

Converting an Interactive PDF File to a Non-interactive PDF File

Introduction:

These instructions show you how to convert an interactive pdf file to a non-interactive pdf file for filing with the Court.

An interactive pdf file is also called a dynamic or fillable pdf file. Most of the Official Bankruptcy Forms and many of the Court's local forms are fillable pdf files. The advantage of a fillable form is that it can be completed online, via the Internet. A disadvantage of fillable forms is that they remain fillable unless they are "flattened" to remove the interactive features. The easiest way to flatten a fillable pdf file is to **print it to pdf** using the pdf writer print driver. You can also scan it to pdf, but this will make it a larger file. **NOTE: If you have Adobe 9, you can use the "Flatten document" feature on the "Document" menu to flatten an interactive pdf file, but you must then save the flattened pdf file.**

Why do you need to convert an interactive pdf file to a non-interactive pdf file before filing it with the Court? The reason is this: An interactive pdf file filed in CM-ECF remains interactive. And although the document cannot be changed in CM-ECF, it can be downloaded and saved as an interactive pdf file. Once saved as an interactive pdf file, the interactive information can be modified. This means that an unscrupulous or unknowing person could change a copy of a filed document. Of course, the official document of record cannot be modified and is available to contest the modified copy, but we still do not want interactive pdf files appearing in CM-ECF, the Court's case database.

The Difference in Saving and Printing an Interactive PDF File to PDF:

There are several ways to save a interactive pdf file:

- From the menu bar, click on File > Save or Save as, or
- From the menu bar, click on the disc icon, or
- From the form itself, click on the Save or Save as links, usually at the bottom of the last form page.

When any of the above save options are used, the interactive pdf file is essentially downloaded as a interactive, fillable pdf file.

In order to "flatten" an interactive pdf file so that it is **not** an interactive file, you must **PRINT IT TO PDF**. We recommend that you always PRINT interactive pdf files to pdf so that when you upload them to CM-ECF, they are no longer fillable.

Steps to Printing an Interactive PDF file to a Non-Interactive PDF:

- STEP 1** Open the document in Adobe Acrobat, or you can open the file using Windows Explorer as follows:
- Right-click on the Start button in the lower-left corner of your Windows screen.
 - Left-click on Explore.
 - Browse to the directory and folder containing the pdf file.
 - Double (left) click on the file to open it.
- STEP 2** Print the pdf file to pdf as follows:
- Click on the Printer icon
 - Select Adobe PDF (or your PDF writer) as the printer.
 - Click OK.
 - At the "Save PDF file as" screen, note the file name. Rename the file if you want to, but be sure you are saving the file in the directory and folder of your choice (not the default directory and folder selected by your computer).
- STEP 3** Review the converted pdf file to make sure it is no longer interactive.

Need help? Please call the Clerk's Office during business hours (Monday - Friday, 8:30 am to 4:30 pm) at (505) 348-2500 or toll-free at (866) 291-6805.

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