



Workflow with Adobe Acrobat DC - Using Preflight to flatten annotations

14 Steps

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Creation Date

February 2, 2023

Last Updated

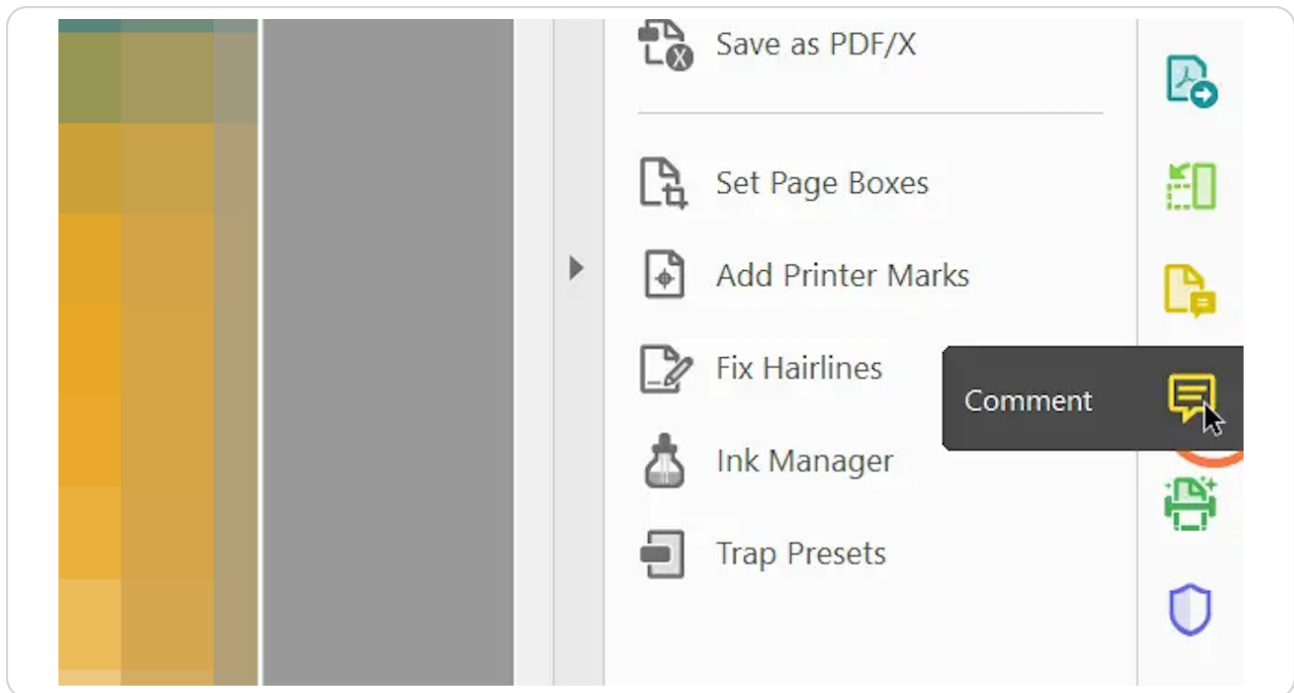
February 2, 2023

STEP 1

Open the PDF file you want to work with.

