

Remove Form Content from a PDF (How to Flatten PDFs)

Purpose: If you receive an upload rejected error message stating “PDF contains form content,” your document contains some complex elements - such as editable text fields, comments, or signatures. To rectify this, you will need to flatten your PDF to convert these elements into a simple, “flat” image. The easiest method to do so is to use the “Print to PDF” feature in Adobe Acrobat or in Google Chrome.

Note: This process can also be used to reduce the size of a PDF.

Applicable Users: Appellate efilers

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Documents

Upload your filing document and additional documents below.

- The choices available in the document type menu below will fill in appropriately depending on an uploaded document's format (.pdf or .docx).
- Documents must be less than 10 MB in size and standard letter or legal size.
- Do not include the signature block on proposed orders.
- For more details on technical requirements for documents see the [support page](#).

To upload multiple documents using Firefox, Chrome and Internet Explorer 10 or higher, first select a file you want to upload and then press and hold the Ctrl key while selecting each of the other files to upload.

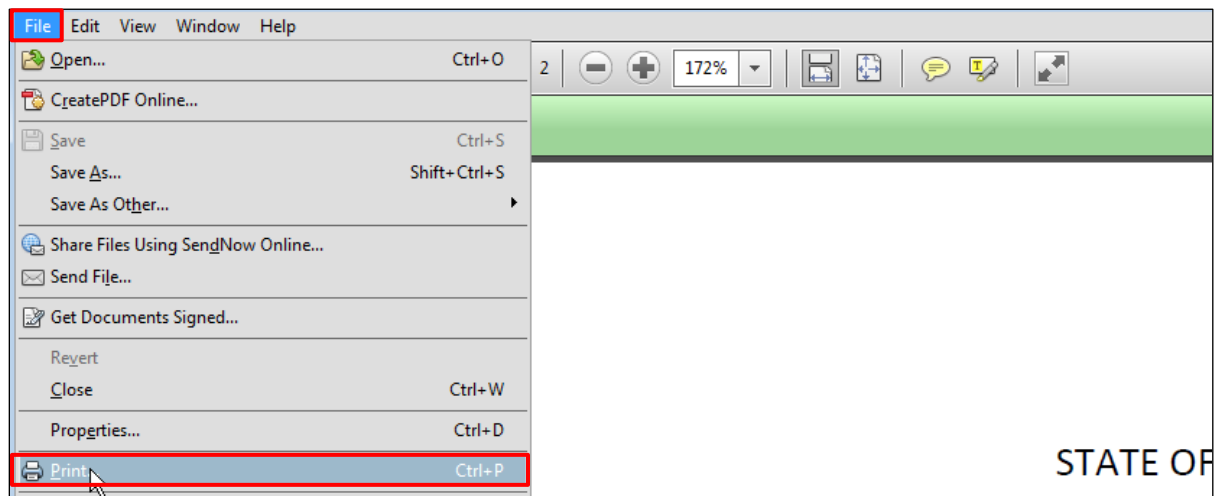
Upload documents

File name	Status	Document type	Document title	Seal	Remove
Exhibit C - Revision - 2012.pdf	Upload rejected	Reason: The PDF contains form content. Click here for instructions to make the document compatible for eFiling.			Remove

