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.)



🎦 Reduce File Size 🖺	Advanced Optimization 🖆 Optimize Scanned Pages 🗟 Preflight
	Preflight
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	Show all 🔹 😿 🔎 🗾 IIII Find 🚳
	PDF analysis
	Convert all pages into CMVK images and preserve text information Convert all pages into RGB images and preserve text information Convert fonts to outlines
	Flatten annotations and form fields Edit Flattens annotations and interactive form fields if present. The appearance of all annotations and all form fields will become a part of the page content.
	🔊 🔎 Flatten transparency (high resolution)
	▶ PDF/A
	▶ PDF/UA
	PDF/X
	P Prepress

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

Remove Hidden Information			
When you remove any of these items, you also remove digital signatures, Adobe Acrobat Reader extensions, review and forms workflows, and document information added by third-party applications.			
Do not show this message again			
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Be sure to save once this process is complete.