

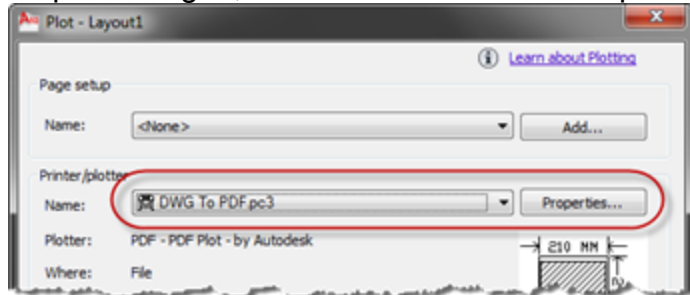


## How to Flatten Files in AutoCAD Before Upload in Portal Application

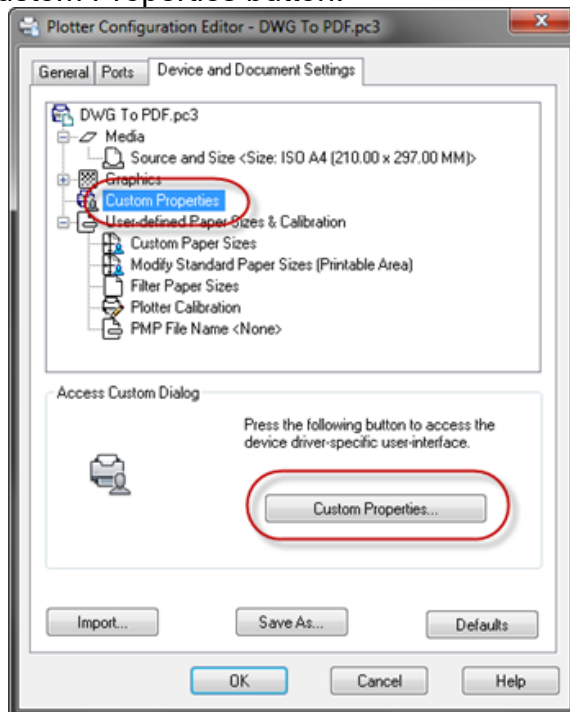
The City is unable to accept files or plan sets with unflattened layers, and will return these to the applicant to be corrected before plan review may occur. To make sure your files are flattened before uploading, use this guide.

### Step 1 – How to Turn Off Layer Export for DWG to PDF Files (aka ‘Flatten’ Before Upload) Using Plotter

1. Check to ensure the EPDFSHX setting is set to 0.
2. Type EPDFSHX in the Autocad command line. Verify that it is set to 0. This should only need to be done once per drawing. If you use a template to create new plan sets or sheets update this setting in the template.
3. Open the plot dialogue, and select ‘DWG To PDF.pc3’ under Printer/Plotter.

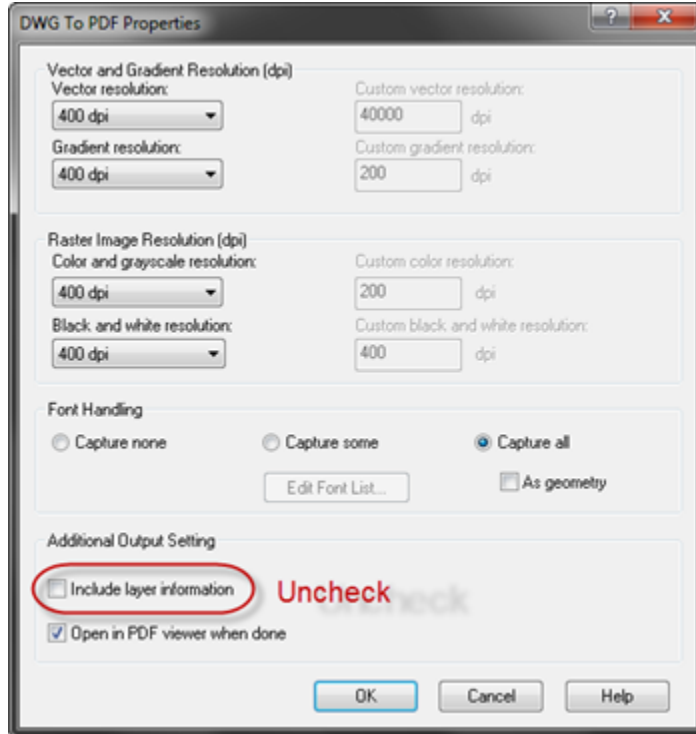


4. In the Plotter Configuration dialogue select ‘Custom Properties’, and then click the ‘Custom Properties button.

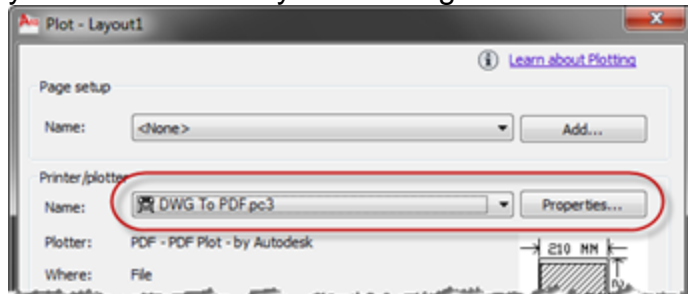




- Finally, uncheck 'Include layer Information' in the DWG To PDF Properties dialogue.



- You will be prompted to save the changes in a temporary printer configuration file, or you can write over your existing DWG To PDF PC3 file.

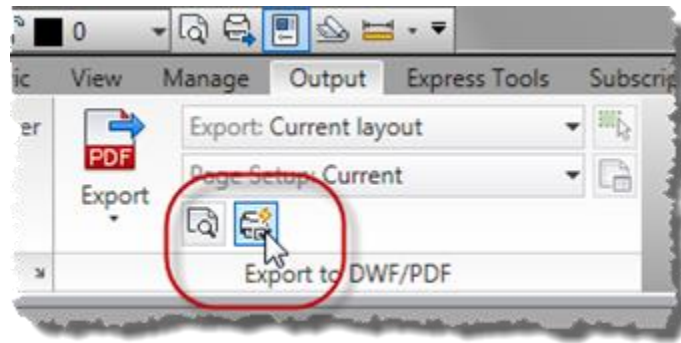


\*This method will only turn off layer export for PDF's that are created with AutoCAD's plot command.

If you prefer to use AutoCAD's 'Export' command to create your PDF's, you can turn off layer export here too. See the next step.

## Step 2 – How to Turn Off Layer Export for DWG to PDF Files (aka 'Flatten' Before Upload) Using Exporting PDFs

- To turn off Layer export for AutoCAD's 'EXPORTPDF' Command, first click on the Export to DWF/PDF options button:  
Output tab > Export to DWF/PDF Panel > Export to DWF/PDF Options



*TIP: If you are using the Classic interface type 'exportsettings' at the command line, and choose 'Options'.*

2. Pick 'Don't include' from the Layer Information settings drop down, to turn off layer export.