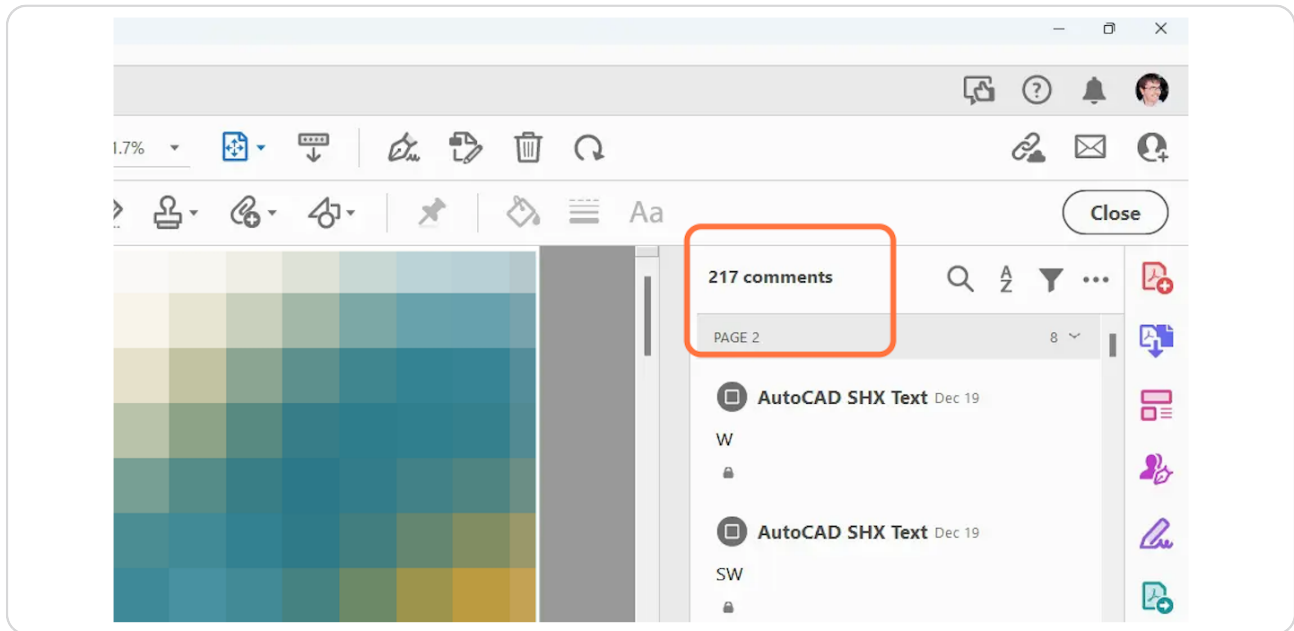
STEP 2

Go to "Comment" to check if the document has annotations that can be flattened.



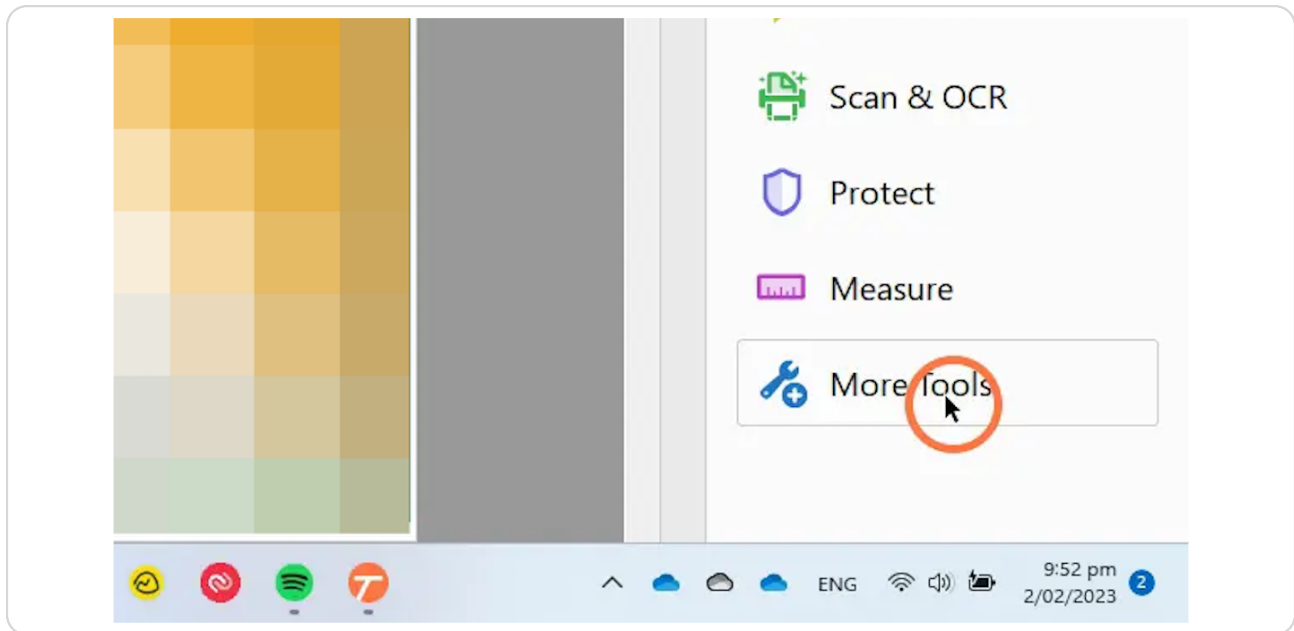
STEP 3

In this example document, you can see that there are over 200 AutoCAD annotations on the document that you can flatten.



