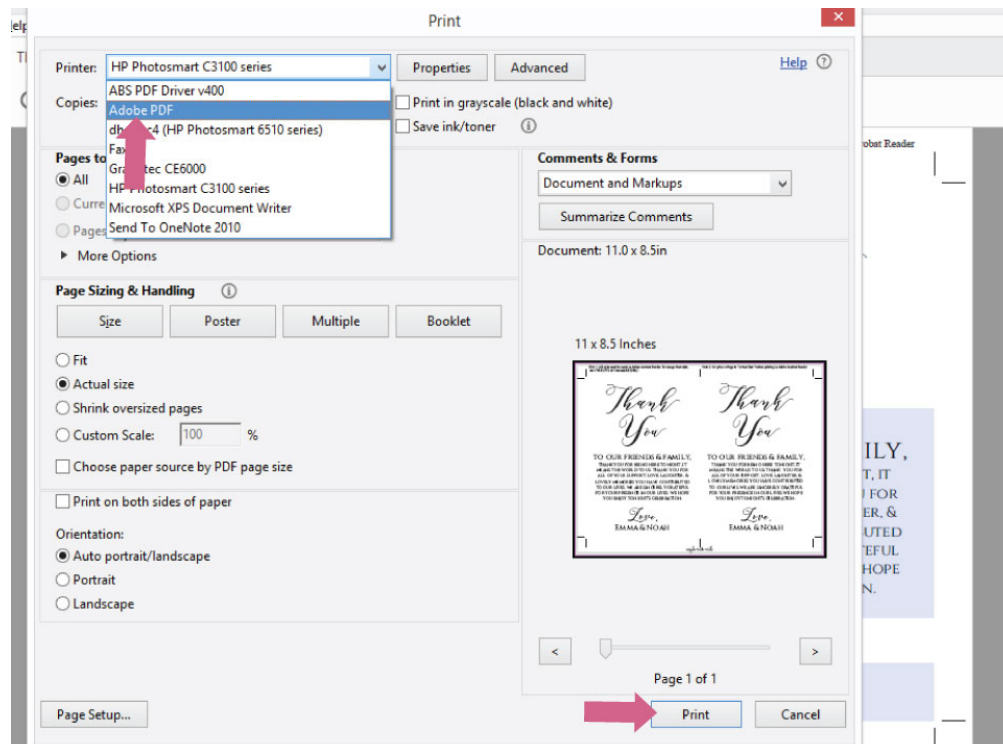


HOW TO SAVE A PDF AS A STATIC PDF

Saving a PDF as a static PDF removes all editing capabilities and basically flattens the PDF.

To save as a static PDF on a PC:

1. Go to File > Print and choose "Adobe PDF" for your printer selection.
2. Click Print, which will bring up the "Save As" box. Save as a different file name than the original file.



To save as a static PDF on a MAC:

1. Open the file in Preview. If another app is set as your default app to open PDF files (like Adobe Acrobat Reader), right click on the file and select "Open With" Preview.
2. Within Preview, click File > Export as PDF, save the file with a new name, and then open the new file in Adobe Acrobat Reader.