

Procedure Title:	Remove Hidden Info – Adobe Acrobat	Revised Date:	2022-09-16
Description:	Flatten and remove hidden info and metadata from PDF prior to filing		
Created by:	Northern District of Iowa		
Other Relevant Information:	Public filer audience Screen shots taken from Adobe Acrobat Pro 2020. Other versions may vary.		

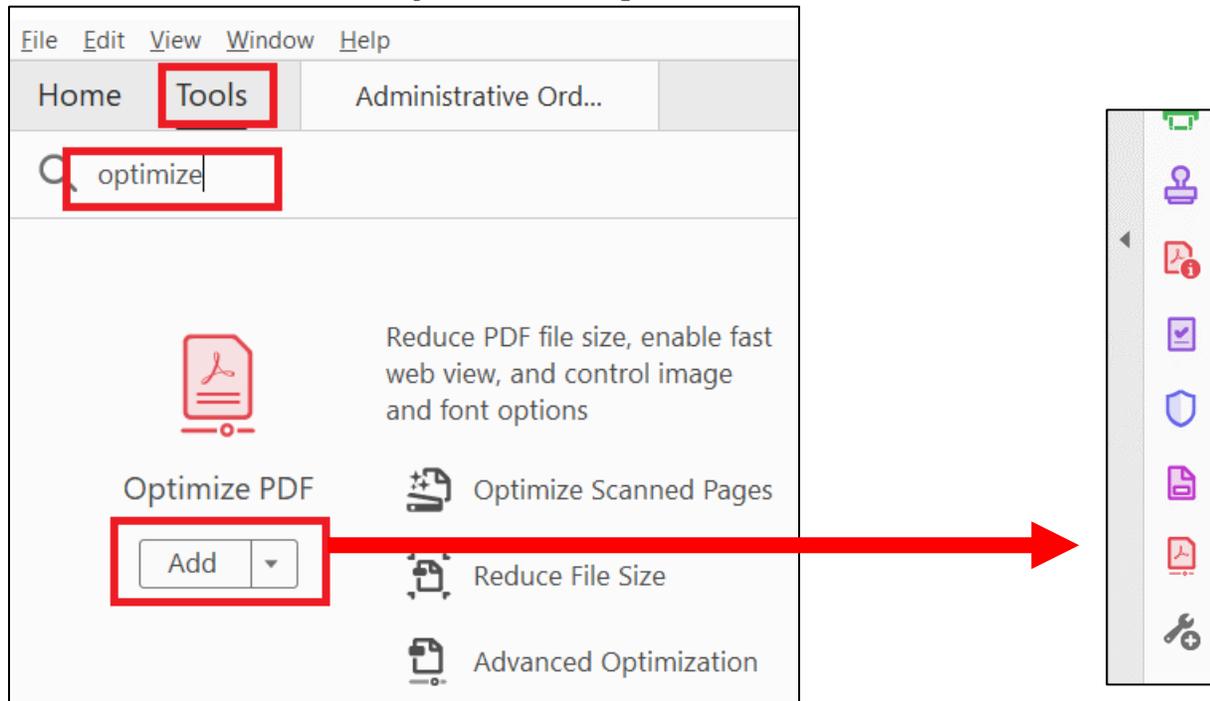
IMPORTANT: *Performing these steps will make much of your PDF text and imagery unable to be edited. Any web links will also be removed; case and law citations need not have reference links embedded in the PDF.*

ALWAYS CREATE BACKUPS BEFORE TAKING ANY STEPS PRESENTED HERE.