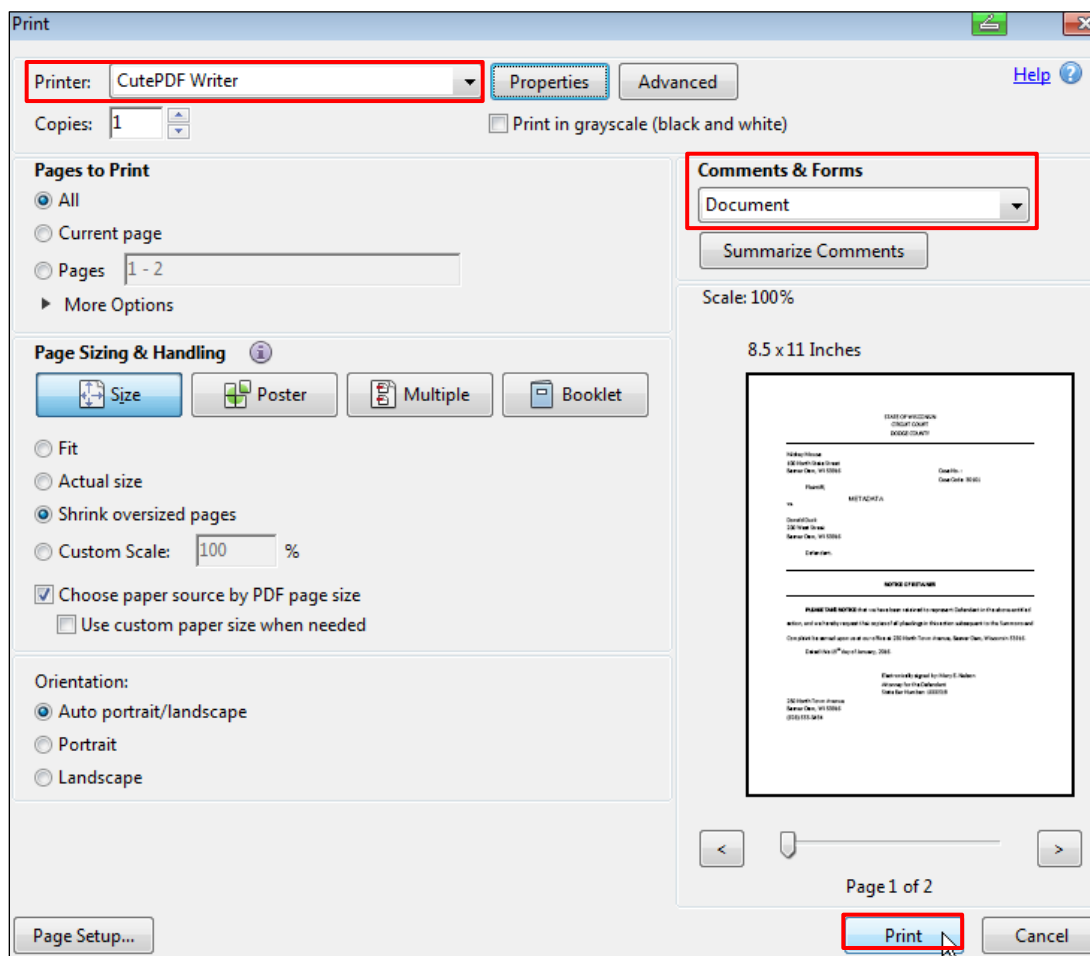
Previous
Continue

Adobe Acrobat

1. In Adobe Acrobat, open the PDF you need to flatten.
2. Select **File > Print**.

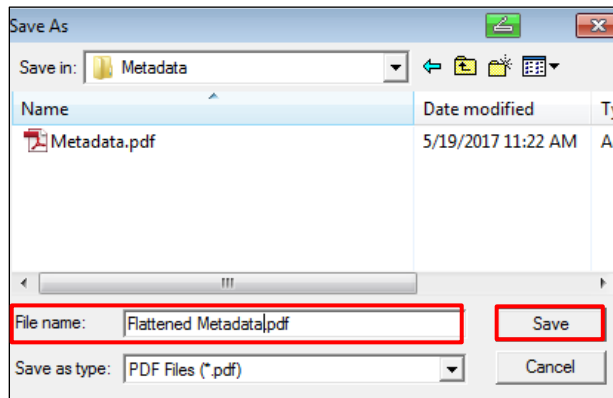


3. Select the **Printer** dropdown and choose **any option that has PDF in the title**. Change the **Comments & Forms** dropdown to **Document**. Select **[Print]**.



Note: If a PDF option does not display in your dropdown, you can download CutePDF - a free PDF converter - by clicking [here](#).

