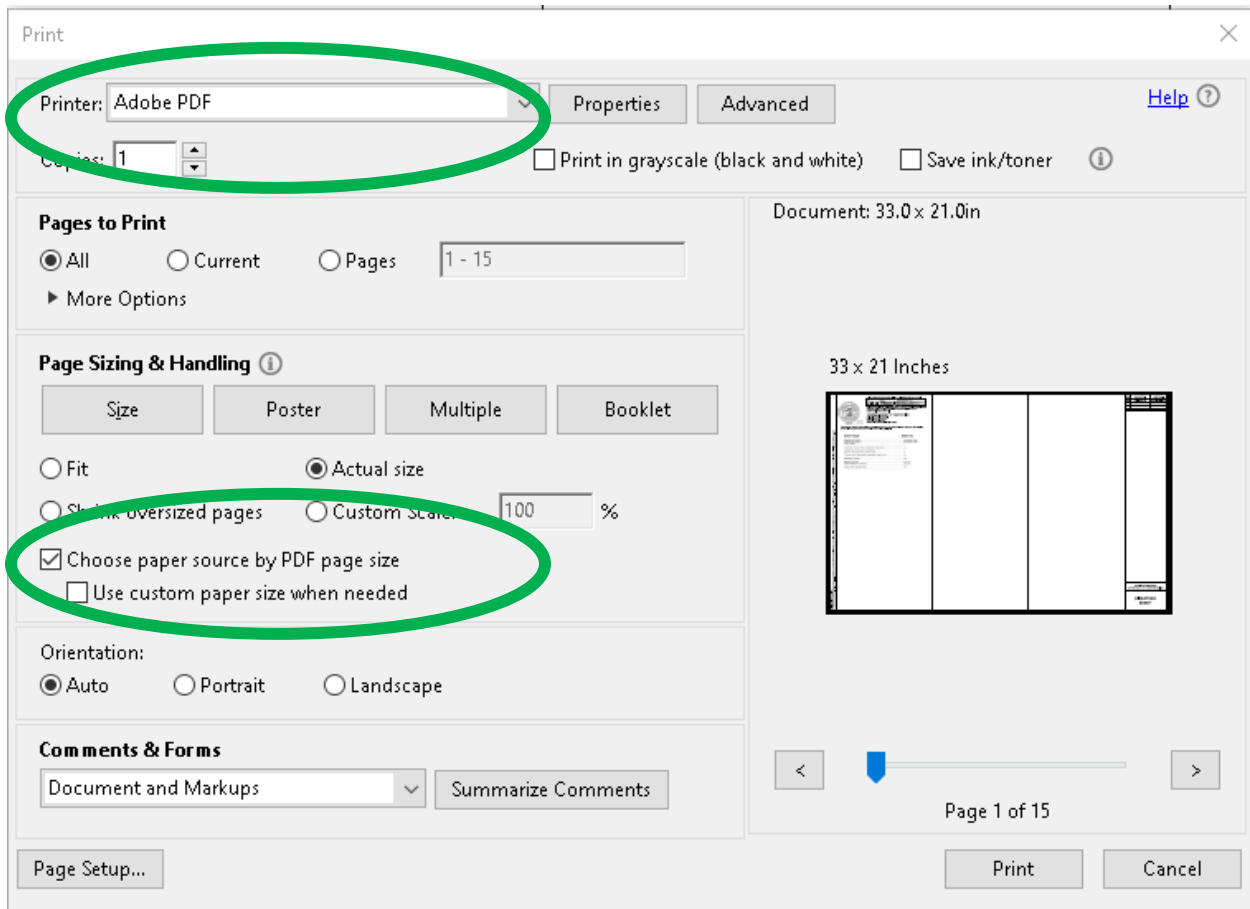
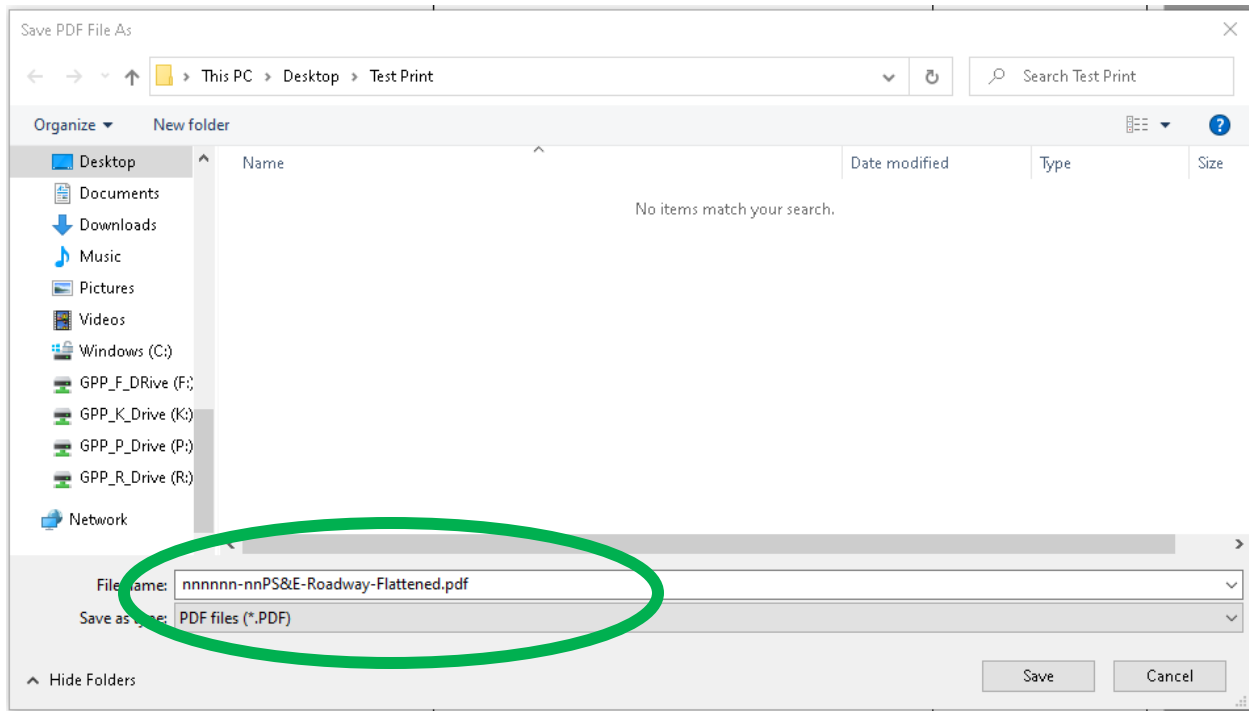