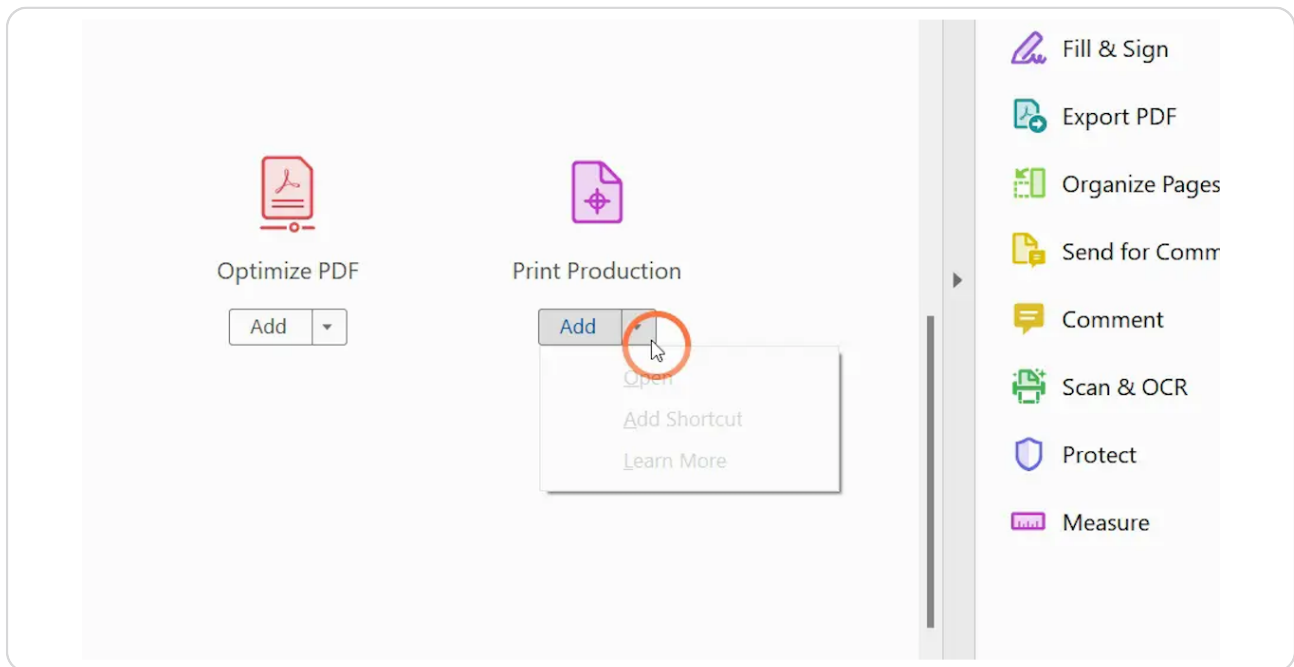
STEP 4

Add "Print Production" and "Preflight" to your shortcuts in Adobe. To do this, first select "More Tools" in the right-side bar.