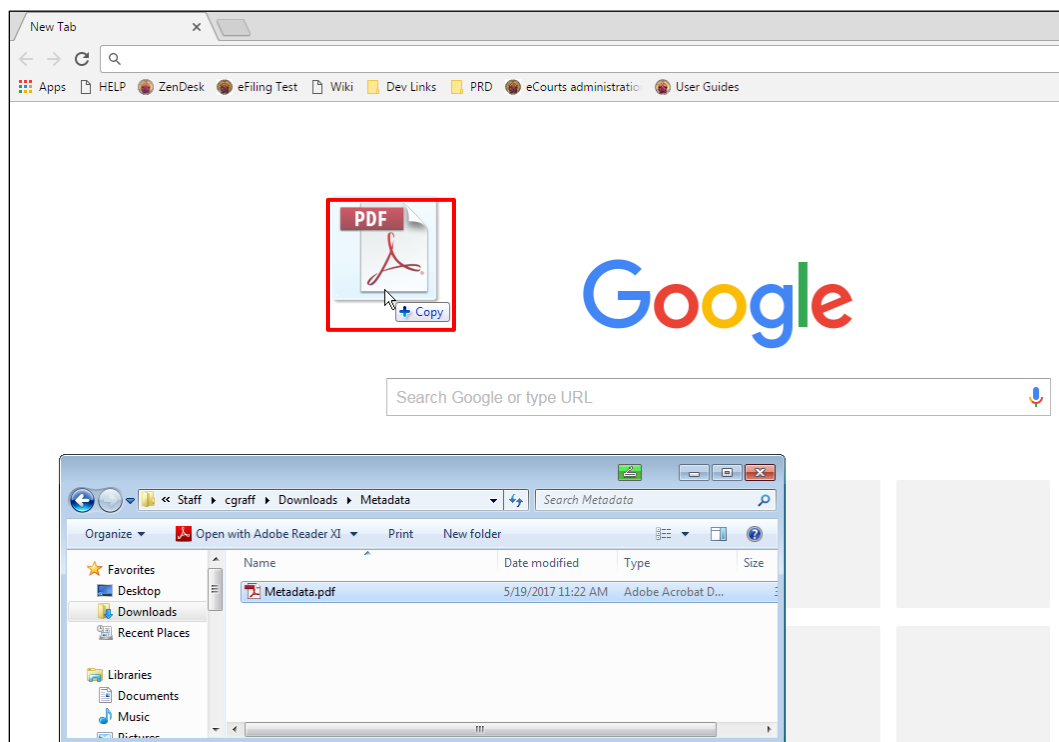
4. Choose a location to save your new PDF and enter a new name to differentiate it from your original version. Select **[Save]**.



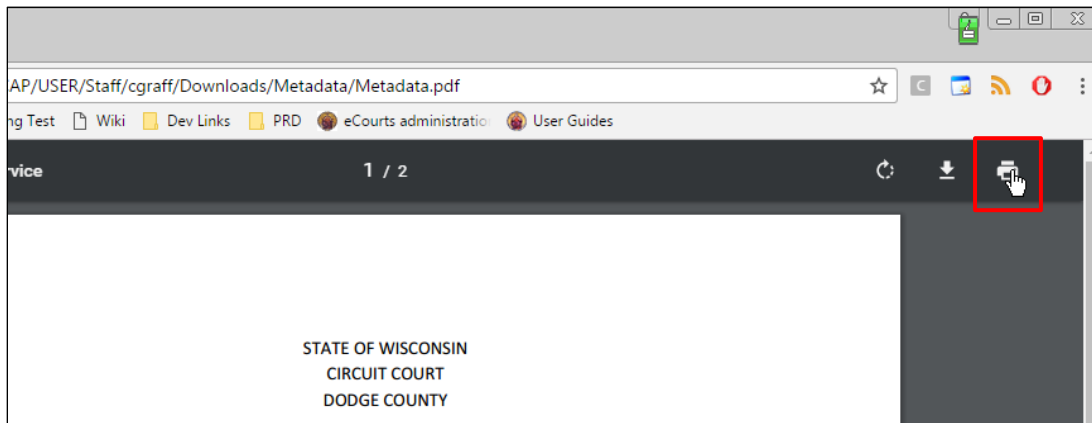
5. You will now be able to upload your newly saved PDF to the eFiling website.

Google Chrome

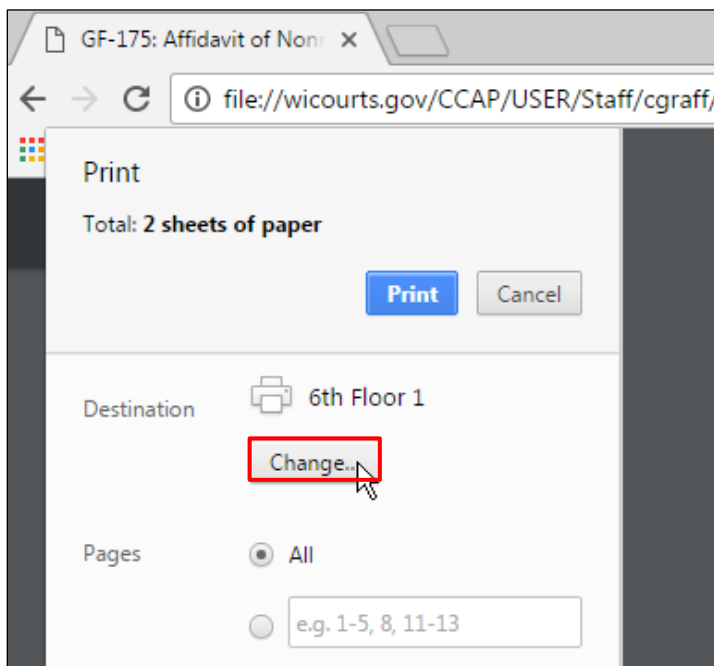
1. Open a Google Chrome browser window and drag your PDF file into it.



