Creating the Flattened Plan Set

- 1. Open the digitally signed pdf.
- 2. Go to File>Print.
- 3. Chose the printer as Adobe PDF
- 4. Check the box for Choose paper source by PDF page size.
- 5. Select Print

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6. A window will open to name the file. Name the pdf that you are flattening and select Save.

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7. Once all the flattened files have been received, create a combined pdf based on the order of the sheets in the index. In Adobe, go to File>Create>Combine Files into a Single PDF. æ

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8. Add the flattened files in the order as they appear in the index and choose Combine.

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- 9. Save this flattened file with the word 'flattened' after the PIN. nnnnn-nn-PS&E-Flattened.pdf.
- 10. The Adobe **Organize Pages** tool can also be used to combine flattened files into the appropriate order.