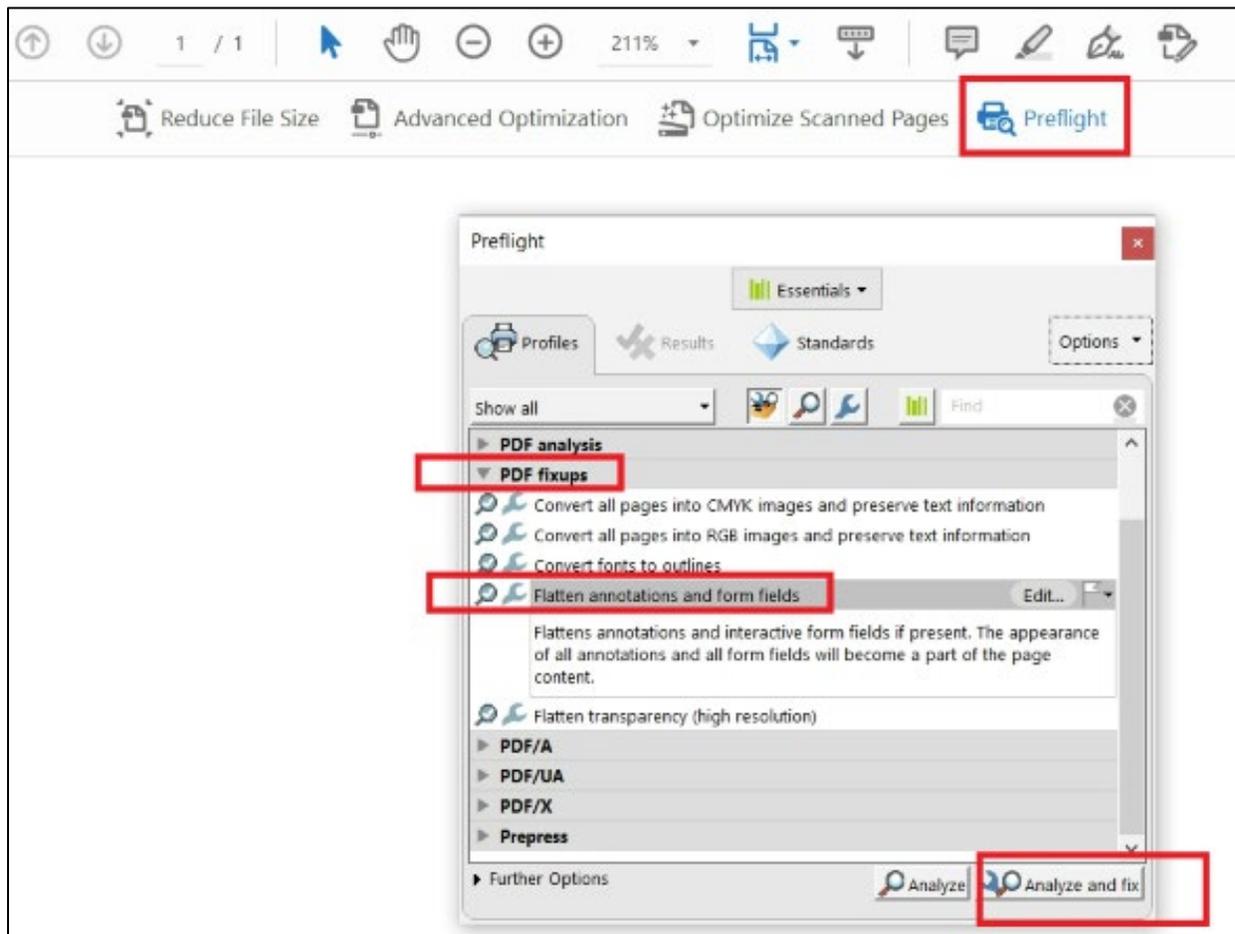
When your document is ready for filing, first flatten, then remove hidden info:

Flatten

Tools > Optimize PDF > Add/Open (Add will put the Tools in your shortcut list on the right side of your window.)



