

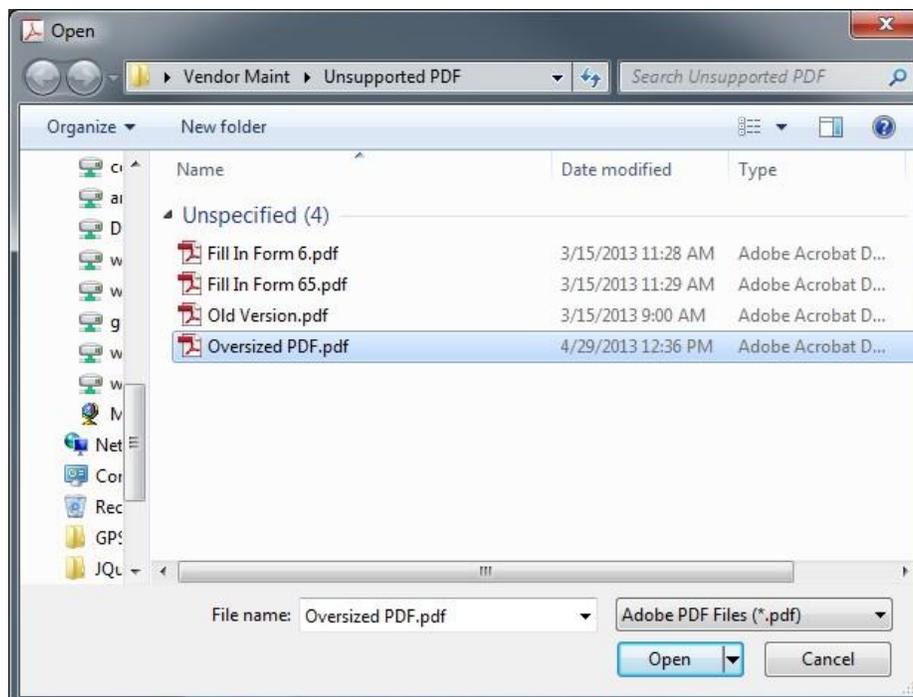
Reducing an Oversized PDF

.PDF attachments should not exceed 2MB.

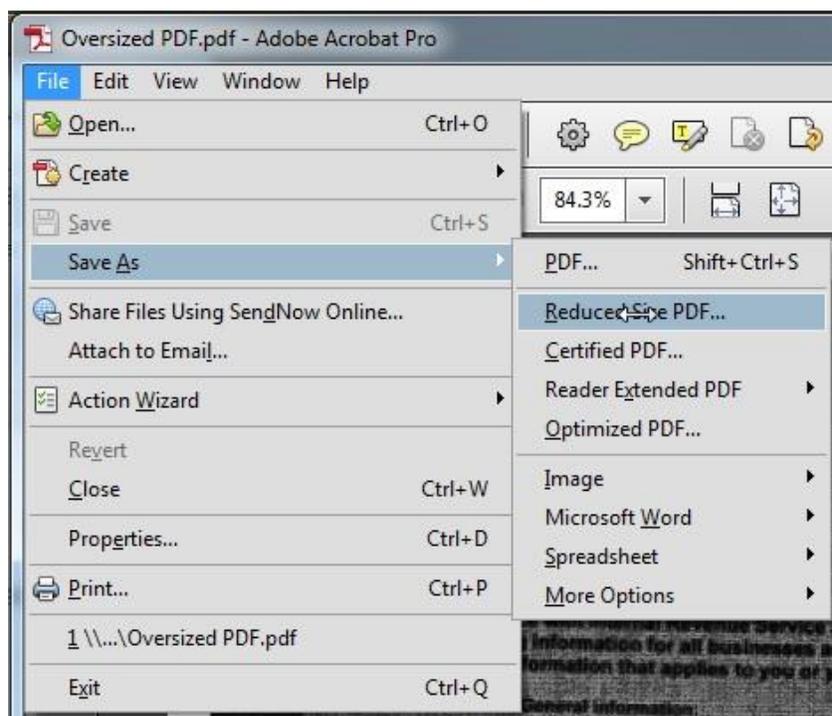
Open Adobe Acrobat and click “Open . . .”



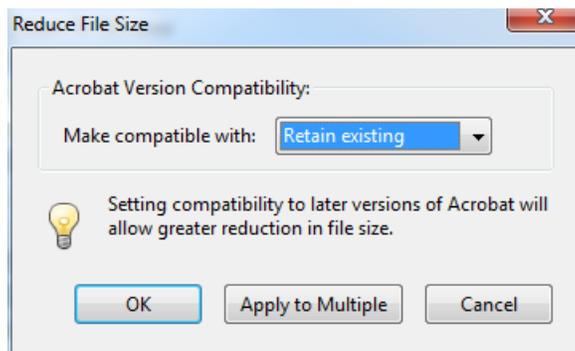
Browse to the .PDF and click “Open”



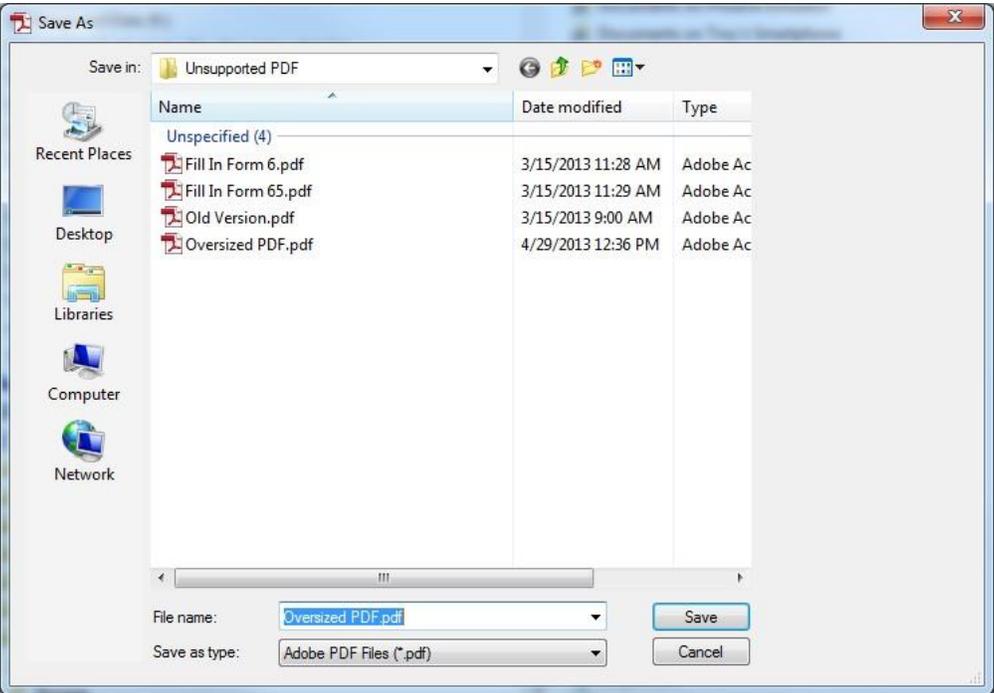
From the toolbar, select “File - Save As - Reduced Size PDF . . .”



In the “Acrobat Version Compatibility” dialog box, click “OK”



In the "Save As" dialog box, you can either keep the same name and replace the original .PDF or change the name to save a separate version. Note where you are saving the document.



Close Adobe Acrobat and resubmit the Vendor Maintenance Request Form using the reduced .PDF.