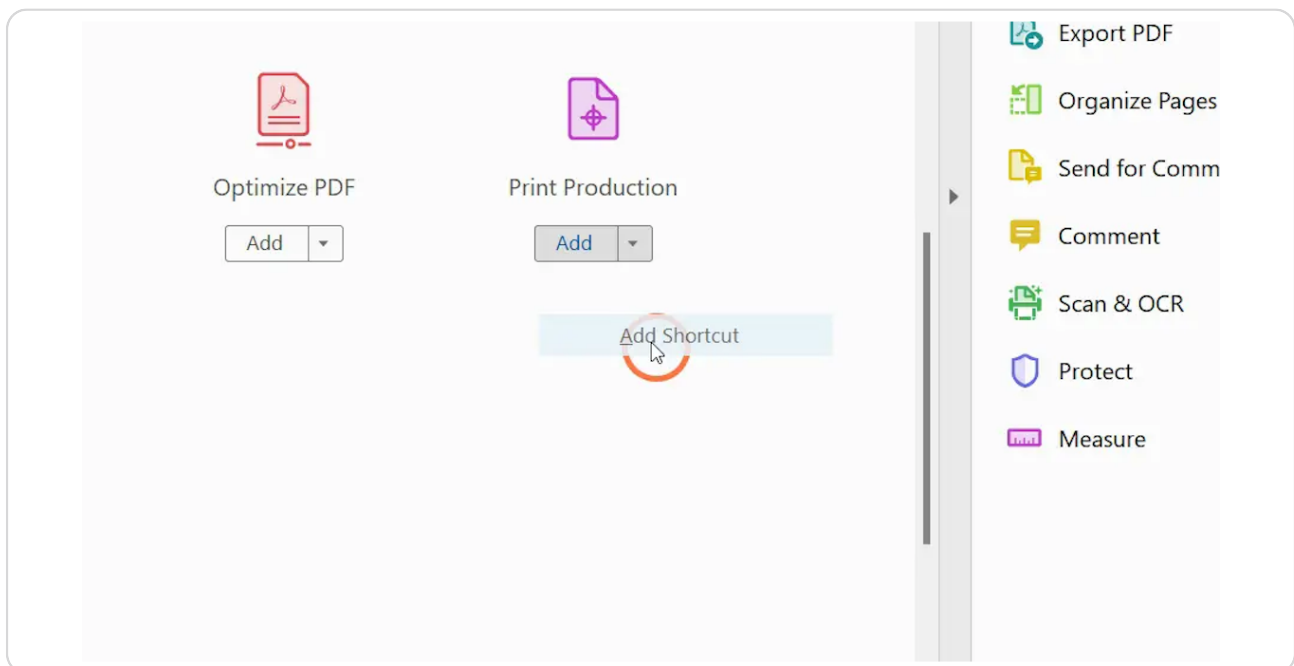
STEP 5

Find "Print Production," and select the down arrow.



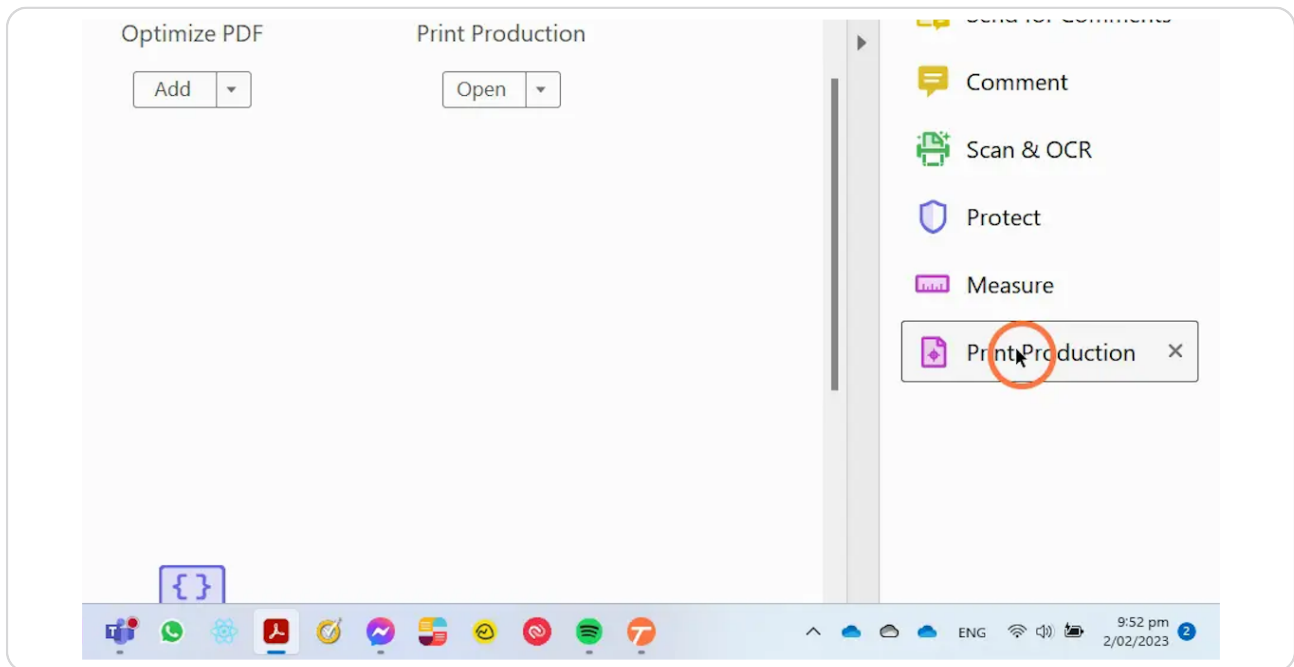
STEP 6

Select "Add Shortcut."