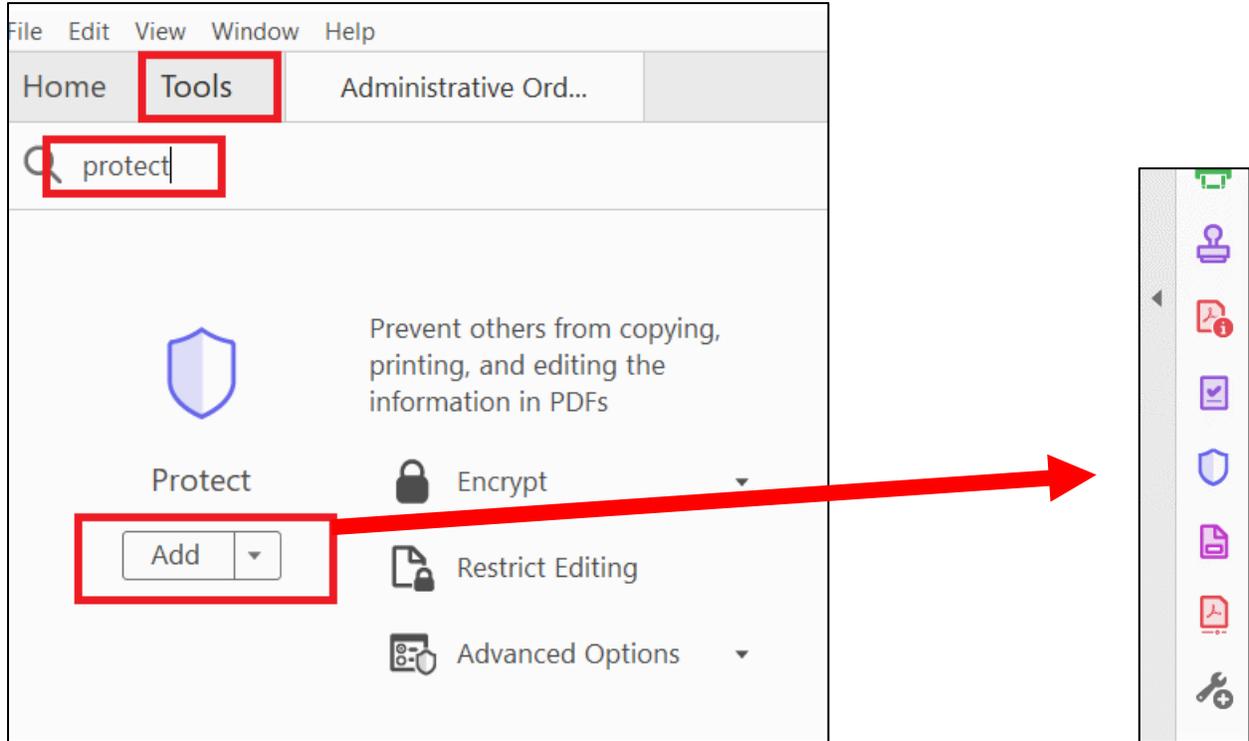
Preflight > PDF fixups > Flatten annotations and form fields > Analyze and fix



This step requires you to save the file; if you saved before starting you do not need to create another copy. You may just save as the current file name.

Remove Hidden Info:

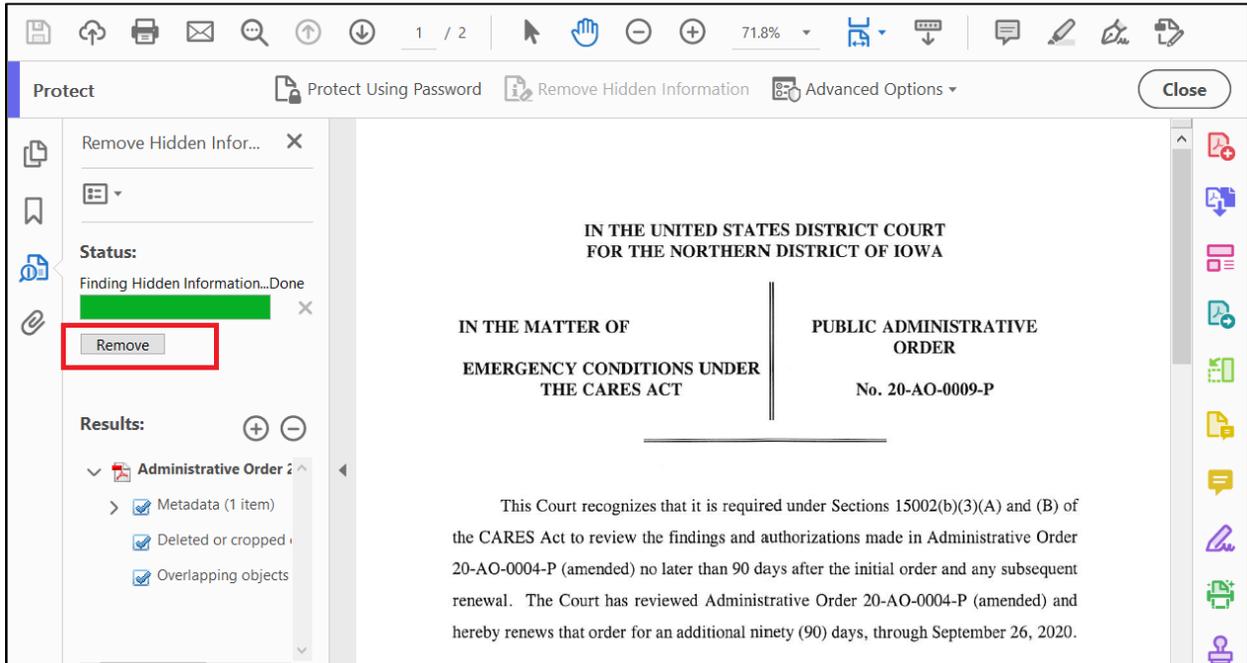
Tools > Protect > Add/Open (Add will put the Tools in your shortcut list on the right side of your window.)



