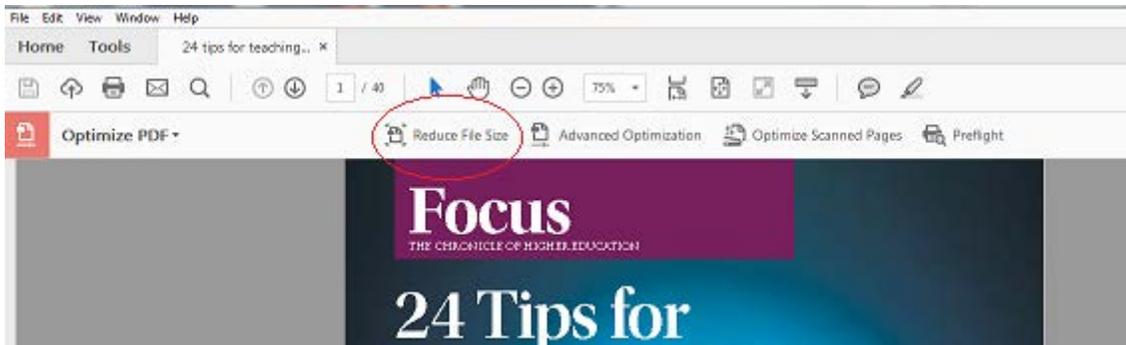
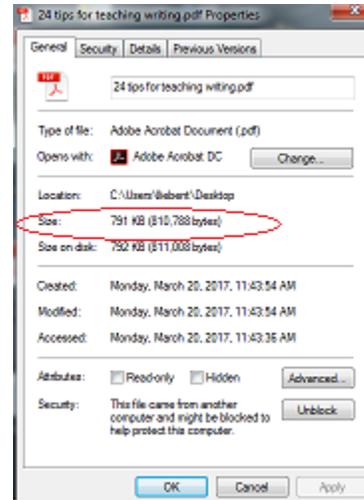
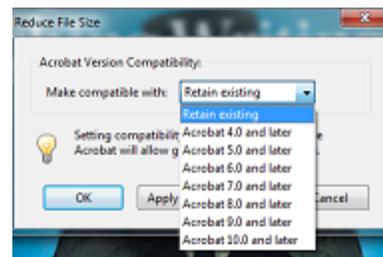


Reducing the Size of a PDF

1. Save file to a PDF.
 - a. Right click> Properties> Size
 - b. Reduce file if over 3MB
2. To Reduce file size:
 - a. Select Tools>Optimize File



- b. The later the version selected the smaller the file.



3. Save the file and upload file through the AIM portal.