Creating the Flattened Plan Set

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

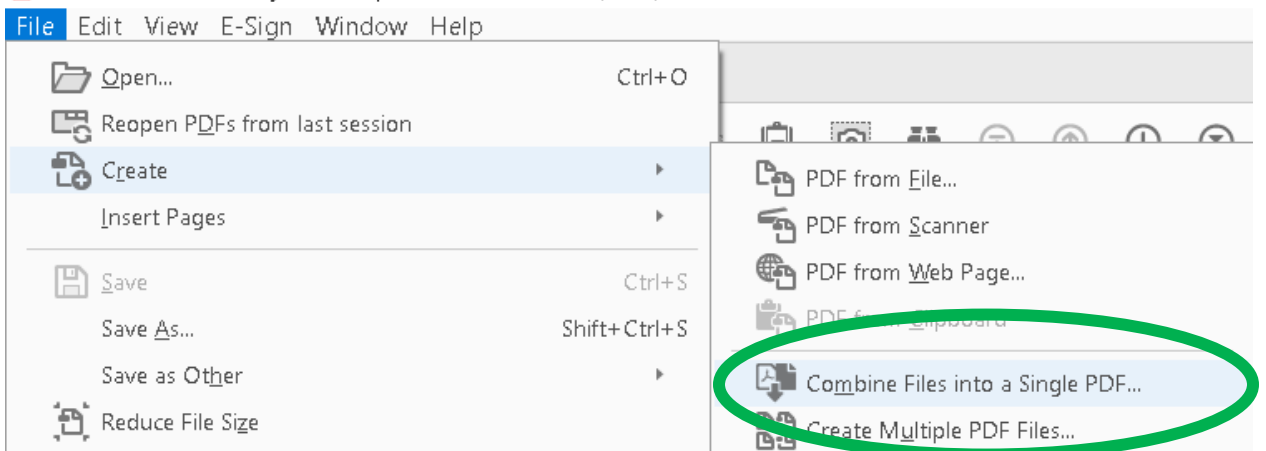


6. A window will open to name the file. Name the pdf that you are flattening and select Save.

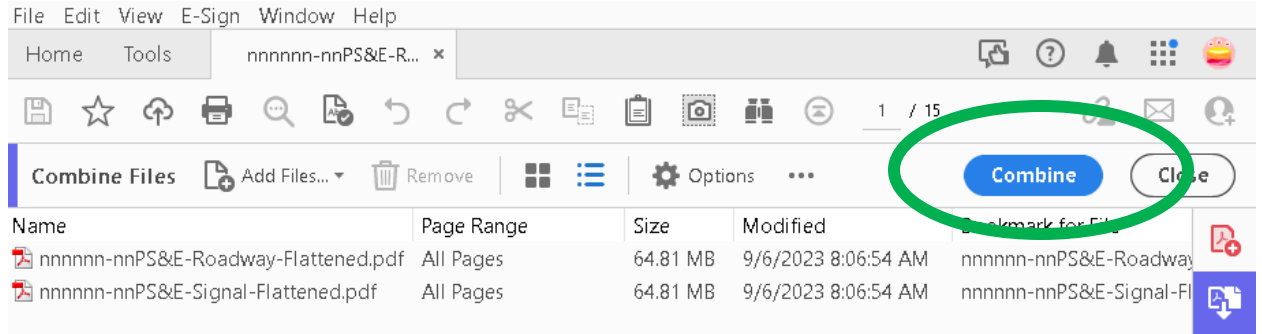


7. Once all the flattened files have been received, create a combined pdf based on the order of the sheets in the index. In Adobe, go to File>Create>Combine Files into a Single PDF.

nnnnnn-nnPS&E-Roadway-Flattened.pdf - Adobe Acrobat Pro (32-bit)



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



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