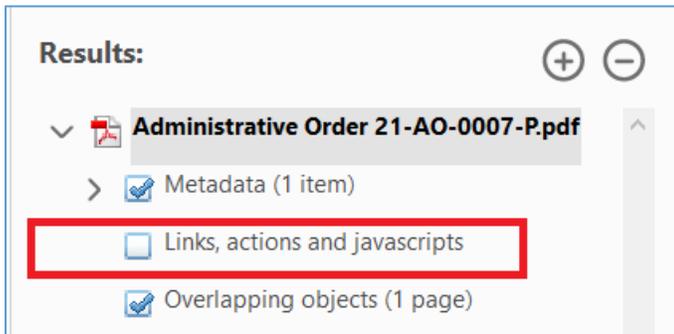
Remove Hidden Info



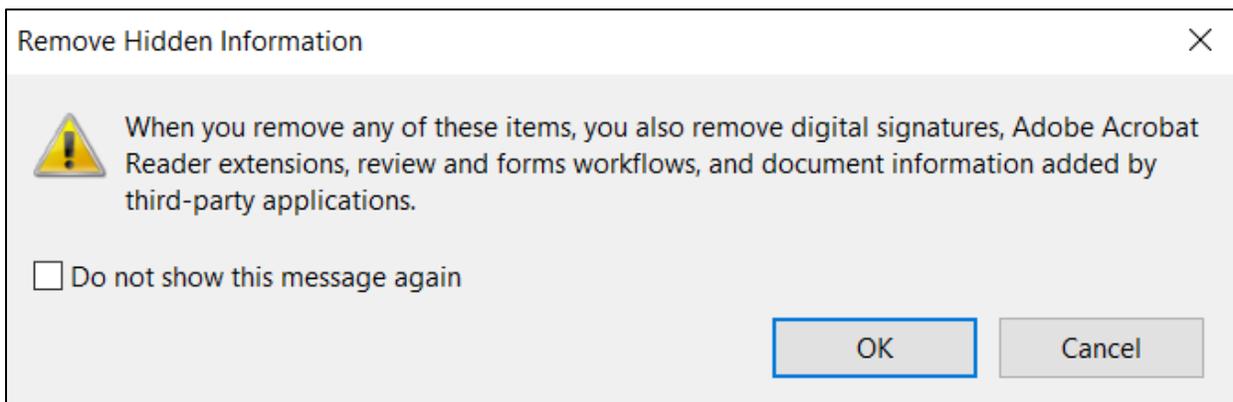
Remove



If you wish to **keep web links** uncheck the box for *Links, actions and javascripts*. The Court does NOT require citations to be linked in filings.



Acknowledge the message as appropriate



Be sure to save once this process is complete.