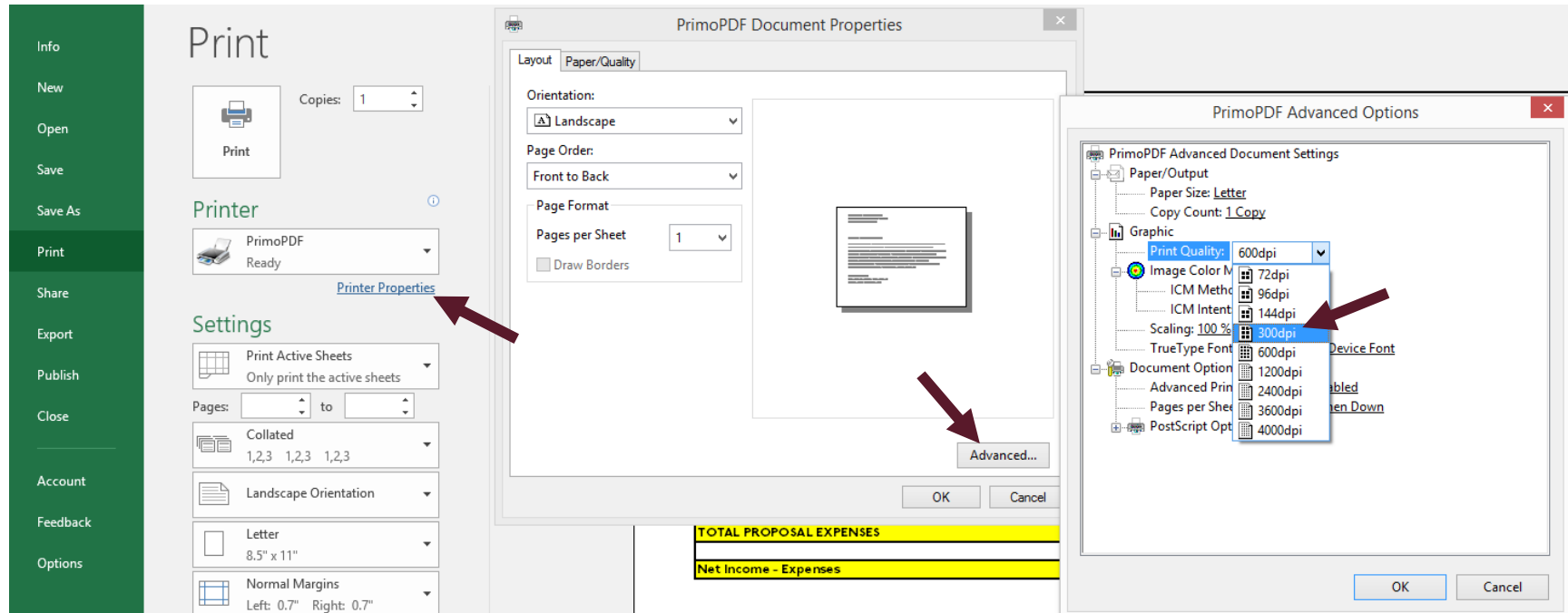


PDF Tips

Reducing the file size of a document that is over 5MB using PrimoPDF.

1. Download free PrimoPDF software at www.primopdf.com. Follow the installation instructions.
2. Once downloaded, open the document you need to shrink and click "Print".
3. Choose "PrimoPDF" as your printer and click "Printer Properties".
4. Click "Advanced".
5. Under "Graphic – Print Quality", choose a DPI between 100 and 300 to shrink the file size.
6. Click Print.
7. When the PrimoPDF box appears, click "Create PDF". It will give you the option to save the file where you like.
8. Once you click "Save", it will create a new PDF with a smaller file size.



Combining multiple documents into one document using PrimoPDF.

1. Download free PrimoPDF software at www.primopdf.com. Follow the installation instructions.
2. Once downloaded, open the first document you want combined and click "Print" from the File Menu.
3. Choose "PrimoPDF" as your printer and click "Print".
4. When the PrimoPDF box appears, click "Create PDF". It will give you the option to save the file.
5. Next, open the document you'd like to combine with the first document and click "Print" from the File Menu.
6. Choose "PrimoPDF" as your printer and click "Print".
7. When the PrimoPDF box appears, click "Create PDF".
8. Like the first time, it will give you the option to save the file but instead of saving it as a new document, find and select the first document you created.
9. Click "Save" and then click "Append" on the dialogue box that appears. The first document will now include both the first document and the second document. The order within the file mirrors the order you print in, i.e. the first document is on the first page of the combined document, the second on the second page, etc.
10. Repeat the process to add additional documents.