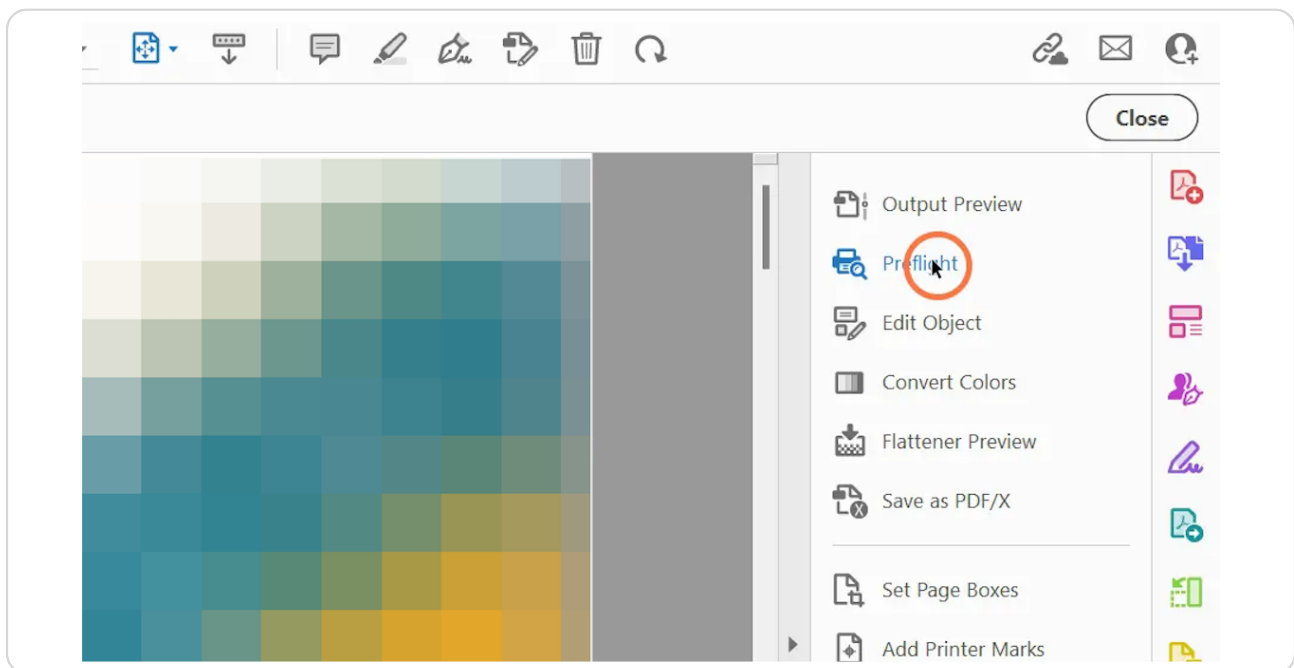
STEP 7

Select "Print Production" from your shortcuts.