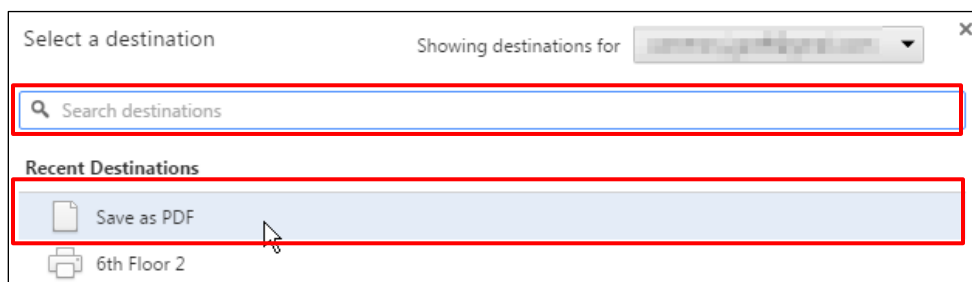
2. Select the **Print icon** in Chrome's PDF viewer. Alternatively, you can select **Ctrl + P**.



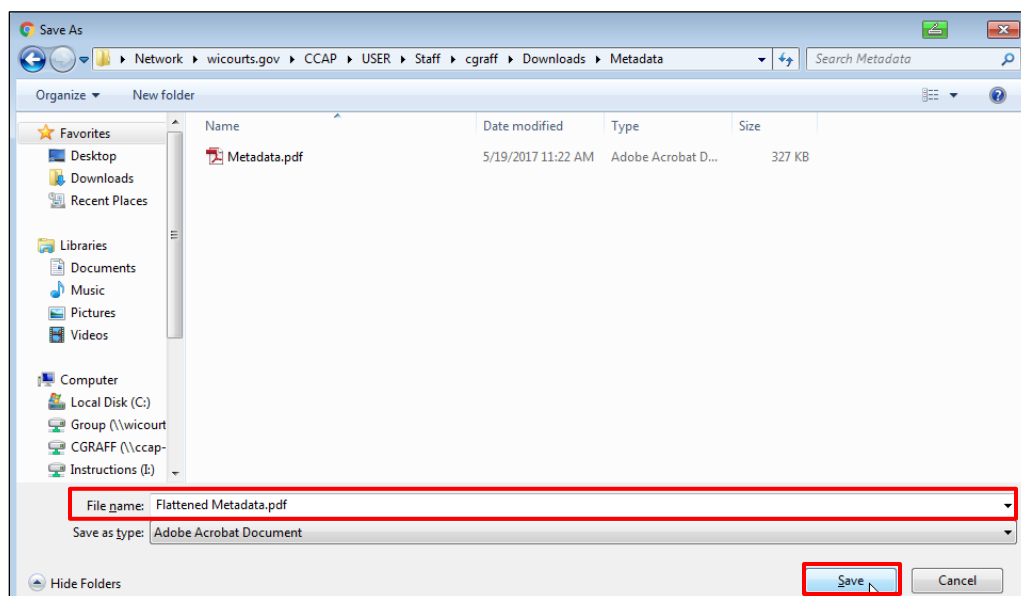
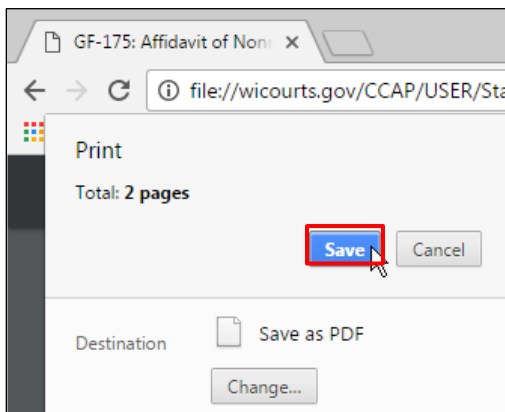
3. Select **[Change...]** in the print window.



4. Select **Save as PDF**. You may need to use the **Search destinations** search bar to locate this option.



5. Select **[Save]**. Select a destination, enter a new file name in the window that opens, then select **[Save]** again.



eFile Support

Contact the eFile support center if you have further questions. Staff are available Monday through Friday, 8:30 a.m. to 4:30 p.m., except for court holidays.

Phone: 1-800-462-8843

Online support form: <https://www.wicourts.gov/ecourts/efileappellate/efilefeedback.htm>

Email: efilesupport@wicourts.gov