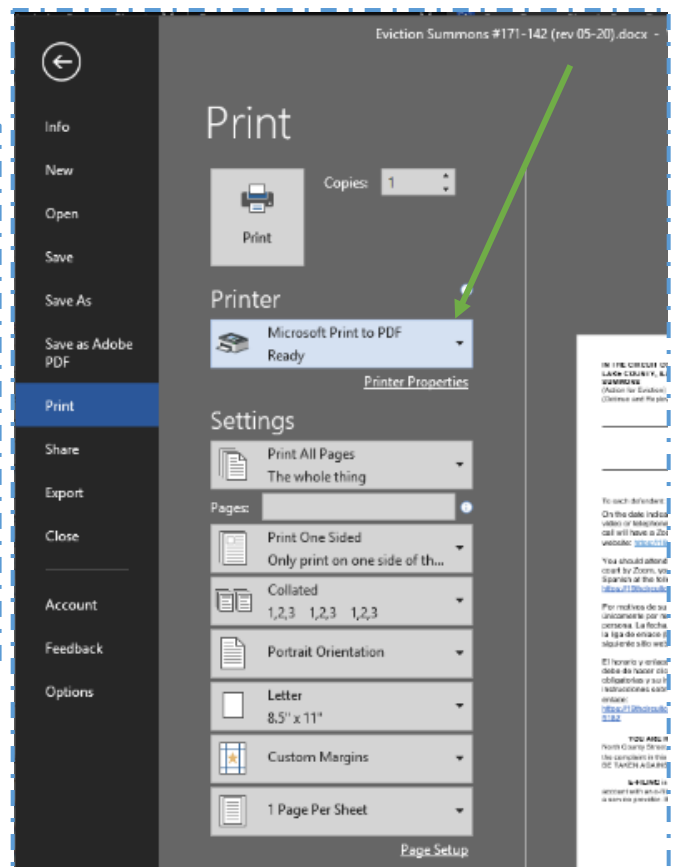
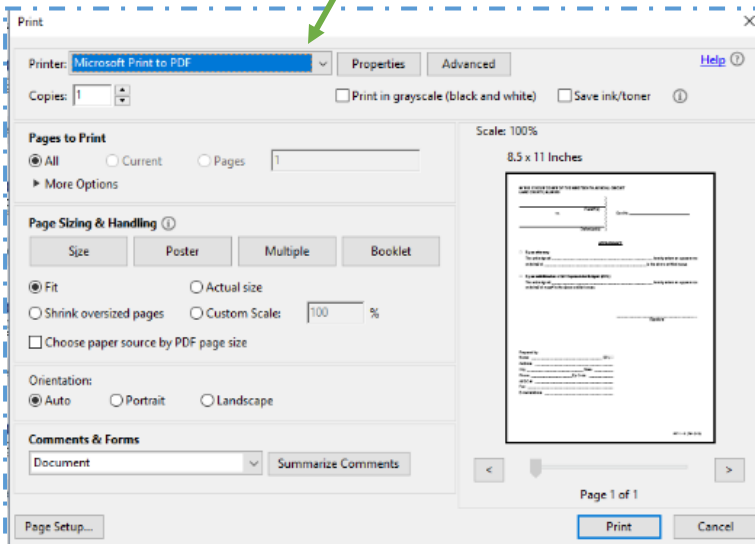
Adobe Instructions



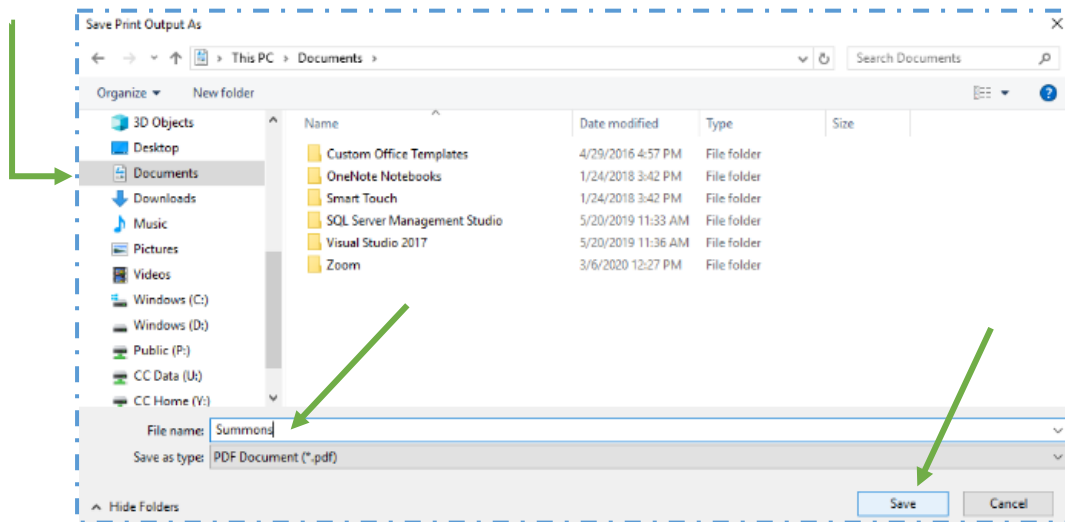
Word Instructions



Choose the Printer option Microsoft Print to PDF
And then click Print



Choose the folder you would like to save your file in. Type a file name and click Save.



The newly saved flat PDF document can be uploaded in e-filing.