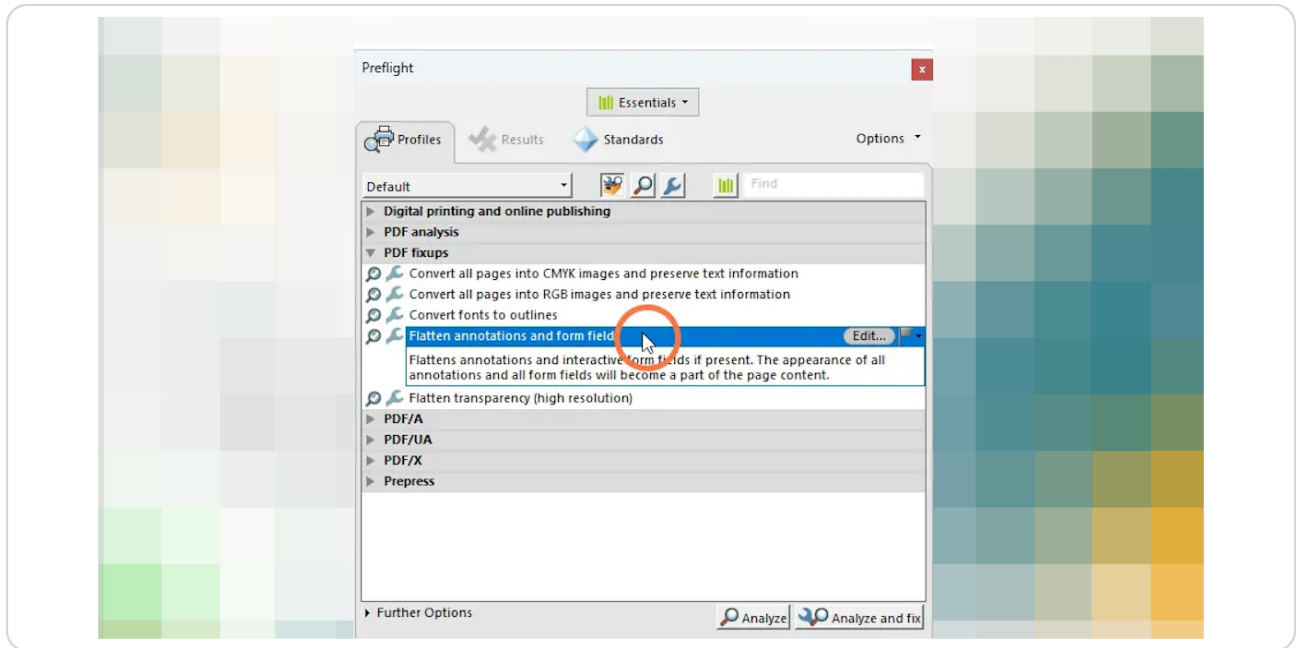
STEP 8

Select "Preflight."



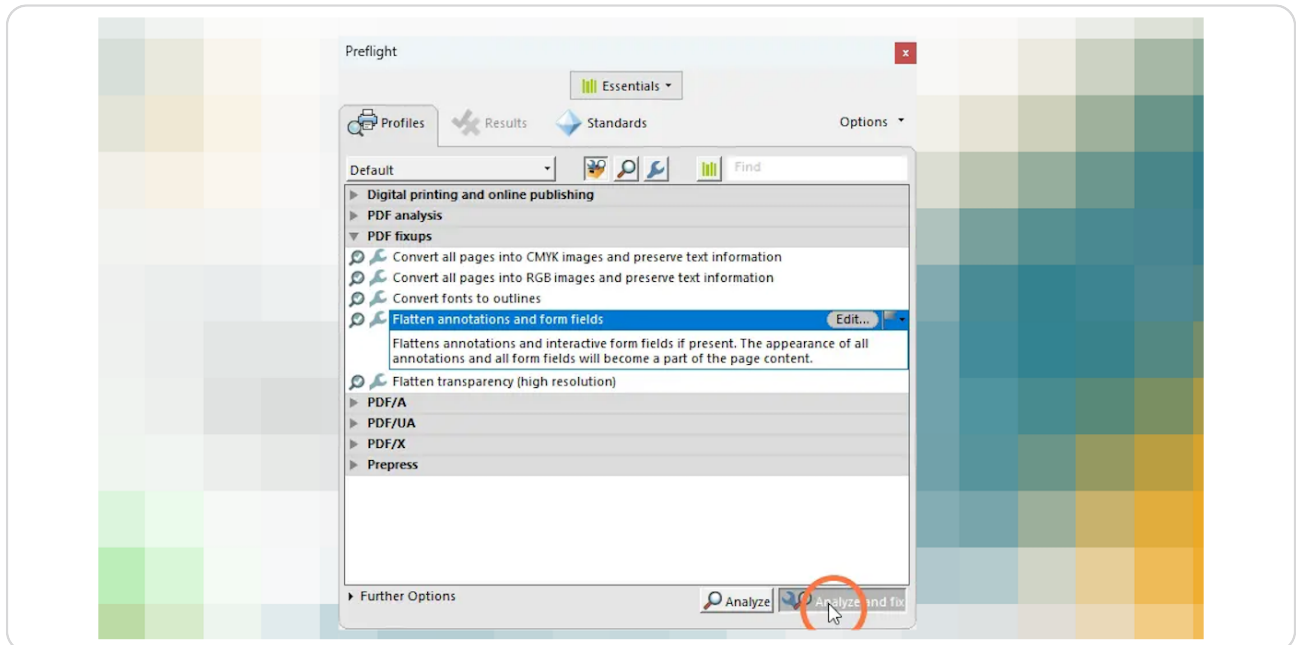
STEP 9

In the Preflight box, make sure "Flatten annotations and form fields" is highlighted.



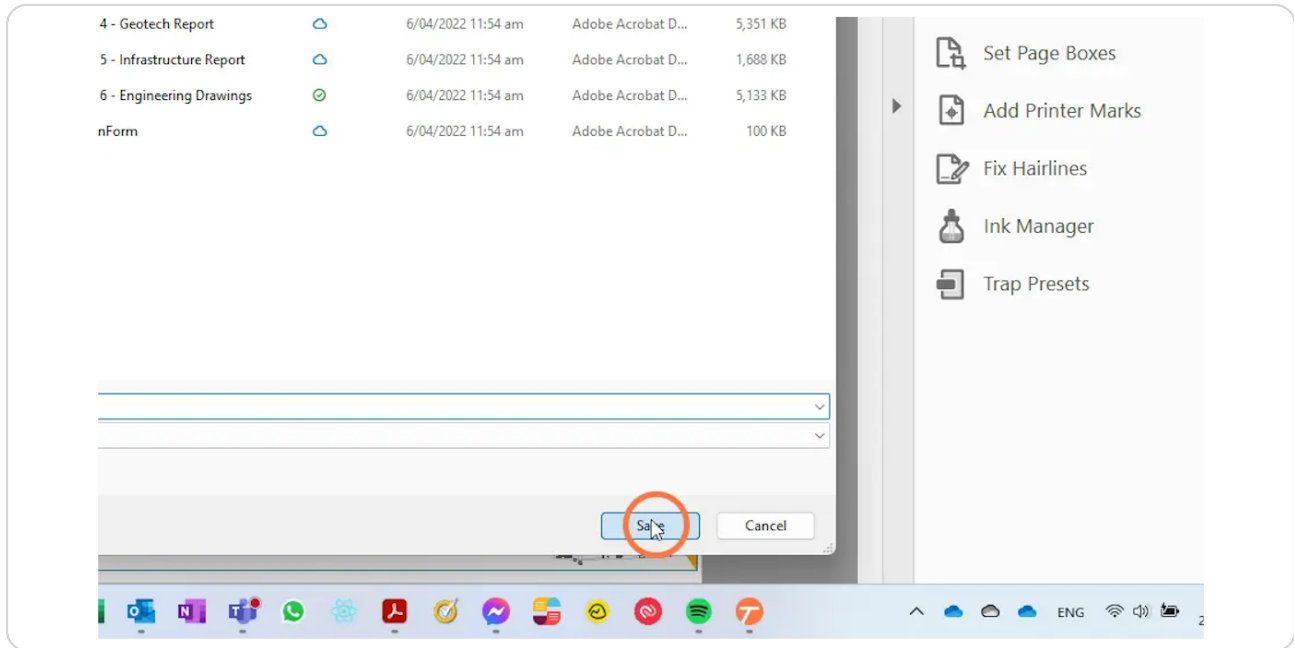
STEP 10

Select "Analyze and fix."



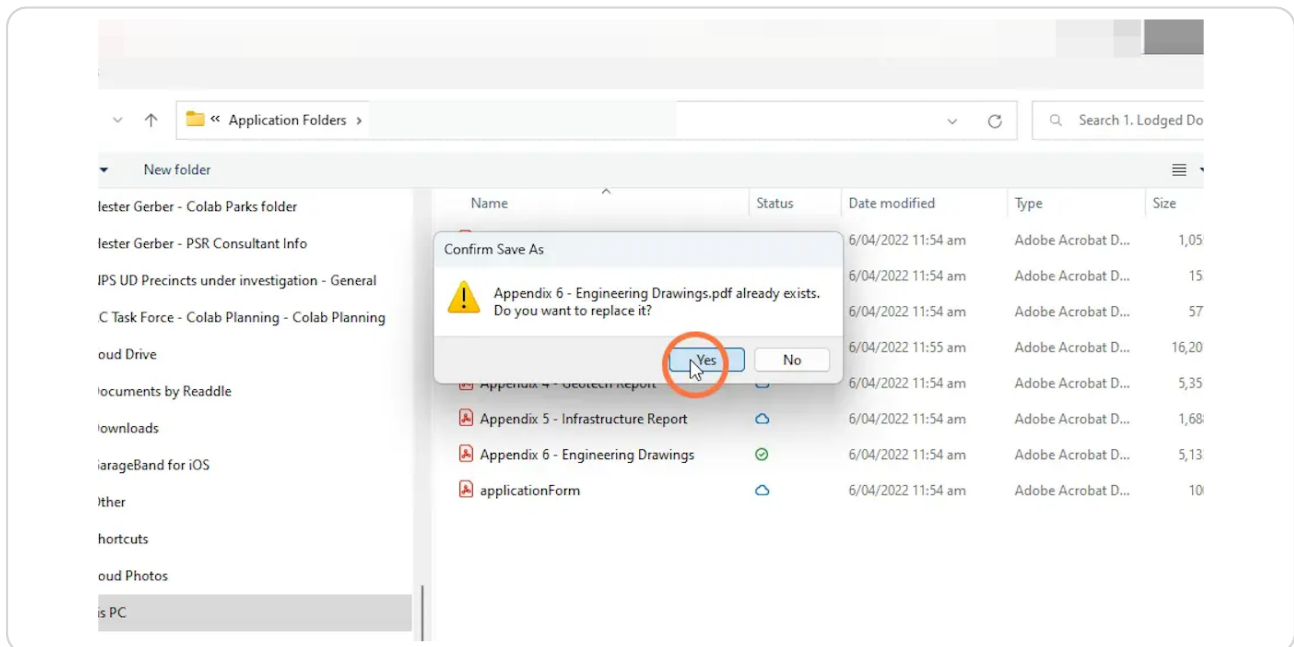
STEP 11

You will be prompted to save the document. Unless you want to keep a copy of the unflattened file, select "Save" to override the existing file.



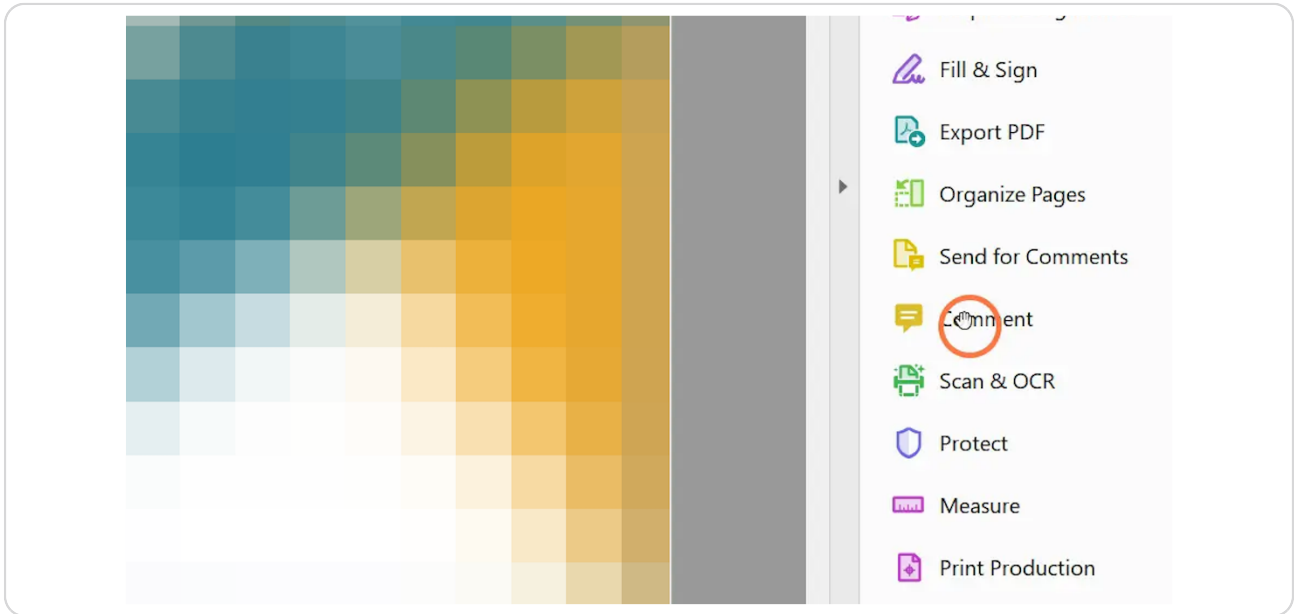
STEP 12

When prompted, select "Yes" if you want to save over the existing file.



STEP 13

Adobe Acrobat will process the flattening of annotations, and the time it takes will depend on the number of annotations. Once it's done, you'll be able to see the annotations are flattened by selecting "Comment" again.



STEP 14

Voilà! The annotations are now flattened, and your PDF will be quicker to load and easier to move from page to page.

